

**Ms. Mary A. Manning  
Mr. James M. Fleming  
Dr. Kristin Pangallo**



**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”

May 13, 2021

**REGULAR SCHOOL COMMITTEE MEETING ON MAY 17, 2021**

Notice is hereby given that the Salem School Committee will hold a **Regular School Committee meeting on Monday, May 17, 2021 at 7:00 p.m.** This is an on-line Zoom meeting.

Please click the link below to join the webinar:

<https://zoom.us/j/95579223301?pwd=am80L2Zickd0ay9nZHhDVEZuSmJTUT09>

**Passcode: 725941**

**I. Call of Meeting to Order**

**a. Summary of Public Participation Policy (SC Policy #6409).**

Read aloud: *The Salem School Committee would like to hear from the public on issues that affect the school district and are within the scope of the Committee's responsibilities. Spanish interpretation is available for anyone who needs it.*

**b. Request for Spanish Interpretation.**

Should any member of the public need Spanish interpretation in order to participate in the meeting, please click on the below link (no later than 12:00 pm on the day of the meeting to request Spanish interpretation): <https://forms.gle/1G8h6A2Fnf26P6V5A>

**c. Instructions for Participating in Public Comment**

Should any member of the Salem community wish to participate in public comment during this meeting, please click on the below link to sign up and submit your comment electronically: <https://forms.gle/9cFDm99fEAWSxG2EA>. A district staff member will be compiling all comments which will be shared with members prior to the end of the public meeting. Comments will also be summarized in the meeting minutes. Please contact Nancy Weiss at [nweiss@salemk12.org](mailto:nweiss@salemk12.org) or 617-285-7567 with any questions or to report any technical difficulties you experience.

**II. Approval of Agenda**

**III. Approval of Consent Agenda**

- a. Minutes of the FY22 Budget Hearing held on May 3, 2021 and Regular School Committee meeting held on May 3, 2021
- b. Approval of Warrant: 5/6/2021 in the amount of \$111,913.01 and 5/13/2021 in the amount of \$544,975.46.

**IV. Public Comment**

Please see above for instructions on participating in public comment.

- V. **Report from the Student Representative – Duncan Mayer**
- VI. **Educator’s Showcase**
  - a. Acknowledgement of Marta Garcia
  - b. Educators Appreciation Mural - Anna Dugan
- VII. **Superintendent’s Report**
  - a. Report of the Findings from Tier Focus Monitoring (TFM)
- VIII. **Action Items: Old Business**
  - a. Deliberation and vote on the Proposed FY22 Salem Public Schools Budget
- IX. **Action Items: New Business**
  - a. Deliberation and vote to allow Mary Manning to serve at interim capacity as a member of the Policy Subcommittee
- X. **Finance Report**
  - a. Budget Transfer
- XI. **Subcommittee Reports**
  - a. Policy Subcommittee
    - i. Policies for First Reading
      - 5101 School Age and Attendance
      - 5102.01 Enrollment of Non-Resident Students/School Choice
    - ii. Policies for Second Reading
      - 4118 Cellular Phone Use By Employees
- XII. **School Committee Concerns and Resolutions**
- XIII. **Adjournment**

Respectfully submitted by,

*Nancy A. Weiss*

Executive Assistant to the School Committee  
& the Superintendent

*“Persons requiring auxiliary aids and services for effective communication such as sign language interpreter, an assistive listening device, or print material in digital format or a reasonable modification in programs, services, policies, or activities, may contact the City of Salem ADA Coordinator at (978) 619-5630 as soon as possible and not less than 2 business days before the meeting, program, or event.”*

**Sra. Mary A. Manning  
Sr. James M. Fleming  
Dra. Kristin Pangallo**



**Sra. Ana Nuncio  
Sr. Manny Cruz  
Sra. Amanda Campbell**

***Alcaldesa Kimberley Driscoll, Preside***

“Conozca sus Derechos Bajo la Ley de Reuniones Abiertas, M.G.L. c.30A § 18-25 y Secciones de Ordenanzas de la Ciudad desde 2-2028 hasta 2-2033”

Mayo 13, 2021

**REUNIÓN ORDINARIA DEL COMITÉ ESCOLAR EL 17 DE MAYO , 2021**

Por este medio notificamos que el Comité Escolar de Salem realizará una **Reunión Ordinaria del Comité Escolar el lunes, 17 de mayo, 2021 a las 7:00 p.m.** Esta es una reunión en línea vía Zoom.

**Por favor presione el enlace para unirse a la reunión en línea:**

<https://zoom.us/j/95579223301?pwd=am80L2Zickd0ay9nZHhDVEZuSmJTUT09>

**Contraseña: 725941**

**I. Llamado de la Reunión al Orden**

**a. Resumen de la Política de Participación Pública (Política de SC #6409).**

Leer en voz alta: *El Comité Escolar de Salem desea escuchar al público sobre asuntos que afectan al distrito escolar y están dentro del alcance de las responsabilidades del Comité. La interpretación en español está disponible para cualquier persona que la necesite.*

**b. Solicitud para Interpretación al Español.**

Si algún miembro del público necesita interpretación en español para poder participar en la reunión, por favor presione el enlace a continuación (a más tardar a las 9 am del día de la reunión para solicitar interpretación en español):

<https://forms.gle/1G8h6A2Fnf26P6V5A>

**c. Instrucciones para Participar en Comentario Público**

Si algún miembro de la comunidad de Salem desea participar en un comentario público durante esta reunión, por favor presione el enlace a continuación para inscribirse y someter su comentario electrónicamente: <https://forms.gle/9cFDm99fEAwSxG2EA>. Un miembro del personal del distrito recopilará todos los comentarios que se compartirán con los miembros antes del final de la reunión pública. Los comentarios también se resumirán en el acta de la reunión. Por favor contactar a Nancy Weiss en [nweiss@salemk12.org](mailto:nweiss@salemk12.org) o en el 617-285-7567 si tiene preguntas o para reportar cualquier dificultad técnica que experimente.

**II. Aprobación de la Agenda**

**III. Aprobación de Consentimiento de la Agenda**

- a. Minuta de la Audiencia sobre el Presupuesto para Año Fiscal 2022 realizada el 3 de mayo, 2021 y la Reunión Ordinaria del Comité Escolar realizada el 3 de mayo, 2021
- b. Aprobación de Garantías: 5/6/2021 por la cantidad de \$111,913.01 y 5/13/2021 por la cantidad de \$544,975.46.

