



School Committee Meeting Materials

Regular School Committee Meeting

April 11, 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.”

April 9, 2018

REGULAR SCHOOL COMMITTEE MEETING

Notice is hereby given that the Salem School Committee will hold a Regular School Committee meeting on Wednesday, April 11, 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.

AGENDA

- I. **Call of Meeting to Order**
- II. **Approval of the Agenda**
- III. **Approval of Minutes**
 - a. Deliberation and Vote on the Minutes of the Regular School Committee Meeting Held March 19, 2018
- IV. **Questions and Comments from the Audience**
- V. **Superintendent’s Report – Margarita Ruiz**
- VI. **Presentation and Reports**

Presentation of the Proposed FY19 Budget
- VII. Finance Report
 - a. **Approval of Warrants**

March 22, 2018 in the amount of \$476, 929.97
March 29, 2018 in the amount of \$229, 361.12
April 5, 2018 in the amount of \$543, 284.15
April 12, 2018 in the amount of \$277, 748.29
 - b. **Budget Transfers**
- VIII. Subcommittee Reports
- IX. **School Committee Concerns and Resolutions**
- X. **Questions and Comments from the Audience**

Respectfully submitted by:

Angelica Alayon, Secretary to the
Salem School Committee

Salem School Committee
Meeting Minutes
Monday, March 19, 2018

A regular meeting of the Salem School Committee was held on Monday, March 19, 2018 at 7:09 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 for Teaching and Learning, Margaret Marotta, Assistant Superintendent for Pupil Personnel Services, Kristin Shaver, Business Manager, Jill Conrad, Chief of Systems Strategy, and Kelley Rice, Chief of Communications

Call to Order

Mayor Driscoll called the Regular Meeting of the Salem School Committee to order at 7:09 p.m.

Approval of the Agenda

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

Approval of Minutes

Deliberation and Vote on the Minutes of the Committee of the Whole (COW) Meeting Held February 12, 2018 – Tabled From 3/8/18

Ms. Wilson motioned to take the deliberation and vote of the Minutes for the Committee of the Whole (COW) meeting held February 12, 2018 off the table. Ms. Manning seconded the motion. The motion to take the tabled action item off the table carried.

Ms. Wilson motioned to approve the Minutes of the Committee of the Whole (COW) meeting held on February 12, 2018. Ms. Manning seconded the Motion. The Motion carried.

Deliberation and Vote on the Minutes of the Regular School Committee Meeting Held February 26, 2018 – Tabled From 3/8/18

Ms. Wilson motioned to take the deliberation and vote of the Minutes for the regular School Committee meeting held February 26, 2018 off the table. Mr. Cruz seconded the motion. The motion to take the action item off the table carried.

Discussion

Ms. Nuncio notified that name revisions need to be made to make sure that names were accurate.

Ms. Wilson motioned to approve the Minutes of the regular School Committee meeting held on February 26, 2018. Mr. Cruz seconded the Motion. The Motion carried.

Deliberation and Vote on the Minutes of the Regular School Committee Meeting Held March 8, 2018 – Tabled From 3/8/18

Ms. Nuncio motioned to take the deliberation and vote of the Minutes for the regular School Committee meeting held March 8, 2018 off the table. Ms. Manning seconded the motion. The motion to take the action item off the table carried.

Ms. Nuncio motioned to approve the Minutes of the regular School Committee meeting held on March 8, 2018. Ms. Manning seconded the Motion. The Motion carried.

Questions and Comments From the Audience

Kathy McCarthy, 148 Bay View Ave., represented a group of parents of the Salem High School in support of the After-Prom party, a great opportunity for students to be safe for the night. They are bussed in from their prom event to the YMCA at Marblehead where they get to participate in swimming, bingo games, face painting, etc. No student is allowed to leave the YMCA unless a parent signs them out; it is a night to keep them safe. Parent volunteers, CORI'd by Salem Public Schools (SPS), run the full evening. Busses pick the students up at 4am and take them back to the High School for breakfast. Their parents pick them up after breakfast. They have raised \$6,000 for the evening and hope to raise \$2,000 more. Donations may be made in cared of Lisa Mansfield at the Salem High School if anyone is interested in donating. Donations are used to pay for the event and the food.

