

# HR Happenings

## *The Staff Newsletter for the Boxford, Middleton, and Topsfield Elementary School Districts*



**TTU Human Resources**  
*Engage. Support. Grow.*

### Job Openings

Job Openings are posted internally through email, on our [HR Website](#). Please check often for updates.

### Vision Statement

The Tri-Town School Union believes in nurturing a dynamic learning environment where creative thinkers and innovative problem-solvers develop the empathy, resilience, perseverance, self-management, and kindness needed to positively impact the world.

**P:** 978-887-0771

**A:** 28 Middleton Road  
Boxford, MA 01921

**W:** [www.tritownschoolunion.com](http://www.tritownschoolunion.com)

**E:** [hr@tritownschoolunion.com](mailto:hr@tritownschoolunion.com)

### Welcome Message

Hello to all of you in the Tri-Town School Union!

As we enter this time of year in our school districts, there are many moving parts and tasks to complete as we head toward June.

If you are planning to retire or resign, and haven't let our office know, please do so as soon as possible so that we can plan and prepare.

We are excited to announce two new Frontline modules that we have added to our Frontline suite: Central and Recruiting & Hiring. More information on Frontline Central is located below. Recruiting and Hiring will be our new system for posting jobs, setting up interviews, and registering people into our Frontline system. All listings will be migrating from SchoolSpring to our TTU HR Website under Current Job Openings. These enhancements will continue to help digitize our records and provide better service to our employees and future employees.

Best wishes to you!

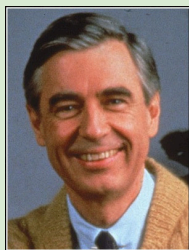
Brian Middleton-Cox  
Director of Human Resources

### Organizational Design Memos

The Organizational Design Memos for the 2024-2025 school year will be sent out to the three districts on April 12, 2024. This shows the number of classroom sections projected for next year, the professional positions budgeted, and any current Unit A openings for next year. The Tentative Teaching Assignments for the next school year will be sent out on May 15, 2024.

### Check your DESE Teaching License

It is each teacher's responsibility to ensure that his/her teaching license is current and valid with the DESE. You can renew your Teaching license online through your ELAR account on the DESE website.



Play is often talked about as if it were a relief from serious learning. But for children play is serious learning. Play is really the work of childhood.

— Fred Rogers —

AZ QUOTES

## Follow the HR Department on X and Facebook!

[@TTU\\_HR](#)



<https://www.facebook.com/profile.php?id=61552052701259>



## Who in Central Office can help me with...?

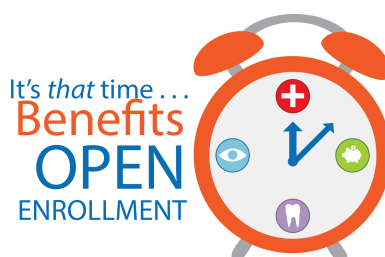
Our Mailing Address is:  
Tri-Town School Union  
Brian Middleton-Cox,  
Director of Human Resources  
28 Middleton Road  
Boxford, MA 01921  
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**TTU HR Website**

## Open Enrollment

Open enrollment will be happening shortly for changes that will be in effect for July 1, 2024. Keep your eyes open for emails pertaining to Open Enrollment. Open enrollment happens once a year and this will be your chance to make any changes to your benefits during this time. Open enrollment packets have been sent out and are on our HR Website.



### **Benefits Contacts:**

If you have questions about benefits, please contact the person below for the town you work in.

Boxford: Brian Middleton-Cox,  
978-887-0771,  
[bmiddleton-cox@tritownschoolunion.com](mailto:bmiddleton-cox@tritownschoolunion.com)

Middleton: Brian  
Middleton-Cox, 978-887-0771,  
[bmiddleton-cox@tritownschoolunion.com](mailto:bmiddleton-cox@tritownschoolunion.com)

Topsfield: Pam Rogers,  
978-887-1511,  
[progers@topsfield-ma.gov](mailto:progers@topsfield-ma.gov)

## Graduate Course Reimbursement Procedures

[CLICK HERE](#) for helpful information on graduate course reimbursement.

