



School Committee Meeting Materials

Regular School Committee Meeting

December 3, 2018

7:00pm

*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 3, 2018

REGULAR SCHOOL COMMITTEE MEETING

Notice is hereby given that the Salem School Committee will hold a Regular School Committee meeting on Monday, December 3, 2018 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. Revised Consent Agenda

- a. Minutes of the Committee of the Whole meeting held November 19, 2018
- b. Minutes of the Regular School Committee meeting held November 19, 2018
- c. Approval of Warrant: 11/29/18 in the amount of \$494,036.84
- d. Deliberation and Vote on the Carlton Innovation School 5th grade field trip request to Athol, MA in two separate groups from February 25-27, 2019 and February 27-March 1, 2019.
- e. Deliberation and Vote on the Salem High School’s Science Team out-of-state field trip request to the University of Connecticut Science Bowl March 2, 2019 from 5am to 6:30pm.

III. Approval of the Agenda

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

V. Presentation and Reports

Superintendent’s Report

Other Reports:

Draft Goals for the Superintendent’s Annual Evaluation for SY2018-19

VI. Action Items: Old Business

- a. Deliberation and Vote on the Second Reading of the Revisions to School Committee Policies in the 4000s series focusing on Personnel:
 - 4101 Staff Conflict of Interest
 - 4102 Drug Free Workplace
 - 4102.01 Off the Job Drug and Alcohol Use and Activity
 - 4103 Staff Health and Safety
 - 4103.01 HIV

- 4103.02 Communicable Diseases
- 4104 Worker's Compensation Insurance
- 4106 Nondiscrimination and Equal Employment Opportunity
- 4106.01 Racial Discrimination – recommended for deletion
- 4107 Personnel Records
- 4109.01 Small Necessities Leave
- 4112 Employee Arrest
- 4113 Staff Participation in Political Activities
- 4114 Staff Participation in Community Activities
- 4115 Resignation of Employees – recommended for deletion
- 4202 Certification Requirements for Professional Staff
- 4206 Visiting Days, Educational Conferences and Professional Workshops
- 4207 Non-School Employment by Professional Staff Members
- 4208 Suspension, Demotion and Dismissal of Professional Staff Members

VII. Action Items: New Business

- a. Deliberation and Vote on the Final Rating for the Superintendent's Evaluation for the SY 2017-18 School Year

VIII. Finance Report

- a. Deliberation and Vote on the FY19-3 budget transfer – tabled on 11/19/18

IX. Subcommittee Reports

X. School Committee Concerns and Resolutions

XI. Public Comment #2: Questions and Comments from the Audience

XII. Adjournment

Respectfully submitted by:

Angelica Alayon, Secretary to the
Salem School Committee

Salem School Committee
Committee of the Whole Meeting Minutes
Monday, November 19, 2018

A Committee of the Whole (COW) meeting of the Salem School Committee was held on Monday, November 19, 2018 at 5:30 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: Margarita Ruiz, Superintendent, Kate Carbone, Assistant Superintendent, Jill Conrad, Chief of Systems Strategy, Kristin Shaver, Business Manager, Kelley Rice, Chief of Communications, and Deborah Connerty, Acting Executive Director of Pupil Personnel Services

Introduction

Mayor Driscoll called the meeting to order and explained that the key discussion point this evening is the evaluation evidence that was submitted by the Superintendent. School Committee members had a week for a chance to review both the professional practice and student achievement and learning goals. Ms. Driscoll briefly talked about the goals.

Discussion of the evaluation evidence submitted by the Superintendent

Superintendent Ruiz referred to two documents submitted to each member: One document is her memo with the student learning and professional practice goals and evidence. The other document submitted is the evidence divided by the four standards/as related to the four standards on the state rubric for Superintendents. Superintendent Ruiz talked about the great deal of work done on student learning and professional practice goals.

Discussion on Student Learning Goals

Members shared thoughts, asked questions, and shared feedback. Mayor Driscoll wondered how to address both the High School redesign they are working on while ensuring they are not waiting for that to happen in order to assist students now. Superintendent Ruiz responded she had an initial meeting with all the principals and a data meeting with each principal individually. They went through the data with someone who is familiar with the assessments and that they have the systems by which they check on the data and intervention options.

Superintendent Ruiz said they would come back and brief the School Committee on specific plans that are being placed to intervene, specifically in Math and Science. In response to Ms. Campbell's request, Ms. Ruiz said they would also come back with information of historical data.

Members discussed the categories in the evaluation rubric.

Ms. Ruiz reported on the newly established structures and supports, overall work done in the district, and highlighted other accomplishments.

Members discussed the possibility for evaluation surveys at the completion of the New Leadership Institute/the New Teacher Institute and Professional Development (PD) or student performance tracking.

Ms. Manning requested a job description of the Director of the College and Career Center versus the Director of Guidance job description.

Conclusion

Members agreed that Superintendent Ruiz would gather the information requested by School Committee members and share it, via email, with them for review. School Committee members would each carefully review the Superintendent responses, fill out the Superintendent evaluation form, and submit their feedback, concerns, or questions to the Vice Chair by November 28, 2018. The Vice Chair would put together a summary of the findings and have a dialogue about it at the next School Committee meeting on Monday, December 3, 2018.

Adjournment

There being no further business to come before the Committee of the Whole (COW) School Committee meeting members motioned to adjourn, rise and report, and seconded the motion. The motion carried. The meeting was adjourned.

