



# School Committee Meeting Materials

## **Regular School Committee Meeting**

**November 5, 2018**

**7:00pm**



*Ms. Mary A. Manning  
Mr. James M. Fleming  
Ms. Kristine Wilson*



*Ms. Ana Nuncio  
Mr. Manny Cruz  
Ms. Amanda Campbell*

***Mayor Kimberley Driscoll, Chair***

“Know Your Rights Under the Open Meeting Law, M.G.L. c.30A § 18-25 and City Ordinance Sections 2-2028 through 2-2033”

November 1, 2018

**REGULAR SCHOOL COMMITTEE MEETING**

Notice is hereby given that the Salem School Committee will hold a Regular School Committee meeting on Monday, November 5, 2018 at 7:00 p.m. The meeting will be held in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

**I. Call of Meeting to Order**

**II. Consent Agenda**

- a. Minutes of the Regular School Committee meeting held October 15, 2018
- b. Minutes of the Committee of the Whole meeting held October 29, 2018
- c. 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

**III. Approval of the Agenda**

**IV. Public Comment #1: Questions and Comments from the Audience**

**V. Presentation and Reports**

**Superintendent’s Report**

**Other Reports:**

Update on the High School Redesign

Update on the Work of the English Language Learning and Bilingual Education Department

**VI. Action Items: Old Business**

- a. Deliberation and Vote on the Second Reading of the Revision to School Committee Policy #6501 Subcommittees

**VII. Action Items: New Business**

- a. 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

**VIII. Finance Report**

- a. FY19 Quarterly Budget Report
- b. Budget Transfers

**IX. Subcommittee Reports**

**X. School Committee Concerns and Resolutions**

**XI. Public Comment #2: Questions and Comments from the Audience**

**XII. Adjournment**

Respectfully submitted by:

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Angelica Alayon, Secretary to the  
Salem School Committee



Salem School Committee  
Meeting Minutes  
Monday, October 15, 2018

A regular meeting of the Salem School Committee was held on Monday, October 15, 2018 at 7:10 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, and Mr. Manny Cruz

**Members Absent:** Ms. Amanda Campbell, Mayor Kimberley Driscoll

**Others Present:** Margarita Ruiz, Superintendent, Kate Carbone, Assistant Superintendent for Teaching and Learning, Jill Conrad, Chief of Systems Strategy, and Kelley Rice, Chief of Communications

**Call of Meeting to Order**

Ms. Manning called the regular meeting of the Salem School Committee to order at 7:10 p.m. and informed everyone that the Mayor is out of town and would not be attending the meeting this evening.

Revised Consent Agenda

**Approval of Minutes**

**Deliberation and Vote on the Minutes of the Regular School Committee meeting held October 1, 2018**

**Deliberation and Vote on the Saltonstall School overnight out-of-state field trip request to Philadelphia, PA from May 29-31, 2019**

**Approval of Warrant**

October 11, 2018 in the amount of \$417,644.38

**Discussion**

Ms. Manning requested that the revised Consent agenda's Deliberation and Vote on the Salem High Jr. R.O.T.C. four-day field trip request to Molena, GA on November 1, 2018 action item be removed. The action item is moved to the New Business Action Item below.

Mr. Fleming motioned to approve the revised Consent agenda Minutes of the Regular School Committee meeting held October 1, 2018, the Saltonstall School overnight out-of-state field trip request to Philadelphia, PA from May 29-31, 2019, and the warrant amount as listed on the agenda, with the exception of the deliberation and vote on the Salem High Jr. R.O.T.C four-day field trip request to Molena, GA on November 1, 2018. Ms. Wilson seconded the motion. The motion carried.

**Approval of the 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**

Fawaz Abusharkh, 4 Harrison Road, talked about the Superintendent's report presented at the last meeting. Mr. Abusharkh said that the Salem School numbers and schools in general are not good, the High School is failing and needs intervention, and talked about the outcome from the closing of the Nathaniel Bowditch School closing. Mr. Abusharkh shared his desire for the Mayor to allow the School Committee members to do their work by stepping aside.

Scot B. Sternberg, 25 Pickman Road, said he spoke on behalf of students, parents, staff, teachers, administrators, and the community and asked that the School Committee pass a resolution proclamation reaffirming support for a 'Yes' on Question 3 "Defending pretensions for transgender students, staff, teachers, administrators from discrimination" at the voting polls and shared reasons for the request.

