

## The Curriculum Group meeting

**4-6-23**

**Register [HERE](#)**

**12:00-2:00 pm**

**Room 17**

## Federal Programs 9:00 in Room 1-Register [HERE](#)



**NWAESC Teacher Center Google Site: [CLICK HERE](#)**

{archived site for various groups/info concerning curriculum/PD/other info}

**NWAESC User Satisfaction Survey for 2022-2023 [HERE](#)**

**Lunch at 11:30 (\$5/donation)**

**Meeting begins at 12:00**

Time	Essential Topics	Notes/Resources
12:00-12:05	<ul style="list-style-type: none"> <li>Welcome &amp; Overview &amp; Introductions</li> </ul>	<ul style="list-style-type: none"> <li>Missy</li> </ul>
12:05-12:45	<ul style="list-style-type: none"> <li>Introduction of NWAESC Guest <ul style="list-style-type: none"> <li>Math &amp; <a href="#">Literacy</a> Standards Updates-Specialists</li> <li>Sarah Morris-OEP 9th-Grading Practices <a href="#">SlideDeck</a></li> <li>Science/STEM Specialists <ul style="list-style-type: none"> <li><a href="#">SLIDES</a></li> <li><a href="#">Summer STEM Institute</a></li> <li><a href="#">Summer 2023 Science PD</a></li> </ul> </li> <li>The Amazing Shake-Dustin <ul style="list-style-type: none"> <li><a href="#">amazingshakenwa.com</a></li> <li>Dates: April 11-12, 2024 Jones Center</li> </ul> </li> </ul> </li> </ul> <p><a href="https://vimeo.com/soarafterschool/amazingshakenwa23short">https://vimeo.com/soarafterschool/amazingshakenwa23short</a></p>	<ul style="list-style-type: none"> <li>Missy</li> </ul>
	<b>Announcements, Networking, Questions, Topics of Interest or Updates</b>	

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12:45-1:50	<p><b>Discussions:</b></p> <ul style="list-style-type: none"> <li>• DESE SlideDeck <a href="#">HERE</a></li> <li>• School level improvement plans template samples</li> <li>• <b>Superintendents:</b> Professional Development Consortium <a href="#">MOU</a> (due to Missy May 15)</li> </ul> <p><b>escWorks cleanup reports</b></p> <ul style="list-style-type: none"> <li>• eSchool data cleanup/Cycle Reports <a href="#">HERE</a> <ul style="list-style-type: none"> <li>○ SMS Required Fields Document- lists all the required <i>student side</i> fields for state reporting and the cycle #'s that it is pulled in. The table of contents is hyperlinked so you can click on any topic, and it will take you directly to that page. <a href="#">apscn.org</a>&gt; SIS&gt; SMS Required Fields <a href="#">Arkansas Public School Computer Network (apscn.org)</a> Login- apscn Password- docs</li> <li>○ Another helpful resource specifically for staff information is the Room and Staff Information document.  <a href="#">apscn.org</a>&gt; SMS&gt; Registration&gt; Room and Staff Information <a href="#">Registration Guide 3.1 (apscn.org)</a> Login- apscn Password- docs</li> </ul> </li> <li>• Arteachers.org (Sarah McKenzie site)</li> <li>• HB1538: PD changes <a href="#">HERE</a></li> <li>• <b>Update Required:</b> Ready for Learning plans as required by the American Rescue Plan (ARP) every six months. Please include the URL to the updated</li> </ul>	<ul style="list-style-type: none"> <li>• Missy</li> </ul> <p><i>Please share in your districts!</i></p>
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[missy.hixson@starfishnw.org](mailto:missy.hixson@starfishnw.org)

