Salem School Committee

Meeting Minutes

Monday, May 2, 2016

A regular meeting of the Salem School Committee was held on Monday, May 2, 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, Chief of Communications Kelley Rice 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.

**Adjourn to Executive Session**

Dr. Walsh moved that the School Committee adjourn to Executive Session at this time to hear a Level III Grievance and the School Committee will be returning to open session immediately following the Executive Session. Ms. Hunt seconded the motion. Mayor Driscoll called for a roll call vote on the motion:

Mr. Shultz Yes

Dr. Walsh Yes

Ms. Wilson Yes

Ms. Hunt Yes

Mayor Driscoll Yes.

The motion carried (5-0). It was noted that Ms. Manning is present this evening and although not in the Chambers at this time she will be joining the Executive Session.

**Approval of Minutes**

The minutes of the Regular School Committee Meeting held on April 4, 2016 were presented for approval.

Dr. Walsh moved to approve the minutes of the April 4, 2016 Regular School Committee meeting. Ms. Wilson seconds the motion. The motion carried.

The minutes of the Special School Committee meeting held on April 26, 2016 were presented for approval.

Ms. Wilson moved to approve the minutes of the April 26th Special Meeting of the School Committee. Mr. Schultz seconded the motion. The motion carried.

**Questions and Comments from the Audience**

Kathy McCarthy and Tania Skeffington addressed the School Committee on behalf of the Salem High School After Prom Committee. Mrs. McCarthy explained that the annual celebration that is held after the Senior Prom will be held at the Lynch Van Otter Loo YMCA and is free of charge for all seniors and their guests. She noted that this is made possible through fundraising and donations and will be a fun evening of Bingo, athletics, music, and a hypnotist. Students will be bussed from the prom to the YMCA and bussed back to Salem High School for breakfast at 4:00 a.m. All students must be picked up by a parent at 5:00 a.m. She also noted that they are still looking for chaperone for the all night shift and anyone interested in volunteering or making a donation should contact Lisa Mansfield, Director of Student Activities at Salem High School.

**Public Hearing on School Choice**

Superintendent Ruiz addressed the School Committee and requested that this matter be tabled to the next School Committee Meeting for further discussion on the matter of school choice.

Mayor Driscoll noted that we are required by law to hold Public Hearing on this matter and suggested that we could open the public hearing this evening and continue it

if members choose or close the hearing this evening. She explained that when the matter is brought back to the table there will be time for public comment as there are several opportunities during our meetings for public comment and if there are people who wish to speak on the matter may do so at that time.

Dr. Walsh moved to open the public hearing on school choice. Ms. Hunt seconded the motion. The motion carried.

Mayor Driscoll asked if there was anyone present this evening who wish to comment

on school choice. There being none she stated that she would entertain a motion to close the public hearing or continue it to the next meeting if members so choose.

Dr. Walsh moved to close the public hearing. Ms. Manning seconded the motion. The motion carried.

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**Action Items**

1. Deliberation and Vote on the Third and Final Reading of the policies of the following policies: 6103 – Legal Status - 6104 – Member Authority, - 6106 – Powers and Duties

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

1. Deliberation and vote on the Saltonstall School 8th Grade Trip to Canobie Lake Park in Salem NH on June 27, 2016

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

1. Deliberation and Vote on the Collins Middle School 8th Grade Trip to Canobie Lake in Salem NH on June 17, 2016

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

1. Deliberation and Vote on the Amendment to the Collaborative Agreement with the Northshore Education Consortium, specifically Section VII Item 5.a.viii

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

Mayor Driscoll asked for information on this matter. Ms. Marotta explained that the Consortium is changing their by-laws for nonmember districts to have the ability to charge them more for services. She explained that we are a member district and this will have no effect on the Salem Public Schools.

1. Deliberation and Vote on the School Committee Meeting Schedule July 1, 2016 through June 30, 2017

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

1. Deliberation and Vote on the approval of the School Calendars for the 2016-17 School Year

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

1. Deliberation and Vote on the approval of the Salem High School ROTC trip to attend a three-day field trip to Camp Curtis Guild in Reading MA on May 13-15, 2017

Dr. Walsh moved approval. Ms. Wilson seconded the motion. The motion carried (5-1 with Ms. Manning opposed).

