

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



Ms. Beth Anne Cornell
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”

DATE POSTED: September 29, 2022

REGULAR SCHOOL COMMITTEE MEETING

Notice is hereby given that the Salem School Committee will hold a **Regular School Committee meeting on October 3, 2022 at 7:00p.m.** This meeting will take place in person at 29 Highland Ave., Rm. 227, Salem, MA. You can also join via Zoom using the link below.

Zoom Link to participate:

<https://us06web.zoom.us/j/83954413257?pwd=ZWhsQW00NzVzRmRZenOzZ2hIU0N6UT09>

Passcode: 137183


I. Call of Meeting to Order

A. Summary of Public Participation Policy (SC Policy #6409).

Read aloud: *The Salem School Committee would like to hear from the public on issues that affect the school district and are within the scope of the Committee's responsibilities. Spanish interpretation is available for anyone who needs it.*

B. Live Spanish Interpretation.

Spanish language interpretation is now provided for all Regular School Committee meetings. To listen to this meeting with Spanish language interpretation, please see instructions below:

1. Click **Interpretation** .
2. Click **Spanish**
3. (Optional) To hear the interpreted language only, click **Mute Original Audio**.

C. Instructions for Participating in Public Comment

Should any member of the Salem community wish to participate in public comment during this meeting, please click on the below link to sign up and submit your comment electronically: https://docs.google.com/forms/d/1VEvk6xCqdbPAg_eyYdN2GT84SIuncNW0ttNCfAJ721U/edit. A district staff member will be compiling all comments which will be shared with members prior to the end of the public meeting. Comments will also be summarized in the meeting minutes. Please contact Krista Perry at kperry@salemk12.org or 617-285-7567 with any questions or to report any technical difficulties you experience.

II. Approval of Agenda

III. Approval of Consent Agenda

- A. Approval of minutes of Regular School Committee meeting held September 19, 2022
- B. Approval of Warrants: **9/21/22** - \$217,011.33; **9/22/22** - \$577,674.69; **9/28/22** - \$189,366.81; **9/29/22** - \$473,516.47
- C. Approval of Carlton Innovation School trip to The Farm School from 10/24/22-10/26/22

IV. Public Comment

See above instructions for participating in public comment.

V. Superintendent's Report

- a. 2022 MCAS presentation

VI. Action Items: Old Business

VII. Action Items: New Business

VIII. Finance & Operations Report

IX. Subcommittee Reports

- a. Policies for second reading:
 - 1401 - Police Department Relations
 - 6502 - Student Advisory Committee
 - 1102 - Advertising in Schools
- b. Policy for third reading:
 - 1203 - Community Use of Kitchens
- c. Policy with no changes:
 - 1402 - Fire Department- no changes

XII. School Committee Concerns and Resolutions

XIII. Adjournment

Respectfully submitted by,

Krista Perry

Executive Assistant to the Superintendent

“Persons requiring auxiliary aids and services for effective communication such as sign language interpreter, an assistive listening device, or print material in digital format or a reasonable modification in programs, services, policies, or activities, may contact the City of Salem ADA Coordinator at (978) 619-5630 as soon as possible and not less than 2 business days before the meeting, program, or event.”

*Sra. Mary A. Manning
Sr. James M. Fleming
Dra. Kristin Pangallo*



*Sra. Beth Anne Cornell
Sr. Manny Cruz
Sra. Amanda Campbell*

Alcaldesa Kimberley Driscoll, Preside

“Conozca sus Derechos según la Ley de Reuniones Abiertas, M.G.L. c.30A § 18-25 y Secciones de Ordenanzas de la Ciudad 2-2028 hasta 2-2033”

FECHA DE PUBLICACIÓN: 29 de septiembre de 2022

REUNIÓN REGULAR DEL COMITÉ ESCOLAR

Se notifica que el Comité Escolar de Salem celebrará una reunión **regular del Comité Escolar el 3 de octubre de 2022 a las 7:00p.m.** Esta reunión se llevará a cabo en persona en 29 Highland Ave., Rm. 227, Salem, MA. También puede unirse a través de Zoom utilizando el enlace a continuación.

Haga clic en el enlace a continuación para unirse al seminario web:

<https://us06web.zoom.us/j/83954413257?pwd=ZWVsQW00NzVzRmRZenQzZ2hIU0N6UT09>

Contraseña: 137183


I. Convocatoria a la Sesión Abierta

a. Resumen de la Política de Participación Pública (SC Política #6409)

Lectura en voz alta: *El Comité Escolar de Salem desea escuchar al público sobre temas que afectan al distrito escolar y que están dentro del alcance de las responsabilidades del Comité. Se ofrecerá interpretación al español para quien lo necesite.*

b. Interpretación al español en vivo

La interpretación al español se provee en todas las reuniones del Consejo Escolar Regular. Para escuchar estas reuniones con la interpretación al español, por favor vea las instrucciones de abajo:

1. Pulse en **Interpretation** .
2. Pulse en **Spanish**
3. (Opcional) Para escuchar la lengua interpretada solamente, pulse **Mute Original Audio**.

c. Instrucciones para Participar en el Comentario Público

Si cualquier miembro de la comunidad de Salem desea participar en el comentario público durante esta reunión, por favor pulsar en el enlace de abajo para registrarse y someter su comentario electrónicamente: https://docs.google.com/forms/d/1VEvk6xCqdbPAg_eyYdN2GT84SIuncNW0ttNCfAJ721U/edit. Un miembro del personal reunirá todos los comentarios que serán compartidos con los miembros antes de finalizar la reunión pública. Los comentarios también serán resumidos en las minutas de la reunión. Por favor, póngase en contacto con Jensen Frost en kperry@salemk12.org o en el 617-285-7567 si tiene alguna pregunta o para informar de cualquier dificultad técnica que experimente.