	<p>Continuity of Services Plan <a href="#">here</a> by <b>April 15, 2023</b>.</p> <p><b>Training Opportunities:</b></p> <ul style="list-style-type: none"> <li>• Summer PD 2023 <a href="#">HERE</a></li> <li>• <a href="#">April PD overview</a></li> <li>• <a href="#">May PD overview</a></li> <li>• <b>Vocabulary in the Secondary Grades</b> June 12, 2023, <a href="#">#493410</a></li> <li>• <b>Literacy Intervention Workshop:</b> Intervention is NOT Homework for Grades 7-12, June 19, 2023, <a href="#">#493400</a></li> <li>• <i>Save the DATE:</i> Leading with the Speed of Trust (FranklinCovey) <a href="#">June 20</a></li> <li>• Summer-Phonics First (<i>must have 15 for class to make</i>)             <ul style="list-style-type: none"> <li>○ Level I: Foundations <a href="#">June 19-23</a></li> <li>○ Level I Structures <a href="#">June 26-30</a></li> </ul> </li> <li>• Engaging, Motivating, and Managing Hard to Reach and Disruptive Students (Brian Mendler) <a href="#">July 19</a> Repeat <a href="#">July 20</a></li> <li>• Differentiated Instruction with Stetson &amp; Associates <a href="#">July 21</a></li> <li>• Summer 2023 Math PD offerings <a href="#">HERE</a></li> <li>• Upcoming 2023 Literacy PD offerings <a href="#">HERE</a></li> <li>• Summer 2023 Science/STEM PD offerings <a href="#">HERE</a></li> </ul> <p><b>Private registration now closed:</b> NWAESC presents <i>Get Your Teach On x NWA Regional Conference Event--July 28</i> at Bentonville High School; <a href="#">HERE</a> is public and cost now \$400/person</p>	
	<b>Closure/Adjournment:</b>	

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1:50-2:00	<ul style="list-style-type: none"> <li>• Reflections</li> <li>• Closure</li> </ul>	
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**Curriculum Dates to register:**

May 4-[482004](#) Dr. Kiffany Pride (DESE) & Jeffrey Davidson-SS Standards & Rogers PreAP

**Federal Programs Dates to register:**

*No May meeting for Federal Programs*

**Commissioner's Memos of note:** [Link to all Commissioner's Memos](#)

- [LS-23-060](#) Behavior Support Specialists BX-3 Team Project (by April 14)
- [LIC-23-015](#) Novice Teacher Cycle 5 Corrections (by April 15)
- [LS-23-062](#) AR Co-Teaching Project (by April 28)

**Save the Date:**

[Arkansas ASCD](#)'s summer conference is June 12-13, 2023 in Bentonville with keynote speakers from the **FBI**. Join us for this focus on **safety** and all five tenets of the [Whole Child](#): healthy, safe, engaged, supported, and challenged. [Call for Presenters](#)

AAEA Summer Conference - July 24-26, 2023 - Marriott and Statehouse Convention Center  
Register [HERE](#)

DESE Summit in Hot Springs-July 10 - 12, 2023

**Social Studies trainings** The standards are set to begin light implementation in the 2023-24 school year, with full implementation in the 2024-25 school year required.

*\*Note: Dustin Seaton will teach the SS summer PD as an off contract employee and paid accordingly*

- [June 6](#) K-4 Curriculum Mapping with new AR Social Studies Standards
- [June 6](#) Tips for Spicing Up the Secondary Social Studies Classroom
- [June 8](#) Teaching 7th grade U.S. history and the new AR Social Studies Standards
- [June 9](#) Integrating Social Studies (and Science) into the K-6 Classroom
- [July 27](#) Teaching 5th grade Geography and the new AR Social Studies Standards

**Economics AR (SS)**

- Taking the EEEK out of Economics June 13 (am) [#492584](#)
- Itty Bitty June 13 (pm) [#492582](#)
- Financial Fitness (K-5) June 16 (am) [#492586](#)
- Stock Market June 16 (pm) [#492588](#)
- Get iNSPIRED July 25 (full day) [#492592](#)
- Financial Fitness (6-12) July 26 (full day) [#492590](#)
- High Five for HS July 31 (full day) [#492594](#)

