

GROTON BOARD OF EDUCATION
COMMITTEE OF THE WHOLE
NOVEMBER 8, 2021 @ 6:00 P.M.
CENTRAL OFFICE, ROOM 11

MEMBERS PRESENT: Kim Shepardson Watson-Chairperson, Andrea Ackerman-Vice Chairperson, Dean Antipas, Liz Porter, Rosemary Robertson, Rita Volkmann, Jay Weitlauf, Lee White

MEMBERS ABSENT: Jane Giuliani

ALSO PRESENT: Susan Austin, Philip Piazza, Sam Kilpatrick, Ken Knight

I. CALL TO ORDER – Chairperson Kim Watson called the meeting to order at 6:05 p.m.

II. BOE REGULAR BUSINESS

MOTION: White, Roberts: To approve the COW minutes of October 18, 2021 with corrections to item IV. Discussion re: Alliance Funding, second paragraph that should read, “Mrs. Volkmann noted that there should be a line item for students who is receiving tutoring from a teacher. Mrs. Volkmann suggested a future topic for discussion is what the district can do for these students who have fallen behind.”
PASSED -UNANIMOUSLY

III. PROPOSAL FOR CULINARY ROOMS AT FHS (Attachment #1)

Mr. Kilpatrick gave an overview of the proposal for architectural plans to support the design of the culinary rooms at FHS. Mr. Kilpatrick also noted that the cost for the actual construction will be approximately \$600,000 and \$70,000 for the architectural plans. This will be included in the 2023-2024 CIP.

IV. TAFFING REVIEW AT MRM AND TRM (Attachment #2)

Ms. Austin gave an overview of the consolidation of the elementary schools from 2021 to 2022 and the staffing needs at the new MRM and TRM. There is a need for more administrative support at those schools.

V. UPDARE RE: TREE HOUSE FINANCES (Attachment #3)

Mr. Knight gave an overview of the finances for July 1, 2020 through June 30, 2021 for the Tree House Program. Mr. Knight noted that the program lost money during the pandemic. Mr. Knight noted that all 5 elementary schools, as well as GMS, have before/after school programs.

VI. REVIEW OF THE TOWN’S COMPREHENSIVE ANNUAL FINANCIAL REPORT
(Attachment #4)

Mr. Knight noted that the School District only appear in a few pages of the Annual Financial Report.

VII. UPDATE RE: FACILITIES AND TRANSPORTATION

Mr. Kilpatrick noted the following re: Facilities:

- Received the CO for MRM and TRM;
- Building and Grounds staff are still delivering material within the project;
- Prepping MM School so Robotics can move in;
- Working with Myers cleaning out schools to be closed;
- Ready furniture for auction.

Mr. Kilpatrick noted the following re: Transportation:

- STA is up to full staff. However, they do not have additional drivers;
- Four drivers are in training;
- Mr. Kilpatrick spoke to person at the bottom of hill who operates the light for Grasso Tech. However, he is not interested in continuing to operate the light.
- Mr. Kilpatrick and Ms. Austin met with STA management and noted that they will be reminding drivers they are required to do the full routes.

VIII. FY 23 CIPs (Attachment #5)

Mr. Kilpatrick gave an overview of the proposed CIPs.

IX. REVIEW OF REFERRAL LIST

The Board reviewed the Referral List.

Mrs. Watson made a Referral of the Tree House Finances to the Finance Committee.

It was noted that returning schools to the Town was already on the Referral List.

Mrs. Watson made a referral for discussion of what we are doing to close the achievement gap to the COW.

X. SUGGESTED FUTURE TOPICS

- Vaccinations at the elementary school level

XI. ADJOURNMENT

MOTION: Ackerman, Weitlauf:

To adjourn at 7:33 p.m.

MOTION PASSED UNANIMOUSLY



March 10, 2021

Scott Post
Culinary Department
Fitch High School
101 Groton Long Point Rd
Groton, CT 06340

RE: Fitch High School Culinary Department
Subject: Fee Proposal for Design Services

Dear Mr. Post,

We are pleased to submit this fee proposal for professional design services related to renovations to the Culinary Department at Fitch High School. We offer the following for your consideration:

I. Project Scope

The scope of the project will involve design and documentation for the renovation of two culinary classrooms and one storage room totaling approximately 2,000 square feet. The construction cost of this area, including food service equipment, is estimated at \$600,000.

