

Ms. Mary A. Manning
Mr. Manny Cruz
Ms. Amanda Campbell



Ms. Beth Anne Cornell
Dr. Kristin Pangallo
Ms. Veronica Miranda

Mayor Dominick Pangallo, 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”

DATE POSTED: August 17, 2023

REGULAR SCHOOL COMMITTEE MEETING

Notice is hereby given that the Salem School Committee will hold a **Regular School Committee meeting on August 21, 2023 at 7:00p.m.** This meeting will take place in person at 29 Highland Ave., Rm. 227, Salem, MA. You can also join via Zoom using the link below.

Zoom Link to participate:

<https://us06web.zoom.us/j/84874632746?pwd=a2ZnVEcybkgya1V5ajJSTVA0K3VuQT09>

Passcode: 883918

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.

The members of the School Committee would like to remind the public that Salem Public School students regularly attend School Committee meetings. We encourage all meeting participants to model respectful and productive public discourse for our young learners.

B. Live Spanish Interpretation.

Spanish language interpretation is now provided for all regular School Committee meetings. To listen to this meeting with Spanish language interpretation, please see instructions below:

1. Click **Interpretation** .
2. Click **Spanish**
3. (Optional) To hear the interpreted language only, click **Mute Original Audio**.

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 following link to sign up and submit your comment electronically: <https://forms.gle/FFE1En84LMK9Acp49>. 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 Krista Perry at kperry@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. Approval of minutes of Regular SC meeting held on July 24, 2023
- B. Approval of Warrants: **8/2/23** - \$444,779.73; **8/9/23** - \$530,322.10; **8/16/23** - \$486,831.17; **8/23/23** - \$130,235.06
- C. Approval of Carlton Innovation School's 5th grade field trips to The Farm School from 9/25/23 - 9/27/23 and 9/27-/9/29/23

IV. Public Comment

See above instructions for participating in public comment.

V. Superintendent's Report

- A. Back-to-school update: enrollment, staffing, academics/SEL, facilities , transportation
- B. AFSCME contract tentative agreement

VI. Student Representative Report

VII. Action Items: Old Business

VIII. Finance & Operations Report

IX. Action Items: New Business

- a. Deliberation and vote on approval of the disposal of surplus desks
- b. Deliberation and vote on approval of negotiated 3-year contract with AFSCME Local 294

X. Subcommittee Reports

XI. School Committee Concerns and Resolutions

XII. Adjournment

Respectfully submitted by,

Krista Perry

Executive Assistant to the School Committee & 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."

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Sr. Manny Cruz
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Sra. Beth Anne Cornell
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Alcalde Dominick Pangallo, Preside

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

FECHA DE PUBLICACIÓN: 17 de agosto de 2023

REUNIÓN REGULAR DEL COMITÉ ESCOLAR

Por la presente se notifica que el Comité Escolar de Salem celebrará una reunión **regular del Comité Escolar el 21 de agosto de 2023 a las 7:00 p.m.** Esta reunión se llevará a cabo en persona en 29 Highland Ave., Rm. 227, Salem, MA. También puede unirse a través de Zoom utilizando el enlace a continuación.

Haga clic en el enlace a continuación para unirse al seminario web:

<https://us06web.zoom.us/j/84874632746?pwd=a2ZnVEcybkgya1V5ajJSTVA0K3VuOT09>

Contraseña: [883918](#)


I. Convocatoria a la Sesión Abierta

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

Lectura en voz alta: *El Comité Escolar de Salem desea escuchar al público sobre temas que afectan al distrito escolar y que están dentro del alcance de las responsabilidades del Comité. Se ofrecerá interpretación al español para quien lo necesite. Los miembros del Comité Escolar desean recordar al público que los estudiantes de las Escuelas Públicas de Salem asisten regularmente a las reuniones del Comité Escolar. Animamos a todos los participantes de la reunión a modelar un discurso público respetuoso y productivo para nuestros jóvenes estudiantes.*

b. Interpretación al español en vivo

La interpretación al español se provee en todas las reuniones del Consejo Escolar Regular. Para escuchar estas reuniones con la interpretación al español, por favor vea las instrucciones a continuación:

1. Pulse en **Interpretation** .
2. Pulse en **Spanish**
3. (Opcional) Para escuchar la lengua interpretada solamente, pulse **Mute Original Audio**.

c. Instrucciones para Participar en el Comentario Público

Si cualquier miembro de la comunidad de Salem desea participar en el comentario público durante esta reunión, por favor pulsar en el enlace de abajo para registrarse y someter su comentario electrónicamente: <https://forms.gle/FFE1En84LMK9Acp49>. Un miembro del personal reunirá todos los comentarios que serán compartidos con los miembros antes de

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finalizar la reunión pública. Los comentarios también serán resumidos en las minutas de la reunión. Por favor, póngase en contacto con Krista Perry en kperry@salemk12.org o en el 617-285-7567 si tiene alguna pregunta o para informar de cualquier dificultad técnica que experimente.

II. Aprobación de la Agenda

III. Aprobación de la Agenda Consensuada

- a. A. Aprobación del acta de la reunión regular del Comité escolar celebrada el 24 de julio de 2023
- b. B. Aprobación de las órdenes de pago: **2-ago-23** - \$444,779.73; **9-ago-23** - \$530,322.10; **16-ago-23** - \$486,831.17; **23-ago-23** - \$130,235.06
- c. C. Aprobación de las excursiones de 5º grado de Carlton Innovation School a The Farm School del 25-sep-23 al 27-sep-23 y del 27-sep al 29-sep-23

IV. Comentario Público

Favor de ver arriba para instrucciones sobre cómo participar en los comentarios públicos.

V. Reporte del Superintendente

- a. De vuelta a la escuela de actualización: la matrícula, la dotación de personal, académicos / Aprendizaje Social-Emocional (SEL por sus siglas en inglés), instalaciones, transporte
- b. contrato acuerdo tentativo AFSCME

VI. Reporte de la Representante Estudiantil

VII. Elementos de Acción: Asuntos Antiguos

VII. Reporte de finanzas y operaciones

IX. Elementos de Acción: Asuntos Nuevos

- a. Deliberación y votación sobre la aprobación de la eliminación de los excedentes de escritorios
- b. Deliberación y votación sobre la aprobación del contrato negociado de 3 años con AFSCME Local 294

X. Reportes de los Subcomités

Sra. Mary A. Manning
Sr. Manny Cruz
Sra. Amanda Campbell



Sra. Beth Anne Cornell
Dr. Kristin Pangallo
Sra. Veronica Miranda

Alcalde Dominick Pangallo, Preside

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XI. **Inquietudes y Resoluciones del Comité Escolar**

XII. **Clausura**

Sometido respetuosamente por,

Krista Perry

Asistente Ejecutiva del Comité Escolar y del Superintendente

“Las personas que requieran ayuda auxiliar y servicios para una comunicación eficiente tal como un intérprete de lenguaje de señas, un dispositivo asistente para escuchar, o material impreso en formato digital o una modificación razonable de programas, servicios, políticas, o actividades, puede ponerse en contacto con el Coordinador ADA de la Ciudad de Salem al (978) 619-5630 a la brevedad y no más de 2 días laborales antes de la reunión, programa o evento.”

DRAFT
Salem Public Schools
Salem School Committee
Meeting Minutes
July 24, 2023

On July 24, 2023 the Salem School Committee held its regular School Committee meeting at 7:00 PM using a hybrid model.

