



School Committee Meeting Materials

**Salem Public Schools
Regular School
Committee Meeting**

December 16, 2019

7:00 pm

*Ms. Mary A. Manning
Mr. James M. Fleming
Ms. Kristine Wilson*



*Ms. Ana Nuncio
Mr. Manny Cruz
Ms. Amanda Campbell*

Mayor Kimberley Driscoll, Chair

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

December 12, 2019 (Date Posted)

REGULAR SCHOOL COMMITTEE MEETING ON DECEMBER 16, 2019

Notice is hereby given that the Salem School Committee will hold a Regular School Committee meeting on **Monday, December 16, 2019 at 7:00 p.m.** The meeting will be held in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

I. Call of Meeting to Order

II. Consent Agenda

- a. Minutes of the Regular School Committee meeting held November 18, 2019 (tabled on 12/2/19)
- b. Minutes of the Regular School Committee meeting held December 2, 2019
- c. Overnight Field Trip Request from the 24 Students of the Salem High School Harvard Model United Nations Delegation to Participate in a Four-Day Conference in Boston, MA, January 30, 2020 through February 2, 2020
- d. Overnight Field Triq Request for the Carlton Innovation School 5th graders to visit the Farm School in Athol, MA, in two separate groups from February 24, 2020 to February 26, 2020 and from February 26, 2020 to February 28, 2020
- e. Approval of Warrants: 12/5/19 in the amount of \$410,425.96

III. Approval of the Agenda

IV. Public Comment #1: Questions and Comments from the Audience

V. Student School Committee Representative Report – Jillian Flynn

VI. Superintendent’s Report – Kathleen Smith

- a. “Witch Mix” Student Activity Spotlight – Donna Ramsden, Faculty Advisor
- b. Update on High School Improvement and Redesign Plan – Dr. Samantha Meier, Interim Principal and SHS Team
- c. Update on 2019-20 Student Enrollment and Demographics – Parent Information Center (PIC) Team (Jill Conrad, Sayonara Reyes, Yari Acevedo, Alma Pimentel)

VII. Action Items: Old Business

- a. Deliberate and Vote on the Candidate Profile for the Superintendent of Schools

VIII. Action Items: New Business

- a. Deliberation and Vote on the Memorandum of Agreement between the Salem School Committee and the School Administrator's Association
- b. Request from the City of Salem Department of Public Works to install a fiberoptic network shelter on Salem High School Property

IX. Finance Report

- a. Budget Transfers

X. Policy Subcommittee

- a. Deliberation and Vote on the first reading of the recommendation of the Policy Subcommittee on the revisions to the following policies:

- 5102.03 Students Experiencing Homelessness
- 5204 Grading and Reports on Academic Progress
- 5206 Promotion, Retention, and Level Change
- 5207 Parent/Guardian Conferences
- 5208 Homework
- 5210 Home/Hospital Bound Instruction
- 5211 Home Schooling

XI. Subcommittee Reports

XII. School Committee Concerns and Resolutions

XIII. Public Comments #2: Questions and Comments from the Audience

XIV. Adjournment

Respectfully submitted by:

 Kathleen Smith
Superintendent of the Salem Public Schools

Salem School Committee
Meeting Minutes
Monday, November 18, 2019

A regular meeting of the Salem School Committee was held on Monday, November 18, 2019 at 7:00 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

Members Present: Ms. Mary Manning, Mr. James Fleming, Ms. Kristine Wilson, Ms. Ana Nuncio, Mr. Manny Cruz, Ms. Amanda Campbell, and Mayor Kimberley Driscoll

Members Absent: None

Others Present: Kathleen Smith, Interim Superintendent, Kate Carbone, Assistant Superintendent, Jill Conrad, Chief of Systems Strategy, and Jillian Flynn, Student Representative

Call of Meeting to Order

Ms. Manning called the regular meeting of the Salem School Committee to order at 7:00 p.m.

Consent Agenda

Minutes of the Regular School Committee meeting held November 4, 2019
Approval of Warrant: 11/14/19 in the amount of \$134,929.54

Mr. Fleming motioned to approve the Consent agenda. Mr. Cruz seconded the motion. The motion carried.

Approval of the Agenda

Mr. Fleming motioned to approve the agenda. Ms. Wilson seconded the motion. The motion carried.

Public Comment #1: Questions and Comments from the Audience

Erika Rowley, 11 Savoy Road, shared her concerns regarding the application process and communications to those who were not selected for the Salem Superintendent Search Committee. A copy of her written statement submitted for the minutes is attached.

Student School Committee Representative Report – Jillian Flynn

Student School Committee Representative Report

Ms. Jillian Flynn, Student Representative and Senior at Salem High School, provided updates on the Student Advisory Council. Ms. Flynn announced that their meetings are open to anyone and encouraged 9-12 grade students in the district to take part at their meetings. The next meeting is scheduled for Wednesday, November 20, 2019, from 5-7pm, at Salem Prep located on the 2nd floor of the Mall. Ms. Flynn announced the elected officers that was done at their previous meeting and shared what they would be working on. Ms. Flynn thanked the School Committee for approving refreshments at their meetings. Their meeting with food services is scheduled for this Wednesday. Ms. Flynn thanked the Mayor for her support last year on the tennis courts. They are starting to see the plan evolve. Ms. Flynn provided updates on the Salem High and other High Schools in the district. A student council meeting will be held on November 19, 2019 discuss bathrooms at Salem High School. The Fall Convening Future Student's night will be held this Thursday from 6-8pm at Salem High School and is open to anyone who attends the Salem High School and may be interested.

Superintendent's Report

Everyone joined Superintendent Smith in a moment of silence in honor of Lieutenant Jason Menard, Worcester, Massachusetts firefighter, his family and all professional firefighters. Superintendent Smith reported on what is happening in the district. Salem High School standard based report cards were distributed today. Superintendent Smith reported the importance of holding parent-teacher conferences at Salem High School on Mondays and urged all families to attend. Dr. Smith informed everyone of the next School Committee retreat they plan to schedule for mid December, provided an

update on the process of the Innovation Planning Committee, and other updates of what is happening in the district. Superintendent Smith reminded the School Committee of her presentation before the City Council this Thursday evening and invited the members to join her.

Recognition of Laura Abutaleb, Paraprofessional at Carlton Innovation School

Superintendent Smith welcomed Principal Bethann Jellison, Carlton Innovation School, to share what they experienced last Tuesday at the school. Ms. Jellison explained the quick actions of Laura Abutaleb, Paraprofessional at Carlton Innovation School, to save a student's life from choking. Ms. Abutaleb's immediate actions helped the boy survive. Superintendent Smith, Principal Bethann Jellison, Mr. Fleming, and the School Committee recognized and thanked Ms. Abutaleb.

Update on the Superintendent Search Process

Mayor Driscoll provided an update on the Superintendent search process as well as the progress of the Superintendent Search Subcommittee. First, she identified the members of the subcommittee and named them according to the category they each represent. While these members were approved in October, the names had not been read out loud for the committee. Members include: **Parents:** Kathleen Coates, Heidi Guarino, and Jason Yarrington; **Youth Program Community Member:** Linda Saris; **SPS Administrator:** Emily Ullman; **SPS Faculty:** Jamie Navins, Ann Berman; **ELL Representative:** Perla Peguero; **Special Education Representative:** Gail Titus; **Student Representative:** Mustafa Abdulrahman; **Community Member at Large:** Grace Duran; **Salem State Representative:** Dr. Nicole Harris; **School Committee Representatives:** Manny Cruz, Mary Manning, and Mayor Kim Driscoll. The information is also on the www.salemk12.org website, under 'News' and 'What's New.'

Mayor Driscoll explained that the School Committee had agreed on the importance of having a search committee that reflected the diversity of the Salem community. This was the goal. The Mayor also explained that there were more applications to serve on the search committee from some of the categories and in other categories there were no applicants. This meant that outreach efforts were necessary to identify potential search committee members to serve within the different representative groups as well as efforts to ensure that the overall committee reflected the diversity of Salem. Mr. Fleming inquired as to how the student representative was selected. Mr. Cruz provided an explanation that he had reached out to one of the Student Advisors to identify some interested students and also that at the time, the formal Student Advisory Council had not yet been fully formed. Mayor Driscoll added that previous to this no students had applied to serve on the committee.

Mayor Driscoll shared that while not everyone who expressed interest was able to be selected for the search committee, there were multiple ways that everyone can contribute and participate in this process, including several focus groups that are planned, an online survey, as well as upcoming forums. At the end of the day, the search committee that was selected is a well rounded group that does reflect the diversity of the City and she is pleased with this as this was their goal from the beginning.

Mayor Driscoll further stated that the screening committee held its first meeting on October 24, 2019. The search consultants will bring feedback from the focus groups and online survey to them as they finalize the candidate profile during their next meeting on December 12th. The final candidate profile will be shared with the School Committee during its meeting on December 16th.

Update on the Progress of Former Students of the Nathaniel Bowditch School

Superintendent Smith provided a brief summary on the background and history of the closing of the former Nathaniel Bowditch school and invited Dr. Jill Conrad to report on the academic progress of the former Nathaniel Bowditch students. Dr. Conrad summarized the current enrollment of those students who previously attended the Nathaniel Bowditch school and shared MCAS and other data comparing their learning outcomes in 2019 to what they had been in 2018 when they were still enrolled there. The results showed positive gains in ELA, Math, and Science for the group of students as a whole. These gains were consistent across all grade levels except for grades 6 and 7.

School climate results were also positive except for these grades. School Attendance data also show trends that mirror the rest of the district.

Discussion

Mr. Fleming requested a more detailed analysis of information that show how the gains reported for this year compare to the rate of increase they had in 2018, while the students were at the former Nathaniel Bowditch school. Ms. Campbell echoed Mr. Fleming's request.

Action Items: Old Business

Deliberation and Vote on the request from Northeast Burn Basketball Skills and Drills to use the Bates Elementary School gym on Thursday nights and fee waiver

Discussion

Mr. Fleming reported that the Buildings and Grounds Subcommittee met. The original request submitted on November 4 was not waived, because it was not submitted on time and further details for insight are needed. Buildings and Grounds Subcommittee members' recommendation is to waive the fees going forward, subject to meeting with Loren Green of the Bates Elementary School for further information; clarify questions for the Buildings and Grounds Subcommittee. The motion would be pending further details and clarification.

Mr. Fleming motioned to waive the fees conditionally going forward, subject to meeting with Loren Green and Buildings and Grounds Subcommittee may be willing to reconsider initial charges. Ms. Manning seconded the motion. The motion carried. Members unanimously agreed.

Action Items: New Business – None

Policy Subcommittee

Deliberation and Vote on the Second Reading of the recommendation of the Policy Subcommittee on the revisions to the following policies:

- 5201 Organization of Instruction
- 5201.01 Instructional Materials
- 5203 Academic Program
- 5212.01 Equal Educational Access and Opportunity
- 5214 Waiver of Graduation Course Requirements
- 5215 Student Records

Ms. Nuncio motioned to approve the Second Reading of the recommendation of the Policy Subcommittee on the revisions to the policies as listed on the agenda. Ms. Campbell seconded the motion. The motion carried.

Subcommittee Reports

Mr. Fleming reported that the Buildings and Grounds Subcommittee instructed Mr. Monk to draw up an explanation of the process and be distributed to the leadership team and others who have any responsibility relative to asking for use of the facilities. The Subcommittee will soon be reviewing the fees of the new contract that includes higher wages for school personnel.

Mr. Fleming reported that the School Committee were not made aware of a run event at the High School for the St. Pierre family. Mr. Fleming requested to refer the matter to the next Buildings and Grounds Subcommittee to discuss waiving the fees retroactively. Mr. Cruz seconded the motion. The motion carried.

School Committee Concerns and Resolutions

Mr. Fleming reminded everyone about the Salem Children's Charity fundraiser event at the Hawthorne Hotel (18 Washington Square W, Salem) on Tuesday, December 10, 2019 at 5pm.

Ms. Campbell reminded School Committee members on their agreement to receive quarterly updates on enrollment demographics for each of the Salem schools to ensure they are well within their targets and hopes to receive the next update report due in December.

Recognition and Thank You for Angelica Alayon, School Committee Secretary

School Committee members recognized and thanked Angelica Alayon, School Committee Secretary, for her work, consistent cheerfulness, smile, and personal touch.

Public Comment #2: Questions and Comments from the Audience - None

Adjournment

There being no further business to come before the School Committee this evening, Ms. Campbell motioned to adjourn the regular School Committee meeting. Mr. Fleming seconded the motion. The meeting was adjourned at 8:47pm.

Respectfully submitted by:

Angelica Alayon, Secretary to the
Salem School Committee

Meeting Materials and Reports

School Committee Consent Agenda November 18, 2019
Minutes of the November 4, 2019 Regular School Committee Meeting
Former NBS Academic Progress Student Report Presentation
Use and Fee Waiver Request of the Bates Elementary School Gym
Policies
Written statement submitted by Erika Rowley

Salem School Committee
Meeting Minutes
Monday, December 2, 2019

A regular meeting of the Salem School Committee was held on Monday, December 2, 2019 at 7:00 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

Members Present: Ms. Mary Manning, Ms. Kristine Wilson, Ms. Ana Nuncio, Mr. Manny Cruz, Ms. Amanda Campbell, and Mayor Kimberley Driscoll

Members Absent: Mr. James Fleming

Others Present: Kathleen Smith, Interim Superintendent, Kate Carbone, Assistant Superintendent, Jill Conrad, Chief of Systems Strategy, and Stella Rowley, Student Representative (attending in place of Jillian Flynn)

Call of Meeting to Order

Ms. Manning called the regular meeting of the Salem School Committee to order at 7:10 p.m.

Consent Agenda

Ms. Manning moved to table approval of the Minutes from the 11/18/19 meeting. Mayor Driscoll entertained a motion to approve the Consent Agenda as amended. Mr. Cruz seconded the motion. The motion carried. The consent agenda item – approval of a warrant on 11/14/19 in the amount of \$134,929.54 was approved.

Approval of the Agenda

Mr. Cruz motioned to approve the agenda. Ms. Wilson seconded the motion. The motion carried.

Before moving to public comment, the Mayor asked for a moment of silent to honor those lost by our neighboring school district in Peabody: Cara Murtagh, Superintendent, Judith Maniatis, Assistant Principal, and student, Jackson Frechette. In addition, Mayor Driscoll asked for a moment of silence to recognize a longtime Salem Public Schools teacher, Annette Coscover.

Public Comment #1: Questions and Comments from the Audience

Dr. Brendan Walsh, 5 West Terrace St., spoke to promote the annual Salem Children’s Charity event to be held on December 10, 2019 at the Hawthorne Hotel at 6pm. He also shared a mailing address to which donations can be sent: PO Box 102, Salem, MA 01970 or . The Children’s Charity is known for quickly helping families in need without a lot of red tape or at www.salemchildrenscharity.org. Dr. Walsh also spoke positively and shared memories about Ms. Coscover (Annette). Finally, looking ahead to budget time knowing that the legislature just made a significant change to education funding, Dr. Walsh implored School Committee members to find a way to support early childhood education.

Erika Rowley of 11 Savoy Road spoke about the Superintendent search process stating that she watched the last School Committee meeting and heard the discussion about the selection of search committee members after she left. She stated that she understands the need to take steps to recruit a more diverse group of people to serve on the committee, but they should have been asked to submit a Letter of Intent as the others had been required to. Her concern was focused on ensuring that the School Committee follows its own systems and procedures in hiring procedures as well as the need to promote trust and transparency.

Alexa Ogno of 180A Federal Street with the Salem Education Foundation spoke about the 30 applications from SPS teachers and were able to fund 24 of the projects, everything from a greenhouse project at Horace Mann, the Collins Math Team, a mural at the Salem High School library, and so on. If you would like to help fund more projects in the future, the Salem Education Foundation is hosting some fundraising events this month including a Charlie Brown Christmas jazz trio on the evening of 12/14 (for adults) and

a kids' show on Sunday 12/15. This will be located at Studio Foley, 90 Lafayette Street. Visit www.salemeducationfoundation.org for more information.

Student School Committee Representative Report – Jillian Flynn

Student School Committee Representative Report

Ms. Stella Rowley, Vice Chair of the Student Advisory Committee filled in for Jillian Flynn. Ms. Rowley summarized efforts the Student Advisory Council had taken to increase opportunities for student voice as part of the Superintendent search process including requesting another forum for students and extending the deadline for the survey. The group requests that the student forum take place around 6pm so they can get the biggest group possible. Students at SHS will take the survey this Friday during their advisories. Filming school news to spread the word about the SAC. Had a recent meeting with the Superintendent to discuss and better understand the role of the Superintendent. Ms. Rowley shared the group's Instagram page which is:

@salemsstudentadvisorycouncil. She stated that the group is working on a presentation for the Buildings & Grounds Subcommittee to address concerns about the Salem High School bathrooms. Students have been actively gathering feedback to identify ways to improve the bathrooms. In addition, she provided an overview of upcoming events including the start of Winter Sports, Councilor Tom Feury's retirement party, and the Salem High School craft fair, climate change assembly on December 18th, a Festival of Trees fundraiser will be held on 12/13 and 12/14 in support of the Class of 2023.

Ms. Manning asked about the statement that none of the bathrooms at the high school had been renovated stating that she recalled that some of them were renovated in the mid 2000s as part of an earlier project.

Superintendent's Report

Superintendent Smith shared her memories of Superintendent Cara Murtagh and reiterated the loss to the community. She also described the ways in which her administration has supported Peabody during this difficult time. She asked a team of School Adjustment Counselors and School Psychologists to go to Peabody to support them through this time. Superintendent Smith stated her support for the efforts of the Salem Children's Charity and the Salem Education Foundation. She also shared her efforts to meet with the Student Advisory Council members recently as well and discussed her commitment to spending time at the high school with the students to help them better understand the role of the Superintendent. The student forum that was to be held on December 3rd will be canceled due to the snow storm and instead there will be one on Monday December 9th.

Superintendent Smith also shared information about a ceremony she attended at the Carlton School to honor Charlie Walsh with a plaque. The Superintendent invited Ann Berman, President of the Salem Teachers Union to speak about a donation the STU received from the American Federation of Teachers, MA for the First Books program.

Recognition of the Salem Teachers Union for their First Book Grant Award

Ann Berman, President of the Salem Teachers Union shared information about how they were able to receive money to support the First Books program. There was a total of \$50,000 (half from the AFT-MA and half from the AFT National) that would be split across six districts: Boston, Chelsea, Lawrence, Lynn, Lowell, and Salem. The money will be used to directly support 1000 new teachers in those districts to purchase books for their classroom libraries that will help spark students' interest in reading. After this money was spent, the STU was notified that they had \$2,500 leftover that needed to be spent quickly. Ms. Berman decided to use the money to purchase books for every Grade 1 and 2 student in Salem with the remainder of the funds to support libraries in the district's middle and high schools. A total of 890 books were ordered and should be in students' hands before they go home for the holiday break.

Update on Student Assignment for the Bentley School and for the new Dual Language Program to be located at the Bentley School

Superintendent Smith asked Dr. Jill Conrad to provide an update on the Superintendent's recommended student assignment procedures for the Bentley School as well as for the new Dual Language Program to be located at the Bentley School beginning in the Fall of 2020. Dr. Conrad summarized the recommendation that was developed in collaboration with Rebecca Westlake, Director of Bilingual Education, who will be overseeing the Dual Language program. Ms. Westlake was not present at the meeting due to the snow storm. The recommendation included: 1) having assignments to the Bentley school fall under the district's student assignment policy beginning in the Fall 2020; 2) a plan to allow incoming Kindergarteners to opt-in to a series of lotteries aligned to the timing of the kindergarten registration deadlines and segmented by three different language learning groups, based on the results of each applicant's language evaluation results; and 3) to adjust the deadline for the Batch 2 Kindergarten applications to June 15th allowing more time for language evaluations and finalizing assignments. Up to six (6) seats will be reserved for incoming Kindergarteners who are siblings of currently enrolled Bentley students. Bentley families will still have sibling priority at the Bentley school itself as well. To exercise this sibling priority, Bentley families must apply by February 20th, which aligns to the sibling priority deadline for the rest of the district. For the dual language program, the recommendation is to try this approach to assignment for one year as a pilot allowing the administration and School Committee time to assess how this goes before revising the student assignment policy itself.

Discussion

Mayor Driscoll asked a question to clarify the sibling preference opportunity for existing Bentley families. She also asked Dr. Conrad to find out how many incoming Kindergarten siblings we expect for this coming year. Dr. Conrad will follow up on that. Ms. Nuncio asked if School Committee members would be informed about where language evaluations and other outreach efforts in the community would be taking place. Dr. Conrad said she would bring back the location of those evaluations and also a schedule.

Salem High School Update and Redesign Plan

Superintendent Smith asked that this item be tabled for tonight as the members of the high school team were allowed to travel to their homes due to the snow storm. This presentation will be given at the next meeting on December 16th

Additional Items

Superintendent Smith summarized her history working on the landmark school finance legislation just passed and shared her hopes in how this new money will make a large difference for children throughout the state. She thanked everyone who worked so diligently on making this legislation a reality.

In addition, Superintendent Smith shared her experience presenting before the Salem City Council on November 21st. Her focus was to share the wonderful things happening in the district as well as some of the challenges as we need all representatives in government as partners to improve the schools. Lastly, Superintendent Smith recounted her experience during the traditional "Bridging the Gap" ceremony on the bridge between Salem and Beverly prior to the football game. The Superintendent also attended the Thanksgiving football game and enjoyed the experience.

The Superintendent also recently visited Witchcraft Heights Elementary School to take part in a Project Bread initiative. They came to present an award to Kelly Cronin and to support the Breakfast in the Classroom program.

Discussion

Mayor Driscoll asked the Superintendent to summarize the high school redesign forums that took place recently through Mass Ideas. Superintendent Smith shared and summarized her experience at those forums that engage stakeholders in thinking about problems of practice that everyone can collaborate to solve. Ms. Rowley asked when this event took place as well as how the students who

participated were selected. Mayor Driscoll said it was a broad cross-section of students from different grade levels but wasn't sure how the opportunity was communicated across the school.

Action Items: Old Business

Deliberate and Vote on the Recommendation of the Buildings and Grounds Subcommittee regarding the Fee Waiver Request for the November 16th “Be Brave and Strong” Road Race Fundraiser for the Dana Farber Cancer Research Foundation and St. Pierre Family

Ms. Manning moved to approve the fee waiver. Ms. Wilson seconded the motion. The motion carried.

