LYME-OLD LYME SCHOOLS

Regional School District #18

A Private School Experience *in a Public School Setting*

Regular Board of Education Meeting
October 1, 2025

Board Present: Jason Kemp, Chair; Anna James, Vice Chair; Treasurer; Martha Shoemaker, Secretary; Laura Dean-Frazier; Susan Fogliano; Gavin Lodge; Alexander Lowry, Christopher Staab

Absent by Previous Arrangement: Scott Brown

Administration Present: Ian Neviaser, Superintendent of Schools; Mark Ambruso, Principal of Lyme-Old Lyme Middle School; Thomas Bushnell, Assistant Principal of Lyme-Old Lyme High School; Michelle Dean, Director of Curriculum; Melissa Dougherty, Director of Special Services; Allison Hine, Principal of Lyme Consolidated School; Sean Kennedy, Assistant Principal of Mile Creek School; Holly McCalla, Business Manager; Ron Turner, Director of Facilities & Technology; Noah Ventola, Assistant Principal of Lyme-Old Lyme Middle School; James Wygonik, Principal of Lyme-Old Lyme High School

Others Present: Isabella Presti and Ainsley Rinoski, High School Student Representatives; 8 community members from LOL

I. Call to Order
The meeting was called to order at 6:30 p.m. by Chair Jason Kemp. The Pledge of Allegiance was recited.

II. Consent Agenda

1. Approval of Minutes: Regular Meeting of September 3, 2025
MOTION: Martha Shoemaker made a motion, which was seconded by Gavin Lodge, to approve the minutes of the Regular Meeting of September 3, 2025 as presented.

VOTE: The Board voted unanimously in favor of the motion.

49 Lyme Street, Old Lyme, Connecticut 06371

T: 860-434-7238 F: 860-434-9959 E: neviaseri@region18.org www.region18.org

III. Visitors

1. Recognition of Teacher and Employee of the Year
The Board recognized Susan Oliver, Third Grade Teacher at Mile Creek School, for being selected the 2025-2026 Teacher of the Year. Susan has been employed by the district since 1995. Sean Kennedy, Vice Principal of Mile Creek School, spoke to the various accomplishments of Mrs. Oliver.

The Board recognized Kevin Partridge, Custodian at LOLMS, for being selected the 2025-2026 Employee of the Year. Kevin has been employed by the district since 2021. Ron Turner, Director of Facilities, detailed the various reasons why Kevin was chosen for this recognition.

Both staff members were presented with framed certificates and flowers by the Board of Ed.

2. Report from Student Representatives
Isabella Presti and Ainsley Rinoski reported on the following activities taking place at the schools:

At LOLHS: September at the high school was great. October promises to be even better. Now all fall Sports are in full swing. Rehearsals for the Fall Play, "The Election" have begun. The show will debut in early November. Today was our first Wildcat Wednesday of the year. Twice a month the students participate in one of over 30 different activities offered by the teachers. If your car needs a good cleaning, you're in luck. This Saturday, The Class of 2026 will be holding a Car Wash from 10:00 AM to 1:00 PM. On October 22nd grades 9, 10, & 11 will take the PSAT's. Finally, we will wrap up October with our annual Spirit Week.

At LOLMS: Following Labor Day, our middle school hit the ground running! All students have now completed the i-Ready assessments in both math and ELA. This important data helps us make sure that each student is receiving the right level of support and intervention to grow academically. In addition to academics, this year we are placing a strong emphasis on **executive functioning skills**, with each grade level focusing on organization, responsibility, and ownership of learning. Our extracurricular programs are also in full swing. Sports and clubs are well underway, and each grade recently participated in an exciting off-campus experience:

6th Grade spent the day at Bushy Hill, building communication and leadership skills.

7th Grade enjoyed hands-on learning at the Connecticut River Museum, exploring the river and examining marine organisms.

8th Grade continued their leadership development and teamwork at Camp Hazen.

We'll wrap up the month with our first schoolwide dance this Friday, a fun opportunity for students to connect and celebrate.

