



# School Committee Meeting Materials

## **Regular School Committee Meeting**

**August 21, 2017**

**7:00pm**



***Mr. James M. Fleming  
Ms. Deborah Amaral  
Ms. Mary A. Manning***



***Mr. Patrick Schultz  
Dr. Brendan R. Walsh  
Ms. Kristine Wilson***

***Mayor Kimberley Driscoll, Chair***

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

August 18, 2017

**REGULAR SCHOOL COMMITTEE MEETING**

Notice is hereby given that the Salem School Committee will hold a Regular School Committee meeting on Monday, August 21, 2017 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 Minutes**
  - a. Deliberation and Vote on the Minutes of the Regular School Committee Meeting held on June 19, 2017 tabled from 7/17/17
  - b. Deliberation and Vote on the Minutes of the Committee of the Whole (COW) meeting held on July 13, 2017
  - c. Deliberation and Vote on the Minutes of the Regular School Committee Meeting held on July 17, 2017
  - d. Deliberation and Vote on the Minutes of the Committee of the Whole (COW) meeting held on July 31, 2017
- IV. Questions and Comments from the Audience**
- V. Superintendent's Report – Margarita Ruiz**
- VI. Presentation and Reports**
- VII. Action Items**
  - a. Deliberation and Vote on the Request From Salem Youth Football to Continue Use of the Bertram Field
  - b. Deliberation and Vote on the Request from the Polish School to use the Carlton Innovation School facility

- c. Deliberation and Vote on the Implementation of the McKinney-Vento Act for New Students
- d. Deliberation and Vote on a Waiver from SC Policy 5102.01: Enrollment of Non-Resident Students, for an SHS student
- e. Deliberation and Vote on a Clarification of SC Policy 5102.02: Children of Salem Public Schools Professional Staff Attending Salem Public Schools regarding City of Salem Employees

#### VIII. Finance Report

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

July 27, 2017 in the amount of \$638, 000.00

July 27, 2017 in the amount of \$394, 300.46

August 3, 2017 in the amount of \$513, 057.38

August 10, 2017 in the amount of \$133, 164.70

August 17, 2017 in the amount of \$544, 634.02

##### b. **Budget Transfers**

#### IX. Subcommittee Reports

##### **Policy Subcommittee**

- a. Deliberation and Vote on Policy 6406 Voting Method – Tabled from 7/17/17
- b. Deliberation and Vote on the Third Reading of the Recommendation of the Policy Subcommittee on the Revisions to the Following Policies in the 3000-Policy Series:
  - 3102 Financial Reports and Statement
  - 3104 Fiscal Year/Budget Deadlines and Schedules
  - 3201 Funding Proposals and Applications
  - 3203 Gate Receipts and Admissions
  - 3301 Accounting and Reporting
  - 3302 Audits
  - 3303 Procedures for Handling Cash Receipts
  - 3304 Revolving Accounts
  - 3402 Payment Procedures
  - 3406 Expense Reimbursements
  - 3407 Sales Calls and Demonstrations
- c. Deliberation and Vote on the Third Reading of the Recommendation of the Policy Subcommittee on the Creation of the Salem Public Schools Recyclable Material Policy

***Mr. James M. Fleming  
Ms. Deborah Amaral  
Ms. Mary A. Manning***



***Mr. Patrick Schultz  
Dr. Brendan R. Walsh  
Ms. Kristine Wilson***

***Mayor Kimberley Driscoll, Chair***

- X. School Committee to Enter Into Executive Session, as Per Exemption #5, to Consider the Filing of a Criminal Complaint and Other Personnel Matters
- XI. **School Committee Concerns and Resolutions**
- XII. **Questions and Comments from the Audience**

Respectfully submitted by:

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Angelica Alayon, Secretary to the  
Salem School Committee

Salem School Committee  
Meeting Minutes  
Monday, June 19, 2017

A regular meeting of the Salem School Committee was held on Monday, June 19, 2017 at 7:00 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

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

**Members Absent:** None

**Others Present:** Margarita Ruiz, Superintendent, Kate Carbone, Assistant Superintendent, Margaret Marotta, Assistant Superintendent, Kristin Shaver, Business Manager, Kelley Rice, Chief of Communications and Jill Conrad, Chief of Systems Strategy.

**Call to Order**

Mayor Driscoll called the Regular Meeting of the Salem School Committee to order at 7:00 p.m.

**Approval of the Agenda**

Dr. Walsh moved to approve the agenda as presented. Ms. Wilson seconded the motion. The Motion carried.

**Approval of Minutes**

Dr. Walsh moved to approve the Minutes of the June 5, 2017 regular School Committee meeting. Ms. Wilson seconded the motion. Mr. Fleming abstained. The Motion carried.

**Questions and Comments From the Audience**

Beth Kontos, President of Salem Teachers Union, 10 Colonial Road, Suite 12, Salem, MA, thanked everyone who donated to the Salem High School Food Pantry and clothing boutique. She thanked many people for their support, donations, and contributions including the Salem High School Principal David Angeramo for providing them with a room on the first floor which allowed easy access to students, students and their parents, the Mayor, School Committee members, Staff members, Families, Union Latina, National Honor Society, Alumni, Sororities, Dentists, and everyone who donated their services, supplies, baked goods, money, and food pantry items to Children's Clothing Boutique. It has been a community activity where everyone got together to help.

**Superintendent Report – Margarita Ruiz**

Ms. Ruiz recognized the loss of a 5<sup>th</sup> Grade Carlton Innovation School student, Jaydon Dancy, who was tragically killed in an accident. She asked for a moment of silence in his honor. Superintendent Ruiz thanked the public for their outpouring of support and recognized Bethann Jellison, Principal at Carleton, Margaret Marotta, Assistant Superintendent, and Kelley Rice, Chief of Communications for their leadership during a very difficult time. The Superintendent congratulated the many students who participated in Moving On Ceremonies across the district. She thanked teachers, paraprofessionals, and staff members for their dedication and commitment so that every student could reach their full potential. Ms. Ruiz reminded members of the public that the district's Food and Nutrition Services Department would be providing breakfast, lunch, and dinner for children under the age of 18 from July 6 through August 24, free of charge, as part of Salem Summer Meals. Meal schedule and locations can be found on the Salem District's website.

## **Presentations and Reports**

### **Mayor Presentation of City Seals**

Mayor Driscoll provided City Seals to the following retiring educators of 2017: Jane Pace, Luz Barreto-Longus, Anne LeBlanc, Eleanor King, Elisa LaSota, Judy Johnson, Paul Loud, Christine Morin, Ruthann Hatt, Mary Sueltenfuss, Susan Ellis, and Paula Dobrow. They were recognized for serving the City of Salem and students in the Salem Public Schools and honored for time invested, dedicated services, and individual experiences each brought to the Salem schools.

### **Action Item**

#### **Deliberation and Vote on the Approval of Recommendation to Appoint Dr. Brendan Walsh as the School Committee Delegate to the 2017 MA Association of School Committees (MASC) Conference**

Mr. Fleming motioned to approve the recommendation to appoint Dr. Brendan Walsh as the School Committee Delegate to the 2017 MA Association of School Committees (MASC) Conference. Ms. Amaral seconded the motion. The Motion carried.

#### **Deliberation and Vote on the Recommendation to Have all Schools Participate in the Community Eligibility Program for Free Lunch in FY18**

##### **Discussion**

Mr. Schultz informed School Committee members that the Finance Subcommittee voted unanimously to approve the recommendation. Currently, Witchcraft Heights and Saltonstall do not offer free and reduced lunch to all of their students, this could remedy that. The cost to the Food Program, over the course of FY18, will be about \$50,000, but those costs should diminish over time with increasing reimbursements through the CEP Program. Mr. Schultz clarified that the budgets are separate; the \$50,000 does not affect the school budget or any investment in Personnel or Programming in the School District. Mr. Fleming commented that they previously had a \$300,000 deficit in the Food Program. They now have a \$300,000 balance, which is where the \$50,000 comes from. It would not come from taxpayer dollars this year or from the school budget.

Mr. Schultz motioned to approve the recommendation to have all schools participate in the Community Eligibility Program for free lunch in FY18. Mr. Fleming seconded the motion. The Motion carried.

#### **Deliberation and Vote on the STU Request to Decrease Beth Kontos' Teaching Load From .5FTE to .4FTE for the Remainder of Her Term as Union President**

##### **Discussion**

Mr. Fleming said this particular move saves money. They now pay Ms. Kontos a .5 FTE of her salary and they are going to save .1%.

Mr. Fleming motioned to approve the STU request to decrease Beth Kontos' teaching load from .5FTE to .4FTE for the remainder of her term as Union President. Ms. Wilson seconded the motion. The Motion carried.

## **Deliberation and Vote on the Superintendent's Recommendation to Increase the Stipends for the Teacher-Led Professional Development Workshops**

### **Discussion**

Mayor Driscoll stated that this is a follow up of their discussion from the last meeting. Superintendent Ruiz handed a Memorandum to School Committee members. She said that they, at the request of the School Committee, took a look at the stipends being offered. The conversation was set at \$300 for three sessions to be conducted, during half of the three All-Day Professional days next year. The recommendation is to double the amount to \$600. They would need 40 PD sessions to be able to include all the teachers in the district. This doubling of the amount would equate to an increase of \$12,000. Superintendent Ruiz recommends an approximate reduction total of \$7,500 that will be made available through the reduction. They propose to use those freed up funds in addition to a request of \$4,500 to be made out of the Dominion Account to complete the \$12,000 needed for the request. Mayor Driscoll stated that would essentially mean they would have to approve up to \$4,500 and the transfer out of Personnel to Professional Development or wherever else it will be used for the stipends. Ms. Manning wondered how they were doing on getting the 40 presenters. Ms. Carbone said they have them. They would be putting out a brochure to the teachers and ask them to select their first or second choice so they can identify the sessions going forward. Ms. Carbone clarified that they have several sessions that have multiple participants. It is \$600 for the mini course. If it were one person, they would receive that \$600. If it were multiple people, they would divide that across the facilitators. Mr. Fleming said they understand that despite who is splitting it, they know the upset limit to be \$12,000. Ms. Carbone stated that it also includes a required summer get together to go over some guiding principles so that there is common structure across the workshops.

Mayor Driscoll said they could make the amount out of the Dominion Funding to be \$5,000 in order to offer some refreshments for this get-together, which prevents from having to pay others for that. Dr. Walsh added he would offer that as a friendly amendment.

Mr. Fleming motioned to approve the utilization of \$5,000 out of the Dominion Funds to help with Professional Development Stipends. Ms. Manning seconded the motion. The Motion carried. Mr. Fleming motioned to approve the transfer of \$7,500 from Personnel to Stipends. Dr. Walsh seconded the motion. The Motion carried.

