



School Committee Meeting Materials

Regular School Committee Meeting

February 25, 2019

7:00pm

*Ms. Mary A. Manning
Mr. James M. Fleming
Ms. Kristine Wilson*



*Ms. Ana Nuncio
Mr. Manny Cruz
Ms. Amanda Campbell*

Mayor Kimberley Driscoll, Chair

“Know Your Rights Under the Open Meeting Law, M.G.L. c.30A § 18-25 and City Ordinance Sections 2-2028 through 2-2033”

February 25, 2019

REGULAR SCHOOL COMMITTEE MEETING

Notice is hereby given that the Salem School Committee will hold a Regular School Committee meeting on Monday, February 25, 2019 at 7:00 p.m. The meeting will be held in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

I. Call of Meeting to Order

II. Amended Consent Agenda

- a. Minutes of the School Committee meeting held February 4, 2019
- b. Approval of Warrants: 2/14/19 in the amount of \$305,515.88, 2/21/19 in the amount of \$260,923.45, 2/21/19 in the amount of \$40,000.00, 2/28/19 in the amount of \$560,764.14
- c. Deliberation and Vote on the request of the Percussion Ensemble & Winter Colorguard Out of State Field Trip to Salem, New Hampshire on Saturday, March 9, 2019
- d. Deliberation and Vote on the request of the Salem High School Drama Club Field Trip to Bow High School, Bow, New Hampshire on Saturday, March 23, 2019
- e. Deliberation and Vote on the approval of facility fee waiver for the previous 2018 bill and subsequent 2019 Easter celebration at the Saltonstall School

III. Approval of the Agenda

IV. Public Comment #1: Questions and Comments from the Audience

V. Presentation and Reports

- a. Superintendent’s Report
- b. Other Reports:

Recognition of Out of District Placement Coordinator, Jane Kelley, on her retirement

VI. Action Items: Old Business - None

VII. Action Items: New Business

- a. Deliberation and Vote on the request by Scarlett Gonzalez Mejia to have the fees waived for the use of the Collins Middle School Auditorium for a Caribbean Film Festival on March 30, 2019

VIII. Finance Report

IX. Subcommittee Reports

X. School Committee Concerns and Resolutions

XI. Public Comment #2: Questions and Comments from the Audience

XII. Adjournment

Respectfully Submitted by:

Angelica Alayon, Secretary to the
Salem School Committee

Salem School Committee
Meeting Minutes
Monday, February 4, 2019

A regular meeting of the Salem School Committee was held on Monday, February 4, 2019 at 7:07 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

Members Present: Ms. Mary Manning, Mr. James Fleming, Ms. Kristine Wilson, Ms. Ana Nuncio, Mr. Manny Cruz, Ms. Amanda Campbell, and Mayor Kimberley Driscoll

Members Absent: None

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

Call of Meeting to Order

Mayor Driscoll called the regular meeting of the Salem School Committee to order at 7:07 p.m.

Consent Agenda

- Minutes of the School Committee meeting held January 22, 2019
- Approval of Warrants: 1/31/19 in the amount of \$601,372.80, 2/7/19 in the amount of \$149,826.68

Mr. Fleming motioned to approve the Revised Consent agenda. Ms. Manning seconded the motion. The motion carried.

Approval of the Agenda

Mr. Fleming moved to approve the Agenda as presented. Ms. Wilson seconded the motion. The motion carried.

Public Comment #1: Questions and comments from the audience

There were no questions or comments from the audience

Presentation and Reports

Superintendent's Report – Margarita Ruiz

Superintendent Ruiz congratulated Kelly Cronin, Special Education Teacher and project leader for the Farm-To-School Institute at Witchcraft Heights Elementary School. Ms. Cronin was awarded the Teacher Champion award for 2018 and 2019 from Project Bread, in partnership with Blue Cross Blue Shield of Massachusetts and the American Federation of Teachers. Ms. Cronin will receive a \$500 stipend, as part of this award, for personal use and \$1,000 to invest in the school's institution program at Witchcraft Heights. Superintendent Ruiz continued that Ms. Cronin will lend her expertise for leadership recognition, address hunger in the classroom, speak at Project Bread events, appear in a Congress solutions video and be featured in media to raise awareness on child hunger and community solutions.

