

***Ms. Mary A. Manning***  
***Mr. James M. Fleming***  
***Dr. Kristin Pangallo***



***Ms. Beth Anne Cornell***  
***Mr. Manny Cruz***  
***Ms. Amanda Campbell***

***Mayor Kimberley Driscoll, Chair***

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

DATE POSTED: December 15, 2022

**REGULAR SCHOOL COMMITTEE MEETING**

Notice is hereby given that the Salem School Committee will hold a **Regular School Committee meeting on December 19, 2022 at 7:00p.m.** This meeting will take place in person at 29 Highland Ave., Rm. 227, Salem, MA. You can also join via Zoom using the link below.

**Zoom Link to participate:**

<https://us06web.zoom.us/j/89973850198?pwd=SkFqYnh6eThTY2kyck1YMERHZENmQT09>

[Passcode: 930934](#)


**I. Call of Meeting to Order**

**A. Summary of Public Participation Policy (SC Policy #6409).**

Read aloud: *The Salem School Committee would like to hear from the public on issues that affect the school district and are within the scope of the Committee's responsibilities. Spanish interpretation is available for anyone who needs it.*

**B. Live Spanish Interpretation.**

Spanish language interpretation is now provided for all regular School Committee meetings. To listen to this meeting with Spanish language interpretation, please see instructions below:

1. Click **Interpretation** .
2. Click **Spanish**
3. (Optional) To hear the interpreted language only, click **Mute Original Audio**.

**C. Instructions for Participating in Public Comment**

Should any member of the Salem community wish to participate in public comment during this meeting, please click on the below link to sign up and submit your comment electronically: <https://forms.gle/kTDjs2REGrs18hnA9>. A district staff member will be compiling all comments which will be shared with members prior to the end of the public meeting. Comments will also be summarized in the meeting minutes. Please contact Krista Perry at [kperry@salemk12.org](mailto:kperry@salemk12.org) or 617-285-7567 with any questions or to report any technical difficulties you experience.

## **II. Approval of Agenda**

## **III. Approval of Consent Agenda**

- A. Approval of minutes of Committee of the Whole meeting held on 11/21/22
- B. Approval of minutes of Regular SC meeting held on 12/5/22
- C. Approval of donation of \$2,086.00 from the Carlton Innovation School PTO for Carlton's Farm School field trip transportation
- D. Approval of Warrants: **12/8/22** - \$771,610.68; **12/15/22** - \$681,103.38

## **IV. Public Comment**

See above instructions for participating in public comment.

## **V. Massachusetts Association of School Committees - Award Presentation**

## **VI. Superintendent's Report**

- a. Project 351 Ambassador
- b. Advocacy for Period Products in Schools
- c. 8th Grade Learning Pilot

## **VII. Student Representative Report**

## **VIII. Action Items: Old Business**

## **IX. Action Items: New Business**

## **X. Finance & Operations Report**

- a. Update on Draft Budget Calendar for the FY24 Budget Development
- b. Update on quarterly budget transfers

## **XI. Subcommittee Reports**

- a. No substantial changes
  - Policy 1501 - School Committee Meetings
  - Policy 1503 - Community Involvement in Decision Making
- b. Policies for first reading:
  - Policy 5101 - School Age and Attendance
  - Policy 1502 - Advisory Committee to the School Committee

## **XII. School Committee Concerns and Resolutions**

## **XIII. Adjournment**

Respectfully submitted by,

*Krista Perry*

Executive Assistant to the School Committee & Superintendent

*"Persons requiring auxiliary aids and services for effective communication such as sign language interpreter, an assistive listening device, or print material in digital format or a reasonable modification in programs, services, policies, or activities, may contact the City of Salem ADA Coordinator at (978) 619-5630 as soon as possible and not less than 2 business days before the meeting, program, or event."*

**Sra. Mary A. Manning  
Sr. James M. Fleming  
Dra. Kristin Pangallo**



**Sra. Beth Anne Cornell  
Sr. Manny Cruz  
Sra. Amanda Campbell**

**Alcaldesa Kimberley Driscoll, Preside**

“Conozca sus Derechos según la Ley de Reuniones Abiertas, M.G.L. c.30A § 18-25 y Secciones de Ordenanzas de la Ciudad 2-2028 hasta 2-2033”

FECHA DE PUBLICACIÓN 15 de diciembre de 2022

**REUNIÓN REGULAR DEL COMITÉ ESCOLAR**

Por la presente se notifica que el Comité Escolar de Salem celebrará una reunión regular del **Comité Escolar el 19 de diciembre de 2022 a las 7:00 p.m.** Esta reunión se llevará a cabo en persona en **29 Highland Ave., Rm. 227, Salem, MA.** También puede unirse a través de Zoom utilizando el enlace de abajo.

**Haga clic en el enlace a continuación para unirse al seminario web:**

<https://us06web.zoom.us/j/89973850198?pwd=SkFqYnh6eThTY2kyck1YMERHZENmQT09>

**Contraseña: [930934](#)**


**I. Convocatoria a la Sesión Abierta**

**a. Resumen de la Política de Participación Pública (SC Política #6409)**

Lectura en voz alta: *El Comité Escolar de Salem desea escuchar al público sobre temas que afectan al distrito escolar y que están dentro del alcance de las responsabilidades del Comité. Se ofrecerá interpretación al español para quien lo necesite.*

**b. Interpretación al español en vivo**

La interpretación al español se provee en todas las reuniones del Consejo Escolar Regular. Para escuchar estas reuniones con la interpretación al español, por favor vea las instrucciones de abajo:

1. Pulse en **Interpretation** .
2. Pulse en **Spanish**
3. (Opcional) Para escuchar la lengua interpretada solamente, pulse **Mute Original Audio**.

**c. Instrucciones para Participar en el Comentario Público**

Si cualquier miembro de la comunidad de Salem desea participar en el comentario público durante esta reunión, por favor pulsar en el enlace de abajo para registrarse y someter su comentario electrónicamente: <https://forms.gle/kTDjs2REGrs18hnA9>. Un miembro del personal reunirá todos los comentarios que serán compartidos con los miembros antes de finalizar la reunión pública. Los comentarios también serán resumidos en las minutas de la reunión. Póngase en contacto con Krista Perry en [kperry@salemk12.org](mailto:kperry@salemk12.org) o en el 617-285-7567 si tiene alguna pregunta o para comunicarle cualquier dificultad técnica que experimente.

***Sra. Mary A. Manning  
Sr. James M. Fleming  
Dra. Kristin Pangallo***



***Sra. Beth Anne Cornell  
Sr. Manny Cruz  
Sra. Amanda Campbell***

***Alcaldesa Kimberley Driscoll, Preside***

“Conozca sus Derechos según la Ley de Reuniones Abiertas, M.G.L. c.30A § 18-25 y Secciones de Ordenanzas de la Ciudad 2-2028 hasta 2-2033”

**II. Aprobación de la Agenda**

**III. Aprobación de la Agenda Consensuada**

- a. Aprobación del acta de la reunión del Comité Plenario celebrada el 21 de noviembre de 2002.
- b. Aprobación del acta de la reunión ordinaria del SC celebrada el 5-dic-22
- c. Aprobación de la donación de \$ 2,086.00 de la PTO Carlton Innovation School para el transporte de excursión de Carlton's Farm School
- d. Aprobación de órdenes de pago: **8-dic-22** - \$771,610.68; **15-dic-22** - \$681,103.38

**IV. Comentario Público**

Favor de ver arriba para instrucciones sobre cómo participar en los comentarios públicos.

