

**July 8 Planning**  
**District Working Committee - Minutes**  
**8 a.m. - 9:30 a.m.**

Attendance: Stacy Stewart, Stephanie Fisk, Melissa Nazzaro, Jason Forgue, Bill Brown, Tara Balboni, Michele Crane, Ed Quinn, Bret Hartley, Deb Burkott, Linda Coffey, Megan Coburn, Martha Clark, Tasha Hartley, Martha Otterbeck, Deanna LeBlanc, Jim Duggan, Matt Bonenfant, Laura Fisk, Melissa Reid, Jeanne LeClair, Bob Garriepy, Jason Finnie, David Hopson, Cara Judycki

District working group - Review district operated functions such as transportation, health and safety, safety and security, finance, communication, food service, facilities, technology extracurricular student programs, etc.

1. Introduce new members - Martha Clark, Martha Otterbeck, Stacy Stewart
2. Review minutes from July 1 meeting
3. Review staff survey
4. Review subgroup plans submitted to date
  - a. Each subgroup has a folder, which we will continue to look at and compare as state guidelines are released.
5. Facilities focus - flow plans, classroom space, cafeteria space, location of sanitizing stations, close common spaces (teachers' rooms, fitness center) etc.
6. Next Meeting - reviewing results of parent survey - 343 responding to date, review initial drafts of health protocols and facilities protocols that follow initial DESE guidelines

**Subgroups**

Food Service - Tasha Hartley - Lead Person

Committee members - Megan Coburn, Melissa Nazzaro

1. Tasha Hartley asked how lunch was going to work. It looks very different in the cafe versus the classroom.
2. Megan Coburn was thinking she would have paraprofessionals help with lunch delivery to the classroom.
3. Tasha Hartley said they have to be accurate as to who is getting lunch due to reimbursement guidelines.
4. It was also brought up, while kids are in school would parents still pick up meals in the same place. Yes, we were wondering if there is a space closer to the circle, such as the band entrance.
5. There was also discussion about the potential to deliver lunches for those who cannot get to the school.

Transportation - Deb Burkott - Lead Person

Committee members - Steph Fisk, Melissa Nazzaro, Linda Coffey

1. There has been some initial guidance for the summer program. Right now a 71 passenger bus holds 24 students if 3 feet of distance works.
2. Dave Hopson has a meeting with the commissioner so maybe we will have more guidance.

#### Facilities - Ed Quinn - Lead Person

Committee members - Laura Fisk, Matt Bonenfant

1. Both touchless water stations have been installed. 4 more have been ordered and should arrive next week.
2. Laura Fisk brought up the fact that the student desks with the cages do now work well in classrooms as items are constantly falling out. Melissa Nazzaro suggested that we use the cage desks in the cafeteria if we are eating in the cafe versus the classroom or altering them for classroom use.
3. There was discussion about visual reminders for students for desk placement, hallway markers etc. Megan has ordered colored painters tape for the elementary.
4. Jason Finnie is planning on doing a survey asking teachers what needs to come out of their classrooms that is extra.
5. Ed Quinn had concerns about storage. Jason Fogue asked about the storage containers. And it was determined that they are not usable as they do not have ventilation and they are not in good enough shape to install ventilation.
6. Michele Crane thinks this is feeling less like a school and more like a jail. She would like to create a plan that gets those who want to stay home to come instead of online learning. She is wondering how much is recommended, required and just smart.
7. Steph Fisk said DESE's recommendation was to eat in the classroom and we were trying to get students in a group by having the cafe open. When masks are off the distance is 6 feet, but in the classroom it is 3 feet. The round tables are 5 feet across.
8. Megan Coburn said lunch is a social opportunity for the elementary and if they are all facing the same way, that is lost. If they stayed in the classroom they are more likely to engage and be social.
9. Jason Finnie said unfortunately that just doesn't work in the high school.
10. Russell and Blandford was brought up as possible storage spaces.
11. Michele Crane said we are going to need to educate parents on cohorts and what a school day is going to look like.

#### Budgeting - Steph Fisk - Lead Person

Committee members - Deanna Leblanc, Melissa Nazzaro

#### Health & Safety - Jodi Croke- Lead Person

Committee members - Jim Duggan, Melissa Reid, Mike Morrissey, Melissa Nazzaro

#### Safety & Security - Cara Judycki - Lead Person

Committee members - Bob Garriepy, Dennis Nazzaro

#### Collaboration with Town Officials - David Hopson - Lead Person

Committee members - Mike Morrissey

Communication & Surveys - Jeanne Leclair - Lead Person

Committee members - Michele Crane, Deanna Leblanc

Other: MIAA/Sports

- MIAA has a taskforce.
- Jason Finnie said MIAA held on till the last moment. He believes they will do everything possible to have students play.
- Matt Bonnenfant said they have a multi-tiered system. Soccer can have a non-contact practice, X-country could potentially compete. He will put something together. Transportation is going to make or break it. If we can't provide transportation for everyone, we shouldn't provide it for anyone.
- Tara Balboni suggested intramural sports, they still play a very important role for students.

