

Salem Public Schools – Salem School Committee
POLICY SUBCOMMITTEE
Meeting Minutes
March 3, 2023

On March 3, 2023 the Policy Subcommittee held its regular meeting in person at 29 Highland Ave., Rm. 227, Salem, MA.

Members In Attendance: Ms. Beth Anne Cornell, Ms. Mary Manning, Mr. Manny Cruz

Others in Attendance: Dr. Stephen Zrike, Ms. Jill Conrad, Dr. Kristin Pangallo (arrived at 11:20am virtually)

Call of Meeting to Order

Ms. Cornell called the meeting to order at 11:14am.

Mr. Cruz	Present
Ms. Manning	Present
Ms. Cornell	Present

POLICY SUBCOMMITTEE MEETING CO-POSTED WITH PERSONNEL SUBCOMMITTEE

Discuss proposed edits and changes to Policy 4103 - Staff Health and Safety

Ms. Conrad notes the language in policy 4103 should be considered to be changed. This policy addresses the health and safety of staff members. It has been a long standing requirement to provide human resources with a doctor's letter before the date of employment. One of the challenges we can run into is the timely manner. Also, some insurances may not cover this letter as well. The human resources department often wonders what is the purpose and value of this doctor's letter.

Ms. Conrad notes moving forward, perhaps the Superintendent can request this doctor's letter if they are concerned with an employee's health. Ms. Conrad as well as the policy and personnel subcommittee members reviews the proposed changes to this policy:

Current Policy 4103

The current [SC Policy 4103](#) was last updated in December 2018. This policy requires all employees to submit a "statement of good health...from a primary health care provider" within 90 days of hire. Over the past several years, the Office of Human Resources has experienced numerous challenges ensuring compliance with this requirement, including:

- Many employees primary care doctors are unwilling to provide such a letter "on demand" and only do so following an annual physical
- The timing of an annual physical does not always align with the timeline of a person starting a new job (or the 90 days)
- Scheduling an additional doctor's appointment to obtain the letter is an expense to employees

As a result, many employees do not comply with this requirement. As HR staff reviews and weighs the importance of this particular requirement against other requirements, the value and purpose of this requirement is not clear, unless a particular position includes physical demands.

Proposed Revisions

We propose revisions to the current policy to remove this requirement and ask that the School Committee consider the MA Association of School Committee policy on this topic. [Policy GBGB](#) of the [MASC Policy Reference Manual](#) does not require every employee to submit such a letter, but does give the Superintendent the authority to require it in cases where the employee's health may pose a specific concern.

Ms. Cornell notes the language seems problematic and suggests needing a legal reference to revise.

Mr. Cruz notes the Personnel subcommittee should rework certain sections in policy 4103 and agrees with Ms. Cornell that we do need legal reference to revise as well.

Dr. Pangallo asks what the role of personnel is here; this is mostly a policy matter.

Mr. Cruz notes the reason Dr. Pangallo was to attend this meeting for the Personnel members to brief this policy for the policy subcommittee so the role of the Personnel subcommittee has been concluded in this matter. Mr. Cruz only asks that the final decision in regards to this policy is then reported back to the Personnel subcommittee.

Dr. Pangallo notes the legal backup is a great plan.

Approval of minutes of Policy Subcommittee meeting held on February 17, 2023 and February 27, 2023

Ms. Cornell makes a motion to approve the past two meeting minutes from 2/17/23 and 2/27/23. Mr. Cruz made a motion and Ms. Manning seconded.

Ms. Manning Yes
Mr. Cruz Yes
Ms. Cornell Yes
Motion carries 3-0

Review date change for Policy 5103 - Controlled Choice Student Assignment Policy

Ms. Cornell notes some language changes to this policy. Ms. Cornell notes to table this policy until we further discuss with Kate Carbone. There is not an immediate urgency with this policy.

Continue review of 1000 series - Community Relations

Ms. Cornell begins review with **Policy 1700** - School Parents Association. Ms. Cornell notes no substantial changes to Policy 1700. Mr. Cruz makes a motion and Ms. Manning seconded.

Ms. Manning Yes
Mr. Cruz Yes
Ms. Cornell Yes
Motion carries 3-0

Ms. Cornell begins review with **Policy 1701** - Parent Involvement Policy. Ms. Cornell notes this is more of a statement than a policy. Ms. Cornell notes this policy should be voted for deletion. Mr. Cruz makes a motion and Ms. Manning seconded.

Ms.Manning Yes
Mr. Cruz Yes
Ms. Cornell Yes
Motion carries 3-0

Ms. Cornell notes at the next scheduled Policy subcommittee meeting held in April, we will have to discuss the policy discussion schedule as well as review of **Policy 5103**.

Mr. Cruz motions to adjourn. Ms. Cornell seconded.

Ms.Manning Yes
Mr. Cruz Yes
Ms. Cornell Yes

The meeting adjourns at 12:12pm.

Respectfully submitted by,

Krista Perry

Executive Assistant to the School Committee & Superintendent