



School Committee Meeting Materials

Regular School Committee Meeting

December 19, 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

“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 15, 2016

REGULAR SCHOOL COMMITTEE MEETING

Notice is hereby given that the **Salem School Committee** will hold a **Regular School Committee meeting Monday, December 19, 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 19, 2016

- I. Call of Meeting to Order**
- II. Approval of the Agenda**
- III. Recognition of Attorney Daniel Kulak and School Committee Secretary Eileen Sacco**
- III. Approval of Minutes**
 - a. Deliberation and Vote on the minutes of the Regular School Committee Meeting held on December 5, 2016
- IV. Questions and Comments from the Audience**
- V Superintendent Report – Margarita Ruiz**
- VI. Presentation and Reports**

Progress Report on Superintendent Evaluation Goals
- VII. 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.
 - 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.
 - 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

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

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 Second 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 Second 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 5, 2016

A regular meeting of the Salem School Committee was held on Monday, December 5, 2016 at 7:00 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

Members Present, Dr. Brendan Walsh, Deborah Amaral, Ms. Mary Manning, Patrick Schultz, Kristine Wilson.

Members Absent: Mayor Kimberley Driscoll, 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 21, 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 of comments from the audience.

Action Items

There were no action items this evening.

Superintendent Report – Margarita Ruiz

Superintendent Margarita Ruiz reported that she attended the Tri M International Music Honor Society for middle/junior high school students where 25 Seniors and juniors from the Salem High School were recognized for their academic and musical achievements, were rewarded for their accomplishments and service activities, and to inspire other students to excel at music and leadership. The district's strong music program begins in our elementary schools is one of the key programs that make our district unique and valued by students interested in college and careers in the arts.

The Carlton Innovation School has been invited to apply for the 2017 Pozen Prize for Innovative Schools sponsored by the Boston Foundation.

The Pozen Prize is intended to recognize and award innovative school models and practices that boost students' achievement. Carlton is one of only five schools in Greater Boston invited to apply this year! If selected, Carlton will receive an \$80,000 prize. Congratulations to everyone at Carlton for this prestigious recognition!

Progress on District-Wide Initiatives Strategic Planning – Citywide Conversation – Superintendent Margarita Ruiz Thanked all of the parents, teachers, students, business and civic leaders who attended the first Citywide Conversation on the district's strategic plan. Their ideas and feedback is vital to helping to craft a strategic plan that is reflective of the community we serve as a whole and includes a shared vision of all community stakeholders. Ms. Ruiz took a minute to present a high-level overview of the remainder of the strategic planning process. You'll notice that we are extending the timeline for the process largely to allow for thorough engagement of the community – something that is critical to the success of the plan. We've separated out the two work streams of plan development and community engagement in this slide, but it should be noted that the two work streams are tightly linked and each will feed into the other. On the plan development side, Work Team meetings for each of the six levers will be continuing through January and February, with a focus on data gathering, conducting site visits and synthesizing their work and findings including the ideas and feedback from the first Citywide Conversation into a set of recommended strategies and tactics.

The Steering Committee will be meeting in January to discuss the mission, vision, and values of SPS, with an additional meeting in February to review the Work Team recommendations and likely a meeting in March/April as well to review the first draft of the plan. A first draft will be complete in March, just prior to the second Citywide Conversation. The second draft will be ready in April, and the plan will go to the School Committee for ratification in May.

On the community engagement side, there will be a community conversation (much like the November Citywide Conversation but conducted primarily in Spanish) sponsored by the Latino Leadership Coalition in January, as well as a second Citywide Conversation in March. We will also obtain input from the community in a variety of the other ways such as a community survey, focus groups, etc. As I mentioned, the output from all of these community touch points will be integrated into the plan. We are currently synthesizing the materials from last week's Citywide Conversation, and we plan to report back to the community after the winter break.

Finally, we are planning to build a page on the Salem Public School website that will be devoted to the Strategic Planning Process.