Respectfully submitted by:

Angelica Alayon, Secretary
Salem School Committee

Meeting Materials

SY2017-18 Superintendent Evaluation Goal Outcomes Memo
Superintendent's 2017-2018 Performance Evaluation Highlights by DESE Standards I - IV
Salem Public Schools Salem High School Director of Guidance 9-12 Job Description
Salem High School Director of the College and Career Readiness Center Job Description

Salem School Committee
Meeting Minutes
Monday, November 19, 2018

A regular meeting of the Salem School Committee was held on Monday, November 19, 2018 at 7:10 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: Margarita Ruiz, Superintendent, Kate Carbone, Assistant Superintendent, Jill Conrad, Chief of Systems Strategy, Kristin Shaver, Business Manager, and Kelley Rice, Chief of Communications

Call of Meeting to Order

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

Revised Consent Agenda

- Minutes of the regular School Committee meeting held November 5, 2018
- Minutes of the Committee of the Whole (COW) meeting held November 7, 2018
- Approval of Warrants: 11/8/18 in the amount of \$380,764.16, 11/15/18 in the amount of \$354,714.04, 11/21/18 in the amount of \$396,820.70

Ms. Manning motioned to approve the revised consent agenda. Ms. Wilson seconded the motion. The motion carried.

Approval of the Consent Agenda

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

Public Comment #1: Questions and comments from the audience

Ann Berman, 1401 Crane Brook Way, Peabody, MA, announced their first upcoming book event at Peabody Veterans Memorial High School on Saturday, December 1st, 2018, shared details of the upcoming event, and encouraged Peabody and Salem students, families, and teachers to stop by to select up to 25 books they can take home.

Benjamin Chertok, 7 Phelps Street, Salem, MA, thanked Salem teachers, hard-working substitutes, and paraprofessionals who cover teacher classroom absences as needed, and explained a dire need for additional substitutes.'

Presentation and Reports

Superintendent's Report – Margarita Ruiz

Superintendent Ruiz reported that the Landmark School is providing a professional development to some of the district's special education teachers, thanks to the generous grant provided by the Salem Five bank. The training that teachers will receive will focus on teaching students with disabilities who are also English Language learners. Ms. Ruiz reported that Salem Public Schools was identified as a finalist for a grant application to Mass IDEAS (Innovating Design in Education for All Students) and they would receive close to \$150,000 if selected for this grant, which would go toward the High School redesign planning. In addition, if they get selected, they would also be eligible for a larger grant close to \$750,000 to support the implementation of the redesign. Superintendent Ruiz continued they are in the final running for this grant and hope to provide a favorable update to the School Committee soon. Superintendent Ruiz said that Deborah Jeffers, Salem Public Schools Director of Food Services and Nutrition, will be presented with a Root Community Leadership Award in early December 2018. Ms. Ruiz thanked Ms. Jeffers for her services and congratulated her on this well-deserved recognition and for all she does to support Salem students.

Other Reports

Update on the results of the Staff Exit Survey (Spring-Summer 2018)

Superintendent Ruiz explained that the School Committee had requested an update on the results of the staff exit interviews. Ms. Shaver presented the results of the exit interviews from staff that voluntarily departed from the district from April 1st through August 31st of this year (2018). Ms. Shaver explained the results, walked members through each slide of the presentation data, and answered questions from School Committee members.

Action Items: Old Business

Deliberation and Vote on the Third Reading of the Revision to School Committee Policy

#6501 Subcommittees

Members motioned to approve the third reading of the revision to School Committee Policy #6501 Subcommittees and seconded the motion. The motion carried.

Action Items: New Business

Deliberation and Vote on the request by the Polish Language School to retroactively waive the unpaid fees for the use of Carlton Innovation School for the 2017-18 school year.

Ms. Manning motioned to approve the Polish Language School request to retroactively waive the unpaid fees for the use of Carlton Innovation School for the 2017-18 school year. Ms. Campbell seconded the motion. The motion carried.

Deliberation and Vote on the First Reading of the Revisions to School Committee Policies in the 4000s series focusing on Personnel:

- 4101 Staff Conflict of Interest
- 4102 Drug Free Workplace
- 4102.01 Off the Job Drug and Alcohol Use and Activity
- 4103 Staff Health and Safety
- 4103.01 HIV
- 4103.02 Communicable Diseases
- 4104 Worker's Compensation Insurance
- 4106 Nondiscrimination and Equal Employment Opportunity
- 4106.01 Racial Discrimination – recommended for deletion
- 4107 Personnel Records
- 4109.01 Small Necessities Leave
- 4112 Employee Arrest
- 4113 Staff Participation in Political Activities
- 4114 Staff Participation in Community Activities
- 4115 Resignation of Employees – recommended for deletion
- 4202 Certification Requirements for Professional Staff
- 4206 Visiting Days, Educational Conferences and Professional Workshops
- 4207 Non-School Employment by Professional Staff Members
- 4208 Suspension, Demotion and Dismissal of Professional Staff Members

Ms. Wilson motioned to approve the first reading of the revisions to School Committee policies in the 4000s series focusing on Personnel. Ms. Nuncio seconded the motion. The motion carried.

Finance Report

Deliberation and Vote on the FY19-3 budget transfer – tabled on 11/5/18

Discussion

Finance Subcommittee needs additional time to review.

The deliberation and vote on the FY19-3 budget transfer matter remains tabled for the next School Committee meeting.

Subcommittee Reports - None

School Committee Concerns and Resolutions

Mayor Driscoll informed everyone that the School Committee is in the process of evaluating the Superintendent. The School Committee spent some time, during a Committee of the Whole (COW) meeting earlier this week, reviewing goals that were set on student achievement, district goals, and reviewing evidence in terms of progress made in those areas. The School Committee will be submitting their individual evaluation forms to Vice Chair by November 28, 2018 with an expectation they will be completing that process some time in December. Members commented that it would hopefully be by December 3rd.

