

Salem School Committee
Meeting Minutes
Monday, January 17, 2017

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

Members Present, Ms. Kristine Wilson, Patrick Schultz, Ms. Mary Manning, Mr. James Fleming, Dr. Brendan Walsh, Ms. Deborah Amaral

Members Absent: Mayor Kimberley Driscoll

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

Call to Order

Mr. Schultz 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. Amaral seconded the motion. The motion carried.

Approval of Minutes

Mr. Schultz moved to approve the minutes of the Regular School Committee meeting held on January 3, 2017. Ms. Wilson 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

Superintendent Margarita Ruiz began her report with a session on Student Highlight. She extended congratulations to Veronica Mendoca, an 8th grader at the Nathaniel Bowditch School, who was selected to represent the City of Salem in Project 351. Ms. Ruiz explained that Project 351 is a statewide youth driven service non-profit organization that convenes an 8th grader, from every city and town in Massachusetts, for a year of Leadership Development and Community Impact and service opportunity. This weekend marked Veronica Mendoca's first event as Salem Ambassador for Project 351 where she had the opportunity to serve at the Clarence R. Edwards Middle School in Charlestown. Ms. Ruiz emphasized on Veronica Mendoca's wise words, considering such a young age, in response to having been asked to reflect on her first Project 351 event. On behalf of everyone, Ms. Ruiz extended Veronica Mendoca congratulations and wished her best of luck as she embarked in Project 351.

In District-wide Highlight, Ms. Ruiz talked about the Kindergarten Info and Expo

Night, hosted last week. She announced that close to 300 hundred parents attended the event, a very well-attended event. During the evening, parents had the opportunity to hear from the principals, meet Kindergarten teachers and parents. They also had the opportunity of meeting students who proudly volunteered to share what they love about their school. That evening, families were also able to pick up a complete Registration packet that included all forms as well as school profiles and information on Kindergarten readiness. The District had additional staff on hand to answer questions in how families get started with the process. Ms. Ruiz invited Kate Carbone to say a few more words about the event, as she was one of the main organizers. Ms. Carbone added that they had an eclectic group of cross-functional team that really gave great care to planning the event and a lot goes out to that team. Ms. Carbone handed out a sample of the Kindergarten packet and School Profile materials, to the School Committee, of what was handed out to parents for their review. She said these were also translated in both Spanish and Portuguese. Families were given a bag with those materials inside along with an Agenda for the evening. Ms. Carbone continued sharing that they purchased a book for students about going to Kindergarten, which they had available in Spanish and English for the parent to take home and read to their child. Crayons, and other little pieces, were also included in the bags for the parents to bring home to their child. This year, they tried to run two sessions, to account for people who may have arrived late and prevent from having them miss out on information on the Principal's presentation. One session was held at the beginning of the night, with a little break in-between and then a second session. They had about 60 or 70 people attend the second session. They felt it was worth having both sessions, worth making that shift. The first session was held at the Collins Middle School auditorium was very well packed, with a few extra seats here and there; it was pretty full. Ms. Carbone said the Principals represented the schools very proudly and did a very nice job presenting as one district – that we are all one school but that each school has its own flare and uniqueness. They talked a little bit about what makes their school special and gave little anecdotes about children and students, which may have provided parents excitement about these great groups of leaders. Ms. Carbone continued saying that the presentations went beautifully. She announced that out in the Expo, they used the entire cafeteria as opposed to last year where only half was used. This year, things were spread out and helped out a lot with flow. The principals and school staff did a great job attending to making there was good representation at each table. They had many staff such as Kindergarten teachers, First Grade teachers, and some students. Principals, very thoughtfully, presented videos that showed students' work, art, and projects. It was really well done and carefully thought out. Over to the side, they had Registration. They had a couple of tables and several round table where parents can get their Registration packets. Parents were provided with a walk-through on the registration packets. Ms. Carbone said she felt it was a nice personal touch and that the parents were given some personal attention. She said those were some of the refinements. Overall, it was a good feel night, lots of positive feedback. She understands that parents may feel overwhelmed with much information, which is why Ms. Ruiz will be scheduling follow-ups with them.

Ms. Ruiz added that SATV is also creating a segment on Kindergarten Information

Night that will be linked on their District website so that parents will have the opportunity to assess that information if they were not able to attend that night. Ms. Ruiz said that they received positive feedback and comments from the families such as “*It was very informative*” “*This was well organized*” “*Thank you for doing this.*” She said it was great to see parents so appreciative of the effort they put into making sure they walked out that evening with a good sense about their school and the process to register their children.

