



Tewksbury Public Schools
Christopher J. Malone
Superintendent of Schools

Regular Meeting #2 - Public Session
Executive Session #2 (6:30 PM) - Non-Public Session

Meeting Location: Tewksbury Memorial High School Library
320 Pleasant Street, Tewksbury, Massachusetts

A. CALL TO ORDER

B. EXECUTIVE SESSION (Non-Public Session) - 6:30PM

Continued discussion relative to collective bargaining with employee groups and the strategy to be followed and/or continued ongoing litigation. The School Committee will reconvene in Open Session following the Executive Session.

C. RECONVENE REGULAR SCHOOL COMMITTEE MEETING - 7:00 PM

D. ANNOUNCEMENT

The August 15, 2018 School Committee meeting will be televised and recorded. Under the Open Meeting Law, the public is permitted to make an audio or video recording of an open session at a public meeting. At this time I would ask if anyone is recording tonight's meeting to please identify himself/herself.

E. PLEDGE OF ALLEGIANCE

F. RECOGNITION

Mary Abbott - Extended Day Summer Program

G. STUDENT REPRESENTATIVE REPORT

None

H. PRESENTATIONS

None

I. CITIZEN'S FORUM *(Citizens are asked to limit comments related to items on the agenda to five (5) minutes or ten (10) if spokesperson is representing a group concern.)*

J. APPROVAL OF MINUTES

1. July 25, 2018 (File)

K. SUBMISSION AND PAYMENT OF BILL

1. Payroll Period Ending July 26, 2018 (\$1,146,158.33) (File)
2. Payroll Period Ending August 9, 2018 (\$1,205,544.48) (File)

L. SUPERINTENDENT & STAFF REPORT

M. CONSENT AGENDA *(itemized on page 3)*

N. COMMITTEE REPORTS

Elementary School Building Committee
Tewksbury Education Foundation
Wellness Advisory Committee

O. POLICY CHANGES, PROPOSALS, and ADOPTION

Policy recommended for revision to Tewksbury Public Schools' Policy on Second and Final Reading:
EFD - Payment for Food Services (File)

P. OLD BUSINESS

1. 2018-2019 School Calendar - Correction (File)
2. 2018-2019 Register Periods Update (File)
3. Innovation Pathway Programs Grant - Approval (File)

Q. NEW BUSINESS

1. Ratification of Labor Agreement: *Tewksbury School Committee and Tewksbury Food Service Association* - 3 Year Agreement 2018-2021 (File)
2. TMHS International Trip Request: Central Europe - Summer 2019 (File)
3. MA Dept. of Elementary and Secondary Education's 2018-2019 Superintendents' Checklist (File)

R. SCHOOL COMMITTEE MATTERS OF INTEREST

S. FUTURE SCHOOL COMMITTEE & FUTURE SUB-COMMITTEE MEETING DATES

September 12, 2018; September 26, 2018; October 2, 2018 Special Town Meeting (School Committee members will attend)
October 16, 2018

T. FUTURE AGENDA ITEMS

U. ADJOURNMENT

TEWKSBURY SCHOOL COMMITTEE CONSENT AGENDA

Superintendent of Schools
Christopher J. Malone
cmalone@tewksbury.k12.ma.us

TEWKSBURY SCHOOL COMMITTEE
Krissy M. Polimeno, Chairperson, kpolimeno@tewksbury.k12.ma.us
Arthy S. Bennett, Vice-Chairperson, abennett@tewksbury.k12.ma.us
James A. Cutelis, Clerk, jcutelis@tewksbury.k12.ma.us
Dennis G. Francis, dfrancis@tewksbury.k12.ma.us ♦ Keith M. Sullivan, ksullivan@tewksbury.k12.ma.us

M. CONSENT AGENDA

1. **Correspondence**

None

2. **Enrollment Update**

None

3. **Monthly Expenditure Report**

None

4. **Personnel Items**

New Hires: Jonathan Paquette (\$36,434 *prorated*), Building Custodian at Tewksbury Memorial High School effective June 25, 2018; Rachel Afrow (\$56,773), Grade 5 Teacher at the John Ryan Elementary School, effective August 27, 2018; Kevin Miller (\$45,000 *prorated*), district-wide Support Technician, effective August 9, 2018; Wendy Andrade (\$13/hr.), Part-time Special Education Secretary at the John F. Ryan Elementary School, effective August 27, 2018; Meredith Fahey (\$19,549), Classroom Instructional Aide at Tewksbury Memorial High School, effective August 27, 2018; Cara Griffin (\$78,690), Developmental Learning Center Teacher at the Dewing Elementary School, effective August 27, 2018; Dillon McTiernan (\$19,549), at Tewksbury Memorial High School, effective August 27, 2018; Katharine Trahan (\$49,629), DLC Teacher at the North Street School, effective August 27, 2018;

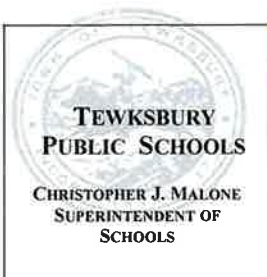
Transfers: Kim Doherty transfer from the position of Moderate Special Needs Teacher to the position of English Language Arts Teacher at the John Wynn Middle School, effective August 27, 2018

Retirements/Resignations/Terminations: Stephanie Falasca, Classroom Instructional Aide, North Street School, effective August 2, 2018

5. **Acceptance of Donations/Gifts:** None

6. **Fundraisers/Raffles:** None

Executive Session



TEWKSBURY SCHOOL COMMITTEE AGENDA

Meeting Type/Time: Executive Session #2 – Non-Public Session at 6:30 p.m.

Meeting Date: Wednesday, August 15, 2018

Meeting Location: Tewksbury Memorial High School, Guidance Conference Room
320 Pleasant Street, Tewksbury, MA 01876

A. CALL TO ORDER

B. EXECUTIVE SESSION

1. Continued discussion relative to collective bargaining with employee groups and the strategy to be followed and/or continued ongoing litigation. The School Committee will reconvene in Open Session following the Executive Session.

C. ADJOURNMENT

Recognition and/or Presentations

Minutes

Payroll

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date **7/26/2018**

I move the School Department Payroll for the period ending
to be approved and certified in the amounts and categories as shown for
a total amount of **\$1,146,158.33**

GRANTS

\$24,124.89	2018-2019	Special Ed 240 Grant
\$2,334.17	2017-2018	Title I Grant
	2017-2018	Title II Grant
	2017-2018	Title IV Grant
	2017-2018	Innovation Pathways Grant
\$2,403.00	2018-2019	After School Out of School Time
	2017-2018	Early Childhood

REVOLVING ACCOUNTS

\$85,000.55	2018-2019	Ext Day Program
	2018-2019	Ext Day Preschool Program
\$9,971.91	2018-2019	Adult Education Program
	2018-2019	Community Services Rec
\$4,569.64	2018-2019	Lunch Program
	2018-2019	Hanover Funds
\$302.00	2018-2019	Facilities
\$409.89	2018-2019	Recreation
	2018-2019	Parking Fees
\$795.00	2018-2019	TMHS Intramural Clubs
\$2,835.31	2018-2019	Preschool

\$132,746.36 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$261,343.75	2017-2018	School Department Account
\$752,068.22	2018-2019	School Department Account

\$1,013,411.97 SUB TOTAL - LEA FUNDS

\$1,146,158.33 TOTAL

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date **8/9/2018**

I move the School Department Payroll for the period ending
to be approved and certified in the amounts and categories as shown for
a total amount of **\$1,205,544.48**

GRANTS

\$24,925.69	2017-2018	Special Ed 240 Grant
\$4,518.65	2017-2018	Title I Grant
\$3,600.00	2018-2019	High Quality Grant
\$7,503.88	2018-2019	After School Out of School Time
	2017-2018	Early Childhood

REVOLVING ACCOUNTS

\$89,016.81	2018-2019	Ext Day Program
	2018-2019	Ext Day Preschool Program
\$16,374.20	2018-2019	Adult Education Program
	2018-2019	Community Services Rec
\$4,711.60	2018-2019	Lunch Program
	2018-2019	Hanover Funds
	2018-2019	Facilities
\$498.36	2018-2019	Recreation
	2018-2019	Parking Fees
\$1,716.15	2017-2018	New Start
\$244.05	2018-2019	New Start
\$2,835.31	2017-2018	Preschool

\$155,944.70 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$752,068.22	2017-2018	School Department Account
\$297,531.56	2018-2019	School Department Account

\$1,049,599.78 SUB TOTAL - LEA FUNDS

\$1,205,544.48 TOTAL

Superintendent/
Staff /School
Committee
Reports

Consent Agenda

Policy

File: EFD - ~~PAYMENT FOR FOOD SERVICES~~ MEAL CHARGE POLICY

The School Committee is committed to providing students with healthy, nutritious meals each day so they can focus on school work, while also maintaining the financial integrity of meal programs and minimizing any impact on students with meal charges. However, unpaid meal charges place a large financial burden on the school district, as food services is a self-supporting entity within the district. The purpose of this policy is to ensure compliance with federal reporting requirements of the USDA Child Nutrition Program, as well as provide oversight and accountability for the collection of outstanding student meal balances.

