

**NATICK PUBLIC SCHOOLS**  
**School Committee Meeting**  
**November 21, 2022**  
**6:15 PM**  
**School Committee Room, Third Floor, Town Hall**

**Posted Date: Thursday, NOVEMBER 17, 2022 @4:27PM, Reposted Monday,  
November 21, 2022 @8:59AM**

**Open Meeting 6:15PM, Executive Session 6:20pm, Open Session 7:00pm Virtual Meeting Accessed  
Via: <https://us06web.zoom.us/j/2038566119?pwd=TmtsdxgXenQ0YXRlN1FicHVpd3hEZz09>  
Meeting ID: 203 856 6119 Passcode: 987179 One tap mobile +13126266799,,2038566119# US  
(Chicago) +16465588656,,2038566119# US (New York) Dial by your location +1 312 626 6799 US  
(Chicago) +1 646 558 8656 US (New York) Meeting ID: 203 856 6119 Find your local number:  
<https://us06web.zoom.us/j/2038566119?pwd=TmtsdxgXenQ0YXRlN1FicHVpd3hEZz09> . If any member of the public, attending the meeting virtually,  
wishes to take advantage of public speak, they should email the School Committee Chair, Cathi  
Collins ([cacollins@natickps.org](mailto:cacollins@natickps.org)), one hour prior to the start of the meeting. Your email should include  
your name, town and your request to be called upon during the public speak portion of the agenda.  
The School Committee Chair will then announce your name and you will be unmuted and prompted  
to turn on your video for your opportunity to share your remarks. Per our public speak policy, each  
speaker will have up to 3 minutes.**

**Posted In Accordance with Provisions of M.G.L. Chapter 30A, Sections 18-25**

<b>OPEN SESSION</b>
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- Roll Call
- Pledge of Allegiance
- Moment of Silence
- Announcements

<b>EXECUTIVE SESSION - this portion of the meeting is not open to the public</b>
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1. To conduct contract negotiations with nonunion personnel; (Superintendent)

**PUBLIC SPEAK**

Public Speak is scheduled for a period of fifteen minutes. Each speaker will be permitted a maximum of three minutes during which time they can speak about topics within the scope of responsibility of the School Committee. All remarks will be addressed through the School Committee Chair. Public Speak is not a time for debate or response to comments by the School Committee.

**REPRESENTATIVE UPDATES/CONCERNS**

- Teacher Representative
- Student Representative

## **SUBCOMMITTEE/LIAISON UPDATES**

1. Review Proposed Policy Changes IK-STUDENT PROGRESS REPORTS TO PARENTS/GUARDIANS, ILBA-DISTRICT ASSESSMENTS, IMB-TEACHING ABOUT CONTROVERSIAL ISSUES/CONTROVERSIAL SPEAKERS, JF-RESIDENCY POLICY, JF-E-NATICK PUBLIC SCHOOLS RESIDENCY AFFIDAVIT LANDLORD/SHARED TENANCIES, JICFB-BULLYING PREVENTION, JICK- HARASSMENT OF STUDENTS, JJE-STUDENT FUND-RAISING ACTIVITIES, JRD-STUDENT PHOTOGRAPHS, KDD- NEWS MEDIA RELATIONS/NEWS RELEASES, AD-MISSION STATEMENT, ADC-TOBACCO PRODUCTS ON SCHOOL PREMISES PROHIBITED, ADF-WELLNESS POLICY, JII-STUDENT COMPLAINTS AND GRIEVANCES, JJA-STUDENT ORGANIZATIONS, JJH-R-STUDENT TRAVEL REGULATIONS, JLCC-COMMUNICABLE DISEASES, JRA-STUDENT RECORDS, JRD-STUDENT RECORDS, IC/ICA-SCHOOL YEAR/SCHOOL CALENDAR, ID-SCHOOL DAY, IE-ORGANIZATION OF INSTRUCTION, IGA-CURRICULUM DEVELOPMENT, IHAM-HEALTH EDUCATION, IHB-SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS (PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS), IHBEA-ENGLISH LANGUAGE LEARNERS, JB-EQUAL EDUCATIONAL OPPORTUNITIES, JC-ATTENDANCE AREAS, JCA-ASSIGNMENT OF STUDENTS TO SCHOOLS, JEB-ENTRANCE AGE, JF-SCHOOL ADMISSIONS, JH-STUDENT ABSENCES AND EXCUSES, JHD-EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE, JICFA-PROHIBITION OF HAZING, JICH-ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED, KF-PUBLIC USE OF NATICK SCHOOL FACILITIES)(FLAG POLICY, MEDICAL POLICIES)

## **CONSENT AGENDA**

1. Approval of Field Trip: Galapagos Island 2024
2. Approval of Field Trip: UNH Jazz Festival
3. Approval of PTO/PTA/501(c)(3) Budgets

## **SUPERINTENDENT'S REPORT**

1. Highlights/Overview of Policies Before the Committee for a Vote (BBAA-School Committee Members: Authority and Duties, BCA-Code of Ethics, BDFA-E-2-Submission and Approval of the School Improvement Plan, DJE-Procurement Requirements, GCG-Part-Time and Substitute Professional Staff Employment, GCGC-Professional Staff Job-Sharing, GCL-Professional Staff Time Schedules, IGB-Student Services Programs, IGD-Curriculum Adoption, IHCA-Summer Programs, IJ-Instructional Materials, IJJ-Instructional Materials Selection and Adoption, IJK-Supplementary Materials Selection and Adoption, IJL-Library Materials Selection and Adoption, IJLA-Library Resources, IJOB-Community Resource Persons/Speakers, IOJC-School Volunteers)
2. Overview of Upcoming Budget Process and Timeline

*Agenda items will be addressed in an order determined by the chair. Times are approximate.*

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<b>ITEM TITLE:</b>	To conduct contract negotiations with nonunion personnel; (Superintendent)
<b>DATE:</b>	11/21/2022
<b>ITEM TYPE:</b>	
<b>ITEM SUMMARY:</b>	
<b>BACKGROUND INFORMATION:</b>	
<b>RECOMMENDATION:</b>	

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**ITEM TITLE:** Review Proposed Policy Changes IK-STUDENT PROGRESS REPORTS TO PARENTS/GUARDIANS, ILBA-DISTRICT ASSESSMENTS, IMB-TEACHING ABOUT CONTROVERSIAL ISSUES/CONTROVERSIAL SPEAKERS, JF-RESIDENCY POLICY, JF-E-NATICK PUBLIC SCHOOLS RESIDENCY AFFIDAVIT LANDLORD/SHARED TENANCIES, JICFB-BULLYING PREVENTION, JICK- HARASSMENT OF STUDENTS, JJE-STUDENT FUND-RAISING ACTIVITIES, JRD-STUDENT PHOTOGRAPHS, KDD- NEWS MEDIA RELATIONS/NEWS RELEASES, AD-MISSION STATEMENT, ADC-TOBACCO PRODUCTS ON SCHOOL PREMISES PROHIBITED, ADF-WELLNESS POLICY, JII-STUDENT COMPLAINTS AND GRIEVANCES, JJA-STUDENT ORGANIZATIONS, JJH-R-STUDENT TRAVEL REGULATIONS, JLCC-COMMUNICABLE DISEASES, JRA-STUDENT RECORDS, JRD-STUDENT RECORDS, IC/ICA-SCHOOL YEAR/SCHOOL CALENDAR, ID-SCHOOL DAY, IE-ORGANIZATION OF INSTRUCTION, IGA-CURRICULUM DEVELOPMENT, IHAM-HEALTH EDUCATION, IHB-SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS (PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS), IHBEA-ENGLISH LANGUAGE LEARNERS, JB-EQUAL EDUCATIONAL OPPORTUNITIES, JC-ATTENDANCE AREAS, JCA-ASSIGNMENT OF STUDENTS TO SCHOOLS, JEB-ENTRANCE AGE, JF-SCHOOL ADMISSIONS, JH-STUDENT ABSENCES AND EXCUSES, JHD-EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE, JICFA-PROHIBITION OF HAZING, JICH-ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED, KF-PUBLIC USE OF NATICK SCHOOL FACILITIES)(FLAG POLICY, MEDICAL POLICIES)

**DATE:** 11/21/2022

**ITEM TYPE:** Discussion

**ITEM SUMMARY:** [LINK to Group 1, Part Two Policies](#)  
[LINK to Group 2 Policies](#)  
[LINK to Flags, Signs](#)  
[LINK to Policy KF Public Use of Natick School Facilities](#)  
[LINK to Medical Policies](#)  
[LINK to Summary of Policies for Revision](#)  
[LINK to Superintendent's presentation.](#)  
*Please note changes may be made to presentation up until the meeting time.*

**BACKGROUND  
INFORMATION:**

**RECOMMENDATION:**

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**ITEM TITLE:** Approval of Field Trip: Galapagos Island 2024  
**DATE:** 11/21/2022  
**ITEM TYPE:** Action  
**ITEM SUMMARY:**  
**BACKGROUND INFORMATION:**  
**RECOMMENDATION:**

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**ATTACHMENTS:**

<b>Description</b>	<b>File Name</b>	<b>Type</b>
Galapagos Island 2024	galapagos_islands_tours_2024.pdf	Cover Memo

# Natick High School

## Field Trip Request Form

### Out-of-State Travel/Overnight ONLY

Attach itinerary, student lists (if known), hotel information, chaperone information forms, waiver requests, etc. and submit to the Principal's Office no later than the Wednesday before the Natick School Committee is to meet. You will need to schedule a meeting with Brian in order to secure approval. Requests must be submitted and approved in advance of any marketing to students. You will be notified once approved by School Committee.

