

Southern Berkshire Regional School District
SCHOOL COMMITTEE MEETING #1,578 - Amended

Date: Thursday, March 12, 2020
Time: 6:00 p.m.
Location: Mt. Everett Regional School Library, 491 Berkshire School Road, Sheffield, MA

A g e n d a

All interested members of the public are invited to attend.

[The listing of matters is those reasonably anticipated by the Chairman which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.]

1. **Call to Order**
2. **Standing Reports**
 - a. Approval of Open Public Hearing Minutes – March 5, 2020
Approval of School Committee Minutes #1577 - March 5, 2020
 - b. Miscellaneous Correspondence
3. **Student Representative Report**
4. **Student Spotlight**
5. **Public Comment**
6. **New Business**
 - a. Approval of the Robotics Team Overnight Field Trip to Quinsigamond Community College (March 14 – 15, 2020)
 - c. Approval of Senior Class Overnight Field Trip to Lake George, NY
 - d. Adoption of FY’21 Operating, Transportation, and Capital Budgets
Motion that the school committee approve the FY21 Operating, Transportation and Capital Budget as follows.

FY21 Budget

• <i>Operating Expenditure Budget</i>	<i>\$15,046,746</i>
• <i>Transportation Expenditure Budget</i>	<i>\$ 1,770,768</i>
• <i>Capital Expenditure Budget</i>	<i>\$ 358,500</i>
• <i>Capital Project Bond Repayment</i>	<i>\$ 365,550</i>
<i>TOTAL EXPENDITURE BUDGET</i>	<i>\$17,541,564</i>

FY21 Assessments

• <i>Operating Assessment</i>	<i>\$ 12,221,411</i>
• <i>Transportation Assessment</i>	<i>\$ 1,438,270</i>
• <i>Capital Assessment</i>	<i>\$ 291,184</i>
• <i>Capital Project Assessment</i>	<i>\$ 296,910</i>
<i>TOTAL TO BE ASSESSED</i>	<i>\$14,247,775</i>

Roll Call Vote:

d. Approval of the 2020-2021 Mount Everett Program of Studies – Jesse Carpenter

e. Travel/Coronavirus

7. **Unfinished Business**

8. **Business with District Member Towns**

9. **Subcommittee Reports**

- a. Finance Subcommittee – D. Sears
- b. Policy Subcommittee – D. Sears
- c. Building, Grounds & Technology – A. Batacchi
- d. Curriculum Subcommittee – D. Travis
- e. Executive Evaluation Subcommittee – D. Travis
- f. Community Outreach and Input Subcommittee – B. Silvers

10. **Chairman’s Report**

11. **Superintendent’s Report**

12. **Curriculum & Professional Development Coordinator’s Report**

13. **Director of Student Services Report**

14. **Business Manager’s Report**

- a. Approval of Warrants: March 6, 2020
- c. Vote to Accept Grants and Gifts
- d. Budget Transfers

15. **Future Agenda Items**

- a. College & Career Planning Initiatives for FY21 and Beyond
- b. Report of College Submissions

16. **Executive Session**

Motion to enter executive session to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares and not to reconvene in open session

16. **Adjourn**

Next School Committee Meetings:

April 2, 2020 April 30, 2020 May 21, 2020 June 18, 2020

The SBRSD shall post all School Committee and Subcommittee meetings on its website (<http://www.sbrsd.org/school-committee.html>) in compliance with Open Meeting Law and pursuant to the regulations of the Massachusetts Attorney General’s Office 940 CMR 29.03(4). Please visit the SBRSD’s website for all meeting information. All approved meeting minutes of the SBRSD school committee are posted on the district’s website on the school committee page.

Southern Berkshire Regional School District does not discriminate on the basis of age, race, color, sex, gender identity, religion, national origin, sexual orientation, disability or homelessness.

School Committee Members: Art Batacchi, Jane Burke, Dennis Sears, Maryellen Brown, Bonnie Silvers, Jon Bruno, Jeffrey Blaugrund – arrived at 5:20 p.m.; David Travis – arrived at 5:30 p.m.
Absent: Marcella Bush, Danile Kelly

Administration: Beth Regulbuto, Sandi Hubbard, Judy Houle, Amy Lyn, Charles Miller

Press: CTSB TV; Ted Remsnyder-Berkshire Record

Others: Tara White, Sarah Siket, Tom Berkel, Nadine Hawver, Chris Thompson, Doug Newman, Martin Mitsoff

1. Welcome/Call to Order:

Chairman Jane Burke called the public hearing to order at 5:13 p.m. and welcomed the town officials and other audience members.

Roll call of all school committee members present.

2. Overview of FY21 Operating, Transportation and Capital Budgets

Superintendent Regulbuto gave a power-point presentation of the FY21 Operating, Transportation and Capital Budget that covered the following areas:

- District Vision
- Guiding Principles
- Strategy for District Improvement 2019-2022
- State Budget Process
- SBRSD FY21 Operating Budget Timeline
- FY21 Budget Overview – FY21 preliminary budget \$17,541,564 an increase of \$254,033 or 1.47% over the FY20 budget.
- FY21 Operating Budget (Operations and Transportation)– Major items affecting increase in operating budget is in transportation, an 11.44% increase.
- FY21 Capital Budget – Proposed budget is a 0% increase to Capital Expenditures
- FY21 Debt Schedule
- FY21 Proposed Increase to Assessments – Total net increase in assessments \$303,178 or 2.17%.

See attached power point for details. This document is also available on the SBRSD website.

3. Comments and Questions from Town Officials/Audience Members

Doug Newman, New Marlborough had questions regarding the assessment calculation and E&D.

Tom Berkel, Egremont had questions regarding health insurance and cost share.

Nadine Hawver – Sheffield had questions regarding student enrollment and census. Lynette explained the registration process for incoming students (proof of residence, town codes used).

4. Adjourn

Motion to adjourn the Public Hearing at 6:13 p.m.

By: Jeff Blaugrund

Second: Art Batacchi

Vote: Unanimous

School Committee Members: Art Batacchi, Jane Burke, Dennis Sears, Maryellen Brown, Bonnie Silvers, Jon Bruno, David Travis,

Absent: Marcella Bush, Danile Kelly

Administration: Beth Regulbuto, Sandi Hubbard, Judy Houle, Amy Lyn, Charles Miller

Press: CTSB TV; Ted Remsnyder-Berkshire Record

Others: Tara White, Sarah Siket, Tom Berkel, Nadine Hawver, Chris Thompson, Doug Newman, Martin Mitsoff, Austin Murray

1. Call to Order

Jane Burke, Chair, called meeting #1577 to order at 6:25 p.m.

Motion by Jeffrey Blaugrund to add Student Spotlight to the top of the agenda. Second by Bonnie Silvers. Vote Unanimous.

Student Spotlight:

Charles Miller introduced 3 grade 4 students to the school committee (from UME and NMC). The grade four students had recently completed a grant funded residency with Berkshire Pulse on African Drumming and a residency with Flying Cloud on Dynamic Dance (they learned about energy through dance and movement). Grade 4 students from Undermountain and New Marlborough were involved in this project and learned drumming and dances that use different types of energy.

2. Standing Reports

- a. Approval of Minutes of School Committee Meeting #1576 of February 13, 2020
Motion to approve the school committee meeting minutes #1576 of February 12, 2020 as presented
By: Bonnie Silvers
Second: Art Batacchi
Discussion: None
Vote: Unanimous

Motion to approve the Special School Committee Meeting minutes of December 3, 2019
By: Bonnie Silvers
Second: Art Batacchi
Discussion: None
Vote: Unanimous

Motion to approve the Special School Committee Meeting minutes of February 24, 2020
By: Dennis Sears
Second: Art Batacchi
Discussion: None
Vote: Bonnie Silvers – Abstain, Others -Yes – Motion passes

b. Enrollment
Superintendent Regulbuto stated that overall enrollment was at 682 as of March 1, 2020 down by four students from February 1, 2020.

c. Miscellaneous Correspondence - None

3. Student Representative Report

Austin Murray reported on current events happening at the Middle and High School. The Robotics teams made it to the regional competition.

