

WESTPORT BOARD OF EDUCATION

***AGENDA**

(Agenda Subject to Modification in Accordance with Law)

PUBLIC SESSION/PLEDGE OF ALLEGIANCE:

7:00 p.m. Staples High School, Cafeteria B (Room 301)

ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION

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

MINUTES: November 7, 2011

ACTION:

Election of Board Officers

(Encl.) Dr. Landon
Presiding

DISCUSSION:

1. NESDEC Enrollment Projections: 2012 - 2017 Dr. Landon
Don Kennedy
2. 2012-13 Preliminary Budget Discussions with Board of Finance
3. Five Year Capital Forecast (Encl.) Nancy Harris

DISCUSSION/ACTION:

1. Policy P5131.911: Bullying Prevention and Intervention (Encl.) Ms. Gilcrest
Policy P5131.912: Safe School Climate Plan Dr. Landon
2. Re-Coating Hypalon Roof at CMS: Approval of Capital Project (Encl.) Ms. Harris
Specifications and Resolutions

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

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: Election of Officers

Date: December 5, 2011

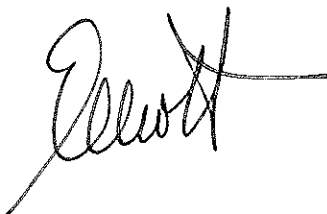
Each year at this time the Board of Education elects its officers who will serve through the post-Election Day period of the following year. The positions for which elections are required are chairperson, vice-chairperson, and secretary. Our meeting of December 5 will begin with the election of officers. It has been our practice to have the Superintendent of Schools preside only for the election of the chairperson. The newly elected chairperson then presides for the election of a vice-chairperson and a secretary for the Board.

A nomination does not require a second, although one may be made.

The vote for officers must be in public, by open ballot, and recorded in the minutes of the meeting.

If there is more than one nomination, votes are taken in the order in which the nominations have been received. As soon as one candidate receives a majority vote the election is over and that candidate is declared elected. The votes for the other candidates are not called for.

Our first item of business to be conducted on December 5 will be the election of officers.

A handwritten signature in black ink, appearing to read "Elliott Landon", with a long horizontal stroke extending to the right.

WESTPORT PUBLIC SCHOOLS

ELLIOTT LANDON
Superintendent of Schools

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

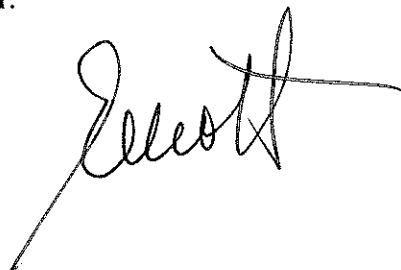
To: Members of the Board of Education
From: Elliott Landon
Subject: Five Year Capital Forecast
Date: December 5, 2011

Please find appended to this memorandum one from Nancy Harris to Elliott Landon dated December 2, 2011. Nancy's memo provides background information and detail concerning the above-referenced subject.

Pursuant to the Board of Education's approved Goals for the 2011-12 school year, this item has been placed on the agenda of our meeting with the Board of Finance scheduled for Monday, December 5. The approved Goals include the following:

*Include in the December 2011 preliminary budget meeting with the Board of Finance discussions of ... **projected plans related to multi-year anticipated capital projects ... and the re-establishment of a capital non-recurring fund.***

It will be possible for us to discuss the five year capital forecast with the members of the Board of Finance subsequent to our conversations concerning major budget assumptions for the 2012-13 school year.

A handwritten signature in black ink, appearing to read "Elliott", with a long horizontal stroke extending to the right.

INTEROFFICE MEMORANDUM

TO: ELLIOTT LANDON
SUPERINTENDENT

FROM: NANCY J. HARRIS
ASSISTANT SUPERINTENDENT FOR BUSINESS

SUBJECT: FACILITIES MAINTENANCE & CAPITAL FORECAST

DATE: DECEMBER 2, 2011

Attached for review and discussion is my recommended first version of the Board of Education's proposed Five Year Capital Forecast for the period 2010-2017.

There are several updates that have been made to the original listing of 2010-2011 projects as follows:

- Replacement of Oil Tanks – All oil tank and oil tank piping issues have been consolidated under one category totaling \$372,000. These adjustments were made after Fuss & O'Neill provided us with a full analysis of all code issues and violations, recommendations for correcting them, and estimated pricing to complete them.
- Coleytown Middle School Roof Re-coating Project - Modified to reflect the decreased funding needed to extend the useful life of these roofing surfaces by ten years. The funding approval request has been forwarded to the Board for approval as a separate agenda item for the meeting of December 5.
- Staples High School Boys and Girls Locker Rooms - Maintained the request to upgrade their physical condition.

The replacement of all windows, doors and window coverings at Long Lots Elementary School in 2011-2012 is a vital project. Since all windows and doors are single pane glass, or in some cases merely Plexiglas, this project would qualify as an energy conservation project with the State, enabling the Town to recover at least 10 – 15% of the cost through the school construction grant process. For us to be considered for grant funds and to receive full funding from the State, the project will need to be fully funded by the Board of Finance and the RTM in the near future. I would anticipate that the project would require at least two years to complete, after bidding has occurred. Silver Petrucelli and Associates has developed an initial estimate for this project. If the Board of Education wishes this project to move forward, the next step would be to authorize Silver Petrucelli to begin working on a more detailed proposal to include: 1) development of bid specs; 2) assisting in the evaluation of bid responses; 3) oversight of the project; and assisting with the submission of grant materials required for submission to the State.

The 2011-2012 Staples projects reflect the areas that were not addressed at all in the building project of 2004-2006, as follows:

- The track has reached the end of its useful life. We have engaged a track specialist to assist in developing bid specifications for this project. Once the football field lights project gets underway, I suggest that we coordinate the track resurfacing with the lights project for reasons related to potential damage to the track during the installation of the lights as electrical connections are made underground.
- The replacement of existing ventilation systems in the original part of the school must be performed to ensure that indoor air quality (IAQ) issues are reduced to a minimum. These old systems currently in place were not designed to provide the appropriate air exchanges that are now expected in our schools.

