



Foxborough Regional Charter School

Board Meeting

Published on October 19, 2020 at 10:20 AM EDT

Date and Time

Thursday October 22, 2020 at 6:15 PM EDT

Location

MS/HS Cafetorium

For access to the meeting please enter through Door G

Daily Screening

Foxborough Board of Health department requires all students, staff and visitors entering the building complete a COVID 19 screening form daily. The Screening form can be located [HERE](#) and must be completed to attend this meeting.

Board meetings are open to the public. Members of the audience who wish to address the board may do so during the "Privilege of the Floor" portion of the monthly Board meeting. Forms for Privilege of Floor, for items other than those on the agenda, must be submitted by noon the day before the Board meeting in order to be heard during the meeting. Forms may be obtained from and submitted to the school's central office.

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:15 PM
A. Record Attendance			
B. Call the Meeting to Order			
II. Leadership Report			
A. Re-Opening Planning			
III. Committees			
A. Enrollment			
B. Facility			
C. Finance			
Monthly Financial Reports			
D. FRCS Foundation Inc			
E. Governance			

Interim School Leadership

F. Race & Social Justice

IV. Policy Review

A. New Policies

B. Old Policies

V. Special Reports

A. Partners In Education (PIE) Report

B. English Learner Parent Advisory Committee (ELPAC) Report

C. Special Education Parent Advisory Committee (SEPAC) Report

VI. New/Old Business

A. New Business

B. Old Business

Executive Director RFP

VII. Closing Items

A. Approval of Minutes: 08OCT2020

B. Adjourn Meeting

Vote

The listed matters are those reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may be brought up for discussion to the extent permitted by law.

Financial Report - Balance Sheet (Summary)
Foxborough Regional Charter School
For 9/30/2020

	9/30/2020	6/30/2020	Change
ASSETS			
Current Assets			
Cash - operations	10,789,389.60	10,143,448.09	645,941.51
Cash - debt service reserve	2,640,104.09	3,624,268.52	(984,164.43)
Accounts Receivable:			
Intergovernmental	226.00	217,186.01	(216,960.01)
Other	2,186.68	4,539.48	(2,352.80)
Prepaid Expenses	112,673.20	185,305.90	(72,632.70)
Total Current Assets	13,544,579.57	14,174,748.00	(630,168.43)
Capital Assets			
Land/Building Improvements	46,678,628.27	46,678,628.27	0.00
Furniture, equipment and software	4,310,806.50	4,310,806.50	0.00
Construction in progress	29,281.00	29,281.00	0.00
Less: accumulated depreciation	(12,072,299.47)	(11,511,058.34)	(561,241.13)
Total investment in capital assets	38,946,416.30	39,507,657.43	(561,241.13)
Loss on defeasance (2017 bonds)	3,690,114.47	3,690,114.47	0.00
TOTAL ASSETS	56,181,110.34	57,372,519.90	(1,191,409.56)
LIABILITIES AND NET ASSETS			
Accounts Payable	976,137.80	934,504.98	41,632.82
Accrued expenses	113,254.97	753,222.51	(639,967.54)
Accrued compensation	59,158.38	1,485,530.21	(1,426,371.83)
Bonds payable - US Bank	0.00	0.00	0.00
Deferred income	0.00	134,762.55	(134,762.55)
Total current liabilities	1,148,551.15	3,308,020.25	(2,159,469.10)
BONDS PAYABLE 2017B	24,825,000.00	24,825,000.00	0.00
BOND PREMIUM 2017B	2,175,370.80	2,175,370.80	0.00
Total bonds payable	27,000,370.80	27,000,370.80	0.00
LOAN PAYABLE EASTERN BANK	9,609,416.42	9,683,728.60	(74,312.18)
Total loans payable (Eastern)	9,609,416.42	9,683,728.60	(74,312.18)
Total liabilities	37,758,338.37	39,992,119.65	(2,233,781.28)
Net Assets			
Investment in capital assets	0.00	0.00	0.00
Restricted - Board Capital	5,165,006.00	3,565,006.00	1,600,000.00
Restricted - Self Insured Dental	124,422.71	124,422.71	0.00
Unrestricted	12,090,971.54	12,037,323.82	53,647.72
Net income	1,042,371.72	1,653,647.72	(611,276.00)
Total net assets	18,422,771.97	17,380,400.25	1,042,371.72
TOTAL LIABILITIES AND NET ASSETS	56,181,110.34	57,372,519.90	(1,191,409.56)

