



School Committee Meeting Materials

Regular School Committee Meeting

April 3, 2017

7:00pm

*Mr. James M. Fleming
Ms. Deborah Amaral
Ms. Mary A. Manning*



*Mr. Patrick Schultz
Dr. Brendan R. Walsh
Ms. Kristine Wilson*

Mayor Kimberley Driscoll, Chair

"Know Your Rights Under the Open Meeting Law, M.G.L. c.30A § 18-25 and City Ordinance Sections 2-2028 through 2-2033."

March 30, 2017

REGULAR SCHOOL COMMITTEE MEETING

Notice is hereby given that the **Salem School Committee** will hold a **Regular School Committee meeting Monday, April 3, 2017 at 7:00 p.m.** The meeting will be held in the **School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.**

Monday, April 3, 2017

- I. Call of Meeting to Order**
- II. Approval of the Agenda**
- III. Approval of Minutes**
 - a. Deliberation and vote on the Minutes of the Regular School Committee Meeting held on March 6, 2017 (Tabled on March 20, 2017)
 - b. Deliberation and Vote on the Minutes of the Regular School Committee Meeting held on March 20, 2017
- IV. Questions and Comments from the Audience**
- V Superintendent Report – Margarita Ruiz**
- VI. Presentation and Reports**
 - FY 18 Budget Presentation
 - Discussion of the School Climate Survey for MCAS
 - Discussion of the School Climate Questionnaire, included with the MCAS
- VII. Action Items**
 - a. Deliberation and Vote on the approval of the ROTC field trip of the Salem High JR. R.O.T.C 3-day field trip to Camp Curtis from April 28 to April 30, 2017.
- VIII. Finance Report**
- IX. Subcommittee Reports**
 - Personnel Subcommittee**

Policy Subcommittee

- a. Deliberation and Vote on a Third Reading of Policy 6406 Voting Method – Tabled from March 6, 2017.
- b. Deliberation and Vote on a Third Reading of Policy 6408 Minutes to SC Meetings
- c. Deliberation and Vote on the Third Reading of the Recommendations of the Policy Subcommittee on the revisions to the following policies:
 - 1101 School – Community Relations Goals and deletion of
 - 3202 Acceptance of Gifts Grants and Bequests
 - 6114 Use of Electronic Messaging by School Committee Members

X. School Committee Concerns and Resolutions

XI. Questions and Comments from the Audience

Salem School Committee
Meeting Minutes
Monday, March 6, 2017

A regular meeting of the Salem School Committee was held on Monday, March 6, 2017 at 7:00 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

Angelica Alayon 3/31/2017 2:11 PM
Deleted: February

Members Present: Mayor Kimberley Driscoll, Mr. James Fleming, Ms. Mary Manning, Ms. Kristine Wilson, and Ms. Deborah Amaral

Members Absent: Dr. Brendan R. Walsh, Mr. Patrick Schultz

Others Present: Margarita Ruiz, Superintendent, Kate Carbone, Assistant Superintendent, Margaret Marotta, Assistant Superintendent, Business Manager Kristin Shaver, and Chief of Communications Kelley Rice.

Call to Order

Mr. Fleming called the Regular Meeting of the Salem School Committee to order at 7:00 p.m.

Action Items

Mr. Fleming began the meeting with the Deliberation and Vote on the approval of the Paraprofessionals MOU Contract approved by the Paraprofessionals on February 6, 2017.

Ms. Wilson motioned to approve the Action Item. Ms. Amaral seconded the motion. The Motion carried.

Mr. Fleming then moved in order of the Agenda.

Approval of the Agenda

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

Approval of Minutes

Ms. Wilson moved to approve the minutes of the Regular School Committee meeting held on February 6, 2017. Ms. Amaral seconded the motion. The motion carried.

Discussion

Ms. Amaral she will meet with School Committee Secretary Angelica Alayon to discuss shortening of the Minutes. Mr. Fleming agreed, said it is quite extensive.

Questions and Comments from the Audience

There were no questions or comments from the audience.

Superintendent Report – Margarita Ruiz

Superintendent Margarita Ruiz began her presentation with student highlights. Ms.

