

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



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

**Mayor Kimberley Driscoll, Chair**

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

DATE POSTED: April 27, 2022  
REPOSTED: April 28, 2022

**REGULAR SCHOOL COMMITTEE MEETING**

Notice is hereby given that the Salem School Committee will hold a **Regular School Committee meeting on May 2, 2022 at 7 p.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/84724708551?pwd=bEo4S0xYM2FyZVYxaUhnRlhMeThndz09>

**Passcode: JeZ2vZ**


**I. Call of Meeting to Order**

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

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

**B. Live Spanish Interpretation.**

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

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

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

Should any member of the Salem community wish to participate in public comment during this meeting, please click on the below link to sign up and submit your comment electronically: <https://forms.gle/VUqxALnSfD546Tux6>. 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 Jensen Frost at [jfrost@salemk12.org](mailto:jfrost@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 the Regular School Committee meeting held on 04/25/22
- B. Approval of Warrants: 4/28/2022: \$477,892.51
- C. Approval of NLIS out of state trip to Canobie Lake in Salem, New Hampshire 6/16/2022

- D. Approval of NLIS out of state and overnight trip to Cardigan Lodge in Alexandria, New Hampshire for up to 8 seniors 5/18/22-5/19/22
- E. Approval of NLIS out of state and overnight trip to Cardigan Lodge in Alexandria, New Hampshire for us to 8 juniors 6/8/2022-6/9/2022

IV. **Public Comment**

Please see above for instructions on participating in public comment.

V. **Student Showcase - Early Childhood Center**

VI. **Superintendent's Report**

- a. Follow up FY23 budget discussion
- b. Summer school programming update

VII. **Report from the Student Representative – Hawa Tabayi**

VIII. **Action Items: Old Business**

IX. **Action Items: New Business**

X. **Finance & Operations Report**

- A. Budget Transfer

XI. **Subcommittee Reports**

- a. Policy [3601](#) for third reading
- b. Policy [6502](#) for first reading

XII. **School Committee Concerns and Resolutions**

XIII. **Adjournment**

Respectfully submitted by,

*Mindy Marino*

Executive Assistant to the Superintendent

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

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



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

**Mayor Kimberley Driscoll, Chair**

“Conozca sus derechos según la ley de Reuniones Abiertas, M.G.L. c30A § 18-25 Y Secciones de Ordenanzas de la Ciudad a2-2028 hasta 2-2033”

FECHA DE PUBLICACIÓN: 27 de abril de 2022  
PUBLICADO DE NUEVO: 28 de abril 2022

**REUNION REGULAR DEL COMITE ESCOLAR**

Por la presente se notifica que el Comité Escolar de Salem llevará a cabo una **Reunión regular del Comité Escolar el 2 de mayo de 2022 a las 7 p.m.** Esta reunión se llevará a cabo en persona en **29 Highland Ave., Salon. 227, Salem, MA.** También puede unirse a través de Zoom utilizando el siguiente enlace.

Haga clic en el enlace a continuación para unirse a la reunión virtual:

<https://us06web.zoom.us/j/84724708551?pwd=bEo4S0xYM2FyZVYxaUhnRlhMeThndz09>

Passcode: **JeZ2vZ**


**1. Convocatoria a la Sesión Abierta**

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

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

**b. Interpretación al español en vivo**

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

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

**A. 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/VUqxALnSfD546Tux6>. Un miembro del personal reunirá todos los comentarios que serán compartidos con los miembros antes de finalizar la reunión pública. Los comentarios también serán resumidos en las minutas de la reunión. Por favor, póngase en contacto con Jensen Frost en [jfrost@salemk12.org](mailto:jfrost@salemk12.org) o en el 617-285-7567 si tiene alguna pregunta o para informar de cualquier dificultad técnica que experimente.:

**II. Approval of Agenda**

**III. Aprobación de la Agenda Consensuada**

- A. Aprobación del acta de la reunión regular del Comité Escolar celebrada 25-abril-22

- B. Aprobación de las órdenes de pago:: 28-abr-2022: \$477,892.51
- C. Aprobación de la gira fuera del estado de NLIS para Canobie Lake en Salem, New Hampshire 16-jun-2022
- D. Aprobación de la gira fuera del estado de NLIS y gira a Cardigan Lodge en Alexandria, New Hampshire de pasa noche para hasta 8 estudiantes del grado 12 18/5/22-19/5/22
- E. Aprobación de la gira fuera del estado de NLIS para Cardigan Lodge in Alexandria, New Hampshire de pasa noche para hasta 8 estudiantes del grado 11 8/6//2022-9/6/2022