II. Scope of Services

Professional design services will involve architectural, mechanical and electrical engineering; equipment planning, and interior design. Structural engineering services can be provided as necessary on an hourly fee basis.

Services will consist of the following:

- Architectural, Civil, Mechanical, Plumbing, and Electrical design and documentation based on equipment proposals dated 1/26/21 and 2/2/21.
- Incorporation of food service equipment, kitchen make-up air/commercial hood system design in collaboration with Trimark United East and Captive Aire.
- Specifications and Bid documents.
- Local Regulatory Approvals – health and building departments.

Our Scope of Services incorporates the following assumptions:

- Connections will be made to existing water supply and that the existing domestic water service and distribution have sufficient capacity to support the renovation work
- Connections will be made to existing waste water sewage system (no sewage pumping required)
- We will include new gas service to the two culinary rooms rather than survey existing gas system throughout the building for possible extension.
- Reuse of existing HVAC and fire protection distribution systems
- An "As-Built" site survey will be provided to the design team for location of inverts of drainage piping, and any other building systems necessary for connections.

Our Scope of Services incorporates the following exclusions:

- Cost estimating.
- Modification of telephone/data/AV systems in the Culinary rooms beyond reconnection to existing.
- Environmental engineering.
- Procurement of Contractors.

III. Project Team

We will provide architectural, civil and structural engineering (if needed) and interior design services. Mechanical and electrical engineering services will be provided by Consulting Engineering Services (CES), and Trimark United East will provide food service equipment documentation.

IV. Fees and Expenses

We propose to provide the above Scope of Services for the stipulated sums (fixed fees), hourly fee budgets and reimbursable expense budgets indicated below:

<u>Basic Services</u>		
Design and Documentation Phase	Fixed Fee	\$30,800.00
Regulatory Approvals	Fixed Fee	4,400.00
Construction Oversight	Fixed Fee	8,800.00
Total Basic Services		----- \$60,000.00
Reimbursable Expenses	Budget	\$1,500.00
<u>Allowances if needed</u>		
Limited-scope site survey	Budget	\$2,500.00
Structural engineering (roof openings?)	Budget/hourly	\$2,500.00

Services provided on an hourly fee budget basis will be invoiced at the fixed rate of \$150 per hour times the number of hours expended against the budget. As this hourly fee budget is an estimate of what we anticipate will be required to provide this service, the actual work required may be more or less than this amount. We will monitor this budget and notify you in advance if we determine that our services will exceed this estimate.

All reimbursable expenses are in addition to fees and include actual expenditures made by our firm and our consultants in the interest of the project for the following incidental expenses:

- Transportation and authorized out-of-town travel and subsistence.
- Fees paid for securing approval of authorities having jurisdiction over the Project.
- Printing, reproductions, plots, standard form documents.
- Postage, handling and delivery.
- All taxes levied on professional services and on reimbursable expenses.

All reimbursable expenses will be invoiced at actual cost plus 10%. We have established a budget of \$1,500. As this reimbursable expense budget is an estimate of what we anticipate will be required for

these expenses, the actual expenses may be more or less than this amount. We will monitor this budget and notify you in advance if we determine that our expenses will exceed this estimate.

Invoices for services rendered are presented monthly; accounts over thirty (30) days are subject to a charge of prime rate plus 200 basis points per annum on the unpaid balance.

V. General Conditions

The attached General Conditions shall apply to the professional design services under this proposal.

VI. Project Schedule

We propose the following project schedule:

Existing Conditions Investigation	2 weeks from approval to proceed
Design and Documentation Phase	1 month
Health Department/Permit Approvals	1 month
Bidding/Construction Phases	TBD

If this proposal meets with your approval, please signify your authorization to proceed by signing and returning one copy of this proposal to our office. This proposal will then serve as the Owner/Architect Agreement for these professional design services.

Thank you for the opportunity to work with you on this assignment. Please let me know if you have any questions or require any additional information.

