

TEWKSBURY SCHOOL COMMITTEE AGENDA - WEDNESDAY, AUGUST 14, 2019



TEWKSBURY PUBLIC SCHOOLS
CHRISTOPHER J. MALONE
SUPERINTENDENT OF SCHOOLS

Meeting Date: Wednesday, August 14, 2019

Meeting Type/Time: Executive Session #15 (6:30PM)

Meeting Type/Time: Regular Meeting #15 (7:00PM)

Meeting Location: Tewksbury Memorial High School, Large Group Instruction Rm 1, 320 Pleasant St.

A. CALL TO ORDER (6:30PM)

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

Convene an Executive Session to continue 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. ADJOURN and RECONVENE REGULAR MEETING (7:00PM)

D. ANNOUNCEMENT

The August 14, 2019 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

None

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 24, 2019 Regular Meeting (1) Minutes (File)
2. July 24, 2019 Reorganization Meeting Minutes (File)
3. July 24, 2019 Regular Meeting (2) Minutes (File)

K. SUBMISSION AND PAYMENT OF BILL

1. Payroll Period Ending, July 25, 2019, (\$1,115,675.29) (File)
2. Payroll Period Ending, August 8, 2019, (1,153,174.13) (File)

L. SUPERINTENDENT & STAFF REPORT

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

N. COMMITTEE REPORTS

Elementary School Building Committee
Tewksbury Education Foundation
Tewksbury SEPAC
Wellness Advisory Committee

O. POLICY CHANGES, PROPOSALS, and ADOPTION

Policies Recommended to Review and/or Revise as a Result of Legal Changes, Changes in Practice, or Updating of Language to Reflect Modern Needs: None

P. OLD BUSINESS

1. 2019-2020 School Committee Assignments Update (File)
2. 2019-2020 School Calendar Update (File)

Q. NEW BUSINESS

1. 2019-2020 Superintendent's Checklist (File)

R. SCHOOL COMMITTEE MATTERS OF INTEREST

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

Regular Meeting -September 18, 2019; October 1, 2019 Special Town Meeting (School Committee will attend);
Regular Meeting -October 16, 2019

T. FUTURE AGENDA ITEMS

U. ADJOURNMENT

TEWKSBURY SCHOOL COMMITTEE CONSENT AGENDA

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

TEWKSBURY SCHOOL COMMITTEE
Keith M. Sullivan, Chair, ksullivan@tewbury.k12.ma.us
James A. Cutelis, Vice-Chair, jcutelis@tewbury.k12.ma.us
Shannon M. Demos, Clerk, sdemos@tewbury.k12.ma.us
John R. Stadtman, Member, jstadtman@tewbury.k12.ma.us

M. CONSENT AGENDA

Correspondence

None

Enrollment Update

None

Monthly Expenditure Report

None

Personnel Items

Appendix B 2019-2020 School Year

2019-2020 Mentors / Mentees List (File)

New Hires: Jenifer Guy (\$20,338.00), Classroom Instructional Aide, Tewksbury Memorial High School, effective August 26, 2019; Jussuly Karner (\$20,338.00) Classroom Instructional Aide, John Ryan Elementary School, effective August 26, 2019; Emily Murphy (\$20,338.00), Classroom Instructional Aide, Tewksbury Memorial High School, effective August 26, 2019; Barry Patterson (\$35,907.00), Building Custodian, Louise Davy Trahan Elementary School, effective July 30, 2019; Jason Dubay (\$42,737.00) Head Building Custodian, Heath Brook School, effective August 12, 2019; Steve Boudreau (\$55,604.00), Physical Education Teacher, Ryan Elementary School, effective August 26, 2019; Mackenzie Coneeny (\$39,949.00), district-wide Associate Nurse, effective August 26, 2019; Christine Mitchell (\$57,835.00), Digital Literacy Specialist at the Dewing and Trahan Schools, effective August 26, 2019

Reappointments: None

Leave of Absence: None

Transfer: None

Retirements/Resignations/Terminations: Vikki Ireland, Mathematics Teacher at Tewksbury Memorial High School, effective August 7, 2019; Lauren Sheehy, School Adjustment Counselor, Tewksbury Memorial High School, effective July 23, 2019; Jenna Wallack, Behavior Specialist, Tewksbury Public Schools, effective July 30, 2019; Kaitlynn Perreault, Classroom Instructional Aide, John Ryan Elementary School, effective July 31, 2019

Out-of-State Field Trips:

None

Acceptance of Donation/Gift:

None

Fundraiser/Raffle:

TMHS Theatre Co. Booster Club Trivia Night fundraiser request, September 27, 2019.