The provisions of this policy pertain to regular priced school meals only. The School Committee will provide a regular meal to students who forget or lose their lunch money.

Meal Charges and Balances

~~Grades K through 6 limits students to three charged menu meals (\$8.25). The individual student will enter their PIN number and the system will charge them for the price of one lunch, which will appear as a debit on their account. Only reimbursable lunches and milk are available as a charge.~~

~~Grades 7 through 8 limits student to two charged menu meals (\$6.00).~~

~~No charging allowed at High School.~~

~~Students should NOT be allowed to charge any a la carte items. If a student charges a lunch, that student should not be purchasing any "extra" items.~~

~~Any student whose account is at the charge limit and does not bring a lunch from home that student will be offered an alternative cold reimbursable meal (i.e., sandwich or yogurt, with fruit, vegetable and milk).~~

Students will pay for meals at the regular rate approved by the Tewksbury School Committee and for their meal status (regular, reduced-price, or free) each day. Payment options will be delineated in student handbooks and provided to parents of incoming students. After the balance reaches zero and enters the negative, students will not be allowed to purchase a la carte items including but not limited to a second entrée, snack, ice cream, or an additional beverage. The student will still be allowed to take a meal, and that meal will continue to be charged to the account at the standard lunch rate based on their meal status. The parent/guardian is responsible for any meal charges incurred. If there is a financial hardship, a parent/guardian should contact the Tewksbury Food Services directly to discuss payment options such as an individualized repayment plan.

Payments

~~Students that have charged meal(s) will receive a charge notice from Food Service which will be sent home weekly to the household. These will be in a sealed envelope.~~

~~If the charge has not been paid by the third week, Food Service will place a call to the parent in case the written notice was not received.~~ Parents/Guardians are responsible for all meal payments to the Tewksbury Food Service Program. Notices of low or deficit balances will be sent directly to parent/guardians via email or regular postal mail at regular intervals during the school year. At no time shall any staff member give payment notices to students unless that student is known to be an emancipated minor who is fully responsible for themselves or over the age of 18. If parent/guardians have issues with student purchases they should contact food services for assistance.

~~If the charge is still carried over after the third week, Food Service will notify the school Principal and send a letter along with a free and reduced meals application home to the household, cc Principal.~~

~~If parent or guardian continues to carry a balance or doesn't provide lunch money to a student and who does not qualify for the free or reduced meal benefits, the Principal or Business Manager will be informed by Food Service to determine course of action.~~ The point of sale system is designed to prevent direct identification of a student's meal status. Parents will receive automated low-balance emails or mailed notices weekly, if applicable. If notices do not result in payment, parents will receive a phone call from the Tewksbury Food Services. If the phone call does not result in payment the Food Service Manager shall turn the account over to the Business Office. A record of action shall be kept by Food Service to ensure documentation of the process.

Parents/Guardians may pay for meals in advance. Further details are available on the Tewksbury Public Schools' webpage and in student handbooks. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student, whether positive or negative, will be carried over to the next school year.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and those records are available to parents by setting up an online account (see student handbooks for more details) or by speaking with the school's Food Service Manager.

Refunds

Refunds for withdrawn and/or graduating students require a written request (email, postal, or in person) for a refund of any money remaining in their account to be submitted. Graduating students also have the option to transfer funds to a sibling's account or to donate to a student in need with a written request.

Delinquent Accounts/Collections

Failure to maintain up to date accounts may result in a delay of a student's extra-curricular school services, especially those that are fee based. Graduating seniors may lose the ability to participate in certain graduation related activities.

The Superintendent shall ensure that there are appropriate and effective collection procedures and internal controls within the Tewksbury Public Schools' Business Office that meet the requirements of law.

If a student is without meal money on a consistent basis, the administration may investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child. Each school handbook shall contain detailed instructions for parental assistance.

Policy Communications

This policy shall be communicated to all staff and families at the beginning of each school year and to families transferring to the district during the year.

ADOPTED: January 25, 2012

Revised and Adopted: September 25, 2013

Revised: December 9, 2015

Revised:

LEGAL REFS: MGL 71:72; USDA School Meal Program Guidelines May 2017

CROSS REFS: JQ, Student Fees, Fines & Charges

Old Business



Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee
Date: August 6, 2018
From: Christopher Malone, Superintendent
Re: 2018-2019 School Calendar Update

This Requires a Roll-Call Vote

It is my recommendation to change the half-day on December 21, 2018 to a full-day of school. Note, the last day of school is June 20, 2019 (this includes 5 snow/emergency closing days).



2018-2019

School Calendar and Chain of Communication

August 2018							September 2018							October 2018						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													
November 2018							December 2018							January 2019						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3							1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
							30	31												
February 2019							March 2019							April 2019						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2						1	2			1	2	3	4	5
3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28			24	25	26	27	28	29	30	28	29	30				
							31													
May 2019							June 2019													
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa							
			1	2	3	4							1							
5	6	7	8	9	10	11	2	3	4	5	6	7	8							
12	13	14	15	16	17	18	9	10	11	12	13	14	15							
19	20	21	22	23	24	25	16	17	18	19	20	21	22							
26	27	28	29	30	31		23	24	25	26	27	28	29							
							30													

- FIRST AND LAST DAY OF SCHOOL (Includes 5 snow/emergency days)
- SCHOOLS CLOSED
- PROFESSIONAL DEVELOPMENT DAY NO SCHOOL - STUDENTS
- TEACHER WORKSHOP DAY HALF DAY - STUDENTS
- HALF DAY - EARLY DISMISSAL
- TMHS Graduation - June 7th

Aug 27-Aug 28	Professional Development Days	Feb 18-22	February Recess
Aug 29	First Day of School for Students	Apr 15-19	April Recess
Dec 24-Jan 1	December Recess	Jun 20	*Last Day of School (Half-day) *Includes 5 snow/emergency days

Tewksbury Public Schools - School Committee Members

Krisy M. Polimeno, Chairperson, kpolimeno@tewksbury.k12.ma.us

Arthy S. Bennett, Vice-Chair, abennett@tewksbury.k12.ma.us ♦ James A. Cutelio, Clerk, jcutelio@tewksbury.k12.ma.us

Dennis G. Francis, dfrancis@tewksbury.k12.ma.us ♦ Keith M. Sullivan, ksullivan@tewksbury.k12.ma.us

REVISED: CALENDAR LEGEND DATES

Aug 27-28	Professional Development Day	Jan 02	Schools Reopen
Aug 29	All Schools Open	Jan 18	Teacher Workshop – Half Day for Students*
Aug 31	No School – Vacation Day	Jan 21	No School – Martin Luther King, Jr. Day
Sep 03	No School – Labor Day	Feb 15	Early Dismissal – Half Day*
Oct 05	No School – Professional Development Day	Feb 18-22	No School – February Recess
Oct 8	No School – Columbus Day	Mar 08	Teacher Workshop – Half Day for Students*
Nov 6	No School – Professional Development Day	Apr 12	Early Dismissal – Half Day*
Nov 12	No School – Observance of Veterans Day	Apr 15-19	No School – April Recess
Nov 21	Early Dismissal – Half Day*	May 02	Teacher Workshop – Half Day for Students*
Nov 22-23	No School – Thanksgiving Recess	May 24	Early Dismissal – Half Day*
Dec 06	Teacher Workshop – Half Day for Students*	May 27	No School – Memorial Day
Dec 24-Jan 01	No School – December Recess	Jun 7 th	TMHS Graduation
		Jun 20	Last Day of School – Half Day**

**** (Includes 5 Snow/Emergency Days)**

***We will follow an early-release day schedule on:**

November 21st, December 6th, January 18th, February 15th, March 8th, April 12th, May 2nd, May 24th, and June 20th

NO SCHOOL ANNOUNCEMENTS

Schools will be closed only in the case of severe, inclement weather. Announcements relative to closing schools for inclement weather will be carried by TV stations, Twitter@tpsdistrict, and through the district's telephone notification system "One Call Now." Delayed Openings: Superintendent will notify the public by the same procedure as "no school" announcements.

