



# School Committee Meeting Materials

## **Regular School Committee Meeting**

**September 6, 2016**

**7:00 pm**

*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.”**

**August 31, 2016**

**REGULAR SCHOOL COMMITTEE MEETING**

Notice is hereby given that the **Salem School Committee** will hold a **Regular School Committee meeting Tuesday, September 6, 2016 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**

**Tuesday, September 6, 2016**

- 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 August 22, 2016
- IV. Questions and Comments from the Audience**
- VI. Action Items**
  - a. Deliberation on the Resolution to Not Raise the Existing Cap on Charter Schools in the Commonwealth of Massachusetts
  - b. Deliberation on the second reading of the revision to Policy 5219 Teaching About Drugs, Alcohol and Tobacco
- VII. Superintendent Report – Margarita Ruiz**

Presentation Teachers Summer Learning Opportunities & Preparation for the SY 2016-2017

**VIII. Presentations and Reports**

**IX. Finance Report**

- a. Approval of Warrants**
- b. Budget Transfer Request FY17-1**

**X. Subcommittee Reports  
Policy Subcommittee**

**XI. School Committee Concerns and Resolutions**

**XII. Questions and Comments from the Audience**

**Respectfully submitted by:**

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Eileen M. Sacco, Secretary to the  
Salem School Committee

Salem School Committee  
Meeting Minutes  
Monday, August 22, 2016

A regular meeting of the Salem School Committee was held on Monday, August 22, 2016 at 7:00 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

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

**Members Absent:** Mayor Kimberley Driscoll

**Others Present:** Ms. Margarita Ruiz, Superintendent, Kate Carbone, Assistant Superintendent, Margaret Marotta, Assistant Superintendent, 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**

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

**Approval of Minutes**

Ms. Wilson moved to approve the minutes of the July 25, 2016 Regular School Committee meeting as amended. Mr. Schultz seconded the motion. The motion carried.

**Questions and Comments from the Audience**

There were no questions or comments from the audience at this time.

**Action Items**

- a. Deliberation and Vote on the acceptance of a donation in the amount of \$4,000 from Patrick Schultz for the Farm Programs at Salem High School (\$3,500) and Witchcraft Heights (\$500)

Mr. Fleming moved approval of the acceptance of the donation with the appreciation of the School Committee. Ms. Wilson seconded the motion. The motion carried.

- b. Deliberation on the Resolution to Not Raise the Existing Cap on Charter Schools in the Commonwealth of Massachusetts

Dr. Walsh reported that Mayor Driscoll is not present this evening and she has asked that this agenda item be put off until the next meeting.

Mr. Fleming moved to table the matter. Ms. Amaral seconded the motion. The motion carried.

- c. Deliberation on the first reading of the revision to Policy 5219 Teaching About Drugs, Alcohol and Tobacco

Ms. Amaral reported that as part of the new Mass Law regarding the

Took existing policy and the MASC policy and merged them and explained the changes. She also notes that they would like first reading this evening and give the Superintendent the authority to post it on the Salem Public Schools website and note that it is pending final approval of the School Committee.

Ms. Amaral moved approval. Mr. Schultz seconded the motion. The motion carried

### **Superintendent Report – Margarita Ruiz**

Ms. Ruiz welcomed new School Business Manager Kristen Shaver to her first School Committee meeting. She noted that she started her position full time today.

Ms. Ruiz reported that today was the first day of school for the Bentley Academy Charter School and the new head of school reported that they had a smooth day and the school year is off to a good start. She extended her best wishes to all of our teachers and staff as we approach the new school year.

Ms. Ruiz reported that over the summer the Salem Public Schools partnered with many organizations to provide summer programs for our students. She reported that she spent a day touring the programs and reported that programs from arts to civic engagement were offered during a five week period. She noted that Emily Ullman will make a full report on the programs to the School Committee at the next meeting.

Ms. Ruiz reported that the Salem Public Schools offered a Summer Meals program at 9 sites in conjunction with Project Bread and U S Department of Agriculture. She noted that 23,694 meals were served as part of our summer programs including lunch and breakfast over the summer.

