

**WELCOME TO THE LYNN
PUBLIC SCHOOLS!**

NEW HIRE BOOKLET





James Leo McGuinness Administration Building
100 Bennett Street, Lynn, MA 01905
Tel. (781) 477-7220 | <http://www.lynnschools.org/>

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Kianna Soto Chavez Unemployment, Fingerprints, CORIs, & Quadrant Physicals	Extension 3107
Krystal Mears HR General Line Floater	Extension 3101

**For all inquiries regarding Benefits, please contact
Kerri Hodgdon in City Hall 781-586-6769**

We can also be reached by email at: HumanResources@lynnschools.org



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We can also be reached by email at: Payroll@lynnschools.org



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Padmasini Krishnan Venkat Data Analyst	Extension 7413
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BENEFITS

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781-586-6769



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Platform Contact List

Who to contact if having issues/questions on the following systems:

Canvas	McGovernK@lynnschools.org
Employee Self Service (ESS)	Payroll@lynnschools.org HumanResources@lynnschools.org
Munis	For an account contact HumanResources@lynnschools.org For connectivity issues contact ServiceDesk@lynnschools.org
PowerSchools	DP@lynnschools.org
PTWS	Payroll@lynnschools.org
ReadySub (Absence & Management System)	HumanResources@lynnschools.org
Schoology	DP@lynnschools.org
TalentEd	HumanResources@lynnschools.org
Teach Point	WryD@lynnschools.org
Technology	ServiceDesk@lynnschools.org
Translations	McGovernK@lynnschools.org
Updating LPS Website	Webmaster@lynnschools.org

LYNN PUBLIC SCHOOLS EMPLOYEE SELF SERVICE

Employee Self Service is a secure portal that allows employees to access and update some of their personal information through internet access.

How To Log In

- ✓ Click on this link: [Login \(munisselfservice.com\)](https://munisselfservice.com)
- ✓ Scan QR code for mobile app below
- ✓ LPS website: www.lynnschools.org, under Human Resources -> Employee Self Service

What Can I do in ESS

- ✓ Make address changes
- ✓ View paycheck history
- ✓ W-2 information
- ✓ W4 election details
- ✓ Direct deposit and bank updates
- ✓ Benefits and Qualifying events

Questions or Concerns? Email:

HumanResources@lynnschools.org or

Payroll@lynnschools.org

What is my Username and Password

- ✓ Username is your first initial, last name and last four digits of your Social Security Number (JSmith1234).
- ✓ The initial password is the last four digits of your Social Security number.

Username: JSMITH0001
Password: 0001

Resources

For **HOW TO** documents click here

[Employee Self Service - City of Lynn \(lynnschools.org\)](https://lynnschools.org/ESS)

Scan me



ESS Mobile App



ReadySub for Employees

Employee User Guide

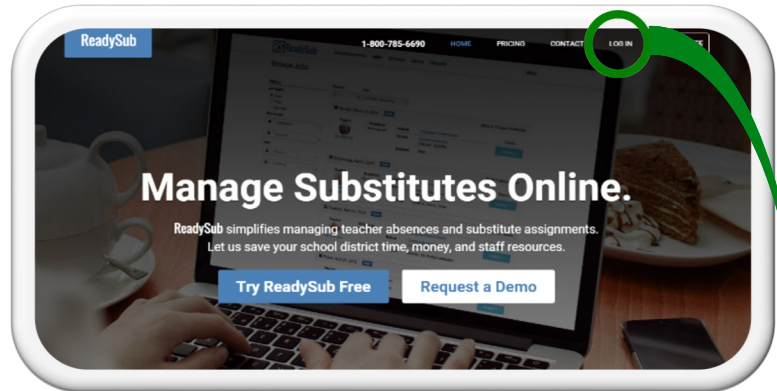


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What is ReadySub?

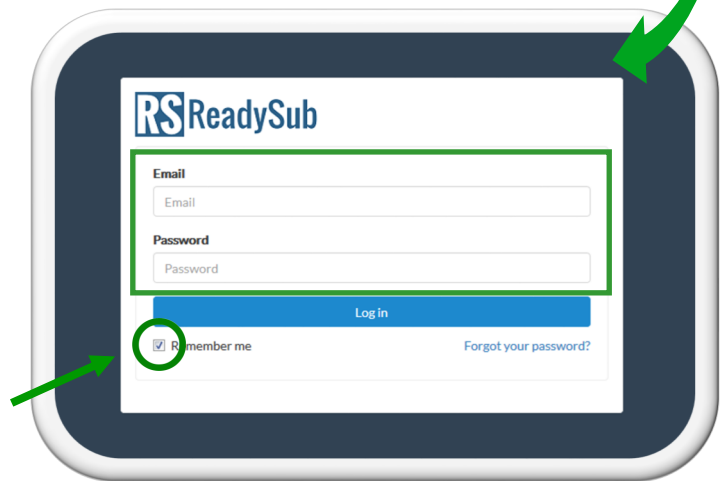
ReadySub is a state of the art employee absence management and substitute placement system. As an employee you can post absences, upload lesson plans and notes, assign and request substitutes, receive email and optional text notifications, select favorite substitutes, track your absences and receive announcements from administrators.



Log In

To log in to ReadySub, enter www.readysub.com into your internet browser. Navigate to the top right corner of the screen and select Log in. You will be redirected to the ReadySub login page where you can enter your email address and password.

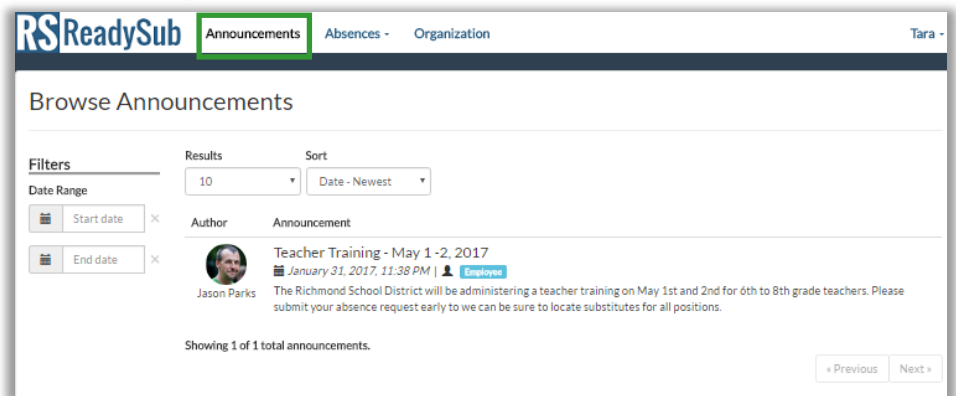
Once your account is activated, you will receive a Welcome email with a temporary password. You can then update your password for future logins. If you would like ReadySub to remember your username and password, make sure to check the Remember Me box towards the bottom left corner of the screen.



