

Salem School Committee  
School Committee Retreat Minutes  
Saturday, September 14, 2019

A School Committee Retreat of the Salem School Committee was held on Saturday, September 14, 2019 at 8:00 a.m. in Marsh Hall, Room 210 at Salem State University, 352 Lafayette Street/1 Loring Ave., 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:** Dr. Kathleen A. Smith, Superintendent, Dorothy Presser, Field Director of Massachusetts Association of School Committees (MASC), Colby C. Brunt, Partner at Stoneman, Chandler & Miller LLP, and Jill Conrad, Chief of Systems Strategy

Dorothy Presser, Field Director Massachusetts Association of School Committees (MASC), presented information on the legal, policy, and budget roles and responsibilities of School Committee members. Members introduced themselves and shared their current roles and most important responsibilities. Ms. Presser talked about attributes, practices, School Committee effectiveness, teamwork, respect, and the importance of communication and trust. Ms. Presser introduced topics on the process of goal alignment, structures, and policy.

Ms. Presser spoke about what is needed to have a high impact on student achievement. Members participated in an exercise and worked on an operating protocols worksheet. Ms. Presser talked about effective meetings and priorities. Governance (School Committee roles) and Operations (Administration roles) work together for high impact student achievement goals. Ms. Presser talked about an agenda format. There was a consensus around the suggestion for protocols to be added in the packet to make the protocol a live document for easy view and to help serve as a reminder. Ms. Presser talked about helpful presentation guidelines for presenters, relative to goals, and gave a general discussion about priorities.

Colby C. Brunt, Partner at Stoneman, Chandler & Miller LLP, gave a refresher on Executive Sessions, the Open Meeting Law, and Public Records requests. The goal of the Open Meeting Law is transparency. Ms. Brunt talked about recent law changes and provided an overview of the Open Meeting Law (OML).

**Adjournment**

There being no further business to come before the School Committee of the Whole (COW) meeting this evening, Ms. Campbell motioned adjourn. Mr. Fleming seconded the motion. The motion carried. The meeting was adjourned at 12:04pm.

Respectfully submitted by:

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Angelica Alayon, Secretary  
Salem School Committee