Ms. Ruiz reported that this summer the district has been busy providing professional development programs in which more than 300 staff participated in. She noted that most of the training was provided by Salem Public Schools staff.

Ms. Ruiz reported that the district hosted a 4 day Leadership Institute for principals and administrators that was very successful. She explained that they focused on Family Engagement in our schools and many other topics. She also reported that she has spent some time with each leader in the district this summer to be sure that they are ready for the upcoming school and to provide support and guidance.

Ms. Ruiz reported that many teachers collaborated this summer to refine the curriculum maps for the district.

Ms. Ruiz reported that Ms. Westlake and Dr. Leith facilitated a three-day ESL Institute on the new ESL curriculum and other materials they will be rolling out this year to support ESL instruction. She explains that the three-part series for Principals focused on equitable structures for support of our ESL students.

Ms. Ruiz reported that the district successfully migrated from IPass to Aesop Follett which will allow the district to better manage student records and data in a secure environment. She notes that the changeover was a long three-month process that involved a lot of time and training by the staff. She explained that trainings have been held for staff and will continue this week. She notes that many teachers are being trained in the system and professional development day was held last June.

Ms. Carbone explained that a training module was done during the training that would give teachers and idea of what it is. She also noted that there will be training during the first week that teachers are back. She explained how teachers would use the system at various grade levels. She noted that they will be all using a standards based report card.

Mr. Fleming asked if this new system would allow communication between the teachers and parents. Ms. Carbone reported that there is a parent portal and they do not have a time line for the launch of that explaining that they want staff to get used to the system.

Ms. Ruiz reported that she has experience with the change over from IPass to Aesop when she was in Boston. She noted that from that experience she feels that that they wanted to have teachers get used to the system before rolling out the parent portal. Mr. Fleming stated that he thinks that is an important feature of the program and he would like to see that up and running as soon as possible.

Mr. Schultz asked if the parents would access to more than just see the grades, noting that he would like to close the gap so that the students will be held more accountable.

Ms. Carbone agreed noting that they need to meet with the STU to establish guidelines on how often the information will be uploaded etc.

Ms. Ruiz reported that the Horace Mann Principal received information that a teacher in the school has become ill because of parasites and mold that may be connected to the school building. She notes that Mr. Leith has been in contract with SSU who ordered an air quality test for the building and reported on repairs and improvements that they have made to the building over the summer. She notes that they have been very proactive on this and she will keep the SC informed on this.

Mr. Fleming stated that he is concerned that the drop off and pick up at HMLS has not been improved. Ms. Ruiz reported that they have made some changes and it is much better than it was.

Mr. Fleming stated that he would like see a presentation from the Principal on the drop off and pick up procedures at the Horace Mann Lab School.

### **Presentations and Reports**

There were no presentations or reports this evening.

### **Finance Report**

#### **a. Approval of Warrants**

The following warrant totals were presented for approval this evening.

July 21, 2016 in the amount of \$785,840.75  
July 28, 2016 in the amount of \$268,621.09  
August 4, 2016 in the amount of \$273,418.98  
August 11, 2016 in the amount of \$480,456.12  
August 18, 2016 in the amount of \$65,055.70

Mr. Fleming moved to approve the warrants as stated. Ms. Manning seconded the motion. The motion carried.

**Budget Transfer** There were no budget transfer requests this evening.

### **Subcommittee Reports**

Ms. Amaral reported that the Policy Subcommittee met this evening and have scheduled two more meetings. She noted that on September 6, 2016 the Policy Subcommittee will be meeting at 6:00 p.m. to review the 6000 policy series. She noted that members will review the policies and bring their comments to the meeting and they will proceed from there on revising policies if needed. She also reported that on September 15, 2016 the Policy Subcommittee will meet at 4:30 p.m. to review policy 3703 Students in Arrears on School Lunch and Breakfast.

## **Personnel Subcommittee**

Mr. Fleming reported that the Personnel Subcommittee met on August 11, 2016 to review three matters.

