



School Committee Meeting Materials

Regular School Committee Meeting

December 5, 2016

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

Law, M.G.L. c.30A § 18-25 and City Ordinance Sections 2-2028 through 2-2033.”

December 1, 2016

REGULAR SCHOOL COMMITTEE MEETING

Notice is hereby given that the Salem School Committee will hold a **Regular School Committee meeting Monday, December 5, 2016 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

Monday, December 5, 2016

- I. Call of Meeting to Order**
- II. Approval of the Agenda**
- III. Approval of Minutes**
 - a. Deliberation and Vote on the minutes of the Regular School Committee Meeting held on November 21, 2016
- IV. Questions and Comments from the Audience**
- V. Superintendent Report – Margarita Ruiz**
 - Update on Strategic Planning Process
 - Update on Kindergarten Expo Night
 - Update on the Roll Out of New Report Cards
- VI. Presentations and Reports**
 - Bentley Academy Charter School Accountability Plan
- VII. Action Items**
 - a. Deliberation and Vote on the Bentley Academy Accountability Plan
- VIII. Finance Report**
 - a. Approval of Warrants**
 - November 3, 2016 in the amount of \$277,243.78
 - November 23, 2016 in the amount of \$394,999.67
 - December 1, 2016 in the amount of \$371,213.13
 - b. Budget Transfer Requests FY17**

IX. Subcommittee Reports

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 First 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 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

X. School Committee Concerns and Resolutions

XI. Questions and Comments from the Audience

Respectfully submitted by:

Eileen M. Sacco, Secretary to
Salem School Committee

Salem School Committee
Meeting Minutes
Monday, November 21, 2016

A regular meeting of the Salem School Committee was held on Monday, November 21, 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, Dr. Brendan Walsh, Deborah Amaral, Ms. Mary Manning, Patrick Schultz, Kristine Wilson.

Members Absent: Mr. James Fleming

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

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

Approval of Minutes

Ms. Wilson moved to approve the minutes of the November 7, 2016 Regular School Committee meeting as amended. Ms. Amaral seconded the motion. The motion carried.

Questions and Comments from the Audience

There were no questions or comments from the audience.

Action Items

There were no action items this evening.

Superintendent Report – Margarita Ruiz

Superintendent Margarita Ruiz reported that she along with Mayor Driscoll and members of the Salem Children’s Cabinet attended the By All Means Consortium at the Harvard Graduate School of Education. She explained that throughout the course of this multiyear initiative, a series of high-profile national meetings will connect entrepreneurial and committed city mayors, superintendents, and public officials directly with the expertise

of Harvard faculty, design leaders, and influential policy, research and practice leaders in the movement to re-conceptualize 21st century education. The meetings will invigorate a national public dialogue about how to take the most promising school and community innovations to scale, and address potential challenges that arise. She noted that this was the second meeting that they have attended and they have shared challenges identified by the cabinet to create a system wide framework to provide social and emotional support for all kids.

Ms. Ruiz reported that the cabinet is working on building a data collection system internally or adopt an external system and have looked at the Somerville model and the cabinet will be meeting with them to gather more information about this system.

Ms. Ruiz reported that the Presidential election results have generated a lot of emotion throughout the country and we can all agree that we want our children to succeed and do well in the community.

Ms. Ruiz stated that she would like to wish everyone in the Salem Public Schools and the Salem community a very Happy Thanksgiving.

Presentations and Reports

Chief of Systems Strategies Jill Conrad made a presentation on the enrollment in the Salem Public Schools.

Finance Report

a. Approval of Warrants

November 10, 2016 in the amount of \$378,335.43

November 17, 2016 in the amount of \$295,492.87

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

Budget Transfer Request FY17-5

Business Administrator, Kristin Shaver explained that Central Office has requested that \$5,000 be transferred from Contracted Services to In State Travel. She recommended approval of the budget transfer as follows:

| From Account | Account Number | Amount |
|---------------------|-----------------------|---------------|
| SRG- Reallocation | 13032041-5780 | \$5,000.00 |
| Contract Service | | |

| To Account | Account Number | Amount |
|-------------------|-----------------------|---------------|
| In State Travel | 13570141-5710 | \$5,000.00 |

Ms. Wilson moved to approve the budget transfer request. Dr. Walsh seconded the motion. The motion was approved (6-0).

The motion was approved (6-0).

Subcommittee Reports

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.

- b. Ms. Amaral moved to approve the third and final reading of the following policy revisions recommended by the Policy Subcommittee. Dr. Walsh seconded the motion. The motion carried.

| | |
|------|---|
| 6102 | Governance |
| 6105 | SC Member Ethics |
| 6107 | Committee Superintendent Relationship |
| 6202 | Policy Dissemination |
| 6203 | Policy Formation |
| 6204 | Policy Adoption |
| 6302 | Officers of the Committee |
| 6401 | Notification of School Committee Meetings |
| 6402 | Time and Location of School Committee Meetings |
| 6403 | Executive Sessions |
| 6405 | Meeting Agenda Format |
| 6409 | Public Participation at School Committee Meetings |
| 6501 | Subcommittees |

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

Ms. Amaral reported that the Policy Subcommittee has completed its review of the 1000 policy series and will be presenting some policies for revision and will be starting the review of the 2000 policy series.

