



School Committee Meeting Materials

Regular School Committee Meeting

December 17, 2018

7:00pm

*Ms. Mary A. Manning
Mr. James M. Fleming
Ms. Kristine Wilson*



*Ms. Ana Nuncio
Mr. Manny Cruz
Ms. Amanda Campbell*

Mayor Kimberley Driscoll, Chair

“Know Your Rights Under the Open Meeting Law, M.G.L. c.30A § 18-25 and City Ordinance Sections 2-2028 through 2-2033”

December 17, 2018

REGULAR SCHOOL COMMITTEE MEETING

Notice is hereby given that the Salem School Committee will hold a Regular School Committee meeting on Monday, December 17, 2018 at 7:00 p.m. The meeting will be held in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

I. Call of Meeting to Order

II. Amended Consent Agenda

- a. Minutes of the School Committee meeting held December 3, 2018
- b. Minutes of the Committee of the Whole meeting held December 10, 2018
- c. Approval of Warrants: 12/6/18 in the amount of \$486,755.29, 12/13/18 in the amount of \$268,016.62, 12/20/18 in the amount of \$361,170.63

III. Approval of the Agenda

IV. Public Comment #1: Questions and Comments from the Audience

V. Presentation and Reports

Superintendent’s Report

Other Reports:

Pillar 1 Create A Vibrant K-12 Learning Ecosystem

Presentation of Draft Superintendent Evaluation Goals for SY 2018-19

Update on the Dual Language Exploration in SPS

VI. Action Items: Old Business

- a. Deliberation and Vote on the Third Reading of the Revisions to School Committee Policies in the 4000s series focusing on Personnel:
 - 4101 Staff Conflict of Interest
 - 4102 Drug Free Workplace
 - 4102.01 Off the Job Drug and Alcohol Use and Activity
 - 4103 Staff Health and Safety
 - 4103.01 HIV

- 4103.02 Communicable Diseases
- 4104 Worker's Compensation Insurance
- 4106 Nondiscrimination and Equal Employment Opportunity
- 4106.01 Racial Discrimination – recommended for deletion
- 4107 Personnel Records
- 4109.01 Small Necessities Leave
- 4112 Employee Arrest
- 4113 Staff Participation in Political Activities
- 4114 Staff Participation in Community Activities
- 4115 Resignation of Employees – recommended for deletion
- 4202 Certification Requirements for Professional Staff
- 4206 Visiting Days, Educational Conferences and Professional Workshops
- 4207 Non-School Employment by Professional Staff Members
- 4208 Suspension, Demotion and Dismissal of Professional Staff Members

VII. Action Items: New Business

- a. Deliberation and Vote on the Acceptance of the Superintendent's Evaluation Goals for the 2018-19 School Year

VIII. Finance Report

IX. Subcommittee Reports

X. School Committee Concerns and Resolutions

XI. Public Comment #2: Questions and Comments from the Audience

XII. Adjournment

Respectfully submitted by:

Angelica Alayon, Secretary to the
Salem School Committee

Salem School Committee
Meeting Minutes
Monday, December 3, 2018

A regular meeting of the Salem School Committee was held on Monday, December 3, 2018 at 7:02 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

Members Present: Ms. Mary Manning, Mr. James Fleming, Ms. Kristine Wilson, Ms. Ana Nuncio, Mr. Manny Cruz, Ms. Amanda Campbell, and Mayor Kimberley Driscoll

Members Absent: None

Others Present: Margarita Ruiz, Superintendent, Kate Carbone, Assistant Superintendent, Jill Conrad, Chief of Systems Strategy, Kristin Shaver, Business Manager, and Kelley Rice, Chief of Communications

Call of Meeting to Order

Mayor Driscoll called the regular meeting of the Salem School Committee to order at 7:02 p.m.

Consent Agenda

- Minutes of the Committee of the Whole (COW) meeting held November 19, 2018
- Minutes of the Regular School Committee meeting held November 19, 2018
- Approval of Warrant: 11/29/18 in the amount of \$494,036.84
- Deliberation and Vote on the Carlton Innovation School 5th grade field trip request to Athol, MA in two separate groups from February 25-27, 2019 and February 27-March 1, 2019.
- Deliberation and Vote on the Salem High School's Science Team out-of-state field trip request to the University of Connecticut Science Bowl on March 2, 2019 from 5am to 6:30pm.

Mr. Fleming motioned to approve the Consent agenda. Ms. Manning seconded the motion. The motion carried.

Approval of the Agenda

Mr. Fleming moved to approve the Agenda as presented. Mr. Cruz seconded the motion. The motion carried.

Public Comment #1: Questions and comments from the audience

Ann Berman, 1401 Crane Brook Way, Peabody, MA, Salem Teachers Union, took a moment to thank everyone who helped with the First Books initiative event from planning, transportation, volunteering, organizing, and putting things together for the December 1st event at Peabody Veterans Memorial High School.

Christine Ross, 33 Pleasant Street, Salem, MA, asked about the links to PowerPoint presentations on the City's website and wondered when monthly reports, on the wellbeing of students who were transferred from the previous Nathaniel Bowditch school to other schools in Salem, would begin.

Presentation and Reports

Superintendent's Report – Margarita Ruiz

Superintendent Ruiz reported that Salem High School celebrated the induction of sixteen (16) students to the Tri-M Music Honor Society and congratulated all the students. Ms. Ruiz announced that Collins Middle School teachers, Michael Collins and Shannon Smith, will present at the Teacher Leadership in Action conference in Boston on Thursday, December 6, 2018. Superintendent Ruiz recognized and thanked Melanie M. McKinnon and everyone in the City of Salem who supported the Salem-based 'It Starts With Me' charity campaign, on behalf of the Salem District and families who benefitted. Many families were able to enjoy a full meal for Thanksgiving. Ms. Ruiz wished everyone a Happy Hanukkah. Superintendent Ruiz informed everyone that Education Commissioner, Jeffrey C. Riley, will be at the Collins Middle School tomorrow, December 4, 2018 to learn more of the school's STEM (Science, Technology, Engineering, and Math) expanded learning time. Mr. Riley would be spending an hour observing classrooms and talking with students.

Other Reports

Draft Goals for the Superintendent's Annual Evaluation for SY2018-19

Mayor Driscoll explained there are two items on the agenda relating to the Superintendent's evaluation, which is to review the composite summary of findings and to go over the goals for next year. Ms. Manning, School Committee Vice-Chair, shared details of the composite summary of findings process and talked about the forms that are used. Ms. Manning explained that the School Committee is giving information on this year's evaluation and that Superintendent Ruiz would distribute a handout of her goals this evening and share its details. Ms. Manning continued that the School Committee would be meeting as a Committee of the Whole (COW) next Monday evening, December 10, 2018, specifically for a discussion with Superintendent Ruiz of the goals for the next year. Ms. Manning gave a review of the composite summary, collected from School Committee members, by reading some of them aloud. Superintendent Ruiz referred to her handout and shared some of the upcoming goals for the school year.

