



School Committee Meeting Materials

Regular School Committee Meeting

January 3, 2017

7:00pm

*Mr. James M. Fleming
Ms. Deborah Amaral
Ms. Mary A. Manning*



*Mr. Patrick Schultz
Dr. Brendan R. Walsh
Ms. Kristine Wilson*

Mayor Kimberley Driscoll, Chair

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

December 28, 2016

REGULAR SCHOOL COMMITTEE MEETING

Notice is hereby given that the **Salem School Committee** will hold a **Regular School Committee meeting Tuesday, January 3, 2017 at 7:00 p.m.** The meeting will be held in the **School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.**

AGENDA

Tuesday, January 3, 2017

I. Call of Meeting to Order
II. Approval of the Agenda

III. Election of Vice Chair
Nominations
Motion to close nomination

Deliberation and Vote on the nomination for Vice Chair of the Salem School Committee for the year 2017.

IV. Approval of Minutes

a. Deliberation and Vote on the minutes of the Regular School Committee Meeting held on December 19, 2016

IV. Questions and Comments from the Audience

V Superintendent Report – Margarita Ruiz

VI. Presentation and Reports

VII. Action Items

a. Deliberation and Vote on the Carlton School overnight field trip to the Farm School in Athol, Massachusetts on February 6 to February 8, 2017.

b. Deliberation and Vote on the approval of the Saltonstall School 8th Grade field trip on June 23, 2017.

VIII. Finance Report

a. Approval of Warrants

December 15, 2016 in the amount of \$199,729.58

b. Budget Transfer Requests FY17

IX. Subcommittee Reports

Personnel Subcommittee

Update on discussions on School Committee legal counsel.

Policy Subcommittee

- a. Deliberation and Vote on the Second Reading of the Recommendation of the Policy Subcommittee on the revisions to the following policies in the 6000-policy series:

6406 Voting Method
6408 Minutes to SC Meetings

- b. Deliberation and Vote on the Third and Final Reading of the Recommendation of the Policy Subcommittee on revisions to the following policies in the 1000 policy series

1103 Distribution of Notices
1105 Media Relations/News Releases
1301 Gifts and Contributions to Schools
1302 Gifts to Students
1305 Gifts to School Personnel – Recommend Deletion
1404 Department of Transitional Assistance
1507.01 Public Complaints
1507.02 Public Complaints About School Personnel
1800 Political Activities of Teachers – Recommend Deletion
1800 Adult Education Policy – re-numbered from 1900 to 1800

- c. Deliberation and Vote on the Third and Final Reading of the Recommendation of the Policy Subcommittee on revisions to the following policies in the 2000 policy series

2102 Administration
2105 Evaluation of Superintendent
2107 Policy Decisions in Absence of Policy Subcommittee
2108 Publication of School Committee Rules and Regulations
2111 Annual Report – Delete
2201 Business Manager Compensation
2203 Secretary to School Committee
2400 Code of Ethics Administrators

X. School Committee Concerns and Resolutions

XI. Questions and Comments from the Audience

Salem School Committee
Meeting Minutes
Monday, December 19, 2016

A regular meeting of the Salem School Committee was held on Monday, December 19, 2016 at 7:00 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

Members Present, Mayor Kimberley Driscoll, Ms. Kristine Wilson, Patrick Schultz, Ms. Mary Manning, Mr. James Fleming, Dr. Brendan Walsh, Ms. Deborah Amaral

Members Absent: None

Others Present: Ms. Margarita Ruiz, Superintendent, Kate Carbone, Assistant Superintendent, Margaret Marotta, Assistant Superintendent, Business Manager Kristin Shaver, Chief of Systems Strategies Dr. Jill Conrad, and Chief of Communications Kelley Rice.

Call to Order

Dr. Walsh called the Regular Meeting of the Salem School Committee to order at 7:00 p.m.

Approval of the Agenda

Mr. Fleming moved to approve the agenda as presented. Ms. Wilson seconded the motion. The motion carried.

Recognition of Attorney Daniel Kulak and School Committee Secretary Eileen Sacco

Mayor Driscoll presented Attorney Daniel Kulak and School Committee Secretary Eileen Sacco with the City Seal in recognition of their many years of service.

Approval of Minutes

Ms. Wilson moved to approve the minutes of the December 5, 2016 Regular School Committee meeting as amended. Mr. Schultz seconded the motion. Mr. Fleming abstained. The motion carried.

Questions and Comments from the Audience

There were no questions or comments from the audience.

Action Items

- a. Deliberation and vote on the request of the Salem High School Outdoor Club for one day hiking trip to Bartlett New Hampshire on January 11, 2017.

Mr. Fleming moved approval. Dr. Walsh seconded the motion. The motion carried.

