

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



Ms. Beth Anne Cornell
Mr. Manny Cruz
Ms. Amanda Campbell

Acting Mayor Robert McCarthy, Chair

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

DATE POSTED: March 2, 2023

REGULAR SCHOOL COMMITTEE MEETING

Notice is hereby given that the Salem School Committee will hold a **Regular School Committee meeting on March 6, 2023 at 7:00p.m.** This meeting **will take place in person at 29 Highland Ave., Rm. 227, Salem, MA.** You can also join via Zoom using the link below.

Zoom Link to participate:

<https://us06web.zoom.us/j/89114662231?pwd=R05UUjg5WEFWWW5MbkVqcGh5cS9XUT09>

Passcode: 286962


I. Call of Meeting to Order

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

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

B. Live Spanish Interpretation.

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

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

C. Instructions for Participating in Public Comment

Should any member of the Salem community wish to participate in public comment during this meeting, please click on the below link to sign up and submit your comment electronically: <https://forms.gle/r3cdzkoXZLzq283j9>. A district staff member will be compiling all comments which will be shared with members prior to the end of the public meeting. Comments will also be summarized in the meeting minutes. Please contact Krista Perry at kperry@salemk12.org or 617-285-7567 with any questions or to report any technical difficulties you experience.

II. Approval of Agenda

III. Approval of Consent Agenda

- A. Approval of minutes of Regular SC meeting held on February 27, 2023
- B. Approval of Warrants: **2/23/2023** - \$775,090.18; **3/2/23** - \$743,649.84

IV. Public Comment

See above instructions for participating in public comment.

V. Superintendent's Report

- a. Superintendent's goals
- b. Appointment of district physician
- c. Assignment & enrollment data trends

VI. Student Representative Report

VII. Action Items: Old Business

VIII. Action Items: New Business

- a. Deliberation and vote on approval of superintendent's goals
- b. Deliberation and vote on approval of district physician's appointment

IX. Finance & Operations Report

- a. Capital requests

X. Subcommittee Reports

- a. Policy for first reading:
 - Hall of Fame policy
 - Policy 1507.01 - Public Complaints
 - Policy 1507.02 - Public Complaints - for deletion
 - Policy 1507.03 - Public Complaints - for deletion
 - Policy 1505 - Parent Information Center - for deletion

- b. Policies for third reading:
 - Policy 6504- Naming of Schools
 - Policy 1506 - School Volunteers

XI. School Committee Concerns and Resolutions

XII. Adjournment

Respectfully submitted by,

Krista Perry

Executive Assistant to the School Committee & Superintendent

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

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



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

Alcalde en funciones Robert McCarthy, Preside

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

FECHA DE PUBLICACIÓN: 2 de marzo de 2023

REUNIÓN REGULAR DEL COMITÉ ESCOLAR

Por la presente se notifica que el Comité Escolar de Salem celebrará una reunión **regular del Comité Escolar el 6 de marzo de 2023 a las 7:00 p.m.** Esta reunión se llevará a cabo en persona en 29 Highland Ave., Rm. 227, Salem, MA. También puede unirse a través de Zoom utilizando el enlace a continuación.

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

<https://us06web.zoom.us/j/89114662231?pwd=R05UUjg5WEFWWW5MbKVqcGh5cS9XUT09>

Contraseña: [286962](#)


I. Convocatoria a la Sesión Abierta

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

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

b. Interpretación al español en vivo

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

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

c. Instrucciones para Participar en el Comentario Público

Si cualquier miembro de la comunidad de Salem desea participar en el comentario público durante esta reunión, por favor pulsar en el enlace de abajo para registrarse y someter su comentario electrónicamente: <https://forms.gle/r3cdzkoxZLzq283j9>. Un miembro del personal reunirá todos los comentarios que serán compartidos con los miembros antes de finalizar la reunión pública. Los comentarios también serán resumidos en las minutas de la reunión. Por favor, póngase en contacto con Krista Perry en kperry@salemk12.org o en el 617-285-7567 si tiene alguna pregunta o para informar de cualquier dificultad técnica que experimente.

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



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

Alcalde en funciones Robert McCarthy, Preside

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II. Aprobación de la Agenda

III. Aprobación de la Agenda Consensuada

- a. A. Aprobación del acta de la reunión regular del SC celebrada el **27 de febrero de 2023**
- b. B. Aprobación de las órdenes de pago: **23-feb-2023** - \$775,090.18; **23-feb-3** - \$743,649.84
- c. C. Aprobación de Collins Middle School viaje a Nueva York del **18-may-23** al **19-may-23**

IV. Comentario Público

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

V. Reporte del Superintendente

- a. Objetivos del superintendente
- b. Nombramiento del médico del distrito
- c. Tendencias de los datos de asignación y matriculación

VI. Reporte de la representante estudiantil

VII. Elementos de Acción: Asuntos Antiguos

VIII. Elementos de Acción: Asuntos Nuevos

- a. Deliberación y votación sobre la aprobación de los objetivos del superintendente
- b. Deliberación y votación sobre la aprobación del nombramiento del médico del distrito

IX. Reporte de Finanzas y Operaciones

- a. Solicitudes de capital

X. Reportes de los Subcomités

- a. Política para primera lectura:
Política del Salón de la Fama
Norma 1507.01 - Denuncias públicas
Política 1507.02 - Quejas del público - para su eliminación
Política 1507.03 - Quejas públicas - para su eliminación
Norma 1505 - Centro de información para padres - para su eliminación

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- b. Políticas para tercera lectura:
Norma 6504 - Denominación de las escuelas
Normativa 1506 - Voluntarios escolares

XI. **Inquietudes y Resoluciones del Comité Escolar**

XII. **Clausura**

Sometido respetuosamente por,

Krista Perry

Asistente Ejecutiva del Comité Escolar y del Superintendente

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

DRAFT
Salem Public Schools
Salem School Committee
Meeting Minutes
February 27, 2023

On February 27, 2023 the Salem School Committee held its regular School Committee meeting at 7:00 PM using a hybrid model.

Members Present In-Person: Mr. Manny Cruz, Dr. Kristin Pangallo, Ms. Beth Anne Cornell, Mr. James Fleming, Ms. Mary Manning

Members Present Virtually: Ms. Amanda Campbell

Members Absent: Acting Mayor Robert McCarthy

Others in Attendance: Superintendent Stephen Zrike, Deputy Superintendent Kate Carbone, Assistant Superintendent Elizabeth Pauley, Liz Polay-Wettengel, Ms. Ellen Wingard, Dr. Ruben Carmona, Mr. Marc Leblanc, Ms. Linda Farinelli

Call of Meeting to Order

Mr. Cruz calls the meeting to order at 7:08 pm and requests a call of attendance. He explained the Public Participation Policy 6409 and also explained the availability of Spanish interpretation.

Attendance

Mr. Cruz recognizes the attendance with members absent and joining virtually.

Ms. Campbell	Present Virtually
Ms. Cornell	Present
Mr. Cruz	Present
Mr. Fleming	Present
Ms. Manning	Present
Dr. Pangallo	Present
Acting Mayor McCarthy	Not Present

Approval of Agenda

Mr. Cruz requested a motion to approve the Agenda. Mr. Fleming motion and Ms. Manning seconded. A roll call vote was taken.

Ms. Campbell	Yes
Ms. Cornell	Yes
Mr. Fleming	Yes
Ms. Manning	Yes
Dr. Pangallo	Yes

Mr. Cruz Yes
Motion carries 6-0

Approval of Consent Agenda

Mr. Cruz requested a motion to approve the Consent Agenda. Mr. Fleming motioned and Ms. Cornell seconded. A roll call vote was taken.

Ms. Campbell Yes
Ms. Cornell Yes
Mr. Fleming Yes
Ms. Manning Yes
Dr. Pangallo Yes
Mr. Cruz Yes

Motion carries 6-0

Public Comments

Ann Berman, Salem Teachers Union, 1401 Cranebrook Way, is here to comment on the proposed calendar for the 23-24 school year. Ms. Berman notes that the start of the school year is currently set to before Labor Day which is a violation of Salem Teachers Union Collective Bargaining Union. Ms. Berman notes after looking at the proposed calendar, a few items were bothersome. No pay for the paraprofessionals right before the holiday season. Also, the missed days of school in the autumn months, there are seven scheduled days of no school before the 80th day of school. Ms. Berman also notes the hourly employees would not be getting paid during the previously mentioned seven days off. With this proposed calendar, staff would have to return to Salem no later than October 31st which is challenging during the Halloween festivities in Salem. With this proposal, the last day of school would be around June 13th depending on snow days and we felt this was a fair proposal. Ms. Berman proposes to amend the calendar before the final vote.

Ms. Barbara McLernon, Paraprofessional Chair, 25 Sunset Drive, notes he would like to speak on behalf of the hourly employees and the parents who are impacted by the Halloween holiday. Last year, Mr. Fleming was concerned about our para employees. Yet here we are still having the same conversations regarding the Halloween holiday. Ms. McLernon states the check received on November 24th would include having Veteran's day off. Two days off at the end of October would be costly for children in daycare. Ms. McLernon would like the School Committee to reconsider the end of October school days off and only have an early release on October 31st so families and paraprofessionals are not negatively impacted.

