



*Equity, Equality, and Access for All*

# **Ayer Shirley Regional School District**

**2018-2019**

# **Employee Handbook**

**“Reaffirming Teaching & Learning”**

#### Non-Discrimination Statement

It is the policy of the Ayer Shirley Regional School District not to discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, veteran status, or limited English-speaking ability.



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August 2018



# ASRSD Vision Statement

Our vision is to connect, engage, and inspire all students in the Ayer Shirley Regional School District to reach academic excellence. We, the educators of the Ayer Shirley Regional School District, will instill habits of reflection and inquiry to challenge our students in setting ambitious academic and personal goals. Students will develop a strong voice to express their thoughts and ideas in the community, and the confidence to showcase their talents and successes in preparation for entry into college and the world of work.

# ASRSD Mission Statement

*Learn~Grow~Explore~Connect~Collaborate~Communicate*

The mission of the Ayer Shirley Regional School District is to educate - and to graduate - all of our students, and to foster a safe and respectful environment where each student develops the skills, character, and values needed to become a productive member of the global society.

# Our Core Beliefs

- We have high expectations for all students.
- Every student deserves a quality education.
- We believe in a personalized learning environment.
- Successful students are independent thinkers and doers, and persevere in finding solutions to problems.
- An educated child is one who has developed and evolved as a “whole child” – in the academic, social, emotional, personal and cultural domains.
- Habits of reflection, setting goals, and measuring one’s progress support lifelong learning.
- Respect for self, property, and others are essential to a healthy learning community.
- Psychological and physical safety are necessary conditions for learning.
- Service to others builds character, is supportive of personal growth and career development, and connects students to the real world.
- Educators, students, families, and communities collaborating together results in high quality educational programming.



# Ayer Shirley Regional School Directory

## Page Hilltop Elementary (PK-5)

PH STAFF DIRECTORY CLICK [HERE](#)

115 Washington Street, Ayer, MA 01432

Phone: 978-772-8600

Fax: 978-772-8631

Principal: Fred Deppe extension 1400

Assistant Principal: Elizabeth Lewis extension 1426

Administrative Assistants:

Gail Januskiewicz extension 1401

Peggy Carlson extension 1402

## Lura A White Elementary (PK-5)

LAW STAFF DIRECTORY CLICK [HERE](#)

34 Lancaster Road, Shirley, MA 01464

Phone: 978-772-8600

Fax: 978-425-2639

Principal: Varsha Desai extension 1101

Assistant Principal: Cathy Koch extension 1105

Administrative Assistants:

Sandra Ferguson extension 1100

Tracey Sargent extension 1160

## Ayer Shirley Regional Middle School (6-8)

MS STAFF DIRECTORY CLICK [HERE](#)

1 Hospital Road, Shirley, MA 01464

Phone: 978-772-8600

Fax: 978-425-0474

Principal: Roberta Aikey extension 1206

Assistant Principal: Bryan Oelerich extension 1201

Administrative Assistants:

Betina Libby extension 1200

Tracey Sargent extension 1279

## Ayer Shirley Regional High School (9-12)

HS STAFF DIRECTORY CLICK [HERE](#)

141 Washington Street, Ayer, MA 01432

Phone: 978-772-8600

Fax: 978-772-8615

Principal: Spencer Christie extension 1300

Assistant Principal: Miriam Meyer extension 1302

Administrative Assistants:

Deb Radar extension 1301

Judy Swift extension 1303



# District Directory

First Name	Last Name	Title	Extension
Berta	Aikey	Principal ASRMS	1206
Anthony	Altieri	Technology Support Specialist	1215
Tara	Bozek	Special Education Director	1407
Robert	Briggs	Facilities Coordinator	1683
Charlie	Caliri	Assistant Superintendent	1447
Peggy	Carlson	PH Office Admin	1402
Spencer	Christie	HS Principal	1300
Deb	Cutter	Coordinator of Network Systems	1204
Maxo	Daniel	Technology Support Specialist	1313
Fred	Deppe	PH Principal	1400
Varsha	Desai	LAW Principal	1101
Sandra	Ferguson	LAW Admin Assistant	1100
Mary Beth	Hamel	Director of Early Childhood	1509
Linda	Harrington	SpEd Administrative Assistant	1408
Lisa	Herget	Accounts Payable/Receivable	1559
Gail	Januskiewicz	PH Office Admin	1401
Cathy	Koch	LAW Assistant Principal	1105
Steve	Kendall	Athletic Director	1370
Amanda	Lewis	Payroll/Benefits	1511
Beth	Lewis	Assistant Principal PH	1426
Tina	Libby	MS Administrative Assistant	1200
Doreen	Mahoney	SpEd Office Admin	1480
Mary	Malone	Superintendent	1507
Miriam	Meyer	HS Assistant Principal	1302
Susan	Noll	Director Shirley Extended Day	1128
Bryan	Oelerich	MS Assistant Principal	1201
Susan	Parker	Director of Food Services	1167
Bill	Plunkett	Director of Finance	1510
Deb	Rader	HS Admin Assistant	1301
Jessica	Rakip	HR/Data Specialist	1405
Pat	Russell	Director of ACP	1467
Tracey	Sargent	MS Admin Assistant (PT)	1279
Tracey	Sargent	LAW Admin Assistant (PT)	1160
Judy	Swift	HS Admin Assistant	1303
Mike	Thibeault	Director of Educational Technology	1312
Michelle	Towne	Administrative Assistant to Superintendent	1508
Terry	Wallace	HS Guidance Admin Assistant	1304



# 2018-2019 School Calendar

<span style="color: green;">■</span>	First Day of School / Opening Day
<span style="color: red;">■</span>	Elementary School
<span style="color: purple;">■</span>	Middle and High School
<span style="color: yellow;">■</span>	1/2 Day or Early Release
<span style="color: blue;">■</span>	Full Day Professional Development / No School
<span style="color: black;">■</span>	Holiday or Vacation / No School

**Ayer Shirley Regional School District**  
**2018-2019 School Calendar**  
**RSC Approved March 6, 2018**  
*RSC Approved Revision May 4, 2018*  
 Revised August 9, 2018

School Times	HS	MS	PH	LAW
Start Time	7:50	7:50	8:45	8:45
Dismissal Time	2:20	2:20	3:15	3:15
Half Days (No Lunch)	11:20	11:20	12:15	12:15
Early Release (Lunch Served)	12:50	12:50	1:45	1:45

July 2018						
Su	M	Tu	W	Th	F	Sa
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	31				

July	
4	July 4th (H)
9	Extended School Year Mon-Thur 8:30-11:30
16	Extended School Year Mon-Thur 8:30-11:30
23	Extended School Year Mon-Thur 8:30-11:30
30	Extended School Year Mon-Thur 8:30-11:30

January 2019						
Su	M	Tu	W	Th	F	Sa
		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	31		

January (21) Quarter 2 Ends January 25 (6-12)	
1	New Year's Day Observed (No School) (H)
21	Martin Luther King Jr. Day (No School) (H)
24	1/2 Day HS Exams (9-12)
25	1/2 Day HS Exams (9-12)
25	1/2 Day Preschool-8 Professional Development
30	Progress Reports Issued Grades (Preschool-5)

August 2018						
Su	M	Tu	W	Th	F	Sa
			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	31	

August (2)	
22	Mentor Training
23	New Teacher Orientation
27	All Staff Report
28	Professional Development Day
29	<b>Opening Day for Grades 1-12</b>
29	Preschool and Kindergarten Screening
30	Preschool and Kindergarten Screening
31	No School (Preschool -12)

February 2019						
Su	M	Tu	W	Th	F	Sa
				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		

February (15)	
4	Report Cards Issued Grades (6-12)
7	1/2 Day (6-8) Conference Preparation and Evening Parent Conferences
7	Evening Parent Conferences (9-12)
8	1/2 Day (6-8) Afternoon Parent Conferences
18	President's Day (No School) (H)
19	February Vacation Begins

September 2018						
Su	M	Tu	W	Th	F	Sa
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						

September (19)	
3	Labor Day (No School) (H)
4	Preschool and Kindergarten Screening
5	<b>Orientation and First Day of School for Preschool and Kindergarten</b>
TBD	MS Open House (6-8)
TBD	LAW Open House (Preschool-5)
TBD	PH Open House (Preschool-5)
TBD	HS Open House (9-12)

March 2019						
Su	M	Tu	W	Th	F	Sa
					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
31						

March (21) Trimester 2 Ends March 15 (Preschool-5)	
6	Progress Reports Issued Grades (6-12)
13	1/2 Day Professional Development (Preschool-12)
25	Report Cards Issued Grades (Preschool-5)
28	1/2 Day (K-5) Conference Preparation/ Evening Parent Conferences
29	1/2 Day (K-5) Afternoon Parent Conferences

