

Salem School Committee
Meeting Minutes
Monday, October 21, 2019

A regular meeting of the Salem School Committee was held on Monday, October 21, 2019 at 7:05 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

Members Present: Ms. Mary Manning, Mr. James Fleming, Ms. Kristine Wilson, Ms. Ana Nuncio, Mr. Manny Cruz, Ms. Amanda Campbell, and Mayor Kimberley Driscoll

Members Absent: Kathleen Smith, Interim Superintendent

Others Present: Kate Carbone, Assistant Superintendent, Jill Conrad, Chief of Systems Strategy, Kristin Shaver, Business Manager, and Jillian Flynn, Student Representative

Call of Meeting to Order

Mayor Driscoll called the regular meeting of the Salem School Committee to order at 7:05 p.m.

Consent Agenda

- a. Minutes of the Regular School Committee meeting held October 7, 2019
- b. Approval of Warrants: 10/10/19 in the amount of \$183,716.17, 10/17/19 in the amount of \$296,769.63

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

Approval of the Agenda

Mr. Fleming motioned to approve the agenda. Mr. Cruz seconded the motion. The motion carried.

Public Comment #1: Questions and comments from the audience

Alexa Ogno, 180A Federal Street, on behalf of the League of Women Voters and the Salem Education Foundation, announced they have one last School Committee Candidate forum this Wednesday night at 6:30pm at the Collins Middle School that will also be broadcasted through SATV and available for viewing thereafter. Ms. Ogno explained that the Salem Education Foundation is now reviewing grant applications. Results should be available by mid November. Ms. Ogno explained that buying Food for Thought raffle tickets helps assist with the grant funding and explained the cost per ticket is \$5 or five tickets for \$20 (an extra ticket with the purchase of four). Ms. Ogno shared further details as to what the winner would receive and where to purchase them. The drawing of the raffle ticket would take place on Halloween.

Councilor Thomas Furey, 36 Dunlap Street, City Council Member At Large and former Salem School Committee member, thanked the School Committee for recognizing Ms. Gail A. Kucker and approving the renaming of the main office at Salem High School the Gail A. Kucker Welcome Center. Mr. Furey also spoke about a fee waiver for a fundraiser on Friday, December 6, 2019, at Salem High School auditorium.

Barbara McLernon, Paraprofessional and union representative, 25 Sunset Drive, Peabody, MA explained the need for more student supports, talked about the lack of paraprofessionals available for students with IEPs when they are pulled to substitute for teachers who are absent. There are not enough substitute teachers. Ms. McLernon talked about the need for paraprofessionals to have the necessary technology tools to provide students with the services they need to succeed, especially the 1:1 technology initiatives.

Jillian Flynn, Student Representative, provided a student representative report, requested funds for refreshments at their meetings and sponsorship letter, and reported that the first ALICE drill occurred today. Ms. Carbone said she would work with Kristin Shaver, Business Manager, to help provide light refreshments and snacks at their meetings and asked Ms. Flynn for a list of their meeting dates to set up a protocol.

Superintendent's Report

Ms. Kate Carbone, Assistant Superintendent, standing in for Superintendent Kathleen Smith this evening, reported that an update was sent out this morning to the School Committee, parents, Mayor Driscoll, and the Department of Health alerting them of a sudden water main break at the Collins Middle School. The situation was resolved. Ms. Carbone talked about her attendance at the ceremony for the Gail A. Kucker Welcome Center, located in the main office at Salem High School. Ms. Carbone announced that Salem High School would also be hosting a family and community event on November 7, 2019, from 6:00-7:30pm. The school will be highlighting what all Salem Schools have to offer to both current and potential Salem High School students and families. Ms. Carbone extended an invitation to all School Committee members, parents, and families on behalf of Salem High School, to attend this event.

Recognition of Deborah Jeffers, Director of Food and Nutrition Services and her staff

Ms. Kristin Shaver thanked and recognized Deborah Jeffers, Director of Food Services for Salem Public Schools' as well as staff members of food services for the high quality food and services on behalf of Superintendent Kathleen Smith.

