

Ms. Mary A. Manning
Mr. Manny Cruz
Ms. Amanda Campbell



Ms. Beth Anne Cornell
Dr. Kristin Pangallo
Ms. Veronica Miranda

Mayor Dominick Pangallo, 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: November 30, 2023

REGULAR SCHOOL COMMITTEE MEETING

Notice is hereby given that the Salem School Committee will hold a **Regular School Committee meeting on December 4, 2023 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/83767579876?pwd=L3EvaTNET29Ocks2bzdCOXdOTS9UUT09>

Passcode: 957783

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.

The members of the School Committee would like to remind the public that Salem Public School students regularly attend School Committee meetings. We encourage all meeting participants to model respectful and productive public discourse for our young learners.

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 following link to sign up and submit your comment electronically: <https://forms.gle/txTrLNZi4pArFSjSA>. 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 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 Regular SC meeting held on November 20, 2023
- B. Approval of Warrants: **11/22/23** - \$487,295.06; **11/30/23** - \$345,132.13
- C. Approval of Salem High School Basketball Team to Orlando, FL

IV. Public Comment

See above instructions for participating in public comment.

V. Superintendent's Report

- A. Human Resource and Staffing Update (Strategy 2.1, 2.4 and Strategy 4.2)
- B. Superintendent Self-Evaluation (Strategy 2.3)

VI. Student Representative Report

VII. Action Items: Old Business

VIII. Action Items: New Business

- A. Deliberation and vote on approval for \$1000 donation from Cummings Properties to be used for the Music Program at Horace Mann Laboratory School
- B. Deliberation and vote on the request from All Business Basketball to waive the facility fee for the use of the Horace Mann Laboratory School gymnasium on 1/26/24-1/27/24

IX. Finance & Operations Report

X. Subcommittee Reports

XI. School Committee Concerns and Resolutions

XII. 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. Manny Cruz
Sra. Amanda Campbell



Sra. Beth Anne Cornell
Dra. Kristin Pangallo
Sra. Veronica Miranda

Alcalde Dominick Pangallo, 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 30 de noviembre de 2023

REUNIÓN ORDINARIA DEL COMITÉ ESCOLAR

Por la presente se notifica que el Comité Escolar de Salem celebrará una **Reunión regular del Comité Escolar el 4 de diciembre de 2023 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 a continuación.

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

<https://us06web.zoom.us/j/83767579876?pwd=L3EvaTNFT29Ocks2bzdCOXdOTS9UUT09>

Contraseña: [957783](#)


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. Los miembros del Comité Escolar desean recordar al público que los estudiantes de las Escuelas Públicas de Salem asisten regularmente a las reuniones del Comité Escolar. Animamos a todos los participantes de la reunión a modelar un discurso público respetuoso y productivo para nuestros jóvenes estudiantes.*

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/txTrLNZi4pArFSjSA>. Un miembro del personal reunirá todos los comentarios que serán compartidos con los miembros antes de

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finalizar la reunión pública. Los comentarios también serán resumidos en las minutas de la reunión. Por favor, póngase en contacto con Krista Perry en kperry@salemk12.org o en el 617-285-7567 si tiene alguna pregunta o para informar de cualquier dificultad técnica que experimente.

II. Aprobación de la Agenda

III. Aprobación de la Agenda Consensuada

- A. Aprobación del acta de la reunión regular del Comité escolar celebrada el 20 de noviembre de 2023
- B. Aprobación de las órdenes de pago: **22-nov-23** - \$487,295.06; **30-nov-23** - \$345,132.13
- C. Aprobación del Equipo de Baloncesto a Salem High School a Orlando, FL

IV. Comentario Público

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

V. Exhibición del estudiante - Escuela Carlton Innovation

VI. Reporte del Superintendente

- a. Actualización de Recursos Humanos y Dotación de Personal (Estrategia 2.1, 2.4 y Estrategia 4.2)
- b. Autoevaluación del Superintendente (Estrategia 2.3)

VII. Reporte de la Estudiante Representativa

VIII. Elementos de Acción: Asuntos Antiguos

IX. Elementos de Acción: Asuntos Nuevos

- A. Deliberación y votación sobre la aprobación de la donación de \$1000 de Cummings Properties para el Programa de Música de la Escuela Horace Mann Laboratory.
- B. Deliberación y votación sobre la solicitud de All Business Basketball para renunciar a la cuota de instalación para el uso del gimnasio de la Escuela Laboratorio Horace Mann en 26-ene-24-27-ene-24

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- X. **Reporte de Finanzas y Operaciones**
- XI. **Reportes de los Subcomités**
- 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 Public Schools
Salem School Committee
Meeting Minutes
November 20, 2023

On November 20, 2023 the Salem School Committee held its regular School Committee meeting at 7:00 PM using a hybrid model.

Members Present: Mayor Dominick Pangallo, Ms. Mary Manning, Mr. Manny Cruz, Ms. Beth Anne Cornell, Dr. Kristin Pangallo, Ms. Amanda Campbell and Ms. Veronica Miranda

Others in Attendance: Superintendent Stephen Zrike, Deputy Superintendent Kate Carbone, Ms. Elizabeth Pauley, Ms. Natalia Feliz, Dr. Kimberly Talbot, Mr. Christopher O'Donnell, and Mr. Marc LeBlanc

Others in Attendance Virtually: Ms. Laura Assade

Call of Meeting to Order

Mayor Pangallo calls the meeting to order at 7:00 p.m. and requests a call of attendance. He explained the Public Participation Policy 6409 and also explained the availability of Spanish interpretation.

Attendance

Mayor Pangallo recognizes the attendance with members absent and joining virtually. Dr. Pangallo motions for approval and seconded by Ms. Cornell.

Ms. Campbell	Present
Ms. Cornell	Present
Mr. Cruz	Present
Ms. Manning	Present
Dr. Pangallo	Present
Ms. Miranda	Present
Mayor Pangallo	Present

Approval of Agenda

Mayor Pangallo requested a motion to approve the Agenda. Dr. Pangallo motions for approval and seconded by Ms. Cornell. A roll call vote is taken.

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

Mayor Pangallo Yes

Motion Carries 7-0

Mr. Cruz makes a motion to take item number five out of order which is the Student Showcase. Seconded by Ms. Campbell. A roll call vote is taken.

Mr. Cruz Yes

Ms. Manning Yes

Dr. Pangallo Yes

Ms. Cornell Yes

Ms. Miranda Yes

Ms. Campbell Yes

Mayor Pangallo Yes

Motion Carries 7-0

Approval of Consent Agenda

Mayor Pangallo requested a motion to approve the Consent Agenda. Dr. Pangallo motions for approval and seconded by Ms. Miranda. A roll call vote is taken.

Mr. Cruz Yes

Ms. Manning Yes

Dr. Pangallo Yes

Ms. Cornell Yes

Ms. Miranda Yes

Ms. Campbell Yes

Mayor Pangallo Yes

Motion Carries 7-0

Mr. Cruz makes a motion to remove Item C. from the Consent Agenda and table this agenda item at this time :

C. Approval of Salem High School Basketball Team to Orlando, FL from 12/19/23-12/23/23

Dr. Pangallo seconded the motion. A roll call vote is taken.

Mr. Cruz Yes

Ms. Manning Yes

Dr. Pangallo Yes

Ms. Cornell Yes

Ms. Miranda Yes

Ms. Campbell Yes

Mayor Pangallo Yes

Motion Carries 7-0

Student Showcase - Carlton Innovation School

Student presenters are Kamila Canela, Anneke Corrigan, Tony Jimenez, Max Rosenthal, Sedona Shaw, Apollo Siharath, and Bjorni Sula and discussed the Math Workshop at Carlton School.

Students note the workshop should look like all students are learning and trying their best. The math schedule looks like a warm up, mini lesson, centers, exit tickets, and debrief. Students also note that if the teachers and students both follow through with their own jobs they will learn.

