



School Committee Meeting Materials

Regular School Committee Meeting

August 20, 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.”

August 17, 2018

REGULAR SCHOOL COMMITTEE MEETING

Notice is hereby given that the Salem School Committee will hold a Regular School Committee meeting on Monday, August 20, 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.

REVISED AGENDA

I. Call of Meeting to Order

II. Approval of the Agenda

III. Approval of Minutes

- a. Deliberation and Vote on the Minutes of the Committee of the Whole (COW) Meeting held July 16, 2018
- b. Deliberation and Vote on the Minutes of the Regular School Committee Meeting held July 16, 2018

IV. Questions and Comments from the Audience

V. Superintendent’s Report – Margarita Ruiz

VI. Presentation and Reports

Update on Preparations for the Opening of School Operations

VII. Action Items

- a. Deliberation and Vote on Fee Structure for the 1:1 Device Initiative at Salem High School
- b. Deliberation and Vote on the Adoption of a Consent Agenda process
- c. Deliberation and Vote on the Saltonstall School 7th and 8th Grade Field Trip request to Nature’s Classroom in Hancock, New Hampshire on October 22-26, 2018.

VIII. Finance Report

Approval of Warrants

July 26, 2018 in the amount of \$90, 408.63

July 26, 2018 in the amount of \$638,000

August 16, 2018 in the amount of \$354,599.58

IX. Policy Subcommittee

- a. Deliberation and Vote on the Third Reading of the Recommendation of the Policy Subcommittee on the Revisions to the Following Policies in the 5000-Policy Series:

Policy 5413 School Property

Policy 5501 Acceptable Use and Media

Policy 5502 Network Etiquette

- b. Deliberation and Vote on the Third Reading of the Recommendation of the Policy Subcommittee on the Revisions to Policy 3409 Revolving Fund

X. School Committee Concerns and Resolutions

XI. Questions and Comments From the Audience

XII. Adjournment

Respectfully submitted by:

Angelica Alayon, Secretary to the
Salem School Committee

Salem School Committee
Committee of the Whole Meeting Minutes
Monday, July 16, 2018

A Committee of the Whole (COW) meeting of the Salem School Committee was held on Monday, July 16, 2018 at 6:45 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

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

Members Absent: Mr. James Fleming

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

Call to Order

Mayor Driscoll called the School Committee of the Whole (COW) meeting to order at 6:45p.m.

School Committee of the Whole (COW) Meeting

Superintendent Ruiz began by explaining that they would be going through much information that the Committee may want to follow up on at a later time. They may want to flag any requests for another Committee of the Whole (COW) meeting. Superintendent Ruiz provided members with a handout of the new work chart and briefed the members. Ms. Ruiz continued that she had promised the Committee she would return with a work chart after their discussion of the small district reorganization, as they moved away from an Assistant Superintendent for Pupil Personnel into an Executive Director of PPS. This provided an opportunity for them to think about how to better organize their district for greater collaboration cross functionality with departments that are reflective of the work they are doing.

Superintendent Ruiz referred members to the new work chart on the handout and said that one noticeable different now is that they had an Assistant Superintendent in the past for Teaching and Learning and an Assistant Superintendent for Pupil Personnel Services that included Special Ed. That was an interesting message, because Special Ed was not part of Teaching and Learning then, which did not make sense. Now, they have a Teaching and Learning infrastructure in the district and then the operational infrastructure. Superintendent Ruiz clarified that staff was not added nor anything else, under the Teaching and Learning infrastructure focus area. Members continued to review the new work chart handout.

One new change under the Teaching and Learning focus area is Bilingual Education, which should actually read as English Language Learning and Bilingual Education. This department is in recognition of the ongoing work they do with ELL but also with the emerging work of thinking about the labille and dual language opportunities and will be led by Rebecca Westlake. Ms. Westlake engaged in doing a review of Spanish programming in the district, last year, setting the foundation for thinking about dual language opportunities and Spanish instruction. They have the Director of ELL and the ELL Supervisor in this department.

Members engaged in brief discussion regarding who the Director of ELL, the Supervisor of ELL, and others would report directly to.

Curriculum Instruction and Assessment

Superintendent Ruiz explained that there are three directors under Curriculum Instruction and Assessment: Director of Curriculum Instruction and Assessment, Director of Digital Learning, and Director of Teacher and Leader Development. This particular Department reports directly to Ms. Kate Carbone, in terms of dividing the workload and making sure they have a real pulse of the work, and that it made sense for this group to report directly to Ms. Carbone.

Specialized Instruction

Superintendent Ruiz continued that they have the Executive Director of Pupil Personnel Services (PPS) and those that report to the Executive Director of PPS: Director of Nursing, the Director of Auto District Placement, the Team Shares, the K-8 Special Education Department Head, Director of Specialized Instruction, and Directors of Specialized Programming. They are, in this case, including the ECC and Salem Prep but they would also see them reflected under the schools. This is to recognize the specialized programs and schools within the district.

Discussion

Mayor Driscoll and members asked Superintendent Ruiz for another work chart of the same reorganization, and draft of positions, but with another addition to include or lay out actual names. Members engaged in further discussion regarding the work chart outline. Mayor Driscoll said that it seems there are areas where there is going to be much more interaction with the Assistant Superintendent that Superintendent Ruiz still expects those persons to be part of some sort of a leadership team or of having a lot of direct interaction. Ultimately, they could have one chart that says Superintendent and everyone else, with a direct line. Everyone agreed on a few changes on the outline for more transparent direction on the work chart layout. Superintendent Ruiz agreed to provide that.

New Focus Area – The New Department of Equity and Engagement

Superintendent Ruiz recalled that School Committee members discussed the reorganization, at the last Committee of the Whole (COW) meeting, that there were sections which they used to know as Pupil Personnel Services (PPS), that were part of PPS and was removed. Superintendent Ruiz continued that they have now created the new Department of Equity and Engagement. This is in recognition of the work around family engagement, community partners, and to ensure they have equity in the district. They have the Director of Community Engagement and Partnership, in this particular department. Emily Ullman is doing the work as the Director of Community Engagement and Partnerships. They also have the work of Our Salem Our Kids, all equity reviews, and the work that Ms. Ullman is doing.

Superintendent Ruiz explained that Ellen Wingard, the Supervisor of City Connects and Student and Family Engagement, would not only oversee City Connects coordinators, in this new organization, but would also provide training and central support to the families of School Based Family Engagement Facilitators. Family Engagement Facilitators would still report to their Principals but, in terms of providing professional development and calibration around the work, will centrally happen with Ms. Ellen Wingard. The Supervisor of Safe and Supportive Schools, Molly Robinson, will continue to oversee the behavioral specialists in the district. This department is all about equity engagement and student support. Ms. Robinson is also their district liaison for the ALICE program and will work with the Salem Police Department. Superintendent Ruiz continued that anything that falls within the umbrella of services for students would be under the Equity and Engagement Department. Ms. Ruiz added that one of the things they are doing, under this department, is to meet and chart the organization of all the work in terms of foreseeable grants, attendance, and issues, in terms of the data and work that needs to be done to support attendance for students in the district. Ms. Ruiz briefed the

members on Ms. Jill Conrad's position. Ms. Ruiz explained that Ms. Conrad oversees the Parent Information Center, in addition to other duties, and is all part of the Equity and Engagement Department.

Operational Infrastructure

Superintendent Ruiz informed members that the Business Manager, Kristin Shaver, primarily oversees the Operational Infrastructure. The Director of Human Capital has direct communication to the Business Manager and also to Kate Carbone, because the Human Capital work, in terms of retention, recruiting, and supporting teachers through the evaluation process, crosses over into the Teaching and Learning infrastructure. Principals also communicate with Ms. Carbone.

Finance and Operations

Superintendent Ruiz continued walking members through the work chart. The Payroll and Grants Managers, Director of Food Services, Buildings and Grounds, and Transportations all fall under Finance and Operations. Kelly Rice's Chief of Communication position is another section of the operational infrastructure. Ms. Ruiz stated that Ms. Rice reports directly to her. Superintendent Ruiz said that they organized their departments and functions in a way that reflect the work they are doing. It is then going to be easier for them to have more cross-collaboration.