Other: Wrap-Around

- Melissa Nazzaro asked where wrap-around fits in.
- Steph Fisk said it has come up in other responses. Parents are saying they need it and we want to get it up and running. We may need to use the cafe at the main complex due to the number of students who attend.
- Megan Coburn is wondering about the cleaning protocols and of the stuff they use, plus we will be mixing cohorts of kids.
- We will add this to the 2nd round of parent surveys.
- Dave Hopson said unless we can make this work, this may be one of the reasons why we can't come back to school in the fall.

Working with State Officials

- DESE - David Hopson - Lead Person
- MIAA - Matt Bonnenfant
- MAPT - Deb Burkott
- MARS - David Hopson & Stephanie Fisk
- MASS - David Hopson & Stephanie Fisk
- MFAA - Ed Quinn
- MASBO - Stephanie Fisk
- MTA - Jim Duggan

Resolving Contract Issues - David Hopson - Lead Person

Jason Forge

Technology - David Hopson - Lead Person

## **DISTRICT WORKING GROUP MEMBERS**

David Hopson - Superintendent  
Stephanie Fisk - Assistant Superintendent  
Kurt Garivaltis - Pupil Services Director  
Deanna Leblanc - Curriculum Director  
Jeanne Leclair - Communications  
Megan Coburn - Elementary Principal  
Jason Finnie - Secondary Principal  
Martha Clark - Secondary Assistant Principal  
Stacy Stewart - Administrative Assistant to Superintendent  
Jodi Cabral-Croke - Nurse  
Jim Duggan - Teacher  
Laura Fisk - Teacher  
Bill Brown - Librarian  
Chris Parker - Technology  
Ed Quinn - Facilities Director  
Bret Hartley - Maintenance  
Tasha Hartley - Food Service Director  
Matt Bonenfant - Athletic Director  
Tara Balboni - School Committee  
Michele Crane - School Committee  
Jason Forge - School Committee  
Martha Otterbeck - School Committee  
Melissa Nazzaro - School Committee  
Mike Morrissey - Montgomery Selectboard  
Melissa Reid - Huntington Board of Health  
Bob Garriepy - Huntington Police Chief  
Dennis Nazzaro - Huntington Emergency Management  
Bob Carlson - Nurse  
Linda Coffey - Central Office  
Deb Burkott - Transportation Coordinator  
Cara Judycki - Security

Meeting schedule - All meetings scheduled for 8 a.m. - 9:30 p.m.

Wednesday, July 1, 2020 - Overall review, parent survey review, subgroup discussions

Wednesday, July 8, 2020 - Staff survey review, updates from subgroups

Wednesday, July 15, 2020 - Review results of parent survey, review initial drafts of subgroups

Wednesday, July 22, 2020 - Continue review of initial drafts of subgroups

Wednesday, July 29, 2020 - Final drafts of major district subgroups

08:07:24 From James Duggan : Unfortunately I have to leave at 9:00 am again today.

08:46:25 From security : Can we use the Russell or Blandford school for storage?

08:57:55 From Tara b : agree.... how it looks may define people's choices

08:58:37 From Michele Crane : Yes, we may be able to shift more folks back to in person school if we make the plans look acceptable and safe

08:58:43 From mnazzaro : The Russell/Blandford idea is really good

08:59:24 From Michele Crane : I doubt Blandford has any room for storage, they have moved in fully as town hall

09:00:21 From Jason : We currently don't have lease agreements in place with either Russell or Blandford do we? I know the regional agreement (sadly yet to be signed) outlines our right to do so but not currently in place

09:00:51 From mnazzaro : Except the gym, which is likely going to be restricted use for a while... is that Blandford gym space used as the voting location for the town?

09:01:34 From Michele Crane : Yes, its voting and meeting space

09:02:33 From Deanna LeBlanc : Are we able to increase capacity outside the cafeteria using tents/pop-up canopies during warmer months?

09:04:09 From mnazzaro : Ok, thanks Michelle, that's useful info. Jason, we are still paying the state for closing Russell... that should count for something?! Does using the building in this manner put us out of that category of needing to keep paying the MSBA clawback?

09:04:45 From Jason : Probably not if just using for storage purposes

09:18:49 From security : And with students staying after school there needs to be specific staff with the athletes. They can't hang out in the lobby or roam the halls.

09:24:08 From security : you can watch movies in the auditorium every afternoon...

09:27:04 From security : it's too bad towns couldn't have a spot and then they get bused to school.....

09:27:56 From Tasha Hartley : sorry lost internet for a moment