Ms. Ruiz thanked Ms. Carbone for adding some highlights of the event and wanted to take an opportunity to remind the public of some of the deadlines coming up:

- For sibling preference, families must submit their application by February 20, 2017
- Applications completed by March 1st, 2017 will be assigned by May 1st, 2017.
- Applications to the Bentley Academy Charter School must also be in by March 1st, 2017, because the lottery for Bentley will be held on March 9, 2017.
- Applications received after March 1st, 2017 will be assigned by July 1st, 2017
- Applications received after July 1st, 2017 will be processed as they are received

It is important that families that are interested in registering in their district keep these important deadlines in mind.

Ms. Ruiz named and thanked all the members of the organizing committee. Ms. Carbone also named and thanked the members of the organizing committee. Ms. Ruiz said they are establishing a culture of having cross-functional teams come together to plan events to ensure they have the perspective of all the departments, as they are planning these events. A lot of the adjustments they made this year were based from some of the feedback they received last year. They are seeking to improve and organize these events better every year.

Ms. Manning asked if Family Engagement Facilitators are the Parent Outreach Workers. Ms. Ruiz said they were.

Mr. Walsh asked parents who are looking to have their child in Kindergarten are provided with the “lottery” option for Bentley. He asked if this is on the application form this year. Ms. Ruiz said it is. Ms. Carbone added that the representatives for it were also present at the event to share this information.

On District-wide initiative, Ms. Ruiz announced that Salem Public Schools and Salem State University are receiving an \$18,400 Epic Partnership Innovation Grant from the Department of Education. This 18-month grant will support the schools, and their partnerships, to improve the quality and quantity of English as a foreign language and structured English Immersion SCI Teacher Candidates in Salem. They are looking to form candidate and teacher pathways to serve important programs. They are looking forward to great innovations that will be out of this work.

Ms. Ruiz reminded everyone that they will be holding a Spanish edition citywide conversation tomorrow at 6pm at the Saltonstall School. The Latino Coalition will be hosting this Spanish version of the citywide conversation on the Strategic Plan. The evening will be entirely conducted in Spanish. They will be providing English translation for those who need it. Ms. Manning asked where specifically in the building will it be held? Ms. Ruiz said it will be held in the school's cafeteria. Ms. Ruiz repeated the announcement in Spanish and concluded her Superintendent Report.

Ms. Wilson moved to approve the Action Items. Dr. Walsh seconded the motion. The Motion carried. Mr. Schultz said the reason for that is because the Mayor is running a little bit late and may want to listen to the Collins report. This gives her a little time to get here in time to hear it.

Mr. Schultz asked Dr. Walsh how to proceed; if they should go through it individually/one-by-one. Dr. Walsh agreed they should.

Action Items

Deliberation and Vote on the Salem High Choral Music Class field trip to the University of New Hampshire on Saturday, January 28, 2017

Mr. Schultz moved to approve the Deliberation and Vote on the Salem High Choral Music Class field trip to the University of New Hampshire on Saturday, January 28, 2017.

Ms. Amaral motioned to approve. Ms. Wilson seconded the motion. The Motion carried.

Deliberation and Vote on the Request of the Salem High School's Color Guard and Percussion Ensemble Band Field Trips for Spring 2017:

1. Winter Guard International Regional Percussion Competition in Trumbull, CT, March 4, 2017
2. Winter Guard International Regional Percussion Competition in Trumbull, CT, March 4, 2017
3. SHS Music Department Cultural Trip to Philadelphia, PA – April 28-30, 2017
4. SHS Music Department Annual Trip to Canobie Lake Park in Salem, NH June 16, 2017

Ms. Wilson motioned to approve. Ms. Amaral seconded the motion. The Motion carried.

Finance Report

a. Approval of Warrants

December 29, 2016 in the amount of \$605,771.69
January 5, 2017 in the amount of \$156,208.97

Dr. Walsh moved to approve the warrants as stated. Ms. Manning seconded the motion. The motion was approved.

**b. Budget Transfer Requests FY17
 FT17-11
 FY17-12**

Budget Transfer Requests

Business Administrator, Kristin Shaver explained that Teaching and Learning has requested to transfer \$54,003.10 from Educational Training to mostly Instructional Supplies with \$500.00 going to Dues and Subscriptions.

The second is the Athletics Department transferring \$10,000.00 from Athletics Equipment to Contract Services. Dr. Walsh asked what is involved in this amount. Ms. Shaver said it was for the Officials for the various games they have.

The third is the New Liberty Innovations School is transferring \$12,000.00 from Stipends into Paraprofessionals, which is the appropriate line for the expense. Ms. Manning asked if this meant adding a new person or just adding more hours. Ms. Shaver said it is just moving it to the appropriate account number; the person is already there, just not in the appropriate account number. To clarify, Ms. Amaral added that the person is not a consultant but a paraprofessional.

