



School Committee Meeting Materials

Regular School Committee Meeting

June 19, 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.”

June 15, 2017

REGULAR SCHOOL COMMITTEE MEETING

Notice is hereby given that the Salem School Committee will hold a Regular School Committee meeting on Monday, June 19, 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.

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 June 5, 2017
- IV. Questions and Comments from the Audience
- V. Superintendent’s Report – Margarita Ruiz
- VI. Presentation and Reports

Mayor to Present City Seals to Retiring Staff Members
- VII. Action Items
 - a. Deliberation and Vote on the Approval of Recommendation to Appoint Dr. Brendan Walsh as the School Committee Delegate to the 2017 MA Association of School Committees (MASC) Conference
 - b. Deliberation and Vote on the Recommendation to Have All Schools Participate in the Community Eligibility Program for Free Lunch in FY18
 - c. Deliberation and Vote on the STU Request to Decrease Beth Kontos’ Teaching Load from .5FTE to .4FTE for the Remainder of Her Term as Union President

- d. Deliberation and Vote on the Superintendent's Recommendation to Increase the Stipends for the Teacher-Led Professional Development Workshops
- e. Deliberation and Vote to Approve the Superintendent's Recommendation to Develop a Memorandum of Agreement with the YMCA to Operate the Teen Parent/SPS Child Care Program at Salem High School
- f. Deliberation and Vote on Annual Salary Increases for Non-Union Senior Management Team Members
- g. Deliberation and Vote on the Approval of the Regular School Committee Schedule for July 1, 2017 – June 30, 2018

VIII. Finance Report

- a. Approval of Warrants
June 15, 2017 in the amount of \$196,627.49
June 22, 2017 in the amount of \$313,278.16
- b. Budget Transfers

IX. Subcommittee Reports

Policy Subcommittee

- a. Deliberation and Vote on Policy 6406 Voting Method – Tabled from 6/5/17
- b. Deliberation and Vote on the First Reading of the Recommendation of the Policy Subcommittee on the Revisions to the Following Policies in the 3000-Policy Series:
 - 3102 Financial Reports and Statement
 - 3104 Fiscal Year/Budget Deadlines and Schedules
 - 3201 Funding Proposals and Applications
 - 3203 Gate Receipts and Admissions
 - 3301 Accounting and Reporting
 - 3302 Audits
 - 3303 Procedures for Handling Cash Receipts
 - 3304 Revolving Accounts
 - 3402 Payment Procedures
 - 3406 Expense Reimbursements
 - 3407 Sales Calls and Demonstrations
- c. Deliberation and Vote on the First Reading of the Recommendation of the Policy Subcommittee on the Creation of the Salem Public Schools Recyclable Material Policy

*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

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, June 5, 2017

A regular meeting of the Salem School Committee was held on Monday, June 5, 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, Ms. Mary Manning, Mr. Patrick Schultz, Ms. Kristine Wilson, and Ms. Deborah Amaral

Members Absent: Dr. Brendan R. Walsh, Mr. James Fleming

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

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

Approval of Minutes

Mr. Schultz moved to approve the Minutes of the May 15, 2017 regular School Committee meeting. Ms. Amaral seconded the motion. The motion carried.

Mr. Schultz moved to approve the Minutes of the May 15, 2017 Committee of the Whole (COW) meeting. Ms. Wilson seconded the motion. The motion carried.

Questions and Comments From the Audience

Lisa Hanson Damato, of 53 Hawthorne Street, briefly shared her support of the Saltonstall School calendar as it is presented, her support of its intercession break (which lies in October or November). She hopes that the intercession break would stay, as it is a really great time in the academic year for a break. She said that the novelty of the year has worn off, students and teachers are feeling tired, and it is a good time to take a little pause.

Superintendent Report – Margarita Ruiz

Ms. Ruiz thanked Salem High and Salem Prep Schools for inviting her to be a part of their Senior Graduation Celebration. There is another Senior Celebration at the New Liberty Innovation School. Each School Committee member had a copy. The ceremony will be held on June 22nd, 2017 at Ames Hall at the YMCA. Ms. Ruiz thanked the 11 scholars from the Bowditch School who were inducted into the National Junior Honor Society this past Friday. The Superintendent announced and officially welcomed Leanne Smith, as the new Principal of Witchcraft Heights effective July 1st, 2017.

Ms. Ruiz said she would be providing School Committee members and the public with updates on the progress of the goal outlines in the district's strategic plans that the School Committee recently approved in May. They are working to finalize the outcomes this week. In relation to strengthening family and community engagement, Ms. Ruiz informed the School Committee that the district, in partnership with the Salem YMCA, secured a Pre-Planning Grant from the Department of Early Education and Care (EEC) which is the first step in the journey to universal Pre-K in Salem. Ms. Ruiz also reported that a team of educators who attended and presented at the MA Association for Teaching Second Language Instruction (MATSLI) received a high level of recognition and positive feedback for their presentation and ongoing work supporting English Language Learners in Salem.

