


## Roadmap to Reopening School Administrator Checklist

School Name: \_\_\_\_\_

Name of Administrator Completing Checklist: \_\_\_\_\_

| General School Building Recommendations |   |   |           |       |
|---|---|---|-----------|-------|
| Complete?                               | Action Items  | Date Completed  | Signature | Notes |
|   | Policy on no visitors communicated to staff and parents. Visitors not allowed in school unless school business requires them to be there (e.g., deliveries/service)   |  |           |       |
|   | Plan for parent meetings should be conducted by phone or other electronic means. Does plan include the methods for engaging parents?  |   |           |       |
|   | Education to parents and community about limits of access to the building. Does the plan include training or notification to parents?   |   |           |       |
|   | Training to all school staff, front office staff and Security regarding limits of access. Does the plan include a tracking form or online tracking platform?  |   |           |       |
|   | Ventilation to be inspected and air exchange information provided on an ongoing basis<br><b>(SEE VENTILATION CHECKLIST)</b>   |   |           |       |
|   | Alcohol based hand sanitizer stations placed at school entrances for all students and staff to apply sanitizer to hands upon entry. Ensure supplies are monitored to be approved by EPA or no recent recall from FDA  |   |           |       |
|   | Plan for handwashing breaks. Classroom sinks to have soap and/or alcohol hand sanitizer. Students will practice handwashing regularly through the day as “handwashing” breaks and when required (before/after eating, sharing any materials, cleaning, before/after using bathroom or returning from any location in the school). |   |           |       |
|   | Hand Hygiene and Physical Distancing signage posted in all restrooms  |   |           |       |



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|  | Review building equipment and where possible, replace existing equipment with hands free soap dispensers, paper towels dispensers, trash cans, door openers where possible.<br><b>Designate a monitor to ensure there is minimal or no tampering of equipment</b> |  |  |  |
|  | Disconnect or remove/cover automatic hand dryers in all restrooms   |  |  |  |
|  | Plan to restrict sharing of educational materials between individuals (books, computers, calculators, writing utensils, art supplies, etc.) and the appropriate disinfection at end of each school day and/or between users                                       |  |  |  |
|  | Establish plan for return and use of library materials. Recommended processes for quarantine of returned materials  |  |  |  |
|  | Plan established to keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas   |  |  |  |
|  | Plan for and communication on locker restrictions<br>Encourage use of backpacks through day   |  |  |  |
|  | Close communal use shared spaces such as cafeterias and playgrounds with shared playground equipment if possible; otherwise, stagger use and clean and disinfect between use.   |  |  |  |
|  | Signage hung in each classroom and public areas (Room capacity, mask use, hand hygiene, physical distancing)  |  |  |  |
|  | Arrows applied for hallway traffic  |  |  |  |
|  | Physical distancing signage/floor markers applied   |  |  |  |
|  | Cover/Turn off water for all water fountains and establish plan to maintain student hydration   |  |  |  |
| <b>Facility Recommendations – General (School Nurse Suite and School Based Health Centers)</b> |   |  |  |  |
|  | Number of chairs in waiting areas decreased and physical distance of 6 feet provided. Remove chairs not in use.   |  |  |  |
|  | Provide floor markings to show 6 ft   |  |  |  |
|  | Provide signage asking students to wait in designated areas   |  |  |  |
|  | Provide signage on cough etiquette, mask use, hand hygiene, etc.  |  |  |  |
|  | Free standing or wall mounted hand sanitizer station at entrance of Health Office and SBHCs.  |  |  |  |
|  | Create a dedicated parking spot for parents picking up sick children  |  |  |  |
|  | Plan for at least 6 ft between exam tables/cots where possible  |  |  |  |



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|   | Additional cots ordered/placed  |  |  |  |
|   | Portable room dividers/screens provided   |  |  |  |
|   | Functional sink in each nursing health suite  |  |  |  |
|   | Plexiglass barrier applied where needed at medical assistant or nursing desks   |  |  |  |
| <b>Isolation room –See PROTOCOLS for Isolation rooms</b>                |   |  |  |  |
|   | Isolation Room identified and approved by Bureau of Nursing Director (J. Vazquez)   |  |  |  |
|   | Signage for isolation room posted (Nurse will have)   |  |  |  |
|   | Hand sanitizer and/or sink available outside and inside isolation room  |  |  |  |
|   | PPE storage available at entrance of isolation room   |  |  |  |
|   | Garbage can at door of isolation room   |  |  |  |
|   | Staff for isolation room identified and shared with Bureau of Nursing Director (J. Vazquez)   |  |  |  |
| <b>Flow of Student Traffic and Triage for School Nurse &amp; SBHCs</b>  |   |  |  |  |
|   | Reiterate policy that teacher call prior to sending child to Nurse for illness/injury   |  |  |  |
|   | Educate staff on need for adult to accompany student to School Nurse  |  |  |  |
|   | The School Nurse will see any student with symptoms of COVID-19/ILI immediately and isolate   |  |  |  |
|   | Staff will document each child/staff that enters the health suite on log provided from NHHD   |  |  |  |
|   | Consider purchasing first aid kits for teachers to reduce minor visits to the nurse/SBHCs- Training for staff would need to be provided<br>*NHHD has developed visit decision tree for Teachers/staff |  |  |  |
|   | Administrators to reiterate that staff cannot use health suite restrooms  |  |  |  |
| <b>Mitigation of Risk- See PROTOCOLS for monitoring/contact tracing</b> |   |  |  |  |
|   | Administrator to ensure policy on attendance tracking is followed   |  |  |  |
|   | Contact tracing protocol reviewed   |  |  |  |
|   | Students sent home or absent with COVID symptoms must be cleared by school nurse before returning to school.  |  |  |  |
|   | Process will be put in place for clearance of returning students by school nurse  |  |  |  |
|   | Develop contingency plans for screening should it become necessary based on higher levels of case activity  |  |  |  |



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|  | Educate parents on screening tools/decision trees/guidance for keeping kids home  |  |  |  |
|  | Lync Spring module of covid-19 from NHHD reviewed and completed by all staff in the school  |  |  |  |
| <b>SBHC Specific Recommendations</b>   |   |  |  |  |
|  | Encourage all families to consider enrolling in SBHC if not enrolled  |  |  |  |
|  | Encourage all families enrolled in SBHC to update demographics and enroll in MyChart  |  |  |  |
| <b>PPE Requirements –SEE RESOURCE SECTION for vendors, training/demo videos, posters</b> |   |  |  |  |
|  | Communicate policy that all students, teachers, staff, and visitors (over the age of 2 years) must wear cloth face covering while in school, on the bus, and during all school activities per State law<br><br>Medical exemption required for ALL exceptions  |  |  |  |
|  | Have a plan to provide a mask to any child who needs a mask will be provided a disposable mask (either before entering the bus or school).<br><br>MEDICAL EXEMPTION REQUIRED FOR NO MASK<br><br><b>Health Professionals-SBHC staff /nurses: Surgical mask Recommendation for N95 only for aerosolizing procedures.</b><br><b>Aerosolizing procedures prohibited/strictly restricted</b> |  |  |  |
|  | Monitor mask use on entry to bus and school   |  |  |  |
|  | Develop policy on mask breaks as allowed under State guidelines   |  |  |  |
|  | Communicate the training available to all parents, students and staff on the proper use, cleaning and removal of masks and of PPE use and disposal  |  |  |  |
| <b>Procedures</b>  |   |  |  |  |
|  | In collaboration with the School Nurse, communicate that nebulizer treatments will not be provided in school, as this is a high risk, aerosolizing procedure.   |  |  |  |
|  | In collaboration with the School Nurse, communicate that EVERY student with an asthma diagnosis is required to have an asthma action plan, inhaler, and spacer in the school health office.   |  |  |  |
|  | Should an emergency arise where the child requires a nebulizer treatment and <i>other symptoms are unknown</i> , the  |  |  |  |



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|  | <p>healthcare provider administering the nebulizer treatment must wear full PPE or N95, face shield, gown, and gloves.</p> <p>When possible, this will be reserved for medically complex children unable to use an MDI/spacer. These procedures shall be completed outside or in a vestibule with outdoor access</p> <p>911 will be called for assessment/stabilization in severe cases with no relief from MDI.</p> <p>If completed inside in emergency situation, the room will be out of service for appropriate disinfection per CDC guidelines</p> |  |  |  |
| <b>Students/Staff with Special Health Care Needs</b> |   |  |  |  |
|  | <p>Students requiring special physical care from paras or health staff will be provided with adequate privacy and PPE for procedures. Staff providing care and the students will be provided with appropriate PPE, as indicated (masks)</p> <p><i>*Additional staff may be needed to provide care</i></p> <p>Per CT State DPH/CSDE, gowns and face shields are not required for changing of students</p>  |  |  |  |
|  | <p>If naps are taken during the day in Pre-k classes, each mat will be dedicated to one student and cleaned at the end of each day.</p>   |  |  |  |
|  | <p>Students with special healthcare needs will receive regular health monitoring and be provided with appropriate PPE as per their MD order</p>   |  |  |  |
|  | <p><b>Students/staff with high risk</b> will be evaluated for individual health plan – plan may include a faceshield in addition to mask. Guidance of PCP will be required for individual students with complex health needs</p> <p><b>Staff providing personal care to students-</b><br/>Cloth/Disposable Mask</p>   |  |  |  |



| Transportation               |   |  |  |  |
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|                              | Request and review First Student cleaning protocol and health/safety protocols (District)   |  |  |  |
|                              | Bus monitors (if available) will monitor use of sanitizer and mask condition as students enter bus and will provide masks to students if needed<br><br>Bus monitors are not part of 20-21 reopen plan   |  |  |  |
|                              | If student appears ill while entering bus (cough, sneeze, looks unwell, etc.), bus driver will question parent or student if old enough with COVID screening questions.<br><br>If “YES” to any questions, parent will be asked to keep student home and the information will be documented and given to the school nurse for follow up. If parent is unavailable or uncooperative, student will be separated as able during transport and brought to the nurses office. |  |  |  |
|                              | First Student will use a disinfectant which meets EPA approval after every bus run.   |  |  |  |
|                              | Consider having 1-2 “sick buses” that can transport students who are ill home from school provided an adult is at home.<br><br>Sick buses are not part of 20-21 reopen plan.<br>NHHD exploring this decision  |  |  |  |
| Gatherings/Assemblies/Events |   |  |  |  |
|                              | Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held. Limit group size to the extent possible.   |  |  |  |
|                              | Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county).  |  |  |  |
|                              | Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, and spirit nights, as possible.   |  |  |  |
|                              | Pursue options to convene sporting events and participation in sports activities in ways that minimizes the risk of transmission of COVID-19 to players, families, coaches, and communities.  |  |  |  |



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|                             | Sports will be limited based on CIAC/DPH Guidance of 8/13/20  |  |  |  |
| <b>Communication</b>        |   |  |  |  |
|                             | Reassure families that children are safe and will be kept safe with social distancing, cohorting of students, wearing masks/PPE, and daily monitoring for fever   |  |  |  |
|                             | Educate parents on to keep children home from school when sick  |  |  |  |
|                             | In collaboration with the School Nurse, send parents with students entering at all grade levels who have outstanding PEs and immunizations, notification that these must be done prior to attending schools |  |  |  |
|                             | Emphasize need for multiple emergency contacts and plan, up to date phone information on file for picking up child in the event they become ill and need to go home   |  |  |  |
|                             | Educate parents on need to call attendance clerk when student is out sick and the importance of sharing health information with school nurse for follow up  |  |  |  |
|                             | Front office will notify school nurse daily re: which children are absent due to illness or quarantine so nurse can track their return to school and notify the nurse of any cases where Covid is involved  |  |  |  |
|                             | Educate parents on requirements for return to school per Containment Protocol   |  |  |  |
|                             | Communication to pediatric practices re: NHPS policies on return to school protocol   |  |  |  |
|                             | ALL CHILDREN RETURNING FROM ILLNESS OR ABSENCE must be cleared by the school nurse before entering class  |  |  |  |
| <b>Staff Considerations</b> |   |  |  |  |
|                             | Staff provided with the necessary information to self-assess risk at home before work each day per BOE RTW Policy   |  |  |  |
|                             | Front Office will maintain daily records of staff assignments in the event that post-exposure contact tracing becomes necessary.  |  |  |  |
|                             | Staff will be required to follow return to work policy  |  |  |  |
|                             | Testing will be available to all staff at select locations in the City  |  |  |  |

## Roadmap to Reopening Ventilation Checklist

School Name: New HavenPublic Schools

Name of Administrator Completing Checklist: Joseph Barbarotta

### *Operation of Central and non-Central Ventilation Systems*

| <b>Prior to School Reopening</b>  |                |                   |   |
|---|----------------|-------------------|---|
| Guidance  | Date Completed | Signature         | Notes   |
| Commission building mechanical systems for full occupancy (see details below for tips about how and why to commission mechanical systems for fall start-up).  |                | Joseph Barbarotta | Colliers International has been retained to provide quotes .The quote is for approximatly \$200,000 Other quotes are being obtained. Colliers estimates the work can be completed by the end of October |
| Operate all ventilation systems at full capacity for one (1) week prior to the reopening of school buildings.   | August 17,2020 | Joseph Barbarotta | All systems have been operating in occupied mode since mid August   |
| Discuss with the entire facilities team and school administrators the general principles about what changes are planned to the usual ventilation system operation for the coming year. It will be important to communicate with school staff the importance of not making any adjustments to the mechanical systems inside school buildings (thermostats, fan speeds, etc.) without input from the facilities team. | August 17,2020 | Joseph Barbarotta | NHPS utilizes the Honeywell Build Management System so the schools are not able to adjust any controls as it is all performed remotely by the facilities department                                     |
| <b>Following School Reopening</b>   |                |                   |   |
| Guidance  | Date Completed | Signature         | Notes   |
| Flush the air inside the building for a minimum of two (2) hours prior to occupancy and one (1) hour after  | August 17,2020 | Joseph Barbarotta | Startup buildings at 4:00am and end at 10:00 pm   |





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| <p>occupancy (after the night-shift custodians leave), with the dampers open as fully as possible (i.e. to maximize fresh air intake) during this flushing period.</p>  |                                   |                          |  |
| <p>Program and lock fan schedules to align with the building occupancy schedule (i.e. provide flushing ventilation starting two (2) hours before building occupancy and one (1) hour post occupancy).</p>   | <p>August 24,2020</p>             | <p>Joseph Barbarotta</p> | <p>Where possible systems startup two hours earlier (4:00am) and are turned off 1 hour later at (10:00pm)</p>                                      |
| <p>Develop a system for building users to notify the facilities department if the building needs to be open longer than usual so that the fan schedule can be altered for that day.</p>   | <p>Ongoing</p>                    | <p>Joseph Barbarotta</p> | <p>The Facilities Department utilizes school dude software work order system for all permit activities and run times are adjusted accordingly.</p> |
| <p>Keep the ventilation system running during all hours that the building is occupied.</p>  | <p>August 17,2020</p>             | <p>Joseph Barbarotta</p> | <p>The ventillation systems are all in occupied mode 24/7 since August</p>   |
| <p>Do not allow teachers or other staff to make changes to ventilation system controls in their respective rooms. Explain to them the importance of keeping fans running all day. If temperature, noise, or other issues exist in certain areas, encourage staff to discuss the problem with the facilities department to try to identify a suitable fix that does not negatively impact ventilation.</p> | <p>Staff does not have access</p> | <p>Joseph Barbarotta</p> | <p>Teachers and staff do not have access to any of the HVAC controls</p>   |
| <p>Keep bathroom exhaust systems running all day, every day (24 hours a day/7 days a week).</p>   |                                   | <p>Joseph Barbarotta</p> | <p>In the process of checking all bathroom exhauts fans</p>  |



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| <p>For isolation rooms to be used for holding sick students prior to dismissal, consider adding supplemental filtration, such as a portable air cleaner. This is particularly important if the ventilation serving those rooms cannot be run at 100% exhaust at all times. If a portable air cleaner is used, it should:</p> <ul style="list-style-type: none"> <li>• Contain HEPA filters only <u>without</u> ionizers, ozone generators, UV light, or other add-ons.</li> <li>• Be correctly sized for the space, with an appropriate CADR (clean air delivery rate).</li> <li>• Be located for greatest efficiency within the space.</li> <li>• Be turned on at all times that the space is occupied.</li> </ul> | <p>In Progress</p>     | <p>Joseph Barbarotta</p> | <p>The Facilities Department has been advised to add window box fans with Merv 13 filters in lieu of HEPA portable air cleaners. In process of making window box filters.</p> |
| <p>Develop a specific plan for performing routine inspections and maintenance of mechanical systems, as specified in the commissioning process.</p>   | <p>In process</p>      | <p>Joseph Barbarotta</p> | <p>Need to develop a plan with the mechanical engineer.</p>   |
| <p>For buildings without central ventilation systems or with certain areas not served by the central ventilation system, there are other important design considerations facility managers should be aware of, and in control of, in order to maximize available dilution ventilation and minimize the spread of virus particles inside their</p>   | <p>August 24, 2020</p> | <p>Joseph Barbarotta</p> | <p>We have installed window air conditioner units where possible and window box fans (exhausting outside) in schools where windows were open</p>                              |



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| facilities.  |                 |                   |  |
| At a minimum, where temperature allows and no other means of ventilation is available, windows should be opened to allow for some minimum level of fresh air exchange into occupied spaces.                            | August 24,2020  | Joseph Barbarotta | Completed at Quinnipiac , and West Rock Schools                    |
| Window air conditioning units should be adjusted to maximize fresh air intake into the system. Air conditioner blower fans should be set on low speed and pointed away from room occupants to the extent possible.     | August 10, 2020 | Joseph Barbarotta | Completed at Quinnipiac School                                     |
| Ceiling fans should be adjusted so that fins are rotating in a direction that draws air up toward the ceiling rather than down onto occupants.   | In progress     | Joseph Barbarotta | No ceiling fans ?<br>Checking to ensure there are no ceiling fans. |
| Window fans should be turned to exhaust air out of the window in the direction of the outdoors. Ensure that fans are not blowing out of windows directly into walking paths or areas where individuals may congregate. | August 24,2020  | Joseph Barbarotta | Completed at Quinnipiac and West Rock                              |
| Window fans that blow air into a room or free-standing fans that only serve to circulate existing air around a room should not be used.  |                 | Joseph Barbarotta | Window fans are exhausting out.                                    |
| NOT RECOMMENDED:<br>free-standing air cleaner or HEPA filter units for individual classrooms   |                 | Joseph Barbarotta | Not using  |



**How to Commission Building Mechanical Systems for fall school reopening**

Hire a mechanical engineering firm with a proven track record in evaluating, adjusting, and balancing ventilation systems, particularly ventilation systems in school buildings, to commission all of the buildings' mechanical systems for full occupancy. The school facilities manager should be part of the discussion team talking with the engineering firm and the commissioning agent.

**Ask the Commissioning Agent the following questions:**

| Guidance  | Date Completed | Signature         | Notes   |
|---|----------------|-------------------|---|
| How many and what types of systems serve your buildings, and which area of the building does each separate system serve?  |                | Joseph Barbarotta | We currently have Air Handling Units, Energy Recovery Units, Roof Top Units, Make Up Air Units, DOA Chilled Beams |
| What are the capabilities of the systems present in your school buildings?  |                | Joseph Barbarotta | Equipment believed to be operating as designed. Verification needed by mechanical engineering firm.               |
| Are the systems currently working to their full capabilities?   |                | Joseph Barbarotta | Equipment believed to be operating as designed. Verification needed by mechanical engineering firm.               |
| Are the current systems' capabilities enough to satisfy full capacity for how the buildings need to operate now?  |                | Joseph Barbarotta | Equipment believed to be operating as designed. Verification needed by mechanical engineering firm.               |
| Can demand-based systems be converted to constant volume until cooling season is over (if systems provide central cooling)? During heating season? Longer-term? |                | Joseph Barbarotta | Verification needed by mechanical engineering firm.   |
| Can recirculation of air be suspended (economizers disabled)?   |                | Joseph Barbarotta | Verification needed by mechanical engineering firm.   |
| Can they provide a summary of performance expectations for mechanical systems in the building?  |                | Joseph Barbarotta | Must be verified by engineering firm.   |

**Include the following items in the commissioning process:**



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| <ul style="list-style-type: none"> <li>• Inspection and evaluation of all building ventilation systems, both automated and manual.</li> </ul>  |  | Joseph Barbarotta | Must be verified by engineering firm. |
| <ul style="list-style-type: none"> <li>• Air balancing and appropriate retesting to ensure parameters that satisfy the conditions of full occupancy of the buildings.</li> </ul>   |  | Joseph Barbarotta | Must be verified by engineering firm. |
| <b>Inspections:</b>  |  |                   |                                       |
| <p>Filter frames - Decide what kind of filter thickness and type you will be using if you decide to upgrade to a higher-rated filter. Discuss this with your ventilation engineering firm. Either way, all filter frames will need to be inspected. Replace or fix all bent, broken, misshapen frames to prevent air from by-passing the filter.</p> |  | Joseph Barbarotta | In progress                           |
| <p>Dampers and all associated controllers and actuators need to be visually inspected. Do not rely only on looking at a computer screen if you have an automated buildingsystem.</p>   |  | Joseph Barbarotta | In progress                           |
| <p>Inspect, verify, and modify automated set points, if needed. Discuss both temperature and CO<sub>2</sub> set points in newer buildings that utilize these variables for automated decision-making.</p>  |  | Joseph Barbarotta | In progress                           |
| <p>Locations of supply and return diffusers. Look at ventilation effectiveness and whether short-circuiting is occurring. This happens frequently when supply and return diffusers are too close to each other. Discuss the</p>  |  | Joseph Barbarotta | In progress                           |



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| <p>possibility of moving them farther apart if this is occurring. If supplies and returns are ducted using flex duct and the room has a suspended ceiling, relocating can be performed more easily.</p>  |  | <p>Joseph<br/>Barbarotta</p> | <p>In progress</p>        |
| <p>Air balancing, inspections, and other work should be performed in accordance with one of these certification bodies:</p> <p><a href="https://www.nebb.org/">NEBB (https://www.nebb.org/)</a></p> <p><a href="https://www.tabbcertified.org/">TABB (https://www.tabbcertified.org/)</a></p> <p><a href="https://www.aabc.com/">AABC (https://www.aabc.com/)</a></p>  |  | <p>Joseph<br/>Barbarotta</p> | <p>In progress</p>        |
| <p><b>Strive toward the following ventilation goals</b></p>  |  |                              |                           |
| <p>Increase outdoor air ventilation as much as possible by disabling demand-controlled ventilation systems and opening outdoor air dampers to 100%, as indoor and outdoor conditions permit. Disabling demand-based systems will allow fans to run continuously.</p>   |  | <p>Joseph<br/>Barbarotta</p> | <p>Ongoing initiative</p> |
| <p>Tune ventilation systems to enable them to perform to the maximum capacity consistent with full occupancy conditions for the building.</p>  |  | <p>Joseph<br/>Barbarotta</p> | <p>Ongoing initiative</p> |
| <p>Bypass energy recovery ventilation systems that leak or recirculate potentially contaminated exhaust air back into the outdoor air supply.</p> <p>Once fans are running continuously, provide increased particle capture by increasing air filtering capacity through repair/upgrades to current system, where needed. This includes filter frames, filter configuration, and filter rating (ASHRAE recommends striving for</p> |  | <p>Joseph<br/>Barbarotta</p> | <p>Ongoing initiative</p> |



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| filters with a MERV-13 rating where possible). |  | Joseph Barbarotta | Ongoing initiative |
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**Why it is Important to Commission Building Mechanical Systems**

1. Commissioning verifies that existing equipment is working properly. Adjustments can then be made to allow current systems to operate to the best of their ability.
2. Adjusting mechanical systems to satisfy full building occupancy, even if buildings will have reduced occupancy in the fall, will result in increased ventilation per person without over-taxing the equipment and potentially causing premature equipment failure.
3. Commissioning reduces the likelihood of unintended consequences of making changes to how systems operate.
4. If one or more of the systems are deemed to be inadequate, commissioning will provide the basis for making informed and intelligent decisions about next steps to improve those systems.
5. The cost for commissioning is money well spent because it will prevent building operators from spending money on things that add little value and instead, help them focus attention on things that will make a real difference.

