



School Committee Meeting Materials

Regular School Committee Meeting

June 3, 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"

June 3, 2019

REGULAR SCHOOL COMMITTEE MEETING

Notice is hereby given that the Salem School Committee will hold a Regular School Committee meeting on Monday, June 3, 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 Regular School Committee meeting held May 14, 2019
- b. Deliberation and Vote on the Salem High JR. R.O.T.C six-day leadership field trip request to Outdoor Odyssey, Bosell, PA from July 21-27, 2019
- c. Deliberation and Vote on the Salem High JR. R.O.T.C four-day leadership field trip to Texas A & M University, College Station, Texas from July 7-13, 2019
- d. Approval of Warrants: 5/23/19 in the amount of \$450,784.28, 5/30/19 in the amount of \$245,183.42, 6/6/19 in the amount of \$542,249.33

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

Other Reports

Read Excellence in Science Teaching Awards

Margaret Voss Awards

VI. Action Items: Old Business

- a. Deliberation and Vote on the approval of the proposed 2019-20 School Committee schedule – tabled from 5/14/19

VII. Action Items: New Business

- a. Deliberation and Vote on the approval of the request to use the Bates Elementary School gymnasium as the sole polling location for Ward 6
- b. Ratification of the Memorandum of Understanding between the Salem School Committee and the AFSCME union for the 2018-2021 Collective Bargaining Agreement
- c. Deliberation and Vote on the Appointment of Kathleen Smith as the Interim Superintendent for the 2019-20 school year, effective July 1, 2019

VIII. Finance Report

- a. Budget Transfers

IX. Subcommittee Reports

X. School Committee Concerns and Resolutions

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

XII. Executive Session

The School Committee will enter Executive Session for two reasons:

- a) under Exemption #2 to conduct contract negotiations with non-union personnel; and
- b) 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)

XIII. Adjournment

Respectfully submitted by:

Angelica Alayon, Secretary to the
Salem School Committee

Salem School Committee
Meeting Minutes
Tuesday, May 14, 2019

A regular meeting of the Salem School Committee was held on Tuesday, May 14, 2019 at 7:00 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, Ms. Amanda Campbell, and Mayor Kimberley Driscoll

Members Absent: Mr. Manny Cruz

Others Present: Kate Carbone, Acting Superintendent, Jill Conrad, Chief of Systems Strategy, and Kelley Rice, Chief of Communications

Call of Meeting to Order

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

Amended Consent Agenda

- Minutes of the School Committee of the Whole (COW) meeting held May 6, 2019
- 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
- Deliberation and Vote on 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
- Deliberation and Vote on the request of the Salem High School Music Department's annual Fun Field trip to Canobie Lake Park, Salem, NH on June 14, 2019 at 4pm
- Approval of Warrant: 5/16/19 in the amount of \$152,898.65

Mr. Fleming motioned to approve the Amended Consent agenda. Ms. Wilson seconded the motion. The motion carried.

Approval of the Agenda

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

Public Comment #1: Questions and Comments From the Audience

Cynthia Napierkowski, High School Band Director, reported on the High School Music Department's field trip to Washington, D.C. on April 25-28, 2019. Ms. Napierkowski mentioned they were invited to return to Carnegie Hall in April 1, 2020 and would be back in September to request approval from the School Committee.

Candy Gill, 12 Pope St., Student, shared a student's perspective of the High School Music Department's field trip to Washington, D.C. on April 25-28, 2019.

Alexa Ogno, 180A Federal Street, President of the Salem Education Foundation, thanked everyone for

their contributions to their Thursday night event held May 9, 2019 from 6-10pm at Stella's Restaurant and Wine Bar, 94 Lafayette Street. Ms. Ogno said they raised about \$9,000 and thanked everyone for supporting the teachers. Ms. Ogno said she would like to make sure, as a community, why principals were leaving prior to Superintendent Ruiz's leave.

Presentation and Reports

Acting Superintendent's Report – Kate Carbone

Ms. Carbone talked about the music program's visual display and performing arts event held last week at Salem High School on Wednesday, April 8, 2019. Ms. Carbone updated the School Committee on two recent ALICE parent information sessions held April 30 and May 7, 2019. Principals are in the process of scheduling a second round of ALICE drills to be conducted in all schools during the first two weeks of June. Families would be receiving a letter, next week, that share a little more information about the upcoming drills and guidance to support families on how to speak to their children about the ALICE drills. The letters would also provide a contact method for anyone requesting more information.

Ms. Carbone provided an update on the Aspen Student Information System (SIS) parent portal and reported they would be opening the portal for middle school families in grades 7 and 8. Letters would be sent out to the Saltonstall and the Collins Middle School families alerting them of their login information and how parents can retrieve information from the portal. Parents are able to monitor their child's attendance, view completed assignments, and monitor their grades through the portal. Ms. Carbone continued that parents are encouraged to use the portal to engage in a dialogue with their child about what they are studying, what is going well, and where they might need more help. Ms. Carbone said they are currently planning the next phase of the rollout for grades six and into the elementary level.

