

Salem School Committee
Meeting Minutes
Monday, August 21, 2017

A regular meeting of the Salem School Committee was held on Monday, August 21, 2017 at 7:04 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

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

Members Absent: James Fleming

Others Present: Margarita Ruiz, Superintendent, Margaret Marotta, Assistant Superintendent, Kristin Shaver, Business Manager, Jill Conrad, Chief of Systems Strategy, and Colby Brunt, District Council

Call to Order

Mayor Driscoll called the Regular Meeting of the Salem School Committee to order at 7:04 p.m.

Approval of the Agenda

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

Approval of Minutes

Dr. Walsh moved to approve the following Minutes listed on the Agenda:

- Amended Minutes of the 6/19/17 regular School Committee meeting (tabled from 7/17/17)
- Minutes of the 7/13/17 Committee of the Whole (COW) meeting and
- Minutes of the 7/17/17 regular School Committee meeting
- Minutes of the 7/31/17 Committee of the Whole (COW) meeting

Ms. Wilson seconded the motion. The Motion carried.

Questions and Comments From the Audience

There were no questions or comments from the audience.

Superintendent Report – Margarita Ruiz

Ms. Ruiz thanked the Salem Public Library and all of the school partners and families who participated at Kindergarten Social held at the library last Saturday. It was a wonderful way for families to meet personnel in a fun and different setting outside of the school. They have a strong focus on effectively engaging with families and the community this year. Superintendent Ruiz accepted the resignation of the Saltonstall School's Principal Nicholas Gesualdi. Dr. Gesualdi and his wife are relocating to Fort Worth Texas. Superintendent Ruiz appointed Assistant Principal Michael Lister as Interim Principal of the Saltonstall for the 2017-2018 school year due to the very recent timing of the resignation. Mr. Lister has been Assistant Principal at the Saltonstall for the past 5 years. He knows the teachers, staff, students, and families as well as school operations and the goals that the school is working on. The Salem High School redesign is underway. Principal David Angeramo has hired a few positions for this coming school year, including the new Director for the College and Career Readiness Center. They have also hired Katie who will be the new Externship Coordinator at the Salem High School. Superintendent Ruiz also thanked Paul L'Heureux, of the Buildings and Grounds, who

worked tirelessly throughout the summer to ensure the schools are ready to welcome back the Salem students and staff. A good number of Salem teachers have begun classroom preparations. Ms. Ruiz reminded everyone that the School Committee voted in favor of the Inter-District School Choice Program at a prior School Committee meeting. This program would allow 20 non-resident students attend the 9th Grade at Salem High School. The deadline for submitting applications for this program was August 1st, 2017. They have received a total of 6 School Choice applications for next year and will continue to accept applications, throughout the year, until the maximum of 20 is reached. Anyone who is interest may submit an application to the Parent Information Center. Ms. Ruiz will continue to provide updates of other programs. Superintendent Ruiz reported that she hosted a group of realtors earlier this month at the Collins Middle School to showcase the work that they are doing. Their guests had the opportunity to see and try some of their state-of-the-art equipment being used at every level of the Collins Middle School. Ms. Ruiz ended her report by showing a promotional video that showcases their programs at the Salem High School. Members watched the video presentation on the Environmental and Sciences Marine program, which Ms. Ruiz said she had shown to realtors. Mr. Schultz asked how the video can be accessed. The video is included in a link with the materials of this evening and will also be included in a link on the Salem Public Schools' website. The video may also be found on YouTube. Dr. Walsh asked if informational videos like these are sent to DIRECTV for local public access. Ms. Ruiz said it is definitely something they can look into.

Presentations and Reports

Ms. Conrad updated the School Committee on the outcome of the recent Committee of the Whole (COW) meeting regarding the Student Assignment policy. She reminded members that the current Student Assignment policy need be reviewed in time for the upcoming Kindergarten Assignment. The presentation listed a timeline of the policy's review. There were two Committee of the Whole (COW) meetings. The Minutes for those meetings may be assessed as they were just approved. It is referred to the Policy Subcommittee. The staff would be working with the Superintendent and members of the Subcommittee for final recommendations which will come back for discussion at another future Committee of the Whole (COW) meeting, perhaps some time in September. They will engage at the final recommendation in October with a determined goal in November. Ms. Conrad informed members about the discussion in July's Committee of the Whole (COW) meeting of looking at the effectiveness of the policy. Data slides that were presented are included in this evening's material packet and available on the www.salem.com website. The presentation provided a *Policy Goals for Student Assignment* summary identified at the last Committee of the Whole (COW) meeting, direction for the future, and next steps. Ms. Conrad completed the presentation by offering availability for questions and comments.

