

***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”

POSTED: August 16, 2022

POLICY SUBCOMMITTEE MEETING

Notice is hereby given that the Salem School Committee Policy Subcommittee will hold a **Policy Subcommittee meeting on August 18, 2022 at 11:00 a.m.** to discuss the topics below. The meeting will be held in room 227 at 29 Highland Ave., Salem, MA

AGENDA

- a. Call to order
- b. Approval of minutes of Policy Subcommittee meetings held 4.12.22, 4.25.22, 5.24.22, 6.20.22, and 7.15.22
- c. Continue review of 1000 series - Community Relations

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
POLICY SUBCOMMITTEE
Meeting Minutes
April 12, 2022

On April 12, 2022 the Policy Subcommittee held its regular meeting using the Zoom on-line meeting platform.

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

Others In Attendance: Dr. Stephen Zrike, Ms. Vanessa Fagundes

Call of Meeting to Order

The meeting begins at 5:00pm when Ms. Cornell shares her screen and begins the explanation of the changes made. Mr. Cruz enters at 5:01pm. Ms. Cornell calls the roll.

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

Approval of Minutes

Ms. Cornell requests a motion to approve the meeting minutes from March 29, 2022 and April 1, 2022. Ms. Manning made a motion and Mr. Cruz seconded. A roll call vote was taken.

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

Student Advisory Committee

Ms. Cornell reviews the latest surrounding the policy going to the COW on May 16, 2022 and she requests a motion to refer the Student Advisory Committee Policy for first reading. Mr. Cruz makes the motion, Ms. Manning seconded. A roll call vote is taken.

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

Update on Community Discussion of Policy 3601 Student Transportation Services

Mr. Cruz flags exposure to liability as identifying areas of “unsafe zones,” and there hasn’t been legal advice from the city solicitor or school committee council. The concern is noting an area as an unsafe zone and opening up exposure to liability if something happens to students within the space labeled as unsafe zone. Ms. Cornell notes a different school district noting “safe zones,” so there is a bit of a flip in the terminology. Ms. Manning notes raising the terminology with her original concern but agrees legal review would be helpful.

Mr. Cruz notes raising this concern to the Mayor as it will require legal review and ensuring that legal assessing the policy as quickly as possible. Dr. Zrike mentions raising this to the Mayor right away.

Ms. Cornell asks Ms. Fagundes to pull up the slides with updated data. The slides note data surrounding non-mandatory riders and break down numbers specific by mileage. Discussion surrounding student enrollment at schools in the district and the mileage perimeters specifically from the North Salem/North Street area of the city. Ms. Cornell notes she, Dr. Pangallo, and Dr. Zrike walked routes from North Salem to distinguish routing. Ms. Cornell shares Google Maps to discuss the route in concern regarding traffic light issues and lack of crosswalks.

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Ms. Cornell notes many of her recent phone calls were from families of North Salem and the concern of the tiered process where the bucket they fall into is “unsafe zones.” She also adds a note about the Salem Academy Charter students walking which would be in the dark in the winter months. Mr. Cruz notes informing the ED of SAC on this update.

Ms. Fagundes notes Mason Street as an alternate route that doesn’t change mileage. Discussion of walking Mason Street is had between Ms. Cornell, Ms. Manning, and Ms. Fagundes. Dr. Zrike notes remaining consistent with the language as any family can raise their child’s route is a concern. He recommends opening the Grade 6-12 level to one mile and changing the language of “unsafe zone” should be done. He doesn’t believe there is any issue within one mile of any school to be a concern.

Discussion surrounding “tiebreakers” for the tiered system is had and the consensus is to determine by grade level. Conversation around realigning grade bands is had to include 6th grade in the 3-5 band. Suggestions about opening grade level bands, conducting a lottery, and consideration for needing more bussing are given and discussion between subcommittee members occurs.