He reported that the Personnel Subcommittee met in Executive Session to discuss the McFarland litigation case and without violating and confidential information he could inform the School Committee that the litigation is progressing.

Mr. Fleming reported that he had requested a full report of the matter of the Bentley School investigation and it was on the agenda for the meeting on August 11, 2016. He reported that there was no second made to go into Executive Session and therefore was no discussion held.

Ms. Manning asked Mr. Fleming if he plans to revisit the Bentley matter and Mr. Fleming stated that he did not see how he could if he could not get a second from his own committee. Dr. Walsh asked Mr. Fleming if this was something that he would discuss at a regular School Committee meeting. Mr. Fleming stated that he did not think it could be at this time.

Mr. Fleming reported that the Personnel Subcommittee discussed the posting of the School Committee Secretary position. He noted that they reviewed and made minor changes to the job description and voted 3-0 to post the position. He explained that the Personnel Subcommittee will interview candidates and the School Committee will vote on the final recommendation.

Mr. Fleming reported that the Personnel Subcommittee also met on August 18, 2016 with the AFSCME Union regarding impact bargaining to remove the position Clerk Typist at the New Liberty Innovation School. He explained that this request is the result of the changeover of the school from a Horace Mann Charter School to an Innovation School. He reported that over the course of two meetings they reached an agreement for the position to stay in the union and an agreement was signed.

## **School Committee Concerns and Resolutions**

Mr. Schultz requested that a Curriculum Subcommittee meeting be scheduled to review the standards based report cards. Dr. Walsh stated that he would schedule a meeting in the near future. Mr. Fleming requested that the meeting be co-posted with the Committee of the Whole so that other members of the School Committee who wish to attend may do so.

Mr. Fleming reported that 22 scholars received Kernwood Day Scholarships this year and congratulated them. He reported that this year's tournament is full and thanked all of the golfers who participate in this annual event.

Dr. Walsh report that the Salem Children's Charity held a harbor cruise last night. He reported that it was a sold out event and estimated that they raised between \$3,000-\$4,000 to benefit the Salem Children's Charity.



Mr. Fleming suggested that the School Committee meeting scheduled for Tuesday, September 6, 2016 start at 7:00 p.m. rather than 7:30 p.m. Dr. Walsh suggested that a vote was in order.

Mr. Fleming moved to start the September 6, 2016 meeting at 7:00 p.m. Ms. Manning seconded the motion. The motion carried.

Ms. Manning noted that the Policy Subcommittee is scheduled to meet that night at 6:00 p.m. Ms. Amaral stated that they would change the time of the meeting to 5:30 p.m.

### **Questions and Comments from the Audience Regarding the August 22, 2016 Agenda**

Fawaz Abusharkh addressed the School Committee and expressed his thoughts on Charter Schools. He stated that there is a misconception about Charter Schools and what they do. He noted that many of the School Committee members do not support them and noted that the Massachusetts Charter Schools are the best in the country.

Mr. Abusharkh stated that parents have a right to choose what they feel is best for their children and we need to protect parent's rights. He further noted that there are waiting lists for Charter Schools so that more students can attend them.

Mr. Abusharkh stated that people are afraid that if the charter cap is raised, Charter Schools will start popping up all over the place and stated that they will only open where they are needed.

Mr. Abusharkh concluded noting that we need to educate the community on Charter Schools and suggested that a forum be held so that people can come and give their opinions.

### **Adjournment**

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

The meeting adjourned at 8:00 p.m.

Respectfully submitted by:

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Eileen M. Sacco, Secretary  
Salem School Committee

**Meeting Materials and Reports**

Minutes of School Committee of the Whole Meeting July 25, 2016

School Committee Agenda August 22, 2016

MASC Resolution on Charter School Cap

**STUDENTS AND INSTRUCTION 5000**

**INSTRUCTIONAL PROGRAM 5200**

**TEACHING ABOUT DRUGS, ALCOHOL, AND TOBACCO 5219**

The Salem School Committee recognizes its responsibility to educate its students about drug abuse, including the illegal and inappropriate use of alcohol, and to formulate policies that will assist school administrators and teachers with problems arising from the misuse of drugs.