Team Structure

Superintendent Ruiz provided School Committee members with a document on team structure to help explain how these teams are going to work together. Members carefully reviewed the document. Superintendent Ruiz explained that the team structure was in relation of much feedback from the district leadership team, DLT meetings throughout the years, Principals and Directors altogether, and herself. Principals felt they, as school leaders, had their own needs, which needed to be tended to. Directors also had needs of increased collaboration with each other for the work, prior to going to the schools. Superintendent Ruiz continued they thought of a different team and structure to better support their work and reflect the work chart. What they see in the document are the different levels of teams. The Senior Leadership Team consists of the Superintendent, Kate Carbone, Assistant Superintendent, Kristin Shaver, Business Manager, Executive Director of Pupil Personnel Services (PPS), Kelly Rice, Chief of Communications, and Matt Killen, Chief Information Officer who participates on a regular basis. This group would be the senior team to help drive the work forward, and would be meeting weekly for the purpose foreseeing upcoming issues throughout the week.

Discussion

Ms. Manning asked who the Director of Digital Learning was. Members responded that it is Eric Chamberlain. Ms. Manning asked about Matt Killen's position on the organizational chart and suggested his position should be included. Members agreed and engaged in further questions and discussion.

Principal's Cabinet

Superintendent Ruiz informed the members that Principals would be meeting, as a professional learning community themselves, with the Superintendent, Assistant Superintendent, the Business Manager, and other members of the team, as needed. This will be an opportunity for them to build a community of learning. Rebecca Westlake, or someone from another team, would be invited if there is a topic related to ELLs, a new dual language initiative, or something that is being rolled out in the district. Meetings will be focused. Ms. Ruiz continued that the meetings would happen twice a month, which would begin in the fall. Meetings may eventually

be reduced to once per month, but they are first going to begin with a meeting format of twice a month. The Senior Leadership team would be meeting weekly.

Discussion

Ms. Manning asked Superintendent Ruiz for an explanation of the rationale of the Business Manager being on the Principal's cabinet. Ms. Ruiz responded that the Business Manager represents the operational pieces of the work; she oversees all the operational departments, Human Capital. They have two sets of infrastructure: Teaching and Learning and Operational. Both sets together support the work of the Principals, and that is why the Business Manager would be there – for non-educational issues that may arise such as Transportation, Buildings and Grounds, Services, and the budget.

Cross Functional Team

Superintendent Ruiz continued that the Cross Functional team is going to represent Directors of the folks that are leading the different departments shown on the work chart and will include the Senior Leadership team. The Director of ELL, the Executive Director of Pupil Personnel Services (PPS), and a representative from the Equity and Engagement focused area are included. This group would be meeting on a monthly basis. The idea of this group is to have discussion around work alignment. If they talk about the focus of the year, in terms of instructional rounds, for example, they want to ensure they have the Executive Director of Pupil Personnel Services (PPS), ELL Director, and the Senior team be a part of that to then inform the focus of the work in the schools. They can return to their departments with that information and ensure that there is alignment across all departments. Superintendent Ruiz continued that this is the group where much collaboration is going to happen.

Department Team Meetings

Superintendent Ruiz explained that the English Language Learning and the Bilingual department would have its content meetings. The Curriculum Instruction and Assessment, Equity and Engagement, Business Office, Pupil Personnel Services (PPS), and Bilingual Education are all going to have their own department meetings. The idea is that when they have the cross functional teams, they talk about aligning the work and then each department head returns to their department and makes sure that the alignment continues, at the department level. Each department would be setting their own meeting schedule.

District-Wide Leadership Convening

Superintendent Ruiz explained she would continue the convocations before the start of the school year. There will be two more meetings with all central office leaders. Everyone on the work chart are going to convene three (3) times a year. The convocation would count as the first meeting and will include the entire district. They will have another meeting in January and another in either March or April. The meetings would be an opportunity for everyone to go over the goals and priorities for the year, celebrate successes, maintain work urgencies, and discuss corrections that might need to be done with the leadership team.

Safety Planning and Response Team

Superintendent Ruiz informed members that the Safety Planning and Response Team have been meeting regularly following the School Committee's adoption of the ALICE program. Ms. Ruiz recalled she was charged with the implementation of the ALICE program and they quickly got together with the Fire Department, the Police Department, and the Emergency Medical Services (EMS) and have continued their meetings. Ms. Ruiz continued that, this year, members of this team from their end would be the Superintendent, Assistant Superintendent, Business Manager, Director of Buildings and Grounds, Molly Robinson - Director of Students

and Supporting Schools, Director of Nursing, the Chief of Communications, and the City of Salem Safety leaders, which require EMS and the Police. This group would meet on a quarterly basis, an average of three times a year.

Conclusion

Mayor Driscoll explained they are working on scheduling more Committee of the Whole (COW) meetings to have a chance to go over some things in a more informal manner and be able to have conversations. Ms. Driscoll commented that she thought the work chart, presented this evening, provided greater insight. One area that would be useful for her is to have the names added to the work chart and consideration of leadership training for some who are going to be managers. There are some opportunities, such as teacher leadership opportunities for example, if they look to retain employees and want to build from within, as well as Principals. Mayor Driscoll talked about investing in leadership opportunities for potential growing leaders from within. Members agreed and engaged in further discussion on the topic.

Adjournment

There being no further business to come before the Committee of the Whole (COW) School Committee this evening, Mr. Cruz motioned to rise and report. All members seconded the motion. The motion carried. The meeting was adjourned.

Respectfully submitted by:

Angelica Alayon, Secretary
Salem School Committee

Meeting Materials

Committee of the Whole (COW) School Committee Meeting Agenda
Salem Public Schools (SPS) Organization Work Chart Drafts

Salem School Committee
Meeting Minutes
Monday, July 16, 2018

A regular meeting of the Salem School Committee was held on Monday, July 16, 2018 at 7:35 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

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

Members Absent: Mr. James Fleming

Others Present: Margarita Ruiz, Superintendent, Kate Carbone, Assistant Superintendent for Teaching and Learning, Margaret Marotta, Assistant Superintendent for Pupil Personnel Services, Kristin Shaver, Business Manager, Jill Conrad, Chief of Systems Strategy, and Kelley Rice, Chief of Communications.

Call to Order

Mayor Driscoll called the regular meeting of the Salem School Committee to order at 7:35 p.m.

Approval of the Agenda

Ms. Manning moved to approve the agenda as presented. Ms. Nuncio seconded the motion. The motion carried.

Approval of Minutes

Deliberation and Vote on the Minutes of the Committee of the Whole (COW) Meeting held June 18, 2018

Ms. Wilson motioned to approve the Minutes of the Committee of the Whole (COW) meeting held June 18, 2018. Mr. Cruz seconded the Motion. The Motion carried.

Deliberation and Vote on the Minutes of the Regular School Committee Meeting held June 18, 2018

Ms. Wilson motioned to approve the Minutes of the Regular School Committee meeting held June 18, 2018. Ms. Manning seconded the Motion. The Motion carried.

Deliberation and Vote on the Minutes of the Special School Committee Meeting held June 25, 2018

Ms. Wilson motioned to approve the Minutes of the Special School Committee meeting held June 25, 2018. Ms. Manning seconded the Motion. The Motion carried.

Questions and Comments From the Audience

There were no questions or comments from the audience.

Superintendent Report – Margarita Ruiz

Superintendent Ruiz reported that summer programs began last Monday, July 9, 2018. The programs are running at four (4) locations in the district: Bates, Salem High School, Carlton, and the Bentley School. They have a strong attendance this year with 550 students participating in the program. Superintendent Ruiz reminded the School Committee they need to revisit the new School Committee schedule for September. One of the School Committee members had noted that September 4 is Election Day. School Committee members previously agreed to seek an alternative date for a regular School Committee meeting. Ms. Ruiz suggested Monday, September 10, 2018 for that regular meeting and asked School Committee members if they

would consider this date, in place of September 4th. Superintendent Ruiz asked School Committee members if they would also consider a date for a Committee of the Whole (COW) meeting, because much information will be provided this evening and members may have questions and might want to request additional information, which they may want to revisit, at a Committee of the Whole (COW) follow up meeting. Ms. Ruiz reminded School Committee members of the agreed-upon date, August 20th, for this summer's Regular School Committee meeting and asked if they would consider using that Committee of the Whole (COW) meeting, from 6-7pm, to discuss the 1-1 technology initiatives they have and then a meet-and-greet with Principals and new leaders from 7-7:30pm. They may also want to consider another date for the Committee of the Whole (COW). Superintendent Ruiz said they would need two School Committee members to serve on the Screening committee in the search for a new Executive Director of Pupil Personnel Services (PPS) and to ensure a meet with the finalist.