Ruiz reported that parents and students have easy access to the portal. The High School will be hosting information sessions for parents in hope to support them. Teachers have agreed to update the portal every two weeks. Ms. Ruiz provided an update on the schools' drinking water. There are 1,384 drinking water taps in the schools and have been tested. They are developing new tap devices. 5.6% have been taken out of service. The scope of testing is a very low level. A quick update of the Bowditch School is that they are now in Phase 2 of the Performativity Assessment process. Ms. Ruiz mentioned there would be an upcoming 3rd phase. The last phase is a one-to-one interview with the superintendent, hoping to have it complete by May. Ms. Ruiz talked about strategic plan. The 2nd City Wide will be held on March 22nd. She asked Mary Manning to share her thoughts on her experience. Ms. Manning said that the meetings were welcoming. There were 6 working committees that covered all aspects of education. The 5-year plan was written with optimism. All discussions were based on reality, budget, was very tangible, and real. Ms. Manning said "*we are on the right path*" and that everything was well organized and well thought out. Ms. Ruiz talked about music in the month of March, of amazing performances by their students. All Salem Public Schools provide music, with instructions, to all students from K-12. She thanked all their music teachers. She also updated the School Committee with City Wide Connects and asked Margaret Marotta and Emily to provide further presentation. She is committed to ensure that every student feels safe and comfortable. Ms. Ruiz ended her presentation.

Presentations and Reports

Margaret Marotta and Emily Ullman gave a presentation on City Connects. The presentation included a City Connects Model explaining in-school experiences, the provision of enrichment support, and information about student academic, social, and environmental needs. The presentation talked about school adjustment counselors. Every child in school wide district will be part of this through whole class review, which takes place twice a year. Plans are carefully followed through. Mary Manning asked which grades are involved. This involves Kindergarten through the 8th grade. The presenters were asked who is responsible for referring a child to a specialist. They have a person from City Wide, Social Worker, City Wide Counselors, and others who work together with parents - one will be an expert and other individualized counseling. Ms. Manning asked if students (with parents) are able to contact and get help from specialists directly. Yes, they are not withheld from it. Mr. Fleming asked about the starting date of the program. The program will roll out in the fall. Mr. Fleming asked how the student needs were based. Family domain (home) is considered and are served accordingly. Mr. Fleming asked how they are able to assess that information. The presenters explained that the goal is to work closely with family, specialist, and school engagement. Mr. Fleming asked about community partnership. Mayor Driscoll said there is a list of participants and can be provided. Ms. Ullman talked about the positive outcomes the City Connects Model provides and said that the satisfaction is extraordinarily high. Their services also helps track student progress such as which high schools they go to. City Connects allows tracking of absenteeism and chronic absenteeism, retention, dropout rate from Kindergarten to Eighth Grade. Mr. Fleming asked about the fees. Mayor Driscoll agreed an outline for pricing would need to be

prepared. Mr. Fleming asked for a provision of the cost. Ms. Ullman continued explaining the benefits of City Connects, which are in preparation of a rollout for the fall. They are working on community assess, leveraging their current sources such as community partnerships from counselor services to summer programs and talking to families in schools. They are putting everything together to have things running in September. They will have more information then. Margarita added that every single student would benefit from the services of City Connects. With City Connects they have the sources to provide wraparound support for every student. It is what City Connects is all about, a supportive resource for every student in every way they can. Mayor Driscoll shared supportive comments in favor of the benefits provided by City Wide Connects. Ms. Marotta and Ms. Ullman concluded the presentation.

School Committee Concerns and Resolutions

Action Items

Deliberation and Vote on the approval of the Paraprofessionals MOU Contract Approved by the Paraprofessionals on February 6, 2017

Discussion

Mr. Fleming had begun the meeting with the Deliberation and Vote on the approval of the Paraprofessionals MOU Contract approved by the Paraprofessionals on February 6, 2017.

Ms. Wilson motioned to approve the Action Item. Ms. Amaral seconded the motion. The Motion carried.

Deliberation and Vote on the agreement to secure legal services for the School Committee from the Stoneham, Chandler and Miller legal firm

Discussion

Ms. Amaral had a question. Mr. Fleming said he had informed/updated the Committee Contract is professionally amended.

Mr. Fleming motioned to approve the Action Item. Ms. Amaral seconded the motion. The Motion carried.