Other Presentations and Reports

Areas for Improvement and Next Steps – Follow up from the 10/7/19 MCAS Presentation, Assistant Superintendent Kate Carbone and Team

Ms. Carbone introduced a follow-up presentation from the October 7th presentation on the 2019 MCAS Results for Salem Public Schools. This evening's presentation highlights initiatives in place to support equity and access to high quality instruction and support for better outcome for students. Ms. Carbone asked colleagues who are leading the work in Salem Public Schools' district and schools to present on the accessibility for diverse learners, strengthening of social, emotional and behavioral supports, strengthening of core instruction, addressing chronic absenteeism, and continuing on with high school redesign. Ms. Rebecca Westlake, Director of English Language Learning (ELL), Ellen Wingard, Director of Student and Family Support, Amy Richardson, Director of Curriculum Instruction and Assessment (CIA), Jill Conrad, Chief of Systems Strategy & Samantha Meier, Salem High School Interim Principal, and Emily Flores, Salem High School Academic Dean, presented this evening.

Discussion on pathways and internship programs

Mayor Driscoll stated her interest to see community service and learning opportunities built and fully integrated into the Discovery Pathways. Ms. Flores responded that they are currently looking to incorporate that into the 11th and 12th grades. Mr. Fleming asked for a future update on the internship programs.

Discussion on topics that need to be addressed at future School Committee meeting

Ms. Carbone shared key questions for future discussion by the School Committee as the district prepares for the budget planning process, including the need for policy support, a time audit to assess the amount of time for learning during many of the schools' short 6-hour days, common planning time for teachers, teacher retention, and lack of internal IT capacity. Mayor Driscoll commented on the need to address the early start at Salem High School.

Action Items: Old Business

Update on the Superintendent Search Committee process

Mayor Driscoll reported that she, Mary Manning, and Manny Cruz, School Committee members on the Superintendent Search Committee, had an opportunity to review the letters of interest and expressions from residents interested in serving on the screening committee. This includes representatives from every

category with the exception the student and special education representatives which they are waiting to hear back from. They are hoping that the School Committee (who each received a list, via email, of all names) can approve the screening committee and enable them to start the first meeting proposed for Thursday, October 24, 2019. Mayor Driscoll explained that the consultant would be present at that meeting. They are hoping to have an orientation and understand what the next steps would be in the Superintendent search.

Ms. Manning motioned to approve the screening committee for the Superintendent search. Ms. Wilson seconded the motion. The motion carried.

Action Items: New Business

Discussion regarding the 90 Day Review of the Interim Superintendent of the Salem Public Schools

Mayor Driscoll read a list of topics to frame a conversation to review the Interim Superintendent's first 90 days in the district. Members were asked to share their thoughts, suggestions, or feedback on the topics. The goal would be to review the topics with Superintendent Smith during their meeting on November 4, 2019. School Committee members briefly shared some feedback on the actions of Superintendent Smith and agreed to have an agenda item for the next School Committee meeting on November 4, 2019 that would incorporate their feedback for a formal preparation of a 90-day review to share with Superintendent Smith.

Proposed Procedures for Following Open Meeting Law Complaints

Mayor Driscoll suggested referring the matter to the Policy Subcommittee for further review and discussion to determine best course of action. Members agreed the item is already listed with the Policy Subcommittee.

Discussion and Response Regarding an Open Meeting Law Complaint submitted by Scott Andrade

Mayor Driscoll explained the complaint submitted by Scott Andrade and further explained that the School Committee's Attorney, Ms. Colby Brunt, reviewed the matter and determined that no violation took place as the item referenced was a procedure and not a policy. Mayor Driscoll asked the members to discuss and vote on Attorney Brunt's findings and request she submit a response to Mr. Andrade.

Ms. Manning motioned to acknowledge the Open Meeting Law and amended complaints and respond with respect to the petitioner as noted by Attorney Colby Brunt. Mr. Cruz seconded the motion. The motion carried.

Deliberation and Vote on the Request by Councilor Thomas Furey to Waive Fees associated with use of the Salem High School Auditorium

Mr. Fleming motioned to approve the request from Councilor Thomas Furey to waive fees associated with use of the Salem High School auditorium on December 6, 2019 and that a finding be adopted by the Salem School Committee that is beneficial to the petitioner and Salem School district as a whole. Mr. Cruz seconded the motion. The motion carried.

Finance Report

Kristin Shaver, Business Manager, reported on a projected FY20 YTD updated budget report

Budget Transfers

The Business Office requests the following transfer to align the budget with the appropriate expense account. During the FY20 budget process, it was determined that Behavior Specialists should be allocated to a separate account.

