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CLERK OF THE SCHOOL COMMITTEE
WORCESTER PUBLIC SCHOOLS
20 IRVING STREET
WORCESTER, MASSACHUSETTS 01609

AGENDA #21

on: Thursday July 2, 2020
at: 5:00 p.m. – Special School Committee Meeting
in: Esther Howland South Chamber, City Hall

ORDER OF BUSINESS

ACTION

I. CALL TO ORDER

INVOCATION
PLEDGE OF ALLEGIANCE
NATIONAL ANTHEM

II. ROLL CALL

- III. APPROVAL OF RECORDS - NONE
IV. MOTION FOR RECONSIDERATION – NONE
V. IMMEDIATE ACTION - NONE
VI. REPORT OF THE SUPERINTENDENT - NONE
VII. COMMUNICATIONS AND PETITIONS - NONE
VIII. REPORTS OF THE STANDING COMMITTEES
IX. PERSONNEL -NONE

X. GENERAL BUSINESS

gb #0-214.1 - Administration/Ms. Novick/Mrs. Clancey/Mr. Foley/
Ms. McCullough/Mr. Monfredo
(June 10, 2020)

Response of the Administration to the request to review the cost analysis of June 8, 2020 prepared by the American Association of School Administrators and the Association of School Business Officials, International, regarding the potential costs of reopening schools.

gb #0-218 - Mayor Petty/Miss Biancheria/Mrs. Clancey/Mr. Foley/
Ms. McCullough/Mr. Monfredo/Ms. Novick
(June 26, 2020)

To consider plans for the reopening of schools.

GENERAL BUSINESS (continued)

ACTION

gb #0-219 - Mayor Petty/Miss Biancheria/Mrs. Clancey/Mr. Foley/
Ms. McCullough/Mr. Monfredo/Ms. Novick
(June 26, 2020)

To consider a budget update.

XI. EXECUTIVE SESSION

gb #0-220 - Administration
(June 26, 2020)

To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the governmental body, to conduct strategy sessions in preparation for negotiations with nonunion personnel, to conduct collective bargaining sessions or contract negotiations with nonunion personnel.

XII. ADJOURNMENT

Helen A. Friel, Ed.D.
Clerk of the School Committee

The Worcester Public Schools is an Equal Opportunity/Affirmative Action Employer/Educational Institution and does not discriminate regardless of race, color, ancestry, sex, gender, age, religion, national origin, gender identity or expression, marital status, sexual orientation, disability, pregnancy or a related condition, veteran status or homelessness. The Worcester Public Schools provides equal access to employment and the full range of general, occupational and vocational education programs. For more information relating to Equal Opportunity/Affirmative Action, contact the Human Resource Manager, 20 Irving Street, Worcester, MA 01609, 508-799-3020.

X. GENERAL BUSINESS
Administration/Ms. Novick/Mrs. Clancey/
Mr. Foley/Ms. McCullough/Mr. Monfredo
(June 26, 2020)

CURRENT ITEM - gb #0-214.1
S.C. MEETING - 7-2-20

1ST ITEM	gb #0-214 S.C.MTG. 6-18-20
2ND ITEM	gb #0-214.1 S.C.MTG. 7-2-20

ITEM:

Response of the Administration to the request to review the cost analysis of June 8, 2020 prepared by the American Association of School Administrators and the Association of School Business Officials, International, regarding the potential costs of reopening schools.

ORIGINAL ITEM: Ms. Novick/Mrs. Clancey/Mr. Foley/Ms. McCullough/
Mr. Monfredo (June 10, 2020)

To review the cost analysis of June 8, 2020 prepared by the American Association of School Administrators and the Association of School Business Officials, International, regarding the potential costs of reopening schools.

PRIOR ACTION:

6-18-20 - Ms. Novick requested that this item be referred to the Administration for review and discussion at the special meeting in July.
On a roll call of 7-0, the item was referred to the Administration for review and discussion at the special July meeting

BACKUP:

Annex A (22 pages) contains the Administration's response to the item.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Accept and file.