4. Public Comment - None

5. New Business - None

6. Unfinished Business - None

7. Subcommittee Reports

a. Finance Subcommittee – D. Sears – No report

b. Policy Subcommittee – D. Sears
Second Reading

Motion to approve policy IC/ICA – School Year/School Calendar

By: Bonnie Silvers

Second: Art Batacchi

Vote: Unanimous

Motion to approve policy ID – School Day

By: Bonnie Silvers

Second: Art Batacchi

Vote: Unanimous

Motion to approve policy IE – Organization of Instruction

By: Bonnie Silvers

Second: Art Batacchi

Vote: Unanimous

Motion to approve policy IGA– Curriculum Development

By: Bonnie Silvers

Second: Art Batacchi

Vote: Unanimous

Motion to approve policy IGD – Curriculum Adoption

By: Bonnie Silvers

Second: Art Batacchi

Vote: Unanimous

Motion to approve policy IHAM – Health Education

By: Bonnie Silvers
Second: Art Batacchi
Vote: Unanimous
Motion to approve policy IHB-- Special Instructional Programs and Accommodations
By: Bonnie Silvers
Second: Art Batacchi
Vote: Unanimous

Motion to approve policy IHBEA – English Language Learners
By: Bonnie Silvers
Second: Art Batacchi
Vote: Unanimous

Motion to approve policy JC – Attendance Areas
By: Bonnie Silvers
Second: Art Batacchi
Vote: Unanimous
JC – Attendance Areas

Vote to remove the following policies on the recommendation of MASC
IHA – Basic Instructional Program
JLD – Guidance Program
JP – Students Gifts and Solicitations
By: Bonnie Silvers
Second: Art Batacchi
Vote: Unanimous

- c. Building, Grounds & Technology Subcommittee – A. Batacchi – nothing to report
- d. Curriculum Subcommittee – D. Travis – nothing to report
- e. Executive Evaluation Subcommittee – D. Travis – nothing to report
- f. Community Outreach and Input Subcommittee – B. Silvers
The group will be working on getting information out to the towns about the FY21 budget.

11. **Chairman's Report**

Jane Burke thanked everyone for their work on the budget. She and Beth have been attending meetings at towns. She also thanked the school committee members for their time and effort in attending these meetings. The first meeting of the 8 Town Consolidation Committee is Saturday, March 7th at 10:00 a.m. in Stockbridge.

12. **Superintendent's Report**

Superintendent Regulbuto reported that she will be sending out information regarding the Coronavirus.

13. **Curriculum & Professional Development Coordinator's Report**

Amy Lyn reported that there will be ADL training for all staff on the March 13th Professional Half Day.

14. **Director of Student Services Report – (Copy attached)**

Sandi Hubbard informed the school committee that Special Olympics will be held on May 6th at Monument Mountain.

15. Business Manager's Report

- a. Approval of Warrants: February 21, 2020
Motion to approve the payroll and accounts payable warrants as presented.
By: Jeffrey Blaugrund
Second: David Travis
Vote: Unanimous

- b. Accept Grants and Gifts
Motion to accept a \$500 gift from Gulotta Brothers, Inc as a result of a grant from ExxonMobil.
By: Jeffrey Blaugrund
Second: Art Batacchi
Vote: Unanimous

- c. Budget Transfers
Motion to approve the budget transfers of \$8,778.61 as presented.
By: Jeffrey Blaugrund
Second: Dennis Sears
Vote: Unanimous

16. Future Agenda Items

Travel/Coronavirus
Report on ADL Training
Report on reasons students exit the district

17. Adjourn

Motion to adjourn the meeting at 7:15 p.m.
By: Dennis Sears
Second: Art Batacchi
Vote: Unanimous

Documents presented at this meeting:

- *Agenda #1577*
- *Minutes of meeting #1576 and Special Meetings*
- *Enrollment*
- *Policies for approval*
- *Director of Student Services Report*
- *Warrant Report*
- *Donation*
- *Budget Transfer Request*
- *FY21 Budget Book*
- *FY21 Budget Power Point Presentation*



Southern Berkshire Regional School District

ba.

OVERNIGHT FIELD TRIP

NOT overnight

Teacher in Charge: Chris Thompson Principal: Mr. Carpenter

Trip Location: Quinsigamond Community College Grade Level of Students: 9 & 10

Departure Date: Sat, March 14 Departure Time: 6 am

Return Date: Sun, March 15 Return Time: 6 pm

Purpose of Trip:

- Approach to a unit of work
- Enrichment experience related to curriculum framework
- Culminating activity to a unit
- Research for unit
- Enhancement of student learning in fine arts, world language
- Athletic event

Objectives of Trip: The trip is to participate in the VEX Robotics Southern New England Championship.

(Provide specific description of objectives and details.)

How will student learning be assessed? The trip is the culmination of a season of hardwork. Students will continue to put their engineering and programming skills to the test against the best 75 teams in Southern New England.

Description of Itinerary: Students will leave Mt. Everett early Saturday morning. The team will travel to Quinsigamond Community College for all-day tournament. Students will spend 1 night in a hotel to return to the college to compete on Sunday, returning that evening.

Overnight accommodations:

Facility: Holiday Inn Express Phone # (508) 757-0400

Address: 110 Summer Street Worcester

(O V E R)

SOUTHERN BERKSHIRE REGIONAL SCHOOL DISTRICT
FIELD TRIP PERMISSION FORM

Transportation: Van

Meal Plan: breakfast will be provided at the hotel. Lunch is provided at the competition. The team will eat dinner together near the hotel.

Funding Source Eagle Fund and parent support

Overnight trips are asked to provide 1 chaperone for every 6 students.

Names & phone #'s of chaperones:	CORI
<u>Chris Thompson - 860-805-3911</u>	<u>X</u>
<u>Maria Makuc 413-429-7482</u>	<u>_____</u>
<u>Paul O'Brien 413-441-1763</u>	<u>X</u>
<u>_____</u>	<u>_____</u>
<u>_____</u>	<u>_____</u>
<u>_____</u>	<u>_____</u>

(Attach additional sheet of paper, if necessary)

Emergency Contact (SBRSD Administrator): Beth Regulbuto

(Parents' names and phone numbers are to be provided to the emergency contact to be used in case of an emergency.)

Number of students attending: 5

Names of student participants (listing to be attached to this slip)

Principal's Approval: *Alan Bluffs* Date: 3/3/20
Superintendent's approval: *Beth Regulbuto* Date: 3/4/20
Nurse's Approval: *Jeanne Moran RN* 3-2-20 Date: _____
School Committee approval date: _____

Comments: _____

Updated robotics field-trip list:

Mike Nourse
Logan Reynolds
Travis McLoughlin
Colin Thorp
Nadia Makuc
Carter Lotz
Vaughn Marchione
Kota Rinaldi
Ty Smith



Southern Berkshire Regional School District ^{6c}

OVERNIGHT FIELD TRIP

Teacher in Charge: Wendy Casey / Victoria Aldous Principal: Jesse Carpenter
 Trip Location: Lake George, NY Grade Level of Students: 12th
 Departure Date: June 2nd, 2020 Departure Time: ~ 5 am / 6 am
 Return Date: June 3rd, 2020 Return Time: ~ 6 pm

Purpose of Trip:

- Approach to a unit of work
- Enrichment experience related to curriculum framework
- Culminating activity to a unit
- Research for unit
- Enhancement of student learning in fine arts, world language
- Athletic event

Objectives of Trip: Senior Class Trip

(Provide specific description of objectives and details.)

How will student learning be assessed? _____

Description of Itinerary: itinerary attached, day 2 plan
TBD

Overnight accommodations:

Facility: Country Inn and Suites by Radisson Phone # 518-745-0180
 Address: 1130 State Route 9 Queensbury, NY 12845

(OVER)

**SOUTHERN BERKSHIRE REGIONAL SCHOOL DISTRICT
FIELD TRIP PERMISSION FORM**

Transportation: SBRSD Marshmallow Buses

Meal Plan: Tues: breakfast on own, lunch provided, pizza party
Wed: breakfast provided by hotel, late lunch in Lake George

Funding Source Grade 12 class fund & student funded

Overnight trips are asked to provide 1 chaperone for every 6 students.

Names & phone #'s of chaperones:

CORI

Victoria Aldam

Wendy Casuy

Joe McSpitt

James Siket

Chris Clark

(Attach additional sheet of paper, if necessary)

Emergency Contact (SBRSD Administrator): Jesse Carpenter

(Parents' names and phone numbers are to be provided to the emergency contact to be used in case of an emergency.)

Number of students attending: ≈ 40

Names of student participants (listing to be attached to this slip)

Principal's Approval: [Signature]

Date: 3/10/20

Superintendent's approval: [Signature]

Date: 3/10/20

Nurse's Approval: _____

Date: _____

School Committee approval date: _____

Comments: _____

MOUNT EVERETT
OVERNIGHT FIELD TRIP PERMISSION SLIP

Date of Field Trip 6/2 - 6/3 Destination Lake George, NY

Address/Phone # (attached)

Sponsor of Field Trip Senior class

Department/Class/Group 12th grade

Method of transportation SBRSD busses & van Cost of trip TBD approx 1st /c

Time of departure 5:30 am Time of return 6:00 pm

Upon arrival students may be picked up at SBRSD community entrance

Overnight field trips require a phone tree. If trip is to arrive much before or after estimated time, WSBS will be contacted to announce the new arrival time and phone tree will be activated

Student's name: _____ has my permission to participate in the Senior Class field trip on 6/2-6/3.
I am aware of the details listed above.