Planning for the next meeting is had to present changes to language ahead of sending the policy to the full committee and being able to explain the changes to the full committee. Ms. Cornell is going to make a motion at the full meeting on April 25th to extend the readings to the meeting following. Ms. Cornell suggests having time to review the language and scheduling a quick meeting ahead of the school committee meeting on April 25th at 4:30pm to catch up on changes. Dr. Zrike notes reaching out for guidance on language about zones.

Mr. Cruz left the meeting at 5:39pm.

Ms. Cornell requests a motion to adjourn. Ms. Manning makes the motion. Ms. Cornell seconded.

Ms. Manning Yes

Ms. Cornell Yes

Motion carries 3-0 – The meeting adjourns at 6:19pm

Respectfully submitted by,

Jensen Frost

Executive Assistant to the Deputy Superintendent

D R A F T
Salem Public Schools – Salem School Committee
POLICY SUBCOMMITTEE
Meeting Minutes
April 25, 2022

On April 25, 2022 the Policy Subcommittee held its regular meeting.

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

Others In Attendance: Dr. Stephen Zrike

Call of Meeting to Order

Ms. Cornell calls the meeting to order at 4:34pm and calls the roll for attendance.

Mr. Cruz Present

Ms. Manning Present

Ms. Cornell Present

Discussion of Policy 3601 Student Transportation Services

Ms. Cornell shares her screen to show some edits made between her and Dr. Zrike regarding the proposed language of Policy 3601 to be presented to the full committee at the regular meeting following this subcommittee meeting.

Adjustments included: 6th graders to be prioritized when families seek exemption or in the event of a tie. Ms.

Manning asks for clarification regarding what would qualify a tie and how to determine the seat in that event. Ms.

Cornell notes the variables discussed during the review of this policy that would result in a tiebreaker determination in the transportation department. Ms. Manning suggests distance as the tiebreaker because there is no room for questioning versus maturity of age. The subcommittee members agree on distance being the deciding factor and Dr.

Zrike notes Ms. Fagundes would agree that would be best practice.

Mr. Cruz asks if the city solicitor provided language surrounding unsafe zones. He notes that the city solicitor suggested using “walkable zones/paths” and that Ms. Cornell has already made those changes within the proposal.

Ms. Cornell also explains the transparency discussed between her and Dr. Zrike in regard to crossing guards and walkable routes. She notes discussing with the lawyer the inclusion of this language and the possibility to provide suggested walkable routes and locations of the crossing guards.

Ms. Cornell requests a motion to adjourn. Mr. Cruz makes the motion. Ms. Manning seconded.

Ms. Manning Yes

Ms. Cornell Yes

Mr. Cruz Yes

Motion carries 3-0 – The meeting adjourns at 4:47pm

Respectfully submitted by,

Jensen Frost

Executive Assistant to the Deputy Superintendent

D R A F T
Salem Public Schools – Salem School Committee
POLICY SUBCOMMITTEE
Meeting Minutes
May 24, 2022

On May 24, 2022 the Policy Subcommittee held its regular meeting.

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

Others In Attendance: Dr. Stephen Zrike, Ms. Vanessa Fagundes

Call of Meeting to Order

The meeting begins at 4:07pm noting that she and Mary Manning are in attendance and she will be checking with Mr. Cruz to see if he will be attending via text message.

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

Continued Discussion of Policy 6502 Student Advisory Committee

Ms. Cornell notes some of the language she's proposing for this policy based on legal feedback and to propose a new idea where students can apply for the scholarship which would include the students on the board of the SAC. Ms. Cornell notes the scholarship applications would be vetted by the full committee.

Ms. Cornell and Mr. Cruz discusses the differences of roles and titles based on the Student Advisory Council and the student representative for the School Committee. Mr. Cruz provides an overview of the responsibilities of the chair of the SAC and how the roles are not correlated to one another. Ms. Cornell notes the reason she cannot vote on the policy as it currently reads is based on the feedback from the legal advisor noting that the role cannot be compensated for. She notes two avenues to get to an end result: changing the language or obtaining another legal opinion. Mr. Cruz notes another avenue of reaching out to the legislature for clarity. Ms. Cornell notes the suggestion to change the language which could be quicker than waiting for feedback from the lawyers.