A number of our heating plants (boiler and burners) will need to be replaced over the next four years. We may want to consider these as a single project in which we engage Fuss & O'Neill to assess each school, the type of heat provided, and where energy savings might be garnered in design and cost efficiencies achieved with increased bidding volume. Of immediate concern are the Green's Farms School boilers. The 1999 GFS Building Project provided only for eight small boilers. These boilers are no longer manufactured nor are replacement parts available. At this time, only four of these eight boilers are operational. Our HVAC mechanics have kept these remaining four going by cannibalizing the failed four. This cannot continue. We will need to develop a plan this spring for replacement of these boilers during the summer of 2012. We will develop a proposal and request for funding in February or March of 2012 in order to have the bid specifications created, bid the project and have the replacement done in the summer of 2012.

I will be happy to address any of these items in more detail, as well as those proposed in the years to follow.

As an additional aspect of our facilities management program I have included the preliminary projects for account 435 – Building Projects, account 436 – Grounds Projects, and account 437 – Restorative/Preventative Maintenance for review. These projects reflect projects to be completed next year. Of significance in Building Projects:

- Indoor Air Quality projects in Building Projects at GFS, KHS, SES, and Staples.
- Replacement of exterior door hardware at Bedford by our maintenance staff since these doors have never closed and secured properly. This will allow the Board of Education to accept the project as complete and file final paperwork with the Department of Education.
- The GFS Building Project did not address many exterior areas of this school. The window and doors at the end of this corridor were not replaced, are not repairable and must be replaced.

Of significance in Grounds Projects:

- CES septic pumps must be replaced
- The GFS Building Project did not address many exterior areas of this school. There are several areas of was that must be repaired
- We must crack fill and seal the worst areas of our parking lots and driveways in order to avoid creating safety hazards and to extend the pavement life.

Of significance in Restorative/Preventative Maintenance:

- Refurbishing of school classrooms, hallways, etc. have been removed from the past four (4) budgets.

WESTPORT PUBLIC SCHOOLS
FIVE YEAR CAPITAL FORECAST
2009-2010 THROUGH 2016-2017

Fiscal Year	Description	Estimate	Sub-Total
2009-2010 FUNDED & ONGOING	King's Highway Elementary School Ventilation Upgrade	\$ 2,878,000	
	Repoint Exterior Masonry	\$ 282,281	\$ 3,160,281
	Total Fiscal Year 2009-2010		\$ 3,160,281
2010-2011	REPLACE OIL TANKS - REVISED BASED ON FUSS & O'NEILL STUDY		
	Coleytown Elementary School (1989)	\$ 77,000	
	Long Lots Elementary School (1989)	\$ 77,000	
	Coleytown Middle School	\$ 77,000	
	Staples High School - Pool (2005)	\$ 19,000	
	Staples High School J-O (2005) Piping & Diesel Tank for Generator	\$ 32,000	
	Staples High School - Loading Dock (2004) Piping & Diesel Tank for Generator	\$ 90,000	\$ 372,000
	Coleytown Middle School - Funding requested Nov 3 & Dec 12, 2011		
	Re-coat Hypalon Roof - 1994	\$ 152,000	\$ 152,000
	Staples High School		
2011-2012	Upgrade Boys and Girls Locker Room Area	\$ 100,000	\$ 100,000
	Total Fiscal Year 2010-2011		\$ 624,000
	Long Lots Elementary School		
	Replacement of All Windows, Window Coverings and Exterior Doors	\$ 1,876,183	\$ 1,876,183
	Staples High School		
	Exterior Track Resurface	\$ 264,000	
	Field House Floor Resurface and Ceiling Painting	\$ 277,000	
	Replace existing building ventilation as follows:		
	All locker room areas - lower level	\$ 675,000	\$ 1,216,000
	Pool locker rooms		
2012-2013	Pool area		
	Weight room		
	Lower level offices		
	Lower level hallways		
	Total Fiscal Year 2011-2012		\$ 3,092,183
	Green's Farms Elementary School		
	Replace Boilers - 1999 - 50% Failure at this time	\$ 185,000	\$ 185,000
	Long Lots Elementary School		
	Locker Room to Classroom Conversion	\$ 800,000	\$ 800,000
	Staples High School		
2012-2013	Upgrade Pool General Area and Bleachers, Replace Diving Board/Stand	\$ 200,000	
	Replace Pool Boilers - 1975	\$ 325,000	\$ 525,000
	Total Fiscal Year 2012-2013		\$ 1,510,000