Discussion on the Need for a Date for a Committee of the Whole (COW) Meeting

Mayor Driscoll said she thinks they should also get an update, and get information, with respect to the 1-1 program and shared two options, she is opened to, that School Committee members might consider. Ms. Driscoll suggested School Committee members circulate a date to meet.

Discussion on Screening Committee

Ms. Manning clarified that the School Committee also has a commitment to review the process of the selection committee, beyond the Screening and asked which process would come first. Members discussed interest on how to become more involved at the beginning of the hiring process and engaged in further discussion.

Discussion on one of the Dates of the School Committee Meeting Schedule

Ms. Manning asked to eliminate the School Committee meeting scheduled for September 4, 2018, due to election night. Members agreed to circulate an agreed upon date to reschedule the September 4th School Committee meeting once they agree on a date.

Presentation and Report

Update on ALICE Safety Preparedness Training

Superintendent Ruiz explained that the School Committee had requested an update on the ALICE program and briefed the members on the background of the Salem Response team who meets regularly with City Emergency Departments such as Salem Police, Fire Department, and Emergency Medical Services. Safety Teams have been formed at each of the Salem Schools. School level safety teams are usually made up of School Principals, Assistant Principals, and other key staff members who are very much involved and debriefed after the ALICE drills. They have a district wide safety team and a mirrored structure at each of the Salem schools. Superintendent Ruiz continued by introducing Mr. Dennis King, Salem Police Lieutenant, to present on their work of the ALICE program. Mr. King shared that this is the 3rd time he has spoken to the School Committee on ALICE and said that, as a city, they decided they needed a new approach to 'active shooter' response to the implementation of the ALICE program and a revamping of their Police Department's and the School Districts' policies and procedures. They have developed a program that has focused on survivability. Mr. King walked members through a PowerPoint presentation, talked about full active drills and some of the work that Salem Schools have undergone with ALICE, and provided information on the ALICE certificate that can be obtained through their efforts, as a district. School Committee members asked Mr. King questions, shared feedback, and engaged in further discussion on parent awareness, research, response process, and use of technology.

SY 17 18 SPS Strategic Plan Implementation Update

Superintendent Ruiz provided an overview update on the implementation of the District Strategic Plan and the progress that has been made this school year. Ms. Ruiz referred members to the PowerPoint presentation packet and a comprehensive document, with color-coded sections, that indicated areas of significant and some progress and areas that need to be explored. Superintendent Ruiz walked members through the PowerPoint presentation that highlighted the areas of progress on the four pillars of the strategic plan: Pillar 1 Create a Vibrant K-12, Pillar 2 Reimagine the High School Experience, Pillar 3 Nurture Staff Leadership & Empowerment, and Pillar 4 Strengthen Family & Community Engagement. Ms. Ruiz said that much work has been done on the strategic plan, and that they will continue the work and provide the School Committee with updates.

Action Item

Deliberation and Vote on Salem High School (SHS) Music Department’s field trip request to hike at Mt. Monadnock in Jeffrey, NH on Wednesday, August 8, 2018 and attend a one-day event at the New England States Marching Band Championship Veterans Memorial Stadium in New Britain, CT on October 27, 2018.

Ms. Wilson motioned to approve the Salem High School (SHS) Music Department’s field trip request to hike at Mt. Monadnock in Jeffrey, NH on Wednesday, August 8, 2018 and attend a one-day event at the New England States Marching Band Championship Veterans Memorial Stadium in New Britain, CT on October 27, 2018. Mr. Cruz seconded the motion. The motion carried.

Executive Session

Ms. Manning motioned to move into Executive Session for the purpose of reviewing and discussing the salary and compensation for the School Business Manager and for the contract renewal of the Superintendent and the Assistant Superintendent for Teaching and Learning. Ms. Wilson seconded the motion.

School Committee Secretary Roll Call

Ms. Mary Manning	Yes
Mr. James Fleming	Absent
Ms. Kristine Wilson	Yes
Ms. Ana Nuncio	Yes
Mr. Manny Cruz	Yes
Ms. Amanda Campbell	Yes
Mayor Kimberly Driscoll	Yes

Of the 6 members voting, six (6) members voting, 6 voted ‘Yes’ with (1) member absent. The matter carried with a motion of 6 in the ‘*affirmative*’ and 1 ‘*absent*’. Members adjourned to Executive Session to review and discuss the salary and compensation for the School Business Manager contract renewal of the Superintendent and Assistant Superintendent for Teaching and Learning with the purpose to return to open session and vote on those matters.

Executive Session

Ms. Manning motioned to open Executive Session for the purpose of reviewing and discussing the salary and compensation for the School Business Manager and for the contract renewal of the Superintendent and the Assistant Superintendent for Teaching and Learning. Ms. Wilson seconded the motion.

Discussion on Superintendent’s Contract

Mayor Driscoll explained that the items they have before them are the Superintendent’s contract, which they went through some of with the Personnel Subcommittee. Mr. Fleming was not present then.

Members recapped the information and reviewed the copies before them. Mayor Driscoll explained that the language is very consistent with the prior language; there is not much change. The blue, in paragraph 2, calls attention to the difference in the dates of this term. It also has an automatic renewal. There would be another automatic renewal for a year, after the three years, something that is also in the existing contract renewal. The dates on page 3 of the contract have changed to reflect 2018-19, 2019-20, and 2020-21 for the 3-year increase. Mayor Driscoll continued that the percentages are 3, 3, and 3 and is consistent with there being a proficient rating during the evaluation. There was one additional increase in the current contract that being expense reimbursements for a cap to \$3,000 that is up to \$4,000. Some of this is reflective of the Massachusetts Association of School Superintendents' Annual Conference cost increase, well within the bounds of reasonableness for reimbursement for conferences. Mayor Driscoll continued walking members through the contract and explained that there is a deletion on any additional cost related to the transition under health insurance.

Ms. Driscoll shared further details with members and continued that the non-renewal (the section that states "...provided the Superintendent notifies the School Committee of their own obligations.") is actually being deleted. Members carefully reviewed the contract before them. Mayor Driscoll asked the members if they are ready to take a vote and entertain a motion to approve the contract terms as proposed, as was recommended by the Personnel Subcommittee, to move forward. Members shared feedback, insight, and engaged in further discussion.

Ms. Manning motioned to approve and renew the Superintendent's contract on the proposed terms laid out in the contract. All six (6) present members agreed. Mr. Cruz seconded the motion. The matter carried.

Discussion on School Business Manager's Contract

Members discussed the School Business Manager's current salary and performance.

Ms. Campbell motioned to approve a salary increase for School Business Manager. Ms. Nuncio seconded the motion. The matter carried.

Discussion on Assistant Superintendent's Contract

Members talked about and supported the Assistant Superintendent's contract for another 3-year term as in the agreement and salary as previously discussed. Members agreed that the only change in the contract is the salary.

Mr. Cruz motioned to approve a new 3-year term and salary increase for the Assistant Superintendent. Ms. Nuncio seconded the motion. The matter carried.

Motion to Adjourn and Return to Open Session

School Committee Secretary Roll Call

Ms. Mary Manning	Yes
Mr. James Fleming	Absent
Ms. Kristine Wilson	Yes
Ms. Ana Nuncio	Yes
Mr. Manny Cruz	Yes
Ms. Amanda Campbell	Yes
Mayor Kimberly Driscoll	Yes

Of the 6 members voting, six (6) members voting, 6 voted 'Yes' with (1) member absent. The matter carried with a motion of 6 in the 'affirmative'. Members adjourned from Executive Session to return to open session.

Action Items (continued)

Deliberation and Vote on Salem High School (SHS) Lacrosse Alumni request for fee waiver on the use of the Bertram Field on July 28, 2018 from 10am to 12pm.