Announcements

As an employee, you have access to organization wide announcements. To access them, simply click on the Announcements tab towards the top left portion of your screen.

Included in each announcement is the creator's name, title, and photo, the date of publication, the header, and the body of the post.



Post an Absence

To post an absence, navigate to the Absences drop down and select Post an Absence. You will see a five part posting process at the top of the page.

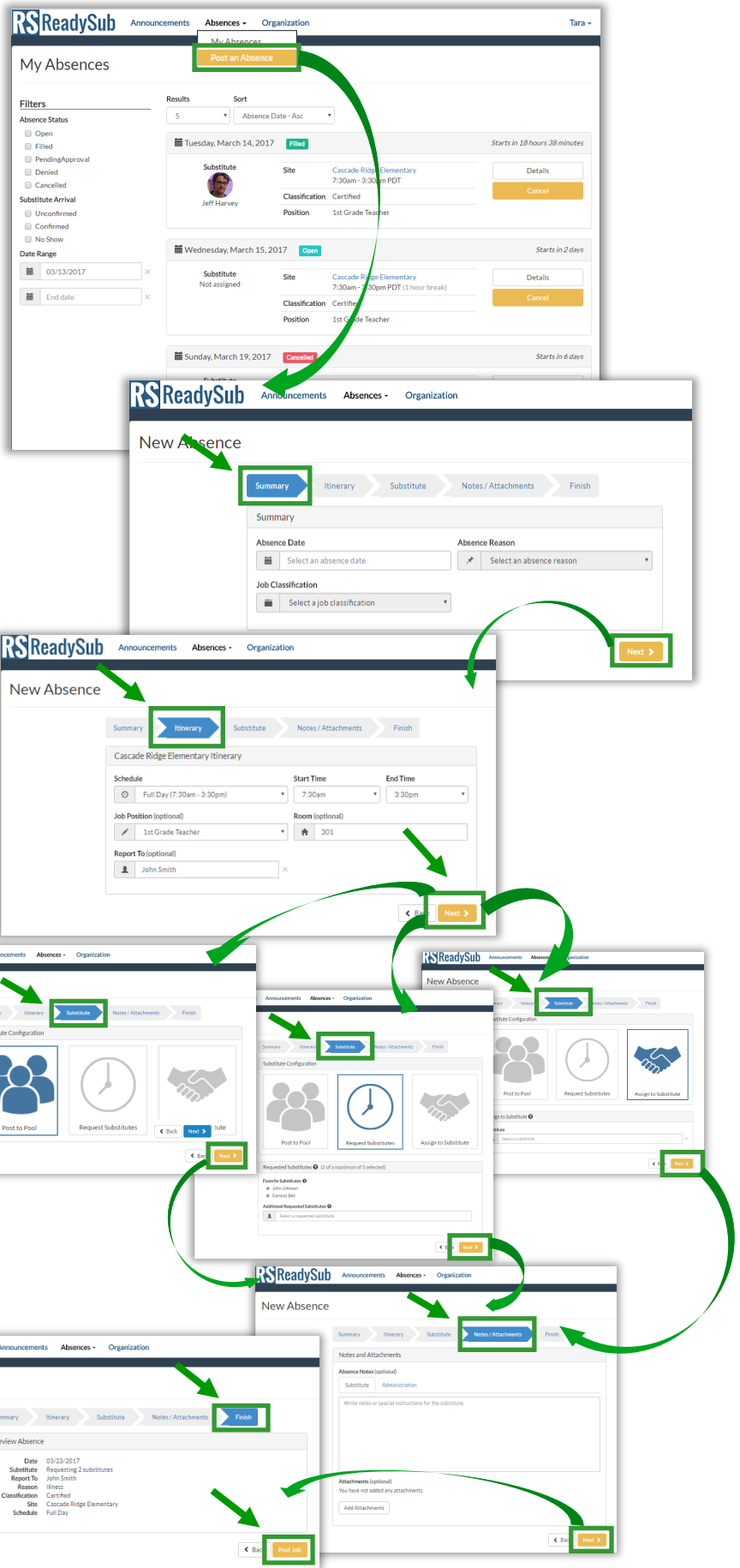
Step 1 is the Summary section and where you select the absences' date, reason, and classification.

Step 2 is the Itinerary section and includes the schedule, start time, end time, position, room number, and report to person.

Step 3 is the Substitute section and allows you to post the job to the pool of available substitutes, request up to five substitutes, or assign a substitute directly to the absence. To post to the pool simply select Post to Pool followed by the Next button. To request one or more substitutes, click the Add button next to Requested Substitutes. All Requested Substitutes will have 72 hours from the time the job is posted or until 5:00PM local time the night before (whichever is sooner) to accept the position. After the request period is over, if none of the requested substitutes have accepted the job, it will be posted for all qualified substitutes to view/accept. Should you set an substitutes as Favorites, they will automatically populate into the favorites section under the Requested option. To assign a substitute directly to a job, select the Substitute drop down and choose any substitute that meets the classification and scheduling requirements of the job.

Step 4 is the Notes and Attachments section and allows you to add information for your substitutes to view. These fields are optional and can be added later on.

