

January 5, 2016

Staples High School

WESTPORT BOARD OF EDUCATION

***AGENDA**

(Agenda Subject to Modification in Accordance with Law)

PUBLIC SESSION/PLEDGE OF ALLEGIANCE:

7:30 p.m., Staples High School, Cafeteria B (Room 301)

ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION

PUBLIC QUESTIONS/COMMENTS ON NON-AGENDA ITEMS (15 MINUTES)

DISCUSSION:

1. Proposed 2016-17 Budget of the Superintendent of Schools (Encl.) Dr. Landon
2. Utilization of Existing Spaces to Meet Staples (Encl.) Mr. D'Amico
Long-Term Space Needs Dr. Landon

UPDATE:

Health and Medical Insurance Revenues and Expenses; Projected Year-End Balance in Health Reserve Account

ADJOURNMENT

*A 2/3 vote is required to go to executive session, to add a topic to the agenda of a regular meeting, or to start a new topic after 10:30 p.m. The meeting can also be viewed on cable TV on channel 78; AT&T channel 99 and by video stream @www.westport.k12.ct.us

PUBLIC PARTICIPATION WELCOME USING THE FOLLOWING GUIDELINES:

- Comment on non-agenda topics will occur during the first 15 minutes *except* when staff or guest presentations are scheduled.
- Board will not engage in dialogue on non-agenda items.
- Public may speak as agenda topics come up for discussion or information.
- Speakers on non-agenda items are limited to 2 minutes each, except by prior arrangement with chair.
- Speakers on agenda items are limited to 3 minutes each, except by prior arrangement with chair.
- Speakers must give name and use microphone.
- Responses to questions may be deferred if answers not immediately available.
- Public comment is normally not invited for topics listed for action after having been publicly discussed at one or more meetings.



James J. D'Amico
Director of Secondary Education

TO: Elliott Landon
FROM: James D'Amico
SUBJECT: SHS: Utilization of Existing Spaces to Meet Long-Term Needs
DATE: January 5, 2016

We have been working with the Staples High School administrative team to identify spaces that currently exist, and that with some reorganization and/or refurbishment, could address programmatic and population-driven needs on a short-term basis. While none of the options create an ideal arrangement, they will allow us to offer all of our programs for next year. The needs that we considered, in order of priority are:

1. Appropriate facilities for new and existing engineering programs
2. Additional classroom space for Science classes
3. Anticipated additional classroom spaces for Math
4. Additional classroom space for World Languages
5. Room for the creation of a Makerspace in the SHS Library Media Center
6. Keeping classrooms for each department on the same floor

We have identified three possible plans, which address most of these needs.

Option 1

- WL Learning Center becomes full-time instructional space
- Room 2065 Becomes Math/SS Flex Room
- Computer Science remains in Room 1033
- Engineering Courses Remain in LMC Instructional Space

Pros

- Addresses immediate classroom space needs in Math and World Languages
- Least impactful on current space usage

Cons

- Engineering facility remains small, without access to water, and a distance from science offices
- Does not allow for a Makerspace in the Library Media Center

Option 2

- WL Learning Center becomes full-time instructional space
- Move Engineering Courses to Room 1033
- LMC Instructional space becomes Makerspace
- Computer Science Moves to Room 3025
- Room 2065 becomes Math room
- Room 2064 becomes SS/Math Flex or WL Learning Center becomes WL/Math Flex

Pros

- Room 1033 can be more easily changed to Engineering classroom rather than a regular classroom because of the size of the space, and ready access to power.
- Room 1033 is adjacent to a restroom, raising the possibility of access to water and there are several possible storage locations nearby, including the office space in between 1029 and 1033.
- Room 3025 is centrally located on the 3rd floor and has a storage room attached
- Allows for creation of Makerspace in the Library Media Center with Mac computers, 3D Printer access and video editing capabilities

Cons

- One math classroom displaced to second floor
- Some incremental cost to outfit Room 1033 for Engineering
- Long-term: lack of adjacent science/engineering facilities if program grows

