



School Committee Meeting Materials

Regular School Committee Meeting

May 1, 2017

7:00pm

**Mr. James M. Fleming
Ms. Deborah Amaral
Ms. Mary A. Manning**



**Mr. Patrick Schultz
Dr. Brendan R. Walsh
Ms. Kristine Wilson**

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 28, 2017

REGULAR SCHOOL COMMITTEE MEETING

Notice is hereby given that the Salem School Committee will hold a Regular School Committee meeting on **Monday, May 1, 2017 at 7:00 p.m.** The meeting will be held in the **School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.**

AMENDED 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 on April 3, 2017
- b. Deliberation and Vote on the Minutes of the Regular School Committee Meeting held on April 24, 2017

IV. Questions and Comments from the Audience

V. Superintendent’s Report – Margarita Ruiz

VI. Presentation and Reports

Update on the Proposed FY18 Budget

Overview of School Choice in MA and Process/Timeline for Salem to Deliberate on Whether to Accept Students under the School Choice option

VII. Action Items

- a. Deliberation and Vote on the Salem Public Schools FY18 School Budget
 - 1. Deliberation on the approval of the Salem Public Schools FY18 Personnel Budget

2. Deliberation on the approval of the Salem Public School FY18 Non Personnel Budget
 3. Deliberation on the approval of the total FY18 Salem Public School Budget
 4. Deliberation on the approval of the total FY18 Bentley Academy Charter School Budget
- b. Deliberation and Vote on the Superintendent's Recommendation regarding the MCAS School Climate Survey
 - c. Deliberation and Vote on the Resolution in Support of the North Shore Medical Center Community Benefits Agreement and the City Connects program.
 - d. Approval of North Shore Education Consortium's establishment of a Capital Fund
 - e. Approval of SHS-JROTC field trip to San Diego, CA May 18-21
 - f. Approval of Collins Middle School 8th Grade Overnight Field Trip to New York City, NY
 - g. Approval of the Collins Middle School 8th Grade Out-of-State Field trip to Canobie Lake Park in Salem, NH

VIII. Finance Report

- a. Approval of Warrants
May 4, 2017 in the amount of \$269,338.48
- b. Budget Transfer Requests FY17

IX. Subcommittee Reports

Policy Subcommittee

- a. Deliberation and Vote on a Policy 6406 Voting Method – Tabled from 4/3/17

X. School Committee Concerns and Resolutions

XI. Questions and Comments from the Audience

Respectfully submitted by:

Angelica Alayon, Secretary to the
Salem School Committee

Salem School Committee
Meeting Minutes
Monday, April 3, 2017

A regular meeting of the Salem School Committee was held on Monday, April 3, 2017 at 7:00 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

Members Present: Mayor Kimberley Driscoll, Dr. Brendan R. Walsh, Ms. Mary Manning, Mr. James Fleming, Mr. Patrick Schultz, Ms. Kristine Wilson, and Ms. Deborah Amaral

Members Absent: None

Others Present: Margarita Ruiz, Superintendent, Kate Carbone, Assistant Superintendent, Margaret Marotta, Assistant Superintendent, Kristin Shaver, Business Manager, Kelley Rice, Chief of Communications and Jill Conrad, Chief of Systems Strategy.

Call to Order

Mayor Driscoll called the Regular Meeting of the Salem School Committee to order at 7:01 p.m.

Approval of the Agenda

Mr. Fleming moved to approve the agenda as presented. Mr. Schultz seconded the motion. The motion carried.

Approval of Minutes

Discussion

Mr. Fleming motioned to remove the March 6, 2017 School Committee Minutes from the table. Ms. Wilson seconded the motion. The motion carried.

Mr. Schultz moved to approve the minutes of the March 20, 2017 School Committee Minutes. Ms. Wilson seconded the motion. Mr. Fleming abstained from approval. The motion carried.

Questions and Comments from the Audience

A member of the audience, Heidi Guarino, spoke on behalf of the growth she has observed in the Carlton Elementary School over the last eight years. She urged School Committee members to retain the best of the Carlton Innovation Plan, think about scaling what has worked so well at the Carlton District-Wide to benefit more of Salem families and students, and take steps this year to ensure that the budget allows for the best of the Carlton Innovation Plan to continue and for all of Salem to benefit from the lesson of Carlton's unqualified success. She asked they please think of ways to bring more teachers in for learning walks, to leverage the knowledge that the Carlton teachers have gained to inform planning in other schools, and continuance of their commitment to their innovative teaching model.

Another member of the audience, Beth Ann Cornell, who is also parent of students at the Carlton school, spoke on behalf of the growth she has observed in the Carlton Elementary School over the last nine years and shared concern of the staffing shortage. She spoke on behalf of other parents that they can see that the Innovation Plan is not able to fully follow through on its promises because of recent cuts in staffing and the recent cut adjustments. They have seen shortages in staffing, including the Flex teacher, Reading specialist, Reading tutor, and the Success block. She shared that a few years ago her daughter entered Kindergarten in the 3rd trimester (March) and worries that she may be forced to transition up to each next level before she is academically and emotionally ready (which is what the Innovation Plan promises) in order to make room for students who are coming up behind her because of the staffing shortages. She worries that her daughter may be forced to start middle school before she is ready because of the loss of the Flex teacher that helps transition students up. Kindergarten parents are concerned about this because Carlton's Trimester Start Dates had not been fully considered when the District accepts students into Carlton each fall. She reiterated that parents could see that the Innovation Plan is not able to fully follow through on its promises because of recent cuts in staffing and the resulting program adjustments. They hope that the School Committee reinvest in resources so that the Innovation Plan can continue to be a success.

Superintendent Report – Margarita Ruiz

During the Superintendent's report, Ms. Ruiz thanked School Committee members and the public for attending the 2nd Citywide Conversation at Salem High on March 22nd. She noted in particular the participation of Saltonstall Elementary student Hawa Hamidou Tabayi. Ms. Ruiz thanked School Committee members, teachers, parents, business professionals, and many civic leaders who joined them on March 22nd at the High School for the 2nd City Wide conversation. Community meetings, focus groups, and online survey feedbacks will help shape the recommendations that will be presented to the School Committee as part of the Strategic Plan in May. Ms. Ruiz also thanked school leaders and staff that helped in the facilitation process that evening. She further noted that the district received a \$10,000 grant from the Nellie Mae Foundation to train Salem High students to be community conversation facilitators. Ms. Ruiz also invited School Committee and the public to attend Art Can Make A Difference at the PEM on Tuesday, April 4th and the annual Read Family Science Night at the Nathaniel Bowditch on April 6th. The price of admission is one unexpired canned good. Ms. Ruiz thanked all of the Art teachers in the district for putting this great event together. Ms. Ruiz ended her presentation. Mr. Fleming asked about the hours for the Read Family Science Fair. Ms. Amaral said it would be from 5:30 to 7:30. Ms. Ruiz agreed and thanked her.

Presentations and Reports

FY 18 Budget Presentation

Superintendent Margarita Ruiz gave a PowerPoint presentation on the Proposed FY18 Budget for the Salem Public Schools. Copies of the presentation were also made available to members of the audience. Ms. Ruiz outlined that one of their top priorities this year was to support the newly negotiated Salem Teachers' Union (STU), Paraprofessional, and AFSCME contracts. Eighty percent (80%) of the district budget supports personnel costs across the district. Seventy-one percent (71%) of the personnel

costs are for teachers. The budget also includes close to \$400,000 earmarked for professional development, workshop attendance, and tuition reimbursement to build the capacity and the practice of the teachers in the district. Ms. Ruiz talked about the restructuring of the priorities and guidelines for the budget to guide their decisions focusing on the alignment of resources to enrollment. They continued to build upon that this year. Ms. Ruiz continued with her report on the Budget presentation, which included the challenges they face and what they propose to do to meet those challenges. Ms. Ruiz concluded the presentation stating they continue to align resources with enrollment and student need. They are taking steps towards the implementation of the Strategic Plan. They are looking forward to fully develop the action steps for the plan to present them to the Committee in May.

Discussion

Mr. Fleming expressed a concern about the proposed budget for the Carlton School. He said they have to look and follow the Innovation Plan that was put in place several years ago that created that school. He urged the Superintendent to continue to look at the staffing needs of the Carlton School, the needs of the implementation of the plans they promised administrators and teachers at the Carlton School when they asked them to continue the good work and they would give them the resources. Ms. Ruiz agreed and said they have worked very closely and collaboratively with the Principal of the Carlton School to ensure that the school has the level of resources they feel they need and continue to support them. Dr. Walsh commented in support of Mr. Fleming's comments. He is not quite sure how they are realigning resources to strengthen the Innovation Model when they are telling them to do it with fewer people. In addition, Mr. Fleming referred to a plan that was approved by the Innovation Plan Committee that calls for very specific staffing. The size of the Carlton School at the time that the Innovation Plan was adopted was not what it is now; the school has grown. They have more students and a plan that is working. There are specific positions within that plan that have been eliminated before now despite student increase. Mayor Driscoll said that they are at the beginning of the dialogue and better understanding how the current Innovation Plan is working in terms of on the ground. Hearing from the Superintendent and staff is something they have time to do and understand; point is well taken. Ms. Ruiz said they received a draft renewal of the Carlton Innovation Plan and is looking forward to continuing those conversations and to bringing the new plan forward for the Committee to vote. Ms. Ruiz reiterated their commitment and support for all the schools, especially the Carlton School, which has had great success in the district. School Committee members discussed their views and thoughts on Salem schools. Dr. Walsh spoke in favor of the range of programs Salem High School offers. Mr. Fleming stated that two years ago, during a political forum, he advocated budgetary considerations based on need and not necessarily on population. He commented that Ms. Ruiz should be proud to have directed resources to where the need is; budget is primarily aimed at actual needs. Mayor Driscoll asked about expectations at individual schools, for school leaders, in case anyone requests information. They have a public hearing on April 24th and would like to make sure others are informed about what is going on. Ms. Ruiz said they are going to ask school leaders to have discussions with their school councils regarding other recommendations of the budget. They are also

going to publicize a line-by-line itemization of the budget book soon so that the public can review in preparation of the public hearing on the 24th.

Dr. Walsh motioned for a one-minute recess. Ms. Manning seconded the motion. The motion carried.

Discussion of the School Climate Survey for MCAS

Ms. Ruiz informed School Committee members on the School Climate Survey for MCAS that the Department of Education would be piloting this year as part of the MCAS Administration in May. She asked School Committee members to look in their packet for DESE Commissioner Mitchell D. Chester's letter. Ms. Ruiz asked Assistant Superintendent Kate Carbone to inform everyone what is happening this year. Ms. Carbone stated that the department is considering a School Climate indicator as part of the information that either gets configured into the accountability system or is shared with the public through the school profiles and report cards published on the website. They are piloting questions. This is standard. At the end of MCAS, the department typically has a questionnaire. The questions have tended to be more about the student's experience in the classroom or academics. This year, they are using this as an opportunity to pilot some school climate questions in grades 5, 8, and 10 only. This will occur after the Science MCAS for grades 5 and 8, which will happen in May – and the 10th grade Math assessment, which also happens in May. As part of the process and negotiations with teachers, they had a joint committee. They agreed on two surveys that are very similar to the questionnaires currently shown in the packets presented to School Committee members. Ms. Carbone said that the question is 'do we opt out?' It would be nice for them to support the pilot for the state but they already have similar data based on their own student surveys they administered at the beginning of February for all students for grades 3 through 12. They have comprehensive data set and the same surveys as last year. They have two years of consistent data. Ms. Manning asked if they have the District's survey for the state. Ms. Ruiz said that what they have in their packet is the letter from Commissioner Mitchell D. Chester and the questions on the questionnaire. The Commissioner had asked they do not present the state survey at the time. They are available to parents. Ms. Carbone said that the questions are similar to their School Climate surveys they shared with the School Committee during the middle of the year. Ms. Amaral and Dr. Walsh commented that this might be difficult for students after testing for the MCAS, which takes a long period of time. He understands the students' position but has no problem with presenting it. Ms. Manning said it can be given the day after the MCAS testing, does not have to be immediately taken after having taken the test. Dr. Walsh asked if they needed to act on this. School Committee members agreed that it does not and Mr. Fleming commented it is a non-funded mandate.

