



School Committee Meeting Materials

Regular School Committee Meeting

July 16, 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.”

July 13, 2018

REGULAR SCHOOL COMMITTEE MEETING

Notice is hereby given that the Salem School Committee will hold a Regular School Committee meeting on Monday, July 16, 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.

AMENDED AGENDA

I. Call of Meeting to Order

II. Approval of the Agenda

III. Approval of Minutes

- a. Deliberation and Vote on the Minutes of the Committee of the Whole (COW) Meeting held June 18, 2018
- b. Deliberation and Vote on the Minutes of the Regular School Committee Meeting held June 18, 2018
- c. Deliberation and Vote on the Minutes of the Special School Committee Meeting held June 25, 2018

IV. Questions and Comments from the Audience

V. Superintendent’s Report – Margarita Ruiz

VI. Presentation and Reports

Update on ALICE Safety Preparedness Training

SY 17 18 SPS Strategic Plan Implementation Update

VII. Action Items

- a. Deliberation and Vote on Salem High School (SHS) Music Department’s Field Trip Request to hike at Mt. Monadnock in Jeffrey, NH on Wednesday, August 8, 2018 and attend a one-day event at the New England States Marching Band Championship Veterans Memorial

Stadium in New Britain, CT on October 27, 2018.

- b. Deliberation and Vote on Salem High School Lacrosse Alumni request for fee waiver on the use of the Bertram Field on July 28, 2018 from 10am to 12pm.

VIII. Executive Session

- a. The School Committee will enter Executive Session for the purpose of reviewing and discussing the salary and compensation for the School Business Manager and for the contract renewal of the Superintendent and the Assistant Superintendent for Teaching and Learning.

IX. Action Items (continued)

- a. Deliberation and Vote on the Salary Increase for the School Business Manager.
- b. Deliberation and Vote on the Negotiated Contract Renewal for the Superintendent.
- c. Deliberation and Vote on the Negotiated Contract Renewal for the Assistant Superintendent for Teaching and Learning.

X. Finance Report

- a. **Approval of Warrants**
 - June 28, 2018 in the amount of \$319, 455.72
 - July 19, 2018 in the amount of \$303, 402.38

XI. 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 5000-Policy Series:

Policy 5413 School Property
Policy 5501 Acceptable Use and Media
Policy 5502 Network Etiquette

- b. Deliberation and Vote on the Second Reading of the Recommendation of the Policy Subcommittee on the Revisions to Policy 3409 Revolving Fund

XII. School Committee Concerns and Resolutions

XIII. Questions and Comments From the Audience

XIV. Adjournment

Respectfully submitted by:

Angelica Alayon, Secretary to the
Salem School Committee

Salem School Committee
Committee of the Whole Meeting Minutes
Monday, June 18, 2018

A Committee of the Whole (COW) meeting of the Salem School Committee was held on Monday, June 18, 2018 at 5:35 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, Margaret Marotta, Assistant Superintendent for Pupil Personnel Services, Kristin Shaver, Business Manager, Jill Conrad, Chief of Systems Strategy, and Kelley Rice, Chief of Communications, Charity Lezama, Salem YMCA Executive Director and Co-Chair Salem Public Schools Strategic Planning Committee: Early Childhood June 2016 – February 2017, Sue Todd, Executive Director of Pathways for Children, and Nancy Charest – Salem Early Childhood Center.

Call to Order

Mayor Driscoll called the School Committee of the Whole (COW) Meeting to order at 5:35 p.m.

School Committee of the Whole (COW) Meeting

Mayor Driscoll introduced the purpose of this evening's meeting, explained that they decided to hold the meeting in the library as a more informal way to meet, and introduced the members who were present. Superintendent Ruiz gave a brief introduction and overview of the work that was done last year as they were building the Strategic Plan.

Early Childhood Education

Ms. Ruiz recalled there were six levers for improvement that framed the strategic plan. One of the levers that one of the teams has been working on is Early Childhood. Superintendent Ruiz asked Charity Lezama, Executive Director of the YMCA, who was the co-lead of that work team to give an overview of that work, share some of the findings of the group recommendations, and briefly talk about the programs the YMCA currently has in the Salem district. Ms. Ruiz further informed the School Committee that the topic would then transition to some of the opportunities they have coming up, including the consolidation of the Pathways early childhood program at the Horace Mann Laboratory School to be located at the 79 Willson Street building. She has maps to show the Committee on how that is going to look like. Ms. Ruiz stated that members of the Pathway program were present to answer any questions they may have or enter into further discussion if they wish.

Ms. Lezama provided a framing of their work and shared that something she sees in all the work they do in the community is not much different than what is done in Early Learning, in that they have many providers that truly care about the work they are doing and the community and are willing to come to the table. That is reflected in the group who came together in 2016 and met bi-monthly as they tried to develop the recommendations for the strategic plan. Ms. Lezama continued that they encapsulated some of the work they did by breaking it down into four (4) priority areas: Working with Partners, Working with Families, Working with Schools, and

Public Awareness. Ms. Lezama walked School Committee members through the Four Priority Areas, Lack of City Data, Progress/Opportunities, and Salem YMCA's location where that they spent 40 hours of work together, both online and offline.

Discussion

Mr. Fleming asked Ms. Lezama for the definition of a Voucher-04 as shown on the brochure that was handed to all members. Ms. Lezama responded that 0 to 4 signifies the age and vouchers are state subsidies for Early Childcare. Members and others present shared further insight and entered in further discussion. Ms. Lezama said there is currently a 6-month waiting list for vouchers to Early Childcare and Afterschool programs. Mayor Driscoll commented that she would think that Early Childhood providers may really want to know what the Kindergarten expectations are. Members continued to engage in feedback and discussion.

Strategies for Children and The United Way Drive Program

Ms. Lezama talked about an organization they brought in from Boston called Strategies for Children that worked with them towards the end. They were awarded an Early Planning grant through partnership with them and EEC, something that the Mayor and the Superintendent has. Ms. Lezama provided brief details of that plan as well as the United Way program. The United Way Drive program is going to be helpful on the data piece. They have a program called Drive, where they come in and fully fund the program. Every Early Learning Center already does an assessment at the beginning of the program, what the United Way Drive program does is that it gets all those community partners to share that data into one system so they can then have a good snapshot of their community. They are able to see where the gaps are in the programs and students and they can then try to meet those needs. The United Way Drive hire local residents and train them to go out and do these assessments in-home. If they, for example, have 29% of their students in home childcare, these people will go out and identify those families and go into the homes and do the assessments. So then they really have a comprehensive view of what their community looks like as students come into Kindergarten.

Need for More Research

Ms. Lezama continued they still need to do some research, as they do not know where the gap is. They have 29% data information but wonder if that is real. They do not know where all of the programs in the community lack, if students coming in from one program against another, are the same? They do not know what the financial gap is in terms of how many families cannot afford it and may be the cause as to why they are leaving. There are still a lot of unknowns as they work to try to figure this out.

Discussion on Assessments

Mayor Driscoll inquired, as a working parent, about the assessment piece, how to make sure that those who are trained to do the assessment have high quality operators or support those that are not high quality operators. Is there a tool or framework now that exists, at the state level? Ms. Lezama responded that there is not, they could not find what that was. They looked at different models, such as Boston, which looks to come to Kindergarten Ready. There certainly are different measurements of programs. Ms. Lezama continued that she does not know that it would meet them where they want to be until they identify what the need actually is.

Discussion on Measures on Child Readiness

Mr. Fleming asked if either of their organizations have any measurable to determine whether a child, who reaches five (5) years old, is ready or not; what kind of measurable do they have? Ms. Todd responded that they do an assessment three (3) times a year to all of their preschoolers. The assessment measures their readiness based on certain standards for literacy,

math, concepts, etc. Ms. Todd continued providing further details of other measures used. Members engaged in further discussion.

Mayor Driscoll explained that Head Start is primarily serving students who are low income and thinks they, as a district, need to determine what the expectations are for Kindergarten readiness and then how do they support that whether it is a system, one of their district programs, operating from within one of their buildings either private someone working with them on a range of different areas. Ms. Lezama added they are a community of 16 different providers, and they are all private providers. How do they, as a community, get everyone to come together in that United Way Drive program is a great way to get that data? Ms. Lezama continued that she thinks it is also important to recognize that Pathways and the Head Start program is a little bit different than those other 15 providers in the community and that their funding sources are different.