WORCESTER PUBLIC SCHOOLS

ANNEX A
gb #0-214.1
Page 1

FY21 Budget Update and Review Costs of Re-Opening

School Committee Meeting
July 2, 2020

WORCESTER PUBLIC SCHOOLS

ANNUAL BUDGET
FISCAL YEAR 2021
July 1, 2020 - June 30, 2021



Maureen F. Binienda
Superintendent of Schools

Worcester Public Schools
20 Irving Street
Worcester, Massachusetts
01609

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7 Year Recipient

WORCESTER PUBLIC SCHOOLS

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Review Costs of Re-Opening

WORCESTER PUBLIC SCHOOLS

**ANNUAL BUDGET
FISCAL YEAR 2021**
July 1, 2020 - June 30, 2021



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ASBO and AASA Cost Estimate to Reopen Schools

Survey Based on:

Students: 3,659

Schools: 8

Classrooms: 183

Staff Members: 329

School Buses: 40

Cost: \$1,778,139

Costs Include:

Cleaning Supplies

PPE

Added Custodial Staff

Added Nursing Staff

Added Bus Monitors

Childcare Programs

Worcester Estimate:
\$12,700,993



WHAT WILL IT COST TO REOPEN SCHOOLS?

This document estimates some of the expenses school districts may incur in response to the COVID-19 pandemic and as they plan to reopen for the 2020-2021 school year. These calculations assume the statistics of an average* school district with 3,659 students, 8 school buildings, 183 classrooms, 329 staff members, and 40 school buses (transporting at 25% capacity, or 915 students, to comply with recommended social distancing guidelines).



ADHERING TO HEALTH MONITORING & CLEANING/ DISINFECTING PROTOCOLS

Hand sanitizers for students in classrooms
\$39,517

Disinfectant wipes for classrooms (four/day per classroom)
\$16,833

No-touch thermometer (one per school)
\$640

Oximeter (one per school)
\$360

Electrostatic disinfectant sprayers
\$33,600

Deep cleaning of school after a confirmed case
\$26,000



HIRING STAFF TO IMPLEMENT HEALTH & SAFETY PROTOCOLS

Additional custodial staff for increased cleaning/disinfecting of schools and buses to prevent spread
\$448,000

Ensuring at least one FT/PT nurse in every public school
\$400,000

Ensuring one aide per bus to screen student temperatures before boarding
\$384,000



PROVIDING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Gloves for custodial staff (five pairs/day for two custodians per school)
\$1,440

Daily disposable masks for in-school staff
\$44,415

Disposable masks for students who do not bring masks from home (est. 30% of students)
\$148,190



PROVIDING TRANSPORTATION & CHILD CARE

Resume before/after school childcare programs (with social distancing and cleaning protocols)
\$168,750

Fog machines and cleaner for buses (7 machines)
\$55,860

Hand sanitizer for buses
\$10,534

TOTAL ADDITIONAL EXPENSES AN AVERAGE* DISTRICT MAY INCUR TO REOPEN: \$1,778,139

*Costs will vary by district depending on many factors, including regional/market price as economy of scale (i.e., larger districts may have access to lower unit costs because they can buy in higher volumes), and the availability of labor and goods necessary to comply with recommended social distancing and cleaning protocols. Model assumes 25% transportation capacity to adhere to social distancing guidelines. (Bus fleets would need to quadruple in size to safely transport 100% of students under COVID-19 circumstances, which is financially unfeasible for districts.)

This list of costs is not intended to be exhaustive but illustrates how the overall cost of school operations will substantially increase to safely reopen as a direct result of the COVID-19 pandemic. For more information on the impact of the COVID-19 pandemic on K-12 education, please contact ASBO International & AASA.



External References:

*Now What? Navigating K-12 Reopening, A Collaborative Planning Process? National Council on School Facilities, Working Document, May 2020.

School Bus Driver Pay Rises as Shortage Worsens, Thomas McMahon, School Bus Fleet Magazine, November 2018.

Total School Districts, Student Enrollment by State and Metro Area, Governing The Future of States and Localities, eRepublic. Accessed June 2020.

MA DESE Estimated Costs for Personal Protective Equipment (PPE)

12 week supply of masks and
materials for :
Students
Teachers and Other Staff
School Nurse and Health Providers

**Worcester Full
Year Estimate:
\$8,692,599**

*Does not include cost for
additional custodial, nursing,
transportation staff*

Category	12-Week Cost
Student Disposable Masks	\$300,590
Teachers and Other Staff Disposable Masks	\$39,474
School Nurse & Health Care Provider Disposable Masks	\$1,200
Disposable Nitrile Gloves	\$38,178
Disposable Gowns	\$1,510,560
Eye Protection	\$52,272
Face Shields	\$619,200
N-95 or KN-95 Masks	\$15,480
Hand Sanitizer	<u>\$320,579</u>
TOTAL Worcester 12-Week COST	\$2,897,533