Executive Session

Tewksbury Public Schools CHRISTOPHER J. MALONE SUPERINTENDENT OF SCHOOLS	Tewksbury School Committee Agenda Meeting Type/Time: Executive Session #15 – Non-Public Session at 6:30 p.m. Meeting Date: Wednesday, August 14, 2019 Meeting Location: Tewksbury Memorial High School, Guidance Conference Room 320 Pleasant Street, Tewksbury, MA 01876
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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

Minutes

Payroll

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date **7/25/2019**

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 **\$1,115,675.29**

GRANTS

\$21,293.60	2018-2019	Special Ed 240 Grant
\$2,651.48	2017-2018	Title I Grant
	2018-2019	Title II Grant
\$2,184.30	2018-2019	High Quality Grant
\$19,952.89	2018-2019	21st Century Grant
\$2,000.00	2018-2019	Innovation Pathways Grant

REVOLVING ACCOUNTS

\$3,787.69	2019-2020	Ext Day Program
\$20.00	2019-2020	Ext Day Preschool Program
\$576.72	2019-2020	AP Proctors
\$4,992.12	2019-2020	Adult Education Program
\$3,250.73	2019-2020	Lunch Program
\$395.25	2019-2020	Facilities
\$462.99	2019-2020	Recreation
\$1,655.50	2019-2020	New Start
\$2,965.88	2019-2020	Preschool

\$66,189.15 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$773,596.30	2018-2019	School Department Account
\$275,889.84	2019-2020	School Department Account

\$1,115,675.29 TOTAL

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date **8/8/2019**

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 **\$1,153,174.13**

GRANTS

\$27,293.60	2018-2019	Special Ed 240 Grant
\$2,651.48	2017-2018	Title I Grant
	2018-2019	Title II Grant
\$180.00	2018-2019	Title IV Grant
\$18,795.52	2018-2019	21st Century Grant
\$1,500.00	2018-2019	Innovation Pathways Grant

REVOLVING ACCOUNTS

\$4,248.63	2019-2020	Ext Day Program
	2019-2020	Ext Day Preschool Program
	2019-2020	Community Services Recreation
\$11,652.17	2019-2020	Adult Education Program
\$5,054.86	2019-2020	Lunch Program
	2019-2020	Facilities
\$754.93	2019-2020	Recreation
	2019-2020	Parking Fees
\$2,965.88	2019-2020	Preschool
\$4,615.32	2019-2020	Advanced Placement
\$5,281.27	2019-2020	New Start

\$84,993.66 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$773,596.30	2018-2019	School Department Account
\$294,584.17	2019-2020	School Department Account

\$1,153,174.13 TOTAL

Superintendent/ Staff /School Committee Reports

Consent Agenda

MEMORANDUM

To: Tewksbury School Committee
From: Christopher J. Malone
Superintendent of Schools
Date: August 9, 2019
Re: Appendix B - 2019-2020 SY Mentor Program

The following 2 individuals will provide the required mentorship for all new teaching staff:

Mentor Leader – Cathy Bilodeau

Mentor Leader - Jen Mrozowski

MENTOR	MENTEE
Nicoletta DeVincentis	Samantha Hall
TBD	Daryn Starkey
TBD	Christine Mitchell
Charity Legvold	Kristen Cahill
Holly Germain	Steve Boudreau
Candace Tharrett	Julie Ryan
Jen Milligan	Patti-Ann Young
Megan Robinson	Lauren Brucker
Karen Hodgson	Jess Bridle
Beth Beauchesne	Kate Clark
Sarah Yore	Laura Szum
Ashley Canavan	TBD

RECEIVED BY TPS
AUG 8 2019 AM 9:44

TEWKSBURY PUBLIC SCHOOLS
Request for Fundraising

File: JJE-E

Date: Aug. 5, 2019

1. Name of Organization TMHS Theatre Co.

2. Describe in detail the method of the fundraising activity. Attach additional information necessary.

Booster Club Trivia Night @ Knights of Columbus

3. School location and facilities desired (cafetorium, cafeteria, classroom, gymnasium). Hall

Please send Use of Facilities Form to Nancy O'Hare (TMHS)/Patricia Meuse (K-8 Schools)

4. Purpose of anticipated funds (To be approved by the building principal.)

2019-2020 productions

5. Proposed dates of fund raising activity From 9/27/2019 To 9/27/2019

6. Describe student involvement in the fund raising activity. Booster Club

plans + runs event

7. Type of identifying credential to be used during Fund Raising Activity. Booster Club

TMHS Theatre Co.