Finance Report

a. Approval of Warrants

February 9, 2017 in the amount of \$297,701.99
February 16, 2017 in the amount of \$249,882.35
February 23, 2017 in the amount of \$212,846.97
March 2, 2017 in the amount of \$138,690.64
March 9, 2017 in the amount of \$242,123.59

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

Budget Transfer Request FY17-114, FY17-15, FY17-16

Business Administrator, Kristin Shaver explained the requests of the reallocation of funds.

Mr. Fleming moved to approve the Budget Transfer as stated. Ms. Manning seconded the motion. The motion was approved.

Subcommittee Reports

Policy Subcommittee

- a. Deliberation and Vote on the Third Reading of Policy 6406 Voting Method – Tabled from February 6, 2017.

Ms. Amaral motioned this policy remains tabled. No discussion.

- b. Deliberation and Vote on the Third Reading of Policy 6408 Minutes to SC Meeting

Ms. Amaral motioned this policy remains tabled.

- c. Deliberation and Vote on the Third Reading of the Recommendations of the Policy Subcommittee on the revisions to the following policies:

- 1101 School – Community Relations Goals and deletion of
- 3202 Acceptance of Gifts Grants and Bequests
- 6114 Use of Electronic Messaging by School Committee Members

Ms. Amaral motioned to approve. Mr. Fleming seconded the motion. The motion carried.

Discussion

Policy 1101 is a simple change in wording.

Policy 3202 is the same as Policy 1301.

School Committee Concerns and Resolutions

Mayor Driscoll discussed the Horace Mann Statement of Interest

Questions and Comments from the Audience

There were no questions or comments from the audience.

Adjournment

There being no further business to come before the School Committee this evening. Mayor Driscoll entertained the motion to adjourn. Mr. Fleming seconded the motion.

Respectfully submitted by:

Angelica Alayon, Secretary
Salem School Committee

Meeting Materials and Reports

School Committee Agenda March 2, 2017

School Committee Minutes February 6, 2017

1000, 3000, and 6000 Policy Revisions Recommended

Salem School Committee
Meeting Minutes
Monday, March 20, 2017

A regular meeting of the Salem School Committee was held on Monday, March 20, 2017 at 7:00 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

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

Members Absent: Mr. James Fleming

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

Call to Order

Mr. Schultz called the Regular Meeting of the Salem School Committee to order at 7:00 p.m.

Approval of the Agenda

Dr. Walsh moved to approve the agenda as presented. Ms. Manning seconded the motion. The motion carried.

Approval of Minutes

The approval of the minutes of the March 6, 2017 School Committee Minutes was tabled to the next School Committee meeting on April 3, 2017.

Questions and Comments from the Audience

There were no questions or comments from the audience.

Superintendent Report – Margarita Ruiz

Superintendent Margarita Ruiz began her presentation with student highlights. Ms. Ruiz acknowledged Former Surgeon General Dr. Antonia Novello, first woman and Hispanic Surgeon General to hold that position. Her business was organized by Salem State University. Both she and Ms. Ruiz are both from Puerto Rico. Ms. Ruiz said she is very thankful to Salem State for making this possible and publicly thanked Dr. Novello for her visit to the Collins Middle School. Ms. Ruiz reported that five of Salem Schools would receive an unrestricted \$500 Grant each from the EOS Foundation. Students will be able to eat breakfast every morning. In terms of District Wide Initiative, Ms. Ruiz invited School Committee members to join them on Wednesday at 6pm at the Salem High School for the 2nd City Wide conversation for a Strategic Plan. The feedback they received from prior meetings and surveys have been vital. They will share the work on Wednesday, March 22nd, 2017. Ms. Ruiz reported that last week's snowstorm marked the 5th Snow Day on the school calendar. The last day of school

will be Wednesday, June 28, 2017. For some, it will be Thursday, June 29. They hope these are the last snow days. The last day of school for most districts will be June 28th. Principals have been notified of the Statement of Interest for the possible relocation to the Horace Mann Laboratory School. They will be discussing this in greater detail. Ms. Ruiz asked Jill Conrad to provide an update on Kindergarten applications.

Presentations and Reports

Jill Conrad, Chief of Systems Strategy, made a presentation on the 2017 – 2018 Kindergarten registration process that is currently underway. She reviewed data on student enrollment for 5 years and the timeline for applications and trends that include the school preferences, parents, and the Bentley Academy Lottery process for admissions. Ms. Conrad reviewed the student assignment process of the Parent Information Center staff. She noted that they try to notify parents as soon as possible, by May 1st at the latest. She reviewed the student assignment process and its next steps. Mayor Driscoll requested an update of the district's population overall. Ms. Conrad will follow up on that.