MA DESE Initial Fall School Reopening Guidance (June 25, 2020)

Financial Resources:

“For planning purposes, districts and schools should assume a “**level service plus**” budget in order to bring students back in person.”
(page 4)

Elementary and Secondary School Emergency Relief (ESSER)	Draft Budget
Personal Protection Equipment (PPE)	\$3,848,952
Chromebooks	\$2,200,000
Technology Applications	\$1,000,000
Internet Connectivity	\$1,000,000
Focused Instructional Technology Coaches (4 FTE)	\$384,440
<i>Non-Public School Allocation</i>	<i>\$840,942</i>
<i>City of Worcester Indirect Charge</i>	<i><u>\$189,272</u></i>
Total Draft Budget	\$9,463,606



MA DESE Initial Fall School Reopening Guidance (June 25, 2020)

Financial Resources:

“For planning purposes, districts and schools should assume a “**level service plus**” budget in order to bring students back in person.”
(page 4)

Coronavirus Relief Fund (CvRF)	At \$225 per pupil
Based on October 1, 2020 foundation enrollment (at 25,022 students)	\$5,629,950

In addition:

- Up to \$15 million in competitive federal funds
- \$25 million available for remote learning technology grants (100% state match to districts for their remote learning needs.



WORCESTER PUBLIC SCHOOLS

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FY21 Budget Update

WORCESTER PUBLIC SCHOOLS

**ANNUAL BUDGET
FISCAL YEAR 2021**
July 1, 2020 - June 30, 2021



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7 Year Recipient

FY21 State Budget Update

Baker: School Aid Answers Coming in 30 Days

Delayed Tax Filings, Fed Aid Loom as Big Variables

State House News Service, June 25, 2020

Without any post-pandemic fiscal 2021 budgets on the table, the Legislature on Thursday afternoon sent a \$5.25 billion temporary budget to Gov. Baker to keep state government running through July. Experts say revenues could fall billions of dollars below initial fiscal 2021 estimates, **and the Baker administration earlier this week advised cities and towns to expect their local aid payments for the beginning of fiscal 2021 to match fiscal 2020 levels.**

Baker said Thursday there are "two major elements" to answering questions about fiscal 2021 local aid levels. **Cities and towns are bracing for the range of possibilities - cuts, level funding, or increases.**

Like other states and the federal government, Massachusetts moved its **income tax-filing deadline** from April to July as the pandemic's impacts started to hit. April is normally the biggest month for tax collections, and Baker said one element is "what are the April tax payments going to look like when they get made on July 15."

"The second is the current dialogue that's going on in Washington with respect to a **state and municipal support package** going on associated with COVID, and some updated guidance on how states and municipalities can spend the very significant resources that have already been made available to states and cities and towns by the feds," Baker said.



FY21 State Budget Update



Geoffrey E. Snyder
Commissioner of Revenue

Sean R. Cronin
Senior Deputy Commissioner

Bulletin

Bul-2020-09

FY2021 Cherry Sheets and Monthly Local Aid Distributions

TO: Municipal, Regional and Charter School District Officials
DATE: June 2020
FROM: Sean Cronin, Senior Deputy Commission, Division of Local Services
SUBJECT: FY2021 Cherry Sheets and Monthly Local Aid Distributions

The Division realizes the importance of local governments having guidance relating to **both the FY2021 Cherry Sheet estimates and the basis for the upcoming fiscal year's monthly local aid payment...**DLS is unable to provide cherry sheet estimates at this time

In regard to monthly aid distributions, **DLS will base at least the first two months of FY2021 on the FY2020 cherry sheet estimates for Chapter 70...**

The July payment will be processed and payable on July 31st. **If at that time the state budget is not final, the August payment will be made using the same methodology and will be payable on August 31st. We will re-evaluate our methodology as the FY2021 legislative process unfolds.**



FY21 Budget Scenarios

Funding Levels	Loss from FY21 Adopted Budget*
10% Reduction in Chapter 70 State Aid	-\$45,467,207
Level Funded – Same State Aid as Last Year	-\$17,921,804
Inflation and Enrollment Increase Only	-\$15,709,325

* Each reduction of **\$1 million** is equivalent to 13 teacher positions or 25 instructional assistants



FY21 Chapter 70 Spending

FY21 Chapter 70 (Governor's Level):	\$ 5.5 billion
\$ Increase from FY20 Level:	\$303.5 million
% Increase from FY20 Level:	5.9%

FY21 Chapter 70 (Governor's Level):	\$ 5.5 billion
Amount of Hold Harmless / Minimum Aid	\$321.0 million
% Increase from FY20 Level:	5.9%

Hold Harmless Aid guarantees the Chapter 70 amount to be no less than the previous year.