**Additional resources:**

- AICARR- Decision Tree: [Protocol for risk reduction of SARS-CoV2-19 Diffusion With the Aid of Existing Air Conditioning and Ventilation Systems](#)
- [Air filtration and COVID-19: Indoor air quality expert explains how to keep you and your building safe: Interview with Professor Jeffrey Seigel, University of Toronto](#)
- [The Path to COVID-19 Recovery: How To Improve Indoor Air Quality When Re- Opening K-12 Schools.](#) Univ Calif Davis.
- Connecticut Department of Public Health, Guidance for School Systems for the Operation of Central and Non-Central Ventilation Systems during the COVID-19 Pandemic. Published June 22, 2020

|    | NAME OF SCHOOL    | MERV 8 Filters | Filters Changed | A/C Functional | A/C To Be Functional | Increased Air Flow 100% | Air Flow Has Been Completed | Start Time Increased 2 Hours | Run Time Extended 1 Hour | Run Time Extended To Be Completed |
|----|-------------------|----------------|-----------------|----------------|----------------------|-------------------------|-----------------------------|------------------------------|--------------------------|-----------------------------------|
| 1  | Barnard           | Yes            |                 | Yes            | Yes                  | Yes                     | 8/14/2020                   | Yes                          | Yes                      | 8/19/2020                         |
| 2  | Beecher           | Yes            | 19-Jun          | Yes            | Yes                  | Yes                     | 8/14/2020                   | Yes                          | Yes                      | 8/19/2020                         |
| 3  | Betsy Ross        | Yes            |                 | Yes            | Yes                  | Yes                     | 8/14/2020                   | Yes                          | Yes                      | 8/19/2020                         |
| 4  | Bishop Woods      | Yes            | 19-Aug          | Yes            | Yes                  | Yes                     | 8/14/2020                   | Yes                          | Yes                      | 8/19/2020                         |
| 5  | C. Rogers         | Yes            |                 | Yes            | Yes                  | Yes                     | 8/14/2020                   | Yes                          | Yes                      | 8/19/2020                         |
| 6  | Celentano         | Yes            |                 | Yes            | Yes                  | Yes                     | 8/14/2020                   | Yes                          | Yes                      | 8/19/2020                         |
| 7  | Clemente          | Yes            | 19-Sep          | Yes            | Yes                  | Yes                     | 8/14/2020                   | Yes                          | Yes                      | 8/19/2020                         |
| 8  | Clinton           | Yes            | 19-Oct          | Yes            | Yes                  | Yes                     | 8/14/2020                   | Yes                          | Yes                      | 8/19/2020                         |
| 9  | Columbus          | Yes            | 19-Sep          | Yes            | Yes                  | Yes                     | 8/14/2020                   | Yes                          | Yes                      | 8/19/2020                         |
| 10 | Conte             | Yes            |                 | Yes            | Yes                  | Yes                     | 8/14/2020                   | Yes                          | Yes                      | 8/19/2020                         |
| 11 | Coop              | Yes            |                 | Yes            | Yes                  | Yes                     | 8/14/2020                   | Yes                          | Yes                      | 8/19/2020                         |
| 12 | Cross             | Yes            | 1-Aug           | Yes            | Yes                  | Yes                     | 8/14/2020                   | Yes                          | Yes                      | 8/19/2020                         |
| 13 | Davis             | Yes            | 19-Jun          | Yes            | Yes                  | Yes                     | 8/14/2020                   | Yes                          | Yes                      | 8/19/2020                         |
| 14 | Dr. Mayo          | Yes            | 20-Jul          | Yes            | Yes                  | Yes                     | 8/14/2020                   | Yes                          | Yes                      | 8/19/2020                         |
| 15 | East Rock         | Yes            |                 | Yes            | Yes                  | Yes                     | 8/13/2020                   | Yes                          | Yes                      | 8/19/2020                         |
| 16 | Edgewood          | Yes            | 19-Jun          | Yes            | Yes                  | Yes                     | 8/14/2020                   | Yes                          | Yes                      | 8/19/2020                         |
| 17 | ESUMS             | Yes            |                 | Yes            | Yes                  | Yes                     | 8/13/2020                   | Yes                          | Yes                      | 8/19/2020                         |
| 18 | Fair Haven        | Yes            |                 | Yes            | Yes                  | Yes                     | 8/14/2020                   | Yes                          | Yes                      | 8/19/2020                         |
| 19 | H.S.C.            | Yes            |                 | Yes            | Yes                  | Yes                     | 8/14/2020                   | Yes                          | Yes                      | 8/19/2020                         |
| 20 | Hill Central      | Yes            | 19-Jun          | Yes            | Yes                  | Yes                     | 8/13/2020                   | Yes                          | Yes                      | 8/19/2020                         |
| 21 | Career            | Yes            | 20-Jul          | Yes            | Yes                  | Yes                     | 8/14/2020                   | Yes                          | Yes                      | 8/19/2020                         |
| 22 | Hillhouse/FLA C   | Yes            | 19-Oct          | Yes            | Yes                  | Yes                     | 8/17/2020                   | Yes                          | Yes                      | 8/19/2020                         |
| 23 | Hooker K2         | Yes            |                 | Yes            | Yes                  | Yes                     | 8/17/2020                   | Yes                          | Yes                      | 8/20/2020                         |
| 24 | Hooker Middle     | Yes            |                 | Yes            | Yes                  | Yes                     | 8/17/2020                   | Yes                          | Yes                      | 8/20/2020                         |
| 25 | K. Robinson       | Yes            |                 | Yes            | Yes                  | Yes                     | 8/17/2020                   | Yes                          | Yes                      | 8/20/2020                         |
| 26 | Jepson            | Yes            | 19-Jun          | Yes            | Yes                  | Yes                     | 8/17/2020                   | Yes                          | Yes                      | 8/20/2020                         |
| 27 | John Daniels      | Yes            |                 | Yes            | Yes                  | Yes                     | 8/17/2020                   | Yes                          | Yes                      | 8/20/2020                         |
| 28 | K. Brennan        | Yes            |                 | Yes            | Yes                  | Yes                     | 8/17/2020                   | Yes                          | Yes                      | 8/20/2020                         |
| 29 | Lincoln Bassett   | Yes            | 19-Jun          | Yes            | Yes                  | Yes                     | 8/17/2020                   | Yes                          | Yes                      | 8/20/2020                         |
| 30 | Martinez          | Yes            | 19-Oct          | Yes            | Yes                  | Yes                     | 8/17/2020                   | Yes                          | Yes                      | 8/20/2020                         |
| 31 | Mauro/Sheridan    | Yes            | 19-Jan          | Yes            | Yes                  | Yes                     | 8/17/2020                   | Yes                          | Yes                      | 8/20/2020                         |
| 32 | Metro             | Yes            |                 | Yes            | Yes                  | Yes                     | 8/17/2020                   | Yes                          | Yes                      | 8/20/2020                         |
| 33 | Nathan Hale       | Yes            |                 | Yes            | Yes                  | Yes                     | 8/17/2020                   | Yes                          | Yes                      | 8/20/2020                         |
| 34 | New Haven Academy | Yes            | 19-Jun          | Yes            | Yes                  | Yes                     | 8/13/2020                   | Yes                          | Yes                      | 8/20/2020                         |
| 35 | Riverside         | Yes            |                 | Yes            | Yes                  | Yes                     | 8/17/2020                   | Yes                          | Yes                      | 8/20/2020                         |
| 36 | Quinnipiac Ross   | Yes            |                 | (6) rooms      | 8/14/2020            | Yes                     | 8/17/2020                   | Yes                          | Yes                      | 8/20/2020                         |
| 37 | Woodward          | Yes            | 19-Oct          | Yes            | Yes                  | Yes                     | 8/17/2020                   | Yes                          | Yes                      | 8/20/2020                         |
| 38 | Sound             | Yes            | 19-Jun          | Yes            | Yes                  | Yes                     | 8/17/2020                   | Yes                          | Yes                      | 8/20/2020                         |
| 39 | OBAMA             | Yes            | 20-Jul          | Yes            | Yes                  | Yes                     | 8/13/2020                   | Yes                          | Yes                      | 8/20/2020                         |
| 40 | Troup             | Yes            | 19-Jun          | Yes            | Yes                  | Yes                     | 8/17/2020                   | Yes                          | Yes                      | 8/20/2020                         |
| 41 | Truman            | Yes            |                 | Yes            | Yes                  | Yes                     | 8/17/2020                   | Yes                          | Yes                      | 8/20/2020                         |
| 42 | West Rock         | No             |                 |                |                      |                         |                             |                              |                          |                                   |
| 43 | Wexler            | Yes            | 19-Jun          | Yes            | Yes                  | Yes                     | 8/17/2020                   | Yes                          | Yes                      | 8/20/2020                         |

All schools have MERV 8 Filters upgrading to MERV 13 program (as recommended by CDC) to begin in September as MERV 13 filters become available (4) schools per month until upgrade is completed. Quinnipiac (6) new window a/c units completed installation. Additional 10 a/c units to be installed by 8/28/2020 Celentano repairs completed a/c operational as of 8/17/2020 Outside air adjustments have been completed district wide. Start and End run times have been completed at all schools. West Rock does not have a/c in (13) classrooms they do have operational windows and window fans have been installed to exhaust air as per CDC recommendation. Evaluating to see if window a/c can be installed.





NEW HAVEN PUBLIC SCHOOLS

# NHPS Facilities PREPAREDNESS FOR STUDENT RETURN



SCHOOLS CLEANLINESS



COVID-19 MODIFICATIONS & SIGNAGE



PPE STOCKPILE & DISTRIBUTION



THIRD PARTY ANALYSIS



VENTILATION / HVAC



STAFFING PLAN



September 14, 2020



## School Cleanliness

- All schools have been deep cleaned and disinfected multiple times since March 2020
- Disinfecting spray guns on order, to arrive early October

**S1HH**

Battery Operated Sprayer





## PPE & Sanitizer Inventory

- PPE has been distributed according to the list on the following pages
- Facilities continues to backfill supplies as they are needed and become available
- Appropriate volume of hand sanitizer has been distributed to each school to accommodate one gallon of sanitizer per classroom

# PPE Distribution List

| School                                     | Students | FT Staff | PT & Itinerant | Face Shields, each | Masks, Boxes of 50 | Gloves, Boxes of 100 |
|--|----------|----------|----------------|--------------------|--------------------|----------------------|
| <b>Barnard Interdistrict</b>               | 495      | 65       | 37             | 112                | 48                 | 22                   |
| <b>Beecher Interdistrict</b>               | 523      | 61       | 35             | 106                | 50                 | 23                   |
| <b>Bishop Woods Magnet</b>                 | 448      | 52       | 29             | 91                 | 43                 | 20                   |
| <b>Brennan/Rogers Magnet OPEN Choice</b>   | 392      | 67       | 38             | 115                | 40                 | 18                   |
| <b>Celentano Magnet OPEN Choice</b>        | 399      | 57       | 32             | 99                 | 40                 | 18                   |
| <b>Clinton Avenue Neighborhood</b>         | 447      | 61       | 35             | 106                | 44                 | 20                   |
| <b>Columbus Neighborhood</b>               | 436      | 46       | 26             | 82                 | 41                 | 19                   |
| <b>Conte/West Hills Magnet OPEN Choice</b> | 660      | 69       | 39             | 118                | 62                 | 29                   |
| <b>Davis Interdistrict</b>                 | 516      | 65       | 37             | 112                | 50                 | 23                   |
| <b>East Rock Magnet</b>                    | 459      | 70       | 40             | 120                | 46                 | 21                   |
| <b>Edgewood Magnet</b>                     | 434      | 44       | 25             | 79                 | 41                 | 19                   |

|   |     |    |    |     |    |    |
|---|-----|----|----|-----|----|----|
| <b>Fair Haven Neighborhood</b>          | 783 | 99 | 56 | 165 | 76 | 36 |
| <b>Hill Central Neighborhood</b>        | 411 | 59 | 33 | 102 | 41 | 19 |
| <b>Jepson Interdistrict</b>             | 528 | 67 | 38 | 115 | 51 | 24 |
| <b>John C. Daniels Interdistrict</b>    | 523 | 66 | 37 | 113 | 51 | 24 |
| <b>John Martinez Magnet OPEN Choice</b> | 455 | 56 | 32 | 98  | 44 | 20 |
| <b>King/Robinson Interdistrict</b>      | 523 | 70 | 40 | 120 | 51 | 24 |
| <b>Lincoln Bassett Neighborhood</b>     | 292 | 53 | 30 | 93  | 30 | 13 |
| <b>Mauro/Sheridan Interdistrict</b>     | 549 | 71 | 40 | 121 | 53 | 25 |
| <b>Dr. Mayo</b>                         | 400 | 82 | 46 | 138 | 43 | 20 |
| <b>Nathan Hale Neighborhood</b>         | 506 | 65 | 37 | 112 | 49 | 23 |
| <b>Robert Clemente Magnet</b>           | 453 | 58 | 33 | 101 | 44 | 20 |

|                               |     |    |    |     |    |    |
|-------------------------------|-----|----|----|-----|----|----|
| Ross/Woodward Interdistrict   | 664 | 71 | 40 | 121 | 62 | 29 |
| Obama Magnet OPEN Choice      | 331 | 51 | 29 | 90  | 33 | 15 |
| Troup Neighborhood            | 385 | 54 | 31 | 95  | 38 | 17 |
| Truman Neighborhood           | 464 | 60 | 34 | 104 | 45 | 21 |
| West Rock Interdistrict       | 196 | 38 | 22 | 70  | 21 | 9  |
| Wexler Neighborhood           | 327 | 51 | 29 | 90  | 33 | 15 |
| W. Hooker Neighborhood        | 434 | 47 | 27 | 84  | 41 | 19 |
| Quinnipiac Magnet OPEN Choice | 246 | 31 | 18 | 59  | 24 | 10 |
| BRAMS Interdistrict           | 410 | 57 | 32 | 99  | 40 | 18 |

|  |              |             |             |             |             |             |
|--|--------------|-------------|-------------|-------------|-------------|-------------|
| Co-Op Arts Interdistrict                 | 577          | 74          | 42          | 126         | 56          | 26          |
| ESUMS Interdistrict                      | 590          | 75          | 42          | 127         | 57          | 27          |
| Hill Regional Career Interdistrict       | 658          | 80          | 45          | 135         | 63          | 30          |
| HSC Interdistrict                        | 283          | 40          | 23          | 73          | 28          | 12          |
| James Hillhouse Neighborhood OPEN Choice | 1201         | 126         | 71          | 207         | 112         | 54          |
| Metropolitan Interdistrict               | 395          | 49          | 28          | 87          | 38          | 17          |
| NH Academy Interdistrict                 | 302          | 38          | 22          | 70          | 29          | 13          |
| Riverside Alternative                    | 104          | 27          | 15          | 52          | 12          | 4           |
| Sound                                    | 331          | 52          | 29          | 91          | 33          | 15          |
| Wilbur Cross Neighborhood                | 1675         | 182         | 103         | 295         | 157         | 77          |
| Adult Ed                                 | 800          | 42          | 24          | 76          | 70          | 33          |
| <b>Totals</b>                            | <b>21005</b> | <b>2648</b> | <b>1501</b> | <b>4569</b> | <b>2030</b> | <b>941</b>  |
| <b>Quant. On Hand</b>                    |              |             |             | <b>6400</b> | <b>4000</b> | <b>1000</b> |



**QUOTATION  
THIS IS NOT A SALES ORDER**

W.B. Mason  
PO Box 111  
59 CENTRE ST  
BROCKTON, MA 02303

Telephone: 1-888-WBMASON

Customer number: C1255388  
Order number: S104612387  
Date: 6/15/2020  
Page number: 1 of 1  
Sales Rep Name: Debbie Papallo

**Delivery Address:**

Elm City Montessori School  
375 Quinpiac Avenue  
New Haven, CT 06513

**Additional Delivery:**

**Expense Allocations:**

Cost Center: New Haven Pub. Schools

**Billing Address:**

New Haven Schools General  
ATTN: Heather Barbarotta  
54 Meadow Street,  
4th Floor  
New Haven, CT 06519

**Purchase Order:**  
**Customer Reference:**  
**Payment Method:** On Account

| Item No.       | Description                                 | Qty   | Price/UOM | Ext. Price |
|----------------|---|-------|-----------|------------|
| NWLNPPFGL      | NITRILE GP POWDER FREE GLOVES - LARGE       | 1,000 | 13.20/BX  | 13,200.00  |
| NWLGS1GALWP    | SANITIZER, GALLON, GEL, ALCOHOL, PUMP, 4/CS | 144   | 145.99/CS | 21,022.56  |
| NWLMASK3PLYDIS | FACE MASK, 3-PLY, DISPOSABLE, 50/BX         | 2,000 | 22.50/BX  | 45,000.00  |

50% deposit upon placement of order (wire transfer)  
Balance to be paid upon receipt of product  
Non-returnable

|  |                  |
|--|------------------|
| Product Subtotal                           | 79,222.56        |
| Tax Subtotal (may include bottle deposits) | 0.00             |
| <b>Order Total</b>                         | <b>79,222.56</b> |

*Not Received as of 8/25/2020*



**QUOTATION  
THIS IS NOT A SALES ORDER**

W.B. Mason  
PO Box 111  
59 CENTRE ST  
BROCKTON, MA 02303

Telephone: 1-888-WBMASON

Customer number: C1267379  
Order number: S105919407  
Date: 7/30/2020  
Page number: 1 of 1  
Sales Rep Name: Debbie Papallo

**Delivery Address:**  
New Haven BOE  
375 Quinpiac Avenue  
New Haven, CT 06513

**Additional Delivery:**

**Expense Allocations:**

**Billing Address:**  
New Haven BOE- Maintenance/Custodie  
ATTN: Luz Perez  
375 Quinpiac Avenue  
New Haven, CT 06513

**Purchase Order:**  
**Customer Reference:**  
**Payment Method:** On Account

| Item No.       | Description                                   | Qty | Price/UOM | Ext. Price |
|----------------|---|-----|-----------|------------|
| NWLMASK3PLYKID | FACE MASK, 3-PLY, KID SIZE, DISPOSABLE, 50/BX | 300 | 24.99/BX  | 7,497.00   |

Product Subtotal 7,497.00  
Tax Subtotal (may include bottle deposits) 0.00  
Order Total 7,497.00

*Not Received as of 8/25/2020*



**QUOTATION  
THIS IS NOT A SALES ORDER**

W.B. Mason  
PO Box 111  
59 CENTRE ST  
BROCKTON, MA 02303

Telephone: 1-888-WBMASON

Customer number: C1267379  
Order number: S105919441  
Date: 7/30/2020  
Page number: 1 of 1  
Sales Rep Name: Debbie Papallo

**Delivery Address:**  
New Haven BOE  
375 Quinpiac Avenue  
New Haven, CT 06513

**Additional Delivery:**

**Expense Allocations:**

**Billing Address:**  
New Haven BOE- Maintenance/Custodie  
ATTN: Luz Perez  
375 Quinpiac Avenue  
New Haven, CT 06513

**Purchase Order:**  
**Customer Reference:**  
**Payment Method:** On Account

| Item No.    | Description                                 | Qty | Price/UOM | Ext. Price |
|-------------|---|-----|-----------|------------|
| NWLGS1GALWP | SANITIZER, GALLON, GEL, ALCOHOL, PUMP, 4/CS | 50  | 145.99/CS | 7,299.50   |

Product Subtotal 7,299.50  
Tax Subtotal (may include bottle deposits) 0.00  
Order Total 7,299.50

Date: 03/24/2020 **BILL OF LADING** Page 1 of 1

**SHIP FROM**  
 Name: FROGGYS FOG  
 Address: 302 RUTHERFORD LN  
 City/State/Zip: COLUMBIA, TN 38401  
 SID#: \_\_\_\_\_

**SHIP TO**  
 Name: Operation Maint  
 Address: 375 Quinnipac Ave  
 City/State/Zip: New Haven, CT 06513  
 CID#: \_\_\_\_\_

**THIRD PARTY FREIGHT CHARGES BILL TO:**  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**

**Bill of Lading Number:** 20080131322

BAR CODE SPACE

**CARRIER NAME:** \_\_\_\_\_  
 Trailer number: \_\_\_\_\_  
 Seal number(s): \_\_\_\_\_  
**SCAC:** \_\_\_\_\_  
 Pro number: \_\_\_\_\_

BAR CODE SPACE

**Freight Charge Terms:** (Freight charges are prepaid unless stated otherwise)  
 Prepaid  Collect  3<sup>rd</sup> Party   
 Master Bill of Lading with attached underlying Bills of Lading (check box)

| CUSTOMER ORDER NUMBER | # PKGS | WEIGHT | PALLET/SLIP | Y | N | ADDITIONAL SHIPPER INFO |
|-----------------------|--------|--------|-------------|---|---|-------------------------|
| 0080131322            | 1260   | 44,000 | Y           |   |   |                         |
| <b>GRAND TOTAL</b>    |        |        |             |   |   |                         |

| HANDLING UNIT      | PACKAGE | WEIGHT | H.M.  | COMMODITY DESCRIPTION | LTL ONLY                 |    |
|--------------------|---------|--------|-------|-----------------------|--------------------------|----|
| QTY                | TYPE    | QTY    | TYPE  |                       | NMFC # CLASS             |    |
| 28                 | PAL     | 48     | Cases | 44,000                | Hand Sanitizer and Pumps | 55 |
| <b>GRAND TOTAL</b> |         |        |       |                       |                          |    |

RECEIVING STAMP SPACE

GRAND TOTAL  
 COD Amount: \$ \_\_\_\_\_

Fee Terms: Collect:  Prepaid:   
 Customer check acceptable:

**SHIPPER SIGNATURE / DATE**  
 [Signature] 8/11/20

**CARRIER SIGNATURE / PICKUP DATE**

**SHIPPER SIGNATURE**  
 By Shipper   
 By Driver   
 By Delivered/Back to Contact   
 By Delivered/Piece

**EMARK COLLECTED:**  
 By Shipper   
 By Delivered/Back to Contact   
 By Delivered/Piece

**NOTE:** Liability Limitation of Loss or Damage in this shipment may be applicable. See 49 U.S.C. - 14706(c)(1)(A) and (B).  
 RECEIVED subject to conditions, limitations, rules or contracts of the carrier, including those on the back of this bill of lading. The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.

