Salem School Committee

Meeting Minutes

Monday, June 15, 2015

A regular meeting of the Salem School Committee was held on Monday, June 15, 2015 at 7:30 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

**Members Present**: Mayor Kimberley Driscoll, Ms. Deborah Amaral, Mr. James Fleming, Ms. Rachel Hunt, Mr. Patrick Schultz,

**Members Absent:** Mr. Nate Bryant and Dr. Brendan Walsh

**Others Present**: Dr. Stephen Russell, Superintendent, Assistant Superintendent Kate Carbone, Ms. Margaret Marotta, Assistant Superintendent, Business Manager Philip Littlehale and Eileen Sacco, Secretary

**Call to Order**

Mayor Driscoll called the Regular Meeting of the Salem School Committee to order at 7:30 p.m.

**Recognition of Retirees**

Mayor Driscoll stated that there are several folks retiring from the Salem Public Schools this year. She read the list of people retiring and wished them well in their retirement.

**Approval of the Agenda**

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

**Approval of Minutes**

The minutes of the Regular School Committee meeting held on Monday, June 1, 2015 were presented for approval.

Mr. Fleming moved approval. Ms. Amaral seconded the motion. The motion carried.

**Questions and Comments from the Audience**

There were no questions or comments from the audience.

**Superintendent’s Report**

**DESE Accelerated Improvement Plan Report**

Dr. Russell introduce Laura Richane from the Department of Elementary and Secondary Education and Patricia Williams the AIP Plan Monitor to make a presentation on the Advanced Improvement Plan (AIP) for the Salem Public Schools.

Ms. Richane reported that during this reporting period (late February through late May), the Salem school district continued to work steadily to address the benchmarks in the Accelerated Improvement Plan (AIP), while planning and beginning to implement programs that will effectively bring its turnaround efforts into the 2015-16 school year. Planning is underway for a smooth transition to the leadership of the incoming superintendent.

Ms. Richane reported that there will be a change in the Plan Manager for the Salem Public Schools noting that Mr. Brackett has moved on to another opportunity. She reported that Salem will have a part time plan manager moving forward and notes that this is a sign that things are progressing. She explains that they are currently in the process of hiring a new plan manager and they anticipate that the role will be reduced and the duties of the manager will be reduced and some of that role would be taken on by the district.

Patricia Williams addresses the Committee and reports that the district continues with vigorous implementation of its 2014-15 AIP and is well underway in expanding and deepening its accelerated improvement planning for 2015-16 and has recommendations in place to advance the turnaround at the Nathaniel Bowditch School. She notes that there is a renewed focus on standards based teaching and assessment as well as opportunities to further develop leadership opportunities for administrators and teachers will continue to build momentum toward improving student achievement.

Ms. Williams reported on the next steps for the Accelerated Improvement Plan as follows:

# **Next Steps**

* + - Plan for the continuation of robust school-based instructional rounds.
    - Support and implement the plan for removing barriers to effective turnaround at Nathaniel Bowditch School.
    - Collaborate with and support the Blueprint Schools Network as it assumes responsibility for Bentley Elementary grades kindergarten to 5.
    - Plan carefully for the “Vanguard” schools’ efforts to track student performance against the standards.
    - Continue to reduce the number of student suspensions at the high school.
    - Renew efforts to increase average daily attendance for all students.
    - Carefully craft plans for differentiated ANet support for schools.
    - Continue to pursue opportunities for teacher leadership.

Mr. Schultz asked is DESE believes that the Salem Public Schools are headed in the right direction. Ms. William stated that the district should continue doing exactly what they are doing and review the data and if there is improvement keep working and dig deeper. She notes that the change in the plan manager indicates that the district is moving in the right direction.

**Salem Teachers Cabinet – Mayor Driscoll**

Mayor Driscoll reported that the Salem Teachers Cabinet held a meet and greet earlier this evening and reported on the work that they have been doing. She reviewed the issues that they have been working on such as teacher retention and leadership and notes that they are working on recommendations that are achievable. She also notes that they are making strides in incorporating common practices and steps are already being taken.

**Assistant Superintendent Reports** - There was no report this evening.

**Finance Report**

Mr. Littlehale reported that the bus bids were received last week and they are in the process of reviewing them. He explained that we can afford five busses and are trying to get seven.