**IV. Comentario Público**

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

**V. Student Showcase - Centro de Educacion Infantil**

**VI. Reporte del Superintendente**

- a. Seguimiento a la discusión del presupuesto del año fiscal 2023
- b. Seguimiento a los programas de escuela de verano

**VII. Reporte de la representante estudiantil – Hawa Tabayi**

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

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

**X. Reporte de Finanzas y Operaciones**

- A. Intercambios de Presupuestos

**XI. Reportes de los Subcomités**

- a. Política [3601](#) para la tercera lectura
- b. Política [6502](#) para la primera lectura

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

**XIII. Clausura**

Sometido respetuosamente por,,

*Mindy Marino*

Asistente Ejecutiva 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.”*

**D R A F T**

**Salem Public Schools  
Salem School Committee  
Meeting Minutes  
April 25, 2022**

On April 25, 2022 the Salem School Committee held its regular School Committee meeting at 7:00 PM using a hybrid model including in-person congregation and streaming via the Zoom platform.

**Members Present:** Mayor Driscoll, Ms. Mary Manning, Mr. Manny Cruz, Ms. Amanda Campbell, Dr. Kristin Pangallo, Ms. Beth Anne Cornell, and Mr. James Fleming

**Others in Attendance:** Superintendent Stephen Zrike, Chelsea Banks, Liz Polay-Wettengel, Marc LeBlanc, Linda Farinelli, Adam Colantuoni

**Call of Meeting to Order**

Mayor Driscoll calls the meeting to order at 7:02pm. She welcomed the community to the in-person meeting and explained the Public Participation Policy 6409 including an electronic and in-person option; and also explained the availability of Spanish interpretation. Ms. Manning requests a moment of silence to remember those lost over the years since the committee began meeting virtually and with the in-person return.

**Attendance**

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

**Approval of Agenda**

Mayor Driscoll requested a motion to approve the Regular Agenda. Mr. Cruz motioned and Ms. Manning seconded. A roll call vote was taken.

Ms. Campbell	Yes
Ms. Cornell	Yes
Mr. Cruz	Yes
Mr. Fleming	Yes
Ms. Manning	Yes
Mayor Driscoll	Yes

Motion carries 6-0

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### **Approval of Consent Agenda**

Mayor Driscoll requested a motion to approve the Consent Agenda. Mr. Fleming motioned and Ms. Manning seconded. A roll call vote was taken.

Ms. Campbell	Yes
Ms. Cornell	Yes
Mr. Cruz	Yes
Mr. Fleming	Yes
Ms. Manning	Yes
Mayor Driscoll	Yes

Motion carries 7-0

### **Public Comments**

Barbara McLernon - 25 Sunset Drive

Good Evening and welcome back to in person. I am Barbara McLernon, I am here tonight representing the Salem Teachers Union Scholarship fund raiser. The raffle calendar, which has a prize for every day in May, went live over the weekend, entries are \$10.00 each. Winners will be announced daily from the first of May until the 31st. All collected funds go toward the four- one thousand dollar scholarships the Union gives to Salem High Seniors. You can venmo money to @STUEvents and I will put an entry in for you, please include your name, address and phone number, or cash or check mailed to Salem Teachers Union, 10 Colonial Rd, Suite 12, Salem, Ma All info and prizes are on the STU Facebook page and hopefully out on ParentSquare soon. Thank you.

### **Educator's Showcase**

#### **Superintendent's Report**

##### ***FY23 Budget Presentation***

Dr. Zrike opens requesting a moment of silence to reflect on the loss of life for the NLIS student, Brian Gomez prior to the April Vacation.

He transitions into the budget presentation for FY23. He opens with the review of the strategic priorities and how they connect to the newly adopted tagline for the district. He provides an overview of how the budget was created among school leaders in connection with their strategic plans and "big rocks."

Ms. Campbell asks about reading and math and wonders if the data is coming in English and Spanish from STAR reporting. Dr. Zrike notes the data is pulled from the English reporting but with STAR there is capability for both languages.

Dr. Zrike continues the review of the budget presentation noting the investments the district has made and what SPS priority they connect to. He notes the need to remember that we need to begin planning for the transition from ESSER funding to using our general funding for specific budgetary purposes. He turns over the presentation to Ms. DeLai to discuss the components of

## DRAFT

the FY23 Budget. She reviews the components of the budget building and how the data across the district drives the building of the budget.

