

**BARRE UNIFIED UNION SCHOOL DISTRICT
FACILITIES AND TRANSPORTATION COMMITTEE MEETING**

Via Video Conference – Google Meet
January 11, 2021 - 5:30 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Giuliano Cecchinelli, Chair - (BC)
Tim Boltin, Vice Chair - (BC)
Guy Isabelle – (At-Large)
Andrew McMichael

COMMITTEE MEMBERS ABSENT:

ADMINISTRATORS PRESENT:

David Wells, Superintendent
Hayden Coon, BCEMS Principal
Jamie Evans, Facilities Director
Erica Pearson, BTMES Principal

GUESTS PRESENT:

1. Call to Order

The Chair, Mr. Cecchinelli, called the Monday, January 11, 2021 BUUSD Facilities and Transportation Committee meeting to order at 5:32 p.m., which was held via video conference.

2. Additions and/or Deletions to the Agenda

In response to a query regarding budget adjustments and plans for projects, Mr. Evans advised that he makes plans based on anticipation that the budget will pass. If the budget does not pass, plans will be adjusted accordingly.

In response to a query regarding air quality studies, including tests for COVID, Mr. Evans advised that he is not aware of any air quality test in existence that can identify COVID. Other general air quality testing has been performed, including testing for PCBs. PCB results were negative and Mr. Evans has not heard anything else from the State regarding any more extensive testing related to PCBs.

3. Public Comment

None.

4. Approval of Minutes

4.1 Approval of Minutes –BUUSD Facilities and Transportation Committee Meeting

The Committee agreed by consensus to approve the Minutes of the December 14, 2020 BUUSD Facilities and Transportation Committee meeting.

5. New Business

5.1 BCEMS Bus Loop Project

Mr. Evans reported that he and John Walker met with Mr. Coon and Mr. Hennessey regarding the changes to the bus loop. Everything is working well. At this point, budget constraints, and planning requirements preclude phase 2 of the project from being started next summer. Phase 2 planning will also involve an extensive permitting process, including adherence to storm water run-off regulations. Mr. Coon advised that Phase 2 involves addition of visitor parking. The new bus loop configuration reduces the need for visitor parking and he reported that administrators are feeling good about the configuration currently in use. Administrators are comfortable with shifting the plan to complete Phase 2 at a time to be determined in the future. It was noted that thus far, plowing of the new configuration has been going well, though it was noted that there has not been much snow this year. The new configuration is easier to plow than the old bus loop.

5.2 Secured Entrance to BTMES

Mr. Evans advised that he does not have much new to report. This project will involve many parties including administrators and the Safety Committee. Mr. Evans provided a brief historical recap regarding previous discussions, noting that moving the front office

closer to the doors will be expensive. Mr. Evans believes this project should be tied to renovations to the front area of the school (now that the canopy has been removed). This project will require the use of an architect and an engineer, to assure adequate safety measures and adherence to 'code'. Mr. Wells suggested that an architect could survey individuals regarding how the entrance area is used (by the public, parents, staff, students...). Ms. Pearson has a safety report from Mark Moody. Ms. Pearson advised that having the secretary far from the front door offers a buffer. The front lobby is used in a number of ways. Brief discussion was held regarding the possibility of adding 'panic buttons'.

5.3 Bus Survey for SHS Families (Review of Map)

Mr. Aither is not available for this evening's meeting. This item will be added to a future agenda.