Ms. Cornell shares her screen with the proposed suggested language noted. Ms. Manning asks who is eligible under her new proposal. Ms. Cornell notes high school kids in student council or on the Student Advisory Council at any of the three high schools. She notes the application process is open to governance students and doesn't seem to go against the legal opinion. Conversation surrounding eligible groups of students is had between Ms. Cornell and Ms. Manning.

Mr. Cruz mentions reaching out directly to Colby's office (legal) to get further advice on the policy language and to understand the legal guidance provided when this policy was created in the Equity Subcommittee. He notes not needing to move swiftly on this policy and would prefer to get more advice before proceeding.

Dr. Zrike joins the meeting. Ms. Cornell notes waiting until hearing from Colby and perhaps discussing it as a full committee once legal opinions are reviewed. Ms. Cornell notes the language as she remembers from Ms. Campbell notes HOW to distribute money, not CAN you distribute money. Dr. Zrike shares the email from Colby that notes the how but never mentions if it's legal. Colby joins the meeting via phone to answer some of the questions. She answers the questions casually on the phone noting that without looking into this she can't provide a confirmed response but will do so after her meeting. She notes she will review the language proposed by Ms. Cornell and confirm responses to their questions in writing.

Ms. Cornell shifts the meeting to continue discussion of policies in the 1200s category. Mr. Cruz notes needing to leave at 5pm. Mr. Alepakis joins the meeting at this time.

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Discussion of Policy 1200 Community Use of School Facilities

Dr. Zrike mentions the language within this policy has been discussed during the building and grounds meetings. Dr. Zrike notes no changes and Mr. Alepakis agrees. Ms. Manning suggests removing some outdated language that seems exclusive to particular community use. Dr. Zrike notes the policy number to be added to the agenda for reading for the June 6, 2022 regular school committee meeting.

Discussion of 1201 General Rules and Regulations

The subcommittee, Mr. Alepakis, and Dr. Zrike notes there are no changes needed to this policy. Mr. Cruz mentions it may be useful to send this for legal review as the last time it was reviewed was in 2016. Ms. Cornell notes no substantial changes unless a legal review returns with changes.

Discussion of 1202 Gym Rentals

Conversation surrounding this policy is had regarding priority for rentals noting the schools get priority above community and residential requests. No substantial changes are made.

Discussion of 1203 Community Use of Kitchens

Ms. Manning mentions an issue in this policy noting that if staff wanted to host an event and use the kitchen, there needed to be a kitchen staff on site the entire time even for simple use of refrigerators/microwaves. Dr. Zrike notes using kitchens for any reason, a kitchen staff member needs to be present. She notes if someone on staff had the certifications, paying someone to be there to use the refrigerators seems to be overkill. Ms. Manning mentions the contract versus the policy are contradicting. Mr. Alepakis notes kitchen staff being present who are ServSafe certified to handle food and equipment properly and also be there for proper clean-up. Ms. Manning suggests Mr. Alepakis check-in with Irv (Director of Food Services) regarding the language. Dr. Zrike does not the consistent practice of having kitchen staff present when the kitchen is being used, regardless of who is using it but it is wise to check with Irv before proceeding. Ms. Cornell asks for clarification on the language noting the use of stoves and ovens and Dr. Zrike mentions that routine practice he's always followed in various schools has been a ServSafe employee being present and the only ones allowed to work in the kitchens. Dr. Zrike notes before making adjustments to discuss with Irv and perhaps inviting him to a future meeting to discuss the policy.

Discussion of 1204 Outdoor Use of Facilities

Dr. Zrike raises the use of parking lots as a recent question raised by community members and wonders if that should be included in the policy. Ms. Cornell asks how to include language about parking lots and plugs in the use of parking lots along with the other aspects of outdoor use. Discussion of Bertram Field use is had.