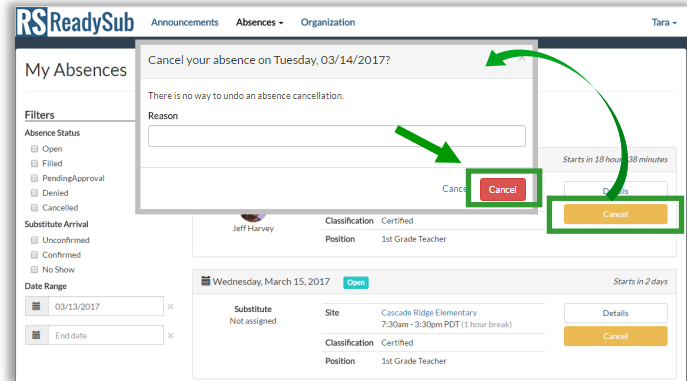
Step 5 is the review and confirmation section. To complete the absence submission, click Post and you will be sent directly to the details page so you can review the submission. If the absence requires administrator approval the status will be "Pending Approval." If not, it will say Open or Filled.



Cancel an Absence

To cancel an absence, access the My Absences page and click Cancel next to the absence. You can designate a reason for cancelling the absence (optional) so your administrators are fully informed.

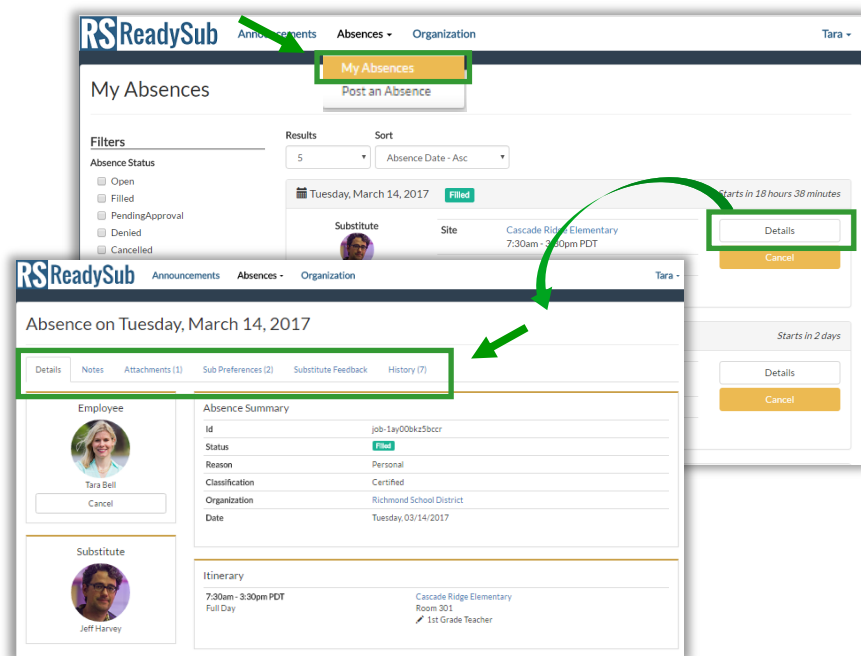
You can cancel an open absence as well as one that has already been filled. In the event that a substitute has already been assigned to the absence, they will be notified that their job has been cancelled.



View your Absences

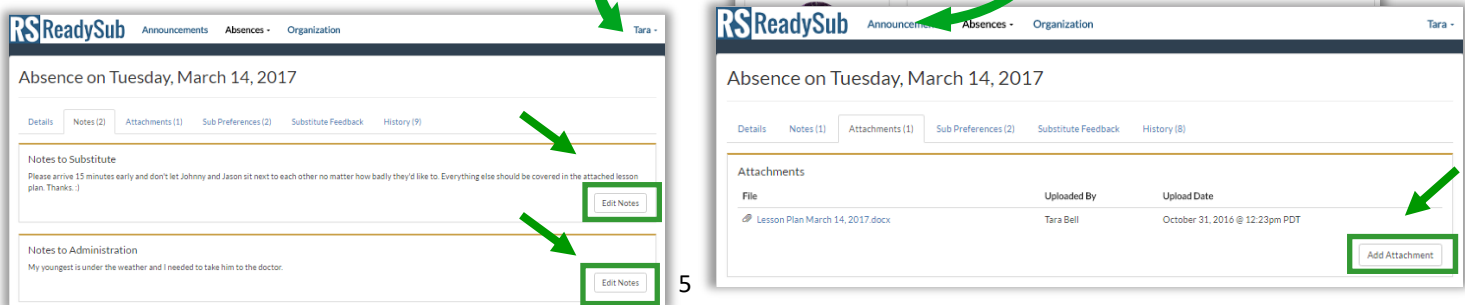
To view any of your absences, navigate to the My Absences page at the top of your screen. Included in each listed absence is its status, time, date and your organization, site, and name.

To view absence details, upload notes and attachments or to cancel an absence, click the Details button next to the absence. In addition to the time, date, organization, and site, you'll see the absence history, any preferred and blocked substitutes, and any notes and attachments you've added.



Add Notes & Attachments

There are two methods for uploading notes and attachments to your absence request. The first is during the actual posting process and the second is via the Absence Details page. Towards the middle of the details page, you will see two tabs titled notes and attachments. You can upload notes specifically for the substitute and administrators and attach documents for all parties to view.

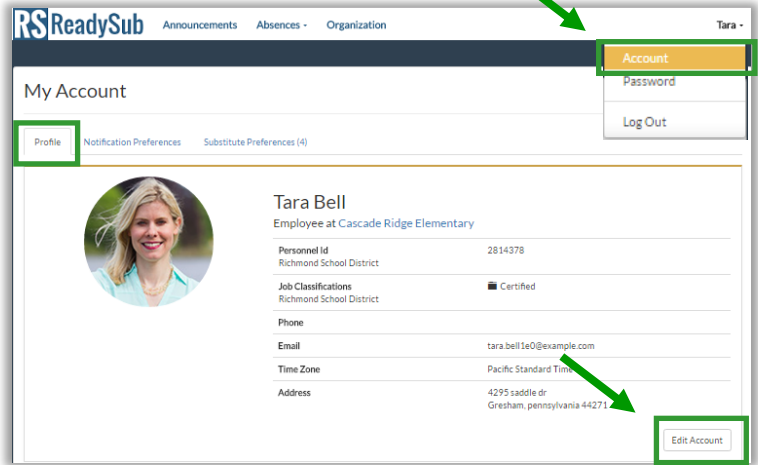


Edit Your Profile

To access your personal account information, hover over your name and select the Account tab towards the top right corner of the screen.