- IV. **Comentario Público**  
Por favor ver las instrucciones dadas previamente para participar en Comentarios Públicos.
- V. **Reporte del representante Estudiantil – Duncan Mayer**
- VI. **Exhibición de Educadores**
  - a. Reconocimiento a Marta Garcia
  - b. Mural de Apreciación a Educadores - Anna Dugan
- VII. **Reporte del Superintendente**
  - a. Reporte de Hallazgos en el Monitoreo Focal por Nivel (TFM)
- VIII. **Elementos de Acción: Asuntos Viejos**
  - a. Deliberación y votación sobre el Propuesto Presupuesto para el Año Fiscal 22 para las Escuelas Públicas de Salem
- IX. **Elementos de Acción: Asuntos Nuevos**
  - a. Deliberación y votación para permitir a Mary Manning servir con capacidad interina como miembro del Subcomité de Políticas
- X. **Reporte Financiero**
  - a. Transferencias Presupuestarias
- XI. **Reportes de Subcomités**
  - a. Subcomité de Políticas
    - i. Políticas para Primera Lectura  
5101 Edad Escolar y Asistencia  
5102.01 Inscripción de Estudiantes No Residentes/Opción Escolar
    - ii. Políticas para Segunda Lectura  
4118 Uso del Teléfono Celular por los Empleados
- XII. **Preocupaciones y resoluciones del Comité Escolar**
- XIII. **Aplazamiento**

Respetuosamente sometido por,

*Nancy A. Weiss*

Asistente Ejecutiva para el Comité Escolar  
& el Superintendente

*“Las personas que requieran ayudas y servicios auxiliares para una comunicación eficaz, tales como un intérprete de lenguaje de señas, un dispositivo de ayuda auditiva o material impreso en formato digital o una modificación razonable en programas, servicios, políticas o actividades, pueden comunicarse con el Coordinador de ADA de la ciudad de Salem al (978) 619-5630 lo antes posible y no menos de 2 días hábiles antes de la reunión, programa o evento.”*

# DRAFT

## Salem Public Schools Salem School Committee FY22 Budget Hearing Minutes May 3, 2021

On May 3, 2021 the Salem School Committee held its regular FY22 Budget Hearing at 6:00 PM using the Zoom platform.

**Members Present:** Mayor Kimberley Driscoll, Ms. Mary Manning, Ms. Amanda Campbell, Dr. Kristin Pangallo, Ms. Ana Nuncio, and Mr. James Fleming

**Members Absent:** Mr. Manny Cruz

**Others in Attendance:** Superintendent Stephen Zrike, Assistant Superintendent Kate Carbone, Assistant Superintendent Mary DeLai, Chelsea Banks, Liz Polay-Wettengel, and Deb Connerty.

### Call of Meeting to Order

Mayor Driscoll called the meeting to order at 6:04 p.m. Mayor Driscoll read the new Public Participation Policy 6409 and also explained the request for Spanish interpretation for participation.

### Move to Open Public Hearing on the FY22 Budget

Mayor Driscoll requested a motion to open the Public Hearing. Ms. Manning motioned and Mr. Fleming seconded. The Mayor called a roll call vote.

Ms. Manning	Yes
Mr. Fleming	Yes
Dr. Pangallo	Yes
Ms. Nuncio	Yes
Ms. Campbell	Yes
Mayor Driscoll	Yes

Motion carries 6-0

The Mayor introduced Superintendent Zrike who gave an overview of the proposed FY22 budget. He explained that the process included feedback from the Finance Subcommittee, school building administrators and department heads. He explained that with all the requests, the budget would have been an 11% increase over our current budget. He stated that there were also 5 budget forums (3 with members of the community and 2 with staff only) that provided additional feedback. Once they reviewed the funds that they are receiving from federal grants through the COVID Relief Grants they have ended up with a 3.6% increase proposal. Dr. Zrike believes that this budget is aligned to many of the priorities that have been laid out and responsive to the feedback that they heard from the community and is a fiscally responsible budget for the city. He explained that a copy of the budget book is available to

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review and is posted online. He added that the final vote for the budget will not be until the May 17th School Committee meeting.

### Public Comments

The School Committee Secretary announced that there were no public comments submitted.

### Move to Close the Public Hearing on the FY22 Budget

Mayor Driscoll requested a motion to close the Public Hearing. Mr. Fleming motioned and Ms. Manning seconded. The Mayor called a roll call vote.

Ms. Manning	Yes
Mr. Fleming	Yes
Dr. Pangallo	Yes
Ms. Nuncio	Yes
Ms. Campbell	Yes
Mayor Driscoll	Yes

Motion carries 6-0

### Adjournment

Mayor Driscoll requested a motion to adjourn. Mr. Fleming motioned and Dr. Pangallo seconded. A roll call vote was taken.

Ms. Manning	Yes
Mr. Fleming	Yes
Dr. Pangallo	Yes
Ms. Nuncio	Yes
Ms. Campbell	Yes
Mayor Driscoll	Yes

Motion carries 6-0. Meeting adjourned at 6:15 p.m.

Respectfully submitted by,

*Nancy A. Weiss*

Executive Assistant to the School Committee & Superintendent

# DRAFT

## Salem Public Schools Salem School Committee Meeting Minutes May 3, 2021

On May 3, 2021 the Salem School Committee held its regular School Committee meeting at 7:00 PM using the Zoom platform.

**Members Present:** Mayor Kimberley Driscoll, Ms. Mary Manning, Mr. Manny Cruz, Ms. Amanda Campbell, Dr. Kristin Pangallo, Ms. Ana Nuncio, and Mr. James Fleming

**Members Absent:** None

**Others in Attendance:** Superintendent Stephen Zrike, Assistant Superintendent Kate Carbone, Assistant Superintendent Mary DeLai, Chelsea Banks, Liz Polay-Wettengel, Deb Connerty, and Duncan Mayer.

### Call of Meeting to Order

Mayor Driscoll called the meeting to order at 7:03 p.m. Mayor Driscoll read the new Public Participation Policy 6409 and also explained the request for Spanish interpretation for participation.