Nichol Lashaun, editor in Chief of the Rainbow Times, shared a student's personal experience on gender identity, talked about the 'Yes' on Question 3 initiative, explained why she is personally in favor, and asked the School Committee for their support in voting 'Yes' on Question 3 at the polls.

Dr. Brendan Walsh, 5 West Terrace, talked about a story he saw, last week, in the newspaper of the Early Childhood program that has been adopted in Salem. Dr. Walsh expressed his concern for 4 and 5 year old students who are not being taught to read at an earlier age and said that Parent/child programs start with 2-year olds. Parents are taught how to become their child's reading mentor. Dr. Walsh continued that it is not too late to start registration for students at an earlier age next year and asked School Committee members to think about this and consider it when they do the budget, in the spring, for next year.

Christine Ross, 33 Pleasant Street, said she represented legal women voters in Salem, to speak up for Ballot Question 3, and asked School Committee members to vote in support of this ballot question. Ms. Ross said that legal women voters would like the School Committee to take a stand on voting 'yes' for the ballot question 3 and read a statement aloud. Ms. Ross urged School Committee members to vote in favor and shared a few words on the resolution of starting a new Subcommittee on Equity and Inclusion. Ms. Ross spoke in support of the proposal to establish an Equity and Inclusion Subcommittee.

Jamie Navins, 14 Andrew Street, suggested a look and discussion into the district calendar for next year, the possibility of changing the holidays, because of snow days, and its format regarding an inclusion of all Salem schools. Ms. Navins continued that in light of what happened last week at the Horace Mann School, recommended that the School Committee consider changing the dismissal time of either the Salem High or the Horace Mann School due to the traffic in general.

## **Presentation and Reports**

### **Superintendent's Report – Margarita Ruiz**

Superintendent Ruiz reported that close to 600 Salem High School students in 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade were able to take the PSATs for free thanks to the support of the School Committee during the FY19 budget. This year's budget also includes resources so that juniors and seniors may take the SATs. Superintendent Ruiz talked about the College and Career workshops, this month's bullying prevention, and healthy nutritious foods for students at all Salem schools. Superintendent Ruiz recalled her mention, at the previous School Committee meeting, that the Office of District Review and Monitoring, within the Department of Education, selected Salem Public Schools for an on-site district review accountability. The review will focus on six (6) standards of effective district practices: Leadership and Governance, Curriculum and Instruction, Assessment, Human Resources and Professional Development, Student Support, and Financial and Asset Management. Superintendent Ruiz continued that the onsite visit would take place from November 5 through 7. The onsite visit will include School Committee members, as the visiting team will be interviewing them. Ms. Ruiz continued reporting on other topics and finalized by reminding the School Committee that all School Committee members have confirmed their availability and agreement for their next meeting as a Committee of the Whole (COW) on October 29, 2018 at 6pm.

### **Other Reports**

#### **Update on Student Enrollment**

Superintendent Ruiz explained that this is part of the regular update on the state of enrollment in the

Salem district, said they are using the same format, and referred the School Committee to their packet of materials that include a copy of the enrollment snapshot report as of October 12, 2018. Ms. Conrad walked the members through the snapshot enrollment data in all schools. Members asked questions on enrollment data and space availability and engaged in discussion.

**Action Items: Old Business** – None

**Approval of the Bentley Academy Charter School (BACS) PTA request to use the school parking lot for fundraiser in October -tabled on 10/1/18**

Mr. Fleming motioned to take the Bentley Academy Charter School (BACS) PTA request to use the school parking lot for fundraiser in October off the table. Ms. Wilson seconded the motion. The motion to take the action item off the table carried.

**Discussion**

Mr. Fleming said he would motion to approve based on discussions last week with the Superintendent Ruiz and Mayor Driscoll. Mr. Fleming continued that he still thinks they are in violation of the law and wants a firm legal opinion from either their own School Committee Attorney or City Solicitor relative to each of the uses by the Bentley Academy Charter School (BACS) PTA and Carlton School PTO.

Mr. Fleming motioned to approve the Bentley Academy Charter School (BACS) PTA request to use the school parking lot for fundraiser in October. Ms. Wilson seconded the motion. The motion carried.

**Approval of the Carlton School PTO request to use the school parking lot fundraising in October -tabled on 10/1/18**

Mr. Fleming motioned to take the Carlton School PTO request to use the school parking lot for fundraiser in October off the table. Ms. Wilson seconded the motion. The motion to take the action item off the table carried.

**Discussion**

Mr. Fleming stated that he still thinks they are in violation of the law and wants a firm legal opinion, from either their own School Committee Attorney or City Solicitor, relative to each of the uses by the Carlton School PTO and Bentley Academy Charter School (BACS) PTA.

