



School Committee Meeting Materials

Regular School Committee Meeting and Public Formal Budget Hearing

April 23, 2018

7:00pm

*Ms. Mary A. Manning
Mr. James M. Fleming
Ms. Kristine Wilson*



*Ms. Ana Nuncio
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.”

April 23, 2018

SPECIAL SCHOOL COMMITTEE MEETING

Notice is hereby given that the Salem School Committee will hold a Regular School Committee Meeting and Public Formal Budget Hearing on the FY19 Salem Public Schools Budget in accordance with M.G.L. Chapter 71, Section 38N during a Special School Committee meeting on Monday, April 23 2018 at 7:00 p.m. The meeting will be held in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

AMENDED AGENDA

I. Call of Meeting to Order

II. Approval of the Agenda

III. Approval of the Minutes

- a. Deliberation and Vote on the Minutes of the Regular School Committee Meeting Held March 19, 2018 – Tabled From 4/11/18
- b. Deliberation and Vote on the Minutes of the Committee of the Whole Meeting (COW) Held April 11, 2018
- c. Deliberation and Vote on the Minutes of the Regular School Committee Meeting Held April 11, 2018

IV. Questions and Comments From the Audience

V. Superintendent’s Report – Margarita Ruiz

VI. PUBLIC HEARING ON SALEM PUBLIC SCHOOLS FY19 SCHOOL BUDGET

VII. Action Items

1. Deliberation on the Collins Middle School 8th Grade Field Trip to Washington D.C. on June 11-13, 2018
2. Deliberation and Vote on the Approval of the Salem High Jr. R.O.T.C Out-of-State Four-Day Field Trip Request to Washington D.C. on July 11-14, 2018

VIII. Questions and Comments from the Audience

IX. Finance Report

a. Approval of Warrants

April 19, 2018 in the amount of \$234, 192.79
April 26, 2018 in the amount of \$517, 218.34

b. Budget Transfers

X. School Committee Concerns and Resolutions

XI. Adjournment

Respectfully submitted by:

Angelica Alayon, Secretary to the
Salem School Committee

Salem School Committee
Meeting Minutes
Monday, March 19, 2018

A regular meeting of the Salem School Committee was held on Monday, March 19, 2018 at 7:09 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

Members Present: Ms. Mary Manning, Ms. Kristine Wilson, Ms. Ana Nuncio, Mr. Manny Cruz, Ms. Amanda Campbell, and Mayor Kimberley Driscoll

Members Absent: Mr. James Fleming

Others Present: Margarita Ruiz, Superintendent, Kate Carbone, Assistant Superintendent for Teaching and Learning, Margaret Marotta, Assistant Superintendent for Pupil Personnel Services, Kristin Shaver, Business Manager, Jill Conrad, Chief of Systems Strategy, and Kelley Rice, Chief of Communications

Call to Order

Mayor Driscoll called the Regular Meeting of the Salem School Committee to order at 7:09 p.m.

Approval of the Agenda

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

Approval of Minutes

Deliberation and Vote on the Minutes of the Committee of the Whole (COW) Meeting Held February 12, 2018 – Tabled From 3/8/18

Ms. Wilson motioned to take the deliberation and vote of the Minutes for the Committee of the Whole (COW) meeting held February 12, 2018 off the table. Ms. Manning seconded the motion. The motion to take the tabled action item off the table carried.

Ms. Wilson motioned to approve the Minutes of the Committee of the Whole (COW) meeting held on February 12, 2018. Ms. Manning seconded the Motion. The Motion carried.

Deliberation and Vote on the Minutes of the Regular School Committee Meeting Held February 26, 2018 – Tabled From 3/8/18

Ms. Wilson motioned to take the deliberation and vote of the Minutes for the regular School Committee meeting held February 26, 2018 off the table. Mr. Cruz seconded the motion. The motion to take the action item off the table carried.

Discussion

Ms. Nuncio notified that name revisions need to be made to make sure that names were accurate.

Ms. Wilson motioned to approve the Minutes of the regular School Committee meeting held on February 26, 2018. Mr. Cruz seconded the Motion. The Motion carried.

Deliberation and Vote on the Minutes of the Regular School Committee Meeting Held March 8, 2018 – Tabled From 3/8/18

Ms. Nuncio motioned to take the deliberation and vote of the Minutes for the regular School Committee meeting held March 8, 2018 off the table. Ms. Manning seconded the motion. The motion to take the action item off the table carried.

Ms. Nuncio motioned to approve the Minutes of the regular School Committee meeting held on March 8, 2018. Ms. Manning seconded the Motion. The Motion carried.

Questions and Comments From the Audience

Kathy McCarthy, 148 Bay View Ave., represented a group of parents of the Salem High School in support of the After-Prom party, a great opportunity for students to be safe for the night. They are bussed in from their prom event to the YMCA at Marblehead where they get to participate in swimming, bingo games, face painting, etc. No student is allowed to leave the YMCA unless a parent signs them out; it is a night to keep them safe. Parent volunteers, CORI'd by Salem Public Schools (SPS), run the full evening. Busses pick the students up at 4am and take them back to the High School for breakfast. Their parents pick them up after breakfast. They have raised \$6,000 for the evening and hope to raise \$2,000 more. Donations may be made in cared of Lisa Mansfield at the Salem High School if anyone is interested in donating. Donations are used to pay for the event and the food.

Ben Chertok, 7 Tufts Street, shared the High School Musical's event information scheduled to take place this Thursday and Friday night, March 22nd and 23rd at 7pm. The National Junior Honor Society, Ms. Muse, and her cooking team have their traditional family dinner at 5:30pm, before the Thursday night show. The cost is \$5 per person. They also have a matinee on Saturday, March 24th at 2pm.

Ron Miano, 12 Buena Vista Avenue, representing Salem Youth Football and Cheering program, made a request to use the Bertram Field Salem, its amenities, and have the rental fee waived for this coming football season. Mr. Miano offered a contribution to the Salem High School After-Prom party event fund.

Superintendent Report – Margarita Ruiz

Superintendent Ruiz thanked School Committee members for their support in favor of the resolution to provide a fresh start to the students and staff at the Nathaniel Bowditch and Horace Mann Schools. Ms. Ruiz vowed to work diligently with her team to ensure they carefully and thoughtfully implement the plan while holding themselves accountable for its success. As outlined in the resolution, Ms. Ruiz would be providing updates to the School Committee on their progress under the District Initiative section of her report. Superintendent Ruiz updated School Committee members on the Salem High School portal. Ms. Ruiz reviewed the implementation of the standards-based grading report cards for 9th graders at the Salem High School. The Grade 9 teachers have been using the digital gradebook in Aspen for the first time this year. Letters were mailed out to families on March 9, 2018 announcing the portal opening for 9th graders. The portal has been open for grades 10, 11, and 12. A small group of parents who have older students attending Salem High School did not receive the letters because the Aspen system read them as already having a login (which they did) for the parent portal. Superintendent Ruiz said they are in the process of sending out letters, specifically to these families, to let them know that their established login also works for the 9th graders.

Superintendent Ruiz announced that they will have an opening for a Principal position at the Horace Mann Laboratory School, at the end of this school year as Dr. Leith would be returning to the faculty at Salem State. They are going to post the position for a Principal at the Saltonstall, since an Interim has been there this year. Superintendent Ruiz said she would be working closely with Salem State's School of Education Dean, Joseph Cambone, in the process of hiring the next principal for the Horace Mann. Ms. Ruiz also clarified that the MOU, on behalf of Salem State, has always stipulated they would use the 4 Phase Principal Hiring Process to select the next leader of the school. This process will be open to faculty at Salem State as well as to anyone who possesses an administrator license within or outside their district. Ms. Ruiz explained the steps of the 4 Phase hiring process.

Superintendent Ruiz reported that they have extended the deadline for Nathaniel Bowditch School families to complete their choice and transfer forms due to last week's snowstorm. The deadline was extended to Wednesday, March 21, 2018. Ms. Ruiz stated that their goal is to have all the students assigned to their new schools by the first week in April. Ms. Ruiz provided School Committee members with a professional and non-professional staffing update and mentioned the need to work with School Committee members to discuss the creation and formation of the Educational Equity subcommittee and an Ad-Hoc subcommittee for the naming of the 79 Willson Street building. The School Committee would need to identify members who will serve on this ad-hoc subcommittee to consider a new name for the 79 Willson Street building. It should include members of the Horace Mann Laboratory School, Nathaniel Bowditch School families, and Salem State University - as stated in the March 8, 2018 Fresh Start resolution.

Superintendent Ruiz thanked the Buildings and Grounds staff, Paul L'Heureux and the custodian team, on behalf of the entire district, for their amazing job in clearing the snow for the past two snowstorms. School buildings have been clean and ready for school hours. Ms. Ruiz also thanked Kristin Shaver for her actions behind the scenes to help make this happen. Superintendent Ruiz reported that Salem Schools have a total number of 5 used snow days thus far. They would be ending the school year on June 28, 2018.

