

NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT SCHOOL COMMITTEE  
Ashby - Pepperell - Townsend, Massachusetts

**POLICY REVIEW SUBCOMMITTEE MINUTES**

Wednesday, May 22, 2013  
Educational Support Center

**PRESENT**

Chairperson	Randee Rusch	Member, At Large
	Susan Robbins	Member, Townsend
	Anne Adams	Member, Pepperell

**ALSO PRESENT**

Joan Landers	Superintendent of Schools
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1. The meeting was called to order at 9:05 AM
2. Appointment of Chair  
Anne Adams nominated Randee Rusch as Chair. Susan Robbins seconded the nomination.  
No other nominations were made.  
  
Randee Rusch was elected Chair by unanimous vote.
3. Approval of Minutes  
A motion was made by Anne Adams and seconded by Susan Robbins to approve the May 9, 2013 minutes.  
  
The motion passed unanimously.

**OLD BUSINESS**

1. Review/Discussion
  - a) Policy ADF-R Wellness Regulations  
  
A motion was made by Anne Adams and seconded by Susan Robbins to approve Policy ADF-R as amended and to forward to the full committee for adoption.  
  
The motion passed unanimously.
  - b) Policy EFC Free and Reduced Price Food Services  
  
A motion was made by Anne Adams and seconded by Susan Robbins to approve Policy EFC as amended and forward to the full committee for adoption.  
  
The motion passed unanimously.
  - c) Policy GCBA-E Salary Ranges for Non Represented Personnel  
  
The Subcommittee discussed the possibility of hiring a company to do a wage and compensation study. The

Superintendent spoke with Town of Townsend who recently completed a wage and compensation study resulting in a wage salary matrix. The Subcommittee requested the Superintendent research companies that perform this service as well as other school districts who may be interested in sharing the cost of the study.

The Subcommittee took no action on this policy.

d) Policy EFCD Meal Charge

A motion was made by Susan Robbins and seconded by Anne Adams to approve Policy EFCD as amended and forward to the full committee for adoption.

The motion passed unanimously.

e) Policy DJ Purchasing

A motion was made by Susan Robbins and seconded by Anne Adams to approve Policy DJ as amended and forward to the full committee for adoption.

The motion passed unanimously.

f) Policy DKC Expense Reimbursement

A motion was made by Susan Robbins and seconded by Anne Adams to approve Policy DKC as amended and forward to the full committee for adoption.

The motion passed unanimously.

## **NEW BUSINESS**

### 1. Projected Completion of Policy Review

Randee Rusch provided an update on the progress to-date on Policy Review.

From December 2010 to June 2011 – 6 meetings were held and 45 policies reviewed.

From July 2011 to June 2012 – 4 meetings held and 60 policies reviewed.

From July 2012 to June 2013 – 10 meetings held and 17 policies reviewed.

208 policies from MASC Policy Manual remain to be reviewed.

Estimate to complete policy review is 2 years .

Randee Rusch will set target schedule for policy approval and present at next School Committee meeting.

## **TOPICS FOR NEXT MEETING**

- SHELTER POLICY
- Policy FA/FA-E FACILITIES
- CLASS SIZE POLICY
- Harassment – Adult to Adult

**DATE OF NEXT MEETING: June 12, 2013 @ 9:00 AM**

## **ADJOURNMENT**

A motion was made by Anne Adams and seconded by Susan Robbins to adjourn. The motion passed unanimously.

The meeting adjourned at 10:55 AM.

Respectfully submitted,

Nancy Landry, Secretary

## **SCHOOL DISTRICT WELLNESS**

### Wellness Committee

The school district will establish a wellness committee that consists of at least one (1): parent, student, nurse, school food service representative, School Committee member, school administrator, member of the public, and other community members as appropriate. If available, a qualified, credentialed nutrition professional will be a member of the wellness committee. The school committee designates the School Nurse Leader as the wellness program coordinator.

### Nutrition Guidelines

It is the policy of the North Middlesex Regional School District that all foods and beverages made available on campus during the school day are consistent with USDA School Lunch Program nutrition guidelines. Guidelines for reimbursable school meals will not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to law. The district will comply with procedures that address all foods available to students throughout the school day in the following areas, with the exception of food brought from home for personal consumption:

- Nutrition guidelines that require the use of products that are high in fiber, low in added fats, sugar and sodium, and served in appropriate portion sizes consistent with USDA standards shall be established for all foods offered by the district's Nutrition Services Department or contracted vendors.
- Food that does not meet the USDA and state mandated ala carte standards and guidelines shall not be consumed beginning 30 minutes before to 30 minutes after the school day.
- An adequate amount of time will be allowed for students to eat meals in adequate lunchroom facilities.
- All children who participate in subsidized food programs will be able to obtain food in a non-stigmatizing manner.
- A la carte offerings to students shall be nutritious and meet federal recommended and state mandated guidelines.
- Vending machines remain closed during the regular lunch periods.
  1. All snack vending machines shall provide offerings consistent with USDA and state mandated ala carte standards and guidelines.
  2. All beverage vending machines in public areas shall provide offerings consistent with USDA and state mandated ala carte standards and guidelines.
- Fundraising Activities
  1. To support children's health and school nutrition-education efforts, any school fundraising activities occurring during the school day may involve food if those foods meet the USDA and state mandated ala carte standards and guidelines.
  2. Any activities that involve consuming food will not compete with the school lunch and breakfast program.
  3. Fundraising coordinators are encouraged to seek non-food items as fundraising activities.
  4. Any food sold as a fundraising activity that does not meet USDA and state guidelines, shall be restricted to food items designed for delivery and consumption after school hours.
- Snacks
  1. Snacks provided by the school during the school day or in after-school care or enrichment programs will be consistent with USDA and state mandated ala carte standards and guidelines.
  2. Schools will assess if and when to offer snacks based on timing of school meals, students' nutritional needs, ages, and other considerations.

3. Snacks will not compete with the school lunch program.
  4. If eligible, schools that provide snacks through after-school programs will pursue receiving reimbursements through the National School Lunch Program.
  5. Food brought from home for personal consumption is exempt from this policy.
- Rewards
    1. Schools will limit the use of foods or beverages as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through school meals) as a punishment.
    2. Schools will not use foods or beverages that do not meet nutritional standards for rewards.
    3. Use of food as rewards will not compete with the school lunch or breakfast program.
  - Celebrations
    1. Schools will limit celebrations that involve food during the school day. Each party should include food or beverages that meet nutrition standards.
    2. Celebrations may not compete with the school lunch program.
  - School-sponsored Events (such as, but not limited to, athletic events, clubs, performances or curriculum based activities).
    1. Every attempt should be made to assure that foods and beverages offered or sold at school-sponsored events outside the school day meet the nutrition standards for meals or for foods and beverages.

#### Nutrition Education

- Nutrition education is offered in the school cafeteria as well as in the classroom, with coordination between the food service staff and other school personnel, including school nurses and teachers.
- Health education curriculum standards and guidelines will be aligned with the Massachusetts Health Education curriculum framework and will address both nutrition and physical education.
- Schools will link nutrition education activities with the coordinated school health program.
- Staff members who provide nutrition education will have appropriate training.

#### Physical Education

- The school district will provide physical education training aligned with the standards established by the Department of Elementary and Secondary Education for students in grades K -12.
- Withholding physical education class will not be used as a form of punishment or discipline.

#### Evaluation

The wellness committee will assess all education curricula and materials pertaining to wellness for accuracy, completeness, balance and consistency with the state and district's educational goals and standards. The wellness program coordinator shall be responsible for devising a plan for implementation and evaluation of the district wellness policy and is charged with operational responsibility for ensuring that schools meet the goals of the district wellness policy. The wellness program coordinator will report to the Superintendent of School annually.

## FREE AND REDUCED PRICE FOOD SERVICES

The school system will take part in the National School Lunch Program and other food programs that may become available to assure that all children in our schools receive proper nourishment.

In accordance with guidelines for participation in these programs, and in accordance with the wishes of the Committee, no child will be denied a free lunch or other food simply because proper application has not been received from his parents or guardians.

As required by state and federal regulations, the School Committee will approve a policy statement pertaining to eligibility for free milk, free meals, and reduced price meals.

Applications for Free and Reduced Price lunches are distributed during the first week of school to each student and should be filled out by parents or guardians. **Application must be renewed each year.** The applications are then returned to and reviewed by the Building Administrator and Business Manager for approval based on Federal guidelines of financial need. If a family's financial need changes during the school year, applications may be obtained at any time in the school office.

**All information regarding the application for Free and Reduced lunches will be kept confidential.**

SOURCE: MASC

LEGAL REFS.: National School Lunch Act, as amended (42 USC 1751-1760)  
Child Nutrition Act of 1966  
P.L. 89-642, 80 Stat. 885, as amended  
M.G.L. 15:1G; 15:1L; 69:1C; 71:72

**SALARY RANGES FOR NON-REPRESENTED PERSONNEL**

The following salary ranges and job qualifications for Non-Represented Personnel will be effective as of July 1, 2012. Any variations from these ranges will require a specific vote of the North Middlesex Regional School District School Committee.