_____ Date _____ Parent's/Guardian's Signature

Return this slip to Victoria Aldam By _____

Does your son/daughter have an allergy/medical condition that we should be aware of? Please explain _____

Will your child need medication with him/her for this condition? Yes _____ No _____

If yes, please contact Mrs. Moran, RN, at 229-8734 ext 111. A written medication order must be obtained from physician along with written permission from a parent for ANY MEDICATION to be given.

Overnight field trips: A copy of student's insurance card must be accompany this permission slip.

SOUTHERN BERKSHIRE REGIONAL SCHOOL DISTRICT
FIELD TRIP BUS REQUEST

(Form required TWO WEEKS prior to all field trips)

Participating Group/School/Grade: Mt. Everett 12th Grade

Date of Trip: June 2nd-3rd Number of Students: ≈ 40 Number of Chaperones: ≈ 7

Time to leave school: ≈ 5:30 am Time to return to school: ≈ 6:00 pm 6/3

Number of Massini Buses: _____ Large _____ Small _____ Van (8 passengers)
(Large bus holds 47 children grades 4-12; Large bus holds 72 children grades Pre-K-3)

Number of SBRSD Marshmallow Buses (14 passengers each): 3

SBRSD Van (11 passengers): 1

Trip Destination(s), with COMPLETE and accurate itinerary (please indicate desired arrival time at destination and desired departure time from destination):

itinerary attached

Curriculum Area and Standards: _____

Organization/Department Responsible for Bus Payment: Senior Class

NAME OF ACCOUNT/ACCOUNT #: _____

Estimated Cost of Massini Bus Trip: _____
Cost per mile: \$3.67; Cost per hour wait time: \$36.66; Minimum trip cost: \$250.00
Example: 30 miles round trip (large bus) with 3 hour wait time
 $30 \times \$3.67 = \110.10
 $3 \times \$36.66 = \109.98
Total cost = \$220.08 (if total cost is below \$250 the charge will be \$250)

Estimated Cost of Marshmallow Bus Trip: _____
Charge has been approximately \$0.30 per mile

Person Requesting Trip: _____ Date: _____
(signature)

Business Office Approval: _____ Date: _____
(signature)

If you have any questions or need to make schedule changes, please contact Ingrid Borwick at 229-8778 x 306

2020 Senior Class Trip Information Sheet

TRIP DATES:

Depart: 6/2 (Tuesday) 5:30 am

Return: 6/3 (Wednesday) approximately 6:30 pm

School Chaperones: Victoria Aldam, Wendy Casey, James Siket, Sarah Siket, Joe McSpirtt, Bob Giumarro, Chris Clark

Attached please find the trip itinerary as well as rafting information. Please use the following information to help you pack for the senior trip. Remember this is a school sponsored event and all school rules apply during this adventure.

DAY 1 WHITEWATER RAFTING:

Wild Waters

1123 Route 28, Warrensburg, NY 12885 <https://wildwaters.net/>

*Please complete the rafting release form and turn in with your school permission slip.

5:30a Arrive at Mount Everett to depart for the trip. Please do not be late!

- Breakfast (eat a home or bring something for the bus)
- Lunch (provided by rafting company))
- Please bring \$ for a snack on the way to the hotel or after.
- Please bring \$5 to give your rafting guide as a tip
- Rafting pictures of your trip will be available after the trip. Please bring \$ if you would like to purchase any.

Provided by the rafting company: Helmet, PFD, paddle, wetsuit & booties (if needed), transportation to the river & NYS Licensed guide.

Things to Pack: Since the end of May can be cool, please make sure you bring enough warm clothing to wear with your wetsuit. Please do not wear cotton clothing. You **MUST** bring the following items.

- Water shoes or sandals that strap to your feet (no flip-flops!)
- Bathing suit (Ladies – we recommend a one piece bathing suit!) - Eyeglass string (if needed)
- Tip money for you guides (\$5) & any additional spending money

The following items are highly recommended:

- Hat – wool or fleece. If it is cool out you can wear this under your helmet.
- Synthetic long underwear (polypropylene, capilene, synthetic material, etc.)
- Light windbreaker or waterproof jacket to wear over wetsuit if the day is chilly (Do not bring a winter or lined jacket to wear on the river)
- Rash guard or kayaking shirt and shorts
- Towel (To dry off with when you return from the trip)

- Laser Tag
- Ninja Challenge Course
- Roller Skating

2:30p Lunch in Lake George

o Please bring money to buy lunch in Lake George Village

3:30p Meet to return home

6 – 6:30p Arrive back at Mount Everett

Name	\$20 Deposit
Aitchison, Chaice	\$10
Angell, Faith	\$10
Atwood, Ashley	
Bautista-Cuz, David	
Blodgett, Sierra	
Boardman, Nicholas	
Broderick, Spencer	
Chatham, Kaylee	
Consolini, Andrew	
Duquette, Jacob	
Duval, Carly	
Duval, Cole	\$10
Duval, Grayson	
Enoch, Elizabeth	
Gogel, Marc	
Kerr, Angus	
Kerzner, Bethany	
Markham, Sarah	
Martin, Jake	
Mareralle, Justice	
McCloud, Bekka	
Mullen, Laynie	
Nack, Seth	
Pollock, Quinlan	
Rodriguez, Ivan	
Shalaby, Mary	
Smith, Megan	\$10
Soudant, Maddie	\$10
Stevens, Ben	\$10
Stevens, Colby	
Tinker, Shelby	
Tinker-Cruikshank, Savanna	

2020-2021 Mount Everett Program of Studies Change Log

- Updated MCAS score information – pg. 6
- Added Simon’s Rock Early College Program – pg. 8
- Removed this paragraph – pg. 8
 - o Course changes will be allowed prior to the opening of school. Once the semester commences, students may add or drop a class within the first two weeks of the course. Until a course change is verified, the student must remain in daily attendance in the original course.
- Art – the following courses have changed.
 - o 715 – Art Foundations - edited
 - o 742 – Foundations of Design - deleted
 - o 7003 – Ceramics - edited
 - o 737 – Portfolio - edited
 - o 7001 – Global Design - edited
 - o 1702 – Art Studio – deleted
- English – The following courses have changed.
 - o Credit Recovery English I, II, and III have been deleted
 - o 101 Film Survey - edited
 - o 184 – SAT Prep – added
 - o 169 – Introduction to Linguistics - added
- Health and Wellness – The following courses have changed.
 - o 9103 – Wellness I - edited
 - o 8002 – Advanced Fitness - edited
 - o 9105 – Advanced Sports and Strategies - edited
- Mathematics – The following courses have changed.
 - o Pathway information - edited
 - o 284 – Standard Algebra 9 – deleted
 - o 285 – Standard Algebra 10 – deleted
 - o 608 – Financial Literacy – deleted
 - o 253 – Probability and Statistics – deleted
 - o 256 – Personal Finance- added
 - o 257 – Algebra III - added

- 258 – Integrated Math I – added
 - 268 – Integrated Math II – added
 - 286 – Integrated Math III – added
 - 266 – Intro to Probability – added
 - 267 – Intro to Statistics – added
- Music – The following changes have changed.
- 774 – Piano – deleted
 - 747 – Voice Class – added
 - 745 – High School Jazz Band
 - 749 – High School Madrigals
- Science – The following courses have been edited.
- 300 – Honors Biology - edited
 - 302 – Biology - edited
 - 324 – Standard Biology – edited
 - 1302 – Honors Physics – edited
 - 321 – Honors Chemistry – edited
 - 307 – Chemistry – edited
 - 323 – Anatomy & Physiology – edited
 - 375 – Topics in Extreme Earth Science – deleted
 - 339 – Agriscience A – deleted
 - 322 – Applied Chemistry – added
 - 336 – Aquaculture – added
 - 352 – STEM Education – added
- Social Studies – The following courses have changed.
- 425 – Honors United States History I – edited
 - 496 – Honors World History I - added
 - 467 – Honors Economics – deleted
 - 442 – Philosophy I – edited
 - 493 – The 20th Century College Prep – added
 - 494 – The 20th Century Standard – added
 - 488 – Psychology in Film – added
 - 4001 – Paranormal History – added
 - 496 – Honors World History I - added
 - Credit Recovery Social Studies have been deleted

- The Technology Department – The following courses have changed.
 - 8003 – Cybersecurity - added
 - 8105 – Robotics I – edited
 - 8106 – Robotics II – edited
 - 881 – SaTL – edited
 - 8109 – SaTL II – deleted
 - 8107 – Drones – edited
 - 8114 -- Introduction to Computer Science – added

- Vocational – The following courses have changed.
 - 989 – Internship – edited
 - 786 – Fundamentals of Design - added

- World Language – The following courses have changed.
 - Opening paragraph has been added
 - 509 – French I – edited
 - 510 – French II – edited
 - 499 – French III – edited
 - 504 – French IV – edited
 - 505 – French V – edited
 - 518 – Spanish I – edited
 - 519 – Spanish II – edited
 - 515 – Spanish III – edited
 - 514 – Spanish IV – edited
 - 516 – Spanish V – edited
 - 517 – AP Spanish Language and Culture - edited

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Southern Berkshire Regional School District Pandemic Plan

Contacts:

Undermountain Elementary School Nurse _____ 229-7871
New Marlborough Elementary School Nurse _____ 229-2947
Mt. Everett School Nurse _____ 229-7873
Superintendent _____ 229-8778
Department of Public Health _____ 617-624-6000

What is a Pandemic?