- b. Deliberation and Vote on the Nathaniel Bowditch School overnight field trip to the Farm School in Athol, Massachusetts on February 29 through March 2, 2017 and March 2nd through March 4th, 2017.

Mr. Fleming moved to approval. Ms. Wilson seconded the motion. The motion carried.

- c. Deliberation and Vote on the approval of the Salem High School Harvard Model Congress 2017 Team to attend a 4-day conference in Boston, MA on February 23 to February 26, 2017

Mr. Fleming moved approval. Dr. Walsh seconded the motion. The motion carried.

Superintendent Report – Margarita Ruiz

Superintendent Margarita Ruiz reported that the Salem Public Schools received \$1,000 grant from the Salem Education Foundation for the purchase of 22 desk chair rockers which will be used in the Bates school and other district schools as needed. She thanked the Salem Education Foundation for their generosity.

Ms. Ruiz wished the families, teachers, and staff a Happy Holiday season and have a safe holiday break.

Presentations and Reports

Superintendent Margarita Ruiz updated the Committee on her Student Learning Goals.

Salem High School Principal David Angeramo and Director of Guidance Robert Quist made a presentation on the Advanced Placement courses and programs offered at Salem High School.

Finance Report

a. Approval of Warrants

December 15, 2016 in the amount of \$199,729.58

Mr. Fleming moved to approve the warrants as stated. Dr. Walsh seconded the motion. The motion carried.

b. Budget Transfer Requests FY17

Business Administrator, Kristin Shaver. She explained that Central Office (Teaching and Learning) has requested that the funds be transferred in order to align the funds with the intended expense as follows:

Budget Transfer Request #7

Account Description/Use	Account Number	Amount To	Amount From
Professional Development	13990161-5317		\$11,649.56
Instructional Supplies	13570141-5514	\$11,649.56	
SRG-Reallocation	13032060-5780	\$42,000	
Substitute Teaching	13990160-5100	\$11,910	
Stipends	13990160-5150	\$53,910	
Collective Bargaining	13930120-5171	\$128,000	
Contract Services	13570141-5320	\$128,000	

Mr. Fleming moved to approve the Budget Transfer request. Ms. Manning seconded the motion. The motion was approved.

Budget Transfer Request #8

Business Administrator, Kristin Shaver. She explained that the New Liberty Charter School is requesting the transfers to align the funds with the intended expense as follows:

Account Description/Use	Account Number	Amount To	Amount From
Contract Services	13571621-5320		\$25,822.32
Stipends	13571620-5111S	\$234.80	\$20,500
Photocopy Machine Lease	13571621-5277		
Office Supplies	13571621-5421	\$5,658.10	
Instructional Supplies	13571621-5514	\$7,504.42	
In State Travel	13570141-5710	\$1,540	
Stipends	13571620-5150	\$30,150	
Printing	13571621-5381	\$1,235	

Mr. Fleming moved approval of the second Budget Transfer request. Dr. Walsh seconded the motion. The motion was approved.

Budget Transfer Request #9

Business Administrator, Kristin Shaver. She explained that the Collins Middle School is requesting the transfers to align the funds with the intended expense as follows:

Account Description/Use	Account Number	Amount To	Amount From
Contract Services	13570921-5320		\$400
Printing	13570921-5381	\$400	

Mr. Fleming moved to approve the Budget Transfer request. Dr. Walsh seconded the motion. The motion approved.

Subcommittee Reports

Mr. Fleming reported that the Personnel Subcommittee is continuing negotiations with the Salem Teacher's union on the Para Professional contract. Mayor Driscoll noted that she would be calling for an Executive session at the end of the meeting to discuss a collective bargaining issue.

Policy Subcommittee

- a. Deliberation and Vote on the Second Reading of the Recommendation of the Policy Subcommittee on the revisions to the following policies in the 6000 policy series:

Ms. Amaral requested that the policies remain tabled as the Assistant City Solicitor is reviewing them.

- a. Ms. Amaral moved to approve the second reading of the following policy revisions recommended by the Policy Subcommittee. Ms. Wilson seconded the motion. The motion carried.

1103	Distribution of Notices
1105	Media Relations/News Releases
1301	Gifts and Contributions to Schools
1302	Gifts to Students
1305	Gifts to School Personnel – Recommend Deletion
1404	Department of Transitional Assistance
1507.01	Public Complaints
1507.02	Public Complaints About School Personnel
1800	Political Activities of Teachers – Recommend Deletion
1800	Adult Education Policy – re-numbered from 1900 to 1800

Dr. Walsh requested that the policies remain tabled as the Assistant City Solicitor is reviewing them.