Financial Report - Budget to Actual (Summary)
Foxborough Regional Charter School
For 9/30/2020

	Budget	Actual	Budget - Actual	% of Budget
REVENUES				
Per Pupil Tuition	23,570,425.00	5,881,850.00	(17,688,575.00)	(24.95)
Federal Grants/Reimbursements	684,397.00	15,761.00	(668,636.00)	(2.30)
State Grants/Reimbursements	0.00	0.00	0.00	0.00
Other Grant Revenues	0.00	0.00	0.00	0.00
Food Service Program	609,875.00	24,326.28	(585,548.72)	(3.99)
Extended Day Program	290,000.00	35,654.02	(254,345.98)	(12.29)
Transportation Program	920,000.00	134,998.67	(785,001.33)	(14.67)
Building Rental Revenue	100,500.00	0.00	(100,500.00)	0.00
Other Revenues	189,500.00	22,475.90	(167,024.10)	(11.86)
Total Revenues	26,364,697.00	6,115,065.87	(20,249,631.13)	(23.19)
EXPENSES				
Personnel				
Administration & Finance	885,922.00	203,083.05	682,838.95	22.92
Teaching & Learning	11,810,828.00	1,543,505.42	10,267,322.58	13.07
Student Activities	783,712.00	64,130.33	719,581.67	8.18
Operations	914,290.00	213,390.92	700,899.08	23.34
Grants	27,170.00	46,858.80	(19,688.80)	172.47
Subtotal Personnel	14,421,922.00	2,070,968.52	12,350,953.48	14.36
Operating Costs				
Administration & Finance	468,946.00	151,477.22	317,468.78	32.30
Teaching & Learning	499,900.00	54,140.88	445,759.12	10.83
Student Activities	2,175,583.00	224,079.58	1,951,503.42	10.30
Operations	1,977,775.00	386,876.77	1,590,898.23	19.56
Employee Benefits	2,594,169.00	430,582.89	2,163,586.11	16.60
Grants	615,471.00	273,068.02	342,402.98	44.37
Subtotal Operating Costs	8,331,844.00	1,520,225.36	6,811,618.64	18.25
Total Expenses	22,753,766.00	3,591,193.88	19,162,572.12	15.78
NET BUDGET FROM OPERATIONS	3,610,931.00	2,523,871.99	(1,087,059.01)	(69.90)
Capital Outlay	845,000.00	237,430.85	607,569.15	28.10
Debt Service	2,482,272.00	682,193.29	1,800,078.71	27.48
Depreciation	0.00	561,241.13	(561,241.13)	0.00
Board Capital Reserve	(425,000.00)	0.00	(425,000.00)	0.00
NET BUDGET RESERVED	708,659.00	1,043,006.72	334,347.72	(147.18)

Financial Report - Budget to Actual (Comparative Summary)

