

WESTPORT BOARD OF EDUCATION**AGENDA** *

(Agenda Subject to Modification in Accordance with Law)

SPECIAL NOTICE ABOUT PROCEDURES FOR THIS ELECTRONIC MEETING:

Pursuant to the Governor's Executive Orders No. 7B and 9H, public participation for this meeting will be held electronically and live streamed on westportps.org and shown on Optimum Government Access Channel 78 and Frontier Channel 6021. Emails to BOE members can be sent to BOE@westportps.org. Comments to be read during the public comment period must be submitted to the meeting's GoogleDoc during the submission period. Please see the following link for instructions and guidelines:

[https://www.westportps.org/uploaded/Procedures_and_Guidelines_for](https://www.westportps.org/uploaded/Procedures_and_Guidelines_for_Public_Participation_in_Remote_Board_Meetings.pdf)

[Public_Participation_in_Remote_Board_Meetings.pdf](https://www.westportps.org/uploaded/Procedures_and_Guidelines_for_Public_Participation_in_Remote_Board_Meetings.pdf). We will use our best efforts to read public comments if they are received during the public comment period and if they state your full name and address. Meeting materials will be available at westportps.org along with the meeting notice posted on the Meeting Agenda page.

PUBLIC SESSION/PLEDGE OF ALLEGIANCE

7:00 p.m., Held Remotely Pursuant to Executive Orders 7B and 9H

ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION**PUBLIC QUESTIONS/COMMENTS ON NON-AGENDA ITEMS (15 MINUTES)****MINUTES:** January 11, 2021**DISCUSSION**

- | | | |
|--|---------|-----------------------|
| 1. Health Update and School Reopening Model Update, <i>pages 4-5</i> | (Encl.) | Ms. Suzanne Levasseur |
| 2. FY 2022 Proposed Budget of the Superintendent of Schools | (Encl.) | Mr. Thomas Scarice |
| • Staffing | | Mr. Elio Longo |
| • Technology, <i>pages 6-7</i> | | Mr. John Bayers |
| • Special Education, <i>page 8</i> | | Ms. Natalie Carrignan |
| • Teaching and Learning, <i>pages 9-10</i> | | Mr. Michael Rizzo |
| | | Dr. Anthony Buono |
| 3. Discussion of Capital Projects Plan with Finance and Facilities Committee, <i>page 11</i> | (Encl.) | Mr. Elio Longo |

DISCUSSION/ACTION

- | | | |
|--|---------|-----------------|
| 1. Capital Project Funding Request – Greens Farms School Cooling Tower, <i>page 13</i> | (Encl.) | Mr. Elio Longo |
| 2. Capital Projects Soft Costs Request, <i>page 14</i> | (Encl.) | Mr. Elio Longo |
| 3. Revisions to 2021-2022 School Calendar, <i>pages 15-16</i> | (Encl.) | Mr. John Bayers |

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:

- Public comment will be accepted via a Google doc and the comments will be read aloud at the meeting. A link will be provided on Monday, prior to the meeting.
- There will be no in-person public comment due to public health concerns.
- A maximum of 15 minutes will be provided for public comments.
- Comments on agenda items are limited to 1 minute each.

It is the policy of the Town of Westport that all Town-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in a meeting or event due to a disability as defined under the Americans with Disabilities Act, please contact Westport's ADA Coordinator at 203-341-1043 or eflug@westportct.gov at least three (3) business days prior to the scheduled meeting or event to request an accommodation.



To: Westport Board of Education Members
From: Thomas Scarice, Superintendent of Schools
Re: January 19, 2021 Board of Education Meeting
Date: January 15, 2021

Provided below for Board consideration is an overview of the meeting agenda items for January 19, 2021. As we have done for previous meetings, the meeting will be held remotely with public access through live streaming and public comments and questions submitted electronically.

Discussion

1. Health Update and School Reopening Model Update

Sue Levasseur will provide her regular health update on COVID-19 cases. Sue will share updated information on the vaccine distribution plan from the State Department of Public Health and the changes to the process.

The administrative team worked closely, along with key faculty members, to develop plans for a move to a full reopening at the K-8 level with increased access at the high school level. Following submissions of these models for my review on January 8, we conducted a series of meetings to ensure that all planning details have been addressed. Again, we intend to move forward with the plan below, yet, there could be future changes in learning models based on our ability to continually prevent school-based transmission, and on the transmission trends in the community.

That said, our timeline has remained intact since sharing it on December 22. The goal was to increase on-site schooling opportunities for students by the end of the month of January, particularly at the start of the second half of the school year. This week was instrumental in finalizing those plans, problem-solving around the changes, determining what resources might be needed, ensuring a smooth transition process, and most importantly, communicating directly with leadership, faculty and staff.