Mayor Driscoll welcomes questions and comments. She notes, as presented, it seems to be a bit of a stretch budget when it comes to finances. She notes the value of spending per pupil is ~\$20,000 and notes being the district with the highest per pupil expenditures in Essex County. She notes the importance of finances being allocated to education and how there are other expenditures on the city side that support students within the community. She provides background of the increases by year and the dollar per pupil in previous budgets. She notes we cannot absorb a 4.6% increase with the other things needed to support the city. She makes mention the city budget is still a work in progress in finalizing numbers, noting inflation being a concern in closing the gap with the city finance team. She shares close to 70% of the city budget, is allocated to the needs of education. She notes being honest in the budget process without causing chaos. She shares the city is working closely with Senator Lovely and Representative Tucker to understand opportunities available within the statewide process. She notes the mechanics are reliant on the state finalizing their budget, providing insight to additional funding opportunities for the city budget and knowing the finalized plan from there.

Mr. Cruz notes being a part of conversations prior to the pandemic in regard to SOA and where we landed, he asks if Mayor Driscoll could shed some light on the conversation at the state level are regarding an amendment within the two budgets or if it's more of a different calculation in regard to additional state dollars. Mayor Driscoll notes many gateway cities are receiving a substantial increase, including neighboring towns such as Beverly which is not considered a gateway city. She provides an overview of considerations that would play a part in the funding calculation for the city increase but none have proven to be a concrete reason. She mentions other cities are receiving 7-digit figure increases whereas the projected plan currently for Salem shows about a 1% increase. She notes legislation is very much behind the budget building but it's not within one person's control and there are many factors to consider.

Mr. Cruz notes if there is anything else the committee could be doing to support the ask at-hand, he would love to know if there are ways to help. He asks if there was mention of enrollment with respect to CTE programs within the conversations she's had with the chairs and wonders if that has been weighed as we see such growing numbers.

Ms. Cornell asks about how we meet the basic allocations as a district when it comes to the discussion surrounding the two and a quarter. Ms. DeLai confirms at the two and a quarter we'd be talking about not funding any of the inputs and you would be booking at reducing staffing.

Ms. Cornell also asks to what extent the Recovery Act money the city is sitting on could potentially be applied to the school budget. Mayor Driscoll says the Recovery Act money will be used for various needs but there are two concerns including eligibility, and the concern for creating a budget cliff for next year if we become reliant on that funding. She notes tapping into the levy of the funding but it's not a long term strategy.

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Ms. Cornell and Ms. Campbell note one of the things discussed in the finance committee being the unique nature of the funding this year and why some of this is a one time situation and wondering if this could be discussed for the public and the larger committee as well. Ms. DeLai shares looking back in the numbers of the past, the level service budget is within the 2.9% range but the deficit didn't cover the funding in 2022. She notes once taking care of funding this year, you'll see the service level percentages level off. Mayor Driscoll mentions the numbers she has and she's referencing.

Ms. Manning asks the money we are hoping to be provided by the state, what would happen if our budget gets decided on an amount and submitted and then they increase that money or do they think they no longer need those resources? Mayor Driscoll notes it's about the mechanics so it's within the unknown but she doesn't believe they'll say "oh, they don't need funding." Ms. Manning asks if there is a date for budget approval. Mayor Driscoll notes there is no date and could be summer or fall.

Mayor Driscoll flags putting off the vote on May 16th to better understand and confirm where we stand with our ask. Mr. Cruz notes the legislation finishes their budget process the last week of May, the House will be done by Thursday and he wonders if the vote should be pushed closer to the end of May. Mayor Driscoll mentions the process in timing around the discussion with the city side as well. Ms. Manning asks about the date needed to get the budget to city council and Mayor Driscoll says it's typically asked to be submitted for their second meeting in May but there are more conversations to come.

### ***Submission of Statement of Interest to MSBA Core Repair Program for Salem High School renovations***

Dr. Zrike notes there is a vote for the submission of a statement of interest to the MSBA for a core repair program for Salem High School. He thanks Ms. DeLai, the custodial and high school team who did the work in going through the master facility plan for planning. The district is asking for consideration to have a new facility at the high school site. Prior to break the city council voted unanimously in support of moving forward with the statement of interest and the district is asking for a vote from the school committee later on this evening, noting the deadline is Friday.

### ***Instructional Technology Memorandum of Understanding (MOU)***

Dr. Zrike notes an MOU with the update including the District Instructional Technology team will be taking over the responsibility of the staff devices from Matt Killen's team.

Dr. Zrike also notes the mention of coming back to discuss masking for students in Pre-K, those under five. He mentions having a meeting with the health advisory team over break and the recommendation at this time is to continue masking for students under five. He notes it's not up for vote but wants to relay the conversation had with the health advisors.



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Mr. Cruz notes in response to the last piece there in regard to Pre-K and his insight still stands and he supports the recommendation. Ms. Manning mentions making the original recommendation to keep the masking through the break and she appreciates the follow-up from the health advisors and thinks it's a good recommendation. She wants to be sure there is a plan to get the word out to the public.

