

Salem School Committee
Meeting Minutes
Monday, November 5, 2018

A regular meeting of the Salem School Committee was held on Monday, November 5, 2018 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: None

Others Present: Margarita Ruiz, Superintendent, Kate Carbone, Assistant 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 7:05 p.m.

Consent Agenda

Mr. Fleming motioned to approve the following items as part of the consent agenda:

- Minutes of the regular School Committee meeting held October 15, 2018
- Minutes of the Committee of the Whole (COW) meeting held October 29, 2018
- Approval of Warrants: 10/11/18 for \$417,394.38, 10/18/18 for \$218,063.39, 10/25/18 for \$555,404.04, 11/1/18 for \$308,157.66

Ms. Wilson seconded the motion. The motion carried.

Approval of the Consent Agenda

Mr. Fleming moved to approve the agenda as presented. Mr. Cruz seconded the motion. The motion carried.

Public Comment #1: Questions and comments from the audience

Alexa Ogno, 180A Federal Street, said she represented Salem Education Foundation and explained her concerns and interests in teacher and principal retention rates as well as student grades. Ms. Ogno asked the School Committee for information.

Mayor Driscoll responded that there would be a review for goal setting for next year and those topics are part of that effort. Ms. Driscoll continued they will have more reports at future meetings and Salem Education Foundation is welcomed to participate in that dialogue. In response to Ms. Ogno's question, as to when these meetings would take place, Mayor Driscoll shared the School Committee's timeline process of scheduling these meetings.

Presentation and Reports

Superintendent's Report – Margarita Ruiz

Superintendent Ruiz reported that over 230 8th graders went to Salem State University for the first annual STEM day and announced two important community convenings that will be held at Salem High School. The first convening will be held on Thursday, November 8 from 6:00 to 7:30pm. All respective students and their families are invited to attend and learn of what Salem High has to offer. Students in grades 5 through 8, and their families, are encouraged to attend. The other convening will be held at Salem High School on Tuesday, November 13 from 6:30 to 8:00pm. Superintendent Ruiz informed everyone that Salem district is hosting a team of reviewers from the Department of Education for an accountability site visit. The Department of Education would like to hear from parents and caregivers, as part of this review. Ms. Ruiz encouraged parents and caregivers to attend this meeting, scheduled specifically for families of students who currently attend the Salem district. That convening will take place on Wednesday, November 7 from 4:30 to 5:30pm at the Salem High School

library. Childcare and translation will be available.

Other Reports

Update on the High School Redesign – Update on the Work of the English Language Learning and Bilingual Education Department

Rebecca Westlake presented a brief update on what they are doing in terms of serving English Language Learners and the Dual-Language Task Force they are putting together, for further opportunities to expand Bilingual Education in Salem. Jennifer DeStefano, Principal of Salem High School, provided the School Committee and the public with an update and progress on where they are with the High School redesign project as well as the next steps they are expecting to see in the coming months. Ms. DeStefano walked everyone through the presentation.

Discussion

Mayor Driscoll said she would like to know more about the High School redesign's work to engage parents, guardians, caregivers, and community organizations, as partners in the redesign and innovation process, and share with them ways they can be a part of it. Members discussed the upcoming structure for Salem District School timeline calendars and transportation.

Action Items: Old Business

Deliberation and Vote on the Second Reading of the Revision to School Committee Policy

#6501 Subcommittees

Mr. Fleming motioned to approve the second reading of the revision to School Committee Policy #6501 Subcommittees. Ms. Manning seconded the motion. The motion carried.

Action Items: New Business

Deliberation and Vote on the request by Salem Rotary to waive the facility rental fee for the Rotary's DCF holiday party on Saturday, December 1, 2018

Mr. Fleming motioned to approve the Salem Rotary request to waive the facility rental fee for the Rotary's DCF holiday party on Saturday, December 1, 2018. Ms. Wilson seconded the motion. The motion carried.

Finance Report

September 2018 FY19 Quarterly Budget Report

Kristin Shaver, Business Manager, briefly reported on the FY19 year-to-date budget.

Discussion

School Committee members expressed interest in knowing if custodial positions are being filled and asked Ms. Shaver for an update.

Ms. Manning motioned to accept the September 2018 FY19 Quarterly Budget report and place on file. Mr. Cruz seconded the motion. The motion carried.

Budget Transfers

The School Committee approved the following FY19-4 through FY19-7 Teaching & Learning Adjustment budget transfer requests, recommended by the School Business Administrator, Kristin Shaver. Central Office has requested that the fund be transferred in order to align the funds with the intended expense as follows:

Account Description/Use	Account Number	Amount From	Amount To
To cover the tuition incentive payments made to members of the Teachers' Union in line with the contract.			
Tuition Reimbursement	13990161-5324	\$12,000	
Tuition Incentive	13990160-5144		\$12,000

Account Description/Use	Account Number	Amount From	Amount To
Business Office to align funds with the correct account:			
Personnel - Tutors	13570940-5114	\$44,041	
Personnel – Family Engagement	13570920-5119		\$44,041
Facilitator (CMS)			

