

Salem School Committee  
Committee of the Whole Meeting Minutes  
Monday, August 13, 2018

A Committee of the Whole (COW) meeting of the Salem School Committee was held on Monday, August 13, 2018 at 6:10 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, Mr. Manny Cruz, Ms. Amanda Campbell, and Mayor Kimberley Driscoll

**Members Absent:** Ms. Ana Nuncio

**Others Present:** Margarita Ruiz, Superintendent, Kate Carbone, Assistant Superintendent for Teaching and Learning, Kristin Shaver, Business Manager, Jill Conrad, Chief of Systems Strategy, Kelley Rice, Chief of Communications, Mr. Eric Chamberlin, Director of Digital Learning Salem Public Schools, Matt Killen, Director of IT, Glenn Burns, Collins Middle School Principal, Ms. Jennifer DeStefano, New Salem High School (SHS) Principal

**Call to Order**

Mayor Driscoll called the School Committee of the Whole (COW) Meeting to order at 6:10p.m.

**Introduction**

Mayor Driscoll began the meeting explaining that this is a Committee of the Whole (COW) meeting that the School Committee scheduled to try and review where they are with the new digital 1 to 1 that is rolling up into the High School. They had talked about this at a prior Committee of the Whole (COW) meeting to try and get a sense of possible surrounding parameters. The meeting is to discuss plans for the 1 to 1 Initiative at Collins Middle School and Salem High School. Mayor Driscoll continued that she knows that district staff has been working hard now that they have the building structure to make sure to roll this up to the freshman. They are thinking about what those needs are and how that program is going to roll out. Superintendent Ruiz explained that a big part of their strategic plan incorporates technology, and they have a few specific action steps on Pillar 2 for the High School Redesign. This is something they are engaging in for all students in the district to have access to the 21<sup>st</sup> century. The 1-1 initiative is predicated on the notion that what they are giving their students is access and the tools for learning. These are going to be access-learning instruments. Superintendent Ruiz continued that what they want to do this evening is to provide an update of where they are with the initiatives at Collins Middle School, Saltonstall, and Salem High School (SHS).

Ms. Ruiz informed the members that others have been engrossed in this work and at the forefront to some of the topics and would be speaking this evening. Ms. Ruiz passed out a handout for everyone. Ms. Carbone explained that Matt Killen, Director of IT and Mr. Eric Chamberlin, Director of Digital Learning Salem Public Schools, would be leading the walk-through of the handout and added that they have teams at each school working together to start wrapping their heads around the initiatives. It is not something they left to the summer. When Mr. Chamberlin came on board in December, he hit the ground running. This was sort of a priority initiative for him to help them launch this. He has been working with the principals to build up what was already in place in Collins and sort of build that out and have a vision for the High School. Ms. Carbone walked members through a quick overview of the beginning of the

agenda handout and said that Mr. Killen and Mr. Chamberlin would walk them through the entire agenda.

### **Update on 1:1 program at Collins Middle School, Saltonstall and Salem High School (SHS) - The Status of the Purchase of the Devices**

Mr. Chamberlain explained that a 1 to 1 program changes things in a dual context. Students now have access to the entire Internet and entails having it at their fingertips in the classroom and at home all the time. They are going to have a device for all Salem students in grades 6 through 9 this fall. They previously acquired the devices for Collins. They talked about that in the spring. That program will be continuing into this year. Saltonstall will move to the 1-1 program in grades 5-8 and launching the program this fall. The devices have been ordered and are here. The current intermittent ship date for the devices is August 31<sup>st</sup>. They are acquiring, at the High School level, a flip laptop in part and with touch capability and fit for use at the High School. The Salem High School will be using the 1-1 initiative program in grade 9. The new devices have been purchased, have 40% complete delivery, and the remainder is backordered at this time.

### **Policy Update - Acceptable Use Policy**

Mr. Chamberlin continued that the acceptable use policy that was on the books for Salem was 2011-2012 and a lot different and needed to be reviewed and looked at. They reviewed what other schools have been doing and the Committee would be looking at a third reading of that at their next meeting. That would be the guiding list of what they want their digital systems to be as they think about using these devices responsibly. The main focus point will be in place in terms of what they want students to focus on when Salem hands students once of these devices. This information will be on the form that will be handed out to parents' and students for review and agreement on those expectations.

### **Summer Training**

Mr. Killen informed the members they have set up a 3 tiered boot camp type training for anyone having difficulty understanding what the Cloud is and how to share a document and not allow others to edit it if that is their goal. They moved up, the next year, to a session called Google Tools for Teachers. Essentially, now that they understand that, what does that look like in the classroom, how to leverage those tools and then got pretty aggressive with a day and a half session from 8-2 on Monday and 8-11:30 the next day specifically geared towards those teachers that are going to be in the 1:1 classrooms. They had excellent attendance. This was voluntary K-4 Personal Development (PD) through the district and almost all of the 9<sup>th</sup> grade team chose to come. Mr. Killen explained that the 1-1 initiative program would focus on the academic areas at the Salem High School, in year one, 9<sup>th</sup> grade. There will be a conference at the Salem High School on August 28, 2018 for K-8 teachers.

