Salem School Committee

Meeting Minutes

Tuesday, September 21, 2015

A regular meeting of the Salem School Committee was held on Tuesday, September 21, 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. Nate Bryant, Mr. James Fleming, Ms. Rachel Hunt, Mr. Patrick Schultz, and Dr. Brendan Walsh

**Members Absent:** None

**Others Present**: Ms. Margarita Ruiz, Superintendent, Kate Carbone, Assistant Superintendent, 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.

Mayor Driscoll recognized Mr. Fleming. Mr. Fleming addressed the School Committee and asked for a moment of silence in memory of Ward Seven Councillor Joseph A. O’Keefe who passed away last week.

**Approval of the Agenda**

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

**Approval of Minutes**

The minutes of the Regular School Committee meeting held on Tuesday, September 8, 2015 were presented for approval.

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

**Questions and Comments from the Audience**

There were no questions or comments from the audience.

**Superintendent’s Report**

**Superintendents Induction Program**

Superintendent Margarita Ruiz addressed the School Committee and reported that she is participating in the New Superintendent’s Induction Program and introduced her coach, Rose DiTullio. She explained that it is a three year program and is a partnership between the Department of Elementary and Secondary Education and the Massachusetts Association of School Superintendents.

Ms. Ruiz explained that Dr. DiTullio will be providing 8 hours of coaching in year one of the program. She explained that coaching focuses on effective implementation of content, participate with the superintendent in all Content Days as well as participate in 8 additional days per year of coach training to learn what it means to coach professionals in implementing content.

**Report on Opening of School**

Ms. Ruiz reported that she was able to visit all Salem Public Schools on opening day and reported on the activities that she participated in at the various schools.

**Parent Information Center Change of Business Hours**

Ms. Ruiz reported that the Parent Information Center will be changing their office hours effective October 5, 2015 to better accommodate families in the district. The new hours of the PIC will be Monday – Wednesday 8:00 a.m. to 4:00 p.m., Thursdays 8:00 a.m. to 6:30 p.m. and Fridays from 8:00 a.m. to 12:30 p.m.

**Release of MCAS Data by the State**

Ms. Ruiz reported that the State will be releasing statewide MCAS data tonight and they will be releasing the information for the districts on September 24, 2015.

Mr. Fleming reported that he has been told that parents are able to access their child’s results now on iParent. Ms. Ruiz stated that the information is incorrect and the data is being release later this week.

**Superintendent Forums**

Ms. Ruiz announced that she has scheduled additional forums to be held on September 28, 20 and 30 and October 8. She noted that the Community Advisory Board will be hosting the forum on September 30, 2015 at Collins Middle School at 6:30 p.m.

**Donation to Salem High School**

Ms. Ruiz reported that Dick and Dianne Pabich have generously donated a “Freight Farm” to Salem High School. She showed the School Committee a brief video on Freight Farms and noted that she is excited for the students and the staff at Salem High School to participate in this activity. Salem High School teacher Gramm Marcoux was present at the meeting and stated that the staff is excited about bringing this to Salem High School.

Dr. Walsh noted that Mr. and Mrs. Pabich continually support Salem and Salem kids with their generosity and thanked them for this donation.

Mayor Driscoll asked at this time that the School Committee take the agenda out of order to take up the matter of the request of the Bentley Academy Charter School to use the Bentley School parking lot for fundraising.

Mr. Fleming moved to take the agenda out of order at this time to take up the matter requested by the Bentley Academy Charter School. Ms. Hunt seconded the motion. The motion carried.

**Deliberation on the Request of the Bentley Academy Charter School PTO to use Bentley School Parking Lot for Fundraising**

Jonathan Bailey, Treasurer of the Bentley Academy PTO addressed the School Committee and explained that the Bentley School and explained that they are requesting to use the Bentley School parking lot on the school campus to provide parking on popular weekends in October 2015 to raise funds to support the needs identified by Bentley School leadership and the PTO such as gym and playground equipment, courtyard improvements, and student enrichment.

