



School Committee Meeting Materials

Regular School Committee Meeting

September 16, 2019

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 13, 2019 (Date Posted)

REGULAR SCHOOL COMMITTEE MEETING ON SEPTEMBER 16, 2019

Notice is hereby given that the Salem School Committee will hold a Regular School Committee meeting on **Monday, September 16, 2019 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 Committee of the Whole meeting held August 29, 2019
- b. Minutes of the Regular School Committee meeting held September 3, 2019
- c. Deliberation and Vote on the Saltonstall School out-of-state Nature’s Classroom field trip request to Ocean Park, Maine from Nov. 4 – Nov. 8, 2019
- d. Approval of Warrants: 8/29/19 in the amount of \$368,772.91, 9/12//19 in the amount of \$294,548.47, 9/19/19 in the amount of 128,780.51

III. Approval of the Agenda

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

V. Presentations and Reports

Superintendent’s Report – Kathleen Smith

- a. Update on the opening of school
- b. Overview of New Accountability System
- c. Update on preparations for online assessments
- d. Innovation School Conversion Process and Timeline

VI. Action Items: Old Business - None

VII. Action Items: New Business - None

VIII. Finance Report

IX. Subcommittee Reports

X. School Committee Concerns and Resolutions

XI. Adjournment

Respectfully submitted by:

Angelica Alayon, Secretary to the
Salem School Committee

Salem School Committee
Committee of the Whole Meeting Minutes
Thursday, August 29, 2019

A Committee of the Whole (COW) meeting of the Salem School Committee was held on Thursday, August 29, 2019 at 5:15 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

Members Present: Ms. Mary Manning, Ms. Kristine Wilson, Ms. Ana Nuncio, Ms. Amanda Campbell, and Mayor Kimberley Driscoll

Members Absent: James Fleming, Manny Cruz

Others Present: Dr. Kathleen A. Smith, Interim Superintendent

Mayor Driscoll called the School Committee of the Whole to order at 5:15pm to review and discuss the items as listed on the agenda. There was consensus for an increase in website support and community involvement in the search and hiring process of a Superintendent and Communication Director and general discussion around the expectations of a Communication Director position and budget allocation. Members identified the similar process they used for the previous Superintendent search and anticipated that the search committee would hold their initial meeting in September and then work over the next several months on the timeline that include a broad community outreach beforehand. Mayor Driscoll explained the fairly broad search committee and that members previously agreed to allow the 3-member search committee to follow the search process with the understanding that School Committee members would receive a copy of all applicants and have the right to interview, if needed. There was general discussion on what the makeup of the Superintendent Search Committee, invitation to apply, would consist of. Members agreed to clarify its language to include 1 community member and 1 interested student. Mayor Driscoll indicated the need for principals to be directly engaged and involved.

Members agreed that the Superintendent and her staff would bring in the Communications Director job description for the position. Members reviewed 3 proposals to the RFP, ranked the recommendation of the UMASS Boston Collins Center, who they had worked with on the Special Education search first, and recommended to proceed with their proposal in order to begin with the formation of the Search Committee and move forward on the work of the Collins Center to assist in that work.

Members reviewed the request for a waiver, from a family who lives in Salem and is temporarily relocating to Reading to help care for a family member, to allow their child to continue to attend Salem Public Schools during the temporary stay with family.

Motion

Ms. Manning motioned to broaden the Communication Director job description with the understanding of an amendment to include a broader search committee. Ms. Wilson seconded the motion. The motion carried.

Motion

Ms. Manning motioned to enter into negotiations with UMass Boston. Ms. Wilson seconded the motion. The motion carried.

Motion

Ms. Campbell motioned for a favorable recommendation to request a waiver to the respective family for the Collins school. Ms. Wilson seconded the motion. The motion carried.

Respectfully submitted by:

Angelica Alayon, Secretary
Salem School Committee

Salem School Committee
Meeting Minutes
Tuesday, September 3, 2019

A regular meeting of the Salem School Committee was held on Tuesday, September 3, 2019 at 7:01 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, Ms. Amanda Campbell, and Mayor Kimberley Driscoll

Members Absent: Manny Cruz

Others Present: Kathleen Smith, Superintendent, Kate Carbone, Assistant Superintendent, Jill Conrad, Chief of Systems Strategy, and Kristin Shaver, Business Manager

Call of Meeting to Order

Mayor Driscoll called the regular meeting of the Salem School Committee to order at 7:01 p.m.

Consent Agenda

- a. Minutes of the Regular School Committee meeting held August 19, 2019
- b. Approval of Warrant: 8/15/19 in the amount of \$1,306,545.20, 9/5/19 in the amount of \$522,030.87

Mr. Fleming motioned to approve the Consent agenda. Ms. Wilson seconded the motion. The motion carried.

Approval of the Agenda

Mr. Fleming motioned to approve the agenda with the addition that ‘Other Subcommittee Reports’ section should be listed under section VIII of the agenda. Ms. Manning seconded the motion. The motion carried.

Public Comment #1: Questions and Comments From the Audience

Erika Rowley, 11 Savoy Road, shared the need for improved communication at Salem schools and on behalf of Salem parents, students, and teachers thanked Dr. James Flynn for his years of service to the community, strong relationship he had with students and graduates, accessibility, responsiveness, enthusiasm, and collaborative problem-solving skills. Ms. Conklin also thanked Dr. Flynn for his knowledge and caring, staying late to attend sporting and music events, and being a dedicated member of the Salem School community.