8. Is there a contract or agreement to be signed. Yes _____ No X

9. Name of responsible individual Jade Scarpa

Address _____

Telephone No. [REDACTED] Signature of Applicant Jade Scarpa

(To be completed by the School Principal)

Date 8/6/19

1. Your request for permission to raise funds is Approved Disapproved (Circle)

2. Reason for disapproval _____

3. You are authorized to begin the activity on _____

4. You are to submit a written narrative describing the amount of money raised and the funds not later than thirty (30) days after the ending date as shown above.

5. Comments by the principal: _____

6. Copy sent to the Office of the Superintendent of Schools. Yes No (Circle)

Principal's Signature Arthur S. Vogel Date 8/6/19

Old Business

TEWKSBURY SCHOOL COMMITTEE

2019-2020 Assignments

Updated 7/24/2019
Approved: May 15, 2019

COLLECTIVE BARGAINING COMMITTEES

Custodians – Shannon Demos / Keith Sullivan

2018-2021 Contract Ratified on July 25, 2019

Education Support Personnel – Jamey Cutelis / Keith Sullivan

2018-2021 Contract Ratified on January 16, 2019

Food Service – Shannon Demos / John Stadtman

2018-2021 Contract Ratified on August 15, 2019

Non-Union Personnel – Jamey Cutelis / John Stadtman

3 YR Agreement Ratified on July 25, 2019

Nurses – John Stadtman / Keith Sullivan

2018-2021 Contract Ratified on September 12, 2019

Secretaries – Shannon Demos / Keith Sullivan

2018-2021 Contract Ratified on September 12, 2019

TAG – Jamey Cutelis / TBD

2018-2021 Contract Ratified on TBD

TTA – Jamey Cutelis / TBD

2018-2021 Contract Ratified on January 16, 2019

District-Wide Security Team – Keith Sullivan / John Stadtman

Elementary School Building Committee – Shannon Demos / Jamey Cutelis

Policy Review Team – Shannon Demos / TBD

SEPAC - Keith Sullivan / Shannon Demos

Tewksbury Education Foundation – Shannon Demos/ Keith Sullivan

Wellness Advisory Committee – John Stadtman / Jamey Cutelis



2019-2020 School Calendar

August 2019						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

(2 days) (2 to date)

September 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

(20 days) [22 to date]

October 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

(21 days) [43 to date]

November 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

(17 days) [60 to date]

December 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

(16 days) [76 to date]

January 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

(21 days) [97 to date]

February 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

(15 days) [112 to date]

March 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

(22 days) [134 to date]

April 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

(16 days) [150 to date]

May 2020						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

(20 days) [170 to date]

June 2020						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

(15 days) [185 to date]

- FIRST & LAST DAY OF SCHOOL (Includes 5 snow/emergency days)
- SCHOOLS CLOSED
- NO SCHOOL / PROFESSIONAL DEVELOPMENT DAY
- EARLY DISMISSAL DAY / TEACHER WORKSHOP DAY
- EARLY DISMISSAL DAY
- TMHS GRADUATION - JUNE 5, 2020

Aug 26-Aug 27	Professional Development Days	Feb 17-21	February Recess
Aug 28	First Day of School for Students	Apr 20-24	April Recess
Dec 24-Jan 1	December Recess	Jun 19	*Last Day of School (Early Dismissal) *Includes 5 snow/emergency days

TEWKSBURY SCHOOL COMMITTEE MEMBERS

Keith M. Sullivan, Chairman
James A. Cutelis, Vice-Chair
Shannon M. Demos, Clerk

• ksullivan@tewbury.k12.ma.us
• jcutelis@tewbury.k12.ma.us
• sdemos@tewbury.k12.ma.us

John R. Stadtman, Member
TBD, Member

• jstadtman@tewbury.k12.ma.us

Updated 8/2019
Approved 2/27/2019

Aug 26-27	Professional Development Day	Jan 17	Teacher Workshop – Early Release for Students*
Aug 28	All Schools Open	Jan 20	No School – Martin Luther King, Jr. Day
Aug 30	No School – Vacation Day	Feb 14	Early Release*
Sep 02	No School – Labor Day	Feb 17-21	No School – February Recess
Oct 11	No School – Professional Development Day	Mar 13	Teacher Workshop – Early Release for Students*
Oct 14	No School – Columbus Day	Apr 10	No School – Good Friday
Nov 5	No School – Professional Development Day	Apr 17	Early Release*
Nov 11	No School – Observance of Veterans Day	Apr 20-24	No School – April Recess
Nov 27	Early Release*	May 14	Teacher Workshop – Early Release for Students*
Nov 28-29	No School – Thanksgiving Recess	May 22	Early Release*
Dec 05	Teacher Workshop – Early Release for Students*	May 25	No School – Memorial Day
Dec 24-Jan 01	No School – December Recess	Jun 5 th	TMHS Graduation
Jan 02	Schools Reopen	Jun 19	Last Day of School – Early Release**

**(Includes 5 Snow/Emergency Days)

*** We will follow an early-release day schedule on:
November 27th, December 5th, January 17th, February 14th
March 13th, April 17th, May 14th, May 22nd, and June 19th**

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.