Parents and students are requested not to call the Police Station, Fire Station, Bus Contractors, School Principals, or the Superintendent of Schools for "no school" information. Information will not be available from these sources.

PreK-8 Extended Day Program: Delay School Schedule – There will be NO MORNING Extended Day on days when schools are operating on a delayed schedule. **PreK-8 Extended Day Program: No School Schedule** – Extended Day will be cancelled on those days when school is not in session.

All programs, activities, and employment opportunities of the Tewksbury Public Schools are offered without regard to race, creed, color, age, sex, gender identity, national origin, sexual orientation, or disability.

SCHOOL HOURS

High School	7:30 am – 1:49 pm
Middle School	7:35 am – 1:55 pm
Ryan School	8:15 am – 2:27 pm
Elementary Schools	8:45 am – 3:10 pm

EARLY RELEASE HOURS

High School	7:30 am – 10:24 am
Middle School	7:35 am – 10:24 am
Ryan School	8:15 am – 11:10 am
Elementary Schools	8:45 am – 12:10 pm

OPEN HOUSE SCHEDULE

<u>ELEMENTARY</u>	<u>ELEMENTARY</u>	<u>RYAN SCHOOL</u>	<u>MIDDLE SCHOOL</u>	<u>HIGH SCHOOL</u>
<u>Preschool – Grade 2</u>	<u>Grades 3 & 4</u>	September 4, Gr. 5	September 20, Gr. 7	September 27
September 6	September 13	September 5, Gr. 6	October 4, Gr. 8	

PARENT/TEACHER CONFERENCES

<u>ELEMENTARY</u>	<u>ELEMENTARY</u>	<u>RYAN SCHOOL</u>	<u>MIDDLE SCHOOL</u>	<u>HIGH SCHOOL</u>
<u>Preschool – Grade 2</u>	<u>Grades 3 & 4</u>	November 20	November 8	November 29
November 27	November 28	March 26	March 14	March 28
April 23	April 24			

Parents are urged to make appointments for school visits to discuss their child's progress with teachers, guidance counselors, or principals.

WEB SITE ADDRESS: <http://www.tewksbury.k12.ma.us>

FOLLOW US ON TWITTER @tpsdistrict

Tewksbury Public Schools

139 Pleasant Street
Tewksbury, Massachusetts 01876



TO: All Staff
FROM: Christopher J. Malone
Superintendent of Schools
RE: Register Periods

The following register periods will be adhered to by all schools. Thank you for your cooperation.

2018-2019 REGISTER PERIODS

Term 1: August 29 – November 2, 2018 (44 Days)			Term 2: November 5 – January 18, 2019 (44 Days)		
Significant Dates	Function	Significant Dates	Function		
October 01, 2018	Midterm	December 07, 2018	Midterm		
October 09, 2018	Progress Report Information due by close of school day	December 18, 2018	Progress Report Information due by close of school day		
October 10, 2018	Progress Reports Posted on Aspen	December 19, 2018	Progress Reports Posted on Aspen		
November 02, 2018	Attendance and marking period end	January 18, 2019	Attendance and marking period end		
November 13, 2018	Report card information sent to Data Processing	January 30, 2019	Report card information sent to Data Processing		
November 16, 2018	Report cards will be issued	February 01, 2019	Report cards will be issued		
November 16, 2018	Special Education Progress Reports issued	February 01, 2019	Special Education Progress Reports issued		

Term 3: January 22– April 3, 2019 (47 Days)			Term 4: April 4 – June 20, 2019 (45+5*Days)		
Significant Dates	Function	Significant Dates	Function		
March 01, 2019	Midterm	May 10, 2019	Midterm (Seniors: May 3, 2019)		
March 07, 2019	Progress Report Information due by close of school day	May 17, 2019	Progress Report Information due by close of school day		
March 08, 2019	Progress Reports Posted on Aspen	May 20, 2019	Progress Reports Posted on Aspen		
April 03, 2019	Attendance and marking period end	TBD	Attendance and marking period end		
April 10, 2019	Report card information sent to Data Processing	TBD	Report card information sent to Data Processing		
April 12, 2019	Report cards will be issued	K-6 Last day	Report cards will be issued		
April 12, 2019	Special Education Progress Reports issued	GR 7-12 June 28, 2019	Report cards will be mailed		
		TBD	All Special Education Progress issued last day of school		

*SUBJECT TO CHANGE PENDING DAYS MISSED DUE TO INCLEMENT WEATHER.



Jeffrey C. Riley
Commissioner

Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-3000
TTY: N.E.T. Relay 1-800-439-2370

AUG 8 '18 AM 9:5

August 7, 2018

Christopher Malone
Superintendent
Tewksbury Public Schools
139 Pleasant Street
Tewksbury, MA 01876

Dear Superintendent Malone:

I am pleased to inform you that, after careful review, the Innovation Pathway programs submitted by your district have been granted final designation. Congratulations on achieving this distinction. We are confident that your new Innovation Pathways will offer students a transformative experience, enabling them to develop essential skills, gain awareness of future career opportunities, and make informed choices about post-secondary education in very promising fields.

This designation is issued as a five-year performance contract, with annual reporting requirements and a formal review after the first three years. Regular and ongoing technical assistance will be provided to support your work, and you will hear more about that soon.

Kindly share this good news with your partner(s). You may direct any questions to Shailah Stewart, Coordinator of High School Pathway Development, at sstewart@doe.mass.edu.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Riley", written over the printed name of Jeffrey C. Riley.

Jeffrey C. Riley
Commissioner of Elementary and Secondary Education

cc: Cliff Chuang, Senior Associate Commissioner for Educational Options
Keith Westrich, Associate Commissioner for College, Career, and Technical Education

New Business

**AGREEMENT BETWEEN
THE
TEWKSBURY SCHOOL COMMITTEE
AND
FOOD SERVICE ASSOCIATION**

JULY 1, 2018 – JUNE 30, 2021

July 17, 2018

Kristen Vogel, Principal
Chris Malone, Superintendent
Brenda Regan, Asst. Superintendent

To: School Committee Members

Re: Request for an international trip to Central Europe—Summer Vacation 2019

Dear Members:

We would like your approval for an international trip to Central Europe during Summer Vacation in 2019.

This trip is being organized by the English department and includes both literary and historical value for our students.

As you know, our students' participation in our past international trips has been a very rewarding learning experience. Besides the fact that the trip is structured with educational activities daily, we prepare a course through Google Classroom where students will have the opportunity to learn about the history, culture, and landscape of Vienna, Salzburg, Dachau, Munich, and Lucerne. Several of these sites tie in to literary experiences involving Faust, Wiesel, Heine, Kafka, and others.

We have attached the itinerary as well as a detailed quote. Please let us know if you have any questions and/or suggestions. The quote includes the Global Travel Protection. We will raise funds for the gratuity and transportation to/from the airport.

Thank for your time and attention.

Respectfully,

John Byrnes & Jade Scarpa
English Department



Educational Tours

TEWKSBURY GLOBAL EDUCATION PROGRAM

Austria, Germany and Switzerland

Prepared for: John Byrnes
Tewksbury Memorial High School
July 20, 2018

Your partner in global education

As the **World Leader in International Education**, we've partnered with educators around the world for over 50 years to help students gain new perspectives and build skills for the future through experiential learning. We provide a range of travel programs—Educational Tours, Language Immersion Tours, Service Learning Tours, Global Student Leaders Summits and Custom-Designed Tours—that help prepare students for the future by teaching them more about the world, themselves, and their place in the world. Combining the power of experiential learning with the thrill of global travel, our tours help students:

- Expand their knowledge of the world around them
- Understand new people, places, and cultures
- Discover more about themselves
- Grow more confident and independent

When students grow in these ways, they become more curious, more open-minded, and more excited about the future.