Option 3

- WL Learning Center becomes full-time instructional space
- Move Academic Support/Inklings to Room 1033
- Move Computer Science to Room 3025
- Move Social Studies Department to 3rd floor
- Move Math department to 2nd floor, including Room 2031 and 2014
- Move Engineering to Greenhouse
- LMC Instructional Space becomes Makerspace
- Horticulture utilizes outdoor growing space/construct new greenhouse

Pros

- Same advantages as Option 2
- Inklings maintains a large instructional space with power and network access
- Math department would have access to up to 15 classrooms, from the present 13
- Science/Engineering/Computer Science would have access to 2 additional classrooms from present space
- Provides adjacencies for Science/Engineering staff and program for future growth

Cons

- Inklings facility and corresponding Advanced Journalism classes moved away from English office
- Most expensive option
- Most disruptive option measured against current setup
- Only moving Engineering would eliminate Horticulture program

All of the options include using the current World Languages Learning Center as a full-time instructional space. As was discussed in October, this room is already used as a classroom during one period of the day for this purpose. The department has shared that this space is primarily used for students to make up written assessments, a function that can be accomplished in the English and Social Studies Learning Center.

Other needs that have been identified by the administration, such as the difficulties in sharing one space for music technology and graphic design, PE and Health space, and the lack of a large interdisciplinary instructional space are not addressed at all by these plans. Any of these options would likely require additions to the footprint of the building.

We have discussed the use of portable classrooms to provide temporary relief to our classroom space needs, but have not developed a formal option, as this type of capital project exceeds the expertise of the group. Should this be an option that the Board would like to pursue, we can assemble a small team to focus on the logistics, cost, and benefits of this solution.

At the present time, I recommend that we proceed with executing Option 2 for 2016-17, with an eye on the possibilities presented in Option 3 for a more long-term solution. While Option 2 will be able to accommodate our most pressing needs for the next two years, changes in student course distributions related to graduation requirements could upset the assumptions that we have made here. Option 1 could be implemented most easily, but addresses the fewest needs of any option.

In combination with any physical solution to the space issue, we will begin to explore online curriculum delivery options that could assist with crowding issues as well as move our program into exciting new directions. One idea that we will consider will be the development of hybrid online/in-person courses. While issues would have to be addressed including student readiness, class size limits, and teacher work day implications, this type of class would use physical space less often, increasing our flexibility in scheduling. For example, instead of one class occupying one period, two classes that meet half as often could occupy the same space on alternating days.

