

**Salem Public Schools – Salem School Committee**  
**POLICY SUBCOMMITTEE**  
**Meeting Minutes**  
**July 15, 2022**

On July 15, 2022 the Policy Subcommittee held its regular meeting in a hybrid model, in-person at 29 Highland Avenue in the School Committee Chamber and via the Zoom Platform.

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

**Others In Attendance:** Dr. Stephen Zrike, Irv Perrin, Elizabeth Pauley

**Call of Meeting to Order**

The meeting is called to order at 8:45am and Ms. Cornell takes attendance and recognizes the additional members at the table including Mr. Perrin and Ms. Pauley

Mr. Cruz	Present (virtually)
Ms. Manning	Present
Ms. Cornell	Present

**Approval of minutes of Policy Subcommittee meeting held 4/12/22, 4/25/22, 5/24/22, 6/20/22**

Minutes are not reviewed and approved during the meeting.

**Continued Review and Discussion of 1000s Policies - Community Relations**

**Discussion of Policy 1203 - Use of Community Kitchens**

Dr. Zrike provides context to Mr. Perrin being in attendance as this policy was reviewed but for second opinion, he invited Mr. Perrin to review the policy which he's since marked up and will discuss today. He notes requirements from the food code that would be required to be followed for use of kitchens. Specifically noting a certified cook be present at all times during the time the kitchen is being used. Dr. Zrike notes this would be at cost. Ms. Manning asks if everyone is certified how the schedule is handled to rotate the offering of overtime. Mr. Perrin notes whoever is assigned to the building as the head cook is offered the opportunity to work the event and if not available, the offer is given to the assistant. Ms. Manning asks why the head cook is the only one provided the opportunity. Mr. Perrin notes the head cook is stronger and comfortable in dealing with any situation, and he continues to grow the assistant cooks to develop them to that level of comfort. Ms. Manning notes the process as it pertains to union rules. Dr. Zrike mentions to Mr. Perrin to outline the process in which kitchen staff can identify these opportunities and how the roles are chosen for these opportunities. Mr. Cruz mentions the kitchen staff being in the same bargaining unit and the process for selection may need to be laid out based on various criteria. Ms. Cornell notes this issue isn't necessarily a subcommittee issue but an issue for the union itself to raise. Mr. Perrin recognizes past practices have included the head cooks being given the opportunity for overtime when it comes to events in school kitchens. Ms. Manning notes past practice has favored specific cooks and that she and Food Service employees are sensitive to that. Dr. Zrike circles back to the language and process noting managerial level staff and being comfortable with the process that Mr. Perrin is now following, works as he continues to develop the team.

Ms. Manning asks if Mr. Perrin wants the responsibilities of these kitchen staff to be outlined to a detailed degree written in the policy. Dr. Zrike mentions that as a public-facing document, noting every last responsibility leaves room for comment and Ms. Cornell recognizes listing each individual responsibility leaves room for public challenge.

Mr. Perrin notes the concern of groups bringing unknown products into the kitchens and to limit the access of cross-contamination. He continues to discuss compensation and mentions matching the language in the contract which states

if staff are called to work after their scheduled hours the staff is subject to time and a half pay, and not to be paid less than three hours. Ms. Cornell asks about the logistics around adding contract language into a sitting document that won't be reviewed for a number of years once passed. Mr. Cruz mentions this would be a flag as well and would recommend not including the language in the policy but to ensure the contract states the compensation as mentioned.

Dr. Zrike asks how the requests are made for use of kitchens and if this is something approved by Mr. Alepakis. Mr. Perrin mentions he hasn't had many requests but he believes they are usually given to the principal and the school principal connects with Mr. Perrin. Dr. Zrike mentions the process should be similar to rental of facilities as the kitchen is a part of the facilities.

Ms. Manning mentions removing the final piece and mentions that when a group is looking to rent the cafeteria they will check off cafeteria rental costs on the rental form. Ms. Cornell suggests including language around cost for rental in the first paragraph, and Mr. Cruz mentions making reference to the facilities rental document as a next step in the rental and usage process.

