



# School Committee Meeting Materials

## **Regular School Committee Meeting**

**November 21, 2016**

**7:00pm**



*Mr. James M. Fleming  
Ms. Deborah Amaral  
Ms. Mary A. Manning*



*Mr. Patrick Schultz  
Dr. Brendan R. Walsh  
Ms. Kristine Wilson*

*Mayor Kimberley Driscoll, Chair*

Law, M.G.L. c.30A § 18-25 and City Ordinance Sections 2-2028 through 2-2033.”

## **REVISED AGENDA**

**November 17, 2016**

### **REGULAR SCHOOL COMMITTEE MEETING**

Notice is hereby given that the **Salem School Committee** will hold a **Regular School Committee meeting Monday, November 21, 2016 at 7:00 p.m.** The meeting will be held in the **School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.**

### **AGENDA**

**Monday, November 21, 2016**

- I. Call of Meeting to Order**
- II. Approval of the Agenda**
- III. Approval of Minutes**
  - a. Deliberation and Vote on the minutes of the Regular School Committee Meeting held on November 7, 2016
- IV. Questions and Comments from the Audience**
- V. Action Items**
- VI. Superintendent Report – Margarita Ruiz**
- VII. Presentations and Reports**
  - Student Enrollment Report
  - Staff Hiring Report
- VIII. Finance Report**
  - a. **Approval of Warrants**
    - November 10, 2016 in the amount of \$378,335.43
    - November 17, 2016 in the amount of \$295,492.87
  - b. **Budget Transfer Requests FY17-6**
- IX. Subcommittee Reports**

**Policy Subcommittee**

- a. Deliberation and Vote on the Second Reading of the following policies tabled at the November 7, 2016 meeting.

6406 – Voting Method

6408 – Minutes to School Committee Meetings

- b. Deliberation and Vote on the Third and final Reading of the Recommendation of the Policy Subcommittee on the revisions to the following policies in the 6000-policy series:

6102 Governance

6105 SC Member Ethics

6107 Committee Superintendent Relationship

6202 Policy Dissemination

6203 Policy Formation

6204 Policy Adoption

6302 Officers of the Committee

6401 Notification of School Committee Meetings

6402 Time and Location of School Committee Meetings

6403 Executive Sessions

6405 Meeting Agenda Format

6409 Public Participation at School Committee Meetings

6501 Subcommittees

**Personnel Subcommittee**

- a. Deliberation and Vote on the recommendation of the Personnel Subcommittee to increase the salary of the Superintendent of Schools

**X. School Committee Concerns and Resolutions**

**XI. Questions and Comments from the Audience**

Respectfully submitted by:

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Eileen M. Sacco, Secretary to  
Salem School Committee

Salem School Committee  
Meeting Minutes  
Monday, November 7, 2016

A regular meeting of the Salem School Committee was held on Monday, November 7, 2016 at 7:00 p.m. in the School Committee Chambers at Collins Middle School, 29 Highland Avenue, Salem, MA.

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

**Members Absent:** Patrick Schultz

**Others Present:** Ms. Margarita Ruiz, Superintendent, Kate Carbone, Assistant Superintendent, Margaret Marotta, Assistant Superintendent, Business Manager Kristin Shaver, Chief of Systems Strategies Dr. Jill Conrad, and Chief of Communications Kelley Rice.

**Call to Order**

Dr. Walsh called the Regular Meeting of the Salem School Committee to order at 7:00 p.m.

**Approval of the Agenda**

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

**Approval of Minutes**

Mr. Fleming moved to approve the minutes of the October 24, 2016 Regular School Committee meeting as amended. Ms. Wilson seconded the motion. The motion carried.

**Questions and Comments from the Audience**

There were no questions of comments from the audience.

**Action Items**

- a. Deliberation and Vote on the appointment of Ms. Angelica Alayon as Secretary to the Salem School Committee

Mr. Fleming reported that the Personnel Subcommittee is recommending the appointment of Ms. Angelica Alayon as Secretary to the Salem School Committee.

Mr. Fleming moved approval. Ms. Wilson seconded the motion. The motion carried.

Mayor Driscoll welcomed Ms. Alayon and asked her if she would like to address the School Committee.

Ms. Alayon addressed the School Committee and stated that she is excited about the position and is looking forward to working with the School Committee.