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**April 21-The University of Arkansas is sponsoring a session on preventative and proactive strategies to support learning for children with social, emotional, and behavioral needs. The link is [HERE](#) to sign up.**

**NEW LAWS RELATED TO CURRICULUM AND INSTRUCTION (*as of 4-3-23*)**

Act #	Description
<a href="#">238</a>	Adjusts the amounts for enhanced transportation funding DESE is required to provide to school districts annually.
<a href="#">278</a>	Changes the method used to calculate the rate that electric utilities pay to net-metering customers who generate excess solar power.
<a href="#">195</a>	Repeals the requirement that an employer of a child under 16 years of age must procure an employment certificate and make it accessible to the Division of Labor and DESE or local school officials.
<a href="#">237</a>	AR LEARNS-Quick-Reference document with page numbers and sections, <a href="#">click here</a> .
<a href="#">48</a>	Designates the last full week of classes in January in Arkansas public schools as Holocaust Education Week
<a href="#">100</a>	GED to be treated as HS diploma for purposes of employment
<a href="#">101</a>	Requires public school districts to provide parents/guardians with student information on the important role that water safety education courses and swimming lessons play in saving lives.
<a href="#">242</a>	Creates a means by which public school students may substitute comparable elective coursework in CTE for a required core academic class
<a href="#">243</a>	Creates an agricultural education pilot program in public elementary schools

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## **Content Specialists Updates**

### **Literacy**

#### **K-6 Literacy**

Jill Ellis and Meredith Nardone are available to visit schools to observe and support teachers in their science of reading implementation in the classroom. They are available to support administrators and instructional leaders with classroom walkthroughs and to practice using the “Look For” documents as well as the Smart Card for SOR evaluations. Meredith and Jill are **not** the evaluators in this process, but they can offer insight into what instructional practices should be observed based on the components of the documents. To schedule support, please contact Jill Ellis ([jill.ellis@starfishnw.org](mailto:jill.ellis@starfishnw.org)) or Meredith Nardone ([meredith.nardone@starfishwn.org](mailto:meredith.nardone@starfishwn.org)).

#### **K-5 Literacy Council**

K-5 literacy facilitators and curriculum coordinators will meet and collaborate on content and support needs. Participants will also engage in article and book studies. The council will meet quarterly in person at the NWAESC. If you are a curriculum coordinator or literacy facilitator for K-5 and would like to be added to the literacy council contact list, please contact Meredith Nardone ([meredith.nardone@starfishwn.org](mailto:meredith.nardone@starfishwn.org)).

#### **K-5 Literacy Council Meeting Dates (in person, no Zoom option)**

April 19 - [485631](tel:485631)

#### **Adolescent Literacy Council**

The Adolescent Literacy Council of Northwest Arkansas includes administrators, facilitators, and teachers who are passionate about adolescent literacy. For further information, please contact Dr. Judy Fields ([judy.fields@starfishnw.org](mailto:judy.fields@starfishnw.org)).

#### **7-12 Literacy**

Dr. Angie Greiner and Dr. Judy Fields are available to assist districts in implementing the Science of Reading in the secondary classroom including but not limited to assessment, intervention, and core instruction. To schedule support, please contact Dr. Angie Greiner ([angie.greiner@starfishnw.org](mailto:angie.greiner@starfishnw.org)) or Dr. Judy Fields ([judy.fields@starfishnw.org](mailto:judy.fields@starfishnw.org)).

#### **K-12 Dyslexia**

Judy Fields and Meredith Nardone are available to support districts with their dyslexia intervention programs and assessment processes. If you have any questions, please contact Judy Fields ([judy.fields@starfishnw.org](mailto:judy.fields@starfishnw.org)) or Meredith Nardone ([meredith.nardone@starfishwn.org](mailto:meredith.nardone@starfishwn.org)).