### Top Line Import and Export Inc.

4703 2nd Avenue  
 Brooklyn, NY 11232  
 Tel: 718-567-3339  
 Fax: 718-567-3389

### Bill of Lading

| Date      | Bill of Lading # |
|-----------|------------------|
| 8/11/2020 | 20100            |

**Bill To**

Operation Of Plant Maint  
 375 Quinnipac Ave.  
 New Haven, CT 06518  
 Tel: 203-691-3903

**Ship To**

Operation Of Plant Maint  
 375 Quinnipac Ave.  
 New Haven, CT 06518  
 Tel: 203-691-3903

| Ship Date | Rep | Due Date  | Authorize by |
|-----------|-----|-----------|--------------|
| 8/11/2020 |     | 8/11/2020 |              |

| Item Code | Description                                    | Quantity | Total Qty/Wgt |
|-----------|--|----------|---------------|
| DFM       | Disposable Face Mask 50 pieces/Box, 40 Box/Ctn | 50 CTNS  | 100,000       |

Received by: \_\_\_\_\_





**MEDICAL  
RESPIRATORY**

786 W Queen St, Southington, CT 06489-1060, Phone: (860) 426-9868

## DELIVERY QUOTE

Date 7/30/2020 1:33:25 PM

Sales Order 23486

Customer ID 15366

**Customer** NEW HAVEN PUBLIC SCHOOLS, NEW HAVEN PUBLIC SCHOOLS      **DOB**      **Height**      **Weight**      **Sex**

**Bill to** 375 QUINNIPIAC AVE.      **Deliver to** 375 QUINNIPIAC AVE.  
NEW HAVEN, CT 06513      NEW HAVEN, CT 06513  
(475) 220-1633      (475) 220-1633

**Insurance** None

**Comments or Special Instructions**

**HIPAA Signature on file** No

| Delivery Date    | Time     | CSR    | Branch                                     |                              |        |             |
|------------------|----------|--------|--|------------------------------|--------|-------------|
| 7/30/2020        |          | Daniel | Connecticut Support Services Holdings, LLC |                              |        |             |
| Qty              | Type     | Bin    | Item                                       | Ext. Amt.                    | Tax    | Co-Pay      |
| <b>Warehouse</b> |          |        |  | Connecticut Support Services |        |             |
| 10000            | Purchase |        | MISC-BASIC / MISC-BASIC                    | \$30,000.00                  | \$0.00 | \$30,000.00 |
| 0                |          |        | FACE MASKS                                 |                              |        |             |
| <b>TOTAL</b>     |          |        |  | \$30,000.00                  | \$0.00 | \$30,000.00 |

Beneficiary (or Parent/Guardian/Representative) Signature

Relationship to Beneficiary (if Applicable)



GBC, a Division of ACCO Brands  
Tel: 800-723-4000  
Fax: 800-914-8178  
www.gtocommgt.com

Quote Number: 00147562  
Created Date: 4/24/2020  
Expiration Date: 5/31/2020

Prepared by: DJ Wiles  
Phone: 6524803277  
Email: dj.wiles@acco.com  
Fax:

**Contact Name:** General Contact  
Phone: (203) 946-6950  
Email:

**Billing to:**  
NEW HAVEN PUBLIC SCHOOL-327781  
80 HAMILTON ST  
NEW HAVEN, CT 06511

**Shipping to:**  
NEW HAVEN PUBLIC SCHOOL-327781  
80 HAMILTON ST  
NEW HAVEN, CT 06511

GBC Customer Account Number: 124512

| Product Name           | Description             | Product Code | Type   | Sales Price | Quantity | UOM | Line Total |
|------------------------|-------------------------|--------------|--------|-------------|----------|-----|------------|
| BIS SPECIALTY SERVICES | 20,000 Disposable Masks |              | Custom | 11,400.00   | 1        |     | 11,400.00  |

Subtotal: 11,400.00  
Sales Tax: Not Included  
Shipping & Handling: Not Included  
**Grand Total (USD): \$11,400.00**  
Financing options available

**Special Instructions:** Attn: Phil Penn Items Spec: 1 pallet = 20,000 masks Master cases of 1,000 masks 50 per box w/ 20 individual boxes

**Service Level:** 90-day Warranty



**MEDICAL  
RESPIRATORY**

786 W Queen St, Southington, CT 06489-1060, Phone: (860) 426-9868

## DELIVERY QUOTE

Date 7/30/2020 1:32:07 PM

Sales Order 23484

Customer ID 15366

**Customer** NEW HAVEN PUBLIC SCHOOLS, NEW HAVEN PUBLIC SCHOOLS      **DOB**      **Height**      **Weight**      **Sex**

**Bill to** 375 QUINNIPIAC AVE.      **Deliver to** 375 QUINNIPIAC AVE.  
NEW HAVEN, CT 06513      NEW HAVEN, CT 06513  
(475) 220-1633      (475) 220-1633

**Insurance** None

**Comments or Special Instructions**

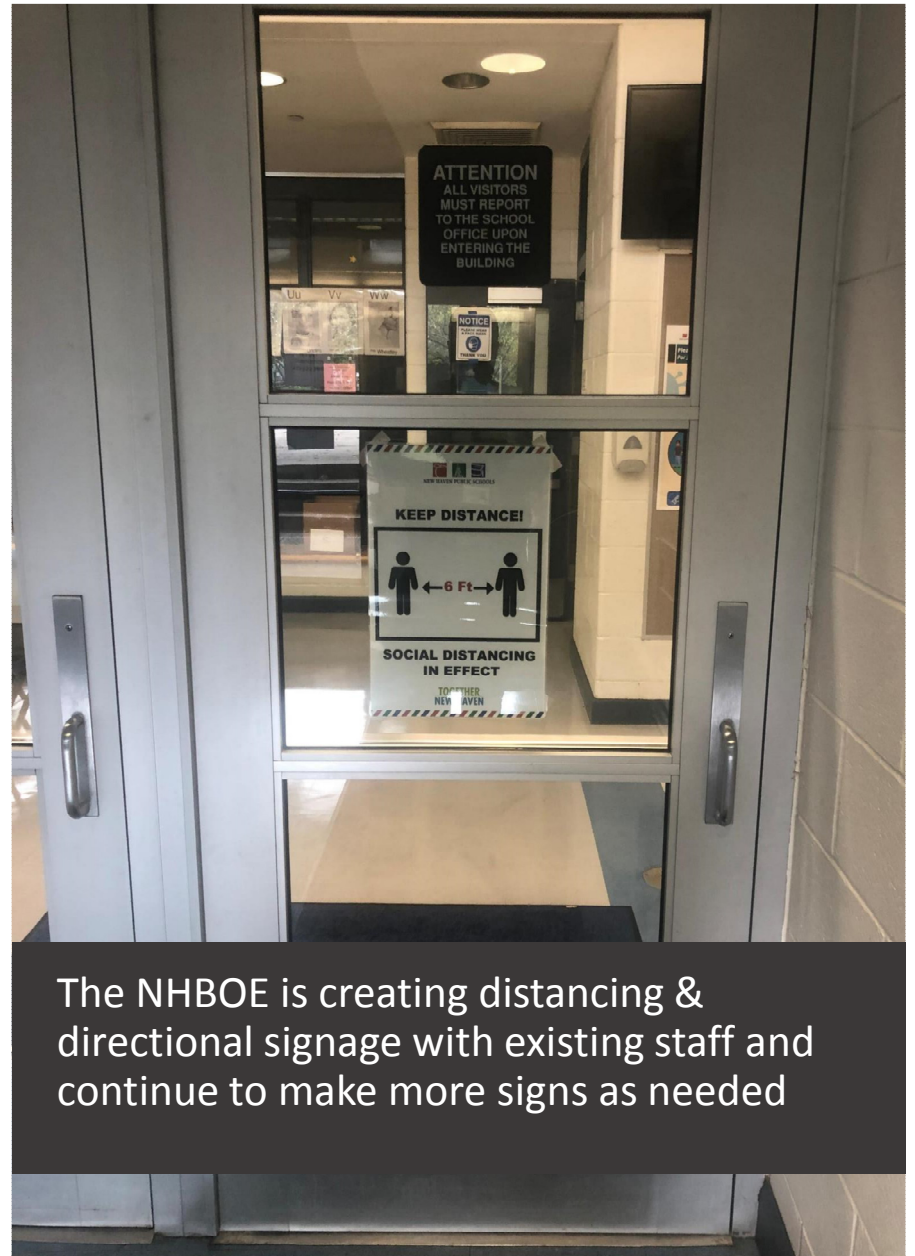
**HIPAA Signature on file** No

| Delivery Date    | Time     | CSR    | Branch                                     |                              |        |              |
|------------------|----------|--------|--|------------------------------|--------|--------------|
| 7/30/2020        |          | Daniel | Connecticut Support Services Holdings, LLC |                              |        |              |
| Qty              | Type     | Bin    | Item                                       | Ext. Amt.                    | Tax    | Co-Pay       |
| <b>Warehouse</b> |          |        |  | Connecticut Support Services |        |              |
| 5175             | Purchase |        | MISC-BASIC / MISC-BASIC                    | \$144,900.00                 | \$0.00 | \$144,900.00 |
|                  |          |        | GALLON HAND SANITIZER BOTTLES              |                              |        |              |
| <b>TOTAL</b>     |          |        |  | \$144,900.00                 | \$0.00 | \$144,900.00 |

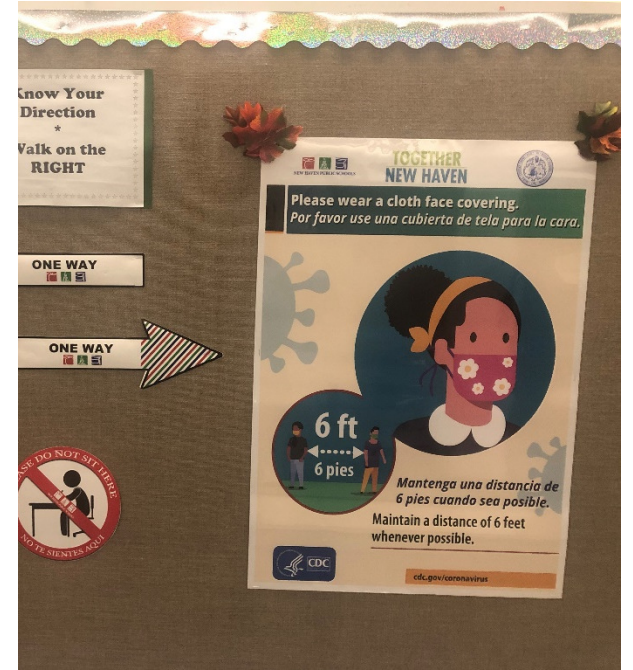


## COVID-19 Modifications (Schools & Meadow Street)

- The facilities department has utilized in-house trades staff to install plexi-glass shields at meadow street and district
- We continue to make modifications as requests arise



The NHBOE is creating distancing & directional signage with existing staff and continue to make more signs as needed



# Ventilation & HVAC



- Ventilation systems adjusted to 4AM-10PM per CDC recommendations
- Outside air volume increased to 100% where possible
- Ventilation systems operable
- Work orders have been submitted, quotes being reviewed, purchase orders being issued
- Certified mechanical contracting firm being considered to perform verification of HVAC operation in all schools
- Filters scheduled for upgrade to MERV-13 mid-October (where possible).
- Re-cleaning of 2<sup>nd</sup> and 3<sup>rd</sup> floor ductwork at Career in progress. MERV-13 filters installed

| Location           | Issues  | Vendor      | Work Order    | Estimate # | Estimate/Quote \$ | Notes                              | Status                           |
|--------------------|---|-------------|---------------|------------|-------------------|------------------------------------|----------------------------------|
| Beecher            | RTU7 EF13 alarm                               | Fitters     |               |            |                   |                                    |                                  |
|                    | RTU8 EF14 alarm                               | Fitters     |               |            |                   |                                    |                                  |
|                    | Primary CH water pump needs insulation repair | Tucker      | 116568        |            |                   |                                    |                                  |
|                    | RTU10 return fan alarm                        | Fitters     |               |            |                   |                                    |                                  |
|                    | RTU12 histatic lockout / return fan alarm     | Fitters     |               |            |                   |                                    | Complete                         |
| Bishop Woods       | CHW pump2                                     | Fitters     |               |            |                   |                                    |                                  |
|                    | RM 309 leaking pipe joint                     | Fitters     |               |            |                   |                                    |                                  |
|                    | Replace actuator on chill water loop          | Tucker      | 116545        | JE-8250    | \$ 4,614          |                                    | Completed                        |
|                    | Bad VFD AHU1SF, AHU2RF, AHU3RF                | Fitters     |               |            |                   | AHU1SF quoted                      |                                  |
| Career             | Clean all condenser coils                     | Tucker      | 117195        |            |                   |                                    | Completed                        |
|                    | AHU5 Sf motor needs replace                   | Ct Controls | 117125        |            |                   |                                    | Completed                        |
| Celentano          | Lower DHW Lockinvar boiler down               | Boisvert    | 117128        |            |                   |                                    | Completed                        |
|                    | AHU 3 (music) supply fan alarm                | Fitters     | 117225        |            | \$ 256            |                                    | Completed                        |
|                    | AHU9 (observ) 2nd floor supply fan alarm      | Fitters     |               |            |                   |                                    | Completed                        |
|                    | Replace 20HP motor on tower                   | Tucker      | 116548        | JE-8230    | \$ 5,264          |                                    | Completed                        |
|                    | No A/C room 105                               | CT Controls | 116961        |            |                   |                                    | CT Controls to replace contoller |
|                    | CHW pump 3 replace coupling                   | Fitters     | 117345        |            |                   |                                    |                                  |
|                    | ERV1 heating coil plugged                     | Tucker      | 117207        |            |                   |                                    | Completed                        |
| Clinton Ave        | AHU 8 return fan alarm                        | Boisvert    | 116902        |            |                   |                                    |                                  |
|                    | AHU 7 return fan alarm                        | Boisvert    | 116904        | 1864-395   |                   |                                    |                                  |
|                    | AHU1 fan alarm                                | CT Controls | 117109        |            |                   |                                    | Completed                        |
|                    | Chiller 1 needs replacement                   | Boisvert    | 117221/117224 |            |                   | Quote being sent to C.Carrasquillo |                                  |
|                    | CW pump 3 needs coupling                      | Fitters     | 117346        |            |                   |                                    |                                  |
|                    | Rooms 327 & 328 showing no status             | CT Controls | 117233        |            |                   |                                    |                                  |
|                    | EF2 and EF4 not running                       | Fitters     | 117238        |            |                   |                                    |                                  |
|                    | No cooling cafeteria                          | D.Turner    | 116937        |            |                   |                                    | Completed                        |
| Columbus           | Bad VFD RTU6 bad motor or VFD                 | Fitters     |               |            |                   |                                    |                                  |
|                    | RTU-7 Café not cooling                        | Boisvert    | 116494        |            |                   |                                    | Completed                        |
| Conte              | Pool exhaust fan needs repair                 | Fitters     | 116495        |            |                   | Needs (2) A97 belts                |                                  |
|                    | RTU6 2nd floor offices                        | Boisvert    | 116480        |            |                   |                                    | Completed                        |
|                    | AHUC2 stage SF alarm                          | Fitters     |               |            |                   | Unit not going to occupied         |                                  |
| Cross              | AHUD5 (area?) SF alarm                        | Fitters     |               |            |                   |                                    |                                  |
|                    | AHUD6 (area?) SF alarm                        | Fitters     |               |            |                   |                                    |                                  |
|                    | AHUE4 Café West RF alarm                      | Fitters     |               |            |                   |                                    |                                  |
|                    | AHUG1 G wing SF alarm                         | Fitters     |               |            |                   |                                    |                                  |
|                    | AHUG2 wood shop SF alarm                      | Fitters     |               |            |                   |                                    |                                  |
|                    | AHUA2 freeze alarm                            | Fitters     |               |            |                   |                                    |                                  |
|                    | RTUA3 SF Alarm                                | Fitters     |               |            |                   |                                    |                                  |
|                    | HW pump replace 30hp motor                    | Tucker      | 116547        | JE-7980    | \$ 5,648          |                                    |                                  |
|                    | MAU4 split coil                               | Fitters     |               |            |                   |                                    |                                  |
|                    | RTUA2, RTUB2 split heating coils              | Boisvert    | 116895        |            |                   | Waiting on quote                   |                                  |
|                    | Unit C4 needs new belts                       | Fitters     |               |            |                   | BX31 & BX33                        |                                  |
| Data room AC alarm | Tucker  | 117106      |               |            | Waiting on quote  |                                    |                                  |
| Daniels            | Bad VFD AHU2 SF                               | Fitters     |               |            |                   |                                    |                                  |
|                    | AC3 bad bearings on SF motor                  | Fitters     |               |            |                   |                                    |                                  |
|                    | CW pump 1 bad motor                           | Fitters     | 117274        |            |                   |                                    |                                  |
| Davis              | Victulic joint leak in hallway next to café   | Tucker      | 116773        |            |                   |                                    |                                  |
|                    | RTU 8 return fan alarm                        | Fitters     |               |            |                   |                                    |                                  |
| East Rock          | AC6 supply fan needs new belt                 | Fitters     |               |            |                   |                                    |                                  |
|                    | AC3 supply fan bad bearings                   | Boisvert    | 116930        | JE-8454    | \$ 908            |                                    |                                  |
| ESUMS              | AHU3 exhaust fan                              | Fitters     |               |            |                   | Needs (2) belts A35                |                                  |

|                        |   |                 |               |          |                   |                                      |             |
|------------------------|---|-----------------|---------------|----------|-------------------|--------------------------------------|-------------|
| <b>Hill Central</b>    | DOA 2 return fan alarm                        | CT Controls     | 116878        |          |                   |                                      |             |
|                        | Ch beam heating valve actuator                | Fitters         |               |          |                   |                                      |             |
| <b>Hillhouse</b>       | AHU D7 supply fan alarm                       | Fitters         |               |          |                   |                                      |             |
|                        | MAU1 media supply fan alarm                   | Fitters         |               |          |                   |                                      |             |
|                        | MAU4 supply fan alarm                         | Boisvert        | 117196        |          |                   |                                      |             |
|                        | RT 1 Fieldhouse locker rooms SF alarm         | Fitters         |               |          |                   |                                      |             |
|                        | RTU1 Media Center SF alarm                    | Fitters         |               |          |                   |                                      |             |
|                        | RTAH1 Auditorium, rusted fire chamber         | Boisvert        | 116531        | 1864-379 | \$ 1,539          |                                      |             |
| <b>Jepson</b>          | Replace VAV unit rtn fan motor                | Tucker          | 117242        | JE-8463  | \$ 6,168          | Parts on order. Work starting 9/4/20 | Completed   |
| <b>King Robinson</b>   | AHU4 SF only runs in bypass                   | Fitters         |               |          |                   |                                      |             |
| <b>Lincoln Bassett</b> | AHU1 SF alarm                                 | Fitters         |               |          |                   |                                      | Completed   |
|                        | RTU 1 Library SF alarm                        | Fitters         |               |          |                   |                                      | Completed   |
|                        | RTU4 1st & 2nd floor classrooms SF alarm      | Boisvert        | 116592        | 1864-371 | \$ 1,615          |                                      | Completed   |
|                        | RTU6 bad 15hp motor                           | Boisvert        | 117178        | 1865-402 | \$ 7,805          |                                      |             |
|                        | AHU1, RTU4 cooling issues                     | Boisvert        | 116550        |          |                   |                                      |             |
|                        | RTU4 replace condensor fan and motor          | Boisvert        | 116592        |          |                   |                                      |             |
| <b>Martinez</b>        | AHU6 return fan not running                   | Tucker          | 116530        |          |                   |                                      | Completed   |
|                        | CHW pump9 split. Needs replacement            | Tucker          | 116523        | JE-8411  | \$ 6,678          | Parts being ordered                  |             |
| <b>MBA</b>             | RTU2 return fan alarm                         | Tucker          | 116876        |          |                   |                                      |             |
|                        | RTU1 bad VFD                                  | Tucker          | 116805/116876 |          |                   | Tucker working on quote              |             |
| <b>Nathan Hale</b>     | RTU7 controller failed                        | Fitters         |               |          |                   |                                      | Completed   |
|                        | Bad VFD RTU11SF, RTU12SF                      | CT Controls     |               |          |                   | Waiting on quote                     |             |
| <b>Riverside</b>       | AHU1 no cooling                               | Boisvert        | 116489        | 1864-381 | \$ 22,795         |                                      |             |
|                        | Replace 2 compressor on condenser AHU1 (mezz) | Boisvert        | 117218        |          |                   |                                      |             |
|                        | Room 4 split unit not cooling                 | Tucker          | 117411        |          |                   | Requested 2nd quote from Tucker      |             |
|                        | No AC in room 2                               | Boisvert        | 117184        |          |                   |                                      |             |
| <b>Ross Woodward</b>   | RTU6 frz stat manual normal                   | Boisvert        | 117206        | 1864-403 | \$ 4,154          |                                      |             |
|                        | AHU6 bad freeze stat                          | Fitters         |               |          |                   |                                      | Completed   |
|                        | Replace filter drier                          | Boisvert        | 117206        |          |                   |                                      |             |
|                        | No A/C main office RTU-09                     | Boisvert        | 116930        |          |                   |                                      | Completed   |
| <b>Sheridan</b>        | AHY 1, 2, 3, 4, 6, 7 down from storm          | CT Controls/Tuc | 117286/117284 |          |                   | Fans running in bypass               | In progress |
| <b>Sound Anderson</b>  | EF1A alarm, EF19 alarm                        | Fitters         |               |          |                   |                                      |             |
| <b>Sound Aqua</b>      | AC-2 compressor                               | Tucker          | 116968        | JE-8451  | \$ 49,373         |                                      |             |
| <b>Sound Foote</b>     | AC2 labs supply fan alarm                     | Tucker          | 116968        | JE-8451  |                   | Quoted on 8/24/20                    |             |
|                        | MAU alarm; exhaust fan 19 alarm               | Fitters         |               |          |                   |                                      |             |
| <b>Sound McNeil</b>    | RTU2 belt slipping                            | Fitters         | 117350        |          |                   | A46                                  |             |
|                        | Bad TACO pump                                 | Fitters         | 117351        |          |                   |                                      |             |
| <b>Troup</b>           | Girls locker room water leaking from ceiling  | Fitters         |               |          |                   |                                      |             |
| <b>Truman</b>          | RTU8 supply fan status always "on"            | Fitters         |               |          |                   |                                      |             |
|                        | RTU5  | Boisvert        | 117181        | 1864-401 | \$ 6,885          |                                      |             |
| <b>Total Quotes</b>    |   |                 |               |          | <b>\$ 123,702</b> |                                      |             |

# 3<sup>rd</sup> Party Analysis



Connecticut Office of Policy & Management (OPM) and Yale School of Public Health have separately toured several of our schools and have provided feedback on wellness measures and precautions.



