



School Committee Meeting Materials

Regular School Committee Meeting

September 18, 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."

September 14, 2017

REGULAR SCHOOL COMMITTEE MEETING

Notice is hereby given that the Salem School Committee will hold a Regular School Committee meeting on Monday, September 18, 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.

AGENDA

- I. Call of Meeting to Order**
- II. Approval of the Agenda**
- III. Approval of Minutes**
 - a. Deliberation and Vote on the Revised Minutes of the Regular School Committee Meeting held December 5, 2016
 - b. Deliberation and Vote on the Revised Minutes of the Regular School Committee Meeting held on August 21, 2017
 - c. Deliberation and Vote on the Minutes of the Regular School Committee Meeting held on September 5, 2017
- IV. Questions and Comments from the Audience**
- V. Superintendent's Report – Margarita Ruiz**
- VI. Presentation and Reports**

SPS Strategic Plan
Pillar 2: Re-imagine the High School Experience
Update on the High School Redesign Work at Salem High School
- VII. Action Items**
 - a. Deliberation and Vote on the Overnight Field Trip Request for Saltonstall 7th and 8th Graders to the Nature Classroom in Ocean Park, ME on October 16-20, 2017
- VIII. Finance Report**

a. Approval of Warrants

September 14, 2017 in the amount of \$129,987.90

September 21, 2017 in the amount of \$164,380.54

b. Budget Transfers

IX. Subcommittee Reports

Policy Subcommittee

a. Deliberation and Vote on Policy 6406 Voting Method – Tabled from 9/5/17

X. School Committee Concerns and Resolutions

XI. Questions and Comments from the Audience

Respectfully submitted by:

Angelica Alayon, Secretary to the
Salem School Committee

Description of the Corrections Made to the Minutes
For 12/5/16 and 8/21/17

**Deliberation and Vote on the Revised Minutes of the Regular School Committee Held
December 5, 2016**

- Changed from '*No Action Item*' to include the Deliberation and Vote on the Bentley Academy Accountability Plan, details, discussion, and vote results

**Deliberation and Vote on the Revised Minutes of the Regular School Committee
Meeting Held on August 21, 2017**

- Added a Discussion subheading on page 5 relative to the content under the Deliberation and Vote heading to reflect reference to Subcommittee, not approved by the committee; the motion was to '...refer to the Subcommittee'
- Correction made on page 4 – changed wording to record Dr. Walsh from '*abstained*' to '*opposed*'

Salem School Committee
Meeting Minutes
Monday, December 5, 2016

A regular meeting of the Salem School Committee was held on Monday, December 5, 2016 at 7:00 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

Members Present, Dr. Brendan Walsh, Deborah Amaral, Ms. Mary Manning, Patrick Schultz, Kristine Wilson.

Members Absent: Mayor Kimberley Driscoll, Mr. James Fleming

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

Call to Order

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

Approval of the Agenda

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

Approval of Minutes

Ms. Wilson moved to approve the minutes of the November 21, 2016 Regular School Committee meeting as amended. Ms. Amaral seconded the motion. The motion carried.

Questions and Comments from the Audience

There were no questions or comments from the audience.

Action Items

Deliberation and Vote on the Bentley Academy Accountability Plan

Marlena Alfonso, Principal of Bentley Academy Charter School, gave a brief highlight of the Bentley Accountability Plan, a plan that will be submitted to the Department of Education, and answered questions from School Committee members. A copy of that plan was included in the evening's packet.

Discussion

Ms. Wilson sought clarification as she is on the board. She asked if she needs to recuse herself. Dr. Walsh voted in favor of the accountability plan, Ms. Wilson recused.

Ms. Amaral motioned to approve the Bentley Accountability Plan. Mr. Schultz seconded the motion. The Motion carried.

Superintendent Report – Margarita Ruiz

Superintendent Margarita Ruiz reported that she attended the Tri M International Music Honor Society for middle/junior high school students where 25 Seniors and juniors from the Salem High School were recognized for their academic and musical achievements, were rewarded for their accomplishments and service activities, and to inspire other students to excel at music and leadership. The district's strong music program begins in our elementary schools is one of the key programs that make our district unique and valued by students interested in college and careers in the arts.

The Carlton Innovation School has been invited to apply for the 2017 Pozen Prize for Innovative Schools sponsored by the Boston Foundation.

The Pozen Prize is intended to recognize and award innovative school models and practices that boost students' achievement. Carlton is one of only five schools in Greater Boston invited to apply this year! If selected, Carlton will receive an \$80,000 prize. Congratulations to everyone at Carlton for this prestigious recognition!

