



Weekly Memo

Action Items

Position Available in the Bureau of Exceptional Education and Student Services (BEESS)

BEESS is seeking a program specialist to function as the bureau's parent services specialist. This position provides information, technical assistance and support related to Florida's special education programs for students with disabilities to school district personnel, special project liaisons, parents, families and stakeholders in Florida. The application deadline is **January 20, 2023**. To view the complete job description and to apply, go to the [job listing on the State of Florida web page](#).

Call for District Reviewers for 2022-2023 Instructional Materials Adoption

The Florida Department of Education (FDOE) has issued a [memorandum regarding a call for district reviewers for 2022-2023 instructional materials adoption](#) and [attachment A, titled Affidavit of District Instructional Materials Reviewers \(Reviewer\)](#). The district review period begins on **January 6, 2023**, and the affidavit must be submitted by **February 3, 2023**, per the instructions in the memo.

School Best Practices for Inclusive Education (BPIE) Assessment Quick Guide - District Level

The BPIE Assessment is an internal process designed to facilitate the analysis, implementation and improvement of inclusive educational practices. Section 1003.57, Florida Statutes (F.S.), requires that once every three years, each school district and school must complete a BPIE Assessment. Florida Inclusion Network (FIN) facilitators are required to assist school districts in this process. The results of this process, including all planned short- and long-term improvement efforts, must be included in each school district's Exceptional Student Education (ESE) policies and procedures. A new online tool for completion of the BPIE Assessment was developed and can be accessed through the FDOE BEESS General Supervision Website (GSW). For directions on how to access the BPIE Assessment through the [BEESS GSW](#), beginning **January 9, 2023**, see the attached document. For further assistance regarding this process, which is needed to support the statutory requirement of s. 1003.57, F.S., contact the FIN Administration Project at lsi-finadmin@fsu.edu or 850-645-7593.

- Filename: School BPIE Assessment Quick Guide - District Level

30th Annual Statewide Center for Autism and Related Disabilities (CARD) Conference

The annual CARD Conference is the largest autism-related conference in the state of Florida, and is rapidly gaining recognition throughout other states and countries. This conference will be held in Orlando on **January 13-15, 2023**, and will feature numerous presenters linking autism research and intervention for professionals and parents of individuals with autism spectrum disorder (ASD)

and related disabilities. Featured keynote speakers for the 2023 conference include Joel Shaul, Amy Lutz, Jack Scott, Brian Boyd and Greg Hanley. For more information and to register, go to the [30th Annual Statewide CARD Conference web page](#).

Note: The FDOE ASD District Contacts Meeting has been postponed and will not be held during the January 2023 CARD Conference. More information about rescheduling will be forthcoming. The Partnership for Effective Programs for Students with Autism will continue to assist ASD administrators with travel and registration to the CARD Conference. For more information, contact Bryonka Clark at bphilon@usf.edu.

Flexibility in the Use of Instructional Materials Funds for Technology Purchases

The FDOE has issued a [memorandum regarding flexibility in the use of instructional materials funds for technology purchases](#) and [attachment A, titled Flexibility in the Use of Instructional Materials Funds for Technology Purchases](#), which is the 2022-2023 district response form and must be submitted by **January 27, 2023**, per the instructions in the memo.

2023 Benchmarks for Excellent Student Thinking (B.E.S.T.) Mathematics Middle Grades Spring Professional Learning Events

The FDOE has issued a [memorandum regarding the 2023 B.E.S.T. Mathematics Middle Grades Spring Professional Learning Events](#), which will begin with the northwest region on **February 18, 2023** (see the memo for all the regions and their corresponding dates).

2023 Prekindergarten (Pre-K) ESE Indicator 7 Child Outcomes Regional Data Sessions

Technical Assistance and Training System, the BEESS Pre-K discretionary project, is excited to host Regional Data Sessions, on **March 7-9 and 27-28, 2023**, to assist with preparing for the upcoming Child Outcomes Measurement (COMS) Exit window as well as with reviewing and analyzing the COMS data. These activities are in support of the State Performance Plan/Annual Performance Report Federal Part B Indicator 7. The sessions will focus on identifying the students who will need an EXIT BDI2-NU and those in need of an EXIT Child Outcome Summary. We will also assist districts with data that will be submitted for the current school year and analyze the most recent Indicator 7 data. The intended audience for the Regional Data Sessions is the district Pre-K contact. To view the regions and their corresponding dates and to register, go to the [2023 Regional Data Meetings registration page](#). For questions, contact Debbi Nicolosi at debbi.nicolosi@ucf.edu.

