

Respectful, Responsible, Safe & Prepared

STUDENT SERVICES COMMITTEE MEETING MINUTES
September 28, 2020 – 11:00 a.m.
Virtually in the Waupaca High School LMC Distance Learning Lab
Via Google Meet, [Live Stream](#), and By Phone

Welcome and Call to Order:

The meeting was called to order by Committee Chairperson Mark Polebitski at 11:16 a.m.

Roll Call:

Members of the Committee virtually present via Google Meet: Chairperson Mark Polebitski, Betty Manion, and Steve Hackett. Additionally, Board member Patrick Phair was virtually present via Google Meet, and Board members Stephen Johnson, Dale Feldt, and Sandra Robinson were present in the WHS Distance Learning Lab.

Also Present:

Present in the WHS Distance Learning Lab: Laurie Schmidt, Steve Thomaschefskey, and Sandy Lucas. Virtually present via Google Meet: Mark Flaten, Carl Hayek, Hannah Rowe, Carrie Naparalla, Anne Collins-Reed, Leah Zeamer, and Dar Pflugardt.

Approval of Agenda:

A motion was made by Steve Hackett and seconded by Betty Manion to approve the agenda as presented. The motion carried unanimously on a voice vote.

Delivery of School Meals:

The purpose of this meeting was for Administration to provide the Committee with an update relating to the pickup and delivery of school lunches while students are not in school.

Ms. Schmidt advised of the Waupaca Area Services webpage (which can be found on the District's website under Family Resources: Waupaca Area Services) which outlines all of the services/resources available throughout the Waupaca area to our District families such as housing, food, mental health services, parenting, etc.

Ms. Schmidt also advised that the Administration agrees that the District does play a huge role in providing the nutritional needs of our students. Unfortunately, because our Food Service Department is down by five positions and is now working under new restrictions due to COVID-19, delivery of meals is not a viable option at this time due to current staffing. However, picking up meals on Wednesdays can work and could start in approximately two weeks.

Mr. Flaten discussed the data which resulted from the most recent survey sent to families related to our Food Service Department. He also advised that the number of meals is decreasing in the buildings which helps to offset the staff shortage in the Food Service Department.

Ms. Schmidt advised that the Administration reviewed the current food resources available to District families, food delivery needs, and concerns regarding food delivery in making their recommendations. Those recommendations include: implementing a slow roll out starting with

the first pickup of meals on October 14, 2020; provide pickup spots at the WLC and WHS on Wednesdays from 10:30-noon and 4:00-5:30 p.m.; parents would be required to wear masks and walk to a designated door for pickup; and Administration will work with the School Social Workers to identify families that have a true need for delivery and those families will get food delivered to them.

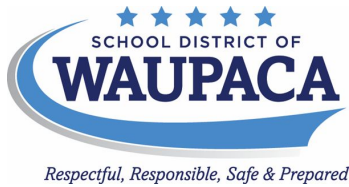
Committee Chairperson Polebitski asked that Administration: 1) be sure that 100% of the children who want meals get them, either via pickup or delivery, and 2) that meals should be offered for pickup or delivery more than once a week, preferably two or three times per week. The other Committee members agreed but know that delivery is a big problem. Administration responded that in looking at the Project Backpack numbers, they are down which is an indicator that families are getting their needs met by other means. In addition, the District cannot look at delivery of meals or picking up of meals more than once a week at this time due to staffing.

Some of the other concerns raised by Board members were: the need may be larger than anticipated, possibly changing the type of food items provided, and extending the pickup times. Administration believes that once the program gets started, they will see data that can be addressed then and adjust the program accordingly, including identifying those in need.

Committee Chairperson Polebitski said he was just looking for reassurance from the Administration that 100% of the students are fed, whether they are in the free and reduced meal program or not. This was an informational meeting only and no action was needed to be taken at this time.