Presentations and Reports

Update on Teacher Leader Fellows Program Through Salem State University

Kate Carbone provided members with supplemental materials regarding a new Teacher Leader Fellows program the district is launching in partnership with Salem State University. Ms. Carbone walked members through the presentation, which talked of Lever for Change, Goals, Current PD Modules and Feedback, Adjusting the PD Model, Teacher Leader Cadre, and Teacher Leadership Re-Envisioned.

Update on Teacher-led Professional Development for 2017-18

Kate Carbone also shared an update on the district's new approach to professional development for the upcoming school year. In response to teachers' requests to learn from each other, this year, the district will organize a series of teacher-led professional development, allowing interested teachers to offer workshops on topics of their choosing. Teachers will be compensated for the sessions. Ms. Carbone walked members through the presentation, which talked of Lever for Change, Goals, Current PD Modules and Feedback, Adjusting the PD Model, Teacher Leader Cadre, and Teacher Leadership Re-Envisioned.

Discussion

Mr. Schultz asked about the application timeline. Ms. Carbone said they posted two weeks ago and the deadline is June 9th 2017. Mr. Schultz asked how teachers evaluate the presenters. Ms. Carbone said they evaluate in the same way they do with all the Professional Development and elaborated that process in detail. She thinks they are well positioned to launch this for next year and already have 13 proposals. Mayor Driscoll asked about teacher compensation. Ms. Carbone said that the compensation is \$300 for each mini course planning. Mr. Schultz asked if that was per person or per course. It would be per person if they have multiple presenters. Mr. Schultz asked if that is essentially a 9-hour course that teachers have to create. Ms. Carbone said it was. Teachers would be provided with lunch and travel time back to the school and finish their full Professional Development day back at their school. Mayor Driscoll asked how many teachers are needed for the course. Ms. Carbone said they are thinking between 20 and 25. As of now, they have 13 that are viable. Mayor Driscoll said she

would be open to discussion with School Committee members about whether it is worthwhile to consider enhancing the Professional Development stipend so that maybe they can use a one-time dominion funding, as this requires a lot of work. Ms. Carbone said they had not budgeted for it and are really stretched. Mayor Driscoll suggested if the Committee were willing to get a recommendation from Ms. Ruiz about how much additional funding would be necessary to have a larger Professional Development stipend. This may also help increase their interest. Ms. Manning said she would support that. Mayor Driscoll hoped to have a recommendation for this for the next meeting. Ms. Ruiz said she would put a recommendation together. Mr. Schultz shared concern on whether this was a requirement for all teachers, because there are teachers who are already very good at these things. Mayor Driscoll, Ms. Carbone, and Superintendent Ruiz agreed. Ms. Ruiz said that this is not the Teacher Leadership pathway; this is one of the many Teacher Leadership pathways that teachers can follow. This particular pathway is to build the capacity of teachers. She agreed with Mr. Schultz that they have many teachers that have already mastered this. They are not saying that this is the way they are going to create all the Teacher Leaders in the District. There are ample pathways for teachers to make a difference and really lead other colleagues. The professional development opportunity they are putting forth, in terms of the Professional Development model, is another pathway for developing that. Ms. Manning asked if there would still be opportunities for those who do not choose this Professional Development. She wanted to make sure that teachers are not chosen over others who have not taken these courses. Members continued with questions and further discussion on the topic.

Update on School Lunch for FY17-18

Kristin Shaver informed members that the update on School Lunch for FY17-18 is going to be extended to June 19th, 2017. They were not able to have their Subcommittee meeting today.

Update on FY17-18 Transportation Application Process

Kristin Shaver reported that applications would be released this week. They are hoping to receive completed applications from families as soon as possible, before the end of school in order to begin planning for next year.

Overview of Process and Timeline to Evaluate the District's Student Assignment Policy (SC Policy #5103)

Ms. Ruiz informed everyone that they are ending the fifth year implementation of School Committee Policy 5103, which governs the district's student assignment process. Based on the current policy, students are assigned to schools based on a balance of parental choice and other factors such as socioeconomic/income status, sibling preference, and proximity. The policy needs to be reviewed by the Committee, by November 2017, so that the process used for the 2018-19 Kindergarten assignments is clear. She asked Jill Conrad to provide an overview and some timeline and elicit questions from the committee to help chart a work plan towards that. Ms. Conrad walked members through the presentation that talked about Student Assignment Policy-Background, Evaluating Progress Toward Goals, and Proposed Timeline for Review.