Mechanical engineering firm, Colliers International, provided quote to perform evaluation of ventilation system operations. Colliers Int. is an experienced in performing commissioning in school systems.



135 New Road  
Madison, CT 06443  
www.cplusa.com

MAIN +1 860 395 0055  
FAX +1 203 779 5661



September 9, 2020

Mr. Joseph Barbarotta  
Executive Director of Facilities  
654 Ferry Street  
New Haven, CT 06513

via email: [Joseph.Barbarotta@new-haven.k12.ct.us](mailto:Joseph.Barbarotta@new-haven.k12.ct.us)

**Subject: Proposal to Provide HVAC Review Related to COVID**

Dear Joe:

It was nice to speak with you and thank you for considering Colliers Project Leaders (CPL) to support your team as you begin planning for the school year in the COVID environment.

Planning around health issues to keep the students, faculty, and staff safe is a constantly moving target and CPL has been reviewing and analyzing each statement and guideline as it is released to be able to identify the real impact on school facilities and operations.

As requested, CPL will perform a review of the ventilation systems in 44 schools in the New Haven School District.

- 1 Early Learning Center
- 31 PreK-8, Elementary, and Middle Schools
- 9 High Schools
- 2 Transitional Schools
- 1 Adult & Continuing Education Center

We propose the following scope of work:

1. Walk through of each school and visual review of the representative systems.
2. Selective testing of the ventilation components of the systems in each school to understand the general condition and sequences of operation.
3. Selective testing and review of toilet exhaust fans.
4. Specific review of classrooms, nurse's office or suite and bathrooms.
5. Measurement of airflow in a selected air handling unit or rooftop unit, and representative testing in a sample off classrooms.
6. Provide a report with recommendations, including opportunities to expand outside air quantities as appropriate and heat wheel operations.

Since we do not have equipment inventories, balancing reports, or drawings of each school, we are including one day of field work for each school with two days for each of the two large high schools for a commissioning specialist and a certified air balancing technician. This is not enough time to perform full commissioning or balancing services on each school and is instead intended to provide a general assessment of the overall condition of the systems, identify outstanding needs, and make recommendations on further actions that should be taken to reduce the risk related to Coronavirus in the schools.

All recommendations will be referenced from established guidelines from relevant departments in Connecticut (as available at the time of the report), ASHRAE, and the CDC to allow the school district to make the best decisions possible for their students, faculty, and staff.



Fees for the above services are **one hundred eighty-four thousand dollars (\$184,000)**. Due to the expedited schedule, travel expenses may be required to complete the work and will be billed at direct cost without mark-up. Expenses are estimated to not exceed \$9,000 (5%).

The table below provides an hourly rate schedule for work that may exceed the scope.

| 2020 HOURLY RATES         |             |
|---------------------------|-------------|
| Category                  | Hourly Rate |
| Senior Director           | \$250       |
| Director                  | \$230       |
| Senior Project Manager    | \$170       |
| Project Manager           | \$150       |
| Assistant Project Manager | \$120       |

**NOTE:** Hourly rates do not include reimbursable expense such as mileage, tolls, parking, and sustenance. Escalation of hourly rates is 4% per year.

If you have questions or require additional information, you can contact me at (203) 530-2079.

Sincerely,

Evan Wyner, PE, CCP, LEED AP  
Senior Director, Commissioning & Energy Services

Your signature in the space provided below will signify acceptance of the terms proposed in this letter of agreement and the ability to mutually adjust scope of services and corresponding fees if applicable at a later date.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# Students Returning

- Requesting additional part time cleaners for COVID-19 disinfection upon student return

| NAME OF SCHOOLS   | BM        | Current PT EUP DAY Staff (4 Hrs) | Additional PT EUP Day Staff (4Hrs) | EUP Day Shift Working Hours (4Hrs) | ABM         | Current PT EUP Night Staff (4Hrs) | EUP NIGHT Shift Working Hours (4Hrs) | TOTAL EUP Part Time Staff | Additional Night Staff (1HR) |
|-------------------|-----------|----------------------------------|------------------------------------|------------------------------------|-------------|-----------------------------------|--------------------------------------|---------------------------|------------------------------|
| Barnard           | 7:00-3:00 | 1                                | 0                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 3                                 | 4PM – 8PM                            | 4                         | 1.0                          |
| Beecher           | 6:30-2:30 | 0                                | 1                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 3                                 | 4PM – 8PM                            | 4                         | 1.0                          |
| Betsy Ross        | 6:30-2:30 | 1                                | 0                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 4                                 | 4PM – 8PM                            | 5                         | 1.0                          |
| Bishop Woods      | 7:00-3:00 | 0                                | 1                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 3                                 | 4PM – 8PM                            | 4                         | 1.0                          |
| C. Rogers         | 7:00-3:00 | 0                                | 1                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 1                                 | 2 PM – 8 PM                          | 2                         | 1.0                          |
| Celentano         | 7:00-3:00 | 1                                | 0                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 4                                 | 4PM – 8PM                            | 5                         | 1.0                          |
| Clemente          | 6:30-2:30 | 1                                | 0                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 3                                 | 4PM – 8PM                            | 4                         | 1.0                          |
| Clinton           | 7:00-3:00 | 0                                | 1                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 4                                 | 4PM – 8PM                            | 5                         | 1.0                          |
| Columbus          | 6:30-2:30 | 0                                | 1                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 2                                 | 4PM – 8PM                            | 3                         | 1.0                          |
| Conte             | 7:00-3:00 | 1                                | 0                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 5                                 | 4PM – 8PM                            | 6                         | 2.0                          |
| Coop              | 6:30-2:30 | 0                                | 1                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 5                                 | 4PM – 8PM                            | 6                         | 2.0                          |
| Cross             | 6:30-2:30 | 3                                | 1                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 10                                | 4PM – 8PM                            | 14                        | 4.0                          |
| Davis             | 7:00-3:00 | 0                                | 1                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 3                                 | 4PM – 8PM                            | 4                         | 1.0                          |
| Dr. Mayo          | 6:30-2:30 | 1                                | 0                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 4                                 | 4PM – 8PM                            | 5                         | 1.0                          |
| East Rock         | 6:30-2:30 | 1                                | 0                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 3                                 | 4PM – 8PM                            | 4                         | 1.0                          |
| Edgewood          | 7:00-3:00 | 0                                | 1                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 2                                 | 4PM – 8PM                            | 3                         | 1.0                          |
| ESUMS             | 6:30-2:30 | 0                                | 1                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 6                                 | 4PM – 8PM                            | 7                         | 2.0                          |
| Fair Haven        | 6:30-2:30 | 1                                | 1                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 6                                 | 4PM – 8PM                            | 8                         | 2.0                          |
| H.S.C.            | 6:30-2:30 | 0                                | 1                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 2                                 | 4PM – 8PM                            | 3                         | 1.0                          |
| Hill Central      | 7:00-3:00 | 0                                | 1                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 3                                 | 4PM – 8PM                            | 4                         | 1.0                          |
| Career            | 6:30-2:30 | 1                                | 1                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 4                                 | 4PM – 8PM                            | 6                         | 2.0                          |
| Hillhouse/FL AC   | 6:30-2:30 | 5                                | 0                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 10                                | 4PM – 8PM                            | 15                        | 4.0                          |
| Hooker K2         | 6:30-2:30 | 0                                | 0                                  |                                    | 1 PM – 9 PM | 0                                 | 11AM-7PM                             | 0                         | 0.0                          |
| Hooker Middle     | 6:30-2:30 | 0                                | 1                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 2                                 | 4PM – 8PM                            | 3                         | 1.0                          |
| K. Robinson       | 7:00-3:00 | 1                                | 0                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 4                                 | 4PM – 8PM                            | 5                         | 1.0                          |
| Jepson            | 6:30-2:30 | 0                                | 1                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 3                                 | 4PM – 8PM                            | 4                         | 1.0                          |
| John Daniels      | 7:00-3:00 | 0                                | 1                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 3                                 | 4PM – 8PM                            | 4                         | 1.0                          |
| K. Brennan        | 7:00-3:00 | 0                                | 1                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 1                                 | 2 PM – 8 PM                          | 2                         | 0.0                          |
| Lincoln Bassett   | 6:30-2:30 | 1                                | 0                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 3                                 | 4PM – 8PM                            | 4                         | 1.0                          |
| Martinez          | 7:00-3:00 | 0                                | 1                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 3                                 | 4PM – 8PM                            | 4                         | 1.0                          |
| Mauro/Sheridan    | 6:30-2:30 | 1                                | 0                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 4                                 | 4PM – 8PM                            | 5                         | 1.0                          |
| Metro             | 6:30-2:30 | 0                                | 1                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 2                                 | 4PM – 8PM                            | 3                         | 1.0                          |
| Nathan Hale       | 6:30-2:30 | 0                                | 1                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 3                                 | 4PM – 8PM                            | 4                         | 1.0                          |
| New Haven Academy | 7:00-3:00 | 0                                | 1                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 3                                 | 4PM – 8PM                            | 4                         | 1.0                          |
| Riverside         | 6:30-2:30 | 0                                | 0                                  |                                    | 1 PM – 9 PM | 0                                 | 11AM-7PM                             | 0                         | 0.0                          |
| Quinnipiac        | NO        | 0                                | 0                                  |                                    | 1 PM – 9 PM | 0                                 | 11AM-7PM                             | 0                         | 0.0                          |
| Ross Woodward     | 6:30-2:30 | 1                                | 0                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 4                                 | 4PM – 8PM                            | 5                         | 1.0                          |
| Sound             | 7:00-3:00 | 1                                | 0                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 3                                 | 4PM – 8PM                            | 4                         | 1.0                          |
| OBAMA             | 7:00-3:00 | 0                                | 1                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 2                                 | 4PM – 8PM                            | 3                         | 1.0                          |
| Troup             | 6:30-2:30 | 1                                | 0                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 4                                 | 4PM – 8PM                            | 5                         | 2.0                          |
| Truman            | 7:00-3:00 | 1                                | 0                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 3                                 | 4PM – 8PM                            | 4                         | 1.0                          |
| West Rock         | 6:30-2:30 | 0                                | 1                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 1                                 | 2 PM – 8 PM                          | 2                         | 0.0                          |
| Wexler            | 6:30-2:30 | 1                                | 0                                  | 9 AM – 2 PM                        | 1 PM – 9 PM | 3                                 | 4PM – 8PM                            | 4                         | 1.0                          |
| <b>TOTALS</b>     |           | <b>25</b>                        | <b>24</b>                          | <b>120</b>                         |             | <b>141</b>                        |                                      | <b>190</b>                | <b>50.0</b>                  |
|                   |           |                                  |                                    |                                    |             |                                   |                                      | <b>12.5</b>               |                              |
|                   |           |                                  |                                    |                                    |             |                                   |                                      | <b>202.5</b>              |                              |
|                   |           |                                  |                                    |                                    |             |                                   |                                      |                           |                              |
|                   |           |                                  |                                    | Current EUP Staff                  | 166         |                                   | Days Not Worked                      | 35                        |                              |
|                   |           |                                  |                                    | Hours Per Day                      | 4           |                                   | Hours Not worked                     | 23240                     |                              |
|                   |           |                                  |                                    | Total Hrs per Day                  | 664         |                                   | Rate per Hour                        | \$ 29                     |                              |
|                   |           |                                  |                                    |                                    |             |                                   | Total Cost Reduction                 | \$ 673,960                |                              |

|  |                            |                                     |               |                                 |               |                          |                                       |   |
|--|----------------------------|-------------------------------------|---------------|---------------------------------|---------------|--------------------------|---------------------------------------|---|
| Existing EUP PT 4 hr Staff Days        | Additional Hours Per Day   | Additional Existing Day Staff Hrs   | Days Per Week | Total Additional Hours per Week | Rate Per Hour | Additional Cost Per Week | Total Number of Weeks Remaining in FY | Additional Cost Per Remaining Fiscal Year |
| 25                                     | 1                          | 25                                  | 5             | 125                             | \$29          | \$3,625                  | 34                                    | <b>\$123,250</b>                          |
| Requested Additional 5 Hr Day staff    | Additional Hours Per Day   | Additional Existing Day Staff Hrs   | Days Per Week | Total Additional Hours per Week | Rate Per Hour | Additional Cost Per Week | Total Number of Weeks Remaining in FY | Additional Cost Per Remaining Fiscal Year |
| 24                                     | 5                          | 120                                 | 4             | 480                             | \$29          | \$13,920                 | 34                                    | <b>\$473,280</b>                          |
| Existing PT 4 hr staff Nights          | Additional Hours Per Night | Additional existing Night staff hrs | Days per WEEK | Total Additional Hours per Week | Rate per Hour | Additional cost per Week | Total Number of Weeks                 | Additional Cost per year                  |
| 37                                     | 0                          | 0                                   | 0             | 0                               | \$0           | \$0                      | 0                                     | \$0                                       |
| Requested Additional Night Staff Hours | Additional Hours Per Night | Additional night staff hrs          | Days per WEEK | Total Additional Hours per Week | Rate per Hour | Additional cost per Week | Total Number of Weeks                 | Additional Cost per year                  |
| 50                                     | 1                          | 50                                  | 4             | 200                             | \$29          | \$5,800                  | 34                                    | <b>\$197,200</b>                          |
| Requested Additional night staff hours | Additional Hours Per Night | Additional Night staff hrs          | Days per WEEK | Total Additional Hours per Week | Rate per Hour | Additional cost per Week | Total Number of Weeks                 | Additional Cost per year                  |
| 3                                      | 2                          | 6                                   | 5             | 30                              | \$29          | \$870                    | 34                                    | <b>\$29,580</b>                           |
|  |                            |                                     |               | <b>835</b>                      |               |                          |                                       |   |
|  |                            |                                     |               |                                 |               |                          | <b>Estimated Cost</b>                 | <b>\$823,310</b>                          |
|  |                            |                                     |               |                                 |               |                          | <b>Estimated Savings</b>              | \$0                                       |
|  |                            |                                     |               |                                 |               |                          | Delta                                 | \$823,310                                 |

## **Signet® Neutral Disinfectant DS1**

---

Daily bus disinfectant selected by the New Haven District for First Student to apply to bus after morning and after afternoon scheduled routes is Signet® Neutral Disinfectant DS1.

- Disinfects, sanitizes and cleans
  - Eliminates pathogens without damaging surfaces
  - Tested effective against a broad range of bacteria, fungi and viruses
  - Applied via a spraying solution
  - Meets surface disinfection requirements of OSHA Bloodborne Pathogens Standards,
  - Registered by EPA as effective against SARS-CoV-2. EPA Reg. No. : 10324-141-70627
- Product Code: 5660112 SDS #: MS0800413,



## Signet ® Neutral Disinfectant

Revision: 2020-04-24

Version: 01.0

### 1. IDENTIFICATION

**Product name:** Signet ® Neutral Disinfectant  
**Product Code:** 5660112  
**SDS #:** MS0800413  
**Recommended use:**

- Industrial/Institutional
- Disinfectant
- This product is intended to be diluted prior to use

**Uses advised against:** Uses other than those identified are not recommended

**Manufacturer, importer, supplier:**  
 US Headquarters  
 Diversey, Inc.  
 P.O. Box 19747  
 Charlotte, NC 28219-0747  
 Phone: 1-888-352-2249  
 SDS Internet Address: <https://sds.diversey.com>

**Emergency telephone number:** 1-800-851-7145; 1-651-917-6133 (Int'l)

### 2. HAZARDS IDENTIFICATION

#### Classification for the undiluted product

|  |             |
|--|-------------|
| Acute oral toxicity                                | Category 4  |
| Skin corrosion/irritation                          | Category 1B |
| Serious eye damage/eye irritation                  | Category 1  |
| Specific target organ toxicity (repeated exposure) | Category 2  |



**Signal word:**

**Danger.**

#### Hazard Statements

**CAUSES SEVERE SKIN BURNS AND SERIOUS EYE DAMAGE. HARMFUL IF SWALLOWED. MAY CAUSE DAMAGE TO ORGANS THROUGH PROLONGED OR REPEATED EXPOSURE.**

#### Precautionary Statements

Causes burns/ serious damage to mouth, throat and stomach. Keep container tightly closed. Avoid contact with eyes, skin and clothing. Wash affected areas thoroughly after handling. Do not eat, drink or smoke when using this product. Wear protective gloves, protective clothing and eye or face protection. IF SWALLOWED: Rinse mouth. DO NOT induce vomiting unless directed to do so by medical personnel. Drink a cupful of milk or water. IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water for at least 15 minutes. Wash contaminated clothing before reuse. IF INHALED: Remove person to fresh air and keep comfortable for breathing. IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing for at least 15 minutes. Immediately call a Poison Center (1-800-851-7145) or physician. Get medical attention or advice if you feel unwell. Dispose of in accordance with all federal, state and local applicable regulations. SUPPLEMENTAL INFORMATION: Mix only with water. DO NOT MIX WITH BLEACH OR ANY OTHER PRODUCT OR CHEMICAL. Can react to release chlorine gas.

**Health hazards not otherwise classified (HHNOC)** - Not applicable

**Physical hazards not otherwise classified (PHNOC)** - Not applicable

**Classification for the diluted product @ 1.256**

This product, when diluted as stated on the label, is not classified as hazardous according to OSHA 29CFR 1910.1200 (HazCom 2012-GHS) and Canadian Hazardous Products Regulations (HPR) (WHMIS 2015-GHS).

**Hazard and Precautionary Statements**

None required.

**3. COMPOSITION/INFORMATION ON INGREDIENTS****Classified Ingredients**

| Ingredient(s)                             | CAS #      | Weight %     |
|---|------------|--------------|
| Didecyl dimethyl ammonium chloride        | 7173-51-5  | 7 - 13%      |
| n-alkyl dimethyl benzyl ammonium chloride | 68424-85-1 | 3 - 7%       |
| Tetrasodium salt of EDTA                  | 64-02-8    | 1 - 5%       |
| Ethyl alcohol                             | 64-17-5    | 1 - 5%       |
| Alcohol, C12-C15, ethoxylated             | 68131-39-5 | 1 - 5%       |
| Sodium hydroxide                          | 1310-73-2  | > 0.1 - < 1% |

\*Exact percentages are being withheld as trade secret information

**4. FIRST AID MEASURES****Undiluted Product:**

**Eyes:** IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing for at least 15 minutes.

**Skin:** IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water for at least 15 minutes.

**Inhalation:** IF INHALED: Remove person to fresh air and keep comfortable for breathing.

**Ingestion:** IF SWALLOWED: Rinse mouth. DO NOT induce vomiting unless directed to do so by medical personnel. Drink a cupful of milk or water.

**Most Important Symptoms/Effects:** No information available.

**Immediate medical attention and special treatment needed:** Not applicable.

**Aggravated Medical Conditions:** Persons with pre-existing skin disorders may be more susceptible to irritating effects.

**Diluted Product:**

**Eyes:** Rinse with plenty of water.

**Skin:** No specific first aid measures are required

**Inhalation:** No specific first aid measures are required

**Ingestion:** IF SWALLOWED: Call a Poison Center (1-800-851-7145) or doctor/physician if you feel unwell.

**5. FIRE-FIGHTING MEASURES**

**Specific methods:**

No special methods required

**Suitable extinguishing media:**

The product is not flammable. Extinguish fire using agent suitable for surrounding fire.

