



School Committee Meeting Materials

Regular School Committee Meeting

January 17, 2017

7:00pm

**Mr. James M. Fleming
Ms. Deborah Amaral
Ms. Mary A. Manning**



**Mr. Patrick Schultz
Dr. Brendan R. Walsh
Ms. Kristine Wilson**

Mayor Kimberley Driscoll, Chair

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

January 11, 2017

REGULAR SCHOOL COMMITTEE MEETING

Notice is hereby given that the **Salem School Committee** will hold a **Regular School Committee meeting Tuesday, January 17, 2017 at 7:00 p.m.** The meeting will be held in the **School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.**

**AMENDED AGENDA
Tuesday, January 17, 2017**

- I. Call of Meeting to Order**
- II. Approval of the Agenda**
- III. Approval of Minutes**
 - a. Deliberation and Vote on the minutes of the Regular School Committee Meeting held on January 3, 2016
- IV. Questions and Comments from the Audience**
- V Superintendent Report – Margarita Ruiz**
- VI. Presentation and Reports**

Collins Middle School: Update on School Programs
- VII. Action Items**
 - a. Deliberation and Vote on the request of the Salem High Choral Music Class field trip to the University of New Hampshire on Saturday, January 28, 2017.
 - b. Deliberation and Vote on the request of the Salem High School’s Color Guard and Percussion Ensemble Band Field Trips for Spring 2017:
 - 1. Winter Guard International Regional Percussion Competition in Trumbull, CT, March 4, 2017
 - 2. Winter Guard International Color Guard Competition in Dayton, OH April 19-22, 2017
 - 3. SHS Music Department Cultural Trip to Philadelphia, PA – April 28-30, 2017
 - 4. SHS Music Department Annual Trip to Canobie Lake Park in Salem, NH June 16, 2017

VIII. Finance Report

a. Approval of Warrants

December 29, 2016 in the amount of \$605,771.69

January 5, 2017 in the amount of \$156,208.97

b. Budget Transfer Requests FY17-10

FT17-11

FY17-12

IX. Subcommittee Reports

Personnel Subcommittee

- a. Deliberation and Vote on the Contract for School Committee Secretary Angelica Alayon

Policy Subcommittee

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

6406 Voting Method

6408 Minutes to SC Meetings

- b. Deliberation and Vote on the First Reading of the Recommendations of the Policy Subcommittee on the revisions to the following policies:

1101 School – Community Relations Goals

1301 Acceptance of Gifts, Grants and Bequests – Recommended for deletion
By Policy Subcommittee as it is covered in 3202

3202 Acceptance of Gifts Grants and Bequests

6114 Use of Electronic Messaging by School Committee Members

X. School Committee Concerns and Resolutions

XI. Questions and Comments from the Audience

Salem School Committee
Meeting Minutes
Monday, January 3, 2017

A regular meeting of the Salem School Committee was held on Monday, January 3, 2016 at 7:00 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

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

Members Absent: Mayor Kimberley Driscoll

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

Call to Order

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

Approval of the Agenda

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

Election of Vice Chair

Mr. Fleming requested that the School Committee defer the Deliberation and Vote for Vice Chair of the Salem School Committee for the year 2017 to later in the meeting. There were no objections.

Approval of Minutes

Mr. Fleming moved to approve the minutes of the Regular School Committee meeting held on December 19, 2016. Mr. Schultz seconded the motion. The motion carried.

Questions and Comments from the Audience

There were no questions or comments from the audience.

Superintendent Report – Margarita Ruiz

Superintendent Margarita Ruiz wished everyone a Happy New Year and welcomed all of the students, staff, and their families back to school. Ms. Ruiz announced that on Tuesday, January 10, 2017 the District will be holding a Kindergarten Information and Expo night at the Collins Middle School from 6:30 to 8:00pm. Parents, with children who will be age 5 by August 31, 2017, are eligible to enroll in the Salem Public Schools. During the evening, parents will have a chance to learn about the school options for 7th graders, meet the principals, teachers, and parents from each school. Parents will also be able to pick up full registration packets to families and staff will be available to answer questions.