From Account	Account Number	Amount
Educational Training	13990161-5317	\$54,003.10
Athletics Equipment	13451021-5246	\$10,000.00
New Liberty Innovations School Stipends	13571620-5160	\$12,000.00

To Account	Account Number	Amount
Instructional Supplies	13570141-5514	\$53,503.10
Dues and Subscriptions	13570141-5730	\$500.00
Contract Services	13451021-5320	\$10,000.00
Paraprofessionals	13571620-5163	\$12,000.00

Dr. Walsh moved to approve the Budget Transfers. Ms. Wilson second seconded the motions. The motions were approved.

Subcommittee Reports

Personnel Subcommittee

Mr. Schultz requested that the Personnel Subcommittee report be skipped for now and go to the Policy Subcommittee report instead.

Policy Subcommittee

- a. Deliberation and Vote on the Second Reading of the Recommendation of the Policy Subcommittee on the revisions to the following policies in the 6000 policy series:

Deliberation and Vote on the Second Reading of the Recommendation of the Policy Subcommittee on the revisions to the following policies in the 6000-policy series:

6406	Voting Method
6408	Minutes to SC Meetings

Ms. Amaral motioned to leave policy 6406 on the table and that policy 6408 be taken off the table as they are not really connected, they are two different policies. Ms. Amaral explained that she wants to take only one off the table, because policy 6406 has some changes that have been recommended by Dr. Walsh but in trying to accommodate those changes, it conflicts with one of the policy. Ms. Amaral would like to bring that up to the Committee as a Whole, because it's about Voting Methods and thinks they all need to discuss it. Policy 6408 is just about how Minutes are kept. It is a separate policy. Policy 6406 needs a broader discussion with everybody.

Discussion

Ms. Amaral explained that they had one reading on policy 6408. She passed this policy by the Committee again. It is agreed that a notation will be included in the minutes to prevent much wording, a corrected copy will be kept in the permanent record, and the corrected version will be put online. The suggestions from Attorney Pablo were reviewed.

Ms. Amaral moved to approve a Second reading for policy 6408. Dr. Walsh seconded the motion. The motion carried.

Ms. Amaral moved to remove policy 6408 off the table. Dr. Walsh seconded the motion. The motion carried.

Deliberation and Vote on the First Reading of the Recommendations of the Policy Subcommittee on the revisions to the following policies:

- 1101 School – Community Relations Goals
- 1301 Acceptance of Gifts, Grants and Bequests – Recommended for deletion By Policy Subcommittee as it is covered in 3202
- 3202 Acceptance of Gifts Grants and Bequests
- 6114 Use of Electronic Messaging by School Committee Members

Ms. Amaral explained that policy 6102 is included in the packet. Policy 1101 is still in the packet because it had been missed while doing the 1000s. There is only one small wording change about forming advisory committees.

1301 and 3202 were the same policy. 1301 had just been approved at the last meeting. However, the Policy Subcommittee feels that it would be best to get rid of 1301, under Community, which is the Gifts and Contributions to schools and put it as 3202, which is Acceptance of Gifts, Grants, and Bequests. It is the same policy. Ms. Amaral said they want to take the language of 1301 and put it into 3202; the wording of the one that was just approved to supplant the wording of 3202, which is really a renumbering. The policy does not need to be in both places. It is a finance function.

Ms. Amaral said they want to delete 1301 and take its language and put it into 3202. It really is a renumbering.

Dr. Walsh moved to approve. Ms. Manning seconded the motion. The motion carried.

Ms. Amaral asked whether Policy 3202 has to go through another reading/a third reading or if it just a renumbering since they have just put that through three readings? Dr. Walsh commented that the one policy will be eliminated and wording will be put in the other. Mayor Driscoll commented it is ‘housekeeping’. Dr. Walsh said he was not sure but it would be safe to go through the reading process.

Dr. Walsh withdrew the motion.

Regarding policy 6114, Ms. Amaral said she did get the city email and it is working just fine – at Salem.com. The Policy Subcommittee had agreed that they would recommend to everybody that they use the City of Salem email so that, in no time, will their personal server be taken for review if there were any questions on policies. It has to do with the new Public Records Law. The only other change is that electronic messaging should not be used to discuss public business currently before the committee or on matters that members could reasonably assume could come, before it, in the future. These matters are all language to go around the new Records Law, but they will be requesting that by voting on this, by Third Reading, all school committee members get a city email. It is very easy to get, it is very easy to use.

Ms. Amaral recommended/moved to approve a First Reading for the four policies. Dr. Walsh seconded the motion. The motion carried.

