Salem School Committee

Meeting Minutes

Tuesday, November 2, 2015

A regular meeting of the Salem School Committee was held on Monday, November 2, 2015 at 7:30 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

**Members Present**: Mayor Kimberley Driscoll, Ms. Deborah Amaral, Mr. Nate Bryant, Mr. James Fleming, Ms. Rachel Hunt, Mr. Patrick Schultz, and Dr. Brendan Walsh

**Members Absent:** None

**Others Present**: Ms. Margarita Ruiz, Superintendent, Kate Carbone, Assistant Superintendent, Margaret Marotta, Assistant Superintendent, Philip Littlehale, School Business Manager, Dr. Jill Conrad, Director 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**

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

**Approval of Minutes**

The minutes of the Regular School Committee meeting held on Monday, October 1 , 2015 were presented for approval.

Mr. Fleming moved approval. Dr. Walsh seconded the motion. The motion carried.

**Questions and Comments from the Audience**

There were no questions or comments from the audience.

**Superintendent’s Report**

**Student and School Highlights**

Ms. Ruiz reported that she attended a celebration of Hispanic Heritage Month at Salem High School presented by La Union Latina. She stated that the students worked hard on their projects and the event was a big success.

Ms. Ruiz reported that she participated in a Town Hall Meeting at the Bentley Academy Charter School via Skype and noted that she enjoyed the opportunity to talk with students and share her journey with them. She thanked Bentley Academy Principal Justin Vernon for the invitation and the opportunity to participate in this successful event.

Ms. Ruiz reported that her listening tour sponsored by the School Advisory Board and the Salem Partnership was held on October 29, 2015. She stated that it was well attended and thanked Mayor Driscoll and Salem Teachers Union President Beth Kontos for participating in the event. She also thanked Beth Debski and George Atkins of the Salem Partnership for their help and assistance facilitating and publicizing the event. Ms. Ruiz noted that she will be sharing the results of her listening tour with the School Committee at a future meeting.

Ms. Ruiz reported that the New Liberty Charter School of Salem Board of Trustees decided not to renew their charter and have begun the process of converting the Charter School to an Innovation School. She reported that Principal Jessica Yurwitz submitted a Prospectus to the Superintendent and it was reviewed per the process by the Superintendent, the Mayor and the President of the Salem Teachers Union, Beth Kontos. She reported that they voted to approve the Prospectus and that it be submitted to DESE. She reported that Dr. Jill Conrad will make a presentation later this evening on the Innovation School process and timeline.

Ms. Ruiz reported that the Pupil Personnel Services Department received a grant in the amount of $9,800 from ?? The grant will be used for the purchase of and I Touch and Smartboard.

Ms. Ruiz reported that Pat Williams, the Plan Monitor for the Accelerated Improvement Plan will be making a presentation to the School Committee tonight on the AIP Progress Report.

Ms. Ruiz reported that the information that she presented on the Advanced Placement data at Salem High School was outdated from two years ago and she will be presenting an additional reported at the next meeting.

Ms. Ruiz reported that Dr. Conrad will be making a presentation on the current data on enrollment this evening.

Ms. Ruiz reported that tomorrow, November 3, 2015 is an all-day professional development day for teachers and there is no school for students. She also noted that it is also election day and extended her best wishes to the candidates running for public office.

**Presentations and Reports**

**AIP Progress Report**

Laura Richane of DESE and Pat William the Accelerated Improvement Plan Monitor made a presentation on the AIP progress report.

Ms. Richane addressed the School Committee and reported that they have found that the district is moving in the right direction. She also reported that they feel that the Plan Manager will have to spend much less time in the district this year due to the confidence that DESE has that the district is moving in the right direction.

Ms. Richane also reported that the Plan Monitor Ms. Williams will be doing future reports with Superintendent Ruiz.

A copy of the full AIP Progress Report can be found in the meeting materials for the School Committee meeting of November 2, 2015 at [www.salemk12.org](http://www.salemk12.org) and [www.salem.com](http://www.salem.com).

