Salem School Committee

Meeting Minutes

Monday, January 3, 2017

A regular meeting of the Salem School Committee was held on Monday, January 3, 2016 at 7:00 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

**Members Present**, Ms. Kristine Wilson, Patrick Schultz, Ms. Mary Manning, Mr. James Fleming, Dr. Brendan Walsh, Ms. Deborah Amaral

**Members Absent:** Mayor Kimberley Driscoll

**Others Present**: Ms. Margarita Ruiz, Superintendent, Kate Carbone, Assistant Superintendent, Margaret Marotta, Assistant Superintendent, Business Manager Kristin Shaver, Chief of Systems Strategies Dr. Jill Conrad, and Chief of Communications Kelley Rice.

**Call to Order**

Dr. Walsh called the Regular Meeting of the Salem School Committee to order at 7:00 p.m.

**Approval of the Agenda**

Mr. Fleming moved to approve the agenda as presented. Ms. Wilson seconded the motion. The motion carried.

**Election of Vice Chair**

Mr. Fleming requested that the School Committee defer the Deliberation and Vote for Vice Chair of the Salem School Committee for the year 2017 to later in the meeting. There were no objections.

**Approval of Minutes**

Mr. Fleming moved to approve the minutes of the Regular School Committee meeting held on December 19, 2016. Mr. Schultz 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 Margarita Ruiz wished everyone a Happy New Year and welcomed all of the students, staff, and their families back to school. Ms. Ruiz announced that on Tuesday, January 10, 2017 the District will be holding a Kindergarten Information and Expo night at the Collins Middle School from 6:30 to 8:00pm. Parents, with children who will be age 5 by August 31, 2017, are eligible to enroll in the Salem Public Schools. During the evening, parents will have a chance to learn about the school options for 7th graders, meet the principals, teachers, and parents from each school. Parents will also be able to pick up full registration packets to families and staff will be available to answer questions.

Superintendent Ruiz announced that she accepted the resignation of Dr. Johanna Even, Principal of the Nathaniel Bowditch Elementary School before the Winter break. Ms. Ruiz said it was a difficult and personal decision for Dr. Even. She added that the District Director of English Language Learner, Rebecca Westlake, has agreed to serve as Interim Principal through the remainder of the school year. Ms. Westlake will be on ‘leave’ as the Director of ELL while serving in this role. Margarita Ruiz reviewed Rebecca Westlake’s qualifications for this position.

Ms. Ruiz stated that she will conduct a thorough and comprehensive search for a new principal, engaging with teachers, staff, and families as part of the overall process. She hopes to secure a highly qualified candidate with a starting date in either June or July, in order to reduce disruption at Bowditch. Ms. Ruiz will be hosting a Community meeting tomorrow night, January 4, 2017 at 6:00pm, at the Bowditch Elementary School, to introduce Rebecca Westlake to the community and to answer questions for families. She encourages everyone to join her tomorrow at 6pm. She requested permission to make the same announcement in Spanish for the families that are watching at home.

Superintendent Ruiz announced that Nancy Meacham will be serving as the Interim Director of ELL to ensure that the progress and plans, developed by Rebecca Westlake, will continue. Nancy is a veteran of the ELL Department and one of the best ESL coaches they have in the District.

Ms. Ruiz announced that the Latino Coalition will be hosting a Spanish version of their First Citywide conversation of the District’s Strategic Plan on Wednesday, January 18, 2017 at 6:00pm at the Saltonstall School. The evening will be conducted entirely in Spanish, however they will be providing English translation for anyone who needs it. She commented that this is will be the same type of event they had back on November 29, 2016, with the exception that this one will be hosted by the Latino Coalition. Superintendent Ruiz also made this announcement in Spanish for Spanish viewers at home.

**Presentations and Reports**

There were no presentations this evening.

**Action Items**

**Deliberation and Vote on the Approval of the Carlton School Overnight Field Trip to Farm School in Athol, MA on February 6 – 8, 2017**

Mr. Fleming moved to approve the Deliberation and Vote on the Carlton School overnight field trip to the Farm School in Athol, Massachusetts on February 6 to February 8, 2017. Ms. Wilson seconded the motion. The motion carried.