Action Items: Old Business

Deliberation and Vote on the Second Reading of the Revisions to School Committee Policies in the 4000s series focusing on Personnel:

- 4101 Staff Conflict of Interest
- 4102 Drug Free Workplace
 - 4102.01 Off the Job Drug and Alcohol Use and Activity
- 4103 Staff Health and Safety
 - 4103.01 HIV
 - 4103.02 Communicable Diseases
- 4104 Worker's Compensation Insurance
- 4106 Nondiscrimination and Equal Employment Opportunity
 - 4106.01 Racial Discrimination – recommended for deletion
- 4107 Personnel Records
 - 4109.01 Small Necessities Leave
- 4112 Employee Arrest
- 4113 Staff Participation in Political Activities
- 4114 Staff Participation in Community Activities
- 4115 Resignation of Employees – recommended for deletion
- 4202 Certification Requirements for Professional Staff
- 4206 Visiting Days, Educational Conferences and Professional Workshops
- 4207 Non-School Employment by Professional Staff Members
- 4208 Suspension, Demotion and Dismissal of Professional Staff Members

Discussion

Mr. Fleming inquired about and discussed wording of Policy #4101.

Mr. Fleming motioned to approve the second reading of the revisions to School Committee policies in the 4000s series focusing on Personnel. Ms. Nuncio seconded the motion. The motion carried.

Action Items: New Business

Deliberation and Vote on the Final Rating for the Superintendent's Evaluation for the SY2017-18 School Year

Mayor Driscoll explained that the Superintendent's annual evaluation process is a series of actions that the School Committee performs every year, on an annual basis. The School Committee sets goals for the Superintendent, reviews and evaluates progress made on those goals, and combines them with Massachusetts Department of Elementary and Secondary Education (DESE). Mayor Driscoll continued that traditionally, the role of the Vice-Chair of the School Committee is to collect the individual evaluations from each School Committee member, compile a summary evaluation tool, and help School Committee members move through the process. Current year goals are also set. Ms. Driscoll continued to share further information about the process and its cycle.

Mr. Cruz motioned to approve the deliberation and vote on the final rating for the Superintendent's evaluation for the SY2017-18 school year as provisioned by Ms. Manning, Vice Chair. Ms. Wilson seconded the motion. Mr. Fleming is recorded as opposed. The motion carried on a six (6) to one (1) vote.

Finance Report

Deliberation and Vote on the FY19-3 budget transfer – tabled on 11/19/18

Mr. Fleming motioned to take the deliberation and vote on the FY19-3 budget transfer matter off the table. Ms. Campbell seconded the motion. The motion to take the deliberation and vote on the FY19-3 budget transfer action item off the table carried.

Discussion

Finance Subcommittee members confirmed that the FY19-3 budget transfer was reviewed and recommended favorable. Finance Subcommittee members confirmed.

Ms. Manning motioned to approve the deliberation and vote on the FY19-3 budget transfer. Ms. Campbell seconded the motion. The motion carried.

Subcommittee Reports - None

School Committee Concerns and Resolutions

Mayor Driscoll informed everyone of the Committee of the Whole (COW) meeting on Monday, December 10, 2018 to discuss the Superintendent's evaluation goals for 2018-19 and of the upcoming process of the budget planning. Ms. Manning informed of the three upcoming Finance Subcommittee meeting dates to discuss the 2019-2020 School Year preliminary budget: December 13 and 17, 2018 at 4:30pm and January 7, 2019 at 4:30pm. Mayor Driscoll commented on a budget retreat to discuss some of the challenges that might be faced for the next fiscal school year and strategies to address them. Ms. Manning shared that Salem Children's Charity will be held on Tuesday, December 11, 2018 from 6pm-9pm at the Hawthorne Hotel and welcomed anyone who would like to share their support by giving donations; the charity is accepting donations.

Public Comment #2: Questions and comments from the audience – None

Adjournment

There being no further business to come before the School Committee this evening. Mr. Fleming entertained the motion to adjourn. Ms. Campbell seconded the motion. The meeting was adjourned.

Respectfully submitted by:

Angelica Alayon, Secretary
Salem School Committee

Meeting Materials and Reports

School Committee Revised Consent Agenda November 19, 2018
Minutes of the November 5, 2018 Regular School Committee meeting
Minutes of the November 7, 2018 Committee of the Whole (COW) meeting
Exit Interviews Strategic Plan Survey Responses April 1, 2018 – August 31, 2018
Policy #6501 Subcommittees
Carlton Innovation School Fee Waiver Request
School Committee Policies (4000s) Revisions
Policies in the 4000s series focusing on Personnel
FY19-3 Budget Transfer

Salem School Committee
Committee of the Whole Meeting Minutes
Monday, December 10, 2018

A Committee of the Whole (COW) meeting of the Salem School Committee was held on Monday, December 10, 2018 at 5:48 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

Members Present: Ms. Mary Manning, Mr. James Fleming, Ms. Kristine Wilson, Ms. Ana Nuncio, Mr. Manny Cruz, and Mayor Kimberley Driscoll

Members Absent: Ms. Amanda Campbell

Others Present: Margarita Ruiz, Superintendent

Introduction

Mayor Driscoll called the meeting to order and explained that the discussion this evening is to review goals for the Superintendent for the upcoming school year cycle. This is part of a process managed by the School Committee, with the guidance from DESE under the state statute. Mayor Driscoll continued they have identified, in terms of categories, the student-learning goal that fit under two of the pillars of their strategic plan. There is also a Professional Practice and District Improvement goal laid out through the DESE process. Ms. Driscoll continued that the task this evening is to develop joint goals with the Superintendent for the next evaluation year and typically starts with the Superintendent proposing some goals.

Superintendent Evaluation Goals for 2018-19

Superintendent Ruiz referred to the revised December 20, 2018 draft evaluation goals for the 2018-2019 school year and explained that the memo involves student-learning goals, divided into groups for grades 3 through 8 and goals for the Salem High School. Ms. Ruiz talked about the three measure points they would be looking at: Increasing the Average Scaled Scores on the ELA and Math MCAS assessments by three points, increasing the SGP by two points, and increasing the CPI for Science by at three points – overall for Math and Science in grades 3 through 8. Ms. Ruiz walked members through the memo and shared further details of each.