**Presentation on 2015-16 Enrollment in the Salem Public Schools**

Dr. Jill Conrad made a presentation on the Salem Public Schools enrollment for the 2015-16 school year. A copy of the presentation can be found in the School Committee Meeting Materials for the November 2, 2015 at [www.salemk12.org](http://www.salemk12.org) and [www.salem.com](http://www.salem.com).

**Innovation Planning Process Overview**

Dr. Jill Conrad made a presentation on the Innovation Planning Process for the conversion of the New Liberty Charter School of Salem to an Innovation School.

Dr. Conrad explained the process as follows:

The law requires several steps in the review process for district consideration of innovation school proposals. A brief overview of these steps includes:

###### Step 1: Applicant Submits an Innovation School Prospectus

* *General concept paper that outlines autonomies anticipated*

###### Step 2: District conducts Internal Review and 3-­‐member Screening Committee Vote

* *Majority approval enables applicant to move to next phase of process*

###### Step 3: Applicant Forms 11-­‐member Innovation Plan Committee (IPC) (if prospectus approved)

* *Membership defined by law*
* *IPC’s are public bodies; all IPC meetings must be publicly noticed*

###### Step 4: IPC Develops Innovation Plan

* *Recommended: Applicant submits draft plan to district for internal review and feedback as well as faculty (for conversion) and union (if new), revisions as needed*

###### Step 5: Revise Innovation Plan and Conduct IPC Vote on Final Innovation Plan

* Majority approval by IPC enables plan to go to faculty (conversion) or final union negotiation (new)

###### Step 6: IPC Submits Final Innovation Plan to

* *Faculty for 5-­‐days Review & Faculty Vote by Secret Ballot (if conversion)*

o *2/3 of eligible faculty must approve*

* *Final District/Union for Negotiations (if new)*

###### Step 7: IPC Submits Final Innovation Plan to Superintendent

* *Internal review and recommendations to School Committee*

###### Step 8: School Committee Presentation (Meeting #1) and Public Hearing and Vote (Meeting #2)

* *Meeting #1: Applicant presentation and Q&A*
* *Meeting #2: A public hearing must be held*
* *Meeting #2: Superintendent gives final recommendation and SC votes*

The full presentation on the Innovation School process can be found in the School Committee Meeting Materials for the November 2, 2015 School Committee meeting at [www.salemk12.org](http://www.salemk12.org) or [www.salem.com](http://www.salem.com).

Mayor Driscoll stated that there should be a member of the School Committee on the Innovation Planning Committee.

Mr. Fleming moved to authorize the Mayor to appoint a member of the School Committee to serve on the Innovation School Planning Team for the NLCS conversion. Ms. Hunt seconded the motion. The motion carried.

Dr. Walsh requested at this time that the School Committee take the agenda out of order at this time to take up action items as there are some people in attendance at the meeting to discuss them if needed.

Mr. Fleming moved to take the agenda out of order at this time to take up Action Items. Ms. Amaral seconded the motion. The motion carried.

**Action Items**

1. Deliberation on the Ratification of the Agreement between the Salem School Committee and the Salem Teachers Union relative to the Teachers Cabinet

Mr. Fleming moved to approve the Agreement. Dr. Walsh seconded the motion. The motion carried.

1. Deliberation on the ratification of the IT Agreement with the Salem School Committee and the AFSCME Union

Mr. Fleming moved to approve the Agreement. Ms. Amaral seconded the motion. The motion carried.

1. Deliberation on the acceptance of a donation from the Salem Children’s Charity to support the Positive Behavior System (PBIS) Fund – Molly Robinson

Mr. Bryant moved approval of the donation. Dr. Walsh seconded the motion and offered a friendly amendment to the motion to clarify that the donation is actually from Dennis and Patty LaVasseur and not the Salem Children’s Charity. Mr. Bryant stated that he would accept the friendly amendment. The motion carried.

1. Deliberation on the approval of the request of the Salem High School Class of 1990 to use Salem High School on Saturday, November 28, 2015 for their 25th Class Reunion and that alcohol be allowed to be served in accordance with MGL CH 272 Section 40A.

Dr. Walsh moved approval of the request. Mr. Bryant seconded the motion.

Superintendent Ruiz stated that she supports the class reunion but she has concerns about alcohol being served on school premises. She stated that she is concerned that this could be precedent setting.