Discussion on Cost

Members discussed the cost; taxpayers pay for these services. Mayor Driscoll stated that Pathways is the federally designated Head Start provider for their region; they do not have the financial relationship with them other than Pathways uses their space for school and they provide some of the services that are paid for such as cafeteria, bussing, anything of that sort that they do – they do not have a contractual relationship. Charity is very much the same way in the YMCA in that they are providing services there. There might be a small subsidy associated with the Teen/Parent program at one point. Ms. Lezama elaborated on requirements of the Head Start program and shared brief information of grants. Members continued discussion on the measures of child readiness.

Another Benefit of the United Way Drive Program

Ms. Lezama continued that the YMCA, Nancy Charest of Salem Early Childhood Center, and Salem Community Child Care are going to have different levels of programs. Another benefit of the United Way Drive program is that once they get a center's data, when they identify gaps, they provide the resources to go in and train those teachers and support those students so that they can raise those gaps - another opportunity with the United Way program that is exciting to her as a community member. Members engaged in further discussion. Ms. Lezama explained that some of the work they tried to do out of this committee is to answer Mr. Fleming's question of how to get all of those partners, not just the 16, but those 46 home-based licensed care centers on board.

YMCA

Ms. Lezama continued to explain what the YMCA does, they have a downtown location licensed program serving 60 children from infant through preschool ages. The YMCA has its own financial assistance program that assists about 40% of enrolled children. They try to be diverse in that they have about 30 to 40% that are on YMCA financial assistance vouchers and another 30 to 40% are full pay. Ms. Lezama continued that they began to support the Salem High School last year, the beginning of the school year with the goal of serving High School teen parents. They served six throughout this year. Two have stayed with them for the entire year and the other four were not able to complete the school year due to other circumstances. Six High School students came through their program with infants. Ms. Lezama explained that another thing that she thinks is great in this partnership and relationship is helping sound teachers. Childcare is a year-round program, trying to take off weeks from the summer is cause for a loss of membership spots. They also commit to supporting Salem teachers. They know that childcare is expensive, and teachers have their summers off. They are going to want to spend time with the kids but also have that cost savings. Ms. Lezama continued that they honor

what they were paying with some transferred family services so that they did not have to pay more. They did not charge them for vacation weeks and they get to take the summer off. This is the program they run at the High School. Superintendent Ruiz explained that this gives the School Committee an overview of the work their team has done and work they hope to continue.

Discussion

Mayor Driscoll commented on the High School childcare program to have pretty good flexibility. Mr. Fleming asked about the difference between childcare and pre-school education. Ms. Lezama responded there is no difference, in the early learning world.

Salem Early Childhood Center and the Pathways

Nancy Charest, of Salem Early Childhood Center, which is located in the same building as the Bentley Academy Charter School, and the Pathways team talked a little more about the programming they have to provide to give an idea of their services. Salem Early Childhood Center services include speech and language occupational therapy and physical therapy, among others. Pathways is in their 50th year providing Head Start services with 150 staff members in the Early Ed program, and serving 13 communities. Their primary areas are Salem, Lynn, Gloucester, and Peabody.

Discussion on Early Childhood Center Tuition Cost

Members asked questions about the program's capacity and tuition, and how it reflects, in terms of the Salem Early Childhood Center cost. Members were referred to a brief pink brochure that was handed out, which contains tuition information and were briefed with further details. Further discussion ensued.

Discussion on Pathways Head Start Cost

Mr. Fleming asked about the income level for Head Start. A participating student would need to be at, or below the poverty level (which is \$24,000 a year), to qualify for Head Start grant. The grant is intended to give at-risk families a boost and work with them to help prepare them on the path for public school.

Landscape, Challenges, and Opportunities

Superintendent Ruiz explained they wanted to give School Committee members a context of their work. Last year, they started to think critically about Early Childhood, the parent programs that they have, and moving the path forward for city providers. Ms. Ruiz recalled that the School Committee voted on the recommendation to close the Nathaniel Bowditch School and relocate the Horace Mann Laboratory School into the 79 Willson Street building this year. The reassignment of Bowditch students to other elementary schools meant those schools needed more space for more classrooms, and would have less space to accommodate early childhood programs such as Pathways. Classrooms were added at Bates Elementary School, at Witchcraft Heights, etc., and Bentley is increasing its enrollment. Superintendent Ruiz continued that the need for space in their schools became evident and they saw that the Horace Mann Laboratory School was not going to completely fill the 79 Willson Street building. This brought the conversation to consolidate all of the Pathways Head Start classrooms they currently have in the building in a section at the 79 Willson Street Building.

Superintendent Ruiz recapped there are three Pathways classrooms at the Bentley Academy Charter School, one at Bates Elementary School, and another at Carlton Elementary School. Superintendent Ruiz walked everyone through a presentation detailing the areas of space that would be utilized for the Pathways wing area, the 2nd floor that would be utilized for Horace

Mann School, and 3rd floor where third, fourth, and fifth grade classrooms would be located. They are in the plans of working out shared entrances and which would be devoted to Pathways entrances. Superintendent Ruiz continued they are also in conversations with Dr. Joseph Cambone, Dean of School of Education. They are going to have Fellows, the Charlotte Forten Teaching Fellowship, teach full-time at the school for the entire year. The University would love to hold college level classes for the Fellows and some of the students related to methods and instruction, during after school and non-school conflicting hours. Superintendent Ruiz said they are working on the timing to ensure different entry times between the young Pathway Head Start students with elementary school students. Members were further informed.

Discussion on Staff

Ms. Campbell asked on an approximate number of staff members. Ms. Todd responded that each of the classrooms will have a minimum of two teachers, and many classrooms will have three. They have floater teachers who will go where the greatest needs are. Some of the Early Ed classrooms will have three teachers. They are currently under discussion that includes assignment/allocation as to who would be where. Members engaged in further discussion.

Conclusion

Mayor Driscoll explained that the goal for this evening was to make sure that the School Committee were aware of the progress thus far. Head Start is in the Salem Schools already; it would just be a consolidation into one school. It will give them a chance to do an expansion to ensure to bring all the students who need services into one location. They also hope it will bring together a stronger working relationship between a large early child care/early Ed provider in their district. Members engaged in further discussion. Members agreed to think about what is next on their 'to do' list and ask Superintendent Ruiz or Margaret Marotta, before she leaves, for some recommendations going forward about how to amplify the Early Ed work; to seek greater understanding of what that may entail in order to move forward to the next level. Whether there may be need for resources, training, and someone to actually do this work and try to figure out the right structure and mechanism to make that happen.

Adjournment

There being no further business to come before the Committee of the Whole (COW) School Committee this evening, Mr. Fleming motioned to rise and report. All members 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
Early Childhood Presentation
Reorganizing The Way We Work handout
Salem Early Childhood Center Brochure

Salem School Committee
Meeting Minutes
Monday, June 18, 2018

A regular meeting of the Salem School Committee was held on Monday, June 18, 2018 at 7:05 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, Margaret Marotta, Assistant Superintendent for Pupil Personnel Services, 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 7:05 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 May 21, 2018

Mr. Fleming motioned to approve the Minutes of the Regular School Committee meeting held May 21, 2018. Ms. Campbell seconded the Motion. The Motion carried.

Questions and Comments From the Audience

Andrea French, 7 Cleveland Road, shared that she recently took part in a panel to review the role for the Director of Pupil Personnel Services, and as a member of that panel, noticed they had two School Committee members on that panel that got to add to the pluses and deltas and also vote on this matter. Ms. French continued that she feels their weight is doubled and humbly asked the School Committee permission to give a parent's point of view being this committee lacks Salem Public School (SPS) parent opinion involvement on a candidate. Ms. French said that she, as a parent and Director of the Special Education Advisory Council, would like to offer her opinion, on an internal candidate who is trusted by parents. This candidate is the person who works behind the scenes, attends the meetings, and who parents and others turn to if, or when, they need help. Ms. French explained that the majority of her referrals go to this particular candidate, and she feels they need a trusted, compassionate, competent, and efficient person in this role. Ms. French continued that she strongly believes that this candidate would be the best in her class if she were elevated to the Executive Director of Pupil Personnel Services role, and she cannot say enough good things about her. Ms. French further shared that she would really love to see more internal candidates go up the ranks, instead of being lost to other cities and towns.

