

Salem School Committee
Meeting Minutes
Monday, July 16, 2018

A regular meeting of the Salem School Committee was held on Monday, July 16, 2018 at 7:35 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 for Teaching and Learning, Margaret Marotta, Assistant Superintendent for Pupil Personnel Services, Kristin Shaver, Business Manager, Jill Conrad, Chief of Systems Strategy, and Kelley Rice, Chief of Communications.

Call to Order

Mayor Driscoll called the regular meeting of the Salem School Committee to order at 7:35 p.m.

Approval of the Agenda

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

Approval of Minutes

Deliberation and Vote on the Minutes of the Committee of the Whole (COW) Meeting held June 18, 2018

Ms. Wilson motioned to approve the Minutes of the Committee of the Whole (COW) meeting held June 18, 2018. Mr. Cruz seconded the Motion. The Motion carried.

Deliberation and Vote on the Minutes of the Regular School Committee Meeting held June 18, 2018

Ms. Wilson motioned to approve the Minutes of the Regular School Committee meeting held June 18, 2018. Ms. Manning seconded the Motion. The Motion carried.

Deliberation and Vote on the Minutes of the Special School Committee Meeting held June 25, 2018

Ms. Wilson motioned to approve the Minutes of the Special School Committee meeting held June 25, 2018. Ms. Manning seconded the Motion. The Motion carried.

Questions and Comments From the Audience

There were no questions or comments from the audience.

Superintendent Report – Margarita Ruiz

Superintendent Ruiz reported that summer programs began last Monday, July 9, 2018. The programs are running at four (4) locations in the district: Bates, Salem High School, Carlton, and the Bentley School. They have a strong attendance this year with 550 students participating in the program. Superintendent Ruiz reminded the School Committee they need to revisit the new School Committee schedule for September. One of the School Committee members had noted that September 4 is Election Day. School Committee members previously agreed to seek an alternative date for a regular School Committee meeting. Ms. Ruiz suggested Monday, September 10, 2018 for that regular meeting and asked School Committee members if they

would consider this date, in place of September 4th. Superintendent Ruiz asked School Committee members if they would also consider a date for a Committee of the Whole (COW) meeting, because much information will be provided this evening and members may have questions and might want to request additional information, which they may want to revisit, at a Committee of the Whole (COW) follow up meeting. Ms. Ruiz reminded School Committee members of the agreed-upon date, August 20th, for this summer's Regular School Committee meeting and asked if they would consider using that Committee of the Whole (COW) meeting, from 6-7pm, to discuss the 1-1 technology initiatives they have and then a meet-and-greet with Principals and new leaders from 7-7:30pm. They may also want to consider another date for the Committee of the Whole (COW). Superintendent Ruiz said they would need two School Committee members to serve on the Screening committee in the search for a new Executive Director of Pupil Personnel Services (PPS) and to ensure a meet with the finalist.

Discussion on the Need for a Date for a Committee of the Whole (COW) Meeting

Mayor Driscoll said she thinks they should also get an update, and get information, with respect to the 1-1 program and shared two options, she is opened to, that School Committee members might consider. Ms. Driscoll suggested School Committee members circulate a date to meet.

Discussion on Screening Committee

Ms. Manning clarified that the School Committee also has a commitment to review the process of the selection committee, beyond the Screening and asked which process would come first. Members discussed interest on how to become more involved at the beginning of the hiring process and engaged in further discussion.

Discussion on one of the Dates of the School Committee Meeting Schedule

Ms. Manning asked to eliminate the School Committee meeting scheduled for September 4, 2018, due to election night. Members agreed to circulate an agreed upon date to reschedule the September 4th School Committee meeting once they agree on a date.

Presentation and Report

Update on ALICE Safety Preparedness Training

Superintendent Ruiz explained that the School Committee had requested an update on the ALICE program and briefed the members on the background of the Salem Response team who meets regularly with City Emergency Departments such as Salem Police, Fire Department, and Emergency Medical Services. Safety Teams have been formed at each of the Salem Schools. School level safety teams are usually made up of School Principals, Assistant Principals, and other key staff members who are very much involved and debriefed after the ALICE drills. They have a district wide safety team and a mirrored structure at each of the Salem schools. Superintendent Ruiz continued by introducing Mr. Dennis King, Salem Police Lieutenant, to present on their work of the ALICE program. Mr. King shared that this is the 3rd time he has spoken to the School Committee on ALICE and said that, as a city, they decided they needed a new approach to 'active shooter' response to the implementation of the ALICE program and a revamping of their Police Department's and the School Districts' policies and procedures. They have developed a program that has focused on survivability. Mr. King walked members through a PowerPoint presentation, talked about full active drills and some of the work that Salem Schools have undergone with ALICE, and provided information on the ALICE certificate that can be obtained through their efforts, as a district. School Committee members asked Mr. King questions, shared feedback, and engaged in further discussion on parent awareness, research, response process, and use of technology.