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

Superintendent Margarita Ruiz reported that last week, Police Chief Mary Butler presented Collins Middle School seventh grader Lovena Pauleus with a letter of commendation for her quick action in rescuing a special needs toddler who she discovered wandering on Jackson Street. Lovena's level headed thinking ensured the child's safety. She received her award at a school wide assembly.

Ms. Ruiz reported that work will begin this week to replace the roof and install the solar panels at the Bentley Academy Charter School. She noted that as an additional safety measure, the project manager, KV Associates will be bringing in 4 modular classrooms to create "swing" space so that at no time will the roofers be working above classrooms or spaces where students or teachers are present. She further noted that this is just a precaution for the replacement of the roof. She stated that the modular classrooms will arrive on Wednesday, November 9<sup>th</sup> and are expected to be in place for 8 weeks.

Ms. Ruiz reported that she will be attending the second convening of the six cities participating in the By All Means initiative sponsored by Harvard University. She explained that Salem's Cabinet is focusing on social, emotional development of children and how we can create a systemic way to address needs and provide access to mental health services for all children.

Ms. Ruiz reported that the first city wide conversation on the district's strategic plan will be held on Tuesday, November 29, 2016 at 6:00 p.m. at the Collins Middle School. She states that she expects a lively and thought provoking evening on what skills and attributes Salem's graduates need to be successful in the 21<sup>st</sup> century, global and technology-driven economy.

### **Presentations and Reports**

Assistant Superintendent Margaret Marotta addressed the School Committee and presented an overview of the Pupil Personnel Services Programs in the Salem Public Schools.

### **Finance Report**

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

October 20, 2016 in the amount of \$499,010.48

October 27, 2017 in the amount of \$369,820.43

Mr. Fleming moved to approve the warrants as stated. Dr. Walsh seconded the motion. The motion carried.

**Budget Transfer Request FY17-5**

School Business Administrator, Kristin Shaver. She explained that Salem High School Principal David Angeramo is requesting a budget transfer to Contract Services from Textbooks and Office Supplies to align the funds with the intended purpose. She states that she recommends approval.

<b>From Account</b>	<b>Account Number</b>	<b>Amount</b>
Textbooks	13571021-5511	\$1,050.00
Office Supplies	13571021-5421	\$5,900.00
<b>To Account</b>	<b>Account Number</b>	<b>Amount</b>
Contract Services	13571021-5320	\$6,950.00

Mr. Fleming moved to approve the budget transfer request. Ms. Amaral seconded the motion. The motion was approved (6-0).

Ms. Shaver also reported that the Witchcraft Heights Elementary School Principal Dr. Johanna Evan is requesting a budget transfer to Instructional Supplies from Office Supplies and Textbooks to consolidate remaining funding. She states that she recommends approval.

<b>From Account</b>	<b>Account Number</b>	<b>Amount</b>
Office Supplies	13570821-5421	\$22.81
Textbooks	13570821-5511	\$273.12
<b>To Account</b>	<b>Account Number</b>	<b>Amount</b>
Instructional Supplies	13570821-5514	\$295.93

Mr. Fleming moved to approve the budget transfer request. Ms. Amaral seconded the motion. The motion was approved (6-0).

**Subcommittee Reports**

**Policy Subcommittee**

- a. Deliberation and Vote on the Second Reading of the Recommendation of the Policy Subcommittee on the revisions to the following policies in the 6000 policy series:

Ms. Amaral reported that Dr. Walsh has requested that policies 6406 Voting Method and 6408 Minutes to SC Meetings be tabled for further review.

Dr. Walsh moved to table policies 6406 Voting Method and 6408 Minutes to SC Meetings for further review. Ms. Amaral seconded the motion. The motion carried.

Ms. Amaral moved to approve the second reading of the following policy revision recommended by the Policy Subcommittee. Dr. Walsh seconded the motion. The motion carried.

6102	Governance
6105	SC Member Ethics
6107	Committee Superintendent Relationship
6202	Policy Dissemination
6203	Policy Formation
6204	Policy Adoption
6302	Officers of the Committee
6401	Notification of School Committee Meetings
6402	Time and Location of School Committee Meetings
6403	Executive Sessions
6405	Meeting Agenda Format
6409	Public Participation at School Committee Meetings
6501	Subcommittees

Ms. Amaral moved approval of the first reading of the policies listed. Dr. Walsh seconded the motion. The motion carried.