Superintendent Ruiz announced that she accepted the resignation of Dr. Johanna Even, Principal of the Nathaniel Bowditch Elementary School before the Winter break. Ms. Ruiz said it was a difficult and personal decision for Dr. Even. She added that the District Director of English Language Learner, Rebecca Westlake, has agreed to serve as Interim Principal through the remainder of the school year. Ms. Westlake will be on 'leave' as the Director of ELL while serving in this role. Margarita Ruiz reviewed Rebecca Westlake's qualifications for this position.

Ms. Ruiz stated that she will conduct a thorough and comprehensive search for a new principal, engaging with teachers, staff, and families as part of the overall process. She hopes to secure a highly qualified candidate with a starting date in either June or July, in order to reduce disruption at Bowditch. Ms. Ruiz will be hosting a Community meeting tomorrow night, January 4, 2017 at 6:00pm, at the Bowditch Elementary School, to introduce Rebecca Westlake to the community and to answer questions for families. She encourages everyone to join her tomorrow at 6pm. She requested permission to make the same announcement in Spanish for the families that are watching at home.

Superintendent Ruiz announced that Nancy Meacham will be serving as the Interim Director of ELL to ensure that the progress and plans, developed by Rebecca Westlake, will continue. Nancy is a veteran of the ELL Department and one of the best ESL coaches they have in the District.

Ms. Ruiz announced that the Latino Coalition will be hosting a Spanish version of their First Citywide conversation of the District's Strategic Plan on Wednesday, January 18, 2017 at 6:00pm at the Saltonstall School. The evening will be conducted entirely in Spanish, however they will be providing English translation for anyone who needs it. She commented that this is will be the same type of event they had back on November 29, 2016, with the exception that this one will be hosted by the Latino Coalition. Superintendent Ruiz also made this announcement in Spanish for Spanish viewers at home.

Presentations and Reports

There were no presentations this evening.

Action Items

Deliberation and Vote on the Approval of the Carlton School Overnight Field Trip to Farm School in Athol, MA on February 6 – 8, 2017

Mr. Fleming moved to approve the Deliberation and Vote on the Carlton School overnight field trip to the Farm School in Athol, Massachusetts on February 6 to February 8, 2017. Ms. Wilson seconded the motion. The motion carried.

Deliberation and Vote on the Approval of the Saltonstall School 8th Grade Field Trip on June 23, 2017 to Canobie Lake Park in Salem, New Hampshire.

Ms. Wilson moved to approve the Deliberation and Vote on the approval of the Saltonstall School 8th Grade field trip on June 23, 2017. Ms. Amaral seconded the motion. The motion carried.

Finance Report

a. Approval of Warrants

December 15, 2016 in the amount of \$199,729.58

Mr. Fleming moved to approve the warrants as stated. Ms. Amaral seconded the motion. The motion was approved.

b. Budget Transfer Requests FY17

There were no Budget Transfer requests - None

Subcommittee Reports

Personnel Subcommittee

Mr. Fleming reported that the Personnel Subcommittee reviewed Request for Proposals (RFP) from six firms at their last meeting and settled on one firm that currently represents the District in Special Education, Stoneham, Chandler, and Miller. He explained that they need to set up a Subcommittee meeting to discuss fees and coverage. He stated that no action is required of the School Committee at this time. Ms. Amaral asked about the unions they represent. Mr. Fleming said they have the RFR of the several cities and towns they represent and offered to provide her with that information. Superintendent Ruiz volunteered to share that information from what they gathered for the committee.

Mr. Fleming reported that the Personnel Subcommittee have reviewed the contract for the new Secretary of the School Committee and will be on the Agenda for the next School Committee.

Mr. Fleming moved to approve the Budget Transfer request. Dr. Walsh seconded the motion. The motion approved.

Policy Subcommittee

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

6406	Voting Method
6408	Minutes to SC Meetings

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

- c. Ms. Amaral moved to approve the second reading of the following policy revisions recommended by the Policy Subcommittee. Ms. Wilson seconded the motion. The motion carried.

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

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

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

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

Ms. Amaral reported that the next Policy Subcommittee meeting is January 5, 2017.

School Committee Concerns and Resolutions

Dr. Walsh reported a record-breaking amount of money was raised to benefit children in Salem. He reported that the grand total was 36,750.00 which was double the amount raised last year.

Election of Vice Chair

Mr. Fleming nominated Mr. Schultz for the position of Vice Chair for the School Committee for the year 2017. Ms. Amaral seconded the motion.

Ms. Amaral moved that the nominations be closed. Mr. Fleming seconded the motion. The motion carried.