Discussion on Equity and Ad-Hoc subcommittee

Mayor Driscoll stated that, with the reference to the Equity Subcommittee, she was expecting there would be a policy subcommittee that would meet to come up with a specific language for the scope of the Equity subcommittee and then refer it back to this group for approval and formally amend their own policies around the number of subcommittees they have and what those responsibilities and duties would be. Mayor Driscoll continued that the Fresh Start resolution has already been adopted. The School Committee would just need to schedule meetings to work on draft language. Ms. Manning clarified that it would be a subcommittee of the Salem School Committee. Mayor Driscoll agreed and continued that ad-hoc subcommittee is something they could work to establish, in terms of getting representation from the Horace Mann Laboratory School, Salem State University, Nathaniel Bowditch School, and the School Committee. Ms. Driscoll said it is an initiative that can take place in May, to avoid delays, and commented that they could seek 2 to 3 representations per school, community members, and from the School Committee. Superintendent Ruiz shared that there is a school policy in place with guidance on school meetings.

Discussion on Transition Teams

Mayor Driscoll said that their hope would be for the transition teams getting together and they would have a report of those meetings at regular School Committee meetings. Mayor Driscoll suggested for an agenda item to be incorporated for feedback on those meetings and commented that it would be an expectation for Superintendent Ruiz to incorporate this information as an agenda item onto her report from now through the rest of the school year.

Superintendent Ruiz reminded everyone that they have welcome teams in place and would need to work on the establishment of transition teams. The welcome teams are current members of the receiving schools. They are helping to plan events to integrate and welcome the students who are coming from the Nathaniel Bowditch School. Mayor Driscoll mentioned that her anticipation is that this work is going to continue, both on the welcome and transition front, and that the School Committee would have an opportunity to receive continuous reports on their status. Members agreed that both welcome and transition teams would run concurrently.

Presentations and Reports

Reimagining Salem Public Schools' Libraries for 21st Century Learning "Excellent Language Learning for All" Work at Salem Public Schools

Reimagining Salem Public Schools' Libraries for 21st Century Learning

Ms. Kate Carbone introduced Joanne O'Keefe who has been in the district for 17 years where she proudly served as librarian at the Mary Manning Learning Commons at the Collins Middle School. Ms. O'Keefe is currently the librarian at the Salem High School. Ms. Carbone continued that Ms. O'Keefe is also a reading specialist, a unique and dynamic combination. Ms. Carbone also introduced Mr. Eric Chamberlin, the district's new Director of Digital Learning, a position that was added by the School Committee last year in support of moving the Salem schools towards the 21st century. Mr. Chamberlin has been a public school teacher and leader in Maine for many years and has vast experience leveraging technology to enhance student learning.

Ms. Carbone walked members through the libraries & the strategic plan slide of the presentation and shared further detailed information on the effectiveness of the school libraries, a critical component for improving Salem's K-12 instructional model. Ms. O'Keefe, Mr. Chamberlin, and Ms. Carbone gave a brief presentation, which consisted of sharing a structure for reviewing the Salem school libraries, provided initial insights into the Salem High School library, and ended with an overview of the review process, a timeline, and interim next steps. Further details were provided in response to questions from School Committee members.

Rebecca Westlake, from English Language Learning (ELL) Department, presented on the Excellent Language Learning for All language work initiatives at the Salem Public Schools. Ms. Westlake also talked about the Seal of Biliteracy, which is an action item on the agenda.

"Excellent Language Learning for All" Work at Salem Public Schools

Ms. Rebecca Westlake, Director of English Language Learning Department (ELL), shared an update from the ELL Department. Ms. Westlake talked about their current ELL instruction approach, the LOOK Bill that was recently passed in November, and some of the opportunities it opens for them in teaching ELL and all students in Salem. Ms. Abigail Williamson, Salem District's English Language Learning Coach, spoke about the work that they have been doing on the Seal of Biliteracy in Salem High School and shared of a pilot they are working on this spring. School Committee members asked Ms. Westlake further questions on the Seal of Biliteracy and engaged in further discussion.

Action Item

Deliberation and Vote on the Salem High School's (SHS) After-Prom Senior Celebration 2018 Proposal on Friday, May 25, 2018

Ms. Manning motioned to approve the request for Salem High School (SHS) After-Prom Senior Celebration 2018 proposal on Friday, May 25, 2018. Ms. Wilson seconded the motion. The Motion carried.

Deliberation and Vote on the Approval of the 2018-19 School Year (SY) Calendars

Ms. Wilson motioned to approve the 2018-19 School Year (SY) Calendars. Mr. Cruz seconded the motion. The Motion carried.

Deliberation and Vote on the Salem Fire Department's Request to Use the Bertram Field on August 18, 2018 for a Boot Camp Type Workout to Help Award a Scholarship and for Waiver of the Fee Related to the Event

Ms. Wilson motioned to approve the request for Salem Fire Department to use the Bertram Field on August 18, 2018, subject to review the schedule, for a boot camp type workout to help award a scholarship and for waiver of the fee related to the event. Ms. Manning seconded the motion. The Motion carried.

Deliberation and Vote on the Appointment of Dr. James L. Picone as Salem’s Representative to the Essex North Shore Agricultural & Technical School District

Discussion

Mayor Driscoll stated that the School Committee does have the approval process and the Mayor has the appointment as Chair of the School Committee and the School Committee approves the appointment of a representative to the Essex Tech. Dr. Picone has served in a myriad of positions including Interim E.D. at the Technical High School. Mayor Driscoll continued that she knows Dr. Picone and stated he would be a great representative. Ms. Driscoll said that it is very critical to have a strong representative for a 16-member body and strongly supports his appointment as Salem representative to the Essex North Shore Agricultural & Technical School District, if he is willing to do it.

Ms. Nuncio motioned to approve the appointment of Dr. James L. Picone as Salem’s representative to the Essex North Shore Agricultural & Technical School district. Ms. Wilson seconded the motion. The Motion carried.

Deliberation and Vote on Salem Youth Football’s Request to Continue Use of Bertram Field and Waiver of Fees as Under Current Agreement

Ms. Wilson motioned to approve the Salem Youth Football’s request to continue use of Bertram Field and waiver of fees as under current agreement. Mr. Cruz seconded the motion. The motion carried.

Deliberation and Vote to Approve the Submission of a Statement of Interest for the MSBA Core Building Program for the High School

Discussion

Ms. Campbell commented that they may want to think of how this might impact their plans for the library. She would hate to make a significant chunk of investment into the library to then change the building. Mayor Driscoll said they hope to be selected and then factor in all the issues with respect to the library and mechanical units.

Mayor Driscoll read the following particular vote language aloud:

“Resolved: Having convened in an open meeting on March 19, 2018, prior to the SOI submission closing date, the School Committee of Salem, Massachusetts, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated no later than April 6, 2018 for the Salem High School located at 77 Willson Street, Salem, MA 01970 which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future:

- Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.
- Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.
- Replacement, renovation or modernization of school facility systems, such as roofs, windows,

boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility.

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

Ms. Manning motioned to approve the submission of a Statement of Interest for the MSBA Core Building program for the High School. Ms. Wilson seconded the motion. The Motion carried.

Deliberation and Vote Regarding the Adoption of the Seal of Biliteracy for Qualified Salem Public School Students

Ms. Wilson motioned to approve the adoption of the Seal of Biliteracy for qualified Salem Public School students. Mr. Cruz seconded the motion. The Motion carried.

Deliberation and Vote on the Field Trip Request From Salem High Jr. R.O.T.C. for a Five-Day Field Trip to Naval Station in Newport, Rhode Island, June 25-29, 2018

Deliberation and Vote on the Field Trip Request From Salem High Jr. R.O.T.C. for a Three-Day Field Trip to Leadership Camp in Sandwich, MA, April 16-18, 2018

Deliberation and Vote on the Field Trip Request From Salem High Jr. R.O.T.C. for a Two-Day Field Trip to Camp Curtis in Reading, MA, May 18-20, 2018

Ms. Wilson motioned to approve all three field trip requests from the Salem High Jr. R.O.T.C. as stated. Ms. Campbell seconded the motion. Ms. Manning opposed. The Motion carried.

Finance Report

a. Approval of Warrant

March 15, 2018 in the amount of \$195, 741.12

Ms. Campbell motioned to approve the warrant in the amount stated on the Agenda. Mr. Cruz seconded the motion. The Motion was approved.

b. Budget Transfer Requests

The School Committee approved the following budget transfers FY18 Bentley Academy Charter School Enrollment Adjustment, FY18-19, FY18-20, and FY18-21 recommended by the School Business Administrator, Kristin Shaver. Central Office (Teaching and Learning) has requested that the funds be transferred in order to align the funds with the intended expense as follows:

Account Description/Use	Account Number	Amount From	Amount To
Bentley Academy Charter School	71023105111A	\$269, 337	
Salem Public Schools Budget			
Pupil Transportation	13570151-5333		\$205, 037
Telephone	13530121-5341		\$ 40, 000
School Committee	13032061-5712		\$ 24, 300

Discussion

Ms. Manning asked for further information. Mayor Driscoll explained of the two buckets that fall under the School Department budget’s: General Education and Bentley Academy Charter School. The Bentley Academy Charter School formula is based on per pupil, the number of students they are expected to have. An adjustment is made in October. The School Committee would owe them if they have more students but they have had less. Being a per pupil funding formula, they would then make a formal adjustment and move that money from Bentley Academy Charter School to, in this case, Pupil Transportation, Telephone, and School Committee.

