



School Committee Meeting Materials

**Regular School
Committee Meeting**

October 1, 2018

7:00pm

*Ms. Mary A. Manning
Mr. James M. Fleming
Ms. Kristine Wilson*



*Ms. Ana Nuncio
Mr. Manny Cruz
Ms. Amanda Campbell*

Mayor Kimberley Driscoll, Chair

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

September 27, 2018

REGULAR SCHOOL COMMITTEE MEETING

Notice is hereby given that the Salem School Committee will hold a Regular School Committee meeting on Monday, October 1, 2018 at 7:00 p.m. The meeting will be held in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

I. Call of Meeting to Order

II. Consent Agenda

- a. Minutes of the Regular School Committee meeting held September 17, 2018
- b. Minutes of the Committee of the Whole (COW) meeting held September 24, 2018
- c. Approval of the BACS PTA request to use the school parking lot for fundraiser in October
- d. Approval of the Carlton School PTO request to use the school parking lot fundraising in October
- e. Approval of Warrants: 9/27/18 for \$12,150.00 and 10/4/18 for \$882,322.70

III. Approval of the Agenda

IV. Public Comment #1: Questions and Comments from the Audience

V. Presentation and Reports

Superintendent’s Report

Other Reports:

New Statewide Accountability Framework
Overview of 2018 MCAS and Accountability Results

VI. Action Items: Old Business

None

VII. Action Items: New Business

- a. Deliberation and Vote on Donation from the Independent Order of Odd Fellows Fraternity Lodge #118 in the amount of \$1,050 to support the Saltonstall School Field Trip to the Nature’s Classroom

VIII. Subcommittee Reports

IX. School Committee Concerns and Resolutions

X. Public Comment #2: Questions and Comments from the Audience

XI. Adjournment

Respectfully submitted by:

Angelica Alayon, Secretary to the
Salem School Committee

Salem School Committee
Meeting Minutes
Monday, September 17, 2018

A regular meeting of the Salem School Committee was held on Monday, September 17, 2018 at 7:10 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

Members Present: Ms. Mary Manning, Mr. James Fleming, Ms. Kristine Wilson, Ms. Ana Nuncio, Mr. Manny Cruz, Ms. Amanda Campbell, and Mayor Kimberley Driscoll

Members Absent: None

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

Call to Order

Mayor Driscoll called the regular meeting of the Salem School Committee to order at 7:10 p.m.

Approval of the Agenda

Mr. Fleming moved to approve the agenda as presented. Mr. Cruz seconded the motion. The motion carried.

Approval of Minutes

Deliberation and Vote on the Minutes of the Regular School Committee meeting held September 6, 2018

Mr. Fleming motioned to approve the Minutes of the Regular School Committee meeting held September 6, 2018. Ms. Wilson seconded the Motion. The motion carried.

Questions and Comments From the Audience

Kellie DeYoung-Donlon, Medical Assistant Instructor for Salem High School, introduced herself and two of her students who are chair persons for their blood drive who took a moment to talk to the School Committee about some of the community service opportunities. School Committee members were invited to support their blood drive, by attending on the 27th. Ms. DeYoung-Donlon also offered blood pressure screenings to those who come to School Committee meetings, as part of their public health curriculum. The screenings would be done once a month or every six (6) weeks as a way of giving back to the community; one of the ways for students to learn to give back to the community.