October 2018						
Su	M	Tu	W	Th	F	Sa
	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	31			

October (22)	
3	Progress Reports Issued Grades (6-12)
8	Columbus Day (No School) (H)
10	Progress Reports Issued Grades (Preschool-5)
17	1/2 Day Professional Development (Preschool-12)

April 2019						
Su	M	Tu	W	Th	F	Sa
	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				

April (17) Quarter 3 Ends April 5 (6-12)	
12	Report Cards Issued (6-12)
15	Patriot's Day (No School) (H)
16	April Vacation Week

November 2018						
Su	M	Tu	W	Th	F	Sa
				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	

November (18) Quarter 1 Ends November 2 (6-12)	
Trimester 1 Ends November 30 (Preschool-5)	
6	Professional Development (No School Preschool-12)
12	Veteran's Day Observed (No School) (H)
13	Report Cards Issued Grades (6-12)
15	1/2 Day (6-8) Conference Preparation/ Evening Parent Conferences
15	Evening Parent Conferences (9-12)
16	1/2 Day (6-12) Afternoon Parent Conferences
21	1/2 Day (Preschool-12)
22 & 23	Thanksgiving Vacation (No School) (H)

May 2019						
Su	M	Tu	W	Th	F	Sa
			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	31	

May (22)	
1	Progress Reports Issued Grades (Preschool-5)
8	Progress Reports Issued Grades (6-11)
27	Memorial Day (No School) (H)
29	Last Day for Seniors

December 2018						
Su	M	Tu	W	Th	F	Sa
						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	31					

December (15)	
10	Report Cards Issued Grades (Preschool-5)
13	1/2 Day (K-5) Conference Preparation/ Evening Parent Conferences
14	1/2 Day (Preschool-5) Afternoon Parent Conferences
12	Progress Reports Issued Grades (6-12)
21	90 Minute Early Release (Preschool-12)
24	Holiday Vacation Begins

June 2019						
Su	M	Tu	W	Th	F	Sa
						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						

June (9) Quarter 4 Ends Last Day of School (6-12)	
Trimester 3 Ends Last Day of School (Preschool-5)	
7	HS Graduation Day
11	1/2 Day (9-11) HS Exams
12	1/2 Day (9-11) HS Exams
13	Last Day of School 181st Day (1/2 Day)
20	186th Day (Including 5 Snow Days)
	Report Cards Issued Last Day of School Preschool-12



## Central Office

The Ayer Shirley Regional Central Offices are located in the Page Hilltop Elementary School, 115 Washington Street, Ayer, MA, 01432. We are open Monday through Friday, from 8:00 am to 4:00 pm. Our telephone number is 978-772-8600.

### School Committee:

The School Committee is the elected body that establishes goals and policies for the Ayer Shirley Regional School District, appoints the Superintendent, and approves the budget.

Jonathan Deforge, Chair	James Quinty, Member
Michelle Granger, Vice Chair	Dan Gleason, Member
Joyce Reischutz, Secretary	Cheryl Simmons, Member

### Administration

Mary E. Malone, Ed.D., Superintendent of Schools	<a href="mailto:mmalone@asrsd.org">mmalone@asrsd.org</a>	Extension 1507
Michelle Towne, Administrative Assistant to the Superintendent	<a href="mailto:mtowne@asrsd.org">mtowne@asrsd.org</a>	Extension 1508
Charles Caliri, Assistant Superintendent	<a href="mailto:ccaliri@asrsd.org">ccaliri@asrsd.org</a>	Extension 1447
Mary Beth Hamel, Director of Student Services	<a href="mailto:mbhamel@asrsd.org">mbhamel@asrsd.org</a>	Extension 1509
William Plunkett, Director of Finance	<a href="mailto:wplunkett@asrsd.org">wplunkett@asrsd.org</a>	Extension 1510
Tara Bozek, Director of Special Education	<a href="mailto:tbozek@asrsd.org">tbozek@asrsd.org</a>	Extension 1407
Michael Thibeault, Director of Technology	<a href="mailto:mthibeault@asrsd.org">mthibeault@asrsd.org</a>	Extension 1312

