

Salem School Committee
Meeting Minutes
Monday, October 16, 2017

A regular meeting of the Salem School Committee was held on Monday, October 16, 2017 at 7:05 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, Mr. James Fleming, Ms. Kristine Wilson, and Ms. Deborah Amaral

Members Absent: Dr. Brendan Walsh

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

Call to Order

Mayor Driscoll called the Regular Meeting of the Salem School Committee to order at 7:05 p.m.

Approval of the Agenda

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

Approval of Minutes

Deliberation and Vote on the Minutes of the Regular School Committee meeting held October 2, 2017

Ms. Wilson motioned to approve the Minutes of the Regular School Committee meeting held on October 2, 2017. Mr. Fleming abstained. Ms. Manning seconded the Motion. The Motion carried.

Questions and Comments From the Audience

Ms. Lisa Hanson Damato, 53 Hawthorne Street, as member of the Playground Committee of the Saltonstall PTO, was happy to share that they will have a playground and announced that they will have a Community Volunteer Build Day scheduled for Saturday, November 4, 2017. They have an aggressive goal to complete the build in a day. They are seeking volunteers. Anyone interested can sign up in the Saltonstall School Facebook web page or contact the Saltonstall School Principal Michael Lister at michaellister@salemk12.org. Volunteers are needed for everything from opening boxes, to sorting, unwrapping, and assembling/putting things together for building playground. No construction experience is needed. It will be a fun day.

Superintendent Report – Margarita Ruiz

Superintendent Ruiz reported that last week the District received its first applications for students arriving from Puerto Rico as a result of their recent hurricane. She thanked everyone who gave their time to this cause. Ms. Ruiz reminded everyone that they will have a Community Convening on Thursday, November 2nd, 2017 at Salem High School from 6 to 8:30pm to discuss the High School redesign. They will be offering dinner, childcare, and translation services. These will be provided for the community. Ms. Ruiz invited School Committee members and the public to the Salem High School Music Department's 25th Annual Sneak Preview concert, which will be held this Wednesday (October 18, 2017) at the Salem High School at 7pm. Superintendent Ruiz announced that the Bentley Academy Charter School

officially opened their new playground. This is the 2nd of three playgrounds that have been generously funded by the Salem Community Preservation Committee. Bentley also received a significant gift from the Footprint Power Plant to support the project. Ms. Ruiz reiterated to the community the need for volunteers to help build the playground at the Saltonstall School on November 4th, 2017. She thanked parents and community members for their time and efforts. Ms. Ruiz acknowledged and thanked the Salem Department of Public Works (DPW) for their critical role and collaborative efforts to ensure that playgrounds are safe and meets installation requirements for years of enjoyment. She congratulated the entire team of the Collins Middle School Project Lead the Way, a national organization, that focuses on real world applied learning experiences in grades K-12, recognized Collins for its 100 percent school participation. The award recognizes schools that demonstrate, through rosters, that all schools participate in Lead the Way School Programming and Learning project. Collins was one of only two schools who received this award. Superintendent Ruiz updated the committee on the new definitions and performance categories for the MCAS 2.0 data, which has significant changes this year. Ms. Ruiz and Ms. Carbone shared a state presentation of changes and expectations in terms of the data, how the measures are defined, and walked members through each presentation slide applicable to all-state level of information. A more detailed presentation on how Salem performed on the 2017 MCAS 2.0 will be forthcoming. Ms. Ruiz concluded her Superintendent report.