Superintendent Report – Margarita Ruiz

Superintendent Ruiz reported that the district welcomed Kindergarten students last Tuesday and thanked everyone who helped put everything together. Ms. Ruiz informed the School Committee know that Governor Baker is scheduled to visit one of the Early College classes at Salem High School on Thursday, this week. His visit will include observation of a classroom in progress. They will then have a discussion with Salem High School students, teachers, and staff as well as Salem State professors and their partner organization LEAP for Education. This is an opportunity for the Governor to see Salem Early College courses in action, something he is doing across the state at other communities with Early College grants. Superintendent Ruiz highlighted her attendance at the first of ten scheduled dinners last week as part of the Salem Meet and Eat – a community-building initiative through partnership of Salem Public Schools. The initiative is being sponsored by Eastern Bank. The meals are free to Salem residents and are held at the Saltonstall School the 2nd Wednesday of each month. Ms. Ruiz urged the public, and all members of the community, to join them at the next meal on October 10, 2018 from 5:30-7:00pm. Ms. Ruiz thanked the many parent volunteers engaged with their school Parent-Teacher Organization (PTO) and Parent-Teacher Committee (PTC) organizations on the Welcome Back breakfast and lunches for teachers and students at the start of the school year.

Superintendent Ruiz announced that this Saturday, September 15, marked the start of National Hispanic Heritage month and will run through October 15 (September 15 – October 15, 2018). Ms. Ruiz reported that she and Dr. Joseph Cambone, Salem State Dean of Education, have been asked to present at the Bill and Melinda Gates Foundation convening in Seattle in early October (1st week of October). This is in recognition of the strong Pre-K-12 partnership and work they are doing together to support students and teachers in Salem. Superintendent Ruiz asked the School Committee for a Committee of the Whole (COW) meeting in October dedicated to the new accountability system. The focus of the new accountability framework has shifted to address two questions: How are the schools and the district doing? And what kinds of support would the school and the district need? Ms. Ruiz reported that the accountability of the district would no longer be tied to its lowest performing school. The accountability for Salem Public Schools would be a function of how all four thousand (4,000) students are performing in schools.

Presentation and Reports

Review and Discussion of Mock Agenda using Consent Agenda procedures

Superintendent Ruiz recalled that the School Committee previously voted to adopt a Consent Agenda and referred members to two documents in the School Committee materials: Draft Mock Agenda sample for review and revisions (sample of what the structure of a Consent Agenda would look like) and Consent Agenda plans. Ms. Ruiz explained that the revisions on the Consent Agenda plan, as School Committee previously discussed and agreed to, at a prior meeting, were to add the approval of field trip requests and warrants into the Consent Agenda and deletion of staff appointments regarding School Committee observations.

Discussion

Members shared feedback, insight, and engaged in further discussion on the topic. Members agreed for Minutes to be included in the Consent Agenda given there are no problems and that final approvals of proposals, policies and reports not be included. School Committee members agreed to have a Consent Agenda used at the next meeting.

Mr. Fleming motioned to approve the adoption of a Consent agenda process, as amended. Ms. Manning seconded the motion. The motion carried.

Action Items

Discussion and possible re-vote on the request from the Clothing Connection to use the Carlton School parking lot in October, 2018.

Discussion

Mayor Driscoll explained that the School Committee received a request, at the last regular School Committee meeting, from the non-profit Clothing Connection to use the Carlton School parking lot. The School Committee checked with the Solicitors office and there were some complications in regards to the use of school based property for fundraising purposes by outside groups. Superintendent Ruiz informed members that this is still under discussion at the Carlton School and may be resubmitted by the Carlton PTO instead of the outside group, but they are not currently ready to discuss at this time. Mayor Driscoll explained that the School Committee had voted to allow the use of the Carlton School parking lot and that the favorable vote was subject to review of the terms. New requests from the PTO can be submitted given it is in compliance with the law. School Committee members agreed. Members engaged in further discussion. Mayor Driscoll shared she does not think this matter needs to be tabled for deliberation and vote and no action is needed as the School Committee had already voted subject to the legal review.

Deliberation and Vote on the Salem High School field trip request to Walt Disney World in Orlando, Florida on December 19-23, 2018.

Discussion

Coach Tom Doyle shared additional insights of the field trip. They will participate in three games at a tournament and later enjoy the parks. The cost is approximately \$1,100 per player before airfare. Airfare

would fall within a \$400 range equaling a total cost of about \$1,500 per person. They are working to raise \$25,000 and have very good ideas and a jump start towards fund raising. Members asked questions, shared feedback, and engaged in further discussion.