Progress on District-Wide Initiatives Strategic Planning – Citywide Conversation – Superintendent Margarita Ruiz thanked all of the parents, teachers, students, business and civic leaders who attended the first Citywide Conversation on the district's strategic plan. Their ideas and feedback is vital to helping to craft a strategic plan that is reflective of the community we serve as a whole and includes a shared vision of all community stakeholders. Ms. Ruiz took a minute to present a high-level overview of the remainder of the strategic planning process. You'll notice that we are extending the timeline for the process largely to allow for thorough engagement of the community – something that is critical to the success of the plan. We've separated out the two work streams of plan development and community engagement in this slide, but it should be noted that the two work streams are tightly linked and each will feed into the other. On the plan development side, Work Team meetings for each of the six levers will be continuing through January and February, with a focus on data gathering, conducting site visits and synthesizing their work and findings including the ideas and feedback from the first Citywide Conversation into a set of recommended strategies and tactics.

The Steering Committee will be meeting in January to discuss the mission, vision, and values of SPS, with an additional meeting in February to review the Work Team recommendations and likely a meeting in March/April as well to review the first draft of the plan. A first draft will be complete in March, just prior to the second Citywide Conversation. The second draft will be ready in April, and the plan will go to the School Committee for ratification in May.

On the community engagement side, there will be a community conversation (much like the November Citywide Conversation but conducted primarily in Spanish) sponsored by the Latino Leadership Coalition in January, as well as a second Citywide Conversation in March. We will also obtain input from the community in a variety of the other ways such as a community survey, focus groups, etc. As she mentioned, the

output from all of these community touch points will be integrated into the plan. We are currently synthesizing the materials from last week's Citywide Conversation, and we plan to report back to the community after the winter break.

Finally, we are planning to build a page on the Salem Public School website that will be devoted to the Strategic Planning Process.

The Kindergarten Info and Expo night is scheduled for January 10th from 6:30 – 8:00 p.m. Kate Carbone will provide a bit more on this fun and informative showcase on our schools. This Friday, we will be issuing our new standards-based report cards to children in grades K-8. Assistant Superintendent Kate Carbone reported on the Kindergarten Information night.

Standards Based Report Cards

Ms. Ruiz reported that this Friday, we will be issuing our new standards-based report cards to children in grades K-8. She had asked Assistant Superintendent Kate Carbone to provide more information about this important change.

Ms. Ruiz looks forward to see the hundreds of people throughout Greater Salem who support our students at the annual Salem's Children Charity event that will held on Tuesday, December 13th at 5 p.m. at Victoria Station.

On behalf of the scholars, she thanked everyone who attended, provide auction items and volunteer at this event that generates vital resources for students in need.

Presentations and Reports

Marlena Alfonzo, Head of School for the Bentley Academy Charter School, made a presentation to the School Committee on the Bentley School Accountability Plan

Finance Report

a. Approval of Warrants

November 3, 2016 in the amount of \$277,243.78

November 23, 2016 in the amount of \$394,999.67

December 1, 2016 in the amount of \$371,213.13

Dr. Walsh moved to approve the warrants as stated. Mr. Schultz seconded the motion. The motion carried.

b. Budget Transfer Requests FY17

There were no Budget Transfer Request this evening.

Subcommittee Reports

Policy Subcommittee

- a. Deliberation and Vote on the Second Reading of the Recommendation of the Policy Subcommittee on the revisions to the following policies in the 6000 policy series:

Ms. Amaral requested that the policies remain tabled as the Assistant City Solicitor is reviewing them.

- b. Ms. Amaral moved to approve the third and final reading of the following policy revisions recommended by the Policy Subcommittee. Ms. Wilson seconded the motion. The motion carried.

1103	Distribution of Notices
1105	Media Relations/News Releases
1301	Gifts and Contributions to Schools
1302	Gifts to Students
1305	Gifts to School Personnel – Recommend Deletion
1404	Department of Transitional Assistance
1507.01	Public Complaints
1507.02	Public Complaints About School Personnel
1800	Political Activities of Teachers – Recommend Deletion
1800	Adult Education Policy – re-numbered from 1900 to 1800

- c. Deliberation and Vote on the First Reading of the Recommendation of the Policy Subcommittee on revisions to the following policies in the 2000 policy series

2102	Administration
2105	Evaluation of Superintendent
2107	Policy Decisions in Absence of Policy Subcommittee
2108	Publication of School Committee Rules and Regulations
2111	Annual Report – Delete
2201	Business Manager Compensation
2203	Secretary to School Committee
2400	Code of Ethics Administrators

Dr. Walsh moved approval of the first reading of the policies listed. Ms. Manning seconded the motion. The motion carried.