*Sra. Mary A. Manning
Sr. James M. Fleming
Dra. Kristin Pangallo*



*Sra. Beth Anne Cornell
Sr. Manny Cruz
Sra. Amanda Campbell*

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“Conozca sus Derechos según la Ley de Reuniones Abiertas, M.G.L. c.30A § 18-25 y Secciones de Ordenanzas de la Ciudad 2-2028 hasta 2-2033”

II. Aprobación de la Agenda

III. Aprobación de la Agenda Consensuada

- a. A. Aprobación del acta de la reunión ordinaria del Comité Escolar celebrada el 19 de septiembre de 2022
- b. B. Aprobación de las órdenes de pago: 21-sep-22 - \$217,011.33; 22-sep-22 - \$577,674.69; 28-sep-22 - \$189,366.81; 29-sep-22 - \$473,516.47
- c. C. Aprobación del viaje de Carlton Innovation School a The Farm School del 24-oct-22-26-oct-22

IV. Comentario Público

Favor de ver arriba para instrucciones sobre cómo participar en los comentarios públicos.

V. Reporte del Superintendente

- a. Presentación del MCAS 2022

VI. Elementos de Acción: Asuntos Antiguos

VII. Elementos de Acción: Asuntos Nuevos

VIII. Reporte de Finanzas y Operaciones

IX. Reportes de los Subcomités

- a. Políticas para segunda lectura:
 - 1401 - Relaciones con el Departamento de Policía
 - 6502 - Comité Asesor de Estudiantes
 - 1102 - Publicidad en las escuelas
- b. Políticas para tercera lectura:
 - 1203 - Uso comunitario de las cocinas
- c. Política sin cambios:
 - 1402 - Departamento de Bomberos- no cambios

XII. Inquietudes y Resoluciones del Comité Escolar

XIII. Clausura

Sometido respetuosamente por,

***Sra. Mary A. Manning
Sr. James M. Fleming
Dra. Kristin Pangallo***



***Sra. Beth Anne Cornell
Sr. Manny Cruz
Sra. Amanda Campbell***

Alcaldesa Kimberley Driscoll, Preside

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Krista Perry

Asistente Ejecutiva del Superintendente

“Las personas que requieran ayuda auxiliar y servicios para una comunicación eficiente tal como un intérprete de lenguaje de señas, un dispositivo asistente para escuchar, o material impreso en formato digital o una modificación razonable de programas, servicios, políticas, o actividades, puede ponerse en contacto con el Coordinador ADA de la Ciudad de Salem al (978) 619-5630 a la brevedad y no más de 2 días laborales antes de la reunión, programa o evento.”

DRAFT

Salem Public Schools Salem School Committee Meeting Minutes September 19, 2022

On September 19, 2022 the Salem School Committee held its regular School Committee meeting at 7:00 PM using a hybrid model.

Members Present In-Person: Mayor Driscoll, Ms. Mary Manning, Dr. Pangallo,

Members Present Virtually: Mr. Cruz, Mr. Fleming, Ms. Amanda Campbell, Deputy Superintendent Kate Carbone

Members Absent: Ms. Beth Anne Cornell

Others in Attendance: Superintendent Stephen Zrike, Elizabeth Pauley, Ms. Ellen Wingard, Rubén Carmona, Stacey Johnson

Others in Attendance virtually: Principal Michael Lister, Ms. Mary Tuttle, Ms. Jerlitz Moya, Ms. Ava Tarasuik, Ms. Abygail Simard-Selvitella, Ms. Tenley Brennan

Call of Meeting to Order

Mayor Driscoll, virtually, calls the meeting to order at 7:00p.m. and requests a call of attendance. She explained the Public Participation Policy 6409 and also explained the availability of Spanish interpretation.

Attendance

Mayor Driscoll recognizes the attendance with members absent and joining virtually. She performs roll call for all those in attendance.

Ms. Campbell - Present Virtually

Ms. Cornell - Absent

Mr. Cruz - Present Virtually

Mr. Fleming - Present Virtually

Ms. Manning - Present

Dr. Pangallo - Present

Mayor Driscoll - Present

Approval of Agenda

Motion made by Mr. Fleming to approve. Seconded by Dr. Pangallo.

Ms. Campbell Yes - Present Virtually

Ms. Cornell Yes - Present Virtually
Mr. Cruz Yes
Mr. Fleming Yes - Present Virtually
Ms. Manning Yes
Dr. Pangallo Yes
Mayor Driscoll Yes

6 members voting, 6 in the affirmative. Mayor Driscoll asks to make note that Mr.Cruz has now joined virtually.

Approval of Consent Agenda

- A. Approval of minutes of Regular SC meeting held September 7, 2022
- B. Approval of Warrants: **9/7/22** - \$46,955.34, **9/8/22** - \$231,854.22,
9/14/22 - \$267,207.22, **9/15/22** - \$187,835.78
- C. Approval of Saltonstall School trip to Nature's Classroom from
10/24/22-10/28/22
- D. Approval of SHS basketball team to FL tournament from
12/17/22-12/23/22
- E. Approval of SHS Music Dept. to Veterans Memorial Stadium (CT) on
10/29/22
- F. Approval of SHS Music Dept. to Carnegie Hall and Various Sites (NY)
4/26/23 - 4/28/23

Motion made by Ms. Manning. Seconded by Mr.Fleming. Roll Call

Ms. Campbell Yes - Present Virtually
Ms. Cornell Yes - Present Virtually
Mr. Cruz Yes
Mr. Fleming Yes - Present Virtually
Ms. Manning Yes
Dr. Pangallo Yes
Mayor Driscoll Yes

Public Comments

Ms. Keena Moro, 112 Margin St, I wanted to make a request that NRT or SPS transportation consider the creation of an app or other automated system to give families real time information on bus locations. My family lives in downtown Salem, over a mile from Carlton, and I am required to meet my six year old after her bus ride. While service has improved in the last week, the first two weeks saw daily delays of between 20-40 minutes. These were communicated solely by our site administrators, if at all. This left me and my two younger children waiting on busy street corners multiple times. In addition, changes to our route and pick up times were made without any advance notice, either to the school, myself, or via Aspen. While I appreciate the hard work of Dr.Zrike and the two Bethanns, I'd like to know why an urban school district with mandated bus riders does not have technology to keep parents informed of significant delays.