**V. Asociación de Comités Escolares de Massachusetts - Entrega de premios**

**VI. Reporte del Superintendente**

- a. Proyecto 351Embajador
- b. Defensa de los productos periódicos en las escuelas
- c. Piloto de aprendizaje en 8º grado

**VII. Reporte de la Representante estudiantil**

**VIII. Elementos de Acción: Asuntos Antiguos**

**IX. Elementos de Acción: Asuntos Nuevos**

**X. Reporte de Finanzas y Operaciones**

- a. Actualización del proyecto de calendario presupuestario para la elaboración del presupuesto del año fiscal 24
- b. Actualización sobre las transferencias presupuestarias trimestrales



***Sra. Mary A. Manning  
Sr. James M. Fleming  
Dra. Kristin Pangallo***



***Sra. Beth Anne Cornell  
Sr. Manny Cruz  
Sra. Amanda Campbell***

***Alcaldesa Kimberley Driscoll, Preside***

“Conozca sus Derechos según la Ley de Reuniones Abiertas, M.G.L. c.30A § 18-25 y Secciones de Ordenanzas de la Ciudad 2-2028 hasta 2-2033”

**XI. Reportes de los Subcomités**

- a. Sin cambios sustanciales  
Política 1501 - Reuniones del Comité Escolar  
Política 1503 - Participación de la comunidad en la toma de decisiones
- b. Políticas para primera lectura:  
Política 5101 - Edad y asistencia escolar  
Política 1502 - Comité Asesor del Comité Escolar

**XII. Inquietudes y Resoluciones del Comité Escolar**

**XIII. Clausura**

Sometido respetuosamente por,

*Krista Perry*

Asistente Ejecutiva del Comité Escolar y del Superintendente

*“Las personas que requieran ayuda auxiliar y servicios para una comunicación eficiente tal como un intérprete de lenguaje de señas, un dispositivo asistente para escuchar, o material impreso en formato digital o una modificación razonable de programas, servicios, políticas, o actividades, puede ponerse en contacto con el Coordinador ADA de la Ciudad de Salem al (978) 619-5630 a la brevedad y no más de 2 días laborales antes de la reunión, programa o evento.”*

**DRAFT**  
**Salem School Committee**  
**Committee of the Whole Meeting Minutes**  
**November 21, 2022**

A Committee of the Whole (COW) meeting of the Salem School Committee was held on Monday, November 21, 2022 at 6:00 pm. This meeting was held in person at 29 Highland Ave., Rm. 227, Salem, MA.

**Members Present:** Mayor Kimberley Driscoll (arrived at 6:37pm), Ms. Mary Manning, Dr. Kristin Pangallo, Mr. Fleming, Ms. Beth Anne Cornell and Ms. Amanda Campbell (arrived at 6:38pm)

**Members Virtual:** Mr. Manny Cruz ( arrives at 6:30pm)

**Others in Attendance:** Dr. Stephen Zrike, Ms. Elizabeth Pauley

**Call of Meeting to Order**

Mr. Manny Cruz calls the meeting to order at 6:06pm. Mr. Cruz takes a roll call.

Mayor Driscoll	Yes
Ms. Cornell	Yes
Mr. Cruz	Yes
Mr. Fleming	Yes
Ms. Manning	Yes
Dr. Pangallo	Yes
Ms. Campbell	Yes (arrived at 6:30pm)
Motion carries	7-0

**Preliminary discussion of the budget process**

Mr. Cruz notes that Ms. Cornell and the Finance subcommittee have been meeting to discuss having conversations earlier in the process around the budget. Mr. Cruz asks Ms. Cornell to take the lead on this topic in represents to presenting along with Ms. Manning.

Ms. Manning notes what we are looking for is bringing this decision to the larger school committee meeting preceding this meeting.

Ms. Cornell notes what she has been told on how the process works is that the Mayor has a conversation with the Superintendent about the number we are looking for that year. In the past, Ms. Cornell notes the Finance subcommittee was given 20 presentations to review and after reviewing all presentations, the number received back from the Mayor was less than half.

Ms. Cornell notes we are asking rather than having the Superintendent, the Mayor, and their designees, we are simply asking if the Superintendent will be receiving budget information at that time.

Ms. Manning notes the Finance subcommittee would like to be in the discussion so that they can all hear things initially from the city side so we can better back up the Superintendent through the process.

Dr. Zrike notes to discuss the context of the rationale and what is happening within the city. The public has also wanted to know the reason behind the number pertaining to the budget. Having the Finance subcommittee looped in as well so they are all aware what the city faced within the fiscal year.

Mr. Fleming notes this is a great idea that has never been done before and we would have to have the concurrence of the Mayor. Mr. Fleming also notes in the past there has never been a budget number given until one to two weeks before the budget was passed.

Ms. Cornell notes in the future she would like the Finance subcommittee to have all the information needed to make a decision.

Mr. Cruz notes the State funding issues as well and realizes that there are going to be limitations on the city's ability to increase funds for public schools from a local allocation perspective. To that end, as colleagues of the chair, we need to have this forward thinking conversation as soon as possible.

Ms. Cornell notes as Ms. Manning and she previously discussed, they cannot compel the Mayor or the city to do anything but they can respectfully request. As a matter of setting a new precedent for the new administration to come in and say this is how we would like to open up communication so we are all more informed and we are making an informed decision as opposed to a decision where we don't feel that informed. For some of the initial meetings moving forward, give the Finance subcommittee the context and tell us what the landscape is so that we understand what is happening.

Ms. Manning notes she does not want to raise expectations that this proposal will fix receiving a number. Ms. Manning notes the frustrations amongst the subcommittee was not knowing what was going on.

Dr. Pangallo notes concurring with her colleagues, this proposed process will be a better process to use. Dr. Pangallo notes more information is often better when making difficult decisions and having everyone on board. It is important to keep in mind these conversations with the city and a bizarre system of the city council votes and then the school committee votes. It does have to have a more standardized process. The fiscal responsibility falls differently when you are on the School Committee.

Mr. Cruz notes there certainly is a difference between the governance structure between Mayoral appointment versus elected. Mr. Cruz notes scheduling a winter retreat should be priority and scheduling a date in their future on the calendar before the end of 2022 year.

Ms. Manning notes if the proposal gets voted on tonight, then where is it sent to notify afterwards on the city side?

Dr. Pangallo notes the heads of all of the departments are to remain on at least for now but if they resign we can always contact Anna from the city side.

Ms. Cornell notes there are lots of policies that have a language and make every effort and she would like that language to be in the budget policy.

Mr. Cruz notes this proposal and process will need to go to the current chair and then their financial designees. There may be an Interim Mayor so we would then have to reintroduce the concept to that particular person because they will have all these duties and responsibilities of the Mayor until the conclusion of the special election.

Dr. Pangallo asks how many meetings occur between the Salem Public Schools staff on the Finance side and the City side and at what levels? How many meetings would our Finance subcommittee be a part of? How will we inform the rest of the School Committee of any changes?

Ms. Cornell notes there is an initial meeting speaking about what the budget looks like and here is what our concerns are for the coming fiscal year. Ms. Cornell notes we should have the Superintendent let us know when this particular meeting will take place so we can be a part of that discussion.

Ms. Manning notes we want to be there from the beginning so when everything is explained, we are there and present to hear.

Dr. Zrike notes these particular meetings take place in January. It may be a different month this year depending on the time of the governor's budget. Dr. Zrike also notes that Elizabeth Pauley will be meeting with Anna from the city's finance department and if there were to be any type of shift, then that is when the Finance subcommittee would be notified.

Mr. Cruz notes a winter retreat at the onset of the process would be best. Best time to schedule a strategic retreat would be around February or March. In the past, having a longer period of time in the beginning of the year to talk about priorities. This is also an important time to discuss resources and where we might need to make some shifts in our thinking in order to ensure that we're well positioned in the district to make progress towards our goals.

Ms. Manning notes at 6:38 p.m. that Mayor Driscoll and Ms. Campbell arrived in person to the meeting.

Mayor Driscoll notes that last year was an anomaly. Student opportunity, first budget out of Covid, Chapter 70 student opportunity dollars not coming through the way that anyone would have appreciated or anticipated.

