Salem School Committee

Meeting Minutes

Monday, April 4, 2016

A regular meeting of the Salem School Committee was held on Monday, April 4, 2016 at 7:30 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

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

**Members Absent:** Mr. James Fleming

**Others Present**: Ms. Margarita Ruiz, Superintendent, Kate Carbone, Assistant Superintendent, Margaret Marotta, Assistant Superintendent, Philip Littlehale, School Business Manager, Dr. Jill Conrad, Chief of Operations Strategy, Chief of Communications Kelley Rice 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.

**Approval of the Agenda**

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

Dr. Walsh moved at this time to take this evening’s agenda out of order at this time to take up the matter of the Saltonstall School Destination Imagination Team trip to Knoxville TN to compete in the global finals of the DI Competition. Ms. Wilson seconded the motion. The motion carried.

Mayor Driscoll reported that we have a group of Saltonstall 4/5 students here this evening that have been working very hard competing in the Destination Imagination Competitions and have qualified to compete in the DI Global Finals in Knoxville TN, on May 24-28, 2016. She congratulated the students on their success and this achievement and noted that in the past the Horace Mann Students have participated in the finals and the district has helped them with expenses. She recommended that the School Committee approve a grant of $5,000 to help with the cost for the students.

Dr. Walsh agreed noting that we have a history of sending students to such events and stated that he would like to amend the proposed motion on the agenda to approve the Saltonstall DI Team trip to the DI Global Finals in Knoxville, TN on May 24-28, 2016 and that the School Committee approve the use of $5,000 from the Dominion Funds to help with the cost of the trip. Ms. Manning seconded the motion. The motion carried.

Artie Sullivan, the Saltonstall DI Coach addressed the School Committee and thanked them for their support. He explained that these students have been together as a team for five years and have worked very hard. He introduced DI Team members Anabelle Johnson, Casey Griffin, Chris Jackson, Jacob Pina Harding, Nicholas Griffin and Liam Sullivan.

Mayor Driscoll wished the students well on their next phase of competition

**Approval of Minutes**

The minutes of the DPAC / School Committee Meeting o the Whole Meeting held on March 7, 2016 were presented for approval.

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

The minutes of the Regular School Committee Meeting held on March 21, 2016 were presented for approval.

Dr. Walsh moved to approve the minutes of the March 21, 2016 Regular School Committee meeting. Ms. Wilson seconds the motion. The motion carried.

**Questions and Comments from the Audience**

There were no questions or comments from the audience at this time.

## **Action Items**

* 1. Deliberation and vote on the Second Reading of the revised polices recommended by the Policy Subcommittee from the 6000 series – 6100 School Committee Operations

6103 – Legal Status

6104 – Member Authority

6106 – Powers and Duties of the School Committee

Mayor Driscoll noted that this is the second of three readings of the policies and if members have any questions or revisions to suggest there are two more opportunities to do so.

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

* 1. Deliberation and Vote on the resolution to authorize the Superintendent to submit a Statement of Interest to the Massachusetts School Building Authority for Phase II of the Salem High School building project

**Resolved:**

Having convened in an open meeting on April 4, 2016, prior to the closing date, the Salem School Committee, in accordance with its charter, by-laws and ordinances, hereby votes to authorize the Superintendent of Schools to submit to the Massachusetts School Building Authority the Statement of Interest Form that will be submitted to the MSBA by no later than April 8, 2016 for the Salem High School located at 77 Willson Street, Salem, Massachusetts which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future.

The following priorities have been included in the Statement of Interest:

No.1: Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.

No.5: Replacement renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility.

No.7: Replacement of or addition to obsolete buildings in order to provide a full range of complete programs consistent with state and approved local requirements.

And hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City/Town/Regional School District to filing an application for funding with the Massachusetts School Building Authority.

Mayor Driscoll explained that this is a routine request that is a requirement of the Massachusetts School Building Authority to keep remain on the list of project to be considered for funding by MSBA. She reported that the Salem City Council approved this same resolution at their meeting last week as well.

Dr. Walsh moved approval. Ms. Wilson seconded the motion. The motion carried.

**Superintendent Report** – **Ms. Margarita Ruiz**

Ms. Ruiz Reported that she is excited and pleased to present the FY17 Salem Public Schools budget to the School Committee this evening. She stated that she is proud of her team and staff that were involved in the process and notes that it was a collaborative effort and she truly feels that this budget represents the result of a combined effort. She acknowledged and thanked the leadership team and staff for all of their efforts during this budget process.

Ms. Ruiz presented the proposed Salem Public Schools FY17 School Budget. A copy of the presentation can be found in the School Committee Meeting Materials that are posted on Salem.com.

**Presentations and Reports**

**Update on Superintendent’s Evaluation Process – Ms. Rachel Hunt**

Ms. Hunt reported that she and Dr. Walsh have distributed the template for the Superintendent’s formative evaluation and reported that they would like the completed evaluations back by Monday, April 11, 2016 so that they can compile the results for a full report to the School Committee meeting. She suggested that the original timeline be for the presentation of the evaluation be moved from April 26th to the May 2, 2016 School Committee meeting. Mayor Driscoll agreed.

Ms. Hunt stated that the School Committee could schedule a Committee of the Whole meeting to discuss the evaluation with the Superintendent before the formal presentation if that is the wish of the Committee.

Ms. Hunt reported that the Superintendent is excited to get feedback from her staff and reported that they have modified the Department of Education survey for principals and use three of the four rubrics. She explained that it will be done through Survey Monkey and will be multiple choice with a section for open feedback. She noted that the Superintendent’s direct reports will be asked to participate in the survey.