Mr. Cruz motioned to approve the Carlton School PTO request to use the school parking lot for the fundraiser in October. Ms. Wilson seconded the motion. The motion carried.

**Action Items: New Business**

**Deliberation and Vote on the Salem High Jr. R.O.T.C. four-day field trip request to Molena, GA on November 1, 2018**

Mr. Fleming motioned to approve the Salem High Jr. R.O.T.C. four-day field trip request to Molena, GA on November 1, 2018. Ms. Manning was noted as opposed. Ms. Wilson seconded the motion. The motion carried.

**Deliberation and vote on the First Reading of the Revision to School Committee Policy #6501 Subcommittees.**

**Discussion**

Ms. Nuncio reported that the Policy Subcommittee would like to refer an amendment to Policy #6501 Subcommittees for a First Reading. This policy would allow for the inclusion an Equity and Inclusion Subcommittee. Ms. Manning explained that they are basically going to add Equity and Inclusion to the list of Subcommittees that already meet.



Mr. Fleming motioned to approve the First Reading of the Revision to School Committee Policy #6501 Subcommittees. Mr. Cruz seconded the motion. The motion carried.

**Subcommittee Reports**

Ms. Nuncio informed the School Committee that the Policy Subcommittee members reviewed Personnel policies in the 4000 series category and would like to refer to the School Committee, as a whole, for a First Reading of other policies at the next regular School Committee meeting.

Ms. Nuncio reported that, upon discussion this evening, they would put forth a resolution that mirrors the resolution passed recently by the City Council on September 27, 2018 adopting the same language. Mr. Cruz informed everyone that copies of the resolution were on the table for anyone who would like to have one. Ms. Nuncio continued that the School Committee might want to adopt a ‘Yes’ vote on Ballot Question 3.

Mr. Fleming stated that supporters of a ‘Yes’ vote on Ballot Question 3 may use his name, image, and support but knows that the School Committee, collectively, as well as the City Council cannot endorse a ballot candidate nor a ballot question. Mr. Fleming informed that it is illegal, by State Statute, for School Committee to collectively show their support on a ballot question or a candidate. Members engaged in further discussion.

Ms. Nuncio motioned for the School Committee to adopt the resolution, as worded by City Council, providing for protection and maintaining the civil rights of Salem transgender students. Ms. Wilson seconded the motion. Ms. Manning called for a Roll-Call Vote.

**School Committee Secretary Roll Call:**

Ms. Mary Manning	Yes
Mr. James Fleming	No
Ms. Kristine Wilson	Yes
Ms. Ana Nuncio	Yes
Mr. Manny Cruz	Yes

5 Members voted. 4 in the *affirmative*, 1 in the *negative*. The Motion carried.

**School Committee Concerns and Resolutions**

Mr. Fleming thanked the 120 golfers that created the elements today at Pure Country Club of which the money all goes to scholarships for Salem students in their first year of school. They will have another 120 golfers next Monday.

Mr. Fleming said that, relative to Dr. Walsh’s comments earlier, he thought they did have a promise this year to include and increase in a Parent/Child home program. The budget did not develop that way but he would like to officially announce that the Finance Subcommittee shall look at substantially increasing the Parent/Child Home Program budget for the coming academic year.

Ms. Nuncio voiced her support for an increase in the budget next year for the Parent/Child Health Connection program as it makes a difference to give opportunities to students as early as they can.

**Public Comment #2: Questions and comments from the audience**

A J Hoffman, 3 Victory Road, made an announcement for CPAK that they are having a Basic Rights workshop, which is facilitated by the Federation for Children with special needs. It will be held at the Saltonstall School on Monday, October 22, 2018 from 6:30-9:00pm. It is a crash course in IPs, timelines, and evaluations. It is free and open to the public. Childcare and translations services would be provided.

Sandra Quartarone, PTA Co-President of Bentley Academy Charter School (BACS), 98 Margin Street, inquired about their request to use the school parking lot for fundraiser in October, which was tabled on 10/1/18. School Committee members explained the legality issues that were looked into before voting in favor.

Scott B. Sternberg, 25 Pickman Road, thanked and applauded School Committee members for standing strong in their support for Salem students, staff, teachers, administrators, and community in that regardless what happens in the state that Salem and Salem Schools stands with everyone in the community. Mr. Sternberg also thanked and applauded Superintendent Ruiz and the Salem School Committee for having gender awareness training in the schools.