**April 18 #[477746](https://twitter.com/477746)** NWA Regional Dyslexia Planning Meeting

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**R.I.S.E. Trainings Fall 2022**  
**On-site at NWAESC**

<b>K-2 R.I.S.E. Academy</b>
<b>RISE K-2 Spring Cohort - Dates below updated 2/1 because of weather</b>
April 13 - <a href="#">Day 5</a>
April 14 - <a href="#">Day 6</a>

<b>Science of Reading Stand Alone Days</b>
April 19 <a href="#">#490982</a> Science of Reading Morphology Stand-Alone Day ***ZOOM***

<b><a href="#">Literacy Professional Development for Spring and Summer 2023</a></b>
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**Library Media Specialists**

Dr. Angie Greiner will continue supporting library media specialists through forums scheduled at the Co-op and in area school libraries. This year elementary librarians have their own forum to share ideas, problem-solve and create programs that promote reading in their buildings. Both winter forums were a success. Forums meet three times a year.

Secondary Spring LMS Forum at Huntsville HS April 28th [496458](#)

Elementary Spring LMS Forum at Holt MS (Fayetteville) May 12th [496449](#)

**Math**

**Training for Math Coaches**

- AR Math QuEST is growing in our region. To support this growth, we will be offering QuEST Year 1: Introduction to Ambitious Teaching and QuEST Year 2: Going Deeper with Ambitious Teaching to instructional coaches and other math leaders so that they can then provide support to their teachers.
- AR Math QuEST Year 1: Introduction to Ambitious Teaching
  - AR Math QuEST (Quantitative Essentials for Students and Teachers) is a journey for ambitious teaching that promotes equity and engagement of all students in meaningful mathematics learning experiences of reasoning and problem solving. AR Math QuEST is a state-initiated professional development opportunity for exemplary teaching and learning based on NCTM's Effective Mathematics Teaching Practices and the Standards for Mathematical Practice. Participants will

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receive the book Taking Action: Implementing Effective Mathematics Teaching Practices for grade band K-5, 6-8, or 9-12.

### **NWA Math Forum**

- The Northwest Arkansas Math Forum - A process of collective inquiry - is an open invitation to join a collaborative group of passionate mathematics educators dedicated to finding answers - to the most difficult questions - in mathematics education today.
- In these sessions we will focus our collective inquiry on digging deeper into ambitious teaching for mathematics (Effective Mathematics Teaching Practices and Standards for Mathematical Practice), coaching ambitious teaching, and other hot topic issues generated from the collective group.
  - [May 12 - Session ID 487112](#)

**See our summer 2023 Math PD offerings [here](#).**

We will continue to support schools through site visits as they work to understand the Arkansas Mathematics Standards and make connections to professional development opportunities such as:

- AR Math QuEST
- Illustrative Mathematics (IM)
- Professional Learning Communities (PLC)
- Response to Intervention (RTI)
- High Quality Instructional Materials (HQIM)
- Collaborative Common Assessments

### **Science/STEM**

- The Co-op is partnering with the Amazeum to host a two day STEM PD Institute June 7-8, 2023. The NWA STEM Summer Institute is a two-day, immersive experience for schools interested in the AR Model STEM Designation Program and or building a culture of STEM. The institute is designed for teams of 2-4 participants. More information can be found [here](#). Scholarship monies are available.
- We are excited to announce our summer professional learning sessions in Science/STEM! We have a number of different sessions available for K-12 novice and experienced teachers focused on assessment, content, and instructional strategies. Check out our flier [here](#).
- The University of Arkansas is hosting some great STEM camps for students in 1st grade through high school with a special emphasis on reaching girls. More information about these camps can be found [here](#).

### **G/T**

- The next **chess tournament** will be held at the NW Arkansas Co-op on Saturday, April 29th for students in grades 2-12 throughout NW Arkansas who earned 3.0 or more in either the October 2022 or February 2023 tournament.