Ben Chertok, 7 Tufts Street, shared the High School Musical's event information scheduled to take place this Thursday and Friday night, March 22nd and 23rd at 7pm. The National Junior Honor Society, Ms. Muse, and her cooking team have their traditional family dinner at 5:30pm, before the Thursday night show. The cost is \$5 per person. They also have a matinee on Saturday, March 24th at 2pm.

Ron Miano, 12 Buena Vista Avenue, representing Salem Youth Football and Cheering program, made a request to use the Bertram Field Salem, its amenities, and have the rental fee waived for this coming football season. Mr. Miano offered a contribution to the Salem High School After-Prom party event fund.

Superintendent Report – Margarita Ruiz

Superintendent Ruiz thanked School Committee members for their support in favor of the resolution to provide a fresh start to the students and staff at the Nathaniel Bowditch and Horace Mann Schools. Ms. Ruiz vowed to work diligently with her team to ensure they carefully and thoughtfully implement the plan while holding themselves accountable for its success. As outlined in the resolution, Ms. Ruiz would be providing updates to the School Committee on their progress under the District Initiative section of her report. Superintendent Ruiz updated School Committee members on the Salem High School portal. Ms. Ruiz reviewed the implementation of the standards-based grading report cards for 9th graders at the Salem High School. The Grade 9 teachers have been using the digital gradebook in Aspen for the first time this year. Letters were mailed out to families on March 9, 2018 announcing the portal opening for 9th graders. The portal has been open for grades 10, 11, and 12. A small group of parents who have older students attending Salem High School did not receive the letters because the Aspen system read them as already having a login (which they did) for the parent portal. Superintendent Ruiz said they are in the process of sending out letters, specifically to these families, to let them know that their established login also works for the 9th graders.

Superintendent Ruiz announced that they will have an opening for a Principal position at the Horace Mann Laboratory School, at the end of this school year as Dr. Leith would be returning to the faculty at Salem State. They are going to post the position for a Principal at the Saltonstall, since an Interim has been there this year. Superintendent Ruiz said she would be working closely with Salem State's School of Education Dean, Joseph Cambone, in the process of hiring the next principal for the Horace Mann. Ms. Ruiz also clarified that the MOU, on behalf of Salem State, has always stipulated they would use the 4 Phase Principal Hiring Process to select the next leader of the school. This process will be open to faculty at Salem State as well as to anyone who possesses an administrator license within or outside their district. Ms. Ruiz explained the steps of the 4 Phase hiring process.

Superintendent Ruiz reported that they have extended the deadline for Nathaniel Bowditch School families to complete their choice and transfer forms due to last week's snowstorm. The deadline was extended to Wednesday, March 21, 2018. Ms. Ruiz stated that their goal is to have all the students assigned to their new schools by the first week in April. Ms. Ruiz provided School Committee members with a professional and non-professional staffing update and mentioned the need to work with School Committee members to discuss the creation and formation of the Educational Equity subcommittee and an Ad-Hoc subcommittee for the naming of the 79 Willson Street building. The School Committee would need to identify members who will serve on this ad-hoc subcommittee to consider a new name for the 79 Willson Street building. It should include members of the Horace Mann Laboratory School, Nathaniel Bowditch School families, and Salem State University - as stated in the March 8, 2018 Fresh Start resolution.

Superintendent Ruiz thanked the Buildings and Grounds staff, Paul L'Heureux and the custodian team, on behalf of the entire district, for their amazing job in clearing the snow for the past two snowstorms. School buildings have been clean and ready for school hours. Ms. Ruiz also thanked Kristin Shaver for her actions behind the scenes to help make this happen. Superintendent Ruiz reported that Salem Schools have a total number of 5 used snow days thus far. They would be ending the school year on June 28, 2018.

