Salem School Committee

Meeting Minutes

Monday, March 21, 2016

A regular meeting of the Salem School Committee was held on Monday, March 21, 2016 at 7:30 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

**Members Present**: Mayor Kimberley Driscoll, Dr. Brendan Walsh, Ms. Rachel Hunt, Ms. Mary Manning, Mr. Patrick Schultz, and Kristine Wilson

**Members Absent:** Mr. James Fleming

**Others Present**: Ms. Margarita Ruiz, Superintendent, Kate Carbone, Assistant Superintendent, Margaret Marotta, Assistant Superintendent, Philip Littlehale, School Business Manager, Dr. Jill Conrad, Chief of Operations Strategy and Eileen Sacco, Secretary.

**Call to Order**

Mayor Driscoll called the Regular Meeting of the Salem School Committee to order at 7:30 p.m.

**Approval of the Agenda**

Dr. Walsh moved to approve the agenda as presented. Ms. Wilson seconded the motion. The motion carried.

**Approval of Minutes**

The minutes of the School Committee Special meeting held on February 23, 2016 were presented for approval.

Dr. Walsh moved approval. Ms. Hunt seconded the motion. The motion carried.

The minutes of the Regular School Committee Meeting held on March 7, 2016 were presented for approval.

Dr. Walsh moved to approve the minutes of the March 7, 2016 Regular School Committee meeting. Ms. Hunt seconds the motion. The motion carried.

**Questions and Comments from the Audience**

There were no questions or comments from the audience at this time.

## **Action Items**

## Deliberation on the approval of the third and final reading of the policy on Remote participation by School Committee members at School Committee meetings

Ms. Hunt moved approval. Dr. Walsh seconded the motion. The motion carried.

* 1. Deliberation and vote on the First Reading of the revised polices recommended by the Policy Subcommittee from the 6000 series – 6100 School Committee Operations

6103 – Legal Status

6104 – Member Authority

6106 – Powers and Duties of the School Committee

Mayor Driscoll noted that this is the first of three readings of the policies and if members have any questions or revisions to suggest there are two more opportunities to do so.

Ms. Hunt moved approval. Dr. Walsh seconded the motion. The motion carried.

* 1. Deliberation and vote on the approval of the Salem High School Science Team request to attend the North Shore Science League Final Meet in Cape Elizabeth, Maine on April 12, 2016.

Dr. Walsh moved approval. Ms. Hunt seconded the motion. The motion carried.

* 1. Deliberation and vote on the acceptance of a donation to the Salem Prep from the proceeds of a fundraiser held on behalf of the school in the amount of $2,000.

Dr. Walsh moved approval of the donation. Ms. Wilson seconded the motion. The motion carried.

**Superintendent Report** – **Ms. Margarita Ruiz**

Ms. Ruiz addressed the School Committee and introduced Liza Bento and stated that she would like to formally welcome her to the Salem Public Schools team as the new Director of Human Capital Strategy & School Support. She explained that Liza brings over ten years of progressive human resources experience to this role. Most recently, Liza served as the Director of Leadership Development, the Human Resources function, at The Advocator Group in Wakefield, MA. In this role, Liza led the development and execution of the company’s “people strategy.” She led the HR Team and managed key functions including recruiting, onboarding, employee relations, compensation, training, performance management, and talent development programs. Previously, Liza was a Vice President, HR Manager of Learning and Development Programs at Boston Private Bank in Boston, MA. Liza is passionate about building talent within the context of strengthening community and culture in organizations.

Liza completed an MBA at Boston College, a Master’s of Science in Library Science at Simmons College, and a BA at Trinity College in Hartford, CT. She holds a Senior Professional in Human Resources (SPHR) certification as well as an Associate Certified Coach (ACC) designation from the International Coach Federation.

Ms. Ruiz reported that it is bitter sweet that she is announcing that Salem Public Schools Business Manager Philip Littlehale will be leaving the Salem Public Schools this spring for a career opportunity with the City of Boston. She stated that she would like to publicly thank Mr. Littlehale for all of the great work that he has done for the Salem Public Schools and she wishes him much success in his new position.

Ms. Ruiz reported that the position has been posted online and requested that she be allowed to hire an interim Business Manager until a new Business Manager is hired.

Mayor Driscoll stated that the School Committee has hired an interim Business Manager in the past for the transition.

Dr. Walsh moved to allow the Superintendent to move forward with the hiring of an interim Business Manager. Ms. Manning seconded the motion. The motion carried.

