

## 2012-2013 Superintendents' Checklist

*To check off an item when it is complete, highlight the box and press the letter a. To reach an ESE staff contact, dial 781-338 + Extension.*

Done?	Type	Start by	Due by	Ongoing tasks	For more info	781-338-	ESE contact
	Action: State	Ongoing	Ongoing	<b>Submit</b> 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.	<a href="#">Click for more info</a>	3065	<a href="#">Commissioner's Hotline</a>
	Action: Local	Ongoing	Ongoing	<b>Report</b> to local fire dept. any fire in school or on school grounds. <b>Conduct</b> fire drills at start of school year and during the year as required by state law and local fire chief.	<a href="#">Click for more info</a>	6300	<a href="#">John Bynoe</a>
	Action: Local	Ongoing	Ongoing	<b>Practice</b> emergency response at start of school year and periodically.	<a href="#">Click for more info</a>	6300	<a href="#">John Bynoe</a>
	Finance	Ongoing	Ongoing	<b>Obtain</b> Special Education reimbursement from Medicaid. Reimbursement for municipal districts goes to municipality.	<a href="#">Click for more info</a>	3388	<a href="#">Marty Mittnacht</a>
	Parent Notice	Ongoing	Ongoing	<b>Mail</b> <i>Parent's Notice of Procedural Safeguards</i> to all households with students found eligible for special education once during each school year.	<a href="#">Click for more info</a>	3388	<a href="#">Marty Mittnacht</a>
	Parent Notice	Ongoing	Ongoing	<b>Notify</b> parents/guardians of children who have been assigned or have been taught for four or more consecutive weeks by a teacher who is not highly qualified (Title I schools only).	<a href="#">Click for more info</a>	3550	<a href="mailto:titlei@doe.mass.edu">titlei@doe.mass.edu</a>
	Finance	Ongoing	Ongoing	<b>Submit</b> monthly requests for funds for state and federal grants.	<a href="#">Click for more info</a>	6561	<a href="#">Ron Honesty</a>
	Action: State	Ongoing	Ongoing	<b>Send</b> notice to Commissioner within 30 days of any dismissal, non-renewal, resignation, or other discipline of licensed educator arising from misconduct that might give cause to limit or revoke educator's license.	<a href="#">Click for more info</a>	3400	<a href="#">Legal Office</a>
	Action: Local	Ongoing	Ongoing	<b>Provide</b> professional development to build skills related to bullying prevention and intervention.	<a href="#">Click for more info</a>	6300	<a href="#">John Bynoe</a>

Done?	Type	Start by	Due by	Task	For more info	781-338-	ESE contact
	Action: State	4/1	8/1	<b>Submit</b> application for renewal of charter (charter schools only).	<a href="#">Click for more info</a>	3227	<a href="#">Charter School Office</a>
	Action: State	6/1	8/1	<b>Submit</b> major amendments to charters (charter schools only).	<a href="#">Click for more info</a>	3227	<a href="#">Charter School Office</a>
	Action: State	6/1	8/1	<b>Submit</b> annual report to Charter School Office (charter schools only).	<a href="#">Click for more info</a>	3227	<a href="#">Charter School Office</a>
	Finance	7/1	8/1	<b>Submit</b> grant applications for any grants projected to have a 9/1 start date.	<a href="#">Click for more info</a>	6561	<a href="#">Ron Honesty</a>
	Data Review	8/9	8/9	<b>View</b> school roster reports with preliminary MCAS results for Math and STE in DropBox Central in ESE's Security Portal.	<a href="#">Click for more info</a>	3625	<a href="#">Student Assessment</a>
	Data Review	8/6	8/10	<b>Access</b> preliminary student-level data files for all spring MCAS tests (Math and STE are new; ELA is re-released) in DropBox Central. <b>Report</b> potential discrepancies.	<a href="#">Click for more info</a>	3625	<a href="#">Student Assessment</a>
	Data Review	8/10	8/10	<b>View</b> preliminary district and school MCAS summary reports for Math and STE in the Education Data Warehouse on ESE's Security Portal.	<a href="#">Click for more info</a>	3625	<a href="#">Student Assessment</a>

