

**SCHOOL COMMITTEE MEETING  
AGENDA  
WEDNESDAY, SEPTEMBER 16, 2020  
7:00 P.M.  
CARLISLE SCHOOL COMMUNITY ROOM  
AND ZOOM REMOTE ACCESS**

In order to adhere to social distancing guidelines, 5 members of the public will be allowed access to this meeting in the Community Room at the Carlisle School. Per Governor Baker's order suspending certain provisions of the Open Meeting Law, G.L. c. 30A sec. 20, members of the public who cannot access this meeting in the Community Room can access it via live stream at:

<https://us02web.zoom.us/j/82127075057?pwd=UnlQc1ROdncxKzJwTFM5eU5tR1Vwdz09>

Meeting ID: 821 2707 5057

Passcode: 7#Fy7g

The School Committee reserves the right to implement additional remote participation procedures and will notify the public of these procedures as soon as practicable. Public comments are welcome as per the agenda.

**I. Call to Order**

Chair announces the meeting is being recorded.

**II. Review/Approve Minutes**

A. Meeting of September 9, 2020

**III. Information/Discussion Items**

A. State and Local COVID Dashboard

B. School Reopening

**IV. Members'/Committee Reports as Needed**

**V. Warrants: None**

**VI. Action Items: None**

**VII. Public Comments**

**VIII. Adjourn Meeting**

The agenda items listed are those that the Chair reasonably anticipates will be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. All School Committee meetings may be recorded via audio and video by the School Committee.

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**Carlisle School Committee**  
Minutes  
Wednesday, September 9, 2020  
7:00 p.m.  
Remote Meeting Via Zoom

Present Via Zoom – School Committee: Christine Lear - Chair, Amanda Comperchio, Jack Huntress, Eva Mostoufi, Sara Wilson.

Present Via Zoom – School Administration: James O’Shea, Superintendent; Matt Mehler, Middle School Principal; Dennet Sidell, Elementary Principal; Lori Bruce, Director of Student Support Services; Anne Mahan, Business Manager; Rob Fortado, Supervisor of Buildings and Grounds; Nancy Anderson, Assistant to the Superintendent.

**Note: Per Governor Baker’s order suspending certain provisions of the Open Meeting Law, G.L. c. 30A sec. 20, the public was not allowed to physically access this School Committee meeting. Members of the Public were able to access this meeting via live stream at:**

<https://us02web.zoom.us/j/85418096179?pwd=c0dYaHB1WkJmZTJZa25lM05QRUVyZz09>  
Meeting ID: 854 1809 6179  
Passcode: xgBA.1

**Public comments were posted via the chat box. Questions/Comments were read and answered by the School Committee via live stream.**

**I. Call to Order**

Ms. Lear called the meeting to order at 7:03 p.m. and stated that the meeting was being recorded.

**II. Review/Approve Minutes**

- A. Meeting of September 2, 2020. Ms. Mostoufi made a motion to approve the minutes of September 2, 2020; Mr. Huntress seconded the motion. There was no discussion. The following votes were taken in roll call: Comperchio, aye; Huntress, aye; Lear, aye; Mostoufi, aye; Wilson, aye.

**III. Information/Discussion Items**

- A. School Reopening. Mr. O’Shea presented. Dr. Mehler, Dr. Sidell and Lori Bruce are hosting a family forum tomorrow evening for parents where questions can be asked and answered about school reopening. He thanked Lauren Sawyer and Lori Desjardin for all of their hard work over the last several months. The nurses are keeping track of guidance from the state, which is constantly being updated. It was noted that there are currently no cases of COVID-19 in Carlisle. Mr. O’Shea will share the dashboard that updates the case count on the website. Lauren Sawyer said that parents and staff will have daily reminders to keep children home or stay home yourself if you have any symptoms or aren’t feeling well. The school is introducing an app through monohubb, where parents and staff will have to document that they have or don’t have symptoms. The app is