Ms. Carbone invited School Committee members, and the entire Salem High School community, to attend the multicultural spring convening that will take place tomorrow night, May 15, 2019 at 6:30pm, in the Salem High School auditorium. The school improvement team will share a brief summary of the emerging redesign work, in addition to recognizing students, staff, and community members who have been contributing significantly this year to changes underway at Salem High School. Ms. Carbone shared that students have planned ways to celebrate, throughout the night, and showcase cultural diversity of their school through displayed artwork, food, traditional uniforms, and performances.

Action Items: Old Business - None

Action Items: New Business

Deliberation and Vote on the approval of the regular School Committee meeting schedule for July 1, 2019 – June 30, 2020

Discussion

Some members felt they would not be able to meet on certain dates. Mayor Driscoll suggested to table the action item to the next scheduled School Committee meeting for June 3, 2019 that they may work on their calendars offline.

Mr. Fleming motioned to table the proposed calendar to the next School Committee meeting. Ms. Campbell seconded the motion. The motion carried. The deliberation and vote on the approval of the regular School Committee meeting schedule for July 1, 2019 – June 30, 2020 is tabled for the next scheduled School Committee meeting on June 3, 2019.

Update on the recruitment and hiring process for selecting an experienced Interim Superintendent for the upcoming school year

Discussion

Mayor Driscoll explained that she asked this item be placed on the agenda to allow School Committee members the opportunity to update each other on the current status. Mayor Driscoll reported they have about a dozen applicants at this time, two of which have experience as a Superintendent. There is a Frequently Asked Questions (FAQ) online for interested parents and community members who wish to know the hiring process for a permanent Superintendent. Mayor Driscoll shared that she and School Committee members agreed they hope to find a seasoned veteran with the experience to serve in this interim role. Mayor Driscoll talked about the steps of the hiring process and where they are at this time. There was consensus around a survey and the 6-week timeframe to have an Interim Superintendent in place by July 1, 2019. Members agreed to follow-up with each other, in terms of their availability, to begin the process of a screening committee with three consistent members.

Finance Report - None

Subcommittee Reports

Mr. Fleming reported that the Buildings and Grounds Subcommittee met at the Collins Middle School on May 13, 2019 at 10am and considered the (3/11/19) request of the North Shore Rugby Club for the use of the lower field at the Salem High School. Mr. Fleming continued that the committee found that it would be beneficial to the club and the city players and would be no charge for games. Mr. Fleming asked the School Committee for approval pending receipt of the opinion of the School Committee attorney, Counsel Colby Brunt.

Mr. Fleming motioned to request that the North Shore Rotary Club be accepted, pending approval of the School Committee attorney. Ms. Manning seconded the motion. The motion carried.

Ms. Nuncio reported that the Policy Subcommittee met last Friday, May 10, 2019 and would be meeting again on May 23, 2019. They have ten policies in the 4000s and 5000s category that will be forwarded for a first reading by the School Committee at the next scheduled School Committee meeting June 3, 2019.

School Committee Concerns and Resolutions

Mr. Fleming announced, and invited everyone to attend, the all-day Fund Our Future Rally at the Massachusetts Statehouse (located at 24 Beacon Street, Boston, MA) on Thursday, May 16, 2019 and emphasized the 5:30 – 6:00pm session in support of increasing the Foundation Budget.

Mayor Driscoll stated they have a copy of the final draft of Dr. Paul Dakin's 360 Review of the district and Superintendent Margarita Ruiz to keep in file.

Mr. Fleming motioned to have Dr. Paul Dakin's 360 Review of the district and Superintendent Margarita Ruiz be received and placed on file. Ms. Wilson seconded the motion. The motion carried.

Public Comment #2: Questions and Comments From the Audience

Mr. Gary Gill, talked about the all-day rally at the State House scheduled for May 16, 2019 and focused the need for reimbursement from the Commonwealth of Massachusetts to charter school to help serve student needs. Mr. Gill asked supporters to please arrive at the rally by 12:45 noon and left Funding for the Future stickers for members.

Ann Berman, 1401 Crane Brook Way, Peabody, MA, Salem Teachers Union, informed everyone that there is a bus that would be leaving the Salem Teachers Union Office location on Thursday at 3:30pm. Ms. Berman offered her contact information (aberman@salemk12.org) for anyone needing transportation to the all-day rally at the Statehouse on May 16, 2019. The bus would be transporting to the rally and back to the Salem Teachers Union location on that day.

Adjournment

There being no further business to come before the School Committee this evening. Mr. Fleming entertained the motion to adjourn the Regular School Committee meeting, and not to reconvene in Open Session. Ms. Campbell seconded the motion.