Done?	Type	Start by	Due by	Task	For more info	781-338-	ESE contact
	Data Review	Mid August	Mid August	<b>View</b> preliminary Progress and Performance Index (PPI) data for districts and schools on ESE's Security Portal.	<a href="#">Click for more info</a>	3550	<a href="mailto:esea@doe.mass.edu">esea@doe.mass.edu</a>
	Data Report	6/3	8/16	<b>Submit</b> End-of-Year EPIMS and SCS data (collection opening date is tentative).	<a href="#">Click for more info</a>	3582	<a href="#">Robert Curtin</a>
	Data Report	Early June	8/31	<b>Submit</b> FY12 Title I data using Title I Data Collection Application.	<a href="#">Click for more info</a>	6230	<a href="mailto:titlei@doe.mass.edu">titlei@doe.mass.edu</a>
	Finance	7/1	8/31	<b>Submit</b> final expenditure reports (FR-1) for grants that ended on 6/30.	<a href="#">Click for more info</a>	6561	<a href="#">Ron Honesty</a>
	Action: Local	8/1	8/31	<b>Discuss</b> with local chief of police or designee the process for notification of a bullying incident that may result in criminal charges.	<a href="#">Click for more info</a>	6300	<a href="#">John Bynoe</a>
	Action: Local	8/1	8/31	<b>Provide</b> written notice to students/parents/guardians of the student-related sections of the bullying prevention plan in age-appropriate terms and the most prevalent languages.	<a href="#">Click for more info</a>	6300	<a href="#">John Bynoe</a>
	Action: State	8/1	8/31	<b>Check</b> on licensure status of all educators via ELAR.	<a href="#">Click for more info</a>	3065	<a href="#">Commissioner's Hotline</a>
	Action: State	8/1	8/31	<b>Submit</b> year-end report on head injuries and concussions in extracurricular athletic activities to the Department of Public Health.	<a href="#">Click for more info</a>	6479	<a href="#">Katie Millett</a>
	Action: State	8/15	8/31	<b>Update</b> school and district contact information in Directory Administration to ensure correct listings on ESE's public website and receipt of important messages from ESE.	<a href="#">Click for more info</a>	3582	<a href="#">Robert Curtin</a>
	Action: Local	8/1	8/31	<b>Complete</b> and <b>review</b> Annual Multi-hazard Evacuation Plan for each school with fire chief and police chief before the start of school.	<a href="#">Click for more info</a>	6300	<a href="#">John Bynoe</a>
	Data Review	Early September	Early September	<b>ESE releases</b> MCAS state-level results.	<a href="#">Click for more info</a>	3625	<a href="#">Student Assessment</a>
	Action: State	8/15	9/4	<b>Submit</b> emergency response plan for each school to ESE by 9/4/12 and every three years. <b>Update</b> as needed.	<a href="#">Click for more info</a>	6300	<a href="#">John Bynoe</a>
	Data Review	9/14	9/14	Principals <b>receive</b> MCAS-Alt portfolios and Portfolio Feedback Forms.	<a href="#">Click for more info</a>	3625	<a href="#">Student Assessment</a>
	Data Review	Mid September	Mid September	Superintendents and principals <b>review</b> official embargoed spring MCAS district data files in the Education Data Warehouse on ESE's Security Portal and check for accuracy.	<a href="#">Click for more info</a>	3625	<a href="#">Student Assessment</a>
	Data Review	Mid September	Mid September	<b>View</b> official 2012 school and district accountability data in the ESE Security Portal.	<a href="#">Click for more info</a>	3550	<a href="mailto:esea@doe.mass.edu">esea@doe.mass.edu</a>
	Data Review	Mid September	Mid September	<b>ESE releases</b> MCAS district and school performance level results to the public. Embargo lifted on discussion of school and district results.	<a href="#">Click for more info</a>	3625	<a href="#">Student Assessment</a>
	Action: State	8/15	9/16	<b>Notify</b> ESE of school openings/closings via downloadable forms.	<a href="#">Click for more info</a>	3582	<a href="#">Robert Curtin</a>
	Data Review	9/18	9/18	Superintendents <b>receive</b> printed <i>Parent/Guardian Reports</i> for students who participated in spring MCAS and MCAS-Alt and receive Adams Scholarship notifications.	<a href="#">Click for more info</a>	3625	<a href="#">Student Assessment</a>
	Data Report	8/8	9/21	<b>Submit</b> ARRA Quarterly Reports via DropBox Central on ESE's Security Portal (collection opening date is tentative).	<a href="#">Click for more info</a>	6842	<a href="#">ARRA Reporting</a>