In accordance with state and federal law, the District shall provide age-appropriate, developmentally appropriate, evidence-based alcohol, tobacco, and drug prevention education programs in grades K-12.

The alcohol, tobacco, and drug prevention program shall address the legal, social, and health consequences of alcohol, tobacco, and drug use, with emphasis on nonuse by school-age children. The program also shall include information about effective techniques and skill development for delaying and abstaining from using, as well as skills for addressing peer pressure to use alcohol, tobacco, or drugs.

The objectives of this program, as stated below, are rooted in the Committee's belief that prevention requires education, and that the most important aspect of the policies and guidelines of the District should be the education of children and youth on healthy decision-making:

- To prevent, delay, and/or reduce alcohol, tobacco, and drug use among children and youth.
- To increase students' understanding of the legal, social, and health consequences of alcohol, tobacco, and drug use.
- To teach students self-management skills, social skills, negotiation skills, and refusal skills that will help them to make healthy decisions and avoid alcohol, tobacco, and drug use.

The curriculum, instructional materials, and outcomes used in this program shall be recommended by the Superintendent and approved by the School Committee.

This policy shall be posted on the district's website and notice shall be provided to all students and parents in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

The committee and school department employees shall cooperate with other community agencies concerned with drug abuse.

Debbie Amaral 8/16/2016 12:06 PM

**Deleted:** The committee shall approve guidelines for drug education and the handling of drug abuse as recommended by the superintendent in accordance with the guidelines of the State Department of Education Drug Advisory Committee. It shall be the responsibility of the superintendent and his/her staff to review these guidelines periodically and to present their recommendations to the committee. -





**Staff Development  
&  
Preparation for Opening Day**  
*Summer 2016*

**Presentation to the Salem School Committee**  
*September 2016*



**Academic Preparation**

*Summer PD*

# Summer PD Headlines

- **SPS teachers planned and facilitated most summer PD sessions.**
- **Workshops allowed for teacher collaboration and planning.**
- **Sessions focused on strengthening teacher content knowledge in key areas.**

# Featured Sessions

## *Teaching & Learning*

### Literacy

- **41** teachers attended a session where they learned three high-leverage strategies for increasing reading comprehension of complex text.

### Math

- **15** teachers attended a 2-day course on proportional reasoning for Grades 3-8.
- **17** teachers attended a 2-day course on primary (Gr. K-2) math strategies designed to strengthen numeracy.



# Featured Sessions

## *Teaching & Learning*

### Science

- **20** teachers attended a 3-day course during which they developed formative assessments and a logical sequence of lessons for a science unit of study.

### Standards-Based Practices

- **71** teachers attended a 2-day session where they explored standards-based grading and reporting in order to prepare for implementation of the new K-8 standards-based report card.

# Featured Sessions

## *Pupil Personnel Services*

### **Positive & Welcoming School Climates**

- **25** district-wide staff came together for a 3-day training by Facing History & Ourselves on difficult conversations about race & identity in our schools
- **71** staff attended Safety Care Certification trainings, learning how adults inadvertently contribute to crisis situations & about supportive interventions that prevent crises
- **35** nurses & SACs attended training on screening tools & supports to prevent & reduce drug & alcohol usage
- **10** PBIS coaches attended a multi-day conference leading sustainable tiered systems of intervention

# Featured Sessions

## *Pupil Personnel Services*

### **Disability Specific Trainings**

- **21** staff attended multi-day trainings on supporting students with ASD via New England Center for Autism
- **25** staff attended multi-day trainings offered by Landmark School on topics related to educating students with learning disabilities
- **All** Special Education Team Chairs attended IEP Boot Camp to improve IEPs and services to students with disabilities

# Featured Sessions

## *Office of English Language Learners*

- **27** ESL Teachers attended a 3-day ESL Teacher Institute to collaborate and plan curricula and learn new pedagogical language practices.
- **15** Principals, Assistant Principals, Coaches and Teacher Leaders attended a 3-part leadership series on equitable school structures for ELLs.

