



School Committee Meeting Materials

Regular School Committee Meeting

June 18, 2018

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.”

June 18, 2018

REGULAR SCHOOL COMMITTEE MEETING

Notice is hereby given that the Salem School Committee will hold a Regular School Committee meeting on Monday, June 18, 2018 at 7:00 p.m. The meeting will be held in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

AMENDED AGENDA

I. Call of Meeting to Order

II. Approval of the Agenda

III. Approval of Minutes

- a. Deliberation and Vote on the Minutes of the Regular School Committee Meeting held on May 21, 2018

IV. Questions and Comments from the Audience

V. Superintendent’s Report – Margarita Ruiz

VI. Presentation and Reports

Recognition of the FY18 Retirees

Recognition and Farewell to Margaret Marotta, Assistant Superintendent for Pupil Personnel Services

VII. Action Items

- a. Deliberation and Vote on the Proposed 2018-19 School Committee Schedule
- b. Deliberation and Vote on the Memorandum of Agreement (MOA) Regarding the 2014 MOU with the Salem Teachers Union Regarding Extended Learning Time
- c. Deliberation and Vote to Amend and Attach the FY19 STU Stipends to the SPS-STU Collective Bargaining Agreement

- d. Deliberation and Vote on the Revised Responsible Use Agreement for Grades 6 Through 12
- e. Report on the Deliberations of the Ad Hoc Naming Committee about the consideration of a new name for the school that will open at 79 Willson Street in September 2018. Discussion and Vote by the School Committee on the renaming of the school to move to 79 Willson Street.
- f. Deliberation and Vote on the Recommendation by the Superintendent on the Appointment of the New Executive Director for Pupil Personnel Services.
- g. Deliberation and Vote on the Saltonstall School 8th Grade Field Trip to Canobie Lake Park at Salem, NH on June 25, 2018
- h. Deliberation and Vote on the Salem High Golf Team Field Trip to Travel to Orlando, Florida From August 23 Through August 28, 2018.

VIII. Finance Report

- a. **Approval of Warrants**
 - May 31, 2018 in the amount of \$335,889.70
 - June 7, 2018 in the amount of \$89,361.56
 - June 14, 2018 in the amount of \$693,934.45
 - June 21, 2018 in the amount of \$261,417.17

- b. **Budget Transfers**

IX. Policy Subcommittee

- a. Deliberation and Vote on the First Reading of the Recommendation of the Policy Subcommittee on the Revisions to the Following Policies in the 5000-Policy Series:

- Policy 5413 School Property
 - Policy 5501 Acceptable Use and Media
 - Policy 5502 Network Etiquette

- b. Deliberation and Vote on the First Reading of the Recommendation of the Policy Subcommittee on the Revisions to Policy 3409 Revolving Fund

X. School Committee Concerns and Resolutions

XI. 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, May 21, 2018

A Regular meeting of the Salem School Committee and Public Hearing on Inter-District School Choice was held on Monday, May 21, 2018 at 7:05 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 for Teaching and Learning, Margaret Marotta, Assistant Superintendent for Pupil Personnel Services, Kristin Shaver, Business Manager, Jill Conrad, Chief of Systems Strategy, and Kelley Rice, Chief of Communications.

Call to Order

Ms. Manning called the Regular Meeting of the Salem School Committee to order at 7:05 p.m.

Approval of the Agenda

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

Approval of Minutes

Deliberation and Vote on the Minutes of the Regular School Committee Meeting Held May 7, 2018

Mr. Fleming motioned to approve the Minutes of the Regular School Committee meeting held May 7, 2018. Ms. Campbell seconded the Motion. The Motion carried.

Questions and Comments From the Audience

Carolina Soto, shared on behalf of the Destination Imagination (DI) Joes, that they have been working for essentially two years on the Destination Imagination competition. Ms. Soto provided details of the creative problem-solving program and asked the School Committee for financial support for their Destination Imagination Global competition that will take place at a college in Knoxville, Tennessee.

Nathaniel Bowditch School students shared their successes, personal experiences and self-growth as members of the Destination Imagination (DI). They asked the School Committee to please help them represent their Salem School, through financial contribution, to help them attend the Destination Imagination (DI) Global competition to properly represent the city of Salem.

Superintendent Report – Margarita Ruiz

Ms. Ruiz reported that the Bentley Academy held its 2nd lottery last week for the upcoming year. One hundred and twenty eight families opted into the lottery this year. Bentley will be fully enrolled to its capacity with 340 students in the coming year, and there is now a waiting list for all grade levels. Ms. Ruiz shared the turnaround work and innovative ways that teachers are using data to support student learning, improved communications, challenges, and school culture. Superintendent Ruiz provided School Committee members with a handout of tools being used. Ms. Ruiz shared details of the transportation process already in place for the upcoming year, applications have been provided to families. Ms. Ruiz announced the 4

recipient teachers selected to receive the Norman H. Read Trust Program for Excellence in Science Education (READ) Teaching award. They would receive a \$500 award they can use for science supplies, equipment, books, and professional development. The teachers will also be honored at an upcoming annual event. Superintendent Ruiz reported that she, the Mayor, and members of the Committee participated with the members of the Children's Cabinet, last week, in the final convening of the first phase of the By All Means Initiative at the Harvard Graduate School of Education. Ms. Ruiz highlighted current achievements of the Our Salem, Our Kids Initiative accomplishments.

Superintendent Ruiz reported that the district began conversations with Pathways for Children about consolidating their presence to under utilized space at the 79 Willson Street building, after having consulted with the district attorney on procurement rules. The Pathways for Children program currently provides Head Start program at three Salem Schools: Bates Elementary, Bentley Academy Charter, and Carlton Elementary. These three schools have expressed the great need for space. Superintendent Ruiz continued they began conversations with Pathways for Children, in terms of consolidating their different programs. Pathways for Children are very interested in consolidating their programs onto a single location where they can better utilize program specialists on an economic scale. Superintendent Ruiz added that Pathways for Children provider would become part of the partnership fabric they anticipate, as part of the Horace Mann Laboratory School – an Early Childhood need, and laid out, in Pillar 4 of the district's Strategic Plan. Superintendent Ruiz concluded her report with an update on the progress of the principal hiring process for Bates Elementary, Horace Mann Laboratory, and the Salem High School.