Action Items: New Business – None

Deliberation and Vote on the Superintendent’s Recommendation Regarding Student Assignment to the Bentley School for 2020-21

Mr. Cruz moved to approve the Superintendent’s recommendation regarding student assignment to the Bentley School for 2020-21. Ms. Wilson seconded the motion. The motion carried.

Deliberation and Vote on the Superintendent’s Recommendation Regarding the Student Assignment Procedures for the first year (2020-21) of the new Dual Language Program (to be located within the Bentley School)

Ms. Manning moved to approve the Superintendent’s recommendation regarding the student assignment procedures for the first year of the new Dual Language Program. Mr. Cruz seconded the motion. The motion carried.

Deliberation and Vote on Superintendent’s Recommendation to Rely on the Superintendent to serve as the temporary Secretary to the School Committee

Ms. Manning moved to rely on the Superintendent to serve as the temporary Secretary to the School Committee. Ms. Wilson seconded the motion. The motion carried.

Policy Subcommittee

Deliberation and Vote on the Third Reading of the recommendation of the Policy Subcommittee on the revisions to the following policies:

- 5201 Organization of Instruction
- 5201.01 Instructional Materials
- 5203 Academic Program
- 5212.01 Equal Educational Access and Opportunity
- 5214 Waiver of Graduation Course Requirements
- 5215 Student Records

Ms. Manning motioned to approve the Third Reading of the recommendation of the Policy Subcommittee on the revisions to the policies as listed on the agenda. Ms. Wilson seconded the motion. The motion carried.

Subcommittee Reports

Mr. Cruz moved to refer the discussion on the Salem High School bathrooms to the Buildings and Grounds Subcommittee. Ms. Nuncio seconded the motion. The motion carried.

School Committee Concerns and Resolutions

Ms. Manning asked that the Committee schedule a discussion on the ERS report as soon as possible.

Ms. Campbell stated that one of the issues that seems to come up a lot is exactly how students are identified and recruited to take part in different opportunities for student voice in the district. Ms. Campbell suggested that perhaps the Equity and Engagement subcommittee could be a good place to discuss this. Mayor Driscoll suggested beginning with discussing the matter with the SHS principal. Ms. Campbell pointed out that it applies to all schools not just the high school.

Public Comment #2: Questions and Comments from the Audience – None

Erika Rowley of 11 Savoy Road, noticed that the agendas are up for the Bentley innovation planning process but no minutes have been posted. This seems to be another system that is not being followed. In addition, the redesign grant for Mass Ideas. As part of the high school council and they did not hear anything about this. Ms. Rowley wondered why none of the established groups were contacted regarding the Mass Ideas forum.

Alexa Ogno of 180A Federal Street commented on the Dual Language student assignment policy. She stated that she likes the idea that they will be holding back some of the seats for different students as part of the effort and wondered if that is something that should be considered for the general student assignment policy.

Adjournment

There being no further business to come before the School Committee this evening, Ms. Manning motioned to adjourn the regular School Committee meeting. Ms. Campbell seconded the motion. The meeting was adjourned at 8:14pm.

Respectfully submitted by:

Superintendent, Secretary to the
Salem School Committee

Meeting Materials and Reports

School Committee Consent Agenda December 2, 2019

Superintendent's Recommendation for Student Assignment to the Bentley School and to the Dual Language Program

Fee Waiver Request for the November 16th Be Brave and Strong Road Race at Salem High School
Policies for 3rd Reading

MEMORANDUM

RECEIVED

DEC 09 2019

S.P.S.
Supt.'s Office

To: Kathleen A. Smith, J.D., Superintendent of Schools
From: Dr. Samantha Meier, Salem High School Principal
Date: December 4, 2019
Re: Harvard Model United Nations, 2020 Conference

This is to recommend the Salem High School Harvard Model United Nations Delegation be given permission to participate in the four-day conference in Boston, MA. This trip will take place from Thursday January 30 to Sunday February 2, 2020. Advisors/Chaperones, Andrew Bub and Amy Selvaggio are both Salem High School teachers.

The delegation will stay at the Sheraton Boston Hotel. Cost of the trip is \$357.00 per student. They will travel by LBK transportation and the driver will have a CORI. A list of students attending and most recent itinerary are enclosed. The students have planned several fundraisers to defray the cost, and 9 of the 24 students attending have received a partial scholarship from Harvard.

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.

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	Salem High School	Date of Request	Date of Field Trip	
Coordinator	Amy Selvaggio x 65307	12/4/19	1/30 - 2/2 2020	
Coordinator Contact Info	Phone: 978 771 9560 Email: aselvaggio@salem.k12.or	Total Number of Students	Departure Time	Return Time
Grade Level(s)	9-12	24		
Destination <small>Please identify that place AND the specific location and address for the trip.</small>	Sheraton Boston (accommodation & conference) Marriott Cooley Place (conference)	Location and Duration		
		<input type="checkbox"/> Local trip within Salem/North Shore <input checked="" type="checkbox"/> In-state - within MA <input type="checkbox"/> Out of state - travel to another state <input type="checkbox"/> Within the normal school day <input checked="" type="checkbox"/> Beyond normal school hours <input checked="" type="checkbox"/> Overnight trip		

II. Learning and Accessibility	
Instructional Alignment <input checked="" type="checkbox"/> Alignment: The trip is aligned to standards <input checked="" type="checkbox"/> Preparation Plan: Students will be prepared for trip <input type="checkbox"/> Post-Trip Plan: Students will synthesize learning <u>Comments:</u> This is an extra-curricular team	Accessibility and Inclusion for All Students <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 <u>Comments:</u> This is an extra-curricular team

III. School Nurse Review and Approval (School Nurse Signature Required)		
Has the school nurse been notified of this field trip?	Has the roster of students been shared and any medical concerns reviewed?	Will an on-site nurse be needed for this field trip?
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No *will need
School Nurse Signature: R. Likins RN		Date: 12/5/19 to complete overnight for

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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No How many? _____
<u>Comments:</u>		

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? LBK BUS	<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 type="checkbox"/> Yes <input checked="" 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:	Date: 12/6/19

Field Trip Title	Harvard Model United Nations, 2020 conference
Field Trip Location	Sheraton Boston (accomodations and conference) and Marriott Copley Place (conference)

Teacher's Name and Class	Andrew Bub & Amy Selvaggio, HMUN advisors		
Date of Trip	Thursday January 30- Sunday February 2, 2020	Departure Time	1/30 10:30 am
		Return Time	2/2 1:30 pm

Administrator's Approval		Date of Approval	
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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 Teacher's signature	E Block Teacher's signature
B Block Teacher's signature	F Block Teacher's signature
C Block Teacher's signature	G Block Teacher's signature
D Block Teacher's signature	H Block Teacher's signature



Transportation Permission Slip

I _____ give my son/daughter _____
Name of Parent/Guardian Student's Name

Permission to attend field trip/event/program Harvard Model UN, 2020 Conference
Name of the event/program

On date: Thurs. Jan 30 - Sun Feb 2 at time: 11:30 - 2/2
12:30am - 1:30pm which takes place at

The following location: Boston Sheraton & Marriott Copley

I understand that the Salem School Department will/ will not (circle one) provide transportation to and from this event. In the event that transportation is not being provided by the Salem School Department or if the parent or guardian prefers that the student drive or be driven in a private vehicle to and from this event, a separate vehicle permission slip (below) must be completed. In granting my permission for my child to attend this program, I understand that the Salem School Department shall not be liable for any injuries or damages sustained as a result of the student's participation in this program.

Signature of Parent/Guardian Date

Signature of Student if 18 or older

.....
PERMISSION FOR TRANSPORTATION IN A PRIVATE VEHICLE

My child: _____ has my permission to drive his/her vehicle

To and from _____ or to be transported by a fellow

Student or the instructor in a private vehicle. I understand that transportation home from this Location will/will not (circle one) be provided for those who are not otherwise driving their own Vehicles, and that my child will need to be picked up at this location at _____

I further understand that the Salem School Department shall not be liable for any injuries or damages Sustained as a result of these transportation arrangements.

Parent/Guardian's Signature Date

**Salem High School
Harvard Model United Nations
Memo**

To: Dr. Samantha Meier, Principal, Salem High School; Kathleen A. Smith, J.D., Superintendent, Salem Public Schools; Members of the Salem School Committee

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

Date: December 4, 2019

Topic: Attending the Harvard Model United Nations Conference at the Boston Sheraton Hotel, January 30- February 2, 2020

Participating in Harvard Model Congress (HMC) over February vacation was an honored tradition at Salem High School for over two decades. Last May, advisors Andrew Bub and Amy Selvaggio applied for and were granted a 24-person delegation to participate in Harvard Model United Nations (HMUN), a decidedly more competitive experience.

Harvard Model United Nations is an exciting opportunity for young leaders to debate the most pressing issues of the day and to draft innovative, creative solutions. At HMUN, delegates gain insight into the workings of the United Nations and the dynamics of international relations by assuming the roles of world leaders and international decision makers. Delegates dialogue on a range of complex issues, including international peace and security, and economic and social progress.

In 1927, Harvard held its first annual model League of Nations, followed by the first model United Nations conference in 1953. Run by a staff of Harvard undergraduates and overseen by prestigious faculty members, HMUN is one of the premiere UN simulations, attracting high school students from across the U.S. and, at last year's conference, from a total of 57 nations, worldwide. Harvard has also expanded this immersive experience to include conferences in China, India, and Dubai. HMUN is truly a living lesson in diplomacy both in and out of committee.

Students are expected to maximize their experience at HMUN by thoroughly researching their assigned country, committee, and topic. Leading up to the conference, students will be expected to meet with faculty advisors, Selvaggio and Bub, to research roles on various committees including the Futuristic General Assembly, World Health Organization (WHO), North Atlantic Treaty Organization; NATO, and Human Rights Council, just to name a few. Additionally, within their committees, students will be expected to become experts on a range of specialized topics such as the Israel/Palestine conflict, access to healthcare for displaced persons, the economic impact of climate change, etc.

After an initial research period, students are expected to write position papers as a final preparation for the conference where they put their research and debate skills to the test in a four day simulation of the United Nations. Additionally, they must confront the unique challenges of representing Spain at the 2020 conference, adding a layer of complexity to the research, and debate processes.

This year, HMUN will take place Thursday January 30 through Sunday February 2, 2020. Most students have been busy fundraising to help cover the cost of the trip (\$80.00 Harvard Delegate Fee, \$277.00 for the hotel, plus spending money for food). Additionally, Harvard has selected nine of our twenty-four students as recipients of partial financial aid scholarships.

As the co-advisors of Harvard Model United Nations, we ask that the students be allowed to attend the HMUN conference. Participation in HMUN will help instill an appreciation for and understanding of international diplomacy and the need for democratic processes throughout the world. In the current political climate, it is more important than ever to foster new generations to break the cycle of party politics and single nation interests. Research and debate on current world crises allows students to engage with a more global perspective and encourages leadership skills in their immediate communities.

Thank you for your time and consideration,

**Andrew S. Bub & Amy K. Selvaggio
Advisors, Harvard Model UN
Salem High School, Salem MA**

The Salem Public Schools Carlton Innovation School

Bethann Jellison, Principal
Lauren Weaver, Assistant Principal
10 Skerry Street, Salem, MA 01970

Email: bjellison@salemk12.org
lweaver@salemk12.org
Tel: (978) 740-1280 Fax (978) 740-1283

To: Salem School Committee

From: Bethann Jellison, Principal

Date: December 12, 2019

Re: 5th Grade Field Trip to The Farm School

We would like to request permission to send our 5th grade students to The Farm School, in Athol, MA, in two separate groups from February 24, 2020 to February 26, 2020 and from February 26, 2020 to February 28, 2020. This is a highly regarded program and will provide an authentic and shared farm experience for our students. Carlton teachers will have the opportunity to directly co-plan many of the sessions with the farm school staff in all content areas.

A few of the Content Areas that will be addressed:

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

Curriculum and instruction will be tailored to our instructional goals and build upon our school values of curiosity, community and effort in an entirely new context. We are very excited about this opportunity and would love for our fifth-grade students to be able to participate.

The Farm School uses a sliding scale for tuition. Based on our percentage of free/reduced lunch, they will be charging us a reduced rate of \$69.00 per student. Our school budget includes some of the tuition for the trip and our PTO has set aside money to pay for any the additional cost for the trip in addition to coats, boots, jackets, etc. that students may need to participate. As always, our families will not be asked to pay for this or any other field trip at Carlton.

The Carlton nurse has approved this field trip.

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

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

Thank you,

Bethann Jellison, Principal

Salem Public Schools
Salem, Massachusetts
Field Trip Form

Information

Name of School: Carlton Innovation School

Name of Organization/Activity: The Farm School

Contact Person: Bethann Jellison and/or Jessica Eveleth

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

Trip Dates: Dates of Departure: February 24 and 26, 2020 Date of Return: February 26, 2018 and February 28, 2020

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

Number of Students Participating: +/- 50

Total Number of Chaperones: +/-: 2 Teachers each visit

Accommodations

Hotel/Facility Name, Address, and Telephone Number:

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

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

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

Based on double occupancy N/A

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

Preferred Method of Transportation

Bus: X Cost: \$ 1,360

Name of Bus Company: Salter Transportation

Address: 196 Scotland Road, Newbury, MA 01951

Telephone #: (978) 462-6433

Airline: Cost:

Name of Airline:

Address:

Telephone #:

Train: Cost:

Name of Company:

Address:

Telephone #:

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

Fundraising Planned: Yes, Fundraising will be used to pay for supplies needed.

Comments/Additional Information:

Please see attached documentation

ools at the Farm S

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

OVERVIEW FARMWORK FARMER'S DAY STAFF REWARDS

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

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



Visiting Schools at the Farm School

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

OVERVIEW FARMWORK FARMER'S DAY STAFF REWARDS

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



Generic Schedule - 2019-20 (Schedule Subject To Minor Changes)

Day 1 Getting to Know the Farm

- 10:30 Welcome, settle into the bunk rooms, get cups and nametags
- 10:45 Opening Circle
- 11:15 Farm Explore Tour ; Visiting Staff Meeting
- 12:00 Lunch (students bring from home)
- 2:30 Games
- 1:00 Farm Work: Barn, Garden, Forest
- 4:00 Snack / Free Time
- 5:00 Chores
- 6:15 Dinner and clean-up
- 7:15 Evening Activity
- 8:15 Quiet Evening Routine

Day 2 Working the Land

- 6:15 Wake-up
- 6:30 Chores
- 7:30 Breakfast/Clean-up
- 8:15 Yoga
- 9:00 Community Meeting
- 9:15 Farm Work groups rotate
- 10:15 Snack
- 10:30 Back to same Farm Work
- 11:30 Options Intro
- 12:00 Lunch and clean up
- 1:00 Class
- 2:15 Options
- 3:45 Snack/Free Time
- 5:00 Chores
- 6:00 Dinner and clean-up
- 7:00 Evening Activity
- 8:00 Quiet Evening Routine Day

Day 3 Farmers Now!

- 6:15 Wake-up
- 6:30 Chores
- 7:30 Breakfast and clean-up
- 8:00 Pack and clean- bags out front
- 8:45 Farm Work Rotate
- 10:00 Closing Circle
- 10:30 Clamber on Bus - Goodbye!

Field Trip Request Form - Salem Public Schools

Last Updated June 7, 2017

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

I. General Information				
Name of School	Carlton Innovation School	Date of Request	Date of Field Trip	
Coordinator	Bethann Sellison	12/12/19	2-24-19 - 2-26-19	2-26-19 - 2-28-19
Coordinator Contact Info	Phone: 978-740-1280 Email: bjellison@salemk12.org	Total Number of Students	Departure Time	Return Time
Grade Level(s)	5 th Grade	48	8:30 am	1:00 pm
Destination <small>Please identify that place AND the specific location and address for the trip.</small>	Farm School 488 Moore Hill Rd. Athol, MA 01331	Location and Duration		
		<input type="checkbox"/> Local trip within Salem/North Shore <input checked="" type="checkbox"/> In-state - within MA <input type="checkbox"/> Out of state - travel to another state <input type="checkbox"/> Within the normal school day <input checked="" type="checkbox"/> Beyond normal school hours <input checked="" type="checkbox"/> Overnight trip		

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

III. School Nurse Review and Approval (School Nurse Signature Required)		
Has the school nurse been notified of this field trip?	Has the roster of students been shared and any medical concerns reviewed?	Will an on-site nurse be needed for this field trip?
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
School Nurse Signature: <i>Natalie Pavia</i>		Date: <i>12-12-19</i>

IV. Food Services		
Has the school's cafeteria manager been notified of this field trip?	Will the students be eating lunch at the school on the date(s) of the trip?	Are you requesting any bag lunches or other food for this trip?
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No How many? _____
Comments: <i>Spoke with Mrs. Ryan. She and I will work out details as date gets closer.</i>		<i>lunch there</i>

V. Transportation (Please fax all SPS bus transportation requests to 978-825-5542)		
What is the means of transportation you will need for this trip?	<input type="checkbox"/> SPS Bus (local destinations only) <input checked="" type="checkbox"/> Private vendor (you arrange on own) <input type="checkbox"/> Specialized transportation needed	<input type="checkbox"/> Public transportation <input type="checkbox"/> Walking <input type="checkbox"/> Other: _____
If SPS Bus needed, please specify the following information:	Pick Up Time: <i>8:30 am</i> Pick Up Location: <i>Carlton</i>	Return Time: <i>1:00 pm</i> Return Location: <i>Carlton</i>

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

VI. Principal Review and Approval (Required for ALL Field Trips)	
School Principal Signature: <i>Bethann Sellison</i>	Date: <i>12-12-19</i>

MEMORANDUM OF AGREEMENT

between the

SALEM ADMINISTRATORS' ASSOCIATION

and the

SALEM SCHOOL COMMITTEE

The Salem Administrators Association (hereinafter "SAA" or "Association") and the Salem School Committee (hereinafter "the Committee"), pursuant to an agreement reached by their respective bargaining representatives on November 13, 2019, do hereby mutually agree to a collective bargaining agreement to succeed their 2016-2019 collective bargaining agreement ("CBA") with the same terms as those set forth in the aforesaid CBA with modifications set forth below:

Article I B. - Jurisdiction

Add the following sentence to this clause:

Any time an Association bargaining unit position is filled or, for any reason, vacated (i.e. resignation, retirement, etc.), the Association shall be notified within five business days of each affected person's name, job title, and, for new hires, contact information. (The School Committee's obligations under this clause are understood by the parties to supplement, not limit, its obligations under M.G.L. c. 150E, §5A, which became effective on September 23, 2019.)

Article I - Official List of Association Representatives

Move Article IX D to Article I as a new subsection of Article I.

Article III A.(3) a.) - Educational Incentive Program

The language of this clause needs to be corrected to accurately reflect the current tiers of educational incentive: "M+30" and "CAGS/M+60"

Article III A - New subsection (4) - Extended Day Stipend

Add the following subsection (4) to Article III A.:

(4) Effective retroactive to July 1, 2019, for the following schools whose student day is currently greater than six and a half hours, the Assistant Principals shall receive the following

annual differential, which specified amount shall be incorporated into the employee's regular pay:

1. Collins: \$5000
2. Saltonstall: \$2000

The Parties further agree that should the Committee seek to extend the student day at any other school in the District during the life of this contract, the Committee will provide notice and an opportunity to bargain.

Article III A. - Administrative Salaries (see Appendix A)

July 1, 2019: 2.50%
July 1, 2020: 2.50%
July 1, 2021: 2.50%

Article III (E) Severance Pay:

E. Severance Pay

On the retirement or death of a member of this Bargaining Unit, who has been continuously employed as either a teacher or an Administrator prior to September 1, 2000, payment for accumulated sick leave will be made to the member or his/her estate up to a total of eighty (80) days calculated on a per diem rate based upon a full time work year.

On the retirement or death of a member who has been employed on or after September 1, 2000, payment for accumulated sick leave will be made to the member or his/her estate up to a total of forty (40) days.

To be eligible for this payment, excepting for unforeseen circumstances, notice of intent to retire must be provided the Superintendent no later than December 1 of the previous calendar year to the effective date of retirement.

For the purpose of this section, the word "retirement" is defined as "being an employee who is eligible for and receiving benefits in accordance with the rules and regulations of the state teachers and or local contributory retirement system". Proof of receiving benefits, by means of a copy of the initial retirement check, shall be submitted to the Superintendent of Schools, prior to the payment of benefits provided for by this section.

Employees hired on or after January 1, 2020 shall not be eligible for any severance pay as described above.

Article IV. H. - Longevity

Longevity shall be paid as follows in a lump sum, if possible in a separate check, during the first pay period of December. If one check is issued including both regular payroll and longevity, it shall be taxed as two separate checks.

<u>Years of Service</u>	<u>Payment</u>
11	\$1650.00
9	\$1350.00
7	\$1050.00
5	\$750.00
3	\$300.00

NEW:

For any administrator who had **six (6)** or more years in the Salem Teachers Union and moves **and/or moved** directly from a position within the Salem Teachers Union to a position within the Salem Administrators Association; they shall **receive**, starting with their first December in the SAA unit, **the longevity stipend at the three-year rate and shall continue to receive that longevity amount until they progress to five (5) years of service in the SAA unit in accordance with the above schedule.**

**The Committee agrees via this MOA to pay the following administrators \$600 as a one time payout: D. Connerty; L. Farinelli; L. O’Neill; and M. Osgood.

Article IV (I). Sick Leave Buy Back

a. Effective January 1, 2013, employees hired for employment in the District on and after said date shall be eligible to buy back, in January of each year, up to two (2) days per year, if the employee has not used fifty percent (50%) of his or her sick leave accrued for the prior calendar year. The daily rate paid shall be two hundred fifty dollars (\$250.00).

b. Effective January 1, 2013, employees hired for employment in the District before said date and who have attained ten (10) years of service, shall be eligible to buy back fifty percent (50%) of sick leave accrued up to forty-five (45) days at one hundred twenty-five (\$125.00) a day. To be eligible to buy back such days, the employee must have at least thirty (30) days remaining on the books following such buy back.

c. Effective January 1, 2013, employees hired for employment in the District before said date and who have attained five (5) years of service shall be eligible to buy back up to forty-five (45) days at sixty-five dollars (\$65.00) a day. To be eligible to buy back such days, the employee must have at least fifteen (15) days left on the books following such buy back.

d. Any days bought back under the above provisions shall reduce the number of days payable to the employee at the time of retirement by the number of total days bought back.

e. Any payments made to an employee under these provisions may be deposited directly into an employee deferred compensation account at the employee’s discretion.

f. The Sick Leave Buy Back Plan is voluntary.