The proposed timeline includes scheduling a Committee of the Whole (COW) sometime in late-June and then referring the matter to the Policy Subcommittee for deeper analysis. A community engagement process will be included. The matter would then be referred back to the Committee of the Whole in the fall so that the School Committee can vote on the updated policy by November.

Discussion before Presentations and Reports

Mayor Driscoll notified everyone that Children Family and Friends, which is now JRI, has informed them that due to the success of teenagers not being pregnant in High School, they do not have enough students to serve as part of the teen childcare program there. They had three teens. Two of them have graduated and one is left. As a result, they are looking to close down the program at the High School. They would still service teens in an alternative way. They have teachers and staff who have been utilizing the childcare program because there was availability. They are looking at staff members that have come to rely on some of the childcare services there. They are working with both JRI and the Salem YMCA to see if there are any opportunities to transfer some of that program to allow it to continue for some onsite staff or others as a childcare component. Mary Manning asked if they have a plan for the student that is still there or others who may need the program in the future. Mayor Driscoll said this was never their program, they only provided the space. It was not a city or school department program. They have said that they would continue to provide services to that student. Ms. Driscoll said they would have to follow up to see what those services are. Members discussed the topic further.

Action Item

Deliberation and Vote on the Approval of 2017-18 Calendar for the Saltonstall K-8 School

Ms. Amaral motioned to approve the 2017-18 Calendar for the Saltonstall K-8 School. Ms. Wilson seconded the motion. The motion carried.

Discussion and Vote on Annual Salary Increases for Non-Union Employees and Principals (not including district senior management)

Discussion

Mr. Schultz said the Finance Subcommittee met and discussed salary increases at 2.5% percent for non-union employees and some variable percentage raises for principals based on performance, cross district comps, etc. The subcommittee came to agreement. They also considered the District Senior Management salaries including the Administrative Assistant for Superintendent Ruiz. They came to a 2-1 agreement on that list. Mr. Fleming had asked they do not discuss and vote on those until he returns at the next School Committee meeting.

Mr. Schultz motioned to approve the Superintendent's recommendations of annual salary increases for non-union employees and principals (not including District Senior Management). Ms. Amaral seconded the motion. The motion carried.

Acceptance of a Donated Truck From the Boston Fire Department

Ms. Amaral motioned to accept a donated truck from the Boston Fire Department. Ms. Wilson seconded the motion. The motion carried.

Deliberation and Vote on the Approval of New Liberty Innovation School (NLIS) Overnight Camping Trip to Harold Parker State Park in Andover, MA on 6/15/2017

Mr. Schultz motioned to approve the New Liberty Innovation School (NLIS) Overnight Camping Trip to Harold Parker State Park in Andover, MA on 6/15/2017. Ms. Wilson seconded the motion. The Motion carried.

Deliberation and Vote on the Approval of the New Liberty Innovation School (NLIS) Field Trip to Canobie Lake Park on 6/28/2017

Discussion

Ms. Amaral recommended a review of that policy in the near future.

Ms. Wilson motioned to approve the New Liberty Innovation School (NLIS) Field Trip to Canobie Lake Park on 6/28/2017. Mr. Schultz seconded the motion. The Motion carried.

Finance Report

a. Approval of Warrants

- April 6, 2017 in the amount of \$365,027.66
- May 18, 2017 in the amount of \$254,315.14
- May 25, 2017 in the amount of \$224,137.41
- June 1, 2017 in the amount of \$544,857.85
- June 8, 2018 in the amount of \$576,543.44

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

b. Budget Transfer Requests FY17-24, FY17-25, FY17-26, FY17-27

Budget Transfer Requests

Business Administrator, Kristin Shaver explained they are requesting transfers to align the budget with intended expenses on the following accounts:

From Account	Account Number	Amount From	Amount To
New Liberty Innovation School			
Instructional Supplies	13571621-5514	\$1,648.00	
Contracted Services	13571621-5320		\$1,648.00

Ms. Amaral moved to approve the New Liberty Innovation School requested transfer from Instructional Supplies to Contracted Services to align the budget with the intended expense. Ms. Manning seconded the motion. The motion was approved.

The 2nd is the Salem High School request of the following transfers to align the budget with the intended expense:

From Account	Account Number	Amount From	Amount To
Salem High School			
Printing and Binding	13441021-5381	\$3,112.94	
Instructional Supplies	13571021-5514	\$1,241.85	
Testing	13441021-5307		\$4,354.79

Ms. Wilson moved to approve Salem High School budget transfer request of \$4,354.79 from Printing and Binding and Instructional Supplies to Testing to align the budget with the intended expense. Mr. Schultz seconded the motion. The motion was approved.

