



David P. Driscoll
Commissioner of Education

> [Commissioner's Update Archive](#)

Commissioner's Update

August 21, 2003

Dear Superintendents, and Leaders of Charter Schools and Collaboratives:

Welcome to this annual back to school package containing timely information for you as you prepare for the new school year. In this letter I have eight announcements and fourteen items recently posted on our web site. First, I have this message for you.

Deputy Commissioner Mark McQuillan and I realize that in these difficult fiscal times, many of you have had to make adjustments to staffing and programs for the new school year. Thanks to your leadership and the hard work of educators and students throughout our schools, we have made significant progress over the past several years. We owe it to our students to continue our resolve and effort to strengthen teaching and learning and support high achievement by all Massachusetts students. In following up on our focus group discussions, Mark and I will be spending more time in the field this year, meeting with local education officials to hear from you and find ways that the Department of Education can assist you in your mission. Many thanks for your dedication, and best wishes for a smooth school opening!

Question 2 English Fluency Assurance

Please complete this [fluency assurance](#)  and submit it by August 30. As a refresher, here are the guidelines that were posted in March: <http://www.doe.mass.edu/ell/0327profreq.html>.

MCAS Performance Appeals

I want to remind you that students in the Class of 2003 who have not yet earned competency determinations can still have appeals filed or refiled on their behalf if you have new or better information such as final course grades for senior year. I have the authority to waive any of the four eligibility requirements if you include a written justification. Appeals submitted by the end of September will be reviewed by mid-October.

New & Closed Schools

Please notify the Department at doeadmin@doe.mass.edu by September 1, 2003 of any schools that are opening or closing in your district, or any schools that will change grade range. It is important that you provide this information to us so that our systems will be up to date. Please also notify us if a private school in your district is opening or closing.

Updated School Contact Information

Please make sure that the contact information in your district and school profiles (<http://profiles.doe.mass.edu/>) is correct. The Directory Administrator in your district can make any necessary changes online in the directory administration tool.

Reading First Teacher Academies

Throughout Massachusetts this summer, Reading First Teacher Reading Academies have been taking place. Thirteen academies were held for teachers and staff of K-3 students in Reading First schools. More than 1,600 people attended the academies that addressed evidence-based practices in the teaching of all components of beginning reading; from phonemic awareness to phonics, fluency, vocabulary, and comprehension. Special topics included teaching English language learners to read English, flexible grouping, differentiated instruction, and approaches for struggling readers. Once the school year begins, Reading First teachers will work with their schools' reading specialists and regional professional development providers to begin aligning instructional practices with the content of the summer reading academies.

New Charter Schools

Four new charter schools, Excel Academy Charter School in East Boston, Four River Charter School in Greenfield, Roxbury Charter High School for Business, Finance, and Entrepreneurship, and Smith Leadership Academy Charter School in Boston, will open their doors to students for the first time this fall. I welcome these schools into our education community and wish them every success in delivering the high quality education programs designed for their students.












United States Environmental Protection Agency

This fall, in preparation for this year's "Earth Day 2004," the United States Environmental Protection Agency will be sponsoring a national art contest for students in grades K-12. For more information please go to www.epa.gov/epaoswer/osw.

VFW "Teachers' Corner"

The Veterans of Foreign Wars (VFW) announces a new web page for educators, "Teachers Corner," providing educational tools for lessons on citizenship for teachers and a venue for educators to offer ideas of their own. The web site is located at www.vfw.org/pdf/teacherscorne11.pdf.

Recently posted are these fourteen items:

1. Holidays in Massachusetts

2. Schedule for the Release of 2003 MCAS Results

3. History and Social Sciences Curriculum Framework Conference, September 26

4. Pathways Conference, October 29

5. Statewide On-Line MCAS Tutorial Contract Discontinued as of September 1

6. Academic Support Programs

7. Practitioners Sought for School Panel Reviews

8. Virtual Education Space (VES)

9. District and School Planning and the Municipal Relief Act

10. Formal Assessments for Instructional Paraprofessionals

11. Supplemental Education Services


12. National School Breakfast, Lunch, Special Milk and After-School Snack, FY 2004 Reimbursement



13. Fulbright Memorial Fund



14. McKinney-Vento Homeless Act Advisories



In closing, I look forward to a productive and satisfying year working in partnership with you on behalf of public school children across the Commonwealth.