Ms. Manning motioned to approve the Salem High School (SHS) Lacrosse Alumni request for fee waiver on the use of the Bertram Field on July 28, 2018 from 10am to 12pm. Ms. Wilson seconded the motion. The motion carried.

Deliberation and Vote on the salary increase for the School Business Manager

Discussion

Mayor Driscoll shared an overview that the School Business Manager has been doing an outstanding job. The Superintendent has made a recommendation of a 3% salary increase. School Committee members are recommending a higher increase to \$129,000 for the terrific work that Ms. Shaver is doing. Mayor Driscoll continued sharing further details of Ms. Shaver's performance and immediate responses to the Superintendent's office.

Mr. Cruz motioned to approve the salary increase for the School Business Manager to \$129,000. Ms. Wilson seconded the motion. The motion carried.

Deliberation and Vote on the negotiated contract renewal for the Superintendent

Discussion

Mayor Driscoll shared that the Personnel Subcommittee meeting reviewed the renewal of Ms. Ruiz's contract for a 3-year term, which is very consistent with the past offering a 3% increase per year provided the School Superintendent is ranked proficiently or rated proficient from the School Committee. Mayor Driscoll continued she is excited to be able to have continuity, shared further feedback, and salary change information.

Mr. Cruz motioned to approve the negotiated contract renewal for the Superintendent. Ms. Wilson seconded the motion. The motion carried.

Deliberation and Vote on the negotiated contract renewal for the Assistant Superintendent

Discussion

Mayor Driscoll said they are pleased to have the Assistant School Superintendent stay as part of the team for another three (3) years and shared further feedback on her performance.

Ms. Nuncio motioned to approve the negotiated contract renewal for the Assistant Superintendent. Ms. Wilson seconded the motion. The motion carried.

Finance Report

Approval of Warrants

June 28, 2018 in the amount of \$319,455.72

Ms. Wilson motioned to approve the June 28, 2018 warrant in the amount of \$319,455.72, as stated on the agenda. Ms. Campbell seconded the motion. The motion was approved.

July 19, 2018 in the amount of \$303,402.38

Mr. Cruz motioned to approve the July 19, 2018 warrant in the amount of \$303,402.38, as stated on the agenda. Ms. Wilson seconded the motion. The motion was approved.

Budget Transfers

There were no budget transfers

Policy Subcommittee Reports

Deliberation and Vote on the Second Reading of the Recommendation of the Policy Subcommittee on the Revisions to the Following Policies in the 5000-Policy Series:

Policy 5413 School Property

Policy 5501 Acceptable Use and Media

Policy 5502 Network Etiquette

Discussion

The vote would consist of a Second Reading for Policy 5413 and Policy 5501 and deletion of Policy 5502, because it duplicates the Responsible Use policy.

Ms. Nuncio moved to approve the Second Reading of the recommendation of the Policy Subcommittee on the revisions to Policy 5413 School Property and Policy 5501 Acceptable Use and Media as noted. Ms. Campbell seconded the motion. The motion to approve the Second Reading of Policy 5413 School Property and Policy 5501 Acceptable Use and Media was approved.

Ms. Nuncio moved to eliminate Policy 5502 Network Etiquette as recommended by the Policy Subcommittee. Ms. Campbell seconded the motion. The motion to eliminate Policy 5502 Network Etiquette was approved.

Deliberation and Vote on the Second Reading of the Recommendation of the Policy Subcommittee on the Revisions to Policy 3409 Revolving Fund.

Ms. Nuncio motioned to approve the Second Reading of the recommendation of the Policy Subcommittee on the revisions to Policy 3409 Revolving Fund. Ms. Campbell seconded the motion. The motion carried.

School Committee Concerns and Resolutions

There were no School Committee concerns or resolutions.

Questions and Comments From the Audience

There were no questions or comments from the audience.

Adjournment

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

Respectfully submitted by:

Angelica Alayon, Secretary
Salem School Committee

Meeting Materials and Reports

School Committee Agenda July 16, 2018

Minutes of the June 18, 2018 Committee of the Whole (COW) Meeting

Minutes of the June 18, 2018 Regular School Committee Meeting

Minutes of the June 25, 2018 Special School Committee Meeting

Superintendent's A Year in Review 2017-2018 Salem Public Schools Strategic Plan Highlights
Presentation Report

Salem Public Schools Strategic Plan 2017-2022

Salem High School's (SHS) Music Department's Field Trip Request

Salem High School's (SHS) Lacrosse Alumni Fee Waiver Request

Policy in the 5000-Policy series

Policy 3409 Revolving Fund

Financial Options – SHS 1:1 Device Program

2018-19 School Year:

- The anticipated enrollment for the 2018-19 school year is 236.
- With an estimated 5% total loss annually, 250 Chromebooks were purchased through Footprint and School Choice funds.
- With an anticipated need to repair 10% of devices with \$150 repairs, the estimated annual maintenance cost is \$3,540

The table below shows projected revenue at various levels of payment participation and with four annual technology fee options: \$30/year, \$40/year, \$50/year and \$75/year:

Annual Tech Fee:	\$30	\$40	\$50	\$75
<i>% of students pay:</i>				
50%	\$3,540	\$4,720	\$5,900	\$8,850
70%	\$4,956	\$6,608	\$8,260	\$12,390
90%	\$6,372	\$8,496	\$10,620	\$15,930

At \$30 per student per year, the range of projected revenue is \$3,540 (equal to the anticipated annual maintenance fee) to \$6,372. Similarly, at \$50 per student per year, the range of projected revenue is \$5,900 to \$10,620.

We believe that estimating that approximately 50% of students reflects the most likely scenario. At that range, for the 2018-19 school year only, we can anticipate collecting between \$3,540 and \$8,850, depending on the annual fee.

2019-20 School Year:

- In the 2019-20 school year, three grade levels will need to be provided with Chromebooks (9th grade, 11th grade and 12th grade) as after 9th grade, classes include students in grades 10, 11 and 12.
- In addition to the annual ongoing replacement cost of close to \$75,000, supplying Chromebooks to the additional two grade levels is expected to cost \$145,800 (based on current enrollment of 239 in grade 10 and 206 in grade 11).
- Options for purchasing these are being explored. Options include: capital funds for the one time investment, purchasing them outright from the district's budget, leasing the devices over a period of years, obtaining grant funding, or any combination of those options.

Annual Ongoing Costs:

- In 2020-21, it would be possible to reuse the Chromebooks used by the class of 2020 for 9th grade, as they will have only been used for one year. Therefore, there could be a respite in 2020-21. Another option would be to use those Chromebooks for lower grades.
- The same will be true in 2021-22.

Annual Maintenance Costs:

- The annual enrollment of SHS is estimated to be approximately 925.
- With an anticipated need to repair 10% of devices with \$150 repairs, the estimated annual maintenance cost is \$13,890.

The table below shows projected revenue at various levels of payment participation and with four annual technology fee options: \$30/year, \$40/year, \$50/year and \$75/year:

Annual Tech Fee:	\$30	\$40	\$50	\$75
<i>% of students pay:</i>				
50%	\$13,890	\$18,520	\$23,150	\$34,725
70%	\$19,446	\$25,928	\$32,410	\$48,615
90%	\$25,002	\$33,336	\$41,670	\$62,505

At \$30 per student per year, the range of projected revenue is \$13,890 (equal to the anticipated annual maintenance fee) to \$25,002. Similarly, at \$50 per student per year, the range of projected revenue is \$23,150 to \$41,670.

We believe that estimating that approximately 50% of students reflects the most likely scenario. At that range, we can anticipate collecting between \$13,890 and \$34,725, depending on the annual fee.

Five Year Scenarios:

- The typical annual purchase cost for one grade of students (assuming 250 devices) will be approximately \$75,000.
- The ongoing repair cost, when the full student body has devices, is estimated to be \$13,890 per year.
- With a technology fee of \$30/year, and assuming 50% of the students pay, the anticipated repair cost will be covered.
- The following tables show the annual revenue at various levels of fees, with 50% of students paying. In addition, the “cumulative revenue remaining” refers to the difference between the annual revenue and the annual anticipated repair costs, cumulative year to year.

