



School Committee Meeting Materials

Regular School Committee Meeting

February 6, 2017

7:00pm

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



Mr. Patriek 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.”

February 2, 2017

REGULAR SCHOOL COMMITTEE MEETING

Notice is hereby given that the **Salem School Committee** will hold a **Regular School Committee meeting Monday, February 6, 2017 at 7:00 p.m.** The meeting will be held in the **School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.**

AGENDA

Monday, February 6, 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 17, 2017
- IV. Questions and Comments from the Audience**
- V Superintendent Report – Margarita Ruiz**
- VI. Presentation and Reports**
 - New Liberty Innovation School Update SY 2016-2017
- VII. Action Items**
 - a. Deliberation and Vote on the approval of the elimination of collection of fees for reduced lunch.
 - b. Deliberation and Vote on the approval of the request by the Rotary Club to have the building fees waived, and the custodial fee reduced, related to their Children’s holiday party held at Salem High School.
 - c. Deliberation and Vote to authorize the Superintendent to submit a Statement of Interest to the Massachusetts Building Authority related to the relocation of the Horace Mann Laboratory School to the Harrington Building in Salem State University’s South Campus.

- d. Deliberation and Vote to authorize the Superintendent to submit a Statement of Interest to the Massachusetts Building Authority for Phase II of the Salem High School Building Project
- e. Deliberation and Vote on the Resolution to affirm safe and welcoming environments within the Salem Public Schools.

VIII. Finance Report

- a. **Approval of Warrants**
 - January 19, 2017 in the amount of \$198,901.05
 - January 26, 2017 in the amount of \$ 404,739.97
 - February 2, 2017 in the amount of \$ 670,718.52
- b. **Budget Transfer Requests FY17 - 13**
- c. **Year-to-Date Budget Report as of December 2016**

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 a Second Reading of Policy 6406 Voting Method – Tabled from January 17, 2017.
- b. Deliberation and Vote on the Third Reading of the Recommendation of the Policy Subcommittee on the revisions to the following policies in the 6000-policy series:

6408 Minutes to SC Meetings

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

1101 School – Community Relations Goals
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 17, 2017

A regular meeting of the Salem School Committee was held on Tuesday, January 17, 2017 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

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

Approval of the Agenda

Dr. Walsh moved to approve the agenda as presented. Ms. Amaral seconded the motion. The motion carried.

Approval of Minutes

Mr. Schultz moved to approve the minutes of the Regular School Committee meeting held on January 3, 2017. Ms. Wilson seconded the motion. The motion carried.

Questions and Comments from the Audience

There were no questions or comments from the audience.

Superintendent Report – Margarita Ruiz

Superintendent Margarita Ruiz began her report with a session on Student Highlight. She extended congratulations to Veronica Mendoza, an 8th grader at the Nathaniel Bowditch School, who was selected to represent the City of Salem in Project 351. Ms. Ruiz explained that Project 351 is a statewide youth driven service non-profit organization that convenes an 8th grader, from every city and town in Massachusetts, for a year of Leadership Development and Community Impact and service opportunity. This weekend marked Veronica Mendoza's first event as Salem Ambassador for Project 351 where she had the opportunity to serve at the Clarence R. Edwards Middle School in Charlestown. Ms. Ruiz emphasized on Veronica Mendoza's wise words, considering such a young age, in response to having been asked to reflect on her first Project 351 event. On behalf of everyone, Ms. Ruiz extended Veronica Mendoza congratulations and wished her best of luck as she embarked in Project 351.

