



David P. Driscoll
Commissioner of Education

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Commissioner's Update

October 6, 2004

Dear Superintendents, and Leaders of Charter Schools and Collaboratives:

In this Update are two announcements and five items recently posted at www.doe.mass.edu.







Civil Rights Reminder

The Civil Rights Divisions of the U.S. Department of Justice and the U.S. Department of Education have asked all chief state school officers to remind local school officials that federal civil rights laws prohibit schools from organizing extra-curricular activities or awards to students on the basis of race. For more information, please see the letter posted at <http://www.ed.gov/about/offices/list/ocr/letters/segprom-2004.html>

Math, Science and Music Education Opportunity for Grades Five and Six

Framingham State College's D. Justin McCarthy College Center invites middle school educators to bring their fifth and sixth grade students to a free, 90-minute educational program, "In Harmony With Education," which makes essential connections between music, mathematics and science. I encourage you to take advantage of beneficial educational experiences such as this to enhance classroom learning, especially in mathematics and the sciences. For more information on this field trip opportunity, please call 508-626-4050.

Here are five items recently posted at www.doe.mass.edu:

1. English Language Learner Educator Licensure memo 
2. Board in Brief, a summary of the Massachusetts Board of Education meeting held on Tuesday, September 28  
3. Registration for Academic Support Grants Technical Assistance Session on October 18th in Worcester 
4. Superintendent Checklist, Updated October 2004 
5. Jobs for Youth (JFY) MCAS Prep RFP 

All the best, and

Sincerely,



David P. Driscoll
Commissioner of Education

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English Language Learners

English Language Learner (ELL) License

On September 10, 2004, the new English Language Learner (ELL) license became effective. An ELL licensure test is now available, and will be offered five times during the 2004-2005 school year.

The purpose of this memorandum is to describe the types of classrooms in which an educator holding the ELL license is permitted to teach.

At Grades PreK-6:

An educator who holds the PreK-6 ELL license **as the educator's only license** may:

- Teach as the teacher-of-record in a self-contained classroom in which only Limited English Proficient (LEP) students are enrolled, and which focuses on English language acquisition; or
- Teach English language skills (ESL) to small groups of LEP students in "pull-out" settings or in self-contained ESL classrooms. During the remainder of the day, these LEP students would be enrolled, with English proficient students, in a general education classroom in which they would receive sheltered content instruction; or
- Co-teach with the licensed teacher of a general classroom in which both LEP and English proficient students are enrolled.

Note: Educators holding the PreK-6 ESL license as their only license may also teach in the classrooms described above.

An educator who holds the PreK-6 ELL license **as the educator's only license** may not:

- Teach as the teacher-of-record in general PreK-6 classrooms. Only a teacher with an early childhood (PreK-3 or PreK-2) or elementary license (K-8, K-6, or 1-6) may be a teacher-of-record in a non-special education PreK-6 classroom.

An educator who holds the PreK-6 ELL license **in addition to an early childhood or elementary license** may:

- Teach in the three types of classrooms in which those with only a PreK-6 ELL license may teach; or
- Teach as the teacher-of-record in general PreK-6 classrooms in which both LEP and English proficient students are enrolled.

At Grades 5-12:

An educator who holds the 5-12 ELL license **as the educator's only license** may:

- Teach as the teacher-of-record in a self-contained classroom in which only LEP students are enrolled and which focuses on English language acquisition; or
- Teach English language skills (ESL) to groups of LEP students in "pull-out" settings or in self-contained ESL classes. These students would be enrolled in sheltered content classes for the rest of the day; or
- Co-teach in a general classroom with a licensed teacher of subject-matter content.

Note: Educators holding a Grade 5-12 ESL license as an only license may also teach in the three types of classrooms described above.

An educator who holds the 5-12 ELL license **as the educator's only license** may not:

- Teach as the teacher-of-record in a subject-matter content classroom.

An educator who holds the 5-12 ELL license **in addition to a subject-matter license** may:

- Teach in the three types of classrooms in which those with only a 5-12 ELL license may teach; or
- Teach as the teacher-of-record in a subject-matter class in which both LEP and English proficient students are enrolled.

Superintendents with questions regarding the application of the licensure requirements outlined in this memorandum should call Alan Cassidy at 781-338-6689. Superintendents with questions about ELL policy and support related to implementing the new state law should contact Kathryn Riley at 781-338-3522.

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The Massachusetts Board of Education

Board in Brief

Tuesday, September 28, 2004

This is "Board in Brief," issued at the request of Commissioner David P. Driscoll to bring you up to date on Board of Education matters. This is a report on the regular meeting held on Tuesday, September 28, 2004 at the Department of Education in Malden.