Article VII. C.

“all affected personnel and the president of the Association will be notified in writing as soon as practicable, but no later than **sixty (60)** days prior to the planned implementation of the reduction.”

New Article

In the event that a bargaining unit member accepts an interim appointment within the Salem Public Schools to a position outside the bargaining unit (e.g. Interim Principal), they will retain the right to be restored to their bargaining unit position, provided they return on or before the one-year anniversary of their interim appointment. A person who is serving as Acting Principal, **Acting Director (in any Director position that is not currently in the SAA), or Acting Executive Director** will do so until the School Committee has been able to fill the position with another qualified individual, and the person serving as such Acting Principal, **Acting Director, or Acting Executive Director** will retain indefinitely his/her right to be restored to their bargaining position **when the School Committee fills the position in question with a permanent appointment or at the time of the person’s retirement from the District.**

Article XIV - Duration

Modify this clause to reflect an agreement effective July 1, 2019 through June 30, 2022.

Signed and dated this _____ day of _____ 2019.

For the Association

For the School Committee



Salem High School

Redesign Highlights

December 16, 2019

Redesign Plan

Practice 1

Leadership,
Shared
Responsibility,
and
Collaboration

Practice 2

Intentional
Practices for
Improving
Instruction

Practice 3

Student-
Specific
Supports and
Instruction for
All Students

Practice 4

School Culture
and Climate

Leadership, Shared Responsibility, & Collaboration

Redesign Practice 1

- Establish a committed and effective leadership team.
- Establish clear and consistent communication channels across all stakeholders.
- **Organize and utilize teams to distribute leadership and accountability.**
- Monitor progress toward goals and targets.
- Attend to physical plant and campus concerns.

Redesign Committee

```
graph TD; A[Redesign Committee] --- B[Pathways Committee]; A --- C[Student Supports Committee]; A --- D[School Culture Committee]; B --- E[Create models of authentic learning, including work-based and service learning opportunities.]; C --- F[Identify and adapt a model that ensures the implementation of a systematic and comprehensive response to student need.]; D --- G[Contribute to building a culture at Salem High School where students and staff all feel connected, safe, and valued.];
```

Pathways Committee

Create models of authentic learning, including work-based and service learning opportunities.

Student Supports Committee

Identify and adapt a model that ensures the implementation of a systematic and comprehensive response to student need.

School Culture Committee

Contribute to building a culture at Salem High School where students and staff all feel connected, safe, and valued.

Intentional Practices for Improving Instruction

Redesign Practice 2

- **Discovery Pathways**
- Guaranteed and viable core curricula
- Core instructional practices
- Standards-based grading practices
- Instructional coaching
- Technology integration

Current Status

More than 30 students have been placed in internships and coops



Goals and Next Steps

Goals

- At least 75 work-based learning placements for the 2019-2020 school year (up from 37 internships and 1 coop experience in 2018-2019).
- Every student at Salem High School will participate in some form of work-based learning before they graduate.

Next Steps

- Increase number and diversity of placement opportunities through establishing partnerships with local agencies and employers.

Challenges

Schoolwide Ownership

- Making internship program part of a cohesive school-wide plan
- Identifying and enhancing connection to academic classes
- Improving quality of internships

Schedule

- Red/white day rotations not consistent with schedules of workplace
- Limiting for students who want to take internships and other programs (AP, Early College, etc.)
- Limited number of internships for students receiving other services (Special Education, ESL)

Student-Specific Supports and Instruction for All Students

- Social-emotional learning and wellness
- Schoolwide student behavior plan
- **Identifying and addressing student supports**
- Shared data system

Current Status

- **Investigating the creation of a new advisory model**
- **Working toward identifying an SST model (either B.A.R or City Connects or a combination of both)**
 - Site visits completed for both models
 - *Josiah Upper School (City Connects)*
 - *Snowden International School (B.A.R)*
 - Identifying level 1,2,3 supports within the model

Goals and Next Steps

Goals

- Implement Student Support Teams for all grades
 - *2020-2021 school year: 9th and 10th grades*
 - *2021-2022 school year: 11th and 12th grades*
- Redesign Advisory model to support internalization of Salem High School Core Values and to increase social-emotional learning

Next Steps

- Select SST Model (B.A.R or City Connects) or create Salem-specific model
- Collaborate with Culture and Pathways teams to streamline efforts

Challenges

- **Selection of SST model**
 - Strengths and weaknesses in both models
- **Balancing the needs of adults and students to ensure that all stakeholders are supported**

School Culture and Climate

Redesign Practice 4

- Building a positive environment and strong relationships
- Increasing attendance for students and staff
- **Investing in social-emotional wellness of staff**

Current Status

2019-2020 professional development is being developed by the Culture Committee (with the help of TNTP).

Objectives are:

- Create community and a shared language around how we create a sense of belonging and a welcoming environment for students and staff at Salem High School.
- Make connections between brain science, identity, and importance of school cultures/environments that provide both recognition and appreciation for staff and students.
- Engage in smaller peer-led learning groups that will share and learn together over the course of three sessions.

Goals and Next Steps

Goals

- Increase trust between the staff and administration.
- Increase the students' and staff's sense of belonging and connectedness.
- Increase both staff and students feeling valued



Next steps

- Review Panorama/NEASC Survey Data to gain insight into staff concerns and gain baseline data on staff culture.
- Develop staff appreciation plan (student-led).



Challenges

- **Need to build staff trust in the administration**
- **Feeling that this effort is simply adding another initiative on top of a large workload**



Conclusion and Invitation

- **Turnaround Monitoring Night**
 - March 25th
- **Spring Convening/Showcase**
 - April 2nd
- **Please come and visit Salem High!**



2019-20 Enrollment Report Parent Information Center Team

**Salem Public Schools
School Committee Meeting
December 16, 2020**

PIC Staff (Room 121 at Collins)

- **Sayonara Reyes**
 - PIC Manager/Assignment Officer
- **Alma Pimentel**
 - Welcome Services Clerk
- **Yari Acevedo**
 - Welcome Services and Outreach Facilitator
- **Jill Conrad**
 - Chief of Systems Strategy
- **Language Evaluations**
 - Christine Fernandez
 - Daylin Munoz
- **Homeless Liaison**
 - Jodi Connolly
- **Attendance Officer**
 - Cathy Connelly

In addition, we coordinate closely with the Pupil Personnel Services (PPS) office on any student with an IEP, 504, or those seeking evaluation or services

PIC Contact Info: (978) 740-1225 or
pic@salemk12.org

PIC: Our Services

- **Student Registration and Assignment (new students and in-district transfers)**
 - Compliance with legal requirements (ID, birth certificate, immunizations, etc.)
 - Residency Verification and address changes
 - Choice and assignment process
- **Coordination with Others for Services**
 - with ELL Language Evaluators for Student Language Proficiency Assessment
 - with PPS (Pupil Personnel Services) for special education and related services
 - with Homeless liaison for housing related support services
 - with Transportation for bus applications
- **Welcome Services**
 - Coordinate welcome services for new students and families with schools and other depts.
- **Translation Services**
 - Coordinate translation and/or oral interpretation services for school/district related matters
- **General Information and Referrals**
 - Help families gain general information about Salem schools
 - Suggest and help coordinate referrals for other community services as needed
- **Notary Public Services** *(school related)*

PIC: Our Services (continued)

- **Enrollment tracking**
 - Calculate weekly/monthly enrollment status and trends to monitor for space availability and support district-wide planning
- **SIS System (Aspen) State Reporting Support**
 - Increasingly supporting the state SIMS and other required data reporting procedures
- **Coordination with Family Engagement Facilitators**
 - Increasing coordination with school front offices and FEFs to support and expand welcome services

Registration Process

- **Parents need to complete a registration packet and choose three different schools.**
- **Submit required documents: 2 proofs of address, birth certificate, immunization records, parent photo ID.**
- **Homeless Students are not required to submit all paperwork if not available per the McKinney Vento Act. Families are referred to the Homeless Liaison.**
- **Parent completes a Home Language Survey – This will determine whether or not the student needs a language evaluation assessment.**
- **Individualized Educational Plan (IEP) – If the student has an IEP, it is sent to PPS for the Director's review and placement recommendation.**
- **Once the school placement has been determined, a notification is sent to school staff members with the student's profile.**
- **Parents complete additional paperwork at the assigned school.**

Salem's Student Assignment Policy

- Students are Assigned according to our Controlled Choice Student Assignment Policy (SC Policy #5103).

Implementation and Procedures of the Assignment Policy

- 1) Programmatic Placement
- 2) Sibling Priority (must apply by Feb 20th)
- 3) Choice and Socioeconomic Status
- 4) Proximity

In-District Transfers – processed through Sept 30th

- Based on space availability
- Student Assignment Policy Criteria applied

PIC by the Numbers

- **Each year, the PIC processes approx. 900 transactions with families**
- **Each family generally spends about 45 mins to complete the process (with follow-up for documents needed)**
- **So far this year (FY20, July1 to present)**
 - 252 new applications
 - 62 in-district transfers
 - 165 change of address

Currently Happening at PIC

- **Preparing for Kindergarten Info and Expo Night (January 14 at 6:30pm)**
 - Updating documents and website (including translation of docs)
 - Outreach to promote Kindergarten registration process
- **Supporting outreach and planning for the new Dual Language Program**

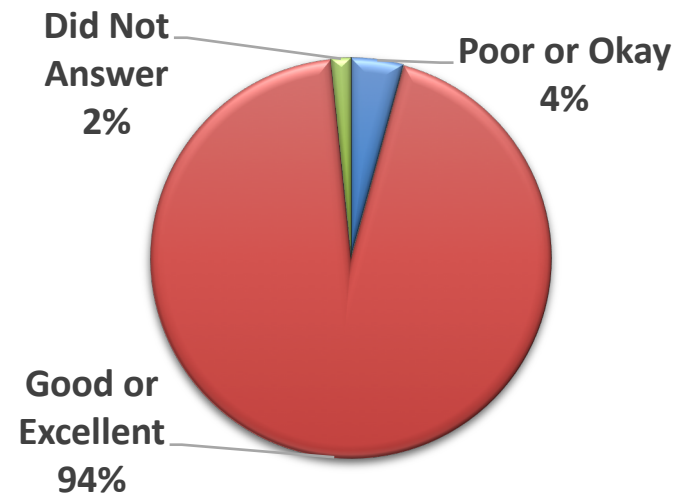
Parent Feedback on PIC Services Jan – Dec 2019

Beginning in January 2020, PIC includes a parent feedback form with every registration packet

Question on Survey	% Favorable
Made me feel welcome	95.8%
Staff were friendly	72.5%
Received services needed	69.3%
Helped me understand the process	65.6%

n = 189

Overall rating - Quality of PIC service



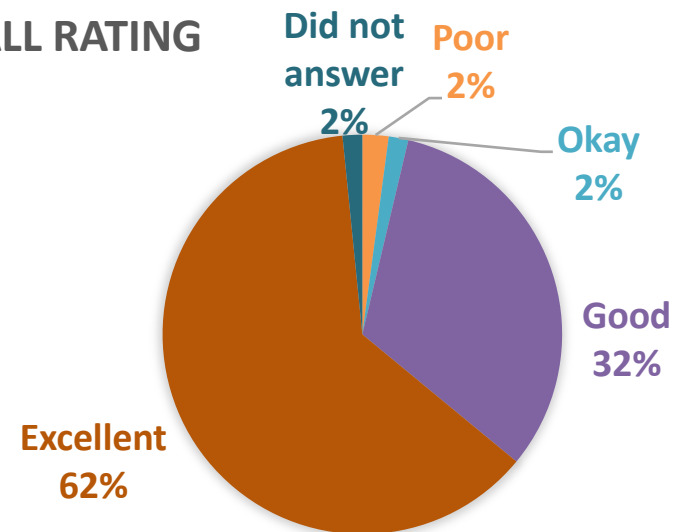
Parent Feedback on Registration & Assignment Process Jan – Dec 2019

The feedback form also asks about their general experience with the registration, choice, and student assignment process

Question on Survey	% Favorable
Understand registration process	95.8%
Understand choice-based student assignment	94.2%
Like ability to choose regardless of where I live	88.9%
Wish assignment was based on where I live	56.1%

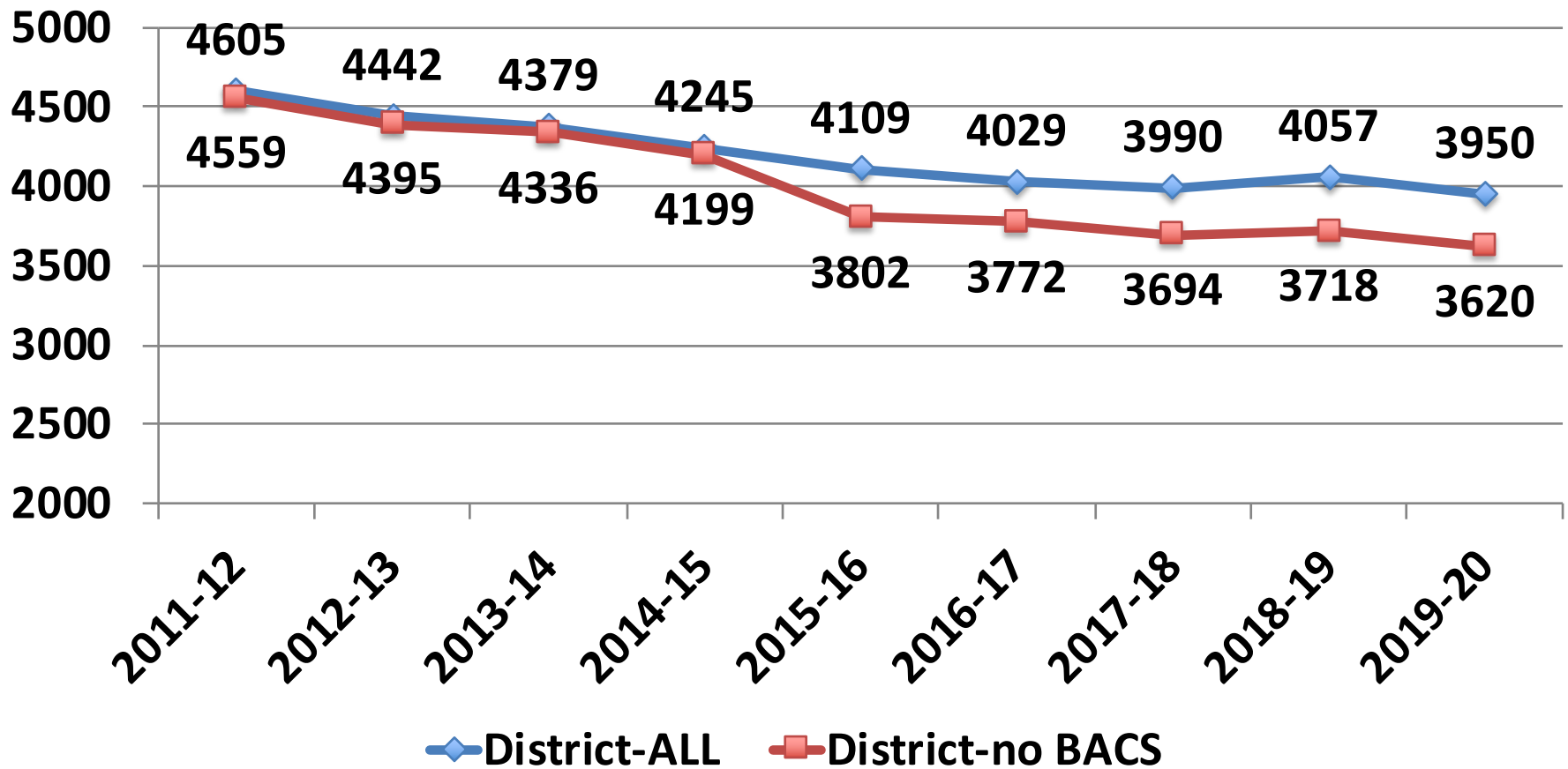
n = 189

OVERALL RATING



Total Enrollment, 2011-2019

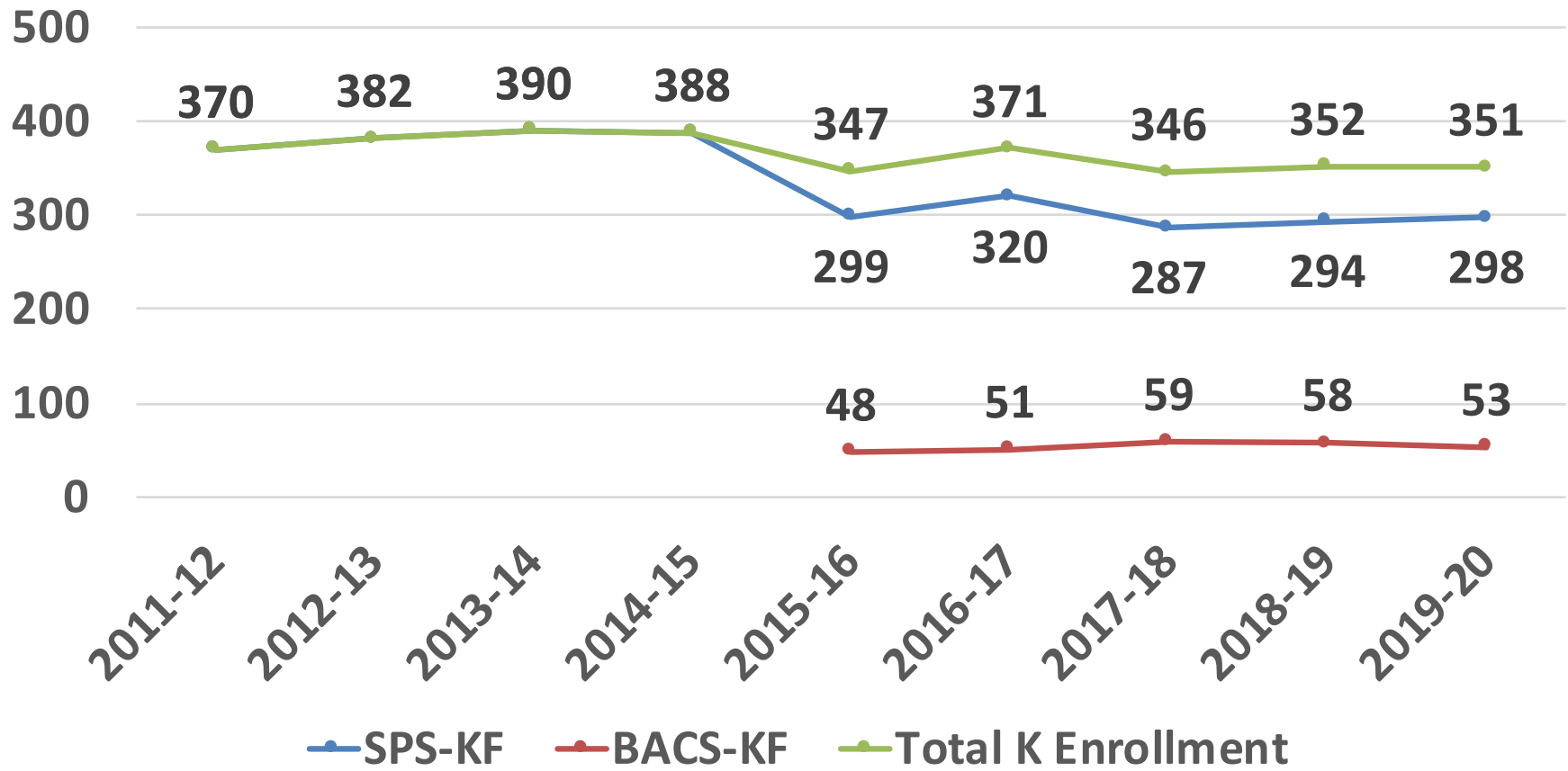
SPS Enrollment, 2011 to 2019
(w & w/o BACS)