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

AlphaBest Extended Day Program: Delay and No School Schedule – Visit AlphaBest's website <https://www.alphabest.org/tewksburyma/>

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 – 1:50 pm
Middle School	7:40 am – 2:00 pm
Ryan School	8:15 am – 2:35 pm
Elementary Schools	8:45 am – 3:05 pm

EARLY RELEASE HOURS

High School	7:30 am – 10:40 am
Middle School	7:40 am – 10:50 am
Ryan School	8:15 am – 11:25 am
Elementary Schools	8:45 am – 12:10 pm

OPEN HOUSE SCHEDULE

ELEMENTARY

Preschool – Grade 2
September 10

ELEMENTARY

Grades 3 & 4
September 11

RYAN SCHOOL

September 3 Gr. 5
September 4 Gr. 6

MIDDLE SCHOOL

September 19 Gr. 7
October 3 Gr. 8

HIGH SCHOOL

September 26

PARENT/TEACHER CONFERENCES

ELEMENTARY

Preschool – Grade 2
November 14
April 6

ELEMENTARY

Grades 3 & 4
November 20
April 7

RYAN SCHOOL

November 19
March 24

MIDDLE SCHOOL

November 7
March 12

HIGH SCHOOL

November 21
March 26

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

New Business

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2														
3														
4														
5														
6														
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11														
12														
13														

2019-2020 Superintendents' Checklist

Security Portal Link Grants Management Link

Required Action	District/School Person Responsible	Timeline		Task Item	Resources and support		Completed?
		Start by	Due by		Resource	Extension (781) 338-xxxx	
Data Report		1-Sep	1-Oct	Submit new personnel agreements, including educator evaluation system agreements that reflect the 2017 regulatory update to 603 CMR 35.00, to the Department of Elementary and Secondary Education under MGL c. 15, § 55A, amended 2008 and 603 CMR 35.11.	Click for more info	3746	Contract Agreements
Data Review		Late Aug/Early Sept.	Ongoing	Review EWIS (the state's Early Warning Indicator System) data in Edwin to understand who is at risk of missing important academic milestones. Plan how to use EWIS data, alongside local data and other EWIS resources, to put students on a path to success by intervening early.	Click for more info	3909	EWIS
Data Review		End of July	End of July	Principals access MCAS-Alt score appeal requests	Click for more info	3625	Student Assessment
Regional		1-Jul	31-Oct	Submit to the Department of Revenue (DOR) the forms and schedules required for the purpose of reviewing and certifying the balance in the regional school district's excess and deficiency fund (regional school districts only.)	Click for more info	6520	Christine Lynch
Finance		Early Feb-	28-Feb	Submit Intent to Claim for Circuit Breaker Extraordinary Relief (if applicable).	Click for more info	6594	Jay Sullivan
Data review		mid-August	mid-August	Superintendents and principals access aggregate participation rates for MCAS by subgroup for schools and districts (DropBox Central)	Click for more info	3625	Student Assessment
Data Review		13-Aug	13-Aug	Superintendents and principals access full preliminary MCAS student rosters and .csv data: full high school, grades 3-8 ELA & math, and grades 5 & 8 STE (including SGs) in DropBox Central and in Edwin Analytics.	Click for more info	3625	Student Assessment
Data review		24-Jul	6-Aug	Principals report potential discrepancies in MCAS preliminary results (online via the MCAS Service Center)	Click for more info	3625	Student Assessment
Human resources		Mid Aug	31-Aug	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) 338-3085 for assistance. Checks can be completed via ELAR or the Licensure Status Drop Box in Drop Box Central.	Click for more info	3065	Brian Declue