Dr. Pangallo notes since there will be new people coming aboard, we would like to make this process much stronger.

Mayor Driscoll notes we are given department heads and while preparing your budget, it looks like a level service budget.

Ms. Manning notes the distinction is this committee is elected and there is a reason to make sure we are getting the context.

Ms. Campbell notes the difference is where it comes through a middle person via the school department without the Finance subcommittee to work without the context of having somebody there. Make sure the Finance subcommittee has the correct information so that we can support the budget process throughout.

Mayor Driscoll notes we should all be mindful of the realities of those projections and the process internally did not work out as positively this past year.

Ms. Manning notes we are going to report this discussion out to the full School Committee so they are aware of the discussion at the COW.

Mayor Driscoll asks if there is a specific recommendation or is there to be communication earlier about the budget between the Mayor and business manager?

Ms. Manning also notes that in this proposal when we speak about meetings, there can be a sentence added where it does state an early stage meeting.

Ms. Manning notes we are reporting to the School Committee meeting as the Committee of the Whole to propose that the Finance subcommittee be in attendance at early stage meetings between the Mayor and/or the designee between the Superintendent regarding budget consideration.

### **Adjournment**

Meeting adjourned at 6:59PM.

Respectfully submitted by,

*Krista Perry*

Executive Assistant to the School Committee & Superintendent

**DRAFT**  
**Salem Public Schools**  
**Salem School Committee**  
**Meeting Minutes**  
**December 5, 2022**

On December 5, 2022 the Salem School Committee held its regular School Committee meeting at 7:00 PM using a hybrid model.

**Members Present In-Person:** Ms. Mary Manning, Mr. James Fleming, Mr. Manny Cruz, Ms. Amanda Campbell, Dr. Kristin Pangallo, Ms. Beth Anne Cornell

**Members Absent:** Mayor Driscoll

**Others in Attendance:** Superintendent Stephen Zrike, Deputy Superintendent Kate Carbone, Assistant Superintendent Elizabeth Pauley, Student Representative Natalia Feliz, Marc LeBlanc, Linda Farinelli, Liz Polay-Wettengel, Principal Glenn Burns

**Call of Meeting to Order**

Mr. Manny Cruz calls the meeting to order at 7:04pm and requests a call of attendance. He explained the Public Participation Policy 6409 and also explained the availability of Spanish interpretation.

**Attendance**

Mr. Manny Cruz recognizes the attendance with members absent and joining virtually.

Ms. Campbell	Present
Ms. Cornell	Present
Mr. Cruz	Present
Mr. Fleming	Present
Ms. Manning	Present
Dr. Pangallo	Present
Mayor Driscoll	Not Present

**Approval of Agenda**

Mr. Cruz requested a motion to approve the Regular Agenda. Motion made by Mr. Fleming and seconded by Ms.Cornell. A roll call vote was taken.

Ms. Campbell	Yes
Ms. Cornell	Yes
Mr. Cruz	Yes
Mr. Fleming	Yes
Ms. Manning	Yes
Dr. Pangallo	Yes

Motion carries 6-0

### **Approval of Consent Agenda**

Mr. Cruz requested a motion to approve the Consent Agenda. Motion made by Ms. Manning. Seconded by Mr. Fleming. Motion carries

Ms. Campbell	Yes
Ms. Cornell	Yes
Mr. Cruz	Yes
Mr. Fleming	Yes
Ms. Manning	Yes
Dr. Pangallo	Yes

Motion carries 6-0

### **Public Comments**

The School Committee Secretary announced that there were no public comments.

Ms. Manning notes another former Collins Middle School teacher passed away. Jan Fellows, one of the ESL teachers. Ms. Manning also notes she was a very nice person and child centered. Mr. Cruz and committee members take a moment of silence.

### **Student Showcase - Salem Prep High School**

Principal Craig Macarelli presents the World Religions Project by Cate Delong. The first unit of study for world history one at Salem Prep is World Religions. Student Cate Delong took a lot of initiative during this process even before the projects were rolled out. She independently researched Buddhism.

Principal Craig Macarelli further discusses Project Lead the Way which is Computer Science Courses. Students' feedback has been excellent. One student talks to his career counselor about his career and passions and the field he was interested in. Principal Mararelli shares a video based on student experiences in Project Lead the Way. Our goal is diploma plus options and help students with their goals after graduation.

### **Superintendent's Report**

## **Salem Education Foundation's Grant Awards Presentation**

Mr. Stephen Beauparlant begins his presentation noting the local nonprofit program to raise money for teacher-funded grants. The grants are pilot projects that may not fit into the school budget. This year they are funding 16 grants that will affect 2200 students.

Dr. Peg Howard, Co- chair of the Grants Committee, awards the teachers who are present to accept the grants. Teachers present were : Jennifer Toler, Pierce Woodward, Ben Chertok, Briana Bain-McNulty, Megan Bowen, Emily Flaherty, Brenda Perez-Goodrum, Beth White, Lori Mendoza, Beth Beaulieu, Donna Ramsden, Amy Selvaggio, Alexandra Kirky, Michelle Flewelling, Liz Yoder, Frank James, and Jon Workman.

## **Early College Presentation and Early College Promise**

Ms. Amie Capodanno presents the early college and early college promise. An overview of what's to come including designations, promise year, current course offerings, and next steps. Early College is a structured partnership with Salem State University and North Shore Community College to earn credits for college and graduation. Designations from the expansion grant will go from 12 credits to now offering 30 credits so students can graduate in 12th grade with 30 credits. We are also including a travel option as well. Students will have the opportunity to travel to Washington D.C. or New York to visit an historical site that has impacted our culture.

Ms. Capodanno notes the 10th and 11th grade courses co-taught by Professors and SHS Teachers at SHS. The 12th courses are on campus. There is also academic support through the tutoring and writing centers. The Promise Year is a scholarship for SPS Early College students to attend NSCC for 1 year for free. 20 students can take up to 30 credits at either NSCC campus. First semester courses, first year seminar, speech 101, and composition 101. Early

College is fully funded by DESE. The co-teaching model is used to ensure sophomore and juniors have the support they need to be successful in the class. Something to be considered in the future are the true credit hours that are earned by each student.

Dr. Zrike notes he has asked the high school to report back to him at the end of December with recommendations about shifting the schedule and we would have to consult with the union as well.

Ms. Capodanno notes that to move onto the Promise Year is a scholarship. 20 students take up to 30 credits at NSCC, students taking Early College courses earn up to 30 credits and continue onto NSCC to achieve an Associates. Students also defer their graduation, book, transportations, and food is covered as well. The scholarship has opened doors for students worried about how to pay for school.



### **Student Representative Report**

Student Representative Natalia Feliz notes she does not have any updates since the last School Committee meeting. Ms. Feliz did note she did have to postpone her scheduled meeting from last week due to CTE's Middle School Showcase/Reunion. Ms. Feliz notes the showcase at Saltonstall went very well. They were able to show some middle schoolers what they have been working on and what there is to offer at Salem High School.

