

Salem School Committee  
Meeting Minutes  
Monday, September 5, 2017

A regular meeting of the Salem School Committee was held on Monday, September 5, 2017 at 7:06 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

**Members Present:** Mayor Kimberley Driscoll, Dr. Brendan Walsh, Ms. Mary Manning, Mr. James Fleming, Mr. Patrick Schultz, Ms. Kristine Wilson, and Ms. Deborah Amaral

**Members Absent:** None

**Others Present:** Margarita Ruiz, Superintendent, Margaret Marotta, Assistant Superintendent, Kristin Shaver, Business Manager, Jill Conrad, Chief of Systems Strategy, and Colby Brunt, District Council

**Call to Order**

Mayor Driscoll called the Regular Meeting of the Salem School Committee to order at 7:06 p.m.

**Approval of the Agenda**

Mr. Fleming moved to approve the agenda as presented. Ms. Wilson seconded the motion. The Motion carried.

**Approval of Minutes**

**Discussion**

Mr. Fleming reported there was a problem on page 5 of the Minutes for August 21, 2017 relative to the content, under the Deliberation and Vote heading. He asked that that portion of the meeting be revised. Mayor Driscoll asked if he would like to table the Minutes in order to work on the need of the revision. Ms. Amaral clarified the wording was referred to Subcommittee. No policies were passed. Motion was made to revise that paragraph to reflect that it was referred to Subcommittee; not approved by the committee; the motion was to ‘...refer to the Subcommittee’.

Dr. Walsh recalled that page 4 of the Minutes has an error. This was a voice vote on the request that Salem Youth Football League had a pass on a 5 to 1 and Dr. Walsh having abstained. He did not abstain; he asked to be recorded as ‘opposed’.

Ms. Manning motioned to approve the Minutes of the Regular School Committee Meeting held on August 21, 2017 as revised. Mr. Fleming abstained. Ms. Wilson seconded the Motion. The Motion carried.

**Questions and Comments From the Audience**

There were no questions or comments from the audience.

### **Superintendent Report – Margarita Ruiz**

Ms. Ruiz thanked everyone who helped prepare for the opening of the schools, including Buildings and Grounds, Transportation, IT, the Parent Information Center, Food & Nutrition Services, School Leaders, Teachers, and Staff. Ms. Ruiz also thanked Witchcraft Heights for hosting the summer programs this year. Nearly 400 students took advantage of the 5-week session they offered over the summer. The programs were designed to be fun to build academic skills and are wonderful opportunities for students to create new friendships. Salem High School Educators will be welcomed with new laptops. Superintendent Ruiz thanked the IT Department for deploying 90 laptops to replace old desktop computers, which would allow teachers more flexibility and facilitate collaboration. She thanked Mayor Driscoll for joining her and the staff during this morning's convocation in welcoming everyone, including paraprofessionals at the start of this 2017-2108 school year. Last week they hosted the Operational Institute for district leaders. They launched a format this year that was very well received by school leaders. School leaders had the opportunity to meet one-on-one with area directors to discuss specific needs and concerns regarding bus stops, bus routes, needed laptops for staff, and facility issues. The operational institute was made very personalized to the schools this year. They invited secretaries to join the school leaders during lunch period for an informative sit together and discussion. They will be conducting a yearlong series of training sessions for all of the secretaries this year. This is contributive to Pillar Number 3 in the Strategic Plan also with a focus on Pillar 4, which is strengthening Family and Community Engagement. Superintendent Ruiz recalled the decision made in Washington to rescind the DACA program. She wanted everyone to know that Mayor Driscoll and she issued a joint statement to the media regarding their feelings on this decision. She reaffirmed and assured families of the district that all of the student will continue to be welcomed and supported in every way they can, regardless of their status. Members shared further discussion and comments on the topic of DACA. Mayor Driscoll shared that she is glad they are reiterating that, within the public schools, they view everyone equally and want to be a welcoming and inclusive environment. They are doing everything they can to help direct others in need towards resources. She appreciated the enthusiasm of everyone earlier today and how they feel about the direction that things are going. Superintendent Ruiz wished all of their students, staff, and entire Salem community a wonderful 2017-2018 school year. She is proud to serve as a Superintendent of a city that values the future and success of the children in the way that Salem does. She wished everyone the best as they kick off the start of the school year. Ms. Ruiz shared the same wishes in Spanish before concluding her Superintendent report.

### **Presentations and Reports**

Superintendent Ruiz informed members that they began leadership preparation on August 14 that involved principals, the district leadership team, including their director and assistant superintendents. The focus of that institute was on authentic family and community engagement. The Operational Leadership Institute was done at the end of August. The focus of the institute was in developing Effective Central Office School

Partnerships and Developing Excellent Customer Service to their stakeholders, including the families, partners, and students. They also had the Clerical Institute on August 31<sup>st</sup>, one of a series of four more that are coming for building the focus of family engagement and skill building of their secretaries, a training that secretaries have said they wanted. The presentation talked about welcoming students and families, registration and student assignment, student registration update, and improving procedures and collaboration as well as school and classroom staffing. Schools are fully staffed. Dr. Walsh asked what specific positions were filled.