Elementary schools will transition to full time on-site schooling beginning with a full asynchronous remote day for all elementary students on Wednesday January 27. This will provide teachers the time needed to accommodate their classrooms for full enrollment. A special two day transition schedule (January 28 and 29) will be shared next week by the elementary principals to their school communities. This schedule will illustrate how they will gradually welcome back their entire student body, with the first full K-5 day of on-site schooling scheduled for the first day of the second half of the school year. Beginning on February 1, elementary students will engage in full school days, with changes made to arrival/dismissal, bus seating assignments, lunch, and recess. Wednesdays will remain an on-site half day for students. Afternoons will be reserved for teachers to work with colleagues as they continue to solve instructional problems unlike any they have experienced in their careers as a result of COVID-19. There will be no need for a cohort switch on January 25.

The principals will be in attendance Tuesday evening to respond to Board questions regarding the plan. A sample third grade schedule has been included in the Board packet.

A primary concern of parents and staff is the provision of lunch. Lunch will be served in homerooms and efforts will be made to “dedensify” the classrooms where appropriate when serving lunch by accessing other areas of the school building. This has been discussed with the leadership of the WEAP, which represents those classified staff members largely, but not entirely, responsible for the supervision of lunch.

In order to gain a greater understanding of upcoming parent decisions regarding distance learning and transportation, a survey will be forthcoming which will gather information on any changes in distance learning requests, and transportation intentions, from parents. The distance learning option will remain for students and this program will be largely unchanged, providing consistency for this population of students.

The middle schools will also transition to full time on-site schooling on the first day of the third quarter, February 1. The middle schools will transition to the first phase of full reopening during the month of February, and the second phase on March 1. Phase 1 will have all students return in person for full day instruction on Monday, Tuesday, Thursday, and Friday, while maintaining the Distance Learning 1/2 day on Wednesdays (February 3, 10 and 24 only). Phase 2 will commence on March 1 with students attending school in person all five days; eliminating the Distance Learning Wednesday. The current daily schedule will continue to be implemented to make the transition easier for our students. A parent survey, similar to the elementary schools, will also be offered to parents regarding distance learning and transportation. Distance learners at the middle school level will continue to have access to live streaming. A sample middle school schedule has been included in the Board packet.

The first phase of the middle school transition plan maintains the daily student schedule and provides opportunities to support students' social/emotional needs as we increase the school population. This phase also continues support for teachers with professional time on the three Wednesdays in February, while maintaining the time at the end of the day dedicated to distance learners.

The second phase also maintains the daily schedule and increases in-person learning by adding a fifth full on-site instructional day to the week (Wednesday) and brings the schedule closer to the "pre-COVID" model. We will evaluate the need to build in professional time as needed.

Plans for an increase in on-site schooling for students have also been developed at Staples. However, given the impact of the events of last week, the Staples plans are a week or so behind schedule. Attention will be given to Staples this week in an effort to evaluate options going forward, such as was done with elementary and middle school this week.

There will be some unintended consequences associated with these changes. With more students on site it is very likely that we will see increased numbers of students and staff recommended to quarantine in light of being considered a close contact to a positive case. Also, it is likely that in some instances, a full, temporary school closure might be warranted in response to a positive case that includes many close contacts. Staffing our schools has been a challenge and that challenge has the potential to grow during full on-site schooling. Furthermore, given the information shared by regional peers, we expect an increase in the number of distance learners as we move to full on-site schooling. Finally, our buses will likely see more students on board. We will continue to monitor our efforts in these, and other, areas to ensure that we are continuing to provide the highest levels of safety that we can.

Overall, it is my conviction that our primary mission is to serve and develop our students. We must prioritize those in the care of our students, namely our leadership, our faculty and staff. Yet, during the challenging times of making decisions amid uncertainty I am advocating for, and recommending, that we balance our public health responsibilities with the perhaps less obvious risks that have impacted our children as a result of the reduction of on-site schooling. Many of the problems that were identified as a part of the Tri State Study, and many of the problems that we discuss daily in our schools, can be addressed, in part, through greater access to additional on-site schooling. The lack of connections with peers and adults, the academic struggles, and the ongoing challenge of engaging students can all be tempered with additional on-site schooling. This move will not eliminate these problems, nor will it eliminate the profound social/emotional and psychological issues that have emerged for some children, but it will ease the effects on the children we serve.

I was less inclined in the fall to increase the levels of on-site schooling, particularly at the elementary level which provided an "everyday" model. The knowledge base at that point in time, along with the lack of experience to draw from, convinced me that a move to a "pandemic classroom" was not warranted at that time. Now, months later, observing our success in mitigation, and those around us, coupled with the ongoing problems we seek to solve for our students, in my judgement, that trade off is worthy of this recommendation.

Again, the administrative team will be in attendance to respond to Board questions Tuesday night.