Dr. Walsh called for a Roll Call Vote on the Election of Vice Chair as follows:

Ms. Manning	Yes
Mr. Fleming	Yes
Dr. Walsh	Yes
Ms. Amaral	Yes
Ms. Wilson	Yes
Mr. Schultz	Yes

Questions and Comments from the Audience

There were no questions or comments from the audience

Adjournment

There being no further business to come before the School Committee this evening. Mr. Fleming moved that the School Committee adjourn. Ms. Ms. Manning seconded the motion. The motion carried.

Respectfully submitted by:

Angelica Alayon, Secretary
Salem School Committee

Meeting Materials and Reports

School Committee Agenda January 3, 2017
School Committee Minutes December 19, 2016
1000, 2000, and 6000 Policy Revisions Recommended

Memorandum

RECEIVED
JAN 04 2016

S.P.S.
SUPT.'S OFFICE



To: Ms. Margarita Ruiz, Superintendent of Schools

CC: file

From: David J. Angeramo, Salem High Principal 

Date: January 4, 2017

Re: Out of State day Field Trip to the University of New Hampshire

This is to recommend the Choral Music Class field trip to the University of New Hampshire. The field trip will take place Saturday, January 28, 2017. This trip will give our students the opportunity to visit and experience a college music program. The one-day field trip will be chaperoned by Ms. Lianne Goodwin, Choral Music instructor. A list of students (29 students) with permission slips will follow. Our school nurses have cleared all students attending. The students & Ms. Goodwin will travel by LBK Transportation, paid for by the music department.

This is an excellent opportunity for our students to experience of rehearsing and participating in a concert with other high schools and college student musicians.

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

The Salem Public Schools City of Salem

Salem High School
Lianne Goodwin, Director of Chorus and Drama

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

January 4, 2017

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

Dear Mr. Angeramo,

I am writing on behalf of the choral department students to respectfully request permission to attend a field trip in January to the University of New Hampshire. During this proposed one day trip, the students will be participating in a choral festival culminating in a concert in the evening.

This trip will last only one day and not include an overnight stay. The students (approximately twenty-five total) and I will travel by bus to the University of New Hampshire in Durham, NH, departing in the morning of January 28th and returning later that evening. Because the trip is on a Saturday, the students will not miss any school.

Although the primary focus of this trip will be rehearsing and participating in a concert performance of Ralph Vaughan Williams' *Towards the Unknown* with other high school and college student musicians, the students will also have the opportunity to see some of the campus and its facilities, eat in the dining halls at UNH, and interact with current University students.

Students will only be responsible for paying for or bringing their own meals on this trip. The high school choral department will cover the bus costs for the trip. The choral department participated in this festival last year and it was very successful. Feedback from the parents who attended the concert and the students who participated was very positive. The students enjoyed the musical experiences as well as the opportunity to visit and explore a large university with many program offerings.

I apologize for the lateness of my letter. Up until the December vacation, there was a potential music department conflict that would have precluded our ability to participate in this festival this year. However, as that conflict now no longer exists, the students are still very much interested in participating in this event.

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

Sincerely yours,



Lianne Goodwin
Director of Chorus and Drama

Trip Form	Salem Public Schools-Salem, MA
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Name of School: Salem High School, 77 WILLSON STREET. SALEM, MA 01970

Name of Organization or Activity: Salem High School Drama Club

Total number of (CORI NEEDED) Chaperones _____ Teachers ~~2~~ 1

Trip dates: Departure Date & Time Sat. Jan 28 8:30 AM

Return Date & Time Sat Jan 28 10:00 PM

Contact person: Lianne Goodwin

Cell Phone Number: 573-529-3547 Telephone: _____

Destination: City & STATE Durham, NH Country: USA

Return to Salem, MA from (if different that destination) NA

Hotel (s) Name, Address, telephone number:

NA

Rating of Hotel: Excellent _____ Good _____ Average _____

Insurance coverage: _____

Room Rate: Single Occupancy _____ Rate _____

Double Occupancy _____ Rate _____

Student rooms needed: _____ Rate _____

ADULT rooms needed: _____ Rate _____

Meals included? _____ Quality of meals? _____

Other types of accommodations:

Name: _____ Rate: \$ _____

Name of travel agent: NA

Address: ~~_____~~

Telephone Number: ~~_____~~

Total cost per student: \$ 20 (food) (including transportation & hotel)

