



# School Committee Meeting Materials

**Regular  
School Committee  
Meeting  
February 24, 2020  
7:00 p.m.**

**Ms. Mary A. Manning  
Mr. James M. Fleming  
Dr. Kristin Pangallo**



**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"**

**February 20, 2020 (Date Posted)**

**REGULAR SCHOOL COMMITTEE MEETING ON FEBRUARY 24, 2020**

Notice is hereby given that the Salem School Committee will hold a **Regular School Committee** meeting on **Monday, February 24, 2020 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. Consent Agenda**

- a. Minutes of the Regular School Committee meeting held February 3, 2020
- b. Minutes of the Committee of the Whole meeting held February 6, 2020
- c. Minutes of the Committee of the Whole meeting held February 10, 2020
- d. Minutes of the Committee of the Whole meeting held February 12, 2020
- e. Minutes of the Special School Committee meeting held February 13, 2020
- f. Field Trip request: Anna Duey, Biology Teacher/Science Bowl Coach, Field Trip for the High School Science Bowl Team to attend Northeast Regional High School Science Bowl at the University of Connecticut on March 7, 2020
- g. Approval of Warrants: 2/6/2020 in the amount of \$423,337.78; 2/13/2020 in the amount of \$231,894.35; and 2/20/2020 in the amount of \$666,658.26

**III. Approval of the Agenda**

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

**V. Student School Committee Representative Report – Jillian Flynn**

**VI. Superintendent's Report – Kathleen Smith**

- a. Showcase on the Salem Early Childhood Center
- b. Update from the Salem Special Education Parent Advisory Council (SEPAC)
- c. Update on 2020-21 Kindergarten Enrollment
  - a. School Enrollment Targets to be used for Kindergarten and other 2020-21 assignments
  - b. Carlton Winter and Spring Trimester student assignments
- d. Timeline Student Opportunity Act Plan
- e. Update on the Bentley Principal search process
- f. Appointment of the Bentley Innovation School Principal
- g. Review of the Salem High Principal interview process

**VII. Action Items: Old Business**

This notice posted on Official Bulletin Board  
City Hall, Salem, Mass. on **FEB 20 2020**  
at **10:18 AM** in accordance with MGL Chap. 30A,  
Sections 18-25.

**2020 FEB 20 AM 10:18  
CITY CLERK  
SALEM, MASS**

***Ms. Mary A. Manning  
Mr. James M. Fleming  
Dr. Kristin Pangallo***



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

***Mayor Kimberley Driscoll, Chair***

**VIII. Action Items: New Business**

- a. Deliberate and vote on the 2020-21 Annual School Calendar for Bentley, Bates, Early Childhood Center, Horace Mann, Witchcraft Heights, Collins Middle School, and Salem Prep High School
- b. Deliberation and vote on the 2020-21 Annual School Calendar for the Carlton Innovation School
- c. Deliberation and vote on the 2020-21 Annual School Calendar for the Saltonstall K-8 School
- d. Deliberate and vote on the Memorandum of Agreement between the Salem School Committee and the Salem Teachers Union regarding the first day of school for the 2020-2021 school year
- e. Deliberation and vote on the appointment of Deborah Connerty as the Executive Director of Pupil Personnel Services
- f. Deliberate and vote on a request to waive custodial and site fees for the Salem Democratic City Committee to use the Salem High School Library March 7, 2020, from 12:00 p.m. to 4:00 p.m. with the event running from 1:00 p.m. to 3:00 p.m.

**IX. Finance Report**

- a. Budget Transfers

**X. Policy Subcommittee**

- a. Deliberation and vote on the second reading of the recommendation of the Policy Subcommittee on the revision to the following policy:

1. 5102.04 Students in Foster Care

- b. Deliberation and vote on the first reading of the recommendation of the Policy Subcommittee on the revision to the following policy:

1. 3504 Emergency Evacuation Drills
2. 5220 Faculty Advisors

**XI. Subcommittee Reports**

**XII. School Committee Concerns and Resolutions**

**XIII. Public Comments #2: Questions and Comments from the Audience**

**XIV. Adjournment**

Respectfully submitted by,

***Jennifer A. Gariety***

Secretary to the School Committee  
& the Superintendent

**Salem School Committee  
Meeting Minutes  
February 3, 2020**

A regular meeting of the Salem School Committee was held on Monday, February 3, 2020 at 7:00 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. Ana Nuncio, Mr. Manny Cruz, Ms. Amanda Campbell, Dr. Kristin Pangallo, and Mayor Kimberley Driscoll

**Members Absent:** None

**Others Present:** Kathleen Smith, Superintendent, Kristen Shaver, Business Manager, Kate Carbone, Assistant Superintendent, Jillian Flynn, Student Representative

**Call of Meeting to Order**

Ms. Mary Manning called the regular meeting of the Salem School committee to order at 7:04 p.m.

**Consent Agenda:**

- a. Minutes of the School Committee Meeting held on January 21, 2020
- b. Field Trip request for the Salem High School Girls Volleyball Team to travel to Orlando Florida, September 2-6, 2020, to compete in a tournament
- c. Approval of Warrants: 1/23/2020 in the amount of \$880,814.77 and 1/30/2020 in the amount of \$288,292.56

Mr. Fleming motioned to approve the Consent Agenda after moving letter (b) of the Consent Agenda to the Agenda and Mr. Cruz seconded. Motion carried

**Approval of Agenda**

Mr. Fleming motioned to approve the regular meeting agenda. Ms. Nuncio seconded the motion. The motion carried.

**Public Comment**

Ms. Manning invited the public to come up and address the School Committee:

Stacia Kraft of 140 Federal St, Salem addressed her concerns on removing the second opportunity to have public comment as is stated in the draft policy surrounding public comment. She questioned the Committee how removing this is helpful to the Committee

Katie Hallett of 17 Winter St and Angela Allison of Lynde St both members of the League of Women Voters requested the Committee supply feminine products in the bathrooms for students. This request aligns with MGL Ch71 Sec. A ,which will require Mass Public Schools to provide products for students grades 6 through 12 effective August 2020. They pointed out statistics indicating absences during female menstruation due to their inability to purchase the necessary products. Having products available in the girls bathroom increase attendance.

Bridget Reed of 2 South St. requested the Committee inform her of how much money was released to the city from the Commonwealth for education.

### **Student School Committee Representative Report – Jillian Flynn**

Ms. Flynn updated the Committee on a student retreat that took place on January 25, 2020. She gave an update on the meeting that took place with the Buildings and Grounds Committee to tour the bathrooms at the high school. They devised a plan to update the committee on the conditions in 30- day intervals up to 90 days. Additional updates included United Nations team, Witch Pitch an acapella group, winter sports coming to an end, perfect attendance and tug of war where the faculty beat the students.

### **Superintendent's Report – Kathleen Smith**

Superintendent Smith asked Mr. Masse to speak to the Committee regarding his request to attend a volleyball tournament in Florida in September of 2020. Mr. Masse informed the committee it is a privilege to attend. The players are yet to be determined. He will have the students check in with their guidance counselors prior to the trip to obtain their syllabi and to connect with their teachers. In Salem the teachers are back 5 days before school starts so they are able to contact them. Mr. Fleming would like to have a form drafted to prove they met with their teachers prior to the trip. Mr. Masse said he could do that. Superintendent Smith suggested he work with the building principal to make sure he has something drafted. Mayor Driscoll asked if the deadline to participate was coming up. Mr. Masse said not yet but they wanted to start fundraising. Ms. Manning agreed that the first couple days of school are very important and she would like to see a document that shows they met with teachers prior to leaving. Ms. Campbell stated, if we are doing this for the volleyball team then we should make sure this is done for all teams. We need to keep the procedure the same for everyone.

Mr. Fleming motioned to approve the trip with the condition they are shown the students met with teachers. Mr. Cruz seconded. The motion carried.

Ms. Carbone added that the school calendar will be drafted and most likely September 2, 2020 will be the first day of school.

Superintendent Smith expressed her appreciation to the Police Chief for touring buildings and working closely with her to assure the students' safety during the election on March 3, 2020. The Chief addressed the Committee and explained all the steps they have taken to make sure students are safe. She will assign two officers per school. They will be there during the polls and after the last school program has ended.

Mayor Driscoll expressed special concern with this election as it is a presidential election. This can cause the turn out to be larger than other elections when schools were in session. Ms. Campbell asked if the police would be there until all students have gone home for the day. The Chief stated there would be coverage until all students have left the buildings.

Mr. Fleming thanked the Chief for the support. He added his concerns with the Bates playground and parking. Superintendent Smith stated she would work with the building principals to assist with parking issues.

Superintendent Smith introduced Dr. Samantha Meier, Interim Principal and Dr. Emily Flores, Academic Dean at Salem High School. They gave a presentation on the 2020-21 Program of Studies. Dr. Flores presented the Program of Studies and explained how much work went into developing this. The goal was to align courses with core values. Teams met to determine if the courses met the needs of the programs. The program was developed by student council, site council, and school administrators. There were 20 to 25 meetings to put the redesign together.