Mayor Driscoll notes Dr.Zrike to report the progress in regards to transportation issues and resolutions

Student Showcase - Saltonstall School

Principal Michael Lister states that this year the student showcase is art work and explains the presentation. Why a quilt? Collaboration, Comfort, Community, Pride. Saltonstall Pride in Art - Caring, Teamwork, Effort, Responsibility. The meaning of pride from Saltonstall School. Principal Lister then introduces the following students, as well as teacher, who are all present virtually and who will present:

Ms. Mary Tuttle, Ms. Jerlitza Moya, Ms. Ava Tarasuik, Ms. Abygail Simard-Selvitella, Ms. Tenley Brennan. Principal Lister shares the powerpoint presentation to speak on their community project. Ms. Mary Tuttle explains the group quilt challenge. Ms. Jerlitza Moya begins stating each student was challenged to create a 6 by 6 inch paper quilt square in the style of Corinne Sovey, a quilt maker and designer from Austin, Texas. Ms. Ava Tarasuik, Ms. Abygail Simard-Selvitella, and Ms. Tenley Brennan proceeded to present. They explain the Saltonstall Pride in Art. Beginning with Caring, to be safe, be kind to one another, and be kind to the artwork of others. Teamwork, be a good leader, helpful, and show character and share willingly. Effort, take risks, try hard, share your work, and ask questions. Responsibility is taking care of materials, be a good listener, use accountable talk. This is our studio, be proud of it!

Ms. Manning asks what grade level did we hear from presenting. Principal Lister confirms they are brand new fourth graders.

Mr.Cruz offers his thanks to the students who presented and praised Principal Lister as well.

Dr. Zrike asks Mr.Lister how the cell phone pouches are going. Principal Lister notes cell phone pouches are going well. There were a few family members who were not on board. The pouches do break over time. They do break over time however they do have replacements for students. A couple of students shared with Principal Lister that since implementing the cell phone pouches, students feel in a safe place and no images can be shared on social media.

Mayor Driscoll arrives at the chambers.

Superintendent's Report

Dr. Zrike notes that we had been approved for a bar grant last school year to work with the new teacher project to examine the recruitment and retention of a diverse workforce.

a. Recruitment/Retention - Dr. Rubén Carmona along with Stacey Johnson

Dr. Ruben Carmona begins by introducing Stacey Johnson. Stacey Johnson explains she was reached out to by Chelsea Banks to help with staff recruitment. She is here to help diversify our workforce.

Presented by Dr.Carmona and Stacey Johnson. Diversification of Salem Educator Workforce.

TNTP Findings and Recommendations. Within the next two years, how likely is it that you will leave the teaching profession to go to a different occupation. A disproportionate percent of BIPOC staff plan on leaving Salem within the next two year. Dr. Carmona notes we do have some challenges to face.

Students with teachers of the same race are less likely to be suspended, more likely to be referred to gifted programs, and more likely to complete high school or go to college.

Percent of Teachers and Students of Color in Schools. TNTP - five findings. Students having a teacher that shares their same race/ethnicity, Salem has a diverse paraprofessional pipeline which has been effective. Dr. Carmona notes the gap between the percentage of students vs teachers in diversity. Stacey Johnson reviews the five findings that were find through TNTP. Stacey Johnson notes that Salem does have a pretty diverse paraprofessional pipeline. She notes it feels more comforting for students to see their reflection in mirrors.

Findings 1 - there are large discrepancies in BIPOC students having a teacher that shares their same race/ethnicity.

Findings 2 - Salem has a diverse paraprofessional pipeline which has been an effective method to begin to diversify the teacher workforce.

Findings 3 - Staff, especially BIPOC staff, are not experiencing a positive student culture, or an inclusive and supportive adult culture.

Findings 4 - The current talent systems are incomplete, and therefore, ineffective at recruiting a high-quality, diverse workforce.

Findings 5 - Need to strengthen and create explicit systems and structures throughout the talent management process.

Recommendation 1 - Invest in making SPS workforce culture more inclusive - Stacey Johnson notes we are building hiring managers' capacity, district and school-level positions/protocols to ensure an equitable and inclusive work environment. Reinstate Affinity Group/Network, Expand anti-bias practices within staff culture

Recommendation 2 - Apply evidence-based retention strategies - Dr. Carmona notes to build a robust talent development system for all staff. Diversify, Cultivate, and Develop. Leadership Development Pathway - to aspire, emerge, strategic, and transformation.

Recommendation 3 - Develop revised recruitment and selection processes - Dr. Carmona notes setting recruitment goals, tracking them and revisit regularly. Clear and compelling value for staff of color and consistent messages, creative outreach and talent development, district wide hiring team calibration and expectations-norming and anti-bias work and diversity hiring teams. Early Hiring. Dr. Ruben Carmona notes the final note on the election process. Sometimes our biases get in the way of the hiring process. We need to calibrate hiring for competencies.

Mayor Driscoll asks Dr. Carmona if this hiring is something we are doing with the principals and Dr. Carmona notes the principals are part of the process and moving forward we need to prioritize what our priorities are.

Recommendation 4 - Strengthen data management systems & practices

Lastly, Dr. Carmona reviews the Salem Public Schools Core Values. Belonging, Equity, and Opportunity. He also notes to apply Evidence-Based Retention strategies and support school and district leaders in implementing them - build a robust talent development system for all staff. Develop a Revised Recruitment and Selection Process. Set recruitment goals, track them and revisit regularly.

Dr. Zrike notes early hiring broadens the pools in diverse hiring. Dr.Zrike notes we need to be out in the market earlier on and not waiting until May/June.

Improve data management systems and practices. Improve essential data elements including database systems, data management and data processes. The last note, student experiences in the classroom through literature they read and throughout the classroom.

Ms. Campbell notes MTEL's is a massive roadblock for teachers getting licensed. She asked if there was anything as a School Committee we can do to advocate supporting our bilingual candidates. Dr. Carmona mentions the emergency license. He also notes we are somewhat in a crisis for teachers.

Dr. Zrike states we have excellent teachers working right now working with emergency licenses. Dr.Zrike notes that there may be advocacy on the State Rep level to help with this. Dr.Zrike notes he continues to advocate for Latinos for Education.

Mr.Cruz notes that there is statewide advocacy that this School Committee could voice to. Mr.Cruz does encourage School Committee members to reach out to our State Rep to urge to pass the legislation bill and to stress the urgency.

Ms. Manning notes in the past we were able to recruit teachers.

Dr. Pangallo asks Stacey Johnson how we have shifted to help with this.