Based on annual Oct 1 count

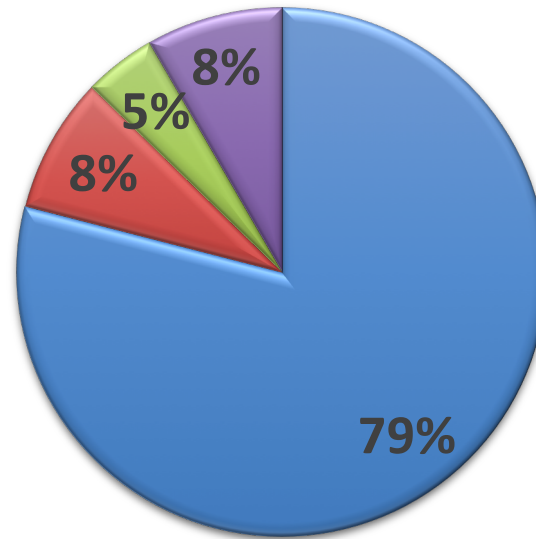
Kindergarten Enrollment, 2011 to 2019

Kindergarten Enrollment in Salem, 2011 to 2019



K Assignments by Choice

2019-20 Kindergarten Assignments by Choice



■ Got 1st Choice

■ Got 2nd Choice

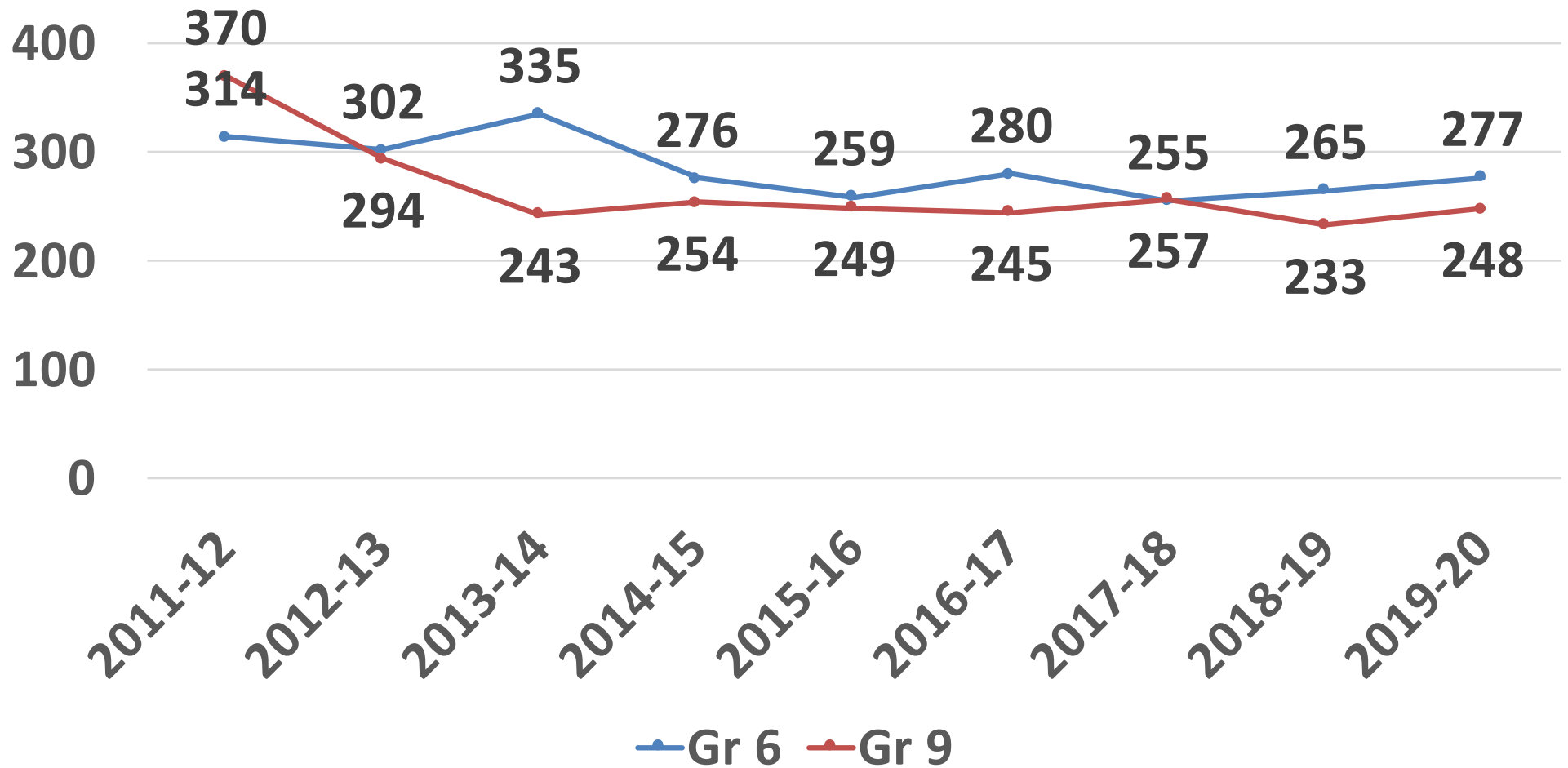
■ Got 3rd Choice

■ Got none of their choices

In addition, approximately 98% of all Kindergarten applicants this year opted into the Bentley Academy Charter School lottery

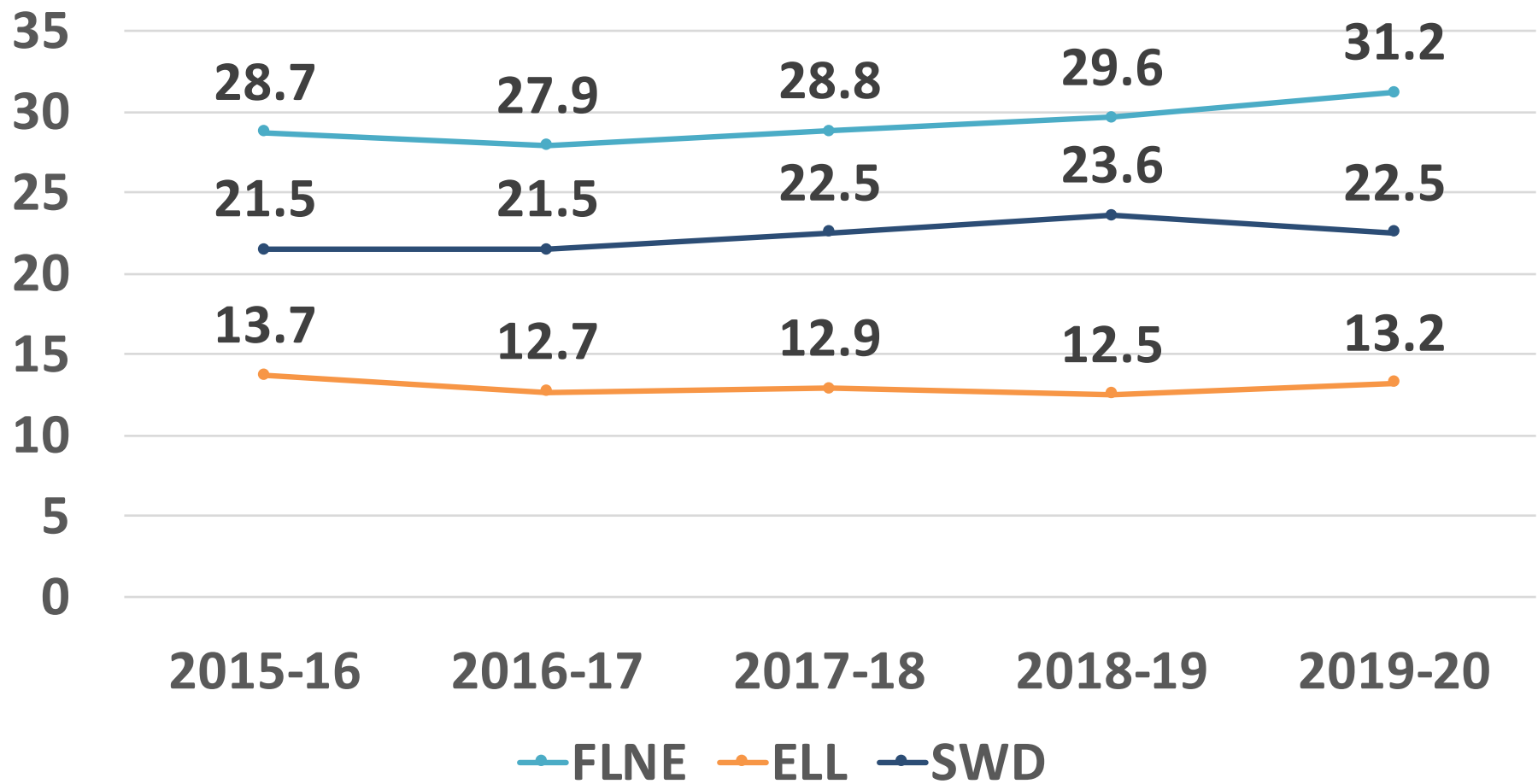
Gr 6 and Gr 9 Enrollment, 2011 to 2019

Grade 6 and 9 Enrollment, 2011 to 2019



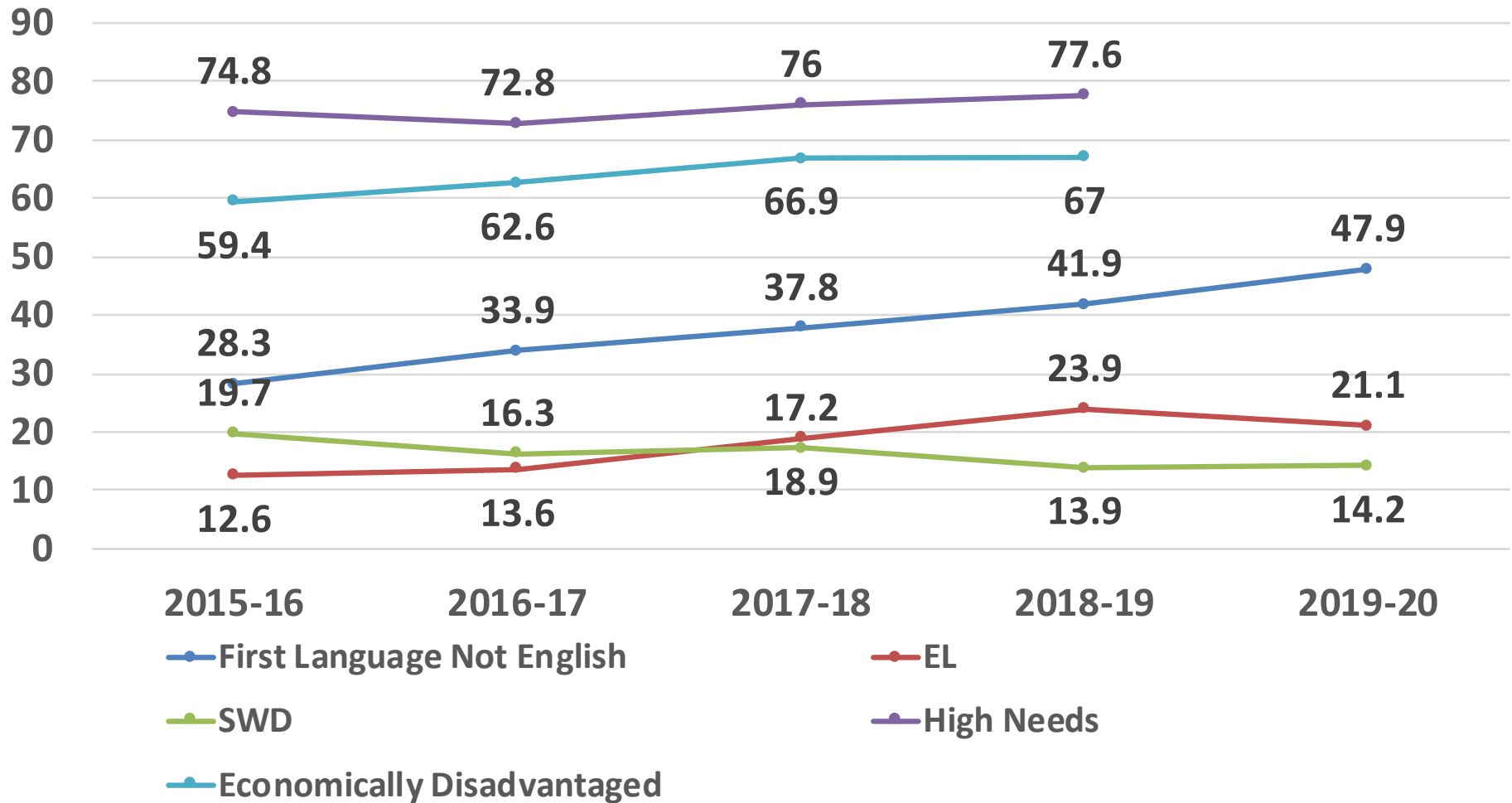
SPS Enrollment by Subgroup

Subgroups in SPS, 2015 to 2019



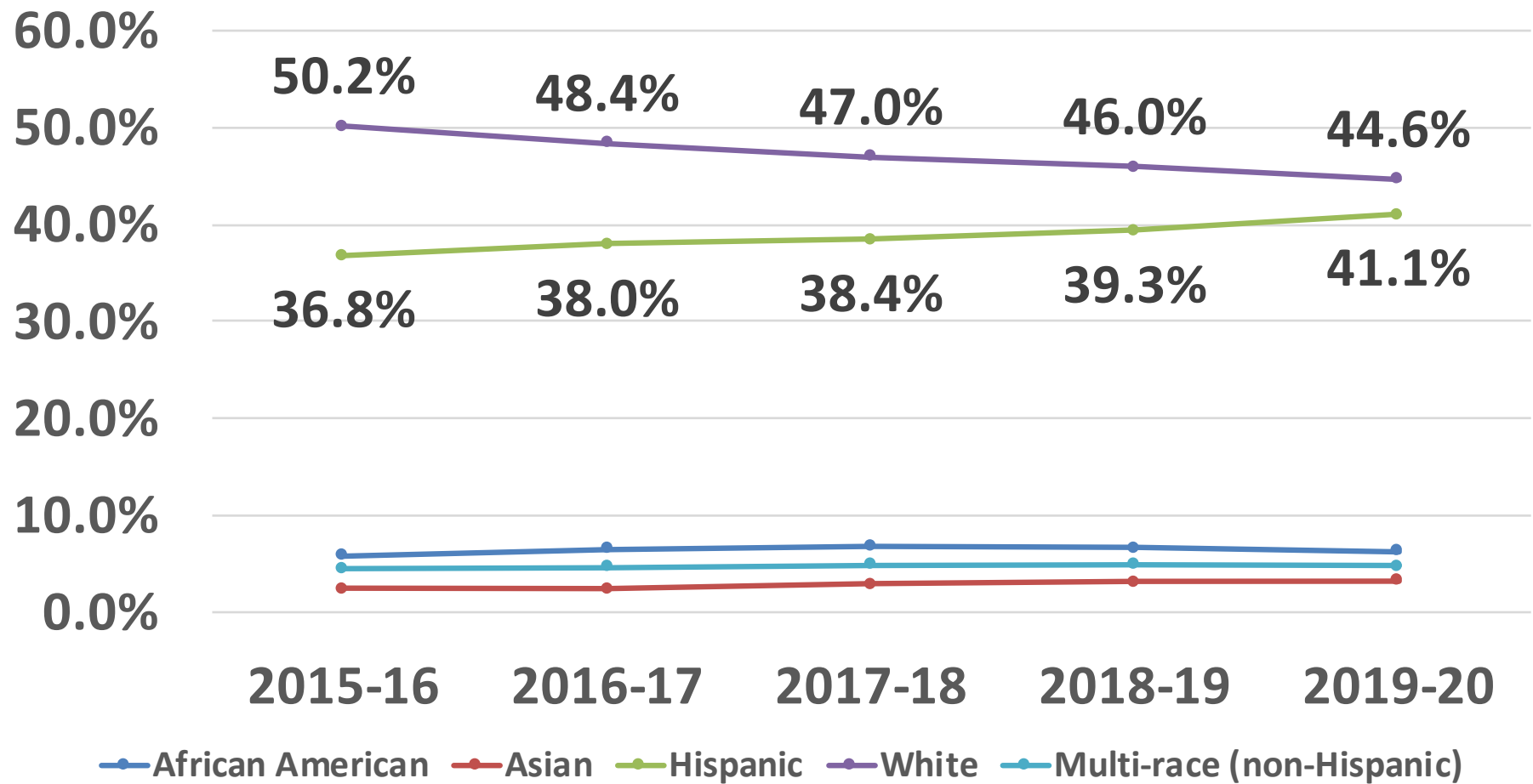
BACS Enrollment by Subgroup

BACS Subgroups, 2015 to 2019



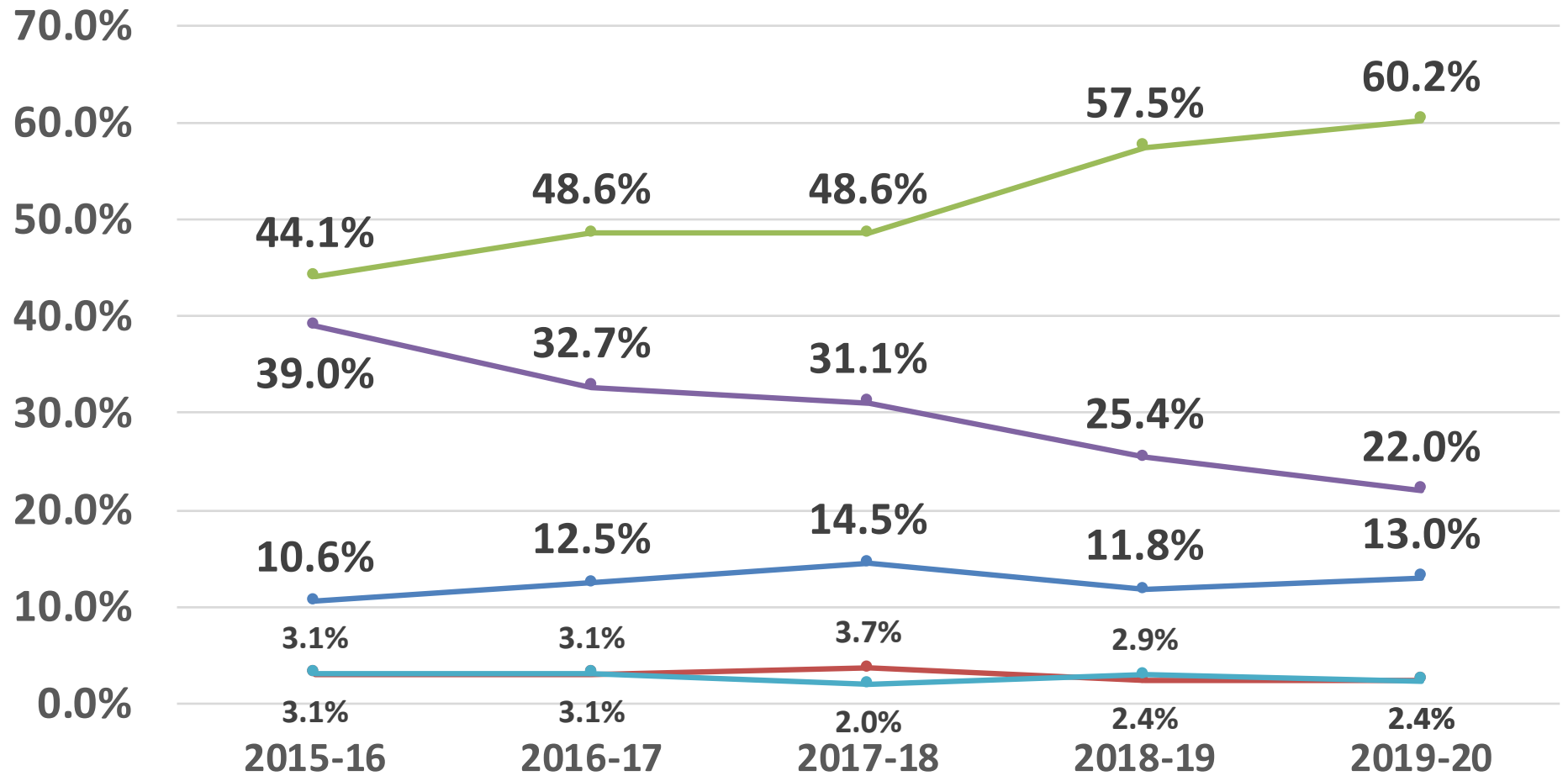
SPS Enrollment by Race & Ethnicity

SPS Race and Ethnicity, 2015 to 2019



BACS Race & Ethnicity

BACS Race & Ethnicity, 2015 to 2019



—● African American
 —● Asian
 —● Hispanic
 —● White
 —● Multi-race (non-Hispanic)

Our Students and Families Speak Many Different Languages

Native Language is a student's first language spoken

Home Language is the language generally spoken in the home

Language	% Native Lang	% Home Lang
English	68.02%	85.29%
Spanish	24.60%	12.20%
Portuguese	2.36%	1.16%
Albanian	0.75%	0.29%
Arabic	0.65%	0.19%
Creole (Haitian)	0.43%	0.14%
Tagalog	0.43%	0.07%
Russian	0.34%	0.10%
Vietnamese	0.31%	0.05%
Bengali	0.22%	0.05%
Khmer	0.22%	0.05%
French	0.17%	0.05%
Polish	0.17%	0.05%
Chinese	0.12%	0.10%
Swahili	0.12%	0.07%
Gujarati	0.10%	0.00%
Mandarin Chinese	0.10%	0.01%
Other	0.89%	0.12%



And come from many different countries

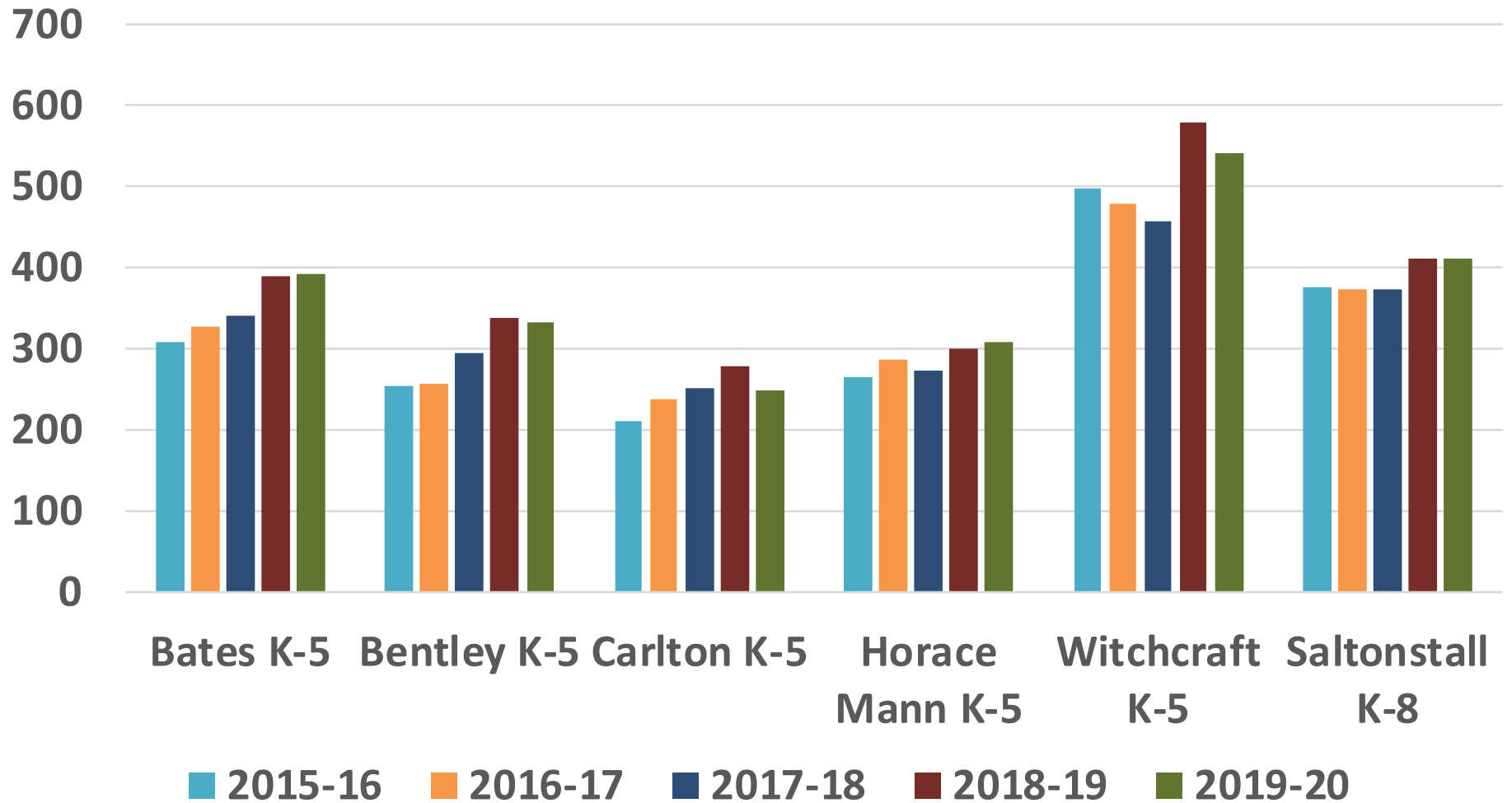
United States	89.41%
Dominican Republic	6.20%
Brazil	0.94%
Guatemala	0.60%
Albania	0.24%
Honduras	0.24%
Bangladesh	0.22%
Haiti	0.17%
Morocco	0.14%
Nigeria	0.14%
El Salvador	0.12%
Philippines	0.12%
India	0.10%
Kenya	0.10%
Russian Federation	0.10%
Cameroon	0.07%
China	0.07%
Colombia	0.07%
Iraq	0.07%
Australia	0.05%
Cambodia	0.05%
Jordan	0.05%
Libyan Arab Jamahiriya	0.05%
Mexico	0.05%



