

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	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.	Click for more info	3065	Commissioner's Hotline
	Action: Local	Ongoing	Ongoing	Report to local fire dept. 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	6300	John Bynoe
	Action: Local	Ongoing	Ongoing	Practice emergency response at start of school year and periodically.	Click for more info	6300	John Bynoe
	Finance	Ongoing	Ongoing	Obtain Special Education reimbursement from Medicaid. Reimbursement for municipal districts goes to municipality.	Click for more info	3388	Marty Mittnacht
	Parent Notice	Ongoing	Ongoing	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	3388	Marty Mittnacht
	Parent Notice	Ongoing	Ongoing	Notify 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).	Click for more info	3550	titlei@doe.mass.edu
	Finance	Ongoing	Ongoing	Submit monthly requests for funds for state and federal grants.	Click for more info	6561	Ron Honesty
	Action: State	Ongoing	Ongoing	Send 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.	Click for more info	3400	Legal Office
	Action: Local	Ongoing	Ongoing	Provide professional development to build skills related to bullying prevention and intervention.	Click for more info	6300	John Bynoe

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

Done?	Type	Start by	Due by	Task	For more info	781-338-	ESE contact
	Data Review	Mid August	Mid August	View preliminary Progress and Performance Index (PPI) data for districts and schools on ESE's Security Portal.	Click for more info	3550	esea@doe.mass.edu
	Data Report	6/3	8/16	Submit End-of-Year EPIMS and SCS data (collection opening date is tentative).	Click for more info	3582	Robert Curtin
	Data Report	Early June	8/31	Submit FY12 Title I data using Title I Data Collection Application.	Click for more info	6230	titlei@doe.mass.edu
	Finance	7/1	8/31	Submit final expenditure reports (FR-1) for grants that ended on 6/30.	Click for more info	6561	Ron Honesty
	Action: Local	8/1	8/31	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	6300	John Bynoe
	Action: Local	8/1	8/31	Provide 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.	Click for more info	6300	John Bynoe
	Action: State	8/1	8/31	Check on licensure status of all educators via ELAR.	Click for more info	3065	Commissioner's Hotline
	Action: State	8/1	8/31	Submit year-end report on head injuries and concussions in extracurricular athletic activities to the Department of Public Health.	Click for more info	6479	Katie Millett
	Action: State	8/15	8/31	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
	Action: Local	8/1	8/31	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	6300	John Bynoe
	Data Review	Early September	Early September	ESE releases MCAS state-level results.	Click for more info	3625	Student Assessment
	Action: State	8/15	9/4	Submit emergency response plan for each school to ESE by 9/4/12 and every three years. Update as needed.	Click for more info	6300	John Bynoe
	Data Review	9/14	9/14	Principals receive MCAS-Alt portfolios and Portfolio Feedback Forms.	Click for more info	3625	Student Assessment
	Data Review	Mid September	Mid September	Superintendents and principals review official embargoed spring MCAS district data files in the Education Data Warehouse on ESE's Security Portal and check for accuracy.	Click for more info	3625	Student Assessment
	Data Review	Mid September	Mid September	View official 2012 school and district accountability data in the ESE Security Portal.	Click for more info	3550	esea@doe.mass.edu
	Data Review	Mid September	Mid September	ESE releases MCAS district and school performance level results to the public. Embargo lifted on discussion of school and district results.	Click for more info	3625	Student Assessment
	Action: State	8/15	9/16	Notify ESE of school openings/closings via downloadable forms.	Click for more info	3582	Robert Curtin
	Data Review	9/18	9/18	Superintendents receive printed <i>Parent/Guardian Reports</i> for students who participated in spring MCAS and MCAS-Alt and receive Adams Scholarship notifications.	Click for more info	3625	Student Assessment
	Data Report	8/8	9/21	Submit ARRA Quarterly Reports via DropBox Central on ESE's Security Portal (collection opening date is tentative).	Click for more info	6842	ARRA Reporting

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

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

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

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

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