Ms. Wilson moved to approve the Bentley Academy Charter School enrollment adjustment to the Salem Public Schools budget in the amount stated. Ms. Manning seconded the motion. The motion was approved.

Salem High School			
Stipends	13571020-5150	\$1, 900	
Contract Services	13571021-5320		\$1, 900

Ms. Wilson moved to approve the Salem High School transfer request in the amount stated. Ms. Manning seconded the motion. The motion was approved.

Buildings & Grounds Department			
Gas	13530121-5215	\$100,000	
Oil	13530121-5216	\$ 12, 150	
Electricity	13530121-5211		\$112, 150

Ms. Wilson moved to approve the Buildings & Grounds transfer request in the amount stated. Ms. Campbell seconded the motion. The motion was approved.

Transportation Department			
Transportation - Salaries	13640180-5112	\$55, 000	
Pupil Transportation	13570151-5333		\$55, 000

Ms. Wilson moved to approve the Transportation Department transfer request in the amount stated. Mr. Cruz seconded the motion. The motion was approved.

School Committee Concerns and Resolutions

There was no School Committee concerns or resolutions

Questions and Comments From the Audience

Lisa Hansen-Damato, 53 Hathorne Street, mentioned that the School Committee may want to look at how the library space is used during school days. The Salem School where her son attends has a beautiful library but they were not able to use it much last year, because the space was being used for testing. Ms. Hansen-Damato asked School Committee members to please consider this matter as they work with school libraries.

Adjournment

Ms. Campbell entertained the motion to adjourn. Mr. Cruz seconded the motion. The meeting was adjourned.

Respectfully submitted by:

Angelica Alayon, Secretary
Salem School Committee

Meeting Materials and Reports

- School Committee Agenda March 19, 2018
- Minutes of the February 12, 2018 Committee of the Whole (COW) Meeting
- Minutes of the February 26, 2018 Regular School Committee Meeting
- Minutes of the March 8, 2018 Regular School Committee Meeting
- Salem High School (SHS) Learning Commons: A Vision for the Future Presentation
- Salem High School (SHS) After-Prom Senior Celebration 2018 Proposal
- Salem Public Schools 2018-19 School Year (SY) Calendars
- Salem Fire Department's Request for Use of the Bertram Fields and Waiver of Fee
- Dr. James L. Picone's Resume
- Salem Football and Cheering Request for Use of the Bertram Fields
- Statement of Interest
- Field Trip Requests for the Salem High Jr. R.O.T.C.
- Budget Transfers

Salem School Committee
Meeting Minutes
Wednesday, April 11, 2018

A Committee of the Whole (COW) meeting of the Salem School Committee was held on Wednesday, April 11, 2018 at 5:50 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

Members Present: Ms. Mary Manning, Mr. James Fleming, Ms. Kristine Wilson, Ms. Ana Nuncio, Mr. Manny Cruz, and Mayor Kimberley Driscoll

Members Absent: Ms. Amanda Campbell

Others Present: Margarita Ruiz, Superintendent, Kate Carbone, Assistant Superintendent for Teaching and Learning, Margaret Marotta, Assistant Superintendent for Pupil Personnel Services, Kristin Shaver, Business Manager, Jill Conrad, Chief of Systems Strategy, and Kelley Rice, Chief of Communications.

Call to Order

Mayor Driscoll called the School Committee of the Whole (COW) Meeting to order at 5:50 p.m.

School Committee of the Whole (COW) Meeting

Mayor Driscoll explained that the purpose of the Committee of the Whole (COW) meeting is to talk about:

- Some of the work with respect to the Education Equity Subcommittee
- The School Naming policy and the creation of an Ad Hoc committee to consider a potential new name for the Horace Mann Laboratory School after it relocates to 79 Willson Street
- An update with respect to the Nathaniel Bowditch School (NBS) student reassignment process, to give them a sense of how it is working and for possible improvements in its practices and policies

Assignment Process of Students Transferring From the Nathaniel Bowditch to Other Schools in the District

Superintendent Ruiz recalled that the School Committee previously talked about the Student Assignment policy. One of the new additions to their policy was that the Superintendent would set targets to bring the schools closer to the economically versus the non-economically disadvantaged. Mayor Driscoll agreed and added that it was based on the student population targets to see if their Student Assignment policy was effectively working to achieve enrollment balance. Superintendent Ruiz continued that those targets were set in January, prior to the vote to close the Nathaniel Bowditch School (NBS) with the assumption that the Bowditch would remain open next year. Following the vote to close the NBS, the district was charged with the process of reassigning the students to new schools. They knew two things coming into this process:

1. That the targets set in January did not account for the potential closure of the school
2. The students of the Nathaniel Bowditch School, the population itself, is a much higher percentage of economically disadvantaged students versus the district average, which is 48.9% whereas the Nathaniel Bowditch School is at 73%

Ms. Ruiz explained that staff was not sure whether or not the January enrollment targets would work. The concern was whether or not the economically disadvantaged group would have an

equal chance of getting one of their choices. To test this out, staff undertook the reassignment process by following two different methods. The main tenets of the student assignment policy were followed in both methods, the only difference was the enrollment targets that were used. Method 1 used the targets that had been set in January and Method 2 used targets of 75/25 percent to allow more choice for economically disadvantaged. The outcome of both methods were measured to see how they achieved the overall policy goals of maximizing choice for the families, equity in choice, keeping siblings together, and ensuring overall enrollment balance within 5% points of the district-wide average. Superintendent Ruiz continued that the difference was significant enough for her that warranted putting a halt to sending out the assignments, so that the School Committee could review the process and provide guidance on which method was best. Superintendent Ruiz passed out a draft overview of the 2018 Nathaniel Bowditch School (NBS) assignment process and Enrollment Target handout for cross-reference and walked members through the tabled data.

Method 1

Superintendent Ruiz explained that they used the January enrollment target, she previously presented to the School Committee, for the first method. The January targets were used in Method 1. Method 1 yielded the following results: 70% of families were assigned to their first choice, 85.3% got one of their three choices, 69% of low-income families got one of their three choices, and 75% of siblings were assigned together.

Method 2

Superintendent Ruiz explained that they used the 75% economically disadvantaged versus 25% non-economically disadvantaged as enrollment targets for this method. Method 2 yielded the following results: 73% of families were assigned to their first choice, 93.5% got one of their three choices, 89.7% of low-income families got one of their three choices, and 83.1% of siblings were assigned together.

The enrollment balance for all schools was similar for both methods, however, Method 1 yielded a higher percentage of economically disadvantaged students for the Horace Mann Laboratory School, putting it further out of balance with the rest of the district, than did Method 2. Superintendent Ruiz concluded that the overall goals of the assignment policy were better met with Method 2 and this method yielded better data, in the tenets of achieving balance and keeping siblings together, in every category.

Superintendent Ruiz conveyed that Method 2 maximizes family choice; more economically disadvantaged families got one of their choices, and it would keep more siblings together. It would achieve the overall goal of maximizing choice while achieving enrollment balance. Ms. Ruiz continued that she wanted to present this informative data to the School Committee for review and their decision.

Members reviewed and discussed the data, the number of families who received their first choice preference, shared feedback and further discussion.

Difference of Both Methods is in the Equity

Mayor Driscoll said she did not see significant differences in both methods. Superintendent Ruiz responded that the difference is in the equity of the families that are economically and non-economically disadvantaged in terms of getting one of their three choices. Mayor Driscoll agreed and clarified that she understands the difference would be that the economically disadvantaged families would actually be less served in Method 1. Members agreed.

Target Enrollment

Mayor Driscoll asked the members for any concerns if (hypothetically) they were to adopt Method 2, which does stray from some of the enrollment targets that were established in January. Ms. Driscoll continued that those targets were done at a time before they were looking at major shifts in population. Superintendent Ruiz conveyed that the policy states that the Superintendent would set new targets every year based on the district's current enrollment; there is a revision of those targets every year.

Choice for Method 2

Mayor Driscoll said that she is more comfortable with Method 2, because it would maximize choice for their economically disadvantaged families, and although not significantly, it would widen the scope for families getting their first choice of school. Members reviewed the enrollment balance data. Ms. Manning agreed that Method 2 would be the better option, because it would do the most for most families and wondered what would happen if they did not follow the already established Method 1. Mayor Driscoll explained that the reason for the Committee of the Whole (COW) meeting this evening is because there was a directive in December, before any of this transition was anticipated or expected, and that the targets before them are for next year's enrollment. They now had a major shift in population and are adjusting the targeted enrollments.