School Committee Concerns and Resolutions

Personnel Subcommittee

Ms. Wilson reported that the Personnel Subcommittee met and reviewed the requested salary increase for Superintendent Ruiz for the 2016-17 school year. She reported that the Personnel Subcommittee is recommending approval of a 4 ½% salary increase for the Superintendent.

Ms. Amaral moved to approve a 4 ½ % salary increase for Superintendent Margarita Ruiz. Dr. Walsh seconded the motion. The motion carried.

December 5, 2016 School Committee Meeting Time

Ms. Amaral reported that with the third and final reading of the policy on School Committee meeting times, the regular School Committee meetings will now start at 7:00 p.m.

Dr. Walsh reported that the annual Salem Children's Charity Christmas Party will be held on December 13, 2016 at Victoria Station. He reported that this event raises a considerable amount of money and every penny of it goes to support Salem kids and families who need assistance.

Questions and Comments from the Audience Regarding the November 21, 2016 Agenda

There were no questions or comments from the audience this evening.

Adjournment

There being no further business to come before the School Committee this evening.

Ms. Manning moved to adjourn the meeting. Dr. Walsh seconded the motion. The motion carried.

The meeting adjourned at 9:00 p.m.

Respectfully submitted by:

Eileen M. Sacco, Secretary
Salem School Committee

Meeting Materials and Reports

School Committee Agenda November 21, 2016

School Committee Minutes November 7, 2016

6000 Policy Revisions Recommended

Enrollment Presentation

Budget Transfer Requests

Objectives and Measures related to Mission and Key Design Elements (*required*):

| | |
|--|--|
| Objective: <i>BACS scholars will show core values and be on the pathway to college acceptance. (KDE #1 Culture of Achievement)</i> | |
| Measure: Each year, 80% of BACS 5th graders will be rated proficient, as determined by the Common Core State Standard writing rubric for personal narrative, on their end of year capstone project. | Kinds of data gathered/data collection plan: For the capstone scholars will research prospective colleges and determine one that they're most interested in attending. The scholars will then "apply" to this college by completed one essay prompt from the common applications. The 5 th grade teachers will score these essay using the common core writing rubric. This data will be collected by the classroom teacher and submitted to the Dean by June 15 of each school year. |
| Measure: All BACS students will self report on grade specific BACS Core Value Rubric at least twice per year and conference with their teacher to review their progress and set goals. | Students will complete their self-report on core values twice per year. Teachers will meet with students at least once during August-September to review self-report scores. Teachers will input scores will go into an excel sheet created and maintained by the Head of Operations. Teachers will follow up as needed but will meet with all students in May-June to update self-report scores in the excel spreadsheet. |
| Measure: Each year, 90% of BACS scholars will reach their BACS Core Value Rubric goals by the end of the school year. | See above. |
| Objective: <i>BACS scholars will engage with a rigorous tailored curriculum based on data that prepares them for success in middle school and eventually college. (KDE #2 Rigorous and comprehensive curricula and KDE #3 Differentiated instruction)</i> | |
| Measure: Each year, 85% of BACS 5th grade students will demonstrate proficiency (above 75%) on BACS grade level power standards on their end of year assessment. | Teachers will select grade level power standards with administration at the beginning of each school year based on the previous year's data. The teachers will create the pre and post assessment on those standards. Administration will create a spreadsheet of these standards and teachers will update the spreadsheet monthly (or as frequently as they are giving in class assessments) |
| Measure: Each year, teachers will complete at least 4 data action plans (based on internal or external assessments) per year and 75% of the teachers' data action plans will show a clear adjustment to practice as measured by the BACS data action plan performance rubric. | Data Action Plans will be uploaded to a shared folder on the school's Google drive. Data Action Plans will be reviewed and scored by Deans on the BACS data action plan performance rubric. This will be tracked for each teacher through their Google Drive. |
| Measure: Each year, 80% of data action plan post-assessments will demonstrate improvement over the initial assessment by moving at least 20% of scholars up one performance level (warning, needs improvement, proficient, advanced) | Teachers will upload a data action plan reflection/reassessment and student data to the Google Drive where they have uploaded their data action plans. Deans will review these reflections to see if there has been improvement in student scores. |
| Objective: <i>BACS will provide consistent opportunities for teachers to collaborate in multiple types of team planning to further vertical, content, and grade-level collaboration and consistency. (KDE #4 Excellence in leadership and instruction)</i> | |
| Measure: Each year, teacher teams (grade level or content teams) will assess their own performance 2 times per school year on the Power of Teacher Teams "A Framework for Evaluating the | Teachers will complete this rubric once during October and once in June. Each teacher will rate their team individually by completing a survey that the team leader will collect. The team leader |