Sincerely,

David P. Driscoll
Commissioner of Education

[E-mail this page](#) | [Print View](#)



EVENTS CALENDAR

September 2003						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Legal Holidays: Accommodation for Religious Observances

To: Superintendents of Schools, Charter School Leaders

From: David P. Driscoll, Commissioner of Education

Date: August 20, 2003

With this memo I am **enclosing** a list of Massachusetts legal holidays and major religious holidays for the 2003-2004, 2004-2005 and 2005-2006 school years. School officials have said these documents are useful in planning the school calendar, accommodating students and staff who observe religious holidays, and determining possible days of low attendance. For information on other religious holidays observed by members of religions represented in your school community, I encourage you to contact local clergy.

State and federal law require schools to make reasonable accommodation to the religious needs of students and employees in observance of holy days. Massachusetts General Laws Chapter 151B, section 4 (1)(A) addresses this issue with respect to employees. With respect to students, Massachusetts General Laws Chapter 151C, section 2B reads in relevant part as follows:

Any student in an educational or vocational training institution...who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with any opportunity to make up such examination, study or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.

Schools may meet their obligation to accommodate students by excusing individual absences for religious observance, or by adjusting the school calendar to provide a school year of at least 180 school days, while taking into account possible days of low attendance due to religious holidays.

Please share this information with your school building administrators. We hope you will find it helpful.

[Enclosure](#)

E-mail this page | Print View



- > MCAS Home
- > School Notices
- > About The MCAS
 - Test Schedule
 - Test Items
 - Scoring Guides/Student Work
 - MCAS Results
- > MCAS Alternate Assessment
- > Publications
- > Links to Related Resources
 - MCAS Performance Appeals
 - Parent Information Hotline
 - 1-866-MCAS220



Assessment/Accountability > MCAS >

Massachusetts Comprehensive Assessment System

Update: Release of Statewide MCAS Results

I want to alert you that I plan to release the spring 2003 statewide MCAS results during the first week in September. About two weeks following the release of statewide results, you will receive your School Reports and District Reports. As in the past, I plan to release the school and district results to the public soon after you have received your reports.

E-mail this page | Print View



- > Frameworks Home
- > Current Frameworks
- > Order Frameworks
- > Drafts and Updates
- > Supplements
- > Content Institutes
- > Contact Information
- > Frameworks Archives

[Educator Services](#) > [Teaching & Learning](#) > [Curriculum Resources](#) >

Massachusetts Curriculum Frameworks

History Conference on September 26, 2003

To: Superintendents, Principals, and Grades 5 to 12 U. S. History Teachers

From: David P. Driscoll, Commissioner of Education

Date: August 20, 2003

I am writing to invite you to a Massachusetts Department of Education conference on Friday, September 26, 2003 from 8:00 to 3:00 at the Centrum in Worcester to highlight the new History and Social Science Curriculum Framework. We expect about 400 to 500 guests - school superintendents, history/social science curriculum directors, and history teachers throughout the Commonwealth. We also expect a number of prominent government officials.

The program will feature an opening talk by Professor Gordon Wood of Brown University on his recent research on Benjamin Franklin and a luncheon talk by Professor Allen Weinstein, currently head of the Center for Democracy in Washington, D.C. Their past and present work addresses several of the key standards and major themes of the new framework-the origin and development of democratic principles and institutions.

We are also planning to feature concurrent sessions by the Massachusetts recipients of the federal Teaching of Traditional American History grants and by staff members of museums, archives, and other cultural institutions whose collections or programs address developments in American political history. Additional sessions will address plans for the history/social science component of MCAS and new educator licensure regulations for history and government teachers.

Please look for [registration materials](#) for the conference on the events calendar on our website in late August. This will be a fine opportunity to interact with educators across the state as we come together to advance the study of history and social science in the Commonwealth and to promote a better understanding of our political principles in another generation of young Americans.

I look forward to seeing you at the conference on September 26.