Mayor Driscoll stated that the only way that this can be allowed is by special permit of the School Committee. She also noted that this is an evening event and there are no other scheduled events at the high school that evening and there will be no students present at the event.

Mr. Fleming reported that the School Committee has granted this on one other occasion and the class of 1990 will be using the same service, Northshore Bartending and they are fully insured and did a great job with the coalition for the O’Keefe family.

Ms. Amaral stated that whoever is responsible should take the recycling out of the building at the end of the event. Mr. Fleming reported that Northshore Bartenders did all of the cleanup and took the recycling with them.

Mayor Driscoll called for a vote on the motion. The motion carried.

Ms. Hunt requested that the following policies be tabled for further review:

5400 Student Conduct

5204 Grading and Progress Reports (Tabled 10/19/15)

Dr. Walsh moved to table 5400 Student Conduct and 5204 Grading and Progress Reports

be tabled this evening. Mr. Bryant seconded the motion. The motion carried.

1. Deliberation on the approval of the **First** Reading of the recommended by the Policy Subcommittee for the following policies in the 5000 Section of the Policy Manual

5601 Out of State Travel

5802 Bicycles

5803 Student Parking

5807 Athletics and Student Activities Fees

Mr. Bryant moved to approve the first reading of the policies presented. Mr. Fleming seconded the motion. The motion carried.

1. Deliberation on the approval of the **Second** reading of the recommended revision to the policies reviewed by the Policy Subcommittee in the 5000 Section of the Policy Manual

5402 Tobacco Use Policy (Formerly Tobacco Free Schools Policy)

5403 Alcohol Use by Students Policy

5404 Drug Use Policy (Formerly Drug Abuse Policy)

5409 School Bus Conduct

Ms. Hunt moved approve of the second reading of the policies presented. Dr. Walsh seconded the motion. The motion carried.

1. Deliberation on the **Third** reading of the recommended revisions to the policies reviewed by the Policy Subcommittee in the 5000 Section of the Policy Manual:

5210 Homebound Instruction

5214 Waiver of Graduation Requirements

5416 Use of Physical Restraint

Mr. Bryant moved approval of the third reading of the policies presented. Dr. Walsh seconded the motion. The motion carried.

**Finance Report**

**Approval of Warrants**

October 8, 2015 in the amount of $177,622.38

October 15, 2015 in the amount of $251,942.44

Mr. Fleming moved approval of the warrants in the amounts indicated. Mr. Bryant seconded the motion. The motion carried.

**Budget Transfer Requests**

**FY16 Budget Transfer Request #7 – Teaching and Learning**

Mr. Littlehale explained that Assistant Superintendent Kate Carbone is requesting a transfer of $9,885 from Personnel Line District Wide Teaching to Non Personnel Line District Wide Professional Development. Twenty-Five percent of the coordinator’s salary for 5 months will be covered by the Dissemination Grant. Transferred funds will be used for additional District Wide Professional Development.

The transfer request is summarized as follows:



Mr. Fleming moved to approve the budget transfer request. Ms. Amaral seconded the motion. The motion was approved (7-0).

**FY16 Budget Transfer Request #8 – Teaching and Learning**

Mr. Littlehale explained that Assistant Superintendent Kate Carbone is requesting a transfer of $5,000 from Personnel Line Middle School Teaching to Non Personnel Line District Wide Contracted Services. These funds will be used to support 2 programs formerly funded by the Salem Education Foundation. Please see the attached for a description of the 2 programs. This transfer will be funded from amounts budgeted for ELT at the Collins Middle School. These funds have become available as the district received the ELT grant to cover the ELT expense.

The transfer request is summarized as follows:



Mr. Fleming moved to approve the budget transfer request. Ms. Amaral seconded the motion. The motion was approved (7-0).

**Subcommittee Reports**

**Policy Subcommittee**

Ms. Hunt reported that the Policy Subcommittee has completed their review of the review of the 5000 policy series and they will be starting to review the 6000 policy series.

**Personnel Subcommittee**

Mr. Fleming reported that the Personnel Subcommittee is continuing with negotiations with the Salem Teachers Union.