**Deliberation and Vote on the Approval of the Saltonstall School 8th Grade Field Trip on June 23, 2017 to Canobie Lake Park in Salem, New Hampshire.**

Ms. Wilson moved to approve the Deliberation and Vote on the approval of the Saltonstall School 8th Grade field trip on June 23, 2017. Ms. Amaral seconded the motion. The motion carried.

**Finance Report**

1. **Approval of Warrants**

December 15, 2016 in the amount of $199,729.58

Mr. Fleming moved to approve the warrants as stated. Ms. Amaral seconded the motion. The motion was approved.

1. **Budget Transfer Requests FY17**

There were no Budget Transfer requests - None

**Subcommittee Reports**

**Personnel Subcommittee**

Mr. Fleming reported that the Personnel Subcommittee reviewed Request for Proposals (RFP) from six firms at their last meeting and settled on one firm that currently represents the District in Special Education, Stoneham, Chandler, and Miller. He explained that they need to set up a Subcommittee meeting to discuss fees and coverage. He stated that no action is required of the School Committee at this time. Ms. Amaral asked about the unions they represent. Mr. Fleming said they have the RFR of the several cities and towns they represent and offered to provide her with that information. Superintendent Ruiz volunteered to share that information from what they gathered for the committee.

Mr. Fleming reported that the Personnel Subcommittee have reviewed the contract for the new Secretary of the School Committee and will be on the Agenda for the next School Committee.

Mr. Fleming moved to approve the Budget Transfer request. Dr. Walsh seconded the motion. The motion approved.

**Policy Subcommittee**

1. Deliberation and Vote on the Second Reading of the Recommendation of the Policy Subcommittee on the revisions to the following policies in the 6000 policy series:
2. Deliberation and Vote on the Second Reading of the Recommendation of the Policy Subcommittee on the revisions to the following policies in the 6000-policy series:

6406 Voting Method

6408 Minutes to SC Meetings

Ms. Amaral requested that the policies remain tabled as the Assistant City Solicitor is reviewing them.

1. Ms. Amaral moved to approve the second reading of the following policy revisions recommended by the Policy Subcommittee. Ms. Wilson seconded the motion. The motion carried.

1103 Distribution of Notices

1105 Media Relations/News Releases

1301 Gifts and Contributions to Schools

1302 Gifts to Students

1305 Gifts to School Personnel – Recommend Deletion

1404 Department of Transitional Assistance

1507.01 Public Complaints

1507.02 Public Complaints About School Personnel

1800 Political Activities of Teachers – Recommend Deletion

1800 Adult Education Policy – re-numbered from 1900 to 1800

c. Deliberation and Vote on the Third Reading of the Recommendation of the Policy Subcommittee on revisions to the following policies in the 2000 policy series

2102 Administration

2105 Evaluation of Superintendent

2107 Policy Decisions in Absence of Policy Subcommittee

2108 Publication of School Committee Rules and Regulations

2111 Annual Report – Delete

2201 Business Manager Compensation

2203 Secretary to School Committee

2400 Code of Ethics Administrators

Dr. Walsh moved approval of the second reading of the policies listed. Ms. Manning seconded the motion. The motion carried.

Ms. Amaral reported that the next Policy Subcommittee meeting is January 5, 2017.

**School Committee Concerns and Resolutions**

Dr. Walsh reported a record-breaking amount of money was raised to benefit children in Salem. He reported that the grand total was 36, 750.00 which was double the amount raised last year.

**Election of Vice Chair**

Mr. Fleming nominated Mr. Schultz for the position of Vice Chair for the School Committee for the year 2017. Ms. Amaral seconded the motion.

Ms. Amaral moved that the nominations be closed. Mr. Fleming seconded the motion. The motion carried.

Dr. Walsh called for a Roll Call Vote on the Election of Vice Chair as follows:

Ms. Manning Yes

Mr. Fleming Yes

Dr. Walsh Yes

Ms. Amaral Yes

Ms. Wilson Yes

Mr. Schultz Yes

**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. Mr. Fleming moved that the School Committee adjourn. Ms. Ms. Manning seconded the motion. The motion carried.

Respectfully submitted by:

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Angelica Alayon, Secretary

Salem School Committee

**Meeting Materials and Reports**

School Committee Agenda January 3, 2017

School Committee Minutes December 19, 2016

1000, 2000, and 6000 Policy Revisions Recommended