

2008-2009 Superintendents Checklist

Instructions: To insert a check mark in the "Done" column, highlight the box and press the letter "a" on your keyboard.

Done?	Due by	Ongoing Tasks	Information/Links
	Ongoing	File individual School Safety Incident & Discipline Reports with Dept. of E&S Education (ESE) as required. Final data due by July 31.	http://www.doe.mass.edu/infoservices/data/guides/ssdr.pdf
	Ongoing	Submit requests for waivers for educators who are yet unlicensed for their current teaching assignment.	http://www.doe.mass.edu/educators/waiver_setup.html
	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.	http://www.doe.mass.edu/news/news.asp?id=2996 http://www.mass.gov/Eeops/docs/dfs/osfm/advisories/comprehensiveschoolregs.pdf http://www.doe.mass.edu/lawsregs/603cmr18.html?section=04
	Ongoing	Obtain Special Education reimbursement from Medicaid.	Reimbursement goes to municipality.
	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.	http://www.doe.mass.edu/news/news.asp?id=4038
	Ongoing	Cash requests for state grants and federal thru-state grants.	
	Ongoing	Send notice to Commissioner within 30 days of any dismissal, non-renewal, resignation, other discipline of licensed educator arising from misconduct that might give cause to limit or revoke educator's license.	http://www.doe.mass.edu/news/news.asp?id=4238

Done?	Due by	August 2008 Tasks	Information/Links
	8/15	Superintendents and principals given access to preliminary spring 2008 MCAS and MCAS-Alt raw test item analysis results with conversion tables for all tests except Grades 5, 7 and high school History and Social Science.	www.mcasservicecenter.com
	8/15	Principals given access to Portfolio Feedback Forms (PFFs) for students who participated in the MCAS-Alt in 2007-2008.	www.mcasservicecenter.com
	8/25	Report discrepancies in spring 2008 MCAS results.	www.mcasservicecenter.com
	8/25-9/5	View preliminary 2008 Adequate Yearly Progress (AYP) data for districts and schools via <i>MA ESE Security Portal</i> .	http://www.doe.mass.edu/sda/ayp/
	8/31	Notify parents/guardians of children attending Title I schools identified for improvement, corrective action, or restructuring status of No Child Left Behind (NCLB) school choice options, if applicable.	http://www.doe.mass.edu/nclb/choice.html
	8/31	Complete and submit all grant applications. Approval date for grants marks the initial spending date.	http://finance1.doe.mass.edu
	8/31	Inform all educators teaching core academic subject areas of their Highly Qualified Status.	http://www.doe.mass.edu/nclb/hq/hq_faq.html
	8/31	Check on licensure status of all educators.	http://www.doe.mass.edu/news/news.asp?id=4237

	8/31	Submit FY09 Supplemental Educational Services (SES) data.	http://www.doe.mass.edu/ses/
	8/31	Submit FY08 Title I data using Title I Data Collection Application.	http://www.doe.mass.edu/news/news.asp?id=4211