Members Present: Mayor Dominick Pangallo, Ms. Mary Manning,
Ms. Beth Anne Cornell , Dr. Kristin Pangallo, Ms. Veronica Miranda

Members Present Virtually: Mr. Manny Cruz

Others in Attendance: Superintendent Stephen Zrike, Deputy Superintendent Kate Carbone, Assistant Superintendent Elizabeth Pauley, Ms. Liz Polay-Wettengal, Ms. Jennifer Doucette-Ly

Members Absent: Ms. Amanda Campbell

Call of Meeting to Order

Mayor Pangallo calls the meeting to order at 7:00pm and requests a call of attendance. He explained the Public Participation Policy 6409 and also explained the availability of Spanish interpretation.

Attendance

Mayor Pangallo recognizes the attendance with members absent and joining virtually.

Ms. Campbell	Not Present
Ms. Cornell	Present
Mr. Cruz	Present Virtually
Ms. Manning	Present
Dr. Pangallo	Present
Ms. Miranda	Present
Mayor Pangallo	Present

Approval of Agenda

Mayor Pangallo requested a motion to approve the Agenda. Ms. Cornell motioned and Ms. Miranda seconded. A roll call vote was taken.

Mr. Cruz	Yes
Ms. Manning	Yes
Dr. Pangallo	Yes
Ms. Cornell	Yes
Ms. Miranda	Yes
Mayor Pangallo	Yes

Motion Carries 6-0

Approval of Consent Agenda

Mayor Pangallo requested a motion to approve the Consent Agenda. Ms. Cornell motioned to approve and Ms. Miranda seconded. A roll call vote was taken.

Mr. Cruz	Yes
Ms. Manning	Yes
Dr. Pangallo	Yes
Ms. Cornell	Yes
Ms. Miranda	Yes
Mayor Pangallo	Yes

Motion Carries 6-0

Public Comment

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

Superintendent’s Report

Dr. Zrike notes we recently received a food security grant for almost \$500,000 to purchase energy efficient kitchen equipment. This will help to serve healthier higher quality meals. Dr. Zrike introduces Mr. Mario Sousa to review the proposed Chapter 74 programs to be explored as part of the MSBA’s feasibility study at the Salem High School site.

Proposed Chapter 74 programs to be explored as part of the MSBA’s feasibility study at the Salem High School site

Mr. Mario Sousa, Salem High School CTE Director, notes the additional pathways we might want to add to the new project underway. CTE Ch.74 Vocational Technical Educational Viability - what programs do we currently offer, what programs are we looking to sustain, what programs are we working to expand, and what programs do we want to offer? This will allow the board to authorize the district to proceed into the schematic design phase.

Mr. Sousa notes we currently offer automotive technologies, building and property maintenance, culinary, early education & care, electrical, and medical assisting. Non-chapter 74 programs such as carpentry, computer programming & web, graphics communication, and marine services technology. The programs we are looking to sustain are all of the programs listed above. The programs we are looking to expand are the non Chapter 74 Carpentry, Computer Programming & Web, Graphics Communication, and Marine Services Technology. The goal is to evaluate adding two to three additional programs to allow for all Salem scholars to take CTE programs. This is based on our enrollment. Right now, we do not have the CTE programs to accommodate all 900+ scholars.

Mr. Sousa notes the reason we should expand the current non chapter 74 programs is to allow Salem High School to get additional funding for scholars in these programs. Currently, they are district and Perkins funded only. This will increase the amount of MSBA funding for chapter 74

spaces as well as increasing partnerships with industry professionals via the advisory board. This is in alignment with Salem High School's portrait of a graduate, where every scholar graduates not only with a diploma but also college credits or industry recognized certificates or credentials. Programs we would like to add that are high demand and high paying jobs are in alignment with Regional Blueprint. We want to ensure we do not saturate the regional market, but provide offerings that are regionally viable. According to a recent survey of families, scholars and business partners we would like to evaluate the need to open Cosmetology, Environmental Science, Engineering, HVAC (Heating, Ventilation, and Air Conditioning), Biomedical, and Advanced Manufacturing.

CTE by the numbers and scholars in CTE: School year 21/22 consisted of 428 out of 863 scholars and school year 22/23 consisted of 606 out of 924. Exploratory participation for school year 21/22 was 124 scholars and school year 22/23 was 218 scholars. Mr. Sousa also notes the CTE shortage in the State of MA and notes "1.75 applicants for every CTE seat in the State of MA - Steve Sharek, Executive Director of MAVA (Massachusetts Association of Vocational Administrators).

Mr. Sousa notes a more in depth survey should be sent to scholars and families so they understand the difference between each CTE program.

Mr. Cruz asks for more information regarding the cosmetology program - does this include barbering as well or stylists only? Does this exclude barbering?

Mr. Sousa notes the barbering board is not allowed at the high school level. Several schools have opened with space for the barbering program however the barbering program dropped.

Mayor Pangallo makes a motion to support expanding the size of Chapter 74 State approved Career Technical Education programs and add new Chapter 74 State approved Career Technical Education programs. Ms. Manning motioned to approve and Ms. Cornell seconded. A roll call vote was taken.

Mr. Cruz	Yes
Ms. Manning	Yes
Dr. Pangallo	Yes
Ms. Cornell	Yes
Ms. Miranda	Yes
Mayor Pangallo	Yes

Motion Carries 6-0

State of Schools- update on District's progress towards goals

Dr. Zrike notes the students and staff of Salem Public Schools. The SPS mission and vision statement. Our core values. Priorities and Initiatives notes - educator development, academic excellence, support system

North Star metrics such as educators and staff - there has been an increase of the percent of educators and staff who represent the racial, ethnic and linguistic diversity of students from 6% to 9% for teachers and from 11% to 15% for all staff. Staff of color has increased by 9% and teachers of color by 6%. Chronic absenteeism has been decreased from 25.1% of students to 20%. Current percentage is 24.9%. Pre-K Enrollment to increase the number of 3-4 year olds in high quality pre-k seats across the Salem Public Schools from 87 students to 185 students.

Dr. Zrike does note he has concerns about student suspensions. Reduce the disproportionality of suspensions by subgroup as compared to the district average by 50%. Flat in terms of overall suspensions, but a growing disproportionality between district average and subgroups (Black and Latino students) Increases was at the middle school level and decreases was at the high school level. Cultural Awareness and Action is to increase the percentage of students who report that they learn about, discuss and confront issues of race, ethnicity and culture in school (as measured by the annual Panorama survey) from 43% favorability to 55% favorability. Salem Students Attending SPS - increase the percent of Salem residents who attend the Salem Public Schools from 76% to 80% - based on the School Attending Report on DESE profiles. High School Outcomes - graduation rate has declined however the dropout rate has decreased.

Dr. Zrike notes the majority of kids who don't graduate are from just dropping out of school. We expect this number to go up over time due to the decreasing dropout rate
Students accessing advanced coursework - increase the percentage of students accessing advanced coursework from 44.4% (2018-2019) to 60%. The information source is DESE which is school and district profiles and advanced coursework.

Ms. Cornell asks the average compared to the rest of the states.

Dr. Zrike notes 58% is what we are projecting.

ELA MCAS Growth : Increase Grade 3-8 ELA growth from 49 to 52
Increase Grade 10 ELA growth from 50 to 53

Reflections notes for top successes such as staff diversification, implementation of high quality materials, and student support system building.