### Approval of Agenda

Mayor Driscoll requested a motion to approve the Regular Agenda. Mr. Fleming motioned and Ms. Nuncio seconded. The Mayor called a roll call vote.

Ms. Manning	Yes
Mr. Fleming	Yes
Dr. Pangallo	Yes
Ms. Nuncio	Yes
Ms. Campbell	Yes
Mayor Driscoll	Yes

Motion carries 6-0

### Approval of Consent Agenda

Mayor Driscoll requested a motion to approve the Consent Agenda. Mr. Fleming motioned and Ms. Nuncio seconded. The Mayor called a roll call vote.

Ms. Manning	Yes
Mr. Fleming	Yes
Dr. Pangallo	Yes
Ms. Nuncio	Yes
Ms. Campbell	Yes
Mayor Driscoll	Yes

Motion carries 6-0

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### **Public Comments**

The School Committee Secretary announced that there was one public comment.

Ann Berman, 1401 Crane Brook Way, Peabody asked to be recognized to speak. Ms. Berman began by thanking everyone who donated to or purchased a ticket for the scholarship calendar. She said that winners will be announced and posted on their facebook page. She also wanted to say thank you and acknowledge educators appreciation week.

Mr. Cruz entered the meeting at 7:10 pm.

### **Report from the Student Representative**

Duncan Mayer explained that they have been busy with several committees and meetings and will have more updates at the next meeting. He added that they hope to have a physical space in the building for the SAC to have a meeting. He said that with so many students back, it would be easier to all meet in person socially distanced and allow the students still home to join remotely. He also stated that the plans on meeting with students at Collins Middle School regarding a civic course.

### **Report of the Superintendent**

Superintendent Zrike began with acknowledging Educator Appreciation Week. He explained that they are calling it Staff Appreciation Week and said that there are special surprises for the staff. In addition, he said they are collecting stories this week of the impact that educators have made on the students and the stories will be posted.

Dr. Zrike announced that the Salem High School drama club, which includes 2 dozen members, are preparing to perform Stage 2 Screen: A Musical Review. This production can be viewed on Friday evening at 8 pm in the Salem High parking lot on a 26' high screen as a drive-in experience. It will also be available on Saturday evening via zoom as a watch party. If you are interested in attending, please email [salemhighdrama@salem.com](mailto:salemhighdrama@salem.com) for a reservation. Dr. Zrike thanked Ms. Goodwin and the drama team.

Dr. Zrike also thanked the community and the committee members for the recent Principal's search. He announced that there would be a decision by the end of the week.

#### **a. Summer Programs**

Superintendent Zrike introduced Assistant Superintendent Kate Carbone and Emily Ullman, Director of Community Engagement and Partnerships. Assistant Superintendent Carbone explained that they had a large team invested in discussing summer programming, which will offer the opportunity to boost learning, to reconnect kids and have fun this summer. Ms. Carbone introduced Ms. Ullman who presented the summer programs for this year.

Ms. Ullman began the presentation by announcing that they will be offering more programs than they ever have before and added that there will be lots of options. She said they are in the



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process of matching students with the program that best fits their needs. She added that if a family would like additional information, she recommends calling the school, City Connects or the guidance office. Ms. Ullman gave an overview of the programs being offered. She explained that in addition to the elementary and middle schools, the high school will also be offering programs.

Mr. Cruz stated that he was excited to see the CTE focus with the programs. He asked for more details and how many slots would be available for students to work. Ms. Ullman responded that the programs will offer students course credits. She said that Salem Prep can offer workforce training and help students connect with working with the community. Mayor Driscoll added that the City is hoping to partner with businesses and offer workforce opportunities to students.

Ms. Fleming asked which programs will capture the materials lost for the students and how do we measure assessments. Ms. Ullman responded that all the programs will incorporate curriculum that they identify where the need is. Ms. Carbone added that they are working with teacher temas and they are looking for a diagnostic tool that will not be time consuming and easy to administer. The goal is to administer before the school year ends then again over the summer.

Dr. Pangallo asked how flexible the programs are for families that may want to take advantage of the programs but may also have other plans. Do families have the option to go in and out of the program over the 6 weeks? Ms. Ullman explained that they would like students there for consistency, but they can make accommodations. Ms. Ullman added that they will be doing enrollment by City Connects invites for those who will benefit most.

Mr. Mayer asked if there was any flexibility for students who have to work but need to complete credits. Ms. Ullman said that they offer the Not Yet Academy, which allows students to show up to complete credits they are missing. This is aligned with the standards based model. Ms. Carbone added that there will be teachers to support students and students can do work independently. They will also offer at the Saltonstall 2 nights a week for support for credit recovery.

Ms. Manning stated that she understands that the program is targeted to students who are suggested to enroll, but was hoping there would be an opportunity for parents to enroll their child. She is concerned that some students will be missed who could really benefit. Ms. Ullman responded that referral is based on data. She is confident that if students are struggling, they will be identified and enrolled. She added that if any parent feels that their child has been missed, they are encouraged to call to inquire about enrolling.

Mayor Driscoll asked how we can assist high school students to unlock opportunities over the summer (help with drivers ed, EMT training, Serve-Safe certificates, computer tech certifications)? Dr. Zrike responded that we are still waiting to hear from the Governor's office regarding summer rec programming funding, and once we have confirmed that, we will speak to the high school. The Mayor also asked if there was any way the CTE Program could showcase

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their work or if there are any entrepreneurial opportunities for them. Dr. Zrike offered to speak to the CTE Director regarding this.

### **b. FY22 Recommended Budget**

Superintendent Zrike announced that the FY22 Budget Public Hearing had just taken place earlier this evening and asked if any Committee members had any questions. Mr. Cruz asked if there were stipends for students in leadership positions (SAC) and the educators supporting them built into the budget. Dr. Zrike responded that he would confirm with Ms. DeLai and get back to Mr. Cruz. Dr. Pangallo asked a question regarding the 1-to-1 device program for the young learners and Ms. Carbone explained that they are currently planning to purchase additional carts for the chromebooks which will allow them to stay in the classroom.

Dr. Zrike reported that the vote for the FY22 Proposed Budget would not take place until the next School Committee meeting of May 17th.

