

Salem School Committee
Meeting Minutes
Monday, June 5, 2017

A regular meeting of the Salem School Committee was held on Monday, June 5, 2017 at 7:00 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

Members Present: Mayor Kimberley Driscoll, Ms. Mary Manning, Mr. Patrick Schultz, Ms. Kristine Wilson, and Ms. Deborah Amaral

Members Absent: Dr. Brendan R. Walsh, Mr. James Fleming

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

Call to Order

Mayor Driscoll called the Regular Meeting of the Salem School Committee to order at 7:00 p.m.

Approval of the Agenda

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

Approval of Minutes

Mr. Schultz moved to approve the Minutes of the May 15, 2017 regular School Committee meeting. Ms. Amaral seconded the motion. The motion carried.

Mr. Schultz moved to approve the Minutes of the May 15, 2017 Committee of the Whole (COW) meeting. Ms. Wilson seconded the motion. The motion carried.

Questions and Comments From the Audience

Lisa Hanson Damato, of 53 Hawthorne Street, briefly shared her support of the Saltonstall School calendar as it is presented, her support of its intercession break (which lies in October or November). She hopes that the intercession break would stay, as it is a really great time in the academic year for a break. She said that the novelty of the year has worn off, students and teachers are feeling tired, and it is a good time to take a little pause.

Superintendent Report – Margarita Ruiz

Ms. Ruiz thanked Salem High and Salem Prep Schools for inviting her to be a part of their Senior Graduation Celebration. There is another Senior Celebration at the New Liberty Innovation School. Each School Committee member had a copy. The ceremony will be held on June 22nd, 2017 at Ames Hall at the YMCA. Ms. Ruiz thanked the 11 scholars from the Bowditch School who were inducted into the National Junior Honor Society this past Friday. The Superintendent announced and officially welcomed Leanne Smith, as the new Principal of Witchcraft Heights effective July 1st, 2017.

Ms. Ruiz said she would be providing School Committee members and the public with updates on the progress of the goal outlines in the district's strategic plans that the School Committee recently approved in May. They are working to finalize the outcomes this week. In relation to strengthening family and community engagement, Ms. Ruiz informed the School Committee that the district, in partnership with the Salem YMCA, secured a Pre-Planning Grant from the Department of Early Education and Care (EEC) which is the first step in the journey to universal Pre-K in Salem. Ms. Ruiz also reported that a team of educators who attended and presented at the MA Association for Teaching Second Language Instruction (MATSLI) received a high level of recognition and positive feedback for their presentation and ongoing work supporting English Language Learners in Salem.

Presentations and Reports

Update on Teacher Leader Fellows Program Through Salem State University

Kate Carbone provided members with supplemental materials regarding a new Teacher Leader Fellows program the district is launching in partnership with Salem State University. Ms. Carbone walked members through the presentation, which talked of Lever for Change, Goals, Current PD Modules and Feedback, Adjusting the PD Model, Teacher Leader Cadre, and Teacher Leadership Re-Envisioned.

Update on Teacher-led Professional Development for 2017-18

Kate Carbone also shared an update on the district's new approach to professional development for the upcoming school year. In response to teachers' requests to learn from each other, this year, the district will organize a series of teacher-led professional development, allowing interested teachers to offer workshops on topics of their choosing. Teachers will be compensated for the sessions. Ms. Carbone walked members through the presentation, which talked of Lever for Change, Goals, Current PD Modules and Feedback, Adjusting the PD Model, Teacher Leader Cadre, and Teacher Leadership Re-Envisioned.

