

June 11, 2012

Staples High School

WESTPORT BOARD OF EDUCATION

***AGENDA**

(Agenda Subject to Modification in Accordance with Law)

PUBLIC CALL TO ORDER: 6:00 p.m., Staples High School, Room 333, Pupil Services Conf Room

ANTICIPATED EXECUTIVE SESSION: Performance Evaluation of the Superintendent of Schools

RESUME PUBLIC SESSION

PUBLIC SESSION/PLEDGE OF ALLEGIANCE: 7:00 p.m., Staples High School, Cafeteria B (Rm 301)

RECOGNITION: 7:00 p.m.

- Recognition of Retirees, Westport Public Schools Staff, June 2012
- Recognition of PTA Co-Presidents, 2011-12 School Year

ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION

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

PRESENTATION:

1. Westport Education 2025: 2012 Summary Report
Ms. Comm
Mr. Alfano, Mr. Bayers, Mr. Dewey
Ms. Johnson, Ms. Rieman, Ms. Taft

DISCUSSION:

1. School System Goals: July 1, 2012-June 30, 2013 (Encl.) Dr. Landon

DISCUSSION/ACTION:

1. Use of School Facilities: Increase in Rental Fees (Encl.) Dr. Landon
Ms. Harris
2. Authorization to Sign Contracts (Encl.) Dr. Landon
Ms. Harris
3. Non-Union Personnel Compensation: 2012-13 School Year Dr. Landon
4. Employment Contract of the Superintendent of Schools
5. Approval of Contract with Westport Association of Educational Secretaries dated July 1, 2011-June 30, 2014 Ms. Cion

ADJOURNMENT

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

PUBLIC PARTICIPATION WELCOME USING THE FOLLOWING GUIDELINES:

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

WESTPORT PUBLIC SCHOOLS

ELLIOTT LANDON
Superintendent of Schools

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WESTPORT, CONNECTICUT 06880
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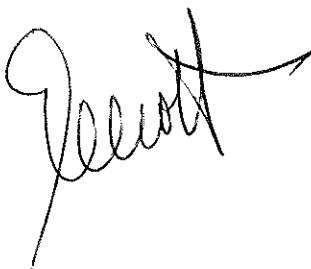
To: Members of the Board of Education
From: Elliott Landon
Subject: School System Goals / July 1, 2012-June 30, 2013
Date: June 11, 2012

We are scheduled to begin to address the matter of our school system's priorities, goals and action plans for the 2012-13 school year at our meeting of Monday, June 11, 2012.

To assist in that discussion, I have included for your review the following documents approved by the Board for the 2011-12 school year:

1. *School System Priorities: July 1, 2011-June 30, 2012*
2. *Board of Education Goals, Objectives and Action Plans: 2011-12*
3. *Westport Public Schools: Continuing Goals*

I also have included for your review proposals for the 2012-13 school year that build upon, or continue, our current priorities, goals, objectives and action plans. Subject to Board of Education modification and approval, these proposals will form the basis for our school district instructional and administrative activities in the 2012-13 school year.



APPROVED BOE GOALS 2011-12

OCTOBER 11, 2011

SCHOOL SYSTEM PRIORITIES: July 1, 2011-June 30, 2012

GOAL I. Continuous Improvement in Curriculum, Instruction and Assessment

- I.1. Implement a plan of action that ensures that all students are equipped with globally competitive learning skills.
- I.2. Evaluate and enhance the effectiveness of the elementary and middle school programs for gifted students.

GOAL II. Provide appropriate space for all students and administrators and support services in safe, secure buildings that are maintained in exemplary fashion

- II.1. Develop a plan for the creation and design of prioritized capital projects that anticipates a five year need.

GOAL III. Manage the schools in an efficient and cost effective manner while maintaining and improving the quality of educational programs

- III.1. Seek long-term and permanent restructuring of all services and functions, wherever possible, including but not limited to instructional and support services, to maintain permanent budgetary savings, but within the framework of delivering the same or improved quality of services more efficiently.
- III.2. Assess, both anecdotally and with data points, the cumulative effect of budget modifications that may have impacted instructional programs.
- III.3. Generate cost efficiencies through collaborative efforts with the Town of Westport, where possible.

GOAL IV. Maintain appropriate Board policies aligned with educational goals and sound educational practices

- IV.1. Develop a visionary strategic plan that will enable all students to meet the challenges of the 21st century.
- IV.2. Ensure that Board of Education goals and related action plans are producing desired effects.

GOAL V. Staff the school system with the highest quality of staff in all employment categories

BOARD OF EDUCATION GOALS, OBJECTIVES AND ACTION PLANS: 2011-12

I. STUDENT ACHIEVEMENT

GOAL: Continuous Improvement in Curriculum, Instruction and Assessment

Objective 1. Implement a plan of action that ensures that all students are equipped with globally competitive learning skills.

Action Plans

- Review the Social Studies Curriculum, 6-8, and design backwards, where appropriate, to reflect and complement the new 9th grade Global Themes course. (October 2011)
- Evaluate the Singapore Math Program, K-grade 2, as a precursor to recommending next steps for implementation in grades 3-5 and re-structuring of the 6th grade mathematics program. (May 2012)
- Continue the re-alignment of all science courses with the Connecticut State Frameworks, with a special emphasis on science inquiry, K-grade 8.
- Continue to explore Science Research Opportunities in grades 6-8.
- Explore expansion of the efforts in differentiated writing challenges in English at all middle school grade levels.
- Implement and evaluate the success of Foundations in Kindergarten – Grade 3. (May 2012)
- Evaluate the K-5 Social Studies curriculum in terms of the Connecticut State Frameworks, proposed modifications to the 6-8 Social Studies curriculum, and the implementation of the 9th Grade Global Themes course.
- Continue to evaluate the World Language program, grades 7-12. (December 2011)
- Examine the feasibility of offering an elective course leading to CPR certification at Staples. (December 2011)
- Explore modifications to the English and science programs at the middle school level to develop initiatives to provide greater challenges to students who may demonstrate extraordinary talents in these areas of study.
- Review and make recommendations concerning the numbers of credits required for graduation from Staples High School in the areas of science and mathematics, as well as the distribution of credits within the existing 25 credit requirement. (June 2012)
- Develop a five year strategic technology plan for curriculum and instruction to include potential modifications to infrastructure, integration of student personal technology into district programs, estimated purchasing requirements and re-allocation of resources. (January 2012)

GOAL: Continuous Improvement in Curriculum, Instruction and Assessment

- Report bi-monthly to the Board of Education on the progress being made with Westport Education 2025: Meeting the Global Challenge, including recommendations for modifying curriculum, programs and assessments consistent with the goals of the project.

Objective 2. Evaluate and enhance the effectiveness of the elementary and middle school programs for gifted students.

Action Plans

- Prepare an interim report as follow-up to the May 2011 recommendations concerning improvements to the Program for the Gifted (August 2011)
- Workshop Curriculum Committee to meet from September-November to develop recommendations to improve and enhance the Program for the Gifted
- Building administrators to be trained in the processes of identifying gifted students.
- Professional development activities for teachers of the gifted and regular classroom teachers to be prepared to enhance their skills in working with children identified as gifted
- Singapore Math Curriculum to be examined for its impact on the grades 3-5 Program for the Gifted. (December 2011)
- The Program for the Gifted to be reviewed in the context of the goals of the *Westport Education 2025* initiative. (December 2011)
- Present a final report to the Board of Education, with budgetary recommendations if necessary, to enhance and improve the existing Program for the Gifted effective with the 2012-13 school year, or Spring 2012, if budget neutral. (December 2011)

II. FACILITIES

GOAL: Provide appropriate space for all students and administrators and support services in safe, secure buildings that are maintained in exemplary fashion

Objective 1. Develop a plan for the creation and design of prioritized capital projects that anticipates a five year need.