Jimena Pollo Garcia, 82 Federal Street shared the highlights of the Collins Middle School 8th Grade trip to Washington, D.C. last week. They spend 2 ½ days exploring the nation's capital and learning valuable lessons about the history of their country, exploring the sights, and bonding with each other in ways not otherwise possible during the daily grind of classwork. Ms. Garcia continued sharing insight and details of the trip and thanked their teacher and Principal Mr. Glenn Burns, the chaperones, Superintendent Ruiz,

and the School Committee for making the inspirational, amazing, and learning experience and journey possible.

Kathleen Cullen, 25 Forrester Street, a Horace Mann parent, shared that she does not support changing the name of the Horace Mann Laboratory School. Ms. Cullen explained she feels it is unnecessary and confusing to the 285 students that attend Horace Mann and risks changing their strong, positive, and successful school culture and identity. Ms. Cullen continued that changing the school name was never part of the plan when the Horace Mann School was moving to the Hennessy building. Parents were assured, from the very beginning, that the new plan was a relocation of the school, not a merger, and that their name would not change. Ms. Cullen continued that she finds it strange that the School Committee, at this point and time, would take the risk of tampering with such a strong and positive school culture when the city's efforts of creating such positive culture of the schools have not always been successful. Ms. Cullen also pointed out that the entire Horace Mann community has been making sacrifices for years dealing with inadequate building conditions and lack of facilities that have made learning and teaching challenging. Ms. Cullen continued that Horace Mann students love their school, despite this, and do not fully understand why they have to move. They did not ask for this situation. They are vulnerable and anxious with a lot of changes for next year: a new location, a new Principal, and a new Vice Principal. Ms. Cullen explained that what yet holds them all together is their community, history, pride, identity, and reputation – all of which are tied to their name. She asked the School Committee it not be changed.

Jessica Crusal, 47 Endicott Street, a Horace Mann parent urged School Committee members not to vote to change the name of the Horace Mann Laboratory School. There is a lot of history behind the name. The Horace Mann was often called the Father of American Public Education, which she thinks is very valuable. Ms. Crusal continued that it is just a relocation, not a merger of schools. She believes there was no talk of a name change and thinks it should not be on the table for discussion now. Ms. Crusal asked School Committee members to please think of the impact of a name change as its current Horace Mann name ties into the school's culture and identity. Horace Mann parents chose the Horace Mann school not just because it happens to be closer to home or work but because they feel the greatest sense of community and identity with Horace Mann teachers, staff, and other students. Ms. Crusal continued that the name is tied into that and she does not think they should separate it and asked School Committee members to please think about that carefully before they make their decision this evening.

Liz McGovern, 8 Lyme Street, Vice President of the Salem SEPAC in providing feedback on the search process for the Executive Director committee. The information is based on the feedback she received, as a neutral party, from the parent representatives. They have parent representatives on an interview committee for the finalists for Executive Director of Pupil Personnel Services position. Ms. McGovern continued that she asked the parent representatives to offer any insights or opinions they had on this process, once the committee was done with their report. Ms. McGovern clarified this was not about candidates but about the process. Their parent representatives would be willing to join the district search committee again. They found it to be an engaging process and they believe they made a positive contribution to the search. The parent representatives thought this committee should have been empowered to offer and prioritize ranking preference of candidates rather than a Plusses and Deltas approach. Ms. McGovern explained that other feedback received included that many of the district representatives use acronyms that parents were not familiar with. Ms. McGovern continued to share parent and representative concerns as well as concerns regarding the Superintendent's recommended candidate.

Mayor Driscoll asked Ms. McGovern if she had her comments in writing, for follow up purposes. Ms. McGovern responded that she has the comments of the search process in writing and handed the comments to Mayor Driscoll.

Darleen Melis, 115 Federal Street, an architectural historian, eight years in the School Committee and twelve years in the Building School Committee, commented that she understood the attempt to move the Horace Mann Laboratory School was to get the Horace Mann its own facility in South Salem. The state originally did not cooperate with them. She thought it would solve a lot of problems, when the idea came up to house the Horace Mann at the Nathaniel Bowditch School, because they can accommodate a conversion of the Harrington building if it, and the Horace Mann, is occupied – a very nice strategy to get to the final building. Ms. Melis, as an architectural historian, noted that she understands that Salem has a record of schools, somewhat of a geographical nature, that seems to scatter throughout the neighborhood that starts from the center of downtown. Ms. Melis asked the School Committee to consider that Horace Mann is ultimately a name that everybody wants to honor. It might be a name everyone wants to reserve when they return to their geographic home. Ms. Melis further shared that all of this history came up when she was part of the Naming Committee for the Nathaniel Bowditch School. The points that really spoke to them were there was an accessible book that any child could read to find out about their life. The fact that he was so knowledgeable about the harbor there that he could navigate a schooner into the harbor so that everyone could return safely for Christmas. His book is still with the Navy; it is a prominent name there. Ms. Melis shared further brief history and said she thinks there is some longevity with the Horace Mann name, but a school is always the heart of the people; people can go anywhere and still be a school. She asked they try to figure out a way out of accommodating both.

Superintendent Report – Margarita Ruiz

Superintendent Ruiz reported that the New Liberty Innovation School will mark the graduation ceremony for the New Liberty Innovation School this Thursday. Nine students will be graduating from there this spring. Ms. Ruiz recalled that New Liberty Innovation School uses a competency-based model and this week's graduates joined their 4 peers who graduated in January. Ms. Ruiz looks forward to participating in the 8th Grade Rising Up ceremonies for Collins, Nathaniel Bowditch, and Saltonstall Schools later on this month.

Superintendent Ruiz announced the hiring of Dawn Marie DeVaux as the new Director of Nursing for the Salem Public Schools (SPS). Ms. DeVaux recently served with the Commonwealth of Massachusetts as the coordinator for the Substance Abuse Rehabilitation program. Prior to that, she served as a Registered Nurse (RN) staff for Massachusetts General Hospital (MGH). Ms. DeVaux also has school-base nursing experience, having served as School Nurse at Saltonstall from 1998 to 2007. She may have had a different last name back then. She received her Masters of Science in Community Health Nursing and Education from Salem State and Bachelors of Science in Nursing from Boston College.

Superintendent Ruiz provided updates on the welcoming committees for students that have been assigned to other schools in the district and added that Saltonstall School welcoming day is Thursday, June 21, 2018. Witchcraft Heights School welcoming day is June 22, 2018. The school has partnered with the Peabody Essex Museum to create a mural that will celebrate all of the students in the school. Students from both schools will help create the mural at Witchcraft Heights and will serve as a wonderful reminder of community and friendship on their first day back to school. Superintendent Ruiz also updated School Committee members on the moving of the Horace Mann Laboratory School building. They have contracted with a mover. Teachers and staff from both the Horace Mann and Nathaniel Bowditch have received boxes to prepare for the end of the school year. Ms. Conrad provided the School Committee with an update on Kindergarten enrollment as to where they are and a refresher of the new Student Assignment policy, revised December 2017. Members asked questions, addressed concerns, and engaged in further discussion on school choice.

Presentation and Report

Recognition of the FY18 Retirees

Mayor Driscoll recognized and thanked a number of retiring educators and explained that they are fortunate to have such outstanding educators. Administrative and Support staff and others for thanked for their services. Ms. Driscoll also acknowledged the school's Food Services Department for the very delicious treats prepared for the retiree reception this evening. Mayor Driscoll gave special recognition to Paul L'Heureux, who served for 27 years, for the amount of work that he has done, behind the scenes, as the Facilities Director. Ms. Driscoll shared a brief history of Mr. L'Heureux's accomplishments throughout the years with the district. Mayor Driscoll shared that it is a tremendous honor for them to be able to have teachers with them for so long and presented them with City Seals to commemorate their years of services in the district and thank them for their hard work and dedication. Mr. Fleming thanked everyone, who served in the school system, for each year of their dedication and services.