Discussion of the School Climate Questionnaire, included with the MCAS

Ms. Carbone said they have their own questionnaire. It would just be a matter of whether they would like to take on another survey. Mayor Driscoll suggested they ask the leadership team to give them back a recommendation and get some input from all of them after they have had some time to carefully review, what the process is. Guidance can be provided to the leadership team if it is something they do not want to do. All School Committee members agreed.

Action Item

Deliberation and Vote on the approval of the ROTC field trip of the Salem High JR. R.O.T.C 3-day field trip to Camp Curtis from April 28 to April 30, 2017.

Mr. Fleming motioned to approve the ROTC field trip of the Salem High JR. R.O.T.C 3-day field trip to Camp Curtis from April 28 to April 30, 2017. Ms. Wilson seconded the motion. Mr. Michael Schultz and Ms. Mary Manning opposed the field trip. The Motion carried.

Finance Report

There was no finance report this evening.

Subcommittee Reports

Policy Subcommittee

- a. Deliberation and Vote on the Third Reading of Policy 6406 Voting Method – Tabled from March 20, 2017.

Ms. Amaral requested that this policy remain tabled.

- b. Deliberation and Vote on a Third Reading of Policy 6408 entitled Minutes to SC Meetings.
- c. Deliberation and Vote on the Third Reading of the Recommendations of the Policy Subcommittee on the revisions to the following policies:

1101	School – Community Relations Goals and deletion of
3202	Acceptance of Gifts Grants and Bequests
6114	Use of Electronic Messaging by School Committee Members

Discussion

Ms. Amaral clarified that Items b. and c. - Policies 6408, 1101, 1301, 3202, and 6114 have already gone through three readings and should no longer be in the Agenda.

School Committee Concerns and Resolutions

Dr. Walsh said that one concern he had was that a majority of the audience left after the Budget presentation. He hoped they did not leave thinking that the document that was presented tonight is in its final form; that it is subject to change. Mayor Driscoll said she hopes so as they made it clear that it is the beginning of the process. There will be a public hearing and an opportunity the school communities to carefully review the

information. The Superintendent can work with principals and principals can work with school counsels, to ensure communication consistency.

Ms. Amaral apologized for arriving late to the meeting this evening and wanted to comment on the Minutes for March 6, 2017. She said there were errors in the Minutes that need correction, including a missing statement regarding the legal contract. Mayor Driscoll asked if they were clerical. Ms. Amaral said that Mr. Fleming had promised that the legal service would not be a single source, and that comment was not reflected in the Minutes. All agreed to direct the School Committee Secretary to acknowledge that on the Minutes.

Questions and Comments from the Audience

A member from the audience, Ms. Luz Barreto-Longus, spoke on behalf of the need to hire more Latino staff members in the district. She will be retiring at the end of the school year, explained her services at the Salem High School as a Latino Guidance Counselor, and shared her professional background, including serving at the Salem High School for 31 years. Ms. Barreto-Longus informed of the need to expand Bilingual Guidance Counselors services to include English-speaking students. She said it is necessary that the Salem School Committee, the Superintendent, and Principals actively recruit Latino professionals that can serve all students in Salem. She shared her ideas on the need to advertise for new positions in minority recruitment websites such as the www.newenglandminoritynetwork.com, www.latinamericanprofessionals.com, advertise for openings where there is a need for Latino professionals in the Spanish media. She would be happy to help. She also suggested other resources such as El Mundo Boston, La Semana, Lawrence Vale, El Planeta, Hola Noticias, Latino Times, Las Americas newspaper, La Voz Hispana, Al Punto Univision, The Rainbow Times, and by working with the Latino Coalition in Salem. She also hopes that City Connects work with Latino Adjustment Counselors K through 8 to serve the ELL students that are not able to express their emotions in English.

A member from the audience, Geoff Millar, spoke against cuts regarding the Budget process. He reminded the School Committee members that they are politicians as they go out, pull nomination papers, place their names on ballots, seek votes, and win a seat on this body. He stated that decisions are made without inquiring information from school leaders on what the actual needs are. He was concerned that the questions asked is not what is needed but what can be given up. He suggested they pass the budget as they do to the City Counsel. If parents, families, and faculties have complaints about that, the response from the City Council is an immediate referral to the School Committee. He shared that cuts are made where salaries may be increased and suggested a direct approach to school administration directly in order to have a clear guideline on schools' actual needs. Then submit a budget with those details.

Alexandra Piñeros Shields, a 14-year resident of Salem advocated that the Carlton Innovation Plan be fully funded and fully staffed. She talked of how administrative leadership in school is very important. She spoke of short-term teachers and the negative effect it had on her family while her daughter attended the Nathaniel Bowditch Elementary. Her daughter had a new teacher and a new principal every year she attended the school.

Consistency and who the principal is are very important. Her daughter has thrived at Carlton Elementary. Carlton has opened up her mind and she is such a self-directed learner. She said that the Innovation Plan model is working very well. She is here to advocate that fixing something that works very well is unnecessary. The lesson at Carlton is that the Innovation Model works. She heard that the Carlton might lose the Assistant Principal. This information caused her to think back on their experience at the Nathaniel Bowditch Elementary School. She urged School Committee members to implement the original Innovation Plan, which is at the Carlton School to also be implemented at the Nathaniel Bowditch Elementary.

There were no further speakers.

Additional Announcements

Margarita Ruiz announced an important event to be held tomorrow, April 4th, the LEAP for Education Fundraiser 6PM at the Danversport Yacht Club. They do so much for the students and Ms. Ruiz wanted to share that with the public and support them as well. Dr. Walsh spoke in light of one of the speakers tonight. He said he has been involved for about 20 years with the Giving Tree Award at Salem High School, which will be given to a student on May 25th. It is also given to an adult member who has done service to the community above and beyond the call of duty. Normally, the first announcement is made in the newspaper. Given the situation on who is here tonight, Dr. Walsh pointed out that this year's winner of the Adult Giving Tree Award for Salem is Mr. Omar Longus.

Adjournment

There being no further business to come before the School Committee this evening. Ms. Manning entertained the motion to adjourn. Ms. Amaral seconded the motion. The meeting was adjourned.

Respectfully submitted by:

Angelica Alayon, Secretary
Salem School Committee

Meeting Materials and Reports

School Committee Agenda April 3, 2017
School Committee Minutes March 6, 2017
School Committee Minutes March 20, 2017
FY18 Budget Presentation
Discussion of School Climate Survey for MCAS
Discussion of School Climate Questionnaire, included with the MCAS
Paraprofessionals MOU Contract
Stoneham, Chandler, and Miller Legal Services Agreement
ROTC Field Trip
Policies

Salem School Committee
Meeting Minutes
Monday, April 24, 2017

A regular meeting of the Salem School Committee was held on Monday, April 24, 2017 at 7:00 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

Members Present: Mayor Kimberley Driscoll, Dr. Brendan R. Walsh, Ms. Mary Manning, Mr. James Fleming, Mr. Patrick Schultz, Ms. Kristine Wilson, and Ms. Deborah Amaral

Members Absent: None

Others Present: Margarita Ruiz, Superintendent, Kate Carbone, Assistant Superintendent, Margaret Marotta, Assistant Superintendent, Kristin Shaver, Business Manager, Kelley Rice, Chief of Communications and Jill Conrad, Chief of Systems Strategy.

Call to Order

Mayor Driscoll called the Regular Meeting of the Salem School Committee to order at 7:00 p.m.

Approval of the Agenda

Mr. Fleming moved to approve the agenda as presented. Ms. Amaral seconded the motion. The motion carried.

Approval of Minutes

There were no Minutes this evening

Superintendent Report – Margarita Ruiz

Before beginning the FY18 Budget Presentation, Margarita Ruiz briefly announced she is looking forward to the National Honor Society and National Art Honor Society Induction Ceremony tomorrow, April 25, 2017 at 7pm at the Salem High School Auditorium and congratulated all the students and their families.

Presentations and Reports

FY 18 Budget Presentation

Superintendent Margarita Ruiz gave a presentation on the Budget for fiscal year 2018 for Salem Public Schools. Copies of the presentation were made available to all School Committee and members of the audience. Ms. Ruiz's presentation talked about FY2018 Budget Goals and Budget Projected Outcomes, Frameworks and Priorities that Guided FY18 Budget Decisions, District Resources (an overall of the entire operating budget), and Enrollment Trends (2012 through 2018). She talked of the Budget Overview. Ms. Ruiz publicly thanked Mayor Driscoll for her strong support of the Salem schools. Mayor Driscoll's commitment and recognition of how important the success of the students and schools are to the city has resulted in an additional 100,000 to their overall

appropriation. This has enabled them to reinstate key supports to students. Ms. Ruiz's presentation included an FY18 Budget Summary (Personnel and Non-Personnel), provision of a full graph of the Cumulative FTE Changes, and information on FY18 Budget Highlights. Ms. Ruiz finalized her presentation with Additions to FY 18 Budget: the Additional \$100,000 appropriation, Funding for district wide personalized learning models, and Request from the Dominion Funds for one time purchase of social studies curriculum (materials). The presentation concluded with the three main accomplishments of the budget: maintaining and accelerating the trajectory of the district, continue to align resources to enrollment, and setting the stage for the implementation of their strategic plan.

Discussion

Mayor Driscoll announced she had to leave early due to a family conflict and asked that any action to approve the budget please be held off until the next meeting on May 1st. She would like to be present then and it would allow sufficient time to marinate on the information beforehand. There is time to review and make any further refinements as needed. Mr. Fleming did not agree. He said that the meeting was scheduled for this evening. Dr. Walsh said there might be issues that may need discussion and can be brought forward to be considered as part of the final draft of the budget. Ms. Amaral agreed with Dr. Walsh and does not mind putting off votes and having some discussion. Agreement was made to have discussion and forward concerns onto the next School Committee meeting on May 1, 2017. Mr. Fleming referred to Contractual Services and said that in order for this budget to be transparent, he asked for explanation of the four large amounts of Contracted Services that appear on page nine (Budget Summary), ten, fifteen, and sixteen. Kristin Shaver explained that page nine is the Overall District Budget Personnel and the Non-Personnel by Category. Mr. Fleming asked if that number is the total contractual services for next year. Ms. Shaver said that is correct. Page ten is a further breakdown of page nine where they can see additional details on contractual services. That is included in each of the schools and departments. Mr. Fleming asked what those contractual services are. Ms. Ruiz said she had provided examples. Mr. Fleming asked what adds up to One Million Four Hundred Thousand. Mayor Driscoll suggested a follow-up for provision of this information, as it is not committed to memory at this time. Mr. Schultz asked Mr. Fleming if he was inquiring a breakdown of the dollar amounts per vendor for Contractual Services. Mr. Fleming answered 'yes.' This is specific information for parents. Dr. Walsh agreed and asked for an overall budget breakdown of those expenses. Ms. Ruiz clarified they would not have that level of detail for the proposed budget but could provide that detail for the current-year budget as to what is being contracted now. The allocation for next fiscal's year budget is estimated based on spending patterns. This is an estimate of the amount they are allocating for the year. They cannot provide a line-item for every single dollar to be committed for next year because they first have to go through procurement processing with some contracts accordingly. Dr. Walsh said he recalls she did provide that before during their sit-downs with her concerning the budget. He said it would be helpful to have detailed information in light of this year's expenditures. Ms. Ruiz said she would be happy to provide that. Mary Manning referred to four pie charts on the presentation. The first two charts contain Facilities and Buildings and Grounds and the other two are also Facilities and Buildings and Grounds. She wondered if those categories are the same. Kristin Shaver said that Buildings

and Grounds and Facilities are the same. Mr. Fleming asked if they are interchangeable. Kristin Shaver confirmed they are.