Executive Session

Mr. Fleming motioned to enter into 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), and not to reconvene in Open Session. Ms. Campbell seconded the motion.

School Committee Secretary Roll Call

| | |
|--------------------------|-----|
| Ms. Mary Manning | Yes |
| Mr. James Fleming | Yes |
| Ms. Kristine Wilson | Yes |
| Ms. Ana Nuncio | Yes |
| Ms. Amanda Campbell | Yes |
| Mayor Kimberley Driscoll | Yes |

Of the 6 members voting, six voted in the affirmative. The matter carried. The motion carried by a unanimous vote. Members adjourned to move to Executive Session, at 7:40pm, and not to reconvene in Open Session.

Respectfully submitted by:

Angelica Alayon, Secretary to the
Salem School Committee

Meeting Materials and Reports

School Committee Amended Consent agenda May 14, 2019

Minutes of the May 6, 2019 School Committee of the Whole (COW) meeting

Minutes of the May 6, 2019 Special School Committee meeting and Public Hearing

New Liberty Innovation School Out-of-State field trip request

Salem High School Music Department's annual Fun Field trip request

Dr. Paul Dakin's 360 Review

Memorandum

To: Ms. Kate Carbone, Superintendent of Schools
CC: file
From: Dr. Vittoria Pacifico, Salem High Principal (WP)
Date: Thursday, May 16, 2019
Re: ROTC – Bosell, PA - Out-of-State Field Trip Request

This is to recommend the Salem High JR. R.O.T.C be given permission to attend a six-day leadership trip to Outdoor Odyssey, Bosell, PA.. Our ROTC Instructors, First Sgt. Grinstead & Ret. Sr. Lt. Colonel Down will accompany the cadets. The group will depart Salem High on July 21 and return on July 27, 2019. They will travel by van. No school will be missed it happens after school ends. This is the second year the group will be attending this leadership training field trip.

We look forward to receiving your official approval.

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

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 | 1st Sgt David W. Grinstead, SR | 14 MAY 19 | 21-27 July 2019 | |
| Coordinator Contact Info | Phone: 302-569-2256 Email: dgrinsteadsr@salemk12.org | Total Number of Students | Departure Time | Return Time |
| Grade Level(s) | | 4 | 6:00 | 2:00 |
| Destination <small>Please identify that place AND the specific location and address for the trip.</small> | Outdoor Odyssey Staying in Cabins 450 Boy Scout Rd. Boswell, PA 15531 | 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: 1st Sgt will be attending |
|---|---|

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: R Smith | | Date: R Smith 5/15/19 |

IV. Food Services

| | | |
|--|---|--|
| Has the school's cafeteria manager been notified of this field trip? | Will the students be eating lunch at the school on the date(s) of the trip? | Are you requesting any bag lunches or other food for this trip? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> Other: Rental Van Driving |
| If SPS Bus needed, please specify the following information: | Pick Up Time: Pick Up Location: | Return Time: 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 checked="" type="checkbox"/> No | |

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

| | |
|---|-------|
| School Principal Signature: Victoria Pacifico | Date: |
|---|-------|

must complete overnight field trip form

Salem High School MCJROTC Summer Camps

| Cadet Name | Camp | Date |
|----------------------|-------------|---------------------|
| Beato Garcia Cabrera | Drill | 7 - 13 July 2019 ✓ |
| Ryan O'Shea | Drill | 7 - 13 July 2019 ✓ |
| Faith Barrett | Drill | 7 - 13 July 2019 ✓ |
| Christian Robertson | Drill | 7 - 13 July 2019 ✓ |
| | | |
| Beato Garcia Cabrera | Odyssey | 21 - 27 July 2019 ✓ |
| Lucas Soden | Odyssey | 21 - 27 July 2019 ✓ |
| Caleb Githinji | Odyssey | 21 - 27 July 2019 ✓ |
| Gregg Robertson | Odyssey | 21 - 27 July 2019 ✓ |

Memorandum

To: Ms. Kate Carbone, Superintendent of Schools
CC: file
From: Dr. Vittoria Pacifico, Salem High Principal *VP*
Date: Thursday, May 16, 2019
Re: ROTC – College Station, Texas - Out-of-State Field Trip Request

This is to recommend the Salem High JR. R.O.T.C be given permission to attend a four-day leadership trip to Texas A & M University, College Station, Texas. Our ROTC Instructors, First Sgt. Grinstead & Ret. Sr. Lt. Colonel Down will accompany the cadets. The group will depart Salem High on July 7 and return on July 13, 2019. They will travel by a Marine Corps Jet. No school will be missed it happens after school ends. This is the second year the group will be attending this leadership training field trip.

We look forward to receiving your official approval.