B.E.S.T. Mathematics Professional Learning Events

The FDOE has issued a [memorandum regarding the B.E.S.T. Mathematics Professional Learning Events](#), which will begin with the northwest region on **June 19-23, 2023** (see the memo for all the regions and their corresponding dates), and [attachment A, regarding the number of guaranteed registrations per district and track](#).

Informational Items

Position Available in the Florida Diagnostic and Learning Resources System (FDLRS) North East Florida Educational Consortium (NEFEC) Associate Center

FIN, a discretionary project funded by the FDOE BEESS, through federal assistance under the Individuals with Disabilities Education Act (IDEA), Part B, is seeking a FIN facilitator. The FIN facilitator will work in a regional capacity to serve the school districts in Region 2, which includes Alachua, Citrus, Clay, Dixie, Duval, Gilchrist, Levy, Marion, Nassau and UF Lab School, with a primary focus on the FDLRS NEFEC service areas of Baker, Bradford, Columbia, Flagler, Florida School for the Deaf and the Blind, Hamilton, Lafayette, Madison, Putnam, St. Johns, Suwannee,

and Union. The advertisement and application for this position will be posted until filled. To view the full job description, go to [Human Resources Development Specialist, FDLRS - FIN](#). To apply, go to the [Putnam County School District website](#) and click on the “MENU” tab; under Quick Links, select “Employment”; scroll down and click on “Search Current Job Openings”; then “Click to view current job openings”; and finally, look or search for Position ID 221215001. To learn more about FIN, go to the [FIN website](#). For questions, contact Alexandra Kanellis, FDLRS NEFEC supervisor, at kanellisa@nefec.org.

Position Available in the FDLRS NEFEC Associate Center

FDLRS, a discretionary project funded by the FDOE, BEESS, through federal assistance under the IDEA, Part B, is seeking a human resource development/technology specialist. The human resource development/technology specialist will work in a regional capacity to serve the school districts in the counties of Baker, Bradford, Columbia, Flagler, Florida School for the Deaf and the Blind, Putnam, and St. Johns. The advertisement and application for this position will be posted until filled. To view the full job description, go to [Human Resource Development/Technology Specialist, FDLRS](#). To apply, go to the [Putnam County School District website](#) and click on the “MENU” tab; under Quick Links, select “Employment”; scroll down and click on “Search Current Job Openings”; then “Click to view current job openings”; and finally, look or search for Position ID 221215002. To learn more about FDLRS, go to [FDLRS website](#). For questions, contact Alexandra Kanellis, FDLRS NEFEC supervisor, at kanellisa@nefec.org.

The Great Reading Games

Let us engage our students and increase their reading stamina. Learning Ally’s Great Reading Games is a seven-week event proven to help educators engage students and increase reading stamina. Struggling readers return to class each day excited to see how many pages they read and if their school has moved up on one of the 12 school leaderboards. Dyslexic and struggling readers have the motivation they need and the recognition they deserve for their reading achievements. The following resources can be used to assist in this event:

- [Tips for the Great Reading Games](#)
- [Great Reading Games Resources](#)
- [The Great Reading Games: Burleson ISD Academy Video](#)

Florida Instructional Materials

How do we help our students get the support they need to read their textbooks? Learning Ally has Florida Instructional Materials. To view their selection, go to the Learning Ally [Browse Audiobooks](#) web page, click on “Curriculum” and look for Florida Instructional Materials.

Jessica Brattain
Bureau Chief



For more information, contact
850-245-0475



School BPIE Assessment – Quick Guide For District Administrators

Accessing the District’s School BPIE Assessments

Step One—Access the School BPIE Assessment account on the Bureau of Exceptional Education and Student Services General Supervision Website (BEES-GSW) using the following URL: <https://beessgsw.org/#/>

Step Two—Enter your Login Name and Password. If you need assistance with your password, use the “Forgot your password?” feature. Questions or trouble logging in? Please contact the Help Desk at 800-357-1072 or email Tech Support – support+gsw@fcim.org.