SY 17 18 SPS Strategic Plan Implementation Update

Superintendent Ruiz provided an overview update on the implementation of the District Strategic Plan and the progress that has been made this school year. Ms. Ruiz referred members to the PowerPoint presentation packet and a comprehensive document, with color-coded sections, that indicated areas of significant and some progress and areas that need to be explored. Superintendent Ruiz walked members through the PowerPoint presentation that highlighted the areas of progress on the four pillars of the strategic plan: Pillar 1 Create a Vibrant K-12, Pillar 2 Reimagine the High School Experience, Pillar 3 Nurture Staff Leadership & Empowerment, and Pillar 4 Strengthen Family & Community Engagement. Ms. Ruiz said that much work has been done on the strategic plan, and that they will continue the work and provide the School Committee with updates.

Action Item

Deliberation and Vote on Salem High School (SHS) Music Department’s field trip request to hike at Mt. Monadnock in Jeffrey, NH on Wednesday, August 8, 2018 and attend a one-day event at the New England States Marching Band Championship Veterans Memorial Stadium in New Britain, CT on October 27, 2018.

Ms. Wilson motioned to approve the Salem High School (SHS) Music Department’s field trip request to hike at Mt. Monadnock in Jeffrey, NH on Wednesday, August 8, 2018 and attend a one-day event at the New England States Marching Band Championship Veterans Memorial Stadium in New Britain, CT on October 27, 2018. Mr. Cruz seconded the motion. The motion carried.

Executive Session

Ms. Manning motioned to move into Executive Session for the purpose of reviewing and discussing the salary and compensation for the School Business Manager and for the contract renewal of the Superintendent and the Assistant Superintendent for Teaching and Learning. Ms. Wilson seconded the motion.

School Committee Secretary Roll Call

Ms. Mary Manning	Yes
Mr. James Fleming	Absent
Ms. Kristine Wilson	Yes
Ms. Ana Nuncio	Yes
Mr. Manny Cruz	Yes
Ms. Amanda Campbell	Yes
Mayor Kimberly Driscoll	Yes

Of the 6 members voting, six (6) members voting, 6 voted ‘Yes’ with (1) member absent. The matter carried with a motion of 6 in the ‘*affirmative*’ and 1 ‘*absent*’. Members adjourned to Executive Session to review and discuss the salary and compensation for the School Business Manager contract renewal of the Superintendent and Assistant Superintendent for Teaching and Learning with the purpose to return to open session and vote on those matters.

Executive Session

Ms. Manning motioned to open Executive Session for the purpose of reviewing and discussing the salary and compensation for the School Business Manager and for the contract renewal of the Superintendent and the Assistant Superintendent for Teaching and Learning. Ms. Wilson seconded the motion.

Discussion on Superintendent’s Contract

Mayor Driscoll explained that the items they have before them are the Superintendent’s contract, which they went through some of with the Personnel Subcommittee. Mr. Fleming was not present then.

Members recapped the information and reviewed the copies before them. Mayor Driscoll explained that the language is very consistent with the prior language; there is not much change. The blue, in paragraph 2, calls attention to the difference in the dates of this term. It also has an automatic renewal. There would be another automatic renewal for a year, after the three years, something that is also in the existing contract renewal. The dates on page 3 of the contract have changed to reflect 2018-19, 2019-20, and 2020-21 for the 3-year increase. Mayor Driscoll continued that the percentages are 3, 3, and 3 and is consistent with there being a proficient rating during the evaluation. There was one additional increase in the current contract that being expense reimbursements for a cap to \$3,000 that is up to \$4,000. Some of this is reflective of the Massachusetts Association of School Superintendents' Annual Conference cost increase, well within the bounds of reasonableness for reimbursement for conferences. Mayor Driscoll continued walking members through the contract and explained that there is a deletion on any additional cost related to the transition under health insurance.

Ms. Driscoll shared further details with members and continued that the non-renewal (the section that states "...provided the Superintendent notifies the School Committee of their own obligations.") is actually being deleted. Members carefully reviewed the contract before them. Mayor Driscoll asked the members if they are ready to take a vote and entertain a motion to approve the contract terms as proposed, as was recommended by the Personnel Subcommittee, to move forward. Members shared feedback, insight, and engaged in further discussion.

Ms. Manning motioned to approve and renew the Superintendent's contract on the proposed terms laid out in the contract. All six (6) present members agreed. Mr. Cruz seconded the motion. The matter carried.

Discussion on School Business Manager's Contract

Members discussed the School Business Manager's current salary and performance.

Ms. Campbell motioned to approve a salary increase for School Business Manager. Ms. Nuncio seconded the motion. The matter carried.

Discussion on Assistant Superintendent's Contract

Members talked about and supported the Assistant Superintendent's contract for another 3-year term as in the agreement and salary as previously discussed. Members agreed that the only change in the contract is the salary.

Mr. Cruz motioned to approve a new 3-year term and salary increase for the Assistant Superintendent. Ms. Nuncio seconded the motion. The matter carried.

Motion to Adjourn and Return to Open Session

School Committee Secretary Roll Call

Ms. Mary Manning	Yes
Mr. James Fleming	Absent
Ms. Kristine Wilson	Yes
Ms. Ana Nuncio	Yes
Mr. Manny Cruz	Yes
Ms. Amanda Campbell	Yes
Mayor Kimberly Driscoll	Yes

Of the 6 members voting, six (6) members voting, 6 voted 'Yes' with (1) member absent. The matter carried with a motion of 6 in the 'affirmative'. Members adjourned from Executive Session to return to open session.