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

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 | 1st Sgt David W Grinstead, SR | 14 MAY 19 | 7-13 July 2019 | |
| Coordinator Contact Info | Phone: 302-569-2256 Email: dgrinsteadsr@salemki2.org | Total Number of Students | Departure Time | Return Time |
| Grade Level(s) | 9-11 | 4 | 0700 | 2100 |
| Destination <small>Please identify that place AND the specific location and address for the trip.</small> | Drill Camp / STAYING in Dorms Texas A+M University 400 Bizzell ST, College Station, TX 77843 | 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

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| 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: 1st Sgt will also be attending |
|---|--|

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: R Smith | | Date: 5/15/19 |

IV. Food Services

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

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

| | | |
|--|--|---|
| What is the means of transportation you will need for this trip? | <input type="checkbox"/> SPS Bus (local destinations only) <input type="checkbox"/> Private vendor (you arrange on own) <input type="checkbox"/> Specialized transportation needed | <input checked="" type="checkbox"/> Public transportation / Flying <input type="checkbox"/> Walking <input type="checkbox"/> Other: |
| If SPS Bus needed, please specify the following information: | Pick Up Time: Pick Up Location: | Return Time: 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 checked="" type="checkbox"/> No | |

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

| | |
|---|-------|
| School Principal Signature: Victoria Pacifico | Date: |
|---|-------|

* must complete overnight field trip form

Salem High School MCJROTC Summer Camps

| Cadet Name | Camp | Date |
|----------------------|-------------|---------------------|
| Beato Garcia Cabrera | Drill | 7 - 13 July 2019 ✓ |
| Ryan O'Shea | Drill | 7 - 13 July 2019 ✓ |
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| | | |
| Beato Garcia Cabrera | Odyssey | 21 - 27 July 2019 ✓ |
| Lucas Soden | Odyssey | 21 - 27 July 2019 ✓ |
| Caleb Githinji | Odyssey | 21 - 27 July 2019 ✓ |
| Gregg Robertson | Odyssey | 21 - 27 July 2019 ✓ |

**Salem School Committee Meeting
Recognition of Teacher Award Recipients
June 3, 2019**

Margaret Voss Howard Teacher Recognition Award

Linda Connell, Horace Mann Laboratory School
Susan Marsh, Saltonstall K-8 School
Bonnie Muse, Collins Middle School

Read Trust Excellence in Science Teaching Award

Meghan Martin, Salem High School
Kelly Feurt, Bentley Academy Charter School
Anna Villano, Bates Elementary School

**SALEM SCHOOL COMMITTEE
REGULAR MEETING SCHEDULE
July 2019 – June 2020**

Monday, July 15, 2019 – 7:00 p.m.

Monday, August 19, 2019 – 7:00 p.m.

Tuesday, September 03, 2019 – 7:00 p.m.

Monday, September 16, 2019 – 7:00 p.m.

Monday, October 07, 2019 – 7:00 p.m.

Monday, October 21, 2019 – 7:00 p.m.

Monday, November 04, 2019 – 7:00 p.m.

Monday, November 18, 2019 – 7:00 p.m.

Monday, December 02, 2019 – 7:00 p.m.

Monday, December 16, 2019 – 7:00 p.m.

Monday, January 06, 2020 – 7:00 p.m.

Tuesday, January 21, 2020 – 7:00 p.m.

Monday, February 03, 2020 – 7:00 p.m.

Monday, February 24, 2020 – 7:00 p.m.

Monday, March 02, 2020 – 7:00 p.m.

Monday, March 23, 2020 – 7:00 p.m.

Monday, April 06, 2020 – 7:00 p.m.

Monday, April 27, 2020 – 7:00 p.m.

Monday, May 04, 2020 – 7:00 p.m.

Monday, May 18, 2020 – 7:00 p.m.

Monday, June 01, 2020 – 7:00 p.m.

Monday, June 15, 2020 – 7:00 p.m.



Ilene Simons, City Clerk

City of Salem, Massachusetts

May 10, 2019

City of Salem School Committee
c/o Angelica Alayon
Salem School Department
29 Highland Avenue
Salem, MA 01970

Dear Mayor Driscoll and School Committee Members:

I would like with your permission to move one of our polling locations to the Bates School. This school currently houses Ward 6 Precinct 1 in the music room. Since 2002, the Barn at Mack Park has been used as a polling location for the voters of Ward 6 Precinct 2. The conditions of the barn make this location no longer viable to use for voters.

I am requesting the opportunity to meet with you to discuss the possibilities of using Bates School to be the voting location for all of Ward 6. I would like to combine both precincts and have them located in one area of the school. Unfortunately, the music room is too small to house both precincts.

After doing an initial walk through with School Principal Munoz and School Building Facilities Manager, Ryan Monks, we felt that using the School Gym would be the best site to house both precincts and would have the least amount of impact on the children. The State Elections Office came out for our second site visit to make sure the Gym complies with ADA regulations of polling places. Enclosed is a copy of the formal report from the State approving this set-up.