Next year they will offer advanced courses. The algebra 1 classes will become a double block to help students succeed in this area. Mr. Fleming questioned if this was part of the collective bargaining. Dr. Flores

stated there were no changes to scheduling blocks just the course offerings. Dr. Flores also informed the committee that because only one health credit is required for graduation they will remove the required language from the other two courses offered for health. This will open up opportunities for students to select other courses.

Ms. Manning asked the Committee to hold off on voting on this until they can have further discussions. She has received several phone calls regarding the required language in one of the courses with the “required” notation. The Committee had a brief conversation on whether to table the vote. Then the Committee requested the Program of Studies be discussed at the Committee of the Whole meeting. Mr. Cruz agreed as he had also received phone calls regarding this. The Mayor stated we should review the physical education courses. At this time, Ms. Manning motioned to approve the program of studies with the exception to physical education changes and Mr. Fleming seconded. The motion carried. Ms. Manning motioned to put the Program of Studies on the next Committee as a Whole meeting and Mr. Cruz seconded, Motion carried.

Superintendent Smith gave an update on the Principal search at Salem High School. She mentioned the interview committee would review with Andre Ravenelle from Teachers 21 and set up a meeting for mid March. The interview committee will include two students, and one school committee member. Superintendent Smith also updated the committee on the various events happening with the Superintendent finalist. She encouraged the public to attend the meetings and take the opportunity to meet the candidates.

At this time, the Committee moved into Public Hearing on the Bentley Academy Innovation School Innovation Plan, 2020-2025. Mr. Fleming motioned to open the Public Hearing and Mr. Cruz seconded. The motion carried.

Mayor Kimberley Driscoll gave an update on where the district is in adopting the plan and invited the public to address the Committee. There were no comments. Mr. Fleming Motioned to close the Public Hearing and Ms. Campbell seconded. The motion carried.

The Mayor then requested a motion to approve the plan. Mr. Fleming motioned to approve and adopt the Bentley Academy Innovation School, Innovation Plan, 2020-2025. Ms. Manning seconded and the motion carried. At this time, the Mayor asked the Committee if there were any questions.

Mr. Flynn asked for clarification on what the new plan has that is different from the Charter. Ms. Campbell identified structure changes and more voice by the teachers were two examples. Other differences were related to the autonomy of the teacher driven curriculum. Dr. Pangallo worried the recess was only 20 minutes in the academy. She was hoping there would be more time worked in to allow for student movement. Ms. Campbell agreed with her and felt that the issue should be resolved district-wide as well as at the innovative school. Dr. Pangallo would also like to make sure the teachers, especially our special education teachers have enough prep time for their caseloads with consideration with the integrated classrooms. Ms. Campbell informed the committee that prep times are configured within the teachers’ contract. However, the Bentley plan has additional time slotted for all teachers not just special education teachers. Mr. Fleming inquired about an assistant principal for the school. At this time there isn’t one. Dr. Conrad encouraged Mr. Fleming to look at this during the budget season.

### **Old Business**

Mr. Fleming updated the committee on the attorney’s findings regarding the use of school buildings by the public. The attorney identified four issues regarding this. The first was it violated our current policy on use of facilities, second, was the insurance issue should anyone get hurt, and third was the custodial costs. Mr.

Fleming couldn't remember the fourth item. The Committee acknowledges that because the use of school buildings by the public is not permitted under our current policy.

### **New Business**

Mayor Kimberly Driscoll moved on to new business with an open meeting law violation issued by Mr. Scott Andrade. Dr. Conrad addressed the committee to inform them a response was sent along with two other complaints. At this time the Committee needs to vote to send the matter to the School Attorney to review the case and draft the response. Ms. Manning asked several procedural questions and received clarification. Mr. Fleming motioned to send this matter to the attorney for review and to draft a response and Mr. Cruz seconded. The motion carried.

### **Budget Transfers**

There were no transfers

### **Policy Subcommittee**

Mayor Driscoll requested a motion to have a second read on policy number; 6409 Public Participation at School Committee Meetings. Ms. Nuncio motioned for a second reading and Mr. Cruz seconded. Dr. Pangallo requested discussion. Dr. Pangallo informed the committee she had received several communications against the adoption of this policy. She admitted that some of the reasons for the rejection resonated with her. Ms. Campbell agreed with Dr. Pangallo and stated the efficiency will not gain public trust. Mr. Cruz talked about having a process in place to respond to public comments to allow for a two-way conversation with the public. Ms. Nuncio wanted the public to understand this is a place of work not a town hall meeting and the Committee should be addressed with civility. Mayor Driscoll identified other committees such as DPAC, RIFF, Student Advisory Board and other boards such as the Equity and Engagement Board as a means of having conversations with the public. It seems the engagement piece of the policy is missing. Ms. Manning added people feel we are taking something away but we are restructuring. She reminds everyone we can't change past decisions. Mr. Fleming stated we can't approve a policy we don't agree on.

Ms. Nuncio motioned to refer the policy back to subcommittee and Mr. Cruz seconded. The motion carried.

Mayor Driscoll requested a vote on the first reading of policy number 5102.04 Students in Foster Care. Mr. Cruz motioned to approve the first reading Ms. Campbell seconded and the motion carried.

Mr. Fleming updated the committee on the Building and Grounds Committee meeting held on February 3, 2020. The Committee toured the bathrooms at the high school. The Student Advisory Committee will inspect on a thirty-day basis up to ninety days. They will report to us on their findings. The attorney will review the collective bargaining agreements regarding the use of buildings by employees and will return to us on a decision.

Ms. Campbell updated the Committee there will be a meeting of the Equity Committee on February 24, 2020. Mayor Driscoll asked for a referral on parent engagement. Ms. Campbell motioned to refer parent engagement to the Equity Committee Mr. Fleming seconded. Motion carried.

Ms. Campbell wanted to follow-up on the request for sanitary items in the bathrooms. Mayor Driscoll requested the Superintendent to review. The Superintendent will review and report back to the Committee. Mr. Fleming asked about the cell phone policy and the Superintendent will review our handbooks and policies in regards to the students using cell phones in school.

Ms. Manning suggested the cell phone issue is more about enforcement. Also, the sanitary supplies for the bathrooms should include elementary schools.

Mr. Fleming informed the committee about lifts at the high school not working. Mr. Monks is working on the issue with a new contractor and hope to have the issue resolved.

Ms. Flynn echoed the cell phone issue and told the Committee, the students are also looking into it as well.

#### **Public Comment**

Mayor Driscoll asked for public comment. Steve Kapatas thanked the committee for the constructive comments about the policy on the public comment. He also pointed out the current policy doesn't call for two comments. He echoed Ms. Manning comments, the work is already done by the time it gets to school committee. The public should attend subcommittee meetings.

Lisa Hanson reached out about the comments and if the new policy were in place she would not be allowed to speak at public comment. She is not in agreement with the policy. She appreciated Mr. Cruz's comments but it won't replace public comment.

#### **Adjournment**

Mr. Fleming motioned to adjourn and Dr. Pangallo seconded. The motion carried to adjourn at 9:23 pm.

*Respectfully Submitted*

*Jennifer A. Gariopy*

*Executive Assistant to the School Committee  
& the Superintendent*

Minutes January 21, 2020 School Committee Meeting  
Memorandum, Girl's Volleyball Out of state Field Trip  
Draft Policy #6409 Public Participation at School Committee Meetings & Public Hearing  
Policy #5102.04 Students in Foster Care  
Bentley Academy Innovation School, Innovation Plan 2020-2025  
Revised 2020-2021 High School Program of Studies  
Public Comment filed from Scott Andrade, 12 Grant Road, Salem, Public Hearing



**Salem Public Schools  
Committee of the Whole  
February 6, 2020  
Meeting Minutes**

**Members in Attendance:** Ms. Mary Manning, Mayor Kimberley Driscoll, Mr. James Fleming, Ms. Amanda Campbell, Mr. Manny Cruz, Dr. Kristin Pangallo, Miss Jillian Flynn

**Others in Attendance:** Dr. Emily Flores, Dr. Samantha Meier, Kate Carbone, Thomas Doyle, Craig Vadala, Timothy Sturk, Thomas Beckett

The Committee of the Whole meeting was called to order 7:18 p.m. Mayor Kimberley Driscoll identified the two topics up for discussion as the 2020-2021 Program of Studies and preparation of the superintendent final interview process.

Mary Manning opened the meeting with a motion to move the program of studies from the third item to the first item on the agenda. Mr. Fleming seconded and the motion carried. Mayor Driscoll then invited the high school principal Samantha Meier and Academic Dean Emily Flores to discuss the change in the program of studies.

**Program of Studies Salem High School 2020-2021 School Year**

Dr. Flores described the method in which decisions were made about the courses for the 2020-2021 school year. She explained meeting with the teachers and department heads to identify courses that were either must haves or courses that were nice to have. The health and wellness courses posed an issue with one particular course that is listed as a required course, Project Adventure. She informed the Committee this course is not required by the State. Since the course is not a State requirement the course will be listed without the language of "required". Dr. Meier expressed her concerns with the course reading required and some of her reasons were as follows; some students' physical inability to succeed in this course, students with clear identifying disabilities are unable to take the course, and if the course is not passed then GPA's of students are impacted. There was a brief discussion from Ms. Manning asking why isn't algebra 1 listed as required and this course is listed as required. There are many required courses. Mr. Fleming asked about a waiver for kids who cannot take the course. Dr. Meier explained she does take waivers but only for those students who clearly, due to disability, cannot take the course.