Public Comment #2: Questions and comments from the audience – None

Adjournment

There being no further business to come before the School Committee this evening. Mr. Cruz entertained the motion to adjourn. Members seconded the motion. The meeting was adjourned.

Respectfully submitted by:

Angelica Alayon, Secretary
Salem School Committee

Meeting Materials and Reports

School Committee Revised Consent Agenda November 19, 2018
Minutes of the November 5, 2018 Regular School Committee meeting
Minutes of the November 7, 2018 Committee of the Whole (COW) meeting
Exit Interviews Strategic Plan Survey Responses April 1, 2018 – August 31, 2018
Policy #6501 Subcommittees
Carlton Innovation School Fee Waiver Request
School Committee Policies (4000s) Revisions
Policies in the 4000s series focusing on Personnel
FY19-3 Budget Transfer

The Salem Public Schools

Carlton Innovation School

Bethann Jellison, Principal
W. Scott Macomber, Assistant Principal
10 Skerry Street, Salem, MA 01970

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

To: Salem School Committee

From: Bethann Jellison, Principal

Date: November 16, 2018

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 25, 2019 to February 27, 2019 and from February 27, 2019 to March 1, 2019. 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 \$65.00 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 25 and 27, 2019 Date of Return: February 27, 2018 and March 1, 2019

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

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 Jellison	11/8/18	2-25-19/2-27-19 2-27-19/3-1-19	
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	53	8:30	1:00
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, RN</i>		Date: 11-8-18 <i>2-27-19</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 type="checkbox"/> Yes <input type="checkbox"/> No How many? _____
Comments: <i>Spoke w/ Pam - Will figure out as date approaches</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 checked="" 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>8:00 am</i> Pick Up Location: <i>Carlton</i>	Return Time: 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 checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<i>One student's mom will come with her daughter.</i>		

VI. Principal Review and Approval (Required for ALL Field Trips)	
School Principal Signature: <i>Bethann Jellison</i>	Date: <i>11-16-18</i>

Visiting Schools at the Farm School

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

OVERVIEW

FARMWORK

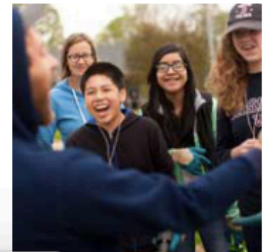
FARMER'S DAY

STAFF

REWARDS

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

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



Visiting Schools at the Farm School

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

OVERVIEW

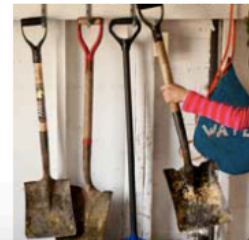
FARMWORK

FARMER'S DAY

STAFF

REWARDS

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



Generic Schedule - 2018-19 (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!

Memorandum

RECEIVED

NOV 27 2018

S.P.S.
Supt.'s Office

To: Ms. Margarita Ruiz, Superintendent of Schools
CC: file
From: Jennifer DeStefano, Salem High Principal 
Date: November 20, 2018
Re: Out of State Field Trip to the University of Connecticut- Science Bowl

This is to recommend the Salem High School's Science Team be given permission to participate in a one-day Science Bowl Meet. This trip will take place on Saturday, March 2, 2019. The trip will include all members of the Science Team and their teacher, Mr. Victor Brandalise, as chaperone. A list of students with permission slips will follow if needed. No school will be missed in order to participate in this event held on Saturday.

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

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

Please call me if you have any questions or concerns.

Attachment

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	Victor Brandalise	11/16/18	3/2/19	
Coordinator Contact Info	Phone: 408-768-7358 Email: victorbrandalise@salemki2.org	Total Number of Students	Departure Time	Return Time
Grade Level(s)			5:00 AM	6:30 PM
Destination <small>Please identify that place AND the specific location and address for the trip.</small>	Northeast Regional High School Science Bowl University of Connecticut Department of Engineering Storrs, Conn.	Location and Duration		
		<input type="checkbox"/> Local trip within Salem/North Shore <input type="checkbox"/> In-state – within MA <input checked="" type="checkbox"/> Out of state – travel to another state <input type="checkbox"/> Within the normal school day <input checked="" type="checkbox"/> Beyond normal school hours <input type="checkbox"/> Overnight trip		

II. Learning and Accessibility

Instructional Alignment	Accessibility and Inclusion for All Students
<input checked="" type="checkbox"/> Alignment: The trip is aligned to standards <input checked="" type="checkbox"/> Preparation Plan: Students will be prepared for trip <input type="checkbox"/> Post-Trip Plan: Students will synthesize learning Comments: Students have been practicing since 10/18	<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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No
School Nurse Signature: <i>Kamryn Amiri, RN</i>		Date: 11/19/18

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

V. Transportation (Please fax all SPS bus transportation requests to 978-825-5542)

What is the means of transportation you will need for this trip?	<input type="checkbox"/> SPS Bus (local destinations only) <input 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: <i>[Signature]</i>	Date: 11/24/18
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**School Committee Policies (4000s) to be referred to School Committee for
First Reading, Mon., 11/19/18**

PERSONNEL POLICY

#4101 -- Staff Conflict of Interest, as amended

Added phrase “appearance of conflict” to first sentence.

First paragraph, 1st sentence now reads: “. . . any activity that conflicts or raises a reasonable question of conflict **or the appearance of conflict** with his/her duties and responsibilities in the school system.”