Ms. Amaral reported that the Policy Subcommittee has completed its review of the 1000 policy series and will be presenting some policies for revision and will be starting the review of the 2000 policy series.

### **Personnel Subcommittee**

Mr. Fleming reported that negotiations are ongoing with the Salem Teachers Union for the Paraprofessionals Contract.

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

#### **Superintendents Goals and Evaluation Process**

Dr. Walsh reported that that the School Committee met in a Committee of the Whole meeting on November 1, 2016 to review the evaluation process for the Superintendent. He also reported that the Superintendent presented her goals for the 2016-17 school year and from the feedback she received from the School Committee she has revised them. He notes that the revised goals have been distributed to the School Committee and recommended that the School Committee vote to approve them.

Mr. Fleming moved to approve the Superintendent's goals for the 2016-17 school year as amended by the Committee of the Whole. Ms. Amaral seconded the motion. The motion carried.



**November 21, 2016 School Committee Meeting Time**

Ms. Manning moved that the School Committee meeting scheduled for Monday, November 21, 2016 be scheduled for 7:00 p.m. Dr. Walsh seconded the motion. The motion carried.

Dr. Walsh announced that the annual Salem Children’s Charity Christmas Party will be held on December 13, 2016 at Victoria Station.

**Questions and Comments from the Audience Regarding the November 7, 2016 Agenda**

Andrea French addressed the School Committee and announced that the Salem SEAPAC will be holding a Technology Workshop on November 14, 2016 at the Bates School in the Library. She invited anyone interested to attend. She notes that the Executive Board of SEAPAC will be meeting at 5:30 and the workshop will be held at 6:30 p.m.

**Adjournment**

There being no further business to come before the School Committee this evening, Mr. Fleming moved **Adjourn to Executive Session** with no plan to return to open session to discuss litigation strategy pursuant to Purpose 3 of the Open Meeting Law with respect to the pending lawsuit, McFarland v. City of Salem/Salem School Committee as a discussion of the matter in open session may have a detrimental effect on the School Committee’s litigation position. Dr. Walsh seconded the motion.

Mayor Driscoll called for a roll call vote as follows:

- Ms. Manning            Yes
- Dr. Walsh                Yes
- Ms. Wilson             Yes
- Ms. Amaral             Yes
- Mr. Fleming             Yes
- Mayor Driscoll        Yes

The meeting adjourned at 8:00 p.m.

Respectfully submitted by:

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Eileen M. Sacco, Secretary  
Salem School Committee

**Meeting Materials and Reports**

School Committee Agenda November 7, 2016

School Committee Minutes October 24, 2016

6000 Policy Revisions Recommended

Pupil Personnel Services Report

Superintendent's Goals

Budget Transfer Requests

**Memo:**

To: Salem School Committee

From: Kristin Shaver

Date: November 21, 2016

Re: FY17 Budget Transfer Request 6

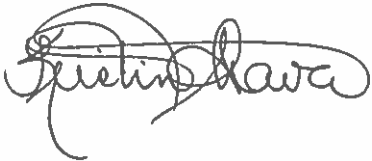
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The transfer request is as follows:

Central Office is requesting a budget transfer to In State Travel in order to align the funds with the intended expense.

<b>Account Description/Use</b>	<b>Account Number</b>	<b>Amount To</b>	<b>Amount From</b>
SRG-Reallocation (Contract Services)	13032041-5780		\$5,000
In State Travel	13570141-5710	\$5,000	

I recommend approval of the transfer.



**SCHOOL COMMITTEE**

**6000**

SCHOOL COMMITTEE OPERATIONS

6100

GOVERNANCE

6102

Members of the committee have legal authority over the schools only when acting as a body legally in session.

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The committee shall not be bound in any way by any statement or action on the part of an individual member, including the chairperson, except when the committee through an adopted policy or by a majority vote of committee membership has delegated this authority to him/her.

Reviewed October 2016 – First Reading October 24, 2016

Second Reading – November 7, 2016

Third Reading – November 21, 2016

**SCHOOL COMMITTEE**

6000

SCHOOL COMMITTEE MEETINGS

6400

MINUTES OF SCHOOL COMMITTEE MEETINGS

6408

In compliance with state law, the School Committee shall create and maintain accurate records setting forth the date, time and place, the members present or absent, a summary of the discussions on each subject, a list of documents and other exhibits used at the meeting, the decisions made and the actions taken at each meeting, including a record of all votes. Minutes shall be made public with reasonable promptness. Votes taken in executive session may remain secret so long as their publication would defeat the lawful purposes of the executive session, but no longer. Refer to Policy #6403.

