



School Committee Meeting Materials

Regular School Committee Meeting

May 14, 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”

May 14, 2019

REGULAR SCHOOL COMMITTEE MEETING

Notice is hereby given that the Salem School Committee will hold a Regular School Committee meeting on Tuesday, May 14, 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 of the Whole (COW) meeting held May 6, 2019
- b. Minutes of the Regular School Committee meeting, Continuation of the Public Hearing on the Proposed FY20 Budget, and Public Hearing on Inter-District School Choice held May 6, 2019
- c. Deliberation and Vote of the New Liberty Innovation School Out-of-State Field Trip Requests to Cardigan Mountain and Lodge, Alexandria, NH on May 28-29, 2019 and Tuesday, June 18, 2019 to Canobie Lake Park, Salem, NH
- d. Deliberation and Vote of the Salem High School Music Department’s annual Fun Field Trip to Canobie Lake Park, Salem, NH on June 14, 2019 at 4pm
- e. Approval of Warrants: 5/16/19 in the amount of \$152,898.65

III. Approval of the Agenda

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

V. Presentations and Reports

Acting Superintendent’s Report – Kate Carbone

VI. Executive Session

The School Committee will enter Executive Session, under Exemption 7, to comply with MGL c. 30A s.22(g)(2) (Review of executive session minutes from April 15, 2019 and April 25, 2019 to determine whether the minutes or portions thereof can be released)

VII. Action Items: Old Business

VIII. Action Items: New Business

- a. Deliberation and Vote on the Approval of the Regular School Committee Meeting Schedule for July 1, 2019 – June 30, 2020
- b. Update on the recruitment and hiring process for selecting an experienced Interim Superintendent for the upcoming school year

IX. Finance Report

X. Subcommittee Reports

XI. School Committee Concerns and Resolutions

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

XIII. Adjournment

Respectfully submitted by:

Angelica Alayon, Secretary to the
Salem School Committee

Salem School Committee
Committee of the Whole Meeting Minutes
Monday, May 6, 2019

A Committee of the Whole (COW) meeting of the Salem School Committee was held on Monday, May 6, 2019 at 5:30 p.m. in the IMC Classroom 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: Kate Carbone, Acting Superintendent, Jill Conrad, Chief of Systems Strategy, Kristin Shaver, Business Manager, Phyllis Hardy, Executive Director of Multi-State Association of Bilingual Education (MABE), Rebecca Westlake, Director of English Learning and Bilingual Education, Nancy Meacham, ELL Coordinator, Salem Public Schools

Review and discuss the Look Bill and Dual Language Programming

Rebecca Westlake, Director of English Learning and Bilingual Education, updated the School Committee on the Look Act and where they are. Ms. Westlake explained that Massachusetts adopted the State Seal of Biliteracy. This is the 2nd year it is offered through Salem, the first year they opened it up for both Juniors and Seniors at Salem High and are seeing great interest. Ms. Westlake walked members through the Look Act Components of the presentation. Ms. Westlake explained that the Look Act opens up English Learner Programs Beyond SEI (Sheltered English Immersion) for everyone and opens up opportunities beyond dual language.

Ms. Westlake introduced Ms. Phyllis Hardy, Executive Director of Multi-State Association of Bilingual Education (MABE). The MABE role is an advocacy and program support group across Massachusetts and New England. Ms. Hardy's role is to support programs that are starting, that have been implemented for decades, and programs that need technical assistance. Ms. Westlake continued that Ms. Hardy's work with MABE was instrumental in passing the Look Act in 2017, and Ms. Hardy has partnered with them. Ms. Hardy updated the School Committee on what is happening with the Bilingual and Dual Language Education in Massachusetts and across the nation.

Ms. Hardy explained that the the previous law disposed of the Transitional Bilingual Education. They are now talking about Dual Language Education. The goal of the program, in Transitional Bilingual Education, is English Proficiency and allows teachers and schools to utilize the language that students come with, so that they do not stop learning the content. The goal is to come to a place where they have all their instructions in English, so that they can go into a mainstream classroom. Whereas the goal of the program, in a Dual Language Education program, is Bilingualism and Biliteracy – an entirely different model.