### **Report from the Student Representative - Hawa Hamidou Tabayi**

There is no report provided, Ms. Hamidou Tabayi is not in attendance.

### **Old Business**

Ms. Cornell asks about the Student Advisory Group scholarship and noted the policy subcommittee did vote to move the policy for first reading and wants to know the process for the vote and Maor Driscoll notes putting that on the agenda for the next meeting.

### **New Business**

Deliberation and vote to authorize submission of Statement of Interest to Massachusetts School Building Association for Core Repair Program for Salem High School. Mayor Driscoll requests a motion. Mr. Fleming makes a motion. Ms. Manning seconded.

Mr. Cruz requests a roll call vote for this and Mayor Driscoll calls the roll.

Ms. Campbell	Yes
Ms. Cornell	Yes
Mr. Cruz	Yes
Mr. Fleming	Yes
Ms. Manning	Yes
Mayor Driscoll	Yes

Motion carries 6-0

Deliberation and vote to approve IT Memorandum of Understanding. Marc LeBlanc provides an overview of what the changes mean for what work will be adopted by the Instructional Technology team. Mr. Fleming makes a motion and Mr. Cruz seconded.

Mayor Driscoll asks: all those in favor, all those opposed, the "I's" have it.

Deliberation and vote to accept \$1600 donation from Toys for Tots Literacy/UPS book drive. Mr. Fleming makes a motion, Ms. Campbell seconded.

Mayor Driscoll asks: all those in favor, all those opposed, the "I's" have it.

### **Finance Report**

None

### **Subcommittee Reports**

Discussion regarding Policy 3601 Student Transportation Services

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Ms. Cornell provides an overview of the change in language regarding limited access to a walkable route. She also notes another change as a tie-breaker including priority to the greatest distance from the school and the final change is including grade six students with the K-5 population in regard to the language and expectations of the policy. She notes recent discussion about assessing availability of crossing guards, walkable routes, and accessibility for families has been had. Ms. Cornell notes the third reading will be postponed until the next meeting to allow the school community to digest the changes.

Mayor Driscoll asks if there's been thought to a walking or biking incentive. Ms. Cornell notes there are other districts that incentivize those actions and she's looking into those programs.

Ms. Campbell notes School Choice and how we can help families identify the schools they register for when it comes to the walkable route to each school as some families may not be aware of location in terms of the mileage to and from the school and their home. Ms. Cornell notes having transparent mapping of where crossing guards exist and this discussion has been had.

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

Ms. Manning acknowledges this being Ms. DeLai's first in-person meeting.

### **Adjournment**

Mayor Driscoll requested a motion to adjourn. Ms. Campbell makes a motion and Mr. Cruz seconded.

Mayor Driscoll asks: all those in favor, all those opposed, the "I's" have it.

Meeting adjourned at 8:51pm

Respectfully submitted by,

*Jensen Frost*

Executive Administrative Assistant to Assistant Superintendent

4 page Fax: Mandy Marino  
4/28/2022  
(978) 740-3083



**NEW LIBERTY**  
**INNOVATION SCHOOL**

*Welcome all. Challenge yourself. Create a positive impact.*

April 25, 2022

RE: Request for out of State Trips

Dear Salem School Committee,

New Liberty Innovation School is in the process of making some plans for adventurous activities prior to the end of the school year. We request your approval of the following trips:

**Canobie Lake Park** on June 16th 2022 from 8:30am-3:15pm. Location is Salem, New Hampshire. This will be a school wide trip.

**Overnight trip to Cardigan Lodge** on May 18- May 19th. 2022 staying in Cardigan Lodge for one overnight with up to 8 Seniors and two days of hiking. This is located in Alexandria, New Hampshire

**Overnight trip to Cardigan Lodge** on June 8-9 2022 staying overnight at Cardigan Lodge with up to 8 Juniors. This is located in Alexandria, New Hampshire.

We are looking forward to getting outside and having some fun. Thank you for your continued support of our school.