A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Data Report		1-Sep	1-Oct	Submit new personnel agreements, including educator evaluation system agreements that reflect the 2017 regulatory update to 603 CMR 35.00, to the Department of Elementary and Secondary Education under MGL c. 15, § 55A, amended 2008 and 603 CMR 35.11.	Click for more info	3246	Contract Agreements					
5													
6	Data Review		Late Aug./Early Sept.	Ongoing	Review EWS (the state's Early Warning Indicator System) data in Edwin to understand who is at risk of missing important academic milestones. Plan how to use EWS data, alongside local data and other EWS resources, to put students on a path to success by intervening early.	Click for more info	3909	EWS					
14	Finance		Early June	31-Aug	Submit grant applications for any grants projected to have a 9/1 start date.	Click for more info	6595	Grants Management					
15	Finance		1-Jul	31-Aug	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					
16	Local		Aug	Aug	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					
17	Parent notice		Late Aug	Early Sep	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					
18	Local		Early Aug	Late Aug	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					
19	Local		Early Aug	1-Sep	Schools develop medical emergency response plans every three years with school, police, fire, and emergency personnel (last submitted in 2018, due again in 2020). Plans and response sequences must be practiced at the beginning of the year and periodically throughout.	Click for more info	3010	MERP					
20	Local		1-Sep	1-Sep	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					
21	Local		1-Jul	Ongoing	Review the Massachusetts curriculum frameworks with appropriate staff to ensure standards-aligned instruction.	Click for more info	3243	Instructional Support					
22	Human resources		1-Sep	30-Sep	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					
23	Parent notice		1-Sep	30-Sep	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, § 57H).	Click for more info	3400	Legal Office					
24	Human resources		1-Sep	30-Sep	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					
25	Local		Early Sep	30-Sep	Hold school council elections for parent, teacher, and community representatives.	Click for more info	3400	Legal Office					
26	Finance		Early Sep	1-Oct	Submit End-of-Year Financial Report for prior school year (except charter and virtual schools).	Click for more info	6594	Jay Sullivan					
27	Data Report		1-Jul	1-Oct	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					
28	Data report		Early Sep	1-Oct	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					
29	Charters		Early May	1-Aug	Submit FY19 Charter School Annual Report.	Click for more info	3227	Charter School Office					
30	Data review		Late Sept	Late Sept	Public release of MCAS and accountability data on School and District Profiles.	Click for more info	3625	Student Assessment					
31	Parent notice		Late Sept	Late Sept	Superintendents receive printed Parent/Guardian Reports for students who participated in spring MCAS and MCAS-AIT and receive Adams Scholarship notifications.	Click for more info	3625	Student Assessment					
32	Data report		1-Oct	24-Oct	Submit October 1 SIMS (Student Information Management System) data (collection opening date is tentative).	Click for more info	3582	Robert Curtin					
33	Finance		Early Sep	31-Oct	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					
34	Charters		Early Sep	3-Oct	Submit 2019-2020 Charter School Updated Waitlist Report (charter schools only).	Click for more info	3227	Charter School Office					