According to the World Health Organization, a pandemic is the worldwide spread of a new disease. An influenza pandemic occurs when a new influenza virus emerges and spreads around the world, and most people do not have immunity. Viruses that have caused past pandemics typically originated from animal influenza viruses.

What is Influenza?

The Center for Disease Control (CDC) describes influenza (flu) as a contagious respiratory illness caused by [influenza viruses](#). It can cause mild to severe illness. Serious outcomes of flu infection can result in hospitalization or death. Some people, such as older people, young children, and people with [certain health conditions](#), are at high risk of serious flu complications. There are two main types of influenza (flu) virus: Types A and B. The influenza A and B viruses that routinely spread in people (human influenza viruses) are responsible for seasonal flu epidemics each year.

The Center for Disease Control (CDC) defines influenza-like illnesses as having the following symptoms:

Fever of 100 degrees Fahrenheit or higher AND ONE OF THE FOLLOWING:

- Cough
- Sore Throat
- Headache
- Muscle Ache

What is COVID-19?

COVID-19 is a coronavirus. Coronaviruses are a large family of viruses that are common in many different species of animals, including camels, cattle, cats, and bats. Rarely, animal coronaviruses can infect people and then spread between people such as with [MERS-CoV](#), [SARS-CoV](#), and now with this new virus (named SARS-CoV-2).

For the general American public, who are unlikely to be exposed to this virus at this time, the CDC considers the immediate health risk from COVID-19 to be low.

Symptoms of COVID-19 can include:

- Fever
- Cough
- Shortness of breath

Prevention

The CDC recommends several non-pharmaceutical interventions (or NPIs) including personal NPIs, Community NPIs, and Environmental NPIs. Non-pharmaceutical interventions are protective measures that reduce the likelihood of virus spread. In recent preliminary analyses of cities affected by the 1918 pandemic, the CDC found the early and layered use of multiple NPIs can help reduce transmission.

The district recommends using **Personal and Environmental Protection Measures** regularly.

- Staying home when you are sick
- Covering your coughs and sneezes with a tissue
- Washing your hands frequently with soap and water
- Implementing surface cleaning measures that remove germs from frequently touched surfaces and objects

The district or a school may implement **Community Protection Measures** in the event of a pandemic. These measures may include:

- Increasing space between students in classrooms (social distancing or student spacing)
- Making attendance and sick leave policies more flexible
- Canceling large school events
- Temporarily dismissing schools

Promotion of Everyday Preventive Actions

- Post prevention posters in all classrooms and common areas
- Review prevention practices with all students in developmentally and age appropriate language
- Disinfect student desks and high touch surfaces daily

Provide Flu-Prevention Supplies in all School Buildings

- Teachers and staff should inform an administrative assistant in the main office if they require flu-prevention supplies including tissues and disinfectant wipes
- Custodians should ensure all bathrooms and sinks have soap and paper supplies

Pandemic Surveillance and Reporting

- Monitor and document the number of students and faculty who are absent and meet the definition of influenza- like illness (syndromic surveillance). Keeping track of these numbers will help health officials determine when and whether to close schools.
- Remind parents and guardians to contact the nurse when their child is sick and report the symptoms to the school nurse.
- Nurses will use clinical judgement to determine when to contact the local Board of Health regarding syndromic surveillance and attendance data.
- Nurses and the Board of Health may determine that a morning flu check is necessary to prevent a virus from spreading. The Superintendent of Schools or designee would inform families prior to the implementation of a morning flu check.

Separating Sick People from General Population

- Students or staff who present flu like symptoms will remain in a designated area in the school nurse's office.

Coordinate with Local Health Officials

- In the event of a pandemic flu outbreak or in the event of a suspected or confirmed case of COVID-19, the SBRSD health services team will communicate frequently and meet regularly with local health officials and coordinate with the Department of Public Health.

School Closures and Continuity of Services

- The district will implement its SBRSD Continuity Plan in the event of a declared pandemic emergency.
- Staff and students are discouraged from socializing in other places if schools are closed due to pandemic.

Communication Protocols

- Information regarding pandemic flu, COVID-19, and protective measures will be communicated to families and staff using the district notification system, SchoolMessenger. Communication may include emails, text messages, or phone calls.

Post-Pandemic

- School crisis teams, town emergency officials, and the health services team will meet within 30 days after a pandemic ends to debrief and update emergency pandemic plans.

I. INTRODUCTION

Organizations across the Nation perform essential functions and services that may be adversely affected in the event of a natural or man-made disaster. In such events, organizations should have continuity plans to assist in the continuance of their essential functions. Continuing to perform essential functions and provide essential services is vital to an organization's ability to remain a viable entity during times of increased threats from all hazards, manmade or natural. Since the threat to an organization's continuity of operations is great during a pandemic outbreak; it is important for organizations, in particular the Southern Berkshire Regional School District, to have a Pandemic Influenza Continuity of Operations plan in place to ensure it can carry out its essential functions and services. While organizations may be forced to suspend some operations due to the severity of a pandemic outbreak, an effective Continuity of Operations Plan can assist an organization in its efforts to remain operational, as well as strengthen the ability to resume operations.

II. PURPOSE

This plan provides guidance to Southern Berkshire Regional School District schools and may serve as the plan for maintaining essential functions and services during an influenza or virus pandemic. This guidance neither replaces nor supersedes any current, approved continuity plan; rather it supplements it, bridging the gap between the traditional, all-hazards continuity planning and the specialized continuity planning required for a pandemic by addressing additional considerations, challenges, and elements specific to the dynamic nature of a pandemic. The plan assumes that a significant number of employees may be unable to work due to illness, care of family members or other flu related issues during a pandemic. Therefore, the plan also assumes that available staffing may be significantly reduced and that operations may be impacted by state mandated interventions related to disease control/prevention.

This guidance stresses that essential functions can be maintained during a pandemic outbreak through mitigation strategies, such as social distancing, increased hygiene, the vaccination of employees and their families, and similar approaches. Influenza may not, in itself, require a traditional continuity response, such as partial or full relocation of the organization's essential functions, although this response may be concurrently necessary due to other circumstances.

The plan for continued operation will require flexibility, daily assessment, and planning. The Superintendent and/or designee will communicate daily with available staff members to prioritize needs and assign tasks to employees so that essential functions continue without critical interruption. In addition, the roles and responsibilities of employees may be adjusted to meet critical client needs. The SBRSD's objectives during a local pandemic are as follows:

- 1. Reduce transmission of the pandemic virus strain among our students, staff, families, and community members;*
- 2. Minimize illness among employees and students;*
- 3. Maintain mission-critical operations and services;*
- 4. Minimize social disruptions and the economic impact of pandemic.*

III. CONCEPT OF OPERATION

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The Southern Berkshire Regional School District, in conjunction with the Board of Health and Public Safety, will monitor the severity of the pandemic and establish continuity activation triggers to address the unique nature of the pandemic threat. The Pandemic Continuity Plan will be implemented as needed to support the continued performance of essential functions.

When the Massachusetts Department of Public Health has determined that a pandemic is likely, the Southern Berkshire Regional School District will implement school syndromic surveillance. The Superintendent of Schools will remind parents and guardians to report their child's symptoms to the school nurse when reporting their child absent due to illness. School nurses will maintain a record of reported symptoms and will track confirmed cases of the pandemic virus. The health services team, comprised of the Superintendent of Schools, school nurses, and a representative from the Town Board of Health will communicate regarding prevalence of symptoms and/or pandemic virus and student and staff absentee rate. The frequency of communication will be dependent on the number of individuals affected.