Ms. Hardy talked of the different state conditions of Bilingual Education, what is happening in Salem, and walked members through the presentation on the definition of Dual Language Education, and its essential components. Ms. Hardy shared there is tremendous commitment to growth, nationwide, of Dual Language Education programs where the goal is Bilingualism and Biliteracy and talked about research on Dual Language programs. Ms. Hardy expressed that many students who start in Kindergarten, and come to their Dual Language program, reach the level of proficiency, by the time they are in the 8th grade, that

current High School Seniors are working towards today to earn the Seal of Biliteracy. These students in the Dual Language program would likely earn the Seal of Biliteracy, with distinction, as they would still have four more years at the High School to continue learning the language.

Ms. Hardy emphasized that the Dual Language Education program is a program for all students. The curriculum is the same standards curriculum in classrooms; that does not change. What changes is that the instruction occurs through two languages: English and another language. In this case, Spanish is going to be the partnering language. Ms. Hardy talked of some very essential components of the Dual Language program and four goals of the Dual Language Education.

Nancy Meacham, ELL Coordinator, Salem Public Schools, provided a brief history of the implementation of the previous Dual Language program in Salem, housed at Federal Street and then as a program within the former greater Nathaniel Bowditch school. Ms. Meacham talked of its success and reason for its discontinuation due to need for staff, financial challenges, and intense focus on student accountability.

Ms. Westlake mentioned she is thinking of using the Federal grant for the Puerto Rico Relief funds grant for next year to try to fund a Spanish speaking Kindergarten teacher to co-teach in order to start a pipeline. Ms. Westlake talked about the community forum on May 22nd. School Committee, and members of the audience, were handed an invitation. Ms. Westlake explained they have a keynote speaker, who had also spoken at the MABE annual conference, who will be coming to work with Lynn and Salem. She would be helping them do a lot of the work around technical things they need to think about, how much literacy, what the curriculum looks like, and what to think about with the placement of the program, for example.

School Committee members agreed this is a path they want to continue to support and look forward to more information and results.

Adjournment

There being no further business to come before the School Committee of the Whole (COW) meeting this evening, Mr. Cruz motioned to adjourn. Ms. Nuncio seconded the motion. The motion carried. The meeting was adjourned at 6:50pm.

Respectfully submitted by:

Angelica Alayon, Secretary
Salem School Committee

Meeting Materials

School Committee of the Whole (COW) Meeting Agenda

Look Bill and Dual Language Presentation

Revised FAQ Salem's Plan for a New Two-Way Dual Language Program

Artifact: Dual Language Letter From Jo Sullivan March 12, 2019

Artifact: Bilingual Program Letter From Alex Mancebo

Salem School Committee
Meeting Minutes
Monday, May 6, 2019

A Special School Committee Meeting and Public Hearing of the Salem School Committee was held on Monday, May 6, 2019 at 7:02 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: Kate Carbone, Acting Superintendent, Jill Conrad, Chief of Systems Strategy, Kristin Shaver, Business Manager, and Kelley Rice, Chief of Communications

Call to Order

Mayor Driscoll called the Special School Committee Meeting and Public Hearing of the Salem School Committee to order at 7:02 p.m.

Approval of the Amended Consent Agenda

Mr. Fleming motioned to approve the Amended Consent Agenda as presented. Ms. Wilson seconded the motion. The motion carried.

Approval of the Agenda

Mr. Fleming motioned to approve the Agenda as presented. Mr. Cruz seconded the motion. The motion carried.

Public Comment #1: Questions and Comments From the Audience

Alexa Ogno, 180A Federal Street, President of the Salem Education Foundation, extended an invitation to their event at Stella's Restaurant and Wine Bar, at 94 Lafayette Street, this Thursday night, May 9, 2019 from 6-10pm. Teachers would be their guests and would not be charged.

Lori Marena, 115 North St., Social Studies History Teacher at Salem High School, discussed the potential loss of an Adjustment Counselor at Salem High School and added that she understands the cut of an adjustment counselor is not a true cut to the district as the position would be a relocation to one of the Salem elementary schools. Ms. Marena explained the reasons why she thinks that addressing the rise of mental health challenges is very important in Salem schools and that losing that Adjustment Counselor position, at the High School, would be detrimental to students. Ms. Marena asked the School Committee to please consider reinstating the Adjustment Counselor position at the High School.