Recognition and Farewell to Margaret Marotta, Assistant Superintendent for Pupil Personnel Services

Mayor Driscoll wished Margaret Marotta, Assistant Superintendent for Pupil Personnel Services, great success as she moves on to Haverhill to serve as School Superintendent.

Action Item

Deliberation and Vote on the Proposed 2018-19 School Committee Schedule.

Discussion

Mr. Cruz flagged one of the dates on the School Committee schedule, September 4, 2018 Election Day. He would not be able to attend that meeting and asked the School Committee if the September 4th date can instead be modified to the following week, September 10, so as not to interfere with the elections. Mr. Fleming shared that he would need to look at his schedule. Members agreed on the schedule with the exception of September 4, 2018, which they would later decide on setting another date in September. Mayor Driscoll communicated that they are trying to find a date for a retreat to discuss where they stand with the Strategic Plan. Mayor Driscoll informed members that they do not yet have a date for that but expects time over the summer for that, perhaps on a weekend or longer period of time as they have done in the past. Mayor Driscoll suggested they circulate dates for that.

Mr. Fleming motioned to approve the proposed 2018-19 School Committee schedule, subject to modifying the September 4th meeting date. Ms. Manning seconded the motion. The motion carried.

Deliberation and Vote on the Memorandum of Agreement (MOA) Regarding the 2014 MOU With the Salem Teachers Union Regarding Extended Learning Time.

Discussion

Superintendent Ruiz explained that this particular agreement was mistakenly kept out of the packet when the Committee voted to approve the agreement with the Teachers Union in 2016. This was already negotiated in the process; it was just an oversight that they and the union picked up on. It is included in the packet today so that the School Committee can officially vote on it and it can be added to the current contract. Nothing has changed since it was negotiated, it was simply an oversight in that it had not been included in the packet of materials at the time the School Committee voted on it.

Mr. Fleming motioned to approve the Memorandum of Agreement (MOA) regarding the 2014 MOU with the Salem Teachers Union regarding extended learning time. Ms. Wilson seconded the motion. The motion carried.

Deliberation and Vote to Amend and Attach the FY19 STU Stipends to the SPS-STU Collective Bargaining Agreement.

Discussion

Mr. Fleming said he would not vote in favor; as he does not believe the stipends meet the regular compensation definition provided for in the statute. Mr. Fleming explained that he consistently voted against this for the last 15 years, because he does not think it complies with Chapter 35.

Mr. Fleming moved to amend and attach the FY19 STU stipends to the SPS-STU collective bargaining agreement. Ms. Wilson seconded the motion. The motion carried with six members voting in the affirmative and Mr. Fleming voting against.

Deliberation and Vote on the Revised Responsible Use Agreement for Grades 6 Through 12.

Mr. Fleming motioned to approve the revised Responsible Use agreement for Grades 6 through 12. Mr. Cruz seconded the motion. The motion carried.

Report on the Deliberation of the Ad Hoc Naming Committee about the consideration of a new name for the school that will open at 79 Willson Street in September 2018. Discussion and Vote by the School Committee on the renaming of the school to move to 79 Willson Street.

Discussion

Ms. Nuncio and Ms. Campbell provided an update on who participated in the discussion of the Ad Hoc Naming Committee meetings (representatives from Horace Mann Laboratory, Nathaniel Bowditch, and Salem State schools) and the 3 main points that emerged from their discussions. Mayor Driscoll shared that she struggles with the possible name change of the Horace Mann Laboratory School but supports the wishes of the School Committee members in the interest of the students. Mayor Driscoll asked School Committee members if there is a desire to change the name of the school. Members expressed their thoughts and engaged in further discussion. Mr. Fleming asked for a Roll-Call Vote.

School Committee Secretary Roll Call:

Ms. Mary Manning	No
Mr. James Fleming	No
Ms. Kristine Wilson	No
Ms. Ana Nuncio	Yes
Mr. Manny Cruz	Present
Ms. Amanda Campbell	Yes
Mayor Kimberley Driscoll	Yes

7 Members voted, 3 in the *affirmative*, 3 in the *negative*, and 1 as *present*. The matter did not carry.

Deliberation and Vote on the Recommendation by the Superintendent on the Appointment of the New Executive Director for Pupil Personnel Services.

Discussion

Superintendent Ruiz directed School Committee members to her recommendation memo and resume for Ms. Rosenberg, within the packet and shared a description of Ms. Rosenberg's skills and background. Mr. Fleming stated that this is a direct hire of the School Committee, not that of the Superintendent, and shared his reasons. Mr. Fleming said that he, after careful review of Chelsea's educational history under the guidance of Ms. Rosenberg, would not vote in favor of the Superintendent's recommended candidate. Ms. Campbell echoed some of Mr. Fleming's concerns, explained that she too reviewed Ms. Rosenberg's leadership background, and shared some of her concerns with members of the School Committee. Ms. Campbell said that she has significant concerns about the Superintendent's recommended candidate. Ms. Manning said that she feels that the Superintendent's recommendation is an excellent candidate, shared some of the person's qualifications as to why, and said she would support the Superintendent's recommendation. Ms. Wilson agreed with Ms. Manning and explained she has a great deal of experience. Members shared further feedback and engaged in further discussion.

Some of the School Committee members explained that they would like to also be more involved in the review process of candidates during the early stages rather than having to wait for the Superintendent's recommendation. Mayor Driscoll stated that members of the Policy Subcommittee may want to follow-up on this if members do not want to work from the recommendation of the Superintendent alone or want to have a different process. Mr. Cruz shared he did not feel comfortable with the Superintendent's recommended candidate and explained his reasons and concerns. Mayor Driscoll asked School Committee members if they wanted to motion to table this action item for the next School Committee meeting scheduled for July 16, 2018 to address the questions and concerns of some of the School Committee members. Mayor Driscoll suggested School Committee members forward any specific questions or concerns to the Superintendent, so that she may prepare additional information with respect to due diligence on this. Superintendent Ruiz said she would appreciate clarity as to what members of the School Committee seeks.

Ms. Manning motioned to table the deliberation and vote on the recommendation by the Superintendent on the appointment of the new Executive Director for Pupil Personnel Services to the next School Committee meeting on July 16, 2018. Ms. Nuncio seconded the motion. Mr. Fleming and Ms. Wilson opposed. The matter is tabled until July 16, 2018.

Deliberation and Vote on the Saltonstall School 8th Grade Field Trip to Canobie Lake Park at Salem, NH on June 25, 2018.

Mr. Fleming motioned to approve the Saltonstall School 8th Grade Field Trip to Canobie Lake Park at Salem, NH on June 25, 2018. Ms. Wilson seconded the motion. The motion carried.

Deliberation and Vote on the Salem High Golf Team Field Trip to Travel to Orlando, Florida From August 23 Through August 28, 2018.

Mr. Fleming motioned to approve the Salem High Golf Team field trip to travel to Orlando, Florida from August 23 through August 28, 2018. Ms. Manning seconded the motion. The motion carried.

Deliberation and Vote Regarding Appointment of the Director of Nursing Position as Recommended by the Superintendent (Not Listed on the Agenda)

Discussion

Mr. Fleming said that he intends to support the hire of the Head Director of Nursing but clarified that the School Committee, and no one else, has the right to hire. Mayor Driscoll made reference to, and read aloud, the disclosure of the last bullet under the Staffing Guidelines of Policy 6106 Powers and Duties of the School Committee, which does not identify Director of Nursing as a School Committee

hire.

Mr. Fleming stated that in accordance with the statute granted to the School Committee the privilege of hiring the Head Director of Nursing, that the Committee adopts the recommendation of the Superintendent this time and that they approve that recommendation. Mr. Cruz seconded the motion. The motion was approved.

Finance Report

a. Approval of Warrants

May 31, 2018 in the amount of \$335,889.70

June 7, 2018 in the amount of \$89,361.56

June 14, 2018 in the amount of \$693,934.45

June 21, 2018 in the amount of \$261,417.17

Mr. Fleming motioned to approve the warrants, as stated on the agenda. Mr. Cruz seconded the motion. The motion was approved.

