



School Committee Meeting Materials

Regular School Committee Meeting

September 17, 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.”

September 13, 2018

REGULAR SCHOOL COMMITTEE MEETING

Notice is hereby given that the Salem School Committee will hold a Regular School Committee meeting on Monday, September 17, 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.

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 September 6, 2018

IV. Questions and Comments from the Audience

V. Superintendent’s Report – Margarita Ruiz

VI. Presentations and Reports

Review and Discussion of Mock Agenda using Consent Agenda procedures

VII. Action Items

- a. Discussion and possible re-vote on the request from the Clothing Connection to use the Carlton School parking lot in October, 2018
- b. Deliberation and Vote on the Salem High School Field Trip request to Walt Disney World in Orlando, Florida on December 19-23, 2018

VIII. Finance Report

a. Approval of Warrants

September 13, 2018 in the amount of \$353,778.11

b. Budget Transfers

IX. Subcommittee Reports

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
Thursday, September 6, 2018

A regular meeting of the Salem School Committee was held on Thursday, September 6, 2018 at 7:30 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 7:30 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 Committee of the Whole (COW) School Committee Retreat held August 11, 2018

Mr. Fleming motioned to approve the Minutes of the Committee of the Whole (COW) School Committee Retreat held August 11, 2018. Ms. Wilson seconded the Motion. The motion carried.

Deliberation and Vote on the Minutes of the Committee of the Whole (COW) meeting held August 13, 2018

Mr. Fleming motioned to approve the Minutes of the Committee of the Whole (COW) meeting held August 13, 2018. Ms. Wilson seconded the Motion. The motion carried.

Deliberation and Vote on the Minutes of the Committee of the Whole (COW) meeting held August 20, 2018

Mr. Fleming motioned to approve the Minutes of the Committee of the Whole (COW) meeting held August 20, 2018. Ms. Wilson seconded the Motion. Mr. Fleming abstained. The motion carried.

Deliberation and Vote on the Minutes of the Regular School Committee meeting held August 20, 2018

Discussion

Ms. Nuncio notified of an error in the Minutes of the regular School Committee meeting held August 20, 2018. Ms. Nuncio confirmed that she was absent at this meeting.

Mr. Fleming motioned to approve the Minutes of the Regular School Committee meeting held August 20, 2018 as amended to reflect Ms. Nuncio's absenteeism. Ms. Wilson seconded the Motion. The motion carried.

Questions and Comments From the Audience

Julie Whitlow, 13 Juniper Ave., and colleague Sean Wolfe, Director of the Intensive English programs at Salem State, both represented the Center for International Education at Salem State University. Ms. Whitlow said they wanted to inform of their new community English as a Second Language program. The Center for International Education hosted an intensive English program for the past 25 years and was held during the day, largely for college-age audience. Ms. Whitlow continued they are now hoping to expand their program to offer English classes to members of the community who work and may need English proficiency for variety of reasons. They have three (3) informational sessions in October and are hoping to launch the program on October 25th.

Mr. Wolfe explained that this was born from student inquiries for an English evening program. They have four (4) informational sessions every Monday, beginning October 4. There would not have a session on October 8 due to Columbus Day and will move that session to Tuesday instead. Sessions would be held from 6 to 8pm. They will have short multilevel classes. Classes are designed to be short to allow flexibility to those who are working. Mr. Wolfe continued sharing further details of the sessions, left flyers and information session dates for everyone, and shared their email address for anyone who would like to contact them (cie@salemstate.edu). They may also be reached by phone at 978-542-6351.

In response to Mr. Fleming's questions, Mr. Wolfe shared that their office is located at the Sullivan building, room 114. Sessions will be held at that building. The charge will be \$599.00 per session and will include all materials and online portion that will be available in-between sessions that help extend learning opportunities. Each session lasts six (6) weeks, six (6) hours per week from 6-9pm. New sessions would start every six (6) weeks.