Discussion

Members discussed scheduling a Committee of the Whole (COW) meeting to discuss Early Childhood Education in Salem.

Presentation and Report

Pillar 2: Reimagine the High School Experience – Update on High School Redesign

Superintendent Ruiz introduced Mr. Dave Angeramo, Salem High School Principal to provide an update on the High School redesign process. Ms. Ruiz reminded everyone that they began embarking on the redesign process this year. Mr. Angeramo detailed the progress made this year and where they are heading for the coming year. Mr. Angeramo mentioned this is the 3rd time they spoke to the Committee on the High School redesign process; they were able to give an overview in September of the strategic plan and the High School redesign plan they had for this year. They talked about the program of studies in January and its support of the redesign plan. Mr. Angeramo commented that School Committee members should have received a progress report that details the redesign process and introduced three staff members who talked about the work they completed throughout the year, and highlighted key elements specific to the redesign process progress report.

Mr. Angeramo introduced three active staff members to spotlight a few of the steps that have been taken this year and highlighted the topics they would talk about: Invitation to Innovate, Early College Opportunities, College and Career Readiness Center, the Four-Year Plan they are working on with their students, Internships Currently in Place, and Future Plans or Plans for the Future going forward. The staff members specified the work they have been doing under the redesign process and highlighted quick successes for readiness that have laid the foundation for bigger deeper redesign in moving forward.

Public Hearing on Salem’s Participation in the Inter-District School Choice Program for 2018-19

Mr. Fleming moved to open the public hearing on the Inter-District School Choice. Ms. Nuncio seconded the motion. The motion carried.

Superintendent Ruiz presented an overview of the proposed FY19 Recommendation on Salem’s participation in the Inter-District School Choice Program. The proposal would be to continue with the same number of twenty (20) students entering 9th grade at Salem High School as last year, and accept up to ten (10) students entering any grade at the New Liberty Innovation School.

Questions and Comments from the Audience Regarding Salem’s Participation in the Inter-District School Choice Program for 2018-19

There were no questions or comments from the audience.

There being no further questions or comments, at this time regarding Salem’s participation on Inter-District School Choice, Mr. Fleming motioned to close the Public Hearing. Ms. Campbell seconded the motion. The motion to close the public hearing carried.

Action Item

Deliberation and Vote on Salem’s Participation in the Inter-District School Choice Program for 2018-19.

Mr. Fleming motioned to approve Salem’s participation in the Inter-District School Choice program for 2018-19. Mr. Cruz seconded the motion. The motion carried.

Deliberation and Vote on the Approval of the Revised SY 2018-19 School Calendar for Saltonstall School – Tabled from 5/7/18

Mr. Fleming motioned to take the deliberation and vote of the revised SY 2018-19 School Calendar for Saltonstall School, as listed on the agenda, off the table. Ms. Campbell seconded the motion. The motion to take the action item off the table carried.

Discussion

Members shared concerns and engaged in further discussion regarding the school calendar for the Saltonstall School.

Mr. Fleming motioned to approve the revised SY 2018-19 School Calendar for Saltonstall School. Ms. Nuncio seconded the motion. The motion carried.

Deliberation and Vote on the Nathaniel Bowditch Middle School Students’ Participation in the Destination Imagination Finals in Knoxville, TN, May 22 through May 27, 2018.

Mr. Fleming motioned to approve the Nathaniel Bowditch Middle School students’ participation in the Destination Imagination finals in Knoxville, TN on May 22 through May 27, 2018. Ms. Manning seconded the motion. The motion carried.

Deliberation and Vote to Allow the Use of Dominion Funds, up to \$6,500 to Pay for the Remaining Cost of the Nathaniel Bowditch Middle School Students’ Destination Imagination Trip.

Discussion

Mayor Driscoll pointed out that this is consistent with some of the support given to other Destination Imagination (DI) teams in the district over the years. They have utilized these Dominion funds to help, as

they have to generate a great deal of money, in a short period of time, to help support the students and teachers.

Mr. Fleming motioned to approve the use of Dominion Funds, up to \$6,500 to pay for the remaining cost of the Nathaniel Bowditch Middle School students' Destination Imagination trip. Ms. Wilson seconded the motion. The motion carried.

Deliberation and Vote on the Liberty Innovation School Field Trip as a Whole to Canobie Lake Park at 85N Street, Salem, NH on June 26, 2018 for End of Year Celebration.

Mr. Fleming motioned to approve the Liberty Innovation School field trip as a whole to Canobie Lake Park at 85N Street in Salem, NH on June 26, 2018 for the end of the year celebration. Ms. Manning seconded the motion. The motion carried.

Finance Report

a. Approval of Warrants

- May 3, 2018 in the amount of \$67, 242.55
- May 10, 2018 in the amount of \$354, 890.64
- May 17, 2018 in the amount of \$443, 583.11
- May 24, 2018 in the amount of \$486, 210. 93

Mr. Fleming motioned to approve the warrants, as stated on the agenda. Mr. Cruz seconded the motion. The motion was approved.

Budget Transfers

The School Committee approved the following FY18-22, FY18-23, FY18-24, FY18-25, and FY18-26 budget transfers recommended by the School Business Administrator, Kristin Shaver. Central Office (Teaching and Learning) has requested that the funds be transferred in order to align the funds with the intended expense as follows:

Account Description/Use	Account Number	Amount From	Amount To
Nathaniel Bowditch School - Transfer covers the stipends paid to Salem Public Schools' staff for the April & February Sontag Learning Academies:			
Contract Services	13570521-5320	\$6,000	
Stipends	13570520-5150		\$6,000

Mr. Fleming moved to approve the Teaching and Learning transfer request in the amount stated. Ms. Campbell seconded the motion. The motion was approved.