In District-wide Highlight, Ms. Ruiz talked about the Kindergarten Info and Expo

Night, hosted last week. She announced that close to 300 hundred parents attended the event, a very well-attended event. During the evening, parents had the opportunity to hear from the principals, meet Kindergarten teachers and parents. They also had the opportunity of meeting students who proudly volunteered to share what they love about their school. That evening, families were also able to pick up a complete Registration packet that included all forms as well as school profiles and information on Kindergarten readiness. The District had additional staff on hand to answer questions in how families get started with the process. Ms. Ruiz invited Kate Carbone to say a few more words about the event, as she was one of the main organizers. Ms. Carbone added that they had an eclectic group of cross-functional team that really gave great care to planning the event and a lot goes out to that team. Ms. Carbone handed out a sample of the Kindergarten packet and School Profile materials, to the School Committee, of what was handed out to parents for their review. She said these were also translated in both Spanish and Portuguese. Families were given a bag with those materials inside along with an Agenda for the evening. Ms. Carbone continued sharing that they purchased a book for students about going to Kindergarten, which they had available in Spanish and English for the parent to take home and read to their child. Crayons, and other little pieces, were also included in the bags for the parents to bring home to their child. This year, they tried to run two sessions, to account for people who may have arrived late and prevent from having them miss out on information on the Principal's presentation. One session was held at the beginning of the night, with a little break in-between and then a second session. They had about 60 or 70 people attend the second session. They felt it was worth having both sessions, worth making that shift. The first session was held at the Collins Middle School auditorium was very well packed, with a few extra seats here and there; it was pretty full. Ms. Carbone said the Principals represented the schools very proudly and did a very nice job presenting as one district – that we are all one school but that each school has its own flare and uniqueness. They talked a little bit about what makes their school special and gave little anecdotes about children and students, which may have provided parents excitement about these great groups of leaders. Ms. Carbone continued saying that the presentations went beautifully. She announced that out in the Expo, they used the entire cafeteria as opposed to last year where only half was used. This year, things were spread out and helped out a lot with flow. The principals and school staff did a great job attending to making there was good representation at each table. They had many staff such as Kindergarten teachers, First Grade teachers, and some students. Principals, very thoughtfully, presented videos that showed students' work, art, and projects. It was really well done and carefully thought out. Over to the side, they had Registration. They had a couple of tables and several round table where parents can get their Registration packets. Parents were provided with a walk-through on the registration packets. Ms. Carbone said she felt it was a nice personal touch and that the parents were given some personal attention. She said those were some of the refinements. Overall, it was a good feel night, lots of positive feedback. She understands that parents may feel overwhelmed with much information, which is why Ms. Ruiz will be scheduling follow-ups with them.

Ms. Ruiz added that SATV is also creating a segment on Kindergarten Information

Night that will be linked on their District website so that parents will have the opportunity to assess that information if they were not able to attend that night. Ms. Ruiz said that they received positive feedback and comments from the families such as *“It was very informative” “This was well organized” “Thank you for doing this.”* She said it was great to see parents so appreciative of the effort they put into making sure they walked out that evening with a good sense about their school and the process to register their children.

Ms. Ruiz thanked Ms. Carbone for adding some highlights of the event and wanted to take an opportunity to remind the public of some of the deadlines coming up:

- For sibling preference, families must submit their application by February 20, 2017
- Applications completed by March 1st, 2017 will be assigned by May 1st, 2017.
- Applications to the Bentley Academy Charter School must also be in by March 1st, 2017, because the lottery for Bentley will be held on March 9, 2017.
- Applications received after March 1st, 2017 will be assigned by July 1st, 2017
- Applications received after July 1st, 2017 will be processed as they are received

It is important that families that are interested in registering in their district keep these important deadlines in mind.

Ms. Ruiz named and thanked all the members of the organizing committee. Ms. Carbone also named and thanked the members of the organizing committee. Ms. Ruiz said they are establishing a culture of having cross-functional teams come together to plan events to ensure they have the perspective of all the departments, as they are planning these events. A lot of the adjustments they made this year were based from some of the feedback they received last year. They are seeking to improve and organize these events better every year.

Ms. Manning asked if Family Engagement Facilitators are the Parent Outreach Workers. Ms. Ruiz said they were.

Mr. Walsh asked parents who are looking to have their child in Kindergarten are provided with the “lottery” option for Bentley. He asked if this is on the application form this year. Ms. Ruiz said it is. Ms. Carbone added that the representatives for it were also present at the event to share this information.

On District-wide initiative, Ms. Ruiz announced that Salem Public Schools and Salem State University are receiving an \$18,400 Epic Partnership Innovation Grant from the Department of Education. This 18-month grant will support the schools, and their partnerships, to improve the quality and quantity of English as a foreign language and structured English Immersion SCI Teacher Candidates in Salem. They are looking to form candidate and teacher pathways to serve important programs. They are looking forward to great innovations that will be out of this work.

Ms. Ruiz reminded everyone that they will be holding a Spanish edition citywide conversation tomorrow at 6pm at the Saltonstall School. The Latino Coalition will be hosting this Spanish version of the citywide conversation on the Strategic Plan. The evening will be entirely conducted in Spanish. They will be providing English translation for those who need it. Ms. Manning asked where specifically in the building will it be held? Ms. Ruiz said it will be held in the school's cafeteria. Ms. Ruiz repeated the announcement in Spanish and concluded her Superintendent Report.

Ms. Wilson moved to approve the Action Items. Dr. Walsh seconded the motion. The Motion carried. Mr. Schultz said the reason for that is because the Mayor is running a little bit late and may want to listen to the Collins report. This gives her a little time to get here in time to hear it.