**Specific hazards:**

Corrosive material (See sections 8 and 10).

**Special protective equipment for firefighters:** As in any fire, wear self-contained breathing apparatus pressure-demand, MSHA/NIOSH (approved or equivalent) and full protective gear.

**Extinguishing media which must not be used for safety reasons:** No information available.

**6. ACCIDENTAL RELEASE MEASURES**

**Personal precautions:**

Put on appropriate personal protective equipment (see Section 8.).

**Environmental precautions and clean-up methods:**

Clean-up methods - large spillage. Material is toxic to fish. Do not discharge into lakes, streams, ponds, or public water unless in accordance with an NPDES permit. Prevent product from entering drains. Water runoff can cause environmental damage. Soak up with inert absorbent material. Sweep up and shovel into suitable containers for disposal. Use a water rinse for final clean-up.

**7. HANDLING AND STORAGE**

**Handling:** Avoid contact with skin, eyes and clothing. Wash thoroughly after handling. Do not taste or swallow. Product residue may remain on/in

empty containers. All precautions for handling the product must be used in handling the empty container and residue. Avoid breathing vapors or mists. Use only with adequate ventilation. Remove and wash contaminated clothing and footwear before re-use. Mix only with water. DO NOT MIX WITH BLEACH OR ANY OTHER PRODUCT OR CHEMICAL. Can react to release chlorine gas. FOR COMMERCIAL AND INDUSTRIAL USE ONLY.

**Storage:** Keep tightly closed in a dry, cool and well-ventilated place.

**Aerosol Level (if applicable) :** Not applicable.

## 8. EXPOSURE CONTROLS / PERSONAL PROTECTION

### Exposure Guidelines:

| Ingredient(s)    | CAS #     | ACGIH                         | OSHA   |
|------------------|-----------|-------------------------------|--|
| Ethyl alcohol    | 64-17-5   | 1000 ppm (STEL)               | 1000 ppm (TWA)<br>1900 mg/m <sup>3</sup> (TWA) |
| Sodium hydroxide | 1310-73-2 | 2 mg/m <sup>3</sup> (Ceiling) | 2 mg/m <sup>3</sup> (TWA)                      |

### Undiluted Product:

#### Engineering measures to reduce exposure:

Good general ventilation should be sufficient to control airborne levels.

### Personal Protective Equipment

It is the responsibility of the employer to determine the potential risk of exposure to hazardous chemicals for employees in the workplace in order to determine the necessity, selection, and use of personal protective equipment.

|                                  |  |
|----------------------------------|--|
| <b>Eye protection:</b>           | Chemical-splash goggles.   |
| <b>Hand protection:</b>          | Chemical-resistant gloves.   |
| <b>Skin and body protection:</b> | Protective footwear. Wear suitable protective clothing.  |
| <b>Respiratory protection:</b>   | In case of insufficient ventilation wear suitable respiratory equipment. A respiratory protection program that meets OSHA's 29 CFR 1910.134 and ANSI Z88.2 requirements must be followed whenever workplace conditions warrant a respirator's use. |
| <b>Hygiene measures:</b>         | Handle in accordance with good industrial hygiene and safety practice.   |

### Diluted Product:

#### Engineering measures to reduce exposure:

Good general ventilation should be sufficient to control airborne levels.

### Personal Protective Equipment

|                                  |  |
|----------------------------------|--|
| <b>Eye protection:</b>           | No personal protective equipment required under normal use conditions. |
| <b>Hand protection:</b>          | No personal protective equipment required under normal use conditions. |
| <b>Skin and body protection:</b> | No personal protective equipment required under normal use conditions. |
| <b>Respiratory protection:</b>   | No personal protective equipment required under normal use conditions. |
| <b>Hygiene measures:</b>         | Handle in accordance with good industrial hygiene and safety practice. |

## 9. PHYSICAL AND CHEMICAL PROPERTIES

**Physical State:** Liquid

**Evaporation Rate:** No information available

**Odor threshold:** No information available.

**Melting point/range:** Not determined

**Autoignition temperature:** No information available

**Solubility in other solvents:** No information available

**Density:** 1.009 Kg/L

**Bulk density:** No information available

**Flash point (°F):** > 200 °F > 93 °C

**Viscosity:** 0

**VOC:** 2.9 % \*

**Flammability (Solid or Gas):** Not applicable

**Sustained combustion:** Not applicable

**Explosion limits: - upper:** Not determined **- lower:** Not determined

**Color:** Clear, Blue

**Odor:** Minty Slightly perfumed

**Boiling point/range:** Not determined

**Decomposition temperature:** Not determined

**Solubility:** Completely Soluble

**Relative Density (relative to water):** 1.009

**Vapor density:** No information available

**Vapor pressure:** No information available.

**Partition coefficient (n-octanol/water):** No information available

**Elemental Phosphorus:** 0 % by wt.

**pH:** ≈ 7

**Corrosion to metals:** Not corrosive to metals

**Dilution pH:**

≈ 7

**Dilution Flash Point (°F):** > 200 °F > 93.4 °C

**VOC % by wt. at use dilution:** 0.01 %

\* - Title 17, California Code of Regulations, Division 3, Chapter 1, Subchapter 8.5, Article 2, Consumer Products, Sections 94508

## 10. STABILITY AND REACTIVITY

|  |  |
|--|--|
| <b>Reactivity:</b>                       | Not Applicable   |
| <b>Stability:</b>                        | The product is stable  |
| <b>Hazardous decomposition products:</b> | None reasonably foreseeable.   |
| <b>Materials to avoid:</b>               | Oxidizing agents. Anionic surfactant. Do not mix with chlorinated products (such as bleach). |
| <b>Conditions to avoid:</b>              | None known.  |

## 11. TOXICOLOGICAL INFORMATION

### **Information on likely routes of exposure:**

Skin contact, Inhalation, Ingestion, Eye contact

### **Delayed, immediate, or chronic effects and symptoms from short and long-term exposure**

**Skin contact:** Unlikely to be irritant in normal use.

**Eye contact:** Corrosive. Causes serious eye damage. Symptoms may include pain, burning sensation, redness, watering, blurred vision or loss of vision.

**Ingestion:** Causes burns/ serious damage to mouth, throat and stomach. Symptoms may include stomach pain and nausea. Symptoms may include vomiting, nausea, and/or feeling of general unwellness. Harmful if swallowed.

**Inhalation:** May cause irritation and corrosive effects to nose, throat and respiratory tract. Symptoms may include coughing and difficulty breathing.

**Sensitization:** No known effects.

**Target Organs (SE):** None known

**Target Organs (RE):** Repeated or prolonged exposure to some of the chemicals in this product may cause damage to the No information available respiratory system

### **Numerical measures of toxicity**

**ATE - Oral (mg/kg):** 1600

**ATE - Inhalatory, mists (mg/l):** >20

## 12. ECOLOGICAL INFORMATION

**Ecotoxicity:** No information available.

**Persistence and Degradability:** No information available.

**Bioaccumulation:** No information available.

## 13. DISPOSAL CONSIDERATIONS

Do not contaminate water, food, or feed by storage or disposal.

### **Waste from residues / unused products (undiluted product):**

This product, as sold, if discarded or disposed, is not a hazardous waste according to Federal regulations (40 CFR 261.4 (b)(4)). Under RCRA, it is the responsibility of the user of the product to determine, at the time of disposal, whether the waste solution meets RCRA criteria for hazardous waste. Dispose in compliance with all Federal, state, provincial, and local laws and regulations.

### **Waste from residues / unused products (diluted product):**

This product, when diluted as stated on this SDS, is not a hazardous waste according to Federal regulations (40 CFR 261.4 (b)(4)). Under RCRA, it is the responsibility of the user of the product to determine, at the time of disposal, whether the waste solution meets RCRA criteria for hazardous waste. Dispose in compliance with all Federal, state, provincial, and local laws and regulations.

### **Pesticide Storage:**

Refer to product label.

### **Pesticide Disposal:**

Refer to product label.



**Container Disposal:**  
Refer to product label.

**RCRA Hazard Class (undiluted product):** Not Regulated.  
**RCRA Hazard Class (diluted product):** Not Regulated.

#### 14. TRANSPORT INFORMATION

**DOT/TDG/IMDG:** The information provided below is the full transportation classification for this product. This description does not account for the package size(s) of this product, that may fall under a quantity exception, according to the applicable transportation regulations. When shipping dangerous goods, please consult with your internal, certified hazardous materials specialist to determine if any exceptions can be applied to your shipment.

**DOT (Ground) Bill of Lading Description:** UN1903, DISINFECTANT, LIQUID, CORROSIVE, N.O.S., (quaternary ammonium compound), 8, III

**IMDG (Ocean) Bill of Lading Description:** UN1903, DISINFECTANTS, LIQUID, CORROSIVE, N.O.S., (quaternary ammonium compounds), 8, III, MARINE POLLUTANT

#### 15. REGULATORY INFORMATION

##### International Inventories at CAS# Level

All components of this product are listed on the following inventories: Canada (DSL), U.S.A. (TSCA).

##### U.S. Regulations

**EPA Reg. No. :** 10324-141-70627

This chemical is a pesticide product registered by the United States Environmental Protection Agency and is subject to certain labeling requirements under federal pesticide law. These requirements differ from the classification criteria and hazard information required for safety data sheets (SDS), and for workplace labels of non-pesticide chemicals. The hazard information required on the pesticide label is reproduced below. The pesticide label also includes other important information, including directions for use.

**DANGER: CORROSIVE.** Causes irreversible eye damage and skin burns. Harmful if swallowed or absorbed through the skin. Do not get into eyes, on skin or on clothing. Wear goggles or face shield and chemical-resistant gloves and protective clothing when handling. Wash thoroughly with soap and water after handling before eating, drinking, chewing gum, using tobacco or using the toilet. Remove contaminated clothing and wash clothing before reuse. **ENVIRONMENTAL HAZARDS:** This product is toxic to fish, aquatic invertebrates, oysters and shrimp.

##### CERCLA/ SARA

| Ingredient(s)    | CAS #     | Weight %     | CERCLA/SARA RQ (lbs) | Section 302 TPQ (lbs) | Section 313 |
|------------------|-----------|--------------|----------------------|-----------------------|-------------|
| Sodium hydroxide | 1310-73-2 | > 0.1 - < 1% | 1000                 |                       |             |

##### Canadian Regulations

| Ingredient(s) | CAS #   | NPRI |
|---------------|---------|------|
| Ethyl alcohol | 64-17-5 | X    |

#### 16. OTHER INFORMATION

##### NFPA (National Fire Protection Association)

Rating Scale: (Low Hazard) 0 - 4 (Extreme Hazard)

Health 3  
Flammability 0  
Instability 0  
Special Hazards -

##### Diluted Product:

Health 0  
Flammability 0  
Instability 0  
Special Hazards -

Revision: 2020-04-24

Version: 01.0

Reason for revision: Not applicable  
Prepared by: North American Regulatory Affairs

**Additional advice:**

- Contains an added fragrance, see "Odor" heading in section 9 for specific description

*Notice to Reader: This document has been prepared using data from sources considered technically reliable. It does not constitute a warranty, express or implied, as to the accuracy of the information contained within. Actual conditions of use and handling are beyond seller's control. User is responsible to evaluate all available information when using product for any particular use and to comply with all Federal, State, Provincial and Local laws and regulations.*

# PPE expectations and requirements

## Student expectation / PPE

- Students will be required to have face coverings on at all times while on the school bus.
- Caregivers should provide face coverings for students before boarding the school bus.
- District will supply First Student with a supply of masks for each bus to distribute in the event a student mask is not being available.



## Driver requirements / PPE

- School bus drivers will wear a mask while students loading and unloading the vehicle.
- School bus drivers will observe and enforce social distancing guidelines as directed.
- Drivers will enforce all loading, unloading, and other safety practices as directed, and guidelines change.



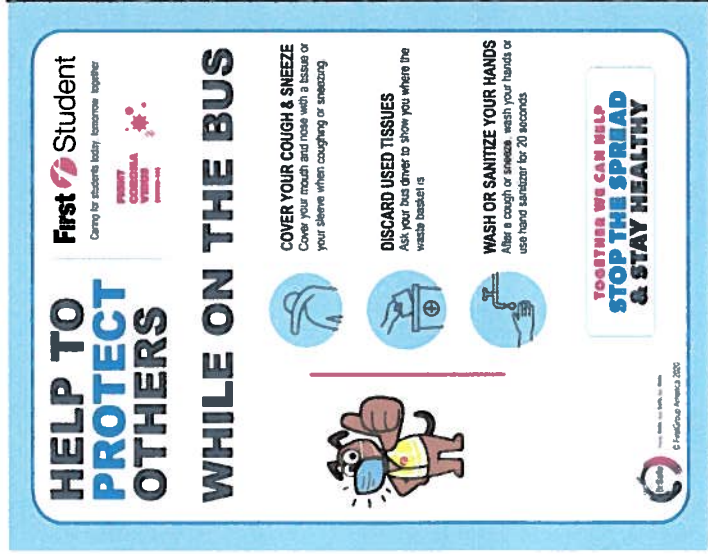
# Social Distancing on the School Bus

| Social Distancing Load/Unload   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Bus operates at full capacity under low transmission guidelines and as directed by District.</li><li>• Ridership would be decreased under moderate transmission guidelines and as directed by District. .</li><li>• Students will be directed to load the bus in a rear to front order and unload in a front to rear order.</li></ul> |  |
|   |  |

## Signage and Student Guidance

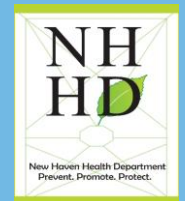
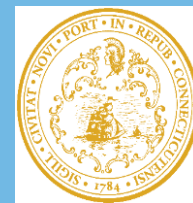
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- Signage will be placed on school bus to remind riders of requirements while riding the school bus as well as guidance for minimizing the risk of spreading infection.





# PROPOSED COVID-19 TESTING FOR NHPS



Presented by  
The New Haven Health Department



# **DISCLOSURE**

This information is accurate as of September 10, 2020 and is subject to change



# OVERVIEW

The NHHD presents this COVID testing proposal in an effort to safely reopen schools.

We examined :

- National, State and City COVID-19 data

- Current COVID testing infrastructure

- Planned testing sites

Additional testing could help to identify asymptomatic individuals and prevent future transmission in the community



# COVID-19 IN UNITED STATES (LAST 7 DAYS) (CDC)

**USA**  
**6,343,562**  
**TOTAL CASES**

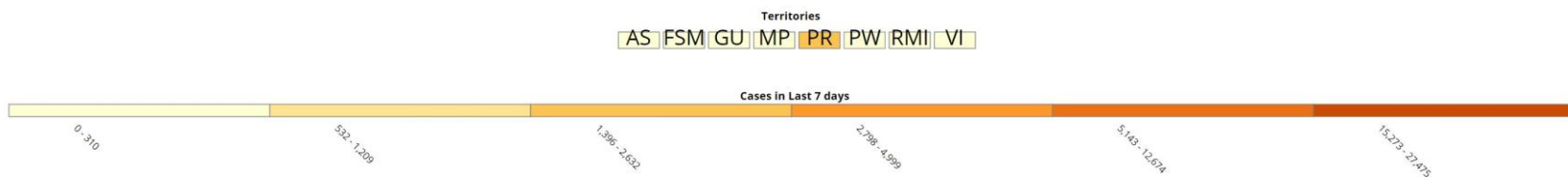
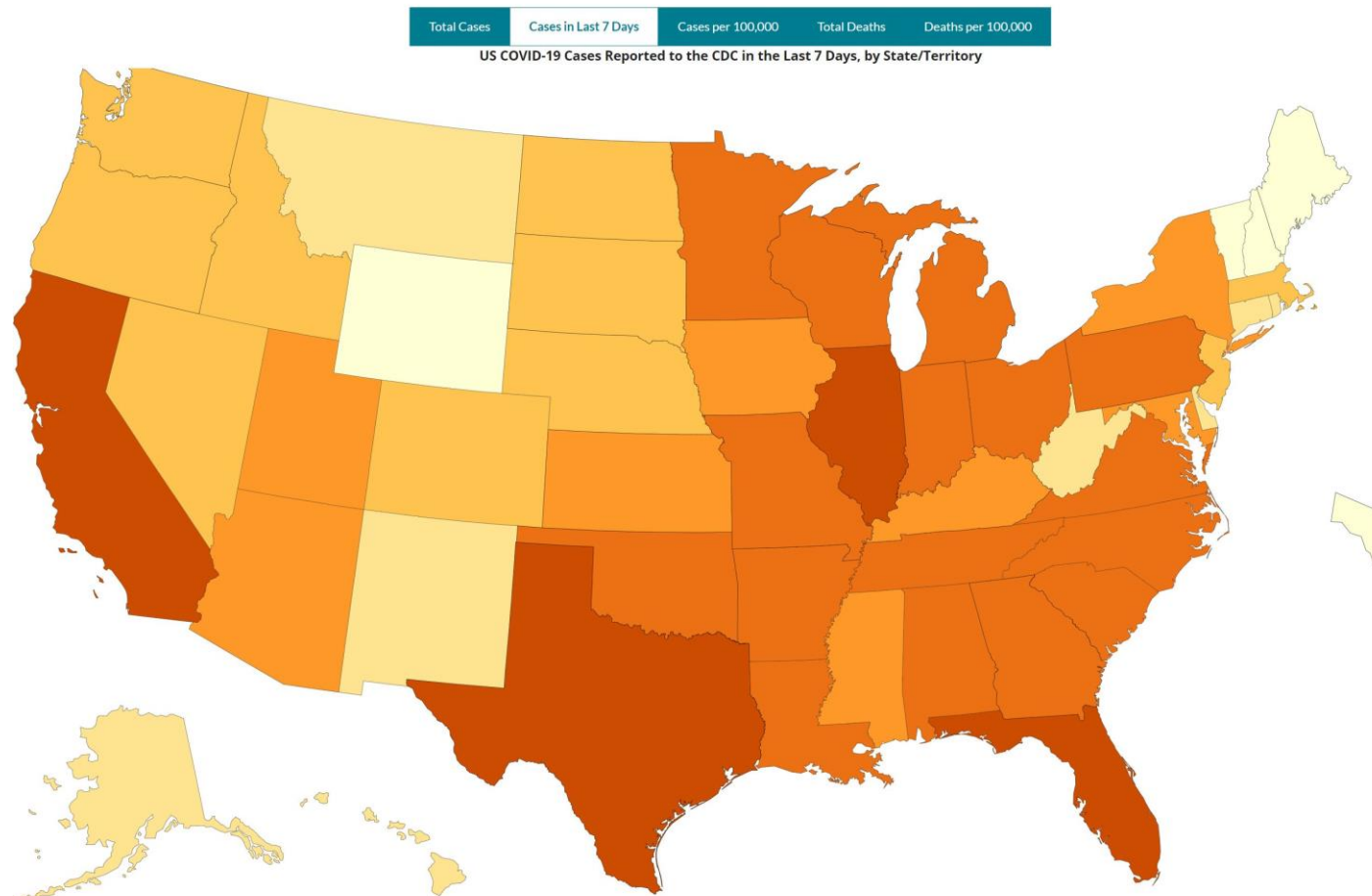
CDC | Updated: Sep 10 2020 12:16PM

**USA**  
**190,262**  
**TOTAL DEATHS**

CDC | Updated: Sep 10 2020 12:16PM

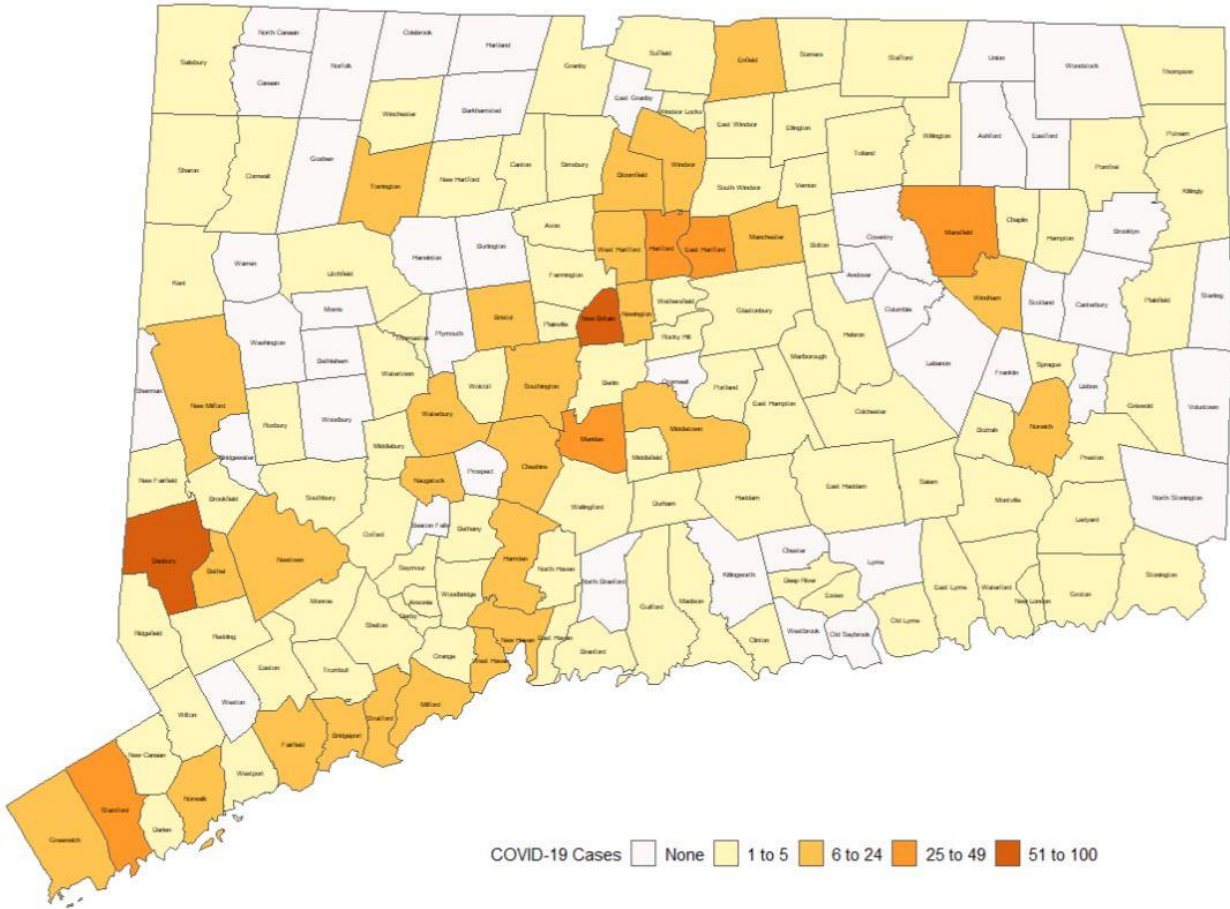
**USA**  
**256,159**  
**Cases in Last 7 Days**