### Directors and Coordinators

Susan Parker, Director of Food Services	<a href="mailto:sparker@asrsd.org">sparker@asrsd.org</a>	Extension 1512
Robert Briggs, Director of Facilities	<a href="mailto:bob.briggs@asrsd.org">bob.briggs@asrsd.org</a>	Extension 1683
Stephen Kendall, Athletic Director	<a href="mailto:skendall@asrsd.org">skendall@asrsd.org</a>	Extension 1370
TBA, Nurse Leader		Extension 1515
Emily Babineau and Liz Hoeske, English Language Coordinators	<a href="mailto:ebabineau@asrsd.org">ebabineau@asrsd.org</a> <a href="mailto:ehoeske@asrsd.org">ehoeske@asrsd.org</a>	Extension 1409



## Business Office

The Ayer Shirley Regional Business Office is located in the Page Hilltop Elementary School, 115 Washington Street, Ayer, MA, 01432. We are open Monday through Friday, from 8:00 am to 4:00 pm. Our telephone number is 978-772-8600. We welcome your questions and are prepared to help you in any way that we can.

### Business Office Staff

William Plunkett	Director of Finance	<a href="mailto:wplunkett@asrsd.org">wplunkett@asrsd.org</a>	1510
Jessica Rakip	HR Specialist/Data Manager	<a href="mailto:jrakip@asrsd.org">jrakip@asrsd.org</a>	1405
Amanda Lewis	Payroll/Benefits	<a href="mailto:alewis@asrsd.org">alewis@asrsd.org</a>	1511
Lisa Herget	Accounts Payable/Receivable	<a href="mailto:lherget@asrsd.org">lherget@asrsd.org</a>	1559

### Scope of Work:

**Jessica Rakip, HR Specialist/Data Manager:** Licensure, lane changes, professional status, contracts, FMLA, CORI and fingerprinting, evaluations, ELAR information, personnel files, PDP's

**Amanda Lewis, Payroll/Benefits:** Benefits (including health and dental insurance, life insurance), payroll (including pay scales, leave time, changes to accounts), retirement

**Lisa Herget, Accounts Payable/Accounts Receivable:** Invoices, reimbursements (courses, travel, expenses)





# Special Education Department

The Special Education Department is located in Page Hilltop Elementary School, 115 Washington Street, Ayer, MA, 01432. We are open Monday - Friday, from 8:00 am to 4:00 pm. Our telephone number is 978-772-8600.

## Special Education Department Staff

Tara Bozek	Special Education Director	<a href="mailto:tbozek@asrsd.org">tbozek@asrsd.org</a>	1407
Linda Brownell	Educational Team Leader (ETL) Grades Prek-5	<a href="mailto:lbrownell@asrsd.org">lbrownell@asrsd.org</a>	1483
Paula Gastonguay	Educational Team Leader (ETL) Grades 6-12	<a href="mailto:pgastonguay@asrsd.org">pgastonguay@asrsd.org</a>	1482
Linda Harrington	Administrative Assistant	<a href="mailto:lharrington@asrsd.org">lharrington@asrsd.org</a>	1408
Doreen Mahoney	Administrative Assistant	<a href="mailto:dmahoney@asrsd.org">dmahoney@asrsd.org</a>	1480
Rachael Fusco	School Psychologist, Grades 6-12	<a href="mailto:rfusco@asrsd.org">rfusco@asrsd.org</a>	1515
Heather Stanley	Board Certified Behavioral Analyst (BCBA)	<a href="mailto:hstanley@asrsd.org">hstanley@asrsd.org</a>	1560



# Technology Department

## Technology Department Staff

Mike Thibeault	Technology Director	<a href="mailto:mthibeault@asrsd.org">mthibeault@asrsd.org</a>	1312
Deb Cutter	Network Coordinator	<a href="mailto:dcutter@asrsd.org">dcutter@asrsd.org</a>	1204
Maxo Daniel	Computer Specialist	<a href="mailto:mdaniel@asrsd.org">mdaniel@asrsd.org</a>	1313
Anthony Altieri	Computer Specialist	<a href="mailto:aaltieri@asrsd.org">aaltieri@asrsd.org</a>	1215

To access Ayer Shirley Regional School Districts Technology site, visit:

<https://sites.google.com/a/asrsd.org/technology/home>

Click [HERE](#) to access information on setting up Voicemail

Click [HERE](#) to access Master Library Work Orders

- Use this site to submit technology repair ticket (i.e. Malfunctioning computer, damaged equipment, software issues, trouble accessing websites/portal, network problem, wifi issues, password reset).

SchoolDude, our technology helpdesk, has added a new security level to our SchoolDude site. You will now have a personal login with a password. Please follow the directions below to login:

If you ALREADY have submitted a SchoolDude request in previous years:

1. Click on this link to access ML Work Orders: <https://ma6.mlworkorders.com/Login.aspx>
2. Type in your email
3. Type default password 12345

Our goal is to address your issue within 3 days of submitting a ticket.