Ms. Cornell provides an overview of what happens next to the policies reviewed as so: 1201 and 1202 (pending no change from legal) with no substantial changes, Policy 1200 and 1204 for first reading, and Policy 1203 to be reviewed by food services.

Mr. Alepakis leaves the meeting and Ms. Cornell and Ms. Manning discuss options for meetings in June. Tentatively June 14th is decided at 4:30pm with a back-up date of June 16th. Ms. Cornell provides an overview of the conversation surrounding Policy 6502 prior to Dr. Zrike joined the meeting.

Ms. Manning makes a motion to adjourn, Ms. Cornell seconded. Meeting was adjourned at 5:45pm.

Respectfully submitted by,

Jensen Frost

Executive Assistant to the Deputy Superintendent

D R A F T
Salem Public Schools – Salem School Committee
POLICY SUBCOMMITTEE
Meeting Minutes
May 24, 2022

On May 24, 2022 the Policy Subcommittee held its regular meeting.

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

Others In Attendance: Dr. Stephen Zrike, Ms. Vanessa Fagundes

Call of Meeting to Order

The meeting begins at 4:07pm noting that she and Mary Manning are in attendance and she will be checking with Mr. Cruz to see if he will be attending via text message.

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

Continued Discussion of Policy 6502 Student Advisory Committee

Ms. Cornell notes some of the language she's proposing for this policy based on legal feedback and to propose a new idea where students can apply for the scholarship which would include the students on the board of the SAC. Ms. Cornell notes the scholarship applications would be vetted by the full committee.

Ms. Cornell and Mr. Cruz discusses the differences of roles and titles based on the Student Advisory Council and the student representative for the School Committee. Mr. Cruz provides an overview of the responsibilities of the chair of the SAC and how the roles are not correlated to one another. Ms. Cornell notes the reason she cannot vote on the policy as it currently reads is based on the feedback from the legal advisor noting that the role cannot be compensated for. She notes two avenues to get to an end result: changing the language or obtaining another legal opinion. Mr. Cruz notes another avenue of reaching out to the legislature for clarity. Ms. Cornell notes the suggestion to change the language which could be quicker than waiting for feedback from the lawyers.

Ms. Cornell shares her screen with the proposed suggested language noted. Ms. Manning asks who is eligible under her new proposal. Ms. Cornell notes high school kids in student council or on the Student Advisory Council at any of the three high schools. She notes the application process is open to governance students and doesn't seem to go against the legal opinion. Conversation surrounding eligible groups of students is had between Ms. Cornell and Ms. Manning.

Mr. Cruz mentions reaching out directly to Colby's office (legal) to get further advice on the policy language and to understand the legal guidance provided when this policy was created in the Equity Subcommittee. He notes not needing to move swiftly on this policy and would prefer to get more advice before proceeding.

Dr. Zrike joins the meeting. Ms. Cornell notes waiting until hearing from Colby and perhaps discussing it as a full committee once legal opinions are reviewed. Ms. Cornell notes the language as she remembers from Ms. Campbell notes HOW to distribute money, not CAN you distribute money. Dr. Zrike shares the email from Colby that notes the how but never mentions if it's legal. Colby joins the meeting via phone to answer some of the questions. She answers the questions casually on the phone noting that without looking into this she can't provide a confirmed response but will do so after her meeting. She notes she will review the language proposed by Ms. Cornell and confirm responses to their questions in writing.

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Dr. Zrike mentions the language within this policy has been discussed during the building and grounds meetings. Dr. Zrike notes no changes and Mr. Alepakis agrees. Ms. Manning suggests removing some outdated language that seems exclusive to particular community use. Dr. Zrike notes the policy number to be added to the agenda for reading for the June 6, 2022 regular school committee meeting.

Discussion of 1201 General Rules and Regulations

The subcommittee, Mr. Alepakis, and Dr. Zrike notes there are no changes needed to this policy. Mr. Cruz mentions it may be useful to send this for legal review as the last time it was reviewed was in 2016. Ms. Cornell notes no substantial changes unless a legal review returns with changes.