Run: 10/07/2020 at 9:12 AM

Foxborough Regional Charter School For 9/30/2020

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	Budget FY2021	YTD Actual 9/30/20	Current Year Budget - Actual	Current Year % of Budget	Budget FY2020	YTD Actual 9/30/19	Prior Year Budget - Actual	Prior Year % of Budget
REVENUES								
Per Pupil Tuition	23,570,425.00	5,881,850.00	(17,688,575.00)	(24.95)	23,112,250.00	6,006,815.86	(17,105,434.14)	(25.99)
Federal Grants/Reimbursements	684,397.00	15,761.00	(668,636.00)	(2.30)	692,330.00	39,749.00	(652,581.00)	(5.74)
State Grants/Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Grant Revenues	0.00	0.00	0.00	0.00	274,281.39	274,281.39	0.00	(100.00)
Food Service Program	609,875.00	24,326.28	(585,548.72)	(3.99)	519,200.00	40,200.55	(478,999.45)	(7.74)
Extended Day Program	290,000.00	35,654.02	(254,345.98)	(12.29)	290,000.00	40,310.03	(249,689.97)	(13.90)
Transportation Program	920,000.00	134,998.67	(785,001.33)	(14.67)	822,163.00	402,169.25	(419,993.75)	(48.92)
Building Rental Revenue	100,500.00	0.00	(100,500.00)	0.00	100,500.00	26,788.00	(73,712.00)	(26.65)
Other Revenues	189,500.00	22,475.90	(167,024.10)	(11.86)	209,480.00	81,787.82	(127,692.18)	(39.04)
Total Revenues	26,364,697.00	6,115,065.87	(20,249,631.13)	(23.19)	26,020,204.39	6,912,101.90	(19,108,102.49)	(26.56)
EXPENSES								
Personnel								
Administration & Finance	885,922.00	203,083.05	682,838.95	22.92	918,001.00	219,137.06	698,863.94	23.87
Teaching & Learning	11,794,328.00	1,543,505.42	10,250,822.58	13.09	11,574,274.15	1,516,883.79	10,057,390.36	13.11
Student Activities	783,712.00	64,130.33	719,581.67	8.18	787,765.00	92,886.88	694,878.12	11.79
Operations	914,290.00	213,390.92	700,899.08	23.34	792,268.00	206,143.01	586,124.99	26.02
Grants	27,170.00	46,858.80	(19,688.80)	172.47	161,220.00	25,300.06	135,919.94	15.69
Subtotal Personnel	14,405,422.00	2,070,968.52	12,334,453.48	14.38	14,233,528.15	2,060,350.80	12,173,177.35	14.48
Operating Costs								
Administration & Finance	468,946.00	151,908.22	317,037.78	32.39	425,470.00	140,829.25	284,640.75	33.10
Teaching & Learning	516,400.00	54,344.88	462,055.12	10.52	688,822.00	161,510.72	527,311.28	23.45
Student Activities	2,175,583.00	224,079.58	1,951,503.42	10.30	2,044,972.00	172,162.99	1,872,809.01	8.42
Operations	1,977,775.00	386,876.77	1,590,898.23	19.56	1,812,500.00	412,518.36	1,399,981.64	22.76
Employee Benefits	2,594,169.00	430,582.89	2,163,586.11	16.60	2,448,533.00	450,506.88	1,998,026.12	18.40
Grants	615,471.00	273,068.02	342,402.98	44.37	483,703.39	173,997.16	309,706.23	35.97
Subtotal Operating Costs	8,348,344.00	1,520,860.36	6,827,483.64	18.22	7,904,000.39	1,511,525.36	6,392,475.03	19.12
Total Expenses	22,753,766.00	3,591,828.88	19,161,937.12	15.79	22,137,528.54	3,571,876.16	18,565,652.38	16.13
NET BUDGET FROM OPERATIONS	3,610,931.00	2,523,236.99	(1,087,694.01)	(69.88)	3,882,675.85	3,340,225.74	(542,450.11)	(86.03)
Capital Outlay	845,000.00	237,430.85	607,569.15	28.10	1,407,980.00	660,115.67	747,864.33	46.88
Debt Service	2,482,272.00	682,193.29	1,800,078.71	27.48	2,477,047.00	84,692.40	2,392,354.60	3.42
Depreciation	0.00	561,241.13	(561,241.13)	0.00	0.00	488,031.97	(488,031.97)	0.00
Board Capital Reserve	(425,000.00)	0.00	(425,000.00)	0.00	(657,414.00)	0.00	(657,414.00)	0.00
NET BUDGET RESERVED	708,659.00	1,042,371.72	333,712.72	(147.09)	655,062.85	2,107,385.70	1,452,322.85	(321.71)

Foxborough Regional Charter School - Emergency Succession Planning 2019-2020 Superintendents' Checklist

[Security Portal Link](#)

[Grants Management Link](#)

		Timeline		Task	Resources and support			
Required Action	Distict/School Person Responsible	Start by	Due by	Item	Resource	Extension (781) 338-XXXX	DESE contact	Date Completed
Data Report	POPE	1-Sep	1-Oct	Submit <i>new</i> 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	
Data Review	AZARLOZA	Late Aug/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	OBENCHAIN	End of July	End of July	Principals access MCAS-Alt score appeal requests	Click for more info	3625	Student Assessment	
Regional	NA	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 districts)	Click for more info	6520	Christine Lynch	
Finance	OBENCHAIN	Early Feb	28-Feb	Submit Intent to Claim for Circuit Breaker Extraordinary Relief (if applicable).	Click for more info	6594	Jay Sullivan	
Data review	AZARLOZA	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	AZARLOZA	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 SGPs) in DropBox Central and in Edwin.	Click for more info	3625	Student Assessment	
Data review	PRINCIPALS	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	POPE	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 (781-338-3065) for assistance. Checks can be completed via ELAR or the Licensure Status Drop Box in Drop Box Central.	Click for more info	3065	Brian Devine	