**Commented [DA1]:** Does the City have a retention policy to archive online minutes and agendas? How does it work and is the District covered?

**Commented [VC2R1]:** Ordinance requires that minutes be accessible for at least 3 years online. State law requires that all meeting minutes be saved permanently (forever). You can petition the state for permission to convert paper records to a digital format.

**Deleted:** and a summary of all matters voted

The minutes shall be filed in the record book maintained as the permanent official record of all committee actions.

**Deleted:** Accordingly, the Salem School Committee shall cause to be recorded all actions of the committee. Such record shall be kept in the School Committee Chambers. This record book shall constitute the permanent official

Minutes shall also be made available online through links from the City’s meeting calendar, no later than 21 calendar days following the meeting, and shall be clearly marked as “draft” until approved.

Anytime corrections are made to committee minutes, the corrected copy shall be included in the next School Committee packet.

**Commented [DA5]:** We presently do not do this. Is this necessary or can any corrections just be posted on line?

**Commented [VC6R5]:** I would think some members would like to know when minutes have been corrected.

TEACHERS’ REPRESENTATIVE

A copy of the minutes of all School Committee meetings shall be given to the official teachers’ representative.

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Legal Reference: 30A:22  
City Ordinance [Code] section 2-2029

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Revised: October 2016 – First Reading October 24, 2016  
Second Reading – November 7, 2016 – tabled 11.7.16

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**SCHOOL COMMITTEE**

**6000**

SCHOOL COMMITTEE OPERATIONS

6100

GOVERNANCE

6102

Members of the committee have legal authority over the schools only when acting as a body legally in session.

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The committee shall not be bound in any way by any statement or action on the part of an individual member, including the chairperson, except when the committee through an adopted policy or by a majority vote of committee membership has delegated this authority to him/her.

Reviewed October 2016 – First Reading October 24, 2016

Second Reading – November 7, 2016

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**SCHOOL COMMITTEE** **6000**

SCHOOL COMMITTEE OPERATIONS 6100

SCHOOL COMMITTEE MEMBER ETHICS 6105  
(Massachusetts Association of School Committees Code of Ethics)

Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration;

Act only on the recommendations of the superintendent in all matters of employment or dismissal of school personnel [with the exception of the superintendent](#);

Give the superintendent full responsibility for discharging his/her professional duties and hold him/her responsible for acceptable results;

Refer all complaints to the administrative staff for solution and discuss them only at committee meetings if such solutions fail.

A school committee member in his/her relations with his/her committee members should:

Recognize that action at official meetings is binding and that he/she alone cannot bind the committee outside of such meetings;

Realize that he/she should not make statements or promises of how he/she will vote on matters that will come before the committee;

Uphold the intent of executive sessions and respect the privileged communication that exists in executive sessions;

Not withhold pertinent information on school matters or personnel problems, either from members of his/her own committee or from members of other committees who may be seeking help and information on school problems.

[Reviewed October 2016 – First Reading October 24, 2016](#)

[Second Reading – November 7, 2016](#)

[Third Reading – November 21, 2016](#)

**SCHOOL COMMITTEE**

**6000**

SCHOOL COMMITTEE OPERATIONS

6100

COMMITTEE/SUPERINTENDENT RELATIONSHIP

6107

Formulation and adoption of policy is a most important function of the School Committee. The execution of the policies is the function of the superintendent. The School Committee delegates, but does not relinquish, certain of its executive powers to the superintendent to manage the schools within the established policies.

The relationship that exists between a School Committee and its superintendent is an intrinsic part of the educational process within a community. Good rapport coupled with an awareness of the distinctive contribution each makes to the system is fundamental to success of the schools. Knowledge of what each can reasonably expect of the other can help substantially in promoting sound working relationships.

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The School Committee shall:

The superintendent shall:

Select the superintendent of schools and support him/her in the discharge of his/her duties.

Be considered the chief executive officer of the school system. All individuals employed by the committee are responsible directly or indirectly to the superintendent of schools.

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Adopt policies for the operation of the schools.

Establish rules and regulations to carry out all policies adopted by the School Committee.

Adopt the annual budget.