Stacey Johnson states they are widening their scope beyond MA. Stacey also confirms multiple information sessions to come. Stacey notes they are trying to get as many partnerships beyond MA.

Dr. Ruben Carmona notes reaching out and following up with people will help. Dr. Carmona also notes posting earlier will make a true difference.

Dr. Pangallo notes the disconnect with the hiring and housing department.

Stacey Johnson confirms they are working with the housing authority for more affordable options to house teachers from out of state.

Dr.Zrike notes the retention piece as well. We are losing teachers of color and he wants to focus on adjusting practices based off of any exit interviews.

Mayor Driscoll asks Stacey Johnson to further explain what exactly is the Teacher's Lounge.

Stacey Johnson notes the Teacher's Lounge is a space needed for educators of color to create a space needed to come together to advocate for ourselves. It is a space to receive tools to advocate for yourself whether you are a teacher or student

Mr. Cruz notes the retention piece is an important factor as well. The piece he offers is the practice to improve. One of the models to learn from and bring to Salem would be to create a residency model of teachers who have a bachelor's degree for some of our educators. Mr. Cruz notes possibly developing a partnership with Salem State University for teachers of color. He offers to facilitate this and meet with them in person.

Mayor Driscoll is confident that they will put us in a place where people want to work.

b. Plan for supporting students extended absences (Covid) - Kate Carbone

Deputy Superintendent Kate Carbone notes the students' ownership and responsibility increases as the grades get higher. Teachers do remain included in the partnership throughout.

At the Saltonstall level, the to-go bags are ready to go with students. Skills students can practice that are relevant and timely. Chromebooks are ready to be used at home to work an online curriculum to do independent work. Laura Asade, Manager of Family Engagement, confirms our family engagement facilitator will be ready to support families to retrieve chromebook or book bags at the ready. We do want homeroom teachers to reach out to families letting them know we are happy students are feeling better. Ask if the student needs anything. Through google meet format or meeting parents in person. Make sure the student gets back on track.

At the middle school level - connect while at home. Encourage students while out in isolation to get their work remotely. Make sure the student connects with the teacher on what work they missed while out. Homeroom teachers will do a quick check in with students once they are back to prevent the student from falling behind.

At the high school level - students will self manage. Connect with teachers to ask what was missed. We are asking guidance counselors to meet with the student and be that champion and encouragement to check in with their teachers while out. At the high school level, we have access to the community office - students can reach out for additional support for any subject they are struggling with.

Dr. Pangallo notes the younger the child, the more difficult it is to help the child. The expertise to teach reading and math to pick up just the basics is very challenging. For our middle and upper grades - they have the community office. For our youngest learners, can they get additional time offered for tutoring?

Deputy Superintendent Kate Carbone states it is a matter of schools - when students are out, being aware they are out, be aware when the student returns, and making sure that student has the support needed. We will do our best to provide work that can be done independently. In our elementary schools, the best way to target the needs of returning students is through our small group individualized instruction and conferences. There are reading specialists and tutors as resources as well.

Ms.Campbell asks if the district itself will supply the go bags for students at elementary level if out with Covid. Dual Language classroom literacy as well - make dual literacy available for students in the to go bags.

Deputy Superintendent Kate Carbone notes hat the to go bags are district wide however the teacher, depending upon the grade level, will implement exactly what will be included in the to go bags. Make sure to make the connection with staying in touch with families and welcoming students back.

Mayor Driscoll notes to embed into our practice so you are receiving the information needed while out. Mayor Driscoll notes the importance of touching base with the families of students to avoid anyone slipping through the cracks.

c. Special Olympics recognition

Dr. Zrike notes Salem High School was just announced as a Special Olympics champion school. They will be presented with a banner to hang at the school. Right now they are playing unified basketball.

d. Hispanic Heritage Month

Mr. Cruz notes he wanted to express his gratitude 16 educators were recognized and several were recognized from Salem. Mr. Cruz notes he continues to commit to celebrating our Latino culture. On October 5th, there will be a celebration at Beacon Hill. Mr Cruz also wants to thank all the fellow Hispanic/Latino educators.

Old Business

None

New Business

Deliberation and vote on approval of moving nurses who hold NBCSN certification (w/o Master's) to Master's column on the pay scale

Mr.Cruz provides an overview of several of our school nurses who have a national board certification.

Motion made by Ms.Manning. Seconded by Dr.Pangallo.

Ms. Campbell Yes - Present Virtually

Mr. Cruz Yes - Present Virtually

Mr. Fleming Yes - Present Virtually

Ms. Manning Yes

Dr. Pangallo Yes

Mayor Driscoll Yes

6-0 motion carries

Finance Report

Budget Transfer Request

Ms. Elizabeth Pauley notes this is funds set aside for translation services and was mislabeled. This is correcting where they are attended to.

Motion made by Dr.Pangallo. Seconded by Ms.Manning.

Ms. Campbell Yes - Present Virtually

Mr. Cruz Yes - Present Virtually

Mr. Fleming Yes - Present Virtually

Ms. Manning Yes

Dr. Pangallo Yes

Mayor Driscoll Yes

6-0 motion carries

Subcommittee Reports

Policy for second reading: 1203 - Community Use of Kitchens

Ms. Campbell Yes - Present Virtually

Mr. Cruz Yes - Present Virtually

Mr. Fleming Yes - Present Virtually

Ms. Manning Yes

Dr. Pangallo Yes

Mayor Driscoll Yes

6-0 motion carries

School Committee Concerns and Resolutions

Dr.Pangallo notes we have two more election days in the Spring. There have been concerns with the public entering the building on school days.

Dr.Zrike notes he will reach out to the city clerk to confirm both election days.

Ms.Manning notes to make a routine schedule for all subcommittee meetings. Ms. Manning is recommending the chair of each sub committee to reach out to her directly and just confirm the day of the week and a time that is most convenient.

Ms. Manning also wants to acknowledge that Ms. Laurie Benton, an excellent middle school

teacher, passed away this past week. Mayor Driscoll notes to acknowledge the contributions Ms. Laurie Benton made it to the Salem Public Schools.

Adjournment

Motion made by Dr.Pangallo. Seconded by Mr. Cruz.