Elementary- We hosted families for Back to School Night on September 18th. We had a great turnout and appreciated this opportunity to begin partnering with families in order to best support our students. Our teachers are continuing the work of implementing our new reading program,

Bookworms. We are continuing our partnership with TNTP in order to best support our teachers in a successful implementation. We have spent time this month administering benchmark assessments to all students and we are preparing for upcoming data team meetings where we will gather as a team and make plans about how best to meet the needs of all of our students. Clubs at both schools, including Green Team, Student Leaders, Newspaper, and others are getting off the ground and students are very excited to participate in their chosen activities.

In the Preschool Program: At Center School, students are settling into classroom routines and making new friends. On September 15, we celebrated International Dot Day by wearing dots to school to honor creativity, courage, and collaboration. This day was inspired by the book *The Dot* by Peter Reynolds. On September 25th families attended Back to School Night, where they met teachers, explored classrooms, and learned about the preschool day. Last week, we had our first visit from middle school Book Buddies and a hands-on lesson about weather with the Connecticut Audubon Society. Next week, the Old Lyme Fire Department will visit for Fire Prevention Week. In October, students will explore pumpkins and leaves, learn the letters C–F, practice AB patterns, and enjoy fall-themed books such as *Pumpkin, Pumpkin* and *Leaf Man*. We're also looking forward to Picture Day and Black and Orange Day. Our artist of the month is Wassily Kandinsky, our color focus is orange, and our shape of the month is the triangle.

3. Public Comment

IV. Correspondence

Mr. Kemp reviewed a summary of the correspondence that the Board received over the last month. The correspondence is attached to the minutes for informational purposes. *The opinions expressed in the attached correspondence are solely those of the authors. They do not purport to reflect the position of the Regional School District #18 Board of Education or its employees.*

Sender	Date	Subject
Jarod Bushey	September 30, 2025	Reserve Fund Policy
Amanda Baker	October 1, 2025	Construction at Mile Creek

V. Administrative Reports

1. Superintendent's Report

Mr. Neviaser reviewed the October personnel report which reflected the following:

Vacancies	
Instructional Assistants	PreK, Elementary, Middle and High School levels
Technology Education	LOLHS

Tutor	Mile Creek

Appointments			
Name	**Position**	**Location**	**Effective Date**
Elizabeth Higgins	Instructional Assistant	LOLMS	September 9, 2025
Allison Conroy	Instructional Assistant	Center School	September 18, 2025
Cornelia Doak	Library Media Specialist/GATE Teacher	Elementary Level	October 20, 2025
Margaret O'Brien	Instructional Assistant	Mile Creek School	September 30, 2025
Resignations			
Name	**Position**	**Location**	**Effective Date**
Pamela Gerardo	Instructional Assistant	LOMS	September 5, 2025
Karen Quinn	Instructional Assistant	Mile Creek	September 26, 2025

Mr. Neviaser reviewed the October enrollment report which reflected a total of 1,248 students in-house, no change from this time last month.

Mr. Neviaser gave an update on the progress towards the district goals.

Curriculum
Responsibly leverage artificial intelligence (AI) tools to enhance teaching, learning, and operational efficiency while fostering critical thinking, creativity, and ethical awareness.
Ian and Michelle attended a session on AI through Community Connections. Mark attended a CAS presentation called Artificial Intelligence for School Leaders

Human Resources
In alignment with state guidelines, refine and calibrate use of the Region 18 Educator Support Plan with the new single point rubric and gather feedback on the process to inform revisions for future years.
Reviewed with staff at faculty meetings to set goals for year.

Community
Streamline effective communication by expanding the use of ParentSquare's advanced features.
Investigating training options including using free online training modules and shared training opportunities with surrounding districts.

Facilities

As construction continues, amend and adapt strategies to minimize classroom disruption, adhere to the approved budget and design, and maintain existing facilities via the five-year plan.
Facilities Committee reviewed 10 year plan concept and undesignated fund policy. Working with the construction team to begin final steps of HVAC projects.

Sustainability
Implement and maintain a composting program at each school to reduce food waste while educating students on sustainable practices.
Schools are collecting food scraps to determine what size container we need to transport them to the compositing site.