CDC | Updated: Sep 10 2020 12:16PM

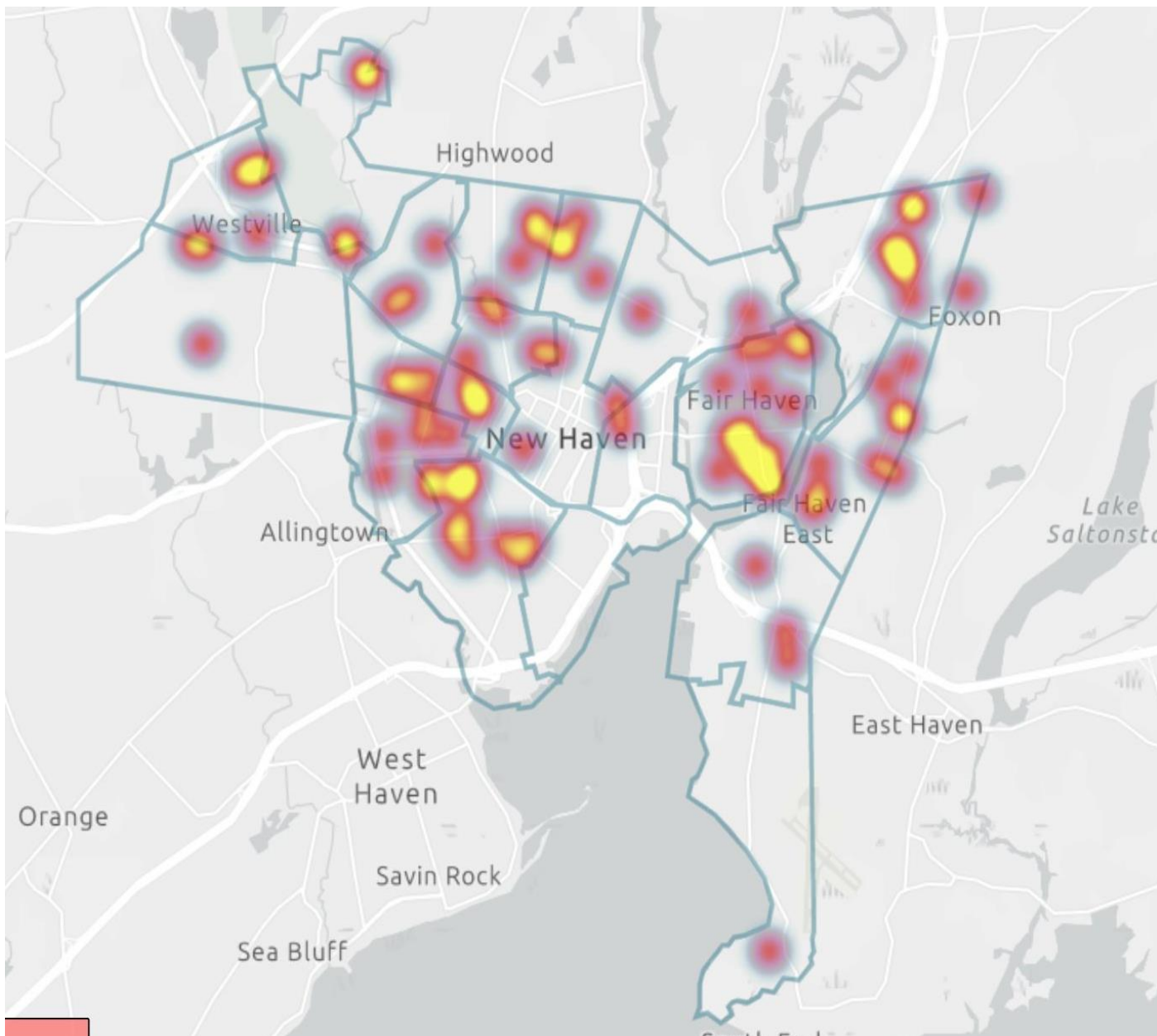


# COVID-19 IN CT (AUG 30-SEPT 5) (CT DPH)

Number of COVID-19 Cases among Persons Living in Community Settings by Town with Specimen Collection or Onset Date During August 30-September 5



Map does not include 3 cases pending address validation.

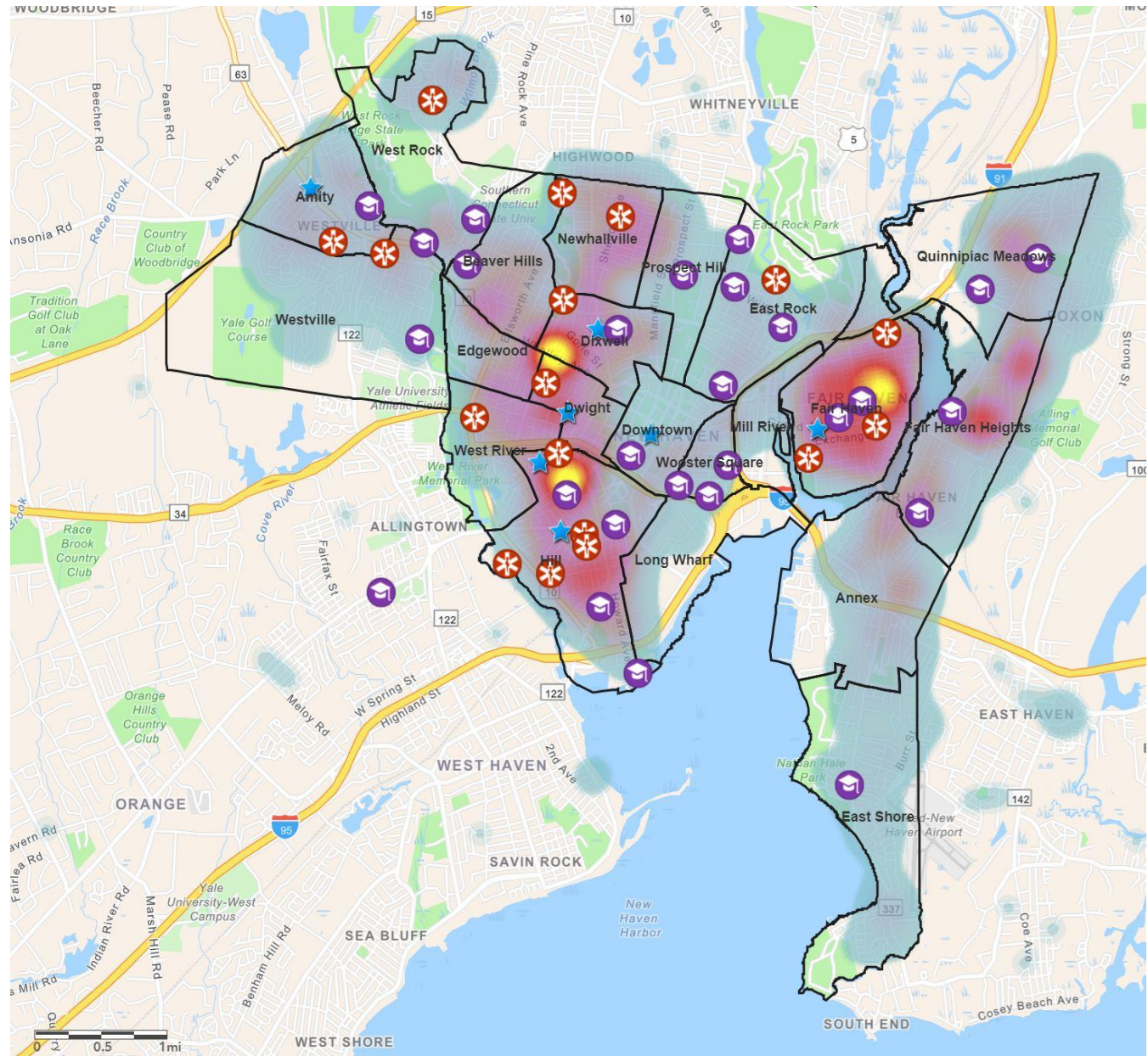


## SITUATIONAL AWARENESS

In response to the BOE Members' request for widespread testing for staff, students and families, the NHHD has examined the case activity in the City.

This map reflects case activity for New Haven over the last 30 days

# Proposed Test Sites



Red = schools with school based health center

Purple = schools without school based health center

## TESTING PARTNERS

All testing partners in New Haven will support this effort

Murphy Medical Associates

Yale New Haven Hospital (Mobile RV Testing)

Fair Haven Community Health Center

Cornell Scott Hill Health Center



# TEST SITES ESTABLISHED IN CITY

## PRE-EXISTING TEST SITES IN THE CITY ARE LISTED BELOW:

| Agency  | ADDRESS                        | Day/Time                     | Neighborhood       |
|---|--------------------------------|------------------------------|--------------------|
| Murphy Medical Associates                                   | New Haven Green                | Wed 8am-4pm                  | Downtown           |
| Murphy Medical Associates                                   | 1319 Chapel Street             | Monday 12-5<br>Thursday 12-5 | Dwight             |
| Cornell Scott Hill  | 226 Dixwell Avenue             | 8:30-4:30 M-F                | Dixwell            |
| Cornell Scott Hill  | 428 Columbus Avenue            | 10am-1pm<br>M-F              | Hill               |
| Yale Mobile RV<br>Ross Woodward School                      | 185 Barnes Avenue, New Haven   | Various Days<br>9am-3:30pm   | Quinnipiac Meadows |
| Yale Mobile RV<br>Whalley Avenue (Walgreens<br>Parking Lot) | 1471 Whalley Avenue, New Haven | Various Days<br>8am-6pm      | Amity              |
| Fair Haven Community Health<br>Center                       | 374 Grand Avenue, New Haven    | 9am-4:30pm                   | Fair Haven         |

## SCHOOLS WITH SBHC

| School  | ADDRESS                            | SBHC  | Neighborhood |
|---|------------------------------------|-------|--------------|
| Davis Street Magnet School (Pre-K-8)                                | 35 Davis Street, 06515             | CSHHC | AMITY        |
| Mauro-Sheridan Science, Technology & Communications Magnet (PreK-8) | 191 Fountain Street, 06515         | Yale  | AMITY        |
| King Robinson   | 150 Fournier Street, New Haven, CT | CSHHC | BEAVER HILLS |
| James Hillhouse High School   | 480 Sherman Parkway, 06511         | Yale  | DIXWELL      |
| Troup School (K-8)  | 259 Edgewood Ave., 06511           | Yale  | DWIGHT       |
| Wilbur Cross High School  | 181 Mitchell Drive, 06511          | FHCHC | EAST-ROCK    |
| Clinton Avenue School (K-8)   | 293 Clinton Ave., 6513             | FHCHC | FAIR-HAVEN   |
| Fair Haven School (K-8)   | 164 Grand Ave., 06513              | FHCHC | FAIR-HAVEN   |
| John S. Martinez School (K-8)                                       | 100 James St., 06513               | FHCHC | FAIR-HAVEN   |
| Clemente Leadership Academy (K-8)                                   | 360 Columbus Ave., 06519           | CSHHC | HILL         |
| Hill Central Music Academy (Pre-K-8)                                | 140 Dewitt Street, 06519           | CSHHC | HILL         |
| Hill Regional Career High School                                    | 140 Legion Ave., 06519             | Yale  | HILL         |
| Riverside Education Academy (9-12)                                  | 560 Ella Grasso Blvd., 06519       | BOE   | HILL         |
| Truman School (K-8)   | 114 Truman St.,06519               | CSHHC | HILL         |
| Lincoln Bassett   | 130 Bassett Street, New Haven, CT  | CSHHC | NEWHALLVILLE |
| Barnard Magnet School (Pre-K-8)                                     | 170 Derby Ave.,06511               | Yale  | WESTRIVER    |
| Brennan Rogers School   | 199-200 Wilmot Street, New Haven   | NHHD  | West Rock    |

# NHHD TO SET UP POP UP TESTING

**AFTER EVALUATION OF THIS DATA, WE WILL INITIALLY OFFER TESTING AT THE FOLLOWING SCHOOLS**

| School                                       | ADDRESS                               | SBHC | Neighborhood       |
|--|---------------------------------------|------|--------------------|
| West Rock                                    | 311 Valley Street, New Haven, CT      | No   | Amity              |
| Beecher School (Pre-K-8)                     | 100 Jewel St., 06511                  | No   | Beaver Hills       |
| Wexler/Grant School (K-8)                    | 55 Foote Street, 06511                | No   | Dixwell            |
| East Rock Magnet School (K-8)                | 130 Leeder Hill, Hamden, 06517        | No   | East Rock          |
| New Haven Academy (9-12)                     | 444-448 Orange St., 06511             | No   | East Rock          |
| Worthington Hooker Middle School (3-8)(2010) | 691 Whitney Ave., 06511               | No   | East Rock          |
| Columbus Family Academy (Pre-K-8)            | 255 Blatchey Ave., 06513              | No   | Fair Haven         |
| Jepson Magnet School (Pre-K-8)               | 15 Lexington Ave., 06513              | No   | Fair Haven Heights |
| Quinnipiac School (K-3)                      | 460 Lexington Ave., 06513             | No   | Fair Haven Heights |
| John C. Daniels School (Pre-K-8)             | 569 Congress Ave., 06519              | No   | Hill               |
| Betsy Ross                                   | 150 Kimberly Ave, New Haven, CT       | No   | Hill               |
| Sound School                                 | 60 South Water Street, New Haven, CT  | No   | Hill               |
| Celentano Museum Academy (Pre-K-8)           | 400 Canner St., 06511                 | No   | Prospect Hill      |
| Bishop Woods School (Pre-K-8)                | 1481 Quinnipiac Ave., 06513           | No   | Quinnipiac Meadows |
| Edgewood Magnet School (K-8)                 | 737 Edgewood Ave., 06515              | No   | Westville          |
| Elm City Montessori                          | 495 Blake Street, New Haven, CT       | No   | Westville          |
| Conte West Hills Magnet School (K-8)         | 511 Chapel Street, 06511              | No   | Wooster Square     |
| Obama School (Pre-K-4)                       | 69 Farnham Ave, New Haven, CT         | No   | West Rock          |
| Nathan Hale                                  | 480 Townsend Ave, New Haven, CT 06512 | No   | East Shore         |
| HSC or Metro                                 | Water Street, New Haven, CT           | No   | Wooster Square     |
| Ross Woodward                                | Barnes Avenue, New Haven, CT          | No   | Quinnipiac Meadows |
| Cooperative Arts Education High School       | College Street, New Haven, CT         | No   | Downtown           |



## OTHER IMPORTANT INFORMATION

- Voluntary testing.
- Results 24-48 hours.
- Testing regardless of insurance status.
- Families can test at school their student attends or neighborhood school.
- Estimated 3-4 weeks to complete all schools.
- 1 week lead time to plan and provide messaging.





## **SUMMARY**

This proposal identifies a strategy to offer broad testing for the school community.

Each neighborhood/school will have testing offered.

Testing offered in collaboration with community partners.

Testing will be offered to all families, regardless of insurance status.

To: Board of Education Members  
From: Dr. Iline Tracey  
Date: September 11, 2020  
Re: Technology

**I. Devices**

All K-12 students in need of devices received a device from their school. Students received a laptop, Chromebook or an iPad.

**a. Next Steps**

We are waiting on the licensing and imaging of the new iPads for students in pre-k and kindergarten to exchange them with the Chromebooks that were provided to these students.

**II. Home Internet Access**

A survey was conducted in August 2020. There were 15,841 respondents and 15,048 or ninety-five percent of respondents indicated that they had reliable internet access at home. Principals provided the names of all students in their school that were in need of internet access.

The Youth Family Community and Engagement Department distributed 110 Sprint hotspots to families.

The schools also received Kajeet hotspots for families in need of internet service.

**a. Next Steps**

Schools will schedule a day for families to pick-up the Kajeet hotspots.

The State Department of Education will receive a list of all New Haven Public Schools students in need of internet coverage (Internet Essentials.) Certificates/Vouchers will be provided to the schools to distribute to parents and parents will contact Xfinity/Comcast to arrange for the service installation. The service will include a one year subscription for the internet.

**III. Wireless Access Points in New Haven Public Schools**

Wireless access points are networking devices that allow Wi-Fi devices to connect to a wired network. Our wireless access points are managed by controllers. The controllers determine the strength of our Wi-Fi connection. All of our controllers are in need of an update. However, two of the controllers are in need of an immediate update because they are failing. These controllers impact the following locations:

|            |                |         |  |
|------------|----------------|---------|--|
| Betsy Ross | Clinton Avenue | Daniels | Elm City                               |
| Sound      | Strong         | Wexler  | Gateway Building<br>(54 Meadow Street) |

The following is a list of schools that are being impacted by other controllers in need of an update:

|             |            |                     |           |        |
|-------------|------------|---------------------|-----------|--------|
| Bassett     | Celentano  | Cooperative<br>Arts | Hillhouse | Jepson |
| Nathan Hale | Quinnipiac | Troup               | West Rock |        |

**a. Next Steps**

New Haven Public Schools is planning to purchase cloud-based services for our two controllers that are failing. The cloud-based services will provide stronger bandwidth across the District. The IT Department is in the process of receiving three quotes from vendors and funding to complete the update. The estimated cost of this update is \$550,000 - \$600,000. The installation process will take two to three months to complete.

Respectfully Submitted,



Dr. Iline P. Tracey  
Superintendent



# Tracking Attendance During Remote Learning

Board of Education Presentation

September 14, 2020

*presented by Dr. Michele Sherban and Dr. Iline Tracey*

# Tracking Attendance



NEW HAVEN PUBLIC SCHOOLS

How are we tracking attendance during Remote Learning?

- Unique attendance codes (RA, RP) for Remote Learning
- Teachers can account for work done outside of class time by editing attendance codes the next day
- Flexibility within the state definition of “in attendance” for the day

A remote student can be considered as being ‘in attendance’ on a particular day if the total time spent on one or more of the following activities equals at least half the school day.