[E-mail this page](#) | [Print View](#)



- > SDA Home
- > Accountability &
- > Targeted Assistance
- > English Language Learners
- > Exemplary Schools Program
- > Office of Educational Quality and Accountability
- > DOE Statistical Reports
- > Publications and Reports
- > Contact Us
- > SDA NEWS

Assessment/Accountability >

School and District Accountability

Pathways to Improved Student Performance

October 29, 2003

Best Western Royal Trade Plaza Hotel, Marlborough

Informational Sessions

Ten 2003 Commonwealth Compass Schools will pair up for presentation and discussion of their strategies for:

- achieving a focus on literacy
- using assessment to guide instruction
- establishing standards-based instruction and assessment
- making effective use of block scheduling
- planning and supporting improved instruction

Roundtable Discussions

Discussion groups will consider approaches to improving student performance. Topics will include:

- What Regular Education Teachers Need To Know To Serve Their Students For Whom English is Not The First Language
- Strategies to Help Struggling High School Students Meet the Competency Determination
- Serving Struggling Middle School Readers
- Implementing and Supporting Structured English Immersion
- The Essentials of Effective Inclusion of Special Needs Students
- Foundations for Early Mathematics Development
- Early Literacy
- Preparing Non-Specialist Teachers to Teach Middle School Mathematics

Special Sessions

Participants may register to attend special afternoon sessions to learn about statewide initiatives for improving student achievement, including:

- Strategies for Monitoring Curriculum Implementation and Evaluating Program Effectiveness
- English Language Proficiency Benchmarks and Outcomes for English Language Learners
- Results-oriented District and School Planning

REGISTER NOW at pathwaysconference@doe.mass.edu; or call Judy or Amy at 781-322-1335.

School teams of up to three are encouraged to attend. **For more info, see www.doe.mass.edu/ata/**



- > MCAS Home
- > School Notices
- > About The MCAS
 - Test Schedule
 - Test Items
 - Scoring Guides/Student Work
 - MCAS Results
- > MCAS Alternate Assessment
- > Publications
- > Links to Related Resources
 - MCAS Performance Appeals
 - Parent Information Hotline
 - 1-866-MCAS220



Assessment/Accountability > MCAS >

Massachusetts Comprehensive Assessment System

Statewide On-Line MCAS Tutorial Contract Discontinued as of September 1

Due to budget constraints, the Department will not be able to continue the contract that has offered districts the free statewide on-line MCAS tutorial program, also known as Homeroom.com. We have been pleased to offer this program through VES for the past two years, and more than 8,000 students participated during this past school year alone. If school districts, community colleges, or other organizations are interested in continuing to utilize this type of program, feel free to contact The Princeton Review (which was awarded the state contract for the past two years), TestU (which would have been awarded the fiscal year 2004 contract if funding had allowed for its continuation), or another provider to discuss details. If you have questions for the Department, email achievement@doe.mass.edu.

E-mail this page | Print View



[District/School Administration](#) > [PK-16 Program Support](#) >

School Enrichment Services

Academic Support Programs

Competitive RFPs for fund codes 596/597 (for schools and partnering organizations), 598/593 (for community colleges), and 627/626 (for One Stop Career Centers and partnering organizations) are now posted to the Grants Management section of the DOE website.

Within the next few weeks, two additional sets of RFPs will be posted to the Grants Management web page and mailed to district superintendents. We expect that fund codes 632/625 will be allocation grants for districts. We expect that fund codes 612/592 will be new competitive grants for schools and partnering organizations.

State funding for academic support programs was reduced from \$50 million to \$10 million this year, and students served by these funds can now only be from the classes of 2003, 2004, and 2005. Only students scoring at level 1 are eligible to receive services.

[E-mail this page](#) | [Print View](#)



- › [SDA Home](#)
- › [Accountability & Targeted Assistance](#)
- › [English Language Learners](#)
- › [Exemplary Schools Program](#)
- › [Office of Educational Quality and Accountability](#)
- › [DOE Statistical Reports](#)
- › [Publications and Reports](#)
- › [Contact Us](#)
- › [SDA NEWS](#)

[Assessment/Accountability](#) ›

School and District Accountability

Department Seeks Practitioners for School Panel Reviews

August 2003

Dear Superintendents:

As part of the Massachusetts School and District Accountability System, the Department of Education will continue to conduct on-site reviews during the school year, both to identify schools that are under-performing and schools that are exemplars of improvement. The Department is actively recruiting qualified school and district based practitioners to participate in these reviews. Principals and teachers at the elementary, middle, and high school levels as well as assistant superintendents, curriculum and other program directors are encouraged to apply.

Panelists will serve on five-member teams composed of Department staff, educational consultants, and active practitioners. Selected schools are reviewed over a two-day period. Panelists must commit to four hours training, some preparatory reading, and a two-day on-site visit, and will require the approval of the Superintendent for their release. Participants will receive a \$100 honorarium and 30 professional development points for their service.