Beth Forrestal, 50 Osgood Street, represented the Clothing Connection as listed on the agenda this evening regarding a request for use of the Carlton School parking lot. Ms. Forrestal shared that they started the Clothing Connection at the Carlton School in 2016 to provide sturdy, comfortable, and new clothing to students that have been identified by school staff of the need for clothing. They added the Saltonstall and Bates schools in 2018. They are currently serving fifty students in three (3) schools, in the city of Salem. They do all of their fund raising and just became a 501(c)(3) back in May. Ms. Forrestal welcomed the School Committee to view their website at www.clothingconnection.org for further information.

Superintendent Report – Margarita Ruiz

Superintendent Ruiz reported that the first week of school began earlier for some and others began yesterday. This year, Salem Public Schools was selected by the Department of Education for an on-site district accountability review by the office of District Reviews and Monitoring. This is a process that the Massachusetts Department of Elementary and Secondary Education (DESE) conducts every three or four years in all districts throughout the state, a wonderful opportunity for reflection, self evaluation, and learning of their current district practices. Superintendent Ruiz continued that the review focuses on six standards of effective district practices outlined in state regulation. It focuses on leadership and governance, curriculum and instruction, assessment, human resources, professional development, student support, and financial asset and management. The process has two phases: a self-assessment that the district has to complete and an on-site visit by a team of reviewers. The team of reviewers are independent consultants, familiar with the review protocol. They will conduct observations and interviews during those days. That on-site visit is scheduled during the week of November 5th through the 8th.

Superintendent Ruiz continued they would also be interviewing School Committee members, parents, and other stakeholders. The review will culminate in a final report when completed and will include findings and recommendations to support their efforts to maximize student-learning opportunities. Ms. Ruiz responded to some of the concerns shared, at the last regular School Committee meeting, regarding some of the turnover they had in the district. They have completed an Exit survey that will be sent out to everyone who has left the district or /left their positions. The Director of Human Capital is prioritizing this work. Ms. Ruiz continued that she would be coming back to the School Committee with a report on the outcome of those results.

Superintendent Ruiz updated the School Committee on the search for an Executive Director of Pupil Personnel Services (PPS). The position has been posted for one and a half months, and they have not come up with any viable candidates at this time. Ms. Ruiz recommended that the best course of action is to stop the search this fall and repost the position in January. Ms. Connerty is on board with continuing to be the Acting Executive Director of Pupil Personnel Services (PPS). The work in this department is effective, and they will continue to work closely with Ms. Connerty. Ms. Ruiz recalled that the School Committee had mentioned the desire to review quarterly financial reports on the budget and asked this be referred to the Finance Subcommittee for discussion regarding a format that the School Committee would like to recommend.

Discussion on a description outline for the Pupil Personnel Services Position

Mayor Driscoll flagged the need for them to meet and talk about the hiring process and job description outline, as they had discussed and requested at a prior meeting. Members agreed that Mayor Driscoll would prepare an outline and bring to the Personnel Subcommittee for review, feedback, and discussion.

Discussion on School Committee Request for Quarterly Financial Reports

Mr. Fleming suggested they start quarterly reports with the dates from September 1st through July 1st with a 100% of the money appropriated through the budgetary process and then report quarterly how much of that money is being spent in each category so that they know they are not in a situation of having to spend more than appropriated and to know that the district is adequately funded. Mayor Driscoll asked Ms. Shaver to come up with a year-to-date finance report simple plan draft model based on Munis, or what she uses to draft reports, with same cost factors as the analysis she does monthly. Ms. Shaver agreed.

Presentation and Reports

Update on Opening of School Preparations

Superintendent Ruiz explained that the updates on the opening of school preparations are the welcoming procedures and professional development for all staff, enrollment update, and the operational update.

Welcoming Procedures and Professional Development for All Staff

Ms. Carbone talked about the New Teacher Institute's fundamental goal of working with new teachers to effectively welcome students into their classrooms, on the first day of school. They focused on strengthening new teacher's knowledge of who Salem students are, strategies that can be used to build positive relationships with students, the district's vision for instruction, and the strategies that make learning accessible to all learners. Ms. Carbone continued that they also focused on how to go about deliberately building a learning community in their classroom. The vision for the content was to leave from the institute with a strong instructional rehearsal plan on its first day. Ms. Carbone explained that all teachers were welcomed on August 28, 2018. New teachers were kept together with their cohorts on August 28th and 29th. They had 350 veteran teachers returning to the district.