Action Plans

- Include in the December 2011 preliminary budget meeting with the Board of Finance discussions of major budget assumptions, projected plans related to multi-year anticipated capital projects, and the re-establishment of a capital non-recurring fund.
- Designate a specific Board of Education budgetary workshop in January 2012 to discuss capital projects and strategies for implementation, including establishing and re-establishing priorities, methods of presentation, and positioning of the projects.
- Expand budget discussions at joint January 2012 meeting of Board of Education/Board of Finance to include prioritized multi-year projected essential capital projects as determined by the Board of Education.

III. FISCAL MANAGEMENT

GOAL: Manage the schools in an efficient and cost effective manner, while maintaining and improving the quality of educational programs

Objective 1. Seek long-term and permanent restructuring of all services and functions, wherever possible, including but not limited to instructional and support services to maintain permanent budgetary savings, but within the framework of delivering the same or improved quality of services more efficiently.

Action Plans

- Review and make recommendations, where appropriate, for long-term restructuring to establish permanent budgetary savings without diminishing services or adversely impacting programs.

Objective 2. Assess, both anecdotally and with data points, the cumulative effect of budget modifications that may have impacted instructional programs.

Action Plans

- Provide Board of Education with interim reports, as needed.
- Re-evaluate the impact of reductions in transportation costs upon bus scheduling at the elementary level as it relates to school start times and develop recommendations to the Board of Education for modifications, if necessary, no later than December 2011.

Objective 3. Generate cost efficiencies through collaborative efforts with the Town of Westport, where possible.

Action Plans

- Continue to work collaboratively with agents of the Town of Westport to locate areas of potential consolidation of services that will result in greater efficiencies and cost savings for the taxpaying residents of the Town of Westport and report to the Board of Education upon progress as part of each quarterly financial statement.
- Work collaboratively with elected representatives at the local and state levels to generate cost efficiencies by locating in-Town governmental or other appropriately zoned properties on which to permanently house and maintain school buses for transporting Westport students.

IV. BOARD OF EDUCATION EFFECTIVENESS

GOAL: Maintain appropriate Board policies aligned with educational goals and sound educational practices.

Objective 1. Develop a visionary strategic plan that will enable all students to meet the challenges of the 21st century.

Action Plans

- Review existing curriculum to ensure the incorporation of 21st century skills for all students

Objective 2. Ensure that Board of Education goals and related action plans are producing desired effects.

Action Plans

- Align Board of Education goals and related action plans to the BOE/Superintendent's jointly-developed Superintendent's performance objectives
- Establish an orientation program for all newly-elected members of the Board of Education for December 2011 or January 2012.
- Provide opportunities for the Board of Education to engage in self-evaluation. (December 2011)
- Develop schedules of formal visitations by Board of Education members to each of the school system's schools. (December 2011)
- Create a summary template to guide informational presentations to the Board of Education. (October 2011)

Objective 3. Examine the annual school calendar approval process for the purpose of structuring a standardized formula to guide its development.

- Establish a fixed policy to guide the creation of the school calendar on an annual basis. (December 2011)

V. HUMAN RESOURCES

GOAL: Staff the school system with highest quality teachers, administrators and staff.

Objective 1. Maintain the highest quality of staff in all employment categories.

Action Plans

- Evaluate the PDEP process to determine that the evaluative procedures, performance indicators, and standards and procedures for setting teacher goals are producing the desired results of the retention of the highest quality staff and ensuring that all students are equipped with globally competitive learning skills.
- Incorporate the vision of the Board into all PDEP goals by aligning PDEP goals with the incorporation of 21st century skills into instructional practice
- Structure the professional development program for teachers and administrators so that it encompasses the incorporation of 21st century skills into classroom practice
- Ensure that professional development programs for administrators related to supervision and evaluation reflect an emphasis on the incorporation of 21st century skills for students into classroom practice.
- Expand recruitment and selection efforts with colleges and universities, employment job fairs, and other sources of employee availability.
- Perform exit interviews with all departing employees to improve and enhance the working environment to attract and retain the highest quality employee.

WESTPORT PUBLIC SCHOOLS: CONTINUING GOALS
Adopted October 25, 2010

I. STUDENT ACHIEVEMENT: Continuously Improve Curriculum, Instruction and Assessment

1. Include as an integral part of the curriculum review process a determination as to whether there is sufficient attention being paid to giving all students intellectual and work skills that include team-building, creativity and innovation, critical thinking and problem-solving, self-motivation and self-direction skills, information communications and technology literacy, as well as high levels of literacy and numeracy.
2. Ensure appropriate levels of consistency in instructional programs in all grades and schools.
3. Maintain school practices that focus upon “personalizing” the school environment for all students in all schools, at all grade levels, and in all individual and group activities through an emphasis upon differentiation of instruction and an expansion of the repertoire of teachers’ instructional strategies through professional development.
4. Incorporate technology into the teaching and learning process to help students develop fluency in accessing and assessing information and in communications/presentations.
5. Work to achieve and celebrate diversity within a more welcoming community.
6. Monitor all extracurricular activities to evaluate scope and comprehensiveness and to identify gaps in offerings.
7. Monitor special education policies, procedures and programs in cooperation with parent groups.
8. Collect data, including but not limited to, numbers and extent of student/counselor appointments, post-high school planning meetings for students and parents, placement of students with specific academic profiles, access of students to the richest curricular offerings.

II. FACILITIES: Provide Appropriate, Safe, Secure and Well-Maintained Space for Students and Staff

1. Review enrollments and projections on an annual basis.
2. Monitor the condition of all facilities.
3. Examine security issues as they relate to building safety and school transportation.
4. Examine the ability of each of the school buildings to add classrooms within their current footprint.
5. Maintain an on-going Five Year Capital Forecast.
6. Prepare annual and intermediate reports concerning school facilities to include information pertaining to environmental and other “green” activities extant within the schools.

III. FISCAL MANAGEMENT: Provide Quality Education Programs More Efficiently and Cost Effectively

1. Implement a multi-year budget planning process.
2. Review budgetary goals annually.

IV. BOARD OF EDUCATION EFFECTIVENESS: Maintain Appropriate Board Policies Aligned With Educational Goals And Sound Educational Practices

1. Maintain appropriate policies aligned with sound educational goals and practices.
2. Develop and maintain community support through effective communications.
3. Review Board of Education goals annually and conduct an annual self-evaluation.

V. **HUMAN RESOURCES: Staff the School System With Highest Quality Teachers, Administrators and Staff**

1. Expand recruitment and selection efforts with colleges and universities, employment job fairs, and other sources of employee availability.
2. Make a measurable effort to recruit and retain highly qualified employees representing the diversity of population extant with the United States.
3. Perform exit interviews with all departing employees to improve and enhance the working environment to attract and retain the highest quality employee.

VI. **DISTRICTWIDE CRISIS/EMERGENCY PREPAREDNESS: To Provide A School And Work Environment That Is Safe And Secure**

1. Enhance responsiveness to crises and emergencies.

**GOAL PROPOSALS FOR THE
2012-13 SCHOOL YEAR**

SCHOOL SYSTEM PRIORITIES: July 1, 2012-June 30, 2013

GOAL I. Continuous Improvement in Curriculum, Instruction and Assessment

- I.1. Implement the five-year continuous curriculum improvement model to ensure that all students are equipped with globally competitive learning skills.
- I.2. Develop a middle school enrichment program that focuses on engineering, design and the humanities.
- I.3. Introduce modifications for the enhancement of the elementary and middle school programs for gifted students and evaluate their effectiveness through the measurement of student outcomes.

GOAL II. Provide appropriate space for all students and administrators and support services in safe, secure buildings that are maintained in exemplary fashion

- II.1. Analyze space needs, K-12, as they relate to: (1) class size breakpoints and guidelines; (2) the potential need to redistrict; and (3) organizational modifications.
- II.2. Organize and implement a district-wide School Climate Plan
- II.3. Develop a plan for the creation and design of prioritized capital projects that anticipates a five year need.