## Massachusetts Partnerships for Youth

Massachusetts Partnerships for Youth (MPY) offers FREE webinars on a wide variety of topics. Registration is required for each individual webinar, whether viewed live or recorded. Following each webinar, MPY will email registered participants a link to view the recorded webinar. The link to each recorded webinar will be active for 72 hours. Registration will close one business day before each scheduled event.

Link:

<https://massachusettspartnershipsfor youth.com/webinars/>

Topics include: social emotional learning, DBIE, self care, special education, pedagogy strategies, etc.

## What is the Employee Assistance Program (EAP)?

The EAP is a free, confidential service for any employees in the Tri-Town School Union. It is a confidential counseling and referral service providing professional help for problems large and small. All employees, their dependents, and members of their household are entitled to call for services 24 hours a day. Their caring staff consists of licensed professional counselors with a wide range of experience. The phone number is 800-451-1834. [CLICK HERE](#) for more information.

## Moments that Matter

Do you know a Tri-Town employee that has gone above and beyond? Has someone you work with made a positive impact on a student, family or other staff member? Recognize them with our Moments that Matter Program!

We recognize and appreciate that the Boxford, Middleton, and Topsfield Public School Districts are rich with talented and dedicated employees. EVERY staff member has an important role, responsibility and stake in the safety, security and success of our students.

The goal of the **Moments that Matter Employee Recognition** Program is to identify and recognize employees who, in their contributions and service to the Districts, exemplify our Vision.

### *Vision Statement:*

*The Tri-Town School Union believes in nurturing a dynamic learning environment where creative thinkers and innovative problem-solvers develop the empathy, resilience, perseverance, self-management, and kindness needed to positively impact the world.*

Staff, students, and community members can nominate District employees. All employees are eligible for nomination. Nominations can be made via an easy to use form located on our HR website.

A recognized employee will receive a certificate signed by the Superintendent of Schools and Director of Human Resources.

[Link to Nomination Form](#)



*Moments That Matter*

The Employee Recognition Program of the Tri-Town School Union

## Staff Intention Forms

The Staff Intention Forms are due by April 12, 2024. Please refer to the email you got for the link to fill out your intention for next year.

## HR is on X and Facebook

Follow us on X and Facebook to keep up to date on all TTU HR related matters.

X: [https://twitter.com/ttu\\_hr](https://twitter.com/ttu_hr)

Facebook:

<https://www.facebook.com/profile.php?id=61552052701259>

## Frontline Central

We will be kicking off Frontline Central soon in our district which will be connected to your current Frontline account. Frontline Central allows staff to manage their own information, submit and track forms they need, track credentials at the national, state, and district level, find updates and open requests. We will be sending out a form to all employees soon through Frontline Central to gather your demographic data.

## Tri-Town StoryCorps

Story Corps, patterned after the show and podcast on NPR, is a collection of stories told by retiring staff members who worked in the Boxford, Middleton, and Topsfield Public Schools. These stories share details from a rich history of long term teaching and learning in our schools and the participants share their experiences and words of wisdom for other educators. [CLICK HERE](#) for the website, which is part of our district's legacy.



Story Corps  
Tri-Town School Union

## News from DESE

### Massachusetts Aspiring Principal Fellowship:

The Department understands the pivotal role that school leaders play and is proud to announce the [Massachusetts Aspiring Principal Fellowship](#), a one-year program that seeks to cultivate a strong and diverse pipeline of effective school principals who are committed to championing cultural responsiveness, equity, and anti-racism. The Department has hired the [Lynch Leadership Academy](#) to support this program to inspire aspiring principal candidates to lead with vision, passion, and purpose and to create a brighter future for all students. [More information and a link to apply](#) are available online.

### Learn more! Visit our new Standards of Effective Practice webpage

Check out our updated webpage on the Standards of Effective Practice: [Standards of Effective Practice - Educator Effectiveness \(mass.edu\)](#)! This framework guides the development of Massachusetts educators from preparation through employment, articulating the key knowledge, skills, and behaviors essential of all teachers and school leaders in public schools in Massachusetts to disrupt patterns of inequity and will serve richly diverse student bodies with varied educational needs.