The Kindergarten Info and Expo night is scheduled for January 10th from 6:30 – 8:00 p.m. Kate Carbone will provide a bit more on this fun and informative showcase on our schools. This Friday, we will be issuing our new standards-based report cards to children in grades K-8. Assistant Superintendent Kate Carbone reported on the Kindergarten Information night.

Standards Based Report Cards

Ms. Ruiz report that this Friday, we will be issuing our new standards-based report cards to children in grades K-8. She had asked Assistant Superintendent Kate Carbone to provide more information about this important change.

Ms. Ruiz looks forward to see the hundreds of people throughout Greater Salem who support our students at the annual Salem's Children Charity event that will held on Tuesday, December 13th at 5 p.m. at Victoria Station.

On behalf of our scholars, he thanked everyone who attended, provide auction items and volunteer at this event that generates vital resources for students in need.

Presentations and Reports

Marlena Alfonzo, Head of School for the Bentley Academy Charter School, made a presentation to the School Committee on the Bentley School Accountability Plan

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

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

b. Budget Transfer Requests FY17

There were no Budget Transfer Request this evening.

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. 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

- 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 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. The next meeting of the Policy Subcommittee will be on January 5, 2017 at 4:30 p.m.

School Committee Concerns and Resolutions

There were no concerns or resolutions from the School Committee

Questions and Comments from the Audience

There were no questions or comments from the audience

Adjournment

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

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

The meeting adjourned at 8:30 p.m.

Respectfully submitted by:

Angelica Alayon, Secretary
Salem School Committee

Meeting Materials and Reports

School Committee Agenda December 5, 2016


School Committee Minutes November 21, 2016

1000 and 2000 Policy Revisions Recommended

Bentley Accountability Report

Memorandum

RECEIVED
DEC 05 2016
S.P.S.
SUPT.'S OFFICE

To: Ms. Margarita Ruiz, Superintendent of Schools
CC: file
From: David J. Angeramo, Salem High Principal 
Date: December 1, 2016
Re: Out of State – Hiking Trip to Arethusa Falls, New Hampshire

This is to recommend the Salem High School's Outdoor Club be given permission to participate in a one-day hiking trip to Bartlett, New Hampshire. This trip will take place on Saturday, January 11, 2017. The trip will include all twelve members of the Outdoor Club and their advisor, Mr. Andrew Bub, as chaperone. The group will travel by a 12-passenger van driven by Mr. Bub. Students' permission slips are attached. No school will be missed in order to participate in this event.

This is a great opportunity for our students to participate in a unique educational and physical event.

This needs to be brought before the School Committee for approval so that additional planning can be completed. Thank you for your attention to this matter.

Please call me if you have any questions or concerns.

Attachment

Margarita R. Ruiz /mm

Salem Public Schools Field Trip Request

Form

School Year 2015-2016

*Needed for all Field Trips Regardless of Transportation Provider

School Salem High School

Proposed Field Trip Primary Contact Andrew Bub

Date of Request 12/1/16 (must be 2 weeks prior to field trip)

Date of Proposed Field Trip 1/11/17 # of Students 13 Accessible Vehicle? YES NO

Nursing Consult (must be completed for all field trips):

- A. Does any student have an Epi Pen or Medical Plan? YES NO
- B. Does a nurse need to attend (or parent/guardian)? YES NO
- Parent of student in need will attend YES NO
 - The school is requesting nursing coverage YES NO

School Nurse Signature (required) _____

Salem Public Schools Transportation Request: LOCAL TRIPS ONLY

Proposed Destination Arethusa Falls, Bartlett, NH

Pick Up Time 8am NO EARLIER THAN 9 AM Return Time 8pm NO LATER THAN 1 PM

Principal Signature (required) _____

Fax Request to 978-825-5542

No trip is considered confirmed until PPS & Transportation have returned approved request
Director of Pupil Personnel Services must approve all special education field trip requests
Request will be returned with confirmation/denial and estimated cost of trip