Personnel – Tutors	13570740-5114	\$43,551	
Personnel – Family Engagement Facilitator (Saltonstall)	13570720-5119		\$43,551
Personnel – Clerical	13031420-5160	\$48,750	
Personnel – Family Engagement Facilitator (PIC)	13031420-5119		\$48,750
Personnel – Tutors	13700720-5114	\$10,150	
Personnel – Tutors	13700920-5114	\$17,000	
Personnel – Paraprofessional	13640220-5163	\$11,008	
Personnel – Tutors	13700620-5114	\$19,064	
Personnel – Community Coordinator	13570620-5102	\$16,340	
Personnel – Family Engagement Facilitator (ECC)	13641120-5119		\$18,281
Personnel – Family Engagement Facilitator (Carlton)	13570420-5119		\$18,281
Personnel – Family Engagement Facilitator (HMLS)	13570620-5119		\$37,000

	\$73,562	\$73,562
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Account Description/Use	Account Number	Amount From	Amount To
Business Office to allocate funds from unfilled positions to cover temporary workers:			
Personnel – Clerical Business Office	13252010-5160	\$16,000	
Contract Services – Business Office	13252030-5320		\$16,000
Personnel – Clerical (Transportation)	13640180-5165	\$7,000	
Contract Services – Transportation	13570151-5320		\$7,000

Account Description/Use	Account Number	Amount From	Amount To
English Language Learning Department & Central Office request the following transfers to reallocate funds from an unfilled position. These funds will be used to support World Language Instruction and support for IT initiatives:			
Personnel - Teaching	13701020-5140	\$75,661	
Contract Services – ELL	13702030-5320		\$21,500
Instructional Supplies – ELL	13702030-5514		8,000
Stipends – ELL	13700120-5150		8,000
Contract Services – Central Office	13032041-5320		38,161

Discussion

Members shared feedback, asked questions, and agreed to have the Finance Subcommittee review and further discuss the FY19-3 budget transfer.

Mr. Fleming motioned to refer the FY19-3 budget transfer to the Finance Subcommittee for further review and discussion. Mr. Manning seconded the motion. The motion to refer the FY19-3 budget transfer to the Finance Subcommittee carried.

Mr. Fleming moved to approve budget transfers FY19-4 through FY19-7. Ms. Nuncio seconded the motion. The motion was approved.

Subcommittee Reports

Buildings and Grounds Subcommittee: Mr. Fleming informed School Committee members that the Buildings and Grounds Subcommittee met on October 29, 2018, at 8:30am, for an update on the Bertram Field and Facilities

Assessment. They met with City Personnel and design consultant relative to the Bertram Field renovation, specifically towards parking. The current plan is that there will be five (5) lost spaces. Mr. Fleming explained that the Buildings and Grounds Subcommittee will recommend approval of that to the School Committee when, and if, there is a final plan, which may take some time due to budget constraints. Mr. Fleming continued that the other part of that meeting was an assessment survey of the Buildings and Grounds that developed tremendous plans for preventative maintenance, immediate repair, long-term capital plan and a price on each item. Mr. Fleming said that he has the paperwork, he considers this to be a great plan, and commented that Ms. Shaver, Business Manager, may want to look at the specifics of the plan. Mayor Driscoll suggested a Committee of the Whole (COW) meeting for a full review of the assessment and opportunities for the work order system that follows.

Policy Subcommittee: Ms. Nuncio informed the School Committee that the Policy Subcommittee members met on October 15 and on this day, November 5. They continued their review of Personnel policies, in the 4000 category, and will refer them to the School Committee on November 19.

School Committee Concerns and Resolutions

Mr. Fleming said he continues to ask for funding for the Early Childhood program. He hopes they will have additional funding for it. Dr. Brendan Walsh, a previous School Committee member who talked about the Early Childhood program at the School Committee meeting on October 15, 2018, echoes this request. Mr. Fleming asked that Administration and Finance Subcommittee prepare additional increase, relative to that program. Mayor Driscoll said that it is one of the topics that will be discussed at one of the upcoming Committee of the Whole (COW) meetings. Mr. Fleming shared concern on the alignment of Saltonstall School's calendar schedule with other Salem schools. Members engaged in discussion. Mr. Fleming asked everyone to please cast their vote tomorrow, November 6th. Mayor Driscoll explained that the School Committee's Vice Chair, Ms. Mary Manning, is charged with putting together the outline and working with the Superintendent and School Committee member to facilitate the process for the Superintendent's evaluation, consistent with state law and Salem policy objectives. Mayor Driscoll continued that Ms. Manning met with the Superintendent and is trying to outline the process, going forward. Ms. Manning went through a detailed outline for everyone.

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 entertained the motion to adjourn. Ms. Wilson seconded the motion. The meeting was adjourned.

Respectfully submitted by:

Angelica Alayon, Secretary
Salem School Committee

Meeting Materials and Reports

School Committee Consent Agenda November 5, 2018

Minutes of the October 15, 2018 Regular School Committee meeting

Minutes of the October 29, 2018 Committee of the Whole (COW) meeting

Update from EL and Bilingual Education Department (November 2018)

Presentation Salem High School Redesign

Policy #6501 Subcommittees

Salem Rotary Club Rental Fee Waive Request

September 2018 – FY19 Year to Date Budget Report

Budget Transfers