Minimum Aid guarantees a per pupil amount (\$30) above previous year Chapter 70 aid



FY21 Chapter 70 Spending

5.9% Across the Board Cut		Reduce Hold Harmless and Minimum Aid (5.9%)	
District	Amount	District	Amount
Springfield	\$23,031,102	Boston	\$42,231,273
Worcester	\$17,316,702	Weymouth	\$12,031,310
Boston	\$13,204,320	Franklin	\$10,116,744
Lawrence	\$13,085,026	Billerica	\$7,799,993
Lynn	\$12,746,454	Marshfield	\$7,095,371
Brockton	\$12,248,038	Tewksbury	\$7,049,930



FY21 BUDGET NEXT STEPS

- **State Budget – Target for End of July** per Governor’s Statement
 - **Advocate** for maintaining full foundation budget spending
 - **Watch** state revenue collections
 - **Watch** federal progress on additional state & municipal stimulus funds
- **Balance** remote learning and return-to-school added budget needs (compared to ESSER and CvRF allocations)



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ASSOCIATION OF
SCHOOL BUSINESS OFFICIALS
INTERNATIONAL



External References:

"Now What? Navigating K-12 Reopening, A Collaborative Planning Process?" National Council on School Facilities, Working Document, May 2020.

"School Bus Driver Pay Rises as Shortage Worsens," Thomas McMahon, *School Bus Fleet Magazine*, November 2018.

"Total School Districts, Student Enrollment by State and Metro Area," Governing The Future of States and Localities, eRepublic. Accessed June 2020.



Jeffrey C. Riley
Commissioner

Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-3000
TTY: N.E.T. Relay 1-800-439-2370

MEMORANDUM

To: Superintendents, Charter School Leaders, Assistant Superintendents,
Leaders of Special Education Schools, Collaborative Leaders, and Leaders of
Private Schools
From: Jeffrey C. Riley, Commissioner
Date: June 5, 2020
Subject: Guidance on Required Safety Supplies for Re-Opening Schools

With key health metrics continuing to improve in the Commonwealth and the Governor's four-part overall economic reopening plan underway, this short guidance document is focused on one important aspect of re-opening schools: key safety supplies.

This is another piece of school re-opening guidance that we are continuing to issue on a rolling basis. As you know, yesterday evening, we released initial guidance for summer programs. More comprehensive guidance on special education programs will come early next week. And final summer school guidance as well as initial guidance on fall re-opening will be released in the coming weeks.

We are issuing this guidance on key safety supplies now so that districts can begin the ordering process for critical items that may be harder to procure and/or have longer potential delivery times. In this document, we provide specific information that will allow districts and schools to make these key safety purchases as soon as possible.

Below, we outline required supply items and initial recommended ordering quantities for the first 12 weeks of school based on our best estimates at this time. We also detail the support that the Department of Elementary and Secondary Education (DESE) and partner state agencies can provide to assist you with your acquisition work.

This guidance has been informed by consultation with state agency partners, professionals in the preparedness field, and district and school leaders. We will provide updated guidance as needed.

Overview of Current Health and Safety Guidelines

We are operating with the best information we have as of early June about how to maintain the health and safety of our students and staff in any in-person school programs and limit the risk of COVID-19 transmission. Based on federal and state guidance and recommendations available at this time, safely re-opening schools will require that the following components are in place:

Staying home if sick: As part of the social compact of re-opening, students and staff must stay home if they are feeling sick or have any symptom associated with COVID-19. This means that schools will need to have enhanced protocols in place for managing staff and student absences.

Face coverings and masks: Students and staff must wear face coverings or masks, with exceptions only for those students or staff for whom it is not safe to do so due to age, medical conditions, or other considerations. In cases in which face coverings or masks are not possible, social distancing of 6 feet is required, unless not feasible due to the personal situation. Parents will be responsible for providing students with face coverings or masks. Schools must have backup disposable masks available for students who need them. Staff may choose to wear their own mask or one provided by the school.