### **Old Business**

none

### **New Business**

- a. Deliberation and approval of Curriculum Subcommittee's recommendation to discard surplus/outdated Dual Language materials. Mr. Cruz entertains a motion. Motion made my Dr. Pangallo. Seconded by Ms. Campbell

Ms. Campbell	Yes
Ms. Cornell	Yes
Mr. Cruz	Yes
Mr. Fleming	Yes
Ms. Manning	Yes
Dr. Pangallo	Yes

Motion carries 6-0

- b. Deliberation and approval of Curriculum Subcommittee's recommendation to discard surplus/outdated technology items. Mr. Cruz entertains a motion. Motion made by Dr. Pangallo. Seconded by Ms. Campbell

Ms. Campbell	Yes
Ms. Cornell	Yes
Mr. Cruz	Yes
Mr. Fleming	Yes
Ms. Manning	Yes
Dr. Pangallo	Yes

Motion carries 6-0

- c. Deliberation and approval of the following donation from the Salem Educational Foundation- \$22,455.99. Mr. Cruz entertains a motion. Motion made by Mr. Fleming. Seconded by Ms. Campbell

Ms. Campbell	Yes
Ms. Cornell	Yes
Mr. Cruz	Yes
Mr. Fleming	Yes
Ms. Manning	Yes
Dr. Pangallo	Yes

Motion carries 6-0

d. Deliberation and approval of the following donations for Salem High School's CTE program totaling \$13,250.00:

- Goldberg Properties \$5,000.00
- Salem Rotary Foundation \$5,000.00
- Anonymous \$2,250.00
- Viktoria Talebian \$ 500.00
- Coffee Time Bake Shop \$ 500.00

Mr. Cruz entertains a motion. Motion accepted by Mr. Fleming. Seconded by Ms. Campbell.

Ms. Campbell	Yes
Ms. Cornell	Yes
Mr. Cruz	Yes
Mr. Fleming	Yes
Ms. Manning	Yes
Dr. Pangallo	Yes

Motion carries 6-0

## Finance & Operation Update

none

## Subcommittee Reports

- a. Policies for third reading:
- 1403 Relations with Planning Department
  - 1404 Department of Children and Families
  - 1405 Relations with Community Organizations
  - 1406 Relations with School Systems and Agencies

Mr. Cruz entertains a motion. Motion made by Ms. Cornell. Seconded by Ms. Campbell.

Ms. Campbell	Yes
Ms. Cornell	Yes
Mr. Cruz	Yes
Mr. Fleming	Yes
Ms. Manning	Yes
Dr. Pangallo	Yes

Motion carries 6-0

### **Sub Committee Updates**

Mr. Fleming notes the Building & Grounds Subcommittee met this past week to discuss multiple topics. The first was to modify the facility request form to cure a problem in what qualifies in a free organization and what does not qualify as a free organization. Ms. Fleming also notes we spoke about the location of Salem Prep and New Liberty School. There was also a side letter contract discussing the use of property. The experience has been unfavorable and we would ask the Personnel Subcommittee to look more into this and renegotiate.

### **School Committee Concerns and Resolutions**

Ms. Cornell would like to propose a district level conversation to encourage Athletic participation more broadly at the Middle and High School levels. Ms. Cornell would like this topic to be added to the upcoming retreat agenda and if not possible, perhaps a COW in early 2023 to begin this conversation.

### **Adjournment**

Mr. Cruz entertains a motion to adjourn. Mr. Fleming motioned and Ms. Campbell seconded. A roll call vote was taken.

Ms. Campbell	Yes
Ms. Cornell	Yes
Mr. Cruz	Yes
Mr. Fleming	Yes
Ms. Manning	Yes
Dr. Pangallo	Yes

Motion carries 6-0. Meeting adjourned at 8:52pm

Respectfully submitted by,

*Krista Perry*

Executive Administrative Assistant to School Committee and Superintendent

CARLTON ELEMENTARY SCHOOL PTO  
10 SKERRY STREET  
SALEM, MA 01970

53-179/113

1466

DATE 11/22/22

PAY TO  
THE ORDER OF

Salem Public Schools \$1896.00  
One thousand eight hundred and ninety six and 00/100 DOLLARS

 Eastern Bank

Doston, MA 02110  
easternbank.com  
1-800-EASTERN

Farm School

MEMO NRT Trip # 61848, 61849, 61850



MP

⑆011301798⑆ 0600277271⑈ 1466

SPECIALTY BLUE

CARLTON ELEMENTARY SCHOOL PTO  
10 SKERRY STREET  
SALEM, MA 01970

53-179/113

1465

DATE 11/22/22

PAY TO  
THE ORDER OF

Salem Public Schools \$190.00  
One hundred and ninety and 00/100 DOLLARS

 Eastern Bank

Doston, MA 02110  
easternbank.com  
1-800-EASTERN

MEMO NRT Trip # 62111



MP

⑆011301798⑆ 0600277271⑈ 1465

SPECIALTY BLUE

Remit To:

NRT

Department 1101  
PO Box 986524  
Boston, MA 02298-6524



**Invoice: 15300**

Date: 31-Oct-2022

Terms: Upon Receipt

Bill To:

Carlton Elementary School  
10 Skerry Street  
Salem, MA 01970  
Attn: Camila Salazar

<u>Pickup Date</u>	<u>Pickup</u>	<u>Trip #</u>	<u>Destination</u>	<u>Requestor</u>	<u>Group Name</u>	<u># Veh.</u>
24-Oct-2022 9:00 AM	Carlton Innovation School	61848	The Farm School	Bethann Jellison	One Way	1
<u>Vehicle Costs:</u>						
Salem Ma Field Trips (Min \$190.00.)						\$632.00
<b>Total Trip Cost:</b>						<b>\$632.00</b>
<b>Total:</b>						<b>\$632.00</b>

Received Payment: \$0.00

**Amount Due: \$632.00**

When submitting a payment please include the invoice number on your checks.  
If payment has been made please disregard this invoice.

Remit To:

NRT

Department 1101  
PO Box 986524  
Boston, MA 02298-6524



**Invoice: 15302**

Date: 31-Oct-2022

Terms: Upon Receipt

Bill To:

Carlton Elementary School  
10 Skerry Street  
Salem, MA 01970  
Attn: Camila Salazar

<u>Pickup Date</u>	<u>Pickup</u>	<u>Trip #</u>	<u>Destination</u>	<u>Requestor</u>	<u># Veh.</u>
26-Oct-2022 9:00 AM	Carlton Innovation School	61850	The Farm School	Bethann Jellison	1
<u>Vehicle Costs:</u>					
Salem Ma Field Trips (Min \$190.00.)					\$632.00
<b>Total Trip Cost:</b>					<b>\$632.00</b>

---

**Total: \$632.00**

**Received Payment: \$0.00**

**Amount Due: \$632.00**

When submitting a payment please include the invoice number on your checks.  
If payment has been made please disregard this invoice.

Remit To:

NRT

Department 1101

PO Box 986524

Boston, MA 02298-6524



**Invoice: 15301**

Date: 31-Oct-2022

Terms: Upon Receipt

Bill To:

Carlton Elementary School

10 Skerry Street

Salem, MA 01970

Attn: Camila Salazar

<u>Pickup Date</u>	<u>Pickup</u>	<u>Trip #</u>	<u>Destination</u>	<u>Requestor</u>	<u>Group Name</u>	<u># Veh.</u>
28-Oct-2022 10:30 AM	The Farm School	61849	Carlton Innovation School	Bethann Jellison	One Way	1
<u>Vehicle Costs:</u>						
Salem Ma Field Trips (Min \$190.00.)						\$632.00
<b>Total Trip Cost:</b>						<b>\$632.00</b>
<b>Total:</b>						<b>\$632.00</b>

Received Payment: \$0.00

**Amount Due: \$632.00**

When submitting a payment please include the invoice number on your checks.  
If payment has been made please disregard this invoice.

Remit To:  
NRT  
Department 1101  
PO Box 986524  
Boston, MA 02298-6524



**Invoice: 15303**

Date: 31-Oct-2022

Terms: Upon Receipt

**Bill To:**

Carlton Elementary School  
10 Skerry Street  
Salem, MA 01970  
Attn: Brittney Bythrow

<u>Pickup Date</u>	<u>Pickup</u>	<u>Trip #</u>	<u>Destination</u>	<u>Requestor</u>	<u># Veh.</u>
06-Oct-2022 9:00 AM	Carlton Innovation School	62111	Brooksby Farm	Katie Sletterink	1
<u>Vehicle Costs:</u>					
Salem Ma Field Trips (Mln \$190.00.)					\$190.00
<b>Total Trip Cost:</b>					<b>\$190.00</b>

---

**Total: \$190.00**

**Received Payment: \$0.00**

**Amount Due: \$190.00**

When submitting a payment please include the invoice number on your checks.  
If payment has been made please disregard this invoice.