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- The **Amazing Shake Competition** was held on Friday, March 31st at the Jones Center in Springdale with over 150 students from throughout NW Arkansas.
- The regional **Odyssey of the Mind** and **National History Day** competitions were held on Saturday, March 4th with several NW Arkansas students advancing to the state competition on April 1st and 29th respectively.
- NWAESC is hosting two additional regional **quiz bowl tournaments** on Thursday and Friday, May 11th and 12th for students grades 4-9. All administrators are welcome to come see some entertaining and fun academic excellence.
- The last two regional **Gifted & Talented Coordinator meetings** will be held on Thursday, [April 13th](#) and [May 16th](#) at the NWAESC.
- **Aligning G/T with the PLC process summer PD** will be on [Friday, June 16th](#)

## Early Career Educator Mentoring

We have officially completed all of our novice teacher-specific professional development for the year! We are currently coordinating with your district novice contact on final reimbursements for substitute teachers.

Our annual mentoring program meeting will be held April 20 at noon. All district novice coordinators are invited to review this year's work and plan for next year.

Thank you to the districts who have invited us in to work with your novices. We've enjoyed being part of your professional development and be able to do more small-group style work with your teachers. If you would like for us to visit your district, please contact us:

Cayce Neal, [cayce.neal@starfishnw.org](mailto:cayce.neal@starfishnw.org)

Madison Clarkson, [madison.clarkson@starfishnw.org](mailto:madison.clarkson@starfishnw.org)

## Special Education Novice Teachers R&R

We have wrapped up all of our professional development for novice special education teachers, and we've enjoyed getting to know this group. School visits, per request, are being scheduled with novices from Gentry, Farmington, Siloam Springs and Huntsville. We've shared summer opportunities with Easter Seals that are specific to their needs. Please let us know if you have any questions.

Reminder that novice special education teachers **and** those in the special education endorsement academy are required by DESE to complete multiple surveys during the year. The fourth one will be shared soon.

Novice Special Education Mentoring Specialist: Karen Brown [karen.brown@starfishnw.org](mailto:karen.brown@starfishnw.org) Ph. 479-936-6471

## ArPEP

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ArPEP participants just finished 18 hours of professional development with the [Arkansas Behavior Support Specialists online modules: Essential Behavior Concepts, Targeted Behavior Interventions, and Antecedent-Based Interventions](#). Coupled with the 18 hours of professional development they completed in the summer with Safe & Civil Schools' CHAMPS program, they are building a solid foundation of Tier 1 behavior skills. Our April session will be a reflective session with CHAMPS to end the year strong and plan for next year.

We look forward to working with and supporting these teachers for the next two years!

## **SPED Transition**

Arkansas Transition Services now has a YouTube Channel. This channel has increased our ability to provide quick and easily accessible information for our schools and teachers. We have a number of modules on-line and are adding more as quickly as we can. This is in addition to our resource rich website [www.arkansastransition.com](http://www.arkansastransition.com).

ATS now has the applications online for their Inclusion Film Camp 2023: [www.arkansastransition.com](http://www.arkansastransition.com). This is a week-long camp in Little Rock where the kids are given an idea, come up with their take on that idea and make a script, act, film, and complete a 5-7 minute short video. This is a fantastic opportunity for students with IEPs or on a 504. Here is a link to a short version of what the kids did last year: [https://youtu.be/nkwEo3\\_bUZ0](https://youtu.be/nkwEo3_bUZ0). Inclusion Film Camp 2023 will be held April 24-28 at UA Pulaski Tech in North Little Rock.

College Bound Arkansas applications are now available on the ATS website: [www.arkansastransition.com](http://www.arkansastransition.com). CBA is a 3 day on-campus experience for students with disabilities (both IEP and 504) who are considering college as a post-school option. It is held on the UCA campus in Conway on June 26-28. There is also a parent and professional track for those that might be interested. Right now the cost is free for students and parents. There is a charge for professionals.