The math activator is used for students to face challenging math problems. Individual Fluency

work helps students practice their math skills using dice, number chart paper, rulers, and folders. Mini- lessons offer learning targets for each student as well. The workshop menu offers two students group menus that will rotate. This menu includes partner games or independent practice. Another aspect is teacher take home where students are assigned to work with a specific math teacher. “ST” math expectations are staying in your own space, keeping voice off, raising your hand if needing any help, and keep trying but never give up. Exit tickets are for students using chromebooks as well as paper and pencil to solve math problems. The exit tickets are useful for the teachers to know how well a student is doing on a scale. Math interviews were completed with several math teachers and students to ask what was being taught and what the student has learned.

Public Comment

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

Superintendent’s Report

Superintendent Dr. Zrike notes the Hall of Fame induction event and acknowledges the Salem High football team playing on Thanksgiving Day and on Thursday, November 30th Salem High football team will be playing in the Super Bowl at Gillette Stadium. Dr. Zrike also mentions Ms. Kim Parker was recognized as teacher of the year and will be recognized at a ceremony in April at Bentley College.

A. Athletics Advisory Committee Report and Recommendations (Strategy 3.3)

Ms. Cornell notes Mr. Rich Thornett will be presenting the Athletics Advisory Committee initiatives that were decided on as a committee. Mr. Thornett, Athletics Advisory Committee Chair, presents this report and recommendations. The goals of this committee are to engage more Salem children into athletics, develop a strong student connection to schools and the community, and create relations between city and district athletics programs to better leverage resources and support a strong Salem athletics community. The main mission is to increase diversity of athletes and engage more Salem children in recreational athletics. Side effects of broadening participation will improve student mental and physical health, student academic performance, student engagement and school culture, and promote equity and inclusion.

Some retention and funding data noted were that Salem High School has been a frequent focus of attention in Salem, in part for sharply declining enrollment over the last 20 years. The school lost an average of 29 students each year after the 2006 academic year, down to its recent low of 803 students enrolled in 2021-22. The vision is to foster inclusive practices to engage and invest in high needs and traditionally underrepresented populations toward elevating their participation in athletics and improving the quality of their athletics experiences. The guiding principles notes include equitable participation, tracking key metrics, community feedback, and building systems, processes, and documentation. Mr. Thornett notes the four strategic initiatives. Number one being to partner with and grow city and community programs, two being to unify and grow district programs, number three to lower barriers to participation in district programs, and lastly initiative four to upgrade facilities and optimize their use. Mr.

Thornett again notes the work is just beginning. There is a vision but now we have to see it through. There needs to be collaboration across all schools, management of many concurrent concerns and projects, advocacy for student-athlete program needs, and community outreach

Ms. Cornell notes many of the initiatives that Mr. Thornett reviewed really involves much organization and coordination so what she would like to suggest is that the School Committee is ongoing and along with the support of the city as well. The coordination of our youth programs, city and school will help kids get engaged. Ms. Cornell would like to suggest this be an ongoing committee under the Superintendent.

Mayor Pangallo notes he would like to see more staff engaged from the city side on this new committee as well.

B. Finance Update (Strategy 4.1)

Ms. Elizabeth Pauley presented the FY24 budget update to the committee. The main budget priorities were to ensure resources are allocated equitably, promote stakeholder engagement, and plan for and begin the transition away from ESSER. Ms. Pauley shares an overview summary noting 67% of funds allocated to schools, largest school allocations were a total of 36% . Salem High School: 19%, Collins Middle School: 10%, and Witchcraft Heights Elementary School - 7%. Overall, the budget appears where it is expected to be at this point in the school year. Personnel is almost 80% of our budget. We currently have 1,052 employees. 880 full time employees and 160 new hires.

Ms. Camilia Salazar reviews the new ongoing budget monitoring tools we have in place for this year. Open architect dashboard, monthly reports and budget check-in meetings, new real-time spending tool, and monthly payroll analysis. The real time spending tool is a real time amount available for each budget line. This tool also breaks down what the actual purchases are and the staff member can see the contracted services or not.

Ms. Pauley notes the transportation costs which are being monitored and watched closely. Overall, we are expecting a 5% increase regarding Special Ed and Homeless Transportation costs. Both of these budget lines will be watched closely. This year we have noticed a greater number of move-ins; fewer move-outs and a higher percentage of new students in need of services. There has been an increase regarding utilities as well. Ms. Pauley notes the considerations to keep in mind which are closely monitoring Special Education costs, monitoring other major cost drivers including Utilities, and finalizing plans for unspent ESSER funds

Student Representative Report

Ms. Feliz notes the only update as of right now is a possible zoom meeting scheduled for next week with the School Committee members.

Old Business

none

New Business

none

Finance & Operations Report

none

Subcommittee Reports

none

School Committee Concerns and Resolutions

Ms. Beth Anne Cornell makes a motion to amend a resolution for the Superintendent to make 11/30/23 a half day for the Salem High School so they are able to attend the Super Bowl at Gillette Stadium. Mr. Cruz amends Ms. Cornell’s resolution to support Salem High participating in the Super Bowl. Dr. Zrike recommends dismissing the Salem High School at 11:15am which is exactly a half day of school so the football team is able to be transported down to Gillette in time to participate in the Super Bowl.

- Ms. Cornell Yes
- Mr. Cruz Yes
- Ms. Manning Yes
- Dr. Pangallo Yes
- Ms. Miranda Yes
- Ms. Campbell Yes
- Mayor Pangallo Yes

Motion Carries 7-0

Mr. Cruz also requests a moment of silence for Cynthia Buonfiglio.

Adjournment

Ms. Manning makes a motion to adjourn. Seconded by Ms. Miranda.

- Ms. Cornell Yes
- Mr. Cruz Yes
- Ms. Manning Yes
- Dr. Pangallo Yes
- Ms. Miranda Yes
- Ms. Campbell Yes
- Mayor Pangallo Yes

Motion Carries 7-0

Meeting adjourned at 9:35PM.

Respectfully submitted by,

Krista Perry

Executive Administrative Assistant to the School Committee & Superintendent

Field Trip Request Form - Salem Public Schools

Last Updated: October 2022

Directions: All educators seeking to take students on a field trip must obtain permission from the school principal. The school nurse must also review and sign off on each field trip. For local trips, please complete this form at least two weeks prior to the date of the proposed field trip. All overnight and/or out-of-state field trips require School Committee approval and must be submitted at least one month prior to the field trip.

I. General Information

School	SALEM HIGH School	Grade Level(s)	Date of Request:	Date of Field Trip:	
Trip Planner	THOMAS DOYLE	9-12	11/5/23	12/19/23	
Contact Info	Phone: 978 836 8471	# of Students:	12-15	Depart:	Return:
	Email: tdoyle@salemk12.org			12/19/23	12/23/23
Destination	Name: ORLANDO, FLORIDA	Location and Duration			
Destination Address		<input type="checkbox"/> Local trip (Salem/North Shore) <input type="checkbox"/> In-state – within MA <input checked="" type="checkbox"/> Out of state			
Funding Source	For Bus: For other (admissions costs, etc.): ALL MONEY ALREADY RAISED	<input type="checkbox"/> Within the normal school day <input type="checkbox"/> Beyond normal school hours <input checked="" type="checkbox"/> Overnight trip			

II. Learning and Accessibility

Instructional Alignment	Accessibility and Inclusion for All Students
<input type="checkbox"/> Alignment: The trip is aligned to grade-level standards. <input type="checkbox"/> Pre- and Post-Plan: Students will be prepared for the trip and will have the opportunity to synthesize new learning from the experience. Comments:	*District policy requires field trips to be accessible to all students. *Trip planners must ensure that all students (e.g., students with disabilities, multilingual learners, etc.) have the appropriate supports. <input checked="" type="checkbox"/> I understand these requirements. Comments:

III. School Nurse Review and Approval (School Nurse Signature Required)

Has the school nurse been notified of this field trip? <i>to be reviewed 11/30/23</i>	Has the roster of students been shared? Have medical concerns been reviewed? <i>to be reviewed 11/30/23</i>	Will a nurse be needed for this field trip? <i>to be reviewed 11/30/23</i>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
School Nurse Signature: <i>R. Ikin RN</i>		Date: <i>11/9/23</i>