	FY19	FY20	FY21	FY22	FY23
Revenue, \$40 fee, 50% pay:	\$4,720	\$18,520	\$18,520	\$18,520	\$18,520
Cumulative Revenue Remaining:	\$1,180	\$5,810	\$10,440	\$15,070	\$19,700

Revenue, \$50 fee, 50% pay:	\$5,900	\$23,150	\$18,520	\$18,520	\$18,520
Cumulative Revenue Remaining:	\$2,360	\$11,620	\$16,250	\$20,880	\$25,510

Revenue, \$75 fee, 50% pay:	\$8,850	\$34,725	\$18,520	\$18,520	\$18,520
Cumulative Revenue Remaining:	\$5,310	\$26,145	\$30,775	\$35,405	\$40,035

- In the first two scenarios above, the district could potentially recoup one year’s purchase cost (\$75,000) of the devices in FY26. In the third, the annual purchase cost would be recouped in FY25.

Consent Agenda

At every meeting, at least a few items come to the agenda that do not need any discussion or debate either because they are routine procedures or are likely unanimous consent. A consent agenda allows the committee to approve all these items together without discussion or individual motions.

Typical consent agenda items are routine, procedural decisions, and decisions that are likely to be noncontroversial. Examples include:

Approval of the minutes;

Final approval of proposals, policies, or reports that the committee has been dealing with for some time and all members are familiar with the implications;

Routine matters such as appointments to committees;

Staff appointments requiring committee confirmation;

Reports provided for information only;

Correspondence requiring no action.

A consent agenda can only work if the reports, and other matters for the meeting agenda are known in advance and distributed with agenda package in sufficient time to be read by all members prior to the meeting. A typical procedure is as follows:

When preparing the meeting agenda, the chairperson determines whether an item belongs on the consent agenda and prepares a numbered list of the consent items as part of, or as an attachment to the meeting agenda.

The list and supporting documents are included in the committee's agenda package in sufficient time to be read by all members prior to the meeting.

At the beginning of the meeting, the chair asks members what items they wish to be removed from the consent agenda and discussed individually.

If any member requests that an item be removed from the consent agenda, it must be removed.

Once it has been removed, the chair can decide whether to take up the matter immediately or place it later on the regular meeting agenda.

When there are no more items to be removed, the chair calls for a motion to approve the consent agenda and a vote is taken.

When preparing the minutes, the Secretary includes the full text of the resolutions, reports or recommendations that were adopted as part of the consent agenda.

In order to start using a consent agenda, the board should first adopt a motion allowing for the consent agenda process.

One recommended motion is as follows: " Move that a consent agenda be presented by the Chair at the beginning of meetings. Items may be removed from the consent agenda on the request of any one member. Items not removed are to be adopted by majority vote of a motion to adopt the consent agenda. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda by the Chair or by motion of the Committee."

To School Committee:

July 16, 2018

Enclosed is a copy of information about our 7/8 field trip to Nature's Classroom.

The dates for attending this year are October 22-October 26th.

Thank you.

Field Trip Request Form - Salem Public Schools

Last Updated June 7, 2017

Directions: All teachers and others seeking to take students on a field trip must obtain permission from the school principal. The school nurse must also review and sign off on each field trip. For local trips, please complete this form at least two weeks prior to the date of the proposed field trip. All overnight and/or out-of-state field trips require School Committee approval and must be submitted at least one month prior to the field trip.

I. General Information				
Name of School	Saltonstall	Date of Request	Date of Field Trip	
Coordinator	Susan Brown	6/14/18	10/22 - 10/26	
Coordinator Contact Info	Phone: 978-740-1297 Email: Sbrown@salemk12.org	Total Number of Students	Departure Time	Return Time
Grade Level(s)	7/8	80	10/22 8:00AM	10/26 3:00
Destination <small>Please identify that place AND the specific location and address for the trip.</small>	Nature's Classroom Sargent Center Hancock, N.H.	Location and Duration		
		<input type="checkbox"/> Local trip within Salem/North Shore <input type="checkbox"/> In-state - within MA <input checked="" type="checkbox"/> Out of state - travel to another state <input type="checkbox"/> Within the normal school day <input type="checkbox"/> Beyond normal school hours <input checked="" type="checkbox"/> Overnight trip		

II. Learning and Accessibility	
Instructional Alignment <input type="checkbox"/> Alignment: The trip is aligned to standards <input checked="" type="checkbox"/> Preparation Plan: Students will be prepared for trip <input type="checkbox"/> Post-Trip Plan: Students will synthesize learning Comments:	Accessibility and Inclusion for All Students <input type="checkbox"/> I understand district policy that all students have access to field trips <input checked="" type="checkbox"/> I will ensure that all students (e.g., students with disabilities, English language learners, etc.) have the appropriate supports they need for trip Comments:

III. School Nurse Review and Approval (School Nurse Signature Required)		
Has the school nurse been notified of this field trip?	Has the roster of students been shared and any medical concerns reviewed?	Will an on-site nurse be needed for this field trip?
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
School Nurse Signature: <i>[Signature]</i>		Date: 7.2.18

IV. Food Services		
Has the school's cafeteria manager been notified of this field trip?	Will the students be eating lunch at the school on the date(s) of the trip?	Are you requesting any bag lunches or other food for this trip?
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No How many? _____
Comments:		

V. Transportation (Please fax all SPS bus transportation requests to 978-825-5542)		
What is the means of transportation you will need for this trip?	<input type="checkbox"/> SPS Bus (local destinations only) <input checked="" type="checkbox"/> Private vendor (you arrange on own) <input type="checkbox"/> Specialized transportation needed	<input type="checkbox"/> Public transportation <input type="checkbox"/> Walking <input type="checkbox"/> Other:
if SPS Bus needed, please specify the following information:	Pick Up Time: 8AM on 10/22 Pick Up Location: Salto	Return Time: 3:00 on 10/26 Return Location: Salto

VI. Parent Involvement & Background Checks (Call 978-740-1115 with questions)		
Will any parents or volunteers be participating in this trip?	Will any have "direct and unmonitored contact" with students?	CORI required for ALL parents & volunteers (please submit forms 1-2 weeks ahead). Fingerprints required for those who will have direct & unmonitored contact with students
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

VI. Principal Review and Approval (Required for ALL Field Trips)	
School Principal Signature: <i>[Signature]</i>	Date: 6/18/18

Nature's Classroom

Sargent Center at Hancock, NH



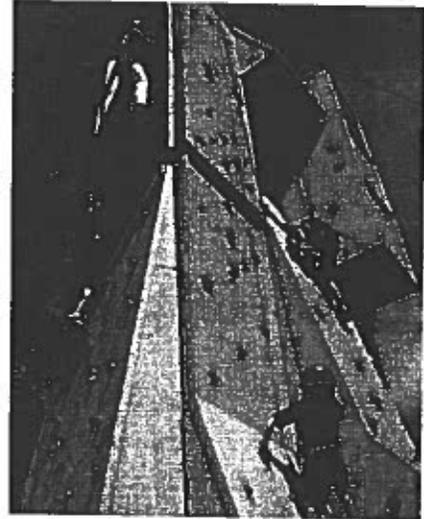
DIRECTIONS

From the North: Take I-89 to exit 5 (Routes 9/202 West Henniker/Keene). Follow Routes 9/202 west into Hillsborough, about 15 miles. Take exit for 202W/Peterborough. Follow 202W for 19 miles. Turn right onto 101 west. Continue on 101 west for 2.4 miles past traffic light. Turn right onto Union Street. See from Union Street below.

From the South: Take I-91 north to Brattleboro, VT. Take exit 3 for US 5/Brattleboro/VT 9E/Keene. At the traffic circle take VT 9 east. Cross bridge into New Hampshire. Drive through 5 traffic lights onto 101 east. Continue on 101 east through Dublin and through the blinking yellow light at the Route 137 junction. Turn left onto Union Street. Follow from Union Street below.

From Boston and the East: Take I-95 north/Route 128 north to Route 3 north (exit 32A). Follow Route 3 north into NH and to Route 101A west (exit 8). Follow 101A west 6.4 miles. Take left ramp to Route 101 west. Follow 101 west for 5.1 miles to the second traffic light. Turn left to stay on Route 101 west. Continue 14.4 miles to traffic light in Peterborough. Continue on 101 west another 2.2 miles to Union Street. Turn right onto Union Street. Follow directions from Union Street below.