Action Items

Deliberation and Vote on the approval of the Salem High School After Prom Party to be held on May 26, 2017 at 11:30 p.m.

Discussion

Mayor Driscoll said that the After School Prom party is an event that has been around for years and is a safe way for students and all who attend to be safe while having fun. School Committee members are more than welcomed to join the After School Prom party.

Ms. Manning motioned to approve the request to hold the SHS After Prom Party on May 26, 2017. Ms. Amaral seconded the motion. The Motion carried.

Deliberation and Vote on the Statement of Interest to be submitted to the Massachusetts School Building Authority for the construction project related to the relocation of the Horace Mann Laboratory School into the Harrington Building at the Salem State University's South Campus

Resolved:

Having convened in an open meeting on March 20, 2017, prior to the closing date, the School Committee of Salem, MA, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated April 7, 2017 for the Horace Mann Laboratory School located at 33 Loring Avenue, Salem, MA, which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future:

Elimination of severe overcrowding.

Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.

Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility.

and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Salem School District to filing an application for funding with the Massachusetts School Building Authority.

Ms. Manning motioned to approve the submission of the Statement of Interest for the Horace Mann Laboratory School. Dr. Walsh seconded the motion. The Motion carried.

Deliberation and Vote and Approval of the Statement of Interest to be submitted to the Massachusetts School Building Authority for Phase II of the Salem High School Building Project

Resolved:

Having convened in an open meeting on March 20, 2017, prior to the closing date, the School Committee of Salem, MA, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated April 7, 2017 for the Salem High School, 77 Willson St., Salem, MA, which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future:

Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.

Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.

Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility.

and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the

Massachusetts School Building Authority, or commits the Salem School District to filing an application for funding with the Massachusetts School Building Authority.

Ms. Manning motioned to approve the Statement of Interest for Phase II of the Salem High School Building Project. Dr. Walsh seconded the motion. The Motion carried.

Finance Report

There were no finance report this evening.

Subcommittee Reports

Policy Subcommittee

- a. Deliberation and Vote on a Third Reading of Policy 6406 Voting Method – Tabled from March 6, 2017.

Ms. Amaral requested that this policy remain on the table.

- b. Deliberation and Vote on a Third Reading of Policy 6408 entitled Minutes to SC Meetings.

Discussion

Ms. Amaral said that the emailed copy of the policy 6408, that was included in their packet for this meeting, was not correct but that the corrected copies were provided in their meeting tonight. Dr. Walsh pointed out that rather than resubmitting an entire corrected package when an error, or correction, has been made on the current School Committee packet (which would cause for an overly extensive package) that a notation instead be made on the next School Committee Minutes and that the packet with the correction be the one submitted online.

Ms. Amaral moved to vote on a third reading. Dr. Walsh seconded the motion. The motion for a third reading carried.

- c. Deliberation and Vote on the Third Reading of the Recommendations of the Policy Subcommittee on the deletion of 1301 entitled Gifts and Contributions to Schools.

Discussion

Ms. Amaral said Policy 1301 has gone through three readings, is the same exact policy as Policy 3202, and would like to delete it. This would be the last reading.

Dr. Walsh motioned to approve. Ms. Manning seconded the motion. The Motion carried.

School Committee Concerns and Resolutions

Margarita Ruiz announced a cordial invitation to all School Committee members, and members of the community, to the Read Family Science Night Event, which is sponsored by very generous partner Norman H. Read Trust. The event would allow participation of activities for families of Kindergarten to Fifth Graders (K-5). This year, the event will take place on Thursday, April 6, 2017 at the Nathaniel Bowditch School from 5:30 to 7:30pm. Mr. Schultz reminded everyone that the School Committee unanimously endorsed the Bewitched statue on Saturday, March 25th, 2017. The time may be posted on Facebook. The City Counsel meeting will be held on March 29th to discuss the same issue. Margarita Ruiz publicly invited the public to the 2nd Community Conversation that will take place at the Salem High School on Wednesday, March 22nd at 6pm. They will have dinner. They will also have babysitting and Spanish translation for families who need it. Ms. Ruiz had mentioned this earlier but wanted to ensure that the public became aware through SATV online as well.