Done?	Type	Start by	Due by	Task	For more info	781-338-	ESE contact
	Action: Local	8/15	9/30	<b>Hold</b> School Council elections for parent, teacher, and community representatives.	<a href="#">Click for more info</a>	3400	<a href="#">Legal Office</a>
	Action: Local	9/1	9/30	<b>Designate</b> Civil Rights Coordinator. (603 CMR 26.00; federal civil rights laws)	<a href="#">Click for more info</a>	3400	<a href="#">Legal Office</a>
	Staff Notice	9/1	9/30	<b>Send</b> Civil Rights and Equal Education notices to all school employees, notifying of training dates. (603 CMR 26.00)	<a href="#">Click for more info</a>	3400	<a href="#">Legal Office</a>
	Parent Notice	9/1	9/30	<b>Publish</b> student handbook and <b>send</b> required notices to parents (see third tab in workbook for list). Parent notices may be included in the handbook. (MGL c. 71, s. 37H)	<a href="#">Click for more info</a>	3400	<a href="#">Legal Office</a>
	Action: Local	9/1	9/30	<b>Review</b> Standard Precautions (formerly called Universal Health Precautions) with all staff.	<a href="#">Click for more info</a>	6300	<a href="#">John Bynoe</a>
	Action: Local	9/1	9/30	<b>Hold</b> 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)	<a href="#">Click for more info</a>	3780	<a href="#">Program Quality Assurance</a>
	Staff Notice	9/1	9/30	<b>Inform</b> teachers, administrators, and other professional staff of reporting requirements relating to suspected child abuse and neglect, and reporting of fires. (G.L. c.71, s. 37L)	<a href="#">Click for more info</a>	3400	<a href="#">Legal Office</a>
	Data Report	9/1	9/30	<b>Submit</b> PARCC Technology Readiness Tool survey (first round).	<a href="#">Click for more info</a>	6831	<a href="mailto:techtool@doe.mass.edu">techtool@doe.mass.edu</a>
	Staff Notice	8/15	10/1	<b>Publish</b> an educator evaluation training schedule for teachers, principals, and administrators (Race to the Top districts only).	<a href="#">Click for more info</a>	3292	<a href="#">Educator Evaluation</a>
	Finance	9/1	10/1	<b>Submit</b> End-of-Year Financial Report for prior school year (except charter schools).	<a href="#">Click for more info</a>	6594	<a href="#">Jay Sullivan</a>
	Action: State	9/1	10/1	<b>Submit</b> Secondary School Anti-hazing Report (secondary schools). (MGL c. 269, §§ 17-19; 603 CMR 33.00)	<a href="#">Click for more info</a>	3788	<a href="#">Darlene Lynch</a>
	Finance	9/1	10/31	<b>Submit</b> final expenditure reports (FR-1) for grants that ended on 8/31.	<a href="#">Click for more info</a>	6561	<a href="#">Ron Honesty</a>
	Action: Local	Mid September	10/31	<b>Distribute</b> 2011 district and school accountability, assessment, and teacher quality information ("Report Cards").	<a href="#">Click for more info</a>	3550	<a href="mailto:esea@doe.mass.edu">esea@doe.mass.edu</a>
	Parent Notice	Mid September	10/31	<b>Notify</b> parents/guardians of children attending Title I schools of their right to know certain information about teacher qualifications.	<a href="#">Click for more info</a>	3550	<a href="mailto:titlei@doe.mass.edu">titlei@doe.mass.edu</a>
	Action: Local	10/1	10/31	<b>Complete</b> Annual Evacuation Training for students.	<a href="#">Click for more info</a>	6300	<a href="#">John Bynoe</a>
	Action: Local	10/1	10/31	<b>Conduct</b> , along with chief of police, bus evacuation drills and vehicle evaluations.	<a href="#">Click for more info</a>	6300	<a href="#">John Bynoe</a>
	Parent Notice	9/1	10/31	<b>Send</b> Nutrition Program Reports and Claim Forms (school lunch/breakfast) to parents/guardians.	<a href="#">Click for more info</a>	6479	<a href="#">Katie Millett</a>
	Finance	8/1	11/1	<b>Submit</b> Independent Financial Audit (charter schools only).	<a href="#">Click for more info</a>	3227	<a href="#">Charter School Office</a>
	Testing	10/29	11/6	Principals <b>order</b> test materials for ACCESS for ELLs tests.	<a href="#">Click for more info</a>	3265	<a href="#">Student Assessment</a>