# Examples



NEW HAVEN PUBLIC SCHOOLS

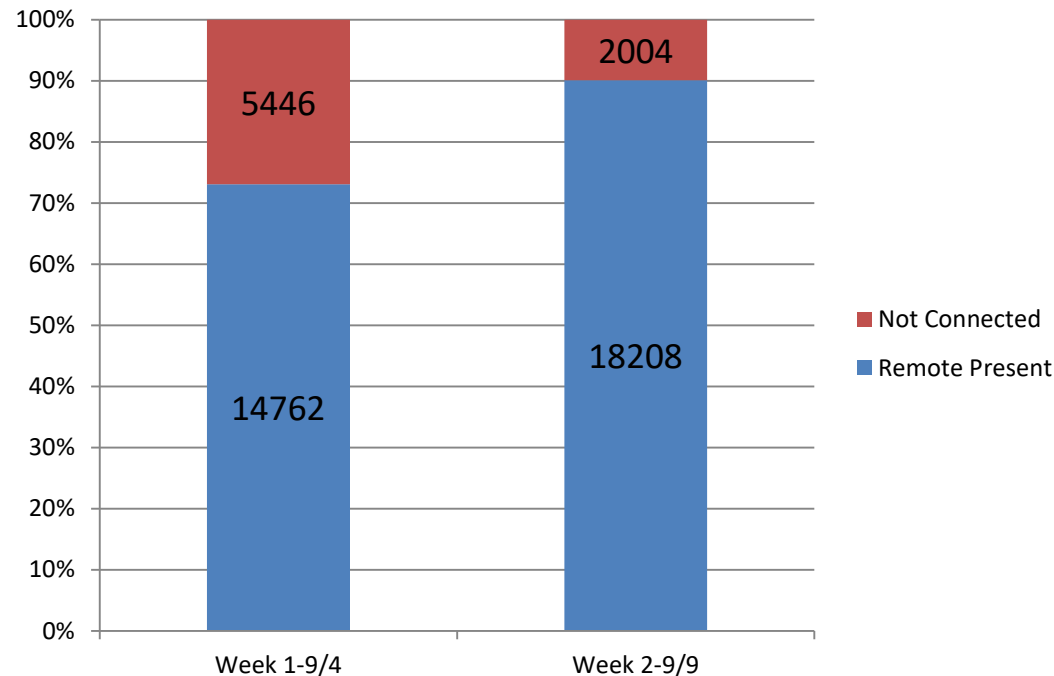
|           | Engagement with Remote Learning   | Attendance Code  |
|-----------|---|--|
| Student A | Participates in synchronous virtual class through Google Meets  | RP   |
| Student B | Does not participate in synchronous class but logs into Google classroom after school hours and submits assigned work for the day | Initially marked RA but teacher changes to RP the next day |
| Student C | Does not participate in synchronous class and does not submit work for the day  | RA   |

# Weekly Remote Learning Engagement



NEW HAVEN PUBLIC SCHOOLS

Percentage of students engaging in remote learning increased from <75% in Week 1 to 90% in Week 2



Remote Present – Marked present in at least one class

Not Connected – Not marked present in any classes

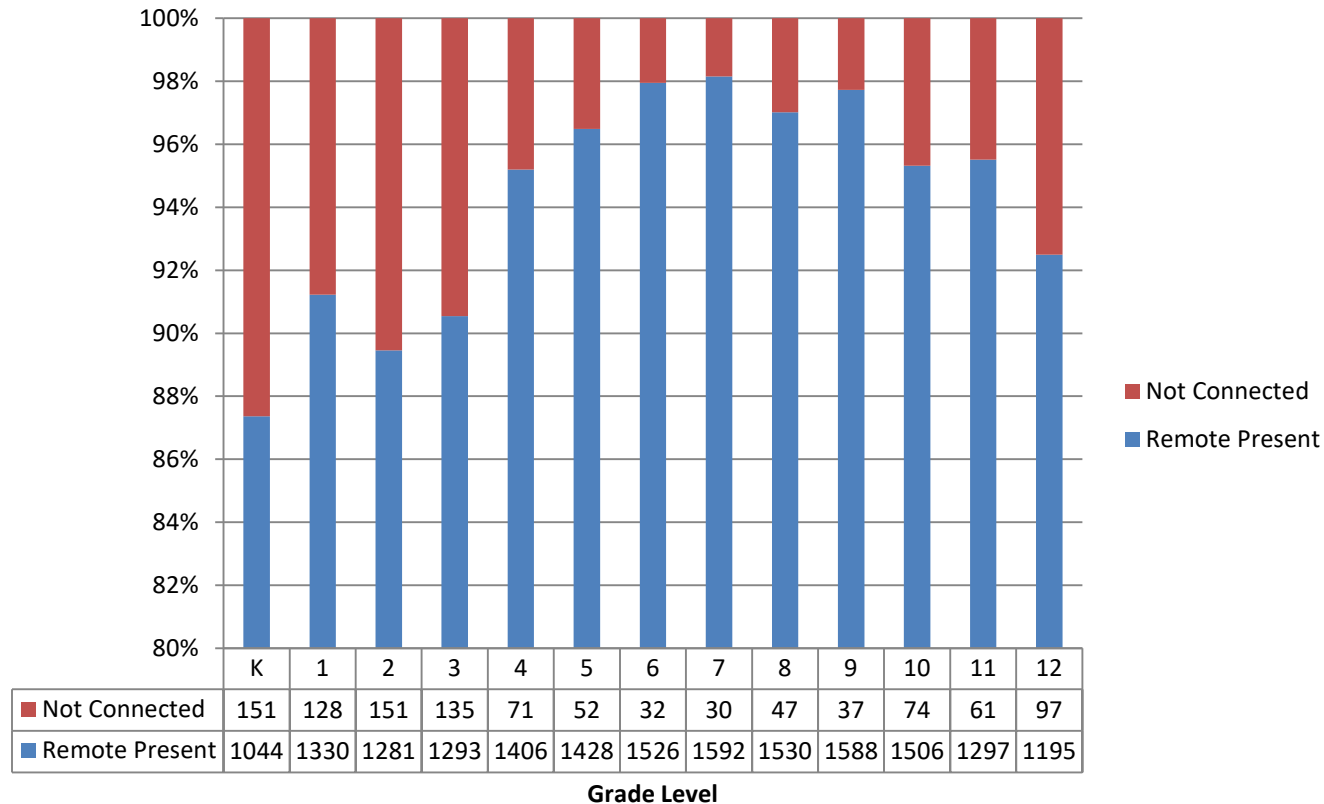


# Grade Level Engagement



NEW HAVEN PUBLIC SCHOOLS

## Week 2 (9/8 & 9/9) – Remote Learning Engagement by Grade



Remote Present – Marked present in at least one class

Not Connected – Not marked present in any classes



NEW HAVEN PUBLIC SCHOOLS



**New Haven Public Schools  
Board of Education Presentation  
Specialized Classrooms- Students with Disabilities  
September 14, 2020**

# NHPS Students with Disabilities Overview



NEW HAVEN PUBLIC SCHOOLS

- Approximately 3400 students with disabilities
- 10 percent are serviced in out-of-district placements
- Over 300 students with disabilities in Pre-K programs
- Programs that service students across all disability categories
- 35 specialized classrooms ranging from 3 to 21

# Proposal for Student Return

- 11 of the 35 specialized classrooms
- Students with significant cognitive disabilities (receive comprehensive services)
- Students who are serviced during the regular school year in a specialized classroom setting
- Maximum number of students for initial return is 125 (across 11 schools)

| <b><u>School</u></b> | <b><u>Grades Served</u></b> | <b><u>Program Type</u></b>                             |
|----------------------|-----------------------------|--|
| Barack Obama         | Grades 2-4                  | Services students with Autism Spectrum Disorders (ASD) |
| Bishop Woods         | Grades K-8                  | Services students with Autism Spectrum Disorders       |
| Brennan Rogers       | Grades K-4                  | Services students with Autism Spectrum Disorders       |
| Clinton Avenue       | Grades K-8                  | Services students with multiple disabilities           |
| Celentano            | Grades K-4                  | Services students with multiple disabilities           |
| Clemente             | Grades K-4                  | Services students with mixed disabilities              |
| Fair Haven           | Grades K-8                  | Services students with mixed disabilities              |
| Hillhouse            | Grades 9-12                 | Services students with mixed disabilities              |
| Lincoln Bassett      | Grades K-4                  | Services students with mixed disabilities              |
| West Rock            | Grades K-4                  | Services students with mixed disabilities              |
| Wilbur Cross         | Grades 9-12                 | Services students with mixed disabilities              |

# Return Details



NEW HAVEN PUBLIC SCHOOLS

- September 16- training to staff on safety protocols
- September 17, 2020- Staggered entry (***pending Board of Education approval***)
- September 17 and 18- individual 30-minute conferences with parents to review classroom procedures inclusive of COVID-19 protocols
- September 21-25- Students return in a cohort model for half day schedules
- September 28-October 2- Students will continue half day schedules

# Proposed Schedule



NEW HAVEN PUBLIC SCHOOLS

| Monday                | Tuesday               | Wednesday        | Thursday               | Friday                 |
|-----------------------|-----------------------|------------------|------------------------|------------------------|
| Group A               | Group A               | Deep Cleaning    | Group B                | Group B                |
| Grades<br>K-4<br>9-10 | Grades<br>K-4<br>9-10 | Deep<br>Cleaning | Grades<br>5-8<br>11-12 | Grades<br>5-8<br>11-12 |

Disclaimer: for schools/classroom Group A will be K-2, Group B will be 3-4

# Program Preparation checklist



NEW HAVEN PUBLIC SCHOOLS

| Topic  | Description  | Deadline           | Progress    |
|--|--|--------------------|-------------|
| Purchasing of PPE                            | Additional PPE needed for self contained classrooms inclusive of disposable gowns, gloves, child face shields                                | August 12, 2020    | Completed   |
| Meeting with specialized classrooms teachers | Meeting to discuss preparation for student return  | On-going           | Completed   |
| Meeting with Union leaders                   | Communication with Union representatives to share plan and its impact on employees   | September 11, 2020 | Completed   |
| Site Visits                                  | Classroom walk through to determine classroom needs  | August 28, 2020    | Completed   |
| Nursing                                      | Discussion with nursing department regarding staffing and nursing needs  | September 11, 2020 | Completed   |
| Food Service                                 | Preparation for student return   | September 11, 2020 | Completed   |
| Transportation                               | Development of route sheets for student return   | September 21, 2020 | In Progress |
| Site Visit with Facilities                   | Classroom walk-through to determine any final classroom needs. Confirmation of cleaning of classrooms and high touch areas three times a day | September 11, 2020 | Completed   |
| Daily monitoring of start up                 | Central and school-based administration  | September 21, 2020 | In Progress |
| Training                                     | Training for COVID-19 protocols  | September 16, 2020 | In Progress |



# Classroom Sample



NEW HAVEN PUBLIC SCHOOLS



# Classroom Sample



NEW HAVEN PUBLIC SCHOOLS



# Classroom Sample



NEW HAVEN PUBLIC SCHOOLS



# Classroom Sample



NEW HAVEN PUBLIC SCHOOLS



# Classroom Sample



NEW HAVEN PUBLIC SCHOOLS



# Classroom Sample



NEW HAVEN PUBLIC SCHOOLS



# Classroom Sample



NEW HAVEN PUBLIC SCHOOLS





## NEW HAVEN PUBLIC SCHOOLS

### Daily Home Screening for Students

Parents:

Please complete this short checklist each morning.

Please call your school nurse or the COVID-19 Hotline at 203-946-4949 for questions or concerns

#### SECTION 1: Symptoms

Please check your child for these symptoms:

- Temperature 100.4 degrees or higher;
- Sore throat;
- **New** uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in cough from baseline);
- Diarrhea, vomiting, or abdominal pain;
- New onset of severe headache
- New loss of sense of taste or smell

OR

#### SECTION 2: Close Contact/Potential Exposure

- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with a confirmed case of COVID-19; OR
- Had close contact (within 6 feet of an infected person for at least 15 minutes) with person under quarantine for possible exposure to SARS-CoV-2; OR
- Traveled to a state/territory/country on the travel advisory list (please see <https://portal.ct.gov/Coronavirus/Travel> for the most up to date list of affected areas); OR
- Live in areas of high community transmission while the school remains open



- **Child must remain at home, do not report to school**
- **Call School Office to Report Absence, please share what symptoms your child has**
- **Call your Pediatrician. If no Pediatrician, call the school nurse for guidance**

- **Child should report to school**
- **Don't forget your mask!**



# Evaluation Planning

- Since March 2020, Special Education evaluations have been on pause due to school closure
- The State Department of Education has issued guidelines for resuming the evaluation process
- Because the SDE has not granted waivers or extended timelines, the special education department at each school must move forward with conducting assessments
- Currently, school teams are proposing plans to resume in-person assessments.

# Implication for Practice



NEW HAVEN PUBLIC SCHOOLS

- Impacts approximately 100 related service professionals
- 11 schools will be open for testing  
(same schools recommended for school return with specialized classrooms)
- No more than 5 appointments per day- staggered
- Preferred location is in close proximity to the school entrance in order to limit movement in the building.
- Consultation with custodial staff in order to have high touch areas cleaned 3 times per day
- Monitoring of appointments by Special Education Department and building based administrators
- PPE will be provided for all related service staff (ex. Masks, face shields, desk shields, etc)
- Health screening and temperature checks will occur
- Protocol for handling of the materials will be utilized



**FISCAL IMPLICATIONS**  
of a Fully Remote Start to the School Year

New Haven Board of Education Meeting  
*September 14, 2020*



All estimates are based on a 10-week fully-remote opening to the school year...

## Potential Savings:

- Delayed hiring of non-instructional part-time staff \$800K
- Unused custodial hours \$1.0 million
- Utilities \$1.7 million
- Overtime \$75K
- Instructional supplies \$240K
- Custodial supplies \$60K
- Legal services \$15K

Total: \$3,890,000 (Special Funds portion \$300K)

## Potential Cost Implications:

- Forego a portion of second round of COVID funding \$1.2 million\* for transportation
- Significantly lower food service revenues \$2.5 million
- Drop in magnet school enrollment \$0.5 million

Total: \$4,200,000

*\*No definitive answer from CSDE/OPM*

## Not determined:

- Transportation costs – contractual language would have to be analyzed by legal counsel in light of recent extension of emergency declarations by the governor
- Special Education – changes to ensure services are delivered to students while operating in a fully remote setting
- Learning Slide – additional services needed to catch students up after eight months without in-person instruction

## Implications:

- A negative financial impact to the District of about \$300,000
- Potential inability to fund other measures after the 10-week remote period





NEW HAVEN PUBLIC SCHOOLS  
New Haven, Connecticut

**NEW HAVEN BOARD OF EDUCATION FINANCE AND OPERATIONS COMMITTEE MEETING**

Monday, September 14, 2020

**INFORMATION ONLY**

1. The Superintendent approved an Agreement with Curriculum Designers, Inc. to provide professional development workshops and coaching to Wexler-Grant's Leadership Team from September 15, 2020 to June 30, 2021, in an amount not to exceed \$6,000.00.  
**Funding Source:** Commissioner's Network – Wexler Program      **Acct. #2547-56694-0032**
  
2. The Superintendent approved an Agreement with Great Schools Partnership to provide professional development, small group coaching and individual training focused on project based learning for new and returning teachers at High School in the Community, from September 15, 2020 to November 1, 2020 in an amount not to exceed \$14, 520.00.  
**Funding Source:** Magnet School Assistance Program      **Acct. #2517-6262-56694-0066**
  
3. The Superintendent approved an Agreement with Paraclete Partnerships to provide coaching, consulting and training support for the Race, Education and Equity Team at High School in the Community, from September 14, 2020 to June 18, 2021 in an amount not to exceed \$15,000.00.  
**Funding Source:** Magnet School Assistance Program      **Acct. # 2517-6262-56694-0066**
  
4. The Superintendent approved an Agreement with Lisa Swain, ED.S to provide professional development, coaching and modeling of The Pyramid Model for Social Emotional Development, for Head Start staff, from September 14, 2020 to June 30, 2021, in an amount not to exceed \$9,750.00.  
**Funding Source:** Head Start Program      **Acct. # 2531-5278-56694-0443**
  
5. The Superintendent approved an Agreement with Yale University Gesell Program in Early Childhood professional development sessions to staff of Barack H. Obama Magnet University School, on best practices to support social and emotional learning and play pedagogy in a remote learning environment, from September 15, 2020 to October 30, 2020 in an amount not to exceed \$3,000.00.  
**Funding Source:** SIG – Obama Carryover Program      **Acct.# 2531-6300-56694-0028**
  
6. The Superintendent approved an Agreement with Laura Goldblum, LCSW, to supervise a team of social work interns to provide direct wraparound services to Wilbur Cross High School students, from September 15, 2020 to June 30, 2021, in an amount not to exceed \$17,000.00.  
**Funding Source:** 2020-2021 Operating Budget      **Acct. # 190-433-61-50136**
  
7. The Superintendent approved Amendment #1 to Agreement #91331311 with Hajer Ahmad, to increase the number of hours from 40 by 80 to 120 hours, due to increased translations from Covid-19; and, to increase funding of \$1,000 by \$2,000 to \$3,000.00.  
**Funding Source:** 2020-2021 Operating Budget  
**Acct. #19041700-56697-0000 (\$1,000.00)**

ESSERF Grant Program  
**Acct. #25506342-56694-0000** (\$2,000.00)

8. The Superintendent approved Amendment #1 to Agreement #91331312 with Maria Rosa, to increase the number of hours from 40 by 80 to 120 hours due to increased translations from Covid-19; and, to increase funding of \$2,500 by \$4,000 to \$6,500.00.

**Funding Source:** 2020-2021 Operating Budget  
**Acct. #19041700-56697-0000** (\$2,500.00)  
ESSERF Grant Program  
**Acct. # 25506342-56694-0000** (\$4,000.00)

9. The Superintendent approved an Agreement with Employer's Reference Source (ERS), to provide criminal background screening for prospective volunteers for New Haven Public Schools, from September 15, 2020 to June 30, 2021, in an amount not to exceed \$10,000.00.

**Funding Source:** School Volunteer Program **Acct # 2528-6028-56694-0000**



NEW HAVEN PUBLIC SCHOOLS  
New Haven, Connecticut

**NEW HAVEN BOARD OF EDUCATION FINANCE AND OPERATIONS COMMITTEE MEETING**

Tuesday, September 8, 2020

**MINUTES**

**Present:** Mr. Matthew Wilcox, Ms. Yessenia Rivera, Mr. Larry Conaway

**Staff:** Dr. Iline Tracey, Mr. Phillip Penn, Attorney Michael Pinto, Ms. Patricia DeMaio, Attorney Elias Alexiades, Ms. Elizabeth Gaffney, Ms. Typhanie Jackson, Mr. Joseph Barbarotta, Ms. Denise Duclos, Ms. Edith Johnson, Ms. Gemma Joseph Lumpkin, Mr. David Diah, Dr. Michele Sherban, Ms. Lynn Brantley, Ms. Gail Sharry, Mr. Michael Gormany, Mr. Matthew Brown, Mr. Glen Worthy, Mr. Carl Jackson, Ms. Michele Bonanno, Dr. Whyte, Mr. Pedro Mendia

**Closed Captioner**

**Call to Order:** Mr. Wilcox called the meeting to order at 4:35 p.m.

Mr. Wilcox reported that he will recuse himself from discussion and voting on the Agreement with Clifford Beers, Item #12 under Agreement Section because of prior association.

He also reported that Ms. Rivera has a meeting conflict and asked that the Discussion portion of the meeting be moved up on the agenda; Committee members did not object. The Discussion portion of the Agenda was moved up, following Agreement #12.

**Summary of Motions:**

**#1** A motion by Ms. Rivera, seconded by Mr. Conaway, to **Recommend Approval of Item # 12 Agreement with Clifford Beers**, passed by Roll Call Vote: Ms. Rivera, Yes; Mr. Conaway, Yes; Mr. Wilcox, Recused

**#2** A motion by Mr. Wilcox, seconded by Mr. Conaway to Recommend Approval of **4 Abstracts; Agreements 1-11 and Agreements 13 – 30; 7 Contracts and 1 Purchase Order**, passed by Roll Call Vote: Mr. Conaway, Yes; Mr. Wilcox, Yes.

**A. ABSTRACTS:**

1. **RECOMMEND APPROVAL** of the Arabic Program Grant, in the amount of \$15,206.52 for July 1, 2020 to June 30, 2021 presented by Ms. Haxhi. **Funding Source:** Qatar Foundation International, LLC
2. **RECOMMEND APPROVAL** of the Head Start Expansion Grant, in the amount of \$126,006.00 for July 1, 2020 to June 30, 2021 presented by Ms. Gaffney. **Funding Source:** Connecticut State Department of Education

3. **RECOMMEND APPROVAL** of the Youth Service Prevention Initiative, in the amount of \$90,000.00 for Beecher, Wexler, West Rock, Barnard, Lincoln Bassett and Brennan schools, for July 1, 2020 to June 30, 2021 presented by Ms. Joseph Lumpkin. **Funding Source:** Connecticut State Judicial Department
4. **RECOMMEND APPROVAL** of the State After-School Grant, in the amount of \$169,660.00 for Martinez, Columbus, Hill Central and Fair Haven schools, for July 1, 2020 to June 30, 2021 presented by Ms. Joseph Lumpkin. **Funding Source:** Connecticut State Department of Education

## B. AGREEMENTS

1. **RECOMMEND APPROVAL** of an Agreement with Area Cooperative Education Services (ACES), to provide job-embedded professional development, technical support and coaching to beginning teachers and mentors participating in the state mandated induction program, TEAM, from September 14, 2020 to June 20, 2021 in an amount not to exceed \$70,956.00 presented by Dr. Sherban.  
**Funding Source:** Title I Program (Pending Receipt of Funds) **Acct. #** 2531-5170-56694-0000
2. **RECOMMEND APPROVAL** of an Agreement with Area Cooperative Education Services (ACES) to provide professional development sessions for staff at Hillhouse High School, on increasing teacher capacity to use writing to increase and assess learning; strategies to engage students in effective writing; utilizing PLC process to plan, instruct and assess learning through writing, from November 25, 2020 to June 18, 2021 in an amount not to exceed \$33,172.00 presented by Mr. Worthy.  
**Funding Source:** 2020-2021 Operating Budget **Acct. #** 190-433—62-56694
3. **RECOMMEND APPROVAL** of an Agreement with Center for Collaborative Classroom to provide virtual and in-person professional development workshops on implementation of Making Meaning and Being a Writer Curriculum for K-4 staff participating in Wexler-Grant's Leadership Team, from September 15, 2020 to May 31, 2021 in an amount not to exceed \$21,800.00 presented by Mr. Diah.  
**Funding Source:** Commissioner's Network –Wexler Program **Acct. #**2547-6293-56694-0032
4. **RECOMMEND APPROVAL** of an Agreement with The Kids Kraze, to provide extended day enrichment programs for Wexler-Grant students in grades K-3, from October 5, 2020 to June 4, 2021, in an amount not to exceed \$60,000.00 presented by Mr. Diah.  
**Funding Source:** Commissioner's Network – Wexler Program **Acct. #**2547-6293-56694-0032

**Discussion:** Ms. Rivera expressed concern about cost and attendance for this program. She noted that the agency anticipates utilizing 10 staff members for an online program. A discussion ensued about the viability of program attendance for online programs and whether or not funds could be re-purposed for other services. Mr. Diah reported that the Agreement included both online and in school programming, based on the potential of moving to a hybrid model after the 10-week online learning model. Ms. Joseph Lumpkin joined the discussion, noting the success of other online programs for students during the summer months. Mr. Diah and Dr. Tracey agreed to assess the program and if attendance is an issue, they will contact the State to discuss repurposing the funds and ending the Agreement.

5. **RECOMMEND APPROVAL** of an Agreement with Area Cooperative Education Services, (ACES), to provide a technical support staff person to support all adaptive learning software and programming including universal testing programs for Math and Literacy, from September 15, 2020 to June 30, 2021 in an amount not to exceed \$68,208.00 presented by Ms. Brantley

**Funding Source:** Alliance Program (Pending Receipt of Funds) **Acct. #**2579-5319-56694-0000.

**Discussion:** Committee members asked if the service should be provided by District staff. Ms. Brantley explained that there are staffing shortages in the IT Department and that funding would not support an additional full-time staff person with benefits.