Mr. Schultz asked Dr. Walsh how to proceed; if they should go through it individually/one-by-one. Dr. Walsh agreed they should.

Action Items

Deliberation and Vote on the Salem High Choral Music Class field trip to the University of New Hampshire on Saturday, January 28, 2017

Mr. Schultz moved to approve the Deliberation and Vote on the Salem High Choral Music Class field trip to the University of New Hampshire on Saturday, January 28, 2017.

Ms. Amaral motioned to approve. Ms. Wilson seconded the motion. The Motion carried.

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 Regional Percussion Competition in Trumbull, CT, March 4, 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

Ms. Wilson motioned to approve. Ms. Amaral seconded the motion. The Motion carried.

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

Dr. Walsh moved to approve the warrants as stated. Ms. Manning seconded the motion. The motion was approved.

**b. Budget Transfer Requests FY17
 FT17-11
 FY17-12**

Budget Transfer Requests

Business Administrator, Kristin Shaver explained that Teaching and Learning has requested to transfer \$54,003.10 from Educational Training to mostly Instructional Supplies with \$500.00 going to Dues and Subscriptions.

The second is the Athletics Department transferring \$10,000.00 from Athletics Equipment to Contract Services. Dr. Walsh asked what is involved in this amount. Ms. Shaver said it was for the Officials for the various games they have.

The third is the New Liberty Innovations School is transferring \$12,000.00 from Stipends into Paraprofessionals, which is the appropriate line for the expense. Ms. Manning asked if this meant adding a new person or just adding more hours. Ms. Shaver said it is just moving it to the appropriate account number; the person is already there, just not in the appropriate account number. To clarify, Ms. Amaral added that the person is not a consultant but a paraprofessional.

From Account	Account Number	Amount
Educational Training	13990161-5317	\$54,003.10
Athletics Equipment	13451021-5246	\$10,000.00
New Liberty Innovations School Stipends	13571620-5160	\$12,000.00

To Account	Account Number	Amount
Instructional Supplies	13570141-5514	\$53,503.10
Dues and Subscriptions	13570141-5730	\$500.00
Contract Services	13451021-5320	\$10,000.00
Paraprofessionals	13571620-5163	\$12,000.00

Dr. Walsh moved to approve the Budget Transfers. Ms. Wilson second seconded the motions. The motions were approved.

Subcommittee Reports

Personnel Subcommittee

Mr. Schultz requested that the Personnel Subcommittee report be skipped for now and go to the Policy Subcommittee report instead.

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:

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 motioned to leave policy 6406 on the table and that policy 6408 be taken off the table as they are not really connected, they are two different policies. Ms. Amaral explained that she wants to take only one off the table, because policy 6406 has some changes that have been recommended by Dr. Walsh but in trying to accommodate those changes, it conflicts with one of the policy. Ms. Amaral would like to bring that up to the Committee as a Whole, because it's about Voting Methods and thinks they all need to discuss it. Policy 6408 is just about how Minutes are kept. It is a separate policy. Policy 6406 needs a broader discussion with everybody.

Ms. Amaral moved to remove policy 6408 off the table. Dr. Walsh seconded the motion. The motion carried.

Discussion

Ms. Amaral explained that they had one reading on policy 6408. She passed this policy by the Committee again. It is agreed that a notation will be included in the minutes to prevent much wording, a corrected copy will be kept in the permanent record, and the corrected version will be put online. The suggestions from Attorney Pablo were reviewed.

Ms. Amaral moved to approve a Second reading for policy 6408. Dr. Walsh seconded the motion. The motion carried.

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

Ms. Amaral explained that policy 6102 is included in the packet. Policy 1101 is still in the packet because it had been missed while doing the 1000s. There is only one small wording change about forming advisory committees.

1301 and 3202 were the same policy. 1301 had just been approved at the last meeting. However, the Policy Subcommittee feels that it would be best to get rid of 1301, under Community, which is the Gifts and Contributions to schools and put it as 3202, which is Acceptance of Gifts, Grants, and Bequests. It is the same policy. Ms. Amaral said they want to take the language of 1301 and put it into 3202; the wording of the one that was just approved to supplant the wording of 3202, which is really a renumbering. The policy does not need to be in both places. It is a finance function.

Ms. Amaral said they want to delete 1301 and take its language and put it into 3202. It really is a renumbering.

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

Ms. Amaral asked whether Policy 3202 has to go through another reading/a third reading or if it just a renumbering since they have just put that through three readings? Dr. Walsh commented that the one policy will be eliminated and wording will be put in the other. Mayor Driscoll commented it is 'housekeeping'. Dr. Walsh said he was not sure but it would be safe to go through the reading process.