# Custodial Department

**\*Custodial staff have two shifts:**

**6:00 am - 2:30 pm**

**2:30 pm - 11:00 pm**

<b>Name</b>	<b>Email</b>	<b>Room #</b>	<b>Extension</b>
Robert Briggs, Facilities Director	<a href="mailto:bob.briggs@asrsd.org">bob.briggs@asrsd.org</a>	F102	1683

## **Page Hilltop Staff**

## **High School Staff**

Brian Fillebrown	Ken Lewis, Grounds
Ruth Struck	AJ Boisseau
Renay DelRosario	John Thomas
Dan Bruneault	Donald Anderson
Gerry Taylor, Part time	Scott Monge

## **Middle School Staff**

## **Lura A White Staff**

Ray Maillet	Chris Martin
James Soucy	Mark McKenna
Jacob Sargent, Part Time	Heather Jamieson



## Food Service Department

Name	Email	Room #	Extension
Susan Parker, Food Service Coordinator	<a href="mailto:sparker@asrsd.org">sparker@asrsd.org</a>	Business office	1167

### Page Hilltop Staff

Bev Andre, Kitchen Manager		Joan O'Clair, Kitchen Manager
Donna Doucette		Shirley Richard
Wendeh Killion		Marion Sanford
Fran Desjardin		

### Lura A White Staff

### Middle School Staff

Sue Bryant, Kitchen Manager		Diane Jones, Kitchen Manager
Heidi Nelson		Sue Sheldrick
Diane Ridings		Kim Porter
Anice Soucy		Cassandra Werthman

### High School Staff



## 2018-2019 School Daily Schedules

School	Start Time	Dismissal Time	Half Days (No lunch)	Early Release (lunch served)
ASRHS	7:50	2:20	11:20	12:50
ASRMS	7:50	2:20	11:20	12:50
PHT	8:45	3:15	12:15	1:45
LAW	8:45	3:15	12:15	1:45

## School Cancellation/Delayed Openings

The following procedures will be followed for a school closing/school delay:

1. A decision will be made as early as possible, preferably by 5:00-5:30 am.
2. All employees will receive a voice call and email via Admin Notify.
3. School closing/delay will be announced on Channels 4, 5, 7, NECN & Fox 25.
4. The no school/delay announcement will be posted on Facebook, the District Website [www.asrsd.org](http://www.asrsd.org), and tweeted via twitter @marymalone7.

School start times for one and two hour delayed openings are below:

School	1 Hour Delay	2 Hour Delay
High School	8:50	9:50
Middle School	8:50	9:50
Page Hilltop	9:45	10:45
Lura A. White	9:45	10:45

Other Important Reminders:

- The Ayer Childcare Program & Shirley extended day will both be closed when the schools are closed. ACP & Extended Day follow the delayed opening schedule.
- AM pre-school sessions are cancelled in the event of a delayed opening



# 2018-2019 Report Card Schedule

Grades K-5 follow a TRIMESTER schedule. Grades 6-12 follows a QUARTER schedule.

## Page Hilltop and Lura A White Report Card Schedule

1st Trimester	Date	2nd Trimester	Date	3rd Trimester	Date
<b>Start:</b>	August 29, 2018	<b>Start:</b>	December 3	<b>Start:</b>	March 18
<b>Progress Reports:</b>	October 10	<b>Progress Reports:</b>	January 30	<b>Progress Reports:</b>	May 1
<b>End:</b>	November 30	<b>End:</b>	March 15	<b>End:</b>	Last day of school
<b>Report Cards Issued:</b>	December 10	<b>Report Cards:</b>	March 25	<b>Report Cards Issued:</b>	Last day of school

**December 13:** ½ day (K-5): Conference preparation, evening conferences

**December 14:** ½ day (K-5): Afternoon conferences

**March 28:** ½ day (K-5): Conference preparation, evening conferences

**March 29:** ½ day (K-5): Afternoon Conferences

## Ayer Shirley Middle School and High School Report Card Schedule

Quarter One		Quarter Two	
<b>Start:</b>	August 29	<b>Start:</b>	November 5
<b>Progress Reports:</b>	October 3	<b>Progress Reports:</b>	December 12
<b>End:</b>	November 2	<b>End:</b>	January 25
<b>Report Cards Issued:</b>	November 13	<b>Report Cards Issued:</b>	February 4