On-site visits are guided by a detailed protocol for interviewing and observation, and culminate in a meeting by the panel to come to consensus on the answers to the two key questions which frame the evaluation process. A report on the team's findings is submitted to the Commissioner, who considers it either in the determination of under-performance, or in the final selection of improving schools to serve as Compass Schools.

Participation in the Panel Review process enables panelists to observe the organizational structure, curricular programs, and instructional practice in a variety of schools. Panelists analyze information on school improvement plans and activities and review MCAS student performance data, school based assessment information, and program evaluation materials. Panels learn about and review the adequacy of and potential impact of schools' professional development plans and activities.

In addition to contributing to the effort to improve student performance in all the schools in the Commonwealth, panelists on School Review Panels have the opportunity to work with peers from other schools and communities. Participation in an objective, systematic review of a school in another district has proved to be a valuable form of professional development from which participants can bring back ideas and insights to support improvements in their own schools and districts.

For more information on the Department's school panel review process, or to apply to serve as a panelist, please contact Lynda Foisy by phone at 781-338-3525 or by email at lfoisy@doe.mass.edu. A detailed overview of the School Review Process and application forms are available on our web site at <http://www.doe.mass.edu/ata/panel/overview.html>.

I encourage you to become involved in this interesting and important area of work. Your support

and active participation in our school review activities lends credibility to our efforts and strengthens our efforts to provide top quality education in all of Massachusetts' public schools.

Sincerely,

David P. Driscoll
Commissioner of Education

[E-mail this page](#) | [Print View](#)

Massachusetts Department of Education

[Search](#) · [Site Map](#) · [Privacy](#) · [Site Info](#) · [Contact DOE](#)



- > VES Home
- > About VES
- > Training
- > Support
- > Contact
- > Students
- > Educators
- > Administrators

Information Services >

Virtual Education Space

Fall '03 Newsletter

Greetings from the VES Team at the Department of Education!

We are pleased to bring you the second edition of our quarterly VES Newsletter, our status update to you, the technology decision-makers in the Commonwealth's school districts.

Back-end System Improvements

Great news!! VES is proud to announce system upgrades that significantly boost the speed, reliability and security of the Virtual Hard Drive as well as the Announcements, CLASP Online, Calendar and Admin tools! Now users can download files almost instantly, searches for content are faster, and logging into VES is up to four times faster than before! And by popular demand, we have fixed the Discussion Forums so that no web browser cookie settings need to be changed before engaging in online discussions.

Speed with Security: VES has moved the portal from an MS Windows-equipped server to Sun Solaris which means that the portal now benefits from increased processing power and is no longer vulnerable to attacks such as the recent Blaster virus.

Front End System Improvements

Announcing VES Calendar syncing with MS Outlook, Windows CE and Palm Pilots! VES now works perfectly with the Sun ONE Calendar Sync tool, enabling users to synchronize with the click of a button, keeping calendar dates current on PDA's, MS Outlook and the VES Calendar. This will dramatically reduce the time and effort it takes to manage a school or district calendar!

Upcoming Development Improvements

The next development upgrades will include an upgrade of the discussion forums, a registration tool and an enhanced VES Administration tools, to be completed before Christmas.

Technical Update

The following current upgrades are responsible for our dramatic speed boost and increased functionality:

- Computer Associates CleverPath Portal 3.5 upgraded to 4.5
- Portal installed on SUN Fire280 64bit server with Sun Solaris operating System
- Sun ONE Calendar servers from 5.0 to 5.1
- Jive Forums no longer require browser cookie settings change
- Software AG Tamino XML Database

VES Web Site Has A New Look!

We are proud to bring an even more powerful and valuable teaching and learning tool to Massachusetts' educators! The new site contains a clean and consistent interface with three separate navigational paths for students, teachers and administrators. We've made the navigation more intuitive and trimmed down the content to make it more precise. We encourage you to email us your feedback on the new site at vesinfo@doe.mass.edu.

Inaugural VES Roundtable & Reception

In early July, we held our first VES Roundtable & Reception at the Sun Microsystems' headquarters in Burlington. The event brought together sixty teachers, technology directors, VES Administrators, library/media specialists and school administrators with the goal of gathering feedback from practitioners about their experiences with VES and to ascertain how VES can better meet their needs. Attendees met the VES team, as well as mingled with peers from across the state and learned some exciting ways VES is being used in schools and districts.

Many thanks to Judy Miller, Gary Prodanas and Cathy Babb from Beverly Public Schools, as well as Linda Allen from Central Berkshire Regional School District for demonstrating the unique ways VES is supporting teaching and

learning in their districts.