From Union Street: Follow Union Street 1 mile to Windy Row. Go left onto Windy Row and continue 3.4 miles. Turn left onto Sargent Camp Road. Drive 200 yards. Parking lot is on the left. Note to buses: Keep right in the parking lot, drive through the gate, and discharge passengers in front of the office.



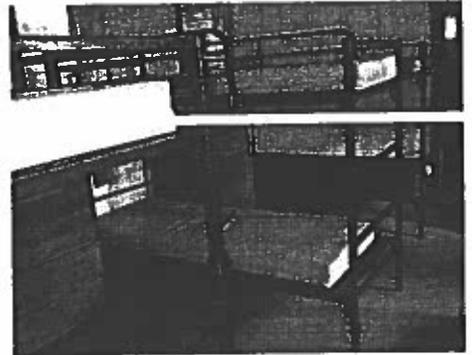
Clockwise from top left:

- The Carver Lodge is one of many small buildings tucked into the woods where students stay. Buildings can host large or small groups. Carver typically houses about 8 students.
- Student rooms sleep anywhere from two to about twelve students, depending on the room and the building. Adults have a private room in

- some dorms, and a semi-private room in other dorms.
- Teams participate in an Adventure Team Challenge at the Nitro Crossing. The group has to cross from one "island" platform to another using a rope.
- At this Island Crossing, a team problem-solves to create a bridge from one end of the

- course to the other.
- The Sargent Center hosts Nature's Classroom's only high ropes experience. With elements spread over two courses, hundreds of students each year brave the heights and push their comfort limits. Well-trained staff and thoroughly-inspected equipment makes this a safe and exciting experience for all.

Hancock, NH



OVERVIEW OF NATURE'S CLASSROOM

Nature's Classroom offers a unique educational experience to students and their teachers. The goal of Nature's Classroom is to create a living-learning community that integrates the social development of that community with academic experiences. Common goals that are woven throughout the experience are for the student to improve his/her self-concept; to work together with others for the positive benefit of all members of the community; to recognize that the community is comprised of individuals with their own individual needs; to appreciate the individuality and uniqueness of each other; and to gain an understanding of what education can offer him/her. The process begins when teachers volunteer to bring their students to Nature's Classroom. Each Nature's Classroom program is developed in consultation with the classroom teachers in order to create an experience that is connected to the school's curriculum and goals.

The typical **daily schedule** at Nature's Classroom consists of a morning Field Group experience, two afternoon Special Interest class periods, and an evening activity. Meals and an evening snack are provided, and to close each day a Quiet Sing is presented.

The goal of the **field group** is for the student to understand and recognize the concept of dynamic equilibrium – constant upsetting influences being re-adjusted to maintain balance – in the natural world, in social interactions, and within him/herself. Each child is assigned by the classroom teacher to a field group and each group is assigned a single Nature's Classroom teacher. They focus on concepts and themes and their connection to the total life support system as they explore the natural environment. For example, the field group might examine producer, consumer, and decomposer concepts, predator-prey relationships or life cycles. The theme of "changes through time" may be an approach taken by a field group.

During the afternoon **Special Interest classes**, Nature's Classroom's academic environment, the emphasis is on learning motivation. The goals of the afternoon classes are for the student to choose the classes in which he/she is interested; to actively learn by doing; to understand and recognize the relationships between the major subject areas; to understand the importance of goal setting and work toward an attainable goal; and to gain an understanding of the personal value he/she can gain from education. The classroom teachers may request particular classes be offered from our two volume set of lesson plans and/or allow our teachers to teach classes of special interest to them.

Evening activities may be done by the full community together or by the smaller field group. The activity's emphasis may be academic or social. Large group academic activities may include an Environmental Hearing, Alpha Beta, a Science Exposition, or Back to Basics. The Environmental Hearing, set in a town meeting format, gives students a chance to role-play in a simulated hearing over land usage. Groups are assigned roles

as representatives of corporations, public interest groups, local citizens, and conservationists. Each group expresses their opinions and viewpoints as they negotiate and seek support for their positions. The Science Expo provides students a chance to experience a variety of chemical and physical science demonstrations. Stopping at multiple stations staffed by Nature's Classroom teachers, students observe and assist in experiments and discuss the principles involved. Back to Basic teaches students about Colonial and Native American crafts. A Folk Dance, a Mingle, or a Campfire are examples of social experiences. A Night Hike, with a focus on astronomy and vision, may be taken by the field group. Not all of these activities are done consistently at every site. Working with the Nature's Classroom Program Coordinator, classroom teachers can select those activities which best suit the goals they have for their students.

What the students learn in relation to community awareness and group cohesiveness in field groups and classes is applied in other activities. Mealtimes provide a chance to interact and to share experiences with others. The diversity within field groups, classes and other activities facilitates conversation among the students and adults allowing them to share their excitement. To be of service to the community, students take on the responsibility of helping as waiters.

The Nature's Classroom teaching staff is composed of individuals with a minimum of a bachelor's degree. We maintain a teacher to student ratio of one to twelve or less. There is a nurse, EMT, or medical person on site or on call at all times. The children are provided with 24-hour adult supervision. The responsibilities for supervision are shared by the classroom teachers and the Nature's Classroom staff.

Having spent a week at Nature's Classroom, living and learning together, students develop a sense of community, a confidence in themselves, and an appreciation for others that carries over to the schoolcommunity. They see their classroom teacher as a person and friend in the learning process. The strengthened peer cooperation and expanded student-teacher relationships have an influence on the cognitive growth of the students throughout the school year. Together, they return to the classroom united through this shared experience to achieve the common goal of the pursuit of knowledge.