- c. Deliberation and Vote on the First Reading of the Recommendation of the Policy Subcommittee on revisions to the following policies in the 2000 policy series

2102	Administration
2105	Evaluation of Superintendent
2107	Policy Decisions in Absence of Policy Subcommittee
2108	Publication of School Committee Rules and Regulations
2111	Annual Report – Delete
2201	Business Manager Compensation
2203	Secretary to School Committee
2400	Code of Ethics Administrators

Dr. Walsh moved approval of the second reading of the policies listed. Ms. Manning seconded the motion. The motion carried.

Ms. Amaral reported that the next Policy Subcommittee meeting is January 5, 2017.

School Committee Concerns and Resolutions

Dr. Walsh reported a record-breaking amount of money was raised to benefit children in Salem. Dr. Walsh thanked Victoria Station and their staff for their donation of the restaurant and food and the staff who volunteered to work that event. He noted that every penny raised goes to support Salem kids and this year the amount that they raised was staggering \$36,000.

Questions and Comments from the Audience

There were no questions or comments from the audience

Adjournment

There being no further business to come before the School Committee this evening. Mr. Fleming moved that the School Committee move to Executive Session for the purpose of discussing Collective Bargaining and the School Committee will not be returning to Open Session this evening. Dr. Walsh seconded the motion.

Mayor Driscoll called for a roll call vote as follows:

- Mr. Schultz Yes
- Ms. Manning Yes
- Mr. Fleming Yes
- Dr. Walsh Yes
- Ms. Amaral Yes
- Ms. Wilson Yes
- Mayor Driscoll Yes

The motion carried unanimously.

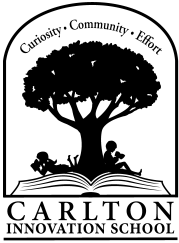
The School Committee went into Executive Session at 9:30pm.

Respectfully submitted by:

Angelica Alayon, Secretary
Salem School Committee

Meeting Materials and Reports

- School Committee Agenda December 19, 2016
- School Committee Minutes December 5, 2016
- 1000 and 2000 Policy Revisions Recommended
- Progress Report on Superintendent Evaluation Goals
- Request from Salem High School Outdoor Club for one day hiking trip to Bartlett New Hampshire on January 11, 2017.
- Request from Nathaniel Bowditch School overnight field trip to the Farm School in Athol, Massachusetts on February 29 through March 2, 2017 and March 2nd through March 4th, 2017.
- Request from the Salem High School Harvard Model Congress 2017 Team to attend a 4-day conference in Boston, MA on February 23 to February 26, 2017



The Salem Public Schools Carlton School

Bethann Jellison, Principal
Michael Drouin, Assistant Principal
10 Skerry Street • Salem, Massachusetts 01970

E-Mail: bethannjellison@salemk12.org
E-Mail: michaeldrouin_carlton@salemk12.org
Tel. (978) 740-1280 Fax (978) 740-1283

To: Salem School Committee

From: Bethann Jellison, Principal

Date: December 19, 2016

Re: 5th Grade Field Trip to The Farm School

We would like to request permission to send our 5th grade students to The Farm School, in Athol, MA, from February 6, 2017 to February 8, 2017. This is a highly regarded program and will provide an authentic and shared farm experience for our students. Carlton teachers will have the opportunity to directly co-plan many of the sessions with the farm school staff in all content areas.

A few of the Content Areas that will be addressed:

- ✓ Human impact on the environment
- ✓ Environmental changes affect organisms
- ✓ Weather/climate patterns that affect needs of organisms
- ✓ Inherited (animal adaptations that allow for living in a specific environment) /acquired traits
- ✓ Energy derived from the sun
- ✓ Descriptive and reflective writing

Curriculum and instruction will be tailored to our instructional goals and build upon our school values of curiosity, community and effort in an entirely new context. We are very excited about this opportunity since we have been on the waiting list for over two years.

The Farm School uses a sliding scale for tuition. Based on our percentage of free/reduced lunch, they will be charging us a reduced rate of \$65.00 per student. Our school community is committed to raising the funds for tuition, bus, and any boots or warm weather clothing that may need to be provided. As always, our families will not be asked to pay for this or any other field trip at Carlton.

The Carlton nurse has approved this field trip. We will be hiring a nurse to go on the field trip with the students.

I have included the Salem field trip form, along with information from The Farm School. In addition I have attached The Lay of The Land, Selections from an Evaluation of The Farm School's Program for Visiting Schools, to provide you with additional context.

We hope you will consider our request and approve this unique and meaningful experience.

Thank you,

Bethann Jellison, Principal

Salem Public Schools
Salem, Massachusetts
Field Trip Form

Information

Name of School: Carlton Innovation School

Name of Organization/Activity: The Farm School

Contact Person: Bethann Jellison and/or Jessica Eveleth

Destination: The Farm School, 488 Moore Hill Road, Athol, MA 01331
(Detailed Summary Attached to this Form)

Trip Dates: Date of Departure: February 6, 2017 Date of Return: February 8, 2017

Return to Salem From (If different from destination): Same

Number of Students Participating: +/- 38

Total Number of Chaperones: +/- 4 : 3 Teachers and one parent that is a nurse

Accommodations

Hotel/Facility Name, Address, and Telephone Number:

The Farm School, 488 Moore Hill Road, Athol, MA 01331

Previous Stays at Hotel? No How would you rate this facility? ?