simple, inexpensive, user-friendly, and a video will go out to staff and families on how to use it. It has daily check-ins, and people will answer a couple of brief questions related to symptoms or travel. If you respond a certain way, you will be reminded to stay home, contact Ms. Sawyer, and she will walk you through a plan. If a child is in school and doesn't feel well, the child's teacher will call the health office, which is the current health office space. It was noted there will be a separate first aid office for injuries. In the health office, kids will wear masks, be separated by 6 feet, and their families will be told to contact a doctor. Virus testing is recommended. Ms. Sawyer has posted an information page for parents and a link to the state COVID-19 website. Mr. O'Shea introduced Trish McGean, Carlisle Public Health Nurse. Ms. McGean is the Public Health Nurse for Concord, Carlisle, Lincoln and Maynard. Since January, 100% of her time has been COVID related and doing contact tracing. She reported that Carlisle, with no new cases, is in a good zone right now. She said that because we have been reviewing this for several months, we have a great system in place. If someone tests positive, Trish McGean, the family, and the school are all notified, and contact tracing begins. Names will not be released per HIPPA laws. Ms. Sawyer added that if your child tests positive, they remain home for at least 10 days, they must be fever free for 3 days, and show improvement of symptoms. Anyone who has been in close contact must be out of school for 14 days as a safety precaution. Close contact means the person was within 6 feet of an individual with symptoms for 15 minutes or more, whether or not masks were worn. If you are a close contact, you are asked to get tested 4-5 days later. Even with a negative test result, it is important to continue to quarantine. She said that if everyone does their job, the system will work fine. Ms. Mostoufi added that 223 tests were performed in Carlisle last week with no positive cases. Ms. Sawyer will send a welcome back letter containing a lot of health information on Friday. Mr. O'Shea reminded families to check the school website for the most current information. Rob Fortado presented the report on the HVAC assessment. The report will be posted on the website. EMCOR HVAC Services NE, Enviro-Test Engineering and Daiken Applied HVAC and Viking Controls all contributed to the report. The report stated that the transmission of the virus in schools is likely less than in other settings. Recommended changes to the facility included: increase the runtime of occupied schedules, perform a complete HVAC flush out one week before opening (this is currently being done), increase the frequency of preventative maintenance, provide as much fresh air as possible to spaces without mechanical cooling, install window screen kits in Wilkins (this is currently underway), and continue to monitor CO2 levels. It was also noted that a complete rooftop assessment to check that units are operating properly was done including the ventilation, heating and cooling rooftop units in the Corey auditorium, locker rooms/exercise room, gymnasium, music room, cafeteria, Spalding classrooms and administration space, Robbins Library and offices, and the Grant Building. Recommendations included replacement of the exhaust fans in the Grant building due to age. This will be put on the long term capital expenditure list. It was also recommended air balancing in interior classrooms and office spaces be done to assure proper air flow, along with indoor air quality testing to ensure that occupants are receiving air free from hazardous conditions; this will determine if the purchase of air purifiers is needed. These tests will take place this week. Ms. Mostoufi asked if there are particular metrics we have to maintain in CO2 meters. Mr. Fortado answered that higher concentrations of CO2 call for more fresh air.