During the Budget Highlight section, Mr. Fleming applauded the Administration, Mayor Driscoll, and Ms. Ruiz for getting the Carlton Innovation School's budget back on track, on its original Innovation Plan. Mr. Fleming reported that it seems that the budget is down this year \$380,000 for the Nathaniel Bowditch Elementary School. Ms. Ruiz responded to this concern and said that the balance of the school downsizing with the declining enrollment will help strengthen it. The reduction of the number of staff is due to declined enrollments. They are adding support to the staff that is there to help support their practice. Ms. Ruiz shared more details that included smaller class size and more individualized attention. Mr. Fleming asked if this would be a type of mentoring. Ms. Ruiz said they are seeking coaching. There was discussion on this topic and included further details of the cost of coaching in the classroom. Mr. Schultz asked if class sizes are going to remain low, under 20. Ms. Ruiz said it would. Mr. Schultz shared his understanding that there may have been too many staff members in that school and not in an organized way for effective instruction to students. This is something that they have not actually seen happen and asked that if there are any concerns to please let it be known to them for consideration when voting. Ms. Amaral commented that it is not about the quality of the teachers but that they only have three years experience, a lot of turnover, and a lot of changes within the school. Coaching is a support. Ms. Ruiz added that the school has had a turnover, and members of the community have stood here to talk about those challenges. As a Superintendent, she reminded everyone that many families and children proudly call the Nathaniel Bowditch Elementary School their home. As a Superintendent, she is committed to supporting and ensuring that the Bowditch School have a positive path moving forward. She is very invested in the success of the school and wanted to honor those families. Mr. Fleming addressed Kristin Shaver that the Contracted Services budget for the Nathaniel Bowditch Elementary School is \$186,000 and sought clarification on whether this was Non-Personnel. He asked if this was for Extended Learning? Kristin Shaver responded that it is an addition of \$75,000 this year and the remainder has supported the program at the Nathaniel Bowditch Elementary; the increase from this year to next year is \$75,000. The remainder is holding it steady. Ms. Manning asked if it might be assumed that the staffing changes are going to alleviate the space issues, the crowding - one of the things she has heard from teachers and parents regarding student challenges of the ESL move of the logistics classes and space. Ms. Ruiz said it would definitely alleviate the space. It will help to right size the school so they can support the teachers that are already there without putting unreasonable class sizes in place. Further details on the topic were discussed. Ms. Manning agreed. Ms. Ruiz reiterated her commitment to the Nathaniel Bowditch Elementary School community.

After Ms. Ruiz finished her presentation, Mr. Fleming reported that it had been brought to his attention, by a parent that there appeared to be a large increase in the Central Office Budget by \$750,000 for the present year. He asked if this was correct. Mr. Schultz asked if the referenced increase were personnel increases or general resources to schools that come through the central office. Mr. Fleming said it could be district wide services, he is asking the superintendent what the increase is. Ms. Amaral responded to these concerns. They have a new manager and it may be just a realignment of how the central office is focused. Ms. Amaral commented that the

district would be happy to provide that information with the concerned. He or she is welcomed to send an email requesting the information.

Questions and Comments From the Audience

There were no questions or comments from the audience on the Superintendent's Presentation

Questions and Comments From the Audience on Public Hearing Segment on the Budget

Fawaz Abusharkh of 4 Harrison Road shared his concern regarding how he calculated a possible 40% - 41 % (\$750,000) budget increase for central office. He does not see where the increase comes from and inquired this information. He would also like (thought it more appropriate) to see some of this increase be directed somewhere into the schools.

Beth Kontos, President of Salem Teachers Union, 237 Center Street, Danvers, MA received many telephone calls and emails this week asking where the money is being spent on Contract and Student Services. She also said she had not seen any Minutes for Finance Committee meetings online and wondered if there were any. She wanted to bring that to their attention.

Geoff Millar, 29 Boardman Street had a question on the City Connects program. There are many changes in the budget based on City Connects. He understands that one of the key funding sources for the administrator for City Connects is in agreement with North Shore Medical Center, which has not been agreed to. He is wondering what the plan is if the plan does not finalize. It seems that it is in a stale mate position with the City Council at this time. He wonders what happens next if the deal does not go through.

There being no further questions or comments at this time regarding the FY18 Salem Public Schools budget Mr. Fleming moved to close the public hearing. Ms. Amaral seconded the motion. The motion carried.

Action Item

Deliberation and Vote on the Salem Public Schools FY18 School Budget.

1. Deliberation on the approval of the Salem Public Schools FY18 Personnel Budget
2. Deliberation on the approval of the Salem Public School FY18 Non Personnel Budget
3. Deliberation on the approval of the total FY18 Salem Public School Budget
4. Deliberation on the approval of the total FY18 Bentley Academy Charter School Budget
5. Deliberation and approval of a request for \$100,000 from the Dominion Funds account to support the purchase of Social Studies materials for the Salem Public Schools for the SY 2017-2018.

Discussion

School Committee members continued the deliberation and discussion but said they would table the vote on the Salem Public Schools FY18 School Budget Action Items 1-4 until next Monday, May 1, 2017. Recommendation can be made for further consideration to be included in a vote, or a new altered or amended budget, for next

week. Mr. Fleming has an amendment that he wants to offer. He will forward it for recommendation for consideration in the next meeting.

Ms. Amaral moved to table the votes for Action Items 1-4 regarding the approval of the budget to the next School Committee meeting to be held Monday, May 1st, 2017. Ms. Wilson seconded the motion. Mr. Fleming abstained. The motion carried.

Discussion

Action Item number 5 – Deliberation and approval of a request for \$100,000 from the Dominion Funds account to support the purchases of Social Studies materials for the Salem Public Schools for the SY 2017-2018

Mr. Fleming said he has been the gatekeeper of the Dominion Funds and commented that this is an appropriate expenditure. It is a win-win situation. They are taking \$100,000 to help the Bates, the Carleton while improving the Social Studies program.

Ms. Amaral moved to approve the request for \$100,000 from the Dominion Funds account to support the purchases of Social Studies materials for the Salem Public Schools for the SY 2017-2018 school year. Mr. Fleming seconded the motion. The motion carried.

Dr. Walsh moved to open the floor for discussion and recommendations by School Committee members. Ms. Amaral seconded the motion. The motion carried.

Discussion for Recommendation

Mr. Fleming shared his concern on what he termed large-scale inequity of the High School Budget. Last year, in the budget process, three teachers were reduced from Head Teacher to Teacher Leader. These particular former head teachers taught four classes each semester and additionally performed all duties of a Head Teacher (budgeting, scheduling, substitute coverage, and attending all leadership team meetings). They were paid a \$3,500 stipend. As a result of the action budget last year, these three individuals were reduced to what is now called Teacher Leader. Although allowable under the contract, their class schedule was increased from four classes per semester to five classes per semester. In addition, this person still does all of the budgeting, scheduling, substitute coverage, and attendance of all leadership team meetings. This would at least be looked at as in addition to duties. Yet, their stipends were reduced from \$3,500 to \$1,500 (a reduction of \$2,000) to each of these Teacher Administrators. Mr. Fleming said this is not fair. It is inequitable and something should be done; they should not be doing this in the school district to their administrators and teachers. The simple solution to solve the entire problem should be to add \$6,000 to the High School budget. He had asked for their job descriptions for review and hopes to receive it before the next meeting. Mr. Fleming asked that the Agenda for next week include this recommendation. Ms. Amaral asked if this was a grievance item. Mr. Fleming said it was not. He clarified that this is a loss of compensation due to three High School Teacher Administrators. He requested that \$6,000 be added to the budget for the Salem High School. Mr. Schultz discussed that if it was a change in duties, it had to be negotiated and discussed as part of

a Personnel Subcommittee discussion with the union. Mr. Schultz said it would have to be looked into further. Mr. Schultz asked Mr. Fleming if he heard this from one former Head Teacher. Mr. Fleming said he had. Mr. Schultz would also like to see clarification in that.

Ms. Manning would like others to take another look to see if there is any way for more investment into the library system either through training, materials, etc. There is a responsibility to keep the school library going, which should not be called library anymore considering it is no longer about books anymore. It is a resource for so many of the students. She would like to see if there is any way they can give a little more support to the school's library system across the board. Another request is to see if there is any way to give more support to Buildings and Grounds. Every year, Buildings and Grounds seems to get acknowledged for doing a tremendous job and then either cut or level-funded. They have tremendous responsibilities to take care of tremendous amounts of Buildings and Grounds and yet they are sometimes referred to differently such as tonight where they were referred to Facilities. She has no particular number in mind but both the library system and Buildings and Grounds department remain the same status quo.

Ms. Manning said that they still do not have an Organizational chart. They have a list of names, budget pages, but they do not have an Organizational flow of command chart and job descriptions, which would be very helpful.

Ms. Amaral hoped they can vote (at voting time) on the funds for the Dominion studies because that was a focal point of some of the materials that Teaching and Learning needed at some of the investments that were done. Ms. Amaral also talked in favor of City Connects and of the positive results they make in the communities. Ms. Manning and Mr. Fleming agreed. Mr. Fleming asked others to speak to their councilors and emphasize what they can do.

The following recommendations have been entertained for further placement on the Agenda for the next School Committee meeting Monday May 1st, 2017:

- A detailed breakdown of the Contract Services from Business Manager Kristin Shaver
- An answer relative to the alternative financing of City Connects raised by a member of the public
- Discussion and vote on the additional \$6,000 to the High School Budget
- Discussion on additional funds for the Library System and Buildings and Grounds
- Discussion on whether the Central Office Budget up \$750,000 or not?

Mr. Schultz commented some of those questions could be answered beforehand from Central Office in communications long before Monday.

Addressing the concerns of the members of the audience:

- Address the concerns of Fawaz Abusharkh detailed analysis of the budget increase and inquiry of where the increase comes from.

- Beth Kontos inquiry on where the money is being spent on Contract and Student Services. She also said she had not seen any Minutes for Finance Committee meetings online and wondered if there were any. She wanted to bring that to their attention.
- Geoff Millar's question on what will happen if the deal with North Shore Medical Center does not go through.

There being no further comments or recommendations by Committee Members, Dr. Walsh motioned to close the comments by School Committee members. Ms. Amaral seconded the motion. The motion carried.

Finance Report

a. Approval of Warrants

March 16, 2017 in the amount of \$580,418.04
 March 23, 2017 in the amount of \$369,592.16
 March 30, 2017 in the amount of \$333,209.21
 April 13, 2017 in the amount of \$318,123.79
 April 20, 2017 in the amount of \$228,269.40

Mr. Fleming motioned to approve the warrants as stated. Ms. Amaral seconded the motion. The motion was approved.

Questions and Comments from the Audience

A member from the audience, Ms. Andrea French, 7 Cleveland Road, said that she does not have any comments on what was discussed. She informed there is a free event sponsored by Salem SEAPAC Curious Creatures and is a public event on Thursday, April 27, 2017 at 6:30PM at Witchcraft Heights. Everyone is welcomed to attend.

Adjournment

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

Respectfully submitted by:

Angelica Alayon, Secretary
 Salem School Committee

Meeting Materials and Reports

School Committee Agenda April 24, 2017
 Proposed 2018 FY18 Budget
 FY18 Salem Public Schools Budget
 Social Studies Dominion SY2017-2018
 Strengthening Personalized Learning Models Internal Request for Proposals handout

MEMORANDUM

To: Salem School Committee

From: Margarita Ruiz, Superintendent

Date: May 1, 2017

Re: Recommendation Regarding Salem's Participation in MA's Inter-District School Choice Program for 2017-18

Each year, the School Committee is required to vote – no later than June 1st – on whether or not to participate in the Massachusetts Inter-District School Choice program as specified in M.G.L. 76, Section 12B. To date, the Salem Public Schools has consistently voted to withdraw from participation in school choice. Last year, I submitted a memo to you outlining an initial rationale for considering the possibility of becoming a school choice district, but asked that the district wait a year in order to gather additional data and answer some of the questions we had (see attached memo).

As we approach this decision point this year, I wanted to let you know that I am strongly considering submitting a recommendation in favor of participation in the school choice program at the high school level. As you know, enrollment in the Salem Public Schools has been declining for several years with the sharpest declines most prevalent at the secondary level. Reasons for this decline are multi-fold including increased choices available to families in the area as well as an overall decline in the school-aged population in the City of Salem. Participation in the school choice program is one strategy that may boost enrollment, especially at the high school level.

Over the course of the next two weeks, I will submit a formal recommendation to you and would like to engage in a conversation with you during a Committee of the Whole (COW) to discuss the proposal. We will schedule a Public Hearing during the Regular School Committee meeting on May 15th and a vote may be taken that evening (or a special meeting can be scheduled prior to June 1st if the School Committee needs more time to discuss the matter).

Below is an overview of the timeline for this discussion:

- 5/1 – Initial presentation and identification of School Committee questions
- Superintendent's Recommendation
- Committee of the Whole (COW) to be scheduled
- 5/15 – Public Hearing and Vote scheduled
- TBD – special meeting (if vote not taken on 5/15)
- 6/1 – Report outcome of vote to DESE

I look forward to discussing this important matter to you over the coming days and weeks.