## **Deliberation and Vote to Approve the Superintendent's Recommendation to Develop a Memorandum of Agreement With the YMCA to Operate the Teen Parent/SPS Child Care Program at Salem High School**

### **Discussion**

Ms. Ruiz recalled from the last meeting that the Teen-Parent program, run by Children Friends and Family Services at Salem High School, was scheduled to close as of June 30<sup>th</sup>, 2017. The loss of this program was concerning because it provided care for the children of their students and the provision of training for students in the Early Childhood and Care Vocational Program. The YMCA is interested and able to run an Early Education Program that would include infants, toddlers, and preschoolers at Salem High, using the same space that would be vacated by the Teen-Parent program. The YMCA Early Education Program at Salem High would be in operation throughout the year; it would not be on the school calendar but throughout the entire year. It would run from 7:00am to 6:00pm. Slots would be secured for students at Salem Public Schools who may need daycare for their children. They would like to offer this daycare opportunity not only to teachers at Salem High School but also to other teachers across the district. Mr. Fleming asked if this is subject to, and if notice should be put out for, competitive bidding. Mayor Driscoll said they may have not looked into the Procurement issue and could take a look



at it. Mr. Fleming asked if they could ask their School Attorney about that. Mayor Driscoll agreed. Dr. Walsh was pleased that the Early Education Program would continue to be offered. He agreed with Mr. Fleming on competitive bidding and asked School Committee members if they thought it should be tabled to the next meeting. Mayor Driscoll suggested they approve it subject to a review of the Procurement issue. Ms. Amaral mentioned that if they are going to look into the procurement issue, they might also want to look at how long the extended day program has been run under contract at the Early Learning Center.

Dr. Walsh motioned to approve the Superintendent's Recommendation to develop a memorandum with the YMCA operating team Child Care Program at Salem High School subject to review of compliance with All State Procurement Laws. Ms. Manning seconded the motion. Ms. Amaral abstained. The Motion carried.

## **Deliberation and Vote on Annual Salary Increases for Non-Union Senior Management Team Members**

### **Discussion**

Mr. Schultz informed members that both Personnel and Finance Subcommittees spoke about this at length. Mr. Fleming expressed concerns on whether the Superintendent's recommendation to increase the Executive Assistant and Director of Human Capital's pay fell in line with other Administrative Assistants in the district. He gave members additional details of his findings, expressed his thoughts on the expanded size of the HR Staff and the Director's short period of time in her position. He would not be able to vote in favor of this particular recommendation unless there is a modification/amendment to the recommendation. He hoped the School Committee would hold off on the **Superintendent and Assistant Superintendent's raises** for one year. He asked members to consider amending the motion of adopting all of the Superintendent's recommendations. Mr. Fleming gave a brief explanation on the Superintendent current office expenditures, could not support the recommendation, and asked for a modification in terms of the **Administrative Assistant, Assistant Superintendent, and Director of Human Capital, in the manner in which he has described**. Mr. Schultz, for clarification, asked Mr. Fleming if he was in support of everything below the name Ms. Bento on the list that consists the entire Principal raises. Mr. Fleming said that he gave his authorization to announce his support of the Principal at the last meeting. Mr. Fleming said there is one minor change; the Principal of Saltonstall recently received his Doctorate. The Superintendent asked for another percentage from 4 to 5%, which he also supported. Ms. Manning stated that Mindy Marino should be considered for a raise for the work that she does, her talent, and her work efforts. Dr. Walsh shared his concern on the amount of money they have been spending in Central Administration. He would vote for the increase for those on the field, namely the Principals. He is not sure he would be in favor of the increase to Central Administration who do have a 2.5% increase. He could vote for the bottom half of the list. Ms. Amaral commented on the great deal of improvement and supports the increases, as requested. Mr. Schultz said they looked at this with both Finance and Personnel Subcommittees and have been given rationales for the increases. Mr. Schultz stated this is an opportunity to pay their district leaders based on performance and in light of regional and statewide comps. He believes in the thoughtfulness of the Superintendent and that she knows the value and hours of work of the Central Office staff. She also knows they work within a tight budget. He weighs their value versus the overall budget and he trusts her assessment of that. Mr. Schultz continued his view that pay must be paid appropriately if they are going to continue to improve as a district. Mr. Fleming reaffirmed his opposition to the four positions mentioned earlier and further explained his reasons and fairness as to why. Ms. Manning shared that she can understand Mr. Fleming's point on the amounts of Central Office in the list. It is difficult for her to be supportive of this list as she is aware that there are a great many others who also contribute to the overall goals; there are many more people involved than what is mentioned. Dr. Walsh agreed, job performance expectations are based according to

job responsibilities. These are being brought forth as merit raises for performing over and above expectations. He did not think they should be looking for additions to their Central Office staff when it is not done for others who are on the actual field every day. Ms. Manning shared that she has seen a positive turnaround, see many things in place, and understand the work involved in getting a lot of that done. She commented that one does not automatically get a merit raise every year because of good work alone, good work is expected. She can see the huge effort that has been put in within the last year or two. She would really like to see it continue with the same staff. Mayor Driscoll stated that all of the increases is built into the FY18 budget they recently approved; they would not need additional funding to pay for this. She would also like to parent and compensate teachers more. They look at what other teachers are making and are trying to get that salary survey up in order to properly compensate all Salem teachers with what they deserve. Mayor Driscoll continued addressing School Committee members and stated she would love for them to be able to advance this, this evening. Further discussion ensued. Mayor Driscoll motioned to approve the Recommendation to the following raises: Superintendent, Administrative Assistant, Assistant Superintendent, and Director of Human Capital of the seven individuals named out of the Senior Management team (those listed above the list of Principals) as recommended by the Superintendent. Mr. Fleming called for a Roll-Call Vote.

**School Committee Secretary Roll Call:**

Mr. James Fleming	No
Ms. Deborah Amaral	Yes
Ms. Mary Manning	Yes
Mr. Patrick Schultz	Yes
Dr. Brendan Walsh	No
Ms. Kristine Wilson	Yes
Mayor Kimberley Driscoll	Yes

7 Members voted. 5 in the *affirmative*, 2 in the *negative*. Ms. Manning's 'Yes' vote was for this year. The Motion carried.

Dr. Walsh motioned to approve the additional increase for Saltonstall School Principal Nicholas Gesualdi to reflect his Ph.D. Mr. Fleming seconded the motion. The Motion carried.

**Deliberation and Vote on the Approval of the Regular School Committee Schedule for July 1, 2017 – June 30, 2018**

**Discussion**

Mr. Fleming referred to July 24<sup>th</sup> date on the list. He has a prior commitment on the 24<sup>th</sup> and asked it please be moved up to July 17<sup>th</sup>. Ms. Amaral said she would not be available on that date but would be more than happy to call in (face time). All members agreed that the rest of the dates are fine.

Mr. Fleming motioned to approve the Amended Regular School Committee Schedule for July 1, 2017 through June 30, 2018, exception being that July 24<sup>th</sup> be moved up to July 17<sup>th</sup>, 2017. Ms. Amaral seconded the motion. The Motion carried.

## **Student Assignment Policy**

### **Discussion**

Members agreed to meet for a Committee of the Whole (COW) meeting on July 13, 2017 at 5:00pm to begin discussion the Student Assignment Policy process. Ms. Amaral motioned to approve a COW meeting for July 13, 2017. Ms. Manning seconded the motion. The Motion carried.

### **Finance Report**

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

June 15, 2017 in the amount of \$196,627.49

Mr. Fleming motioned to approve the warrant as stated. Ms. Amaral seconded the motion. The motion was approved.

June 22, 2017 in the amount of \$313,278.16

Mr. Fleming motioned to approve the warrant as stated. Ms. Wilson seconded the motion. The Motion was approved.

#### **b. Budget Transfer Requests FY17-28**

School Business Administrator, Kristin Shaver explained that Central Office (Teaching and Learning) has requested that the fund be transferred in order to align the funds with the intended expense as follows:

<b>Account Description/Use</b>	<b>Account Number</b>	<b>Amount From</b>	<b>Amount To</b>
Athletic Equipment	13451021 5246	5,696.32	
Rental and Lease	13451021 5270	1,984.12	
Rental and Lease	13451021 5270	3,865.08	
Contracted Services	13490141 5320	2,416.00	
Books – Library	13570521 5512	2,500.00	
Instructional Supplies	13570521 5514	6,107.20	
Contracted Services	13570621 5320	300.00	
Textbooks	13570621 5511	178.65	
Instructional Supplies	13570621 5514	617.97	
Contracted Services	13570721 5320	3,277.00	
Instructional Supplies	13571021 5514	6,204.24	
Medical Contractual	13640161 5302	42,710.82	
Education Evaluation	13640161 5313	4,850.15	
Contracted Services	13640161 5320	37,935.83	
Tuition	13640161 5324	44,577.78	
Computer Software	13640161 5519	312.18	
Equipment	13640161 5860	1,198.56	
Tuition	13990161 5324	14,000.00	
Vehicle Repair and Maintenance	13640181 5244	565.44	
Legal Services	13252030 5303	5,000.00	
Pupil Transportation	13570141 5333		5,000.00
Office Supplies	13252030 5421		31,890.86
Special Education Transportation	13640181 5332		147,406.48

Ms. Amaral moved to approve the End-of-Year budget transfer request transferring to Pupil Transportation, Office Supplies, and Special Education Transportation. Ms. Wilson seconded the motion. The Motion was approved.

## **Subcommittee Reports**

### **Policy Subcommittee**

#### **Deliberation and Vote on Policy 6406 Voting Method – Tabled from 6/5/17**

Policy 6406 remains tabled.

#### **Deliberation and Vote on the First Reading of the Recommendation of the Policy Subcommittee on the Revisions to the Following Policies in the 3000-Policy Series**

### **Discussion**

The Policy Subcommittee met to review the policies in the 3000s on the School Committee Policy manual. The Chair of the Policy Subcommittee, Ms. Amaral, mentioned the following policies that were reviewed with no recommended changes:

Policy 3101 Budget Planning has no changes and recommended to leave as is.

Policy 3202 has already gone through three readings.

Policy 3206 Revenues and Tax Sources – no changes

Policy 3306 Bond and Police Officers – no changes.

Policy 3401 Purchasing and Purchasing Authority– no changes.

Policy 3403 Corporate Purchasing - shows blank on the spreadsheet but no changes.

Policy 3405 Depository Funds Authorized Signatures – no changes.

The Subcommittee reviewed the following policies, presented for the First Reading this evening. These are listed below with member discussions, if any. Proposed changes are found in the meeting materials under “track changes”.

Policy 3102 Financial Reports and Statement – no substantial change, just language change. Dr. Walsh had asked that the Business Manager and not the Superintendent submit all financial reports, as she is the person responsible for those and said he believes Ms. Amaral has made that change.

Policy 3104 Fiscal Year/Budget Deadlines and Schedules

Policy 3201 Funding Proposals and Applications

Policy 3203 Gate Receipts and Admissions

Policy 3301 Accounting and Reporting - no substantial changes

Mayor Driscoll read the description changes for Policy 3301. Ms. Amaral further clarified the change. Mr. Fleming stated that the wording should be “...*the Superintendent, with the approval of the School Committee, should be responsible for the administration of the budget*”. Dr. Walsh said they could consider adding “...*for administration of the approved budget*”. Members agreed to hold off on this policy. This is the First Reading. Mr. Fleming would support the First Reading as long as the review of the language is made for the second reading. Policy 3301 is scheduled for a Second Reading at the next Regular School Committee meeting. Ms. Amaral said she would review and make the changes that Mr. Fleming requested on the policy.

Policy 3302 Audits  
Policy 3303 Procedures for Handling Cash Receipts  
Policy 3304 Revolving Accounts

Policy 3402 Payment Procedures – to have a new allowance for them to have one signature on the Warrant – each year they would designate someone to approve it. Their suggestion is the Mayor as a designee of the School Committee. They would have to vote on them. The Superintendent and Business Manager would still have to attest to the accuracy of the Warrants – Warrant will remain available at the Business Office and they would vote on them.