Mr. Fleming expressed concern removing the word required. This may result in students not taking the course. Dr. Pangallo expressed her concern having a course that may set a child up to fail and that will not be acceptable. Mr. Cruz spoke about his experiences with the course as a student. He explained it's more of a team building course, promotes self confidence, and was

the turning point in his education. He will not support a change in language to remove the word required.

Several members of high school staff spoke highly of the program and asked for the wording to remain the same. Staff members included, Thomas Doyle, Craig Vadala, and Timothy Sturk were all there to express their concern and to discuss in detail about the courses importance. In addition to the high school staff, several committee members also disagree with the removal of the word required and spoke highly of the course, those members included, Mr. Cruz, Mr. Fleming, and student representative Jillian Flynn.

Ms. Nuncio suggested we explore changing the word required to something else to help identify the importance of the course. The Mayor asked how and when did this language get into the program of studies and it was mentioned the language was put in back in the 1970's.

This issue was discussed at great length and Mr. Fleming referred the matter back to Committee to discuss on February 13, 2020.

### **Superintendent Interviews Planning**

Mayor Driscoll moved on to the preparation for the Superintendent interviews by thanking John Brackett for his work. Mr. Brackett explained to the Committee the positive feedback he received from the finalists. They are all excited to be here. He then went on to congratulate the Committee and the Subcommittee for their hard work. Mr. Brackett outlined the topics for discussion. First, they will discuss the interview process, second, the upcoming calendar, and finally, a discussion on bias and feedback forms.

Mr. Brackett discussed the plan for the interviews. Monday and Wednesday there are no actions. He explained that although this is a public meeting the committee must remember it's an interview in public but not a public interview. He also explained the number of questions needed and the time it will take for those questions. Mr. Brackett told the Committee each interview will be about 75 minutes long. There will be eleven questions but although these are questions, he wants the Committee to approach it as though it is a conversation. Finally, he allotted 20 minutes for follow-up questions.

Dr. Pangallo asked if the finalists could ask the Committee questions? The Committee advised against this idea. The Committee spent time going over which interview questions should be asked. The Committee came up with 12 possible questions. Some of the questions were targeted for situational experiences, equity, retention, and transitional questions. There was a brief discussion about performative questions but the Committee ultimately decided this can be incorporated with the selection they have chosen. Mayor Driscoll asked the Committee to forward her any changes to questions by Saturday. The Mayor will then assign questions to Committee members.

The Mayor asked the Committee if the interviews should be live on SATV? The Committee decided in favor of this.

Mr. Beckett moved on to feedback forms. He explained that once they receive the feedback forms, the forms become a public document. Mayor Driscoll explained to the Committee we are reviewing for pros and cons and feedback. She recommends we interview first then review the feedback. Mr. Cruz suggested at this point we discuss bias.

Mr. Becket addressed the Committee with ideas to watch for with bias. He defined bias as a preconceived notion. Two types of bias are confrontational and implicit. Conformational is identifying someone with traits based on a familiarity. Mr. Beckett gave an example of my favorite boss wears a black coat and the finalist wears a black coat, so you prefer this candidate. Implicit bias is categorizing the finalist based on race or body image as some examples. The way to overcome bias is to ask the question "so what". This will help with clarity. Bias in this environment is the brains way of filing information. Mr. Beckett reminded the Committee the feedback forms may have bias.

Mayor Driscoll asked the Committee if there were any issues and questions. There were several comments. The Mayor expressed to the Committee to keep comments positive. All the candidates are talented. We are looking for the best fit not who is more talented.

Amanda Campbell motioned to adjourn the meeting and Mr. Cruz seconded. The motion carried and the meeting adjourned at 9:47pm.

Respectfully Submitted,

*Jennifer A. Gariepy*  
*Executive Assistant to the School Committee  
& The Superintendent*

Attachments Include:  
Discussion Item  
Interview Schedule  
Interview Bank  
Topics for Questions  
Superintendent Feedback Forms  
2020-2021 Program of Studies

**Committee of the Whole  
School Committee Meeting  
Superintendent Interview Minutes  
February 10, 2020**

Members in Attendance: Mayor Kimberley Driscoll, Ms. Manning, Mr. Cruz, Dr. Pangallo, Ms. Nuncio, Mr. Fleming, Ms. Campbell

Absent: None

On February 10, 2020 at 6:00 p.m. the Committee of the Whole conducted final interviews for two of the four Superintendent finalists. Mr. Fleming motioned to call the meeting to order and Ms. Manning seconded. The motion carried and the meeting was called to order at 6:06 p.m.

Mayor Driscoll requested a timekeeper. Ms. Manning offered to track the time of the interviews. The Mayor informed the Committee there are 13 questions and each candidate and each is allowed 70 minutes. The first finalist was Erin McMahon. The Mayor led off with the first question. The finalist was given twelve questions and one final question. Each committee member asked a question and Ms. Manning delivered the final question which was targeted specifically for this finalist.

The interview ended at 7:18 p.m. Mr. Cruz motioned to recess before the next finalist interview and Mr. Fleming seconded. The motion carried.

The Committee reconvened at 7:30 p.m. and welcomed Dr. Lourenco Garcia. The Mayor opened the interview thanking Dr. Garcia for his interest in Salem Public Schools. Ms. Manning continued to track the time of the interview.

Mayor Driscoll delivered the first question. The finalist was given 12 questions and one final question for a total of 13 questions. Each school committee member asked a question and Ms. Manning delivered the final question which is a targeted question specifically for this finalist.

The interview ended at 8:43 p.m. Mr. Fleming motioned to adjourn and Ms. Manning seconded. Motion carried and the meeting adjourned at 8:45 p.m.

Respectfully Submitted,

*Jennifer A. Gariopy*

Executive Assistant to the School Committee  
& the Superintendent

Interview Materials  
Interview Schedule  
Interview Questions  
Candidate Feedback Forms

**School Committee Meeting  
Committee of the Whole  
Minutes  
February 12, 2020**

The Committee of the Whole met on February 12, 2020 at 6:00 p.m. in the Colling Middle School, School Committee Chambers.

In Attendance: Mayor Kimberley Driscoll, Ms. Manning, Mr. Fleming, Ms. Campbell, Dr. Pangallo, Ms. Nuncio, Mr. Cruz

Absent: None

Mr. Campbell motioned to call the meeting to order and Mr. Fleming seconded. The motion carried and the meeting was called to order at 6:02 p.m.

Mayor Driscoll welcomed the finalist, Mr. Ben Lumis. She explained the process it took to get to this point. She expressed her gratitude to the teachers, parents, and staff for their hard work and input. She added the district is very committed to finding the right candidate.

At this time, Ms. Manning was asked to track the time of the finalist questions. Mayor Driscoll started the interview questions. Each school committee member was assigned a question and there were 13 questions. The final question delivered by Ms. Manning was a candidate specific question. The candidate had about 70 minutes to answer all the questions.

The first interview ended at 7:20 p.m. Mr. Fleming motioned to take a quick recess and Ms. Manning Seconded.

The Committee reconvened at 7:30 p.m. and invited the next finalist, Dr. Steve Zrike. Again, Mayor Driscoll welcomed Dr. Zrike, and thanked him for being part of this process. Mayor Driscoll lead the interview with the first question. Each School Committee member was assigned a question. There were 13 questions and the candidate had about 70 minutes to answer them. Ms. Manning delivered the final question which was a candidate specific question.

The interview for Dr. Zrike ended at 8:55 p.m. Mr. Cruz motioned to adjourn, and Mr. Fleming seconded. The motion carried and the meeting adjourned at 8:56 p.m.

Respectfully submitted,

*Jennifer A. Gariepy*  
Executive Assistant to the School Committee  
& Superintendent

**Salem School Committee  
Meeting Minutes  
February 13, 2020**

A special meeting of the Salem School Committee was held on February 13, 2020 at 5:30 p.m. for the purpose of a change to the 2020-2021 Program of Studies and the selection of the Superintendent.

**In Attendance:** Mayor Kimberley Driscoll, Ms. Mary Manning, Mr. Cruz, Mr. Fleming, Dr. Pangallo, Ms. Campbell, and Ms. Nuncio;

Mayor Driscoll moved to call the meeting to order at 5:35 p.m. Mr. Fleming motioned and Ms. Manning seconded, the motion carried;

**Program of Studies 2020-2021**

Mayor Driscoll opened the meeting with a discussion about removing the word required from the course description for Project Adventure. Mr. Cruz discussed the need for more public comment and wants to review the data on students enrolled and who passed. He stated he was not comfortable making a decision without additional information. Mayor Driscoll reminded the Committee we have discussed this item three times and due to time constraints, we cannot delay the decision. Ms. Manning motioned to table the item and Mr. Fleming seconded. There was a roll call vote:

Ms. Manning	Yes
Mr. Fleming	Yes
Ms. Campbell	No
Mayor Driscoll	No
Dr Pangallo	No
Mr. Cruz	Yes
Ms. Nuncio	No

Motion to table the item failed with four not in favor of tabling and three in favor of tabling.