Enrollment of Non-Resident Students in Inter-District School Choice Program

Salem Public Schools
School Committee Presentation
May 1, 2017

Inter-District School Choice- MA

- Since 1991 [M.G.L. 76-12B](#) allows enrollment in non-resident districts
- Each year (by June 1) -- Local school committees must decide to participate or not, after a public hearing
 - If yes, notify DESE of specifics
 - If no, vote to withdraw from school choice program
- See Salem [SC Policy 5102.01](#)

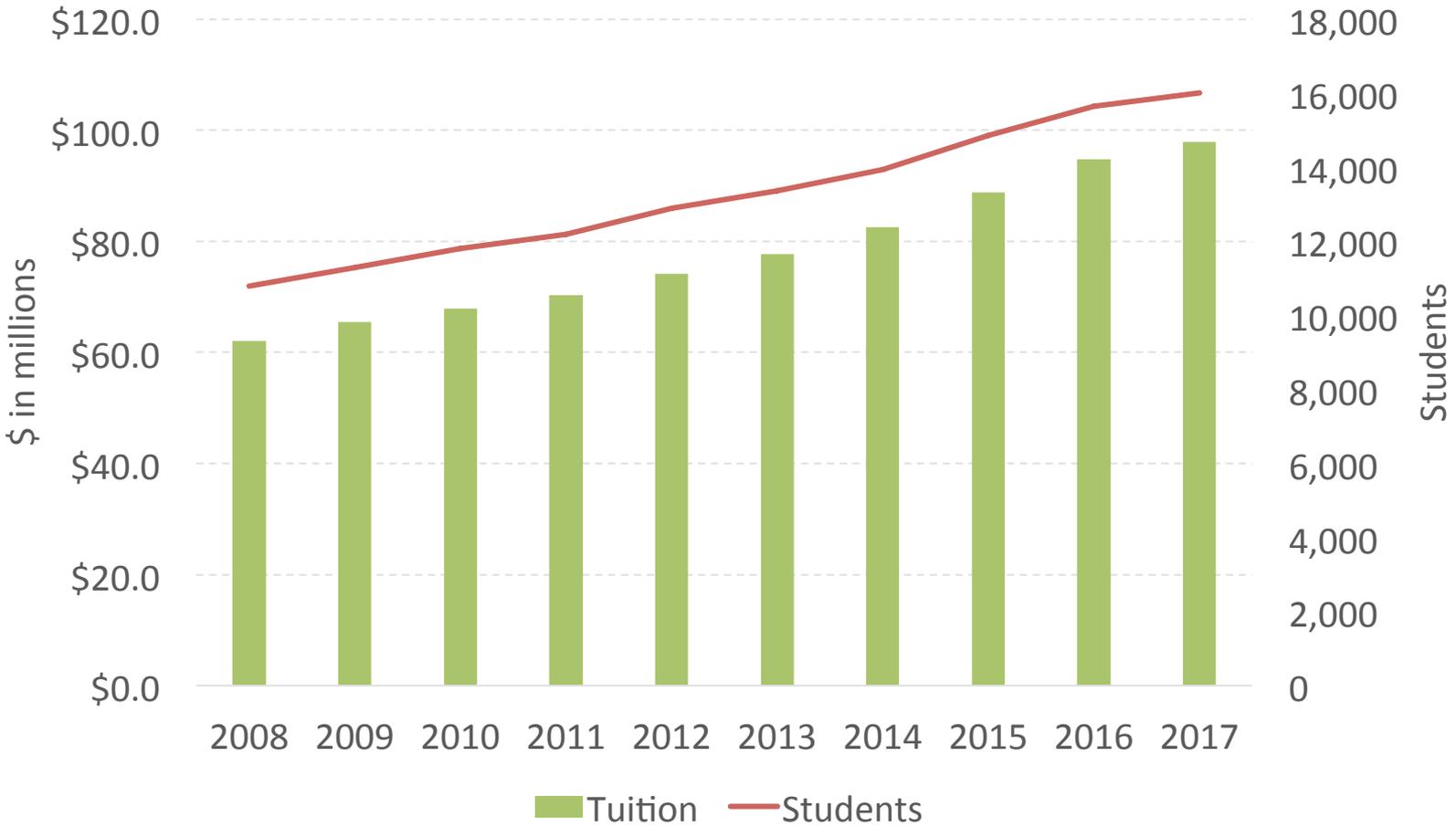
Interdistrict School Choice

- **Chapter 76 Section 12 passed in 1991**
- **32 districts in FY92, 190 districts (including virtual schools) in FY17**
- **All districts now at the \$5,000 per student cap**
- **Special education increments are added to the \$5,000 rate**
- **State average special education increment based on current estimates is \$5,862.**
- **School choice is a local program**

Inter-District v Intra-District

- **Inter-District School Choice**
 - Allows non-resident students to enroll, statewide
- **Intra-District School Choice**
 - Governs how a district assigns students locally (e.g., Salem's choice-based student assignment policy)

Enrollment and tuition have grown steadily

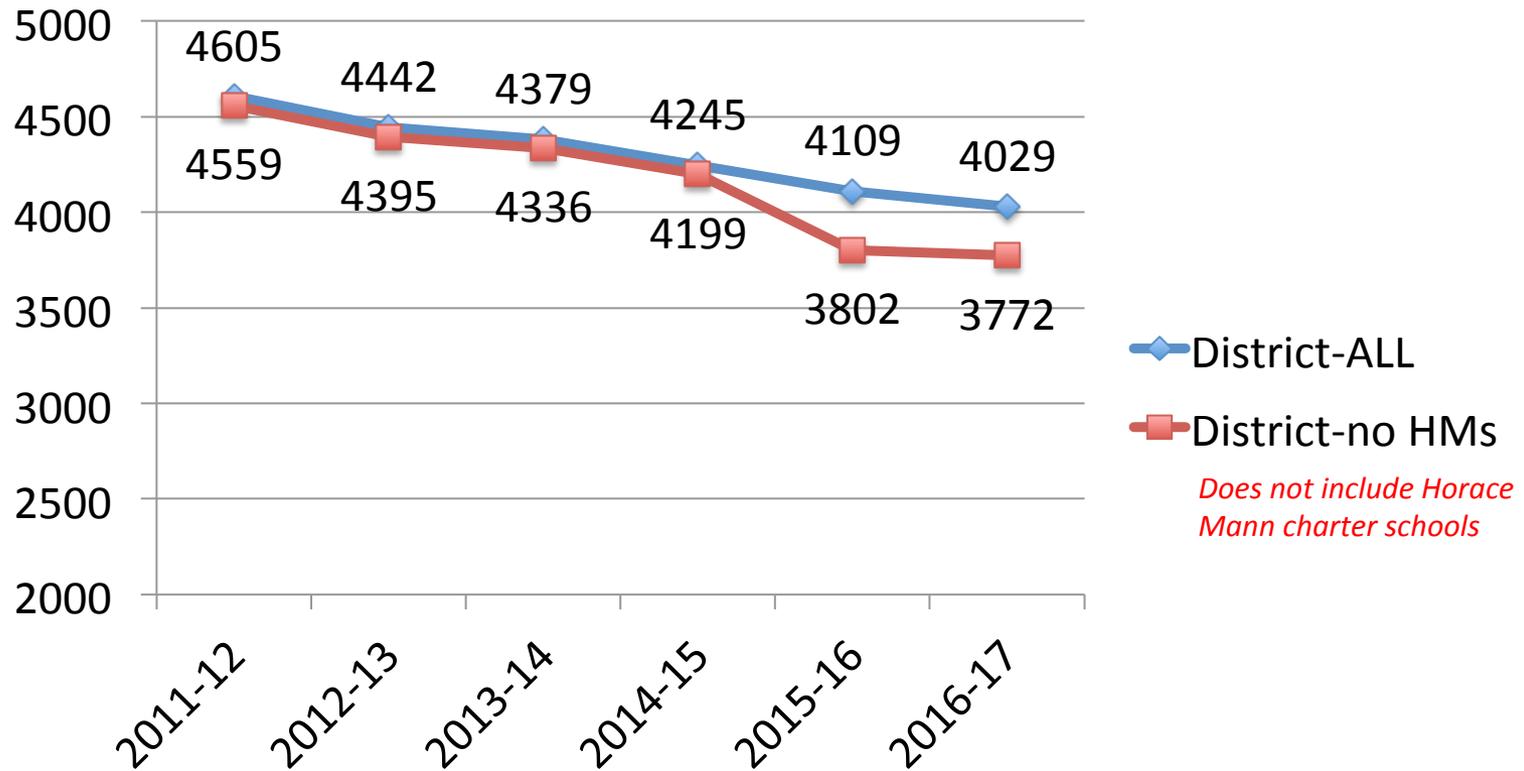


County	N districts	N choice	%
Hampshire	19	18	94.7%
Berkshire	18	17	94.4%
Franklin	18	16	88.9%
Hampden	17	15	88.2%
Worcester	49	41	83.7%
Dukes	5	4	80.0%
Barnstable	16	11	68.8%
Plymouth	27	13	48.1%
Essex	32	15	46.9%
Bristol	26	10	38.5%
Middlesex	57	20	35.1%
Suffolk	4	1	25.0%
Norfolk	33	7	21.2%
Nantucket	1	0	0.0%
State Total	322	188	58.40%

Salem Student Enrollment

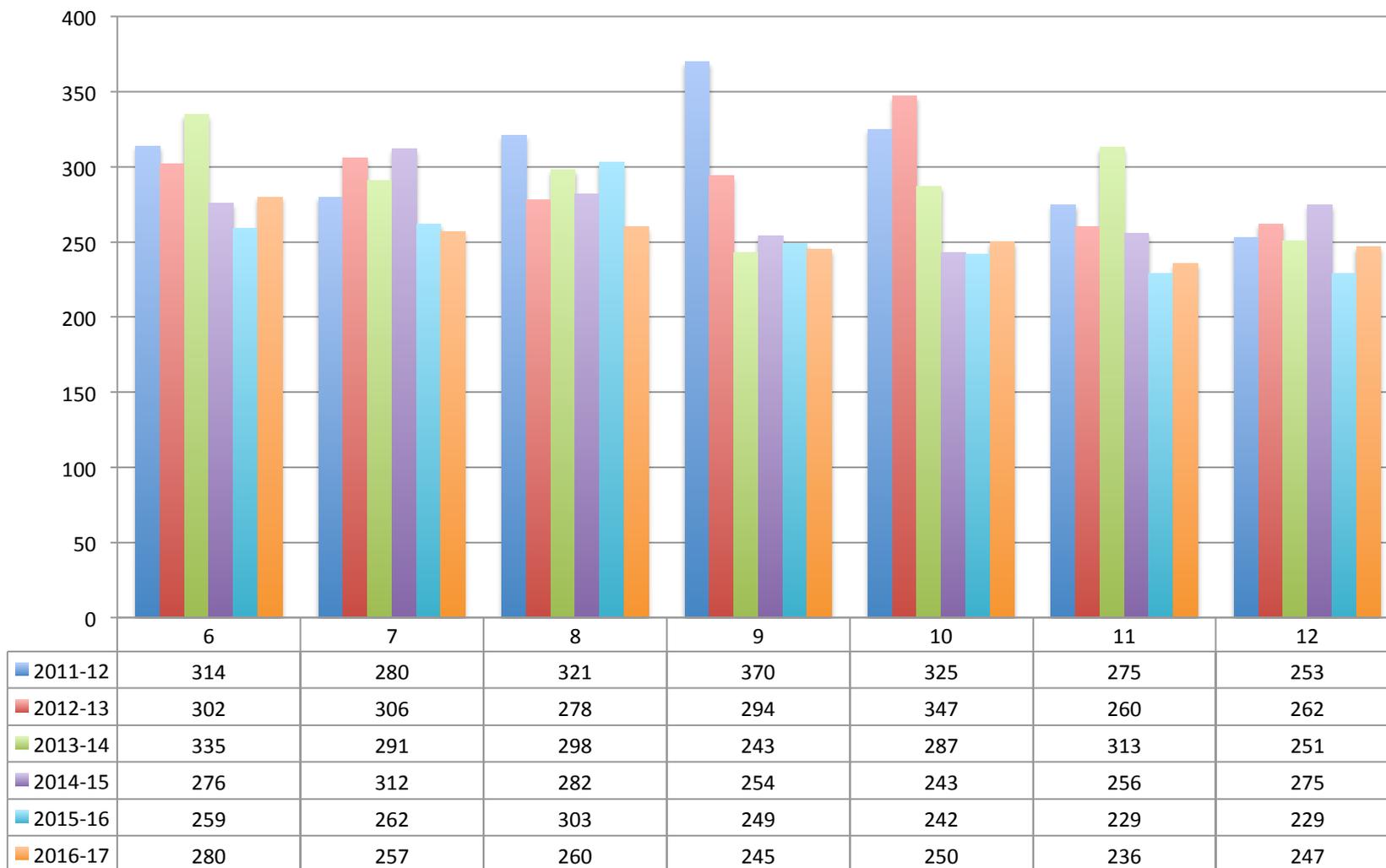
Decline less sharp than previous years – possible leveling off

SPS Enrollment, 2011-2016



Gr 6-12 Enrollment

Gr 6-12 Enrollment, 2011-16



2017-18 Recommendation

- **Considering a recommendation to participate in school choice for high school level**
- **Timeline:**
 - 5/1 – Initial presentation and identification of School Committee questions
 - Superintendent's Recommendation
 - Committee of the Whole (COW) to be scheduled
 - 5/15 – Public Hearing and Vote scheduled
 - 6/1 – Report outcome of vote to DESE

What are your questions?