**Adjournment**

There being no further business to come before the School Committee this evening. Mr. Cruz entertained the motion to adjourn. Mr. Fleming seconded the motion. The meeting was adjourned.

Respectfully submitted by:

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Angelica Alayon, Secretary  
Salem School Committee

**Meeting Materials and Reports**

School Committee Consent Agenda October 15, 2018  
Saltonstall School field trip request  
Salem High Jr. R.O.T.C. field trip request  
Warrant  
Student enrollment snapshot as of 10/12/18  
Policy #6501 Subcommittees  
Minutes of the October 1, 2018 Regular School Committee meeting



Salem School Committee  
Committee of the Whole Meeting Minutes  
Monday, October 29, 2018

A Committee of the Whole (COW) meeting of the Salem School Committee was held on Monday, October 29, 2018 at 6:05 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 for Teaching and Learning, Kristin Shaver, Business Manager, Jill Conrad, Chief of Systems Strategy, Kelley Rice, Chief of Communications, Salem School leaders, Jose Munoz, Interim Principal, Bates Elementary, Marlana Afonso, Principal, Bentley Academy Charter School, Bethann Jellison, Principal, Carlton Innovation School, Dr. Ruben Carmona, Principal, Horace Mann Laboratory School, Leanne Smith, Principal, Witchcraft Heights Elementary School, Michael Lister, Principal, Saltonstall K-8 School, Matt Condon, Interim Principal, Collins Middle School, Jennifer DeStefano, Principal, Salem High School, Jennifer Winsor, Principal, New Liberty Innovation School, Brian Edmunds, Director/Head of School, Salem Prep High School, and Nancy Charest, Director/Head of School, Salem Early Childhood Center

### **Introduction**

Mayor Driscoll explained they are going to try a different format this evening for the Committee of the Whole (COW) meeting. The meeting was put together with an opportunity to get to know some of the newer principals and understand how things are going. A set of discussion questions is on each table. Mayor Driscoll continued that School Committee members would alternate between tables and the Superintendent would serve as a timekeeper with the goal to get through the discussion questions. Ms. Driscoll said she would love feedback from School Committee members, at the end of the meeting, on the format and what they think of the approach to try and gain more understanding about what is happening on a daily basis, without need for PowerPoint presentations.

Superintendent Ruiz explained that all School Committee members have an emailed copy of a 2018 School-Level MCAS and Accountability (K-8 Schools) packet and talked about the logistics. The packet contains the accountability report documentation for each of the Salem Schools. Superintendent Ruiz continued that the discussion questions on each table provides the school leaders an opportunity to talk to Salem School Committee members about the start of this school year and of the integration of new students and staff into the schools. Discussion should focus on one highlight, challenge, and a piece of advice school leaders would like to share with School Committee members as to how to best support the work in the Salem Schools.

### **Review and Discussion of 2018-School Level MCAS and Accountability Data**

Mayor Driscoll added that the data packet this evening is not for them to tease out its details as that calls for a meeting, with the district, in the future for further discussion and input. Ms. Driscoll clarified the data this evening is designed for the purpose of having a background. This

evening's goal is to get to know a little more about how this year started off, what are some opportunities/strengths, and challenges, and how can they, as a district School Committee support those efforts.

**Conclusion**

School Committee members spent 20 minutes, at each table, with school leaders, and had further discussion after all rotations were complete. The K-8 school leaders identified their strengths, challenges, and recommended supports. Some of the strengths that were shared included having a strong school culture, cohesive staff, success with welcoming new students and staff and availability of such as having coaches to support teacher practice. Some of the challenges that were shared included the need to strengthen Tier I instruction, increased bilingual supports, and more technology so that all students would benefit. High School leaders discussed the benefits and challenges of Aspen, alerts to issues, need for technology support and equipment as well as the need for social emotional support, building statistics (student and staff attendance), need for new teachers, High School start times, and an interest to also hear from the Salem High School. School Committee members shared feedback and insight.

**Adjournment**

There being no further business to come before the Committee of the Whole (COW) School Committee meeting, members motioned to adjourn and seconded the motion. The motion carried. The meeting was adjourned.

Respectfully submitted by:

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Angelica Alayon, Secretary  
Salem School Committee

Meeting Materials

Salem Public Schools 2018 School-Level MCAS and Accountability (K-8 Schools)  
NLIS Data Fall 2018  
Prompt leaflet





Update from EL and Bilingual Education Department  
(November 2018)

**Current EL and FEL Enrollment**

Salem Public Schools currently serves 553 English Learners (ELs) and 241 Former English Learners (FELs). ELs and FELs make up 18% of the district enrollment. 80% of ELs speak Spanish as a first language and 8% speak Portuguese. There are 39 languages other than English that ELs in Salem speak.