The 3rd is the Buildings and Grounds Department request of the following transfers to align funds with the intended expense:

From Account	Account Number	Amount From	Amount To
Buildings and Grounds Department			
Oil Heat	13530121-5216	\$12,150.00	
Building Maintenance	13530121-5241	\$ 7,850.00	
Telephone	13530121-5341		\$20,000

Ms. Manning moved to approve the Buildings and Grounds Department budget transfer request of \$20,000 from Oil Heat and Building Maintenance to Telephone to align the budget with the intended expense. Ms. Wilson seconded the motion. The motion was approved.

The 4th is the Carlton Innovation School request of the following transfers to align funds with the intended expense:

From Account	Account Number	Amount From	Amount To
Carlton Innovation School			
Contract Service	13570421-5320	\$ 60.00	
Office Supplies	13570421-5421	\$ 78.68	
Textbooks	13570421-5511	\$1,468.96	
Books – Library	13570421-5512	\$ 79.68	
Equipment	13570421-5860	\$1,003.18	
Instructional Supplies	13570421-5514		\$2,690.50

Ms. Amaral moved to approve the Carlton Innovation School budget transfer request of \$2,690.50 from Contract Service, Office Supplies, Textbooks, Books-Library, Equipment, and Instructional Supplies to Instructional Supplies to align funds with the intended expense. Ms. Wilson seconded the motion. The motion was approved.

Memo:

To: Salem School Committee

From: Kristin Shaver

Date: June 19, 2017

Re: FY17 Budget Transfer Request 28

The Business office requests the following transfer to align the budget with the needed expense:

Account Description/Use	Account Number	Amount From	Amount To
Athletic Equipment	13451021 5246	5,696.32	
Rental and Lease	13451021 5270	1,984.12	
Rental and Lease	13451021 5270	3,865.08	
Contracted Services	13490141 5320	2,416.00	
Books - Library	13570521 5512	2,500.00	
Instructional Supplies	13570521 5514	6,107.20	
Contracted Services	13570621 5320	300.00	
Textbooks	13570621 5511	178.65	
Instructional Supplies	13570621 5514	617.97	
Contracted Services	13570721 5320	3,277.00	
Instructional Supplies	13571021 5514	6,204.24	
Medical Contractual	13640161 5302	42,710.82	
Education Evaluation	13640161 5313	4,850.15	
Contracted Services	13640161 5320	37,935.83	
Tuition	13640161 5324	44,577.78	
Computer Software	13640161 5519	312.18	
Equipment	13640161 5860	1,198.56	
Tuition	13990161 5324	14,000.00	
Vehicle Repair & Maintenance	13640181 5244	565.44	
Legal Services	13252030 5303	5,000.00	
Pupil Transportation	13570141 5333		5,000.00
Office Supplies	13252030 5421		31,890.86
Special Education Transportation	13640181 5332		147,406.48

I recommend approval of the transfer.



Subcommittee Reports

Policy Subcommittee

Deliberation and Vote on Policy 6406 Voting Method – Tabled from 5/15/17

Discussion

Ms. Amaral said that School Committee members met earlier today and discussed Policy 6406 Voting Method. The policy remains tabled. Other policies will also be presented at the next School Committee meeting.

School Committee Concerns and Resolutions

Mr. Schultz invited all members of the Central Office and School Committee to the Salem Award Foundation's 25th Anniversary on June 11, 2017 from 12 to 3pm at the Witch Trials Memorable. They will have music, speakers, and food. The full name of the Award Foundation is the Salem Award Foundation for Human Rights and Social Justice.

Questions and Comments from the Audience

Lisa Hanson Damato, 53 Hawthorne Street, spoke briefly about the assignment policy. She underscored the extensive amount of anxiety surrounding this policy issue in the community particularly for young new parents with three, four, and five year olds. People still do not understand the policy. She does not know if November is a fair time for families to learn about that. She asked they reflect on whether or not the month of November is fair if there is potential for a big change for the 2018-18 school year. She shared her concern about the date that calendars are released, as it does not provide sufficient time for summer planning. She asked they please look into that.

Adjournment

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

Respectfully submitted by:

Angelica Alayon, Secretary
Salem School Committee

Meeting Materials and Reports

- School Committee Agenda June 5, 2017
- Minutes of the May 15, 2017 Regular School Committee Meeting
- Minutes of the May 15, 2017 Committee Of the Whole (COW) Meeting
- Teacher Leadership Update to the Salem School Committee PowerPoint Presentation
- Future of the Student Assignment Policy (SC Policy 5103) Timeline for Review Presentation
- Student Assignment Policy
- Saltonstall FY17-18 School Calendar
- Images of Red Boston Fire Truck
- Transfer of Ownership of Fire Apparatus and Vehicle Agreement
- New Liberty Innovation School Overnight Camping Trip Proposal
- Appalachian Mountain Club – Youth Opportunities Program Confidential Health Questionnaire, Risk and Release Indemnity Agreement, and Photo Release Consent form
- New Liberty Innovation School Outing Confirmation With Canobie Lake Park
- Budget Transfer Requests FY17-24, FY17-25, FY17-26, FY17-27
- Policy 6406
- Invitation to the New Liberty Graduation School Graduation Class of 2017

