**From:** DeLorenzo, Lee E (DESE) <LeeE.DeLorenzo@mass.gov>   
**Sent:** Friday, May 8, 2020 3:49 PM  
**To:** Charter Leaders (DOE) Charter Business (DOE); Charter Trustees   
**Subject:** Charter School Update, 5/8/2020

Dear Charter Leaders, Business Managers and Board Chairs,

Thank you for your continued leadership in these unsettled and unsettling times.

Thank you to those leaders who took time to speak with members of our team over the past few weeks. These optional check-ins were illuminating. We plan to share the successes charter schools have shared with us as well as the questions, challenges, and resources needed with the Commissioner and other Department staff. I continue to be impressed by the way in which you are serving your students, working to address barriers to access, and caring for the well-being of your communities. I cannot thank you enough for your dedication.

The best way to [get in touch with us remains over email.](http://www.doe.mass.edu/charter/contactbytopic.html)

Please be well and take care of your health.

Best,

Alison

[*Alison.W.Bagg@mass.gov*](mailto:Alison.W.Bagg@mass.gov)

## 2019 Financial Disclosures Sent Today: May 8, 2020

Charter school board of trustees members should expect to see an email with a link to a 2019 Financial Disclosure (Docusign) in their inboxes today, May 8th. **Disclosures need to be electronically completed and signed by September 1, 2020.** Please do not attempt to mail in hard copies or email PDFs to the Department. Please remember copies of completed disclosures must also be distributed to the State Ethics Commission and the city or town clerk wherein the charter school is located. Board members will have an option to print or save upon completion. Each school’s designated system user can also download/print completed disclosures.

* Should you have any questions about this requirement, please contact [James DiMaio](mailto:James.DiMaio2@mass.gov), 781-338-3228.

## 2019-2020 Annual Report Guidelines Release + Register for a Webinar

The [Annual Report Guidelines](http://www.doe.mass.edu/charter/guides/annualguide.docx)are posted here: <http://www.doe.mass.edu/charter/acct.html?section=annual>. Please [register](http://www.doe.mass.edu/conference/?ConferenceID=10202) to attend a mandatory webinar for the 2019-2020 Annual Report Guidelines. During the webinar, we will be discussing the guidelines, how to approach the submission of a budget for FY21 in the Annual Report, and give an update on the due date for SOA plans.

AR Webinar Date/Time Options:

1. Thursday, May 14th at 2pm
2. Friday, May 15th at 10am or
3. Monday, May 18th at 1pm

* Register at <http://www.doe.mass.edu/conference/?ConferenceID=10202> to receive Zoom webinar details.

## MA Charter Schools COVID-19 Information and Resources

The Department’s main COVID-19 website is updated often as new information becomes available. The Office of Charter Schools and School Redesign is continuing to post links to relevant information, resources as well as questions and answers about important issues and recaps of Commissioner Riley’s calls and guidance.

* If you would like to share your innovative or best remote learning practices to post on our site, please contact [Esther Jeong](mailto:Esther.Jeong@mass.gov) or [Lee DeLorenzo](mailto:LeeE.DeLorenzo@mass.gov).

## [Recent Commissioner “On the Desktop” Notices:](http://www.doe.mass.edu/covid19/on-desktop.html)

* **CARES Act RFP Available – May 8, 2020** *(attached)*
* **Advanced Placement Testing Guidelines – May 7, 2020***(attached)*
* [Update on Competency Requirements for Class of 2020 — April 29, 2020](http://www.doe.mass.edu/covid19/on-desktop/2020-0429competency-requirements.docx)
* [FEMA Disaster Reimbursement — April 27, 2020](http://www.doe.mass.edu/covid19/on-desktop/2020-0427fema-disaster-reimburse.docx)
* [School Year Requirements — April 24, 2020](http://www.doe.mass.edu/covid19/on-desktop/2020-0424sy-requirements.docx)
* [Updated Remote Learning Guidance — April 24, 2020](http://www.doe.mass.edu/covid19/on-desktop/2020-0424updated-remote-learning.docx)
* [Schools to Remain Closed Through End of School Year — April 21, 2020](http://www.doe.mass.edu/covid19/on-desktop/2020-0421schools-remain-closed.docx)
* [Special Education Tuition Guidance from the Operational Services Division — April 17, 2020](http://www.doe.mass.edu/covid19/on-desktop/2020-0417sped-tuition.docx)
* [Pandemic Electronic Benefit Transfer (P-EBT) — April 14, 2020](http://www.doe.mass.edu/covid19/on-desktop/2020-0414p-ebt.docx)

## [COVID-19 Information and Resources](http://www.doe.mass.edu/covid19/)

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| **Recent Updates** |  |
| **05/08/2020 10:35am** | [SPED: May 8, 2020 Zoom Meeting Presentation](http://www.doe.mass.edu/covid19/sped.html) |
| **05/08/2020 10:35am** | [SPED: Additional Resources (Excel) — Updated](http://www.doe.mass.edu/covid19/sped.html#state-resources) |
| **05/06/2020 10:42am** | [Massachusetts STEM@Home List of Resources (Excel) — Updated](http://www.doe.mass.edu/covid19/stem/) |
| **05/01/2020 2:45pm** | [Tips for Ensuring Educational Stability During School Closures — Update](http://www.doe.mass.edu/covid19/sfs-edstability-tips.html) |

## Youth Work Permits

**Support summer work and learning for youth- best practices for establishing an online work permit process!**

While summer jobs are likely to look different this year, programs like YouthWorks and Connecting Activities are still hard at work supporting opportunities for students this summer. **Students pursuing summer work- whether traditional in-person positions or structured virtual placements with employers,** **will need work permits**.