Towards the middle of the page you'll see three tabs labeled Profile, Notification Preferences and Substitute Preferences.

To edit your Profile information, click the Edit Account button towards the bottom right portion of the screen.

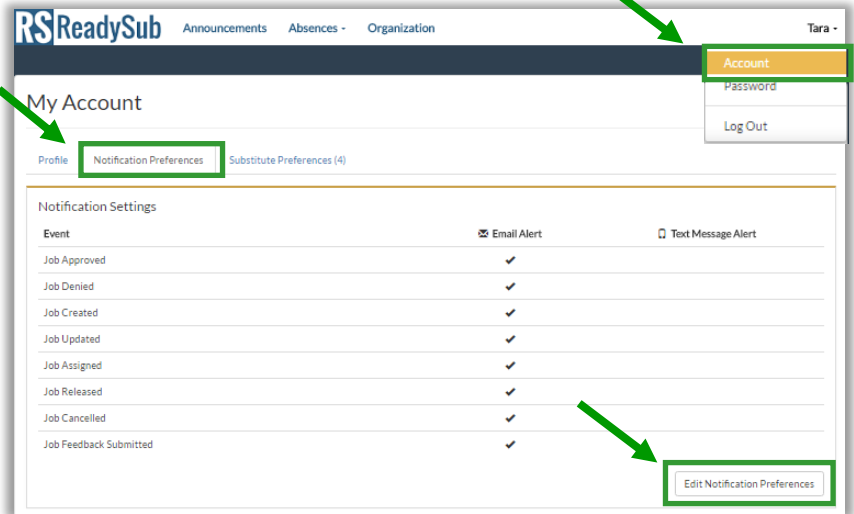


Update Your Notification Preferences

As an employee you can update your notification preferences by hovering over your name and selecting Account followed by the Notifications Preferences tab.

You can be notified via text and email when an absence is created, edited, or cancelled, when a substitute is assigned to/accepts the job, and if they've provided feedback on their classroom experience.

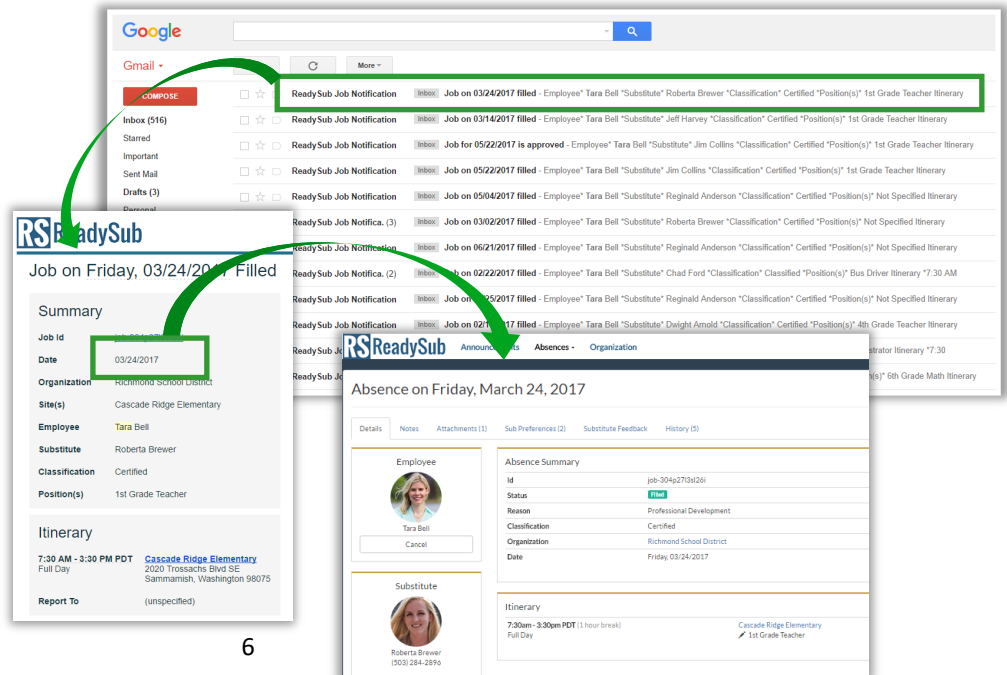
Depending on your administrator preferences, certain absence reasons (vacation for example) may require an administrator approval. In these cases you can be notified via text message and email when an administrator approve/denies your request.



Email Notifications

As an employee you can receive email notifications when absences are created, edited, cancelled, accepted by a substitute, assigned to a substitute by an administrator, approved or denied by an administrator and if a substitute has left any feedback on their classroom experience.

To access the absence, open the email notification and click on the Job ID link. If you're logged into ReadySub, you will be taken directly to the Job Details page. If you're not logged in, you will be sent to the ReadySub login page and upon logging-in, you will be taken directly to the Job Details page.



Text Notifications

As an employee you can receive text message notifications when absences are created, edited or cancelled by an administrator, accepted by a substitute, assigned to a substitute by an administrator, approved or denied by an administrator, or if a substitute releases a job prior to the start date or has left any feedback on their classroom experience.

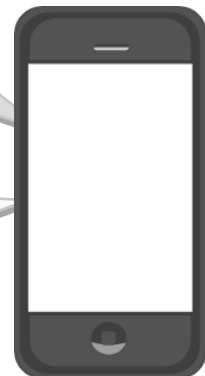
To adjust your text message settings, go to your Account page followed by the Notification Settings tab. To access the absence from a text message, simply click on the corresponding link and login.

Your job on Thursday 10/3/2017 was filled by Substitute Ava Boyd. Details: www.goo.gl/R01MVK

Your Job on Thursday, 10/3/2017 was approved! Details: www.goo.gl/R01MVK

Your Job on Thursday, 10/3/2017 has been updated. Details: www.goo.gl/R01MVK

Your Job on Thursday, 10/3/2017 was re-released by Substitute Ava Boyd. Details: www.goo.gl/R01MVK



Favorite & Blocked Substitutes

ReadySub offers employees the ability to set up to 5 favorite substitutes and block up to 5 substitutes.

