Time is Valuable and Critical to Student Success

Thanks to all of the MITs that have submitted schedules for review by the KDE. Schedules are due by Friday, September 15th. I am starting to review schedules and hope to have all feedback out by the end of September. As a MIT, your main focus should be providing students with effective, mathematics instruction. When students are in the building, they are your priority. Remember – I am always here to help. I am an advocate for you and what is best for your students. All of us have to be good stewards of the grants and follow the requirements of the MAF RFA and Assurance Document to ensure the money is protected in the future.

Following the recent AdMIT days across the state, I have received several questions regarding scheduling and students to be served in interventions. I wanted to take a moment to address some of those topics and questions. The following quotes have been pulled directly from the RFA and the Assurance Document:

- At least one-half of the MIT’s time must be spent delivering intensive mathematics interventions to primary grade students using the grant approved primary mathematics intervention program. The MAF intervention services provided by the MIT must be with K-3 students. The MIT must be delivering intensive mathematics intervention at least half of the time.

- The remaining time may be spent providing additional intensive mathematics interventions to primary grade students or providing support to other teachers in the area of mathematics. The MIT may also spend time providing support to other teachers in mathematics. Support to other teachers may include co-teaching, collaborating, small group instruction, etc. This is not limited to K-3 teachers.

- The MIT must schedule time for co-teaching with teachers from the school mathematics team during mathematics instructional time. As discussed at the AdMIT days, the minimum requirement is to co-teach with the two classroom teachers from the school mathematics team at least 30 minutes per teacher per week. If the schedule allows, you may co-teach more often or with other teachers in mathematics.

- The MIT may have supervisory duties equal to, but not greater than, the other teachers in the building. The MIT shall have appropriate planning time equal to, but not greater than, the other teachers in the building. We discussed this in-depth at the AdMIT meetings, please remember providing intervention services while students are in the building and available is the top priority.

Thank you for your dedication to students and helping them succeed in math by providing effective instruction and interventions each and every day. Please know that I am here to answer any questions that you may have and assist you at any time.

Yearly KDE Requirements:

Beginning of the School Year
- Assurance Statement
- MITs Attend MIT Training
- Classroom Teachers Attend Comprehensive Courses
- Attend Fall Professional Learning (AdMIT Day)
- Beginning-of-Year Survey
- Schedule Sent to the KDE

By October 30th
- Infinite Campus Intervention Tab Utilized

By January 30th
- Infinite Campus Intervention Tab Updated
- MIT Mid-Year Survey

By March 30th
- Infinite Campus Intervention Tab Updated

End of the School Year
- Infinite Campus Intervention Tab Records Completed
- MIT End-of-Year Survey

Thank you – Pamela Pickens
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Department of Education
Office of Teaching and Learning
Division of Learning Services
Differentiated Learning Branch
Associate Commissioner: Dr. Amanda Ellis
Division Director: Gretta Hylton
Branch Manager: April Pieper
Math Intervention Consultant: Pamela Pickens
Start Your Year Strong: Quick Reminders for Beginning the MAF Year

- Complete the Beginning of the Year Survey. The survey is about 20 questions long and should not take more than 5 minutes to complete. Surveys were due on Thursday, August 31st at midnight. Twenty-six schools have not completed the survey. Reminders have been sent to MITs still needing to complete the survey.

- All schedules will need to be submitted for approval by the KDE this year. Please start sending those to Pamela Pickens via email when the schedule is ready for the year. Please make sure the schedule is easy to understand. It does not need to include student names, but should include the number of students being serviced during each group. Please label intervention times with “I”, co-teaching with “C”, planning with “P” and other with “O”. All schedules are due by September 15th at midnight.

- Request access to Infinite Campus. As required by the grant, the MIT must create an intervention record for each tiered service provided to students as a results of the MAF grant. The +2 classroom teachers will also create an intervention record for students in his or her classroom.