Policy 3406 Expense Reimbursements  
Policy 3407 Sales Calls and Demonstrations

Dr. Walsh motioned to approve the Policy changes as submitted by the Chairperson Policy Subcommittee for First Reading. Ms. Wilson seconded the motion. The Motion carried.

### **Deliberation and Vote on the First Reading of the Recommendation of the Policy Subcommittee on the Creation of the Salem Public Schools Recyclable Material Policy**

#### **Discussion**

Ms. Amaral said they do not have a Recyclable Material policy. They are seeking an Environmental Protection grant and would need a policy to go with it. The suggestion is that this policy is number 3508, which fits well under Buildings and Grounds. The recommended language they added is to recognize recycling by looking at ways to include composting. Most schools have recycling; this would be a recognition of a District policy in support of recycling.

Dr. Walsh motioned to approve the First Reading of the Recommendation of the Policy Subcommittee on the Creation of the Salem Public Schools Recyclable Material Policy. Ms. Wilson seconded the motion. The Motion carried.

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

Mr. Fleming would like the Administration to look again at the non-renewal of a History teacher at the Salem High School. He received some letters relative to that non-renewal. Her contribution to the High School has been fairly substantial and he would like the Administration to look again at the non-renewal. Dr. Walsh said he supports Mr. Fleming's request. All School Committee members agreed.

Dr. Walsh shared that he was deeply struck outside of St. James Church by the informal (as they were not in dress uniforms) by the self-assembled Honor guards of both police and firefighters honoring the Carlton Innovation School student who passed away, Jaydon Dancy. He thanked them for what they did. Dr. Walsh commented that he was absent at the last meeting, and informed members that this year's graduating senior, awarded the Giving Tree Award at the Senior Awards night, at the Salem High School was Taylor O'Leary.

#### **Questions and Comments From the Audience**

There were no questions or comments from the audience.

## **Adjournment**

There being no further business to come before the School Committee this evening. Dr. Walsh entertained the motion to adjourn. Ms. Amaral seconded the motion. The meeting was adjourned.

Respectfully submitted by:

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Angelica Alayon, Secretary  
Salem School Committee

## **Meeting Materials and Reports**

- School Committee Agenda June 19, 2017
- Minutes of the June 5, 2017 Regular School Committee Meeting
- List of SPS Staff Retirees Summer 2017
- Superintendent's Recommendation Regarding the Teen Parent Program/Salem High School Early Education Program
- Regular School Committee July 1, 2017-June 30, 2018 Schedule
- Policy 6406
- Policies in the 3000-Policy Series
- Recyclable Materials Policy
- FY17-28 Budget Transfer Request

Salem School Committee  
Meeting Minutes  
Monday, July 13, 2017

A regular meeting of the Salem School Committee was held on Monday, July 13, 2017 at 5:10 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

**Members Present:** Dr. Brendan R. Walsh, Ms. Mary Manning, Ms. Kristine Wilson, and Ms. Deborah Amaral

**Members Absent:** Mayor Kimberley Driscoll, Mr. James Fleming, and Mr. Patrick Schultz

**Others Present:** Margarita Ruiz, Superintendent, Kate Carbone, Assistant Superintendent, Margaret Marotta, Assistant Superintendent, Kristin Shaver, Business Manager, Kelley Rice, Chief of Communications and Jill Conrad, Chief of Systems Strategy.

**Call to Order**

Dr. Brendan Walsh called the Committee of the Whole (COW) Meeting of the Salem School Committee to order at 5:10 p.m.

**Discussion on Review of School Committee Policy #5103 Student Assignment Policy**

Superintendent Ruiz began the discussion sharing that the purpose of the meeting this evening is to discuss the Student Assignment policy. The end of this year is its 5<sup>th</sup> year and it is due to sunset at that time. With Kindergarten registration for 2017-18 approaching, a decision regarding the process to follow is needed by November 2017 (this year). Superintendent Ruiz said there were three things they hoped to do this evening in order to seek direction:

1. To look at some data in order to gauge the effectiveness of the current policy
2. To identify the goals for the future of the student assignment policy
3. To determine a sense of direction for next steps and consider further ideas moving forward

Ms. Ruiz stated there are options to consider from extending the policy (as is) for another year or making slight changes, as needed, to doing a complete overhaul of the policy. Ms. Conrad walked the members through the evening's agenda and a proposed timeline for review.

Members spent time talking about the current policy, reviewing data presented to them, and sharing feedback on the comments shared regarding this issue during the various engagement opportunities through the recent strategic planning process. Ms. Conrad shared that a factor in the current policy is proximity; distance is applied when students are administratively reassigned. If they do not get any of their three choices, they try to assign them to the closest availability possible in their area of residence. A given example: Applications, such as Batch 1 and Batch 2 Kindergarten enrollments, are

processed in the order received and date-stamped within its prospective Batch. Processing does not begin until deadline is met. March 1<sup>st</sup> is the deadline for Batch 1 for example. They would process all of the applications that come in by March 1<sup>st</sup>. Applications are sorted by respective school preference choices. Once sorted, the respective piles are sorted by date received, separated by low-income and non-low income piles, and then sorted by date they received. Ms. Manning asked for clarification on the point of Batch rather than following applications by dates alone. Members engaged in the topic of Batch criteria and concerns of fairness. Ms. Manning asked what the date of the end of Batch 1 was. Ms. Conrad said that it was March 1<sup>st</sup>, and that it is also important to consider whether they have done an adequate job on informing families of the process. Ms. Conrad commented that there are lots of opportunities for improving the implementation of whatever policy they decide upon, especially with respect to better outreach and communication to families.

Ms. Conrad asked members to share what they like about the current policy as well as what they have concerns about. Ms. Wilson said she would like to know what the data is beforehand. She likes choice and thinks that it keeps many people in Salem. Dr. Walsh also likes choice and the goal of achieving socioeconomic equity. He too would have to see data to find if it, or what, works. Dr. Walsh suggested that one option would be to compare the policy to data of other schools. Some schools have huge socioeconomic status over others. If they are going to compare schools, they ought to make them as much alike or as similar as possible. Dr. Walsh likes that the current policy is an attempt to do that – balance school enrollment in terms of socioeconomic status, for purpose of comparison. Ms. Amaral also likes having school choice. She believes that the quality of the school, not the assignment policy itself, is what works and what changed the school balance. The policy may make a small difference but change may not be as noticeable as would high performance/quality of schools. Members engaged in the topic of the contribution to enrollment balance, decrease, and increase.

Superintendent Ruiz asked members what they heard about the current policy within the community or have been aware of that may need work. Dr. Walsh commented that he heard that the policy is going in the right direction but needs improvement. Ms. Wilson asked Superintendent Ruiz if they leave space in each school for low-income students and if they have any choice or are simply administratively assigned. Ms. Conrad responded that they have not held seats for any particular purpose other than Special Education programs. Ms. Amaral shared that some time ago students were assigned to the two closest schools of their residence. Members agreed that choice for late registrants may need work or improvement. Ms. Amaral shared that she had a gut feeling that low-income families applied later and if they are not holding seats (seats are getting filled) then the same schools end up remaining empty and those registrants are left there. Superintendent Ruiz asked if that would be considered as a need for modification, something they can think about. Ms. Manning shared concern of program cuts. She used an example of the Bowditch School's two-way program that was working very well only to have untimely cuts and decline as a result. Members shared their thoughts and understanding of the cut of the Bowditch School two-way bilingual



program. A quality two-way program such as the one that was at one time at Bowditch School was effective, and families chose that school as a result. Ms. Amaral emphasized that quality drives. Ms. Manning asked Ms. Conrad if they have data comparison on the current policy to previous data 5 years ago. Ms. Conrad said there may be analysis that can be done but that information is not presented this evening. She does not believe there is data available that is reliable prior to the implementation of the current policy.

Ms. Conrad summarized comments from the community heard during on the strategic planning process in relation to Student Assignment policy. This was not a scientific data collection method but all point to the same concerns. This is an issue that seems to lack clear consensus. There were an equal number of comments suggesting that parents liked having a choice as well as comments indicating an interest in neighborhood schools. Ms. Conrad stated that what they do have clear consensus on is in family interest on better parent outreach communication, an issue related to strategic planning. Another clear consensus is the need to improve communication on how the choice policy works as others have commented that it is confusing and not easily understood. Families are not fully aware of their choice options. It may help to improve marketing or publications related to availabilities. These have been discussed at various times throughout the strategic planning process.

Ms. Amaral asked if anyone also received an email regarding lack of consistency in terms of unfair implementation of the policy. Ms. Amaral read a copy of that email out loud for the members that gave examples of what was considered as unfairness. Dr. Walsh commented that they may not be fully aware of the process of the policy. Ms. Amaral said that she thought the process was confusing and stated she wanted to share the information received.

Ms. Conrad then reviewed the data slides that had been prepared for this meeting (see packet). She went over the Socio-Economic Status (SES) by school. There is a complication because the state changed the measure for low income. It used to be determined through collection of free and reduced lunch forms, now the state determines "low income status" through a measure called "Economically Disadvantaged," which identifies those families who are matched on state database for low-income programs. The goal of the assignment policy was for all schools to be within five percent points of the district average for low income students. Ms. Conrad walked members through the data analysis of the schools that met or fell below this in 2012, at the beginning of the current policy, and now in 2017, at the end of the policy. The data also revealed schools with higher than the district average for low-income students as well as those with lower than the district average. The question was whether it is due to the policy or other alternative issues. Dr. Walsh asked how large were the gaps between each. Ms. Conrad said she would check and add those in for him.

Ms. Manning asked if they have data showing that those that fall below were due to the program or lack thereof. Members continued discussion on the drop amount shown on the data analysis presented. Ms. Conrad clarified that there are two different measures

of analysis (as described above). Ms. Manning asked how different from each other are the measures. Dr. Walsh responded that it would have to compare them to the system as a whole. Ms. Conrad said that based on the state's implementation of the new measure for "Economically Disadvantaged," most districts have seen a drop of about 30% in terms of the percentage of low-income students. Since this is the case, statewide, it is a reliable measure.

Members continued the discussion of the policy and raised the point of application timelines and how parents facilitated their application process by tuning in to the information available to them and actively pursuing seat availabilities within shortest amount of time possible. Discussion also included the age expectation of Kindergarten students and policy term related to it, especially for the Carlton trimester enrollment.

Members compared and discussed results of the first, second, and third choices of families preferences and how well the policy has accommodated choice. Further discussion involved ways to evaluate the equity goal of the policy.

After reviewing and discussing the remaining data presented, Dr. Walsh commented that he feels greater positive reaction after this meeting. Ms. Amaral said she also felt the same way. Dr. Walsh stated that it does seem to be moving in the right direction. Ms. Amaral said it does take time, Dr. Walsh agreed with Ms. Amaral. Superintendent Ruiz invited members to think of the process in terms of changing or making major recommendations for change, goals, or general process and that can be data driven and transparent. The timeline is important. The November 17 deadline would be realistic if the policy looks fine and only need minor changes. If the committee plans on making major changes, additional or extended time for the process would be considerable in that they are not bound to November 17. The level of change determines the timeline. Ms. Manning commented that she thinks they may be able to meet the November 17 deadline if they concentrate on the implementation aspects of the policy unless they have a community engagement process in the planning that may otherwise require extended time. Superintendent Ruiz and Ms. Conrad explained that the community may need to be informed and fully understand the policy information and process, which also helps prevent thoughts or belief of withheld information that can occur from not being fully informed.