Dr. Walsh withdrew the motion.

Regarding policy 6114, Ms. Amaral said she did get the city email and it is working just fine – at Salem.com. The Policy Subcommittee had agreed that they would recommend to everybody that they use the City of Salem email so that, in no time, will their personal server be taken for review if there were any questions on policies. It has to do with the new Public Records Law. The only other change is that electronic messaging should not be used to discuss public business currently before the committee or on matters that members could reasonably assume could come, before it, in the future. These matters are all language to go around the new Records Law, but they will be requesting that by voting on this, by Third Reading, all school committee members get a city email. It is very easy to get, it is very easy to use.

Ms. Amaral recommended/moved to approve a First Reading for the four policies. Dr. Walsh seconded the motion. The motion carried.

Mayor Driscoll thanked the members of the committee for tackling all these ‘Housekeeping’, for adopting the new policies system. Ms. Amaral said they have plenty more next time. Mayor Driscoll said she thanks them in advance.

Ms. Amaral requested a Committee of the Whole meeting for policy (Policy Subcommittee Meeting), for three reasons:

- To have a discussion about voting to have a conversation as to what they need. In City Council, for some things, they need the majority of the committee to vote on the affirmative and then for other things they just need a quorum of the committee. Ms. Amaral wants to have a discussion about it so that they can just put it everything on the table and talk about it.
- Arrears Policy, which they presently have suspended, a recommendation from Finance on that vote. They felt it was a discussion for everybody.
- Meal charges - the Finance Committee voted to recommend that they do not charge reduced lunches anymore - \$1,100 but that is a policy change and at the same time they should look at those who are paying for meals.

Mayor Driscoll agreed and entertained a Committee of the Whole meeting. She suggested that the Superintendent and the Secretary, Angelica, help out with getting that set up, coordinating a time frame that works, perhaps on the next meeting – maybe before the next meeting.

Subcommittee Reports

Personnel Subcommittee

Mr. Schultz announced that Mr. Fleming is not present, as Chair of Personnel, and they do not have the actual contract for School Committee Secretary, Angelica Alayon, before them. It will be tabled to the next meeting.

Ms. Wilson moved. Dr. Walsh seconded the motion. The motion carried.

Presentations and Reports

Mayor Driscoll thanked the members for delaying this so that she may participate. She had a Board of Health meeting she also needed to attend.

Ms. Ruiz asked Glenn Burns, Principal of the Collins Middle School, to present on the programmatic and exciting events that are happening at the Collins Middle School. Principal Burns began with his years of service at the school, presented the Collins Middle School Mission statement, and commended the school staff and district personnel who helped round out the curriculum and support scholars.

He informed on the Expanded Learning Time (ELA) school highlights, where scholars engage with core novels through Whole and Book groups. Text complexity within the

book groups is based on the scholars' level and all are at grade level.

Mayor Driscoll asked Principal Burns if the students get to pick what they want to read or if it is from a certain selection. There are different book groups at different times in the year. Some are based at their selection, the group selection. Some are based on a few teacher-based selection where get to pick, at their level.

Mr. Burns shared that they have an Honors Math section at the 7th and 8th Grade level, which are preparing scholars for accelerated math at Salem High School. Mayor Driscoll asked if that is relatively new? Mr. Burns said it is. They had piloted this two years ago, with the help of teaching and learning, really got it going this year.

Mr. Burns informed they are using I-Ready Math program, an adoptive technology Mr. Schultz asked if the Honors Math section is equivalent to leading up to 8th Grade Algebra One completion that will eventually lead them to 9th Grade Geometry. Mr. Burns said it does as they actually take the Galileo test at the end of the year that lead to appropriate placement of 8th grade placement. Mr. Schultz how large is each class, of the number of students in the sections. Mr. Burns said the classes are of 20-22 in a section and about 33% of the 8th graders are currently in the accelerated math program.

Ms. Mary Manning asked if they had one or two years in this accelerated math program. Mr. Burns said this was the second year but there was a lot of curriculum changes in the second year. Ms. Manning asked if they would have known how many students would have completed the 8th Grade Algebra One and would have moved forward as she knows this was sometimes an issue before. Mr. Burns said he does not have an actual number but that is something he would definitely ask Andy and shared further details on the topic. Ms. Manning asked if he knew what the criteria was for students in picking their high school courses. Mr. Burns said it was done through the High School. Ms. Manning asked if parents had any input into that. Mr. Burns said he is not aware.