Finance	CALVERT	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	
Finance	CALVERT	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	
Local	HARRINGTON	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	
Parent notice	BERKOWITZ	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	
Local	HARRINGTON	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	
Local	HARRINGTON	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	
Local	POPE	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	
Local	AZARLOZA	1-Jul	Ongoing	Review the Massachusetts curriculum frameworks with appropriate staff to ensure standards-aligned instruction.	Click for more info	3243	Instructional Support	
Human resources	POPE	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	
Parent notice	BERKOWITZ	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, §37H).	Click for more info	3400	Legal Office	
Human resources	POPE	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	
Local	NA	Early Sep	30-Sep	Hold school council elections for parent, teacher, and community representatives.	Click for more info	3400	Legal Office	
Finance	CALVERT	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	
Data Report	HARRINGTON	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	

Data report	AZARLOZA	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	
Charters	BERKOWITZ	Early May	1-Aug	Submit FY19 Charter School Annual Report.	Click for more info	3227	Charter School Office	
Data review	AZARLOZA	Late Sept	Late Sept	Public release of MCAS and accountability data on School and District Profiles.	Click for more info	3625	Student Assessment	
Parent notice	AZARLOZA	Late Sept	Late Sept	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	BERKOWITZ	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	
Finance	CALVERT	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	
Charters	BERKOWITZ	Early Sep	3-Oct	Submit 2019-2020 Charter School Updated Waitlist Report (charter schools only).	Click for more info	3227	Charter School Office	
Testing	AZARLOZA	6-Nov	14-Nov	High schools administer MCAS November ELA and Mathematics retests.	Click for more info	3625	Student Assessment	
Charters	CALVERT	July/Aug	1-Nov	Submit FY19 Independent Financial Audit (charter schools only).	Click for more info	3227	Charter School Office	
Local	POPE	Early-Sept	30-Nov	Ensure that educators new to the district are enrolled in induction programs.	Click for more info	6680	Educator Development	
Data report	POPE/QUINLAN	1-Oct	5-Dec	Submit October 1 EPIMS (Education Personnel Information Management System) and SCS (Student Course Schedule) data (collection date tent).	Click for more info	3582	Robert Curtin	
Data report	NA	1-Oct	6-Dec	Submit Individual Non-Public School Report(s).	Click for more info	3582	Robert Curtin	
Charters	CALVERT	Early Nov	2-Dec	Submit FY19 charter school end-of-year financial report (charter schools only).	Click for more info	3227	Charter School Office	
Charters	BERKOWITZ	Mid Nov	6-Dec	Submit 2020-2021 Charter School Pre-Enrollment Estimate Report (charter schools only).	Click for more info	3227	Charter School Office	
Virtual Schools	NA	Late Nov	1-Jan	Submit FY19 annual report (virtual schools only).	Click for more info	3227	Charter School Office	
Testing	AZARLOZA	5-Feb	6-Feb	High schools administer MCAS February Biology test.	Click for more info	3625	Student Assessment	
Testing	OBENCHAIN	6-Jan	7-Feb	Schools administer ACCESS for ELLs test to ELL students in grades K-12.	Click for more info	3625	Student Assessment	
Data report	NA	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	