- ???

To: Salem School Committee

From: Margarita Ruiz

Date: May 4, 2017

Re: Recommendation regarding MCAS School Climate Survey

At the School Committee meeting held on April 3rd, 2017, I presented to the Committee information regarding the student climate survey questions that the Department of Elementary and Secondary Education (DESE) would like to pilot during the administration of the Science MCAS later in May. We explained that these questions are to be administered after the students complete their Science MCAS in late May and early June. These questions are geared to measure students' general opinions about the climate in their classrooms and schools.

The MCAS survey has a very similar purpose to the Salem Public Schools' survey that was developed [collaboratively with members of the Salem Teachers' Union](#) and [reviewed by](#) the Curriculum Subcommittee. This spring [all](#) students and teachers in our district have [had the opportunity to answer a](#) climate survey that will be used for [self-assessment and goal setting within the evaluation process and also for school improvement planning](#). [The survey for grades 3-5 contains 27 questions whereas the grades 6-12 survey has 31 questions.](#)

Given that the DESE survey questions serve a similar purpose to gauging students' views on the climate and culture as our own district survey, my recommendation to the Committee is that we do not administer the MCAS Student Climate Survey to our students this year. This would avoid unnecessary time spent by our students working on a survey with content very similar to one they have already completed.

Thank you [for your consideration to this recommendation.](#)

RECEIVED

APR 24 2017

S.P.S.
SUPT'S OFFICE

Memorandum

To: Ms. Margarita Ruiz, Superintendent of Schools
CC: file
From: David J. Angeramo, Salem High Principal 
Date: April 24, 2017
Re: ROTC Field Trip Request- San Diego, CA

This is to recommend the Salem High JR. R.O.T.C cadets be given permission to attend a four-day field trip to the Youth Physical Fitness National Championship, San Diego, California. This trip will take place May 18th to May 21, 2017. The trip will be chaperoned by Lt. Colonel Michael Hunter, he has a CORI and is currently an ROTC instructor at the high school. A list of six students with permission slips/health records is available if needed. The students & chaperone airfare & accommodations are paid by the JRMCRUTC. We look forward to receiving your official approval.

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

Please call me if you have any questions or concerns.

Attachments

2016 - 2017 4
2017 - 2018

Salem Public Schools Field Trip Request

Form

School Year

*Needed for all Field Trips Regardless of Transportation Provider

School Salem High School

Proposed Field Trip Primary Contact at Col Hunter

Date of Request 4/24/17 (must be 2 weeks prior to field trip)

Date of Proposed Field Trip MAY 18-21, 2017 # of Students 6 Accessible Vehicle? YES NO

Nursing Consult (must be completed for all field trips):

- A. Does any student have an Epi Pen or Medical Plan? YES NO
- B. Does a nurse need to attend (or parent/guardian)? YES NO
 - o Parent of student in need will attend YES NO
 - o The school is requesting nursing coverage YES NO

School Nurse Signature (required) Beth Ann Hart, RN

Salem Public Schools Transportation Request: LOCAL TRIPS ONLY

Proposed Destination _____

Pick Up Time _____ NO EARLIER THAN 9 AM Return Time _____ NO LATER THAN 1 PM

Principal Signature (required) _____

Fax Request to 978-825-5542

No trip is considered confirmed until PPS & Transportation have returned approved request
Director of Pupil Personnel Services must approve all special education field trip requests
Request will be returned with confirmation/denial and estimated cost of trip

FOR INTERNAL USE ONLY:	
DATE RECEIVED _____	
PPS APPROVED _____	NURSE ASSIGNED _____
TRANSPORTATION APPROVED _____	DENIED: _____ REASON DENIED _____
COST OF TRIP: _____	NUMBER OF HOURS: _____
LISTED IN BOOK: _____	REQUEST RETURNED: _____

PERMISSION SLIP

I _____ GIVE MY SON/DAUGHTER _____

PERMISSION TO ATTEND FIELD TRIP, EVENT OR PROGRAM ON _____

AT _____ WHICH TAKES PLACE AT THE FOLLOWING LOCATION:

I UNDERSTAND THAT THE SALEM SCHOOL DEPARTMENT WILL OR WILL NOT (CIRCLE ONE) PROVIDE TRANSPORTATION TO AND FROM THIS EVENT. IN THE EVEN THAT TRANSPORTATION IS NOT BEING PROVIDED BY THE SCHOOL DEPARTMENT OR IF THE PARENT/GUARDIAN PREFERS THAT THE STUDENT DRIVE OR BE DRIVEN IN A PRIVATE VEHICLE TO AND FROM THIS EVENT, A VEHICLE PERMISSION SLIP (BELOW) MUST BE COMPLETED. IN GRANTING MY PERMISSION FOR MY CHILD TO ATTEND THIS PROGRAM/FIELD TRIP, I UNDERSTAND THAT THE SCHOOL DEPARTMENT SHALL NOT BE LIABLE FOR ANY INJURIES OR DAMAGES SUSTAINED AS A RESULT OF THE STUDENT'S PARTICIPATION IN THIS PROGRAM.

PARENT/GUARDIANS
SIGNATURE _____
DATE: _____

STUDENT'S
SIGNATURE: _____
DATE: _____

.....
PERMISSION FORM FOR PRIVATE VEHICLE TRANSPORTATION

MY CHILD (NAME) _____ HAS PERMISSION TO DRIVE THEIR OWN VEHICLE TO AND FROM EVENT OR TO BE TRANSPORTED BY A FELLOW STUDENT OR INSTRUCTOR IN A PRIVATE VEHICLE.

I UNDERSTAND THAT TRANSPORTATION HOME FROM THIS LOCATION WILL OR WILL NOT (CIRCLE ONE) BE PROVIDED FOR THOSE WHO ARE NOT OTHERWISE DRIVING THEIR OWN VEHICLES, AND THAT MY CHILD WILL NEED TO BE PICKED UP AT THIS LOCATION AT _____ I FURTHER UNDERSTAND THAT THE SCHOOL DEPARTMENT SHALL NOT BE LIABLE FOR ANY INJURIES OR DAMAGES SUSTAINED AS A RESULT OF THESE TRANSPORTATION ARRANGEMENTS.

PARENT/GUARDIANS
SIGNATURE _____
DATE: _____

STUDENT'S
SIGNATURE: _____
DATE: _____

Salem High School
Field Trip Approval Form

Administrator's Approval: _____ Date of Approval: _____

Teacher's Name: L. Hol Ante

Date of Trip: 18-21 May 17

Student: See Sheet Field Trip Class: VPFT

Activity: MJROTC Location: San Diego, CA

Departure Time: _____ Return Time: _____

This form must be completed and returned to the teacher by: _____

The top part of this form MUST be completely filled out before class/teacher permission is sought.

Red Day	White Day
A Block Teacher's Signature	E Block Teacher's Signature
B Block Teacher's Signature	F Block Teacher's Signature
C Block Teacher's Signature	G Block Teacher's Signature
D Block Teacher's Signature	H Block Teacher's Signature

I agree to make up All class work missed as a result of this field trip.

Student's Signature: _____ Date: _____

Parental Approval: My son/daughter has permission to participate in this activity.

Parent's Signature: _____ Date: _____

Field Trip Procedure

1. The appropriate Head Teachers must approve field trip requests before being presented to the Housemasters. Written supportive rationale provided on this application should include:
 - Goals and objectives
 - Specific relationship to curriculum
 - Specific requirements of student participants
2. The field trip sponsor must:
 - Present field trip requests to the appropriate Housemaster.
 - Forward an alphabetized list of students including their student ID number to the appropriate Housemaster's secretary at least one week prior to the date of the field trip.
 - Obtain parental permission forms-only students with parental permission (if under 18 years of age) to attend the field trip.
 - Present roster of students not attending the field trip to the Housemaster's secretary before the bus departs on the day of the field trip.
3. NO trips will be approved for the final week of the first & third quarter because of possible conflict with testing.
4. NO trips will be approved during the last two weeks of the second & fourth quarters.
5. Requests for exceptions to this procedure outlined above and for purposes of accommodating spontaneous learning where appropriate planning time did not exist or in cases where conformity to the dates would deny student access to superior learning opportunities may be negotiated.

To minimize the risk of losing money to unscrupulous or financially unsound travel companies the following precautions should be taken:

- Check with agencies that collect complaints about businesses (i.e. Attorney General's Office, One Ashburton Place, Boston, MA 02108)
- Insist upon specific information about the accommodations to be included in your travel package. Obtain information on the location and quality of all accommodations.
- Make sure you are provided with clear, complete information about the refund and cancelation policies of a travel company in WRITING. Clear up any ambiguity before you send in your money.
- Make sure that you receive a copy of any insurance policy you purchase, or that the travel company promises to purchase for you.

To evaluate the financial stability of a particular travel company:

- If dealing with a travel agent, ask if any portion of your money will be placed in escrow. If so, ask for the details of the escrow arrangement.

- Ask if the company is bonded. Ask for a copy of any liability insurance policy the company has to protect its customers from its own failure to provide services or refunds.

Trip Form

Salem Public Schools-Salem, MA

Name of School: Salem High School, 77 WILLSON STREET. SALEM, MA 01970

Name of Organization or Activity: MCJROC

Total number of (CORI NEEDED) Chaperones 1 Teachers 1

Trip dates: Departure Date & Time 18 May 0600

Return Date & Time 21 May 1800 (600 pm)

Contact person: Lt Col Hunter

Cell Phone Number: 575 491 1107 Telephone: 978 825 3400

Destination: City & STATE San Diego CA Country: USA

Return to Salem, MA from (if different that destination) /

Hotel (s) Name, Address, telephone number:

Rating of Hotel: Excellent _____ Good _____ Average _____

Insurance coverage: _____

Room Rate: Single Occupancy _____ Rate _____

Double Occupancy _____ Rate _____

Student rooms needed: _____ Rate _____

ADULT rooms needed: _____ Rate _____

Meals included? _____ Quality of meals? _____

Other types of accommodations:

Name: _____ Rate: \$ _____

Name of travel agent: _____

Address: _____

Telephone Number: _____

Total cost per student: \$ _____ (including transportation & hotel)

Total cost per adult: \$ _____ (including transportation & hotel)

PREFERRED METHOD OF TRANSPORTATION:

BUS: _____

NAME OF COMPANY (ADDRESS & TELEPHONE)

PLANE: _____

NAME OF COMPANY (ADDRESS & TELEPHONE)

TRAIN: _____

NAME OF COMPANY (ADDRESS & TELEPHONE)

COMMENTS & ADDITIONAL INFORMATION:

All transportation and rooms will
be paid for by MLJROTC
Youth Physical Fitness National Championship!
(YPFN)



Administrative Offices

112 Sohier Road, Beverly, MA 01915 • tel: 978 232 9755 ext 1253 • fax: 978 232 9449 • frosenberg@nsedu.org

Francine H. Rosenberg M.Ed.
Executive Director

RECEIVED

APR 12 2017

S.P.S.
SUPT'S OFFICE

April 12, 2017

Dear Superintendents;

Enclosed you will find "Talking points" and a "sign off" sheet related to the establishment of a Capital Fund. This requires your School Committee to vote on NEC establishing a Capital Fund. I will need the documentation to demonstrate that two-thirds of member school committees have approved this action.