**Staff Retiring from SPS
Summer 2017**

Employee Name	Position	School/Dept	DOH	Years of Service	Anticipated Retirement Date
Jane Pace	Teacher	Saltonstall	9/15/86	31	8/31/17
Luz Barreto-Longus	Guidance Counselor	Salem High	9/1/86	31	8/12/17
Anne LeBlanc	Teacher	Saltonstall	11/30/90	27	6/30/17
Eleanor King	Teacher	Bates	9/4/91	26	9/5/17
Elisa LaSota	Teacher	Horace Mann	11/18/96	21	6/30/17
Judy Johnson	Clerical	CMS	8/28/01	16	6/30/17
Paul Loud	Custodian	Saltonstall	11/19/02	15	7/31/17
Christine Morin	Teacher	Salem High	9/1/06	11	6/30/17
Ruthann Hatt	Nurse	Salem High	9/1/07	10	6/30/17
Mary Sueltenfuss	Teacher	Horace Mann	8/24/08	9	6/30/17
Susan Ellis	Teacher	Nathaniel Bowditch	8/24/08	9	1/31/17
Paula Dobrow	Dir. of Nursing	District Wide	7/19/11	6	6/30/17

To: Salem School Committee

From: Margarita Ruiz

Date: June 19, 2017

Re: Teen Parent Program/Salem High School Early Education Program

As you know, the Teen Parent Program that was run by Children's Friends and Family Services at Salem High School is scheduled to close as of June 30, 2017. The loss of this program represents a loss of daycare services for our students and staff and also the loss of placements for training for students in our Early Childhood and Care Vocational program at SHS. It is important that we continue to support and expand the daycare our students and staff, while at the same time we provide our students in the vocational program with an important training opportunity. The YMCA is committed to supporting us with our student and staff daycare needs and to growing the next crop of Early Childhood teachers in Salem.

The YMCA, through their Executive Director, Charity Lezama, is interested and able, to run an Early Education Program that includes infants, toddlers and preschoolers at Salem High, using the same space that will be vacated by the Teen Parent Program.

The YMCA Early Education Program at Salem High School would be in operation throughout the year from 7:00 AM to 6:00 PM. There will be slots secured for students at SPS who may need a daycare for their children. Early enrollment to the program will go out to SPS teachers/staff and city employees before marketing for the community. The program would start in the fall coinciding with the school year and staff schedule.

For the first year of the program, the YMCA will honor the current model of supporting teachers and not charging for vacations and summers. This model would be reevaluated in June of 2018 to ensure sustainability.

It is my strong recommendation that you consider and approve the Salem Public Schools to develop a Memorandum of Agreement with the YMCA for the use the Salem High School preschool facilities to run the YMCA Early Education Program. This program will benefit our students' daycare and training needs as well as the daycare needs of our teachers, staff and city employees, as well as of the Salem community.

Thank you.

**SALEM SCHOOL COMMITTEE REGULAR MEETING
SCHEDULE**

July 1, 2017 – June 30, 2018

Monday, July 17, 2017 – 7:00 p.m.

Monday, August 21, 2017 – 7:00 p.m.

Tuesday, September 5, 2017 – 7:00 p.m.

Monday, September 18, 2017 – 7:00 p.m.

Monday, October 2, 2017 – 7:00 p.m.

Monday, October 16, 2017– 7:00 p.m.

Monday, November 6, 2017 – 7:00 p.m.

Monday, November 20, 2017 – 7:00 p.m.

Monday, December 4, 2017 – 7:00 p.m.

Monday, December 18, 2017 – 7:00 p.m.

Tuesday, January 2, 2018 – 7:00 p.m.

Tuesday, January 16, 2018– 7:00 p.m.

Monday, February 5, 2018 – 7:00 p.m.

Monday, March 5, 2018 – 7:00 p.m.

Monday, March 19, 2018 – 7:00 p.m.

Monday, April 2, 2018 – 7:00 p.m.

Monday, May 7, 2018– 7:00 p.m.

Monday, May 21, 2018 – 7:00 p.m.

Monday, June 4, 2018 – 7:00 p.m.

Monday, June 18, 2018 – 7:00 p.m.