6. Old Business

6.1 Keys for Substitutes at BTMES

Mr. Evans provided a recap of last month's discussion and provided a brief overview of additional discussions held with BTMES administrators and custodial staff. Mr. Evans advised that discussion included issuance of card keys for substitutes. The card keys will be signed out in the morning and returned at the end of each day. Mr. Evans advised that keys for classroom doors, is a more extensive subject and that BTMES has a number of 'open' classrooms. Ms. Pearson advised that there are doors to 'open' classroom areas that do not have push button locks. Ms. Pearson advised that on the second floor, there are 8 classroom doors that have locks, and the same number on the first floor. Mr. Evans is working on ways to make the unlocked areas more secure. Ms. Pearson advised that currently, classroom teachers have a key if their classroom door has a lock. Ms. Pearson advised that there hasn't been a great need for substitutes to have keys because if they needed a key, it would be the same key that Ms. Pearson has, a master key. Ms. Pearson advised that 3 years ago, they had an instance where they needed to escort a substitute out, that keys have previously been given to substitutes, and that they did not get back the key issued to the substitute that was escorted out. Discussion was held regarding retrofitting keys so that there could be a 'classroom' key, and believes that would be a good solution for next year, but does not believe it is a good solution for this year, as it is believed to be costly. This option can be looked at as part of summer planning. Currently during COVID times, very few day substitutes are used. BTMES is mainly using permanent substitutes. Permanent substitutes are issued key cards for exterior doors. It was clarified that teacher's keys are not master keys. Mr. Wells advised that he is aware of keys that can be created that allow access to classrooms, but not to other areas of the building (e.g. nurses office, boiler room, principal's office etc.). Mr. Wells advised that an important feature for overall security is the ability to control exterior access to the building, so that even if a teacher was fired, they would not be able to access the front door of the building. Mr. Wells is pleased to hear about the use of swipe cards, noting that sometimes swipe cards are used for some 'outside' individuals, such as coaches. Swipe cards can be 'turned off' so that it is not necessary to retrieve them to assure security. Mr. Evans confirmed that the use of swipe keys that can be deactivated has been very beneficial. Mr. Wells confirmed that room keys for substitutes can be discussed in the future when funding is available. Mr. Evans advised that if substitutes are given keys that can enter multiple doors, there is concern that during an emergency, the substitute may try to use the key to access a different room and subject that classroom and adjoining classrooms to harm. This could potentially bring harm to more students. Ms. Pearson advised that as part of ALICE training, the ability to open multiple doors can be an issue, but it was noted that under ALICE protocols, staff members, barricade their doors (in addition to locking them), thus access would most likely not be gained, or would be harder to gain. Mr. Wells believes it would be beneficial to discuss this during ALICE training and that it should be consistent throughout the buildings. The same risks exist at all of the buildings. Other discussion should include discussion of securing doors in ways other than just locking them (barriers etc.). Mr. Wells would like additional discussion on these issues the next time ALICE is discussed. Mr. Evans advised that on both floors at BTMES, there are sets of double doors that have the 'crash bar' locking mechanism. BTMES is in the process of looking into replacing the crash bars with a locking/thumb latch, so that in the event of an emergency, the doors can be quickly locked, but the crash bar can still be used if someone needs to exit through that door. This is an additional safety measure. It was clarified that Mr. Evans has the funds to cover this expense and is working with a locksmith to assure that he can obtain the correct parts to make this modification. The locksmith will perform a site visit to determine what is needed. In response to a query, Mr. Evans advised that this project, based on availability of parts, should be completed within a month or two. Regarding room keys, though instructions advise that classrooms are to be locked when teachers/subs are not present, substitutes cannot lock the doors. When doors are left unlocked, it allows unsupervised access for students, and access to those with ill intent. Once someone has accessed an unlocked door, they have access to an entire pod, or a classroom that adjoins other classrooms. Any time a classroom door is left unlocked, it allows access to students and persons with ill intent. Mr. Evans confirmed that across the district, staff members are advised that any time they leave their classroom, it is to be locked. At the beginning of each school year, Mr. Evans sends out a reminder that staff are to lock their rooms and keep their keys on them at all times. When locking a classroom, it also secures all of the adjoining classrooms as well. Mr. Evans advised that it would be beneficial to refresh staff member's memory of this safety protocol. Mrs. Poulin reiterated that substitutes can't lock the classroom doors because they don't have keys to get back in and she believes this is a safety issue. Ms. Pearson advised that if one of the teachers from a pod area forgets to lock their door, anyone can enter that particular pod even if other pod doors are locked. For this reason, Ms. Pearson does not believe substitute keys are an emergent expense at this time. Ms. Pearson advised that during COVID, students are not leaving their classrooms frequently. Looking at this issue for next year would be a better option. Mr. Wells will check with Mrs. Perreault and Mr. Evans regarding the possible availability of additional safety grant funds. Mr. Evans will advise regarding any funding that may become available.

7. Other Business

The SEA project is moving along nicely. For the past few weeks, the project has been dormant as the contractor has been waiting for building panels to be delivered. The panels are expected to be delivered mid to late next week. Mr. Evans invited Committee Members to drive by the construction site to see the progress.

8. Items to be Placed on Future Agendas

- Bus Survey for SHS Families (Review of Map) – Date to be determined
- Storm Water Run-off Project – Status Update – Date to be determined
- Athletic Entrance at SHS– Date to be determined

Any additional items should be sent to Mr. Cecchinelli.

9. Next Meeting Date

The February 8, 2021 meeting is cancelled

The March meeting date is to be determined after Board re-organization.

10. Adjournment

The Committee agreed by consensus to adjourn at 6:13 p.m.

Respectfully submitted,
Andrea Poulin