Superintendent Ruiz announced that the Saltonstall School would be hosting a free book discussion with best selling author Julie Morgenstern on Wednesday, February 13, 2019 from 7-8pm. Ms. Morgenstern is the author of the new '*Time to Parent: Organizing Your Life to Bring Out the Best in Your Child and You*' book. Ms. Ruiz shared that the author interviewed several parents of students at the Saltonstall School as part of her research for this book and will have a discussion about her book at the free book discussion on that evening. Superintendent Ruiz invited all parents of the Salem community to join Ms. Morgenstern next Wednesday at the free book discussion.

Superintendent Ruiz announced that Salem Public Schools, in partnership with Lynn Public Schools, received a \$300,000.00 grant from the Department of Education for both districts to begin research on dual-language programs and to provide their teachers with professional development to implement Spanish/English Dual

Language program, beginning with Kindergarten grade level for the 2020-2021 school year. Superintendent Ruiz continued that the goal would be to grow the program to Grade 1 in subsequent years. Ms. Ruiz said this would be a great opportunity to work with Lynn Public Schools. They will have the opportunity to partner with the Lynch School of Education at Boston College to provide coursework for in-service teachers through this grant. They will have opportunities to provide pre-service teachers with time for observation and practical experiences. A group of their teachers would receive the mandated specialized training and earn their Bilingual Instruction certification. The fund allows both Salem and Lynn districts to run the dual language task force, recruit potential teachers, select resources, develop curricula, establish procedures within the program, and partner with the Lynn neighboring district.

Superintendent Ruiz announced that the online survey link, regarding the school vacation and calendar, is now available on the school district's homepage. The link will also be shared through social media. Schools and partners are also encouraged to share it. They will have kiosks available at upcoming events, to allow parents to complete the survey, such as the 4th grade city concert and family nights, at larger school-based events during the month of February. Ms. Ruiz continued that they would have hardcopies of the survey available at Salem schools for families who do not have online access. Letters will be sent out to staff and families tomorrow to ensure they have access, and respond, to the survey. The survey is available in 5 languages: English, Spanish, Portuguese, Albanian, and Arabic. The School Committee would be provided with an update after all responses are gathered.

Other Reports

Update on the 2019-20 Salem High School Program of Studies

Ms. Jennifer DeStefano, Principal of Salem High School, introduced Dr. Emily Flores, Academic Dean at Salem High School, Mr. David Contreras, College and Career Center, Ms. Rachael Kozlowski, Social Studies Teacher, Mr. Graeme Marcoux, Science Teacher, and Mr. Craig Massey, Social Studies Teacher. Ms. DeStefano presented the draft of the program of studies for the Salem high school 2019-2020 school year. Salem High School team leaders presented changes and remissions to the program of studies at Salem High School, as part of the work with the redesign. Members of the team leaders talked about the process and lens of the work, the College and Career Pathways Initiative program as well as the review of the proposed new course additions, the few modifications, and a number of course deletions to the program of studies. Programs are reviewed annually and deleted programs can be reintroduced/added as needed; the program of studies is adaptable and changeable to meet the needs of the students and their schools. The team members talked about the next steps: curricula development, teacher support, summer design workshops, the work to enlist community partnerships, and resource budgeting needs.

Members asked questions, shared feedback, and engaged in discussion.

Action Items: Old Business - None

Action Items: New Business

Deliberation and Vote on the 2019-20 Program of Studies at Salem High School

Mr. Fleming motioned to approve the presented draft program of studies at Salem High School. Ms. Wilson seconded the motion. The motion carried.

Deliberation and Vote to Approve the Submission of a Statement of Interest (SOI) to the MSBA (Massachusetts School Building Authority) for the Replacement of the Boilers at the 25 Memorial Street Building, Housing Both BACS and the ECC

Discussion

Ms. Shaver updated School Committee members on the reason for the Statement of Interest (SOI), its purpose and process. Members asked questions and engaged in discussion. Mayor Driscoll read the specific vote language (that they would be voting on) aloud:

SCHOOL COMMITTEE VOTE:

“Resolved: Having convened in an open meeting on February 4, 2019, prior to the SOI submission closing date, the School Committee of Salem, Massachusetts, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated February 15, 2019 for the Bentley School located at 25 Memorial Drive, Salem, MA 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: Replacement of the boiler system to increase energy conservation and decrease energy related costs in a school facility

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 to filing an application for funding with the Massachusetts School Building Authority.”

Mr. Fleming motioned to approve the submission of a Statement of Interest for the MSBA Core Building program for the Bentley School. Ms. Manning seconded the motion. The Motion carried. The Salem School Committee unanimously approved the submission of a Statement of Interest (SOI) to the MSBA (Massachusetts School Building Authority) for the replacement of the boilers at the 25 Memorial Street building, housing both BACS and the ECC. The motion carried.