Ms. Amaral reported that the Policy Subcommittee has completed its review of the 1000 policy series and will be presenting some policies for revision and will be starting

the review of the 2000 policy series. The next meeting of the Policy Subcommittee will be on January 5, 2017 at 4:30 p.m.

School Committee Concerns and Resolutions

There were no concerns or resolutions from the School Committee

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.

Ms. Manning moved to adjourn the meeting. Dr. Walsh seconded the motion. The motion carried.

The meeting adjourned at 8:30 p.m.

Respectfully submitted by:

Angelica Alayon, Secretary
Salem School Committee

Meeting Materials and Reports

School Committee Agenda December 5, 2016
School Committee Minutes November 21, 2016
1000 and 2000 Policy Revisions Recommended
Bentley Accountability Report

Salem School Committee
Meeting Minutes
Monday, August 21, 2017

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

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

Members Absent: James Fleming

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

Call to Order

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

Approval of the Agenda

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

Approval of Minutes

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

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

Ms. Wilson seconded the motion. The Motion carried.

Questions and Comments From the Audience

There were no questions or comments from the audience.

Superintendent Report – Margarita Ruiz

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

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

Presentations and Reports

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

Action Item

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

Discussion

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

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

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

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

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

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

Discussion

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

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

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

Discussion

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

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

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

Discussion

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

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

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

Discussion

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

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

Finance Report

a. Approval of Warrants

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

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

b. Budget Transfer Requests

Budget Transfer Requests

The School Committee approved the following budget transfers FY18-1, FY18-2, FY18-3, FY18-4, FY18-5, FY18-6, and FY18-7 recommended by the School Business Administrator, Kristin Shaver. She explained that Central Office (Teaching and Learning) has requested that the fund be transferred in order to align the funds with the intended expense as follows:

Account Description/Use	Account Number	Amount From	Amount To
Teaching & Learning Department			
Teaching & Learning Stipends	13990160 5150	\$37,397.00	
Bates – Contract Services	13570221 5320		\$16,000
Bates - Stipends	13570220 5150	\$6,189.00	
Carlton – Contract Services	13570421 5320		\$5,130.00
Horace Mann – Stipends	13570620 5150		\$8,711.00
Witchcraft Heights – Salaries	13570520 5125		\$13,745.00

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

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

Guidance Stipends	13441020 5150	\$5,000
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Dr. Walsh moved to approve the budget transfer requests as listed. Ms. Amaral seconded the motion. The motion was approved.

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

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

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

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

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

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

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

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

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

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

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

Subcommittee Reports

Policy Subcommittee

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

Policy 6406 remains tabled.

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

Discussion

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

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

Policy 3202 has already gone through three readings.

Policy 3206 Revenues and Tax Sources – no changes

Policy 3306 Bond and Police Officers – no changes.

Policy 3401 Purchasing and Purchasing Authority– no changes.

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

Policy 3405 Depository Funds Authorized Signatures – no changes.

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

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

Policy 3104 Fiscal Year/Budget Deadlines and Schedules

Policy 3201 Funding Proposals and Applications

Policy 3203 Gate Receipts and Admissions

Policy 3301 Accounting and Reporting - no substantial changes

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

Policy 3302 Audits

Policy 3303 Procedures for Handling Cash Receipts

Policy 3304 Revolving Accounts

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

Policy 3406 Expense Reimbursements

Policy 3407 Sales Calls and Demonstrations

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

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

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

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

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

School Committee Secretary Roll Call:

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

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

School Committee Concerns and Resolutions

There were no concerns or resolutions

Questions and Comments From the Audience

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

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

Adjournment

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

Respectfully submitted by:

Angelica Alayon, Secretary
Salem School Committee

Meeting Materials and Reports

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

Salem School Committee
Meeting Minutes
Monday, September 5, 2017

A regular meeting of the Salem School Committee was held on Monday, September 5, 2017 at 7:06 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

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

Members Absent: None

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

Call to Order

Mayor Driscoll called the Regular Meeting of the Salem School Committee to order at 7:06 p.m.

Approval of the Agenda

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

Approval of Minutes

Discussion

Mr. Fleming reported there was a problem on page 5 of the Minutes for August 21, 2017 relative to the content, under the Deliberation and Vote heading. He asked that that portion of the meeting be revised. Mayor Driscoll asked if he would like to table the Minutes in order to work on the need of the revision. Ms. Amaral clarified the wording was referred to Subcommittee. No policies were passed. Motion was made to revise that paragraph to reflect that it was referred to Subcommittee; not approved by the committee; the motion was to ‘...refer to the Subcommittee’.