#4102 – Drug-Free Workplace, no change

#4102.01 – Off the Job Drug and Alcohol Use and Activity, as amended

2nd paragraph -- Added “[employees] who admit to sufficient facts” and “no contest”
Last sentence in 2nd paragraph now reads: Employees who are convicted, **admit to sufficient facts**, or plead guilty or nolo contendere (**no contest**) because of off the job activities . . .”

#4103 – Staff Health and Safety, as amended

1st paragraph, last sentence -- Added “federal”

Last sentence in 1st paragraph now reads: “. . . to comply with **federal** and state laws and regulations.”

#4103.01 – HIV, only fixed typos in legal references

#4103.02 – Communicable Diseases, fixed legal references

#4104 – Worker’s Compensation Insurance, as amended

Kristen Shaver checked on question about use of sick days and timeline of 5 days

Fixed legal reference from MGL 152.59 to **152.69**

#4106 – Equal Employment Opportunity/Discrimination, as amended

Deleted “Equal Employment Opportunity” from beginning of title. Policy is now called **“Nondiscrimination and Equal Employment Opportunity”**

1st & 2nd paragraphs rewritten by Assistant City Solicitor Victoria Caldwell and accepted by Policy Subcommittee on 10/15/18

Last sentence corrected to “Inquiries **or complaints** regarding compliance with **nondiscrimination laws** may be directed to the superintendent’s office.

Legal references also corrected and itemized at bottom of page.

#4106.01 – Racial Discrimination, recommended for deletion – subsumed under #4106

#4107 – Personnel Records, as amended

2nd paragraph, first sentence: deleted “assistant superintendent for human resources” and inserted “**director of human capital**”

3rd paragraph, 1st sentence: changed “assistant superintendent” to “**director of human capital**”

4th paragraph, 1st sentence: “. . . Personnel records are considered confidential under the law and will not be open to public inspection **as they are not public records under the law**. Access to personnel files will be limited to persons authorized by the **director of human capital** to use the files for the reasons cited above.

5th paragraph amended to: “Each employee will have the right, upon written request, to review the contents of his/her own personnel file **and the employee has the right to comment on information contained in the file and such comment shall be included in the file.**”

Added sentence: **Each employee shall receive prior notification in writing if information is placed in his/her personnel file.**

Final sentence changed to: For **any negotiated requirements for individual employees**, refer to the **appropriate collective bargaining agreement**.

Legal references were updated, and reference to “Family Educational Rights and Family Act” was deleted.

#4109.01 – Small Necessities Leave, added legal reference at end of policy

#4112 – Employee Arrest, as amended

Deleted phrase “Whether the charges against the employee involve moral turpitude”

#4113 – Staff Participation in Political Activities, as amended

1st paragraph rewritten by Assistant City Solicitor Victoria Caldwell and accepted by Policy Subcommittee on 10/15/18;

2nd paragraph modified as follows: “teacher” changed to “employee” (2 times); last sentence modified to: “. . . shall be arranged on an individual basis **subject to the relevant provisions of any applicable collective bargaining agreement.**”

#4114 – Staff Participation in Community Activities, as amended

Title changed from “Staff Conflict of Interest” to “**Staff Participation in Community Activities**”

#4115 – Resignation of Employees, policy deleted because of redundancy with Policy 4116 (Personnel Reports)

#4202 – Certification Requirements for Professional Staff – Added legal reference: MGL 71: 38G, **28G1/2**

#4206 – Visiting Days, Educational Conferences and Professional Workshops – Deleted “Certification Requirements for Professional Staff” in title;
2nd sentence: Changed “shall” to “may”. Sentence now reads: “The superintendent **may** request from personnel, after such visits, a report of their observations in order that other personnel of the city schools may profit by them.”

#4207 – Non-School Employment by Professional Staff Members -- Added legal reference to include Conflict of Interest Law citation:
Legal Reference: MGL 268A: 1-29

#4208 -- Suspension, Demotion and Dismissal of Professional Staff Members – Changed “teacher(s)” to “professional educator(s)” or “educator(s)” throughout policy -- 7 times;
2nd paragraph, 4th line: Changed “He/she” to “The employee”
Added legal reference to include Section 41, because provision references professional status: Legal Reference: MGL 71: **41, 42**

PERSONNEL	4000
<u>ALL EMPLOYEES</u>	4100
STAFF CONFLICT OF INTEREST	4101

No employee of the School Committee or any School Committee member will engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises the appearance of a conflict with his/her duties and responsibilities in the school system. Nor will any staff member engage in any type of private business during school time or on school property.

Deleted: or raises a reasonable question of conflict

Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources.

As there should be no conflict of interest in the supervision or evaluation of employees, at no time will any administrator be responsible for the supervision and/or evaluation of any employee who is related to him/her.

In cases where the situation results after initial employment, no employee shall be placed in any position where a spouse or relative of that employee exercises the direct administration or supervisory authority over that position.

Legal Reference: MGL 268A:1-29

Deleted: 20

Referred by the Policy Subcommittee 11/5/18

Approved First Reading: 11/19/18

PERSONNEL

4000

ALL EMPLOYEES

4100

DRUG-FREE WORKPLACE POLICY

4102

It is the policy of the Salem Public Schools to maintain an alcohol-free and drug-free workplace. The unlawful manufacture, distribution, dispensation, possession or use of controlled substances or alcohol is prohibited while on duty or on school department property. Any violations of this policy will be grounds for disciplinary action up to and including immediate suspension and dismissal.