Mr. Burns continued to highlight on the positives of the Collins Middle School. Members of the committee and those present asked questions and shared discussion through the presentation. Mr. Burns answered them and completed his presentation.

School Committee Concerns and Resolutions

Mayor Driscoll praised the Superintendent and her staff for the Kindergarten Information night. She had the opportunity to attend a large segment of it and was taken with the enthusiasm of parents. These are new parents who are coming into the district. She loved the setup of it, which was almost similar to a college fair. All the schools had tables but there was an opportunity to get all questions answered at both the starting and ending times, depending on when they came in. The district showed well, the enthusiasm, they captured a lot of good information of people coming in. It was very well organized and very well done.

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. Mayor Driscoll entertained the motion to adjourn. Ms. Admiral motioned to adjourn. Dr. Walsh seconded the motion. The motion carried.

Respectfully submitted by:

Angelica Alayon, Secretary
Salem School Committee

Meeting Materials and Reports

School Committee Agenda January 17, 2017
School Committee Minutes January 3, 2016
1000, 3000, and 6000 Policy Revisions Recommended



“Service Above Self”

Rotary Club of Salem

Organized January 18, 1918

PO Box 608

Salem, Massachusetts 01970

Weekly Luncheons

Tuesdays a 12:15

Hawthorne Hotel

Officers and Directors

2016-2017

President

Viktoria Talebian

President-Elect

Jason Consalvo

Vice-President

Rinus Oosthoek

Secretary

Richard Eisner

Treasurer

Patty Pace

Assistant Treasurer

Bill Henning

Sergeant at Arms

Ean Sullivan

Assistant Sergeant at Arms

Trip Mason

Spoke Editor

David Westcott

Immediate past President

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Board of Directors

Joe Amico '18

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Tim Clarke '17

Victoria Davis '18

Bill Henning '17

Adria Leach '18

Trip Mason '17

Ean Sullivan '18

David Westcott '18

Bruce Whear '17

Esteemed Members of the School Committee,

The Children's' Holiday Party is an event that several Rotary Clubs in our district team up on to help the foster families on the North Shore. With the help of Peabody Danvers Beverly Swampscott and Marblehead Rotaries we hold this event every year. There are about 100 children served. The foster families have a chance to talk with one another for mutual support while the kids play in bouncy houses, get faces painted and enjoy a magician. Of course our own Jeff Holloran is Santa for the event and presents are given out. Long-term Department of Children and Families worker Carla King helps us organize the event. The DCF does not fund this event at all.

Somehow a waiver was missed. We usually pay for one custodian. We have never paid for rental of the field house in the past. If the \$1600 bill can be reduced to one custodian we would greatly appreciate it, as we did not have this \$1600 in our budget for the event.

Thanks for addressing this matter,

Dr Elizabeth Bradt
All Creatures Veterinary Hospital
20 Commercial St
Salem, MA 01970

978-740-0290

STATEMENT OF INTEREST FOR SALEM HIGH SCHOOL

- a. Deliberation and Vote on the resolution to authorize the Superintendent to submit a Statement of Interest to the Massachusetts School Building Authority for Phase II of the Salem High School building project

RESOLUTION:

Having convened in an open meeting on February 6, 2017, prior to the closing date, the Salem School Committee, in accordance with its charter, by-laws and ordinances, hereby votes to authorize the Superintendent of Schools to submit to the Massachusetts School Building Authority the Statement of Interest Form that will be submitted to the MSBA by no later than April 7, 2017 for the Salem High School located at 77 Willson Street, Salem, Massachusetts which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future.

The following priorities have been included in the Statement of Interest:

No.1: Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.

No.5: Replacement renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility.

No.7: Replacement of or addition to obsolete buildings in order to provide a full range of complete programs consistent with state and approved local requirements.

And hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City/Town/Regional School District to filing an application for funding with the Massachusetts School Building Authority.