This evening's discussion consisted of the Student Assignment policy and its background, student registration in the Salem Public Schools, steps to the registration process and its requirements, student assignment considerations, and application deadlines. Members further discussed Student Assignment issues, concerns, and questions this evening. Members plan to continue discussion at the next Committee of the Whole (COW) meeting on Monday, July 31<sup>st</sup>, at 5pm.

### **Adjournment**

There being no further business to come before the Committee of the Whole (COW) School Committee this evening. Dr. Walsh entertained the motion to adjourn. Ms. Manning seconded the motion. The meeting was adjourned.

Respectfully submitted by:

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Angelica Alayon, Secretary  
Salem School Committee

**Meeting Materials**

COW Notice 7/17/17

Meeting Goals Agenda

Student Assignment Policy #5103

Student Assignment Policy Brief Outline

Student Assignment Policy Presentation

Salem School Committee  
Meeting Minutes  
Monday, July 17, 2017

A regular meeting of the Salem School Committee was held on Monday, July 17, 2017 at 7:00 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

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

**Members Absent:** Deborah Amaral

**Others Present:** Margarita Ruiz, Superintendent, Kate Carbone, Assistant Superintendent, Margaret Marotta, Assistant Superintendent, Kristin Shaver, Business Manager, Kelley Rice, Chief of Communications and Jill Conrad, Chief of Systems Strategy

**Call to Order**

Mayor Driscoll called the Regular Meeting of the Salem School Committee to order at 7:10 p.m.

**Approval of the Agenda**

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

**Approval of Minutes**

**Discussion**

Mr. Fleming commented that he had requested a roll call vote on 4 different raises and those were not recorded in the Minutes. He would like to have the Minutes amended to include them and have the Minutes reviewed at the next regular School Committee meeting.

Mr. Fleming moved to approve the Minutes of the June 19, 2017 regular School Committee meeting. Ms. Manning seconded the motion. The Motion carried.

Mr. Fleming moved to table the Minutes of the June 19, 2017 regular School Committee meeting. Dr. Walsh seconded the motion. The Motion carried.

**Questions and Comments From the Audience**

There were no questions or comments from the audience.

**Superintendent Report – Margarita Ruiz**

Ms. Ruiz highlighted that the summer session had a very smooth start on Monday July 10, 2017. As part of Salem Summer Meals, they expect to serve free meals to over 530 children this summer, which include breakfast, lunch, and transportation as needed. The program curriculum is unique to each provider, however the summer programs are also designed to strengthen student academic skills through fun, hands-on activities, and field trips. It is also a great time for students to work on their social skills and get together with friends and teachers. Most of the staff of the summer programs are SPS teachers. Witchcraft Heights is hosting the majority of the summer programs this year. The Food and Services program are providing three meals for children under the age of 18, at 15 locations. Salem Summer meals started on Thursday, July 6, 2017 and have already served 5,325 meals in the first set of the program alone. The summer meals program aligns with the 4<sup>th</sup> pillar of the strategic plan, which is

related to *staffing and community engagement*. It is a positive way for families and the district to interact. Salem teachers engage in a great deal of professional development over the summer. Superintendent Ruiz announced that they are offering 36 different district-sponsored professional development courses over the summer. The courses focus on reading, writing, comprehension, technology, and executive office skills. Much of the summer professional development courses offered responds to feedback in the strategic plan, which relates to pillar number 3: nurturing staff leadership and empowerment and the need for professional development and cultural competence, inclusion, and diversity as well the need for support in teacher practice. Ms. Ruiz reported that they will also be hosting the Annual Summer Leadership Initiative, on the first week of August, for all Directors, Principals, and Administrators in the district. It will be held at The House of Seven Gables, 115 Derby Street, Salem, MA. Ms. Ruiz notified members that the Human Capital office currently have 21 posted openings for Teachers, 3 for Coaches, and Administrators and over 3,000 applicants. Ms. Ruiz reported that they are seeing far fewer resignations this year. Ms. Ruiz asked Bethann Jellison, Principal of the Carlton School and Jill Conrad, Chief of Systems Strategy to present the highlights of the Carlton Innovation School Renewal Plan.

### **Presentations and Reports**

Ms. Conrad introduced the Carlton Innovation Plan Renewal Process with a quick overview of what an Innovation School is. It is a school that operates within a school district with increased autonomy complex abilities that is agreed to within an approved innovation plan. That is the type of school that Carlton has been for the last five years based on their previous innovation plan, and that plan expired June 30<sup>th</sup> of this year. Ms. Conrad report that in order to continue as an innovation school, they needed to apply for renewal to operate five more years from 2017 through the end of the year 2022. She referred to the Carlton application that was provided to each member.

Ms. Conrad described Carlton's Continuous Progress model, which articulated specific autonomy complex ability within the six possible areas that are outlined in the state's statute governing innovation schools:

1. Curriculum Instruction and Assessment
2. Schedule and Calendar
3. Staffing
4. Professional Development
5. District Policies and Procedures
6. Budget

Ms. Conrad informed members that she and Ms. Jellison would walk them through some of the details of each and take their questions. She asked the Carlton School Principal, Ms. Jellison, to talk about the Progress model and some of the innovative ways they operate. Ms. Jellison thanked the Carlton School teachers for their time, participation, support, and willingness in helping with the work involved for this evening's presentation. She thanked the many supportive parents for their participation. Ms. Jellison also thanked their school council who have been fantastic and Ms. Conrad for making the document come to life and help with highlighting and informing details. Ms. Jellison briefly explained the Continuous Progress Model's instructional delivery system, student-centered instruction, instructional practices, school structure, and trimester enrollment patterns and procedures. She shared summary of the model's autonomies and flexibilities and story examples of their positive outcomes. Ms. Conrad talked about the autonomies of staffing area, district policies, grading and student

enrollment articulation, and budget, including annual lump sum budget allocation among others as presented.

Ms. Conrad and Ms. Jellison completed the presentation. Ms. Conrad informed members that one of the key budget autonomies that will need to be discussed with the city is the opportunity to carry over unspent funds, which is something that is very specific in the Innovation School statute. She knows that Salem has not done that before. They look forward to having those conversations.

### **Public Hearing**

Mr. Fleming motioned to open the public hearing on the Carlton Innovation Renewal Plan hearing for 2017 to June 30, 2022. Dr. Walsh seconded the motion.

Mr. Fleming asked how would this innovation plan prevent possible violation of the budget autonomy. Ms. Conrad responded that prevention would be through an advanced agreement of the expectation of what that process would look like every year. Previously, the process was solely based on a staffing model. This process would be in somewhat of a partnership where one part will be based on a lump sum that the school will have oversight of and will manage, as the school's needs evolve, and the rest of it in terms of staff deployment to the district based on the demographic of the school - a critical piece that the previous innovation plan did not make reference to. On the whole, for any school, the district cannot allocate funds that it does not have; all school allocation depends on the availability of resources. They have put language in the plan related to Title 1. They would have to seek discussion should there be a major change to Title 1 funding allocation, not just for the Carlton school but also for any school.

Members further discussed, and shared feedback and concerns on, the topic of the innovation plan's budget autonomies, and process. Mayor Driscoll wondered, and asked for clarification, on the wording of the 3.5% average staff increase salary section of the innovation plan. Ms. Conrad responded that it was intended to represent the average of all step increases. They begin the budget process in November of each year. They project ahead and do not always know the specific staff members and need a way to calculate an allocation. The school will use its actual salaries against that allocation when they do their actual budget. It is new here, they are proposing this and trying it out. They think that it will not only work but also allow the schools to have savings each year, for the coming years. They are using the actual salary to calculate the allocation, not what the actual budget is. Mayor Driscoll asked if there is an easier way to do that, as it may be confusing. Ms. Conrad stated that this process is used with the Pilot School in Boston. It works well especially when they have a staffing distribution with veterans and younger staff unlike with having all veterans staff. The Pilot Schools have used this model for over 20 years, and it tends to work. Mayor Driscoll said it would be helpful for her if they took this year as the base year. Based on this, they should be able to say view next year's budget than just looking at existing salaries; it may simply be a cleaner way to reference it. Mayor Driscoll asked for clearer language that may be understandable to all readers.

Ms. Manning commented that they are not Boston, do not have several Pilot Schools but one that happens to be the smallest in the district, and asked if they are sure that this formula that works well in other locations will work with Salem's smaller numbers. Ms. Shaver said that she worked very closely with Ms. Conrad. They played out FY19 and shared with Ms. Jellison to make sure that it was going to make sense. The actual step increases varies from 1% to over 4%. She stated that it works out for the school, because the staff is spread out among different steps and columns. It benefits the school for FY19 and will give them additional funding

flexibility. They wanted to make sure that the budget would support higher-grade positions if needed and the 2.5% is the Contractual increase.

Mr. Fleming asked how the lump sum budget (on page 4 shown on the plan) will take increased enrollment into account; how would that lump sum account for the projected 17% enrollment increase next year. Ms. Conrad directed the members to the 'Adjustments for Enrollment' on page 44 'Adjustments Based on Enrollment' section and responded to Mr. Fleming's question. Dr. Walsh said that enrollment projections, based on the methodology, talks about using the average. He firmly believes they need to go to the April 1<sup>st</sup> date when determining enrollment date, because that will account for all students in the school and the average does not. Ms. Conrad informed that if there is an amendment to be made, they would not be able to vote this evening; it would have to be sent back to the Innovation Plan Committee. Further discussion ensued on the determinant of average enrollments. Ms. Manning asked why they used average instead of the total number of students. Ms. Conrad stated they have used October 1<sup>st</sup> as the enrollment date for all schools, and all schools generally gain and lose students throughout the year. This plan offers to use the average standard between spring and fall enrollments as other schools, throughout the state, have used as a model. Ms. Jellison informed members on more of the projections and how averages are based.

Members continued discussion on the formula for average projections of student enrollment. Mayor Driscoll asked who will be making the internal budget planning process. Ms. Jellison said she and Ms. Conrad have talked about it and have already added a leadership team to the current one set up at the school that will help with that process. That is included in the plan under District Policies and Procedures section, under Governments.

Mr. Fleming motioned to close the public hearing on the Carlton Innovation Renewal Plan hearing for 2017 to June 30, 2017. Dr. Walsh seconded the motion.

### **Action Item**

### **Deliberation and Vote on the Renewal of the Carlton Innovation School Plan for a Term of Five Years, 2017 through 2022**

Dr. Walsh motioned to approve the Renewal of the Carlton Innovation School Plan for a Term of Five Years, 2017 through 2022. Ms. Manning and Mr. Schultz seconded the motion. The Motion carried.

### **Deliberation and Vote on the Alumni Lacrosse Facility Use Fee Waiver Request**

#### **Discussion**

Mr. Fleming moved to take the Deliberation and Vote on the Alumni Lacrosse Facility Use Fee Waiver Request out of order to be taken before the Superintendent's report. Dr. Walsh seconded the motion. The Motion carried.