Stephen C. Kapantais Jr., 23 Wisteria Street, talked of the Open Meeting Law rights, the need for more transparency, and availability to discuss open meeting complaints in an open session, and an open and transparent process to create a collaborative effort that includes students, teachers, parents, residents, school administrators, and the Salem School community. Mr. Kapantais suggested all matters concerning all reports be released in order to follow a more transparent process. Mr. Kapantais asked the School Committee to demonstrate their support in promoting an open and transparent process that includes the entire School Committee and vote against going into an executive session, make sure the public has all information on all complaints, and then bring it back to an open forum.

Mayor Driscoll clarified that this evening’s agenda has a regular open session regarding the School Committee’s response to open the meeting law complaints; there are two items on the agenda: 1 responds in open session and a request to go into Executive Session.

Superintendent’s Report – Kathleen Smith

Superintendent Smith shared that she had the opportunity to meet Dr. James Flynn in an exit interview and was disappointed to lose someone that has been part of, and was educated in, the district. Superintendent Smith said she would work to ensure she honors the services, especially with members who have been with the district for so long, have been involved with parents, students, extracurricular activities – all the things that make up somebody that was so special to the district. Superintendent Smith talked about the Hooray for K! event she attended on August 24, 2019, held at the Salem Public Library with librarian Laura Brosnan, Head of Youth Services. Superintendent Smith thanked the community providers that were there to meet the families and talk about the services they provide to Kindergarteners. Superintendent Smith shared she was pleased to see the Mayor standing at the bus stop, waiting

to take a bus ride with parents. Superintendent Smith indicated that Kindergarten would start on September 9, 2019, for most of the schools, and a few others have already started. Superintendent Smith thanked the Salem Public Library. Superintendent Smith provided an update on available positions at Salem High School, shared a personal observation on a recent trip, and said she thought a large sign, similar to that of a campaign elections sign) in front of the School Administration building would be a great idea for a way to advertise and a way for people, from the community, to be informed.

Recognitions

Superintendent Smith presented, Kelly Cronin, Grade 4 Special Education Teacher at Witchcraft Heights Elementary School, with an award on behalf of the School Committee and Deborah Jeffers, Director of Food and Nutrition services program, from Project Bread. Ms. Cronin was given a Teacher Champion award for fighting hunger. Superintendent Smith talked about some of the work that Ms. Cronin has done. Superintendent Smith and Mayor Driscoll congratulated Ms. Cronin for all her efforts. Ms. Cronin shared a few words with everyone and briefly talked of the importance of good nutrition for all students.

Teaching and Learning – Convocation, Preparation of Buildings and Schools, Update on the Bates Elementary School Afterschool Program

Superintendent Smith talked about the convocation 2019 to welcome Salem Public School teachers last Tuesday, August 27, 2019, reported that tomorrow is the first day of school and announced that she would be riding a bus. Superintendent Smith said she was amazed at the cleanliness in the buildings and the ‘Welcome Back’ decorated walls the teachers made. Superintendent Smith asked Ryan Monks, Director of Buildings and Grounds, to share an update on the preparation of facilities or any possible upgrades for the start of the school year. Mr. Monks talked about the work that was done over the summer. Superintendent Smith thanked Mr. Monks and all of the custodians for their hours and preparation for the start of the school year. Mayor Driscoll echoed Superintendent Smith’s words and said they appreciate, and are grateful for, the work of the buildings and grounds custodial services. Mr. Fleming, Chair of Buildings and Grounds Subcommittee, said it is a pleasure to work with Mr. Monks for the last year and thanked him for a great first year.

Superintendent Smith provided an update on the Bates Elementary School’s Afterschool program. Superintendent Smith talked about a meeting she attended at the Bates School, last Wednesday evening, August 28, 2019 to address the 21st Century grant programming and Wraparound, who is overseen by For Kids Only (FKO). Superintendent Smith talked of the suggestions by families for family planning after care support services, what their interests are, invited Ms. Emily Ullman to share an update. Ms. Ullman confirmed that there will be an afterschool services program at the Bates Elementary School and shared further details.

Superintendent to speak at City Council meeting on October 10, 2019

Superintendent Smith reported that she would be attending a City Council meeting on October 10, 2019 to talk about some of the communications she would like to see this year. They will be working with all school departments to talk about successes and challenges, strategic plan, facility issues, instructional technology, and where they are with the 1-1 devices. Superintendent Smith invited the School Committee to join her on October 10, 2019.

Superintendent Smith reported that they are in the process of planning future School Committee meeting topics and will have a plan to report on the students who were reassigned from the Bowditch School. The information would be gathered together and provided soon. Ms. Campbell indicated that access to the 2019 Access data for English Language Learner would also be helpful.

Action Items: Old Business

Deliberation and Vote on the fee waiver requests by the League of Women Voters for the use of Salem Public School facilities to hold candidate forums for the upcoming biennial elections. Proposed dates, times and locations:

- 1) Ward 3 Monday, September 9, 2019, 7:00 – 8:30pm, Salem High School, Wednesday, September 11, 2019, 6:30 – 8:30pm, School Committee Chambers (co-sponsored by the Salem Education Foundation)**
- 2) Ward 4 Thursday, October 17, 2019, 7:00 – 8:30pm, Witchcraft Heights Elementary School, and Wednesday, October 23, 2019, 6:30 – 8:30pm, School Committee Chambers (co-sponsored by the Salem Education Foundation)**

Mr. Fleming motioned to approve the requests by the League of Women Voters for the use of Salem Public School facilities to hold candidate forums for the upcoming biennial elections on the proposed dates, times and locations with the addition of the Saltonstall School for a date to be determined and waive all fees relative to use. Ms. Campbell seconded the motion. The motion carried.