Top Challenges noted such as stagnant academic outcomes, special education identification rates, and supporting the needs of multilingual students.

The strategic priorities such as elevate learning, empower educators, center belonging, strengthening foundation.

Four Key Drives noted such as establishing a playbook around culture, feedback and observation, high-leverage and evidenced-based instructional practices, and consistently implementing a process that results in Data Informed Instruction.

Ms. Cornell notes she feels hopeful on the clarity on where the students are. The cultural awareness in action in the 3-5 group - how you can ensure the consistent framework so this age group aligns the kids' perception. Also, for the Math MCAS, what is the MCAS growth for grades 6-8. Do we see educator turnover in which grades?

Last year in the middle school and high school and this year the turnover has been grades 6-8.

Ms. Carbone does that kid at that age really understand the question. There may be otherwise to examine the opportunities by doing audits.

Dr. Pangallo notes the MCAS growth scores seem to be lagging.

Dr. Zrike notes students perform similarly years before. You can achieve at low levels but have high growth.

Dr. Zrike lastly recognizes Ms. Liz Polay-Wettengal as tonight's School Committee meeting will be her last meeting. Dr. Zrike takes a moment to thank Liz and it is amazing what she has done to support perception change. She has been such a champion for all the good that Salem Public Schools has had to offer.

Student Representative Report

none

Old Business

none

Finance Report

none

New Business

Deliberation and vote on the proposed Chapter 74 programs to be studied as part of the MSBA feasibility study at the Salem High School site.

Mayor Pangallo makes a motion to support expanding the size of Chapter 74 State approved Career Technical Education programs and add new Chapter 74 State approved Career Technical Education programs. Ms. Manning motioned to approve and Ms. Cornell seconded. A roll call vote was taken.

Mr. Cruz Yes

Ms. Manning Yes

Dr. Pangallo Yes
Ms. Cornell Yes
Ms. Miranda Yes
Mayor Pangallo Yes
Motion Carries 6-0

Subcommittee Reports

a. Policy for third reading

Policy 6409 - Public Participation at School Committee Meetings/Public Hearings

Mayor Pangallo requested a motion to approve Ms. Cornell motioned to approve and Ms. Manning seconded. A roll call vote was taken.

Mr. Cruz Yes
Ms. Manning Yes
Dr. Pangallo Yes
Ms. Cornell Yes
Ms. Miranda Yes
Mayor Pangallo Yes
Motion Carries 6-0

School Committee Concerns and Resolutions

Mr. Cruz notes the Personnel subcommittee recently finished negotiations with AFSCME Union and will provide an update at the next School Committee meeting in August and then this contract will be up for a vote.

Adjournment

Mayor Pangallo requested a motion to adjourn. Ms. Cornell motions to adjourn and Ms. Miranda seconded. A roll call vote was taken.

Mr. Cruz Yes
Ms. Manning Yes
Dr. Pangallo Yes
Ms. Cornell Yes
Ms. Miranda Yes
Mayor Pangallo Yes
Motion Carries 6-0

Meeting adjourned at 8:24PM.

Respectfully submitted by,

Krista Perry

Executive Administrative Assistant to the School Committee & Superintendent

Field Trip Request Form - Salem Public Schools

Last Updated June 7, 2017

Directions: All teachers and others seeking to take students on a field trip must obtain permission from the school principal. The school nurse must also review and sign off on each field trip. For local trips, please complete this form at least two weeks prior to the date of the proposed field trip. All overnight and/or out-of-state field trips require School Committee approval and must be submitted at least one month prior to the field trip.

I. General Information				
Name of School	Carlton Innovation School	Date of Request	Date of Field Trip	
Coordinator	Amy Turra	8/1/23	Sep 25-27	
Coordinator Contact Info	Phone: 978 740 1280 Email: aturra@salemk12.org	Total Number of Students	Departure Time	Return Time
Grade Level(s)	E2 Seniors (5 th grade)	20-25	8:30am	12:30pm
Destination <small>Please identify that place AND the specific location and address for the trip.</small>	The Farm School 488 Moore Hill Road Athol, MA 01331	Location and Duration		
		<input type="checkbox"/> Local trip within Salem/North Shore <input checked="" type="checkbox"/> In-state – within MA <input type="checkbox"/> Out of state – travel to another state <input type="checkbox"/> Within the normal school day <input type="checkbox"/> Beyond normal school hours <input checked="" type="checkbox"/> Overnight trip		

II. Learning and Accessibility	
Instructional Alignment	Accessibility and Inclusion for All Students
<input checked="" type="checkbox"/> Alignment: The trip is aligned to standards <input checked="" type="checkbox"/> Preparation Plan: Students will be prepared for trip <input checked="" type="checkbox"/> Post-Trip Plan: Students will synthesize learning Comments:	<input checked="" type="checkbox"/> I understand district policy that all students have access to field trips <input checked="" type="checkbox"/> I will ensure that all students (e.g., students with disabilities, English language learners, etc.) have the appropriate supports they need for trip Comments:

III. School Nurse Review and Approval (School Nurse Signature Required)		
Has the school nurse been notified of this field trip?	Has the roster of students been shared and any medical concerns reviewed?	Will an on-site nurse be needed for this field trip?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
School Nurse Signature:		Date:

IV. Food Services		
Has the school's cafeteria manager been notified of this field trip?	Will the students be eating lunch at the school on the date(s) of the trip?	Are you requesting any bag lunches or other food for this trip?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No How many? 20-25 1st Day Lunch
Comments:		

V. Transportation (Please fax all SPS bus transportation requests to 978-825-5542)		
What is the means of transportation you will need for this trip?	<input type="checkbox"/> SPS Bus (local destinations only) <input checked="" type="checkbox"/> Private vendor (you arrange on own) <input type="checkbox"/> Specialized transportation needed	<input type="checkbox"/> Public transportation <input type="checkbox"/> Walking <input checked="" type="checkbox"/> Other: NRT
If SPS Bus needed, please specify the following information:	Pick Up Time: 9:00 am Pick Up Location: Carlton	Return Time: Return Location:

VI. Parent Involvement & Background Checks (Call 978-740-1115 with questions)		
Will any parents or volunteers be participating in this trip?	Will any have "direct and unmonitored contact" with students?	CORI required for ALL parents & volunteers (please submit forms 1-2 weeks ahead). Fingerprints required for those who will have direct & unmonitored contact with students
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A	

VI. Principal Review and Approval (Required for ALL Field Trips)	
School Principal Signature:	Date: 8/1/23

Field Trip Request Form - Salem Public Schools

Last Updated June 7, 2017

Directions: All teachers and others seeking to take students on a field trip must obtain permission from the school principal. The school nurse must also review and sign off on each field trip. For local trips, please complete this form at least two weeks prior to the date of the proposed field trip. All overnight and/or out-of-state field trips require School Committee approval and must be submitted at least one month prior to the field trip.