Witchcraft Heights Elementary School - To provide funds for stipends for teachers for Instructional Leadership Team, Math Club, Garden Club & Art Club:

Account Description/Use	Account Number	Amount From	Amount To
Contract Services	13570821-5320	\$2,498	
Instructional Supplies	13570821-5514	\$2,252	
Stipends	13570820-5150		\$4,750

Mr. Fleming moved to approve the Teaching and Learning transfer request in the amount stated. Ms. Wilson seconded the motion. The motion was approved.

Business Office – To align funds with the intended expense:

Account Description/Use	Account Number	Amount From	Amount To
Contract Services	13701331-5320	\$14,700	
Translation Stipends	13700130-5114		\$14,700

Mr. Fleming moved to approve the Teaching and Learning transfer request in the amount stated. Ms. Nuncio seconded the motion. The motion was approved.

Account Description/Use	Account Number	Amount From	Amount To
Collins Middle School – To support additional expenses for college visits; the 8 th Grade trip to Washington, DC, 8 th Grade graduation expense, and repairs for the kiln:			
In-State Travel	13570921-5710	\$ 839	
Dues & Subscriptions	13570921-5730	393	
Printing & Binding	13570921-5381	3,055	
Office Supplies	13570921-5421	135	
Instructional Supplies	13570921-5514	300	
Salaries	13460920-5130	7,000	
Contract Services - Graduation	13570921-5320		\$1,787
Contract Services – Kiln Repair			2,500
Contract Services – College Visits			435
Contract Services – Washington, DC Trip			<u>7,000</u>
<u>Total to Contract Services</u>			\$11,722
Office Supplies	13570921-5421	\$1,400	
Pupil Transportation	13570921-5333		\$1,400

Mr. Fleming moved to approve the Teaching and Learning transfer request in the amounts stated. Ms. Campbell seconded the motion. The motion was approved.

Business Office – To align funds with the needed expense due to an increased number of students who are homeless, needing transportation:

Translation	13701331-5320	\$40,000	
Other Maintenance Supplies	13530121-5780	10,850	
Medical Contractual	13640161-5302	30,000	
Contract Services – OST	13590121-5320	19,265	
Contract Services – PPS	13640161-5320	30,000	
Homeless Transportation			\$130,115

Mr. Fleming moved to approve the Teaching and Learning transfer request in the amount stated. Ms. Nuncio seconded the motion. The motion was approved.

Subcommittee Reports

Discussion

Mayor Driscoll shared some of the upcoming Subcommittee meetings that will be taking place and that they had a Finance Subcommittee meeting to review contracts for the Superintendent and Assistant Superintendent.

School Committee Concerns and Resolutions

Mr. Fleming raised questions relative to the screening and selection process for the Executive Director of Pupil Personnel Services position. Mr. Fleming stated that he differs with how the process is being conducted, and shared a section of the Massachusetts General Laws Legislature

statute, which provides that it is the sole responsibility of the School Committee to do the hiring for this position. Mr. Fleming explained that the state statute could not be overturned by a local ordinance or a local policy. The statute would first have to be changed for that to happen. Mr. Fleming continued that Massachusetts General Law 71, Section 59 makes no mention whatsoever of the Superintendent's role, reported that he raised this issue two weeks ago, and continued to share his concerns.

Members shared feedback, insight, and engaged in further discussion.

Mr. Fleming requested a cancellation the Committee of the Whole (COW) meeting scheduled for June 4, 2018, as he and another School Committee member, Ms. Amanda Campbell, would not be able to attend. Members agreed to cancel the meeting.

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. Ms. Campbell entertained the motion to adjourn. Mr. Fleming seconded the motion. The meeting was adjourned.

Respectfully submitted by:

Angelica Alayon, Secretary
Salem School Committee

Meeting Materials and Reports

School Committee Agenda May 21, 2018

Minutes of the May 7, 2018 Regular School Committee Meeting

Superintendent Recommendation Regarding Salem's Participation in MA's Inter-District School Choice Program for 2018-19

Enrollment of Non-Resident Students in Inter-District School Choice Program Presentation Dated May 7, 2018

Strategic Planning Update: Pillar 2: Reimagine the High School Experience Presentation

Salem High School Redesign Progress Report to the School Committee May 2018

Salem High School Action Plan

Saltonstall 2018-2019 School Calendar

Nathaniel Bowditch Middle School Student's Participation and Funds Support Request in the Destination Imagination Global Finals

Liberty Innovation School Field Trip Request to Canobie Lake Park for End of Year Celebration

Budget Transfers

**City of Salem, Massachusetts
Annual Budget - Departmental Retirement Anticipation Form**

Employee Name	Position	School/Dept	Date of Hire	Years of Service	Retirement Date
Ed Morse	Vocational Teacher	Salem High	1/21/80	38	9/15/18
Pamela Scharffenberg	Sec to Bus Mgr	Administration	11/1/80	38	6/29/18
Perla Peguero	Adjustment Counselor	saltonstall	7/23/87	31	7/6/18
Paul L'Heureux	Director, Buildings & Grounds	Administration	12/11/91	27	6/30/18
Nancy Antrim	K Teacher	Bates	11/18/92	26	11/30/18
Amy Grover	Home Economics	Salem High	8/31/95	23	9/1/18
Barbara Grab	Reading Specialist	CMS	8/12/98	20	6/30/18
Kathleen Marchetti	Grade 5 Teacher	WHES	8/27/99	19	6/30/18
Nancy Lincoln	Social Studies	Salem High	6/6/01	17	6/30/18
Jan Fellows	ESL Teacher	CMS	10/27/00	15	6/30/18
Marc Darisse	Vocational Teacher	Salem High	3/5/03	15	6/30/18
Robert Strom	Vocational Facilitator	Salem High	6/30/09	9	6/30/18
Sandra Roach	Home Economics	Salem High	6/22/09	9	6/30/18

SALEM SCHOOL COMMITTEE
REGULAR MEETING SCHEDULE
July 2018 – June 2019

Monday, July 16, 2018 – 7:00 p.m.

Monday, August 20, 2018 – 7:00 p.m.