Prepare and submit to the committee for consideration the annual budget.

Consider and approve accounts payable.

Have power within the limits of major appropriations approved by the School Committee to approve and direct all purchases and expenditures.

Negotiate and/or establish salary schedules and other personnel policies.

Recommend personnel policies for adoption and be responsible for assignment of all personnel and approve all candidates for employment and approve dismissal of personnel.

Consider and approve the superintendent's goals annually and review progress towards achievement of goals.

Prepare and submit goals annually.



**SCHOOL COMMITTEE**

**6000**

SCHOOL COMMITTEE OPERATIONS

6100

COMMITTEE/SUPERINTENDENT RELATIONSHIP

6107

The School Committee shall:

The superintendent shall:

Require and discuss reports of the superintendent concerning the progress of the schools in terms of achievement of students, teachers, and supervisors.

Formulate and administer means of evaluating staff members and report findings to the committee. Duties and responsibilities may be delegated, but the superintendent has final responsibility for actions of subordinates.

Require and consider reports of business transacted or pending and of the financial status of the school system.

Prepare annual reports on the operation of the school system and such other reports required by the School Committee.

**Deleted:** Prepare monthly reports on status of the budget.

Present to the community in conjunction with the superintendent recommendations for adjustments of the scope of educational activities.

Provide professional leadership for the educational program of the schools. Keep the committee continuously informed on the progress and condition and educational needs of the school system.

Consider recommendations for additional capital outlays and adopt plans for such improvements and suggest the means for financing them.

Develop plans for maintenance, improvement, safety or expansion of buildings and site facilities needed to provide properly for an appropriate educational program.

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Present the needs of the schools before the citizens of the community.

Plan means of keeping the community informed about matters. Serve as the representative of the schools before the public.

Act as a court of appeal for those matters that can be appealed to them under Massachusetts General Law.

Make decisions in line with committee policy. Appeals from such decisions may be heard and decided by the committee.

Adopt a school curriculum and annual school calendar.

Recommend for committee action school curriculum, and annual school calendar.

Adopt all major school textbook programs.

Recommend all major textbook programs to the School Committee for adoption.

[Reviewed October 2016 – First Reading October 24, 2016](#)

[Second Reading – November 7, 2016](#)

[Third Reading – November 21, 2016](#)

**SCHOOL COMMITTEE**

**6000**

SCHOOL COMMITTEE POLICY

6200

POLICY DISSEMINATION

6202

The superintendent is directed to establish and maintain an orderly plan for making pertinent policies of the School Committee known to staff members, students, and others affected by them.

He/she shall arrange to disseminate to staff members all new policies that affect them and their work. He/she shall also provide easy accessibility to an up-to-date policy collection for all employees of the school system and members of the committee.

The committee's policy manual shall be considered a public record and shall be published on line on the district's website and made available for inspection at the office of the superintendent of schools.

Reviewed October 2016 - First Reading October 24, 2016

Second Reading – November 7, 2016

Third Reading -November 21, 2016

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**Commented [DA1]:** Can this be on line?

**Commented [VC2R1]:** Good idea. Also need access for those without internet.

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**Deleted:** shall be provided with a copy of the committee's policy manual and new policies forwarded for inclusion, as they are available.

<b>SCHOOL COMMITTEE</b>	<b>6000</b>
<u>SCHOOL COMMITTEE POLICY</u>	6200
POLICY FORMULATION	6203

The Salem School Committee recognizes that it has the primary responsibility for developing policies applicable to the overall operation and administration of the Salem School System. In the formulation of School Committee policies, the School Committee may consider advice received from various sources, such as the superintendent of schools, teachers and administrators, legal counsel, and citizens. The following procedures shall be followed in the formulation of policies:

**POLICIES INITIATED BY A MEMBER OF THE SCHOOL COMMITTEE:**

All proposals for consideration or revision for policy adoption initiated by a member of the School Committee may be expressed verbally or submitted in writing with a request for consideration and referral to the Policy Subcommittee.

**POLICY INITIATED AT THE REQUEST OF THE SUPERINTENDENT:**

When the Superintendent has identified either the need for clarification of an existing policy or the formulation of a new policy, he or she shall bring it to the School Committee for referral to the Policy Subcommittee ~~and~~ other appropriate subcommittee.