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](#)
- [Tabled May 1, 2017](#)
- [Tabled May 15, 2017](#)
- [Tabled June 5, 2017](#)

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Debbie Amaral 1/10/2017 3:28 PM

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Debbie Amaral 2/1/2017 11:13 AM

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Debbie Amaral 1/10/2017 3:21 PM

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Debbie Amaral 1/10/2017 3:06 PM

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Debbie Amaral 9/13/2016 10:26 PM

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DESCRIPTION	SECTION	
FISCAL MANAGEMENT &	3000	
NON-INSTRUCTIONAL OPERATIONS		
Budget	3100	
Budget Planning	3101	No changes
Financial Reports and Statements	3102	Language change
Budget Adoption Procedures	3103	No Change
Fiscal Year/Budget Deadlines and Schedules	3104	Minor change to say City of Salem
Income	3200	
Funding Proposals and Applications	3201	Language Change
Acceptance of Gifts, Grants and Requests	3202	Language changed to match 1301. 1301 Deleted (already through 3 readings)
Gate Receipts and Admissions	3203	Changed to reflect deposits of funds during the next business day.
Lease and Rental of School Facilities	3204	
Disposal of School Properties	3205	
Revenues from Tax Sources	3206	No changes
Accounts	3300	
Accounting and Reporting	3301	Change to say the superintendent is responsible for administration of the budget.
Audits	3302	Added language from the law and that findings would be shared with the school
Procedures for Handling Cash Receipts	3303	Changed from supervisor or building principal to school administrator
Revolving Accounts	3304	Eliminated cash management, added establishment of new accounts
Student Activities Fund Management	3304.01	
Fixed Asset Inventory	3305	
Bonded Employees and Officers	3306	No changes
Expenditures	3400	
Purchasing and Purchasing Authority	3401	No Changes
Payment Procedures	3402	Changes number of signatures on warrant approvals and makes the chair the School Committee's designee. Warrants still will be approved by vote of the School Committee.
Cooperative Purchasing	3403	
Payday Schedules	3404	delete because it is in contract
Depository of Funds/Authorized Signatures	3405	No change
Expense Reimbursements	3406	Added prior authorization
Sales Calls and Demonstrations	3407	Slight Language Change

FISCAL MANAGEMENT & NON-INSTRUCTIONAL OPERATIONS	3000
<u>BUDGET</u>	3100
FINANCIAL REPORTS AND STATEMENTS	3102

The superintendent or designee shall submit financial reports on a quarterly basis to the School Committee ~~providing for the following information: that includes:~~

~~A report providing the~~The budget balance in each appropriation account (non-salary and salary accounts) of the current school budget and any encumbrances against that budget account;

~~Provide any~~Any pertinent and relevant data and financial information to the committee; such as unexpected or emergency expenses, one time large expenditures, etc.;

~~A report that projects~~A projection of any budget account, which may exceed the appropriation.

In addition, ~~the Superintendent and the~~ Business Manager will submit ~~a monthly report of~~ item transfers within budget line item transfers ~~within the budget to the school committee for a vote.~~ Said report shall ~~The transfer requests will~~ indicate the original and new locations of the funds involved in ~~the~~said transfers and a written rationale for these transfers.

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It is the responsibility of the superintendent and the business administrator to advise the School Committee immediately to any circumstances that might cause a budget deficit.

~~Approved: 7/24/06~~

FISCAL MANAGEMENT AND NON-INSTRUCTIONAL OPERATIONS 3000

BUDGET 3100

FISCAL YEAR/BUDGET DEADLINES AND SCHEDULES 3104

In compliance with the law, the school system observes a fiscal year beginning July 1 and ending June 30, as must the city and all other governmental bodies in Massachusetts.

The School Committee shall hold a public hearing on its proposed budget not less than seven days after publication of a notice thereof in a newspaper having general circulation in ~~such city, town, or district~~ the City of Salem.

The submission of the school budget to the city will be in accordance with guidelines as established by the mayor and city ordinance.

| Approved: 9/12/05

FISCAL MANAGEMENT AND NON-INSTRUCTIONAL OPERATIONS 3000

INCOME 3200

FUNDING PROPOSALS AND APPLICATIONS 3201

The School Committee will encourage the administration to seek and secure all possible sources of state, federal, and other special funds that will enhance the educational opportunities for the children in its public schools.

The superintendent will ensure that appropriate communication channels are established to ensure that the district is ~~will be~~ kept informed of ~~all~~ possible funds available to the school system under the various state and federal programs, and in what manner these funds can best be used in the school system.

~~The superintendent~~ Appropriate school administrators will be responsible for seeking out and coordinating the development of proposals for all specially funded projects. The superintendent shall be the signatory on ~~and for all grant applications and be responsible for~~ submitting the proposals to the School Committee for approval when required by the Massachusetts Department of Elementary and Secondary Education.