Virtual Schools	NA	Late Nov	1-Jan	Submit FY19 Independent Financial Audit (virtual schools only).	Click for more info	3227	Charter School Office	
Virtual Schools	NA	Late Nov	1-Feb	Submit FY19 virtual school end-of-year financial report (virtual schools only)	Click for more info	3227	Charter School Office	
Testing	AZARLOZA	2-Mar	9-Mar	High schools administer MCAS March ELA and Mathematics retests.	Click for more info	3625	Student Assessment	
Charters	CALVERT	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	
Charters	BERKOWITZ	Mid Feb	16-Mar	Submit 2020-2021 Charter School Pre-Enrollment Report (charter schools only).	Click for more info	3227	Charter School Office	
Data report	BERKOWITZ	2-Mar	19-Mar	Submit March 1 SIMS data (collection opening date is tentative).	Click for more info	3582	Robert Curtin	
Testing	AZARLOZA	19-May	22-May	High schools administer MCAS ELA tests (grade 10).	Click for more info	3625	Student Assessment	
Testing	OBENCHAIN	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	
Finance	CALVERT	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	
Finance	OBENCHAIN	Mid-March	31-Mar	Submit applications for circuit breaker extraordinary relief payments (if applicable).	Click for more info	6594	Jay Sullivan	
Data report	CALVERT	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	
Finance	NA	Late March	30-Apr	Submit School Choice Claim Form (submitted by receiving districts).	Click for more info	6512	School Finance	
Testing	AZARLOZA	30-Mar	1-May	Schools administer MCAS tests (grades 3–8 ELA)	Click for more info	3625	Student Assessment	
Testing	AZARLOZA	21-May	24-May	High schools administer MCAS Mathematics (grade 10).	Click for more info	3625	Student Assessment	
Testing	AZARLOZA	27-Apr	22-May	Schools administer MCAS tests (grades 3–8 Mathematics)	Click for more info	3625	Student Assessment	
Testing	AZARLOZA	28-Apr	22-May	Schools administer MCAS tests (grades 5 and 8 STE)	Click for more info	3625	Student Assessment	
Local	NA	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	

Local	NA	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	
Testing	AZARLOZA	2-Jun	3-Jun	High schools administer MCAS high school STE tests.	Click for more info	3625	Student Assessment	
Regional	NA	Spring 20	14-Jun	Provide written notification to Commissioner if regional school district will not have an approved budget by June 30 (regional districts only.)	Click for more info	6588	Christine Lynch	
Local	CALVERT/ HARRINGTON	1-Jul	1-Oct	Begin 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/year including at/around 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	
Local	AZARLOZA	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	
Finance	OBENCHAIN	Mid-June	3-Jul	Submit final special education circuit breaker claims for preceding school year.	Click for more info	6594	Jay Sullivan	
Data report	BERKOWITZ	1-Jun	2-Jul	Submit End-of-Year SIMS data (collection opening date is tentative).	Click for more info	3582	Robert Curtin	
Data Report	AZARLOZA/ ALIX	June	15-Jul	Complete and submit annual homeless and foster care student data collection.	Click for more info	3010	Student and Family Support	
Data report	AZARLOZA	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	
Local	POPE	31-May	31-Jul	Complete and submit Annual Induction and Mentoring Report for beginning teachers and principals.	Click for more info	3292	Educator Development	
Data review	OBENCHAIN	End of July	End of July	Principals receive MCAS-Alt score appeal results.	Click for more info	3625	Student Assessment	
Charters	BERKOWITZ	Mid Feb	16-Mar	Submit 2020-2021 Charter School Waitlist Report (charter schools only)	Click for more info	3227	Charter School Office	
Virtual Schools	NA	Early Apr	1-May	Submit pre-enrollment report for SY2020-2021 (virtual schools only).	Click for more info	3505	Charter School Office	