Quarter Three		Quarter Four	
<b>Start:</b>	January 28	<b>Start:</b>	April 8
<b>Progress Reports:</b>	March 6	<b>Progress Reports:</b>	May 8
<b>End:</b>	April 5	<b>End:</b>	Last day of school
<b>Report Cards Issued:</b>	April 12	<b>Report Cards Issued:</b>	Last day of school

**November 15:** ½ day (6-8): Conference preparation, evening parent conferences

**November 15:** (9-12) Evening parent conferences

**November 16:** ½ day (6-12): Afternoon parent conferences

**February 7:** ½ day (6-8): Conference preparation, evening parent conferences

**February 7:** (9-12): Evening parent conferences



# 2018-2019 MCAS Testing Schedule

<b>Elementary and Middle School</b>		
<b>Spring 2019 MCAS Tests</b>		
<b>Grades 3-8 ELA and Mathematics, Grades 5 and 8 Science and Technology/Engineering (STE)</b>		
<b>Test Administration</b>	ELA MCAS test session	April 1 - May 3
	Mathematics test session	April 2 - May 24
	STE test session	April 3 - May 24

<b>High School</b>		
<b>November MCAS ELA and Mathematics Retests (paper based)</b>		
<b>Test Administration</b>	ELA Composition Sessions A and B	November 8
	ELA Reading Comprehension Sessions 1 and 2	November 9
	ELA Reading Comprehension Session 3	November 13
	Mathematics Session 1	November 14
	Mathematics Session 2	November 15

<b>High School</b>		
<b>February MCAS Biology Test (paper based)</b>		
<b>Test Administration</b>	Biology Session 1	February 6
	Biology Session 2	February 7

<b>High School</b>		
<b>March MCAS ELA and Mathematics Retest (paper based)</b>		
<b>Test Administration</b>	ELA Composition Sessions A and B	March 4
	ELA Reading Comprehension Sessions 1 and 2	March 5
	ELA Reading Comprehension Session 3	March 6
	Mathematics Session 1	March 7
	Mathematics Session 2	March 8

<b>High School</b>		
<b>March Grade 10 MCAS ELA Test (computer based)</b>		
<b>Primary Administration</b>	ELA Session 1	March 26
	ELA Session 2	March 27
<b>Secondary Administration</b>	ELA Session 1	March 28
	ELA Session 2	March 29

<b>High School</b>		
<b>May Grade 10 MCAS Mathematics Test (computer based)</b>		
<b>Primary Administration</b>	Mathematics Session 1	May 22
	Mathematics Session 2	May 22
<b>Secondary Administration</b>	Mathematics Session 1	May 23
	Mathematics Session 2	May 24

<b>High School</b>		
<b>June MCAS STE Tests - Biology, Chemistry, Introductory Physics, Technology/Engineering (paper based)</b>		
<b>Test Administration</b>	STE Session 1	June 4
	STE Session 2	June 5



## MCAS INFORMATION

- There will be two test sessions for each of the MCAS tests for grades 3-8. The Department will review the amount of testing time used by students doing computer-based testing in 2018 to determine the recommended testing times for spring 2019. Also in preparation for 2019, the Department will update the STE test design information on the website over the next several months (for reference, the 2018 information for all grade 3-8 test is available)
- Note that the tests in ELA and Mathematics for grades 3-8 and 10, and grades 5 and 8 test in STE will be computer-based tests. (Exceptions to the CBT expectation will be made for students with disabilities and first year English Learners, who may require a paper-based edition as an accommodation).
- The spring grade 10 ELA and Mathematics tests will be next-generation, computer-based tests, and will contain two test sessions each. The spring 2019 grade 10 ELA and spring 2019 grade 10 Mathematics test designs are available.
- Schools with technology constraints should use the primary administration dates for the maximum number of students who can test concurrently, and then use the secondary administration dates for the remainder of the students. Schools with special circumstances that cannot test all their students using the primary and secondary administration dates should email the Department's Office of Student Assessment Services to discuss options. (Note that schools with students doing paper-based test as an accommodation will be expected to administer the grade 10 test concurrently to those students on the primary set of administration dates.
- Schools may not administer the field test on June 3 or June 5, the prescribed dates for the operational high school STE tests.