It is a condition of employment that each employee abides by this policy and notifies the superintendent of schools of any criminal drug conviction for a violation occurring in the workplace within 5 days of such a conviction. The Salem School Department has an obligation to notify the appropriate federal agency within 10 days of receiving such a notice of conviction. The superintendent of schools will take disciplinary action up to and including dismissal from employment.

Federal law, known as the Drug-Free Workplace Act of 1988, requires the Salem Public Schools to certify that it maintains a drug-free workplace as a condition of receiving federal grants and contracts.

Reviewed by the Policy Subcommittee: 9/10/18

Approved First Reading: 11/19/18

PERSONNEL	4000
<u>ALL EMPLOYEES</u>	4100
DRUG-FREE WORKPLACE POLICY	4102
OFF THE JOB DRUG AND ALCOHOL USE AND ACTIVITY	4102.01

Employees who use drugs, alcohol, or chemical substances off the job run the risk of jeopardizing the safety of themselves, the public, and the district.

Whenever such usage adversely affects public trust in the district or otherwise interferes with the district's ability to carry out its responsibilities or increases potential liability for the district, the district may be forced to take disciplinary action against the offending employee(s), up to and including termination of employment. Employees who are convicted, admit to sufficient facts, or plead guilty or nolo contendere (no contest) because of off the job activities (drug or alcohol related) may be considered in violation of this policy.

In deciding what action to take, the district will consider the nature of the charges and other factors relative to the impact of the employee's conviction or plea upon the conduct of the district's business.

Reviewed by the Policy Subcommittee 9/10/18

Approved First Reading: 11/19/18

PERSONNEL	4000
<u>ALL EMPLOYEES</u>	4100
STAFF HEALTH AND SAFETY	4103

All school personnel must submit a statement of good health verifying their ability to perform the duties required in their job description from a primary health care provider within 90 days of hire. Prospective candidates for building service positions including custodians, painters, maintenance craftsmen, carpenters, grounds maintenance, HVAC, and electricians, will be subject to a pre-employment physical. Additional physical examinations will also be required of bus drivers and food service workers to comply with federal and state laws and regulations.

The superintendent may require an employee to submit to a physical examination by a physician appointed by the school department whenever that employee's health appears to be a hazard to self, students or others in the school department, or when a doctor's certificate is needed to verify the need for sick leave, subject to the provisions set forth in negotiated agreements.

Refer to negotiated agreements(s)
 Legal Reference: MGL 71 :54

Deleted: 55B

Reviewed by Policy Subcommittee:
10/15/18



Deleted: Approved: 9/26/05

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Approved First Reading:
11/19/18

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ALL EMPLOYEES

4100

STAFF HEALTH AND SAFETY

4103

HIV

4103.0

It is the policy of the Salem Public Schools that in compliance with the Americans with Disabilities Act (ADA, 42 U.S.C. S 12101), the Individuals with Disabilities Education Act (IDEA, 20 U.S.C. S 1400) and Section 504 of the Rehabilitation Act of 1971 (29 U.S.C. S 794), MGL Chapter 111, Section 70F, and Chapter 112, Section 12F, and the policy guidelines of the Massachusetts Department of Public Health and the Department of Education, students and employees with HIV infection have the same education and employment rights as any other student or employee.

HIV infection includes all individuals infected with the human immunodeficiency virus (HIV) and every stage of infection and illness.

EMPLOYMENT

Any employee or applicant for employment will not be discriminated against on the basis of HIV infection or association with another person with HIV infection.

An Employee with HIV infection may continue to work as long as he or she is able to perform the essential functions of the position, with reasonable accommodation if necessary.

PRIVACY

Employees are not required to disclose their HIV infection status to anyone in the education system.

HIV antibody testing is not required for any purpose.

Every employee has a duty to treat as highly confidential any knowledge of speculation concerning the HIV status of a student or other staff member.

Violation of medical privacy is cause for disciplinary action, criminal prosecution, and/or personal liability for a civil suit.

No information regarding a person's HIV status will be divulged to any employee or subcontractor without:

A court order; or

The informed, written, signed and dated, consent of the person with HIV infection or the parent or guardian of a legal minor.

The written consent for HIV disclosures must specify the name of the recipient of the information and the purpose for the disclosure.

All health records, notes, and other documents that reference a person's HIV status will be kept under lock and key in a file separate from the individual's medical, personnel or discipline records.

Access to HIV confidential records is limited to those named in written permission from the person or that parent/guardian, and to emergency medical personnel.

All employees are required to consistently follow Universal Precautions and the Salem Public Schools HIV Administrative Guidelines at all times within school, as well as during all school activities.

A school staff member must alert the school nurse or principal if a student's health condition or behavior presents a reasonable risk of transmitting any infection (e.g. biting, spitting).

All school staff members will maintain a respectful school climate and not allow physical or verbal harassment of any individual or group based on:

A person living with HIV infection;

A person perceived as having HIV infection; or

A person associated with someone with HIV infection.

The superintendent is directly responsible for enforcing and communicating this policy. Principals and administrators are responsible for:

Implementing the policy in their building/department;

Reviewing this policy with their staff annually; and

Monitoring the execution of this policy at the building level.

Refer to Salem Public Schools HIV Administrative Guidelines

Legal Reference: 42 USC Section 12101
20 USC Section 1400
29 USC Section 794
MGL: 111 Section 70F
MGL: 112 Section 12F
603 CMR 26.00

Reviewed by the Policy Subcommittee 9/10/18
Approved First Reading: 11/15/18

PERSONNEL	4000
<u>ALL EMPLOYEES</u>	4100
STAFF HEALTH AND SAFETY	4103
COMMUNICABLE DISEASES	4103.02

In accordance with Massachusetts General Laws and the Massachusetts Department of Public Health regulations, employees diagnosed with a communicable disease will be excluded from work and may be required to submit documentation from a primary care provider approving their return to work.

