

**Salem Public Schools  
Salem School Committee  
POLICY SUBCOMMITTEE  
Meeting Minutes  
May 25, 2021**

On May 25, 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 8:48 am.

**Approval of Minutes**

Ms. Nuncio made a motion to approve the minutes of May 18, 2021. Ms. Manning 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 she has looked at examples of this policy from other districts. Dr. Conrad also stated that legal counsel has completed their review and Title IX information has been updated. The Cambridge Public Schools policy, which Mr. Cruz suggested language regarding microaggressions, was reviewed. Dr. Conrad made note that the CPS policy does not specifically refer to microaggressions, but makes the point effectively. Dr. Conrad suggested that some of their language could be used. There was a discussion on what language is defined by federal law and what is just standard.

**4120 Staff Acceptable Use Policy**

Dr. Conrad is still revising the current policy and this will be presented at the next meeting.

**4109 Family and Maternity Leave Policy**

Dr. Conrad commented that this policy follows federal and state laws with regards to leaves. She suggested revising this policy to delete some details since each bargaining unit may have different language. It was also discussed that the Small Necessities Leave Policy 4109.01 should be combined with the Family and Maternity Leave.

**4117 Nepotism Policy**

Dr. Conrad presented the changes that were made. The subcommittee referred the policy to the School Committee for a first reading.

Ms. Nuncio made a motion to refer Policy 4117 Nepotism for a first reading. Ms. Manning seconded. A roll call vote was taken.

Ms. Manning                    Yes

Ms. Nuncio                    Yes

Motion carries 2-0

#### **4201 Professional Staff Policy**

Dr. Conrad stated that the challenge is how do we distinguish between what is professional and what isn't. What distinguishes what support staff is. There was discussion regarding the family engagement liaisons and if they are considered student support vs. support staff. There was further discussion regarding the definition of each. Dr. Conrad clarified that professional is defined as job categories that require licensure and specific degrees. Professional staff refers to the specific job position, not the person who holds the job.

It was decided that the name should be changed to Position Control. In addition, the section of recruitment and job postings was reviewed and Dr. Conrad explained that it was not necessary and could be deleted.

Ms. Manning made a motion to refer Policy 4201 Position Control for a first reading. Ms. Nuncio seconded. A roll call vote was taken.

Ms. Manning                    Yes

Ms. Nuncio                    Yes

Motion carries 2-0

#### **4203 Teachers Review of Student Files Policy**

Dr. Conrad recommended this policy for deletion.

Ms. Manning made a motion to refer Policy 4203 Teacher Review of Student Files for a first reading. Ms. Nuncio seconded. A roll call vote was taken.

Ms. Manning                    Yes

Ms. Nuncio                    Yes

Motion carries 2-0

#### **4204 Teacher Evaluation Policy**

Dr. Conrad explained that this policy was reviewed in February 2019, but was never referred to the entire Committee for a vote.

Ms. Nuncio made a motion to refer Policy 4204 Teacher Evaluation for a first reading. Ms. Manning seconded. A roll call vote was taken.

Ms. Manning                    Yes

Ms. Nuncio                    Yes

Motion carries 2-0

**4205 Professional Development Plan for Professional Staff Policy**

Dr. Conrad will forward this policy to Assistant Superintendent Kate Carbone for review.

**4302 Bus Drivers Policy**

This policy has been amended to follow the MASC policy.

Ms. Nuncio made a motion to refer Policy 4302 Bus Drivers for a first reading as amended. 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 1st at 8:30 am.

Ms. Nuncio made a motion to adjourn the meeting at 10:21 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 1, 2021**