Training & Adoption Report

Matt and Liz will be on the road again this fall providing training sessions at schools across the state. Along with Overview and Administrator sessions, they will also be offering a new session, Introduction to VES for Teachers, designed to address specifically how teachers can use VES as a teaching and learning tool. To learn more about the training opportunities available as well as the upcoming schedule, please visit <http://ves.mass.edu/newsandevents1.html>

New Contact Information for Customer Service

Please make note that our customer service team has a new email and phone number! We can now be reached at veshelp@doe.mass.edu or 781-338-3020. Please don't hesitate to contact us with any questions.

In closing, we want to thank you for your ongoing support. We look forward to continuing to provide online tools and resources to support education reform and promote teaching and learning in Massachusetts.

Best wishes for a productive and fulfilling school year!

-- The VES Team

[E-mail this page](#) | [Print View](#)



- > SDA Home
- > Accountability &
- > Targeted Assistance
- > English Language Learners
- > Exemplary Schools Program
- > Office of Educational Quality and Accountability
- > DOE Statistical Reports
- > Publications and Reports
- > Contact Us
- > SDA NEWS

Assessment/Accountability >

School and District Accountability

District and School Planning and the Municipal Relief Act

To: Superintendents of Schools, Charter School Leaders, and Other Interested Parties

From: David P. Driscoll, Commissioner
Mark K. McQuillan, Deputy Commissioner

Date: August 18, 2003

We are pleased to inform you of the recent enactment of the state Municipal Relief Act. One goal of the Act is to consolidate and streamline the many plans that districts are required to prepare to comply with the Education Reform Act and related state statutes and regulations.

The Municipal Relief Act calls for the array of "free-standing" plans heretofore required, including District Improvement Plans, Provisional Educator Program Plans (also known as Induction and Mentoring Plans), District Professional Development Plans, Curriculum Accommodation Plans, and District-wide MCAS Student Success Plans, to be unified into one multi-year strategic plan. The Act also modifies the requirements for school improvement plans and calls for the alignment of school-level with district-wide planning processes. The Act can be reviewed at <http://www.mass.gov/legis/laws/seslaw03/sl1030046.htm>

The Act calls for the Department of Education to develop a format and establish criteria for district plans to meet the consolidation requirements. Over the next several months we will develop and share with you proposed criteria and planning formats. We will work with school district representatives to arrive at criteria and plan formats that meet the varied needs of different types and sizes of districts. You will have opportunities to provide input on the development of the plan requirements before they are finalized. We intend to finalize guidance on the new district planning requirements by mid-year.

Our intention is to have district plan criteria that will guide you to the development of a single plan that will satisfy both state and federal law requirements. In the meantime, while the new district planning guidance is being developed, federal planning requirements remain in effect. You must prepare and maintain all school and district plans that are required by federal statute. If you are scheduled for a Department of Education Coordinated Program Review or a district review by the Office of Educational Quality and Accountability during 2003, you will be expected to produce these documents for review. State-mandated plans already prepared for the 2003-2004 school year are sufficient to meet state planning requirements until the new guidance is issued.

If you have questions about the new planning requirements or wish to play an active role in assisting the Department with the development of the new district planning guidance, please contact Lise Zeig at lzeig@doe.mass.edu or Jennifer Unger at junger@doe.mass.edu.

E-mail this page | Print View



David P. Driscoll
Commissioner of Education



Mark McQuillan
Deputy Commissioner

No Child Left Behind

Update Regarding the Formal Assessments for Instructional Paraprofessionals

To: Superintendents and Charter School Leaders

From: Mark McQuillan, Deputy Commissioner

Date: August 19, 2003

The Department of Education recently released the *Massachusetts Policies for Paraprofessionals in Title I Programs*, which can be found online at: http://www.doe.mass.edu/nclb/paraprof_policy.pdf. Among other things, this document provides information on the two assessments, ParaPro developed by ETS and the WorkKeys Proficiency Certificate for Teacher Assistants by ACT, the Department has selected as the formal state-endorsed assessments for instructional paraprofessionals in Title I programs. Both of these assessments are appropriate for both prospective and incumbent paraprofessionals. I am writing to provide additional information regarding these two assessments including the established passing scores and test administration information.