Action Items: New Business

Deliberation and Vote on the MOA between the Salem School Committee and the Salem Teachers Union – Teachers regarding a salary increase for the 2019-20 school year

Mr. Fleming motioned to approve the MOA between the Salem School Committee and the Salem Teachers Union – Teachers regarding a salary increase for the 2019-20 school year. Ms. Wilson seconded the motion. The motion carried.

Deliberation and Vote on the MOA between the Salem School Committee and the Salem Teachers Union – Paraprofessionals regarding a salary increase for the 2019-20 school year

Mr. Fleming motioned to approve the MOA between the Salem School Committee and the Salem Teachers Union – Paraprofessionals regarding a salary increase for the 2019-20 school year. Ms. Campbell seconded the motion. The motion carried.

Deliberation and vote on the July 2019 agreement between the Salem School Committee and the AFSCME Union regarding the Accounts Payable/Accounting Coordinator position

Mr. Fleming motioned to approve the July 2019 agreement between the Salem School Committee and the AFSCME Union regarding the Accounts Payable/Accounting Coordinator position. Ms. Wilson seconded the motion. The motion carried.

Statement regarding the School Committee’s Response and Resolution to Open Meeting Law complaints filed by Mr. Kapantais on May 6, May 7, May 14, and June 24, 2019

Mayor Driscoll referred the School Committee to the summary of the various complaints and responses that were filed and walked everyone through the information.

Discussion

Mr. Fleming shared there was a change in the statute regarding the response timeframe to public records request. Mr. Fleming proposed to amend the School Committee’s response to Mr. Kapantais to reflect acknowledgement that the School Committee violated the public record law and regulations relative to timely response. Ms. Manning agreed.

Mr. Fleming motioned to approve the amended School Committee’s response and resolution to Open Meeting Law complaints filed by Mr. Kapantais. Ms. Manning seconded the motion. The motion carried.

Policy Subcommittee

Deliberation and Vote on the Third Reading of the recommendation of the Policy Subcommittee on the revisions to the following policies:

- 4116 Personnel Reports
- 5100 School Census (*recommended for deletion*)
- 5111 Student Withdrawal from Schools
- 5114 Participation in Activities during Suspension or Absence
- 5116 Dismissal of Students by School Personnel
- 5416 Use of Physical Restraint

Ms. Nuncio motioned to approve the Deliberation and Vote on the Third Reading of the recommendation of the policy subcommittee on the revisions to the policies as presented. Ms. Wilson seconded the motion. The motion carried.

Mr. Fleming reported that the Buildings and Grounds Subcommittee reviewed a report submitted by Mr. Monk and the request by the League of Women Voters on candidate forums to waive the fees for the use of the facilities.

Mayor Driscoll reported on the three topics talked about at the recent Committee of the Whole (COW) meeting held August 29, 2019. Mayor Driscoll elaborated on the process and search consultant for the Superintendent Search Committee and reported a family request for waiver to allow their child to continue to attend the Salem Public School.

Mr. Fleming asked Mayor Driscoll, in reference to the Search Committee, if the School Committee as a Whole would receive a copy of all applicants for the Superintendent position, once applications are received. Mayor Driscoll responded that they would.

Subcommittee Reports continued - Motions to School Committee of the Whole (COW) Recommendations

Ms. Manning motioned to accept the School Committee's recommendation for the Superintendent Search Committee makeup. Ms. Wilson seconded the motion. The motion carried.

Ms. Manning motioned to accept the School Committee's recommendation to hire UMASS Collins Center to assist with the Search Committee for the Superintendent search. Ms. Wilson seconded the motion. Mr. Fleming is recorded as opposed. The motion carried.

Mr. Manning motioned to accept the School Committee's recommendation for a Director of Communications position to accurately reflect the work that needs to be undertaken within that role. Ms. Wilson seconded the motion. The motion carried.

Mr. Fleming motioned to approve the review and request for a waiver from the Wilson family for a student attending the Collins Middle School during their temporary relocation to attend to a family member. Ms. Campbell seconded the motion. The motion carried.

School Committee Concerns and Resolutions

Mr. Fleming reiterated his concern for a report on the progress of students that were transferred from the Nathaniel Bowditch School, as soon as possible. Mayor Driscoll mentioned an upcoming meeting update, as there is a grant for the additional work the Buildings and Grounds are going to do, and the School Committee has additional funding they are going to assist with. They may also have heard about the Federal grant request by then. This may hopefully be a topic that the Committee of the Whole (COW) may talk about at their next meeting as well as budget boot camp. Members agreed that the next School Committee of the Whole (COW) meeting would take place on September 18, at 6pm. Mayor Driscoll shared that budget boot camp serves to help them better understand how the School Committee can ensure that the budget is leveraging the priorities they set as a district. This would help set the stage for the upcoming budget process. Members also agreed with Superintendent Smith to also include a topic discussion on the November MASS/MASC conference, as MASS/MASC were wondering if any School Committee member would be interested to serve on that panel.

Public Comment #2: Questions and Comments from the Audience

Stephen C. Kapantais Jr., 23 Wisteria Street, asked the School Committee who would be handling complaints going forward and informed that state law indicates it has to be the City Clerk and the Chair. Mr. Kapantais Jr. referenced other prior complaints and asked where to forward them.

