

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 Order No. 7B, there will not be a physical location for this meeting. 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_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., Staples High School, Cafeteria B (Room 301), Public Participation Held Remotely Pursuant to Executive Order 7B

ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION

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

MINUTES: September 21, 2020, *pages 1-3*

DISCUSSION

- 1. Health Update Ms. Suzanne Levasseur
- 2. Update on School Reopening Model and Process to Determine Full On-Site Schooling, *pages 4-10* (Encl.) Mr. Thomas Scarice
- 3. Update from the Coleytown Middle School Building Committee Mr. Don O’Day
- 4. Updated BOE Calendar of Agenda Items, *pages 11-14* (Encl.) Mr. Thomas Scarice
- 5. Proposed 2021-2022 Board of Education Meeting Dates, *page 15* (Encl.) Mr. Thomas Scarice
- 6. Update on Facilities Projects, *pages 16-34* (Encl.) Mr. Elio Longo

COMMITTEE UPDATES

- 1. Finance and Facilities Committee Ms. Elaine Whitney

DISCUSSION/ACTION

- 1. Flexibility with Educator Evaluation Plans, *pages 35-49* (Encl.) Mr. John Bayers
- 2. Communication Strategy and Personnel, *pages 50-51* (Encl.) Mr. Thomas Scarice
Mr. John Bayers

3. Update from Policy Committee and Second Reading of the Following Policies: (Encl.) Ms. Karen Kleine
- Policy 4118.22, "Code of Ethics" (New), pages 52-54
 - Policy 6171.2, "Preschool Students with Disabilities" (New), pages 55-56
 - Policy 4118.5, "Acceptable Computer Network Use" (Revision), pages 57-60
 - Policy 5132, "Dress and Grooming" (New), page 61
 - Policy 4118.231/4218.231, "Alcohol, Drugs, and Tobacco" (Revision), pages 62-64
 - 6172.6, "Online Courses" (New), pages 65-66
 - 3514.1, "Computer Loan" (Revision), page 67
 - 6172.4, "Title I Parental and Family Engagement Policy" (New), pages 68-70

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.

WESTPORT BOARD OF EDUCATION

Board Members Present:

Candice Savin Chair
Jeannie Smith Vice Chair
Elaine Whitney Secretary
Karen Kleine
Youn Su Chao
Lee Goldstein
Liz Heyer

Administrators Present:

Thomas Scarice Superintendent of Schools
Anthony Buono Asst. Superintendent, Teaching and Learning
Michael Rizzo Asst. Superintendent, Pupil Personnel Services
Elio Longo Chief Financial Officer
John Bayers Director of Human Resources and General Admin.

PUBLIC CALL TO ORDER/PLEDGE OF ALLEGIANCE: 7:02 p.m., Staples High School, Cafeteria B (Room 301); Public Participation Held Remotely Pursuant to Executive Order 7B

RECOGNITION: 2021 Westport Teacher of the Year/Heart Award

The entire staff of the Westport Public Schools was recognized this year for their extraordinary efforts and dedication during the global pandemic. All of our certified teachers received the distinction **Westport’s 2021 Teachers of the Year**, and the rest of the staff received the distinction **Westport’s 2021 Heart Award - Supporting a Stronger Community**.

ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION

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

MINUTES: August 31, 2020

Elaine Whitney moved to approve the minutes of August 31, 2020; seconded by Jeannie Smith and passed unanimously.

DISCUSSION/ACTION

Suspension of Bylaw 9324 and Regulation 1120

Be it resolved, that the Westport Board of Education continues to suspend Part 3, “Public Address,” of Board Bylaw 9324, for the duration of the period in which the Board requires that the public view or listen to each Board meeting or proceeding in a remote manner only, as permitted by Executive Order 7B, to enable implementation of appropriate procedures for welcoming public comment during Board meetings that the public may access in a remote manner only.

Be it further resolved, that the Westport Board of Education directs the Superintendent of Schools to continue to suspend Regulation 1120 for the duration of the period in which the Board requires that the public view or listen to each Board meeting or proceeding in a remote manner only, as permitted by Executive Order 7B, to enable implementation of appropriate procedures for welcoming public comment during Board meetings that the public may access in a remote manner only.

Be it further resolved, that the Westport Board of Education authorizes the Superintendent of Schools to adopt appropriate procedures for welcoming public comment during Board meetings that the public may access in a remote manner only.

MOTION: Candice Savin
SECOND: Jeannie Smith
RESULT: Passed Unanimously
VOTE: 7-0

DISCUSSION

Superintendent's Report for the Start of the FY 2020-2021 School Year

Health Update

Coronavirus Relief Funds

Staffing Report

The agenda item on Permanent Building Substitute Needs was changed to a discussion/action item by consensus of the Board.

DISCUSSION/ACTION

Permanent Building Substitute Needs

Be it resolved, that upon the recommendation of the Superintendent of Schools, the Board of Education approves raising the daily per diem rate for permanent building substitutes to \$130 for FY 2020-2021. This increase shall be applied prospectively from the date of Board approval.

Be it further resolved, that upon the recommendation of the Superintendent of Schools, the Board of Education approves increasing the number of permanent building substitutes from 18 to 26 for FY 2020-2021.

MOTION: Karen Kleine
SECOND: Jeannie Smith
RESULT: Passed Unanimously
VOTE: 7-0

DISCUSSION

Superintendent's Entry Plan

Communication Strategy and Personnel

Flexibility with Educator Evaluation Plans

Updated BOE Calendar of Agenda Items

Update from Policy Committee and First Reading of the Following Policies:

- Policy 4118.22, "Code of Ethics" (New)
- Policy 6171.2, "Preschool Students with Disabilities" (New)
- Policy 4118.5, "Acceptable Computer Network Use" (Revision)
- Policy 5132, "Dress and Grooming" (New)
- Policy 4118.231/4218.231, "Alcohol, Drugs, and Tobacco" (Revision)
- Policy 6172.6, "Online Courses" (New)
- Policy 3514.1, "Computer Loan" (Revision)
- Policy 6172.4, "Title I Parental and Family Engagement Policy" (New)

Health and Medical Insurance Revenue and Expenses FY21 as of August 31, 2020

ADJOURNMENT: Youn Su Chao moved to adjourn at 10:16 p.m.; seconded by Elaine Whitney and passed unanimously.

Respectfully submitted,

Elaine Whitney, Secretary, Board of Education
(minutes written by Lisa Marriott)

To: Westport Board of Education Members

From: Thomas Scarice, Superintendent of Schools

Date: October 2, 2020

Re: Update on School Reopening Model and Process to Determine Full On-Site Schooling

On October 8 Connecticut enters Phase 3 of statewide reopening. This will include increasing indoor capacity for restaurants, personal services, hair salons, barber shops, and libraries from 50% to 75%, increasing capacity for outdoor event venues from 25% to 50%, and increasing the capacity of indoor performing arts venues to 50%, among the easing of other restrictions. \

Although the preponderance of school districts across the state and region opened in hybrid and remote learning models, there is an increase in the number of districts that are opening for full, on-site schooling, particularly at the elementary level. Additionally, our regional districts have self-reported very low rates of COVID incidences at the elementary level since fully reopening. I have included this informal collection of information to illustrate these facts.

As promised at the last Board of Education meeting, in collaboration with partners inside and outside of the school district, we have developed a process for determining the next phase of reopening for the Westport Public Schools. Within this framework, three primary areas will be assessed with a recommendation for our next reopening phase by October 12. A reconvening next week of the School Reopening Committee will help guide this recommendation, and potential transition of instructional models.

Below are the three areas and the approach for each.

The three areas to be assessed include:

1. Community COVID Transmission Rates
2. Efficacy of Mitigating Measures
3. Instructional Model Efficacy

Transmission Rates

School districts across the state are provided weekly critical COVID data and transmission rates, perhaps most importantly, the most recent trends. The following data informs risk levels (low, moderate, high):

1. new COVID-19 cases per 100,000 population per day (7-day average)
2. percent test positivity (7-day average),
3. new COVID-19 hospitalizations per 100,000 population per day (7-day average)
4. percent COVID-like illness hospital ED visits (7-day average)

Since the data became public in August, and each week since, Fairfield County has remained in the low risk classification. There have been slight upticks in the entire state, with more substantive increases in cases in New London County this week. Additionally, the district has added a COVID data dashboard to our website to inform the public of our current, and previous, status regarding COVID cases and quarantines.

Another piece of data that is important to note is the low rate of positive cases in regional districts at the elementary level, even those who have begun the year delivering full, on-site schooling (e.g. Greenwich). In consultation with Nursing Supervisor, Sue Levasseur, Medical Advisor, Dr. Norman Weinberger, and Westport/Weston Health District Director, Mark Cooper, the COVID data will be analyzed and assessed with regards to whether or not a full reopening is advised.

Mitigating Measures

Last week, Dr. Frederick Altice, Professor of Medicine (Infectious Diseases) and of Epidemiology (Microbial Diseases) at Yale University, began consultation with the district to design an efficient method to assess our current mitigating measures, and to assess the projected performance of those measures in the event of a full reopening of schools. I have included for the Board the content that will be used in this tool to assess our mitigating measures. This information will be critical in identifying where we have experienced success in our plan to prevent virus transmission, as well as the where we need to improve to maintain the health and safety of our students and staff in the event of a full return to on-site schooling.

The Connecticut State Department of Education has provided guidance (Addendum 4) on reopening decisions. In addition to transmission rate, the CSDE has identified a number of mitigating measures:

- Face coverings
- Design of the physical space for social distancing
- Cohorting: the ability to group students in small cohorts and minimize interaction with other cohorts throughout the school day
- Self-screening for COVID-19 symptoms
- HVAC: Well-functioning and maintained central HVAC system(s)
- Cleaning and disinfection of surfaces
- Hand hygiene

Next week, a tool will be administered across all faculty and staff in our schools. The results will be analyzed by October 9 in order to inform a recommendation by October 12 of our next steps in reopening.

Here is an overview of the text of the assessment tool:

All members of the school faculty and staff will be asked to reply to the following statements and score our performance on a scale of 1 to 10, with 1 being VERY POORLY and 10 being EXTREMELY WELL.

They will be asked to report current performance, and projected performance in the event of a full reopening:

1. *Students are consistently using facial coverings.*
2. *Teachers and staff are consistently using facial coverings.*
3. *Students are consistently maintaining physical distancing.*
4. *Teachers and staff are consistently maintaining physical distancing.*
5. *Students are consistently utilizing recommended handwashing guidance.*
6. *Teachers and staff are consistently utilizing recommended handwashing guidance.*
7. *Custodians and maintenance staff are consistently following cleaning protocols in classrooms and elsewhere.*

All faculty and staff will also be given the option to provide feedback if their ratings fell below a 7 on any of the responses. Specifically they could share what gets in the way of the mitigating measure's effectiveness and any suggestions they have for improving it.

It is clear that some of our measures will remain intact, regardless of on-site student attendance (e.g. mask wearing/face coverings). Yet, it is also clear that some of our mitigating measures will be compromised as a result of full capacity of students (e.g. distancing). Fortunately, recent reports on the efficacy of the air exchange systems in our schools indicate that our HVAC systems perform above the standard expected for healthy air transfer in our buildings. However, it is important to note that the district is reminded often by our public health partners that the primary form of transmission that we are advised to protect students and staff from is droplet transmission, which is not mitigated by HVAC systems. Therefore, mask wearing, and handwashing continue to be of the utmost importance if distancing is compromised in a full reopening.

An assessment of our mitigating practices will serve the staff and students, as well as the wider Westport community in our efforts to keep those in our care safe and healthy. Furthermore, additional measures, such as digital apps that assist in self-monitoring for symptoms, can be entertained to increase vigilance in protecting our school community.

Instructional Model Efficacy

As of October 2 we have completed 18 instructional days. These days include approximately 8 on-site learning days for our secondary students, and 18 half days for our elementary students per the district's hybrid model. I've often noted over the years that not all school days offer the same academic instructional impact. Although they each share a common appearance on a calendar, a month, a week, or a day can have a slightly different impact on instruction based on where it falls on the calendar. At this point in the year, establishing a positive classroom

climate, along with the initial development of relationships, is a primary objective. Routines, procedures, and icebreakers tend to fill our classrooms. This year, with our hybrid model, this effort poses even greater challenges.

That said, with the experience of last year's remote instruction, and the anticipation of hybrid and remote instruction intermittently this year, it is critical that the district maintains a continuous improvement approach to instruction within the various models.

Although it was intended to provide a teaching and learning update for this meeting, I recommend that at this point in the year, a benchmarking approach is best.

For this purpose, the district has engaged The Tri-State Consortium to conduct a benchmarking study that focuses on the experiences of teachers, parents, students and administrators to the district's reopening plan with specific attention paid to curriculum and instruction. The study will be conducted remotely by the Consortium's staff: Kathleen Reilly, Director of Training; Lauren Allan, Senior Associate; and Martin Brooks, Executive Director.

The study will result in a written report that benchmarks the experiences of the different constituent groups in how the district is responding to the reopening model it has implemented, again, with a focus on instruction. A benchmarking study differs from a qualitative study in that its purpose is not to indicate how well a system is performing but rather to indicate where a system sits at a particular point in time. Given our current point in time on our school calendar, a benchmark study would enable us to return to these groups throughout the year with an expectation that actions taken in the interim will improve the instructional experience for all learners as we confront educating students during the pandemic.

To the extent possible, the study will be conducted October 13 – 16, 2020 with a sharing of the findings at the October 19 Board of Education meeting, although the formal written report may be delivered at a later date.

The Approach - Focus Groups

The Consortium will conduct focus group discussions with teachers, parents, students, administrators, and the superintendent to determine findings. An invitation to constituents will articulate the purpose of this study, namely to benchmark performance in an effort to continuously improve our professional practice. The district will determine the participants in each focus group and the overall number of sessions that will be conducted. We are considering the makeup of people from each constituent group to be included in focus group discussions in order to have confidence in the findings. Focus groups will be formed for students participating in fully-remote learning and students participating in in-person learning. Similarly, parent focus groups will be separated by this criterion, as will teacher groups. The report will disaggregate data along this dimension.

Questions

Questions will be similar for each constituent group.

The four broad teacher and administrator questions will be as follows, with specific attention paid to coverage of curriculum and instructional practice, and students' social/emotional well-being.

1. To what extent has returning to school been successful?
2. Instructionally, what has been your greatest success and your greatest challenge?
3. Instructionally, what would you recommend the district modify or change?
4. Is there anything else you would think we should know or that you would like to discuss?

The four broad parent questions will be as follows, with specific attention paid to the parents' perceptions of the quality of work in which their children have been engaged, and how the district's plan is impacting their children's social/emotional well-being.

1. To what extent has returning to school been successful for your child?
2. Instructionally, what has been your child's greatest success and greatest challenge?
3. Instructionally, what would you recommend the district modify or change?
4. Is there anything else you would think we should know or that you would like to discuss?

The four broad student questions will be as follows, with specific attention paid to the students' perceptions of the relevance of the work in which they are engaged, and their social/emotional adjustment to the district's reopening plan.

1. To what extent has returning to school worked well for you?
2. What has been your greatest success and your greatest challenge?
3. What would you recommend the district modify or change?
4. Is there anything else you would think we should know or that you would like to discuss?

There will be additional consideration for special education and ELL students. There is continued discussion on how to accomplish this.

I am very enthused by this effort as I believe it will provide very valuable information to our faculty and administrators that will enable our schools to benchmark and then improve our instructional practice as we work through educating students during the pandemic.

By following a methodical process as we consider our next reopening phase, I am confident that an assessment of the transmission rates and the performance of our mitigating measures will serve our schools well in making this decision.

District	Elementary Cases	How many Elementary Cases	How Many Elementary Schools In District
CES	Yes	1	1
Shelton	Yes	1	5
Fairfield	No	0	11
Trumbull	No	0	6
New Canaan	No	0	3
Monroe*	No	0	3
Westport	Yes	3	5
Weston	Yes	1	2
Wilton	No	0	2
Ridgefield	No	0	6
Bridgeport	Yes	9	30
Norwalk			
Stamford	Yes	4	21
Darien	No	0	0
ER9	No	0	0
Greewich	No	0	11
Stratford	No	0	9

*Monroe had one bus incident of a positive case that impacted a small group of students, but no staff or students in the elementary school building

TOWN	RETURN TO FULL TIME FOR LOWER SCHOOLS DATE
BETHEL	FULL TIME SINCE 09/29/2020
BRIDGEPORT	FULL TIME SINCE 09/08/2020
DARIEN	FULL TIME SINCE 09/29/2020
EASTON	FULL TIME STARTING 10/05/2020
FAIRFIELD	NO DATE YET
GREENWICH	FULL TIME SINCE 09/09/2020
MILFORD	FULL TIME STARTING 09/08/2021
MONROE	FULL TIME STARTING 10/05/2020
NEW CANAAN	FULL TIME SINCE 09/21/2020
NEWTOWN	FULL TIME STARTING 10/05/2020
NORWALK	FULL TIME SINCE 09/08/2020
REDDING	FULL TIME STARTING 10/05/2020
RIDGEFIELD	FULL TIME SINCE 09/29/2020
SHELTON	FULL TIME STARTING 10/13/2020
STRATFORD	DECIDING ON DATE AT TODAY BOE MEETING
TRUMBULL	NO DATE YET
WESTPORT	NO DATE YET
WILTON	FULL TIME STARTING 10/05/2020

2020-2021 Board of Education Agenda Items Calendar

September 8, 2020 CANCELED

- ~~Recognition: 2021 Westport Teacher of the Year/Heart Award~~
- ~~Superintendent's Update for Start of 2020-2021 School Year~~
- ~~Review/Approval of Proposed Board Policies~~

September 21, 2020

- Recognition: 2021 Westport Teacher of the Year/Heart Award
- Superintendent's Update for Start of 2020-2021 School Year
- Staffing Report
- Health and Medical Insurance Revenues and Expenses, FY 2021 as of ~~July~~ August 31, 2020
- ~~Assessment Data Report~~
- Review/Approval of Proposed Board Policies
- ~~Health Update~~

October 5, 2020

- Review/Approval of Proposed Board Policies
- Discussion of BOE Proposed Meeting Dates 2021-2022
- Health Update
- Update on School Reopening Model and Process to Determine Full On-Site Schooling
- Update on Facilities Projects (Summer Actual Work vs. Planned, Antinozzi Report, Facilities Committee)
- CMS Update – Building Committee

~~November TBD~~ October 14, 2020

- Board Self-Review

October 19, 2020

- Approval of FY 2021 Budget Preparation Calendar
- Board of Education Establishment of FY 2021 Budget Guidelines: Goals and Priorities
- Health and Medical Insurance Revenues and Expenses
- Quarterly Financial Report: July 1, 2020 - September 30, 2020
- Review/Approval of Proposed Board Policies
- Approval of BOE Proposed Meeting Dates 2021-2022
- Health Update
- CMS Update – Building Committee and District Admin
- Benchmark Analysis of Hybrid Model

November 2, 2020

EXECUTIVE SESSION: Security

- FY 2021 Budget Cost Drivers and Budget Assumptions (Preliminary)
- Review/Approval of Proposed Board Policies

- [Health Update](#)
- [Update on Hybrid and Remote Learning](#)

November 16, 2020

- Health and Medical Insurance Revenues and Expenses
- Review/Approval of Proposed Board Policies
- [NESDEC Ten Year Enrollment Projections \(BoS, BoF, RTM invited\)](#)
- [Health Update](#)
- [CMS Update – Building Committee and District Admin](#)