Discussion on Equity and Ad-Hoc subcommittee

Mayor Driscoll stated that, with the reference to the Equity Subcommittee, she was expecting there would be a policy subcommittee that would meet to come up with a specific language for the scope of the Equity subcommittee and then refer it back to this group for approval and formally amend their own policies around the number of subcommittees they have and what those responsibilities and duties would be. Mayor Driscoll continued that the Fresh Start resolution has already been adopted. The School Committee would just need to schedule meetings to work on draft language. Ms. Manning clarified that it would be a subcommittee of the Salem School Committee. Mayor Driscoll agreed and continued that ad-hoc subcommittee is something they could work to establish, in terms of getting representation from the Horace Mann Laboratory School, Salem State University, Nathaniel Bowditch School, and the School Committee. Ms. Driscoll said it is an initiative that can take place in May, to avoid delays, and commented that they could seek 2 to 3 representations per school, community members, and from the School Committee. Superintendent Ruiz shared that there is a school policy in place with guidance on school meetings.

Discussion on Transition Teams

Mayor Driscoll said that their hope would be for the transition teams getting together and they would have a report of those meetings at regular School Committee meetings. Mayor Driscoll suggested for an agenda item to be incorporated for feedback on those meetings and commented that it would be an expectation for Superintendent Ruiz to incorporate this information as an agenda item onto her report from now through the rest of the school year.

Superintendent Ruiz reminded everyone that they have welcome teams in place and would need to work on the establishment of transition teams. The welcome teams are current members of the receiving schools. They are helping to plan events to integrate and welcome the students who are coming from the Nathaniel Bowditch School. Mayor Driscoll mentioned that her anticipation is that this work is going to continue, both on the welcome and transition front, and that the School Committee would have an opportunity to receive continuous reports on their status. Members agreed that both welcome and transition teams would run concurrently.

Presentations and Reports

Reimagining Salem Public Schools' Libraries for 21st Century Learning "Excellent Language Learning for All" Work at Salem Public Schools

Reimagining Salem Public Schools' Libraries for 21st Century Learning

Ms. Kate Carbone introduced Joanne O'Keefe who has been in the district for 17 years where she proudly served as librarian at the Mary Manning Learning Commons at the Collins Middle School. Ms. O'Keefe is currently the librarian at the Salem High School. Ms. Carbone continued that Ms. O'Keefe is also a reading specialist, a unique and dynamic combination. Ms. Carbone also introduced Mr. Eric Chamberlin, the district's new Director of Digital Learning, a position that was added by the School Committee last year in support of moving the Salem schools towards the 21st century. Mr. Chamberlin has been a public school teacher and leader in Maine for many years and has vast experience leveraging technology to enhance student learning.

Ms. Carbone walked members through the libraries & the strategic plan slide of the presentation and shared further detailed information on the effectiveness of the school libraries, a critical component for improving Salem's K-12 instructional model. Ms. O'Keefe, Mr. Chamberlin, and Ms. Carbone gave a brief presentation, which consisted of sharing a structure for reviewing the Salem school libraries, provided initial insights into the Salem High School library, and ended with an overview of the review process, a timeline, and interim next steps. Further details were provided in response to questions from School Committee members.

Rebecca Westlake, from English Language Learning (ELL) Department, presented on the Excellent Language Learning for All language work initiatives at the Salem Public Schools. Ms. Westlake also talked about the Seal of Biliteracy, which is an action item on the agenda.

"Excellent Language Learning for All" Work at Salem Public Schools

Ms. Rebecca Westlake, Director of English Language Learning Department (ELL), shared an update from the ELL Department. Ms. Westlake talked about their current ELL instruction approach, the LOOK Bill that was recently passed in November, and some of the opportunities it opens for them in teaching ELL and all students in Salem. Ms. Abigail Williamson, Salem District's English Language Learning Coach, spoke about the work that they have been doing on the Seal of Biliteracy in Salem High School and shared of a pilot they are working on this spring. School Committee members asked Ms. Westlake further questions on the Seal of Biliteracy and engaged in further discussion.

Action Item

Deliberation and Vote on the Salem High School's (SHS) After-Prom Senior Celebration 2018 Proposal on Friday, May 25, 2018

Ms. Manning motioned to approve the request for Salem High School (SHS) After-Prom Senior Celebration 2018 proposal on Friday, May 25, 2018. Ms. Wilson seconded the motion. The Motion carried.

Deliberation and Vote on the Approval of the 2018-19 School Year (SY) Calendars

Ms. Wilson motioned to approve the 2018-19 School Year (SY) Calendars. Mr. Cruz seconded the motion. The Motion carried.