Ms. Manning motioned to approve the Alumni Lacrosse Facility Use Fee Waiver Request. Ms. Wilson seconded the motion. The Motion carried.

### **Finance Report**

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

June 29, 2017 in the amount of \$600, 227.04

July 13, 2017 in the amount of \$2, 055.00

July 20, 2017 in the amount of \$279, 923.89

Mr. Fleming motioned to approve all three warrants as stated. Mr. Schultz seconded the motion. The Motion was approved.

**b. Budget Transfer Requests** There were no budget transfer request this evening

### **Subcommittee Reports**

#### **Policy Subcommittee**

#### **Deliberation and Vote on Policy 6406 Voting Method – Tabled from 6/19/17**

Policy 6406 remains tabled.

#### **Deliberation and Vote on the Second Reading of the Recommendation of the Policy Subcommittee on the Revisions to the Following Policies in the 3000-Policy Series**

#### **Discussion**

The third and final reading for the following policies will be at the next regular School Committee meeting on August 21, 2017:

Policy 3101 Budget Planning has no changes and recommended to leave as is.

Policy 3202 has already gone through three readings.

Policy 3206 Revenues and Tax Sources – no changes

Policy 3306 Bond and Police Officers – no changes.

Policy 3401 Purchasing and Purchasing Authority– no changes.

Policy 3403 Corporate Purchasing - shows blank on the spreadsheet but no changes.

Policy 3405 Depository Funds Authorized Signatures – no changes.

The Subcommittee reviewed the following policies, presented for the Second Reading this evening. These are listed below with member discussions, if any. Proposed changes are found in the meeting materials under “track changes”. The third and final reading for the following policies will also be held at the next regular School Committee meeting:

Policy 3102 Financial Reports and Statement – no substantial change, just language change. Dr. Walsh had asked that the Business Manager and not the Superintendent submit all financial reports, as she is the person responsible for those and said he believes Ms. Amaral has made that change.

Policy 3104 Fiscal Year/Budget Deadlines and Schedules

Policy 3201 Funding Proposals and Applications

Policy 3203 Gate Receipts and Admissions

Policy 3301 Accounting and Reporting - no substantial changes

Ms. Amaral had reviewed and made the changes that Mr. Fleming requested on the policy at the last regular School Committee meeting on June 19, 2017. Mr. Fleming’s request was that the wording should be “...*the Superintendent, with the approval of the School Committee, should be responsible for the administration of the budget*”. Dr. Walsh had also stated they could consider adding “...*for administration of the approved budget*”. This is the Second Reading. Mr. Fleming previously stated he would support the First Reading as long as the review of the language was made for the second reading. This is Policy 3301’s second reading. It is scheduled for a Third and Final Reading at the next Regular School Committee meeting on August 21, 2017.



Policy 3302 Audits  
Policy 3303 Procedures for Handling Cash Receipts  
Policy 3304 Revolving Accounts

Policy 3402 Payment Procedures – to have a new allowance for them to have one signature on the Warrant – each year they would designate someone to approve it. Their suggestion is the Mayor as a designee of the School Committee. They would have to vote on them. The Superintendent and Business Manager would still have to attest to the accuracy of the Warrants – Warrant will remain available at the Business Office and they would vote on them.

Policy 3406 Expense Reimbursements  
Policy 3407 Sales Calls and Demonstrations

Ms. Manning motioned to approve the Second Reading of the Policy changes as submitted by the Chairperson Policy Subcommittee. Mr. Fleming seconded the motion. The Motion carried.

### **Deliberation and Vote on the Second Reading of the Recommendation of the Policy Subcommittee on the Creation of the Salem Public Schools Recyclable Material Policy**

#### **Discussion**

Ms. Amaral previously reported they do not have a Recyclable Material policy, are seeking an Environmental Protection grant, and need a policy to go with it. The suggestion was that this policy be number 3508, which fits well under Buildings and Grounds. The recommended language they added was to recognize recycling by looking at ways to include composting. Most schools have recycling; this would be a recognition of a District policy in support of recycling. The third and final reading for this policy will be held at the next regular School Committee meeting on August 21, 2017.

Ms. Manning motioned to approve the Second Reading of the Recommendation of the Policy Subcommittee on the Creation of the Salem Public Schools Recyclable Material Policy. Mr. Fleming seconded the motion. The Motion carried.

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

Mr. Fleming said that he is still concerned with the status of the History teacher at the Salem High School. He spoke with several people. He does not know what the administration's position is. He is sure they are going to grievance and appeal it. He would like to know the status of that particular case at this time. Mayor Driscoll asked for clarification. She would be happy to discuss this personnel matter in greater detail over an Executive session in the near future, as not all members were present at the time and to allow others time to prepare. Dr. Walsh asked Superintendent Ruiz what they attribute to significant large number of applicants this year. Ms. Ruiz responded they have reached out with advertisement for openings in the district. They have developed, with the collaboration of Kelly Rice, their Chief of Communications, a great deal of materials to promote the district. The Director of Human Capital and other principals have gone to several job fairs during the sprint term. Much effort has been put into promoting Salem as a great place to teach and it has definitely had a big impact. Dr. Walsh asked to what do they attribute the low number of resignations. Superintendent Ruiz responded that the low number of resignations generally speaks of pleased staff. The atmosphere, kindness, and school improvement makes for a better place for teachers to want to serve.

Dr. Walsh announced that he will be testifying tomorrow, July 18, 2017, on Beacon Hill in favor of a piece of legislation by Senator Joe Lovely which deals with strengthening the laws surrounding sexual abuse children. Some of the more important parts of the law and changes from the past are that it will apply to all schools. Currently, the law applies to public schools. It will apply to all schools, public and independent. It will expand the list of mandated reporters of child abuse to include volunteer, coaches, professional tools and other independent contractors. He will be testifying that on his own and will mention that he is a member of the Salem School Committee. It will be his personal testimony and is not looking for any endorsements this evening. He will be testifying again next Tuesday at the Joint Committee of Education concerning the bill to support the foundation budget. He will be testifying as a member of the Massachusetts Association of School Committee Board of Directors. He does not know if a week would be sufficient time to put together a letter from either the Chair or Superintendent supporting the findings of the foundation budget commission for him to submit as evidence. He asked if that would require a motion. Dr. Walsh asked if it would be fair to include a letter of endorsement. Mayor Driscoll said it would make sense. She was going to say they could support a letter and have the committee members sign on to it as a means to ensure that it was properly noted.

Mr. Fleming moved to support the Committee's findings on the foundation budget. Mayor Driscoll said that Mr. Fleming made a motion for the School Committee to adopt a resolution in support of the recommendation for the foundation budget. Mayor Driscoll entertained a motion in support of the foundation budget via letter/resolution. The Motion carried.

Dr. Walsh referred to something that was brought up during the Carlton School presentation and asked Superintendent Ruiz to please look into the room issue at the Carlton School that is currently occupied by Head Start. He said that he is aware that they have 5<sup>th</sup> Graders in closets or corridors doing 6<sup>th</sup> Grade work, because they have no classroom. Superintendent Ruiz said they will look into that.

Ms. Manning inquired about a Committee of the Whole (COW) meeting. All members agreed that it had been confirmed that a COW meeting will be scheduled for Monday, July 31, 2017 at 5pm.

Mr. Fleming announced that there will be a sign up for the Salem Day sports tournament on Thursday, July 20, 2017 at the Recreation Department Head Quarters on Broad Street. It is sports scholarship for Salem Youth. The sign will be up from 4 to 5 for residents and 5 to 7 for non-residents.

Mayor Driscoll asked if there are any updates on the YMCA Child Care Program discussion they had at the last meeting. Superintendent Ruiz said they looked into the question of the Procurement laws and checked the city. Ms. Shaver said they determined there was a process that was not necessarily needed, because there was no exchange of funds. There is no essential value that is being exchanged for the room. Mr. Fleming asked if they are not paying the YMCA to do anything. Ms. Ruiz and Ms. Shaver said that they were not. Mayor Driscoll said they wanted to ensure that the value of the use of the facility does not exceed the threshold. Ms. Shaver said they looked into that.

### **Questions and Comments From the Audience**

There were no questions or comments from the audience.

### **Adjournment**

There being no further business to come before the School Committee this evening. Mr. Fleming entertained the motion to adjourn. Dr. Walsh seconded the motion. The meeting was adjourned.

Respectfully submitted by:

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Angelica Alayon, Secretary  
Salem School Committee

### **Meeting Materials and Reports**

- School Committee Agenda July 17, 2017
- Minutes of the June 19, 2017 Regular School Committee Meeting
- Carlton Innovation School Renewal Plan
- Alumni Lacrosse Facility Use Fee Waiver Request
- Policy 6406
- Policies in the 3000-Policy Series
- Recyclable Materials Policy

Salem School Committee  
Meeting Minutes  
Monday, July 31, 2017

A Committee of the Whole meeting of the Salem School Committee was held on Monday, July 31, 2017 at 5:10 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

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

**Others Present:** Margarita Ruiz, Superintendent, Kate Carbone, Assistant Superintendent, Margaret Marotta, Assistant Superintendent, Kristin Shaver, Business Manager, and Jill Conrad, Chief of Systems Strategy.

**Call to Order**

Mayor Driscoll called the Committee of the Whole (COW) Meeting of the Salem School Committee to order at 5:10 p.m.

**Discussion on Review of School Committee Policy #5103 Student Assignment Policy**

Superintendent Ruiz began sharing that the purpose of the meeting this evening is to continue the discussion of the Student Assignment policy (SC Policy #5103) that was started at the July 13, 2017 Committee of the Whole Meeting. The end of this year is its 5<sup>th</sup> year; it is due to sunset at that time. With Kindergarten registration for 2017-18 approaching, a decision regarding the process to follow is needed by November 2017 (this year). Superintendent Ruiz said there were three things they hoped to do this evening in order to seek direction:

1. To continue looking at data regarding the current policy
2. To identify the goals for the future of the student assignment policy
3. To determine a sense of direction for next steps and consider further ideas moving forward

The Superintendent provided a brief recap of the 7/13/17 COW discussion, including the history and intent. Ms. Conrad provided a clarification regarding implementation. The process of prioritizing applications occurs within each batch and they are, in fact, sorted by proximity, within each of the two criteria categories: Low and Non-Low income and processed accordingly.

Ms. Conrad continued reviewing data analyses that had been compiled to review the effectiveness of the current policy. The first slide looked at the percentage of Kindergarten students, by school, for each year that were low income. Dr. Walsh asked about the impact of sibling preference. Mr. Shultz felt that this chart showed that the policy was not working

with respect to two schools, Saltonstall and Witchcraft, in terms of achieving a balance of socioeconomic status. He stated that while the policy appears to be serving the goals of choice, it is not yet serving the goals of equity. Mayor Driscoll stated that choice was an important feature of the policy that keeps people in the district. From what she has heard, many people love having the opportunity to choose a school for their child. Dr. Walsh wondered if one factor driving choice among Spanish speaking families in the same neighborhood was wanting to send their children to school with their neighbors.

Ms. Conrad stated that when a district has a choice-based assignment policy, proactive outreach and communication to all families regarding what the choices are is critical to success. In fact, it's the only way to mitigate the impact of choice benefiting more affluent families over others. Even with the best practices in outreach and communication, however, some families make choices based on a variety of factors such as location and convenience, for example, and not necessarily the demographic makeup of the school.