Also, by using one room, the city will realize some cost savings, both tangible and intangible. First, only one police officer will be needed for most elections (excluding Presidential), only one Automark machine will need to be used and programmed and, as City Clerk, I will be able to travel to one less location on election day.

Over the years, my predecessors, have reached out to the School Committee and have always been given a positive recommendation. For example, in 2014 we moved two different Ward 5 locations into the Saltonstall School Auditorium.

Once I receive permission from the School Committee, I will then need to get approval from the City Council, and then by state law, I need to notify the voters of Ward 6 regarding their polling location change.

The dates of the upcoming Local Elections are Tuesday, September 17th and Tuesday, November 5th 2019. I look forward to hearing from you in the near future.

Therefore, I respectfully request being added to your next School Committee Agenda for this matter to be taken up.

Sincerely,

Ilene Simons
City Clerk

Cc: Kate Carbone, Acting Superintendent of Schools
Jose Munoz, Principal Bates School
Ryan Monks, Facilities Director
Councillor Beth Gerard, Ward Six



The Commonwealth of Massachusetts

William Francis Galvin, Secretary of the Commonwealth
Elections Division

May 1, 2019

Ms. Ilene Simons
City Clerk
Salem City Hall
93 Washington Street
Salem, MA 01970


Dear Ilene,

I am writing to follow-up the survey of the polling location we conducted Friday, April, 26, 2019, of the Bates Elementary School located at 53 Liberty Hill Avenue in Salem to ensure compliance with the Polling Place Accessibility for Elderly and Handicapped Voters regulations. 950 C.M.R. § 51.00, *et seq.*

During the survey, we reviewed a number of issues, including site access, parking, entrance, and building interior. After a thorough review of the three options; the Gymnasium, the Cafeteria, and the Music Room within the Bates Elementary School, all three locations appear to be fully compliant with the regulations governing accessibility of polling places. The gymnasium appears to have the space to accommodate multiple precincts.

Thank you for ensuring that this polling place in Salem is accessible for all voters.

Very truly yours,


Bridget Simmons Murphy
Project Manager

Enc.

cc:

Michelle Tassinari, Director/Legal Counsel, Elections Division, Office of the Secretary of the Commonwealth

Jeffrey Dougan, Assistant Director for Community Services, Massachusetts Office on Disability

Massachusetts Polling Place Accessibility Survey Results

| <u>Municipality</u> | <u>Polling Location</u> | <u>Ward</u> | <u>Precinct</u> | <u>Location Complies</u> | <u>Violation Category</u> | <u>Violation Notes</u> |
|---------------------|---|-------------|-----------------|---|---------------------------|------------------------|
| SALEM | Bates Elementary School 53 Liberty Hill Avenue | 6 | 1, 2 | Yes | | |
| | | | | *Gymnasium- ensure elevator service is aware of Election Days so service is readily available during polling hours. | | |
| | | | | *Cafeteria- ensure hallway from entrance door is cleared to allow a continuous path of travel at least 36 inches wide | | |

950 CMR: OFFICE OF THE SECRETARY OF THE COMMONWEALTH

950 CMR 51.00: POLLING PLACE ACCESSIBILITY FOR ELDERLY AND HANDICAPPED VOTERS

Section

- 51.01: Purpose
- 51.02: Accessibility Defined
- 51.03: Exemptions

51.01: Purpose

950 CMR 51.00 implements the federal Voting Accessibility for the Elderly and Handicapped Act, 42 U.S.C. §§ 1973ee to 1973ee-6 (the "Act"), and applies to all Massachusetts elections in which a federal office appears on the ballot. The purpose of 42 U.S.C. §§ 1973ee to 1973ee-6 and of 950 CMR 51.00 is to promote the fundamental right to vote by improving access for handicapped and elderly individuals to polling places for federal elections.

51.02: Accessibility Defined

Section 3(a) of the Act, 42 U.S.C. § 1973ee-1(a), requires every city and town to assure that all polling places for federal elections are accessible to handicapped and elderly voters, unless the Secretary exempts them. A polling place is "accessible" to handicapped and elderly voters, for the purpose of sections 3(a) and 8(1) of the Act, 42 U.S.C. §§ 1973ee-1(a), 1973ee-6(1), only if all of the following requirements are met:

- (1) Site Access. A clear, reasonably lit, unobstructed path of travel must be provided from the designated spaces in the parking lot, and from the street, to the accessible entrance to the building where the polling place is located. Such path of travel shall have a continuous common surface, not interrupted by steps or abrupt changes in level greater than 1/2 inch.
- (2) Parking. If a parking lot is available on the premises of the polling place, then the following requirements apply:
 - (a) Pursuant to the Americans With Disabilities Act (ADA) Accessibility Guidelines (4.1.2 (5)), the number of required handicapped parking spaces is:

| <u>Total no. of parking spaces</u> | <u>No. of handicapped required</u> |
|------------------------------------|------------------------------------|
| 1 - 25 | 1 |
| 26 - 50 | 2 |
| 51 - 75 | 3 |
| 76 - 100 | 4 |
| 101 - 150 | 5 |
| 151 - 200 | 6 |
| 201 - 300 | 7 |
| 301 - 400 | 8 |
| 401 - 500 | 9 |
| 510 - 1,000 | 2% of total |
| 1,001 and over | 20 plus 1 for each 100 over 1,000 |