Budget Transfers

The School Committee approved the following FY18-27 and FY18-28 budget transfers recommended by the School Business Administrator, Kristin Shaver. Central Office (Teaching and Learning) has requested that the funds be transferred in order to align the funds with the intended expense as follows:

Account Description/Use	Account Number	Amount From	Amount To
Nathaniel Bowditch School - Transfer covers the stipends paid to Salem Public Schools' staff for the April & February Sontag Learning Academies:			
Contract Services	13570521-5320	\$6,000	
Stipends	13570520-5150		\$6,000

Mr. Fleming moved to approve the Teaching and Learning transfer request in the amount stated. Ms. Manning seconded the motion. The motion was approved.

Policy Subcommittee Reports

Deliberation and Vote on the First Reading of the Recommendation of the Policy Subcommittee on the Revisions to the Following Policies in the 5000-Policy Series:

Policy 5413 School Property

Policy 5501 Acceptable Use and Media

Policy 5502 Network Etiquette

Discussion

The vote would consist of a First Reading for Policy 5413 and Policy 5501 and deletion of Policy 5502, because it duplicates the Responsible Use policy. Mr. Fleming moved to approve the First Reading of the recommendation of the Policy Subcommittee on the revisions to Policy 5413 School Property and Policy 5501 Acceptable Use and Media as noted. Mr. Cruz seconded the motion. The motion to approve the First Reading of Policy 5413 School Property and Policy 5501 Acceptable Use and Media was approved.

Mr. Fleming moved to eliminate Policy 5502 Network Etiquette as recommended by the Policy Subcommittee. Ms. Nuncio seconded the motion. The motion to eliminate Policy 5502 Network Etiquette was approved.

Deliberation and Vote on the First Reading of the Recommendation of the Policy Subcommittee on the Revisions to Policy 3409 Revolving Fund.

Mr. Fleming motioned First Reading of the recommendation of the Policy Subcommittee on the revisions to Policy 3409 Revolving Fund. Ms. Campbell seconded the motion. The motion carried.

School Committee Concerns and Resolutions

Mayor Driscoll suggested they send the Powers and Duties of the School Committee to the Policy Subcommittee for review and any potential changes that want to come out of that discussion come back to them so that they are not doing this again and that they are clear on what they expect as a process of the Superintendent and they clear on what their guidance is with respect to hiring the positions under the current policy they delegated with the Superintendent. Mr. Cruz motioned to refer the Powers and Duties to the Policy Subcommittee. Ms. Nuncio seconded the motion. The motion carried. Mayor Driscoll said she would like to forward Ms. McGovern’s letter to Personnel to review some of the concerns that were expressed on the hiring process. Mayor Driscoll said she would like to get some feedback on that to understand if there were concerns, what they are, and if there are issues, in terms of the hiring practices for feedback. Ms. Manning motioned to send Ms. McGovern’s comments to Personnel for review. Mr. Fleming seconded the motion. The motion carried.

Questions and Comments From the Audience

Liz McGovern, 8 Lyme Street, shared her thoughts on the hiring process and stated that she thinks they should have district-wide meetings to have the opportunity to publicly meet the candidates and be allowed to ask them questions to get a better sense of how they actually interact with the district as a whole and the public at large. Adding that piece would add clarification and give people opportunity to be more involved. Ms. McGovern asked if they would consider that in the future. Ms. McGovern continued sharing further concerns.

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 June 18, 2018
- Minutes of the May 21, 2018 Regular School Committee Meeting
- Batch 1 Kindergarten Assignment Presentation
- Departmental Retirement Anticipation Form
- Salem School Committee Regular Meeting Schedule July 2018 – June 2019
- Memorandum of Agreement (MOA) Contract Settlement
- Final Stipend Language for Contract – Revised 8/24/17
- Salem Public Schools (SPS) Responsible Use Agreement for Students in Grades 6 Through 12
- Saltonstall School Out-of-State Field Trip Request
- Salem High Golf Out-of-State Field Trip Request
- Policy in the 5000-Policy series
- Policy 3409 Revolving Fund
- Budget Transfers

Salem School Committee
Meeting Minutes
Monday, June 25, 2018

A Special School Committee Meeting of the Salem School Committee was held on Monday, June 25, 2018 at 7:35 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, Margaret Marotta, Assistant Superintendent, Kristin Shaver, Business Manager, Kelley Rice, Chief of Communications, and Jill Conrad, Chief of Systems Strategy

Call to Order

Mayor Driscoll called the regular meeting of the Salem School Committee to order at 7:35 p.m.

Approval of the Agenda

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

Special School Committee Meeting

Mayor Driscoll provided an introduction of the purpose of the meeting as listed on the agenda for this evening. Superintendent Ruiz referred to her memorandum to the School Committee, explained that Ms. Cindy Rosenberg withdrew from her candidacy for the Executive Director of Pupil Personnel Services, and that Ms. Deborah Connerty was offered to consider the position of Interim Executive Director of PPS but respectfully declined. Superintendent Ruiz explained that they will repost the position to begin a new search process and requested a vote from the School Committee to appoint Ms. Connerty as the Acting Executive Director of Pupil Personnel Services (PPS) until a permanent leader is hired. Ms. Ruiz informed the School Committee that Ms. Connerty agreed to serve in this capacity to ensure that the district continues to provide a high level of services and supports to children and their families during the transition period, if the School Committee votes in favor. Superintendent Ruiz continued that the Administrators' Association contract allows for Ms. Connerty to serve in this capacity until the position is filled. It is difficult to be in the position they are in at this time without a viable candidate. Ms. Ruiz asked School Committee members to consider her recommendation to appoint Ms. Connerty serve as Acting Executive Director of Pupil Personnel Services (ED of PPS) who has agreed to support in this role until the position is filled.

Discussion

Mr. Fleming asked Superintendent Ruiz if Ms. Connerty explained why she turned down the Interim Executive Director and instead accepted the Acting Executive Director position. Ms. Ruiz responded that Ms. Connerty clearly expressed that she is not interested in the position, she would help the district in light of the transition to ensure the student program move forward until a permanent placement is found. Mr. Fleming expressed concern that Ms. Connerty, had applied and was found to be one of two qualified applicants, but was not offered the permanent position of Executive Director rather than Interim Executive Director. Ms. Ruiz clarified that she presented a recommendation for a qualified experienced candidate to the Committee and the

candidate brought forth before the Committee is not only experienced in the area of Special Education but also in the financial aspects of business, although she later withdrew her candidacy. The Superintendent continued that Ms. Connerty clarified her interest in serving as Acting Director until the position is permanently filled. Mr. Fleming asked if notice, of Ms. Rosenberg's withdrawal and Ms. Connerty's willingness to temporarily serve as Acting Director, was sent to School Committee members today, because he had not received one. Mayor Driscoll commented that she received an email at 6:10pm and then another email that went out. Superintendent Ruiz said she had mistakenly sent a draft memo, via email, without letterhead and another more finalized version.

Review and Discuss the Hiring Process for the Executive Director of Pupil Personnel Services

Mayor Driscoll explained she wants to make sure everyone understands the goals of the School Committee relative to moving forward with the practices of the hiring process for the Executive Director of Pupil Personnel Services. They had discussions, at prior meetings, with respect to the hiring practices they want to follow for this position. They had two members of the School Committee serving on a Search Committee, as members have served on various search committees in the past as in the spring where certain positions were filled. There was an addition to the process, an added '*Meet and Greet*' component for final candidates. The Superintendent would then make a final recommendation. Mayor Driscoll continued sharing further details of what has recently transpired. Ms. Campbell said she is not necessarily opposed to the current hiring process and is certainly open to exploring other options if it is the desire of the School Committee and that they may need to have a more clear understanding of the overall hiring process. Having a better idea of what the exact performance deal and measure would be more beneficial for her and a more reasonable set amount of time before receiving notifications rather than receiving notifications far too close to the start of a meeting. Receiving notifications close to the start of a meeting is a challenge, as it does not allow sufficient time for careful review. Mr. Fleming agreed with Ms. Campbell and suggested the full School Committee be committed to do the hiring review rather than having another committee propose two School Committee members for that. The School Committee should be able to send the finalists to the Superintendent where a selection can then be made and ultimately voted on. Ms. Manning stated she would rather use the process they have in place at the present time for immediate movement towards the hiring of the Executive Director of Pupil Personnel Services and then take the time to examine the overall hiring process they could use going forward.

