



School Committee Meeting Materials

Regular School Committee Meeting

September 6, 2018

7:00pm

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



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

Mayor Kimberley Driscoll, Chair

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

September 4, 2018

REGULAR SCHOOL COMMITTEE MEETING

Notice is hereby given that the Salem School Committee will hold a Regular School Committee meeting on Thursday, September 6, 2018 at 7:00 p.m. The meeting will be held in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

AGENDA

I. Call of Meeting to Order

II. Approval of the Agenda

III. Approval of Minutes

- a. Deliberation and Vote on the Minutes of the Committee of the Whole (COW) School Committee Retreat held August 11, 2018
- b. Deliberation and Vote on the Minutes of the Committee of the Whole (COW) Meeting held August 13, 2018
- c. Deliberation and Vote on the Minutes of the Committee of the Whole (COW) Meeting held August 20, 2018
- d. Deliberation and Vote on the Minutes of the Regular School Committee Meeting held August 20, 2018

IV. Questions and Comments from the Audience

V. Superintendent’s Report – Margarita Ruiz

VI. Presentation and Reports

Update on Opening of School Preparations

- Welcoming Procedures and Professional Development for All Staff
- Projected Student Enrollment
- Operational Updates

VII. Action Items

- a. Deliberation and Vote on the Adoption of a Consent Agenda process (tabled on 8/20/18)
- b. Deliberation and Vote on the request from the Clothing Connection to use the Carlton School parking lot in October

VIII. Finance Report

a. Approval of Warrants

- August 9, 2018 in the amount of \$1,183,388.19
- August 30, 2018 in the amount of \$254,848.65
- September 6, 2018 in the amount of \$727,930.63

b. Budget Transfers

IX. Subcommittee Reports

X. School Committee Concerns and Resolutions

XI. Questions and Comments from the Audience

XII. Adjournment

Respectfully submitted by:

Angelica Alayon, Secretary to the
Salem School Committee

Salem School Committee
Committee of the Whole Meeting Minutes
Saturday, August 11, 2018

A Committee of the Whole (COW) meeting retreat of the Salem School Committee was held on Saturday, August 11, 2018 at 8:00 a.m. at Salem State University, Marsh Hall, Room 210, Salem, MA.

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

Members Absent: None

Others Present: Margarita Ruiz, Superintendent; Michael Gilbert, Field Director of Massachusetts Association of School Committees

Welcome, Introduction, and Ice Breaker

Mr. Gilbert began the meeting with a welcome to everyone, an introduction, and an icebreaker. Mr. Gilbert handed out, and walked everyone through, a NASA exercise where members paired off to discuss their responses to questions on the NASA exercise. Members discussed their answers with each other, and Mr. Gilbert walked them through the answers.

Mayor Driscoll explained they are hoping this meeting is much more of a conversation. It is great to have a facilitator so that everyone can participate. The goal of this meeting is to figure out how they, as a School Committee, can be most effective. They have a mix of newer members and others who have been present for some time. Ms. Driscoll continued that it felt like a good opportunity for everyone, both collectively and individually, to try and make sure they are working to meet expectations in terms of professionalism, as there are always difficult issues to confront. Mayor Driscoll said that she wants to make sure, as the Chair, that she reflects what members, across the board, really need: more time, better understanding with respect to how Subcommittees are working, and how to be sure they are working effectively as a group, for example. Mayor Driscoll shared further examples and details.

Ms. Driscoll explained that she hopes they can have some ground rules and protocols and to build a strong working relationship with the Superintendent as well. Ms. Driscoll continued she views the School Committee's role as a team as everyone seeks the same outcome with respect to Salem schools and its districts. They have a group partnership. The Superintendent has her role but they (they all) are collectively responsible for the schools. Mayor Driscoll said she wants to make sure they are operating as a team. It is helpful to get to know one another better as there are new members.

Governing Well Together - Meeting Structures for Work Support

Mr. Gilbert talked about working well together, operating protocols. Parts of the law are clear and others are not. Mr. Gilbert went over those items and talked about how research has shown how effective School Committees are. Mr. Gilbert explained that roles and responsibilities for educational leadership focuses on accountability, fosters strong relationships amongst themselves (the School Committee) and the administrative team, uses data to monitor progress, and leads as a united team. It is really all about collaboration, trust, and respect. Some of the practices that effective school boards actually use to influence student achievement are to set goals and monitor progress, setting goals and ensuring they are achieved. Mr. Gilbert talked about a consent agenda where things are listed on an agenda and one vote is made, at the beginning of the meeting, to serve for all the items on the agenda.

Mr. Gilbert clarified roles and responsibilities of the School Committee and the Superintendent, detailed goals that frame and structure their work, talked briefly about policy meetings, and recapped by asking the following questions:

1. Who budgets for materials, new positions, and programs? School Committee would need to approve it but the process requires the Superintendent to recognize the need, because she is in the lead.
2. The Superintendent makes decisions about hiring, supervisions, transfers, and promotions.
3. Both the School Committee and the Superintendent makes decisions with collective bargaining implications such as teacher assignments and stipends. The School Committee sets how those things are going to be done in the collective bargaining process, and the Superintendent would implement them.
4. The School Committee adds or amends a policy.
5. Administration evaluates faculty and staff.
6. Administration makes pedagogical decisions related to teaching. The School Committee may make some curriculum decisions but the pedagogy (the method of practice and teaching) belongs to the administration.

Mr. Gilbert talked about Personnel and highlighted Chapter 71, Section 59. School Committee members set district personnel policy, job descriptions (the number of positions funded through the budget), and establish compensation (not just salary but anything of a dollar \$ value; benefits for example that would go on a contract) for principals and everyone. School Committee is the employer of record for collective bargaining. Mr. Gilbert continued that the Superintendent is the CEO hired by the School Committee. The Superintendent has the day-to-day management responsibility, authority for personnel, and supervises the principals (principals cannot hire without the approval of the Superintendent). The Superintendent implements district policy, initiates the budget proposal, and manages the budget once it has been approved. Members sought clarification, asked questions, and engaged in further discussion.

Mr. Gilbert talked about the School Committee's budget responsibilities. The unique job of School Committee members is that they represent two different constituencies: those who voted for them and those who do not vote which are the students. It is the only office where the decisions they make are made in front of the people who will be affected by them: parents and staff. There are no expectations of privacy from constituents.

Meeting Structure

Mr. Gilbert talked about meeting agendas and finance and policy subcommittee meetings that may need to be more formal than others. This may be because results may have to be discussed and voted on by the full committee at a regular School Committee meeting. They are not just exploring something but may be doing something that would affect both staff and community members. Mr. Gilbert shared further details. There are two things to consider in the case of the Finance Subcommittee: 1) The beginning of the budget process where the Superintendent is making recommendations and figuring out how much income they have can be done with two or three Subcommittee members. Once they are at the point where they think they are going to make some decisions, they would have to take that to the Committee of the Whole (COW) and the public, so that the community knows the direction they are heading towards and there are no surprises.

Mr. Gilbert said he thinks that somewhat decoupling the camera meeting from a more collegial environment can be helpful. Many committees have two meetings a month. One meeting is on camera and votes are taken and business is done. The other meeting is more of a working session in this kind of environment where they can actually hash out some serious issues. There are committees, in some cities, where the Subcommittees are Committee of the Whole (COW). The only difference is that the Subcommittee Chair runs that meeting, depending on what that subcommittee meeting is, instead of the Chair running the Committee of the Whole (COW) meeting. Mr. Gilbert shared further insight on the history of Subcommittee meeting requirements. Members shared feedback and engaged in further discussion as well as discussion regarding Subcommittee and Committee of the Whole (COW) meetings, which included who attends, why, and the many PowerPoint presentations.