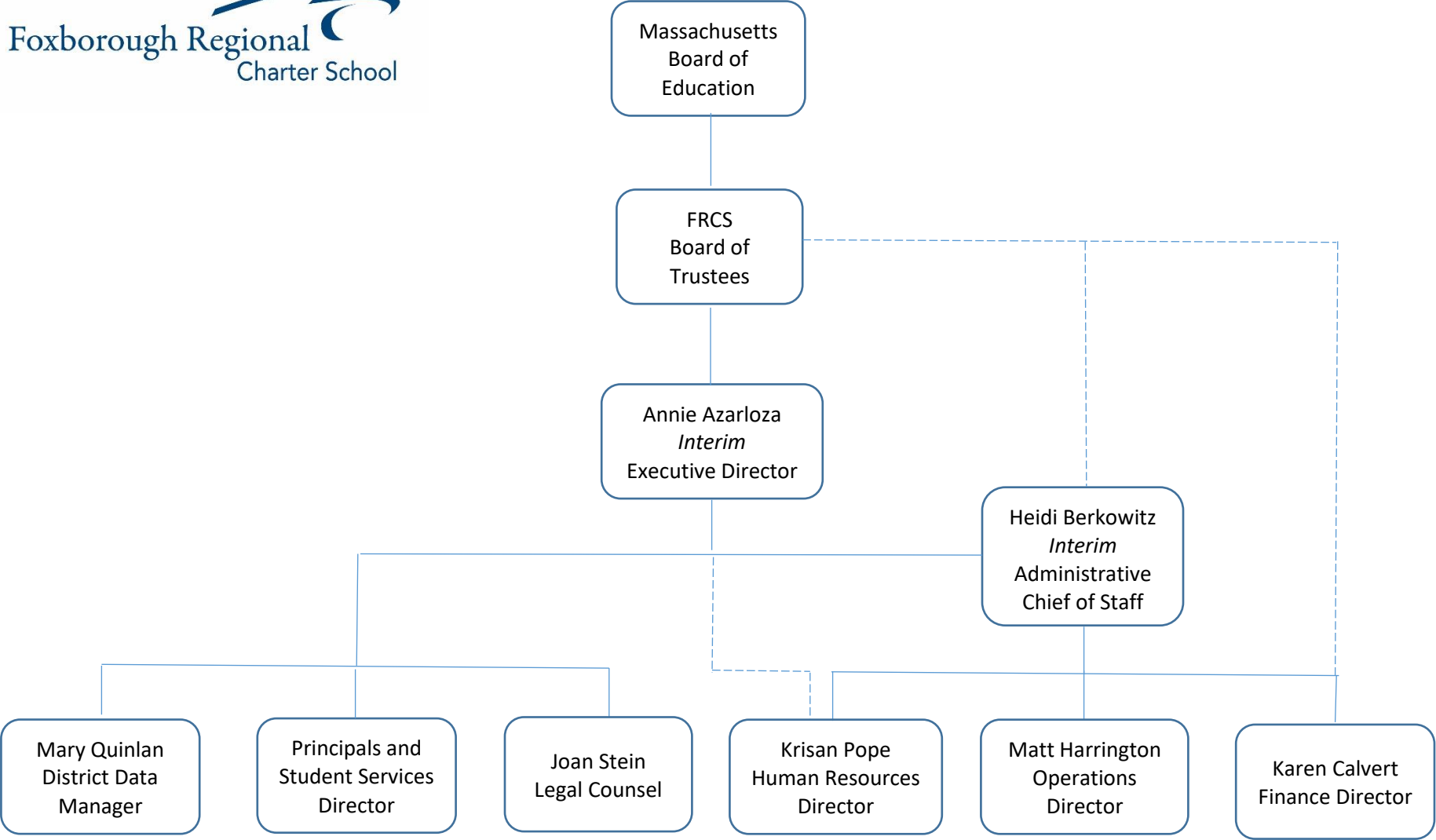
Data report	POPE/QUINLAN	1-Jun	6-Aug	Submit end-of-year EPIMS (Education Personnel Information Management System) and SCS (Student Course Schedule) data (collection opening date is tentative).	Click for more info	3582	Robert Curtin
Data report	NA	Early March	Early April	Submit Regional Student Advisory Council members' election affidavits to DESE (M.G.L. ch.15 §1E).	Click for more info	6320	Donna Taylor
Parent notice	AZARLOZA	Early Feb	Early Feb	Superintendents receive November MCAS ELA and Mathematics Retest <i>Parent/Guardian Reports</i> .	Click for more info	3625	Student Assessment
Data review	AZARLOZA	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
Parent notice	AZARLOZA	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
Parent notice	AZARLOZA	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
Local	HARRINGTON	Early Spring	Early Spring	Certify FCC Form 471 to seek funding for eligible technology services (E-rate).	Click for more info	3256	Ken Klau
Local	HARRINGTON	Fall	Early Winter	Certify FCC Form 470 to open competitive bidding for desired technology services (E-rate).	Click for more info	3505	Ken Klau
Data review	OBENCHAIN	Summer	Summer	Access ACCESS for ELLs official results in DropBox Central and in Edwin Analytics.	Click for more info	3625	Student Assessment
Data review	AZARLOZA	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
Local	HARRINGTON	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
Local	AZARLOZA/BERKOWITZ	Late Dec	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
Local	HARRINGTON	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
Data review	AZARLOZA	End of May	End of May	Superintendents, principals, and coordinators access spring ACCESS for ELLs results.	Click for more info	3625	Student Assessment

