



Cohasset Public Schools
143 Pond Street
Cohasset, MA 02025
Continuing the Commitment to Excellence
Cohasset School Committee Meeting

School Committee Minutes

Wednesday, 9/16/2020

Zoom Video Call

Virtual Meeting – 143TV/Zoom/Facebook

In Attendance:

Craig MacLellan, Chairman
Ashley Colleary
Paul Kearney
Lydia St. Onge arrived at 7:07pm
Ellen Maher

Also, in Attendance:

Dr. Patrick Sullivan, Superintendent
Dr. Leslie Scollins, Assistant Superintendent
Susan Owen, Director of Finance & Operations

Chairman MacLellan called the meeting to order at 6:02 p.m. He stated the meeting is being held remotely under the Town's Declaration of Emergency. All votes will be taken by roll call vote. This meeting is being live streamed on Cohasset 143TV and Facebook. **Roll Call Vote: Ashley Colleary - Present, Paul Kearney - Present, Ellen Maher-Present, Craig MacLellan-Present.**

Public Comment - The Committee and Leadership Team answered several questions regarding lunch seating in all school buildings, the Re-entry Plan, what remote learning days will look like for both students and teachers, and Faculty Child Accommodations.

Superintendent's Report - School Re-Entry Update - Superintendent Dr. Sullivan updated the Committee on the School Re-Entry plan by sharing a presentation which included pictures of custom signage in each building that help with social distancing and mask wearing. The presentation also included information and pictures of the tents that have been put up to provide more outdoor classroom space and the medical waiting rooms that have been put in place. He stated that the bus drivers went around town and marked each bus stop with signage for students to be safe and socially distanced while waiting to be picked up each morning. He mentioned Sue Owen, Director of Finance and Operations went through the cleaning protocols with the Custodial staff and discussed that cleaning protocols will be outside every classroom door for all buildings. He mentioned that deeper cleanings will be done with the electro-spray cleaning devices every Wednesday. Superintendent Sullivan stated that lunch training was done with all cafeteria workers on the protocols for lunch time. Every seat will be numbered, and the Elementary and Middle School will have assigned seating during lunch for social distancing and contact tracing purposes. Superintendent Sullivan thanked Glenn Pratt and the Town for delivering a truck load of PPE which included masks, hand sanitizer, wipes, etc. for each building. The Committee had a brief discussion.

CPS Reopening HVAC Assessment Action Plan - Superintendent Sullivan updated the Committee on the findings and recommendations that were made by BALA as of September 10, 2020 regarding the Cohasset Public Schools HVAC System. The recommendations that were made consist of the following: classroom exhaust fans are recommended to run for extended hours, installation of an energy recovery ventilator, all exhaust fans are recommended to utilize enhanced ventilation and pre/post occupancy flush-out control strategies. Superintendent Sullivan stated that some of the near-term actions are to ensure that



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windows and interior classroom doors are open to create increased air flow, to increase the frequency all classroom units are cleaned and serviced, increase outside air percentages to enhance ventilation and to allow more air to flow into the classrooms, cafeteria, gymnasium, and other spaces. Some of the long-term actions are to investigate the feasibility of installing MERV 13 filters and Energy Recovery Ventilators to help provide ventilation for the corridors and lobby spaces and investigate the feasibility of installing either UVC Irradiation or bi-polar ionization where ductwork allows, including administrative spaces. Chairman MacLellan stated that this is a new development that is being investigated by the Facilities Department and HVAC Professionals for additional information. Chairman MacLellan asked that Superintendent Sullivan provide updates on this as more information is provided. The Committee had a brief discussion.

Mandated Reporter and Compulsory Training Update - Assistant Superintendent Dr. Scollins updated the Committee on the Mandated Reporter training that was held earlier today. She stated that this is an annual training that is mandated by the State and includes Overviews of State and Federal Laws and Regulations, CPS Procedures for Office of Civil Rights Complaints, Section 504 Accommodation Plans, Safe Schools Anti bullying Law, Confidentiality of Student Information and Records, Harassment in the Workplace, Chapter 222 of the Acts of 2012, McKinney-Vento, Physical Restraint Law, Right to Know Law, Mandated Reporting of Child abuse or Neglect, Faculty Handbook, and CPS School Committee Policies. The training also included an Overview of State and Federal Laws and Regulations for Special Education. Assistant Superintendent Scollins stated that this is a standard process that includes all school employees, and the training deadline is September 21st to get each training completed. She mentioned that the Norfolk County DA presented a more in-depth presentation regarding what the expectations are on mandated reporting and what to look for in students.