Break

Mr. Gilbert continued the presentation walking members through some reflective questions. Members took a 15-minute break.

Governing Well Together - Meeting Structures for Work Support (continued)

Members returned from the 15-minute break. Mr. Gilbert continued the presentation and explained that teams underachieve due to absence of trust and gave some supporting examples. Trust is the foundation of teamwork and building trust takes time and requires shared experiences, follow through, and credibility. To help build trust and teams is to try and be able to understand each other and where they come from. Mr. Gilbert continued by showing a personal history exercise for everyone by asking where they grew up, how many siblings they had and where they fit, and the most difficult or important challenge of their childhood. Everyone shared his or her responses to the questions. Fellow School Committee members are able to go out for a cup of coffee from time to time and talk about other things is a good opportunity to be able to build commodity and get to know each other which lead to better forms of communications and interactions when deliberating at meetings.

Mr. Gilbert talked about mastering conflicts by building trust through engagements, overcoming fear of conflict by acknowledging that conflict is productive and issues (not personalities) are what are debated. Mr. Gilbert talked about commitment, accountability, and focus of results. Members asked questions, shared feedback, and engaged in discussion on open communication and engagement as a group. Mr. Gilbert clarified that on a conversation of a particular issue, on a Personnel Subcommittee meeting, the only one they are legally bound to vote for, coming out of a Subcommittee, is a contract collective bargaining agreement - if one is on the collective bargaining team and the team recommends a contract. Members agreed that their job, as a Subcommittee, is to make a recommendation. Members continued to engage in further discussion on the importance of open, and shared, communication.

Discussion on Last Minute Additions and Missing Supporting Documents in School Committee Packets

Ms. Campbell shared that some of the dilemma that some people share is that last minute additions are added to the School Committee packet of materials seems to become the norm rather than the abnormality. It is understood that things can come up but last minute additions does not allow reasonable time for review nor time to reflect on the information. Ms. Campbell continued that she works fulltime, all day, and is trying to take time off to catch up on some things. It can be a bit of a challenge. Members agreed with Ms. Campbell that having some consistency on receiving (or having) information having information within reasonable time would prevent the need for delayed decisions.

Mr. Fleming suggested a rule with the City Council that issues should not be discussed if the information is not in by Tuesday noontime. If an issue comes up and is very important (as determined by the majority), then it could be considered as a late file and could take consent of

the board. Any counselor could object, waive the rule (if one member objects, it does not happen). School Committee members agreed with Mayor Driscoll about an open meeting law where an item is on the agenda, such as an appointment for Pupil Personnel Services Director, but all the necessary supporting information comes late; they cannot vote on anything unless it is on the agenda by Thursday for a regular School Committee meeting the following Monday. Members all agreed that they should have all the School Committee materials in the School Committee packet by Thursday for consideration of a vote. Members shared feedback and engaged in further discussion.

Governing Well Together - Meeting Structures for Work Support (continued)

Mr. Gilbert continued the presentation and talked about accountability through operating protocols and mentioned the final dysfunction as being inattention to results. Mr. Gilbert talked about the way we listen. There are three ways in the way we listen to others: verbal (words we use to communicate with others), local (tone, reflection, volume, tempo), and body language – which are taken into account by people. The team functions better when communication is better. Mr. Gilbert continued to walk members through other topics of the presentation and talked about attitudes and behaviors. Members performed a self-learning exercise on attitude and behavior and went through their responses. Mr. Gilbert concluded his presentation. Members engaged in discussion.

Discussion on Being Notified of Subcommittee Meetings

Members also engaged in further discussion regarding Subcommittee meetings and agreed that all School Committee members would be included when informed of Subcommittee meetings.

Discussion on Consent Agenda

Members mentioned the Consent agenda. Mr. Gilbert explained that things that would go on a Consent agenda would be routine things such as approval of Minutes and warrants, for example. The Consent agenda is the first thing on the agenda. It would still be printed, but indented, on the agenda with the warrant amounts on it. Anything that was routine and did not need discussion such as some of the field trips and topics that School Committee members are well aware of, have discussed, and just need to take a vote on would go on the Consent agenda. When the Consent agenda comes up as the first item on the agenda, the Chair would read the Consent agenda and state "These are the items that are on the Consent agenda. Does anyone have any objections to any one of these items?" Any School Committee member is welcome to pull something off the Consent agenda and discuss that issue if they wish. They would vote that Consent agenda and then take up that item.

Members agreed with Mr. Fleming on the clarification that if the School Committee adopts the Consent agenda, the understanding is that one member could take one or more items from the Consent agenda out for discussion. Members agree with Ms. Manning when she clarified, for the School Committee Secretary, that the Consent agenda would not just have the 'Warrant' wording on it but it would also list the dollar amount information. Field trip wording would be followed with the schools' name. Mr. Gilbert said that the Open Meeting Law requires as much information available. Members agreed that the agenda document would need to be reorganized so that the first part of the agenda is the Consent agenda and the items would be moved up on it. School Committee members would read the list of items and be able to approve them all as opposed to reading them individually. Any School Committee member would be able to pull any item out for further discussion, as they wish, at the very end of the Consent agenda vote.

Mr. Fleming asked if budget transfers are included on the Consent agenda. Mr. Gilbert responded that it would be the decision of School Committee members to add it onto the Consent agenda if the Chair and the Superintendent agrees that there is no need for discussion but just a vote. It depends how much information is there and how much is needed. Requests to include something, such as warrants, on the Consent agenda would need to be made ahead of

time, in advance not as last minute notice. Members asked Mr. Gilbert questions and engaged in further feedback and discussion. Mr. Gilbert explained that the School Committee would need to have an understanding of how using the Consent agenda works and just make a motion to use the Consent agenda as part of the School Committee meeting agenda. Mr. Gilbert and School Committee members agreed with Ms. Manning that it is just a procedural more than a policy and so does not need to go through Policy.

Strategic Priorities for 2018-19 – Review and Discussion

Superintendent Ruiz handed out a one-page, two-sided document that lists the priorities they have set for the year. Ms. Ruiz informed members that they now have the newly created department of Equity and Engagement. They are working this year on aligning the work, at the school level, of City Connects and engaging community families as well as safe and supportive schools and the Welcome Center. They have the college and career readiness work. Much work is being done to support all new Salem teachers. All teachers in the district will have four (4) days of professional development before the start of the school year. All of it is aligned around the instructional strategies. Ms. Ruiz continued they are leveraging technology. They are continuing with the 1-1 initiative. Collins Middle School students will be taking devices home this year as well as the Salem High School 9th graders.

Wrap Up and Next Steps

Members agreed with Mayor Driscoll's suggestion, in terms of operating protocols, that she would take the lead to circulate some drafts for a Consent agenda, get some input, and see if it is something they can adopt, as a group, and figure out a way to hopefully get a consensus on a protocol. Members thanked Mr. Gilbert. Mr. Gilbert left hardcopies of the presentation slides for everyone. Members discussed other non-PowerPoint dialogue alternatives to PowerPoint presentations. Members agreed with Ms. Manning on the preference of receiving copies of the 4 Pillars, for example, that show where they are before a Committee of the Whole (COW) meeting. Members agreed they would rather receive a couple of highlights in advance that they may review and discuss in place of a long presentation. Members shared feedback and engaged in further discussion. Superintendent Ruiz flagged that the next School Committee meeting is August 20, 2018. The next School Committee meeting has not been re-scheduled, as the September 4th meeting was cancelled due to elections. There is only one School Committee meeting scheduled meeting for September 17th. Members agreed to reschedule a regular School Committee meeting for September 6th to replace the September 4th cancelled meeting. Members also agreed to meet for a Committee of the Whole (COW) meeting on September 24, 2018 at 6pm.