Comments from the Commissioner

Commissioner Driscoll opened the meeting by thanking the Legislature and the Governor for supporting a supplemental budget for FY 04 that includes an additional appropriation of \$3.271 million for student assessment, which will enable the Department to continue the MCAS program as planned. The Commissioner congratulated Associate Commissioner Bob Bickerton, Administrator Brian Devine and their staff on the successful relicensure of about 64,000 educators. An estimated 95% of the applications were processed online through the Department's ELAR web-based system, which generally resulted in a license renewal within 24 hours. Commissioner Driscoll also commented that he was pleased with the smooth, orderly and optimistic beginning of the new school year across the Commonwealth.

Annual Meeting: Election of the Vice-Chairperson

Under the Board's by-laws, the September meeting is the Annual Meeting of the Board, at which the Vice-Chairperson is elected. The Board voted unanimously to elect J. Richard Crowley of Andover as its Vice-Chairperson. The Vice-Chairperson holds office until the next annual meeting of the Board, and until a successor is elected and qualified. Chairman Peyser and Commissioner Driscoll thanked outgoing Vice-Chairperson Henry M. Thomas, III of Springfield for his three years of service in this role.

Update on Adequate Yearly Progress

Associate Commissioner Juliane Dow updated the Board on Adequate Yearly Progress (AYP) in Massachusetts. On September 15th, the Commissioner released the 2004 preliminary lists of districts and schools identified for improvement, corrective action, and restructuring, as required by the federal No Child Left Behind Act. The Department will release full reports on Adequate Yearly Progress for schools and districts in early October. Commissioner Driscoll noted that three-quarters of the 208 schools identified as needing improvement or placed in corrective action in 2003 have made progress in their problem areas, and more than one-third no longer bear the "identified for improvement" tag at all.

Follow-Up Report on Four Under-Performing Schools (Arlington, Kuss, Lynch and Roosevelt) and Determination of Chronic Under-Performance

The Board had a discussion on four schools that the Department declared to be under-performing in 2000: the Arlington School (serving grades K-8) in Lawrence, the Kuss Middle

School in Fall River, the Lynch Middle School in Holyoke, and the Roosevelt Middle School in New Bedford. Each school has been implementing an improvement plan that was accepted by the Board in 2001. In 2003, based on the final reports of the two-year follow-up reviews, MCAS results and other data, the Board, at the Commissioner's recommendation, decided to defer decisions on the question of chronic under-performance for each of these schools for a year. At this month's meeting, Commissioner Driscoll presented recommendations on each school, based on the 2004 MCAS results and the most recent data on adequate yearly progress. He commended the Roosevelt School for meeting its improvement targets. The Arlington and Lynch Schools have made progress but remain in under-performing school status. The Kuss School has failed to make progress on several important indicators, and as a result the Commissioner said he will recommend that the Board declare it to be a chronically under-performing school. After hearing from school officials at the October Board meeting, the Board will vote on the Commissioner's recommendation.

School District Performance

The Board voted to accept the district improvement plan submitted by the Holyoke Public Schools. In November 2003, the Board approved the Commissioner's recommendation that the Holyoke Public Schools be declared an under-performing school district. Under the Board's Regulations on Under-Performing Schools and School Districts, districts that have been declared to be under-performing must submit a written plan that identifies the specific actions the district will take to improve student performance in all of its schools. Holyoke Supt. Eduardo Carballo updated the Board on the district's plan and responded to questions. The Department will continue to work with Holyoke on the plan to ensure that the benchmarks for measuring the district's progress are clear.

The Board voted to declare the Southbridge Public Schools an under-performing school district. Over the last two months, the Board has reviewed information related to the recommendation of the Educational Management Audit Council (EMAC) that the Board consider a declaration of under-performance for the Southbridge Public Schools. The Board's vote directs the Office of Educational Quality and Accountability (EQA) to conduct a Tier III review in Southbridge and report back to the school district, the Board and the Department. Based on that report, the district will prepare a plan to remedy its performance deficiencies, for presentation to the Board.

The Board had a discussion on setting a threshold that would trigger a consolidated Tier II and Tier III review by EQA. Under the Board's regulations, the EQA will conduct an in-depth review, combining the so-called Tier II and Tier III reviews, "for any district whose level of student performance and improvement is below the threshold established by the Board of Education in consultation with the Education Management Audit Council (EMAC)." The intent of setting the threshold for a consolidated review is to make the EQA review process more comprehensive and timely in districts where student performance is not meeting state standards. This provision takes effect on November 1, 2004. The Board will vote on the threshold at the October meeting.