The superintendent is authorized to sign all reports for these projects and will be responsible for the proper expenditure of funds received for such projects.

Legal Reference: MGL 44:53A

FISCAL MANAGEMENT AND NON-INSTRUCTIONAL OPERATIONS 3000

INCOME 3200

GATE RECEIPTS AND ADMISSIONS 3203

Admission receipts of school events shall be adequately controlled. The principal and/or the athletic director are responsible for the administration and supervision of all public school events for which an admission is charged.

The principal and/or the athletic director shall maintain adequate records of accounting data for subsequent review and analysis.

The superintendent requires ~~immediate~~ deposit of all funds within the next business day.

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Approved: 9/12/05

FISCAL MANAGEMENT AND NON-INSTRUCTIONAL OPERATIONS 3000

ACCOUNTS 3300

ACCOUNTING AND REPORTING 3301

The superintendent will be ~~ultimately responsible for all funds of the school system~~ responsible for administration of the budget.

The accounting system used will conform to state requirements and good accounting practices, providing for the appropriate separation of accounts, funds, and special moneys.

The School Committee will receive periodic financial statements from the superintendent or business manager, showing the financial condition of the school department. ~~Other~~ Such other financial statements as may be determined necessary by either the School Committee or the administration will be presented as found desirable.

Legal Reference: MGL 41:35

FISCAL MANAGEMENT AND NON-INSTRUCTIONAL OPERATIONS 3000

ACCOUNTS 3300

AUDITS 3302

The financial records of the City of Salem Public Schools shall be subject to an annual audit by a private accounting firm as a part of the annual city audit. The auditors shall examine the books and accounts of the School Committee and all original bills and vouchers on which money has been or may be paid from its treasury. They shall have free access to such books, accounts, bills and vouchers as often as once a month for the purpose of examination, and shall examine the same at least once in each year, and annually report in writing the result of their examinations.

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Comment [DA1]: This is in MGL 41:50

The management letter and any findings shall be shared with the School Committee.

Comment [DA2]: This is not part of the law.

Legal Reference: MGL 41:50

FISCAL MANAGEMENT AND NON-INSTRUCTIONAL OPERATIONS 3000

ACCOUNTS 3300

PROCEDURES FOR HANDLING CASH RECEIPTS 3303

When possible, receipts collected for school associated programs should be in check form. When cash is collected, it must be counted and turned over to the appropriate ~~supervisor or building principal~~administrator on the same day as collected.

Cash receipts or petty cash accumulation, which needs to be temporarily held in a school building, must be counted, recorded and placed in a locked area accessible only to the ~~supervisor or principal~~school administrator. Cash should be placed in a safe, if available. Cash will be brought to the city treasurer as soon after an event as possible.

See Administrative Guidelines

Approved: 9/12/05

FISCAL MANAGEMENT AND NON-INSTRUCTIONAL OPERATIONS 3000

ACCOUNTS 3300

REVOLVING ACCOUNTS 3304

The School Committee may approve the establishment of “revolving fund accounts” ~~se-~~
~~eaHed,~~ in conformance with the provisions of Massachusetts General Laws Chapter 71,
and as otherwise permitted by the General Laws of the Commonwealth of Massachusetts,
as amended.

Any additional revolving accounts must be approved by the School Committee.

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~~CASH IN SCHOOL BUILDINGS~~

~~All cash in any school buildings must be kept in a secure location, preferably a locked
safe, in the office of such building. It is inadvisable to allow moneys to remain overnight
in desks, file cabinets, or closets, even if locked. Large sums should be immediately
deposited for safekeeping.~~

Legal Reference: MGL 71:47

FISCAL MANAGEMENT & NON-INSTRUCTIONAL OPERATIONS	3000
<u>EXPENDITURES</u>	3400
PAYMENT PROCEDURES	3402

Warrants for payment of expenses shall be available to all School Committee members for perusal and signature on the day of School Committee meetings. The warrants will be available in the Salem School Department Business Office.

The ~~School Committee Chair, unless voted otherwise, will be the designee of the school committee to be the signature~~ signatures of four (4) members of the School Committee will be required to authorize payments. The Business Manager and Superintendent will, by signature, attest to the accuracy of said warrants before they are made available for the signatures of the designated School Committee members. The expense warrant amount (s) will be approved by the School Committee by vote and will be recorded in the minutes.

The School Department, upon approval by the School Committee, shall submit all accounts payable warrants to the City of Salem Finance Department.

The School Business Manager will be required to maintain each signed document in the Business Office of the Salem Public Schools, and provide that information when requested.