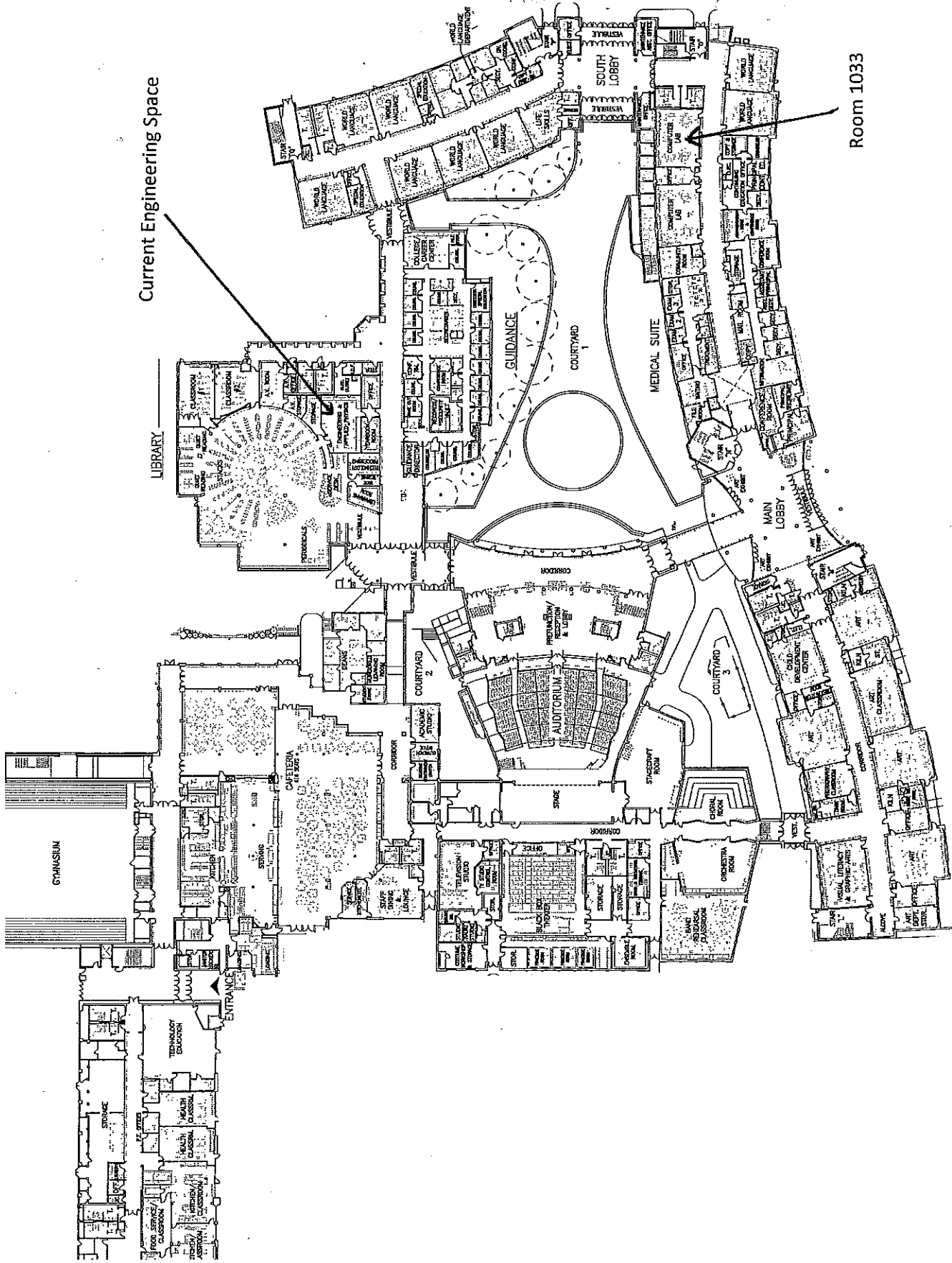
Another issue that surfaced in our discussions was crowding in the cafeteria. We have added more furniture, but during the lunch waves it can be difficult for students and teachers to move around. The administration will be exploring one option with the Fire Marshall, which would to utilize the hallway surrounding the cafeteria as a seating space during lunch. We would also like to explore the possibility of enclosing the patio adjacent to this hallway as a way to alleviate the crowding during lunch, and to serve as possible meeting space that would not take away use of the Library Media Center classrooms during instructional time.

In addition to student program needs, we have also, since our report in October, identified needs for technological systems at Staples, since the current network requirements for security and our BYOD environment have outgrown the original building design. Through virtualization and server

consolidation, the technology staff have been able to reduce the physical footprint of equipment in our primary "data center" at Staples, which is the MDF room located in basement of the building. However, now that we have added additional equipment to the closets for the new radio system (walkie talkies), and we will soon be storing a large amount of security camera footage as well as equipment to power the cameras in Staples; we will soon outgrow the MDF room. This room is outfitted with traditional water sprinklers for fire suppression and has flooded from outside water sources in the past, making it a usable, but undesirable space for electronic storage.

It is also important to note that should the solution to the long-term instructional space issue at Staples be solved by an expansion of the building, a new data closet will be required to service the network needs of the new area.

The options that we have developed can be implemented in short order, and address the most pressing of our immediate needs in ensuring that the Staples High School physical plant supports our programs and gives us the necessary flexibility to schedule our students for the courses they need and desire. Over the long-term, we will need to put together a committee to examine the effectiveness of these measures, and formally prioritize all of the needs presented so that we can explore options for more significant changes to our facility as we enter the second decade of its service to our students.