- (b) For parking lots striped prior to September 1, 1996:
 - 1. The handicapped parking spaces shall be eight feet wide and have an adjacent four foot access aisle which is painted or striped yellow. The lot shall be reasonably lit.
 - 2. Identification of handicapped spaces shall be by a sign at each space or pair of spaces. The signs shall be at a height of not less than five feet nor more than eight feet to the top of the sign. The sign shall also contain the International Symbol of Accessibility and may include wording identifying its use.
- (c) For parking lots striped after September 1, 1996:
 - 1. The handicapped parking spaces shall be eight feet wide and have an adjacent five foot access aisle which is marked by high contrast painted lines or other high contrast delineation. The lot shall be reasonably lit.

51.02: continued

2. There shall be at least one "van accessible" space, but not less than one, per eight accessible spaces. The van accessible space shall be eight feet wide and have an adjacent 8 foot wide access aisle which is marked by high contrast painted lines or other high contrast delineation. The lot shall be reasonably lit.
 3. Identification of handicapped spaces shall be by a sign at each space or pair of spaces. The signs shall be at a height of not less than five feet nor more than eight feet to the top of the sign. The sign shall also contain the International Symbol of Accessibility and may include wording identifying its use. Van accessible spaces shall include the words "Van Accessible."
 - (d) If a sidewalk is provided at such parking spaces, a curb cut (sidewalk ramp) shall be installed at each space or pair of spaces. The slope of the curb cut shall not exceed 1:12.
 - (e) If no parking lot is available on the premises of the polling place, at least one on-street parking place in front of the polling place must be at least temporarily designated as a handicapped parking space. Identification of the handicapped space shall be by the sign provided in 950 CMR 51.02(2)(c)3..
- (3) Entrance.
- (a) At least one entrance to the building must be accessible to physically disabled persons. If the main entrance to the building is not accessible, signs must be posted directing persons from the ordinary path of travel to the accessible entrance.
 1. If the main entrance to the building is not accessible, the path of travel to the accessible entrance shall be the same or a substantially similar distance as the path of travel to the main entrance.
 2. If the main entrance is not the accessible entrance, the door to the accessible entrance shall be unlocked and capable of being operated without assistance during the hours the polling place is open and at the same hours as the main entrance.
 - (b) The approach to the accessible entrance shall be a paved walk or ramp with a non-slip surface, uninterrupted by steps or abrupt changes in level greater than 1/2 inch. Such entrance shall have a level space 60 inches from the door on the interior and exterior of the doors.
 - (c) Doors to such entrances shall be a minimum of 32 inches clear, measured at 90°. No door threshold shall be higher than 1/2 inch above the floor on either side. Lever handles or other accessible hardware must be provided on doors, so that they may be operated with a closed fist.
- (4) Ramps.
- (a) If the entrance has stairs, a ramp must be provided. A permanent ramp must comply with the following:
 1. The slope of the ramp must be no steeper than 1:12.
 2. The width of the ramp shall not be less than 48 inches.
 3. Two pairs of handrails must be set on both sides of the ramp. Such handrails must be round or oval in shape and set in pairs, one at a height between 34 and 38 inches and a lower rail set at a height between 18 and 20 inches.
 - (b) If it is impractical to install a permanent ramp, portable ramps shall be provided. Portable ramps shall have a slope as close to 1:12 as possible, and if a portable ramp has no handrails or side walls, it must have wheel guards at least two inches high on both sides. Portable ramps may be used to gain access from the parking lot or street to the sidewalk as well as at the entrance to a building. Portable ramps shall be securely anchored.
- (5) Building Interior.
- (a) All interior doors, approaches, and ramps necessary within the building to obtain access to the polling place must comply with 950 CMR 51.02(3) and (4).
 - (b) An accessible route which provides a continuous unobstructed path at least 36 inches wide shall be maintained inside the polling place and shall coincide with the route for the general public.
- (6) Voting Equipment.
- (a) In every polling place, a specimen ballot must be posted at a height no greater than 48 inches.

51.02: continued

(b) Where paper or punch-card ballots are used, at least one marking shelf at each polling place (at a primary where punch-card booklets are used, one for each party) must provide clear space under the shelf not less than 30 inches wide, at least 27 inches clear to the underside of the shelf, and not more than 32 inches in height to the top of the shelf, and must contain privacy barriers on both sides of the shelf. For this special marking shelf, the handle of any stylus used for punching punch-card ballots shall be at least one inch thick and at least three inches long.