IV. Food Services

Has the school's cafeteria manager been notified of this field trip? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Will students be eating lunch at school or on the field trip? <input type="checkbox"/> At school <input checked="" type="checkbox"/> On field trip	Are bag lunches needed for this trip? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No How many? _____
Comments: <i>NOTHING REQUIRED</i>		

V. Transportation

Transportation needed:	<input type="checkbox"/> Bus (Complete Transportation Request Form and send to dbido@salemk12.org and vfaundes@salemk12.org at least two weeks before the trip.)	<input type="checkbox"/> Public transportation <input type="checkbox"/> Walking <input checked="" type="checkbox"/> Other: <i>PLANE</i>
If traveling by bus:	Pick Up Time: Pick Up Location:	Return Time: Return Location:

VI. Parent Involvement & Background Checks

Will any parents or volunteers be participating in this trip? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Will any have "direct and unmonitored contact" with students? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CORI required for ALL parents & volunteers (please submit forms 1- 2 weeks ahead). Fingerprints required for those who will have direct & unmonitored contact with students
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VI. Principal Review and Approval (Required for ALL Field Trips)

School Principal Signature: <i>[Signature]</i>	Date: <i>11/13/23</i>
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To; Superintendent of Schools, Dr. Stephen Zrike

CC; File

From: Principal, Glenn Burns

Date: 11/5/23

RE: December 2023 Out of State Field Trip to Orlando, Florida

This is to recommend the Salem High School Basketball Team be given permission to travel to Orlando, Florida. The trip will take place from December 19th-23rd, 2023. The trip will give the student/athletes the opportunity to bond with their teammates, create lifelong memories, and attend the theme parks. The trip will be chaperoned by Mr. Tom Doyle who is the varsity basketball coach as well as a teacher at Salem High School along with three of his assistant coaches. A list of students with permission forms will be provided after the team has tryouts. There will be at least 1 chaperone for every 4 students. The team has traveled in 2018, 2019, 2021, and 2022. All student/athletes will be required to check with their teachers before leaving to acquire any work to be missed and be required to bring their chromebook and given time to complete that work. Upon return student/athletes will attend extra help sessions during crew to make up any work if necessary. Fundraising has gone very well this year and more opportunities will be available to all potential student/athletes and this trip will be fully funded. The past four trips were fully funded and no student/athlete had to pay out of pocket. Thank you for your consideration.

This needs to be brought before the School Committee for approval so that additional planning can be completed. Thank you for your attention to this matter.

Please call me if you have any questions or concerns.



SALEM
PUBLIC SCHOOLS
Where belonging leads to opportunity.

HR and Staffing Update SY 2023-24



*School Committee
December 4, 2023*



Our Core Values

Belonging. We believe all members of our community are valued and that our relationships are built on empathy and respect.

Equity. We believe in promoting social justice to ensure an inclusive school community where all members are empowered and engaged.

Opportunity. We believe all students should receive a personalized experience to achieve academic success, find joy in their learning, and have multiple choices for their post-secondary plans.

Where belonging leads to opportunity.



SALEM
PUBLIC SCHOOLS



Salem Public Schools

Core Priorities of the Salem Public Schools' 2023-2026 Strategic Plan

Priority One: Elevate Learning

Build and maintain a district-wide culture of universally high academic expectations for every learner.



Priority Three: Center Belonging

Build joyful, welcoming, and supportive school communities.



Priority Two: Empower Educators

Make the Salem Public Schools an inclusive district where student-centered, innovative, and highly-effective educators want to work, grow, and stay.



Priority Four: Strengthen Our Foundation

Develop consistent, reliable systems and structures to disrupt inequities and support the work of the district.



The HR Team

- 2.5 FTE (adding recruitment support)
 - We welcome all new staff
 - Provide ongoing support and services to all employees
 - Work to achieve the district's talent acquisition and retention goals
- *Team Goal - To be highly effective in serving the strategic talent needs of the district/schools and provide efficient, responsive services and supports to all employees.*
- We work closely with the Payroll, DEI, Technology, and Academics teams as well as all principals and department leaders



Dr. Jill Conrad, HR Director
jconrad@salemk12.org



Nancy Weiss, HR Generalist
nweiss@salemk12.org



Kim Malioneck, Admin Assistant & Float Secretary
kmalioneck@salemk12.org

978-740-1115



The Work of HR

- **Recruitment/Talent Acquisition** (marketing/career fairs, job postings, hiring manager support, cultivating candidates)
- **Hiring/Onboarding** (background checks, credential verification, salary determination, job offers, employee contracts, onboarding, printing and issuing ID badge/key card, etc., required annual trainings, ALICE trainings)
- **Employee Services** (employment verifications, leave management, loan forgiveness, salary advancement, licensure support, terminations (resignations/retirements, non-renewals), background checks for exited employees, responses to complaints, etc.)
- **School Services** (staffing changes, background checks for volunteers/field trips, hiring daily substitute teachers, etc.)
- **Management Supports** (staffing consultations, staff planning, investigations, staff absence management, disciplinary procedures, legal consultations, technical assistance, etc.)
- **Labor Relations** (ensuring that we are following CBAs, maintaining relations with union leaders, negotiations, etc.)
- **Legal Compliance** (required trainings, ensuring personnel policies are accurate and in legal compliance across employment, consultations with attorneys, letters of reasonable assurance, unemployment claims, workers compensation, etc.)
- **Data Management** (personnel data entry into Aspen for state reporting, ensuring accuracy in data, working to improve accuracy and reporting capabilities, etc.)



HR Work By the Numbers

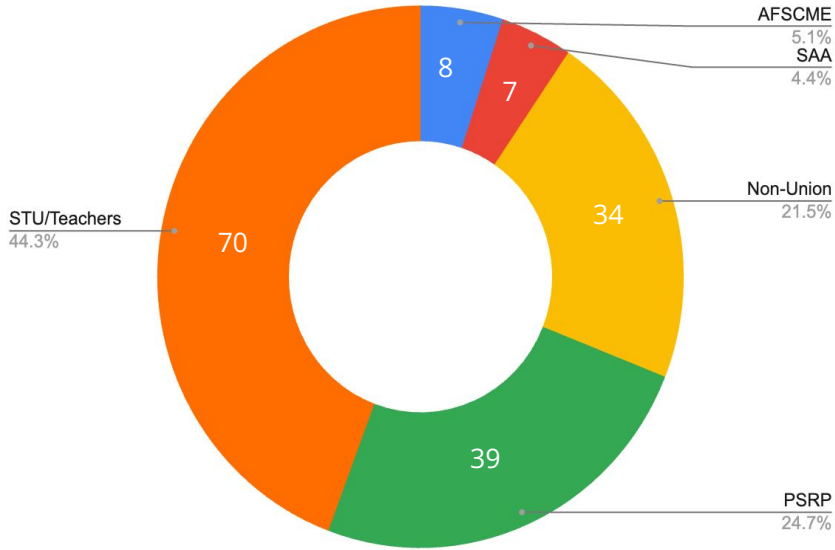
Over the past year...

