

# Miller Place Union Free School District

## Office of the School Business Official

TO: Miller Place UFSD Reopening Schools Steering Committee

FROM: Colleen V. Card

DATE: July 21, 2020

RE: Operations Subcommittee Meeting #3 – July 20, 2020

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Committee Chairperson: Ms. Colleen V. Card

Committee Co-Chairpersons: Dr. Marianne Cartisano, Mr. Ron Petrie, Mr. Dennis Warsaw

Committee Representatives: Mr. Joseph Zito, Administrator; Mr. Christopher Cherouvis, Administrator;

Mr. Dom Lo Re, Teacher; Mr. Tim McErlean, Teacher; Mr. Sean O'Brien, Teacher; Mr. Josh

Jackowski, Teacher; Ms. Christine Desiderio, Teacher; Ms. Maria Tyler, Clerical; Mr. Cory Breines,

Operations; Ms. Megan Yashowitz, Parent; Ms. Carrie Moore, Parent; Ms. Brianna Rovegno, Parent; Ms.

Vicki Margulies, Parent

### **Meeting minutes**

- Goals of the committee:
  - Provide input, recommendations and suggestions bring back to the Steering Committee including proposing suitable, practical and effective practices to best educate the students of Miller Place School District under these circumstances
  - Use guidance when available to guide decisions on specific Operational concerns impacting the reopening of schools
- Committee members were sent guidance documents released by the state in the past week:
  - Plans are due on July 31
  - Governor decision regarding the opening of school is slated for the week of August 1
- Committee discussed the survey that was emailed to the school community that afternoon which included questions regarding masks, transportation and child nutrition which the committee had previously discussed the possibility of sending a survey out
- Committee discussed the email regarding the change in learning platforms from Microsoft 365 to Google
- Committee reviewed and discussed the following guidance that was released in the past week:
  - *NYSED Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools – Reopening Guidance*: This 144-page guide represents the NYSED's response to COVID-19.

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- *DOH Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools during the COVID Public Health Emergency*: This 23-page guide provides guidance for school reopening from the Department of Health
- Topics covered by the committee with the concerns and questions asked by the committee members are listed below:
  - Reviewed the Facilities guidance starting on Page 46 including:
    - Reviewed considerations for reopening plans
    - Discussed maintaining current safety measures to protect students:
    - Guidance regarding automatic hold open doors
    - Windows – recommended to be open by guidance for increased air flow
    - Hand Sanitizer – District will be installing hand sanitizer stations throughout the buildings, currently on order
    - Sinks - Elementary classrooms have sinks and bathrooms in the classrooms
      - All sinks have soap dispensers installed already
    - Room Usage
      - Utilizing gymnasium and auditoriums – the District is looking to maximize the use of every space; not currently certain as to what spaces will be utilized for other purposes.
      - District is not looking to build walls or knock down walls
    - Water fountains – all District water fountains are bottle filler fountains, the district will be looking to turn off the water fountain portion and leave the bottle filler active
    - Ventilation
      - Discussed the addition of air purifiers to windowless rooms
      - Discussed the individual univentilator units including air exchange function, filter changes, cleaning, and periodic maintenance of the individual units
  - Reviewed the Child Nutrition guidance starting on Page 54 including:
    - Providing meals to on-site or offsite students
      - Offsite students - similar to spring model of delivering meals to parents/students from outside cafeteria door
    - Spacing of students in cafeteria has been looked at
    - Waivers that will be required – non-congregate feeding, bulk meal delivery, parent/guardian meal delivery
    - Free and reduced applications being sent out
    - Food allergies – home food issue in classroom
    - Cash – families can use the online payment system to reduce the use of cash
    - Preordering meals – district is working on a pre-order system for meals
    - Vending machines – no vending machines – high touch areas
    - Barriers – installation in process on food service line
    - Cafeteria cleaning and disinfection – more stringent normally but have the FSC has added additional safety protocols

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- Pre-wrapped utensils – the food service company is in alignment to have all utensils pre-wrapped
- Deliveries to buildings – final decision on what types of deliveries are allowed still pending
- Classroom visitors – final decision on whether classroom visitors are allowed
- Reviewed the Transportation guidance starting on Page 59 including:
  - Currently transport regular education, special education, homeless, and private and parochial students
  - State has mandated that students getting on the buses are to wear masks; bus drivers and matrons will wear masks and if they want face shields
  - No eating or drinking on the buses so they do not remove the masks
  - Time will be added at each stop so that students can social distance getting on or off the bus
  - No hand sanitizer allowed to be installed on buses or carried by bus drivers or matrons
  - Temperature checks will not be performed by bus drivers
  - How will temperature checks be performed? Mr. Warsaw will refer to Health & Safety committee
  - Plan to put bus matron on every bus – no plan currently to place a matron on every bus
  - Sneeze guards – researching if they are permissible with the NYSDOT, don't believe they are allowed
  - Social Distance - Currently guidance suggests 6 feet apart, but we have been advised that the state will be changing this requirement, if students are wearing masks as required
  - Transportation issue – one way in and one way out for most of our buildings for both cars and buses
- **Subcommittee feedback email:**
  - operations-committee@millerplace.k12.ny.us
- **Future Meeting Schedule (Mondays):**

July 27	August 17
August 3	August 24
August 10	