

WESTPORT BOARD OF EDUCATION

AGENDA*

(Agenda Subject to Modification in Accordance with Law)

PUBLIC CALL TO ORDER

6:30 p.m., Staples High School, Room 1025c

EXECUTIVE SESSION:

1. Discussion of Attorney-Client Privileged Memorandum Regarding Review of Staff Concerns During Leadership Transition
2. Non-Union Personnel Compensation 2019-2020

RESUME 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)

MINUTES: April 22 and May 6, 2019

DISCUSSION

- | | |
|---------------------------------|----------------|
| 1. Bedford Middle School Update | Dr. Adam Rosen |
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DISCUSSION/ACTION

- | | | |
|---|---------|-------------------------------------|
| 1. Acceptance of Gifts, <i>pages 1-3</i> | (Encl.) | Dr. David Abbey |
| 2. Elementary Math Textbook Approval | | Dr. Anthony Buono |
| 3. Ed Specs for Portables, <i>pages 5-13</i> | (Encl.) | Dr. Anthony Buono |
| 4. Budget Reconciliation 2019-20, <i>page 15</i> | (Encl.) | Mr. Elio Longo |
| 5. Bedford Renovation Proposal | | Dr. Anthony Buono
Mr. Elio Longo |
| 6. Master Facilities Plan, <i>pages 17-18</i> | (Encl.) | Dr. Anthony Buono
Mr. Elio Longo |
| 7. Adopt Guiding Criteria for Redistricting, <i>page 19</i> | (Encl.) | Dr. Anthony Buono |
| 8. Non-Union Personnel Compensation 2019-2020 | | Mr. Mark Mathias |

UPDATES

- | | |
|-------------------------------------|---|
| 1. Finance and Facilities Committee | Ms. Elaine Whitney
Mr. Neil Phillips |
|-------------------------------------|---|

2. Teaching and Learning Committee

Ms. Candice Savin

3. BMS Modular Committee and the CMS School Building Committee

Ms. Karen Kleine

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 Cablevision on channel 78; Frontier channel 6021 and by video stream @www.westportps.org

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.



CES PTA

65 Easton Road, Westport, CT 06880

May 6, 2019

Dear Dr. Buono and Board of Education,

The Coleytown Elementary School PTA has received a generous grant from the Rita Allen Foundation in the amount of \$7,000.

On behalf of the Coleytown Elementary School PTA, we would like to offer this amount as a gift to Coleytown Elementary School to purchase a Gaga Ball Pit and balls for the playground. The Coleytown community is very excited about the Gaga Ball Pit and think it is the perfect addition to our playground.

Please let us know if you have any questions. We hope that you and the Board of Education will accept this gift.

Thank you,

Youn Su Chao and Stefanie Shackelford

CES PTA Co-Presidents

COLEYTOWN ELEMENTARY SCHOOL

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STAPLES HIGH SCHOOL

70 North Avenue, Westport, Connecticut 06880-2799

James J. D'Amico
Principal

Phone: 203-341-1201
Email: jdamico@westportps.org

May 10, 2019

Dear Dr. Abbey,

We have received a gift in the amount of \$3,000 from an anonymous donor to support the Staples High School We The People team's attendance at the National Finals in Washington, DC this past April. This is the third consecutive year that Staples has been represented at the national competition.

This gift will allow the team to defray the cost of the competition, which is over \$1,200 per student.

On behalf of Mrs. Suzanne Kammerman, the AP U.S. Government & Politics teacher and team coach, I would like to express our gratitude for this generous donation in support of our team. I know that they represented Staples High School and the state of Connecticut well in this national competition.

Sincerely,

A handwritten signature in cursive script that reads "James J. D'Amico".