## **Computer Science**

Changes are coming for Computer Science PD this summer. A lot of our K-8 trainings are being revamped and almost all of our PD should be in-person. As our PD calendar is announced, you can find links to all of our trainings on a live document found here: <http://bit.ly/ARCSPD>

You can reach me at [john.hart@ade.arkansas.gov](mailto:john.hart@ade.arkansas.gov) or my colleague [leslie.leber@ade.arkansas.gov](mailto:leslie.leber@ade.arkansas.gov).

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## Career & Technical Education (CTE)

Need some fresh ideas for CTE programming on your campus? School tours and campus visits by CTE Coordinator are ongoing and scheduled on request. Contact: Starlinda Sanders  
[starlinda.sanders@starfishnw.org](mailto:starlinda.sanders@starfishnw.org)

<b>Upcoming Events</b>	CTE Centers of Excellence Tours	April 10-12 DFW Metroplex Center Tours
<b>Equipment</b>	Virtual Reality	Please ask Career Development teachers to reach out to CTE Coordinator, Starlinda Sanders, to schedule training with this technology to integrate into the classroom.
<b>Professional Development</b>	TBD	Most summer PD is being developed in conjunction with the CTE Conference at the Saline County Career Center in July. Live link will be shared as soon as it is made available from ArACTE.
<b>Novice Teacher Training</b>	Mentorship Program	As administrators hire and assign classes for the 2023-2024 school year–REACH OUT EARLY on behalf of teachers who may require Endorsement 418 for Career Development or 412 for Career Readiness/Internship.
<b>Industry Tours for Students</b>	\$14,000	Thus far, NO funding requests have been made to fund costs associated with industry tours for CTE students. Available to all Perkins consortium schools.

## Behavior Support Specialists (BSS)

Here is a list of our upcoming **in person trainings** at the Coop for 2022-2023. These trainings are a required component for our new BX3 cohort for the 2023-2024 academic year:

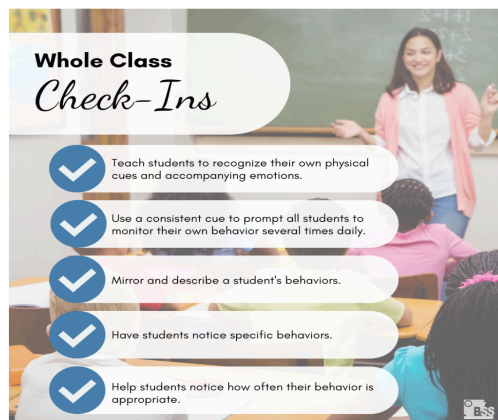
Month	Training	Session Link
April 11, 2023	5 Essentials of School-Wide Positive Behavior Supports-Day 1	<a href="#">Private Link</a>
May 30, 2023	5 Essentials of School-Wide Positive Behavior Supports-Day 2	<a href="#">Private Link</a>

Make sure to check out our [arbss.org](http://arbss.org) webpage more resources like:

- Check out tips for dealing with troubling transitions in the classroom from our monthly newsletter

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- Free online module courses
- New Behavior Breaks
  - [Student vs. Teacher Classroom Management Strategy](#)

### [BX3: Cohort 4](#)

The BSS are launching another cohort for the Behavior Extreme initiative. This initiative is a capacity-building project that provides coaching to school behavior teams working to develop tiered systems of positive behavior supports for all students.

If your building is in need of supports, we recommend that you register your **school behavior team** for our two-day training of the The 5 Essentials of School Wide Positive Behavior Supports workshop offered in [April/May](#) of 2023. This training is a required element in the application process for BX3.

Schools that wish to participate in the BX3 project for the 2023-24 school year should submit this [application](#), completed by a building-level administrator, no later than 4:30PM on Friday, April 14, 2023. School teams selected for participation in the BX3 project will be notified by May 5, 2023, with next steps and additional details. Cohort 4 will begin in September 2023.