Cost of Rooms: Included Based on single occupancy N/A

Based on double occupancy N/A

Meals included? YES (If meals are not included, please indicate meal plans)

Preferred Method of Transportation

Bus: X Cost: \$

Name of Bus Company: Salter Transportation

Address: 196 Scotland Road, Newbury, MA 01951

Telephone #: (978) 462-6433

Airline: Cost:

Name of Airline:

Address:

Telephone #:

Train: Cost:

Name of Company:

Address:

Telephone #:

Total Cost of Trip: \$65 + Bus per student

Fundraising Planned: Yes, 100% will be paid through fundraising

Comments/Additional Information:

Please see attached documentation

Visiting Schools at the Farm School

We farm with kids. School groups of up to 40 students each visit for 3-day programs throughout the school year.

OVERVIEW

FARMWORK

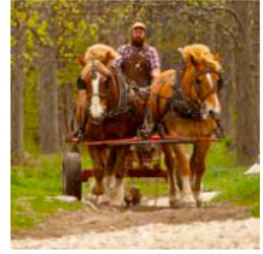
FARMER'S DAY

STAFF

REWARDS

Our Program for Visiting Schools is the centerpiece of The Farm School. Each school year, over 2,000 children come to help us care for our farm during 3-day visits. The students come with their classes, in groups of up to 40 children at one time, many times splitting a week between two groups from the same school. Many schools bring students for multiple visits spread out over several years. While they are here, the students find value in real work, create community that persists when they return to their classrooms, and experience first hand what it means to be stewards of the earth. It's simple and it's magical.

Schools are charged tuition on a sliding scale based on their participation in the federally funded school lunch program. Half the students that come pay a reduced tuition, the balance of which is made up by donations to The Farm School. Every school that has come has returned. As a result, our calendar is usually quite full. However, we welcome inquires about possible visits and are always looking for ways to stretch to fit in more programs! If you are interested, fill out the form below to begin a conversation about your school coming to The Farm School.



Visiting Schools at the Farm School

We farm with kids. School groups of up to 40 students each visit for 3-day programs throughout the school year.

OVERVIEW

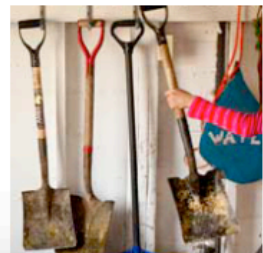
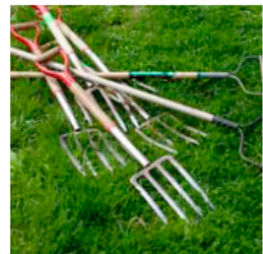
FARMWORK

FARMER'S DAY

STAFF

REWARDS

The work and care of the farm is the mainstay of the program. The farm itself is 130 acres, with about 40 acres of open land and 90 acres of woods. It is an incredibly productive place, with large vegetable gardens designed to help feed all that come, young orchards, a maple sugaring operation, a dairy with up to 6 cows milking, pigs, beef cows, goats, chickens, oxen, a woodlot that keeps us busy producing firewood and lumber and lovely pastures and fields for the kids and animals to roam. Students are fully integrated into the farm operations, rising early for milking, tending to the garden, fields and forests, and helping to cook meals with the food they have harvested. By the time they leave, the farm is theirs.



Generic Schedule – 2016-17 (Schedule Subject To Minor Changes)

Monday: Getting To Know The Farm

- 6:30 Chores
- 9:00 Staff Meeting
- 10:30 Welcome, Settle into bunkrooms, Get cups and nametags
- 10:45 Opening Circle
- 11:15 Farm Explore Tour / Visiting Staff Meeting
- 12:00 Lunch (students bring from home)
- 12:30 Games
- 1:00 Farm Work
- 3:45 Snack/Free Time
- 5:00 Chores: *Animal Bunk Wild*
- 6:00 Dinner
- 6:30 Cleanup
- 7:15 Evening Activity
- 8:15 Quiet Evening Routine (Visiting Staff)

Tuesday: Working The Land

- 6:15 Wake Up
- 6:30 Chores
- 7:30 Breakfast, Cleanup
- 8:15 Stretch
- 9:00 Community Meeting
- 9:15 Farm Work
- 10:15 Snack
- 10:30 Back to same Farm Work
- 11:30 Free Time
- 12:00 Lunch
- 12:30 Lunch Cleanup
- 1:00 Options Intro
- 1:15 Class
- 2:15 Options
- 3:45 Snack/Free Time
- 5:00 Chores
- 6:00 Dinner
- 6:30 Cleanup
- 7:15 Evening Activity
- 8:15 Quiet Evening Routine

Wednesday: Farmers Now!!

