Salem School Committee

Meeting Minutes

Monday, November 7, 2016

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

**Members Present**: Mayor Kimberley Driscoll, Dr. Brendan Walsh, Mr. James Fleming, Deborah Amaral, Ms. Mary Manning, and Kristine Wilson.

**Members Absent:**  Patrick Schultz

**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. Amaral seconded the motion. The motion carried.

**Approval of Minutes**

Mr. Fleming moved to approve the minutes of the October 24, 2016 Regular School Committee meeting as amended. Ms. Wilson seconded the motion. The motion carried.

**Questions and Comments from the Audience**

There were no questions of comments from the audience.

**Action Items**

1. Deliberation and Vote on the appointment of Ms. Angelica Alayon as Secretary to the Salem School Committee

Mr. Fleming reported that the Personnel Subcommittee is recommending the appointment of Ms. Angelica Alayon as Secretary to the Salem School Committee.

Mr. Fleming moved approval. Ms. Wilson seconded the motion. The motion carried.

Mayor Driscoll welcomed Ms. Alayon and asked her if she would like to address the School Committee.

Ms. Alayon addressed the School Committee and stated that she is excited about the position and is looking forward to working with the School Committee.

**Superintendent Report – Margarita Ruiz**

Superintendent Margarita Ruiz reported that last week, Police Chief Mary Butler presented Collins Middle School seventh grader Lovena Pauleus with a letter of commendation for her quick action in rescuing a special needs toddler who she discovered wandering on Jackson Street. Lovena’s level headed thinking ensured the child’s safety. She received her award at a school wide assembly.

Ms. Ruiz reported that work will begin this week to replace the roof and install the solar panels at the Bentley Academy Charter School. She noted that as an additional safety measure, the project manager, KV Associates will be bringing in 4 modular classrooms to create “swing” space so that at no time will the roofers be working above classrooms or spaces where students or teachers are present. She further noted that this is just a precaution for the replacement of the roof. She stated that the modular classrooms will arrive on Wednesday, November 9th and are expected to be in place for 8 weeks.

Ms. Ruiz reported that she will be attending the second convening of the six cities participating in the By All Means initiative sponsored by Harvard University. She explained that Salem’s Cabinet is focusing on social, emotional development of children and how we can create a systemic way to address needs and provide access to mental health services for all children.

Ms. Ruiz reported that the first city wide conversation on the district’s strategic plan will be held on Tuesday, November 29, 2016 at 6:00 p.m. at the Collins Middle School. She states that she expects a lively and thought provoking evening on what skills and attributes Salem’s graduates need to be successful in the 21st century, global and technology-driven economy.

**Presentations and Reports**

Assistant Superintendent Margaret Marotta addressed the School Committee and presented an overview of the Pupil Personnel Services Programs in the Salem Public Schools.

**Finance Report**

1. **Approval of Warrants**

October 20, 2016 in the amount of $499,010.48

October 27, 2017 in the amount of $369,820.43

Mr. Fleming moved to approve the warrants as stated. Dr. Walsh seconded the motion. The motion carried.

**Budget Transfer Request FY17-5**

School Business Administrator, Kristin Shaver. She explained that Salem High School Principal David Angeramo is requesting a budget transfer to Contract Services from Textbooks and Office Supplies to align the funds with the intended purpose. She states that she recommends approval.

**From Account Account Number Amount**

Textbooks 13571021-5511 $1,050.00

Office Supplies 13571021-5421 $5,900.00

**To Account Account Number Amount**

Contract Services 13571021-5320 $6,950.00

Mr. Fleming moved to approve the budget transfer request. Ms. Amaral seconded the motion.

The motion was approved (6-0).

Ms. Shaver also reported that the Witchcraft Heights Elementary School Principal Dr. Johanna Evan is requesting a budget transfer to Instructional Supplies from Office Supplies and Textbooks to consolidate remaining funding. She states that she recommends approval.