### **c. FY22 NEC Approved Budget and Tuition Rates**

Superintendent Zrike announced that this was presented for informational purposes only.

### **d. Essex North Shore FY21-22 Budget Book**

Superintendent Zrike explained that this was also presented for informational purposes only.

## **Old Business**

None to report.

## **New Business**

None to report.

## **Finance Report**

None to report.

## **Subcommittee Reports**

### **a. Policy Subcommittee**

- i. Policies for First Reading  
4118 Cellular Phone Use by Employees

Ms. Nuncio explained that Policy 4118 Cellular Phone Use by Employees is being recommended for deletion. Mr. Cruz added that there is already a Staff Acceptable Use Policy in place, which would make this policy redundant.

Ms. Nuncio made a motion for first reading of policy 4118 Cellular Phone Use by Employees. Mr. Cruz seconded the motion. A roll call vote was taken.

Ms. Manning                      Yes

Mr. Fleming                      Yes

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Dr. Pangallo	Yes
Ms. Nuncio	Yes
Mr. Cruz	Yes
Ms. Campbell	Yes
Mayor Driscoll	Yes

Motion carries 7-0

### School Committee Concerns and Resolutions

None to report.

### Adjournment

Mayor Driscoll requested a motion to adjourn. Mr. Fleming motioned and Mr. Cruz seconded. A roll call vote was taken.

Ms. Manning	Yes
Mr. Fleming	Yes
Dr. Pangallo	Yes
Ms. Nuncio	Yes
Mr. Cruz	Yes
Ms. Campbell	Yes
Mayor Driscoll	Yes

Motion carries 7-0. Meeting adjourned at 8:20 p.m.

Respectfully submitted by,

*Nancy A. Weiss*

Executive Assistant to the School Committee & Superintendent

## SEMI-FINALIST FOR MA TEACHER OF THE YEAR - MARTA GARCIA!

This week, DESE announced the semi-finalists for Teacher of the Year. We are proud to announce that Marta Garcia, EL teacher at Witchcraft Heights Elementary School was awarded this honor along with 10 other teachers in the state. In recognition, on Wednesday morning Mayor Kim Driscoll, Superintendent Steve Zrike, Principal Leanne Smith, and Director of English Learning and Bilingual Education Rebecca Westlake surprised Marta Garcia in her classroom with flowers and a presentation of the official City of Salem seal.

Marta, we are so proud of you and thrilled you are being recognized for this honor and are so grateful for your dedication to the students and families here in Salem!



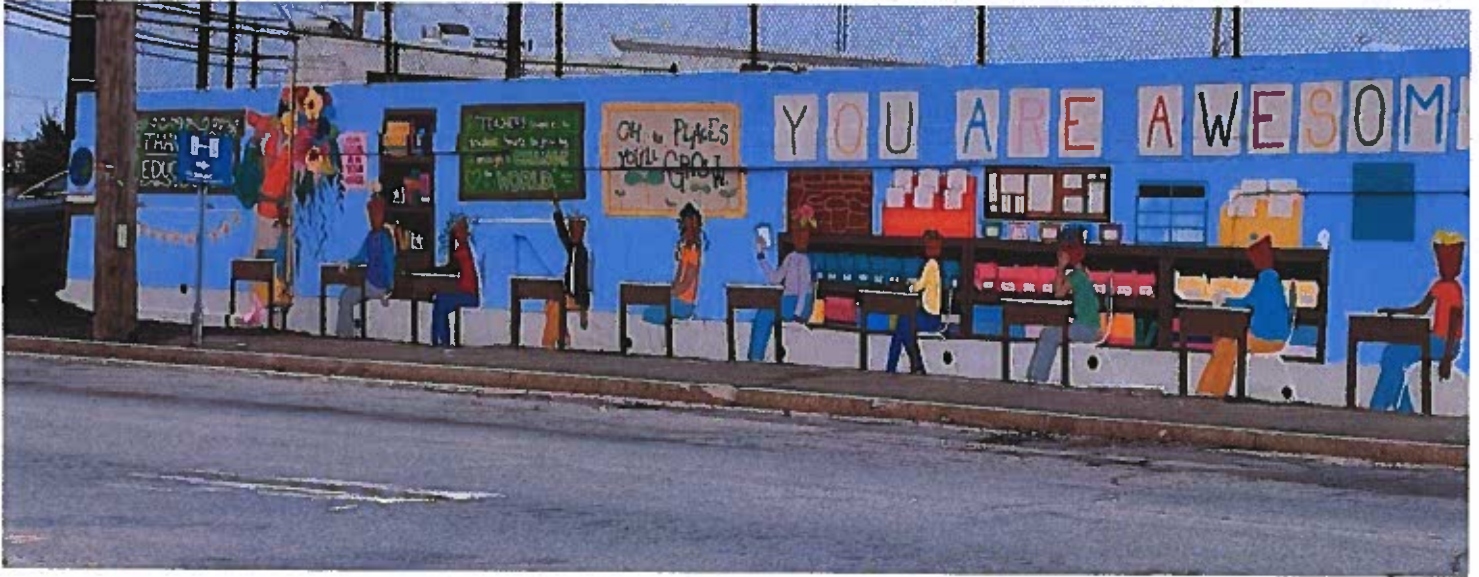


Published on City of Salem MA (<https://www.salem.com>)

[Home](#) > [Boards/Committees](#) > [Public Art Commission](#) > Educators Appreciation Mural

## Educators Appreciation Mural

Educators Appreciation Mural



### Appreciation and Gratitude for Salem's Educators!

In October 2020, Salem and Northshore artists were invited by the Salem Public Art Commission to submit proposals to design and create a mural in honor and appreciation of the many teachers and educators of Salem.

Among many talented and thoughtful submissions, Salem artist Anna Dugan was selected to install her creative vision to show community support.

The mural location was originally planned to be installed on the wall of the underpass Sargent James Ayube Memorial Drive at the March Street Overpass. However, it found a new home on the retaining wall at 309-311 Highland Ave, the intersection of Swampscott Road outside of Town Fair Tire, after the generous sponsorship by the property owner.

This project is also sponsored in part by the Salem Public Art Commission, Centercorp Retail Properties, Inc., and Town Fair Tire Co.

Check out the mural and Anna featured on the Salem News [here](#)!