December, 2016 – Year to Date Budget Report

FY17 Budget Location	FY17 Original Appropriation	Transfers	Adjusted Balance	Expended	Encumbered	Account Balance	% Available	Comments
District Wide								
Transportation	2,027,067.00	-	2,027,067.00	813,551.62	826,200.72	387,314.66	19.1%	Out of district, Homeless and Contract Transportation have been encumbered.
Crossing Guards	166,769.00	-	166,769.00	49,074.79	-	117,694.21	70.6%	
Health Services	908,071.00	-	908,071.00	310,742.76	10,000.00	587,328.24	64.7%	
Operation & Maintenance	3,777,176.00	-	3,777,176.00	1,538,138.33	150,547.94	2,088,489.73	55.3%	
General Education	1,080,111.00	146,189.56	1,226,300.56	592,835.38	13,589.91	619,875.27	50.5%	
Special Education	6,645,956.00	-	6,645,956.00	2,749,054.92	2,418,053.64	1,478,847.44	22.3%	Out of district tuitions have been encumbered.
English Language Learner	419,897.00	-	419,897.00	172,579.26	3,294.05	244,023.69	58.1%	
Reserve	135,091.00	472,000.00	607,091.00	35,368.46	-	571,722.54	94.2%	The funds remaining are in the Collective Bargaining account, and will be adjusted.
Professional Development	350,498.00	31,350.44	381,848.44	133,391.17	117,366.27	131,091.00	34.3%	
<i>District Wide Total:</i>	<i>15,510,636.00</i>	<i>649,540.00</i>	<i>16,160,176.00</i>	<i>6,394,901.69</i>	<i>3,539,052.53</i>	<i>6,226,221.78</i>	<i>38.5%</i>	
Bates	2,416,711.00	-	2,416,711.00	789,555.71	451.37	1,626,703.92	67.3%	
Carlton	1,980,501.00	-	1,980,501.00	662,275.15	232.36	1,317,993.49	66.5%	
Bowditch	4,291,303.00	(1,000.00)	4,290,303.00	1,317,352.90	41,836.23	2,931,113.87	68.3%	
Horace Mann	2,100,076.00	-	2,100,076.00	681,635.61	507.02	1,417,933.37	67.5%	
Saltonstall	3,360,262.00	-	3,360,262.00	1,085,522.22	673.94	2,274,065.84	67.7%	
Witchcraft	3,842,563.00	-	3,842,563.00	1,281,571.73	-	2,560,991.27	66.6%	
Collins	5,178,061.00	-	5,178,061.00	1,620,905.11	7,766.97	3,549,388.92	68.5%	
High School	11,376,081.00	-	11,376,081.00	3,764,408.21	66,004.35	7,545,668.44	66.3%	
Early Childhood Center	765,393.00	-	765,393.00	242,371.09	465.91	522,556.00	68.3%	
Salem Prep	696,787.00	-	696,787.00	196,321.47	1,158.97	499,306.56	71.7%	
Parent Information Center	99,667.00	-	99,667.00	60,576.89	-	39,090.11	39.2%	
New Liberty	912,513.00	(1,540.00)	910,973.00	340,969.27	65,168.67	504,835.06	55.4%	
Central Office	2,511,293.00	(47,000.00)	2,464,293.00	1,577,057.22	174,019.47	713,216.31	28.9%	Non-personnel expenses have been encumbered or spent.
Total:	55,041,847.00	600,000.00	55,641,847.00	20,015,424.27	3,897,337.79	31,729,084.94	57.0%	

Recvd, 1-19-17

**AGREEMENT BETWEEN
ANGELICA ALAYON
AND
THE SALEM SCHOOL COMMITTEE
SALEM PUBLIC SCHOOLS
FOR
EMPLOYMENT AS
SCHOOL COMMITTEE SECRETARY**

I. PURPOSE

This Agreement is entered into by and between the Salem School Committee, Salem Public Schools, 29 Highland Avenue, Salem, Massachusetts 01970, hereinafter referred to as the "Committee" and Angelica Alayon of Lynn, MA, hereinafter referred to as the "SC Secretary." The purpose of this Agreement is to establish and memorialize the terms and conditions of the SC Secretary's appointment to the position of School Committee Secretary for the Salem School Committee.

II. APPOINTMENT

The Committee does hereby employ Angelica Alayon as School Committee Secretary for the Salem School Committee, Salem Public School District of the City of Salem, Massachusetts. Angelica Alayon hereby accepts the appointment under the terms and conditions of employment set forth herein.

III. TERM

The SC Secretary serves at the discretion of the School Committee with an effective start date of December 1, 2016. While it is expected that the duration will be for an indefinite period, the members of the School Committee may, at any time by majority vote, notify the SC Secretary that her services are no longer required. The SC Secretary may, at any time, give thirty (30) days notice of resignation.

IV. DUTIES OF THE SCHOOL COMMITTEE SECRETARY

Job Summary:

Reporting to the Salem School Committee and Superintendent, the School Committee Secretary establishes, maintains, and makes publicly available accurate and complete records, including posting all public notices for School Committee (SC) meetings, minutes, and related meeting materials.