What we'll cover in this document

We've created this document specifically for you, your school and your students. It outlines the details of your proposed tour and the life-changing experiential learning opportunities that await your students.

PAGE

1	Your partner in global education
2	Our commitment to education
3	Our commitment to safety
4	We'll handle the details
5	A day-by-day look at your tour
6-7	What your hotels will be like
8	What your meals will be like
9	Price details
10	Important final details

This proposal is property of EF Education First and the educator/school for which it was intended. Distributing, copying and/or sharing it are prohibited. The proposal, including pricing, is valid for the educator, tour and date(s) specifically mentioned herein. For additions, subtractions or modifications, please contact your EF Tour Consultant.

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Our commitment to education

We believe the best way to help students gain new perspectives and build skills for the future is through experiential learning.

Accreditation

EF is accredited, just like your school, and recognized by the following regional, national and international organizations: Middle States Association of Colleges and Schools (MSA-CES); Western Association of Schools and Colleges (WASC); Southern Association of Colleges and Schools (SACS-CASI) North Central Association (NCA-CASI); National Council for Private Schools Accreditation (NCPSA); and Accreditation International (AI).

A standard of excellence

Our educational travel programs bring to life the knowledge and skills that are called for in many education initiatives, including:

- Partnership for 21st Century Skills (P21)
- International Baccalaureate – PYP, MYP, Diploma, IBCC
- Common Core State Standards for English Language Arts and Literacy in History/Social Studies, Science and Technical Subjects
- Global Competence Criteria—defined by the Asia Society and Council of Chief State School Officers
- Global Connection Standards in the National Curriculum Standards for Social Studies
- Culture and Connections Standards in the Standards for Foreign Language Learning
- Standards of Professional Learning—defined by Learning Forward

weShare: Personalized Learning

Every tour comes with weShare, a personalized learning experience powered by students' curiosity. Using EF's guided learning model, students use their strengths to investigate an issue or topic that inspires them. They reflect on what they've learned through a post-tour project that gives even more meaning to travel—and can earn them academic credit.

Earning credit

Students can earn credit by traveling on an EF tour and completing required coursework. We offer choices, so you can find the credit option that best fits you and your students' needs.

- Students in grades 6-12 can earn high school credit with weShare, EF's personalized learning experience, by developing an essential question to investigate on tour and creating a post-tour project. Successful course completion will earn students 0.5 elective high school credits.
- Students in grades 9-12 can earn university credit by completing a series of assignments and a final research project with EF's university partner, Southern New Hampshire University. Successful course completion will earn students 3.0 university credits.

Accredited by:



Our commitment to safety

Our demonstrated commitment to safety and risk management is proven with our preventative procedures and extensive measures taken to ensure each traveler's safety.

Worldwide presence

As the largest international student travel organization, we have 500 schools and offices in more than 50 countries worldwide. With 37,000 EF staff and teachers around the globe, we're accessible wherever and whenever you need us.

Global Liability Insurance Plan

- All EF Group Leaders are covered for the duration of their EF educational tour.
- EF's Commercial General Liability Insurance is provided by nationally recognized insurance companies with A.M. Best Ratings of A-.
- Group Leaders and their schools are covered by our \$50 million liability policy and customer payments are protected by a \$1 million customer protection plan.
- EF's Global Liability Insurance Plan allows for schools and districts to be added to the policy by written agreement. EF can provide a certificate of insurance that details coverage.

Global Travel Protection Plan

Designed specifically with EF travelers in mind, teachers may add this comprehensive and affordable protection plan to their tours.

EF's Peace of Mind Program

We understand that plans can change due to unforeseen circumstances. EF provides an exclusive Peace of Mind program to account for such situations. This program is automatically included for all travelers and can be enacted at the group level for any reason, including terrorism or other world events. Your Group Leader may choose from the following options:

45 days or more prior to departure

- Change the travel dates of your group's current tour
- Work with EF to modify your group's current tour or find a new tour
- Cancel your tour and all travelers will receive a transferrable travel voucher

44 days or less prior to departure

If any location(s) included in the group's tour itinerary is designated as a Travel Advisory Level 3 or 4 by the U.S. Department of State, your Group Leader may still choose any option from the section above.

Highly respected in the industry by:



We'll handle the details

As your educational travel partner, we work with teachers, students and parents to ensure a seamless experience—before, during and after tour. In other words, we're with you every step of the way.

BEFORE TOUR

Support Team and resources

Dedicated Tour Consultants guide teachers through the planning process, while Local Representatives from your area work face-to-face to provide support. We give teachers their own personal tour website with helpful tools to share tour information, manage deadlines and more. In addition to online resources, we also provide an array of printed materials for teacher, students and parents.

International Training Tours

Ensuring teachers are fully prepared to lead an EF tour is our commitment to your school community. Through our blended learning model, all first-time EF Group Leaders receive complimentary international training. Conducted by EF personnel and experienced EF Group Leaders, the program includes online, classroom and experiential learning components. In the event a Group Leader cannot attend one of these complimentary tours, we offer live webinars to prepare them and answer questions before they travel.

Traveler account management

Our knowledgeable and friendly Customer Service Representatives help travelers and their parents with all billing transactions, protection plans and tour activity questions. We also offer flexible and convenient payment options that allow parents to choose when—and how—they want to pay.

WHILE ON TOUR

Everything is included

This all-inclusive global experience makes it easy for teachers and students to explore the world. From flights and hotels to most meals and experiential activities, we take care of every detail so travelers can focus on the experience.

Guided travel

A personal bilingual Tour Director stays with your group 24/7. They handle every on-tour detail to ensure a smooth travel experience while also providing unique local insight. Expert local guides, meanwhile, share their knowledge of history, art, architecture and more during guided tours.

AFTER TOUR

Program development

We'll work with you to build a travel program at your school so even more students have the opportunity to experience the world.

A day-by-day look at your tour

This is the itinerary page that students and parents will see in their tour itinerary guide. It's just one of the many resources they'll receive in preparation for your tour.

What you'll experience on your tour

Day 1: Fly overnight to Austria

Day 2: Vienna

- Meet your Tour Director at the airport in Vienna.
- As you get to know Vienna during an orientation tour, you'll spot the Opera House, whose history dates back to the mid-19th century. Residence of the Imperial court for six centuries, Vienna is also marked with the seal of the powerful Habsburgs, a family who once ruled over half of Europe.

Day 3: Vienna

- Visit the Ringstrasse, a series of wide boulevards commissioned by Emperor Franz Josef in 1857, Parliament, and the flower-adorned City Hall during your expertly guided tour of Vienna.
- Visit Schönbrunn Palace, where Marie Antoinette spent her childhood. When the 6-year-old Mozart performed here he told the future Queen of France, "I'll marry you when I'm grown up!" After viewing the elegant interior, stroll through the palace's beautifully landscaped gardens.
- Time to see more of Vienna or
 - experience Viennese waltz dancing.
- Enjoy an authentic *wiener schnitzel* dinner.

Day 4: Salzburg | Munich

- Travel to Salzburg.
- Take a walking tour of Salzburg: Old Town; Mozart's birthplace.
- Continue on to Munich, where you'll experience the medieval to the modern.

Day 5: Munich

- During your expertly guided tour of Munich you'll see the Olympic Stadium, Marienplatz's neo-Gothic New City Hall with its famous Glockenspiel, and the Residenz, former home of the Wittelsbach dukes of Bavaria.
- Visit Dachau, a WWII Nazi concentration camp built in 1933 and liberated by the Allies in 1945. It now serves as a memorial museum.
- Stroll past the famous Hofbräuhaus, once the royal brewery of the Kingdom of Bavaria, on your walking tour of the city.

Day 6: Neuschwanstein | Tyrol

- Visit Neuschwanstein Castle.
- Travel to Tyrol.

Day 7: Liechtenstein | Lucerne

- Make a stop in Liechtenstein.
- Continue to the Lucerne region, where the majestic Swiss Alps rise behind the shores of Lake Lucerne and provide the stunning backdrop to one of Switzerland's most picturesque cities.