GOAL III. Manage the schools in an efficient and cost effective manner while maintaining and improving the quality of educational programs

- III.1. Seek long-term and permanent restructuring of all services and functions, wherever possible, including but not limited to instructional and support services, to maintain permanent budgetary savings, but within the framework of delivering the same or improved quality of services more efficiently.
- III.2. Assess, both anecdotally and with data points, the cumulative effect of budget modifications that may have impacted instructional programs.
- III.3. Generate cost efficiencies through collaborative efforts with the Town of Westport, where possible.

GOAL IV. Maintain appropriate Board policies aligned with educational goals and sound educational practices

- IV.1. Effectuate the Westport 2025 strategic plan to enable all students to meet the challenges of the 21st century.
- IV.2. Ensure that Board of Education goals and related action plans are producing desired effects.

GOAL V. Staff the school system with the highest quality of staff in all employment categories

BOARD OF EDUCATION GOALS, OBJECTIVES AND ACTION PLANS: **2012-13**

I. STUDENT ACHIEVEMENT

GOAL: Continuous Improvement in Curriculum, Instruction and Assessment

Objective 1. Implement a plan of action that ensures that all students are equipped with globally competitive learning skills.

Action Plans

- Evaluate the Singapore Math Program, Grades 3 and 4, as a precursor to recommending next steps for implementation in grade 5 and re-structuring of the 6th grade mathematics program. (May 2013)
- Continue the re-alignment of all science courses with the Connecticut State Frameworks, with a special emphasis on science inquiry, K-grade 8.
- Continue to explore Science Research Opportunities in grades 6-8.
- Expand efforts to differentiate instruction in the core curriculum areas at all middle school grade levels.
- Review staffing levels for all special-area offerings and alternative methods of scheduling for both special areas and core academic subjects to maximize student instructional time in the core academic areas, K-12. (December 2013)
- Evaluate the K-5 Social Studies curriculum in terms of the Connecticut State Frameworks, proposed modifications to the 6-8 Social Studies curriculum, and the implementation of the 9th Grade Global Themes course.
- In view of recent legislative activity and new initiatives in high performing school districts throughout Connecticut and DRG A school districts, review and make recommendations concerning the implementation of five-day, full day Kindergarten (December 2012)
- Continue to evaluate the World Language program, grades 6-12. (December 2012)
- Review and make recommendations concerning the numbers of credits required for graduation from Staples High School in the areas of science and mathematics, as well as the distribution of credits within the existing 25 credit requirement. (June 2013)
- Update the five year strategic technology plan for curriculum and instruction to include potential modifications to infrastructure, integration of student personal technology into district programs, estimated purchasing requirements and re-allocation of resources. (January 2013)

- Report semi-annually to the Board of Education on the progress being made with Westport Education 2025: Meeting the Global Challenge, including recommendations for modifying curriculum, programs and assessments consistent with the goals of the project.

Objective 2. Enhance the effectiveness of the elementary and middle school programs for gifted students.

Action Plans

- Implement the “push-in” instructional model whereby teachers of the gifted/regular classroom teachers collaborate in regular classroom settings to work with gifted and high achieving students.
- Utilize Mainstream Articulation Plans (MAPs) to assess gifted students’ strengths and areas for growth and differentiate instruction accordingly.
- Explore modifications to the English, social studies and science programs at the middle school level, including but not limited to differentiation in the core curriculum areas, to develop initiatives to provide greater challenges to students who may demonstrate extraordinary talents in these areas of study.
- Continue to provide professional development activities for teachers of the gifted and regular classroom teachers to enhance their skills in working with high achieving children and those identified as gifted.
- Continue to examine the Singapore Math Curriculum for its impact on gifted and high achieving students (May 2013).

II. FACILITIES

GOAL: Provide appropriate space for all students and administrators and support services in safe, secure buildings that are maintained in exemplary fashion

Objective 1. Analyze space needs within the context of enrollment and class size changes.

- Prepare a cost analysis of changes to class size breakpoints and guidelines, K-12.
- Develop re-districting plans to accommodate increases in enrollment and modifications to class size breakpoints and guidelines, K-12.
- Establish models of alternate organizational structures to address changes in class size breakpoints and guidelines and increases in enrollment.

Objective 2. Establish, review and evaluate the district-wide School Climate Plan.

- Establish "School Climate Committees" at all schools, K-12.
- Train all certified and non-certified staff, as well as contractors employed by the school system (e.g., bus drivers, school food services workers), to be able to identify bullying wherever it may occur and intervene appropriately.

Objective 3. Develop a plan for the creation and design of prioritized capital projects that anticipates a five year need.

Action Plans

- Include in the December 2012 preliminary budget meeting with the Board of Finance discussions of major budget assumptions, projected plans related to multi-year anticipated capital projects, and the re-establishment of a capital non-recurring fund.
- Designate a specific Board of Education budgetary workshop in January 2012 to discuss capital projects and strategies for implementation, including establishing and re-establishing priorities, methods of presentation, and positioning of the projects.
- Expand budget discussions at joint January 2013 meeting of Board of Education/Board of Finance to include prioritized multi-year projected essential capital projects as determined by the Board of Education.
- Explore the building of additional space at Staples High School to accommodate increasing enrollment and corresponding increases in class sizes.

III. FISCAL MANAGEMENT

GOAL: Manage the schools in an efficient and cost effective manner, while maintaining and improving the quality of educational programs

Objective 1. Seek long-term and permanent restructuring of all services and functions, wherever possible, including but not limited to instructional and support services to maintain permanent budgetary savings, but within the framework of delivering the same or improved quality of services more efficiently.

Action Plans

- Review and make recommendations, where appropriate, for long-term restructuring to establish permanent budgetary savings without diminishing services or adversely impacting programs.

Objective 2. Assess, both anecdotally and with data points, the cumulative effect of budget modifications that may have impacted instructional programs.

Action Plans

- Provide Board of Education with interim reports, as needed.
- Re-evaluate the impact of reductions in transportation costs upon bus scheduling at the elementary level as it relates to school start times and develop recommendations to the Board of Education for modifications, if necessary, no later than December 2012.

Objective 3. Generate cost efficiencies through collaborative efforts with the Town of Westport, where possible.

Action Plans

- Continue to work collaboratively with agents of the Town of Westport to locate areas of potential consolidation of services that will result in greater efficiencies and cost savings for the taxpaying residents of the Town of Westport and report to the Board of Education upon progress as part of each quarterly financial statement.
- Work collaboratively with elected representatives at the local and state levels to generate cost efficiencies by locating in-Town governmental or other appropriately zoned properties on which to permanently house and maintain school buses for transporting Westport students.

IV. BOARD OF EDUCATION EFFECTIVENESS

GOAL: Maintain appropriate Board policies aligned with educational goals and sound educational practices.

Objective 1. Implement the Westport Education 2025 strategic plan to enable all students to meet the challenges of the 21st century.

Action Plans

- Review curriculum to ensure the incorporation of 21st century skills for all students

Objective 2. Ensure that Board of Education goals and related action plans are producing desired effects.

Action Plans

- Align Board of Education goals and related action plans to the BOE/Superintendent's jointly-developed Superintendent's performance objectives
- Provide opportunities for the Board of Education to engage in self-evaluation. (December 2012)
- Develop schedules of formal visitations by Board of Education members to each of the school system's schools. (December 2012)

Objective 3. Examine the annual school calendar approval process for the purpose of structuring a standardized formula to guide its development.

- Establish a fixed policy to guide the creation of the school calendar on an annual basis. (December 2012)

V. HUMAN RESOURCES

GOAL: Staff the school system with highest quality teachers, administrators and staff.

Objective 1. Maintain the highest quality of staff in all employment categories.