Mayor Driscoll thanked the members of the committee for tackling all these 'Housekeeping', for adopting the new policies system. Ms. Amaral said they have plenty more next time. Mayor Driscoll said she thanks them in advance.

Ms. Amaral requested a Committee of the Whole meeting for policy (Policy Subcommittee Meeting), for three reasons:

- To have a discussion about voting to have a conversation as to what they need. In City Council, for some things, they need the majority of the committee to vote on the affirmative and then for other things they just need a quorum of the committee. Ms. Amaral wants to have a discussion about it so that they can just put it everything on the table and talk about it.
- Arrears Policy, which they presently have suspended, a recommendation from Finance on that vote. They felt it was a discussion for everybody.
- Meal charges - the Finance Committee voted to recommend that they do not charge reduced lunches anymore - \$1,100 but that is a policy change and at the same time they should look at those who are paying for meals.

Mayor Driscoll agreed and entertained a Committee of the Whole meeting. She suggested that the Superintendent and the Secretary, Angelica, help out with getting that set up, coordinating a time frame that works, perhaps on the next meeting – maybe before the next meeting.

Subcommittee Reports

Personnel Subcommittee

Mr. Schultz announced that Mr. Fleming is not present, as Chair of Personnel, and they do not have the actual contract for School Committee Secretary, Angelica Alayon, before them. It will be tabled to the next meeting.

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

Presentations and Reports

Mayor Driscoll thanked the members for delaying this so that she may participate. She had a Board of Health meeting she also needed to attend.

Ms. Ruiz asked Glenn Burns, Principal of the Collins Middle School, to present on the programmatic and exciting events that are happening at the Collins Middle School. Principal Burns began with his years of service at the school, presented the Collins Middle School Mission statement, and commended the school staff and district personnel who helped round out the curriculum and support scholars.

He informed on the Expanded Learning Time (ELA) school highlights, where scholars engage with core novels through Whole and Book groups. Text complexity within the book groups is based on the scholars' level and all are at grade level.

Mayor Driscoll asked Principal Burns if the students get to pick what they want to read or if it is from a certain selection. There are different book groups at different times in the year. Some are based at their selection, the group selection. Some are based on a few teacher-based selection where get to pick, at their level.

Mr. Burns shared that they have an Honors Math section at the 7th and 8th Grade level, which are preparing scholars for accelerated math at Salem High School. Mayor Driscoll asked if that is relatively new? Mr. Burns said it is. They had piloted this two years ago, with the help of teaching and learning, really got it going this year.

Mr. Burns informed they are using I-Ready Math program, an adoptive technology Mr. Schultz asked if the Honors Math section is equivalent to leading up to 8th Grade Algebra One completion that will eventually lead them to 9th Grade Geometry. Mr. Burns said it does as they actually take the Galileo test at the end of the year that lead to appropriate placement of 8th grade placement. Mr. Schultz how large is each class, of the number of students in the sections. Mr. Burns said the classes are of 20-22 in a section and about 33% of the 8th graders are currently in the accelerated math program.

Ms. Mary Manning asked if they had one or two years in this accelerated math program. Mr. Burns said this was the second year but there was a lot of curriculum changes in the second year. Ms. Manning asked if they would have known how many students would have completed the 8th Grade Algebra One and would have moved forward as she knows this was sometimes an issue before. Mr. Burns said he does not have an actual number but that is something he would definitely ask Andy and shared further details on the topic. Ms. Manning asked if he knew what the criteria was for students in picking their high school courses. Mr. Burns said it was done through the High School. Ms. Manning asked if parents had any input into that. Mr. Burns said he is not aware.

Mr. Burns continued to highlight on the positives of the Collins Middle School. Members of the committee and those present asked questions and shared discussion through the presentation. Mr. Burns answered them and completed his presentation.

School Committee Concerns and Resolutions

Mayor Driscoll praised the Superintendent and her staff for the Kindergarten Information night. She had the opportunity to attend a large segment of it and was taken with the enthusiasm of parents. These are new parents who are coming into the district. She loved the setup of it, which was almost similar to a college fair. All the schools had tables but there was an opportunity to get all questions answered at both the starting and ending times, depending on when they came in. The district showed well, the enthusiasm, they captured a lot of good information of people coming in. It was very well organized and very well done.

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. Mayor Driscoll entertained the motion to adjourn. Ms. Admiral motioned to adjourn. Dr. Walsh seconded the motion. The motion carried.

Respectfully submitted by:

Angelica Alayon, Secretary
Salem School Committee

Meeting Materials and Reports

School Committee Agenda January 17, 2017

School Committee Minutes January 3, 2016

1000, 3000, and 6000 Policy Revisions Recommended