Ann Berman, 1401 Crane Brook Way, Peabody, MA, invited the public and members of the School Committee to their All City extravaganza on Wednesday night, May 8, at the high school auditorium at 6pm. Ms. Berman shared her thoughts on the cut of the High School AP Music Theory, due to low enrollment, and asked the School Committee to please consider not cutting the AP Music Theory Program.

Donna Fritz, 57 Summit Street, talked of increased disruption in school classrooms, the need for behavior specialists to support teachers in classrooms, and shared her worry that the Witchcraft Heights Elementary School would not have enough behavior specialists, as needed.

Continuation of the 4/29/19 Public Hearing Regarding the Proposed FY20 Budget

No members of the public came forward to speak during the continuation of the public hearing.

Discussion

Mayor Driscoll talked about the High School Adjustment Counselor position and explained that staff at the central office is planning to meet with the team, at the high school, to better understand what a realignment would look like, in terms of ratios and the caseloads at hand. Ms. Driscoll explained that based on the information they have at this time, the ratio at the high school is 150 to 1 and the elementary school has 300 to 1. Mayor Driscoll continued that it is very important to also address the socio-emotional needs of students at the earlier grades.

Mr. Fleming requested response to a concern he previously shared, relative to the Parent-Child Home Program in Salem. Ms. Manning, Ms. Shaver, Ms. Carbone, and other School Committee members agreed that the grant has many restrictions on how it is to be used. Ms. Carbone explained that there is a heavy over-reliance on purchasing materials as opposed to servicing students. The arrangements that are in place not only supports the position of the coordinator for the Parent-Child Home program but also provides freedom from the restrictions of the grant and would allow to expand the program to include more families.

Ms. Carbone talked about the cut of the AP Music Theory class and shared that she believes there is a very low request for it. There is no intent to cancel the class but to offer it perhaps as an independent study or on a different route where students would be able to access that content. Ms. Manning clarified that the entire AP Music program would not be cut as there are other classes. Ms. Carbone explained that the goal would be to deliver the AP Music Theory content and course for the students who have signed up for it either in an alternate way or by offering the class. Ms. Carbone continued that she is aware there is a very low request for that course, at this time. Ms. Campbell asked Ms. Carbone, for clarification, that the course is still in the program studies and that, pending enrollment, is still in the possibility that it would be offered in the future and not a complete removal of the course. Ms. Carbone agreed. Ms. Manning added that this same discussion took place, in some detail, at a recent Parent forum.

There being no further questions or comments regarding the Proposed FY20 Budget, Mr. Fleming motioned to close the public hearing. Ms. Manning seconded the motion. The motion carried.

Acting Superintendent's Reports – Kate Carbone

Ms. Carbone reported that the Middle School Stem Career night took place on April 9, 2019 at Collins Middle School. More than 165 students, in grades 5 through 8, attended along with 75 parents. This was an event sponsored by the Read Trust. It was their first year at the Middle School level. Ms. Carbone explained they have been offering a free 6-weeks STEM afterschool programming, for students in grades 3 and 4 at each of the elementary schools. Ms. Carbone talked of the summer vacation academy, during the April vacation where 65 Fifth Grade students participated in the STEM camp taught by Salem Science teachers and coaches. Groups participated in activities and had breakfast and lunch. Students were provided with transportation and able to each take a science book.

Ms. Carbone provided a follow-up on the Committee of the Whole (COW) meeting, on April 22, 2019, to review and discuss results of interviews with former Nathaniel Bowditch School (NBS) students and families. Ms. Carbone reported that the meeting was recorded by Salem Access Television Corporation (www.satvonline.org) and copies of the report are now available on the website in both English and Spanish, per the School Committee's request. The documents are posted on the website, along with the link to the recording. Ms. Carbone stated that these are the first steps in their commitment to tracking the progress of former Nathaniel Bowditch School students in their new schools. Ms. Carbone informed

everyone that they are convening a team to review and discuss data points that can be gathered as indicators of progress before MCAS, and they have many amazing teachers, throughout the Salem district, that go above and beyond each day to provide students with challenging, meaningful, and exciting learning opportunities. The teaching staff is an enormous asset and they are extremely grateful for their expertise and care. In light of Teacher Appreciation week, and on behalf of the district team, Ms. Carbone thanked all Salem Public School teachers for their hard work, commitment, and dedication to students.