A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Data Report		1-Sep	1-Oct	Submit new personnel agreements, including educator evaluation system agreements that reflect the 2017 regulatory update to 603 CMR 35.00, to the Department of Elementary and Secondary Education under MGL c. 15, § 55A, amended 2008 and 603 CMR 35.11.	Click for more info	3246	Contract Agreements					
5	Data Review		Late Aug./Early Sept.	Ongoing	Review EWIS (the state's Early Warning Indicator System) data in Edwin to understand who is at risk of missing important academic milestones. Plan how to use EWIS data, alongside local data and other EWIS resources, to put students on a path to success by intervening early.	Click for more info	3909	EWIS					
6	Testing		6-Nov	14-Nov	High schools administer MCAS November ELA and Mathematics retests.	Click for more info	3625	Student Assessment					
35	Charters		July/Aug	1-Nov	Submit FY19 Independent Financial Audit (charter schools only).	Click for more info	3227	Charter School Office					
36	Local		Early-Sept	30-Nov	Ensure that educators new to the district are enrolled in induction programs.	Click for more info	6680	Educator Development					
37	Data report		1-Oct	5-Dec	Submit October 1 EPWIS (Education Personnel Information Management System) and SCS (Student Course Schedule) data (collection opening date is tentative).	Click for more info	3582	Robert Curtin					
38	Data report		1-Oct	6-Dec	Submit Individual Non-Public School Report(s).	Click for more info	3582	Robert Curtin					
39	Charters		Early Nov	2-Dec	Submit FY19 charter school end-of-year financial report (charter schools only).	Click for more info	3227	Charter School Office					
40	Charters		Mid Nov	6-Dec	Submit 2020-2021 Charter School Pre-Enrollment Estimate Report (charter schools only).	Click for more info	3227	Charter School Office					
41	Virtual Schools		Late Nov	1-Jan	Submit FY19 annual report (virtual schools only).	Click for more info	3625	Student Assessment					
42	Testing		5-Feb	6-Feb	High schools administer MCAS February Biology test.	Click for more info	3625	Student Assessment					
43	Testing		6-Jan	7-Feb	Schools administer ACCESS for ELLs test to ELL students in grades K to 12.	Click for more info	3625	Student Assessment					
44	Data report		1-Jan	21-Feb	Submit School-Attending Children Report (not submitted by charter and regional voc/tech schools).	Click for more info	3582	Robert Curtin					
45	Virtual Schools		Late Nov	1-Jan	Submit FY19 Independent Financial Audit (virtual schools only).	Click for more info	3227	Charter School Office					
46	Virtual Schools		Late Nov	1-Feb	Submit FY19 virtual school end-of-year financial report (virtual schools only).	Click for more info	3227	Charter School Office					
47	Testing		2-Mar	9-Mar	High schools administer MCAS March ELA and Mathematics retests.	Click for more info	3625	Student Assessment					
48	Charters		Mid Feb	2-Mar	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					
49	Charters		Mid Feb	16-Mar	Submit 2020-2021 Charter School Pre-Enrollment Report (charter schools only).	Click for more info	3227	Charter School Office					
50	Data report		2-Mar	19-Mar	Submit March 1 SIMS data (collection opening date is tentative).	Click for more info	3582	Robert Curtin					
51	Testing		19-May	22-May	High schools administer MCAS ELA tests (grade 10).	Click for more info	3625	Student Assessment					
52	Testing		early Sept	3-Apr	Principals monitor development of MCAS-Alt portfolios throughout the year and submit on April 3 (grades 3-10).	Click for more info	3625	Student Assessment					
53	Finance		Ongoing	31-Mar	Submit End of Year Compliance Supplements to DESE (within nine months of the close of the previous fiscal year).	Click for more info	6594	Jay Sullivan					
54	Finance		Mid-March	31-Mar	Submit applications for circuit breaker extraordinary relief payments (if applicable).	Click for more info	6594	Jay Sullivan					
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		Data Report		1-Sep	1-Oct	Submit new personnel agreements, including educator evaluation system agreements that reflect the 2017 regulatory update to 603 CMR 35.00, to the Department of Elementary and Secondary Education under MGL c. 15, § 55A, amended 2008 and 603 CMR 35.11.	Click for more info	3246	Contract Agreements					
5		Data Review		Late Aug./Early Sept.	Ongoing	Review EWIS (the state's Early Warning Indicator System) data in Edwin to understand who is at risk of missing important academic milestones. Plan how to use EWIS data, alongside local data and other EWIS resources, to put students on a path to success by intervening early.	Click for more info	3909	EWIS					
6		Data report		Mid-March	15-Apr	Submit the district's Identified Student Percentage (ISP) data of students that have been directly certified (dc) as eligible for free meals. Submission starts the application process for the Community Eligibility Provision (CEP). ISP must include students who are directly 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					
56		Finance		Late March	30-Apr	Submit School Choice Claim Form (submitted by receiving districts).	Click for more info	6512	School Finance					
57		Testing		30-Mar	1-May	Schools administer MCAS tests (grades 3-8 ELA)	Click for more info	3625	Student Assessment					
58		Testing		21-May	24-May	High schools administer MCAS Mathematics (grade 10).	Click for more info	3625	Student Assessment					
59		Testing		27-Apr	22-May	Schools administer MCAS tests (grades 3-8 Mathematics)	Click for more info	3625	Student Assessment					
60		Testing		28-Apr	22-May	Schools administer MCAS tests (grades 5 and 8 STE)	Click for more info	3625	Student Assessment					
61		Local		Early May	1-Jun	Appoint student advisory member to local school committee (M.G.L. ch. 71 §38M).	Click for more info	6320	Donna Taylor					
62		Local		Early March	1-Jun	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					
63		Testing		2-Jun	3-Jun	High schools administer MCAS high school STE tests.	Click for more info	3625	Student Assessment					
64		Regional		Spring 20	14-Jun	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					
65		Local		1-Jul	1-Oct	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					
66		Local		1-Jul	30-Jun	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					
67		Finance		Mid-June	3-Jul	Submit final special education circuit breaker claims for preceding school year.	Click for more info	6594	Jay Sullivan					
68		Data report		1-Jun	2-Jul	Submit End-of-Year SIMS data (collection opening date is tentative).	Click for more info	3582	Robert Curtin					
69		Data Report	Homeless Liaison; Foster Care Contact	June	15-Jul	Complete and submit annual homeless and foster care student data collection.	Click for more info	3010	Student and Family Support					
70		Data report		1-Sep	16-Jul	Submit School Safety and Discipline Report (SSDR). Including bullying incident data under G.L. c. 71, § 370(k).	Click for more info	3582	Robert Curtin					
71		Local		31-May	31-Jul	Complete and submit Annual Induction and Mentoring Report for beginning teachers and principals.	Click for more info	3292	Educator Development					
72		Data review		End of July	End of July	Principals receive MCAS-AII score appeal results.	Click for more info	3625	Student Assessment					
73		Charters		Mid Feb	16-Mar	Submit 2020-2021 Charter School Waitlist Report (charter schools only)	Click for more info	3227	Charter School Office					
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	Data Report		1-Sep	1-Oct	Submit new personnel agreements, including educator evaluation system agreements that reflect the 2017 regulatory update to 603 CMR 35.00, to the Department of Elementary and Secondary Education under M.G.L. c. 15, § 55A, amended 2008 and 603 CMR 35.11.	Click for more info	3246	Contract Agreements					