# WHAT IS PROJECT 351?

At Project 351, we believe that every young person is remarkable and that within them, lies the tools, vision, and desire to build a more just, inclusive and united global community.

Project 351 is a nonprofit organization that develops a new generation of community-first service leaders through the yearlong engagement of an eighth grade Ambassador from each of the 351 cities and towns in Massachusetts. Youth are selected by hometown educators for an exemplary ethic of service and the values of kindness, compassion, humility, and gratitude. Project 351 encourages the recognition of an unsung hero and quiet leader, and seeks to build a community rich in diversity and lived experiences.

Since our founding in 2011, Project 351 has engaged 4,492 eighth grade Ambassadors as change agents in their communities. United as 350NE, they've impacted more than 1.1 million neighbors through transformational service.

With essential support of hometown educators and guided by Project 351, this rising generation builds the skills required to lead positive change, deepen awareness of critical issues, and foster community values. With new-found confidence, Ambassadors mobilize schools and hometowns in service to partners including Cradles to Crayons, Wonderfund, and Massachusetts Military Heroes Fund. Through these service platforms, Ambassadors cultivate kindness and empathy, foster civic engagement, unite schools in common values and a shared mission, and progress positive social change.

Over a year's term, Ambassadors -- and the thousands of classmates they engage -- demonstrate the power and potential of young people in service. During a time of increased division and polarization, their activism and devotion to a cause greater than self builds a more united, engaged, and compassionate world.







# A YEAR OF LEADERSHIP & SERVICE

We warmly welcome you to a life-changing year as Ambassador! Over 12-months of inspirational and enriching service and leadership development, Ambassadors gain the courage, compassion, and capabilities to lead positive change. United as the Class of 2023, Ambassadors will support thousands of friends and neighbors affected by the causes and consequences of poverty. Through their example, Ambassadors build hope, elevate gratitude, and scale kindness as a force for positive change.

## **November & December 2022    Orientation for the Class of 2023**

Our weekly communication begins via email, as we extend an inspirational warm welcome! You're invited to two information calls for Ambassadors and family members, to learn more about Project 351, Launch Day, and the year of leadership ahead!

## **2023**

### **Saturday, January 14**

### **13th Annual Launch & Service Day, Boston**

**in honor of Dr. Martin Luther King Jr. & Coretta Scott King and in Celebration of the Class of 2023**

A celebratory day of inspiration and impact as Ambassadors unite to honor the legacy of the Kings and kick-off their year of service!

### **January – February**

### **Service Leadership Academy**

Ambassadors unite virtually for our online learning forum featuring weekly leadership development, community building, and inspirational special guests!

### **April**

### **Spring Service in Support of Cradles to Crayons**

Ambassador-led service at their school and/or in their hometown. Spring Service supports children who are homeless or facing extreme economic challenges. The first of four statewide campaigns guided by Project 351's leadership development and mentorship model.

### **May**

### **Hope & Gratitude Walk**

Walk/run/bike for 351 miles in your hometown with friends and family. United, we raise funds in support of nonprofits selected by the Ambassador Class of 2022.

### **June**

### **Leadership Reunion**

Celebratory gathering of Ambassadors and Alumni for leadership workshops, inspirational speakers, and service impact at Gillette Stadium!



617-387-7100



[www.project351.org](http://www.project351.org)



[info@project351.org](mailto:info@project351.org)



# A YEAR OF LEADERSHIP & SERVICE

## September

### **9.11 Tribute Service in support of the Massachusetts Military Heroes Fund**

To honor and remember the lives lost in 2001 and Fallen Heroes since 2001, we promote peace and unity through youth-led service.

## October

### **Fall Service Leadership Academy**

We reunite virtually to learn and lead in preparation for Fall Service.

## December

### **Fall Service : The Ambassadors' Campaign to End Hunger**

The Class of 2023 mobilizes schools and communities in service to support hometown food pantries and the families they nourish. At the close of the year, Ambassadors are invited to continue to serve and develop their leadership skills as Members of the Project 351 Alumni Organization.

## December

### **Join the Project 351 Alumni Organization!**

At the close of the year, Ambassadors are invited to continue to serve and develop their leadership skills as Alumni!

## **PLEASE NOTE:**

Due to capacity limitations, **Launch Day (January)** and **Leadership Reunion (June)** are for Ambassadors only. Highlights and inspiration will be featured on social media and summarized for families and educators.

**There is no cost for either event. Transportation, meals, and Project 351 tees will be provided for both.**



617-387-7100



[www.project351.org](http://www.project351.org)



[info@project351.org](mailto:info@project351.org)



# EDUCATOR FREQUENTLY ASKED QUESTIONS

## 1. What is Project 351?

Project 351 is a youth-led movement for positive change that unites an eighth grade Ambassador from each of Massachusetts' 351 cities and towns for a transformative year of leadership development, enrichment, and impact. Through unique service opportunities, Ambassadors gain valuable skills, create positive change in communities, build a statewide network of values-aligned peers, and unite the Commonwealth in common purpose.

The Ambassador year is a gateway to a lifetime of purpose and passion through service. At year's end, Ambassadors are invited to continue their leadership development and community impact as members of the Alumni Organization or by application to the Alumni Leadership Council. Throughout high school and beyond, Alumni inspire with their courage, passion, skill, and commitment to the values and vision of Project 351 and a lifetime of transformative leadership.

We are an independent 501(c)3 registered nonprofit and the only model of our kind in the nation. Project 351 does not receive state or federal funds, and relies on the financial investment of individuals, philanthropic organizations, and corporate leaders to sustain our mission and movement.

## 2. What is an Ambassador?

An Ambassador is an eighth grade student selected by hometown educators for a year of transformative leadership opportunities. Youth are selected for an exemplary ethic of service and the values of kindness, compassion, humility, and gratitude. Ambassadors are eager to serve, lead, and learn; and reflect this remarkable generation's passion to make a difference.

Ambassadors are chosen by educator selection rather than student application to ensure the recognition of unsung heroes and quiet leaders. Each Fall, hometown educators engage a locally-designed process based on Project 351's values, criteria, and program expectations. We're grateful for the wisdom of educators in selecting the eighth grader who best reflects the hopes and aspirations of their school and community.

Project 351 values and celebrates the rich diversity of our Commonwealth. We welcome Ambassadors from all races, ethnicities, religions, genders, gender expressions, national origins (ancestry), abilities, and sexual orientations.

## 3. What is the duration of the Ambassador term?

Ambassadors are invited to serve for 12-months. Their term kicks-off in January and concludes in December -- spanning the second half of eighth grade and the first half of ninth grade. Their year of inspiration and impact includes leadership development and service learning, statewide service campaigns, Launch (January), and Leadership Reunion (June). Each opportunity strengthened by friendships made with Ambassadors from across the state. Please see #5 for greater detail.



# EDUCATOR FREQUENTLY ASKED QUESTIONS

## 4. Is there a cost to participate in Project 351?

There is **no cost** associated with Project 351 for the Ambassador, family, or school district.

Project 351 is devoted to ensuring full access to participation for every Ambassador and provides the resources, enrichment, and mentorship to guide success.

Two special highlights of the Ambassador year unite our statewide community -- Launch & Service Day on Saturday, January 14, 2023 and June Leadership Reunion at Gillette Stadium. Transportation, meals, and an official Ambassador-tee are provided for both.

The Project 351 team would be grateful to learn of any barriers to participation (e.g. internet access, transportation), so we can provide guidance and assistance.