Date: 10/31/2022

To: NPS Superintendent, Dr. Anna Nolin and Brian Harrigan, NHS Principal

From: Kathryn Shupe

Re: A trip to the Galapagos Islands  
with EF tours

I would like to request School Committee Approval for the following Out of State/Overnight Trip:

Date of trip: 4/13/2024 - 4/21/2024

Lead teacher's name: Kathryn Shupe

Group/Class(es): Juniors & Seniors

Destination and Itinerary: please see attached itinerary

Mode of transportation requested: flight to quito then bus, flight, boat, etc

Method of payment (fundraising, etc.): Individual students /family

Names of chaperones: Not sure yet, will know when we get # of students

Estimated cost per student: \$4219

Purpose of trip and its relevance to learning taking place in your classroom:

The Galapagos Islands are the birthplace of the Theory of  
Evolution by Charles Darwin. By visiting our bio students  
can get a first hand experience of the ecology at this place

Department Head Signature: [Signature]

Approved by Principal: [Signature]

Approved by Superintendent: \_\_\_\_\_



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TOURS

Watch videos, read  
reviews, and enroll on your  
teacher's Tour Website

[eftours.com/](http://eftours.com/)

This is also your tour number

# CHARTING THE GALÁPAGOS ISLANDS

9 or 12 days | Quito | Santa Cruz Island | Isabela Island | San Cristóbal Island | Extension to Riobamba

The Galápagos Islands are most famous for the profound discoveries of Charles Darwin. Carry on that scientific tradition as you learn about the unique species that call the islands home. On mainland Ecuador, experience the local culture in Quito. Independence Plaza and the Intiñan Museum provide social context to the biological wonders of this fascinating country.

## YOUR EXPERIENCE INCLUDES



Full-time Tour Director



**Sightseeing:** 2 sightseeing tours led by your Tour Director; comprehensive sightseeing of natural attractions



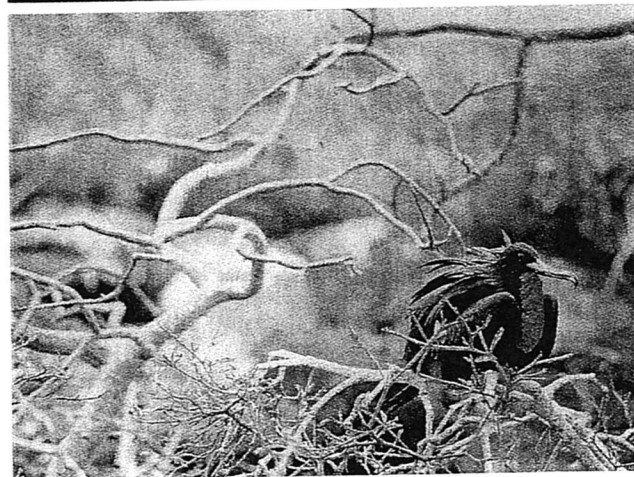
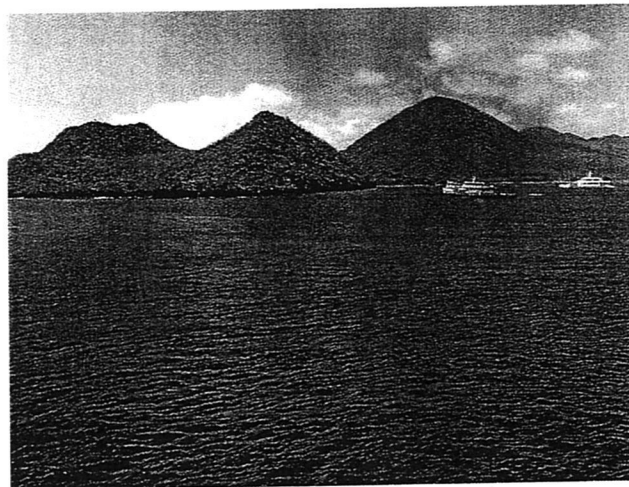
**Entrances:** Compañía de Jesús church; Intiñan Museum; Charles Darwin Research Station; artisan's workshop



**Personalized learning guide:** Our personalized learning experience engages students before, during, and after tour, with the option to create a final, reflective project for academic credit.



**All of the details are covered:** Round-trip flights on major carriers; comfortable motorcoach; internal flights; boat; 7 overnight stays in hotels with private bathrooms (10 with extension); breakfast and dinner daily; lunch on days 3–6





Anyone can see the world.

# YOU'RE GOING TO EXPERIENCE IT.

As you can see, your EF tour includes visits to the places you've learned about in school. That's a given. But it's so much more than that. Immersing yourself in new cultures—surrounded by the people, the language, the food, the way of life—creates inspirational moments that can't be listed in an itinerary. They can only be experienced.

And the experience begins long before you get your passport stamped and meet your Tour Director in your arrival city. It begins the moment you decide to go. Whether it's connecting with other travelers on Facebook, Twitter, or Instagram, or delving deeper into your destinations with our personalized learning experience, the excitement will hit you long before you pack your suitcase.

When your group arrives abroad, everything is taken care of so you can relax and enjoy the experience. Your full-time Tour Director is with your group around the clock, handling local transportation, hotels, and meals while also providing their own insight into the local history and culture. Expert local guides will lead your group on sightseeing tours, providing detailed views on history, art, architecture, or anything you may have a question about.

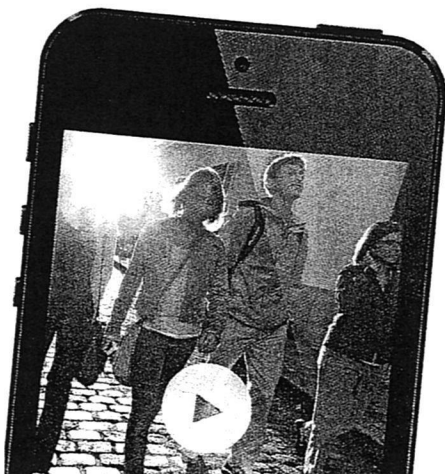
When your journey is over and you're unpacking your suitcase at home, you'll realize the benefits of your life-changing experience do not end. They have just begun.

*@EFtours I attribute my college semester abroad to the love for travel I discovered on an EF Tour in high school #traveltuesday*

—MELISSA, TRAVELER



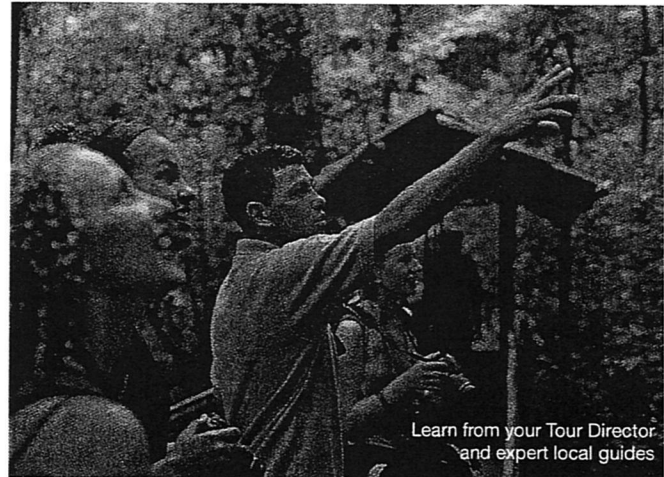
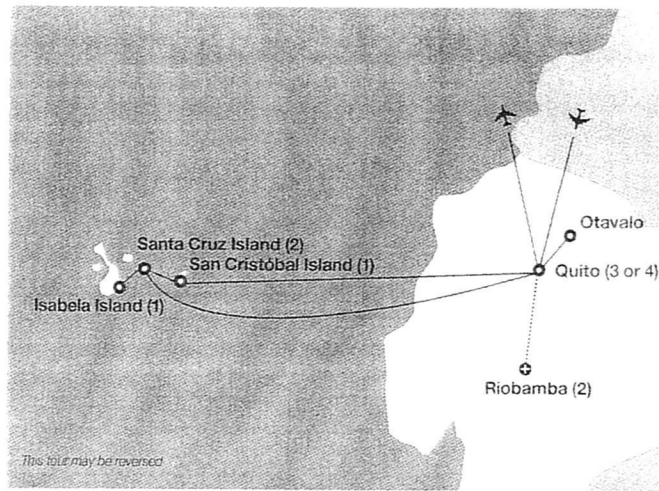
Via Twitter



## CHECK OUT WHAT A TOUR IS ALL ABOUT

Watch the videos at  
[eftours.com/](http://eftours.com/)

Your teacher's Tour Website



Via Instagram

## What your tour could look like

### Day 1: Fly to Ecuador

- Meet your Tour Director at the airport in Quito. The Ecuadorian capital is carved into a narrow plateau high above the Andean valleys, beneath the peaks of the Pichincha Volcano.

### Day 2: Quito

- Take a tour of Quito: Independence Plaza; Government Palace.
- Visit the Compañía de Jesús church.
- Take an excursion to the equatorial line. If you've ever wanted to stand in both hemispheres at the same time, this is your chance.
- Visit the Intiñan Museum, where you'll discover how the Incas determined the middle of the Earth.