I. General Information

Name of School	Carlton Innovation School	Date of Request	Date of Field Trip	
Coordinator	Kristin Ciarmataro	8/1/23	Sep 27-29	
Coordinator Contact Info	Phone: keiarmataro@salemki2.org Email: 978 740 1280	Total Number of Students	Departure Time	Return Time
Grade Level(s)	E2 Seniors (5 th grade)	20-25	8:30	12:30
Destination <small>Please identify that place AND the specific location and address for the trip.</small>	The Farm School 488 Moore Hill Road Athol, MA 01331	Location and Duration		
		<input type="checkbox"/> Local trip within Salem/North Shore <input checked="" type="checkbox"/> In-state - within MA <input type="checkbox"/> Out of state - travel to another state <input type="checkbox"/> Within the normal school day <input type="checkbox"/> Beyond normal school hours <input checked="" type="checkbox"/> Overnight trip		

II. Learning and Accessibility

Instructional Alignment	Accessibility and Inclusion for All Students
<input checked="" type="checkbox"/> Alignment: The trip is aligned to standards <input checked="" type="checkbox"/> Preparation Plan: Students will be prepared for trip <input checked="" type="checkbox"/> Post-Trip Plan: Students will synthesize learning Comments:	<input checked="" type="checkbox"/> I understand district policy that all students have access to field trips <input checked="" type="checkbox"/> I will ensure that all students (e.g., students with disabilities, English language learners, etc.) have the appropriate supports they need for trip Comments:

III. School Nurse Review and Approval (School Nurse Signature Required)

Has the school nurse been notified of this field trip?	Has the roster of students been shared and any medical concerns reviewed?	Will an on-site nurse be needed for this field trip?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
School Nurse Signature:		Date:

IV. Food Services

Has the school's cafeteria manager been notified of this field trip?	Will the students be eating lunch at the school on the date(s) of the trip?	Are you requesting any bag lunches or other food for this trip?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No How many? 20-25 1st Day Lunch
Comments:		

V. Transportation (Please fax all SPS bus transportation requests to 978-825-5542)

What is the means of transportation you will need for this trip?	<input type="checkbox"/> SPS Bus (local destinations only) <input checked="" type="checkbox"/> Private vendor (you arrange on own) <input type="checkbox"/> Specialized transportation needed	<input type="checkbox"/> Public transportation <input type="checkbox"/> Walking <input checked="" type="checkbox"/> Other: NRT
If SPS Bus needed, please specify the following information:	Pick Up Time: 9:00 Pick Up Location: Carlton	Return Time: 12:30 (pick up @ 10:30) Return Location: Carlton

VI. Parent Involvement & Background Checks (Call 978-740-1115 with questions)

Will any parents or volunteers be participating in this trip?	Will any have "direct and unmonitored contact" with students?	CORI required for ALL parents & volunteers (please submit forms 1-2 weeks ahead). Fingerprints required for those who will have direct & unmonitored contact with students
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A	

VII. Principal Review and Approval (Required for ALL Field Trips)

School Principal Signature:	Date:
	8/1/23



Carlton Innovation School

Lauren Weaver, Principal
Merry McKenna, Assistant Principal
10 Skerry Street, Salem, MA 01970

Email: lweaver@salemk12.org
mmckenna@salemk12.org
Tel: (978) 740-1280 Fax: (978) 740-1283

To: Salem School Committee
From: Lauren Weaver, Principal
Date: July 26th, 2023

Re: 5th Grade Field Trip to The Farm School

We would like to request permission to send our 5th grade (E2 Seniors) to The Farm School in Athol, MA from Monday September 25th to Wednesday September 27th and Wednesday September 27th to Friday September 29th. There would be two different groups of students attending each session.

This is a highly regarded program and will provide an authentic and shared farm experience for our students. Carlton staff will have the opportunity to directly co-plan many of these sessions with The Farm School staff in all content areas.

A few areas that will be addressed:

- Human impact on the environment
- Harvesting of crops and meal preparation
- Weather/climate patterns
- Inherited/acquired animal traits
- Energy derived from the sun
- Descriptive and reflective writing

Curriculum and instruction will be tailored to our instructional goals and will build upon the Carlton core values of curiosity, community, and effort in an entirely new context. We are very excited about this opportunity and it is something our Carlton students always look forward to as they enter their 5th grade year.

The Farm School uses a sliding scale for tuition. Based on our percentage of free/reduced lunch, they will be charging us a reduced rate of \$73.00. Our school community is committed to raising the funds for tuition, bus, and any warm weather clothing that may need to be provided. As always, our families will not be asked to pay for this or any other field trip at Carlton.

We hope you will consider our request and approve this unique and meaningful experience.

Thank you,

Lauren Weaver, Principal
Carlton Innovation School
10 Skerry Street, Salem, MA 01970



SALEM
PUBLIC SCHOOLS
Where belonging leads to opportunity.

Back To School Update

*School Committee
August 21, 2023*



What Do We Believe?

SPS Mission Statement

Salem Public Schools is a diverse and welcoming community that promotes the academic, social, emotional, and physical development of each student through the equitable delivery of challenging, relevant, and joyful learning experiences. We empower all students to chart a personalized path to success that includes a commitment to the common good.

SPS Vision Statement

All students will be locally engaged, globally connected, and fully prepared to thrive in a diverse and changing world.



Our Values

- **Equity** – We believe in promoting social justice to ensure an inclusive school community where all members are empowered and engaged.
- **Belonging** – We believe all members of our community are valued and that our relationships are built on empathy and respect.
- **Opportunity** – We believe all students should receive a personalized experience to achieve academic success, find joy in their learning, and have multiple choices for their post-secondary plans.



Strategic Priorities



Priority 1: Elevate Learning.

Build and maintain a district-wide culture of universally high academic expectations for every learner.



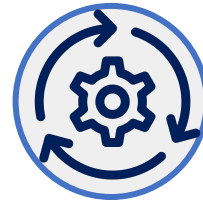
Priority 2: Empower Educators.

Make the Salem Public Schools an inclusive district where student-centered, innovative, and highly effective educators want to work, grow, and stay.



Priority 3: Center Belonging.

Build joyful, welcoming, and supportive school communities.



Priority 4: Strengthen our

Foundation. Develop consistent, reliable systems and structures to disrupt inequities and support the work of the district.



Our Work

Four Key Drivers

- Establish a playbook to roll out clear routines and procedures that create a positive platform for learning
- Strengthen quantity and quality of feedback and observation
- Use targeted high-leverage and evidenced-based instructional practices (SEI strategies)
- Consistently implement a process that results in Data Informed Instruction (DII)



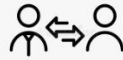
Teaching & Learning

2023-24 Team Theme: *Nurture and Elevate Shared Best Practices (Consistency)*

Reintroduce Consistent Homework Practices



Bolster Coaching at the Leader Level



Leader Collaboration



Onboarding & Supporting Educators



Opportunity to practice

Suggested mins./night

Manageable with reasonable time and effort

Don't make assumptions based on materials available at home

Homework is intended to be done outside of school

Frequent observations & feedback

In-person debriefing

Adhere to contractual timelines

Consistency of practice across schools

District Leadership Team





- Curriculum training
- Leading looking at student work sessions
- Going deeper with our work toward becoming an anti-racist organization

- Summer Leadership Institute/
- New Hire Institute
- New Principal & AP half-day retreats
- New instructional coach orientation
- Operations Institute
- Job Alike Meetings



Academics/Multilingual Learners

2023-2024 Department Theme:
Relentlessly assess achievement and access to celebrate best practices and disrupt disproportionality