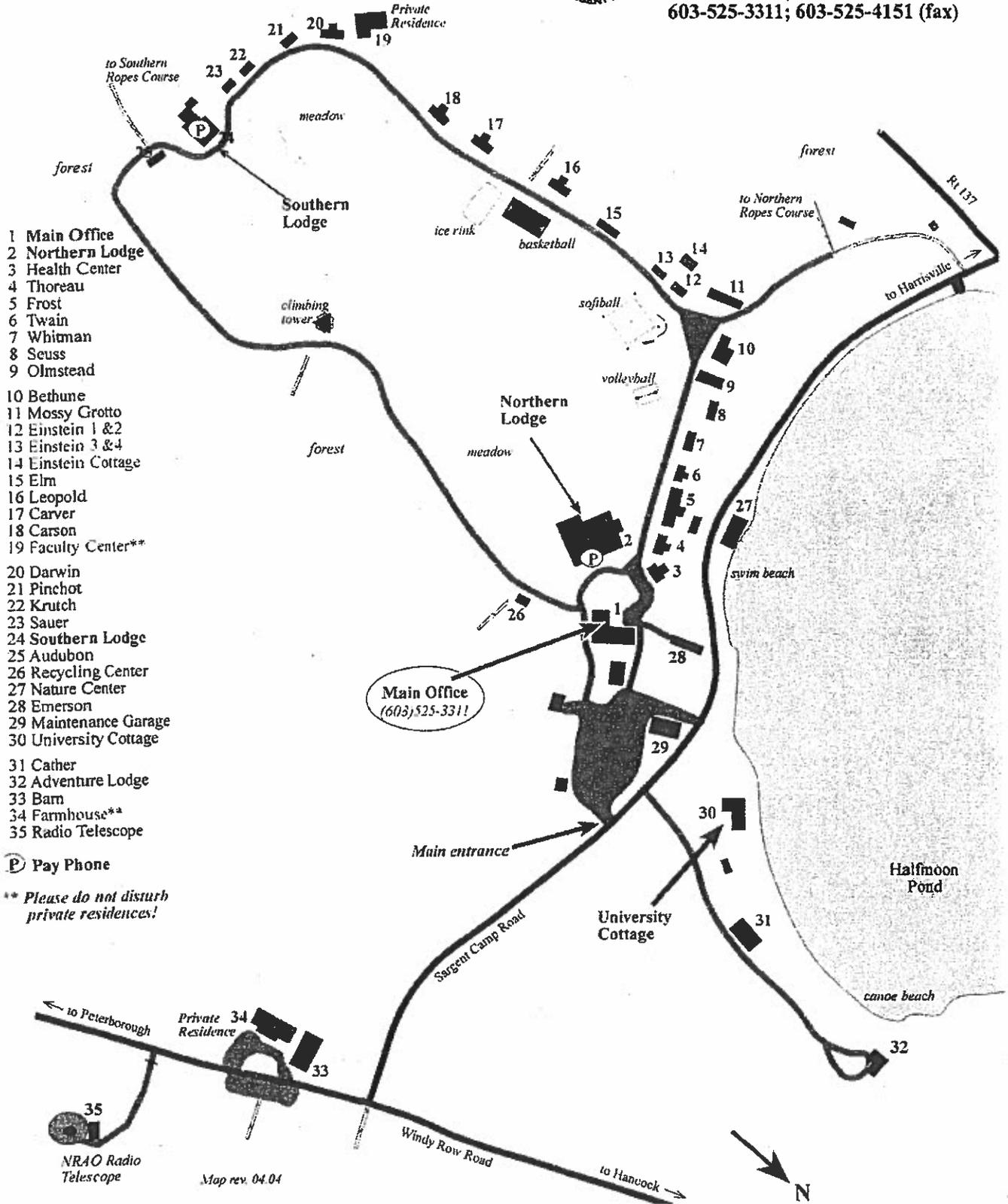
SAMPLE SCHEDULE

DAY 1	DAY 2	DAY 3
10:30 Arrival	7:00 Wake Up	7:00 Wake Up
11:30 Welcome/Orientation Location: Beginning	7:30 Meadow	7:30 Luggage out of Cabin
	8:00 BREAKFAST	8:00 BREAKFAST
	Transition 9:00 Canoe Odyssey All Groups	Transition 9:00 Wilderness Skills All Groups
	11:30 FREE TIME	11:00 Load Luggage
12:00 LUNCH	12:00 LUNCH	11:15 LUNCH
Transition 1:00 Adventure I & II All Groups	12:30 Northern Ropes Southern Ropes	12:00 Small Group Closing
4:15 Snack & Teacher Meeting	3:50 Snack and Teacher Electives	DEPARTURE: 12:30
5:00 Free Time	5:00 Free Time	
6:00 DINNER	6:00 DINNER	
Transition 7:00 Reflection and Anticipation	Transition 7:00 Reflection and Anticipation	
8:00 Night Walk	8:00 Campfire	
9:00 To The Dining Hall	9:00 To The Cabin	
9:30 Quiet Time	9:30 Quiet Time	
10:00 Lights Out	10:00 Lights Out	

Site Map



Nature's Classroom at
Sargent Center
36 Sargent Camp Road
Hancock, NH 03449
603-525-3311; 603-525-4151 (fax)



What Students Should Bring

Hello, Parents!

We want your child to have a positive, healthy experience at Sargent Center. A way to ensure this is to pack appropriate clothing so your child is prepared to be outside, rain or shine: Much of what we do at Sargent Center occurs out-of-doors.

Waterproof raingear--a rain coat with a hood or rain hat, rain pants or a rain poncho that covers the torso and legs, and water proof boots and plastic bags to wear in the boots in case extra insulation is needed--is essential any time of the year. We do not recommend cotton clothing because when it gets wet, all insulative value is lost. Wool, fleece, and polypropylene are much better choices because all act as insulation and retain warmth even when wet. For winter, late fall, and early spring visits, please pack at least two pairs of wool or polypropylene socks, and at least two wool, fleece, or polypropylene shirts or sweaters. For winter, late fall, and early spring visits, please pack a warm hat that covers the whole head and ears. There is no need to buy your child new clothing for his or her visit to Sargent Center: Borrow the clothes or check yard sales. Labeling clothing with your child's name is helpful.

Packing proper clothes reduces chances your child will experience hypothermia, a lowering of body temperature to unsafe levels. While hypothermia can occur at any time of the year, people are at most risk when temperatures are 50-60 degrees, a gentle breeze is blowing, and people are wearing damp or wet clothes next to their skin.

Packing for Your Child's Visit to Sargent Center

Essentials:

rain coat, pants, hat
underwear (4+ pair)
jeans & warm pants (3-4 pair)
warm shirts/light shirts
heavy sweater/sweatshirt (2)
woolen socks (3+ pair)
sleeping bag or 2 sheets, 2 blankets
pillow
pajamas & slippers
canteen or water bottle
waterproof boots (1 pair)
small plastic bags to wear inside shoes & large ones for dirty clothes
day pack
chapstick/lip balm, sunscreen
Toilet kit with: soap in container w/lid, shampoo, comb & brush, towels, toothbrush & toothpaste.

Winter Additions:

warm, water resistant jacket (at least one)
water resistant snow or ski pants
insulated, waterproof boots (at least 1 pair)
warm hat (must cover ears and whole head)
gloves or mittens
woolen or polypro socks (5+ pairs)
long underwear (at least 2 pairs)
scarf or neck warmer
heavy wool sweater(s)

Spring, Fall Additions:

rain coat, pants, hat
hat w/visor
insect repellent/sunscreen
shorts
walking shoes or sneakers

Optional any time of the year:

Books, board games, flashlight, compass, bathrobe, tissues, camera & film, binoculars, sunglasses, musical instruments, notebook & pencils or pen, stamped addressed envelopes & stationery.

Please leave money, cell phones, pagers, electronic games, knives, hatchets, gum, food, candy, radios, tape recorders, and mess kits at home.

Remember to give 1) your child's health form and 2) all medications to your child's teacher or school nurse.

Activities at Sargent Center continue, rain or shine.

DEAR PARENTS,

Your child will soon have an opportunity to participate in a residential outdoor school program. This letter attempts to answer some of the questions parents usually ask. Please feel free to ask us about any other concerns you may have about the program. Outdoor environmental education uses the out-of-doors for learning experiences that cannot easily take place in the classroom. Students and teachers learning outdoor awareness in this extended classroom can use the experience to help in their understanding of the natural environment, their school subjects, and the way people live. The program includes activities such as examining life in lakes and swamps, investigating weather, Colonial and Native American skills, and confidence building group challenges. A variety of field walks, classes in all subjects, and evening activities insure an exciting, stimulating experience.

SUPERVISION AND STAFF: Students are supervised 24 hours a day. In addition to the classroom teachers and chaperones accompanying each visiting group, Nature's Classroom has a permanent staff residing on site consisting of a director, environmental teachers on 1:12 ratio, and a nurse, EMT or health staff person on call at all times.

HEALTH AND SAFETY: There is no requirement that students undergo a medical examination before attending Nature's Classroom. The program is physically intensive, however, and you may wish to consult your physician if there are any concerns that should be brought to the attention of the staff. Such guidance will assist them in planning the program of activities with the students. Please note any special health concerns on the Nature's Classroom medical forms. The forms **must** be completed before a student can attend. Health and safety are our most important objectives! A fully staffed and equipped hospital is less than 30 minutes away from all of our facilities. Every student is covered by insurance while attending the program.

CLOTHING AND EQUIPMENT: A clothing and equipment checklist is furnished. Particular care should be taken in supplying ample footwear and pants, as students frequently participate in activities in wet areas. Clothes should be chosen for comfort and durability, rather than style. Please add or delete items appropriate for the season (gloves, hats, parkas, etc.)

FOOD AND LODGING: Meals are prepared by a permanent cooking staff and are served family style. Special dietary needs should be noted on the medical forms. Students, visiting teachers, and chaperones are lodged in winterized dormitories and cabins. Parents are welcome to visit any of our Environmental Education Centers and to view the facilities; such visits, however, should be made before or after your child's experience, preferably midweek. The physical facilities are always open, so a weekend visit might be possible. You must call the site and make an appointment with the Program Coordinator before coming.

TELEPHONE: The telephone is **not** available for the students' use, and parents are asked not to call students **except in case of an emergency**. The Nature's Classroom telephone number is **603-525-3311**.