Tuesday, September 4, 2018 – 7:00 p.m.

Monday, September 17, 2018 – 7:00 p.m.

Monday, October 1, 2018 – 7:00 p.m.

Monday, October 15, 2018 – 7:00 p.m.

Monday, November 5, 2018 – 7:00 p.m.

Monday, November 19, 2018 – 7:00 p.m.

Monday, December 3, 2018 – 7:00 p.m.

Monday, December 17, 2018 – 7:00 p.m.

Monday, January 7, 2019 – 7:00 p.m.

Tuesday, January 22, 2019 – 7:00 p.m.

Monday, February 4, 2019– 7:00 p.m.

Monday, February 25, 2019 – 7:00 p.m.

Monday, March 11, 2019 – 7:00 p.m.

Monday, March 25, 2019 – 7:00 p.m.

Monday, April 8, 2019 – 7:00 p.m.

Monday, April 22, 2019– 7:00 p.m.

Monday, May 6, 2019 – 7:00 p.m.

Monday, May 20, 2019 – 7:00 p.m.

Monday, June 3, 2019 – 7:00 p.m.

Monday, June 17, 2019 – 7:00 p.m.

MEMORANDUM OF AGREEMENT

BY AND BETWEEN

SALEM SCHOOL COMMITTEE

AND

SALEM TEACHERS UNION, LOCAL 1258

AMERICAN FEDERATION OF TEACHERS
AFL-CIO

CONTRACT SETTLEMENT

WHEREAS, the Salem School Committee, hereinafter the Committee, and the Salem Teachers Union, Local 1258, American Federation of Teachers, AFL-CIO, hereinafter the Union, have met for the purpose of negotiating a successor collective bargaining agreement for the bargaining unit commonly known as the Teacher's Unit and

WHEREAS, as a result of those meetings, the Committee and the Union have reached such an agreement and

WHEREAS, Massachusetts General Laws, Chapter 150E, Section 7 requires that such agreements be reduced to writing, it is

THEREFORE AGREED as follows:

I - The Collective Bargaining Agreement entered into between the Committee and the Union for the period September 1, 2011 through August 31, 2014, is hereby incorporated herein with the following amendments:

A. Article III, entitled "Salary and Rates of Pay" is hereby amended by inserting a new Section I, entitled "Differential for Extended Learning" as follows:

"Except for the Bentley School (Grades 3-5 for School

Year 2014-2015 and Grades K-5 thereafter) and any other Horace Mann Charter School(s), teachers who work beyond the regular teacher work day for the purpose of providing extended learning time for students, shall be paid a differential based upon eight percent (8%) for one hour of work for one hundred eighty-five (185) days, pro-rated above or below said eight percent (8%) as the extended time represents. By this provision, it is not the intention of the Committee to apply for any additional Horace Mann Charter School(s). However, in the event that there is/are additional Horace Mann Charter School (s) other than Bentley, the rates of compensation of such schools shall be subject to negotiations between the parties”

B. Article III, entitled “Salary and Rates of Pay” is hereby further amended by redesignating current Sections I through T as Sections J through U.

C. Article XV, entitled “Duration” is hereby amended by deleting the years “2011”; “2014”; “2013” and inserting in place thereof the years “2014”; “2015”; “2014”.

D. Appendix A which reflects the Salary Schedule is hereby amended by deleting said Appendix and inserting in place thereof a new Appendix A, entitled “Salary Schedule” which will reflect the following;

“Effective September 1, 2014, an increase of two percent (2%) over the rates in effect as of August 31, 2014 and effective August 31, 2015, an additional one percent (1%) increase over the rates in effect as of August 30, 2015.”

II – As a matter of Side Agreement and not as part of the Collective Bargaining Agreement, the Committee and the Salem Teachers Union will extend the Collective Bargaining Agreement in effect for the period September 1, 2011 through August 31, 2014. Said agreement shall be extended for the period necessary for each party to ratify this Agreement.

This Agreement entered into this _____ day of September 2014.

FOR THE COMMITTEE

FOR THE SALEM TEACHERS UNION

Memorandum of Agreement Regarding the Inclusion of the Memorandum of Understanding
Regarding Differential for Extended Learning Time

Whereas the Salem School Committee, hereinafter the "Committee" and the Salem Teachers Union, Local 1258, AFT, AFL-CIO, have entered into a Collective Bargaining Agreement for the Bargaining Unit commonly known as the Teachers Unit;

Whereas the Parties reached an Agreement in September 2014 regarding a differential for extended learning time;

Whereas the Parties reached an agreement to include the language of the Memorandum of Understanding in the Collective Bargaining Agreement; and

Whereas it has come to the Parties attention that this Memorandum of Agreement was not incorporated in to the current contract.

The Parties agreed to the following:

The language from the September 2014 Memorandum of Understanding will be incorporated in to the September 1, 2016-August 2019 Collective Bargaining Agreement.

This agreement is entered into this 31 day of May 2018.

For the Committee

For the Union

Amberman

FINAL STIPEND LANGUAGE FOR CONTRACT – REVISED 8/24/17

ARTICLE III -- SALARY AND RATES OF PAY

Change Section N to Read:

Delete N. Extracurricular Payment -- and change section header to read:

N. Stipends

The total allocation for all stipended activities will be determined as part of the school and district's budget planning process each year. A complete list of stipends paid within one year shall be approved by the School Committee and listed for retirement and other purposes in the Salem Public Schools Payroll department.