Dr. Walsh stated that he would like to take this opportunity to congratulate the Salem High School JROTC team who presented the colors at the National School Board Association Conference held in Boston recently. He stated that they did a wonderful job and were well received by those present. He stated that they did the Salem Public Schools and the City of Salem proud.

1. Deliberation and Vote on the Salem Public Schools FY17 School Budget
2. Deliberation and Vote on the approval of the Salem Public Schools FY17 Personnel Budget in the amount of $44,634,937

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

1. Deliberation and Vote on the approval of the Salem Public School FY17 Non Personnel Budget $10,406,910

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

1. Deliberation and Vote on the approval of the total FY17 Salem Public School Budget $55,041,857

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

1. Deliberation and Vote on the approval of the total FY17 Bentley Academy Charter School Budget $2,904,380

Ms. Hunt and Ms. Wilson recused themselves from this matter as they are members of the Bentley Academy Charter School Board of Trustees.

Mr. Shultz moved approval. Ms. Manning seconded the motion. The motion carried.

1. Deliberation and Vote on the Salem High School After Prom Party to be held at the Lynch Van Otter Loo YMCA on Friday, May 27, 2016 from midnight to 5:00 a.m.

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

**Superintendent Report – Margarita Ruiz**

Superintendent Ruiz addressed the school committee stated that she would like to begin her report this evening by highlighting some of the wonderful events and activities that are happening in the Salem Public Schools.

Ms. Ruiz reported that she attended the National Honor Society Induction Ceremony and the National Art Honor Society last Thursday, which welcomed 24 new inductees. She stated that it was an exciting night to celebrate the students for their accomplishments in academics and the arts as well as their leadership in their school. She congratulated the students and their families on this well-deserved honor of their high school careers.

Ms. Ruiz reported that Monday marks the beginning of Teacher Appreciation Week and she would like to thank and celebrate all of our amazing teachers in the district. She stated that they come in day in and day out with great commitment and passion and she is proud to be the leader in the district with so many committed educators. She thanked all of the teaches in the district for all they do for our students and their families.

Ms. Ruiz reported that the district is on track with the principal hiring process for the vacancies in the district and she will be making an announcement soon and hopes to introduce the new Principals to the school committee at the May 16, 2016 School Committee meeting.

Ms. Ruiz reported that the Salem Public Schools food services department will be recognized for our breakfast in the classrooms in our schools during a ceremony at the Massachusetts State House next week. She noted that State Senator Joan Lovely and State Representative Paul Tucker will be in attendance. . She congratulated the food services staff and director Deborah Jeffers on this accomplishment.

Ms. Ruiz reported that a representative of the USDA toured Salem High School today. She reported that they had lunch at Salem High School and were very impressed with all of the healthy choices Salem high school offers our students.

Ms. Ruiz reported that this evening the school committee will be voting on the FY17 Salem Public schools budget. She thanked the School Committee members noting that they offered thoughtful comments and questions during the budget process. She stated that the budget presented was drafted to ensure that our resources are distributed effectively to ensure academic achievement for our students and she feels that this budget should put Salem on solid footing for the future. She stated that she has no doubt that this budget will bring our district to a high level of academic achievement.

Ms. Ruiz stated that she would like to thank her amazing team at Central office for their work and support on this budget. She noted that there were many meetings held and everyone worked hard to produce a balanced budget that accomplishes our goals.

Mayor Driscoll stated that she would like to thank to business manager Philip Littlehale, as this is his last budget for the Salem Public Schools, noting that he is leaving to pursue another opportunity. She noted that he will be helping out here and there and wished him well in his new position. Mr. Littlehale thanked the School Committee for their support and noted that he will be back to present the budget to the Salem City Council Finance Committee in June.

Ms. Ruiz reported that improvements to the Wi-Fi and all of our schools is taking place and will be a major step for the district in getting ready for Advanced Technology. She noted that increasing the connectivity of our schools will be a major step in having the district ready for 21st-century use of technology and preparation for future online programs, noting that the teacher evaluation process will be going online and we will be ready for that.

Ms. Ruiz reported that the first meeting of the Salem Public Schools Children’s Cabinet which is part of the By All Means initiative, that Salem was selected to participate in was held last week. She stated that it was great to have all of the members around the table thinking critically about what are some of the challenges are and to think about what some of the systemic solutions are that we can find that will be helpful to us.