### Day 3: Quito | Baltra Island | Santa Cruz Island

- Fly to Baltra Island.
- Travel to Santa Cruz Island.
- Visit the Twin Craters and the lava tunnels.
- Visit a tortoise ranch in the Santa Cruz Highlands to see wild tortoises.
- Visit the Charles Darwin Research Station and see the breeding center for giant tortoises from which the islands took their name.

### Day 4: Santa Cruz Island | Isabela Island

- Continue on to Isabela Island, the largest of the Galápagos Islands. In 1959, the archipelago was declared a national park in order to protect the flora and fauna that Charles Darwin observed while formulating his theory of evolution. Critical to his studies were the islands' iguanas, penguins, flightless cormorants, and 13 species of finches, whose beak sizes and shapes provided invaluable insights into the process he called natural selection.
- Take an excursion to a pink flamingo habitat.
- Visit a tortoise breeding center.
- Enjoy a snorkeling activity where you'll see animals like sea turtles, sea lions, and exotic fish. You'll also participate in a boat excursion that brings you to the Tintoreras islet, made entirely out of lava. While exploring Tintoreras, you'll view large colonies of black marine iguanas.

### Day 5: Isabela Island | Santa Cruz Island

- Travel to Santa Cruz Island.
- Go swimming in the water-filled canyon of Las Grietas.
- Visit the Playa de los Alemanes.

### Day 6: San Cristóbal Island

- Travel by boat to San Cristóbal Island.
- Visit the San Cristóbal Interpretation Center.
- Hike up Tijeretas Hill.
- Enjoy a snorkeling activity and take a coastal walk on La Lobería beach.

### Day 7: San Cristóbal Island | Quito

- Enjoy free time on San Cristóbal Island.
- Fly to Quito.

### Day 8: Quito | Otavalo | Depart for home

- Visit the market town of Otavalo. Surrounded by the Imbabura, Cotacachi, and Mojanda volcanoes, Otavalo is a small farming town known for its textiles. Otavaleña women traditionally wear lace blouses with dark skirts and a colored band around their waists. You'll have the opportunity to shop for handmade goods and other souvenirs crafted by the area's local residents at one of the largest craft markets in the country. And don't think that handicrafts are the only thing you will find here—you can purchase anything from musical instruments to a meal. Plus, the market offers a unique glimpse into traditional Andean culture, as locals have frequented the markets for hundreds of years.
- Learn how local families create ponchos during a demonstration of the craft.
- Travel to the airport for your overnight flight home.

### Day 9: Arrive home

### ✦ 3-DAY TOUR EXTENSION

#### Day 9: Quito | Riobamba

- Travel to Riobamba.
- Visit the Baños hot springs.

#### Day 10: Riobamba | Guamote

- Take a day trip to Guamote.
- Participate in cultural exchange activities with the local community.

#### Day 11: Riobamba | Guamote | Quito | Depart for home

- Participate in a second day of cultural immersion activities.
- Travel to Quito.

#### Day 12: Arrive home



*This trip made me infinitely more confident about my Spanish speaking and listening capabilities. Seeing Ecuador and the Galápagos like this is truly a once in a lifetime opportunity.*

– CAMERON, TRAVELER



Tour review

*This trip to Ecuador and the Galápagos Islands was unexpectedly amazing. Our Tour Director was excellent and handled all aspects of our trip with grace and expertise. I loved trying new foods thanks to our tour guides who helped us select new fruits and other items.*

– KRISTEN, TRAVELER



Tour review

## TOP THREE THINGS I WILL SEE, DO, TRY, OR EXPLORE

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

— The easiest ways to —  
**ENROLL TODAY**



**Enroll on our website**  
 eftours.com/enroll



**Enroll by phone**  
 800-665-5364



**Enroll by mail**  
 EF Educational Tours  
 Two Education Circle  
 Cambridge, MA 02141

*My daughter has gained such an amazing view of the world and history from this experience. She has not stopped talking since I picked her up at the airport. Thank you for all the organization, helpful hints, flexible payment plan, and knowledgeable tour guides.*

—CHARLOTTE, PARENT OF TRAVELER



**THE WORLD LEADER IN  
 INTERNATIONAL EDUCATION**

For over 55 years, EF has been working toward one global mission: *Opening the World Through Education*. Your teacher has partnered with EF because of our unmatched worldwide presence, our focus on affordability, and our commitment to providing experiences that teach critical thinking, problem solving, collaboration, and global competence. What's more:

- We always offer the lowest prices so more students can travel.
- We're fully accredited, just like your school, so you can earn credit while on tour.
- All of our educational tours feature experiential learning activities and visits to the best sites.
- We're completely committed to your safety. We have more than 600 schools and offices in over 50 countries around the world, so local EF staff members can react quickly and in person wherever you travel.
- Your full-time Tour Director is with your group every step of the way on tour, providing insight about your destinations as well as great local tips.





EDUCATIONAL  
TOURS

# International Travel Program Proposal



**Charting the Galapagos – April 2024**

[efftours.com/GPI](http://efftours.com/GPI)



# Your partner in travel-based learning

EF Education First is the world leader in international education. For over 55 years, we've partnered with educators around the world to help more than 15 million students gain new perspectives and build skills for the future through experiential learning.

Our mission is to empower educators to do their best work. At EF Educational Tours, we're working to define the modern educational tour experience. Our itineraries are more than places to go and things to see. We build programs that challenge assumptions, spark connections, and inspire curiosity in young students. Students will expand their knowledge of the world around them, discover more about themselves, grow more confident and independent, and understand new people, places, and cultures.

We take care of every last detail of the tour experience—transportation and lodging, meal reservations and menus, museum tickets and local tour guides, and much more. That also includes behind-the-scenes elements, like safety checks at hotels and background checks on adult travelers. With all that taken care of, educators and students can focus on the bigger picture.

You'll find all the details and more on the next few pages.

## What's contained in this document

Pg. 2	<b>Safety</b>
Pg. 4	<b>Liability protection</b>
Pg. 5	<b>Affordability</b>
Pg. 7	<b>Educational value</b>
Pg. 8	<b>Itinerary specifics</b>
Pg. 8	<b>Cost and payment options</b>
Pg. 9	<b>Sample hotels &amp; meals</b>
Pg. 10	<b>Next steps</b>

This proposal is property of EF Education First and the educator/school for which it was intended. Distributing, copying, and/or sharing it are prohibited. The proposal, including pricing, is valid for the educator, tour, and date(s) specifically mentioned herein. For additions, subtractions, or modifications, please contact your EF Tour Consultant.

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# Safety

Your students' safety is our number one priority. We would never send a traveler to a location we believe to be unsafe—and with our extensive global presence, our best-in-the-industry experience, and our close working relationships with U.S. and international authorities, that's a statement we can back up with real insight. Whether it's a worldwide pandemic or a sprained ankle, a missed flight or confusing medical paperwork, we make sure every situation is taken care of.

**\*For specific information on EF's response to COVID-19, visit [eftours.com/covid](https://www.eftours.com/covid)**

## Worldwide presence

EF's global presence is truly unmatched. We have staff on the ground 365 days a year in over 50 countries. And we don't just work in those countries—we call them home. EF team members live in nearly every one of our tour destinations, meaning we have the local knowledge to help keep our groups safe. That presence allows us to be there to support you on the ground wherever and whenever you need us.

## 24/7 emergency support

In the event that anything on tour goes wrong, EF staff is always available to help. Your Tour Director is your group's constant companion and first point of contact in an emergency. Additionally, our fully trained support teams are on hand 24/7 to walk teachers through any issues and provide the resources necessary to get things back on track. Our Safety and Incident Response Team—comprised of industry experts, healthcare experts, and even former FBI personnel—is ready to spring into action 24 hours a day, 365 days a year. And when they aren't directly helping EF travelers, they're actively innovating on and shaping the new worldwide standards for cleanliness and safety.

## Your team

This group is fully committed to your school's trip and the safety of every traveler.

### *Operations Safety & Incident Response*

**Team** – This team is strategically based in our Boston, Panama, Tokyo, and Zurich offices to accommodate for all time zones. Available 24 hours a day, every day of the year, they are trained to react quickly if travelers need help. The team uses a combination of extensive training, simulations, incident response planning, and previous experience to manage emergencies. As needed, they can facilitate additional support for groups on tour, solve operational issues, arrange assistance from outside specialists, and liaise with local and international authorities.

### *Emergency Services & Support Team*

**Our support team** is available 24/7 to help resolve any issue, from a missed flight to a lost passport to more serious on-tour incidents. They also facilitate communication between travelers and families in the event of an emergency at home. The team is made up of highly trained and dedicated EF staff in our Boston and Denver offices who are equipped to solve problems and answer questions that may come up, even outside of regular business hours.

**Tour Director** – Assigned exclusively to your tour for the length of the stay at your destination, your Tour Director meets your group at the airport and travels with you until your departure. All Tour Directors undergo a background check as permissible by local law every two years and are required to participate in ongoing EF safety trainings. They're the first point of contact in an emergency and also communicate information to help travelers stay safe in a foreign destination. Tour Directors assist Group Leaders with hotel check-ins, coordinate meals, facilitate excursions with local guides, and much more. They're also culturally connected and expertly trained to support impactful learning experiences.