Dr. Walsh recalled that page 4 of the Minutes has an error. This was a voice vote on the request that Salem Youth Football League had a pass on a 5 to 1 and Dr. Walsh having abstained. He did not abstain; he asked to be recorded as ‘opposed’.

Ms. Manning motioned to approve the Minutes of the Regular School Committee Meeting held on August 21, 2017 as revised. Mr. Fleming abstained. Ms. Wilson seconded the Motion. The Motion carried.

Questions and Comments From the Audience

There were no questions or comments from the audience.

Superintendent Report – Margarita Ruiz

Ms. Ruiz thanked everyone who helped prepare for the opening of the schools, including Buildings and Grounds, Transportation, IT, the Parent Information Center, Food & Nutrition Services, School Leaders, Teachers, and Staff. Ms. Ruiz also thanked Witchcraft Heights for hosting the summer programs this year. Nearly 400 students took advantage of the 5-week session they offered over the summer. The programs were designed to be fun to build academic skills and are wonderful opportunities for students to create new friendships. Salem High School Educators will be welcomed with new laptops. Superintendent Ruiz thanked the IT Department for deploying 90 laptops to replace old desktop computers, which would allow teachers more flexibility and facilitate collaboration. She thanked Mayor Driscoll for joining her and the staff during this morning's convocation in welcoming everyone, including paraprofessionals at the start of this 2017-2108 school year. Last week they hosted the Operational Institute for district leaders. They launched a format this year that was very well received by school leaders. School leaders had the opportunity to meet one-on-one with area directors to discuss specific needs and concerns regarding bus stops, bus routes, needed laptops for staff, and facility issues. The operational institute was made very personalized to the schools this year. They invited secretaries to join the school leaders during lunch period for an informative sit together and discussion. They will be conducting a yearlong series of training sessions for all of the secretaries this year. This is contributive to Pillar Number 3 in the Strategic Plan also with a focus on Pillar 4, which is strengthening Family and Community Engagement. Superintendent Ruiz recalled the decision made in Washington to rescind the DACA program. She wanted everyone to know that Mayor Driscoll and she issued a joint statement to the media regarding their feelings on this decision. She reaffirmed and assured families of the district that all of the student will continue to be welcomed and supported in every way they can, regardless of their status. Members shared further discussion and comments on the topic of DACA. Mayor Driscoll shared that she is glad they are reiterating that, within the public schools, they view everyone equally and want to be a welcoming and inclusive environment. They are doing everything they can to help direct others in need towards resources. She appreciated the enthusiasm of everyone earlier today and how they feel about the direction that things are going. Superintendent Ruiz wished all of their students, staff, and entire Salem community a wonderful 2017-2018 school year. She is proud to serve as a Superintendent of a city that values the future and success of the children in the way that Salem does. She wished everyone the best as they kick off the start of the school year. Ms. Ruiz shared the same wishes in Spanish before concluding her Superintendent report.

Presentations and Reports

Superintendent Ruiz informed members that they began leadership preparation on August 14 that involved principals, the district leadership team, including their director and assistant superintendents. The focus of that institute was on authentic family and community engagement. The Operational Leadership Institute was done at the end of August. The focus of the institute was in developing Effective Central Office School

Partnerships and Developing Excellent Customer Service to their stakeholders, including the families, partners, and students. They also had the Clerical Institute on August 31st, one of a series of four more that are coming for building the focus of family engagement and skill building of their secretaries, a training that secretaries have said they wanted. The presentation talked about welcoming students and families, registration and student assignment, student registration update, and improving procedures and collaboration as well as school and classroom staffing. Schools are fully staffed. Dr. Walsh asked what specific positions were filled.

Ms. Ruiz said that she could provide more data at the next School Committee meeting on September 18th. Ms. Shaver gave a Business Administrator update on transportation, Buildings and Grounds, and food services.

Action Item

Deliberation and Vote on the Request from the Polish School for use of Classroom Space at Carlton for a Reduced Rental fee

Discussion

Mr. Fleming asked what the normal rate of a classroom at the Carlton School throughout the year is, and if the Cartoon League is still there on Saturdays. Ms. Shaver responded that the classroom rate is Fifty dollars (\$50), and that both the Cartoon League and the Polish School would be sharing the space. Mr. Fleming asked if they would also be sharing custodian space. Ms. Shaver said that they would be sharing the cost. Mr. Fleming asked how that would be shared. Ms. Shaver responded that it would be split in half (50-50). Mayor Driscoll said they would share the cost when the Cartoon League has use of it. Mr. Fleming asked about the non-profit status of the organization. Michael McCaskey, a representative of the Polish School, said that the Polish School received their 501(C) non-profit exemption in September of last year and informed members of the school's origin, history, background, and educational purpose. There was discussion on the insurance policy and the need for the School Committee to have a copy in record.