Embrace Standards-Based Practices 	Elevate Diverse-Learner Experiences 	Empower Teachers with Student Work 	Engage with High Quality Resources 
<ul style="list-style-type: none">● Recommit to standards-based practices● Customize school support based on student voice● Focus on family communication	<ul style="list-style-type: none">● SEI review in June 2023● ELD program review fall 2023● Identification and support of targeted SEI strategies	<ul style="list-style-type: none">● Common unit end curriculum assessments Gr1-10● Regular schedule of examining student work● Practice a reteach move	<ul style="list-style-type: none">● Focus on implementation of current resources K-8● Pre-AP curriculum at SHS● Odell for 9-12 ELA



Special Education

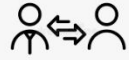
2023-24 Special Education: *Elevating Inclusion Instruction for all*

Capacity Building



- Strengthen inclusion intervention
- Consistency of practice across schools
- Ongoing differentiation PD

Build Leadership Opportunities for Staff



- Introduction of teacher leaders
- Teacher-to-teacher professional development
- Monthly mentorship with teacher leaders

Special Education Leadership



- Shifting from PK-8/9-12 roles to a single vision for special education PK-12
- Early career administrator mentorship

Community, Student and Transition Support







- Expand summer enrichment extended day for SWDs
- Expanded career and transition support at Salem Prep
- Expand services for hearing and mobility



Student Services

2023-2024 Department Theme:
Increase time on learning and decrease out of classroom time




Highlights 	Student/Family Support 	SEL Focus Priorities 	Professional Development 
<p>Attendance Matters Coalition</p> <p>Partnership with SHS to examine and optimize counseling services</p> <p>Wellness Committee</p>	<p>Increased #'s of students who are unhoused (SSU)</p> <p>Full-time nurse case manager</p> <p>Partnership with Cartwheel (from 125 to 250)</p>	<p>Adult SEL</p> <p>SEL-integrated academics</p> <p>Supportive discipline</p>	<p>De-escalation for ALL STAFF</p> <p>Routines and expectations for adults and students</p> <p>“Everyday SEL” series</p> <p>Restorative practices</p>



Technology

2023-2024 Department Theme:

To foster a COMMUNITY of collaboration between the schools and the technology department to attain maximum student success

Technical Support 	Data and Applications 	Digital Learning 
<ul style="list-style-type: none">● <i>CMS/SALTS Chromebook transition</i>● <i>Badge printing</i>● <i>PreK Technology</i>● <i>New SHS labs</i>● Device inventory● Repair technology● Prep new Chromebooks	<ul style="list-style-type: none">● <i>Data Studio</i>● <i>Conduct workflow</i>● <i>Department restructure</i>● <i>Aspen student single sign-on</i>● School schedules● Updated standards● State reporting	<ul style="list-style-type: none">● Technology plan● Technology skills● Google Classroom● New hire guidance● Updated landing pad



Human Resources

2023-2024 Department Theme *Increase operational efficiency to meet strategic staffing goals*

Highlights	Talent Recruitment & Staffing	Talent Retention	Tracking Progress
<p>New online onboarding system</p> <p>Recruitment manager role works as partner to school leaders</p> <p>Partnerships</p>	<p>Over 131 new hires (80 are new teachers)</p> <p>Approx 20% of the new hires are racially and ethnically diverse</p> <p>144 internal staff transfers</p>	<p>Successful, new “one-stop” full onboarding process (65 % of new hires now fully onboarded)</p> <p>Developing systems to seek feedback</p>	<p>Working toward data system integration</p> <p>Identifying key performance metrics to track progress</p> <p>Goal to become more strategic & data-driven</p>



Human Resources *(Vacancies as of 8/21/23, 1 pm)*

Teaching Role	# of openings	Schools
Classroom Teachers	2	Carlton (P2), Collins (Science)
Special Education Teachers	2	Collins (TSP teacher), Saltonstall (Inclusion)
Multilingual Learner Teachers	1	Collins
Other Open Positions	# of openings	Schools
College & Career/Guidance/Counselors	2	SHS (1), Salem Prep (1)
Paraprofessionals	8	Intensive Instructional (SHS, ECC, WHES); Instructional (WHES, CMS, SHS), Library (Bates)
School Related Personnel (Beh. Sp., FEF, B-sub)	5	Bentley (1 FEF, 1 Beh Sp), Collins (1 Beh Sp.), HMLS (1 Building Sub), SHS (1 Building Sub)
Tutors (Part-Time, Math)	3	Bentley, Collins, Horace Mann
School Based Administrators	1	Horace Mann Assistant Principal
Food Services	Approx. 7	Districtwide
Other	4	Facilities (Grounds), Central Office (Recruiter, Communications, Curriculum Director, Pre-K-5)



Enrollment

School	Aug. 2022 #s	Aug. 2023 #s
Bates	390	384
Bentley	283	285
Carlton	246	253
Early Childhood Center	106	124
Horace Mann	296	300
Witchcraft	445	450
Saltonstall	380	400
Collins	652	653
New Liberty	64	51
Salem Prep	12	19
Salem High School	883	925

Total Aug. 2022
3775

Total Aug. 2023
3930

*These totals include out-placed, early college promise, and post-graduate students.



Enrollment Trends

- We still have 12 Pre-K spots open, we are working off the waitlist
- K enrollment is already higher than Oct. 1st last year, added an additional teacher to WHES
- High school enrollment continues to grow
- New families at Bates campus (Salem State) are positively contributing to our enrollment increase
- We are still enrolling students as families complete paperwork and provide necessary documentation
- In district transfers are up particularly at MS level, busing also drives transfers
- By the numbers: 121 in-district transfers, 70 address change, 57 school choice, 38 home school



Diversity, Equity, Inclusion and Engagement (DEIE)

- Home Visiting Initiative
 - 2 summer training sessions were offered
 - 45 staff members participating (teachers, paras, family engagement facilitators, school adjustment & CCNX)
 - 1st set of home visits to happen before school
- Community Walk & Talks
 - 7 different neighborhoods (including high-rise buildings, community events & door knocking)
 - Connected with parents, students, community organizations
 - Participation from: principals, central office, family engagement staff

*“I am so glad we opened the door, this is such a great idea that the schools are doing these walks” -
Salem Prep Parent*

- Affinity Group Planning
 - Launch - Equity Advisory Committee - An opportunity to create facilitated affinity spaces at the building level. Continue to build connections and sense of belonging
 - Expand the work with Equity Imperative, The Teachers Lounge, DESE Equity in Action



Roll out of our districts online discrimination form

DEIE web page with professional development opportunities and resources for our BILPOC staff

Transportation

- ✓ **Large increase in applicants:** ~1576 applicants; several buses are almost full.
- ✓ **Bus Routes** have been created & tested.
 - Next Steps: routing recently enrolled students & incoming Kindergarten, doing dry runs, & making final adjustments to the routes.
- ✓ **Drivers:** All fixed gen ed and special ed routes will be covered by NRT.
- ✓ **Families Notified:** Families will be notified about bus information early in the week of 8/21.



Transportation

New for SY23-24:

- **WayFinder Pilot:** 2 SHS buses will monitor ridership & attendance.
- **Where's My Kid:** a bus tracking app that allows families to follow their student's bus and be notified about when it arrives/leaves the school and when the bus is approaching the bus stop.
- **2 SPS bus drivers:** will cover extracurriculars, trips, & student experiences.



Food Service

Updates for SY23-24:

- ✓ **New Equipment**
 - Received \$489,571.76 for infrastructure
- ✓ **Compostable serviceware**
- ✓ **New uniforms**
- ✓ **Staff Training**
 - CPR (8.16.23) & Choke Safe and ServSafe Training
 - Back to School: workshops:
 - “A Fun Approach to Team Building” 08/22/23
 - “Exceptional Customer Service” 08/23/23

More to come in October!