Add two sections 1. Stipends for Extracurricular, Student-Based Activities and 2. Stipends for Teacher Leadership and School Support Roles

1. Stipends for Extracurricular, Student-Based Activities

- a. The determination of all extracurricular and student-based activities warranting a stipend at each school shall be determined by the principal, annually, including the amount to be paid for each stipend. Before the assignment of the stipended work, written notice will be given to faculty including, but not limited to: stipend amount to be paid including the estimated number of students, estimated number of hours needed to complete the work, and duration of work.
- b. Stipends for each approved extracurricular activity may be modified under the following conditions:
 - i. When the time commitment is split between two or more people (split proportional)
 - ii. When two or more people advise the same extracurricular activity, the number of students will be split proportionally, and the stipend assigned accordingly.
- c. Clubs and extracurricular activities which are no longer active will be archived and listed for retirement and other purposes in the Salem Public Schools Payroll Department.
- d. Beginning in SY 2018-19 stipends for extracurricular activities such as student clubs shall be paid at the following rates using the following criteria:

	<i>Estimated Number of Hours</i>				
<i>Estimated # of students</i>	Less than 20	20-40	41-60	61-80	81-100
Less than 30	400	800	1200	1600	2000
31-60	500	900	1300	1700	2100
60+	600	1000	1400	1800	2200

e. The following stipended roles are considered “specialized” and are excluded from the above criteria:

- i. (i) Yearbook - \$2000
- ii. (ii) Yearbook Financial Advisor - \$1500
- iii. (iii) High School Class Advisors: There shall be a minimum of two advisors for freshman, sophomore, and junior class advisors. There shall be a minimum of three advisors for senior class advisors.
 - Freshman (two (2) paid at \$600 each);
 - Sophomore (two (2) paid at \$600 each);
 - Junior (two (2) paid at \$800 each);
 - Seniors (three (3) paid at \$1500 each)

**The separate stipend for the senior show shall be eliminated with duties distributed across the three senior advisors.

f. Stipends paid in support of the Citywide Music Program shall be paid according to the above criteria except for the following roles:

- Positions that currently receive music stipends at \$500 shall continue to be paid at the \$500 rate. These positions include:
 - City Wide Elementary Chorus Accompanist
 - City Wide Elementary Chorus Director
 - City Wide Elementary Chorus Manager
 - City Wide Orchestra Director
 - High School Chorus Director
 - High School Orchestra Director
- Jazz Band Director: \$2500
- Marching Band Assistant Director: \$3000
- Marching Band Director: \$6000

For music stipends not currently paid by SPS, the parties agree to include this topic as part of the next contract negotiation.

2. Stipends for Teacher Leadership and School Support Roles

The Superintendent and/or school principals may identify additional teacher leadership or other school support roles for which teachers may receive a stipend. These roles may include, but are not limited to stipends that have been previously paid for the following:

- MCAS Facilitators
- Instructional Leadership Team
- Kindergarten Screening
- Mentor Facilitator
- PBIS
- School-Based Technology Facilitators
- Webmaster
- Other school-based roles as needed

The rate of pay for these types of stipends shall be established annually by the Superintendent, provided, however, that the rate(s) for any of the above pre-existing stipends are not reduced. Should the Superintendent create new stipended roles, a list, including the rate of pay shall be submitted to the STU president for review. If requested, by either the union or Superintendent, the parties shall meet to negotiate the rate of pay. The Superintendent retains the right to discontinue any stipended roles that are no longer required.

Salem Teacher's Union
Stipend Rate Update, beginning FY19

This list includes only stipends that are not listed elsewhere in the contract, and excludes stipends for coaches of various sports, as those are not required to be listed in the contract.

<i>District Wide:</i>	<i>Annual Stipend</i>
School-based Technology Facilitator	750.00
Webmaster	750.00
PBIS Coach	500.00
Mentor Teachers	500.00

<i>Elementary Schools:</i>	<i>Annual Stipend</i>
Instructional Leadership Team	600.00
Saltonstall - Friday Club Coordinator	2,200.00
Saltonstall - Musical Director/Coordinator	800.00
Saltonstall - NJHS Sponsor	400.00
Cheerleading/Dance Coach	400.00
Math Club	400.00
Carlton - Assessment Camp	1,200.00
Art Show	400.00
Saturday School Coordinator	4,000.00
Kindergarten Screening	350.00
Yearbook Advisor	400.00

<i>Middle School:</i>	<i>Annual Stipend</i>
Yearbook Advisor	1,700.00
National Junior Honor Society	1,600.00
Pit Band Director	800.00
Set Design/Stage Crew	400.00
Musical Director	1,700.00
Instructional Leadership Team	1,000.00

<i>High School:</i>	<i>Annual Stipend</i>
Animal Club	400.00
Art Club	800.00
College Bowl	800.00
Dance Team	800.00
Environmental Club	800.00
Games Club	800.00
Girls Football	600.00
GSA	800.00
Harvard Model Congress	800.00
Interact Club	400.00
La Union Latina	800.00
Math Team	800.00
National Art Honor Society	800.00
National Honor Society	1,200.00

Outdoor Club	400.00
Peer Mentor Lead Advisor	1,000.00
Photography Club	800.00
Science Club	800.00
Social Justice	400.00
Spoken Word	800.00
Student Council Advisor	1,000.00
Tri-M Music Honor Society	400.00
Witch Mix	800.00
Concert Band Assistant Director	1,000.00
Concert Band Director	1,000.00
Drama Club Director	2,200.00
Drama Club Musical Director	2,200.00
Fall Colorguard Instructor	2,000.00
Fall Percussion Instructor	2,000.00
Fall Percussion Instructor	2,000.00
Marching Band Drill Instructor	2,200.00
Winter Colorguard Instructor	2,000.00
Winter Percussion Instructor	2,000.00
Winter Percussion Instructor	2,000.00
Witch Pitch Director	2,000.00
NLIS - Library Support	1,300.00
NLIS - MCAS Coordinator	800.00
NLIS - Student Leadership Group Advisor	400.00
NLIS - Yearbook Advisor	400.00

Salem Public Schools

Responsible Use Agreement for Students in Grades 6 through 12

This document is meant to cover the responsible use of technology here at Salem Public Schools. This refers to hardware (laptops, computers, cameras, iPads, printers, etc), software, and the network in each school. When online, a student can both create and consume content. A student consumes content when they access music, videos, or other online resources. As a consumer, the student shall respect the rights of the creators and owners of the content they use, cite these sources and, when appropriate, seek permission to use content created by someone else. The student shall respect copyright and citation protocols and laws whenever they use online content, technology, and media resources.