Ms. Campbell Yes - Present Virtually
Mr. Cruz Yes - Present Virtually
Mr. Fleming Yes - Present Virtually
Ms. Manning Yes
Dr. Pangallo Yes
Mayor Driscoll Yes

6-0 motion carries

Meeting adjourned at 8:34p.m

Respectfully submitted by,

Krista Perry

Executive Administrative Assistant to School Committee and Superintendent

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	Carlton Innovation School	Date of Request	Date of Field Trip	
Coordinator	Jessica Eveleth	9/1/22	Oct 24-26	
Coordinator Contact Info	Phone: 978-740-1280 Email: jeveleth@salemk12.org	Total Number of Students	Departure Time	Return Time
Grade Level(s)	E2 Seniors (5 th grade)	20-25	8:30am	12:30pm
Destination <small>Please identify that place AND the specific location and address for the trip.</small>	The Farm School 488 Moore Hill Rd. Athol, MA 01331	Location and Duration		
		<input type="checkbox"/> Local trip within Salem/North Shore <input checked="" type="checkbox"/> In-state – within MA <input 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	Accessibility and Inclusion for All Students
<input checked="" type="checkbox"/> Alignment: The trip is aligned to standards <input checked="" type="checkbox"/> Preparation Plan: Students will be prepared for trip <input checked="" type="checkbox"/> Post-Trip Plan: Students will synthesize learning Comments:	<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 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>Natalie Pawia, RN</i>		Date: 9/1/22

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 checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No How many? <u>20-25</u> <u>1st day lunch</u>
Comments: <i>[Signature]</i>		

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 checked="" type="checkbox"/> Other: <u>NRT</u>
If SPS Bus needed, please specify the following information:	Pick Up Time: <u>9:00 am</u> Pick Up Location: <u>Carlton</u>	Return Time: <u>12:30 (pick up @ 10:30)</u> Return Location: <u>Carlton</u>

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 type="checkbox"/> No <u>N/A</u>	

VI. Principal Review and Approval (Required for ALL Field Trips)	
School Principal Signature: <i>Beirhan Gellison</i>	Date: <u>9-1-22</u>

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	Carlton Innovation School	Date of Request	Date of Field Trip	
Coordinator	Kristin Ciarmataro	9/1/22	Oct 26-28	
Coordinator Contact Info	Phone: 978-740-1280 Email: kciarmataro@salemk12.org	Total Number of Students	Departure Time	Return Time
Grade Level(s)	E2 Seniors (5 th grade)	20-25	8:30am	12:30pm
Destination <small>Please identify that place AND the specific location and address for the trip.</small>	The Farm School 488 Moore Hill Rd. Athol, MA 01331	Location and Duration		
		<input type="checkbox"/> Local trip within Salem/North Shore <input checked="" type="checkbox"/> In-state – within MA <input 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	Accessibility and Inclusion for All Students
<input checked="" type="checkbox"/> Alignment: The trip is aligned to standards <input checked="" type="checkbox"/> Preparation Plan: Students will be prepared for trip <input checked="" type="checkbox"/> Post-Trip Plan: Students will synthesize learning Comments:	<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 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>Natalie Pavia, RN</i>		Date: <i>9/1/22</i>

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 checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No How many? <i>20-25</i>
Comments: <i>Will</i>		<i>1st day lunch</i>

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: <i>NRT</i>
If SPS Bus needed, please specify the following information:	Pick Up Time: <i>9:00 am</i> Pick Up Location: <i>Carlton</i>	Return Time: <i>12:30 (pick up @ 1030)</i> Return Location: <i>Carlton</i>

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 type="checkbox"/> No <i>n/a</i>	

VII. Principal Review and Approval (Required for ALL Field Trips)	
School Principal Signature: <i>Bethann Pellissier</i>	Date: <i>9-1-22</i>



What to Bring to The Farm School

Everyone Should Bring:

- A closed-lid water bottle
- Lunch for the first day
- **Three** sets of old clothes that you don't mind getting very dirty
- Plastic grocery bags (or something to put muddy boots and dirty clothes in)
- A sweatshirt and a warm jacket (preferably OLD)
- Boots or **close-toed** shoes that you can get mucky (waterproof if possible)
- A second pair of **close-toed** boots or shoes
- Indoor shoes
- Slippers or shower shoes (optional)
- Many pairs of socks
- Rain gear (we will work even if it's raining)
- Sleeping bag (or a blanket and a top sheet)
- Your favorite pillow (we also have pillows here)
- A washcloth and a towel
- Toiletries (toothbrush, toothpaste, shampoo, etc. – no aerosol deodorants)
- A good book
- A flashlight
- NO video games, iPods, cell phones or other electronics

For **cold** weather (generally mid-September- mid-April), also bring:

- A warm winter hat and scarf
- Gloves or mittens
- Long underwear, if you have it (tight-fitting pajamas work well, too)

For **warm** weather (generally late April-early September) also bring:

- a sun hat
- sunscreen

Parents and guardians, please let your child's teacher know:

- **If your child has any allergies, physical limitations, or other differences** that might impact the work they can do outdoors or around large animals
- **If your child has any medications that are necessary for the trip**
- **If your child has any sleep/nighttime issues** such as sleepwalking or frequent trips out of bed that would preclude them from sleeping in a top bunk bed.



Nuts and Bolts for Visiting Staff

The magic that is created at The Farm School relies upon a close collaboration between you, the visiting staff, and all those that comprise the Farm School community. Working with you is hugely rewarding for all of us here, and we farm staff members feel a sense of true partnership with you right from the start.

We look forward to working alongside you to provide a rich and full program for the children that you have brought here. **We thank you in advance for helping make the trip a success by helping with the following items.**

We count on you to have a relationship with the children you are bringing, and to be largely responsible for their emotional and physical wellbeing while they are here. To this end, **please be certain to assemble and bring:**

- Permission slips for each student
- Participant registration forms for each student
- Your plan for student and staff sleeping arrangements
- Up-to-date versions of the medical release forms that your school requires for field trips
- Any helpful information about student sleep habits, medications or allergies, specifically what over the counter medications you have permission to use for each student

Specific to this trip, please also find out from parents the following:

- **If a child has any allergies, physical limitations, or other differences** that might impact the work they can do outdoors or around large animals
- **If a child has any medications that are necessary for the trip.** If so, please designate a member of your staff who will be responsible for holding and administering these medications.
- **If a child has any sleep/nighttime issues** such as sleepwalking or frequent trips out of bed that would preclude them from sleeping in a top bunk bed.