Facilities

- **Plumbing Repairs Districtwide**
 - General repairs at each school.
 - Addressed overdue issues (e.g. the hot water heater at Salem High, underground sewage pipes at Collins & Bentley).
- **Sidewalk/curb repairs** - We repaired failing sidewalks at Bates and a cracked slab of concrete at Salts.
- **New furniture for CMS & Salts** - Students will enjoy new furniture at both schools (grade 7 & 8).
- **Painting** - In-house staff, contractors & volunteers painted classrooms, hallways, handrails, with a special focus on CMS & Saltonstall.



Facilities

What's New This Year?

- ✓ A new work order management system that custodians will use to prioritize, manage, and track building projects.
- ✓ Plans to increase department messaging.
- ✓ Monthly school walkthroughs with Principals!

We are putting finishing touches on all buildings and are excited to welcome back students and staff



Facilities - MSBA Update

Early Milestones:

- ✓ School Building Committee established (Meeting on 9.25.23)
- ✓ **Deliverables submitted on 7/31/23**
 - Chapter 74 Vocational Technical Education Viability Documentation;
 - Educational Profile Questionnaire;
 - Online Enrollment Projection;
- ✓ **Deliverables due by 10/27/23**
 - Certify district enrollment
 - Submit maintenance & capital planning



Other Important Information

- Guidelines on transgender and gender-nonconforming non-discrimination
- Release of strategic plan- next week!
- Cell phones- use of Yondr pouches
- Expansion of MS sports
- CTE partnership



SALEM PUBLIC SCHOOLS Invites Salem Families to 2nd Annual

BACK TO SCHOOL FESTIVAL

GIVEAWAY
Transportation
Resources
& Free
Information

VENDORS
REGISTER HERE



Wednesday
August 23, 2023
4:30PM - 7:30PM
Palmer Cove Park
50 Leavitt Street - Salem

School starts August 28th & 29th
Join us to celebrate the new
School year!

CONSIDER
DONATING HERE



For more information Contact:
Laura Assade
Lassade@salemk12.org
781-771-8148



SALEM
PUBLIC SCHOOLS
Where belonging leads to opportunity.



Salem Public School

Questions and Discussion



AGREEMENT OF THE PARTIES BETWEEN
THE SALEM SCHOOL COMMITTEE
AND
AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES
COUNCIL 93, AFL-CIO
LOCAL 294
REPRESENTING
CUSTODIAL, MAINTENANCE, BUS DRIVERS, BUS ATTENDANTS
CLERICAL, AND CAFETERIA EMPLOYEES

It is agreed between the American Federation of State, County and Municipal Employees Council 93, AFL-CIO, Local 294 and the Salem School Committee to modify the terms of their collective bargaining agreement covering the period July 1, 2021 through June 30, 2023 with the following provisions:

PART I

PART I: ARTICLE IV: CIVIL SERVICE DISCIPLINE

New Paragraph:

C. Probation Period.

The first ninety (90) calendar days of each member's employment under this Agreement are agreed to constitute a period of probation during which the Employer shall have the opportunity to assess the suitability of the Employee's performance and conduct. At any time during the Probation Period, the Employer may terminate the Employee's employment with or without cause.

PART I: ARTICLE VI (F): UNION REPRESENTATIVES

~~One (1) Two (2) day~~ will be allowed for the state convention and a length of time not to exceed five (5) days for the national convention.

PART I: ARTICLE VII (F): SENIORITY

In the case of a decrease in the workforce, the District shall provide the union with at least thirty (30) days notice prior to layoffs. ~~Provisional~~ Probationary employees in the affected job classification shall be laid off before permanent employees. As between ~~provisional~~ probationary employees, seniority shall determine the order of lay off.

PART I: ARTICLE VIII: JOB POSTING AND BIDDING

When a position covered by this agreement becomes vacant, such vacancy shall be posted on the Salem Public Schools website through TalentEd, listing the pay, duties and qualifications of the vacant position. Interested employees are expected to submit their applications online through that system. The vacancy shall remain open and posted for ~~seven (7) ten (10) days~~. All employees who are interested shall reply in writing within

the ~~seven (7)~~ ten (10) day period. **Regardless of the qualifications of an employee, any employee who applies for a posted vacancy shall be granted an interview. The Union acknowledges that the district will not be obligated to award an employee the position merely because it granted the employee an interview.** ~~Within fourteen (14) calendar days of the initial posting, the Employer may award the position to the most senior qualified candidate.~~

In the event the employer does not fill the position with the most senior internal candidate, an internal candidate within said fourteen days, upon request from the Union, it shall inform the Union within five business days **from the request** as to why the most senior internal candidate was not selected **with reference to a-d below.** ~~to whether the Employer will post the position to outside candidates.~~

Openings shall be filled with consideration of the following factors:

- a. Work history over the past five years;
- b. Education, experience, and training relative to duties of the vacant position;
- c. Evaluations and/ or recommendations
- d. Seniority

Where the factors of a, b, and c have been deemed to be relatively equal by the hiring authority, seniority (paragraph d) shall govern.

PART I: ARTICLE XIV: FUNERAL LEAVE

Strike current paragraph—Replace with following:

Five (5) days funeral leave without loss of pay shall be granted to unit members upon the death of anyone in the member’s immediate family or anyone residing in the same household with the teacher.

Immediate family shall include the member’s spouse/partner, child, mother, father, sister, brother, grandparents, grandchildren, son-in-law, daughter-in-law, parent-in-law, step-mother, step-father, step-child, step-grandchild, step-sibling or any individual or relative of the member or their spouse residing in the members’ house at the time of death or at the commencement of the final illness or accident.

PART 1: ARTICLE XVI: LONGEVITY PAY

New paragraph:

Longevity shall be based upon continuous years’ service from the date of hire with the Salem Public Schools.”

PART II

PART II: ARTICLE IV (VACATIONS)

A. The prime vacation period for Department of Buildings and Grounds staff shall be the period between the close of the regular school year and one (1) week prior to the opening of school at each individual site, the following school year. During the prime vacation period, custodians, craftsmen, painters or groundskeepers shall be entitled to utilize a maximum of three weeks of vacation. Additional vacation time may be granted upon request and upon the sole discretion of the Supervisor of Buildings and Grounds.

B. Department of Buildings and Grounds staff shall be entitled to use up to five days of one week's vacation after three months ~~thirty-two (32) weeks~~ of continuous employment. Any days taken prior to July 1 in the first year of employment will be deducted from the ten days that are credited on July 1 per the schedule below (i.e. if an employee within the first year uses five days on July 1 the employee will only receive five days)

C. Upon termination of employment of the Employee shall receive payment equal to the amount of vacation pay he has earned to that date (pro-rated).