Done?	Type	Start by	Due by	Task	For more info	781-338-	ESE contact
	Data Report	10/1	11/8	<b>Submit</b> Oct. 1 SIMS (Student Information Management System) data (collection opening date is tentative).	<a href="#">Click for more info</a>	3582	<a href="#">Robert Curtin</a>
	Testing	11/1	11/9	High schools <b>administer</b> MCAS November ELA and Mathematics retests.	<a href="#">Click for more info</a>	3625	<a href="#">Student Assessment</a>
	Data Report	10/15	11/15	<b>Submit</b> Individual Private School Report(s).	<a href="#">Click for more info</a>	3582	<a href="#">Robert Curtin</a>
	Action: Local	11/1	11/30	<b>Ensure</b> that educators new to the district are enrolled in induction programs.	<a href="#">Click for more info</a>	6680	<a href="#">Simone Lynch</a>
	Data Report	10/1	12/13	<b>Submit</b> Oct. 1 EPIMS (Education Personnel Information Management System) and SCS (Student Course Schedule) data (collection opening date is tentative).	<a href="#">Click for more info</a>	3582	<a href="#">Robert Curtin</a>
	Data Report	11/15	12/14	<b>Submit</b> PARCC Technology Readiness Tool (second round).	<a href="#">Click for more info</a>	6831	<a href="mailto:techtool@doe.mass.edu">techtool@doe.mass.edu</a>
	Data Report	11/12	12/21	<b>Submit</b> ARRA Quarterly Reports via DropBox Central in ESE's Security Portal (collection opening date is tentative).	<a href="#">Click for more info</a>	6842	<a href="#">ARRA Reporting</a>
	Action: State	11/15	1/1	<b>Submit</b> charter school end-of-year financial report (charter schools only).	<a href="#">Click for more info</a>	3227	<a href="#">Charter School Office</a>
	Data Report	Mid December	1/11	<b>Submit</b> Race to the Top Performance Measures workbook (Race to the Top districts only).	<a href="#">Click for more info</a>	3125	<a href="#">Race to the Top</a>
	Testing	Early January	Mid January	Principals <b>order</b> materials for spring 2013 MCAS (including MCAS-Alt) tests.	<a href="#">Click for more info</a>	3625	<a href="#">Student Assessment</a>
	Action: State	Early December	1/31	<b>Submit</b> District Technology Plan.	<a href="#">Click for more info</a>	6831	<a href="#">Baiba Ozols</a>
	Testing	2/4	2/5	High schools <b>administer</b> MCAS February Biology test.	<a href="#">Click for more info</a>	3625	<a href="#">Student Assessment</a>
	Testing	1/10	2/13	Schools <b>administer</b> ACCESS for ELLs test to ELL students in grades K to 12 (replaces fall and spring MEPA).	<a href="#">Click for more info</a>	3625	<a href="#">Student Assessment</a>
	Action: Local	2/1	2/28	<b>Review, approve, and maintain</b> Individual Professional Development Plans (may be combined with the educator plan required under the educator evaluation framework).	<a href="#">Click for more info</a>	3124	<a href="#">Brian Devine</a>
	Action: State	2/15	3/1	<b>Submit</b> February 15 Charter School Claim Form (charter schools only).	<a href="#">Click for more info</a>	6586	<a href="#">Hadley Cabral</a>
	Testing	2/27	3/5	High schools <b>administer</b> MCAS March ELA and Mathematics retests.	<a href="#">Click for more info</a>	3625	<a href="#">Student Assessment</a>
	Data Report	2/1	3/8	<b>Submit</b> School-Attending Children Report (not submitted by charter and regional voc/tech schools).	<a href="#">Click for more info</a>	3582	<a href="#">Robert Curtin</a>
	Data Report	3/1	3/15	<b>Submit</b> 2012-2013 Charter School Pre-Enrollment Report (charter schools only).	<a href="#">Click for more info</a>	6586	<a href="#">Hadley Cabral</a>
	Data Report	3/1	3/29	<b>Submit</b> March 1 SIMS data (collection opening date is tentative).	<a href="#">Click for more info</a>	3582	<a href="#">Robert Curtin</a>