Day 8: Lucerne

- During your tour of Lucerne you'll see the poignant Lion Monument, or Löwendenkmal, a sandstone statue commemorating the Swiss Guards slain in the 1792 Paris storming of the Tuilleries. Follow Lucerne's winding cobbled streets past fairy-tale houses to the Chapel Bridge, or Kapellbrücke. Stroll along this covered bridge, which dates back to medieval days, and admire the colorful murals overhead.
- Time to see more of Lucerne or
 - enjoy a Swiss Alps experience or
 - enjoy a Swiss evening.

Day 9: Heidelberg

- Travel along the Black Forest to Heidelberg.
- Take a tour of Heidelberg.
- Visit Heidelberg Castle wine barrel.

Day 10: Depart for home

• 2-DAY TOUR EXTENSION

Day 10: Rhineland

- Travel to the Rhineland.
- Take a Rhine River cruise (April-October).
- Take a tour of Koblenz, including Old Town.

Day 11: Cologne | Bonn | Rhineland

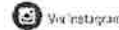
- Visit Cologne Cathedral.
- Travel to Bonn.
- Visit the Museum of German History.
- Create your own sweet souvenir bag at the Haribo Factory Store.

Day 12: Depart for home



My favorite European city: Lucerne Switzerland. #switzerland #lucerne #eftravels

– ALISSA, TRAVELER



As my second trip with EF tours I didn't think it could get any better. I easily fell in love with the German and Austrian culture. Whether it was trying hot chocolate made with sriracha for the first time or ice skating in Vienna, the only part I didn't enjoy was leaving. I recommend this trip to anyone who wants to fall in love with Europe.

– LEAH, TRAVELER



TOP THREE THINGS I WILL SEE, DO, TRY, OR EXPLORE

1. _____
2. _____
3. _____

• Options and excursions

What your hotels will be like

A good night's sleep is important, so you can count on safe, clean and comfortable hotels with private bathrooms. Every hotel we work with is required to meet our high standards for quality, safety and cleanliness. Three to four students of the same gender will share a room, which will have a combination of twin and shared double beds. Please be aware that hotels may have different amenities than you find in American hotels.

HERE ARE EXAMPLES OF THE TYPES OF HOTELS YOU'LL STAY AT ON TOUR:



Novotel Munchen Parkstadt Schwabing

Lyonel Feininger Strasse 22

80807 Munich

www.novotel.com/gb/hotel-5229-novotel-suites-munich-parkstadt-schwabing/index.shtml

The Novotel Munchen Parkstadt Schwabing is a modern hotel located in close proximity to Munich's city center, and just a short walk away from the famous English Garden. The comfortable and spacious suites feature air conditioning, flat screen televisions, kitchenettes and complementary Wi-Fi.



Arion airport

Mühlgasse 30, 2320 Schwechat

Austria

<http://www.arion-hotels.com/en>

The Arion Airport hotel is a modern, newly renovated 3-star hotel with 65 comfortable guest rooms with private facilities. It is conveniently located 5 km from Vienna airport and 10 km from the city center and is a perfect choice for business and leisure travelers. Its services include free shuttle transfers to and from the airport, 24-hour check-in, and an onsite bar and bistro.



Hotel Alpenhof-Post

Melchtal CH-6067

www.hotelalpenhofpost.ch

Enjoy stunning views of the Swiss Alps from this charming, chalet-style hotel located 40 minutes outside of Lucerne in the village of Melchtal. Built in 1894, this family-run hotel features an on-site restaurant, TV lounge, elevator and free wireless Internet access in public areas. Each guest room includes a safety deposit box.

What your meals will be like

These are examples of the types of meals you and your students will be served on tour.



Educational Tours

Sample Menus: Europe

Discovering new foods can be one of the best parts of traveling. The sample menus below are just a few examples of the types of traditional, local favorites you will have the opportunity to try on tour. Every meal will include table water (or bottled water if deemed necessary by locals) and you can usually buy other beverages if you wish. All meals are served as a group—not à la carte—and a vegetarian option will be available if requested in advance. Please notify EF of any other dietary restrictions or food allergies you may have. Enjoy!



AUSTRIA

Soup
Wiener schnitzel
Chocolate cake

CZECH REPUBLIC

Soup
Goulash
Ice cream

FRANCE

Menu 1
Cheese quiche
Turkey with rice, sauce,
mushroom and beans
Apple tart
Menu 2
Salad
Flammekueche
Chocolate mousse
Menu 3
Couscous with
vegetables and meat
Fruit salad

GERMANY

Menu 1
Pretzel with
cream cheese
Turkey with
spaetzle dumplings
Fruit
Menu 2
Vegetable soup
Bratwurst with kraut
and mashed potatoes
Ice cream

GREECE

Menu 1
Spinach pie
Moussaka
Rice pudding

Menu 2

Greek salad
Chicken with oven-
baked pasta
Walnut pie

ITALY

Menu 1
Tomato bruschetta
Cannellini beans with
garlic and sage
Lasagna
Gelato
Menu 2
Spaghetti with pesto
Pork loin with spinach
and potatoes
Fruit salad

IRELAND

Soup
Chicken with mashed
potatoes and gravy
Fruit salad

SPAIN

Spanish Tortilla
Pork loin with potatoes
and mushrooms
Ice cream

SWITZERLAND

Soup
Alpine Macaroni
Chocolate mousse

UNITED KINGDOM

Menu 1
Fish and chips
Ice cream

Menu 2

Chicken and hummus
Flan

Menu 3

Naan bread
Chicken curry

ICELAND

Meatballs, potatoes & brown sauce
Fish balls with potatoes and butter
Fried vegetables

PLEASE NOTE: MEALS VARY BY TOUR. THE MENU ITEMS LISTED AND PICTURED ABOVE ARE EXAMPLES.

EFTOURS.COM | 800-537-6222

Price details

In addition to the support you receive before and after tour, along with the logistical support you receive on tour, your guaranteed lowest price covers all of the details.

PRICE DETAILS

Austria, Germany and Switzerland

Program Price* ¹ \$3,425

Includes:

- Round-trip airfare and on tour transportation
- Hotels with private bathrooms
- Breakfast and dinner (see your itinerary for meal details)
- Full-time Tour Director
- Daily activities, tours and entrances to attractions

Swiss Alps Experience \$85

Weekend Supplement \$70

Global Travel Protection \$165

EF's Peace of Mind Program * Free

Total for Students (under 20) \$3,745

11 monthly payments \$332/mo

Adult Supplement ² \$500

Total for Adults \$4,245

11 monthly payments \$378/mo

Important final details

The EF Price Guarantee

We're dedicated to making travel accessible to as many students as possible. Our unmatched global presence and longstanding relationship with airlines and hotels ensure you will always give your students the best experience at the lowest price, guaranteed.

What it means for you:

- The guaranteed lowest price—if you find a similar tour for less, we'll beat it.
- One simple price—no enrollment or departure fees.
- Once a student enrolls, their price will never change.



I hope you've found this document useful. As your EF Representative, I'm here to answer any questions that you may have. Please don't hesitate to contact me with any questions.