For more information about the BX3 Project:

- Read the [Arkansas Department of Education \(ADE\) Commissioner's Memo](#)
- Attend the informational webinar April 3, 2023 at 9:00am
  - Check our [website](#) for posted recording
- Complete this [Google form](#) to ask questions
- [BX3 Project Visual](#)

If you have participated in the School Wide Positive Behavior Supports training and are interested in applying for the new cohort, please complete the application [here](#).

Please feel free to contact either of us with any questions or concerns. Our contact information is listed below:

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- Lindsey Lovelady [lindsey.lovelady@starfishnw.org](mailto:lindsey.lovelady@starfishnw.org) Ph. 501-289-2916
- Kat Lancaster [kat.lancaster@starfishnw.org](mailto:kat.lancaster@starfishnw.org) Ph. 501-289-2857

## English Learners

The DESE EL Unit is working in tandem with other regional/content specialists across the state to guarantee that considerations are in place in all of the statewide initiatives to include language learners in all content areas. We are also participating in Cognitive Coaching through DESE in order to better serve all of our districts.

Our team is working on summer offering - trying as much as possible to partner with other state specialists to integrate English learning into the core curriculum.

To keep up-to-date, coordinators should join our NWA monthly meetings - always the 2nd Friday of the month, unless otherwise denoted.

- [April 14](#)
- [May 12](#)

If you have any questions concerning your English learners don't hesitate to contact me at: [lisa.coats@starfishnw.org](mailto:lisa.coats@starfishnw.org) or [lisa.coats@ade.arkansas.gov](mailto:lisa.coats@ade.arkansas.gov)

## APSCN/eSchool

April 13th- **Scheduling Training Part I**- this the first part of an in-depth training for new eSchool users or users who have not scheduled before.

Register @ [Catalog: Session Detail \(escweb.net\)](#)

Zoom Link-

<https://zoom.us/j/94003808279?pwd=bTYxQzJOaThMUWg1UUZKTi9USXJNZz09>

Meeting ID: 940 0380 8279 Passcode: 405843

April 20th- **Scheduling Training Part II**- this is the second part of the in-depth training for new eSchool users or users who have not scheduled before.

Register @ [Catalog: Session Detail \(escweb.net\)](#)

Zoom Link-

<https://zoom.us/j/98844617038?pwd=dWcySStYWDRouFJNRE5NakhHeDhKQT09>

Meeting ID: 988 4461 7038 Passcode: 024521

For any questions please contact Chelsea Canion at [chelsea.canion@ade.arkansas.gov](mailto:chelsea.canion@ade.arkansas.gov)

## Updated Pre-AP Information:

Updated [Pre-AP Toolkit](#) with links to the latest resources and info, including the March 2023 Pre-AP Panel Webinar and November 2022 Pre-AP Webinar, both featuring educators from NWAESC schools.

From the [Pre-AP in Arkansas FAQ](#) Document:

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- **UPDATED 2/7/23 - How does a school sign up with College Board to participate in the state-supported Pre-AP® program?**
  - In order to participate in the state-supported Pre-AP® program, schools will need to place an order on the [Pre-AP® Ordering Website](#). Access step-by-step instructions and videos [here](#). To place an order, you will need:
    - Name, title, and contact information for the principal, Pre-AP® coordinator, and Course Audit administrator. [Learn more about the responsibilities of each role.](#)
    - Shipping address and billing address (required even if all costs will be paid for by the Arkansas state-supported Pre-AP® program)
    - Estimated number of students per course, and the grade-levels of those students
    - Number of teachers per course
    - Billing contact (required even if the total amount is \$0)
    - Method of payment (if you are ordering additional print materials - purchase order, check, or credit card)

***Missy Hixson, Ed.D.***

Assistant Director/Teacher Center Coordinator

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