She also reported that the first of five conventions for By All Means Initiative will be held on May 17th and 18th at Harvard University and the Children’s Cabinet will be attending.

Ms. Ruiz reported that the new student information program Aspen will go live on July 11th She explained that there will be more information coming for staff regarding training and preparation that need to be done before the system goes life.

Ms. Ruiz reported that with the budget process completed the administration has their sights on the Strategic Planning process which they will be getting underway shortly. She explained that this is been delayed due to the budget process. Ms. Ruiz announced that the district will be partnering with NewProfit of Boston. She explained that they will be facilitating the strategic planning process and are providing their services pro bono. She also explained that the Salem team will drive the process and New Profit will facilitate community process and engagement. She stated that the team from new profit will be joining her at the next meeting to make a presentation on the process she is proposing and noted that if any of the School Committee members would like more information on New Profit she will be happy to provide that information.

Ms. Ruiz reported that she is excited to announce the first harvest of the Freight Farm at Salem High School and noted that there will be a ribbon-cutting ceremony on May 4 at 1 PM at Salem high school. She noted that the representative from USDA that toured Salem high school today was very excited about this work that we’re doing here in Salem with this project. She noted that it is very exciting that will be able to produce vegetables that our students will be eating in their lunches.

Mayor Driscoll stated that is important to recognize the Pabich family for their donation of the freight from to Salem High School.

Mr. Schultz noted that the representative of the USDA would really love the school farms that are being planted as well.

**Presentations and Reports** – There were no reports or presentations this evening.

**Finance Report**

1. **Approval of Warrants**

The following warrant totals were presented for approval this evening.

April 7, 2016 in the amount of $766,052.57

April 14, 2016 in the amount of $195,729.18

April 21, 2016 in the amount of $284.164.95

April 28, 2016 in the amount of $234,542.58

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

**Budget Transfer Request #16 – Human Resources**

Mr. Littlehale explained that Director of Human Capital Strategy and School Support Liza Bento is requesting a transfer of $13,000 from Salaries Clerical to Contracted Services. The transfer is requested to fund temporary help in the HR department to help during the transition until full-time staff are fully hired. Funds are available in the HR salary line due to staff turnover and positions going unfilled.

The transfer request is summarized as follows:



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

**Budget Transfer Request #17 – Business Office**

Mr. Littlehale explained that he is requesting the transfer of $22,500 from Retroactive Wages to Contracted Services. The transfer is requested to fund the cost of the services of the Interim Business Manager through June 30, 2016 which is being done on a contract basis. This transfer will be funded from amounts originally budgeted for ELT at the Collins Middle School which were transferred to the Retroactive Wages line in December. These funds became available as the district received the ELT grant to cover the ELT expense.

The transfer request is summarized as follows:



**Subcommittee Reports**

There were no subcommittee reports this evening.

**School Committee Concerns and Resolutions**

Mayor Driscoll reported that with Ms. Hunt’s announcement last month that she will be resigning from the School Committee, the School Committee and the Salem City Council will fill the seat with an election to be conducted in a joint meeting of both bodys. She explained that the process of filling a seat mid-term is governed by the City Charter which calls for a joint meeting to consider interested candidates who must submit a letter of interest to the Salem City Clerk. She reported that she has discussed this with City Council President Josh Turiel and they will be setting dates and deadlines for the process once it is determined when Ms. Hunt will be leaving office.

**Questions and Comments from the Audience Regarding the May 2, 2016 Agenda**

There were no questions or comments from the audience this evening.

**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 of Regular School Committee Meeting April 4, 2016

Minutes of the Special Meeting held on April 26, 2016

School Committee Agenda May 2, 2016

Budget Transfer Request #16

Budget Transfer Request #17

**Policies Reviewed:**

6407 – Remote Participation at School Committee Meetings

6103 – Legal Status

6104 – Members Authority

6106 – Powers and Duties of the School Committee

Saltonstall School Canobie Lake Field Trip Request

Collins Middle School Canobie Lake Field Trip Request

North Shore Education Consortium Amendment to Collaborative Agreement

School Committee Meeting Schedule – July 1, 2016 – June 30, 2016

Salem High School JROTC Field Trip Request

Salem High School After Prom Party Information