Charter Schools

The Board voted to renew the charter for the Media and Technology Charter High (MATCH) School in Boston. Commissioner Driscoll and Chairman Peyser commended the school for the impressive results its students have achieved and for its innovative programs. The Board also voted to approve an amendment to the charter of Sturgis Charter School in Hyannis to decrease its maximum enrollment from 540 to 425 students and to change to a regional charter school. The school currently enrolls students who reside in thirteen different school districts.

The Board also discussed the renewal of the charters for Benjamin Franklin Charter School (Franklin), Francis W. Parker Charter School (Devens) and SABIS International Charter School (Springfield). The Board will vote on the renewal of these charters at the October meeting. The Board voted to approve a request from the Marblehead Community Charter School to waive, by two days, the August 1st deadline for submission of its renewal application.

Advisory Council Appointments

The Board had an initial discussion on proposed appointments and reappointments of advisory council members. The Board has a number of advisory councils made up of volunteers who provide advice and comment in specific program areas such as community service learning, educational technology, mathematics and science education, special education, and other areas. The Board is scheduled to vote on the appointments and reappointments at the October meeting.

Approval of Grants

The Board voted to approve \$2.5 million in grants under the following federally funded programs: Early Childhood Mental Health project; Building Careers in Early Childhood (teacher training); Even Start family literacy; Community Service Learning; and Career Development Education, and \$2 million in grants under the state-funded competitive grant program to provide academic support services for students who have not yet earned the competency determination required for high school graduation.

Next Meeting

The next meeting of the Board of Education will be held on Tuesday, October 26, 2004 at the Department of Education in Malden.

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Academic Support Grants Technical Assistance Session

This conference no longer has any space available.
If you have any questions or concerns please contact achievement@doe.mass.edu.



SUPERINTENDENTS' CHECKLIST: SCHOOL YEAR 2004-2005

(This checklist is continually updated. Please email changes/suggestions to www@doe.mass.edu)
 More information on data collections at <http://www.doe.mass.edu/infoservices/data/schedule.html>.

August-November

Items to Submit to DOE

- Update Directory Administration about school and district contact information.....
- School Openings/Closings, notify DOE via downloadable forms.....
 @<http://www.doe.mass.edu/infoservices/data.diradmin/>
- End-of-year Pupil and Financial Report (for prior school year).....
- Local Consolidated Planning documents for *No Child Left Behind*.....
- Universal Health Precautions, reviewed annually with all staff.....
- District Technology Plan.....
- Oct. 1 SIMS data.....
- Individual Private School Report.....
- School & District Staff Report.....
- School Safety & Discipline Report. Final data due at end of school year.....
- Notify all staff of child abuse reporting requirements (MGL c.71, s.37L)

COMPLETION/ DUE DATE

September 30,
as necessary thereafter
 September 30,
as necessary thereafter
 September 30
 September 30
 September
 November 17
 October 28
 November 1
 November 1
 Ongoing
 Ongoing

Other Items Not Submitted to DOE

- Annual Five-year Asbestos Audits completed, to be placed in the principal's office.....
- CORI checks on new hires completed (MGL c. 71, s. 38R).....
- Radon testing completed in schools, as needed.....
- Water testing completed in schools, as needed.....
- Civil Rights Coordinator appointed for academic school year (603 CMR 26.00).....
- Civil Rights and Equal Education notices sent to all staff, notifying of training dates (603 CMR 26.00).....
- Employee/minimum wage information notice sent to all school employees.....
- School Council elections for parent, teacher, and community representatives.....

August 30
 August 30,
as necessary thereafter
 August 30
 August 30
 September 30
 September 30
 September 30
 September 30

- Student Records Notice to Parents: Annual notice regarding release of directory information (603 CMR 2.07(4)(a) may be included in the school/student handbook..... October 30
- Annual Evacuation Training for students (See Chapter 159 of the Acts of 2000, Section 363.)..... October 30
- Annual Multi-hazard Evacuation Plan for each school completed..... October 30
- Bus evacuation drills and vehicle evaluations conducted by chief of police..... October 30
- Crisis/Evacuation Team for each school appointed by principals..... October 30
- Schools' Multi-hazard Plans reviewed annually review by superintendent of schools, fire chief and police chief..... October 30
- Sex education course information and opt-out information sent to parents/guardians (MGL c. 71, s. 32A)... September
- Student Handbook published, including anti-hazing notice to students (MGL c. 269, s. 19 and 603 CMR 33.00; MGL c. 71, s. 37H)..... September
- Nutrition Program Reports and Claim Forms (school lunch/breakfast) sent to parents/guardians..... October 30
- Playground/PE safety check completed by chief of police and DPW.....
- Training on schools' physical restraint policy within the first month of every school year and within a month of new employee hires..... October 30