TBD

EXECUTIVE SESSION: Formative Evaluation of Superintendent

December 7, 2019

EXECUTIVE SESSION: Election of Officers of the Board of Education

- Election of Officers of the Board of Education (with executive session)
- 2021-2022 Preliminary Budget Discussions with Board of Finance, RTM Education and Finance Committee Chairs
- Review/Approval of Proposed Board Policies
- [Proposed Course Additions, Deletions, Modifications, 6-12](#)
- [Health Update](#)
- [Update on Hybrid and Remote Learning](#)
- [Update on Facilities Projects \(Antinozzi Report, Facilities Committee\)](#)

December 21, 2019

EXECUTIVE SESSION: Pending Litigation

- Review/Approval of Proposed Board Policies
- Health and Medical Insurance Revenues and Expenses
- [Approval of Proposed Course Additions, Deletions, Modifications, 6-12](#)
- [Health Update](#)
- [CMS Update – Building Committee and District Admin](#)

January 5, 2021

- Executive Summary: Proposed 2021-2022 Budget of the Superintendent of Schools
- [Discussion of Capital Projects in Rank Order Priority](#)
- [Health Update](#)
- [Update on Hybrid and Remote Learning](#)

January 8, 2021

- Discussion: 2021-2022 Proposed Budget of the Superintendent of Schools
(This is planned as an “all-day” work session to review the proposed budget, **8:30 am start**)

January 11, 2021

- 2021-2022 Proposed Budget of the Superintendent of Schools

- [Review/Approval of Proposed Board Policies](#)
- [Health Update](#)

January 19, 2021

- [2021-2022 Proposed Budget of the Superintendent of Schools](#)
- [Health Update](#)

January 25, 2021

- [2021-2022 Proposed Budget of the Superintendent of Schools](#)
- [Review/Approval of Proposed Board Policies](#)
- [Health and Medical Insurance Revenues and Expenses](#)
- [Health Update](#)

February 1, 2021

- [2021-2022 Proposed Budget of the Superintendent of Schools](#)
- [Health Update](#)
- [Update on Hybrid and Remote Learning](#)
- [Update on Facilities Projects \(Antinozzi Report, Facilities Committee\)](#)

February 23, 2021

- [Discussion of Student and Faculty Calendar: 2021-2022 School Year](#)
- [Health and Medical Insurance Revenues and Expenses](#)
- [Quarterly Financial Report: July 1, 2020 - December 31, 2020](#)
- [Health Update](#)

March 1, 2021

- [Approval of Student and Faculty Calendar: 2021-2022 School Year](#)
- [Review/Approval of Proposed Board Policies](#)
- [Health Update](#)
- [Update on Hybrid and Remote Learning](#)

March 15, 2021

- [Review/Approval of Proposed Board Policies](#)
- [Health and Medical Insurance Revenues and Expenses](#)
- [Health Update](#)

April 5, 2021

- [Review/Approval of Proposed Board Policies](#)
- [DATTCO Contract Extension](#)
- [Health Update](#)
- [Update on Hybrid and Remote Learning](#)
- [Update on Facilities Projects \(Antinozzi Report, Facilities Committee\)](#)

April 19, 2021

- Non-Renewal of Certified Teaching Staff
- Quarterly Financial Report: July 1, 2020 - March 31, 2021
- Review/Approval of Proposed Board Policies
- [Health and Medical Insurance Revenues and Expenses](#)
- [Health Update](#)

May TBD, 2021 *(This date is not on BOE calendar)*

- Board of Education and Members of the Public: “Brown Bag” Daytime Meeting, **12:00 p.m.**

May 3, 2021

EXECUTIVE SESSION: Non-Union Personnel Compensation

- Review/Approval of Proposed Board Policies
- 2021-2022 Goals of the Board of Education
- [Discussion: New Textbook Adoption \(if needed\)](#)
- [Health Update](#)

May 17, 2021

EXECUTIVE SESSION: Non-Union Personnel Compensation

- Adoption: 2021-2022 Budget of the Board of Education
- Review/Approval of Proposed Board Policies
- Discussion of Anticipated Carryover Funds
- Approval: Non-Union Personnel Compensation
- Approval: New Textbook Adoption (if needed)
- [Health Update](#)

Date TBD

EXECUTIVE SESSION: Summative Evaluation of Superintendent

June 7, 2021

- Review/Approval of Proposed Board Policies
- Discussion/Possible Request to Carry Over Funds
- Approval: Tuition Rates for 2020-2021 School Year
- Health and Medical Insurance Projected Revenues and Expenses
- [Health Update](#)
- [Update on Facilities Projects \(Antinozzi Report, Facilities Committee\)](#)

June 14, 2021

- **Recognition of Retirees 7:00 p.m.**
- Approval: Annual Authorization to Sign Contracts
- Review/Approval of Proposed Board Policies
- 2021-2022 School Lunch Program Contract
- [Health Update](#)
- [Vote on Contract of the Superintendent of Schools](#)



**WESTPORT PUBLIC SCHOOLS
2021-2022 BOARD OF EDUCATION
MEETING CALENDAR
DRAFT**

School in Session
 BOE Meeting 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)

July 2021						
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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						
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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						
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19	20	21	22	23	24	25
26	27	28	29	30		
October 2021						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
November 2021						
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14	15	16	17	18	19	20
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28	29	30				
December 2021						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
February 2022						
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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		

435 - BUILDING PROJECTS

	CES	GFS	KHS	LLS	SES	BMS	CMS	SHS	DISTRICT	TOTAL
Sump pump bottom of stair case (storm water)	6,500									6,500
Door & hardware replacement gym & café	18,300									18,300
Library/Computer room replace cooling unit	13,000									13,000
VFD for boiler room with controls		20,000								20,000
Room 201 cooling unit upgrade		11,000								11,000
Café floor -replace			70,000							70,000
Pneumatic zone controls				9,646						9,646
(2) Chiller control panels adaptiview upgrades					56,870					56,870
Room 238 Split System						13,450				13,450
Air handler unit controls upgrade pool boiler room								9,000		9,000
Carpenter shop roof top unit installation								4,500		4,500
Security - interior cameras									50,000	50,000
FY21 BOE Proposed Budget	37,800	31,000	70,000	9,646	56,870	13,450	-	13,500	50,000	\$ 282,266

ANTINOZZI REPORT - OPERATING YEAR 1 (435 BUILDING PROJECTS)

	CES	GFS	KHS	LLS	SES	BMS	CMS	SHS	DISTRICT	TOTAL
PRIORITY 1 - Life Safety										\$ 392,242
Speakers to Gym and Cafeteria	13,131									13,131
Firestop penetration Equipment Room	394	263	525	525	328			985		3,020
Install visitor management system	6,818	6,566	6,566	6,566	6,566	6,566		6,566		46,214
IP front door airphone system		7,879	7,879	7,879	7,879			9,454		40,970
Protective cover canopy café entrance			29,249							29,249
Metal/concrete stairs remove and replace			13,131							13,131
Metal stairs treads/nosing repair and replace			11,326							11,326
PA speakers			10,505							10,505
Accessible signage throughout building			65,655							65,655
Wood stairs repair and replace (auditorium)					19,697					19,697
Repair outdoor artistic traffic control barricades					39,393					39,393
(2) Light poles repair and replace					7,222					7,222
Repair and replace rooftop sectional barrier fencing					31,514					31,514
Area of Refuge sign					1,313					1,313
Health Suite sign					394					394
Update metal catwalks auditorium								65,655		65,655
Stainless steel handrails natatorium								21,692		21,692
INERGEN fire suppression system (MDF Closet)								29,545		29,545
Add speakers and clocks								13,131		13,131

	CES	GFS	KHS	LLS	SES	BMS	CMS	SHS	DISTRICT	TOTAL
PRIORITY 2 - Educational Environment										\$ 132,755
1. Wireless access point mechanical spaces	4,202	6,303	10,505	2,101	2,101			12,606		37,818
2. Air compressor replacement boiler room								26,262		26,262
3. Wireless clock system	34,141									34,141
4. IT rack and server grounding	3,283	3,414	3,414	3,939	1,313			5,252		20,615
5. Backup pump addition (Heat loop)	2,758									2,758
6. Backup pump addition (Domestic HW)	9,848									9,848
7. Gypsum board replacement Door 292								1,313		1,313
PRIORITY 3 - Building Envelope										\$ 308,908
1. Repair roof expansion joints	26,262									26,262
2. Asphalt shingles replacement (Library)		41,363								41,363
3. Investigate cause of roof bubbling and repair				65,655						65,655
4. Exterior wall repair		9,848								9,848
5. Roof drain repair	9,848									9,848
6. Trench drain and drywell					9,848					9,848
7. Masonry anchorage and reinforcing					32,828					32,828
8. Grout and seal metal exterior door frames								657		657
9. Repair metal wall panels (gym and auditorium)								32,828		32,828
10. Stucco on auditorium exterior					26,262					26,262
11. Repair/replace lintels (Door C8 and C17)								19,697		19,697
12. Masonry cleaning by exterior Door 13						13,131				13,131
13. Cooling Tower - replace valve actuators					20,681					20,681
Facilities Accepted Antinozzi Year 1 Recommendations	110,685	67,757	150,876	78,786	199,460	19,697	-	206,644	-	\$ 833,905

435 BUILDING PROJECTS BUDGET YEAR 2020-2021

<u>NOTES/ VENDOR</u>	<u>COLEYTOWN ELEMENTARY/ ITEM DESCRIPTION</u>	<u>BOE</u>	<u>ANTONIZZI</u>	<u>ACCOUNT NUMBERS</u>
	SUMP PUMP BOILER ROOM (STORM WATER)	6,500		01-2600-003-PRO-435-2101-435
	DOOR & HARDWARE REPLACEMENT GYM AND CAFÉ	18,300		01-2600-003-PRO-435-2102-435
ESC	LIBRARY/ COMPUTER ROOM REPLACE COOLING UNIT	<u>13,000</u>		01-2600-003-PRO-435-2103-435
		<u>37,800</u>		
	QUOTES REQUESTED ON 8/3/2020 01-2600-003-PRO-435-2104-435			
<u>Offshore</u>	<i>Repair building expansion above custodial closet across corridor from classroom 116</i>		\$26,262	01-2600-003-PRO-435-2104-435
<u>Ray Flanagan</u>	<i>Relocate roof drain pipe that runs over transformer</i>		\$9,848	01-2600-003-PRO-435-2104-435
	<i>Replacement hot water pump, add back-up pump in line 2HP</i>		\$9,848	01-2600-003-PRO-435-2104-435
<u>Shoreline</u>	<i>Add back up pump (heat loop)</i>		\$2,758	01-2600-003-PRO-435-2104-435
<u>Peter/Rolando</u>	<i>Firestop all sleeves and penetrations</i>		\$394	01-2600-003-PRO-435-2104-435
<u>Calvin</u>	<i>Add grounding to racks, cable trays and electronics (F&M vendor)</i>		\$3,283	01-2600-003-PRO-435-2104-435
<u>Ken Diaz</u>	<i>add WAPs to mechanical spaces</i>		\$4,202	01-2600-003-PRO-435-2104-435
<u>ITS</u>	<i>Add speakers to gym and café</i>		\$13,131	01-2600-003-PRO-435-2104-435
<u>ITS</u>	<i>Add wireless clock system</i>		\$34,141	01-2600-003-PRO-435-2104-435
<u>BOE</u>	<i>Install visitor management system</i>		\$6,818	01-2600-003-PRO-435-2104-435
			<u>\$110,685</u>	
	<u>GREEN'S FARMS ELEMENTARY/ ITEM DESCRIPTION</u>			
	VFD FOR BOILER ROOM WITH CONTROLS	20,000		01-2600-004-PRO-435-2105-435
ESC	ROOM 201 COLLING UNIT UPGRADE	<u>11,000</u>		01-2600-004-PRO-435-2106-435
		<u>31,000</u>		
	QUOTES REQUESTED ON 8/3/2020 01-2600-004-PRO-435-2104-435			
<u>Off Shore</u>	<i>Repair of asphalt shingles and flashing at the library roof</i>		\$41,363	01-2600-004-PRO-435-2104-435
<u>Capasso</u>	<i>Repair cracks in masonry, exterior wall at the back of the building</i>		\$9,848	01-2600-004-PRO-435-2104-435
<u>Peter/Rolando</u>	<i>Firestop all sleeves and penetrations</i>		\$263	01-2600-004-PRO-435-2104-435
<u>Calvin</u>	<i>Grounding to racks, cable trays and active electronics (F&M vendor) Completed</i>		\$3,414	01-2600-004-PRO-435-2104-435
<u>IT Dept. K. Diaz</u>	<i>Addition wireless access points to mechanical space</i>		\$6,303	01-2600-004-PRO-435-2104-435
<u>BOE</u>	<i>Install visitor management system</i>		\$6,566	01-2600-004-PRO-435-2104-435
			<u>\$67,757</u>	
	<u>KINGS HIGHWAY ELEMENTARY/ ITEM DESCRIPTION</u>			
ABATEMENT/ RD WEIS/ HYGENTICS	CAFÉ FLOOR REPLACE	<u>70,000</u>		01-2600-005-PRO-435-2107-435
Hygentics HYGENTICS	CAFÉ FLOOR ABATEMENT	<u>37,844</u>		01-2600-005-PRO-435-2107-435
RD WEIS	CAFÉ FLOOR INSTALLATION	34,984		01-2600-005-PRO-435-2107-435
	QUOTES REQUESTED ON 8/3/2020 01-2600-005-PRO-435-2104-435			
<u>Capasso</u>	<i>Remove and replacement concrete 3-step stair leading to the Cafeteria exterior</i>		\$13,131	01-2600-005-PRO-435-2104-435
<u>Capasso</u>	<i>Patch concrete,replace all metal step nosings egress stair leading out of the area to the east of the main entrance</i>		\$11,326	01-2600-005-PRO-435-2104-435
<u>CCA</u>	<i>Instalation fabric awning structure with acrylic sheeting walls</i>		\$29,249	01-2600-005-PRO-435-2104-435
<u>Jew Haven Awning?</u>	<i>Consultant for zoning for the installation of awning</i>		\$ 25,949	
<u>Peter/Rolando</u>	<i>Firestop All Sleeves and Penetrations</i>		\$525	01-2600-005-PRO-435-2104-435

Calvin	Add Grounding to Racks, Cable Trays, & Active Electronics	\$3,414	01-2600-005-PRO-435-2104-435
IT Dept. K. Diaz	Add WAPs to Mechanical Spaces	\$10,505	01-2600-005-PRO-435-2104-435
ITS	Add PA Speakers / Integrate Phone System	\$10,505	01-2600-005-PRO-435-2104-435
BOE	Install Visitor Management System	\$6,566	01-2600-005-PRO-435-2104-435
ABC	Signage	\$65,655	01-2600-005-PRO-435-2104-435
		<u>\$176,825</u>	

LONG LOTS ELEMENTARY/ ITEM DESCRIPTION

ESC	PNEUMATIC ZONE CONTROLS	<u>9,646</u>	01-2600-007-PRO-435-2108-435
	QUOTES REQUESTED ON 8/3/2020 01-2600-007-PRO-435-2104-435		
Offshore	Modified Bituminous Membrane Roofing	\$65,655	01-2600-007-PRO-435-2104-435
Peter/Rolando	Firestop All Sleeves and Penetrations	\$525	01-2600-007-PRO-435-2104-435
BOE	Install Visitor Management System	\$6,566	01-2600-007-PRO-435-2104-435
Calvin	Add Grounding to Racks, Cable Trays, & Active Electronics	\$3,939	01-2600-007-PRO-435-2104-435
IT Dept. K. Diaz	Add WAPs to Mechanical Spaces	\$2,101	01-2600-007-PRO-435-2104-435
		<u>\$78,786</u>	

SAUGATUCK ELEMENTARY/ ITEM DESCRIPTION

Trane	(2) CHILLER CONTROL PANELS ADAPTIVIEW UPGRADES	<u>56,870</u>	01-2600-008-PRO-435-2109-435
	QUOTES REQUESTED ON 8/3/2020 01-2600-008-PRO-435-2104-435		
Bobby	Repair and replacement wood steps; wood railings in the auditorium	\$19,697	01-2600-008-PRO-435-2104-435
	Repair multiple cracks in stucco pilaster at exterior Auditorium wall	\$26,262	01-2600-008-PRO-435-2104-435
Capasso	Restoration outdoor artistic sculpture (2 COMPANIES TO BE USED ONE REPAIR AND ONE PAINTING)	\$39,393	01-2600-008-PRO-435-2104-435
Calvin	Replacement exterior light poles at the main entrance	\$7,222	01-2600-008-PRO-435-2104-435
Peter/Rolando	Firestops	\$328	01-2600-008-PRO-435-2104-435
Calvin	Adding grounding to racks and cable trays	\$1,313	01-2600-008-PRO-435-2104-435
IT Dept. K. Diaz	Adding WAP's to mechanical spaces	\$2,101	01-2600-008-PRO-435-2104-435
BOE	Install Visitor Management System	\$6,566	01-2600-008-PRO-435-2104-435
Orange Fence	Remove and replacement of security barriers / fencing along the roof	\$31,514	01-2600-008-PRO-435-2104-435
Ramos	Installation of trench drain in the SW auditorium area	\$9,848	01-2600-008-PRO-435-2104-435
ABC	Installation of signs at the AOR call boxes	\$1,313	01-2600-008-PRO-435-2104-435
BOE	Replacement Valve Actuators for cooling tower	\$20,681	01-2600-008-PRO-435-2104-435
	Repair structural cracking at the second floor wall at the front of the school	\$32,828	01-2600-008-PRO-435-2104-435
ABC	Installation of accesible signs at the toilet room and exam room in the health office	\$394	01-2600-008-PRO-435-2104-435
		<u>\$199,460</u>	

BEDFORD MIDDLE / ITEM DESCRIPTION

ESC	SPLIT SYSTEM ROOM 238	<u>13,450</u>	01-2600-051-PRO-435-2110-435
	RESURFACE REMOVE AND REPLACE SECTIONAL BLUE WALL (AUDITORIUM/292)	26,089	01-2600-051-PRO-435-2111-435
	QUOTES REQUESTED ON 8/3/2020 01-2600-051-PRO-435-2104-435		
BOE	Install Visitor Management System	\$6,566	01-2600-051-PRO-435-2104-435
Rolando	Remove black stains; efflorescence; mildew at windows near door 13	\$13,131	01-2600-051-PRO-435-2104-435
		<u>\$19,697</u>	