Favorite Substitutes automatically populate into each of your absence posts as Requested Substitutes. Requested Substitutes are the first to be notified of your absences and can accept your absences/jobs before the rest of the available and qualified substitutes in your organization are notified.

Blocked Substitutes are unable to view any of your absences or receive notifications. Should an administrator attempt to assign a blocked substitute to one of your absences, ReadySub will notify them that they've been blocked.

The screenshot shows the 'Edit Substitutes Preferences' page. At the top right, the 'Account' menu is highlighted with a green arrow. Below it, the 'Favorite Substitutes' section has an 'Add' button circled in green. The 'Blocked Substitutes' section also has an 'Add' button circled in green. A 'Save' button is highlighted with a green box and a green arrow. Two pop-up windows titled 'Select a blocked substitute' are shown, each containing a search bar and a list of substitute names: Reginald Anderson, Dwight Arnold, Ramona Bailey, Leonard Barnes, Camila Barrett, Constance Bates, Genesis Bell, Roberta Brewer, Andy Brunke, and Benjamin Bryant. The bottom of each list shows 'Showing 10 of 48 total substitutes' and navigation buttons for 'Previous' and 'Next'.

Your Organization

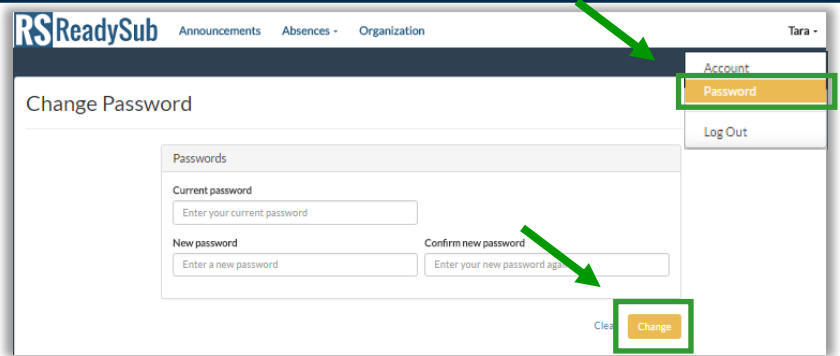
The Organizations tab is a way to access your administrator's contact information including phone number, address, and the website of your organization.

The screenshot shows the 'Organization' page for the Richmond School District. The top navigation bar has the 'Organization' tab highlighted with a green box and a green arrow. The page content includes the following information:

Profile	
Phone	(425) 837-7000
Website	www.testwebsiterichmond.com
Address	565 NW 8th Street Issaquah, WA 98023

Change Your Password

To change your password, hover over your name and select Password. Submit your current password followed by your new password. Select Change to finalize the newly created password.

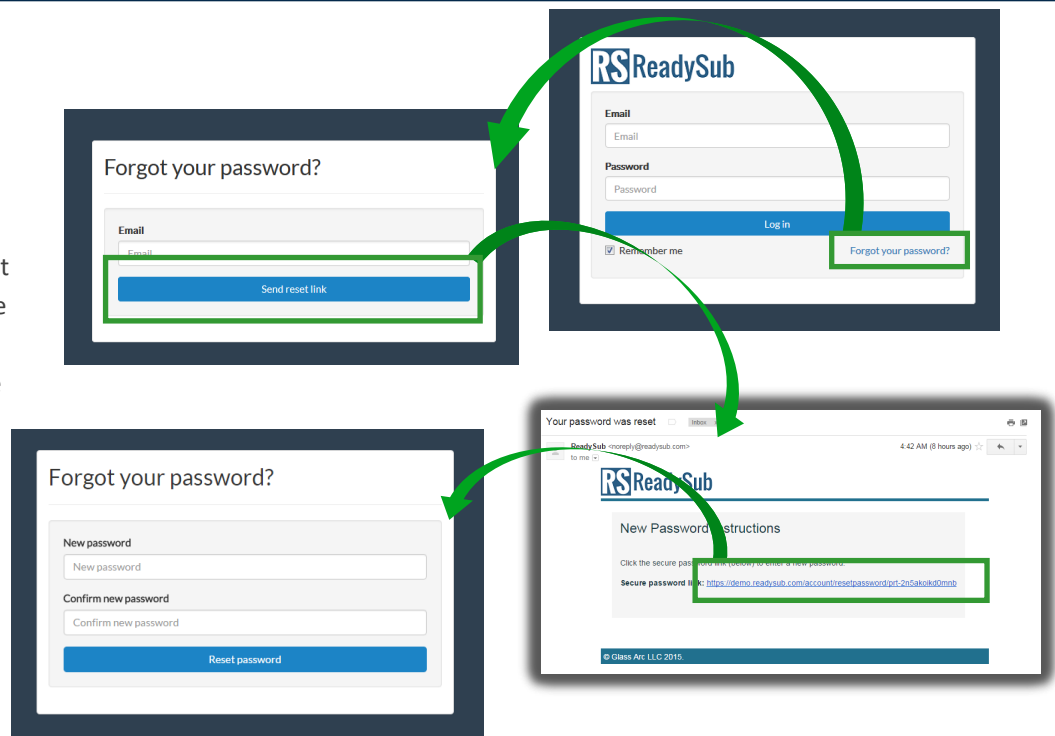


Forgot Your Password

In the event that you forget your password and need to generate a new one, go to the log in page at www.readysub.com/account/login and select Forgot your password?

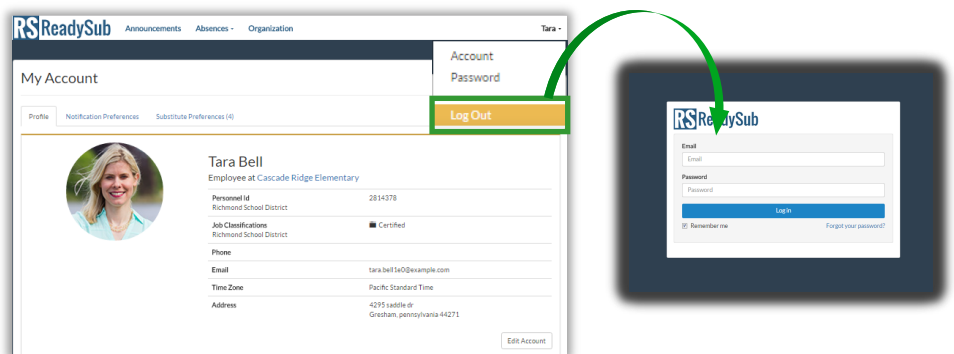
You will be redirected to the Forgot Password page where you can type in your email address. Upon selecting Send Reset Link, you will be emailed a link to create a new password.