James D'Amico
Principal

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EDUCATIONAL SPECIFICATIONS

Bedford Middle School

Modular Classrooms

Westport Public Schools

Westport, CT 06880

Dr. Anthony Buono

Assistant Superintendent of Teaching Learning

For submission to the State Department of Education by

Dr. David Abbey, Superintendent of Schools

Approved by BOE DATE _____

RATIONALE FOR THE PROJECT

BACKGROUND:

During the summer months of 2018, mold & water infiltration was detected at Coleytown Middle School. Before the start of school the mold was remediated and industrial dehumidifiers were installed to reduce indoor humidity levels, deterring the growth of mold. On September 20, 2018, the District closed Coleytown Middle School after a number of students and staff members reported feeling ill inside the building. At that time, the Board of Education authorized an assessment of the entire facility. KG & D Architects and consulting engineers were hired to complete the assessment. A number of deficiencies were found, including that the poor exterior envelope has a major detrimental effect on HVAC performance. The system is overloaded due to excessive H₂O infiltration and the air handling units were improperly installed or non-functioning. Additionally, issues with the facade were found to be wide-spread and pervasive, and that localized repairs would not prevent future water entry and resultant issues. Major repairs to the facade were recommended including, all of the ground face masonry walls be removed and replaced and that all of the windows and curtainwalls also be replaced. Since then two peer reviews have been completed *and* the District continues to explore all options to repair and reenter the building in a timely fashion.

At this time, the District has been advised that repairs will take approximately 18-24 months. As a result, the District has leased six relocatable classrooms for Bedford Middle School to help accommodate the students that are relocated from Coleytown Middle School due to the temporary closure. All leased portable classrooms will adhere to current building code, life safety code, and fire code requirements.

ENROLLMENT:

Between 2008 and 2018 the enrollment in Westport has decreased from 5,718 students to 5,438 students. On October 24, 2018, The New England School Development Council (NESDEC) issued an updated report on the District's five-year enrollment projections. This report suggests a relatively small decrease in enrollment over the next five years. Based on these enrollment projections, Westport Public Schools will need to maintain five elementary schools, two middle schools, and one high school in its portfolio. Since Coleytown Middle School is currently closed, the existing Bedford Middle School will need to house 1,304 students until Coleytown Middle School can be reopened.

CAPACITY:

Based on a capacity study done by Milone & MacBroom in 2019, Bedford Middle School has a capacity of 800 students. The projected enrollment for Bedford Middle School in the 2019-2020 school year is approximately 1,304 students. The significant increase in student population is a result of the displaced students from Coleytown Middle School. Bedford Middle School was at capacity prior to the addition of Coleytown students and has been experiencing issues consistent with overcrowding. In order to accommodate the additional students and to mitigate space challenges, the District has added six portable classrooms while repairs to Coleytown Middle School are completed.

LONG RANGE EDUCATIONAL PLAN:

In December of 2010 the Board of Education approved the following Mission Statement to guide the long-range planning of the District. On December 18, 2017 the Board of Education approved a District Strategic Plan that details the specific goals and actions to be implemented over the next three years to achieve the District's Mission. In addition to this the Town is in the process of renovating Coleytown Middle School so that the students can reenter that school within the next two years.

Mission Statement

The Mission of the Westport Public Schools is to prepare all students to reach their full potential as life-long learners and socially responsible contributors to our global community.

We achieve this by fostering critical and creative thinking and collaborative problem solving through a robust curriculum delivered by engaging and dedicated educators.

We are committed to maintaining an environment that supports inquiry and academic excellence, emotional and physical well-being, appreciation of the arts and diverse cultures, integrity and ethical behavior.

Strategic Plan Goals

Goal 1: It is the belief that if the District...

ensures that all faculty have a command of their respective teaching standards, facilitate the design of rigorous and engaging curricula built on the foundation of appropriate standards, develop a comprehensive system of assessment and metrics for determination of progress towards goals and ensure that every student has a pathway to reach his or her potential,

then the District will continue to serve the best interests of the students and families of Westport and shine as a lighthouse district of educational excellence within a global environment.