## 5. What are the benefits of the Ambassador year?

Leadership, confidence, friendships, and increased awareness and motivation as role model, change agent, kind neighbor, and engaged classmate. And, the pride gained through successful service campaigns that build skills, amplify their ideas and aspirations, and positively impact children and families in need of our care.

The Class of 2023 joins a powerful movement for positive change. Since 2011, 4,492 eighth graders have positively impacted more than 1.1 million neighbors through service! Like the Ambassadors before them, Ambassadors will develop the courage, compassion, and capabilities to lead. Enrichment is gained through Alumni mentorship, the (virtual) Service Leadership Academy, and unique learning experiences with inspirational Service Heroes, non-profit and civic leaders, and near-peer role models.

The Ambassador Journey begins with an inspirational Launch Day in Boston, which unites eighth graders from every corner of the state for a day of service and celebration. Over twelve months, Ambassadors learn from their peer's diverse perspectives and ideas; deepen their knowledge of critical issues; and lead service that creates transformative impact for tens of thousands of neighbors across the Commonwealth.

Ambassadors build skills critical to classroom and community success including communication, project management, leadership of diverse teams, collaboration, impact evaluation, and the values of gratitude, inclusion, and generosity. Youth embrace service to cause greater than self as a defining characteristic of their college and career choices.

In our 13th year, we take great pride in the mission-driven professions pursued by Project 351 Alumni. They're founders of nonprofit organizations and social entrepreneurs; educators and environmentalists; First Responders and enlisted military; social justice activists and members of Americorps; and civic leaders and elected officials. Alumni continue to steward our mission as members of the Alumni Organization, Alumni Leadership Council, and as two members of Project 351's Advisory Board.



# EDUCATOR FREQUENTLY ASKED QUESTIONS

## 6. What are the expectations of an Ambassador?

Ambassadors are selected by their educators because of their demonstrated kindness and potential to lead. Ambassadors reflect the pride of their family, school, and community and bring their best self to Project 351.

As a member of the Class of 2023, Ambassadors serve, learn, and lead with a diverse community of peers in service projects and leadership development opportunities. Our most successful Ambassadors have an open heart and mind, respect for others, passion to make a difference, and actively demonstrate Project 351's core values of kindness, compassion, humility, and gratitude.

Project 351's mission and service impact is powered by the active engagement of our Ambassadors. Our hope is that each Ambassador will participate in the 12-month "Leadership Journey" (January–December 2023). **Please note that participation in Launch & Service Day on Saturday, January 14, 2023 is required for the Ambassador.**

Highlights of the 12-month leadership program includes:

- **Launch and Service Day** in honor of Dr. Martin Luther King Jr. and Coretta Scott King and in celebration of the Class of 2023; January 14, 2023; Boston.
- **Service Leadership Academy** (SLA), a virtual learning and leadership development forum in support of four statewide service campaigns.
- **Leadership Reunion** (June 2023), a celebratory gathering at Gillette Stadium with Ambassadors and Alumni for leadership training, service, and community building.
- Four **statewide service campaigns**, featuring our proven model of youth-led impact:
  1. Spring Service (April 2023)
  2. Hope & Gratitude Walk (May 2023)
  3. 9.11 Tribute Service (September 2023)
  4. Fall Service (November/December 2023)

Ambassadors have the option to participate in smaller-scale service and leadership opportunities throughout the year.

Each statewide service campaign features comprehensive training and mentorship to support the Ambassadors' leadership of high impact service projects in their hometowns. The Class of 2023 will unite in support of children facing economic challenge and homelessness (Spring, to benefit Cradles to Crayons); innovative nonprofit organizations selected by Ambassadors (Hope & Gratitude Walk); honor our military and veterans (9.11 Tribute Service, in support of the Mass Military Heroes Fund); and our state's sustained hunger crisis (Fall, to benefit hometown food pantries).

At the conclusion of their Ambassador year, youth are invited to continue their leadership development as a member of Project 351's Alumni community.



# EDUCATOR FREQUENTLY ASKED QUESTIONS

## 7. How can participation in Project 351 support the Ambassador's school community?

Project 351 recognizes that schools are hubs of community – inclusive, engaged, and responsive to the needs of friends and neighbors. We are greatly appreciative of the opportunity to partner with these vibrant communities, and aspire to contribute meaningfully and in alignment with educators' goals.

Like educators, we believe in the unlimited potential of every child. We are eager to support school districts' priorities of Social and Emotional Learning, civic engagement, and united and inclusive communities. As such, a central strategy is the Ambassador's efforts to engage their school community and classmates in values-based service and acts of kindness, empathy, and inclusion. Former Governor Deval Patrick refers to Ambassadors as a **"spark for service"**, who will ignite their generation's embrace of the opportunity to lead and obligation to serve.

During the year, educators can leverage Project 351's service campaigns as platforms to engage the broader school and community, promote character education, build awareness of critical issues and societal need, scale inspirational impact, and foster schoolwide unity and pride.

## 8. How can educators best support their Ambassador's leadership development and service success?

Educators' stewardship of their Ambassadors' service year is critical to the success and scale of our mission. In fact, an engaged educator mentor is the leading indicator for Ambassador success.

Project 351 is deeply grateful to a statewide community of educators for their selection of their community's Ambassador and their leadership of Project 351's three service campaigns and Hope & Gratitude Walk. We're honored that schools have embraced Project 351 as a platform for strengthening Social and Emotional Learning, school-based service, character education, and diverse and inclusive communities. And, we are indebted to educators for their investment of time, expertise, and resources to support Ambassador success.

We encourage – and greatly value – the engagement of a dedicated educator to serve as mentor and guide throughout the year. Project 351 provides resources and a peer network (Project 351's Educators Advisory Group) for best practices, advice, and encouragement – and to ensure coordinated support of the Ambassador's leadership development.

The Project 351 team is comprised of active listeners, respectful collaborators, and devoted partners. We encourage educator feedback so that we can ensure an Ambassador Journey of excellence.



# EDUCATOR FREQUENTLY ASKED QUESTIONS

## 9. What are the role & responsibilities of an Educator Mentor?

Over the past twelve years, the success of Ambassadors has included one common factor – the engaged support of an educator. This mentor offers encouragement, serves as a sounding board, and helps identify opportunities for local support and engagement. While Ambassadors are not required to have an educator mentor, we know that opportunities for youth service are more readily embraced and successful when guided by a supportive adult.

Further, Project 351 seeks to be a resource to educators in their goals for civic engagement, service learning, and learning environments that are values-rich and inclusive. Our program model is intentionally expansive, empowering Ambassadors to broadly engage their classmates and communities in shared values and a common mission.

Based on the positive feedback of Alumni and educators, Project 351 strongly recommends this support role.

Educator Mentors will be supported by training and resources, best practices, and engagement with a statewide community of service-minded educators.

The roles, responsibilities, and benefits of an Educator Mentor include:

- Serve as a source of encouragement, wisdom and perspective during the Ambassador's 12-month term (January through December).
- Support and help facilitate Project 351's Spring and Fall Service projects, and the Hope & Gratitude Walk. (9.11 Tribute Service is executed during the summer.) Mentors are provided with resources, training materials, and conference calls to guide Ambassador service development and execution.
- Cultivate the Ambassador's values of kindness, compassion, humility, and gratitude.
- Encourage and support Ambassador's efforts to engage their peers and school community in Project 351's signature service.
- Ideally and if applicable, maximize Project 351 service learning and leadership platforms to drive school and/or district outcomes.
- Engage with and learn from the network of service-minded educators from across the state.
- PLEASE NOTE: The Educator Mentor provides hometown support. There is no expectation for travel or participation at Launch Day or Reunion.

Interested educators are invited to engage as Ambassador Mentor by confirmation through a designated section of the online Selection form. The Project 351 team will follow-up!