Questions and Comments from the Audience

A member from the audience, Ms. Cindy Theriault, wanted to remind everyone about the After Prom party and thanked the Committee for approving it. She said that if anyone wants to donate, they could send donations to the High School, to the attention of:

Salem High School
After Prom Party
77 Willson Street
Salem, MA

Mayor Driscoll commented that donations could include cash to help offset the cost, as well as prizes, whether they are Gift cards to local establishments for some of the activities that evening. The member agreed and commented that this is opened to all proms, not just seniors. Mr. Schultz asked if there was a deadline for Gift card donations. There is no deadline as all monies received continues to roll onto the following year as needed. Donators will not only help out the current class year but classes that follow. Donations are received throughout the year.

Adjournment

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

Respectfully submitted by:

Angelica Alayon, Secretary
Salem School Committee

Kimberley Driscoll, Mayor
City of Salem

Meeting Materials and Reports

School Committee Agenda March 6, 2017

School Committee Minutes March 6, 2017

Policies 6406 and 6408, deletion of Policy 1301

Resolution for the Statement of Interest for Horace Mann

Resolution for the Statement of Interest for Salem High School Phase 2



*News from Commissioner Mitchell Chester & the
MA Department of Elementary and Secondary Education*

On the Desktop - March 23, 2017 School Climate Questionnaire Included with MCAS

Dear Superintendents, Assistant Superintendents, Charter School Leaders, and Principals:

One of ESE's strategic priorities is to support students' social-emotional learning, health, and safety. The agency currently collects little systematic statewide data to assess progress on these issues. In response to feedback from a wide range of stakeholders, including parents, educators, and advocates for children, ESE plans to pilot test collecting students' school climate perceptions through ESE's annual MCAS questionnaire.

Although we have included a questionnaire on 8th and 10th grade MCAS tests for the past 15 years, the questionnaires have generally focused more on academics and students' classroom experience. In this pilot test year, we are using a questionnaire in grades 5, 8, and 10. Students in grades 5 and 8 will get their questionnaires after completing their MCAS science and technology/engineering tests in April or May. Grade 10 students will complete their questionnaires after taking their MCAS mathematics test in mid-May. The questionnaire should be administered after each test and will not impact students' scores. As noted in the frequently asked questions document attached to this email, students can choose to complete the full questionnaire, some of it, or none of it.

We recommend that you follow your normal policies for student survey participation. The three grade-level questionnaires are attached to this email to provide you with more details, but we ask that you do not share the questionnaires widely with your teachers or students ahead of time. Doing so could bias students' answers. We have made the questionnaires available to you in case a concerned parent would like to come to your office to view the questions.

If you need any further information on this year's MCAS questionnaire project, Shelagh Peoples of the Office and Planning Research is available to assist you at speoples@doe.mass.edu.

Sincerely,

Mitchell D. Chester
Commissioner

- 1. Why is the Department of Elementary and Secondary Education (ESE) including a questionnaire at the end of grades 5, 8, and 10 MCAS tests?**

ESE has included a student questionnaire as part of the MCAS test administration in grades 8 and 10 for the last 15 years. The content of these questionnaires has varied over the years and has included topics such as students' plans after high school, their experiences using technology in the classroom and at home, and their perceptions about their core academic classes.
- 2. Why is ESE using the MCAS questionnaire to pilot school climate questions?**

One of ESE's strategic priorities is to support students' social-emotional learning, health, and safety, but the agency currently collects little systematic statewide data to assess progress on these issues. A wide range of stakeholders, including educators, parents, advocates for children, and other groups, have asked us to gather more data in this area. We are piloting questions related to school climate to begin developing such measures and to begin determining how we can appropriately use them.
- 3. Who will participate in the MCAS questionnaires?**

MCAS student questionnaires will be administered to students in grades 5, 8, and 10.
- 4. When and how will the MCAS questionnaires be administered?**

Students in grades 5 and 8 will complete their questionnaires after completing their MCAS Science and Technology/Engineering tests in April/May. Grade 10 students will complete their questionnaires after taking their MCAS Mathematics test in mid-May. Students will respond to the survey questions and mark their answers in their answer booklets. Questionnaire answers do not affect students' MCAS scores.
- 5. What will be measured in the school climate portion of the questionnaire?**

Students will respond to questions related to three sub-dimensions and nine indicators of school climate. The sub-dimensions and indicators are:

 - engagement (relationships with teachers/staff and with other students, participation in the school community, and cultural and linguistic competence);
 - safety (physical safety, emotional safety, and bullying); and
 - environment (instruction, mental health, and discipline).
- 6. Where did the school climate questions come from?**

Questions were drawn from several publicly available resources. Three major sources were the ED School Climate Surveys developed by the U.S. Department of Education, the Program for International Student Assessment (PISA) student survey, and ESE's model student feedback surveys.