Adjournment

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

Respectfully submitted by:

Angelica Alayon, Secretary
Salem School Committee

Meeting Materials

Committee of the Whole (COW) School Committee Meeting Agenda

Facilitator's Agenda

Orientation Program for School Leaders presentation

Strategic Priorities for 2018-19 handouts

Salem School Committee
Committee of the Whole Meeting Minutes
Monday, August 13, 2018

A Committee of the Whole (COW) meeting of the Salem School Committee was held on Monday, August 13, 2018 at 6:10 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

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

Members Absent: Ms. Ana Nuncio

Others Present: Margarita Ruiz, Superintendent, Kate Carbone, Assistant Superintendent for Teaching and Learning, Kristin Shaver, Business Manager, Jill Conrad, Chief of Systems Strategy, Kelley Rice, Chief of Communications, Mr. Eric Chamberlin, Director of Digital Learning Salem Public Schools, Matt Killen, Director of IT, Glenn Burns, Collins Middle School Principal, Ms. Jennifer DeStefano, New Salem High School (SHS) Principal

Call to Order

Mayor Driscoll called the School Committee of the Whole (COW) Meeting to order at 6:10p.m.

Introduction

Mayor Driscoll began the meeting explaining that this is a Committee of the Whole (COW) meeting that the School Committee scheduled to try and review where they are with the new digital 1 to 1 that is rolling up into the High School. They had talked about this at a prior Committee of the Whole (COW) meeting to try and get a sense of possible surrounding parameters. The meeting is to discuss plans for the 1 to 1 Initiative at Collins Middle School and Salem High School. Mayor Driscoll continued that she knows that district staff has been working hard now that they have the building structure to make sure to roll this up to the freshman. They are thinking about what those needs are and how that program is going to roll out. Superintendent Ruiz explained that a big part of their strategic plan incorporates technology, and they have a few specific action steps on Pillar 2 for the High School Redesign. This is something they are engaging in for all students in the district to have access to the 21st century. The 1-1 initiative is predicated on the notion that what they are giving their students is access and the tools for learning. These are going to be access-learning instruments. Superintendent Ruiz continued that what they want to do this evening is to provide an update of where they are with the initiatives at Collins Middle School, Saltonstall, and Salem High School (SHS).

Ms. Ruiz informed the members that others have been engrossed in this work and at the forefront to some of the topics and would be speaking this evening. Ms. Ruiz passed out a handout for everyone. Ms. Carbone explained that Matt Killen, Director of IT and Mr. Eric Chamberlin, Director of Digital Learning Salem Public Schools, would be leading the walk-through of the handout and added that they have teams at each school working together to start wrapping their heads around the initiatives. It is not something they left to the summer. When Mr. Chamberlin came on board in December, he hit the ground running. This was sort of a priority initiative for him to help them launch this. He has been working with the principals to build up what was already in place in Collins and sort of build that out and have a vision for the High School. Ms. Carbone walked members through a quick overview of the beginning of the

agenda handout and said that Mr. Killen and Mr. Chamberlin would walk them through the entire agenda.

Update on 1:1 program at Collins Middle School, Saltonstall and Salem High School (SHS) - The Status of the Purchase of the Devices

Mr. Chamberlain explained that a 1 to 1 program changes things in a dual context. Students now have access to the entire Internet and entails having it at their fingertips in the classroom and at home all the time. They are going to have a device for all Salem students in grades 6 through 9 this fall. They previously acquired the devices for Collins. They talked about that in the spring. That program will be continuing into this year. Saltonstall will move to the 1-1 program in grades 5-8 and launching the program this fall. The devices have been ordered and are here. The current intermittent ship date for the devices is August 31st. They are acquiring, at the High School level, a flip laptop in part and with touch capability and fit for use at the High School. The Salem High School will be using the 1-1 initiative program in grade 9. The new devices have been purchased, have 40% complete delivery, and the remainder is backordered at this time.

Policy Update - Acceptable Use Policy

Mr. Chamberlin continued that the acceptable use policy that was on the books for Salem was 2011-2012 and a lot different and needed to be reviewed and looked at. They reviewed what other schools have been doing and the Committee would be looking at a third reading of that at their next meeting. That would be the guiding list of what they want their digital systems to be as they think about using these devices responsibly. The main focus point will be in place in terms of what they want students to focus on when Salem hands students once of these devices. This information will be on the form that will be handed out to parents' and students for review and agreement on those expectations.

Summer Training

Mr. Killen informed the members they have set up a 3 tiered boot camp type training for anyone having difficulty understanding what the Cloud is and how to share a document and not allow others to edit it if that is their goal. They moved up, the next year, to a session called Google Tools for Teachers. Essentially, now that they understand that, what does that look like in the classroom, how to leverage those tools and then got pretty aggressive with a day and a half session from 8-2 on Monday and 8-11:30 the next day specifically geared towards those teachers that are going to be in the 1:1 classrooms. They had excellent attendance. This was voluntary K-4 Personal Development (PD) through the district and almost all of the 9th grade team chose to come. Mr. Killen explained that the 1-1 initiative program would focus on the academic areas at the Salem High School, in year one, 9th grade. There will be a conference at the Salem High School on August 28, 2018 for K-8 teachers.

Mr. Killen continued that the High School teachers have something else going on for the first two sessions. Thirty-five different staff members volunteered to teach the PDs. There will be job-a-like meetings on August 29th. There will be another touch-point with 6th, 7th, and 8th grade teachers altogether for 2 ½ hours. This would be to set the tone, set the idea of what this is going to look like around those 21st century skills to creativity, collaboration, critical thinking, and communication. Ms. Carbone added that it would be with an eye towards making sure they onboard the teachers who were not able to attend the summer trainings. Mr. Chamberlin is working with each of the principals to ensure there is a strand of professional development, for the schools' PD plan, that attends to building teacher capacity to use the technology well in their classrooms. Mr. Killen reported they initiated a new learning management system. The app is called Schoology where all the Chromebook academy content activities is packaged in modules

they can plug people into after the fact. People who may want to try an activity that they have not yet done; They can go in, watch a tutorial, download the PDF, and move forward from there. That has proven to be an essential asset and is working very well.

Outreach to Families

Glenn Burns, Collins Middle School Principal, and Jennifer DeStefano, New Salem High School Principal, talked about outreach to families. Mr. Burns explained they have a variety of touch points with new scholars before the start of the school year. They have a 6th grade orientation dinner where they hand out all of their forms, briefly spend time with parents and talk about the Chromebook and the 1:1 initiative, and answer any of their questions. All new 7th and 8th graders will receive orientation at the start of the new school year. Orientations are offered one day and one evening to allow two options. They will be offering two nighttime meetings and one daytime informational meeting, once the school year starts off for current 7th and 8th graders and anyone else that needs it. They will touch base with others if these options do not work for them. Mr. Burns continued that paperwork would need to be signed. Parents are usually on board with overnight field trips and the 1-1 initiative. Ms. DeStefano said they would be following a very similar model at the Salem High School. They will have a series of opportunities for parents to come in and learn about the 1-1 initiative. Hopefully, they will have familiarity as many would be coming from the 8th grade and having done 1-1 as 8th graders. This may be a bit different, but they will have some familiarity. Ms. DeStefano continued that she and Mr. Chamberlin are working on matching that schedule to align with the rollout for when the devices arrive. They have very similar plans with multiple opportunities and variety of times for parents to come in and talk with them as well as telephone availability if parents have further questions. There will be an orientation for freshman students on September 4, 2018 where they will have an introduction for the devices. The ship date is August 31st, 2018. There is a brief set up process that may last about 45 minutes per device.