2. FY 2022 Proposed Budget of the Superintendent of Schools

Following last Friday's all day Board budget workshop, and the deliberations this past Monday evening, the administrative team will provide three "thematic" reviews of the budget for additional context. Natalie Carrigan, Director of Technology, Dr. Buono, Assistant Superintendent of Curriculum and Instruction, and Mike Rizzo, Assistant Superintendent for Special Services, will each provide a brief overview of their budgets. One page memos with an overview of their budgets have been included in the Board packet. They have done their best to include any Board member questions in their presentations. However, the team will be available to answer any additional questions on Tuesday evening.

3. Discussion of Capital Projects Plan with Finance and Facilities Committee

The Finance and Facilities Committee met this morning and, along with Chief Financial Officer, Elio Longo, will

provide information for discussion with the full Board regarding the capital projects plan. There are two action items that have been added to the agenda as a result of the committee work.

Discussion/Action

1. Capital Project Funding Request – Greens Farms School Cooling Tower

As a follow up to the Finance and Facilities Committee meeting, it is the recommendation that the Board requests a capital appropriation from the Board of Finance for the cooling tower replacement at Greens Farm Elementary School. Mr. Longo and the Finance and Facilities Committee will be able to respond to Board questions on this project.

2. Capital Projects Soft Costs Request

Soft costs are ordinarily included in the capital budget to address planning, engineering, and unexpected costs associated with capital projects. It is the recommendation that the Board, request from the Board of Finance, a capital appropriate for estimated soft costs for projects in 2020-2021 and 2021-2022. Mr. Longo and the Finance and Facilities Committee will be able to respond to Board questions on this request.

3. Revisions to 2021-2022 School Calendar

An error with the 2021-2022 school calendar, adopted by the Board of Education on June 1, 2020, was detected in the Human Resources office. The calendar does account for 182 student days, but April 1, 2022, is not included as part of the 182 school days. April 1, 2022 does not fall under a federal, state, or religious holiday designation for the year 2022. This issue does not impact the number of student days, but it does cause issues for our 12 month employees. It is apparent that an administrative error occurred when providing a draft for the Board to review.

The summary memo provided by John for our last meeting has been included again for Board consideration. The recommendation, following Board deliberation at the last meeting, is that the 2021-2022 school calendar is revised to make April 1, 2022 a school day, June 16, 2022 the last school day, and June 17, 2022 a built in snow day. This will provide a 6th built in snow day for the 2021-2022 school year.

| PHASE 1: FULL-OPEN FOR BOTH COHORTS WITH REMOTE LEARNING WEDNESDAY | | | | | |
|---|-------------------------------|---------|--|-------------------------------|--------|
| Begin at start of 3rd marking period on Monday, February 1st to Friday, February 26th | | | | | |
| Schedule | Monday | Tuesday | Wednesday | Thursday | Friday |
| 8:00-8:30 | Student Arrival Supervision | | ½ day remote learning (8:30-12:30) Dates: 2/3, 2/10, 2/24 | Student Arrival Supervision | |
| 8:30-2:45 | Full-open for Cohorts A and B | | | Full-open for Cohorts A and B | |
| 2:45-3:00 | Dismissal | | | Dismissal | |
| 3:00-3:30 | Distance Learning Cohort | | | Distance Learning Cohort | |

| PHASE 2: FULL-OPEN FOR BOTH COHORTS | | | | | |
|--|--|---------|-----------|----------|--------|
| Anticipate Phase 2 starting on Monday, March 1, 2021 | | | | | |
| Schedule | Monday | Tuesday | Wednesday | Thursday | Friday |
| 8:00-8:30 | Student Arrival Supervision | | | | |
| 8:30-2:45 | Full-open for Cohorts A and B | | | | |
| 2:45-3:00 | Dismissal | | | | |
| 3:00-3:30 | Distance Learning Cohort (dates for after school staff meetings will be published in advance) | | | | |

| Sample Elementary Schedule | | | | | | | |
|----------------------------|-------------|--|--|--------------------|---|--|--|
| Period | Sample | Monday | Tuesday | Wednesday | | Thursday | Friday |
| A | 9:00-9:15 | Morning Meeting | Morning Meeting | 9:00-9:15 | Morning Meeting | Morning Meeting | Morning Meeting |
| B | 9:15-10:00 | Math | Math | 9:15-9:45 | Math | Math | Math |
| C | 10:10-10:55 | Sm.Grp. 10:10-10:40am/ Recess 10:40-10:55 am | Sm.Grp. 10:10-10:40am/ Recess 10:40-10:55 am | 9:55-10:25 | WIN | Sm.Grp. 10:10-10:40am/ Recess 10:40-10:55 am | Sm.Grp. 10:10-10:40am/ Recess 10:40-10:55 am |
| D | 11:05-11:50 | WIN | WIN | 10:35-11:05 | Reading Workshop | WIN | WIN |
| E | 12:00-12:45 | Writing Workshop | Writing Workshop | 11:15-11:45 | P.E. | Writing Workshop | Writing Workshop |
| F | 12:55-1:40 | Lunch/Recess | Lunch/Recess | 11:50 | Dismissal | Lunch/Recess | Lunch/Recess |
| G | 1:50-2:35 | Reading Workshop | Reading Workshop | 12:00-3:45 | Professional Activites & Teacher Planning | Reading Workshop | Reading Workshop |
| H | 2:45-3:30 | Art | Music | | | PE | Spanish |
| I | 3:30-3:45 | Closing Circle/Dismissal | Closing Circle/Dismissal | | | Closing Circle/Dismissal | Closing Circle/Dismissal |