Alexa Ogno, 180A Federal Street, thanked the School Committee, on behalf of the Salem Education Foundation and the League of Women Voters, for approving their use of the space for the candidate forums and fee waiver. Ms. Ogno announced that the School candidate forums would be held on Wednesday, September 11, 2019 at 6:30pm here in the School Committee Chambers of the Collins Middle School and Wednesday, October 23, 2019.

Christine Ross, 33 Pleasant Street, thanked the School Committee, on behalf of the League of Women Voters, for approving use of the space in the School Committee Chambers of the Collins Middle School this fall and fee waiver. Ms. Ross extended an invitation to everyone to follow the League of Women Voters in Salem for information on the dates and location.

Executive Session and Adjournment

There being no further business to come before the School Committee this evening. Mr. Fleming motioned to adjourn the regular School Committee meeting and move to Executive Session under Exemption #7 to comply with MGL c30A, §§ 22(f), (g) to review Executive Session Minutes from May 14, 2019, June 3, 2019, and August 19, 2019, not to reconvene in open session. Ms. Campbell seconded the motion.

School Committee Secretary Roll Call

Ms. Mary Manning	Yes
Mr. James Fleming	Yes
Ms. Kristine Wilson	Yes
Ms. Ana Nuncio	Yes
Ms. Amanda Campbell	Yes
Mayor Kimberley Driscoll	Yes

Of the 6 members voting, six voted in the affirmative. The matter carried. Members adjourned from the regular School Committee meeting at 8:26pm, not to reconvene in open session.

Respectfully submitted by:

Angelica Alayon, Secretary to the
Salem School Committee

Meeting Materials and Reports

School Committee Consent agenda September 3, 2019

Minutes of the August 19, 2019 School Committee meeting

Recognition letter and award

Recognition Award

Biennial Elections fee waiver/request for exemption request

Biennial Elections updated fee waiver/request for exemption request

Request for use of school facilities by Salem Education Foundation

Policies of League of Women voters of Salem in relation to candidate forums and debates for Salem municipal elections

2019 Candidate forums listing by League of Women Voters

Memorandum of Understanding (MOU) for teachers by Salem Teachers Union

Memorandum of Understanding (MOU) for paraprofessionals by Salem Teachers Union

Accounts Payable/Accounting Coordinator revised job description

Open Meeting Law complaint forms and responses

Open Meeting Law summary of outstanding OML complaints and public info requests

Policies

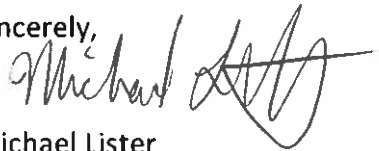
September 10, 2019

Dear School Committee Members:

I am writing to request your approval of our overnight/out-of-state Nature's Classroom trip from November 4, 2019-November 8, 2019. Attached you will find supporting documents. Please let me know if you require any additional information.

We look forward to your approval so we may move forward with additional planning/fundraising.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Lister", with a large, stylized flourish extending to the right.

Michael Lister
Principal

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 view 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.

Name of School	Saltonstall	Date of Request	Date of Field Trip	
Coordinator	Sue Brown	6/18/19	11/4	11/8
Coordinator Contact Info	Phone: 978-740-1297 Email:	Total Number of Students	Departure Time	Return Time
Grade Level(s)	7/8	90	ASAP to 8	
Destination (Please identify that state AND the specific location and address for the trip.)	Ocean Park / Maine	Location and Duration		
Wheelchair Bus		<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		

Instructional Alignment	Accessibility and Inclusion for All Students
Alignment: The trip is aligned to standards Preparation Plan: Students will be prepared for trip 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 type="checkbox"/> No
School Nurse Signature: <i>[Signature]</i>		Date: 9.11.19 will delegate tasks <i>[Signature]</i>

IV. Food Services

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

V. Transportation (Please fax all SPS bus transportation requests to 978 825 6542)

What is the means of transportation you will need for this trip? Bus	<input checked="" 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: ASAP to 8 AM Pick Up Location: Sa Honstall	Return Time: 1:30 Return Location: Sa Honstall

VI. Parent Involvement & Background Checks (Call 978 740 8885 with questions)

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

School Principal Signature: <i>[Signature]</i>	Date: 6/18/19
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Exciting NEWS for Seventh and Eighth Graders:

We're going to Nature's Classroom!!!!

Who: The 7/8 classes

What: Weeklong trip to Nature's Classroom in Ocean Park, near Old Orchard Beach, Maine

When: November 4-8, 2019

Why: The environment is the primary educational focus of this week-long trip, and directly relates to our science and literacy curriculum (although all subjects will be integrated). Going to Nature's Classroom in the fall will kick off the year with powerful team building and experiential learning as we create our new community of learners. Ocean Park's 175 acres of woodlands and estuary, along with the Rachel Carson Wildlife Refuge and seven mile long beach, will be our living laboratory where students and teachers discover the wonders of ecology and geology that simply can't be found in books. We will identify dozens of birds as we walk along boardwalks. We will explore the marine and tidal ecosystems as we study animals in their own habitats.

Details: The trip is 5 days, 4 nights (Pending School Committee approval)

Cost: \$325.00 - includes all meals, program, lodging & transportation.

Deposit due: \$150.00 deposit is by October 1, 2019.

Note to families: There will be some limited opportunity for fund raising. Families can also apply for a payment plan or scholarship. By sending this notice months in advance, students can start planning, saving & earning money for this trip right away (babysitting, bottles & cans, mowing lawns, etc.).