**POLICY ENACTMENT AND IMPLEMENTATION**

A policy proposal or change shall be brought to the ~~full~~ full School Committee by the Policy Subcommittee **at** the next regularly scheduled School Committee meeting.

Existing policies under review only require one reading. If an existing policy needs revision, then three readings will be required.

Each new policy shall undergo three (3) readings by the School Committee before taking effect.

Implementation of new or revised policies will be on the date of approval unless otherwise specified by the School Committee or the Superintendent.

Approved: June 7, 2010

Reviewed October 2016 – First Reading October 23, 2016  
Second Reading – November 7, 2016  
Third Reading – November 21, 2016

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**Deleted:** All Department Heads shall bring requests regarding changes in Policy to the Superintendent for his or her presentation to the School Committee, which will refer said proposal to the appropriate Subcommittee

<b>SC SCHOOL COMMITTEE</b>	<b>6000</b>
<u>SCHOOL COMMITTEE POLICY</u>	6200
POLICY ADOPTION	6204

Adoption of new policies or changing existing policies is solely the responsibility of the [school](#) committee.

First Reading – October 24, 2016

Second Reading – November 7, 2016

Third Reading = November 21, 2016

**SCHOOL COMMITTEE**

6000

SCHOOL COMMITTEE ORGANIZATION

6300

OFFICERS OF THE COMMITTEE

6302

Chair of the School Committee

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Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;

Explain what the effect of a motion would be if it is not clear to every member;

Restrict discussion to the question when a motion is before the committee;

Answer all parliamentary inquiries, referring questions of legality to the city counsel;

Put motions to a vote, stating definitely and clearly the vote and result thereof;

The chairperson shall have the right, as other committee members have, to offer resolutions, discuss questions, and to vote.

**Vice-Chair of the School Committee:**

The vice-chair shall be elected by a majority vote of the members present and voting through roll call at the annual organizational meeting of the committee. In the absence of the mayor, the vice-chair will assume the duties described above. The vice-chair may serve on three sub-committees and serves as chair of one of these. The vice-chair facilitates the annual evaluation of the superintendent according to the Massachusetts Educator policies and timelines.

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**Secretary:**

Massachusetts General Laws Chapter 71, Section 36 makes the following provisions regarding the secretary to the School Committee:

The School Committee shall appoint a secretary who shall keep a permanent record book, in which all its votes, order and proceedings shall be recorded;

The secretary shall be hired by the School Committee, following a posting and interviewing process.

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**Approved: 03/21/2011**

Revised: October 2016 – First Reading October 24, 2016

Second Reading – November 7, 2016

Third Reading – November 21, 2016

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**SCHOOL COMMITTEE**

6000

SCHOOL COMMITTEE MEETINGS

6400

NOTIFICATION OF SCHOOL COMMITTEE MEETINGS

6401

**Commented [DA1]:** Please review to ensure this meets the City's standard.

State law provides that:

Except in an emergency, in addition to any notice otherwise required by law, the committee shall post notice of every meeting at least 48 hours prior to such meeting, excluding Saturdays, Sundays and legal holidays. In an emergency, the committee shall post notice as soon as reasonably possible prior to such meeting. Notice shall be printed in a legible, easily understandable format and shall contain the date, time and place of such meeting and a listing of topics that the chair reasonably anticipates will be discussed at the meeting. Emergency is defined for purposes of this section as "a sudden, generally unexpected occurrence or set of circumstances demanding immediate action."

**Deleted:** Except in an emergency, a notice of each committee meeting shall be filed with the

**Deleted:** clerk of the municipality in which the committee acts, and the notice or a copy thereof shall, at least 48 hours, including Saturdays but not Sundays and legal holidays, prior to such meeting, be publicly posted in the office of such clerk or on the principal official bulletin board of such municipality. For the purposes of this section, "emergency" shall mean a situation where immediate, undelayed action is deemed by the committee to be imperative.

Notice shall be filed with the municipal clerk and posted in a manner conspicuously visible to the public at all hours in or on the municipal building in which the clerk's office is located.

City ordinance provides that:

**Commented [VC3]:** Taken from the 2-2028 through 2-2033 of the Ordinances.

No action may be taken at any meeting unless notice of the meeting and the action to be taken has been published on the online meeting calendar on the city's website. Except in the event of an emergency as defined under the Open Meeting Law, the full meaningful agenda or subject matter of every open meeting . . . . shall be added and/or linked to the meeting calendar and viewable by the public at least 48 hours prior to the start of the meeting. Saturdays, Sundays and legal holidays shall not be included in the calculation of time under this article. In the event of an emergency, the agenda for such emergency meeting shall be added to the meeting calendar as soon as practicable.