Done?	Due by	September 2008 Tasks	Information/Links
	9/5	Submit MCAS-Alt Score Appeals, as needed.	http://www.doe.mass.edu/mcas/alt/scoreappeal_form.pdf
	9/2-9/19	Order test materials for fall 2008 MEPA.	www.mcasservicecenter.com
	9/8-9/19	Order test materials for November 2008 MCAS retests in ELA and Math and for February 2009 Biology.	www.mcasservicecenter.com
	9/19	Update Directory Administration about school and district contact information.	http://www.doe.mass.edu/infoservices/data/diradmin/default.html
	9/19	Notify ESE of school openings/closings via downloadable forms.	http://www.doe.mass.edu/infoservices/data/diradmin/default.html
	9/22	Superintendents provided electronic access to final embargoed spring 2008 MCAS scaled score and performance level results for students, schools and districts.	www.mcasservicecenter.com
	9/22	Superintendents provided electronic access to student rosters and item level reports for selected items for spring 2008 MCAS grades 5, 7, and high school History and Social Science tests.	www.mcasservicecenter.com
	9/22	Superintendents receive <i>Parent/Guardian Reports</i> for grades 3-8 and 10 ELA and Math, and grades 5, 8 and high school Science and Technology/Engineering tests for students who participated in the spring 2008 standard MCAS and MCAS-Alt tests.	
	9/23	Principals provided electronic access to final embargoed spring 2008 MCAS scaled score and performance level results for students and schools.	www.mcasservicecenter.com
	9/23	Principals provided electronic access to student rosters and item level reports for selected items for spring 2008 grades 5, 7, and high school History and Social Science tests online.	www.mcasservicecenter.com
	9/28	Submit End-of-year Pupil and Financial Report (for prior school year, except charter schools).	http://finance1.doe.mass.edu/account/
	9/29	Receive testing material for 2008 MEPA-R/W Field Test.	
	9/30	View 2008 Adequate Yearly Progress (AYP) reports for all schools and districts.	http://www.doe.mass.edu/sda/ayp/2008/
	9/30	Inform teachers, administrators, and other professional staff of reporting requirements relating to fires. (G.L. c.71, s. 37L, as amended by St. 2006, c. 80)	http://www.doe.mass.edu/news/news.asp?id=2996
	9/30	Notify parents/guardians of children attending Title I schools of their right to know certain information about teacher qualifications.	http://www.doe.mass.edu/nclb/hq/samples.html
	9/30	Notify parents/guardians of low-income children attending Title I schools identified for improvement (year 2), corrective action, or restructuring status of No Child Left Behind (NCLB) Supplemental Educational Services (SES) options.	http://www.doe.mass.edu/ses/

	9/30	Designate Civil Rights Coordinator.	603 CMR 26.00; federal civil rights laws.
	9/30	Send Civil Rights and Equal Education notices to all staff, notifying of training dates. (603 CMR 26.00)	
	9/30	Send employee/minimum wage information notice to all school employees.	
	9/30	Hold School Council elections for parent, teacher, and community representatives.	http://www.doe.mass.edu/lawsregs/advisory/schoolcouncils/
	9/30	Send Student Records Notice to Parents: annual notice regarding rights of parents and eligible students; release of certain information to military recruiters unless parents opt out; release of directory information.	Notice may be included in the school/student handbook. 603 CMR 2.07 (4){a}
	9/30	Send sex education course information and opt-out information to parents/guardians (MGL c. 71, s. 32A).	http://www.mass.gov/legis/laws/mgl/71-32a.htm
	9/30	Send notice to parents of privacy rights under federal Protection of Pupil Rights Act.	http://www.ed.gov/policy/gen/guid/fpco/ppra/modelnotification.html
	9/30	Publish Student Handbook, including anti-hazing notice to students. (MGL c. 269, s. 19 and 603 CMR 33.00; MGL c. 71, s. 37H)	http://www.mass.gov/legis/laws/mgl/71-37h.htm
	9/30	Review Universal Health Precautions with all staff.	This should happen annually.
	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

Done?	Due by	October 2008 Tasks	Information/Links
	10/1-10/29	Administer fall 2008 MELA-O for all LEP students enrolled in kindergarten and those in grades 1-12 who did not participate in the spring 2008 MELA-O.	
	10/9	Principals provided electronic access to MCAS ELA Composition images for grades 4, 7 and 10 online.	www.mcasservicecenter.com
	10/6-10/10	Administer 2008 MEPA-R/W Field Test to all LEP students enrolled in grades 1-12.	
	mid Oct.	View 2008 Adequate Yearly Progress (AYP) reports for all districts and schools.	http://www.doe.mass.edu/sda/ayp/2008/
	mid Oct.	Access spring 2008 MCAS school and district summary reports online.	http://www.mcasservicecenter.com/
	10/14	Receive testing materials for fall 2008 MEPA.	
	10/15	Return 2008 MEPA-R/W Field Test materials.	
	10/15	Submit Graduation Rate Application to ESE.	http://www.doe.mass.edu/infoservices/reports/gradrates/
	10/20-10/29	Administer fall 2008 MEPA-R/W for all LEP students enrolled and Grade 3 and those in Grades 4-12 who did not participate in the spring 2008 MEPA-R/W.	
	10/22	Receive testing materials for November 2008 retests in ELA and Math.	
	10/22	Receive testing materials for November 2008 MCAS retest.	
	10/31	Submit FR-1 to ESE; Final Expenditure reports for Federal grants.	
	10/31	Complete Annual Evacuation Training for students.	See Chapter 159 of the Acts of 2000, Section 363.