Action Item

Deliberation and Vote on the Request From Salem Youth Football to Continue Use of the Bertram Field

Discussion

Ms. Manning informed that the request had two request: Salem Youth Football season and part of the second was for playoff games. She addressed the application for the regular season section of the request to continue use of the Bertram Field. She informed that they have some reservation on approving the playoff part without more information. They will be asking more information on the dates and times of the games. She was referring to the Regular season. The Buildings and Grounds Subcommittee voted to approve the request with conditions or parameters relating to issues they have experienced in the past. The Subcommittee request coverage of the issues that relates to paying the custodian and police detail

fees with an emphasis on having a police detail there with particular concern to the parking and ambulance access, etc. Bertram Field must have supervision of parked vehicles and of all attendees, not just for the teams; they ask Salem Youth Football to arrange for supervision of all attendees in the area and keep children in the area supervised. The School Committee would not cover damage to Bertram Field property or equipment. Another request is to have a responsible adult use the PA system. Ms. Manning reiterated that no food or gum and Gatorade products is allowed. Salem Youth would have to pay the cost of a full season's charge should there be a breach in the contract. A second breach would cause cancellation of the use of the field for the season. Mayor Driscoll asked if Salem Youth Football was present at that Buildings and Grounds Subcommittee meeting or whether they had a representative there to review these conditions or for discussion. Ms. Manning said they were not; the Buildings and Grounds Subcommittee members, Paul L'Heureux, and the Superintendent was present. Members shared feedback and information and further discussed the topic. Mr. Ron Miano, from Salem Youth Football League (who was present at the meeting with Maureen Fisher, their new Incoming Treasurer) addressed those concerns. He shared that a school or graduating youth player was allowed to operate the scoreboard and leave at free will leaving it unattended years ago, but now only board members are allowed to use the PA system; students are not allowed in the Press box or touch any of the equipment. The PA announcer is the same person who does it on Friday nights, Scott O'Malley. Another name by the name of Jim Rush steps in to cover when Mr. O'Malley is coaching 1 out of 4 games on a Sunday afternoon. Further discussion continued on students under the bleaches, the need for police walkthrough or detail, and field monitoring. Dr. Walsh shared information on the corrosive and damaging effects of gum and Gatorade products on an artificial field.

Mr. Schultz asked if the organization has insurance to cover any damage made. Mr. Miano responded that, to his knowledge, they do. He will double-check what the policy reads. They belong to the NECYFL, which is the North East Football League Conference. They also have insurance policy. A lot of it is for injury coverage. He has to check the language relating to field coverage. Members and Mr. Miano engaged in further discussion on various concerns. Ms. Amaral asked who would be doing the walkthrough before and after the games to detail the field. Mayor Driscoll said they have a custodian who does that. Mayor Driscoll commented that she appreciates all the work that Salem Youth Football has done to rebuild the program and commented on the positives of the games across the board and how it is a really great way for students to feel engaged. She hoped that the School Committee would consider a curtail of the last condition of a full season's fee for 1st breach of the contract. Dr. Walsh reiterated that the concern of the Building and Grounds Subcommittee members are damages, safety of the children, and those who go under the bleaches, etc. Ms. Amaral shared that she found a full season's fee for breach of contract to be a bit harsh considering there are circumstances beyond one's control. Dr. Walsh shared feedback and said it comes down to simple responsibility. Mr. Schultz asked Ms. Manning to please read the conditions again. He agreed with both Dr. Walsh and Ms. Amaral's views in that things need to improve and the school system needs to do a better job of policing details. He also said that at the same time a charge for a full season as a penalty for a first violation is somewhat extreme. Mr. Schultz suggested that they can perhaps consider a warning at a first breach and a day's charge shall a second breach occur would be more ideal. Mayor Driscoll suggested a change in language to be more negotiable and have more discretion if anyone ignores the contract, for example. She suggested the following addition "...*Failure to comply with the conditions established by the School Committee may subject Salem Youth Football to rental fee requirements*". Members discussed the topic further and shared feedback. Mr. Schultz suggested they consider adding the following amendment in line with the Subcommittee's language: "*The School Committee may impose fees but may also revoke permissions to use the field in the future.*" Mayor Driscoll then reread the final language change to be the following: "*Failure to comply with the conditions established by the School Committee may subject Salem Youth Football to rental fee requirements and revocation of permits as voted upon by the School Committee*". Dr. Walsh appreciated Mr. Schultz's addition and commented that there is an enormous difference between the words *may* and *shall*. Mayor Driscoll agreed and stated it would allow for flexibility and