Total cost per adult: \$ _____ (including transportation & hotel)

PREFERRED METHOD OF TRANSPORTATION:

BUS: LBK transportation

NAME OF COMPANY (ADDRESS & TELEPHONE)

Danvers, MA

PLANE: _____

NAME OF COMPANY (ADDRESS & TELEPHONE)

TRAIN: _____

NAME OF COMPANY (ADDRESS & TELEPHONE)

COMMENTS & ADDITIONAL INFORMATION:

The Salem Public Schools City of Salem

Salem High School
Mr. David Angeramo, Principal

77 Willson St. Salem, MA 01970
phone: (978) 740-1136 fax: (978) 740-1110

January 4, 2017

Dear Parent/Guardian,

On January 28th, 2017, the SHS Chamber Choir will travel to the University of New Hampshire to participate in their annual choral gala concert. This year's performance will feature the UNH Concert Choir, Chamber Choir, and Orchestra as well as numerous high school choirs from the seacoast area in a presentation of Ralph Vaughn William's choral/orchestral work, *Towards the Unknown* as well as a premier work by William Kempster celebrating UNH's 150th birthday.

We plan to leave from the parking lot at 8:30 AM on the 28th, so that we can arrive in plenty of time for the morning rehearsal at UNH. The day will be broken into three sessions, with sectionals, large group rehearsal, and orchestra rehearsals comprising the majority of the day. All parents are invited to attend the concert at the Johnson Theater at UNH in the evening. The program will begin at 7:00 PM and is free and open to the public. The first half of the concert will highlight some of the participating high school choirs and UNH choirs. The two large scale works will be presented during the second half of the concert and will feature more than 350 high school and college students!

Both lunch and dinner will be offered at Holloway Dining Commons, UNH's newest and largest dining hall. The selection and quality are excellent. The cost for lunch/dinner is \$20. Students may bring their own meals if they prefer, or use money from their choir/band accounts to pay for food. Students should also bring concert dress to change into for the evening.

This is a very exciting opportunity for our singers to perform a masterwork in choral literature with other singers and a full orchestra. College bound juniors and seniors will also have the opportunity to become familiar with part of the UNH campus and experience campus dining first hand! We hope you'll join us for the concert at 7! Please sign and return the attached permission slip with your son/daughter by the January 19th. If you have any questions or concerns about the day, feel free to contact me.

Sincerely,



Lianne Goodwin

I, _____, give permission for _____ to travel by bus to

the University of New Hampshire in Durham, NH to participate in the UNH Choral Gala concert on January 28th, 2017.

_____ I would like my son/daughter to return on the bus to Salem High School.

_____ I will be attending the concert and would like to take my son/daughter home with me after the concert

Signature

date

phone number for emergency contact

Trip list - UNH - Jan. 28th

Angeramo, Nicholas
Aparicio, Alan
Callahan, Rebecca
Collins, Sophie
Currier-Dougherty, Kelsey
Doherty, Felicia
Eddy, Sara
Flot, Ceili
Fuanyi, Ngulefac
Gauthier, Danielle
Holtz, Madeleine
Karanja, Brenda
Kelley, Lillie
Kontoules, Laura
Laureano, Jasmin
Liimatanien, Trevor
Lipinski, Emma
MacTaylor, Allan
Martin, Rachael
Morales, Isaias
Morgenstern, Leah
Murga, Juliana
Njinfua, Frances
Payson, Neva
Pini, Jacob
O'Shea, Melissa
Simpson, Joon
Swiniarski, Max
Woolhiser, Grace

Memorandum

To: Ms. Margarita Ruiz, Superintendent of Salem Public Schools
CC: file
From: Mr. David Angeramo, Salem High Principal
Date: January 6, 2017
Re: Band Field Trips for Spring 2017

MR

RECEIVED

JAN 11 2016

S.P.S.
SUPT'S OFFICE

This is to recommend the Salem High School's Color Guard and Percussion Ensemble to given permission to participate in the following out-of-state trips for the Spring 2017 school year.