Responsibilities Include:

Preparation, Participation, and Documentation of School Committee Meetings

- Collaborate with SC Chair, Superintendent and her staff to prepare agendas for upcoming SC meetings
- Post public notices of all SC meetings, agendas, and materials, including subcommittee meetings at least 48 hours in advance of the meetings
- Post related meeting materials (in PDF format) at least 24 hours in advance of the meetings
- Collaborate with the Superintendent and SC chair to prepare and send all SC members the “packet” of information they need to review in advance of all meetings (strive to distribute information by Wed before SC meetings)
- Distribute and circulate warrants for approval by the School Committee in a timely manner
- Assist with making hard copies of meeting materials available to SC members and members of the public (to be retrieved on a table outside of the meetings, for regular meetings only)
- Attend all School Committee meetings, many of which are in the evenings and/or review videotape of meetings to ensure accuracy of information as needed
- Coordinate sharing of policy or other related materials between subcommittee meetings and all SC members as needed
Record the proceedings for each SC meeting using proper terminology, recording, indexing, and filing procedures for the public record
- Produce draft minutes (in a timely manner) that accurately reflect the deliberations of, and actions taken by the SC on all agenda items
- Ensure that all approved minutes are posted to the website within 48 hours of approval by the School Committee

School Committee Relations

- Serve as the liaison between the School Committee members and the Superintendent
- Assist with scheduling school committee meetings
- Prepare SC policy documents as needed and requested
- Obtain official signatures of SC members on policy documents
- Ensure all information and policy documents pertaining to the School Committee are archived and stored in an accessible location
- Maintain all contact information for SC members

Public Information

- Respond to public records requests and/or analyze information pertaining to public records requests as needed and requested
- Assist Superintendent’s staff with efforts to make SC meeting information more publicly accessible both in advance of and after meetings take place
- Maintain an accurate calendar of all SC meetings and ensure that both the Salem and SPS master calendars are kept up to date
- Collaborate with the Superintendent and district staff to organize SC information to improve ease of public access to information, including access to key information through the district and City website

- Assist with SC or district-wide community engagement and public information efforts as needed

Other

- Provide additional support in the Superintendent's office as needed
- Attend additional meetings and/or training sessions as required
- Other duties as assigned

Qualifications, Education, and Experience

- Ability to effectively communicate with School Committee members, senior school district leaders, employees, the general public, and other district and city officials
- Proficiency in the use of standard office equipment such as computers, printers, faxes, scanners, and proficiency in Microsoft Word, Excel, and PowerPoint
- Can prioritize multiple tasks, work effectively in a changing environment, meet deadlines, and take initiative and direction
- Excellent organizational and communication skills
- Flexibility to meet changing work needs and demands
- Knowledge of laws and regulations pertaining to local school committees and/or education policy or willingness to learn
- Must be willing to work evening hours following the SC meeting schedule

V. SUPERVISION

The School Committee Secretary reports directly to the School Committee and indirectly to the Superintendent. Daily work assignments will, for the most part, originate from the Superintendent, however, any directive or assignments, requested by the collective School Committee shall be given as first priority. The Superintendent shall provide day-to-day oversight of the responsibilities and shall serve as the immediate supervisor for the SC Secretary, unless otherwise notified in writing by the School Committee.

The Secretary will perform the duties described above and other duties as assigned by the School Committee or Superintendent as they arise. Whenever individual members of the School Committee direct the School Committee Secretary to complete an assignment which would conflict with other immediate priorities, the SC Secretary should contact the Chairman of the School Committee and adhere to his/her direction to resolve the matter.

VI. EVALUATION

The Superintendent shall evaluate the School Committee Secretary annually. Such evaluation will involve the opinions and thoughts of each School Committee member as a primary basis for the evaluation ratings. The contents of the evaluation shall be reviewed with the School Committee prior to its issuance to the School Committee Secretary. The evaluation shall remain confidential.

The evaluation will ordinarily be completed not later than June 15 for the year ending June 30.

VII. WORK YEAR and WORK WEEK

A. Work Year. The work year of the SC Secretary shall be twelve (12) months, from July 1 through June 30, unless otherwise stated. The SC Secretary recognizes that her responsibilities and conduct are not determined by prescribed hours and conditions, and that she will perform the directed and implied duties of this position as determined by the School Committee and Superintendent, and will expend the time and effort necessary to effectively achieve the goals and purposes related to the position of SC Secretary

B. Work Week and Hours. The work week for the SC Secretary shall be an average of nineteen (19) hours per week. These hours shall include any and all School Committee meetings that require the attendance of the SC Secretary, additional office hours at Collins Middle School and/or hours worked performing related duties off-site. During school vacation periods and regular holidays, the School Committee Secretary shall be paid for 19 hours per week provided that the packet and agenda for the next scheduled School Committee meeting is completed on time.