		<u>STAPLES HIGH / ITEM DESCRIPTION</u>		
ESC	AHU CONTROLS UPGRADE POOL BOILER ROOM		9,000	01-2600-061-PRO-435-2112-435
	LIBRARY INSTALL NEW CARPET TILE		77,175	01-2600-061-PRO-435-2113-435
	CARPENTER SHOP ROOF TOP UNIT INSTALLATION		<u>4,500</u>	01-2600-061-PRO-435-2114-435
			<u>\$13,500</u>	
QUOTES REQUESTED ON 8/3/2020 01-2600-061-PRO-435-2104-435				
Capasso	<i>Repair/replace deflecting lintel at Doors #C8 & C17.</i>		\$19,697	01-2600-061-PRO-435-2104-435
Encore	<i>Safety and compliance of catwalks in auditorium (STILL GOOD)</i>		\$65,655	
	<i>Installation stainless steel pipe handrails at (2) stairs in Natatorium leading to seating bleachers</i>		\$21,692	01-2600-061-PRO-435-2104-435
	<i>Repair exterior metal panel siding at Gym and Auditorium for potential water infiltration</i>		\$32,828	01-2600-061-PRO-435-2104-435
Peter	<i>Re-grouting and sealing for hollow metal frame of Door #C11.</i>		\$657	01-2600-061-PRO-435-2104-435
Peter	<i>Repair gypsum board header above Door to Room 252</i>		\$1,313	01-2600-061-PRO-435-2104-435
HVAC	<i>Replacement of Air Comp: Area A Boiler Rm (5 HP)</i>		\$26,262	01-2600-061-PRO-435-2104-435
Peter/	<i>Firestop All Sleeves and Penetrations</i>		\$985	01-2600-061-PRO-435-2104-435
Calvin	<i>Installation of Grounding to Racks, Cable Trays, & Active Electronics</i>		\$5,252	01-2600-061-PRO-435-2104-435
IT Dept. K. Diaz	<i>Installation WAPs to Mechanical Spaces</i>		\$12,606	01-2600-061-PRO-435-2104-435
ITS	<i>Addition of Speakers & Clocks</i>		\$13,131	01-2600-061-PRO-435-2104-435
BOE	<i>Install Visitor Management System</i>		\$6,566	01-2600-061-PRO-435-2104-435
			<u>\$206,644</u>	
		<u>SYSTEM WIDE / ITEM DESCRIPTION</u>		
	INTERIOR CAMERAS		<u>50,000</u>	01-2600-333-PRO-435-2115-435
			<u>282,266</u>	
			<u>859,854</u>	

EXHIBIT F

2019/2020 COMPLETED PROJECTS - COLEYTOWN ELEMENTARY SCHOOL

DESCRIPTION	TOTAL	COMPANY	ACCOUNT CODE	ACCOUNT CODE DESCRIPTION
CES-UNDERGROUND FUEL TANK	\$ 250.00	ETT ENTERPRISES INC	330	PROFESSIONAL SERVICES
CES-TIGHTNESS TEST AND ELECTRONIC LEAK TEST	\$ 1,000.00	ETT ENTERPRISES INC	330	PROFESSIONAL SERVICES
CES-ASBESTOS 6 MONTH INSPECTION	\$ 550.00	HYGENIX INC	330	PROFESSIONAL SERVICES
CES-REPLACE WINDOWS, GLASS	\$ 850.00	CLEAR VIEW INC	431	BUILDING MAINTENANCE
CES-ANNUAL BURNER SERVICE	\$ 1,890.00	ESC / ENVIRONMENTAL SYSTEMS CORP	431	BUILDING MAINTENANCE
CES-HVAC REPAIRS	\$ 3,037.50	ESC / ENVIRONMENTAL SYSTEMS CORP	431	BUILDING MAINTENANCE
CES-MOLD/BACTERIA TREATMENT TEST	\$ 620.00	ETT ENTERPRISES INC	431	BUILDING MAINTENANCE
CES-REPLACE OUTDATED GAUGE	\$ 36.00	FIRE PROTECTION TEAM/FF COUNTY	431	BUILDING MAINTENANCE
CES-REPAIRS: INTERCOMS/FIRE ALARM	\$ 1,367.00	INTEGRATED TECHNICAL/AMANO	431	BUILDING MAINTENANCE
CES-PIPE INSULATION	\$ 2,150.00	KMK INSULATION INC	431	BUILDING MAINTENANCE
CES-REPAIRS: EMERGENCY LIGHTS	\$ 1,839.00	LIGHTING SERVICES INC	431	BUILDING MAINTENANCE
CES-EMERGENCY UNDER GROUND HEATING PIPE	\$ 4,296.07	MODERN MECHANICAL SYSTEMS INC.	431	BUILDING MAINTENANCE
CES-ROOF REPAIRS	\$ 1,495.79	OFFSHORE CONSTRUCTION INC.	431	BUILDING MAINTENANCE
CES-HVAC REPAIRS	\$ 3,324.05	PALMER'S ELECTRIC MOTORS & PUMPS	431	BUILDING MAINTENANCE
CES-SNAKE OUT SEWER LINE	\$ 2,620.00	UNITED SEWER & DRAIN CLEANING INC	431	BUILDING MAINTENANCE
CES-MASONRY REPAIRS	\$ 4,375.00	KERRIGAN INDUSTRIES INC	432	GROUNDS MAINTENANCE
CES-CUT BACK BRANCHES, TREE REMOVAL	\$ 3,500.00	KNAPP TREE INC	432	GROUNDS MAINTENANCE
CES-GROUNDS MAINTENANCE NOT UNDER CONTRACT	\$ 720.00	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUNDS MAINTENANCE
CES-CONTRACT GROUNDS MAINTENANCE	\$ 9,315.02	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUNDS MAINTENANCE
CES-PLAYGROUND FIBER	\$ 2,473.33	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUNDS MAINTENANCE
CES-MASONARY WORK, ETC.	\$ 750.00	RAMOS'S AFFORDABLE CONSTRUCTION LLC	432	GROUNDS MAINTENANCE
CES-EMERGENCY EXCAVATION	\$ 5,000.00	RAMOS'S AFFORDABLE CONSTRUCTION LLC	432	GROUNDS MAINTENANCE
CES-CONTROLLER FOR ROOF TOP UNIT	\$ 9,196.00	ESC / ENVIRONMENTAL SYSTEMS CORP	435 / 2001	BUILDING PROJECTS
CES-REFURBISHMENT PAINTING	\$ 4,300.00	FERRARO'S PAINTING & RESTORATION	437 / 2015	RESTORATIVE/PREVENTATIVE MAINTENANCE
CES-PAINTING	\$ 2,500.00	FERRARO'S PAINTING & RESTORATION	437 / 2015	RESTORATIVE/PREVENTATIVE MAINTENANCE
	<u>\$ 67,454.76</u>			

2019/2020 COMPLETED PROJECTS- GREENS FARMS ELEMENTARY SCHOOL

DESCRIPTION	TOTAL	COMPANY	ACCOUNT CODE	ACCOUNT CODE DESCRIPTION
GFS-UNDERGROUND FUEL TANK	\$ 250.00	ETT ENTERPRISES INC	330	PROFESSIONAL SERVICES
GFS-TIGHTNESS TEST AND ELECTRONIC LEAK TEST	\$ 1,250.00	ETT ENTERPRISES INC	330	PROFESSIONAL SERVICES
GFS-A/C REPAIRS	\$ 7,440.33	DAIKIN APPLIED AMERICAS INC./MCQUAY	431	BUILDING MAINTENANCE
GFS-ANNUAL BURNER SERVICE	\$ 2,940.00	ESC / ENVIRONMENTAL SYSTEMS CORP	431	BUILDING MAINTENANCE
GFS-HVAC REPAIRS	\$ 2,089.50	ESC / ENVIRONMENTAL SYSTEMS CORP	431	BUILDING MAINTENANCE
GFS-MOLD/BACTERIA TREATME	\$ 310.00	ETT ENTERPRISES INC	431	BUILDING MAINTENANCE
GFS-FIRE SPRINKLER REPAIR	\$ 1,061.00	FIRE PROTECTION TEAM/FF COUNTY	431	BUILDING MAINTENANCE
GFS-HVAC REPAIRS	\$ 3,153.00	FLOW TECH INC	431	BUILDING MAINTENANCE
GFS-ELEVATOR REPAIRS	\$ 1,614.66	GREAT NORTHERN ELEVATOR/JOHNSTON	431	BUILDING MAINTENANCE
GFS-REPAIRS: INTERCOMS/FIRE ALARM	\$ 3,383.00	INTEGRATED TECHNICAL/AMANO	431	BUILDING MAINTENANCE
GFS-EMERGENCY CALL BOILERS	\$ 350.00	JOHNSON CONTROL/TYCO FIRE	431	BUILDING MAINTENANCE
GFS-REPAIRS: EMERGENCY LIGHTS	\$ 925.00	LIGHTING SERVICES INC	431	BUILDING MAINTENANCE
GFS-ROOF REPAIRS	\$ 2,390.22	OFFSHORE CONSTRUCTION INC.	431	BUILDING MAINTENANCE
GFS-ANIMAL REMOVAL	\$ 710.00	ALL ABOUT BATS & WILDLIFE	432	GROUNDS MAINTENANCE
GFS-DOOR # 22 THRESHOLD MASONRY	\$ 8,970.00	CAPASSO G.L.	432	GROUNDS MAINTENANCE
GFS-MASONRY REPAIRS	\$ 4,375.00	KERRIGAN INDUSTRIES INC	432	GROUNDS MAINTENANCE
GFS-CUT BACK BRANCHES, TREE REMOVAL	\$ 2,368.75	KNAPP TREE INC	432	GROUNDS MAINTENANCE
GFS-GROUNDS MAINTENANCE NOT UNDER CONTRACT	\$ 200.00	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUNDS MAINTENANCE
GFS-CONTRACT GROUNDS MAINTENANCE	\$ 6,715.01	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUNDS MAINTENANCE
GFS-PLAYGROUND FIBER	\$ 2,473.33	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUNDS MAINTENANCE
GFS-REFURBISHMENT BLINDS	\$ 1,272.00	AEROWS WINDOW TREATMENT/NIWINSKI	437 / 2015	RESTORATIVE/PREVENTATIVE MAINTENANCE
GFS-PAINTING -REFURBISHING	\$ 2,500.00	FERRARO'S PAINTING & RESTORATION	437 / 2015	RESTORATIVE/PREVENTATIVE MAINTENANCE
GFS-REPLACE NEW TREADS LOWER STAIR CASE	\$ 12,781.00	NORTH HAVEN CERAMIC TILE & FLOOR	437 / 2015	RESTORATIVE/PREVENTATIVE MAINTENANCE
	<u>\$ 69,521.80</u>			

2019/2020 COMPLETED PROJECTS-KINGS HIGHWAY ELEMENTARY SCHOOL

DESCRIPTION	TOTAL	COMPANY	ACCOUNT CODE	ACCOUNT CODE DESCRIPTION
KHS-UNDERGROUND FUEL TANK	\$ 250.00	ETT ENTERPRISES INC	330	PROFESSIONAL SERVICES
KHS-TIGHTNESS TEST AND ELECTRONIC LEAK TEST	\$ 1,000.00	ETT ENTERPRISES INC	330	PROFESSIONAL SERVICES
KHS-ASBESTOS 6 MONTH INSPECTION	\$ 550.00	HYGENIX INC	330	PROFESSIONAL SERVICES
KHS-ASBESTOS LEAD TESTING	\$ 1,055.00	HYGENIX INC	330	PROFESSIONAL SERVICES
KHS-ASBESTOS TESTING ART ROOM	\$ 450.00	HYGENIX INC	330	PROFESSIONAL SERVICES
KHS-ASBESTOS TESTING	\$ 510.00	HYGENIX INC	330	PROFESSIONAL SERVICES
KHS-ADDITIONAL INSULATION	\$ 3,617.58	AAIS CORPORATION	431	BUILDING MAINTENANCE
KHS-LEAD REMOVAL ROOM 26	\$ 4,430.00	ABATEMENT/AIG/PRISM RESPONSE LLC	431	BUILDING MAINTENANCE
KHS-HVAC REPAIRS	\$ 500.50	ESC / ENVIRONMENTAL SYSTEMS CORP	431	BUILDING MAINTENANCE
KHS-ANNUAL BURNER SERVICE	\$ 1,420.00	ESC / ENVIRONMENTAL SYSTEMS CORP	431	BUILDING MAINTENANCE
KHS-MOLD/BACTERIA TREATMENT	\$ 620.00	ETT ENTERPRISES INC	431	BUILDING MAINTENANCE
KHS-FIRE SPRINKLER REPAIRS	\$ 135.00	FIRE PROTECTION TEAM/FF COUNTY	431	BUILDING MAINTENANCE
KHS-REMOVE OLD STEAM TRAP	\$ 1,362.25	FLANAGAN RAY	431	BUILDING MAINTENANCE
KHS-ELEVATOR REPAIRS	\$ 522.25	GREAT NORTHERN ELEVATOR/JOHNSTON	431	BUILDING MAINTENANCE
KHS-REPAIRS: INTERCOMS/FIRE ALARM	\$ 1,121.00	INTEGRATED TECHNICAL/AMANO	431	BUILDING MAINTENANCE
KHS-PIPE INSULATION	\$ 1,039.00	KMK INSULATION INC	431	BUILDING MAINTENANCE
KHS-REPAIRS: EMERGENCY LIGHT REPAIRS	\$ 5,785.00	LIGHTING SERVICES INC	431	BUILDING MAINTENANCE
KHS-REPLACE 38 LEAKING LOWER DRUM BOILER PUSH NIPPLES	\$ 7,300.00	MAC INDUSTRIAL SERVICES LLC	431	BUILDING MAINTENANCE
KHS-ROOF REPAIRS	\$ 4,595.59	OFFSHORE CONSTRUCTION INC.	431	BUILDING MAINTENANCE
KHS-REPLACE GYM SPEAKER	\$ 306.00	PERFORMANCE AUDIO	431	BUILDING MAINTENANCE
KHS-CHANGE OUT LEAKING FLANGES, REPIPE CONDENSATE RETURN	\$ 7,560.00	SHORELINE BOILER & WELDING LLC	431	BUILDING MAINTENANCE
KHS-REPAIRS BOILER/WELDING	\$ 1,840.00	SHORELINE BOILER & WELDING LLC	431	BUILDING MAINTENANCE
KHS-PIPE INSULATION	\$ 440.00	SUPERIOR MECHANICAL INSULATION LLC	431	BUILDING MAINTENANCE
KHS-HVAC REPAIRS	\$ 440.00	SUPERIOR MECHANICAL SYSTEMS INC.	431	BUILDING MAINTENANCE
KHS-CHILLER REPAIRS AS NEEDED	\$ 4,652.60	TRANE COMPANY	431	BUILDING MAINTENANCE
KHS-SNAKE OUT SEWER LINES	\$ 295.00	UNITED SEWER & DRAIN CLEANING INC	431	BUILDING MAINTENANCE
KHS-LABOR TO PRE PROGRAM & REPLACEMENT	\$ 550.00	UTILITY COMMUNICATIONS INC	431	BUILDING MAINTENANCE
KHS-MASONRY REPAIRS	\$ 4,375.00	KERRIGAN INDUSTRIES INC	432	GROUNDS MAINTENANCE
KHS-CUT BACK BRANCHES, TREE REMOVAL	\$ 3,468.75	KNAPP TREE INC	432	GROUNDS MAINTENANCE
KHS-GROUNDS MAINTENANCE	\$ 200.00	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUNDS MAINTENANCE
KHS-CONTRACT GROUNDS MAINTENANCE	\$ 6,480.00	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUNDS MAINTENANCE
KHS-PLAYGROUND FIBER	\$ 2,473.33	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUNDS MAINTENANCE
KHS- AWNING FRONT AND REAR	\$ 7,296.00	B AND G ENTERPRISE/NEW HAVEN AWNING	435/2002	BUILDING PROJECTS
KHS - ROOM DIVISION FOR SPECIAL ED ROOM	\$ 17,935.00	TITAN ENTERPRISES INC.	435/2021	BUILDING PROJECTS
KHS - REFURBISHING PAINTING	\$ 16,025.00	FERRARO'S PAINTING & RESTORATION	437/2015	RESTORATIVE/PREVENTATIVE MAINTENANCE
	<u>\$ 110,599.85</u>			

2019/2020 COMPLETED PROJECTS-LONG LOTS ELEMENTARY SCHOOL

DESCRIPTION	TOTAL	COMPANY	ACCOUNT CODE	ACCOUNT CODE DESCRIPTION
LLS-UNDERGROUND FUEL TANK	\$ 250.00	ETT ENTERPRISES INC	330	PROFESSIONAL SERVICES
LLS-USLD OIL BACTERIA TEST SEMI ANNUAL	\$ 250.00	ETT ENTERPRISES INC	330	PROFESSIONAL SERVICES
LLS-TIGHTNESS TEST AND ELECTRONIC LEAK TEST	\$ 1,000.00	ETT ENTERPRISES INC	330	PROFESSIONAL SERVICES
LLS-ASBESTOS 6 MONTH INSPECTION	\$ 550.00	HYGENIX INC	330	PROFESSIONAL SERVICES
LLS-ABATEMENT ASBESTOS TESTING	\$ 2,650.00	HYGENIX INC	330	PROFESSIONAL SERVICES
LLS-BOILER ROOM ASBESTOS	\$ 6,800.00	ABATEMENT/AIG/PRISM RESPONSE LLC	431	BUILDING MAINTENANCE
LLS-DUCT CLEANING	\$ 787.00	DUCT CLEAN CORP	431	BUILDING MAINTENANCE
LLS-(2) COMPRESSORS CHECKED, REPAIR, REPLACEMENT	\$ 16,926.20	ELLIS GEORGE COMPANY	431	BUILDING MAINTENANCE
LLS-ANNUAL BURNER SERVICE	\$ 1,420.00	ESC / ENVIRONMENTAL SYSTEMS CORP	431	BUILDING MAINTENANCE
LLS-HVAC REPAIRS	\$ 2,860.00	ESC / ENVIRONMENTAL SYSTEMS CORP	431	BUILDING MAINTENANCE
LLS-FIRE SPRINKLER REPAIRS NOT COVERED UNDER QUOTE	\$ 2,297.00	FIRE PROTECTION / FAIRFIELD COUNTY SPRINKLER	431	BUILDING MAINTENANCE
LLS-PLUMBING AND INSULATION	\$ 1,080.50	FLANAGAN RAY	431	BUILDING MAINTENANCE
LLS-ELEVATOR REPAIRS	\$ 661.65	GREAT NORTHERN ELEVATOR/JOHNSTON	431	BUILDING MAINTENANCE
LLS-REPAIRS: INTERCOMS/FIRE ALARM	\$ 235.00	INTEGRATED TECHNICAL/AMANO	431	BUILDING MAINTENANCE
LLS-REPAIRS: EMERGENCY LIGHTS	\$ 1,788.89	LIGHTING SERVICES INC	431	BUILDING MAINTENANCE
LLS-ROOF REPAIRS	\$ 5,582.79	OFFSHORE CONSTRUCTION INC.	431	BUILDING MAINTENANCE
LLS-PIPE INSULATION	\$ 375.00	SUPERIOR MECHANICAL INSULATION LLC	431	BUILDING MAINTENANCE
LLS-HVAC REPAIRS	\$ 375.00	SUPERIOR MECHANICAL SYSTEMS INC.	431	BUILDING MAINTENANCE
LLS-REPLACE GAS WATER HEATING	\$ 4,879.07	TORRCO/TORRINGTON SUPPLY	431	BUILDING MAINTENANCE
LLS-CHILLER REPAIRS AS NEEDED, EXPANSION VALVE REPLACEMENT	\$ 5,961.00	TRANE COMPANY	431	BUILDING MAINTENANCE
LLS-SNAKE OUT SEWER LINE	\$ 420.00	UNITED SEWER & DRAIN CLEANING INC	431	BUILDING MAINTENANCE
LLS-MASONRY REPAIRS	\$ 4,375.00	KERRIGAN INDUSTRIES INC	432	GROUNDS MAINTENANCE
LLS-CUT BACK BRANCHES, TREE REMOVAL	\$ 4,668.75	KNAPP TREE INC	432	GROUNDS MAINTENANCE
LLS-GROUNDS MAINTENANCE	\$ 720.00	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUNDS MAINTENANCE
LLS-CONTRACT GROUNDS MAINTENANCE	\$ 9,760.00	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUNDS MAINTENANCE
LLS-PLAYGROUND FIBER	\$ 2,473.33	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUNDS MAINTENANCE
LLS-ZONE MANAGER CONTROLLER FOR 200 WING AND LOWER LEVEL	\$ 31,966.00	ESC / ENVIRONMENTAL SYSTEMS CORP	435/2004	BUILDING PROJECTS
LLS-CYLINDER JACK REPLACEMENT	\$ 44,135.00	GREAT NORTHERN ELEVATOR/JOHNSTON	437/2016	RESTORATIVE/PREVENTATIVE MAINTENANCE
	<u>\$ 155,247.18</u>			