Moldova	0.05%
Portugal	0.05%
Spain	0.05%
Viet Nam	0.05%
Antigua and Barbuda	0.02%
Belgium	0.02%
Egypt	0.02%
Ethiopia	0.02%
France	0.02%
Germany	0.02%
Greece	0.02%
Guinea	0.02%
Guyana	0.02%
Ireland	0.02%
Jamaica	0.02%
Korea-Democratic	0.02%
Poland	0.02%
Sierra Leone	0.02%
Syrian Arab Republic	0.02%
Uganda	0.02%
United Arab Emirates	0.02%
United Kingdom	0.02%

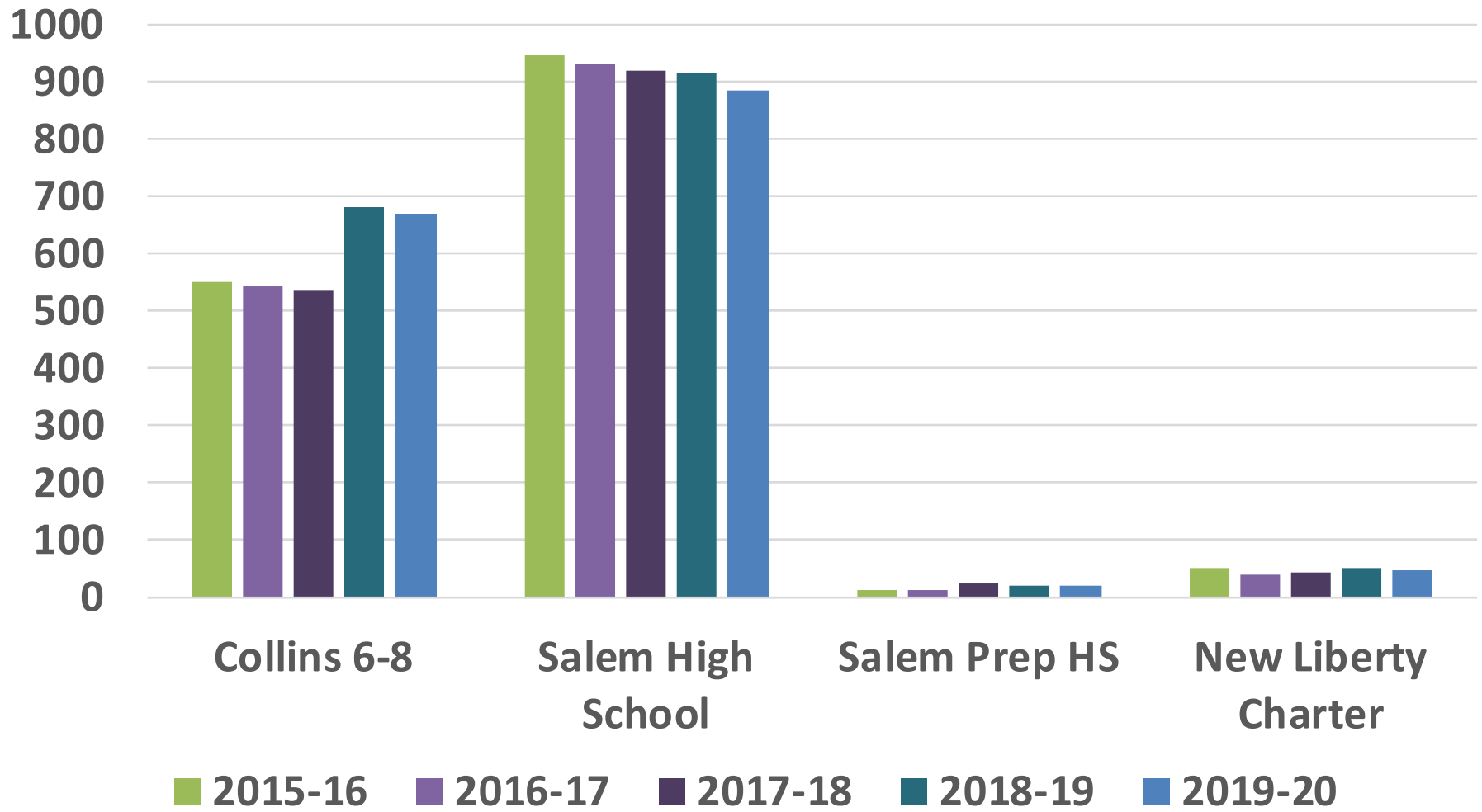
K-5 & K-8 School Enrollment

K-5 and K-8 School Enrollment, 2015 to 2019



Middle and High School Enrollment

Gr 6-12 School Enrollment, 2015 to 2019



Kindergarten Registration

- **Save the Date! Kindergarten Info & Expo Night: January 14th at 6:30pm**
- **Registrations begin Jan 15th**
- **Deadlines to remember:**
 - Batch 1: March 1st (assigned by May 1)
 - Sibling priority – apply by February 20th
 - Batch 2: June 15th (assigned by July 1)
 - Rolling applications after this
 - August 15th (3rd lottery for dual language program)

Enrollment Targets for 2020-21

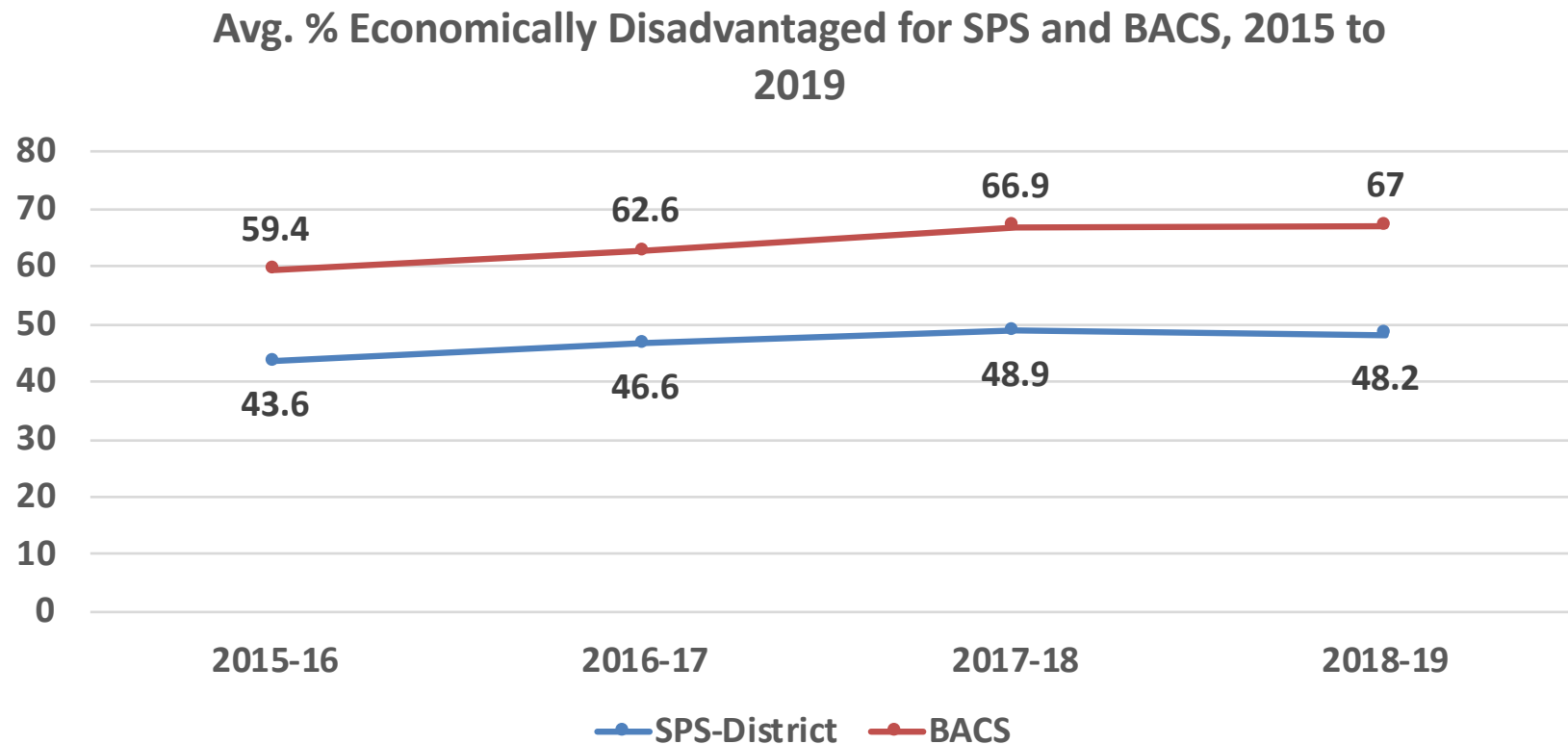
Student Registration

- **Recent change to student assignment policy**
 - Enrollment targets set after DESE publishes % economically disadvantaged on website
 - To date, these have not yet been published (hope to see them before Jan 14th)
- **Goal is to have enrollment balance in all schools**
 - Targets can be “weighted,” if needed, in attempt to achieve the balance
 - Bentley school will receive enrollment targets (for the seats that are not part of the dual language program)

Economic Status

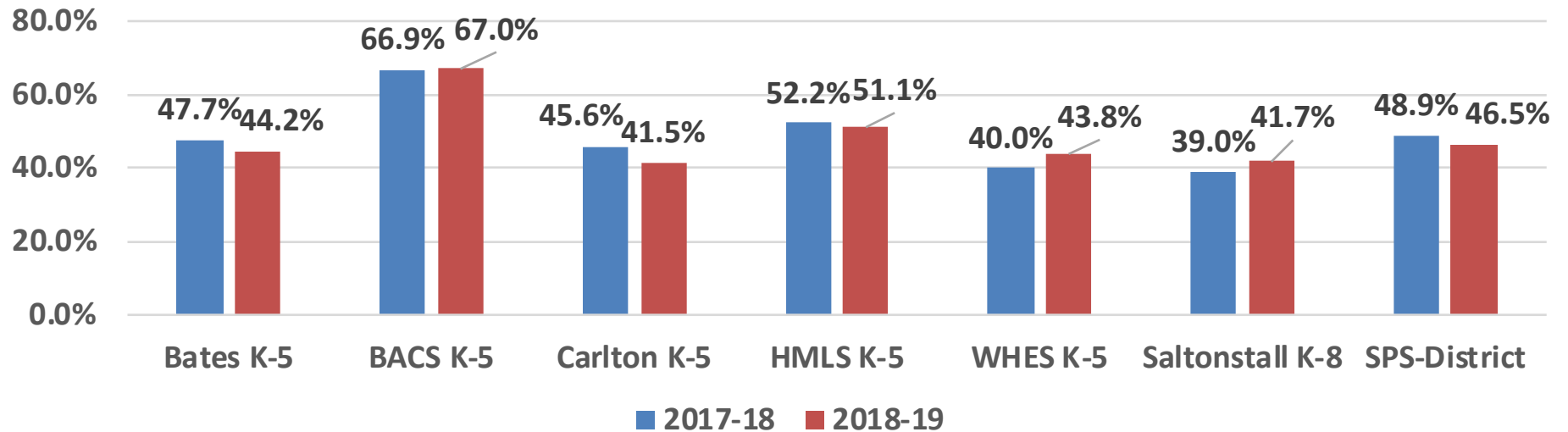
The student assignment policy bases enrollment targets on the district-wide average of students who are economically disadvantaged (EcoDis)

The % of students who are “EcoDis” is determined by DESE each year. This data is not yet published for 2019-20.

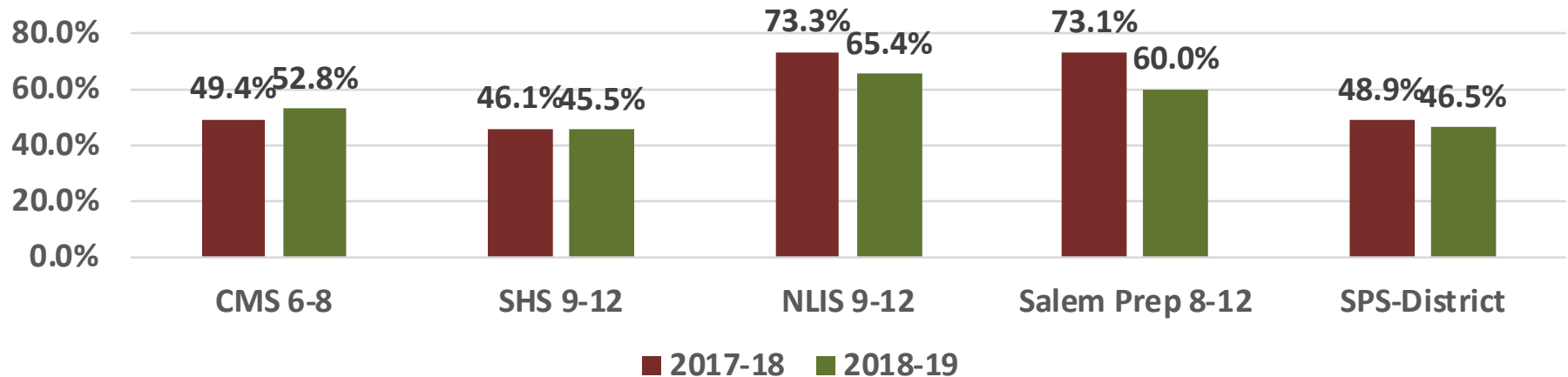


Avg. % Eco Dis by School

Avg. % Economically Disadvantaged by K-5 and K-8 School



Avg % Economically Disadvantaged by Middle and High Schools



Questions & Discussion?



You are cordially invited to Salem Public Schools Kindergarten Information and Expo Night



WHEN: Tuesday, January 14, 2020
TIME: 6:30 – 8:00 PM
WHERE: Collins Middle School Auditorium
29 Highland Avenue, Salem

- ✓ Learn about your school choices
- ✓ Meet our amazing principals & staff
- ✓ Receive your complete registration package
- ✓ Interpreters available onsite
- ✓ Childcare available onsite

*Snow date: Wednesday, January 22, 2020

Great News! Children residing in Salem that are turning 5 years old on or before August 31 are eligible to start Kindergarten in the fall of 2020.

Information Session #1

6:30 – 7:00 PM

- Welcome from Superintendent Kathleen Smith
- A day in the life of a kindergarten student
- Learn about school choice and the registration process
- Showcase of our schools and their principals

Information Session #2 (repeat of Session #1)

7:15 – 7:45 PM

Kindergarten Expo

6:30 – 8:00 PM

- Afterschool/school vacation provider options
- School information tables with helpful staff to answer questions
- On-site Parent Information Center (PIC) staff to help you with registration questions
- Sign up for school tours on February 3-7

**Questions? Please contact the Parent Information
Center at (978) 740-1225.**

We welcome your child to the Salem Public Schools!

**Están cordialmente invitados a la
Noche de Información y Exposición de
Kindergarten
de las Escuelas Públicas de Salem
Salem Public Schools**



CUANDO: Martes, Enero 14, 2020
HORA: 6:30 – 8:00 PM
DONDE: Auditorio Escuela Intermedia Collins
29 Highland Avenue, Salem

- ✓ Conozca sobre sus opciones de escuela
- ✓ Reúnase con nuestros increíbles directores y el personal
- ✓ Reciba su paquete completo de inscripción
- ✓ Tendremos intérpretes disponibles
- ✓ Servicios de guardería disponible

*Si se pospone por nieve: Miércoles, Enero 22, 2020

Buena Noticia! Los niños que residen en Salem y que cumplen 5 años en o antes de Agosto 31 son elegibles para iniciar Kindergarten en el Otoño 2020.

Sesión de Información #1

6:30 – 7:00 PM

- Bienvenida por la Superintendente Kathleen Smith
- Un día en la vida de un estudiante de kindergarten
- Conozca sobre opciones de escuela y el proceso de inscripción
- Exhibición de nuestras escuelas y sus directores

Information Sesión #2 (repetición de la Sesión #1)

7:15 – 7:45 PM

Exposición de Kindergarten

6:30 – 8:00 PM

- Opciones de proveedores de programas después de escuela/vacaciones
- Mesas de información de escuelas y personal para responder sus preguntas
- Personal del Centro de Información para Padres (PIC) responderán sus preguntas sobre el proceso inscripción
- Inscribábase para visitar las escuelas en Febrero 3-7

Preguntas? Por favor contacte el Centro de Información para Padres en el (978) 740-1225.

En las Escuelas Públicas de Salem su niño es bienvenido!



SALEM HIGH SCHOOL SITE LOCATION PLAN - LOCATION #1

77 WILSON STREET
SALEM, MASSACHUSETTS

PROPRIETARY INFORMATION

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PROJECT MANAGER
ARCADIS Design & Consultancy for natural and built assets

DRAWN BY: SAS	CHECKED BY: JPB
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LEGEND & SYMBOLS

- — — — — CENTERLINE
- — — — — PROPERTY/LEASE LINE
- — — — — PROPOSED CONDUIT
- — — — — UGP POWER CONDUIT
- — — — — TELEPHONE CONDUIT
- — — — — AERIAL ELECTRICAL LINE
- — — — — COAXIAL CABLE/CONDUIT
- — — — — OVERHEAD CONDUCTORS
- — — — — CHAIN LINK FENCING

ABBREVIATIONS

<ul style="list-style-type: none"> AL ALUMINUM ANT ANTENNA AGL ABOVE GROUND LEVEL AMSL ABOVE MEAN SEA LEVEL APVD APPROVED APPROX APPROXIMATE AR, A/R AS REQUIRED BAT BATTERY BC BOLT CIRCLE BLDG BUILDING BRKT BRACKET CAB CABINET CL CENTERLINE CONC CONCRETE CND CONDUIT DN DOWN (E) EXISTING EA EACH EL ELEVATION EMBED EMBEDMENT EMER EMERGENCY ENCL ENCLOSURE EP, EOP EDGE OF PAVEMENT EQPT EQUIPMENT EQ SP EQUAL SPACE HGT HEIGHT 	<ul style="list-style-type: none"> (F) FUTURE FLR FLOOR FOC FACE OF CURB FT FLOOR FS FARSIDE FSTNE FASTENER GALV GALVANIZED GA GAUGE GEN GENERATOR GND GROUND/GROUNDING ID INSIDE DIAMETER MATL MATERIAL MAX MAXIMUM MFR MANUFACTURER MIN MINIMUM MTD MOUNTED MTG MOUNTING MTR METER (N) NEW NS NEARSIDE NTS NOT TO SCALE OC ON CENTER OD OUTSIDE DIAMETER (F) PROPOSED PLYWD PLYWOOD PL PLACES PNL PANEL P/O PART OF POSN POSITION 	<ul style="list-style-type: none"> PRELIM PRELIMINARY PWR POWER QTY QUANTITY R RADIUS RAD RADIATION RC RAD CENTER RCVR RECEIVER RELOC RELOCATED REQD REQUIRED ROW RIGHT OF WAY SH SHEET SPLY SUPPLY SS STAINLESS STL STD STANDARD STL STEEL STRL STRUCTURAL SQ SQUARE SW SWITCH THD THREAD THK THICK TNND TINNED TYP TYPICAL UBC UNIFORM BUILDING CODE W/ WITH W/O WITHOUT XMFR TRANSFORMER XMTR TRANSMITTER
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VICINITY MAP



PROJECT DESCRIPTION

CONSTRUCTION OF AN UNMANNED 12'X20' PRECAST CONCRETE TELECOMMUNICATIONS SHELTER WITH DIESEL BACKUP GENERATOR ALL ON A SINGLE, STEEL SKID. SKID TO BE ANCHORED TO A POURED CONCRETE SUB-BASE-ON-GRADE FOUNDATION. CONSTRUCTION OF CONDUITS AND HANDHOLES TO PROVIDE NETWORK ACCESS TO THE SHELTER. SHELTER TO HOUSE FIBER OPTIC EQUIPMENT, BATTERIES, RECTIFIERS AND SUPPORTING ELECTRICAL EQUIPMENT.