7. What other topics will be covered on the questionnaires?

The grade 8 and 10 questionnaires will include questions about experiences using a computer for school work. Grade 8 will also include questions on time spent on homework, while grade 10 will include questions on plans after high school and on instructional practices in their mathematics classes. The grade 5 questionnaire will only include school climate questions.

8. How is the questionnaire designed?

The grade 5 questionnaire includes 24 questions; grade 8, 37 questions; and grade 10, 38 questions. Beyond the topics listed above in question 6, students will respond to a set of common school climate questions that appear on all three grade-level questionnaires and to a set of questions that is unique to each grade. Across the three questionnaires, ESE will try out 71 school climate questions in total.

9. Who participated in the development of the school climate questions?

Over 150 students from the state Student Advisory Council and ESE's five regional student advisory councils reviewed and revised the questions for the surveys. We pilot-tested questions with diverse groups of grade 5 students to ensure the questions were at an appropriate reading level and were understandable. Members of Massachusetts Advocates for Children and the Safe and Supportive Schools Commission also provided feedback on drafts.

10. May schools and districts choose to not participate in the questionnaires?

Schools and districts are encouraged to participate in the questionnaires to support good data being available statewide as well as for districts. After reviewing the questions, a district or school may choose not to administer the questionnaires, based on their local policies for surveys and research.

11. May students choose to not participate in the questionnaire?

Student participation is voluntary. ESE recommends that schools and districts follow their usual policy for administering surveys to their students.

12. How long will the questionnaire take?

Based on pre-testing with students, it should take a student 10 to 15 minutes to complete a survey.

13. How will ESE use the data?

ESE will conduct a rigorous psychometric analysis and validity study for each questionnaire. This will determine which school climate questions function well and whether they are measuring what we had intended them to measure. ESE will also conduct research to assess if students' perceptions of their school climate are related to their achievement, attendance, and other outcomes.

14. Will schools and districts receive a report of their results?

Yes. Schools and districts will receive an aggregated summary report of their students' responses to each item, along with comparisons to statewide results. ESE intends for schools to use the data to better understand how students perceive their learning environment.

15. Are students' individual identities protected?

Yes. Schools and districts will only receive student data in aggregate. Results for questions with fewer than six students responding will not be reported to schools and districts.

16. Will the questionnaire results for schools and districts be posted on ESE's webpage?

No. Schools and districts will only receive their results through their dropboxes. A technical report and a descriptive report of the state's overall results will be posted on the [Office of Planning and Research's webpage](#).

17. Will the data provided to schools and districts be used for accountability purposes this year?


No. We will not make any decisions about whether to include these data in our school and district accountability system until we see how the questionnaire performs and whether it generates valid, reliable results over time.

RECEIVED

MAR 23 2017

S.P.S.
SUPT.'S OFFICE

Memorandum

To: Ms. Margarita Ruiz, Superintendent of Schools
CC: file
From: David J. Angeramo, Salem High Principal 
Date: March 22, 2017
Re: ROTC Field Trip Request- Lynnfield, MA

This is to recommend the Salem High JR. R.O.T.C be given permission to attend a three-day field trip to Camp Curtis, Lynnfield, MA. This trip will take place April 28 to April 30, 2017. The trip will be chaperoned by Lt. Colonel Michael Hunter and 1st Sgt. David Grinstead, Sr., and one teacher all have had a CORI and two are currently instructors at the high school. A list of thirty students with permission slips/health records is available if needed. The students & chaperones will travel by a City of Salem School Bus. Accommodations are free at Camp Curtis. We look forward to receiving your official approval.

This needs to be brought before the School Committee for approval so that additional planning can be completed. Thank you for your attention to this matter.