The link is valid for 24 hours and connects you directly to the page where you can type and confirm your new password.



Log Out

To log out of ReadySub from any page on the platform, hover over your name and select Log Out. You will be taken directly out of the system and back to the ReadySub login screen.





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Online PTWS FAQs

The Part Time Position – Online Approval System (PTWS) was developed to submit hours or stipends worked after contractual hours. When submitted, the PTW request travels through an automated three step approval process, returning an approval/denial email to the submitter.

Work should not start until the initial email stating you have been approved to work extra hours has been received. Work should not start until you receive this confirmation.

Offsite work must have prior approval prior to starting and submitting for payment.

How do I get to the website?

Here is a link to the website:

[Lynn Public Schools / OAS \(smartedu.net\)](http://www.lynnschools.org/OAS)

You can also get to the website by going to www.lynnschools.org
Click on RESOURCES > STAFF RESOURCES > Part-Time Application



[Part-Time Application](#)

What is my username?

Your username is your LPS email address minus the @lynnschools.org

Example: reeda@lynnschools.org = reeda

What is my password?

Your password is originally set to **lynnoas**. When you log in with this password, it will prompt you to change your password to what you want it to be. See screen shot below:

Change Your Password

Your New Password:

Retype Your Password:

Why is my password not working?

If you cannot remember what your password is, click on the “**Forgot Your Password**” link under the log in screen. When you click on this link, it asks for your username (not your email address). After you click submit you will get confirmation that the email has been sent. Please allow some time for email delivery.

Username:

Password:

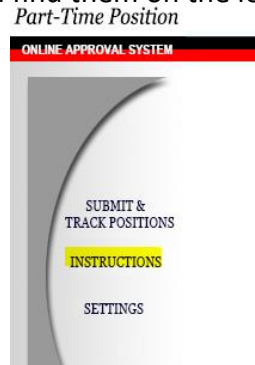
[Forgot Your Password?](#)

How do I submit my time?

Detailed instructions are always available on the website. You can find them either before you log in, on the main screen,

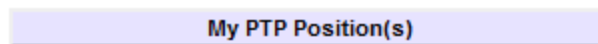


OR once you are logged in, you can find them on the left side of the page:



What is the status of my Time Accountability Sheet?

Once logged in, click:



Under STEP 3 you can view the status of your Time Accountability Sheet:

STEP 1: Choose Position to Work On [^]
TEST

STEP 2: Carefully Review the Details of This Position
Position Title: TEST Payment Type: Hourly Fund Balance: \$450
Funded Amount: \$450 FUND MUST BE SPENT BY: 06/30/2019 [View More Details](#) [View AGREEMENT: Terms and Conditions](#)

STEP 3: Select Existing Worksheet to Update or Create a New Worksheet
INSTRUCTIONS:
* IF YOU HAVE A SAVED WORKSHEET in the drop-down field below for the position you would like to update, sele
* IF YOU HAVE NOT YET CREATED A WORKSHEET for your desired position, click on the CREATE A NEW WOF

TEST / ADM BLDG / Jul-24-2018 - DENIED

Submitted Worksheet Information
WORKSHEET TITLE: TEST / ADM BLDG / Jul-24-2018

Date	Times	Hours	Description of Task
07/24/2018		0.5	1

Total Number of Hours = 0.5
Amount Request for Payment = \$22.5
Comments: LEVEL 1: This worksheet is missing information. Please Edit and re-submit

STEP 1: Choose Position to Work on -> select the PTWS



Skip to STEP 3: Select Existing Worksheets to Update or Create a New Worksheet

STEP 3: Select Existing Worksheet to Update or Create a New Worksheet

INSTRUCTIONS:
* IF YOU HAVE A SAVED WORKSHEET in the drop-down field below for the position you would like to update, select the worksheet name now.
* IF YOU HAVE NOT YET CREATED A WORKSHEET for your desired position, click on the CREATE A NEW WORKSHEET button now.

Please Select

TEST FOR TBD / FALLON / May-15-2015 - SUBMITTED
TEST FOR TBD / FALLON / May-06-2015 - SAVED

CREATE A NEW WORKSHEET

Once your Time Accountability Sheet has been approved, you will receive an email notifying you of the status. If you have not paid within 2 weeks of receiving this email, please contact the Payroll office at Payroll@lynnschools.org.

Why was my Time Accountability Sheet Denied?

If your time Accountability Worksheet has been denied you will receive a system generated email from NOREPLY@SMARTEDU.NET. If you have not received the email, please check your junk mailbox. Please read the email to see the comment of why it was denied. You can also log into your account to view the comment.

Once logged in, click:

Under STEP 3, select the worksheet labeled *denied*, the comment is listed. Do not create a new worksheet; click edit and resubmit it after you make your correction.

Why have I not been paid yet?

Once your Time Accountability Worksheet has been approved, you will receive an email notifying you of the status. If you have not been paid within two (2) weeks of receiving this email, please contact the Payroll Office at Payroll@lynnschools.org.



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PLEASE ONLY EMAIL TO HUMANRESOURCES@LYNNSCHOOLS.ORG

Leave of Absence Request Form Directions:

Whenever you need to take a leave of absence for the following reasons, you will need to complete the Leave of Absence Request Form and submit to HUMANRESOURCES@LYNNSCHOOLS.ORG:

- Sick
- Unpaid Leave
- Maternity/Paternity
- FMLA
- Intermittent FMLA
- Marriage Leave
- Military Leave
- Leave of Absence from Current Position

If you are unsure if you need to fill out the form, please contact HR.

If you are not sure on the date the leave will start/end, please enter an estimated date.