- 6:15 Wake Up
- 6:30 Chores
- 7:30 Breakfast, Cleanup
- 8:00 Pack and Clean, Bags out Front
- 8:45 Barnyard Circle, Farm Work Rotation
- 10:00 Closing Circle
- 10:30 Clamber on the Bus... Goodbye!!

December 20, 2016

The following is a request for our 8th grade class to go to Canobie Lake on June 23, 2017 for their end of the year trip.

Thank you.

Salem Public Schools
Salem, Massachusetts
Field Trip Form

Information

Name of School: Saltonstall

Name of Organization/Activity: 8th grade end of year

Contact Person: Sue Brown

Destination: Canobie Lake
(Attach a detailed itinerary to this form)

Trip Dates: Date of Departure: 6/23/17 Date of Return: 6/23/17

Return to Salem from (if different from destination) _____

Number of Students Participating: 45

Total Number of Chaperones: 6 Teachers: 6 Parents: 1

Accommodations

Hotel/ Facility Name, Address, and Telephone No.:

Previous Stays at Hotel? _____ How would you rate this facility? _____

Cost of Rooms: _____ Based on single occupancy _____

Based on double occupancy _____

Meals included? _____ (If meals are not included please indicate meal plans on itinerary)

Preferred Method of Transportation

Bus: X Cost: 350.00

Name of Bus Company: Satter

Address: 196 Scotland Road

Telephone #: 978-961-0051

Airline: / Cost:

Name of Airline:

Address:

Telephone#:

Train:

Name of Company:

Address:

Telephone #:

Total Cost of Trip: \$ 25.00 / child + \$10 / bus per student

Fundraising Planned: Yes

Comments / Additional Information

Policy Subcommittee recommends deletion of this policy

ADMINISTRATION 2000

SUPERINTENDENT OF SCHOOLS 2100

ORGANIZATION 2102

The organization of school staff shall be unified and directed by the superintendent.

The School Committee recognizes the following services or functions within the school system. The Salem Public Schools, School Committee and its administrators are committed to the concept of affirmative action in hiring:

Legislation and policymaking - functions of the School Committee carried on with the aid of the superintendent;

Administration - a function of the superintendent and his/her administrative staff on all levels of the school department, unified, coordinated, and directed through the office of the superintendent;

Instruction - a service performed by teachers, supervisors, counselors, librarians, and other special area personnel, aided by their principals;

Fact-finding, interpretation, and planning - services conducted by all members of the staff, as an aspect of their regular assignments in the school department and consultant services as required;

Legal advice - a service performed by the committee counsel, Massachusetts Department of Education, and/or counsel through the city solicitor;

Plant operation and maintenance - functions of the custodial staff and consultants, as needed, under the direction of the director of buildings and grounds;

Accounting, secretarial, and clerical - services performed by secretaries, clerks, and accountants and others under the direction of their immediate supervisors.

December 5, 2016 First Reading

December 19, 2016 Second Reading

Debbie Amaral 11/9/2016 4:51 PM

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SCHOOL COMMITTEE

6000

SCHOOL COMMITTEE OPERATIONS

6100

GOVERNANCE

6102

Members of the committee have legal authority over the schools only when acting as a body legally in session.

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The committee shall not be bound in any way by any statement or action on the part of an individual member, including the chairperson, except when the committee through an adopted policy or by a majority vote of committee membership has delegated this authority to him/her.

Reviewed October 2016 – First Reading October 24, 2016

Second Reading – November 7, 2016

Third Reading – November 21, 2016

COMMUNITY RELATIONS	1000
<u>COMMUNICATIONS WITH THE PUBLIC</u>	1100
DISTRIBUTION OF NOTICES	1103

Distribution of notices by non-school organizations or regarding non-school matters shall be permitted only under the following conditions:

Such notices may be distributed only with the superintendent's authorization;

Such notices shall relate to activities for school children;

Such notices shall be those of civic or non-profit organizations located within the city or, with the superintendent's prior approval, non-profits from the surrounding area, if such distribution would be of benefit to Salem students;

All such notices must be distributed in both English and Spanish.

The organization must provide the copies.

Approved:

First Reading – December 5, 2016

Second Reading – December 19, 2016

Third Reading – January 3, 2017

COMMUNITY RELATIONS **1000**

COMMUNICATIONS WITH THE PUBLIC 1100

MEDIA RELATIONS/NEWS RELEASES 1105

Every effort will be made to assist the press and other communications media to obtain complete and adequate coverage of the programs, problems, planning, and activities of the school department.