Sincerely,

Josiah Lung

Educational Tour Consultant

(617) 619-1839

josiah.lung@ef.com

	A	B	C	D	E	F	G	H	I	J	K																																																																																																												
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3	* To mark a task complete, double-click the 'Done' cell and type the letter 'a'. * To reach an DESE contact by phone, dial 781-338 plus the 4-digit extension. * To sort or filter any column, use the filter arrows at the head of the column.																																																																																																																						
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Timeline		Resources and Support								
Action	Portion Responsible	DESE Submission	Start by	Due by	Task	Item	Resource	Call	DESE contact	Done? Type 'a'
Data review		Required	10-Aug-18	16-Aug-18	Principals report potential discrepancies in MCAS preliminary results (online via the MCAS Service Center)		Click for more info	3625	Student Assessment	
Human resources		Required	Mid Aug-18	31-Aug-18	Check licensure status of all educators via ELAR. Verify that each educator in an English learner program is properly endorsed for that program. Call Commissioner's Licensure Hotline (781-338-3065) for assistance. Checks can be completed via ELAR or the Licensure Status Drop Box in Drop Box Central.		Click for more info	3065	Brian Devine	
Finance		Required	Early June-18	31-Aug-18	Submit grant applications for any grants projected to have a 9/1 start date.		Click for more info	6595	Grants Management	
Finance		Required	1-Jul-18	31-Aug-18	Submit final expenditure reports (FR-1) for grants that ended on 6/30. (FY18 grants housed in the payment center should file there.)		Click for more info	6595	Grants Management	
Local		Required	Early Aug-18	31-Aug-18	Discuss with local chief of police or designee the process for notification of a bullying incident that may result in criminal charges.		Click for more info	3010	Student and Family Support	
Parent notice		Required	Early Aug-18	31-Aug-18	Provide written notice to students and parents/guardians of the student-related sections of the bullying prevention plan in age-appropriate terms and the most prevalent languages.		Click for more info	3010	Student and Family Support	
Local		Required	Early Aug-18	31-Aug-18	Complete and review Annual Multi-Hazard Evacuation Plan for each school with fire chief and police chief before the start of school.		Click for more info	3010	Student and Family Support	
Local		Required	Early Aug-18	1-Sep-18	Schools develop medical emergency response plans every three years with school, police, fire, and emergency personnel (last submitted in 2015; due again this year). Plans and response sequences must be practiced at the beginning of the year and periodically throughout.		Click for more info	3010	MERP	
Local		Required	1-Sep-18	1-Sep-18	Designate Civil Rights Coordinator (603 CMR 26.00; federal civil rights laws) and ensure compliance with all applicable requirements.		Click for more info	3400	Legal Office	
Local		Required	1-Jul-18	Ongoing	Review the 2017 ELA/literacy and mathematics curriculum frameworks and the 2016 STE and DLCS frameworks with appropriate staff to ensure standards-aligned instruction.		Click for more info	3243	Instructional Support	
Human resources		Required	1-Sep-18	30-Sep-18	Send Civil Rights and Equal Education notices to all school employees, notifying of training dates (603 CMR 26.00).		Click for more info	3400	Legal Office	
Parent notice		Required	1-Sep-18	30-Sep-18	Publish student handbook and send required notices to parents/guardians (see third tab in workbook for list). Notices may be included in the handbook (G.L. c. 71, §37H).		Click for more info	3400	Legal Office	
Human resources		Required	1-Sep-18	30-Sep-18	Inform teachers, administrators, and other professional staff of reporting requirements relating to suspected child abuse and neglect, and reporting of fires (G.L. c. 71, § 37L).		Click for more info	3400	Legal Office	
Local		Required	Early Sep-18	30-Sep-18	Hold school council elections for parent, teacher, and community representatives.		Click for more info	3400	Legal Office	
Finance		Required	Early Sep-18	1-Oct-18	Submit End-of-Year Financial Report for prior school year (except charter and virtual schools).		Click for more info	6594	Jay Sullivan	
Data Report		Required	1-Jul-18	1-Oct-18	Update and Submit school and district contact information in the Nutrition Application Renewal section of the Security Portal to ensure correct receipt of important messages from DESE regarding school nutrition programs and claims.		Click for more info	6480	School Nutrition	
Data report		Required	Early Sep-18	1-Oct-18	Submit Secondary School Anti-Hazing Report (secondary schools) (MGL ch. 269 §§17-19; 603 CMR 33.00).		Click for more info	3700	Public School Monitoring	

A	B	C	D	E	F	Task			G	Resources and support			H	I	J	K
Timeline						Action	Person Responsible	DESE Submission	Start by	Due by	Item	Resource	Call	DESE contact	Type 'a'	Done?
5																
6																
31	Charters		Required	Early Sep-18	4-Oct-18	Submit 2018-2019 Charter School Updated Waitlist Report (charter schools only).					Click for more info	3227	Charter School Office			
32	Data review		Required	Late Sept-18	Late Sept-18	Public release of 2017 MCAS and accountability data on School and District Profiles.					Click for more info	3625	Student Assessment			
33	Parent notice		Required	Late Sept-18	Late Sept-18	Superintendents receive printed <i>Parent/Guardian Reports</i> for students who participated in spring MCAS and MCAS-Alt and receive Adams Scholarship notifications. Shipments will also include letters to the families of members of the class of 2022 notifying them of the Grade 10 assessments taken for the Competency Determination.					Click for more info	3625	Student Assessment			
34	Data report		Required	1-Oct-18	25-Oct-18	Submit October 1 SIMS (Student Information Management System) data (collection opening date is tentative).					Click for more info	3582	Robert Curtin			
35	Finance		Required	Early Sep-18	31-Oct-18	Submit final expenditure reports (FR-1) for grants that ended on 8/31.(FY18 grants housed in the payment center should file there.)					Click for more info	6595	Grants Management			
36	Charters		Required	July/Aug-18	1-Nov-18	Submit Independent Financial Audit (charter schools only).					Click for more info	3227	Charter School Office			
37	Testing		Required	8-Nov-18	15-Nov-18	High schools administer MCAS November ELA and Mathematics retests.					Click for more info	3625	Student Assessment			
38	Charters		Required	Early Nov-18	21-Nov-18	Submit charter school end-of-year financial report (charter schools only).					Click for more info	3227	Charter School Office			
39	Local		Required	Early-Sept-18	30-Nov-18	Ensure that educators new to the district are enrolled in induction programs.					Click for more info	6680	Educator Development			
40	Data report		Required	1-Oct-18	6-Dec-18	Submit October 1 EPIMS (Education Personnel Information Management System) and SCS (Student Course Schedule) data (collection opening date is tentative).					Click for more info	3582	Robert Curtin			
41	Data report		Required	1-Oct-18	6-Dec-18	Submit Individual Non-Public School Report(s).					Click for more info	3582	Robert Curtin			
42	Virtual Schools		Required	Late Nov-18	1-Jan-19	Submit annual report (virtual schools only).					Click for more info	3505	Charter School Office			
43	Virtual Schools		Required	Late Nov-18	1-Jan-19	Submit Independent Financial Audit (virtual schools only).					Click for more info	3505	Charter School Office			
44	Virtual Schools		Required	Late Nov-18	1-Feb-19	Submit virtual school end-of-year financial report (virtual schools only)					Click for more info	3505	Charter School Office			
45	Testing		Required	6-Feb-19	7-Feb-19	High schools administer MCAS February Biology test.					Click for more info	3625	Student Assessment			
46	Testing		Required	3-Jan-19	8-Feb-19	Schools administer ACCESS for ELLs test to ELL students in grades K to 12.					Click for more info	3625	Student Assessment			
47	Data report		Required	1-Jan-19	22-Feb-19	Submit School-Attending Children Report (not submitted by charter and regional voc/tech schools).					Click for more info	3582	Robert Curtin			

A	B	C	D	E	F	Task			G	Resources and support			H	I	J	K	
Timeline						Task										Done?	
	Action	Person Responsible	DESE Submission	Start by	Due by	Item				Resource	Call	DESE contact	Type	a			
48	Charters		Required	Mid Nov-18	1-Dec-18	Submit 2019-2020 Charter School Pre-Enrollment Estimate Report (charter schools only).				Click for more info	3227	Charter School Office					
49	Charters		Required	Mid Feb-19	1-Mar-19	Submit 2/15 Charter School Claim Form (charter schools only). Updated form posted at the end of January.				Click for more info	6586	Hadley Cabral					
50	Testing		Required	4-Mar-19	8-Mar-19	High schools administer MCAS March ELA and Mathematics retests.				Click for more info	3625	Student Assessment					
51	Charters		Required	Mid Feb-19	15-Mar-19	Submit 2019-2020 Charter School Pre-Enrollment Report (charter schools only).				Click for more info	3227	Charter School Office					
52	Charters		Required	Mid Feb-19	15-Mar-19	Submit 2019-2020 Charter School Waitlist Report (charter schools only)				Click for more info	3227	Charter School Office					
53	Data report		Required	1-Mar-19	21-Mar-19	Submit March 1 SIMS data (collection opening date is tentative).				Click for more info	3582	Robert Curtin					
54	Testing		Required	26-Mar-19	29-Mar-19	High schools administer MCAS ELA tests (grade 10).				Click for more info	3625	Student Assessment					
55	Testing		Required	early Sept 18	29-Mar-19	Principals monitor development of MCAS-Alt portfolios throughout the year and submit on March 29 (grades 3-10).				Click for more info	3625	Student Assessment					
56	Finance		Required	Ongoing	1-Apr-19	Submit End of Year Compliance Supplements to ESE (within nine months of the close of the previous fiscal year.)				Click for more info	6594	Jay Sullivan					
57	Finance		Required	Mid-March-19	29-Mar-19	Submit applications for circuit breaker extraordinary relief payments (if applicable).				Click for more info	6594	Jay Sullivan					
58	Data report		Required	Mid-March-19	15-Apr-19	Submit the district's Identified Student Percentage (ISP) data of the students that have been directly certified (dc) as eligible for free meals. Submission will start the application process for the Community Eligibility Provision (CEP). ISP must include students direct certified for free school meals during the current school year and are still enrolled as of April 1.				Click for more info	6480	School Nutrition					
59	Finance		Required	Late March-19	30-Apr-19	Submit School Choice Claim Form (submitted by receiving districts).				Click for more info	6512	School Finance					
60	Testing		Required	1-Apr-19	3-May-19	Schools administer MCAS tests (grades 3-8 ELA)				Click for more info	3625	Student Assessment					
61	Testing		Required	21-May-19	24-May-19	High schools administer MCAS Mathematics (grade 10).				Click for more info	3625	Student Assessment					
62	Testing		Required	2-Apr-19	24-May-19	Schools administer MCAS tests (grades 3-8 Mathematics)				Click for more info	3625	Student Assessment					
63	Testing		Required	3-Apr-19	24-May-19	Schools administer MCAS tests (grades 5 and 8 STE)				Click for more info	3625	Student Assessment					
	Local		Required	Early May-19	1-Jun-19	Appoint student advisory member to local school committee (M.G.L. ch.71 §38W).				Click for more info	6320	Donna Taylor					

