Salem School Committee

Meeting Minutes

Tuesday, October 19, 2015

A regular meeting of the Salem School Committee was held on Monday, October 19, 2015 at 7:30 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

**Members Present**: Ms. Deborah Amaral, Mr. Nate Bryant, Mr. James Fleming, Ms. Rachel Hunt, Mr. Patrick Schultz, and Dr. Brendan Walsh

**Members Absent:** Mayor Kimberley Driscoll

**Others Present**: Ms. Margarita Ruiz, Superintendent, Kate Carbone, Assistant Superintendent, Director of Operations Strategies Jill Conrad and Eileen Sacco, Secretary,

**Call to Order**

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

**Approval of the Agenda**

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

**Approval of Minutes**

The minutes of the Special School Committee meeting held on Friday, September 18, 2015 were presented for approval.

Dr. Walsh moved approval. Mr. Bryant seconded the motion. The motion carried.

The minutes of the School Committee of the Whole meeting held on Monday, October 5, 2015 were presented for approval.

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

The minutes of the Regular School Committee meeting held on Monday, October 5, 2015 were presented for approval.

Mr. Fleming moved approval. Mr. Bryant seconded the motion. The motion carried.

**Questions and Comments from the Audience**

There were no questions or comments from the audience.

**Superintendent’s Report**

**Student and School Highlights**

Superintendent Margarita Ruiz reported that she is continuing with her 100 day listening tour and has held nine forums to date. She thanked the parent, teachers and community members who have participated in the forums and notes that they have held engaging discussions and she has been impressed with the questions and comments that she has received. She notes that some of the comments have been regarding after school activities, diversity at Salem High School and commitment and support for the Salem Public Schools and making it the best district in the state.

Ms. Ruiz congratulated Salem High School on their Advanced Placement (AP) test results and noted that in particular the improvement of the scores and the numbers of students enrolled in AP classes. She noted that they tripled the number of qualifying scores. She thanked Mr. Angeramo and his team for this accomplishment.

Mr. Schultz stated that he applauds the success of this program and noted that the enrollment in the program grows each year. He also noted that the passing rates have remained the same, and some have increased as well.

Mr. Fleming noted that the MMIS program is far from new to the Salem Public Schools noting that the School Committee adopted this program a few years ago and it has been a successful program from the start.

Ms. Hunt requested that the School Committee receive a written report on the AP Scores from Salem High School. She explains that it would be interesting to look at the scores noting that there have been fewer supports for MMIS and it is still sustaining.

Ms. Ruiz stated that she will get the report to the School Committee.

Ms. Ruiz reported that there will be a presentation this evening on the SPS Summer Programs and the data from the program by Director of Extended Learning Time Emily Ullman.

Mr. Schultz requested a report on the Salem High School Scholastic Aptitude Tests (SATS) as well.

Mr. Ruiz reported that she is continuing to spend time in the schools and noted that she is encouraged to see the work that teachers do. She noted that she observed students and staff at the Nathaniel Bowditch School sharing challenging lessons and giving high fives to teachers and school leaders for their efforts.

**Presentations and Reports**

Assistant Superintendent Kate Carbone made a presentation on Educator Evaluations and the 2015-16 Professional Development Plan.

Assistant Superintendent Kate Carbone and Emily Ullman made a presentation on the Data on the Salem Public Schools Summer Learning Results.

Copies of these presentations are included in the School Committee meeting materials which are posted on the Salem Public Schools website [www.salemk12.org](http://www.salemk12.org).

Dr. Jill Conrad addressed the School Committee and updated them on the complaint filed by Ms. Kayla Kirkpatrick and explained that the meeting materials have been revised to include the documentation from the complaint and have been reposted on the Salem Public Schools website and Salem.com.

**Finance Report**

**Approval of Warrants**

October 8, 2015 in the amount of $177,622.38

October 15, 2015 in the amount of $251,942.44

Mr. Fleming moved approval of the warrants in the amounts indicated. Mr. Bryant seconded the motion. The motion carried.

**Budget Transfer Requests**

**FY16 Budget Transfer Request #5 – Carlton School**

Ms. Hunt explained that Carlton School Principal Jean-Marie Kahn is requesting a budget transfer of $14,000 from Elementary to Tutors. A Reading Tutor will be added to support the K-2 classrooms as the school has experienced some dips in students’ achievement data. By adding this reading tutor, Carlton will be able to provide in class support as well as intervention services.