**Tour Consultant** – This itinerary expert is devoted to the growth of your students. They are your school's partner, working with you on everything from finding the perfect tour and enrolling students to offering fundraising advice and creating long-term travel programs for your school community. They work directly alongside the Group Leader (a.k.a. local teacher), right up until the moment of departure to make sure everything goes smoothly.

**Traveler Support** – Our team of support specialists are readily available to walk families through insurance inquiries, payment plans, food allergy issues, and any other topics that arise.

**Chaperones** – For every six travelers who enroll on your school's tour, your group is eligible to bring along a chaperone for free (the first spot goes to the Group Leader). This allows for a 6:1 ratio of students to chaperones, who assist Group Leaders with supervision of students to help keep them safe.

# Protection for travelers, schools, and districts

We understand that unpredictable things can happen, either on tour or before departure. We offer a variety of protections, programs, and policies to make sure that, no matter what happens, travelers, schools, and districts are covered. We're doing everything we can to make planning for the future as flexible as possible.

## General liability insurance

All Group Leaders, schools, and districts who travel with EF are automatically added as additional insureds under our **\$50 million General Liability Policy**, regardless of whether or not the tour is affiliated with the school. EF's liability coverage is primary and non-contributory for covered third-party claims. The policy helps safeguard Group Leaders and their schools for covered third-party claims related to bodily injury or property damage, which includes providing a legal defense and covering legal costs for such claims. In addition, all travelers are required to sign EF's Release and Agreement, which includes a release of liability of their Group Leader, school, and school board.

## Flexibility to change tours

The world is always changing. And while our belief in the positive impact of travel is unwavering, it can feel hard to predict what life, here in the U.S. and abroad, will look like several months, a year, or even two years from now. When you decide to travel with EF, we want you to feel secure in that decision. That's why these benefits are built into every EF program.

### *Peace of Mind*

#### *Provided to all groups*

We understand that plans can change due to unforeseen circumstances. EF provides this exclusive program to account for such situations. It provides groups with flexibility to change the dates and destination of their tours in uncertain times. This program accounts for such circumstances and can be enacted up to 45 days prior to departure at the group level for any reason, including terrorism or other world events.

### *COVID Peace of Mind*

#### *Provided to groups departing before October 1, 2022*

In addition to our standard Peace of Mind Program, EF provides an exclusive COVID-19 Peace of Mind Program to account for situations related to the COVID-19 pandemic. This program is automatically included for all travelers and can be enacted up to 110 days prior to departure at the group level, while specific options can be implemented at the individual level.

### *COVID Care Promise*

#### *Provided to all groups*

If your child is diagnosed with COVID-19 while on tour, we will coordinate and facilitate support services and logistics including translation services, connections with local health care providers, communication with family, and flights home at no additional cost.

### Protection for individual travelers

Travelers can help protect their investment and themselves from certain unexpected events and expenses while on tour with the Global Travel Protection Plan and Global Travel Protection Plan Plus.

#### *Global Travel Protection Plan*

*Available to all travelers*

Designed specifically with EF travelers in mind, this plan provides both pre-departure and post-departure benefits, including medical expense coverage that may apply on tour and tour cancellation for specified reasons.

#### *Global Travel Protection Plan Plus*

*Available to all travelers*

To further protect your investment from the unexpected, this plan provides all of the benefits included in the Global Travel Protection Plan as well as expanded cancellation protection.

#### COVERAGE

Program  
cancellation

Program  
interruption

Illness &  
accident

Baggage &  
property

Flight delay

Emergency  
evacuation

#### GLOBAL TRAVEL PROTECTION PLUS

**Any reason up to 24  
hours prior to  
departure**



### Background checks for adult travelers

EF requires all adults (18 years and older) to pass a criminal background check before traveling on our student tours. This provides a safer tour experience for all travelers and aligns with the process and expectations of many school districts for adults who volunteer in schools or chaperone school activities. The secure process, provided by a leading professional provider, only identifies those individuals who could present a risk to student travelers while on tour.

## Affordability

We believe every student should have the opportunity to travel. That's why we're dedicated to providing the lowest prices possible and giving travelers multiple resources for managing payments.

Tour Consultants work closely with teachers to build a tour that's exactly right for your students. Through discussions with your teacher, they take into account learning objectives, cost, timing considerations, and any other factors to craft a tour that's accessible to as many students as possible.

### Resources for managing cost and payments

*Automatic Payment Plan* – Our recommended payment plan offers the ability to break the tour fee into smaller installments. With most tours planned well in advance, travelers can enroll for only \$95, then pay over a long period of time—often up to 18 months or two years—with final payment due 30 days before departure. Families make payments directly to EF, with no payments going through the school.

*Donation pages* – Each student has access to their own unique and customizable donation page. The easy-to-share page makes it simple for friends and family to contribute a little something that is automatically applied to the balance of the tour, with no fees whatsoever.

*Global Citizen Scholarship Fund* – EF Educational Tours provides \$100,000 worth of scholarships to students across the country every year. Any student is able to apply for the Global Citizen Scholarship, which is awarded on both a merit and need basis.

*Early Enrollment Discount* – EF is offering a \$200 early enrollment scholarship to students who sign up on a 2024 tour that opens enrollment by January 1, 2022.

*Risk Free Enrollment Period* – New travelers who enroll by the early enrollment deadline can cancel for any reason 14 days after enrollment for a full refund of 100% of the money paid to EF. Travelers must pay in full or enroll in our Automatic Payment Plan at the time of program enrollment and must remain either paid in full or enrolled in our Automatic Payment Plan and in good financial standing at the time of cancellation to remain eligible.

## Educational value

Our tours help prepare students for the future by teaching them more about the world, themselves, and the impact they can have on the world. Combining the power of experiential learning with the thrill of global travel, our tours help students:

- Expand their knowledge of the world around them
- Grow more confident and independent
- Understand new people, places, and cultures
- Discover more about themselves

To learn more about EF's educational philosophy, visit

<https://www.eftours.com/our-story/educational-approach>

### EF is an accredited institution

We echo your commitment to education. Our travel-based learning approach is designed to blend classroom and experiential learning. This allows us to meet the same rigorous standards as schools like yours, ensuring students gain valuable experiences that transform the way they look at the world.



### Earning credit for new experiences

EF makes it easy for students to turn their tour experience into high school credit, college credit, or to get a head start on their college essays—all while making their travel experience even more engaging.

- Students in grades 6 - 12 can earn .5 elective high school credit by successfully completing the final project as part of EF's Personalized Learning Guide. Tuition is free.
- Students in grades 9 - 12 can earn 3.0 undergraduate credits, along with the confidence that comes with taking a college course, by completing a series of assignments and a final research project with our partner, Southern New Hampshire University—all for just \$215.
- Educators traveling on student tours may earn up to 45 free hours toward relicensure OR 3 or 6 graduate level credits (\$285/\$450) through Southern New Hampshire University.

# Itinerary specifics

For more robust details, the complete itinerary is attached to this document. It includes specific locations, each day's activities, travel plans, and more.

## Price of the proposed tour

The tour program price covers a wide range of services that ensure students have an incredible experience. It includes all the planning and preparation that leads up to departure, travel and accommodations, plus logistical support and details once the group reaches their destination.

## Tour Price Quote

### Charting the Galápagos Islands

Prepared For  
Kathryn Shude

Prepared On  
October 17, 2022

Your Tour Number  
2600226AZ

Your Tour Website  
[www.ettours.com/2600226AZ](http://www.ettours.com/2600226AZ)

### Your travel details

Total Length  
9 days

Departing From  
Boston (MA)

Requested Travel Dates  
Saturday April 13, 2024 - Sunday April 21, 2024

Your Departure Date Range

—  
Earliest  
Thu Apr 11

○  
Requested  
Sat Apr 13

—  
Latest  
Mon Apr 15

### Lowest Price

Price valid for travelers enrolled October 17, 2022 - October 31, 2022\*

Student

**\$4,219**

or \$243 / 17 mos

Adult

**\$4,809**

or \$278 / 17 mos

#### Price Breakdown

Program Price	\$4,229
Global Travel Protection	\$190
Early Enrollment Discount	-\$200

\*Adult supplement increases for travelers age 30 and older at the time of travel. Change and cancellation fees (up to the total price) will apply. Apply the airline's base fares (see [www.ettours.com/faq](http://www.ettours.com/faq)) over full prices subject to reimbursement by EF's tour consultant. Program price includes all taxes, special discounts. To view EF's Booking Conditions, visit [ettours.com/bc](http://ettours.com/bc).

### Your experience includes

#### An All-Inclusive Tour

Round-trip airfare, hotels with private baths, regional style meals, on-tour transportation and sightseeing activities are covered. Discover all of your itinerary details at [www.ettours.com/2600226AZ](http://www.ettours.com/2600226AZ).

#### Full-time Tour Director

Your culturally connected Tour Director is with your group 24/7 providing deep local insight while handling all on-tour logistics.

#### Expert Local Guides

Your expert local guides are natural historians, adding cultural insight and global perspective on your sightseeing tours.

#### Personalized Learning Support

Our personalized learning experience engages students before, during and after tour with the option to create a final reflective project for academic credit.

#### Continuous Support

Your dedicated EF team helps you every step of the way—from recruiting and enrolling travelers to planning and managing your tour.

#### Worldwide Presence

EF has over 500 schools and offices in more than 60 countries worldwide, so wherever you go, we're there too.

#### 24-hour Emergency Service

Travelers and their families can count on EF's dedicated emergency service team.