Discussion

Mr. Schultz asked about the application timeline. Ms. Carbone said they posted two weeks ago and the deadline is June 9th 2017. Mr. Schultz asked how teachers evaluate the presenters. Ms. Carbone said they evaluate in the same way they do with all the Professional Development and elaborated that process in detail. She thinks they are well positioned to launch this for next year and already have 13 proposals. Mayor Driscoll asked about teacher compensation. Ms. Carbone said that the compensation is \$300 for each mini course planning. Mr. Schultz asked if that was per person or per course. It would be per person if they have multiple presenters. Mr. Schultz asked if that is essentially a 9-hour course that teachers have to create. Ms. Carbone said it was. Teachers would be provided with lunch and travel time back to the school and finish their full Professional Development day back at their school. Mayor Driscoll asked how many teachers are needed for the course. Ms. Carbone said they are thinking between 20 and 25. As of now, they have 13 that are viable. Mayor Driscoll said she

would be open to discussion with School Committee members about whether it is worthwhile to consider enhancing the Professional Development stipend so that maybe they can use a one-time dominion funding, as this requires a lot of work. Ms. Carbone said they had not budgeted for it and are really stretched. Mayor Driscoll suggested if the Committee were willing to get a recommendation from Ms. Ruiz about how much additional funding would be necessary to have a larger Professional Development stipend. This may also help increase their interest. Ms. Manning said she would support that. Mayor Driscoll hoped to have a recommendation for this for the next meeting. Ms. Ruiz said she would put a recommendation together. Mr. Schultz shared concern on whether this was a requirement for all teachers, because there are teachers who are already very good at these things. Mayor Driscoll, Ms. Carbone, and Superintendent Ruiz agreed. Ms. Ruiz said that this is not the Teacher Leadership pathway; this is one of the many Teacher Leadership pathways that teachers can follow. This particular pathway is to build the capacity of teachers. She agreed with Mr. Schultz that they have many teachers that have already mastered this. They are not saying that this is the way they are going to create all the Teacher Leaders in the District. There are ample pathways for teachers to make a difference and really lead other colleagues. The professional development opportunity they are putting forth, in terms of the Professional Development model, is another pathway for developing that. Ms. Manning asked if there would still be opportunities for those who do not choose this Professional Development. She wanted to make sure that teachers are not chosen over others who have not taken these courses. Members continued with questions and further discussion on the topic.

Update on School Lunch for FY17-18

Kristin Shaver informed members that the update on School Lunch for FY17-18 is going to be extended to June 19th, 2017. They were not able to have their Subcommittee meeting today.

Update on FY17-18 Transportation Application Process

Kristin Shaver reported that applications would be released this week. They are hoping to receive completed applications from families as soon as possible, before the end of school in order to begin planning for next year.

Overview of Process and Timeline to Evaluate the District's Student Assignment Policy (SC Policy #5103)

Ms. Ruiz informed everyone that they are ending the fifth year implementation of School Committee Policy 5103, which governs the district's student assignment process. Based on the current policy, students are assigned to schools based on a balance of parental choice and other factors such as socioeconomic/income status, sibling preference, and proximity. The policy needs to be reviewed by the Committee, by November 2017, so that the process used for the 2018-19 Kindergarten assignments is clear. She asked Jill Conrad to provide an overview and some timeline and elicit questions from the committee to help chart a work plan towards that. Ms. Conrad walked members through the presentation that talked about Student Assignment Policy-Background, Evaluating Progress Toward Goals, and Proposed Timeline for Review.

The proposed timeline includes scheduling a Committee of the Whole (COW) sometime in late-June and then referring the matter to the Policy Subcommittee for deeper analysis. A community engagement process will be included. The matter would then be referred back to the Committee of the Whole in the fall so that the School Committee can vote on the updated policy by November.

Discussion before Presentations and Reports

Mayor Driscoll notified everyone that Children Family and Friends, which is now JRI, has informed them that due to the success of teenagers not being pregnant in High School, they do not have enough students to serve as part of the teen childcare program there. They had three teens. Two of them have graduated and one is left. As a result, they are looking to close down the program at the High School. They would still service teens in an alternative way. They have teachers and staff who have been utilizing the childcare program because there was availability. They are looking at staff members that have come to rely on some of the childcare services there. They are working with both JRI and the Salem YMCA to see if there are any opportunities to transfer some of that program to allow it to continue for some onsite staff or others as a childcare component. Mary Manning asked if they have a plan for the student that is still there or others who may need the program in the future. Mayor Driscoll said this was never their program, they only provided the space. It was not a city or school department program. They have said that they would continue to provide services to that student. Ms. Driscoll said they would have to follow up to see what those services are. Members discussed the topic further.