Data review	AZARLOZA	Late Sept	Late Sept	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	
Local	AZARLOZA	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@doe.mass.edu	
Local	AZARLOZA	Early Sep	Mid Jun-20	Implement evaluation systems for all educators that are consistent with regulations.	Click for more info	3243	Educator Development	
Innovation	NA	Early May	1-Aug	Submit FY19 annual innovation schools and innovation academies evaluation report.	Click for more info	3217	Brenton Stewart	
Data review	OBENCHAIN	Mid June	Mid June	Principals access Portfolio Feedback Forms for students who participated in the MCAS-Alt.	Click for more info	3625	Student Assessment	
Local	AZARLOZA	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	
Data report	HARRINGTON	Mid Aug	Mid Sep	Notify DESE of school openings/closings via downloadable forms.	Click for more info	3582	Robert Curtin	
Data report	CALVERT	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	
Data review	AZARLOZA	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	
Parent notice	OBENCHAIN	Ongoing	Once annually	Mail <i>Parent's Notice of Procedural Safeguards</i> to all households with students found eligible for special education once during each school year.	Click for more info	3375	Special Education	(Ongoing)
Human resources	POPE	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)
Local	HARRINGTON	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	
Local	CALVERT	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)
Finance	CALVERT	Ongoing	Ongoing	Submit monthly requests for funds for state and federal grants.	Click for more info	6595	Grants Management	(Ongoing)

Local	AZARLOZA	Ongoing	Ongoing	Provide professional development to build skills related to bullying prevention and intervention.	Click for more info	3010	Student and Family Support	
Local	HARRINGTON	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)
Local	AZARLOZA	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	CDSA	(Ongoing)
Human resources	POPE	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)
Human resources	POPE	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)
Human resources	POPE	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)
Local	CALVERT/ HARRINGTON	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	
Human resources	AZARLOZA	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	
Local	HARRINGTON	Early-Sep	Sugg. 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	
Local	HARRINGTON	Summer	Summer	Certify FCC Form 486 to report start of technology services 120 days after the date of the FCDL or 120 days after the service start date, whichever is later (E-rate).	Click for more info	6459	Kevin Kaczynski	

Local	HARRINGTON	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	
Human resources	POPE	Varies / Ongoing	Varies / Ongoing	Review the results of national criminal history checks.	Click for more info	3400	Legal Office	(Ongoing)
Local	AZARLOZA	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	
Local	CALVERT/ HARRINGTON	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	
Local	CALVERT/ HARRINGTON	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	
Data Review	AZARLOZA/ POPE	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	
Data Review	AZARLOZA	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	
Local	HARRINGTON	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	

Local	AZARLOZA	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 90 days of screening.	Click for more info	3010	ATOD	
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The Equity and Inclusion Committee met on Wednesday, September 30, 2020 to review and discuss subcommittee reports.

Student Engagement Subcommittee report

1. Dr. DT Henry will be mentoring our HS brown and black boys once a week this year (virtually to start and in person once we begin our hybrid phase) on topics such as what it's like to be a brown/black boy in America. It will focus on black excellence learning and development.

Too often young Black Males are mentored and educated using harsh disciplinary and fear tactics such as high prison rates, and death by gun violence. This deficient model does more harm than good. The Black Excellence Learning and Development Mentor course is rooted in the Anti-Deficient model from Dr. Shaun Harper. Each week a "Success Theme" will be covered as the topic (e.g. discipline, life-long learning, risk-taking, sacrifice, etc.). Students will meet each with Dr. Dariel "DT" Henry. This course will provide the Black males students with skills for positive personal growth, components of goal setting and achieving, motivation from within their own culture, and strategies for putting maximum potential for future success.