give the language the accord it requires. Mr. Miano asked if there is a blanket policy that applies for all rentals of the field; if the conditions extended to all activities. Members discussed the topic further and shared further feedback. Mayor Driscoll read the addition to the final language as the following: “*The failure to comply with the conditions established by the Committee to the Salem Youth Football and include rental fee requirements or revocation of permits as voted upon by the School Committee*”. Members briefly discussed the playoff games.

Ms. Amaral motioned to approve the request from the Salem Youth Football to continue use of the Bertram Field consistent with the conditions set forth as read by Ms. Manning and language change read by Mayor Driscoll. Ms. Wilson seconded the motion. The Matter passes on a 5 to 1 vote. Dr. Walsh opposed. The Motion carried.

Deliberation and Vote on the Request From the Polish School to use the Carlton Innovation School Facility

Discussion

Mayor Driscoll said that the actual document in writing was not available; the request had been done via email. Ms. Shaver reported that, to her knowledge, they have requested use at the Carlton School on Saturdays. Paul L’Heureux has been in contact with them to ensure arrangement. Ms. Shaver stated that she will follow up. For clarification, Dr. Walsh informed members that there is no Polish School; there hasn’t been one in 40 years. Mayor Driscoll explained that they culturally or traditionally refer to it as a Polish school.

Dr. Walsh motioned to approve the request from the Polish School to use the Carlton Innovation School Facility. Ms. Amaral seconded the motion. The Motion carried.

Deliberation and Vote on the Implementation of the McKinney-Vento for New Students

Discussion

Dr. Walsh inquired on whether this is in violation of the law. Ms. Marotta explained that it is not. Members discussed the topic further.

Ms. Manning motioned to approve the implementation of the McKinney-Vento for new students. Ms. Wilson seconded the motion. The Motion carried.

Deliberation and Vote on a Waiver From SC Policy 5102.01: Enrollment of Non-Resident Students, for a Salem High School Student (SHS)

Discussion

Mayor Driscoll provided the School Committee members with a copy of a letter she received today from an individual who works for the city, a parent who had 2 students enrolled in Salem Public Schools for many years dating back to elementary grades. She recently got married and moved to the neighboring community in Peabody. She has a student who is entering the 9th grade in Salem and a High School Sophomore entering the 11th grade. The students have been very active in the Salem Public Schools. One of the students plays football. The Freshman qualifies for School Choice. The family requests for the student to continue in Salem High School despite being a junior. Mayor Driscoll continued informing members on the details of the request. Members had questions, further discussed the topic, and shared concerns on the implementation of the policy.

Ms. Manning motioned to approve the waiver from SC Policy 5102.01: Enrollment of Non-Resident Students, for a Salem High School Student (SHS). Ms. Wilson seconded the motion. The Motion carried.

Deliberation and Vote on a Clarification of SC Policy 5102.02: Children of Salem Public Schools Professional Staff Attending Salem Public Schools Regarding City of Salem Employees

Discussion

Motion made for paragraph revision to reflect reference to Subcommittee; the motion is to ‘...refer to the Subcommittee’.

Ms. Manning motioned to approve the clarification of SC Policy 5102.02: Children of Salem Public Schools Professional Staff Attending Salem Public Schools Regarding City of Salem employees. Ms. Wilson seconded the motion. The Motion carried.

