

**Salem Public Schools – Salem School Committee**  
**POLICY SUBCOMMITTEE**  
**Meeting Minutes**  
**January 26, 2024**

On January 26, 2024 the Policy Subcommittee held its regular meeting online via zoom.

**Members In Attendance:** Ms. Beth Anne Cornell, Ms. Mary Manning, and Mr. Manny Cruz

**Others in attendance:** Superintendent Dr. Stephen Zrike and Ms. Ellen Wingard

**Call of Meeting to Order**

Ms. Cornell called the meeting to order at 9:05am.

Ms. Cornell	Present
Ms. Manning	Present (arrives at 9:00am)
Mr. Cruz	Present (arrives at 9:00am)

Agenda items to be discussed:

- a. Approval of the Policy Subcommittee meeting minutes held on December 15, 2023
- b. Discussion of the Saltonstall School name
- c. Review of Restraint Policy
- d. Review of Administration Policies (2000s)

Ms. Cornell confirms with the School Committee secretary that Policy 2102 - Organization was tabled at a past November Policy meeting and was to be discussed at a future Policy subcommittee meeting

Ms. Wingard notes she will share her Restraint Policy document with changes made to this policy. Ms. Wingard notes we do currently have all school staff participating in de escalation training as of right now. Ms. Wingard made sure the Restraint Policy was reviewed by this subcommittee as it is due to be reviewed every two years.

Ms. Cornell reviews the Restraint Policy and agrees that we would not want to change the content of the training. Ms. Cornell notes as long as we state the Superintendent will ensure that annual training happens with necessary staff.

Ms. Wingard notes we now have building based teams that are highly qualified. As of right now, training is performed with all building based teaching and para staff.

Ms. Wingard leaves the meeting at 8:55pm.

Ms. Cornell confirms with Ms. Manning and Mr. Cruz she will be making the changes she reviewed with Ms. Wingard to the Restraint Policy and put it back on the Policy agenda for the February meeting.

Ms. Manning asks if the Policy Subcommittee will be voting on the Restraint Policy and Ms. Cornell confirmed not at this time as she plans to make some changes and review at the February Policy meeting.

Ms. Cornell reviews the renaming of the Saltonstall School. Ms. Cornell shares Policy 6504 - Naming of Schools Policy. This policy was reviewed and approved in March 2023. Ms. Cornell suggests giving policy 6504 to the Saltonstall Principal and have them facilitate the renaming of the school along with the community.

Dr. Zrike suggests it may not be best to put this responsibility on a school principal.

Mr. Cruz also notes the last time we went through this exercise when exploring the closure of Bowditch, folks split down the middle, two school communities and stakeholder process will not be the best plan. This may put folks at odds in the school based community.

Ms. Manning agrees and notes this issue is if this person is suitable to have the school named after them. It is ultimately our responsibility as the School Committee to pick.

Dr. Zrike suggested giving the Salem State students the opportunity to voice their opinion and perhaps a district open dialogue discussion.

Ms. Cornell notes a problematic issue would be it is very clear in the policy that folks who want to suggest names have to be Salem residents. There are two students who are not Salem residents and they have since graduated from SSU.

Mr. Cruz notes bringing these students in front of a community with visceral reactions. The process should not be driven by anyone but the School Committee.

Ms. Cornell notes where this falls on the list of priority and who will research this.

Ms. Manning notes there are people in the community who would like to research this at the museum or various historical societies and could know where to go or where to look for it.

Mr. Cruz notes be ready for the other schools who were named after ancestries such as Horace Mann, Saltonstall, Collins, Bentley

Ms. Cornell notes if we feel as a committee that it is a priority to evaluate all the names of our schools then we have to come up with a process. Ms. Cornell feels this is not a priority at this time.

Ms. Manning notes we want schools named after Salem's visions and goals.

Ms. Cornell notes we do need a historian and plans to give an update at the Feb 5th School Committee meeting. She also feels that it should be a committee of historians to research this request. Ms. Cornell knows of a specific historian she plans to reach out to and there is also a historian at Salem State University as well as the Salem Witch Museum. Plans to update the full School Committee members will be at the next SC meeting.

Mr. Cruz suggests a COW meeting or add this agenda item to a future School Committee retreat instead of at a full School Committee meeting.

**Policy 2102 - Organization** - Ms. Cornell makes a language change by removing affirmative action in hiring from this policy. Mr. Cruz makes a motion to strike this language in the opening paragraph. Dr. Zrike notes to add facilities operation instead of plant operation. Ms. Manning makes a note to strike "legal device" from the policy language as well. Ms. Cornell makes a motion to send this policy for a first reading to the full School Committee meeting. Mr. Cruz seconded. A roll call vote is taken.

Ms. Cornell Yes

Ms. Manning Yes

Mr. Cruz	Yes
Motion carries	3-0

**Policy 2103 - Superintendent's Qualifications Duties and Responsibilities** - Ms. Cornell reviews removing the work environment and how loud the building is from this policy. Ms. Cornell makes changes to other skills and abilities to reflect being able to communicate clearly and preferably in more than one language. Ms. Cornell makes a motion to send this policy for a first reading to the full School Committee meeting. Mr. Cruz seconded. A roll call vote is taken.

Ms. Cornell	Yes
Ms. Manning	Yes
Mr. Cruz	Yes
Motion carries	3-0

**Policy 2104 - Superintendent's Contract** - this policy was not reviewed.

**Policy 2105 - Evaluation of Superintendent** - Mr. Cruz recommends this policy as no substantial changes and Ms. Manning seconded. Motion made to place on school committee agenda. A roll call vote is taken.

Ms. Cornell	Yes
Ms. Manning	Yes
Mr. Cruz	Yes
Motion carries	3-0

Ms. Cornell makes a motion to approve the December 15, 2023 meeting minutes. Mr. Cruz seconded. A roll call vote is taken.

Ms. Cornell	Yes
Ms. Manning	Yes
Mr. Cruz	Yes
Motion carries	3-0

Mr. Cruz makes a motion to adjourn and seconded by Ms. Manning.

Ms. Cornell	Yes
Ms. Manning	Yes
Mr. Cruz	Yes
Motion carries	3-0

The meeting adjourns at 10:35AM.

Respectfully submitted by,

**Krista Perry**

Executive Assistant to the School Committee & Superintendent