Board of Education
Through professional development, mentorship, and training, transition new members into their roles and share processes and procedures that support the high standards and expectations of Lyme-Old Lyme.
One member signed up for CABE/CAPSS Convention.

2. Business Manager's Report
Mrs. McCalla reviewed the Executive Budget Summary as of September 30, 2025. Fluctuations of note: It's a little too early in the fiscal year to fully recognize any trends of concern; however, the total percent of spend to budget year over year is similar. The variance in Plant Operation & Maintenance is due to the timing and amount of capital project work and payment versus last year. Administrative Services is 10 points lower due to less spend on multiple purchased services accounts compared to the same time period last year.

	2025-2026 Received YTD
Town of Old Lyme	$6,480,459
Town of Lyme	$1,431,440

Mrs. McCalla reviewed the Contingency Maintenance Report. $10,913 was spent to replace butterfly valves at LOLHS that were compromised when the campus boiler was returned to service after shutdown. The remaining balance is $189,087.

VI. Educational Presentation
1. Review of State Achievement Test Data
Allison Hine, Principal of Lyme School; Sean Kennedy, Assistant Principal of Mile Creek School; Mark Ambruso, Principal of Lyme-Old Lyme Middle School; and James Wygonik, Principal of Lyme-Old Lyme High School, gave a presentation on the results of the annual state achievement tests including the SAT, AP, SBAC and NGSS. The presentations can be found on the district website here: https://www.region18.org/district-information/board-of-education/presentations

VII. Chairman & Committee Reports:
a. *Facilities*. Mr. Staab reported that the sound and lighting systems at the middle and high school fields are complete. The existing field usage policy was discussed. No changes were made. The current policy remains in effect.

b. *Finance*. Mr. Staab reported they are expanding the current 5-year plan for capital expenses, facility budget, and the reserve fund to a 10-year plan. An assessment is planned to be conducted by an outsourced company.
c. *Communications*. Mrs. Dean-Frazier reported that this committee is working on enhancing the Focus for Education and updating student content.
d. *Policy*. Mrs. James reported the committee will maintain the current policy 1330 in response to the community appeal regarding the baseball field.
e. *LEARN*. No Report
f. *LOL Prevention Coalition*. No Report
g. *PreK-8 Building Committee*. Mrs. Fogliano gave the following report:

The School District was able to open to students on time, thanks to the dedication of our Facilities Staff, our Superintendent, our teachers and administrators, and a great last minute push by our construction firm and architects. Still, there have been issues that are ongoing and will need to be resolved over the next few months.

Our vestibules, while secure, need additional work, some of it cosmetic like paint and carpet. We have created a punch list in coordination with Downes Construction and the architects and engineers. As with any large construction project, we are working together to resolve any remaining issues.

In the good news category, the Middle School kitchen came back on line on September 18th, earlier than expected.

At all four of the schools, the focus is on restoring the Boiler Rooms, including burners and piping ready for refueling, so that the heating systems in all buildings will be ready no later than October 15th. While the new HVAC systems installation is wrapping up in preparation for their own testing and commissioning, we must rely on our oil fired burners until that is accomplished. In any event, the newly commissioned boiler rooms will always be the back up to the energy efficient electric HVAC systems and the geothermal system at the LOLHS.

As we work through the commissioning of the new HVAC systems over the next few months, we anticipate that adjustments will need to be made until all rooms heat and cool consistently. As such, the Superintendent will notify students, staff and parents to be prepared by dressing in layers until such time as the systems have been calibrated. Our Construction Manager has confirmed that they will engage in immediate response time when any classrooms are reported to be uncomfortable.

At Mile Creek School, the cooler weather has done a great deal to help the new grass and landscaping to take hold. The additional parking spaces seem to be alleviating some of the traffic build up at drop off and pick up times, and we believe it will continue to improve next year as the new parent drop off loop is installed. On or around October 13, a new sanitary line will be hooked up on the MCS property, so you might expect some activity even on a holiday weekend.

There is a laser beam focus on turning over the MCS addition for our use after the Christmas break. The exterior of the addition is entirely complete and the interior work has begun.