Mr. Fleming motioned to approve the Salem High School field trip request to Walt Disney World in Orlando, Florida on December 19-23, 2018. Ms. Wilson seconded the motion. The motion carried.

Finance Report

Approval of Warrants

September 13, 2018 in the amount of \$353,778.11

Mr. Fleming motioned to approve the warrant amount as listed on the agenda. Ms. Manning seconded the motion. The motion was approved.

Budget Transfers - There were no budget transfers.

Subcommittee Reports

Ms. Nuncio reported that the Policy Subcommittee members met this evening and reviewed policies in the 4000 series. They agreed to review ten policies at a time. They plan to meet in early October and will notify the School Committee of those dates. They will provide a report at the Committee of the Whole (COW) meeting scheduled for September 27, 2018.

School Committee Concerns and Resolutions

Superintendent Ruiz shared they would like to discuss the results of the facilities assessment with the Buildings and Grounds Subcommittee. Mr. Fleming motioned to refer the matter of the facilities assessment and move to ask the City Solicitor to review the use of school property to Buildings and Grounds. Mr. Cruz seconded the motion. The matter carried. Mr. Fleming reported that the Salem State Golf tournament was cancelled due to the weather. The Salem State Golf tournament granted them two rain dates: October 15th at noontime for the AM group and October 22nd for the PM group.

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. Mr. Fleming entertained the motion to adjourn. Ms. Manning seconded the motion. The meeting was adjourned.

Respectfully submitted by:

Angelica Alayon, Secretary
Salem School Committee

Meeting Materials and Reports

School Committee Agenda September 17, 2018
Minutes of the September 6, 2018 Regular School Committee Meeting
Draft Mock Agenda for Review
Draft Consent Agenda
Salem High School field trip request

Salem School Committee
Committee of the Whole Meeting Minutes
Monday, September 24, 2018

A Committee of the Whole (COW) meeting of the Salem School Committee was held on Monday, September 24, 2018 at 6:00 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

Members Present: Ms. Mary Manning, Mr. James Fleming, Ms. Kristine Wilson, Ms. Ana Nuncio, Mr. Manny Cruz, Ms. Amanda Campbell, and Mayor Kimberley Driscoll

Members Absent: None

Others Present: Margarita Ruiz, Superintendent, Kate Carbone, Assistant Superintendent for Teaching and Learning, Kristin Shaver, Business Manager, Jill Conrad, Chief of Systems Strategy, Kelley Rice, Chief of Communications, Ellen Wingard, City Connects School Adjustment Counselor, and Brad Maloon, City Connects Coordinator for Collins Middle School

Introduction

Superintendent Ruiz began the meeting by saying they are going to provide an update, per the request of the School Committee, on the implementation of City Connects. Ms. Ruiz introduced Ellen Wingard, the Supervisor of all of the City Connects coordinators for the district. Ms. Ruiz also introduced Brad Maloon, the City Connects Coordinator for the Collins Middle School. Last year was the first year of the City Connects implementation. Ms. Ruiz continued that Ms. Wingard would be sharing how that first year went, some of the data they have, and Mr. Maloon would be sharing some expectations.

Update on City Connects

Ms. Wingard referred to the 2017-18 End-of-Year Report data sheet and explained it is a snapshot of the data they collected districtwide. The other side of the report sheet shows City Connect's difference from a year ago. Ms. Wingard stated that City Connects coordinators put their best foot forward across the district last year and came together as a team to embark on this major structural change around student support in the district. Ms. Wingard highlighted the data information and said that one of the hallmarks of City Connects is that they look to serve all students. One hundred percent (100%) of the Pre-K through eighth grade students last year underwent a whole class review. This means that coordinators, teachers, and staffs looked at students' strengths and needs across all four domains of healthy living. Ms. Wingard explained that they typically look at academics and social emotional but do not usually systemically look at family and health in a systemic way. Those reviews looked at all four of those domains and strength and needs for each student. From there, they set afoot creating individualized plans for student success. That could have meant putting into play services or enrichment for early or intensive intervention or a combination of any of those. This was the initial gathering of information around students and families and their strengths and needs.