Thank you,

A handwritten signature in blue ink that appears to read "Fran".

Fran

Establishing a Capital Fund for Northshore Education Consortium

Why do we need a Capital Fund?

- Northshore Education Consortium has property that we own and need to maintain so that we can meet the needs of students from member districts.
- Collaboratives cannot go to the MSBA for funding or support around buildings or capital projects.
- The Department of Education has mandated a change in accounting procedures for the consortium, which allows for the establishment of a capital fund.
- Without an established Capital Fund, the law limits the amount of surplus revenue that we are allowed to retain each year. The establishment of a Fund will give us the option us to retain a portion of any annual surplus to utilize for future capital needs.
- Maintaining a Capital Fund will mitigate the need to raise tuition or turn to districts for financial support should an emergency capital need arise.

What are the regulations for establishment and oversight of a Capital Fund?

- NEC must present a Capital Plan for the Board to approve. An initial plan was presented to the Board on March 8, 2017. The revised plan was approved by the Board on April 12th.
- Two-thirds of our member district School Committees must approve the Capital Plan and the establishment of a Capital Fund.
- On an annual basis, the Board will vote on the amount of surplus, if any, to be put into the Capital Fund.
- The Board will approve all withdrawals from this fund.
- Withdrawals can only be made for capital expenditures.

How much money will be in the Capital Fund?

- The Fund will not be fully funded immediately; funds will only be added by Board approval as available
- The amount in the fund will be capped at \$650, 000, approximately 3% of annual operating expenditures.
- Expenditures from the fund will not require immediate offsetting deposits into the fund.

Proposed Capital Plan for Northshore Education Consortium (2017-2022)

FY 2018

- Renovation of front lobby at 112 Sohier Road in order to improve safety, utility, and appearance. \$130,000

FY 2019

- Replace 41 year old crazed skylight at 112 Sohier Road \$15,000
- Replace 14 year old school bus \$85,000

FY 2020-2022

- Replace older half of roof in Beverly. 1/2 of roof was done in 2006. \$100,000
- Replace 5 HVAC units at owned Beverly building. These units are already five years past their recommended replacement dates \$452,000.
- Replace HVAC unit at owned Peabody building. They are original units from the mid '80's. \$100,000.



Administrative Offices

112 Sohier Road, Beverly, MA 01915 • tel: 978 232 9755 ext 1253 • fax: 978 232 9449 • fr.rosenberg@nasedu.org

Francine H. Rosenberg M.Ed.
Executive Director

Dear School Committee;

In order to maintain the fiscal stability of Northshore Education Consortium, I ask your support in approving the following two motions:

1. To approve the NEC Capital Plan.
2. To approve the creation of an NEC Capital Fund.

The Department of Education will require signed documentation that two-thirds of NEC member districts have approved this fund. Therefore, I request that you fill out and sign the attachment below.

Thank you for your ongoing support of NEC.

Sincerely,

Fran Rosenberg
Executive Director

District:

Date of School Committee Meeting:

At the School Committee Meeting on the above date, the Committee voted to approve the Capital Plan of Northshore Education Consortium and the establishment of a Board Designated Capital Fund for Northshore Education Consortium.

Name of School Committee Chair or Representative:

Signature of School Committee Chair or Representative:

CMS Overnight Field Trip to NYC for 8th Graders

Name of School	Collins Middle School
Name of Person(s) Requesting the Field Trip	Glenn Burns
Grade Level(s) involved	Grade 8
Total Number of Students	150
Date(s) of Trip:	June 6 and 7
Expected Duration	Overnight trip
Hour(s) of the Trip	36 Hours
Destination	New York City - Ellis Island and Statue of Liberty - One World Observatory and 9/11 Memorial - Intrepid Sea, Air and Space Museum - Times Square
Brief summary of the field trip	Grade 8 overnight Trip to learn and experience some of History and icons of our country.
Will this field trip involve travel out-of-state or an overnight stay (please check all that apply)?	The field trip involves out-of-state travel, The field trip involves an overnight stay
Trip Leader/Coordinator	Glenn Burns
Trip Leader/Coordinator Phone Number	7744884038
Trip Leader/Coordinator Email Address	glennburns@salemk12.org
Have permission slips been sent to parents?	Yes
Approving Principal	CMS-Glenn Burns
Have you taken steps to ensure that all students are able to access this field trip? [Students with Disabilities]	Yes, appropriate supports have been arranged
Have you taken steps to ensure that all students are able to access this field trip? [English Language Learners]	Yes, appropriate supports have been arranged
Please describe the supports and/or accommodations that will be used to ensure that all students will be able to access field trip content	Students will have lessons prior to attendance. These lessons have been built for the population that will receive them. - Arrangements on trip have been made to support all scholars. specialized sleeping arrangements and groupings.
Have you informed your student(s) special education teacher(s) and service providers of the date and time the field trip is taking place?	Yes
Have you informed your student(s) ESL teacher(s) of the date and time the field trip is taking place?	Yes
What kinds of costs do you anticipate for this field trip? [Is there a cost for students to participate (e.g. admission fees)?]	Yes

What kinds of costs do you anticipate for this field trip? [Is there a cost for adults to participate?]	Yes
What kinds of costs do you anticipate for this field trip? [Will there be transportation costs?]	Yes
What kinds of costs do you anticipate for this field trip? [Are there other costs associated with this field trip?]	Yes
If students will be charged to participate in this field trip, how do you plan to support those who may be unable to pay?	CMS has had multiple fundraising opportunities that will support our scholars.
What is the estimated total cost for this field trip?	\$23,400
Do you have the funds available to cover these costs?	Yes
What method of payment do you plan to use for this trip?	Need check in advance (from budget office)
From which account(s) should the field trip be paid	Student Activities
Have you notified the school nurse about this field trip?	Yes
Who was the school nurse notified?	etc.
Have you submitted the roster of all students participating to the school nurse?	Yes
Are you requesting a nurse to participate in the field trip?	No
Does any participating student have an EpiPen or Medical Plan?	Yes
Do any of the participating students have any known food allergies? If so, please identify them here.	NA
Other Health Considerations	NA
Will the field trip affect students' lunch schedules?	No
Have you submitted the roster of all students participating to your school's Cafeteria Manager?	Yes
Will boxed lunches be needed for this field trip?	Yes
Approximately how many lunches will be needed for the trip?	150
What time would you like to have the food ready for pick up?	6/5/17
What is the means of transportation you will need for this trip?	Private/contracted bus or van transportation (THAT YOU WILL ARRANGE ON YOUR OWN)
If an SPS bus will be needed, please provide the specific address for the destination	

Departure/Pick Up Time	6/6/17 6:30
Return Time	6/7/17 21:30
Will specialized transportation (e.g., wheelchair accessible van) be required to support this trip?	No
Will your field trip involve any parents or volunteers?	Yes
Have you submitted appropriate background check forms to Human Capital for any volunteers?	No
Will your field trip require a substitute teacher to cover for a class?	No
Are there any other staffing requirements or requests for the field trip?	No
Is there anything else that you would like SPS operational leaders to know about this field trip? If so, please share that information below.	NO

OFF CAMPUS OVERNIGHT
HEALTH AND EMERGENCY CONTACT FORM
Jane Morrissey, RN
TEL 978-740-1193 FAX 978-740-1183

Student Last Name _____ First _____ School _____
Home Address _____ Date of Birth ____ / ____ / ____ Grade/HR _____
Parent/Guardian _____ Home Phone () _____
Cell Phone () _____ Work Phone () _____
Parent/Guardian _____ Home Phone () _____
Cell Phone () _____ Work Phone () _____
Emergency Contact: _____ Phone () _____
Emergency Contact: _____ Phone () _____
Primary Language spoken at home: _____

MEDICAL/EMERGENCY INFORMATION

Family Doctor _____ () _____
Specialist _____ () _____
Family Dentist _____ () _____
Allergies _____
Medical Concerns _____

Glasses, contacts or hearing aids? _____
Daily Medications _____
Emergency Medications _____
Health Insurance Provider _____ Policy # _____

Proper authorization is required for ALL medications for the field trip: BOTH prescription and over-the-counter (OTC). A physician signature is required for ALL medications. The medication(s) MUST be

- In the original container (OTCs)
- In the original pharmacy labeled container
- In the amount needed for the trip
- Delivered by an adult to Ms. Morrissey room 320 by _____

Medications that do not meet the above requirements will not be allowed. Please – no medicine in baggies!

Medications will be secured with the staff member who is chaperoning your child to ensure safe handling; scheduled prescription medications will be supervised by a trained staff member, as needed medications may be self administered by your student if safe and appropriate, and emergency medications such as epinephrine and inhalers may be carried by the students.

Please be sure to include any medication you think your child may need on the trip for example: acetaminophen (Tylenol), motion sickness, seasonal allergy

PLEASE COMPLETE BACK SIDE →

My child will take the following medications on the field trip.

1. Medication _____ Dose _____

Frequency _____ Special instructions _____

2. Medication _____ Dose _____

Frequency _____ Special instructions _____

3. Medication _____ Dose _____

Frequency _____ Special instructions _____

4. Medication _____ Dose _____

Frequency _____ Special instructions _____

5. Medication _____ Dose _____

Frequency _____ Special instructions _____

Note-If your child requires medicine to prevent motion sickness, please give a dose ***AT HOME*** before coming to school to board the bus.

*Physician Signature: _____ Date: _____

*Parent Signature: _____ Date: _____

Treatment Authorization

I do hereby give permission for _____ to authorize emergency medical care for my daughter/son _____ on the advice of qualified physicians if the parents/guardians cannot be reached or if phone authorization is not accepted by an attending hospital.

_____/_____
Signature of parent or guardian Relationship to student

Medical Coverage Plan/Policy Number _____

Payment

1. The complete cost of all grade 8 activities is \$210.
2. Scholars have had the opportunity to fundraise and these opportunities will continue. Any scholar that is making an effort to participate in these activities will attend the trip.
3. Financial Hardship: If there is a financial hardship please contact glennburns@salemk12.org to make arrangements.

If you or someone you know would like to sponsor a Collins Scholar that is facing financial hardship please contact Glenn Burns.

4. First Deposit will need to be made of \$100 on May 1, 2017. If there is any issue please contact Glenn Burns
5. The final payment for the trip must be made by May 15, 2017.

Our scholars have worked hard for the past three years and they deserve a great experience with their friends and peers as they move onto High School and the next stages of their lives. All scholars that have met the academic and behavioral expectations in the handbook will be given the opportunity to attend this trip. If there are any financial hardships please contact Glenn Burns.

glennburns@salemk12.org
774-488-4038

Pago

1. El costo total de todas las actividades del 8vo grado es \$210.
2. Los estudiantes han tenido la oportunidad de recaudar fondos y estas oportunidades continuarán. Cualquier estudiante que este haciendo un esfuerzo para participar en estas actividades asistirá al viaje.
3. Dificultades financieras: Si hay una dificultad financiera por favor póngase en contacto con glennburns@salemk12.org para hacer arreglos.

Si usted o alguien que usted conoce le gustaría patrocinar a un estudiante de Collins que está enfrentando dificultades financieras por favor póngase en contacto con Glenn Burns.

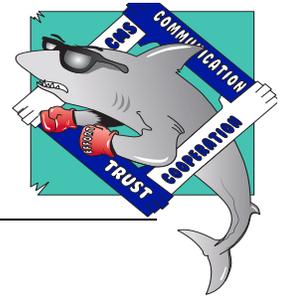
4. El primer depósito de \$100 tendrá que ser hecho el 1 de mayo del 2017. Si hay cualquier problema póngase en contacto con Glenn Burns.
5. El pago final del viaje debe hacerse antes del 15 de mayo de 2017.

Nuestros estudiantes han trabajado duro durante los últimos tres años y merecen una gran experiencia con sus amigos y compañeros a medida que avanzan a la escuela secundaria y a las próximas etapas de sus vidas. Todos los estudiantes que han cumplido con las expectativas académicas y de comportamiento en el manual del estudiante tendrán la oportunidad de asistir a este viaje. Si hay dificultades financieras por favor póngase en contacto con Glenn Burns.

glennburns@salemk12.org
774-488-4038



Collins Middle School



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

29 Highland Avenue, Salem, Massachusetts 01970-2196

Glenn Burns
Principal

Jason Colombino
Administrator of Teaching and Learning

Lisa Golden
Director of Operations and School Culture

New York Trip Mandatory Meeting

There will be a mandatory informational meeting for all parents/guardians **and scholars** in regards to the overnight trip to New York City. The meeting will outline the trip and will review the behavioral and academic expectations. It is imperative that scholars attend this meeting with their parents/guardians so that everyone is receiving the same message.