Miss Flynn expressed the importance of the course bringing all the students together. She referred to the course as a team building course. Ms. Manning asked why there wasn't a revision to the course description. There was no follow-up and now the Committee has to vote on it the way it is written. The Mayor stated the course could read as highly recommended. The words required are a miss fit for the course. Mr. Cruz stated he wanted to see the pros and cons before we decide. He researched the data and found that 33% of the kids opt out. Mayor Driscoll reminded everyone we are not removing the course we are only removing the word required. Dr. Pangallo added, if 33% are opting out then removing the word shouldn't have any impact. She felt as though this was a decision made by the high school. They put a lot of time

into this so it's not our place to change it. She wants the high school team to be able to their job.

Ms. Campbell agreed that we have a problem with a course that reads required and only some kids are allowed to opt out. Mr. Fleming disagreed with Dr. Pangallo and stated it was the job of the School Committee. He insisted the students won't select the course if this language is removed. Ms. Manning reminded the committee recommendations were made, to make changes to the description of the course. She followed the process, but nothing was changed. She was also surprised it was on the agenda for tonight. The Mayor reminded her we decided this at the last meeting.

After much discussion the Mayor invited the Interim Principal and Dr. Flores to the table for further clarification. Interim Principal Meier informed the Committee, she does have a draft of a new course description. She realizes she should have gotten it to them sooner and apologized. She went on to say, once she started to review the data on enrollment on the class she was surprised by the number of students not taking the course. This is because of a variety of pathways that would prevent it from fitting in their schedules. So, the students not in the class have found an avenue that fits them or found a place to belong. She informed them of those students who did fail all but four of them where either on an IEP, Flep, Bridge, or 504 students. So, she is speaking for all the kids who don't have the adequacy to seek out a waiver. These kids don't have a voice. These are reason for removing the word required.

The Committee continued to discuss this issue at great length. Mayor Driscoll, expressed her appreciation for the passion for those who expressed their thoughts on this. She also knows the amount of time the high school staff spent on the change. We can always revisit the description of the course. Mayor Driscoll moved to except the change to the program of studies with an amendment that this course reflect the description as recommended by the teachers and the high school principal, with the language highly recommended, and to revisit this prior to the approval of the program of studies the following year. As well as information available on class enrollment with the required language vs highly recommended language. Ms. Manning motioned and Ms. Campbell seconded. A roll call vote was done:

Mr. Fleming	No
Ms. Manning	Yes
Ms. Campbell	Yes
Mayor Driscoll	Yes
Dr. Pangallo	Yes
Mr. Cruz	No
Ms. Nuncio	Yes

Motion passes with five in favor and two opposed.

## Superintendent Selection

Mayor Driscoll thanked the parents, staff, and subcommittees for their work on the process of choosing four superintendent finalists. At this time, she would entertain a motion and Mr. Fleming motioned to enter into contractual talks and to come to a consensus, relative to a salary and other aspects of the position with Dr. Stephen Zrike. Ms. Manning seconded.

Mr. Fleming identified reasons for his decision. Some of these reasons included, relevant, he believes he will stay 7-10 years, extensive turnaround experience, and the ability to reach out to students and families.

Ms. Manning supported the decision based on Dr. Zrike's interpersonal relationships, overwhelming feedback in favor of Dr. Zrike, his confidence, sense of humor, and that he is not coming in to make changes.

Ms. Flynn indicated the students overwhelmingly liked Dr. Zrike and found him very approachable.

Ms. Campbell felt his moral compass is what students and teachers need. Teachers need a lot of love.

Dr. Pangallo agreed as well. Found him not afraid to make decisions and takes action. He appeared as honest and culturally responsive.

Mr. Cruz noted consistent feedback, knowledge of systems and processes, feels he will be able to build systems.

Ms. Nuncio concurred with the Committee. She found him to easily articulate his will and vision to build up the greatness of the strategic plan. Very intelligent and pragmatic.

Mayor Driscoll strongly agreed he will be an amazing thought partner, spot on in areas of improvement. Clearly we all see things the same way. He wants the district to be great. She was happy that he wants to be here because he sees good things here. We will begin with offering him the position and go into negotiations.

Mr. Fleming extended a warm thank you to Mrs. Kathleen Smith, Interim Superintendent. The Committee thanked her as well. Mr. Cruz motioned to adjourn and Mr. Fleming seconded. The motion carried and the meeting adjourned at 6:51 p.m.

Respectfully submitted by

*Jennifer A. Gariepy*  
Executive Assistant to the School Committee  
& The Superintendent



## MEMORANDUM OF AGREEMENT

This AGREEMENT is made by and among the Salem Public School District (“Employer”) and the Salem Teachers’ Union (“Union”), hereafter collectively referred to as “the Parties.”

WHEREAS, the contractual language between the parties would set the 2020-2021 start date for teachers on August 25, 2020 and the start date for students on September 1, 2020.

WHEREAS, September 1, 2020 is a preliminary election date in Salem, MA.

NOW, THEREFORE, the Parties in full consideration of the exchange of the promises and covenants set forth herein, the sufficiency of which is hereby acknowledged, agree as follows:

1. Altered start date: The start date for teachers for the 2020-2021 school year will be August 26, 2020. The start date for students for the 2020-2021 school year will be September 2, 2020.
2. No Precedent. The Employer and Union hereby acknowledge that this Agreement in no way establishes a precedent with regard to the collective bargaining agreement or any future circumstances. The Parties hereby acknowledge that this Agreement does not constitute an admission by any of the Parties with respect to the disputes between them.
3. Two copies: The Parties acknowledge that they have executed two originals of this Agreement and that each has received a fully-executed original.

IN WITNESS HEREOF, the parties have affixed their hands and seals on two (2) copies of this Settlement Agreement on the dates indicated.

---

Kathleen Smith, Superintendent,  
on behalf of the Salem Public Schools

Date

---

Ann Berman  
President, on behalf of the Salem Teachers Union

Date

Dear School Committee,

I am requesting approval for the Salem High School Science Bowl team to attend the Northeast Regional High School Science Bowl at the University of Connecticut on Saturday March 7th, 2020.

The SHS Science Bowl club has been preparing for this event with after school meetings every week to practice answering questions about advanced topics in all branches of science. We would like to bring our four student team (plus one backup member) to compete in the competition.

The competition is held at the University of Connecticut, where over 100 science bowl teams from all across the Northeast will gather to compete with scientific questions in a quiz bowl format. The morning will consist of a Round Robin competition with teams going head to head to determine the sixteen who will compete in the championship to earn the chance to compete nationally. Then, lunch is provided by the hosts. After lunch, qualifying teams will compete in the championship tournament, and non-qualifying teams will participate in Wildcard rounds so that they can continue to play even if they were eliminated.

The event has been attended by Salem High School in the past, and the students in the club would like to keep the tradition going. Because this is on a Saturday, it will not interfere with normal instruction, and attending the event encourages a love and interest for science that extends beyond our curriculum. I truly believe it would be a meaningful experience for the students in the club, and they are all looking forward to it.

Sincerely,  
Anna Duey  
Salem High School Biology Teacher/Science Bowl Coach

# 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	Salem High School	Date of Request	Date of Field Trip	
Coordinator	Anna Duey	2/6/20	3/7/20	
Coordinator Contact Info	Phone: 713-653-8667 Email: aduey@salemk12.org	Total Number of Students	Departure Time	Return Time
Grade Level(s)	9-12	5	~4:30	~6:00
Destination <small>Please identify that place AND the specific location and address for the trip.</small>	University of Connecticut McHugh Hall Fairfield Way Storrs, Connecticut 06269	<b>Location and Duration</b> <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 checked="" type="checkbox"/> Beyond normal school hours <input type="checkbox"/> Overnight trip		

II. Learning and Accessibility	
<b>Instructional Alignment</b> <input type="checkbox"/> Alignment: The trip is aligned to standards <input type="checkbox"/> Preparation Plan: Students will be prepared for trip <input type="checkbox"/> Post-Trip Plan: Students will synthesize learning <u>Comments:</u> Club Trip (Science Bowl)	<b>Accessibility and Inclusion for All Students</b> <input checked="" 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 <u>Comments:</u>

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>R. Lukino</i>		Date: 2/5/2020

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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No How many? _____
<u>Comments:</u> lunch is provided there		

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: Pick Up Location:	Return Time: Return Location:

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: 2/7/2020

# EARLY CHILDHOOD CENTER

---

FEBRUARY 24, 2020

1

## OUR CLASSROOMS ARE WELCOMING AND FUN PLACES TO LEARN AND GROW!

---

- Salem Early Childhood Center's mission is to provide inclusive, stimulating, and developmentally appropriate academic, social-emotional and cognitive learning experiences.
- We are grounded in the principles of early childhood development.
- Our ultimate goal is to nurture and support the needs of all children, with and without disabilities.