INTEROFFICE MEMORANDUM

TO: TOM SCARICE

FROM: NATALIE CARRIGNAN

SUBJECT: TECHNOLOGY BUDGET REQUEST SUMMARY

DATE: 1/15/2021

CC: ELIO LONGO, ANTHONY BUONO

I hope the following information is helpful in understanding the full picture of the overall technology budget request for the 2021-2022 school year. I look forward to answering any additional questions.

Our Department Mission

To effectively provide the most appropriate tools to access the best education for ALL of our students that is both reliable and fiscally responsible including tools that:

- Support the development and delivery of the district curricula
- Provide means by which all students gain a deep understanding of the curricula
- Provide administrators and teachers with tools that help cultivate deeper knowledge about each student in order to identify their learning strengths and weaknesses
- Provide teachers and staff resources to meet each student's learning needs
- Support efficient and innovative approaches to meet all admin, facilities, and HR needs in order to provide a strong support system for the educational process

Key Department Stats

The technology department is responsible for the direct support of:

- 14,350+ devices across 10 locations
- 60+ software packages including PowerSchool, GSuite for Education, eFinance
- 5,300+ students (multiple accounts)
- 1,000+ staff (multiple accounts)
- 6,000+ parents (multiple accounts)

Our Overarching Priorities of the 2021-2022 Technology Budget Requests

- To keep the current level of existing end user technology updated, supported, and fully functioning thus instructional time is kept uninterrupted and efficient
- To maintain a robust, secure network infrastructure that can handle all necessary traffic
- To incorporate relevant innovation and new learning gained from conducting business and teaching and learning during the pandemic

Superintendent's 2021-2022 Technology Budget Request Summary

| Page # | Account | IT Portion of Account | Current | Requested | Change | % Change |
|--------|---------|--|-----------------|-----------------|---------------|----------|
| 55 | 119 | Only a portion, Dr. Buono has other portion | \$ 1,840.00 | \$ 2,500.00 | \$ 660.00 | 26% |
| 87 | 323i | "Technology- All Schools" | \$ 10,850.00 | \$ 10,850.00 | \$ - | 0% |
| 87 | 323a | Portion of "Central Administration" | \$ 15,000.00 | \$ 15,000.00 | \$ - | 0% |
| 91 | 330 | "Instructional Technology" | \$ 20,000.00 | \$ 20,000.00 | \$ - | 0% |
| 103 | 433 | "Instructional Technology" | \$ 35,000.00 | \$ 40,000.00 | \$ 5,000.00 | 13% |
| 103 | 434 | "Technology" | \$ 2,000.00 | \$ 2,000.00 | \$ - | 0% |
| 127 | 530 | Only a portion, Elio Longo has other portion | \$ 220,476.00 | \$ 334,057.00 | \$ 113,581.00 | 52% |
| 139 | 612i | The 8 schools plus "Technology" | \$ 568,028.00 | \$ 687,183.00 | \$ 119,155.00 | 21% |
| 139 | 612a | "Central Admin" | \$ 210,314.00 | \$ 217,304.00 | \$ 6,990.00 | 3% |
| 141 | 613 | All | \$ 151,925.00 | \$ 151,925.00 | \$ - | 0% |
| 149 | 690 | "Technology" | \$ 1,500.00 | \$ 1,500.00 | \$ - | 0% |
| 169 | 736 | All | \$ 639,972.00 | \$ 980,705.00 | \$ 340,733.00 | 53% |
| 173 | 737 | All | \$ 16,928.00 | \$ 45,066.00 | \$ 28,138.00 | 166% |
| | | | \$ 1,893,833.00 | \$ 2,508,090.00 | \$ 614,257.00 | 32.435% |

as of 12.22.2020



WESTPORT PUBLIC SCHOOLS

MICHAEL RIZZO

Assistant Superintendent for Pupil Personnel Services

110 Myrtle Avenue
Westport, Connecticut 06880
Telephone: (203)341-1250
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mrizzo@westportps.org

To: Thomas Scarice, Superintendent of Schools
From: Michael Rizzo
Date: January 19, 2021
Re: 2021-22 Special Education Budget Overview