2019/2020 COMPLETED PROJECTS- SAUGATUCK ELEMENTARY SCHOOL

DESCRIPTION	TOTAL	COMPANY	ACCOUNT CODE	ACCOUNT CODE DESCRIPTION
SES-UNDERGROUND FUEL TANK	\$ 250.00	ETT ENTERPRISES INC	330	PROFESSIONAL SERVICES
SES-USLD BACTERIA TESTING SEMI ANNUAL	\$ 870.00	ETT ENTERPRISES INC	330	PROFESSIONAL SERVICES
SES-TIGHTNESS TEST AND ELECTRONIC LEAK TEST	\$ 1,000.00	ETT ENTERPRISES INC	330	PROFESSIONAL SERVICES
SES-WINDOW REPAIRS	\$ 650.00	CLEARVIEW INC	431	BUILDING MAINTENANCE
SES-ELECTRICAL REPAIR	\$ 300.00	ELITE ELECTRICAL CONTRACTORS LLC	431	BUILDING MAINTENANCE
SES-ANNUAL BURNER SERVICE	\$ 1,420.00	ESC / ENVIRONMENTAL SYSTEMS CORP	431	BUILDING MAINTENANCE
SES-HVAC REPAIRS	\$ 4,361.50	ESC / ENVIRONMENTAL SYSTEMS CORP	431	BUILDING MAINTENANCE
SES-REPLACEMENT COOLING	\$ 8,555.00	ESC / ENVIRONMENTAL SYSTEMS CORP	431	BUILDING MAINTENANCE
SES-REPLACE XL 50 CONTROLLER	\$ 5,460.00	ESC / ENVIRONMENTAL SYSTEMS CORP	431	BUILDING MAINTENANCE
SES-FIRE SPRINKLER REPAIR	\$ 633.92	FIRE PROTECTION TEAM/FF COUNTY	431	BUILDING MAINTENANCE
SES-ELEVATOR REPAIRS	\$ 413.53	GREAT NORTHERN ELEVATOR/JOHNSTON	431	BUILDING MAINTENANCE
SES-REPAIRS: INTERCOMS/FIRE ALARM	\$ 1,184.20	INTEGRATED TECHNICAL/AMANO	431	BUILDING MAINTENANCE
SES REPAIRS: EMERGENCY LIGHTS	\$ 253.60	LIGHTING SERVICES INC	431	BUILDING MAINTENANCE
SES-GENERATOR REPAIRS	\$ 1,276.63	NORTHEAST GENERATOR	431	BUILDING MAINTENANCE
SES-ROOF REPAIRS	\$ 13,200.51	OFFSHORE CONSTRUCTION INC.	431	BUILDING MAINTENANCE
SES-REPAIR PIPE LEAKING IN HALLWAY	\$ 2,100.00	SHORELINE BOILER & WELDING LLC	431	BUILDING MAINTENANCE
SES-MASONRY REPAIRS	\$ 4,375.00	KERRIGAN INDUSTRIES INC	432	GROUNDS MAINTENANCE
SES-CUT BACK BRANCHES, TREE REMOVAL	\$ 1,968.75	KNAPP TREE INC	432	GROUNDS MAINTENANCE
SES-SLIDE PANEL FOR SLIDE PLAYGROUND	\$ 1,915.82	KOMPAN INC	432	GROUNDS MAINTENANCE
SES-GROUNDS MAINTENANCE	\$ 200.00	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUNDS MAINTENANCE
SES-CONTRACT GROUNDS MAINTENANCE	\$ 9,370.00	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUNDS MAINTENANCE
SES-PLAYGROUND FIBER	\$ 2,473.33	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUNDS MAINTENANCE
SES-FIRE ALARM CONTROL	\$ 16,798.00	INTEGRATED TECHNICAL/AMANO	435/2006	BUILDING PROJECTS
SES-REFURBISHING - PAINT ROOM 222	\$ 800.00	FERRARO'S PAINTING & RESTORATION	437/2015	RESTORATIVE/PREVENTATIVE MAINTENANCE
SES-REFURBISHING INSTALL NEW CARPET TILE MAIN HALLWAY	\$ 13,575.00	NORTH HAVEN CERAMIC TILE & FLOOR	437/2015	RESTORATIVE/PREVENTATIVE MAINTENANCE
	<u>\$ 93,404.79</u>			

2019/2020 COMPLETED PROJECTS- BEDFORD MIDDLE SCHOOL

DESCRIPTION	TOTAL	COMPANY	ACCOUNT CODE	ACCOUNT CODE DESCRIPTION
BMS-UNDERGROUND FUEL TANK	\$ 250.00	ETT ENTERPRISES INC	330	PROFESSIONAL SERVICES
BMS-TIGHTNESS TEST AND ELECTRONIC LEAK TEST	\$ 1,000.00	ETT ENTERPRISES INC	330	PROFESSIONAL SERVICES
BMS-IAQ TESTING	\$ 200.00	HYGENIX INC	330	PROFESSIONAL SERVICES
BMS-SYSTEM WIDE MOVE ITEMS GOING TO BMS	\$ 1,665.00	MEYER WILLIAM B	330	PROFESSIONAL SERVICES
BMS-INTERIOR RENOVATIONS	\$ 1,730.00	PHILIP H. CERRONE ARCHITECT	330	PROFESSIONAL SERVICES
BMS-INSULATION HALLWAYS, CLASSROOMS	\$ 1,815.04	AAIS CORPORATION	431	BUILDING MAINTENANCE
BMS-REPAIR BLINDS	\$ 2,838.00	ABROWS WINDOW TREATMENT/NIWINSKI	431	BUILDING MAINTENANCE
BMS-OIL TANK REPAIRS	\$ 6,246.00	DIGERTT JOHN INC	431	BUILDING MAINTENANCE
BMS-20' STORAGE CONTAINER	\$ 6,036.00	EAGLE LEASING COMPANY	431	BUILDING MAINTENANCE
BMS-RUN WIRING FOR CHILLER, BOILER	\$ 3,606.74	ELITE ELECTRICAL CONTRACTORS LLC	431	BUILDING MAINTENANCE
BMS-RELOCATE AIR PHONE	\$ 749.00	ELITE ELECTRICAL CONTRACTORS LLC	431	BUILDING MAINTENANCE
BMS-ANNUAL BURNER SERVICE	\$ 1,420.00	ESC / ENVIRONMENTAL SYSTEMS CORP	431	BUILDING MAINTENANCE
BMS-HVAC REPAIRS	\$ 8,514.63	ESC / ENVIRONMENTAL SYSTEMS CORP	431	BUILDING MAINTENANCE
BMS-HEATING COIL REPLACEMENT	\$ 4,663.00	ESC / ENVIRONMENTAL SYSTEMS CORP	431	BUILDING MAINTENANCE
BMS-MOLD/BACTERIA TREATMENT FOR OIL TANK	\$ 620.00	ETT ENTERPRISES INC	431	BUILDING MAINTENANCE
BMS-FIRE SPRINKLER REPAIRS	\$ 750.50	FIRE PROTECTION / FAIRFIELD COUNTY SPRINKLER	431	BUILDING MAINTENANCE
BMS-PLUMBING AND INSULATION	\$ 450.00	FLANAGAN RAY	431	BUILDING MAINTENANCE
BMS-ELEVATOR REPAIRS	\$ 413.53	GREAT NORTHERN ELEVATOR/JOHNSTON	431	BUILDING MAINTENANCE
BMS-REPAIRS: INTERCOMS/FIRE ALARM, INSTALLATION NEW BEAM	\$ 14,328.62	INTEGRATED TECHNICAL/AMANO	431	BUILDING MAINTENANCE
BMS-REPAIRS: EMERGENCY LIGHTS	\$ 1,507.28	LIGHTING SERVICES INC	431	BUILDING MAINTENANCE
BMS-STAGE LIGHTING REPAIRS	\$ 2,632.84	LITE-TROL SERVICES CO. INC.	431	BUILDING MAINTENANCE
BMS-RELOCATE CONTENTS IN SCHOOL	\$ 350.00	MEYER WILLIAM B	431	BUILDING MAINTENANCE
BMS-ROOF REPAIRS	\$ 3,346.83	OFFSHORE CONSTRUCTION INC.	431	BUILDING MAINTENANCE
BMS-CHILLER REPAIRS AS NEEDED	\$ 1,666.00	TRANE COMPANY	431	BUILDING MAINTENANCE
BMS-REPLACE PURGE ON CHILLER	\$ 12,372.00	TRANE COMPANY	431	BUILDING MAINTENANCE
BMS-SNAKE OUT SEWER LINE	\$ 420.00	UNITED SEWER & DRAIN CLEANING INC	431	BUILDING MAINTENANCE
BMS-REPAIRS ON OPERABLE WALLS	\$ 495.00	WILLCO SALES & SERVICE INC	431	BUILDING MAINTENANCE
BMS-MASONRY REPAIRS	\$ 4,375.00	KERRIGAN INDUSTRIES INC	432	GROUPS MAINTENANCE
BMS-CUT BACK BRANCHES, TREE REMOVAL	\$ 1,500.00	KNAPP TREE INC	432	GROUPS MAINTENANCE
BMS-GROUNDS MAINTENANCE	\$ 2,000.00	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUPS MAINTENANCE
BMS-CONTRACT GROUNDS MAINTANCE	\$ 21,560.00	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUPS MAINTENANCE
BMS-MASONARY WORK, ETC.	\$ 1,200.00	RAMOS'S AFFORDABLE CONSTRUCTION LLC	432	GROUPS MAINTENANCE
BMS-FIRE ALARM CONTROL PANEL UPGRADES	\$ 18,820.00	INTEGRATED TECHNICAL/AMANO	435/2008	BUILDING PROJECTS
BMS-SEVEN CLASSROOM OPERABLE WALLS	\$ 55,889.00	WILLCO SALES & SERVICE INC	435/2007	BUILDING PROJECTS
BMS-HVAC DUCT CLEANING MEDIA CENTER, ART ROOM	\$ 15,272.00	DUCT CLEAN CORP	437/2015	RESTORATIVE/PREVENTATIVE MAINTENANCE
BMS-PAINTING -REFURBISHING	\$ 2,400.00	FERRARO'S PAINTING & RESTORATION	437/2015	RESTORATIVE/PREVENTATIVE MAINTENANCE
BMS-CARPET ROOM 231	\$ 4,083.00	NORTH HAVEN CERAMIC TILE & FLOOR	437/2015	RESTORATIVE/PREVENTATIVE MAINTENANCE
BMS - LOCKS AND CLOSERS FOR MODULARS	\$ 19,996.20	CALVERT SAFE & LOCK		MODULAR PROJECT
BMS - PURCHASE,DELIVERY,INSTALLATION JERSEY BARRIER MODULARS	\$ 7,500.00	D.P.S. SERVICES		MODULAR PROJECT
BMS - EXTENSION OF FIRE ALARMS MASS NOTIFICATION SYSTEM TO MODULARS	\$ 9,785.00	INTEGRATED TECHNICAL SERVICES		MODULAR PROJECT
BMS - FLOORING SUPPLIES FOR MODULARS	\$ 2,164.70	K&S DISTRIBUTORS		MODULAR PROJECT
BMS - DESIGN, FABRICATE AND INSTALLATION CANOPY FOR MODULARS	\$ 65,835.00	NEW HAVEN AWNING CO.		MODULAR PROJECT
BMS - CABLE ADDS TO MODULARS	\$ 4,436.97	NORTHEAST COMMUNICATION & ELECTRICAL		MODULAR PROJECT
BMS - CHAIN LINK FENCING FOR MODULARS	\$ 37,866.00	ORANGE FENCE & SUPPLY		MODULAR PROJECT
BMS - INTERCOM INSTALLATION MODULARS	\$ 19,877.13	STANLEY CONVERGENT SECURITY		MODULAR PROJECT
BMS - SECURITY SYSTEM FOR MODULARS CLASSROOMS	\$ 23,644.27	STANLEY CONVERGENT SECURITY		MODULAR PROJECT
BMS - CAMERAS AND SOFTWARE FOR MODULARS	\$ 27,490.41	UTILITY COMMUNICATIONS		MODULAR PROJECT
BMS - MOVING BOXES AND FURNITURE FROM CMS TO BMS	\$ 4,684.00	WILLIAM MEYERS INC		MODULAR PROJECT
	<u>\$ 430,464.69</u>			

2019/2020 COMPLETED PROJECTS - COLEYTOWN MIDDLE SCHOOL

DESCRIPTION	TOTAL	COMPANY	ACCOUNT CODE	ACCOUNT CODE DESCRIPTION
CMS-UNDERGROUND FUEL TANK	\$ 250.00	ETT ENTERPRISES INC	012600053000 330	PROFESSIONAL SERVICES
CMS-DEENERGIZED & DISCONNECT	\$ 372.00	ELITE ELECTRICAL CONTRACTORS LLC	012600053000 431	BUILDING MAINTENANCE
CMS-ANNUAL BURNER SERVICE	\$ 1,420.00	ESC / ENVIRONMENTAL SYSTEMS CORP	012600053000 431	BUILDING MAINTENANCE
CMS-HVAC REPAIRS	\$ 1,144.00	ESC / ENVIRONMENTAL SYSTEMS CORP	012600053000 431	BUILDING MAINTENANCE
CMS-ELEVATOR REPAIRS	\$ 827.06	GREAT NORTHERN ELEVATOR/JOHNSTON	012600053000 431	BUILDING MAINTENANCE
CMS-REPAIRS: INTERCOMS/FIRE ALARM	\$ 1,035.00	INTEGRATED TECHNICAL/AMANO	012600053000 431	BUILDING MAINTENANCE
CMS-REPAIRS EMERGENCY LIGHTS	\$ 191.00	LIGHTING SERVICES INC	012600053000 431	BUILDING MAINTENANCE
CMS-SNAKE OUT SEWER LINE	\$ 295.00	UNITED SEWER & DRAIN CLEANING INC	012600053000 431	BUILDING MAINTENANCE
CMS-DEHUMIFICATION RENTAL	\$ 97,146.66	ACCUSPEC INC	012600053000 431/2005	BUILDING MAINTENANCE
CMS- RE INSTALL GLASS THAT WAS REMOVED	\$ 2,735.00	CLEARVIEW INC	012600053000 431/2005	BUILDING MAINTENANCE
CMS-MASONRY REPAIRS	\$ 4,375.00	KERRIGAN INDUSTRIES INC	012600053000 432	GROUNDS MAINTENANCE
BMS-CUT BACK BRANCHES, TREE REMOVAL	\$ 2,150.00	KNAPP TREE INC	012600053000 432	GROUNDS MAINTENANCE
CMS-GROUNDS MAINTENANCE	\$ 650.00	PRO-TURF LANDSCAPE MANAGEMENT	012600053000 432	GROUNDS MAINTENANCE
CMS-CONTRACT GROUNDS MAINTENANCE	\$ 8,080.00	PRO-TURF LANDSCAPE MANAGEMENT	012600053000 432	GROUNDS MAINTENANCE
CMS- MASONARY WORK, ETC.	\$ 800.00	RAMOS'S AFFORDABLE CONSTRUCTION LLC	012600053000 432	GROUNDS MAINTENANCE
	\$ 121,470.72			