Mr. Sean Gallagher, 40 Belleview Ave, notes he is here to ask the School Committee to consider naming the Salem High School basketball court in Larry McIntire's name. Mr. Gallagher notes Mr. McIntire passed in 2020 and it is time for the City of Salem to memorialize Mr. McIntire. Mr. Gallagher notes we are focused on renaming the court itself. Mr. Mack elevated the girls basketball programs throughout the state. Mr. Gallagher notes he established many parks throughout the city of Salem which allowed kids to take part in activities. Mr. Gallagher notes

Mr. Mack would always put Salem students and families first before any profits. Mr. Gallagher notes in addition to his commitment to the students and families of Salem, MA, Mr. Mack was fully committed to infrastructure.

Robert Caswell, previously Salem High School Athletic Director, would like to note that Mr. Larry McIntire was a great help to the Salem High School and helped with the cost of the basketball court with no cost to the city. Salem kids always came first. Mr. McIntire was a great man and loved the city of Salem.

Superintendent's Report

Superintendent Dr. Zrike notes he would like to wish our students and families a happy Dominican Independence Day. Dr. Zrike notes a few weeks ago Ms. Wingard spoke to everyone in regards to the Cartwheel program to assist in the mental health task force. Ms. Wingard is here tonight with an update on this subject.

Mental Health Task Force Recommendations and Updates

Ms. Ellen Wingard notes the review work and recommendations from the Mental Health Task Force. SEL & Mental Health Defined - SEL - social-emotional learning (SEL) is a process whereby young people and adults build strong, respectful. Comprehensive SEL and Mental Health Supports in Salem Resources - large cadre of certified counselors, high quality, evidenced-based SEL curriculum, time in student schedules for explicit instruction and community building. Year-round professional learning. Mental Health Supports in Salem Programs - SBIRT screening and intervention, Hawthorne Program, Health curriculum, individual. Collaboration with local mental health service organizations have been very helpful

Ms. Wingard notes the family communication recommendations to create culturally inclusive opportunities for families to gather, learn, and share experiences. Communicating available resources to families is just as important. Professional Development Updates - currently mental health and learning PD series for all staff. Future - expand restorative justice training opportunities to include tier 1, tier 2, tier 3, Trauma and RJ, and Race and RJ. Next Steps will be a progress update with a large task force in March.

Ms. Wingard truly feels that prevention and early intervention is key. Ms. Wingard also notes when a child feels the sense of belonging and joy, it makes a difference. Focus on how we care for all kids first and then acute care.

Superintendent's Evaluation

Mr. Cruz notes six members provided an evaluation. Overall he was rated as proficient and across the standards under the DESE tool. Areas of strength lead with integrity and kindness. Dr. Zrike sets strong goals and two way communications. One of the most accessible community leaders. Significant investment, increased access to all family backgrounds. Dr. Zrike brought core values, tremendous work ethic, and willingness to understand his role. He sees the big picture but will listen to the details. Mr. Cruz also notes another member states that Dr. Zrike has been exemplary in his role and very focused on students' social and emotional health.

The superintendent received an overall proficient rating across the evaluations from committee members.

New Business - Deliberation & vote for SY 23-24 school calendars

Dr. Pangallo notes it is important to listen to the voices of all the stakeholders when we are hearing and when we are making our decisions about the calendars that the process we've followed did seek out opinions from families, from students and from staff. Addressing the language in the future is something we should do as a committee.

Mr. Cruz makes a motion to take voting on the school calendars out of order. Motion made by Dr. Pangallo and seconded by Ms. Manning. A roll call vote is taken.

Ms. Campbell	Yes
Ms. Cornell	Yes
Mr. Fleming	No
Ms. Manning	Yes
Dr. Pangallo	Yes
Mr. Cruz	Yes

5 votes affirmative and 1 in the negative

Deliberation and vote on approval of Salem High School JROTC to Halsey Health & Public Safety Academy on 3/10/23. Motion made by Mr. Fleming and seconded by Ms. Cornell.

Ms. Campbell	Yes
Ms. Cornell	Yes
Mr. Fleming	Yes
Ms. Manning	No
Dr. Pangallo	Yes
Mr. Cruz	Yes

5 votes affirmative and 1 in the negative

Deliberation and vote on approval of superintendent's evaluation. Motion made by Mr. Fleming and seconded by Ms. Manning.

Ms. Campbell	Yes
Ms. Cornell	Yes
Mr. Fleming	Yes
Ms. Manning	Yes
Dr. Pangallo	Yes
Mr. Cruz	Yes

Motion carries 6-0

Deliberation and vote on approval of the 23-24 school calendar for Bates, Collins, ECC, HMLS, Salts, WHES. Motion made by Ms. Manning and seconded by Dr. Pangallo.

Mr. Fleming would like to note that he is the only School Committee member who voted to start the school year before Labor Day. This is not a new issue and this has been discussed very strongly years ago. To take care of staff who lost money and dependent on the lateness of the start and who would have a say in it.

Dr. Pangallo notes in the future having the same schedule for all schools would be very helpful to the parents of the students.

Ms. Campbell	Yes
Ms. Cornell	Yes
Mr. Fleming	No
Ms. Manning	Yes
Dr. Pangallo	Yes
Mr. Cruz	Yes

5 votes affirmative and 1 in the negative

Deliberation and vote on approval of the 23-24 school calendar for the Salem High School & Salem Prep High School. Motion made by Dr. Pangallo and seconded by Ms. Manning.

Mr. Cruz notes for the record again that the committee is not precluded from taking any further action. There has been an MOU proposed. The vote does not preclude us from having continued meetings with the STU.

Ms. Campbell	Yes
Ms. Cornell	Yes
Mr. Fleming	No
Ms. Manning	Yes
Dr. Pangallo	Yes
Mr. Cruz	Yes

5 votes affirmative and 1 in the negative

Deliberation and vote on approval of the 23-24 school calendar for New Liberty Innovation School. Motion made by Dr. Pangallo and seconded by Ms. Manning.

Ms. Campbell	Yes
Ms. Cornell	Yes
Mr. Fleming	No
Ms. Manning	Yes
Dr. Pangallo	Yes
Mr. Cruz	Yes

5 votes affirmative and 1 in the negative

Deliberation and vote on approval of the 23-24 school calendar for Carlton Innovation School.
Motion made by Dr. Pangallo and seconded by Ms. Manning.

Ms. Campbell	Yes
Ms. Cornell	Yes
Mr. Fleming	Yes
Ms. Manning	Yes
Dr. Pangallo	Yes
Mr. Cruz	Yes
Motion carries 6-0	

Student Representative Report

Ms. Feliz was unable to attend the meeting tonight due to a volleyball game.

Old Business

JROTC marksmanship program follow-up

Ms. Cornell notes the suspension of the marksmanship program predates my time on the school committee but we have had robust conversations about it. Ms. Cornell reads the statement the Policy subcommittee had developed:

“It is the recommendation of the Policy Subcommittee that the superintendent authorize the JROTC to continue its operation of an air rifle marksmanship range at Salem High School, as mandated by the Marine Corps. While we recognize the inherent tension between in-school marksmanship training and the continued stress and fear caused by gun violence in schools, this program is a mandatory fixture in the JROTC curriculum. Failure to support any one element of the Marine Corps JROTC program will result in probationary measures taken against the Salem High School unit, which the School Committee has already voted to support.

As a policy subcommittee, we have done our due diligence, researching Marine JROTC standards, meeting with instructors Lt. Col. Thomas Grace and Sgt Maj John W. Sumner, and touring the Salem High School facilities. We have considered the option of moving the program off-site, but logistical and transportation obstacles make this onerous for students and staff. Additionally, we have determined that the marksmanship range and program does not violate any School Committee policy, city ordinance, or state law.

We have met with the Superintendent to communicate our concerns regarding the placement of the range, which he will communicate with his team at the high school when identifying space.

Before the range is operational, a Marine Corps representative will evaluate the space to ensure that it complies with all Marine Corps mandated safety specifications. All marksmanship

training will take place outside of school hours, and JROTC unit leaders Grace and Sumner will provide annual reports to the School Committee regarding this and other unit activities.

The Policy Subcommittee will revisit this issue should state or city regulations regarding air rifles be amended in the future.”

Ms. Cornell again notes that the recommendation is that they resume the program but need to identify a range.

Mr. Cruz calls for court order and explains to Mr. Fleming the question was asked and Ms. Cornell is to answer as she is the chair of the Policy subcommittee. Mr. Cruz asks for Dr. Zrike to offer the committee any updates on this subject moving forward.

Finance & Operation Update

Ms. Pauley notes there has been one public budget forum that was held on February 15th. There is another budget forum scheduled virtually for March 7th. Finance subcommittee meetings will be held in March as well. There is a staff forum also scheduled on March 7th as well.

Subcommittee Reports

New policy for the Hall of Fame. - Ms. Cornell notes the Policy subcommittee drafted for this policy outlining and who oversees the Hall of Fame. This will be brought up as a first read at the next School Committee meeting on Monday, March 6th.