5	Data Review		Late Aug./Early Sept.	Ongoing	Review EWIS (the state's Early Warning Indicator System) data in Edwin to understand who is at risk of missing important academic milestones. Plan how to use EWIS data, alongside local data and other EWIS resources, to put students on a path to success by intervening early.	Click for more info	3909	EWIS					
6	Virtual Schools		Early Apr	1-May	Submit pre-enrollment report for SY2020-2021 (virtual schools only).	Click for more info	3505	Charter School Office					
75	Data report		1-Jun	6-Aug	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					
76	Data report		Early March	Early April	Submit Regional Student Advisory Council members' election affidavits to DESE (M.G.L. ch.15 §11C).	Click for more info	6320	Donna Taylor					
77	Parent notice		Early Feb	Early Feb	Superintendents receive November MCAS ELA and Mathematics Retest <i>Parent/Guardian Reports</i> .	Click for more info	3625	Student Assessment					
78	Data review		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					
79	Parent notice		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					
80	Parent notice		Mid May	Early May	Superintendents receive February MCAS Biology and March MCAS ELA and Mathematics Retest <i>Parent/Guardian Reports</i> (data available in Edwin Analytics in the Security Portal earlier).	Click for more info	3625	Student Assessment					
81	Local		Early Spring	Early Spring	Certify FCC Form 471 to seek funding for eligible technology services (E-rate).	Click for more info	3256	Ken Klau					
82	Local		Fall	Early Winter	Certify FCC Form 470 to open competitive bidding for desired technology services (E-rate).	Click for more info	3505	Ken Klau					
83	Data review		Summer	Summer	Access ACCESS for ELLs official results in DropBox Central and in Edwin Analytics.	Click for more info	3625	Student Assessment					
84	Data review		Late August	Late August	Preview preliminary embargoed district and school accountability data via the Accountability Data application in the Security Portal/MassEdu Gateway.	Click for more info	3550	District & School Accountability System					
85	Local		Mid Aug	Late Aug	Update school and district contact information in Directory Administration to ensure correct listings on DESE's public website and receipt of important messages from DESE.	Click for more info	3582	Robert Curtin					
86	Local		Late December	Late December	Distribute 2019 district and school "report cards" providing information about student enrollment, teacher quality, assessment, accountability, and other measures of district and school performance.	Click for more info	3550	District & School Accountability System					
87	Local		Mid Jan	Late Mar	Update school and district contact information in Directory Administration to ensure correct listings on DESE's public website and receipt of important messages from DESE.	Click for more info	3582	Robert Curtin					
88	Data review		End of May	End of May	Superintendents, principals, and coordinators access spring ACCESS for ELLs results.	Click for more info	3625	Student Assessment					
89	Data review		Late September	Late September	DESE releases official 2019 district and school accountability data to the public. Embargo lifted on discussion of results.	Click for more info	3550	District & School Accountability System					
90	Local		Early Sep	Late Sep	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 @ dea.mass.edu					
91	Local		Early Sep	Mid Jun-20	Implement evaluation systems for all educators that are consistent with regulations.	Click for more info	3243	Educator Development					
92	Innovation		Early May	1-Aug	Submit FY19 annual innovation schools and innovation academies evaluation report.	Click for more info	3217	Brenton Stewart					
93	Data review		Mid June	Mid June	Principals access Portfolio Feedback Forms for students who participated in the MCAS-Alt.	Click for more info	3625	Student Assessment					
94	Local		Early Jan	Mid March	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					
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	Data Report		1-Sep	1-Oct	Submit new personnel agreements, including educator evaluation system agreements that reflect the 2017 regulatory update to 603 CMR 35.00, to the Department of Elementary and Secondary Education under M.G.L. c. 15, § 55A, amended 2008 and 603 CMR 35.11.	Click for more info	3246	Contract Agreements					
5	Data Review		Late Aug./Early Sept.	Ongoing	Review EWIS (this state's Early Warning Indicator System) data in Edwin to understand who is at risk of missing important academic milestones. Plan how to use EWIS data, alongside local data and other EWIS resources, to put students on a path to success by intervening early.	Click for more info	3909	EWIS					
6	Data report		Mid Aug	Mid Sep	Notify DESE of school openings/closings via downloadable forms.	Click for more info	3582	Robert Curtin					
96	Data report		Mid May	End-Jun-20	Submit FY20 Title I data via the Title I Data Collection Application in the Security Portal.	Click for more info	6230	Federal Grant Programs					
97	Data review		Late Sep	Late Sep	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					
98	Parent notice		Ongoing	Once annually	Mail Parent's Notice of Procedural Safeguards to all households with students found eligible for special education once during each school year.	Click for more info	3375	Special Education	(Ongoing)				
99	Human resources		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)				
100	Local		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	(Ongoing)				
101	Local		Ongoing	Ongoing	Obtain parental consent for MassHealth eligible students (with and without IEPs; see http://www.doe.mass.edu/sped/advisories/13.1.html), and document and submit for partial reimbursement for eligible services from Medicaid, through the School Based Medicaid Program.	Click for more info	3010	Student and Family Support	(Ongoing)				
102	Finance		Ongoing	Ongoing	Submit monthly requests for funds for state and federal grants.	Click for more info	6595	Grants Management	(Ongoing)				
103	Local		Ongoing	Ongoing	Provide professional development to build skills related to bullying prevention and intervention.	Click for more info	3010	Student and Family Support	(Ongoing)				
104	Local		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)				
105	Local		Ongoing	Ongoing	Superintendent reviews and approves school improvement plans, after consultation with school committee. (M.G.L. ch.71 §59C).	Click for more info	3535	COSA	(Ongoing)				
106	Human resources		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)				
107	Human resources		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)				
108	Human resources		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)				
109	Local		1-Nov	28-Feb	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	(Ongoing)				
110	Human resources		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.	Click for more info	3124	Brian Devine	(Ongoing)				
111	Local		Early-Sep	Suggested three times per year (Sep, Jan, May)	Conduct, along with chief of police, bus evacuation drills and vehicle evaluations.	Click for more info	3010	Student and Family Support	(Ongoing)				
112	Local		Summer	Summer	Certify FCC Form 486 to report start of technology services 120 days after the date of the FCOL or 120 days after the service start date, whichever is later (E-rate).	Click for more info	6459	Kevin Kaszowski	(Ongoing)				
113													