With school facilities closed, we are strongly encouraging you to establish a protocol for your students to complete the work permit process electronically. Here are some best practices and useful information as you consider how best to establish an electronic process that fits the needs of your district and students.

* Develop a simple guidance form and be clear about the technology capabilities needed to complete the process- for example most will require printing capabilities and the ability to take a picture or scan documents
* Invite students and families who do not have access to these resources to reach to reach out for assistance
* Consider best practices and utilization of secure document upload tools to protect students’ personal information
* For more information and access to work permit forms: <https://www.mass.gov/service-details/youth-employment-permit-information>
* When working with programs like YouthWorks and Connecting Activities, feel free to connect directly with program staff to problem solve any work permit challenges
* **For more information on teen worker safety**, please contact Massachusetts Department of Public Health's Teens at Work Project: (617) 624-5632 | Email: [teens.atwork@state.ma.us](mailto:teens.atwork@state.ma.us) | [**www.mass.gov/dph/teensatwork**](https://www.mass.gov/dph/teensatwork)

## CURATE Fellowship Recruitment (2020-2021)

\*Attached\*

Are you an educator (or do you know an educator) that is passionate about ensuring access to high-quality, standards-aligned curricular materials for MA students & educators? DESE and the Rennie Center are currently accepting applications for the 2020-21 cohort of CURATE fellows. CURATE fellows evaluate and report on the quality of various curricular materials. Their work leads to a series of reports that provide guidance to schools and districts as they select high-quality core curricular materials.

* Visit the [CURATE website for more information](http://www.doe.mass.edu/instruction/curate/) (application, nomination form, FAQ, and current CURATE reports).

## Instructional Support Remote Learning Webinars Start Today

\*Attached\*

Supporting Remote Learning: The Center for Instructional Support is providing content-specific support to assist teachers, coaches and instructional leaders with implementation of remote learning building upon the Department’s remote learning guidance issued on 4/24/2020. We will focus on the prerequisite content standards and share best practices. These webinars will be recorded live and posted on our website for you to access as needed.

* Please find the schedule for the live webinars on the attached document.

## Email Communication and Distribution Lists

Right now, we rely on email communication. The OCSSR tries to utilize the tools we have the best way we can. The OCSSR primarily uses three distribution lists pulled directly from the Department’s School & District Profiles. The email address listed in the following *People “functions”*under the *Security Portal Directory Administration* will receive these important emails from our office and from the Department: Charter Leader, Board Chair and School Business Official. Please check to be sure that these roles as well as Special Education Director, ESL Administrators and other important school personnel are up-to-date.

If there a member of your staff that does not have a role in School & District Profiles but would like to receive the “Charter School Updates”, they should contact [Lee DeLorenzo](mailto:Leee.delorenzo@mass.gov) to be put on a separate internal distribution list in order to receive a copy when the Charter School Update goes out. Information sent directly to Charter School Leaders (invitations or targeted emails) should be shared/forwarded by the Charter Leader to school staff as needed.

* The next **Zoom meeting with Charter School Leaders and Commissioner Riley** is scheduled for **Tuesday, May 19th at 3:00pm.**
* Special Education and ESL Administrators should be receiving a monthly newsletter email directly from [Melissa Gordon](mailto:Melissa.Gordon@mass.gov). If they are not, please have them contact Melissa to receive this helpful information.
* Contact [Lee DeLorenzo](mailto:Leee.DeLorenzo@mass.gov) if you need assistance with School & District Profiles Directory Administration or if you would like to add a member of your staff to a Charter School Update distribution list.

Sent on **Friday**, May 8th by:

|  |  |
| --- | --- |
| **Lee E. DeLorenzo**  Project Coordinator  **W1** 781-338-3227 | **W2** 781-338-3224  [LeeE.DeLorenzo@mass.gov](mailto:LeeE.DeLorenzo@mass.gov)  *Pronouns: she, her, hers* | [Office of Charter Schools and School Redesign](http://www.doe.mass.edu/charter/)  Massachusetts Department of Elementary and Secondary Education  75 Pleasant Street, Malden, MA 02148  [Web](http://www.doe.mass.edu/) | [Twitter](https://twitter.com/maschoolsk12) | [Facebook](https://www.facebook.com/MassachusettsDESE/) | [YouTube](https://www.youtube.com/user/MassachusettsESE) | [Newsletters](http://www.doe.mass.edu/resources/newsletter-signup.aspx) |
| **Teachers have better work stories.** [**Become**](http://www.doe.mass.edu/teach) **an aMAzing educator!** | |