The Southern Berkshire Regional School District will enact pre-pandemic mitigation strategies to prevent the likelihood of infection among students and staff. These strategies will include:

- Distribution of informational materials to employees*
- Dissemination of CDC, DPH, EOHHS, and Board of Health advisories to employees and families via the district notification system*
- Requiring students and staff to remain home when sick*
- Covering coughs and sneezes with a tissue*
- Frequent handwashing with soap and water*
- Disinfecting high touch surfaces regularly*
- Maintaining a designated area for students and staff who become ill at school*

The Superintendent of Schools or designee, in coordination with the Board of Health, Department of Health, and the School Physician, will determine when the Pandemic Continuity of Operations Plan (COOP) must be fully implemented. Full implementation of the COOP may involve social distancing and/or reorganization of classes, school closures, distance learning, and working remotely.

Should the state or local government or the Superintendent of Schools determine that a school closure is in the best interest of public health, the district will make every reasonable effort to minimize disruption to our students' education. Teachers and educational staff who are able to work remotely will provide instruction using online tools. Online accounting and human resource software will make it possible to carry out essential business functions (e.g., payroll, accounts payable, etc.) should it become necessary to close district offices.

The mission of continuity during a local pandemic is to reduce transmission of the pandemic virus strain among our students, staff, families, and community members; minimize illness among employees and students; maintain mission-critical operations and services; and minimize social disruptions and the economic impact of pandemic.

IV. CONTINUITY PLANNING

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The Southern Berkshire Regional School District will monitor the severity of the pandemic and establish continuity activation protocols or triggers to address the unique nature of the pandemic threat. The CDC has a pandemic severity index ranging from Category 1 (least severe) to Category 5 (most severe). The CDC matches use of selected non-pharmaceutical interventions (NPIs) to categories of severity of an influenza or virus pandemic. These recommendations are made on the basis of an assessment of the possible benefit derived from implementation of these measures weighed against consequences that may arise from their implementation. For Category 4 and 5 pandemics, the CDC recommends the use of all recommended NPIs. Table 1 delineates NPIs by setting and recommendations for implementation.

Table 1. Summary of NPIs by Pandemic Severity (adapted from CDC Community Mitigation Guidance)

Pandemic Severity Index			
Interventions	1	2 and 3	4 and 5
Personal NPIs (remaining home when ill, coughing and sneezing into tissue, washing hands frequently)	Recommend	Recommend	Recommend
Environmental NPIs (regular disinfecting of high touch surfaces)	Recommend	Recommend	Recommend
Community NPIs social distancing – increasing space between students	Generally Not Recommended	Consider	Recommend
Community NPIs dismissal of children from schools, school based activities, and closure of child care programs	Generally Not Recommended	Consider	Recommend
Community NPIs reduce out-of-school social contacts and community mixing	Generally Not Recommended	Consider	Recommend

SBRSD will implement its COOP if schools are closed or normal operations are disrupted for a period of one week or more (see orange shaded box).

The Pandemic Influenza Continuity plan will be implemented as needed to support the continued performance of essential functions. All district personnel will be informed regarding protective actions and/or modifications related to this plan. Messaging and risk communications during an emerging infectious disease or pandemic will be conducted by the Superintendent or designee. Guidance and instructions on established infection control measures such as social distancing, personnel protective equipment and telework policies will be provided by the Superintendent of Schools or designee to assist in limiting the spread of influenza at the primary and alternate worksite. In the event of a school closure, the Superintendent of Schools or designee will notify personnel of the requirements for reporting to work. Facilities personnel will be expected to report to their primary job site to assist with disinfecting buildings.

The district may determine that a school closure is not necessary but may implement social distancing measures. Social distancing measures could take the form of: modifying the frequency and type of face-to-face employee encounters (e.g., placing moratoriums on hand-shaking, substituting

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teleconferences for face-to-face meetings, staggering breaks, posting infection control guidelines); promoting social distancing among employees and students to maintain three-feet spatial separation between individuals; and implementing strategies that request and enable employees with influenza to stay home at the first sign of symptoms.

The Superintendent of Schools and/or Designee will communicate with families and staff regularly using the district notification system. In the event that the COOP is fully implemented, the Superintendent of Schools and/or the Designee, and/or building Principals will maintain frequent, daily contact with employees to keep them informed about developments in the organization's response, impacts on the workforce, and to reassure employees that the organization is continuing to function.

Planners and pandemic response teams (town and school district) will implement deliberate methods to measure, monitor, and adjust actions to changing conditions and improved protection strategies (team members are listed on page 10).

- Implement a formal worker and workplace protection strategy with metrics for assessing worker conformance and workplace cleanliness. This includes ensuring faucets have adequate temperature and flow for proper handwashing, disinfecting desks at change of classes, disinfecting doorknobs and high touch surfaces frequently, isolation of sick people, and offering vaccination clinics. The district will assess conformance with these measures through observation and data collection.*
- Monitor and periodically test protection methods. The district will monitor protection methods by conducting principal walk throughs during class changes and having the facilities director observe cleaning practices of employees.*
- Track and implement changes in approved or recommended protection measures.*
- Pre-position material and equipment onsite.*
- Ensure essential personnel are at the primary worksite.*
- Reaffirm that essential suppliers have their material and personnel on-hand and are able to respond and support as planned.*
- Coordinate with local public health and emergency response points of contact to ensure open, adequate communications.*

The concept of operations is supported by four components, consisting of: (1) Programs, Plans and Procedures, (2) Risk Management, (3) Budgeting and Acquisitions, and (4) Continuity Plan Operational Phases and Implementation. The four components and the relationship to the overall concept of operations during an approaching or active pandemic are described in following sections.

A. Programs, Plans and Procedures

The Southern Berkshire Regional School District is organized into seven primary programs: Instructional Services (Unit A and Unit D), District and Building Administration (Superintendent, Director of Curriculum, Director of Student Services, Administrative Assistants Central Office, Director of Technology, Administrative Support Schools, Business Manager, Treasurer), Food Services, Facilities, Extended Day/Afterschool, Transportation, and Athletics/Extracurriculars. In the event of a school or district closure, continuity plans and procedures for each program are as follows:

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Instructional Services: In the event we are unable to return to school for more than two weeks, Unit A members will provide instruction using online resources such as Google classroom. Unit A members will be available to students and parents as they would be if school were in session. Students will follow the same schedule they would follow if school were in session, meaning they would check in online with teachers during normally scheduled class times. More specific information will be provided regarding this expectation should the need arise. Unit A members will be expected to report to their primary work site if the site is accessible, but programs are not running. If the site is not accessible, Unit A members will telecommute from home or another site. Unit A members must ensure they are able to maintain student privacy when providing instructional services online. Schedules and work assignments for educational support professionals will be determined based on several factors including duration of school closure and the extent to which academic and behavioral support services can be offered virtually.

District/Building Administration and Business/Finance: District/Building Administrators, Business/Finance, and Administrative Support Staff will be expected to report to their primary work site if the site is accessible when programs are not operating.

Food Services: Food Services staff will not report to their primary job sites nor will they be expected to work in the event of a school or district closure. The Food Services Director may be expected to report to the central office or primary work site depending on the length of the school or district closure. The Food Services Director will work with local and state agencies to ensure that students who are eligible for free and reduced lunch and breakfast have access to meals during a school/district closure.

Facilities: Building custodians and the Facilities Director will report to the primary work site if the site is accessible but programs are not in session.

Afterschool and Extended Day: Afterschool and extended day staff will not report to work if programs are not in session.

Transportation: Transportation employees will not report to work if school is not in session.

Athletics: Athletic staff will not report to work if schools/district are closed due to pandemic.

B. Risk Management

A pandemic will likely result in high levels of absenteeism among staff and students. During a pandemic, the district may have difficulty finding qualified substitute teachers. In preparation for these eventualities, the district will engage in ongoing recruitment for substitute teachers and maintain a current substitute list. The district may request School Committee approve a short term increase to substitute rates during a pandemic. In the event of high staff absenteeism, the district may adjust student schedules in order to ensure appropriate supervision and access to instructional activities without increasing the risk of transmission among students. For example, the principal may assign students in a particular teacher's class to a different class or to alternate activities throughout the day, only if doing so will not result in significantly increasing the number of students in the activity/class to which a student is assigned.

To decrease the likelihood of severe staff illness, the district will offer flu vaccination clinics annually at both schools and encourage staff participation. The district will likewise encourage families to have their children vaccinated against the flu and monitor vaccination rates in both

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buildings. Schools will teach students and staff personal protective measures (frequent handwashing with soap and water, sneezing and coughing into a tissue, not sharing drinks/food, avoiding unnecessary contact, staying home when ill). The district will increase environmental protection measures (increased frequency of disinfecting surfaces). These measures are designed to decrease high rates of transmission and illness. A pandemic may necessitate closing schools in order to disinfect buildings and reduce the risk of transmission. In the event of an extended school closure, the district will deliver student services (instruction, tutoring, behavioral health services, etc.) and human resource services (human resource management, payroll, benefits management, etc.) online.