Members engaged in discussion on the three categories of student learning goals, expectations, and how goals and progress are measured (how data is presented) against state average (how Salem is performing as compared to the state average). Members agreed the data could be structured to show the overall baseline specifics, in terms of meeting or exceeding expected goals in comparison to state average by grade. Overall, average goal data composition would provide the answer to the questions: “How is Salem making progress and where they are going?” Members shared input on how data could present evidence on how goals are being met (baseline being grades 3-8 and then by grade level as opposed to the states’) and the same for High School grades. Members continued to engage in discussion.

Members agreed that Superintendent Ruiz would provide a baseline data for review and discussion at a following Committee of the Whole (COW) meeting. Superintendent Ruiz continued to walk members through the draft evaluation goals for the 2018-19 School Year. School Committee members discussed interest in viewing an increase in data related to diversity, a goal on equity, rather than having a focus on an increase in enrollment/the number of students. Members talked about an increase in the number of subgroups and minority students that have access to accelerated

opportunities. Members continued to discuss the student achievement goal, the strategic plan, and possibility of other more respective measurements.

Members agreed on the thought of additional items that might have a metric to it with respect to the strategic plan in particular, more specificity to the strategic plan implementation and a goal and where that focus should be. Detail in some areas would be emphasized. Superintendent Ruiz would continue to implement the district's strategic plan and to address any priority findings or concerns that may be identified through the DESE District Review process, one being chronic student absenteeism. One of the goals for improvement is to address chronic absenteeism. Superintendent agreed to provide a baseline for chronic staff absenteeism. In addition, more specificity on where the focus should be and a goal would be given to the strategic plan implementation. Other things School Committee members may want to incorporate into the district's improvement goal are infrastructure and conditions for success, highlighting pillar 4, the engagement piece for High School student engagement and increasing diverse student engagement in extracurricular activities (Equity and Access).

Discussion on Professional Practice Goals

Members discussed the option of working with an outside professional for monitoring a 360-degree staff feedback to help build a strong and better culture team in the district, in terms of their leadership and teachers. Members engaged in further discussion.

Conclusion

Members agreed to more specificity to the strategic plan, addressing chronic absenteeism, a student engagement goal, and consideration of seeking an outside professional for the process of obtaining staff feedback.

Adjournment

There being no further business to come before the Committee of the Whole (COW) School Committee meeting Mr. Cruz motioned to adjourn. Ms. Nuncio seconded the motion. The motion carried. The meeting was adjourned.

Respectfully submitted by:

Angelica Alayon, Secretary
Salem School Committee

Meeting Materials

Superintendent Evaluation Goals SY2018-19 Draft Memo Revised 12/10/18

District Readiness for Dual Language Continuum

	Committed	Committing	Contemplating
Language as Resources	Superintendent and District leadership shares a core belief in the view that languages are resources to draw on and nurture, and is committed to the establishment of policies and teaching practices that build on students' native and second language resources.	District leadership shares a belief in the benefits of native language instruction for ELs and is committed to providing some support for policies and practices that allow students to draw on their linguistic resources to support learning.	District leaders and other stakeholders questions and reexamines the belief that English-only approaches are the best choice for their culturally and linguistically diverse population based on changes in current demographics.
Constant Commitment	The Superintendent and District leadership, supported by the School Committee, share a core belief in high quality DLE programs and are committed to supporting the development and implementation of a long-term program, PK or K - Gr 12.	District leadership supports the exploration phase of considering DLE programs, by learning about DLE programs, e.g., visiting successful programs, engaging in book study, creating a task force to look at their demographic data.	District leaders and other stakeholders question that current programming needs to do more to meet the needs of their linguistically and culturally diverse students.

To: Salem School Committee

From: Margarita Ruiz

Date: **DRAFT revised 12/14/18**

Re: Evaluation Goals SY 2018 - 2019

Thank you to all the members of School Committee for your thoughtful feedback and insights as to the content and focus of my evaluations goals. I deeply understand the urgency we have in raising student achievement in all levels, especially in Math, Science and at Salem High School. We must do this urgent work as we move forward the work on the implementation of our strategic plan.

I have incorporated your feedback in the revision of my goals. The Committee expressed the desire to have the academic Student Learning goals be stated in comparison with the state. I have included those goals with the baseline data requested. However, I have also kept the improvement goals that I had presented before because I would like to propose to the Committee that there also be a way for us to measure the progress that we are making towards our own performance last year. The new accountability system is mostly predicated on districts making progress towards their own targets and I would like for the Committee to clearly see how we are improving compared to last year's performance. I am prepared to have this discussion with you next Monday, 12/17/18 and will be prepared to follow what your decision will be on the inclusion of these progress goals.

Student Learning Goals

Pillar 1 Create a Vibrant K-12 Learning Ecosystem

Pillar 2 – Reimagine the High School Experience

1. Goals for All Students, Grades 3-8

- a. SPS will meet or exceed the state averages in the following measures (including whole school and grade levels)
 - i. Average Scaled Scores on the ELA and Math MCAS
 - ii. CPI for Science MCAS
 - iii. Mean SGP in ELA and Math

All Students

	2018 Scaled Score			2018 Mean SGP		
	SPS	State Avg	Gap	SPS	State Avg	Gap
ELA	494.6	500.5	-5.9	52	50	2
Math	490.9	498.4	-7.5	51.6	50	1.6
Sci CPI-Gr 5&8	64.1	n/a	n/a	n/a	n/a	n/a

2018 Science CPI	SPS	State Avg	Gap
Science CPI - Gr5	73.2	76.5	-3.3
Science CPI - Gr8	52.9	68.3	15.4

2018 Results by Grade Level (All Students)

English Language Arts (ELA)						
	Scaled Score			Mean SGP		
	SPS	State Avg	Gap	SPS	State Avg	Gap
Gr3	493.5	502.2	-8.7	n/a	n/a	n/a
Gr4	497	501.8	-4.8	53.8	50	3.8
Gr5	496.9	501.9	-5	46.4	50	-3.6
Gr6	495.4	501	-5.6	53.6	50	3.6
Gr7	494.3	497	-2.7	57	50	7
Gr8	490.2	499.1	-8.9	49.8	50	-0.2

Math						
	Scaled Score			Mean SGP		
	SPS	State Avg	Gap	SPS	State Avg	Gap
Gr3	488.5	500	-11.5	n/a	n/a	n/a
Gr4	491.7	497.9	-6.2	52.4	50	2.4
Gr5	489.6	497.5	-7.9	40.3	50	-9.7
Gr6	490.8	498.6	-7.8	50.7	50	0.7
Gr7	492.1	497.5	-5.4	57.1	50	7.1
Gr8	493.4	498.8	-5.4	60	50	10