FOR INTERNAL USE ONLY:

DATE RECEIVED _____

PPS APPROVED _____

NURSE ASSIGNED _____

TRANSPORTATION APPROVED _____ DENIED: _____ REASON DENIED _____

COST OF TRIP: _____

NUMBER OF HOURS: _____

LISTED IN BOOK: _____

REQUEST RETURNED: _____

Trip Form

Salem Public Schools-Salem, MA

Name of School: Salem High School, 77 WILLSON STREET. SALEM, MA 01970

Name of Organization or Activity: Outing Club

Total number of (CORI NEEDED) Chaperones _____ Teachers 1

Trip dates: Departure Date & Time January 11th 2016 8am

Return Date & Time January 11th 8pm

Contact person: Andrew Bub

Cell Phone Number: 1 (585) 943-0112 Telephone: _____

Destination: City & STATE Bartlett, NH Country: USA

Return to Salem, MA from (if different that destination) N/A

Hotel (s) Name, Address, telephone number:
N/A

Rating of Hotel: Excellent _____ Good _____ Average _____

Insurance coverage: _____

Room Rate: Single Occupancy _____ Rate _____

Double Occupancy _____ Rate _____

Student rooms needed: _____ Rate _____

ADULT rooms needed: _____ Rate _____

Meals included? _____ Quality of meals? _____

Other types of accommodations:
Name: _____ Rate: \$ _____

Name of travel agent: N/A

Address: N/A

Telephone Number: N/A

Total cost per student: \$ 20 (including transportation & hotel)

Total cost per adult: \$ N/A (including transportation & hotel)

PREFERRED METHOD OF TRANSPORTATION:

BUS: 15 Passenger Van

NAME OF COMPANY (ADDRESS & TELEPHONE)

Danvers Ford 106 Sylvan St. Danvers MA, 888-347-7165

PLANE: N/A

NAME OF COMPANY (ADDRESS & TELEPHONE)

TRAIN: N/A

NAME OF COMPANY (ADDRESS & TELEPHONE)

COMMENTS & ADDITIONAL INFORMATION:

Salem Public Schools
Salem, Massachusetts
Field Trip Form

RECEIVED

DEC 05 2016

S.P.S.
SUPT.'S OFFICE

Information

Name of School: Nathaniel Bowditch School

MR

Name of Organization/Activity: The Farm School/2 days Overnight Trip

Contact Person: Maribel Morales /Nicole Daly

Destination: The Farm School, Athol, Massachusetts.
(Attach a detailed itinerary to this form)

Trip Dates: Date of Departure: Group A (2/29-3/2) Group B (3/2-3/4)
2 days each group.

Return to Salem from (if different from destination

Number of Students Participating: 58

Total Number of Chaperones: Teachers: 3 Parents: 0

Accommodations

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

The Farm School
488 Moore Hill Road
Athol, MA 01331
978-249-9944

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

Cost of Rooms: _____ Based on single occupancy _____

Based on double occupancy _____

Meals included? yes _____ (If meals are not included please indicate meal plans on iti

Preferred Method of Transportation

Bus: LBK Transportation Cost: \$1200 _____

Name of Bus Company: LBK Transportation

Address: 106 Sylvan Street, Danvers MA, 01923

Telephone #: 978-774-6551

Airline: N/A Cost: N/A

Name of Airline: _____

Address: _____

Telephone#: _____

Train: _____

Name of Company: _____

Address: _____

Telephone #: _____

Total Cost of Trip: \$ 35 per student (prior to fundraising)

Fundraising Planned: None- School will provide a hardship transportation scholarship.

Comments / Additional Information

Salem Public Schools
Salem, Massachusetts
Field Trip Form

The cost of the stay at the Farm is covered by a scholarship given to us from the farm. The only cost to the families/students is for the bus. Please see attached pages for information regarding schedules while at the farm.