Students eligible for special education services under the Individuals with Disabilities Education Act (IDEA) are entitled to a free and appropriate public education (FAPE). The Superintendent's Proposed 2021-22 Budget is designed to provide FAPE to eligible students and has 3 priorities:

- Continue the excellence of service delivery and IDEA compliance
- Provide necessary staffing to meet increasing individual student needs
- Increase district capacity to program for students age 18-22

This presentation will provide a brief overview of the special education services provided within the Westport Public Schools, the structure and delivery of those services, and a review of the budget impact of the above priorities. This includes adjustments in the areas of special education teachers (109), related services (110, 114, 135, 136) and special education paraprofessionals (123). These adjustments address the increased number of eligible students and their individual needs and fund the initial stages of a Transition Program for our 18-22 year old students.

Effective School Solutions has been introduced and discussed as a program to meet the increasingly complex mental health needs of our Staples High School students in their home school as well as to provide an efficiency to address placements and costs associated with out of district tuition (560).

I appreciate the long-standing commitment Westport has shown to its special education program, as well as the opportunity to share this information tonight and answer any questions that arise.

TO: Westport Board of Education and Thomas Scarice, Superintendent of Schools
 FROM: Dr. Anthony Buono, Assistant Superintendent of Teaching and Learning
 SUBJECT: Teaching and Learning Budget Summary
 DATE: January 15, 2021

For your reference, below is a summary of the accounts that comprise the Teaching and Learning budget. Some of the notable line items and budget drivers include but are not limited to 119 Curriculum Writing and Revisions, 323 Instructional Program Improvements, and 641 Textbooks. At the BOE meeting Tuesday night, I will provide an overview of all of the line items, emphasizing the drivers outlined above.

| T&L Budget Summary | | | | |
|--|------------------|------------------|------------------|-------------------------------|
| | 2018-2019 | 2019-2020 | 2020-2021 | Proposed 2021-2022 |
| 119 Curriculum Writing and Revisions | \$135,938 | \$103,000 | \$94,760 | \$126,198 |
| | | | | |
| 323 Instructional Program Improvements | \$369,779 | \$301,080 | \$235,000 | \$248,750 |
| Conferences and Onsite PD | | | | \$167,350 |
| In Service PD Days | | | | \$78,000 |
| IAA PD Funds | | | | \$3,400 |
| | | | | |
| 330 Other Professional/Tech Services | \$223,470 | \$201,490 | \$124,360 | \$130,314 |
| Consultant | | | | \$20,000 |
| Student Assessment | | | | \$83,314 |
| Music Accompanists | | | | \$27,000 |
| | | | | |
| 433 Repair Equipment | | | | |
| Music | \$21,450 | \$32,775 | \$26,850 | \$32,250 |
| | | | | |
| 516 Music Transportation | \$6,000 | \$4,700 | \$4,700 | \$9,400 |

| | | | | |
|--|--------------------|--------------------|------------------|--------------------|
| | | | | |
| 550 Printing | \$5,200 | \$4,800 | \$4,800 | \$4,800 |
| | | | | |
| 580 Staff Mileage (Itinerant teachers) | \$26,000 | \$23,000 | \$23,000 | \$13,000 |
| | | | | |
| 611 Instructional Supplies | \$211,237 | \$212,272 | \$217,062 | \$216,347 |
| | | | | |
| 641 Textbooks | \$99,734 | \$175,740 | \$165,998 | \$273,534 |
| | | | | |
| 733 Replacement Instructional | | | | |
| Musical Instruments | \$0 | \$52,075 | \$37,450 | \$43,750 |
| | | | | |
| 810 Dues and Fees | \$26,157 | \$29,897 | \$32,362 | \$26,000 |
| | | | | |
| Total | \$1,124,965 | \$1,140,829 | \$966,342 | \$1,124,343 |