Discussion

Ms. Manning asked if they had the capacity of testing all 8th graders in the city online or school at the same time last year. Ms. Carbone responded that they did, they were okay with grades 4 and 8. They have advanced their capacity this year to be able to add grades 3 and 6 to be tested online in some schools next year. Ms. Manning asked if they had the capacity to do two grades in a day. Ms. Carbone said they do not have to do them on the same day. It varies from school to school depending on how many devices there are. Members, Superintendent Ruiz, and Assistant Superintendent Carbone further discussed the topic of school comparison data, measuring progress, growth, etc. Mayor Driscoll asked how DESE would frame the assessment changes, how they would characterize this as it is released. Superintendent Ruiz said that the PowerPoint presentation they are sharing has been made available by DESE to the districts to use with families. Communication letters are provided to the district. This evening's presentation is what DESE wants the public to know. It has different meanings for different districts. Mayor Driscoll asked if this is going to impact 10th grade students. Ms. Carbone said that 10th graders are taking the Legacy MCAS. They have not received any information about that assessment change. Mr. Schultz had asked Superintendent Ruiz about the state's rating and leveling system. Superintendent Ruiz responded that in terms of accountability, their K-8 grade schools and district have not been given an accountability level, because it is a baseline data. The only level that is getting accountability data is High School, because they implemented the Legacy MCAS. She walked members through the *Accountability & the Next Generation MCAS* slide. Members further engaged in discussion of the topic. Ms. Amaral asked when can parents expect student scores. Superintendent Ruiz said that it would be towards the end of October.

Presentations and Reports

Pillar 4 – Family and Community Engagement

- **Our Salem, Our Kids**
- **City Connects Implementation Update**

Brief Update on Student Assignment Timeline

Ms. Emily Ullman, District Director of Extended Learning Programs, informed and walked members through a presentation on where they are in terms of their work in *Community and*

Family engagement and *Our Salem, Our Kids*. Ellen Wingard, City Connects Program Supervisor, updated the members on the implementation of City Connects, she shared some of the things they are doing with Salem City Connects. Jill Conrad, Chief of Systems Strategy, gave a brief update on the *Student Assignment* policy review timeline, on where they are in the process. There will be a Policy Subcommittee meeting on the topic scheduled for November 6th and a Committee of the Whole on November 20th.

Discussion on City Connects Implementation

Ms. Manning asked if the 4 domains Ms. Wingard discussed were internally developed or set by City Connects. Ms. Wingard responded that they are part of the City Connects framework. Mr. Schultz asked how class reviews work, how is the information received without individual's violation of rights. Ms. Wingard said it is done in a couple of ways. Little of it is school dependent based on what already exists to prevent redundancy. The school coordinator is responsible for obtaining the child's information in all four domains. This can be done by setting a meeting with the teacher or small team of teachers that have direct relationships with those students and meeting with the nurse and getting basic non-confidential health information from that person. They gather that information and create a very confidential database to the point where she cannot personally access students' confidential information. Mayor Driscoll clarified the process. Mr. Schultz asked what happens when a need or interest is identified and parents are not looking for resources due to their busy schedules. He asked if the School site coordinator contacts the parents to inform them. Ms. Wingard responded that the coordinator continues to develop more relationships with families throughout time. They also consider who is more closely connected to the family to offer provision of resources and connect from there.

Action Item

Deliberation and Vote on the Overnight School Field Trip Request for Saltonstall 5th – 6th Graders to the Hampton Inn in Carlstadt, NJ on June 6-8, 2018 – New York City

Discussion

Clarification: The field trip request is for 5th and 6th graders, not 6th through 8th.

Mr. Fleming motioned to approve the request, as amended, for Saltonstall 5th and 6th Graders to the Hampton Inn in Carlstadt, NJ on June 6-8, 2017. Ms. Wilson seconded the motion. The Motion carried.

Deliberation and Vote on a Waiver of Usage Fee for the Annual Foster Children Holiday Party From the Salem Rotary Club

Mr. Fleming motioned to approve the request for a waiver of usage fee for the Annual Foster Children Holiday Party from the Salem Rotary Club. Ms. Wilson seconded the motion. The Motion carried.

Finance Report

a. Approval of Warrants

September 12, 2017 in the amount of \$83,535.83

October 19, 2017 in the amount of \$543,362.56

Mr. Fleming motioned to approve the two warrants in the amounts stated on the Agenda. Mr. Schultz seconded the motion. The Motion was approved.

b. Budget Transfer Requests

The School Committee approved the following budget transfers FY18-9 and FY18-10 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
Teaching & Learning Department			
Salaries	13570140-5125	\$70,000	
Instructional Materials	13570141-5514		\$70,000

Discussion

Mayor Driscoll asked for information on the budget transfer. Ms. Carbone said that it was from a coach position, to support Early Literacy, which they were not able to fill. The funds were put to use for the purchase of curriculum science materials in grades 4 through 8 and downward towards grades 3 and 2 if possible.