Action Item

Deliberation and Vote on the Approval of 2017-18 Calendar for the Saltonstall K-8 School

Ms. Amaral motioned to approve the 2017-18 Calendar for the Saltonstall K-8 School. Ms. Wilson seconded the motion. The motion carried.

Discussion and Vote on Annual Salary Increases for Non-Union Employees and Principals (not including district senior management)

Discussion

Mr. Schultz said the Finance Subcommittee met and discussed salary increases at 2.5% percent for non-union employees and some variable percentage raises for principals based on performance, cross district comps, etc. The subcommittee came to agreement. They also considered the District Senior Management salaries including the Administrative Assistant for Superintendent Ruiz. They came to a 2-1 agreement on that list. Mr. Fleming had asked they do not discuss and vote on those until he returns at the next School Committee meeting.

Mr. Schultz motioned to approve the Superintendent's recommendations of annual salary increases for non-union employees and principals (not including District Senior Management). Ms. Amaral seconded the motion. The motion carried.

Acceptance of a Donated Truck From the Boston Fire Department

Ms. Amaral motioned to accept a donated truck from the Boston Fire Department. Ms. Wilson seconded the motion. The motion carried.

Deliberation and Vote on the Approval of New Liberty Innovation School (NLIS) Overnight Camping Trip to Harold Parker State Park in Andover, MA on 6/15/2017

Mr. Schultz motioned to approve the New Liberty Innovation School (NLIS) Overnight Camping Trip to Harold Parker State Park in Andover, MA on 6/15/2017. Ms. Wilson seconded the motion. The Motion carried.

Deliberation and Vote on the Approval of the New Liberty Innovation School (NLIS) Field Trip to Canobie Lake Park on 6/28/2017

Discussion

Ms. Amaral recommended a review of that policy in the near future.

Ms. Wilson motioned to approve the New Liberty Innovation School (NLIS) Field Trip to Canobie Lake Park on 6/28/2017. Mr. Schultz seconded the motion. The Motion carried.

Finance Report

a. Approval of Warrants

- April 6, 2017 in the amount of \$365,027.66
- May 18, 2017 in the amount of \$254,315.14
- May 25, 2017 in the amount of \$224,137.41
- June 1, 2017 in the amount of \$544,857.85
- June 8, 2018 in the amount of \$576,543.44

Ms. Amaral motioned to approve the warrants as stated. Ms. Wilson seconded the motion. The motion was approved.

b. Budget Transfer Requests FY17-24, FY17-25, FY17-26, FY17-27

Budget Transfer Requests

Business Administrator, Kristin Shaver explained they are requesting transfers to align the budget with intended expenses on the following accounts:

From Account	Account Number	Amount From	Amount To
New Liberty Innovation School			
Instructional Supplies	13571621-5514	\$1,648.00	
Contracted Services	13571621-5320		\$1,648.00

Ms. Amaral moved to approve the New Liberty Innovation School requested transfer from Instructional Supplies to Contracted Services to align the budget with the intended expense. Ms. Manning seconded the motion. The motion was approved.

The 2nd is the Salem High School request of the following transfers to align the budget with the intended expense:

From Account	Account Number	Amount From	Amount To
Salem High School			
Printing and Binding	13441021-5381	\$3,112.94	
Instructional Supplies	13571021-5514	\$1,241.85	
Testing	13441021-5307		\$4,354.79

Ms. Wilson moved to approve Salem High School budget transfer request of \$4,354.79 from Printing and Binding and Instructional Supplies to Testing to align the budget with the intended expense. Mr. Schultz seconded the motion. The motion was approved.