All representatives of the media will be given equal access to information about the schools. General releases of interest to the entire community will be made available to all of the media simultaneously. There will be no exclusive releases except as media representatives request information on particular program plans or problems.

In order that school department publicity is given wide coverage and is coordinated into a common effort and purpose, the following procedures will be followed in giving official information to the news media:

The School Committee chair will be the official spokesperson for the committee, except as this duty is delegated to the superintendent, or to a particular School Committee member such as subcommittee chairs or vice chair of the School Committee;

News releases that are of a citywide or sensitive nature or pertain to established committee policy are the responsibility of the superintendent;

News releases that are of concern to only one school, or to an organization of one school, are the responsibility of the principal of that particular school with support from the district administration as needed.

While it is impossible to know how the press will treat news releases, every possible effort should be made to obtain coverage of school activities, which will create and maintain a dignified and professionally responsible image for the Salem Public Schools.

APPROVED:

First Reading – December 5, 2016
Second Reading December 19, 2016
Third Reading – January 3, 2017

COMMUNITY RELATIONS	1000
<u>GIFTS AND SOLICITATIONS</u>	1300
GIFTS AND CONTRIBUTIONS TO SCHOOLS	1301

The superintendent will recommend to the School Committee the acceptance of gifts and offers of equipment for the schools when the gifts are of educational value. The School Committee shall vote as to acceptance of the gift. In the case of gifts from industry, business or specific interest groups, no extensive advertising or promotion may be involved in any donation to the public schools.

Gifts that would involve changes in school plants or sites will be subject to School Committee approval.

Gifts will automatically become the property of the school district. Pursuant to Massachusetts General Laws Chapter 44, Section 53A, all monetary gifts accepted by the School Committee will be deposited with the City of Salem Treasurer, whether or not intended by the donor for a specific purpose and expended at the discretion of the committee as provided by law.

The School Committee directs the superintendent to assure that an appropriate expression of thanks be extended to all donors.

The School Committee may accept on behalf of and for the city's schools any bequest or gift or money or property for a purpose deemed by the School Committee to be suitable, and may utilize such money or property as designated.

Any gifts valued at \$1,000 or less may be accepted without School Committee approval. Any gifts with a fair market value greater than \$1,000 must be formally accepted by a vote of the School Committee at its next regularly scheduled meeting. Any cash or check received prior to a school committee meeting will be deposited and if the gift is refused the money will be returned.

Legal Reference: MGL 71:37A

See Policy 3202 Acceptance of Gifts, Grants, and Bequests APPROVED: 8/ 2/04

- First Reading – December 5, 2016
- Second Reading – December 19, 2016
- Third Readng – January 3, 2017

Eileen Sacco 12/1/2016 1:43 AM
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COMMUNITY RELATIONS **1000**

GIFTS AND SOLICITATIONS 1300

GIFTS TO STUDENTS 1302

School related trophies, prizes or awards given in the school or or in the context of the Salem Schools from persons or organizations not connected with the schools must have prior approval of the superintendent and be aligned with the mission and goals of the Salem Public Schools.

First Reading – December 5, 2016

Second Reading – December 19, 2016

Third Reading – January 3, 2017

COMMUNITY RELATIONS **1000**

GIFTS AND SOLICITATIONS 1300

GIFTS TO SCHOOL PERSONNEL 1305

The School Committee will consider appropriate ways of thanking employees who have rendered outstanding service for an extended period of time and who have earned the high regard of other employees and the community.

COMMUNITY RELATIONS **1000**

RELATIONS WITH LOCAL \GOVERNMENT AGENCIES 1400

DEPARTMENT OF CHILDREN AND FAMILIES 1404

All activities of the artment of Children and Families and/or other government agencies with students during the school year will be through the office of the principal and/or superintendent. Where practicable, the school nurse or appropriate school personnel will be involved.

Approved: 12/3/07

First Reading – December 5, 2016

Second Reading December 19, 2016

Third Reading January 3, 2017

COMMUNITY RELATIONS	1000
<u>PUBLIC PARTICIPATION</u>	1500
COMPLAINTS	1507
PUBLIC COMPLAINTS	1507.01

No person will be denied the right to bring complaints to the School Committee. The committee will refer complaints back through the proper administrative channels for solutions before investigation or action by the committee. Exceptions will only be made when the complaints concern committee actions or committee operations.

The School Committee believes that complaints are best handled and resolved as close to their origin as possible and that the professional staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement of the School Committee. The proper channeling of complaints regarding instruction, discipline or learning materials will be as follows:

- Teacher or other staff;
- School building administrators;
- Superintendent;
- School Committee.

If a complaint, which was presented to the committee and referred back through the proper channels, is adjusted before it comes back to the committee, a report of the disposition of the matter will be made to the committee and then placed in the official files.

Matters referred to the superintendent and/or School Committee must be in writing and should be specific in terms of action desired. Anonymous complaints may be disregarded.