Mr. Burns briefly talked about the Salem High School Technology (Tech) team. Mr. Chamberlin talked about WIFI, the Acceptable Use form, usage limit and access.

Safety Protocol

There are federally mandated filtering at the schools. Mr. Chamberlin continued they installed a free filter called Securely or that allows them to set certain perimeters, within the admin console. The Securely travels with the device. The only way to log in to the device is through the schools' Google domain, and the school controls all the perimeters despite its (the Chromebook device) location. Parents are also able to check in on the student's work. Mr. Chamberlain continued that there is always a possibility that not everything is 100% filterable. Members shared feedback and engaged in further discussion.

Cost

Mr. Chamberlin informed members that the cost is a \$30 Tech fee per student, which equals to \$120 over the course of the four years and students would then have full ownership, at the end of the four years. Mr. Chamberlin shared further information on cost and fees. Members asked questions, shared feedback, and engaged in further discussion.

Financial Assistance for Students

Ms. Shaver explained that the school would use the same process they use for transportation fees in cases where parents claim the need for financial support. There is a box on the transportation application that parents can select if they need financial assistance where they give permission for the school to use the same direct certification information used for school lunch to qualify everyone. The school can then check each student's application and see if they

qualify through direct certification, which means they are receiving another type of aid. Mayor Driscoll added that it might mean that about 50% of students would not be paying. Ms. Shaver agreed and said that parents can do that or simply decline that process (not use that information) and choose to provide their financial information if they think they might qualify. Ms. Shaver confirmed they would just be using the same process as used for transportation. Every student in the district is put through the Direct Certification process, which is how the state now determines students who are Economically Disadvantaged as well as qualifying for free lunch and breakfast for all students. They have the information for every student whether or not they qualify that way. Parents can choose that method by giving them permission to use that process or choose to provide their income backup.

Members continued to engage in further discussion about the sustainability of the 1:1 initiative program.

Insurance

Mayor Driscoll asked if there is an insurance program they can look into. Mr. Burns responded that there are 3rd party insurance companies and suggested one that schools use and direct families there. Mr. Burns said they searched insurance information and saw that cost is about \$18,000 annually.

Funds for the Purchase of the Chromebooks

Ms. Shaver explained that the Chromebooks were funded through *Footprint* and *School Choice* funds this year. The Footprint funds go for the first of the next 10 years and the School Choice fund will go as long as they have School Choice students, a fairly sustainable funding source for the one class at a time. Ms. Shaver continued they would need to have further discussion.

Conclusion

Members agreed to run and share a few scenarios in the next few days to finalize details and the 1:1 initiative program at the next School Committee meeting.

Adjournment

There being no further business to come before the Committee of the Whole (COW) School Committee this evening, Mr. Cruz motioned to adjourn. Ms. Campbell seconded the motion. The motion carried. The meeting was adjourned.

Respectfully submitted by:

Angelica Alayon, Secretary
Salem School Committee

Meeting Materials

Committee of the Whole (COW) School Committee Meeting Agenda
Handout 'Committee of the Whole (COW) Updates-1:1 Laptop Initiative 8/13/2018'

Salem School Committee
Committee of the Whole Meeting Minutes
Monday, August 20, 2018

A Committee of the Whole (COW) meeting of the Salem School Committee was held on Monday, August 20, 2018 at 6:00 p.m. in the Mary Manning Learning Commons library at Collins Middle School, 29 Highland Avenue, Salem, MA.

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

Members Absent: Ms. Ana Nuncio, Mayor Kimberley Driscoll

Others Present: Margarita Ruiz, Superintendent, Kate Carbone, Assistant Superintendent for Teaching and Learning, Kristin Shaver, Business Manager, Jill Conrad, Chief of Systems Strategy, Kelley Rice, Chief of Communications, and new School and District Leaders

Members met and mingled and ended the meet and greet.

Respectfully submitted by:

Angelica Alayon, Secretary
Salem School Committee

Meeting Materials

There were no meeting materials – Non-Applicable

Salem School Committee
Meeting Minutes
Monday, August 20, 2018

A regular meeting of the Salem School Committee was held on Monday, August 20, 2018 at 7:00 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

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

Members Absent: Mayor Kimberley Driscoll

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

Call to Order

Ms. Manning 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. Wilson seconded the motion. The motion carried.

Approval of Minutes

Deliberation and Vote on the Minutes of the Committee of the Whole (COW) Meeting held July 16, 2018

Ms. Campbell motioned to approve the Minutes of the Committee of the Whole (COW) meeting held July 16, 2018. Ms. Wilson seconded the Motion. Mr. Fleming abstained. The motion carried.

Deliberation and Vote on the Minutes of the Regular School Committee Meeting held July 16, 2018

Ms. Wilson motioned to approve the Minutes of the Regular School Committee meeting held July 16, 2018. Mr. Cruz seconded the Motion. Mr. Fleming abstained. The motion carried.

Questions and Comments From the Audience

Alexa Ogno, 180A Federal Street, spoke as President of the Board of the Salem Education Foundation. Ms. Ogno said that as a group they are concerned by the recent turnover of Principals in Salem Public Schools. They understand that, statewide, principals' tenure lasts just over five years and over the past ten years the principal retention rate percentage has averaged 82.1%. Ms. Ogno continued that it is alarming and concerning to them that Salem has an average retention rate of 75.4% over the past ten years and averaged 68.5% in the past five years. Ms. Ogno said this is not a new situation and they feel it cannot be explained away easily by statistical aberrations and individual career decisions. Salem's teacher retention rates also lag behind state average by about 8% points. Salem numbers do not include leaders at the district's charter school but state averages do. Ms. Ogno continued that it is their hope that the School Committee, Superintendent, and the Director of Human Resources share their concern and are looking into what can be done to retain school leaders and teachers by conducting frank, mutually respectful exit interviews. They also hope that the results of these interviews are being used to benefit the students of Salem.

Christine Ross, 33 Pleasant Street, Salem, MA asked how the district leadership tracks the experience of students who were removed from the Nathaniel Bowditch School to other schools in the district. School transition are often challenging for students and transitions that are not a normal district procedure or a choice by student and their families should be carefully monitored. Ms. Ross continued she understands that the Superintendent would be reporting monthly and is interested on what will be reported on a monthly basis; what would she be reporting about? Some possibilities could be how the students are receiving the climate of their new schools. Do they feel welcomed by their teachers and by other students? Are they finding, at their new schools, the kinds of activities and relationships they had at their old former school? Ms. Ross continued asking if they could check in on them in early October and then again in late January and in May to see how things are changing for them and how they are adjusting? Another possibility is to perhaps have new and existing students form a joint student advisory group in the schools that can speak to the Principal and Administration on a regular basis – to provide feedback on school climate and how their experiences can be improved. It would be good to get information on how welcomed the families feel at the new schools. Are there ways to check in on how students are doing academically such as what kind of measures can be used during the course of the year and see how they are fairing. Ms. Ross continued that she thinks it is also important to look at the disciplinary actions and see if there are differences between new and long-term existing students as well as how adults are reacting to student behaviors. Another thing to consider is whether students are involved in extracurricular activities at similar rates as students who have already been there for years – to see if they are fully participating – whether they are fully engaged in the school. Are students having access to higher level courses in the same proportion as students who previously attended. Are the students receiving the academic support they need to thrive in their new schools. Ms. Ross continued that she hopes these are some things to consider looking into and looks forward to hearing reports.