Please call me if you have any questions or concerns.

Attachments

Trip Form

Salem Public Schools-Salem, MA

Name of School: Salem High School, 77 WILLSON STREET. SALEM, MA 01970

Name of Organization or Activity: Salem HS Marine JROTC

Total number of (CORI NEEDED) Chaperones Teachers 3

Trip dates: Departure Date & Time 28 April 1100

Return Date & Time 30 April 1100

Contact person: Lt Col M.A. Hunter

Cell Phone Number: 575 491 1107 Telephone:

Destination: City & STATE Camp Curtis Guild Country: USA

Lynnfield, MA

Return to Salem, MA from (if different that destination)

Hotel (s) Name, Address, telephone number:

Rating of Hotel: Excellent Good Average

Insurance coverage: _____

Room Rate: Single Occupancy _____ Rate _____

Double Occupancy _____ Rate _____

Student rooms needed: _____ Rate _____

ADULT rooms needed: _____ Rate _____

Meals included? Yes Quality of meals? Good/MIRF'S

Other types of accommodations:

Name: _____ Rate: \$ _____

Salem Public Schools Field Trip Request

Form

School Year 2015-2016

*Needed for all Field Trips Regardless of Transportation Provider

School Salem High School

Proposed Field Trip Primary Contact Lt Col. M.A. Hunter

Date of Request 20/11/15 (must be 2 weeks prior to field trip)

Date of Proposed Field Trip 28-30 April # of Students 30 Accessible Vehicle? YES NO

Nursing Consult (must be completed for all field trips):

- A. Does any student have an Epi Pen or Medical Plan? YES NO
- B. Does a nurse need to attend (or parent/guardian)? YES NO
 - Parent of student in need will attend YES NO
 - The school is requesting nursing coverage YES NO

School Nurse Signature (required) [Signature]

Salem Public Schools Transportation Request: LOCAL TRIPS ONLY

Proposed Destination Camp Curtis Guild, Lynnfield, MA

Pick Up Time 10:30 NO EARLIER THAN 9 AM Return Time 1:00 NO LATER THAN 1 PM
(Sunday = 30 April)

Principal Signature (required) [Signature]

Fax Request to 978-825-5542

No trip is considered confirmed until PPS & Transportation have returned approved request
Director of Pupil Personnel Services must approve all special education field trip requests
Request will be returned with confirmation/denial and estimated cost of trip

FOR INTERNAL USE ONLY:

DATE RECEIVED _____

PPS APPROVED _____

NURSE ASSIGNED _____

TRANSPORTATION APPROVED _____ DENIED: _____ REASON DENIED _____

COST OF TRIP: _____ NUMBER OF HOURS: _____

LISTED IN BOOK: _____ REQUEST RETURNED: _____

SCHOOL COMMITTEE	6000
<u>SCHOOL COMMITTEE MEETINGS</u>	6400
VOTING METHOD	6406

State law provides that:

The committee shall create and maintain accurate minutes of all meetings, including executive sessions, setting forth . . . the decisions made and the actions taken at each meeting, including the record of all votes.

No vote taken at an open session shall be by secret ballot. Any vote taken at an executive session shall be recorded by roll call and entered into the minutes.

Approval of a majority of the School Committee, equal to no less than 4 affirmative votes, is required for final adoption or amending policies; approving resolutions, contracts, calendars, improvement plans and the annual budget, as well as other non-routine items before the committee.

A quorum at a meeting may constitute approval for the purpose of routine matters of the committee including approving minutes, budget transfers and general items (e.g. field trips, referral of matters to Committee, etc.) and not specifically requiring approval of a majority of the full body

Members abstaining or declaring him or herself present understand that they are expressing their willingness to accept the will of the majority of those members actively voting.

In keeping with the law, the Salem School Committee has adopted as its policy the practice of recording every vote taken by the committee. The votes of each member shall be recorded.

Legal Reference: 30A:22

| Tabled March 6, 2017
| Tabled March 20, 2017

SCHOOL COMMITTEE

6000

SCHOOL COMMITTEE MEETINGS

6400

MINUTES OF SCHOOL COMMITTEE MEETINGS

6408

In compliance with state law, the School Committee shall create and maintain accurate records setting forth the date, time and place, the members present or absent, a summary of the discussions on each subject, a list of documents and other exhibits used at the meeting, the decisions made and the actions taken at each meeting, including a record of all votes. Minutes shall be made public with reasonable promptness. Votes taken in executive session may remain secret so long as their publication would defeat the lawful purposes of the executive session, but no longer. Refer to Policy #6403.