The 7/8 team is committed to all students attending this life-changing experience. Previous campers have talked about Nature's Classroom being the best learning time of their K-8 years. They will try things they never thought they could do and develop a deeper understanding of the world. We want all students to go! Please contact us about individual situations.



Student's name _____ Parent/guardian _____

Date _____ Amount of deposit _____ (\$150.00 deposit due by October 1)

Payment method:

_____ I will pay in full (\$325.00) by October 25, 2019.

_____ Please send payment and scholarship plan information.

OVERVIEW OF NATURE'S CLASSROOM

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

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

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

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

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

DEAR PARENTS,

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

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

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

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

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

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

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

Sample Basic Schedule

Monday

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

Tuesday

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

Wednesday

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

Thursday

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

Friday

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



Sample of Special Interest Programming

The two volume curriculum text for **Nature's Classroom**, *AND THIS OUR LIFE*, and its unpublished appendices contain over 500 hands-on science, math, humanities, and social studies lesson plans with follow-up activities for use in the schoolroom as well as references for further investigation.

4 P.M. MONDAY

- SC Double Bubble (Chemistry of Soap)
Just Plane Fun (Flight and Aerodynamics)
Jelly-Belliology (Taxonomy)
Incredible Edibles (Edible Plants)
- MA Geodome (Geodesic Dome Construction)
Get Lost (Map and Compass, Orienting)
- HM Feed Your Face (Natural Cosmetics)
- SS The Oil Game (Sharing a Limited Resource)
Revolution (Historical Simulation)

2 P.M. TUESDAY

- SC Go with the Flow (Heart and Blood)
Terrarium Construction (Cycles)
Egg Drop (Package Design)
Go Fly a Kite (Wind, Atmosphere)
- MA Countryside Measuring (Geometry)
Up and Away (Hot Air Balloons)
- HM On the Air (Radio Broadcast Writing)
- SS Native American Games
It's the Law (Criminal Justice)

4 P.M. TUESDAY

- SC Fruit Lab (Fruit Dissection)
Marshmallow Meiosis (Genetics)
Rock-n-Roll (Geology)
Weather or Not (Meteorology)
- MA Hang in There (Suspension Bridge)
- HM Gum of Your Business (Sales and Marketing)
Mime in Nature (Drama)
- SS I'm OK, You're OK (Exploring Handicaps)
Trial of the Lorax (Values Clarification)

2 P.M. THURSDAY

- SC Crystals (Chemistry)
Hot Air Balloons (Air)
Pollution Solution
Oh Rats! (Dissection)
- MA Polling (Graphs)
Speed Boats (Stream Power)
- HM Woods Words (Poetry)
- SS Egg Babies (Responsibility)
Dyeing Naturally (Dyes)

4 P.M. THURSDAY

- SC Owl Pellets (Owl Study)
Chemistry Magic
Pond Probe (Ponds)
Volcano
- MA Pulleys
- HM Hear Ye (Newspaper)
Sensory Walk
- SS Dream Catchers (Native American Culture)
Alpha/Beta (Cultural Differences)

The preceding is a SAMPLE outline of courses for a group size requiring nine of our instructors. The specific courses offered vary with the time of year, location, current **Nature's Classroom** instructors, and goals the visiting school wishes to achieve.

SC: Science

MA: Math

HM: Humanities

SS: Social Studies

INFORMATION TECHNOLOGY:

MCAS COMPUTER BASED TESTING, PREPARATION & CHALLENGES

9-16-19

Matthew Killen,
Chief Information Officer

Roberta Gansenberg,
Customer Service Manager

A QUICK REVIEW

- Massachusetts “test drove” online assessment using the PARRC test; by January of 2015 it was clear this was the future.
- In February Salem’s IT Department began to prepare.
- In November the State Board voted to move forward with statewide, computer-based testing.

Salem’s plan was already in place.

WHAT WAS NEEDED?

- A robust, district-wide wireless network.
SPS had not invested in wireless technology - a requirement for any significant computer-based testing.
- A stable, high-speed communications infrastructure.
Fiber optics; eliminating multi-day outages common at schools.
- Thousands of new devices (Chromebooks).

WERE WE SURE?

- Partnered with Rebecca Westlake and the ELL Department to conduct the first district wide, online assessment in January of 2016.
- This effort validated the plan and technology architecture.