When one or more cases of a vaccine-preventable disease are diagnosed, all susceptibles, including those with medical or religious exemptions, are subject to exclusion as described in the Massachusetts Department of Public Health Reportable Diseases, Surveillance and Isolation and Quarantine Requirements.

In cases of certain diseases when the question of communicability and exposure pose a risk to the public health, the superintendent will be responsible for the enforcement of the exclusion of employees refusing to comply with the Board of Health requirements for prevention and control measures.

In all instances, school personnel will respect an individual’s right to privacy and medical confidentiality.

Refer to Salem Public Schools – School Health Services Protocols and Guidelines

Deleted: ¶

Legal Reference: MGL 111:6, 7, 109, 111, 112
 105 CMR 300.000: Reportable Diseases, Surveillance, and Isolation
 and Quarantine Requirements

Commented [VCI]: The two deletions are sections that do not apply. 111: 3 AND 110

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Reviewed by the Policy Subcommittee: 9/10/18

Deleted: Approved: 9/26/05¶

Approved First Reading: 11/19/18

PERSONNEL	4000
<u>ALL EMPLOYEES</u>	4100
WORKER'S COMPENSATION INSURANCE	4104

Whenever an employee is absent from school as a result of injury caused by an accident or an assault occurring in the course of his/her employment, the employee may elect to be paid his/her full salary (less the amount of any workmen's compensation award made for temporary disability due to such injury) to the extent of the employee's available accumulated sick leave.

See Negotiated Agreement(s)

Legal Reference: [MGL 152:69](#)

Deleted: MOL

Deleted: 152:59

Marshfield School Committee v. Marshfield Teachers' Association, Massachusetts S.J.C. 1981

Moved (insertion) [1]

Reviewed by the Policy Subcommittee 10/15/18

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Approved First Reading 11/19/18

Moved up [1]: Marshfield School Committee v. Marshfield Teachers' Association, Massachusetts S.J.C. 1981

PERSONNEL

4000

ALL EMPLOYEES

4100

NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

4106

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EQUAL EMPLOYMENT OPPORTUNITY/

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The Salem Public Schools strives to provide a safe, respectful, and supportive learning environment in which all students can thrive and succeed in its schools. The Salem Public Schools prohibits discrimination on the basis of race, color, sex, gender identity, religion, national origin, or sexual orientation and ensures that all students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges, and courses of study.

The Salem School Department is also an equal opportunity employer and subscribes to the fullest extent to the principle of the dignity of all people and will take action to ensure that any individual within the Department who is responsible for hiring and/or personnel supervision understands that applicants are employed, assigned, and promoted without regard to their race, color, age, sex, national origin, religion, disability, veteran status, gender identity or sexual orientation.

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Deleted: It is the school department's goal to provide equal employment opportunities for all employees, to prevent any unlawful discrimination on the basis of sex, race, religion, color, age, national origin or handicap in its educational programs, activities or employment policies

Inquiries or complaints regarding compliance with nondiscrimination laws may be directed to the superintendent's office.

Deleted: as required by Title IX of the 1972 federal educational amendments and Chapter 622 of the state acts of 1971. Chapter 622 states that:

- Legal References:
- 603 CMR 26, Access to Equal Educational Opportunity
 - MGL 76:5, 151B:1-10, 151C:1-5
 - Section 504 of the Rehabilitation Act
 - Title IX of the Educational Amendments of 1972
 - Titles VI and VII of the Civil Rights Act of 1964
 - Age Discrimination Act of 1967 (ADEA)
 - Titles I and V of the Americans with Disabilities Act of 1990 (ADA)
 - Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA)
 - Civil Rights Act of 1991

No person shall be excluded from or discriminated against an admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex (including pregnancy), religion, national origin or sexual orientation.

Title IX states that
No person shall on the basis of sex, be excluded from participation in, be denied the benefits or activity receiving federal financial assistance.

Deleted: Title IX MGL 622, or MGL 76:5

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Reviewed by the Policy Subcommittee 10/15/18

Approved First Reading: 11/19/18

PERSONNEL	4000
<u>ALL EMPLOYEES</u>	4100
EQUAL EMPLOYMENT OPPORTUNITY/DISCRIMINATION	4106

RACIAL DISCRIMINATION POLICY

4106.01

Commented [JC1]: The Policy Subcommittee recommends deletion of Policy #4106.01 as its focus is covered under the proposed revised Policy #4106:Nondiscrimination and Equal Employment Opportunity

GENERAL

It is the policy of the Salem Public Schools to promote and maintain an environment that is free from discrimination or harassment on the basis of race.

Racial discrimination is a violation of Chapter 622 of the Massachusetts Board of Education Regulations along with Title VI and Title VII of the Civil Rights Act of 1964 and therefore the policies of the Salem Public Schools. Discrimination or unequal treatment on the basis of race or national origin is prohibited in all practices. This would include, but not be limited to: admission, recruitment, financial and academic programs, student treatment and services, counseling and guidance, discipline, classroom assignment, grading, vocational education, recreation, physical education, athletics, housing and employment.

GRIEVANCE OFFICER

The Salem School Committee has designated the superintendent as the system grievance officer for both students and employees. The grievance officer is vested with the authority and responsibility of processing all racial discrimination claims. Students or employees who feel that they are the victim of racial discrimination or are aware of such practices should bring it to the attention of the grievance officer.