The School Committee expects the professional staff to receive complaints courteously and to make a proper reply to a complainant.

Approved: 12/3/07

First Reading – December 5, 2016
 Second Reading – December 19, 2016

Third Reading January 3, 2017

COMMUNITY RELATIONS	1000
<u>PUBLIC PARTICIPATION</u>	1500
COMPLAINTS	1507
PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL	1507.02

Complaints about school personnel will be investigated fully and fairly. Prior to any complaint being investigated, the complainant must submit his/her complaint in writing to the appropriate responsible individual. Anonymous complaints may be disregarded.

Whenever a complaint is made directly to the School Committee as a whole or to a committee member as an individual, it will be referred to the superintendent for delegation to the appropriate administrator. The School Committee believes that complaints are best handled and resolved as close to their origin as possible and that the professional staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement of the School Committee.

See Teachers' Contract

Approved: 12/3/07

First Reading – December 5, 2016

Second Reading December 19, 2016

Third Reading January 3, 2017

COMMUNITY RELATIONS

1000

ADULT EDUCATION POLICY

Renumbered from 1900

1800

Classes for adults may be offered for evening school participation in those subjects where there is an approved instructor available and there is sufficient enrollment to keep the class self-supporting.

An adult shall be considered to be a person of post-high school education or age.

Tuition fees will be determined so as to insure the entire program will be self-supporting. Tuition fees will be payable in advance. If tuition fees are not paid the individual will not be able to participate in the program. Cost of materials, supplies and texts will be borne by the student.

In any case where course enrollment exceeds the predetermined limit, residents of the district will have preference and within that group chronological order of registration will hold preference.

The administration of the program shall be the responsibility of the superintendent's designee.

First Reading December 5, 2016

Second Reading December 19, 2016

Third Reading – January 3, 2017

4113 covers this

Policy Subcommittee recommends deletion of this policy on Political Activities of Teachers as it is covered in policy 4113

First Reading – December 5, 2016

PERSONNEL	4000
<u>ALL EMPLOYEES</u>	4100
STAFF PARTICIPATION IN POLITICAL ACTIVITIES	4113

School employees engaging in political activity shall make it clear that their utterances and actions are theirs as individuals and that they, in no manner, represent the views of the school system. School employees shall not engage in political activity on school premises during school hours. A teacher, seeking an extended leave of absence for campaigning, office-holding, or other time-consuming responsibilities connected with government, shall apply for such leave in writing. The superintendent shall give the teacher a written answer to a request for political leave. If the candidate is not elected, he/she shall be returned to his/her position immediately. Leaves of absence shall be arranged for definite periods of campaigning. Leaves of absence for periods of holding political offices, because of the wide variance of the demands on time, shall be arranged on an individual basis.

Legal Reference: MGL 71:44
First Reading December 5, 2016
Second Reading December 19, 2016
Third Reading January 3, 2017

Policy Subcommittee recommends deletion of this policy

ADMINISTRATION	2000
<u>SUPERINTENDENT OF SCHOOLS</u>	2100
ORGANIZATION	2102

The organization of school staff shall be unified and directed by the superintendent.

The School Committee recognizes the following services or functions within the school system. The Salem Public Schools, School Committee and its administrators are committed to the concept of affirmative action in hiring:

Legislation and policymaking - functions of the School Committee carried on with the aid of the superintendent;

Administration - a function of the superintendent and his/her administrative staff on all levels of the school department, unified, coordinated, and directed through the office of the superintendent;

Instruction - a service performed by teachers, supervisors, counselors, librarians, and other special area personnel, aided by their principals;

Fact-finding, interpretation, and planning - services conducted by all members of the staff, as an aspect of their regular assignments in the school department and consultant services as required;

Legal advice - a service performed by the committee counsel, Massachusetts Department of Education, and/or counsel through the city solicitor;

Plant operation and maintenance - functions of the custodial staff and consultants, as needed, under the direction of the director of buildings and grounds;

Accounting, secretarial, and clerical - services performed by secretaries, clerks, and accountants and others under the direction of their immediate supervisors.

December 5, 2016

Second Reading December 19, 2016

Third Reading January 3, 2017

ADMINISTRATION **2000**

SUPERINTENDENT OF SCHOOLS 2100

EVALUATION OF THE SUPERINTENDENT 2105

The School Committee shall meet with the superintendent of schools at least once each year for the purpose of discussing with the superintendent his/her job description and performance as well as his/her working relationship with the committee.

Both the School Committee and superintendent of schools will mutually agree upon the evaluation instrument. The annual evaluation will be conducted in accordance with the Massachusetts Educator policies and timelines.