D. If termination is caused by death such payment shall be made to the Employee's legal beneficiary.

E. Employees shall be allowed to carryover up to ten (10) vacation days from one year to the next year.

F. Vacations are earned over the previous fiscal year (July 1- June 30) and shall be credited as of July 1 in accordance with the following schedule:

1. After one (1) year of continuous service – ten (10) days
2. After five years of continuous service – fifteen (15) days ~~three (3) weeks~~.
3. After ten (10) years of continuous service – twenty (20) days ~~four (4) weeks~~.
4. After twenty (20) years of continuous service – twenty-five (25) days ~~five (5) weeks~~.²²

G. Earned vacation wages shall be paid in a lump sum prior to the taking of the vacation upon request of the individual.

H. Vacations will be granted to custodians, craftsmen, painters and groundskeepers during the school year upon request and approval of the Supervisor of Buildings and Grounds. Director of Buildings and Grounds has the right to deny vacation requests during the week prior to the start of the teacher work year and when more than one staff member is requesting time off for the same period if there are coverage concerns by administration. In instances where multiple employees are requesting the same time off, the member that put in the request first will have their request honored. In instances where multiple employees are requesting the same time off, the member that put in the request first will have their

request. If multiple members make a vacation request for the same time on the same day, the principle of seniority will be the deciding factor in granting the time off.

I. If a member makes a request for a vacation during the current school year, the supervisor shall approve or deny the vacation request within one week of the request. If a member makes a request for a vacation during the summer vacation period, the request shall be approved or denied as soon as practicable but no later than 60 calendar days prior to the requested time off.

~~I. All Department of Buildings and Grounds staff who are were employed prior to as of July 1, 1995 and who have been entitled to vacation credit, and who remain continuously employed thereafter, shall continue to receive vacation credits in accordance with Paragraphs F, G, and H. All other employees shall receive vacation credits in accordance with the following schedule:~~

-
- 1. After One (1) Year of Continuous Service ----- 2 Weeks
-
- 2. After Five (5) Years of Continuous Service ----- 3 Weeks
-
- 3. After Ten (10) Years of Continuous Service ----- 4 Weeks
-
- 4. After Twenty (20) Years of Continuous Service ----- 5 Weeks

PART II, ARTICLE VI: UNIFORMS AND PROTECTIVE CLOTHING

Paragraph (B)(1): increase clothing allowance from \$175 to \$200.

PART III

PART III, ARTICLE I: HOURS OF WORK

A. The hours for Cafeteria Employees shall be established in accordance with individual building class and bus schedule.

1. The parties agree that the above provisions only establish the shifts in each building and does not establish staffing levels, which is a management right of the District.

2. Four (4) hour employees have work week of nineteen and one half (19.5) hours

B. Except for emergency situations, work schedules will not be changed unless the Union is notified of the decision to change or modify them and is first given an opportunity to discuss the changes and their effect upon the bargaining unit employees.

C. The Work Year shall begin three days prior to the start of the student school year.

**PART III: ARTICLE II: PAY AND CLASSIFICATION PLAN
(NEW PARAGRAPH)**

H. Any cafeteria employee who is reassigned to a more senior cafeteria position shall be paid at the higher rate of pay from such date of reassignment.

PART III: ARTICLE IV: VACATIONS

*Strike paragraph 4 in A. Addendum

B. Cafeteria employees shall be entitled to use up to five days of ~~one week's~~ vacation after three months ~~thirty-two (32) weeks~~ of continuous employment. Any days taken prior to July 1 will be deducted from the five days July 1 credit per the schedule below (i.e., if an employee within the first year uses five days, then on July 1 the employee will receive zero days)

B. Vacations are earned over the previous fiscal year (July 1- June 30) and shall be credited as of July 1 in accordance with the following schedule:

~~Cafeteria employees shall receive vacation credits in accordance with the following schedule:~~

1. After One (1) Year of Continuous Service- five (5) days ~~2 Weeks~~
2. After Five (5) Years of Continuous Service- eight (8) days ~~3 Weeks~~
3. After Ten (10) Years of Continuous Service- twelve (12) days ~~4 Week~~
4. After fifteen (15) Years of Continuous Service- twenty (20) days
5. After Twenty (20) Years of Continuous Service- twenty-five (25) days ~~5 Weeks~~

B. Unless otherwise authorized by the Supervisor of Cafeteria, vacations shall be taken during the periods school is not in session. However, notwithstanding the provisions of the first sentence, one cook and one cook's helper per school shall be allowed to take vacation during periods school is in session. If more than one employee requests vacation in the same time frame, the most senior employee will be granted vacation time.

C. Upon termination of employment, the employee shall receive payment equal to the amount of vacation pay earned to the date of termination (pro-rated).

D. If termination of employment is caused by death, such payment shall be made to the legal beneficiary of the employee.

E. Upon request, earned vacation wages shall be paid in a lump sum prior to the taking of the vacation.

F. Employees shall be allowed to carryover up to ten (10) vacation days from one year to the next year.

G. The Director of Food Services will notify the employee of the approval or denial of any vacation request within one (1) week of the date the request was submitted.

H. In instances where multiple employees are requesting the same time off, the member that put in the request first will have their request. If multiple members make a vacation request for the same time on the same day, the principle of seniority will be the deciding factor in granting the time off.

I. If a member makes a request for a vacation during the current school year, the supervisor shall approve or deny the vacation request within one week of the request. If a member makes a request for a vacation during the summer vacation period, the request shall be approved or denied as soon as practicable but no later than 60 calendar days prior to the requested time off.

PART III: ARTICLE VI: CLOTHING ALLOWANCE

All Cafeteria Employees, after completing probation, as a condition of employment, shall wear a uniform which, following input from the Union, has been approved by the Director of Food Services. Said Employees shall receive an annual clothing allowance of **two hundred dollars (\$200)** ~~one hundred seventy-five dollars (\$175.00)~~ at the start of the school year. The member shall provide proof of purchase.

The School Committee agrees to provide a cash alternative not to exceed **\$200 two hundred dollars (\$175.00)** ~~one hundred and seventy-five dollars~~ to the School Department issued uniforms to all approved qualified applicants in the cafeteria department. Members shall provide proof of possession of a complete set of clean, well-maintained and wearable uniforms. Approval of the condition and wearability of the uniform is at the sole discretion of the Superintendent of Schools or Designee. No member shall receive a cash alternative for more than two (2) consecutive years.

During the course of a school year, should the uniform of any applicant who has received a cash alternative become unwearable, including soiled or stained, improperly maintained, torn, patched or otherwise unpresentable as determined by a joint committee consisting of the School Principal, the Food Services Director and a Union representative, the employee shall be required within seven (7) days to purchase an adequate number of uniforms; two (2) being the minimum from the last contracted supplier of school department uniforms, at his/her expense. Should the individual be unable to purchase the required uniforms at that time, the school department shall purchase the uniforms and the individual shall reimburse the school department for the full cost of the uniforms in four (4) payments in four (4) consecutive pay periods.

PART IV

PART IV, ARTICLE IV: VACATIONS

A. ~~All permanent clerical employees who were employed prior to July 1, 1995 shall receive three (3) weeks of vacation after one year, four (4) weeks after ten (10) years, and five (5) weeks of vacation after twenty (20) years of continuous service. For 42 week positions, such vacations will be taken under current practice during school vacation.~~

B. Upon termination of employment the Employee shall receive payment equal to the amount of vacation pay he has earned to that date (pro-rated).

C. If termination is caused by death such payment shall be made to the Employee's legal beneficiary.

D. Employees shall be allowed to carryover up to ten (10) vacation days from one year to the next year.

E. Clerical employees shall be entitled to five days ~~one week's~~ vacation after three months ~~thirty-two (32) weeks~~ of continual employment. Any days taken prior to July 1 will be deducted from the ten days July 1 credit per the schedule below (i.e., if an employee within the first year uses five days, then on July 1 the employee will receive five days)

F. Earned vacation wages will be paid in a lump sum prior to the taking of the vacation upon request of the individual.

G. Vacations will be taken by Clerical employees during the school year upon request and approval by the Business Manager. Such approval shall not be unreasonably withheld.