2



## DEMOGRAPHICS,

9 Classrooms

- 8 Preschool
- 1 Kindergarten

107 Children

63 students with disabilities

44 typically developing peer partners

3

## MAYA'S PRESCHOOL DAY



4



## DESCRIBE INTEGRATED MODEL WITH PEERS

- Introduction
- Set up the class
  - Two sessions (am-pm)
- Structure of the classroom
  - Integrated model
- Curriculum - Themes



5

## CURRICULUM AND LEARNING AT ECC

- We follow the MA Curriculum Frameworks for Preschool
  - ELA, Math, Social Studies, Science and SEL
  - Play and exploration-based learning
  - Foundations
  - PBIS
  - Piloting Second-Step
  - Assessment 3x/year; focuses on developmental progress



6



## NEW THIS YEAR

### Integrated Kindergarten

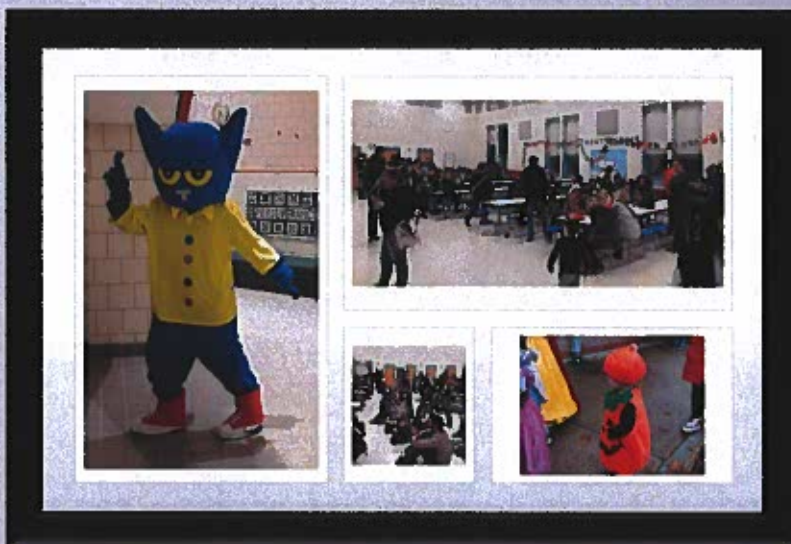
- Designed to meet each student's unique needs
- Cooperative learning environment
- Language-based curriculum
- Hands-on investigations
- Peer leadership opportunities



7

## SPECIAL EVENTS

- Pete the Cat - Parent Night
- Annual Halloween Parade
- PreK Moving on Ceremony
- Coming up: February 24<sup>th</sup>  
PreK Art Show and Johnny the K



8



## COMMUNITY PARTNERS

- Young Athletes
- Fire Prevention Week



9



10





## SPECIAL ED PROCESS AND TRANSITION FROM EI

- The enrollment process differs for children with disabilities and our peer partners.
- Special Ed process begins with a referral from an outside agency or a request from a parent.
- Our peer partners enroll through a separate process that begins in the spring.

11

## HAVING FUN AT THE ECC!



12

# SPECIAL EDUCATION PARENT ADVISORY COUNCIL



## Mission

Salem SEPAC's mission is to provide a network in which parents/guardians/advocates of children with special needs have access to relevant information, training and support. To encourage an atmosphere of effective open communication, understanding, and mutual respect among all students, parents, educators, and the community-at-large about issues relevant to Salem's Special Education.

## Committee/ Board Members

- ▶ President: Andrea French
- ▶ Vice President : Liz McGovern
- ▶ Executive Board: Kerry Neenan
- ▶ Executive Board: Cheryl Dolan
- ▶ Lucy Wonson
- ▶ Maureen Bullock
- ▶ AJ Hoffman
- ▶ Mande Spittle
- ▶ Ashleigh Sheehan

# What is a Special Education Parent Advisory Council (SEPAC) ?

- ▶ Public school districts in MA are required to establish a SEPAC. MA state law assigns both an advisory and participatory function to SEPACs.
- ▶ SEPAC serves as an adviser to the School Committee on matters that pertain to the education and safety of students with disabilities.
- ▶ SEPAC has a duty to meet regularly with school officials to participate in the planning, development and evaluation of the district's special education programs.
- ▶ SEPAC is a self-governing body (creates its own by-laws and operational procedures) and is open to all parents of children with disabilities and other interested parties.
- ▶ SEPAC is different from a PTA, PTO or School Council – it does not represent families from one school, but serves all families of children with special needs from the entire school district.



# Workshops

- ▶ Hosted 6 events in the 2018-2019 year.
- ▶ Two recurring annual events are cohosted with the Federation for Children with Special Needs:
  - ▶ (Basic Rights/Understanding the IEP and Intro to Transition).
- ▶ Childcare and translation services are available at all workshops.
- ▶ Information regarding upcoming events is sent home on flyers in both Spanish and English, are posted on SEPAC's Facebook and listed on the SPS Website

# SAMPLE INFORMATIVE EVENT



**Salem Special Education Parent Advisory Council**

**Invites you to join us for an**

## **Assistive Technology Workshop**

with Alex Tierney,  
Assistive Technology Specialist at Salem  
Public Schools!

**Learn about apps and programs to help your  
elementary aged student!**

**Monday January 27<sup>th</sup> 6:30 pm  
Carlton Innovation School Library  
10 Skerry Street**

**This event is free and open to all!  
Translation and childcare services will be provided.**

Like SEPAC and RSVP on Facebook:  
<http://tinyurl.com/salemsepac>

RSVP by PHONE:  
978-740-1247



**El Comité Asesor de Padres de Familia de Educación  
Especial de la Ciudad de Salem**

**los invita a un**

## **Taller Sobre Tecnología Asistiva**

con Alex Tierney,  
Especialista en Tecnología Asistiva en las  
Escuelas Públicas de Salem!

**Venga a aprender a usar las aplicaciones (apps) y los programas  
que ayudan a su estudiante de escuela elemental!**

**Lunes 27 de Enero a las 6:30 pm  
Escuela de Innovación Carlton  
En la biblioteca  
10 Skerry Street**

**Este evento es gratis y es para todos!  
Ofreceremos servicios de traducción y cuidado de niños**

"Like" SEPAC y RSVP (responda) en Facebook:  
<http://tinyurl.com/salemsepac>

O RSVP (responda) por teléfono  
978-740-1247

# Outreach and Support

- ▶ We received 8 messages through our Facebook page from parents/guardians with special education concerns.
  - ▶ Most were resolved with discussion of SEPAC board members.
  - ▶ 1 or 2 were resolved with either SEPAC or the family reaching out to PPS directly for further assistance.
- ▶ Email and phone are also available but not used as often.
- ▶ Contact information is given out during IEP meetings for parents new to the process.

# Collaboration

- ▶ Strong relationship with the Salem Public School District and Pupil Personnel.
  - ❖ *Responsive to concerns and collaborates with SEPAC to resolve issues*
  - ❖ *Supportive of SEPAC, advertising events, providing representation at workshops and promoting SEPAC as a resource for families*
  - ❖ *3 face-to-face meetings with PPS Director and SEPAC Executive Board*
- ▶ Liaise with other SEPACs and advocacy agencies in the State to ensure best practices, get up-to-date information and share resources
- ▶ Excited to present to the School Committee and offer our support and service as needed.



## 2019-2020 PPS Initiatives Supported by SEPAC

- ▶ Addition of a BCBA to provide needed support/services to our children with Autism Spectrum Disorders
- ▶ Addition of a Certified Occupational Therapy Assistant (COTA)
- ▶ Creation of Integrated Kindergarten at ECC
- ▶ ACE Curriculum Implementation at WHES (Autism Curriculum Encyclopedia)
- ▶ Aligned District's Learning Skills Program with grade-level configuration at the Carlton School to increase opportunities for inclusion with peers.
- ▶ Continued partnership with Special Olympics at ECC (Young Athlete Program)

# 2019-2020 Goals

- ▶ Work with district to streamline processes to become more efficient with: Creating, printing and distributing materials, scheduling events, promoting workshops.
- ▶ Continue to expand Board Members to ensure an active SEPAC and ability to respond to parents in a timely manner.
- ▶ Work with PPS and ECC to make the kindergarten selection process and Kindergarten Information night more inclusive for families of children with IEPs
- ▶ Review and update Bylaws
- ▶ Continue collaborative relationship with administration and build a relationship with School Committee.
- ▶ Host 6 workshops and increase participation at events by 20%.
- ▶ Conduct a parent survey to obtain feedback on SEPAC activities and ideas for workshops.