Ms. Wingard continued that some schools sent out surveys to parents and received a lot of rich information on things that students were already participating in, information that is also included into their database. The parent surveys allowed City Connects to get a better sense of what students are doing which opened up partners to them they were unaware of before. They were also able to get parent voice around what they wanted for their students. They have increased partnerships which means that they have a broader landscape to choose from when trying to tailor services for students. Ms. Wingard explained that three thousand seventy one (3,071) students were the initial whole class reviews. When Coordinators do the whole class review, the teacher and the coordinator tier the student's needs. If the student's needs were tiered at 3, it is an automatic referral to the student's support team for that intensive plan. They were able to get through their level 3 tiered students and move into a 2b, which is the *still at risk* but leaving out *as intense*. All of the students that came

through their doors last year received this review – where they have strengths and needs for every student in their database. Reviews and service referrals are ongoing. Ms. Wingard continued to walk members through the data and stated that the 27, 258 number amount shown on the data is the total number of services delivered across all four domains and across intervention levels.

In response to Ms. Manning’s question, Ms. Wingard explained that services include both district-provided services, beyond curriculum, and community-provided services beyond the City Connects person. The City Connects Coordinator is the heart of student support. They are not the deliverer of all services; the Coordinator is the hub for student support and they often deliver the service but are not always the deliverer of services most of the time but they are the collector of all that information. Ms. Wingard continued to walk members through the data and highlights of some of the higher partner-provided services that showed a glimpse of what students are participating in. Enrichment Academics are different academically driven enrichment activities that students participate in where the aquarium comes in and does enrichment in the schools, for example. Enrichment-raw arts community provided are activities like dance, instrumentals provided outside of the school. Many students are participating in those activities offered outside of the school. Mr. Fleming asked Ms. Wingard how they measure the effectiveness of the services provided. Ms. Wingard responded that they look at whether the students are thriving and whether City Connects is being faithful to the program. There are two different fidelity measures around observations, checklists, data that is called through herself and Boston College, who also helps them go through it. City Connects has followups for every one of the referrals that has been put into place and staying the course with the City Connect’s plan. If, for example, a student is reviewed in student support team and an intensive plan is written, that whole team comes back together six to eight weeks later, looks at the progress (because they are writing goals) and reviews whether they are making progress or not. They move forward towards a next goal if they are making progress and decide what they need to do if they are not. That is on a very microscopic level. Ms. Wingard said she would look at the percentage of that data and come back with the information. Ms. Wingard shared that part of the student support team is to look at all of the data, and they do not stop reviewing until the student is making progress.

Members asked questions and continued to engage in further discussion. Superintendent Ruiz clarified that the City Connects’ role is not to evaluate the effectiveness of the service offered by the programs. Their role is to identify the needs of the students for an afterschool program and connecting the student with the service that might supply that need which is ultimately considered as a successful delivery of service. Students in Tier 3 (those that need the intensive support) are automatically referred to the student support team process. That process (a plan with very specific goals) is crafted and looked throughout the year to ensure progress is in place and consistent. Ms. Wingard added that they have district measures academically, throughout, that are put in place and where they look into to see whether the student is making progress. Members shared insight and engaged in further discussion on the topic of measuring effectiveness. Ms. Wingard continued to walk members through the City Connects data. In response to Ms. Nuncio’s question regarding the well-being of the students who transferred from the Nathaniel Bowditch School to other schools, Ms. Wingard explained they have welcoming procedures for them as all other students. They also have students who were flagged for September, because they needed something specific and immediate. Mia Finn was at the Nathaniel Bowditch School and is now at the Collins Middle School. She was able to connect and meet with all of the coordinators to go over each of those student’s needs and follow ups are ongoing. Ms. Wingard continued that this is part of the City Connects’ function. Ms. Wingard briefly shared details of their Family and Community Engagement facilitator counselors. Members shared feedback and engaged in discussion. Mayor Driscoll said she would like to know of measurements on that process.