Daily Attendance Procedures - Assistant Superintendent Dr. Scollins gave a quick overview on what attendance will look like this year. She stated that at the Elementary Level daily attendance will be taken in the morning. During Remote Learning days attendance will be submitted during the morning meeting. She stated that daily attendance must be submitted to the State. The Middle/High School will also have daily attendance, on Remote Learning days attendance will be taken during the first period class and during In-Person Learning days daily attendance will be taken in the morning and at the beginning of each class throughout the day. The committee had a brief discussion.

Chairman MacLellan stated for the record that School Committee Member Lydia St. Onge joined the meeting at 7:07pm.

Enrollment Quarterly Update - Superintendent Sullivan updated the Committee on the Monthly Student Enrollment. He mentioned that the number of home-schooled students has increased due to the pandemic.

Disposal of Surplus Materials - Superintendent Sullivan stated that there are 84 Geometry books that are outdated and would like permission from the Committee to dispose of them. **Motion by Mrs. Maher to approve the disposal of surplus Math textbooks for the total estimated value of \$800, seconded by Mr. Kearney. Roll Call Vote: Ashley Colleary - Aye, Paul Kearney - Aye, Ellen Maher - Aye, Lydia St. Onge - Aye, Craig MacLellan - Aye.**

Approval of Signed MOU with Cohasset Police for 2020-2021 - Superintendent Sullivan stated that the MOU with the Cohasset Police Department is simply a rollover of last year's agreement with Student



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Resource Officer Greg Taylor. Mrs. Maher stated that in the evaluation section it articulates that the SRO compiles metrics in terms of certain activities that they are engaged in. She would like to look at these metrics to see if there are any changes or enhancements that can be made to the Student Handbook that would be helpful going forward. Superintendent Sullivan stated that the yearly safety training is still scheduled to take place this year but will be held virtually. **Motion by Mr. Kearney to approve the Memorandum of Understanding between the Cohasset Police Department and the Cohasset Public Schools for the 2020-2021 Academic Year, seconded by Mrs. St. Onge. Roll Call Vote: Ashley Colleary - Aye, Paul Kearney - Aye, Ellen Maher - Aye, Lydia St. Onge - Aye, Craig MacLellan - Aye.**

Kindergarten Tuition - Superintendent Dr. Sullivan stated that the Committee questioned if there was any way to reduce the fee of Kindergarten Tuition for parents. After looking at the current salaries, it does not appear to provide a lessened fee at this time. Mr. Kearney stated for the record that he thinks that it is unfair that parents in Town must pay for Kindergarten. He would really like the Town to be able to offer free Kindergarten soon. The Committee had a lengthy discussion.

Faculty Child Accommodations - Superintendent Dr. Sullivan discussed where the funding source for the faculty child accommodations would come from. He stated that there is a possibility that some faculty members will need to utilize FFCRA to stay home with their children due to lack of childcare. Dr. Sullivan stated that they are looking to hire four Activity Aides for each building at \$14 an hour. Mrs. Owen presented a new hire spreadsheet which details that they currently have approximately \$200,000 and that this savings could be a potential funding source for the Activity Aides which will cost approximately \$56,000. The committee had a lengthy discussion. **Motion by Mr. Kearney to support the Superintendents decision to offer some form of childcare accommodations to the children of Cohasset Faculty Members, seconded by Mrs. Colleary. Roll Call Vote: Ashley Colleary - Aye, Paul Kearney - Aye, Ellen Maher - Aye, Lydia St. Onge - Aye, Craig MacLellan - Aye.**

Finance - School Re-Entry Update - Mrs. Owen updated the committee on grant expenditures and allocations that needed to be transferred due to the re-entry grant ending on December 31st. The committee had a brief discussion.

Ken Balazs – What is the difference between the two PPE line items? Why are they listed separately? What do they include? Mrs. Owen stated that the line items include supplies such as gowns, masks, sanitizer, signage, etc. Superintendent Sullivan stated that this is a broad scope of PPE material that was required by the State to have to keep people socially distanced. Kimberly MacAdam – 41 Pleasant Street - So we have a shortfall of grant money for the second part of the year for these positions, am I understanding this correctly? Yet we are planning to pay 50% of the faculty childcare costs? How can we do this if we have a shortfall for Professional Development, HVAC, etc.? There is no guarantee we will have grant money for second half of year, correct? Mrs. Owen stated that this is correct and went through what items will have already been expended.