# Thank you!

School Committee members

Dr. Kathleen Smith -Superintendent of Salem  
Schools

Deborah Connerty, Acting Director of PPS

# 2020-21 Enrollment Targets for Student Assignment

## February 10, 2020

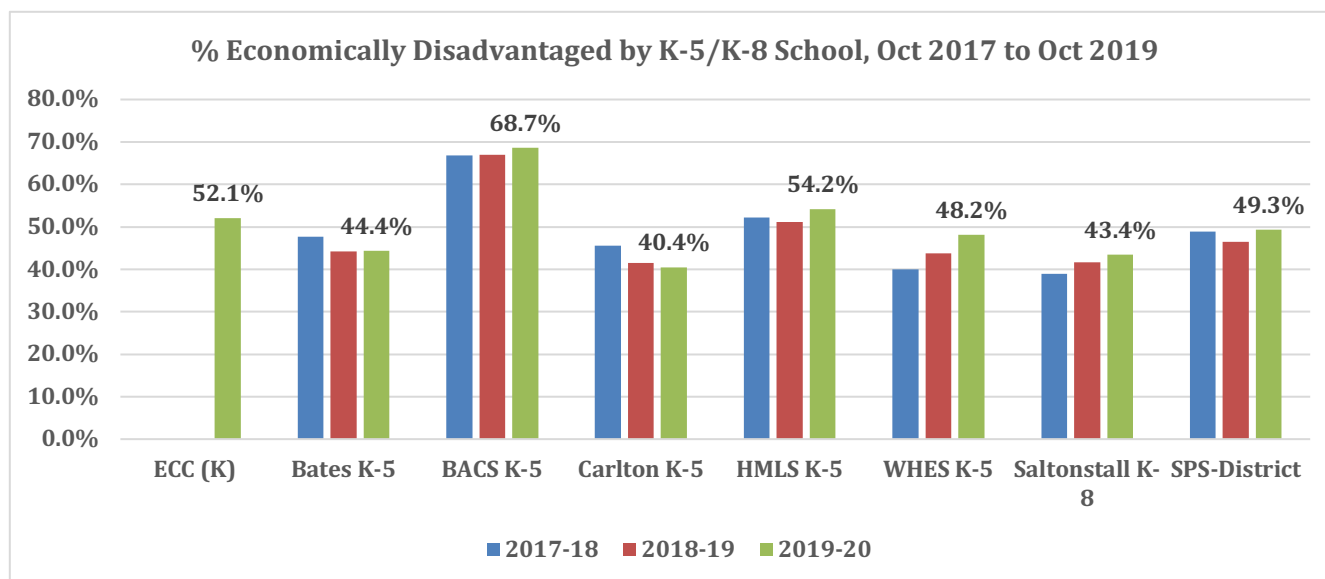
### Overview

Following the district's student assignment policy (SC Policy #5103),<sup>1</sup> the Superintendent is charged with setting annual enrollment targets for each individual school. The goal of these annual, school-based enrollment targets is to increase the equitable distribution of students of different backgrounds across the district and to ensure that students who face multiple barriers to success in education are not concentrated within one or more schools. The overall goal is to have all schools enrolling a percentage of students who are economically disadvantaged that is within five percentage points (5%) of the district average.

The targets to be set are to be based on the most recently published percentage of Economically Disadvantaged students, as determined by the state, and include two categories of students, low income and non-low income. Each school's enrollment targets will be used to assign entering Kindergarten students as well as all those applying to enter all other grade levels, at all points throughout the year.

### Percentage of Economically Disadvantaged Students by School, 2020-21

According to the policy, the annual school enrollment targets are to be based on the most recent state determination of the percentage of economically disadvantaged students within a school. The graph below depicts the percentage of economically disadvantaged students by K-5/K-8 school, as determined by the state<sup>2</sup>, from October 2017 to October 2019. A chart showing the same measure for all schools in the district can be found in Appendix A.



### School Enrollment Targets for 2020-21 Student Assignments

The school enrollment targets that will be used for all assignments during the 2020-21 school year are outlined below. Table 1 summarizes the targets for the elementary and K-8 schools where all student assignments are bound by the district's student assignment policy. The first column presents the school's

<sup>1</sup> For full text of the policy, please visit: [https://www.salemk12.org/families/student\\_enrollment/student\\_assignment\\_policy](https://www.salemk12.org/families/student_enrollment/student_assignment_policy)

<sup>2</sup> The state determines whether or not a student is Economically Disadvantaged based on their participation in one or more of the following state-administered programs: SNAP (food stamps); TAFDC (welfare); DCF (foster care); MassHealth (Medicaid).

current percentage of economically disadvantaged students and the second column identifies whether or not enrollment is “balanced” within each school, based on the percentage of economically disadvantaged students who are enrolled. The third and fourth columns describe the enrollment targets that will be used to assign both low income and non-low income students within each school. Enrollment targets of 50%/50% will be used for schools with “balanced” enrollment. Targets for schools that are not balanced in their enrollment are set based on the specific data for each school.

**Table 1: 2020-21 Enrollment Targets for Elementary and K-8 Schools**

Elementary and K-8 Schools	Oct 2019 (% Econ Disadv)	Is the enrollment within this school balanced (within 5% of district avg)?	2020-21 Low Income Target	2020-21 Non-Low Income Target
<i>ECC K</i>	52.1%	Yes	50%	50%
<i>Bates K-5</i>	44.4%	Yes	50%	50%
<i>BAIS K-5*</i>	68.7%	No	40%	60%
<i>Carlton K-5</i>	40.4%	No	60%	40%
<i>HMLS K-5</i>	54.2%	Yes	50%	50%
<i>WHES K-5</i>	48.2%	Yes	50%	50%
<i>Saltonstall K-8</i>	43.4%	No	60%	40%
<i>SPS-District**</i>	49.3%			

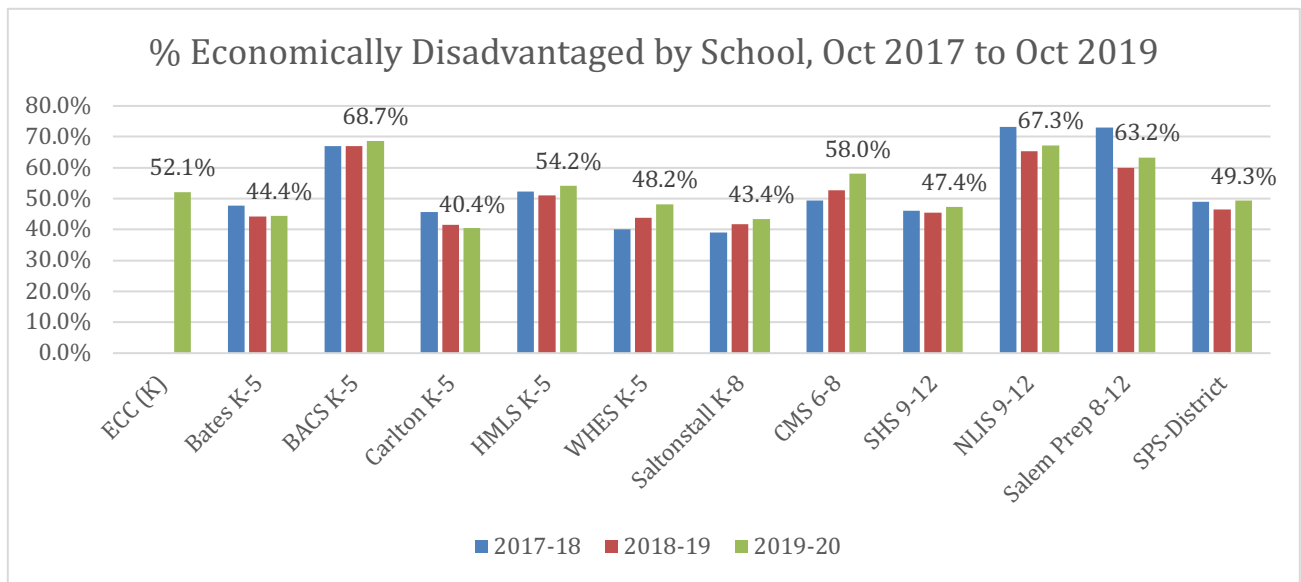
### Application of the Enrollment Targets to the 2020-21 Student Assignments

The above enrollment targets will be applied to the total number of spaces available within each school, at each grade level, creating a proportion of spaces available for students living in low-income households and students living in non-low income households. For more information please contact the Parent Information Center at 978-740-1225 or [pic@saalemk12.org](mailto:pic@saalemk12.org).

*\*NOTE: The 2020-21 school year is the first year that assignments to the Bentley Academy Innovation School (formerly the Bentley Academy Charter School) will be processed according to the district’s student assignment policy, and therefore, this is the first year that the Bentley school has enrollment targets. Only assignments to the Dual Language Program to be located at the Bentley in Fall 2020 will be made via a lottery.*

*\*\* NOTE: The SPS District average is based on Oct 1, 2019 data and does not include the percentage of economically disadvantaged students currently at the Bentley Academy Charter School. Next year, the school’s data for economically disadvantaged students will be factored into the district-wide average.*

## APPENDIX A: Economically Disadvantaged Data for All Schools



## **Update on Procedures for Carlton Kindergarten Student Assignments For the Winter and Spring Trimesters -- Update for School Committee - 2/24/20**

### **Spring 2020 Trimester Kindergarten Assignments**

- This year, for the first time in the past five years, there were fewer applicants for the Carlton Spring 2020 trimester than there were spaces available. Applicants from the Winter 2020 Trimester Waiting List were contacted (following the criteria of the student assignment policy) and the available seats were filled (*12 spaces were available for Spring entry, 4 who had applied for Spring were assigned, 8 assigned from winter waiting list*)

### **Winter and Spring Trimester Enrollment for 2020-21 and Beyond**

- Looking back at past data trends, we have consistently seen a greater level of demand for the Winter trimester than we have for the Spring trimesters.
- Going forward, to better align with this demand Kindergarten assignments for the Winter and Spring trimesters will be managed and processed in a similar manner, allowing for children who turn 5 September 1 through November 30<sup>th</sup> to be eligible for the Spring trimester via the waiting list process, as spaces allow.
- In addition, notifications of Kindergarten student assignment for the Winter and Spring trimesters at Carlton will not be sent by May 1<sup>st</sup> for Batch 1 or July 1 for Batch 2 applicants. Instead, a waiting list will be created and families will receive notification of their placement on the waiting list. Actual student assignment notifications for the Winter and Spring trimesters will be sent to families six weeks prior to the start of those trimesters.
- This change allows the school to more accurately determine the number of seats available at each trimester. The availability of seats for Winter and Spring are based on the readiness of enrolled students to transition to the next grade level.
  - For the past five years, all who apply in March 1 have received assignment notifications by May 1<sup>st</sup>, including those applying for Winter and Spring enrollment at Carlton. In recent years, this has been problematic for the school since they do not always know the exact number of spaces that will be available one year in advance.
  - All Batch 1 applicants for Fall assignments will continue to receive their assignment notifications by May 1<sup>st</sup> (and Batch 2 applicants for the fall will be notified by July 1)
- We will monitor this change over the coming year to identify and address any concerns related to equity and access to Kindergarten at Carlton for all students.