Policy with no substantial changes:
Policy 1602 - Election of School Councils

Policy for first reading
Policy 1507 - Public Comment

Ms. Cornell notes this Policy should state Public Complaints, not public comment. Mr. Cruz notes due to this error on the agenda - this first reading will be taken up at the next school committee meeting.

Policies for second reading:
Policy 6504- Naming of Schools -
Motion made by Ms. Cornell. Seconded by Ms. Manning.

Ms. Campbell	Yes
Ms. Cornell	Yes
Mr. Fleming	No
Ms. Manning	Yes
Dr. Pangallo	Yes
Mr. Cruz	Yes

5 votes affirmative and 1 in the negative

Policy 1506 - School Volunteers . Motion made by Ms. Manning and seconded by Ms.Cornell.

Ms. Campbell	Yes
Ms. Cornell	Yes
Mr. Fleming	Yes
Ms. Manning	Yes
Dr. Pangallo	Yes
Mr. Cruz	Yes
Motion carries 6-0	

School Committee Concerns and Resolutions

Dr. Pangallo notes Policy 6504, please address revision that needs to be made on the last page of policy.

Adjournment

Mr. Fleming motioned to adjourn. Seconded by Ms. Cornell.
Meeting adjourned at 9:26pm.

Ms. Campbell	Yes
Ms. Cornell	Yes
Mr. Fleming	Yes
Ms. Manning	Yes
Dr. Pangallo	Yes
Mr. Cruz	Yes

Motion carries 6-0

Respectfully submitted by,
Krista Perry

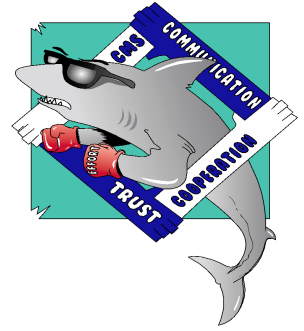
Executive Administrative Assistant to the School Committee and Superintendent



Collins Middle School

Tel. (978) 740-1193
Fax (978) 740-1183
TTY (978) 740-1225

29 Highland Avenue, Salem, Massachusetts
01970-2196



Adam Colantuoni
Principal

Michael Titus
Director of Teaching and Learning

Lisa Golden
Director of Operations and School Culture

March 1, 2023

TO: SALEM SCHOOL COMMITTEE
FROM: ADAM COLANTUONI, PRINCIPAL
RE: APPROVAL OF OUT-OF-STATE, OVERNIGHT TRIP
DATE: FEBRUARY 3, 2023

I am writing to respectfully request your permission for CMS grade 8 students to visit NYC from May 18-19, 2023. The field trip form and draft trip itinerary are attached.

Field Trip Request Form - Salem Public Schools

Last Updated June 7, 2017

Directions: All teachers and others seeking to take students on a field trip must obtain permission from the school principal. The school nurse must also review and sign off on each field trip. For local trips, please complete this form at least two weeks prior to the date of the proposed field trip. All overnight and/or out-of-state field trips require School Committee approval and must be submitted at least one month prior to the field trip.

I. General Information				
Name of School	Collins Middle School	Date of Request	Date of Field Trip	
Coordinator	Ben Chertok / Azan Colarkoni	2/13/23	May 18 th + 19 th	
Coordinator Contact Info	Phone: 978-344-6480 Email: bchertok@salem.k12.org	Total Number of Students	Departure Time	Return Time
Grade Level(s)	8 th grade	120		
Destination <small>Please identify that place AND the specific location and address for the trip.</small>	New York City (Itinerary draft attached)	Location and Duration		
		<input type="checkbox"/> Local trip within Salem/North Shore <input type="checkbox"/> In-state - within MA <input checked="" type="checkbox"/> Out of state - travel to another state <input type="checkbox"/> Within the normal school day <input type="checkbox"/> Beyond normal school hours <input type="checkbox"/> Overnight trip		

II. Learning and Accessibility	
Instructional Alignment	Accessibility and Inclusion for All Students
<input checked="" type="checkbox"/> Alignment: The trip is aligned to standards <input checked="" type="checkbox"/> Preparation Plan: Students will be prepared for trip <input checked="" type="checkbox"/> Post-Trip Plan: Students will synthesize learning Comments:	<input checked="" type="checkbox"/> I understand district policy that all students have access to field trips <input checked="" type="checkbox"/> I will ensure that all students (e.g., students with disabilities, English language learners, etc.) have the appropriate supports they need for trip Comments:

III. School Nurse Review and Approval (School Nurse Signature Required)		
Has the school nurse been notified of this field trip?	Has the roster of students been shared and any medical concerns reviewed?	Will an on-site nurse be needed for this field trip?
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
School Nurse Signature: <i>Julia Andrea Horan, RN</i>		Date: 3/2/23

IV. Food Services		
Has the school's cafeteria manager been notified of this field trip?	Will the students be eating lunch at the school on the date(s) of the trip?	Are you requesting any bag lunches or other food for this trip?
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No How many? <u>TBD</u>
Comments:		

V. Transportation (Please fax all SPS bus transportation requests to 978-825-5542)		
What is the means of transportation you will need for this trip?	<input type="checkbox"/> SPS Bus (local destinations only) <input checked="" type="checkbox"/> Private vendor (you arrange on own) <input type="checkbox"/> Specialized transportation needed	<input type="checkbox"/> Public transportation <input type="checkbox"/> Walking <input type="checkbox"/> Other: _____
If SPS Bus needed, please specify the following information:	Pick Up Time: Pick Up Location:	Return Time: Return Location:

VI. Parent Involvement & Background Checks (Call 978-740-1115 with questions)		
Will any parents or volunteers be participating in this trip?	Will any have "direct and unmonitored contact" with students?	CORI required for ALL parents & volunteers (please submit forms 1-2 weeks ahead). Fingerprints required for those who will have direct & unmonitored contact with students
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

VI. Principal Review and Approval (Required for ALL Field Trips)	
School Principal Signature: <i>Cam</i>	Date: 3-2-23

Collins Middle School 8th Grade 2023 New York City Trip
2 Days 1 Night



Welcome to New York City! Home to the Empire State Building, Times Square, Statue of Liberty and other iconic sites, New York City is a fast-paced, globally influential center of art, culture, fashion and finance. The city's 5 boroughs sit where the Hudson River meets the Atlantic Ocean, with the island borough of Manhattan at the "Big Apple's" core.

Thursday May 18-2023, Day 1:

7:45 a.m. Bus arrives at **Collins Middle School** located at **29 Highland Ave, Salem, MA 01970.**

8:00 a.m. **Depart from your school for New York City.**
Approx. 5 hours driving time depending on traffic.

Bring your bagged lunches to have enroute.

1:00 p.m. **Admission to Central Park Zoo, East 64th Street, New York, NY 10021. Subject to availability.**

2:15 p.m. **Depart for One World Observatory, 117 West St, New York, NY 10006.**
Approx. 30 mins driving time depending upon traffic.

6800 Jericho Turnpike • Suite 120W • Syosset, NY 11791 • Tel. (516) 334-2400 • (800) 896-3858 • Fax (516) 334-2466

Email: info@FourWindsTours.com • Web: www.FourWindsTours.com

"THE STUDENT TRAVEL SPECIALISTS SINCE 1994"



- 3:00 p.m.** **Admission to One World Observatory, at the top of the tallest building in the Western Hemisphere, One World Trade Center.** The Observatory is located on the 100th, 101st, and 102nd floors encompassing over 125,000 square feet. You'll take an incredible Sky Pod Elevator ride to the top. Once aloft guests can explore three levels of the Observatory filled with innovation and inspiration. One World Observatory offers views of New York City's iconic sights, surrounding waters, and iconic skyline - amazing 360 views for up to 45 miles in every direction.
- 4:45 p.m.** Walk towards **The National September 11 Memorial** located at **180 Greenwich St, New York, NY 10007**. Approx. 5 minute walk.
- p.m.** Arrive. Visit the **National September 11 Memorial**, a tribute of remembrance and honor to the nearly 3,000 people killed in the terror attacks of 9/11/2001 at the World Trade Center site. The Memorial's twin reflecting pools are each nearly an acre in size and feature the largest manmade waterfalls in North America. The names of every person who died are inscribed into the bronze panels edging the Memorial pools.
You can pre-download a free audio guided tour via a smart phone app. You can go to the App store and enter '911 Memorial Audio Guide' to download the app prior to your visit.
- Note:** **The Memorial is an open public plaza and visitors can enter without a ticket or having to go through security. The Memorial is open daily from 7:30 am to 9:00 pm. For a \$10 donation at a kiosk on the plaza, you will receive a 9/11 logo souvenir bracelet. This donation goes directly to the 9/11 Memorial.**
- Note:** **There are no public restrooms at the 9/11 Memorial Gardens.** The most convenient restrooms are in St. Paul's Chapel before proceeding to the entrance of the memorial. The Chapel is located across the street from the Preview Site and is open to the public. Inside the chapel is a tribute to the rescue workers who came to NYC to assist in finding survivors after the attack on September 11, 2001.
- 5:30 p.m.** **Depart for Weehawken, NJ.** Approximately 1 hour driving time depending on traffic.
- 6:30 p.m.** **Board cruise.**
- 7:00 p.m.** **2.5-hour Spirit of New Jersey student DJ dinner cruise. We have reserved 165 seats for your group. Deposit is due by January 31, 2023, to guarantee this reservation.**
- 9:30 p.m.** **The cruise ends. Depart for a local hotel in New Jersey, Hampton Inn or equivalent, subject to availability**

6800 Jericho Turnpike • Suite 120W • Syosset, NY 11791 • Tel. (516) 334-2400 • (800) 896-3858 • Fax (516) 334-2466

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10:30 p.m. Arrive. Check in.