Yours truly,

Jennifer Thomas, SAC, LICSW  
Coordinator of Counseling Services

# 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	New Liberty Immersion	Date of Request	Date of Field Trip	
Coordinator	Jennifer Thomas	4/26/22	6/16/22	
Coordinator Contact Info	Phone: 978-825-3470 Email: JennThomas@newlibertySalem.com	Total Number of Students	Departure Time	Return Time
Grade Level(s)	7-12	56	9:15am	3:15pm
Destination <small>Please identify that place AND the specific location and address for the trip.</small>	Candice Lake Park, 85 North Policy St Salem NH 03079	<b>Location and Duration</b>		
		<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 checked="" type="checkbox"/> Within the normal school day <input type="checkbox"/> Beyond normal school hours <input 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 <u>Comments:</u>	<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 <u>Comments:</u>

## 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>School Nurse Signature:</b>		<b>Date:</b>

## 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>45</u>
<u>Comments:</u>		

## 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 checked="" type="checkbox"/> SPS Bus (local destinations only) <input 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: <u>9:15am</u> Pick Up Location: <u>NHS</u>	Return Time: <u>3:15pm</u> Return Location: <u>NHS</u>

## 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?	<small>CORI required for ALL parents &amp; volunteers (please submit forms 1-2 weeks ahead). Fingerprints required for those who will have direct &amp; unmonitored contact with students</small>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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

<b>School Principal Signature:</b>	<b>Date:</b>
	<u>4/28/2022</u>

# 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	New Liberty Innovation School	Date of Request	Date of Field Trip	
Coordinator	Jen Thomas	4/28/2022	June 8 <sup>th</sup> - 9 <sup>th</sup> 2022	
Coordinator Contact Info	Phone: 978 825-3470 Email: jen.thomas@newliberty.salem.ma.us	Total Number of Students	Departure Time	Return Time
Grade Level(s)	11 <sup>th</sup>	8	10am	3pm
Destination <small>Please identify that place AND the specific location and address for the trip.</small>	Cardigan Lodge 774 Shen Valley Rd Alexandria, NH 03222	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 type="checkbox"/> Overnight trip		

II. Learning and Accessibility	
<b>Instructional Alignment</b> <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 <u>Comments:</u>	<b>Accessibility and Inclusion for All Students</b> <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 <u>Comments:</u>

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 <i>possibly</i>
School Nurse Signature:		Date: 4/28/2022

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? _____
<u>Comments:</u>		

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 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: _____
SPS Mini Bus <i>Jen Thomas driver</i>	Pick Up Time: 10 AM Pick Up Location: N LIS	Return Time: 3pm Return Location: N LIS
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 type="checkbox"/> Yes <input checked="" 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: 4/28/2022

# 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	New Liberty Innovation School	Date of Request	Date of Field Trip	
Coordinator	Jen Thomas	4/28/2022	May 18 - May 19 2022	
Coordinator Contact Info	Phone: 978 825-3470 Email: jenthomas@newliberty.salem.ma.us	Total Number of Students	Departure Time	Return Time
Grade Level(s)	12 <sup>th</sup>	8	10 AM	3pm
Destination <small>Please identify that place AND the specific location and address for the trip.</small>	Cardigan Lodge 774 Shem Valley Rd., Alexandria, NH 03222	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 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 checked="" type="checkbox"/> No
School Nurse Signature:		Date: 4.28.2022

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 checked="" type="checkbox"/> SPS Bus (local destinations only) <input 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: 10 AM Pick Up Location: NLIS	Return Time: 3pm Return Location: NLIS

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 type="checkbox"/> Yes <input checked="" 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: 4/28/2022



**SALEM**  
PUBLIC SCHOOLS  
*Where belonging leads to opportunity*

# 2022 Summer Programs Update

*Presented to Salem School Committee on May 2, 2022*



## SUMMER PROGRAM GOALS

### Provide social emotional support

- Address social emotional health

### Accelerate learning

- Build on academic strengths and support areas for growth

### Facilitate fun w/ peers

- Strengthen relationships and peer connections

### Offer enrichment

- Provide opportunities for fun enrichment activities

### Create a bridge to the school year

- Facilitate a successful transition into the school year





## **EXPANDED OPPORTUNITIES FOR SPS KIDS**

City Connects Coordinators and Student Support Staff will recommend summer opportunities for students

District-run programs  
targeting specific  
populations

Community-run  
programs open to all



## **DATES OF PROGRAMMING**

- Mostly within five weeks of July 5th through August 4th
- Program weeks, times and days will vary

## ELEMENTARY PROGRAMS

<b>Program</b>	<b># of students</b>	<b>Grades Served</b>	<b>Program Partner</b>
Special Education	as needed	PreK-5	n/a
Multilingual Learner Summer Academy	45	Rising Gr. 1-5	Campfire of the North Shore
Summer Academy	240	Rising Gr. 1-5	Salem YMCA & Salem Sound Coastwatch
Tutoring/SEL Activities	70	Rising Gr. 1-5	Catapult Learning

## MIDDLE SCHOOL PROGRAMS

<b>Program</b>	<b># of students</b>	<b>Grades served</b>	<b>Program Partner</b>
Special Education	as needed	Rising 6-8	n/a
Expanding Horizons	120	Rising 6-8	LEAP for Education
Tutoring/SEL Activities	30	Rising 6-8	Catapult Learning