# Salem Public Schools

## BATES, BENTLEY, COLLINS, ECC, HMLS, SALEM PREP, WHES

### 2020 - 2021 School Calendar

AUGUST 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2020						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

#### August

- 17 - 19 New Teacher Orientation
- 26-27 Professional Development Days (full)
- 31 - Professional Development Day (full)

#### September

- 1 - Professional Development Day (full)
- 2 - First day of School grs. 1-12
- 3 - PK Parent/Child Orientation
- 4 - No School
- 7 - Labor Day
- 8 - First day PreK and Kindergarten
- 23 - Professional Development Day (half)

#### October

- 12 - Columbus Day
- 21 - Professional Development Day (half)

#### November

- 3 - Professional Development Day (full)
- 11 - Veterans' Day
- 25 - ½ day before Thanksgiving
- 26-27 - Thanksgiving Break

#### December

- 9 - Professional Development Day (half)
- 24 - 31 - Winter Break

#### January

- 1 - New Year's Day
- 18 - Dr. Martin L. King Day
- 27 - Professional Development Day (half)

#### February

- 15 - 19 - February Vacation

#### March

- 10 - Professional Development Day (half)
- 24 - Professional Development Day (half)

#### April

- 2 - Good Friday
- 19 - 23 - April Vacation

#### May

- 26 - Professional Development Day (half)
- 31 - Memorial Day

#### June

- 15 - Last day of school for Pre-K and K
- 17 - Last day of school / PD Day (half) (pending snow days)
- 18, 21-24 - Snow day make up as needed

JANUARY 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2021						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2021						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

	First Day grs. 1-12		First day for Pre-K and Kindergarten
	Schools Closed: Holiday or Vacation		Pre-K parent/child orientation
	Schools Closed: Staff Report, Professional Development		Last day Pre-K and K (pending snow days)
	Half Day: Professional Development		Snow days - make up as needed
	Half Day: ½ day before Holiday / Last Day of School (pending snow days)		

**DRAFT 2\_4\_2020**



# Carlton Innovation School | 2020-2021 CALENDAR

27 - PDD first day for teachers  
28 - PDD  
31 - 1<sup>st</sup> Day students P2-E2

AUGUST '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

15 - Presidents' Day - start of February break

2 - 1<sup>st</sup> Day P1  
4 - Early release - PD  
7 - Labor Day

SEPTEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MARCH '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

10 - PDD/ Transition Meetings  
15 - New Trimester Begins  
24 - Early Release - PD

12 - Columbus Day  
21 - Early release - PD  
30 - PDD

OCTOBER '20						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL '21						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

02 - Good Friday  
19 - Patriots' Day - Start of April break

11 - Veterans' Day  
20 - Early Release/ Transition meetings  
25 - Early Release before holiday  
26-27 - Thanksgiving Break  
30 - New Trimester Begins

NOVEMBER '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY '21						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

26 - Early Release - PD  
31 - Memorial Day

9 - Early Release - PD  
23 - Winter Break Starts

DECEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE '21						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

4 - Transition Day  
16 - Last day of school-P1  
17 - Last Day of school P2-E1- early release

1 - New Year's Day  
18 - M.L. King Day  
27 - Early Release - PD

JANUARY '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

	Professional Day
	1 <sup>st</sup> day students grs. 1-5
	Early Release
	Half day holiday / last day
	1 <sup>st</sup> / Last day P1
	Transition day
	Holiday / No School
	Snow days

# Salem Public Schools

## SALTONSTALL SCHOOL

### 2020 - 2021 School Calendar

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

#### August

- 17 - 19 New Teacher Orientation
- 26-27 Professional Development Days (full)
- 31 - Professional Development Day (full)

#### September

- 1 - Professional Development Day (full)
- 2 - First day of School grs. 1-12
- 3 - PK Parent/Child Orientation
- 4 - No School
- 7 - Labor Day
- 8 - First day PreK and Kindergarten
- 23 - Professional Development Day (half)

#### October

- 12 - Columbus Day
- 21 - Professional Development Day (half)
- 26 - 30 Intersession (no school)

#### November

- 3 - Professional Development Day (full)
- 11 - Veterans' Day
- 25 - 1/2 day before Thanksgiving
- 26-27 - Thanksgiving Break

#### December

- 9 - Professional Development Day (half)
- 24 - 31 - Winter Break

#### January

- 1 - New Year's Day
- 18 - Dr. Martin L. King Day
- 27 - Professional Development Day (half)

#### February

- 15 - 19 - February Vacation

#### March

- 10 - Professional Development Day (half)
- 24 - Professional Development Day (half)

#### April

- 2 - Good Friday
- 19 - 23 - April Vacation

#### May

- 26 - Professional Development Day (half)
- 31 - Memorial Day

#### June

- 22 - Last day of school for Pre-K and K
- 24 - Last day of school / PD Day (half) (pending snow days)
- 25, 28, 29, 30 and April 23 - Snow day make up as needed (in order listed)

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

	First Day grs. 1-12		First day for Pre-K and Kindergarten
	Schools Closed: Holiday or Vacation		Pre-K parent/child orientation
	Schools Closed: Staff Report, Professional Development		Last day Pre-K and K (pending snow days)
	Half Day: Professional Development		Snow days - make up as needed
	Half Day: 1/2 day before Holiday / Last Day of School (pending snow days)		

## MEMORANDUM OF AGREEMENT

This AGREEMENT is made by and among the Salem Public School District (“Employer”) and the Salem Teachers’ Union (“Union”), hereafter collectively referred to as “the Parties.”

WHEREAS, the contractual language between the parties would set the 2020-2021 start date for teachers on August 25, 2020 and the start date for students on September 1, 2020.

WHEREAS, September 1, 2020 is a preliminary election date in Salem, MA.

NOW, THEREFORE, the Parties in full consideration of the exchange of the promises and covenants set forth herein, the sufficiency of which is hereby acknowledged, agree as follows:

1. Altered start date: The start date for teachers for the 2020-2021 school year will be August 26, 2020. The start date for students for the 2020-2021 school year will be September 2, 2020.
2. No Precedent. The Employer and Union hereby acknowledge that this Agreement in no way establishes a precedent with regard to the collective bargaining agreement or any future circumstances. The Parties hereby acknowledge that this Agreement does not constitute an admission by any of the Parties with respect to the disputes between them.
3. Two copies: The Parties acknowledge that they have executed two originals of this Agreement and that each has received a fully-executed original.

IN WITNESS HEREOF, the parties have affixed their hands and seals on two (2) copies of this Settlement Agreement on the dates indicated.

---

Kathleen Smith, Superintendent,  
on behalf of the Salem Public Schools

Date

---

Ann Berman  
President, on behalf of the Salem Teachers Union

Date

**Subject:** Facility fee waiver request letter

**Date:** Wednesday, February 12, 2020 at 10:41:04 AM Eastern Standard Time

**From:** Salem Dems

**To:** Jennifer Gariepy

Ms. Gariepy,

Per the instructions provided to me by Theresa Lavorante, I am formally requesting a facility fee waiver request relative to the use of the Salem High School Library on March 7, 2020 from 1pm to 3 pm with an hour before and after for setup and clean up. The Salem Democratic City Committee has used this location for many years, as it is one of the few (if only) sites within the city which meets statutory and state party requirements for capacity and handicap access.

We are formally requesting that the site and custodial fees (in the amount of \$332.40) be waived and I request that the matter be heard by the School Committee at its February 24, 2020 meeting. Please advise if you would require anything else in order for this matter to be placed on the agenda.

Thank you for your assistance in this regard.

Very truly yours,

*/s/James R. Willis Jr.*

James R. Willis Jr.  
Chair, Salem Democratic City Committee

---

**Memo:**

To: Salem School Committee

From: Kristin Shaver

Date: February 21, 2019

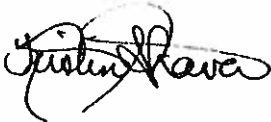
Re: FY20 Budget Transfer Request 3

---

The Business Office requests the following transfer to align funds with the intended expense. This covers the tuition incentive payments made to members of the Teachers' Union in line with the contract.