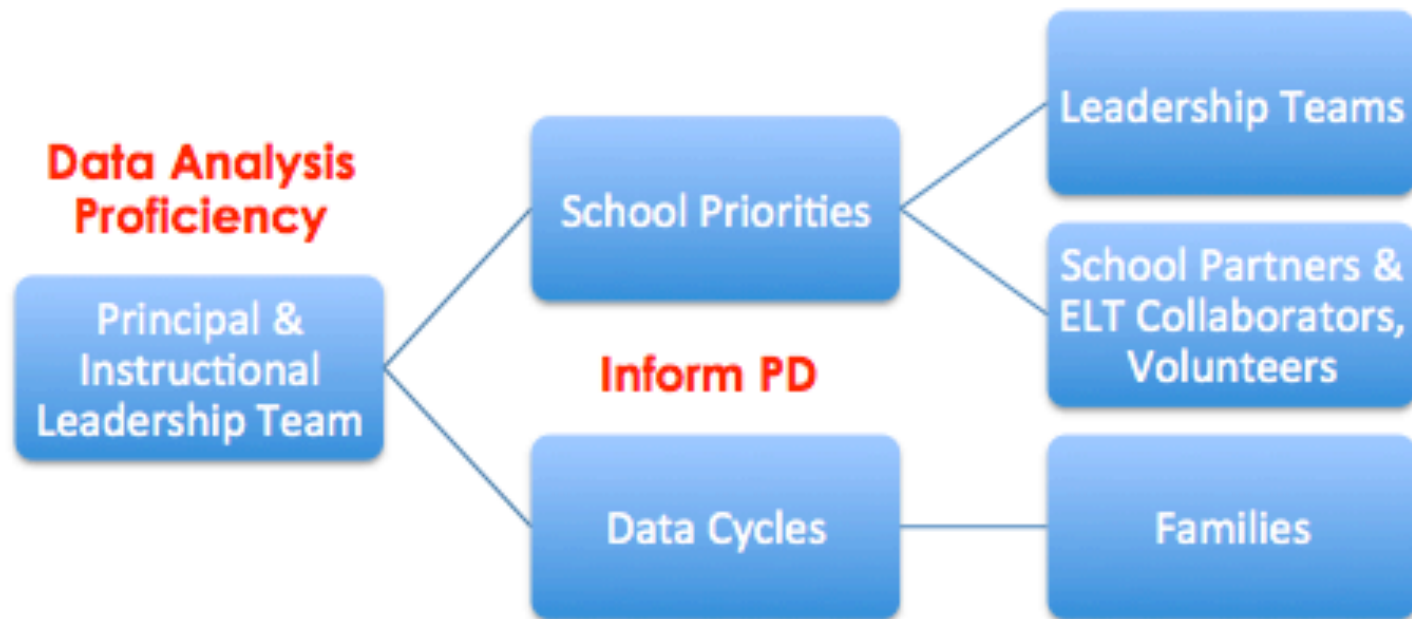


**Leadership**

*August Institute*

**Leveraging Our  
Human Capital to  
Accelerate  
Improvement**

# Leadership Structure Cohesion



**Work is supported and facilitated by:**



# Day 1

## *Family & Community Engagement*

- Dr. Hal Colston, Director of Partnership for Change
  - *Visioning Engagement: Not About Us, Without Us*
- Heidi Guarino, Senior Consultant with Education First
  - *Stakeholder Engagement and Outreach: 10 Best Practices*





## Day 2

### *Standards-Based Practices & Effective Data Use*

#### Standards-Based Practice

- **In depth training for leaders on 3 key standards-based practices**
  - Unpacking standards
  - Formative assessment
  - Grading student work against standards
- **Vanguard teachers facilitated breakout sessions**

