

Salem School Committee  
Meeting Minutes  
Monday, June 19, 2017

A regular meeting of the Salem School Committee was held on Monday, June 19, 2017 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, Ms. Mary Manning, Mr. Patrick Schultz, Ms. Kristine Wilson, and Ms. Deborah Amaral

**Members Absent:** None

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

**Call to Order**

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

**Approval of the Agenda**

Dr. Walsh moved to approve the agenda as presented. Ms. Wilson seconded the motion. The Motion carried.

**Approval of Minutes**

Dr. Walsh moved to approve the Minutes of the June 5, 2017 regular School Committee meeting. Ms. Wilson seconded the motion. Mr. Fleming abstained. The Motion carried.

**Questions and Comments From the Audience**

Beth Kontos, President of Salem Teachers Union, 10 Colonial Road, Suite 12, Salem, MA, thanked everyone who donated to the Salem High School Food Pantry and clothing boutique. She thanked many people for their support, donations, and contributions including the Salem High School Principal David Angeramo for providing them with a room on the first floor which allowed easy access to students, students and their parents, the Mayor, School Committee members, Staff members, Families, Union Latina, National Honor Society, Alumni, Sororities, Dentists, and everyone who donated their services, supplies, baked goods, money, and food pantry items to Children's Clothing Boutique. It has been a community activity where everyone got together to help.

**Superintendent Report – Margarita Ruiz**

Ms. Ruiz recognized the loss of a 5<sup>th</sup> Grade Carlton Innovation School student, Jaydon Dancy, who was tragically killed in an accident. She asked for a moment of silence in his honor. Superintendent Ruiz thanked the public for their outpouring of support and recognized Bethann Jellison, Principal at Carleton, Margaret Marotta, Assistant Superintendent, and Kelley Rice, Chief of Communications for their leadership during a very difficult time. The Superintendent congratulated the many students who participated in Moving On Ceremonies across the district. She thanked teachers, paraprofessionals, and staff members for their dedication and commitment so that every student could reach their full potential. Ms. Ruiz reminded members of the public that the district's Food and Nutrition Services Department would be providing breakfast, lunch, and dinner for children under the age of 18 from July 6 through August 24, free of charge, as part of Salem Summer Meals. Meal schedule and locations can be found on the Salem District's website.

## **Presentations and Reports**

### **Mayor Presentation of City Seals**

Mayor Driscoll provided City Seals to the following retiring educators of 2017: Jane Pace, Luz Barreto-Longus, Anne LeBlanc, Eleanor King, Elisa LaSota, Judy Johnson, Paul Loud, Christine Morin, Ruthann Hatt, Mary Sueltenfuss, Susan Ellis, and Paula Dobrow. They were recognized for serving the City of Salem and students in the Salem Public Schools and honored for time invested, dedicated services, and individual experiences each brought to the Salem schools.

### **Action Item**

#### **Deliberation and Vote on the Approval of Recommendation to Appoint Dr. Brendan Walsh as the School Committee Delegate to the 2017 MA Association of School Committees (MASC) Conference**

Mr. Fleming motioned to approve the recommendation to appoint Dr. Brendan Walsh as the School Committee Delegate to the 2017 MA Association of School Committees (MASC) Conference. Ms. Amaral seconded the motion. The Motion carried.

#### **Deliberation and Vote on the Recommendation to Have all Schools Participate in the Community Eligibility Program for Free Lunch in FY18**

##### **Discussion**

Mr. Schultz informed School Committee members that the Finance Subcommittee voted unanimously to approve the recommendation. Currently, Witchcraft Heights and Saltonstall do not offer free and reduced lunch to all of their students, this could remedy that. The cost to the Food Program, over the course of FY18, will be about \$50,000, but those costs should diminish over time with increasing reimbursements through the CEP Program. Mr. Schultz clarified that the budgets are separate; the \$50,000 does not affect the school budget or any investment in Personnel or Programming in the School District. Mr. Fleming commented that they previously had a \$300,000 deficit in the Food Program. They now have a \$300,000 balance, which is where the \$50,000 comes from. It would not come from taxpayer dollars this year or from the school budget.

Mr. Schultz motioned to approve the recommendation to have all schools participate in the Community Eligibility Program for free lunch in FY18. Mr. Fleming seconded the motion. The Motion carried.