5th Grade Farm Trip Curriculum Connections

The 5th grade farm visit will deepen the following essential understandings and standards from the Salem Public Schools Science Learning Framework for 5th grade.

Essential Understandings

- Students will understand that in most ecosystems, energy is provided to the ecosystem by the sun.
- Students will understand that energy is transferred within a food web from producers, consumers, and decomposers.
- Students will understand that energy is needed for organisms to stay alive and grow.
- Students will understand that organisms have characteristics that help them survive in their environment.

Standards

Plants have characteristic behaviors. Plants and animals can survive harsh environments via seasonal behaviors. Organisms meet needs by using behaviors in response to information from the environment. Some behaviors are instinctive and others are learned.

Inherited characteristics may change over time as adaptations to changes in the environment enable organisms to survive.

Supporting Activities

Students rotate throughout the first and second day completing different activities on the farm including the following:

- learning what happens to crops and animals and how the tasks on the farm change during the winter months
- planting crops in the greenhouses located on the farm to be planted in the fields when the weather changes
- discussing the cycles and adaptations of plants and how they are grown throughout the changing seasons
- tapping maple trees to produce syrup
- feeding, grooming, and taking care of the animals that live on the farm year round
- collecting eggs from the chicken coops and learning about the life cycles of the animals
- preparing meals using crops they harvested from the farm
- learning about what types of plants can survive during the different seasons, when to plant certain crops to be sure they survive the changing weather

The 5th grade farm visit will review in order to deepen the following essential understandings and standards from the Salem Public Schools Science Learning Framework for 3rd and 4th grade.

Essential Understandings

- Students will understand that life cycles are predictable.
- Students will understand that life cycles include birth, growth, development, reproduction, and death.
- Students will understand that individuals of the same species are inherited or acquired.
- Students will understand that adaptations help animals survive.
- Students will understand that organisms can share some characteristics.

Standards

Physical characteristics of plants and animals.

Plants and animals go through predictable life cycles including birth, growth, development, reproduction, and death.

Observed characteristics of plants and animals can be fully inherited or they can be affected by the climate or environment.

Supporting Activities

- feeding, grooming, and taking care of the animals that live on the farm year round
- collecting eggs from the chicken coops and learning about the life cycles of the animals
- discussing the cycles and adaptations of plants and how they are grown throughout the changing seasons
- discussing the lifestyles of the animals in the current winter weather conditions and how they change in the different seasons

An additional benefit of this trip in conjunction with a focus on the science standards is that students build a sense of community while working together to complete these tasks on the farm. The program opens up with a circle of building trust and learning to work together cooperatively. Students are engaged in cooperative activities through the overnight experience from making breakfast together, cleaning up together, completing the farm tasks together, and enjoying some free time to explore the farm together. It is required that everyone is present at the table at each meal and everything is based on working together and building community. This is also a service learning experience for the students since everything they do on the farm creates something for and/or provides a foundations for future visitors. Students leave this trip with a sense of accomplishment that their work has made a difference and a sense of teamwork that goes beyond the classroom.

Maribel Morales, , Nicole Daly, Brittany Kennedy

Farm School Rules

At the Opening Circle

- **The Number One : Be Kind.**
- **Respect the Animals: Human and Livestock**
- 5 ways to stay strong- ample food, water, clothes, sleep and clean hands before eating
- Veggies & Dietary Restrictions- see Chef

On the Tour

Bunkhouse

- Wipe your shoes before you go in the bunkhouse
- Keep your voices down in the bunkhouse - go outside if you need to be loud
- No running or roughhousing in the bunkhouse
- Only use the front door of the bunkhouse, not the back door
- Stay on the first floor of the bunkhouse only; there are **NO** fire escapes upstairs
- **During free time, you must be able to see the bunkhouse; you must have an adult with you to go further**