11:30 p.m. Six (6) Hours Extra Hotel Security-one (1) guard per bus.

Friday May 19, 2023, Day 2:

8:00 a.m. Buffet breakfast at the hotel.

9:00 a.m. Check out & depart for Battery Park.

9:30 a.m. Arrive at Battery Park.

Note: Airport-style security at the ferry takes approx. 45 minutes from arrival to board the ferry.

10:00 a.m. Take the ferry to Statue of Liberty with Pedestal access, subject to availability, which includes a “universal audio” tour to enhance your visit. The 30-minute audio tour explores the history of the Statue of Liberty and its importance as a symbol of freedom. Explore Liberty Island. Option: You can also visit Ellis Island with a 45-minute audio tour which immerses visitors in the immigrant experience through narration and first-hand accounts.

Note: Pedestal access is subject to availability. There is a limited supply of tickets available daily. If you would like us to reserve this, we need a letter on school letterhead signed by the principal requesting pedestal passes as soon as possible. Pedestal access is extremely popular and difficult to get. The earlier we reserve it, the better.

Climb 210 steps (there is an elevator that can accommodate up to 5 people for those who unable to climb the steps) to the Pedestal (ten stories high) **to visit the Statue of Liberty Museum and walk outside for unobstructed views of the city.**

Note: 1 chaperone for every 10 students climbing to the pedestal must always escort and remain with the students.

12:00 p.m. Take the ferry back to Battery Park.

12:30 p.m. Depart for Hard Rock Cafe, 1501 Broadway, New York, NY 10036.

1:00 p.m. Arrive. Lunch at Hard Rock Café, subject to availability.

2:00 p.m. Visit Times Square/Theatre District for sightseeing, picture-taking, and shopping on own.

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One of the world's busiest pedestrian areas, Flashing neon lights and giant digital billboards. Brilliant Broadway marquees. Costumed characters and musicians. Times Square is big, bright, and unforgettable.

Suggestions:

* Visit M&M's World New York at 1600 Broadway, NYC. Sells gifts and souvenirs and features a 17-foot-tall green M&M Lady Liberty with an M&M head.

* Visit Hershey's Times Square at 20 Times Square Building, 701 7th Ave, NYC. Make your day extra sweet by personalizing a giant Hershey Kisses chocolate or your own mix of candy with the original automatic and gravitational chocolate machine.

*Visit the 2 floor Disney Store in Times Square (48th St. and 7th Ave).

*Shop at H & M, forever 21, Steve Madden, American Eagle Outfitters, Gap, etc.

4:00 p.m. Depart for your school
Approx. 4.5 hours driving time depending on traffic.

p.m. Highway stop for dinner on own

9:30 p.m. Approx. time of arrival at your school

Note: All activities are subject to schedule & availability in 2023. We may have to shuffle or change the itinerary as we book things.

The Trip ends here! Thank You for travelling with Four Winds!!

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Pricing:

Number of Paying students / adults	Complimentary Chaperones in double room occupancy	PRICE PER PERSON			
		IN QUAD	TRIPLE	DOUBLE	SINGLE
150 or 100	15 or 10	\$440	\$470	\$500	\$620
140	14	\$450	\$480	\$510	\$630
130	13	\$462	\$492	\$522	\$642
120	12	\$477	\$507	\$567	\$747

If you have less than 120 paying students in 3 buses, the cost of the busing and the trip will go up.

Prices for Holiday weeks may vary slightly. Price may go up slightly due to the possible increase of busing/fuel costs.

The tour includes:

- 2 days Deluxe Motor Coach Transportation with extended driver hours/relay driver
- 1 Night Hotel accommodations at a local hotel in NJ
- Extra hotel security for 6 hours (1 guard per bus)

Meals:

- 1 Breakfast at the hotel
- 1 Lunch at Hard Rock Café, subject to availability.
- 1 DJ dinner cruise

Attractions in New York:

- Admission to Central Park Zoo.
- Admission to One World Observatory
- Ferry to Statue of Liberty with Pedestal access
- Visit Times Square
- Visit the National September 11 Memorial
- Tip for the driver(s)

Tour does not include:

- Trip cancellation insurance
- Meals, unless specified
- Personal expenses

Collins Middle School – NYC Overnight-Rev CD/SM

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Superintendent's Annual Plan **March 2023**

Goal #1 (Student Learning): *The Superintendent will work with Salem Public School educators to support our students to become independent learners who can achieve at their grade level or higher.*

Key Actions

1. Develop the infrastructure and routines necessary for educators to regularly utilize student data to drive instructional practice;
2. Bolster mental health services while establishing a set of common, systemwide restorative practices;
3. Develop and implement a strategy for addressing adolescent literacy gaps;
4. Take concrete steps to reimagine the middle school experience;
5. Provide regular guidance to, and coaching sessions for, school leaders on the frequency and quality of feedback that they provide educators about their professional practice;
6. Coach leaders on the effectiveness and impact of their professional development sessions and school-based teams - instructional leadership, student support, teacher planning, attendance and data.

Evidence

1. Presentation(s) to School Committee;
2. Agendas and content of principals' monthly learning sessions;
3. Superintendent and deputy superintendent's visitation calendars;
4. Documented recommendations and actions intended to improve the middle school learning experience;
5. Documented plan for addressing adolescent literacy gaps;
6. Trainings for families and staff on resources and practices to enhance the mental health and social emotional wellbeing of our students.

Measurable Outcomes

- Evidence of improvement toward the metrics outlined in the SPS strategic plan.

Goal #2 (Professional Growth): *As part of the district's commitment to fiercely advancing equity across the district, the superintendent will lead an explicit focus on supporting multilingual learners (MLs). SPS will strengthen our practices and models for serving multilingual learners to ensure they have equitable access to meaningful and rigorous learning opportunities that build on their cultural and linguistic assets and the academic, linguistic, social, and emotional supports they need to excel.*

Key Actions

1. Conduct a comprehensive internal review using the district-Level self-assessment tool that is part of the MA Vision & Blueprint for English Learner Success to identify concrete next steps for improving outcomes for multilingual learners;





2. Engage principals and other stakeholders in reviewing DESE approved English Language Development (ELD) instructional delivery models to plan strategic shifts/pilots;
3. Provide professional development for every educator on who our MLs are and how to use WIDA and the Can-Do descriptors to differentiate instruction;
4. Leverage this series of self-directed learning opportunities within the context of school-based professional development plans.

Evidence

1. Agendas from professional learning;
2. Explicit priorities in the district and school improvement plans focused on the needs of multilingual learners;
3. Feedback from educators indicating stronger knowledge of how to provide multilingual learners with meaningful and rigorous learning opportunities.

Measurable Outcomes

- Student growth as measured by progress towards English proficiency on ACCESS.

Goal #3 (District Goal): *To lead the upcoming (post-COVID) strategic planning effort for the Salem Public Schools - process, implementation and progress monitoring. The strategic plan must be visionary, forward thinking and set aggressive and attainable goals for improved student outcomes.*

Key Actions

1. Ensure that a diverse and robust group of stakeholders have a voice in the planning and development process of the strategic plan;
2. Lead the shaping of an ambitious plan that includes priorities, actions and measurable outcomes;
3. Host forums (business, community-based organizations and extended-day partners) when the plan is complete to highlight key aspects of the strategic plan;
4. Leverage the district strategy when making decisions (budget, staffing, grants, etc.);
5. Regularly discuss and assess the progress of the plan's intended outcomes with the district's executive leadership team, school leaders, educators and School Committee.

Evidence

1. Action plans corresponding to each of the district's priorities and initiatives;
2. Annual reports and updates on progress;
3. Agendas, notes and work products from regular monitoring of the district strategy;
4. Alignment between school improvement plans and the district's strategy.

Measurable Outcomes

- Improvement and progress as measured by the strategic plan's documented accountability metrics.



SALEM PUBLIC SCHOOLS

Where belonging leads to opportunity.

Jane Morrissey, MEd, RN

Director of Nursing and Health Services

29 Highland Ave. Salem, MA 01970

978-741-1291

jmorrissey@salemk12.org

Stephen K. Zrike, Jr.
Superintendent of Schools
Salem Public Schools
29 Highland Avenue
Salem, MA 01970

February 23, 2023

Dear Dr. Zrike:

I am writing today to request the support of the School Committee to approve the renewal of the contract of Clovene Campbell, MD as the School Physician for Salem Public Schools.