#### **Deliberation and Vote on the STU Request to Decrease Beth Kontos' Teaching Load From .5FTE to .4FTE for the Remainder of Her Term as Union President**

##### **Discussion**

Mr. Fleming said this particular move saves money. They now pay Ms. Kontos a .5 FTE of her salary and they are going to save .1%.

Mr. Fleming motioned to approve the STU request to decrease Beth Kontos' teaching load from .5FTE to .4FTE for the remainder of her term as Union President. Ms. Wilson seconded the motion. The Motion carried.

## **Deliberation and Vote on the Superintendent's Recommendation to Increase the Stipends for the Teacher-Led Professional Development Workshops**

### **Discussion**

Mayor Driscoll stated that this is a follow up of their discussion from the last meeting. Superintendent Ruiz handed a Memorandum to School Committee members. She said that they, at the request of the School Committee, took a look at the stipends being offered. The conversation was set at \$300 for three sessions to be conducted, during half of the three All-Day Professional days next year. The recommendation is to double the amount to \$600. They would need 40 PD sessions to be able to include all the teachers in the district. This doubling of the amount would equate to an increase of \$12,000. Superintendent Ruiz recommends an approximate reduction total of \$7,500 that will be made available through the reduction. They propose to use those freed up funds in addition to a request of \$4,500 to be made out of the Dominion Account to complete the \$12,000 needed for the request. Mayor Driscoll stated that would essentially mean they would have to approve up to \$4,500 and the transfer out of Personnel to Professional Development or wherever else it will be used for the stipends. Ms. Manning wondered how they were doing on getting the 40 presenters. Ms. Carbone said they have them. They would be putting out a brochure to the teachers and ask them to select their first or second choice so they can identify the sessions going forward. Ms. Carbone clarified that they have several sessions that have multiple participants. It is \$600 for the mini course. If it were one person, they would receive that \$600. If it were multiple people, they would divide that across the facilitators. Mr. Fleming said they understand that despite who is splitting it, they know the upset limit to be \$12,000. Ms. Carbone stated that it also includes a required summer get together to go over some guiding principles so that there is common structure across the workshops.

Mayor Driscoll said they could make the amount out of the Dominion Funding to be \$5,000 in order to offer some refreshments for this get-together, which prevents from having to pay others for that. Dr. Walsh added he would offer that as a friendly amendment.

Mr. Fleming motioned to approve the utilization of \$5,000 out of the Dominion Funds to help with Professional Development Stipends. Ms. Manning seconded the motion. The Motion carried. Mr. Fleming motioned to approve the transfer of \$7,500 from Personnel to Stipends. Dr. Walsh seconded the motion. The Motion carried.

## **Deliberation and Vote to Approve the Superintendent's Recommendation to Develop a Memorandum of Agreement With the YMCA to Operate the Teen Parent/SPS Child Care Program at Salem High School**

### **Discussion**

Ms. Ruiz recalled from the last meeting that the Teen-Parent program, run by Children Friends and Family Services at Salem High School, was scheduled to close as of June 30<sup>th</sup>, 2017. The loss of this program was concerning because it provided care for the children of their students and the provision of training for students in the Early Childhood and Care Vocational Program. The YMCA is interested and able to run an Early Education Program that would include infants, toddlers, and preschoolers at Salem High, using the same space that would be vacated by the Teen-Parent program. The YMCA Early Education Program at Salem High would be in operation throughout the year; it would not be on the school calendar but throughout the entire year. It would run from 7:00am to 6:00pm. Slots would be secured for students at Salem Public Schools who may need daycare for their children. They would like to offer this daycare opportunity not only to teachers at Salem High School but also to other teachers across the district. Mr. Fleming asked if this is subject to, and if notice should be put out for, competitive bidding. Mayor Driscoll said they may have not looked into the Procurement issue and could take a look

at it. Mr. Fleming asked if they could ask their School Attorney about that. Mayor Driscoll agreed. Dr. Walsh was pleased that the Early Education Program would continue to be offered. He agreed with Mr. Fleming on competitive bidding and asked School Committee members if they thought it should be tabled to the next meeting. Mayor Driscoll suggested they approve it subject to a review of the Procurement issue. Ms. Amaral mentioned that if they are going to look into the procurement issue, they might also want to look at how long the extended day program has been run under contract at the Early Learning Center.