Finance Report

Budget Transfers

The Saltonstall Elementary School requests the following transfer to allow for the purchase of additional instructional supplies through the end of the school year:

Account Description/Use	Account Number	Amount From	Amount To
Contract Services	13570721-5860	\$700.00	
Instructional Supplies	13570721-5514		\$700.00

Mr. Fleming moved to approve the FY19-10 budget transfer. Ms. Wilson seconded the motion. The motion was approved.

The Bates Elementary School requests the following transfer to allow for additional teacher professional development and the purchase of additional instructional supplies through the end of the school year:

Account Description/Use	Account Number	Amount From	Amount To
Stipends	13570220-5150	\$5,000.00	
Contract Services	13570221-5320		\$3,000.00
Instructional Supplies	13570221-5514		\$2,000.00

Mr. Fleming moved to approve the FY-19-11 budget transfer. Mr. Cruz seconded the motion. The motion was approved.

Subcommittee Reports - None

School Committee Concerns and Resolutions

Ms. Manning acknowledged the good work of the 8th grade Collins Middle School team, who received rave reviews by the Massachusetts Association of School Superintendents at their midwinter conference panel discussion on the use of technology. Mr. Fleming inquired about a previous conversation regarding an increase to substitute pay and if that was approved. Mayor Driscoll confirmed that it was.

Public Comment #2: Questions and comments from the audience - None

Adjournment

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

Respectfully submitted by:

Angelica Alayon, Secretary to the
Salem School Committee

Kimberley Driscoll, Mayor
Salem School Committee Chair

Meeting Materials and Reports

School Committee Consent Agenda February 4, 2019

Minutes of the January 22, 2019 School Committee meeting

2019-20 Salem High School (SHS) Program of Studies

Required Form of Vote to Submit A Statement of Interest (SOI) to MSBA for replacement of boilers at 25 Memorial Street Building

Massachusetts School Building Authority Next Steps to Finalize Submission of FY2019 Statement of Interest

Budget Transfers

The Salem Public Schools City of Salem

Salem High School
Cynthia Napierkowski, Coordinator of Music

77 Willson St., Salem, MA 01970
(978) 740-1136 Fax (978) 740-1110

January 31, 2019

Ms. Jennifer DeStefano, Principal
77 Willson St.
Salem, MA 01970

Dear Ms. DeStefano,

I am writing on behalf of the percussion ensemble and winter colorguard to respectfully request permission to attend an out of state trip to Salem, NH to compete in a regular season NESBA winter activities competition on Saturday, March 9, 2019.

This one day trip departs and returns on a Saturday and therefore students will miss no school in order to participate in this event and no overnight accommodations are necessary. Transportation will be by Salem Public Schools bus. Students will bring their own lunch and money for dinner at the concession stand at the competition.

Should you have any questions, please do not hesitate to contact me at the high school at 978-740-1136.

Sincerely yours,



Cynthia Napierkowski
Band, Colorguard & Percussion Ensemble director

Approved JD

Field Trip Request Form - Salem Public Schools

Last Updated June 7, 2017

Directions: All teachers and others seeking to take students on a field trip must obtain permission from the school principal. The school nurse must also review and sign off on each field trip. For local trips, please complete this form at least two weeks prior to the date of the proposed field trip. All overnight and/or out-of-state field trips require School Committee approval and must be submitted at least one month prior to the field trip.

I. General Information

Name of School	Salem High School	Date of Request	1/31/19	Date of Field Trip	3/9/19
Coordinator	Cynthia Napierkowski				
Coordinator Contact Info	Phone:	978-790-1511	Total Number of Students	Departure Time	Return Time
	Email:	cnapierkowski@salem.k12.ma.us			
Grade Level(s)	7-12		Location and Duration		
Destination <small>Please identify that place AND the specific location and address for the trip.</small>	NESBA competition for Percussion Ensemble and Winter Colonnade		<input type="checkbox"/> Local trip within Salem/North Shore <input type="checkbox"/> In-state - within MA <input checked="" type="checkbox"/> Out of state - travel to another state <input type="checkbox"/> Within the normal school day <input checked="" type="checkbox"/> Beyond normal school hours <input type="checkbox"/> Overnight trip		
			SALEM NH		

II. Learning and Accessibility

Instructional Alignment	Accessibility and Inclusion for All Students
<input type="checkbox"/> Alignment: The trip is aligned to standards <input type="checkbox"/> Preparation Plan: Students will be prepared for trip <input type="checkbox"/> Post-Trip Plan: Students will synthesize learning Comments: Extra-curriculum activity	<input checked="" type="checkbox"/> I understand district policy that all students have access to field trips <input checked="" type="checkbox"/> I will ensure that all students (e.g., students with disabilities, English language learners, etc.) have the appropriate supports they need for trip Comments:

III. School Nurse Review and Approval (School Nurse Signature Required)

Has the school nurse been notified of this field trip?	Has the roster of students been shared and any medical concerns reviewed?	Will an on-site nurse be needed for this field trip?
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
School Nurse Signature: <i>Karen Murray, RN</i>		Date: 2/7/19

IV. Food Services

Has the school's cafeteria manager been notified of this field trip?	Will the students be eating lunch at the school on the date(s) of the trip?	Are you requesting any bag lunches or other food for this trip?
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No How many? _____
Comments:		

V. Transportation (Please fax all SPS bus transportation requests to 978-825-5542)

What is the means of transportation you will need for this trip?	<input type="checkbox"/> SPS Bus (local destinations only) <input type="checkbox"/> Private vendor (you arrange on own) <input type="checkbox"/> Specialized transportation needed	<input type="checkbox"/> Public transportation <input type="checkbox"/> Walking <input type="checkbox"/> Other: _____
SPS BUS	Pick Up Time: <i>previously arranged</i>	Return Time:
If SPS Bus needed, please specify the following information:	Pick Up Location: <i>arranged</i>	Return Location:

VI. Parent Involvement & Background Checks (Call 978-740-1115 with questions)

Will any parents or volunteers be participating in this trip?	Will any have "direct and unmonitored contact" with students?	CORI required for ALL parents & volunteers (please submit forms 1-2 weeks ahead). Fingerprints required for those who will have direct & unmonitored contact with students
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

VI. Principal Review and Approval (Required for ALL Field Trips)

School Principal Signature: <i>Jennifer DeStefano</i>	Date:
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Memorandum

To: Ms. Margarita Ruiz, Superintendent of Schools

CC: file

From: Jennifer DeStefano, Salem High Principal



Date: Feb. 15, 2019

Re: Out of State –Bow High School, Bow, New Hampshire

This is to recommend the Drama Club's field trip to Bow High School, Bow, NH. This year's trip will take place on March 23, 2019. The trip will give our students the opportunity to visit Bow High School and watch their drama club students' presentation. Advisor Ms. Goodwin and two additional music teachers will be taking fifty-two drama students. They will be leaving the high school at noon and returning at 6:00PM.

This needs to be presented to the School Committee for approval so that additional planning can be completed. Thank you for your attention to this matter.

Please call me if you have any questions or concerns.

Attachment

Field Trip Request Form - Salem Public Schools

Last Updated June 7, 2017

Directions: All teachers and others seeking to take students on a field trip must obtain permission from the school principal. The school nurse must also review and sign off on each field trip. For local trips, please complete this form at least two weeks prior to the date of the proposed field trip. All overnight and/or out-of-state field trips require School Committee approval and must be submitted at least one month prior to the field trip.

I. General Information				
Name of School	Salem High School	Date of Request	Date of Field Trip	
Coordinator	Lianne Goodwin	2/15/19	3/23/15	
Coordinator Contact Info	Phone: 573-529-3547 Email: lgoodwin@salemki2.org	Total Number of Students	Departure Time	Return Time
Grade Level(s)	9-12	52	12:00	6:00
Destination <small>Please identify that place AND the specific location and address for the trip.</small>	Bow High School 55 Falcon Way Bow, NH 03304	Location and Duration		
		<input type="checkbox"/> Local trip within Salem/North Shore <input type="checkbox"/> In-state - within MA <input checked="" type="checkbox"/> Out of state - travel to another state <input type="checkbox"/> Within the normal school day <input checked="" type="checkbox"/> Beyond normal school hours <input type="checkbox"/> Overnight trip		

II. Learning and Accessibility	
Instructional Alignment <input checked="" type="checkbox"/> Alignment: The trip is aligned to standards <input checked="" type="checkbox"/> Preparation Plan: Students will be prepared for trip <input checked="" type="checkbox"/> Post-Trip Plan: Students will synthesize learning Comments:	Accessibility and Inclusion for All Students <input checked="" type="checkbox"/> understand district policy that all students have access to field trips <input checked="" type="checkbox"/> I will ensure that all students (e.g., students with disabilities, English language learners, etc.) have the appropriate supports they need for trip Comments:

III. School Nurse Review and Approval (School Nurse Signature Required)		
Has the school nurse been notified of this field trip?	Has the roster of students been shared and any medical concerns reviewed?	Will an on-site nurse be needed for this field trip?
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
School Nurse Signature:		Date: 2/15/19

IV. Food Services		
Has the school's cafeteria manager been notified of this field trip?	Will the students be eating lunch at the school on the date(s) of the trip?	Are you requesting any bag lunches or other food for this trip?
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No How many? _____
Comments:		

V. Transportation (Please fax all SPS bus transportation requests to 978-825-5542)		
What is the means of transportation you will need for this trip? Bus	<input type="checkbox"/> SPS Bus (local destinations only) <input checked="" type="checkbox"/> Private vendor (you arrange on own) <input type="checkbox"/> Specialized transportation needed	<input type="checkbox"/> Public transportation <input type="checkbox"/> Walking <input type="checkbox"/> Other: _____
If SPS Bus needed, please specify the following information:	Pick Up Time: 12:00 PM Pick Up Location: Salem High	Return Time: 6:00 from Bow High Return Location: Salem High

VI. Parent Involvement & Background Checks (Call 978-740-1115 with questions)		
Will any parents or volunteers be participating in this trip?	Will any have "direct and unmonitored contact" with students?	CORI required for ALL parents & volunteers (please submit forms 1-2 weeks ahead). Fingerprints required for those who will have direct & unmonitored contact with students
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

VI. Principal Review and Approval (Required for ALL Field Trips)	
School Principal Signature:	Date: 2/15/19

HIGHROCK NORTH SHORE

February 21, 2019
Superintendent Margarita Ruiz
Salem Public Schools
29 Highland Avenue
Salem, MA 01970

RECEIVED

FEB 22 2019

S.P.S.
Supt.'s Office

Dear Superintendent Ruiz and the School Committee,

First, please accept our apologies in the delay of submitting payment for last year's facility rental fee for use of the Saltonstall School. We transitioned Treasurers this past summer, and payment appears to have been missed in the transition.

Upon notification that last year's facility usage fee was still due, it came to my attention that we were charged both for facility usage and for a custodian to be present. We are eager to bring our account current, however, we noticed that we were charged for both the facility and the custodial fee, unlike our first year at Saltonstall.

Due to our non-profit status and because of our endeavors to support the city of Salem through our immigration legal clinic subsidiary, Open Door Immigration Services, the school committee waived the facility fee portion of the rent in 2017.

We therefore respectfully request a similar facility fee waiver for the previous 2018 bill, as well as a facility fee waiver for our subsequent 2019 Easter celebration at the Saltonstall School.

Please do not hesitate to contact me if you have any additional questions.

Sincerely yours,

Aaron B Engler

Lead Pastor

Request from Salem Resident



GonzalezMejia, Scarlett <gonzalezmejs@merrimack.edu>

Tue 2/19/2019 12:27 PM

To: mayor@salem.com; mmanning@salem.com; ● James Fleming; mcruz@salem.com; Ana Nuncio <anuncio@salem.com>; kwilson@salem.com; ✓ Angelica Alayon ^



Inbox

You forwarded this message on 2/19/2019 12:30 PM

Dear Salem School Committee,

My name is Scarlett González Mejía.

I arrived in Salem, MA as a young child in 1998 from the Dominican Republic with my family's dream to have a better life and education. I am proud that Salem schools offered me the education I needed to grow and discover my purpose and future career.

From Nathaniel Bowditch School to Salem High School, my grades, dedication, and passion for education allowed me to succeed during my four years at Endicott College in Beverly, MA, graduating in the Honor's Program. Now, I am currently enrolled at Merrimack College as a Master student to receive a M.Ed. degree in Community Engagement.

As part of my final Social Justice Education Capstone Project, I am creating a Film Festival called *Kiskeya Reimagined* followed by community discussions to explore the realities of life and the conflict between Haiti and the Dominican Republic. Besides the film itself, I am also inviting panelists from the Dominican Republic and Haiti, as well as people who work in this field to talk about their personal experience or knowledge of the subject to speak to Haitian and Dominican communities of the North Shore.

Because my master's program is an accelerated program with a required additional 25- hour a week fellowship, I am not able to work during this year and have low funds for the venue spaces that are available to rent for such an event. As of now, the cost of hosting my event at Collins Middle School is around \$460.65 *not* including the extra liability insurance fee. Could the school committee consider reducing the price or waiving some of the fees?

I hope you will consider my request and help me achieve this next milestone in my future. I appreciate your time and consideration.

Thank you,

Scarlett González Mejía