# 2018-2019 Payroll Schedule

Timesheets Due	Pay #	Period Start (Saturday)	Period End (Friday)	Pay Date (Friday)
6/29/18	1	06/16/18	6/29/18	7/6/18
7/13/18	2	06/30/18	7/13/18	7/20/18
7/27/18	3	07/14/18	7/27/18	8/3/18
8/10/18	4	07/28/18	8/10/18	8/17/18
8/24/18	5	08/11/18	8/24/18	8/31/18
9/7/18	6	08/25/18	9/7/18	9/14/18
9/21/18	7	09/08/18	9/21/18	9/28/18
10/5/18	8	09/22/18	10/5/18	10/12/18
10/19/18	9	10/06/18	10/19/18	10/26/18
11/2/18	10	10/20/18	11/2/18	11/9/18
11/16/18	11	11/03/18	11/16/18	11/21/18
11/30/18	12	11/17/18	11/30/18	12/7/18
12/14/18	13	12/01/18	12/14/18	12/21/18
12/28/18	14	12/15/18	12/28/18	1/4/19
1/11/19	15	12/29/18	1/11/19	1/18/19
1/25/19	16	01/12/19	1/25/19	2/1/19
2/8/19	17	01/26/19	2/8/19	2/15/19
2/22/19	18	02/09/19	2/22/19	3/1/19
3/8/19	19	02/23/19	3/8/19	3/15/19
3/22/19	20	03/09/19	3/22/19	3/29/19
4/5/19	21	03/23/19	4/5/19	4/12/19
4/19/19	22	04/06/19	4/19/19	4/26/19
5/3/19	23	04/20/19	5/3/19	5/10/19
5/17/19	24	05/04/19	5/17/19	5/24/19
5/31/19	25	05/18/19	5/31/19	6/7/19
6/14/19	26	06/01/19	6/14/19	6/21/19
06/28/19	1	06/15/19	6/28/19	7/5/19

\*Timesheets are due in the Business Office by 9am on the day they are due.

## Payroll Information

- Timesheets are due by 9am on timesheet submittal day.
- Failure to turn in timesheets on time may result in delay in pay.
- [Direct Deposit Form](#)

## Timesheets

- **Academic** (tutors, PD, any other hourly work): [Timesheet](#)
- **Substitutes:** [Timesheet](#)
- **Bi Weekly** (Para's, Cafe, Custodians, Admin Assistants): [Timesheet](#)



# 2018-2019 Benefits

## Benefit Information:

- Open enrollment is typically in May each year.
- Insurance (including health, dental, life, flex spending) cannot be changed except during open enrollment, or during a “life changing event” (birth of child, turning 26, marriage, loss of insurance through spouse).
- Health information, including the summary of health plans, prescription copays, etc. can be found [HERE](#).
- Health, Dental and Life Insurance Premiums for 2018-2019 can be found [HERE](#)
- Flexible spending is offered at time of employment, or during open enrollment. Information can be found [HERE](#).

## Optional Insurance:

Ayer Shirley Regional School District offers optional insurance plans including Life Insurance, Accidental Death and Dismemberment, Long Term Disability, 403B's, and 457 Deferred Compensation Plans. Information on all these plans can be found [HERE](#), including enrollment forms and overviews.

## Employee Discounts:

- Verizon Wireless offers a 15% discount on monthly bills to all Ayer Shirley Regional School District employees. Sign up [HERE](#)!
- WB Mason has the option for school employees to take advantage of the ASRSD's bulk pricing. To sign up for this, email [Amanda Lewis](mailto:Amanda.Lewis@ayershirley.org).
- Barnes and Noble also offers a rewards program to all school employees. You must sign up in store, and provide a school id and pay stub. Information can be found [HERE](#).
- There are many more discounts offered to not only teachers, but all school employees. [HERE](#) is a website with a list of discounts, from clothing stores, museums, hotels, and much more.

## Tuition Reimbursement:

The Ayer Shirley Regional School District offers teachers up to \$800 annually for the cost of tuition, fees and books for one 3 credit course, in which they receive a grade of B or better. To be eligible for reimbursement, the course must be approved in advance by the Superintendent or his/her designee. Please use this [FORM](#) to submit request or reimbursement.

## What is Commonwealth's tuition reimbursement program?

The Commonwealth's primary educational offering is a tuition remission program available to eligible state employees and their spouses. It provides partial to full remission of tuition for programs and courses taken on

the employee's own time at public community colleges, state colleges, and state university campuses. More information, including common questions, guidelines, and the form, can be found [HERE](#).



## Licensure Information

Department of Education's website can be found [HERE](#). Information on renewing license, applying for a new license, ELAR accounts, and all other license information can be found on the site.