| | |
|--|--|
| Effectiveness of Teams” ¹ rubric. All teacher teams will be observed and rated by Deans at least “developing” in all categories by June. | will then upload these results to the Google Drive for that team. Dean will complete rating and upload to the Google Drive. |
| Objective: BACS will form meaningful partnerships with families of students in order to support students in achieving personal and academic growth. KDE #5 Partnership) | |
| Measure: Each year, 70% of families will receive at least 1 home visit. | Teachers will complete the Home Visit Tracker within 24 hours of a home visit. The Family Engagement Leadership Team will review and track the school level data. |
| Measure: Each year, 80% of families will attend parent teacher conferences twice per year. | Teachers will collect parent signatures at parent teacher conference twice per year. (Teachers will also track this in their parent communication trackers) Teachers will submit this data to the Family Engagement Leadership Team who will track this information in a school wide excel spreadsheet. |
| Measure: Each year, as reflected in a staff survey, 90% of teachers will see family engagement as positively contributing to their students’ academic performance and engagement and motivation in their classroom. | School Staff Family engagement survey will be given in May each year. Data will be collected and tracked by the Head of School and Family Engagement Leadership Team. The staff survey will have a response rate of at least 75%. Survey questions: 1. The family engagement strategies have helped improve student academic performance in my class. 2. The family engagement strategies have helped improve student engagement and motivation in my class. |

Objective and Measures related to Dissemination (required):

| | |
|---|---|
| Objective: Bentley Academy Charter School will plan for and will share its promising practices with other schools in Salem | |
| Measure: By the end of the school’s second year of operation, BACS will have identified 2 school developed best practices that could be disseminated to visitors and other schools in Salem. | Kinds of data gathered/data collection plan: Teachers will review the first two years of school operation no later than May 31 and will use a multi-voting approach to select the best practices for dissemination. Notes from this meeting will be kept on the Google Drive. |
| Measure: Bentley Academy Charter School will have an open door policy and will encourage visitors. The school will host at least one visiting group each year. | Professional Development sign in sheets will be kept. Visiting group sign in sheet will be kept. |
| Measure: In years 4 and 5, BACS will engage in at least 2 dissemination activities where the school will share best practices with other Salem Schools. | Professional Development sign in sheets will be kept. Invitations will be printed and kept. |

COMMUNITY RELATIONS 1000

COMMUNICATIONS WITH THE PUBLIC 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.

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Approved:

First Reading – December 5, 2016.

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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.

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COMMUNITY RELATIONS 1000

GIFTS AND SOLICITATIONS 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](#)

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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](#)

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1305 – Gifts to School Personnel

Policy Subcommittee recommends deletion of this policy

First Reading – December 5, 2016

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COMMUNITY RELATIONS 1000

RELATIONS WITH LOCAL GOVERNMENT AGENCIES 1400

DEPARTMENT OF CHILDREN AND FAMILIES 1404

All activities of the department 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

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| 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.

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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](#)

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|--|-------------|
| 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](#)

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Deleted: Legal Reference: MGL 39:23b

COMMUNITY RELATIONS

1000

ADULT EDUCATION POLICY

Renumbered from 1900

~~1800~~

Deleted: 1900

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.

Deleted: The program will be administered by the director of adult education with the approval of the superintendent and the School Committee

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

ALL EMPLOYEES 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

Deleted: COMMUNITY RELATIONS 1000¶
¶ POLITICAL ACTIVITIES OF TEACHERS . 1800¶

¶ The School Committee will not restrict a teacher from his/her right to suffrage, signing of nomination papers, petitions in the general court or appear before its committees as long as these rights, with the exception of voting, are not exercised on school premises and/or during school hours, or when their exercise would actually interfere with the performance of school duties.¶

¶ Legal Reference: MGL 71:44.

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Policy Subcommittee recommends deletion of this policy

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

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,

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¶
SUPERINTENDENT OF SCHOOLS 2100¶
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ORGANIZATION 2102¶
¶
The organization of school staff shall be unified and directed by the superintendent.¶
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¶
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¶
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.

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.

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ADMINISTRATION

2000

SUPERINTENDENT OF SCHOOLS

2100

DECISIONS IN ABSENCE OF COMMITTEE POLICY

6206

Deleted: 2107

Moved to Section 6000 – now # 6206

Deleted: Situations may arise within the schools where the School Committee has not provided guidelines for administrative action. On these occasions, the superintendent shall have power to act, subject to review by the School Committee at a subsequent School Committee meeting. It shall be the duty of the superintendent to inform the School Committee promptly of any such action and of the need for a statement of policy.

ADMINISTRATION 2000

SUPERINTENDENT OF SCHOOLS 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.

Deleted:

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.

Deleted: The principals shall submit school handbooks to the School Committee for approval in advance of publication.

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

71:37H, additional

First Reading – December 5, 2016

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,

Deleted: ADMINISTRATION 2000

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

Deleted: The School Committee shall fix the compensation paid to the business manager.

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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.

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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

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

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