He explained that the proposed dates and times for use of the parking lot are as follows:

Saturday and Sunday, October 10and 11 – 12:00 p.m. to 6:00 p.m.

Saturday and Sunday, October 17 and 18 - 12:00 p.m. to 6:00 p.m.

Saturday and Sunday, October 24 and 25 - 12:00 p.m. to 6:00 p.m.

Friday, October 30 - 4:30 p.m. to 8:00 p.m.

Saturday, October 31 – 10:00 a.m. to 4:00 p.m.

Mr. Fleming stated that he would be concerned about the liability of the city and asked if they have looked into that.

Mr. Bailey explained that each parking customer will be given a flyer that states that the Bentley Academy Charter School, the PTO, School Committee and the City of Salem are not liable for any damage, theft, injury or other loss while parked on the school grounds. He also stated that they will keep a log of license plates and ask each customer to sign or initial the log as an acknowledgment of the waiver. He also stated that parking will be one way with no “in/out privileges and the cost will be $10 to $15 prior to October 30 and $20 on October 30 and 31.

Mr. Bailey also reported that they are looking into working with the Salem Trolley to stop by the lot on while they are in operation to pick up passengers, noting that the trolley goes to Winter Island and Salem Willows.

Ms. Hunt moved to approve the request of the Bentley Academy PTO to use the Bentley School parking lot for charge for parking as a school fundraiser during the requested dates in October, 2015. Mr. Bryant seconded the motion. The motion carried.

**Presentations and Reports**

**Presentation on the Revised Accelerated Improvement Plan for the Salem Public Schools**

Ms. Ruiz made a presentation on the revised Accelerated Improvement Plan for the Salem Public Schools. She explained the AIP Objective as follows:

* Embed data driven systems that assess and support teaching and learning
* Increase instructional rigor in all classrooms
* Ensure high quality leadership that supports continuous improvement of teaching and learning

Ms. Ruiz stated that cohesive leadership structures in every school will include:

* High Functioning instructional leadership teams
* Strong common planning time practices
* Data Inquiry cycles at three levels: school, classroom, student – and also track progress of all subgroups
* Systems and protocols for collaboration and information dissemination

Ms. Ruiz reported that the AIP has a focus on meeting the needs of diverse learners with a concentration on:

* Leveraging data cycles and staff to differentiate supports for English Language Learners and Students with Disabilities
* Implement a highly effective tiered support model
* Instruction that is scaffolded and provides a variety of entry points for all learners

Ms. Ruiz reported that instruction will focus on:

* Implement instruction that is closely aligned to the rigor and shifts in the MA Common Core aligned standards
* Monitor instruction that closely aligns with the shifts in the MA Common Core aligned standards
* Differentiate supports to schools

Ms. Ruiz reviewed Educator Outcomes expectations as follows:

* 100% of classroom visits reflect instruction that is aligned to Common Core rigor through instructional rounds
* 100% of principals show evidence of providing feedback to teachers about improving access to content
* 100% of schools show evidence of having a cohesive leadership structure

Ms. Ruiz reviewed Student Outcome expectations as follows:

* 100% of K-5 students will make 1+ years growth on the Benchmark Assessment System (BAS)
* 100% of 6-8 students will make 1+ years growth on the ELA iReady Measure
* 100% of high school students will reach benchmarks in ELA and Math Galileo Measures

Ms. Ruiz stated that AIP priorities are creating cohesion and noted the following:

* The Summer Institute for Principals and Professional Development for Teachers
* Professional Development for Teachers
* Structures needs of diverse learners and rigorous instruction
* Instructional rounds and Professional Development for Principals

Ms. Ruiz reviewed the stakeholders for the Salem Public Schools and explained how the district is engaging them and reviewed the events that are planned.

Ms. Ruiz explained that three key initiatives will drive the work in each objective and explained that there will be a focus on structures to meet the needs of diverse learners and instruction will be aligned with CCSS rigor.

Ms. Ruiz reviewed the revised Salem Public Schools Accelerated Improvement Plan that has been submitted to the Department of Elementary and Secondary Education (DESE).