WESTPORT PUBLIC SCHOOLS
FIVE YEAR CAPITAL FORECAST
2009-2010 THROUGH 2016-2017

Fiscal Year	Description	Estimate	Sub-Total
2013-2014	Coleytown Elementary School		
	Music Room Conversion	\$ 400,000	
	Replace Classroom Lighting Including Occupancy Sensors	\$ 275,000	\$ 675,000
	Long Lots Elementary School		
	Replace Classroom Lighting Including Install of Occupancy Sensors	\$ 250,000	\$ 250,000
	Coleytown Middle School		
	Locker Room Ventilation Project	\$ 125,000	
	Replace Boilers - 1964	\$ 280,000	\$ 405,000
	Total Fiscal Year 2013-2014		\$ 1,330,000
2014-2015	Coleytown Elementary School		
	Replace Pitched Asphalt 3-Tab Shingled Roof ('1986 & 1994)	\$ 675,000	\$ 675,000
	Green's Farms Elementary School		
	Repave Parking Lot and Replace Curbing	\$ 250,000	\$ 250,000
	Long Lots Elementary School		
	Boiler Replacement - 1955 (H.B. Smith) 1973 (Weil McLain)	\$ 275,000	\$ 275,000
	Coleytown Middle School		
	Repave Parking Lot and Replace Curbing	\$ 250,000	\$ 250,000
	Total Fiscal Year 2014-2015		\$ 1,450,000
2015-2016	King's Highway Elementary School		
	Replace Boilers and Boiler Feed Equipment - 1993	\$ 200,000	
	Replace Public Address System	\$ 125,000	\$ 325,000
	Long Lots Elementary School		
	Install New Split HVAC System - classrooms	\$ 300,000	
	Replace Auditorium House Lighting	\$ 100,000	\$ 400,000
	Coleytown Middle School		
	Replace Auditorium HVAC system	\$ 150,000	
	Replace Locker Room AHU's	\$ 125,000	\$ 275,000
	Saugatuck Elementary School		
	Flat Roof (replace 65,000 sq. ft. and add drains) - 1994	\$ 789,750	\$ 789,750
	Staples High School		
	Install New HVAC in Pool Area	\$ 370,000	
	Replace HVAC System in Field House and Associated Classroom Area	\$ 450,000	\$ 820,000
	Total Fiscal Year 2015-2016		\$ 2,609,750

WESTPORT PUBLIC SCHOOLS
FIVE YEAR CAPITAL FORECAST
2009-2010 THROUGH 2016-2017

Fiscal Year	Description	Estimate	Sub-Total
2016-2017	Coleytown Elementary School		
	Replace Classroom Casework	\$ 730,000	
	Air Condition Gymnasium & Cafeteria	\$ 200,000	\$ 930,000
	Green's Farms Elementary School		
	Bathroom Refurbish (10)	\$ 230,000	\$ 230,000
	King's Highway Elementary School		
	Upgrade Bathroom in East Wing	\$ 175,000	
	Casework Replacement	\$ 600,000	\$ 775,000
	Long Lots Elementary School		
	Aircondition Cafeteria	\$ 100,000	
	Replace Classroom Casework	\$ 670,000	\$ 770,000
	Total Fiscal Year 2016-2017	\$	2,705,000

SCHOOL/BUILDING	ITEM DESCRIPTION	ESTIMATE
COLEYTOWN ELEMENTARY SCHOOL	ADA HARDWARE (INTERIOR DOORS)	\$ 10,000.00
	PUBLIC ADDRESS UPGRADE	\$ 5,000.00
		\$ 15,000.00
GREEN'S FARMS ELEMENTARY SCHOOL	REPLACEMENT OF WINDOW & DOORS BY FOUNTAIN	\$ 9,600.00
KING'S HIGHWAY ELEMENTARY SCHOOL	INTERCOMMS (5)	\$ 8,000.00
	REMOVE MODULAR CLASSROOM	\$ 18,000.00
	PUBLIC ADDRESS UPGRADE	\$ 4,000.00
	PIPE INSULATION (BOILER RM., DOWNSTAIRS, GYM, MAIN BLD.)	\$ 36,000.00
		\$ 66,000.00
SAUGATUCK ELEMENTARY SCHOOL	PIPE INSULATION (ART RM., K-WING, MECH. RM., BOILER RM., 1ST FL.)	\$ 80,000.00
BEDFORD MIDDLE SCHOOL	DOOR HARDWARE	\$ 30,000.00
STAPLES HIGH SCHOOL	GYM VENTILATION REWORK	\$ 12,000.00
	TOTAL BUILDING PROJECTS	\$ 212,600.00

SCHOOL/BUILDING	ITEM DESCRIPTION	ESTIMATE
COLEYTOWN ELEMENTARY SCHOOL	SEPTIC PUMP REPLACEMENTS	\$ 18,000.00
	CRACK SEAL & REPAIR WORST SECTIONS OF DRIVEWAYS/LOTS	\$ 5,000.00
		\$ 23,000.00
GREEN'S FARMS ELEMENTARY SCHOOL	REAR OF BUILDING STONE WALL LEAK REPAIR	\$ 14,800.00
	RE-POINTING END OF BUILDING BY FOUNTAIN	\$ 9,000.00
	CRACK SEAL & REPAIR WORST SECTIONS OF DRIVEWAYS/LOTS	\$ 12,000.00
		\$ 35,800.00
KING'S HIGHWAY ELEMENTARY SCHOOL	CRACK SEAL & REPAIR WORST SECTIONS OF DRIVEWAYS/LOTS	\$ 6,500.00
LONG LOTS ELEMENTARY SCHOOL	CRACK SEAL & REPAIR WORST SECTIONS OF DRIVEWAYS/LOTS	\$ 12,000.00
SAUGATUCK ELEMENTARY SCHOOL	REPAIR LOADING DOCK (STAIRS BREAKING APART)	\$ 6,800.00
	CRACK SEAL & REPAIR WORST SECTIONS OF DRIVEWAYS/LOTS	\$ 5,000.00
		\$ 11,800.00
BEDFORD MIDDLE SCHOOL	CRACK SEAL & REPAIR WORST SECTIONS OF DRIVEWAYS/LOTS	\$ 8,500.00
COLEYTOWN MIDDLE SCHOOL	CRACK SEAL & REPAIR WORST SECTIONS OF DRIVEWAYS/LOTS	\$ 6,400.00
STAPLES HIGH SCHOOL	COURTYARD CONCRETE REPAIR	\$ 5,000.00
	CRACK SEAL & REPAIR WORST SECTIONS OF DRIVEWAYS/LOTS	\$ 12,000.00
		\$ 17,000.00
	TOTAL GROUNDS PROJECTS	\$ 121,000.00