Presentations and Reports – There were no other presentations and reports

Public Hearing

Public Hearing on Salem Public Schools' Participation in the Inter-District School Choice Program for 2019-2020

Mr. Fleming motioned to open the public hearing on Salem Public Schools' participation in the Inter-District School Choice Program for 2019-20. Ms. Manning seconded the motion. The motion carried.

Discussion

Mayor Driscoll explained that the School Committee talked about this at the last meeting that they are essentially planning in following the same choice model that is currently in place in terms of numbers and locations of schools. There were no public questions or comments from the audience or School Committee members.

There being no further questions or comments regarding Salem's participation in the Inter-District School Choice Program for 2019-20, Ms. Manning moved to close the public hearing. Mr. Fleming seconded the motion. The motion carried.

Action Items: Old Business - None

Action Items: New Business

Deliberation and Vote on the Proposed FY20 Salem Public Schools Personnel Budget in the amount of \$47,169,465

Discussion

Mr. Fleming stated he would not be supporting the proposed Personnel Budget due to the loss of the Salem High School Adjustment Counselor and the addition of a 3rd Assistant Principal at Salem High School (another Administrator at the high school). Mr. Cruz reiterated his comments from the last meeting regarding the addition of an Assistant Principal position, shared that he had numerous conversations with others at the high school and found there is a need to support the two current assistant principals. Mr. Cruz continued that he feels adding a 3rd person puts them on a better track to ensure the Principal and Assistant Principals feel supported. Ms. Manning shared that she understands if the high school expresses a need for this support, as Assistant Principals are revolving administrators who are most in frontline with the students.

Ms. Campbell echoed that the Finance Subcommittee met with principals and heard more about their proposed budgets. Ms. Campbell said she supports the principals who develop their budget, though have had to make some cuts, and tradeoffs that building leaders chose to make. Ms. Nuncio supports the budget and shared abiding concerns about the Adjustment Counselor at the High School.

Ms. Campbell motioned to approve the proposed FY20 Salem Public Schools Personnel Budget in the amount of \$47,169,465. Ms. Wilson seconded the motion. Mr. Fleming is recorded as opposed.

Mr. Fleming called for a Roll-Call Vote on the approval of the Personnel Budget, in the amount as stated on the agenda:

School Committee Secretary Roll Call:

Ms. Mary Manning	Yes
Mr. James Fleming	No
Ms. Kristine Wilson	Yes
Ms. Ana Nuncio	Yes
Mr. Manny Cruz	Yes
Ms. Amanda Campbell	Yes
Mayor Kimberley Driscoll	Yes

7 Members voted, 6 in the *affirmative*, 1 in the *negative*. Mr. Fleming is recorded as opposed. The matter carried on a vote 6-1.

Deliberation and Vote on the Proposed FY20 Salem Public Schools Non-Personnel Budget in the amount of \$12,644,465

Discussion

Mr. Fleming stated he would not support the Non-Personnel Budget amount of \$12,644,465 as he does not believe that the Parent-Child Home Program would serve fewer families.

Ms. Shaver reported there is a typo in the dollar amount; the Non-Personnel Budget dollar amount should read \$12,664,082.

Mr. Cruz followed up on a concern he previously shared with School Committee members as to whether the existing school budget would be able to support student voice in the district, perhaps providing for some type of funding for the students that are going to be in the Student Advisory Council to head conferences, receive professional development training that would lend itself to the pipeline of the future. Mr. Cruz said he wonders if these would be accounted for in the existing Non-Personnel Budget. Mayor Driscoll responded that she spoke with the school acting superintendent last week and they feel there are enough funds within the high school budget to accommodate transportation, costs for conferences, and needs.

Mr. Cruz motioned to approve the proposed FY20 Salem Public Schools Non-Personnel Budget dollar amount of \$12,644,082, as amended. Ms. Campbell seconded the motion. Mr. Fleming is recorded as opposed.

Mayor Driscoll asked for School Committee Secretary Roll Call on the approval of the Non-Personnel Budget dollar amount of \$12,644,082, as amended:

School Committee Secretary Roll Call:

Ms. Mary Manning	Yes
Mr. James Fleming	No
Ms. Kristine Wilson	Yes
Ms. Ana Nuncio	Yes
Mr. Manny Cruz	Yes
Ms. Amanda Campbell	Yes
Mayor Kimberley Driscoll	Yes

7 Members voted, 6 in the *affirmative*, 1 in the *negative*. Mr. Fleming is recorded as opposed. The matter carried on a vote 6-1.