As previously reported, Downes Construction and the engineers and architects are focusing on getting the three HVAC school systems designated as "substantially complete" by early December as well, so that the District might receive the nearly $12 million in State grants for this purpose. (As a point of

information, the State of CT no longer provides outright grants for HVAC upgrades, so we were wise to strike while the iron was hot.) Completion before the grant deadline is part of our contract with Downes Construction.

When the Building Committee and the Board decided to remove expensive fire sprinkler systems from the scope of this project, there was some necessary MEP redesign work at Mile Creek School (mechanical, electrical, plumbing) that set back our project completion date there by several months. At our request, all parties are working together on strategies to accelerate the work to make up for lost time. I am pleased to report that progress has already been made on that front. It is in everyone's interest, financial and otherwise, to complete the project in a timely manner.

Lastly, I want to emphasize to the Board and the communities we serve that this project is ongoing, and there will be activity into early 2027. Next summer will see the completion of the entire Mile Creek School parking lot, which we hope and expect will be less disruptive to our neighbors than the installation of the entirely new drainage system was this past summer.

As always, your questions and concerns are important, as well as those of our taxpayers. We urge you to contact the Superintendent or myself should concerns arise, and we will do our level best to get prompt answers for you.

VIII. New Business

1. Setting of the 2025-2026 LOLHS Graduation Date

Mr. Neviaser explained that the Safe Grad Committee would like a firm date set for graduation for planning purposes and would like the date of Thursday, June 11, 2026.

MOTION: Chris Staab made a motion, which was seconded by Xander Lowry, to approve the LOLHS graduation date for the Class of 2026 on June 11, 2026.

VOTE: the Board voted unanimously in favor of the motion.

2. Trip to Quebec City 2026 for 8th and 9th grade students

The Board was provided with a field trip proposal to Quebec City to take place in April 2026. The proposal included information on the goals of the trip, chaperones, costs, communication itinerary prior to trip, and fundraising details.

MOTION: Chris Staab made a motion, which was seconded by Xander Lowry, to approve the trip to Quebec City 2026 for 8th and 9th grade as presented.

VOTE: the Board voted unanimously in favor of the motion

3. Trip to Puerto Rico 2027 for 7th and 8th grade students

The Board was provided with a field trip proposal to Puerto Rico to take place in April 2027. The proposal included information on the goals of the trip, chaperones, costs, communication itinerary prior to trip, and fundraising details.

MOTION: Chris Staab made a motion, which was seconded by Laura Dean-Frazier, to approve the trip to Puerto Rico 2027 for 7th and 8th grade students as presented.

VOTE: the Board voted unanimously in favor of the motion.

4. Policy Review
Policy 3542.43 *Business Non-Instructional Operations - Food Service Charging*
Mr. Neviaser reviewed the updated Policy, noting that all students, regardless of their ability to pay, will receive the same reimbursable meal as their peers. Alternate meals will no longer be provided due to unpaid balances.

MOTION: Martha Shoemaker made a motion, which was seconded by Chris Staab, to waive the first reading and to approve Policy 3542.43 *Business Non-Instructional Operations - Food Service Charging.*

VOTE: the Board voted unanimously in favor of the motion.

Policy 6142.101 *Student Wellness*
Mr. Neviaser reviewed the updated policy, noting the availability of free water before, during, and after meal service.

MOTION: Chris Staab made a motion, which was seconded by Anna James, to waive the first reading and to approve Policy 6142.101 *Student Wellness.*

VOTE: the Board voted unanimously in favor of the motion.

Policy *3171 Business Non-Instructional Operations - Reserve Fund for Educational Expenditures*
Mr. Neviaser reviewed the policy and regulations concerning the reserve fund.

MOTION: Chris Staab made a motion, which was seconded by Anna James, to waive the first reading and to approve Policy *3171 Business Non-Instructional Operations - Reserve Fund for Educational Expenditures.*

VOTE: the Board voted unanimously in favor of the motion.