(c) Where voting machines are used, a specimen ballot must be placed in at least one machine at each polling place, at a height no greater than 48 inches. For voting machines which have any levers higher than 48 inches above the floor, a "reacher" must be made available to assist disabled persons in reaching the upper levers.

(7) Variances. A city or town may apply to the Architectural Access Board, under 521 CMR 3.00(4.1.1), for a variance from the accessibility requirements of 950 CMR 51.02 or, to the extent that they apply to any polling place, from the requirements of the Architectural Access Board's regulations in 521 CMR 3.00. Notice of an application for any such variance shall be given in the manner required by 950 CMR 51.03(4)(b), and shall also be given to the Director of Elections. No such variance shall be allowed which substantially impairs the accessibility of a polling place to handicapped and elderly voters.

(8) Time Accessibility Required. All non-exempt polling places must be accessible no later than three weeks before the first federal election of an even-numbered year.

51.03: Exemptions

(1) Delegation to Director of Elections. The Secretary delegates to the Director of Elections (the "Director") the authority to determine whether a polling place is exempt from the accessibility requirements under section 3(b) of the Act, 42 U.S.C. § 1973ee-1(b), and under 950 CMR 51.03.

(2) Emergency exemptions. In an emergency under section 3(b)(1) of the Act, 42 U.S.C. § 1973ee-1(b)(1), an exemption may be applied for and determined by telephone, but both the city or town and the Director shall confirm their communications in writing. Mere failure of the city or town to make adequate and timely plans and arrangements does not constitute an emergency. If an exemption is allowed, it applies only to one election, and the city or town must exercise its best efforts to find another accessible polling place, and if none is available, to provide whatever assistance is possible to handicapped and elderly voters. If an emergency exemption is allowed, handicapped or elderly voters assigned to such an emergency exempt polling place may vote by absentee ballot in the office of the city or town clerk or election commission without applying in advance. The procedures set forth in the second paragraph of M.G.L. c. 51, § 59 shall apply to such voters, except that the absentee ballot envelope shall be marked "Emergency Polling Place Exemption".

(3) Non-availability Exemptions: Standards. In determining under section 3(b)(2)(A) of the Act, 42 U.S.C. § 1973ee-1(b)(2)(A), that all potential places have been surveyed and that no accessible place is available, nor is the city or town able to make one temporarily accessible in the area involved, the Director shall consider the following factors:

(a) Whether each location has been studied by a trained person to determine whether or not it is accessible.

1. Polling places should not be presumed to be accessible simply because there are no obvious barriers, but 950 CMR 51.02 must be applied.

2. A trained person is one with knowledge of what constitute structural barriers to handicapped individuals.

3. Handicapped persons, representatives of handicap groups or professionals who work with handicapped individuals should be consulted.

4. If a location is inaccessible, then the city or town should either seek an alternative accessible location or seek to have the barriers removed.

51.03: continued

- (b) Whether the owners or proprietors of the building have been consulted regarding the modifications. If the owners or proprietors are unwilling to make the modifications, then an alternative location should be sought. Possible locations include those which are currently accessible and those where the owners or proprietors are willing to make necessary modifications.
 - (c) Whether an estimate of the cost to make the modifications has been obtained from a qualified person (construction contractor, carpenter), and whether different options for removing the barriers have been explored (*e.g.*, temporary ramps).
 - (d) With respect to polling places in inaccessible government buildings, whether the city or town has urged government officials to make the modifications necessary for the buildings to be accessible.
 - (e) The record of the city or town's percentage of polling places in compliance in the past.
 - (f) The city or town's expressed plans for providing an accessible polling place in the future.
- (4) Non-availability Exemptions: Procedure.
- (a) The city or town body responsible for selecting polling places under M.G.L. c. 54, § 24 (city council, board of selectmen, or election commission) must apply in writing for any exemption under section 3(b)(2) of the Act, 42 U.S.C. § 1973ee-1(b)(2). The application must be filed with the Director of Elections, under the penalties of perjury and in a form prescribed by him, not later than 180 days before the first federal election of an even-numbered year.
 - (b) Not later than the application deadline, the city or town must give notice that it has applied for the exemption, by posting notice on the principal bulletin board, sending copies to all local news media, and mailing copies to the local council on aging, to any municipal handicapped office or commission, to the state Office of Handicapped Affairs (One Ashburton Place, Room 1305, Boston, MA 02108), and to any additional organizations which the Director may prescribe. The notice shall state the designation and address of the polling place or places for which exemption is sought, the reasons for the application, the location at which a copy of the application may be inspected, and the fact that any person may file a written response within 30 days with the state Director of Elections, One Ashburton Place, Room 1705, Boston, MA 02108, telephone (617) 727-2828 or (800) 462-8683.
 - (c) Any person may file with the Director a written response to an exemption application within 30 days after it is filed.
 - (d) The Director may, in his discretion, seek further information from the city or town or hold an informal hearing before himself or his designee.
 - (e) Not later than 90 days before the first federal election of an even-numbered year, the Director shall notify the city or town in writing whether an exemption is allowed and of the reasons for the decision. The period of an exemption shall be two calendar years, beginning with an even-numbered year. Renewal of the exemption requires a new application.
- (5) Alternative Voting Methods. As required by section 3(b)(2)(B) of the Act, 42 U.S.C. § 1973ee-1(b)(2)(B), handicapped or elderly voters assigned to an exempt polling place may vote by absentee ballot, either by mail or in the office of the city or town clerk or election commission, if they previously apply in writing, under M.G.L. c. 54, §§ 86 through 103Q. Current state law prevents assigning such voters to another polling place, as well as "curbside voting" outside the polling place on election day.