Goal 2: It is the belief that if the District...

ensures that it focuses on the physical, social, and emotional well-being of students and staff that supports a culture of emotional intelligence, empathy, and kindness,

then the District will continue to serve the best interests of the students and families of Westport and shine as a lighthouse district of educational excellence within a global environment.

Goal 3: It is the belief that if the District...

ensures that the structure of its organization and allocation of resources are aligned for optimal student outcomes and efficiency of resources,

then the District will continue to serve the best interests of the students and families of Westport and shine as a lighthouse district of educational excellence within a global environment.

Goal 4: It is the belief that if the District...

ensures that its financial plan over the next three years and its educational facilities are designed and actualized to support the success of the critical work of the District,

then the District will continue to serve the best interests of the students and families of Westport and shine as a lighthouse district of educational excellence within a global environment.

Goal 5: It is the belief that if the District...

ensures that it maintains a relentless focus on serving both the internal and external stakeholders of the District,

then the District will continue to serve the best interests of the students and families of Westport and shine as a lighthouse district of educational excellence within a global environment.

THE PROJECT

The Board of Education proposes the addition of six classrooms at Bedford Middle School to alleviate overcrowding of the facility due to the addition of the 6th – 8th grade students that are displaced from Coleytown Middle School.

The essential element of the project is to create sufficient learning space in the existing Bedford Middle School for the next 1-2 years while Coleytown Middle School is renovated. The modular classrooms will be four at 650 sf each two at approx. 800 sf each.

SITE DEVELOPMENT:

Provide a security fence and roof canopy to create a secured area for the students, teachers and administrators to access the modular classrooms from the existing building

The following specifications apply to the *leased modular classroom units only*:

BUILDING SYSTEMS:

Security/Safety

- Reliable internal and external communication should be available between/among all areas of the facility to the degree consistent with safety and security plans
- Electronic security shall be provided which will include color video cameras (interior and exterior) integrated into the existing IP security camera system
- Door hardware – District Standards – Schlage/Von Duprin/LCN
- Locks – Everest ‘D’ Keyway (interior), Primus Keyway (exterior) – Key into existing building system
- All spaces to be capable of interior lockdown (without re-entry into the corridor)
- Exterior doors used by staff and students for exterior functions shall have Prox card access integrated into the existing card access system.
- Tactile signage (new spaces) for room identification (including room numbers)
- Evacuation signage with directional maps
- Provide adequate site lighting
- Tight weave room darkening shades on all exterior windows

INTERIOR BUILDING ENVIRONMENT:

Mechanical Systems

- Separate independent mechanical/electrical systems to include an air flow balancing contractor hired directly by the building committee and reporting directly to the building committee and the Public Schools Central Office
- Lighting fixtures – standard type(s), ease of maintenance, coordinated with presentation stations (projectors & projection surfaces)
- Low voltage systems to be designed to district standards
- Wall clocks in all spaces. Clocks to be battery operated and synchronized via radio signal with U.S. Atomic Clock.

Interior Spaces - General

- Ceiling systems – standard sizes 2x2 or 2x4, standard tiles, 15/16” suspended ceiling grid
- Flooring –VCT or other easily mopped finish in classrooms, corridors, etc.
- Built in shelving, cabinets and countertops sufficient for instructional material storage
- Appropriate furniture and equipment to accommodate the intended use of the room/space inclusive of student desks and/or tables, chairs, bookcases, storage, teacher desks and chairs, learning centers for individual and/or group instruction, computer tables and chairs, area carpets, room darkening shades, appropriate projection surface for use with multimedia projector, wall pads, basketball hoops, fire resistant file cabinets, tackboards, tackstrips, whiteboards, flags, clocks, etc.