What: Mandatory Meeting for the New York Trip

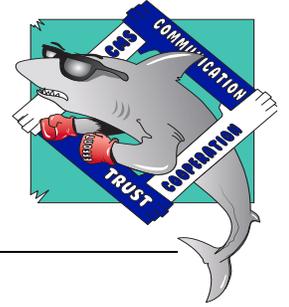
When: April 12, 2017

Time: 6:30pm-7:30pm

Where: Collins Middle School Auditorium



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Viaje a New York Reunión Obligatoria

Habrá una reunión informativa obligatoria para todos los padres/tutores y estudiantes con respecto al viaje nocturno a la ciudad de New York. La reunión consistirá en el perfil del viaje y revisará las expectativas conductuales y académicas. Es imprescindible que los estudiantes asistan a esta reunión con sus padres/tutores para que todos reciban el mismo mensaje.

Que: Reunión Obligatoria para el viaje a New York

Cuando: 12 de abril del 2017

Hora: 6:30pm-7:30pm

Donde: Auditori de la Escuela Intermedia Collins



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Behavior/Academic Contract Grade 8 New York City Trip

Please read the following very carefully. Once you sign and return this form it becomes a legally binding contract. If your child withdraws or is removed from the trip you will still be responsible for paying the balance.

Behavior

Scholars must maintain appropriate behavior and must demonstrate the Collins Core Values in order to participate in the New York City trip. If a scholar is consistently rude and disruptive in class and is not following the core values, they may be removed from the trip at any time. Major school violations will be grounds for immediate removal of the trip. Please review the CMS Student Handbook located on our website for further information.

Academic

Scholars must maintain appropriate academic standards in order to participate and attend the New York City trip. These standards must align with promotion standards.

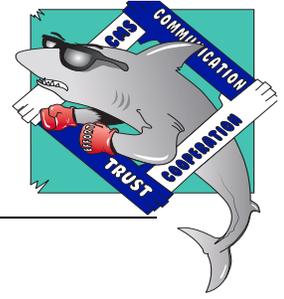
If a scholar is removed from the trip for any reason, there will be no refund and you are responsible for paying the balance due. Hotels, buses, and admissions are paid up front and are not refundable by the school.

I _____ (your name) the
parent/guardian of _____ (scholar's name)
have read and understood all of the conditions outlined above. I further understand that by signing this form I am committing my scholar to the 2017 Collins Middle School class trip to New York City. I am responsible for payment in full if my scholar withdraws from this trip or is removed for behavioral/academic concerns. There will be no reimbursement for payments made.

Signed
Parent/Guardian _____ **Date:** _____



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Contrato Académico/de Comportamiento Viaje a la Ciudad de New York del Grado 8

Por favor lea atentamente lo siguiente. Una vez que firme y devuelva este formulario, se convierte en un contrato jurídicamente vinculante. Si su hijo se retira o es removido del viaje, usted será responsable de pagar el saldo.

Comportamiento

Los estudiantes deben mantener el comportamiento apropiado y deben demostrar los valores fundamentales de Collins para poder participar en el viaje a la ciudad de Nueva York. Si un estudiante es consistentemente grosero y disruptivo en clase y no está siguiendo los valores básicos, pueden ser removidos del viaje en cualquier momento. Violaciones graves de la escuela serán motivos para la eliminación inmediata del viaje. Por favor revise el Manual del Estudiante de Collins ubicado en nuestro sitio web para más información.

Académico

Los estudiantes deben mantener estándares académicos apropiados para participar y asistir en el viaje a la ciudad de New York. Estas normas deben ajustarse a las normas de promoción.

Si un estudiante es removido del viaje por cualquier razón, no habrá reembolso y usted es responsable de pagar el saldo adeudado. Los hoteles, autobuses y admisiones se pagan por adelantado y no son reembolsables por la escuela.

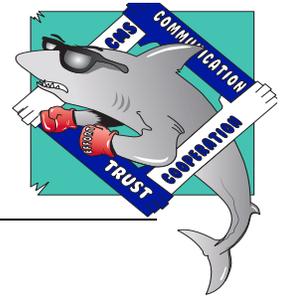
Yo _____ (su nombre) el padre/guardián de _____ (nombre del estudiante) he leído y entiendo todas las condiciones descritas anteriormente. Además, entiendo que al firmar este formulario estoy comprometiendo a mi estudiante al viaje de clase de la Escuela Intermedia Collins 2017 a New York. Soy responsable del pago completo si mi estudiante se retira de este viaje o si lo retiran por preocupaciones académicas/de conducta. No habrá reembolso por los pagos realizados.

Firma

Padre/Guardián _____ Fecha: _____



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Itinerary for New York City

Day 1

- 6:15am- Buses arrive at Collins Middle School
- 6:30am- Depart for New York City. Snacks and box lunch will be served
- 11:30am- Arrival in New York City
- 12:00pm- One World Observatory and 9/11 Memorial
- 2:00pm - Back on Bus
- 2:30pm – Intrepid Sea, Air, and Space museum.
 - Scavenger Hunt that allows scholar to investigate submarine, aircraft carrier and space shuttle
 - Simulator that will allow scholars to experience the G-Force of a supersonic jet
- 5:30 pm – Bus Trip to Times Square
- 6:00pm – Dinner – Planet Hollywood Times Square
- 7:30pm – Times Square and Rockefeller Center
- 8:30pm – Bus to Hotel
- 9:00pm – Hotel Function room for music and snacks

Day 2

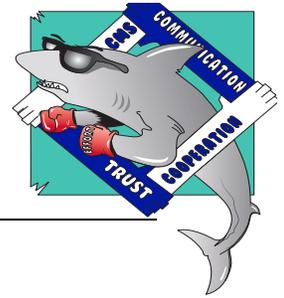
- 7:00am – First Wake up call
- 8:00 am – Breakfast
- 10:00am- Bus to Liberty State Park New Jersey
- 10:30am – Ferry to Ellis Island and Statue of Liberty (Security checkpoint)
 - Scholars will have opportunity to explore Ellis Island and Enter Statue of Liberty
 - Lunch will be served
- 3:00pm – Ferry back to Liberty State Park
- 4:00pm – Back on Bus for trip to Salem, MA
- 5:30 pm – Stop at Rest Area for Dinner
- 9:30pm – Bus back to Collins Middle School

Hotel Information:

Holiday Inn & Suites Parsippany
707 US Highway 46 East
Parsippany, NJ 07054



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Itinerario para la Ciudad de New York

Día 1

- 6:15am- Loa autobuses llegan a la Escuela Intermedia Collins
- 6:30am- Partimos par la Ciudad de New York. Se servirán meriendas y almuerzo
- 11:30am- Llegada a la Ciudad de New York
- 12:00pm- Observatorio *One World* and y Memorial al 9/11
- 2:00pm - Subimos al autobus
- 2:30pm – Museo Intrépido de Mar, Aire, y Espacio.
 - Búsqueda de Tesoros que permite a los estudiantes investigar un submarino, portaaviones y transbordador espacial
 - Simulador que permitirá a los estudiantes experimentar con la Fuerza-G de un jet supersónico
- 5:30 pm – Paseo por autobus a *Times Square*
- 6:00pm – Cena – *Planet Hollywood* en *Times Square*
- 7:30pm – *Times Square* y *Rockefeller Center*
- 8:30pm – Autobus hacia el hotel
- 9:00pm – Salón de funciones en el hotel para música y meriendas

Día 2

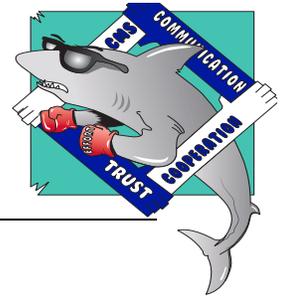
- 7:00am – Primera llamada para despertar
- 8:00 am – Desayuno
- 10:00am- Autobus hacia *Liberty State Park* en *New Jersey*
- 10:30am – Barco (Ferry) hacia *Ellis Island* y La Estatua de Libertad (Punto de seguridad)
 - Los estudiantes tendrán la oportunidad de explorar *Ellis Island* y la Estatua de Libertad
 - Se servirá el almuerzo
- 3:00pm – Barco (Ferry) devuelta a *Liberty State Park*
- 4:00pm – De regreso al autobus para el viaje hacia Salem, MA
- 5:30 pm – Parada en area de descanso para la cena
- 9:30pm – Autobus de regreso a la Escuela Intermedia Collins

Información del Hotel:

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March 24, 2017

NEW YORK CITY AND GRADE 8 ACTIVITIES

Grade 8 activities and New York City, June 6 and 7 2017 Tuesday and Wednesday

New York City is probably the most famous city in the world. Famous buildings are located throughout the city limits, The Empire State Building, Top of the Rock, Central Park and the Central Park Zoo, The Statue of Liberty, the Metropolitan Art museum, Saint Patrick's Cathedral, Times Square, Broadway and the Natural History Museum.

This is an opportunity for you to join your classmates in a great trip with educational benefits before moving beyond Collins. Don't miss out on the great Middle School experience that you will always remember.

Dear parents and guardians,

We are really excited about our upcoming trip to New York City. Staff and parents have been working diligently to envision and plan this trip (itinerary attached). At this time, I would like to address some details about the trip.

1. The final cost of all grade 8 activities including New York City will be \$210. This will include all the activities and New York City.

New York will include (see itinerary) as well as a DJ, snacks at the hotel, and additional security on duty throughout the nights.

2. Food: Besides the food we have planned for the trip, scholars will have opportunities to buy snacks and cold drinks at most locations. However, the breakfast buffet and planned food options are incorporated in the cost and we will try to talk kids out of spending their

money on such items. **IF YOUR CHILD HAS A FOOD ALLERGY, MAKE SURE YOU NOTE IT ON THE MEDICAL FORM YOU WILL RECEIVE ON THE NIGHT OF OUR MANDATORY INFORMATION MEETING – APRIL 12, 2017 @ 6:30- 7:30.**

3. Spending money is up to the individual...breakfast lunch and dinners are included in the price. All admissions, fares, room charges, taxes, gratuities are also included. Any money a scholar brings with them will be to spend on discretionary items.
4. Phone calls: There will be a 24 hour emergency number provided as well as the number at the hotel for emergencies. **WE ASSURE YOU THAT YOU WILL BE CONTACTED IMMEDIATELY IF THERE IS ANY ISSUE AT ALL. PLEASE DO NOT CALL YOUR CHILD DURING THE DAY, UNLESS NECESSARY. WE ARE ON A VERY TIGHT SCHEDULE AND WANT YOUR CHILD TO ENJOY THE FULL EXPERIENCE OF THIS TRIP. A PERFECT TIME TO SPEAK WITH YOUR CHILD WOULD BE WHILE THE GROUP IS AT THE HOTEL.**
5. Contacts: All contact info, security, hotel, direct emergency line are on itinerary.
6. Behavior: We do not anticipate any issues, however, to ensure the former, both you and your child are required to sign the enclosed Academic/ Behavior Agreement.

7. Health Forms:

All Health Forms will be handed out on April 12 at the Mandatory information meeting.

8. How do I sign up????

You sign up by completing the Registration Form. You may pay as much as you want but must make a deposit of \$100 by May 1, 2017. **Scholars fundraising money does count towards this deposit.**

9. How Much will it Cost????

We have worked extremely hard to make this trip affordable to all scholars. All activities for grade 8 including New York City, Canobie Lake Park, Boston Scavenger Hunt, etc. will cost **\$210.**

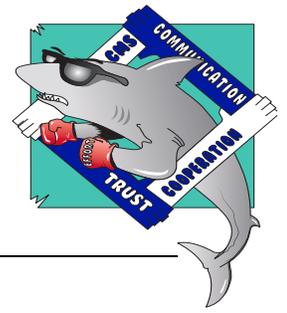
10. Chaperones

Chaperones: We will have staff on duty as chaperones and security in the hotel at night. If you would like to chaperone please contact Mr. Burns (glennburns@salemk12.org or 978-740-1190) and he will add you to the list and provide you the necessary paperwork for a background check.