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5		Data Report		1-Sep	1-Oct	Submit new personnel agreements, including educator evaluation system agreements that reflect the 2017 regulatory update to 603 CMR 35.00, to the Department of Elementary and Secondary Education under MGL c. 15, § 55A, amended 2008 and 603 CMR 35.11.	Click for more info	3246	Contract Agreements					
6		Data Review		Late Aug./Early Sept.	Ongoing	Review EWIS (the state's Early Warning Indicator System) data in Edwin to understand who is at risk of missing important academic milestones. Plan how to use EWIS data, alongside local data and other EWIS resources, to put students on a path to success by intervening early.	Click for more info	3909	EWIS					
114		Local		Summer	Fall	Complete invoicing (FCC Form 472 or FCC Form 474) to request reimbursement for eligible technology services (E-rate).	Click for more info	6459	Kevin Kaczynski					
115		Human resources		Varies / Ongoing	Varies / Ongoing	Review the results of national criminal history checks.	Click for more info	3400	Legal Office	(Ongoing)				
116		Local		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					
117		Local		1-Jul	1-Sep	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 districts and schools 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					
118		Local		1-Mar	30-Jun	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					
119		Data Review		1-Mar	31-Aug	Use the Teacher Pipeline Report in EDWIN Report to inform recruitment and hiring needs as well as strategic partnerships with preparation providers (report identifies the # of recent hires, the prep providers from which they graduate, how effective they are once hired, and how well you are utilizing a student teacher pipeline to recruit talent).	Click for more info	3253	Educator Development					
120		Data Review		1-Apr	1-Oct	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) in your district or in any one of your schools, and utilize data to inform student assignment and hiring needs - per Every Student Succeeds Act (ESSA), Section 1111(g)(1)(B).	Click for more info	6230	Resource Allocation, Strategy and Planning					
121		Local		1-Jul	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					
122		Local		Annually	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 30 days of screening.	Click for more info	3010	AIQD					