

**Mansfield School Committee
Facilities Subcommittee
Minutes for March 25, 2021**

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A meeting of the Mansfield School Committee Facilities subcommittee was opened and called to order at 7:08 am.

Attendees: Lauren Scher, Linda Fernando, Matt Jacques, Ed Donoghue

Approval of Minutes

Minutes approved from 2/25/21 facilities subcommittee meeting (2-0)

New Business

- Work Order Update
 - Keeping up with requests coming in (report of actual number of requests was unavailable at this time). Currently, the focus has been on preparations for back to full in person learning.
- Custodial Update
 - Interviews this week to replace open position (3 outside/1 inside candidate); will finalize this week.
 - Considering additional lunches in multiple areas in each school (gym, etc.); current custodians will be utilized more to help with cleaning.
 - Do more custodians need to be added to staff? Current custodians are being offered OT; hard to find additional custodians.
 - Are there incentives to consider motivating current staff? (lunch, double-time, etc.)
 - Ads are still being run with little activity.
- New Project Update
 - Security check in stations
 - Filed permits for check in stations; it will take a couple of weeks for the permits to be finalized.
 - On track to start / complete middle school during April vacation – We are still waiting for the glass to come in, and that might come in after the April vacation week. Boards will be used until windows are installed.
 - The CIP meeting is this evening to discuss other potential projects. If approved, planning can get started on those projects.
- PPE Update
 - We just received yesterday 800-count wipes. 500 buckets and 1K refills. This is enough for every classroom and office in the district and should cover 4-5 weeks with a bucket of wipes. Reaching out to grades 1-8 to see if they need additional PPE supplies in advance of return to full in person school.

Policy Review

- ECA Building & Ground Security
 - Finalized; see email from Diane on Feb 3rd
- ECAB Access to Buildings & Grounds
 - Bullet #5: remove; already captured in another policy (reference is not needed in this one)
- KI Visitors to School – change verbiage to “all visitors must report to the designated location to be processed through the visitor management system”
- FB Facilities Planning – per Matt nothing to add or change
- KF Use of School Facilities – 3rd sentence may not be accurate. Matt will review against MASC policy discuss at the next meeting
- Other
 - Return to school. Asked all principals about what needs to come out of the storage facilities. Schools are also requesting additional furniture. Follow-up reports on HVAC came out really good. The presentation of the report is confusing because it includes the findings from earlier in the school year that have been worked through. But all of the prior concerns have been addressed.
 - Finalizing preparedness for students coming back in terms of cleaning protocols. There will be some new lunch areas (for example, the gymnasium at MHS and JJ). Dawn is trying to expand her staff and probably will stick with this staffing through the fall. Will need to think about how to incentivize the custodians to come in for extra hours since it has been difficult to hire outside workers.
 - 30x30 tents (approximately 25 kids) is being delivered beginning today (open sided) to allow outdoor space for lunches, breaks, etc.; one per school set up before April 5th.
 - MHS to the left of the front door
 - Rob out back near basketball court
 - JJ back of school near old softball field
 - QMS back of building near softball field

Next meeting date: May 6th, 8:00am

Meeting adjourned: 8:00am