**Program Model and Staffing**

English Learners (ELs) in Salem all participate in SEI (Sheltered English Immersion) instruction in each school across the district. This means that ELs learn content in English while they are learning English. Students receive daily instruction in language acquisition from one of the 27 certified ESL teachers across the district and participate in math, science, social studies content alongside other bilingual and native English speaking peers. For the 2018-19 school year, to support the growing percentage of ELs in all schools, there are two bilingual math positions and a bilingual reading specialist. Three EL instructional coaches work across all schools to support teachers, too.

**Seal of Biliteracy**

In 2018, 28 Salem High seniors earned the Seal of Biliteracy and received accolades at graduation and Senior Awards night. The Seal of Biliteracy opportunity will be expanded for the 2018-19 year to include juniors and will have an achievement award opportunity for 8<sup>th</sup> grade students at Collins and Saltonstall.

**World Language**

As of this year, the World Language and EL Departments are joining together to more coherently connect language acquisition and language learning opportunities, especially for ELs and bilingual learners.

**EL PAC (EL Parent Advisory Council)**

As part of the LOOK (Language Opportunity for Our Kids) bill, Salem will be creating a EL Parent Advisory Council to engage EL parents and guardians in contributing, advocating and advising Salem EL Department.

**Dual Language Task Force**

Salem is entering into a partnership with MABE (Massachusetts Association of Bilingual Education) to build awareness of new dual language program opportunities for ELs, engage stakeholders, and gauge interest. A Dual Language Task Force is assembling this fall to research and explore program options, visit dual language schools in Massachusetts, and respond to stakeholder interest.





Moving Forward. . .



School Committee  
November 5, 2018

**All students will be locally engaged,  
globally connected, and fully prepared  
to thrive in a  
diverse and changing world.**



**Salem High School is  
committed to equipping students  
with transferable skills by  
providing a student centered  
education grounded in a culture of  
high expectations,  
equity, and access for all.**

**Technology  
Integration (1:1)**

- Project Based Learning
- Varied Assessments
- Differentiation
- Access (ELL/SPED)

**Standards Based  
Practices**

- Feedback
- Practice
- Rigor

**Personalization**

- Student -Centered
- Relationships
- Internships

**WE  
ARE SALEM**

# High School Redesign Progress Completed or In Progress

- **Renovation of the College and Career Center**
- **Expansion of internship program**
- **Continued implementation of standards-based practices**
- **1:1 Chromebook Pilot**
- **Redesign partner—Barbara Crock**
- **Application for funding opportunities--  
MassIDEAS**

# 2018-2019 High School Action Plan

## Conduct a Review of Block Scheduling

- **Form a Bell Schedule Committee**
  - Interviews and member selection—Jamie Flynn
  - Investigate bell schedule options that align with our goals of equity and access for ALL students while providing a structure that supports high quality, student-centered instruction
  - Investigate and survey stakeholders relative to school start time/end time
- **Propose Bell Schedule**
  - Adoption by the faculty (2/3 vote)
  - Presentation to District Leadership
  - Final approval by School Committee
- **Implementation of Schedule for 2019-2020 school year**

# 2018-2019 High School Action Plan

## Comprehensive Review of Program of Studies

- **Form a Program of Studies Review Committee**
  - **What do we offer? Why do we offer it?**
  - **In what ways does the Program of Studies support access or create barriers to higher level programming for all students?**
  - **Does the Program of Studies support our vision of equity and access to high quality, grade level curriculum for ALL students?**
  - **Rigor, Relevance, Accessibility and Diversity**
- **Interviews and member selection—Dr. Emily Flores**
  - **Proposal for changes to be submitted for School Committee approval January 2019**

# Principal's Student Learning Goal

## Targeted Intervention for the Lowest Performing 20%

**Goal: By June of 2019, grade 9 students identified as belonging to the lowest performing 20% will increase their average performance on ELA and Mathematics School City assessments by 10 points.**

### **Action Steps:**

- **October to November 2018: Collaborate with the administrative team to identify students in grade 9 who make up the lowest performing 20% of students using data such as MCAS scores, EWIS, common assessments, and 1st quarter academic achievement**
- **November to June 2019: Development and implementation of individual student success plans (ISSPs) for the lowest performing 20% of students in grade 9 that provide targeted intervention in ELA and Mathematics instruction aligned to curriculum priority standards**