**From Account Account Number Amount**

Office Supplies 13570821-5421 $22.81

Textbooks 13570821-5511 $273.12

**To Account Account Number Amount**

Instructional Supplies 13570821-5514 $295.93

Mr. Fleming moved to approve the budget transfer request. Ms. Amaral seconded the motion.

The motion was approved (6-0).

**Subcommittee Reports**

**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:

Ms. Amaral reported that Dr. Walsh has requested that policies 6406 Voting Method

and 6408 Minutes to SC Meetings be tabled for further review.

Dr. Walsh moved to table policies 6406 Voting Method and 6408 Minutes to SC Meetings for further review. Ms. Amaral seconded the motion. The motion carried.

Ms. Amaral moved to approve the second reading of the following policy revision recommended by the Policy Subcommittee. Dr. Walsh seconded the motion. The motion carried.

6102 Governance

6105 SC Member Ethics

6107 Committee Superintendent Relationship

6202 Policy Dissemination

6203 Policy Formation

6204 Policy Adoption

6302 Officers of the Committee

6401 Notification of School Committee Meetings

6402 Time and Location of School Committee Meetings

6403 Executive Sessions

6405 Meeting Agenda Format

1. Public Participation at School Committee Meetings

6501 Subcommittees

Ms. Amaral moved approval of the first reading of the policies listed. Dr. Walsh seconded the motion. The motion carried.

Ms. Amaral reported that the Policy Subcommittee has completed its review of the 1000 policy series and will be presenting some policies for revision and will be starting the review of the 2000 policy series.

**Personnel Subcommittee**

Mr. Fleming reported that negotiations are ongoing with the Salem Teachers Union for the Paraprofessionals Contract.

**School Committee Concerns and Resolutions**

**Superintendents Goals and Evaluation Process**

Dr. Walsh reported that that the School Committee met in a Committee of the Whole meeting on November 1, 2016 to review the evaluation process for the Superintendent. He also reported that the Superintendent presented her goals for the 2016-17 school year and from the feedback she received from the School Committee she has revised them. He notes that the revised goals have been distributed to the School Committee and recommended that the School Committee vote to approve them.

Mr. Fleming moved to approve the Superintendent’s goals for the 2016-17 school year as amended by the Committee of the Whole. Ms. Amaral seconded the motion. The motion carried.

**November 21, 2016 School Committee Meeting Time**

Ms. Manning moved that the School Committee meeting scheduled for Monday, November 21, 2016 be scheduled for 7:00 p.m. Dr. Walsh seconded the motion. The motion carried.

Dr. Walsh announced that the annual Salem Children’s Charity Christmas Party will be held on December 13, 2016 at Victoria Station.

**Questions and Comments from the Audience Regarding the November 7, 2016 Agenda**

Andrea French addressed the School Committee and announced that the Salem SEAPAC will be holding a Technology Workshop on November 14, 2016 at the Bates School in the Library. She invited anyone interested to attend. She notes that the Executive Board of SEAPAC will be meeting at 5:30 and the workshop will be held at 6:30 p.m.

**Adjournment**

There being no further business to come before the School Committee this evening, Mr. Fleming

moved **Adjourn to Executive Session** with no plan to return to open session to discuss litigation

strategy pursuant to Purpose 3 of the Open Meeting Law with respect to the pending lawsuit,

McFarland v. City of Salem/Salem School Committee as a discussion of the matter in open

session may have a detrimental effect on the School Committee’s litigation position. Dr. Walsh

seconded the motion.

Mayor Driscoll called for a roll call vote as follows:

Ms. Manning Yes

Dr. Walsh Yes

Ms. Wilson Yes

Ms. Amaral Yes

Mr. Fleming Yes

Mayor Driscoll Yes

The meeting adjourned at 8:00 p.m.

Respectfully submitted by:

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Eileen M. Sacco, Secretary

Salem School Committee

**Meeting Materials and Reports**

School Committee Agenda November 7, 2016

School Committee Minutes October 24, 2016

6000 Policy Revisions Recommended

Pupil Personnel Services Report

Superintendent’s Goals

Budget Transfer Requests