Action Plans

- Review and revise the Professional Development and Evaluation Plan (PDEP) document to: (1) be consistent with the 2012 legislation as incorporated into the Connecticut General Statutes and the Regulations of the State Board of Education; (2) guarantee that only the highest quality staff is being retained; and (3) ensure that the evaluative procedures, performance indicators, standards and procedures and instructional practices are equipping all students with globally competitive 21st century skills.
- Structure the professional development program for teachers and administrators so that it encompasses the incorporation of 21st century skills into classroom practice.
- Ensure that professional development programs for administrators related to supervision and evaluation reflect an emphasis on the incorporation of 21st century skills for students into classroom practice.
- Expand recruitment and selection efforts with colleges and universities, employment job fairs, and other sources of employee availability.
- Expand the new teacher orientation program initiated in the 2011-12 school year to create a similar program for new administrators.
- Perform exit interviews with all departing employees to improve and enhance the working environment so as to attract and retain the highest quality employees.

WESTPORT PUBLIC SCHOOLS

ELLIOTT LANDON
Superintendent of Schools

110 MYRTLE AVENUE
WESTPORT, CONNECTICUT 06880
TELEPHONE: (203) 341-1010
FAX: (203) 341-1029

To: Members of the Board of Education
From: Elliott Landon
Subject: Use of School Facilities: Increase in Rental Fees
Date: June 11, 2012

Please find appended to this memorandum Board Policy P1330, Use of School Facilities and the accompanying Regulation R1330, Rental Rates Effective. Both the Policy and the Rental Rates have been unchanged since their adoption by the Board of Education in July, 2004.


Pursuant to the request of the Board that we review those rates and revise them in a manner that should not adversely affect utilization of school facilities by school-related and community organizations and Town of Westport agencies, but does increase our revenue stream by expanding use of the schools to other organizations not in the current acceptable use categories, the rental rates have been revised accordingly. Please see memorandum attached from Nancy Harris to Elliott Landon providing you with a restructuring of the fee schedule.

In addition to the change in fee schedule for Westport-based community groups and Westport-based private, non-profit, educational, recreational, cultural, social or athletic groups, we have added a fourth category that is responsive to the request of the Board of Education that we adopt a fee schedule for the use of our schools by non-Westport-based private, non-profit, educational, recreational, cultural, social or athletic groups. This latter category includes private schools, private nursery schools, dance academics, drama groups, music groups, children's activity programs, etc., where at least 50% of whose members or participants are not Westport residents.

It is my recommendation that the rental rates applicable to the use of school facilities be amended for implementation as suggested in the materials accompanying this memorandum effective July 1, 2012.

ADMINISTRATIVE RECOMMENDATION

Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education adopts for implementation July 1, 2012, Use of Schools Policy P1330, Use of School Facilities with the addition of the creation of Category IV to include non-local private, non-profit, educational, recreational, cultural, social or athletic groups and Regulation R1330, Effective Rental Rates.



INTEROFFICE MEMORANDUM

TO: ELLIOTT LANDON
FROM: NANCY J. HARRIS
 ASSISTANT SUPERINTENDENT FOR BUSINESS
SUBJECT: FEES - USE OF FACILITIES
DATE: JUNE 8, 2012
CC: R. WOOSLEY, BLDG RENTAL FILE

I have surveyed surrounding districts to determine if the Westport Public Schools' (WPS) facilities usage fees should be revised as requested,. A summary of the survey results is attached.

Based on a comparison of the rates charged by other DRG A school districts with the rates currently in place for the WPS I am proposing the following for the 2012-2013 fiscal year:

PROPOSED RENTAL CHARGE FOR USE OF SCHOOL FACILITIES

(Rates per day; rates include set-up one night before; one surcharge per week or portion thereof.)

FACILITY	Daily Rates		Weekly Surcharge All Categories	PROPOSED NEW Category IV (NON-LOCAL)
	Category II (COMMUNITY)	Category III (PRIVATE)		
<u>STAPLES</u>				
Field House	420	840	600	4,000
Auditorium	240	480	600	4,000
Gymnasium	180	360	120	
Library	180	360		
Cafeteria	180	360	120	
Kitchen	N/A	N/A		
Music Room	36	75		
Pool	Only for YMCA and DP&R, by special arrangement			
<u>CMS, BMS LLS & SES</u>				
Auditorium	240	480	600	4,000
Gymnasium	180	360	120	
Cafeteria	100	120	120	
Library	60	120		
Kitchen	N/A	N/A		
<u>CES, GFS, KHS</u>				
Auditorium	100	200	100	
Library	60	120		
Gymnasium	100	200	100	
Cafeteria	50	100	75	
Kitchen	N/A	N/A		
ALL SCHOOLS				
ATHLETIC FIELDS	50	75	100	
CLASSROOMS: ALL	30	50		
Each additional	30	50		
Surcharge if 11 or more classrooms are needed			200	

In order to facilitate the review of this proposal, I have attached a comparison of existing and proposed rates, by category.

I have also inserted into the policy under Section D. – Classification of Groups a description of the proposed new Category IV for use of the auditoriums and field house by non-Westport private, non-profit, educational, recreational, cultural, social or athletic groups for consideration.

CATEGORY IV USERS: (NEW CATEGORY PROPOSED)

Non-Westport-based Private, Non-profit, Educational, Recreational, Cultural, Social or Athletic Groups.

Category IV includes private schools, private nursery schools, dance academies, drama groups, music groups, children's activity programs, etc., where at least 50% of whose members or participants are not Westport residents.

Attachments
NJH:abm

WESTPORT PUBLIC SCHOOLS

Adopted Facilities Use Charge

Effective April 12, 2004

WESTPORT COMMUNITY GROUPS

CATEGORY II

CURRENT RATES

Daily Rate Surcharge*

Staples High School

Field House	350	500
Auditorium	200	500
Gymnasium	150	100
Pool	N/A	
Library	150	
Cafeteria	150	100
Kitchen	60	
Music Room	30	

POOL NOT AVAILABLE EXCEPT TO PARKS & REC & YMCA

Bedford & Coleytown Middle Schools,

Long Lots & Saugatuck Elementary Schools

Auditorium	100	200
Gymnasium	100	50
Library	50	
Cafeteria	50	100
Kitchen	35	

Coleytown, Greens Farms, &

Kings Highway Elementary Schools

Auditorium	75	
Gymnasium	50	50
Library	50	
Cafeteria	35	50
Kitchen	20	

All Schools

First Classroom	25	
Each Additional classroom*	10	
Athletic Fields	30	

*SURCHARGE - MAJOR EVENT - OVER 500 PEOPLE

CATEGORY II

PROPOSED RATES

Daily Surcharge*

420	600
240	600
180	120
N/A	
180	
180	120
N/A	
36	

240	600
180	120
60	
100	120
N/A	

100	100
100	100
60	
50	75
N/A	

30	
30	
50	

WESTPORT PUBLIC SCHOOLS

Adopted Facilities Use Charges
 WESTPORT BASED - PRIVATE, NON-PROFIT, EDUCATIONAL, RECREATIONAL,
 CULTURAL, SOCIAL OR ATHLETIC GROUPS

CURRENT RATES
CATEGORY III - PRIVATE

	Daily Rate	Surcharge*
<u>Staples High School</u>		
Field House	700	500
Auditorium	400	500
Gymnasium	300	100
Library	300	
Cafeteria	300	100
Kitchen	120	
Music Room	60	
Pool	N/A	

POOL NOT AVAILABLE EXCEPT TO PARKS & REC & YMCA

Bedford & Coleytown Middle Schools.