# Principal's Student Learning Goal

## Targeted Intervention for the Lowest Performing 20%

**Goal: By June of 2019, grade 9 students identified as belonging to the lowest performing 20% will increase their average performance on ELA and Mathematics School City assessments by 10 points.**

**Collaborative approach involving multiple stakeholders**

- **Classroom teachers**
- **Head teachers**
- **Academic Dean**
- **Assistant Principals**
- **Coaches**

# Principal's School Improvement Goal

## Tiered System of Supports for Improving Attendance

**Goal: By June of 2019, the chronic absenteeism rate will be reduced to 30% or lower for all students and by at least 3% for all subgroups.**

**Collaborative approach involving multiple stakeholders**

- **Principal**
- **Assistant Principals**
- **Student Support Team**
- **School Adjustment Counselors**
- **Attendance Monitor**
- **Classroom teachers**



*You're Invited...*

## **SALEM HIGH SCHOOL COMMUNITY CONVENING**

November 13, 2018 • 6:30pm-8:00pm • At Salem High School

Salem High School is in the midst of a large scale redesign process. Please join us to hear about the planning process, implementation of redesign strategies, next steps, and how you can get involved.

- Receive updates from Principal Jennifer DeStefano
- Learn about implementation of redesign innovations
- Hear from students and staff about their current work
- Share your feedback and insights through interactive activities

*Spanish translation and child care available.*

**WE  
ARE SALEM**

# Community Convening Objectives

- **To maintain a sense of urgency for redesign and innovation at Salem High School**
- **To share relevant quantitative and qualitative data to provide the community with a multi-dimensional view of teaching, learning and student life at SHS**
- **To engage parents, guardians, caregivers and community organizations as partners in the redesign and innovation process**



**SCHOOL COMMITTEE** **6000**

SCHOOL COMMITTEE ADVISORY COMMITTEES 6500

SUBCOMMITTEES 6501

The School Committee handles some of its work during subcommittee sessions that are posted meetings open to the public. The mayor appoints three School Committee members to each subcommittee and designates the chairperson. The School Committee vice-chair may serve ex officio on all committees but does not vote. The chair of the subcommittee reports any recommendations voted by the majority of the subcommittee to the full School Committee for further consideration and enactment at the next meeting. The subcommittees include:

Buildings and Grounds  
Curriculum  
[Equity and Inclusion](#)  
Finance  
Personnel  
Policy

Approved: 6/15/07

Approved – November 21, 2016

[Revised: XXX](#)

[Approved for First Reading: 10/15/18](#)





*Rotary Club of Salem*  
Organized January 18, 1918  
PO Box 608  
Salem, Massachusetts 01970

*Weekly Luncheons  
Tuesdays a 12:15  
Hawthorne Hotel*

**Officers and Directors  
2018-2019**

**President**  
Rinus Oosthoek

**Vice-President**  
Adria Leach

**Secretary**  
Rich Eisner

**Treasurer**  
Bill Henning

**Assistant Treasurer**  
Dan Martiniello

**Sergeant at Arms**  
Mike McLaughlin  
Ean Sullivan  
Victoria Davis  
Jason Consalvo  
Dan Martiniello

**Spoke Editor**  
David Westcott

**Immediate past President**  
Jason Consalvo

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Francesco Sabelli '20  
Mark Shaw '19  
Kathie Strout '19  
David Wescott '20  
Bruce Whear '20

October 17, 2018

Salem School Committee

93 Washington St.

Salem, MA 01970

Dear Salem School Committee,

The Salem Rotary Club plans on hosting our annual Holiday Party for The Department of Children and Families for foster children and their families on Saturday December 1, 2018.

We usually have the Salem High School Field House from 10am – 5pm. The party will be from 12pm-3pm. The additional times allows for set up and clean up. With the foster children, host families and Rotarians helping there will be approximately 125 people.

There will be activities for the children including storytelling, face painting, and a bouncy house. Of course a visit from Santa with gifts will put a smile on everyone’s face!

For the many, many years that Salem Rotary has hosted this event the Salem School Committee has graciously waived rental fees for the field house and we hope that will be the same this year.