Ms. Ruiz said that she could provide more data at the next School Committee meeting on September 18<sup>th</sup>. Ms. Shaver gave a Business Administrator update on transportation, Buildings and Grounds, and food services.

### **Action Item**

#### **Deliberation and Vote on the Request from the Polish School for use of Classroom Space at Carlton for a Reduced Rental fee**

#### **Discussion**

Mr. Fleming asked what the normal rate of a classroom at the Carlton School throughout the year is, and if the Cartoon League is still there on Saturdays. Ms. Shaver responded that the classroom rate is Fifty dollars (\$50), and that both the Cartoon League and the Polish School would be sharing the space. Mr. Fleming asked if they would also be sharing custodian space. Ms. Shaver said that they would be sharing the cost. Mr. Fleming asked how that would be shared. Ms. Shaver responded that it would be split in half (50-50). Mayor Driscoll said they would share the cost when the Cartoon League has use of it. Mr. Fleming asked about the non-profit status of the organization. Michael McCaskey, a representative of the Polish School, said that the Polish School received their 501(C) non-profit exemption in September of last year and informed members of the school's origin, history, background, and educational purpose. There was discussion on the insurance policy and the need for the School Committee to have a copy in record.

Mr. Fleming motioned to approve the request from the Polish School for use of classroom space at Carlton for a reduced rental fee. Ms. Manning seconded the motion. The Motion carried.

#### **Deliberation and Vote on the Request by the Marblehead Jewish Community Center to Use the High School Auditorium for a Fee not to Exceed \$250**

#### **Discussion**

Mr. Fleming could not consider the request at a reduced fee. Members discussed the topic. The cost of using the High School auditorium is normally \$450, in addition to custodian cost. This is a paid event. Mayor Driscoll stated she is not uncomfortable renting the facility with the \$250 fee plus custodial cost. School Committee members agreed to

Mr. Fleming motioned a vote to amend/change the motion of the rental fee from \$250 to \$450 plus the cost of custodial fee services. 7 members voted – 6 in the Affirmative, Mayor Driscoll opposed.

Deliberation and vote was made for the motion to charge the standard fee of \$450 plus custodian fees for the use of the facility on, October 25, 2017, the date requested. . Dr. Walsh seconded the amended motion. The Motion carried.

### **Finance Report**

#### **a. Approval of Warrants**

August 31, 2017 in the amount of \$32,141,67

September 7, 2017 in the amount of \$893,674.30

Mr. Fleming motioned to approve the two warrants in the amounts stated. Dr. Walsh seconded the motion. The Motion was approved.

#### **b. Budget Transfer Requests**

### **Budget Transfer Requests**

The School Committee approved the following budget transfer FY18-9 recommended by the School Business Administrator, Kristin Shaver. She explained that Central Office (Teaching and Learning) has requested that the fund be transferred in order to align the funds with the intended expense as follows:

<b>Account Description/Use</b>	<b>Account Number</b>	<b>Amount From</b>	<b>Amount To</b>
Human Capital Office			
Salaries	13482020-5160	\$4,000	
Contract Services	13482021-5320		\$4,000

Dr. Walsh moved to approve the budget transfer requests as listed. Mr. Fleming seconded the motion. The motion was approved.

### **Subcommittee Reports**

#### **Policy Subcommittee**

#### **Deliberation and Vote on Policy 6406 Voting Method – Tabled from 8/21/17**

Policy 6406 remains tabled.

Dr. Walsh stated this should be addressed. He would like to get this done as soon as possible. It is a contentious issue. Ms. Amaral responded that the Sub Committee needs to meet to discuss other issues, and she would be more than happy to bring the language in again.

#### **School Committee Concerns and Resolutions**

There were no concerns or resolutions

#### **Questions and Comments From the Audience**

Ana Nuncio, 20 Winter Street, thanked everyone and the Superintendent's support, the remarks made about what is happening with DACA on a national level and how it affects

their students. She said that it is imperative that whatever they do, in the weeks and months ahead and even if teachers feel inadequate on addressing the issue, to keep in mind (because most families are comprised of mixed status families) that all families will be touched. Teachers may see things develop in the classroom that may be hard to handle, but the worst thing an educator can do is to give the impression that they are going to remain neutral or promise something that they cannot deliver. It is perfectly appropriate to say “I don’t know, but..” (by all means to engage) – to talk to teachers or guidance counselor in order to prevent from giving the impression of compartmentalizing as some parents or families consider the school as a second home. She also commented on the positive of music that may someday lead to a Salem Children’s Chorus opportunity as a way of bringing students and cultures (cultural traditions) together. Music heals and may be a way to help students get through troubled times.

### **Adjournment**

There being no further business to come before the School Committee this evening. Mr. Fleming entertained the motion to adjourn. Dr. Walsh seconded the motion. The meeting was adjourned.

Respectfully submitted by:

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Angelica Alayon, Secretary  
Salem School Committee

### **Meeting Materials and Reports**

- School Committee Agenda September 5, 2017
- Minutes of the August 21, 2017 Regular School Committee Meeting
- PowerPoint Presentation on Preparation for Opening Day Summer 2017
- Polish Language School Request
- Email request by the Marblehead Jewish Community Center
- Budget Transfer FY18-9
- Policy 6406