**Buildings and Grounds Subcommittee**

Mr. Bryant reported that the Buildings and Grounds Subcommittee met on Monday, October 26, 2015. The meeting included the Superintendent, Paul L’Heureux, Director of Buildings and Grounds, and Phil Littlehale, School Business Manager. The purpose of the meeting was to get a better understanding of what is required to increase the temperature 2 degrees (from 66-68) and the costs associated with said increase (ENE Costs $25,000+) and increased energy usage ($200K-$300K annually).

Representatives from ENE Systems, the contracted company, were present to answer questions and explain how the system works and experiences they have had with this issue in other school districts. Because this is a significant increase the Buildings and Grounds Subcommittee voted to 3-0 to move this discussion to a Committee of the Whole Meeting so that all are aware of the actual costs and how it will impact students, and staff from a perception versus reality standpoint.

Additionally, Mr. L’Heureux has identified other areas where that have been mechanical failures that have impacted heating. They are:

* The IMC at Salem High School (cost to replace the coils is being investigated)
* Salem High School (cost being investigated to change air filters, which help in heating the building)
* Bentley School (cost being investigated to change a compressor)

The Buildings and Grounds Subcommittee also asked the Superintendent, in consult with Mr. L’Heureux, to create a one-page document that would include tips on how teachers/students can maximize the heat in their classrooms. There are some things that can be done that have an immediate impact including making sure that vents are unobstructed.

Mayor Driscoll stated that the School Committee will be scheduling a Committee of the Whole meeting to look into this matter further.

**School Committee Concerns and Resolutions**

Mr. Fleming reported that he met with Latino parents and one of their concerns was that they feel unwelcome in their schools. He suggested that the schools provide a Spanish speaking greeter at the front door during events.

Ms. Amaral stated that each school is different and noted that Witchcraft Heights has translators at their events.

Ms. Ruiz stated that this issue has been raised at her entry plan meetings as well and stated that a lot of the concerns are due to their ability to communicate. She stated that she will be addressing this in her report.

Mr. Fleming reported that he received a complaint from a constituent about the condition of the roadways around Salem High School. He requested that the School Committee get an estimate on the cost to resurface the roadways on the Salem High School campus.

Dr. Walsh moved that the Superintendent authorize Mr. L’Heureux to get estimates on the resurfacing of the roadways at Salem High School. Mr. Fleming seconded the motion. The motion carried.

Dr. Walsh reported that the Parent Child Home Program is celebrating it 50th Anniversary on November 13, 2015. He noted that Alexandra Rodriquez and her son Juan Carrasco are being honored at an event in New York City. He reported that they started in the program in 1993 and participated for three years. Ms. Rodriguez went on to be a home visitor for the program and Juan went through the Salem Public School and graduated from UMass Amherst in 2014.

Dr. Walsh suggested that the order of the agenda be revised to put Action Items at the beginning of the School Committee meetings to accommodate those who attend the meetings to present information to the School Committee.

**Questions and Comments from the Audience Regarding the October 19, 2015 Agenda**

There were no questions or comments from the audience.

**Adjournment**

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

The meeting adjourned at 9:30 p.m.

Respectfully submitted by:

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Eileen M. Sacco, Secretary

Salem School Committee

**Meeting Materials and Reports**

Minutes of Regular School Committee Meeting October 19, 2015

School Committee Agenda November 2, 2015

Accelerated Improvement Plan Progress Report

PowerPoint Presentation Enrollment Data

Report on Innovation School Planning Process

Budget Transfer Request #FY16-7

Budget Transfer Request #FY16-8

Agreement Between Salem School Committee and Salem Teachers Union regarding Teachers Cabinet

Agreement Between Salem School Committee and Salem AFSCME Union regarding IT Department Agreement

Request from Salem High School Class of 1990 to hold 25th Class Reunion at Salem High School

**Policies Reviewed:**

5601 Out of State Travel

5802 Bicycles

5803 Student Parking

5807 Athletics and Student Activities Fees

5402 Tobacco Use Policy (Formerly Tobacco Free Schools Policy)

5403 Alcohol Use by Students Policy

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