- **7** career fairs (3 virtual)
- managed **347** job postings
- hired over **158** new employees
- processed over **190** internal employee transfers
- over **500** CORIs and fingerprint background check results
- **350** employee ID badges (new and requested changes)
- **30** licensure waivers
- **77** leave requests
- over **75** employment verifications (for licensure, home loans, etc.)
- **85** loan forgiveness forms
- **93** STU salary advancement requests
- **322** letters of reasonable Assurance
- **205** resignations, and
- **29** retirements
- **32** investigations
- **21** dismissals
- **60** non-renewals (many due to licensure)
- **102** unemployment claims

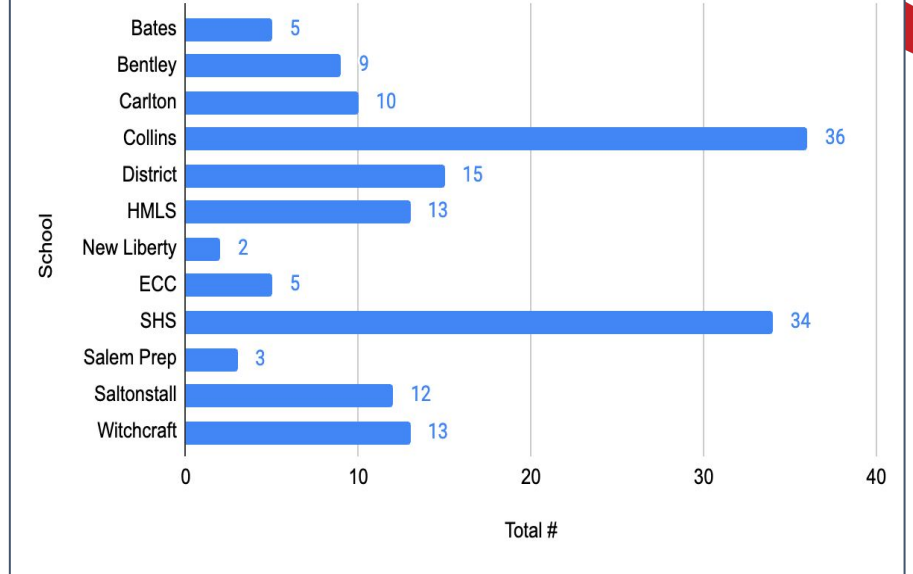


SY 23-24 New Hires (7/1/23-11/14/23)

SY 2023-24 New Hires by Group (as of 11.14.23)



SY 23-24 New Hires by School

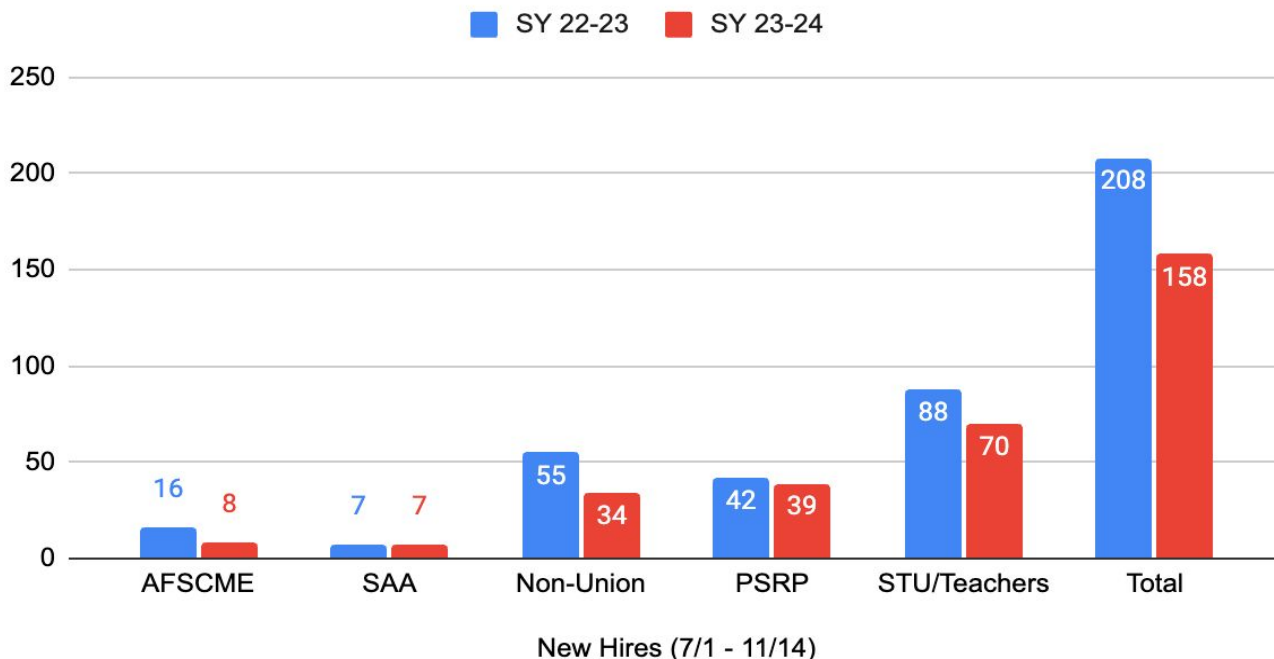


Total New Hires for SY 23-24 as of 11/14/23: 158



New Hires: Year-to-Year Comparison

New Hires (7/1-11/14) SY 22-23 and SY 23-24

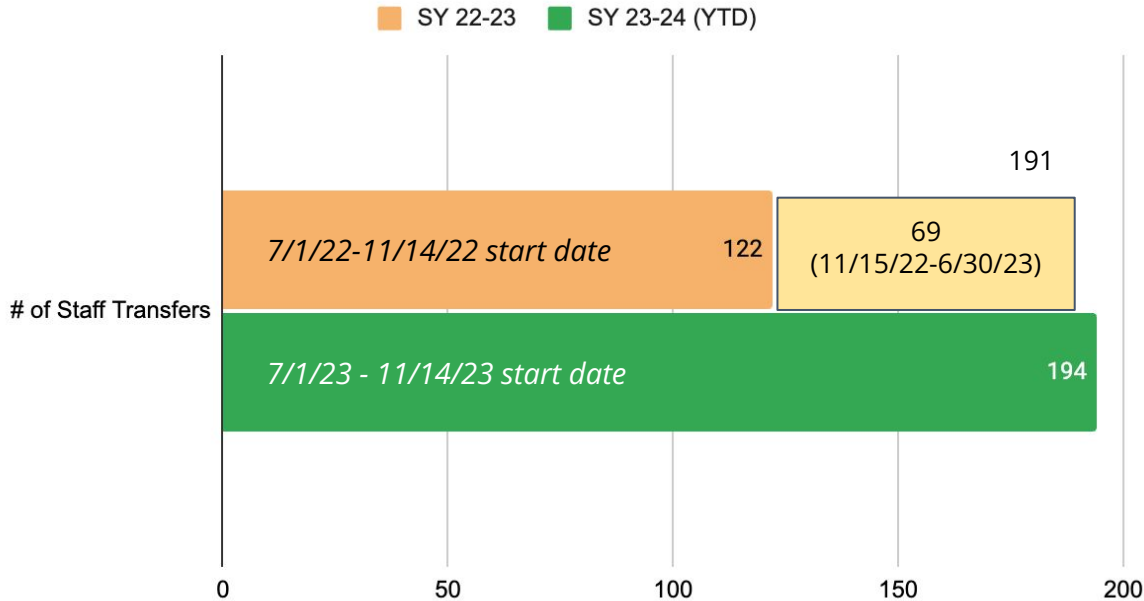


Overall, we've had fewer new hires this year than we had at this same time last year.