December- March

Items to Submit to DOE

- December 1st SIMS data submitted to DOE – Special Education Students only..... January 6
- School-Attending Children Report (not submitted by charter and regional voc/tech schools)..... March 1
- Charter Schools Claim Form submitted by each charter school..... March 1

Other Items Not Submitted to DOE

- Notification of Public Hearings on annual budget by School Committee..... January-May
- Individual Professional Development plans leading to re-certification should be individually maintained... March 1

April-July

Items to Submit to DOE

- Regional Student Advisory Council members election affidavits submitted to the DOE (MGL C.15, S.1E)..... April

- March 1 SIMS data..... March 24
- Title I Performance and Achievement data. For October Report to USED..... May 15
- State and Federal entitlement grants, competitive grants, and planning documents..... June 1
- Special education circuit breaker claim form..... June 25
- Revocations: Notice to Department regarding employee matters that might give cause for revocation of educator license (603 CMR 7.14(7))..... As necessary during the school year
- School Choice Participation vote by school committee certified..... June 30
- School Choice Claim Form submitted by receiving districts..... June 30
- SIMS End-of-year data sent to DOE..... July 14
- School Safety & Discipline Report – final data..... July 30

Other Items Not Submitted to DOE

- School and District “Report Cards” sent to parents as required by Title I of the ESEA of 2001..... August 30
- Curriculum Accommodation Plan (keep on file) April 15
- Child abuse reporting requirements sent to school personnel informing of their responsibilities (MGL c. 71, s. 37L)..... September
- Evaluation of teachers and other educators completed (MGL c. 71, s. 38; 603 CMR 35.00)..... June 15
- School Improvement Plans for each school submitted to and approved by superintendent and school committee MGL c. 71, s. 59C)..... June 30
- Student Advisory Member appointed to local School Committee (MGL C.71, S.38M)..... May 30
- Children’s Internet Protection Act (CIPA) NCLB, Title IID, Sec.2414, notifications sent to parents and employees..... June 30
- Sexual Harassment policies reviewed, updated, and posted as needed..... June 30
- Special Education reimbursement for Medicaid sent by districts (ongoing) June 30
- Student Handbook Review by principal and school council and submit to DOE (MGL c. 71, s. 37H)..... June 30
- Fire drills completed annually by Fire Chief, bringing total to eight (8) drills each year

Note: PDF documents require Adobe Acrobat Reader 6.0. If you do not have this software, you may download it FREE from Adobe.

Download RFP on a Windows PC, right click on the link or icon, choose "Save target as..." and save the file to your desktop.



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Email questions to RFP@jfynet.org. Responses will be posted on this webpage.

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JFYNetWorks
125 Tremont Street
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JFYNet Academic Support Program

Request for Proposals

FY 2005

October 2004

This posting contains the application materials for the JFYNet Academic Support program announced by the Department of Education in the October 6 Commissioner's Update. **The application deadline** for this round of grants, which extend through summer school 2005, is **December 3, 2004**. Proposals will be reviewed and awards made on a rolling basis, so early submission is recommended.

Purpose: In the FY 05 state budget line item for academic support services, funding was earmarked for JFYNetWorks for a matching grant to make available the JFYNet computer-based MCAS support program to enhance student performance on the MCAS exams. The Department of Education is working in cooperation with JFYNetWorks to notify high schools and districts of this opportunity to apply for the JFYNet MCAS prep program at a substantially reduced price. Over the past four years, JFYNet has been introduced in 18 high schools in the Commonwealth. JFYNetWorks has found that when the program is implemented according to recommended standards, it has produced significant comparative advantages in passing rates: students who are assigned to the program have consistently passed the MCAS at higher rates than other students in the same schools who are not assigned to the program.

The RFP consists of three sections:

- Application Narrative (16 questions)
- Program, enrollment and schedule information (13 questions)
- Signature Page

If you wish to apply, please fill out all sections

For the Application Narrative you may use additional sheets of paper or download the file from our website (JFYBoston.org) and fill it out.

Proposals are due (two originals) at the JFYNet*Works* office, 125 Tremont Street, at Park Street Station in downtown Boston, at 5:00 PM Friday, December 3, 2004. They must be received by mail or hand delivery by 5:00 PM. Earlier submissions are encouraged, as grants will be made on a rolling basis.