Ms. Campbell communicated the need for a more thoughtful process and would like to see a few tweaks on the hiring process; she understands that the specifics is part of the assessment but she would like to hear more about the Performative process in order to have more information for them to better understand and help them weigh the value of their assessment on the Performative. Superintendent Ruiz responded they could provide more general information and asked the School Committee for an element of trust. Mayor Driscoll shared her perspective that performatives are not a secret to anyone in the industry and suggested more information on what the Superintendent thinks is important, what that process looks like, how a candidate performed in that it can give them greater understanding of the 'why.' Mayor Driscoll continued that she thinks it would be helpful and also shared they should look at this as a partnership in terms of while the School Committee has the appointing authority, the Superintendent is held accountable with what goes on in the district. There has to be a partnership that respects the degree of information the School Committee are looking for, as School Committee candidates have to vote on something, along with a degree of trust for the School Superintendent who ultimately is going to be responsible for that candidate. Mr. Fleming said that it is necessary that whichever way they go forward, in terms of changing or

maintaining the current selection process that they get a history of reviews from the School district in which candidates come from. Members engaged in further discussion.

Summation of the Review and Discussion of the Hiring Process for the Executive Director of Pupil Personnel Services

Mayor Driscoll summarized the points of concerns: More information on the Performative would be helpful, greater understanding of the candidate's performance, without a break in confidentiality but try to understand what the Superintendent is looking and asking for, and what, those responses were, and if there are reviews with the Department of Elementary and Secondary Education (DESE), the School Committee make sure that they are at the front end of the process so that people are aware that it has been looked into and the issues have been discussed. Ms. Campbell added that the School Committee needs to have a very clear timeline of when finalists are announced to allow the public the opportunity to weigh in, not have it announced to School Committee members just before a meeting and to the public, during the meeting; the Superintendent's recommendation needs to be provided within reasonable amount of time for School Committee members and the public. Members agreed. Mayor Driscoll summarized that School Committee members serving on a search committee along with others now have, for the next process, an opportunity to make sure that when having agreed on finalized candidates now have more time for that to occur and for School Committee members to participate in acknowledgement of who those finalists are, more information on the Performative process, and a period of time to bring that recommendation to the School Committee. Members engaged in further discussion and agreed to know the composition of the search committee, identify those individuals, and have more clarity with respect to what the search committee strongly feels about or recommends to the Superintendent. Further discussion ensued.

Response to Questions Raised During the June 18, 2018 School Committee Meeting

Mayor Driscoll explained there were some concerns expressed, at the last School Committee meeting, with respect to how the hiring process was handled, the comments that were made during that process, and what transpired. School Committee members shared their thoughts, clarified any possible miscommunication, expressed concerns and engaged in further discussion.

Deliberation and Vote to Appoint the Acting Director of Pupil Personnel Services

Mr. Fleming motioned to approve the appointment of Ms. Deborah Connerty to serve as Acting Executive Director of Pupil Personnel Services (ED of PPS). Ms. Campbell seconded the motion. The motion was approved.

Adjournment

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


Respectfully submitted by:

Angelica Alayon, Secretary
Salem School Committee

Meeting Materials and Reports

School Committee Agenda June 25, 2018
Superintendent Memorandum Handout

Memorandum

To: Ms. Margarita Ruiz, Superintendent of Schools
CC: file
From: Ms. Jennifer DeStefano, Salem High Principal 
Date: July 3, 2018
Re: Out of State day Field Trips to New Hampshire & Connecticut

This is to recommend the Salem High School Music Department students under the direction of Band Director Cynthia Napierkowski, be given permission to attend the following events:

Wednesday, August 8, 2018: As part of the marching band leadership curriculum, 13 students and 4 adults (two music teachers and two parents) will be hiking at Mt. Monadnock in Jaffrey, NH. Travel will be by private cars and participants will provide their own lunch. Snacks will be provided in addition to dinner upon return to Salem. The trip will depart Salem High School at 8am and return at approximately 5pm. Students will participate in a variety of activities and games throughout the day as we prepare for our upcoming marching band season and student leadership responsibilities.

Saturday, October 27, 2018: Y.E.A. New England States Marching Band Championships Veterans Memorial Stadium in New Britain, CT: The schedule for this one-day event has yet to be determined but students will miss no school in order to attend this event. Travel will be by BRS Transportation coach busses. Approximately 75 students and numerous adults (two music teachers and at least 10 parents) will participate. Students will provide their own lunch, dinner will be provided. The group will compete in the Division IVA class and will be adjudicated by nationally known adjudicators. The group will also watch performances of other high school and college marching bands as part of the event.

All Chaperones will have an updated CORI.

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

Please call me if you have any questions or concerns.

Attachment

FIELD TRIP REQUEST

The Salem Public Schools City of Salem

Salem High School
Cynthia Napierkowski, Coordinator of Music

77 Willson St., Salem, MA 01970
(978) 740-1136 Fax (978) 740-1110

June 7, 2018

Mr. David Angeramo, Principal
Salem High School
77 Willson St.
Salem, MA 01970

Dear Mr. Angeramo,

I am writing on behalf of the music department students to respectfully request permission to attend the following out of state trips in August and October, 2018:

1. Wednesday, August 8, 2018: As part of the marching band leadership curriculum, 13 students and 4 adults (two music teachers and two parents) will be hiking at Mt. Monadnock in Jaffrey, NH. Travel will be by private cars and participants will provide their own lunch. Snacks will be provided in addition to dinner upon return to Salem. The trip will depart Salem High School at 8am and return at approximately 5pm. Students will participate in a variety of activities and games throughout the day as we prepare for our upcoming marching band season and student leadership responsibilities.

2. Saturday, October 27 Y.E.A. New England States Marching Band championships Veterans Memorial Stadium in New Britain, CT: The schedule for this one day event has yet to be determined but students will miss no school in order to attend this event. Travel will be by BRS Transportation coach busses. Approximately 75 students and numerous adults (two music teachers and at least 10 parents) will participate. Students will provide their own lunch, dinner will be provided. The group will compete in the Division IVA class and will be adjudicated by nationally known adjudicators. The group will also watch performances of other high school and college marching bands as part of the event.

All chaperones have been or will be completing CORI checks. We have utilized BRS Transportation for many years without concern. The organizations have already begun raising the necessary funds to attend these events and are anxious to obtain official approval to attend. These are truly marvelous opportunities for our students to participate in unique educational, musical, social, cultural and recreational activities.

Should you have any questions, please do not hesitate to contact me at the high school at 978-740-1136.

Sincerely yours,

Cynthia Napierkowski
Director of Bands and K-12 Coordinator of Music

Field Trip Request Form - Salem Public Schools

Last Updated June 7, 2017

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

I. General Information

Name of School	Salem High School	Date of Request	Date of Field Trip	
Coordinator	Cynthia Napierkowski	7/3/18	8-8-18	
Coordinator Contact Info	Phone:	Total Number of Students	Departure Time	Return Time
	Email:			
Grade Level(s)	9-12			
Destination <small>Please identify that place AND the specific location and address for the trip.</small>	Mt. Monadnock	Location and Duration		
		<input type="checkbox"/> Local trip within Salem/North Shore <input type="checkbox"/> In-state - within MA <input checked="" type="checkbox"/> Out of state - travel to another state <input type="checkbox"/> Within the normal school day <input type="checkbox"/> Beyond normal school hours <input type="checkbox"/> Overnight trip		

II. Learning and Accessibility

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

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

Has the school nurse been notified of this field trip? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Has the roster of students been shared and any medical concerns reviewed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Will an on-site nurse be needed for this field trip? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
School Nurse Signature: <i>reviewed with SHS. Nurses</i>		Date: <i>6/27/18</i>

IV. Food Services

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

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

What is the means of transportation you will need for this trip? <i>Bus</i>	<input type="checkbox"/> SPS Bus (local destinations only) <input checked="" type="checkbox"/> Private vendor (you arrange on own) <input type="checkbox"/> Specialized transportation needed	<input type="checkbox"/> Public transportation <input type="checkbox"/> Walking <input type="checkbox"/> Other:
If SPS Bus needed, please specify the following information:	Pick Up Time: <i>8 AM</i> Pick Up Location: <i>8 AM SHS</i>	Return Time: <i>5 PM</i> Return Location: <i>SHS</i>