Regards,



Amy A. Samuelson, AIA
Associate Principal

Enclosures: Hourly Rate Schedule
General Conditions

cc: Finance
Kemp Morhardt, SLAM
Sam Kilpatrick, Groton Public Schools

Agreed to:

Signature

Date

Attachment #2

Groton Public Schools
 Consolidation of Elementary Schools effect on FTEs
 FY2022

	FY2021				FY2022 Budget		
	MM	CC	SBB	Total	TRM	MRM	Total
Administration							
Principal	1.00	1.00	1.00	3.00	1.00	1.00	2.00
Asst Principal	1.00	1.00	1.00	3.00	1.50	1.50	3.00
Secretary	1.00	1.00	1.00	3.00	1.50	1.50	3.00
Total Administration	3.00	3.00	3.00	9.00	4.00	4.00	8.00
Teaching Staff							
Classroom Teachers	34.20	33.20	29.30	96.70	48.95	48.95	97.90
Art Teachers	1.00	1.00	1.00	3.00	1.00	1.00	2.00
Music Teachers	1.80	1.00	1.50	4.30	1.50	1.50	3.00
PE Teachers	0.80	0.80	0.80	2.40	1.20	1.20	2.40
Health Teachers	0.20	0.20	0.20	0.60	0.30	0.30	0.60
Total Teaching Staff	38.00	36.20	32.80	107.00	52.95	52.95	105.90
Other							
Custodians	2.50	2.50	2.50	7.50	3.25	3.25	6.50
Total Other	2.50	2.50	2.50	7.50	3.25	3.25	6.50

**Groton Public Schools
Before & After School Programs**

Elementary Schools: Catherine Kolnaski Mary Morrison Northeast Academy

**Tree House Before & Afterschool Program
Income Statement
7/1/20 - 6/30/21**

Month	Revenue	Payroll	other Expenses	Total Expenses	Net Income (Loss)
Jul-20	43,849	58,218	573	58,792	(14,943)
Aug-20	15,147	64,896	1,965	66,861	(51,714)
Sep-20	37,768	23,400	6,534	29,935	7,833
Oct-20	34,209	53,856	259	54,114	(19,905)
Nov-20	28,902	36,046	766	36,812	(7,910)
Dec-20	23,955	30,040	270	30,310	(6,355)
Jan-21	26,319	28,510	299	28,809	(2,490)
Feb-21	28,276	30,591	123	30,714	(2,438)
Mar-21	42,280	37,464	1,234	38,698	3,582
Apr-21	36,818	56,518	824	57,342	(20,524)
May-21	59,798	31,307	1,075	32,382	27,416
Jun-21	67,714	40,391	14,748	55,139	12,575
Total - Year to Date	445,035	491,238	28,670	519,908	(74,872)
Beginning cash balance at 6/30/20					138,044
Ending cash balance at 06/30/2021					63,172

Groton Public Schools

Analysis of Education expense in Town of Groton financial statements

	FY2020
Budget Expense (page 94)	77,438,090
Actual Expense (page 94)	77,341,082
Adjustment to GAAP	
Less: CY Encumbrances	(661,181)
Add: PY Encumbrances Paid	368,704
Add: TRB Contribution	11,922,298
Other	43,471
Total Adjustments	11,673,292
Total GAAP Expense (page 21)	89,014,374
Nonmajor Gov't Funds	
Add: Grants	5,385,940
Add: Food Service Expenses	2,354,936
Total Nonmajor Gov't Funds	7,740,876
Total Modified Accrual Basis (page 21)	96,755,250
Government-wide Expenses	2,559,729
Total Accrual Basis (GASB) (page 18)	99,314,979
FY2019 Expense (page 8)	93,035,027
Increase in Education expenses (page 10)	6,279,952

**TOWN OF GROTON, CONNECTICUT
GENERAL FUND
SCHEDULE OF BOARD OF EDUCATION EXPENDITURES
AND ENCUMBRANCES COMPARED WITH APPROPRIATIONS - BUDGETARY BASIS
FOR THE YEAR ENDED JUNE 30, 2020**