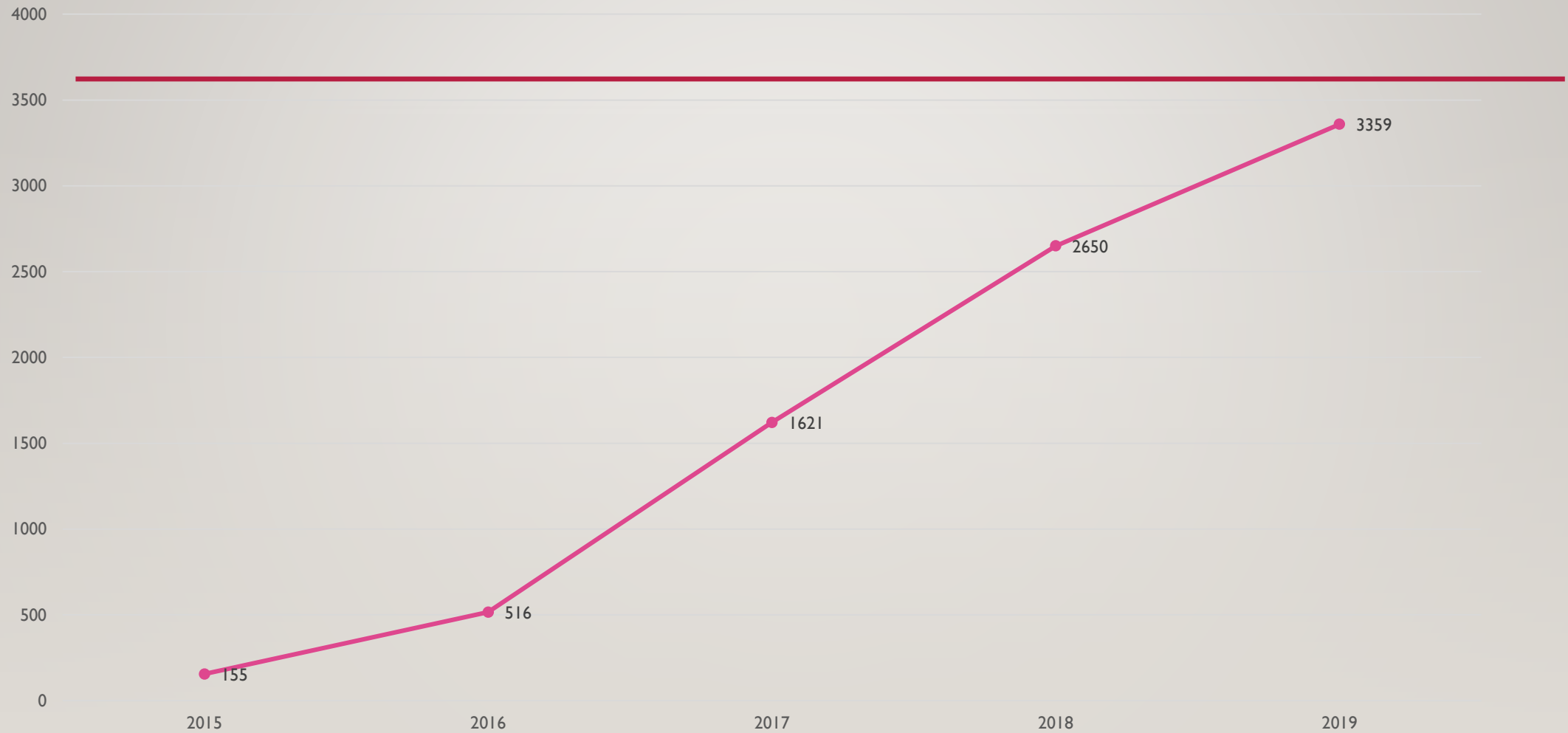
HOW DID WE DO?

- Wireless – went live in the fall of 2016:
Secured \$500,000 in Federal E-Rate funds, and \$250,000 from the City.
- Communications infrastructure – went live in 2017:
Secured \$1.4M from the City.
- New devices:
Purchased and deployed more than 3,300 Chromebooks, with a value of more than \$1M.

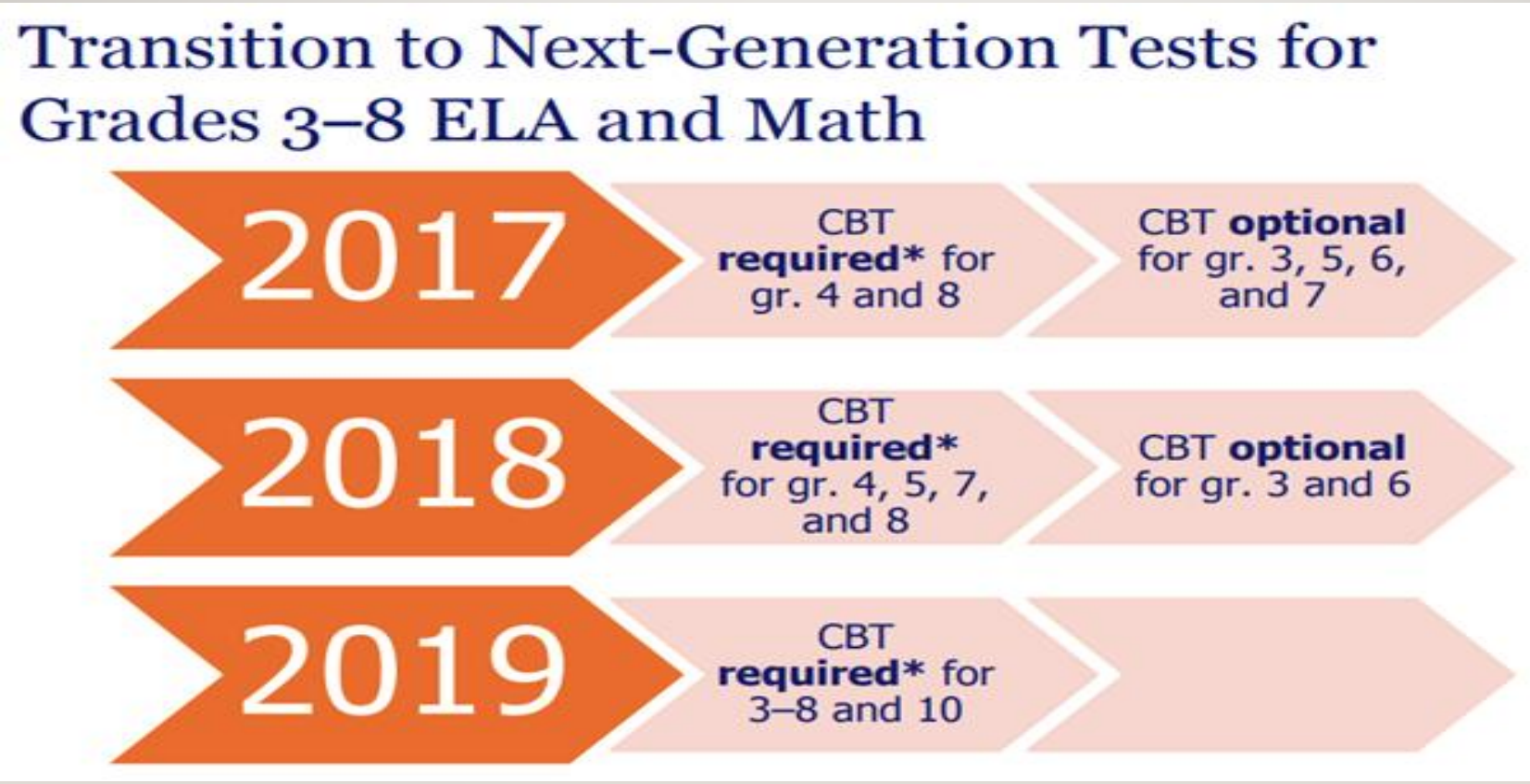
75% of these were funded by the City, the remaining 25% via grants, and other funds.