Mayor Driscoll stated that it would be good to get that done by the end of the school year so that we can get that information out to parents of affected students.

Mr. Fleming stated that if we adopt M.G.L. CH71 S68 and implement the two mile limit for bus eligibility parents should be notified as soon as possible.

**FY14 Budget Transfer Requests #9**

Mr. Littlehale addressed the School Committee and recommended approval of Budget Transfer #9 and explains that these transfers are being requested to facilitate the year end process by consolidating available funds spread across multiple lines to a single line and to fund the snow removal line for actual snow removal costs for this fiscal year.

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| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **From** | **ORG** | **OBJ** | **Description** | **Amt** | **JID** |
| 6/15/2015 | From | 13032041 | 5780 | SRG-Reallocation | (9,502.13) |  |
| 6/15/2015 | From | 13032061 | 5421 | Office Supplies | (139.15) |  |
| 6/15/2015 | From | 13170121 | 5429 | Misc | (321.49) |  |
| 6/15/2015 | From | 13170121 | 5522 | Computer network | (3,469.05) |  |
| 6/15/2015 | From | 13252011 | 5320 | Contracted Serices | (225.00) |  |
| 6/15/2015 | From | 13252030 | 5421 | Office supplies | (100.18) |  |
| 6/15/2015 | From | 13441021 | 5307 | Testing | (715.17) |  |
| 6/15/2015 | From | 13441021 | 5381 | Print & binding | (84.93) |  |
| 6/15/2015 | From | 13451021 | 5246 | Athletic Equipment | (1,211.92) |  |
| 6/15/2015 | From | 13451021 | 5320 | Contracted Services | (22.11) |  |
| 6/15/2015 | From | 13451021 | 5421 | Office Supplies | (225.17) |  |
| 6/15/2015 | From | 13451021 | 5730 | Dues | (0.56) |  |
| 6/15/2015 | From | 13530121 | 5211 | Electricity | (183,202.21) |  |
| 6/15/2015 | From | 13530121 | 5215 | Natural Gas | (228,112.54) |  |
| 6/15/2015 | From | 13530121 | 5216 | Oil Heat | (2,150.00) |  |
| 6/15/2015 | From | 13530121 | 5241 | Build Maintenance | (159.83) |  |
| 6/15/2015 | From | 13530121 | 5249 | Ground Maintenance | (72,739.43) |  |
| 6/15/2015 | From | 13530121 | 5251 | Utility Service | (33,137.51) |  |
| 6/15/2015 | From | 13530121 | 5255 | Build/Equip | (3,604.30) |  |
| 6/15/2015 | From | 13530121 | 5270 | Rental & Lease | (8,201.00) |  |
| 6/15/2015 | From | 13530121 | 5341 | Telephone | (14,561.07) |  |
| 6/15/2015 | From | 13530121 | 5394 | Security | (12,036.00) |  |
| 6/15/2015 | From | 13530121 | 5421 | Office Supplies | (1,000.00) |  |
| 6/15/2015 | From | 13530121 | 5431 | Bldg/Rep | (27,366.59) |  |
| 6/15/2015 | From | 13530121 | 5451 | Custodial | (14,316.11) |  |
| 6/15/2015 | From | 13530121 | 5461 | Groundskeeping | (17,575.78) |  |
| 6/15/2015 | From | 13530121 | 5780 | Other expense | (26,831.68) |  |
| 6/15/2015 | From | 13530121 | 5781 | Auto Allowance | (1,490.00) |  |
| 6/15/2015 | From | 13530121 | 5860 | Equipment | (11,338.02) |  |
| 6/15/2015 | From | 13570141 | 5320 | Contracted services | (1,150.04) |  |
| 6/15/2015 | From | 13570141 | 5508 | education | (67.22) |  |
| 6/15/2015 | From | 13570141 | 5730 | Dues & sub | (401.19) |  |
| 6/15/2015 | From | 13571021 | 5511 | Textbooks | (1,634.59) |  |
| 6/15/2015 | From | 13571021 | 5860 | Equipment | (76.38) |  |
| 6/15/2015 | From | 13571021 | 5514 | Instructional | (4.10) |  |
| 6/15/2015 | From | 13640161 | 5302 | Medical Cont | (4,574.05) |  |
| 6/15/2015 | From | 13640161 | 5317 | Ed Training | (4,340.71) |  |
| 6/15/2015 | From | 13640161 | 5320 | Contracted services | (1,942.37) |  |
| 6/15/2015 | From | 13640161 | 5421 | Office Supplies | (2,540.37) |  |
| 6/15/2015 | From | 13640161 | 5514 | Instructional | (15,659.94) |  |
| 6/15/2015 | From | 13640181 | 5244 | Vehicle Repair | (5,379.56) |  |
| 6/15/2015 | From | 13640181 | 5332 | Sped Trans | (7,289.46) |  |
| 6/15/2015 | To | 13252030 | 5320 | Contracted services | 532,773.91 |  |
| 6/15/2015 | To | 13530121 | 5292 | Snow Removal | 186,125.00 |  |