	Budgeted Amounts		Expended	Actual Encumbered	Total	Variance With Final Budget Positive (Negative)
	Original	Final				
Instruction:						
Regular	\$ 29,707,059	\$ 29,707,059	\$ 30,270,098	\$ 148,658	\$ 30,418,756	\$ (711,697)
Special	13,459,021	13,459,021	12,735,988	797	12,736,785	722,236
Continuing	286,048	286,048	274,819		274,819	11,229
Total instruction	<u>43,452,128</u>	<u>43,452,128</u>	<u>43,280,905</u>	<u>149,455</u>	<u>43,430,360</u>	<u>21,768</u>
Supporting Services:						
Pupils	6,336,058	6,336,058	6,394,579	7,841	6,402,420	(66,362)
Staff	1,653,322	1,653,322	1,589,263	655	1,589,918	63,404
General support	6,570,597	6,570,597	6,744,798	20,475	6,765,273	(194,676)
Operational support	14,070,985	14,070,985	13,379,090	429,931	13,809,021	261,964
Total supporting services	<u>28,630,962</u>	<u>28,630,962</u>	<u>28,107,730</u>	<u>458,902</u>	<u>28,566,632</u>	<u>64,330</u>
Community Services:						
Nonpublic school pupils	115,000	115,000	77,518		77,518	37,482
Nonprogrammed Changes:						
Tuition payments	5,240,000	5,240,000	5,213,748	52,824	5,266,572	(26,572)
Total	<u>\$ 77,438,090</u>	<u>\$ 77,438,090</u>	<u>\$ 76,679,901</u>	<u>\$ 661,181</u>	<u>\$ 77,341,082</u>	<u>\$ 97,008</u>

CAPITAL PROJECTS - FYE 2022 (000)								
FYE 2022 TO FYE 2027								
PROJECT SUMMARY (000)								
5) EDUCATION	SOURCE	FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	TOTAL COST
A) FITCH HIGH SCHOOL ATHLETIC FACILITIES	C	0	244	0	0	0	0	244
B) CHARLES BARNUM ELEMENTARY SCHOOL	C	0	1000	0	0	0	0	1000
C) NORTHEAST ACADEMY AIR QUALITY	C	0	0	200	200	200	200	800
D) FITCH HIGH /CHALES BARNUM HVAC	A	0	50	0	0	0	0	50
E) FITCH HIGH / CULINARY ARTS	A		70					
	C			600				
TOTAL	C	0	1364	800	200	200	200	2094
Capital Reserve Fund	C	0	1320	200	200	200	200	2120
General Obligation Bonds	G	0	0	0	0	0	0	0
Other	O	0	0	0	0	0	0	0

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL (ADDENDUM)

PROJECT

ACTIVITY/DEPARTMENT

SCHOOL NEEDS SUMMARY

5) EDUCATION

ADDITIONAL INFORMATION

Projects for various system upgrades and replacement at the schools are listed on the individual facility project sheets. However, there are longer term needs to maintain the educational and functional adequacy that are summarized below.

ELEMENTARY SCHOOLS

The projects shown on the individual project sheets are intended to maintain the adequacy of the facilities in their present configuration. However, to meet educational adequacy needs in the future, Charles Barnum Elementary School will also require an expanded media center, a full-service kitchen, a larger cafetorium, a gymnasium, larger and redesigned administration spaces, additional resource and remedial program spaces, appropriate instrumental and band program spaces, an art room, a space for the school based health center, and a larger space for the school nurse. In addition, the Board wants to highlight that HVAC, ADA, and Fire Code upgrades requested in the past have not been funded..

**CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL**

PROJECT	ACTIVITY/DEPARTMENT
A) FITCH HIGH SCHOOL ATHLETIC FACILITIES	5) EDUCATION

DESCRIPTION/PURPOSE/JUSTIFICATION

In addition to the regular use of the football field by the football team, the field is also used by the Groton Public Schools lacrosse and soccer teams, as well as physical education classes. Because the playing field no longer drains properly, it is in need of upgrading. It will be necessary to regrade and recrown the field and sod the entire surface.

The addition of an irrigation system while work is performed will greatly enhance the continued maintenance by providing timed watering while also improving on the efficiency/cost of water usage.

Requested for FYE 23 are funds (\$215,000) to sod and recrown the field and funds (\$28,750) for irrigation.