	10/31	Complete and review Annual Multi-hazard Evacuation Plan for each school with fire chief and police chief.	
	10/31	Return fall 2008 MEPA test materials.	
	10/31	Conduct, along with chief of police, bus evacuation drills and vehicle evaluations.	
	10/31	Have principals appoint Crisis/Evacuation Team for each school.	
	10/31	Have chief of police and Department of Public Works compete Playground/PE safety check.	
	10/31	Send Nutrition Program Reports and Claim Forms (school lunch/breakfast) to parents/guardians.	

Done?	Due by	November 2008 Tasks	Information/Links
	11/1	Submit Oct. 1 SIMS (Student Information Management System) data.	http://www.doe.mass.edu/infoservices/data/sims
	11/1-11/30	Submit MELA-O scores for newly enrolled LEP students in grades K-2.	
	11/5-11/13	Administer MCAS November ELA and Math retest.	
	11/8	Individual Private School Report.	http://www.doe.mass.edu/infoservices/data/samples/isr.pdf
	11/18	Return testing materials for November 2008 MCAS retest.	

Done?	Due by	December 2008 Tasks	Information/Links
	12/28	Submit EPIMS October 1 data.	http://www.doe.mass.edu/infoservices/data/epims/

Done?	Due by	January 2009 Tasks	Information/Links
	1/1	Submit Independent Financial Audit and Charter School End-of-Year Financial Report.	Charter Schools only.
	1/11	Submit District Technology Plan.	http://www.doe.mass.edu/edtech/planning.html
	mid Nov.	Access MCAS November 2008 retest results online.	http://www.mcasservicecenter.com/
	mid Nov.	Access fall 2008 MEPA results online.	http://www.mcasservicecenter.com/
	1/17	Submit Superintendent Certification Statement certifying the accuracy of the October 1 SIMS data.	
	1/20	Receive materials for February 2009 MCAS Biology test.	
	1/20-1/31	Order test materials online for March 2009 MCAS retest, spring 2009 MCAS, spring 2009 MEPA, and 2009 MCAS-Alt.	
	1/1-1/31	Receive fall 2008 MEPA <i>Parent/Guardian Reports</i> .	
	1/1-1/31	Receive November 2008 MCAS retest <i>Parent/Guardian Reports</i> .	
	1/1-1/31	Report discrepancies for November 2008 retest results.	
	1/23-3/30	Update Directory Administration about school and district contact information.	http://www.doe.mass.edu/infoservices/data/diradmin/

	1/1-5/31	Notification of public hearing on annual budget by School Committee.	
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Done?	Due by	February 2009 Tasks	Information/Links
	2/2-2/3	Administer February 2009 Biology test.	
	2/6	Return testing materials from February 2009 MCAS Biology test.	
	2/23	Receive testing materials for March 2009 MCAS retests.	
	2/1-2/28	Superintendents and principals provided electronic access to November 2008 MCAS ELA Composition retest images.	www.mcasservicecenter.com