Staff Transfers: Comparison

Staff Transfers (July 1 - Nov 14, Comparison)

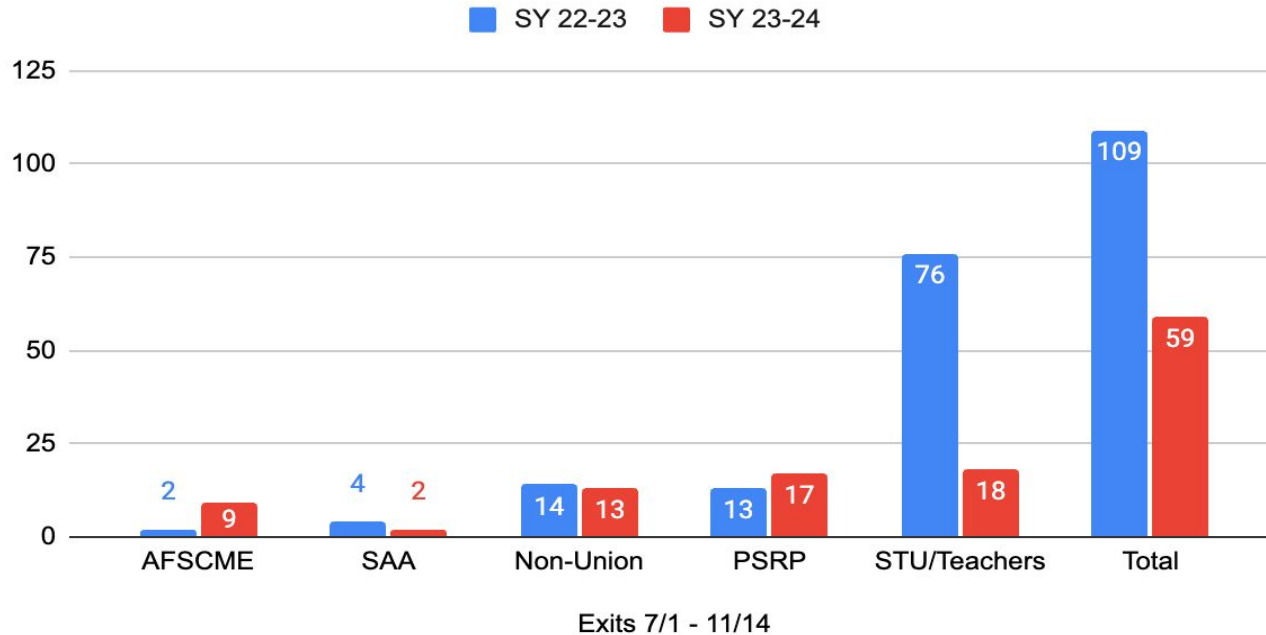


We've had significantly more internal staff transfers this year than we we had at this same time last year - *already more than the total for last year!*
Some of this is likely due to principal transfers.



Staff Exits: Comparison

Staff Exits (7/1 - 11/14), SY 22-23 and SY 23-24



Some good retention news! We've had far fewer late summer/early fall exits this year than we had in the previous year.



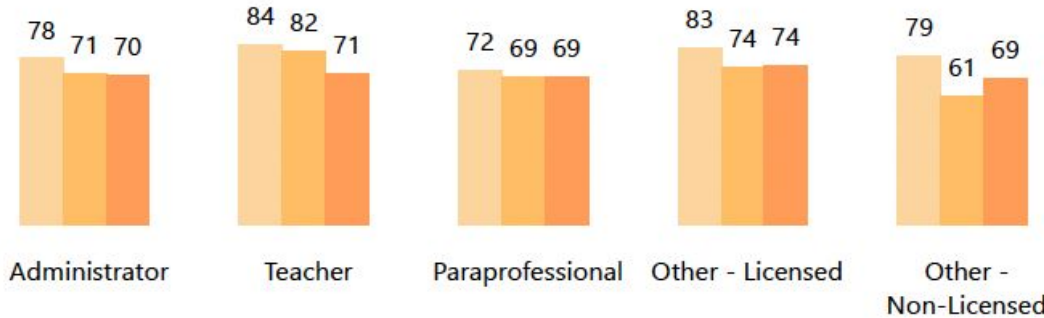
Retention Rates (All Staff): Trends

Salem Retention Rates

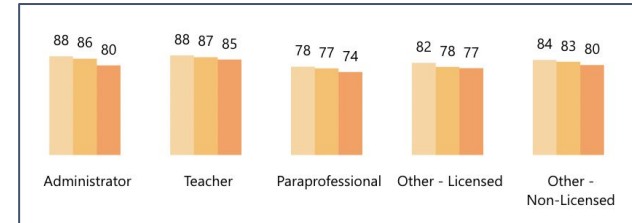
Educator Retention Job Classification	2021		2022		2023	
	#	%	#	%	#	%
Administrator	46	78.0	43	70.5	45	70.3
Teacher	296	84.1	293	81.6	278	70.9
Paraprofessional	102	72.3	88	69.3	100	69.4
Other - Licensed	83	83.0	77	74.0	78	74.3
Other - Non-Licensed	84	79.2	78	60.5	85	68.5

FY 23 based on
Oct 1, 2022 EPIMS data

Retention rate based on the number and percent of educators who were working in the same job classification from one school year to the next (via consecutive October EPIMS collections).



State Retention Rates

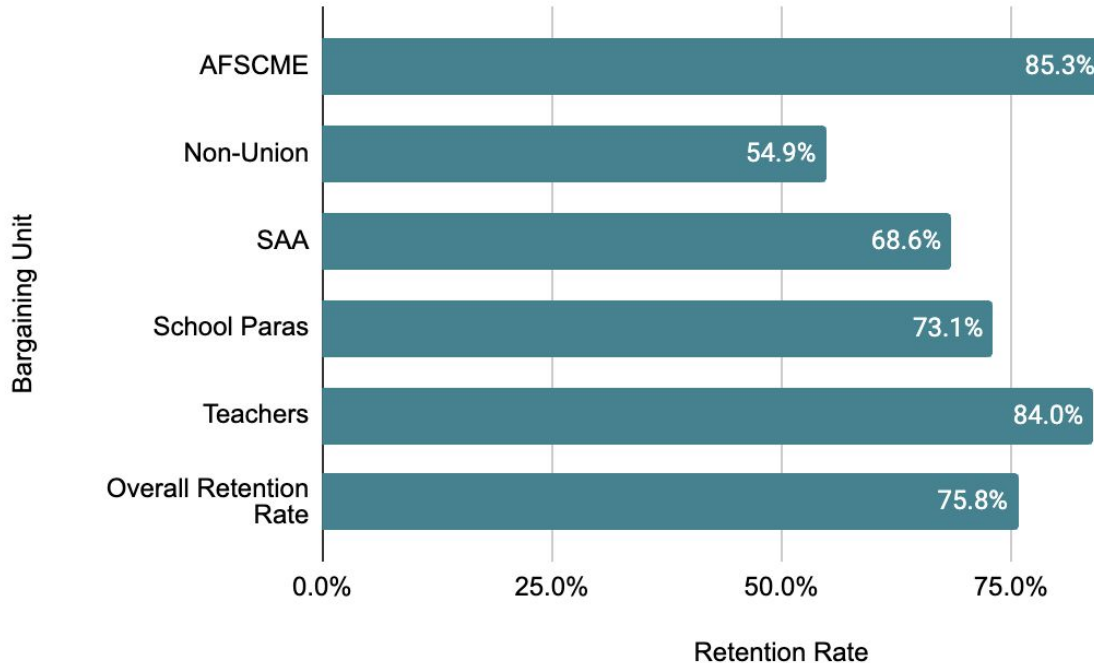


Overall staff retention rates have trended downward (similar pattern statewide)



Estimated Retention Rates SY 23-24

Estimated FY24 Retention Rate by Bargaining Unit



These estimates indicate that we may see improved retention rates for FY 24 (state data to be published in Jan/Feb).