Done?	Type	Start by	Due by	Task	For more info	781-338-	ESE contact
	Finance	Mid March	3/29	<b>Submit</b> applications for circuit breaker extraordinary relief payments (if applicable).	<a href="#">Click for more info</a>	6594	<a href="#">Jay Sullivan</a>
	Finance	2/11	3/29	<b>Submit</b> ARRA Quarterly Reports via DropBox Central in ESE's Security Portal (collection opening date is tentative).	<a href="#">Click for more info</a>	6842	<a href="#">ARRA Reporting</a>
	Action: State	1/23	3/30	<b>Update</b> school and district contact information in Directory Administration to ensure correct listings on ESE's public website and receipt of important messages from ESE.	<a href="#">Click for more info</a>	3582	<a href="#">Robert Curtin</a>
	Testing	Early September	4/1	Principals <b>develop</b> MCAS-Alt portfolios throughout the year and <b>submit</b> in April (grades 3–12).	<a href="#">Click for more info</a>	3625	<a href="#">Student Assessment</a>
	Testing	3/18	4/5	Schools <b>administer</b> MCAS ELA tests (grades 3–8 and 10).	<a href="#">Click for more info</a>	3625	<a href="#">Student Assessment</a>
	Action: State	Early March	4/7	<b>Submit</b> Regional Student Advisory Council members' election affidavits to the ESE. (MGL c.15, s.1E)	<a href="#">Click for more info</a>	6320	<a href="#">Donna Taylor</a>
	Data Review	Mid April	Mid April	Principals <b>receive</b> ACCESS for ELLs <i>Parent/Guardian Reports</i> .	<a href="#">Click for more info</a>	3625	<a href="#">Student Assessment</a>
	Finance	Early April	4/30	<b>Submit</b> School Choice Claim Form (submitted by receiving districts).	<a href="#">Click for more info</a>	6534	<a href="#">Roger Hatch</a>
	Data Review	Early May	Early May	Superintendents <b>receive</b> February Biology and March ELA and Math Retest <i>Parent/Guardian Reports</i> (data available on EDW earlier).	<a href="#">Click for more info</a>	3625	<a href="#">Student Assessment</a>
	Data Review	Early May	Early May	Superintendents and principals <b>access</b> spring ACCESS for ELLs results.	<a href="#">Click for more info</a>	3625	<a href="#">Student Assessment</a>
	Testing	5/6	5/21	Schools <b>administer</b> MCAS Mathematics (grades 3–8 and 10), STE (grades 5 and 8) tests.	<a href="#">Click for more info</a>	3625	<a href="#">Student Assessment</a>
	Action: Local	5/1	5/30	<b>Appoint</b> Student Advisory Member to local School Committee. (MGL c.71, s.38M)	<a href="#">Click for more info</a>	6320	<a href="#">Donna Taylor</a>
	Action: Local	1/1	5/31	<b>Publish</b> notice of public hearing on annual budget by School Committee at least seven days in advance of hearing. (M.G.L. c.71, s.38N)	<a href="#">Click for more info</a>	6520	<a href="#">Christine Lynch</a>
	Action: Local	Early April	6/1	<b>Certify</b> School Choice participation vote by school committee, where applicable.	<a href="#">Click for more info</a>	6527	<a href="#">Roger Hatch</a>
	Testing	6/4	6/5	High schools <b>administer</b> MCAS high school STE tests.	<a href="#">Click for more info</a>	3625	<a href="#">Student Assessment</a>
	Data Report	Early May	6/14	<b>Submit</b> PARCC Technology Readiness Tool (third round).	<a href="#">Click for more info</a>	6831	<a href="mailto:techtool@doe.mass.edu">techtool@doe.mass.edu</a>
	Testing	Mid June	Mid June	Superintendents and principals <b>access</b> MCAS ELA test results and MCAS-Alt results for ELA and preliminary multiple-choice results for Math and STE (grades 5 and 8).	<a href="#">Click for more info</a>	3625	<a href="#">Student Assessment</a>
	Data Report	Mid June	Mid June	Principals <b>access</b> Portfolio Feedback Forums for students who participated in the MCAS-Alt.	<a href="#">Click for more info</a>	3625	<a href="#">Student Assessment</a>
	Data Report	5/13	6/21	<b>Submit</b> ARRA Quarterly Reports via DropBox Central in ESE's Security Portal (collection opening date is tentative).	<a href="#">Click for more info</a>	6842	<a href="#">ARRA Reporting</a>