Finance Report

a. Approval of Warrants

July 27, 2017 in the amount of \$638, 000.00
July 27, 2017 in the amount of \$394, 300.46
August 3, 2017 in the amount of \$513, 057.38
August 10, 2017 in the amount of \$133,164.70
August 17, 2017 in the amount of \$544, 634.02

Dr. Walsh motioned to approve all five warrants as stated. Ms. Manning seconded the motion. The Motion was approved.

b. Budget Transfer Requests

Budget Transfer Requests

The School Committee approved the following budget transfers FY18-1, FY18-2, FY18-3, FY18-4, FY18-5, FY18-6, and FY18-7 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			
Teaching & Learning Stipends	13990160 5150	\$37,397.00	
Bates – Contract Services	13570221 5320		\$16,000
Bates - Stipends	13570220 5150	\$6,189.00	
Carlton – Contract Services	13570421 5320		\$5,130.00
Horace Mann – Stipends	13570620 5150		\$8,711.00
Witchcraft Heights – Salaries	13570520 5125		\$13,745.00

Ms. Amaral moved to approve the budget transfer requests as listed. Ms. Wilson seconded the motion. The motion was approved.

Salem High School		
Guidance Overtime	13441020 5131	\$5,000

Guidance Stipends	13441020 5150	\$5,000
-------------------	---------------	---------

Dr. Walsh moved to approve the budget transfer requests as listed. Ms. Amaral seconded the motion. The motion was approved.

Account Description/Use	Account Number	Amount From	Amount To
Business Office			
Superintendent's Office – Contract Services			
	13032041 5320	\$2,800	
School Committee - Contract Services			
	13032021 5320		\$2,800

Ms. Amaral moved to approve the budget transfer requests as listed. Dr. Walsh seconded the motion. The motion was approved.

Salem High School			
Office Supplies	13571021 5421	\$8,000	
Textbooks	13571021 5511	\$13,100	
Dues & Subscriptions (Naviance renewal)			
	13571021 5730		\$1,300
Contract Services (Blended learning programs)			
	13571021 5320		\$2,900
Instructional Supplies	13571021 5514		\$16,900

Dr. Walsh moved to approve the budget transfer requests as listed. Ms. Amaral seconded the motion. The motion was approved.

Bates Elementary School			
Textbooks	13570221 5511	\$1,269.94	
Instructional Supplies	13570221 5514		\$1,269.94

Dr. Walsh moved to approve the budget transfer requests as listed. Ms. Amaral seconded the motion. The motion was approved.

Collins Middle School			
Printing and Binding	13570921 5381	\$3,500	
Contract Services	13570921 5320		\$3,500

Dr. Walsh moved to approve the budget transfer requests as listed. Ms. Amaral seconded the motion. The motion was approved.

Business Office			
Contract Services – Central Office			
	13252030 5320	\$4,000	
Contract Services – Horace Mann			
	13570621 5320		\$4,000

Office Supplies	13252011 5421	\$2,813	
Office Supplies	13252030 5421		\$2,813
Athletic Insurance	13451021 5742	\$10,500	
Contract Service	13252030 5320		\$10,500

Ms. Amaral moved to approve the budget transfer requests as listed. Dr. Walsh seconded the motion. The motion was approved.

Subcommittee Reports

Policy Subcommittee

Deliberation and Vote on Policy 6406 Voting Method – Tabled from 7/17/17

Policy 6406 remains tabled.

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

Discussion

This is the third and final reading for the following policies:

Policy 3101 Budget Planning has no changes and recommended to leave as is.

Policy 3202 has already gone through three readings.

Policy 3206 Revenues and Tax Sources – no changes

Policy 3306 Bond and Police Officers – no changes.

Policy 3401 Purchasing and Purchasing Authority– no changes.

Policy 3403 Corporate Purchasing - shows blank on the spreadsheet but no changes.

Policy 3405 Depository Funds Authorized Signatures – no changes.

The Subcommittee reviewed the following policies, presented for the Third Reading this evening. These are listed below with member discussions, if any. Proposed changes are found in the meeting materials under “track changes”. This is also the third and final reading for the following policies:

Policy 3102 Financial Reports and Statement – no substantial change, just language change. Dr. Walsh had asked that the Business Manager and not the Superintendent submit all financial reports, as she is the person responsible for those and said he believes Ms. Amaral has made that change.