School Committee Comments and Communication - Mask Policy Review - Mrs. Colleary stated that after receiving information from the School Nurses, and the requirements from the Mass.gov website regarding cloth face coverings, the sub-committee has decided to propose the additional requirements for cloth masks. The policy states that a face covering that covers the nose and mouth and is secured with ties or ear loops must be worn by all individuals in school buildings, on school grounds and on school transportation. They would like to eliminate the use of neck gator type masks. The committee had a brief



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discussion. **Motion by Mrs. St. Onge to approve the Face Covering Policy as drafted by the Policy Sub-Committee, seconded by Mrs. Colleary. Roll Call Vote: Ashley Colleary - Aye, Paul Kearney - Aye, Ellen Maher - Abstained, Lydia St. Onge - Aye, Craig MacLellan - Aye.**

Christopher Allen – Why would you add restrictions for school that are not present in everyday society in Cohasset? Mrs. St. Onge stated that these are the best practice recommendations directly from the State website and in an educational setting we always strive for best practice in classroom management, safety and health.

Legal Counsel Update - Mrs. Colleary stated that the search for new legal counsel has been delayed due to other administrative demands and would like to make sure that a date(s) get scheduled for the committee to have introductions with the candidates.

Patricia Gillis – 492 Jerusalem Road – I want to know why we are interviewing legal counsel and potentially changing counsel. In light of what is going on it seems that we have enough to handle with the reentry of school and all the components that arise with this issue. Changing counsel will cost so much. It will take so much time and resources to bring new counsel up to speed with ongoing legal cases. This is an issue that can be tabled to a later date. Chairman MacLellan stated the Committee is not looking to switch counsel for any ongoing issues but for future issues such as bargaining negotiations.

School Facilities Committee - Chairman MacLellan stated that the School Committee, Town Moderator, and the Select Board each appoint a member to this committee. The committee discussed different ways to attract the community to submit applications. Mrs. Maher stated that the Select Board put out committee vacancies back in July and that one of their on-going goals is to get more community engagement. Mrs. Maher stated that she will reach out to the Select Board Chair and mention that the School Committee needs applicants for this committee.

Communications Subcommittee Charge - Mrs. Colleary summarized the Communication Subcommittee Charge stating that the sub-committee will be comprised of two School Committee members which will work directly with the Superintendent of Schools and others to advance communication efforts within the community. The committee had a brief discussion. **Motion by Mrs. St. Onge to approve the Communications Subcommittee Charge as drafted, seconded by Mr. Kearney. Roll Call Vote: Ashley Colleary - Aye, Paul Kearney - Aye, Ellen Maher - Aye, Lydia St. Onge - Aye, Craig MacLellan – Aye.**

Chairman MacLellan asked for volunteers for the Communication Sub-committee. Mrs. Colleary and Mrs. St. Onge volunteered.

Reports from Sub-Committee and Liaisons - Mrs. Maher stated that the Athletic Re-Entry Sub-committee of the Re-Entry Team met yesterday afternoon with Athletic Director Steve Rotundi. She stated that Girls & Boys Soccer, Girls Field Hockey, Cross Country, and Boy's Golf will be starting soon. The sub-committee is working on a policy at the next meeting for parents and students to understand what out of season coaching means in Cohasset. Mrs. St. Onge attended the Alternative Energy Committee last Thursday and they discussed the electric busses and stated they will be looking to explore this topic in more detail within the next six months. Mr. Kearney attended the Wellness Committee Meeting earlier today and said they have had a lot of great conversation and that they have such a dedicated team. They will be reviewing the Wellness policy at an upcoming meeting.



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Approval of Minutes- Motion by Mr. Kearney to approve the Minutes of July 22, 2020, seconded by Mrs. Colleary. Roll Call Vote: Ashley Colleary - Aye, Paul Kearney - Aye, Ellen Maher - Aye, Lydia St. Onge - Aye, Craig MacLellan - Aye.

Motion by Mr. Kearney to approve the August 5, 2020 Minutes as amended, seconded by Mrs. Colleary Roll Call Vote: Ashley Colleary - Aye, Paul Kearney - Aye, Ellen Maher - Aye, Lydia St. Onge - Aye, Craig MacLellan - Aye.

Motion by Mrs. Colleary to adjourn, seconded by Mrs. Maher. Roll Call Vote: Ashley Colleary - Aye, Paul Kearney - Aye, Ellen Maher - Aye, Lydia St. Onge - Aye, Craig MacLellan - Aye.

The meeting adjourned at 9:22pm.

Documents Used at the Meeting

Mandated Reporter and Compulsory Training	C-1
Enrollment Quarterly Update	C-2
Disposal of Surplus Materials	C-3
Approval of Signed MOU with Cohasset Police for 2020-2021	C-4
Kindergarten Tuition	C-5
School Re-Entry Grant Update	D-1
Mask Policy Review	E-1
Communication Subcommittee Charge	E-2