SCHOOL/BUILDING	ITEM DESCRIPTION	ESTIMATE
COLEYTOWN ELEMENTARY SCHOOL	REPLACEMENT OF CAFETERIA TILE FLOOR	\$ 20,000.00
	GYM FLOOR SANDING	\$ 13,000.00
	CLASSROOM REFURBISHING	\$ 30,000.00
		\$ 63,000.00
GREEN'S FARMS ELEMENTARY SCHOOL	PAINTING OF AUDITORIUM	\$ 15,000.00
	CLASSROOM REFURBISHING	\$ 30,000.00
	BATHROOM PARTITIONS	\$ 5,000.00
		\$ 50,000.00
KINGS HIGHWAY ELEMENTARY SCHOOL	BATHROOM PARTITIONS	\$ 6,500.00
	FRONT DOORS	\$ 8,500.00
		\$ 15,000.00
LONG LOTS ELEMENTARY SCHOOL	REPLACE CABINETRY IN CLASSROOMS	\$ 38,000.00
	CLASSROOM REFURBISHING	\$ 30,000.00
		\$ 68,000.00
SAUGATUCK ELEMENTARY SCHOOL	CLASSROOM REFURBISHING	\$ 30,000.00
BEDFORD MIDDLE SCHOOL	CLASSROOM REFURBISHING	\$ 45,000.00
	REPLACE LOWER HALLWAY LOCKERS	\$ 35,000.00
		\$ 80,000.00
COLEYTOWN MIDDLE SCHOOL	LIBRARY MEDIA CENTER - V.F.D. AIR	\$ 10,000.00
	CLASSROOM REFURBISHING	\$ 45,000.00
	LOCKER REPLACEMENT	\$ 35,000.00
		\$ 90,000.00
STAPLES HIGH SCHOOL	CLASSROOM REFURBISHING	\$ 45,000.00
	REPLACE AUDITORIUM LOBBY CARPET WITH TILE	\$ 9,000.00
		\$ 54,000.00
	TOTAL RESTORATIVE/PREVENTATIVE MAINTENANCE	\$ 450,000.00

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: Bullying Prevention and Safe School Climate Plan Policies
Date: December 5, 2011

At our meeting of November 7, the Board was presented for the first time with a proposed policy that is responsive to a law that was passed during the 2011 session of the Connecticut General Assembly; namely, Public Act 11-226, **An Act Concerning the Strengthening of School Bullying Laws.**

This act defines bullying, including cyberbullying. The act (1) makes the school principal responsible for investigating or designating someone to investigate and address bullying whether it occurs in or out-of-school, if it affects the school or students in the school or school district and (2) requires all school employees, not just teachers and administrators, to report bullying incidents they see or that are reported to them to the principal or his or her designee.

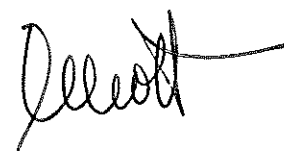
It requires schools and school districts to adopt safe school climate plans, rather than policies, to address bullying. Policies are required to (1) establish deadlines for reporting, investigating; (2) prohibit retaliation against those who report bullying; and (3) require school officials to notify police when they believe bullying conduct constitutes a crime.

The act requires certified and non-certified employees working in public schools to receive annual training in how to identify, intervene, and prevent bullying and youth suicide among students. It also requires beginning teachers and teacher candidates to complete training on these topics. It grants immunity to school boards, school employees, students, parents, and others against damage claims arising from good faith reports of bullying and responses to bullying in accordance with a district's safe school climate plan [CABE, July 2011, "2011 Education Law Summaries].

Working collaboratively with legal counsel, we have prepared for Board of Education review and adoption Policy P5131.911, **Bullying Prevention and Intervention** and Policy P5131.912, **Safe School Climate Plan**. These two policies are being placed on the agenda of the meeting of December 5 for Board approval.

ADMINISTRATIVE RECOMMENDATION

Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education adopts Policy P5131.911, Bullying Prevention and Intervention and P5131.912, Safe School Climate Plan, copies of which shall be appended to the Minutes of the Board of Education meeting of December 5, 2011.



POLICY P5131.911

BULLYING PREVENTION AND INTERVENTION

BULLYING PREVENTION AND INTERVENTION

The Westport Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education.

The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.

Students who engage in bullying behavior shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

For purposes of this policy, "**Bullying**" means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:

- 1) causes physical or emotional harm to such student or damage to such student's property;
- 2) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- 3) creates a hostile environment at school for such student;
- 4) infringes on the rights of such student at school; or
- 5) substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

For purposes of this policy, "**Cyberbullying**" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

Consistent with the requirements under state law, the Westport Board of Education authorizes the Superintendent or his/her designee(s), along with the Safe School Climate Coordinator, to be responsible for developing and implementing a Safe School Climate Plan in furtherance of this policy. As provided by state law, such Safe School Climate Plan shall include, but not be limited to provisions which:

- (1) Enable students to anonymously report acts of bullying to school employees and require students and the parents or guardians of students to be notified annually of the process by which students may make such reports;
- (2) enable the parents or guardians of students to file written reports of suspected bullying;
- (3) require school employees who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist, or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report;
- (4) require the safe school climate specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made under this section;
- (5) require the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
- (6) include a prevention and intervention strategy for school employees to deal with bullying;
- (7) provide for the inclusion of language in student codes of conduct concerning bullying;
- (8) require each school to notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation;
- (9) require each school to invite the parents or guardians of a student who commits any verified act of bullying and the parents or guardians of the student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying.

- (10) establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
- (11) direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
- (12) prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
- (13) direct the development of student safety support plans for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying;
- (14) require the principal of a school, or the principal's designee, to notify the appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of bullying constitute criminal conduct;
- (15) prohibit bullying (A) on school grounds, at a school sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
- (16) require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan; and
- (17) require that all school employees annually complete the training described in Conn. Gen. Stat. §10-220a.