DRAWING INDEX

- 1 COVER SHEET & PROJECT INFORMATION
- 2 LOCATION MAP
- 3 SITE PLAN
- 4 SHELTER FLOOR PLAN
- 5 SHELTER ELEVATIONS

SITE DATA

<p>LATITUDE: 42.523673</p> <p>LONGITUDE: -70.899193</p> <p>JURISDICTION: CITY OF SALEM</p> <p>SITE OWNER: CITY OF SALEM</p>	<p>TYPE OF CONSTRUCTION: UNMANNED TELECOMMUNICATIONS SHELTER FACILITY IS UNMANNED AND NOT FOR HUMAN HABITATION. HANDICAPPED ACCESS NOT REQUIRED.</p> <p>HANDICAP REQUIREMENTS:</p> <p>TITLE 24 REQUIREMENTS: FACILITY IS UNMANNED AND NOT FOR HUMAN HABITATION. THIS PROJECT IS EXEMPT.</p>
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PROJECT TEAM

Property Owner: City of Salem

Applicant: SiFi Networks
Robert Belanger, City Project Manager
(207)841-3589
robert@sifinetworks.com

Engineer: eX2 Technology, LLC
Jim Buhrdorf, P.E., Engineering Manager
(402)506-9648
jbuhrdorf@ex2technology.com

Project Management Company: Arcadis
Veronique Poirier, Program Manager
(781)267-7495
Veronique.poirier@arcadis.com

SUBMITTALS		
DATE	DESCRIPTION	REV
12/4/19	PRELIMINARY	0



PROJECT NO.
17-059-0

SHEET TITLE
COVER SHEET

ENGINEER

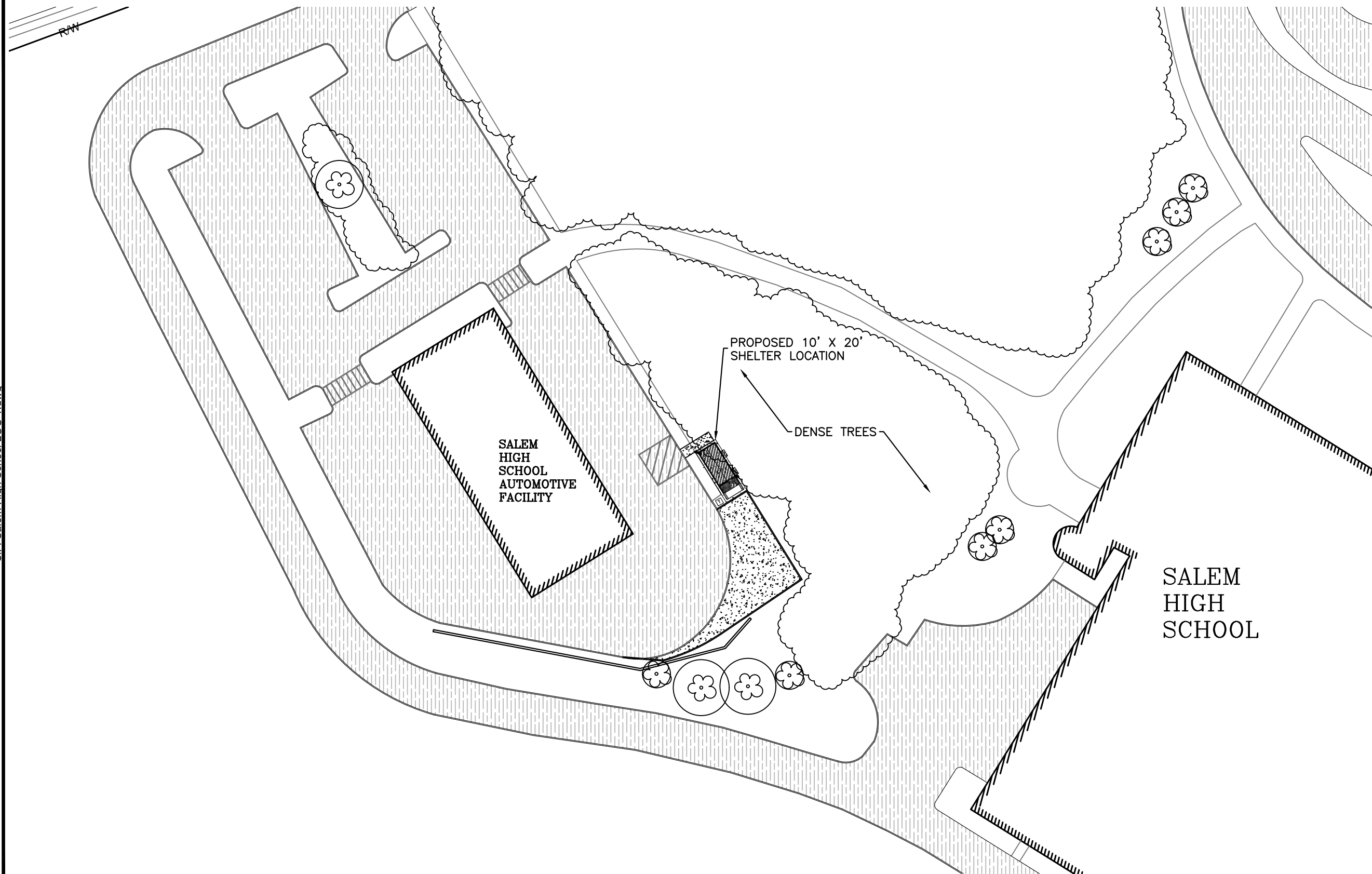


SHEET NUMBER
01

SiFi Salem High School LOC 1.dwg

NOT FOR CONSTRUCTION

SIFI Salem High School LOC 1.dwg



PROJECT MANAGER
ARCADIS Design & Consultancy
 for natural and built assets

DRAWN BY:	CHECKED BY:
SAS	JPB

SUBMITTALS		
DATE	DESCRIPTION	REV
12/4/19	PRELIMINARY	0

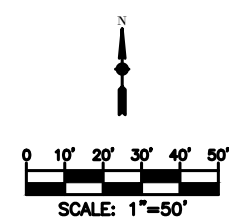


PROJECT NO.
17-059-0

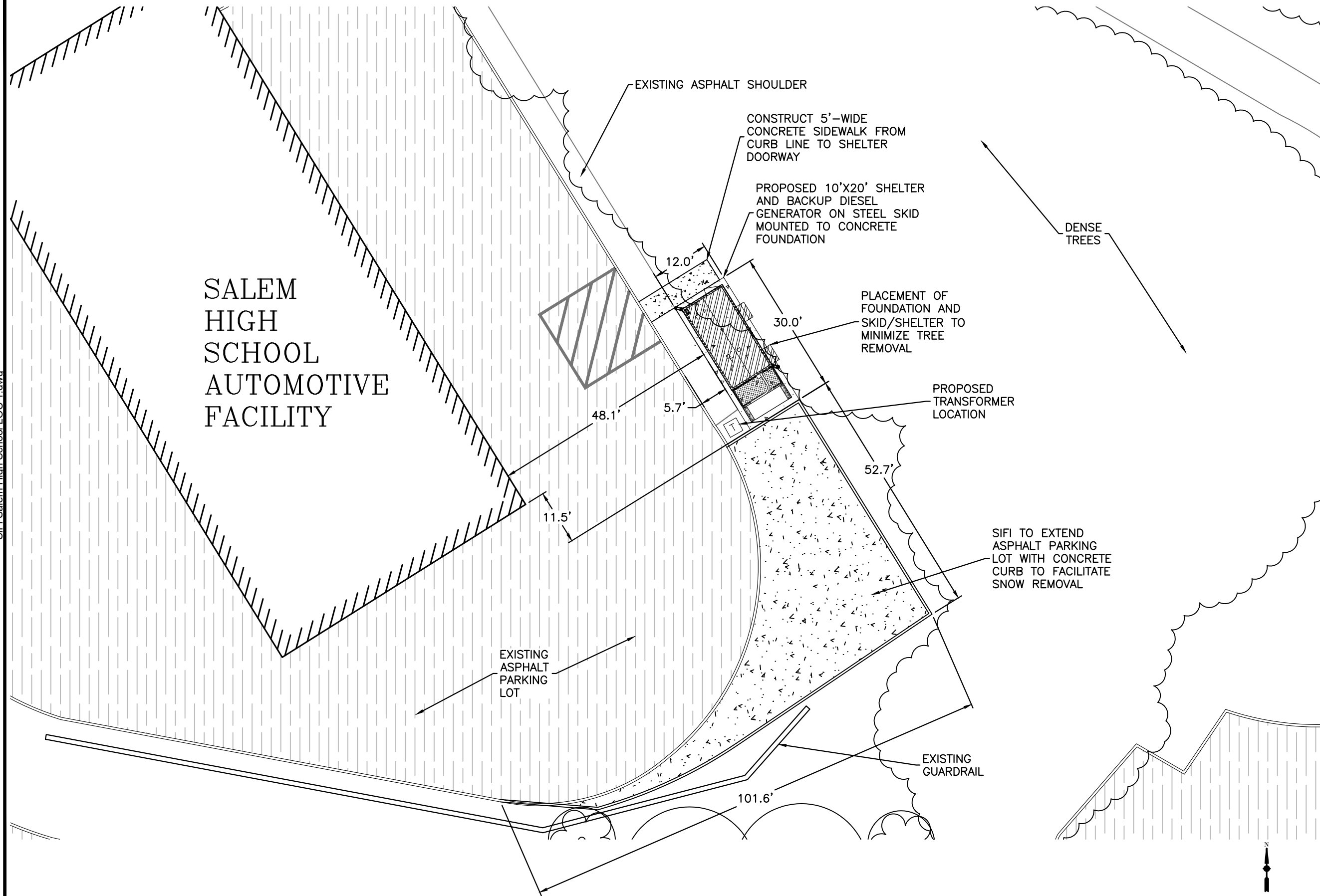
SHEET TITLE
LOCATION MAP



SHEET NUMBER
02



SIFI Salem High School LOC 1.dwg



SALEM
HIGH
SCHOOL
AUTOMOTIVE
FACILITY

EXISTING ASPHALT SHOULDER

CONSTRUCT 5'-WIDE
CONCRETE SIDEWALK FROM
CURB LINE TO SHELTER
DOORWAY

PROPOSED 10'X20' SHELTER
AND BACKUP DIESEL
GENERATOR ON STEEL SKID
MOUNTED TO CONCRETE
FOUNDATION

PLACEMENT OF
FOUNDATION AND
SKID/SHELTER TO
MINIMIZE TREE
REMOVAL

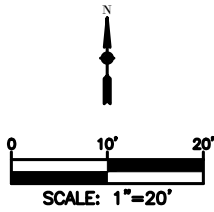
PROPOSED
TRANSFORMER
LOCATION

DENSE
TREES

EXISTING
ASPHALT
PARKING
LOT

SIFI TO EXTEND
ASPHALT PARKING
LOT WITH CONCRETE
CURB TO FACILITATE
SNOW REMOVAL

EXISTING
GUARDRAIL



PROJECT MANAGER
ARCADIS Design & Consultancy
for natural and
built assets

DRAWN BY: SAS
CHECKED BY: JPB

SUBMITTALS		
DATE	DESCRIPTION	REV
12/4/19	PRELIMINARY	0

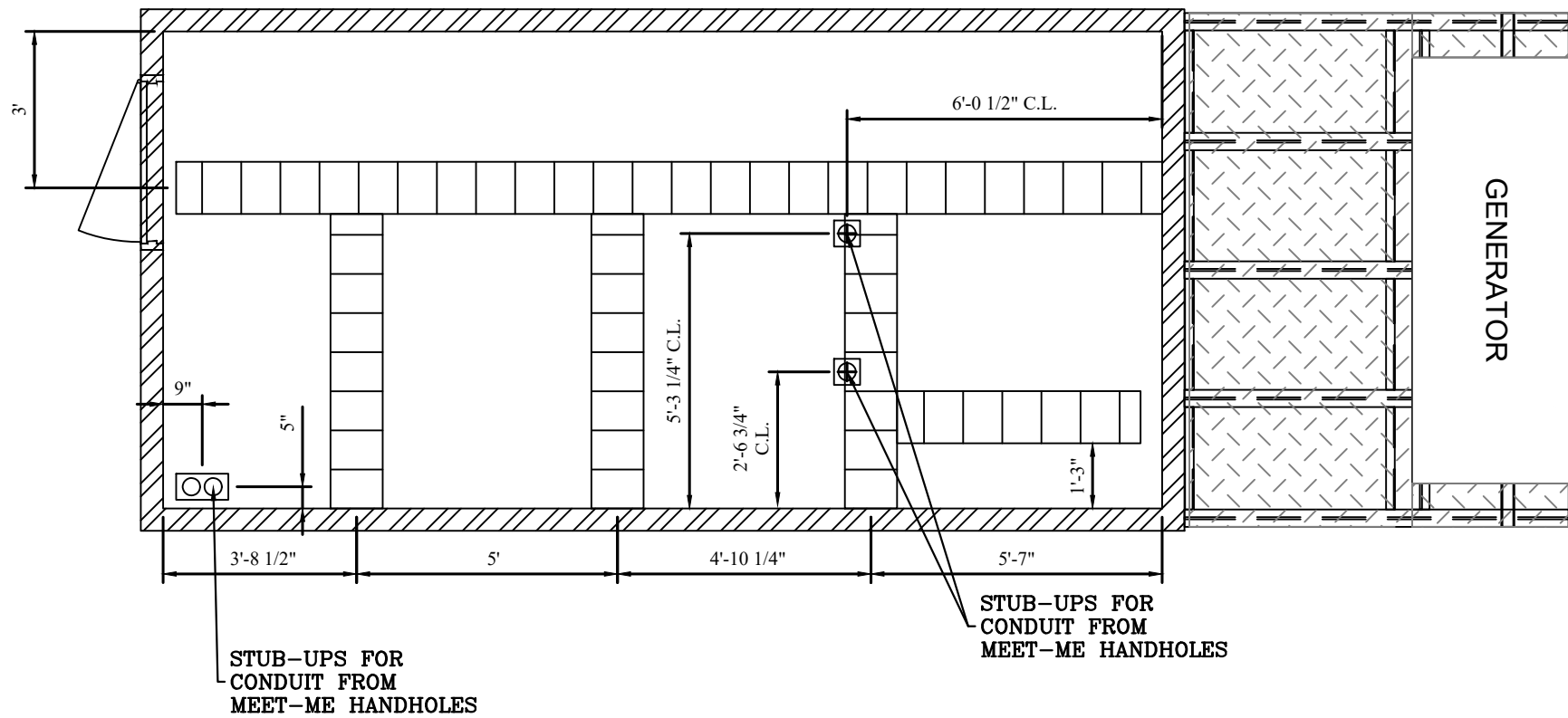
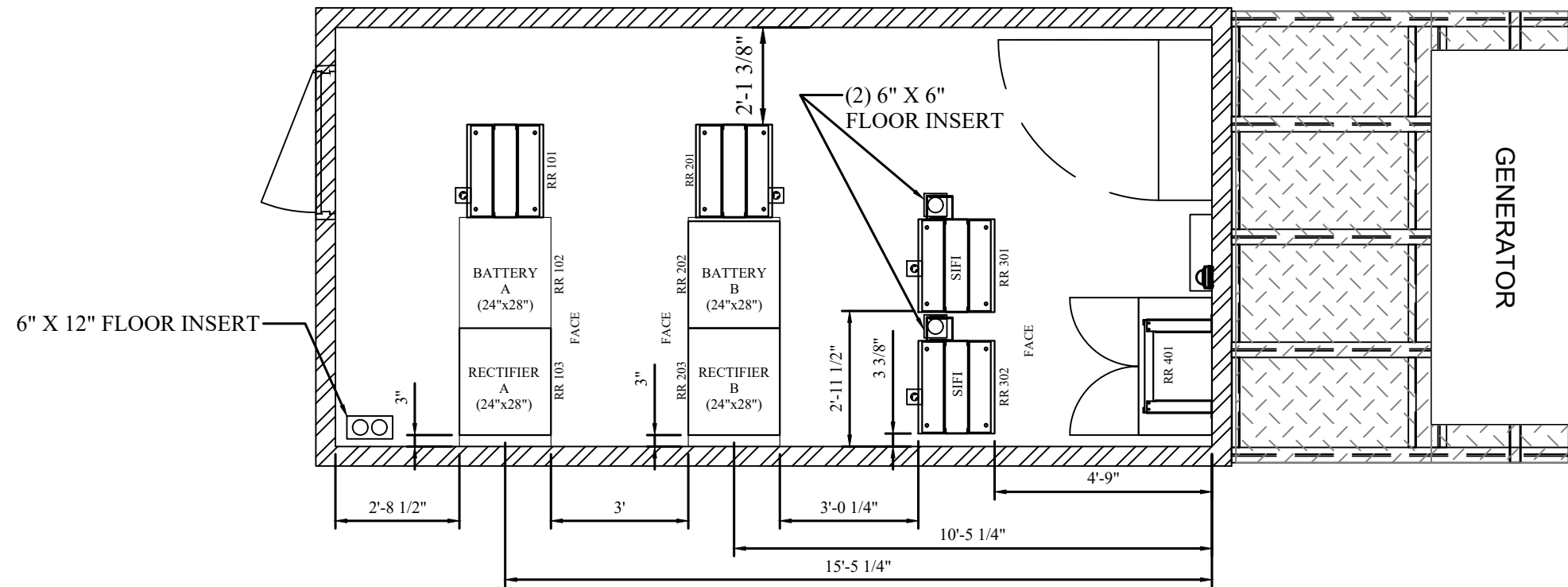