Summer Workshops

Ms. Carbone continued that they hosted a conference where they identified and participated in a number of workshops aligned to their goals. Teachers used an online scheduling application to register for their sessions. There were over 30 offerings. This is something that was planned in March. Principals were asked for recommendations of teachers who could do workshops, and those teachers were then approached and asked if they were interested in doing a workshop. Ms. Carbone continued providing further details. Ms. Carbone informed School Committee members that they planned summer workshops through July and August. They offered 22 different workshops with some being offered multiple times to grant the greatest assets to teachers, to make it accessible to them. There were over three hundred participants. Posting the workshops early made significant difference. Salem Public Schools staff taught most of the workshops.

New Teacher Institute

Ms. Carbone explained that this year marks a new and significant shift in how they award and support new teachers. They are very fortunate to write, and be approved for, a \$150,000 grant through the Nellie Mae Foundation to support this work as well as some of their recruitment pieces. Most of it was for new teachers. This allowed them to revamp and completely overhaul the curriculum and approach. They were able to include new hires, 2nd year teachers, and other teachers newly hired into the district (even if they had previous teaching experience elsewhere). The grant allowed them to partner with The New Teacher Project (TNT), a national organization that does lots of regional work and specialize in new teacher supports. Ms. Carbone continued they wanted to share tools, model how to use them, and allow participants lots of time to practice, using the tools; there was lots of practice time. Ms. Carbone talked about building community and cohort engagement and the hire of six (6) Salem Public School Teacher leaders.

Leadership Institute

Ms. Carbone walked members through the presentation and said they had a leadership institute, for school leaders, at the beginning of August. They were deliberate about threading team building throughout the activities. They wanted to build a sense of team on those two days asking the following questions: “Who is on the team? What do they do? What are their names? and What is important to them?” for example. Ms. Carbone continued they saw the leadership institute as an opportunity to support the Fresh Start resolution and their commitment to enhancing strong cultures of welcoming, across all Salem schools. Many of the activities focused on responsive teaching strategies. That was the alignment piece with the New Teacher Institute.

Projected Student Enrollment

Superintendent Ruiz provided School Committee members with two handouts, the enrollment snapshot for September 6, 2018 and school balancing and walked members through the data. Members asked questions, shared feedback and concerns, and engaged in continuous discussion. Members and Superintendent Ruiz agreed that Superintendent Ruiz would provide continuous updates of the enrollment snapshot data, amount of students in a classroom. Superintendent Ruiz updated the School Committee on data showing the enrollment between the economically disadvantaged students and those who are not. Ms. Ruiz informed the School Committee that this data is an estimation, based on the patterns from last year, and would not reflect the final number determined by the state. Members asked questions and engaged in discussion.

Operational Updates – Operations Institute

Ms. Conrad said this is the 2nd year they have done an operations exchange where they set up twelve (12) tables of different operational departments. It is a great opportunity for principals to personally meet with operational leaders and discuss the specifics of what they need to do in particular areas,

whether it be transportation, food services, facilities, IT, Human Resources (HR), Human Capital, payroll, etc. Ms. Conrad continued that the feedback for this has been very positive for the 2nd year in a row. They also convened the school and district front office staff members together, before the start of school and went well. The theme for this year is to become a stronger part of the teams, within schools and departments. Ms. Shaver provided updates on transportation.

Action Items

Deliberation and Vote on the adoption of a Consent agenda process (tabled on 8/20/18)

Mr. Fleming motioned to remove the matter from the table. Mr. Cruz seconded the motion. The matter carried.

Discussion

Mr. Fleming said he is concerned about some of the 2nd paragraph language on the explanation, under the 2nd bullet point, and read the paragraph aloud. Mr. Fleming wondered if, based on the language he read aloud, it would be an automatic approval by adopting the Consent agenda. Mayor Driscoll re-read the paragraph, agreed, and suggested the paragraph be removed. Mayor Driscoll stated that budget transfers are the typical thing she would not want to see on a Consent agenda. Backup materials for warrants are accessible and can easily be reviewed, as needed. Members agreed to delete Bullet 2, delete staff appointments, add field trip requests, and leave out budget transfers on the Consent agenda.