## HIGH SCHOOL PROGRAMS

<b>Program</b>	<b># of students</b>	<b>Grades Served</b>	<b>Program Partner</b>
Special Education	as needed	Rising Gr. 9-12	n/a
Not Yet Academy	100	Rising Gr. 10-12	n/a
Summer Work/ Community Office	60	Rising Gr. 9-12	LEAP for Education

# TIMELINE

March	April	May	June
Post and hire summer leads	Hire educators		
Post summer positions	Initial student referrals		Final info to families
Develop recruitment process/ materials	Plan curriculum	Recruit and enroll all students	Train educators
Operational meetings begin	Continue operational meetings	Continue operational meetings	Continue operational meetings



## Summer with SPS

**Interested in enrolling your K-8 child(ren) in summer programs?**

Our City Connects Coordinators are ready to support you in finding a camp or program that best fits your child's interests and needs whether it be one of our programs or one of the many offerings that exist throughout our vibrant city and local area.

**If you would like assistance with summer program planning, please reach out to the City Connects Coordinator in your school. Their contact information is below:**

Bates	Sari Rudolph	Cell: 978-778-8423
BAIS	Heather Perry	Cell: 978-778-5134
Carlton	Liz Yoder	Cell: 978-778-0069
CMS	Brad Maloon & Mia Riccio	B: 978-265-4058 & M: 978-522-0124
HMLS	Genevieve Nutt	Cell: 781-732-0154
Saltonstall	Joy Richmond Smith	Cell: 978-778-8004
WHES	Marlene Lunt & Alyson Brennan	WHES #: 978-740-1271

For information about summer programs, contact your City Connects Coordinator (K-8) or Guidance Counselor (high school).

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**MEMORANDUM**

To: Salem School Committee

From: Mary C. DeLai

Date: May 2, 2022

Re: FY22 Budget Transfer Request 10

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The Business Office requests the following transfer be made from Res Fnd Collective Bargaining Reserve to Reg Day Pupil Transportation for Regular Ed transportation costs.

Account Description/Use	Account Number	Amount From	Amount To
Res Fnd Collective Bargaining Reserve	13930120-5171	\$211,812.00	
Reg Day Pupil Transportation	13570151-5333		\$211,812.00

I recommend approval of the transfer.





**City of Salem - Finance Department  
Budget Transfer Request Form - SCHOOL ONLY**

School Dept.

4/28/22

*Thay C. DeLuca*  
Authorized Signature

Department

Date

	Org/Obj	Description	Amount
Transfer Budget To:	13570151-5333	Pupil Transportation	211,812.00
Transfer Budget From:	13930120-5171	Collective Bargaining Reserve	
<b>REASON - BE SPECIFIC:</b>	Funding to be used for regular ed transportation costs		

Transfer Budget To:			
Transfer Budget From:			
<b>REASON - BE SPECIFIC:</b>			

Transfer Budget To:			
Transfer Budget From:			
<b>REASON - BE SPECIFIC:</b>			

Transfer Budget To:			
Transfer Budget From:			
<b>REASON - BE SPECIFIC:</b>			

Transfer Budget To:			
Transfer Budget From:			
<b>REASON - BE SPECIFIC:</b>			

Transfer Budget To:			
Transfer Budget From:			
<b>REASON - BE SPECIFIC:</b>			

**For Use By Finance Department:**

Finance Director Approval \_\_\_\_\_ Date \_\_\_\_\_

**Processed:**

Date:

By:

JE#:

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**MEMORANDUM**

To: Salem School Committee

From: Mary C. DeLai

Date: May 2, 2022

Re: FY22 Budget Transfer Request 9

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The Teaching and Learning Department requests the following transfer be made from ELT/OST Pupil Transportation and ELT/OST Contracted Services to Regular Day Instructional Supplies to fund the purchase of core instructional materials.

Account Description/Use	Account Number	Amount From	Amount To
ELT/OST Pupil Transportation	13580121-5333	\$495.00	
ELT/OST Contracted Services	13580121-5320	\$15,816.00	
Reg Day Instructional Supplies	13570141-5514		\$16,311.00

I recommend approval of the transfer.