Dr. Walsh motioned to approve the Superintendent's Recommendation to develop a memorandum with the YMCA operating team Child Care Program at Salem High School subject to review of compliance with All State Procurement Laws. Ms. Manning seconded the motion. Ms. Amaral abstained. The Motion carried.

## **Deliberation and Vote on Annual Salary Increases for Non-Union Senior Management Team Members**

### **Discussion**

Mr. Schultz informed members that both Personnel and Finance Subcommittees spoke about this at length. Mr. Fleming expressed concerns on whether the Superintendent's recommendation to increase the Executive Assistant and Director of Human Capital's pay fell in line with other Administrative Assistants in the district. He gave members additional details of his findings, expressed his thoughts on the expanded size of the HR Staff and the Director's short period of time in her position. He would not be able to vote in favor of this particular recommendation unless there is a modification/amendment to the recommendation. He hoped the School Committee would hold off on the **Superintendent and Assistant Superintendent's raises** for one year. He asked members to consider amending the motion of adopting all of the Superintendent's recommendations. Mr. Fleming gave a brief explanation on the Superintendent current office expenditures, could not support the recommendation, and asked for a modification in terms of the **Administrative Assistant, Assistant Superintendent, and Director of Human Capital, in the manner in which he has described**. Mr. Schultz, for clarification, asked Mr. Fleming if he was in support of everything below the name Ms. Bento on the list that consists the entire Principal raises. Mr. Fleming said that he gave his authorization to announce his support of the Principal at the last meeting. Mr. Fleming said there is one minor change; the Principal of Saltonstall recently received his Doctorate. The Superintendent asked for another percentage from 4 to 5%, which he also supported. Ms. Manning stated that Mindy Marino should be considered for a raise for the work that she does, her talent, and her work efforts. Dr. Walsh shared his concern on the amount of money they have been spending in Central Administration. He would vote for the increase for those on the field, namely the Principals. He is not sure he would be in favor of the increase to Central Administration who do have a 2.5% increase. He could vote for the bottom half of the list. Ms. Amaral commented on the great deal of improvement and supports the increases, as requested. Mr. Schultz said they looked at this with both Finance and Personnel Subcommittees and have been given rationales for the increases. Mr. Schultz stated this is an opportunity to pay their district leaders based on performance and in light of regional and statewide comps. He believes in the thoughtfulness of the Superintendent and that she knows the value and hours of work of the Central Office staff. She also knows they work within a tight budget. He weighs their value versus the overall budget and he trusts her assessment of that. Mr. Schultz continued his view that pay must be paid appropriately if they are going to continue to improve as a district. Mr. Fleming reaffirmed his opposition to the four positions mentioned earlier and further explained his reasons and fairness as to why. Ms. Manning shared that she can understand Mr. Fleming's point on the amounts of Central Office in the list. It is difficult for her to be supportive of this list as she is aware that there are a great many others who also contribute to the overall goals; there are many more people involved than what is mentioned. Dr. Walsh agreed, job performance expectations are based according to

job responsibilities. These are being brought forth as merit raises for performing over and above expectations. He did not think they should be looking for additions to their Central Office staff when it is not done for others who are on the actual field every day. Ms. Manning shared that she has seen a positive turnaround, see many things in place, and understand the work involved in getting a lot of that done. She commented that one does not automatically get a merit raise every year because of good work alone, good work is expected. She can see the huge effort that has been put in within the last year or two. She would really like to see it continue with the same staff. Mayor Driscoll stated that all of the increases is built into the FY18 budget they recently approved; they would not need additional funding to pay for this. She would also like to parent and compensate teachers more. They look at what other teachers are making and are trying to get that salary survey up in order to properly compensate all Salem teachers with what they deserve. Mayor Driscoll continued addressing School Committee members and stated she would love for them to be able to advance this, this evening. Further discussion ensued. Mayor Driscoll motioned to approve the Recommendation to the following raises: Superintendent, Administrative Assistant, Assistant Superintendent, and Director of Human Capital of the seven individuals named out of the Senior Management team (those listed above the list of Principals) as recommended by the Superintendent. Mr. Fleming called for a Roll-Call Vote.