- **Saturday, March 4, 2017** Winter Guard International Regional Percussion Competition in Trumbull, CT. Students and chaperones will depart Saturday morning and therefore will miss no school in order to participate in this event. This is a mandatory event to qualify for the World Championships. Travel will be by Danvers Ford rented vans driven by chaperones. A more detailed itinerary will be submitted once approval has been given.
- **Wednesday to Saturday, April 19-22, 2017** Winter Guard International Color Guard in Dayton, Ohio. The students will not miss any school because it is being held during April vacation. Travel will be by Danvers Ford rented vans driven by chaperones. The hotel is the Ramada Plaza, 2301 Wagner Ford Road, Dayton, Ohio. A more detailed itinerary with number of students and chaperones will be submitted once approval has been given.
- **Friday, April 28 to 30th, 2017** Salem High students/chaperones will travel to Philadelphia, PA. The students will miss one day of school in order to participate in this trip. Travel will be by BRS transportation coach buses from Hyde Park, MA. Hotel accommodations will be the Best Western Hotel Philadelphia-South, 98 Friars Blvd, Thorofare, NJ. All Chaperones will have a CORI. We have used the bus Company and hotel for many years. This is a great opportunity for our students.
- **Friday, June 16 or 23, 2017** Music Department's annual trip to Canobie Lake Park in New Hampshire. This is an after school event and no school will be missed. There will be a least one chaperone for every ten students attending this trip. Travel by Salem Public Schools busses.

These trips will give Salem High students the opportunity to attend a variety of musical trips and competitions. All parent chaperones including teachers from Salem High have had a CORI. A list of students with permission slips will follow. This is a great opportunity for our students to participate in unique educational and musical events. Fundraising has been ongoing for the events.

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.

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

January 6, 2017

Mr. David Angeramo, Principal
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 during the 2016-2017 school year:

1. Saturday, March 4, 2017 - Winter Guard International Regional Percussion Competition in Trumbull, CT. Departure and return will be Saturday and therefore students will miss no school in order to participate in this event and no overnight accommodations are necessary. Travel will be by Danvers Ford rented vans driven by a teacher or a chaperone. The percussion ensemble will compete in the "Concert Open" class and will be adjudicated by outstanding professionals in the field of percussion. In addition, they will attend performances of many other high school and independent ensembles from around the United States and Canada. Definite itineraries are being devised by Winter Guard International and the Salem High School Music Faculty.
2. Wednesday-Saturday, April 19-22, 2017 Winter Guard International Percussion Championships in Dayton, Ohio. This trip falls during the April vacation so students will not miss any school in order to participate in this event. Travel will be by Danvers Ford rented vans driven by a teacher or a chaperone. The hotel is the Ramada Plaza 2301 Wagner Ford Rd. Dayton, OH 45414, (937) 278-4871. A more detailed itinerary with number of students and chaperones will be submitted once approval has been given and plans are finalized.
3. Friday, April 28-30, 2017 SHS Music Department cultural trip to Philadelphia, PA. The students will miss one day of school in order to participate in this trip. Travel will be by BRS Transportation coach busses from Hyde Park, MA. Hotel accommodations will be the Best Western Philadelphia-South 98 Friars Blvd, Thorofare, NJ 08086 (856-848-4111.) A more detailed itinerary with number of students and chaperones will be submitted once approval has been given and plans are finalized. This trip will serve as a culmination of events including clinics with professional musicians from around the Northeast working with our performing groups for their spring concerts and music festivals.

All chaperones have been or will be completing CORI checks. We have utilized Danvers Ford, BRS Transportation and the Ramada Plaza in Ohio for several years. 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.

5. Lastly: Friday, June 16 or 23 2017 - Music Dept. annual trip to Canobie Lake Park in New Hampshire. The students will depart after school and will therefore miss no school in order to attend this event (no overnight.) There will be at least one chaperone for every ten students attending this trip. Travel will be by Salem Public Schools' busses.

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

Sincerely yours,

Cynthia Napierkowski
Band, Colorguard & Percussion Ensemble director

Memo:

To: Salem School Committee

From: Kristin Shaver

Date: January 17, 2017

Re: FY17 Budget Transfer Request 10

Teaching & Learning is requesting the following transfer, to align the funds with the intended expense.

Account Description/Use	Account Number	Amount To	Amount From
Educational Training	13990161-5317		\$54,003.10
Instructional Supplies	13570141-5514	\$53,503.10	
Dues and Subscriptions	13570141-5730	\$500	

I recommend approval of the transfer.