The second slide pertained to the history of English Language Learners among the Kindergarten classes over time. Members wondered about the dramatic drop in Kindergarten students who were ELLs at Bowditch between 2016 and 2017. Superintendent Ruiz explained that this was the result in a change in how ELL Kindergarten students were assigned in the district – they may be assigned to any school, not just Nathaniel Bowditch as had been the case starting in 2013. Mr. Fleming asked if ELL has ever been analyzed on their tracks with economically disadvantaged. Ms. Conrad said that specific analysis has not been done but that there is a high correlation in general.

The following slide looked at the ethnicity and race of the Kindergarten cohorts over time. Dr. Walsh asked if Race tracked with the economically disadvantaged has been analyzed.

Members looked at the issue of proximity or how distance to a school affects school choice decisions. Members raised the following questions after the discussion:

- What is the difference between the choices of those who are economically disadvantaged versus those who are not?
- What is the impact of transportation policy on choices and the impact of choice on transportation?
- How much are we spending on transportation to support school choice?

The next slide focused on enrolling those new to Salem. After reviewing the data, members raised questions on the following concerns:

- Impact of particular programs (i.e. TSP program at Bates)
- Impact of Carlton spring enrollment
- More clarity on how the policy works when families enroll late in the year – are the criteria of the policy followed or is it more oriented toward the family's choice?

Once all of the data were reviewed, the members engaged in a brainstorming activity to identify their key goals for the future student assignment policy. The members agreed that the primary

focus was clearer policy goals that frame upcoming decisions. The members identified the following policy goals for the future student assignment policy:

- Socio-economic balance
- Keep siblings together
- Allow deviation to be more than 5%; maybe 5% is unrealistic
- System is mainly moving in the right direction; maybe keep a few spots open until October
- Increase diversity; proximity
- Maximize choice for families
- Equitable, diverse student populations in schools
- Transparent/easy to understand process
- Try to reign in transportation (reduce/control/effective)
- Maximize choice
- Overarching - all schools are excellent so this policy becomes irrelevant

Discussion continued on the subject. Mayor Driscoll reiterated her view that parents, in general, like having choice. Mr. Shultz shared his concern that while this may be true, we can't allow choice to have a negative impact. Dr. Walsh said that there is a clash between choice and socio-economic balance. Families would want to choose schools that are closer if the schools have something to offer. Additional comments were made regarding ways to manage the choice process when families register during the school year.

Members were asked to review three potential options as potential directions for the future. Option 1 was to keep the same policy, vote to extend it, but work to improve implementation. Option 2 was to keep some form of controlled choice policy, but revise and improve the policy itself.

Option 3 was to explore other approaches to student assignment such as, potentially, a neighborhood school model.

The members all expressed a desire to eliminate Option 3, as they did not feel that this was the time to conduct a complete overhaul to change the district's approach to student assignment. Members said that they would like for the Superintendent, together with members of the Policy Subcommittee to explore something in between Option 1 and Option 2 whereby the Committee looks at potential improvements and clarifications in the policy language and the district works to continue improving implementation. Members especially hoped to see the district develop a plan to more clearly communicate how the policy works and conduct outreach to families who may not know how to navigate the system or what their choices are.

### **Adjournment**

There being no further business to come before the Committee of the Whole (COW) School Committee this evening. Dr. Walsh 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**

COW Notice 7/31/17

Meeting Goals Agenda

Student Assignment Policy #5103

Student Assignment Policy Brief Outline

Student Assignment Policy Presentation



# The Future of the Student Assignment Policy (SC Policy 5103):

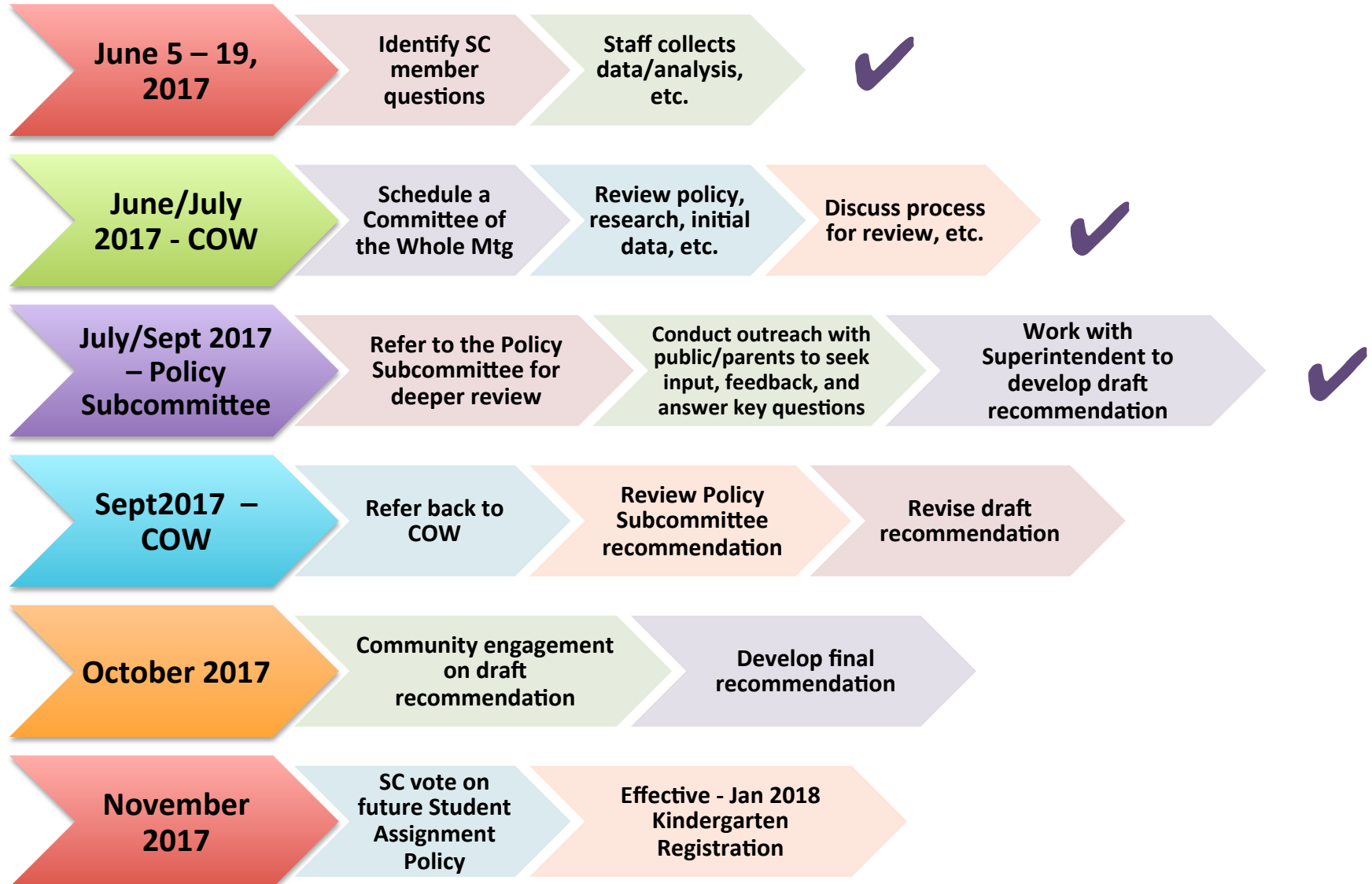
**Salem Public Schools**  
**School Committee Meeting**  
**August 21, 2017**



# Our Charge

- 2016-17 is Year 5 of SC 5103 (final year)
- To guide 2018-19 Kindergarten Registration, the policy needs review/  
some sort of decision by November  
2017

# Timeline for Review



# July COW Discussion

- **SC Members reviewed data to gauge effectiveness of current policy**
  - Slides of all data presented in meeting materials on [www.salem.com](http://www.salem.com)
- **SC Members identified goals for the future of the student assignment policy**
- **SC Members determine a direction for the Policy Subcommittee and Superintendent**

# Policy Goals for Student Assignment

- Achieve socio-economic balance across schools
- Keeping siblings together
- Allow deviation to be more than 5%; maybe 5% is unrealistic
- Explore possibility of holding seats to achieve goals
- Increase role of proximity to schools
- Maximize choice for families
- Equitable, diverse student populations in schools
- Transparent/easy to understand process
- Try to reign in transportation costs (reduce/control/effective)
- Overarching - all schools are excellent so this policy becomes irrelevant

# Direction for the Future

***Given these policy goals, what type of assignment policy do you think would best meet these goals?***

## Option 1

- Keep the same policy – vote to extend it as is – but task Superintendent to continue working to improve implementation

## Option 2

- Keep some form of controlled choice policy, but work to revise and improve it

## Option 3

- Explore other options such as a different type of policy (e.g., neighborhood schools or other type)

## Next Steps

- Superintendent and staff work to develop draft recommendation
- Convene Policy Subcommittee meetings to review and discuss draft recommendation
- When ready, convene another COW to review, revise, etc.
- Engage community on recommendation
- Three readings of any policy revision

# Questions & Discussion?



STUDENT AND INSTRUCTION	5000
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**Rationale:** When a school's student composition becomes socioeconomically imbalanced in contrast to other schools in the District, that school's environment and educational opportunities also become imbalanced, contributing to educational inequality. It is well-documented that students learn from each other as well as from teachers and other adults. Interaction with students from different backgrounds and abilities is a powerful tool for advancing student learning and performance as well as preparation to live in the larger world.

**Objective:** The Salem School Committee is committed to providing a high quality, equitable education for every student enrolled in all schools in the Salem School District. Equity is providing equal access to similar resources and the educational opportunity to learn for all children throughout the District. To that end each school's enrollment shall reflect, to the extent possible, a deviation of no more than five (5) percentage points from the average socioeconomic composition of the city's school age population, as measured by free and reduced lunch (FRL) students, while simultaneously providing students a school choice option. The desired equitable student distribution shall be achieved in all grades in all the city's elementary schools within five years of the policy's inception in the Fall of 2012.

**School Choice:** All students residing in Salem are eligible to attend the Salem Public Schools. Student assignment policies to Salem K-5 or K-8 schools are designed to implement the objective described above and shall be administered according to the guidelines explained below. Students and families may apply for enrollment in any kindergarten, listing three schools in order of preference.

**Lottery:** In accordance with state law, the enrollment of students in the district's Horace Mann Charter school will be determined by a lottery process. All interested parents wishing to have their child/ren attend that school will be given the opportunity to opt in to the lottery no later than March 1st (or the date determined by the Horace Mann Charter School). This information will be collected via the district's student registration process or by the school's own process. Opting into the lottery will not preclude students from being considered for their three school choices through the district.

#### **Implementation and Procedures:**

**Programmatic Placements (District-wide programs) :** Students enrolled in District-wide specialized programs (*e.g.*, a special education program, a Sheltered English Instruction (SEI)



## STUDENT AND INSTRUCTION

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5103

program or Kindergarten “Newcomer” Program) will be assigned to schools according to their programmatic needs, regardless of the other provisions of this policy. Students who no longer require a substantially separate special needs program shall be considered established students with priority status in their current school. They shall, thus, be mainstreamed in the school that houses their specialized program unless their parents request a transfer under the assignment process.