Mr. Shultz stated that we need to be meeting the needs of all learners. He notes that the feedback he has received from teachers is that they feel that the quality is a little negative.

Ms. Ruiz stated that the district is building capacity of instruction.

Mr. Fleming stated that he feels that one of the failures of the AIP is that the School Committee only gets quarterly reports on the progress and the failures of the plan. Ms. Ruiz agreed and noted that they will be updating the School Committee more often.

**Update on New Transportation Manager**

Mr. Littlehale reported that the district has hired Mr. Eric Fermon as the Salem Public Schools Transportation Manager. He explained that Mr. Fermon comes to us from First Student, the largest school bus operator in North America. He noted that Mr. Fermon has 10 years of experience in school transportation, most recently serving as the interim transportation manager for the Town of Sudbury.

Mr. Littlehale also reported that Mr. Fermon was the location manager for the Salem Public Schools from January 2012 to June of 2015 when the contract with First Student expired. He was also a bus driver for Salem for First Student and knows Salem. He stated that he is looking forward to working with Mr. Fermon and the expertise he will bring to the district.

Mr., Littlehale reported that the start of the school year has been successful for transportation andnoted that the Business office has processed 1,750 applications for transportation.

**Report on Athletic and Student Activities Fees at Salem High School**

Salem High School Principal David Angeramo and Athletic Director Scott Connelly made a presentation on Athletic Fees and Student Activities Fees at Salem High School.

Mr. Angeramo addressed the School Committee and reported that the Athletic Fees collected for FY15 were $33,000. He stated that transportation costs were $5,000 and further noted that there was a $14,000 cut to that budget as well for a total of $51,700 that the department would not have this year.

Mr. Littlehale reported that the cost to run Student Activities and Athletics is $560,000, noting that transportation costs are up $5,000. He also stated that if we eliminate the fees there may be an increase in participation in athletics and student activities by students.

Mr. Bryant questioned why the participation in athletics numbers are going down, noting that the girls soccer team was unable to field a JV team last year and this year Field Hockey is having a problem as well.

Ms. Amaral stated that she does not think that the decline in numbers is related to fees noting that the numbers in participation in youth sports are down as well.

Mr. Connelly reported that boys and girls soccer and cross country have high numbers. He also report that the Field Hockey has a JV team now and they are hoping to play some varsity games later in the season.

Mr. Fleming stated that he would like to see a budget for a reduction in the athletic fees.

Mayor Driscoll stated that some of the money goes to ongoing operational support such as uniforms etc. that may not need to be purchased every year. She noted that we are one of the only urban districts that charges a fee for athletics and student activities and she would like to see what we can do about that.

Mr. Schultz suggested that the School Committee hold a Committee of the Whole meeting to investigate this further noting that he would also information on the costs for student activities.

Ms. Amaral stated that the School Committee has frozen the fees for this year and she would like to take it a step further and freeze them for next year as well.

Mr. Bryant agreed noting that he would like to see the fees frozen for next year as well.

Mr. Fleming expressed concern that the there was a request for a 4th grade teacher at the Bates that has not come back to the School Committee. He stated that he would like to see the athletic fees eliminated but is concerned that we have to balance education and athletics.

Ms. Hunt stated that it would be helpful to put this on the agenda for the next meeting for a vote and requested information on where the funds would come from.

Mayor Driscoll agreed and suggested that the School Committee get a listing of all student activities and the cost to run them so that they can take a look at the best way to manage them.

**Finance Report**

1. **Approval of Warrants**

September 10, 2015 in the amount of $204,300.14

September 17, 2015 in the amount of $183,091.24

Mr. Fleming moved to approve the warrant as submitted. Ms. Hunt seconded the motion. The motion carried.

1. **Budget Transfer Requests**

**Budget Transfer Request FY16-3**

Mr. Littlehale explained that Principal Mark Higgins is requesting a budget transfer of $2,500 from Instructional Supplies to Fringe/Stipends. This transfer is requested to restore ½ of the reduction in funds made in the FY16 budget for stipends. Currently $9,000 is available out of $17,500 budgeted in the instructional supply line as most instructional supply purchases have been made.