Mr. Fleming motioned to approve the request from the Polish School for use of classroom space at Carlton for a reduced rental fee. Ms. Manning seconded the motion. The Motion carried.

Deliberation and Vote on the Request by the Marblehead Jewish Community Center to Use the High School Auditorium for a Fee not to Exceed \$250

Discussion

Mr. Fleming could not consider the request at a reduced fee. Members discussed the topic. The cost of using the High School auditorium is normally \$450, in addition to custodian cost. This is a paid event. Mayor Driscoll stated she is not uncomfortable renting the facility with the \$250 fee plus custodial cost. School Committee members agreed to

Mr. Fleming motioned a vote to amend/change the motion of the rental fee from \$250 to \$450 plus the cost of custodial fee services. 7 members voted – 6 in the Affirmative, Mayor Driscoll opposed.

Deliberation and vote was made for the motion to charge the standard fee of \$450 plus custodian fees for the use of the facility on, October 25, 2017, the date requested. . Dr. Walsh seconded the amended motion. The Motion carried.

Finance Report

a. Approval of Warrants

August 31, 2017 in the amount of \$32,141,67

September 7, 2017 in the amount of \$893,674.30

Mr. Fleming motioned to approve the two warrants in the amounts stated. Dr. Walsh seconded the motion. The Motion was approved.

b. Budget Transfer Requests

Budget Transfer Requests

The School Committee approved the following budget transfer FY18-9 recommended by the School Business Administrator, Kristin Shaver. She explained that Central Office (Teaching and Learning) has requested that the fund be transferred in order to align the funds with the intended expense as follows:

Account Description/Use	Account Number	Amount From	Amount To
Human Capital Office			
Salaries	13482020-5160	\$4,000	
Contract Services	13482021-5320		\$4,000

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

Subcommittee Reports

Policy Subcommittee

Deliberation and Vote on Policy 6406 Voting Method – Tabled from 8/21/17

Policy 6406 remains tabled.

Dr. Walsh stated this should be addressed. He would like to get this done as soon as possible. It is a contentious issue. Ms. Amaral responded that the Sub Committee needs to meet to discuss other issues, and she would be more than happy to bring the language in again.

School Committee Concerns and Resolutions

There were no concerns or resolutions

Questions and Comments From the Audience

Ana Nuncio, 20 Winter Street, thanked everyone and the Superintendent's support, the remarks made about what is happening with DACA on a national level and how it affects

their students. She said that it is imperative that whatever they do, in the weeks and months ahead and even if teachers feel inadequate on addressing the issue, to keep in mind (because most families are comprised of mixed status families) that all families will be touched. Teachers may see things develop in the classroom that may be hard to handle, but the worst thing an educator can do is to give the impression that they are going to remain neutral or promise something that they cannot deliver. It is perfectly appropriate to say “I don’t know, but..” (by all means to engage) – to talk to teachers or guidance counselor in order to prevent from giving the impression of compartmentalizing as some parents or families consider the school as a second home. She also commented on the positive of music that may someday lead to a Salem Children’s Chorus opportunity as a way of bringing students and cultures (cultural traditions) together. Music heals and may be a way to help students get through troubled times.

Adjournment

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

Respectfully submitted by:

Angelica Alayon, Secretary
Salem School Committee

Meeting Materials and Reports

- School Committee Agenda September 5, 2017
- Minutes of the August 21, 2017 Regular School Committee Meeting
- PowerPoint Presentation on Preparation for Opening Day Summer 2017
- Polish Language School Request
- Email request by the Marblehead Jewish Community Center
- Budget Transfer FY18-9
- Policy 6406

Salem Public Schools Strategic Planning Process

Work Team Recommendations

Future of High Schools

The majority of high schools in America today were built for the industrial era, when a diploma virtually guaranteed a living wage. In today's changing economy, how can we make sure that all young people have a deeper set of skills and are prepared for the likelihood of multiple careers in a lifetime—some of which haven't even been invented yet? How can we ensure that every young person in our high schools has a solid plan upon graduation?

Goal #1: Redesign programming and the instructional core around student-centered learning principles to better prepare students for college and career in the 21st century.

Strategy #1: Support all students in the acquisition of rigorous core knowledge, skills, habits and attitudes needed for success in post-secondary education and the workplace.

Strategy #2: Connect learning to the community and real-world experiences through internships and community service projects.

Strategy #3: Strengthen personalized learning approaches that will accelerate and deepen student learning by tailoring instruction/supports to each student's individual needs, skills, and interests.

Strategy #4: Prepare students who may choose to enter the workforce directly after high school with levels of skill and knowledge in a particular career area that will be valued in the marketplace.