**City of Salem - Finance Department  
Budget Transfer Request Form - SCHOOL ONLY**

Teaching and Learning

4/28/2022

*M. Kate Carbone*

Department

Date

Authorized Signature

	Org/Obj	Description	Amount
Transfer Budget To:	13570141-5514	Instructional Supplies	\$104,071.43(current)
			\$120,382.60 (after transfer)
Transfer Budget From:	13580121-5320	Contracted Services	\$15,816.17
	13580121-5333	Pupil Transportation	\$495
<b>REASON - BE SPECIFIC:</b> <i>Purchase of core instructional materials</i>			

**For Use By Finance Department:**

Finance Director Approval

Date

Processed:

Date:

By:

JE#:

**FISCAL MANAGEMENT & NON-INSTRUCTIONAL OPERATIONS** **3000**

**TRANSPORTATION** **Annual Review** **3600**

STUDENT TRANSPORTATION SERVICES 3601

### **1. Statement of Purpose & Scope of Policy**

A. The purpose of school transportation is to get pupils who live an unreasonable walking distance from home to school and back in an efficient, safe, and economical manner. Other purposes consistent with this definition include the provision of transportation for academic field trips in direct support of the curriculum and transportation for the support of the co-curricular program (e.g., music, drama, athletics).

B. It is the intention of the School Committee to comply with the letter and spirit of the Massachusetts General Laws Chapter 71, Section 68 and other laws pertinent to the transportation of pupils, and these shall govern any questions not covered by specific declaration of policy herein.

MGL Ch. 71, section 68 states that “if the distance between a child’s residence and the school s/he is entitled to attend exceeds two (2) miles and the nearest school bus stop is more than one mile from such residence ..., the school committee (city) is responsible for providing transportation to students in grades K-6. **Further, the school district is required to provide transportation for students with disabilities who have transportation included as part of their Individualized Education Plan (IEP) and 504 Plans.**

~~The school committee may assess fees to the transported students in grades 7-12 up to the amount sufficient to cover the costs incurred by the district; provided however, that no student eligible for free or reduced lunch, under the federal school lunch program, shall be required to pay the fee.~~

### **2. Mileage Limits for Entitlement to District-Provided Transportation**

A. The Salem School Committee has determined that student bus transportation shall be provided at no cost for students in grades K-6 in accordance with MGL CH. 71, section 68. **In addition to what is required by MGL, the Salem Public Schools provides transportation** ~~The School Committee shall review and consider changes in these mileage limits on an annual basis as the transportation system and budget allow.~~  
**to students as per the following:**

- Pre-K: Not eligible
- Grades K-2: Students who live 1 mile or more from school

Grades 3-5: Students who live 1.5 miles or more from school (~~should this be 1 mile for all elementary ?~~)

Grade 6: Students who live 2 miles or more from school (students in grade 6 are required to be transported 2 miles or above per MGL)

Grade 7-12: Students who live 2 miles or more from school (~~should grade 6-8 be 1.5 miles?~~)

**\*\*These students are considered mandatory riders**

B. The School Committee, at its discretion and to the extent permitted by Massachusetts' law, shall authorize transportation for a fee to students who are not entitled to District-provided transportation to and from school as stated above. **Such students shall be classified as non-mandatory riders.**

Student bus transportation shall only be provided to non-mandatory riders if there is excess capacity on buses being used to service mandatory riders. Additional seats shall be assigned on a priority basis to non-mandatory students using the following criteria:

- Economic status
- Walkable route access ~~Unsafe zones~~
- Younger sibling ridership

Providing seats are available, the SPS Transportation Director will assess the above criteria for non-mandatory ridership requests using the following tiered assignment process:

Tier One: applicants meet all three of the non-mandatory rider request criteria.

Tier Two: applicants meet two of the three non-mandatory rider request criteria.

Tier Three: applicants meet one of the three non-mandatory rider request criteria.

~~In the event that further limiting factors become necessary to assign seats to non-mandatory riders, and above tiered criteria are met equally by the remaining students, the Transportation Director will give priority to younger students and students who live at the greatest distance, in that order.~~

Consideration of the above will only be provided to:

- Grades 3-~~6~~5: Students who live between 1 and 1.5 miles from school
- Grade ~~7~~6-12: Students who live over 1.5 but less than 2 miles from school

**NOTE:** Students in grades k-6 who live under 1 mile from school and students in grades 7-12

who live under 1.5 miles from school can seek a special exemption from the Superintendent if the student does not have access to a designated walkable route to school. In approved cases, the student will be placed into tier three for ridership consideration. ~~Students who live under 1.5 miles from school can seek a special exemption from the Superintendent if the walking area to school is designated an unsafe zone. In approved cases, the student will be placed into tier three for ridership consideration.~~ See Section 3 below.