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Ms. Cornell provides an overview of what happens next to the policies reviewed as so: 1201 and 1202 (pending no change from legal) with no substantial changes, Policy 1200 and 1204 for first reading, and Policy 1203 to be reviewed by food services.

Mr. Alepakis leaves the meeting and Ms. Cornell and Ms. Manning discuss options for meetings in June. Tentatively June 14th is decided at 4:30pm with a back-up date of June 16th. Ms. Cornell provides an overview of the conversation surrounding Policy 6502 prior to Dr. Zrike joined the meeting.

Ms. Manning makes a motion to adjourn, Ms. Cornell seconded. Meeting was adjourned at 5:45pm.

Respectfully submitted by,

Jensen Frost

Executive Assistant to the Deputy Superintendent

D R A F T
Salem Public Schools – Salem School Committee
POLICY SUBCOMMITTEE
Meeting Minutes
June 20, 2022

On June 20, 2022 the Policy Subcommittee held its regular meeting via the Zoom Platform.

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

Others In Attendance: Dr. Stephen Zrike

Call of Meeting to Order

The meeting begins at 5:04pm noting that she and Mary Manning will begin discussing the scholarship language and she will be checking with Mr. Cruz to see if he will be attending via text message.

Ms. Manning Present

Mr. Cruz Present as a panelist, declines promotion to panel at 5:10pm but then enters.

Ms. Cornell Present

Approval of minutes of Policy Subcommittee meeting held 4/12/22

Minutes are not reviewed and approved during the meeting.

Continued Discussion of Policy 6502 Student Advisory Committee

Ms. Cornell notes some suggested edits she's made via a screen share to have Ms. Manning provide feedback. Ms. Manning notes there doesn't seem to be a deadline given for when the committee should convene to review potential candidates for the scholarship and she questions who would need to be on the committee does this include the Chair of the School Committee. Ms. Cornell notes the need to have three members on the committee for review and suggests maybe the Chair of the School Committee be one of the three required. Ms. Manning notes language surrounding if three members do not volunteer, the Chair of the School Committee would appoint the committee to review and vet applications.

Ms. Cornell notes some of the process versus policy language she included. She mentions not having a date written in the policy to provide flexibility to posting to the website and completing the review process. Ms. Manning asks for clarification on what status of officers this policy is going to cover. Dr. Zrike clarifies National Honor Society is not within the governance student body. All members agree the language should pertain to governance bodies across the district and Ms. Cornell updates the policy as so. Ms. Cornell revisits the date situation leaving flexibility for holidays or COVID concerns.

Ms. Cornell continues to explain the documentation needed for applications. Mr. Cruz raises that other application submissions have a 500 word maximum, and wonders if Ms. Cornell's suggestion is based on expecting a smaller pool. Ms. Cornell notes her experience which led her to detailing 700 word maximum. Mr. Cruz suggests a 750 word maximum.

The conversation continues in discussion of scholarship amounts. Ms. Manning notes the scholarship needs to be decided in conjunction with budget review. Mr. Cruz notes the city has a process where donations can be made to different scholarships provided to students in the district. Ms. Manning notes budgeting for whatever we want but needing to have the money established. Ms. Cornell notes the monetary details are based on the policy from before. Ms. Manning suggests presenting this to the full committee with the weeds clear in terms of the scholarship. Are we giving \$1000 to one student or are we dividing that among multiple students? Mr. Cruz notes being equitable and dividing the allocation for the scholarship evenly for three students among the three high schools in the district. Mr. Cruz notes equal representation from each location being an agenda item that was discussed in great length with the SAC over the course of the year. Ms. Cornell suggests a total scholarship of \$1500 divided by three recipients across the schools to be \$500 each.

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Ms. Manning suggests adding a list of determination of awarding the scholarship at each school, and in conjunction with the school administration. Conversation about NLIS and SPHS building their governance population in the student body is a continued work.