The district will coordinate with state agencies and the federal lunch program to determine how to ensure students who receive benefits through the federal school lunch program continue to have access to meals during a school closure.

C. Budgeting and Acquisitions

The district utilizes a cloud-based accounting system which would allow the district to continue accounts payable activities during a school closure. Currently there are only two employees trained in the district accounting system. If these employees were unable to work, the district would need to coordinate with the town to provide essential accounting functions. Currently the district utilizes paper purchase orders. In order to continue ordering supplies, administrative support personnel would need to be physically present. As part of its ongoing continuity planning, the district will investigate the benefits of transitioning to an electronic purchase order system.

D. Continuity Plan Operational Phases and Implementation

The Southern Berkshire Regional School District administrative and teacher leadership and School Committee are prepared to review an emergency or disaster as it unfolds, make decisions about how to react to it at each stage, and then take action to implement those decisions that are deemed the best course of action. SBRSD's continuity plan addresses the four phases of: (1) readiness and preparedness, (2) activation and relocation, (3) continuity of operations, and (4) reconstitution.

Readiness and Preparation: When the CDC has indicated that a pandemic is likely, the Pandemic Response Team (PRT) consisting of Town Emergency Management Personnel, Town Administrator, Board of Health Liaison, School Nurses, Selectboard Chair, School Committee Chair, and the Superintendent of Schools, will review emergency response plans and continuity of operations plans; review documentation and reporting strategies for syndromic surveillance; educate students, staff, and families about personal, community, and environmental NPIs; implement protective measures and evaluate effectiveness using attendance rates and behavioral observation; and make plans available on district and school websites. The Superintendent of Schools will form students, staff, and families about preparation efforts through Superintendent weekly email.

Activation and Relocation: The PRT will determine when effects of pandemic necessitate implementation of continuity plan (refer to Table 1 page 3). The Superintendent of Schools will inform students, families, and staff that the plan has been activated through the district notification system. If pandemic requires school closures it is unlikely that operations would be

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relocated; rather time on learning would be made up at the end of the school year, through extending the school day upon reopening, or through distance learning. A closure would provide the opportunity for the district to disinfect buildings; it would allow for a period of increased social distancing.

Continuity of Operations: The district's continuity of operations plan is delineated in this document.

Reconstitution/Resuming Normal Operations: The district's reconstitution plan can be found in section VII (J) of this document.

V. PANDEMIC PLANNING ASSUMPTIONS

A. NATIONAL STRATEGY FOR INFLUENZA IMPLEMENTATION ASSUMPTIONS

- *Susceptibility to the pandemic influenza virus will be universal.*
- *Efficient and sustained person-to-person transmission signals an imminent pandemic.*
- *The clinical disease attack rate for influenza will likely be 30 percent or higher in the overall population during the pandemic. Illness rates will be highest among school-aged children (about 40 percent) and decline with age. Among working adults, an average of 20 percent will become ill during a community outbreak. Clinical attack rates for COVID-19 are not known at this time.*
- *Some persons will become infected but not develop clinically significant symptoms. Asymptomatic or minimally symptomatic individuals can transmit infection and develop immunity to subsequent infection.*
- *While the number of patients seeking medical care cannot be predicted with certainty, in previous pandemic about half of those who become ill sought care. With the availability of effective antiviral drugs for treatment, this proportion may be higher in the next pandemic.*
- *Rates of serious illness, hospitalization, and deaths will depend on the virulence of the pandemic virus and differ by an order of magnitude between more and less severe scenarios. Risk groups for severe and fatal infection cannot be predicted with certainty but are likely to include infants, the elderly, pregnant women, and persons with chronic or immunosuppressive medical conditions.*
- *Rates of absenteeism will depend on the severity of the pandemic. In a severe pandemic, absenteeism attributable to illness, the need to care for ill family members and fear of infection may reach **40 percent** during the peak weeks of a community outbreak, with lower rates of absenteeism during the weeks before and after the peak. Certain public health measures (closing organizations, quarantining household contacts of infected individuals, "snow days") are likely to increase rates of absenteeism.*
- *The typical incubation period (interval between infection and onset of symptoms) for influenza is approximately two days. The incubation period for COVID-19 is approximately fourteen*

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days but could be anywhere from one to twenty-seven days.

- *Persons who become ill may shed virus and can transmit infection for up to one day before the onset of symptoms. Viral shedding and the risk of transmission will be greatest during the first two days of illness. Children usually shed the greatest amount of virus and therefore are likely to post the greatest risk for transmission.*
- *On average, infected persons will transmit infection to approximately two other people.*
- *A pandemic outbreak in any given community will last about six to eight weeks for each wave of the pandemic.*
- *Multiple waves (periods during which community outbreaks occur across the country) of illness could occur with each wave lasting two-three months. Historically, the largest waves have occurred in the fall and winter, but the seasonality of a pandemic cannot be predicted with certainty.*

B. ORGANIZATIONAL ASSUMPTIONS

- *The Southern Berkshire Regional School District will be provided with guidance and/or direction by Federal, State, and/or local governments regarding current influenza pandemic status in our area.*
- *The Southern Berkshire Regional School District will have actionable plans and procedures to assist in the ability to remain operational during a pandemic. Plans and procedures may include social distancing protocols, personal protection equipment (PPE), and temporary suspension of some non-essential activities.*
- *Southern Berkshire Regional Public Schools has a viable district-wide continuity capability.*
- *The Southern Berkshire Regional School District will review its continuity communications programs to ensure they are fully capable of supporting pandemic and other related emergencies, and give full consideration to supporting social distancing operations, including virtual education and office options.*
- *The Southern Berkshire Regional School District-controlled buildings will be accessible, but right of entry may be limited.*
- *The Southern Berkshire Regional School District may deploy to its alternate facilities.*
- *During a COOP event, SBRSD may make its alternate facilities available for staff to implement social distancing protocols.*
- *Essential functions, operations, and support requirements will continue to be people dependent. However, human interactions may be remote or virtual, resulting in the employment of appropriate teleworking, virtual education, and other approved social distancing protocols.*
- *Travel restrictions, such as limitations on mass transit, implemented at the Federal, State, and local levels may affect the ability of some staff to report to work.*

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- *Additional funding will be budgeted for the acquisition of additional equipment required for a possible surge in virtual education capabilities.*

VI. PANDEMIC RESPONSE

A. PANDEMIC COORDINATORS AND PANDEMIC RESPONSE TEAMS:

The Southern Berkshire Regional School District Pandemic Influenza Coordinator will oversee a Pandemic Response Team (PRT) to anticipate the impacts of a pandemic on the Southern Berkshire Regional School District and to assist with developing strategies to manage the effects of an influenza or virus outbreak. The Superintendent of Schools has been designated as the SBRSD Pandemic Influenza Coordinator who will work with a team of advisors from the Town Halls, Public Safety, Town Boards of Health, and School Health Services.

The PRT is comprised of the following:

1. *Town Administrator;*
2. *Emergency Response Coordinator;*
3. *Representative from Board of Health;*
4. *School Nurses;*
5. *Superintendent of Schools;*
6. *Select Board Chair or Designee*
7. *School Committee Chair or Designee*

B. RISK COMMUNICATIONS:

The Superintendent of Schools, Chairman of School Committee, Building Principals, Administrative Assistants to these functions, and School Nurses will be responsible for risk communications when the continuity of operations plan is in place. Upon implementation of the continuity plan, the communications team (comprised of the aforementioned individuals) will convene to determine what information will be communicated, to whom, by whom, and how.

VII. ELEMENTS OF A VIABLE PANDEMIC INFLUENZA CONTINUITY CAPABILITY

A. ESSENTIAL FUNCTIONS

Given the expected duration and potential multiple waves of pandemic outbreaks, organizations must review the process involved in carrying out essential functions and services in order to develop plans that mitigate the effects of the pandemic while simultaneously allowing the continuation of operations which support essential functions. The Southern Berkshire Regional School District has identified essential functions and services needed to sustain its mission and operations during a pandemic. SBRSD Essential Functions include:

- *Instructional, behavioral, and related services provided by certified personnel*

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- District and building administration including district level business/finance, operations, and technology personnel

B. DELEGATIONS OF AUTHORITY

At the height of a pandemic wave, absenteeism may be significant, as such, SBRSD has established delegations of authority that are at least three deep to take into account the expected rate of absenteeism and regional nature of the outbreak to help assure continuity of operations over an extended time period. Direction and control during a normal pandemic will be accomplished through normal supervisory channels. Delegations of authority document the legal authority for officials to make key policy decisions during a pandemic. For pandemic planning purposes, agencies should plan for delegations of authority that are at least three deep to ensure supervisory coverage in the case of absenteeism. Table 2 delineates alternates for key positions.