2019/2020 COMPLETED PROJECTS -STAPLES HIGH SCHOOL

DESCRIPTION	TOTAL	COMPANY	ACCOUNT CODE	ACCOUNT CODE DESCRIPTION
SHS-GPLPE APPLICATION- PREPARATION	\$ 1,685.00	ENSAFE INC	330	PROFESSIONAL SERVICES
SHS-UNDERGROUND FUEL TANK REGISTRATION	\$ 250.00	ETT ENTERPRISES INC	330	PROFESSIONAL SERVICES
SHS-USLD OIL TESTING FOR BACTERIA	\$ 500.00	ETT ENTERPRISES INC	330	PROFESSIONAL SERVICES
SHS-TIGHTNESS TEST AND ELECTRONIC LEAK TEST	\$ 3,000.00	ETT ENTERPRISES INC	330	PROFESSIONAL SERVICES
SHS-ASBESTOS 6 MONTH INSPECTION	\$ 550.00	HYGENIX INC	330	PROFESSIONAL SERVICES
SHS-IAQ TESTING	\$ 2,065.00	HYGENIX INC	330	PROFESSIONAL SERVICES
SHS-IAQ TESTING	\$ 400.00	HYGENIX INC	330	PROFESSIONAL SERVICES
SHS-CATWALK NETTING SITE SURVEY	\$ 3,885.00	INCORD/INTERNATIONAL CORDAGE	330	PROFESSIONAL SERVICES
SHS-REPAIR BLINDS	\$ 165.00	AEROWS WINDOW TREATMENT/NIWINSKI	431	BUILDING MAINTENANCE
SHS-RENT: POOL COATED BULK CO2 TANK	\$ 1,092.83	AIRGAS NATIONAL WELDERS	431	BUILDING MAINTENANCE
SHS-CO2 DELIVERY ESTIMATED 400 LB PER MONTH	\$ 2,466.20	AIRGAS NATIONAL WELDERS	431	BUILDING MAINTENANCE
SHS-MOLD REMEDIATION	\$ 9,710.45	ALL PRO CLEANING AND RESTORATION	431	BUILDING MAINTENANCE
SHS-WINDOW REPAIRS	\$ 1,138.78	CLEARVIEW INC	431	BUILDING MAINTENANCE
SHS-GARAGE DOOR REPAIRS	\$ 6,958	CRAWFORD DOOR OF STRATFORD	431	BUILDING MAINTENANCE
SHS-POOL SUPPLIES	\$ 4,124.50	CUSTOM AQUATICS/MACMILLEN	431	BUILDING MAINTENANCE
SHS-REPAIR WALLS IN (2)	\$ 7,204.75	EAGLE RIDGE CONSTRUCTION	431	BUILDING MAINTENANCE
SHS-WIRE INSTALLATION	\$ 1,976.29	ELITE ELECTRICAL CONTRACTORS LLC	431	BUILDING MAINTENANCE
SHS-ANNUAL BURNER SERVIC	\$ 4,670.00	ESC / ENVIRONMENTAL SYSTEMS CORP	431	BUILDING MAINTENANCE
SHS-HVAC REPAIRS	\$ 11,380.39	ESC / ENVIRONMENTAL SYSTEMS CORP	431	BUILDING MAINTENANCE
SHS-MOLD/BACTERIA TREATMENT (JO, POOL, DO)	\$ 3,100.00	ETT ENTERPRISES INC	431	BUILDING MAINTENANCE
SHS-FIRE SPRINKLER REPAIRS, EMERGENCY REPAIRS	\$ 7,897.00	FIRE PROTECTION TEAM/FF COUNTY	431	BUILDING MAINTENANCE
SHS-REPAIRS TO HVAC	\$ 1,484.00	FLOW TECH INC	431	BUILDING MAINTENANCE
SHS-ABB VARIABLE FREQUENCY DRIVE	\$ 8,220.00	FLOW TECH INC	431	BUILDING MAINTENANCE
SHS-ELEVATOR REPAIRS	\$ 4,335.33	GREAT NORTHERN ELEVATOR/JOHNSTON	431	BUILDING MAINTENANCE
SHS REPAIRS: INTERCOMS/FIRE ALARM	\$ 5,661.56	INTEGRATED TECHNICAL/AMANO	431	BUILDING MAINTENANCE
SHS-(4) INTERCOM HANDSET	\$ 3,286.00	INTEGRATED TECHNICAL/AMANO	431	BUILDING MAINTENANCE
SHS-ELECTRICAL REPAIRS	\$ 1,873.95	KINSELLA ELECTRIC	431	BUILDING MAINTENANCE
SHS-REPAIRS EMERGENCY LIGHT EXIT, REPLACE BATTERIES	\$ 10,491.00	LIGHTING SERVICES INC	431	BUILDING MAINTENANCE
SHS-ELEVATOR PIT PUMPING	\$ 1,995.00	MCVAC ENVIRONMENTAL SERVICES INC.	431	BUILDING MAINTENANCE
SHS-LOADING DOCK BASEMENT & UNDER POOL GENERATORS REPAIR	\$ 3,477.00	NORTHEAST GENERATOR	431	BUILDING MAINTENANCE
SHS-ROOF REPAIRS	\$ 950.41	OFFSHORE CONSTRUCTION INC.	431	BUILDING MAINTENANCE
SHS-HVAC REPAIRS	\$ 4,407.02	PALMER'S ELECTRIC MOTORS & PUMPS	431	BUILDING MAINTENANCE
SHS-HAZARDOUS WASTE REMOVAL	\$ 486.00	SAFETY KLEEN SYSTEMS	431	BUILDING MAINTENANCE
SHS-GENERAL BOILER/WELDING REPAIRS, REPAIR GASKET BOILER	\$ 43,040.00	SHORELINE BOILER & WELDING LLC	431	BUILDING MAINTENANCE
SHS-REMOVE HOT WATER HEATER	\$ 6,500.00	SHORELINE BOILER & WELDING LLC	431	BUILDING MAINTENANCE
SHS-CHILLER REPAIRS	\$ 1,729.94	TRANE COMPANY	431	BUILDING MAINTENANCE
SHS-REPAIR LEAKING REFRIGERANT GASKETS	\$ 94,435.13	TRANE COMPANY	431	BUILDING MAINTENANCE
SHS-CULINARY KITCHEN WALL AREA CLEANING	\$ 4,400.00	TRANS-CLEAN CORPORATION	431	BUILDING MAINTENANCE
SHS-SNAKE OUT SEWER LINE	\$ 787.95	UNITED SEWER & DRAIN CLEANING INC	431	BUILDING MAINTENANCE
SHS-POOL LICENSE RENEWAL	\$ 400.00	WESTPORT/WESTON HEALTH DISTRICT	431	BUILDING MAINTENANCE
SHS-RECTANGULAR EROSION SAFETY MATS	\$ 767.43	GOPHER/GENESIS APPAREL/PROPHET	432	GROUPS MAINTENANCE
SHS-MASONRY REPAIRS	\$ 4,375.00	KERRIGAN INDUSTRIES INC	432	GROUPS MAINTENANCE
SHS-CUT BACK BRANCHES, TREE REMOVAL	\$ 5,250.00	KNAPP TREE INC	432	GROUPS MAINTENANCE
SHS-REPAIR GATES AND FENCES	\$ 200.00	ORANGE FENCE & SUPPLY CO INC	432	GROUPS MAINTENANCE
SHS-GROUNDS MAINTENANCE NOT COVERED UNDER CONTRACT	\$ 5,000.00	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUPS MAINTENANCE
SHS-CONTRACT GROUNDS MAINTENANCE	\$ 24,700.01	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUPS MAINTENANCE
SHS-PLAYGROUND FIBER	\$ 2,473.35	PRO-TURF LANDSCAPE MANAGEMENT	432	GROUPS MAINTENANCE
SHS-EMERGENCY SEWER LATERAL REPAIR	\$ 3,750.00	RAMOS'S AFFORDABLE CONSTRUCTION LLC	432	GROUPS MAINTENANCE
SHS-EMERGENCY SEWER LATERAL CLEAN OUT	\$ 7,757.50	UNITED SEWER & DRAIN CLEANING INC	432	GROUPS MAINTENANCE

SHS-FIRE ALARM CONTROL
 SHS-BLEND PUMP UPGRADE

\$ 56,542.00
 \$ 4,870.00

INTEGRATED TECHNICAL/AMANO
 SHORELINE BOILER & WELDING LLC

2009 / 435
 2010 / 435

BUILDING PROJECTS
 BUILDING PROJECTS

SHS-REFURBISHMENT BLINDS
 SHS-PAINT (13) CLASSROOMS
 SHS-REFURBISHING - PROJECT SUMMER
 SHS-PATCH & PAINT PRINCIPAL OFFICE
 SHS-BATHROOM PARTITION PAINTING
 SHS-INTERIOR REPAIRS AND PAINTING
 SHS-REFURBISHMENT PAINTING AUDITORIUM
 SHS-CYLINDER JACK REPLACEMENT

\$ 1,982.00
 \$ 12,475.00
 \$ 8,350.00
 \$ 600.00
 \$ 4,000.00
 \$ 550.00
 \$ 8,425.00
 \$ 61,275.00

AEROWS WINDOW TREATMENT/NIWINSKI
 FERRARO'S PAINTING & RESTORATION
 GREAT NORTHERN ELEVATOR/JOHNSTON

2015 / 437
 2015 / 437
 2015 / 437
 2015 / 437
 2015 / 437
 2015 / 437
 2015 / 437
 2016 / 437

RESTORATIVE/PREVENTATIVE MAINTENANCE
 RESTORATIVE/PREVENTATIVE MAINTENANCE

\$ 485,521.77

2019/2020 - COMPLETED PROJECTS-SYSTEM WIDE

DESCRIPTION	TOTAL	COMPANY	ACCOUNT CODE	ACCOUNT CODE DESCRIPTION
SYSTEM WIDE - ARCHITECTURE	\$ 18,050.00	CUSATO ARCHITECTURE LLC	330	PROFESSIONAL SERVICES
ANNUAL CUSTODIAL/ MAINTENANCE TRAINING	\$ 2,000.00	HYGENIX INC	330	PROFESSIONAL SERVICES
SHS- POOL TRAINING COURSE	\$ 1,700.00	MACE MATTHEW J.	330	PROFESSIONAL SERVICES
SYSTEM WIDE MOVE ITEMS GOING TO BMS	\$ 2,045.00	MEYER WILLIAM B	330	PROFESSIONAL SERVICES
BMS INTERIOR RENOVATIONS	\$ 2,054.00	PHILIP H. CERRONE ARCHITECT	330	PROFESSIONAL SERVICES
SYSTEM WIDE PARKING LOT SCAN	\$ 8,725.00	STREETSCAN INC.	330	PROFESSIONAL SERVICES
BMS- 35 NEW AMERICAN TIME	\$ 6,596.00	INTEGRATED TECHNICAL/AMANO	431	BUILDING MAINTENANCE
STAPLES 20 PRIMEX CLOCKS	\$ 4,130.00	INTEGRATED TECHNICAL/AMANO	431	BUILDING MAINTENANCE
REMOVE OUT-DATED COMPUTERS	\$ 2,350.00	ISG/PHENIX TECHNOLOGIES LLC	431	BUILDING MAINTENANCE
SYSTEM WIDE - PARKING LOT LINING/NUMBERS	\$ 16,600	ARROW LINE/SHILLING	436/2012	GROUNDS PROJECTS
SYSTEM WIDE -FIRE LANE LINE COMPLIANCE	\$ 17,640	ARROW LINE/SHILLING	436/2012	GROUNDS PROJECTS
SHS- POT HOLE REPAIRS	\$ 1,000	RAMOS'S AFFORDABLE CONSTRUCTION LLC	436/2011	GROUNDS PROJECTS
	<u>\$ 82,890.00</u>			

**WESTPORT PUBLIC SCHOOLS
PROJECT SUMMARY SUMMER OF 2020
Fiscal Year 2020/2021**

<u>SCHOOL</u>	<u>PROJECT DESCRIPTION</u>	<u>AMOUNT</u>	<u>TOTAL</u>	<u>ACCOUNT NUMBER</u>		<u>ACCOUNT DESCRIPTION</u>
CES	PRE-SCHOOL CLASSROOM HVAC	\$ 21,248.00		01260003000	431	BUILDING MAINTENANCE
	PRE-SCHOOL CLASSROOM RENOVATION	\$ 23,600.00		01260003000	431	BUILDING MAINTENANCE
	ISOLATION ROOM (COVID-19)	\$ 5,800.00		01260003000	431/2129	BUILDING MAINTENANCE
	LIBRARY/COMPUTER ROOM REPLACEMENT COOLING UNIT	\$ 13,000.00		01260003PRO	435/2103	BUILDING PROJECTS
			<u>\$ 63,648.00</u>			
GFS	ROOM 201 COOLING UNIT UPGRADE	\$ 11,000.00		01260004PRO	435/2106	BUILDING PROJECTS
	STONE RETAINING WALL REPAIRS	\$ 9,680.00		01260004PRO	436/2117	GROUND'S PROJECTS
	STAIR #5, REMOVE AND INSTALL NEW TREADS (Upper stairs)	\$ 11,142.00		01260004PRO	437/2123	RESTORATIVE/PREVENTATIVE MAINTENANCE
			<u>\$ 31,822.00</u>			
KHS	KHS- GYM EMERGENCY FLOOR REPAIR	\$ 57,258.00		01260005000	431	BUILDING MAINTENANCE
	KHS- CAFÉ FLOOR	\$ 33,216.00		01260005PRO	435/2107	BUILDING PROJECTS
	KHS- CYLINDER JACK REPLACEMENT	\$ 36,220.00		01260005PRO	437/2016	RESTORATIVE/PREVENTATIVE MAINTENANCE
			<u>\$ 126,694.00</u>			
LLS	PNEUMATIC ZONE CONTROL UPGRADE	\$ 9,646.00		01260007PRO	435/2108	BUILDING PROJECTS
			<u>\$ 9,646.00</u>			
SES	SES- EMERGENCY HEATING VALVE REPLACEMENT	\$ 36,980.00		01260008000	431	BUILDING MAINTENANCE
	CHILLER CONTROL PANEL ADAPTIVEVIEW UPGRADES	\$ 56,870.00		01260008PRO	435/2109	BUILDING PROJECT
			<u>\$ 93,850.00</u>			
BMS	SPLIT SYSTEM ROOM 238 (Replacement cooling unit)	\$ 13,450.00		012600051PRO	435/2110	BUILDING PROJECTS
	DELUXE CLEANING AND RESTORACION BOYS & GIRLS LOCKER ROOMS	\$ 16,450.00		012600051PRO	437/2125	RESTORATIVE/PREVENTATIVE MAINTENANCE
			<u>\$ 29,900.00</u>			
SYSTEM WIDE	FENCE REPAIRS	\$ 10,287.00		01260033000PRO	436/2013	GROUND'S PROJECTS
			<u>\$ 10,287.00</u>			
SHS	AHU CONTROLS UPGRADE POOL BOILER ROOM	\$ 9,000.00		012600061PRO	435/2112	BUILDING PROJECTS
			<u>\$ 9,000.00</u>			
TOTAL ALL SCHOOLS			<u><u>\$ 374,847.00</u></u>			

**WESTPORT PUBLIC SCHOOLS
FIVE YEAR PROPOSED CAPITAL FORECAST - PRIORITY LISTING
2020-2021 (YEAR 1 OF 5)**

FISCAL YEAR	DESCRIPTION	ESTIMATE	SUB-TOTAL	Antinozzi Report Year	* Priority
2020-2021	GREEN'S FARMS ELEMENTARY SCHOOL Cooling Tower Replacement <i>Notes: A midwinter job. Cost estimate based on 2018 bid. We don't agree on price and timeframe.</i>	\$213,000		2021	1
			\$213,000		
2020-2021	KINGS HIGHWAY ELEMENTARY SCHOOL ** Main entrance redesign including ADA access ** Installation ADA Stage access <i>Notes: Review of current ADA codes required.</i>	\$98,483 \$52,524		2020	2
			\$151,007	2020	2
2020-2021	SAUGATUCK ELEMENTARY SCHOOL ** Replacement EPDM; single-ply membrane SW addition ** Replacement EPDM; single-ply membrane SW addition - auditorium ** Replacement EPDM; single-ply membrane NE addition ** Remove and replacement Flashing; marble roof coping NE addition ** Installation roof walkway pads to all major equipment and ladders in each roof replacement <i>Notes: Summer project (AIA/ roof design documents production starting in 2020, roof at the end of useful life)</i>	\$1,191,075 \$387,659 \$723,497 \$221,586 \$62,635		2020	1
				2020	1
				2020	1
				2020	1
			\$2,586,452	2020	1
2020-2021	STAPLES HIGH SCHOOL ** Remove and replacement existing EPDM roofing system down to deck at portions of building <i>Notes: Summer project (AIA/ roof design documents production starting in 2020, roof at the end of useful life)</i>	\$5,277,890		2020	1
			\$5,277,890		
Total Fiscal Year 2020-2021 (without soft cost)			\$8,228,349		

Projected 11% Soft cost required for year 2020-2021

\$881,688

Projected 11% Soft cost required for upcoming year 2021-2022

\$571,314

Gran Total Fiscal Year 2020-2021 (soft cost included)

\$9,681,351

*Priority recommended by facilities department needs

** Soft cost include engineering, architectural design and project management estimated at 11%

436 GROUNDS PROJECTS

<u>VENDOR</u>	<u>GREEN'W FARMS /ITEM DESCRIPTION</u>	<u>ITEM TOTAL</u>	<u>Requisition</u>	<u>ACCOUNT NUMBERS</u>
	LIBRARY FAÇADE MORTAR AND JOINT REPAIRS	14,870		01-2600-004-PRO-436-2116-436
CAPASSO	STONE RETAINING WALL REPAIRS	9,680	S1023	01-2600-004-PRO-436-2117-436
		<u>24,550</u>		
	<u>SAUGATUCK ITEM DESCRIPTION</u>			
	SCULPTURE BASE REPAIRS	<u>5,740</u>		01-2600-008-PRO-436-2118-436
	<u>SYSTEM WIDE /ITEM DESCRIPTION</u>			
	FENCE REPAIRS	25,000		01-2600-333-PRO-436-2119-436
	LINING AND STRIPPING	25,000		01-2600333-PRO-436-2120-436
	ASPHALT REPAIRS	50,000		01-2600-333-PRO-436-2121-436
		<u>100,000</u>		
	GROUNDS PROJECTS TOTAL	<u><u>130,290</u></u>		

437 RESTORATIVE/PREVENTATIVE MAINTENANCE

<u>VENDOR</u>	<u>COLEYTOWN ELEMENTARY/ITEM DESCRIPTION</u>	<u>ITEM TOTAL</u>	<u>REQUISITION</u>	<u>ACCOUNT NUMBERS</u>
	REFURBISHING	17,500		01-2600-003-PRO-437-2122-437
	PAINT EXTERIOR DOOR	9,600		01-2600-003-PRO-437-2104-437
		<u>27,100</u>		

GREEN'S FARM'S /ITEM DESCRIPTION

	REFURBISHING	17,500		01-2600-004-PRO-437-2122-437
North Haven	STAIR # 5 REMOVE AND INSTALL NEW TREADS	11,142	S1022	01-2600-004-PRO-437-2123-437
		<u>28,642</u>		

KINGS HIGHWAY /ITEM DESCRIPTION

	REFURBISHING	<u>17,500</u>		01-2600-005-PRO-437-2122-437
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LONG LOTS /ITEM DESCRIPTION

	REFURBISHING	<u>17,500</u>		01-2600-007-PRO-437-2122-437
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SAUGATUCK /ITEM DESCRIPTION

	REFURBISHING	<u>17,500</u>		01-2600-008-PRO-437-2122-437
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WESTPORT PUBLIC SCHOOLS

JOHN BAYERS

Director of Human Resources & General Administration

110 MYRTLE AVENUE
WESTPORT, CONNECTICUT 06880
TELEPHONE: (203) 341-1004
Fax: (203) 341-1024
JBAYERS@WESTPORTPS.ORG

To: Thomas Scarice, Superintendent

From: John Bayers, Director of Human Resources

Subject: Flexibilities for Implementing the CT Guidelines for Educator Evaluations 20-21

Date: October 1, 2020

On August 11, 2020, Dr. Miguel Cardona, Commissioner of Education for the Connecticut State Department of Education (CSDE), issued a memorandum to Superintendents regarding *Flexibilities within the CT Guidelines for Educator Evaluation 2017 for the 2020-2021 School Year*. A subsequent memorandum with additional information on this topic, dated September 1, 2020, was issued by Dr. Shuana Tucker, Chief Talent Officer. (See attachments)

The Westport Professional Development and Evaluation Plan committee, (PDEP), met to review the flexibility options for the 2020-2021 school year on September 16, 2020. The committee, which is composed of teachers, administrators, and the Westport Education Association co-presidents, unanimously supports Westport's adoption of *Flexibilities within the CT Guidelines for Educator Evaluation 2017 for the 2020-2021 School Year*. Committee members feel the modified approach to implementing the educator evaluation guidelines for the 2020-2021 school year will best support the professional growth of our staff as we operate schools during the global Covid-19 pandemic.

Included in this memorandum is a side-by-side comparison of Westport's current Professional Development and Evaluation Plan's components that are directly modified by the flexibility options from the CSDE. The comparison focuses on the elimination of summative ratings for the 2020-2021 school year, the goal setting process, and the evaluation process. The PDEP committee is confident that the flexibilities will not diminish the professional conversations between teachers and administrators around teaching and learning. In fact, both groups agree that the focus on social/emotional needs of students, staff and families, is the key to supporting everyone in promoting academic growth during these challenging times.

It should be noted that Westport's existing PDEP plan will still serve as the baseline for professional growth and evaluation. The existing rubrics will still be used to drive conversations between teachers and administrators. (See attachments) In addition, the various mechanisms in the PDEP plan used for dispute resolution and intensive support options remain. The PDEP committee will meet throughout the year, as it has in the past, to monitor the progress of Westport's PDEP implementation and provide modifications and support as needed.