- b. Increase the Average Scaled Scores on the ELA and Math MCAS assessments by at least 3 points
- c. Increase the CPI for Science by at least 3 points

d. Continue to increase the Mean SGP by 2 points each in ELA and Math

Subject	2018 Score	2019 Goal	2018 Mean SGP	2019 SGP Goal
ELA	494.6	497.6	52	54
Math	490.9	493.9	51.6	53.6
Science	64.1	67.1	n/a	n/a

2. Goals for Subgroups, Grades 3-8

- a. SPS will meet or exceed the state averages in the following measures (including whole school and grade levels)
 - i. Average Scaled Scores on the ELA and Math MCAS
 - ii. CPI for Science
 - iii. Mean SGP in ELA and Math

2018 Sub-Group Results

EL and Former EL

	Scaled Score			Mean SGP		
	SPS	State Avg	Gap	SPS	State Avg	Gap
ELA	481.3	488.4	-7.1	52.6	49.6	3
Math	479.9	488.5	-8.6	53.4	48.6	4.8
Science CPI - Gr 5&8	46.3	n/a	n/a			

	SPS	State Avg	Gap
Science CPI - Gr5	58.5	62	-3.5
Science CPI - Gr8	32.4	45.7	13.3

2018 Results for ELLs by Grade Level

English Language Arts (ELA)

	Scaled Score			Mean SGP		
	SPS	State Avg	Gap	SPS	State Avg	Gap
Gr3	479.3	492.4	-13.1	n/a	n/a	n/a

Gr4	481.9	491.1	-9.2	56.4	47.3	9.1
Gr5	487.9	491.8	-3.9	44.8	51.1	-6.3
Gr6	483	488.7	-5.7	51.9	51.4	0.5
Gr7	479.5	482.7	-3.2	58.1	50	8.1
Gr8	474.8	480.4	-5.6	52.7	47.9	4.8

Math						
	Scaled Score			Mean SGP		
	SPS	State Avg	Gap	SPS	State Avg	Gap
Gr3	476.8	491.6	-14.8	n/a	n/a	n/a
Gr4	479.5	489.7	-10.2	55.6	48.1	7.5
Gr5	480.4	489.4	-9	41.5	48.7	-7.2
Gr6	483.4	488.8	-5.4	54.6	48.9	5.7
Gr7	478	484.8	-6.8	57.3	46.5	10.8
Gr8	480.2	485.5	-5.3	49.8	45.4	4.4

Students with Disabilities

	Scaled Score			Mean SGP		
	SPS	State Avg	Gap	SPS	State Avg	Gap
ELA	477.4	480.8	-3.4	44.4	44.5	-0.1
Math	475.4	479.2	-3.8	45.3	44.8	0.5
Science CPI - Gr 5&8	43	n/a	n/a			

	SPS	State Avg	Gap
Science CPI - Gr5	52.2	57.6	-5.4
Science CPI - Gr8	35.8	47.1	11.3

2018 Results for SWDs by Grade Level

ELA						
	Scaled Score			Mean SGP		
	SPS	State Avg	Gap	SPS	State Avg	Gap
Gr3	480.7	485.7	-5	n/a	n/a	n/a
Gr4	479.9	483.6	-3.7	44.4	42.8	1.6
Gr5	478.1	484.4	-6.3	40.3	44.6	-4.3
Gr6	477.1	479.6	-2.5	50.8	44.9	5.9

Gr7	472.9	475.2	-2.3	46.8	43.9	2.9
Gr8	470.1	475.9	-5.8	40.6	46.1	-5.5

Math						
	Scaled Score			Mean SGP		
	SPS	State Avg	Gap	SPS	State Avg	Gap
Gr3	475.2	481.8	-6.6	n/a	n/a	n/a
Gr4	474.9	479.2	-4.3	55.6	48.1	7.5
Gr5	473.6	480.9	-7.3	38.9	45.9	-7
Gr6	474.8	479	-4.2	46.6	43.6	3
Gr7	473.3	476.5	-3.2	52.2	46.6	5.6
Gr8	474.7	477.8	-3.1	49.8	45.4	4.4

- b. Increase the Average Scaled Scores on the ELA and Math MCAS assessments by at least 3 points
- c. Increase the CPI for Science by at least 3 points
- d. Continue to increase the Mean SGP by 2 points each in ELA and Math

Subgroup	ELA		Math		Science	
	2018 Score	2019 Goal	2018 Score	2019 Goal	2018 Score	2019 Goal
EL and Former EL	481.3	484.3	479.9	482.9	46.3	49.3
SWD	477.4	480.4	475.4	478.4	43	46
ELA Grades 3-8		2018 SGP		2019 Target		
EL and Former EL		52.6		54.6		
SWD		44.4		46.4		

Math Grades 3-8		2018 SGP	2019 Target
EL and Former EL		53.4	55.4
SWD		45.3	47.3

Pillar 2 – Reimagine the High School Experience

3. Goals for All Students, Grade 10

- a. Salem High School will meet or exceed the state averages in the following metrics:
 - i. CPI for ELA, Math, and Science
 - ii. Mean SGP in ELA and Math

2018 Results for All Students (High School)
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	CPI			Mean SGP		
	SPS	State Avg	Gap	SPS	State Avg	Gap
ELA	93.3	96.2	-2.9	41.5	50	-8.5
Math	76.6	89.5	-12.9	33.4	50	-16.6
Science	80	89.3	-9.3	n/a	n/a	

- b. Increase CPI for ELA, Math, and Science by at least 3 points
- c. Continue to increase the Mean SGP by 2 points each in ELA and Math

Subject	2018 Score	2019 Goal	2018 Mean SGP	2019 SGP Goal
ELA	93.3	96.3	41.5	43.5
Math	76.6	79.6	33.4	35.4
Science	80	83	n/a	n/a

4. Goals for Subgroups, Grade 10

- a. Salem High School will meet or exceed the state averages for subgroups in the following metrics:
 - i. Average Scaled Scores on the ELA and Math MCAS assessments
 - ii. CPI for Science
 - iii. Mean SGP in ELA and Math

2018 Results for EL and Former EL (Gr 10)						
	CPI			Mean SGP		
	SPS	State Avg	Gap	SPS	State Avg	Gap
ELA	86.5	82.5	4	38.6	43.7	-5.1
Math	60.2	69.5	-9.3	31.6	47.5	-15.9
Science	60.1	68.4	-8.3	n/a	n/a	n/a