Long Lots & Saugatuck Elementary Schools

Auditorium	200	200
Gymnasium	200	50
Library	100	
Cafeteria	100	100
Kitchen	70	

Coleytown, Greens Farms, &

Kings Highway Elementary Schools

Auditorium	150	
Gymnasium	100	50
Library	100	
Cafeteria	70	50
Kitchen	40	

All Schools

First Classroom	40	
Each Additional classroom*	20	
Athletic Fields	60	

*SURCHARGE IS REQUIRED IF EVENT:

- INVOLVES MORE THAN 500 PARTICIPANTS OR ATTENDEES
- CREATES SIGNIFICANT WEAR AND TEAR
- RAISES FUNDS THROUGH ADMISSION CHARGES OR CONTRIBUTIONS, SALE OF MERCHANDISE, RAFFLES, DOOR PRIZES, ETC.
- USES VENDORS' OR EXHIBITORS BOOTHS
- USES FIELD HOUSE OR TWO MAJOR FACILITIES (GYM, CAFETERIA, AUDITORIUM, 11 + CLASSROOMS)

	CATEGORY III PROPOSED RATES		NEW CATEGORY NON-LOCAL Daily Rate
	Daily Rate	Surcharge*	
	840	600	4,000
	480	600	4,000
	360	120	
	360	120	
	N/A		
	75		
	N/A		
	480	600	4,000
	360	120	
	120		
	120		
	N/A		
	200		
	200		
	120		
	100		
	N/A		
	50		
	50		
	75		

FACILITIES USAGE FEES
SURVEY RESULTS
DRG A

FACILITY	WESTPORT		DARIEN				EASTON		NEW CANAAN			RIDGEFIELD		WESTON		WILTON					
	COMMUNI TY	PRIVATE RATE PER USE	LOCAL NON-PROFIT		COMMERCIAL / FOR PROFIT		NON- PROFIT PER DAY	LOCAL NON- PROFIT	LOCAL COMMERCIAL	LOCAL NON- COMMERCIAL	LOCAL COMMERCIAL	LOCAL COMMERCIAL	LOCAL COMMERCIAL	OUT OF TOWN	COMMUNI TY	PRIVATE RATE	COMMUNI TY	NON- LOCAL			
			HRLY RNT	HRLY HEAT	HRLY AC	HRLY RNT													HRLY HEAT	HRLY AC	HRLY RATE
HIGH SCHOOL																					
AUDITORIUM	200	400	89.00	56.00	18.50	221.50	56.00	18.50	200	400	80	110	140	50	60	75	62.00	124.00	650	1,500	3,000
FIELD HOUSE	350	700																	800	2,000	3,800
GYMNASIUM	150	300	52.50	56.00	18.50	100.00	56.00	18.50	200	400	75	100	125	50	60	75	72.00	144.00	150	225	300
LIBRARY	150	300							50	100				25	35	50					
CAFETERIA	150	300	46.00	41.50	8.00	79.00	41.50	8.00	250	500	75	100	125	45	55	65	62.00	124.00	275	350	700
CAFÉ & KITCHEN	210	420																			
MUSIC ROOM	30	60																			
CLASSROOM	20	40	32.00	28.50	2.50	49.00	28.50	2.50	10	25	55	60	65	25	35	50	31.00	62.00	25	35	50
EACH ADD'L ROOM	10	20							1,000	2,250											
REHEARSALS																					
MIDDLE SCHOOL																					
AUDITORIUM	100	200	41.50	48.50	N/A	111.00	48.50	N/A			75	100	125	45	50	70	72.00	144.00	300	500	800
GYMNASIUM	100	200	37.00	48.50	N/A	80.50	48.50	N/A	150	300	70	90	110	45	55	65			250	500	750
CAFETERIA	50	100	35.00	42.00	N/A	61.00	42.00	N/A	150	350	65	80	95	40	50	60	62.00	124.00	200	350	500
CAFÉ & KITCHEN	85	170																			
CLASSROOM	20	40	28.50	28.50	2.45	45.00	28.50	2.50	10	25				25	35	50	31.00	62.00	450	600	900
EACH ADD'L ROOM	10	20																	25	35	50
REHEARSALS																					
LIBRARY	50	100							50	100				25	35	50	62.00	124.00			
ELEMENTARY																					
AUDITORIUM	75	150	21.50	42.00	N/A	49.00	42.00				70	90	110	40	50	65	36.00	72.00	125	250	400
GYMNASIUM	50	100	18.00	42.00	N/A	36.00	42.00	10.50	50	100	70	90	110	40	50	60			275	400	600
CAFETERIA	35	70	18.00	42.00	N/A	36.00	42.00	10.50	50	100	65	80	95	35	45	55	31.00	62.00			
CAFÉ & KITCHEN	55	110																			
CLASSROOM	20	40	14.00	28.50		30.50	28.50	2.50	10	25	55	60	65	25	35	50	31.00	62.00	200	350	550
EACH ADD'L ROOM	10	20																	35	45	60
LIBRARY	50	100							50	100				25	35	50	31.00	62.00			
ATHLETIC FIELDS	30	60												25	35	50					

USE OF SCHOOL FACILITIES

POLICY

A. AUTHORIZED USERS/ORDER OF PRIORITY

1. The public school program has first priority in the use of all school facilities.
2. The Westport Continuing Education (WCE) program (including Adult Education and Summer School) has next priority after the regular program.
3. The Westport Department of Parks and Recreation (DPR) has third priority for use of school facilities.
4. Activities of school-related organizations, e.g., PTA, booster clubs and parent support groups shall have fourth priority for use of school facilities.
5. When not being used by the above groups, school facilities may be made available to other users, limited to agencies of the town of Westport, and Westport-based, private non-profit groups, at least 50% of whose membership and/or participants must be Westport residents, for uses not directly competitive with school-sponsored activities, e.g., adult education, summer school, etc.
6. Use by the media or individual photographers, filmmakers, etc., wishing to photograph, televise or film school facilities or activities, is governed by the media access policy.

B. REQUIREMENTS AND APPLICATION PROCEDURES

1. Written permission from the Superintendent or designee is required for all outsiders' use of buildings and equipment, use of grounds for any purpose involving 25 or more people (including participants and spectators), or use of parking lots on a weekend or after school hours by Westport residents for guest parking for a wedding or other private (non-commercial) event. Non-compliance with this stipulation will constitute trespassing.
2. Applicants shall file a complete application with the facilities manager in the maintenance office.
3. All users not covered by the Westport Town/Board of Education insurance policy must provide a liability insurance certificate of no less than \$5 million, naming the Westport Board of Education/Town of Westport as additional named insureds. Insurance limits will be reviewed and updated periodically by the assistant superintendent for business
4. Police and/or fire department protection may be required at the users' expense. This condition is to be determined by the facilities manager in consultation with the relevant departments.

C. USAGE TYPES:

Standard Use is defined as routine meetings, programs, classes, etc.

Major Use, which requires a surcharge, is defined as having one or more of the following characteristics:

- Creates significant wear and tear.
- Funds are raised through admission charges (including "voluntary" contributions), sale of merchandise, raffles, door prizes, etc.
- Event uses vendors' or exhibitors' booths
- Event uses the Staples field house
- Event at any school requires two major facilities: (gym, cafeteria, auditorium). Ten or more classrooms = major facility.
- Event involves more than 500 participants or attendees.

D. CLASSIFICATION OF GROUPS FOR PAYMENT OF FEES AND RENT:

(Identified groups are examples; groups not listed will be classified by Superintendent or designee).

CATEGORY I USERS: NO RENT FOR STANDARD USE*

- a) **School-Related:** e.g., student organizations, PTAs, parent support groups affiliated with school teams, clubs, etc. recognized parent advocate groups such as CLASP, etc.
- b) **Town Groups:** Town boards, commissions, and committees; DPR, Senior Center, Health District, Library, Transit District, Levitt Pavilion, First Night, etc.
- c) **Youth-Serving:** Westport-Based non-profit youth-serving groups, such as: Boy & Girl Scouts, Little League, PAL, Babe Ruth League, Westport Soccer Association
- d) **Grandfathered Groups:** Power Squadron, Red Cross, Westport Arts Center,
- e) **Others:** Superintendent or designee may waive or reduce fees for state/national professional or educational organizations; or for other groups serving the public interest; or for elected officials holding public meetings.

*** (When a category I group makes major use of facilities for fund-raising programs involving commercial, entrepreneurial, profit-making organizations or activities, superintendent or designee may require basic rental fees.)**

CATEGORY II USERS: BASIC RENT: Westport-Based Community Groups.