6. **RECOMMEND APPROVAL** of an Agreement with Capitol Regional Education Council (CREC) to provide up to four places in their Advanced Alternative Route to Certification Special Education Cross Endorsement program, from August 24, 2020 to June 30, 2021, in an amount not to exceed \$30,400.00 presented by Ms. Jackson.  
**Funding Source:** IDEA Program (Pending Receipt of Funds) **Acct. #** 2504-5034-56903-0000
7. **RECOMMEND APPROVAL** of an Agreement with EBS Health Care, to provide speech-language evaluation, remediation and consultation services, from September 14, 2020 to June 20, 2021 in an amount not to exceed \$89,180.00 presented by Ms. Jackson.  
**Funding Source:** 2020-2021 Operating Budget **Acct. #** 190-490-56694
8. **RECOMMEND APPROVAL** of an Agreement with Center for Pediatric Therapy to provide speech-language evaluation, remediation and consultation services from September 14, 2020 to June 30, 2021 in an amount not to exceed \$96,190.64 presented by Ms. Jackson.  
**Funding Source:** IDEA Program (Pending Receipt of Funds) **Acct. #** 2504-5034-56903-0000
9. **RECOMMEND APPROVAL** of an Agreement with Julie Bossenberry to provide audiology services for students from September 14, 2020 to June 30, 2021 in an amount not to exceed \$42,250.00 presented by Ms. Jackson.  
**Funding Source:** 2020-2021 Operating Budget **Acct. #** 190-490-56694
10. **RECOMMEND APPROVAL** of an Agreement with Highville Charter School to provide special education services for New Haven students attending Highville Charter School to comply with their IEP's, from August 24, 2020 to June 30, 2021, in an amount not to exceed \$65,754.00 presented by Ms. Jackson.  
**Funding Source:** 2020-2021 Operating Budget **Acct. #** 190-494-00-56694
11. **RECOMMEND APPROVAL** of an Agreement with Gateway Community College to provide the Gateway to College program for 16-20 year old students who have left high school without earning a diploma, from August 24, 2020 to June 30, 2021 in an amount not to exceed \$550,000.00 presented by Ms. Jackson.  
**Funding Source:** Alliance Program (Pending Receipt of Funds)  
**Acct. #** 2547-6107-56694-0000 (\$367,245.00)  
Priority Schools Program (Pending Receipt of Funds)  
**Acct. #** 2579-5317-56694-0000 (\$182,755.00)

**Discussion:** Committee members asked Ms. Jackson to follow –up with more information on numbers of participants and the success rate of the program.

12. Mr. Wilcox reminded the Committee that he will recuse himself from discussion and voting on the following Agreement and asked Ms. Rivera to chair this portion of the meeting. After a presentation by Ms. Gaffney, a motion by Ms. Rivera, seconded by Mr. Conaway, was approved by Roll Call Vote: Ms. Rivera, Yes, Mr. Conaway Yes. Mr. Wilcox recused.

**RECOMMEND APPROVAL** of an Agreement with Clifford Beers to provide wellness promotion professional development, mental health consultation and interventions for the Head Start program, from September 14,

2020 to June 30, 2021 in an amount not to exceed \$75,000.00, **Funding Source:** Head Start Program, **Acct. #2532-5278-56694-0443.**

Following the vote, Ms. Rivera asked Mr. Wilcox to resume chairing the meeting. Mr. Wilcox asked the Committee to move the Discussion items forward on the Agenda and noted that a review of action items will continue after the discussion.

#### **DISCUSSION ITEMS:**

- **Updated FY2021 budget** reflecting full remote for 1<sup>st</sup> marking period: Mr. Penn reviewed a PowerPoint presentation outlining potential savings and estimated costs of full remote. Overall Mr. Penn reported a negative financial impact of \$300,000.00 and an inability to fund other measures after the 10-week remote period. Mr. Conaway expressed concern about the delayed hiring of non-instructional part-time staff, which results in \$800,000.00 savings. Mr. Penn assured the Committee that staff providing direct service to students have been maintained, but non-instructional staff have not returned. A discussion ensued.

Mr. Wilcox requested that staff provide a listing of all part-time non-instructional staff by numbers, types of work and why a decision was made not to repurpose them.

In addition, Mr. Wilcox asked staff to provide an update at the next F&O meeting on where we are with Eco Urban, in terms of accumulated hours.

- **Potential Contract Issues** during 10-week full remote: Mr. Penn and Attorney Pinto reported that they are working on the transportation. Committee members discussed implications of Executive Order 7R and the busing contract. Mr. Wilcox requested that staff provide a plan for the eventual return of special education students and younger children back to the classroom.
- **FY2020 Food Service Deficit:** Mr. Gormany reported that the deficit was reduced by \$300,000.00, from \$1.9 million to \$1.6 million. Ms. Sharry reported that she has worked with the unions to help increase participation in the food program which will help to increase reimbursements.
- **Leases/renal Agreements –Update:** Attorney Pinto reported that there are no other rented storage areas beyond the space for Edgewood. Staff is currently working on storage options so that Special Education records can be removed from the 8<sup>th</sup> floor at Gateway Center.
- **Report on FY2020 “not to exceed” Change Orders:** Mr. Barbarotta reviewed the spreadsheet provided in the meeting packet, which detailed Change Orders. Attorney Pinto noted that staff will revisit the budget going forward to reflect need for unanticipated HVAC or plumbing change orders.

Mr. Barbarotta indicated that he would expand the listing to include all change orders. Mr. Conaway asked that he also include labor costs.

Mr. Wilcox also requested a report on legal contracts for the next meeting.

Mr. Wilcox resumed review of Action Items:

13. **RECOMMEND APPROVAL** of an Agreement with Calvin Hill Day Care Center to provide 10 school day/school year school readiness spaces from September 15, 2020 to June 30, 2021 in an amount not to exceed \$60,000.00, presented by Ms. Duclos.  
**Funding Source:** School Readiness Program **Acct. #** 2523-5384-56697-0442
14. **RECOMMEND APPROVAL** of an Agreement with Creating Kids at the Connecticut Children’s Museum, to provide 9 school day/school year school readiness spaces from September 15, 2020 to June 30, 2021 in an amount not to exceed \$54,000.00 presented by Ms. Duclos.  
**Funding Source:** School Readiness Program **Acct. #** 2523-5384-56697-0442
15. **RECOMMEND APPROVAL** of an Agreement with Gateway Community College Early Childhood Department to provide 40 school day/school year school readiness spaces, from September 15, 2020 to June 30, 2021 in an amount not to exceed \$240,000.00 presented by Ms. Duclos  
**Funding Source:** School Readiness Program **Acct. #** 2523-5384-56697-0442
16. **RECOMMEND APPROVAL** of an Agreement with Leila Day Nurseries to provide 18 school day/school year school readiness spaces and 4 part day/school year school readiness spaces from September 15, 2020 to June 30, 2021 in an amount not to exceed \$126,000.00 presented by Ms. Duclos.  
**Funding Source:** School Readiness Program **Acct. #** 2523-5384-56697-0442
17. **RECOMMEND APPROVAL** of an Agreement with New Haven Public School Readiness PreK Program to provide 142 school day/school year school readiness spaces and 68 part day/school year school readiness spaces from September 15, 2020 to June 30, 2021 in an amount not to exceed \$1,158,000.00 presented by Ms. Duclos.  
**Funding Source:** School Readiness Program **Acct. #** 2523-5384-56697-0442
18. **RECOMMEND APPROVAL** of an Agreement with Westville Community Nursery School, to provide 6 school day/school year school readiness spaces and 6 part day/school year school readiness spaces from September 15, 2020 to June 30, 2021 in an amount not to exceed \$63,000.00 presented by Ms. Gaffney.  
**Funding Source:** School Readiness Program **Acct. #**2523-5384-56697-0443
19. **RECOMMEND APPROVAL** of Amendment #1 to Agreement # 95326536 with Arte, Inc., to change the scope of service to include student programming at Davis Street School ; to increase the total number of sessions from 48 sessions by 43 sessions for a total of 91 sessions, and to increase funding of \$15,000.00 by \$8,600.00 to \$23,600.00 presented by Ms. Joseph Lumpkin  
**Funding Source:** Extended School Hours Program  
**Acct. #**2579-5326-56694-0062 (Hillhouse) \$15,000.00  
**Acct. #**2579-6273-56694-0009 (Davis) \$ 8,000.00  
Extended School Hours Carryover Program  
**Acct. #** 2579-6280-56694-0009
20. **RECOMMEND APPROVAL** of an Agreement with Arts for Learning CT to provide staff from InnerAct Theater to facilitate a Theatre program at John C. Daniels School, from September 14, 2020 to June 30, 2021, in an amount not to exceed \$10,440.00 presented by Ms. Joseph Lumpkin.  
**Funding Source:** 21<sup>st</sup> Century – Daniels Carryover Program  
**Acct. #** 2579-6250-56697-0013 (\$1,450.00)

21<sup>st</sup> Century – Daniels Program  
**Acct. # 2579-6243-56697-0013** (\$8,990.00)

21. **RECOMMEND APPROVAL** of an Agreement with Bodyworkers, LLC to provide a Zumba fitness program at Davis and Troup schools, from September 14, 2020 to June 30, 2021 in an amount not to exceed \$16,350.00 presented by Ms. Joseph Lumpkin.

**Funding Source:** 21<sup>st</sup> Century Davis Carryover Program  
**Acct. # 2579-6280-56694-0009** (\$1,800.00)  
21<sup>st</sup> Century Davis Program  
**Acct. # 2579-6273-56694-0009** (\$9,150.00)  
21<sup>st</sup> Century Troup Program  
**Acct. #2579-6325-56697-0015** (\$5,400.00)

22. **RECOMMEND APPROVAL** of an Agreement with Boys and Girls Club of New Haven to provide afterschool programming at Bishop Woods School, from September 14, 2020 to June 30, 2021, in an amount not to exceed \$65,200.00 presented by Ms. Joseph Lumpkin.

**Funding Source:** 21<sup>st</sup> Century Carryover Program  
**Acct. # 2579-6280-56694-0043** (\$4,400.00)  
21<sup>st</sup> Century Program  
**Acct. # 2579-6273-56694-0043** (\$38,000.00)  
Extended School Hours Program  
**Acct. # 2579-5326-56694-0043** (\$22,800.00)

23. **RECOMMEND APPROVAL** of an Agreement with Eli Whitney Museum to provide a school-based afterschool program focused on STEM for students at Wexler Grant and Davis schools, from September 14, 2020 to June 30, 2021, in an amount not to exceed \$16,830.00 presented by Ms. Joseph Lumpkin.

**Funding Source:** 21<sup>st</sup> Century – Wexler Carryover Program  
**Acct. # 2579-6345-56697-0032** (\$990.00)  
21<sup>st</sup> Century – Davis Carryover Program  
**Acct. # 2579-6280-56694-009** (\$990.00)  
21<sup>st</sup> Century – Wexler Program  
**Acct. # 2579-6325-56697-0032** (\$6,930.00)  
21<sup>st</sup> Century – Davis Program  
**Acct. #2579-6273-56694-0009** (\$7,920.00)

24. **RECOMMEND APPROVAL** of an Agreement with Little Scientists to provide an after school program focused on STEM activities for students at Davis School, from September 14, 2020 to June 30, 2021 in an amount not to exceed \$11,375.00 presented by Ms. Joseph Lumpkin,

**Funding Source:** 21<sup>st</sup> Century – Davis Carryover Program  
**Acct. # 2579-6280-56694-0009** (\$875.00)  
21<sup>st</sup> Century – Davis Program  
**Acct. #2579-6738-56694-0009** (\$10,500.00)

25. **RECOMMEND APPROVAL** of an Agreement with Our World Care 4 Your Own, LLC to provide an afterschool science program for students at Troup School, from September 14, 2020 to June 30, 2021 in an amount not to exceed \$14,000.00 presented by Ms. Joseph Lumpkin

**Funding Source:** 21<sup>st</sup> Century – Troup Carryover Program



**Acct. # 2579-6345-56694-0015** (\$2,000.00)

21<sup>st</sup> Century – Troup Program

**Acct. # 2579-6325-56694-0015** (\$12,000.00)

26. **RECOMMEND APPROVAL** of an Agreement with Marcella Monk Flake, d/b/a The Monk Center for Academic Enrichment and Performing Arts, to provide enrichment programs for students at Troup School, from September 14, 2020 to June 30, 2021 in an amount not exceed \$23,912.00 presented by Ms. Joseph Lumpkin.

**Funding Source:** 21<sup>st</sup> Century – Troup Carryover Program

**Acct. # 2579-6345-56697-0015** (\$1,952.00)

21<sup>st</sup> Century – Troup Program

**Acct. # 2579-6325-56697-0015** (\$21,960.00)

27. **RECOMMEND APPROVAL** of an Agreement with Kidz Kraze to provide enrichment activities for students at East Rock School from September 14, 2020 to June 30, 2021, in an amount not to exceed \$39,262.08 presented by Ms. Joseph Lumpkin.

**Funding Source:** 21<sup>st</sup> Century – East Rock Program

**Acct. # 2579-6243-56694-0046** (\$36,493.60)

Extended School Hours –East Rock Carryover Program

**Acct. # 2579-6250-56694-0046** (\$ 2,768.48)

28. **RECOMMEND APPROVAL** of an Agreement with New Haven Parks, Recreation and Trees Department to provide programming for students at Wexler-Grant and Martinez schools from September 23, 2019 to June 30, 2020, in an amount not to exceed \$14,733.05, presented by Ms. Joseph Lumpkin.

**Funding Source:** 21<sup>st</sup> Century Program

**Acct. # 2579-6325-56694-0032**

**Correction:** Mr. Wilcox noted a discrepancy between the Agreement amount of \$19,239.63 and the invoice total of \$14,733.05. He requested that staff adjust the Agreement amount to reflect the invoice. Ms. Joseph Lumpkin will follow-up with Ms. DeMaio.

29. **RECOMMEND APPROVAL** of an Agreement with Honeywell Building Solutions for preventative maintenance/inspection tasks Enterprise Building Integrator (EBI) front end system for 24 of NHPS. The EBI is the proprietary Honeywell Software that is used to control the HVAC systems and allows facilities to provide the best possible energy efficient learning and working environments for students, staff and the general public, for Fiscal year 2020-2021 in an amount not to exceed \$174,786.60 presented by Mr. Barbarotta.

**Funding Source:** Capital Projects 2020-2021

30. **RECOMMEND APPROVAL** of an Agreement with Honeywell Building Solutions for 24/7 remote monitoring of boilers, chiller failures, sump pumps, power failures and low building temperatures. This service is crucial for the prevention of catastrophic failures that could result in disruption of school activities, notifications are sent out for immediate resolution. For Fiscal year 2020-2021 in an amount not to exceed \$29,734.32, presented by Mr. Barbarotta. **Funding Source:** Capital Projects 2020-2021

### C. CONTRACTS

Mr. Wilcox noted that the following Contracts were previously Tabled Items pending City Purchasing review and signature.

1. **RECOMMEND APPROVAL** of an Award of Contract #50500-2-2 for Total Lighting Services, LLC for On Call Emergency Lighting for fiscal year 2020-2021 in an amount not to exceed \$50,000.00 presented by Mr. Barbarotta. **Funding Source:** 2020-2021 Capital Projects
2. **RECOMMEND APPROVAL** of an Award of Contract #21641-2-2 for Tim's Enterprises, LLC for On Call Flooring Repairs for fiscal year 2020-2021 in an amount not to exceed \$50,000.00 presented by Mr. Barbarotta. **Funding Source:** 2020-2021 Capital Projects
3. **RECOMMEND APPROVAL** of an Award of Contract #50521-1-5 for Tim's Enterprises, LLC for On Call Carpentry Services for fiscal year 2020-2021 in an amount not to exceed \$100,000.00 presented by Mr. Barbarotta. **Funding Source:** 2020-2021 Capital Projects
4. **RECOMMEND APPROVAL** of an Award of Contract #21685-1-3 for Utility Communications, Inc. for On Call Security Equipment Services for fiscal year 2020-2021 in an amount not to exceed \$75,000.00 presented by Mr. Barbarotta. **Funding Source:** 2020-2021 Capital Projects
5. **RECOMMEND APPROVAL** of an Award of Contract #50525A-1-4 for Amazon Landscaping Design and Handyman Services, LLC for On Call Painting Services for fiscal year 2020-2021 in an amount not to exceed \$33,000.00, presented by Mr. Barbarotta. **Funding Source:** 2020-2021 Capital Projects
6. **RECOMMEND APPROVAL** of an Award of Contract #21653-2-2 for Anytime Sewer, Drain and Jetting Services, LLC for On Call Sewer Maintenance for fiscal year 2020-2021 in an amount not to exceed \$60,000.00, presented by Mr. Barbarotta. **Funding Source:** 2020-2021 Capital Projects
7. **RECOMMEND APPROVAL** of an Award of Contract #21682-1-5 for Consolidated Electric, Inc. for On Call P.A. System Repairs for fiscal year 2020-2021 in an amount not to exceed \$60,000.00, presented by Mr. Barbarotta. **Funding Source:** 2020-2021 Capital Projects

#### **D. PURCHASE ORDER**

1. **RECOMMEND APPROVAL** of a Purchase Order for Houghton, Mifflin, Harcourt, (HMH), Universal Intervention Solutions, to provide READ 180 licenses for blended learning tools for students who are below benchmark in grades 4-12, from July 1, 2020 to June 30, 2021 in an amount not to exceed \$94,020.00, presented by Ms. Lynn Brantley. **Funding Source:** Alliance Program **Acct. #2547-6107-56694-0000**

**Adjournment:** The meeting adjourned at 6:26 p.m.

Respectfully submitted,

Patricia A. DeMaio

## **Draft of Policy 7551-September 8 version**

### **Naming and Renaming Facilities**

The naming and renaming of school buildings, major portions of buildings, or school grounds is the responsibility of the Board of Education. In fulfilling this responsibility, the Board will make every effort to respect community preferences. Nominated names should be clearly identifying, widely known, and recognized.

When naming or renaming buildings, major portions of buildings, or school grounds, the Board shall formally identify the need for a naming process for the identified school locations, as well as criteria it wishes to be considered in the process.

When naming or renaming a school building, major portions of school buildings, or school grounds the Board shall establish a committee of the following:

- Superintendent
- Principal
- 2 teachers
- 2 paraprofessionals
- 2 professionals represented from food service, security or clerical
- 2 parents
- alderperson
- 2 students
- board member appointees(2 appointees per board member)

Opportunities for public input must be made available prior to the committee's recommendation to the board. Such opportunities for public input must be publicly announced in local media outlets and on the district website at least eight weeks prior to final decision. The process of renaming should take no more than eight weeks.

The committee shall propose a list of names to the school board of not more than two names for Board consideration. Additionally, in the rare occurrence of renaming a building, major portions of school buildings, or school grounds, a fiscal impact statement will be presented by the Superintendent or designee when the committee makes its name recommendation to the board which will include all associated costs and a timeline for implementation of the new name.

If a major portion of a school building or school grounds (media center, auditorium gymnasium, field, etc.) is proposed to be named after an individual, that person shall have attained local or national prominence via significant contributions in any field of endeavor. Such contributions or the significance of their place in history shall be clearly established beyond the generation of the contribution. Further, the individual for whom a portion of a school building or school grounds is to be named must be shown to have broad-based, long-term impact to the school district community. Groups offering names to adorn our buildings and spaces should provide the evidence necessary to assure the public that the individuals they recommend have made

significant contributions in American life and have practiced the ideals espoused in our Constitution and humanitarian traditions.

Collections of works, memorials, or other major gifts to the school district may be acknowledged and named by individual schools, subject to the district's policy and procedures for accepting donations. Prior to accepting such donations and naming, a financial plan for maintenance and upkeep must be identified and presented to the school Board.

The Board retains the right to make final determination in the naming and renaming of buildings, major portions of school buildings, or school grounds. This policy notwithstanding, it is the intent of the Board that naming of portions of the building and school grounds occur infrequently and on a limited based.

Policy adopted:

## Personnel – Certified/Noncertified

### Virtual Learning Opportunities – Acceptable Use of Recordings

The Board of Education (“the Board”) recognizes that, due to concerns related to the COVID-19 pandemic, some students will participate in remote learning instead of attending classes in person. Board-approved technologies such as Google Classroom may be used to enable remote learners to participate in lessons “in real time.” The Board recognizes, however, that some remote learners and other students may at times be unable to participate in lessons “in real time” due to illnesses, medical appointments, or other reasons. As such, the Board intends to permit teachers to record lessons using Google Classroom or other Board-approved technologies and enable remote learners and other students to access those recordings at their convenience, while preserving the privacy and confidentiality rights of all students. It is imperative, therefore, that teachers make recorded lessons available to students in compliance with the Family Educational Rights and Privacy Act (“FERPA”) and other applicable Board policies.

FERPA generally prohibits the disclosure of a student’s education records, or personally identifiable information (“PII”) in such records, to a third party without the written consent of the student’s parent. FERPA, therefore, generally prohibits teachers from disclosing one student’s education records to other students or parents.

Education records are those records that are:

- 1) directly related to a student; and
- 2) maintained by an education agency or institution, or by a party acting for the agency or institution.

Education records may be recorded *in any manner*, including but not limited to computer media, video or audio tape.

PII includes, but is not limited to, a student’s name, personal identifier (i.e. student identification number), address, date of birth, or other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

A recording of a whole-class lesson is generally not considered an education record for a specific student, because the recording is not directly related to the student. When teachers record lessons using Google Classroom or other Board-approved technologies, however, they shall focus the camera(s) solely on themselves so as to prevent or minimize the audio and video recording of students in the classroom. The teacher may share the recording with remote learners and other students who were unable to participate in the lesson *as long as no PII was disclosed during the lesson*. However, if a teacher or student discloses a student’s PII during a

lesson, the teacher shall request *prior written consent* from the parent of the student whose PII was disclosed before sharing the recording.

Teachers shall only share lesson recordings with students enrolled in the specific classes for which lessons were provided, and shall only share recordings using Board-approved technologies such as Google Classroom. Teachers shall not post lesson recordings on any social media platform or otherwise make recordings available to the public. Finally, teachers shall not use lesson recordings for *any purpose* other than those which are intended, such as instruction for specific students enrolled in specific classes.

Teachers who improperly record or share lessons may be subject to discipline in accordance with applicable Board policies. Teachers are encouraged to contact their building administrators with questions or concerns relating to student privacy and confidentiality.

*Legal References:*

- Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, 34 C.F.R. Part 99 (“FERPA”)*
- Student Data Privacy Act, Conn. Gen. Stats. §§ 10-234aa-ee*
- Protecting Student Privacy While Using Online Educational Services: Requirements and Best Practices (PTAC 2014)*
- Frequently Asked Questions on Photos and Videos Under FERPA (FPCO 2018)*
- FERPA and Virtual Learning (SPPO 2020)*
- FERPA and Privacy Considerations During the COVID-19 Pandemic (CSDE 2020)*

*Policy References:*

- 4118.4 (Rights, Responsibilities and Duties)*
- 4118.5 (Acceptable Computer Network Use)*
- 5125 (Student Education Records)*