### Applying for Professional Licensure Process:

1. To begin the process, please fill out the Verification of Mentoring [Form](#). This will be submitted to Jessica Rakip, HR, in the Business Office. Charlie Caliri, Assistant Superintendent, will review and verify the information.
2. The last step is to fill out DESE's Verification of Mentoring [Form](#). This will be signed by Administration and can be directly uploaded to your ELAR account.

## Employee Forms

- **Reimbursement Forms:**
  - Mileage Reimbursement [Form](#)
  - Employee Expense Reimbursement [Form](#)
  - Tuition Reimbursement [Form](#) (*Must be submitted to Principal then approved by Assistant Superintendent before start of class*)
- **Request Forms:**
  - Leave Request [Form](#)
  - In Service Credit Request [Form](#)
  - Approval of a Professional Course [Form](#)
  - Request for a Professional Conference or Workshop [Form](#)
- **Other Forms:**
  - Request to Change Lanes [Form](#)

## MTRS Benefits and Reference Guide

Review the [presentation guide](#) at your convenience. This guide provides you information on retirement planning, eligibility, and benefits.

Review the [Ready for Retirement presentation booklet](#), which includes a sample of a completed retirement application, and [contact MTRS](#) if you have any questions.



# Staff Attendance: Using AESOP

Ayer Shirley Regional School District implements an automated service for the process of recording absences and finding substitutes. This service is called the **Automated Educational Substitute Operator (AESOP)**.

When you are going to be absent for a half day or full day for any reason (e.g. sick days, personal days, bereavement, conference days, etc.), you must enter your absence into the system for us to secure a substitute for you. For your convenience, the AESOP service is available to you 24 hours a day, seven days a week. You may interact with the system either on the Internet at <http://www.aesoponline.com>, or by way of a toll-free automated phone line, 1-800-942-3767.

During the first week of your employment, you will receive an email with your ID and Personal Identification Number (PIN). These are typically your telephone number for your ID, and the last four digits of your social security number for your PIN. Directions on how to register will be included in your email.

## **Helpful Reminders:**

- All absences need to be recorded in AESOP. You may call the main office if you need to leave a message with them about your absence, but absences should always be recorded through AESOP.
- When using AESOP over phone:
  - When you access AESOP for the first time over the phone, it is very important that you record your name and assignment for substitutes to hear. Please keep in mind that only your name and assignment should be recorded, (e.g. John Doe, 3rd grade) as AESOP will play this recording to potential substitutes for all future absences you register. You will not be asked to record this information each time you register an absence.
  - When entering an absence over the phone, please wait until you receive a confirmation number before you terminate the phone call. Your transaction is not complete until you receive a confirmation number.

If you have any questions, concerns, or comments, please contact Amanda Lewis, Payroll and Benefits, at [alewis@asrsd.org](mailto:alewis@asrsd.org), or 978-772-8600, extension 1511.



# Professionalism

Professionalism in the workplace is an expectation for employees and employers, and can look very different in varied settings (e.g. physical education teacher). Professionalism is a common element in a variety of successful places of work, including schools. Educators are held to a higher standard than other professionals, and at ASRSD, all teachers and staff members are considered professional staff, and are held to this higher standard.

To support a healthy, successful, professional, and ethical environment in all of our schools, the following are suggested guidelines for all staff and faculty:

## **Business-casual dress:**

- Appropriate **business casual** dress.
- In general, worn or torn denim, spandex, sweatpants, and beach flip-flops are inappropriate and are a safety hazard.

*Note: "Dress-down" days, medical issues, and specific teaching situations may create exceptions.*

## **Social-Media and Communication:**

- Using social-media to report school happenings is encouraged, however, using student names and/or pictures is prohibited without specific, written permission.
- Strict confidentiality of student information **must** be adhered to at all times.
- Facebook, Twitter, etc., should not be used to discuss personal or personnel issues related to ASRSD with parents or other stakeholders.
- Cell phones are used on breaks or at lunch, not while working with students unless it is for educational use.
- Adhere to [Staff Acceptable Use of Technology policy](#) (policy GBEG) as promulgated by School Committee.

## **Showing Professionalism:**

- Report to meetings promptly and prepared
- Adhere to school schedules/start times
- Complete paperwork on time
- Complete work in the manner prescribed by the school district (e.g. Teacher Plus)
- Uphold the MA Code of Ethics for the Teaching Profession
- Ensure that all students receive an equitable and equal opportunity to succeed