ParaPro Assessment

The ParaPro measures skills and knowledge in reading, writing and mathematics, as well as the ability to apply those skills and knowledge to assist in classroom instruction. **A scaled score of 464 must be achieved in order to meet the requirements of NCLB.** ETS will report a single score for the ParaPro and will not give a score for each sub-category. Therefore, banking of subscores will not be possible. There will be, however, some information to the candidate on the score report as to his/her performance on each subcategory.

Massachusetts school districts and charter schools may enroll as an internet-based ParaPro testing site thereby allowing paraprofessionals to take the assessment in a computer lab designated by the district/school. Information on how to provide this service to paraprofessionals is attached.

General questions regarding the ParaPro can be sent to parapro@ets.org.

WorkKeys Assessment

In response to No Child Left Behind, ACT has developed the WorkKeys Proficiency Certificate for Teacher Assistants. The Certificate consists of Reading for Information, Applied Mathematics, and Business Writing assessments and the Instructional Support Inventory (ISI). In order to meet the requirements of NCLB, paraprofessionals must achieve at the following skill levels on all three sections of the ACT Work Keys Certificate of Proficiency for Teaching Assistants:

Reading for Information: Skill Level 5

Applied Mathematics: Skill Level 4

Business Writing: Skill Level 3

Writing (only used in lieu of Business Writing if districts request paper/pencil testing): Skill Level 4

The five participating community colleges in Massachusetts (Holyoke, Middlesex, Bunker Hill, Bristol, and Springfield Technical) will administer the three assessment tests included in the WorkKeys Certificate. The

assessments can also be administered at a location identified by school districts and are available either on computer or in paper/pencil versions. The ISI component, an observation-based tool that is used to assess teaching skills, will be administered by the teaching assistant's supervisor using the guidelines provided by ACT.

General information about ACT and WorkKeys can be found at <http://www.act.org>. For additional information about test dates, locations and testing procedures, please contact one of the testing sites below:

<p>Holyoke Community College Keith Hensley, CWDP The Center for Business & Professional Development 303 Homestead Ave. Holyoke, MA 01040 (413)552-2506 khensley@hcc.mass.edu</p>	<p>Springfield Technical Community College Paula Goodreau Center for Business & Technology One Armory Square Springfield, MA 01105 (413)755-4503 goodreau@stcc.edu</p>
<p>Bristol Community College Robin Smith or Debra Lawton Center for Business & Industry 777 Elsbree St. Fall River, MA 02720 (508)678-2811, ext. 2158 (Rose Smith) or ext. 2124 (Debra Lawton) rsmith@bristol.mass.edu</p>	<p>Bunker Hill Community College Les Warren Workforce Development 250 New Rutherford Ave. Boston, MA 02129 (617)228-2416 lwarren@bhcc.mass.edu</p>
<p>Middlesex Community College has a partnership with the local career center: The ACT Center at The Career Place George Moriarty Trade Center Park, 100 Sylvan Road, Suite G100 Woburn, MA 01801 (781)932-5503</p>	

ATTACHMENT:

Instructions for Initializing a Massachusetts School District/ Charter School as a ParaPro Testing Site

School districts and charter schools that are interested in becoming testing sites for ParaPro may begin the initialization process by navigating to <https://ibt.ets.org/optin>. *This is the only time you will use this website.* When prompted, enter "parapro" for the user name and "parapro\$optin" for the password (without the quotes).

Once you have logged in, perform the following actions:

- Select your state from those available in the drop down list.
- A drop down list of available districts will appear. Select your school district/charter school.
- Click "OK" on the pop-up box confirming your selection (or click **Cancel** to make another selection).
- Verify that the e-mail address listed is correct. If this information is correct, click the **Enroll** button. A username and password will be sent to you via e-mail.
- If the email address is not correct, click the **Incorrect Data** button for more information.

How to Access the ParaPro Assessment Administration Web site:

- Once you receive your username and password you may access the secure ParaPro Assessment Administration Web site.
- Navigate to the secure Web site at <http://ibt.ets.org/parapro>. You will be taken to the ParaPro Welcome Page. Click **I Agree** or **I Do Not Agree** on the disclaimer page. Links to Administration and Candidate Testing will appear when you click **I Agree**.
- Click on **Administration** to be taken to the School District Administrator Log-in page.