Dr. Campbell has served in the role for several years and during that time has established herself as an invaluable resource to both the district administration team and the nursing team. Her guidance and expertise, especially during the COVID-19 pandemic, have been especially helpful.

As the newly appointed Director of Nursing and Health Services, I believe it will be important to have the continuity of service and familiarity of our student population that Dr. Campbell brings to this position. Moving forward, I know that I will continue to rely on her experience as a pediatrician and her knowledge of the unique needs and challenges that our students and their families face.

I hope that you and the Committee will endorse her reappointment to this position. I have enclosed a copy of a contract for the position with this letter.

Sincerely,

Jane C. Morrissey, MEd, RN
Director of Nursing and Health Services

Enclosures: School Physician Contract



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**AGREEMENT BETWEEN
THE CITY OF SALEM & THE SALEM SCHOOL COMMITTEE
AND
CLOVENE CAMPBELL, M.D.**

THIS AGREEMENT is made by and between **CLOVENE CAMPBELL, M.D., of 34 Blossomcrest Road, Lexington, MA 02421** (hereinafter “the School Physician”); and THE CITY OF SALEM, MASSACHUSETTS, a municipal corporation established under the laws of the Commonwealth of Massachusetts, and THE SALEM SCHOOL COMMITTEE, likewise established under the laws of the Commonwealth of Massachusetts, acting by and through the Acting Mayor of the City of Salem, Robert McCarthy, and their Superintendent of Schools, thereto duly authorized (hereinafter “the City and School Committee”).

1. **Performance Agreement.** WITNESSETH, that the said School Physician has agreed and by the presents does agree, for the consideration of **\$1,000.00 per month based on a ten-month year**, hereinafter to serve as the school physician for the Salem Public Schools.
2. **Performance Period.** The performance period for this Agreement shall be for a period **commencing July 1, 2022 and terminating June 30, 2024** but may be terminated by either party upon 60 days prior written notice.
3. **Scope of Responsibilities.** The scope of responsibilities for the School Physician shall provide medical expertise and consultation in the development and implementation of a comprehensive school health program for all Salem Public Schools. The school nurses employed by the Salem Public Schools may at any time request consultation with the School Physician on individual students with specific health issues.
4. **Prohibition of Assignment or Transfer.** The School Physician shall not assign or transfer this contract, or any part thereof, without the prior written consent of the City and the School Committee.
5. **Indemnification and Hold Harmless Agreement.** The said School Physician further agrees to indemnify and save harmless the said City of Salem, its officers and agents, and the Salem School Committee, its officers and agents, from all claims and actions of every name and description brought against the said City and/or School Committee, or its/their officers and agents, for or on account of any injury or damage received or sustained by any person, structure, or property, by or from the School Physician, or servants or agents thereof, or by, or on account of, any act or omission of the said School Physician, or servants or agents thereof, in the performance of this contract; and the School Physician hereby agrees that so much of the money due to him hereunder, and by virtue of this agreement, that shall be considered necessary by said City and School Committee, may be retained by the City and School Committee until all such suits or claims for damages as aforesaid shall have been settled, and evidence furnished to the satisfaction of said City and School Committee, provided, however, that notice of such claims, in writing and signed by the claimants, shall be previously filed in the offices of the City Clerk of said City.

6. **Medical Malpractice Insurance Coverage.** Before commencing performance under this Agreement the School Physician shall be responsible for providing and maintaining medical malpractice insurance coverage in force for the life of this Agreement, said insurance to be of the kind, and in adequate amounts, to cover any claims of medical malpractice, to secure all of the obligations under the Agreement, and to be with insurance companies licensed to write such insurance in the Commonwealth of Massachusetts.

7. **Applicable Laws.** This Agreement and the terms set forth herein shall be governed and construed in accordance with the laws of the Commonwealth of Massachusetts. This Agreement is subject to the provisions of Massachusetts' law, and to all lawful implementing regulations, as amended from time to time.

IN WITNESS WHEREOF the said School Physician (Clovene Campbell, M.D., 34 Blossomcrest Rd., Lexington, MA 02421) hath caused these presents and an instrument of like tenor to be executed in her name. An instrument of like tenor shall also be executed by the City and School Committee in its name and behalf by its mayor and its Superintendent of Schools. All duly authorized and aforesaid, and its corporate seal to be affixed hereto.

Clovene Campbell, M.D.
By:

Clovene Campbell

CITY OF SALEM & SALEM SCHOOL
COMMITTEE
By:

Robert McCarthy
Acting Mayor

Anna Freedman, Finance Director

Thomas Watkins, Purchasing Agent

Stephen K. Zrike, Jr., Supt. of Schools

Approved as to form by:

Elizabeth Rennard, Esq.
City Solicitor



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SPS Enrollment and Assignment Trends

School Committee
Presentation
March 6, 2023



Purpose

- To examine enrollment and assignment patterns across SPS elementary schools. This will help us to better understand the current demographic profiles at each school.

Context

- Impact of the pandemic
- Under-enrolled elementary schools and grades except for Carlton and Saltonstall (elementary)



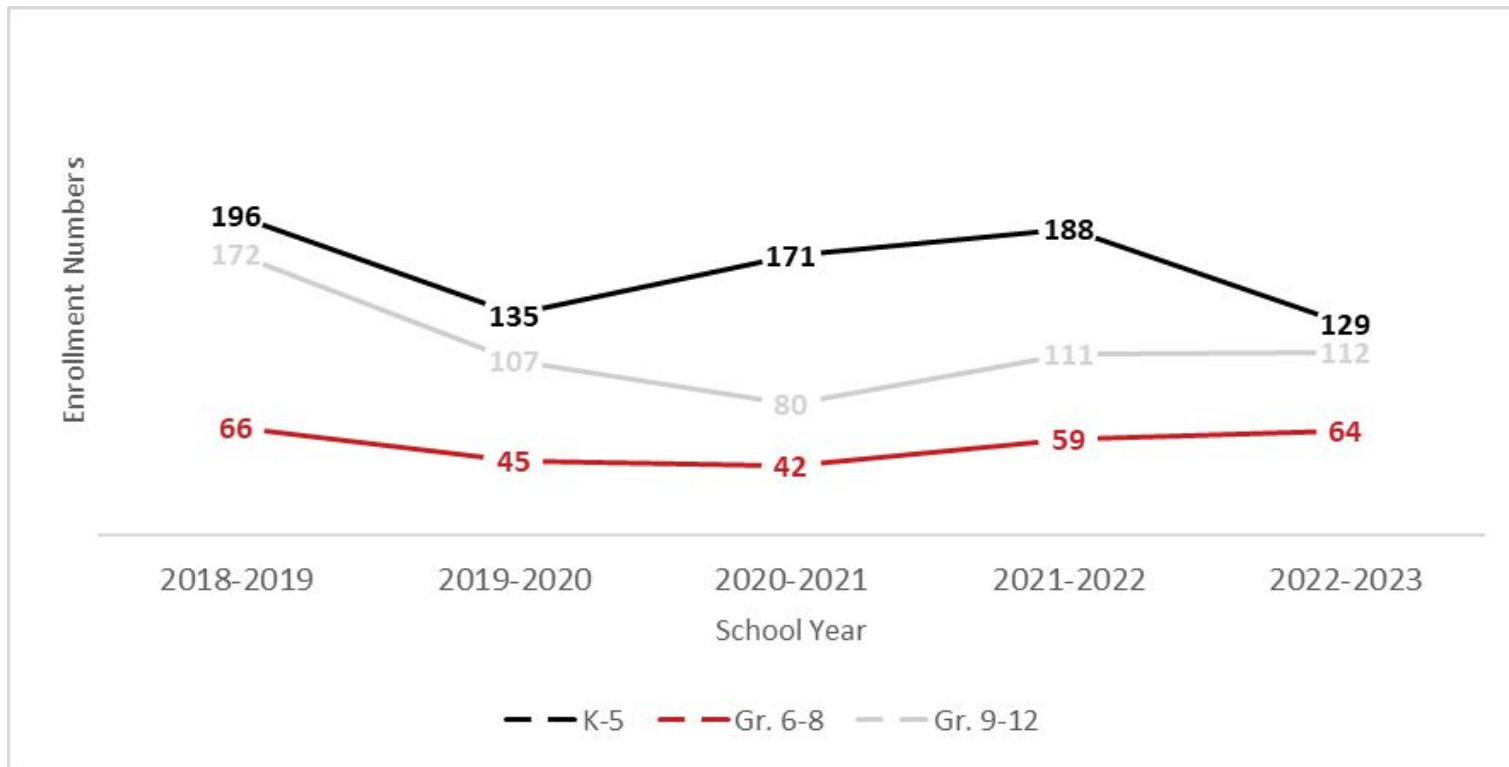
Total # of Students Enrolling After Day One of School (Last 5 Years)

Grade	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
K-5	196	135	171	188	129
Gr. 6-8	66	45	42	59	64
Gr. 9-12	172	107	80	111	112
Total	434	287	293	358	305