Strategy #5: Enhance digital literacy and computer science, knowledge, reasoning, and skills so that students are adept at solving complex problems using technology.

Goal #2: Implement structures and processes that will ensure that every student has a voice and opportunities for authentic leadership in and out of school.

Strategy #1: Ensure that the student body is authentically engaged in the governance and operations of the school.

Strategy #2: Ensure student ownership of learning in the classroom, working in partnership with their teachers.

Goal #3: Create a college and career going culture throughout Salem high schools by facilitating college and career awareness activities including field trips to college campuses, guest speakers, career days, internships and industry and community partnerships.

Strategy #1: Ensure that every student has a college and career plan that informs their course selection and extracurricular participation.

Strategy #2: Provide ongoing (adult) support to students in small groups.

Strategy #3: Redesign curriculum to include connections to career and life.

Strategy #4: Engage parents in students' college and career plans and their ongoing progress.

Strategy #5: Build the systems and structures to support internships.

Strategy #6: Provide a system of early intervention so that all middle school students are prepared for high school.



Strategic Planning Update



Pillar 2: Reimagine the High School Experience

School Committee
September 18, 2017

Vision

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

Top Six 21st Century Skills & Qualities of an SPS Graduate

- Critical Thinking & Problem Solving
- Effective Oral & Written Communication
- Collaboration & Teamwork
- Curiosity & Imagination
- Initiative & Goal-Setting
- Appreciation and Celebration of Diversity



Pillar 2: Reimagine the High School Experience

Recommendations in the district strategic plan are categorized into these focal areas:

- Restructuring for 21st Century Learning
- Student Empowerment, Voice, and Leadership
- Equity & Access to College and Career

Phase II: School-Based Planning

Why is a school-based planning process essential?

- *Time needed to prepare for change process*
- *Opportunity to engage many more teachers, students, parents in this next phase of the work*
- *Ownership over clarifying and prioritizing action steps and developing timelines for launching projects/pilots*



School-Based Planning: Process

Redesign Team

- Guide the process
- Facilitated by Center for Collaborative Education
- Membership
 - 2 students
 - 4 teachers
 - 1 parent
 - 3 community members/partners
 - Principal
 - 2 district members

School-Based Planning: Process

Sub-Committees

- **Four sub-committees already formed**
 - Restructuring for 21st Century Learning
 - Student Empowerment, Voice & Leadership
 - Equity & Access to College and Career
 - Career Technical Education

- **More teams will be formed**
 - Questions like this will be answered by teams of teachers and informed by student and parent input.
 - Define student engagement and what that means in the context of the high school classroom?

School-Based Planning: Process



Student Focus Groups

- One at each grade level
- Facilitated by partners
- Representative of student diversity

School-Based Planning: Process

Whole Faculty Meetings

- Three throughout the course of the year
- Held during school day
- Opportunity for teacher feedback, input and work sessions



School-Based Planning: Process

School Community Convenings

- **Community informed process**
 - Teachers
 - Parents
 - Community & Business Partners
- **Update school mission & vision**
 - What should a Salem high school graduate know and be able to do?
 - Given what Salem graduates should know and be able to do, what should the Salem high school experience look like?
- **Hosting the Event**
 - Dinner
 - Other related expenses (chairs, linens, childcare, etc.)

Reimagining the High School Experience: *Community Convening #1*

A large, orange, multi-pointed starburst graphic with a dark orange outline, centered on the page. It contains the event details in white text.

November 2, 2017

6:00-8:30

Salem High School Auditorium

Examples of Work Underway

- **Strengthening College & Career Readiness**
 - Redefining roles
 - Laying the foundation for partnerships and internships
- **Instructional Improvement Strategies**
 - Standards-based grading & reporting
 - Unit development
 - Instructional coaching model
- **Career Technical Education Planning**
 - Current program review
 - Planning for opening new programs aligned to 21st century labor market

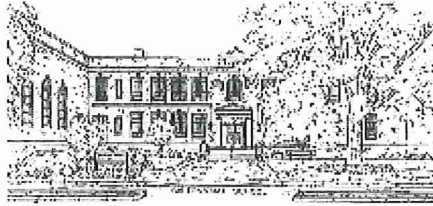
Other Updates

- **San Diego Learning Excursion**
 - *Vista Unified*
 - *High Tech High*
- **Looking for grant opportunities**
 - *Barr Foundation—“Doing High School Differently”*
 - *DESE—“Early College Program”*

“The Model T didn’t emerge from strapping an engine to a horse, and Tesla didn’t emerge from putting an electric engine into an existing car...It’s time to boldly reimagine the high school experience...to usher in a new era of education that prepares students for this century, not the last.”