#### Peace of Mind Program

Feel secure knowing your group can change their destination or travel dates due to unforeseen circumstances. Learn more about your flexible options at [ettours.com/peaceofmind](http://ettours.com/peaceofmind).



## Sample hotels & meals

Every hotel we work with must meet our high standards for safety, quality, and cleanliness. Hotels are vetted by our team to make sure they meet our requirements and are subsequently inspected regularly to ensure they continue to satisfy those parameters. Please note that hotels abroad may have different amenities than travelers are accustomed to in the United States.

Meals are selected to establish a more immersive cultural experience and give students an idea of how locals eat. Below are some examples of what travelers can expect at the destination that your teacher has chosen, but please note that meals can vary from tour to tour.

### Eugenia Hotel | Quito

[www.eugeniahotel.com](http://www.eugeniahotel.com)

The family-run Eugenia Hotel is located on the border of Quito's Mariscal area, a flourishing tourist center. A variety of restaurants and entertainment venues are available just a few blocks away, and the city's historical district is also nearby. The hotel is a 10-minute walk from metro and bus lines, which connect the area to greater Quito, and each of its 34 elegantly decorated rooms features a television and telephone. Internet access is available in the lobby.

### Hotel Déjà Vu | Galapagos

[www.dejavugalapagos.com](http://www.dejavugalapagos.com)

Situated in beautiful Academy Bay, Hotel Déjà Vu is a prime location of Santa Cruz Island. You can find the hotel in the center of Puerto Ayora, a quaint village known for its picturesque harbor and gorgeous sunset views. Just five minutes away is the town port, where guests can access the Isabela and Floreana islands by boat. The hotel also features an outdoor pool, fitness center, complementary Wi-Fi and a garden terrace.





# How I can help with next steps

My name is Charlie and I am the primary tour consultant working with schools, teachers, and communities throughout the Greater Boston Area. That means we'll be working with your school every step of the way to make sure everything is perfectly planned.

Next steps to keep in mind:

- Finalize the details of the trip you will offer in 2023 or 2024.
- Inform parents of this risk-free opportunity to invest in their child's future.
- Host an information meeting to open enrollment to students.

I hope this overview has given you the information you need to feel confident in EF as an educational travel provider. Should you have any questions or need any additional information, please don't hesitate to reach out to me directly. EF is excited to partner with your school to bring this life-changing experiential learning opportunity to your students.

Sincerely,

Charlie Henderson



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**ITEM TITLE:** Approval of Field Trip: UNH Jazz Festival  
**DATE:** 11/21/2022  
**ITEM TYPE:**  
**ITEM SUMMARY:**  
**BACKGROUND INFORMATION:**  
**RECOMMENDATION:**

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**ATTACHMENTS:**

<b>Description</b>	<b>File Name</b>	<b>Type</b>
UNH	field_trip_request_UNH_march_2023.pdf	Cover Memo

## School Sponsored Field Trip Request Form Out of State Travel ONLY

*Attach itinerary, student lists (if known), hotel information, chaperone sign-off forms, waiver requests, etc. to the completed request form and send to the Principal's office. If you will just be submitting the one request form, you may return it by email.*

*Submit to the principal's office no later than the Wednesday before the Natick High School Committee is to meet. Overseas trip requests must be submitted and also approved in advance of any marketing to the students.*

*The lead teacher or an adult representative from your trip must appear at the School Committee meeting to present the request. You will be notified of the date of this meeting.*

To: Dr. Anna Nolin  
From Jason Hoye, NHS Principal  
Date:  
Re:

I would like to request School Committee Approval for the following ~~overnight~~ / out-of state trip:

Lead teacher's name: *Craig M. Chisholm*  
Group: *Natick High School Jazz Ensemble*  
Destination and also Itinerary: *University of New Hampshire Times TBD*  
Date of trip: *11 March, 2023*

Transportation:

Mode of transportation requested: *Connolly Bus / Crystal Transport depending on cost.*

Method of payment (fundraising, etc.): *Budget*

Names of chaperones: *Craig Chisholm*

Estimated Cost of trip per student: *Ø*

Please state the purpose of the this trip: *Perform at the UNH Jazz Festival*

I support this request and thank you for your consideration.

Sincerely,

  
Jason Hoye  
Principal

☐ I have attached all relevant forms necessary to submit this request.

## 2022-2023 Natick High School Jazz Ensemble

Alto 1: Michael Scorpa

Alto 2: Evan Simon

Tenor 1: Anna Carlson

Tenor 2: Thiago Antunes

Bari sax: Teagan Cunningham

Flute: Emma Gemmill

Trumpet 1: Sage Nguyen

Trumpet 2: Max Curtis

Trumpet 3: Adam Sugarman

Trumpet 4 Lucy Chene

Trumpet 3-4 (Double) Elyse Boyer

Trombone 1: Preston Burt

Trombone 2: Yasi Reza

Trombone 3: Eric Broberg

Trombone 4/Bass Trombone: Cadoa Aukerman

Bass: Charlie Koons

Guitar: Michael Abrams

Piano: Isaac Hoffman

Drums 1: Toma Iwakura

Drums 2: Rahul Tacke

High audition score: Preston Burt.

First meeting is CDS Friday September 30, 2022. If you can't be there, find me sooner than later.

Join Classroom ASAP code: wriyugo

<https://classroom.google.com/c/NTQ0ODQ5NTgwMDE1?cjc=wriyugo>



University of  
New Hampshire

College of Liberal Arts  
Department of Music  
  
Paul Creative Arts Center  
30 Academic Way  
Durham, NH 03824-2617  
  
V: 603.862.2404  
F: 603.862.3155  
TTY: 7.1.1 (Relay NH)  
  
[cola.unh.edu/music](http://cola.unh.edu/music)

November 1, 2022

Dear Directors,

It's that time of year again! I would like to invite you and your students to participate in the 2023 Clark Terry Jazz Festival. This year's event takes place on March 11, 2023, and I have several things I am excited to share with you.

First, we are thrilled that the **Vanguard Jazz Orchestra (VJO)** will be our featured instrumental group at the event this year! The band will be on campus to perform the evening concert and will give separate section clinics (rhythm, saxophone, trumpet, and trombone) staggered throughout the day. We plan to record these and post them after the event, so if your group happens to be performing during that time slot, you won't miss out on the information that is presented. VJO is doing a special tour in 2023 to celebrate the centennial birthday of Thad Jones and they will be with us very close to his actual birthdate (March 28). To help celebrate Thad's legacy, we are encouraging all big band directors to *consider programming one of Thad's charts to perform at the festival!* In addition to the evening concert, alto saxophonist **Miguel Zenon** will be featured at the noon concert with the UNH 3 O'Clock Jazz Band!

Second, we are bringing back another feature from the festival's past – the evening vocal concert! This year we are welcoming UNH alum **Chris Humphrey**, who recently released a recording titled *The Voice of Clark Terry*. It features several tunes that Clark regularly performed, and it also contains lyrics written by our drum set teacher, Les Harris, Jr. Chris will also be one of our choir and solo vocal clinicians throughout the day. This concert will take place at 5:30PM, before the concert with the VJO, so you will have the opportunity to attend both events if you choose!

We regret to inform our Middle School participants that we have discontinued that division of the festival. This is due to increased demand among high schools and a decline in participation among middle schools (even before the pandemic). We will again be running a jam session in the Food Court of the MUB, so make sure to encourage your students to learn a tune or two to play with our faculty! In addition to the VJO's section clinics, there will also be an improvisation clinic offered with our UNH faculty in the afternoon.

We are really excited to welcome you back to Durham for this tremendous day of music! If you have any questions, please don't hesitate to contact Lyndsay ([clarkterryjazzfestival@gmail.com](mailto:clarkterryjazzfestival@gmail.com)) or myself ([nathan.jorgensen@unh.edu](mailto:nathan.jorgensen@unh.edu)) and we would be happy to assist you.

I hope to hear you in March!

Sincerely,

A handwritten signature in black ink, appearing to read 'Nathan Jorgensen', written over a horizontal line.