Mr. Cruz agreed that Method 2 is the better option, because it would help 90% of low-income families get one of their three choices; they would be increasing choices for those families and keeping more siblings together. Mr. Cruz expressed that if they need to adjust policy or take a vote on this matter and defend it publicly, it is the School Committee's responsibility to do so. Mr. Cruz continued that he is inclined to support that the Superintendent use Method 2, because it would increase equity for all families. Ms. Nuncio agreed with Mr. Cruz and shared that where there is substantial difference in Method 2 for achieving equity, a predominant theme in their discussions. Ms. Nuncio shared that Method 2 is better, because it honors family preferences and emphasized the importance of transparency; to mention to families the availability of Methods 1 and 2, and what the School Committee chose to use.

Ms. Manning motioned the use of Method 2 and that the School Committee relies on the Superintendent this evening to provide a brief explanation of any subtle differences that may have been between the two. Mr. Cruz seconded the motion. The motion carried.

Formation of the Educational Equity Subcommittee

Ms. Nuncio reported that the Policy Subcommittee met on April 2nd, 2018 to discuss the formation of the Educational Equity Subcommittee, the naming policy for the new school at 79 Willson Street, and the status of the policy review. Their discussion centered on the universally shared belief that equity, as a guiding principle, should inform all policies and procedures of the School Committee and the various subcommittees. Some of them were feeling uncomfortable about having a stand-alone Educational Equity Subcommittee but, in the end, members present recognized the necessity of establishing an Equity Subcommittee to guide the School Committee's work this year in order to advance the work of establishing and implementing equitable policies and practices for students, parents, teachers and administrators within the district.

Ms. Nuncio informed that Policy Subcommittee members, Mr. Cruz, and herself will engage in a fact-finding process to gather information about the policies and practices that foster an advanced equity and other gateway city school districts such as Chelsea, Lawrence, Lynn,

Malden, Revere, and Somerville; cities with large numbers of immigrant students and whether they have addressed equity – separated out that issue and informed the practice and policy. Ms. Nuncio continued informing that Mr. Cruz and she will also engage other School Committee members to gather their ideas on the topic of how they can advance equity within the school district, including conducting an equity review of the decision-making processes within their school community itself. Ms. Nuncio continued that the Policy Subcommittee also heard a report from Emily Ullman, Director of Extended Learning, on an interesting initiative that she is managing, the initiative of authentic community engagement and equity reviews that they are doing with each school.

Ms. Nuncio said they look forward to engaging with, and learning more, from all participants in that line of work – that particular inquiry that Ms. Ullman is directing. This would soon be carried out at Witchcraft Heights Elementary, Bates Elementary, and the Collins Middle School this spring. An end date for the Policy Subcommittee fact-finding investigative work process was established for December 14 with a goal that Subcommittee members would share the results and recommendations with the School Committee body by mid December –at the end of this year.

Members sought clarification on the need for an actual Equity Subcommittee, shared concerns, and continued further discussion on the topic. Mayor Driscoll expressed that she thinks it is a great idea to have an Equity Subcommittee. It can be given special focus. It is the job of everyone to have that embedded in the work but all the more reason they want to have a smaller group of members tasked with initiatives, goals, and metrics as they think about the comprehensive work - who can zero in and dive a little bit deeper when necessary in particular areas – even in reviewing data.

Mayor Driscoll continued that the first step is to get the language, regarding the scope of work that the Equity Subcommittee would be responsible for. That would need to be presented before the body. It would need to state that they are forming an Equity Subcommittee and express what their responsibilities would be. This description would need to come from the Policy Subcommittee, to the School Committee, for recommendation that they would then vote on. This would take three readings. Once the Equity Subcommittee is established, its members would then decide the items they want to work on. The Equity Subcommittee does not exist at this time. If the Committee decides they want to do it, they would have to identify it, give it a policy number, and give it a scope. Mayor Driscoll continued that she would love for the Policy Subcommittee to formulate that language and refer it to the School Committee for approval. Ms. Nuncio agreed and said that part of that would emerge after their fact-finding process. Ms. Nuncio shared that she thinks that more of their fellow School Committee members should be part of that fact-finding process, not just Mr. Cruz and she.

Mayor Driscoll agreed and said that members will be assigned to that/the Equity Subcommittee and it will be a well-rounded body that can take on the tasks of fact-finding. Mr. Cruz clarified his recollection that School Committee members had previously agreed that this Committee of the Whole (COW) meeting would be the first opportunity to seek feedback on the proposal of the Equity Subcommittee.

Mayor Driscoll asked members if they thought it would make sense for the Committee of the Whole (COW) to take a motion to say they support the idea of an Equity Subcommittee and look forward to seeing language that would set that up in terms of identifying where it would fit within the policy and coming up with a draft scope of responsibilities. All they would be voting for would be to give feedback to the Policy Subcommittee that they are supportive of the

concept and look forward to having language that can come before them as a body. Members agreed they do not need to motion for this at this time.

School Committee Policy #6504 School Naming

Ms. Nuncio reported that the process of appointing members of the naming committee would start upon completion of the new school assignments for students of the former Nathaniel Bowditch School. The selection of the naming committee members will follow the guidelines set forth in the School Committee Fresh Start resolution, which would map out the goals. They need an end date for selecting the name of the school before the school year ends, because the name would need to be on the building before the start of the next school year. Mayor Driscoll explained that she solicited feedback and received responses for who wanted to be part on certain committees and she put Ms. Campbell and Ms. Nuncio on that committee based on the responses. Ms. Driscoll continued that she thinks they should reach out to Salem State to get others and talk to the Horace Mann community, assembled through the principal, to get a staff member and a parent, for example, for representation on both ends.

Adjournment

There being no further business to come before the Committee of the Whole (COW) School Committee this evening, the meeting was adjourned.

Respectfully submitted by:

Angelica Alayon, Secretary
Salem School Committee

Meeting Materials

Committee of the Whole (COW) School Committee Meeting Agenda

Policy #6504 School Naming

Draft Overview 2018 Nathaniel Bowditch School (NBS) Reassignment Assignment Process Handout

Updated Assignments by School and Grade Level Handout

Salem School Committee
Meeting Minutes
Wednesday, April 11, 2018

A regular meeting of the Salem School Committee was held on Wednesday, April 11, 2018 at 7:05 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

Members Present: Ms. Mary Manning, Mr. James Fleming, Ms. Kristine Wilson, Ms. Ana Nuncio, Mr. Manny Cruz, and Mayor Kimberley Driscoll

Members Absent: Ms. Amanda Campbell

Others Present: Margarita Ruiz, Superintendent, Kate Carbone, Assistant Superintendent for Teaching and Learning, Margaret Marotta, Assistant Superintendent for Pupil Personnel Services, Kristin Shaver, Business Manager, Jill Conrad, Chief of Systems Strategy, and Kelley Rice, Chief of Communications

Call to Order

Mayor Driscoll called the Regular Meeting of the Salem School Committee to order at 7:05 p.m.

Approval of the Agenda

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

Approval of Minutes

Deliberation and Vote on the Minutes of the Regular School Committee Meeting Held March 19, 2018 – Tabled From 4/11/18

Discussion

Mayor Driscoll asked to table the Minutes of the Regular School Committee Meeting to allow additional time to review.

Mr. Fleming motioned to table the Minutes of the Regular School Committee Meeting held March 19, 2018. Ms. Wilson seconded the motion. The Minutes of the regular School Committee meeting was tabled for April 24, 2018.

Questions and Comments From the Audience

Ola Perry, 225 Lafayette Street, shared that she is a parent of a student at the Horace Mann Laboratory School. She and other parents attended a PTO meeting last night. They were told that a 4th grade teacher position was going to be cut due to financial issues and there are not enough students to warrant all 3 teachers. Ms. Carrey asked School Committee members to personally appear and see the 3rd grade at the Horace Mann School, which might change their minds. This has been an awful year for the students at the Horace Mann School. Teachers have come and gone. Ms. Perry explained that she spoke with 10 parents today. Four of those parents have had to get tutors for their child, because they are so far behind due to circumstance. There are regular fistfights inside classrooms. Ms. Perry continued that, although there are not enough students for 3 teachers, many of the students could do without being in the same room with each other for some amount of time. There is also concern of the space in the near future with the upcoming classroom changes.

Mayor Driscoll responded they received a slew of emails from parents at Horace Mann School who expressed concerns about this. Mayor Driscoll explained that they are aware and are looking into poor classroom management, this is something that they want to follow up on and learn more about. The

FY19 budget is being introduced this evening, they will be looking at it for the first time. Mayor Driscoll continued that the information Ms. Perry provided is helpful input and they have their radar on it now.