Ms. Ruiz reported that we have several presentations this evening and explained that there will be a presentation on School Safety – ALICE, the AIP Quarterly Report on Student Outcomes and a presentation on Teacher Leadership in the Salem Public Schools.

**Presentations and Reports**

**Presentation on the ALICE Program**

Salem Police Department Lt. Dennis King and Jessica Callanan addressed the School Committee and reviewed the progress that has been made on the ALICE Program since they last presented to the School Committee in June.

Lt. King reported that the ALICE program is a response to an active shooter incident in a school. He explained that the program will allow us to build towards providing safety in our schools. He notes that the programs runs in hand with the Homeland Security Program Run Hard and Fight.

Lt. King explained that ALICE stands for Alert, Lockdown, Inform, Conform, and Evacuation. He explains that for the last couple of years they have been working on this and have met collaboratively with the Wilmington Police Department, noting that they are very involved in the program and have held joint training session with them.

Lt. King reported that they have held joint training session with school leadership and staff, obtained the support of the Salem Teachers Union and the School Committee. He notes that they are currently determining ongoing training that will take place. He states that 1,000 ALICE licenses have been purchased and that will allow all Salem Public Schools staff to be trained in ALICE.

Lt. King reported that Mayor Driscoll has requested that Active Shooter Response Training be available to all City employees and they are working with Police Chief Mary Butler on that.

Lt. King introduced Salem High School teacher Jessica Callanan to explain the pilot program that they are planning at the Witchcraft Heights Elementary School.

Ms. Callanan addressed the School Committee and explained that they are planning a pilot program at the Witchcraft Heights Elementary School this spring. She explained that the staff will do extensive online training and they will be reaching out to parents with a Parent Information Night or an online presentation. She explained that the drill will be run so that they can assess and inform the future rollout of the program in the district. She noted that they have visited the Wilmington Public Schools to observe their program.

Assistant Superintendent Margaret Marotta explained that the plan is to roll out the program in all schools this fall. She notes that professional development will be held before school starts for all staff and further notes that they wanted to do a pilot on a small scale before implementing it in all of the schools.

Lt. King reported that the Emergency Operations Committee has been doing a lot of work in the last few months to make the plan easy and simple. He stated that the annex is written and they need teachers, parents and staff on board.

Mayor Driscoll asks if members of the School Committee have any questions regarding the presentation.

Mayor Driscoll stated that she would like to have this be on the agenda for a future meeting of the District Parents Advisory Council and have Lt. King and Ms. Callanan come back and make the presentation for them.

Mayor Driscoll also asked if physical improvements to buildings such as locks and doors are needed for this program. Lt. King reported that those kinds of things need to be identified in the Readiness Survey. He also stated that he has talked with the Director of Technology regarding technology for the program.

Ms. Wilson asked if the doors in all classrooms can be locked from the inside. Ms. Callanan stated that they have not focused on those kinds of things and explains that the intent of the program is to determine and think about the means to barricade the area and what is the best evacuation route if needed.

Lt. King explained that in an enhanced lockdown the staff will need to be conscious of whether the doors open in or out, how they would barricade the door and what tools they have to do so. He also noted that this will build lifelong skills for students to use in situations that many arise in other locations such as malls etc.

Margaret Marotta explained that they will be doing the drills in the spring and asked Lt. King to explain what this will look like for different age groups of students. Lt. King explained that they will be doing drills on evacuation and barricading. He stated that the students will not know that it is an active shooter drill and explains that they will be looking at how the staff handles it, watch evacuation routes, good rally points and provide feedback to staff and administrators. He noted that this is planning and preparing for the adults to act in a situation.

Ms. Manning stated that she is very glad that this is being implemented in the district and recalled that she attended a three day training session a couple of years ago in Danvers. She noted that there is a lot of information to understand and notes that there are various situations to consider and it empowers the teachers to make decisions. She stated that she would be glad to participate in the parent information sessions to offer her support.

**Salem Public Schools AIP Progress Report**

Ms. Ruiz reported to the School Committee on the student outcomes and progress on the Benchmark Assessment System (BAS) administered to students K-5, iReady administered to students in grades 6-8 and the Galileo Assessment administered to high school students.

The data presented can be found in the School Committee meeting materials at Salem.com.

**Presentation on Teacher Leadership in the Salem Public Schools**

Assistant Superintendent Kate Carbone addressed the School Committee and stated that they wanted to share with the School Committee the district’s vision for teacher leadership and provide a lens into the work of instructional coaches and teacher leaders. She noted that they believe that having strong leaders at all levels is a requisite for success.