Done?	Due by	March 2009 Tasks	Information/Links
	3/1	Maintain individual professional development plans leading to re-licensure.	
	3/1	Submit February 15 Charter School Claim Form.	Charter Schools only.
	3/2-3/4	Administer 2009 MCAS ELA retest.	
	3/3	Submit School-Attending Children Report. (not submitted by charter and regional voc/tech schools)	http://www.doe.mass.edu/infoservices/news04/0205sac.html
	3/5-3/6	Administer March 2009 MCAS Mathematics retest.	
	3/10	Return testing materials from March 2009 MCAS retests in ELA and Math.	
	3/16	Receive testing materials for MCAS ELA tests.	
	3/19	Submit 2009-2010 Charter School Pre-Enrollment Report.	Charter Schools only.
	3/1-3/31	Submit MELA-O scores for students in grades K-2.	
	3/24	Return spring 2009 MEPA test materials.	
	3/27	Submit March 1 SIMS data.	
	3/30	Send School and District "Report Cards" to parents as required by Title I of ESEA of 2001. (NCLB)	http://www.doe.mass.edu/nclb/reportcard/
	3/31	Submit applications for circuit breaker extraordinary relief payments (if applicable).	
	3/30-4/4	Administer MCAS ELA tests.	

Done?	Due by	April 2009 Tasks	Information/Links
	4/1-4/10	Deadline for ordering additional MCAS-Alt materials.	
	4/7	Submit Regional Student Advisory Council members election affidavits to the ESE. (MGL C.15, S.1E)	http://www.doe.mass.edu/sac/election/
	4/15	Return MCAS test materials from March-April testing window.	
	4/17	Submit grade 12 MCAS-Alt portfolios for Competency Determination.	

	4/20-4/30	Receive testing materials for spring 2009 MCAS.	May-June testing window.
	4/30	Submit School Choice Claim Form (by receiving districts).	http://finance1.doe.mass.edu/schoice/

Done?	Due by	May 2009 Tasks	Information/Links
	5/1	Submit Superintendent Certification Statement certifying the accuracy of the March 1 SIMS data.	
	5/8	Submit MCAS-Alt portfolios.	
	5/11-5/28	Administer spring 2009 MCAS tests.	May testing window.
	5/29	Return MCAS test materials (except high school STE) from May 2009 testing window.	
	5/30	Appoint Student Advisory Member to local School Committee. (MGL c.71, s. 38M)	http://www.mass.gov/legis/laws/mgl/71-38m.htm
	5/1-5/31	Receive and distribute <i>Parent/Guardian Reports</i> from March 2009 MCAS retest.	

Done?	Due by	June 2009 Tasks	Information/Links
	6/1	School Choice participation vote by school committee certified.	
	6/4-6/5	Administer June 2009 MCAS STE tests.	
	6/10	Return high school STE testing materials.	
	6/15	Complete evaluation of teachers and other educators. (MGL c.71, s. 38; 603 CMR 35.00)	http://www.mass.gov/legis/laws/mgl/71-38.htm
	6/23	Federal entitlement grants and related documents.	
	6/30	Title I Performance and Achievement data.	
	6/30	Annual Statement of Assurances for federal and state grants.	
	6/30	Student Handbook reviewed by principal and school council and submitted to ESE for filing. (MGL c.71, s.37H)	http://www.mass.gov/legis/laws/mgl/71-37h.htm
	6/30	School Improvement Plans for each school submitted to and approved by superintendent and school committee. (MGL c.71, s.59C)	http://www.mass.gov/legis/laws/mgl/71-59c.htm
	6/30	Review, update, and post Sexual Harassment Policies as needed.	
	6/1-6/30	Access spring 2009 district-level MEPA results online.	http://www.mcasservicecenter.com/
	6/1-6/30	Receive and distribute MEPA <i>Parent/Guardian Reports</i> and <i>Guide to MEPA</i> .	

Done?	Due by	July 2009 Tasks	Information/Links
	7/3	Submit final Special Education circuit breaker claims for preceding school year.	http://www.doe.mass.edu/infoservices/data/guides/ssdr.pdf
	7/10	Submit SIMS End-of-year data.	http://www.doe.mass.edu/infoservices/data/sims/

	7/31	Submit School Safety & Discipline Report - final data.	http://www.doe.mass.edu/infoservices/data/guides/ssdr.pdf
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Done?	Due by	August 2009 Tasks	Information/Links
	8/1	Submit Annual Report.	Charter Schools only.
	8/7	Submit Superintendent Certification Statement certifying the accuracy of the End-of-year SIMS data.	