Frequent hand washing and hand sanitizing: All students and staff must engage in frequent handwashing, including upon arrival, before and after meals, after bathroom use, after coughing or sneezing, and before dismissal. Protocols must be established for effective handwashing in which individuals use soap and water to wash all surfaces of their hands for at least 20 seconds, wait for visible lather, rinse thoroughly, and dry with an individual disposable towel. If handwashing is not available, hand sanitizer with at least 60 percent alcohol content can be used.

Maintaining 6 feet of separation at all times: All students and staff must maintain a social distance of 6 feet to the greatest extent possible. Desks must be spaced at least 6 feet apart and facing the same direction, and protocols must be developed to maintain this distance when students are entering and exiting the building and moving through the school (including to and within restrooms) when feasible.

Isolation and discharge protocols for students who may become ill during the day: Schools must develop protocols for isolation and discharge of students who become sick during the school day. A specific room must be maintained for students with COVID-19 symptoms that is separate from the nurse's office or other space where other ailments are treated.

Smaller, isolated groups of students assigned to one teacher: Successfully implementing 6 feet of social distancing will require significantly smaller class sizes and reduced staff-to-student ratios. Furthermore, where feasible, programs should isolate individual groups of students with one consistently assigned teacher, and groups should not mix with other students or staff. At this time, group sizes are restricted to a maximum of 10 students, with a maximum of 12 individuals, including students and staff, in each room.

Regular cleaning, sanitizing, disinfecting, and disposal protocols: Schools will need to undertake new protocols and routines to ensure that facilities and surfaces are regularly cleaned, sanitized, and disinfected in accordance with health and safety guidelines and that hazardous materials are disposed of properly.

Entry screening and other facility operations: While additional information about symptom screening and other facility operations will be provided in the coming weeks, after discussions with the COVID-19 Command Center's Medical Advisory Committee, it is not recommended to temperature check students at entry due to the significant number of both false positive and false negative results.

Specifically for this document, we used the following basic assumptions to develop the required supply items and initial recommended ordering quantities:

- Students will bring their own face coverings or masks to school, but schools will have a backup supply of masks on hand for students who do not have them, or if their masks become otherwise not useable during the school day.
- Schools will provide face coverings or masks for all teachers and staff who do not bring their own.
- Students and staff will engage in frequent hand sanitizing.
- Custodians will need to be equipped with appropriate masks, gloves, and a proper waste disposal medium.
- Nurses and health providers will need additional specialized supplies to properly isolate and discharge suspected COVID-19 positive students.

Please note: This is not an exhaustive list of all COVID-19-related supplies. Schools will need to consider additional supply categories – such as hand soap and building cleaning supplies – for which they may need to increase current purchasing quantities. However, these items are not the focus of the lists below, as we are not aware of any supply constraints that would limit the ability of districts or schools to purchase these items on typical timelines.

Purchasing Responsibility

It is each school district's responsibility to acquire the supplies needed to safely and responsibly re-open their school buildings consistent with forthcoming state guidance. The Department will provide technical assistance on ordering the types and volume of supplies outlined in this document, facilitate access to suppliers on state contracts, and offer a dedicated help desk.

The Department's issuance of the federal Elementary and Secondary School Education Relief Fund (ESSER), <http://www.doe.mass.edu/federalgrants/esser/>, provides districts with immediate access to grants to fund the cost of supplies.

Required Long Lead Time Supplies and Volumes

The Department is providing the following required supply list with initial recommended volumes to enable school districts to calculate their individual school needs for an initial 12-week operating period. The replacement rate for the listed items is based on informed estimates from our subject matter experts. Districts should plan to measure actual usage rates during the first 30 days of building operations and adjust their reorder levels accordingly.

DISPOSABLE MASKS

Initial recommended quantities per 100 individuals per group per school

Group	Quantity per 100 per group	12-week Supply at 100% Attendance	12-week Supply at 50% Attendance	12-week Supply at 25% Attendance	Assumptions
Students	100 masks per week	1,200	600	300	1 disposable mask per week per student (to supplement the cloth masks provided by parent/guardian).
Teachers and other staff	500	6,000	3,000	1,500	5 disposable masks per week per teacher.
School nurses and health providers	1,000	12,000	6,000	3,000	10 disposable masks per week per school nurse.