Superintendent Report – Margarita Ruiz

Superintendent Ruiz reported that the Junior R.O.T.C. program at Salem High School has been recognized as a Navel Honor School for the 2nd year in a row. Their cadets are engaged in quick training and work over the summer which culminated in the successful climb of Mount Washington this summer. Ms. Ruiz publicly announced that Matthew Condon has been appointed as the Interim Principal for the Collins Middle School and shared some of Mr. Condon's background, achievements, and skills. Superintendent Ruiz also announced the appointment of Brian Edmunds as Director of the Salem Prep High School. Ms. Ruiz shared some of Mr. Edmund's background, achievements, and skills. Superintendent Ruiz thanked all of the new and returning leaders who joined School Committee members earlier this evening for a new leaders meet and greet. Superintendent Ruiz reported the official start of another school year this week. New teacher orientation begins tomorrow. They will have training tomorrow, August 21st, August 22nd, August 28th, and August 29th. New hires in the district will engage in professional development, that has been designed to effectively onboard them in the district and to introduce and calibrate them around the instructional priorities of the district. Returning Salem Public School faculty and leaders will participate, on August 28, in conference-style workshops. Choice and flexibility are offered to the teachers. Teachers will self-select sessions from over 30 workshops designed and delivered by Salem Public School (SPS) teachers and leaders. Superintendent Ruiz shared that the Food Services Department hosted a food program this summer across the city and served 7, 676 breakfasts and 13,668 lunches and dinners. Over 20,000 meals were served to students throughout the city this summer.

Presentation and Report

Update on Preparations for the Opening of School Operations

Ms. Shaver provided the School Committee with an update on preparation for the opening of school, on the operational front. Ms. Shaver provided an update in terms of transportation, human capital, food services, and buildings and grounds.

Action Items

Deliberation and Vote on the Fee Structure for the 1:1 Device Initiative at Salem High School

Discussion

Ms. Manning explained that the Mayor has submitted a recommendation to the School Committee that they start the freshman program without a fee structure for this year and treat it as a pilot program. They would make a review, at the end of this year, to consider whether to continue that structure or if there would be a need for change.

Mr. Fleming motioned to adopt the recommendation of the Mayor and to establish a zero fee, for the technology for that particular program, and to revisit the program at the end of the academic year and see if it is sustainable or if there would be a need for a charge. Ms. Wilson seconded the motion. The motion to start the freshman program without a fee structure for this year and treat it as a pilot program carried.

Deliberation and Vote on the Adoption of a Consent Agenda Process

Discussion

Ms. Manning informed members of the audience and the public that they had a recent Committee of the Whole (COW) meeting and discussed an adoption of a Consent agenda. Mr. Fleming said he would like to know what exactly what would, and would not, be on the Consent agenda and would like to seek further clarification.

Mr. Fleming motioned to table the adoption of a Consent agenda process. Ms. Wilson seconded the motion. The motion carried.

Deliberation and Vote on the Saltonstall School 7th and 8th Grade Field Trip Request to Nature's Classroom in Hancock, New Hampshire on October 22-26, 2018

Mr. Fleming motioned to approve the Saltonstall School 7th and 8th field trip request to Nature's Classroom in Hancock, New Hampshire on October 22-26, 2018. Ms. Wilson seconded the motion. The motion carried.

Finance Report

Approval of Warrants

July 26, 2018 in the amount of \$90,408.63

July 26, 2018 in the amount of \$638,000.00

August 16, 2018 in the amount of \$354,599.58

Mr. Fleming motioned to approve the three warrant amounts as stated on the agenda. Mr. Cruz seconded the motion. The motion was approved.

Budget Transfers - There were no budget transfers

Policy Subcommittee Reports

Deliberation and Vote on the Third Reading of the Recommendation of the Policy Subcommittee on the Revisions to the Following Policies in the 5000-Policy Series:

Policy 5413 School Property
Policy 5501 Acceptable Use and Media
Policy 5502 Network Etiquette

Discussion

The vote would consist of a third reading for Policy 5413 and Policy 5501 and deletion of Policy 5502, because it duplicates the Responsible Use policy. Mr. Fleming confirmed that changes are minimal.

Mr. Cruz moved to approve the third reading of the recommendation of the Policy Subcommittee on the revisions to Policy 5413 School Property and Policy 5501 Acceptable Use and Media as noted. Ms. Wilson seconded the motion. The motion to approve the third reading of Policy 5413 School Property and Policy 5501 Acceptable Use and Media was approved.

Deliberation and Vote on the Third Reading of the Recommendation of the Policy Subcommittee on the Revisions to Policy 3409 Revolving Fund.

Ms. Campbell motioned to approve the third reading of the recommendation of the Policy Subcommittee on the revisions to Policy 3409 Revolving Fund. Mr. Cruz seconded the motion. The motion carried.

School Committee Concerns and Resolutions

Ms. Campbell shared that she is concerned about the recent turnover and would like to know if there are Exit interviews, who conducts them, and would like to hear more about the process and findings. Mr. Fleming would like to know the rationale for the increased loss of manpower within this district. Members shared concern, feedback, and engaged in discussion.

Questions and Comments From the Audience

There were no questions or comments from the audience.

Adjournment

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

Respectfully submitted by:

Angelica Alayon, Secretary
Salem School Committee

Meeting Materials and Reports

School Committee Agenda August 20, 2018
Minutes of the July 16, 2018 Committee of the Whole (COW) Meeting
Minutes of the July 16, 2018 Regular School Committee Meeting
Financial Options – Salem High School (SHS) 1:1 Device Program Report
Draft Consent Agenda
Saltonstall School 7th and 8th Grade Field Trip Request
Policy in the 5000-Policy series
Policy 3409 Revolving Fund

Summer Workshops

- 22 different [summer workshops](#) were offered, some repeated multiple times.
- Sessions were designed to support district priorities.
 - Meeting needs of diverse learners
 - Early literacy
 - Rigorous content
 - Safe and supportive schools
 - Digital learning
- Participants received stipends and professional development points (PDPs) for all sessions.
- 370 educators participated.
- All participants responded to online survey to provide feedback about quality and relevance of sessions.



New Teacher Institute—August 21-22 & 28-29

- We hosted a [4-day institute](#) supported by \$150,000 grant from the Nellie Mae Foundation.
- All new hires, second year teachers, and fellows attended—100 participants in all!
- Partnered with the New Teacher Project (TNTP) to [develop content](#) for the Institute:
 - Who are the students of Salem Public Schools?
 - Knowing Your Students: Building a Learning Partnership with Students
 - Setting a Vision for Rigorous Instruction
 - 4 sessions on Accessible Instructional Practice
 - Preparing for a Strong Start—Day 1 Lesson Plan
- Recruited 6 Salem Public School teacher leaders to be facilitators.
- Headlines—
 - Participants explored the district’s [Instructional Vision](#) and then participated in a model lesson to see components of the vision in action.
 - Each participant received a journal and opportunities for quiet written reflection were woven throughout the Institute.
 - We hosted a luncheon where new hires enjoyed a meal and conversation with their principal and other members of their school-leadership team.
 - The cohort of participants bonded, the district demonstrated a commitment to their personal and professional success.



