Salem School Committee

Meeting Minutes

Tuesday, January 19, 2016

A regular meeting of the Salem School Committee was held on Tuesday, January 19, 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, Mr. James Fleming, Ms. Rachel Hunt, Ms. Mary Manning, Mr. Patrick Schultz, Dr. Brendan Walsh and Ms. Kristine Wilson

**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, Chief of Operations Strategy and Eileen Sacco, Secretary.

**Call to Order**

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

**Approval of Minutes**

The minutes of the Special School Committee meeting held on December 14, 2015 were presented for approval.

Mf. Fleming moved approval. Ms. Hunt seconded the motion. The motion carried.

The minutes of the Regular School Committee Meeting held on December 21, 2015 were presented for approval.

Discussion was held on whether or not there are enough members present to vote on the approval of these minutes since there are two members present who were not in attendance and two new members of the School Committee. Mr. Fleming explained that the School Committee can invoke the rule of necessity and approve the minutes.

Mr. Fleming moved to approve the minutes of the December 21, 2015 Regular School Committee meeting. Mr. Schultz seconds the motion. The motion carried.

The minutes of the January 4, 2016 Organizational Meeting of the School Committee were presented for approval.

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

**Recognition of Salem High School Staff**

Mayor Driscoll reported that this evening the School Committee is recognizing Salem High School Nurses Ruthann Hatt and Elizabeth Evangelista and Salem High School Teacher Eric Farley for their life saving actions at Salem High School when a co-worker took ill. She explains that the staff response was impressive and the Salem Fire Department has recognized that as well.

**Questions and Comments from the Audience**

Alexa Ogno addressed the School Committee and welcomed new School Committee members Ms. Wilson and Ms. Manning. She wished them well in their terms on the School Committee.

Ms. Ogno notes that she is Vice Chair of the Salem Education Foundation and a Horace Mann Lab School parent. She reported that the annual Horace Mann fundraiser, The Mann Event will be held on April 1, 2016 at Finz and the public is welcome to attend.

Ms. Ogno announced that the Salem Education Foundation has awarded seventeen grants to the Salem Public Schools noting that one grant was awarded to the Salem Academy Charter School. She explains that some requests that were applied for were to extend licenses for math software programs and notes that the Foundation would like teachers to be more creative with their requests and come up with some fun and creative ideas. She also reported that they funded a clothing and food pantry at Salem High School and noted that since the district has suspended the Athletic and Student Activities fees, the funds that were previously donated for that was added to the donation for the clothing and food pantry as well.

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

**Recognition of the Carlton School**

Superintendent Ruiz announced that she is happy to begin her Superintendent Report this evening with a celebration of good news that along with Salem High School, the Carlton School has been named a Level I School in our district. She stated that she is very proud that another of our schools has been recognized by the Department of Education for making progress and explains that after a review and further discussion about their progress they decide to recognize the Carlton School as a Level I school.

Ms. Ruiz congratulated the staff and students at the Carlton School for their hard work and dedication. She also noted that other principals in the district did a guided learning walk through the school last week to learn more about the successful practices they have in place. She notes that the Carlton School is further proof that the Salem Public Schools are headed in the right direction.

Mayor Driscoll stated that this was a great Christmas present noting that the news was received on the Friday before vacation. She invited Carlton Principal to address the School Committee.

Carlton Principal Jean Marie Kahn addressed the School Committee and stated that they are excited about the good news and praised the teamwork of the teachers and staff and stated that they are a unique group that has worked together from the start to make the program a success. She thanked the School Committee for providing the autonomies that the school has and for taking a risk by creating a very different school.

Mr. Fleming states that DESE deserves some praise for this as well noting that they do not usually reverse the status of a school and they should be recognized for making this decision.

**Budget Update**

Ms. Ruiz reported that the district is working on building a budget for FY17 and are in the process of establishing the priorities that will drive the budget. She reported that she will be working collaboratively with school leaders to establish a budget that is aligned with the Accelerated Improvement Plan and the needs of the district.

**Update on Nathaniel Bowditch School**

Ms. Ruiz reported that there will be a presentation this evening from Interim Principal Dr. Johanna Evan on the progress of the Nathaniel Bowditch School.

**Update on New Liberty Innovation School Planning**

Ms. Ruiz reported that the New Liberty Innovation School planning team has been hard at work and are making good progress on converting the New Liberty Charter School to an Innovation School application. She explained that they have been holding meetings and are working on a draft plan and are scheduled to vote on the plan this Friday. She also explained that the teacher must vote on the plan and a presentation will be made to the School Committee and there will be an opportunity for public comment on the plan. She notes that she has requested that the School Committee hiold a Special Meeting on February 23, 2016 to vote on the proposal. She also notes that the timeline for this process has been delayed to allow form more time for the Committee to fine tune the proposal. She notes that the New Liberty Innovation presentation to the School Committee will be made at the February 1, 2016 School Committee meeting.

Ms. Ruiz also reported that New Liberty Charter School Principal Jessica Yurwitz has submitted her resignation effective at the end of this school year. She stated that Ms. Yurwitz has been a champion of the mission of the NLCS since it began and thanked her for all of her hard work on behalf of the students. She stated that they are grateful that Ms. Yurwitz will be staying on until the end of the school year and notes that the district will be searching for a principal to take her place.

Ms. Ruiz also reported that the Horace Mann and Saltonstall Principal’s serving this year are interim principal’s and the district will also be starting a process to fill those positions for next year as well.