MATERIALS FOR STAFF MEMBERS WHO MAY BE IN HIGH-INTENSITY CONTACT WITH STUDENTS OR HANDLING WASTE MATERIALS

*Initial recommended quantities calculated per 1 staff
(e.g. nurses, custodians, and some special education teachers and other staff)*

Item	1-week Supply for 1 Staff	12-week Supply	Assumptions
Disposable Nitrile Gloves	10	120	10 pairs disposable nitrile gloves per week, per staff.
Disposable Gowns	10	120	10 disposable gowns per week, per staff.
Eye Protection	2	n/a	2 re-usable eye protection per staff total.
Face Shields	2	n/a	2 reusable face shields per staff total.
Waste Disposal Medium	1	n/a	1 unit per staff total.
N-95 Ventilating Masks* <i>Note: N-95 masks are recommended <u>only</u> if staff will be in contact with a suspected COVID-19 positive case and/or performing aerosol-generating procedures</i>	10	120	10 N-95 masks per week, per staff.

*KN-95 Ventilating Masks can be substituted for N-95 masks if they have been tested for filtration effectiveness (MDPH Comprehensive Personal Protective Equipment (PPE) Guidance, May 21, 2020)

BUILDING SUPPLIES

Item	1-week Supply for one building	12-week Supply at 100% Attendance	12-week Supply at 50% Attendance	Assumptions
Hand Sanitizer	1/3 gallon/ classroom	4 gallons/ classroom	2 gallons/ classroom	1/3 gallon of hand sanitizer per classroom, per week at 100% attendance.
Disposable Nitrile Gloves	20	240	240	20 disposable nitrile gloves (pair) per week, per custodial staff member at 100% attendance.
Waste Disposal Medium	1	n/a	n/a	1 disposal medium per school building.

These items and volumes are based on current existing federal and state guidance (see links below), with support from DESE's consulting experts.

- <https://www.mass.gov/doc/comprehensive-personal-protective-equipment/download> (download)
- <https://www.mass.gov/doc/eea-covid-19-cleaning-of-restrooms-best-practices-5-18-20/download> (download)
- <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

DESE/OSD State Purchasing Assistance

As we work to integrate our K-12 return to school guidance with the Commonwealth's overall multiphase reopening plan, DESE and the Operational Services Division (OSD) are committed to providing support to districts in their acquisition of required supplies.

Use of State Contracts: The Operational Services Division can support K-12 public education purchasing needs by providing guidance and access to OSD's Statewide Contracts (SWCs). To assist in these efforts, a [comprehensive list of vendors](#) (download) and the PPE supplies they sell is posted on [mass.gov](https://www.mass.gov) and the [COMMBUYS homepage](#). The SWC vendors are a great resource for supplies and equipment. Utilizing state contracts is normal business practice for our municipal colleagues, but should questions arise on how to access vendor quotes, DESE and OSD staff are available to provide assistance.

The Operational Services Division will continue its work with SWC vendors to understand their supply chains so they are ready to fulfill supply orders from individual public buying entities. The supplies schools will need continue to be in demand from all sectors, and OSD is taking steps to enable buyers to find stock from one of the many SWC vendors able to provide these products.

The Department and OSD are in the process of setting up other possible forms of acquisition support. This includes the concept of DESE aggregating individual district orders and executing a "Big Buy" order, with districts responsible for paying for their individual order.

More information about how districts can join the Big Buy will be released no later than Wednesday, June 10. If districts do not wish to participate in the Big Buy, we urge you to move forward and place your key supply orders immediately.

Available Technical Assistance: The [OSD Help Desk](#) is available to answer questions, help buyers access the SWC vendor list, and advise them on where to find specific products. In addition, Jonna Willis, DESE Procurement Director, is available to support districts with questions. You may contact her at Jonna.T.Willis@mass.gov.

Reference Materials for Supplies Purchasing

- [List of SWC vendors](#) (*download*) on mass.gov and on COMMBUYS.com. The list identifies SWC vendors that are able to fulfill needed supply orders. The list will be updated weekly.
- Here is a link to [supply guidance](#) to ensure buyers understand the products and their intended uses.



Geoffrey E. Snyder
Commissioner of Revenue

Sean R. Cronin
Senior Deputy Commissioner

Bulletin

Bul-2020-09

FY2021 Cherry Sheets and Monthly Local Aid Distributions

TO: Municipal, Regional and Charter School District Officials

DATE: June 2020

FROM: Sean Cronin, Senior Deputy Commission, Division of Local Services

SUBJECT: FY2021 Cherry Sheets and Monthly Local Aid Distributions

The Division realizes the importance of local governments having guidance relating to both the FY2021 Cherry Sheet estimates and the basis for the upcoming fiscal year's monthly local aid payment. As a result of the COVID-19 outbreak, normal legislative action on the FY2021 state budget has been delayed, and the only budget proposal available is the Governor's. Therefore, DLS is unable to provide cherry sheet estimates at this time.