Adjournment:

A motion was made by Steve Hackett and seconded by Betty Manion to adjourn the meeting at 12:02 p.m. The motion carried unanimously on a voice vote.



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TO: Student Services Committee
FR: Carl Hayek, Director of Business Services
Dar Pflugardt, Food Service Coordinator
RE: Food Service in 2020-21 for Remote Learners
DT: 09.28.2020

Background

Committed to Excellence in Education, our District vision means that we understand our role and responsibilities within our community to ensure that ALL students are ready and prepared to learn at the grade appropriate levels our community expects them to be at. Working to realize our vision means that we understand our students and families have unique needs that we, and our community, are responsible for meeting. The first solution we would like to share with you in meeting these needs is our [Waupaca Area Services webpage](#). This webpage has been created by our two Social Workers, with the assistance of one of our Technology Integration Specialists, and is designed to be a one stop resource for our community members. We are taking the time today to review this webpage because of the focus of today's meeting - how can we ensure that the basic nutritional needs of our students and families are being met? As you will notice on the "Basic Needs" page, our community is a great community and continually works to support those within our Comet Family.

As a service member to our community, we realize we play a role in meeting the nutritional needs of our students. During the spring of 2020, when we moved to 100% remote learning, we provided over 14,000 meals to our students. This continued support of our students was capable through the efforts of our dedicated food service staff and contracted transportation services staff.

Although we are continuing to fight the current COVID-19 pandemic, our approach has changed over the past few months to provide students and families with more choice in regards to how their child(ren) learn. As a result of these additional options, new challenges have risen for our District and community, such as how to continue providing food service options to all of our students. At the present time, our Food Service staff, which currently has 5 open / unfilled positions out of a total of 28 (18% down), is working under new restrictions and having to do their work differently. As noted in the charts on the following pages, although the number of meals currently served within the District is down from last year, the requirements of our Food Service workers has increased. For example, instead of students being able to come through the lines and select their own meal choices, Food Service staff need to place the food on student trays.

After a careful and thoughtful discussion regarding the possibility of delivering meals to students while they are not in school, we do not believe with our current staffing that this is possible. However, we would like to begin providing students and families with the option of picking up meals on Wednesdays. This process could begin with the first pickup of meals happening in two weeks from now, or on Wednesday, October 14th, 2020. The reason for this two week time period is to provide us with time to set up the family order form and get the appropriate food items in stock. The work to ensure that we can begin meal pickup on Wednesdays will begin immediately.

Summary

The following is data related to our Food Service Department:

- Data from our most recent survey - If Free Breakfast and Lunch were provided (Parent responses):
 - Pick Up: 14.1% (150/1061)
 - Central Delivery: 1.8% (19/1061)
 - Home Delivery: 15.5% (164/1061)
 - Not Needed: 66.1% (701/1061)

- Data from Spring of 2020
 - Home Delivery of meals to families this past Spring:
 - 33 families in March
 - 66 families in April
 - 79 families in May
 - WLC Family pick-up of meals this past Spring:
 - 43 families in March
 - 46 families in April
 - 45 families in May
 - WHS Family pick-up of meals this past Spring:
 - 33 families in March
 - 42 families in April
 - 42 families in May

- Backpack Program Participation on the first week this year:
 - PK-4th Grades this year = 18 (last year we had 100)
 - 5th-12th Grades this year = 5 (last year we had 20)
 - This will increase throughout the year but the current need has decreased

Below is the breakdown of the average meals per day last September vs. this September