5. Budget Process Timeline
Mr. Neviaser presented the schedule for the development of the 2026-2027 budget.

MOTION: Gavin Lodge made a motion, which was seconded by Laura Dean-Frazier, to approve the budget calendar for the 2026-2027 budget.

VOTE: the Board voted unanimously in favor of the motion.

6. Appropriation to the Reserve Fund for Educational Purposes
C.G.S. Sec. 10-51(d)(2) allows regional boards of education to appropriate up to 2% of the current fiscal year's budget to a reserve fund for educational expenditures. The unaudited budget balance for fiscal year 2024-2025 is $1,091,609. The Board of Education may appropriate up to $738,418 to the reserve fund, leaving $353,191 to be returned to the towns; however, under the newly proposed Reserve Fund for Educational Expenditures policy, it is recommended to reserve $521,000, leaving a return to the towns in the amount of $570,609.

After further discussion and consideration, it was decided to appropriate $400,000 to the reserve fund.

MOTION: **Anna James made a motion, which was seconded by Xander Lowry, to appropriate $400,000 to the reserve fund for educational expenditures.

VOTE: the Board voted unanimously in favor of the motion.

IX. Old Business

X. Executive Session
There was no need for an executive session.

XI. Adjournment
The regular meeting adjourned at 9:08p.m. upon a motion by Susan Fogliano and a second by Anna James.

Respectfully submitted,

Martha Shoemaker, Secretary

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Summary of Communication to Board of Education
October 1, 2025

Sender	Date	Subject
Jarod Bushey	September 30, 2025	Reserve Fund Policy
Amanda Baker	October 1, 2025	Construction at Mile Creek

Rooney, Paige

From: Neviaser, Ian
Sent: Tuesday, September 30, 2025 12:18 PM
To: jarod.bushey@gmail.com; Kemp, Jason (BOE)
Cc: Rooney, Paige; Brown, Scott (BOE); Dean-Frazier, Laura (BOE); Fogliano, Susan (BOE); James, Anna (BOE); Lodge, Gavin (BOE); Lowry, Alexander (BOE); Shoemaker, Martha (BOE); Staab, Christopher (BOE)
Subject: RE: EXTERNAL: Reserve Fund Policy public comment

Jarod,
I have copied the entire BOE and will include your comments in our report on communications tomorrow night.
Thanks,
Ian

From: Jarod Bushey <jarod.bushey@gmail.com>
Sent: Tuesday, September 30, 2025 11:26 AM
To: Neviaser, Ian <neviaseri@region18.org>; Kemp, Jason (BOE) <kempj@region18.org>
Subject: EXTERNAL: Reserve Fund Policy public comment

Ian and Board,

I ask that my following letter of public comment be included in the record for both the 10/01/2025 Policy Subcommittee meeting and regular BOE meeting.

I will try to be present to read aloud at the meeting.

Thank you,

Jarod Bushey

To the Board of Education & Superintendent:

I am here today to advocate for a cap on the max allowable Reserve Fund expenditure that the BOE can authorize without a district referendum vote.

I understand that there is a proposed policy revision to policy number 3171 which allows the Board to set aside up to a max of 2% of the annual school budget into a Reserve Fund for Education, previously known as the "Undesignated Fund". Per the policy language, this fund can be used for both capital expenses, equipment purchases, and for other undefined educational expenses.

I think it is useful and appropriate for the board to have such a savings account. It allows the BOE to save and plan for major projects over a multi-year period and gives the board flexibility to respond to unforeseen expenses which the regular annual budget does not cover.

For example, at the last most recent BOE meeting the board appropriately used this fund to purchase a new lift-gate truck for the district in cash for $90K - saving the taxpayers $17K in interest costs that would have been incurred if the truck was otherwise financed. This is an example of a good use of the fund.

Conversely, this fund was also used in years past to pay for the High School Turf Field, with a cost of $1.8 million dollars. I believe that expenditures for large capital investments such as this should REQUIRE more opportunity for community input - and specifically a Referendum vote.

The Reserve Fund currently has a balance of $3.1 million dollars. With the max allowable contributions over the next 5 years (using the Superintendents forecast budget estimates and ignoring proposed project costs), the fund balance could potentially increase to $7 million by 2030. That is a lot of money for the Board to be able to spend without requiring community input.