PROJECT NO.
17-059-0

SHEET TITLE
SITE PLAN

ENGINEER
ex²
EXCELLENCE IN
EXECUTION

SHEET NUMBER
03



PROJECT MANAGER
ARCADIS Design & Consultancy
 for natural and built assets

DRAWN BY:	CHECKED BY:
SAS	JPB

SUBMITTALS		
DATE	DESCRIPTION	REV
12/4/19	PRELIMINARY	0



PROJECT NO.
 17-059-0

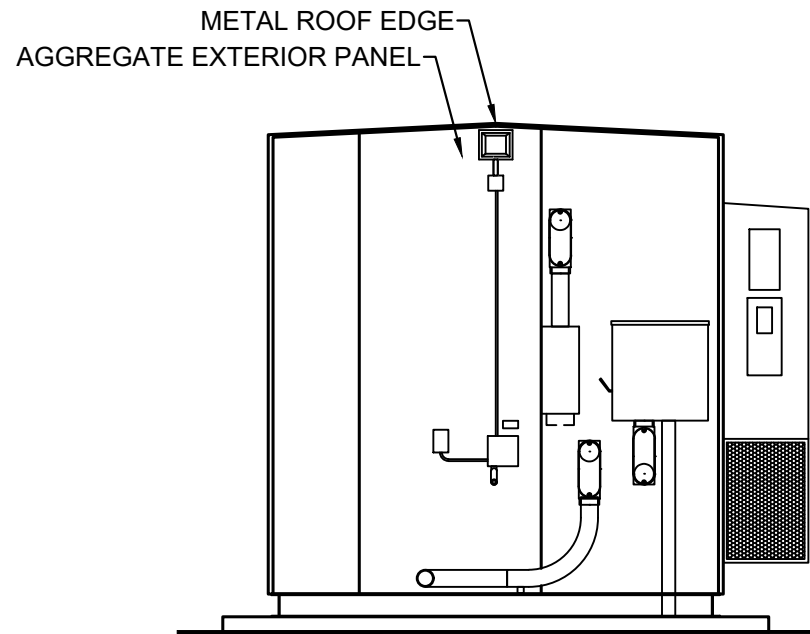
SHEET TITLE
 FLOOR PLAN

ENGINEER

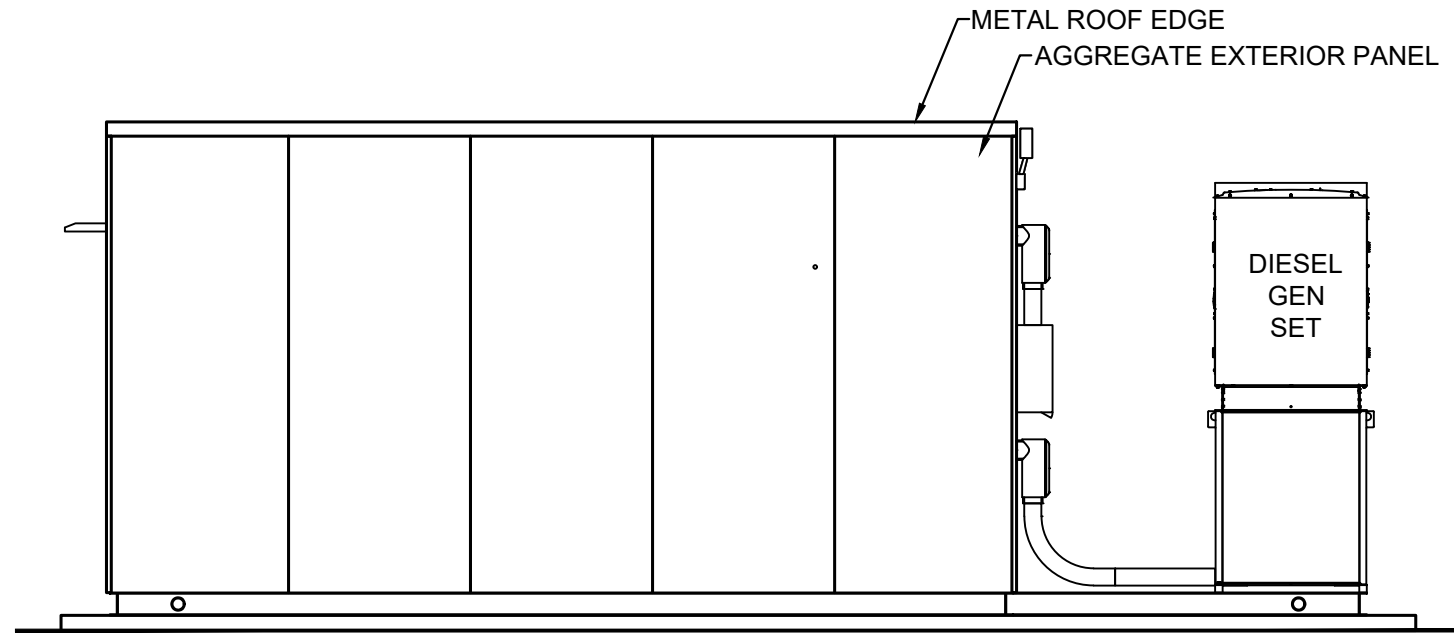
 EXCELLENCE IN EXECUTION

SHEET NUMBER
 04

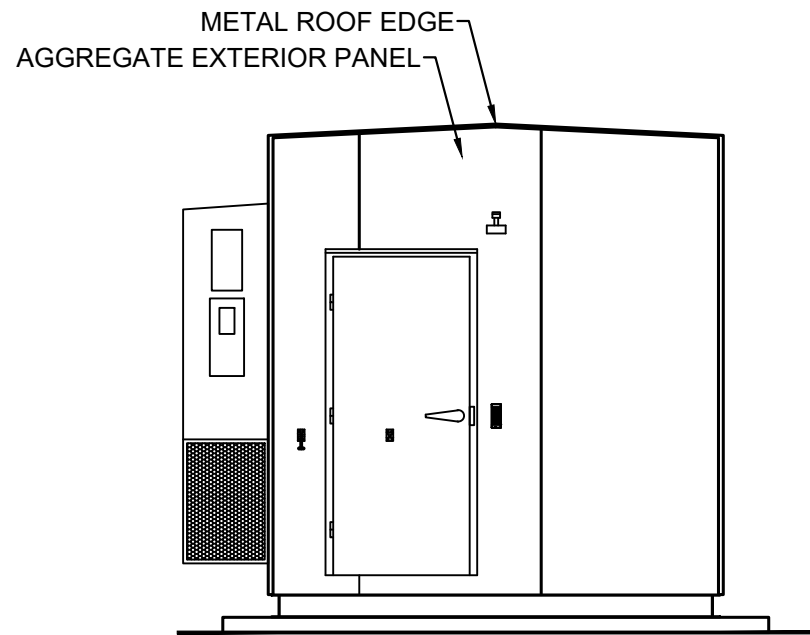
SIFI Salem High School LOC.1.dwg



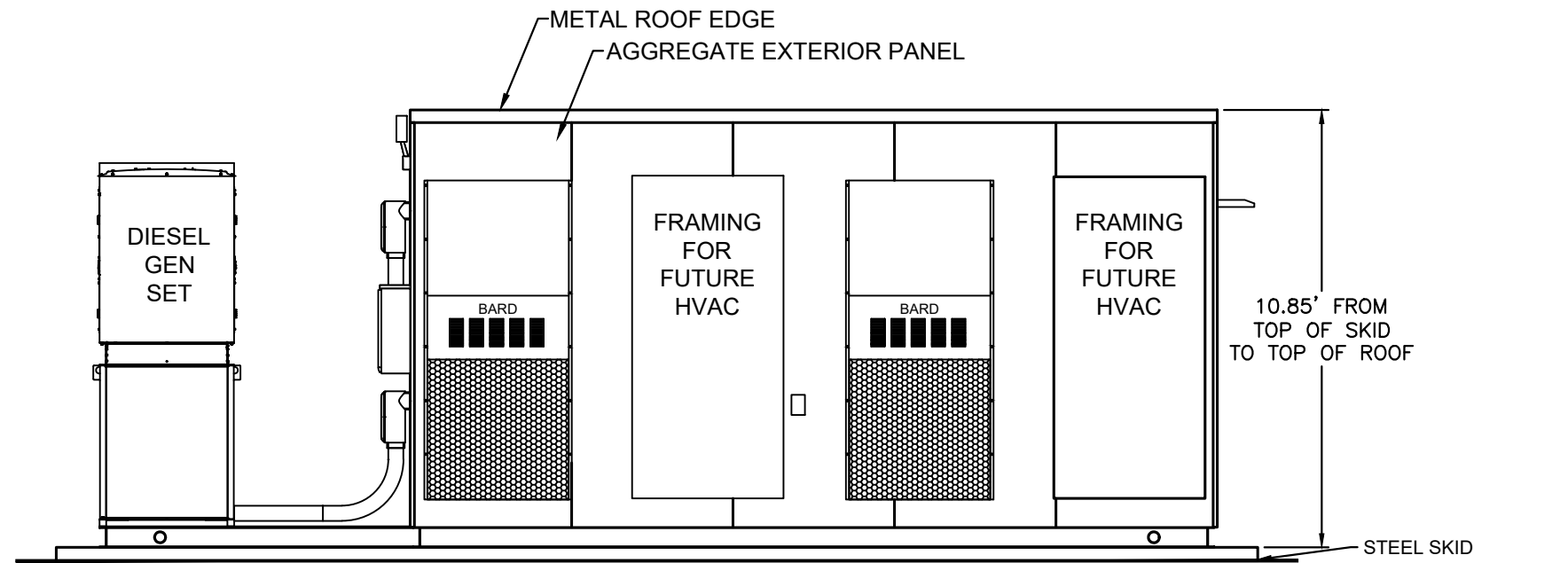
South Wall



West Wall (As seen from High School Automotive Facility)



North Wall



East Wall



PROJECT MANAGER
ARCADIS Design & Consultancy
for natural and built assets

DRAWN BY: SAS
CHECKED BY: JPB

SUBMITTALS		
DATE	DESCRIPTION	REV
12/4/19	PRELIMINARY	0



PROJECT NO.
17-059-0

SHEET TITLE
SHELTER ELEVATIONS



EXCELLENCE IN EXECUTION

SHEET NUMBER
05



SALEM HIGH SCHOOL SITE LOCATION PLAN - LOCATION #2

77 WILSON STREET
SALEM, MASSACHUSETTS

PROPRIETARY INFORMATION

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PROJECT MANAGER



DRAWN BY: SAS	CHECKED BY: JPB
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LEGEND & SYMBOLS

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VICINITY MAP



PROJECT DESCRIPTION

CONSTRUCTION OF AN UNMANNED 12'X20' PRECAST CONCRETE TELECOMMUNICATIONS SHELTER WITH DIESEL BACKUP GENERATOR ALL ON A SINGLE, STEEL SKID. SKID TO BE ANCHORED TO A POURED CONCRETE SUB-BASE-ON-GRADE FOUNDATION. CONSTRUCTION OF CONDUITS AND HANDHOLES TO PROVIDE NETWORK ACCESS TO THE SHELTER. SHELTER TO HOUSE FIBER OPTIC EQUIPMENT, BATTERIES, RECTIFIERS AND SUPPORTING ELECTRICAL EQUIPMENT.

DRAWING INDEX

- 1 COVER SHEET & PROJECT INFORMATION
- 2 LOCATION MAP
- 3 SITE PLAN
- 4 SHELTER FLOOR PLAN
- 5 SHELTER ELEVATIONS

SITE DATA

<p>LATITUDE: 42.523673</p> <p>LONGITUDE: -70.899193</p> <p>JURISDICTION: CITY OF SALEM</p> <p>SITE OWNER: CITY OF SALEM</p>	<p>TYPE OF CONSTRUCTION: UNMANNED TELECOMMUNICATIONS SHELTER FACILITY IS UNMANNED AND NOT FOR HUMAN HABITATION. HANDICAPPED ACCESS NOT REQUIRED.</p> <p>HANDICAP REQUIREMENTS:</p> <p>TITLE 24 REQUIREMENTS: FACILITY IS UNMANNED AND NOT FOR HUMAN HABITATION. THIS PROJECT IS EXEMPT.</p>
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PROJECT TEAM

Property Owner: City of Salem

Applicant: SiFi Networks
Robert Belanger, City Project Manager
(207)841-3589
robert@sifinetworks.com

Engineer: eX2 Technology, LLC
Jim Buhrdorf, P.E., Engineering Manager
(402)506-9648
jbuhrdorf@ex2technology.com

Project Management Company: Arcadis
Veronique Poirier, Program Manager
(781)267-7495
Veronique.poirier@arcadis.com

SUBMITTALS		
DATE	DESCRIPTION	REV
12/4/19	PRELIMINARY	0



PROJECT NO.
17-059-0

SHEET TITLE
COVER SHEET

ENGINEER

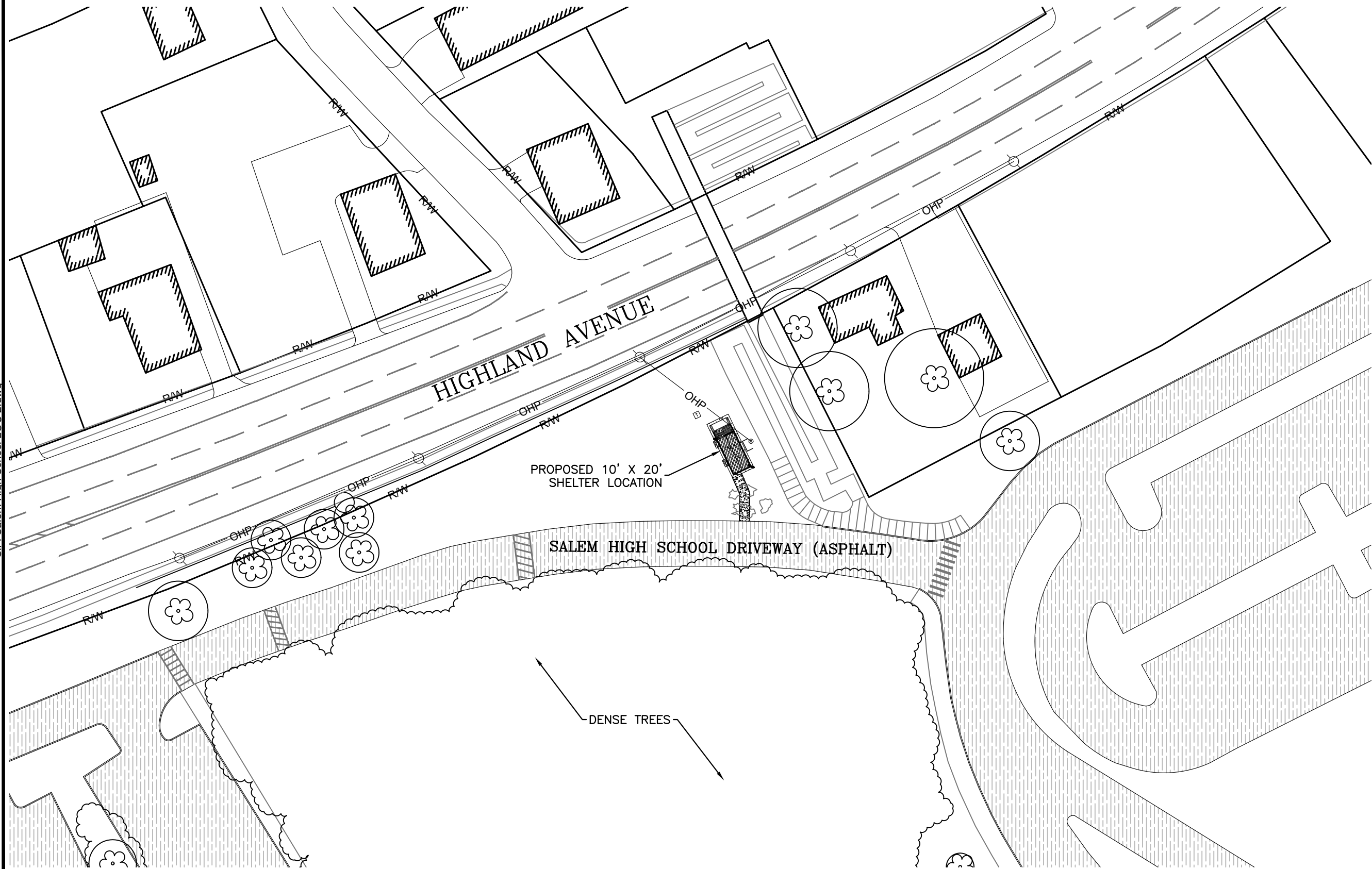


SHEET NUMBER
01

SiFi Salem High School LOC 2.dwg

NOT FOR CONSTRUCTION

SIFI Salem High School LOC 2.dwg



PROJECT MANAGER
ARCADIS Design & Consultancy
 for natural and built assets

DRAWN BY: SAS
 CHECKED BY: JPB

SUBMITTALS		
DATE	DESCRIPTION	REV
12/4/19	PRELIMINARY	0

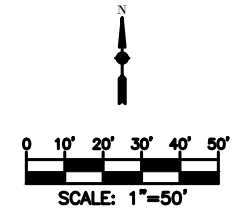


PROJECT NO.
 17-059-0

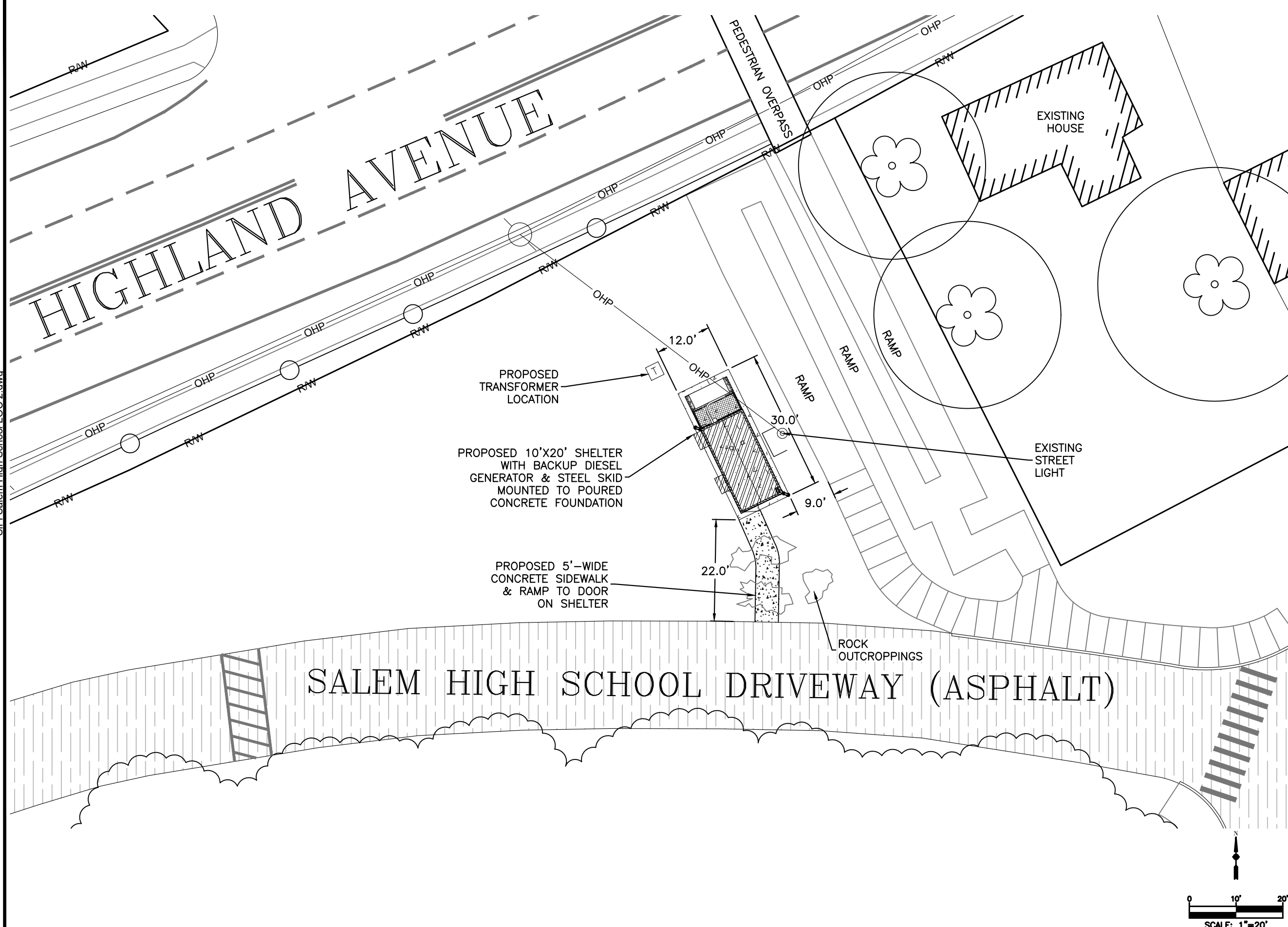
SHEET TITLE
 LOCATION MAP



SHEET NUMBER
 02



S:\FI Salem High School LOC 2.dwg



PROJECT MANAGER
ARCADIS Design & Consultancy
 for natural and built assets

DRAWN BY: SAS
 CHECKED BY: JPB

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12/4/19	PRELIMINARY	0

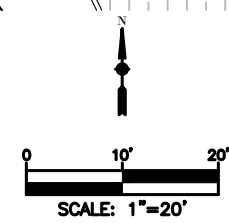


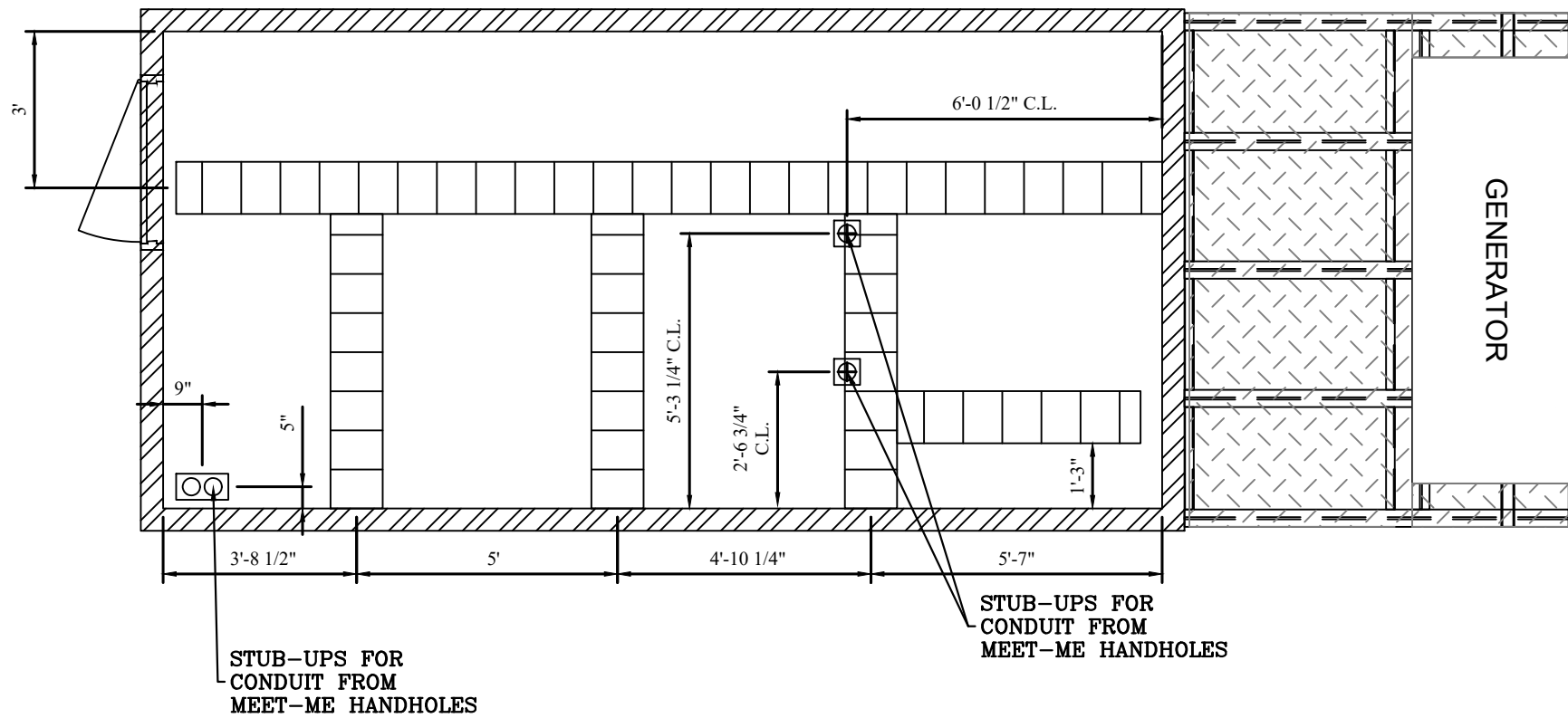
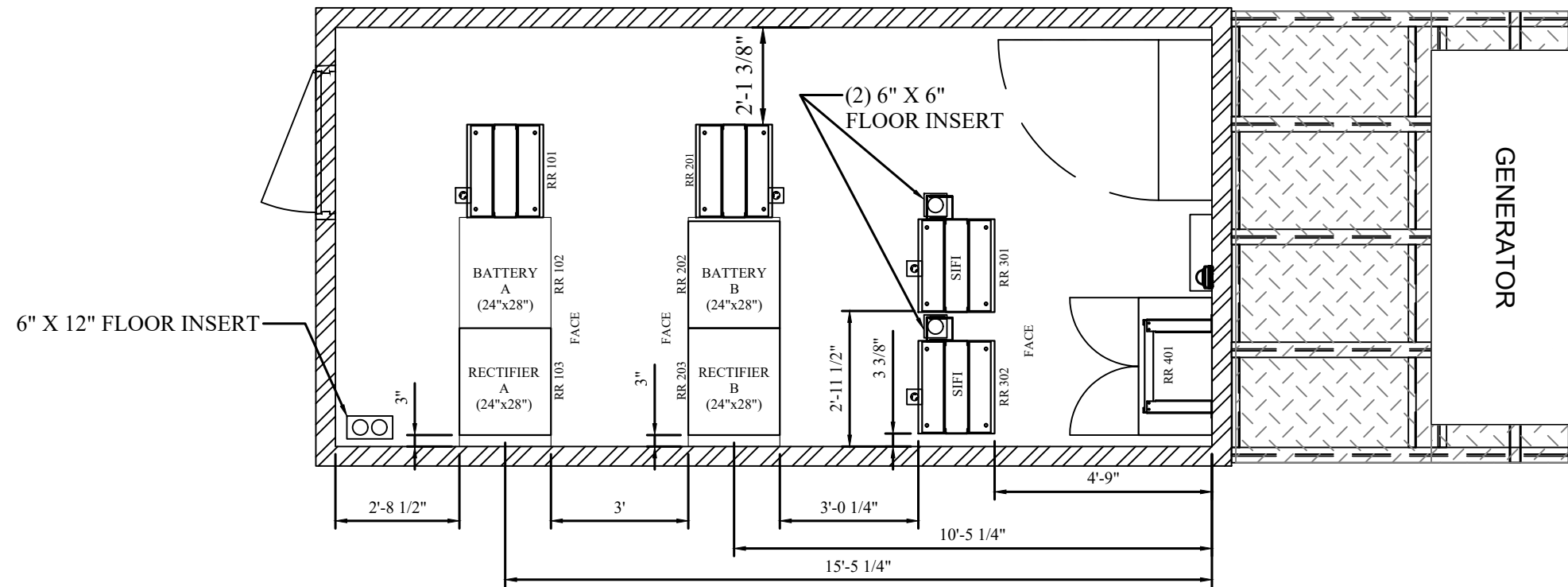
PROJECT NO.
 17-059-0