<p style="text-align: center;">Westport Public Schools Professional Development & Evaluation Plan Summative Ratings</p>	<p style="text-align: center;">CSDE - Flexibilities for Implementing the CT Guidelines for Educator Evaluations 20-21 Summative Ratings</p>
<p>The individual summative teacher evaluation rating will be based on four categories of performance, grouped in two major focus areas: Student Outcomes Related Indicators and Teacher Practice Related Indicators.</p> <p>The educator will receive one of the four performance ratings:</p> <p>Exemplary- Substantially exceeding indicators of performance</p> <p>Accomplished- Meeting indicators of performance</p> <p>Developing- Meeting some indicators of performance but not others</p> <p>Below Standard- Not meeting indicators of performance</p>	<p><u>4-Level Rating System</u></p> <p>Summative ratings are waived for the 2020-2021 academic year as a result of the pandemic and executive orders affecting our educational system, including the waiver of student assessments and teacher evaluations last year. These changes impacted the fundamental data typically used to contribute to the standard evaluation process. This waiver of the summative ratings does not change the expectation that evaluators will provide substantive feedback to educators. Based on data and evidence collected throughout the year, educators will complete a self-assessment, and evaluators will complete a narrative summary of the educator’s performance.</p>
<p>The Summative Evaluation Report, which includes ratings specific to each of the four components of the Westport Rubric as well as an overall rating and related determination of “effective” or “ineffective”, will incorporate all sources of data either in the narrative or by attachment. These sources should include an educator’s self-reflection, observation reports, information related to the performance of other professional responsibilities, including community feedback and while school student learning, as well as progress on student learning objectives. Prior to submission of the Summative Evaluation to the Superintendent’s office, educators will review a copy and may confer further with their evaluators. Staff members may choose to supplement the report with comments of their own. An educator’s signature on the summative evaluation indicates receipt only.</p>	<p>The waiver of summative ratings does not change the expectation that evaluators will provide substantive feedback to educators.</p> <ul style="list-style-type: none"> • Educators shall complete a self-assessment based on evidence and data collected throughout the school year, and submit to their evaluators no later than the date in the district’s EESP. • Evaluators shall provide a narrative summary highlighting commendations, areas for improvement, and recommendations to the educator prior to the end of the year.

<p style="text-align: center;">Westport Public Schools Professional Development & Evaluation Plan Student Learning Indicators 45%</p>	<p style="text-align: center;">CSDE - Flexibilities for Implementing the CT Guidelines for Educator Evaluations 20-21 Student Learning Indicators 45%</p>
<p>Each teacher will write at least one SLO. One half (22.5%) of the indicators of academic growth and development (IAGD) used as evidence of whether the goal/objectives are met shall not be determined by a single isolated test score, but shall be determined through the comparison of data across assessments and administered over time. A state test can be used only if there are interim assessments that lead to that test, and such interim assessments shall be included in the overall score for those teaching tested grades and subjects. Those without an available standardized indicator will select, through mutual agreement subject to the local dispute-resolution process of the Guidelines for Educator Evaluation, an additional non-standardized indicator</p> <p>A minimum of 1 non-standardized indicator is used in rating the other 22.5% of the IAGD's.</p>	<p>Teachers will develop a minimum of one student learning goal with a minimum of two indicators or measures of accomplishments focused on:</p> <ul style="list-style-type: none"> • Social emotional learning for students, • Student engagement, and/or • Family engagement. • An academic goal may be considered, with mutual agreement

<p style="text-align: center;">Westport Public Schools Professional Development & Evaluation Plan Observation of Performance and Practice 40%</p>	<p style="text-align: center;">CSDE - Flexibilities for Implementing the CT Guidelines for Educator Evaluations 20-21 Observation of Performance and Practice 40%</p>
<p style="text-align: center;"><u>Non-Tenured Teachers</u></p> <p>Year One and Two Teachers</p> <p>Teachers in their first and second year of teaching (and teachers previously tenured in Connecticut and in their first year of teaching in Westport) are formally observed a minimum of three (3) times. A Review of Practice will also be completed for these teachers.</p> <p>Year Three and Four Teachers Who Have Received a Rating of Accomplished or Exemplary</p> <p>Teachers in their third or fourth year of teaching (and teachers previously tenured in Connecticut who are in their second year of teaching in Westport) who receive a performance evaluation rating of Accomplished or Exemplary shall receive a minimum of two formal in-class observations.</p> <p style="text-align: center;"><u>Tenured Teachers</u></p> <p>Tenured Teachers Who Have Received a Rating of Accomplished or Exemplary</p> <p>Tenured Teachers who receive a performance evaluation rating of Accomplished or Exemplary shall participate in a three year observation cycle. Once every three years the teacher shall, through mutual agreement with their evaluator, select either Pathway 1 (Formal Observation) or Pathway 2 (Mini Observations) to be applied to their teacher observation framework. During the other two years of this cycle the teachers will follow Pathway 3 (Informal Observations).</p> <ul style="list-style-type: none"> • Pathway 1: One formal Observation and One Review of Practice • Pathway 2: 5-6 Unannounced Mini-Observations and one Review of Practice • Pathway 3: Three Informal Observations and One Review of Practice 	<p>Districts may adjust the requirement for formal in-class observations, as appropriate, if shorter, more frequent observations will take place.</p> <ul style="list-style-type: none"> • A minimum of two observations and a minimum of one review of practice for teachers with more than two years of experience and who maintained Proficient or Exemplary practice during 2019-2020. • A minimum of three informal observations and a minimum of one review of practice for first and second year teachers, and teachers who demonstrated Developing or Below Standard practice during 2019-2020.

<p align="center">Westport Public Schools Professional Development & Evaluation Plan Stakeholder Feedback 10%</p>	<p align="center">CSDE - Flexibilities for Implementing the CT Guidelines for Educator Evaluations 20-21 Stakeholder Feedback 10%</p>
<p>Feedback from the Community is used to help determine the remaining 10% of the Teacher Practice Indicators. The Community Feedback component will address the school-based area of focus identified by school administrators.</p> <p>The focus for each building will be determined in response to the needs of the particular school. Teachers will then work in groups or as individuals and in collaboration with their evaluator to determine the actions they will take in order to demonstrate growth and contribution toward the Community Feedback goal.</p>	<p>Engaging with families continues to be essential in supporting the overall success of students in school. As families have had to adjust to remote learning for students from home, caring for family members while working from home and/or ensuring child care while working outside of the home, and addressing the impacts on health, safety, financial and food security, the CSDE is committed to supporting educators in their support of and engagement with the families of our students.</p> <p>It is recommended that educators prioritize the focus on implementing strategies for ongoing communication and engagement with families.</p>

<p align="center">Westport Public Schools Professional Development & Evaluation Plan Whole-School Student Learning Indicators 5%</p>	<p align="center">CSDE - Flexibilities for Implementing the CT Guidelines for Educator Evaluations 20-21 Whole-School Student Learning Indicators 5%</p>
<p>Feedback from the Community is used to help determine the remaining 10% of the Teacher Practice Indicators. The Community Feedback component will address the school-based area of focus identified by school administrators.</p> <p>The focus for each building will be determined in response to the needs of the particular school. Teachers will then work in groups or as individuals and in collaboration with their evaluator to determine the actions they will take in order to demonstrate growth and contribution toward the Community Feedback goal.</p>	<p>Engaging with families continues to be essential in supporting the overall success of students in school. As families have had to adjust to remote learning for students from home, caring for family members while working from home and/or ensuring child care while working outside of the home, and addressing the impacts on health, safety, financial and food security, the CSDE is committed to supporting educators in their support of and engagement with the families of our students.</p> <p>It is recommended that educators prioritize the focus on implementing strategies for ongoing communication and engagement with families.</p>

Be it Resolved, that upon the recommendation of the Superintendent of Schools, the Board of Education adopts *Flexibilities within the CT Guidelines for Educator Evaluation 2017 for the 2020-2021 School Year*, as offered by the Connecticut State Department of Education.



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Superintendents of Schools
Superintendents of Unified School Districts
Directors of Public Charter Schools
Directors of Approved Private Special Education Programs
Executive Directors of Regional Educational Service Centers

FROM: Dr. Shuana K. Tucker, Chief Talent Officer
Talent Office

DATE: September 1, 2020

SUBJECT: **Adopting the Flexibilities for Implementing the CT Guidelines for Educator Evaluation 2017 (*Guidelines 2017*) and Requesting an Amendment to a Connecticut State Department of Education (CSDE) Educator Evaluation and Support Plan (EESP) for 2020-21**

Each Local Educational Agency (LEA) intending to adopt the flexibilities for implementing the *Guidelines 2017* for the 2020-21 school year, must submit an online EESP Checklist. The one-time flexibilities within the *Guidelines 2017* and Connecticut General Statutes Section 151b are intended to be adopted in its entirety, as described in [Commissioner Cardona's Superintendent Memo, August 11, 2020, Flexibilities for Implementing the CT Guidelines for Educator Evaluation 2017 for the 2020-2021 School Year](#). LEAs that choose to adopt these flexibilities must do so through the mutual-agreement process of the Professional Development and Evaluation Committee (PDEC) and the local board of education.

LEAs requesting an amendment to an existing CSDE-approved EESP for the 2020-21 school year must also submit an online EESP Checklist. The proposed amendment must align with the *Guidelines 2017*, and be developed with mutual agreement between the PDEC and the local board of education.

LEAs intending to adopt the one-time flexibilities within the *Guidelines 2017* or to submit a request for an amendment should complete the [EESP checklist](#) prior to October 1, 2020.

Contact the CSDE consultant assigned to your region to discuss questions from your PDEC.

- Sharon Fuller- sharon.fuller@ct.gov – (CES, EDADVANCE, LEARN)
- Kimberly Audet- kimberly.audet@ct.gov – (ACES, CREC, EASTCONN)

Thank you for your continued commitment to the evaluation and support of Connecticut's educators.

SKT:ka



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Superintendents of Schools
Superintendents of Unified School Districts
Directors of Public Charter Schools
Directors of Approved Private Special Education Programs
Executive Directors of Regional Educational Service Centers

FROM: Dr. Shuana K. Tucker, Chief Talent Officer

DATE: September 1, 2020

SUBJECT: **Resources to Implement Flexibilities within the *CT Guidelines for Educator Evaluation 2017* for the 2020-2021 School Year**

The CT State Department of Education (CSDE), in partnership with Tepper and Flynn, LLC, will be providing guidance recommendations, and resources for implementing the flexibilities within the *Guidelines for Educator Evaluation 2017* ([Guidelines](#)) for the 2020-2021 school year, as provided by Commissioner Miguel A. Cardona on August 11, 2020. These resources will apply to in-person, hybrid, and remote/blended teaching and learning models, and will provide strategies and tools to support:

- A common understanding of effective teaching and learning within varied models, as described in CT’s *CCT Rubric for Effective Teaching*, *CCT Rubric for Effective Service Delivery*, and *Common Core of Leading: CT’s Standards for School Leaders*;
- Providing continuity and coherence of observations and reviews of practice in varied teaching and learning settings that lead to formative feedback and support;
- Developing and implementing student learning objectives that support social and emotional learning and students’ academic success; and
- Ensuring that students have equitable access to learning regardless of the teaching and learning model.

These resources are being developed in conjunction with input from the field to reflect the critical importance of social and emotional learning and well-being of students and educators during the upcoming academic year, while maintaining meaningful feedback and substantive evaluation of educators and administrators.

As districts are preparing to meet with Professional Development and Evaluation Committees (PDECs), we are sharing the timeline that these resources will be available on the [CSDE Talent Office Website](#).

Implementation Recommendations and Resources	Available on CSDE Talent Office Website
Part 1: Observation, Feedback, and Support: Teacher Performance and Practice <ul style="list-style-type: none"> • 1A: Recommendations & Strategies for Varied Teaching and Learning Models 	Early September

<ul style="list-style-type: none"> • 1B: Resources • 1C: Ongoing Embedded Professional Learning Suggestions 	
<p>Part 2: Observation, Feedback, and Support: Leader Performance and Practice</p> <ul style="list-style-type: none"> • 2A: Recommendations & Strategies for Varied Teaching and Learning Models • 2B: Resources • 2C: Ongoing Embedded Professional Learning Suggestions 	Mid-September
<p>Part 3: Student Learning Objectives</p> <ul style="list-style-type: none"> • 3A: Recommendations & Strategies for Varied Teaching and Learning Models • 3B: Resources • 3C: Ongoing Embedded Professional Learning Suggestions 	Mid-September
<p>Webinar 1 – Observation, Feedback, and Support in Varied Teaching and Learning Models</p>	End of September
<p>Webinar 2 – Development and Implementation of Student Learning Goals/Indicators to Support Social and Emotional Learning</p>	Early October

The CSDE is committed to engaging valued constituents throughout the state, including teachers, school and district leaders, Connecticut Association of Schools (CAS), Connecticut Association of Public School Superintendents (CAPSS), Regional Educational Service Centers (RESCs), and teacher and administrator unions during the 2020-2021 school year to collectively reimagine educator evaluation and support for future years.

Contact the CSDE consultant for your region to discuss questions from your PDEC.

- Sharon Fuller- sharon.fuller@ct.gov – (CES, EDADVANCE, LEARN)
- Kimberly Audet- kimberly.audet@ct.gov – (ACES, CREC, EASTCONN)

Thank you for your continued commitment to the evaluation, support, and growth of Connecticut’s educators.

SKT:sf



STATE OF CONNECTICUT
STATE BOARD OF EDUCATION



TO: Superintendents of Schools
Superintendents of Unified School Districts
Directors of Public Charter Schools
Directors of Approved Private Special Education Programs
Executive Directors of Regional Educational Service Centers

FROM: Dr. Miguel A. Cardona, Commissioner 

DATE: August 11, 2020

SUBJECT: **Flexibilities for Implementing the *CT Guidelines for Educator Evaluation 2017* for the 2020-2021 School Year**

The disruption to our educational system during the COVID-19 pandemic has been significant and has affected multiple systems within our schools. As each local educational agency (LEA) prepares for the return to school, the CT State Department of Education (CSDE) is providing one-time flexibilities within the *Guidelines for Educator Evaluation 2017* ([Guidelines](#)) and Connecticut General Statute Section 151b. Pursuant to Executive Order 7C, this document reflects my order implementing these flexibilities, which take effect immediately and will be in place for the 2020-2021 school year only.

These flexibilities reflect the critical importance of the social and emotional learning and well-being of students and educators during the upcoming academic year, while maintaining meaningful feedback and substantive evaluation of educators and administrators. Although this is a short-term approach, the CSDE is committed to engaging partners in reimagining educator evaluation and support for future years. This academic year the CSDE will convene educational stakeholders to work hand in hand to reimagine CT's educator evaluation and support system in its entirety. Our goal will be to complete this process in spring 2021 in order for districts to plan for and implement in the 2021-2022 school year.

A summary of the *Guidelines* flexibilities for 2020-2021 is included below. For further detail, please refer to the attachment.

Student Learning Indicators

Districts may focus Student Learning components on social and emotional learning, student engagement, and family engagement.

Teachers: A minimum of one goal with a minimum of two indicators or measures of accomplishment focused on social and emotional learning for students, student engagement, and/or family engagement.

Administrators: A minimum of two indicators or measures of accomplishment focused on the re-opening of schools, supporting well-being of staff and students, supporting distance teaching and learning, and/or health and safety of students, staff, and the school community.

Districts may adjust the requirement for formal in-class observations, as appropriate, if shorter, more frequent observations will take place. Written feedback from observations should be based on current, CSDE-approved rubrics, be formative in nature, and include recommendations for professional learning.

Teachers: A minimum of two and three informal observations for teachers based on years of experience and previous summative ratings. All teachers complete a minimum of one review of practice.

Administrators: A minimum of two and three site visits for administrators based on years of experience in the profession and/or district and previous summative ratings. All administrators complete a minimum of two artifact reviews.

4-Level Matrix Rating System

Summative ratings are waived for the 2020-2021 academic year as a direct result of the disruption of the pandemic and executive orders affecting our educational system, including the waiver of student assessments and teacher evaluations last year. These changes impacted some of the fundamental data typically used to contribute to the standard evaluation process. This waiver of summative ratings does not change the expectation that evaluators will provide substantive feedback to educators. Based on data and evidence collected throughout the year, educators will complete a self-assessment, and evaluators will complete a narrative summary of the educator's performance.

Improvement and Remediation Plans

These flexibilities should not be interpreted to mean improvement and remediation plans are unnecessary. Any evaluator who continues to have concerns about an educator's performance should ensure it is appropriately communicated and documented, and development opportunities are provided, even without summative ratings. Communication between evaluators, educators, and the exclusive bargaining representative should take place regarding the status of existing plans. Primary evaluators should provide formative documentation when developing a plan in consultation with the educator and exclusive bargaining representative.

Amendment Requests

LEAs that choose to adopt these flexibilities must do so through the mutual-agreement process of the Professional Development and Evaluation Committee (PDEC) and superintendent. Once mutual-agreement has been reached, an LEA may begin implementation of the flexibilities. LEAs that intend to utilize 2020-2021 flexibilities will be asked to notify the Bureau of Educator Effectiveness and Professional Learning by October 1, 2020 consistent with the EESP amendment process. The link to request EESP amendments will be included in a subsequent communication. Districts not using the flexibilities will assume their most recent CSDE-approved plan.

Guidance and resources to support the implementation of effective Student Learning Indicators and informal observation protocols for in-person, hybrid and virtual learning environments will be forthcoming to assist LEAs in adopting available flexibilities.

Contact the CSDE consultant assigned to your region to discuss questions from your PDEC.

- Sharon Fuller- sharon.fuller@ct.gov – (CES, EDADVANCE, LEARN)
- Kimberly Audet- kimberly.audet@ct.gov – (ACES, CREC, EASTCONN)

Thank you for your continued commitment to the evaluation and support of Connecticut's educators.

SKT:ka

**Flexibilities for Implementing the CT Guidelines for Educator Evaluation 2017
(Guidelines) for the 2020-2021 School Year
August 11, 2020**

Given the conditions of the COVID-19 pandemic, the impact on the re-opening of schools, and the critical importance of the social and emotional learning and well-being of students and educators during the upcoming academic year, the CT State Department of Education (CSDE) is providing flexibilities to the fundamental requirements of the *CT Guidelines for Educator Evaluation (Guidelines)* and Connecticut General Statute Section 10-151b to support individual and collective educator practices in order to improve student growth.

These flexibilities were developed to facilitate support, feedback, and growth for CT educators in order to best meet the needs of students.

Student Learning Indicators (45%)

Justification: In order for students to achieve academically, their primary needs of safety and well-being must first be addressed. Educators share these needs as well, as they strive to meet the needs of their students. Due to the COVID 19 pandemic, leading to the closure of school buildings, the cancellation of state-wide assessments, the rapid transition to remote learning models, and the impacts on social and emotional well-being caused by health and safety precautions, the CSDE is providing flexibility for the Student Learning components of Educator Evaluation and Support in order to prioritize a focus on social and emotional learning and overall well-being of staff and students.

Teachers will develop a minimum of one student learning goal with a minimum of two indicators or measures of accomplishment focused on:

- social and emotional learning for students,
- student engagement, and/or
- family engagement.
- An academic goal may be considered, with mutual agreement.

Indicators or measures of accomplishment could be demonstrated by implementation of school-wide or individual strategies mutually agreed upon between the teacher and evaluator during the goal-setting process.

Administrators will develop a minimum of two student learning indicators or measures of accomplishment focused on:

- the re-opening of schools,
- supporting the health and safety, and social and emotional well-being, of staff and students,
- supporting remote and distance teaching and learning,
- mastery-based learning, and/or
- ensuring equity for the most vulnerable students and their families.

Indicators or measures of accomplishment could include implementation of district-wide or individual strategies that are mutually agreed upon between the administrator and evaluator during the goal-setting process.

Observation of Performance and Practice (40%)

Justification: Given the overall goal of fully re-opening schools, while recognizing the reality that the context of leading, teaching and learning via pandemic health and safety precautions and/or

distance learning procedures may look different during this school year, the CSDE is providing flexibility for the Observation of Performance and Practice components of Educator Evaluation and Support.

As the social and emotional well-being of students and staff will be a priority during 2020-2021, it is recommended that observations of performance and practice be formative in nature, and take place more frequently and for shorter amounts of time throughout the school year for the purpose of providing feedback and support. Evaluators are encouraged to focus on educator practice that supports social and emotional learning, and health and well-being of staff and students in in-person, blended, and remote learning environments.