**Presentation on “By All Means”**

Superintendent Ruiz made a presentation on By All Means: Redesigning Education to Restore Opportunity hosted by the Education Redesign Lab at Harvard Graduate School of Education. Ms. Ruiz explained that by All Means is an initiative of the Harvard Graduate School of Education Educational Research Lab and is dedicated to creating systemic, integrated, lasting improvements of services for children and focuses on personalized learning, health and social services and out of school time experiences.

Ms. Ruiz reported that Salem is one of only six cities that have been selected to participate in the program along with Oakland CA., Louisville KY., Providence RI., Somerville, MA. and Newton MA.

Ms. Ruiz reviewed the benefits that By All Means will provide for Salem as follows:

* Hands on design process, led by Harvard experts, to develop solutions for Salem
* Financial support to attend all five two day conferences over 2 years
* On-site consultant in Salem and access to Harvard faculty and staff
* Networking, advice and support from other cities in the initiative

Ms. Ruiz reviewed the By All Means Goals for Salem as follows:

* Identify key assets and programs that currently service children in and outside public schools
* Leverage, synthesize and accelerate those efforts
* Use experts to build a sustainable model aimed at closing achievement and opportunity gaps for all Salem Children and their families.

Ms. Ruiz explained that By All Means will have a Children’s Cabinet to lead this effort and announced the following members of the Children’s Cabinet.

Mayor Kimberley Driscoll

Superintendent Margarita Ruiz

School Committee Member Kris Wilson

Salem Teachers Union President Beth Kontos

SSU Dean of Education Dr. Joseph Cambone

Executive Director of Leap for Education Linda Saris

CEO of NS Community Health Center Margaret Brennan

Executive Director of Salem YMCA Charity Lezama

Representative of North Shore Medical Center to be named

Ms. Ruiz reported that the internal convening of the Children’s Cabinet will take place the first two weeks of May and the first convening of the consortium of cities at Harvard University will take place on May 17-18, 2016.

Mr. Schultz stated that the goal is to improve upon what is working for us and to create a structure that is sustainable over time. Ms. Ruiz agreed.

Ms. Manning stated that there is a good representation of partners on the Children’s Cabinet but suggested that the Salem Boys and Girls Club should be included in that as well. Mayor Driscoll reported that Joanne Scott, Director of the Boys and Girls Club has reached out to us and they want to involve them in this program.

## **Finance Report – Mr. Philip Littlehale, Business Manager**

**Approval of Warrants**

March 31, 2016 in the amount of $83,985.13

Dr. Walsh moved approval of the warrants in the amounts indicated. Ms. Wilson seconded the motion. The motion carried.

**Budget Transfer Request - #15 – Special Education**

Mr. Littlehale reported that the Director of English Language learners Rebecca Westlake is requesting a transfer of $45,000 from Salaries Full-Time to Instructional Supplies. The transfer is requested to fund the purchase ESL Curriculum. It is an essential aspect of the district's approach to serving ELLs that all ESL teachers have access to Common Core aligned curricula and all ELL students have access to complex texts. The transfer will be for a one-time purchase, as the district has not previously invested in ELL Curricula for all ELLs; just instructional materials for the Newcomer Program at Bentley, three years ago. Funds are available in the Bowditch ESL salary line due to staff turnover and an unfilled position. Mr. Littlehale reported that he recommends approval of the transfer.

The transfer request is summarized as follows:



Dr. Walsh moved approval. Ms. Manning seconded the motion. The motion carried.

**Subcommittee Reports**

Dr. Walsh reported that the School Committee met in a Committee of the Whole meeting this evening to begin discussions and review of the objectives and timeline for the Superintendent’s Evaluation. He stated that the School Committee held a very detailed discussion.

Ms. Hunt explained the process for the Superintendent’s Evaluation and notes that she and Dr. Walsh will be leading the evaluation process for the School Committee. She explained that the School Committee will review the Superintendent’s goals and review evidence towards progress. She notes that this is the first time that the School Committee is using the formative evaluation template that is provided by the state. She estimated that the timeline for the process would be about two weeks and they will provide feedback to the Superintendent and the School Committee.

**School Committee Concerns and Resolutions**

There were no School Committee concerns or resolutions this evening.

**Questions and Comments from the Audience Regarding the April 4, 2016 Agenda**

Ana Nuncio of 20 Winter Street addressed the School Committee and stated that she is representing the Latino Coalition this evening. She reported that they have become aware that a bilingual adjustment counsellor is being eliminated at Salem High School and they are opposed to the cutting of that position. She stated that enrollment is increasing for ELL and we need to have healthy outcomes and stop doing harmful things as a community.

**Adjournment**

There being no further business to come before the School Committee this evening, Dr. Walsh moved that the School Committee adjourn the meeting. Ms. Hunt 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

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Mayor Kimberley Driscoll

**Meeting Materials and Reports**

Minutes School Committee Meeting of the Whole held on March 7, 2016

Minutes of Regular School Committee Meeting March 21, 2016

School Committee Agenda April 4, 2016

Budget Transfer Request #15

Salem Public School FY17 Budget Presentation

Presentation on “By All Means”

**Policies Reviewed:**

6407 – Remote Participation at School Committee Meetings

6103 – Legal Status

6104 – Members Authority

6106 – Powers and Duties of the School Committee

Saltonstall School Destination Imagination Field Trip Request