Thank you for your consideration of support. We're indebted to an extraordinary community of educators who make our mission and more importantly, the Ambassador Journey, possible.



# EDUCATOR FREQUENTLY ASKED QUESTIONS

## 10. When is the Class of 2023's Launch Day?

Launch Day – in honor of Dr. Martin Luther King Jr. and Coretta Scott King and in celebration of the Class of 2023 – is **Saturday, January 14, 2023** in Boston. Launch Day is made possible by our media partner, WBZ-TV; our generous community of individual and private sector support; and a vast community of dedicated educators, nonprofit and civic leaders, Project 351 Alumni, and volunteers. This year's Launch Day coincides with the history-making dedication of Boston's first memorial to the Kings -- The Embrace. Project 351 is honored to help amplify the celebration of the vision and values of the Kings.

**Launch Day participation is required** of each Ambassador. In November and December, we will provide a warm welcome and orientation, with detailed guidance on Launch logistics, programming, and transportation.

## 11. My student has been selected as 2023 Ambassador! What's next?

Congratulations and warmest welcome to your Ambassador! There are a few **important steps** to complete the Ambassador selection process:

- Schools must **confirm Ambassador participation and their parent/guardian approval** as Ambassador, including **required participation** in the January 14th Launch.
- Schools **submit the online selection form by November 16th**, with a parent/guardian dedicated contact.
- The **parent/guardian contact will receive an automated email** inviting the family to fill out the Ambassador's online registration form by Friday, December 16, 2022.
- Our warm welcome and orientation will begin the week of November 21st and will include:
  - **Week of November 21st:** Inspirational and informational email updates begin.
  - **November -- early January:** Informational calls for Ambassadors, families, and educators.
  - **December -- January:** Project 351 Alumni outreach for peer support and guidance.
  - **January 14, 2023:** Launch & Service Day celebration in honor of the Class of 2023 in Boston. Transportation and meals provided.





# How we got free *Menstrual Products* in our School Bathrooms

Dariely Moronta Espinal, Alexa Baez, and Alice Camilo Linares

The background of the image is a solid pink color. In the upper center, there is a white alarm clock with a black strap. To the left of the clock is a single pink rose. To the right of the clock is a bouquet of pink roses. Below the clock, there is a calendar page showing the days of the week (Mon, Tue, Wed, Thu) and the numbers 1 through 27. The text is overlaid on these elements.

*We worked hard to make this happen.*

Sometimes, people leave the house unprepared when they have their period, and menstrual products are a necessary item for people to be hygienic.

Lots of kids leave their homes unprepared so it's much better to have supplies available in the school bathroom.

# What We Did to Make This Happen

May 25th, 2022 with the help of Miss Liz, from the District Office, we met with representatives from the company, Aunt Flow. They design dispensers that give free menstrual products to students in Schools.

We asked questions about how to keep the products safe, how to assure access for everyone, and how to restock the supplies once they run out.

Miss Liz worked with Dr. Zrike, our Superintendent, on the budget and logistics and the Aunt Flow dispensers were installed in all Salem Public School buildings this September.



# Why We Advocated for this Cause

Many people don't carry money on them. NBC News had this to say about Menstrual Products in schools:

**“Just as toilet paper and paper towels are provided in virtually every public bathroom, so should menstrual products.”**

We agree with this statement. Not enough public places add menstrual products to their bathrooms. Some places are ahead of the rest. New York state already has pads and tampons in their bathrooms.



# I AM



NO ONE SHOULD HAVE TO CHOOSE  
BETWEEN FOOD, HOUSING  
OR MENSTRUAL PRODUCTS.

PERIOD.





**SALEM PUBLIC SCHOOLS**  
**FY 2024 DRAFT BUDGET CALENDAR**  
**(DECEMBER 19, 2022)**

Budget Process	Timeline
<input type="checkbox"/> Develop FY2022 Budget Calendar and submit to Finance Subcommittee for Review– 10/25 <input type="checkbox"/> Report October 1 enrollment and create multi-year enrollment projections using October 1 enrollment as historic baseline	October 2022
<input type="checkbox"/> Reconcile FY23 Staffing Budget to Actual and Review with Superintendent & School Leaders <input type="checkbox"/> Update FY23 projections for key cost drivers (utilities, out-of-district tuitions, salaries, benefits, etc.) <input type="checkbox"/> Build preliminary budget targets <input type="checkbox"/> Create multi-year revenue projections for all funds (General Fund, grants, etc.) <input type="checkbox"/> Generate FY22 Salary Projections based on actual or projected CBA Salary Schedules	November & December 2022
<input type="checkbox"/> Create initial FY24 budget projection with revenue and expenditure projections – including salary projections based on actual or projected CBA salary schedules– w/ SPS, city & finance committee <input type="checkbox"/> Model school allocation methodologies <input type="checkbox"/> Determine guidance to school leaders about what is within and outside their budgetary control <input type="checkbox"/> Conversations with the City about estimates for local appropriation, capital budget, and budget process <input type="checkbox"/> Create an initial FY24 plan with investments, reallocations, and school allocations <input type="checkbox"/> Roll out FY24 budget guidance to school leaders <input type="checkbox"/> Hold Public budget forums	January 2023
<input type="checkbox"/> School and district leaders present proposed budgets to Finance Subcommittee <input type="checkbox"/> Salem School Committee Finance Subcommittee meetings <input type="checkbox"/> Finalize FY24 budget and create budget documents and presentations	March 2023
<input type="checkbox"/> Final FY24 budget recommendations to Finance Subcommittee- by the end of March <input type="checkbox"/> Present FY24 budget to School Committee- April 24th	April 2023
<input type="checkbox"/> School Committee Public hearing on proposed budget- May 1st <input type="checkbox"/> School Committee vote on proposed budget- May 15th <input type="checkbox"/> FY24 final budget transmitted to City <input type="checkbox"/> Tentative FY23 spending deadline for schools and departments	May 2023
<input type="checkbox"/> City Council budget hearings <input type="checkbox"/> City Council votes on proposed School Department Budget	June 2023

**COMMUNITY RELATIONS** **1000**

PUBLIC PARTICIPATION 1500

SCHOOL COMMITTEE MEETINGS 1501

The School Committee shall, when possible, solicit the advice and counsel of citizens in the planning and operation of the schools. Meetings shall be open to the public except when the committee votes to go into executive session, as directed by Massachusetts General Laws Chapter 39, Sections 23A, 23B, and 23C (Open Meeting Law). Any matter, subject to the approval of the School Committee, may be placed on the agenda for consideration by the School Committee by any citizen, subject to the following, except in emergencies:

Request(s) shall be in writing and shall be received by the superintendent of schools 10 days prior to the scheduled meeting;

Request(s) will include an explanation of the subject matter to be brought before the committee.

Legal Reference: MGL 39:23A; 39:23B; 39:23C

Reviewed: December 2, 2022

Approved: 8/ 2/04

Reviewed: December 2016



**COMMUNITY RELATIONS** **1000**

PUBLIC PARTICIPATION 1500

COMMUNITY INVOLVEMENT IN DECISION MAKING 1503

The School Committee endorses the concept that community participation in the affairs of the schools is essential if the school department and the community are to maintain mutual confidence and respect and work together to improve the quality of education for students. It will exert every effort to identify the desires of the community and to be responsive, through its actions, to those desires.

All citizens will be encouraged to express ideas, concerns, and judgments about the schools to the school administration, staff, any appointed advisory boards and the committee.

Residents who are specially qualified because of interest, training, ~~or experience, or~~ ~~personal characteristics~~ ~~may~~ **will** be encouraged to assume an active role in school affairs. ~~From time to time, these people may be invited by the committee to act as advisors, either individually or in groups.~~

The committee and the staff will give substantial weight to the advice they receive from individuals and community groups interested in the schools, particularly from those individuals and groups they have invited to advise them regarding specific problems, but will use their best judgment in arriving at decisions.