Saltonstall School

Mr. Michael Lister Interim Principal



September 14, 2017

Attached in your packet you will find the information about Nature's Classroom .
The students will be leaving Saltonstall at 8 am on Monday ,Oct. 16th for Ocean Park Maine.
They will return on Friday, Oct. 20th.
Scholarship and fundraising opportunities will be available.

Thank you for your consideration and support.

Michael Lister

Salem Public Schools
Salem, Massachusetts
Field Trip Form

Information

Name of School: Saltonstall

Name of Organization/Activity: 7/8 Nature's Classroom

Contact Person: Susan Brown

Destination: Ocean Park, Maine
(Attach a detailed itinerary to this form)

Trip Dates: Date of Departure: Oct 16th Date of Return: Oct. 20th

Return to Salem from (if different from destination) —

Number of Students Participating: 85

Total Number of Chaperones: 10 Teachers: 10 Parents: 0

Accommodations

Hotel/ Facility Name, Address, and Telephone No.:

Previous Stays at Hotel? _____ How would you rate this facility? _____

Cost of Rooms: _____ Based on single occupancy _____

Based on double occupancy _____

Meals included? yes
itinerary)

(If meals are not included please indicate meal plans on

Preferred Method of Transportation

Bus: X Cost: \$1,680.00 round trip 2 buses

Name of Bus Company: Salter Transportation

Address: Newburyport, MA

Telephone #: _____

Airline: _____ Cost: _____

Name of Airline: _____

Address: _____

Telephone #: _____

Train: _____

Name of Company: _____

Address: _____

Telephone #: _____

Total Cost of Trip: \$ 280.00 per student

Fundraising Planned: Yes

Comments / Additional Information

Nature's Classroom

at Ocean Park, ME



DIRECTIONS

From the Maine Turnpike (I-95): Take exit 36 (Saco/Old Orchard Beach). After the toll booth, follow I-195 straight to its end. After the flashing yellow light, the road merges. You will see a 7-11 ahead of you. Keep the 7-11 on your left and continue straight through the intersection onto Temple Ave. Cross the railroad tracks and take the fourth right onto Royal Street. Oceanwood Conference Center is at the end of Royal Street.



FEATURES

Ocean Park sits on 175 acres of woodland. It borders a saltwater estuary to the south, and is one block from the Atlantic Ocean. Students explore miles of beaches, discover marine organisms, and learn about human interactions in this unique environment.

The majority of students stay in Mitchell Hall (aka: the "Taj Mahal"). This three-storey building can house up to 90 students.

OVERVIEW OF NATURE'S CLASSROOM

Nature's Classroom offers a unique educational experience to students and their teachers. The goal of Nature's Classroom is to create a living-learning community that integrates the social development of that community with academic experiences. Common goals that are woven throughout the experience are for the student to improve his/her self-concept; to work together with others for the positive benefit of all members of the community; to recognize that the community is comprised of individuals with their own individual needs; to appreciate the individuality and uniqueness of each other; and to gain an understanding of what education can offer him/her. The process begins when teachers volunteer to bring their students to Nature's Classroom. Each Nature's Classroom program is developed in consultation with the classroom teachers in order to create an experience that is connected to the school's curriculum and goals.

The typical **daily schedule** at Nature's Classroom consists of a morning Field Group experience, two afternoon Special Interest class periods, and an evening activity. Meals and an evening snack are provided, and to close each day a Quiet Sing is presented.

The goal of the **field group** is for the student to understand and recognize the concept of dynamic equilibrium – constant upsetting influences being re-adjusted to maintain balance – in the natural world, in social interactions, and within him/herself. Each child is assigned by the classroom teacher to a field group and each group is assigned a single Nature's Classroom teacher. They focus on concepts and themes and their connection to the total life support system as they explore the natural environment. For example, the field group might examine producer, consumer, and decomposer concepts, predator-prey relationships or life cycles. The theme of "changes through time" may be an approach taken by a field group.

During the afternoon **Special Interest classes**, Nature's Classroom's academic environment, the emphasis is on learning motivation. The goals of the afternoon classes are for the student to choose the classes in which he/she is interested; to actively learn by doing; to understand and recognize the relationships between the major subject areas; to understand the importance of goal setting and work toward an attainable goal; and to gain an understanding of the personal value he/she can gain from education. The classroom teachers may request particular classes be offered from our two volume set of lesson plans and/or allow our teachers to teach classes of special interest to them.