The notification required pursuant to subdivision (8) (above) and the invitation required pursuant to subdivision (9) (above) shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy or accompanying Safe School Climate Plan shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

not later than January 1, 2012, the Westport Board of Education shall approve the Safe School Climate Plan developed pursuant to this policy and submit such plan to the Department of Education. Not later than thirty (30) calendar days after approval by the Board, the Board shall make such plan available on the Board's and each individual school in the school district's web site and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

Legal References:

Public Act 11-232, *An Act Concerning the Strengthening of School Bullying Laws*

Conn. Gen. Stat. 10-145a

Conn. Gen. Stat. 10-145o

Conn. Gen. Stat. 10-220a

Conn. Gen. Stat. § 10-222d

Conn. Gen. Stat. 10-222g

Conn. Gen. Stat. 10-222h

Conn. Gen. Stat. §§ 10-233a through 10-233f

Policy Adopted:

WESTPORT PUBLIC SCHOOLS
Westport, Connecticut

POLICY P5131.912

SAFE SCHOOL CLIMATE PLAN

SAFE SCHOOL CLIMATE PLAN

The Board is committed to creating and maintaining a physically, emotionally, and intellectually safe educational environment free from bullying, harassment and discrimination. In order to foster an atmosphere conducive to learning, the Board has developed the following Safe School Climate Plan, consistent with state law and Board Policy. This Plan represents a comprehensive approach to addressing bullying and cyberbullying and sets forth the Board's expectations for creating a positive school climate and thus preventing, intervening, and responding to incidents of bullying.

Bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. The district's commitment to addressing bullying behavior, however, involves a multi-faceted approach, which includes education and the promotion of a positive school climate in which bullying will not be tolerated by students or school staff.

I. Prohibition Against Bullying and Retaliation

- A. The Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education.
- B. The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
- C. In addition to prohibiting student acts which constitute bullying, the Board also prohibits discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying.
- D. Students who engage in bullying behavior in violation of Board Policy and the Safe School Climate Plan shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

II. Definition of Bullying

- A. **"Bullying"** means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, or a physical act or gesture directed at another student attending school in the same district that:
1. causes physical or emotional harm to such student or damage to such student's property;
 2. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
 3. creates a hostile environment at school for such student;
 4. infringes on the rights of such student at school; or
 5. substantially disrupts the education process or the orderly operation of a school.
- B. Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

III. Other Definitions

- A. **"Cyberbullying"** means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.
- B. **"Electronic communication"** means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo-optical system;

- C. **"Hostile environment"** means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;
- D. **"Mobile electronic device"** means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted;
- E. **"Outside of the school setting"** means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education;
- F. **"Prevention and intervention strategy"** may include, but is not limited to, (1) implementation of a positive behavioral intervention and support process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education, (2) school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts, (3) adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur, (4) inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school, (5) individual interventions with the bully, parents and school employees, and interventions with the bullied child, parents and school employees, (6) school-wide training related to safe school climate, (7) student peer training, education and support, and (8) promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.
- G. **"School climate"** means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.
- H. **"School employee"** means (1) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public

elementary, middle or high school; or (2) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.

- I. **“School-Sponsored Activity”** shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Board of Education.

IV. **Leadership and Administrative Responsibilities**

A. Safe School Climate Coordinator

For the school year commencing July 1, 2012, and each school year thereafter, the Superintendent shall appoint, from existing school district staff, a District Safe School Climate Coordinator (“Coordinator”). The Coordinator shall:

1. be responsible for implementing the district’s Safe School Climate Plan (“Plan”);
2. collaborate with Safe School Climate Specialists, the Board, and the Superintendent to prevent, identify and respond to bullying in district schools;
3. provide data and information, in collaboration with the Superintendent, to the Department of Education regarding bullying;
4. meet with Safe School Climate Specialists at least twice during the school year to discuss issues relating to bullying the school district and to make recommendations concerning amendments to the district’s Plan.

B. Safe School Climate Specialist

For the school year commencing July 1, 2012, and each school year thereafter, the principal of each school (or principal’s designee) shall serve as the Safe School Climate Specialist. The Safe School Climate Specialist shall investigate or supervise the investigation of reported acts of bullying and act as the primary school official responsible for preventing, identifying and responding to reports of bullying in the school.

V. Development and Review of Safe School Climate Plan

- A. For the school year commencing July 1, 2012 and each school year thereafter, the Principal of each school shall establish a committee or designate at least one existing committee ("Committee") in the school to be responsible for developing and fostering a safe school climate and addressing issues relating to bullying in the school. Such committee shall include at least one parent/guardian of a student enrolled in the school, as appointed by the school principal.
- B. The Committee shall: 1) receive copies of completed reports following bullying investigations; 2) identify and address patterns of bullying among students in the school; 3) review and amend school policies relating to bullying; 4) review and make recommendations to the Coordinator regarding the Safe School Climate Plan based on issues and experiences specific to the school; 5) educate students, school employees and parents/guardians on issues relating to bullying; 6) collaborate with the Coordinator in the collection of data regarding bullying; and 7) perform any other duties as determined by the Principal that are related to the prevention, identification and response to school bullying.
- C. Any parent/guardian serving as a member of the Committee shall not participate in any activities which may compromise the confidentiality of any student, including, but not limited to receiving copies of investigation reports, or identifying or addressing patterns of bullying among students in the school.
- D. Not later than January 1, 2012, the Board of Education shall approve the Safe School Climate Plan developed pursuant to Board policy and submit such plan to the Department of Education. Not later than thirty (30) calendar days after approval by the Board, the Board shall make such plan available on the Board's and each individual school in the school district's web site and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