Bunkrooms

- Leave your shoes just outside your bunkroom
- Keep your stuff organized in the bunkrooms
- Bunkrooms are safe areas- boys on boys' side, girls on girls'- **NO** mixing (includes talking through windows)
- If you hear the fire alarm, go to the front of the cow barn (only time you can use the emergency exits)

Farmyard

- When you hear the bells, come to the front of the bunkhouse
- When you are around the animals, always be quiet and calm
- **YOU NEED AN ADULT TO GO TO HAY BARN: no climbing on hay and no running**
- Do not touch the electric fence
- Close any gate that you open
- **Animal areas are always changing, so check barn white board for which areas are okay to go into alone**
- **The steer, horse and pig areas are ALWAYS off limits**

Garden/Sugar Shack

- You need to have an adult to go in the greenhouse
- You need farmer supervision to saw or split logs at the Sugar Shack

Kitchen

- Ask Cook before going in the kitchen
- You **MUST** wear closed-toe shoes in the kitchen
- Do not go in the pantry unless with a farmer or told to by a staff member

Lunch

- Food you have brought from home goes in a crate, and you get it when you leave
- **No food, gum, candy, or drinks in the bunkrooms**
- Bucket Breakdown (Recycling, Compost and Trash)
- Please clean up after yourself, esp. this first lunch **THANK YOU!!**

Dinner

- When we eat, we eat together; at mealtime, wait for announcements to start and end the meal

Generic Schedule – 2014-15 (Schedule Subject To Minor Changes)

First Group

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!!

Second Group

Wednesday: Getting To Know The Farm

- 10:30 Welcome!! Unload the Bus and Farm Explore Tour
- 11:30 Opening Circle
- 12:00 Settle into bunkrooms, Get cups and nametags
- 12:15 Lunch
- 12:45 Tour
- 1:45 Farm Work
- 3:45 Snack/Free Time
- 5:00 Chores
- 6:30 Cleanup
- 7:15 Evening Activity
- 8:15 Quiet Evening Routine

Thursday: 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

Friday: Farmers Now!!

- 6:15 Wake Up
- 6:30 Chores: *Barn*
- 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!!

Dear Parents 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 table.

Our meals are prepared from scratch with produce from the farm -- either straight out of the fields, or put-up in our freezer. All meat is from the farm and we bake fresh sourdough bread each week!

The Farm School is prepared to meet dietary restrictions and appreciates advanced 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 his/her 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. My 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. Please do not hesitate to be in touch with any questions or concerns.

A few things to keep in mind:

The Farm School is **not** a nut free facility, but we are happy to refrain from serving nuts upon school request.

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.

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.

Cristina Garica
Farm School Chef/Teacher
cristina@farmschool.org

Memorandum

RECEIVED

DEC 8 2016

SPS
SUPT'S OFFICE

To: Ms. Margarita Ruiz, Superintendent of Schools

CC: file

From: David J. Angeramo, Salem High Principal

Date: December 5, 2016

Re: Harvard Model Congress 2017

This is to recommend the Salem High School Harvard Model Team be given permission to participate in a four-day conference in Boston, MA. This trip will take place during vacation week: February 23 to February 26, 2017; the trip will give students the opportunity to participate in debates, caucuses, trials, press conferences, testimonies and our political process. Advisors/Chaperones, Andrew Bub and Amy Selvaggio are both Salem High School teachers. We have participated in this conference for over twenty years.

The group will stay at the Sheraton Boston Hotel. Cost of the trip is \$275.00 per student. They will travel by LBK Transportation and the driver will have a CORI. A list of students attending and the itinerary are enclosed. This year the students raised \$1,200.00 to defray costs. Harvard will select one of our SHS students for a partial or full scholarship.

This needs to be brought before the School Committee for approval so that additional planning can be completed. Thank you for your attention to this matter.

Please call me if you have any questions or concerns.