Opening Day Conference—August 28

- Teachers self-selected workshops from a menu of over [30 offerings](#).
- Teachers registered using an online scheduling application called *Sched*.
- All workshops, except for one, were facilitated by Salem Public School teachers and leaders.
- An online survey was offered for feedback. There were 345 respondents and feedback was overwhelmingly positive:
 - “Well presented. Will help me day-to-day.”
 - “Excellent information, relevant, and current.”
 - “The presenters were very knowledgeable and helpful. Very well presented.”
 - “A nice mix of background information, interactive activities, and specific classroom strategies.”



Leadership & Operations Institutes

Leadership Institute—August 7-8

- Goals:
 - Build relationships across new and veteran members of the team
 - Establish clear goals for the leadership team that are anchored in a vision for equity and access for all students
 - Norm around instructional practices that provide access to content, rigor, etc.
 - Begin to assess where your school is with implementing these practices and plan for building teacher capacity
- Content:
 - Multiple teambuilding activities
 - Immersion in 4 priority instructional practices
 - *Creating a Welcoming Learning Environment*
 - *Comprehensible Input*
 - *Meaningful Interactions*
 - *Adapting Text*
 - Asset Mapping—Community Walking Tour
 - Review of structures to support and monitor implementation of priority instructional practices



Operations Institute—August 23

- Goals:
 - Coordinate operational supports and information sharing to support opening of school
 - Provide operational leaders and school leaders an opportunity to get to know one another, discuss priority issues and concerns, and review dates, policies, and procedures that are important for each team
- Content:
 - “Round robin” exchanges—principals and assistant principals rotated through tables hosted by operational leaders.
 - Operational functions highlighted at the Operations Institute—payroll, human capital, budget & finance, technology, food & nutrition, pupil personnel services, transportation, English language learning and bilingual education, curriculum, instruction & assessment, Office of Equity & Engagement, Parent Information Center.



Summer PD Hosted by Individual Schools

- CMS—***New Teacher Orientation***—One-day orientation for new hires to introduce them to the school schedule, instructional expectations, student supports, and school culture program.
- Saltonstall—***Responsive Classroom***—Full-day training for all staff in Responsive Classroom, the school’s social-emotional curriculum.
- Carlton—***Instructional PD***—Workshops offered by Carlton teacher leaders in literacy and math specifically focusing on school expectations and supports.
- NLIS—***Student Supports***—Professional development with 1647 focusing on processes and approaches for conducting effective home visits.



To: Salem School Committee
From: Margarita Ruiz, Superintendent
Re: Enrollment snapshot as of 9/4/18
Date: September 4, 2018

Enrollment Snapshot as of September 4, 2018

Introduction

The attached enrollment information is a “snapshot” of the enrollment data as we had it at the close of business today on September 4, 2018. The enrollment levels shown on this report are considered estimated numbers since at this point, we do not consider this to be the final enrollment levels for the district for the following reasons:

-This data includes students that will be “no shows” when we open school. Often families move out or decide to leave the district to a private or charter school or due to relocation and do not inform us of their decision before school starts. We then end up withdrawing these students after the school gets underway.

-This data may also include students with duplicative records in the system. We are in the process of cleaning up this information. However, we are submitting the data as we have it for you review.

We decided to release this information to the Committee knowing that there will still be a great deal of change in the data. This is what always happens every year in our district. We have traditionally presented the enrollment data to the Committee after the October 1st certification of the data with DESE. We are releasing this preliminary report to you now but will provide the Committee with a report as planned in October once the data is certified with DESE.

Understanding the Report

The snapshot report is organized by each K-8 school, followed by the high school enrollment and the aggregate enrollment K-12.

For each K-8 school, on the first line on the chart, you will see the general education enrollment by homeroom and grade level. On the second line you will find the number of homerooms that the school has for each grade level. To figure out the average class sizes we divided the number of general education students in each grade by the number of homerooms. The number in purple is the average class size. On the right-hand side of each school entry we totaled the number of students in general education. At the bottom of each school in green font, we show the number of students who are in substantially separate classrooms and the number of new transfers to the school which include entering K, transfers and newly registered students. Then to the right bottom section of each school you will find the total enrollment so far for each K-8 school.

On the last page you will see the high school enrollment levels and the aggregate enrollment for the district. The section that has PreK enrollment is related to the enrollment at ECC and the Out Placed section reflects the number of students who are currently in out of district special education placements. This is followed by the total estimated enrollment for the district.

Please let me know if you have any questions or if you would like to discuss with me before the meeting on Thursday. I will be spending most of my day tomorrow and Thursday at schools but will return to the office in the afternoon and can follow up with any questions that you may have. Thanks.

ENROLLMENT SNAPSHOT - ESTIMATED ON 9/4/18

BATES	ESTIMATED ENROLLMENT -- 9/4/18	KF	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	TOTAL	
	General Ed Enrollment by Homeroom	57	63	68	66	72	65				391	Gen Ed Students
	Total # of Gen Ed Homerooms	3	3	3	3	3	3					

Estimated Avg Class Size (= # Gen Ed Students/# Gen Ed Homerooms) 19 21 23 22 24 22

*Bates also has 16 students in substantially separate classrooms. The estimated total enrollment for the school is 407
Of the 407 students expected, 103 are new to the school, representing entering K, transfers, and newly registered students*

407	All Students
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CARLTON	ESTIMATED ENROLLMENT -- 9/4/18	KF	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	TOTAL	
	General Ed Enrollment by Homeroom	42	46	42	31	44	45				250	Gen Ed Students
	Total # of Gen Ed Homerooms	2	2	2	2	2	2					

Estimated Avg Class Size (= # Gen Ed Students/# Gen Ed Homerooms) 21 23 21 16 22 23

*Carlton also has 26 students in substantially separate classrooms. The estimated total enrollment for the school is 276
Of the 276 students expected, 57 are new to the school, representing entering K, transfers, and newly registered students*

276	All Students
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HMLS	ESTIMATED ENROLLMENT -- 9/4/18	KF	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	TOTAL	
	General Ed Enrollment by Homeroom	55	42	50	44	47	64				302	Gen Ed Students
	Total # of Gen Ed Homerooms	3	2	3	2	2	3					

Estimated Avg Class Size (= # Gen Ed Students/# Gen Ed Homerooms) 18 21 17 22 24 21

*HMLS has no students in substantially separate classrooms. The estimated total enrollment for the school is 302
Of the 302 students expected, 82 are new to the school, representing entering K, transfers, and newly registered students*

302	All Students
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ENROLLMENT SNAPSHOT - ESTIMATED ON 9/4/18

WHES	ESTIMATED ENROLLMENT -- 9/4/18	KF	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	TOTAL	
	General Ed Enrollment by Homeroom	86	97	102	96	90	91				562	Gen Ed Students
	Total # of Gen Ed Homerooms	4	4	4	4	3	3					
	Total # of Integrated Classrooms	1	1	1	1	1	1					

*Estimated Avg Class Size (= # Gen Ed Students/# Gen Ed Homerooms)** 18 21 22 20 25 25

**Does not include integrated classrooms (capped at 15 ea)*

*WHES also has 13 students in substantially separate classrooms. The estimated total enrollment for the school is 575
Of the 575 students expected, 170 are new to the school, representing entering K, transfers, and newly registered students*

575	All Students
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SALTS	ESTIMATED ENROLLMENT -- 9/4/18	KF	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	TOTAL	
	General Ed Enrollment by Homeroom	42	44	48	45	44	49	42	37	43	394	Gen Ed Students
	Total # of Gen Ed Homerooms	2	2	2	2	2	2	2	2	2		

Estimated Avg Class Size (= # Gen Ed Students/# Gen Ed Homerooms) 21 22 24 22 23 20