2018 Results for Students with Disabilities (Gr 10)						
	CPI			Mean SGP		
	SPS	State Avg	Gap	SPS	State Avg	Gap
ELA	86.8	88.6	-1.8	39.3	43.7	-4.4
Math	55.5	70.5	-15	29.1	46.2	-17.1
Science	72.4	73.1	-0.7	n/a	n/a	n/a

- b. Increase the Average Scaled Scores on the ELA and Math MCAS assessments by at least 3 points
- c. Increase the CPI for Science by at least 3 points
- d. Continue to increase the Mean SGP by 2 points each in ELA and Math

Subgroup	ELA		Math		Science	
	2018 Score	2019 Goal	2018 Score	2019 Goal	2018 Score	2019 Goal
EL and Former EL	86.5	89.5	60.2	63.2	60.1	63.1
SWD	86.8	89.8	55.5	58.5	72.4	75.4

ELA Grades 10	2018 SGP	2019 Target
EL and Former EL	38.6	40.6
SWD	39.3	41.3

Math Grades 10	2018 SGP	2019 Target
EL and Former EL	31.6	33.6
SWD	29.1	31.1

5. Goals for High School Graduation

- a. Salem High School will increase its 4-Year Cohort Graduation Rate by four (4) points in the next year. Data from the previous year are included below, including the statewide average for 2017 for context (please note that this measure always lags behind by 1 year, so 2017 is the most recent data available).

4-Year Cohort Graduation Rate

2017 SPS	2018 Goal	2017 State Avg
81.6	85.6	88.3

Professional Practice Goal

Pillar 3 – Nurture Staff Leadership and Empowerment

This year, for my Professional Practice Goal, I will create and engage in a process to gather feedback from staff throughout the district regarding the direction of the district, strengths and areas of growth relative to my leadership, and issues pertaining to the district’s culture and climate. At this point in my tenure, the opportunity to assess and gather valuable feedback from a variety of staff members will provide key information to affirm what is working and insights into the challenges we face as well as potential strategies to overcome them.

District Improvement Goals

Infrastructure and Conditions for Success
Pillar 4 – Strengthen Family and Community Engagement

This year, I will continue to implement the district’s strategic plan and plan to address any priority findings or concerns that may be identified through the DESE District Review Process.

Chronic Absenteeism - Students

Since the concerns of chronic absenteeism and the district’s inability to earn any points on the new accountability system for this measure in 2018, applies to all schools, addressing this challenge will be a priority focus for the coming year. Specifically, the goals for reducing chronic absenteeism for all students in the district are as follows (reducing the rate of chronic absenteeism by 4 points for both high school and non-high school – note that last year’s target, which is based on historical rates, was set at a decrease of 2%, so this goal doubles the target).

	2018 Rate	2019 Goal
Non-High School	17.9%	13.9%
High School	36.7%	32.7%

Chronic Absenteeism – Staff

The district also faces some challenges with respect to staff absenteeism. For the 2017-18 school year, the district had an average of 8% of teachers absent each day -- that’s 32 teachers per day or roughly 3 teachers per school (the average is closer to 5% or 22 teachers per day when you exclude those out on parental leave, FMLA, or worker’s comp). Either way, this level of staff absenteeism poses many challenges for schools and the district as a whole in terms of getting adequate coverage for those absences. It also creates a significant barrier for student learning. Research confirms that teacher absenteeism is highly correlated with student learning. As we look to the next year, my goal will be to raise awareness about the impact of staff absenteeism and reduce the average number of teachers out each day by at least 10%.

	2018	2019 Goal
Avg # of teachers absent per day	8% (32)	6% (27)

Student Engagement and School Climate – Salem High School

Improving the climate at Salem High School will also be one of my district improvement goals. Specifically, I will seek to improve two of the key measures on the school’s Panorama School that highly correlate with student learning: school belonging and student-teacher relationship. Next year, I am to increase both measures by 4%.

School Climate Measure	2018 Result-SHS	2019 Goal-SHS
School Belonging	36% favorable	40% favorable
Teacher-Student Relationships	44% favorable	48% favorable



Dual Language

An Update from the EL and Bilingual
Education Department

Look Act

- Seal of Biliteracy
- EL Family Advisory Council
- EL Benchmarks and Student Plans



District Choice for EL Program

“Programs shall be based on **best practices** in the field and the **linguistic and educational needs** and the **demographic characteristics** of English learners in the school district.” - LOOK Act

English Learner Programs

English approach: Sheltered English Immersion	Bilingual approach: Dual Language
<p>Instruction in English to help ELs</p> <ul style="list-style-type: none">● acquire the language● meet high academic standards. <p>Goal: ELs become proficient in English.</p>	<p>Instruction in the <u>languages students bring</u> to help them</p> <ul style="list-style-type: none">● attain English proficiency● meet high academic achievement standards. <p>Goals: ELs become bilingual, biliterate, and gain sociocultural competence</p>

Dual Language Task Force

- **Research on Dual Language**
 - Effective Programs
- **Research on English Learners in Salem**
 - Who are our ELs?
 - What is our ELs' academic needs?
- **Outreach to Families and Community**
 - What type of program do families want?
 - How can community resources partner?

District Readiness Continuum

	Committed	Committing	Contemplating
Language as Resources	Superintendent and District leadership shares a core belief in the view that languages are resources to draw on and nurture, and is committed to the establishment of policies and teaching practices that build on students' native and second language resources.	District leadership shares a belief in the benefits of native language instruction for ELs and is committed to providing some support for policies and practices that allow students to draw on their linguistic resources to support learning.	District leaders and other stakeholders questions and reexamines the belief that English-only approaches are the best choice for their culturally and linguistically diverse population based on changes in current demographics.
Constant Commitment	The Superintendent and District leadership, supported by the School Committee, share a core belief in high quality DLE programs and are committed to supporting the development and implementation of a long-term program, PK or K - Gr 12	District leadership supports the exploration phase of considering DLE programs, by learning about DLE programs , e.g., visiting successful programs, engaging in book study, creating a task force to look at their demographic data.	District leaders and other stakeholders question that current programming needs to do more to meet the needs of their linguistically and culturally diverse students.

DESE Bilingual Grant

DESE Bilingual Grant

- Applied in partnership with Lynn Public Schools to explore Two-Way Immersion
- Boston College: Bilingual Endorsement
- Professional Learning
 - Conferences
 - School Visits

Harvard Graduate School

- Data and Demographic Research

**School Committee Policies (4000s) to be referred to School Committee for
First Reading, Mon., 11/19/18**

PERSONNEL POLICY

#4101 -- Staff Conflict of Interest, as amended

Added phrase “appearance of conflict” to first sentence.