- Use the username and password you received by e-mail to login.
- The first time you login, you will see a Services Agreement. At the bottom, click **I Accept** if you accept the terms of the Services Agreement and wish to participate in the Internet-based delivery of the ParaPro Assessment.
- Update all required contact information on the next screen and click **Submit**.
- Click **Main Menu** link at the top of the page.
- The initialization process is now complete and you may use the ParaPro Assessment Administration system.
- To return to the ParaPro Assessment Administration Web site in the future, navigate to <http://ibt.ets.org/parapro> and use the username and password provided to you in the e-mail. You will be taken directly to the Main Menu.

How to Prepare Individual Workstations for Candidate Testing:

To prepare each workstation you must download and run the INSTALLATION PROGRAM from the ETS ParaPro Assessment Administration Web site. This installation program will install the Sun's Java Runtime Environment 1.4 (JRE), which includes Java Web Start (JWS) as well as the ETS iBT driver.

To access the installation program:

- Navigate to <http://ibt.ets.org/parapro>. You will be taken to the ParaPro Welcome Page. Click **I Agree** or **I Do Not Agree** on the disclaimer page. Links to Administration and Candidate Testing will appear when you click I Agree.
- Click **Candidate Testing** and follow the instructions on that page.
- Refer to www.ets.org/parapro for technical tips.

If you experiencing technical problems, refer to the Technical Tips on www.ets.org/parapro. Additional technical help is available in the Administration Guide, which can be downloaded from the Administration website.

[E-mail this page](#) | [Print View](#)



- › SES Home
- › General Information
- › Approved Provider List
- › Find a Provider
- › For Parents
- › For Districts
- › For Providers
- › Contact Info

Family & Community › Student Support

Tutoring and Mentoring

Supplemental Educational Services

Supplemental Educational Services Update

A memorandum regarding FY 04 requirements for Title I NCLB required supplemental educational services will be mailed in late August to districts required to make services available. The mailing will include an updated [list of approved providers](#). Applications are accepted from additional potential providers on an ongoing basis, and the next bidders conferences for interested applicants will be held in September and October. Please visit the web site www.doe.mass.edu/ses/ in late August for details or contact Judi Reardon at sesproviders@doe.mass.edu or 781-338-6328.

E-mail this page | Print View



- > Nutrition Home
- > Financial Management
- > Food Distribution
- > School Nutrition Programs
 - After-School Snack Program
 - School Milk
 - Summer Food Service
 - Child and Adult Care Food
 - CACFP Homeless Shelters
 - School Lunch
 - School Breakfast
- > Nutrition Education & Training
- > Nutrition Grants



District/School Administration > PK-16 Program Support >

Child Nutrition Programs

FY 2004 National School Lunch, Breakfast, Special Milk and After School Snack Reimbursement

To: Superintendents of Public Schools, Administrators of Private Schools, Residential Child Care Institutions and School Food Service Directors

From: David P. Driscoll, Commissioner of Education

Date: August 20, 2003

The U.S. Department of Agriculture has announced the reimbursement rates for School Food Service Programs effective July 1, 2003 to June 30, 2004. Federal reimbursement for free and reduced price lunches, as well as the commodity assistance level, have increased. The state share is based on a state matching funds formula established at the federal level. Based on the funds available, the state lunch rate will remain at \$.0565 per meal.

National School Lunch	State Share	Federal Share	Total
Paid Lunch	\$.0565+	\$.21	\$.2665
Reduced Price Lunch	.0565+	.21 + 1.58	1.8465
Free Lunch	.0565+	.21 + 1.98	2.2465

School systems in which 60% or more of the lunches served in 2001-2002 were free or reduced priced will receive an additional 2 cents per lunch for all reimbursable lunches. The maximum charge for a reduced price lunch is 40 cents.

School Breakfast	Federal Reimbursement	Severe Need Reimbursement
Paid Breakfast	\$.22	\$.22
Reduced Price Breakfast	.90	1.13
Free Breakfast	1.20	1.43

The maximum charge for a reduced price breakfast is 30 cents. A "severe need breakfast school" is one in which 40% of lunches served in 2001-2002 were free or reduced price and for which the regular breakfast reimbursement is insufficient to cover the cost of the School Breakfast program. Schools must provide documentation of these costs. Schools required to offer breakfast under state law will be eligible for \$0.10 for breakfast costs that exceed Federal Severe Need Reimbursement.

Special Milk reimbursement is \$.1300 per half-pint. Pricing programs with the free milk option receive the average cost per pint for eligible students.

After School Snack Reimbursement (All "At Risk" snacks are reimbursed at the free rate of \$.60.)