Learn more about Anna @Annadidathing

**"This is the kind of project that ignites a fire in me because it directly gives back to the place I live. I believe in the power of community and this is the exact kind of project that allows art to strengthen bonds within us."**

- Anna Dugan



Source URL: <https://www.salem.com/public-art-commission/pages/educators-appreciation-mural>





# **Massachusetts Department of Elementary and Secondary Education**

75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-3000  
TTY: N.E.T. Relay 1-800-439-2370

Jeffrey C. Riley  
Commissioner

April 28, 2021

Dr. Stephen Zrike, Superintendent  
Salem Public Schools  
29 Highland Avenue  
Salem, MA 01970

Re: Tiered Focused Monitoring Report for Special Education and Civil Rights

Dear Superintendent Zrike:

The Office of Public School Monitoring recently conducted a Tier 1 Tiered Focused Monitoring (TFM) Review in your district. During this review, the Department monitored selected special education and civil rights criteria to determine your district's compliance with laws and regulations.

We are pleased to tell you that the Department has found your district to be in compliance with all of the criteria monitored during the TFM Review and no corrective action is required at this time.

Enclosed you will find a copy of the Tiered Focused Monitoring Report. To access the report on the Department's website, please visit <http://www.doe.mass.edu> and select *Security Portal* then *PQA WebMonitoring*. Continue by selecting *Home > PSM Tier Review > Feedback/CIMP > View TFM Report*. The Tiered Focused Monitoring Toolkit, which includes the regulatory requirements specific to the special education and civil rights criteria referenced in this report, can be found at <http://www.doe.mass.edu/psm/resources/default.html>.

In closing, we would like to thank the administration and staff who shared their time and thoughts so generously during the preparation and onsite phases of the review, and we commend you on your commitment and diligence in the areas reviewed under TFM. Special thanks are given to Deborah Connerty for coordinating this visit for the district. Should you need any additional information or assistance, please do not hesitate to contact Dee Wyatt at (781) 338-3794.

Sincerely,

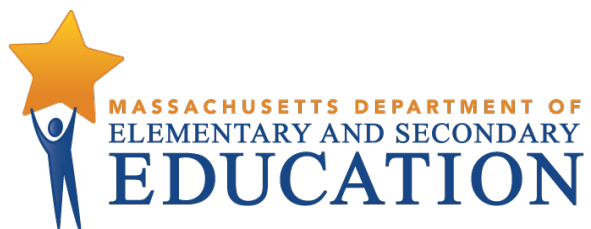
*Dee Wyatt*

Dee Wyatt, Tiered Focused Monitoring Review Chairperson  
Office of Public School Monitoring

*Timothy Gallagher*

Timothy Gallagher, Assistant Director  
Office of Public School Monitoring

cc: Mayor Kimberly Driscoll, School Committee Chairperson  
Deborah Connerty, Local Monitoring Review Coordinator



**Salem Public Schools**

**Tiered Focused Monitoring Report**

**For Group A Universal Standards  
Tier Level 1**

**Dates of Onsite Visit: April 7 & 8, 2021**

**Date of Final Report: April 28, 2021**



Jeffrey C. Riley  
Commissioner of Elementary and Secondary Education



During the 2020-2021 school year, Salem Public Schools participated in a Tiered Focused Monitoring Review conducted by the Department's Office of Public School Monitoring. The purpose of the Tiered Focused Monitoring Review is to monitor compliance with regulatory requirements focusing on special education and civil rights. **The Department is pleased to report that the district was found to be in compliance with all criteria reviewed; no corrective action is required at this time.**

School districts and charter schools are reviewed every three years through Tiered Focused Monitoring. This review process emphasizes elements most tied to student outcomes, and alternates the focus of each review on either Group A Universal Standards or Group B Universal Standards.

Group A Universal Standards address:

- Student identification
- IEP development
- Programming and support services
- Equal opportunity

Group B Universal Standards address:

- Licensure and professional development
- Parent/student/community engagement
- Facilities and classroom observations
- Oversight
- Time and learning
- Equal access

In addition, the Department has reserved a specific set of criteria, collectively known as Targeted Standards, employed when LEA or school-level risk assessment data indicate that there is a potential issue. Identified Targeted Standards are assessed in addition to the Universal Standards.

Universal Standards and Targeted Standards are aligned with the following regulations:

Special Education (SE)

- selected requirements from the federal Individuals with Disabilities Education Act (IDEA-2004); the federal regulations promulgated under that Act at 34 CFR Part 300; M.G.L. c. 71B, and the Massachusetts Board of Education's Special Education regulations (603 CMR 28.00), as amended effective March 1, 2007.

Civil Rights Methods of Administration and Other General Education Requirements (CR)

- selected federal civil rights requirements, including requirements under Title VI of the Civil Rights Act of 1964; the Equal Educational Opportunities Act of 1974; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990, together with selected state requirements under M.G.L. c. 76, Section 5 as amended by Chapter 199 of the Acts of 2011 and M.G.L. c. 269 §§ 17 through 19.
- selected requirements from the Massachusetts Board of Education's Physical Restraint regulations (603 CMR 46.00).
- selected requirements from the Massachusetts Board of Education's Student Learning Time regulations (603 CMR 27.00).
- various requirements under other federal and state laws.

Tiered Focused Monitoring allows for differentiated monitoring based on a district/charter school's level of need; the Tiers are defined as follows:

LEAs in Tiers 1 and 2 have been determined to have no or low risk:

- Tier 1/Self-Directed Improvement: Data points indicate no concern on compliance and performance outcomes – meets requirements.
- Tier 2/Directed Improvement: No demonstrated risk in areas with close link to student outcomes – low risk.

LEAs in Tiers 3 and 4 have demonstrated greater risk:

- Tier 3/Corrective Action: Areas of concern include both compliance and student outcomes – moderate risk.
- Tier 4/Cross-unit Support and Corrective Action: Areas of concern have profound effect on student outcomes and ongoing compliance – high risk.

The phases of Tiered Focused Monitoring for Salem Public Schools included:

Self-Assessment Phase:

- The district reviewed special education and civil rights documentation for required elements including document uploads.
- The district reviewed a sample of special education student records selected across grade levels, disability categories and levels of need.
- Upon completion of these two internal reviews, the district's self-assessment was submitted to the Department for review.