A	B	C	D	E	F	Task			G	Resources and support			H	I	J	K
Timeline																
	Action	Person Responsible	DESE Submission	Start by	Due by	Item				Resource	Call	DESE contact	Type	Done?		
5																
6	Local		Required	Early March-19	1-Jun-19	Certify School Choice participation vote by school committee, where applicable (this information is now being collected through an online survey in place of the letters that districts used to submit; a link will be provided prior to submission).				Click for more info	6512	School Finance				
65	Testing		Required	4-Jun-19	5-Jun-19	High schools administer MCAS high school STE tests.				Click for more info	3625	Student Assessment				
66																
67	Regional		Required	Spring 2019	14-Jun-19	Provide written notification to Commissioner if regional school district will not have an approved budget by June 30 (regional school districts only).				Click for more info	6588	Christine Lynch				
	Local		Required	1-Jul-18	1-Oct-19	Begin the Direct Certification process to determine eligibility of students for free school meals and ensure continuation of benefits as prior year eligibility ends. USDA requires School Food Authorities to conduct direct certification at least three times a year including at or around the beginning of the school year. DESE recommends conducting direct certification more frequently to capture new students and benefit changes.				Click for more info	6480	School Nutrition				
68																
69	Local		Required	1-Jul-18	30-Jun-19	Update Local School Wellness Policy (LSWP) by July 1 st per applicable USDA and MA DPH law. Develop LSWP annual goals for nutrition education, physical activity, nutrition promotion, and other school-based activities to promote student wellness. Ensure LSWP is assessed for compliance and effectiveness annually and that the assessment is made available to the public.				Click for more info	6480	School Nutrition				
70	Finance		Required	Mid-June-19	2-Jul-19	Submit final special education circuit breaker claims for preceding school year.				Click for more info	6594	Jay Sullivan				
71	Data report		Required	1-Jun-19	5-Jul-19	Submit End-of-Year SIMS data (collection opening date is tentative).				Click for more info	3582	Robert Curtin				
72	Data Report	Homeless Liaison; Foster Care Contact	Required	June	15-Jul-19	Complete and submit annual homeless and foster care student data collection.				Click for more info	3010	Student and Family Support				
	Data report		Required	Mid Oct-18	18-Jul-19	Submit School Safety and Discipline Report (SSDR), including bullying incident data under G.L. c. 71A, § 37O(k). Data collection opens mid-October 2018; data are collected year-round. Final report due July 18, 2019.				Click for more info	3582	Robert Curtin				
73	Local		Required	30-May-19	31-Jul-19	Complete and submit Annual Induction and Mentoring Report for beginning teachers.				Click for more info	3292	Educator Development				
74																
75	Data review		Required	End of July	End of July	Principals receive MCAS-AIT score appeal results.				Click for more info	3625	Student Assessment				
76	Innovation		Required	Early May-18	1-Aug-18	Submit annual innovation schools and innovation academies evaluation report.				Click for more info	3217	Shay Edmond				
	Data report		Required	1-Jun-19	1-Aug-19	Submit end-of-year EPIMS (Education Personnel Information Management System) and SCS (Student Course Schedule) data (collection opening date is tentative).				Click for more info	3582	Robert Curtin				
77																
78	Data report		Required	Early March-19	Early April-19	Submit Regional Student Advisory Council members' election affidavits to ESE (M.G.L. ch.15 §1E).				Click for more info	6320	Donna Taylor				
79	Parent notice		Required	Early Feb	Early Feb	Superintendents receive November MCAS ELA and Mathematics Retest Parent/Guardian Reports.				Click for more info	3625	Student Assessment				
	Data review		Required	Early Jan	Early Jan	Superintendents view student results from the MCAS November retest in Edwin Analytics in the Security Portal.				Click for more info	3625	Student Assessment				
80																

A	B	C	D	E	F	G	H	I	J	K
S	Timeline		Task				Resources and support			
	Action	Person Responsible	DESE Submission	Start by	Due by	Item#	Resource	Call	DESE contact	Done? Type 'a'
6	Parent notice		Required	Early Jan	Early Jan	Superintendents receive additional letters for students who earn the Adams Scholarship to send to parents/guardians.	Click for more info	3625	Student Assessment	
81	Parent notice		Required	Early May	Early May	Superintendents receive February MCAS Biology and March MCAS ELA and Mathematics Retest Parent/Guardian Reports (data available in Edwin Analytics in the Security Portal earlier).	Click for more info	3625	Student Assessment	
82	Local		Required	Early Spring 2019	Early Spring 2019	Certify FCC Form 471 to seek funding for eligible technology services (E-rate).	Click for more info	3256	Ken Klau	
83	Local		Required	Fall 2018	Early Winter 2019	Certify FCC Form 470 to open competitive bidding for desired technology services (E-rate).	Click for more info	3505	Ken Klau	
84	Data review		Required	Summer	Summer	Access ACCESS for ELLs official data file and PDF rosters in DropBox Central and in Edwin Analytics.	Click for more info	3625	Student Assessment	
85	Data review		Required	Late Aug-18	Late Aug-18	View preliminary district and school accountability data via the Accountability Data application in the Security Portal/ MassEdu Gateway.	Click for more info	3550	Elementary and Secondary Education Act (ESEA)	
86	Local		Required	Mid Aug. 2018	Late Aug-18	Update school and district contact information in Directory Administration to ensure correct listings on ESE's public website and receipt of important messages from ESE.	Click for more info	3582	Robert Curtin	
87	Local		Required	Late Dec-18	Late Dec-18	Distribute 2018 school "report cards" providing information about accountability, assessment, teacher quality, and the right of parents/guardians of children attending Title I schools to know certain information about teacher qualifications.	Click for more info	3550	Elementary and Secondary Education Act (ESEA)	
88	Local		Required	Mid Jan-19	Late Mar-19	Update school and district contact information in Directory Administration to ensure correct listings on ESE's public website and receipt of important messages from ESE.	Click for more info	3582	Robert Curtin	
89	Data review		Required	Spring/Summer	Spring/Summer	Superintendents, principals, and coordinators access spring ACCESS for ELLs results.	Click for more info	3625	Student Assessment	
90	Data review		Required	Late Sept-18	Late Sept-18	ESE releases official 2018 district and school accountability data to the public. Embargo lifted on discussion of results.	Click for more info	3550	Elementary and Secondary Education Act (ESEA)	
91	Local		Required	Early Sept-18	Late Sep-18	Hold training on schools' physical restraint policy within the first month of every school year and within a month of new employee hires (603 CMR 46.00).	Click for more info		restraint@doe.mass.edu	
92	Virtual schools		Required	1-Jan-19	Mid Jan-19	Submit data for students enrolled in the school between the start of SY2017-18 and January 1, 2018 (virtual schools only).	Click for more info	3505	Charter School Office	
93	Local		Required	Early Sep-18	Mid Jun-19	Implement evaluation systems for all educators that are consistent with regulations (e.g., include evidence of educator impact on student learning and student/staff feedback).	Click for more info	3243	Educator Development	
94	Virtual Schools		Required	Early Apr-19	1-May-19	Submit pre-enrollment report for SY2019-20 (virtual schools only).	Click for more info	3505	Charter School Office	
95	Data review		Required	Mid June	Mid June	Principals access Portfolio Feedback Forms for students who participated in the MCAS-Alt.	Click for more info	3625	Student Assessment	
96	Local		Required	Early Jan-19	Mid March-19	Publish notice of public hearing on annual budget by school committee at least seven days in advance of hearing (M.G.L. ch. 71 §38N).	Click for more info	6594	School Finance	
97										