TECHNOLOGY:

- All instructional areas and support facilities shall be provided with:
 - local and wide-area wired and wireless networks
 - digitally delivered TV connectivity
 - digitally integrated internal broadcast capability
 - wiring for interactive whiteboard technology
- All wiring to be CAT 6 or better and certified. Each patch panel shall be labeled with the room number, and jack number and each jack labeled with MDF/IDF closet number, panel and punch down location.

CDAS DCS-SCG FILING REQUIREMENTS (for Reimbursement):

This project shall be designed so that it can be filed with the Connecticut Department of Administrative Services-Division of Construction - Office of School Construction Grants under at least the following project types:

- Relocatable Classrooms

COMMUNITY USES:

The middle school does not contain or host space(s) for other town departments or outside firms. The building is used exclusively as a middle school. The building facilities are available to the public on a reservation basis when the building is not in use (nights and weekends). Some of these uses include among others:

- Parent Teacher Association (PTA) meetings and events
- Cub Scouts
- Girl Scouts
- Various school clubs
- Civic group meetings
- Summer camps

Bedford Middle School is not used as a polling place.

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**Budget Reduction Strategies for 2019-2020 Academic (Fiscal) Year
for Board of Education Consideration**

BUDGET REDUCTION MITIGATION STRATEGIES

102	Teacher - Regular (Turnover savings)	\$	(150,000)	Increase contra account to \$600k w/Town backing
102	Teacher - Regular (enrollment)	\$	(66,880)	(1.0 FTE) 2 sections currently below class size guidelines
103	Teacher - Special Area	\$	(107,008)	(1.6 FTE) teacher at BMS/CMS (standard salary)
210	Health Insurance	\$	(54,000)	(2.6 FTE) standard benefits
323	Instructional Program Improvements	\$	(26,000)	Colleagues on Call, LLC.
323	Instructional Program Improvements	\$	(25,000)	Future Management Systems, Inc.
330	Other Professional/Technical Services	\$	(50,000)	Boulevard Research Partners, LLC.
various 700s	Equipment/Improvements	\$	(90,000)	Transfer to C/O Account
		\$	(568,888)	

ADMINISTRATIVE RECOMMENDATION

102	Teacher - Regular (enrollment)	\$	(67,000)	(1.0 FTE) 2 sections currently below class size guidelines
210	Health Insurance	\$	(20,000)	(1.0 FTE) standard benefits
323	Instructional Program Improvements	\$	(26,000)	Colleagues on Call, LLC.
323	Instructional Program Improvements	\$	(25,000)	Future Management Systems, Inc.
330	Other Professional/Technical Services	\$	(22,000)	Boulevard Research Partners, LLC.
various 700s	Equipment/Improvements	\$	(90,000)	Transfer to C/O Account
		\$	(250,000)	

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FEE PROPOSAL SUMMARY (REVISED MAY 6, 2019)

As requested per the Westport Public Schools Master Plan Facilities Consultant RFP #19-006 released on December 21, 2018, **and discussions with various Board of Education stakeholders on May 6, 2019**, Antinozzi Associates is providing this revised lump sum fee proposal for the required professional consulting services to prepare a master plan to serve as a tool in guiding the District in addressing the **seven (7)** public school facilities over the next 10 years.

Please note that the professional consultant fees indicated on this page are based upon the parameters and deliverables generally stated below according to Section 3 "Scope" per RFP #19-006.

PLANNED SCOPE OF WORK

Community Outreach

Individual school meetings with community/staff at each school will identify key issues related to the facility. Our team will facilitate meetings, collect/document input from participants, and meet with District staff to review administrative/maintenance facility requirements. We will use additional methods (interviews, surveys, focus groups) to gather information and schedule additional community input as needed.

Educational Specifications

Developed per the District's Educational Program and input from community/staff, our team will detail facility needs for each grade configuration within the District.

Demographics and Enrollment Projections

This task would require our team to create a study of housing markets with the District and enrollment projections for the current attendance area for 3, 5, and 10 year periods. It is our understanding that Milone & MacBroom (MMI) is currently in the process of providing these services for the Westport Board of Education. Therefore, we will work with MMI to utilize their findings as part of our master planning efforts.