VI. Procedures for Reporting and Investigating Complaints of Bullying

- A. Students and parents (or guardians of students) may file written reports of bullying. Written reports of bullying shall be reasonably specific as to the basis for the report, including the time and place of the alleged conduct, the number of incidents, the target of the suspected bullying, and the names of potential witnesses. Such reports may be filed with any building administrator and/or the Safe School Climate Specialist (i.e. building principal), and all reports shall be forwarded to the Safe School Climate Specialist for review and actions consistent with this Plan.
- B. Students may make anonymous reports of bullying to any school employee. Students may also request anonymity when making a report, even if the student's identity is known to the school employee. In cases where a student requests anonymity, the Safe School Climate Specialist or his/her designee shall meet with the student (if the student's identity is known) to review the request for anonymity and discuss the impact that maintaining the anonymity of the complainant may have on the investigation and on any possible remedial action. All anonymous reports shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that does not disclose the source of the report, and is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of an anonymous report.
- C. School employees who witness acts of bullying or receive reports of bullying shall orally notify the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable, **not later than one (1) school day** after such school employee witnesses or receives a report of bullying. The school employee shall then file a **written report not later than two (2) school days** after making such oral report.
- D. The Safe School Specialist shall be responsible for reviewing any anonymous reports of bullying and shall investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports. In order to allow the district to adequately investigate complaints filed by a student or parent/guardian, the parent of the student suspected of being bullied should be asked to provide consent to permit the release of that student's name in connection with the investigation process, unless the student and/or parent has requested anonymity.

- E. In investigating reports of bullying, the Safe School Climate Specialist or designee will consider all available information known, including the nature of the allegations and the ages of the students involved. The Safe School Climate Specialist will interview witnesses, as necessary, reminding the alleged perpetrator and other parties that retaliation is strictly prohibited and will result in disciplinary action.

VII. Responding to Verified Acts of Bullying

- A. Following investigation, if acts of bullying are verified, the Safe School Climate Specialist or designee shall notify the parents or guardians of the students against whom such acts were directed as well as the parents or guardians of the students who commit such acts of bullying of the finding **not later than forty-eight hours** after the investigation is completed. This notification shall include a description of the school's response to the acts of bullying. In providing such notification, however, care must be taken to respect the statutory privacy rights of other students, including the perpetrator of such bullying. The specific disciplinary consequences imposed on the perpetrator, or personally identifiable information about a student other than the parent/guardian's own child, may not be disclosed except as provided by law.
- B. In any instance in which bullying is verified, the Safe School Climate Specialist or designee shall also invite the parents or guardians of the student who commits any verified act of bullying and the parents or guardian of the student against whom such act was directed to a meeting to communicate the measures being taken by the school to ensure the safety of the student/victim and to prevent further acts of bullying. The invitation may be made simultaneous with the notification described above in Section VII.A., as it must include a description of the school's response to such acts, along with consequences, as appropriate. Normally, separate meetings shall be held with the respective parents; however, at the discretion of the Safe School Climate Specialist and with written consent of the parents/guardians involved, the meeting(s) may be held jointly.
- C. If bullying is verified, the Safe School Climate Specialist or designee shall develop a student safety support plan for any student against whom an act of bullying was directed. Such support plan will include safety measures to protect against further acts of bullying.

- D. A specific written intervention plan shall be developed to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual. The written intervention plan may include counseling, discipline and other appropriate remedial actions as determined by the Safe School Climate Specialist or designee, and may also incorporate a student safety support plan, as appropriate.

E. Notice to Law Enforcement

If the Principal of a school (or his/her designee) reasonably believes that any act of bullying constitutes a criminal offense, he/she shall notify appropriate law enforcement. Notice shall be consistent with the Board's obligations under state and federal law and Board policy regarding the disclosure of personally identifiable student information. In making this determination, the Principal or his/her designee, may consult with the school resource office, if any, and other individuals the principal or designee deems appropriate.

- F. If a bullying complaint raises concern about discrimination or harassment on the basis of a legally protected classifications (such as race, religion, color, national origin, sex, sexual orientation, age or disability), the Safe School Climate Specialist or designee shall also coordinate any investigation with other appropriate personnel within the district as appropriate (e.g. Title IX Coordinator, Section 504 Coordinator etc.)

VIII. Documentation and Maintenance of Log

- A. Each school shall maintain written reports of bullying, along with supporting documentation received and/or created as a result of bullying investigations, consistent with the Board's obligations under state and federal law. Any educational record containing personally identifiable student information pertaining to an individual student shall be maintained in a confidential manner, and shall not be disclosed to third parties without written prior written consent of a parent, guardian or eligible student, except as permitted under Board policy and state and federal law.
- B. The Principal of each school shall maintain a list of the number of verified acts of bullying in the school and this list shall be available for public inspection upon request. Consistent with district obligations under state and federal law regarding student privacy, the log shall not contain any personally identifiable student information, or any information that alone or in combination would allow a reasonable person in the school

community to identify the students involved. Accordingly, the log should be limited to basic information such as the number of verified acts, name of school and/or grade level and relevant date. Given that any determination of bullying involves repeated acts, each investigation that results in a verified act of bullying for that school year shall be tallied as one verified act of bullying unless the specific actions that are the subject of each report involve separate and distinct acts of bullying. The list shall be limited to the number of verified acts of bullying in each school and shall not set out the particulars of each verified act, including, but not limited to any personally identifiable student information, which is confidential information by law.

- C. The Principal of each school shall report the number of verified acts of bullying in the school annually to the Department of Education in such manner as prescribed by the Commissioner of Education.

IX. Other Prevention and Intervention Strategies

- A. Bullying behavior can take many forms and can vary dramatically in the nature of the offense and the impact the behavior may have on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of "bullying", as defined above, will generally warrant traditional disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action (e.g., detention, in-school suspension, suspension or expulsion) is a matter for the professional discretion of the building principal (or responsible program administrator or his/her designee). No disciplinary action may be taken solely on the basis of an anonymous complaint. As discussed below, schools may also consider appropriate alternatives to traditional disciplinary sanctions, including age-appropriate consequences and other restorative or remedial interventions.
- B. A specific written intervention plan shall be developed to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual. This plan may include safety provisions, as described above, for students against whom acts of bullying have been verified and may include other interventions such as counseling, discipline, and other appropriate remedial or restorative actions as determined by the responsible administrator.