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2022	FYE2023	FYE2024	FYE2025	FYE2026	FYE2027	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction	C		244					244
D. Equipment								0
E. Other Costs								0
Total	C	0	244	0	0	0	0	244

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PROJECT B) CHARLES BARNUM ELEMENTARY SCHOOL ROOF REPLACEMENT	ACTIVITY/DEPARTMENT 5) EDUCATION
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DESCRIPTION/PURPOSE/JUSTIFICATION

The Board of Education plans to keep Charles Barnum Elementary School open for many years to come. By the fall of 2021, that building will be the only school in the district that is older than 14 years. The roof on the building is beyond its 20-year life expectancy.

Programmed for FYE 23 are funds (\$1,000,000) for roof replacement.

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2022	FYE2023	FYE2024	FYE2025	FYE2026	FYE2027	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction	C		1000					1000
D. Equipment								0
E. Other Costs								0
Total	C	0	1000	0	0	0	0	1000

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds
(O) Other

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PROJECT	ACTIVITY/DEPARTMENT
C) NORTHEAST ACADEMY AIR QUALITY	5) EDUCATION

DESCRIPTION/PURPOSE/JUSTIFICATION

There have been concerns about excessive humidity in the Northeast Academy. The district contracted with the engineering firm Fuss & O'Neill to determine the cause and possible remedy for this issue. The study concluded with recommendations for both short and long term solutions.

The long-term recommendation in the engineering report is the replacement of the air handling units.

The initial work from the short-term equipment upgrades were completed during the spring of 2020.

The Board recommends postponing the replacement of the air handling units until FYE 24 and beyond. During the spring of 2020 the maintenance staff has implemented an active dehumidification program that mitigated the humidity problem. The HVAC technician will continue to monitor the air quality of the building.

Programmed for FYE 24-27 are funds (\$200,000/year) for replacement of the air handling units.

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2022	FYE2023	FYE2024	FYE2025	FYE2026	FYE2027	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction	C							0
D. Equipment	C			200	200	200	200	800
E. Other Costs								0
Total	C	0	0	200	200	200	200	800

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PROJECT D) FITCH HIGH SCHOOL & CHARLES BARNUM ELEMENTARY SCHOOL HVAC UPGRADES	ACTIVITY/DEPARTMENT 5) EDUCATION
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DESCRIPTION/PURPOSE/JUSTIFICATION

While many areas of Fitch High School were renovated in the 2008 building project, the vintage section did not get an updated HVAC system.

Charles Barnum Elementary School, built in the 1960's has the original systems.

Therefore, the Board is requesting for FY23 funds (\$50,000) for an engineering study and plans to provide modern systems.

The construction estimates will be included in the study.

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2022	FYE2023	FYE2024	FYE2025	FYE2026	FYE2027	
A. Planning	A		50					50
B. Land and Right of Way								0
C. Construction								0
D. Equipment								0
E. Other Costs								0
Total	A	0	50	0	0	0	0	50

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds
(O) Other

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PROJECT E) FITCH HIGH SCHOOL/CULINARY ARTS	ACTIVITY/DEPARTMENT 5) EDUCATION
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DESCRIPTION/PURPOSE/JUSTIFICATION

With the Groton Public Schools' focus on college and career readiness, we are expanding our Careers Pathway program to have our students work force ready. A very popular career pathway for our students is the Culinary Arts Program. The program fills to capacity and many students are turned away. There is a need for a more robust culinary arts program that can service more of our students and ready them for entry level jobs in the restaurant industry. This would require upgrading of the current cooking/cleaning stations to more commercial grade equipment.

Requested for FYE 23 are funds (\$70,000) for plans and specifications for the renovation of two culinary classrooms and storage room of approximately 2000sf.

Programmed for FYE 24 are funds estimated at (\$600,000) for the construction and equipment to complete the project.

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2022	FYE2023	FYE2024	FYE2025	FYE2026	FYE2027	
A. Planning and Engineering			70					70
B. Land and Right of Way								0
C. Construction	C			600				600
D. Equipment								0
E. Other Costs								0
Total	C	0	70	600	0	0	0	670

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds
(O) Other