Mr. Fleming motioned to approve the adoption of a Consent agenda process, as amended. Ms. Manning seconded the motion. The motion carried.

Deliberation and Vote on the request from the Clothing Connection to use the Carlton School parking lot in October 20, 21, 27, and 28th.

Discussion

Ms. Campbell wondered if the School Committee would need a city perspective. Ms. Wilson responded that this is already done at the Bentley School. Mr. Fleming agreed. Ms. Manning wondered about the legality of this. Mr. Fleming said they are the trustees of that property, control its use, and would like to include the same conditions imposed at the Bentley, if any. Members shared concerns, feedback, and engaged in further discussion.

Members agreed to vote in favor of a friendly amendment to include that the motion to approve the request from the Clothing Connection to use the Carlton School parking lot on October 20, 21, 27, and 28, 2018, would be pending the legal opinion or conditions that were placed on the Bentley School logistics of nonprofit use of the property.

Mr. Fleming motioned to approve the request from the Clothing Connection to use the Carlton School parking lot on October 20, 21, 27, and 28, 2018 and any requirements imposed at the Bentley School also be part of this motion. Ms. Wilson seconded the motion. The motion carried.

Finance Report

Approval of Warrants

August 9, 2018 in the amount of \$1,183,388.19

August 30, 2018 in the amount of \$254,848.65

September 6, 2018 in the amount of \$727,930.63

Mr. Fleming motioned to approve the three warrant amounts as listed on the agenda. Ms. Wilson seconded the motion. The motion was approved.

Budget Transfers

The School Committee approved the following FY19-1 and FY19-2 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
Curriculum, Instruction & Assessment Department requests the following transfer to align funds with the correct account. Endicott College will be providing math tutors for the district:			
Tutors	13570640-5125	\$15,059	
Stipends	13570620-5150	\$22,000	
Contract Services	13570141-5320		\$37,059

Mr. Fleming moved to approve the Curriculum, Instruction & Assessment Department transfer request in the amounts stated. Ms. Wilson seconded the motion. The motion was approved.

The Business Office requests the following transfer to align funds with the correct account:

Personnel - Paraprofessionals	13570820-5163	\$20,901	
Personnel - Tutors	13570840-5114	41,861	
Personnel – Family Engagement	13570820-5119		\$61,762
Personnel - Tutors	13700220-5114	\$41,507	
Personnel – Family Engagement	13570220-5119		\$41,507

Mr. Fleming moved to approve the Business Office transfer request in the amounts stated. Ms. Nuncio seconded the motion. The motion was approved.

Subcommittee Reports

Ms. Nuncio reported they had a Policy Subcommittee meeting on August 28, 2018. They reviewed policies in the 4000 series and continued discussion on the formation of an Equity Subcommittee. They wanted to get a better definition on what the scope of work would be and talk about the preliminary tasks. Ms. Nuncio continued they (Mr. Cruz, Ms. Manning, herself and staff) all agreed that they needed more clarity on what the School Committee's charge to them, as an Equity Committee, Subcommittee, or Work Group would be. School Committee members agreed to check their schedules and meet at a later date for further discussion.

School Committee Concerns and Resolutions

Ms. Manning inquired an update on the Bertram Field parking plan. Ms. Shaver responded there was enough parking spaces with fourteen (14) open spaces today and said she would have an update at the next School Committee meeting. Ms. Manning said she would like to schedule a meeting with Buildings and Grounds Subcommittee. Ms. Shaver agreed. Mr. Fleming shared that he met with Mr. Monks, at the new leadership meeting, and had a discussion. Mr. Fleming confirmed that he was told there was no movement relative to funding, other work, or work that is going to be done at Bertram Fields. Mr. Fleming continued that he was told there is a plan to possibly do some blasting, and then reduce the space to only four or five lots. Mr. Monks has no further information to add, at this time, but that he is following up. Ms. Manning said she is concerned that much furniture is being discarded, understands that it would be considerable for a surplus, and does not remember receiving any requests about that. These are furniture that came out of School buildings and are now gone. Ms. Manning continued that she is not

sure why the School Committee was not involved in that process or why it was not brought to their attention. Mayor Driscoll added that she understands that the surplus policy sets a value threshold. Ms. Shaver explained that she reviewed it with the Procurement officer, they walked through all of the furniture together, and that they are using what they could for the district. They have some things in storage they would like to ask the School Committee to declare, as a surplus. They want to make sure they still have some furniture in storage in the case there is an enrollment shift. Ms. Shaver continued that much of the furniture was declared to have no value and that they have furniture in storage, at the new Horace Mann gym. Ms. Shaver offered to give the School Committee an inventory of it and shared that many of the Salem schools came in and took what they needed for their schools.