Ms. Manning notes concerns that were discussed between she and other SC member, Mr. James Fleming. She notes he raised concern of why this policy was specific to governance when it's a SC scholarship and therefore not being open to other groups and students in the district.

Ms. Manning notes she mentions that other groups (athletics, music, etc.) have their own opportunities to apply for a scholarship within those departments. Ms. Cornell and Mr. Cruz make mention that the School Committee is a governing body supporting a scholarship to governance within the student body. Ms. Cornell notes discussion between she and two other SC Members (Dr. Pangallo and Ms. Campbell) are in favor of the revised language.

Mr. Cruz notes this is an amendment to the originally proposed policy and can go back to the full committee as a third read. Ms. Manning motions to send to the full committee for third reading, Mr. Cruz seconded. Ms. Cornell takes a vote.

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

Continued Review and Discussion of 1000s Policies - Community Relations

Ms. Cornell notes the review of policy 1102 - Advertising in Schools. This policy was reviewed by the Policy Subcommittee ahead of her joining the committee and when it was forwarded to the full committee in January, it was withdrawn due to grammatical errors. Ms. Cornell notes sentences were cut off and asks for Ms. Manning and Mr. Cruz to review the updates she made to make it more grammatically correct. Ms. Manning questions a piece of the policy and Ms. Cornell notes the subcommittee already approved the suggested edits in the fall. Ms. Cornell notes the policy as it stands needs to be sent to the full committee for a first read. She asks if someone would like to make a motion for this to head to first read. Ms. Manning makes a motion to send it to the full committee for first read, Mr. Cruz seconds the motion. Ms. Cornell takes a vote.

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

Discussion of 1201 General Rules and Regulations

Ms. Cornell mentions at the last meeting it was discussed to send this policy for legal review. She mentions receiving the language for legal review but not understanding it fully. Dr. Zrike shares the legal reference review on screen. Mr. Cruz interprets the legal response to update to a more appropriate MGL. He mentions it doesn't change the substance of the policy so it should be able to go to the committee with no substantial changes but perhaps making note of the legal reference update from council.

Discussion of 1301 Gifts and Contributions to Schools

Ms. Cornell shares 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 legal review is made it will go to full committee with no substantial changes.

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Discussion of 1302 Gifts to Students

Ms. Cornell shares her screen for Ms. Manning and Mr. Cruz to review. Ms. Manning brings up some contradictory issues surrounding this policy. Ms. Manning provides an example and asks why we would approve gifting something for students when we could do that for achievement purposes and Ms. Cornell raises that she isn't going to stop someone from gifting our students for their success. Ms. Cornell notes the policy specifically states approval by the Superintendent. Mr. Cruz agrees to Ms. Cornell's points that gifting can be welcomed but also approved by the Superintendent as long as they are in alignment to the vision of the district. Policy was reviewed without substantial changes.

Ms. Cornell requests a motion to send Policy 1301 and 1302 to the full committee to note no substantial changes were made. Mr. Cruz makes a motion, Ms. Cornell seconds and takes a vote.

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

Ms. Cornell notes the next policy up for review is Policy 1303 and looks like it'll require some intense discussion and asks for the committee to review it ahead of the next meeting. She also asks about the process for scheduling as we enter summer. Mr. Cruz suggests one meeting per month in the summer based on potentially having other meetings across the full committee. The subcommittee members discuss Fridays working best and Ms. Manning suggests meeting on Friday July 15th - the suggested time is 8:45am in-person.

Ms. Manning makes a motion to adjourn, Mr. Cruz seconded. Ms. Cornell notes everyone in favor.. Meeting was adjourned at 6:08pm.

Respectfully submitted by,

Jensen Frost

Executive Assistant to the Deputy Superintendent

D R A F T
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

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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 believe 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 had 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.

D R A F T

Discussion of 1301 Gifts and Contributions to Schools

Ms. Cornell shares 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 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 10:24am.

Respectfully submitted by,

Jensen Frost

Executive Assistant to the Deputy Superintendent