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Agendas published in other areas of the website shall be considered "added to" or "published on" the meeting calendar if the agenda is accessible to the public through a website link on the meeting calendar.

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All meeting agendas shall be maintained on the city website and available to the public through the meeting calendar for at least three years after the meeting.

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Each board, commission or committee shall ensure that all notices and agendas for regular and special meetings shall include the following notice: "Know Your Rights Under the Open Meeting Law, M.G.L.A. c.30A, §§18-25, and City Ordinance [Code] sections 2-2028 through 2-2033."

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Legal Reference: [MGL 30A:18-25](#)  
City Ordinance [Code] sections 2-2028 through 2-2033

**Deleted:** MGL 39:23B

[First Reading – October 21, 2016](#)  
[Second Reading – November 7, 2016](#)  
[Third Reading – November 21, 2016](#)

**SCHOOL COMMITTEE 6000**

SCHOOL COMMITTEE MEETINGS 6400

TIME AND LOCATION OF SCHOOL COMMITTEE MEETINGS 6402

The School Committee shall meet at the Collins Middle School in School Committee Chambers unless otherwise voted by a majority of the committee.

The School Committee regularly shall convene on the first and third Monday of the month at 7:00 p.m. during the academic year.

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During the months of July and August the Committee shall hold its regular meetings on the third Monday of the month at 7:00 p.m.

In August the Committee will meet on the third or fourth Monday, but no earlier than two weeks before the Monday preceding the first day of school.

Deleted: that

Additional meetings and date or time changes may occur as circumstances warrant by a vote of the majority of the School Committee.

All meetings and subcommittee meetings will be publicly posted in advance, as required by law.

Approved: June 7, 2010

Revised October 24, 2016 – First Reading October 24, 2016

Second Reading – November 7, 2016

Third Reading – November 21, 2016



**SCHOOL COMMITTEE**

**6000**

SCHOOL COMMITTEE MEETINGS

6400

REGULAR, SPECIAL AND EXECUTIVE SESSIONS

6403

All regular and special meetings of the School Committee shall be open meetings unless the committee votes to go into executive session.

**Commented [DA1]:** Does this meet the scope of the reasons for executive sessions? Does the release of minutes meet the standard?

**Commented [VC2R1]:** It is consistent with the Law – leaves out a couple of exceptions that would not apply to the SC

EXECUTIVE SESSION

All School Committee meetings must first commence in open meeting. The School Committee may move into executive session by the presiding officer first stating the purpose of the executive session, declaring whether it will return to open session and taking a roll call vote. Under the Open Meeting Law, purposes for which executive session is permissible include:

- Discussion of personnel matters involving reputations and discipline;
- Hearing of grievances;
- Collective bargaining sessions;
- Strategy for contract negotiations;
- Matters of possible or pending legal action;
- Matters of security;
- Consideration of real estate issues;
- Compliance with grant requirements;
- Preliminary screening of candidates for employment;
- Confer with a mediator.

**Deleted:** .

The School Committee secretary will keep accurate records of the proceedings conducted in executive session. Minutes will include the date, time and place of the meeting, those present or absent, a general description of the nature of the meeting, that discussion was held, following which, if a motion was made and seconded, the results of the roll call vote(s.) Minutes may remain confidential only so long as their publication would defeat the purpose of the session. After an executive session and after the vote, the committee will make a determination as to whether the minutes are to go into a confidential file.

The School Committee will review executive session minutes on a regular basis and release them as appropriate.

At the first executive session of each half year (first after January 1 and first after July 1), the committee or subcommittee shall review all minutes of its executive sessions that have been approved but not yet released, and determine whether such minutes or portions of minutes should be released.

**Commented [VC3]:** Any reasonable schedule (such as this one) for doing this is fine – but needs to be done regularly. Not entirely sure how the City does it – will try and find out. The Council does not go into executive session as often as the SC does as they do not negotiate any union contracts. If someone asks for unreleased executive session minutes, there is an obligation to review the minutes within 30 days or the next meeting, whichever comes first.