Ms. Carbone reviewed the organizational shifts that have taken place in the district since 2012, noting that they introduced the instructional coaching model and restructured the Office of Teaching and Learning in the past couple of years noting that they have built a structure to support teacher leadership and development by eliminating the position of K-8 Math Director and K-8 Literacy Director positions and hiring a Director of Teacher and Leader Development and a Director of Curriculum, Instruction and Assessment.

Ms. Carbone explained that they have shifted Science Integration Specialists to Science Coaches and shifted the Collins Middle School Curriculum Coordinators to Math Coaches that serve the whole district. She also noted that they have launched a teacher leader cadre and have developed a vision for the role and repurposed existing stipends to support this.

Ms. Carbone explained that Teacher Leader Pathways include Mentors, Teacher Leaders, Instructional Coaches and Vanguard Group, noting that they are thoughtfully developing teacher leaders with Leadership Competencies that focus on instructional leadership, facilitating collaboration, observation and feedback, and inspiring others. She further noted that support structures are in place and monthly Science Coach meetings, Literacy Coaches and Math Coach meetings are held, as well as regular meetings with all coaches together.

Amy Richardson addressed the School Committee and explained that specialized training in Eureka Middle School Math training, Writing Institute (Teaching and Learning Alliance) and Science Leadership Development Program with the Museum of Science have been held as well as regular meetings of teacher leaders to support their growth, development and work.

Ms. Richardson explained that Instructional Leadership focus on planning and delivering professional development that models effective standards based classroom instruction. She also noted that they provide teachers with planning structures that result in high quality instruction and serve as pilot teachers in order to try out innovative practices and materials. She further noted that they facilitate collaboration and learn and plan together and analyze and reflect together and provide observation and feedback. She explains that they are present in the classrooms, providing non evaluative feedback and helping to solve problems of practice.

Michelle ?? addressed the School Committee and explained the next steps which include:

1. Re-envisioning the mentor model and role
2. Diversify teacher leader role to include specialists (Art, Music and Physical Education)
3. Partner with principals to fully leverage teacher leaders and expand their role
4. Consider how the K-8 model fits with the high school model.

## **Finance Report – Mr. Philip Littlehale, Business Manager**

**Approval of Warrants**

March 3, 2016 in the amount of $444,947.90

March 10, 2016 in the amount of $203,078.88

March 17, 2016 in the amount of $551,958.48

Dr. Walsh moved approval of the warrants in the amounts indicated. Ms. Wilson seconded the motion. The motion carried.

**Budget Transfer Request - #14 – Special Education**

Mr. Littlehale reported that the Assistant Superintendent for Pupil Personnel Services is requesting a transfer of $16,000 from Education Evaluation to Educational Training and Instructional Supplies. He explains that the transfer is requested to move funds to the appropriate line for the needed expenses. He also states that he recommends approval of the transfer.



Dr. Walsh moved approval. Ms. Wilson seconded the motion. The motion carried.

**Subcommittee Reports**

Dr. Walsh reported that the School Committee met in a Committee of the Whole meeting this evening to begin discussions and review of the objectives and timeline for the Superintendent’s Evaluation. He stated that the School Committee held a very detailed discussion.

Ms. Hunt explained the process for the Superintendent’s Evaluation and notes that she and Dr. Walsh will be leading the evaluation process for the School Committee. She explained that the School Committee will review the Superintendent’s goals and review evidence towards progress. She notes that this is the first time that the School Committee is using the formative evaluation template that is provided by the state. She estimated that the timeline for the process would be about two weeks and they will provide feedback to the Superintendent and the School Committee.

**School Committee Concerns and Resolutions**

There were no School Committee concerns or resolutions this evening.

**Questions and Comments from the Audience Regarding the March 21, 2016 Agenda**

There were no questions or comments from the audience at this time.

**Adjournment**

There being no further business to come before the School Committee this evening, Dr. Walsh moved that the School Committee adjourn the meeting. Ms. Hunt seconded the motion. The motion carried.

The meeting adjourned at 9:00 p.m.

Respectfully submitted by:

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Eileen M. Sacco, Secretary

Salem School Committee

**Meeting Materials and Reports**

Minutes School Committee Meeting of the Whole held on February 23, 2016

Minutes of Regular School Committee Meeting March 7, 2016

School Committee Agenda March 21, 2016

Budget Transfer Request #14

AIP Quarterly Report on Student Outcomes Presentation

**Policies Reviewed:**

6407 – Remote Participation at School Committee Meetings

6103 – Legal Status

6104 – Members Authority

6106 – Powers and Duties of the School Committee

Presentation on ALICE

Presentation on Teacher Leadership