Mr. Killen continued that the High School teachers have something else going on for the first two sessions. Thirty-five different staff members volunteered to teach the PDs. There will be job-a-like meetings on August 29<sup>th</sup>. There will be another touch-point with 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade teachers altogether for 2 ½ hours. This would be to set the tone, set the idea of what this is going to look like around those 21<sup>st</sup> century skills to creativity, collaboration, critical thinking, and communication. Ms. Carbone added that it would be with an eye towards making sure they onboard the teachers who were not able to attend the summer trainings. Mr. Chamberlin is working with each of the principals to ensure there is a strand of professional development, for the schools' PD plan, that attends to building teacher capacity to use the technology well in their classrooms. Mr. Killen reported they initiated a new learning management system. The app is called Schoology where all the Chromebook academy content activities is packaged in modules

they can plug people into after the fact. People who may want to try an activity that they have not yet done; They can go in, watch a tutorial, download the PDF, and move forward from there. That has proven to be an essential asset and is working very well.

### **Outreach to Families**

Glenn Burns, Collins Middle School Principal, and Jennifer DeStefano, New Salem High School Principal, talked about outreach to families. Mr. Burns explained they have a variety of touch points with new scholars before the start of the school year. They have a 6<sup>th</sup> grade orientation dinner where they hand out all of their forms, briefly spend time with parents and talk about the Chromebook and the 1:1 initiative, and answer any of their questions. All new 7<sup>th</sup> and 8<sup>th</sup> graders will receive orientation at the start of the new school year. Orientations are offered one day and one evening to allow two options. They will be offering two nighttime meetings and one daytime informational meeting, once the school year starts off for current 7<sup>th</sup> and 8<sup>th</sup> graders and anyone else that needs it. They will touch base with others if these options do not work for them. Mr. Burns continued that paperwork would need to be signed. Parents are usually on board with overnight field trips and the 1-1 initiative. Ms. DeStefano said they would be following a very similar model at the Salem High School. They will have a series of opportunities for parents to come in and learn about the 1-1 initiative. Hopefully, they will have familiarity as many would be coming from the 8<sup>th</sup> grade and having done 1-1 as 8<sup>th</sup> graders. This may be a bit different, but they will have some familiarity. Ms. DeStefano continued that she and Mr. Chamberlin are working on matching that schedule to align with the rollout for when the devices arrive. They have very similar plans with multiple opportunities and variety of times for parents to come in and talk with them as well as telephone availability if parents have further questions. There will be an orientation for freshman students on September 4, 2018 where they will have an introduction for the devices. The ship date is August 31<sup>st</sup>, 2018. There is a brief set up process that may last about 45 minutes per device.

Mr. Burns briefly talked about the Salem High School Technology (Tech) team. Mr. Chamberlin talked about WIFI, the Acceptable Use form, usage limit and access.

### **Safety Protocol**

There are federally mandated filtering at the schools. Mr. Chamberlin continued they installed a free filter called Securely or that allows them to set certain perimeters, within the admin console. The Securely travels with the device. The only way to log in to the device is through the schools' Google domain, and the school controls all the perimeters despite its (the Chromebook device) location. Parents are also able to check in on the student's work. Mr. Chamberlain continued that there is always a possibility that not everything is 100% filterable. Members shared feedback and engaged in further discussion.

### **Cost**

Mr. Chamberlin informed members that the cost is a \$30 Tech fee per student, which equals to \$120 over the course of the four years and students would then have full ownership, at the end of the four years. Mr. Chamberlin shared further information on cost and fees. Members asked questions, shared feedback, and engaged in further discussion.

### **Financial Assistance for Students**

Ms. Shaver explained that the school would use the same process they use for transportation fees in cases where parents claim the need for financial support. There is a box on the transportation application that parents can select if they need financial assistance where they give permission for the school to use the same direct certification information used for school lunch to qualify everyone. The school can then check each student's application and see if they

qualify through direct certification, which means they are receiving another type of aid. Mayor Driscoll added that it might mean that about 50% of students would not be paying. Ms. Shaver agreed and said that parents can do that or simply decline that process (not use that information) and choose to provide their financial information if they think they might qualify. Ms. Shaver confirmed they would just be using the same process as used for transportation. Every student in the district is put through the Direct Certification process, which is how the state now determines students who are Economically Disadvantaged as well as qualifying for free lunch and breakfast for all students. They have the information for every student whether or not they qualify that way. Parents can choose that method by giving them permission to use that process or choose to provide their income backup.

Members continued to engage in further discussion about the sustainability of the 1:1 initiative program.

### **Insurance**

Mayor Driscoll asked if there is an insurance program they can look into. Mr. Burns responded that there are 3<sup>rd</sup> party insurance companies and suggested one that schools use and direct families there. Mr. Burns said they searched insurance information and saw that cost is about \$18,000 annually.

### **Funds for the Purchase of the Chromebooks**

Ms. Shaver explained that the Chromebooks were funded through *Footprint* and *School Choice* funds this year. The Footprint funds go for the first of the next 10 years and the School Choice fund will go as long as they have School Choice students, a fairly sustainable funding source for the one class at a time. Ms. Shaver continued they would need to have further discussion.

### **Conclusion**

Members agreed to run and share a few scenarios in the next few days to finalize details and the 1:1 initiative program at the next School Committee meeting.

### **Adjournment**

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

Respectfully submitted by:

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Angelica Alayon, Secretary  
Salem School Committee

### Meeting Materials

Committee of the Whole (COW) School Committee Meeting Agenda  
Handout 'Committee of the Whole (COW) Updates-1:1 Laptop Initiative 8/13/2018'