

Monthly to Do List for District Gifted Coordinators 2023-2024

Sometime during the Year:

1. Ensure that second graders get the practice Cognitive Abilities Test (CogAT)
2. Ensure administration of CogAT test to all second graders – preferably first semester
3. Send in CogAT tests to be scored by the first of April (if using paper version)
4. Progress monitor both academic and affective goals for gifted students at the same frequency per district guidelines
5. Monitor budget and expenditures throughout the year

September

1. Submit district budget to SLV BOCES Gifted Coordinator and SLV BOCES Business Manager by September 15
2. Update GT and Talent Pool list
 - a. Check with attendance secretary to see who has moved in with GT marked
 - b. Check to see who has moved out
 - c. Look at any CogAT test data that came in late in the year and state testing data
 - d. Look at beginning of the year testing data to add students to talent pool (based on district guidelines)
3. Update any info on district website (very important for new Gifted District Coordinators)
4. Submit updated GT and Talent Pool list to SLV BOCES Gifted Coordinator by September 28
5. Attend first GT in person Network meeting September 28.
6. New Gifted District coordinators attend face to face training on Friday, September 22 AM session (9 to 12) is for new Gifted District Coordinators, (1 – 4) is for ALP writing Location: SLV BOCES
7. Consult with district personnel to determine how gifted information will be included in Unified Improvement Plan (UIP) and when the district UIP will need to be submitted
8. Get ready for October count day. Make sure that students are coded correctly in data system.

October

1. Write new ALPs (Advanced Learning Plans) with appropriate grade level standards (this may be above grade level standards) and appropriate affective goals for all identified gifted students. All ALPs must be written and implemented by the end of October.
2. Attend Kingore Training, Friday October 6, from 8:30 to 12, SLV BOCES
3. Identification training, Friday October 6, from 12:30-3:30, SLV BOCES
4. Submit Request for Funds (RFF) first quarter GT reimbursements on October 13, 2022
5. Turn in UIP October 16
6. Optional -attend Colorado Gifted Conference (CAGT) October 8-10 in Loveland

November

1. Attend second GT Network meeting: Date – TBD: Thursday, November 2, 9 to 3?
2. Send out information about Creative Exploration to all identified gifted and talent pool students. Return completed forms to Robin with fees by Thursday, November 2

December

1. Attend Part 2 of Kingore training on Friday, December 1 8:30 to 12, SLV BOCES
2. Creative explorations, Saturday December 2

January

1. Attend GT Network meeting on TBD: Thursday, January 18
2. Submit RFF for second quarter GT reimbursements on January 19, 2023
3. This is a good time to review ALP goals and adjust as needed
4. Early Access form due Feb 1
5. Early Access packet due back to SLV BOCES by Feb 15

March

1. Attend GT Network meeting on Thursday, March 28
2. Send out information about Creative Exploration to all identified gifted and talent pool students. Return completed forms to Robin with fees by Monday, March 11

April

1. Creative Explorations, TBD
2. Submit RFF for third quarter GT reimbursements on April 12, 2023

May

1. Turn in final RFF SLV BOCES Gifted Coordinator and SLV BOCES Business Manager by May 17, 2023- expend all gifted education monies for district
2. Turn in GT wish list by beginning of May
3. Make sure ALP academic and affective goals have final progress monitoring data entered on them