Current Engineering Space

Room 1033

1st Floor

Medical Health Insurance Fund
FY 15-16 Projections
with Claims Cash Draw Data as of November 30, 2015

	FY16 Projections	
	Mar-15	Dec-15
Cash receipts		
General Fund Budget from line 210	14,049,493	14,247,493
Other Fund Contributions	85,000	70,000
Employee Contributions (Active)	2,672,011	2,607,655
Flex Spending Accounts	-	-
Cobra Participants	18,100	18,100
Retirees under 65	365,701	365,701
State Teachers Retirement (TRB)	160,000	150,000
Life Insurance Premiums	25,000	25,000
Retirees over 65	442,939	442,939
Other Contributions (FICA, Retiree Life, etc.)	45,000	45,000
Total cash receipts	17,819,244	17,971,888

Cash disbursements		
Medical	11,894,994	11,085,349
Prescription	2,112,056	2,174,638
Dental	1,082,451	1,118,896
Flex Spending Accounts	-	-
Contribution to HSA	1,159,000	1,124,000
Medical Administrative	422,882	420,720
Network Access Fee	169,981	163,162
Individual Stop-Loss	772,613	756,215
FSA Administrative	54,850	53,847
Consulting Fee	2,931	2,931
ACA Related Fees	89,540	45,000
PCORI Fee	1,666	89,907
Retirees over 65	723,435	4,268
Total cash disbursements	18,845,549	17,792,856

Change in cash balance	(727,105)	219,232
Beginning cash balance	2,471,243	2,471,243
Insurance Fund Draw Down (budget)	(500,000)	-
Insurance Fund Draw Down (YTD deficit)	384,267	-
Projected Operating Surplus/(Shortfall)-Cash basis	2,195,240	219,232
Ending cash balance(deficit)-projection	(852,000)	(952,000)
Less: Incurred but not reported claims (carrying FY15 Net Position/Deficit) end of year-projection	1,409,810	1,798,475

	Claims Cash Draw Against Insurance Fund Account		Other	Total	Avg. Monthly Claims (Med/tx/Dental)	Variance
	Dental	Flex				
Jul 2015	\$ 66,973	\$ 383	\$ -	\$ 1,136,863	\$ 1,136,451	\$ 412
Aug 2015	\$ 1,184,174	\$ 119,065	\$ 29	\$ 1,375,577	\$ 1,251,815	\$ 115,364
Sept 2015	\$ 1,411,824	\$ 81,297	\$ -	\$ 1,498,018	\$ 1,392,250	\$ 80,435
Oct 2015	\$ 874,214	\$ 92,276	\$ -	\$ 914,274	\$ 1,225,810	\$ [106,440]
Nov 2015	\$ 1,206,377	\$ 75,055	\$ 90,135	\$ 1,382,503	\$ 1,236,534	\$ 107,724
YTD/Estimate	5,756,066	428,606	90,135	6,305,798	6,305,798	\$ -
Theoretical YTD Spend Rate	43.4%	38.1%	n/a	n/a	n/a	n/a
variance %	4.7%	-3.6%	n/a	n/a	n/a	n/a
variance \$	226,651	(39,974)	\$ -	\$ (89,974)	\$ -	\$ (89,974)
FY16 Projection (Dec-15):	\$ 13,259,987	\$ 1,118,896	\$ -	\$ 14,378,883	\$ 14,378,883	\$ -
YTD Encumbr.	(5,756,066)	(428,606)	\$ -	(6,184,672)	(6,184,672)	\$ -
Balance available to June 30:	\$ 7,503,921	\$ 690,290	\$ -	\$ 8,194,211	\$ 8,194,211	\$ -

	Avg. Monthly Claims (Med/tx/Dental)	Variance
Jul 2015	\$ 1,034,843	\$ 304,846
Aug 2015	\$ 1,339,689	\$ 2,681
Sept 2015	\$ 1,342,380	\$ [106,440]
Oct 2015	\$ 1,093,967	\$ 107,724
Nov 2015	\$ 1,009,290	\$ [84,577]

	10%	18.7%	-6.6%	12.1%
Total	\$ 1,437,888	\$ 1,437,888	\$ [952,000]	\$ 485,888
Drawdown	(1,252,586)	(1,252,586)	\$ -	(1,252,586)