C. ~~No mileage restrictions nor any fees, shall apply to the transportation of a student whose individualized education program (IEP) or Section 504 plan includes entitlement to school transportation. In addition, multilingual learners~~ students who arrived in the United States within the last 12 months ~~by the English Learner office shall be eligible for bus transportation at no cost and with no mileage restrictions for the remainder of the school year that they arrive to SPS. Students who are homeless or in foster care will be transported at no cost and in conformance with the requirements of the McKinney Vento Homeless Education Assistance Act.~~

D. ~~Schools that identify transportation as a contributing factor to a student's chronic absenteeism will~~ Students who show early warning signs of chronic absenteeism and the cause is determined to be a lack of transportation will be referred to the Superintendent (or designee) to proactively identify options for reducing transportation as a barrier to attendance.

E. A bus pass shall be required for each student who is transported by the Salem Public School District and will be issued to each eligible student. The bus pass is a valuable document and must be retained in order for students to ride the bus.

F. Neither rerouting an established bus route when said bus is at capacity ridership, nor the addition of a bus to create a new route, shall be required to accommodate a request for a non-mandatory rider ~~transportation for a fee.~~ When either rerouting or adding a bus is the only way to accommodate a request for a non-mandatory rider ~~paid transportation,~~ that request will be denied. The last non-mandatory student rider who was provided transportation ~~student who purchased transportation (or receives FRL ride privileges) on a given route would be the first student to be denied transportation if that route should exceed capacity. Prorated fees would be refunded.~~

G. ~~A~~ When a non-mandatory student rider ~~transported for a fee may be denied transportation~~ ~~denied~~ is suspended from school, due to a violation of the district's ~~in school's~~ ~~their~~ ~~her~~ ~~or her school's~~ code of conduct or is denied transportation due to a violation of the SPS transportation code of conduct, ~~for students, neither the student nor his or her parent or guardian shall be entitled to reimbursement of any part of the fee paid for transportation, except when the suspension is for the remainder of the school year. Reimbursement shall be made pro rata, based on division of the fee by the number of months in the school year.~~

H. Eligibility for Transportation and Controlled Choice. Under the Salem School Committee's student assignment policy, parents have the opportunity to select a school other than

their neighborhood school. Busing will be provided for those children who enroll in a school other than their neighborhood school only if they meet the distance eligibility requirements detailed above and are consistent with the objectives of policy 5103 “Controlled Choice Student Assignment Policy.” For all others, transportation is the responsibility of the parent.

~~Additionally, school choice students who reside outside of the city of Salem are not entitled to transportation services.~~

I. Late Bus Transportation. “Late bus” transportation is for those students who stay past the normal dismissal times for school-related purposes at the middle school and high school. On occasion, when funds allow, “late bus” service will be provided to students at the elementary school level in conjunction with academic support programs.

J. Rider Eligibility. Any persons who are not employees and/or Salem students are not entitled to District transportation and are prohibited from Salem School District busses.

### **3. Superintendent Exception and Annual Review**

In special circumstances, and in a limited number of cases, the Superintendent shall have the authority to make exceptions to this policy when a student’s or family’s circumstances may require additional supports. ~~including but not limited to a caregiver’s medical condition, economic status of a student, whether a student has a sibling that is a mandatory rider to the same school~~ These circumstances include but are not limited to economic hardship, sibling transportation status, ~~or or students who must lack of access to a walkable route to school travel through hazardous or unsafe areas. a if there are hazardous areas that~~

The School Committee shall review this policy annually.

Legal Reference: Policy 5103, “Student Assignment”  
M.G.L. c. 71 §§ 7A, 68  
29 U.S.C. §794 (Sec. 504 of the Rehabilitation Act of 1973)  
34 C.F.R. Part 104

**Approved 1/19/21**

<b>SCHOOL COMMITTEE</b>	<b>6000</b>
<u>SCHOOL COMMITTEE ADVISORY COMMITTEES</u>	6500
STUDENT ADVISORY COMMITTEE	6502

As required by law, it shall be the policy of the Salem School Committee to meet at least once every other month when school is in session with the student advisory committee consisting of 5 members elected by the student body of Salem High School.



**Draft proposal:**

In recognition of service to the Salem School Committee and the Salem school community, the chair of the Student Advisory Council will receive a scholarship of \$1,000 and the four officers listed in the council's bylaws will receive a scholarship of \$500. These scholarships will be awarded for each full year of service upon graduation ~~or withdrawal from the district~~, and are to be used for post-secondary endeavors, such as college/university expenses, entrepreneurship, vocational training, and/or a career in the military. If a student were to withdraw prior to completion of graduation in the Salem Public Schools, the student will need to provide proof of high school diploma to receive scholarship.

Legal Reference: MGL 71:38M

Reviewed: October 2016

Suggested edits made in Policy Subcommittee Meeting 12/14/21 for further discussion among the full committee.