Attachment

**Salem High School
Harvard Model Congress
Memo**

To: David Angeramo, Principal, Salem High School; Margarita Ruiz, Superintendent, Salem Public Schools; Members of the Salem School Committee

From: Andrew Bub and Amy Selvaggio, co-advisors of Harvard Model Congress at Salem High School

Date: December 2, 2016

Topic: Attending the Harvard Model Congress Conference at the Boston Sheraton Hotel, February 23- February 26, 2017


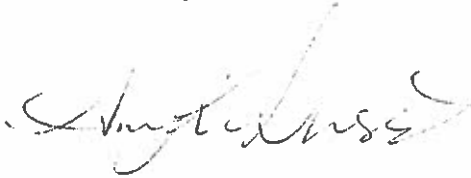
Participating in Harvard Model Congress (HMC) over February vacation has been an honored tradition at Salem High School for over 20 years. Run by a staff of Harvard undergraduates and overseen by prestigious faculty members, HMC is the largest simulation of U.S. Government, attracting high school students from across the nation and around the world including students from Venezuela, United Arab Emirates, and Israel. In recent years, Harvard has expanded this immersive experience to include conferences in San Francisco, CA; Dubai, United Arab Emirates; São Paulo, Brazil; Seoul, South Korea; and a rotating European city, this year landing in Madrid, Spain. HMC is a living lesson in civics with students assigned the role of an actual senator or congressman/woman, or participating in Special Programs such as the West Wing, Cabinet, FBI, World Bank, and Supreme Court to name a few.

Students are expected to maximize their experience at HMC by thoroughly researching their assigned role and preparing short speeches, and policy proposals prior to the conference. Students become experts on the handpicked policies for their committee, and must confront the unique challenge of defending positions that they may not agree with personally. At the conference, engaging in open debates, caucuses, trials, press conferences, and testimonies, students are able to better appreciate the purpose and role of the political process. A committed staff of Harvard students strives to facilitate a supportive and educational learning environment that focuses on student participation. First and foremost a teaching institution, HMC dedicates itself to providing an enjoyable and instructive atmosphere in which to develop a commitment to and interest in American government and civic engagement.

This year, HMC will take place Thursday February 23- Sunday February 26, 2017. This year, students campaigned hard to earn \$1,200 in funding through DonorsChoose.org. This will be directly applied to the total hotel fee (\$8,000) and therefore cut the as the cost that each student is responsible for paying. As conference and lodging fees have dramatically increased in the past year, it's wonderful that their fundraising efforts have been rewarded. Additionally, Harvard has selected one of our students as recipients of partial or full scholarships.

As the co-advisors of HMC, we are asking that the students be allowed to attend the HMC conference over February break. The relationships and lessons our students are exposed to on this trip are invaluable.

Thank you for your time and consideration,



Amy K. Selvaggio

Andrew S. Bub

Salem Public Schools Field Trip Request

Form

School Year 2016-2017

*Needed for all Field Trips Regardless of Transportation Provider

School Salem High School

Proposed Field Trip Primary Contact Amy Salvaggio

Date of Request 12/2/2016 (must be 2 weeks prior to field trip)

Date of Proposed Field Trip 2/23/17 - 2/24/17 # of Students 23 Accessible Vehicle? YES NO

Harvard Model Congress - Sacramento Boston

Nursing Consult (must be completed for all field trips):

- A. Does any student have an Epi Pen or Medical Plan?
B. Does a nurse need to attend (or parent/guardian)?
o Parent of student in need will attend
o The school is requesting nursing coverage

YES NO YES NO YES NO YES NO

Please ask asthmatic to bring inhalers Please have noted student bring epi-pen

School Nurse Signature (required)

Salem Public Schools Transportation Request: LOCAL TRIPS ONLY

Proposed Destination LBK

Pick Up Time NO EARLIER THAN 9 AM Return Time NO LATER THAN 1 PM

Principal Signature (required) David J. Angeramo

Fax Request to 978-825-5542

No trip is considered confirmed until PPS & Transportation have returned approved request
Director of Pupil Personnel Services must approve all special education field trip requests
Request will be returned with confirmation/denial and estimated cost of trip