*Saltonstall also has 26 students in substantially separate classrooms. The estimated total enrollment for the school is 420
Of the 420 students expected, 77 are new to the school, representing entering K, transfers, and newly registered students*

420	All Students
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CMS	ESTIMATED ENROLLMENT -- 9/4/18	KF	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	TOTAL	
	General Ed Enrollment by Homeroom							229	220	234	683	Gen Ed Students
	Total # of Gen Ed Homerooms							11	10	11		

Estimated Avg Class Size (= # Gen Ed Students/# Gen Ed Homerooms) 21 22 21

*CMS also has 26 students in substantially separate classrooms. The estimated total enrollment for the school is 709
Of the 709 students expected, 319 are new to the school, representing entering 6th, transfers, and newly registered students*

709	All Students
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ENROLLMENT SNAPSHOT - ESTIMATED ON 9/4/18

ESTIMATED Total 9-12 Enrollment	Gr8	Gr9	Gr10	Gr11	Gr12	SP	TOTAL
NLIS		7	17	7	12	2	45
Salem Prep	0	2	3	5	5		15
SHS		237	268	225	229	4	963

ESTIMATED Total HS Enrollment	0	246	288	237	246	6	1023
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ESTIMATED Total Enrollment K-12	3712
PreK Enrollment	98
Out Placed	79

ESTIMATED Total SPS Enrollment	3889
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ENROLLMENT SNAPSHOT — AS OF 9/6/18

BATES	ENROLLMENT -- 9/6/18	KF	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	TOTAL	
	Student Enrollment by Grade	58	63	71	70	73	69				404	All Students
	Total # of Gen Ed Homerooms	3	3	3	3	3	3					
	<i># of Students in Substantially Separate Classrooms</i>	0	0	4	6	2	4					<i>16 Sub Separate Students</i>

Bates also has 16 students in substantially separate classrooms. The total enrollment for the school as of 9/6/18 is 404. Of the 404 students enrolled, 103 are new to the school, representing entering K, transfers, and newly registered students.

Class Size by Homeroom	KF	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	404	All Students
Homeroom #1	21	23	23	22	24	22					
Homeroom #2	19	20	23	22	24	22					
Homeroom #3	18	20	21	20	23	21					
Substantially Separate Homerooms	0	0	4	6	2	4					
TOTAL	58	63	71	70	73	69	404				

Consecutive Absences for 9/5 & 9/6 by HR	KF	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	16	Potential "no shows"
Homeroom #1		2	1	1	3						
Homeroom #2		1	1	1							
Homeroom #3		2			2	1					
Substantially Separate Homerooms				1							
TOTAL	0	5	2	3	5	1	0	0	0	16	Potential "no shows"

ENROLLMENT SNAPSHOT — AS OF 9/6/18

CARLTON	ENROLLMENT -- 9/6/18	KF	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	TOTAL	
	Student Enrollment by Grade	45	51	45	36	50	49				276	All Students
	Total # of Gen Ed Homerooms	2	2	2	2	2	2					
	<i># of Students in Substantially Separate Classrooms</i>	<i>3</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>5</i>	<i>5</i>					<i>25 Sub Separate Students</i>

*Carlton also has 25 students in substantially separate classrooms. The total enrollment for the school as of 9/6/18 is 276
Of the 276 students enrolled, 57 are new to the school, representing entering K, transfers, and newly registered students*

Class Size by Homeroom	KF	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	276	All Students
Homeroom #1	21	24	21	16	23	22					
Homeroom #2	21	24	20	15	22	22					
Substantially Separate Homerooms	3	3	4	5	5	5					
TOTAL	45	51	45	36	50	49	276				

Consecutive Absences for 9/5 & 9/6 by HR	KF	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	6	Potential "no shows"
Homeroom #1		1	1		2						
Homeroom #2			1		1						
Substantially Separate Homerooms											
TOTAL	0	1	2	0	3	0	0	0	0	6	Potential "no shows"

ENROLLMENT SNAPSHOT — AS OF 9/6/18

HMLS	ENROLLMENT -- 9/6/18	KF	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	TOTAL	
	Student Enrollment by Grade	56	41	50	41	46	66				300	All Students
	Total # of Gen Ed Homerooms	3	2	3	2	2	3					

of Students in Substantially Separate Classrooms 0 0 0 0 0 0

0 Sub Separate Students

*HMLS has no students in substantially separate classrooms. The total enrollment for the school as of 9/6/18 is 300
Of the 300 students enrolled, 82 are new to the school, representing entering K, transfers, and newly registered students*

Class Size by Homeroom	KF	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	TOTAL	
Homeroom #1	19	22	18	22	24	22					
Homeroom #2	19	19	17	19	22	22					
Homeroom #3	18		15			22					
TOTAL	56	41	50	41	46	66	300				

Consecutive Absences for 9/5 & 9/6 by HR	KF	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	TOTAL	
Homeroom #1		2	2		2	1					
Homeroom #2		2	1		1	2					
Homeroom #3											
TOTAL	0	4	3	0	3	3	0	0	0	13	<i>Potential "no shows"</i>

ENROLLMENT SNAPSHOT — AS OF 9/6/18

WHES	ENROLLMENT -- 9/6/18	KF	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	TOTAL	
	Student Enrollment by Grade	87	99	106	98	93	91				574	All Students
	Total # of Gen Ed Homerooms	4	4	4	4	3	3					
	Total # of Integrated or Smaller Classrooms	1	1	1	1	1	1					
	<i># of Students in Substantially Separate Classrooms</i>	0	4	5	0	3	1					<i>13 Sub Separate Students</i>

WHES's 13 substantially separate students are scheduled within General Ed homerooms. The total enrollment as of 9/6/18 for the school is 574. Of the 574 students expected, 170 are new to the school, representing entering K, transfers, and newly registered students.

Class Size by Homeroom							
Homeroom #1	19	22	22	22	26	24	
Homeroom #2	19	21	22	21	26	24	
Homeroom #3	19	21	22	20	24	22	
Homeroom #4	17	20	22	19	17	21	
Homeroom #5	13	15	18	16			
TOTAL	87	99	106	98	93	91	574

574	All Students
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Consecutive Absences for 9/5 & 9/6 by HR	KF	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	
Homeroom #1		2	2	2	2	1				
Homeroom #2		2	2		2					
Homeroom #3		1								
Homeroom #4			1	2	1					
Homeroom #5			1							
TOTAL	0	5	6	4	5	1	0	0	0	21 <i>Potential "no shows"</i>

ENROLLMENT SNAPSHOT — AS OF 9/6/18

SALTS	ENROLLMENT -- 9/6/18	KF	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	TOTAL	
	School Enrollment by Grade	42	41	48	46	51	55	42	41	50	416	All Students
	Total # of Gen Ed Homerooms	2	2	2	2	2	2	2	2	2		
	<i># of Students in Substantially Separate Classrooms</i>	0	0	0	8		8		10			26 <i>Sub Separate Students</i>

*Saltonstall's 26 substantially separate students are scheduled within general ed homerooms. The total enrollment for the school as of 9/6/18 is 416
Of the 416 students enrolled, 77 are new to the school, representing entering K, transfers, and newly registered students*

Class Size by Homeroom (HR)	KF	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	TOTAL	All Students
Homeroom #1	21	23	24	27		27		26			
Homeroom #2	21	18	24	24		24		23			
Homeroom #3				23		24		21			
Homeroom #4				23		22		21			
TOTAL	42	41	48	97		97		91		416	