Enrollment after Day 1 of school is getting closer to pre-pandemic levels



Total # of Students Enrolling After Day One of School (Last 5 Years)



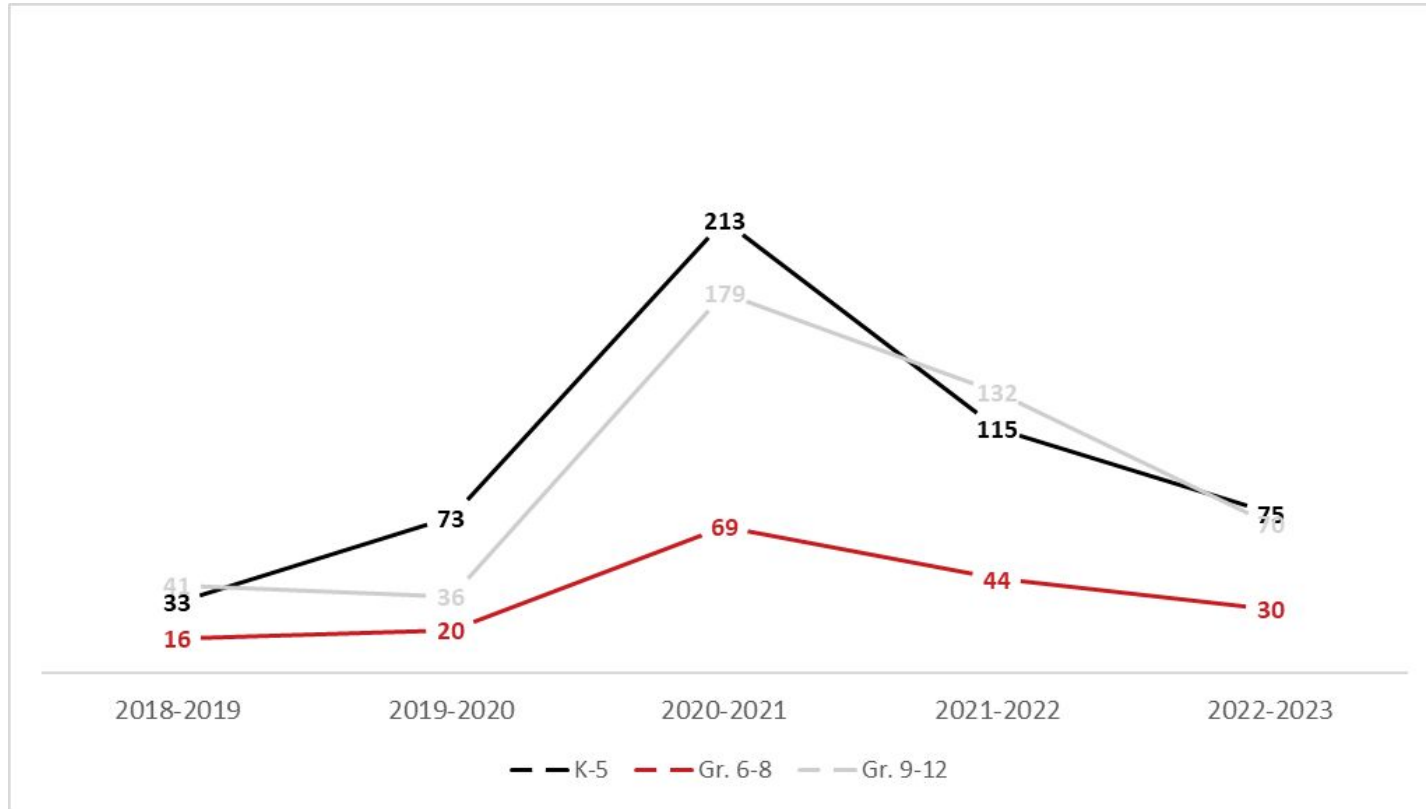
Total # of Students Leaving the District After Oct. 1st

Grade	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
K-5	33	73	213	115	75
Gr. 6-8	16	20	69	44	30
Gr. 9-12	41	36	179	132	70
Total	90	129	461	291	175

These are highly variable numbers over the last five years

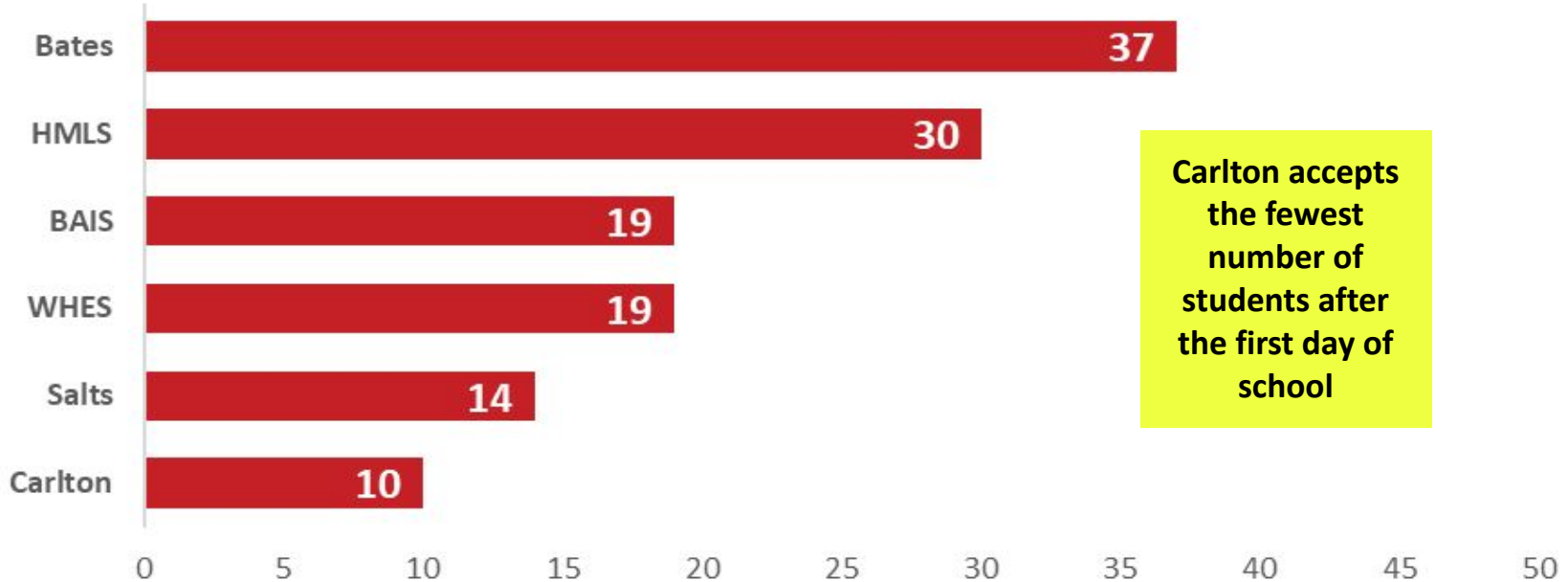


Total # of Students Leaving the District After Oct. 1st



Number of Students Enrolling in Each School After Day One (SY 2022-23)

Number of Students who Enrolled after the First Day of School by School Assignment

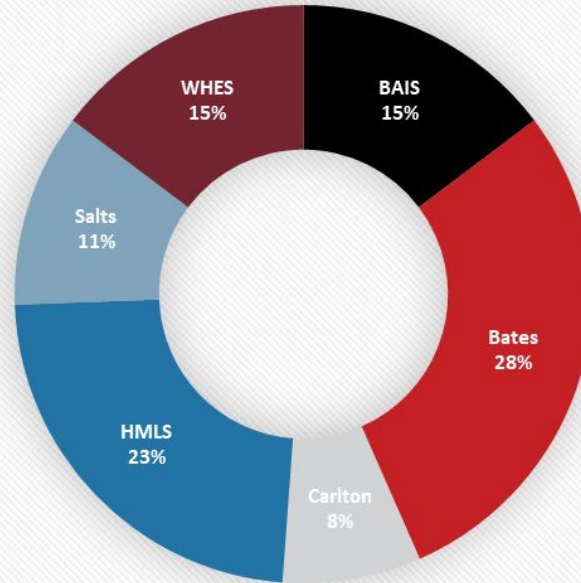


Carlton accepts the fewest number of students after the first day of school



School Placements After the First Day of School (SY 2022-23)