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

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

School Principal Signature: <i>[Signature]</i>	Date: <i>July 3, 2018</i>
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Field Trip Request Form - Salem Public Schools

Last Updated June 7, 2017

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

I. General Information

Name of School	Salem High School	Date of Request	Date of Field Trip	
Coordinator	Cynthia Napierkowski	7/3/18	10-27-18	
Coordinator Contact Info	Phone: Email:	Total Number of Students	Departure Time	Return Time
Grade Level(s)	9-12		8 AM	7 PM
Destination <small>Please identify that place AND the specific location and address for the trip.</small>	New Britain CT.	Location and Duration		
		<input type="checkbox"/> Local trip within Salem/North Shore <input type="checkbox"/> In-state - within MA <input checked="" type="checkbox"/> Out of state - travel to another state <input type="checkbox"/> Within the normal school day <input type="checkbox"/> Beyond normal school hours <input type="checkbox"/> Overnight trip		

II. Learning and Accessibility

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

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

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

IV. Food Services

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

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

What is the means of transportation you will need for this trip? <i>Bus</i>	<input type="checkbox"/> SPS Bus (local destinations only) <input type="checkbox"/> Private vendor (you arrange on own) <input type="checkbox"/> Specialized transportation needed	<input type="checkbox"/> Public transportation <input type="checkbox"/> Walking <input type="checkbox"/> Other:
If SPS Bus needed, please specify the following information:	Pick Up Time: <i>8 AM SHS</i> Pick Up Location: <i>SHS</i>	Return Time: <i>7:00 PM SHS</i> Return Location: <i>SHS</i>

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

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

School Principal Signature: 	Date: <i>July 3, 2018</i>
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THE SALEM PUBLIC SCHOOLS
Request for Use of School Facilities

Date: 6/19/18

FACILITY: Bertram Field
 EVENT DATE: July 28th 2018 RENTAL TIME: 1:00pm - 1:30pm
 PERFORMANCE TIME: 1:00pm - 1:30pm HEAT REQUIRED _____ A/C REQUIRED _____
 PROGRAM DESCRIPTION: Annual Lacrosse Game, Men's, Salem High School Alumni
 APPROXIMATE AUDIENCE SIZE: 15-25 ADMISSION CHARGE: _____
 SUBMITTED BY: Bradley Duvigneau Class of 2009 (Contact Person)
 TELEPHONE: 508-631-5455 (Day/Evening)
 REPRESENTING: Salem High School (Agency/Group)
 ADDRESS: 28 Nichols St.
 CITY: Salem STATE: MA ZIP CODE: 01970
 FAX NO: _____ CRIL PHONE NO.: 508-631-5455
 EMAIL: Bradleyduvigneau76@igmpedia.com

EQUIPMENT OR SPECIAL NEEDS REQUIRED:

Bleachers, seating, allow ample time between events for set-up/break-down. All requests for the use of school department equipment must be listed on this rental application form, example: sound system, chairs, etc. (Additional charges may apply.)

(2) Lacrosse Nets, will make ~~trip~~ to the field and bring back to where they were found

USAGE FEES:

FACILITY FEE:

Basic Charge (4 Hour Minimum): _____
 Hourly Charge (\$30.00 Per Hour): _____
 Additional Hours Required: _____
 Total Rental Fee: _____

CUSTODIAL FEE:

Number of Custodians Required: _____
 Hourly Rate: \$41.13
 Total Approximate Man Hours: _____
 Total Custodial Fee: _____

Please issue a payment check made payable to the Salem School Department Facility Rental.

1. Facility Usage Fee: \$ _____
2. Custodial Service Fee: \$ _____
3. Total Amount Due: \$ _____

NOTE: Due to unforeseen circumstances, the rescheduling of non-school rental activities may be necessary. School sponsored activities shall take precedence over any and all non-school functions.

I affirm that the group I represent will abide by the letter and spirit of the rules and regulations governing the use of school facilities including all vehicle parking and traffic regulations at each facility.

Signature of Applicant: [Signature] 6/19/18 Date: _____
 Approval of Building Principal: _____ Date: _____
 Approval Building Services: _____ Date: _____

Cc: Principal: _____
 Sr. Custodian: _____
 Originator: _____
 File: _____

Please submit request form by facsimile transmission to: 978-740-1117

**1. SCHOOL COMMITTEE POLICY ON THE USE OF SCHOOL FACILITIES
BY NON-SCHOOL GROUPS**

All applications for the use of school facilities must be filed (10) days prior to the event at the Building Services Office, Salem High School, 77 Willson Street, Salem, MA, 01970. Telephone: 978-740-1143

It is the policy of the Salem School Committee to encourage the use of School Department property by Salem community groups for worthwhile purposes, when such uses do not conflict or interfere with school programs or with the activities of school sponsored organizations.

Fees are assessed to groups using school facilities to substantially meet the related custodial, utility, and maintenance costs. Every effort is made by the school department to keep costs as low as possible.

Use of school facilities shall be limited to public gatherings which promote the general welfare. The School Committee is the final authority and judge as to whether the activity promotes the general welfare or is harmful to property.

The committee reserves the right to reject any or all requests for the use of school property.

2. FEES

User rental fees are comprised of the following:

1. Custodial Fee
2. Facility Rental Fee
3. Other fees as may be required

2.1 CUSTODIAL FEES

The number of custodians required at each event shall be determined by the granting authority.

Custodial fees are charged at a rate of 1.8 times the average current hourly custodial rate in accordance with the wage provisions of the current working agreement between the Salem School Committee and AFSCME Local Union 294.

School Year	2012/2013	\$38.69
School Year	2013/2014	\$41.13
School Year	2015/2016	\$41.13

2.2 FACILITY FEES

All school facility rental fees are per day (4 hours) minimum. Additional hours are charged at \$30.00 per hour. Bertram Field facility rental fees are per day (4 hours) minimum. Additional hours are charged at \$75.00 per hour. Bertram Field stadium lighting usage fee is an additional \$75.00 per hour for each hour of the facility rental period.

SALEM HIGH SCHOOL	BASE	COLLINS MIDDLE SCHOOL	BASE	ELEMENTARY SCHOOLS	BASE
Auditorium	\$450	Auditorium	\$225	Gymnasiums at:	
1/2 Auditorium	\$225	Gymnasium	N/A	Bates, Bentley, Carlton, Saltonstall	\$225
Field House	\$500	Cafeteria	\$125	Gymnasiums at: Bowditch, Wiercraft	\$275
Gymnasium	\$225				
Cafeteria	\$225			Cafeterias at:	
Library/IMC	\$100			Bates, Bowditch, Carlton, Wiercraft	\$275
Classroom	\$50			Cafeteria at Bentley	\$150
				Cafeteria at Saltonstall	\$100
BERTRAM FIELD FACILITY USAGE FEES:				Auditorium at Saltonstall	\$225
Base Fee (< 4 Hours)	\$500			IMC/Library	\$150
Additional Hours	\$75 Per Hour			Computer Lab	\$150
Stadium Lighting	\$75 Per Hour				

2.3 OTHER FEES

As directed by the School Committee, a number of cafeteria workers, police officers and other personnel may be required. A school department administrator shall be required at all events which utilize multiple areas within a facility and are expected to have large or multiple groups or audiences. This individual will be responsible for insuring full compliance with all School Committee facility rental policies and guidelines and building security. The administrative fee will be paid by the agency utilizing the facility. The fee will be charged at the current administrator's salary on a per hour basis.

2.3.1 CAFETERIA WORKERS

The number of cafeteria workers required at each event shall be determined by the Director of Food Services.

Cafeteria worker fees shall be charged at a rate of 1.8 times the average current hourly pay rate in accordance with the wage provisions of the current working agreement between the Salem School Committee and AFSCME Local Union 294.

2.3.2 SPECIAL LIGHTING/AUDIO PERSONNEL

Use of any lighting (other than the house lights such as stage lighting or special lighting) and/or the use of audio equipment shall require the hiring of a qualified operator as determined by the School Committee.

Operator fees are charged at a rate of \$8.00 per hour with a minimum of (3) hours.