**School Committee Secretary Roll Call:**

Mr. James Fleming	No
Ms. Deborah Amaral	Yes
Ms. Mary Manning	Yes
Mr. Patrick Schultz	Yes
Dr. Brendan Walsh	No
Ms. Kristine Wilson	Yes
Mayor Kimberley Driscoll	Yes

7 Members voted. 5 in the *affirmative*, 2 in the *negative*. Ms. Manning’s ‘Yes’ vote was for this year. The Motion carried.

Dr. Walsh motioned to approve the additional increase for Saltonstall School Principal Nicholas Gesualdi to reflect his Ph.D. Mr. Fleming seconded the motion. The Motion carried.

**Deliberation and Vote on the Approval of the Regular School Committee Schedule for July 1, 2017 – June 30, 2018**

**Discussion**

Mr. Fleming referred to July 24<sup>th</sup> date on the list. He has a prior commitment on the 24<sup>th</sup> and asked it please be moved up to July 17<sup>th</sup>. Ms. Amaral said she would not be available on that date but would be more than happy to call in (face time). All members agreed that the rest of the dates are fine.

Mr. Fleming motioned to approve the Amended Regular School Committee Schedule for July 1, 2017 through June 30, 2018, exception being that July 24<sup>th</sup> be moved up to July 17<sup>th</sup>, 2017. Ms. Amaral seconded the motion. The Motion carried.

## Student Assignment Policy

### Discussion

Members agreed to meet for a Committee of the Whole (COW) meeting on July 13, 2017 at 5:00pm to begin discussion the Student Assignment Policy process. Ms. Amaral motioned to approve a COW meeting for July 13, 2017. Ms. Manning seconded the motion. The Motion carried.

### Finance Report

#### a. Approval of Warrants

June 15, 2017 in the amount of \$196,627.49

Mr. Fleming motioned to approve the warrant as stated. Ms. Amaral seconded the motion. The motion was approved.

June 22, 2017 in the amount of \$313,278.16

Mr. Fleming motioned to approve the warrant as stated. Ms. Wilson seconded the motion. The Motion was approved.

#### b. Budget Transfer Requests FY17-28

School Business Administrator, Kristin Shaver explained that Central Office (Teaching and Learning) has requested that the fund be transferred in order to align the funds with the intended expense as follows:

Account Description/Use	Account Number	Amount From	Amount To
Athletic Equipment	13451021 5246	5,696.32	
Rental and Lease	13451021 5270	1,984.12	
Rental and Lease	13451021 5270	3,865.08	
Contracted Services	13490141 5320	2,416.00	
Books – Library	13570521 5512	2,500.00	
Instructional Supplies	13570521 5514	6,107.20	
Contracted Services	13570621 5320	300.00	
Textbooks	13570621 5511	178.65	
Instructional Supplies	13570621 5514	617.97	
Contracted Services	13570721 5320	3,277.00	
Instructional Supplies	13571021 5514	6,204.24	
Medical Contractual	13640161 5302	42,710.82	
Education Evaluation	13640161 5313	4,850.15	
Contracted Services	13640161 5320	37,935.83	
Tuition	13640161 5324	44,577.78	
Computer Software	13640161 5519	312.18	
Equipment	13640161 5860	1,198.56	
Tuition	13990161 5324	14,000.00	
Vehicle Repair and Maintenance	13640181 5244	565.44	
Legal Services	13252030 5303	5,000.00	
Pupil Transportation	13570141 5333		5,000.00
Office Supplies	13252030 5421		31,890.86
Special Education Transportation	13640181 5332		147,406.48

Ms. Amaral moved to approve the End-of-Year budget transfer request transferring to Pupil Transportation, Office Supplies, and Special Education Transportation. Ms. Wilson seconded the motion. The Motion was approved.

## **Subcommittee Reports**

### **Policy Subcommittee**

#### **Deliberation and Vote on Policy 6406 Voting Method – Tabled from 6/5/17**

Policy 6406 remains tabled.

#### **Deliberation and Vote on the First Reading of the Recommendation of the Policy Subcommittee on the Revisions to the Following Policies in the 3000-Policy Series**

##### **Discussion**

The Policy Subcommittee met to review the policies in the 3000s on the School Committee Policy manual. The Chair of the Policy Subcommittee, Ms. Amaral, mentioned the following policies that were reviewed with no recommended changes:

Policy 3101 Budget Planning has no changes and recommended to leave as is.

Policy 3202 has already gone through three readings.