Full Legal Name	
Name	
Ex. Teacher, Nurse, Paraprofessional	Name of School
Position	Location
Date your leave is expected to start	Date you are expected to Return
Effective LOA Start Date	LOA Return Date

Select the type of Leave

Type of Leave Requested:

- Sick
- Unpaid Leave
- Maternity/Paternity
- FMLA
- Intermittent FMLA
- Marriage Leave
- Military Leave

Please provide an explanation of why you are taking the leave. Make sure to sign and date the form before submitting to HR.

Reason for leave:

Ex. Will be having surgery on ...
Ex. Baby is due ...
Ex. Will be taking a teacher position.

Please refer to the provisions in your collective bargaining agreement/personal contract for terms of use.

Attach all pertinent documentation to this form (e.g. doctor's note, letters)

Your Signature	
Employee Signature	Date



DATE: _____

APPROVED: YES NO

SIGNATURE: _____

Leave of Absence Request Form

LEAVE OF ABSENCE REQUEST FORMS MUST BE EMAILED TO
HUMANRESOURCES@LYNNSCHOOLS.ORG

Name

Position

Location

Effective LOA Start Date

LOA Return Date

Type of Leave Requested:

- Sick
- Unpaid Leave
- Maternity
- FMLA
- Intermittent FMLA
- Marriage Leave
- Military Leave

Reason for leave:

Please refer to the provisions in your collective bargaining agreement/personal contract for terms of use.

Attach all pertinent documentation to this form (e.g. doctor's note, letters)

Employee Signature

Date



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PLEASE ONLY EMAIL TO HUMANRESOURCES@LYNNSCHOOLS.ORG

Sick Bank/Sick Day Donation Request Form Direction:

If you need to apply for sick bank/sick day donations, please complete the Sick Bank/Sick Day Donation Request and submit to HUMANRESOURCES@LYNNSCHOOLS.ORG:

Please note you can only apply for one or the other, **you cannot apply for both at the same time.**

You can apply for the other after the first request is approved/denied.

Medical Documentation **MUST** be provided along with the form. The medical documentation must include the following:

- Diagnosis/treatment
- Recovery period
- Projected return date
- Statement that you are unable to work during this period of time

Full Name	
Name	
Teacher, Nurse/ Paraprofessional	School Name
Job Title	Location
Your LPS email	Personal Phone Number
Email	Phone Number
Your Personal Mailing Address	
Mailing Address	
City, State	Zip Code

I am applying for:

- Sick Bank Donation (must be a member of the sick bank to apply)
- Sick Day Donation

Illness or Injury
Nature of Illness or Injury

- Medical Documentation is attached with diagnosis/treatment, recovery period, projected return date and a statement that you are unable to work during this period of time.

Your Signature	Date
Applicant Signature	Date

Please refer to the provisions in your collective bargaining agreement/personal contract for terms of use.



SICK BANK/SICK DAY DONATION REQUEST

FORMS MUST BE EMAILED TO
HUMANRESOURCES@LYNNSCHOOLS.ORG

Name

Job Title

Location

Email

Phone Number

Mailing Address

City, State

Zip Code

I am applying for:

- Sick Bank Donation (must be a member of the sick bank to apply)
- Sick Day Donation

Nature of Illness or Injury

- Medical Documentation is attached with diagnosis/treatment, recovery period, projected return date and a statement that you are unable to work during this period of time.

Applicant Signature

Date

Please refer to the provisions in your collective bargaining agreement/personal contract for terms of use.

FOR COMMITTEE USE ONLY

Approved

Number of Days Approved

Denied

Reason for Denial

Signature

Date



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Lynn Public Schools Bilingual/Biliterate Stipend:

As cited in the MOU (Memorandum of Understanding) below from June 2022, there is a new provision called “Bilingual/Biliterate Stipend” for active and new employees who are certified or deemed to be bilingual/biliterate via an employer approved process in the Lynn Public School system:

“Active employees and new employees who are certified or deemed to be bilingual/biliterate via an Employer approved certification process and/or test shall receive an annual stipend of one thousand dollars (\$1,000.00).”

Approved Employer Certification Process and/or Test are as follows:

To receive the annual stipend of one thousand dollars (\$1,000.00), active employees and new employees must demonstrate proficiency via one of the following Employer approved proficiency measurements in available assessments in a language other than English:

- A minimum composite score of 7 (Advanced Low) on the STAMP (Standards-Based Measure of Proficiency) assessment for available languages*
- Active MA DESE Initial/Professional World Language license or TBE license with specified language designation (Ex. TBE-French) or a MA Bilingual Endorsement for a language other than English
- A minimum score of Advanced Low level on both the WPT and OPI
- At least one certification or similar credential in the field of translation/interpretation in a language other than English, with a minimum 30 hours of training (subject to district approval). Examples include, but are not limited to, certification in educational, medical or legal translation/interpretation; or credentials from a translation/interpretation organization such as the American Translators Association, International Medical Interpreters Association, etc..

* Employees will be provided opportunity to register to take the STAMP assessment at a Lynn Public Schools location, once annually in the fall each year.

Note: *Employees interested in demonstrating proficiency in a language other than English for the bilingual/biliterate stipend will be responsible for payment of approved assessments to meet eligibility criteria.*

Additional Assessment Information:

- STAMP current language assessment offerings include: Arabic, French, German, Hebrew, Hindi, Italian, Japanese, Korean, Mandarin (Simplified & Traditional), Polish, Portuguese (Brazilian), Russian, and Spanish.
 - You can find STAMP [sample test items here](#)
- Those seeking the Bilingual Education [American Sign Language] Endorsement can satisfy the test requirement noted above through a passing score on the Sign Language Proficiency Interview for American Sign Language test (SLPI). You can find information about the SLPI at <http://www.rit.edu/ntid/slpi/home>
- You can find information about MTEL [here](#).
- Information about the American Council for the Teaching of Foreign Languages (ACTFL) can be found [here](#).
- You can find additional information about the OPI [here](#).
- You can find additional information about the WPT [here](#).



LPS TRAININGS

All full-time and part-time LPS employees are required to complete trainings to stay in compliance with state requirements.

From time to time, you will receive communications regarding trainings that will need to be completed to stay in compliance. Communication will be sent via an email or through [Employee Self Service \(ESS\)](#).