A student creates content when they post art, photos, stories, and videos, or when they comment on blogs, wikis, YouTube, and social networking services such as Facebook. Over time, this content results in an online identity. Each student shall be mindful of the impression that this online identity might leave with a family member, friend, prospective employer, college admissions official, or others. Middle and high school years are a time during which students need to learn how to establish their online identities in a manner that is safe and respectful of themselves and others.

There are numerous instances of online conduct that may constitute a violation of federal and/or state criminal laws relating to cyber-crimes. While the laws will not be listed in this agreement, users should be aware that there are severe and significant consequences possible when they violate usage rules for technology.

By signing the Responsible Use Agreement, students and parents/guardians acknowledge the following rules, conditions, and responsibilities:

As a Salem Public School student, I understand that use of the school network and email is a privilege, not a right. I understand that my school network and email accounts are owned by SPS and are not private. SPS has the right to access my information at any time. I understand that SPS administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement. I will use technology in a manner that complies with laws of the United States and the Commonwealth of Massachusetts. I understand that I am to notify an adult immediately if I encounter material that violates appropriate use.

STUDENT RESPONSIBLE USE:

- 1. I AM RESPONSIBLE FOR MY COMPUTER ACCOUNT AND EMAIL ACCOUNT.**
- 2. I AM RESPONSIBLE FOR MY LANGUAGE.**
- 3. I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE.**
- 4. I AM RESPONSIBLE FOR MY USE AND REPLACEMENT OF THE SALEM PUBLIC SCHOOL HARDWARE AND NETWORK IF I LOSE OR DAMAGE IT.**
- 5. I AM RESPONSIBLE FOR MY CONDUCT ON ALL ONLINE SITES.**
- 6. I AM RESPONSIBLE FOR BEING HONEST WHILE I AM ONLINE.**
- 7. I AM RESPONSIBLE FOR PROTECTING THE SECURITY OF THE SALEM PUBLIC SCHOOLS' NETWORK.**
- 8. I AM RESPONSIBLE FOR PROTECTING SCHOOL PROPERTY.**
- 9. I AM RESPONSIBLE FOR RESPECTING OTHER PEOPLE'S PROPERTY ONLINE.**
- 10. I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES WHEN I PUBLISH SOMETHING ONLINE.**

Parent or Guardian:

As the parent or guardian, I have read the SPS Responsible Use Agreement, and I have discussed it with my student(s). I understand that computer access is provided for educational purposes in keeping with the academic goals of SPS, and that student use for any other purpose is inappropriate. I recognize it is impossible for SPS to restrict access to all inappropriate materials, and I will not hold the school responsible for materials acquired on the school network. I understand that student(s)' computer activities at home should be supervised as they can affect the academic environment at school. I hereby give permission for my child to use technology resources at Salem Public Schools.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____ Date: _____

Student:

I understand and will obey the rules of the SPS Responsible Use Agreement. I will use SPS technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would be disruptive or cause harm to other users. I understand that consequences of my actions could include possible loss of computer privileges and/or school disciplinary action as stated in the Code of Discipline and/or prosecution under state and federal law.

Student's Name: _____

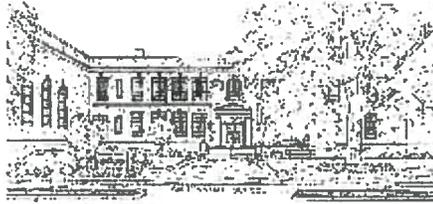
Student's Signature: _____ Date _____

References:

- School Committee Policy #5501: Responsible Use of Technology
- School Committee Policy #5413: School Property

Saltonstall School

Mr. Michael Lister, Principal



MEMO: Out of State Field Trip request

To: Superintendent Margarita Ruiz, School Committee

From: Principal Michael Lister

RECEIVED

MAY 25 2018

S.P.S.
Supt.'s Office

May 25th 2018

We would like school committee to consider allowing our 8th grade students to travel to Canobie Lake Park in Salem, N.H. as a celebration of their success at the Saltonstall school. This trip would serve as an opportunity for students to spend some fun, collaborative time with their classmates and teachers as they prepare to move on to high school. We appreciate your consideration of this request.

Thank you,

Michael Lister, Principal
Saltonstall School

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	Saltonstall	Date of Request	Date of Field Trip	
Coordinator	Robert Dunn	5/23/18	6/25/18	
Coordinator Contact Info	Phone:	Total Number of Students	Departure Time	Return Time
	Email: RDunn@salem1c12.org			
Grade Level(s)	8 th	Location and Duration		
Destination <small>Please identify that place AND the specific location and address for the trip.</small>	Carobic lake park Salem NH. RECEIVED MAY 25 2018 S.P.S.	<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 checked="" type="checkbox"/> Preparation Plan: Students will be prepared for trip <input checked="" type="checkbox"/> Post-Trip Plan: Students will synthesize learning Comments: 8 th grade celebration	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: [Signature] - will delegate or needed		Date: 6-25-18

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 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:	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?	<small>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</small>
<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: [Signature]	Date: 5/25/18
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Salem Public Schools
Salem, Massachusetts
Field Trip Form

Information

Name of School: Saltonstall School

Name of Organization/Activity: 8th Grade Trip to Canobie Lake

Contact Person: Robert Dunn

Destination: Canobie Lake Park, Salem, NH
(Attach a detailed itinerary to this form)

Trip Dates: Date of Departure: 6/25/18 Date of Return: 6/25/18

Return to Salem from (if different from destination) _____

Number of Students Participating: 38

Total Number of Chaperones: _____ Teachers: 6-8 Parents: 0

Accommodations N/A

Hotel/ Facility Name, Address, and Telephone No.:

Previous Stays at Hotel? _____ How would you rate this facility? _____

Cost of Rooms: _____ Based on single occupancy _____

Based on double occupancy _____

Meals included? _____
(If meals are not included please indicate meal plans on
itinerary)