- C. The following sets forth possible interventions which may also be utilized to enforce the Board's prohibition against bullying:

i. Non-disciplinary interventions

When verified acts of bullying are identified early and/or when such verified acts of bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying. Students may also be subject to other forms of restorative discipline or remedial actions, appropriate to the age of the students and nature of the behavior.

If a complaint arises out of conflict between students or groups of students, peer or other forms of mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

ii. Disciplinary interventions

When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints, however, shall not be the basis for disciplinary action.

In-school suspension and suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation, in accordance with the Board's Student Discipline policy.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with the Board's Student Discipline policy. This consequence shall normally be reserved for serious incidents of bullying and/or when past interventions have not been successful in eliminating bullying behavior.

iii. Interventions for bullied students

The building principal (or other responsible program administrator) or his/her designee shall intervene in order to address incidents of bullying against a single individual. Intervention strategies for a bullied student may include the following:

- a. Counseling;
- b. Increased supervision and monitoring of student to observe and intervene in bullying situations;
- c. Encouragement of student to seek help when victimized or witnessing victimization;
- d. Peer mediation or other forms of mediation, where appropriate;
- e. Student Safety Support plan; and
- f. Restitution and/or restorative interventions.

iv. General Prevention and Intervention Strategies

In addition to the prompt investigation of complaints of bullying and direct intervention when acts of bullying are verified, other district actions may ameliorate potential problems with bullying in school or at school-sponsored activities. While no specific action is required, and school needs for specific prevention and intervention strategies may vary from time to time, the following list of potential prevention and intervention strategies shall serve as a resource for administrators, teachers and other professional employees in each school. Such prevention and intervention strategies may include, but are not limited to:

- a. School rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts;
- b. Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur;

- c. Inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school, which may include instruction regarding building safe and positive school communities including developing healthy relationships and preventing dating violence as deemed appropriate for older students;
- d. Individual interventions with the perpetrator, parents and school employees, and interventions with the bullied student, parents and school employees;
- e. School-wide training related to safe school climate, which training may include Title IX/Sexual harassment training, Section 504/ADA Training, cultural diversity/multicultural education or other training in federal and state civil rights legislation or other topics relevant to safe school climate;
- f. Student peer training, education and support; and
- g. Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions;
- h. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying, including any such program identified by the Department of Education;
- i. Respectful responses to bullying concerns raised by students, parents or staff;
- j. Planned professional development programs addressing prevention and intervention strategies, which training may include school violence prevention, conflict resolution and prevention of bullying, with a focus in evidence based practices concerning same;

- k. Use of peers to help ameliorate the plight of victims and include them in group activities;
- l. Avoidance of sex-role stereotyping;
- m. Continuing awareness and involvement on the part of school employees and parents with regards to prevention and intervention strategies;
- n. Modeling by teachers of positive, respectful, and supportive behavior toward students;
- o. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
- p. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.

- D. In addition to prevention and intervention strategies, administrators, teachers and other professional employees may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially-appropriate behavior. Administrators, teachers and other professional employees should intervene promptly whenever they observe mean-spirited student conduct, even if such conduct does not meet the formal definition of "bullying."

X. Annual Notice and Training

- A. Students, and parents or guardians of students shall be notified annually of the process by which students may make reports of bullying.
- B. The Board shall provide for the inclusion of language in student codes of conduct concerning bullying.
- C. At the beginning of each school year, each school shall provide all school employees with a written or electronic copy of the school district's safe school climate plan and require that all school employees annually complete training on the identification, prevention and response to bullying as required by law.

XI. School Climate Assessments

On and after July 1, 2012, and biennially thereafter, the Board shall require each school in the district to complete an assessment using the school climate assessment instruments, including surveys, approved and disseminated by the Department of Education. The Board shall collect the school climate assessments for each school in the district and submit such assessments to the Department.

Legal References:

Public Act 11-232, *An Act Concerning the Strengthening of School Bullying Laws*

Conn. Gen. Stat. § 10-222d

Conn. Gen. Stat. §§ 10-233a through 10-233f

Connecticut State Department of Education Circular Letter C-8, Series 2008-2009 (March 16, 2009)

Policy Adopted:

WESTPORT PUBLIC SCHOOLS
Westport, Connecticut

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: Coleytown Middle School Hypalon Roof Re-Coating Project

Date: December 5, 2011

At our last Board of Education meeting held on November 7, 2011, Nancy Harris presented and the Board discussed the above-referenced subject (please see updated Memorandum of December 1, 2011 from Nancy Harris to Elliott Landon appended to this memorandum).

In accordance with Town of Westport procedures concerning requests for appropriations related to capital projects, should the Board approve our moving forward with this project at our meeting of December 5, we will be requesting an appropriation in the amount of \$152,000 of the Board of Finance and the Representative Town Meeting.

We will be recommending that the Public Site and Building Committee of the Town of Westport and the Board of Education be designated jointly as the School Building Committee for this project.

ADMINISTRATIVE RECOMMENDATION

Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education approves the Coleytown Middle School Hypalon Roof Re-Coating Project covering the replacement of 35,188 square feet of folded plate roofs located over the gymnasium, library and art rooms; and,

Be It Further Resolved, that the Board of Education approves the Educational Specifications for this project (as appended to the Minutes of the Meeting of December 5, 2011) and the proposed budget in the amount of \$152,000; directs the Administration to request project approval and funding from the Board of Finance and the Representative Town Meeting; and, requests that the Representative Town Meeting designate the Town of Westport Public Site and Building Committee and the Board of Education as the joint School Building Committee for this project.



MEMORANDUM

TO: ELLIOTT LANDON
SUPERINTENDENT OF SCHOOLS

FROM: NANCY J. HARRIS
ASSISTANT SUPERINTENDENT FOR BUSINESS

SUBJECT: COLEYTOWN MIDDLE SCHOOL HYPALON ROOF RECOATING PROJECT

DATE: DECEMBER 1, 2011

CC: C. SCHMARR, PROJECT FILE

The Board of Education has planned to recoat the folded plate roof areas of Coleytown Middle School covered in Hypalon roofing materials over the gymnasium, library, and art wings. The roof was installed in 1994 with a fifteen (15) year warrantee.