Table 2: Delegations of Authority Alternates for Key Positions

Superintendent of Schools	Mt. Everett Principal	UME Principal	Director of Student Services
Beth Regulbuto	Jesse Carpenter	Charles Miller	Sandra Hubbard
Director of Curriculum	Director of Curriculum	Director of Curriculum	Director of Curriculum
Mt. Everett or UME Principal	Mt. Everett Head Teacher or Athletic Director	UME Head Teacher	Special Education Faculty with Sped Admin License

C. CONTINUITY FACILITIES

The traditional use of continuity facilities to maintain essential functions and services may not be a viable option during a pandemic. Rather, safe work practices, which include social distancing and transmission interventions, reduce the likelihood of contacts with other people that could lead to disease transmission. SBRSD has developed preventative practices such as social distancing procedures, hygiene etiquette, and cancellation of organizations non-essential activities to reduce the spread of the pandemic. Plans have also been established to relocate to an alternate facility, if applicable.

D. CONTINUITY COMMUNICATIONS

According to the National Strategy Implementation Guidance, workplace risk can be minimized through implementation of systems and technologies that facilitate communication without person-to-person contact. SBRSD has identified communication systems needed to perform essential functions. These systems include Google Drive, email, SchoolMessenger, Google Hangouts.

E. ESSENTIAL RECORDS MANAGEMENT

SBRSD shall identify, protect, and ensure the ready availability of electronic and hardcopy

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documents, references, records, and information systems needed to support essential functions during a pandemic outbreak. SBRSD has identified systems, databases, and files that are needed to ensure essential functions remain operational.

- *Personnel records are maintained in hard copy in the district office and electronically in SchoolMessenger, the HR software system, and the SBRSD network drive.*
- *Student cumulative folders and transcripts are maintained in hard copy in each school building. Student academic and behavioral records are maintained online in the student information management system, SchoolMessenger.*
- *Accounting and financial records are maintained electronically in the accounting system.*

F. HUMAN RESOURCES

Although a pandemic influenza outbreak may not directly affect the physical infrastructure of an organization, a pandemic will ultimately threaten all operations by its impact on an organization's human resources. The health threat to personnel is the primary threat to maintaining essential functions and services during a pandemic outbreak. SBRSD has established plans to protect the entire employee population and their families, with additional guidance for key personnel should a pandemic influenza outbreak occur.

G. TEST, TRAINING AND EXERCISES

Testing, training, and exercising are essential to assessing, demonstrating, and improving an organization's ability to maintain its essential functions and services. The organization conducts annual tests, training, and exercises to ensure sustainable social distancing techniques, and to assess the impacts of reduced staff on the performance of essential functions. The organization conducts continuity exercises to examine the impacts of pandemic influenza on performing essential functions, and to familiarize personnel with their responsibilities. The organization has identified resources and trained continuity personnel, needed to perform essential functions.

H. DEVOLUTION OF CONTROL AND DIRECTION

Devolution is the process of transferring operational control of one or more essential functions to a pre-determined responsible party or parties. Pandemic outbreaks will occur at different times, have variable durations, and may differ in the severity; therefore, full or partial devolution of essential functions may be necessary to continue essential functions and services. SBRSD has established plans and procedures for devolution, which identifies how it will transfer operations, if pandemic influenza renders leadership and essential staff incapable or unavailable. Table 3 delineates delegations of authority.

Table 3: Delegations of Authority

Delegated Authority	Position	Delegatee #1	Delegatee #2
Check Signatory	Superintendent of Schools	Business Manager	Admin. Asst. to the Superintendent
School Closure	Superintendent of	Admin. Asst. to the	Facilities Director

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	Schools	Superintendent	
Contract Signatory	Superintendent of Schools	Business Manager	Director of Curriculum
Warrant Signatory	Superintendent of Schools	Business Manager	School Committee Chair

I. RECONSTITUTION

Reconstitution is the process whereby an organization has regained the capability and physical resources necessary to return to normal (pre-disaster) operations. The objective during reconstitution is to effectively manage, control, and, with safety in mind, expedite the return to normal operations. The Southern Berkshire Regional School District has developed reconstitution plans and procedures, in conjunction with local public health authorities, to ensure facilities/buildings are safe to return. The organization's reconstitution plan should consider the possibility that not all employees may be able to return to work at the time of reconstitution and that it may be necessary to hire temporary or permanent workers in order to complete the reconstitution process.

VIII. CONCLUSION

Maintaining Southern Berkshire Regional School District essential functions and services in the event of pandemic influenza/virus requires additional considerations beyond traditional continuity planning. Unlike other hazards that necessitate the relocation of staff performing essential functions to an alternate operating facility, an influenza pandemic may not directly affect the physical infrastructure of the organization. As such, a traditional "continuity activation" may not be required during a pandemic influenza outbreak. However, a pandemic outbreak threatens an organization's human resources by removing essential personnel from the workplace for extended periods of time. Accordingly, the Southern Berkshire Regional School District continuity plan addresses the threat of a pandemic influenza outbreak.

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APPENDIX 1: WORLD HEALTH ORGANIZATION PHASES

The World Health Organizations (WHO) developed an alert system to help inform the world about the seriousness of a pandemic. The alert system has six phases, with Phase 1 having the lowest risk of human cases and Phase 6 posing the greatest risk of pandemic. Organizations are encouraged to monitor the WHO phases and establish continuity “triggers” as deemed appropriate.

The phases are applicable globally and provide a framework to aid countries in pandemic preparedness and response planning. The use of a six-phased approach has been retained. However, the pandemic phases have been re-defined (Table 1). In addition, the time after the first pandemic wave has been elaborated into post peak and post pandemic periods.

Table 1: World Health Organization Pandemic Influenza Phases

Phase 1	No animal influenza virus circulating among animals has been reported to cause infection in humans.
Phase 2	An animal influenza virus circulating in domesticated or wild animals is known to have caused infection in humans and is therefore considered a specific potential pandemic threat.
Phase 3	An animal or human-animal influenza reassortant virus has caused sporadic cases or small clusters of disease in people, but has not resulted in human-to-human transmission sufficient to sustain community-level outbreaks.
Phase 4	Human-to-human transmission (H2H) of an animal or human-animal influenza reassortant virus able to sustain community-level outbreaks has been verified.
Phase 5	The same identified virus has caused sustained community level outbreaks in two or more countries in one WHO region.
Phase 6	In addition to the criteria defined in Phase 5, the same virus has caused sustained community level outbreaks in at least one other country in another WHO region.
Post-Peak Period	Levels of pandemic influenza in most countries with adequate surveillance have dropped below peak levels.
Possible New Wave	Level of pandemic influenza activity in most countries with adequate surveillance rising again.
Post-Pandemic Period	Levels of influenza activity have returned to the levels seen for seasonal influenza in most countries with adequate surveillance.

The WHO phases of pandemic alert:

In the 2009 revision of the phase descriptions, WHO has retained the use of a six-phased approach for easy incorporation of new recommendations and approaches into existing national preparedness and response plans. The grouping and description of pandemic phases have been revised to make them easier to understand, more precise, and based upon observable phenomena. Phases 1–3 correlate with preparedness, including capacity development and response planning activities, while Phases 4–6 clearly signal the need for response and mitigation efforts.

Furthermore, periods after the first pandemic wave are elaborated to facilitate post pandemic recovery

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activities.

In nature, influenza viruses circulate continuously among animals, especially birds. Even though such viruses might theoretically develop into pandemic viruses, in Phase 1 no viruses circulating among animals have been reported to cause infections in humans.

In Phase 2 an animal influenza virus circulating among domesticated or wild animals is known to have caused infection in humans, and is therefore considered a potential pandemic threat.

In Phase 3, an animal or human-animal influenza reassortant virus has caused sporadic cases or small clusters of disease in people, but has not resulted in human-to-human transmission sufficient to sustain community-level outbreaks. Limited human-to-human transmission may occur under some circumstances, for example, when there is close contact between an infected person and an unprotected caregiver. However, limited transmission under such restricted circumstances does not indicate that the virus has gained the level of transmissibility among humans necessary to cause a pandemic.

Phase 4 is characterized by verified human-to-human transmission of an animal or human-animal influenza reassortant virus able to cause “community-level outbreaks.” The ability to cause sustained disease outbreaks in a community marks a significant upwards shift in the risk for a pandemic. Any country that suspects or has verified such an event should urgently consult with WHO so that the situation can be jointly assessed and a decision made by the affected country if implementation of a rapid pandemic containment operation is warranted. Phase 4 indicates a significant increase in risk of a pandemic but does not necessarily mean that a pandemic is a forgone conclusion.

Phase 5 is characterized by human-to-human spread of the virus into at least two countries in one WHO region. While most countries will not be affected at this stage, the declaration of Phase 5 is a strong signal that a pandemic is imminent and that the time to finalize the organization, communication, and implementation of the planned mitigation measures is short.