Policy 3104 Fiscal Year/Budget Deadlines and Schedules

Policy 3201 Funding Proposals and Applications

Policy 3203 Gate Receipts and Admissions

Policy 3301 Accounting and Reporting - no substantial changes

Ms. Amaral had reviewed and made the changes that Mr. Fleming requested on the policy at the Regular School Committee meeting on June 19, 2017. Mr. Fleming’s request was that the wording should be “...*the Superintendent, with the approval of the School Committee, should be responsible for the administration of the budget*”. Dr. Walsh had also stated they could consider adding “...*for administration of the approved budget*”. Mr. Fleming previously stated he would support the first reading as long as the review of the language was made for the second reading. This is Policy 3301’s third and final reading.

Policy 3302 Audits

Policy 3303 Procedures for Handling Cash Receipts

Policy 3304 Revolving Accounts

Policy 3402 Payment Procedures – to have a new allowance for them to have one signature on the Warrant – each year they would designate someone to approve it. Their suggestion is the Mayor as a designee of the School Committee. They would have to vote on them. The Superintendent and Business Manager would still have to attest to the accuracy of the Warrants – Warrant will remain available at the Business Office and they would vote on them.

Policy 3406 Expense Reimbursements

Policy 3407 Sales Calls and Demonstrations

Ms. Amaral motioned to approve the Third Reading of the Policy changes as submitted by the Chairperson Policy Subcommittee. Dr. Walsh seconded the motion. The Motion carried.

Deliberation and Vote on the Second Reading of the Recommendation of the Policy Subcommittee on the Creation of the Salem Public Schools Recyclable Material Policy

Ms. Amaral motioned to approve the Third Reading of the Recommendation of the Policy Subcommittee on the Creation of the Salem Public Schools Recyclable Material Policy. Dr. Walsh seconded the motion. The Motion carried.

School Committee Executive Session, as Per Exemption #5, to Consider the Filing of a Criminal Complaint and Other Personnel Matters

Dr. Walsh asked for a Roll-Call Vote to close session of the Regular School Committee meeting, before the Superintendent's Report and after closing Deliberation and Vote on the First Action Item on the Agenda, in order to commence a School Committee Executive Session, as per Exemption #5, to consider the filing of a criminal complaint and other personnel matters and later return to regular session of the School Committee meeting.

School Committee Secretary Roll Call:

Ms. Deborah Amaral	Yes
Ms. Mary Manning	Yes
Mr. Patrick Schultz	Yes
Dr. Brendan Walsh	Yes
Ms. Kristine Wilson	Yes
Mayor Kimberley Driscoll	Yes

6 Members voted - 6 in the *Affirmative* to convene Executive session and will return to Open session. The Motion carried. Members returned to open session with the Superintendent's Report segment.

School Committee Concerns and Resolutions

There were no concerns or resolutions

Questions and Comments From the Audience

Lisa Hanson, 53 Hawthorn Street, reviewed the Minutes from the Committee of the Whole (COW) meeting in July for the Student Assignment policy. She was concerned that applications get date

stamped and processed in the order they are received. She said that parents were repeatedly told that it is not stated that way in the policy; application dates do not matter as long as they are received by March 1st and would be processed at the same time. Members informed Ms. Hanson that it was a misunderstanding that was clarified at a following meeting.

Adjournment

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

Respectfully submitted by:

Angelica Alayon, Secretary
Salem School Committee

Meeting Materials and Reports

- School Committee Agenda August 21, 2017
- Amended Minutes of the June 19, 2017 Regular School Committee Meeting
- Minutes of the Committee of the Whole (COW) Meeting July 13, 2017
- Minutes of the July 17, 2017 Regular School Committee Meeting
- Minutes of the Committee of the Whole (COW) Meeting July 31, 2017
- PowerPoint Presentation on The Future of the Student Assignment Policy (SC Policy 5103)
- Student Assignment Policy 5103
- Policy 5102.01 Enrollment of Non-Resident Students/School Choice
- Waiver Memo/Letter handout to SC Members for Non-Resident Salem High School Student
- Policy 5102.02 Children of Salem Public Schools Professional Staff Attending Salem Public Schools
- Policy 6406
- Policies in the 3000-Policy Series
- Recyclable Materials Policy