WESTPORT PUBLIC SCHOOLS
FIVE YEAR PROPOSED CAPITAL FORECAST - FISCAL YEARS 21/22 - 25/26 - SUMMARY

PROPOSED SCOPE OF WORK

| School | Asphalt (A) | Bathroom (B) | Cabinetry (CB) | Ceiling Tiles (CT) | Electrical (E) | Food Svcs (F) | HVAC (H) | Labs (L) | Masonry (M) | Environ. (N) | Plumbing (P) | Ext. Paint (PT) | Roofing (R) | Signage (S) | Flooring (VCT) | Windows/Doors (WD) |
|-------------------|---------------|--------------|----------------|--------------------|----------------|---------------|---------------|------------|--------------|--------------|--------------|-----------------|--------------|-------------|----------------|--------------------|
| CES | X | | | X | | X | X | | | | | | | | X | |
| GFS | X | X | | X | | X | X | | X | | | | X | | | |
| KHS | X | | X | | X | X | X | | X | X | X | | | | X | |
| LLS | X | | X | X | X | X | X | | X | | X | | | | | X |
| SES | X | | X | | | X | X | | X | | | X | X | | X | X |
| BMS | X | X | X | X | X | X | X | X | X | | | | X | | X | X |
| SHS | X | X | X | X | | X | X | | X | | X | | | X | X | X |
| Base Cost @ 100% | \$ 12,193,985 | \$ 638,542 | \$ 2,836,252 | \$ 4,410,222 | \$ 379,790 | \$ 898,467 | \$ 15,219,818 | \$ 320,000 | \$ 3,192,111 | \$ 151,589 | \$ 690,996 | \$ 245,348 | \$ 7,074,653 | \$ 170,451 | \$ 5,869,556 | \$ 1,750,906 |
| Base Cost @ 70% | \$ 8,535,790 | \$ 446,979 | \$ 1,985,376 | \$ 3,087,155 | \$ 265,853 | \$ 628,927 | \$ 10,653,873 | \$ 224,000 | \$ 2,234,478 | \$ 106,112 | \$ 483,697 | \$ 171,744 | \$ 4,952,257 | \$ 119,316 | \$ 4,108,689 | \$ 1,225,634 |
| % of 5-Year Total | 21.8% | 1.1% | 5.1% | 7.9% | 0.7% | 1.6% | 27.2% | 0.6% | 5.7% | 0.3% | 1.2% | 0.4% | 12.6% | 0.3% | 10.5% | 3.1% |

| School | Asphalt (A) | Bathroom (B) | Cabinetry (CB) | Ceiling Tiles (CT) | Electrical (E) | Food Svcs (F) | HVAC (H) | Labs (L) | Masonry (M) | Environ. (N) | Plumbing (P) | Ext. Paint (PT) | Roofing (R) | Signage (S) | Flooring (VCT) | Windows/Doors (WD) | 5-Year Total | |
|------------------|---------------|--------------|----------------|--------------------|----------------|---------------|---------------|------------|--------------|--------------|--------------|-----------------|--------------|-------------|----------------|--------------------|---------------|-----|
| CES | 1,225,039 | | | 1,306,069 | | 113,634 | 818,785 | | | | | | | | 113,084 | | 3,576,611 | 6% |
| GFS | 1,378,369 | 95,735 | | 526,894 | | 75,756 | 1,375,541 | | 319,122 | | | | 1,961,921 | | | | 5,733,338 | 10% |
| KHS | 435,829 | | 579,782 | | 113,634 | 64,393 | 776,263 | | 396,310 | 151,589 | 276,105 | | | | 844,405 | 189,668 | 3,827,978 | 7% |
| LLS | 682,292 | | 986,427 | 730,208 | 152,522 | 180,299 | 1,747,884 | | 302,196 | | 173,229 | | | | | 635,050 | 5,590,107 | 10% |
| SES | 1,288,326 | | 117,187 | | | 109,089 | 410,698 | | 1,068,764 | | | 245,348 | 78,218 | | 535,780 | 239,969 | 4,093,379 | 7% |
| BMS | 2,895,247 | 242,450 | 974,981 | 1,172,732 | 113,634 | 79,544 | 2,435,216 | 320,000 | 584,541 | | | | 5,034,514 | | 759,255 | 98,483 | 14,710,597 | 26% |
| SHS | 4,288,883 | 300,357 | 177,875 | 674,319 | | 275,752 | 7,655,431 | | 521,178 | | 241,662 | | | 170,451 | 3,617,032 | 587,736 | 18,510,676 | 33% |
| Base Cost @ 100% | \$ 12,193,985 | \$ 638,542 | \$ 2,836,252 | \$ 4,410,222 | \$ 379,790 | \$ 898,467 | \$ 15,219,818 | \$ 320,000 | \$ 3,192,111 | \$ 151,589 | \$ 690,996 | \$ 245,348 | \$ 7,074,653 | \$ 170,451 | \$ 5,869,556 | \$ 1,750,906 | \$ 56,042,686 | |
| Base Cost @ 70% | \$ 8,535,790 | \$ 446,979 | \$ 1,985,376 | \$ 3,087,155 | \$ 265,853 | \$ 628,927 | \$ 10,653,873 | \$ 224,000 | \$ 2,234,478 | \$ 106,112 | \$ 483,697 | \$ 171,744 | \$ 4,952,257 | \$ 119,316 | \$ 4,108,689 | \$ 1,225,634 | \$ 39,229,880 | |

| School | 21-22 | 22-23 | 23-24 | 24-25 | 25-26 |
|--------|--------------|-------------------|------------------|---------------|--------|
| CES | A/H | H | A/CT/H/VCT | F | A |
| GFS | A/H | A/B/H/M/R | A | F/H | A/CT/H |
| KHS | | H/M/N/P | A/B/CB/H/M/N/VCT | E/F | |
| LLS | A/E/WD | E/H/M/P/VCT | H/WD | A/CB/H | |
| SES | A/M | H/M/PT/VCT/WD | A/WD | F/H/M/R | A/CB/M |
| BMS | A/H/L/M/VCT | B/CB/H | CT/H/VCT/WD | A/E/F/H/R/VCT | A/M |
| SHS | A/CT/H/M/VCT | B/CB/H/M/S/VCT/WD | H/P | A/H/VCT | VCT |