CHROMEBOOKS, 2015 – 2019:

of Chromebooks



SALEM MET THE CHALLENGE -



SALEM HIGH CHALLENGES, SPRING 2019

- Inventory:

Conversion of the 1:1 program to a single grade pilot required additional equipment for 10th graders.

IT purchased and deployed 200 devices to SHS to support this need, and worked closely with test administrators Dori Gilbert and Sean McMahon to ensure success.

Expansion of the 1:1 at SHS, this year, resolves this challenge.

- Logistics:

Portions of the test are not timed. This required many students to physically relocate during their test session.

This has been incorporated into test session planning, ensuring adequate space and time are available for all students.

GO-FORWARD CHALLENGES

Continued support for IT operations, and staff.

Test sessions supported by IT during April & May -

MCAS 2019 GR 3-8

APRIL	MON	TUES	WED	THURS	FRI	SAT
1		2 SALTS ELA GR 7/8 Bates math GR 4	3 SALTS ELA GR 7/8 WH ELA GR 3	4 WH ELA GR 3	5	6
7	8 WH ELA GR 4	9 CAR ELA GR 4 SALTS ELA GR 5/6 WH ELA GR 4	10 CAR ELA GR 5 SALTS ELA GR 5/6 WH ELA GR 5	11 CAR ELA GR 4 WH ELA GR 5	12 CAR ELA GR 5	13
14	15 SC Patriots Day	16 HOO	17 L VAC	18 ATT	19 ON GOOD FRIDAY	20
21	22	23 HM ELA GR 3 SALTS ELA GR 3/4 Bates ELA GR 4	24 HM ELA GR 3 CAR ELA GR 3 SALTS ELA GR 3/4 Bentley ELA GR 4+5 HMS ELA GR 3	25 HM ELA GR 4 CAR ELA GR 5 Bentley ELA GR 4+5 Bates ELA GR 3	26 HM ELA GR 4 Bates ELA GR 5	27
28	29 HM ELA GR 5	30 HM ELA GR 5 SALTS math GR 7/8 Bentley ELA GR 3 WH MATH GR 4	MAY 1 SALTS Math GR 7/8 Bentley ELA GR 3 Bates ELA GR 5	2 WH MATH GR 4 CAR MATH GR 7	3 CMS MATH GR 7	4
5	6	7 HM MATH GR 3 CAR MATH GR 3 SALTS Math GR 5/6 WH MATH GR 5	8 HM MATH GR 3 CAR MATH GR 3 SALTS Math GR 5/6 CMS MATH GR 6	9 HM MATH GR 4 CAR MATH GR 5 WH MATH GR 5 CMS SCI GR 5	10 HM MATH GR 4 CAR MATH GR 5 CMS SCI GR 5	11
12	13 HM MATH GR 5	14 HM MATH GR 5 CAR MATH GR 4 SALTS Math GR 3/4 Bates math GR 5 WH SCI GR 5	15 CAR MATH GR 4 SALTS Math GR 3/4 Bates math GR 5	16 CAR SCI GR 5 Bates math GR 3 WH SCI GR 5	17 CAR SCI GR 5 Bates math GR 3	18
19	20 HM SCI GR 5	21 HM SCI GR 5 SALTS STE GR 5+8 Bates math GR 4 Bates SCI GR 5	22 SALTS STE GR 5+8 Bates Math GR 4 Bates SCI GR 5	23	24	25
26	27	28	29	30	31	

BATES ■ CARLTON ■ HMLS ■
 BENTLEY ■ SALTS ■ WHES ■
 Collins ■

mcAS Service Center
 800-737-5103

GO FORWARD CHALLENGES

Maintain investments in:

District-wide wireless network,

High-speed communications infrastructure,

Devices for student testing.

MCAS COMPUTER BASED TESTING, PREPARATION & CHALLENGES

Questions?