Legal Reference: MGL C 151 B, S 1

[Reviewed by the Policy Subcommittee 10/15/18](#)

[Propose to Delete this policy](#)

[Approved First Reading 11/19/18](#)

PERSONNEL

4000

ALL EMPLOYEES

4100

PERSONNEL RECORDS

4107

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Information about staff members is required for the daily administration of the school district. The superintendent will develop and maintain a comprehensive and efficient system of personnel records maintenance and control under the following guidelines:

A personnel file for each present and former employee will be accurately maintained in the office of the director of human capital. The folders will contain the application for employment and references, records and information relative to compensation, payroll deductions, evaluations, and any other pertinent information.

Deleted: assistant superintendent for human resources

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The director of human capital will be the official custodian for personnel files and will have overall responsibility for maintaining and preserving the confidentiality of the files within the provisions of the law.

Deleted: assistant superintendent

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Personnel records are considered confidential under the law and will not be open to public inspection as they are not public records under the law. Access to personnel files will be limited to persons authorized by the director of human capital to use the files for the reasons cited above.

Deleted: assistant superintendent

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Each employee will have the right, upon written request, to review the contents of his/her own personnel file and the employee has the right to comment on information contained in the file and such comment shall be included in the file.

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Each employee shall receive prior notification in writing if information is placed in his/her personnel file.

Lists of school employees' names and home addresses will be released only as required by law.

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For any negotiated requirements for individual employees, refer to the appropriate collective bargaining agreement.

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Legal Reference: MGL 4:7, 66:10, 71:42C, 149:52C

Reviewed by the Policy Subcommittee 10/15/18

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Approved First Reading
11/19/18

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Deleted: Family Educational Rights and Family Act

PERSONNEL

4000

ALL EMPLOYEES

4100

SMALL NECESSITIES LEAVE

4109.01

In accordance with the provisions of the Small Necessities Leave Act (SNLA) MGL Chapter 149, Section 520, the district will grant employees with at least one year of active employment, up to 24 hours of unpaid leave within a 12-month period for any of the following reasons:

To participate in school activities directly related to the educational advancement of an employee's child, such as parent/teacher conferences or interviewing for a new school;

To accompany an employee's child to routine medical or dental appointments, such as check-ups or vaccinations; or

To accompany an elderly relative of the employee to routine medical or dental appointments or appointments for other professional services related to the elder's care, such as interviewing at nursing homes or group homes.

An employee must take this intermittent leave in increments of no less than 1 hour. Employees should provide at least 7 days notice, if the need for leave is foreseeable, or as much notice as practicable, if the leave is not foreseeable.

[Legal Reference: MGL 149: 520](#)

[Reviewed by the Policy Subcommittee: 9/10/18](#)

[Approved First Reading 11/19/18](#)

PERSONNEL	4000
<u>ALL EMPLOYEES</u>	4100
EMPLOYEE ARREST	4112

In the event an employee of the Salem School Department is arrested on criminal charges, the situation will be addressed on a case-by-case basis and judged by the superintendent after an investigation, which will include, but not be limited to, the following:

The extent and seriousness of the charges against the employee;

The level of effect on the employee's ability to perform his/her duties;

After an investigation conducted by the superintendent, the employee may receive disciplinary action including, but not limited to reprimand, suspension, with or without pay pending the outcome of the arrest charges, or termination of employment. The superintendent will consult with the School Committee and lawyer prior to any action.

Deleted: Whether the charges against the employee involve moral turpitude.

Deleted: Approved: 9/12/05

Approved First Reading 11/19/18

PERSONNEL **4000**

ALL EMPLOYEES 4100

STAFF PARTICIPATION IN POLITICAL ACTIVITIES 4113

School employees, like all public employees, have most of the same rights as other citizens to engage in private political activity. Employees must, however, be mindful of the Conflict of Interest Law and not use their public position or public resources to engage in political activity. Employees may campaign and participate in other related activities (other than fundraising) so long as this occurs on the individual's own time and does not involve the use of public resources that are not freely available to all. For example, employees may not use school computers, copiers, or other resources to engage in political activity. The Campaign Finance Law prohibits public employees from engaging in political fundraising. Employees engaging in political activity shall make it clear that their utterances and actions are theirs as individuals and that they, in no manner, represent the views of the school department.

Deleted:

Commented [VC1]: <https://www.mass.gov/service-details/public-school-teacher-faqs-on-the-conflict-of-interest-law> (Scroll down to see the provision regarding ballot questions)

Deleted: system

Deleted: School employees shall not engage in political activity on school premises during school hours.

Deleted: teacher

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An employee, seeking an extended leave of absence for campaigning, office-holding, or other time-consuming responsibilities connected with government, shall apply for such leave in writing. The superintendent shall give the employee a written answer to a request for political leave. If the candidate is not elected, he/she shall be returned to his/her position immediately. Leaves of absence shall be arranged for definite periods of campaigning. Leaves of absence for periods of holding political offices, because of the wide variance of the demands on time, shall be arranged on an individual basis subject to the relevant provisions of any applicable collective bargaining agreement.

Legal Reference: MGL 55:13-17, 71:44, 268A

Commented [VC2]: 55- Campaign Finance, 71- Ed. Law re teachers' political rights, and 268A-Conflict of Interest Law.

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Reviewed by the Policy Subcommittee: 9/10/18

Approved First Reading 11/19/18

PERSONNEL **4000**

ALL EMPLOYEES 4100

STAFF PARTICIPATION IN COMMUNITY ACTIVITIES, 4114 Deleted: CONFLICT OF INTEREST

Personnel of the Salem School Department are encouraged to participate in community activities, particularly those involving youth. Active involvement in organizations and groups that promote community welfare provides opportunities for mutual understanding between the school and community, a process that will reap benefits for all concerned.