Policy 3206 Revenues and Tax Sources – no changes

Policy 3306 Bond and Police Officers – no changes.

Policy 3401 Purchasing and Purchasing Authority– no changes.

Policy 3403 Corporate Purchasing - shows blank on the spreadsheet but no changes.

Policy 3405 Depository Funds Authorized Signatures – no changes.

The Subcommittee reviewed the following policies, presented for the First Reading this evening. These are listed below with member discussions, if any. Proposed changes are found in the meeting materials under “track changes”.

Policy 3102 Financial Reports and Statement – no substantial change, just language change. Dr. Walsh had asked that the Business Manager and not the Superintendent submit all financial reports, as she is the person responsible for those and said he believes Ms. Amaral has made that change.

Policy 3104 Fiscal Year/Budget Deadlines and Schedules

Policy 3201 Funding Proposals and Applications

Policy 3203 Gate Receipts and Admissions

Policy 3301 Accounting and Reporting - no substantial changes

Mayor Driscoll read the description changes for Policy 3301. Ms. Amaral further clarified the change. Mr. Fleming stated that the wording should be “...*the Superintendent, with the approval of the School Committee, should be responsible for the administration of the budget*”. Dr. Walsh said they could consider adding “...*for administration of the approved budget*”. Members agreed to hold off on this policy. This is the First Reading. Mr. Fleming would support the First Reading as long as the review of the language is made for the second reading. Policy 3301 is scheduled for a Second Reading at the next Regular School Committee meeting. Ms. Amaral said she would review and make the changes that Mr. Fleming requested on the policy.

Policy 3302 Audits  
Policy 3303 Procedures for Handling Cash Receipts  
Policy 3304 Revolving Accounts

Policy 3402 Payment Procedures – to have a new allowance for them to have one signature on the Warrant – each year they would designate someone to approve it. Their suggestion is the Mayor as a designee of the School Committee. They would have to vote on them. The Superintendent and Business Manager would still have to attest to the accuracy of the Warrants – Warrant will remain available at the Business Office and they would vote on them.

Policy 3406 Expense Reimbursements  
Policy 3407 Sales Calls and Demonstrations

Dr. Walsh motioned to approve the Policy changes as submitted by the Chairperson Policy Subcommittee for First Reading. Ms. Wilson seconded the motion. The Motion carried.

### **Deliberation and Vote on the First Reading of the Recommendation of the Policy Subcommittee on the Creation of the Salem Public Schools Recyclable Material Policy**

#### **Discussion**

Ms. Amaral said they do not have a Recyclable Material policy. They are seeking an Environmental Protection grant and would need a policy to go with it. The suggestion is that this policy is number 3508, which fits well under Buildings and Grounds. The recommended language they added is to recognize recycling by looking at ways to include composting. Most schools have recycling; this would be a recognition of a District policy in support of recycling.

Dr. Walsh motioned to approve the First Reading of the Recommendation of the Policy Subcommittee on the Creation of the Salem Public Schools Recyclable Material Policy. Ms. Wilson seconded the motion. The Motion carried.

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

Mr. Fleming would like the Administration to look again at the non-renewal of a History teacher at the Salem High School. He received some letters relative to that non-renewal. Her contribution to the High School has been fairly substantial and he would like the Administration to look again at the non-renewal. Dr. Walsh said he supports Mr. Fleming's request. All School Committee members agreed.

Dr. Walsh shared that he was deeply struck outside of St. James Church by the informal (as they were not in dress uniforms) by the self-assembled Honor guards of both police and firefighters honoring the Carlton Innovation School student who passed away, Jaydon Dancy. He thanked them for what they did. Dr. Walsh commented that he was absent at the last meeting, and informed members that this year's graduating senior, awarded the Giving Tree Award at the Senior Awards night, at the Salem High School was Taylor O'Leary.

#### **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. Dr. Walsh entertained the motion to adjourn. Ms. Amaral 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 Agenda June 19, 2017
- Minutes of the June 5, 2017 Regular School Committee Meeting
- List of SPS Staff Retirees Summer 2017
- Superintendent's Recommendation Regarding the Teen Parent Program/Salem High School Early Education Program
- Regular School Committee July 1, 2017-June 30, 2018 Schedule
- Policy 6406
- Policies in the 3000-Policy Series
- Recyclable Materials Policy
- FY17-28 Budget Transfer Request