Deliberation and Vote on the Salem Fire Department's Request to Use the Bertram Field on August 18, 2018 for a Boot Camp Type Workout to Help Award a Scholarship and for Waiver of the Fee Related to the Event

Ms. Wilson motioned to approve the request for Salem Fire Department to use the Bertram Field on August 18, 2018, subject to review the schedule, for a boot camp type workout to help award a scholarship and for waiver of the fee related to the event. Ms. Manning seconded the motion. The Motion carried.

Deliberation and Vote on the Appointment of Dr. James L. Picone as Salem’s Representative to the Essex North Shore Agricultural & Technical School District

Discussion

Mayor Driscoll stated that the School Committee does have the approval process and the Mayor has the appointment as Chair of the School Committee and the School Committee approves the appointment of a representative to the Essex Tech. Dr. Picone has served in a myriad of positions including Interim E.D. at the Technical High School. Mayor Driscoll continued that she knows Dr. Picone and stated he would be a great representative. Ms. Driscoll said that it is very critical to have a strong representative for a 16-member body and strongly supports his appointment as Salem representative to the Essex North Shore Agricultural & Technical School District, if he is willing to do it.

Ms. Nuncio motioned to approve the appointment of Dr. James L. Picone as Salem’s representative to the Essex North Shore Agricultural & Technical School district. Ms. Wilson seconded the motion. The Motion carried.

Deliberation and Vote on Salem Youth Football’s Request to Continue Use of Bertram Field and Waiver of Fees as Under Current Agreement

Ms. Wilson motioned to approve the Salem Youth Football’s request to continue use of Bertram Field and waiver of fees as under current agreement. Mr. Cruz seconded the motion. The motion carried.

Deliberation and Vote to Approve the Submission of a Statement of Interest for the MSBA Core Building Program for the High School

Discussion

Ms. Campbell commented that they may want to think of how this might impact their plans for the library. She would hate to make a significant chunk of investment into the library to then change the building. Mayor Driscoll said they hope to be selected and then factor in all the issues with respect to the library and mechanical units.

Mayor Driscoll read the following particular vote language aloud:

“Resolved: Having convened in an open meeting on March 19, 2018, prior to the SOI submission closing date, the School Committee of Salem, Massachusetts, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated no later than April 6, 2018 for the Salem High School located at 77 Willson Street, Salem, MA 01970 which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future:

- Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.
- Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.
- Replacement, renovation or modernization of school facility systems, such as roofs, windows,

boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility.

And hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority or commits the City/Town/Regional School District to filing an application for funding with the Massachusetts School Building Authority.”

Ms. Manning motioned to approve the submission of a Statement of Interest for the MSBA Core Building program for the High School. Ms. Wilson seconded the motion. The Motion carried.

Deliberation and Vote Regarding the Adoption of the Seal of Biliteracy for Qualified Salem Public School Students

Ms. Wilson motioned to approve the adoption of the Seal of Biliteracy for qualified Salem Public School students. Mr. Cruz seconded the motion. The Motion carried.

Deliberation and Vote on the Field Trip Request From Salem High Jr. R.O.T.C. for a Five-Day Field Trip to Naval Station in Newport, Rhode Island, June 25-29, 2018

Deliberation and Vote on the Field Trip Request From Salem High Jr. R.O.T.C. for a Three-Day Field Trip to Leadership Camp in Sandwich, MA, April 16-18, 2018

Deliberation and Vote on the Field Trip Request From Salem High Jr. R.O.T.C. for a Two-Day Field Trip to Camp Curtis in Reading, MA, May 18-20, 2018

Ms. Wilson motioned to approve all three field trip requests from the Salem High Jr. R.O.T.C. as stated. Ms. Campbell seconded the motion. Ms. Manning opposed. The Motion carried.