Ms. Cornell mentions she will clean-up the policy accepting all of Mr. Perrin's suggestions except the contractual language and to include some of the other discussed language. The policy will be reviewed at the next subcommittee meeting. Mr. Cruz mentions that while this policy sits in the subcommittee, it will not limit Mr. Perrin's ability to move forward in following practice as it pertains to his suggestions and this policy as it's been raised to the committee for review.

#### **Discussion of 1303 Public Solicitation**

Dr. Zrike mentions Ms. Cornell suggested he review the policy and provide insight. Dr. Zrike mentions the issue is surrounded by fundraising in the district. Dr. Zrike mentions the consultants working with the business office could help establish a process for this. He notes many districts are having concerns and issues when it comes to fundraising and Mr. Cruz asks if the concern is funding, controls, etc. and Dr. Zrike confirms but also the issue surrounding boosters. He notes the only boosters that have significance are the music boosters. Dr. Zrike agrees with Ms. Cornell that an audit needs to take place to manage and monitor the fundraising being done.

Ms. Cornell references the working document for Policy 1303 and notes situations are happening and the process is vague. Dr. Zrike notes having a standard-operating procedure. He mentions the subcommittee will need to handle the language part but it's the district's job to determine the process to follow. Mr. Cruz notes there isn't really a mention of the Superintendent approval for situations that are reviewed by principals at the district level. Mr. Cruz notes a procedure in which a process is followed to ensure there is a legal process. Ms. Cornell notes she doesn't feel like reviewing this policy without a procedure in place will result in meaningful work. Mr. Cruz notes that sounds right at this time and brings up suggestions for Dr. Zrike to consider as the district builds a process.

Discussion surrounding the scholarships as it pertains to Policy 6502 is had and Dr. Zrike confirms he will put this on the agenda for the August SC Meeting. Discussion around scheduling a COW is hard to discuss the process in further detail and develop an application as a full committee.

#### **Discussion of 1304 Solicitation of Students**

Ms. Cornell asks about the review Policy 1304 and questions if this has been added to the agenda and suspects there were no substantive changes. She shares them to be reviewed by the subcommittee and mentions this should be tabled as it connects to Policy 1303.

### **Discussion of 1301 Gifts and Contributions to Schools**

Ms. Cornell shared the policy for Ms. Manning and Mr. Cruz to review noting that she read the policy and didn't find it needed substantial changes. Mr. Cruz suggests checking on the legal references based on the last time this policy was reviewed. The policy is not moved to the full committee and will be revisited after legal review. Once a legal review is made it will go to full committee with no substantial changes.

### **Discussion of 1401 Relations with Police Department**

Ms. Cornell notes she made suggestions to the policy to be reviewed by subcommittee members ahead of today's meeting. She mentions she didn't like the language surrounding police being in schools to police students versus support students. Ms. Manning notes that the SROs are there for that purpose to some degree. Mr. Cruz recognizes some of the language is from a different era when it comes to policing in schools. He mentions removing the language surrounding prohibited substances and weapons as that is general state law and doesn't need to be spelled out in this policy. He mentions language in paragraph one and paragraph four should be revised with inclusion of referencing the current MOU when it comes to district and police relations. Discussion surrounding the edits to language around school safety is had with the move to strike certain language and include other language as necessary. Ms. Cornell mentions she would like the policy to recognize that the police relations are to work with and support the schools versus police the schools. Verbal suggestions are discussed between subcommittee members and Ms. Cornell makes the suggested edits in the document. Discussion about changing the header of the policy is had along with continued discussion about language as it pertains to the MOU. There is no movement on the policy at the end of the discussion.

Mr. Cruz suggests adjourning. Ms. Cornell seconded. Ms. Cornell notes everyone in favor. Meeting was adjourned at 10:24 am.

Respectfully submitted by,

*Jensen Frost*

Executive Assistant to the Deputy Superintendent