

Salem Public Schools – Salem School Committee
POLICY SUBCOMMITTEE
Meeting Minutes
November 17, 2023

On November 17, 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 and Ms. Mary Manning

Others in attendance: Superintendent Dr. Stephen Zrike, Ms. Elizabeth Pauley, Mr. Irvett Perrin, and Ms. Vanessa Fagundes

Call of Meeting to Order

Ms. Cornell called the meeting to order at 9:05am.

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

Agenda items to be discussed:

- a. Approval of the Policy Subcommittee meeting minutes held on October 20, 2023 - (to be approved at December Policy meeting)
- b. Discuss the MFSAB Policy
- c. Discuss Unpaid Meals Policy
- d. Discuss Multi-Function School Activity Bus Policy
- e. Review policies in the 2000s: Administration

Discuss Unpaid Meals Policy:

Mr. Perrin notes we are currently over the budget for Food and Nutrition. In the review, a la carte or catering, the food cost and revenue is not meeting the guidelines. Currently we are 4% below the guidelines. The state has one meal for one child and this is called a reimbursement meal. Non reimbursement items would be catering: when food is provided to the School Committee. Adult meals are unreimbursed foods. If we get reimbursed \$4 for every dollar we spend. If the charge for catering is less than \$4 then it is our responsibility to come up with the difference. Mr. Perrin notes on average it is estimated that twenty students or more receive a second meal at the high school.

Dr. Zrike asks if the funding for the second meal is coming out of the general fund?

Ms. Pauley responds noting we put \$10k in the operating budget from the general fund.

Mr. Perrin states the state has an issue with our school district spending our own funding on second meals for students. If we are giving more than one meal the state wants to know how the school is paying for it. That state reviews the reimbursement compared to catering fees.

Ms. Cornell notes her suggestion is to remove the numbers from the policy and place the rate in the policy. From a financial perspective, why can't we start this new policy immediately. If you would like your child to get additional food, you can place money into the students account and if you cannot do so, they will still get their second meal.

Mr. Perrin notes there is a system in place along with DESE. There are students who qualify for free. This can be based off of this as well. However, do we not create this divide/separation?

Ms. Pauley notes in practice some students pay and some students do not. Everyone gets a second lunch. How to not make this obvious to the children and how to best advertise and best communicate to all staff. Ms. Pauley notes if a student needs a second meal will the City of Salem reimburse the Food & Nutrition services for this second meal.

Ms. Manning asks how to avoid being charged for adding money onto a student's lunch card. Ms. Manning notes to have Mr. Perrin revisit this policy and we will further discuss at a future Policy subcommittee meeting.

Mr. Perrin will plan to reach out to the software company to try and prevent parents from being charged \$2.50 when they need to add money to their childrens cards used to pay for school meals.

Discuss Multi-Function School Activity Bus Policy

Ms. Vanessa Fagundes notes staff need to get their 70 license to operate this bus. We currently have two of these vehicles. There is a new class vehicle which is a 14 seat passenger. This cannot be used on a schedule. There are no regulations on who is qualified to operate this vehicle.

Ms. Fagundes notes the district has one of these multi functional vehicles so far and makes notes it is currently booked everyday. There are currently no regulations or policies at this time on who is able to drive this vehicle. At this time, we do ask for a driving record but it puts the transportation department in an uncomfortable situation deciding who can drive this vehicle based on their driving record.

Ms. Fagundes notes that most staff are stating his particular vehicle is much more difficult to drive compared to the other buses. At this point in time, there needs to be driving guidelines in place.

Dr. Zrike makes a note that he would want more of these multi functional vehicles as they opt for much more flexibility.

Ms. Manning notes it seems there should be a one time driving test for this vehicle or a training.

Ms. Fagundes asks if the district should follow the same CORI requirements and no DUI's within the last ten years.

Ms. Manning notes there should be some guidance provided from the Salem Police Department regarding who is able to operate these vehicles based off of their CORI check and driving record.

Ms. Cornell requests to invite Lt David Tucker to the December Policy meeting for his feedback on this subject matter.

Ms. Cornell confirms with Ms. Fagundes if a person applying to drive this particular vehicle is 70 years of age or older, then they are required to have one physical examination performed.

Ms. Fagundes notes we would need more clarity on speeding and accident records from the Salem Police Department.

Ms. Cornell reviews Policy 2102 - Organization. This policy will have to be reviewed more at a future meeting. Policy 2103 - Qualifications, Duties, and Responsibilities is reviewed as well. Ms. Cornell will be taking a further look at Policy 2102 and Policy 2103 language at this time.

Dr. Zrike makes a note that the meeting agendas are technically created by the subcommittee chairs.

Ms. Cornell plans to ask the Salem Police Department for suggestions and give guidance on accidents and speeding.

Ms. Cornell motions to adjourn. Ms. Manning seconded the motion.

Ms.Manning	Yes
------------	-----

Ms. Cornell	Yes
-------------	-----

Motion carries	2-0
----------------	-----

The meeting adjourns at 10:35AM.

Respectfully submitted by,

Krista Perry

Executive Assistant to the School Committee & Superintendent