**Siblings:** Younger siblings of a student already enrolled in a specific elementary school will be given the opportunity to attend that same school as his or her older sibling. Such siblings must submit their registration materials/applications *February 20<sup>th</sup>* to receive this preferred status. Siblings will be counted as part of the school’s free and reduced lunch (FRL) or non-FRL cohort.

**Choice and Socioeconomic Status:** This policy shall be utilized during the 2015-16 school transition year. It shall be applied to entering Kindergarten students, within district transfers and any students new to the District. At the time of the assignments, each school will have a given number of spaces available for entering students. This shall be based upon the District’s socioeconomic average e.g. 61% F/R meals, 39 % non F/R meals, as set on the date of the assignments. These spaces shall, to the greatest extent possible, be filled with percentages of students of low socioeconomic status reflective of the district average. Kindergartners eligible for FRL shall first be assigned to fill the available FRL spaces at the school listed as their first choice. If choices of a given school exceed space available, students will be considered for their second choice if space is available or, alternately, their third choice. A similar procedure will apply to kindergartners who do not have FRL status, so that kindergarten spaces at each elementary school are assigned from two different pools of students.

A child’s name may be placed on the waiting lists of no more than two schools. Movement from the waiting list shall be in accordance with the assignment policy described above. Waiting lists shall be maintained for six months.

**Choice Procedures:** If sufficient students with FRL status do not apply to fill the allotted or designated seats, those seats shall be filled by non-FRL students who have selected the given school as their first choice. Similarly, if insufficient students with non-FRL status apply at a given school, those seats shall be filled by FRL students who have selected that school as their first choice. If more students have applied than there are spaces available, seats shall be assigned first to students living within walking distance of the school. The remainder shall be assigned by

<b>STUDENT AND INSTRUCTION</b>	<b>5000</b>
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<b>STUDENT ASSIGNMENT</b>	<b>5103</b>

lottery. A waiting list shall be maintained for an “oversubscribed” school for no more than six months of the assignment school year.

As each new cohort of Kindergarteners is assigned in ensuing academic years, the equitable socioeconomic objective of this policy, as defined by the percentages of FRL and non-FRL at each school, shall be achieved in all grades of the city’s elementary schools in the 2017-18 school year.

**Timelines:** Applications for Kindergarten enrollment for the following school year shall be submitted no later than March 1<sup>st</sup> for assignments to be made on or about May 1<sup>st</sup>. Any application received after March 1<sup>st</sup> will be assigned on or about July 1<sup>st</sup>. Applications received after July 1<sup>st</sup> shall be processed as they arrive.

**In-District Transfers:** When a student seeks an in-district transfer from one elementary school to another, the guidelines of this policy regarding space availability and a positive effect on the school’s socioeconomic percentages shall be primary in placing said students. District transportation policies shall apply.

#### **Middle School Assignments (Grades 6-8)**

Middle School assignments shall follow the same socioeconomic guidelines (mirroring the entire Salem school age population within five (5) percentage points) based on Free and Reduced Lunch percentages, as those outlined in the policy objective above. For those grade 5 students already enrolled in Salem Public Schools, middle school assignment shall be based on the school in which the student is currently enrolled. Parents and/or guardians of all grade 5 students must notify the School Department by April 15th, if they want their child to change to another school and of their middle school choice. If demand for any middle school assignment is greater than seats available, the socioeconomic assignment policies described in objective section above shall apply.

**Involuntary Transfers:** It is not the intent of this policy to force the involuntary transfer of a student already enrolled in a specific school or to force an incoming student to attend a particular school. However, when a student withdraws or is absent from school for 12 consecutive scheduled school days without medical or other acceptable documentation supporting such leave, the student may not be eligible to return to the school he or she previously attended. Absence without acceptable documentation constitutes voluntary withdrawal from the District and the student may be considered under the same guidelines as a student newly entering the District.

**Review of Effects of This Policy:** The Superintendent shall report to the Committee each school’s socioeconomic composition, relative to the baseline 2011-2012 academic year, during October of each subsequent year that this revised policy is in effect. If it is determined

**STUDENT AND INSTRUCTION** **5000**

**ATTENDANCE** **5100**

**STUDENT ASSIGNMENT** **5103**

that the choice program outlined above is not having the intended results, this policy shall be revisited and revised accordingly to better achieve its stated objective. Until such time as the goal of this policy is achieved, the Superintendent shall distribute funds not restricted by Special Education requirements for additional support/tutorial services among those schools that are at or above the median poverty level of the city's school population as determined by the District's Free & Reduced Lunch data.

**Role of the Parent Information Center in Assignment Coordination:** The Salem Public Schools' Parent Information Center (PIC) shall coordinate the student assignment process for entering students, both kindergartners and students in higher grades who are new to the District. The Center shall be designed and staffed as an accessible, welcoming place and resource center for all Salem families with children in the schools, including those with children new to the

Salem Public Schools. The Center shall provide and maintain translation services; carry out verification of residency and coordination of student transfer in and out of the District; and keep an up-to-date resource directory of school and city services. The PIC is also where referrals for Special Education, Medical Information, and other support services shall be accessed. The location and hours of the PIC shall be well publicized in all schools of the District, at City Hall and on appropriate websites. Appropriate signage and other directions, to make the Center easy to find, shall be developed and maintained.

Revised and Approved: 4 February 2013.

*Approved February 27, 2015*

STUDENTS AND INSTRUCTION	5000
<u>ATTENDANCE</u>	Annual Review 5100
ENROLLMENT OF NON-RESIDENT STUDENTS/SCHOOL CHOICE	5102.01

Massachusetts General Laws Chapter 76, Section 12B, paragraph (d) states in part: "...that this obligation (school choice) to enroll non-resident students shall not apply to a school department for a school year in which its School Committee, prior to June first, after a public hearing, adopts a resolution withdrawing from said obligation for the school year beginning the following September..." Therefore, the Salem School Committee shall vote annually as to whether the District is accepting students under the school choice option.

When the parents or guardian of a student move from Salem and wish to have their children attend the Salem Public School in the forthcoming or ongoing school year, the students may stay in the school under the conditions indicated below with the permission of the principal in consultation with the superintendent:

A child may continue in attendance for the purpose of completing the school year, provided that the period of time since the relinquishment of residence and the end of the school year does not exceed three (3) calendar months. In situations of hardship, a family may appeal to the superintendent to waive this condition.

A student who has continuously attended Salem High School for the three (3) years prior to his or her senior year, may complete his or her senior year at Salem High School, regardless of the residence of his or her parents.

Legal References: MGL 71:6, 6A; 74:8; 76.6, 12, and 12B

Revised: 20 August 2012

Approved - October 5, 2015

**STUDENTS AND INSTRUCTION****5000**ATTENDANCE

## ANNUAL REVIEW

5100

**CHILDREN OF SALEM PUBLIC SCHOOLS PROFESSIONAL STAFF  
ATTENDING SALEM PUBLIC SCHOOLS**

5102.02

Notwithstanding the Salem Public Schools' non-participation in School Choice in any given year, children of the professional staff of the Salem Public Schools may attend the Salem Public Schools free of charge on a space available basis after approval of the annual School Committee budget. Transportation both to and from the school district must be provided by the parent /guardian, at no cost to the school district.

The superintendent each year will make a determination as to the space available at each grade level. If the superintendent determines that the spaces available at each grade level are not sufficient to make an immediate decision to accept the child of the professional staff member, the superintendent will delay that decision until at least August 1<sup>st</sup>. At that time, the superintendent will make his or her final determination regarding space availability and request that the School Committee approve his or her recommendations.

Once children of professional staff are accepted into the Salem Public Schools they will have a right to complete their education there through graduation, as long as the parent continues in the employment of the Salem Public Schools, and assuming that the student meets the same academic and behavioral expectations of any other student in the Salem Public Schools.

Children of professional staff who are enrolled as students in the Salem Public Schools may finish the school year regardless of the employment of their parents, provided that the period of time since the discontinuance of employment and the end of the school year does not exceed three (3) calendar months.

A child of professional staff who has continuously attended Salem High School for the three (3) years prior to his or her senior year, may complete the final year at Salem High School, regardless of the employment of his or her parents.

In April of each year, the superintendent shall review this policy with the School Committee and ask for a vote to either continue or end the policy. The superintendent will apprise the committee of any and all placements made under this policy and ask for approval before finalizing the placement.

Approved: November 5, 2012

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**Memo:**

To: Salem School Committee

From: Kristin Shaver

Date: August 21, 2017

Re: FY18 Budget Transfer Request 1

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The Teaching & Learning Department requests the following transfer to align funds with the appropriate schools' personalized learning projects, as approved in the FY18 budget:

<b>Account Description/Use</b>	<b>Account Number</b>	<b>Amount From</b>	<b>Amount To</b>
Teaching & Learning Stipends	13990160 5150	\$37,397.00	
Bates – Contract Services	13570221 5320		\$16,000
Bates – Stipends	13570220 5150	6,189.00	
Carlton – Contract Services	13570421 5320		5,130.00
Horace Mann – Stipends	13570620 5150		8,711.00
Witchcraft Heights – Salaries	13570520 5125		13,745.00

I recommend approval of the transfer.



**Memo:**

To: Salem School Committee

From: Kristin Shaver

Date: August 21, 2017

Re: FY18 Budget Transfer Request 2

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Salem High School requests the following transfer to align the budget with the intended expense:

<b>Account Description/Use</b>	<b>Account Number</b>	<b>Amount From</b>	<b>Amount To</b>
Guidance Overtime	13441020 5131	\$5,000	
Guidance Stipends	13441020 5150		\$5,000

I recommend approval of the transfer.



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**Memo:**

To: Salem School Committee

From: Kristin Shaver

Date: August 21, 2017

Re: FY18 Budget Transfer Request 3

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The Business Office requests the following transfer to align the budget with the intended expense (MASC Annual Dues):

<b>Account Description/Use</b>	<b>Account Number</b>	<b>Amount From</b>	<b>Amount To</b>
Superintendent's Office -- Contract Services	13032041 5320	\$2,800	
School Committee -- Contract Services	13032021 5320		\$2,800

I recommend approval of the transfer.





**Memo:**

To: Salem School Committee

From: Kristin Shaver

Date: August 21, 2017

Re: FY18 Budget Transfer Request 4

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Salem High School requests the following transfer to align the budget with the needed expense:

Account Description/Use	Account Number	Amount From	Amount To
Office Supplies	13571021 5421	\$8,000	
Textbooks	13571021 5511	\$13,100	
Dues & Subscriptions (Naviance renewal)	13571021 5730		\$1,300
Contract Services (Blended learning programs)	13571021 5320		\$2,900
Instructional Supplies	13571021 5514		\$16,900

I recommend approval of the transfer.



**Memo:**

To: Salem School Committee

From: Kristin Shaver

Date: August 21, 2017

Re: FY18 Budget Transfer Request 5

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Bates Elementary School requests the following transfer to align the budget with the needed expense:

<b>Account Description/Use</b>	<b>Account Number</b>	<b>Amount From</b>	<b>Amount To</b>
Textbooks	13570221 5511	\$1,269.94	
Instructional Supplies	13570221 5514		\$1,269.94

I recommend approval of the transfer.