Dr. Nathan Jorgensen  
Director of Jazz Studies  
University of New Hampshire

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**ITEM TITLE:** Approval of PTO/PTA/501(c)(3) Budgets  
**DATE:** 11/21/2022  
**ITEM TYPE:** Action  
**ITEM SUMMARY:** Brown PTO Budget  
**BACKGROUND INFORMATION:**  
**RECOMMENDATION:**

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**ATTACHMENTS:**

<b>Description</b>	<b>File Name</b>	<b>Type</b>
Brown PTO Budget	FY_2023_Brown_School_Prelim_PTO_Budget.pdf	Cover Memo

2022-2023 Prelim Budget
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## REVENUE

Amazon Smile	\$	500.00
Bake Sale - Local election only FY 22	\$	-
Book Fairs - Fall and Spring	\$	3,000.00
Boston Red Sox Outing /Woosox	\$	400.00
Box Tops (poor showing since switch to app)	\$	80.00
Direct Donation Drive	\$	11,000.00
Fun Run	\$	4,000.00
Game Night - gamewright hosted - Maybe do pizza, movie, game night?	\$	(100.00)
Winter Bazaar	\$	2,000.00
Mabels Labels/Boons Supply/Minted/Cendeluxe/Fun & Games	\$	500.00
Merchandise (t-shirts/magnets/masks)	\$	500.00
Pancake Breakfast	\$	2,000.00
Parent Auction	\$	15,000.00
Parent Social	\$	-
Worcester Railers (Prov. Bruins)- This is related to 4th grade chorus outing)	\$	500.00
Restaurant Fundraisers - Chipotle, Sol de Mex, Nicks, Baha, Anthony's) (try for 1/m	\$	1,000.00
Square1 Art	\$	2,000.00
Summer Resource Fair	\$	1,000.00
Tilly & Salvys	\$	250.00
<b>Total Revenue (cash)</b>	<b>\$</b>	<b>43,630.00</b>

## EXPENSES

Cultural Arts - Includes wheelock theatre bus for 4th grade	\$	14,000.00
Field trips - includes admissions and bus fees	\$	14,000.00
Ice Skating	\$	400.00
Kindergarten Welcome - coffee and pastries, playdate popsicles	\$	50.00
Marbles	\$	300.00
<b>Misc. Expense</b>	<b>\$</b>	<b>-</b>
Insurance	\$	1,000.00
Interest	\$	(150.00)
Miscellaneous	\$	50.00
PTO Supplies - stamps, envelopes etc	\$	200.00
Sunshine Fund	\$	200.00
PTO Operating Budget	\$	500.00
Tax Prep	\$	400.00
Family Dance Party - DJ fee - maybe sell concessions to cover part	\$	450.00
Mini Grant: Mrs. Parven Mural	\$	2,500.00
Mini Grant: Other	\$	3,000.00
Movie Nights	\$	1,250.00
PTO Scholarship	\$	1,500.00
<b>Recognition</b>		



Secretary/Nurse /Counselor	\$	160.00
Custodians/Retirees/PTO members/Library	\$	200.00
Staff Appreciation Luncheon (try to net with donations) - inc Vid Hug	\$	2,250.00
Stipends	\$	9,250.00
<b>Total Expenses</b>	<b>\$</b>	<b>51,510.00</b>
 <b>Net Revenue (Expense)</b>	 <b>\$</b>	 <b>(7,880.00)</b>

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**ITEM TITLE:** Highlights/Overview of Policies Before the Committee for a Vote (BBAA-School Committee Members: Authority and Duties, BCA-Code of Ethics, BDFA-E-2-Submission and Approval of the School Improvement Plan, DJE-Procurement Requirements, GCG-Part-Time and Substitute Professional Staff Employment, GCGC-Professional Staff Job-Sharing, GCL-Professional Staff Time Schedules, IGB-Student Services Programs, IGD-Curriculum Adoption, IHCA-Summer Programs, IJ-Instructional Materials, IJJ-Instructional Materials Selection and Adoption, IJK-Supplementary Materials Selection and Adoption, IJL-Library Materials Selection and Adoption, IJLA-Library Resources, IJOB-Community Resource Persons/Speakers, IJOC-School Volunteers)

**DATE:** 11/7/2022

**ITEM TYPE:** Discussion

**ITEM SUMMARY:** [LINK to Summary of Policies for Revision](#)

[LINK to Group 1 Policies](#)

[LINK to Superintendent's presentation.](#)

*Please note changes may be made to presentation up until the meeting time.*

**BACKGROUND**

**INFORMATION:**

**RECOMMENDATION:**

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**ATTACHMENTS:**

Description	File Name	Type
BBAA	Policy_BBAA_Rev_11.22.pdf	Cover Memo
BDFA-E-2	Policy_BDFA-E-2_Revised_11.22.pdf	Cover Memo
BCA	Policy_BCA_Rev_11.22.pdf	Cover Memo
DJE	Policy_DJE_Revised_11.22.pdf	Cover Memo
IHCA	Policy_IHCA_Revised_11.22.pdf	Cover Memo
IGD	Policy_IGD_Revised_11.22.pdf	Cover Memo
IGB	Policy_IGB_Revised_11.22.pdf	Cover Memo
GCL	Policy_GCL_Revised_11.22.pdf	Cover Memo
GCGC	Policy_GCGC_approved_11.22.pdf	Cover Memo
GCG	Policy_GCG_Updated_11.22.pdf	Cover Memo
IJJ	Policy_IJJ_Revised_11.22.pdf	Cover Memo
IJK	POLICY_IJK_Revised_11.22.pdf	Cover Memo
IJL	Policy_IJL_Revised_11.22.pdf	Cover Memo
IJOB	Policy_IJOB_Revised_11.22.pdf	Cover Memo
IJOC	Policy_IJOC_Revised_11.22.pdf	Cover Memo
IJLA	Poliy_IJLA_Revised_11.22.pdf	Cover Memo
IJ	Policy_IJ_Revised_11.22.pdf	Cover Memo

## **SCHOOL COMMITTEE MEMBERS: AUTHORITY AND DUTIES**

A. PURPOSE: To define the authority and duties of the individual members of the School Committee.

B. POLICY:

1. Authority

- a. Because all powers of the School Committee derived from state laws are granted in terms of action as a group, members of the School Committee have authority only when acting as a Committee legally in session.
- b. The School Committee will not be bound in any way by any statement or action on the part of an individual member except when such statement or action is a result of specific instructions of the Committee.
- c. No member of the Committee, by virtue of their office, will exercise any administrative responsibility with respect to the schools or command the services of any school employee.
- d. The School Committee will function as a body and all policy decisions and other matters, as required by law, will be settled by an official vote of the Committee sitting in formal session.

2. Duties: The duties and obligations of the individual Committee members may be enumerated as follows:

- a. To become familiar with the General Laws of the Commonwealth relating to education and School Committee operations, regulations of the Massachusetts Board of Education, and policies and procedures of this School Committee and school department.
- b. To keep abreast of new laws and the latest trends in education.
- c. To have a general knowledge of the goals, objectives, and programs of Natick's public schools.
- d. To work effectively with other Committee members without trying either to dominate the Committee or neglect their share of the work.
- e. To respect the privileged communication that exists in executive sessions by maintaining strict confidentiality on matters discussed in these sessions, except that which becomes part of the public record, once it has been approved for release.
- f. To vote and act in Committee without bias for the good of the students.
- g. To accept the will of the majority vote in all cases, and to remember that they are one of a team and must abide by, and carry out, all Committee decisions once they are made.
- h. To represent the Committee and the schools to the public in a way that promotes interest and support.
- i. To refer questions and complaints to the proper school authorities. – email issue
- j. To comply with the Ethics statutes as well as the accepted Code of Ethics for School Committee members. (File BCA)

## **SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN**

The written school improvement plan shall be submitted by the Principal to the Superintendent for approval and the School Committee for review annually.

Because the implementation of the plan is dependent on Superintendent approval, it is important that the school council be aware of certain expectations regarding the school improvement plan. The school improvement plan should:

1. Focus on improvement of student learning.
2. Specify expected student outcomes and measurable/observable results.
3. Align with the mission of the School District, the Strategic Plan and any goals and policies of the School District.
4. Be consistent with state and federal law, School District policy, established curriculum and negotiated agreements.
5. Clearly identify actions to be taken on how changes will be implemented.
6. Include a plan on how to solicit community support for the changes being developed.
7. Indicate anticipated costs and available funding sources.
8. Delineate the method of evaluating and reporting progress and results.

If the school improvement plan is not approved by the Superintendent, it shall be returned to the Principal with specific comments as to the reason(s). The Principal shall revise the plan in cooperation with the school council, and resubmit it for approval. If the Superintendent does not review the school improvement plan within 30 days of its receipt, the plan shall be deemed to have been approved.

## CODE OF ETHICS

It shall be the constant endeavor of each School Committee member, representing all the citizens of Natick, to strive step by step toward ideal conditions for most effective School Committee service to their community, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.

- a. A School Committee member in their relations with their community should:
  - 1) Realize that their primary responsibility is to each and every one of the children in the Natick school system without distinction as to who they are or what their background may be.
  - 2) Recognize that their basic function is to be policy making and not administrative
  - 3) Remember that they are one of a team and must abide by, and carry out, all Committee decisions once they are made
  - 4) Be well informed concerning the duties of a Committee member on both a local and state level.
  - 5) Bear in mind that it is as important for the Committee to understand and evaluate the educational program of the schools as it is to plan for the business of school operation.
  - 6) Devote time, thought and study to the duties and responsibilities of a School Committee member so that they may render effective and creditable service.
  - 7) Take the initiative in helping all people of this community to have the best possible information in a timely manner about their schools, to the end that they will readily provide the finest possible school program, school staff, and school facilities.
  - 8) Remember that they represent the entire community at all times.
  - 9) Accept the office as a Committee member as means of unselfish service with no intent to "play politics," in any sense of the word, or to benefit personally from their Committee activities.
  - 10) Welcome and encourage active cooperation by citizens, organizations, and the media of communication in the district with respect to establishing policy on current school operations and proposed future developments.
- b. A School Committee member in their relations with their school administration should:
  - 1) Endeavor to establish sound, clearly-defined policies which will direct and support the administration.
  - 2) Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
  - 3) Give the chief administrator full responsibility for discharging their professional duties and hold them responsible for acceptable results.
  - 4) Refer all complaints to the administrative staff for solution, consistent with the administrative chain of command and only discuss them at Committee meetings if such solutions fail.
- c. A School Committee member in their relations with their fellow Committee members should:
  - 1) Work with their fellow board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points at issue.
  - 2) Recognize that action at official meetings is binding and that they cannot bind the Committee outside of such meetings.
  - 3) Realize that they should not make statements or promises of how they vote on matters that will come before the Committee.
  - 4) Uphold the intent of executive sessions and respect the privileged communications that exist in executive sessions.
  - 5) Share pertinent information on school matters or personnel problems both with members of their Committee and with members of other committees who may be seeking help or information on school problems.