- a) Westport, Agencies supported by the United Way, and non-profit service organizations that serve Westport , e.g. Rotary, Kiwanis, Masons, Westport Woman's Club, Westport Young Women's League, Veterans' groups, Nursing and Home Care, etc.
- b) Westport political, religious and ecumenical groups. (Depending on the nature of the activity, e.g., summer camps or on-going programs for which fees are charged, these groups may be classified as Category III for fee purposes.)
- c) Westport YMCA: for use of pool only, with special financial arrangements.

CATEGORY III USERS: BASIC RENT DOUBLED: Westport-based Private, Non-profit, Educational, Recreational, Cultural, Social or Athletic Groups.

Category III includes private schools, private nursery schools, dance academies, drama groups, music groups, children's activity programs, etc., at least 50% of whose members or participants are Westport residents.

CATEGORY IV USERS: (NEW CATEGORY PROPOSED)
Non-Westport-based Private, Non-profit, Educational, Recreational, Cultural, Social or Athletic Groups.

Category IV includes private schools, private nursery schools, dance academies, drama groups, music groups, children's activity programs, etc., where at least 50% of whose members or participants are not Westport residents.

OTHER USERS: Under unusual circumstances, the Superintendent may permit one-time or occasional use of facilities to educational, civic, cultural, etc. organizations from neighboring towns, etc.; the Superintendent shall judge each request individually and determine rental category.

ALL CATEGORIES: Must pay custodial, kitchen workers' and other applicable fees, including fees for covering the gym and field house floors if necessary. All groups pay surcharge for major use. Superintendent may reduce surcharge by 50% for categories I and II if event is a fund raiser benefiting the Westport Schools or the public, or when the event itself is a public service.

SPECIAL CONDITIONS: Regardless of user's category, the Superintendent (or designee) may impose special conditions or may deny permission when it is judged that the requested use may produce undue wear and tear on facilities, would cause disruption to the regular school program, be detrimental to the public image of the school system, impact negatively on the scheduled maintenance or cleaning of the schools or otherwise not be in the interest of the school system or the Town.

E. RESTRICTIONS ON USE OF SCHOOL FACILITIES

1. Illegal Activities Will Not Be Tolerated
2. School facilities may not be rented by individuals, businesses or trade organizations or used for private purposes.
3. No school facility may be used by individual entrepreneurs, either Westport Board of Education employees or others, to give private instruction for a fee to individuals or groups.
4. School facilities may not be used for the promotion of any commercial interest or private or corporate gain except in conjunction with a fund-raising activity by a permitted, non-profit user. In such cases, regardless of category, users may be required to make a donation to the student activity fund of the school of *a minimum* of \$1,000 in addition to paying custodial costs and applicable rental fees. The decision about whether to require a donation, and the amount of the donation, will be made by the superintendent or designee, in consultation with the sponsor of the program
5. Use or possession of tobacco, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
6. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products or alcoholic beverages shall not be permitted.
7. Obscene advertising, decorations or materials shall not be permitted on school property.
8. Users must comply with all administrative regulations governing use of school facilities. Non-compliance may result in revocation of privileges.

All exceptions to this policy require approval of the Superintendent, whose decision on all aspects is final.

Legal Reference: Conn. Gen. Statutes 10-239 *use of School Facilities for Other Purposes*

PROCEDURES REGULATIONS GOVERNING USE OF SCHOOL FACILITIES

1. **Adequate adult supervision** is required for entire length of activity. One designated adult must be in charge of overall program and there must be an over 18 adult supervisor for every 20 students and/or an over 18 adult supervisor present in each classroom used for the full time. Students may not be allowed to walk run or wander through the halls unsupervised.
2. **No alcoholic beverages** or controlled substances allowed for *any* reason, including religious observances.
3. **No smoking** in school buildings or on school grounds at any time.
4. **No guns** or weapons of any kind may be brought onto school grounds except as specified in Board policy.
5. **Signs** on school property must be approved in advance by the principal or designee, as to size, content, placement and duration of display. Signs will not be approved if they are judged inappropriate on school grounds.
6. **Structures** on school property: Erection of tents or any other structures on school property requires the approval of the principal, in consultation with the director of facilities, and the superintendent or designee. The user must obtain and pay for any zoning permit that may be required.
7. **No dogs or other pets** are permitted in school buildings or on school grounds. Exceptions: seeing-eye dogs, animals used for Westport public school- sponsored programs, or adult education animal training programs. Adult ed training programs will use the outdoor parking lot, weather permitting, or an indoor room with direct access to the outdoors. Dogs may not be brought through school corridors or into other rooms. Anyone bringing an animal onto school property must have the animal on a leash at all times and must clean up after animals. Adult ed teacher in charge of training program is responsible for leaving the area (indoors or outdoors) in a clean and sanitary condition.
8. **No flammables:** No cooking outside the school kitchen, or use of barbecue grills, etc., or use of lighted candles or any other flammables are permitted in school buildings or on school grounds by users not directly affiliated with the Westport public school program, except with special permission, under controlled conditions.
9. **School Furniture/Equipment**
 - a) No school owned electronic equipment (TVs, VCRs, digital cameras, tape recorders, computers, etc.) may be used by outside users of school facilities.
 - b) Furniture and equipment may not be used or lent to anyone who has not contracted to use school facilities, except to other Town agencies, with the approval of the Superintendent (or designee).
 - c) Kitchen equipment may not be moved.
 - d) All equipment/furniture must be returned to its accustomed place immediately after the activity, in the condition in which it was found. Users pay for repair or replacement due to damage.
 - e) Users wishing to borrow furniture or equipment from one school, to be used in another, must obtain the permission of the principal of the school making the loan; all items must be returned to their original place in the school before 7 a.m. the next school day. Users must make arrangements to have items carried in and placed where they belong.
 - f) Special fees will apply for use of sound systems, stage lighting and other technical stage equipment. User will be required to employ, from a list designated by the school principal, the

services of a technician trained in the proper use of school equipment. Professional technicians brought in by the user must work under the supervision of one of the school system's designated trained technicians. Users will be required to furnish a security deposit for the use of this equipment. Fee will be returned only after the school's trained technician has verified that all equipment has been accounted for and is in good condition.

10. **School facilities** including floors, carpeting, walls, rest rooms, grounds and fields must be restored to their original condition. Users must pay for special cleanup, repair etc. necessitated by their use.
11. **Gym floors:** For athletic events, only gym shoes or sneakers permitted. For non-athletic events held in a gym or in the Staples Field House, the Director of Facilities (DOF), after consultation with the principal, may require that the floor be covered, at user's expense. The DOF will arrange for installation and removal of floor covering. The fee must be paid in advance.
12. **No motorized vehicles**, bicycles, roller skates or roller blades permitted in school buildings, in the Field House, or on tracks, fields or lawns, with the exception of King's Highway/Saugatuck track..
13. **Pool:** No boats or other foreign objects are permitted in the Staples pool except under the auspices of the school program.
14. **General Clean-Up:** School facilities should be left neat and clean. Trash should be disposed of in proper receptacles. For major events, the director of facilities will arrange for additional trash receptacles, trash pickup, or extra cleaning, if necessary, at users' expense.
15. **School Custodians:** Custodians must open and close buildings and be present for the duration of an activity. Workers' fees are to be paid by user for all weekend and holiday work and work beyond normal working hours on school days. To assure that all routine custodial work is done, and that adequate cleanup is provided after major use, the head custodian will determine the number of extra custodians required, and duration of their work. On weekends and holidays, custodians will be engaged for a minimum of three hours. Cancellation requires a minimum of four hours' notice or custodial fees will be charged.
16. **Food Services:** Cafeteria personnel required when kitchen is used. Users must make arrangements directly with the Food Services contractor and pay fees directly.
17. **Police, Fire:** Facilities manager will arrange for necessary police/fire coverage. Users pay these departmental fees directly.
18. **Health District, P&Z:** Users must obtain necessary approvals, and arrange and pay for applicable inspections and/or other personnel as required.
19. **Fees:** Rental and administrative charges, major-use surcharge, and fees for required services such as piano tuning, excess garbage collection, floor covering, etc., must be paid a minimum of one week in advance. Users will be billed for custodial fees. Bills must be paid within 30 days of receipt. Fees are to be reviewed and up-dated as appropriate by the Assistant Superintendent for Business.
20. **Private Instruction:** Westport school facilities are not to be used to offer private instruction by Westport town or school system employees, employees of other groups offering sports or educational programs, or other entrepreneurs or individuals.