Deliberation and Vote on the Proposed FY20 Salem Public Schools Budget in the amount of \$59,833,547

Discussion

Mr. Fleming stated that he votes against the proposed FY20 Salem Public Schools Budget in the amount of \$59,833,547, because of his objections to the Personnel and Non-Personnel Budget.

Ms. Manning motioned to approve the proposed FY20 Salem Public Schools Budget in the amount of \$59,833,547 as stated on the agenda. Ms. Campbell seconded the motion. Mr. Fleming is recorded as opposed. The motion carried.

Deliberation and Vote on the Proposed FY20 Bentley Academy Charter School Budget in the amount of \$3,277,144

Discussion

Mr. Fleming asked if this dollar amount is Per Capita, because the Board of Trustees, not the School Committee, sets the Charter School budget. Mayor Driscoll responded she understands it is based on a formula, on the number of students.

Mr. Fleming motioned to approve the proposed FY20 Bentley Academy Charter School Budget in the amount of \$3,277,144. Ms. Nuncio seconded the motion. The motion carried.

Deliberation and Vote on the Superintendent's Recommendation to Participate in the Inter-District School Choice Program for 2019-20

Mr. Fleming motioned to approve the Deliberation and Vote on the Superintendent's Recommendation to participate in the Inter-District School Choice Program for 2019-20. Ms. Wilson seconded the motion. The motion carried.

Ratification of the Separation Agreement with Margarita Ruiz

Discussion

Mayor Driscoll outlined the terms of the proposed agreement. Mr. Fleming announced that Ms. Ruiz would be available to the district for transitional, and other, purposes from present time until June 30, 2019. Mayor Driscoll and Ms. Nuncio shared their appreciation for Superintendent Ruiz's contributions to the district.

Mr. Fleming motioned to approve the Ratification of the Separation Agreement with Margarita Ruiz. Ms. Wilson seconded the motion. The motion carried.

Deliberation and Vote on the Appointment of Kate Carbone as Acting Superintendent through June 30, 2019

Discussion

Mayor Driscoll thanked Ms. Carbone for her willingness to step in provide some leadership. There is a process on the way for an Interim Superintendent as Ms. Carbone has indicated she does not want to be an Interim beyond the school year, thus the School Committee is seeking a qualified Interim. Mayor

Driscoll continued they are looking forward to moving that process forward and commented that the School Committee would work towards a compensation for her additional duties.

Mr. Fleming motioned to approve the Appointment of Kate Carbone as Acting Superintendent through June 30, 2019. Ms. Wilson seconded the motion. The motion carried.

Deliberation and Vote on Response to an Open Meeting Law Complaint that was filed against the Committee regarding the April 15, 2019 meeting.

Discussion

Mayor Driscoll explained there were three aspects, with respect to the concerns of a Special School Committee meeting, posted on April 10, 2019 and held on April 15, 2019. The concerns were that the School Committee met on a holiday, violated a review of the Superintendent, in Executive Session and that a Roll Call Vote to go into Executive Session was not made. Mayor Driscoll communicated that the School Committee Counsel responded with the findings, in accordance with the law, that there is no violation of that meeting held on that holiday, that a roll call vote was made, as mandated, and that the School Committee did not violate any term of the executive session by evaluating the Superintendent, during that time period.

Mr. Cruz motioned to adopt the response of the School Committee Counsel. Mr. Fleming seconded the motion. The motion carried.

Deliberation and Vote on the use of the Dominion funds for the Digital 1:1 Program

Discussion

Mayor Driscoll explained that up to \$85,000.00 of the Dominion funds may be used to support the Digital 1:1 Program as part of their effort to roll out the program at the high school, so that all grades would have access to the Chrome Books. Using the Dominion funds would allow the use of capital dollars for a one-time expense.

Mr. Fleming motioned to approve the use of the Dominion funds for the Digital 1:1 Program. Ms. Wilson seconded the motion. The motion carried.