- 6) Make decisions only after all facts on a question have been presented and discussed, and base such decisions upon all available facts in each situation, consistent with their honest conviction in every case, unswayed by partisan bias of any kind.

## **PROCUREMENT REQUIREMENTS**

All purchases of materials and equipment and all contracts for construction or maintenance in amounts exceeding \$100,000 will be based upon competitive bidding.

An effort will be made to procure multiple bids for all purchases in excess of \$100,000 except for exempted items. When recommending acceptance of a bid, the Superintendent will inform the School Committee, whenever possible, of the competitive price of a reasonable substitute for the item specified.

When bidding procedures are used, bids will be advertised appropriately. Suppliers will be invited to have their names placed on distribution lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids will be submitted in sealed envelopes, addressed to the Superintendent and plainly marked with the name of the bid and the time of the bid opening. Bids will be opened in public at the time specified, and all bidders will be invited to be present.

The Committee reserves the right to reject any or all bids and to accept the bid that appears to be in the best interest of the school system. The Committee reserves the right to waive any informality in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of the bids. Any bid received after the time and date specified will not be considered. All bids will remain firm for a period of 30 days after opening.

The bidder to whom an award is made may be required to enter into a written contract with the school system.

LEGAL REFS.: M.G.L. 7:22A; 7:22B; 30B

CROSS REF.: DJA, Purchasing Authority

All purchases of materials and equipment and all contracts for construction or maintenance will conform to the requirements of the General Law.

When bidding procedures are used, bids will be advertised appropriately. Suppliers will be invited to have their names placed on distribution lists to receive invitations to bid. When specifications are prepared, they will be distributed to all merchants and firms who have indicated an interest in bidding. All bids will be submitted in sealed envelopes, addressed to the Superintendent and plainly marked with the name of the bid and the time of the bid opening. Bids will be opened in public at the time specified, and all bidders will be invited to be present.

The Committee reserves for the District the right to reject any or all bids and to accept the bid that appears to be in the best interest of the school district. The Committee reserves for the District the right to waive any informality in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of the bids.

Any bid received after the time and date specified will not be considered. All bids will remain firm for a period of 30 days after opening.

The bidder to whom an award is made may be required to enter into a written contract with the school district.

LEGAL REF.: M.G.L.; 30B

CROSS REF.: DJA, Purchasing Authority



## SUMMER PROGRAMS

The Natick Public Schools will sponsor a summer program providing opportunities for enrichment and remedial instruction for students in grades 1 through 8, and for remedial instruction at the high school level. The Director(s) of the Natick Summer School, in consultation with the Assistant Superintendent of Curriculum, Instruction and Assessment, will establish the curriculum and reflect the alignment of the Massachusetts Frameworks, whenever possible, and the needs of the students.

### A. Fees:

1. Nominal tuition fees for resident and nonresident pupils will be charged, and changes in those fees will be subject to School Committee approval, with the exception of programs funded by the Federal government and/or other outside agencies.
2. The summer school program will make every effort to provide opportunities for financial assistance; however, the summer school is self-supporting.
3. The Natick Summer School Director(s) will have the right to cancel announced summer courses for insufficient enrollment and refund any fees involved. They will also have the right to dismiss a student for disciplinary reasons with no refund of fees; however, any student who has been dismissed from summer school will have the right to due process as outlined in the Student Handbook for each grade level.
4. There will be no refunds issued after the first week of classes unless there are extenuating circumstances such as a death or district school closures.

### B. Credits:

1. Remedial/make-up courses for middle and high school students will provide opportunities for students to qualify for promotion and/or credit in areas and subjects where previous work has not met promotional and/or credit standards. Courses taken for improvement of grades or original credit at summer school will have the grades and credits recorded on the Permanent Record Card, but the grades and credits will not be used in determination of Student Grade Point Average (GPA).
2. Teachers for credit courses will be certified and will be sought from among current staff members, whenever possible.

## **CURRICULUM ADOPTION**

The School Committee will rely on the professional staff to design and implement instructional programs and courses of study that will forward the educational goals of the school system.

The Superintendent will have authority to approve new programs and courses of study after they have been thoroughly studied and found to support educational goals. The Committee itself will consider, and officially adopt, new programs and courses when they constitute an extensive alteration in instructional content or approach.

The Committee wishes to be informed of all new courses and substantive revisions in curriculum. It will receive reports on changes under consideration. Its acceptance of these reports, including a listing of the high school program of studies, will constitute its adoption of the curriculum for official purposes.

SOURCE: MASC April 2019

LEGAL REF.: M.G.L. 15:1G; 71:1; 69:1E

## **SUPPORT SERVICES PROGRAMS**

The Student Services staff will work in cooperation with District building staff and administration to coordinate and supervise the implementation of curriculum, the instructional program, and support services to meet the needs of all students.

The Administrator of Student services shall be responsible for all services for students who are not eligible for special education assistance, such as psychological services, speech correction, homebound and hospital teaching and such other programs as may be assigned.

SOURCE: MASC April 2019

\*NOTE: District to reflect local configuration

CROSS REF.:ACE, Nondiscrimination on the Basis of Disability

## **PROFESSIONAL STAFF TIME SCHEDULES**

### Administrators

The nature of the duties and responsibilities of administrators and supervisors will require their hours of work to vary and extend as necessary to fulfill the requirements of their positions.

During the course of their contract year, all administrators will be expected to work during the hours and on the days that the Superintendent's office is open unless special arrangements have been made with the Superintendent. On days schools are closed because of bad weather or other emergencies, all staff members, except those who work only on teacher workdays, are required to report to work as soon as they are able to do so, unless permission for remote work has been given by Superintendent.

The working year for administrators will be established individually through their contracts.

### Teachers

Teachers' work day and work year will be as defined in the applicable collective bargaining agreement.

On days when opening of school is delayed due to weather conditions, teachers are required to report to work as soon as they are able to do so.

The working year for teachers will be established with The Education Association of Natick in conjunction with the Committee's adoption of the school calendar.

LEGAL REF.: M.G.L. 71:80

CONTRACT REF.: Units A and B Article XII  
Unit C Article XI  
Title I Article XI

## PROFESSIONAL STAFF JOB-SHARING

Final approval of all job-sharing agreements rests with the Superintendent.

Criteria:        Certification at appropriate grade level  
                     2 years of proficient evaluations  
                     Compatible teaching styles

1. Both teachers will jointly attend Open House nights and other yearly negotiated expectations outside of regular school day hours.
2. All duties (e.g. staff development, staff meetings, planning, report cards, progress reports, parent teacher conferences) will be shared equally with the specifics to be determined by the Team (comprised of the two teachers and the building Principal, and/or department head) according to the building schedule.
3. The school-year schedule of each partner will be determined by the Team and the Superintendent in consideration of what is deemed to be in the best interest of the students.
4. Both teachers will meet with the Principal as necessary.
5. The Team will meet to review the effectiveness of the job sharing arrangement annually for the first three years. Beginning with the fourth year the program will be reviewed biannually. If the Principal deems it in the best interest of the students, he/she may terminate the arrangement at any time, with a minimum of two weeks notice to the partners.
6. In the event one partner takes a leave of absence, the remaining teacher will be offered the full-time responsibilities of the classroom position. If the remaining teacher is unable to assume full-time teaching, then a long-term substitute teacher will be appointed. Upon entering into a job-sharing agreement the Team will agree which member will assume the full-time teaching responsibility should the arrangement be terminated for any reason.
7. The job-sharing teachers will remain on their regular evaluation cycle.
8. Both teachers will receive the following:

Compensation will be based on each partner's Full Time Equivalent. Sick leave will be prorated based on each partner's FTE. Seniority will be prorated based on each partner's FTE. Personal time will be prorated based on each partner's FTE. Full step credit will be granted for each year of part-time service.

All members of the Team and the Superintendent will sign off annually on the above provisions.

## **PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT**

### Part-Time Teachers

Teachers may be employed on a part-time basis. The salary of part-time teachers will bear the same ratio to the step of the salary schedule that the teacher would earn if employed full-time as the hours worked bear to the hours the teacher would work if employed full-time (for example, a teacher employed for half the number of hours would receive half the salary of a full-time teacher).

### Substitute Teachers

Each building Principal will have the authority to employ as many substitute teachers as may be necessary to take the place of teachers who are temporarily absent. The Director of Human Resources will recruit substitute teachers as needed. No person shall substitute in a classroom without first having been interviewed by the Human Resources office or designee. All substitutes will submit a completed background check form and fingerprints prior to their name being added to the substitute list.

The Principal is responsible for securing the necessary substitutes for his/her building on a daily basis,

To the extent possible, the school system will employ substitute teachers who possess a Bachelor's degree and meet the requirements for teacher appointments. Every effort will be made to appoint long term substitutes who possess Massachusetts certification in the field to which they are being assigned. Substitute teachers will be assigned by the Principal on the basis of their areas of competence and preference. All substitute teachers will be expected to provide educational services, rather than to assume merely a student-supervisory role. They will be provided with as much support as possible by building administrators and teachers.