Mr. Fleming reported that the morning and afternoon Salem Day Golf scholarship tournament is completely sold out and he is thankful to the community for the response they had this year. Mr. Fleming shared that Salem News were very helpful with their advertisement of the two-signup procedures.

Mayor Driscoll acknowledged the hard work of the Buildings and Grounds Department. There was a lot of moving parts over the summer. Buildings and Grounds went above their normal maintenance routines and assisted with moves and relocation of furnitures where they needed to go. Ms. Driscoll also thanked them for their assistance in other work projects being done at school buildings.

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

Respectfully submitted by:

Angelica Alayon, Secretary
Salem School Committee

Meeting Materials and Reports

School Committee Agenda September 6, 2018
Minutes of the August 11, 2018 Committee of the Whole (COW) School Committee Retreat
Minutes of the August 13, 2018 Committee of the Whole (COW) Meeting
Minutes of the August 20, 2018 Committee of the Whole (COW) Meeting
Minutes of the August 20, 2018 Regular School Committee Meeting
2018 Summer Professional Development Update PowerPoint Presentation
Overview to 2018 Summer Professional Development
Enrollment Snapshot as of September 4, 2018 – (snapshot of enrollment data)
Enrollment Snapshot as of September 6, 2018
2018-19 Estimated Pct EcoDis by School – 9/6/18
Draft Consent Agenda
Clothing Connection Request for Use of the Carlton School Parking Lot in October

*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.”

DRAFT – MOCK AGENDA FOR REVIEW

August 31, 2018

MOCK AGENDA OF A REGULAR SCHOOL COMMITTEE MEETING

Notice is hereby given that the Salem School Committee will hold a Regular School Committee meeting on Thursday, September 6, 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.

MOCK AGENDA/CONSENT AGENDA

I. Call of Meeting to Order

II. Approval of the Agenda

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

IV. Presentation and Reports

Superintendent’s Report

Other Reports:

Update on Opening of School Preparations

- Welcoming Procedures and Professional Development for All Staff
- Projected Student Enrollment
- Operational Updates

V. Consent Agenda

- a. Minutes of the Committee of the Whole (COW) School Committee Retreat held August 11, 2018
- b. Minutes of the Committee of the Whole (COW) Meeting held August 13, 2018
- c. Minutes of the Committee of the Whole (COW) Meeting held August 20, 2018
- d. Minutes of the Regular School Committee Meeting held August 20, 2018
- e. Approval of Warrants: August 9, 2018 in the amount of \$1,183,388.19; August 30, 2018 in the amount of \$254,848.65; and September 6, 2018 in the amount of \$727,930.63
- f. Saltonstall School 7th and 8th Grade Field Trip request to Nature’s Classroom in Hancock, New Hampshire on October 22-26, 2018.

VI. Action Items: Old Business

- a. Deliberation and Vote on the Adoption of a Consent Agenda process (tabled on 8/20/18)

VII. Action Items: New Business

- b. Deliberation and Vote on the request from the Clothing Connection to use the Carlton School parking lot in October

VIII. Budget Transfers

IX. Subcommittee Reports

X. School Committee Concerns and Resolutions

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

XI. Adjournment

Respectfully submitted by:

Angelica Alayon, Secretary to the
Salem School Committee

Consent Agenda Plans for Salem

As Amended on 9/6/18

At every meeting, at least a few items come to the agenda that do not need any discussion or debate either because they are routine procedures or are likely unanimous consent. A consent agenda allows the committee to approve all these items together without discussion or individual motions.