Account Description/Use	Account Number	Amount From	Amount To
Paraprofessionals	13641120-5163	\$29,530	
Behavior Specialists	13641120-5121		\$29,530
Paraprofessionals	13640220-5163	79,871	
Behavior Specialists	13640220-5121		79,871
Paraprofessionals	13640420-5163	42,082	

Behavior Specialists	13640420-5121		42,082
Paraprofessionals	13641020-5163	44,167	
Behavior Specialists	13641020-5121		44,167
Paraprofessionals	13641320-5163	47,022	
Behavior Specialists	13641320-5121		47,022
Paraprofessionals	13640620-5163	35,912	
Behavior Specialists	13640620-5121		35,912
Paraprofessionals	13640920-5163	38,939	
Behavior Specialists	13640920-5121		38,939

Mr. Fleming motioned to approve the FY20-1 budget transfer. Ms. Nuncio seconded the motion. The motion was approved.

The Business Office requests the following transfer to align the budget with the appropriate expense account. During the FY20 budget process, funds were allocated from the Dominion Fund to pay for 1:1 Devices at the High School, allowing the funds to be transferred to cover communications support and the Superintendent Search.

Account Description/Use	Account Number	Amount From	Amount To
SHS - Equipment	13571021-5860	\$75,000.00	
Superintendent's Office – Contract Services	13032041-5320		\$75,000

Mr. Fleming motioned to approve the FY20-2 budget transfer. Ms. Wilson seconded the motion. The motion was approved

Subcommittee Reports

Mr. Fleming reported that the Buildings and Grounds Subcommittee met today with several parents, across the district, primarily from the Witchcraft Heights Elementary School. They discussed potential sources of income and current location of the school playground. Two motions were filed; both carried 3 to 0 to ask that the School Committee adopt both. Mr. Fleming asked the School Committee to adopt the motion to conduct a feasibility study to look into a change of the Witchcraft Heights Elementary School playground location.

Mr. Fleming reported the discussion of funding relative to Witchcraft Heights Elementary, Saltonstall, and other schools in non-compliance. There was a motion that carried 3 to 0 for the district to move forward and apply for CPA funding in addition to the applications being made by the Witchcraft Heights Elementary School and possibly Saltonstall School PTO.

Mr. Cruz motioned to approve the Buildings and Grounds Subcommittee report, conduct the study of the feasibility, and change of the Witchcraft Heights Elementary School playground location. Ms. Nuncio seconded the motion. The motion carried.

Mr. Fleming motioned to accept the Buildings and Grounds Subcommittee report recommending applications to the CPA in addition to the playground sites at several schools. Mr. Cruz seconded the motion. The motion carried.

Ms. Wilson reported that the Personnel Subcommittee met on October 17, 2019 and voted to accept the new job description for the Secretary to the School Committee and the Superintendent.

School Committee Concerns and Resolutions

Ms. Manning addressed Barbara McLernon's earlier statement on the need for access to technology for paraprofessionals and their coverage in classes and wondered if the School Committee could get information on the number of times that paraprofessionals covered other classrooms that took away from their assigned duties. Ms. Manning asked Business Manager for information, to be provided at the next

School Committee meeting, about the number of paraprofessionals and potential cost estimate of providing paraprofessionals with a Chromebook for access to technology. Ms. Manning wondered if all paraprofessionals would need a Chromebook and said she would talk with Deborah Connerty, Acting Pupil Personnel Services (PPS) Director. Members agreed to ask Superintendent Smith to follow-up on this. Mr. Cruz took a moment to publicly recognize the students, their advisors, and everyone who worked in helping put together the student advisory counsel.

Ms. Nuncio talked about the district's need to address teacher retention as well as the recruitment and retention of more teachers of color for Salem and to set a goal for the upcoming years. Mayor Driscoll agreed and added that it would be great work for the Equity and Engagement subcommittee to also consider as they begin the umbrella of opportunities. Ms. Nuncio shared that students expressed interest in internships at Salem public schools.

Public Comment #2: Questions and Comments from the Audience - None

Adjournment

There being no further business to come before the School Committee this evening, Mr. Fleming motioned to adjourn the regular School Committee meeting. Ms. Campbell seconded the motion. The meeting was adjourned at 9:25pm.

Respectfully submitted by:

Angelica Alayon, Secretary to the
Salem School Committee

Meeting Materials and Reports

School Committee Consent Agenda October 21, 2019

Minutes of the October 7, 2019 Regular School Committee meeting

Open Meeting Law Complaint process

Open Meeting Law Complaint

Amended Open Meeting Law Complaint

Fee waiver request for use of Salem High School auditorium

FY20 YTD updated budget report

Budget transfers