51A/Mandated Reporter:

- ❖ This is an annual training.
- ❖ The training consists of lessons, each of which will conclude with questions to test your knowledge of the material.
- ❖ At the end of the lesson, a certificate can be downloaded as proof of completion.
- ❖ Communication will include directions on how to upload/present the certificate.

Canvas trainings:

- Civil Rights
 - Bullying Prevention
 - Confidentiality & Student Records
 - Restraint Training Overview
 - Health & Wellness
 - Professional Boundaries
 - Life-Threatening Allergies & School
 - Seizures in the School Setting
 - Medicine Delegation
 - Safety & Security
- ❖ This is an annual training.
 - ❖ The training consists of lessons, each of which will conclude with questions to test your knowledge of the material.
 - ❖ At the end of the lesson, it will be submitted for grading (gradings sometimes takes time).

State Ethics Training:

- ❖ This is a bi-annual training.
- ❖ The course is divided into multiple chapters.
- ❖ At the end of the training a certificate will be emailed to you and can be downloaded as proof of completion.
- ❖ Communication will include directions on how to upload/present the certificate.

State Ethics Acknowledgement:

- ❖ This is an annual acknowledgement.
- ❖ No training but you will need to read and acknowledge the State Ethics.
- ❖ At the end of the acknowledgement a certificate will be emailed to you and can be downloaded as proof of completion.
- ❖ Communication will include directions on how to upload/present the certificate.

Lynn Public Schools

2024 - 2025 School Calendar

September (19)						
Su	M	Tu	W	Th	F	S
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					

October (22)						
Su	M	Tu	W	Th	F	S
		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		

November (17)						
Su	M	Tu	W	Th	F	S
					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

December (15)						
Su	M	Tu	W	Th	F	S
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 (20)						
Su	M	Tu	W	Th	F	S
			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	

February (15)						
Su	M	Tu	W	Th	F	S
						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	

March (21)						
Su	M	Tu	W	Th	F	S
						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					

April (16)						
Su	M	Tu	W	Th	F	S
		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			

May (21)						
Su	M	Tu	W	Th	F	S
				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

June (14)						
Su	M	Tu	W	Th	F	S
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					

School Closed/
Holidays

Early Release

Teacher in-Service Days (no school for students) 8/28/24, 8/29/24, 9/3/24, 11/5/24, 1/17/25

First and Tentative Last Day of School - Grades 1 – 11 – High School Graduations June 5th and 6th

First Day of School – PreK and KG

Elementary Schools – Trimester Dates SY 2024 - 2025			
	T1 – 61 Days	T2 – 60 Days	T3 – 59 days
Trimester IPRs Distribution Dates	November 1, 2024	February 7, 2025	May 16, 2025
Trimester Closing Dates	December 4, 2024	March 19, 2025	June 20, 2025
Trimester Report Card Distribution Dates	December 18, 2024	April 2, 2025	June 20, 2025

Secondary Schools – Quarter Dates SY 2024 - 2025				
	Q1 – 46 Days	Q2 – 42 Days	Q3 – 45 Days	Q4 47 – Days
Quarter Interim Progress Reports	October 4, 2024	December 13, 2024	March 7, 2025	May 16, 2025
Quarter IPRs Distribution Dates	October 11, 2024	December 20, 2024	March 14, 2025	May 23, 2025
Quarter Closing Dates	November 8, 2024	January 24, 2025	April 4, 2025	June 20, 2025
Quarter Report Card Distribution Dates	November 19, 2024	January 31, 2025	April 11, 2025	June 20, 2025

Lynn Public Schools

2024 - 2025 Calendario Escolar

Septiembre (19)						
Do	Lu	Ma	MI	Ju	Vi	Sá
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					

Octubre (22)						
Do	Lu	Ma	MI	Ju	Vi	Sá
		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		

Noviembre (17)						
Do	Lu	Ma	MI	Ju	Vi	Sá
					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

Diciembre (15)						
Do	Lu	Ma	MI	Ju	Vi	Sá
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				

Enero (20)						
Do	Lu	Ma	MI	Ju	Vi	Sá
			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	

Febrero (15)						
Do	Lu	Ma	MI	Ju	Vi	Sá
						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	

Marzo (21)						
Do	Lu	Ma	MI	Ju	Vi	Sá
						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					

Abril (16)						
Do	Lu	Ma	MI	Ju	Vi	Sá
		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			

Mayo (21)						
Do	Lu	Ma	MI	Ju	Vi	Sá
				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

Junio (14)						
Do	LU	Ma	MI	Ju	VI	SÁ
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					

Escuela Cerrada Días Feriados o Vacaciones

Salida Temprana

Días de desarrollo profesional para maestros (no hay escuela para los estudiantes)
8/28/24, 8/29/24, 9/3/24, 11/5/24, 1/17/25

Primer y último día tentativo de clases - Grados 1 -11.

Graduaciones de la escuela secundaria Junio 5th and 6th

Primer día de clases: PreK y KG

Escuelas primarias – Fechas trimestrales SY 2024 - 2025

	T1 – 61 Days	T2 – 60 Days	T3 – 59 days
Distribución de los IPIs del Trimestre	1 de noviembre de 2024	7 de febrero de 2025	16 de mayo de 2025
Fechas de cierre del trimestre	4 de diciembre de 2024	19 de marzo de 2025	20 de Junio de 2025
Fechas de distribución de las libretas de calificaciones trimestrales	18 de diciembre de 2024	2 de abril de 2025	20 de Junio de 2025

Escuelas secundarias – Fechas trimestrales SY 2024 - 2025

	Q1 – 46 Days	Q2 – 42 Days	Q3 – 45 Days	Q4 47 – Days
Informes de Progreso Interino (IPIs) del Cuatrimestre	4 de octubre de 2024	13 de diciembre de 2024	7 de marzo de 2025	16 de mayo de 2025
Distribución de los IPIs del Cuatrimestre	11 de octubre de 2024	20 de diciembre de 2024	14 de marzo de 2025	16 de mayo de 2025
Fechas de cierre del cuatrimestre	8 de noviembre de 2024	24 de enero de 2025	4 de abril de 2025	20 de Junio de 2025
Fechas de distribución de las libretas de calificaciones cuatrimestrales	19 de noviembre de 2024	31 de enero de 2025	April 11, 2025	Junio 20, 2025