Caution - likely over-estimate for state-reported measure as state calculation only includes EPIMS-reported staff



Our Greatest Staffing Challenge

	Students of Color	Staff of Color	Teachers of Color
%	58.3%	21.5%	14.3%

← Based on YTD staffing data

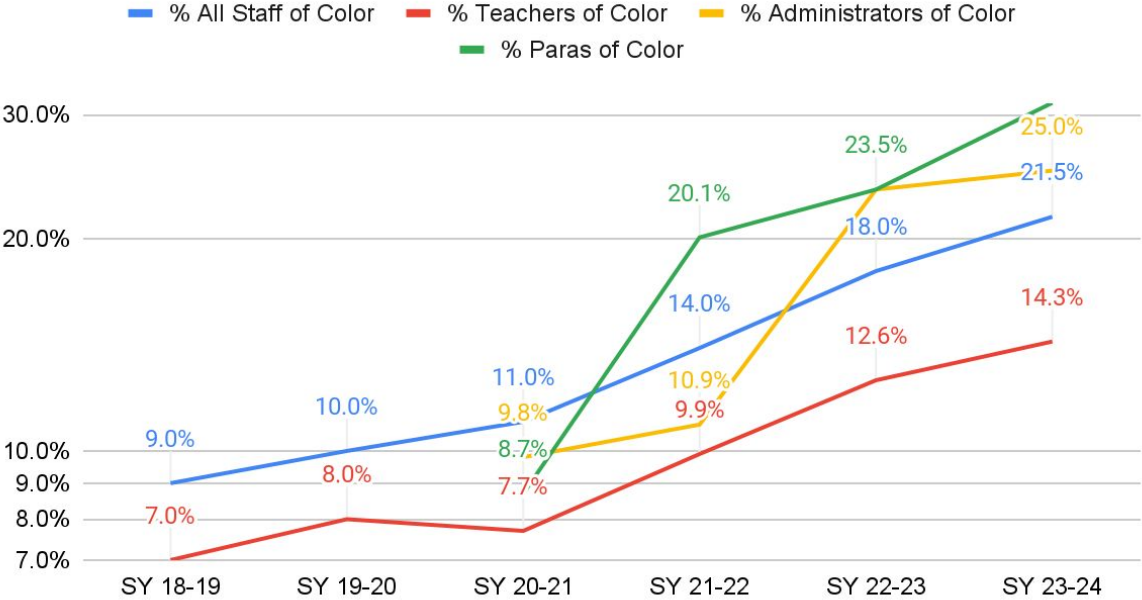
We know that when taught by teachers of color, students of color have better academic performance, improved graduation rates, and are more likely to attend college.

- We must attract, grow and develop excellent, committed educators who reflect the values and diversity of the community (Strategic Plan Priority 2.1).
- We must strengthen our efforts to recruit a diverse pool of high-quality educators, deepen and expand our talent pipelines (Strategies A-D).



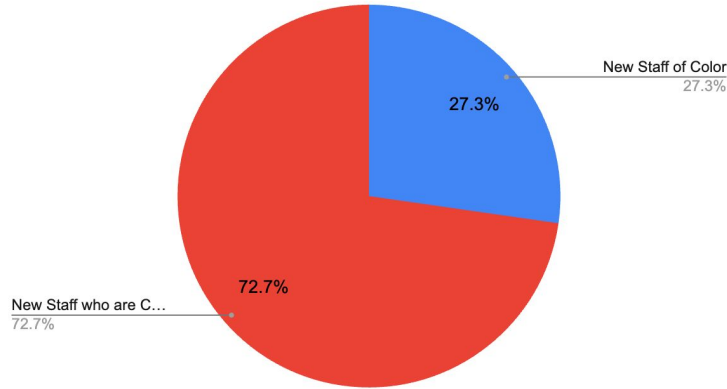
Diversifying the SPS Workforce: Trends

% Staff of Color (and by role) (SY 18-19 - SY 23-24 YTD)

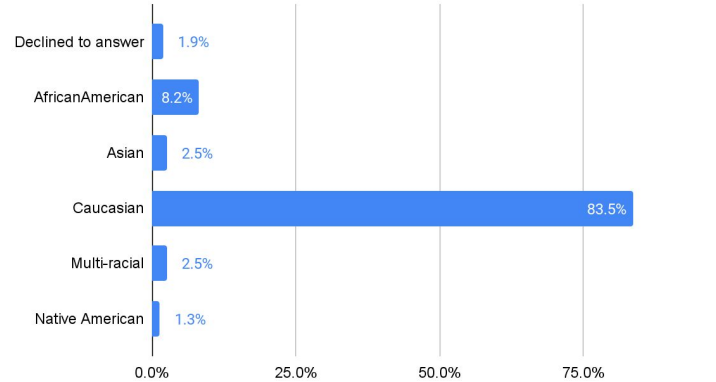


SY 23-24 New Hires: Demographics

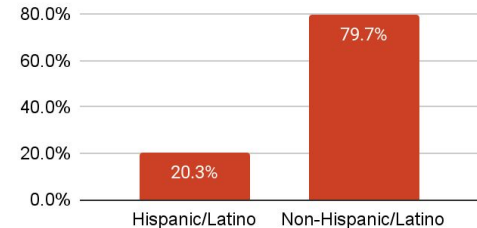
Total New Hires of Color, SY 23-24 YTD



New Hires by Race (SY23-24)



New Hires by Ethnicity

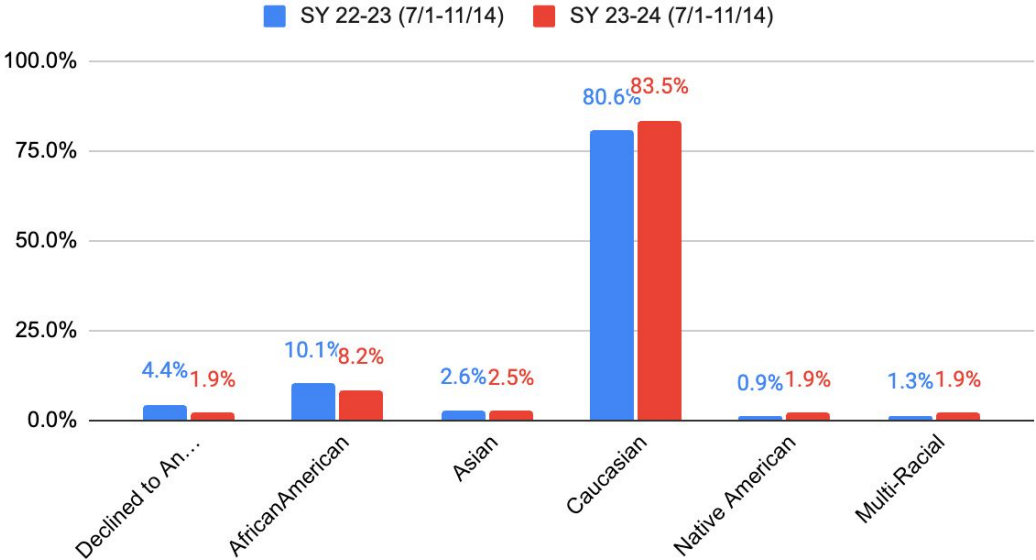


Our diversity recruitment efforts, while improved in recent years, are still not where they need to be to meet our goals for student learning.



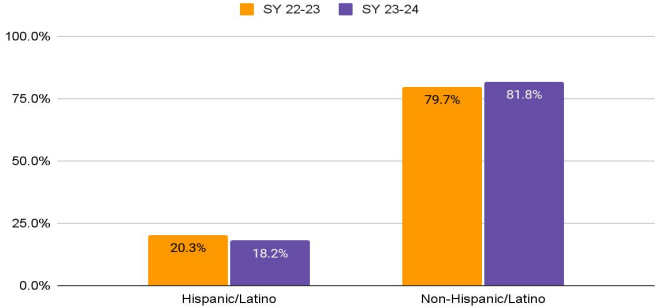
New Hire Demographics - 2 Yr Comparison

New Hires by Race - SY 22-23 v. SY 23-24 (7/1-11/14)

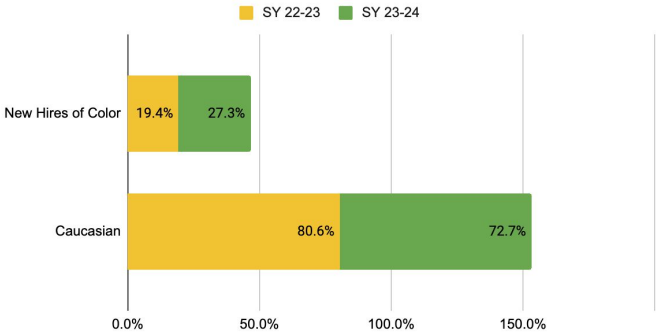


We hired very close to the same proportions of new hires of color in SY23-24 as the previous year