REGULATORY AUTHORITY

950 CMR 51.00: 42 U.S.C. §§ 1973ee to 1973ee-6; c. 54, § 37.

Changes to Regulations: Chapter 51.00: Polling Place Accessibility for Elderly and Handicapped Voters

In 950 CMR § 51.01, replace the entire section with the following:

950 CMR § 51.00 implements the federal Voting Accessibility for the Elderly and Handicapped Act, 42 USC §§ 1973ee to 1973ee-6 (the "Act"), and Amended Article 114 of the Massachusetts Constitution and applies to all Massachusetts elections. The purpose of 42 USC 42 USC §§ 1973ee to 1973ee-6, Amended Article 114 of the Massachusetts Constitution and 950 CMR § 51.00 is to promote the fundamental right to vote by improving access for handicapped and elderly individuals to polling places and the voting process.

In 950 CMR 51.02(6), add the following new section as (a) and re-designate the remaining sections accordingly:

(a) For every state, federal, municipal election, preliminary or primary, either regular or special, each polling place shall have at least one accessible voting unit that is usable by people with disabilities. Any accessible voting unit must first be approved for use by the state secretary. Accessible voting units shall be located within a polling place so as to be readily available for use by voters during the voting hours.

Memo:

To: Salem School Committee

From: Kristin Shaver

Date: June 3, 2019

Re: FY19 Budget Transfer Request 12

The Collins Middle School requests the following transfer to cover end of the year expenses.

| Account Description/Use | Account Number | Amount From | Amount To |
|-------------------------|----------------|-------------|-----------|
| Equipment | 13450921-5860 | \$680 | |
| Instructional Supplies | 13570921-5514 | | \$680 |

I recommend approval of the transfer.



Memo:

To: Salem School Committee

From: Kristin Shaver

Date: June 3, 2019

Re: FY19 Budget Transfer Request 13

Salem High School requests the following transfer to cover the expense of a temporary front desk clerk to cover a vacancy in the position until a new employee could be hired.

| Account Description/Use | Account Number | Amount From | Amount To |
|--------------------------------|-----------------------|--------------------|------------------|
| Paraprofessional | 13571020-5163 | \$9,000 | |
| Contract Services | 13571021-5320 | | \$9,000 |

I recommend approval of the transfer.



Memo:

To: Salem School Committee

From: Kristin Shaver

Date: June 3, 2019

Re: FY19 Budget Transfer Request 15

The following transfer is requested to adjust School Committee members' stipends for the 2019 calendar year, per city ordinance.

| Account Description/Use | Account Number | Amount From | Amount To |
|--------------------------------|-----------------------|--------------------|------------------|
| Contract Services | 13032041-5320 | \$300 | |
| School Committee Stipends | 13032061-5712 | | \$300 |

I recommend approval of the transfer.



Memo:

To: Salem School Committee

From: Kristin Shaver

Date: June 3, 2019

Re: FY19 Budget Transfer Request 16

The Carlton requests the following transfer to align the funds with the intended expense. The funds will be used to purchase office supplies.

| Account Description/Use | Account Number | Amount From | Amount To |
|--------------------------------|-----------------------|--------------------|------------------|
| Textbooks | 13570421-5511 | \$3,198.73 | |
| Office Supplies | 13570421-5421 | | \$3,198.73 |

I recommend approval of the transfer.



Memo:

To: Salem School Committee

From: Kristin Shaver

Date: June 3, 2019

Re: FY19 Budget Transfer Request 17

The Curriculum, Assessment and Instruction Department requests the following transfer to allow for the purchase of new curriculum materials.

| Account Description/Use | Account Number | Amount From | Amount To |
|--------------------------------|-----------------------|--------------------|------------------|
| Educational Training | 13990161-5317 | \$117,950.32 | |
| Instructional Supplies | 13570141-5514 | | \$117,950.32 |

I recommend approval of the transfer.

