

Salem School Committee  
Meeting Minutes  
Monday, November 19, 2018

A regular meeting of the Salem School Committee was held on Monday, November 19, 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, Ms. Kristine Wilson, Ms. Ana Nuncio, Mr. Manny Cruz, Ms. Amanda Campbell, and Mayor Kimberley Driscoll

**Members Absent:** Mr. James Fleming

**Others Present:** Margarita Ruiz, Superintendent, Kate Carbone, Assistant Superintendent, Jill Conrad, Chief of Systems Strategy, Kristin Shaver, Business Manager, and Kelley Rice, Chief of Communications

**Call of Meeting to Order**

Mayor Driscoll called the regular meeting of the Salem School Committee to order at 7:10 p.m.

**Revised Consent Agenda**

- Minutes of the regular School Committee meeting held November 5, 2018
- Minutes of the Committee of the Whole (COW) meeting held November 7, 2018
- Approval of Warrants: 11/8/18 in the amount of \$380,764.16, 11/15/18 in the amount of \$354,714.04, 11/21/18 in the amount of \$396,820.70

Ms. Manning motioned to approve the revised consent agenda. Ms. Wilson seconded the motion. The motion carried.

**Approval of the Consent Agenda**

Ms. Manning moved to approve the agenda as presented. Mr. Cruz seconded the motion. The motion carried.

**Public Comment #1: Questions and comments from the audience**

Ann Berman, 1401 Crane Brook Way, Peabody, MA, announced their first upcoming book event at Peabody Veterans Memorial High School on Saturday, December 1<sup>st</sup>, 2018, shared details of the upcoming event, and encouraged Peabody and Salem students, families, and teachers to stop by to select up to 25 books they can take home.

Benjamin Chertok, 7 Phelps Street, Salem, MA, thanked Salem teachers, hard-working substitutes, and paraprofessionals who cover teacher classroom absences as needed, and explained a dire need for additional substitutes.'

**Presentation and Reports**

**Superintendent's Report – Margarita Ruiz**

Superintendent Ruiz reported that the Landmark School is providing a professional development to some of the district's special education teachers, thanks to the generous grant provided by the Salem Five bank. The training that teachers will receive will focus on teaching students with disabilities who are also English Language learners. Ms. Ruiz reported that Salem Public Schools was identified as a finalist for a grant application to Mass IDEAS (Innovating Design in Education for All Students) and they would receive close to \$150,000 if selected for this grant, which would go toward the High School redesign planning. In addition, if they get selected, they would also be eligible for a larger grant close to \$750,000 to support the implementation of the redesign. Superintendent Ruiz continued they are in the final running for this grant and hope to provide a favorable update to the School Committee soon. Superintendent Ruiz said that Deborah Jeffers, Salem Public Schools Director of Food Services and Nutrition, will be presented with a Root Community Leadership Award in early December 2018. Ms. Ruiz thanked Ms. Jeffers for her services and congratulated her on this well-deserved recognition and for all she does to support Salem students.

**Other Reports**

### **Update on the results of the Staff Exit Survey (Spring-Summer 2018)**

Superintendent Ruiz explained that the School Committee had requested an update on the results of the staff exit interviews. Ms. Shaver presented the results of the exit interviews from staff that voluntarily departed from the district from April 1<sup>st</sup> through August 31<sup>st</sup> of this year (2018). Ms. Shaver explained the results, walked members through each slide of the presentation data, and answered questions from School Committee members.

### **Action Items: Old Business**

#### **Deliberation and Vote on the Third Reading of the Revision to School Committee Policy**

##### **#6501 Subcommittees**

Members motioned to approve the third reading of the revision to School Committee Policy #6501 Subcommittees and seconded the motion. The motion carried.

### **Action Items: New Business**

#### **Deliberation and Vote on the request by the Polish Language School to retroactively waive the unpaid fees for the use of Carlton Innovation School for the 2017-18 school year.**

Ms. Manning motioned to approve the Polish Language School request to retroactively waive the unpaid fees for the use of Carlton Innovation School for the 2017-18 school year. Ms. Campbell seconded the motion. The motion carried.

#### **Deliberation and Vote on the First Reading of the Revisions to School Committee Policies in the 4000s series focusing on Personnel:**

- 4101 Staff Conflict of Interest
- 4102 Drug Free Workplace
- 4102.01 Off the Job Drug and Alcohol Use and Activity
- 4103 Staff Health and Safety
- 4103.01 HIV
- 4103.02 Communicable Diseases
- 4104 Worker's Compensation Insurance
- 4106 Nondiscrimination and Equal Employment Opportunity
- 4106.01 Racial Discrimination – recommended for deletion
- 4107 Personnel Records
- 4109.01 Small Necessities Leave
- 4112 Employee Arrest
- 4113 Staff Participation in Political Activities
- 4114 Staff Participation in Community Activities
- 4115 Resignation of Employees – recommended for deletion
- 4202 Certification Requirements for Professional Staff
- 4206 Visiting Days, Educational Conferences and Professional Workshops
- 4207 Non-School Employment by Professional Staff Members
- 4208 Suspension, Demotion and Dismissal of Professional Staff Members

Ms. Wilson motioned to approve the first reading of the revisions to School Committee policies in the 4000s series focusing on Personnel. Ms. Nuncio seconded the motion. The motion carried.

### **Finance Report**

#### **Deliberation and Vote on the FY19-3 budget transfer – tabled on 11/5/18**

### **Discussion**

Finance Subcommittee needs additional time to review.

The deliberation and vote on the FY19-3 budget transfer matter remains tabled for the next School Committee meeting.

**Subcommittee Reports - None**

### **School Committee Concerns and Resolutions**

Mayor Driscoll informed everyone that the School Committee is in the process of evaluating the Superintendent. The School Committee spent some time, during a Committee of the Whole (COW) meeting earlier this week, reviewing goals that were set on student achievement, district goals, and reviewing evidence in terms of progress made in those areas. The School Committee will be submitting their individual evaluation forms to Vice Chair by November 28, 2018 with an expectation they will be completing that process some time in December. Members commented that it would hopefully be by December 3<sup>rd</sup>.

**Public Comment #2: Questions and comments from the audience – None**

### **Adjournment**

There being no further business to come before the School Committee this evening. Mr. Cruz entertained the motion to adjourn. Members 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 Revised Consent Agenda November 19, 2018  
Minutes of the November 5, 2018 Regular School Committee meeting  
Minutes of the November 7, 2018 Committee of the Whole (COW) meeting  
Exit Interviews Strategic Plan Survey Responses April 1, 2018 – August 31, 2018  
Policy #6501 Subcommittees  
Carlton Innovation School Fee Waiver Request  
School Committee Policies (4000s) Revisions  
Policies in the 4000s series focusing on Personnel  
FY19-3 Budget Transfer