Ultimately, all I am requesting is a reasonable cap on what the BOE can unilaterally spend - and that adequate checks and balances are in place, and for an affirmative opportunity for the community to weigh in.

Why does this matter? Why should the average citizen care? And why should the Board consider adding this requirement to the Reserve Fund policy?

As regional school district, the Region 18 BOE is not required to have minority party representation, which guarantees at least a few members of the opposite political party have a seat at the table and are involved in the decision-making process.

Although the policy language currently requires a two-thirds vote on expenditures from the ReserveFund, we have to consider that there is the potential of having a uni-party BOE, (whether Republican or Democrat controlled). In such a case, a two-thirds vote does not guarantee that all sides are required to be fairly heard in the decision making process before the BOE votes to allocate money from the Reserve Fund.

The policy should be written to allow the BOE the flexibility to spend up to a certain amount for a singular expense, above which the policy should require opportunity for community input and a Referendum Vote.

For the argument's sake, I propose that amount to be $250K.

I understand the State Statute from which this Reserve Fund Policy was created does not have a requirement to put Reserve Fund expenditures to a Town Meeting vote. But I would consider it an appropriate and reasonable addition to the Board's policy, to ensure proper checks and balances, transparency, and strengthen community trust.

Why wouldn't the Board want the community to be involved and provide input and guidance before outlaying such major expenses?

I ask you to seriously consider my request and incorporate these changes into the Reserve Fund Policy.

Jarod M. Bushey

Rooney, Paige

From: Kemp, Jason (BOE)
Sent: Wednesday, October 1, 2025 1:02 PM
To: Neviaser, Ian; Fogliano, Susan (BOE); Rooney, Paige
Subject: Fw: EXTERNAL: Re: Weekend work at Mile Creek

Paige,

Is it possible to add this email to correspondence for tonight? Thanks,

Jason

From: Amanda Baker <amandabaker2036@gmail.com>
Sent: Wednesday, October 1, 2025 12:57:36 PM
To: Kemp, Jason (BOE) <kempj@region18.org>
Cc: Kelly Watkins <kellylougene@aol.com>
Subject: EXTERNAL: Re: Weekend work at Mile Creek

Dear Members of the Board of Education,

I am unable to attend tonight's meeting but would appreciate it if this email could be read and discussed.

In the two emails below, I outlined a few concerns and questions regarding the construction at Mile Creek Elementary.

I was under the impression that the residents surrounding the school would receive timely updates and notifications regarding the construction at Mile Creek. With the exception of official notice regarding loud work for a few weeks this past summer, we have not received any official communication since the work began in February this year. Fortunately, we have received some ad hoc updates from a member of the Board of Education who is also a resident on Somerset Lane, Chris Staab. However, I expected that there would be more frequent and thorough communication from our liaison, in an official capacity, as this is what we were told during the planning phase. I would like to avoid emailing the superintendent when I have questions as fielding such inquiries should not fall under his responsibilities.

Before construction began, the BoE and Downes emphasized that one of their goals was to be "good neighbors." I must emphasize that the construction at Mile Creek has had a negative impact on the daily lives of the residents neighboring the school. When we receive timely notifications of excessively loud work, trucks arriving early, or work outside of normal hours- including early starts before 7am - we can take steps to mitigate the disruption. Communication is a key aspect of being a good neighbor.

It would be greatly appreciated if we could have an active and invested liaison to whom we can submit questions and expect a prompt response. Additionally, I welcome your thorough response to the questions in my previous emails.

Thank you,
Amanda Baker
4 Somerset Lane
Old Lyme

On Wed, Sep 17, 2025 at 6:24 AM Amanda Baker <amandabaker2036@gmail.com> wrote:
> Good morning, Ian,

Bringing my email from Saturday to the top of your inbox. Trucks started showing up at 5:53 this morning. This is clearly outside of the work window. I'm hoping you can provide an update on why they are working outside of normal work hours.