Superintendent Report – Margarita Ruiz

Superintendent Ruiz announced that she has appointed Ryan Monks as the new Director of Buildings and Grounds. Mr. Monks has recently served as the Assistant Supervisor for Custodial and Maintenance services for the City of Lynn, MA. Mr. Monks was responsible for the management of over 2 million square feet, including city offices, public schools, police, fire stations, and other municipality-owned buildings. In addition, he brings significant management experience, overseeing a budget of 18 million dollars and hiring, training, and managing a staff of 70 employees. Mr. Monks holds a Bachelor of Science in Project Management and a Masters Degree in Facilities, both from Wentworth Institute of Technology. Ms. Monks also holds numerous facilities-related certifications. Superintendent Ruiz continued that he would be joining their leadership team on May 7, 2018.

Discussion

Mayor Driscoll asked of Mr. Paul L'Heureux's last day in the district to properly thank him for his many years of service, moves, school-building projects, and all he has done. Ms. Driscoll asked to be updated on that information.

Presentations and Reports

Presentation of the Proposed FY19 Budget

Superintendent Ruiz presented the proposed FY19 Salem Public School's budget. Ms. Ruiz stated this is her 3rd budget presentation, since becoming Superintendent of Salem. The guiding principles they have set out continue to be the same that they used in past years, which is placing students at the center of their decision-making, collaboration and transparency with their school leaders, that they evaluate every expense given their limited resources, and declining enrollment trend. That alignment between enrollment and resources continues to be very important. Superintendent Ruiz continued that their focus on their decision-making centered on their commitment to move the work outline in the strategic plan forward. They continue to invest in the implementation of the plan.

Superintendent Ruiz explained that their top priorities with this budget are that they ensure the support and resources needed to welcome and integrate students transferring from the Nathaniel Bowditch School are secured at incoming schools, that they continue the momentum and investment to reimagine the high school experience, related to their Pillar 2 of the Strategic Plan, and that they empower their leaders to strengthen their schools' programming and resources, which aligns with Pillars 1 and 3. Superintendent Ruiz continued to walk members through the presentation of the proposed FY19 budget.

Ms. Ruiz concluded that this year's proposed FY19 budget continues to move the robust implementation they have in place of their strategic plan, helps the welcoming and integration of the Nathaniel Bowditch students (setting up success for students in their new environment), and continue the momentum of the High School redesign.

Request for Additional Information From School Committee Members

Mayor Driscoll mentioned the million dollar increase that the School Committee would be voting on and explained that there is a significantly higher increase, with respect to public education in Salem, of things that are not seen in the general operating budget, but really do impact the bottom line. Ms. Driscoll explained that she thinks that one area that deserves additional discussion in their forum is IT and the digital one-to-one rollup as they think about

that – the sustainability of that at the High School and what policy they would want to have with respect to how they purchase, or how they work with families, to purchase those materials while supporting the necessary tools for teachers, staff, and students. Mayor Driscoll asked that be marked for further discussion.

Mayor Driscoll asked to flag anticipated grants. They sometimes do not see that on the operational side of the budget they are adopting but none-the-less can have an impact, on the operational side. Ms. Driscoll continued that she would love to get a reconciliation of what they anticipate on receiving and where that lies.

Mayor Driscoll asked for an outline of the Capital request, as she knows that those dollars are not insignificant. They should be more mindful of those additional dollars that are not always seen and vote on but yet need to be balanced.

Mayor Driscoll requested information on transportation to get a better understanding of transportation costs, and bussing in particular. Is there a way to create a more efficient system – looking at an intra-city transportation shuttle - are there any overlaps for older students? Are there efficiencies they could bring to field trip transportation?

Mayor Driscoll continued that she would like to put the Bentley turn-back on the table for discussion, because they may not get one but if they do – she is not sure how that money automatically comes back to the schools, it really needs a dialogue.

Mayor Driscoll stated that some of the costs are increasing in relation to E-Rates and changes in E-Rate policies. The digital aspects of phones – any informative information that Superintendent Ruiz can share to better understand those would be helpful.

Mayor Driscoll asked for more information on Aspen and asked if they are accessing it fully and what it means as it has a budget implication and is worthwhile for discussion.

Mayor Driscoll conveyed that another key component she did not see in the proposed FY19 budget is sick leave buy backs and thinks that it has a significant impact on the city budget. Ms. Driscoll said that her last recollection, around retirement, is that they are well over the half million mark. Ms. Driscoll continued that they are going to have many retirements this year, and that is a number they do not see or vote on but certainly has a huge impact on them.

Mayor Driscoll also requested information on class sizes in each school.

Mr. Fleming commented that the proposed FY19 budget looks to have a 1.6% increase, which is the lowest he has seen in the last 14 years, and said he applauds that. Mr. Fleming suggested they look into the situation at the Horace Mann Laboratory School and not just communicate with the parents but to also work to solve the problem. Mr. Fleming commented that he sees a list of contracted services on the proposed FY19 budget but does not see information on busses on that list. Ms. Shaver responded that busses are listed in a different part of the budget and he would be able to see a breakdown on the full budget book.

Mayor Driscoll asked if the Superintendent would have a draft document with a bit more detail than typically received, in addition to the presentation. It would be helpful. Superintendent Ruiz agreed. Mr. Fleming asked if they would have a budget book. Superintendent Ruiz responded they are working on finalizing the budget book, which they would be sharing with

the Committee and posting it for the public in preparation for the Budget Hearing; that would be available as well.

Ms. Nuncio asked to know more information about the Witchcraft Heights Civics teachers and curriculum. Ms. Nuncio explained that the Superintendent's proposed budget talked about giving support in the influx of new students and she curious to know more about that. Superintendent Ruiz clarified that she would provide that on the context of the class.

Action Item

There were no action items

Finance Report

a. Approval of Warrant

March 22, 2018 in the amount of \$476, 929.97

March 29, 2018 in the amount of \$229, 361.12

April 5, 2018 in the amount of \$543, 284.15

April 12, 2018 in the amount of \$277, 748.29

Mr. Fleming motioned to approve the warrants in the amount stated on the Agenda. Mr. Cruz seconded the motion. The Motion was approved.

b. Budget Transfer Requests

The School Committee approved the following FY18-22 budget transfer recommended by the School Business Administrator, Kristin Shaver. Central Office (Teaching and Learning) has requested that the funds be transferred in order to align the funds with the intended expense as follows:

Account Description/Use	Account Number	Amount From	Amount To
To support additional funding for SHS library books, computers and software licenses:			
Educational Training	13990161-5317	\$43, 461.62	
Instructional Supplies	13570141-5514		\$43, 461.62
To support a district-wide library review:			
Dues & Subscriptions	13570141-5730	\$2, 642.80	
Contracted Services	13570141-5320		\$2, 642.80

Mr. Fleming moved to approve the Teaching and Learning transfer request in the amounts stated. Ms. Nuncio seconded the motion. The motion was approved.

Subcommittee Reports

Discussion

Mayor Driscoll reported that School Committee members met this evening, as a Committee of the Whole (COW), for a review of the student transfer approach that will be taken by Administration, with respect to the Nathaniel Bowditch School students. Superintendent Ruiz gave a summary of the discussion in that meeting (see 4/11/18 Committee of the Whole minutes for more details).

Mayor Driscoll also reported that the Committee of the Whole (COW) also discussed the formation of the Educational Equity Subcommittee, through the Policy Subcommittee efforts. Ms. Nuncio gave a brief overview of the Policy Subcommittee meeting held on April 2nd, 2018 that also included talk of the Ad-

Hoc Committee that would be formed to consider a potential new name for the Horace Mann Laboratory School. Mr. Fleming added additional information on the topic.

Mr. Fleming moved to accept the report set of the Committee of the Whole (COW) relative to the Assignment policy utilized for the reassignment of the Nathaniel Bowditch School students. Ms. Manning seconded the motion. The Motion was approved.

School Committee Concerns and Resolutions

There was no School Committee concerns or resolutions

Questions and Comments From the Audience

Lisa Hansen-Damato, 53 Hathorne Street, shared her concern on the amount of expected increase of classroom students assigned per class at the various schools as shown on the proposed FY19 budget presentation, relative to the assignment process. Ms. Hansen-Damato referred to the Fresh Start amendment and expressed concerns related to resources going to Bates Elementary School where they are due to receive 40 students, with no additional resources. Ms. Hansen-Damato talked about the plans for the Saltonstall School who are due to receive 35 students.

Andrea French, 7 Cleveland Road, talked about the challenges that 3rd graders at Horace Mann Laboratory School are facing this year. It is important that they receive the support they need to have a successful 4th grade year. Ms. French conveyed that the students have fallen behind, detailed some of the challenges they face, shared a personal situation as an example, and said she wants to see these cohort of students catch a break. They had a very rough year and are about to go into an unfamiliar space with a completely new leadership team. Ms. French asked the School Committee consider finding room in the budget to keep the current 3 Teacher 4th grade team who are very successful this year to give their 3rd graders a fighting chance next year.

