

Lamoille North Supervisory District Full Board
Minutes of Meeting
July 24, 2017

Members Present: Belvidere: Angie Evans; Cambridge: Laura Miller, Mark Stebbins, Heather Hobart, Jan Sander; Eden: David Whitcomb (Chair), Jeff Hunsberger; Hyde Park: Chasity Fagnant, Lisa Barry; Johnson: Angela Lamell, Heather Rodriguez, Bobbi Moulton, Katie Orost; Waterville: Amanda Tilton-Martin

Members Absent: Cambridge: Bill Sander, Sue Prescott; Hyde Park: Andrew Beaupre, Patti Hayford; Johnson: Mark Nielsen

Others: Deb Clark, Michele Aumand, Charleen McFarlane, Brian Pena, Brian Schaffer, Jan Epstein, Mary Anderson, Melinda Mascolino, David Manning

Minute Taker: Sue Trainor

Call to Order, Approval of Agenda and Public Comment: Whitcomb called the meeting to order at 6:04 p.m. Moulton made a motion to approve the agenda, seconded by Stebbins. The motion passed unanimously.

Routine Business:

Consent Agenda Items - Minutes of the July 10, 2017, Meeting: Moulton made a motion, seconded by Orost, to approve the minutes. The motion passed unanimously.

Meal Charge Policy/Procedure and Travel Reimbursement Policy Discussion and Possible Action.

Meal Charge Policy/Procedure:

Clark addressed the Board, explaining this was the second reading of the Meal Charge Policy and that edits had been made following comments at the last meeting. J. Sander stated she had additional comments. Sander noted that under the Procedure section, the policy stated that elementary school students would always be provided a meal. Sander asked if a descriptor, such as “nutritious”, should be added. Also, under the same section, it stated that students who were eligible for free or reduced meals would always be provided a meal regardless of unpaid student accounts. Sander asked if library books and athletic fees were included as part of the student account. She asked that this be more specific. Under the Account Status Notification section, the policy stated that families could contact the front office of the child’s school to check on the status. Sander noted that wouldn’t work at Cambridge.

Sander also remarked that under Student Account Notification, email was used to notify and remind parents of low balances. She stated that not all parents had access to email or the internet, so some provision would be needed for them. Sander then highlighted the cost associated with sending certified mail, return receipt requested, when notifying parents of negative balances. Sander said Cambridge often had 50+ students a week in that status. Clark stated under the Account Status Notification section, it would be easy to add that families could contact the front office or designee. It was suggested that the word “email” be removed from the policy and instead state, “parents will be notified.” Clark then observed that this was an SU policy and the schools themselves could expand on the policy relating to the meals being provided to the elementary school students. She was concerned that if they drilled down and expanded on this level, some flexibility could be lost at the local level.

Miller asked about the section that stated that the Food Service Manager/Director would contact the building principal if no payment were received. She asked if that meant that each week 50 or more students would be

brought to the principal's attention. Clark stated that in Cambridge the Abbey Group was the Food Manager, and at some point the student's delinquency needed to be brought to the attention of the school administrator. Hobart asked Clark if she would be addressing the certified mail issue. Clark stated certified mail had to be sent because it was important to have the return receipt documenting the parent had been notified. If the situation went to collections, this paperwork would serve as validation that due diligence had been performed. Clark stated the question might be whether the \$15 figure was appropriate or was a higher amount necessary.

Miller asked at what point the regular meals were cut off. Clark stated it was at \$15.00. Clark noted that there wasn't a timetable noted in the policy and asked if the Board had a recommendation on the number of weeks to allow before discontinuing meals. There was no comment from the Board.

Evans stated she didn't believe the child should be punished due to the fact that the parents didn't pay their balance. Evans wanted the child to be able to eat, as it could be the only good meal they received that day. Miller stated that the new policy increased the cost of breakfast and lunch, and it would only take three days before the student was unable to receive a meal. Sander stated due to the increased prices, the Board might want to raise the \$15 amount. Clark replied that at the LUHS campus there was a significant number of students at the end of the year with balances due. Across all districts, this added up to a deficit. Clark stated the administration did everything they could to prevent families from receiving a certified letter. This policy was required in order to be able to act on the worst-case scenario.

Whitcomb suggested that principals meet with Clark and discuss this before the Board approved the policy. Clark said there was a meeting next week where the policy could be discussed. Whitcomb agreed that he didn't want to see a student go hungry. Lamell stated under the Meal Charge Policy section, it noted that Grades PreK-12 would be allowed to charge up to \$15. Then it stated that all elementary school students would be provided a meal. She thought these were contradictory statements. Clark stated it could be revised to read students would always be provided a meal and not just limit it to the elementary grades.

Travel Reimbursement Policy: Clark stated this was the second reading of this policy. Orost asked for a stylistic change and then asked that a statement be added that mileage would be reimbursed at the IRS rates. Miller asked whether traveling employees were reimbursed starting from their homes or from the school. Manning stated this information was outlined in the Master Agreement. McFarlane replied that she wasn't sure there was specific language in the Master Agreement but noted that M. Frederick had created a procedure to clarify that point. Whitcomb noted this policy would come before the Board at the next meeting to be voted on.

First Review of the Following Recommended VSBA Policies: Student Conduct and Discipline. Clark stated this was the first reading of the recommended draft of the VSBA policy. Clark asked that the Board review the policy and inform her of any edits, comments, questions or concerns. Whitcomb suggested that principals could discuss this at their next scheduled meeting.

Other Business: There was no other business.

Adjourn: Moulton made a motion, seconded by Hunsberger, to adjourn the meeting at 6:25 p.m. The motion passed unanimously.