Funds are available in the Elementary line as new staff have been hired at salaries lower than budgeted.

The transfer request is summarized as follows:



Ms. Hunt reported that Mr. Littlehale recommends approval of the request.

Mr. Fleming moved approval of the Budget Transfer request. Dr. Walsh seconded the motion. The motion carried.

**FY16 Budget Transfer Request #6 – Carlton School**

Ms. Hunt explained that Carlton School Principal Jean-Marie Kahn is requesting a budget transfer of $11,376 from Paraprofessionals Library to Paraprofessionals. This transfer is to correct a budgeting mistake as funds were budgeted in the incorrect line.

The transfer request is summarized as follows:



Ms. Hunt reported that Mr. Littlehale recommends approval of the request.

Mr. Fleming moved to approve the budget transfer request. Ms. Amaral seconded the motion. The motion carried.

**Action Items**

**Deliberation on the School Committee recommendations for the MASC Resolutions to be voted on at the MASC Annual Meeting on November 4, 2015**

Mr. Bryant moved that the School Committee vote to support the recommended resolutions for the MASC Annual Meeting. Mr. Fleming seconded the motion. The motion carried.

**Deliberation on the request of the Carlton School to begin Fundraising for an Outdoor Classroom**

Dr. Walsh moved approval. Mr. Bryant seconded the motion. The motion carried.

**Deliberation on the request of the Carlton School for an overnight field trip to the Farm School in Athol, MA – February 8-10, 2016**

Mr. Fleming moved approval. Mr. Bryant seconded the motion. The motion carried.

**Deliberation on the request of Salem High School Principal David Angeramo to change the dates of the Salem High School Band Trip to the Youth Education in the Arts National “A” Class Marching Band Championships in Allentown, PA to Saturday – Monday November 7-9, 2015**

Mr. Fleming moved approval. Mr. Bryant seconded the motion. The motion carried.

**Deliberation on policies recommended for deletion by the Policy Subcommittee**

5111 Student Withdrawal from Schools Policy

5202 Instructional Responsibilities Policy

Mr. Bryant moved approval. Dr. Walsh seconded the motion. The motion carried.

**Deliberation on the approval of the First reading of the recommended revision to the policies reviewed by the Policy Subcommittee in the 5000 Section of the Policy Manual**

5402 Tobacco Use Policy (Formerly Tobacco Free Schools Policy)

5403 Alcohol Use by Students Policy

5404 Drug Use Policy (Formerly Drug Abuse Policy)

5409 School Bus Conduct

Mr. Bryant moved approval. Dr. Walsh seconded the motion. The motion carried.

**Deliberation on the Second reading of the recommended revisions to the policies reviewed by the Policy Subcommittee in the 5000 Section of the Policy Manual:**

5210 Homebound Instruction

5214 Waiver of Graduation Requirements

5416 Use of Physical Restraint

Mr. Bryant moved approval. Dr. Walsh seconded the motion. The motion carried.

**Deliberation on the Third and final reading of the recommended revisions to the policies reviewed by the Policy Subcommittee in the 5000 Section of the Policy Manual**

5204 Student Progress Reports

5206 Promotion and Retention

5213 Field Trips and Excursions

5806 Student Observations

Dr. Walsh moved to table the policy 5204 Student Progress Reports. Mr. Bryant seconded the motion. The motion carries.

Mr. Bryant moved approval of the third and final reading of 5206 Promotion and Retention, 5213 Field Trips and Excursions and 5806 Student Observations Dr. Walsh seconded the motion. The motion carried.

**Subcommittee Reports**

**Policy Subcommittee**

Ms. Hunt reported that the Policy Subcommittee has completed their review of the review of the 5000 policy series and they will be starting to review the 6000 policy series.

**Personnel Subcommittee**

Mr. Fleming reported that the Personnel Subcommittee is continuing with negotiations with the Salem Teachers Union.

**Buildings and Grounds Subcommittee**

Mr. Bryant reported that the Buildings and Grounds Subcommittee met on October 6, 2015 and reviewed the following matters:

Mr. Bryant reported that Mr. Littlehale received an inquiry about a possible partnership with a private entrepreneur to enclose Bertram Field with a bubble thereby making it available for year round use. The Committee voted 3-0 in favor of not entertaining any discussions about entering into a contract but rather, allow the person to come before the subcommittee to enlighten them on his proposal.