- August 31 - Deadline for completing the Beginning-of-Year Survey.
- September 15 - Deadline for submitting MIT’s schedule for approval by the KDE. Submit via email to pamela.pickens@education.ky.gov.
- October 30 - Data Pull for Infinite Campus Intervention Tab. Be sure to have all students directly served by MAF entered into the tab.
- November 30 - Deadline for submission of fall schoolwide assessment data to Abacus.
- January 30 - Data Pull for Infinite Campus Intervention Tab. Be sure all MAF student records are updated and accurate. If students have moved or exited intervention, be sure those records are closed with "Student Service Results" entered.
- January 31 - Deadline for completing the Mid-Year Survey.
- March 30 - Data Pull for Infinite Campus Intervention Tab. Be sure all MAF student records are updated and accurate. If students have moved or exited intervention, be sure those records are closed with "Student Service Results" entered.
- May 31 - Deadline for completing the End-of-Year Survey.
- May 31 - Deadline for submission of spring schoolwide assessment data to Abacus.
- June 30 - Data Pull for Infinite Campus Intervention Tab. Be sure ALL records are complete with "Student Service Results" entered.
Intervention Tab for MITs

All students serviced by Mathematics Achievement Fund interventionists will be required to use the Intervention Tab in Infinite Campus for 2017-2018. In general, the expectation is that once you have your intervention student roster, you will “open” an intervention record for each student in Infinite Campus. The tab is under the individual student, under general, under PLP and is labeled simply, “Intervention.” You will complete the record for each student, with the understanding some fields will not be applicable to your circumstances, and a few fields are optional. The KDE will pull data on October 30th, January 30th, March 30th, and June 30th. Please have records updated by those times.

Please make sure that you have access to Infinite Campus by contacting your principal or technology coordinator. If you have any questions, please let us know as soon as possible.

Steps to enter intervention records in the Intervention Tab:

- Log in to Infinite Campus.
- Go into a student’s record. You can search by name. Click on the PLP tab.
- Go to “General” and you will see “Intervention” in the top right hand corner. When you click on “Intervention” you will see “New Status”.
- The status date and time will automatically be opened by IC. However, if you began interventions last week and did not enter them in the intervention tab until today, you can manually override the date. The Start Date will be the first day of the first intervention session –NOT THE FIRST DAY OF SCHOOL. You will not enter the end date at this time.
- For the Tier Status, MAF will probably be either Tier 2 or Tier 3 depending on the school’s RTI framework. If you are providing daily one-on-one service, it will most likely be a Tier 3.
- The Intervention Type is #4 for MAF and there is NO COURSE CODE.
- The Intervention Content Area is Math.
- Total Hours should reflect the number of hours the student has spent in intervention. If a student exits the intervention, then you would input the total of hours served throughout the entire intervention.
- The Intervention Material is #5 – a vendor program.
- The Materials Codes are:
  - 3380 for Assessing Math Concepts
  - 3379 for AVMR
  - 3360 for Do The Math
  - 3310 for Math Recovery
- The Intervention Staff is #1 – a certified teacher.
- Delivery Location is “On-Site”.
- Delivery Method is “In-Person”.
- Frequency – select the most accurate description for the selected student.
- Duration – amount of time spent in intervention session
  - 1: < 30 minutes
  - 2: 30 minutes
  - 3: 45 minutes
  - 4: 60 minutes
  - 5: >60 minutes
- Area(s) of Student Need – select all skill areas that apply

As students exit MAF Interventions, please be sure to access his or her Intervention Record to complete the “Student Service Results,” “End Date” and “Total Hours Served”.