On-site Verification Phase:

- Review of student records for special education: The Department selected a sample of student records from those the district reviewed as part of its self-assessment, as well as records chosen by the Department from the special education student roster. The onsite team conducted this review, using standard Department procedures, to determine whether procedural and programmatic requirements are being met.
- Review of additional documents for special education or civil rights.
- Surveys of parents of students with disabilities: Parents of students with disabilities were sent a survey to solicit information regarding their experiences with the district's implementation of special education programs, related services, and procedural requirements.
- Interviews of staff consistent with those criteria selected for onsite verification.
- Interviews of parent advisory council (PAC) representatives and other telephone interviews, as requested by other parents or members of the general public.

## SUMMARY OF INDICATOR DATA REVIEW

As part of the self-assessment process districts or charter schools undergoing a review for Group A Universal Standards, the onsite team reviewed the results of Indicator data submissions for Indicators 11, 12 and 13. For any Indicator data noncompliance found, the district or charter school must develop and implement corrective action that includes correcting noncompliance for the individual students affected by it, addressing the root cause and underlying reasons for the identified noncompliance, and reviewing additional records as evidence that the issues have been corrected and that requirements are being met. The Office of Special Education Programs (OSEP) requires correction of noncompliance within one year of the finding.

The results of the Department's analysis regarding these Indicators are as follows:

	<b>Compliant</b>	<b>Non-Compliant</b>	<b>Not Applicable</b>
<b>Indicator 11 – Initial Evaluation Timelines</b>	X		
<b>Indicator 12 – Early Childhood Transition</b>	X		
<b>Indicator 13 – Secondary Transition</b>	X		

## DEFINITION OF COMPLIANCE RATINGS

<b>Commendable</b>	Any requirement or aspect of a requirement implemented in an exemplary manner significantly beyond the requirements of law or regulation.
<b>Implemented</b>	The requirement is substantially met in all important aspects.
<b>Implementation in Progress</b>	This rating is used for criteria containing new or updated legal requirements and means that the district has implemented any old requirements contained in the criterion and is training staff or beginning to implement the new requirements in such a way that the onsite team anticipates that the new requirements will be implemented by the end of the school year.
<b>Partially Implemented</b>	The requirement, in one or several important aspects, is not entirely met.
<b>Not Implemented</b>	The requirement is totally or substantially not met.
<b>Not Applicable</b>	The requirement does not apply to the school district or charter school.

**SALEM PUBLIC SCHOOLS**

**SUMMARY OF COMPLIANCE CRITERIA RATINGS**

	<b>Universal Standards  Special Education</b>	<b>Universal Standards  Civil Rights and Other General Education Requirements</b>
<b>IMPLEMENTED</b>	SE 1, SE 2, SE 3, SE 3A, SE 6, SE 7, SE 8, SE 9, SE 9A, SE 10, SE 11, SE 12, SE 13, SE 14, SE 17, SE 18A, SE 19, SE 20, SE 22, SE 25, SE 26, SE 29, SE 34, SE 35, SE 37, SE 39, SE 40, SE 41, SE 42, SE 43, SE 48, SE 49	CR 13, CR 14, CR 18
<b>PARTIALLY IMPLEMENTED</b>		
<b>NOT IMPLEMENTED</b>		
<b>NOT APPLICABLE</b>	SE 38	

The review instruments, that include the regulatory requirements specific to the special education and civil rights criteria referenced in the table above, can be found at [www.doe.mass.edu/psm/resources/default.html](http://www.doe.mass.edu/psm/resources/default.html).

# TFM

## Process and Findings

Tiered Focused Monitoring of  
Salem's Special Education and Civil Rights Compliance

# What is TFM?

- TFM = Tiered Focused Monitoring (previously known as CPR (Coordinated Program Review))
- Occurs every 3 years.
- Districts are placed in one of two cohorts and assigned specific components for review on alternating cycles
- Data is reviewed PreK through Post High

# Self Assessment

- Salem's TFM process began with an in-depth self-assessment of specific special education processes, procedures and compliance and a self-assessment of civil rights policies and procedures
- Required documents, data, artifacts and narratives were submitted for review (uploaded to the DESE Security Portal)
- Narratives provided overview of how Salem supports student involvement in extracurricular activities, transition to remote learning during COVID, process for referral to Salem Prep and OOD placements, parent communication
- This year's final review process was extended by several months due to the pandemic closures



# Components

- Self Assessment Review
- Press Release
- Special Education Parent Survey
- Special Education Parent Orientation Meeting via Zoom
- On-site Special Education File Review
- Staff Interviews
- Exit Interview –DESE provided initial impressions and findings
- Final report from DESE sent to Superintendent & Mayor



# Civil Rights

- **Criterion #13**—Availability of academic counseling on general curricular and vocational opportunities
- **Criterion #14**—Counseling and counseling materials free from bias and stereotypes
- **Criterion #18**—District Accommodation Plan & Home and Hospital Services

## On-Site Record Review

- Special Education Files reviewed for:
  - Translation into parent language, when applicable
  - Vulnerability to bullying addressed during IEP meetings
  - Documentation that 7 specific areas of need for a student with an Autism Spectrum Disorder diagnosis were considered during IEP meetings
  - Documentation that components of Specific Learning Disabilities diagnosis were reviewed during IEP meetings
  - Age of Majority consent sent, signed and received
  - Adherence to all required compliance timelines
  - Evidence of transition planning and outside agency involvement
  - Student invitation & attendance at IEP meetings (age 14+)
  - Electronic signature/IEP consent process documented

# Parent Surveys

- Sent via email to all families of students with disabilities
- 74 responses received
- Ratings from “Strongly Agree/Agree to Disagree/Strongly Disagree.
- Although specific comments were not shared due to confidentiality, overall the responses were positive  
Examples:
  - 100% of respondents indicated that “the IEP services delivered at out of district placements are provided in a way that support my child’s education needs.”
  - 90% of respondents indicated that their “child’s school welcomes all families.”
  - 90% of respondents indicated that they are “included as a member of their child’s IEP team.”

A red speech bubble with a white question mark inside, pointing towards the right.

Results?

**ZERO FINDINGS!**

## Next Steps

- **Next self-assessment will begin in 2 years.**
- **Next on-site review will be in 3 years**

A large red speech bubble graphic with a white outline, pointing downwards. It contains the text "Questions?".