2. Nikole is looking into having a field trip to Fidelity Investments (when possible) for students to learn about personal finance and planning for the future.
3. Ben suggested we should have a mentoring group for our boys and girls in the 8th grade. We will look further into this at our next Student Engagement Subcommittee meeting. Let's also brainstorm during our EI committee meeting this Wednesday on what this can look like.
4. Shawn will look into hosting grade level town meetings to better understand potential issues/concerns in an effort to address them and improve school climate. (Let's have Keonna co-host.) How do we feel about doing the same with our 8th grade? We can discuss this further at our EI this Wednesday.
5. Shawn has begun implementing the changes to student council in an effort to diversify council and create a more equitable process for all students. Shawn will briefly explain what this looks like at our EI meeting this Wednesday.

Professional Development Subcommittee report

1. For the next four Wednesdays, we have our very own Keonna Geer, Director of School Climate and Culture presenting a Restorative Justice series of workshops for all staff. See below.

September 30: *Restorative Engagement: Building the Passionate Teacher*

This session is the first session of the Restorative Justice series. This session will focus on building highly effective teachers and helping align personal ideologies with the school mission/purpose. The session will discuss strategies for self-improvement and incorporating Restorative Justice, Trauma-Sensitive care, and Culturally Responsive Teaching into foundational teaching approaches. Time: Elementary/Middle School: 8:30-10:00 a.m. High School: 12:00-1:30 p.m.

October 7: *Restorative Classroom: Building a Positive Classroom Community*

This session is the second session of the Restorative Justice series. This session will focus on the classroom community and partnership with teacher leadership. The session will discuss practical classroom management strategies, tone/attitude, and relationship-building. Participants will learn how to create systems and rituals to sustain positive classroom culture. Time: Elementary/Middle School: 8:30-10:00 a.m. High School: 12:00-1:30 p.m.

October 14: *Restorative Culture: 10 Ways to Sabotage Relationships*

This session is the third session of the Restorative Justice series. This session will focus on culture and climate of the staff and culture and climate of the students. The session will identify key strategies to change culture from a "want-to" to "will." Time: Elementary/Middle School: 8:30-10:00 a.m. High School: 12:00-1:30 p.m.

October 21: *Restoration Wrap-Up*

Session is the final of the Restorative Justice series (participants can bring questions or comments to the session) Time: ES, MS & HS: 8:30-9:30 a.m.

2. Beginning November 4th, Dr. DT Henry will present a Professional Development Series to our staff (see below for additional information).

While **diversity** is not a new topic, students of color continue to face microaggressions from academic and student affairs professionals. This gap creates a disconnection between students and leaders and can often lead to a rejection of academics, involvement on campus, and withdrawal (Waddell & Ukpokodu, 2012).

In addition, these microaggressions are often rooted in stereotypes learned from American media and the Eurocentric education system that teaches one to develop a monolithic view of people of color. This presentation is designed for K-12 and college educators who can influence cultural proficiency, relativism, curriculum, and policy at their institution.

Over the 4 units, attendees will be introduced to the 4 main subcultures within the Black community in America and topics that have serious impacts on the lives of Black students.

Attendees will take away tips for how to enhance cultural awareness and how to lead thus creating a more inclusive and culturally proficient community. Each Teacher, Administrator and Staff Member will have access to Dropbox/Google Drive folder for supplemental workshop resources.

Dr. Dariel Henry Bio: Dr. Dariel Henry is the Director of TRIO at Bristol Community College in Fall River, Massachusetts, after serving two years as Director of TRIO Student Support Services at Massasoit Community College in Brockton, Massachusetts.

Prior to his leadership in TRIO, Dr. Henry was an Academic Advisor at Dean College where, in 2015, he implemented strategies that increased retention of football student-athletes by 50%. He is also a professor of Criminal Justice, Organizational Behavior, and Sociology.

In addition, DT earned his doctoral degree at Johnson and Wales University in Educational Leadership in 2016, and his dissertation topic titled: Effective Strategies for Recruiting African American Males into Undergraduate Teacher Education Programs. His research interests include recruiting male educators, inclusion, cultural proficiency and relativism, social justice, and mass incarceration.

DT has also served numerous administrative roles in Higher Education, including, academic advising, residential life, student activities, student support services, technology, and instruction. His professional goals are to help implement innovative solutions for supporting students from disadvantaged backgrounds, recruiting and retention, promoting and building cultural proficiency and relativism through educational workshops, and sharing best practices.

3. Beginning in January, Dr. Battles joins us on Wednesdays for additional diversity, equity and inclusion PD for our staff, focusing specifically on Culturally Responsive Teaching.