The District will set the daily rate of pay for substitute teachers, including long term substitutes. The latter will be granted such additional benefits as approved by the District.

## **INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION**

Responsibility for the review and selection of textbooks to be purchased shall rest with Superintendent or designee. The Superintendent or designee is encouraged through the School Committee to establish a review committee to assist in the process to determine the textbooks that best meet the curriculum guidelines of the District. The review committee should include teachers who will use the texts and other staff members as found desirable. Students and parents will be encouraged to serve.

Principles that apply generally to the selection of instructional materials and library materials shall apply to textbooks. Additionally, basic textbooks and textbook support materials shall be chosen:

- To advance the educational objectives of the school system and particular objectives of the course program;
- To contribute toward continuity, integration, and articulation of the curriculum; and
- To establish a general framework for the particular course or program.

Because the instructional purposes of textbooks, as stated above, are of such importance, particular care shall be taken in their selection as to content.

Although many points must be examined, the School Committee directs the staff to be mindful of the following considerations:

- The needs of all learners must be provided for.
- Attention should be given to gender roles, racial roles and depictions of cultural roles and family representations depicted in the materials.
- The textbook and textbook support materials should lead the student and teacher beyond the textbook into a wide variety of other materials and educational experiences.
- If the textbook deals with problems and issues of our times, it should present and encourage examination of varied points of view and multi-cultural, gendered and racially informed perspectives
- Because textbooks are selected for several years' use, special attention also shall be given their physical characteristics, durability, format and price.

LEGAL REFS.: 71:48; 30B:7; 71:50  
603 CMR 26:05

CROSS REF.: KEC, Public Complaints about the Curriculum or Instructional Materials

## **SUPPLEMENTARY MATERIALS SELECTION AND ADOPTION**

The School Committee recognizes that knowledge is changing and expanding and that it may be necessary to use various types of supplementary materials in addition to the basic and fundamental textbooks.

For the purpose of this policy, supplementary materials shall be defined as any instructional materials other than textbooks including, but not limited to, books, periodicals, newspapers, pictures, diagrams, maps, charts, slides, filmstrips, films, records, audiotapes, and suitable technological applications which relate directly to the adopted curriculum.

The School Committee believes that teachers and administrators should have a large role in selection and recommendation of supplementary materials. Teachers are encouraged to use a wide range of learning aids, provided the expense incurred in purchasing these aids remains within the limits of the budget. These materials should follow the same core principles outlined in IJJ relative to balanced selection.

LEGAL REF.: 603 CMR 26:05

CROSS REF: Policy IJJ



## **LIBRARY MATERIALS SELECTION AND ADOPTION**

The School Committee endorses the School Library Bill of Rights as adopted by the American Library Association, which asserts that the responsibility of the school library is to:

1. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
2. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. Provide a background of information that will enable students to make intelligent judgments in their daily lives and would cultivate civic dispositions
4. Provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.
5. Provide materials representative of the many religious, ethnic, gender and gender identity cultural groups, immigrant groups and their contributions to our American heritage.
6. Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

Initial purchase suggestions for library materials may come from all personnel--teachers, coordinators, and administrators. Students will also be encouraged to make suggestions. The librarian will recommend materials to be included in the school library. Final approval and authority for distribution of funds will rest with the building Principal subject to the approval of the Superintendent.

Gifts of library books will be accepted in keeping with the above policy on selection. Complaints about library books will be handled in line with Committee policy on complaints about instructional materials.

LEGAL REF.: 603 CMR 26:05

CROSS REF.: KEC, Public Complaints about the Curriculum or Instructional Materials

## **COMMUNITY RESOURCE PERSONS/ SPEAKERS**

Human resources are those individuals or groups who are invited into the schools to present supplementary information and ideas to the classroom course of study. These experiences afford students the opportunity to benefit from community viewpoints. Care should be taken in selecting these speakers so that they are individuals who respect diversity in thinking and varying views and who are not attempting to inappropriately influence points of view. No person who has not completed a Background Check or CORI or fingerprinting in accordance with state law shall be left alone with students.

CROSS REF.: ADDA, Background Checks

## **SCHOOL VOLUNTEERS**

It is the policy of the School Committee to encourage volunteer efforts in the schools. Parents/guardians, business representatives, senior citizens, and other community volunteers are recognized as important sources of support and expertise to enhance the instructional program and vital communication links with the community. The volunteer program will be coordinated in cooperation with building administrators. No person who has not completed a Background Check or CORI or fingerprints in accordance with state law shall be left alone with students.

CROSS REF.: ADDA, Background Checks

## **LIBRARY RESOURCES**

The primary objective of the library/media center is to implement its resources to enrich and to support the educational program of the school.

### Definition of Library Resources

Library resources are those materials, both print and non-print, found in school libraries which support curricular and personal information needs. Print items include books, magazines, newspapers, pamphlets, microfiche or microfilm. Non-print items include films, disc records, filmstrips, slides, prints, audiotapes, videotapes, compact discs, computer software, online databases, and online search engines.

### Criteria for Selection of Library Resources

The criteria for selection of library resources in the District are:

- Needs of the individual student  
Based on knowledge of students  
Based on requests of parents and students
- Needs of the individual school  
Based on knowledge of the curriculum of the school  
Based on requests from the professional staff
- Provision of a wide range of materials on many levels of difficulty with a diversity of appeal and the presentation of different points of view.
- Provision of materials of high artistic quality.
- Provision of materials with superior format.
- Reputable, unbiased, professionally prepared selection aids are consulted as guides.

In accordance with the District's policy of providing instructional materials on opposing sides of controversial issues, it should be noted that neither the media centers nor the District serve as advocates for the ideas expressed in any materials, nor does the presence of any material indicate automatic endorsement of the ideas expressed therein.

### Disclosure of Information/Privacy of Circulation Records

Circulation records shall not be made available to anyone except pursuant to such process, order, or subpoena as may be authorized by law.

### Re-evaluation (Weeding) of Library Resources

The continuous review of library/media center materials is necessary as a means of maintaining a useful and active collection. As new materials are selected and added, some older materials are withdrawn. The responsibility for determining which materials are to be withdrawn rests with the professional staff.

Among the reasons for withdrawing an item are the following:

- Curricular changes have rendered superfluous some materials (or multiple copies of materials) formerly used but no longer in demand.
- Some materials contain factual material that is no longer accurate nor current.
- Some materials that are outdated or limiting, shall be removed or updated, guided by current standards and publisher decisions. Materials intended for recreational reading have become dated or unattractive and are no longer in demand. (Some such books, which are deemed “standards” or “classics”, will be retained even though they rarely circulate).
- Some materials have become worn out, damaged or physically deteriorated and have lost utility and/or appeal.
- Some materials have been superseded by newer items, which present the same information, but in superior format.

Withdrawn library/media center materials are processed in one or more of the following ways:

- Made available to be used as resource or supplementary material by teachers.
- Offered to other media centers in the District, as it is possible that a material, which lacks utility in one building, may have some usefulness in another, unless removed due to inaccuracy or sociologically outdated.
- Contributed to appropriate charitable or educational agencies.
- Discarded, when warranted.

Continuing evaluation is closely related to the goals and responsibilities of library/media centers and is a valuable tool of collection development. This procedure is not to be used as a convenient or expedient means to remove materials presumed to be controversial or likely to be disapproved by segments of the community. Materials are not to be proscribed or removed because of actual or potential partisan or doctrinal disapproval, nor because of the origin, background or views of those contributing to their creation.

CROSS REF:           Policy AC, Policy IJJ

## INSTRUCTIONAL MATERIALS

The School Committee believes that materials appropriate to the needs of the school program must be available to each student and teacher. These will be furnished by the School Committee subject to budgetary constraints.

The task of selecting instructional materials for programs will be delegated to the professional staff of the school system. Because instructional programs and materials are of great importance, only those that meet the following criteria will be approved by the Committee:

1. They must present balanced views of international, national, and local issues and problems of the past, present and future, updates to research and understandings, cultural perspectives.
2. They must provide materials that stimulate growth in factual knowledge, literary appreciation, aesthetic and ethical values.
3. They must help students develop abilities in critical reading and thinking perspective taking, empathy building people's experiences in order to represent all people's experience in a fair and equitable manner.
4. They must help develop and foster an appreciation of cultural diversity and development in the United States and throughout the world.
5. They must provide for all students an effective basic education that does not discriminate on the basis of race, age, color, religion, national origin, sex, physical disabilities, gender identity, sexual orientation, language status, and pregnancy related conditions or immigration status.
6. They must allow sufficient flexibility for meeting the special needs of individual students and groups of students and should represent the identities of these students in the materials chosen.
7. They must follow the standards established by the Department of Elementary and Secondary Education.

LEGAL REFS.: M.G.L. 71:48; 71:49; 71:50

CROSS REF.: KEC, Public Complaints about the Curriculum or Instructional Materials, Policy IJL, Policy IJLA, 603 CMR 26

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<b>ITEM TITLE:</b>	Overview of Upcoming Budget Process and Timeline
<b>DATE:</b>	11/21/2022
<b>ITEM TYPE:</b>	Report, Discussion
<b>ITEM SUMMARY:</b>	<b>LINK</b> to Superintendent's presentation. <i>Please note changes may be made to presentation up until the meeting time.</i>
<b>BACKGROUND INFORMATION:</b>	
<b>RECOMMENDATION:</b>	

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