SHEET TITLE
 SITE PLAN



ENGINEER
 SHEET NUMBER
 03





PROJECT MANAGER
ARCADIS Design & Consultancy
 for natural and built assets

DRAWN BY: SAS	CHECKED BY: JPB
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SUBMITTALS		
DATE	DESCRIPTION	REV
12/4/19	PRELIMINARY	0



PROJECT NO.
17-059-0

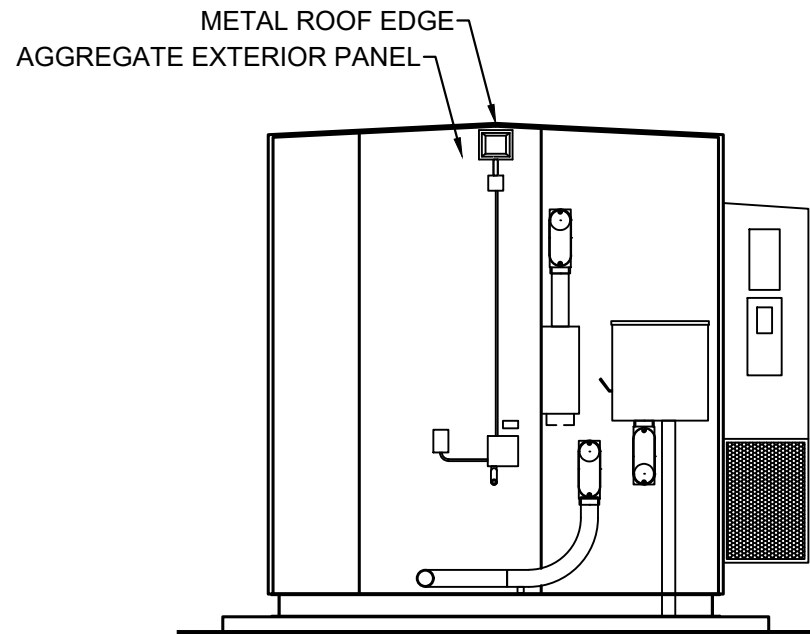
SHEET TITLE
FLOOR PLAN

ENGINEER

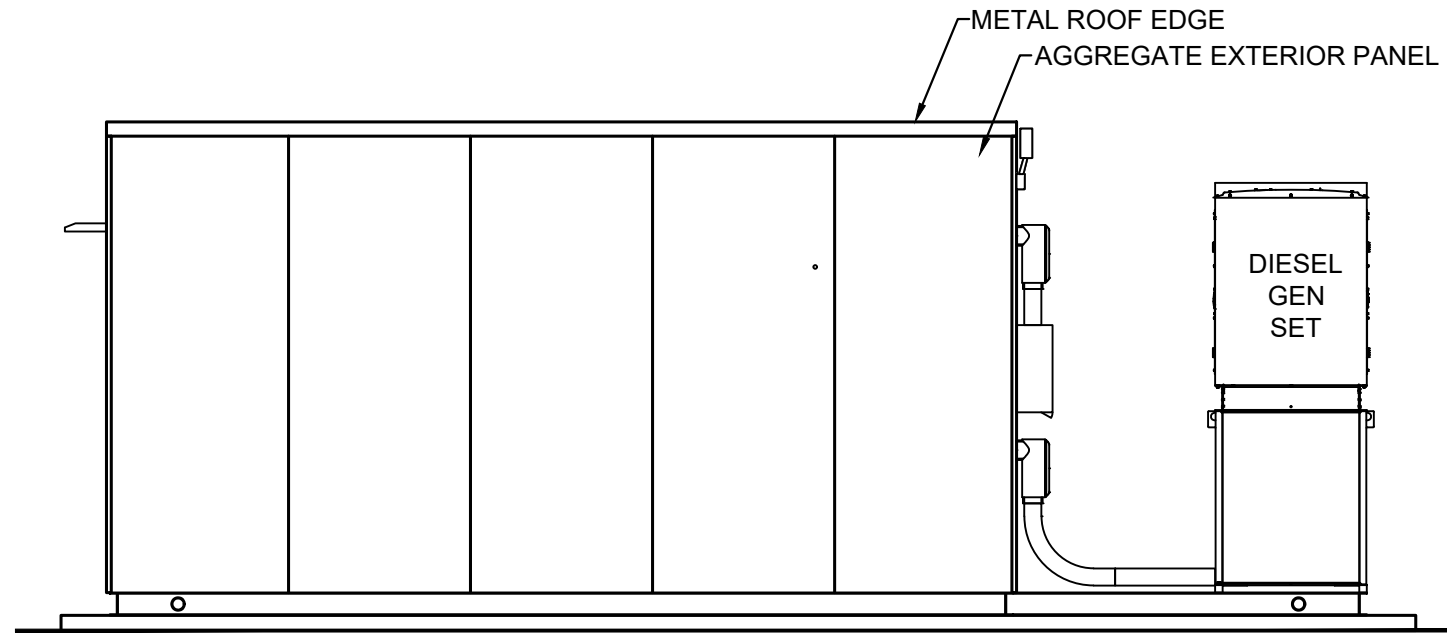
 EXCELLENCE IN EXECUTION

SHEET NUMBER
04

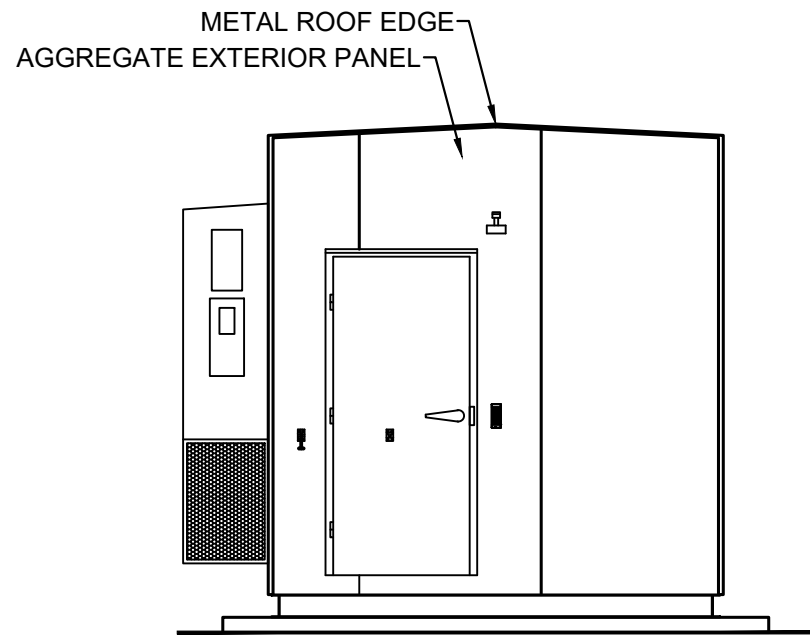
SIFI Salem High School LOC 2.dwg



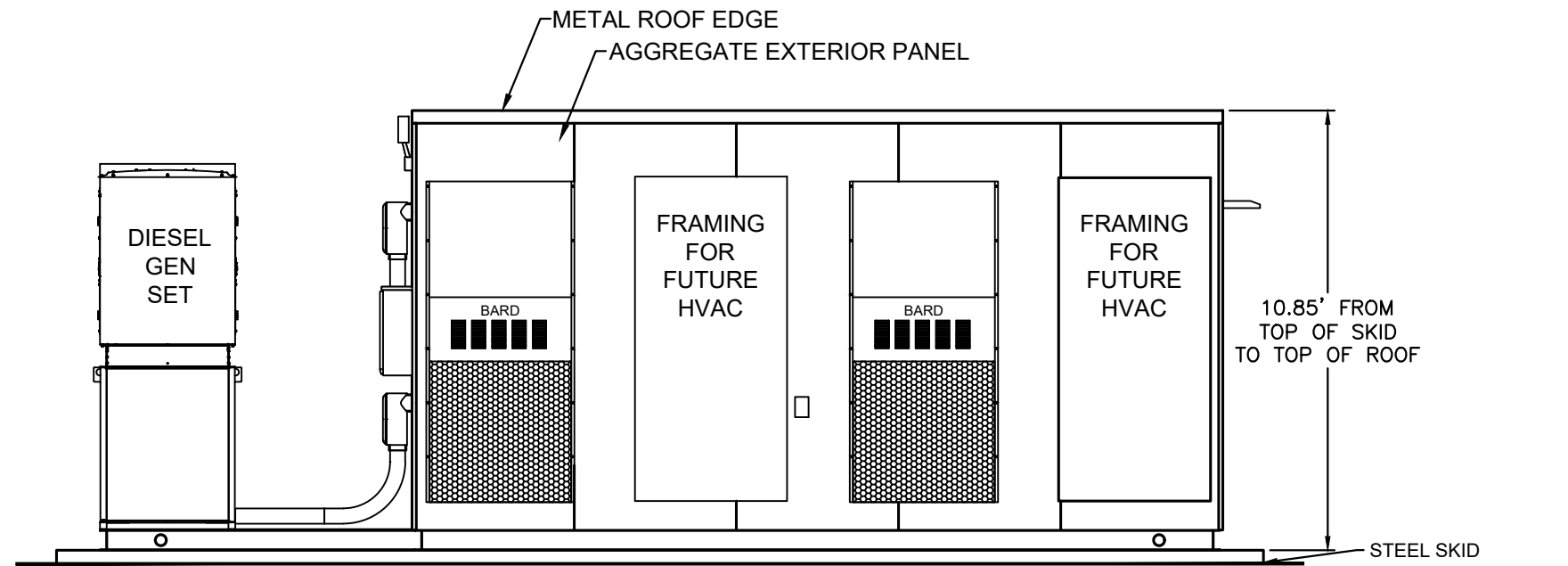
North Wall



East Wall (As seen from pedestrian ramp to overpass)



South Wall



West Wall



PROJECT MANAGER
ARCADIS Design & Consultancy
for natural and built assets

DRAWN BY: SAS
CHECKED BY: JPB

SUBMITTALS		
DATE	DESCRIPTION	REV
12/4/19	PRELIMINARY	0



PROJECT NO.
17-059-0

SHEET TITLE
SHELTER ELEVATIONS

ENGINEER



EXCELLENCE IN EXECUTION

SHEET NUMBER
05

Students and Instruction	5000
Attendance	5100
Enrollment – Salem Residents	5102
<u>Students Experiencing Homelessness</u>	5102.03

The Salem School Committee is committed to serving all students attending Salem Public Schools including students who are experiencing homelessness. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently enrolled in any district or school. Students who are homeless as defined by the McKinney Vento Act will be provided district services for which they are eligible, including special education, bilingual education, vocational and technical education programs, and school nutrition programs.

I. Definition of Homelessness

Salem Public Schools recognizes that “homeless students” are those lacking a fixed, regular and adequate nighttime residence. This definition shall include children and youth who are:

1. Sharing the housing of other persons due to loss of housing, economic hardship, or similar reasons;
2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Abandoned in hospitals;
5. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; and/or
7. Migratory youth living in conditions described in the previous examples.

II. Designation of a Homeless Education Liaison

The Superintendent shall designate an appropriate staff person to be the district's liaison for students who are experiencing homelessness and their families. The Homeless Education Liaison will:

- Work directly with school staff to identify students who become homeless during the school year;
- Assist in all aspects of immediate school enrollment when needed;
- Arrange transportation in accordance with state regulations;
- Work with other district personnel to assure that the student has equal access to attend and participate in all school courses, activities, and events;

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Deleted: Title I, similar state programs,
Deleted: gifted and talented programs

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Students and Instruction 5000

Attendance 5100

Enrollment – Salem Residents 5102

Students Experiencing Homelessness 5102.03

- Collaborate with local service providers and refer homeless families to these agencies for the purpose of providing assistance and support;
- Provide information, education and training around issues homelessness for school personnel; and

The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of students experiencing homelessness.

III. School Selection

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area in which the student is actually living. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as all families enrolled in the district.

IV. Enrollment

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies, even if the student does not have the documents usually required for enrollment, such as school records, medical records including current immunization records, or proof of residency. Students and families should be encouraged to obtain such records, and the district liaison will assist the student and family with that process.

Records from the student's previous school shall be requested from the previous school pursuant to district policies.

Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary.

V. Transportation

Homeless students are entitled to transportation as specified in state and federal law as well as the Salem Public Schools Transportation Policy #3601.

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Deleted: to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally.

Students and Instruction 5000

Attendance 5100

Enrollment – Salem Residents 5102

Students Experiencing Homelessness 5102.03

VI. Dispute Resolution

If there is an enrollment dispute, the homeless student shall be immediately enrolled in the school in which the enrollment is sought, pending resolution of the dispute. Parents, guardians or unaccompanied youth shall be informed of the district’s decision and their right to appeal in writing. The Homeless Education Liaison will facilitate the dispute resolution and appeal process. The final decision in such a situation resides with the Massachusetts Commissioner of Education.

LEGAL REF.: McKinney-Vento Homeless Education Assistance Improvements Act of 2001, as reauthorized [under the Every Student Succeeds Act of 2015 \(ESSA\)](#)

42 U.S.C. § 11431 et seq.

Approved: November 3, 2014

Reviewed and referred by the Policy Subcommittee on 12/10/19

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Deleted: Homeless students are entitled to transportation to and from their school of origin at the request of the parent, guardian or unaccompanied youth. Transportation will be provided if:¶

The school of origin is in Salem but the homeless student is temporarily living in a different district, and the distance does not exceed one hour for those in Grades 1-12 or 45 minutes for those in Kindergarten.¶

The school of origin is in a different district but the homeless student is temporarily living in Salem, and the distance does not exceed one hour for Grades 1-12 or 45 minutes for Kindergarten.¶

The homeless student is temporarily residing within the district; in such instance transportation is provided per the Salem Public Schools’ eligibility guidelines for transportation¶

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Commented [VC1]: DESE has an updated policy advisory at <http://www.doe.mass.edu/my/>. You may want to make sure the overall policy remains consistent.

Deleted: by the No Child Left Behind Act of 2002

Deleted: First Reading: October 6, 2014¶
Second Reading: October 20, 2014¶

STUDENTS AND INSTRUCTION 5000

INSTRUCTIONAL PROGRAM 5200

GRADING AND REPORTS ON ACADEMIC PROGRESS 5204

The Salem School Committee recognizes the responsibility of the district and schools to provide regular reports of student progress and grades. The School Committee further recognizes that these reports are a vital form of communication between the schools and parents/guardians. The School Committee also believes that all report cards and progress reports must be based upon full information, accurately and honestly report student progress toward learning goals, and maintain confidentiality.

A report depicting the student's progress will be issued periodically following an evaluation by the appropriate teacher, teachers, or other professional personnel.

Each school in the district will issue at minimum three report annually with the first being issued no later than mid-December.

The regularly scheduled conferences shall be held in December and in March after report cards have been issued and distributed to parents/guardians.

In addition to the report cards and progress reports, parents/guardians will be notified when a student's performance requires a special notification.

Major changes in the reporting system shall be preceded by a cooperative study and evaluation by representative teachers, school leaders, parents/guardians, and the Superintendent or his/her designee, who will submit the proposal to the School Committee for consideration and approval.

Approved November 16, 2015

Reviewed and referred by the Policy Subcommittee on 12/10/19

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STUDENTS AND INSTRUCTION 5000

INSTRUCTIONAL PROGRAM 5200

PROMOTION/RETENTION/LEVEL CHANGE 5206

It is the policy of the Salem School Committee that in general, students shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The educational program shall provide for the continuous progress from grade to grade, with students generally spending one year in each grade. There are times, however, when a student may benefit from taking more time in the same grade.

Parents will be notified about the possibility of retention through the parent/teacher conference. Before any final recommendation is made, parents will be engaged in a collaborative dialogue concerning advantages and disadvantages of the retention through the Student Support Team process. After this consultation, the Principal will make the final decision.

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The decision to retain is based on a combination of the student's daily performance, assessment data, and developmental growth as determined by the school team which will include at minimum the classroom teacher, instructional specialists (e.g. School Adjustment Counselor, Special Education Teacher, ESL Teacher, etc.), and the principal.

For any student who is retained, careful consideration will be given to what will change in the upcoming school year and what supports will be in place to address and monitor particular areas of concern.

Approved: October 19, 2015

Reviewed referred by the Policy Subcommittee on 12/10/19

STUDENTS AND INSTRUCTION 5000

INSTRUCTIONAL PROGRAM 5200

PARENT/GUARDIAN CONFERENCES 5207

Parent/guardian and teacher conferences are held on a periodic basis as scheduled by each individual school principal. Individual conferences with teachers or the principal are available by request. The frequency of conferences shall be set in accordance with the current Collective Bargaining Agreement.

The intent of parent/guardian-teacher conferences is to share information about a student's progress in school and to partner on supporting future growth and development.

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▼ Approved October 15, 2015 Deleted: First Reading of Revision: September 8, 2015¶
Second Reading of Revision: September 21, 2015¶
Third Reading of Revision – October 5, 2015

Reviewed and referred by the Policy Subcommittee on 12/10/19

STUDENTS AND INSTRUCTION **5000**

INSTRUCTIONAL PROGRAM **5200**

HOMEWORK **5208**

The School Committee believes in the value of assigning work for students to complete outside of the classroom for the purpose of practicing skills, applying knowledge and expanding understanding. The Superintendent and school leaders will establish specific guidelines and expectations for teachers, families and students to ensure that homework supports student learning.

Legal Reference: MGL 76:5; 76:16 (Chapter 622 of the Acts of 1971)
Title VI, Civil Rights Act of 1964
Title VII, Civil Rights Act of 1964, as amended by the
Equal Employment Opportunity Act of 1972
Executive Order 11246, as amended by Executive Order 11375
Title IX, Education Amendments of 1972
Board of Education, Chapter 622 Regulations Pertaining to Access to
E.E.O. adopted June 24, 1975, amended October 24, 1978

Approved: 1/ 9/06

Approved: January 2016

Reviewed and referred by the Policy Subcommittee on 12/10/19

STUDENTS AND INSTRUCTION 5000

INSTRUCTIONAL PROGRAM 5200

HOME / HOSPITAL BOUND INSTRUCTION 5210

In accordance with 603 CMR 28.03(3)(c), the Salem Public Schools provides an instructional program for any student who, in the judgment of the student's physician, will have to remain at home or in a hospital for medical reasons for a period of not less than fourteen days. Upon receipt of a physician's written order verifying that any student enrolled in the district or placed by the public school in a private setting must remain at home or in a hospital on a day or overnight basis, or any combination of both, for medical reasons and for a period of not less than fourteen school days in any school year, the principal shall arrange for provision of educational services in the home or hospital. Such services shall be provided with sufficient frequency to allow the student to continue his or her educational program, as long as such services do not interfere with the medical needs of the student. The principal shall coordinate such services with the Administrator of Special Education for eligible students. Such educational services shall not be considered special education unless the student has been determined eligible for such services, and the services include services on the student's IEP.

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A Home or Hospital Program is an extension of the school program in which the student is enrolled. The content of the program is the same as that of the class in which the students is enrolled. The home instructor coordinates the program with the teacher of the class that the student would be attending. The home instructor assists the student in maintaining effective progress in school subjects, and the classroom teacher assigns the actual grades. The Principal will ensure services are delivered in accordance with policy and monitor until student is able to return to school

Approved: November 2, 2015

[Legal References: 603 CMR 28.00](#)

[Reviewed and referred by the Policy Subcommittee on 12/10/19](#)

STUDENTS AND INSTRUCTION

5000

INSTRUCTIONAL PROGRAM

5200

HOME SCHOOLING

5211

In accordance with the Laws of Massachusetts, Chapter 76, Sections 1, 2, and 4 the Salem Public Schools have established the following procedure relative to home schooling:

Prior to the academic year, the parent(s) or legal guardian(s) must file a written educational plan requesting home schooling. The plan should include the following: parents' names and address, student's name and grade for the upcoming school year, and the educational plan. The educational plan must be a written application, which includes, but is not limited to, the following:

- a) the course of study,
- b) the curriculum to be utilized, and
- c) the academic qualifications of the instructors;

The application is forwarded to the superintendent or assistant superintendent for approval;

Following receipt of the parents' written plan, a meeting may be scheduled with an administrator to discuss the educational plan and other related issues as they pertain to the competency of the individuals who will be serving as instructors, the curriculum to be utilized, the number of hours and days of instruction, and the proposed evaluation of the student's progress;

The Superintendent or designee shall develop a procedure to determine the process and extent to which home-schooled students may participate in a course offering or extra-curricular activity.

Following approval, the parent(s) or guardian(s) will receive a letter of approval for home schooling from the district administrator;

This procedure must be followed whether submitting an initial request for home schooling or the request is to continue home schooling for an additional year.

For pertinent information, refer to DESE guidelines.

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STUDENTS AND INSTRUCTION	5000
<u>INSTRUCTIONAL PROGRAM</u>	5200
HOME SCHOOLING	5211

PARTICIPATION IN INTERSCHOLASTIC ATHLETICS

The MIAA will permit a home-educated student to participate in interscholastic athletics if the following conditions are met:

- a) The local School Committee of a MIAA public school member institution must approve participation of home-educated students on the local high school team. The local building principal must indicate such on the annual MIAA membership form and include all home schoolers in the annual MIAA enrollment report
- b) The Superintendent or designee has approved the educational plan for the home-educated student;
- c) The principal has determined appropriate high school grade level placement (9-12) for the home-educated student in conjunction with chronological age and educational plan;
- d) The student must reside in the school district that serves the high school and must be living with his/her parents or legal guardians in the family residence;
- e) The parents of the home-educated student must submit a written request prior to the start of the academic year to the principal of the member school requesting approval for their son/daughter to participate in interscholastic athletics;
- f) The principal must be satisfied that the student meets the guidelines for athletic participation required for all other students as defined in the current MIAA blue book. This should include, but not be limited to, those rules governing transfers, academic eligibility, age requirements, and the number of consecutive seasons of athletic eligibility beyond grade 8.

Legal References: MGL 76: 1; 76:2: 76:4; 119:24 Care and Protection of Charles, 399 Mass. 324 (1987)

Approved: October 5, 2015

Reviewed and referred by the Policy Subcommittee on 12/10/19

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