<u>Position</u>	<u>Salary Range</u>	
Superintendent of Schools	TBD	
Assistant Superintendent	TBD	
Director of Special Education/Pupil Personnel Services	TBD	
Business Manager	TBD	
Director of Curriculum/Instruction	TBD	
Director of Human Resources	TBD	
Director of Technology	TBD	
Director of Buildings & Grounds	TBD	
High School Principal	TBD	
Middle School Principal	TBD	
Elementary School Principal	TBD	
Athletic Director	\$75,000 - \$90,000	} Recommended by Policy Subcommittee 6/10/13
Autism Specialist	TBD	
Behavior Analyst	TBD	
Speech/Language Pathology Assistant	TBD	
Network Technician	\$50,000 - \$65,000	} Salary Ranges approved by SC on 12/10/12
Technology Technician	\$45,000 - \$60,000	
Senior Staff Accountant	\$65,000 - \$80,000	
Executive Assistant to Superintendent	\$45,000 - \$70,000	
Administrative Assistant/Human Resources	\$35,000 - \$60,000	
Administrative Assistant/Curriculum & Instruction	\$35,000 - \$60,000	
Administrative Assistant/Special Education	\$35,000 - \$60,000	
Administrative Assistant/Data Manager	\$35,000 - \$60,000	
Accountant/Clerk	\$35,000 - \$60,000	
Payroll	\$35,000 - \$60,000	
Accounts Payable Clerk	\$35,000 - \$60,000	
Supervisor of Students	\$25,000 - \$35,000	
Athletic Trainer	\$25,000 - \$40,000	

## **MEAL CHARGE POLICY**

The North Middlesex Regional School District School Committee recognizes that a healthy, nutritious meal plays an important role in the readiness and ability of students to learn. The purpose of this policy is to establish consistent policy regarding meal account procedures while treating all students with dignity in the serving line.

### Methods of Payment

The North Middlesex Regional School District can accept payment for meals upon purchase in the form of cash or check at the register, or via the school meal on-line payment system. Meals may be prepaid using any of these methods. Parents/guardians are strongly encouraged to make payments on-line and to register for low balance alerts.

A minimum balance equivalent to five (5) school meals is recommended for those who participate in the food service program.

### Administration of Policy

The School District is responsible for ensuring that all accounts, including the food service revolving account, are properly managed and accurately reported. The School District works closely with the Food Service Management Company to monitor students' meal accounts with the goal of eliminating negative balances. Parents/guardians who have signed up on-line for low balance alerts are notified that the account is running low and needs to be replenished.

Any student whose account has a zero balance will be allowed to charge a reimbursable meal. This will result in a negative balance on the account until the balance is resolved. In no event will students at any grade level whose account is delinquent be allowed to purchase a la carte items or second meal until the account is in good standing.

### Account Management

On a weekly basis, the Food Service Director will generate a charge balance report from the POS system. The Director will flag all accounts that are nearing a zero balance or have gone into the negative. A list of all students sorted by school will be sent to the Principals.

After the charge amount exceeds \$10.00, the Food Service Provider will generate a letter or email to be sent home to the parent/guardian. If there are mitigating factors that affect a family's ability to pay, the School District will assist the family in applying for free/reduced meal status, if applicable. If there are no mitigating factors and the family has not made any payments in an effort to reduce the balance due and continues to fail to bring the account back into good standing within one month (or before May 1<sup>st</sup> in the year of graduation), the School District will advise the family that one or more of the following actions may be taken, unless prohibited by state law or regulation:

- Delayed issuance of report cards, and transfer cards until the obligation is met;
- Prohibited participation of the student in any future fee-based program (field trips, user-fee based programs, etc) until or unless outstanding balances are resolved;
- Prohibited student participation in senior activities or graduation exercises;
- Referral to small claims court, collections and/or any other appropriate State agency.

For students who qualify for free or reduced lunch, accounts will be processed in accordance with federal regulations.

Any positive balances will remain on account to be used in the following school year, moved to a sibling's account, or returned to the family or staff member upon request.

LEGAL REFS: Child Nutrition Action of 1966

CROSS REF: EFC

## **PURCHASING**

The North Middlesex Regional District School Committee declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended.

The acquisition of materials, equipment and services will be centralized in the Superintendent's office of the school system.

The Superintendent shall appoint a Chief Procurement Officer to serve as the Purchasing Agent. He/she will develop and administer the purchasing program for the schools in keeping with legal requirements and with the adopted school budget.

School purchases will be made only on official purchase orders approved for issuance by the appropriate unit head and approved by the Chief Procurement Officer, with such exceptions as may be made by the latter for emergency purchases.

SOURCE: MASC

LEGAL REFS.: M.G.L. 7:22A; 7:22B; 30B; 71:49A

## **EXPENSE REIMBURSEMENTS**

Personnel and school district officials who incur expenses in carrying out their authorized duties will be reimbursed by the school district upon submission of a properly completed and approved voucher and any supporting receipts required by the Superintendent or his/her designee.

When official travel by a personally owned vehicle is authorized, mileage payment will be made at the prevailing IRS rate. However, employees with contractual in-district travel arrangements will not be eligible for in-district travel reimbursement.

Approval of expense reimbursement will be as follows:

1. Expenses by School Committee members must have prior approval of the School Committee.
2. The Superintendent must approve all reimbursements for district personnel
3. Each individual request will be judged on the basis of its benefit to the school district.

SOURCE: MASC

LEGAL REFS.: M.G.L. 40:5; 44:58

CROSS REF: BID