A	B	C	D	E	F	Task	G	H	I	J	K
Resources and support											
5	Timeline	Action	Person Responsible	DESE Submission	Start by	Due by	Item	Resource	Call	DESE contact	Done? Type 'a'
6											
98		Data report		Required	Mid Aug-18	Mid Sep-18	Notify ESE of school openings/closings via downloadable forms.	Click for more info	3582	Robert Curtin	
99		Data report		Required	Mid May-19	End-Jun-19	Submit FY19 Title I data via the Title I Data Collection Application in the Security Portal.	Click for more info	6230	Federal Grant Programs	
100		Data review		Required	Mid-October	Mid-October	Access official embargoed MCAs (with SGP) .csv data file and PDF rosters in DropBox Central and in Edwin Analytics.	Click for more info	3625	Student Assessment	
101		Parent notice		Required	Ongoing	Once annually	Mail <i>Parent's Notice of Procedural Safeguards</i> to all households with students found eligible for special education once during each school year.	Click for more info	3375	Special Education	(Ongoing)
102		Human resources		Required	Ongoing	Ongoing	Submit requests for waivers for educators who are unlicensed for their current teaching assignment, including substitute teachers who have been in the same instructional role for more than 90 consecutive days and are not licensed for the role. Call Commissioner's Licensure Hotline (x3065) for assistance.	Click for more info	3065	Brian Devine	(Ongoing)
103		Local		Required	Ongoing	Ongoing	Report to local fire department any fire in school or on school grounds. Conduct fire drills at start of school year and during the year as required by state law and local fire chief.	Click for more info	3010	Student and Family Support	
104		Regional		Required	Ongoing	Ongoing	Obtain special education reimbursement from Medicaid. Reimbursement for municipal districts goes to municipality. Reimbursement for regional school districts goes to school district.	Click for more info	3375	Special Education	(Ongoing)
105		Finance		Required	Ongoing	Ongoing	Submit monthly requests for funds for state and federal grants.	Click for more info	6595	Grants Management	(Ongoing)
106		Local		Required	Ongoing	Ongoing	Provide professional development to build skills related to bullying prevention and intervention.	Click for more info	3010	Student and Family Support	
107		Local		Required	Ongoing	Ongoing	Update and document the appropriate uses of technology resources (external/internal infrastructure & devices) to support district, school & capital plans.	Click for more info	3505	Ken Klau	(Ongoing)
108		Local		Required	Ongoing	Ongoing	Superintendent and school committee review school improvement plans (M.G.L. ch.71 §59C).	Click for more info	3535	CDSA	(Ongoing)
109		Human resources		Required	Ongoing	Ongoing	Obtain and review CORI of employees of taxicab companies that have contracted to provide transportation to students under G.L. c.71, §7A.	Click for more info	3400	Legal Office	(Ongoing)
110		Human resources		Required	Ongoing	Ongoing	Send notice to Commissioner within 30 days of discovering information from a national criminal history check about a licensed educator or an applicant for a Massachusetts educator license that implicates grounds for license sanction, regardless of whether the school district retains or hires the educator.	Click for more info	3400	Legal Office	(Ongoing)
111		Human resources		Required	Ongoing	Ongoing	Send notice to Commissioner within 30 days of any dismissal, non-renewal, resignation, or other discipline of licensed educator or an applicant for a Massachusetts educator license arising from results of a national criminal history check or misconduct that might give cause to limit or revoke educator's license.	Click for more info	3400	Legal Office	(Ongoing)
112		Local		Required	1-Nov-18	28-Feb-19	Conduct the Direct Certification process to determine eligibility of students for free school meals. USDA requires School Food Authorities to conduct direct certification at least three times a year including three months after the beginning of the school year. DESE recommends conducting direct certification more frequently to capture new students and benefit changes.	Click for more info	6480	School Nutrition	

A	B	C	D	E	F	G	H	I	J	K
5	Timeline					Task	Resources and support			
6	Action	Person Responsible	DESE Submission	Start by	Due by	Item	Resource	Call	DESE contact	Done? Type a
113	Human resources		Required	Ongoing	Ongoing	Develop new Individual Professional Development Plans for those who renewed their Professional license. As a reminder, the Licensure Regulations (603 CMR 44.04(1)(c)) permits the use of the same plan to satisfy the requirements of Educator Evaluation and License Renewal. REMINDER: June 2019 is another major renewal cycle, the Department anticipates an estimated 27,000 renewals in the 2018-19SY. Please remind those with a Professional due to be renewed in June of 2019 to renew.	Click for more info	3124	Brian Devine	
114	Local		Required	Early-Sept-18	Suggested three times per year (Sept., Jan., May)	Conduct, along with chief of police, bus evacuation drills and vehicle evaluations.	Click for more info	3010	Student and Family Support	
115	Local		Required	Summer 2019	Summer 2019	Certify FCC Form 486 to report start of technology services 120 days after the date of the FCDL or 120 days after the service start date, whichever is later (E-rate).	Click for more info	3505	Ken Klau	
116	Local		Required	Summer 2019	Fall 2019	Complete invoicing (FCC Form 472 or FCC Form 474) to request reimbursement for eligible technology services (E-rate).	Click for more info	3505	Ken Klau	
117	Human resources		Required	Varies / Ongoing	Varies / Ongoing	Review the results of national criminal history checks.	Click for more info	3400	Legal Office	(Ongoing)
118	Local		Required	Ongoing	Annually by Sept. 1	Develop, and annually update by September 1, a plan to address the general mental health needs of students and their families, teachers, and school administrators, including the potential need for emergency and acute treatment resulting from tragedy or crisis in the district.	Click for more info	3010	Student and Family Support	
119	Local		Required	1-Jul-18	1-Sep-18	Update meal charge policy and ensure policy is provided in writing to all households at the start of each school year and to households transferring to the school or school district during the school year. District staff responsible for enforcement must receive policy as well. DESE encourages to include policy in student handbooks and/or on online portals that households use to access student accounts.	Click for more info	6480	School Nutrition	
120	Local		Required	1-Mar-19	30-Jun-19	Conduct the Direct Certification process to determine eligibility of students for free school meals. USDA requires School Food Authorities to conduct direct certification at least three times a year including six months after the beginning of the school year. DESE recommends conducting direct certification more frequently to capture new students and benefit changes.	Click for more info	6480	School Nutrition	
121	Data report		Required	Early Sep-18	1-Oct-18	Submit Secondary School Anti-Hazing Report (secondary schools) (MGL ch. 269 §§17-19; 603 CMR 33.00).	Click for more info	3708	Public School Monitoring	
122	Data Review		Required	1-Apr-19	1-Oct-19	Use the Student Learning Experience Summary Report to identify any equity gaps (disparities that result in historically disadvantaged students being taught at higher rates than other students by teachers who are inexperienced, out-of-field, or lower rated (Every Student Succeeds Act (ESSA), Section 1111(g)(1)(B)) in your district or of in any one of your schools.	Click for more info	3242	Educator Development	
123	Local		Required	1-Jul-18	Ongoing	Each school district, vocational district, charter school, approved private day or residential school shall provide and maintain at least 1 automated external defibrillator (AED) on site where instruction is provided.	Click for more info	3010	MERP	
124	Local		(to DPH)	2017-2018	Annually	Each city, town, regional school district, charter school, or vocational school is to utilize a verbal screening tool to screen students for substance use disorders, and notify parents/guardians prior to the start of the school year, and report aggregate data to the Department of Public Health within 90 days of screening.	Click for more info	3010	ATOD	