

***Ms. Mary A. Manning  
Mr. James M. Fleming  
Dr. Kristin Pangallo***



***Ms. Beth Anne Cornell  
Mr. Manny Cruz  
Ms. Amanda Campbell***

***Mayor Kimberley Driscoll, Chair***

“Know Your Rights Under the Open Meeting Law, M.G.L. c.30A § 18-25 and  
City Ordinance Sections 2-2028 through 2-2033”

March 15, 2022

#### **PERSONNEL SUBCOMMITTEE MEETING**

Notice is hereby given that the Salem School Committee Personnel Subcommittee will hold a **Personnel Subcommittee meeting on Thursday, March 17, 2022 at 4:00 p.m.** to discuss the topics below. The meeting will be held using the Zoom online platform.

Zoom link to join:

<https://us06web.zoom.us/j/83377944082?pwd=ZXZmK0R2UysvTjdES3NnSHVqb2xUQT09>

Password: 376258

#### **AGENDA**

4:00 p.m.

- a. Call to Order
- b. Approve [minutes](#) of Personnel Subcommittee meeting held 10/25/21
- c. Move to enter executive session **not** to reconvene in open session
  - i. To discuss strategy with respect to collective bargaining negotiations
  - ii. To discuss contract negotiations with non-union personnel

Respectfully submitted by,

***Mindy Marino***

Executive Assistant to the Superintendent

*Persons requiring auxiliary aids and services for effective communication such as sign language interpreter, an assistive listening device, or print material in digital format or a reasonable modification in programs, services, policies, or activities, may contact the City of Salem ADA Coordinator, as soon as possible and no less than 2 business days before the meeting, program, or event.*

# **D R A F T**

**Salem Public Schools  
Salem School Committee  
PERSONNEL SUBCOMMITTEE  
OPEN Meeting Minutes  
October 25, 2021**

**Members In Attendance:** Ms. Mary Manning, Dr. Kristin Pangallo, Mr. Manny Cruz (entered at 5:53p)

**Others in Attendance:** Superintendent Stephen Zrike

## **Call of Meeting to Order**

Ms. Manning called the meeting to order at 5:43pm and requested a call of attendance by the SC secretary.

## **Attendance**

The school committee secretary called the attendance.

|              |                          |
|--------------|--------------------------|
| Ms. Manning  | Present                  |
| Dr. Pangallo | Present                  |
| Mr. Cruz     | Absent (enters at 5:53p) |

## **Job Description of Assistant Superintendent**

Dr. Zrike mentions he shared the job description of Assistant Superintendent, Kate Carbone and he wants to revisit the job description and the language surrounding the new job title and description.

Ms. Manning shares the concern is changing the role to Deputy Superintendent versus Assistant. It's a change that isn't very common and the reservation is more so due to the role representing a larger school system similar to that of a place such as Boston. Ms. Manning retracts her opposition to the new title.

Dr. Zrike notes providing this change to the full committee for review at the next regular meeting scheduled for November 1.

Dr. Pangallo adds notes regarding some updates to the job description. She notes the end of the first paragraph (change his/her to their) and verbiage regarding the preschool expansion/preschool program oversight.

Dr. Zrike questions if the contract should also be shared for the public and Ms. Manning suggests she doesn't believe it needs to be shared. It's available if they want to review it, but for the sake of the upcoming meeting, the job title review should be fine. Ms. Manning suggests Dr. Zrike presents the change in title due to internal changes.

## **DRAFT**

### **Discussion of School Committee Secretary Position**

Dr. Zrike begins the discussion regarding the interim plans for the school committee secretary. Dr. Zrike requests what the school committee suggests the plan be to secure a position for the school committee secretary.

Ms. Manning mentions that she enjoys the role of a secretary as it's been available to the committee. She notes that the committee cannot make the decision just yet without seeing how the delineation of duties will play out based on the interim plan.

Dr. Pangallo notes the recognition of the interim plan but wants to keep in mind the extra work being put on the employees who are supporting the committee during this interim period.

Mr. Cruz joins the meeting and echoes Ms. Manning's mention of the SC secretary being the decision of the SC members as well as the concerns brought up by Dr. Pangallo. He notes a responsibility to go back to the rest of the committee as done previously when the secretary position was brought to full-time per the recommendation of the (former) Superintendent. The committee was in agreement that the higher support with enhanced roles for the secretary became helpful versus having the shared support. He mentions some of the aspects of the school committee that he believes a full-time secretary would be beneficial for and notes the process for hiring would need to be presented in a COW if a new secretary position is to be sought.

Ms. Manning notes that she understands the component of the both Mr. Cruz's and Dr. Pangallo; but notes that the committee needs to let the interim plan play out to be able to compare the interim plan to a new hire.

Dr. Pangallo requests if it is possible to receive realistic feedback from the employees who are taking on this interim role. Ms. Manning mimics this as well. Mr. Manning notes having a timeline to reassess this position and identify if it's working and note the need for a more permanent position ahead of the budget season. Dr. Pangallo mentions a sooner check-in timeline

Mr. Cruz requests information regarding the stipend provided to the employees for their work with the committee. He mentions he could provide that information to him after checking in, noting that Jensen receives additional stipends due to work outside of the work day and Mindy's committee work is almost always available during her regular working day but will receive a stipend if work is done outside of the work day.

Mr. Cruz mentions looking at the job description for assurance that the interim plan will cover what is needed. He mentions that the committee never received an overview regarding the exit of the previous SC secretaries. The suggestion for Ms. Manning to meet informally with both previous SC secretaries to get a sense of their exit.

## DRAFT

Mr. Cruz entertains a motion to enter into Executive Session and notes the subcommittee will not be returning to Open Session. Ms. Manning made a motion to move into Executive Session. Dr. Pangallo seconded. A roll call vote was made.

|              |     |
|--------------|-----|
| Dr. Pangallo | Yes |
| Ms. Manning  | Yes |
| Mr. Cruz     | Yes |

Motion carries 3-0

The committee moved to Executive Session at 6:07p.m.

Respectfully submitted by,

*Jensen Frost*

Executive Assistant to the Assistant Superintendent