

Salem School Committee
Meeting Minutes
Monday, December 3, 2018

A regular meeting of the Salem School Committee was held on Monday, December 3, 2018 at 7:02 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

Members Present: Ms. Mary Manning, Mr. James Fleming, Ms. Kristine Wilson, Ms. Ana Nuncio, Mr. Manny Cruz, Ms. Amanda Campbell, and Mayor Kimberley Driscoll

Members Absent: None

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 7:02 p.m.

Consent Agenda

- Minutes of the Committee of the Whole (COW) meeting held November 19, 2018
- Minutes of the Regular School Committee meeting held November 19, 2018
- Approval of Warrant: 11/29/18 in the amount of \$494,036.84
- Deliberation and Vote on the Carlton Innovation School 5th grade field trip request to Athol, MA in two separate groups from February 25-27, 2019 and February 27-March 1, 2019.
- Deliberation and Vote on the Salem High School's Science Team out-of-state field trip request to the University of Connecticut Science Bowl on March 2, 2019 from 5am to 6:30pm.

Mr. Fleming motioned to approve the Consent agenda. Ms. Manning seconded the motion. The motion carried.

Approval of the Agenda

Mr. Fleming 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, Salem Teachers Union, took a moment to thank everyone who helped with the First Books initiative event from planning, transportation, volunteering, organizing, and putting things together for the December 1st event at Peabody Veterans Memorial High School.

Christine Ross, 33 Pleasant Street, Salem, MA, asked about the links to PowerPoint presentations on the City's website and wondered when monthly reports, on the wellbeing of students who were transferred from the previous Nathaniel Bowditch school to other schools in Salem, would begin.

Presentation and Reports

Superintendent's Report – Margarita Ruiz

Superintendent Ruiz reported that Salem High School celebrated the induction of sixteen (16) students to the Tri-M Music Honor Society and congratulated all the students. Ms. Ruiz announced that Collins Middle School teachers, Michael Collins and Shannon Smith, will present at the Teacher Leadership in Action conference in Boston on Thursday, December 6, 2018. Superintendent Ruiz recognized and thanked Melanie M. McKinnon and everyone in the City of Salem who supported the Salem-based 'It Starts With Me' charity campaign, on behalf of the Salem District and families who benefitted. Many families were able to enjoy a full meal for Thanksgiving. Ms. Ruiz wished everyone a Happy Hanukkah. Superintendent Ruiz informed everyone that Education Commissioner, Jeffrey C. Riley, will be at the Collins Middle School tomorrow, December 4, 2018 to learn more of the school's STEM (Science, Technology, Engineering, and Math) expanded learning time. Mr. Riley would be spending an hour observing classrooms and talking with students.

Other Reports

Draft Goals for the Superintendent's Annual Evaluation for SY2018-19

Mayor Driscoll explained there are two items on the agenda relating to the Superintendent's evaluation, which is to review the composite summary of findings and to go over the goals for next year. Ms. Manning, School Committee Vice-Chair, shared details of the composite summary of findings process and talked about the forms that are used. Ms. Manning explained that the School Committee is giving information on this year's evaluation and that Superintendent Ruiz would distribute a handout of her goals this evening and share its details. Ms. Manning continued that the School Committee would be meeting as a Committee of the Whole (COW) next Monday evening, December 10, 2018, specifically for a discussion with Superintendent Ruiz of the goals for the next year. Ms. Manning gave a review of the composite summary, collected from School Committee members, by reading some of them aloud. Superintendent Ruiz referred to her handout and shared some of the upcoming goals for the school year.

Action Items: Old Business

Deliberation and Vote on the Second 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

Discussion

Mr. Fleming inquired about and discussed wording of Policy #4101.

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

Action Items: New Business

Deliberation and Vote on the Final Rating for the Superintendent's Evaluation for the SY2017-18 School Year

Mayor Driscoll explained that the Superintendent's annual evaluation process is a series of actions that the School Committee performs every year, on an annual basis. The School Committee sets goals for the Superintendent, reviews and evaluates progress made on those goals, and combines them with Massachusetts Department of Elementary and Secondary Education (DESE). Mayor Driscoll continued that traditionally, the role of the Vice-Chair of the School Committee is to collect the individual evaluations from each School Committee member, compile a summary evaluation tool, and help School Committee members move through the process. Current year goals are also set. Ms. Driscoll continued to share further information about the process and its cycle.

Mr. Cruz motioned to approve the deliberation and vote on the final rating for the Superintendent's evaluation for the SY2017-18 school year as provisioned by Ms. Manning, Vice Chair. Ms. Wilson seconded the motion. Mr. Fleming is recorded as opposed. The motion carried on a six (6) to one (1) vote.

Finance Report

Deliberation and Vote on the FY19-3 budget transfer – tabled on 11/19/18

Mr. Fleming motioned to take the deliberation and vote on the FY19-3 budget transfer matter off the table. Ms. Campbell seconded the motion. The motion to take the deliberation and vote on the FY19-3 budget transfer action item off the table carried.

Discussion

Finance Subcommittee members confirmed that the FY19-3 budget transfer was reviewed and recommended favorable. Finance Subcommittee members confirmed.

Ms. Manning motioned to approve the deliberation and vote on the FY19-3 budget transfer. Ms. Campbell seconded the motion. The motion carried.

Subcommittee Reports - None

School Committee Concerns and Resolutions

Mayor Driscoll informed everyone of the Committee of the Whole (COW) meeting on Monday, December 10, 2018 to discuss the Superintendent's evaluation goals for 2018-19 and of the upcoming process of the budget planning. Ms. Manning informed of the three upcoming Finance Subcommittee meeting dates to discuss the 2019-2020 School Year preliminary budget: December 13 and 17, 2018 at 4:30pm and January 7, 2019 at 4:30pm. Mayor Driscoll commented on a budget retreat to discuss some of the challenges that might be faced for the next fiscal school year and strategies to address them. Ms. Manning shared that Salem Children's Charity will be held on Tuesday, December 11, 2018 from 6pm-9pm at the Hawthorne Hotel and welcomed anyone who would like to share their support by giving donations; the charity is accepting donations.

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. Fleming entertained the motion to adjourn. Ms. Campbell seconded the motion. The meeting was adjourned.

Respectfully submitted by:

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