Memo:

To: Salem School Committee

From: Kristin Shaver

Date: January 17, 2017

Re: FY17 Budget Transfer Request 11

The Athletics department is requesting the following transfer, to align the funds with the intended expense.

Account Description/Use	Account Number	Amount To	Amount From
Athletic Equipment	13451021-5246		\$10,000
Contract Services	13451021-5320	\$10,000	

I recommend approval of the transfer.



Memo:

To: Salem School Committee

From: Kristin Shaver

Date: January 17, 2017

Re: FY17 Budget Transfer Request 12

The New Liberty Innovation School is requesting the following transfer, to align the funds with the intended expense.

Account Description/Use	Account Number	Amount To	Amount From
Stipends	13571620-5160		\$12,000
Paraprofessionals	13571620-5163	\$12,000	

I recommend approval of the transfer.



SCHOOL COMMITTEE

6000

SCHOOL COMMITTEE OPERATIONS

6100

GOVERNANCE

6102

Members of the committee have legal authority over the schools only when acting as a body legally in session.

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The committee shall not be bound in any way by any statement or action on the part of an individual member, including the chairperson, except when the committee through an adopted policy or by a majority vote of committee membership has delegated this authority to him/her.

Reviewed October 2016 – First Reading October 24, 2016

Second Reading – November 7, 2016

Third Reading – November 21, 2016

SCHOOL COMMITTEE

6000

SCHOOL COMMITTEE MEETINGS

6400

MINUTES OF SCHOOL COMMITTEE MEETINGS

6408

In compliance with state law, the School Committee shall create and maintain accurate records setting forth the date, time and place, the members present or absent, a summary of the discussions on each subject, a list of documents and other exhibits used at the meeting, the decisions made and the actions taken at each meeting, including a record of all votes. Minutes shall be made public with reasonable promptness. Votes taken in executive session may remain secret so long as their publication would defeat the lawful purposes of the executive session, but no longer. Refer to Policy #6403.

Commented [DA1]: Does the City have a retention policy to archive online minutes and agendas? How does it work and is the District covered?

Commented [VC2R1]: Ordinance requires that minutes be accessible for at least 3 years online. State law requires that all meeting minutes be saved permanently (forever). You can petition the state for permission to convert paper records to a digital format.

Deleted: and a summary of all matters voted

The minutes shall be filed in the record book maintained as the permanent official record of all committee actions.

Deleted: Accordingly, the Salem School Committee shall cause to be recorded all actions of the committee. Such record shall be kept in the School Committee Chambers. This record book shall constitute the permanent official

Minutes shall also be made available online through links from the City’s meeting calendar, no later than 21 calendar days following the meeting, and shall be clearly marked as “draft” until approved.

Anytime corrections are made to committee minutes, the corrected copy shall be included in the next School Committee packet.

Commented [DA5]: We presently do not do this. Is this necessary or can any corrections just be posted on line?

Commented [VC6R5]: I would think some members would like to know when minutes have been corrected.

TEACHERS’ REPRESENTATIVE

A copy of the minutes of all School Committee meetings shall be given to the official teachers’ representative.

Deleted: and the Salem Public Library

Legal Reference: 30A:22
City Ordinance [Code] section 2-2029

Deleted: MGL 39:23B

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Revised: October 2016 – First Reading October 24, 2016
Second Reading – November 7, 2016 – tabled 11.7.16

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COMMUNITY RELATIONS 1000

COMMUNICATIONS WITH THE PUBLIC 1100

SCHOOL-COMMUNITY RELATIONS GOALS 1101

The School Committee believes that the public schools belong to the people who created them by consent and support them by taxation. The support of the people must be based on their understanding of and their participation in the aims and efforts of the schools. Therefore, the committee declares its intent:

To keep local citizens regularly and thoroughly informed through all available channels of communication on the policies, programs, problems, and planning of the school district, and to carry out this policy through its own efforts, those of the superintendent, and such information officers as may be appointed.

To form community advisory councils as specified under policy 1502, to consider problems that vitally affect the future of our children. _

Debbie Amaral 1/10/2017 3:49 PM
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Debbie Amaral 12/1/2016 1:17 AM
Deleted: solicit the studied counsel of the people through advisory committees selected from the community and appointed

COMMUNITY RELATIONS	1000
<u>GIFTS AND SOLICITATIONS</u>	1300
GIFTS AND CONTRIBUTIONS TO SCHOOLS	1301

The superintendent will recommend to the School Committee the acceptance of gifts and offers of equipment for the schools when the gifts are of educational value. The School Committee shall vote as to acceptance of the gift. In the case of gifts from industry, business or specific interest groups, no extensive advertising or promotion may be involved in any donation to the public schools.