Finance Report

a. Approval of Warrant

March 15, 2018 in the amount of \$195, 741.12

Ms. Campbell motioned to approve the warrant in the amount stated on the Agenda. Mr. Cruz seconded the motion. The Motion was approved.

b. Budget Transfer Requests

The School Committee approved the following budget transfers FY18 Bentley Academy Charter School Enrollment Adjustment, FY18-19, FY18-20, and FY18-21 recommended by the School Business Administrator, Kristin Shaver. Central Office (Teaching and Learning) has requested that the funds be transferred in order to align the funds with the intended expense as follows:

Account Description/Use	Account Number	Amount From	Amount To
Bentley Academy Charter School	71023105111A	\$269, 337	
Salem Public Schools Budget			
Pupil Transportation	13570151-5333		\$205, 037
Telephone	13530121-5341		\$ 40, 000
School Committee	13032061-5712		\$ 24, 300

Discussion

Ms. Manning asked for further information. Mayor Driscoll explained of the two buckets that fall under the School Department budget’s: General Education and Bentley Academy Charter School. The Bentley Academy Charter School formula is based on per pupil, the number of students they are expected to have. An adjustment is made in October. The School Committee would owe them if they have more students but they have had less. Being a per pupil funding formula, they would then make a formal adjustment and move that money from Bentley Academy Charter School to, in this case, Pupil Transportation, Telephone, and School Committee.

Ms. Wilson moved to approve the Bentley Academy Charter School enrollment adjustment to the Salem Public Schools budget in the amount stated. Ms. Manning seconded the motion. The motion was approved.

Salem High School			
Stipends	13571020-5150	\$1, 900	
Contract Services	13571021-5320		\$1, 900

Ms. Wilson moved to approve the Salem High School transfer request in the amount stated. Ms. Manning seconded the motion. The motion was approved.

Buildings & Grounds Department			
Gas	13530121-5215	\$100,000	
Oil	13530121-5216	\$ 12, 150	
Electricity	13530121-5211		\$112, 150

Ms. Wilson moved to approve the Buildings & Grounds transfer request in the amount stated. Ms. Campbell seconded the motion. The motion was approved.

Transportation Department			
Transportation - Salaries	13640180-5112	\$55, 000	
Pupil Transportation	13570151-5333		\$55, 000

Ms. Wilson moved to approve the Transportation Department transfer request in the amount stated. Mr. Cruz seconded the motion. The motion was approved.

School Committee Concerns and Resolutions

There was no School Committee concerns or resolutions

Questions and Comments From the Audience

Lisa Hansen-Damato, 53 Hathorne Street, mentioned that the School Committee may want to look at how the library space is used during school days. The Salem School where her son attends has a beautiful library but they were not able to use it much last year, because the space was being used for testing. Ms. Hansen-Damato asked School Committee members to please consider this matter as they work with school libraries.

Adjournment

Ms. Campbell entertained the motion to adjourn. Mr. Cruz seconded the motion. The meeting was adjourned.

Respectfully submitted by:

Angelica Alayon, Secretary
Salem School Committee

Meeting Materials and Reports

- School Committee Agenda March 19, 2018
- Minutes of the February 12, 2018 Committee of the Whole (COW) Meeting
- Minutes of the February 26, 2018 Regular School Committee Meeting
- Minutes of the March 8, 2018 Regular School Committee Meeting
- Salem High School (SHS) Learning Commons: A Vision for the Future Presentation
- Salem High School (SHS) After-Prom Senior Celebration 2018 Proposal
- Salem Public Schools 2018-19 School Year (SY) Calendars
- Salem Fire Department's Request for Use of the Bertram Fields and Waiver of Fee
- Dr. James L. Picone's Resume
- Salem Football and Cheering Request for Use of the Bertram Fields
- Statement of Interest
- Field Trip Requests for the Salem High Jr. R.O.T.C.
- Budget Transfers

Memo:

To: Salem School Committee

From: Kristin Shaver

Date: April 9, 2018

Re: FY18 Budget Transfer Request 22

The Teaching & Learning Department requests the following transfers:

To support additional funding for SHS library books, computers and software licenses:

Account Description/Use	Account Number	Amount From	Amount To
Educational Training	13990161-5317	\$43,461.62	
Instructional Supplies	13570141-5514		\$43,461.62

To support a district wide library review:

Account Description/Use	Account Number	Amount From	Amount To
Dues & Subscriptions	13570141-5730	\$2642.80	
Contracted Services	13570141-5320		\$2642.80

I recommend approval of the transfer.