Consecutive Absences for 9/5 & 9/6 by HR	KF	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	TOTAL	Potential "no shows"
Homeroom #1		1	3			1					
Homeroom #2			1	1		1					
Homeroom #3								2			
Homeroom #4								2			
TOTAL	0	1	4	1		2		4		12	<i>Potential "no shows"</i>

ENROLLMENT SNAPSHOT — AS OF 9/6/18

CMS	ENROLLMENT -- 9/6/18	KF	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	TOTAL	
	Student Enrollment by Grade							235	231	236	702	All Students
	Total # of Gen Ed Homerooms							11	10	10		
	<i># of Students in Substantially Separate Classrooms</i>							8	10	8		26 Sub Separate Students

*CMS has 26 students in substantially separate classrooms. The total enrollment for the school as of 9/6 is 702
Of the 702 students enrolled, 319 are new to the school, representing entering 6th, transfers, and newly registered students*

Class Size by Homeroom (as of 9/6/18)	KF	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	702	All Students
Homeroom #1							23	28	25		
Homeroom #2							23	26	25		
Homeroom #3							23	25	25		
Homeroom #4							23	23	25		
Homeroom #5							22	22	23		
Homeroom #6							22	22	23		
Homeroom #7							21	22	23		
Homeroom #8							20	22	23		
Homeroom #9							20	22	22		
Homeroom #10							19	19	22		
Homeroom #11							19				
TOTAL							235	231	236	702	

Consecutive Absences for 9/5 & 9/6 by HR	KF	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	28	Potential "no shows"
Homeroom #1							4	1	2		
Homeroom #2							1		1		
Homeroom #3							2	1	1		
Homeroom #4								1			
Homeroom #5								2			
Homeroom #6								2			
Homeroom #7								1			
Homeroom #8							2				
Homeroom #9							2		1		
Homeroom #10							1				
Homeroom #11								3			
TOTAL							12	11	5	28	Potential "no shows"

All #s are preliminary and subject to change as students move and/or transfer in or out

ENROLLMENT SNAPSHOT — AS OF 9/6/18

Summary of District-Wide Enrollment

Grade 9-12 Enrollment -- 9/6/18	Gr8	Gr9	Gr10	Gr11	Gr12	SP	TOTAL
NLIS		6	18	7	12	2	45
Salem Prep	2	4	5	6	2		17
SHS		233	269	223	226	6	957
Total HS Enrollment	0	243	292	236	240	8	1019

Total K-8 Enrollment	2672
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Total Enrollment K-12	3691
PreK Enrollment (ECC)	95
Out Placed	78

ESTIMATED Total SPS K-12 Enrollment	3864	<i>NOTE: does not include BACS</i>
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Total of BACS Enrollment as of 9/6/18	340
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4204 *Total Enrollment including BACS as of 9/6/18*

Controlled Choice Student Assignment Policy Schools		2017-18 % EcoDis (Oct 1)	2018-19 Estimated % EcoDis (as of 9/4/18)
	Bates	47.7%	53.1%
	Carlton	45.6%	51.9%
	HMLS	52.2%	54.7%
	WHES	40.0%	49.2%
	Saltonstall	39.0%	48.5%
Other Schools	ECC	46.2%	29.6%
	BACS	66.9%	73.3%
	CMS	49.4%	59.3%
	SHS	46.1%	56.4%
	NLIS	73.3%	79.9%
	Salem Prep	73.1%	71.1%
	District	48.90%	55.5%

*2018-19 data estimated based on last year' % EcoDis data and self-reported household income for incoming students
Final % EcoDis data will be certified by the state by December 2018*

Consent Agenda

At every meeting, at least a few items come to the agenda that do not need any discussion or debate either because they are routine procedures or are likely unanimous consent. A consent agenda allows the committee to approve all these items together without discussion or individual motions.

Typical consent agenda items are routine, procedural decisions, and decisions that are likely to be noncontroversial. Examples include:

Approval of the minutes;

Final approval of proposals, policies, or reports that the committee has been dealing with for some time and all members are familiar with the implications;

Routine matters such as appointments to committees;

Staff appointments requiring committee confirmation;

Reports provided for information only;

Correspondence requiring no action.

A consent agenda can only work if the reports, and other matters for the meeting agenda are known in advance and distributed with agenda package in sufficient time to be read by all members prior to the meeting. A typical procedure is as follows:

When preparing the meeting agenda, the chairperson determines whether an item belongs on the consent agenda and prepares a numbered list of the consent items as part of, or as an attachment to the meeting agenda.

The list and supporting documents are included in the committee's agenda package in sufficient time to be read by all members prior to the meeting.

At the beginning of the meeting, the chair asks members what items they wish to be removed from the consent agenda and discussed individually.

If any member requests that an item be removed from the consent agenda, it must be removed.

Once it has been removed, the chair can decide whether to take up the matter immediately or place it later on the regular meeting agenda.

When there are no more items to be removed, the chair calls for a motion to approve the consent agenda and a vote is taken.

When preparing the minutes, the Secretary includes the full text of the resolutions, reports or recommendations that were adopted as part of the consent agenda.

In order to start using a consent agenda, the board should first adopt a motion allowing for the consent agenda process.

One recommended motion is as follows: " Move that a consent agenda be presented by the Chair at the beginning of meetings. Items may be removed from the consent agenda on the request of any one member. Items not removed are to be adopted by majority vote of a motion to adopt the consent agenda. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda by the Chair or by motion of the Committee."

(No subject)



Beth Forrestal <bethforrestal@gmail.com>

Fri 8/3, 9:50 AM

aalayon@salem.com



Reply all | ▾

Inbox

You forwarded this message on 9/4/2018 6:43 AM

Good Morning Ms. Alayon,

I had been emailing Amanda Campbell regarding using the Carlton School parking lot in October (see the text below). She suggested that I send the request through you for School Committee approval. Please let me know what further details you will need.

I am a Carlton parent and founding member of The Clothing Connection, a 501(c)(3) organization providing brand new clothing and other basic needs to children in Salem's public schools. We started at the Carlton School in 2016 and are currently in 3 schools, Carlton, Bates, and Saltonstall and serve nearly 50 school children.

We would like to use the Carlton School lot the 2 weekends prior to Halloween 2018 (October 20, 21, 27 and 28) and charge cars for Halloween parking. We know The Bentley Academy uses their lot for the same purpose.

We have already cleared this with Principal Jellison and would like to count on this as a fundraiser for The Clothing Connection. Please let me know how to proceed.

Thank you in advance for your help.

Regards,

Beth Forrestal

Memo:

To: Salem School Committee

From: Kristin Shaver

Date: September 6, 2018

Re: FY19 Budget Transfer Request 1

The Curriculum, Instruction & Assessment Department requests the following transfer to align funds with the correct account. Endicott College will be providing math tutors for the district.

Account Description/Use	Account Number	Amount From	Amount To
Tutors	13570640-5125	\$15,059	
Stipends	13570620-5150	22,000	
Contract Services	13570141-5320		\$37,059

I recommend approval of the transfer.



Memo:

To: Salem School Committee

From: Kristin Shaver

Date: September 6, 2018

Re: FY19 Budget Transfer Request 2

The Business Office requests the following transfer to align funds with the correct account.

Account Description/Use	Account Number	Amount From	Amount To
Personnel - Paraprofessionals	13570820-5163	\$20,901	
Personnel - Tutors	13570840-5114	41,861	
Personnel - Family Engagement	13570820-5119		\$62,762
Personnel - Tutors	13700220-5114	\$41,507	
Personnel – Family Engagement	13570220-5119		\$41,507

I recommend approval of the transfer.