Finance Report - None

Subcommittee Reports - None

Ms. Nuncio reported that the Policy Subcommittee would be meeting again on May 10, 2019, have two other scheduled meetings, and have a number of policies that require input from their legal department. The Policy Subcommittee would be reaching out to counsel for those remaining policies in the 4000s category and the 5000s category for Students and Instructions.

Mr. Fleming reported that the Buildings and Grounds Subcommittee would be meeting to review and discuss two matters.

School Committee Concerns and Resolutions

Mr. Fleming reminded the School Committee of their annual school schedule for the upcoming school calendar year and the appointment of the Vice Chair position. Ms. Manning shared her thoughts regarding Superintendent Ruiz's dedication and contributions to the district and sadness regarding her leave.

Public Comment #2: Questions and Comments From the Audience

Jillian Flynn, 3 Becket Street, Junior at Salem High School, shared her personal thoughts on the AP Music Theory class and explained that this class served as the gateway for many students who followed music at college. Ms. Flynn informed the School Committee that the class would not serve its purpose if offered as an independent study, because the person who teaches it is out on the district, throughout the day, as she teaches other classes both in elementary and at the high school. Ms. Flynn continued that the teacher's schedule is set to allow her to teach the classes accordingly and shared that the AP Music Theory class is a requirement for music. Ms. Flynn asked the School Committee on the status of the tennis courts at the high school.

Lori Marenda, 115 North St., thanked Mayor Driscoll and Mr. Cruz for responding to an email she sent out and Ms. Carbone for having met with her last week. Ms. Marenda stated that she would always be the voice of the students.

Fawaz Abusharkh of 4 Harrison Road, asked the School Committee if they have already started the search for the next Superintendent and shared his thoughts on the need to include an adjustment counselor at the high school to help serve the needs of the school.

Adjournment

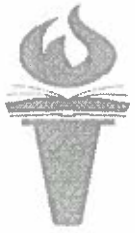
There being no further business to come before the School Committee this evening, Mr. Fleming entertained the motion to adjourn. Ms. Wilson seconded the motion. The meeting was adjourned.

Respectfully submitted by:

Angelica Alayon, Secretary
Salem School Committee

Meeting Materials and Reports

Special School Committee Meeting and Public Hearing Agenda May 6, 2019
Minutes of the April 22, 2019 School Committee of the Whole (COW) Meeting
Minutes of the April 22, 2019 Regular School Committee Meeting
Minutes of the April 29, 2019 Special School Committee Meeting and Public Hearing
Statement Copy From Audience Member Kathleen Coates
Collins Middle School 8th Grade Field Trip Request
Saltonstall School 8th Grade Out-of-State Field Trip Request
Salem Public Schools Fiscal Year 2020 Budget Draft
Recommendation Memo RE School Choice Program for 2019-20
OML Violation Complaint
OML Violation Complaint Form
School Committee OML Complaint Response
Proposed FY 2020 Budget Presentation
Salem Public Schools Superintendent Transition FAQs



NEW LIBERTY
INNOVATION SCHOOL

RECEIVED

MAY 09 2019

S.P.S.
Supt.'s Office

May 8, 2019

Salem Public Schools
School Committee

RE: Out Of State Trip Requests

Dear Committee,

This is a formal request of the School Committee to approve two upcoming out of state trips that New Liberty is planning on running.

The first is a trip to Cardigan Mountain and Lodge for six of our graduating seniors. We will be hiking over two days and staying in the Lodge for one night leaving on Tuesday, May 28th at 10:00 am and returning on Wednesday, May 29 by 7:30pm. I will be leading the trip along with another staff member and Youth Opportunities Program will be providing transportation via one of their vans.

The second trip will take place on Tuesday, June 18 and will be open to the entire school. We plan on going to Canobie Lake Park with all students and staff. We will leave at 9:30am and return by 5:00pm.

Thank you for your support of our students and school.