The transfer request is summarized as follows:



Mr. Fleming moved to approve the budget transfer request. Ms. Amaral seconded the motion. The motion was approved (7-0).

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The transfer request is summarized as follows:



Mr. Fleming moved to approve the budget transfer request. Ms. Amaral seconded the motion. The motion was approved (7-0).

**VIII. Action Items**

1. Deliberation on the approval of the School Calendar and Charter Amendment for the New Liberty Charter School of Salem

Dr. Walsh moved approval, seconded by Mr. Fleming.

Ms. Amaral moved to table this matter noting that the Salem Teachers Union has not approved this and the School Committee needs more information. Dr. Walsh stated that he was unaware of that information and withdrew his motion to approve. Ms. Hunt seconded Ms. Amaral’s motion to table. The motion carried.

1. Deliberation on the acceptance of a materials donation from Cabot Wealth Management of unused stationary items valued at $16,500.

Ms. Amaral moved that the School Committee approve this donation per School Committee policy that all donations over $1,000 requires approval. Mr. Bryant seconded the motion. The motion carried.

1. Deliberation on the approval of the Saltonstall School 7/8 Grade trip to Natures Classroom in Newbury, Mass. October 19-26, 2015

Dr. Walsh moved approval, seconded by Mr. Bryant. The motion carried.

1. Deliberation on the acceptance of a donation of a Freight Farm for Salem High School

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

1. Deliberation on the acceptance of a snow blower from the “West Terrace Snow Blower Club

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

1. Deliberation on the approval of the Salem High School Band Trips for the 2015-16 School Year

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

1. Deliberation on the clarification of policy 4119 ADDA Backgrounds Check

Ms. Hunt moved approval. Dr. Walsh seconded the motion.

**Discussion:**

Ms. Hunt explained that the clarification involves the inclusion of one sentence to the policy that says that the Superintendent will develop policies for the implementation of the requirements of the policy. She noted that the state law is ambiguous as to who should be fingerprinted and it is up to the district to be specific about it.

Ms. Amaral stated that she feels that there are different layers that need to be considered in determining who should be fingerprinted. She noted that some parents volunteer all the time and have contact with kids and some not so often, using field day as an example where a parent who is not fingerprinted could not take a child to the restroom.

Ms. Ruiz agreed it is a grey area and stated that they would have to look at each situation on a case by case basis, noting that people with frequent exposure with students need to be fingerprinted and she would be looking at the length of exposure.

Ms. Amaral stated that she disagrees that the length of exposure is a key factor noting that predators can have infrequent exposure to kids. She also noted that Massachusetts C.O.R.I. are only good in Massachusetts which is why the fingerprinting has been included in the regulations.

Ms. Ruiz suggested that she would look at this with the administrative team and develop a policy and a system to put in place.

Ms. Amaral stated that there are other child protection policies that need to be in place and noted that we need to look beyond background checks.

Mayor Driscoll agreed that the language needs to be tightened and we need to determine who would be finger printed.

Dr. Walsh moved to table the matter for further information. Mr. Fleming seconded the motion. The motion carried.

1. 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:

Ms. Hunt moved that the second reading of the policy 5233 Student Advisory Committee be tabled for further review. Mr. Fleming seconded the motion. The motion carried.

Ms. Hunt moved approval of the second reading of the policies recommended by the policy subcommittee listed below. Mr. Bryant seconded the motion. The motion carried.

5102 Enrollment of Salem Residents

5102.01 Enrollment of Non Resident Students/School Choice

5103.01 Student Assignment to Vocational Technical Programs

5103.02 Student Assignment for Transfer Students

5105 Pledge of Allegiance

5109 Emergency Closings

5114 Participation in Activities during Absence or Suspension

5115 Dismissal at Parent Request

5207 Parent Conferences

5212.01 Equal Access to be combined with 5218 Equal Educational Opportunities

1. Deliberation on the first reading of the recommended revisions to the policies reviewed by the Policy Subcommittee in the 5000 Section of the Policy Manual

Ms. Hunt reported that the Policy Subcommittee recommends the first reading of the following revisions to policies. Mr. Bryant seconded the motion. The motion carried.