Capacity and Utilization Study

Our team will create/review a school site capacity study, including a full facilities inventory and all outdoor spaces,

along with established State/local standards. We will utilize results of this study (and demographic study) to provide recommendations of maximum site sizes, possible school additions/new sites, and review current enrollment by school.

Facilities Equity Study

Our team will analyze/compare teaching and support spaces between the existing school sites by grade configuration. These findings will be compared with educational specifications to determine the need for changes or additions in facilities and spaces necessary to accommodate the instructional program.

Facilities Needs Assessment and Maintenance Schedules

Our team will prepare a digital database of existing District properties including location, land area, site improvements, square footage by use, and specialized facilities for use in reviewing all existing facilities in detail to determine the need for repair and upgrades, and identify items deferred or deleted. We will develop the 10-year facilities Capital Improvement Plan in consultation with the District's Facilities Department and site administration. We will also work closely with appropriate staff to incorporate the District's security and technology plans. Findings will include a detailed list of upgrades, changes, and additions to each school and District facility, including schedules of regular and deferred maintenance needs.

Cost Estimates

Our team will identify and project all costs associated with the recommended facility improvements and work with the District to identify construction cost escalation factors to be applied.

Financial Plan

Our team will investigate and document all potential funding sources available to the District for use in completing the Master Plan, including eligibility for State Reimbursements under various programs. All recommendations will comply with the Town's Charter and fiscal guidelines.

FEE PROPOSAL SUMMARY (REVISED MAY 6, 2019)

FEE PROPOSAL

Based on the scope of services listed above for this Master Planning Study, **as well as the requested removal of Coleytown Middle School for the scope of our work on May 6, 2019**, our lump sum fee for the professional design services and deliverables described is **\$243,700**.

Please note that reductions could not be made in all of the line items listed below due to the nature of the work required to provide a comprehensive master plan of the entire Westport School District. We would be willing to meet with required Town, School, and community stakeholders to review the scope of work required and our associated design and consultant fees.

Community Outreach.....	\$ 33,400
Educational Specifications.....	\$ 26,400
Demographics and Enrollment Projections.....	\$ N/C
Capacity and Utilization Study.....	\$ 18,900
Facilities Equity Study.....	\$ 7,000
Facilities Needs Assessment and Maintenance Schedules.....	\$ 125,000
Cost Estimates.....	\$ 27,000
Financial Plan.....	\$ 6,000
TOTAL FEE	\$ 243,700

REIMBURSABLE EXPENSES

Express mail, bulk printing/reproduction of final documents	\$ 4,500
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EXCLUSIONS

- **All field investigation, design, and cost estimating work associated with Coleytown Middle School**
- Detailed field verification, measuring, and/or documentation of existing school buildings, athletic facilities, or playing fields
- Architectural/Engineering Design Services beyond conceptual design layout for master plan purposes
- Demographic & Enrollment Projections (currently in process by Milone & MacBroom)
- Environmental/HazMat Services
- Geotechnical/Survey/Boring Studies



The BoE's primary goal for redistricting is to improve the enrollment balance at both middle schools so that it can ensure the viability of each school and equity for all students.

Guiding Criteria

- Instructional Model: maintain a minimum of 2 teams with 4 teachers per team at each of the middle schools.
- Utilization: promote reasonable balancing of enrollment of schools to avoid over-utilization or under-utilization of facilities.
- Proximity: keep distances traveled by students as short as possible. This may result in students going to first or second nearest school.
- Equity: provide access to the same resources and programming for all students.
- Sustainability: ensure long-term sustainability of plan – 5 & 10 years.
- Disruption: minimize impact to families by not having a split feeder pattern at any of the Els.

Redistricting options are guided by and weighed against these criteria to evaluate their viability.