Written feedback from observations should be based on current, CSDE-approved rubrics, be formative in nature, and include recommendations for professional learning.

Observation Process for Teachers:

Districts may adjust the requirement for formal in-class observations, as appropriate, if shorter, more frequent observations will take place.

- A minimum of two observations and a minimum of one review of practice for teachers with more than two years of experience and who maintained Proficient or Exemplary practice during 2019-2020.
- A minimum of three informal observations and a minimum of one review of practice for first and second year teachers, and teachers who demonstrated Developing or Below Standard practice during 2019-2020.

Observation Process for Administrators:

Districts may consider that given the changes that are taking place for the re-opening of schools for 2020-2021, artifact reviews may replace one of the required site visits required in the *Guidelines*.

- A minimum of two site visits for administrators with two or more years of experience and who maintained Proficient or Exemplary practice during 2019-2020.
- A minimum of three site visits, with additional site visits, as needed, for administrators who are new to the profession or the district, or who demonstrated Developing or Below Standard practice during 2019-2020.

Stakeholder Feedback (10%)

Justification: Engaging with families continues to be essential in supporting the overall success of students in school. As families have had to adjust to remote learning for students from home, caring for family members while working from home and/or ensuring child care while working outside of the home, and addressing the impacts on health, safety, financial and food security, the CSDE is committed to supporting educators in their support of and engagement with the families of our students.

It is recommended that educators prioritize the focus on implementing strategies for ongoing communication and engagement with families.

Whole-School Student Learning Indicators/Teacher Effectiveness Outcomes (5%)

Districts should follow their most recently approved CSDE-EESP.

4-Level Matrix Rating System

Justification: Given that ratings have been waived for the 2020-2021 academic year, it is important for educators and their evaluators to communicate about educators' progress, potential concerns, and relevant professional learning. In order to promote support and growth for educators, feedback from observations of performance and practice should be conveyed in writing, as should feedback about the accomplishment of student learning goals/indicators.

This waiver of summative ratings does not change the expectation that evaluators will provide substantive feedback to educators.

- Educators shall still complete a self-assessment based on evidence and data collected throughout the school year, and submit to their evaluators no later than the date in the district's EESP.
- Evaluators shall provide a narrative summary highlighting commendations, areas for improvement, and recommendations to the educator prior to the end of the school year.
- The reporting of aggregate evaluation ratings to the CSDE by September 15, 2021, is waived.
- Districts shall inform their local or regional board of education the implications of the Governor's Executive Order No. 7C on Educator Evaluation and Support.

Evaluation-based Professional Learning

It is recommended that professional learning needs be discussed during the goal-setting conference and be reviewed as part of mid-year check-ins. This will ensure ongoing support as educators adapt and adjust to the potential for varied teaching and learning environments due to the monitoring of COVID-19 factors.

Individual Improvement and Remediation Plans

These flexibilities should not be interpreted to mean improvement and remediation plans are unnecessary. Any evaluator who continues to have concerns about an educator's performance should ensure it is appropriately communicated and documented, and development opportunities are provided, even without summative ratings. Communication between evaluators, educators, and the exclusive bargaining representative should take place regarding the status of existing plans. Primary evaluators should provide formative documentation when developing a plan in consultation with the educator and exclusive bargaining representative.

Appendix II

Rubrics

- Effective Teaching 2017 Rubric
- Effective Service Delivery 2017 Rubric
- Information Technology Literacy (ITL) Effective Service Delivery Rubric

CCT Rubric for Effective Teaching 2017 — At a Glance

Evidence Generally Collected Through In-Class Observations	Evidence Generally Collected Through Non-Classroom/Reviews of Practice
▶ Domain 1: Classroom Environment, Student Engagement and Commitment to Learning	▶ Domain 2: Planning for Active Learning
<p><i>Teachers promote student engagement, independence and interdependence in learning and facilitate a positive learning community by:</i></p> <p>1a. Creating a positive learning environment that is responsive to and respectful of the learning needs of all students.</p> <p>1b. Promoting developmentally appropriate standards of behavior that support a productive learning environment for all students.</p> <p>1c. Maximizing instructional time by effectively managing routines and transitions.</p>	<p><i>Teachers plan instruction to engage students in rigorous and relevant learning and to promote their curiosity about the world at large by:</i></p> <p>2a. Planning of instructional content that is aligned with standards, builds on students' prior knowledge and provides for appropriate level of challenge for all students.</p> <p>2b. Planning instruction to cognitively engage students in the content.</p> <p>2c. Selecting appropriate assessment strategies to monitor student progress.</p>
▶ Domain 3: Instruction for Active Learning	▶ Domain 4: Professional Responsibilities and Teacher Leadership
<p><i>Teachers implement instruction to engage students in rigorous and relevant learning and to promote their curiosity about the world at large by:</i></p> <p>3a. Implementing instructional content for learning.</p> <p>3b. Leading students to construct meaning and apply new learning through the use of a variety of differentiated and evidence-based learning strategies.</p> <p>3c. Assessing student learning, providing feedback to students and adjusting instruction.</p>	<p><i>Teachers maximize support for student learning by developing and demonstrating professionalism, collaboration and leadership by:</i></p> <p>4a. Engaging in continuous professional learning to impact instruction and student learning.</p> <p>4b. Collaborating to develop and sustain a professional learning environment to support student learning.</p> <p>4c. Working with colleagues, students and families to develop and sustain a positive school climate that supports student learning.</p>

CCT Rubric for Effective Service Delivery 2017 — At a Glance

Evidence Generally Collected Through Observations	Evidence Generally Collected Through Non-classroom/Reviews of Practice
<p>▶ Domain 1: Learning Environment, Engagement and Commitment to Learning</p> <p><i>Service providers promote student/adult learner engagement, independence and interdependence in learning and facilitate a positive learning community by:</i></p> <p>1a. Promoting a positive learning environment that is respectful and equitable. 1b. Promoting developmentally appropriate standards of behavior that support a productive learning environment. 1c. Maximizing service delivery by effectively managing routines and transition.</p>	<p>▶ Domain 2: Planning for Active Learning</p> <p><i>Service providers design academic, social/behavioral, therapeutic, crisis or consultative plans to engage student/adult learners in rigorous and relevant learning and to promote their curiosity about the world at large by:</i></p> <p>2a. Developing plans aligned with standards that build on learners' knowledge and skills and provide an appropriate level of challenge. 2b. Developing plans to actively engage learners in service delivery. 2c. Selecting appropriate assessment strategies to identify and plan learning targets.</p>
<p>▶ Domain 3: Service Delivery</p> <p><i>Service providers implement academic, social/behavioral, therapeutic, crisis or consultative plans to engage student/adult learners in rigorous and relevant learning and to promote their curiosity about the world at large by:</i></p> <p>3a. Implementing service delivery for learning. 3b. Leading student/adult learners to construct meaning and apply new learning through the use of a variety of differentiated and evidence-based learning strategies. 3c. Assessing learning, providing feedback and adjusting service delivery.</p>	<p>▶ Domain 4: Professional Responsibilities and Leadership</p> <p><i>Service providers maximize support for learning by developing and demonstrating professionalism, collaboration and leadership by:</i></p> <p>4a. Engaging in continuous professional learning to enhance service delivery and improve student/adult learning. 4b. Collaborating to develop and sustain a professional learning environment to support student/adult learning. 4c. Working with colleagues, students and families to develop and sustain a positive school climate that supports student/adult learning.</p>

Westport Public Schools ITL Rubric for Effective Service Delivery — At a Glance

Evidence Generally Collected Through Observations	Evidence Generally Collected Through Non-classroom/Reviews of Practice
<p>Domain 1: Learning Environment, Engagement and Commitment to Learning</p> <p><i>Service providers promote student/adult learner engagement, independence and interdependence in learning and facilitate a positive learning community by:</i></p> <p>1a. Promoting a positive learning environment that is respectful and equitable. 1b. Promoting developmentally appropriate standards of behavior that support a productive learning environment. 1c. Maximizing service delivery by effectively managing routines and transition.</p>	<p>Domain 2: Planning for Active Learning</p> <p><i>Service providers design academic plans to engage student/adult learners in rigorous and relevant learning and to promote their curiosity about the world at large by:</i></p> <p>2a. Developing plans aligned with standards that build on learners' knowledge and skills and provide an appropriate level of challenge. 2b. Developing plans to actively engage learners in service delivery. 2c. Selecting appropriate assessment strategies to identify and plan learning targets.</p>
<p>Domain 3: Service Delivery</p> <p><i>Service providers implement academic plans to engage student/adult learners in rigorous and relevant learning and to promote their curiosity about the world at large by:</i></p> <p>3a. Implementing service delivery for learning. 3b. Leading student/adult learners to construct meaning and apply new learning through the use of a variety of differentiated and evidence-based learning strategies. 3c. Assessing learning, providing feedback and adjusting service delivery.</p>	<p>Domain 4: Professional Responsibilities and Leadership</p> <p><i>Service providers maximize support for learning by developing and demonstrating professionalism, collaboration and leadership by:</i></p> <p>4a. Engaging in continuous professional learning to enhance service delivery and improve student/adult learning. 4b. Collaborating to develop and sustain a professional learning environment to support student/adult learning. 4c. Working with colleagues and students to develop and sustain a positive school climate that supports student/adult learning.</p>

To: Westport Board of Education Members

From: Thomas Scarice, Superintendent of Schools

Date: October 2, 2020

Re: Communications Specialist

At the September 21, 2020 Board of Education meeting I outlined the need for a Communications Specialist in the District. This position will assist in providing clear communication on a myriad of important topics involving our schools including, but not limited to, the challenges associated with Covid-19 and the pending reopening of Coleytown Middle School. Following are the job requirements for the Communications Specialist position:

- Serves as information liaison between the district and media representatives, community organizations and the public for the purpose of conveying information, publicizing events and enhancing the relationship of the district and the community;
- Serves as district's Webmaster to provide updated communication materials for the district's website; updates to web pages, social media and distribution of electronic notifications.
- Handles communications during crisis situations (e.g. media, public, parents, students and staff) for the purpose of providing accurate and timely information;
- Creates and executes public relations plans for key district initiatives;
- Coordinates with school administration and attends school events for community relations initiatives;
- Monitors and updates social media outlets;
- Develops community outreach opportunities for the purposes of promoting the district and its services;
- Attend Board of Education, district meetings and community meetings to gather and disseminate information about the districts;
- Listens to and analyzes concerns of the public;

- Assure compliance with applicable laws and regulations regarding the disclosure of public information;
- Maintains current knowledge of public relations principles, strategies, tactics and practices, as well as participate in professional development activities;
- Operates office equipment such as copiers, computers and fax machines;
- Maintains current information and knowledge of school district operations;
- Maintains confidentiality in accordance with Board of Education policy;
- Other duties as assigned.

Personnel

Code of Ethics and Professional Responsibility for Personnel

The Westport Board of Education (the “Board”) requires all Board employees to follow any applicable Board policy concerning employee conduct, maintain high ethical and professional standards, and exhibit professional conduct and responsibility.

Board employees shall comply with the following standards:

1. Maintain a just and courteous professional relationship with students, parents, staff members, Board members, and others.
2. Make the well-being of students the fundamental value of all decision-making and actions.
3. Fulfill professional responsibilities with honesty and integrity.
4. Support the principle of due process and protect the civil and human rights of all individuals.
5. Obey local, state, and national laws.
6. Adhere to, implement, and (as applicable) enforce the Board’s policies and administrative rules and regulations.
7. Avoid using positions for personal gain through political, social, religious, economic, or other influence.
8. Accept academic degrees or professional certification only from duly accredited institutions.
9. Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development.
10. Honor all contracts until fulfillment, release, or dissolution mutually agreed upon by all parties to the contract.
11. Refrain from engaging or participating in any activity and/or conduct, whether on duty or off duty, that is incompatible with the proper discharge of the employee’s official duties, that would tend to impair the employee’s independent judgment or action in the performance of the employee’s professional duties, and/or that would erode the public’s trust in the employee’s ability to fulfill his/her professional duties.
12. Exhibit candor with supervisors and report to a supervisor any arrest or conviction of the employee that could erode the public’s trust in the employee’s ability to fulfill his/her professional duties.
13. Refrain from soliciting, accepting, or receiving, directly or indirectly, from any person, by rebate, gifts, or otherwise, any money, or anything of value whatsoever, or any promise, obligation, or contract for future reward or compensation in exchange for the performance of his/her

Board employee. It is recognized that instructional personnel may receive unsolicited gifts from time to time from students and their families, typically associated with holidays, the end of the year or other special occasions. This policy is not intended to prevent school personnel from accepting typical and customary gifts from students and their families in such circumstances in accordance with Board Policy 4118.131.

14. Refrain from offering or providing any special consideration, treatment, favor, or advantage to any person, beyond that which is generally available to students and their families.

15. Teachers must adhere to the Connecticut Code of Professional Responsibility for Teachers (Regulations of Connecticut State Agencies Section 10-145d-400a), which Code is incorporated herein by reference.

16. Administrators must adhere to the Connecticut Code of Professional Responsibility for School Administrators (Regulations of Connecticut State Agencies Section 10-145d-400b), which Code is incorporated herein by reference.

Violations of this policy may result in disciplinary action, up to and including termination of employment.

(cf. 4118.131- Gifts to School Personnel)

Legal References:

Regulations of Connecticut State Agencies, § 10-145d-400a Code of Professional Responsibility for Teachers; Connecticut Code of Professional

Regulations of Connecticut State Agencies, § 10-145d-400b, Code of Professional Responsibility for School Administrators

Instruction

Special Education

Preschool Special Education

The Board of Education (Board) recognizes the value of special education and its responsibility in ensuring that all resident preschool children with disabilities have the opportunity to participate in special programs and services from which they may benefit. The Board shall maintain an early intervention program for preschool-aged children identified through the "Birth to Age Three" screening process under regulations imposed by the Individuals with Disabilities Act (IDEA) which identifies children with special education needs or developmental delays.

The District will provide a preschool program consistent with the regulations delineated by the State. The Assistant Superintendent of Pupil Personnel Services is responsible to coordinate and evaluate the program annually.

Such administrative practices and procedures shall include:

1. Locating and identifying all preschool children, between the ages of three and five, with disabilities pursuant to the relevant provisions of the Individuals with Disabilities Act (IDEA). The register of children eligible to receive preschool special education services is to be maintained and revised annually by the Director/Supervisor of Special Education;
2. Ensuring that the parents of preschool age children with disabilities have received and understand the request for consent for evaluation of their child;
3. Developing an individualized education program (IEP) for each preschool age child with a disability requiring services;
4. Appointing and training appropriately qualified personnel;
5. Providing transportation to students who require it, per the PPT decision;
6. Maintaining records as required by the State Education Department pertaining to the number of children with disabilities who are being served, as well as those identified disabled students not served; and
7. Reporting as required to the State Education Department; and
8. Ensuring the smooth transition from infant to preschool programs.

The Planning and Placement Team's responsibilities will include the evaluation and recommendation for placement in appropriate approved programs and the provision of appropriate special education programs and services for each preschool child with a disability. Children recommended for an educational program may enter at various points throughout the school year.

It is ultimately the responsibility of the Board to provide the appropriate approved preschool program and services for the District children. Should the PPT's determination and recommendations differ from parent or guardian preference, placement may be appealed by a parent or guardian through the procedures outlined in IDEA.

The Board directs the Superintendent or his/her designee to ensure that the District considers that adequate and appropriate space and personnel are made available for such programs and services.

Tuition

Non-disabled (general education) students enrolled in the "reverse mainstreaming" preschool program will be required to pay tuition for the program. Identified students or students who qualify for free or reduced lunch will not be charged for tuition. The Board will annually establish the tuition rate for the following school year. The Board, through the Superintendent or his/her designee, will establish a monthly payment plan. Failure to make such tuition payment may result in discontinuation of enrollment in the program.

Legal Reference:

Connecticut General Statutes

10 76a Definitions.

10 76b State supervision of special education programs and services.

10 76c Receipt and use of money and personal property.

10 76d Duties and powers of boards of education to provide special education programs and services. (as amended by PA 97-

114)

10 76e School construction grant for cooperative regional special education facilities.

10 76f Definition of terms used in formula for state aid for special education.

10 76g State aid for special education.

10 76h Special education hearing and review procedure. Mediation of disputes.

10 76i Advisory council for special education.

10 76j Five year plan for special education.

10 76k Development of experimental educational programs.

State Board of Education Regulations.

10 76m Auditing claims for special education assistance.

10 76a 1 et seq. Definitions.

10 76b 1 through 10 76b 4 Supervision and administration.

10 76d 1 through 10 76d 19 Conditions of instruction.

10 76h 1 through 10 76h 2 Due process.

10 76l 1 Program Evaluation.

10 145a 24 through 10 145a 31 Special Education (re teacher certification).

34 C.F.R. 3000 Assistance to States for Education for Handicapped Children.

American with Disabilities Act, 42 U.S.C. §12101 et seq.

Individuals with Disabilities Education Act, 20 U.S.C. §1400 et seq. as amended by P.L. 105-17.

Rehabilitation Act of 1973, Section 504, 29 U.S.C. §794.

