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**Salem Public Schools
Salem School Committee
CURRICULUM SUBCOMMITTEE
Meeting Minutes
May 17, 2021**

On May 17, 2021 the Curriculum Subcommittee held its regular meeting using the Zoom on-line meeting platform.

In Attendance: Ms. Amanda Campbell and Dr. Kristin Pangallo

Members Absent: Mr. James Fleming

Others in Attendance: Assistant Superintendent Kate Carbone, Amy Richardson, Kim McFarlane, Emily Flores, Karyn King Fargo, Emily Ullman, Margaret Russo, Cynthia Napierkowski and Duncan Mayer

Call of Meeting to Order

Dr. Pangallo called the meeting to order at 5:32 pm

Approval of Minutes

Ms. Campbell made a motion to approve the March 25, 2021 Subcommittee Minutes. Dr. Pangallo seconded the motion. A roll call vote was made.

Ms. Campbell Yes

Dr. Pangallo Yes

Motion carries 2-0

Dr. Pangallo reviewed the agenda items to be discussed at today's meeting.

Update on Standards-Based Practices and Grading Survey

Assistant Superintendent Carbone introduced Amy Richardson who explained the standards-based practices teacher survey that was distributed to the faculty. This survey was to assess how the standard based practices were going. The survey was anonymous, but they requested a grade level. 99 people responded, 36 from SHS and 46 from the elementary schools and 17 from the middle school.

Ms. Carbone shared the breakdown of those who participated. Several questions were asked with a discussion including where additional support was needed. They also looked at teacher responses to help them see common patterns and trends such as; 1. professional development, 2. Aspen & report cards, and 3. standards based practices

Dr. Flores gave the next steps:

- Review and revise district's standards based grading
- Implement new report card

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- Streamline and update tools to help teachers
- Offer additional professional development
- Provide guidance on using gb ?? practices and models
- Provide clear and timely message to students, families and teachers

Dr. Pangallo voiced concerns regarding grading and how calculations are done. She also asked how do we identify student engagement. Dr. Flores discussed getting feedback from students, especially grades 9 and 10.

Internships

Ms. Carbone began with stating that they are looking for guidance and helping us think through practices for internships. She said that they have asked other districts and there does not seem to be much guidance or best practice.

Dr. Flores explained that the SHS vision is for 11th and 12th graders to engage in internships that are relevant in their post-secondary plans. This will give them hands on experience and will enhance their learning for career development and networking.

Ms. Fargo explained that these are real world experiences and are work based opportunities. She said that students are placed with community partners or within SPS and this gives them an opportunity to explore a career of interest and practice technical and employability skills.

Ms. McFarlane explained that for the Cooperative Education (Career and Technical Education) students are enrolled in department approved career and technical education programs and are placed in employment connected to their industry. Students have competencies they have to meet within their classes. She added that unlike other internships, cooperative education is per state regulations a paid opportunity. These coops are meant to be during the students class time period so they also get credit.

Ms. Ullman explained that the team has worked on the following elements that help support internship sites:

- Developmentally appropriate
- Culturally responsive
- Engaging hands on
- Accessible to all students
- Anchored in the vision of a graduate

They work with the community to help find internships and then coach them to be able to work with the student. She added that although they have an MOU in place, the host controls the time frame, the pay, etc. Ms. Ullman asked what guidelines and expectations regarding compensation should SPS put in place to ensure that all students who want to participate have equitable access. Some items mentioned were during school/after school, credit vs. pay and undocumented students. Ms. Ullman added that they would like to eventually create a district policy to what the parameters are with the hosts so that we can ensure clarity and equity.

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Ms. King shared the internship payout overview document for the committee to review and discuss. This document outlines what type of internships it is, is it paid or unpaid, who funds it, when is it held (during school or afterschool), are there credits received and is it in a cohort. Ms. Ullman briefly explained the items on the chart.

Ms. Carbone explained that Salem Public Schools can only pay students that work for us. If they are not working directly for us, they it becomes complicated, especially if the student is undocumented. She added that they do have a funding source, the Read Trust, which is grants money for the district to support STEM opportunities. In addition, there is NSMC and PEM which also fund certain cooperative opportunities.

Ms. Carbone said they are looking for guidance and their perspective on this and have a discussion regarding it so that they can draft something and bring it back to the committee. Dr. Pangallo asked how was credit decided and Ms. King responded that it may come from a CTE or an internship course that they participated in. There was further discussion regarding some of the other internship programs offered and how credits are received. Ms. Mayer also asked if transportation is needed, does the district provide it and Ms. King responded that when it is during the day, the district does provide transportation, but after school is more difficult. Ms. Carbone added that there is a van that they would like to start utilizing and they also would like to use the Skipper for transportation when needed. Ms. King also explained how the opportunities are communicated to the students.

Dr. Pangallo asked if the concerns are should the programs be during or after school, should we have credits and pay or chose one, and how do we service the undocumented students. In addition, the timeline was discussed so that they can come back and discuss this after giving it more thought.

Ms. Campbell made a motion to adjourn at 6:55 pm. Dr. Pangallo seconded the motion. A roll call vote was taken.

Ms. Campbell	Yes
Dr. Pangallo	Yes
Motion carries 2-0	

Respectfully submitted by,

Nancy A. Weiss

Executive Assistant to the School Committee

Approved September 8, 2021