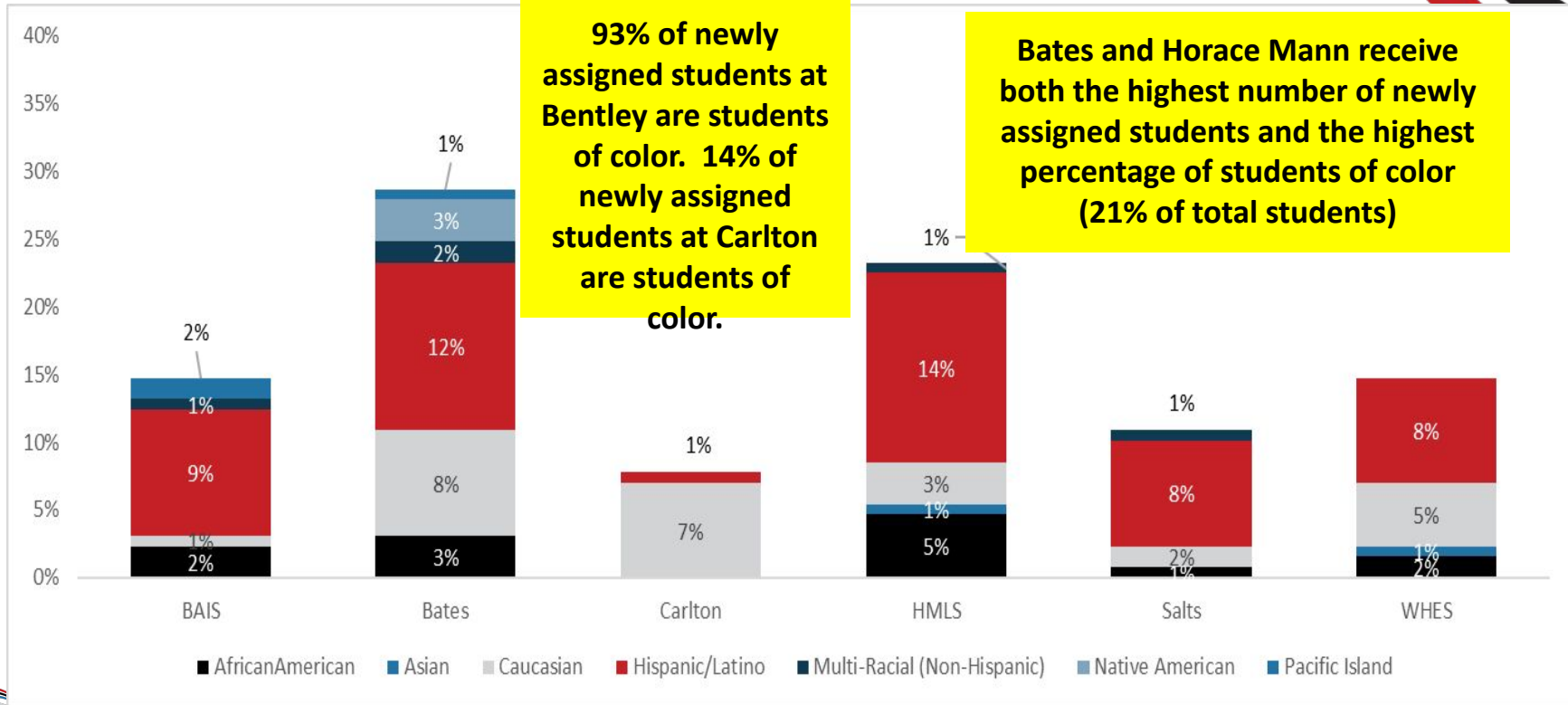
% of Students who Enrolled after the 1st day
by School Placements



More than a quarter of new arrivals are assigned to Bates, almost a quarter of new arrivals are assigned to HMLS.



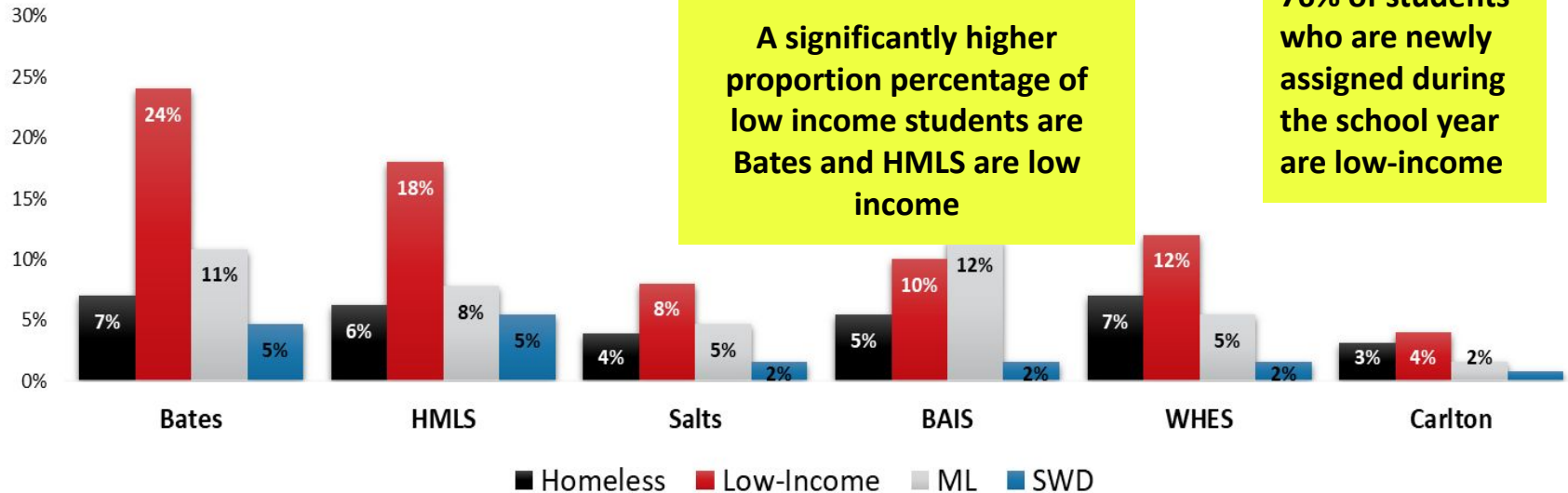
Assignment Based on Race and Ethnicity (SY22-23)



A balanced % of homeless and SWD have been newly assigned across all elementary schools

Assignment Based on Special Populations (SY22-23)

Percentage of Students who Enrolled After the 1st Day by Special Populations and School Assignment



Reflections and Implications

- Assignment during the school year only serves to widen the Carlton demographic gap
 - There are limited open seats at Carlton throughout the school year
 - Families of color are not selecting or being assigned the limited seats that Carlton offers at the same percentage as other schools
- Bentley School welcomes the highest percentage of students of color during the school year which serves to widen its demographic gap
- ***Important Factors for families as they make school choices for their children***
 - *Seats available for siblings
 - *Proximity to home or availability of bussing
 - Location of school
 - Schedule and length of school day
 - Connections to other families at school
 - After-school program availability
- Recommendations to consider:
 - Reserving seats at Carlton for low-income families during the school year
 - Increased and improved promotion of Bentley (benefits of the dual language program) to diverse populations
 - Increased and improved promotion of Carlton (November and December entry points) to diverse populations.



Dept. #	Department (With budget)	Department Ranking	Unique Project Code	Resubmit for FY24?	New or Modification	Project
250	School	1 - Critical Need	23565P	Yes	No Change - Keep Open	Gym Floors
300	School	1 - Critical Need	23038	Yes	No Change - Keep Open	Roof repairs
250	School	1 - Critical Need		Yes	New Request	Witchcraft Playground
250	School	1 - Critical Need		Yes	New Request	MSBA design costs
250	School	1 - Critical Need		Yes	New Request	New Liberty & Salem Prep move & build-out
250	School	1 - Critical Need		Yes	New Request	HVAC investments across the district
250	School	2 - Important		Yes	New Request	MEP & life safety (district)
250	School	2 - Important		Yes	New Request	ADA repairs, districtwide
250	School	3 - Lower Priority - Future	23039	Yes	No Change - Keep Open	Generator Replacements
250	School	4 - Funded - Don't Close	22061P	Yes	No Change - Keep Open	Energy/Water Upgrades Audit
250	School	1 - Critical Need			New Request	1 - Concept

Total:

Total less MSBA Design Costs:

Request Overview-Justification (50 word limit)	ARPA Potential	Street or Building	Total Project Budget - All previous and future	Total Budget Needed Minus Existing Approved
Renovate existing floors which have gaps and multiple areas that need repair. Multiple buildings are in need of new or refurbished floors, including Salem High School, Horace Mann, Bates, Bentley, etc.		All Schools	\$750,000	\$750,000
Repair roof issues in multiple schools, including: Bates (potential Accelerated Repair Project with MSBA?). Bates' envelope has serious issues with failing pointing, flashing, masonry, sealants. Horace Mann: The roof is in very poor shape; funds are needed to fix for a few years, insulation is all wet & leaks. Salerno needs a roof refurbish and Carlton needs a new roof. Witchcraft B,D and Connector Roof Replacements: insulation is wet, and there are a few leaks. High School needs replacement sky lights. Saltonstall needs masonry work.		All Schools	\$5,000,000	\$5,000,000
Replace existing playground to make the space ADA compliant, more accessible, and safer for all students. This was identified as the highest priority in the Playground Audit.		WHES	\$800,000	\$800,000
As part of the high school rebuild process, SPS will be required to fund a design of the building and will need to appropriate the funds by January 2024. Salem is expected to need up to \$2.5 million for the design phase.		High School	\$2,000,000	\$2,000,000
SPS is looking to secure a new space that better accommodates students needs & provides a safe learning environment. Costs include a build out and moving expenses.		NLIS & Salem Prep	\$250,000	\$250,000
In 2021, the district partnered with Left Field to assess the HVAC capacity in all schools. Left field provided a facilities assessment for all schools.		All Schools	\$1,000,000	\$1,000,000
Preventative maintenance measures for district buildings that include repairs to electrical, mechanical, plumbing and life safety issues. Estimate is based on prior year expenses, planned upgrades, and increased costs.		All Schools	\$300,000	\$300,000
Districtwide repairs for accessibility for all sites, including playgrounds and building interiors (based on facilities master plan & playground audit.)		All Schools	\$250,000	\$250,000
Several schools need new generators, including Bates School. This is needed for emergency service and to meet code. It is at unreliable. Repairs were made in FY21, which should give it 2-3 more years.		Bates School	\$162,980	\$162,980
This is to hire consultants and energy companies to complete assist Salem in procuring and identify measures for a comprehensive energy and water project under Chapter 25A. The project will move to Sustainability for primary management. This is study only funds.		Schools and Other Buildings	\$125,000	\$0
	All Schools	\$360,000	\$360,000	\$0