Sincerely,

Mark Leavitt, Salem Rotary Community Service Committee

**THE SALEM PUBLIC SCHOOLS**

Request for Use of School Facilities

Date: 10/17/18

FACILITY: SALEM HIGH SCHOOL FIELD HOUSE  
 EVENT DATE: DEC 1, 2018 RENTAL TIME: 10AM - 5PM  
 PERFORMANCE TIME: 12PM - 3PM HEAT REQUIRED  A/C REQUIRED   
 PROGRAM DESCRIPTION: DEPARTMENT OF CHILDREN & FAMILIES HOLIDAY PARTY  
 APPROXIMATE AUDIENCE SIZE: 125 ADMISSION CHARGE: 0  
 SUBMITTED BY: SALEM ROTARY / MARK LEAVITT (Contact Person)  
 TELEPHONE: 978-375-3567 (Day/Evening)  
 REPRESENTING: SALEM ROTARY (Agency/Group)  
 ADDRESS: SALEM OR WASH - 57 CANAL ST.  
 CITY: SALEM STATE: MA ZIP CODE: 01970  
 FAX NO.: 978-744-8916 CELL PHONE NO.: 978-375-3567  
 EMAIL: mleavitt@saalemrotary.org

**EQUIPMENT OR SPECIAL NEEDS REQUIRED:**

Bleachers, seating, allow ample time between events for set-up/break-down. All requests for the use of school department equipment must be listed on this rental application form, example: sound system, chairs, etc. (Additional charges may apply.)

TABLES AND CHAIRS.

**USAGE FEES:**

**FACILITY FEE:**

Base Charge (4 Hour Minimum): \_\_\_\_\_  
 Hourly Charge (\$30.00 Per Hour): \_\_\_\_\_  
 Additional Hours Required: \_\_\_\_\_  
 Total Rental Fee: \_\_\_\_\_

**CUSTODIAL FEE:**

Number of Custodians Required: 1  
 Hourly Rate: \$41.13  
 Total Approximate Man Hours: 7  
 Total Custodial Fee: \$287.91

Please issue a payment check made payable to the Salem School Department Facility Rental.

1. Facility Usage Fee: \$ \_\_\_\_\_
2. Custodial Service Fee: \$ 287.91
3. Total Amount Due: \$ 287.91

**NOTE:** Due to unforeseen circumstances, the rescheduling of non-school rental activities may be necessary. School sponsored activities shall take precedence over any and all non-school functions.

I affirm that the group I represent will abide by the letter and spirit of the rules and regulations governing the use of school facilities including all vehicle parking and traffic regulations at each facility.

Signature of Applicant: [Signature]  
 Approval of Building Principal: \_\_\_\_\_  
 Approval Building Services: \_\_\_\_\_

Date: 10/17/18  
 Date: \_\_\_\_\_

Cc: Principal: \_\_\_\_\_  
 Sr. Custodian: \_\_\_\_\_  
 Originator: \_\_\_\_\_  
 File: \_\_\_\_\_

Please submit request form by facsimile transmission to: 978-740-1117





**September, 2018 – FY19 Year to Date Budget Report**

FY19 Budget Location	FY19 Original Appropriation	Transfers	Adjusted Budget	Expended	Encumbered	Account Balance	% Available	Comments
District Wide								
Parent Information Center	157,456.00	-	157,456.00	34,540.07	-	122,915.93	78.1%	
Health Services	976,373.00	-	976,373.00	91,328.57	5,650.13	879,394.30	90.1%	
District Wide Instruction	2,281,666.00	37,059.00	2,318,725.00	491,906.79	136,632.35	1,690,185.86	72.9%	
Special Education	7,816,735.00	-	7,816,735.00	1,602,191.04	2,897,091.24	3,317,452.72	42.4%	Out of district tuitions have been encumbered.
English Language Learning	508,417.00	-	508,417.00	56,388.09	3,476.65	448,552.26	88.2%	
Buildings & Grounds	4,004,183.00	-	4,004,183.00	944,775.62	216,640.87	2,842,766.51	71.0%	
Transportation	2,496,648.00	-	2,496,648.00	133,951.45	1,437,682.84	925,013.71	37.1%	Out of district, Homeless and Contract Transportation have been encumbered.
Crossing Guards	117,528.00	-	117,528.00	9,163.01	-	108,364.99	92.2%	
<i>District Wide Total:</i>	<i>18,359,006.00</i>	<i>37,059.00</i>	<i>18,396,065.00</i>	<i>3,364,244.64</i>	<i>4,697,174.08</i>	<i>10,334,646.28</i>	<i>56.2%</i>	
District Administration	2,539,108.00	-	2,539,108.00	1,057,619.54	236,222.28	1,245,266.18	49.0%	School Committee stipends, photocopiers and liability insurance have been encumbered, and combined represent 75% of the District Administration non-personnel expenses.
Early Childhood Center	1,204,138.00	-	1,204,138.00	107,791.94	475.70	1,095,870.36	91.0%	
Bates	3,038,782.00	-	3,038,782.00	293,410.66	11,924.98	2,733,446.36	90.0%	
Carlton	2,326,679.00	-	2,326,679.00	213,411.59	329.28	2,112,938.13	90.8%	
Horace Mann	2,555,381.00	(37,059.00)	2,518,322.00	216,851.52	2,878.29	2,298,592.19	91.3%	
Witchcraft	4,924,173.00	-	4,924,173.00	383,595.55	13,395.95	4,527,181.50	91.9%	
Saltonstall	3,697,706.00	-	3,697,706.00	334,818.36	12,082.37	3,350,805.27	90.6%	
Collins	6,162,139.00	-	6,162,139.00	505,264.52	68,202.66	5,588,671.82	90.7%	
High School	11,074,785.00	-	11,074,785.00	1,062,268.46	196,261.05	9,816,255.49	88.6%	
Salem Prep	759,139.00	-	759,139.00	121,686.81	63,532.12	573,920.07	75.6%	Rent has been encumbered
New Liberty	987,853.00	-	987,853.00	200,131.55	116,993.27	670,728.18	67.9%	Rent has been encumbered
<b>Total:</b>	<b>57,628,889.00</b>	<b>-</b>	<b>57,628,889.00</b>	<b>7,861,095.14</b>	<b>5,419,472.03</b>	<b>44,348,321.83</b>	<b>77.0%</b>	



