

Finance, Facilities, Technology Committee

Agenda

August 10, 2020

Board Members:

Thair Joshua – Finance Chair

Anthony Mazzocchi

Johanna Wright

Kamal Zubieta

Administration

Dr. Ronald Taylor, Superintendent

Paul Roth, Business Administrator

Keith Bonds, Technology Director

Discussion Items:

- Policy Updates
- Parking - Transportation / High School Student Parking
 - Transportation Aides
 - School Buses
- Transportation for non public students
- 2020-21 Budget revenue and expenditure adjustments
 - Revenue Adjustments - state Aid
 - Grants
 - Reappropriations

New Business

Donations - donation letter

Finance, Facilities, Technology Committee

Minutes

August 10, 2020

Members Present:

Thair Joshua, Johanna Wright, Kamal Zubieta, Dr. Ronald Taylor, Paul Roth, Keith Bonds

Policy Updates

Reviewed policy 7410 Maintenance and Repair

The recommendation is to add the following language to the policy to address COVID related cleaning protocols.

Ventilation Systems

Schools and districts must ensure that their indoor facilities have adequate ventilation, including operational heating, and ventilation systems where appropriate. Recirculated air must have a fresh air component. Open windows must be available if air conditioning is not provided and filter(s) for A/C units must be maintained and changed according to manufacturer recommendations.

Facilities Cleaning Procedures to Reduce the Spread of Contagion

The building principal in consultation with the maintenance supervisor shall develop a procedure for increased, routine cleaning and disinfection. The procedure shall include cleaning/disinfecting schedules, targeted areas to be cleaned, and methods and materials to be used, and shall address:

- A. Routinely cleaning and disinfecting surfaces and objects that are frequently touched. This may include cleaning objects/surfaces not ordinarily cleaned daily (e.g., doorknobs, light switches, classroom sink handles, countertops). Examples of frequently touched areas in schools:
 - a. Classroom desks and chairs;
 - b. Lunchroom tables and chairs;
 - c. Door handles and push plates;
 - d. Handrails;
 - e. Kitchens and bathrooms;
 - f. Light switches;
 - g. Handles on equipment (e.g. athletic equipment);
 - h. Buttons on vending machines and elevators;

- i. Shared telephones;
 - j. Shared desktops;
 - k. Shared computer keyboards and mice;
 - l. Drinking fountains;
 - m. School bus seats and windows; and
 - n. Playground equipment.
- B. Using all cleaning products in accordance with directions on the label. For disinfection most common EPA-registered household disinfectants should be effective. Whenever possible the list of products that are EPA-approved for use against the virus that causes COVID-19 (available on the EPA's website) shall be used. The manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.) shall be used.
- C. Sanitizing bathrooms daily, or between use as much as possible, using protocols outlined by the Environmental Protection Agency (EPA). Additional considerations regarding bathrooms include:
 - a. Limiting the number of students who can enter at one in order to avoid crowds;
 - b. Designating staff members to enforce limited capacity and avoid overcrowding;
 - c. Installing no-touch foot pedal trash cans, if possible;
 - d. Propping doors open to avoid touching handles; and
 - e. Including appropriate signage about the benefits of handwashing.
- D. Cleaning and sanitizing drinking fountains and encouraging staff and students to bring their own water to minimize the use and touching of water fountains;
- E. Making hand sanitizer available at the school bus entrance for each student to use when boarding. Similarly, students must be required to wear face coverings while riding on the bus if social distancing or physical barriers cannot be maintained;
- F. Maintaining hand-sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol):
 - a. In each classroom (for staff and older children who can safely use hand sanitizer);
 - b. At entrances and exits of buildings;
 - c. Near lunchrooms and toilets.
- G. Supervising children ages 5 and younger when using hand sanitizer;
- H. For classrooms with existing handwashing facilities, preparing stations with soap, water and alcohol-based hand sanitizers (at least 60% alcohol);
- I. Reminding bus drivers to take certain personal hygiene actions (e.g., frequent hand washing) and affording them the opportunity to do so (such as having sufficient time between routes);
- J. Cleaning and sanitizing district vehicles including seats, rails and any highly touched surfaces before each run.
- K. Requiring contracted transportation providers to clean and sanitize seats, rails and highly touched surfaces touched before each run. The district shall collaborate with the contracted service provider to develop these procedures and ensure that they are consistently followed; a checklist may be developed to ensure compliance. The

contracted service provider shall collaborate with the district in establishing cleaning/sanitation protocols that are consistent with social distancing practices. The contracted service provider shall ensure that employees are fully trained in the implementation of the established protocols:

- a. All personnel responsible for cleaning school buses shall document the cleaning/sanitizing measures taken. Personnel are required to:
 - i. Demonstrate an understanding of the established protocols that must be taken to properly clean and sanitize the bus; and
 - ii. Provide a certification that, before the route commenced, the required process was completed as required.
 - b. The procedures will identify sanitizing agents that may be used and will be limited to products included in the U.S. Environmental Protection Agency's list of products that have shown to be effective against COVID-19.
 - c. These procedures will likely include two stages: cleaning, which removes dirt and germs from surfaces, and disinfecting, which kills germs on surfaces that remain after cleaning.
- L. Routinely cleaning and disinfecting furniture, recognizing the varying materials used in furniture in each school building;
- M. Providing EPA-registered disposable wipes to teachers and staff so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before use;
- N. On a regular basis, ordering and stocking adequate supplies to support cleaning and disinfection practices.
- O. Ensuring that cleaning and disinfection supplies are used and stored correctly and safely. This includes storing products securely away from children, while ensuring appropriate ventilation so students and staff are not exposed to toxins or fumes.
- P. Consider placing physical barriers, such as plastic flexible screens, in classrooms, school buses, restrooms and other areas where social distancing cannot be maintained.
- Q. Cleaning and disinfecting a school building after a person has been identified as COVID-19 positive: The district may need to implement short-term closure procedures in a school regardless of community spread if an infected person has been in a school building. If this happens, the CDC-recommended procedures shall be followed:
- a. Close off areas used by a sick person and do not use before cleaning and disinfection;
 - b. Wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as possible;
 - c. Open outside doors and windows to increase air circulation in the area; and
 - d. Cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.

Additional training shall be provided to the personnel responsible for cleaning and sanitizing school buses and facilities as necessary. Topics may include proper use of cleaning and

disinfecting agents, the cleaning schedule for various surfaces, and safety precautions that need to be taken (e.g., ensuring adequate ventilation while cleaning and sanitizing).

Reviewed policy 8635 student transportation

The recommendation is to add the following language to the policy to address COVID related cleaning protocols.

Pandemic Reopening and Recovery

1. Students shall be required to wear masks on all school buses.
2. Students who take off their masks and refuse to wear them shall be verbally warned by the driver or aide.
3. Students who do not comply after this warning will be reported to the Building Principal and will have bus privileges suspended.
4. Students with a documented physical or health impairment that limits the ability to wear a mask shall be exempt from this requirement.

Parking - Transportation / High School Student Parking

For many years the district has been parking district school buses behind the maintenance shop on South Orange Villages Property. The district is hiring additional transportation staff and additional parking is required. High school senior parking will be used to accommodate parking for the additional staff and district school buses. A mirror grid will be created so drivers can properly align their mirrors. A fence will be installed behind the maintenance shop to separate district property and the property belonging to South Orange Village.

Transportation for non public students

Updated COVID transportation safety procedures increased the cost of transportation. According to state statute the district must keep the cost below \$1,000 per student in order to provide non public transportation. The cost of non public transportation is exceeding the cap and therefore many families will receive aid in lieu. The district is sending letters out to the families the week of August 10th.

2020-21 Budget revenue and expenditure adjustments

On July 7th the district was officially notified that state aid would be reduced by a total of \$2,225,226. In addition to the reduction in revenue, the district needed to increase spending to support remote learning in the amount of \$386,830. The additional spending is needed to acquire a learning management system, associated professional development, and additional equipment such as hot spots and chromebooks, to support economically disadvantaged families. Also, additional spending was required to plan for the reopening of schools and is required to provide for the safety of staff and students when the district reopens in the estimated

amount of 3,310,000. This is a total of 5,919,056 that is not accounted for in the 2020-21 budget.

Pre-school spending was reduced by \$1,623,090. Note that while the original amount of pre-school aid was reduced, the district is still receiving an overall increase in pre-school aid as compared to the 2019-2020. The reduction in pre-school aid was accommodated by reducing the number of new/additional seats available. \$602,136 was removed from the k-12 operating budget. The expenditure reductions are as follows: The construction supervisor, assistant transportation supervisor, C&I director of secondary education, and a tech trainer position was eliminated from the budget. Additionally funds to replace school buses, and replace office furniture were reduced. A resolution will be presented to the board to adjust the 2020-21 school budget. These spending reductions and a certified resolution must be sent to the County Superintendent.

The district applied and was awarded a \$386,830 grant. Grant funds will be used to cover the costs associated with the purchase of a learning management system and associated professional development. A resolution will be presented to the board to accept the funds.

A resolution will be presented to the board to authorize the transfer of \$700,000 from maintenance reserve to cover the costs for additional equipment to improve air ventilation. This will be followed by a resolution authorizing administration to purchase the systems.

Based upon the proposed reopening half day building schedules, fewer lunch monitors are required, and para professionals will be onsite for a reduced number of hours. Funds from these areas in addition eliminating 4 tech trainer positions and reducing expenditures for school office supplies, and curricular supplies will be used to cover additional costs for custodians, cleaning supplies, and transportation staff. The fund transfers will be reflected in the budget transfer reports that the board receives each month. The total transfers will be about \$2.7 million.

Additional Business

Questions were asked if the district applied for additional security grants. The district applied for the Alyssa Law Grant. If awarded the funds will cover the cost to install new code red alarm systems in the schools. Records of logs were requested to demonstrate that the card access system and existing code red systems are in place and working.