Parents can email Mr. Burns with questions. glennburns@salemk12.org



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Lisa Golden
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24 de marzo del 2017

LA CIUDAD DE NEW YORK Y ACTIVIDADES DEL GRADO 8

Actividades del Grado 8 y la Ciudad New York City, 6 y 7 de junio del 2017, martes y miercoles

La Ciudad de New York es probablemente la ciudad más famosa del mundo. Edificios famosos estan ubicados en los límites de la ciudad, el *Empire State Building*, el *Top of the Rock*, el Parque Central y el zoológico del Parque Central, la Estatua de la Libertad, el Museo Metropolitano de Arte, la Catedral de San Patricio, *Times Square*, *Broadway* y el Museo de Historia Natural.

Esta es una oportunidad para que se unan a sus compañeros de clase en un gran viaje con beneficios educativos antes de trasladarse más allá de Collins. No te pierdas la gran experiencia de la Escuela Intermedia que siempre recordarás.

Estimados Padres y Guardián,

Estamos muy entusiasmados con nuestro próximo viaje a la Ciudad de New York. El personal y los padres han estado trabajando diligentemente para visualizar y planificar este viaje (itinerario adjunto). En este momento, me gustaría abordar algunos detalles sobre el viaje.

1. El costo final de todas las actividades del grado 8 incluyendo la ciudad de New York será de \$210. Esto incluirá todas las actividades y la ciudad de New York.

New York incluirá (vea el itinerario), así como un DJ, aperitivos en el hotel, y seguridad adicional en servicio durante las noches.

2. Alimentos: Además de la comida que hemos planeado para el viaje, los estudiantes tendrán la oportunidad de comprar aperitivos y bebidas frías en la mayoría de los lugares. Sin embargo, el buffet de desayuno y las opciones de comida planificadas se incorporan en el costo y vamos a tratar de hablar con los estudiantes para que no gasten su dinero en tales artículos. **SI SU NIÑO TIENE UNA ALERGIA ALIMENTARIA, ASEGÚRESE DE ANORTARLO EN EL FORMULARIO MÉDICO QUE USTED RECIBIRÁ EN LA NOCHE DE NUESTRA REUNIÓN DE INFORMACIÓN OBLIGATORIA - 12 DE ABRIL DE 2017 @ 6:30 - 7:30.**

3. El gasto de dinero está en manos del individuo...desayuno, almuerzo y cenas están incluidos en el precio. Todos los ingresos, tarifas, cargos por habitación, impuestos, propinas también están incluidos. Cualquier dinero que un estudiante trae consigo será para gastar en artículos discrecionales.

4. Llamadas telefónicas: Habrá un número de emergencia las 24 horas, así como el número en el hotel para emergencias. **LE ASEGURAMOS DE QUE SE CONTACTARÁ INMEDIATAMENTE SI HAY ALGUN PROBLEMA. POR FAVOR NO LLAME A SU NIÑO DURANTE EL DÍA, A MENOS QUE SEA NECESARIO. TENEMOS UN HORARIO MUY OCUPADO Y QUEREMOS QUE SU NIÑO DISFRUTE DE LA EXPERIENCIA COMPLETA DE ESTE VIAJE. EL MOMENTO PERFECTO PARA HABLAR CON SU NIÑO SERÍA MIENTRAS EL GRUPO ESTÁ EN EL HOTEL.**

5. Contactos: Toda la información de contacto, seguridad, hotel, línea de emergencia directa están en el itinerario.

6. Comportamiento: No prevemos ningún problema, sin embargo, para asegurar esto, tanto usted como su hijo deben firmar el Acuerdo Académico/de Conducta adjunto.

7. Formularios Médicos:

Todos los Formularios Médicos serán entregados el 12 de abril en la reunión de información obligatoria.

8. **Cómo me registro?????**

Usted se inscribe llenando el Formulario de Registro. Usted puede pagar tanto como usted quiera pero debe hacer un depósito de \$100 para el 1 de mayo del 2017. **El dinero de la recaudación de fondos de los estudiantes cuenta hacia este depósito.**

9. **Cuanto Costará????**

Hemos trabajado muy duro para hacer este viaje asequible para todos los estudiosos. Todas las actividades para el grado 8 incluyendo la ciudad de New York, el Parque Canobie Lake, la Busqueda de Tesoros en Boston, etc. costará \$210.

10. **Chaperones**

Chaperones: Tendremos personal docente de servicio como chaperones y seguridad en el hotel por la noche. Si desea acompañar por favor contacte al Sr. Burns (glennburns@salemk12.org o 978-740-1190) y él le agregará a la lista y le proporcionará los documentos necesario para una verificación de antecedentes.

Los padres pueden enviar un correo electrónico al Sr. Burns con preguntas. glennburns@salemk12.org

CMS 8th Grade Canobie Lake Field Trip (Out of State)	
Name of School	Collins Middle School
Name of Person(s) Requesting the Field Trip	Glenn Burns
Grade Level(s) involved	Grade 8
Total Number of Students	150
Date(s) of Trip:	6/16/17
Expected Duration	Beyond normal school hours
Hour(s) of the Trip	8 Hours
Destination	Canobie Lake Park
Brief summary of the field trip	Grade 8 End of Year Trip
Will this field trip involve travel out-of-state or an overnight stay (please check all that apply)?	The field trip involves out-of-state travel
Trip Leader/Coordinator	Glenn Burns
Trip Leader/Coordinator Phone Number	7744884038
Trip Leader/Coordinator Email Address	glennburns@salemk12.org
Have permission slips been sent to parents?	Yes
Approving Principal	CMS-Glenn Burns
Have you taken steps to ensure that all students are able to access this field trip? [Students with Disabilities]	Yes, appropriate supports have been arranged
Have you taken steps to ensure that all students are able to access this field trip? [English Language Learners]	Yes, appropriate supports have been arranged
Please describe the supports and/or accommodations that will be used to ensure that all students will be able to access field trip content	All health guidelines are followed.
Have you informed your student(s) special education teacher(s) and service providers of the date and time the field trip is taking place?	Yes
Have you informed your student(s) ESL teacher(s) of the date and time the field trip is taking place?	Yes
What kinds of costs do you anticipate for this field trip? [Is there a cost for students to participate (e.g. admission fees)?]	Yes

What kinds of costs do you anticipate for this field trip? [Is there a cost for adults to participate?]	Yes
What kinds of costs do you anticipate for this field trip? [Will there be transportation costs?]	Yes
What kinds of costs do you anticipate for this field trip? [Are there other costs associated with this field trip?]	Yes
If students will be charged to participate in this field trip, how do you plan to support those who may be unable to pay?	Fundraising and student payment.
What is the estimated total cost for this field trip?	\$30
Do you have the funds available to cover these costs?	Yes
What method of payment do you plan to use for this trip?	Need check in advance (from budget office)
From which account(s) should the field trip be paid	Student Activities
Have you notified the school nurse about this field trip?	Yes
Who was the school nurse notified?	etc.
Have you submitted the roster of all students participating to the school nurse?	Yes
Are you requesting a nurse to participate in the field trip?	Yes
Does any participating student have an EpiPen or Medical Plan?	Yes
Do any of the participating students have any known food allergies? If so, please identify them here.	NA
Other Health Considerations	Yes.
Will the field trip affect students' lunch schedules?	No
Have you submitted the roster of all students participating to your school's Cafeteria Manager?	No
Will boxed lunches be needed for this field trip?	Yes

Approximately how many lunches will be needed for the trip?	6/16/17
What time would you like to have the food ready for pick up?	8:30 AM
What is the means of transportation you will need for this trip?	Private/contracted bus or van transportation (THAT YOU WILL ARRANGE ON YOUR OWN)
If an SPS bus will be needed, please provide the specific address for the destination	
Departure/Pick Up Time	
Return Time	
Will specialized transportation (e.g., wheelchair accessible van) be required to support this trip?	No
Will your field trip involve any parents or volunteers?	No
Have you submitted appropriate background check forms to Human Capital for any volunteers?	
Will your field trip require a substitute teacher to cover for a class?	
Are there any other staffing requirements or requests for the field trip?	
Is there anything else that you would like SPS operational leaders to know about this field trip? If so, please share that information below.	



8th Grade trip to Canobie Lake Park!

The 8th grade trip to Canobie Lake will take place on June 16, 2017. Students will leave Collins Middle School at approximately 9:00am and must be back on the buses for the return trip by 4:00pm.

My child will attend: _____

My child will not attend: _____

Students Name: _____ Homeroom: _____

Parent Signature _____ Date _____



Viaje Escolar de 8^{vo} Grado al Parque Canobie Lake!

El viaje escolar de 8^{vo} grado a Canobie Lake tomará lugar el 16 de junio del 2017. Los estudiantes saldrán de la Escuela Intermedia Collins aproximadamente a las 9:00am y deben estar de regreso en los autobuses para el viaje de vuelta a las 4:00pm.

Mi hijo/a asistirá: _____

Mi hijo/a no asistirá: _____

Nombre del Estudiante: _____ Salón: _____

Firma del Padre _____ Fecha _____

Salter Transportation Inc.

Tel: 978-462-6433

196 Scotland Road
Newbury, MA 01951
Trip Confirmation

Fax: 978-462-4198

Customer Information:

Collins Middle School

29 Highland Ave
Salem, MA 01970

Phone: 978-740-1191

Booked By: Judith Johnson on 21-Mar-2017

Booking Information:

Pickup: Friday, 16-Jun-2017 9:00 AM

Return:

Buses: 5 Pass: 0

Confirmation #: 34541

Received By: Maryann Kocur

Destination: Canobie Lake Park

Report to Base	16-Jun-2017 8:30 AM	Base	
Arrive at Pickup	16-Jun-2017 9:00 AM	Collins Middle School	29 Highland Ave Salem, MA 01970
Leave Pickup Point	16-Jun-2017	Collins Middle School	29 Highland Ave Salem, MA 01970
Drop Off	16-Jun-2017	Canobie Lake Park	85 N Policy Street Salem, NH 03079
Leave Destination	16-Jun-2017 4:00 PM	Canobie Lake Park	85 N Policy Street Salem, NH 03079
Arrive Pickup	16-Jun-2017 4:45 PM	Collins Middle School	29 Highland Ave Salem, MA 01970
Punch Out	16-Jun-2017 5:00 PM	Base	

Billing Information

Yellow Bus 5 X \$478.00 = \$2,390.00
Total Cost: \$2,390.00

Notes to Client

DROP & PICKUP AT 4PM
PLEASE SEND PAYMENT IN ADVANCE. THANK YOU!
4 BUSES FOR COLLINS MIDDLE SCHOOL & 1 BUS
FOR BOWDITCH SCHOOL

A "Pull Out" charge will be incurred for all trips/buses not cancelled 24 hours before scheduled pickup time.

SCHOOL COMMITTEE	6000
SCHOOL COMMITTEE MEETINGS	6400
VOTING METHOD	6406

State law provides that:

The committee shall create and maintain accurate minutes of all meetings, including executive sessions, setting forth . . . the decisions made and the actions taken at each meeting, including the record of all votes.

No vote taken at an open session shall be by secret ballot. Any vote taken at an executive session shall be recorded by roll call and entered into the minutes.

Approval of a majority of the School Committee, equal to no less than 4 affirmative votes, is required for final adoption or amending policies; approving resolutions, contracts, calendars, improvement plans and the annual budget, as well as other non-routine items before the committee.

A quorum at a meeting may constitute approval for the purpose of routine matters of the committee including approving minutes, budget transfers and general items (e.g. field trips, referral of matters to Committee, etc.) and not specifically requiring approval of a majority of the full body

Members abstaining or declaring him or herself present understand that they are expressing their willingness to accept the will of the majority of those members actively voting.

In keeping with the law, the Salem School Committee has adopted as its policy the practice of recording every vote taken by the committee. The votes of each member shall be recorded.

Legal Reference: [30A:22](#)

[Tabled March 6, 2017](#)
[Tabled March 20, 2017](#)
[Tabled April 3, 2017](#)

Victoria Caldwell 9/22/2016 1:49 PM

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Victoria Caldwell 9/22/2016 1:51 PM

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Victoria Caldwell 9/22/2016 1:55 PM

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Victoria Caldwell 9/22/2016 1:52 PM

Deleted: A summary of all matters voted shall be made available with reasonable promptness after each meeting; . . . In any matter requiring a vote of the committee, the vote shall be by voice or roll call vote, and no secret or written ballot shall be used.

Debbie Amaral 1/10/2017 3:28 PM

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