We ask that at least one visiting staff member in attendance be certified in First Aid/CPR. If this prerequisite is not possible, please contact us so that

arrangements can be made. (All of our staff are required to take a course in First Aid/CPR)

There will be an emergency point person from our staff available at all times. **We also ask that the visiting staff group establish a point person of their own to clarify communication in the event of an emergency.** The visiting point person may likely be the senior staff person, or the staff person with the greatest amount of emergency training. (We do not have a nurse on site)

Please review the enclosed **“Visiting Staff Schedule”** and plan to fill it out at the start of your visit.

As you'll see on the enclosed program schedule, **we rely on visiting staff during scheduled free times and during evening/bedtimes.** At these times, Farm School staff will not necessarily be present, and we rely on visiting staff to help the students work within the community guidelines established in our Opening Circle. It is advised that a bedtime plan be pre-conceived, allowing the students a chance to transition from an evening activity into a quiet evening routine. **Once the students are in bed, visiting staff members are responsible for them through the nighttime hours.** Though separate staff rooms are provided, we encourage one visiting staff member to sleep in each bunk room in order to monitor the students' safety and comfort.

We are so grateful to you for making this trip possible for your students and, indeed, for us. We look forward to having a tremendous time!!

Please email or phone Program Director Carmen Mouzon once you've read this form to confirm that it all makes sense to you, and that you are able to get the necessary information from parents prior to the trip. Reach Carmen at Carmen@farmschool.org or 978-249-9944.



Dear parents and guardians of children with food allergies and dietary restrictions,

We're so excited to have your child visit The Farm School! The kitchen, located in our bunkhouse, is an inviting space and a work area for all of our visiting students. Your child will wield a broom, pop popcorn on the stovetop, wash dishes, stir cookie dough, and set our shared table.

Our meals are prepared from scratch with ingredients, from beans to spinach and beef to maple syrup, coming from the land we tend with visiting students.

The Farm School is prepared to meet dietary restrictions and appreciates advance notice of allergies, sensitivities, intolerances and diseases requiring substitutions or modifications. We hope your family will see this as an opportunity for your child to practice communicating about their dietary needs in a safe and loving space.

We understand that each child's needs are different and look forward to working with you, and the sending school, to determine the safest plan for your student. Our primary goal is to make sure your child is nourished and fueled for the amazing work and creative play that happens on our farm every day.

A few things to keep in mind:

- **Our kitchen staff has completed the Massachusetts Food Allergen Certification training**, as required by the Department of Public Health. The Orange Board of Health inspects our kitchen annually.
- **The Farm School is not a nut free facility**, but we are happy to refrain from serving nuts upon school request.
 - If there is some food item from home that will decrease any anxiety your child may be having around mealtime, please feel free to send it along.

Please do not hesitate to contact us at kitchen@farmschool.org with any questions or concerns.

Warmly,

Spencer Thompson
Kitchens Director



Schedule for Monday- Wednesday trips

The times below are approximate, and will shift with the seasons. Our Program Director will confirm activity times for your school's trip when you arrive.

Monday: Getting To Know The Farm

- 10:30 Welcome, Settle into Bunks/Cabin Spaces, Give name tags
- 11:00 Opening Circle
- 12:00 Lunch (students bring from home)
- 12:45 Farm Explore Tour, Visiting Staff Meeting
- 1:45 Games
- 2:00 Farm Work: *Barn, Garden/Kitchen, Forestry*
- 3:30 Snack/Free Time (Visiting Staff)
- 5:00 Chores: *Animal, Bunk, Wild*
- 6:00 Dinner & Cleanup
- 7:00 Evening Activity
- 8:00 Quiet Evening Routine (Visiting Staff)

Tuesday: Working The Land

- 6:15 Wake Up
- 6:30 Chores: *Animal, Bunk, Wild*
- 7:30 Breakfast, Cleanup
- 8:25 Mind & Body
- 9:00 Community Meeting
- 9:15 Farm Work: *Barn, Garden/Kitchen, Forestry*
- 10:15 Snack
- 10:30 Back to same Farm Work
- 11:30 Options Intro: *In The Bunkhouse*
- 12:00 Lunch & Cleanup
- 1:00 Class
- 2:15 Options
- 3:45 Snack/Free Time (Visiting Staff)
- 5:00 Chores: *Animal, Bunk, Wild*
- 6:00 Dinner & Cleanup
- 7:00 Evening Activity
- 8:00 Quiet Evening Routine

Wednesday: Farmers Now!!

- 6:15 Wake Up
- 6:30 Chores: *Animal, Bunk, Wild*
- 7:30 Breakfast & Cleanup
- 8:00 Help in Bunkrooms, Pack and Clean, Bags out Front
- 8:45 Barnyard Circle: *Barn - Forest -Kitchen*
- 9:00 Farm Work
- 10:00 Closing Circle
- 10:30 Load up the Bus... Goodbye!!



Schedule for Wednesday - Friday Trips

The times below are approximate, and will shift with the seasons. Our Program Director will confirm activity times for your school's trip when you arrive.

Wednesday: Getting To Know The Farm

- 11:00 Welcome! Unload the Bus, settle into bunks/cabin spaces & give nametags
- 11:30 Opening Circle
- 12:00 Games
- 12:30 Lunch (students bring from home)
- 1:00 Farm Explore Tour, Teacher Meeting
- 2:00 Farm Work: *Barn, Garden/Kitchen, Forestry*
- 3:30 Snack/Free Time (Visiting Staff)
- 5:00 Chores: *Animal, Bunk, Wild*
- 6:00 Dinner/Sheet Announcement, Cleanup
- 7:00 Evening Activity
- 8:00 Quiet Evening Routine

Thursday: Working The Land

- 6:15 Wake Up
- 6:30 Chores: *Animal, Bunk, Wild*
- 7:30 Breakfast & Cleanup
- 8:25 Mind & Body
- 9:00 Community Meeting
- 9:15 Farm Work: *Barn, Garden/Kitchen, Forestry*
- 10:15 Snack
- 10:30 Back to same Farm Work
- 11:30 Options Intro: *In the Bunkhouse*
- 12:00 Lunch & Cleanup
- 1:00 Class
- 2:00 Options (All)
- 3:45 Snack/Free Time (Visiting Staff)
- 5:00 Chores: *Animal, Bunk, Wild*
- 6:00 Dinner & Clean Up
- 7:00 Evening Activity
- 8:00 Quiet Evening Routine

Friday: Farmers Now!!