Gifts that would involve changes in school plants or sites will be subject to School Committee approval.

Gifts will automatically become the property of the school district. Pursuant to Massachusetts General Laws Chapter 44, Section 53A, all monetary gifts accepted by the School Committee will be deposited with the City of Salem Treasurer, whether or not intended by the donor for a specific purpose and expended at the discretion of the committee as provided by law.

The School Committee directs the superintendent to assure that an appropriate expression of thanks be extended to all donors.

The School Committee may accept on behalf of and for the city's schools any bequest or gift or money or property for a purpose deemed by the School Committee to be suitable, and may utilize such money or property as designated.

Any gifts valued at \$1,000 or less may be accepted without School Committee approval. Any gifts with a fair market value greater than \$1,000 must be formally accepted by a vote of the School Committee at its next regularly scheduled meeting. Any cash or check received prior to a school committee meeting will be deposited and if the gift is refused the money will be returned.

Legal Reference: MGL 71:37A

See Policy 3202 Acceptance of Gifts, Grants, and Bequests APPROVED: 8/ 2/04

- First Reading – December 5, 2016
- Second Reading – December 19, 2016
- Third Readng – January 3, 2017

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INCOME 3200

ACCEPTANCE OF GIFTS, GRANTS AND BEQUESTS 3202

The School Committee may accept on behalf of and for the school district any bequest or gift or money or property for a purpose deemed by the School Committee to be suitable, and may utilize such money or property as designated. The School Committee shall vote to accept the gift.

Any gifts valued at \$1,000 or less may be accepted without School Committee approval. Any gifts with a fair market value greater than \$1,000 must be formally accepted by a vote of the School Committee at its next regularly scheduled meeting.

Pursuant to Massachusetts General Law Chapter 44, Section 53A, all monetary gifts accepted by the School Committee will be deposited with the city treasurer for school purposes. Expenditures of such gifts for the purpose(s) approved by the School Committee may then be made without further appropriation.

See Policy 1301 Gifts and Contributions to Schools

APPROVED: 8/ 2/04

SCHOOL COMMITTEE

6000

SCHOOL COMMITTEE OPERATIONS

6100

USE OF ELECTRONIC MESSAGING

BY SCHOOL COMMITTEE MEMBERS

6114

As elected public officials, School Committee members shall exercise caution when communicating between and among themselves via electronic messaging services including but not limited to electronic mail (e-mail), [texts, posts on social media platforms](#), Internet web forums and Internet chat rooms.

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Under the Open Meeting Law, deliberation by a quorum of members constitutes a meeting. Deliberation is defined as movement toward a decision including, but not limited to, the sharing of an opinion regarding business over which the committee has supervision, control or jurisdiction. A quorum may be arrived at sequentially using electronic messaging without knowledge and intent by the author. Since e-mail communication is regulated by the Open Meeting Law, it is a violation to e-mail, [text or post on social media](#) to a quorum, [any](#) messages that would amount to deliberation on [School Committee](#) business. Therefore, no substantive discussion by a quorum of members of the School committee about public business within the jurisdiction of the School Committee is permissible except at a meeting held in compliance with the Open Meeting Law.

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School Committee members should use electronic messaging between and among members only for housekeeping purposes such as requesting or communicating agenda items, meeting times or meeting dates. Electronic messaging should not be used to [discuss public business currently before the Committee or matters that members could reasonably assume could come before it in the future](#).

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Under the Public Records Law, electronic messages between public officials [involving public business, even those made using officials' private accounts](#), may be considered public records. Therefore, in order to ensure compliance, the School Committee secretary shall be copied on all electronic correspondence between and among members of the School Committee. [In addition, members shall use their City of Salem-issued email addresses to communicate on matters of School Committee business, so that emails may be archived and members' private accounts need not be accessed in the event of a public records request](#). [Electronic correspondence](#) shall be retained in the central office in the same fashion as any other School Committee records. School Committee members who do not have a computer or access to these messages shall be provided access on a timely basis.

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Legal Reference: MGL 4:7-30A:18-25; 66:10

Approved: 4/13/04