There shall be no overtime pay. Instead, if the work load requires more than 19 hours of work in any one week, the School Committee Secretary shall accrue compensatory time which must be taken within one month of its accrual or it shall be forfeited. The School Committee Secretary's weekly workload shall be coordinated by the Superintendent.

VIII. COMPENSATION

The SC Secretary shall receive an hourly rate of \$20.00 per hour.

The SC Secretary shall meet with the Superintendent not later than June 20th to review her compensation for each subsequent year of this agreement. The SC Secretary's compensation shall be set by the Superintendent, pursuant to School Committee Policy 2300 (Employment of Principals and Non-Union Managers).

During the life of this agreement the SC Secretary's annual salary shall not be decreased from what it was in the preceding contract year.

IX. INDEMNIFICATION

The parties understand and acknowledge that their duties and responsibilities in the event of a legal proceeding brought against the SC Secretary individually or in his/her capacity as an agent or employee of the Salem Public Schools shall be governed by the provisions of Chapter 258 of the Massachusetts General Laws.

X. TERMINATION OF EMPLOYMENT

A. On the SC Secretary's Initiative

In the event that the SC Secretary desires to terminate this Agreement before its expiration then she shall give the Superintendent written notice of her intent to terminate at least 30 calendar days prior to vacating the position.

B. By Non-Renewal of Agreement

This Agreement shall be deemed not renewed if the Superintendent or her/his designee provides written notice to the SC Secretary by not later than April 1 of the year that the Agreement is not being renewed. In case such written notice is provided to the SC Secretary the Agreement shall be deemed by the parties to have terminated on the June 30 of the year said notice was given.

C. For Cause

This Agreement may be terminated by the Superintendent and/or School Committee at any time for good cause.

XI. ENTIRE AGREEMENT

This Agreement embodies the whole agreement between the Superintendent and the SC Secretary, and there are no inducements, promises, terms, conditions, or obligations made or entered into by either party other than those contained herein. The contract may not be changed except by a writing that is duly executed by the SC Secretary and the Superintendent or by the authorized representatives thereof.

XII. SEVERABILITY

It is understood and agreed by the parties that if any part, term or provision of this Agreement is held by the courts to be illegal or in conflict with any law of the Commonwealth of Massachusetts, the validity of the remaining portions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular part, term, or provisions held to be invalid.

IN WITNESS WHEREOF, the parties have hereunto signed and sealed this AGREEMENT and a duplicate thereof this 1st day of December in the year 2016.

**FOR THE SCHOOL COMMITTEE
SECRETARY**



Angelica Alayon

FOR THE SUPERINTENDENT



Margarita Ruiz

FOR THE SALEM SCHOOL COMMITTEE



Mayor Kimberley Driscoll

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.

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

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.

TEACHERS’ REPRESENTATIVE

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

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

Revised: October 2016 – First Reading October 24, 2016
Second Reading – January 17, 2017 – tabled 11.7.16
Third Reading – February 6, 2017

Debbie Amaral 9/15/2016 1:19 PM

Comment [1]: Does the City have a retention policy to archive online minutes and agendas? How does it work and is the District covered?

Victoria B. Caldwell ..., 9/22/2016 2:00 PM

Comment [2]: 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.

Debbie Amaral 9/13/2016 11:08 PM

Comment [3]: We presently do not do this. Is this necessary or can any corrections just be posted on line?

Victoria B. Caldwell ..., 9/22/2016 2:02 PM

Comment [4]: I would think some members would like to know when minutes have been corrected.

Angelica Alayon 2/2/2017 3:25 PM

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Angelica Alayon 2/2/2017 3:24 PM

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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.

Firsrt Reading January 17, 2017
Second Reading February 6, 2017

Debbie Amaral 1/10/2017 3:49 PM
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Debbie Amaral 12/1/2016 1:17 AM
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Angelica Alayon 2/2/2017 2:42 PM
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FISCAL MANAGEMENT AND NON-INSTRUCTIONAL OPERATIONS	3000
<u>INCOME</u>	3200
ACCEPTANCE OF GIFTS, GRANTS AND BEQUESTS	3202

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

First Reading - January 17, 2017
Second Reading - February 6, 2017

Debbie Amaral 1/10/2017 4:46 PM
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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.

Debbie Amaral 10/18/2016 7:53 PM
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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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Victoria Caldwell 1/10/2017 3:13 PM
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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

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Victoria Caldwell 1/10/2017 4:44 PM
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[First Reading – January 17, 2017](#)
[Second Reading – February 6, 2017](#)