Mr. Fleming moved to approve Budget Transfer request #9 as submitted by Mr. Littlehale. Ms. Amaral seconded the motion. The motion carried.

**Approval of Warrants**

There were no warrants approved this evening.

**Action Items**

1. Deliberation on the approval of the third reading of the revised Student Transportation Services Policy – 3601

Ms. Hunt moved approval. Mr. Fleming seconded the motion. The motion carried.

1. Deliberation on the first reading of the policy on Accepting Foreign Exchange Students

Ms. Amaral moved approval. Ms. Hunt seconded the motion. The motion carried.

1. Deliberation on the first reading of the policy on Background Checks – Fingerprinting

Mr. Fleming moved approval. Ms. Hunt seconded the motion. The motion carried.

1. Deliberation on the approval of the first reading of the revision to the policy on Children of Non-Resident Teachers Attending the Salem Public Schools

Mr. Fleming moved approval. Ms. Hunt seconded the motion. The motion carried.

1. Deliberation on the approval of the first reading Use of Tobacco on School Property by Staff Members – (Replaces existing policy 4111 Tobacco Free Schools)

Mr. Fleming moved approval. Ms. Hunt seconded the motion. The motion carried.

1. Deliberation on the approval of the Saltonstall School Calendar

Mr. Fleming moved approval. Ms. Hunt seconded the motion. The motion carried.

1. Deliberation on the approval of the Carlton School Calendar

Mr. Fleming moved approval. Ms. Hunt seconded the motion. The motion carried.

1. Review and deliberation on the Open Meeting Law complaint filed by Benjamin Selecky on May 20, 2015 (District Parent Advisory Council Issue)

Ms. Hunt moved to accept the opinion of the Assistant City Solicitor on the open meeting law complaint filed by Mr. Selecky on May 20, 2015, that there was no violation of the open meeting law, and that the City Solicitor notify Mr. Selecky. Mr. Schultz seconded the motion. The motion carried.

1. Discussion and Deliberation on the formation of a District Wide Parent Advisory Council (DPAC) to consist of up to three representatives of each school of which one representative shall be appointed by the PTO and one representative shall be appointed by the School Council.

Mayor Driscoll made a recommendation that the formation of the District Wide Parent Advisory Council (DPAC) consist of up to three members from each school, one from the School Council, one from the Parent Teacher Organization (PTO) and a third at large representative if the principals feel that one is appropriate.

Mr. Schultz stated that he would like more detail on the appointment of an at large member of the Council.

Mayor Driscoll explained that there may be situations where the principal may find that an additional representative may be helpful.

Mr. Fleming suggested an amendment to the criteria to state that a third member can be appointed if the principal thinks that it is necessary. Mayor Driscoll agreed noting that there are no voting powers involved in this as it is not going to be a deliberative body and members will be serving in an advisory capacity only.

Mr. Fleming moved to approve the formation of the District Wide Parent Advisory Council (DPAC) to consist of one (1) member of each School Council and one (1) member of the PTO, and that a third member may be appointed at the discretion of the principal. Ms. Hunt seconded the motion. The motion carried.

Ms. Hunt suggested that the number of meetings that the DPAC will hold and the frequency of them. Mayor Driscoll suggested that the DPAC meet once a month before regular School Committee meetings.