GENERAL SUPERVISION

The Bureau of Exceptional Education and Student Services (BEES) general supervision system ensures that Florida school districts comply with federal and state requirements related to exceptional student education programs, meet requirements related to the State Performance Plan and the BEES Strategic Plan, and make progress toward indicator targets.

Login Name

Password

Sign in

[Forgot your password?](#)

Enter Login Name and Password

Step Three—Select “BPIE” to view the SBPIE Assessment options.

GENERAL SUPERVISION
Bureau of Exceptional Education and Student Services

Dashboard

My Account

Strategic Plan

BPIE

Username

District

Select an Option

Search

Clear

Step Four—Choose a date window, school name, and status option, if desired, to filter the needed information. Definitions for the status options are as follows:

Pending – these schools are due to complete a triennial SBPIE assessment at this time

Activated – these school administrators have received an email alerting them of the need for SBPIE assessment completion

Started – the school has opened the SBPIE assessment

In Progress – the school has begun the SBPIE assessment process but has not submitted

Archived – this list shows schools who have completed the SBPIE assessment previously

Incomplete – this is a list of schools who did not begin the SBPIE Assessment during the 3-year (triennial) cycle, or who began but did not complete the SBPIE assessment during the designated school year

Step Five— After collaborating with a Florida Inclusion Network (FIN) facilitator and/or FIN Administration to determine the plan for completion for the district*, the ESE Administrator will view a list of all “pending” SBPIE Assessments required to be completed (shown below) and select “Activate SBPIE Assessments” to start the process. This will send notification emails to associated principals.

The screenshot shows the 'SBPIE Assessments' interface. At the top, there is a header for 'GENERAL SUPERVISION Bureau of Exceptional Education and Student Services'. Below the header is a 'Filter' section with the following options:

- Date Window:** 2022 - 2023
- District:** All Districts
- Schools (MSID):** All Schools
- Status:** Pending
- Records Per Page:** 20

Below the filter section is a table with the following columns: School Name, Last SBPIE, Principal Name, and Principal Email. The table contains the following data:

School Name	Last SBPIE	Principal Name	Principal Email
ACHIEVEMENT ACADEMY		CINDI	
BETHUNE ACADEMY	2019-20	ROBIN	
CARLTON PALMORE ELEM. SCHOOL	2018-19	BADONNA	
COMPASS MIDDLE CHARTER SCHOOL	2018-19	ANITA	
CRYSTAL LAKE ELEMENTARY SCHOOL	2018-19	TIMOTHY	
WENDELL WATSON ELEMENTARY SCHOOL	2018-19	KELLY	
WEST AREA ADULT/COMMUNITY SCHL		STEVEN	
WESTWOOD MIDDLE SCHOOL	2018-19	TODD	
WINSTON ACADEMY OF ENGINEERING	2018-19	AVA	
WINTER HAVEN HEAD START		MATTI	

At the bottom of the table, there is a button labeled 'Activate SBPIE Assessments'.

***Note:** FIN Facilitator will provide FIN-Trained Leader training to district staff, school leaders and/or designated staff assigned by school leaders to facilitate the School BPIE Assessment.

Step Six— School Principal* will receive the automated e-mail below from BEESS GSW regarding their role and responsibilities after ESE Administrator activates the list of schools that need to begin the School BPIE Assessment in their triennial cycle. School Principal (or designee) will receive facilitation instructions and materials for SBPIE assessment completion during the FIN-Trained Leader training.

Sample of automated e-mail:

Welcome to the School Best Practices for Inclusive Education (BPIE) Assessment online system. The BPIE assessment is an internal process designed to facilitate the analysis, implementation and improvement of inclusive educational practices. [Section 1003.57, Florida Statutes \(F.S.\)](#), requires that once every three years, each school district and school must complete a BPIE assessment with a Florida Inclusion Network (FIN) facilitator. The results of this process, including all planned short- and long-term improvement efforts, must be included in the school district's ESE policies and procedures.