Mr. Fleming moved to approve the budget transfer request as listed. Ms. Wilson seconded the motion. The motion was approved.

Account Description/Use	Account Number	Amount From	Amount To
Teaching & Learning Department			
Educational Training	13990161-5317	\$46,000	
Instructional Materials	13570141-5514		\$46,000

Mr. Fleming moved to approve the budget transfer requests as listed. Ms. Manning seconded the motion. The motion was approved.

Subcommittee Reports
Policy Subcommittee

Deliberation and Vote on Policy 6406 Voting Method – Tabled from 10/02/17

Discussion

Ms. Amaral said they would be bringing this forward to the Committee of the Whole (COW) meeting on November 20, 2017 along with the Student Assignment policy. Policy 6406 remains tabled.

Deliberation and Vote on the First Reading of the Recommendation of the Policy Subcommittee on the Revision to Policy 6101: Vision, Mission, and Core Values

Ms. Amaral motioned to approve the First Reading of the revision of Policy 6101: Vision, Mission, and Core Values. Ms. Manning seconded the motion. The Motion was approved.

Deliberation and Vote on the Second Reading of the Recommendation of the Policy Subcommittee on the Revisions to the Following Policies in the 3000-Policy Series:

- 3406 Expense Reimbursements
- 3502 Building Inspection
- 3503 Buildings and Grounds
- ~~3504 Emergency Evacuation Drills - left out of First Reading 10/2/17~~
- 3506 Building Construction and Rehabilitation
- 3602 School Bus Drivers’ Responsibilities
- 3603 School Bus Accidents

Mr. Schultz motioned to approve the Second Reading of the recommendation of the policy subcommittee on the revisions to the policies in the 3000-Policy series. Ms. Manning seconded the motion. The Motion was approved.

School Committee Concerns and Resolutions

Mr. Fleming said that he had recent continuous conversations with a friend/constituent, a former City official in Salem, who had a problem reaching out to the Hall of Fame Committee. He submitted an articulate summation, a year ago, of a candidate that he would like to have seen in the Hall of Fame. He was told then that it was too late and that he would have to wait until this year. He has now been told that there would be no meetings this fall, no nominations, and was passed on to another year. One of the nominees is quite old and might not last for another year. Mr. Fleming requests to have the Chair of the Hall of Fame Committee at the next Regular School Committee meeting to find out why they are not acting on these two very prominent nominations. Ms. Manning said that the first step would be to get the information beforehand on what is happening. All members agreed. Mr. Fleming motioned for the Superintendent to report back to the Committee members on the status of the Hall of Fame Committee for a qualified individual who, senior in years, seeks to be incorporated into this group. Ms. Manning seconded the motion. The Motion carried.

Ms. Admiral shared that she was in a 6th grade meeting and all students are getting Chrome book. It was said that there is going to have to be a Chrome book policy. She said that the Policy Subcommittee would be happy to consider it if anyone has that and would like to let them know. Mayor Driscoll said that they definitely need an update on the Digital Usage policy.

Questions and Comments From the Audience

Fawaz Abusharkh, 4 Harrison Road, asked members to seriously consider having City Connects permanently built into the school committee budget. Mr. Abusharkh also pointed out the Level 4 section of the Superintendent's report which talks about there being no new K-8 level for schools this year. He explained his understanding of it and sought clarification.

Adjournment

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

Respectfully submitted by:

Angelica Alayon, Secretary
Salem School Committee

Meeting Materials and Reports

- School Committee Agenda October 16, 2017
- Minutes of the October 2, 2017 Regular School Committee Meeting
- Pillar 4 Family and Community Engagement Presentation
- The Future of the Student Assignment Policy (SC Policy 5103) Timeline Review Presentation
- Saltonstall School 5th and 6th Grade Overnight Field Trip Request
- Salem Rotary Club Request for Waiver of Usage Fee
- Budget Transfers
- Policy 6406 Voting Method
- Policy 6101: Vision, Mission, and Core Values
- Policies in the 3000-Policy Series