Preferred Method of Transportation

Bus: ✓ Cost: est 500

Name of Bus Company: Salter Bus Company

Address: 196 Scotland Rd Newbury

Telephone #: 978-462-6433

Airline: _____ Cost: _____

Name of Airline: _____

Address: _____

Telephone#: _____

Train: _____

Name of Company: _____

Address: _____

Telephone #: _____

Total Cost of Trip: \$ 38.00 per student

Fundraising Planned: _____

Comments / Additional Information

Memorandum

To: Ms. Margarita Ruiz, Superintendent of Schools
CC: file
From: David J. Angeramo, Salem High Principal 
Date: 6/15/18
Re: August 2018-Out of State Field/Golf Trip to Orlando, Florida

This is to recommend the Salem High Golf Team be given permission to travel to Orlando, Florida. This is the 16th year bringing our team to play golf at Disney World, Florida, as in the past the students love it. This trip will take place from August 23 to August 28th. The Golf Team will play golf at the Walt Disney Courses, Palm & Magnolia for four days. The trip will give students the opportunity to tour Disney's Animal Kingdom, Epcot, Hollywood Studios, and the Magic Kingdom. This is an experience of a lifetime. All trips will be chaperoned by Mr. Tom Doyle advisor and Tim Stirk, P.E. teacher. There will be at least one chaperone for every 4 students. The students & chaperones will travel by Southwest Airlines. They have already done a lot of fundraising and look forward to receive your official approval. Hotel accommodations will be at the Old Key West Disney Hotel. The hotel will also supply transportation through the Disney Magical Express.

This needs to be brought before 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.

Attachments



Disney's Old Key West Resort

[View All Resorts](#)

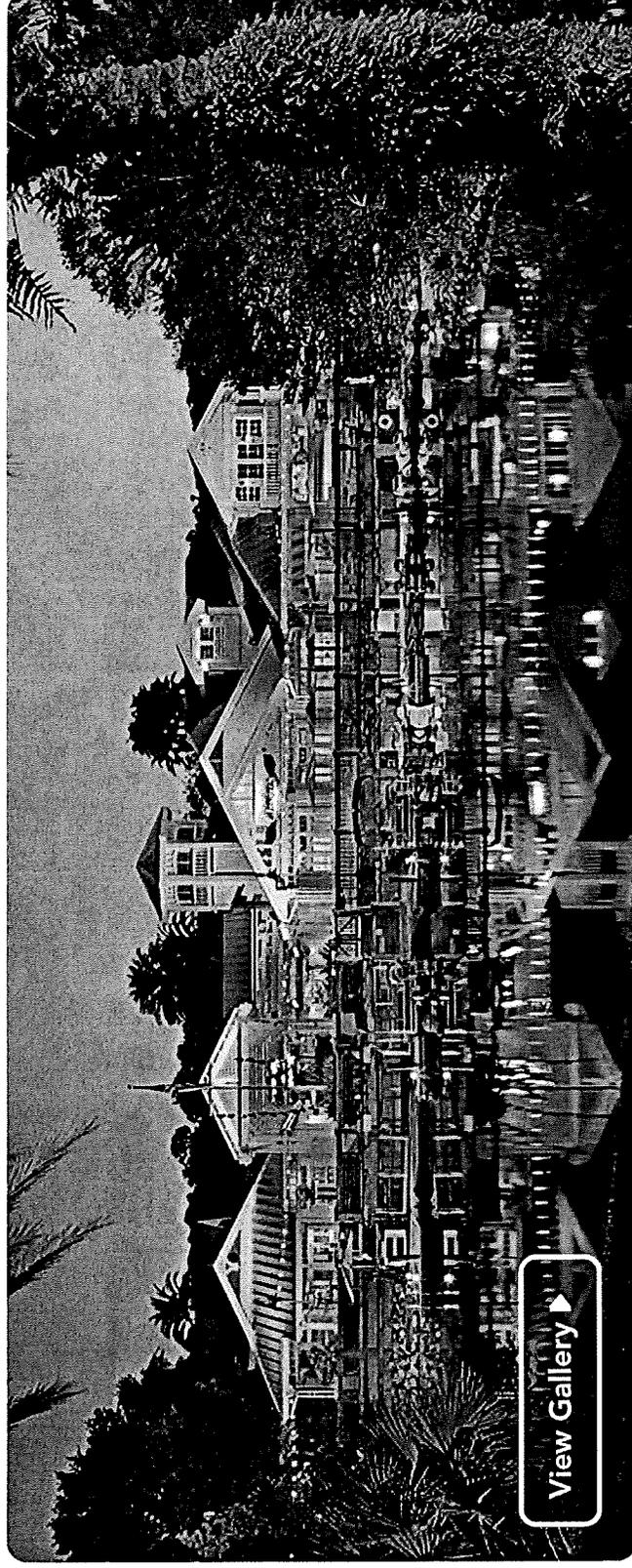
[Overview](#)

[Room Rates](#)

[Dining](#)

[Recreation](#)

[Amenities](#)



Experience the romance of the Florida Keys at this tranquil community of Conch Flats—a sprawling island hamlet with shimmering waterways, swaying palm trees and manicured golf-course fairways. Delight in sun-soaked pools, casual dining and such amenities as fully equipped kitchens or kitchenettes. A peaceful tropical paradise, Disney's Old Key West Resort is also just a boat ride away from the excitement of Disney Springs.