**Memo:**

To: Salem School Committee

From: Kristin Shaver

Date: November 5, 2018

Re: FY19 Budget Transfer Request 3

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The Pupil Personnel Services Department requests the following transfers to reallocate funds from unfilled positions.

<b>Account Description/Use</b>	<b>Account Number</b>	<b>Amount From</b>	<b>Amount To</b>
Personnel – Administration (ED of PPS)	13640160-5117	\$140,000	
Personnel – District Wide Teaching (Coordinator of Specialized Instruction)	13640160-5125	\$39,000	
Contract Services – PPS	13640161-5320		\$150,000
Personnel – Nursing	13490140-5111		29,000

I recommend approval of the transfer.



**Memo:**

To: Salem School Committee

From: Kristin Shaver

Date: November 5, 2018

Re: FY19 Budget Transfer Request 4

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The Business Office requests the following transfer to align funds with the intended expense. This covers the tuition incentive payments made to members of the Teachers' Union in line with the contract.

<b>Account Description/Use</b>	<b>Account Number</b>	<b>Amount From</b>	<b>Amount To</b>
Tuition Reimbursement	13990161-5324	\$12,000	
Tuition Incentive	13990160-5144		\$12,000

I recommend approval of the transfer.



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**Memo:**

To: Salem School Committee

From: Kristin Shaver

Date: November 5, 2018

Re: FY19 Budget Transfer Request 5

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The Business Office requests the following transfer to align funds with the correct account.

<b>Account Description/Use</b>	<b>Account Number</b>	<b>Amount From</b>	<b>Amount To</b>
Personnel – Tutors	13570940-5114	\$44,041	
Personnel – Family Engagement Facilitator (CMS)	13570920-5119		\$44,041
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Personnel – Tutors	13570740-5114	\$43,551	
Personnel – Family Engagement Facilitator (Saltonstall)	13570720-5119		\$43,551
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Personnel – Clerical	13031420-5160	\$48,750	
Personnel – Family Engagement Facilitator (PIC)	13031420-5119		\$48,750
<hr/>			
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
		<hr/>	
		\$73,562	\$73,562

I recommend approval of the transfer.



**Memo:**

To: Salem School Committee

From: Kristin Shaver

Date: November 5, 2018

Re: FY19 Budget Transfer Request 6

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The Business Office requests the following transfer to allocate funds from unfilled positions to cover temporary workers.

<b>Account Description/Use</b>	<b>Account Number</b>	<b>Amount From</b>	<b>Amount To</b>
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

I recommend approval of the transfer.



**Memo:**

To: Salem School Committee

From: Kristin Shaver

Date: November 5, 2018

Re: FY19 Budget Transfer Request 7

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The English Language Learning Department & Central Office request the following transfer to reallocate funds from an unfilled position. These funds will be used to support World Language Instruction and support for IT initiatives.

<b>Account Description/Use</b>	<b>Account Number</b>	<b>Amount From</b>	<b>Amount To</b>
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

I recommend approval of the transfer.