The minutes shall be filed in the record book maintained as the permanent official record of all committee actions.

Minutes shall also be made available online through links from the City's meeting calendar, no later than 21 calendar days following the meeting, and shall be clearly marked as "draft" until approved.

Anytime corrections are made to committee minutes, a notation shall be made in the next School Committee packet and a corrected copy shall be posted online and maintained as permanent.

TEACHERS' REPRESENTATIVE

A copy of the minutes of all School Committee meetings shall be given to the official teachers' representative,

Legal Reference: 30A:22
City Ordinance [Code] section 2-2029

Debbie Amaral 9/15/2016 1:19 PM
Comment [1]: Does the City have a retention policy to archive online minutes and agendas? How does it work and is the District covered?

Victoria B. Caldwell ... 9/22/2016 2:00 PM
Comment [2]: Ordinance requires that minutes be accessible for at least 3 years online. State law requires that all meeting minutes be saved permanently (forever). You can petition the state for permission to convert paper records to a digital format.

Victoria B. Caldwell ... 9/22/2016 2:14 PM
Deleted: and a summary of all matters voted

Debbie Amaral 9/13/2016 11:06 PM
Comment [3]: Does it have to be a book? Can it be electronic?

Victoria B. Caldwell ... 9/22/2016 2:01 PM
Comment [4]: Probably should maintain the physical record in addition to any online copy.

Victoria B. Caldwell ... 9/22/2016 2:16 PM
Deleted: Accordingly, the Salem School Committee shall cause to be recorded all actions of the committee. Such record shall be kept in the School Committee Chambers. This record book shall constitute the permanent official

Victoria B. Caldwell ... 9/22/2016 2:17 PM
Deleted: and the Salem Public Library

Victoria B. Caldwell ... 9/22/2016 1:58 PM
Deleted: MGL 39 23B

Victoria B. Caldwell ... 9/22/2016 1:59 PM
Formatted: Indent: Left: 1"

SCHOOL COMMITTEE

6000

SCHOOL COMMITTEE MEETINGS

6400

MINUTES OF SCHOOL COMMITTEE MEETINGS

6408

In compliance with state law, the School Committee shall create and maintain accurate records setting forth the date, time and place, the members present or absent, a summary of the discussions on each subject, a list of documents and other exhibits used at the meeting, the decisions made and the actions taken at each meeting, including a record of all votes. Minutes shall be made public with reasonable promptness. Votes taken in executive session may remain secret so long as their publication would defeat the lawful purposes of the executive session, but no longer. Refer to Policy #6403.

The minutes shall be filed in the record book maintained as the permanent official record of all committee actions.

Minutes shall also be made available online through links from the City’s meeting calendar, no later than 21 calendar days following the meeting, and shall be clearly marked as “draft” until approved.

Anytime corrections are made to committee minutes, the corrected copy shall be included in the next School Committee packet.

TEACHERS’ REPRESENTATIVE

A copy of the minutes of all School Committee meetings shall be given to the official teachers’ representative.

Legal Reference: 30A:22
City Ordinance [Code] section 2-2029

Revised: October 2016 – First Reading October 24, 2016
Second Reading – January 17, 2017
Third Reading – February 6, 2017

Debbie Amaral 9/15/2016 1:19 PM
Comment [1]: Does the City have a retention policy to archive online minutes and agendas? How does it work and is the District covered?

Victoria B. Caldwell 9/22/2016 2:00 PM
Comment [2]: Ordinance requires that minutes be accessible for at least 3 years online. State law requires that all meeting minutes be saved permanently (forever). You can petition the state for permission to convert paper records to a digital format.

Debbie Amaral 9/13/2016 11:08 PM
Comment [3]: We presently do not do this. Is this necessary or can any corrections just be posted online?

Victoria B. Caldwell 9/22/2016 2:02 PM
Comment [4]: I would think some members would like to know when minutes have been corrected.

Angelica Alayon 3/31/2017 11:50 AM
Deleted: - tabled 11.7.161

Angelica Alayon 2/28/2017 10:55 AM
Deleted: .