Summary of the Policy Subcommittee work to date on forming an Equity Subcommittee

Ms. Nuncio reported that the Equity working group consisted of two Policy Subcommittee members working for the last four months. Ms. Manning, Mr. Cruz, and she met over the last four months and examined various approaches used by school districts throughout Massachusetts and the nation to move towards achieving more equity within their systems. Ms. Nuncio continued that they agreed, at

their last Policy Subcommittee meeting, an Equity Subcommittee would be the best vehicle for further investigation on this important subject and achieve an equitable school system. They recognize that the entire school committee would be to craft line to add this new committee to the School Committee. There are already existing subcommittees, this would be an additional subcommittee. They shyed away from supporting the formation of an equity task force and chose to instead support the formation of a new equity subcommittee that can, at any point during its work, call an outside expert or experts and resources to help with its work. Ms. Nuncio continued informing the School Committee that they agreed that participation from members of each existing committee was needed. One idea that was put forth was to have the Chairs from each existing subcommittee participate in the equity subcommittee.

Ms. Nuncio informed the School Committee that, at their last Policy Subcommittee meeting, they agreed on the importance of arriving at a definition of equity for their district and she found a good working definition from the Cambridge Public Schools. Mr. Cruz also found a good working definition from the Amherst-Pelham district. Ms. Nuncio said they also recognize that there are at least two or possibly three existing groups, within the Salem Public School district, working to achieve a more inclusive and equitable school system. Ms. Nuncio shared further details and said where they are right now is that they believe there needs to be a coordinated flow and a regular reporting from these groups to the school committee. Perhaps a newly formed Equity Subcommittee could coordinate that flow and hear from these groups themselves on a regular basis. Mr. Cruz talked about the information he found from the Amherst-Pelham district, and Ms. Manning shared her understanding and feedback on where they are. Mayor Driscoll said that they, as a School Committee, have the choice to create another subcommittee that would be charged with equity, a great opportunity to have a subcommittee that can work directly with different individuals involved at the staff level depending upon the set goals. Another choice would be to create a task force. Mayor Driscoll and Ms. Manning briefly talked about what a task force might do. Mayor Driscoll said that an equity subcommittee and task force are the two operational or procedural places they could go with. Members shared insight, feedback, and engaged in further discussion.

Mayor Driscoll suggested the School Committee task the Policy Subcommittee with drawing up a recommendation for language to insert into their by-laws such as add Equity to the bottom of the list of subcommittees. Members agreed to amend the policy and add Equity to the list of subcommittees that is already listed, and leave the content to the committee as Mayor Driscoll suggested. Members would then go through the process of a 1st, 2nd, and 3rd readings. Assignments would then be sent out to seven subcommittees rather than six. Members agreed to amend the policy subcommittee and their by-laws to add a new Subcommittee, and the new subcommittee would be charged with coming up with a new agenda or list of work products for the upcoming year or months timeframe. This would be added onto the list of action items for the next School Committee meeting.

Adjournment

There being no further business to come before the Committee of the Whole (COW) School Committee meeting, Mr. Fleming motioned to adjourn. Ms. Campbell seconded the motion. The motion carried. The meeting was adjourned.

Respectfully submitted by:

Angelica Alayon, Secretary
Salem School Committee

Meeting Materials

Committee of the Whole (COW) School Committee Meeting Agenda
City Connects School Year 2017-18 End-of-Year Report (two-sided sheet handout)
Equity Task Force Charge
Equity Working Group Report to Salem School Committee Sept. 24, 2018

From: J Bailly <jonbailly@yahoo.com>
Reply-To: J Bailly <jonbailly@yahoo.com>
Date: Wednesday, September 19, 2018 at 3:12 PM
To: Kim Driscoll <kdriscoll@salem.com>, Margarita Ruiz <MRuiz@salemk12.org>
Cc: Angelica Alayon <AAalayon@salemk12.org>, Marlina Afonso <marlenaafonso@bentleyacademy.org>, Sandra Quartarone <sandra.pta@yahoo.com>