~~During periods of time when the School Committee does not meet regularly, the Secretary to the School Committee shall obtain the signatures of four (4) School Committee members at times a places convenient to them on order to assure the regular payment of warrants. The expense warrant amount (s) approved by the School Committee under such circumstances will be recorded in the minutes of the next scheduled School Committee meeting.~~

Approved: 9/12/05
6/05/06

FISCAL MANAGEMENT AND NON-INSTRUCTIONAL OPERATIONS ————— **3000**

EXPENDITURES ————— **3400**

PAYDAY SCHEDULES ————— **3404**

For pertinent information, refer to the appropriate negotiated agreement(s).

FISCAL MANAGEMENT AND NON-INSTRUCTIONAL OPERATIONS 3000

EXPENDITURES 3400

EXPENSE REIMBURSEMENTS 3406

School personnel and officials who incur expenses in carrying out their authorized duties may be reimbursed upon submission of a properly filled out and approved reimbursement form and such supporting receipts as required by the City of Salem. Such expenses may be approved and incurred in line with budgetary allocations for the type of expense however reimbursement is only guaranteed with prior written authorization by the proper administrator ~~and incurred in line with budgetary allocations for the type of expense.~~

When official travel by a personally owned vehicle has been authorized, payment shall be made at the rate currently approved by the ~~School Committee~~ City of Salem.

All travel outside of the state must have the prior written approval of the superintendent of schools.

For further information, refer to the appropriate negotiated agreement(s).

Legal Reference: MGL 40:5.

Approved: 9/12/05

FISCAL MANAGEMENT AND NON-INSTRUCTIONAL OPERATIONS **3000**

EXPENDITURES 3400

SALES CALLS AND DEMONSTRATIONS 3407

| With the prior approval of the superintendent, school principals may give permission to sales representatives ~~of educational products~~ to see members of the school staff at times that will not interfere with the educational program.

Salem Public Schools - RECYCLABLE MATERIALS POLICY

The Salem School Committee believes it to be our responsibility to make our students and staff aware of the importance of recycling materials whenever possible to conserve the world's limited resources and conserve energy while exercising sound financial practices. To this end, all Salem Public Schools will recycle materials that would otherwise become waste, including paper, cardboard, bottles and cans, from throughout the school buildings and grounds, in support of the Massachusetts Department of Environmental Protection's waste ban, which prohibits disposal of recyclable paper, cardboard, and paperboard; glass and metal containers; and single-resin, narrow-necked plastics. The District will look at ways to including composting if possible.

The implementation of this policy is the responsibility of the School Committee, staff, and students. Success in reducing waste through recycling is based on the cooperation of all the individuals in the school community.

To ensure success in the district's recycling efforts, the following areas will be adopted;

- 1) All district personnel are expected to support recycling efforts throughout the schools.
- 2) A system to document recycling amounts will be created and implemented.
- 3) Teachers are encouraged to include educational lessons on recycling in the curriculum where appropriate.

The Salem School Committee directs the Superintendent and his/her agent to implement a materials recycling program in the Salem Schools.

Adopted this _____ day of _____, 20__

*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

June 20, 2017

At the Regular Salem School Committee meeting held on Monday, June 19, 2017 the School Committee approved the following budget transfer FY17-28 recommended by the School Business Administrator, Kristin Shaver. She explained that Central Office (Teaching and Learning) has requested that the fund be transferred in order to align the funds with the intended expense as follows:

Account Description/Use	Account Number	Amount From	Amount To
Athletic Equipment	13451021 5246	5,696.32	
Rental and Lease	13451021 5270	1,984.12	
Rental and Lease	13451021 5270	3,865.08	
Contracted Services	13490141 5320	2,416.00	
Books – Library	13570521 5512	2,500.00	
Instructional Supplies	13570521 5514	6,107.20	
Contracted Services	13570621 5320	300.00	
Textbooks	13570621 5511	178.65	
Instructional Supplies	13570621 5514	617.97	
Contracted Services	13570721 5320	3,277.00	
Instructional Supplies	13571021 5514	6,204.24	
Medical Contractual	13640161 5302	42,710.82	
Education Evaluation	13640161 5313	4,850.15	
Contracted Services	13640161 5320	37,935.83	
Tuition	13640161 5324	44,577.78	
Computer Software	13640161 5519	312.18	
Equipment	13640161 5860	1,198.56	
Tuition	13990161 5324	14,000.00	
Vehicle Repair and Maintenance	13640181 5244	565.44	
Legal Services	13252030 5303	5,000.00	
Pupil Transportation	13570141 5333		5,000.00
Office Supplies	13252030 5421		31,890.86
Special Education Transportation	13640181 5332		147,406.48

*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

Ms. Amaral moved to approve the budget transfer request. Ms. Wilson seconded the motion. The motion was approved.

Respectfully submitted by:

Angelica Alayon, Secretary to the
Salem School Committee