

**Salem Public Schools
Salem School Committee
POLICY SUBCOMMITTEE
Meeting Minutes
June 1, 2021**

On June 1, 2021 the Policy Subcommittee held its regular meeting using the Zoom on-line meeting platform.

In Attendance: Ms. Ana Nuncio and Ms. Mary Manning

Members Absent: Mr. James Fleming and Mr. Manny Cruz

Others in Attendance: Dr. Jill Conrad

Call of Meeting to Order

Ms. Nuncio called the meeting to order at 8:34 am.

Approval of Minutes

Ms. Manning made a motion to approve the minutes of May 25, 2021. Ms. Nuncio seconded. A roll call vote was made.

Ms. Manning Yes

Ms. Nuncio Yes

Motion carries 2-0

4110 Harassment and Violence

Dr. Conrad stated that this policy was sent again to legal counsel. Comments were shared including suggested language referring to sexual harassment to be added. Dr. Conrad explained that although the sexual harassment is discussed within this policy there is a separate procedure for internal sexual harassment claims. There was discussion regarding language that was added from Cambridge Public Schools policy. Dr. Conrad also updated the Title IX Coordinator as Adam Colantuoni, the new Executive Director of Employee Engagement. Since subcommittee member Mr. Cruz may want to review the changes and was unable to attend today's meeting, Dr. Conrad agreed to forward the policy to Mr. Cruz.

Ms. Nuncio made a motion to accept the revised policy and refer Policy 4110 Harassment and Violence for a first reading. Ms. Manning seconded. A roll call vote was taken.

Ms. Manning Yes

Ms. Nuncio Yes

Motion carries 2-0

4109 Family and Maternity Leave and 4109.01 Small Necessities

Dr. Conrad explained that the details of the leaves will be in the Employee Handbooks and the School Committee will provide the framework in the policy. This policy was previously called Family and Medical Leaves and has been changed to Leaves of Absences. She added that this outlines leaves that are required by law. In addition, the section named "Other", will cover all other leaves that are available. She

explained that some leaves are connected with the bargaining unit. There was also discussion regarding concurrent leaves and bereavement leaves (which are not required by state or federal law. Ms. Manning voiced her concerns with the bereavement leave and how it would pertain to a concurrent leave. Dr. Conrad suggested a separate section with the policy that would address this. In addition, there was clarification requested regarding leaves for substitutes.

4205 Professional Development Plan for Professional Staff Policy

Dr. Conrad suggested the name change for the policy and also reorganize the policy, but added that this is something that can be looked at over the summer. Dr. Conrad also stated that this policy has been reviewed by Assistant Superintendent Kate Carbone.

Ms. Nuncio made a motion to refer Policy 4205 Professional Growth and Development for Staff for a first reading. Ms. Manning seconded. A roll call vote was taken.

Ms. Manning Yes

Ms. Nuncio Yes

Motion carries 2-0

4120 Staff Acceptable Use Policy

Dr. Conrad recommended a name change to Responsible Use of Technology Policy. She added that this policy does not need an annual review from the School Committee, but the agreements (staff, student, etc.) should be reviewed annually and if there is an update.

Ms. Nuncio made a motion to refer Policy 4120 Responsible Use of Technology Policy for a first reading.

Ms. Manning seconded. A roll call vote was taken.

Ms. Manning Yes

Ms. Nuncio Yes

Motion carries 2-0

The Subcommittee made a decision to meet again on Tuesday, June 8th at 8:30 am.

Ms. Nuncio made a motion to adjourn the meeting at 10:08 am. Ms. Manning seconded. A roll call vote was made.

Ms. Manning Yes

Ms. Nuncio Yes

Motion carries 2-0

Respectfully submitted by,

Nancy A. Weiss

Executive Assistant to the School Committee

Approved June 8, 2021