Questions?
Please contact Pamela Pickens at pamela.pickens@education.ky.gov or Jarrod Slone at jarrod.slone@education.ky.gov

Intervention Tab for Classroom Teachers at MAF Grant Schools

All classroom students provided mathematics instruction during core instructional time by MAF Classroom Teachers on the MAF School Mathematics Team will be required to use the Intervention Tab in Infinite Campus for 2017-2018. As a part of the grant, we are wanting to capture students within classrooms where classroom teachers have received the KCM Comprehensive Course as a result of the MAF grant. (Yes, we know this is not intervention in Tier II or III, but Tier I Core Instruction.) In general, the expectation is that once you have your classroom student roster, you will “open” an intervention record for each student in Infinite Campus. The tab is under the individual student, under general, under PLP and is labeled simply, “Intervention.” You will complete a record for each student, with the understanding some fields will not be applicable to your circumstances, and a few fields are optional. **NOTE: Please understand this is our first year attempting to capture data around core instruction as a result of the MAF Grant. We are learning with you. We will figure it out together.**

Steps to enter classroom records in the Intervention Tab:

- Log in to Infinite Campus.
- Go into a student’s record. You can search by name. Click on the PLP tab.
- Go to “General” and you will see “Intervention” in the top right hand corner. When you click on “Intervention” you will see “New Status”.
- The status date and time will automatically be opened by IC. However, you can manually override the date. The Start Date will be the first day of the school year. **You will not enter the end date at this time.**
- For the Tier Status, MAF classroom teachers will enter Tier 1. If the student is also receiving Tier 2 or 3 interventions, you as the classroom teacher are not required to enter them as a part of the MAF grant.
- The Intervention Type is #4 for MAF and there is NO COURSE CODE.
- The Intervention Content Area is Math.
- Total Hours should reflect the number of hours the student has spent in intervention. If a student withdraws from school, then you would input the total of hours. Estimates are okay here. Also, for most students this would only be entered at the end of the school year.
- The Intervention Material is #5 – a vendor program. (KCM is considered a vendor for this purpose.)
- The Materials Codes are:
  - 3400 KCM Comprehensive Course for Primary (K-2)
  - 3401 KCM Comprehensive Course for Intermediate (3-5)
- The Intervention Staff is #1 – a certified teacher.
- Delivery Location is “On-Site”.
- Delivery Method is “In-Person”.
- Frequency – most likely “1: Daily” if students receive core instruction in mathematics every day.
- Duration – amount of time spent in core mathematics instruction each day
  - 1: < 30 minutes
  - 2: 30 minutes
  - 3: 45 minutes
  - 4: 60 minutes
  - 5: >60 minutes

As students withdraw or end the year, please be sure to access his or her Record to complete the “Student Service Results,” “End Date” and “Total Hours Served”.

Questions?
Please contact Pamela Pickens at pamela.pickens@education.ky.gov or Jarrod Slone at jarrod.slone@education.ky.gov

Resources for the Intervention Tab – This video is from last year and specifically for Interventionists, but may help you understand the step-by-step process for using the Intervention Tab.
After selecting the student, Start Here.

If student has previous record, it might look like this. You will click “New Status.”

Infinite Campus

Intervention Tab Screenshots

After selecting the student, Start Here.

If student has previous record, it might look like this. You will click “New Status.”

New Status  Save  Delete

Intervention

*Status Date
06/22/2017

*Start Date

Student Service Results

Tier Status

*Intervention Type

*Intervention Content Area

Intervention Materials 1

Intervention Materials 2

Intervention Staff

Delivery Method

Frequency

Status Time
05:27 PM

End Date

Student Service Results Other

Total Hours Served

State Course Code

Content Area Other

Materials Code 1

Materials Code 2

Delivery Location

Delivery Method Other

Duration
Have Patience. All things are Difficult before they become Easy.” Saadi, Persian Poet

Conference Requirements

As stated in the RFA and Assurance Document, the principal must agree to pay for the MIT and two classroom teachers on the school’s mathematics team to attend at least one state mathematics conference approved by the KDE. As of right now, the KDE has approved the KCTM Conference in November and the KCM Conference in March as options to fulfill this grant requirement. If your school finds another conference focused on best practices in mathematics for teachers, feel free contact Pamela Pickens for approval. The MIT and two classroom teachers are only required to attend one conference and they do not have to attend as a team. To verify attendance, please email Pamela Pickens a copy of the paid invoice for the attended conference.