**RFP for Collins Middle School Space for After School Programs**

Mr. Bryant reported that the School Department issued a Request for Proposals (RFP) for the usage of areas of Collins Middle School for an after school program. He explained that we received one bid from the Salem Boys and Girls Club. He noted that they ranked highly advantageous on all of the criteria, however their three-year proposal fell considerably short in the monthly fee that was stated in the RFP. He explained that we were asking $4,000 per month and the Boys and Girls Club submitted a monthly fee of $2,050, $2,100 and $2,150 for years one, two and three respectively.

Mr. Bryant reported that Executive Director of the Boys and Girls Club Joanne Scott attended the meeting to explain the rationale behind the amounts proposed. He reported that Ms. Scott reported that the Boys and Girls Club works in partnership with the Salem Public Schools as some of their staff work for the SPS and the ELT program and they regularly consult with other SPS staff on the type of work being done during the day so that they can support the work in the program.

Mr. Bryant also reported that Ms. Scott indicated that the Boys and Girls Club continues to have financial challenges and they are committed to keeping the prices low so they do not price out students. He also notes that the Club has moved more from a “Keep Children Safe” philosophy too more a “support and supplement the education they are receiving in the district so that they are truly an extension of the Salem Public Schools.

Mr. Bryant reported that the Subcommittee considered the rationale and voted to recommend approval of the three year contract with the Salem Boys and Girls Club and to amend the language in the contract to include the language that the if the Salem Public Schools needs the space, the Boys and Girls Club will have to relocate and the Salem Public Schools will make a good faith effort to help them identify another site. He noted that the Subcommittee recommends approval of the three year lease with amended language.

Ms. Amaral stated that she would like to make sure that fees are comparable to what other after school program providers are paying.

Mr. Bryant also stated that Mr. Littlehale has confirmed that the proposed fee schedule will cover the costs incurred by the District and it will not cost the district money.

Mr. Fleming moved to approve the three-year contract with the Salem Boys and Girls Club for the use of space at the Collins Middle School for after school programs. Dr. Walsh seconded the motion. The motion carried.

**Increase in Temperature at Salem High School**

Mr. Bryant reported that on the recommendation of the former Superintendent, the School Committee voted unanimously to increase the temperature at Salem High School an additional two degrees (from 66-68). The School Committee was informed that this was never done and the matter was referred to the Buildings and Grounds Subcommittee for review. Mr. Bryant reported that Director of Buildings and Grounds Paul L’Heureux attended their meeting and informed them that in order to make this change ENE Systems, the contracted company would need to adjust of 2,800 control points, which would take 15 days to complete at a cost of $25,822.85. He noted that there are other parts of the building that have heating and cooling problems such as the IMC. Mr. Bryant reported that they will be scheduling another meeting and invite representatives of ENE Systems to explain the entire process for the two-degree adjustment as well as a scope of work to remedy the IMC.

**School Committee Concerns and Resolutions**

Dr. Walsh reported that Dennis and Patty LeVasseur hosted their annual golf tournament and they split the money raised between the Salem Children’s Charity and to the Salem Public Schools for the PBIS program.

Mr. Schultz asked what the status of the Student Representative from Salem High School. Ms. Hunt explained that the Policy Subcommittee tabled the policy review of the Student Representative to look into including a more directive leadership role of the student as well as having Salem High School recruit a representation of the student population at Salem High School.

**Questions and Comments from the Audience Regarding the October 19, 2015 Agenda**

Nancy Lipinski of 6 Allen Street addressed the School Committee regarding the Field Trip and Excursion policy. She stated that she is concerned that the policy calls to exclude students who are having difficulty in classes and stated that she feels that it seems punitive.

**Adjournment**

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

The meeting adjourned at 9:30 p.m.

Respectfully submitted by:

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Eileen M. Sacco, Secretary

Salem School Committee

**Meeting Materials and Reports**

Minutes of the Special School Committee Meeting September 18, 2015

Minutes of the School Committee of the Whole Meeting October 5, 2015

Minutes of Regular School Committee Meeting October 5, 2015

School Committee Agenda October 19, 2015

PowerPoint Presentation on Professional Development

PowerPoint Presentation on Summer Program Data

Policies Reviewed:

5204 Student Progress Reports

5206 Promotion and Retention

5210 Homebound Instruction

5213 Field Trips and Excursions

5214 Waiver of Graduation Requirements

5402 Tobacco Use

5403 Alcohol Use by Students

5404 Drug Use Policy

5409 School Bus Conduct

5416 Use of Physical Restraint

5806 Student Observations