21. Scheduling:

- A. Dates for rental of a school facility must be cleared with the school principal or designee. Major uses by outside users may not be scheduled for the same date for both Staples High School (SHS) and Bedford Middle School (BMS). Management of this schedule will be controlled by the SHS/BMS site manager.
- B. Rentals to outside users for future school years may not be confirmed until the school system's calendar is finalized each June.
- C. Except for major long-standing outside uses that are scheduled on a yearly basis, if an unanticipated school need arises more than two months prior to a date that has been promised to an outside user, the school use will take precedence. An attempt will be made to identify a comparable facility or alternate date for the renter.

22. Use of School Facilities by DPR: Custodial Fees/Billing Procedures

The Westport DPR has third priority for use of Westport public school buildings, fields and grounds for athletic programs, after the regular school programs and the Department of Continuing Education. The DPR will oversee the scheduling and supervision of athletic programs operated by other community organizations such as the Police Athletic League, the YMCA and other organizations, as agreed upon by the Assistant Superintendent for Business.

- Custodial overtime necessitated by a DPR or other athletic program will be charged at the contractual rate.
- When custodians are normally present, i.e., Monday to Friday evenings, no additional custodial fees will be charged, but the Board of Education will charge a set-up/take down fee to cover the work the custodians do for the program.
- If cleanup after the program is extensive, necessitating overtime, the DPR or other program will be charged.
- On weekends when Board of Education and DPR programs run simultaneously, if Board of Education programs end earlier, the DPR will pay custodial fees for the remainder of the time the DPR uses the facilities.
- Billing for custodial and other BOE fees associated with DPR use, or use by other athletic organizations scheduled by DPR, shall be sent to the DPR. The DPR shall collect the fees from the organizations and forward them to the Board of Education
- Procedures for DPR use will be reviewed Annually or as Appropriate

EXCEPTIONS TO ANY PROVISION OF THESE REGULATIONS BY ANY USER REQUIRE APPROVAL OF THE SUPERINTENDENT OR DESIGNEE.

NON-COMPLIANCE OR NON-PAYMENT OF FEES MAY RESULT IN LOSS OF PRIVILEGES.

PROPOSED RENTAL CHARGE FOR USE OF SCHOOL FACILITIES

(Rates per day; rates include set-up one night before; one surcharge per week or portion thereof.)

FACILITY	Daily Rates		Weekly Surcharge All Categories	Category IV (Non-Local)
	Category II (Community)	Category III (Private)		
<u>STAPLES</u>				
Field House	420	840	600	4,000
Auditorium	240	480	600	4,000
Gymnasium	180	360	120	
Library	180	360		
Cafeteria	180	360	120	
Kitchen	N/A	N/A		
Music Room	36	75		
Pool	Only for YMCA and DPR, by special arrangement			
<u>CMS, BMS LLTS & SES</u>				
Auditorium	240	480	600	4,000
Gymnasium	180	360	120	
Cafeteria	100	120	120	
Library	60	120		
Kitchen	N/A	N/A		
<u>CES, GFS, KHS</u>				
Auditorium	100	200	100	
Library	60	120		
Gymnasium	100	200	100	
Cafeteria	50	100	75	
Kitchen	N/A	N/A		
<u>ALL SCHOOLS</u>				
Athletic Fields	50	75	100	
Classrooms: All	30	50		
Each additional	30	50		
Surcharge if 11 or more classrooms are needed			200	

SURCHARGE IS REQUIRED IF EVENT:

- Creates significant wear and tear.
- Raises funds via admission charges or contributions, sale of merchandise, raffles, door prizes, etc.
- Uses vendors' or exhibitors' booths
- Uses field house or two *major* facilities: (gym, cafeteria, auditorium, 11+ classrooms)
- Involves more than 500 participants or attendees.

EXTENDED USE: SURCHARGES ARE FOR EACH WEEK OR PORTION THEREOF

Superintendent or designee may reduce surcharge by 50% for events whose proceeds benefit the Westport Schools or other charitable Town organizations or for events that are, per se, public services.

OTHER FEES:

1. *Administrative Charge: \$25 per contract*
2. *Fees will also be charged for piano tuning, gym and field house floor covering, excess garbage collection and use of lighting/sound equipment. Custodians, kitchen workers and technical personnel will be paid according to current fee schedule, up-dated yearly.*

Community Relations

Use of School Facilities

A. Authorized Users/Order Of Priority

1. The Westport public school program has 1st priority in the use of all school facilities.
2. The Westport Continuing Education (WCE) program (including Adult Education and Summer School) has next priority after the regular program.
3. The Westport Dep't. of Parks & Recreation (DPR) has 3rd priority for use of facilities.
4. Activities of school-related organizations, e.g., PTA, booster clubs and parent support groups shall have 4th priority for use of school facilities.
5. When not being used by the above groups, school facilities may be made available to other users, limited to agencies of the Town of Westport, and Westport-based, private non-profit groups, at least 50% of whose membership and/or participants must be Westport residents, for uses not directly competitive with school-sponsored activities, e.g., adult education, summer school, etc.
6. Use by the media or individual photographers, filmmakers, etc., wishing to photograph, televise or film school facilities or activities, is governed by the media access policy.

B. Requirements and Application Procedures

1. Written permission from the Superintendent or designee is required for all outsiders' use of buildings and equipment, use of grounds for any purpose involving 25 or more people (including participants and spectators), or use of parking lots on a weekend or after school hours by Westport residents for guest parking for a wedding or other private (non-commercial) event. Non compliance with this stipulation will constitute trespassing.
2. Applicants shall file a complete application with the facilities manager in the maintenance office.
3. All users not covered by the Westport Town/Board of Education insurance policy must provide a liability insurance certificate of no less than \$5 million, naming the Westport Board of Education/Town of Westport as additional named insureds. Insurance limits will be reviewed and updated periodically by the Assistant Superintendent for Business.

Community Relations

Use of School Facilities

B. Requirements and Application Procedures (continued)

4. Police and/or fire department protection may be required at the users' expense. This condition is to be determined by the supervisor of buildings, in consultation with the relevant departments.

C. Usage Types:

Standard Use is defined as routine meetings, programs, classes, etc.

Major Use which requires a surcharge, is defined as having one or more of the following characteristics:

Creates significant wear and tear.

- Funds are raised through admission charges (including "voluntary" contributions), sale of merchandise, raffles, door prizes, etc.
- Event uses vendors' or exhibitors' booths.
- Event uses the Staples field house.
- Event at any school requires two major facilities: (gym, cafeteria, auditorium). Ten or more classrooms = major facility.
- Event involves more than 500 participants or attendees.

D. Classification Of Groups For Payment Of Fees And Rent

(Identified groups are examples; groups not listed will be classified by Superintendent or designee).

*Category I Users No Rent For Standard Use

Category I includes:

- a) **School-Related:** e.g., student organizations, PTAs, parent support groups affiliated with school teams, clubs, etc., recognized parent advocate groups such as CLASP, etc.
- b) **Town Groups:** Town boards, commissions, and committees; DPR, Senior Center, Health District, Library, Transit District, Levitt Pavilion, First Night, etc.
- c) **Youth-Serving:** Westport-based non-profit youth-serving groups, such as: Boy & Girl Scouts, Little League, PAL, Babe Ruth League, Westport Soccer Association.
- d) **Grandfathered Groups:** Power Squadron, Red Cross, Westport Arts Center.
- e) **Others:** Superintendent or designee may waive or reduce fees for state/national professional or educational organizations; or for other groups serving the public interest; or for elected officials holding public meetings.