The automated building controls that indicate the CO2 levels are monitored throughout the day. Mr. Huntress asked if there are other facility projects on the long term capital expenditure list. Mr. Fortado answered that installing air conditioning in Wilkins would be another major capital expense; right now only 20% of the building has air conditioning. He said it's important to add replacing the exhaust fans in Grant to the docket as soon as possible per the report's recommendation; they work, but they are old. Ms. Mostoufi asked if any of the upgrades qualify for funds from the CARES act. Mr. Fortado and Ms. Mahan will look at what money is available. Mr. O'Shea continued the update. Students are scheduled to arrive on Tuesday, and this year, more students are walking and riding their bikes. Dr. Sidell and Dr. Mehler reviewed the pick up and drop off process for students not taking the bus. Dr. Mehler shared the color-coded drop off and pick up map for middle school, that also indicates where kids will walk into the building. Once kids are in school, they will stay in their learning pods except for going to Physical Education class (held outside when possible) and World Language. Dr. Sidell shared the elementary map and procedures. Adults will welcome the kids, who will be told to get out of the right side of their cars. Locations for pick-ups and drop offs are at the Highland Building, the entrance by the Plaza and the main parking lot. If families have more than one child in either middle school or elementary, the children will go to the youngest child's pick up and drop off spot. It was noted that middle schoolers will be not be congregating on the Plaza after school this year. Ms. Wilson asked when the maps are presented, to present the drop off areas first. Dr. Sidell said he will present drop off and pick up grade by grade. Ms. Wilson added that signage would be very helpful. Signs will be made. Dr. Mehler shared that the School is looking to purchase balloon arches and is exploring placing bubble machines outside to make the School a happy and joyful place. Teachers and administrators want to see the students. Dr. Sidell added that teams of people will be outside in the mornings and afternoons and signs will also be pointing kids in the right direction. Dr. Sidell noted that School Street traffic will be an issue. Mr. O'Shea added that this drop off/pick up plan was reviewed with Chief Fisher and Chief Sorrows. He also said the Traffic and Safety Committee is looking at the intersection of School Street and Church street to possibly make it a 3-way stop. Mr. O'Shea stressed the importance of following the rules. Ms. Anderson presented about the bus routes and procedures. Currently 97 students, 50 elementary and 47 middle schoolers, will ride the bus. The routes have been created and are currently being reviewed by Bedford Charter. When they are finalized, parents will be emailed and the bus schedule will be posted on the website. It is important to note that the times listed will be approximate, and families should be flexible and allow 10-15 minutes before and after the listed time to account for the students that may not ride the bus during hybrid schedule days. Students will be required to wear masks on the bus and will be in assigned seats. Mr. O'Shea added that we are fortunate to have the same drivers returning; they do a great job and are a special group of people. Mr. Huntress clarified that the maximum number of students on a bus is 11; that is correct. Mr. O'Shea summarized that everyone at School is gearing up for the arrival of students and said we have everything we need to open the building. Mr. Huntress asked if there are ways people can help. Mr. O'Shea answered that desks have to be assembled, signage has to be made, and we also need bus monitors. Ms. Comperchio asked if the next Policy Subcommittee should be scheduled. Ms. Lear answered that the School Committee also has to meet and discuss goals. She decided to

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wait until after the first weeks of school and then the CSC will discuss scheduling these meetings.

#### **IV. Members'/Committee Reports as Needed**

COVID Task Force: Ms. Mostoufi said there is no recommendation to ask parents to test students before they come to school. A full document from this Task Force will be made available shortly.

#### **V. Warrants**

There is one warrant this week.

- A. Accounts Payable Warrant #1621; \$33,040.07

#### **VI. Action Items**

- A. Vote on Remote Learning Addendum.

Ms. Mostoufi made a motion to accept the Remote Learning Addendum; Ms. Wilson seconded the motion. There was no discussion. The following votes were taken in roll call: Comperchio, aye; Huntress, aye; Lear, aye; Mostoufi, aye; Wilson, aye.

#### **VII. Public Comments**

Ms. Comperchio is arranging to make the next CSC meeting live with Zoom access. Mr. O'Shea feels that most people will join the meeting through Zoom. Ms. Lear asked to confirm the location. Mr. O'Shea said the meeting can be in the Community room, and the sliding doors can be opened to increase space. The agenda will be worded accordingly. Ms. Sorn, Rutland Street, said the CSC could establish a maximum for in-person attendance. Ted Watters, Rutland Street, commented about the HVAC assessment and the CO2 meters. He wanted to clarify that we want to increase the flow of fresh air through monitoring, and Mr. Fortado confirmed that; the levels will be monitored accordingly.

#### **VIII. Adjourn Meeting**

Ms. Mostoufi made a motion to adjourn the meeting; Ms. Comperchio seconded the motion. The following votes were taken in Roll Call: Comperchio, aye; Huntress, aye; Lear, aye; Mostoufi, aye; Wilson, aye. The public meeting was adjourned at 8:29 p.m.

Respectfully submitted,

Nancy Anderson  
Assistant to the Superintendent