\$10,512,980

\$9,512,980

High School Hall of Fame

Awarding Inductees into the Hall of Fame

The High School Athletic Director will oversee a standing committee consisting of staff, alumni, and community members to serve on the Hall of Fame Committee. The Athletic Director will work closely with the high school principals to identify and appoint members. The committee is solely responsible for developing the process by which Salem High School alumni are chosen for induction into the High School Athletic Hall of Fame, the terms of which will be reviewed by the School Committee. The Hall of Fame Committee will call for and evaluate nominations, determine the timeline for collecting and processing nominations, and coordinate and host any and all ceremonies associated with induction into the Hall of Fame. All inductees will be recognized at the first School Committee meeting following the induction ceremony. All committee by-laws, processes, and nomination forms will be public documents available via the Salem Public Schools webpage, and all Hall of Fame records will be maintained and distributed through the office of the Athletic Director.

Retiring of Athletic Numbers and Jerseys

The Hall of Fame Committee will develop a process for the ceremonial retirement of a specific athlete's number and jersey and that process will be subject to approval by the School Committee.

In the event of a petition for the ceremonial retirement of a specific athlete's number and jersey, Hall of Fame Committee members will evaluate the request using the process established by said Committee. Upon approval of the retirement of a jersey or number by the Hall of Fame Committee, the Athletic Director will formally notify the School Committee.

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, **in which case the complaint may be referred to council.**

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 **other than personnel** ~~regarding instruction, discipline or learning materials~~ will be as follows:

- Teachers or other staff;
- School building administrators;
- Appropriate Central Office Staff;**
- Superintendent;
- School Committee.

For complaints regarding personnel see Policy 2109, Chain of Command.

~~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: ~~January 3, 2017~~1/3/17
Reviewed: 2/17/23

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~~
~~See Teachers' Contract~~

Approved: 12/3/07

Approved: January 3, 2017

COMMUNITY RELATIONS	1000
<u>PUBLIC PARTICIPATION</u>	1500
COMPLAINTS	1507
PUBLIC COMPLAINTS ABOUT CURRICULUM OR INSTRUCTIONAL MATERIALS	1507.03

The School Committee, though it is ultimately responsible for all curriculum and instructional materials (including library books), recognizes the need and right of students to free access to many different types of books and materials. It also recognizes the right of the professional staff to select books and other materials supportive of the educational philosophy and goals of city schools.

Criticism of a book or other materials used in the schools may be expected from time to time. If a parent requests that his/her child not read a given book, the teacher and school administrator should resolve the situation, including but not limited to, by arranging for use of alternative materials which would meet the same instructional purpose. This does not apply however, to basic program texts and materials that the committee has adopted.

The School Committee will not permit any individual or group to exercise censorship over instructional materials or library collections, but recognizes that, at times, a reevaluation of certain material may be appropriate. Should an individual or group ask to have any book or other material withdrawn from school use:

The person who objects to the book or other material will be asked to document his/her criticism in writing to the principal;

Following receipt of the formal complaint, the principal will meet with the complainant. Should the outcome of that meeting be unsatisfactory to the complainant, he/she may appeal to the superintendent;

Should the outcome of that meeting be unsatisfactory to the complainant, he/she may appeal to the School Committee.

In summary, the superintendent assumes final responsibility for all books and instructional materials that are provided to students. The School Committee holds the professional staff accountable for their proper selection. The committee recognizes the rights of individual parents to question controversial materials used by their own children. The student's right to learn and the freedom of teachers to teach will be respected.

Legal Reference: MGL 71:48, 49, 50

APPROVED: 8/ 2/04

Reviewed December 2016

COMMUNITY RELATIONS **1000**

PUBLIC PARTICIPATION 1500

PARENT INFORMATION CENTER 1505

The Salem Public Schools utilize a controlled choice school assignment process that allows parents to select a school based upon a variety of factors that may impact a particular family. The office created to coordinate this effort is called the Parent Information Center. We encourage parents to visit the PIC and direct questions and concerns regarding the process to the PIC staff.

See Student Assignment Policy 5104.03

Approved: 12/3/07

Reviewed: December 2016

SCHOOL COMMITTEE 6000 SCHOOL COMMITTEE ADVISORY COMMITTEES

6504 NAMING OF SCHOOL FACILITIES

Naming a school facility is an important matter that deserves thoughtful attention. Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in choosing a name for a school, a portion of a school, or a portion of school grounds. Whenever possible, the wishes of the community should be considered in naming school facilities.

The School Committee has the authority to approve the naming and renaming of buildings, structures, and facilities located on school property. The School Committee also has the authority to name subsections of existing structures or facilities, such as classrooms, auditoriums, and gymnasiums.

Names and/or wording associated with school facilities shall be consistent with Salem Public Schools policies and promote messages aligned with the district's mission, vision, values, and goals, with a special focus on equity and inclusion. To the extent possible, names and/or wording should be designed not to restrict the use of a space or inhibit changing the function of the space should that become necessary in the future.

When the opportunity to name or dedicate a new school or school-related property, structure, or facility is forthcoming, an orderly procedure will be communicated at the next available School Committee meeting. The Committee's agendas should clearly reflect the intent to consider, review, and vote on naming opportunities.

Any current or former Salem resident or current or former member of SPS staff may submit a name for a school space in writing to the School Committee Chair. If a name is being initiated at the local school level, the principal must take reasonable steps to include the School Council and PTA/PTO in the nomination of the name before submission to the School Committee.

The written request should specify the intent of the requestor and the reasons why this particular name would fit the facility. It should offer appropriate background information on the person or organization after which the facility will be named. An offer of a financial contribution to the School District may accompany the naming request, but the School Committee is not obligated to accept or reject a name based upon financial considerations alone. Philanthropic contributions in support of the School District are encouraged by the School Committee. The School Committee may acknowledge generous donors by designating appropriate spaces within the School District's facilities consistent with the level of financial commitment. Such gifts shall be consistent with the School Committee's policy on Gifts and Solicitations.

When the naming of a school facility is not associated with a gift, but is rather intended to honor a particular person, organization, or historical event, the School Committee will give preference to those persons or organizations who, and events which, had a substantial impact upon the education of Salem's children. This guideline, however, shall not preclude consideration of names of persons of local,

state, national or international significance. ~~Names of persons currently employed by the City of Salem shall not be considered.~~

No building or part of a building will be named without three readings of the suggested name, at three separate school committee meetings.

~~It is the sole responsibility of the Salem School Committee to name public school buildings and parts of buildings. When buildings are renovated or newly constructed, the School Committee may form an ad hoc committee, appointed by the mayor, for the purpose of recommending names. The naming committee may include a representative from the School Committee, the building principal, faculty member(s), parent(s) and community member(s). ¶~~

~~Guidelines for naming a school building after a person include the following: ¶~~

~~The person must have made a significant contribution to Salem and/or public education. ¶~~

~~The person for whom the building may be named shall have been deceased for 10 years so that their contribution to the community will have stood the test of time. ¶~~

~~Parts of buildings such as a gymnasium, library, field house, cafeteria or auditorium, etc. **School facilities** may be named for any individual who has made a substantial and significant contribution (financially or otherwise) to Salem and/or public education.~~

~~No building or part of a building will be named without three readings of the suggested name, at three separate school committee meetings.~~

~~I don't see the procedures referenced this should be referenced in the policy~~

Reviewed: ~~January 27, 2023~~ February 27, 2023

COMMUNITY RELATIONS	1000
<u>PUBLIC PARTICIPATION</u>	1500
SCHOOL VOLUNTEERS	1506

The Salem School Department is pleased to accept the services of parents and other citizens who volunteer to work in the schools. ~~in such areas as special education, libraries, lunchrooms, and wherever appropriate skills are needed.~~

Volunteers will be required to go through the Criminal Offender Record Information process for safety and security reasons.

See Policy 4119 C.O.R.I. Requirements

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

Reviewed: ~~December 2016~~ January 27, 2023