Typical consent agenda items are routine, procedural decisions, and decisions that are likely to be noncontroversial. Examples include:

Approval of the minutes;

Final approval of proposals, policies, or reports that the committee has been dealing with for some time and all members are familiar with the implications;

Routine matters such as appointments to committees; approval of field trip requests, warrants, etc.

Reports provided for information only;

Correspondence requiring no action.

A consent agenda can only work if the reports, and other matters for the meeting agenda are known in advance and distributed with agenda package in sufficient time to be read by all members prior to the meeting. A typical procedure is as follows:

When preparing the meeting agenda, the chairperson determines whether an item belongs on the consent agenda and prepares a numbered list of the consent items as part of, or as an attachment to the meeting agenda.

The list and supporting documents are included in the committee's agenda package in sufficient time to be read by all members prior to the meeting.

At the beginning of the meeting, the chair asks members what items they wish to be removed from the consent agenda and discussed individually.

If any member requests that an item be removed from the consent agenda, it must be removed.

Once it has been removed, the chair can decide whether to take up the matter immediately or place it later on the regular meeting agenda.

When there are no more items to be removed, the chair calls for a motion to approve the consent agenda and a vote is taken.

When preparing the minutes, the Secretary includes the full text of the resolutions, reports or recommendations that were adopted as part of the consent agenda.

In order to start using a consent agenda, the board should first adopt a motion allowing for the consent agenda process.

One recommended motion is as follows: " Move that a consent agenda be presented by the Chair at the beginning of meetings. Items may be removed from the consent agenda on the request of any one member. Items not removed are be adopted by majority vote of a motion to adopt the consent agenda. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda by the Chair or by motion of the Committee."

Jill Conrad 9/14/2018 8:35 AM

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This is to recommend the Salem High School Boys basketball Team be given permission to travel to Orlando, Florida to participate in a tournament hosted by KSA Events. Attached is a sample proposal and itinerary. The tournament would include 3 games and the trip would take place Wednesday December 19th – Sunday December 23rd. All student-athletes would be given the opportunity to partake in fundraising activities that will cover the costs of the trip. There has been a start in the fundraising and look forward to receive your official approval so that we can continue. This trip is intended for the student-athletes to collaborate and bond while building lifelong friendships and memories. The trip will consist of the Varsity Boys basketball team (12-15 students to be determined by tryouts) and 4 coaches. Varsity Coach Tom Doyle will be the lead chaperone for planning and fundraising the trip. He has taken the Salem High School Golf team on a similar trip for 16 straight years to the same area. The ratio of chaperones per student-athlete will be maximum 4 to 1. The group will travel by airfare. Details will be finalized if approved. All student-athletes will ask for and complete any work that is to be missed during this trip and also be required to attend day back sessions and complete all assignments upon return from the trip. During the trip study time will be allotted for students to do their assigned schoolwork.

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.

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	THOMAS DOYLE	9/13/18	12/19/18 - 12/23/18	
Coordinator Contact Info	Phone: 978 836 8471 Email: tdoyle@salemk12.org	Total Number of Students	Departure Time	Return Time
Grade Level(s)	9-12	12-15	Am	Pm
Destination <small>Please identify that place AND the specific location and address for the trip.</small>	ORLANDO, FLORIDA WALT DISNEY WORLD	Location and Duration		
<input type="checkbox"/> Local trip within Salem/North Shore <input type="checkbox"/> In-state - within MA <input checked="" type="checkbox"/> Out of state - travel to another state <input type="checkbox"/> Within the normal school day <input checked="" type="checkbox"/> Beyond normal school hours <input checked="" type="checkbox"/> Overnight trip				

II. Learning and Accessibility	
Instructional Alignment <input type="checkbox"/> Alignment: The trip is aligned to standards <input type="checkbox"/> Preparation Plan: Students will be prepared for trip <input type="checkbox"/> Post-Trip Plan: Students will synthesize learning Comments:	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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
School Nurse Signature: <i>Karen...</i>		Date: 9/13/18

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 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? AIRPLANE	<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: 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

VI. Principal Review and Approval (Required for ALL Field Trips)	
School Principal Signature: <i>Jennifer...</i>	Date: 9/13/18