“Ignite: Fueling a Passion for Math!”

Registration is now open for the 2018 Kentucky Center for Mathematics Conference at the Griffin Gate Marriott Resort in Lexington, Kentucky. The conference will be held March 5th and 6th, 2018. The conference is dedicated to professional learning among P-16 educators working to improve mathematics achievement.

For more information: http://www.kentuckymathematics.org/KCMConference2018/

Speaker Proposals

The KCM invites you to submit a speaker proposal for the 2018 conference! Speaker proposals will be accepted through November 13, 2017. Edits to speaker proposals will be able to be made up until 11:59 p.m. that evening. All proposal submitters will receive an email by 5pm on Wednesday, December 6, 2017 to let them know if their proposal has or has not been accepted to be presented at the 2018 conference.

If a proposal is selected, the lead speaker will automatically be registered for the conference and their registration fee will be waived. The lead speaker will not need to register again through attendee registration. Any co-speakers MUST register through attendee registration and pay the standard registration fee of $195.

All presentation rooms will be equipped with a projector, a screen, a laptop, computer speakers, a document camera, an easel and a flip chart. Any additional required equipment is the responsibility of the speaker. Speakers may bring their own laptops or Macs, as well. Please note that if a speaker intends to use a Mac, the speaker is responsible for bringing any needed unique cords or cables to connect with the other equipment.

Registration

Attendee registration will be available through February 23, 2018.

Attendee Registration Fee: $195 (per person)
2017 Kentucky Council of Teachers of Mathematics Conference

Registration is now open for the 2017 Kentucky Council of Teachers of Mathematics Conference at Randall K. Cooper High School in Union, Kentucky. The conference will be held Saturday, November 4th, 2017. The keynote speaker for this year’s conference is Dr. Jennifer Bay-Williams. Dr. Jennifer Bay-Williams has written over a dozen books and many articles around K-12 mathematics education, including best-selling books on how to teach mathematics – *Elementary and Middle School Mathematics – Teaching Developmentally* and *Teaching Student Centered Mathematics* and various other books including *On the Money* (financial literacy book series for middle and high school), *Mathematics Coaching: Resources and Tools for Coaches and Other Leaders (K-12)*, and *Developing Essential Understanding of Addition and Subtraction in Prekindergarten–Grade 2*.

For more information: [http://www.kctm.org/page-143039](http://www.kctm.org/page-143039)

### Attendee and Speaker Registration

**Early Registration** - To qualify for the early registration fee, full payment must be received by October 13, 2017. After this date, all registrations for attendees and speakers will be processed on-site. Only early registrants are guaranteed breakfast, lunch, and a conference bag.

**Registration Fee and Payment Instructions** - When registering, attendees and speakers will have the option to pay the fee and for any tickets to the KCTM Awards Banquet online through PayPal or manually with a check. Attendees and speakers who do not pay with a credit card will receive an e-mail with instructions for manual payments; please note that purchase orders will not be accepted. The e-mail with the registration information will serve as an invoice; no other invoice will be provided.

**Lead Speakers and Co-Speakers** - All lead speakers and co-speakers must be paid members of KCTM when the proposal is submitted. Only one speaker per proposal may be designated as the lead speaker, who is eligible for the reduced registration fee of $25. This fee must be paid by October 13, 2017. Co-speakers may complete early registration at any time before October 13, 2017.

**KCTM Awards Banquet** - The banquet will be held on Friday evening, November 3, 2017, at the [Newport Aquarium](https://www.newportaquarium.com) in Newport, KY. A cash bar will be available at 6:00 p.m., and dinner will be served beginning at 7:00 p.m. The awards presentations will follow dinner. Tickets are available for $25 per person and can be purchased on the registration form.

**Early Registration Forms and Fees**

- **Attendee** (Member) (must be logged in as a member) - $70
- **Attendee** (Non-member) - $85
- **Lead speaker** (code is required) - $25
- **Co-speaker** (must be logged in as a member) - $70