Policy adopted:

WESTPORT PUBLIC SCHOOLS

Westport, Connecticut

Personnel - Certified-Non-Certified

Acceptable Computer Network Use

~~Employees are advised that in accordance with state law there should be no expectation of privacy while using the school system's computers or E-mail service. The Board of Education's policy specifically states that computer use can be monitored to assure compliance.~~

~~These rules are in effect for use of:~~

- ~~• Computers/electronic resources provided by the Westport schools.~~
- ~~• Privately owned resources while on school property.~~

~~These rules apply to the following while on school property and/or using school equipment:~~

- ~~• All employees of the school system.~~
- ~~• Employees of the food services department and the bus company.~~
- ~~• Anyone working in or on behalf of the school system, e.g., consultants, subs, temporary and part-time workers.~~
- ~~• Volunteer, including parents.~~

~~The following practices are prohibited:~~

- ~~1. Downloading onto a school computer material that is copyrighted and/or programs you are not licensed to use.~~
- ~~2. Conducting personal private or commercial business not related to school system responsibilities, other than incidental personal use that does not interfere with job duties.~~
- ~~3. Hacking into any computers that you are not authorized to use.~~
- ~~4. Making any unauthorized changes to programs in use by the school system or to material that belongs to another.~~
- ~~5. Using the computer to threaten, intimidate, harass or otherwise violate the rights of anyone.~~
- ~~6. Downloading, viewing or transmitting sexually explicit material or material that is pornographic or obscene.~~
- ~~7. Downloading, viewing or transmitting material that attacks ethnic, religious and racial groups except for bone fide educational purposes directly related to one's assignment.~~
- ~~8. Sending any message for an illegal purpose or in any illegal manner.~~
- ~~9. Making any additions to, deletions from, or alterations of the school district's website or the website of any school, without authorization.~~

Personnel -- Certified-Non-Certified

Acceptable Computer Network Use (continued)

- ~~10. Using school system resources for politicking or religious proselytizing.~~
- ~~11. Installing programs on a school system computer without the approval and/or assistance of a member of the technical staff.~~

~~You should know that certain violations of these rules, e.g. copyright violation, may also constitute a violation of state or federal law.~~

~~*In conformity to Board policy, failure to comply with these rules will result in loss of computer privileges and may result in disciplinary action, up to and including discharge. Due process rights will be protected.*~~

E-Mail

~~*The e-mail system is made available as a resource to staff members for official and necessary professional communications. While occasional incidental personal use is not prohibited, staff members are advised to avoid using it as their personal e-mail program because it is not a private or secure communication and could be subject to Freedom of Information requirements, subpoenaed, etc.*~~

E-mail to Colleagues

- ~~1. If possible, avoid using names of students or parents in e-mail messages, and do not send sensitive or confidential information about yourself, other staff members, students, or parents through e-mail, even without their names.~~
- ~~2. Always use the heading "Draft" when working on documents that you are developing or revising. Ultimately they may become permanent records subject to disclosure under the Freedom of Information Act, but use of the heading "Draft" may clarify that documents are not subject to disclosure because they are "preliminary drafts or notes" under the FOIA. Please note, however, that the exemption may be lost when you share a draft with colleagues as part of the decision-making process and that such documents may be subject to public disclosure.~~
- ~~3. Use e-mail for messages of a transitory nature only and delete unneeded messages very soon, and regularly.~~
- ~~4. E-mail to colleagues should be used for professional matters. It should not be used to air personal or individual concerns to groups of other staff members or to convey derogatory sentiments about other staff members or groups.~~
- ~~5. Permission is required for staff members to use e-mail for communications to large groups, i.e., an entire department, school, bargaining unit or school district.~~

Personnel -- Certified-Non-Certified

Acceptable Computer Network Use (continued)

E-mail to Students and Parents

1. ~~For your own protection, think of e-mail as if it were a permanent communication because a recipient can print it and make it permanent, or forward it to someone else. Therefore, don't say anything you wouldn't put into a written letter or that you would be unwilling to share with many people, including strangers, etc.~~
2. ~~For your further protection, the content of messages to students should deal strictly with school-related matters. Don't feel obligated to respond to personal content, and don't use e-mail as a personal conversation. Keep your messages brief and to the point. Don't have prolonged e-mail "chats" with students or parents.~~
3. ~~To avoid being imposed upon, let students know what topics may be dealt with in e-mail. Students are not entitled to a private tutorial via e-mail. It is not a substitute for the student who didn't take notes in class or didn't write down the assignment.~~
4. ~~If you set up a conference with all parents' e-mail addresses, communications should deal strictly with matters pertaining to the class. The conference should not be used to air personal concerns to groups of parents, or to communicate about private political, entrepreneurial, avocational, religious, charitable, or other activities in which you engage.~~
5. ~~If the volume of e-mail becomes burdensome for you, set up a time frame for both receiving and answering e-mail and communicate that time frame to students and parents so that they do not expect instantaneous answers to their questions.~~

Computers, computer networks, electronic devices, Internet access, and e-mail are effective and important technological resources. The Board of Education provides has installed computers, and a computer network, including Internet access and an e-mail system, on Board premises and may provide other electronic devices that can access the network such as wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. (including, but not limited to, personal laptops, Smartphones, network access devices, Kindles, Nooks, cellular telephones, radios, personal cassette players, CD players, iPads or other tablet computers, walkie-talkies, Blackberries, personal data assistants, iPhones, Androids and other electronic signaling devices). The Board's computers, computer networks, electronic devices, Internet access, and e-mail are (referred to collectively as "the computer systems") and are provided in order to enhance both the educational opportunities for our students and the business operations of the district.

These computer systems are business and educational tools. As such, they are made available to Board employees for business and education related uses. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used for appropriate business and education related purposes.

In accordance with applicable laws and the Administrative Regulations associated with this Policy, the system administrator and others managing the computer systems may access email or monitor activity on the computer system or electronic devices accessing the computer systems at any time and for any reason or no reason. Typical examples include when there is reason to suspect inappropriate conduct or there is a problem with the computer systems needing correction. Further, the system administrator and others managing the computer systems can access or monitor activity on the systems despite the use of passwords by individual users, and can bypass such passwords. In addition, review of emails, messages or information stored on the computer systems, which can be forensically retrieved, includes those messages and/or electronic data sent, posted and/or retrieved using social networking sites, including, but not limited to, Twitter, Facebook, LinkedIn, YouTube, and MySpace.

Incidental personal use of the computer systems may be permitted solely for the purpose of e-mail transmissions and access to the Internet on a limited, occasional basis. Such incidental personal use of the computer systems, however, is subject to all rules, including monitoring of all such use, as the Superintendent may establish through regulation. Moreover, any such incidental personal use shall not interfere in any manner with work responsibilities.

Users should not have any expectation of personal privacy in the use of the computer system or other electronic devices that access the computer system. Use of the computer system represents an employee's acknowledgement that the employee has read and understands this policy and any applicable regulations in their entirety, including the provisions regarding monitoring and review of computer activity.

Legal Reference:

[Conn. Gen. Stat. § 31-40x](#)

[Conn. Gen. Stat. § 31-48d](#)

[Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250](#)

[Electronic Communication Privacy Act, 18 U.S.C. §§ 2510 through 2520](#)

~~Connecticut General Statutes~~

~~————— [The Freedom of Information Act.](#)~~

~~————— [PA 98-142 an Act Requiring Notice to Employees of Electronic Monitoring by employees](#)~~

Policy adopted: September 1, 2003
Policy revised: 2006
[Policy revised:](#)

WESTPORT PUBLIC SCHOOLS
Westport, Connecticut

Students

Student Dress

In order to maintain an environment conducive to the educational process, the Westport Board of Education (the "Board") prohibits the following from wear during the academic school day:

- a. Footwear which mars floors or is a safety hazard.
- b. Sunglasses, whether worn or carried, unless required pursuant to a documented medical issue.
- c. "Name" or other oversized metal belt buckles and all metal belts or combination of metal and leather belts.
- d. Spiked or studded bracelets, oversized or multi-finger rings, belts or any other article of attire with spikes or studs attached, or any other clothing item that may present a safety hazard to the student, other students or staff.
- a. Attire or accessories that contain vulgarity or that contain overly offensive or disruptive writing or pictures, which are likely to disrupt the educational environment.
- b. Attire or accessories depicting or suggesting violence so as to disrupt the educational environment or that provokes others to act violently or causes others to be intimidated by fear of violence or that constitute "fighting words," including but not limited to attire or accessories depicting the Confederate flag and/or the Nazi swastika.
- c. Attire or accessories that depict logo or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages.
- d. Shirts and/or blouses that reveal the abdomen, chest, or undergarments.
- e. See-through clothing, tank tops camisoles or sleeveless shirts.

Students who fail to comply with Board policy and regulations concerning student dress will be subject to school discipline up to and including expulsion in accordance with the Board's policy on student discipline.

Personnel -- Certified/Non-Certified

Smoking, Drinking, and Use of Alcohol, Drugs & Tobacco

Tobacco (Smoking)

~~The Westport Board of Education recognizes the deleterious health effect of smoking, and second-hand smoke. The Board also recognizes that adults should be providing positive role models for students. Therefore, the Board of Education prohibits any student or adult smoking on school property or at school-sponsored events at any time. The Board of Education is supportive of a system-wide educational campaign, about the harmfulness of smoking, and of programs of assistance to help smokers cure the habit.~~

~~**Staff and Other Adults:** Staff and other adults are not permitted to smoke at any time in school buildings, on school grounds, on school buses, vans or any school-provided transportation, or at any school-sponsored activity. Smoking is prohibited in any offices assigned to, or public reception areas used by Board of Education personnel, and at public meetings held under the aegis of the Board of Education.~~

Alcohol and Drugs

~~As required by state and federal laws (Drug-Free Workplace Act and Drug-Free Schools Act) the Board explicitly prohibits any employee to unlawfully manufacture, distribute, dispense, possess or use the following, in or on school premises or as part of any school activity: alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance. Disciplinary action may include, but is not limited to, a letter of reprimand, suspension or termination from employment or referral for criminal prosecution.~~

Introduction

The Board of Education is concerned with maintaining a safe and healthy working and learning environment for all staff and students. Medical research indicates that the use of alcohol, drugs and tobacco are hazardous to one's health. In addition to the health hazard to the individual, certified employees are entrusted with the responsibility of imparting knowledge and serving as role models to students.

The "workplace" is defined to mean the site for the performance of work done. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

Alcohol and Drugs

The Board of Education recognizes the importance of maintaining a drug-free environment for its staff and students. In compliance with federal and state requirements, employees are prohibited from the unlawfully manufacture, distribution, dispensing, possession or use on or in the workplace any alcohol, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance. Controlled drugs are further defined in Schedules I through V of Section 202

of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15.

Each employee shall notify his or her supervisor of his or her conviction for any criminal drug statute violation occurring in the workplace as defined above, no later than 5 days after such conviction.

Each employee shall abide by the terms of the school district policy respecting a drug-free and alcohol-free workplace.

An employee who violates the terms of this policy may be required to complete successfully an appropriate rehabilitation program, or may not be renewed, or his/her employment may be suspended or terminated, at the discretion of the Board.

Tobacco

The Westport Board of Education prohibits smoking and the use of tobacco products, including smoking using an electronic nicotine delivery system (e.g., e-cigarettes) or vapor product, within any of its schools, including any indoor facility owned or leased or contracted for, and utilized by the Board for the provision of routine or regular kindergarten, elementary, or secondary education or library services to children, or on the grounds of such school, or at any school-sponsored activity. There shall be no smoking or other use of tobacco products on school property during regular school hours, on transportation provided by the Board of Education, or during the course of any trip sponsored by the Board or under the supervision of the Board or its authorized agents.

For the purposes of this policy, "Tobacco product" is defined to include, but is not limited to, cigarettes, cigars, blunts, bidis, pipes, chewing tobacco and all other forms of smokeless tobacco, rolling papers and any other items containing or reasonably resembling tobacco or tobacco products, such as electronic cigarettes. The term "electronic nicotine delivery system" shall mean an electronic device used in the delivery of nicotine or other substances to a person inhaling from the device and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device, including, but not limited to, electronic cigarette liquid. The term "vapor product" shall mean any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine and is inhaled by the user of such product. The term "school-sponsored activity" shall mean any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.

Promulgation of Rules

A copy of this policy, and the consequences of violating the policy, shall be distributed to all employees of the Board of Education. Failure to comply with the policy may result in disciplinary action as detailed by the administration.

(cf. 1120 Board of Education Meetings)

(cf. 1330 Use of School Facilities)

(cf. 5131.61 Alcohol, Drugs, ~~Tobacco~~, and Tobacco, Alcohol: Inhalant Use)

Legal Reference: Connecticut General Statutes

~~19a-342 Smoking prohibited in certain places. Signs required. Penalties.~~

~~21a-242 Schedules of controlled substances~~

Drug-Free Workplace Act 102 Statute 4305-4308.

Drug-Free Schools and Community Act, P.L. 99-570, as amended [by](#) P.L. 101-226 (1991)

21 U.S.C. 812, Controlled Substances Act, I through V, 202.

21 C.F.R. 1300.11 through 1300.15 regulation.

54 Fed. Reg. 4946 (1989)

[19a-21b-342](#) Smoking prohibited in certain places.

Policy adopted: October 1, 1987
Policy modified: April 4, 1997
Policy modified: August 20, 2001
[Policy modified:](#)

WESTPORT PUBLIC SCHOOLS
Westport, Connecticut

Instruction

Online Courses

The Westport Board of Education (“Board”) recognizes the importance of technology in education and the growing popularity and use of online coursework. In that regard, and in accordance with Connecticut General Statutes § 10-221a, the Board sanctions the receipt of online course credit to be used toward high school graduation requirements, in accordance with this policy.

Pre-approval of Courses Identified by Students and Parents

To receive credit for online courses to be used toward high school graduation requirements, students must, prior to registering for the course, receive approval from the high school principal or his/her designee. The decision of the principal or his/her designee with regard to online course credit approval is final. Pre-approval for online course credit may be granted if the requirements set forth below are met.

District-Provided Distance Learning

Students may also earn credit for high school graduation by participating successfully in distance learning offered by the Board during the COVID-19 health emergency, or other long-term school closure related to a community-wide emergency. Determination of successful participation will be made by the teacher teaching the course through district-provided distance learning, taking into account work performed by the student prior to the school closure.

Requirements for Online Coursework

1. The workload required by the online course is substantially equivalent to that of a similar course taught in a traditional classroom setting;
2. The content of the online course is rigorous and aligned with curriculum guidelines approved by the State Board of Education, where appropriate;
3. The course engages students and has interactive components, which may include, but are not limited to, required interactions between students and their teachers, participation in online demonstrations, discussion boards or virtual labs;
4. The program of instruction for such online coursework is planned, ongoing and systematic;
5. The courses are:
 - a. taught by teachers who are certified in Connecticut or another state and have received training on teaching in an online environment, or
 - b. offered by institutions of higher education that are accredited by the Board of Regents for Higher Education or regionally accredited; and

6. The principal has determined, in his or her professional judgment, that, given the student's academic and disciplinary history, the student is appropriately suited to engage in online coursework.
7. Prerequisites for credit are completed as determined by the principal or his or her designee.

Additional Requirements

Only students in grades 9-12 are eligible to receive credit toward high school graduation by taking online courses. Students who have been pre-approved shall receive such credit upon completing the online course and obtaining a passing grade.

Any expense incurred for taking an online course identified by the student and/or parent shall be the responsibility of the student/parent and shall not be the responsibility of the Board. Distance learning provided to students during the COVID-19 or other community-wide emergency shall be provided at Board expense.

Policy adopted:

WESTPORT PUBLIC SCHOOLS
Westport, Connecticut

Business/Non-Instructional Operations

~~Computer Loan Program~~ of School District Equipment

~~To ensure that each student has equitable access to the technology needed to achieve learning outcomes that are dependent on technology, the Board authorizes the loan of computers and appropriate grade level software for students with demonstrated financial need. The Board directs the administration to develop and implement procedures for carrying out this goal and for notifying parents of its availability.~~

The Board of Education (Board) recognizes capital equipment purchased by District taxpayers for educational purposes needs to be properly used and inventoried. The Board further recognizes that from time to time such educational capital equipment may be used by students or the community while away from the school. When it becomes necessary to loan educational equipment, the following guidelines shall be followed:

1. A school equipment loan form needs to be completed by the borrower.
2. The equipment must be returned within the designated time stated on the loan form.
3. Prior approval of the Principal or the Principal's designee must be received.
4. A responsible adult, (i.e., parent, guardian, grandparent) must sign indicating their responsibility for the care and return of the equipment.
5. The borrower may assume all cost for the repair or replacement of any borrowed equipment.
6. Borrowed or loaned equipment except musical instruments, computers, or calculators should not be transported to and from school on the school bus.
7. Equipment will be borrowed or loaned for educational purposes or community sponsored functions, only.

Legal Reference: Connecticut General Statutes

10-239 Use of school facilities for other purposes.

Policy adopted: August 30, 2004
Revised:

WESTPORT PUBLIC SCHOOLS
Westport, Connecticut

Instruction

Parent and Family Engagement Policy for Title I Students

In accordance with Section 1010 of the Every Student Succeeds Act (“ESSA”), Public Law 114-95, it is the policy of the Westport Board of Education to provide parents and family members of students participating in the district’s Title I programs meaningful opportunities to participate in the education of their children within these programs. To facilitate parental and family participation, the Board encourages parents and family members of Title I eligible students to be involved in regular meetings, communications, and activities that will inform them about the district’s Title I programs, to participate in the improvement of such programs and to help improve their child’s progress within these programs.

The district shall distribute this written Parent and Family Engagement Policy to parents and family members of participating students in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy shall be made available to the public and updated periodically, as necessary to carry out the requirements of the parent and family engagement portion of Section 1010 of ESSA.

The Board shall conduct, with the meaningful involvement of Title I parents and family members, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of the schools receiving Title I funds. The Board shall use the findings of such evaluation to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the policy. Such annual evaluation shall include identifying:

1. barriers to greater participation by parents in activities authorized by 20 U.S.C. § 6318 (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);
2. the needs of parent and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
3. strategies to support successful school and family interactions.

Each year, each school within the district that is involved in Title I programs shall conduct a meeting, at a convenient time, to involve parents in the planning, review and improvement of programs funded by Title I. All parents of participating children must be invited and encouraged to attend. At this meeting, parents shall be given a description and explanation of the Title I programs, the curriculum in use at the school, the forms of academic assessment used to measure student progress, the achievement levels of the challenging State academic standards, and information regarding the importance of parental involvement and their right to be involved.

In addition to the required annual meeting, and if requested by parents, schools within the district that are involved in Title I programs shall offer opportunities for regular meetings at flexible times of the day in order to allow parents to formulate suggestions for the Board’s Title I programs and their application to their child(ren)’s programs; and to participate, as appropriate, in decisions related to the education of their children. Parents will be given opportunities to participate

joint development of the district's Title I plan, as required by Section 1006 of ESSA, and in the process of any school review and improvement in accordance with the State's plan, as required by Section 1111 of ESSA. At any time, if a parent is dissatisfied with a school's Title I program, he/she shall have the opportunity to submit comments for review at the district level.

The Board will provide the coordination, technical assistance and other support necessary to assist and build capacity of Title I schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance. Parental and family engagement in Title I programs shall be coordinated and integrated with parental and family engagement strategies, to the extent feasible, under other federal, state, local and district programs.

In order to build the schools' and parents' capacity for strong parental involvement, the Board shall:

1. provide assistance to parents of students participating in Title I programs in understanding topics such as the challenging state academic standards, state and local academic assessments, the requirements under Title I, and how to monitor their child's progress and work with educators to improve the achievement of their children;
2. provide materials and training to help parents to work with their children, such as literacy training and using technology (including education about the harms of copyright piracy);
3. educate teachers, specialized instructional support personnel, staff and administrators, with the assistance of parents, about how to better communicate and work with parents;
4. to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other federal, state and local programs, including public preschool programs, conduct other activities that encourage and support parent participation;
5. ensure that information related to school and parent programs, meetings and other activities is sent to participating parents in a format and, to the extent practicable, in a language the parents can understand;
6. provide such other reasonable support for parental involvement activities as parents may request; and
7. inform parents and parental organizations of the existence and purpose of parent resource centers within the State.

School-Parent Compact

This policy further requires that each school involved in Title I programs shall jointly develop with parents of participating children a school-parent compact that outlines how parents, staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. The school-parent compact shall:

1. describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables Title I students to meet the challenging State academic standards;

2. indicate the ways in which each parent will be responsible for supporting their child's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions related their child's education and positive use of extracurricular time;
3. address the importance of ongoing teacher-parent communication through parent-teacher conferences, frequent reports to parents, reasonable access to school staff, and opportunities to volunteer, participate in, and observe their child's classroom activities; and
4. ensure regular, two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

The Board authorizes the Superintendent, or his/her designee, to develop a school-parent compact and other procedures such as those relating to meetings, parent communication and parental involvement activities, as he/she deems necessary in order to ensure compliance with this policy.

The Superintendent is required to include information about parental involvement and actions taken to improve parental involvement in the strategic school profile he or she submits annually to the Board of Education and Commissioner of Education. Such actions to improve parental involvement may include methods to engage parents in the planning and improvement of school programs and to increase support to parents working at home with their children on learning activities.

Connecticut General Statutes:

10-220(c) Duties of Boards of Education

Federal Law:

20 U.S.C. § 6318, as amended by Every Student Succeeds Act, Pub. L. No. 114-95, § 1010 (2015).

20 U.S.C. § 7801. Definitions

Policy adopted:

WESTPORT PUBLIC SCHOOLS
Westport, Connecticut