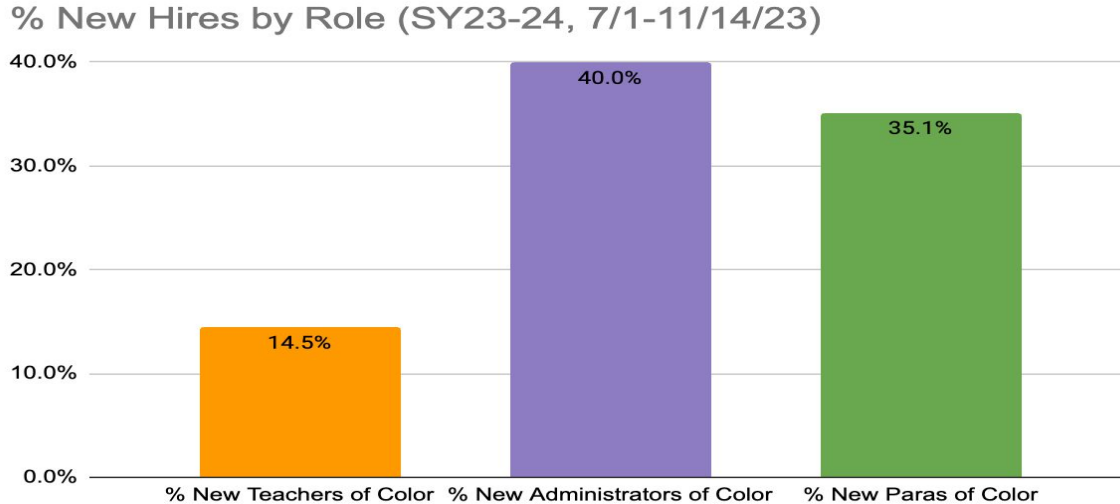
New Hires by Ethnicity (SY22-23 v SY 23-24, 7/1-11/14)



New Hires of Color (Comparison SY22-23 v SY 23-24), 7/1-11/14



% New Hire Teachers, Admin, Paras of Color



Data based on new hires with start dates b/w 7/1/23 through 11/14/23



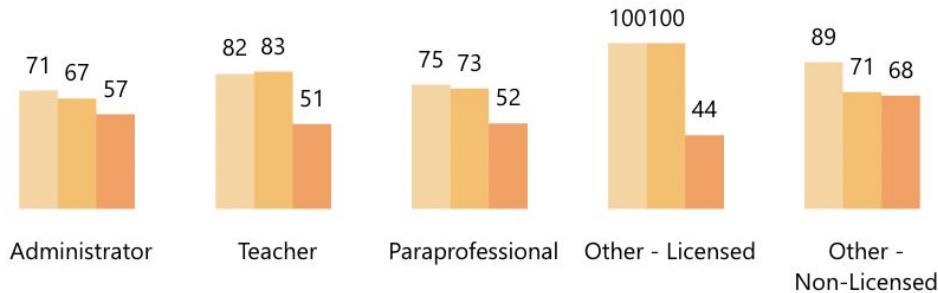
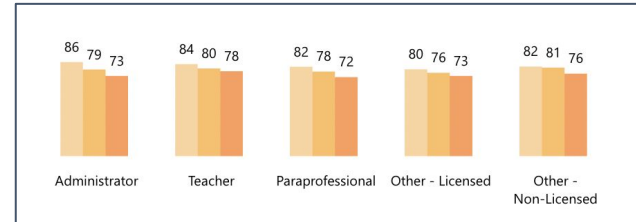
Retention Rates for Staff of Color

Educator Retention Job Classification	2021		2022		2023	
	#	%	#	%	#	%
Administrator	5	71.4	4	66.7	4	57.1
Teacher	22	81.5	24	82.8	20	51.3
Paraprofessional	6	75.0	8	72.7	15	51.7
Other - Licensed	6	100.0	6	100.0	4	44.4
Other - Non-Licensed	23	88.5	24	70.6	26	68.4

FY 23 based on
10/1/21 - 10/1/22 EPIMS data

Next publication of state data for
FY 24 expected Jan/Feb 2024

State Retention Rates

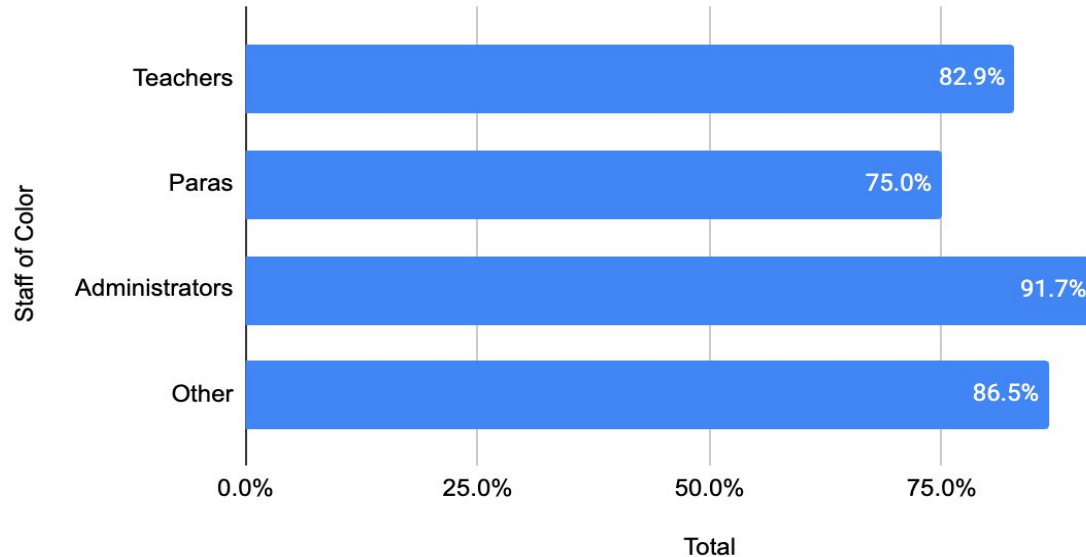


Historically, we have not done a great job retaining the staff of color that we have (see significant dip from FY22-FY23).



Estimated Retention Rates for Staff of Color (SY 23-24)

Estimated Staff of Color Retention Rates by Role (retained as of 10.1.23)

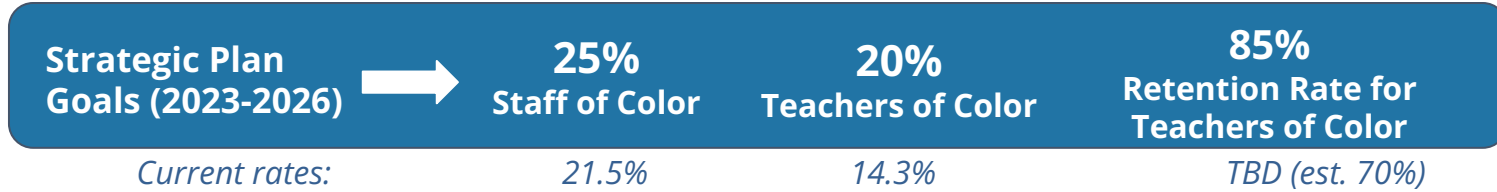


However, early estimates show promise - we may have higher retention rates for our staff of color between FY 23 to FY 24.

Caution - likely over-estimate for state-reported measure as state calculation only includes EPIMS-reported staff



Looking Ahead - Goals and Plans



What will it take to meet our goals in the next 3 years?

- Build and strengthen diversity recruitment team
- Expand our reach and pipelines
- Continue building school leader capacity to recruit and retain staff of color
- Continue building the culture and conditions (e.g. with DEI - includes affinity groups, system for responding to microaggressions, etc.) so that SPS is a place where educators of color choose to work, stay, and grow



Goals and Plans (continued)

Priority #4: Develop consistent, reliable, sustainable systems and structures to disrupt inequities and support the work of the district.

Strategy 4.2: Fully integrate practices and guidelines districtwide to build efficiencies and optimize impact

Initiative 4.1B: Develop and use consistent human resources systems for all employee engagement, beginning with onboarding, retention, development and evaluation

Progress and Ongoing work:

- Working to increase efficiency in work process wherever we can
- Implemented new online onboarding system
- Working to “clean up” all staffing data and clarify HR data systems
- Beginning to establish key measures to track
- Initial steps to develop Position Control (collaboration with Business Office)

New! Salem was just awarded a DESE Teacher Diversification Grant!!