Paid Snack	\$.05
Reduced Price Snack	\$.30

Free Snack

\$.60

Meal Pricing Guidelines In pricing paid student meals, charges should not exceed the actual cost of preparing the meals less the federal and state reimbursement rounded off to the next highest multiple of 5 cents. Adult meal charges must be priced to at least cover the actual cost of preparing and serving the meal. In addition, adults must be charged the state meals tax.

The commodity assistance level is at \$0.1575 per lunch served in 2002-2003.

Thank you for your continuing support of the Child Nutrition Programs. If you have any questions, please contact the Nutrition Programs Section at (781) 338-6498. Best wishes for a successful school year.

[E-mail this page](#) | [Print View](#)

Massachusetts Department of Education

[Search](#) · [Site Map](#) · [Privacy](#) · [Site Info](#) · [Contact DOE](#)



- > Teacher of the Year
- > Milken Family Foundation
- > Christa McAuliffe Fellowship
- > Presidential Awards
- > Master Teacher Program
- > National Teachers Hall of Fame
- > Fulbright Memorial Fund
- > George Washington Scholars

Educator Services > Career Advancement >

Educator Recognition Programs

Fulbright Memorial Fund (FMF) Teacher Program

To: Superintendents, Principals, Leaders of Charter Schools, and Teachers

From: David P. Driscoll, Commissioner of Education

Date: August 2003

I am pleased to share information on the 2004 Fulbright Memorial Fund (FMF) Teacher Program, a valuable opportunity for cultural exchange and professional development. Since its initiation in 1997, the FMF program has provided a unique opportunity for United States primary and secondary school teachers and administrators to participate in a fully funded three-week study visit to Japan. Under the sponsorship of the Government of Japan, the FMF program has enabled approximately 4,100 educators to travel to Japan to study the Japanese culture and education system. This year, several hundred more American educators will be selected as FMF participants.

By exposing American teachers and administrators to the Japanese culture and education system, the FMF program inspires participants with fresh ideas for curriculum development. The FMF program is designed to extend far beyond the individual teachers and administrators who participate by asking participants to commit themselves to sharing what they have learned about Japan and intercultural encounters. Students, colleagues, schools, and communities all gain from the program.

The 2004 competition continues to offer an on-line application. By visiting the FMF/IIE website at www.iie.org/fmf, applicants can view the entire 2004 application and apply on-line. Should you require more materials, or have any questions about the program, please call 1-888-527-2636 or email fmf@iie.org.

E-mail this page | Print View



Health, Safety and Student Support Services



McKinney-Vento Homeless Assistance Act Advisories

To: Superintendents, Charter School Leaders, Homeless Education Liaisons, Early Childhood Providers and other Interested Parties

From: David P. Driscoll, Commissioner of Education

Date: August 26, 2003

The McKinney-Vento Homeless Assistance Act, reauthorized in December 2001 as part of the federal No Child Left Behind Act, ensures educational rights and protections for children and youth experiencing homelessness and requires school districts to adapt to a new set of requirements regarding the education of this needy at-risk population. In our on-going effort to assist school systems implement the provisions of the McKinney-Vento Act, the Department is issuing additional Homeless Education Advisories on the following aspects of McKinney-Vento:

- [Homeless Education Advisory 2003- 5: Title I and Homeless Students;](#)
- [Homeless Education Advisory 2003- 6: Serving Homeless Preschool Children;](#)
- [Homeless Education Advisory 2003- 7: McKinney-Vento Homeless Education Dispute Resolution Process;](#)
 -  [Homeless Education Advisory 2003 - 7A: School District Notification of Enrollment Decision;](#)
 -  [Homeless Education Advisory 2003 - 7B: Appeal of School District Notification of Enrollment Decision;](#)

Previous Homeless Education Advisories can be found at www.doe.mass.edu/hssss/program/homeless:

- [Homeless Education Advisory 2002 - 1: Definitions;](#)
- [Homeless Education Advisory 2002 - 2: Enrollment of Homeless Students and School Records;](#)
- [Homeless Education Advisory 2002 - 3: School Selection and Transportation Requirements for Homeless Students;](#) and
- [Homeless Education Advisory 2002 - 4: Homeless Students' Access to Child Nutrition Programs.](#)

For further information or assistance, contact Peter D. Cirioni, Coordinator, Office for the Education of Homeless Children and Youth, 781-338-6294, pcirioni@doe.mass.edu or Sarah Slautterback, 781-338-6330, sslautterback@doe.mass.edu.