Funds for this project have been included in the Board of Education Five Year Capital Forecast for the past several years. The Coleytown Middle School roof is now 17 years old and we are noticing that the textural material of this roof is washing away on a regular basis. There are a greater number of leaks appearing, especially in hard downpours and driving rain. The Town wide Maintenance Committee noted the need for this recoating in a report dated January, 2010 based on a November, 2009 inspection of Coleytown Middle School. Our roofing contractor, Silktown Roofing, has also indicated these roofs have reached maximum useful life under the current condition. At the completion of this project we expect to extend the life of this roof by approximately ten years. At that time all of the Hypalon roofing surfaces will require replacement.

William Silver, partner in the architectural firm of Silver, Petrucelli and Associates, of Hamden, Connecticut, has provided the budget estimate for this project. He has developed the design specifications and will prepare bid documents, review bidders, make recommendation for award, and provide oversight of the project upon approval of the funding request.

The estimated budget, including architectural fees is estimated at \$151,131. Therefore, I am requesting that the Board of Education (BOE) approve a funding request of \$152,000 to the Board of Finance for this recoating project. You will note that this project will not be eligible for state reimbursement as it is a roof recoating maintenance type project. The state will not reimburse any town for normal repair and maintenance items.

- The revised funding request is \$98,000 less than that included in the BOE Five Year Capital Forecast.
- The actual cost of the project will not be confirmed until the bid is awarded.

In order to expedite this project, we recommend that the Public Site & Building Committee and the Board of Education be jointly designated as the Building Committee for the project. Nancy Harris would act as project manager.

Attachments
NJH:abm

**EDUCATION SPECIFICATIONS
FOR
COLEYTOWN MIDDLE SCHOOL
PARTIAL ROOF RECOATING PROJECT**

The Westport Public Schools will recoat the 1994 sections of folded plate Hypalon roofs in order to maintain the watertight condition of the school. Coleytown Middle School was built in 1964 with additions in 1998 and 1999.

PURPOSE:


The Hypalon roof areas on areas of the building are seventeen (17) years old and are in need of recoating in order to maintain watertight conditions and extend the useful life by an additional ten (10) years. The roofing areas of approximately 35,188 square feet show significant wear appropriate for their age. The watertight nature of the roof areas have been maintained by contracting for roof repairs on an ongoing basis. Leaks are a regular occurrence and can have a negative impact on the structural integrity of the building and on the Indoor Air Quality (IAQ) within the school.

SCOPE:

This project will replace approximately 35,188 square feet of folded plate roofs located over the gymnasium, library, and art rooms and throughout the building. These seventeen year old roofs will be recoated with a chlorosulfonated polyethylene (CSPE) synthetic rubber material that will extend the expected life to ten additional years. The Board of Education expects to reduce repairs and maintenance costs with this roof replacement project. The recoated roofs will meet all requirements regarding insulation, pitch, and drainage.

PARTIAL ROOF RE-COATING COLEYTOWN MIDDLE SCHOOL								02-Nov-11	
65 EASTON ROAD, WESTPORT CT									
Owner: TOWN OF WESTPORT								JOB NO: 11.127	
OPINION OF PROBABLE CONSTRUCTION COST				RE-COAT EXISTING HYPALON ROOF MEMBRANE					
35,188 (SQARE FEET)									

SECTION NUMBER	WORK CATEGORIES	QTY.	UNIT	MATERIAL COST		LABOR COST		ALLOWANCE	TOTAL \$
				UNIT \$	TOTAL	UNIT \$	TOTAL		
	OTHER COSTS								
	BONDS, INSURANCE & PERMIT PER STATE LAW	1	LS					\$2,500.00	\$2,500
				OTHER SUB-TOTAL				\$2,500	
	DIVISION SEVEN								
	CLEAN EXIST ROOFS	1	LS	\$0.00	\$0	\$15,000	\$15,000		\$15,000
	HYPALON PRIMER	250	GAL	\$56.00	\$14,000	\$18.00	\$4,500		\$18,500
	HYPALON FINISH COAT	750	GAL	\$71.00	\$53,250	\$18.00	\$13,500		\$66,750
				DIVISION SEVEN SUB-TOTAL				\$100,250	
	CONSTRUCTION COST PER SQUARE FOOT = \$3.65								SUBTOTAL = \$102,750
									GEN. CONDITIONS 10.00% \$10,275
									OVERHEAD & PROFIT 15.00% \$15,413
									CONSTRUCTION TOTAL = \$128,438
									A/E DESIGN FEES = \$4,850
									ENVIRONMENTAL TEST/DESIGN FEES \$0
									A/E CONSTRUCTION ADMIN FEES= \$2,000
									BID PRINTING, LEGAL NOTICES = \$3,000
									CONSTRUCTION CONTINGENCY = 10.00% \$12,844
									PROJECT TOTAL: \$151,131



SILVER/PETRUCELLI & ASSOCIATES
Architects/ Engineers/ Interior Design

3190 Whitney Avenue
Hartford, CT 06118
Phone: 203 230 9007 ext. 203
Fax: 203 230 8247
www.silvpetrucci.com

CONSTRUCTION COST PER SQUARE FOOT = \$3.65

SUBTOTAL = \$102,750

GEN. CONDITIONS 10.00% \$10,275

OVERHEAD & PROFIT 15.00% \$15,413

CONSTRUCTION TOTAL = \$128,438

A/E DESIGN FEES = \$4,850

ENVIRONMENTAL TEST/DESIGN FEES \$0

A/E CONSTRUCTION ADMIN FEES= \$2,000

BID PRINTING, LEGAL NOTICES = \$3,000

CONSTRUCTION CONTINGENCY = 10.00% \$12,844

PROJECT TOTAL: \$151,131