H. ~~All clerks who are employed as of July 1, 1995 and who have been entitled to vacation credit, and who remain continuously employed thereafter, shall continue to receive vacation credits in accordance with Paragraphs A & E. All other~~

Vacations are earned over the previous fiscal year (July 1- June 30) and shall be credited as of July 1 in accordance with the following schedule:

1. After one (1) year of continuous service – ten (10) days
2. After five years of continuous service – fifteen (15) days ~~three (3) weeks.~~
3. After ten (10) years of continuous service – twenty (20) days ~~four (4) weeks.~~
4. After twenty (20) years of continuous service – twenty-five (25) days ~~five (5) weeks.~~²²

I. In instances where multiple employees are requesting the same time off, the member that put in the request first will have their request. If multiple members make a vacation request for the same time on the same day, the principle of seniority will be the deciding factor in granting the time off.

J. If a member makes a request for a vacation during the current school year, the supervisor shall approve or deny the vacation request within one week of the request, If a member makes a request for a vacation during the summer vacation period, the request shall be approved or denied as soon as practicable but no later than 60 calendar days prior to the requested time off.

PART V

PART V: ARTICLE IV: VACATIONS

C. Vacations

1. Vacations shall be granted to Full-Time Bus Drivers and Full-Time Bus Attendants in accordance with Part I of this Agreement based upon the following full year entitlements: Vacations are earned over the previous fiscal year (July 1- June 30) and shall be credited as of July 1 based upon the following full year entitlements:

1. After one (1) year of continuous service – ten (10) days
2. After five years of continuous service – fifteen (15) days
3. After ten (10) years of continuous service – twenty (20) days
4. After twenty (20) years of continuous service – twenty-five (25) days

~~After One (1) Year of Continuous Service ————— - 3 Weeks~~
~~After ten (10) Years of Continuous Service ————— - 4 Weeks~~
~~After Twenty (20) Years of Continuous Service - 5 Weeks~~

Such vacations will be taken under current practice during school vacation.

2. Upon termination of employment, the employee shall receive payment equal to the amount of vacation pay he has earned to that date (pro-rated).
3. If termination is caused by death such payment shall be made to the employee's legal beneficiary.
4. Employees shall be allowed to carryover up to ten (10) vacation days from one year to the next year.
5. Employees shall be entitled to utilize five days ~~one week~~ of their first year vacation benefit after three months ~~thirty-two (32) weeks~~ of continuous employment. Any days taken prior to July 1 will be deducted from the ten days July 1 credit per the schedule below (i.e., if an employee within the first year uses five days, then on July 1 the employee will receive five days)
6. Upon request of the employee, earned vacation wages will be paid in a lump sum prior to the taking of the vacation.
7. Vacations will be granted to employees during the school year upon request and approval by the Business Manager.

~~8. All Bus Drivers and Bus Monitors who are employed as of July 1, 1995 and who have been entitled to vacation credit, and who remain continuously employed thereafter, shall continue to receive vacation credits in accordance with Paragraphs 1 & 5. All other employees shall receive vacation credits in accordance with the following schedule:~~

-	After One (1) Year of Continuous Service	2 Weeks
-	After Five (5) Years of Continuous Service	3 Weeks
-	After Ten (10) Years of Continuous Service	4 Weeks
-	After Twenty (20) Years of Continuous Service	5 Weeks

8. In instances where multiple employees are requesting the same time off, the member that put in the request first will have their request. If multiple members make a vacation request for the same time on the same day, the principle of seniority will be the deciding factor in granting the time off.

9. If a member makes a request for a vacation during the current school year, the supervisor shall approve or deny the vacation request within one week of the request. If a member makes a request for a vacation during the summer vacation period, the request shall be approved or denied as soon as practicable but no later than 60 calendar days prior to the requested time off.

APPENDIX A-D:

2023-2024:

- 2.75% COLA
- Add two new steps to all salary schedules 3% differential between the new steps (i.e. each new step will be 3% higher than the preceding step.
 - Clerical and Buildings and Grounds will be moving to five steps
 - Cafeteria and Bus/Van Drivers will be moving to three steps
- Abolish two tier wage distinction between cafeteria helpers
- Rename “cafeteria helpers” to “Food Service Workers”
- Create new “Cook” position starting at \$22.50 an hour at step 1
- New employees shall be credited with one step if they are certified or deemed to be bilingual and/or biliterate via an employer approved certification process and/or test if being bilingual or biliterate is not a requirement of their position within the Salem Public Schools
- New employees shall be credited with one step if they are a graduate of Salem Public Schools
- New employees shall be credited with one step if they are United States Military Veteran
- Stipends for Bilingualism/Biliteracy: Active employees and new employees who are certified or deemed to be bilingual/biliterate via employer approved certification process and/or test shall receive an annual stipend of one thousand dollar (\$1,000.00) if being bilingual or biliterate is not a requirement of their position within the Salem Public

Schools. The expectation is that employees that receive this stipend will support building-based and district wide multilingual communication needs.

2024-2025:

- 2.75% COLA

2025-2026:

- 3.0% COLA

The Parties agree to form joint labor management committees to address the following issues and agree to bring back any joint recommendations to the parties for further negotiations if necessary:

- Housekeeping and contract clean-up
- Evaluation
- Custodial overtime and assignment for outside events
- Tuition reimbursement

For the Union:

For the Employer:

Revised: 8/21/23



SALEM PUBLIC SCHOOLS

Where belonging leads to opportunity.

To: Salem School Committee
Cc: Dr. Stephen Zrike, Elizabeth Pauley
From: Lisa Golden
Date: 8/21/23
Re: Surplus Furniture Disposal

As the facilities teams clean and prepare the school buildings for the 2023-2024 school year, we are requesting permission to dispose of damaged furniture, and declare unused furniture as surplus for donation.

The district has 1425 unused “combination desks” (or combo desks). There are extra desks because additional furniture was purchased and used during the COVID pandemic to support social distancing in classrooms and cafeterias. In addition, the district has purchased 600 new desks and chairs for Collins Middle School and Saltonstall. The unused combo desks are being stored in district storage or paid storage; as of August 2023, 1025 combo desks are in paid storage, costing the district \$2200 per month.

We propose to dispose of the 1025 combo desks that we are paying to store; desks in good condition will be donated, and damaged or unusable desks will be thrown away. Donating and disposing of 1025 desks will leave the district with 400 unused desks which can be used when others are damaged, or in the event of increased enrollment. (The 400 desks are currently stored at Bates Elementary school.)

In addition to this furniture, which we hope will be designated as surplus, there are 25 single desks and 100 chairs in storage at Horace Mann that are damaged and moldy. We are requesting permission to dispose of this damaged and unusable furniture.





The disposal of this surplus, damaged, and unused furniture will free up district storage space(s). This will allow us to reduce clutter in other parts of the buildings, and better comply with fire department regulations.

We are requesting the School Committee to declare the unused and damaged furniture as surplus (per Salem School Committee Policy 3205 - Disposal of School Properties). With the School Committee's approval secured, we will work with the city of Salem to donate 1025 combo desks, and dispose of 100 single desks, and 25 single chairs.