Overview of the Innovation School Conversion Process

The 2010 law *An Act Relative to the Achievement Gap* provides educators and other stakeholders the opportunity to create an innovation school. Innovation schools operate with increased autonomy and flexibility in up to six possible key areas: 1) curriculum, instruction, and assessment; 2) schedule and calendar; 3) staffing; 4) professional development; 5) district policies and procedures; and 6) budget. Each Innovation Plan and request for autonomy should reflect the strategies that the applicant feels will most benefit the school's ability to achieve the best results for its students. The state website has a good overview of the six possible autonomies. <http://www.doe.mass.edu/redesign/innovation/AutonomyFlexibility.html> and <http://www.doe.mass.edu/redesign/innovation/Guidance.html>

The law requires several steps in the review process for district consideration of innovation school proposals. A brief overview of these steps includes:

Step 1: Applicant Submits an Innovation School Prospectus

- *General concept paper that outlines autonomies anticipated*

Step 2: District Conducts Internal Review and 3-member Screening Committee Vote

- *By law, the 3 members of the Screening Committee consist of the School Committee Chair, the Superintendent, and the President of the Teachers Union*
- *Screening Committee must convene and vote within 30 days of receiving prospectus*
- *Majority approval enables applicant to move to next phase of process*

Step 3: Applicant Forms 11-member Innovation Plan Committee (IPC) (if prospectus approved)

- *Membership is defined by law (see Appendix A)*
- *IPCs are public bodies; all IPC meetings must be publicly noticed*

Step 4: IPC Develops Innovation Plan

- *Recommended: IPC submits draft plan to district for internal review and feedback as well as faculty (for conversion), revisions as needed*

Step 5: Revise Innovation Plan (as needed) and Conduct IPC Vote on Final Innovation Plan

- *Majority approval by 11-member IPC enables plan to go to faculty*

Step 6: IPC Submits Final Innovation Plan to School Faculty

- *Faculty for 5-days Review & Faculty Vote by Secret Ballot (within 7 days of IPC vote)*
 - *2/3 of eligible faculty must approve*

Step 7: IPC Submits Final Innovation Plan to Superintendent and School Committee

- *Superintendent review and recommendation to School Committee*

Step 8: School Committee Presentation (Meeting #1) and Public Hearing and Vote (Meeting #2)

- *Meeting #1: Applicant presentation and Q&A*
- *Meeting #2: A public hearing must be held*
- *Meeting #2: Superintendent gives final recommendation and SC votes*

Appendix A: Requirements for Formation of Innovation Plan Committees

a. Selection of Members

i) **Composition**

Once an Innovation School Prospectus has received approval from the 3-member Screening Committee, the applicant(s) may move to the next phase of forming an Innovation Plan Committee that should be not more than 11 members and must include:

- The applicant
- Superintendent's designee
- School Committee designee
- Parent with 1 child enrolled in the school
- A principal employed by the district (may be the same as the applicant)
- Two teachers employed by the district

G.L. Chapter 71, Section 92 (i)...*"The size and composition of the innovation plan committee shall be determined by the applicant; provided, however, that the committee shall include: (i) the applicant; (ii) the superintendent or a designee; (iii) a school committee member or a designee; (iv) a parent who has 1 or more children enrolled in the school, or in the case of a new school, from the district; (v) a principal employed by the district; and (vi) 2 teachers employed by the district.*

The Superintendent and School Committee Chair will assign two representatives to serve on your Innovation Plan Committee and will notify you of these assignments as soon as possible. Once assigned, it is expected that you will include these individuals in all planning meetings.

ii) **Selection Requirements for Parents on the Innovation Plan Committee**

"The applicant shall select the parent from among nominees submitted by parent-teacher organizations in the district. If the district does not contain a parent-teacher organization or if the organization does not submit nominees, the applicant shall select the parent from among volunteers in the area or community the proposed school is expected to serve."

iii) **Selection Requirements for Teachers on the Innovation Plan Committee**

"The applicant shall select the principal and 1 teacher from among volunteers in the district and 1 teacher from among nominees submitted by the local teacher's union."

b. Notification of Innovation Plan Committee Meetings

Based on guidance from the state Attorney General's Division of Open Government, Innovation Plan Committees are public bodies subject to the state Open Meeting law. Therefore, Innovation Plan Committees must follow the procedures laid out by the Open Meeting law, including posting notice of meetings and taking minutes of meetings. For more information on the Open Meeting law, please review the Attorney General's Open Meeting Law Guide, available at <http://www.mass.gov/ago/government-resources/open-meeting-law/attorney-generals-open-meeting-law-guide.html>.

Proposed Timeline for the BACS Innovation School Conversion Process

Proposed Date/Timeline	Applicant(s)	3-member Screening Committee (Supt, SC Chair, STU President)	11-member Innovation Plan Committee (IPC)	Eligible BACS Faculty	School Committee
Approx. 9/20/19	Submits Prospectus to Superintendent				
Week of 9/23/19		Screening Committee Vote			
By 9/27/19			11-member IPC formed (follow law to select)		
9/27-10/11			Design and draft Bentley Innovation Plan		
By 10/23/19			11-member IPC votes on final Innov Plan		
By 10/24/19				Approved final Innovation Plan to BACS Faculty	
10/24-11/1				Faculty have 5 school days to review innovation plan	
11/1/19				BACS Faculty vote by secret ballot in final innovation plan	
11/1/19					If approved by 2/3 of BACS faculty, goes to School Committee
11/4/19					SC receives Innovation Plan – may hold public hearing
11/18/19					SC may hold public hearing – possible deliberation and vote on innovation plan
12/2/19					SC may hold public hearing – possible deliberation and vote on innovation plan