First paragraph, 1st sentence now reads: “. . . any activity that conflicts or raises a reasonable question of conflict **or the appearance of conflict** with his/her duties and responsibilities in the school system.”

#4102 – Drug-Free Workplace, no change

#4102.01 – Off the Job Drug and Alcohol Use and Activity, as amended

2nd paragraph -- Added “[employees] who admit to sufficient facts” and “no contest”
Last sentence in 2nd paragraph now reads: Employees who are convicted, **admit to sufficient facts**, or plead guilty or nolo contendere (**no contest**) because of off the job activities . . .”

#4103 – Staff Health and Safety, as amended

1st paragraph, last sentence -- Added “federal”

Last sentence in 1st paragraph now reads: “. . . to comply with **federal** and state laws and regulations.”

#4103.01 – HIV, only fixed typos in legal references

#4103.02 – Communicable Diseases, fixed legal references

#4104 – Worker’s Compensation Insurance, as amended

Kristen Shaver checked on question about use of sick days and timeline of 5 days

Fixed legal reference from MGL 152.59 to **152.69**

#4106 – Equal Employment Opportunity/Discrimination, as amended

Deleted “Equal Employment Opportunity” from beginning of title. Policy is now called **“Nondiscrimination and Equal Employment Opportunity”**

1st & 2nd paragraphs rewritten by Assistant City Solicitor Victoria Caldwell and accepted by Policy Subcommittee on 10/15/18

Last sentence corrected to “Inquiries **or complaints** regarding compliance with **nondiscrimination laws** may be directed to the superintendent’s office.

Legal references also corrected and itemized at bottom of page.

#4106.01 – Racial Discrimination, recommended for deletion – subsumed under #4106

#4107 – Personnel Records, as amended

2nd paragraph, first sentence: deleted “assistant superintendent for human resources” and inserted “**director of human capital**”

3rd paragraph, 1st sentence: changed “assistant superintendent” to “**director of human capital**”

4th paragraph, 1st sentence: “. . . Personnel records are considered confidential under the law and will not be open to public inspection **as they are not public records under the law**. Access to personnel files will be limited to persons authorized by the **director of human capital** to use the files for the reasons cited above.

5th paragraph amended to: “Each employee will have the right, upon written request, to review the contents of his/her own personnel file **and the employee has the right to comment on information contained in the file and such comment shall be included in the file.**”

Added sentence: **Each employee shall receive prior notification in writing if information is placed in his/her personnel file.**

Final sentence changed to: For **any negotiated requirements for individual employees**, refer to the **appropriate collective bargaining agreement**.

Legal references were updated, and reference to “Family Educational Rights and Family Act” was deleted.

#4109.01 – Small Necessities Leave, added legal reference at end of policy

#4112 – Employee Arrest, as amended

Deleted phrase “Whether the charges against the employee involve moral turpitude”

#4113 – Staff Participation in Political Activities, as amended

1st paragraph rewritten by Assistant City Solicitor Victoria Caldwell and accepted by Policy Subcommittee on 10/15/18;

2nd paragraph modified as follows: “teacher” changed to “employee” (2 times); last sentence modified to: “. . . shall be arranged on an individual basis **subject to the relevant provisions of any applicable collective bargaining agreement.**”

#4114 – Staff Participation in Community Activities, as amended

Title changed from “Staff Conflict of Interest” to “**Staff Participation in Community Activities**”

#4115 – Resignation of Employees, policy deleted because of redundancy with Policy 4116 (Personnel Reports)

#4202 – Certification Requirements for Professional Staff – Added legal reference: MGL 71: 38G, **28G1/2**

#4206 – Visiting Days, Educational Conferences and Professional Workshops – Deleted “Certification Requirements for Professional Staff” in title;
2nd sentence: Changed “shall” to “may”. Sentence now reads: “The superintendent **may** request from personnel, after such visits, a report of their observations in order that other personnel of the city schools may profit by them.”

#4207 – Non-School Employment by Professional Staff Members -- Added legal reference to include Conflict of Interest Law citation:
Legal Reference: MGL 268A: 1-29

#4208 -- Suspension, Demotion and Dismissal of Professional Staff Members – Changed “teacher(s)” to “professional educator(s)” or “educator(s)” throughout policy -- 7 times;
2nd paragraph, 4th line: Changed “He/she” to “The employee”
Added legal reference to include Section 41, because provision references professional status: Legal Reference: MGL 71: **41, 42**

PERSONNEL	4000
<u>ALL EMPLOYEES</u>	4100
WORKER'S COMPENSATION INSURANCE	4104

Whenever an employee is absent from school as a result of injury caused by an accident or an assault occurring in the course of his/her employment, the employee may elect to be paid his/her full salary (less the amount of any workmen's compensation award made for temporary disability due to such injury) to the extent of the employee's available accumulated sick leave.

See Negotiated Agreement(s)

Legal Reference: [MGL 152:69](#)

Deleted: MOL

Deleted: 152:59

Marshfield School Committee v. Marshfield Teachers' Association, Massachusetts S.J.C. 1981

Moved (insertion) [1]

Reviewed by the Policy Subcommittee 10/15/18

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Approved First Reading 11/19/18

Approved Second Reading 12/3/18

Moved up [1]: Marshfield School Committee v. Marshfield Teachers' Association, Massachusetts S.J.C. 1981

PERSONNEL

4000

ALL EMPLOYEES

4100

NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

4106

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EQUAL EMPLOYMENT OPPORTUNITY/

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The Salem Public Schools strives to provide a safe, respectful, and supportive learning environment in which all students can thrive and succeed in its schools. The Salem Public Schools prohibits discrimination on the basis of race, color, sex, gender identity, religion, national origin, or sexual orientation and ensures that all students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges, and courses of study.

The Salem School Department is also an equal opportunity employer and subscribes to the fullest extent to the principle of the dignity of all people and will take action to ensure that any individual within the Department who is responsible for hiring and/or personnel supervision understands that applicants are employed, assigned, and promoted without regard to their race, color, age, sex, national origin, religion, disability, veteran status, gender identity or sexual orientation.

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Deleted: employee.

Deleted: It is the school department's goal to provide equal employment opportunities for all employees, to prevent any unlawful discrimination on the basis of sex, race, religion, color, age, national origin or handicap in its educational programs, activities or employment policies

Inquiries or complaints regarding compliance with nondiscrimination laws may be directed to the superintendent's office.