COST ESTIMATE - SUMMARY

| Fiscal Year | BASE COST ESTIMATE | | SOFT COST ESTIMATE (1 yr in advance) | | TOTAL COST ESTIMATE | | |
|-------------|--------------------|---------------|--------------------------------------|--------------|---------------------|---------------|--------------|
| | @ 100% | @ 70% | @ 100% | @ 70% | @ 100% | @ 70% | Distribution |
| 21 - 22 | \$ 6,111,433 | \$ 4,278,003 | \$ 1,132,274 | \$ 792,592 | \$ 7,243,707 | \$ 5,070,595 | 12% |
| 22 - 23 | \$ 15,015,462 | \$ 10,510,823 | \$ 1,105,607 | \$ 773,925 | \$ 16,121,069 | \$ 11,284,748 | 26% |
| 23 - 24 | \$ 11,889,862 | \$ 8,322,903 | \$ 1,912,805 | \$ 1,338,964 | \$ 13,802,667 | \$ 9,661,867 | 22% |
| 24 - 25 | \$ 18,548,805 | \$ 12,984,164 | \$ 472,682 | \$ 330,877 | \$ 19,021,487 | \$ 13,315,041 | 31% |
| 25 - 26 | \$ 4,477,124 | \$ 3,133,987 | \$ 1,155,842 | \$ 809,089 | \$ 5,632,966 | \$ 3,943,076 | 9% |
| | \$ 56,042,686 | \$ 39,229,880 | \$ 5,779,210 | \$ 4,045,447 | \$ 61,821,896 | \$ 43,275,327 | 100% |

Note: FY 25-26 Soft Cost Estimate based on 4-Yr average estimate

**BID RESULTS FOR COOLING TOWER REPLACEMENT
GREEN'S FARMS ELEMENTARY SCHOOL
BID # 21-004 BOE**

| BID PRICE | RESPONDENT | | | |
|--|---|-------------------------|---|--|
| | C.M. Towers Inc. | ENCON | McKenney Mech. Contractor Inc. | West State Mechanical Inc. |
| BASE PRICE | \$ 243,624.00 | \$ 373,100.00 | \$ 248,000.00 | \$ 291,400.00 |
| ALTERNATE # 1 | \$ 12,580.00 | \$ 34,300.00 | \$ 15,250.00 | \$ 16,600.00 |
| ALTERNATE # 2 | \$ 11,260.00 | \$ 49,650.00 | \$ 19,330.00 | \$ 67,200.00 |
| ALTERNATE # 3 | \$ 25,480.00 | \$ 45,700.00 | \$ 35,250.00 | \$ 30,000.00 |
| TOTAL BID | \$ 292,944.00 | \$ 502,750.00 | \$ 317,830.00 | \$ 405,200.00 |
| TOTAL APPROVED BY FACILITIES DEPARTMENT | \$ 280,364.00 | | | |
| <i>Base Bid Price Details</i> | Labor cost Material w/ freight cost Crane rental Engineering Electrical subcontractors Piping BMS | No itemized Bid details | No itemized Bid details | Labor/ demolition Material w/ freight cost Re-use existing honeywell controller and controls Re-use outside air intake dampers Operational check once tower installed |

**BOARD OF EDUCATION - CAPEX SOFT COST ESTIMATE
PROJECTS SLATED FOR 20/21 & 21/22**

Soft costs (architect, design, engineer, etc.)