FOR INTERNAL USE ONLY:

DATE RECEIVED

PPS APPROVED

NURSE ASSIGNED

TRANSPORTATION APPROVED DENIED: REASON DENIED

COST OF TRIP:

NUMBER OF HOURS:

LISTED IN BOOK:

REQUEST RETURNED:



Salem High School
Field Trip Permission/Acknowledgement Form

Field Trip Title	<i>Harvard Model Congress Conference</i>
Field Trip Location	

Teacher's Name and Class	<i>Amy Selvaggio & Andrew Bob / HMC</i>		
Date of Trip	<i>Thurs. 2/23/17 - Sun 2/26/17</i>	Departure Time	<i>10:00 am 2/23/17</i>
		Return Time	<i>2:00 pm 2/26/17</i>

Administrator's Approval	<i>David J. Angeramo</i>	Date of Approval	<i>12/5/16</i>
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Student Completes Below

I agree to make up all missed work as a result of this field trip/activity.

(Student Name)	(Student Signature)

Parent Completes Below

I give my son/daughter permission to attend and/or participate in this field trip/activity.

(Parent/Guardian Print)	(Parent/Guardian Signature)

Teacher signature below indicates teacher is aware of student attendance at field trip

Red Day	White Day
A Block	E Block
Teacher's signature	Teacher's signature
B Block	F Block
Teacher's signature	Teacher's signature
C Block	G Block
Teacher's signature	Teacher's signature
D Block	H Block
Teacher's signature	Teacher's signature

Memo:

To: Salem School Committee

From: Kristin Shaver

Date: December 19, 2016

Re: FY17 Budget Transfer Request 8

The transfer request is as follows:

New Liberty Innovation School is requesting a budget transfer in order to align the funds with the intended expense.

Account Description/Use	Account Number	Amount To	Amount From
Contract Services	13571621-5320		\$25,822.32
Stipends	13571620-5111S		\$20,500
Photocopy Machine Lease	13571621-5277	\$234.80	
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	

I recommend approval of the transfer.



Memo:

To: Salem School Committee

From: Kristin Shaver

Date: December 19, 2016

Re: FY17 Budget Transfer Request 9

The transfer request is as follows:

Collins Middle School is making the following budget transfer request:

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

I recommend approval of the transfer.



Memo:

To: Salem School Committee

From: Kristin Shaver

Date: December 19, 2016

Re: FY17 Budget Transfer Request 7

The transfer request is as follows:

Central Office (Teaching and Learning) is requesting a budget transfer in order to align the funds with the intended expense.

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	

I recommend approval of the transfer.



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

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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

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COMMUNITY RELATIONS	1000
<u>COMMUNICATIONS WITH THE PUBLIC</u>	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.

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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

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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

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1305 – Gifts to School Personnel

Policy Subcommittee recommends deletion of this policy

First Reading – December 5, 2016

Second Reading December 19, 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

Second Reading December 19, 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.

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](#)

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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

Second Reading December 19, 2016

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MGL 39:23b

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

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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

Frist Readign December 5, 2016

Second Reading December 19, 2016

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Comment [1]: Does this belong in these policies?

Conflict of interest law

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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

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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.

Frist Reading December 5, 2016

Second Reading December 19, 2016

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ADMINISTRATION

2000

SUPERINTENDENT OF SCHOOLS

2100

DECISIONS IN ABSENCE OF COMMITTEE POLICY

6206

Moved to Section 6000 – now # 6206

First Reading – December 5, 2016

Second Reading – December 19, 2016

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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.

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.

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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.

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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](#)
[Second Reading – December 19, 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

Second Reading December 19, 2016

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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.

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](#)

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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

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