Deleted: as required by Title IX of the 1972 federal educational amendments and Chapter 622 of the state acts of 1971. Chapter 622 states that:

- Legal References:
- 603 CMR 26, Access to Equal Educational Opportunity
 - MGL 76:5, 151B:1-10, 151C:1-5
 - Section 504 of the Rehabilitation Act
 - Title IX of the Educational Amendments of 1972
 - Titles VI and VII of the Civil Rights Act of 1964
 - Age Discrimination Act of 1967 (ADEA)
 - Titles I and V of the Americans with Disabilities Act of 1990 (ADA)
 - Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA)
 - Civil Rights Act of 1991

¶ No person shall be excluded from or discriminated against an admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex (including pregnancy), religion, national origin or sexual orientation.¶

¶ Title IX states that¶
No person shall on the basis of sex, be excluded from participation in, be denied the benefits or activity receiving federal financial assistance.¶

Deleted: Title IX MGL 622, or MGL 76:5

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Reviewed by the Policy Subcommittee 10/15/18

Approved First Reading: 11/19/18

Approved Second Reading: 12/3/18

PERSONNEL	4000
<u>ALL EMPLOYEES</u>	4100
EQUAL EMPLOYMENT OPPORTUNITY/DISCRIMINATION	4106

RACIAL DISCRIMINATION POLICY

4106.01

Commented [JC1]: The Policy Subcommittee recommends deletion of Policy #4106.01 as its focus is covered under the proposed revised Policy #4106:Nondiscrimination and Equal Employment Opportunity

GENERAL

It is the policy of the Salem Public Schools to promote and maintain an environment that is free from discrimination or harassment on the basis of race.

Racial discrimination is a violation of Chapter 622 of the Massachusetts Board of Education Regulations along with Title VI and Title VII of the Civil Rights Act of 1964 and therefore the policies of the Salem Public Schools. Discrimination or unequal treatment on the basis of race or national origin is prohibited in all practices. This would include, but not be limited to: admission, recruitment, financial and academic programs, student treatment and services, counseling and guidance, discipline, classroom assignment, grading, vocational education, recreation, physical education, athletics, housing and employment.

GRIEVANCE OFFICER

The Salem School Committee has designated the superintendent as the system grievance officer for both students and employees. The grievance officer is vested with the authority and responsibility of processing all racial discrimination claims. Students or employees who feel that they are the victim of racial discrimination or are aware of such practices should bring it to the attention of the grievance officer.

Legal Reference: MGL C 151 B, S 1

[Reviewed by the Policy Subcommittee 10/15/18](#)

[Propose to Delete this policy](#)

[Approved First Reading 11/19/18](#)

[Approved Second Reading 12/3/18](#)

PERSONNEL

4000

ALL EMPLOYEES

4100

PERSONNEL RECORDS

4107

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Information about staff members is required for the daily administration of the school district. The superintendent will develop and maintain a comprehensive and efficient system of personnel records maintenance and control under the following guidelines:

A personnel file for each present and former employee will be accurately maintained in the office of the director of human capital. The folders will contain the application for employment and references, records and information relative to compensation, payroll deductions, evaluations, and any other pertinent information.

Deleted: assistant superintendent for human resources

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The director of human capital will be the official custodian for personnel files and will have overall responsibility for maintaining and preserving the confidentiality of the files within the provisions of the law.

Deleted: assistant superintendent

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Personnel records are considered confidential under the law and will not be open to public inspection as they are not public records under the law. Access to personnel files will be limited to persons authorized by the director of human capital to use the files for the reasons cited above.

Deleted: assistant superintendent

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Each employee will have the right, upon written request, to review the contents of his/her own personnel file and the employee has the right to comment on information contained in the file and such comment shall be included in the file.

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Each employee shall receive prior notification in writing if information is placed in his/her personnel file.

Lists of school employees' names and home addresses will be released only as required by law.

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For any negotiated requirements for individual employees, refer to the appropriate collective bargaining agreement.

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Legal Reference: MGL 4:7, 66:10, 71:42C, 149:52C

Reviewed by the Policy Subcommittee 10/15/18

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Approved First Reading

11/19/18

Approved Second

Reading 12/3/18

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Deleted: Family Educational Rights and Family Act

PERSONNEL	4000
<u>ALL EMPLOYEES</u>	4100
SMALL NECESSITIES LEAVE	4109.01

In accordance with the provisions of the Small Necessities Leave Act (SNLA) MGL Chapter 149, Section 520, the district will grant employees with at least one year of active employment, up to 24 hours of unpaid leave within a 12-month period for any of the following reasons:

To participate in school activities directly related to the educational advancement of an employee's child, such as parent/teacher conferences or interviewing for a new school;

To accompany an employee's child to routine medical or dental appointments, such as check-ups or vaccinations; or

To accompany an elderly relative of the employee to routine medical or dental appointments or appointments for other professional services related to the elder's care, such as interviewing at nursing homes or group homes.

An employee must take this intermittent leave in increments of no less than 1 hour. Employees should provide at least 7 days notice, if the need for leave is foreseeable, or as much notice as practicable, if the leave is not foreseeable.

Legal Reference: MGL 149: 520

Reviewed by the Policy Subcommittee: 9/10/18

Approved First Reading 11/19/18

Approved Second Reading 12/3/18

PERSONNEL	4000
<u>ALL EMPLOYEES</u>	4100
EMPLOYEE ARREST	4112

In the event an employee of the Salem School Department is arrested on criminal charges, the situation will be addressed on a case-by-case basis and judged by the superintendent after an investigation, which will include, but not be limited to, the following:

The extent and seriousness of the charges against the employee;

The level of effect on the employee's ability to perform his/her duties;

After an investigation conducted by the superintendent, the employee may receive disciplinary action including, but not limited to reprimand, suspension, with or without pay pending the outcome of the arrest charges, or termination of employment. The superintendent will consult with the School Committee and lawyer prior to any action.

Deleted: Whether the charges against the employee involve moral turpitude.

Deleted: Approved: 9/12/05

Approved First Reading 11/19/18
Approved Second Reading 12/3/18

PERSONNEL **4000**

ALL EMPLOYEES 4100

STAFF PARTICIPATION IN POLITICAL ACTIVITIES 4113

School employees, like all public employees, have most of the same rights as other citizens to engage in private political activity. Employees must, however, be mindful of the Conflict of Interest Law and not use their public position or public resources to engage in political activity. Employees may campaign and participate in other related activities (other than fundraising) so long as this occurs on the individual's own time and does not involve the use of public resources that are not freely available to all. For example, employees may not use school computers, copiers, or other resources to engage in political activity. The Campaign Finance Law prohibits public employees from engaging in political fundraising. Employees engaging in political activity shall make it clear that their utterances and actions are theirs as individuals and that they, in no manner, represent the views of the school department.