Questions?

Questions?

**Memo:**

To: Salem School Committee

From: Mary C. DeLai

Date: May 3, 2021

Re: FY21 Budget Transfer Request 28

The Salem High School requests the following transfer to fund the CTE Partnership After Dark Program at Essex North Shore Technical High School.

Account Description/Use	Account Number	Amount From	Amount To
Fringe/Stipends	13571020-5150	\$30,000	
Contract Services	13571021-5320		\$30,000

I recommend approval of the transfer.





## Memo:

To: Salem School Committee

From: Mary C. DeLai

Date: May 17, 2021

Re: FY21-30 Budget Transfer Request

As we approach the close of the fiscal year, we are requesting the following transfers to offset projected deficits, address critical project needs, and replenish instructional supplies and materials that were depleted during the current school year.

Transfer From		Transfer To		Amount	Purpose
13032061-5712	Expense Reimbursement	13252030-5320	Contract Services - District	27,000	Consulting services - MUNIS Enhancements
13640180-5112	Pupil Transportation	13252030-5320	Contract Services - District	50,000	Consulting services - MUNIS Enhancements
13170120-5117	Technology Salaries	13170121-5860	Instructional Technology	100,000	Student and staff devices and classroom technology
13570151-5333	Pupil Transportation	13530121-5211	Electricity	35,000	To offset projected deficit
13640181-5244	Vehicle Repair & Maintenance	13530121-5215	Natural Gas	40,000	To offset projected deficit
13640181-5334	Homeless Transportation	13530121-5215	Natural Gas	45,000	To offset projected deficit
13640181-5334	Homeless Transportation	13530121-5341	Telephone	13,000	To offset projected deficit
13640180-5112	Pupil Transportation	13530121-5860	Custodial Equipment	100,000	Replace obsolete motorized cleaning equipment
13441020-5117	Guidance Salaries	13421021-5514	CVTE Supplies	15,000	Supplies and equipment for CVTE programs
13570140-5100	Substitute Teacher	13570221-5514	Instructional Supplies - Bates	12,000	Replenishment of supplies and materials
13570140-5100	Substitute Teacher	13570421-5514	Instructional Supplies - Carlton	6,000	Replenishment of supplies and materials
13570140-5100	Substitute Teacher	13570621-5514	Instructional Supplies - HMLS	6,000	Replenishment of supplies and materials
13570140-5101	Long Term Subs	13570721-5514	Instructional Supplies - Saltonstall	10,000	Replenishment of supplies and materials
13570140-5101	Long Term Subs	13570821-5514	Instructional Supplies - WHES	18,000	Replenishment of supplies and materials
13570140-5101	Long Term Subs	13570921-5514	Instructional Supplies - Collins	15,000	Replenishment of supplies and materials
13570140-5101	Long Term Subs	13571521-5514	Instructional Supplies - Bentley	16,000	Replenishment of supplies and materials
13570140-5101	Long Term Subs	13571621-5514	Instructional Supplies - NLIS	2,500	Replenishment of supplies and materials
13570140-5101	Long Term Subs	13641121-5514	Instructional Supplies - ECC	3,000	Replenishment of supplies and materials
13570140-5101	Long Term Subs	13641321-5514	Instructional Supplies - Salem Prep	2,000	Replenishment of supplies and materials

I recommend approval of these transfers.



## STUDENTS AND INSTRUCTION

5000

### ATTENDANCE

5100

### SCHOOL AGE AND ATTENDANCE

5101

Attendance is vital for student learning. For this reason, the Salem Public Schools encourage families to ensure that students are in school, on time every day. Under Massachusetts General Law (School Attendance, Chapter 76) attendance is compulsory. This means that, at a minimum, all children between the ages of six and sixteen are required to attend school daily. The School Committee also believes that daily attendance up to a student's graduation is essential to optimize learning.

Under the law, school districts may excuse up to seven full-day sessions or fourteen half-day sessions in any period of six months. However, every absence impacts student learning, regardless whether it is excused, unexcused, a tardy, or an early dismissal. Considered together, absences for any reason can have an impact on student learning and academic and social emotional outcomes. Students absent from school may not participate in school-sponsored activities on the day or evening of the absence.

~~The district recognizes that illnesses, emergencies and religious observations may periodically interfere with school attendance.¶~~

~~An excused absence shall be defined as an illness, treatment, hospitalization, or death in the family; observance of a religious holiday; documented court/legal/governmental appearances by the student; or administrator approved absences and field trips (including college visits). ¶~~

#### **Excused Absences**

Salem Public Schools recognizes that students will, at times, have legitimate reasons to be absent. Potential reasons for excused absences include the following:

- **Student's illness or injury**
- **Death of a close family member**
- **Observance of a major religious holiday**
- **Court summons** (student's name must appear on the summons)
- **School/administration approved activities**
- **College visits** (documentation required)
- **Legal, immigration, military or other similar obligations**
- **Medical or psychological appointments during the school day**
- **Suspension**

Parents/guardians are expected to call in a student's absence into the school's absence reporting system each day the student is absent. To be eligible for an excused absence, the parent/guardian

shall provide the school with notice explaining the absence as soon as possible and within no more than 5 days of the return to school.

### **Medical Documentation Requirements**

To be deemed excused, an absence of more than 3 consecutive days must be documented in writing by an appropriately licensed medical professional, e.g. physician, nurse practitioner, physician's assistant, psychiatrist, psychologist, therapist, or dentist who has physically assessed the student.

### **Unexcused Absences**

An absence is considered unexcused when a student misses school for reasons that fail to meet the criteria for an excused absence as defined above.

### **Annual School Absence Protocol and Notification**

The Salem School Committee requires that each school establish a student absence protocol and notification system. Principals shall send, at the beginning of each school year, notifications to the parent/guardian of each student regarding the school's protocol.

### **Truancy and Habitual Truancy**

A student is considered truant when s/he misses school without permission or a valid excuse. Parents/guardians will be notified if a student is suspected of being truant.

A student is considered habitually truant if they are willfully failing to attend school for eight (8) or more school days in a quarter without a lawful and reasonable excuse as outlined above. For schools not operating on a quarter system, sixteen (16) missed days per semester or eleven (11) missed days per trimester shall apply.