Thank you,
Amanda

On Sat, Sep 13, 2025 at 8:38 AM Amanda Baker <amandabaker2036@gmail.com> wrote:

> Good morning Ian,
>
> For the past two Saturdays in a row, there have been crews working at the school. We were told that weekend work would be minimized and that we would be notified if weekend work was to occur. We have not received any notification.
>
> We have been very patient with the work happening in our back yard but we are approaching our limit. Our mornings have been filled with the beeping sounds of trucks backing up, rocks being dumped, metal being cut and men shouting at each other. The noise is constant from 6:30am when the first truck arrives to the site to 3pm. It is frustrating to have the cacophonous din of construction constantly in the background of our daily lives, which is why we look forward to the weekend.
>
> We would like to know why they have been working on Saturdays and which weekends they plan on working going forward. We would also like to know when the outside work will be completed.
>
> On a more positive note, I am thrilled to see all of the new plantings at the front of the school. The trees look beautiful and will provide needed environmental cooling when they reach maturity.
>
> Thank you,
> Amanda

LYME-OLD LYME SCHOOLS

Regional School District #18

A Private School Experience *in a Public School Setting*

2026-2027 BUDGET PROCESS TIMELINE

All budget meetings are open to the public.
The majority of meetings will take place in the Board of Ed Conference Room at Center School

October	Preliminary data gathering and projections. Enrollment projections and staffing proposals are prepared. Committees and administrators work to identify needs and major drivers that will impact the budget.
November 5	**[6:00 pm] Special Board of Education Meeting with BOE, BOS, BOF, School Administrators and Parent Leadership** Review and discuss needs and drivers as prepared by administrators and committees.
November 5	**[7:00 pm] Regular Board of Education Meeting**
Nov – Dec	Administrators prepare budget according to parameters set forth by the Board of Education. Budgets are reviewed with the superintendent.
January 7	**[6:30 pm] Regular Board of Education**
January 14	**[6:30 pm] Special Board of Education Meeting** Workshop 1: Elementary, Middle, High School and Curriculum Budget Presentations.
January 21	**[6:30 pm] Special Board of Education Meeting** Workshop 2: Special Education, Facilities, Technology, Operations and Central Services Budget Presentations.
January 28	**[6:30 p.m.] Special Board of Education Meeting (meeting if needed)** Board reviews budget as it will be presented at budget forum.
February 4	**[6:30 pm] Budget Forum**
February 4	**[7:00 pm] Regular Board of Education Meeting** Budget adoption by Board of Education.
February	Communication Committee prepares budget edition of *Focus on Education.*
Feb - March	Central Office prepares budget books.
March-April	Presentation of budgets to Boards of Finance (both communities). Mailing of special edition of *Focus on Education.* Presentation of budget to community groups.
April 6	**[6:30 pm] District Budget Hearing**
April	Reminder Post Cards to Vote.
May 4	**[6:30 pm] District Budget Meeting**
May 5	Anticipated Date for Budget Referendum Vote.

Region 18 Cost Exposure Summary

Center School

At Center School, 26 Change Order Proposals (COPs) have been established with subcontractors, of which 5 have been formally approved and accepted as change orders. We continue to monitor, track, and refine cost impacts through our change order log.

Several noteworthy cost drivers have arisen due to constructability concerns and considerations:
- Proposal Request #1 Blast Door: $19,127
- Blast Door Revisions to Opening: $12,861
- Replacement of Existing Condensing Units with (2) New Units on Rooftop (RFI #46): $30,665
- VRV Installation Attic (RFI #33): $36,071
- Installation of additional sheetrock above existing windows: $10,675
- Expanded AiPhone system requirements: $7,400
- Code compliance upgrades to the sprinkler system: $25,237

These listed COPs make up $142,036 of the total $183,230 (pending/approved) which is about 77% of the costs.

Middle School

At Middle School, 23 Change Order Proposals (COPs) have been established with subcontractors, of which 4 have been formally approved and accepted as change orders. We continue to monitor, track, and refine cost impacts through our change order log.