2019-20 (5 days/week)				2020-21 (4 days/week)			
Building/ Meal	Meals Served /Students Present	Total Meals Served/wk	% Students Eating	Seals Served /Students Present	Total Meals Served/wk	% Students Eating	% Change in Meals Served/wk
CEC Break	24 / 170	120	14.1%	15 /109	60	13.8%	-50%
CEC Lunch	76 / 170	380	44.7%	33 / 109	132	30.3%	-64.5%
WLC Break	95 / 675	475	14.1%	86 / 572	34	15%	-92.8%
WLC Lunch	331/ 675	1655	49%	197 / 572	788	34.4%	-52.3%
WMS Break	56 / 595	280	9.4%	35 / 166	140	21.1%	-50%
WMS Lunch	364 / 595	1820	61.2%	128 / 116	512	77.16%	-71.9%
WHS Break	75 / 630	375	11.9%	3 / 110	12	27.3%	-96.8%

WHS Lunch	325 / 630	1625	51.6%		99 / 110	396	90%	-75.6%
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Review of Information

- **What are the current Food Resources available to SDW families:** (*Note: none of our community food resources provide meal delivery*) We understand there is a need, and we are willing to provide meals to anyone who wants to take advantage by offering meal pickups from our designated schools.
 - Waupaca Food Pantry: Monday and Friday from 9:00-11:00
 - Feeding America mobile Pantry Drive Through at Waupaca Expo - Every Tuesday 1:00-3:00
 - Ruby's Pantry Waupaca: 3rd Saturday and pop up pantry dates 10/17
 - Bread Basket: Tuesday's 4:45 - 6:00 pm (free meal at Methodist Church across from the hospital)
 - Loaves and Fishes Food Pantry: Faith Community Church - 715.258.8857
 - Backpack Program: Thursday/Friday via school - 20 total this year.
 - HS/MS 5 students
 - WLC 18 students currently signed up
 - (A dramatic decrease from years past. Numbers were closer to 125+ last year.)
 - Anne and Leah are NOT being asked for resources for food from families in need this school year as they were in years past.
 - Some jobs are providing extras
 - Some churches have emergency food or grocery gift cards
 - Extra funds have been placed on foodshare cards by State/Federal Government for families
- **Food Delivery Need?** (Based on conversations with members of our Student Services and Transportation Staff)
 - If you offer it, they will take it.
 - Are we enabling some families by asking them if they want meals delivered? We want to help, not enable.
 - 450 students chose to be educated this quarter remotely
 - This past Spring we were delivering meals to homes valued in excess of \$500,000 dollars. As the word continued to spread it was a lot more of a "convenience" to some families rather than a necessity.
 - There were times when families that had registered to pick up meals, didn't show, leaving the Food Service with up to 50 meals left over, making us wonder if this was truly a need?
 - Food Service has had only 2 people inquire about having meals delivered or available for the remote students this school year.
- **Concerns Regarding Food Delivery:**
 - Logistics - we have no door to door transportation service in the City and instead have designated pickup/dropoff points.
 - The busses are too large to go door to door and it would cause traffic congestion.
 - The amount of food that people may order. Do they have the capacity to properly store it?
 - Other Logistical Concerns - Trying to serve food to families with children that have more than one learning style. If there were 3 children and one in each learning model we would be providing 11 Lunches and 11 breakfasts (22 cartons of milk, 11 juices, 11 apples, 5 different kinds of sandwiches) ----2 on Monday, 1 on Tuesday, 3 on Wednesday, 2 on Thursday, 1 on Friday.

Recommendation:

- We implement a slow roll out to see how the process goes, starting with the picking up of meals on Wednesdays. This process could begin with the first pickup of meals happening in two weeks from now, or on Wednesday, October 14th, 2020. The reason for this two week time period is to provide us with time to set up the family order form and get the appropriate food items in stock.
- We would provide two pick-up spots (WLC and WHS) on Wednesday's from 10:30-12:00 and 4:00-5:30.
- Parents will be required to walk to a designated door for pick up. This change in Parent/Food Service staff interaction is in part to protect our Food Service Staff from being exposed to others; if one Food Service staff member tests positive, it could shut down an entire building's kitchen for weeks.

- We work through our two School Social Workers to have them help us identify the families where there is a true need for delivery. Those families will get food delivered to them.