5203 Curriculum Adoption

5204 Student Progress Reports

5206 Promotion and Retention

5213 Field Trips and Excursions

5806 Student Observations

Ms. Hunt reported that the Policy Subcommittee is recommending the deletion of the following policies that are covered in other policies:

5410 Age of Majority – Delete Policy

5412 Chapter 766 – Delete (subsumed in newer discipline policies)

Ms. Hunt moved approval of the recommendation to delete policies 5410 Age of Majority and 5412 Chapter 766. Mr. Fleming seconded the motion. The motion carried.

1. Deliberation on the complaint filed by Ms. Kayla Kirkpatrick regarding comments made by a School Committee member during a previous meeting.

Mayor Driscoll recalled that at the last meeting the School Committee received the complaint filed by Ms. Kirkpatrick and the School Committee received it an placed it on file. She explained that it is on the agenda this evening for the School Committee to reaffirm that action.

Ms. Hunt moved to confirm that the School Committee has received the complaint filed by Ms. Kirkpatrick and the matter has been placed on file. Ms. Amaral seconded the motion. The motion carried.

**Subcommittee Reports**

**Policy Subcommittee**

Ms. Hunt reported that the Policy Subcommittee continues to meet on the review of the 5000 and 6000 policy series

**Personnel Subcommittee**

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

**Committee of the Whole**

Mr. Shultz requested that the School Committee schedule a Committee of the Whole meeting for the purpose of discussing the Student Assignment Policy and to determine a timeline for the revision of it.

Ms. Hunt suggested scheduling it before the October 5, 2015 regular meeting.

**School Committee Concerns and Resolutions**

Mr. Schultz requested that the School Committee members receive the data for the Athletic and Student activities fees at Salem High School in the meeting packet so that they can review it.

Mayor Driscoll recalled that the School Committee waived the rental fees for youth sports groups for one year at the last meeting. She explained that a request has been made that the groups be allowed to use the public address system and the score board during games and recommended that the School Committee consider allowing this.

Mr. Bryant suggested that the use policies need to be reviewed and include language on “You Break It You Buy It”, noting that he supports allowing the use of the equipment and the custodian on duty should be able to provide access.

Mr. Fleming moved to allow the use of the Public Address System and the Scoreboard at Bertram Field during youth sporting activities. Dr. Walsh seconded the motion. The motion carried.

Mr. Fleming reported that on Monday, September 27, 2015 the annual Salem Day at Kernwood will be held and he is happy to report that all tee times are filled.

**Questions and Comments from the Audience Regarding the September 21, 2015 Agenda**

Kate Casiglia of the Salem Education Foundation addressed the School Committee and reported that the deadline for grant applications is October 2, 2015.

Lisa Golden, Assistant Principal of Collins Middle School addressed the School Committee and announced that the dedication of the Mary Manning Learning Commons will be held on Saturday, September 26, 2015 at 10:00 a.m. and the public is invited to attend.

**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 10:30 p.m.

Respectfully submitted by:

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Eileen M. Sacco, Secretary

Salem School Committee

**Approved by the School Committee**

**October 5, 2015**

**Meeting Materials and Reports**

Minutes of Regular School Committee Meeting September 8, 2015

School Committee Agenda September 21, 2015

Revised Accelerated Improvement Plan

PowerPoint Presentation on AIP

5102 Enrollment of Salem Residents

5102.01 Enrollment of Non Resident Students/School Choice

5103.01 Student Assignment to Vocational Technical Programs

5103.02 Student Assignment for Transfer Students

5105 Pledge of Allegiance

5109 Emergency Closings

5114 Participation in Activities during Absence or Suspension

5115 Dismissal at Parent Request

5207 Parent Conferences

5211 Home Schooling

5212.01 Equal Access

5204 Student Progress Reports

5206 Promotion and Retention

5213 Field Trips and Excursions

5806 Student Observations

Materials Regarding Complaint Filed by Ms. Kayla Kirkpatrick