The School Committee reaffirms the right of its citizenry to make recommendations to the School Committee regarding improving the city schools.

Reviewed: December 2, 2022

Reviewed: December 2016

## **STUDENTS AND INSTRUCTION 5000 ATTENDANCE 5100 SCHOOL AGE AND ATTENDANCE 5101**

Attendance is vital for student learning. For this reason, the Salem Public Schools encourage families to ensure that students are in school, on time every day. Under Massachusetts General Law (School Attendance, Chapter 76) attendance is compulsory. This means that, at a minimum, all children between the ages of six and sixteen are required to attend school daily. The School Committee also believes that daily attendance up to a student's graduation is essential to optimize learning.

Under the law, students with 7~~8~~ or more unexcused absences or 14~~5~~ unexcused half-days in any period of six months may, upon the recommendation of the school principal or designee, be referred to the Supervisor of Attendance for intervention or action. Every absence impacts student learning, however, regardless whether it is excused, unexcused, a tardy, or an early dismissal. Any student with 8 or more absences (excused or unexcused) may be referred to the school student support team. Considered together, absences for any reason can have an impact on student learning and academic and social emotional outcomes.

Students absent from school for a full-day may not participate in school-sponsored activities on the day or evening of the absence.

### **Excused Absences**

Salem Public Schools recognizes that students will, at times, have legitimate reasons to be absent. Potential reasons for excused absences include the following:

- Student's illness or injury
- Death of a close family member
- Observance of a major religious holiday
- Court summons (student's name must appear on the summons)
- School/administration approved activities
- College visits (documentation required)
- Legal, immigration, military or other similar obligations
- Medical or psychological appointments during the school day
- Suspension

Parents/guardians are expected to call in a student's absence into the school's absence reporting system each day the student is absent. To be eligible for an excused absence, the parent/guardian shall provide the school with notice explaining the absence as soon as possible and within no more than 5 days of the return to school.

### **Medical Documentation Requirements**

To be deemed excused, an absence of more than 3 consecutive days must be documented in writing by an appropriately licensed medical professional, e.g. physician, nurse practitioner, physician's assistant, psychiatrist, psychologist, therapist, or dentist who has physically assessed the student.

### **Unexcused Absences**

An absence is considered unexcused when a student misses school for reasons that fail to meet the criteria for an excused absence as defined above.

### **Annual School Absence Protocol and Notification**

The Salem School Committee requires that each school establish a student absence protocol and notification system. Principals shall send, at the beginning of each school year, notifications to the parent/guardian of each student regarding the school's protocol.

### **Truancy and Habitual Truancy**

A student is considered truant when s/he misses school without permission or a valid excuse. Parents/guardians will be notified if a student is suspected of being truant.

A student is considered habitually truant if they are willfully failing to attend school for eight (8) or more school days in a quarter without a lawful and reasonable excuse as outlined above. For schools not operating on a quarter system, sixteen (16) missed days per semester or eleven (11) missed days per trimester shall apply.

### **Parent/Guardian and School Responsibilities**

Parents/guardians are legally responsible for ensuring that their child attends school daily. Pursuant to M.G.L. c. 76, § 1B, the school will notify the parent/guardian of a student who has missed 5 or more school days unexcused in a school year. The school administrator/designee will make a reasonable effort to meet with the parent/guardian of a student who has 5 or more unexcused absences to develop action steps for student attendance. The action steps shall be developed jointly and agreed upon by the school principal, or a designee, the student and the student's parent/guardian and with input from other relevant school personnel and officials from public safety, health and human service, housing and nonprofit agencies.

### **Chronic Absenteeism**

Chronic Absence is defined as a student missing 10% or more days of school within a school calendar year including all absences regardless of whether they are excused or unexcused. Starting as early as preschool and kindergarten, students' chronic absence is a primary cause of low academic achievement and a powerful predictor of which students will eventually drop out

of school. Students who have poor attendance over multiple years will struggle to make up for the lost time in the classroom. Students' chronic absenteeism can leave third graders unable to read proficiently, sixth graders struggling with coursework and high school students off track for graduation.

### **Plan for Reducing Chronic Absenteeism**

The Superintendent shall track and measure chronic absenteeism across the district and shall develop a comprehensive plan to reduce chronic absenteeism wherever concerning patterns exist. Each school shall also develop its own plan to reduce chronic absenteeism that shall be included in its School Improvement Plan. Such plans should be proactive in reducing barriers to consistent student attendance, responsive to student and family needs, and involve key school staff members (such as a Student Support Team), and other stakeholders including community partners.

### **Enforcement of Student Attendance**

Salem Public Schools exercises its rights to enforce M.G.L. 76, §1 or Chapter 119, §51A. The Salem School District will be proactive in efforts to intervene when absenteeism is high and/or impacts student learning. For such irregular attendance of any kind, a student shall be referred to the school attendance team. Students who are identified as habitually truant (as defined above) will be referred to the district's Supervisor of Attendance and potentially other forms of intervention or action.

### **Educational Services Due to Absences for Illness/Injury**

For absences of several days due to illness or injuries, students and families should contact teachers to establish a reasonable schedule for making up missed work. Students in middle and high school are strongly encouraged to seek out extra help before or after school, or at some other mutually agreeable time if they need assistance from a teacher as the result of an absence.

Per 603 CMR 28.03(3)(c) and 28.04(4), parents/guardians of students who are absent because of illness or injury for 14 consecutive school days, or students with chronic illnesses who have recurring home/hospital stays of less than 14 consecutive school days, when such recurrences have added up to or are expected to add up to more than 14 school days in a school year, are eligible for home or hospital educational services if they are requested and the medical need is documented by the treating physician. In these cases, the parent/guardian should contact the Office of Student Services and Family Supports to set up educational services that will enable the student to keep up in his/her courses of study and minimize the educational loss that might occur during the period of confinement at home or hospital.

Legal References: MGL 76:1, 1A, 1B, 2, 4, 5, 20 and 119: 51A

603 CMR 28.03(3)(c)

<https://www.mass.gov/juvenile-court-rules/juvenile-court-standing-order-3-21-child-requiring-assistance-proceedings>

[www.attendanceworks.org/research/](http://www.attendanceworks.org/research/)

Reviewed: December 2, 2022

Approved: 6/21/21

## **COMMUNITY RELATIONS** **1000**

### PUBLIC PARTICIPATION 1500

#### ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE 1502

The following general policies will govern the appointment and functioning of advisory committees to the School Committee (with the exception of other than the Student Advisory Committee, SEPAC, LPAC which are governed by the terms of the Massachusetts General Laws):

Advisory committees may be created by the School Committee to serve as task forces for special purposes or to provide continuing consultation in a particular area of activity. There will be no standing overall advisory committee to the School Committee;

If state or federal law requires an advisory committee, its composition and appointment will meet all of the guidelines established for that particular type of committee;

The composition of task forces and other advisory committees will be broadly representative and take into consideration the specific tasks assigned to the committee. Members of the professional staff may be appointed to the committee as members or consultants.

The School Committee will make appointments to such committees. The School Committee, upon recommendation of the superintendent of schools, will ~~appoint~~<sup>make</sup> staff members to such committees when appropriate.

Each advisory committee will be clearly instructed as to:

The length of time each member is being asked to serve;

The assignment the School Committee wishes the advisory committee to fulfill and the extent and limitations of its responsibilities;

The resources the School Committee will provide;

The approximate dates on which the School Committee wishes to receive major reports;

The guidelines for the release of information to the press.

NOTE: The School Committee possesses certain legal powers and prerogatives that cannot be delegated or surrendered to others. All recommendations of an advisory committee must be submitted to the School Committee. The School Committee will have

the sole power to dissolve any of its advisory committees and will reserve the right to exercise this power at any time during the life of any committee.

Reviewed: December 2016, 2022