Done?	Type	Start by	Due by	Task	For more info	781-338-	ESE contact
	Action: State	Mid June	6/28	Superintendents and principals <b>file</b> MCAS-Alt score appeals, as needed.	<a href="#">Click for more info</a>	3625	<a href="#">Student Assessment</a>
	Finance	Mid June	6/30	<b>Submit</b> Annual Statement of Assurances for federal and state grants.	<a href="#">Click for more info</a>	6561	<a href="#">Ron Honesty</a>
	Action: State	5/1	6/30	Principal and school council <b>review</b> Student Handbook and <b>submit</b> to ESE for filing. (MGL c.71, s.37H)	<a href="#">Click for more info</a>	3700	<a href="#">Program Quality Assurance</a>
	Action: Local	4/1	6/30	Deadline for superintendent and school committee to <b>approve</b> school improvement plans. (MGL c.71, s.59C)	<a href="#">Click for more info</a>	3502	<a href="#">Eva Mitchell</a>
	Data Report	6/3	7/5	<b>Submit</b> End-of-Year SIMS data (collection opening date is tentative).	<a href="#">Click for more info</a>	3582	<a href="#">Robert Curtin</a>
	Finance	Mid June	7/9	<b>Submit</b> final Special Education circuit breaker claims for preceding school year.	<a href="#">Click for more info</a>	6594	<a href="#">Jay Sullivan</a>
	Data Report	Mid June	7/12	<b>Submit</b> Race to the Top Performance Measures workbook (Race to the Top districts only).	<a href="#">Click for more info</a>	3125	<a href="#">Race to the Top</a>
	Data Report	Mid October	7/26	<b>Submit</b> School Safety & Discipline Report. Data collection open beginning in mid-October; data are collected year-round. Final report due on July 26.	<a href="#">Click for more info</a>	3582	<a href="#">Robert Curtin</a>

## **Glossary of types of tasks**

Action: Local	An action to be taken at the local level
Action: State	An action to be taken with the state
Data Report	Data to be reported to the state
Data Review	Data to be reviewed locally
Finance	Actions related to grants, reimbursements, etc.
Parent Notice	Notifications to parents
Staff Notice	Notifications to district employees
Student Notice	Notifications to students
Testing	Activities related to state testing

**Required parent notices to be sent by September 30**

Notices may be included in the school/student handbook.

Notice	For more info	781-338-	ESE contact
Rights of parents and eligible students (603 CMR 23.07 (4){a})	<a href="#">Click for more info</a>	3400	<a href="#">Legal Office</a>
Release of certain information to military recruiters unless parents opt out.	<a href="#">Click for more info</a>	3400	<a href="#">Legal Office</a>
Release of directory information. (603 CMR 23.07 (4){a})	<a href="#">Click for more info</a>	3400	<a href="#">Legal Office</a>
Sex education course information and opt-out information to parents/guardians (MGL c. 71, s. 32A).	<a href="#">Click for more info</a>	6300	<a href="#">John Bynoe</a>
Notice to parents of privacy rights under federal Protection of Pupil Rights Act.	<a href="#">Click for more info</a>	3400	<a href="#">Legal Office</a>
Anti-hazing notice to students. (MGL c. 269, s. 19 and 603 CMR 33.00)	<a href="#">Click for more info</a>	3700	<a href="#">Program Quality Assurance</a>
Student handbook (MGL c. 71, s. 37H)	<a href="#">Click for more info</a>	3400	<a href="#">Legal Office</a>