Jamie Naven, 14 Andrea Street, shared she is concerned about the reduction and .2 Math Coach position. She is concerned because many elementary Math School teachers are not comfortable with math. Ms. Naven thinks that the Math coach provides the support that is needed. They only have a .5 now and that it will be reduced. Ms. Naven asked School Committee member to have this flagged for consideration.

Adjournment

Mr. Fleming entertained the motion to adjourn. Ms. Manning seconded the motion. The meeting was adjourned.

Respectfully submitted by:

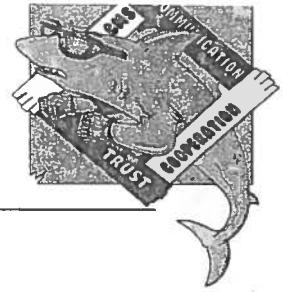
Angelica Alayon, Secretary
Salem School Committee

Meeting Materials and Reports

- School Committee Agenda April 11, 2018
- Minutes of the March 19, 2018 Regular School Committee Meeting
- Presentation of the Proposed FY19 Budget
- Budget Transfer



Collins Middle School



Tel. (978) 740-1193
Fax (978) 740-1183
TTY (978) 740-1225

29 Highland Avenue, Salem, Massachusetts 01970-2196

Glenn Burns
Principal

Matthew Condon
Administrator of Teaching and Learning

Lisa Golden
Director of Operations and School Culture

Washington D.C. Mandatory Meeting

There will be a mandatory informational meeting for all parents/guardians **and scholars** in regards to the overnight trip to Washington D.C.. The meeting will outline the trip and will review the behavioral and academic expectations. It is imperative that scholars attend this meeting with their parents/guardians so that everyone is receiving the same message.

What: Mandatory Meeting for the Washington D.C. Trip

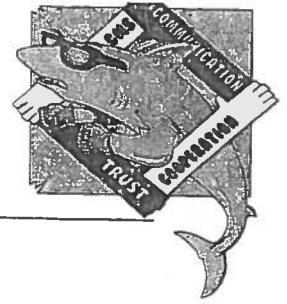
When: January 9, 2018

Time: 6:30pm-7:30pm

Where: Collins Middle School Auditorium



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TTY (978) 740-1225

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Glenn Burns
Principal

Matthew Condon
*Administrator of Teaching and Learning
Culture*

Lisa Golden
*Director of Operations and School
Culture*

November 14, 2017

Washington D.C Trip *Informational Packet*

Dear parents and guardians,

We are really excited about our upcoming trip to Washington D.C. Staff and parents have been working diligently to envision and plan this trip (itinerary attached). At this time, I would like to address some details about the trip.

1. The final cost of Washington D.C is \$365.00. This will include all the activities listed on the itinerary as well as the hotel, busing, and additional security on duty throughout the night.
2. Food: Besides the food we have planned for the trip, scholars will have opportunities to buy snacks and cold drinks at most locations. However, the breakfast buffet and planned food options are incorporated in the cost and we will try to talk kids out of spending their money on such items. **IF YOUR CHILD HAS A FOOD ALLERGY, MAKE SURE YOU NOTE IT ON THE MEDICAL FORM YOU WILL RECEIVE ON THE NIGHT OF OUR MANDATORY INFORMATION MEETING - January 9, 2018 @ 6:30- 7:30.**
3. Spending money is up to the individual...breakfast lunch and dinners are included in the price. All admissions, fares, room charges, taxes, gratuities are also included. Any money a scholar brings with them will be to spend on discretionary items.
4. Phone calls: There will be a 24 hour emergency number provided as well as the number at the hotel for emergencies. **WE ASSURE YOU THAT YOU WILL BE CONTACTED IMMEDIATELY IF THERE IS ANY ISSUE AT ALL. PLEASE DO NOT CALL YOUR CHILD DURING THE DAY, UNLESS NECESSARY. WE ARE ON A VERY TIGHT SCHEDULE AND WANT YOUR CHILD TO ENJOY THE FULL**

EXPERIENCE OF THIS TRIP. A PERFECT TIME TO SPEAK WITH YOUR CHILD WOULD BE WHILE THE GROUP IS AT THE HOTEL.

5. Contacts: All contact info, security, hotel, direct emergency line are on itinerary.
6. Behavior: We do not anticipate any issues, however, to ensure the former, both you and your child are required to sign the enclosed Academic/ Behavior Agreement.

7. Health Forms:

All Health Forms will be handed out on January 9th at the Mandatory information meeting.

8. How do I sign up?????

You sign up by completing the Registration Form. You may pay as much as you want but must make a deposit of \$100 by December 11, 2017. **Scholars fundraising money does count towards this deposit.**

9. Chaperones

Chaperones: We will have staff on duty as chaperones and security in the hotel at night. If you would like to chaperone please contact me(glennburns@salemk12.org or 978-740-1190) and I will add you to the list and provide you the necessary paperwork for a background check.

I look forward to seeing you at the mandatory informational meeting on January 9th. Please feel free to reach out with any additional questions that you may have in regards to the trip. My e-mail address is glennburns@salemk12.org

Thank you,


Glenn Burns

Payment

1. The complete cost of Washington D.C. is \$365.
2. Scholars will have the opportunity to fundraise. Any scholar that is making an effort to participate in these activities will attend the trip.
3. Financial Hardship: If there is a financial hardship please contact glennburns@salemk12.org to make arrangements.

If you or someone you know would like to sponsor a Collins Scholar that is facing financial hardship please contact Glenn Burns.

4. First Deposit will need to be made of \$100 on December 11, 2017. If there is any issue please contact Glenn Burns.
5. Second Deposit will need to be made of \$100 on February 16, 2018.
6. The final payment for the trip must be made by April 13, 2018.

Our scholars have worked hard for the past three years and they deserve a great experience with their friends and peers as they move onto High School and the next stages of their lives. All scholars that have met the academic and behavioral expectations in the handbook will be given the opportunity to attend this trip. If there are any financial hardships please contact Glenn Burns.

glennburns@salemk12.org

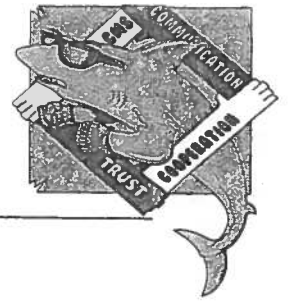
774-488-4038



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Itinerary for Washington D.C.

Day 1

Lincoln Memorial
Korean and Vietnam War Memorial
Jefferson Memorial
World War II Memorial
MLK Memorial
Lunch and Dinner

Check into hotel: **Hyatt Regency Fairfax**

12777 Fair lakes Circle, Fairfax, VA 22033

Private security is included each night from 10:00 PM- 5:00 AM - on each student floor

Day 2

Breakfast
Arlington National Cemetery
US Capitol Building
Museum of Natural History
International Spy Museum
Lunch and Dinner

Day 3

Breakfast
Udvar Hazy Air and Space Museum
Lunch and Dinner

Arrival back in Salem 9PM



PERMISSION TO TRAVEL – Collins Middle School

I GIVE MY PERMISSION FOR MY Son/Daughter to participate in the educational field trip as enrolled on this form:

_____	_____	_____
Name of Parent (s) (Please Print)	Name of Student	Date
Washington DC	June 11, 2018	June 13, 2018
Destination of Educational Trip	Departure Date	Return Date

Student Agreement to Terms of Enrollment

HAWTHORNE TOURS includes the following on all tours: All transportation for the group, hotel lodging (quad occupancy is four students sharing a room with TWO double beds, double occupancy is two students per room), Meals: 3 breakfasts 2 Lunches and 3 dinners. With all included meals, the tax and gratuity is included. All admissions listed on the itinerary are also included. Hawthorne Tours has a tour manager with each trip.

Hawthorne Tours DOES NOT include personal expenses or cancellation insurance. We offer trip insurance to be purchased separately on all of our tours. Should you decide not to take the cancellation insurance, you would be responsible for any items that are non-refundable, plus your share of the room costs. We reserve the right to retain and send home, any participant whose behavior is unbecoming or injurious to the group's welfare, or affects the rights or enjoyment of other passengers. Parent or Guardian along with the School Administration will be contacted immediately to discuss the situation. NO REFUND will be given in this case.

Hawthorne Tours, and their representatives and agents act only as intermediaries between travel program participants and transportation companies, hotels and other public service organizations, and disclaim any liability for delays, losses, or accidents incurred by said persons or operators to either passengers or baggage from whatsoever cause. Hawthorne Tours reserves the right to make alterations in the itinerary if necessary, to substitute services of comparable value should the situation warrant. Any portion of the planned itinerary that is missed is non refundable.

I have read and agree to the above stated terms of my enrollment in this tour.