| | <u>Project Cost Est.</u> | <u>11% Soft Cost Est.</u> | <u>5 Yr Capital</u> |
|---------------------------------|--------------------------|-----------------------------------|---------------------|
| Coleytown Elementary School | | | |
| Asphalt repair and replacement | \$ 376,729 | \$ 41,440 | 21-22 |
| Greens Farms Schools | | | |
| Asphalt repair and replacement | \$ 83,907 | \$ 9,230 | 21-22 |
| Kings Highway School | | | |
| ADA projects | \$ 151,007 | \$ 16,611 | 20-21 |
| Long Lots School | | | |
| Window replacement | \$ 635,050 | \$ 69,856 | 22-23 |
| Asphalt repair and replacement | \$ 528,576 | \$ 58,143 | 21-22 |
| Saugatuck Elementary School | | | |
| Various roofing systems | \$ 2,586,452 | \$ 284,510 | 20-21 |
| Various concrete and masonry | \$ 476,814 | \$ 52,450 | 21-22 |
| Asphalt repair and replacement | \$ 392,443 | \$ 43,169 | 21-22 |
| Bedford Middle School | | | |
| Various concrete and masonry | \$ 298,304 | \$ 32,813 | 21-22 |
| Asphalt repair and replacement | \$ 506,212 | \$ 55,683 | 21-22 |
| Staples High School | | | |
| Various roofing systems | \$ 5,277,890 | \$ 580,568 | 20-21 |
| Various concrete and masonry | \$ 90,336 | \$ 9,937 | 21-22 |
| Ceiling tiles replacement | \$ 674,319 | \$ 74,175 | 21-22 |
| Sports flooring replacement | \$ 1,203,586 | \$ 132,394 | 21-22 |
| Various HVAC | \$ 464,055 | \$ 51,046 | 21-22 |
| TOTAL SOFT COST REQUEST: | | <u><u>\$ 1,512,025</u></u> | |



WESTPORT PUBLIC SCHOOLS

JOHN BAYERS

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To: Thomas Scarice, Superintendent

From: John Bayers, Director of Human Resources

Subject: Board of Education Discussion Item
Revision of Westport Public Schools 2021-2022 School Calendar

Date: January 7, 2021

Staff members in my office, as well as the payroll office, recently discovered an error with the Westport Public Schools 2021-2022 school calendar, adopted by the Board of Education on June 1, 2020. (see attached.) The calendar does account for 182 student days, but April 1, 2022, is not included as part of the 182 school days. April 1, 2022 does not fall under a federal, state, or religious holiday designation for the year 2022.

While this issue involving April 1, 2022 does not impact the number of student days, it does cause issues for our 12 month employees. It also creates a day off for students in the middle of the year with no associated reason. This is not typical of how the Board develops school calendars; therefore it appears an administrative error occurred when providing a draft for the Board to review.

Below are two approaches the Board may wish to consider in correcting the problem with the 2021-2022 school calendar.

- 1) Make April 1, 2022 a full day of school for students and staff. To maintain a balance of 182 school days, change the first day of school from August 31, 2021 to September 1, 2021. Related, move the start of the three staff development days in August 2021 from August 26, 2021 to August 27, 2021.
- 2) Make April 1, 2022 a full day of school for students and staff. To maintain a balance of 182 school days, change the last day of school, without snow days, from June 17, 2022 to June 16, 2022. Related, make June 17, 2022 a built in snow day thus creating a 6th built in snow day.
- 3) Make April 1, 2022 a full day of school for students and staff. To maintain a balance of 182 school days, change the last day of school, without snow days, from June 17, 2022 to June 16, 2022. Related, make June 17, 2022 a built in snow day and remove June 24, 2022's designation as a built in snow day.

Each option is a feasible solution to the error in the 2021-2022 school calendar, but it is recommended that the Board consider either option 2 or 3 in deciding upon a corrective action.



WESTPORT PUBLIC SCHOOLS 2021-2022 SCHOOL CALENDAR

- School in Session
- Teacher Professional Development
- Snow Dates

KEY DATES

- Aug 26-27, 30** Professional Development
- Aug 31** First Day of School
- Sept 6** Labor Day
- Sept 7** Rosh Hashanah
- Sept 16** Yom Kippur
- Oct 13** Early Release/Professional Development
- Nov 2** Election Day – Professional Development
- Nov 24** Early Dismissal
- Nov 25-26** Thanksgiving Recess
- Dec 24-Jan 1** Winter Recess
- Jan 17** Martin Luther King Jr. Day
- Feb 21** Presidents’ Day
- Feb 18** Professional Development
- Feb 21-25** February Recess
- March 23** Early Release/Professional Development
- Apr 15** Good Friday
- April 15-22** Spring Recess
- May 30** Memorial Day
- June 17** Last Day of School/Graduation (Early Release)

Students: 182 days

Teachers: 188 days

There are 5 snow days built into the calendar. If there are no snow days students’ last day will be June 17. In the event that additional make-up days are needed, District schools will use, in the following order: Monday, April 18; Tuesday, April 19; Wednesday, April 20; Thursday, April 21; Friday, April 22.

| July 2021 | | | | | | |
|----------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| August 2021 | | | | | | |
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |
| September 2021 | | | | | | |
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |
| October 2021 | | | | | | |
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |
| November 2021 | | | | | | |
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |
| December 2021 | | | | | | |
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| January 2022 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |
| February 2022 | | | | | | |
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | | | | | |
| March 2022 | | | | | | |
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |
| April 2022 | | | | | | |
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| May 2022 | | | | | | |
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |
| June 2022 | | | | | | |
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

*Approved by the Board of Education on: June 1, 2020