

**Salem Public Schools
Salem School Committee
FINANCE SUBCOMMITTEE
Meeting Minutes
April 7, 2021**

On April 7, 2021, the Finance Subcommittee for Salem Public Schools met at 4:30 p.m. using the Zoom platform.

Members Present: Mary Manning, Amanda Campbell, Ana Nuncio

Members Absent: None

Others in Attendance: Superintendent Stephen Zrike, Assistant Superintendent Mary DeLai, and Assistant Superintendent Kate Carbone

Call of Meeting to Order

Ms. Manning called the meeting to order at 5:32 p.m.

Approval of Minutes

Ms. Manning asks if anyone has questions or concerns with minutes from the prior meeting on March 18, 2021.

Ms. Campbell made the motion and Ms. Nuncio seconded the motion. A roll call vote was taken.

Ms. Campbell Yes

Ms. Nuncio Yes

Ms. Manning Yes

Motion carries 3-0

Discussion of FY2022 Recommended Budget & FY2021 Supplemental Appropriation

Assistant Superintendent DeLai shares a slide deck for the FY2022 Preliminary Recommended Budget noting it's a revolving budget. She shares the history of budget increases over the years, shows an overview of numbers with personnel and non-personnel figures for FY2021, and continues to the departmental requested budget overview. Ms. DeLai reminds the members present that the ESSER II funding will supplement the district needs with the recommended FY2022 budget in the total of 4.1 million dollars. Notes ESSER III funding is not yet determined but will become available soon. A breakdown of the preliminary budget is shared, along with a budget summary. Ms. DeLai shares the supplemental funding is included in the figures presented.

A chart breaks down the requested budgets to what's now being recommended in terms of personnel positions, how many of each position we have, what's being requested by school leaders, and what they actually will be in having those positions throughout the district. As Ms. DeLai continues, Ms. Manning asks about the count of Family Engagement Facilitators in each school and wonders if larger schools may need more than one. Ms. Carbone shares that the position is a unique position and with the hire of the Student and Family Support Services the consideration of aligning this position and articulating their work within the buildings will be underway. Ms. Manning wants to keep in mind the potential of hiring more FEF's for larger schools. Through Ms. DeLai's presentation, she shares the disposition of requests in terms of what will be paid from the FY2022 budget, or what grant will support the funding. Ms. DeLai and Dr. Zrike notes the issue surrounding the addition of a Kindergarten and 1st Grade classroom to BAIS and how enrollment does not justify the addition of these classrooms. Dr. Zrike notes the problem of having 5 third grade teachers at WHES but not enough students to support that number. Ms. Campbell asks about the need for an additional ESL teacher specific to BAIS and Dr. Zrike notes needing to talk with Rebecca (Westlake) to confirm the ratio and need for specific teachers.

Ms. Manning asks about the former Bowditch students and wonders about the dispersion of the students and the positions that were needed to ensure support for those students as they were moved within the district. Ms.

Carbone shares that the students dispersed among schools are now naturally integrated within the school setting, and reporting and support is natural from all the positions. She notes the recommendations either removing a position or adding a position will benefit the support for all students, including those formerly noted as “Bowditch students.”

Ms. Nuncio requests information around hiring someone to assist with community members who may have a question in Spanish. Dr. Zrike notes the district is working toward finding someone to help with translation and interpretation needs. He notes there are folks in the Special Education Department, Parent Information Center, and Multilingual Education Department who are completing the needs for translation but hoping to consolidate these positions to hire someone to translate and interpret.

Ms. Manning asks about the budget recommendation surrounding stipends and wonders why it was being cut. Ms. DeLai shares the cut is simply from the figure that was originally requested and that historically there hasn’t been a need for the number noted for request and the cut is in the Middle School Afterschool Activities Stipend Line.

Ms. Manning asks about funding for library staff. Ms. DeLai turns it over to Dr. Zrike who notes a preliminary conversation to use grant funding for elementary library staff. He notes the funding to support those roles will allow for work in diversification of classroom libraries. Ms. Manning and Ms. Carbone discussed the 3-year library plan that was organized pre-pandemic and interrupted with the pandemic but work to reinstate the roles throughout the district is still being discussed.

Ms. DeLai reviews budget priorities for the district. Discussion opens surrounding the early education future in regard to opening full-day Pre-K classrooms in the district. Ms. Campbell notes consideration of Dual-Language pre-k classrooms in the future. A future priority is transforming the Parent Information Center experience by making it more accessible out of Collins Middle School and closer to downtown. Ms. DeLai closes the presentation noting next steps for the FY2022 budget, including a budget hearing, and vote at future meetings in May.

Dr. Zrikes notes meeting with the Mayor about the requests for the increase in budget while maintaining staying in line with the average of requests based on financial history. Ms. Nuncio notes the budget is reasonable when it comes to education, especially noting a decline in enrollment and how every dollar will count to increase that enrollment. Ms. Manning notes an important component of proposing the budgets is being involved in the budget created process and being aware of the components of the organized budget. She notes the work done in the district will help the city prepare to make decisions for positive allocation of budgets.

Ms. DeLai explains the bid process closing a few weeks ago and the results are leaning toward outsourcing transportation will be the most cost effective decision for the district budget.

Ms. Campbell makes a motion to adjourn Ms. Nuncio seconded. Meeting adjourned at 7:02pm.

Ms. Campbell	Yes
Ms. Nuncio	Yes
Ms. Manning	Yes
Motion carries 3-0	

Respectfully submitted by,

Jensen Frost

Executive Assistant to the Deputy Superintendent