Action Items (continued)

Deliberation and Vote on Salem High School (SHS) Lacrosse Alumni request for fee waiver on the use of the Bertram Field on July 28, 2018 from 10am to 12pm.

Ms. Manning motioned to approve the Salem High School (SHS) Lacrosse Alumni request for fee waiver on the use of the Bertram Field on July 28, 2018 from 10am to 12pm. Ms. Wilson seconded the motion. The motion carried.

Deliberation and Vote on the salary increase for the School Business Manager

Discussion

Mayor Driscoll shared an overview that the School Business Manager has been doing an outstanding job. The Superintendent has made a recommendation of a 3% salary increase. School Committee members are recommending a higher increase to \$129,000 for the terrific work that Ms. Shaver is doing. Mayor Driscoll continued sharing further details of Ms. Shaver's performance and immediate responses to the Superintendent's office.

Mr. Cruz motioned to approve the salary increase for the School Business Manager to \$129,000. Ms. Wilson seconded the motion. The motion carried.

Deliberation and Vote on the negotiated contract renewal for the Superintendent

Discussion

Mayor Driscoll shared that the Personnel Subcommittee meeting reviewed the renewal of Ms. Ruiz's contract for a 3-year term, which is very consistent with the past offering a 3% increase per year provided the School Superintendent is ranked proficiently or rated proficient from the School Committee. Mayor Driscoll continued she is excited to be able to have continuity, shared further feedback, and salary change information.

Mr. Cruz motioned to approve the negotiated contract renewal for the Superintendent. Ms. Wilson seconded the motion. The motion carried.

Deliberation and Vote on the negotiated contract renewal for the Assistant Superintendent

Discussion

Mayor Driscoll said they are pleased to have the Assistant School Superintendent stay as part of the team for another three (3) years and shared further feedback on her performance.

Ms. Nuncio motioned to approve the negotiated contract renewal for the Assistant Superintendent. Ms. Wilson seconded the motion. The motion carried.

Finance Report

Approval of Warrants

June 28, 2018 in the amount of \$319,455.72

Ms. Wilson motioned to approve the June 28, 2018 warrant in the amount of \$319,455.72, as stated on the agenda. Ms. Campbell seconded the motion. The motion was approved.

July 19, 2018 in the amount of \$303,402.38

Mr. Cruz motioned to approve the July 19, 2018 warrant in the amount of \$303,402.38, as stated on the agenda. Ms. Wilson seconded the motion. The motion was approved.

Budget Transfers

There were no budget transfers

Policy Subcommittee Reports

Deliberation and Vote on the Second Reading of the Recommendation of the Policy Subcommittee on the Revisions to the Following Policies in the 5000-Policy Series:

Policy 5413 School Property

Policy 5501 Acceptable Use and Media

Policy 5502 Network Etiquette

Discussion

The vote would consist of a Second Reading for Policy 5413 and Policy 5501 and deletion of Policy 5502, because it duplicates the Responsible Use policy.

Ms. Nuncio moved to approve the Second Reading of the recommendation of the Policy Subcommittee on the revisions to Policy 5413 School Property and Policy 5501 Acceptable Use and Media as noted. Ms. Campbell seconded the motion. The motion to approve the Second Reading of Policy 5413 School Property and Policy 5501 Acceptable Use and Media was approved.

Ms. Nuncio moved to eliminate Policy 5502 Network Etiquette as recommended by the Policy Subcommittee. Ms. Campbell seconded the motion. The motion to eliminate Policy 5502 Network Etiquette was approved.

Deliberation and Vote on the Second Reading of the Recommendation of the Policy Subcommittee on the Revisions to Policy 3409 Revolving Fund.

Ms. Nuncio motioned to approve the Second Reading of the recommendation of the Policy Subcommittee on the revisions to Policy 3409 Revolving Fund. Ms. Campbell seconded the motion. The motion carried.

School Committee Concerns and Resolutions

There were no School Committee concerns or resolutions.

Questions and Comments From the Audience

There were no questions or comments from the audience.

Adjournment

There being no further business to come before the School Committee this evening. Ms. Campbell entertained the motion to adjourn. Ms. Wilson seconded the motion. The meeting was adjourned.

Respectfully submitted by:

Angelica Alayon, Secretary
Salem School Committee

Meeting Materials and Reports

School Committee Agenda July 16, 2018

Minutes of the June 18, 2018 Committee of the Whole (COW) Meeting

Minutes of the June 18, 2018 Regular School Committee Meeting

Minutes of the June 25, 2018 Special School Committee Meeting

Superintendent's A Year in Review 2017-2018 Salem Public Schools Strategic Plan Highlights
Presentation Report

Salem Public Schools Strategic Plan 2017-2022

Salem High School's (SHS) Music Department's Field Trip Request

Salem High School's (SHS) Lacrosse Alumni Fee Waiver Request

Policy in the 5000-Policy series

Policy 3409 Revolving Fund