In regard to monthly aid distributions, after discussion with the Executive Office of Administration & Finance (A&F), DLS will base at least the first two months of FY2021 on the FY2020 cherry sheet estimates for Chapter 70, Unrestricted General Government Aid, State-owned Land and Elderly Exemptions. For the Charter Tuition Reimbursements and School Choice Tuition payments, we will use the final actual payments from FY2020 rather than the cherry sheet estimate, since these programs are based on student enrollment in out-of-district schools or charter schools.

Since the revenue side of the cherry sheet is reflecting FY2020 estimates, we have determined that the assessment programs will also use the FY2020 estimates. The only exception will be for the Charter Tuition assessments and the School Choice Tuition assessments as they relate to the receipt programs described above.

The July payment will be processed and payable on July 31st. If at that time the state budget is not final, the August payment will be made using the same methodology and will be payable on August 31st. We will re-evaluate our methodology as the FY2021 legislative process unfolds.

Questions regarding cherry sheets or distributions should be directed to databank@dor.state.ma.us.

X. GENERAL BUSINESS
Mayor Petty/Miss Biancheria/Mrs. Clancey
Mr. Foley/Ms. McCullough/Mr. Monfredo/Ms. Novick
(June 26, 2020)

ITEM - gb #0-218
S.C. MEETING - 7-2-20

ITEM:

To consider plans for the reopening of schools.

PRIOR ACTION:

BACKUP:

Annex A (2 pages) contains the backup for the item.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Discuss.

School Reopening Activities

Facilities Department

- Creating template for all classrooms in district for appropriate spacing of desks using square footage information for each school building.
- Summer cleaning of schools by custodians (modified cleaning routine).
- Evaluate building infrastructure and necessary modifications
- Identifying cleaning supplies, equipment and PPE needed for Facilities staff
- Developing cleaning schedules and methods during school day and after school hours
- Identify staff ratios for building cleaning

Transportation

- Awaiting official DESE guidance on student transportation resumption of service
- Developing seating models (assuming full loads, three foot spacing, and six foot spacing on school buses)
- Identifying cleaning supplies and PPE needed for Transportation staff
- Developing cleaning methods of buses (between trips, midday, and end of day)

School Nutrition

- Developing feeding models on both classroom and continued remote feeding (including expanded home delivery)
- Developing meal preparation using appropriate distancing, PPE, and packaging

District Administration

- Evaluating resumption of building rentals, outside programs
- Developing PPE specifications for bid purposes

Covid -19 Training

- Developed a Back to School Re-Entry Training Video for that was shown to all custodians and tradesmen (wpslink.xyz/return)
- Developing a Back to School Training Video for secretaries and school personnel
- Developed an email address (covid-19@worcesterschools.net) for families, employees and the public to post questions on Covid-19 and School Re-Opening
- Appointed Rob Pezzella and Jim Bedard as Covid-19 Response Leaders for the district to work with school principals and staff on the Reopening Plan

Working Committee Groups for School Re-Opening:

Operations- Brian Allen

Transportation
Nutrition
Maintenance
Budget

Teaching and Learning- Sue O'Neil

Technology
Curriculum
Professional Development
Nursing
Scheduling
Digital Learning
Data/ Analysis

Communication- Maureen Binienda

Personnel and Staffing
School Safety
Diversity Office

To Be Added:

Principals
Teachers

X. GENERAL BUSINESS
Mayor Petty/Miss Biancheria/Mrs. Clancey
Mr. Foley/Ms. McCullough/Mr. Monfredo/Ms. Novick
(June 26, 2020)

ITEM - gb #0-219
S.C. MEETING - 7-2-20

ITEM:

To consider a budget update.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Discuss with gb#0-214.1.

X. GENERAL BUSINESS
Administration
(June 26, 2020)

ITEM - gb #0-220
S.C. MEETING - 7-2-2

ITEM:

To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the governmental body, to conduct strategy sessions in preparation for negotiations with nonunion personnel, to conduct collective bargaining sessions or contract negotiations with nonunion personnel.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Discuss, if necessary.