Evening activities may be done by the full community together or by the smaller field group. The activity's emphasis may be academic or social. Large group academic activities may include an Environmental Hearing, Alpha Beta, a Science Exposition, or Back to Basics. The Environmental Hearing, set in a town meeting format, gives students a chance to role-play in a simulated hearing over land usage. Groups are assigned roles

Sample Basic Schedule

Monday

11:00	Arrival & Settling In
12:00	Lunch
	Orientation
	Field Experience
4:00	Special Interests
6:00	Dinner
7:30	Quest
	Sing Down
9:00	Snacks
9:15	Quiet Sing

Tuesday

7:15	Rise and Shine!
8:00	Breakfast & Clean Up
9:30	Field Experience
12:00	Lunch
	Free Time
	New Games
2:00	Special Interests
4:00	Special Interests
6:00	Dinner and Free Time
7:30	Night Walk
9:00	Snacks
9:15	Quiet Sing

Wednesday

7:15	Good Morning!
8:00	Breakfast & Clean Up
9:30	All Day Ocean/Historical Mountain Field Experience (or same as Tuesday)
6:00	Dinner and Free Time
7:30	Underground Railroad
9:00	Snacks
9:15	Quiet Sing

Thursday

7:15	Wake Up!!!
8:00	Breakfast & Clean Up
9:30	Field Experience
12:00	Lunch
	Free Time
2:00	Special Interests
4:00	Special Interests
6:00	Dinner and Free Time
7:30	Thursday Night Life
9:00	Snacks
9:15	Quiet Sing

Friday

7:15	Up and At 'Em
8:00	Breakfast
	Final Clean Up
	Scavenger Hunt/ Field Experience
	Evaluation
12:00	Lunch
	Departure



DEAR PARENTS,

Your child will soon have an opportunity to participate in a residential outdoor school program. This letter attempts to answer some of the questions parents usually ask. Please feel free to ask us about any other concerns you may have about the program. Outdoor environmental education uses the out-of-doors for learning experiences that cannot easily take place in the classroom. Students and teachers learning outdoor awareness in this extended classroom can use the experience to help in their understanding of the natural environment, their school subjects, and the way people live. The program includes activities such as examining life in lakes and swamps, investigating weather, Colonial and Native American skills, and confidence building group challenges. A variety of field walks, classes in all subjects, and evening activities insure an exciting, stimulating experience.

SUPERVISION AND STAFF: Students are supervised 24 hours a day. In addition to the classroom teachers and chaperones accompanying each visiting group, Nature's Classroom has a permanent staff residing on site consisting of a director, environmental teachers on 1:12 ratio, and a nurse, EMT or health staff person on call at all times.

HEALTH AND SAFETY: There is no requirement that students undergo a medical examination before attending Nature's Classroom. The program is physically intensive, however, and you may wish to consult your physician if there are any concerns that should be brought to the attention of the staff. Such guidance will assist them in planning the program of activities with the students. Please note any special health concerns on the Nature's Classroom medical forms. The forms **must** be completed before a student can attend. Health and safety are our most important objectives! A fully staffed and equipped hospital is less than 30 minutes away from all of our facilities. Every student is covered by insurance while attending the program.

CLOTHING AND EQUIPMENT: A clothing and equipment checklist is furnished. Particular care should be taken in supplying ample footwear and pants, as students frequently participate in activities in wet areas. Clothes should be chosen for comfort and durability, rather than style. Please add or delete items appropriate for the season (gloves, hats, parkas, etc.)

FOOD AND LODGING: Meals are prepared by a permanent cooking staff and are served family style. Special dietary needs should be noted on the medical forms. Students, visiting teachers, and chaperones are lodged in winterized dormitories and cabins. Parents are welcome to visit any of our Environmental Education Centers and to view the facilities; such visits, however, should be made before or after your child's experience, preferably midweek. The physical facilities are always open, so a weekend visit might be possible. You must call the site and make an appointment with the Program Coordinator before coming.

TELEPHONE: The telephone is **not** available for the students' use, and parents are asked not to call students **except in case of an emergency**. The Nature's Classroom telephone number is 207-934-2869.

MAIL: Mail is most appreciated by students, but to be safe, allow **4 days** for delivery. Mail posted midweek may not reach Nature's Classroom until Friday after the group has left (please make sure there is a return address in case we need to send it back). Please include the name of both the student and the school to assist delivery. Mail should be sent to **Nature's Classroom c/o Oceanwood, PO Box 7338, Ocean Park, ME 04063.**

SCHOOL COMMITTEE	6000
SCHOOL COMMITTEE MEETINGS	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
Tabled April 3, 2017
Tabled May 1, 2017
Tabled May 15, 2017
Tabled June 5, 2017
Tabled June 19, 2017
Tabled July 17, 2017
Tabled August 21, 2017

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