First Reading December 5, 2016

Second Reading December 19, 2016

Third Reading January 3, 2017

ADMINISTRATION	2000
<u>SUPERINTENDENT OF SCHOOLS</u>	2100
DECISIONS IN ABSENCE OF COMMITTEE POLICY	6206

Moved to Section 6000 – now # 6206

First Reading – December 5, 2016
Second Reading – December 19, 2016
Third Reading January 3, 2017

ADMINISTRATION	2000
<u>SUPERINTENDENT OF SCHOOLS</u>	2100
PUBLICATION OF SCHOOL COMMITTEE RULES AND REGULATIONS RELATIVE TO THE CONDUCT OF TEACHERS AND STUDENTS	2108

The superintendent on behalf of the school committee shall publish the Salem Public Schools policies pertaining to the conduct of teachers and students.* The policies pertaining to the conduct of students shall include the following: discipline proceedings, including procedures assuring due process, standards and procedures for suspension and expulsion of students, procedures to assure school building security and safety of students and school personnel, and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons, the use of force or restraint, vandalism, or violation of other student's civil rights. Codes of discipline, as well as procedures used to develop such codes, shall be filed with the Department of Education for informational purposes only. Copies of these policies shall be provided to any person upon request and without cost by the superintendent's office.

The principal of each school, in consultation with the school council, shall prepare and distribute to each student a student handbook setting forth the rules pertaining to the conduct of students. The school council shall review the student handbook each spring to consider changes in disciplinary policy to take effect in September of the following school year, but may consider policy change recommendations at any time. All school councils will adhere to system wide goals and policies.

* Refer to the appropriate student handbooks and negotiated agreement(s).

71:37H, additional

First Reading – December 5, 2016
Second Reading – December 19, 2016
Third Reading – JNUARY 3, 2017

ADMINISTRATION **2000**

SUPERINTENDENT OF SCHOOLS 2100

SCHOOL DEPARTMENT ANNUAL REPORT 2111

An Annual Report covering the diverse activities of the school system and the administration's recommendations for their improvement will be prepared by the superintendent and presented to the School Committee for their approval/acceptance. Copies will be on file with the Salem City Clerk, at the Salem Public Library and in the superintendent's office. A copy of the report will also be posted on the Salem Public Schools web site.

Recommended for Deletion

December 5, 2016

Second Reading – December 19, 2016

Third Reading – January 3, 2017

ADMINISTRATION **2000**

ADMINISTRATIVE PERSONNEL POSITIONS 2200

BUSINESS MANAGER 2201

The School Committee shall hire and fix compensation for the business manager. The school business manager shall be responsible to report to both the superintendent and the School Committee on a regular basis on both the financial health of the school district and as requested.

Approved: 12/3/07

First Reading – December 5, 2016

Second Reading – December 19, 2016

Third Reading – January 3, 2017

ADMINISTRATION **2000**

ADMINISTRATIVE PERSONNEL POSITIONS 2200

SECRETARY TO THE SCHOOL COMMITTEE 2203

The hiring of the School Committee secretary is the sole function of the School Committee and shall be done by majority vote. The School Committee secretary provides general secretarial support to the School Committee, including, but not limited to:

Attending and taking the minutes for all School Committee meetings;

Preparing and distributing School Committee agenda; superintendent's packets for the School Committee, postings, executive session minutes, etc.

The secretary is supervised on a daily basis by the Superintendent. The length, composition and other particulars of the contract between the secretary and the School Committee will be reviewed and negotiated annually, unless otherwise decided by the School Committee.

First Reading – December 5, 2016

Second Reading December 19, 2016

Third Reading – January 3, 2017

These policies of ethical behavior are designed to inspire a quality of behavior that reflect honor and dignity on the profession of school administration. They are intended as flexible or changeable as needed. They serve to measure the propriety of an administrator's behavior in his/her working relationships, and to encourage and emphasize those positive attributes of professional conduct, which characterize strong and effective administrative leadership. The professional school administrator will:

Constantly uphold the honor and dignity of his/her profession in all his/her actions and relations with pupils, colleagues, School Committee members, and the public;

Obey local, state, and national laws; hold him/herself to high ethical and moral standards, and give loyalty to our country and to the cause of democracy and liberty;

Carry out in good faith all policies duly adopted by the local committee and the regulations of state authorities and render professional service to the best of his/her ability;

Accept the responsibility throughout his/her career to master and to contribute to the growing body of specialized knowledge, concepts, and skills that characterize school administration as a profession;

Strive to provide the finest possible educational experiences and opportunities to all persons in the district;

When applying for a position or entering into contractual agreements, seek to preserve and enhance the prestige and status of his/her profession;

Honor the public trust of his/her position above any economic or social rewards;

Recognize that the public schools are the public's business and seek to keep the public fully and honestly informed about their schools.

Recommended for Deletion

December 5, 2016

Second Reading – December 19, 2016

Third Reading – January 3, 2017