*List of students to be provided early



2018 KSA Events Basketball Tournament

SAMPLE PROPOSAL

CLASSIC TOURNAMENT

Wednesday, December 19 – Sunday, December 23, 2018

KSA Events Basketball Inclusions:

- Official Commemorative KSA Keepsake per participant (1)
- Tournament Trophies (For Each Bracket Finalist & MVP Medal)
- Game Officials, Scorekeepers, Trainers, and Game Balls
- Admission to the KSA Events 2018 Classic Basketball Tournament
 - *Tournament Entry Fee is an additional \$500 and will be added to your invoice*

Accommodations:

- Four (4) Nights Accommodations at Universal's Cabana Bay Beach Resort or Orlando Hilton Resort

Transportation:

- Airport Transfers to and from Orlando International Airport
- Shuttle Service to and from Playing Facilities
- Shuttle Service to and from all Theme Parks and Inclusions within package

Admissions:

- Three (3) Day Universal Studios/ Islands of Adventure Ticket with admission to:
 - Universal Studios and Universal's Island of Adventure
- Admission to Choice Of One Of The Following Experiences:
 - **Top Golf – The Ultimate in Golf, Games, and Fun**
 - **Andretti Indoor Karting & Gams Orlando**
 - **Blue Man Group Orlando**
 - **Orlando Magic Basketball Game**
 - **Universal Studios Volcano Bay Water Park**
- Admission to the KSA Events Exclusive Celebration of Athletes Dinner Party



KSA Events Meal Plan:

- Breakfast Coupons at the Resort (3)
- Meal Coupons for use in the Parks, Select Universal City Walk Restaurants, or at the Resort (3)
- Exclusive KSA Events Character Breakfast (1)
- KSA Events Exclusive Celebration of Athletes Dinner Party (1)
- Refillable Beverage Mug for use at the Hotel (1)

KSA Events Exclusive Inclusions:

- One Complimentary Package for Every Twenty Full Paying Passengers
- KSA Events Representative to Assist Your Group with all trip components
- KSA Events Representative on-site
- All Taxes and Gratuities

Cost Per Person

**Please Contact Your Basketball Sales
Manager for More Details**





2018 KSA Events Basketball Tournament

SAMPLE PROPOSAL

SAMPLE CLASSIC DAILY ITINERARY

Wednesday, December 19 – Sunday, December 23, 2018

Wednesday, December 19, 2018

- Arrival in Sunny Warm Orlando, Florida
- Transfer Resort for Registration and Orientation
 - Rooms will be pre-checked in with Room Keys Ready
 - KSA Orientation with give you a thorough walk through of your trip and components
- Dinner at the Resort with a **Meal Coupon**
- Participation In Optional **Team Activity** (Dependent On Package Inclusion Choices)
- Room Check and Lights Out

Thursday, December 20, 2018

- Breakfast at the Resort with **Meal Coupon**
- Transfer to **Round 1 of the 2018 KSA Events Classic Basketball Tournament**
- Transfer back to Resort
- Visit Theme Park Of Choice
- Dinner in the Park with a **Meal Coupon**
- Transfer Back to Hotel
- Room Check and Lights Out

Friday, December 21, 2018

- Transfer To KSA Events Exclusive Character Breakfast
- **KSA Events Exclusive Character Buffet Breakfast!** (Dependent On Package Inclusion Choices)
- Transfer to **Round 2 of the 2018 KSA Events Classic Basketball Tournament**
- Transfer back to Resort
- Visit Theme Park Of Choice
- Dinner in the Park with a **Meal Coupon**
- Transfer Back to Resort
- Room Check and Lights Out

Saturday, December 22, 2018

- Breakfast at the Resort with **Meal Coupon**
- Transfer to **Round 3 of the 2018 KSA Events Classic Basketball Tournament**
- Transfer back to Resort
- Visit Theme Park Of Choice
- Transfer to **Exclusive KSA Events Celebration of Athletes Dinner Party and Character Meet N' Greet**
- Transfer back to Resort
- Room Check and Lights Out

Sunday, December 23, 2018

- Breakfast at the Resort with **Meal Coupon**
 - Check out of Rooms and Store Luggage
- Load the Buses and Depart for the Airport