SALEM
PUBLIC SCHOOLS
Where belonging leads to opportunity.

**We can do this if we
stay focused and
work together!**





Questions?

Salem Public Schools
 SY 23/24 Personnel Report - Summary
 November 1, 2022 through November 14, 2023

	ADMIN		AFSCME		NON UNION		PSRP		TEACHER		TOTAL	
	New Hire	Exited	New Hire	Exited	New Hire	Exited	New Hire	Exited	New Hire	Exited	New Hire	Exited
Bates Elementary School	1			1		1	5	4	2	2	8	8
Bentley Academy School	1	1		1	2	2	7	6	7	8	17	18
Buildings & Grounds Department - District Wide			5			3					5	3
Carlton Innovation School				1	3	3	3	4	8	7	14	15
Central Administration		1				1	1				1	2
Collins Middle School		2		5	5	5	16	13	36	32	57	57
Daily Building Substitutes					21	24					21	24
District Wide (supporting schools)		1				8			4		4	9
Early Childhood Education	1	1			2	2	6	6	1	1	10	10
Food Service Department (districtwide)				6							0	6
Horace Mann School	1	1		3	2	6	5	6	7	9	15	25
New Liberty School					1	1	1	1		2	2	4
Nurse Department - District Wide					2						2	0
PIC - District Wide											0	0
PPS Department - District Wide	3	1				5			3		6	6
Salem High School	2	1		7	24	15	11	6	14	19	51	48
Salem Prep School							2	2	1	3	3	5
Saltonstall School	1	1		1	2	2	4	5	7	10	14	19
Support Staff - District Wide											0	0
Transportation - District Wide			2		5						7	0
Witchcraft Heights School				1	8	2	8	8	11	9	27	20
Total:	10	10	7	26	77	80	69	61	101	102	264	279

12/5/23 ~ Jill Conrad, Director of Human Resources

Katie Torrey

From: Katie Torrey
Sent: Tuesday, July 11, 2023 9:52 AM
To: 'Rcarmona@salemk12.org'
Subject: Cummings Community Giving - Award Notification



Congratulations! Cummings Properties is delighted to present **Horace Mann Laboratory School** with a \$1000 donation to be used for the Music Program. Through [Cummings Community Giving](#), we seek to recognize and support the communities where the staff, long-term clients, volunteers, and other valued associates of Cummings Properties and Cummings Foundation live and work.

This gift is in honor of, and is being made at the recommendation of, a much-appreciated volunteer of Cummings Foundation:

Judy Olson: judy.olson100@comcast.net

To claim your donation:

1. Confirm that your organization meets the eligibility requirements at [cummings.com/ccg/eligibility](https://www.cummings.com/ccg/eligibility). If not, please let Cummings know.
2. Complete [this brief Google Form](#) by **Sunday, July 16**, with your organization's basic information.
3. Watch for an email from Bill.com the week of **July 17** providing instructions to receive the electronic funds transfer. Complete the Bill.com process by **Sunday, July 23**.
4. Cummings will initiate the donation payment on **August 1** via Bill.com. Payments may take up to five business days to arrive in your organization's account.

If you have any questions, please don't hesitate to [email me](#) or call (781-569-2335).

Many thanks,
Katie Torrey

Katie Torrey | Grants and Communications Coordinator | Cummings Properties
www.cummings.com | Direct: 781-569-2335 | kmt@cummings.com

Ent	Name	Acct No	Invoice	Date	P.O. Num	Reference	Amount	Discount	Net
CPM	Cummings Properties	9800-300	102623	10/26/2023		HORACE MANN LAB	1,000.00	0.00	1,000.00

Payor: Cummings Properties, LLC Date: 10/26/2023 Check No.: 1208316 Check Amount: 1,000.00
 Payee: SALEM PUBLIC SCHOOLS

Retain this statement for your records

FOR SECURITY PURPOSES, THE FACE OF THIS DOCUMENT CONTAINS A COLORED BACKGROUND AND MICROPRINTING IN THE BORDER

Cummings Properties, LLC
Woburn Cash Mgmt LLC., Escrow Agent
200 West Cummings Park
Woburn, MA 01801

M&T Bank
 400 West Cummings Park
 Woburn, MA 01801

10-4
220

Date: 10/26/2023 Check No.: 1208316 Check Amount: **1,000.00**

One Thousand AND 00/100 Dollars

Pay to the order of:
SALEM PUBLIC SCHOOLS

79 WILLSON ST.
SALEM, MA 01970

VOID IF NOT CASHED WITHIN 120 DAYS WITHIN DATE OF ISSUE



SECURITY LOCKS WILL DISAPPEAR WHEN COPIED OR WITH NORMAL BODY HEAT

⑈ 1208316 ⑈ ⑆022000046⑆ 35 406804⑈

www.compuchecks.com 888-356-5681

THE SALEM PUBLIC SCHOOLS

Request for Use of School Facilities

DATE: 11/29/23

FACILITY/SCHOOL: Horace Mann Gym
 EVENT DATE: 1/26 - 1/27 2024 RENTAL TIMES: 1/26(5pm-9pm) 1/27(9am-1pm)
 PERFORMANCE TIME: _____ HEAT REQUIRED A/C REQUIRED
 PROGRAM DESCRIPTION: Middle school Basketball Tournament
 APPROXIMATE AUDIENCE SIZE: 60-100 ADMISSION CHARGE: \$5 Student's Free
 SUBMITTED BY: Loren Green (Contact Person)
 TELEPHONE: (781) 3461924 (Day / Evening)
 REPRESENTING: All Business Basketball LLC (Agency / Group)
 ADDRESS: 18 roundy st
 CITY: _____ STATE: Ma ZIP CODE: 01915
 EMAIL: AllBusinessbasketball360@gmail.com CELL PHONE NO.: (781) 3461924

EQUIPMENT OR SPECIAL NEEDS REQUIRED

Bleachers, seating, allow ample time between events for set-up/break-down. All requests for the use of school department equipment must be listed on this rental application form. Example: sound system, chairs, etc. (Additional charges may apply.)

Bleachers and main basketball hoops down.

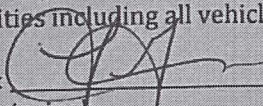
<u>FACILITY FEE</u>		<u>CUSTODIAL FEE</u>		<u>TOTAL AMOUNT DUE</u>	
Base Charge (4 hours minimum)	\$	Number of Custodians Required:		Total Rental Facility Fee:	\$
Additional Hourly Fee \$30.00	\$ 30.00	Hourly Overtime Rate Per Custodian:	\$47.65	Total Custodial Overtime Fee:	\$
Additional Hours Required:	x	Total Hours Worked:	x	Deposit Received:	\$
Total Rental Fee:	\$	Total Custodial Fee:	\$	Total Amount Due:	\$

Salem Public Schools will not charge a facility fee to non-profit 501-C3 organizations; however, all external groups including non-profit organizations, will be responsible for paying the custodial overtime fees. All fundraisers will also be responsible for custodial overtime fees.

Please send payment check made payable to: **"Salem School Department Facility Rental"**
 Building Services Department, 77 Willson Street, Salem, MA 01970

NOTE: Due to unforeseen circumstances, the rescheduling of non-school rental activities may be necessary. School sponsored activities shall take precedence over all non-school functions.

I affirm that the group I represent will abide by the letter and spirit of the Rules and Regulations Governing the Use of School Facilities including all vehicle parking and traffic regulations at each facility.

Signature of Applicant:  Date: 11/29/23
 Approval of Building Principal: _____ Date: _____
 Approval of Building Services: _____ Date: _____
 Cc: Sr. Building Custodian: _____ Date: _____
 Originator: _____ Date: _____

Please email request form to Mr. Zissis Alepakis, Director of Building Services at: zalepakis@salemk12.org.