_____	_____	_____
Name of Student (print)	Name of Student (signature)	Date

Medical Release

My signature acknowledges that I grant permission for any medical doctor, dentist, staff or agent of Hawthorne Tours to act on my behalf and take those measures deemed reasonable and necessary in the event of sickness or injury during the duration of the trip. I further certify that I am covered by insurance for any medical or hospital expenses resulting from accidental injuries and sickness and agree to pay for any medical and/or dental costs, expenses or charges. I understand that all participants are expected to observe the School rules.

_____	_____	_____
Name of Student (Please Print)	Signature of Student	Date
_____	_____	_____
Name of Parent / Guardian	Signature of Parent / Guardian	Date
_____	_____	
Name of Insurance Provider	Policy Number	

Field Trip Request Form - Salem Public Schools

Last Updated June 7, 2017

Directions: All teachers and others 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

Name of School	Collias Middle School	Date of Request	Date of Field Trip	
Coordinator	Glean Burns	4/2/18	June 11 - 13	
Coordinator Contact Info	Phone: 978-740-1190 Email: glean.burns@salemki2.org	Total Number of Students	Departure Time	Return Time
Grade Level(s)	8	130		
Destination <small>Please identify that place AND the specific location and address for the trip.</small>	Washington D.C. Vendor Hawthorne Tours	Location and Duration		
		<input type="checkbox"/> Local trip within Salem/North Shore <input type="checkbox"/> In-state - within MA <input checked="" type="checkbox"/> Out of state - travel to another state <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 checked="" type="checkbox"/> Alignment: The trip is aligned to standards <input checked="" type="checkbox"/> Preparation Plan: Students will be prepared for trip <input checked="" type="checkbox"/> Post-Trip Plan: Students will synthesize learning Comments:	<input checked="" type="checkbox"/> I understand district policy that all students have access to field trips <input checked="" type="checkbox"/> I will ensure that all students (e.g., students with disabilities, English language learners, etc.) have the appropriate supports they need for trip Comments:

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

Has the school nurse been notified of this field trip?	Has the roster of students been shared and any medical concerns reviewed?	Will an on-site nurse be needed for this field trip?
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
School Nurse Signature: <i>students still being added to trip</i> 		Date: 4/2/18.

IV. Food Services

Has the school's cafeteria manager been notified of this field trip?	Will the students be eating lunch at the school on the date(s) of the trip?	Are you requesting any bag lunches or other food for this trip?
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No How many? <u>130</u>
Comments: June 11		

V. Transportation (Please fax all SPS bus transportation requests to 978-825-5542)

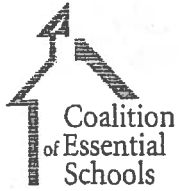
What is the means of transportation you will need for this trip?	<input type="checkbox"/> SPS Bus (local destinations only) <input checked="" type="checkbox"/> Private vendor (you arrange on own) <input type="checkbox"/> Specialized transportation needed	<input type="checkbox"/> Public transportation <input type="checkbox"/> Walking <input type="checkbox"/> Other: _____
If SPS Bus needed, please specify the following information:	Pick Up Time:	Return Time:
	Pick Up Location:	Return Location:

VI. Parent Involvement & Background Checks (Call 978-740-1115 with questions)

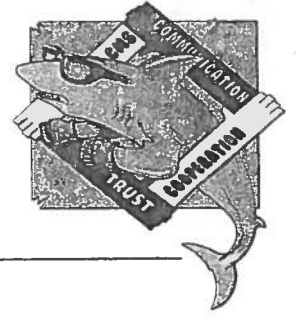
Will any parents or volunteers be participating in this trip?	Will any have "direct and unmonitored contact" with students?	CORI required for ALL parents & volunteers (please submit forms 1-2 weeks ahead). Fingerprints required for those who will have direct & unmonitored contact with students
<input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

VI. Principal Review and Approval (Required for ALL Field Trips)

School Principal Signature:	Date: 4-2-18
------------------------------------	---------------------



Collins Middle School



Tel. (978) 740-1193
Fax (978) 740-1183
TTY (978) 740-1225

29 Highland Avenue, Salem, Massachusetts 01970-2196

Glenn Burns
Principal

Matthew Condon
Administrator of Teaching and Learning

Lisa Golden
Director of Operations and School Culture

Washington D.C. Reunión Obligatoria

Habr  una reuni n informativa obligatoria para todos los padres/tutores y estudiantes con respecto al viaje nocturno a Washington D.C. La reuni n consistir  en el perfil del viaje y revisar  las expectativas conductuales y acad micas. Es imprescindible que los estudiantes asistan a esta reuni n con sus padres/tutores para que todos reciban el mismo mensaje.

Que: Reuni n Obligatoria para el viaje a Washington D.C.

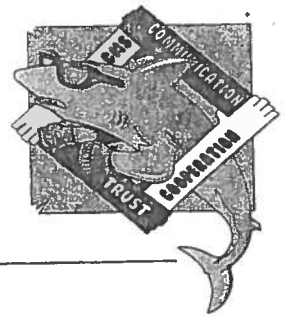
Cuando: 9 de enero del 2018

Hora: 6:30pm-7:30pm

Donde: Auditori de la Escuela Intermedia Collins



Collins Middle School



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*Administrator of Teaching and Learning
Culture*

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Director of Operations and School

14 de noviembre del 2017

Viaje Escolar a Washington D.C. Paquete Informativo

Estimados Padres y Guardián,

Estamos muy entusiasmados con nuestro próximo viaje a Washington D.C. El personal y los padres han estado trabajando diligentemente para visualizar y planificar este viaje (itinerario adjunto). En este momento, me gustaría abordar algunos detalles sobre el viaje.

1. El costo final del viaje a Washington D.C. es \$365. Esto incluirá todas las actividades listado en el itinerario, así como también el hotel, el transporte y la seguridad adicional durante la noche.
2. Alimentos: Además de la comida que hemos planeado para el viaje, los estudiantes tendrán la oportunidad de comprar aperitivos y bebidas frías en la mayoría de los lugares. Sin embargo, el desayuno buffet y las opciones de comida planificadas se incluyen en el costo y vamos a tratar de hablar con los estudiantes para que no gasten su dinero en tales artículos. **SI SU NIÑO TIENE UNA ALERGIA ALIMENTARIA, ASEGÚRESE DE ANORTARLO EN EL FORMULARIO MÉDICO QUE USTED RECIBIRÁ EN LA NOCHE DE NUESTRA REUNIÓN DE INFORMACIÓN OBLIGATORIA - 9 de Enero del 2017 @ 6:30 - 7:30.**
3. El gasto de dinero está en manos del individuo...el desayuno, el almuerzo y la cena están incluidos en el precio. Todos los ingresos, tarifas, cargos por habitación, impuestos, propinas también están incluidos. Cualquier dinero que un estudiante trae consigo será para gastar en artículos discrecionales.
4. Llamadas telefónicas: Habrá un número de emergencia las 24 horas, así como el número en el hotel para emergencias. **LE ASEGURAMOS DE QUE SE CONTACTARÁ INMEDIATAMENTE SI HAY ALGUN PROBLEMA. POR FAVOR NO LLAME A SU NIÑO DURANTE EL DÍA, A MENOS QUE SEA NECESARIO. TENEMOS UN HORARIO MUY OCUPADO Y**

QUEREMOS QUE SU HIJO DISFRUTE DE LA EXPERIENCIA COMPLETA DE ESTE VIAJE. EL MOMENTO PERFECTO PARA HABLAR CON SU HIJO SERÍA MIENTRAS EL GRUPO ESTÁ EN EL HOTEL.

5. Contactos: Toda la información de contacto, seguridad, hotel, línea de emergencia directa están en el itinerario.

6. Comportamiento: No prevemos ningún problema, sin embargo, para asegurar esto, tanto usted como su hijo deben firmar el Acuerdo Académico/de Conducta adjunto.

7. Formularios Médicos:

Todos los Formularios Médicos serán entregados el 9 de enero en la reunión de información obligatoria.

8. Cómo me registro?????

Usted se inscribe llenando el Formulario de Registro. Usted puede pagar tanto como usted quiera pero debe hacer un depósito de \$100 para el 11 de diciembre del 2017. El dinero de la recaudación de fondos de los estudiantes cuenta hacia este depósito.

9. Chaperones

Chaperones: Tendremos personal docente de servicio como chaperones y seguridad en el hotel por la noche. Si desea acompañar por favor contacte al Sr. Burns (glennburns@salemk12.org o 978-740-1190) y él le agregará a la lista y le proporcionará los documentos necesario para una verificación de antecedentes.

Los padres pueden enviar un correo electrónico al Sr. Burns con preguntas. glennburns@salemk12.org

Gracias,


Glenn Burns

Pago

1. El costo total del viaje a Washington D.C. es \$365.
2. Los estudiantes tendrán la oportunidad de recaudar fondos. Cualquier estudiante que este haciendo un esfuerzo por participar en estas actividades asistirá al viaje.
3. Dificultades financieras: Si tiene alguna dificultad financiera por favor póngase en contacto con glennburns@salemk12.org para hacer arreglos.