- 6:15 Wake Up
- 6:30 Chores: *Animal, Bunk, Wild*
- 7:30 Breakfast & Cleanup
- 8:00 Help in Bunkrooms, Pack and Clean, Bags out Front
- 8:45 Barnyard Circle, *Barn - Forest - Garden/Kitchen*
- 9:00 Farm Work
- 10:00 Closing Circle
- 10:30 Load up the Bus... Goodbye!!

COMMUNITY RELATIONS **1000**

RELATIONS WITH LOCAL GOVERNMENT AGENCIES 1400

SPS-POLICE ENGAGEMENT 1401

The following statement of policy applies to the Salem Public Schools, pursuant to the development of a Memorandum of Understanding with the Salem Police Department. The Memorandum of Understanding formalizes the working relationship agreed upon by the Salem Public Schools and the Salem Police Department to work within their respective statutory mandates and provide a safe educational setting ~~free of drugs and violence.~~

The Salem Public Schools will collaborate with the Salem Police Department to develop, coordinate, and implement ~~appropriate and humane~~ ~~their~~ responses to ~~violent, delinquent, or criminal acts by students, including weapons reporting and alcohol and other drug use,~~ which occur on school premises or at school-related events. ~~To ensure a safe educational environment, the Memorandum of Understanding between the school administration and law enforcement will support “zero tolerance” for harassment, intimidation, hazing, violence, weapons, alcohol and other drugs, and include the reporting of non-students involved in such acts on school premises or at school events.~~ Relationships between the schools and officials of law enforcement agencies in investigative matters concerning pupils will take into consideration the respective roles of the schools and law enforcement agencies in assisting and protecting the interests of the community, and ensuring the rights of all concerned.

The Memorandum of Understanding will identify the school’s role with respect to discipline matters, the police role with respect to investigation of criminal activity, and include the process for communication with parents or guardians. The document will be revised as needed to meet the needs of the schools and the community, adhering to any state or federal statutes, and complying with any Department of Education regulations.

The Memorandum of Understanding will reflect the commitment of the school and police departments to reducing school violence and criminal activity in the community through effective communication, information sharing, and the development of a school and community network, which may include ~~the assignment of police officers~~ ~~assuming to the schools in the capacity of the role of~~ School Resource Officers. ~~School Resource Officers Implementation~~ will be guided by a commitment to ~~emphasize~~ mutual respect, appropriate dissemination of information, and ~~coordinated~~ ~~professionally informed~~ strategies for early intervention with high-risk youth. The signatures of the Salem Superintendent of Schools and the Chief of Police will notarize the Memorandum of Understanding. ~~Each year, the Salem Police Department and Superintendent will give a joint presentation on their partnership, including all appropriate data, to the School Committee.~~

See Administrative Guidelines

Approved: 12/3/07

Reviewed by Policy Subcommittee December 2016 and further review is recommended

SCHOOL COMMITTEE	6000
<u>SCHOOL COMMITTEE ADVISORY COMMITTEES</u>	6500
STUDENT ADVISORY COMMITTEE	6502

As required by law, it shall be the policy of the Salem School Committee to meet at least once every other month when school is in session with the student advisory committee consisting of 5 members elected by the student body of Salem High School.

In recognition of service devoted to school- or district-level governance, Salem High School, New Liberty Innovation School, and Salem Prep High School seniors may apply for a Salem Public Schools Governance Scholarship, to be awarded to at least one recipient from each high school in an amount ~~of up to \$500~~ **to be determined by the School Committee**. Eligible students may apply for the scholarship in March of senior year, and awards are to be used for post-secondary endeavors such as college/university expenses, entrepreneurship, vocational training, and/or a career in the military.

In January of each academic year, the School Committee will establish an ad hoc committee of no fewer than three School Committee members who will review applications and award scholarships. In the event that fewer than three School Committee members volunteer, the chair will appoint additional members. Scholarship application materials and guidelines, as well as a general outline of the process whereby scholarship recipients are chosen, will be published and updated as needed on the School Committee page of the Salem Public Schools website. Scholarship recipients will receive their awards no later than the first School Committee meeting of June.

Legal Reference: MGL 71:38M

~~Reviewed: October 2016~~ Suggested edits made in Policy Subcommittee Meeting 9/21/22 for 2nd reading at next SC meeting.

~~Suggested edits made in Policy Subcommittee Meeting 12/14/21 for further discussion among the full committee.~~

Suggested edits made in Policy Subcommittee Meeting 12/14/21 for further discussion among the full committee.

Reviewed May 24, 2022, a new proposal created for committee members to review.

Reviewed: October 2016

COMMUNITY RELATIONS	1000
COMMUNICATIONS WITH THE PUBLIC	1100
ADVERTISING IN THE SCHOOLS	1102

The purpose of this policy is to limit advertising in the schools and the use of schools to distribute commercial and promotional material. The goal is that both the superintendent and the building principal approve all such material in advance of any use.

To advance this general policy, the following specific restrictions on the presence of advertising in the schools and use of schools to disseminate material are adopted.