Phase 6, the pandemic phase, is characterized by community level outbreaks in at least one other country in a different WHO region in addition to the criteria defined in Phase 5. Designation of this phase will indicate that a global pandemic is under way.

During the post-peak period, pandemic disease levels in most countries with adequate surveillance will have dropped below peak observed levels. The post-peak period signifies that pandemic activity appears to be decreasing; however, it is uncertain if additional waves will occur and countries will need to be prepared for a second wave.

Previous pandemics have been characterized by waves of activity spread over months. Once the level of disease activity drops, a critical communications task will be to balance this information with the possibility of another wave. Pandemic waves can be separated by months and an immediate “at-ease” signal may be premature.

In the post-pandemic period, influenza disease activity will have returned to levels normally seen for seasonal influenza. It is expected that the pandemic virus will behave as a seasonal influenza A virus. At this stage, it is important to maintain surveillance and update pandemic preparedness and response plans accordingly. An intensive phase of recovery and evaluation may be required.

SBRSD Continuity of Operations Plan Influenza and Pandemic

APPENDIX 2: WEBSITES FOR PLANNING AND PREPAREDNESS

<http://www.opm.gov/pandemic/index.asp> - Links to policies on leave, pay, hiring, alternative work arrangements and other critical human capital issues in relation to pandemic influenza.

<http://www.pandemicflu.gov> - pandemic influenza related information (e.g., signs and symptoms of influenza, modes of transmission, developing individual and family plans, etc.).

<http://www.flu.gov/planning-preparedness/federal/index.html#> Pandemic influenza related information for Federal Government agencies to use for planning and preparedness. Links to other federal government agencies

DRAFT



FY20 WARRANTS REPORT

March 1, 2020

Date	Voucher #	Total Amount:	General Fund Amount:	Other Funds	NOTES
2/27/2020	JE348	\$ 406,232.88	\$ 359,631.04	\$ 46,601.84	PAYROLL: GENERAL FUND, CHILD CARE, TITLE I
2/28/2020	JE349	\$ 369,907.92	\$ 334,670.86	\$ 35,237.06	PAYROLL: GENERAL FUND, CHILD CARE, TITLE I
		<u>\$ 776,140.80</u>	<u>\$ 694,301.90</u>	<u>\$ 81,838.90</u>	
Accounts Payable Warrants					
11/30/2019	1107	\$ 4,957.36	\$ 3,248.16	\$ 1,709.20	P-CARD MISC PURCHASES: GEN FUND, CHILD CARE, ATHLETICS REVOLVING, TITLE IV, EAGLE&JANET FUND
12/31/2019	1206	\$ 2,992.37	\$ 1,673.01	\$ 1,319.36	P-CARD MISC PURCHASES: GEN FUND, CHILD CARE, DONATIONS, KARE BEAR, STUDENT ACTIVITIES, TITLE I, EAGLE&JANET FUND
1/31/2020	1305	\$ 210,631.30	\$ 210,582.15	\$ 49.15	PAYROLL TAXES & BENEFITS
2/29/2020	1405	\$ 146,836.74	\$ 37.62	\$ 146,799.12	PAYROLL TAXES & BENEFITS
3/1/2020	1501	\$ 298,695.30	\$ 280,449.84	\$ 18,245.46	MARCH HEALTH INSURANCE: GEN FUND, CHILD CARE
3/6/2020	1502	\$ 210,364.42	\$ 171,453.13	\$ 38,911.29	ROUTINE PAYABLES FOR GENERAL FUND AND REVOLVING ACCTS.
		<u>\$ 210,364.42</u>	<u>\$ 171,453.13</u>	<u>\$ 38,911.29</u>	
		<u>\$ 986,505.22</u>	<u>\$ 865,755.03</u>	<u>\$ 120,750.19</u>	

Total of all warrants:

Submitted by The Management Solution, Inc.



SBRSD Budget Transfers for School committee approval 3/12/2020

From	10000.9.310.5110.02.2110	\$ 5,637.04	Curr. Director Salary
To	10000.9.310.5110.00.1210	\$ 5,637.04	Supt. Salary
From	10000.9.310.5110.02.2110	\$ 326.32	Curr. Director Salary
To	10000.9.310.5210.00.1210	\$ 326.32	Supt. Assist. Salary
From	10000.9.310.5110.02.2110	\$ 687.29	Curr. Director Salary
To	10000.9.310.6166.00.1210	\$ 687.29	Travel & Conf. Admin.
From	10000.5.113.5110.02.2210	\$13,145.00	Student Support Asst. Salary
To	10000.9.210.6110.01.1430	\$13,145.00	Contr. Serv. Sped Legal
From	10000.7.155.5110.00.2305	\$ 1,727.77	P.E. Teacher - Elementary
To	10000.9.310.6541.00.1210	\$ 1,727.77	Gen. Supplies - Central Office
From	10000.7.155.5110.00.2305	\$ 3,803.71	P.E. Teacher - Elementary
To	10000.9.310.5110.00.1410	\$ 3,803.71	Salaries - Business Administrator
From	10000.7.155.5110.00.2305	\$ 6,000.00	P.E. Teacher - Elementary
To	10000.9.330.6360.04.1210	\$ 6,000.00	Public Relations
From	10000.7.155.5110.00.2305	\$ 764.80	P.E. Teacher - Elementary
To	10000.9.176.6360.00.1410	\$ 764.80	Acct. software Maint
From	10000.7.155.5110.00.2305	\$ 55.74	P.E. Teacher - Elementary
To	10000.9.310.5210.00.1410	\$ 55.74	Business Office Assistants
From	10000.7.155.5110.00.2305	\$12,400.70	P.E. Teacher - Elementary
To	10000.9.305.6110.01.1430	\$12,400.70	Legal Fees
From	10000.7.155.5110.00.2305	\$ 2,689.16	P.E. Teacher - Elementary
To	10000.9.210.6110.01.1430	\$ 2,689.16	Contr. Serv. Sped Legal
From	10000.7.155.5110.00.2305	\$ 474.98	P.E. Teacher - Elementary
To	10000.4.110.5210.00.2210	\$ 474.98	UME Secretary Salary
From	10000.7.155.5110.00.2305	\$ 579.56	P.E. Teacher - Elementary
To	10000.9.310.6360.05.1420	\$ 579.56	Computer Payroll Service
From	10000.7.155.5110.00.2305	\$ 656.02	P.E. Teacher - Elementary
To	10000.9.310.6360.10.1420	\$ 656.02	Contr. Services - HR

SBRSD Budget Transfers

for School committee approval 3/12/2020

From	10000.7.155.5110.00.2305	\$ 605.10	P.E. Teacher - Elementary
To	10000.7.110.5110.00.2210	\$ 605.10	Elem. Princ. Salary
From	10000.7.155.5110.00.2305	\$ 44.40	P.E. Teacher - Elementary
To	10000.9.170.5110.01.2250	\$ 44.40	Tech Admin Salary
From	10000.7.155.5110.00.2305	\$ 159.26	P.E. Teacher - Elementary
To	10000.9.525.5120.02.2325	\$ 159.26	Salary Subs - Class Fill-ins
From	10000.7.155.5110.00.2305	\$ 9,926.09	P.E. Teacher - Elementary
To	10000.9.210.6361.50.2440	\$ 9,926.09	Contr. Serv. Sped Summer
From	10000.7.155.5110.00.2305	\$ 3,900.96	P.E. Teacher - Elementary
To	10000.9.210.6361.01.2440	\$ 3,900.96	Sped Job Coaching
From	10000.4.215.5110.01.2330	\$57,140.00	Sped Caseworkers UME
To	10000.9.512.6370.01.3300	\$57,140.00	Transportation - Reg. Ed. Routes
From	10000.5.215.5110.01.2330	\$60,065.00	Student Serv. Caseworkers ME
To	10000.9.512.6370.01.3300	\$60,065.00	Transportation - Reg. Ed. Routes
From	10000.9.510.5310.00.2330	\$63,249.13	District-wide Paras
To	10000.9.512.6370.01.3300	\$63,249.13	Transportation - Reg. Ed. Routes
From	10000.4.146.6379.00.2440	\$ 1,200.00	Field Trips - UME Science
To	10000.4.146.6540.00.2415	\$ 1,200.00	Science Instructional Materials - UME
From	10000.3.146.6379.00.2440	\$ 500.00	Field Trips - NMC Science
To	10000.3.146.6540.00.2415	\$ 500.00	Science Instructional Materials - NMC
From	10000.1.146.6379.00.2440	\$ 250.00	Field Trips - SE Science
To	10000.1.146.6540.00.2415	\$ 250.00	Science Instructional Materials - SE