#### Effective Data Use

- **Coaching on planning/scheduling data cycles**
- **Sharing tools to inform data work (e.g. assessment calendar)**
- **Time for planning with team**

## Day 3

### Access for All

#### **3 main foci of instruction:**

- **Consistent and clear classroom routines**
- **Pre-teaching vocabulary**
- **Pairing visuals with verbals**

**School leaders engaged in stations around the foci of instruction and planned for future PDs for their staff.**

## Day 4

### *Operations*

- **Operations Leadership Institute**
  - Focused on Human Capital Management
  
- **Operations “Back to School” Check-in Meeting (8/25)**
  - Brief Updates from all Operational Departments
  - Expo & Exchange between Principals & Ops Leaders



# **Operations**

*Preparation for Opening Day*

# Human Capital: Staffing Update

- **117 new hires processed (as of 9/2)**
  - 65 of these have been teachers
- **38 open positions**
  - 11 classroom teacher vacancies to fill
- **37 summer resignations (teachers)**
- **Other highlights include:**
  - New, more efficient onboarding procedures
  - Cleaning up substitute list
  - Improved recruiting strategy

# Human Capital: Other Updates

- **Background Checks**

- State law – all employees by 2016-17
- Follow-up with all fingerprint requirements
- CORI renewals

- **Mandatory Training Modules**

- New modules: MUNIS Self-Serve & Absence tracking

- **NEW! Superintendent Advisory**

- Absence Tracking System

# Parent Information Center (PIC)

- **Now registering all students, all grades**
- **Student registration update**
  - Total of 4122 students (all schools - as of 9/1)
  - Approximately 150 students new to Salem
- **Improving procedures and collaboration with PPS, ELL, and other departments**

*Team Members: Sayonara Reyes, Alma Pimentel, Nicolle Monegro, Lourdes Encarnación (summer)*

# Business Office

- **New Business Manager**
  - Kristin Shaver (started full-time on 8/22)
  
- **AESOP System implementation**
  - New Absence Tracking System

*Team Members: **Kristin Shaver**, Pamela Scharffenberg, Kelly McLaughlin, Kathy Osgood, Rachelle Haas, Nichole Hagstrom, Monica Savage*



# Transportation

- **Processed applications all summer**
  - New online bus application
- **Bus routes and rosters to all Principals by 8/25**
- **Bus passes to schools by opening day**
- **Purchased a new 77 passenger bus**

*Team Members: Eric Fermon, Jasmin Tavares*

# Food Services

- **New uniforms**
- **Freight Farm vegetables harvested and served**
- **Served 24,000 meals through the Summer Feeding Program**

*Team Members: Deb Jeffers, Patrice Toomey, Jacqueline Valatka*

# Building Services

- **Bentley: lighting upgrade**
- **Bowditch: 1<sup>st</sup> and 2<sup>nd</sup> floor lobbies, two classrooms and two offices re-painted**
- **Bates: Assisted Sarah & Christian Murphy and the Bates PTO in replacing the play structure**
- **Prepared, cleaned and performed maintenance on all facilities in preparation for the opening of school**

*Team Members: Paul L'Heureux*

# Technology

- **Transferred IT Dept. staff and budget to City of Salem (effective 7/1/16)**
  - Matt Killen part of Superintendent Mgmt. Team
  - New staff members hired
- **Aspen SIS conversion**
  - Trainings for staff
- **Blackboard Connect**
- **WiFi buildout**

*Team Members: **Matt Killen**, Judy Bedell, Nikki Champagne, Roberta (Bobbi) Gansenberg, Lisa Mullins, Bosco Kwok, Eric Bergengren, Shaykh Muyeab, Hung Chi Ho*

# Emergency Responsiveness

- **Staff Safety Manuals**

- **NEW! Superintendent Advisory**

- Daily Sign-In/Sign-Out Procedures for all staff & visitors

- **ALICE Trainings**

- Info provided in training module for all staff

- Online trainings to start in September

- On-site trainings in November

*Team Members: Margaret Marotta, Paula Dobrow, Jill Conrad, Nicolle Monegro*