The 3rd is the Buildings and Grounds Department request of the following transfers to align funds with the intended expense:

From Account	Account Number	Amount From	Amount To
Buildings and Grounds Department			
Oil Heat	13530121-5216	\$12,150.00	
Building Maintenance	13530121-5241	\$ 7,850.00	
Telephone	13530121-5341		\$20,000

Ms. Manning moved to approve the Buildings and Grounds Department budget transfer request of \$20,000 from Oil Heat and Building Maintenance to Telephone to align the budget with the intended expense. Ms. Wilson seconded the motion. The motion was approved.

The 4th is the Carlton Innovation School request of the following transfers to align funds with the intended expense:

From Account	Account Number	Amount From	Amount To
Carlton Innovation School			
Contract Service	13570421-5320	\$ 60.00	
Office Supplies	13570421-5421	\$ 78.68	
Textbooks	13570421-5511	\$1,468.96	
Books – Library	13570421-5512	\$ 79.68	
Equipment	13570421-5860	\$1,003.18	
Instructional Supplies	13570421-5514		\$2,690.50

Ms. Amaral moved to approve the Carlton Innovation School budget transfer request of \$2,690.50 from Contract Service, Office Supplies, Textbooks, Books-Library, Equipment, and Instructional Supplies to Instructional Supplies to align funds with the intended expense. Ms. Wilson seconded the motion. The motion was approved.

Subcommittee Reports

Policy Subcommittee

Deliberation and Vote on Policy 6406 Voting Method – Tabled from 5/15/17

Discussion

Ms. Amaral said that School Committee members met earlier today and discussed Policy 6406 Voting Method. The policy remains tabled. Other policies will also be presented at the next School Committee meeting.

School Committee Concerns and Resolutions

Mr. Schultz invited all members of the Central Office and School Committee to the Salem Award Foundation's 25th Anniversary on June 11, 2017 from 12 to 3pm at the Witch Trials Memorable. They will have music, speakers, and food. The full name of the Award Foundation is the Salem Award Foundation for Human Rights and Social Justice.

Questions and Comments from the Audience

Lisa Hanson Damato, 53 Hawthorne Street, spoke briefly about the assignment policy. She underscored the extensive amount of anxiety surrounding this policy issue in the community particularly for young new parents with three, four, and five year olds. People still do not understand the policy. She does not know if November is a fair time for families to learn about that. She asked they reflect on whether or not the month of November is fair if there is potential for a big change for the 2018-18 school year. She shared her concern about the date that calendars are released, as it does not provide sufficient time for summer planning. She asked they please look into that.

Adjournment

There being no further business to come before the School Committee this evening. Ms. Amaral entertained the motion to adjourn. Mr. Schultz seconded the motion. The meeting was adjourned.

Respectfully submitted by:

Angelica Alayon, Secretary
Salem School Committee

Meeting Materials and Reports

- School Committee Agenda June 5, 2017
- Minutes of the May 15, 2017 Regular School Committee Meeting
- Minutes of the May 15, 2017 Committee Of the Whole (COW) Meeting
- Teacher Leadership Update to the Salem School Committee PowerPoint Presentation
- Future of the Student Assignment Policy (SC Policy 5103) Timeline for Review Presentation
- Student Assignment Policy
- Saltonstall FY17-18 School Calendar
- Images of Red Boston Fire Truck
- Transfer of Ownership of Fire Apparatus and Vehicle Agreement
- New Liberty Innovation School Overnight Camping Trip Proposal
- Appalachian Mountain Club – Youth Opportunities Program Confidential Health Questionnaire, Risk and Release Indemnity Agreement, and Photo Release Consent form
- New Liberty Innovation School Outing Confirmation With Canobie Lake Park
- Budget Transfer Requests FY17-24, FY17-25, FY17-26, FY17-27
- Policy 6406
- Invitation to the New Liberty Graduation School Graduation Class of 2017