Reviewed by the Policy Subcommittee: 9/10/18

Approved First Reading 11/19/18

PERSONNEL

4000

ALL EMPLOYEES

4100

RESIGNATION OF EMPLOYEES

4115

Commented [JC1]: The Policy Subcommittee recommends deleting this policy as its focus is included in Policy 4116: Personnel Reports

The superintendent and or his or her designee is hereby authorized to accept notices of retirements and resignations from employees of the Salem School Department and shall report said resignations and notices to the committee monthly.

Reviewed by Policy Subcommittee 11/5/18

Deleted: Approved: 9/12/05

Recommended for deletion

Approved First Reading 11/19/18

PERSONNEL

4000

ALL EMPLOYEES

4100

PERSONNEL REPORT

4116

Commented [JC1]: Superintendent needs to review and propose something for this policy

The superintendent or his designee shall provide the School Committee with a detailed personnel report three times per year (October, February, and July). Said report shall contain information on resignations and retirements (including length of service), newly hired personnel (including education, experience and certifications) and unfilled positions.

Deleted: each month

| Approved First Reading 11/19/18

PERSONNEL	4000
<u>PROFESSIONAL STAFF</u>	4200
CERTIFICATION REQUIREMENTS FOR PROFESSIONAL STAFF	4202

In order to have students educated by appropriately trained staff, all professional employees of the Salem Public Schools are required to have appropriate certification issued by the Massachusetts Department of Education.

Legal Reference: MGL 71: 38G, 28G1/2

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Reviewed by the Policy Subcommittee: 9/10/18

Approved First Reading 11/19/18

PERSONNEL	4000
<u>PROFESSIONAL STAFF</u>	4200
CERTIFICATION REQUIREMENTS FOR PROFESSIONAL STAFF	4202

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Legal Reference: MGL 71: 38G, 28G1/2

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Reviewed by the Policy Subcommittee: 9/10/18

Approved First Reading 11/19/18

PERSONNEL **4000**

PROFESSIONAL STAFF 4200

VISITING DAYS, EDUCATIONAL CONFERENCES AND
PROFESSIONAL WORKSHOPS 4206

Deleted: CERTIFICATION REQUIREMENTS FOR PROFESSIONAL STAFF

The superintendent may grant permission to school personnel to visit schools or attend educational conferences when the best interests of the school will be advanced. The superintendent may request from personnel, after such visits, a report of their observations in order that other personnel of the city schools may profit by them.

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Reviewed by the Policy Subcommittee: 9/10/18

Approved First Reading 11/19/18

PERSONNEL	4000
<u>PROFESSIONAL STAFF</u>	4200
NON-SCHOOL EMPLOYMENT BY PROFESSIONAL STAFF MEMBERS	4207

It is the policy of the Salem School Committee that all employees obtain prior approval of the superintendent for outside employment that might involve a conflict of interest or is of such a duration that it would conflict with the employees' normal responsibilities as defined by applicable conditions of employment. If there is any doubt in regard to potential conflict it is the responsibility of the employee(s) to obtain clarification from the superintendent prior to engaging in outside employment activities. Outside employment is defined here to include but not be limited to, performance of services by an employee(s) for another person(s) and/or organization or providing services as a self-employed person.

This policy shall not apply to employee activities during scheduled vacation periods, provided that such activity does not result in a conflict of interest.

Legal Reference: MGL 268A:1-29

Reviewed by the Policy Subcommittee: 9/10/18

Approved First Reading 11/19/18

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Commented [VCI]: Conflict of Interest Law citation

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PERSONNEL	4000
<u>PROFESSIONAL STAFF</u>	4200
SUSPENSION, DEMOTION AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS	4208

A principal may dismiss, demote or suspend any professional educator or other employee assigned full time to the school, subject to the review and approval of the superintendent. The superintendent may dismiss, demote or suspend any employee of the school district. In the case of an employee whose duties require him/her to be assigned to more than one school, and in the case of educators who teach in or assigned to more than one school, those persons shall be considered under the supervision of the superintendent for all decisions relating to dismissal, demotion or dismissal for cause.

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A professional educator who has been teaching in a school for at least 90 calendar days shall not be dismissed unless he/she has been furnished with written notice of intent to dismiss and with an explanation of the grounds for dismissal in sufficient detail to permit the educator to respond to documents relating to the grounds for dismissal. The employee may request, within 10 school days after receiving such written notice, an opportunity to review the decision with the principal or the superintendent, as the case may be, and to present information pertaining to the basis for the decision and to the educator's status.

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The educator receiving such notice may be represented by an attorney or other representative at such a meeting with the principal or superintendent. Educators without professional status shall otherwise be deemed employees at will.

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Legal Reference: MGL 71:41, 42

Commented [VCI]: Provision references professional status, so reference to §41 added here.

Reviewed by the Policy Subcommittee: 9/10/18

Approved First Reading 11/19/18

Memo:

To: Salem School Committee

From: Kristin Shaver

Date: November 5, 2018

Re: FY19 Budget Transfer Request 3

The Pupil Personnel Services Department requests the following transfers to reallocate funds from unfilled positions.

Account Description/Use	Account Number	Amount From	Amount To
Personnel – Administration (ED of PPS)	13640160-5117	\$140,000	
Personnel – District Wide Teaching (Coordinator of Specialized Instruction)	13640160-5125	\$39,000	
Contract Services – PPS	13640161-5320		\$150,000
Personnel – Nursing	13490140-5111		29,000

I recommend approval of the transfer.