**Memo:**

To: Salem School Committee

From: Kristin Shaver

Date: August 21, 2017

Re: FY18 Budget Transfer Request 6

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Collins Middle School requests the following transfer to align the budget with the needed expense (student registration for the Maritime Learning Summer School):

<b>Account Description/Use</b>	<b>Account Number</b>	<b>Amount From</b>	<b>Amount To</b>
Printing and Binding	13570921 5381	\$3,500	
Contract Services	13570921 5320		\$3,500

I recommend approval of the transfer.



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**Memo:**

To: Salem School Committee

From: Kristin Shaver

Date: August 21, 2017

Re: FY18 Budget Transfer Request 7

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The Business Office requests the following transfer to align the budget with the intended expense:

Account Description/Use	Account Number	Amount From	Amount To
Contract Services – Central Office	13252030 5320	\$4,000	
Contract Services – Horace Mann	13570621 5320		\$4,000
Office Supplies	13252011 5421	\$2,813	
Office Supplies	13252030 5421		\$2,813
Athletic Insurance	13451021 5742	\$10,500	
Contract Services	13252030 5320		\$10,500

I recommend approval of the transfer.



SCHOOL COMMITTEE	6000
SCHOOL COMMITTEE MEETINGS	6400
VOTING METHOD	6406

State law provides that:

The committee shall create and maintain accurate minutes of all meetings, including executive sessions, setting forth . . . the decisions made and the actions taken at each meeting, including the record of all votes.

No vote taken at an open session shall be by secret ballot. Any vote taken at an executive session shall be recorded by roll call and entered into the minutes.

Approval of a majority of the School Committee, equal to no less than 4 affirmative votes, is required for final adoption or amending policies; approving resolutions, contracts, calendars, improvement plans and the annual budget, as well as other non-routine items before the committee.

A quorum at a meeting may constitute approval for the purpose of routine matters of the committee including approving minutes, budget transfers and general items (e.g. field trips, referral of matters to Committee, etc.) and not specifically requiring approval of a majority of the full body

Members abstaining or declaring him or herself present understand that they are expressing their willingness to accept the will of the majority of those members actively voting.

In keeping with the law, the Salem School Committee has adopted as its policy the practice of recording every vote taken by the committee. The votes of each member shall be recorded.

Legal Reference: 30A:22

Tabled March 6, 2017  
Tabled March 20, 2017  
Tabled April 3, 2017  
Tabled May 1, 2017  
Tabled May 15, 2017  
Tabled June 5, 2017  
Tabled June 19, 2017  
Tabled July 17, 2017

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

**BUDGET 3100**

**FINANCIAL REPORTS AND STATEMENTS 3102**

The superintendent or designee shall submit financial reports on a quarterly basis to the School Committee providing for the following information: that includes:

~~A report providing the~~ The budget balance in each appropriation account (non-salary and salary accounts) of the current school budget and any encumbrances against that budget account;

~~Provide any~~ Any pertinent and relevant data and financial information to the committee; such as unexpected or emergency expenses, one time large expenditures, etc.;

~~A report that projects~~ A projection of any budget account, which may exceed the appropriation.

In addition, the Superintendent and the Business Manager will submit a monthly report of ~~line transfers within budget line item transfers within the budget to the school committee for a vote. Said report shall~~ The transfer requests will indicate the original and new locations of the funds involved in the said transfers and a written rationale for these transfers.

It is the responsibility of the superintendent and the business administrator to advise the School Committee immediately to any circumstances that might cause a budget deficit.

Approved: 7/24/06

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

**BUDGET 3100**

**FISCAL YEAR/BUDGET DEADLINES AND SCHEDULES 3104**

In compliance with the law, the school system observes a fiscal year beginning July 1 and ending June 30, as must the city and all other governmental bodies in Massachusetts.

The School Committee shall hold a public hearing on its proposed budget not less than seven days after publication of a notice thereof in a newspaper having general circulation in ~~such city, town, or district~~ the City of Salem.

The submission of the school budget to the city will be in accordance with guidelines as established by the mayor and city ordinance.

Approved: 9/12/05



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

**INCOME 3200**

**FUNDING PROPOSALS AND APPLICATIONS 3201**

The School Committee will encourage the administration to seek and secure all possible sources of state, federal, and other special funds that will enhance the educational opportunities for the children in its public schools.

The superintendent will ensure that appropriate communication channels are established to ensure that the district is kept informed of all possible funds available to the school system under the various state and federal programs, and in what manner these funds can best be used in the school system.

The superintendent. Appropriate school administrators will be responsible for seeking out and coordinating the development of proposals for all specially funded projects. The superintendent shall be the signatory on -and for all grant applications and be responsible for submitting the proposals to the School Committee for approval when required by the Massachusetts Department of Elementary and Secondary Education.

The superintendent is authorized to sign all reports for these projects and will be responsible for the proper expenditure of funds received for such projects.

Legal Reference: MGL 44:53A



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

INCOME 3200

GATE RECEIPTS AND ADMISSIONS 3203

Admission receipts of school events shall be adequately controlled. The principal and/or the athletic director are responsible for the administration and supervision of all public school events for which an admission is charged.

The principal and/or the athletic director shall maintain adequate records of accounting data for subsequent review and analysis.

The superintendent requires immediate deposit of all funds within the next business day.

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Approved: 9/12/05





FISCAL MANAGEMENT AND NON-INSTRUCTIONAL OPERATIONS 3000

ACCOUNTS 3300

ACCOUNTING AND REPORTING 3301

The superintendent will be ultimately accountable to the School Committee for administration of all school department funds as appropriated as well as any revolving fund accounts.

The accounting system used will conform to state requirements and good accounting practices, providing for the appropriate separation of accounts, funds, and special moneys.

The School Committee will receive periodic financial statements from the superintendent or business manager, showing the financial condition of the school department. Other financial statements as may be determined necessary by either the School Committee or the administration will be presented as found desirable.

Legal Reference:

Page 1 of 2

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

**ACCOUNTS 3300**

**AUDITS 3302**

The financial records of the City of Salem Public Schools shall be subject to an annual audit by a private accounting firm as a part of the annual city audit. The auditors shall examine the books and accounts of the School Committee and all original bills and vouchers on which money has been or may be paid from its treasury. They shall have free access to such books, accounts, bills and vouchers as often as once a month for the purpose of examination, and shall examine the same at least once in each year, and annually report in writing the result of their examinations.

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Comment [DA1]: This is in MGL 41:50

The management letter and any findings shall be shared with the School Committee.

Comment [DA2]: This is not part of the law.

Legal Reference: MGL 41:50



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

**ACCOUNTS 3300**

**PROCEDURES FOR HANDLING CASH RECEIPTS 3303**

When possible, receipts collected for school associated programs should be in check form. When cash is collected, it must be counted and turned over to the appropriate ~~supervisor or building principal~~ administrator on the same day as collected.

Cash receipts or petty cash accumulation, which needs to be temporarily held in a school building, must be counted, recorded and placed in a locked area accessible only to the ~~supervisor or principals~~ school administrator. Cash should be placed in a safe, if available. Cash will be brought to the city treasurer as soon after an event as possible.

See Administrative Guidelines

Approved: 9/12/05



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

**ACCOUNTS 3300**

**REVOLVING ACCOUNTS 3304**

The School Committee may approve the establishment of "revolving fund accounts" so-called, in conformance with the provisions of Massachusetts General Laws Chapter 71, and as otherwise permitted by the General Laws of the Commonwealth of Massachusetts, as amended.

Any additional revolving accounts must be approved by the School Committee.

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**CASH IN SCHOOL BUILDINGS**

~~All cash in any school buildings must be kept in a secure location, preferably a locked safe, in the office of such building. It is inadvisable to allow moneys to remain overnight in desks, file cabinets, or closets, even if locked. Large sums should be immediately deposited for safekeeping.~~

Legal Reference: MGL 71:47





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

**EXPENDITURES 3400**

**PAYMENT PROCEDURES 3402**

Warrants for payment of expenses shall be available to all School Committee members for perusal and signature on the day of School Committee meetings. The warrants will be available in the Salem School Department Business Office.

~~The School Committee Chair, unless voted otherwise, will be the designee of the school committee to be the signature signatures of four (4) members of the School Committee will be required to authorize payments.~~ The Business Manager and Superintendent will, by signature, attest to the accuracy of said warrants before they are made available for the signatures of the designated School Committee members. The expense warrant amount (s) will be approved by the School Committee by vote and will be recorded in the minutes.

The School Department, upon approval by the School Committee, shall submit all accounts payable warrants to the City of Salem Finance Department.

The School Business Manager will be required to maintain each signed document in the Business Office of the Salem Public Schools, and provide that information when requested.

~~During periods of time when the School Committee does not meet regularly, the Secretary to the School Committee shall obtain the signatures of four (4) School Committee members at times a places convenient to them on order to assure the regular payment of warrants. The expense warrant amount (s) approved by the School Committee under such circumstances will be recorded in the minutes of the next scheduled School Committee meeting.~~

Approved: 9/12/05  
6/05/06

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**FISCAL MANAGEMENT AND NON-INSTRUCTIONAL OPERATIONS** ————— **3000**

EXPENDITURES ————— **3400**

PAYDAY SCHEDULES ————— **3404**

For pertinent information, refer to the appropriate negotiated agreement(s).



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

**EXPENDITURES 3400**

**EXPENSE REIMBURSEMENTS 3406**

School personnel and officials who incur expenses in carrying out their authorized duties may be reimbursed upon submission of a properly filled out and approved reimbursement form and such supporting receipts as required by the City of Salem. Such expenses may be approved and incurred in line with budgetary allocations for the type of expense however reimbursement is only guaranteed with prior written authorization by the proper administrator and incurred in line with budgetary allocations for the type of expense.

When official travel by a personally owned vehicle has been authorized, payment shall be made at the rate currently approved by the ~~School Committee~~ City of Salem.

All travel outside of the state must have the prior written approval of the superintendent of schools.

For further information, refer to the appropriate negotiated agreement(s).

Legal Reference: MGL 40:5.

Approved: 9/12/05



<b>FISCAL MANAGEMENT AND NON-INSTRUCTIONAL OPERATIONS</b>	<b>3000</b>
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<u>EXPENDITURES</u>	3400
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SALES CALLS AND DEMONSTRATIONS	3407
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With the prior approval of the superintendent, school principals may give permission to sales representatives of educational products to see members of the school staff at times that will not interfere with the educational program.





## Salem Public Schools - RECYCLABLE MATERIALS POLICY

The Salem School Committee believes it to be our responsibility to make our students and staff aware of the importance of recycling materials whenever possible to conserve the world's limited resources and conserve energy while exercising sound financial practices. To this end, all Salem Public Schools will recycle materials that would otherwise become waste, including paper, cardboard, bottles and cans, from throughout the school buildings and grounds, in support of the Massachusetts Department of Environmental Protection's waste ban, which prohibits disposal of recyclable paper, cardboard, and paperboard; glass and metal containers; and single-resin, narrow-necked plastics. The District will look at ways to including composting if possible.

The implementation of this policy is the responsibility of the School Committee, staff, and students. Success in reducing waste through recycling is based on the cooperation of all the individuals in the school community.

To ensure success in the district's recycling efforts, the following areas will be adopted;

- 1) All district personnel are expected to support recycling efforts throughout the schools.
- 2) A system to document recycling amounts will be created and implemented.
- 3) Teachers are encouraged to include educational lessons on recycling in the curriculum where appropriate.

The Salem School Committee directs the Superintendent and his/her agent to implement a materials recycling program in the Salem Schools.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_