2.3.3 EQUIPMENT USE

<u>HIGH SCHOOL</u>	<u>EACH</u>
GRAND PIANO	\$25.00
OTHER MUSICAL INSTRUMENT	\$ 5.00
PORTABLE STAGE PLATFORMS	\$10.00
CHORAL RISERS	\$10.00

2.3.4 POLICE OFFICERS

All activities not listed in section 2.4, with an expected attendance in excess of 700 persons are required to engage the services of a number of Police Officers as determined by the School Committee. Some activities with an expected attendance of less than 700 persons may be required to engage police services. The applicant will engage and pay the assigned police detail officers directly.

Police Detail Contact Information:
Salem Police Department Paid Detail
Assignment Officer
978-744-0171 Ext. 127

2.4 ASSESSMENT OF FEES

All organizations shall be assessed fees as determined by the granting authority in this policy, with the following exceptions ONLY:

No fees or charges shall be assessed to the following groups unless otherwise noted:

Alumni Meetings	Parent Teacher Organizations - Meetings & Activities
Booster Clubs	Saturday Mornings Cartoon League *
Boy Scouts of America	Salem Philharmonic Orchestra **
Brownies of America	Salem Recreation Department *
Camp Fire Girls	Salem Youth Basketball Program *
City of Salem Community Meetings Required by Law	Salem Youth Soccer
Cub Scouts of America	Student Activities
Girl Scouts of America	Student Organizations

* No facility fee, custodial fees shall apply whenever custodial overtime is required.

** No facility fee, custodial fees limited to 2 performances per year. Custodial fees shall apply whenever custodial overtime is required.

2.5 COLLECTION OF FEES

2.5.1 SECURITY DEPOSIT

A security deposit of \$250 shall be rendered 48 hours in advance, from groups except those listed in Section 2.4

The Director of PAFA, Athletic Director, Building Principal, or designee shall conduct a pre and post inspection of the rental facility to determine the nature of any damages incurred. The user agrees that the cost of any damages shall be deducted for the security deposit with the balance returned following the post inspection. Any damages in excess of \$250 shall be borne by the individual or organization renting the facilities.

2.5.2 PAYMENT OF FEES

All fees are payable 48 hours in advance of the event except where the School Committee designates later billing.

Make checks payable as follows:

FACILITY/CUSTODIAL/CAFETERIA FEES: "SALEM SCHOOL DEPARTMENT FACILITY RENTAL"

OTHER FEES: MAKE PAYMENT DIRECTLY TO PERSON OR ORGANIZATION

2.5.3 DISTRIBUTION OF FUNDS

The School Department serves as the collection agency for user fees to pay for the incurred custodial, cafeteria, and /or facility costs, expenses, and maintenance items, as determined by the School Committee.

3. OTHER REQUIREMENTS

3.1 CERTIFICATE OF LIABILITY INSURANCE

As determined by the granting authority, users are required to obtain a Certificate of General Liability Insurance with a minimum limit of \$1,000,000.00. This policy is to protect all athletic participants and spectators using any school building or field, inclusive of affirmative coverage for the City of Salem, its servants, employees and agents. There are to be no exceptions to this policy.

4. REQUEST FOR EXCEPTION TO POLICY

Exceptions to the School Committee Policy on the Use of School Facilities by Non-School Groups must be approved by the School Committee, and recorded as an addendum to this policy, two weeks prior to the event. It is recommended that any requests for an exception be submitted for School Committee consideration at least one month prior to the event.

STUDENTS AND INSTRUCTION	5000
INTERNET ACCESS NETWORK	5500
RESPONSIBLE USE POLICY	5501

SALEM PUBLIC SCHOOLS' ELECTRONIC TECHNOLOGY and MEDIA

The Salem School Committee recognizes the importance of technology and electronic media to contemporary education, and holds that their use is essential to the day-to-day administrative operations of schools. The Committee sees these media as tools to foster learning and as an integral part of the functioning of contemporary society. The Committee further recognizes, however, that the power of this technology brings with it certain responsibilities and risks for those who use it.

The Committee therefore establishes that any use of the Salem Public Schools' technology and electronic media be permitted only after the prospective user, whether the user is a student or an employee, has read and signed a Responsible Use Agreement for the use of the District's technology and electronic media. Any person signing a Salem Public Schools Responsible Use Agreement shall ensure that the uses to which that individual puts the district's electronic technology, including Internet access in school facilities, shall be consistent with the mission of the Salem Public Schools.

The Superintendent of Schools shall see to the drafting of a Responsible Use Agreements appropriate to the age and role of the technology and electronic media user. The School Committee shall review and approve the Responsible Use Agreements that are utilized in the Salem Public Schools.

All materials produced and communications recorded in any fashion using Salem Public Schools technology are covered by the Massachusetts Public Records Law (MGL c. 4 § 7, c. 66 § 10), and may be subject to production pursuant to the provisions of the Public Records Law.

References

MGL c. 4 § 7, c. 66 § 10

Policy 5805 , Cell Phones and Electronic Devices

Policy 5401.01, Anti-Bullying and Cyber-Bullying

[Policy 5413, School Property](#)

[The Superintendent's Responsible Use Agreement](#)

Approved: October 3, 2011

Reviewed in [June 2018](#)

Jill Conrad 6/13/2018 4:43 PM

Deleted: October 2015

STUDENTS AND INSTRUCTION

5000

INTERNET ACCESS NETWORK

5500

NETWORK ETIQUETTE

5502

Certain behaviors have gained acceptance on the network, some because they save misunderstanding and maintain privacy and others because they help other users avoid a waste of time or help conserve system resources. As one joins the on-line community, practice these appreciated behaviors.

- Never give out personal information such as your social security number, telephone number, mailing address.
- What one says on the computer reflects upon the user, be proud of it. Never use offensive or inappropriate language (e.g. derogatory or explicit language, swearing).
- Don't publicly criticize ("flame") others.
- Do not contribute to junk mail. Do not use all capital letters.
- Conferencing and bulletin boards are "showcases". Proofread and edit before posting.

ACCESS

To get Internet access, you must do the following:

- Read this entire document and ensure that one understands these terms and agree to abide by them.
- Complete and sign the application form.
- Show the enclosed letter and this document to your parent or guardian and have them sign the application form. (See page 2)

Reviewed: [June 2018](#)

[Recommended to delete this policy as language duplicates what is in the Responsible Use Agreement](#)

Jill Conrad 6/13/2018 4:41 PM

Comment [1]: Delete this policy. Language duplicates what is in the Responsible Use Policy

Jill Conrad 6/13/2018 4:44 PM

Deleted: October 2015

STUDENTS AND INSTRUCTION 5000

STUDENT CONDUCT 5400

SCHOOL PROPERTY 5413

All books and other materials or equipment issued to students are the property of the Salem School Department. The students must pay for lost or damaged books or other school property. Failure to provide restitution for damaged or lost school property before graduation may result in the student's actual diploma being withheld at the graduation ceremony, not to be officially delivered until full restitution is made.

Accidental damage of school property should be reported immediately. Willful damage will be treated as a major infraction, and the student and parent/guardian will be held financially responsible. Disciplinary action may also be administered.

Students, who willfully or by neglect, destroy, deface or damage school property in any way, shall be severely disciplined. Any disciplinary action shall include a notice to parents, and or police, and a full reimbursement of school funds used to repair damage to said property. Refer to Vandalism, Policy #5414.

Student lockers, desks and other equipment or furniture are also the property of the school. An administrator may inspect the contents of any locker without notice.

[Nothing stated within will supersede a student's right under PL 94-192, Section 504 of the Rehabilitative Act or other student civil rights regulations.](#)

Approved: 1/9/06

Reviewed: June 2018

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FISCAL MANAGEMENT & NON-INSTRUCTIONAL OPERATIONS 3000

EXPENDITURES 3400

REVOLVING FUND FOR INSTRUCTIONAL MATERIALS, TECHNOLOGY, TEXTBOOKS, AND OTHER FEES 3409

The Committee authorizes establishment of a revolving fund in accordance with provisions of the law to use money received for lost and damaged instructional materials, technology, textbooks, or other fees.

Legal Reference: MGL 44:53; 71:71E

Reviewed: June 2018

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