MAIL: Mail is most appreciated by students, but to be safe, allow **4 days** for delivery. Mail posted midweek may not reach Nature's Classroom until Friday after the group has left (please make sure there is a return address in case we need to send it back). Please include the name of both the student and the school to assist delivery. Mail should be sent to **Nature's Classroom, 36 Sargent Camp Road, Hancock, NH 03449**.

SARGENT CENTER

HEALTH INFORMATION AND CONSENT FORM FOR SCHOOL PROGRAM (Page 1 and 2 to be completed by Parent/Guardian, Page 3 to be completed by physician. We suggest retaining a copy of this form for your files, as it cannot be released or used for any other program.)

Name _____ Date of Birth _____ Gender _____ Age _____ Ht. _____ Wt. _____

Custodial Parent's/Guardian's Name(s) _____

Mailing Address _____ City _____ State _____ Zip _____

School attending with: _____ Preferred e-mail address _____

1st Parent Name _____ Phone: H () _____ Bus. Phone () _____
Cell Phone () _____

2nd Parent Name _____ Phone: H () _____ Bus. Phone () _____
Cell Phone () _____

* Please list any additional parent/guardian phone numbers on a separate piece of paper and attach to this form.

Emergency Contact (other than parent) _____ Home Phone () _____

Business Phone () _____ Cell Phone () _____ Relationship to Child _____

Child's Doctor _____ Phone () _____

Child's Dentist _____ Phone () _____

Child's Orthodontist _____ Phone () _____

Health Insurance Co. _____ Policy # _____

1. MEDICAL CONSENT: Must be signed by parent/guardian

I consent to and authorize emergency and non-emergency medical care to be provided to my child in the event of a health problem, emergency or injury occurring during my child's attendance at camp. I give my consent and authorization to the camp director or his/her designee to use his/her judgment in seeking medical care for my child. I understand that an attempt will be made to contact me in the event that medical care is needed, and that I am responsible for all medical costs incurred in treating my child* (See page 2 for information on Nature's Classroom supplemental insurance).

Signature of parent/guardian _____ Date _____

Optional: If you wish for religious or other reasons, you may indicate your refusal to consent to certain medical care (i.e., blood transfusions), as follows: Notwithstanding the above, I do not consent to the following diagnostic tests or medical treatment for my child: Specify

Signature of parent/guardian _____ Date _____

2. WAIVER AND RELEASE: Must be signed by parent/guardian

I wish to enroll my child in the Program/Activity referred to above at Sargent Center, Hancock, New Hampshire. I recognize that some of the activities at Sargent Center involve physical risk, including the risk of serious injury. I hereby agree, on behalf of my child and myself, to assume all of the risks in connection with my child's attendance, including travel, except in the case of gross negligence or willful misconduct. I understand that in the event of an illness or behavioral problem, I may be required to pick up my child. The term Nature's Classroom shall include the corporation and its successors, trustees, officers, agents, representatives, contractors and all persons for whose conduct Nature's Classroom is or could be legally responsible. I agree that the laws of the Commonwealth of Massachusetts shall govern this waiver and release. I affirm that I have read and understood this document.

Signature of parent/guardian _____ Date _____

PROMOTIONAL RELEASE: Must be signed by parent/guardian

I authorize Nature's Classroom to reasonable use of any and all images and statements of/by/about the camper during any part of the Sargent Center experience for promotional purposes.

Signature of parent/guardian _____ Date _____

STUDENTS AND INSTRUCTION 5000

STUDENT CONDUCT 5400

SCHOOL PROPERTY 5413

All books and other materials or equipment issued to students are the property of the Salem School Department. The students must pay for lost or damaged books or other school property. Failure to provide restitution for damaged or lost school property before graduation may result in the student's actual diploma being withheld at the graduation ceremony, not to be officially delivered until full restitution is made.

Accidental damage of school property should be reported immediately. Willful damage will be treated as a major infraction, and the student and parent/guardian will be held financially responsible. Disciplinary action may also be administered.

Students, who willfully or by neglect, destroy, deface or damage school property in any way, shall be severely disciplined. Any disciplinary action shall include a notice to parents, and or police, and a full reimbursement of school funds used to repair damage to said property. Refer to Vandalism, Policy #5414.

Student lockers, desks and other equipment or furniture are also the property of the school. An administrator may inspect the contents of any locker without notice.

[Nothing stated within will supersede a student's right under PL 94-192, Section 504 of the Rehabilitative Act or other student civil rights regulations.](#)

Approved: 1/9/06

Reviewed: June 2018

Jill Conrad 6/13/2018 4:48 PM

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STUDENTS AND INSTRUCTION	5000
INTERNET ACCESS NETWORK	5500
RESPONSIBLE USE POLICY	5501

SALEM PUBLIC SCHOOLS' ELECTRONIC TECHNOLOGY and MEDIA

The Salem School Committee recognizes the importance of technology and electronic media to contemporary education, and holds that their use is essential to the day-to-day administrative operations of schools. The Committee sees these media as tools to foster learning and as an integral part of the functioning of contemporary society. The Committee further recognizes, however, that the power of this technology brings with it certain responsibilities and risks for those who use it.

The Committee therefore establishes that any use of the Salem Public Schools' technology and electronic media be permitted only after the prospective user, whether the user is a student or an employee, has read and signed a Responsible Use Agreement for the use of the District's technology and electronic media. Any person signing a Salem Public Schools Responsible Use Agreement shall ensure that the uses to which that individual puts the district's electronic technology, including Internet access in school facilities, shall be consistent with the mission of the Salem Public Schools.

The Superintendent of Schools shall see to the drafting of a Responsible Use Agreements appropriate to the age and role of the technology and electronic media user. The School Committee shall review and approve the Responsible Use Agreements that are utilized in the Salem Public Schools.

All materials produced and communications recorded in any fashion using Salem Public Schools technology are covered by the Massachusetts Public Records Law (MGL c. 4 § 7, c. 66 § 10), and may be subject to production pursuant to the provisions of the Public Records Law.

References

MGL c. 4 § 7, c. 66 § 10

Policy 5805 , Cell Phones and Electronic Devices

Policy 5401.01, Anti-Bullying and Cyber-Bullying

[Policy 5413, School Property](#)

[The Superintendent's Responsible Use Agreement](#)

Approved: October 3, 2011

Reviewed in [June 2018](#)

Jill Conrad 6/13/2018 4:43 PM

Deleted: October 2015

STUDENTS AND INSTRUCTION

5000

INTERNET ACCESS NETWORK

5500

NETWORK ETIQUETTE

5502

Certain behaviors have gained acceptance on the network, some because they save misunderstanding and maintain privacy and others because they help other users avoid a waste of time or help conserve system resources. As one joins the on-line community, practice these appreciated behaviors.

- Never give out personal information such as your social security number, telephone number, mailing address.
- What one says on the computer reflects upon the user, be proud of it. Never use offensive or inappropriate language (e.g. derogatory or explicit language, swearing).
- Don't publicly criticize ("flame") others.
- Do not contribute to junk mail. Do not use all capital letters.
- Conferencing and bulletin boards are "showcases". Proofread and edit before posting.

ACCESS

To get Internet access, you must do the following:

- Read this entire document and ensure that one understands these terms and agree to abide by them.
- Complete and sign the application form.
- Show the enclosed letter and this document to your parent or guardian and have them sign the application form. (See page 2)

Reviewed: [June 2018](#)

[Recommended to delete this policy as language duplicates what is in the Responsible Use Agreement](#)

Jill Conrad 6/13/2018 4:41 PM

Comment [1]: Delete this policy. Language duplicates what is in the Responsible Use Policy

Jill Conrad 6/13/2018 4:44 PM

Deleted: October 2015

FISCAL MANAGEMENT & NON-INSTRUCTIONAL OPERATIONS 3000

EXPENDITURES 3400

REVOLVING FUND FOR INSTRUCTIONAL MATERIALS, TECHNOLOGY, TEXTBOOKS, AND OTHER FEES 3409

The Committee authorizes establishment of a revolving fund in accordance with provisions of the law to use money received for lost and damaged instructional materials, technology, textbooks, or other fees.

Legal Reference: MGL 44:53; 71:71E

Reviewed: June 2018

Jill Conrad 6/13/2018 4:54 PM
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Jill Conrad 6/13/2018 4:55 PM
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Jill Conrad 6/13/2018 4:55 PM
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