## **Action Items**

## Deliberation on the approval of participation at School Committee Meetings by Remote

##  Participation (Tabled 11/16/15)

## Deliberation on the acceptance of a donation to the Carlton Innovation School from Dribble

##  LLC in the amount of $10,000 with the condition that the funds are to be used specifically for

##  the Carlton Innovation School and are to be deployed at the discretion of the Principal, and

##  that she alone may decide how the money is spent.

 Mr. Fleming moved approval. Ms. Hunt seconded the motion. The motion carried.

* 1. Deliberation on the approval of Salem High School Choral Music Class Field Trip to the

 University of New Hampshire on Saturday, January 30, 2016

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

* 1. Deliberation on the approval of the Salem High School Harvard Model Congress trip to Boston, February 18-21, 2016

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

* 1. Deliberation on the Revote of a motion from the last meeting to approve the Salary Increases

 for Non Union Employees as the percentage was inaccurately reported at the meeting

Mr. Fleming explained that he reported the raise for non union employees to be 2% at the

last meeting and notes that it should have been a 2 ½$ increase for the non union

employees. He moved that the School Committee approve a 2 ½% increase for non union

employees in the district unless otherwise noted in the report. Dr. Walsh seconded the

motion. The motion carried.

## Deliberation on the approval of the Second Reading of the recommended revisions to the

##  following policies by the Policy Subcommittee

## 5714 - Transportation to School

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

## Deliberation on the approval of the Third Reading of the recommended revisions to the

## following policies by the Policy Subcommittee

## 5711 Wellness Policy

## 5711:02 – Nutrition

## 5711.03 – Physical Activity

## 5711.04 – Social Emotional Health

## 5203 - Academic Program (Title Change from Curriculum)

## 5208 – Homework Policy

 Ms. Hunt moved approval. Ms. Wilson seconded the motion. The motion carried.

**Presentations and Reports**

**Curriculum Update Series – Update on Curricular Work in Mathematics**

Assistant Superintendent Kate Carbone and Michelle Herman made a presentation on the Salem Public Schools Math Curriculum and the work that has been done to implement it. A copy of the presentation is in the School Committee meeting materials for January 19, 2016 at Salemk12.org and Salem.com

**Update on Nathaniel Bowditch School**

Nathaniel Bowditch Principal Johanna Evan addressed the School Committee and made a presentation on the progress at the Nathaniel Bowditch School this year. She reviewed the strategies that they have in place and reported that there is initial evidence of progress. She also reported that there has been an increase in family engagement at the school. She also notes that there has been positive feedback from parents about the changes that have been made at the school.

Dr. Evan reviewed the mid year review for the school and notes that they will be continuing with the monitoring team to review progress of the recommendations and to consider the next steps. She explains that the monitoring team is made up of district representatives, Union Representatives, the NBS Administrative team and three NBS teachers selected by their colleagues.

Dr. Evan reviewed the recommendations that have been completed as well as those that are under review as follows:

Completed Recommendations

1. Recruit a Principal for the School with a competitive salary
2. Implement a re-application process for the Assistant Principals
3. Conduct confidential staff reviews
4. Implement re-application process for NPTS staff
5. Monitor placement of Bentley Staff a NBS
6. Empower the Principal to recommend up to 2 involuntary transfers

Recommendations Under Review

1. Support rollout of instructional materials
2. Plan and Execute a Summer Retreat
3. Re-evaluate and execute PBIS
4. Consider Reconfiguration of NBS to K-5 School – Dr. Evan reported that this matter has been decided and NBS will remain a K-8 school
5. Build a master schedule with 90 minutes of Common Planning Time
6. Implement and expanded school day schedule designed to meet student’s needs
7. Review the Spanish Language program

Dr. Evan reported on the monitoring team progress and timeline, noting that they should be ready to share a report with the Community by March 1, 2016.

Ms. Manning stated that she is glad to see the Union and the staff working together noting that is crucial for the students.

Ms. Wilson stated that she was glad to see that they are keeping the K-8 model.

Ms. Hunt stated that she is happy to see that the team is sticking together.

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

**Approval of Warrants**

December 31, 2015 in the amount of $376,966.26

Mr. Fleming moved approval of the warrant in the amount indicated. Ms. Wilson seconded the motion. The motion carried.

**Budget Transfer Requests -** There were no budget transfer requests this evening.

**Subcommittee Reports** – There were no subcommittee reports this evening.

**School Committee Concerns and Resolutions**

Ms. Hunt requested that the Committee of the Whole meeting that is scheduled for Monday, January 25, 2016 be confirmed. Mayor Driscoll and members confirmed that they will be meeting to continue discussions on the Mission and core principals and the strategic planning process. The meeting will be held at 6;00 p.m.

Dr. Walsh reported that he attended the MASC Retreat on January 8-9 and noted that discussion was held on opting out of MCAS and the ramifications of it regarding the status of the district.

Dr. Walsh also reported that he will be attending the National School Board Association conference in Washington DC this weekend.

**Questions and Comments from the Audience Regarding the January 19, 2016 Agenda**

Salem Teachers Union President addressed the School Committee and reported that the Salem Teachers Union is 100% behind the Nathaniel Bowditch School.

Ms. Kontos also thanked the Salem Education Foundation for their donations to the SHS Boutique and explained the program that supports student’s needs at Salem High School.

**Adjournment**

There being no further business to come before the School Committee this evening, Ms. Manning moved that the School Committee adjourn the meeting. Ms. Hunt 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 December 21, 2015

School Committee Agenda January 19, 2015

Presentation on Nathaniel Bowditch School

Presentation on Math Curriculum

**Policies Reviewed:**

5714 Transportation to School

5711 Wellness Policy

5711.02 Nutrition

5711.03 Physical Activity

5711.04 Social Emotional Health

5203 Academic Program – Formerly Curriculum

5208 Homework Policy