Your district has developed a plan to complete School BPIE Assessments either with facilitation directly by a FIN facilitator or through the use of a FIN-trained leader. If a FIN facilitator is going to facilitate your school's meeting, you will need to log in to the website link below and create a password. Then, you will work with the FIN facilitator to plan a meeting date, select a team to meet on the designated date, and provide information to your school team.

If your district is using FIN-trained leaders, you will collaborate with the district to identify an individual who is knowledgeable regarding exceptional student education to serve as a FIN-trained leader to facilitate the school-level BPIE Assessment at your school. The team member selected will use the login information listed below to access the School BPIE Assessment for the team meeting. The individual serving as a FIN-trained leader must be trained by a Florida Inclusion Network (FIN) Facilitator prior to facilitating the School BPIE Assessment at your school. The FIN Facilitator will provide ongoing technical assistance and support to the FIN trained leader.

Log-in Information Directions

- Login name - [insert email address here] to set your password
- <https://beessgsw.org> and click on "Forgot Your Password". This will send you an email with a link to reset your password.

FIN-Trained Leader Roles and Responsibilities

- Attend a FIN-trained leader training by a FIN Facilitator.
- Organize and facilitate the BPIE assessment process.

For more information, please contact your district, and/or the Florida Inclusion Network Facilitator at: <https://www.floridainclusionnetwork.com/directory/>

Step Seven— For the District ESE Administrator to create additional SBPIE Assessments, click on “SBPIE Assessments” in the horizontal menu at the bottom, search for the school, click the “View” icon and click “Create SBPIE Assessment for 2022-23” (or current year) if the school will be creating a new SBPIE Assessment sooner than the triennial cycle. SBPIE Assessment files for specific schools for prior years are also accessed on this screen.

School Summary - A.QUINN JONES CENTER (0052)

If any school information is incorrect, [contact us via email](#)

Create SBPIE Assessment for 2022-23

School District: Alachua

Current School Name: A.QUINN JONES CENTER (0052)

SBPIE Assessment for 2021-22

Download SBPIE Assessment

Date Window: 2021-22

School Name: A.QUINN JONES CENTER

School Summary - BLUE LAKE ELEMENTARY SCHOOL (0621)

If any school information is incorrect, [contact us via email](#)

Create SBPIE Assessment for 2022-23

School District: Volusia

Current School Name: BLUE LAKE ELEMENTARY SCHOOL (0621)

SBPIE Assessment for 2021-22

SBPIE Assessment for 2018-19

SBPIE Assessment for 2015-16

District Summary SBPIE Assessments

Common Error Messages

For schools that show errors when the SBPIE Assessments were being created, contact Tech Support at support+gsw@fcim.org or FDOE at ASKEIAS@fldoe.org to correct the data in the MSID Master School file. Clicking “Mark as Fixed” documents that districts have made a request to FDOE to update the information. After the MSID Master School file has been updated, the GSW system will need to import the updated files before the district will be able to activate the SBPIE Assessment.



District Summary View

If needed, [contact support via email for help](#)

Schools with errors when creating their SBPIE Assessments						
School Name	MSID	Principal Name	Principal Email	Error	Is Fixed	Date Fixed
ACADEMIR CHARTER SCHOOL EAST MIDDLE	0422	YAIMY		Principal Email is empty.	No	Mark as Fixed
ACADEMIR CHARTER SCHOOL ELEMENTARY SOUTH	4328			Principal Email is empty.	No	Mark as Fixed
ACCELERATION ACADEMIES LEJEUNE	7881	ALBERTO		Principal Email is empty.	No	Mark as Fixed

Some team members may already have access to the GSW in another capacity. These existing account holders will need to have BPIE access added to their account. For messages like the one below, please contact Tech Support at support+gsw@fcim.org.

District Summary View

If needed, [contact support via email for help](#)

Schools with errors when creating their SBPIE Assessments						
School Name	MSID	Principal Name	Principal Email	Error	Is Fixed	Date Fixed
NONSCHOOL EXCEPTIONAL ED.	9004	MELISSA		Team Member already associated with a non-BPIE GSW account. Please contact tech support for further assistance.	No	Mark as Fixed