Si usted o alguien que usted conoce le gustaría patrocinar a un estudiante de Collins que está enfrentando dificultades financieras por favor póngase en contacto con Glenn Burns.

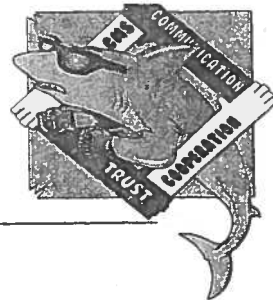
4. El primer depósito de \$100 tendrá que ser hecho el 11 de diciembre del 2017. Si hay cualquier problema póngase en contacto con Glenn Burns.
5. El segundo depósito de \$100 tendrá que ser hecho el 16 de febrero del 2018.
6. El pago final del viaje debe hacerse antes del 13 de abril de 2018.

Nuestros estudiantes han trabajado duro durante los últimos tres años y merecen una gran experiencia con sus amigos y compañeros a medida que avanzan a la escuela secundaria y a las próximas etapas de sus vidas. Todos los estudiantes que han cumplido con las expectativas académicas y de comportamiento en el manual del estudiante tendrán la oportunidad de asistir a este viaje. Si hay dificultades financieras por favor póngase en contacto con Glenn Burns.

glennburns@salemk12.org
774-488-4038



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Itinerario para Washington D.C.

Día 1

Memorial de Lincoln
Memorial de la Guerra de Corea y Vietnam
Memorial de Jefferson
Memorial de la Segunda Guerra Mundial
Memorial de Martin Luther King
Almuerzo y Cena

Ingreso al hotel: **Hyatt Regency Fairfax**

12777 Fair lakes Circle, Fairfax, VA 22033

Seguridad privada está incluida cada noche de 10:00 PM- 5:00 AM - en cada piso de estudiantes

Día 2

Desayuno
Cementerio Nacional de Arlington
Edificio del Capitolio de los Estados Unidos
Museo de Historia Natural
Museo Internacional de Espionaje
Almuerzo y Cena

Día 3

Desayuno
Museo del Aire y Espacio *Udvar Hazy*
Almuerzo y Cena

Regreso a Salem 9PM



PERMISO PARA VIAJAR – Escuela Intermedia Collins

DOY MI PERMISO PARA QUE MI Hijo/Hija participe en el viaje educativo como inscrito en este formulario:

Nombre del Padre (Porfavor Escriba en Letra de Molde)	Nombre del Estudiante	Fecha
Washington DC	11 de junio del 2018	13 de junio del 2018
Destino del Viaje Educativo	Fecha de Salida	Fecha de Regreso

Acuerdo del Estudiante con los Términos de Inscripción

HAWTHORNE TOURS incluye lo siguiente en todas las excursiones: Todos los transportes para grupos, alojamiento en hoteles (ocupación de cuatro es de cuatro estudiantes que comparten una habitación con DOS camas dobles, ocupación doble es de dos estudiantes por habitación), Comidas: 3 desayunos, 2 almuerzos y 3 cenas. Con todas las comidas incluidas, se incluye el impuesto y la propina. Todas las admisiones enumeradas en el itinerario también están incluidas. Hawthorne Tours tiene un gerente turístico con cada viaje.

Hawthorne Tours NO incluye gastos personales ni seguro de cancelación. Ofrecemos seguro de viaje que se comprará por separado en todos nuestros tours. Si decide no tomar el seguro de cancelación, usted será responsable de cualquier artículo que no sea reembolsable, más su parte del costo de la habitación. Nos reservamos el derecho de retener y enviar a casa a cualquier participante cuyo comportamiento sea inapropiado o dañino para el bienestar del grupo, o que afecte los derechos o el disfrute de otros pasajeros. Los padres o tutores junto con la administración de la escuela serán contactados inmediatamente para discutir la situación. NO SE HARÁ REEMBOLSO en este caso.

Hawthorne Tours y sus representantes y agentes actúan únicamente como intermediarios entre los participantes del programa de viaje y las compañías de transporte, hoteles y otras organizaciones de servicios públicos, y rechazan cualquier responsabilidad por retrasos, pérdidas o accidentes en que incurran dichas personas u operadores a pasajeros o equipaje sea cual sea la causa. Hawthorne Tours se reserva el derecho de hacer modificaciones en el itinerario si es necesario, para sustituir servicios de valor comparable en caso de que la situación lo justifique. Cualquier parte del itinerario planificado que se pierda no es reembolsable.

He leído y acepto los términos indicados anteriormente de mi inscripción en esta gira.

Nombre del Estudiante (Letra de Molde)	Nombre del Estudiante (Firma)	Fecha
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Liberación Médica

Mi firma reconoce que autorizo a cualquier médico, dentista, personal o agente de Hawthorne Tours a actuar en mi nombre y tomar las medidas que se consideren razonables y necesarias en caso de enfermedad o lesión durante la duración del viaje. Certifico además que estoy cubierto por un seguro por cualquier gasto médico o hospitalario resultante de lesiones y enfermedades accidentales y acepto pagar cualquier costo, gasto o gasto médico y/o dental. Entiendo que se espera que todos los participantes observen las reglas de la escuela.

Nombre del Estudiante (Letra de Molde)	Firma del Estudiante	Fecha
--	----------------------	-------

Nombre del Padre/Guardián	Firma del Padre/Guardián	Fecha
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Nombre del Proveedor de Seguro	Número de Póliza
--------------------------------	------------------

RECEIVED

APR 02 2018

S.P.S.
Supt.'s Office

Memorandum

To: Ms. Margarita Ruiz, Superintendent of Schools
CC: file
From: David J. Angeramo, Salem High Principal 
Date: March 28, 2018
Re: ROTC - Out-of-State Field Trip Request

This is to recommend the Salem High JR. R.O.T.C be given permission to attend a four-day field trip to Washington, D.C. This trip will take place July, 11-14th, 2018. The trip will be chaperoned by 1st Sgt. David Grinstead, Sr., and two teachers all have had a CORI /fingerprinted. A list of 40 students with permission slips/health records is available if needed. The students & chaperones will travel by a private bus vendor. Accommodations are free at the Quantico, VA. No school will be missed because of the July trip date. We look forward to receiving your official approval.

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.

Attachments

Field Trip Request Form - Salem Public Schools

Last Updated June 7, 2017

Directions: All teachers and others 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

Name of School	Salem High School	Date of Request	Date of Field Trip	
Coordinator	1st Sgt Grinstead	28 Mar 18	11-14 July 2018	
Coordinator Contact Info	Phone: 302-569-2256 Email: davidgrinsteadsr@salemk12.org	Total Number of Students	Departure Time	Return Time
Grade Level(s)	9-12	40	0400	2100 9pm
Destination <small>Please identify that place AND the specific location and address for the trip.</small>	Washington, DC Quantico, VA	Location and Duration		
		<input type="checkbox"/> Local trip within Salem/North Shore <input type="checkbox"/> In-state – within MA <input checked="" type="checkbox"/> Out of state – travel to another state <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 <input checked="" type="checkbox"/> Alignment: The trip is aligned to standards <input checked="" type="checkbox"/> Preparation Plan: Students will be prepared for trip <input checked="" type="checkbox"/> Post-Trip Plan: Students will synthesize learning Comments:	Accessibility and Inclusion for All Students <input checked="" type="checkbox"/> I understand district policy that all students have access to field trips <input checked="" type="checkbox"/> I will ensure that all students (e.g., students with disabilities, English language learners, etc.) have the appropriate supports they need for trip Comments:
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III. School Nurse Review and Approval (School Nurse Signature Required)

Has the school nurse been notified of this field trip?	Has the roster of students been shared and any medical concerns reviewed?	Will an on-site nurse be needed for this field trip?
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
School Nurse Signature:		Date: 3/28/18

IV. Food Services

Has the school's cafeteria manager been notified of this field trip?	Will the students be eating lunch at the school on the date(s) of the trip?	Are you requesting any bag lunches or other food for this trip?
<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 How many? _____
Comments:		

V. Transportation (Please fax all SPS bus transportation requests to 978-825-5542)

What is the means of transportation you will need for this trip?	<input type="checkbox"/> SPS Bus (local destinations only) <input checked="" type="checkbox"/> Private vendor (you arrange on own) <input type="checkbox"/> Specialized transportation needed	<input type="checkbox"/> Public transportation <input checked="" type="checkbox"/> Walking <input type="checkbox"/> Other: _____
Coach Bus	Pick Up Time: 0400 Pick Up Location: Salem HS	Return Time: 2100 9pm Return Location: Salem H.S.
If SPS Bus needed, please specify the following information:		

VI. Parent Involvement & Background Checks (Call 978-740-1115 with questions)

Will any parents or volunteers be participating in this trip?	Will any have "direct and unmonitored contact" with students?	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
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

VI. Principal Review and Approval (Required for ALL Field Trips)

School Principal Signature:	Date: 3/28/18
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