~~Salem Public Schools materials and announcements made by the city may be distributed to parents through the school system with no advance approval required. Such announcements include, for example, notices of recycling programs, civic functions, and the like. All such announcements and/or materials must be distributed in both English and Spanish.~~

~~Political announcements may not be distributed through the school system.~~

~~Use of school property for advertising purposes is prohibited except when approved by the superintendent and the building principal and the School Committee. Such approval will only be granted when there is a demonstrated educational benefit derived from the use. Approval will be indicated by a stamp from the superintendent's office. An example would be a set of bulletin boards placed and maintained by a private company to present uplifting and educationally useful information. Space is reserved on those boards for advertisements and this is permissible if the building principal approved of each advertisement and retains the right to remove those that are not consonant with school policy. If there is any question about appropriateness of any such use of school property, the matter should be referred to the superintendent's office. The superintendent will refer to the School Committee any matters of major import.~~

~~Any distribution submitted instigated by a private party shall be marked as such as to distinguish it from an official school department correspondence. All such materials must be presented through the superintendent's office and then to the building principal for approval.~~

~~There may be allocated special bulletin boards placed in schools on which public notices may be freely posted. Space on these boards will be on a first come first served basis with priority granted to students in the school. Others may post notices with the permission of the principal clearly marked on the notice. These notices are limited to job offers and information of interest to the school community at large such as club meetings and other public organizations. The school may charge a fee for the placement of any advertising on its property, but no such fee-generating ads will be placed without express~~

~~approval of the school committee. This includes all use of school property including parking lots. No advertisements~~ will be placed within or attached to school buildings with the exception of gymnasiums used for interscholastic sporting events. It is recognized that any advertisements used in conjunction with sporting events may be removed or covered when that event is not occurring. (discuss at next meeting)

If an outside ~~educational institution or non-profit company~~ wishes to ~~engage~~ use students in a study for an experiment such as piloting a television program, and wishes to solicit interested parties through the system, permission of each and every parent/guardian must be obtained, and permission must be granted by the School Committee for such a solicitation. Governmental surveys and educational inquiries (doctoral dissertations etc.) need superintendent and parent/guardian's approval only. (include the parents)

Through each school's student handbook, parents are to be made aware that throughout the school year students may be photographed or have their pictures otherwise used by local newspapers, cable access television, SPS social media, and/or other such media outlets. Parents will have the opportunity to deny access to their child's pictures for the aforementioned use.

Approved: 12/03/07

Reviewed: December 2016

Reviewed by Policy Sub Meeting December 14, 2021 to send to Regular SC 12/20/21

Reviewed, changes - withdrawn for 3rd reading on 9/7/22

COMMUNITY RELATIONS 1000

COMMUNITY USE OF SCHOOL FACILITIES 1200

COMMUNITY USE OF KITCHENS 1203

It is the policy of the Salem School Committee, through the superintendent, that a member of the school lunch staff **who is a Certified Food Protection Manager** must be present whenever a community group or caterer uses a school cafeteria **to secure food storage, prevent contamination or cross-contamination of food, and clean surfaces and equipment** ~~that requires the use of ovens and/or stoves.~~

KITCHEN ORIENTATION REQUIREMENT

Any community group or caterer that intends to use the kitchen must first receive an orientation from a member of the school lunch staff **who is a Certified Food Protection Manager** regarding operation and care of equipment, safety procedures, and clean-up protocols prior to operating such equipment.

AUTHORITY LEVELS

~~While it is expected that common courtesies will be the standard, t~~The school lunch staff members **are** empowered by the School Committee to intervene as necessary if **they/he** feels that school lunch equipment, facilities, supplies, or other property is being misused.

DAMAGE TO SCHOOL EQUIPMENT/FACILITIES

Any damage done to school equipment or facilities which may occur must be recorded on a form, which will be provided to the spokesperson for the community group and caterer and given to the school lunch staff member prior to exiting the building. If necessary, the school staff member may assist in filling out the form.

CLEAN UP

Kitchens must be thoroughly cleaned and left in the same condition in which they were found. School supplies must be used. Specific cleaners and sanitizers will be available for this purpose.

COMPENSATION

~~In that the school lunch fund is self-sustaining and is supposed to operate on a non-profit basis, the cost for a school lunch staff member's salary for his/her presence shall be borne by the community group or caterer.~~

DELEGATION OF AUTHORITY

The superintendent is responsible for communicating all provisions of this policy. The school lunch manager is responsible for enforcing this and communicating this policy through all appropriate correspondence, brochures, discussions, and by demonstration.

Reviewed AugustDecember 202216 by Policy Subcommittee. —referred to Buildings and Grounds Subcommittee for further review.

COMMUNITY RELATIONS **1000**

RELATIONS WITH LOCAL, AREA & GOVERNMENT AGENCIES 1400

FIRE DEPARTMENT 1402

Any inspection of the buildings by the Salem Fire Department should be done with the knowledge of the principals, and should be scheduled so as not to interfere with required testing of ~~student~~students.

A written report of any such inspection shall be forwarded to the Director of Buildings and Grounds and will be available to any principal, the superintendent and/or the School Committee.

This policy shall not apply to emergency situations.

APPROVED: 8/ 2/04
12/3/07

Reviewed: December 2016

2022-23 Curriculum Sub-Committee Meetings

Month	Topic	Staff to attend
October Tuesday - 10/4/22 5:30pm	<ul style="list-style-type: none"> ● Early Childhood follow-up ● Standards-based grading with a focus on the high school ● Request to Discard DL Materials 	Kate Carbone Glenn Burns Meghan Sousa Liz Rogers
November Tuesday - 11/8/22 5:30pm	<ul style="list-style-type: none"> ● Puberty follow-up ● High School ELA curriculum review update 	Charlene Moske-Weber Ellen Wingard Natalie Paiva Glenn Burns Ashley Martin
December Tuesday - 12/6/22 5:30pm	<ul style="list-style-type: none"> ● Libraries ● Middle School Accelerated Math 	Amy Richardson Elizabeth Bright - HS Mary Beth Smith - MS Amy Richardson Johanny Canada-Hlatshwayo Michael Lister Adam Colantuoni
January Tuesday - 1/10/23 5:30pm	<ul style="list-style-type: none"> ● Program of Study–meeting #1 	Glenn Burns Meghan Souza - Director of College & Career Center Academic Dean
February Tuesday - 2/7/23 5:30pm	<ul style="list-style-type: none"> ● Program of Study–meeting #2 	Glenn Burns Meghan Souza - Director of College & Career Center Academic Dean
March Tuesday - 3/7/23 5:30pm	<ul style="list-style-type: none"> ● Arts 	Nicole Miller Ben Chertok
April Tuesday - 4/4/23 5:30pm	TBD	
May Tuesday - 5/2/23 5:30pm	TBD	