1. Deliberation on the approval of the request of Salem Teachers Union President Beth Kontos for 50% leave for the 2015-16 school year in accordance with Article IX, Section J of the Collective Bargaining Agreement between the Salem School Committee and the Salem Teachers Union Local 1258, AFT

Mr. Fleming moved approval. Ms. Hunt seconded the motion. The motion carried.

1. Deliberation on the approval of the Salem High School Golf Trip to Orlando Florida August 27, 2015 – September 2, 2015

Mr. Fleming moved approval. Ms. Amaral seconded the motion. The motion carried.

1. Deliberation on the approval of the Collins Middle School Field Trip to Canobie Lake Park on June 19, 2015

Mr. Fleming moved approval. Ms. Amaral seconded the motion. The motion carried.

**Subcommittee Reports**

**Buildings and Grounds Subcommittee**

Mr. Fleming reported that the Buildings and Grounds Subcommittee held a meeting last week and in the absence of Mr. Bryant he will be giving the report. Mr. Fleming reported that the Subcommittee reviewed the solar initiative proposal for Salem High School. He reported that the Subcommittee recommends that a feasibility study be done and that a revolving fund be established for the revenue produced by the solar initiative for the Salem Public Schools.

Mr. Fleming moved that the School Committee accept the recommendation of the Buildings and Grounds Subcommittee and adopt the solar initiative for Salem High School and the Bentley School. Ms. Hunt seconded the motion.

Mayor Driscoll suggested an amendment to the recommendation of the Subcommittee and noted that there have been several reviews of the anchoring system proposal already.

Mayor Driscoll suggested that the amendment include that an independent structural engineer review the proposal for anchoring and report on the suitability for the project.

Mr. Fleming explained that Mr. L’Heureux is concerned that the method adopted would be the policy of the School Committee. He notes that he understands the cost factor but he feels that it is more cost effective to do it the way we have been doing it.

Mayor Driscoll called for a vote on the amended motion. The motion carried (4-1) with Mr. Fleming opposed.

**Finance Subcommittee**

Ms. Amaral reported that the Finance Subcommittee was not able to meet this week and notes that there are still a couple of budget items that need to be addressed.

Ms. Marotta reported that they were able to accommodate a half time nurse and that would make the full time position that was cut full time again and the Director of Nursing feels that it will fill the need adequately.

Ms. Amaral reported that he last item that needs to be addressed is the request for a 4th grade teacher at the Bates School. Dr. Russell reported that the Bates School Principal did not put that position high up on the list of put backs during budget discussions and the proposed staffing for next year will be sufficient. He notes that next year the class sizes should be looked at.

**School Committee Concerns and Resolutions**

There are no School Committee concerns or resolutions this evening.

**Questions and Comments from the Audience Regarding the June 15, 2015 Agenda**

Jessica Keenan addressed the School Committee and states that she did not feel a need to get involved in her child’s school PTO but she would have made time to be on the School Council and she is very interest in the DPAC.

Jeff Cohen of 12 Hancock Street addresses the School Committee and explains that there is a maintenance package offered for the solar panels. He also notes that this is a big project for string arrays and this project will be microvolts.

Jamie of 14 Abbot Street addresses the Committee and states that she is very interested in the DPAC but notes that it would be helpful to know what kind of a time commitment it will be.

**Adjournment**

There being no further business to come before the School Committee this evening, Mr. Fleming moved adjourn the meeting. Ms. Amaral seconded the motion. The motion carried.

The meeting adjourned at 9:00 p.m.

Respectfully submitted by:

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Eileen M. Sacco, Secretary

Salem School Committee

Approved by the School Committee July 6, 2015

**Meeting Materials and Reports**

School Committee Agenda June 15, 2015

School Committee Minutes of June 1, 2015

AIP Report from the Department of Elementary and Secondary Education

Budget Transfer FY14 #9

Transportation Policy

Tobacco Policy

Policy on Accepting Foreign Exchange Students

Policy on Background Checks-Fingerprinting

Policy on Children of Salem Public Schools Teachers Attending Salem Public Schools

Saltonstall School Calendar

Carlton School Calendar

Responses from Asst. City Solicitor to Open Meeting Law Complaints – Selecky

Salem High School Golf Team Trip Request

Collins Middle School Field Trip Request