### **Parent/Guardian and School Responsibilities**

Parents/guardians are legally responsible for ensuring that their child attends school daily. Pursuant to M.G.L. c. 76, § 1B, the school will notify the parent/guardian of a student who has missed 5 or more school days unexcused in a school year. The school administrator/designee will make a reasonable effort to meet with the parent/guardian of a student who has 5 or more unexcused absences to develop action steps for student attendance. The action steps shall be developed jointly and agreed upon by the school principal, or a designee, the student and the student's parent/guardian and with input from other relevant school personnel and officials from public safety, health and human service, housing and nonprofit agencies.

### **Chronic Absenteeism**

Chronic Absence is defined as a student missing 10% or more days of school within a school calendar year including all absences regardless of whether they are excused or unexcused.

Starting as early as preschool and kindergarten, students' chronic absence is a primary cause of low academic achievement and a powerful predictor of which students will eventually drop out of school. Students who have poor attendance over multiple years will struggle to make up for the lost time in the classroom. Students' chronic absenteeism can leave third graders unable to read proficiently, sixth graders struggling with coursework and high school students off track for graduation.

### **Plan for Reducing Chronic Absenteeism**

The Superintendent shall track and measure chronic absenteeism across the district and shall develop a comprehensive plan to reduce chronic absenteeism wherever concerning patterns exist. Each school shall also develop its own plan to reduce chronic absenteeism that shall be included in its School Improvement Plan. Such plans should be proactive in reducing barriers to consistent student attendance, responsive to student and family needs, and involve key school staff members (such as a Student Support Team), and other stakeholders including community partners.

~~A student out of school for four (4) or more days consecutively within a term or who exhibits a pattern of absenteeism, must have a doctor's note when returning to school for that absence to be excused. In exceptional situations (flu epidemic, chicken pox, etc.) the school nurse will determine whether or not a doctor's note shall be required to re-enter school.~~

### **Enforcement of Student Attendance**

Salem Public Schools exercises its rights to enforce M.G.L. 76, §1 or Chapter 119, §51A. The Salem School District will be proactive in efforts to intervene when absenteeism is high and/or impacts student learning. For such irregular attendance of any kind, a student shall be referred to the school attendance team officer. ~~Students who are identified as habitually truant (as defined above) absent from school for eight (8) or more days or fifteen half days in any six-month period may, upon the recommendation of the school nurse or school principal, will be referred to the district's Supervisor of Attendance and potentially other forms of more serious administrative intervention or action.~~

### **Educational Services Due to Absences for Illness/Injury**

For absences of several days due to illness or injuries, students and families should contact teachers to establish a reasonable schedule for making up missed work. Students in middle and high school are strongly encouraged to seek out extra help before or after school, or at some other mutually agreeable time if they need assistance from a teacher as the result of an absence.

Per 603 CMR 28.03(3)(c) and 28.04(4), parents/guardians of students who are absent because of illness or injury for 14 consecutive school days, or students with chronic illnesses who have recurring home/hospital stays of less than 14 consecutive school days, when such recurrences

have added up to or are expected to add up to more than 14 school days in a school year, are eligible for home or hospital educational services if they are requested and the medical need is documented by the treating physician. In these cases, the parent/guardian should contact the Office of Student Services and Family Supports to set up educational services that will enable the student to keep up in his/her courses of study and minimize the educational loss that might occur during the period of confinement at home or hospital.

Legal References: MGL 76:1, 1A, 1B, 2, 4, 5, 20 and 119: 51A

603 CMR 28.03(3)(c)

<https://www.mass.gov/juvenile-court-rules/juvenile-court-standing-order-3-21-child-requiring-assistance-proceedings>

[www.attendanceworks.org/research/](http://www.attendanceworks.org/research/)

Approved by School Committee November 17, 2014

Reviewed and Referred by the Policy Subcommittee on 5/6/21 (pending legal reference review).

First Reading on 5/17/21

**STUDENTS AND  
INSTRUCTION**

**5000**

**ATTENDANCE**

**Annual Review**

**5100**

**ENROLLMENT OF NON-RESIDENT STUDENTS/SCHOOL CHOICE**

**5102.01**

Massachusetts General Laws Chapter 76, Section 12B, paragraph (d) states in part: "...that this obligation (school choice) to enroll non-resident students shall not apply to a school department for a school year in which its School Committee, prior to June first, after a public hearing, adopts a resolution withdrawing from said obligation for the school year beginning the following September..." Therefore, the Salem School Committee shall vote annually as to whether the District is accepting students under the school choice option.

When the parents or guardian of a student move from Salem and wish to have their children attend the Salem Public School in the forthcoming or ongoing school year, the students may stay in the school under the conditions indicated below with the permission of the principal in consultation with the superintendent:

A child may continue in attendance for the purpose of completing the school year, provided that the period of time since the relinquishment of residence and the end of the school year does not exceed three (3) calendar months. In situations of hardship, a family may appeal to the superintendent to waive this condition.

A student who has continuously attended a Salem elementary or K-8 school for three (3) continuous school years or a middle or high school for two (2) continuous years ~~Salem High School for the three (3) years prior to his or her senior year~~ may complete his or her schooling to the highest grade level offered at the respective elementary, middle, or high school, regardless of the residence of his or her parents. ~~senior year at Salem High School, regardless of the residence of his or her parents.~~

Legal References: MGL 71:6, 6A; 76.6, 12, and 12B

Approved: August 19, 2019

Discussed at Policy Subcommittee on 3/23/21 and 4/8/21

Send for legal review 4/8/21

Reviewed and referred by the Policy Subcommittee on 5/6/21

1st Reading on 5/17/21

**PERSONNEL** 4000

ALL EMPLOYEES 4100

CELLULAR PHONE USE BY EMPLOYEES 4118

The Salem School Committee recognizes the importance and necessity of timely communication among school department personnel. However, it is the policy of the committee that no employee conduct business for the public schools by talking on a cellular phone while driving a motor vehicle. For safety, employees are directed to pull over to the side of the road before using cell phones

APPROVED: 1/21/03

Reviewed by the Policy Subcommittee on 4/22/21

Recommended for deletion

1st reading 5/3/21

2nd reading 5/17/21