Subject: Bentley Academy Charter School - Halloween Parking fundraiser

Dear Salem School Committee Leaders,

I am writing to notify you that the Bentley Academy Charter School PTA will host its annual Halloween Parking fundraiser during the weekends in October in the school's parking lots. This is the signature fundraiser for the PTA and supports teacher appreciation, student enrichment and community events throughout the school year. As in prior years, we will hand each parking customer a waiver of the school's, city's, and PTA's liability. Each customer will park at their own risk.

If you have any questions, please don't hesitate to contact me.

Thank you and good luck this Halloween season!

Jonathan Bailly

From: Carlton PTO <carltonnovaConpto@gmail.com>
Sent: Tuesday, September 25, 2018 12:11 PM
To: Superintendent <superintendent@salemk12.org>
Cc: lisa renaud <lis7713@hotmail.com>; Bethann Jellison <BJellison@salemk12.org>
Subject: Agenda item request for 10/1/18

Dear Margarita Ruiz,

Could you please add the Carlton PTO to the agenda for the School Committee meeting on October 1st? After meeting with Bethann this morning, we have decided that we would like to move forward with requesting the use of the Carlton School Parking lot throughout the month of October for fundraising. We are planning to staff it as many weekend days as we can and on Halloween night. Our plan is to work with our 5th graders and their families to support farm school, partner with our staff to provide professional development opportunities and support other field trips and activities throughout the year.

As of the moment, The Clothing Connection is no longer interested in this opportunity. If they would like to partner with us on a given weekend, we are open to collaborating with them to support their cause as well. Thank you for all of your support.

Sincerely,

Kelly Barrett
Carlton PTO Co-president
978-852-9599



Carlton Innovation School PTO
10 Skerry St.
Salem, MA 01970

Tuesday, September 25, 2018

Re: Carlton PTO Parking Lot Fundraising Request on 10/1/18 Agenda

Co-Presidents
Kelly Barrett
Lisa Bisson

Vice President
Milton Brown Jr

Teacher President
Bethann Jellison

Treasurer
Amanda Valentin
O'Brien

Teacher Treasurer
Eric Burgos

Co-Secretaries
Rebecca Cope
Meredith Sterling

Dear Salem School Committee:

Could you please add the Carlton Innovation School PTO to the agenda for the School Committee meeting on October 1st? The Carlton PTO would like to request the use of the Carlton School Parking lot throughout the month of October for fundraising. Our plan is to staff it with volunteers each weekend and on Halloween night. We will be partnering with our 5th graders and their families to support their farm school experience, with our staff to provide professional development opportunities and to raise funds to support the various educationally enriching programs sponsored by our PTO. As of the moment, The Clothing Connection is no longer interested in this opportunity. If they would like to partner with us on a given weekend, we are open to collaborating with them to support their cause as well.

Thank you for adding this request to your agenda on October 1, 2018. I can be reached via email at pto@carltonschool.org or via phone at 978-852-9599 with any questions or concerns.

Thank you in advance for your support!

Sincerely,

Kelly Barrett
Carlton Innovation School PTO Co-president
978-852-9599

From: Michael Lister **Sent:** Thursday, September 27, 2018 8:32:10 AM **To:** Kristin Shaver **Subject:** Donation and field trip

Hi Kristin,

The Independent Order of Odd Fellows in Salem MA, Fraternity Lodge # 118 has generously donated 1050.00 dollars to support our seventh and eighth grade trip to Nature's classroom. This amount will cover the full cost for 3 students. This money is incredibly generous and it helps us in our efforts to raise funds to ensure all students have access to this amazing educational opportunity focused on science and community building aspects of education.

Thank you,

Michael Lister, Principal
Saltonstall School
978-740-1297
mlister@salemk12.org