Legal Reference: MGL 30A:21, MGL 30A:22

Revised: October 2016 – First Reading October 24, 2016  
Second Reading – November 7, 2016  
Third Reading – November 21, 2016

**Deleted:** MGL 39:23A and 23B

**SCHOOL COMMITTEE**

**6000**

SCHOOL COMMITTEE MEETINGS

6400

REGULAR, SPECIAL AND EXECUTIVE SESSIONS

6403

All regular and special meetings of the School Committee shall be open meetings unless the committee votes to go into executive session.

**Commented [DA1]:** Does this meet the scope of the reasons for executive sessions? Does the release of minutes meet the standard?

**Commented [VC2R1]:** It is consistent with the Law – leaves out a couple of exceptions that would not apply to the SC

EXECUTIVE SESSION

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Revised: October 2016 – First Reading October 24, 2016  
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**Deleted:** MGL 39:23A and 23B

**SCHOOL COMMITTEE**

**6000**

SCHOOL COMMITTEE MEETINGS

6400

AGENDA FORMAT

6405

The superintendent, in cooperation with the School Committee chair and/or vice-chair, shall prepare all agenda for meetings of the committee.

Any committee member, staff member of the system or citizen may suggest items of business. The inclusion of such items shall be at the discretion of the superintendent and committee chair and/or vice-chair.

The committee shall follow the order of business set by the agenda unless the order is altered by a majority vote of the members present.

The agenda shall be published on the City's online meeting calendar at least 48 hours in advance of the meeting. The agenda, together with supporting materials, will generally be distributed to committee members and the teachers' union representative at least 48 hours in advance of the meeting, to give members time to carefully consider items of business.

The agenda shall be made available to the press and to others.

Legal Reference:

City Ordinance [Code] section 2-2028

Revised: October 2016 – First Reading October 24, 2016

Second Reading – November 7, 2016

Third Reading – November 21, 2016

**Deleted:** Items of business not on the agenda may be discussed and acted upon if a majority of the committee agrees to consider them.

**Deleted:** .

**Deleted:** TEACHERS' UNION REPRESENTATIVE¶  
¶ A copy of the public agenda of all School Committee meetings shall be made available to the official teachers' representative to the committee meeting at least 24 hours prior to the meeting. An effort will be made to advise the teachers' representative as soon as possible of all special meetings of the School Committee.

**SCHOOL COMMITTEE**

6000

SCHOOL COMMITTEE MEETINGS

6400

PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS/PUBLIC HEARINGS

6409

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It is the policy of the School Committee that the agenda shall include a provision for community and staff to address the School Committee on topics or issues that would be reflective of the public interest, but for a period of no longer than a 5 minute duration.

State law provides that all committee meetings shall be open to the public and to the press unless the committee shall vote to go into executive session. Further:

No person shall address a public meeting of a public body without permission of the chair, and all persons shall, at the request of the chair, be silent. No person shall disrupt the proceedings of a meeting of a public body. If, after clear warning from the chair, a person continues to disrupt the proceedings, the chair may order the person to withdraw from the meeting and if the person does not withdraw, the chair may authorize a constable or other officer to remove the person from the meeting.

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Deleted: If a person persists in disorderly behavior after warning from the presiding officer, the officer may order him/her to withdraw from the meeting. If he/she does not withdraw, the officer may order

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Deleted: person to remove him/her and confine him/her in some convenient place until the meeting is adjourned.

Deleted: MGL 39:23C

Legal Reference: 30A:20(g)

Revised: October 2016 – First Reading October 24, 2016  
Second Reading – November 7, 2016  
Third Reading – November 21, 2016

**SCHOOL COMMITTEE** **6000**

SCHOOL COMMITTEE ADVISORY COMMITTEES 6500

SUBCOMMITTEES 6501

The School Committee handles some of its work during subcommittee sessions that are posted meetings open to the public. The mayor appoints three School Committee members to each subcommittee and designates the chairperson. The School Committee vice-chair may serve ex officio on all committees but does not vote. The chair of the subcommittee reports any recommendations voted by the majority of the subcommittee to the full School Committee for further consideration and enactment at the next meeting. The subcommittees include:

- Buildings and Grounds
- Curriculum
- Finance
- Personnel
- Policy

Approved: 6/14/07

Revised: October 2016 – First Reading October 24, 2016  
Second Reading – November 7, 2016

Debbie Amaral 9/15/2016 4:44 PM  
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