Sincerely,

Jennifer Thomas, SAC, LICSW
Coordinator of Counseling Services
New Liberty Innovation School
jenthomas@newlibertysalem.com
(978)825-3470

A Salem Public School
Two East India Square, Suite 200, Salem, MA 01970
Ph: 978-825-3470 Fax: 978-825-3475

Coaching Students for College, Career, and Community Involvement

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	New Liberty Innovation School	Date of Request	Date of Field Trip	
Coordinator	Jen Thomas	5/9/19	6/18/19	
Coordinator Contact Info	Phone: 978 825-3470 Email: jenthomas@newliberty.salem.ma.us	Total Number of Students	Departure Time	Return Time
Grade Level(s)	9-12	40	10AM	5PM
Destination <small>Please identify the place AND the specific location and address for the trip.</small>	Canobie Lake Park 85 N. Policy St Salem, NH New Hampshire	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 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"/> 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:
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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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
School Nurse Signature: 		Date: 5/10/19

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No How many? 40
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 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 checked="" type="checkbox"/> Other: Bus
If SPS Bus needed, please specify the following information:	Pick Up Time:	Return Time:
	Pick Up Location:	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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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

School Principal Signature: 	Date: 5/9/19
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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	New Liberty Innovation	Date of Request	Date of Field Trip	
Coordinator	Jennifer Thomas	5/9/19	5/28-5/29/19	
Coordinator Contact Info	Phone (978) 825-3470 Email: jenthomas@newliberty.salem.ma.us	Total Number of Students	Departure Time	Return Time
Grade Level(s)	12th grade seniors	6	10AM	7:30PM
Destination Please identify the place AND the specific location and address for the trip.	Cardigan Mountain and Lodge 774 Shem Valley Rd Alexandria, NH	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 type="checkbox"/> Beyond normal school hours <input checked="" 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"/> 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:
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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: 5/10/19

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 checked="" type="checkbox"/> Yes <input 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: Van transport
If SPS Bus needed, please specify the following information:	Pick Up Time: Pick Up Location:	Return Time: Return Location:
Vol Van		YOP


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: 5/9/19
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Memorandum

To: Ms. Kate Carbone, Superintendent of Schools
CC: file
From: Dr. Vittoria Pacifico, Salem High Principal 
Date: May 10, 2019
Re: Music Department's End of Year Field Trip

This is to recommend the Salem High Music Department be given permission to attend their annual Fun Field Trip to Canobie Lake Park, Salem, NH. on Friday, June 14, 2019 @4PM. No school will be missed because of the departure time of 4PM.

There will be a least one chaperone for every 10 students attending this trip and all have had an up to date CORI. The cost is \$30.00 per student, they have been fundraising to defray cost. The Music Department has taken this trip for more than forty years as a reward for the hard work and dedication of our students.

This needs to be brought before the School Committee for approval so additional plans can be made. Thank you for your attention to this matter.

Any questions or concerns please call my office.

**Regards,
Dr. Vittoria Pacifico**

Attachment

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

May 8, 2019

Dr. Vittoria Pacifico, Principal
77 Willson St.
Salem, MA 01970

Dear Dr. Pacifico,

I am writing on behalf of the music department students to respectfully request permission to attend our annual trip to Canobie Lake Park in New Hampshire on Friday, June 14, 2019.

The students will depart after school at 4pm and will therefore miss no school in order to attend this event (no overnight.) There will be at least one chaperone for every ten students attending this trip and all chaperones have been or will be completing CORI checks. Travel will be by Salem Public Schools' busses which have already been reserved. The cost is \$30 per student and we have already begun fundraising for those students who are unable to fund the trip themselves. The Music Department has taken this trip for more than 40 years as an annual reward for the hard work and dedication that the music students have demonstrated over the course of the year. It is a marvelous opportunity for our students to participate in a social, cultural and recreational activity. As this is an out of state trip, it will require School Committee approval.

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

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	C Napierkowski		5-10-19	6-14-19
Coordinator Contact Info	Phone: 978-790-1511 Email:	Total Number of Students	Departure Time	Return Time
Grade Level(s)	9-12	50-60	4pm	11pm
Destination <small>Please identify that place AND the specific location and address for the trip.</small>	Canobie Lake Park		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 type="checkbox"/> Beyond normal school hours <input type="checkbox"/> Overnight trip	

II. Learning and Accessibility	
Instructional Alignment <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: recreational trip	Accessibility and Inclusion for All Students <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 Hurst RN</i>		Date: 5/10/19

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: N/A		

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 checked="" 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: _____
If SPS Bus needed, please specify the following information:	Pick Up Time: 4PM Pick Up Location: SPS	Return Time: 11 PM Return Location: SPS

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>Victoria Pacifico</i>	Date: 5/10/19