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Commented [VC1]: <https://www.mass.gov/service-details/public-school-teacher-faqs-on-the-conflict-of-interest-law> (Scroll down to see the provision regarding ballot questions)

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Deleted: School employees shall not engage in political activity on school premises during school hours.

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An employee, seeking an extended leave of absence for campaigning, office-holding, or other time-consuming responsibilities connected with government, shall apply for such leave in writing. The superintendent shall give the employee a written answer to a request for political leave. If the candidate is not elected, he/she shall be returned to his/her position immediately. Leaves of absence shall be arranged for definite periods of campaigning. Leaves of absence for periods of holding political offices, because of the wide variance of the demands on time, shall be arranged on an individual basis subject to the relevant provisions of any applicable collective bargaining agreement.

Legal Reference: MGL 55:13-17, 71:44, 268A

Commented [VC2]: 55- Campaign Finance, 71- Ed. Law re teachers' political rights, and 268A-Conflict of Interest Law.

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Reviewed by the Policy Subcommittee: 9/10/18

Approved First Reading 11/19/18

Approved Second Reading 12/3/18

PERSONNEL **4000**

ALL EMPLOYEES 4100

STAFF PARTICIPATION IN COMMUNITY ACTIVITIES 4114

Deleted: CONFLICT OF INTEREST

Personnel of the Salem School Department are encouraged to participate in community activities, particularly those involving youth. Active involvement in organizations and groups that promote community welfare provides opportunities for mutual understanding between the school and community, a process that will reap benefits for all concerned.

Reviewed by the Policy Subcommittee: 9/10/18

Approved First Reading 11/19/18

Approved Second Reading 12/3/18

PERSONNEL

4000

ALL EMPLOYEES

4100

RESIGNATION OF EMPLOYEES

4115

Commented [JC1]: The Policy Subcommittee recommends deleting this policy as its focus is included in Policy 4116: Personnel Reports

The superintendent and or his or her designee is hereby authorized to accept notices of retirements and resignations from employees of the Salem School Department and shall report said resignations and notices to the committee monthly.

Reviewed by Policy Subcommittee 11/5/18

Deleted: Approved: 9/12/05

Recommended for deletion

Approved First Reading 11/19/18

Approved Second Reading 12/3/18

PERSONNEL

4000

ALL EMPLOYEES

4100

PERSONNEL REPORT

4116

Commented [JC1]: Superintendent needs to review and propose something for this policy

The superintendent or his designee shall provide the School Committee with a detailed personnel report three times per year (October, February, and July). Said report shall contain information on resignations and retirements (including length of service), newly hired personnel (including education, experience and certifications) and unfilled positions.

Deleted: each month

Approved First Reading 11/19/18
Approved Second Reading 12/3/18

PERSONNEL	4000
<u>PROFESSIONAL STAFF</u>	4200
CERTIFICATION REQUIREMENTS FOR PROFESSIONAL STAFF	4202

In order to have students educated by appropriately trained staff, all professional employees of the Salem Public Schools are required to have appropriate certification issued by the Massachusetts Department of Education.

Legal Reference: MGL 71: 38G, 28G1/2

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Reviewed by the Policy Subcommittee: 9/10/18

Approved First Reading 11/19/18

Approved Second Reading 12/3/18

PERSONNEL **4000**

PROFESSIONAL STAFF 4200

VISITING DAYS, EDUCATIONAL CONFERENCES AND PROFESSIONAL WORKSHOPS 4206

Deleted: CERTIFICATION REQUIREMENTS FOR PROFESSIONAL STAFF

The superintendent may grant permission to school personnel to visit schools or attend educational conferences when the best interests of the school will be advanced. The superintendent may request from personnel, after such visits, a report of their observations in order that other personnel of the city schools may profit by them.

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Reviewed by the Policy Subcommittee: 9/10/18

Approved First Reading 11/19/18

Approved Second Reading 12/3/18

PERSONNEL	4000
<u>PROFESSIONAL STAFF</u>	4200
NON-SCHOOL EMPLOYMENT BY PROFESSIONAL STAFF MEMBERS	4207

It is the policy of the Salem School Committee that all employees obtain prior approval of the superintendent for outside employment that might involve a conflict of interest or is of such a duration that it would conflict with the employees' normal responsibilities as defined by applicable conditions of employment. If there is any doubt in regard to potential conflict it is the responsibility of the employee(s) to obtain clarification from the superintendent prior to engaging in outside employment activities. Outside employment is defined here to include but not be limited to, performance of services by an employee(s) for another person(s) and/or organization or providing services as a self-employed person.

This policy shall not apply to employee activities during scheduled vacation periods, provided that such activity does not result in a conflict of interest.

Legal Reference: MGL 268A:1-29

Reviewed by the Policy Subcommittee: 9/10/18

Approved First Reading 11/19/18
Approved Second Reading 12/3/18

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Commented [VCI]: Conflict of Interest Law citation

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PERSONNEL	4000
<u>PROFESSIONAL STAFF</u>	4200
SUSPENSION, DEMOTION AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS	4208

A principal may dismiss, demote or suspend any professional educator or other employee assigned full time to the school, subject to the review and approval of the superintendent. The superintendent may dismiss, demote or suspend any employee of the school district. In the case of an employee whose duties require him/her to be assigned to more than one school, and in the case of educators who teach in or assigned to more than one school, those persons shall be considered under the supervision of the superintendent for all decisions relating to dismissal, demotion or dismissal for cause.

Deleted: teacher

Deleted: teachers

A professional educator who has been teaching in a school for at least 90 calendar days shall not be dismissed unless he/she has been furnished with written notice of intent to dismiss and with an explanation of the grounds for dismissal in sufficient detail to permit the educator to respond to documents relating to the grounds for dismissal. The employee may request, within 10 school days after receiving such written notice, an opportunity to review the decision with the principal or the superintendent, as the case may be, and to present information pertaining to the basis for the decision and to the educator's status.

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The educator receiving such notice may be represented by an attorney or other representative at such a meeting with the principal or superintendent. Educators without professional status shall otherwise be deemed employees at will.

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Legal Reference: MGL 71:41, 42

Commented [VCI]: Provision references professional status, so reference to §41 added here.

Reviewed by the Policy Subcommittee: 9/10/18

Approved First Reading 11/19/18

Approved Second Reading 12/3/18