Account Description/Use	Account Number	Amount From	Amount To
Tuition Reimbursement	13990161-5324	\$8,000	
Tuition Incentive	13990160-5144		\$8,000

I recommend approval of the transfer.



---

**Memo:**

**To:** Salem School Committee

**From:** Kristin Shaver

**Date:** February 21, 2020

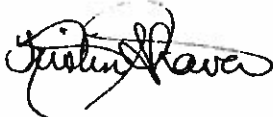
**Re:** FY20 Budget Transfer Request 4

---

The Human Capital Office requests the following transfer to cover the expense of a temporary front desk clerk to cover a vacancy in the position until a new employee is hired.

<b>Account Description/Use</b>	<b>Account Number</b>	<b>Amount From</b>	<b>Amount To</b>
Personnel - Clerical	13482020-5160	\$31,000	
Contract Services	13482021-5320		\$31,000

I recommend approval of the transfer.



---

**Memo:**

To: Salem School Committee

From: Kristin Shaver

Date: February 21, 2020


Re: FY20 Budget Transfer Request 5

---

The Bates Elementary School requests the following transfer to cover the expense of stipends for the Instructional Leadership Team.

Account Description/Use	Account Number	Amount From	Amount To
Contract Services	13570221-5320	\$1,598	
Personnel - Stipends	13570220-5150		\$1,598

I recommend approval of the transfer.



---

**Memo:**

**To:** Salem School Committee

**From:** Kristin Shaver

**Date:** February 21, 2020

**Re:** FY20 Budget Transfer Request 6

---

The Witchcraft Heights Elementary School requests the following transfer to align funds to pay for the fellows from Endicott College.

Account Description/Use	Account Number	Amount From	Amount To
Instructional Supplies	13570821-5514	\$3,200	
Contract Services	13570821-5320		\$3,200

I recommend approval of the transfer.





**Memo:**

**To:** Salem School Committee

**From:** Kristin Shaver

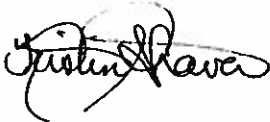
**Date:** February 21, 2020

**Re:** FY20 Budget Transfer Request 7

The Athletics Department requests the following transfer to align funds to cover necessary expenses.

<b>Account Description/Use</b>	<b>Account Number</b>	<b>Amount From</b>	<b>Amount To</b>
Athletic Equipment	13451021-5246	\$35,000	
Office Supplies	13451021-5421	3,000	
Contract Services	13451021-5320		\$25,000
Security	13451021-5394		5,000
Dues & Subscriptions	13451021-5730		8,000

I recommend approval of the transfer.



**Memo:**

**To:** Salem School Committee

**From:** Kristin Shaver

**Date:** February 21, 2020

**Re:** FY20 Budget Transfer Request 8

The Curriculum, Instruction & Assessment Department requests the following transfer to align funds to cover necessary expenses.

<b>Account Description/Use</b>	<b>Account Number</b>	<b>Amount From</b>	<b>Amount To</b>
Educational Training	13990161-5317	\$150,000	
Contracted Services	13570141-5320		\$2,100
Instructional Supplies	13570141-5514		134,850
Stipends	13990160-5150		13,050

I recommend approval of the transfer.



## **STUDENTS AND INSTRUCTION**

**5000**

### **ATTENDANCE**

**5100**

### **STUDENTS IN FOSTER CARE**

**5102.04**

The Salem School Committee is committed to serving all students attending Salem Public Schools including students who are placed in foster care. The Salem Public Schools policy aligns to the requirements of Every Student Succeeds Act (ESSA) which requires that foster care students continue to attend their school of origin, unless after a collaborative decision-making process it is determined to be in the student's best interest to enroll in and attend school in the district in which a foster care provider or facility is located (if different). ESSA requires that the Department of Children & Families (DCF), the Department of Elementary and Secondary Education (DESE), and school districts designate points of contact and also that districts collaborate with DCF to ensure that students will receive transportation to the school of origin if needed.

#### **Designated Point of Contact**

The Salem Public Schools designated point of contact for all students in foster care shall be the Homeless Education Liaison who will coordinate with DCF to:

- implement the provisions of ESSA,
- facilitate immediate enrollment of students and transfer of records,
- follow local transportation procedures,
- facilitate best interest determinations, and
- provide professional development and training to school staff on the ESSA provisions and educational needs of children in foster care.

#### **Definition of Foster Care**

The US Department of Education has defined "foster care" as 24 hour substitute care for which the state's child welfare agency is responsible, including children and youth that DCF has placed in:

- foster care family homes, kinship placements, pre-adoptive homes; or
- residential facilities, child care institutions, or group homes

Per DESE, students who are living with their parent/guardian in the home, even if they are in DCF custody, do not qualify under the new ESSA regulations as students in "foster care."

When a student enters/exits foster care or changes placements, the Salem Public School District expects to receive a formal Notice to Local Education Agency (LEA). This Notice is a form that indicates that the student is in foster care, along with their state-agency identification badge, to the local school district when enrolling students.

## **Immediate Enrollment**

The Department of Education has defined “school of origin” as “the school the student was attending when placed in foster care, or at the time of a subsequent change in foster care placement.”

If it is determined to be in the best interest of a student in foster care to leave the school of origin, the student must be enrolled in school in the local school district immediately to minimize disruption of the student’s education. ESSA requires the district to enroll the student in a new school right away, without waiting to receive the typical student enrollment documentation (other than emergency contact information). The enrolling school must immediately contact the child’s school and district of origin to obtain the relevant records and documentation and the school and district of origin should immediately transfer those records.

To facilitate enrollment, DCF representatives will present a Notice to LEA form that indicates that the student is in foster care along with their state-agency identification badge to the local school district when enrolling students.

## **Best Interest Determination**

Decisions about whether a student in foster care should continue to attend the school of origin should be made collaboratively by DCF, the student (as appropriate), the student’s family and/or foster family (and if different, the person authorized to make educational decisions on behalf of the student), the school and district of origin, and (when different) the local district where the student is placed. These parties should have the opportunity to participate meaningfully in the decision-making process. Best interest determinations should focus on the needs of each individual student and take into account a variety of factors. Every effort should be made to reach agreement regarding the appropriate school placement of a student in foster care. However, if there is a disagreement in this process, DCF will finalize the best interest determination. The school district does have a right to dispute this with DESE.

## **Transportation**

Salem Public Schools will work collaboratively with DCF to ensure that students in foster care who need transportation to remain in their school of origin will receive such transportation while they are in foster care per the Salem Public Schools transportation guidelines.

The Department of Education has encouraged school districts and DCF to consider a variety of options for providing the necessary transportation in each case. The options may include establishing regional collaborations among districts, coordinating with existing routes for transportation, seeking help from other foster parent(s), etc.

## **Dispute Resolution**

When DCF and the involved district(s) cannot agree about whether it is in the student’s best interest to remain in the school of origin or to enroll and attend locally, and DCF makes a final decision that the district cannot accept, the district can seek review of DCF’s decision by utilizing a Foster Care School Selection Dispute Resolution Process established by DESE and

DCF. Decision made through this process are not subject to review. Under ESSA, to promote educational stability, students should continue to attend their school of origin while best determinations are being made.

**Legal References**

Every Student Succeeds Act of 2015  
MA Department of Elementary Education (DESE)

Referred by the Policy Subcommittee on 1/23/20

<b>FISCAL MANAGEMENT AND NON-INSTRUCTIONAL OPERATIONS</b>	<b>3000</b>
<b><u>BUILDINGS AND GROUNDS</u></b>	<b>3500</b>
<b>EMERGENCY EVACUATION DRILLS</b>	<b>3504</b>

The superintendent shall insure that the staff and students in each school are trained to evacuate the premises rapidly and safely in case of emergency. A minimum of four fire drills will be held each year and students new to a school will be advised of fire evacuation procedures within three days after entering school.

All schools shall conform to the following regulations when holding fire/evacuation drills:

The principal (or person in charge) of each building shall formulate a plan for the protection and evacuation of all persons in the event of fire, and shall include alternate means of egress for all persons involved. The plan will be presented to and approved by the superintendent or his/her designee;

The principal (or person in charge) of each school shall see that each classroom teacher or supervisor shall receive proper instructions on the fire drill procedure specified for the room or area in which that person carries out his/her duties before he/she assumes such duties. Such instruction shall be conspicuously posted at each room egress;

Every student in all schools shall be advised of the fire evacuation drill procedure or shall take part in a fire drill within three days after entering such school.

<b>STUDENTS AND INSTRUCTION</b>	<b>5000</b>
---------------------------------	-------------

<b><u>INSTRUCTIONAL PROGRAM</u></b>	<b>5200</b>
-------------------------------------	-------------

<b>FACULTY ADVISORS</b>	<b>5220</b>
-------------------------	-------------

All student activity groups, such as associations, classes, clubs and teams shall function only when they are under the jurisdiction of a faculty advisor or coach, and approved by the administration.

**Reviewed by Policy Subcommittee: November 2015**