Community Relations

Use of School Facilities

D. Classification Of Groups For Payment Of Fees And Rent (continued)

***Category II Users Basic Rent: Westport-Based Community Groups**

Category II includes:

- a) Westport agencies supported by the United Way, and non-profit service organizations that serve Westport, e.g., Rotary, Kiwanis, Masons, Westport Woman's Club, Westport Young Woman's League, Veterans' groups, Nursing and Home Care, etc.
- b) Westport political, religious and ecumenical groups. (Depending on the nature of the activity, e.g., summer camps or on-going programs for which fees are charged, these groups may be classified as Category III for rental fee purposes.)
- c) Westport YMCA: for use of pool only, with special financial arrangements.

***Category III Users Basic Rent Doubled: Westport-Based Private, Non-profit, Educational, Recreational, Cultural, Social or Athletic Groups**

Category III includes: private schools, private nursery schools, dance academies, drama groups, music groups, children's activity programs, etc., at least 50% of whose members or participants are Westport residents.

***Category I, II And III Users: Additional Charges For Major Use**

When a Category II or III group makes major use of facilities for fund-raising programs involving commercial, entrepreneurial, profit-making organizations or activities, Superintendent or designee may require a contribution to the school's student activity fund, amount to be determined by Superintendent, but no less than \$1000.)

Other Users: Under unusual circumstances, the Superintendent may permit one-time or occasional use of facilities to educational, civic, cultural, etc., organizations from neighboring towns, etc.; the Superintendent shall judge requests individually and determine rental category.

All Categories: Must pay custodial, kitchen workers' and other applicable fees, including fees for covering the gym and field house floors if necessary. All groups pay surcharge for major use. Superintendent may reduce surcharge by 50% for Categories I and II if event is a fund raiser benefiting the Westport schools or the public, or when the event itself is a public service. Rental fees, administrative fee and surcharge required in advance. Personnel charges are billed.

Special Conditions: Regardless of user's category, the Superintendent (or designee) may impose special conditions or may deny permission when it is judged that the requested use may produce undue wear and tear on facilities, would cause disruption to the regular school program, be detrimental to the public image of the school system, impact negatively on the scheduled maintenance or cleaning of the schools or otherwise not be in the interest of the school system or the Town.

Community Relations

Use of School Facilities (continued)

E. Restrictions On Use Of School Facilities

1. Illegal activities will not be tolerated.
2. School facilities may not be rented by individuals, businesses or trade organizations or used for private purposes.
3. No school facility may be used by individual entrepreneurs, either Westport Board of Education employees or others, to give private instruction for a fee to individuals or groups.
4. School facilities may not be used for the promotion of any commercial interest or private or corporate gain except in conjunction with a fund-raising activity by a permitted, non-profit user. In such cases, regardless of category, users may be required to make a donation to the student activity fund of the school of a minimum of \$1,000 in addition to paying custodial costs and applicable rental fees. The decision about whether to require a donation, and the amount of the donation, will be made by the Superintendent or designee, in consultation with the sponsor of the program.
5. Use or possession of tobacco, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
6. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products or alcoholic beverages shall not be permitted.
7. Obscene advertising, decorations or materials shall not be permitted on school property.
8. Users must comply with all administrative regulations governing use of school facilities. Non-compliance may result in revocation of privileges.

All exceptions to this policy require approval of the Superintendent, whose decision on all aspects is final.

Legal Reference: Connecticut General Statutes

10-239 Use of School Facilities for Other Purposes

Policy adopted: July 29, 2004

WESTPORT PUBLIC SCHOOLS
Westport, Connecticut

RENTAL RATES EFFECTIVE

All groups pay custodial and kitchen workers, and surcharge, if applicable

(Rates per day; rates include set-up one night before; one surcharge per week or portion thereof.)

FACILITY	Daily Rates			Weekly Surcharge All Categories
	*Category I (School/Town)	**Category II (Community)	Category III (Private)	
STAPLES				
Field House	No rent*	350	700	500
Auditorium	" "	200	400	500
Gymnasium	" "	150	300	100
Library	" "	150	300	
Cafeteria	" "	150	300	100
Kitchen	" "	60	120	
Music Room	" "	30	60	
Pool	Only for YMCA and DPR, by special arrangement			

CMS, BMS LLTS & SES

Auditorium	100	200	200
Gymnasium	100	200	50
Cafeteria	50	100	100
Library	50	100	
Kitchen	35	70	

CES, GFS

Auditorium	75	150	100
Library	50	100	
Gymnasium	50	100	50
Cafeteria	35	70	50
Kitchen	20	40	

ALL SCHOOLS

Athletic Fields	30	60	100
Classrooms: First	20	40	
Each Add'l Classrm	10	20	

Surcharge if 11 or more classrooms are needed 50

Parking lot special use: Lights if needed: \$50; Custodians if needed \$50.

SURCHARGE IS REQUIRED IF EVENT:

- Creates significant wear and tear.
- Raises funds via admission charges or contributions, sale of merchandise, raffles, door prizes, etc.
- Uses vendors' or exhibitors' booths
- Uses field house or two *major* facilities: (gym, cafeteria, auditorium, 11+ classrooms)
- Involves more than 500 participants or attendees.

EXTENDED USE: SURCHARGES ARE FOR EACH WEEK OR PORTION THEREOF

Superintendent or designee may reduce surcharge by 50% for events whose proceeds benefit the Westport Schools or other charitable Town organizations or for events that are, per se, public services

OTHER FEES:

- Administrative Charge: \$25 per contract
- Fees will also be charged for piano tuning, gym and field house floor covering, excess garbage collection and use of lighting/sound equipment. School system technicians required to operate equipment. Custodians, kitchen workers and technical personnel will be paid according to current fee schedule, up-dated yearly.

EXCEPTIONS :

* When a Category I group makes *major* use of facilities for fund-raising programs involving commercial, entrepreneurial, profit-making organizations or activities, Superintendent or designee may require basic rental fees. Under those circumstances, for all groups, Superintendent or designee may also require a donation to the student activity fund; amount to be determined by Superintendent, (minimum \$1000).

** . (Depending on the nature of the activity, e.g., summer camps or on-going programs for which fees are charged, Category II groups may be classified as Category III for fee purposes.)

WESTPORT PUBLIC SCHOOLS

ELLIOTT LANDON
Superintendent of Schools

110 MYRTLE AVENUE
WESTPORT, CONNECTICUT 06880
TELEPHONE: (203) 341-1025
FAX: (203) 341-1029

To: Members of the Board of Education
From: Elliott Landon
Subject: Authorization to Sign Contracts
Date: June 11, 2012

Regulations of the State Department of Education and Board of Education policy require the designation by name and position of administrators authorized to sign contracts on behalf of the Board of Education. To meet this requirement, I am recommending that the Board reauthorize Elliott Landon and Nancy Harris, Superintendent of Schools and Assistant Superintendent for Business, respectively, to be designated as the administrative representatives authorized to sign contracts on behalf of the Board effective July 1, 2012 through June 30, 2013.

ADMINISTRATIVE RECOMMENDATION

The Board of Education authorizes Elliott Landon, Superintendent of Schools, and Nancy Harris, Assistant Superintendent for Business, to sign contracts on behalf of the Board of Education, effective July 1, 2012 through June 30, 2013.

POLICY 3293.1 (AUTHORIZATION TO SIGN CONTRACTS)

The superintendent and/or the school business administrator, individually or jointly as may be required, are hereby authorized to execute agreements, to apply for grants or to sign other documents as may be necessary in the normal course of the school system's business, including documents that support the adopted budget or that implement the Board's established policies or programs.

This authorization does not extend to those agreements or other documents which require specific, formal approval of the Board of Education and/or the signature of the Board Chairman or other officer of the Board of Education.

To comply with regulations of the State Department of Education, the Board of Education will annually renew this authority, designating by name the individuals holding the positions of superintendent of schools and school business administrator who are so authorized.