What Makes This Resort Hotel Unique

Rooms Starting from

\$352.00
USD

Per Night Excl Tax

[Check Availability](#)



Pool with Waterslide

Sweep down a sandcastle waterslide, and discover a dry sauna at the base of a lighthouse. [Read More](#)



Olivia's Café

Savor home-style American cuisine with a Caribbean twist at this casual restaurant. [Read More](#)



Fitness Center at R.E.S.T. Beach

Work out on state-of-the-art equipment or relax in the sauna at the "Recreation, Exercise, Swimming and Tennis" complex next to the main pool. [Read More](#)



A Disney Vacation Club Resort

Disney Vacation Club is a vacation ownership program that offers Members a more flexible and cost-effective way of taking Disney vacations. [Read More](#)

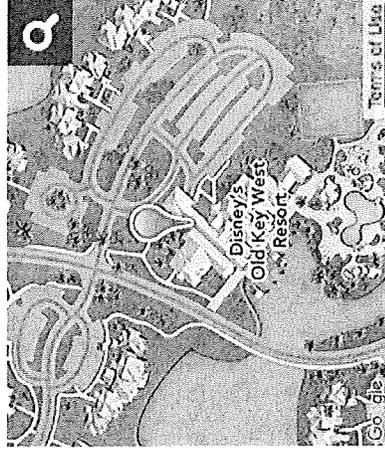
More Magic for Your Stay



In-Room Celebrations

Make your vacation more unforgettable with a personalized in-room celebration—featuring gifts, treats and décor. [Read More](#)

Map



Resort Address

1510 North Cove Road
Lake Buena Vista, Florida 32830-8421
(407) 827-7700

Get Directions

Resort Category
Deluxe Villa Resort

Resort Area
Disney Springs Resort Area

Transportation Options



TripAdvisor Traveler Rating

4.5 out of 5 stars (2718 Reviews)

STUDENTS AND INSTRUCTION 5000

STUDENT CONDUCT 5400

SCHOOL PROPERTY 5413

All books and other materials or equipment issued to students are the property of the Salem School Department. The students must pay for lost or damaged books or other school property. Failure to provide restitution for damaged or lost school property before graduation may result in the student's actual diploma being withheld at the graduation ceremony, not to be officially delivered until full restitution is made.

Accidental damage of school property should be reported immediately. Willful damage will be treated as a major infraction, and the student and parent/guardian will be held financially responsible. Disciplinary action may also be administered.

Students, who willfully or by neglect, destroy, deface or damage school property in any way, shall be severely disciplined. Any disciplinary action shall include a notice to parents, and or police, and a full reimbursement of school funds used to repair damage to said property. Refer to Vandalism, Policy #5414.

Student lockers, desks and other equipment or furniture are also the property of the school. An administrator may inspect the contents of any locker without notice.

Nothing stated within will supersede a student's right under PL 94-192, Section 504 of the Rehabilitative Act or other student civil rights regulations.

Approved: 1/9/06

Reviewed: June 2018

Jill Conrad 6/13/2018 4:48 PM

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Jill Conrad 6/13/2018 4:48 PM

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Deleted: January 2016

STUDENTS AND INSTRUCTION	5000
INTERNET ACCESS NETWORK	5500
RESPONSIBLE USE POLICY	5501

SALEM PUBLIC SCHOOLS' ELECTRONIC TECHNOLOGY and MEDIA

The Salem School Committee recognizes the importance of technology and electronic media to contemporary education, and holds that their use is essential to the day-to-day administrative operations of schools. The Committee sees these media as tools to foster learning and as an integral part of the functioning of contemporary society. The Committee further recognizes, however, that the power of this technology brings with it certain responsibilities and risks for those who use it.

The Committee therefore establishes that any use of the Salem Public Schools' technology and electronic media be permitted only after the prospective user, whether the user is a student or an employee, has read and signed a Responsible Use Agreement for the use of the District's technology and electronic media. Any person signing a Salem Public Schools Responsible Use Agreement shall ensure that the uses to which that individual puts the district's electronic technology, including Internet access in school facilities, shall be consistent with the mission of the Salem Public Schools.

The Superintendent of Schools shall see to the drafting of a Responsible Use Agreements appropriate to the age and role of the technology and electronic media user. The School Committee shall review and approve the Responsible Use Agreements that are utilized in the Salem Public Schools.

All materials produced and communications recorded in any fashion using Salem Public Schools technology are covered by the Massachusetts Public Records Law (MGL c. 4 § 7, c. 66 § 10), and may be subject to production pursuant to the provisions of the Public Records Law.

References

MGL c. 4 § 7, c. 66 § 10

Policy 5805 , Cell Phones and Electronic Devices

Policy 5401.01, Anti-Bullying and Cyber-Bullying

[Policy 5413, School Property](#)

[The Superintendent's Responsible Use Agreement](#)

Approved: October 3, 2011

Reviewed in [June 2018](#)

Jill Conrad 6/13/2018 4:43 PM

Deleted: October 2015

STUDENTS AND INSTRUCTION

5000

INTERNET ACCESS NETWORK

5500

NETWORK ETIQUETTE

5502

Certain behaviors have gained acceptance on the network, some because they save misunderstanding and maintain privacy and others because they help other users avoid a waste of time or help conserve system resources. As one joins the on-line community, practice these appreciated behaviors.

- Never give out personal information such as your social security number, telephone number, mailing address.
- What one says on the computer reflects upon the user, be proud of it. Never use offensive or inappropriate language (e.g. derogatory or explicit language, swearing).
- Don't publicly criticize ("flame") others.
- Do not contribute to junk mail. Do not use all capital letters.
- Conferencing and bulletin boards are "showcases". Proofread and edit before posting.

ACCESS

To get Internet access, you must do the following:

- Read this entire document and ensure that one understands these terms and agree to abide by them.
- Complete and sign the application form.
- Show the enclosed letter and this document to your parent or guardian and have them sign the application form. (See page 2)

Reviewed: [June 2018](#)

[Recommended to delete this policy as language duplicates what is in the Responsible Use Agreement](#)

Jill Conrad 6/13/2018 4:41 PM

Comment [1]: Delete this policy. Language duplicates what is in the Responsible Use Policy

Jill Conrad 6/13/2018 4:44 PM

Deleted: October 2015

FISCAL MANAGEMENT & NON-INSTRUCTIONAL OPERATIONS 3000

EXPENDITURES 3400

REVOLVING FUND FOR INSTRUCTIONAL MATERIALS, TECHNOLOGY, TEXTBOOKS, AND OTHER FEES 3409

The Committee authorizes establishment of a revolving fund in accordance with provisions of the law to use money received for lost and damaged instructional materials, technology, textbooks, or other fees.

Legal Reference: MGL 44:53; 71:71E

Reviewed: June 2018

Jill Conrad 6/13/2018 4:54 PM

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Jill Conrad 6/13/2018 4:55 PM

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