Several notable cost drivers have arisen due to constructability concerns and considerations:
- Relocate Phase 4 Area VAV's to Lower Level: 13,628
- Replace Existing Exhaust Fan in Area D (RFI #15): $8,323
- AHU #5 Relocation (RFI #40): $50,796
- Frame Modifications due to Unforeseen Steel Columns: $8,199

These listed COPs make up $80,946 of the total $110,735 (pending/approved) which is about 73% of the costs.

Consolidated School

At Consolidated School, 39 Change Order Proposals (COPs) have been established with subcontractors, of which 8 have been formally approved and accepted as change orders. We continue to monitor, track, and refine cost impacts through our change order log.

Several notable cost drivers have arisen due to constructability concerns and considerations:
- PR #002 - Removal of Fire Protection Scope: $144,888
- Phase 2 & 3: Top of Wall Conditions: $16,632
- Media Center VAVs (RFI #32): $7,796
- Added Ballistic Panel to Side of Entryway: $9,475
- Modifications to Existing System to Allow for New Steel Installations: $47,454

These listed COPs make up $226,245 of the total $304,157 (pending/approved) which is about 74% of the costs.

Mile Creek School

At Mile Creek School, 59 Change Order Proposals (COPs) have been established with subcontractors, of which 29 have been formally approved and accepted as change orders. We continue to monitor, track, and refine cost impacts through our change order log.

Several noteworthy cost drivers have arisen due to constructability concerns and considerations:
- Temporary Switchgear: $144,235
- West Elevation Connector MEP's Vs Ceiling (RFI #22): 23,051
- Alternate #5 Corridor 1071B2 Windows: $14,215
- Existing Unknown UG Electric Utilities (RFI #31): $21,940
- Unsuitable Soils at Addition (RFI #59): $22,135
- PR#004 (RFI #44): $116,860
- RTU-6 Ductwork Conflicts (RFI #85): $121,447
- ETR Storm Line Replacement (RFI#79): $86,087

These listed COPs make up $549,790 of the total $748,704 (pending/approved) which is about 73% of the costs.

Looking Ahead / Next Steps

-Continue review and negotiation of open COPs to minimize project exposure.
-Monitor and document cost impacts to maintain transparency with the committee.
-Coordinate closely with design teams and subcontractors to resolve existing condition challenges efficiently.

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September 15th, 2025

Region 18 Schools

Subject: Downes Building Committee Agenda - Construction

Project Update

A. HVAC Schools: Construction Update

Center School:

- Center School ceiling grid and pads are continuing with installation where required now that above ceiling inspections and Fire Marshal walkthroughs have taken place in all phases of construction.
- Center School flooring and painting finishes have been substantially complete.
- Center School ductwork and mechanical installs are continuing along with final tie in to AHUs now that all units have been rigged to their final locations.
- Center School ballistic aluminum storefront installations are substantially complete. Punchlist and commission of all electronic accessibility are being reviewed and programmed accordingly. Ambico Wood Doors have been resubmitted for review and approval for the exterior door leafs.
- Center School final cleaning and progress cleaning within select work areas is ongoing during the 2nd shift phasing work.

Middle School:

- Middle School supplemental steel has been complete after multiple on site meetings with SP&A and E2. The locker room and kitchen have been completed. Kitchen will be turned back over to the town on
- Middle School ballistic & blast storefronts are substantially complete. Punchlist and commission of all electronic accessibility are being reviewed and programmed accordingly.
- Middle School ductwork and mechanical installs are on going with final ties at newly rigged units.
- Middle School ceiling grid and pads are continuing with installation where required now that above ceiling inspections and Fire Marshal walkthroughs have taken place in all phases of construction.
- Middle School flooring and painting finishes have been substantially complete.
- Middle School final cleaning and progress cleaning within select work areas is ongoing during the 2nd shift phasing work.

Consolidated School:

- Consolidated School supplemental steel has been completed.
- Consolidated School ductwork and mechanical installs on going along with required final tie ins now that all of the mechanical units have been set in place.
- Consolidated School ballistic & blast storefronts are substantially complete. Punchlist and commission of all electronic accessibility are being reviewed and programmed accordingly.
- Consolidated School flooring and painting finishes have been substantially complete.
- Consolidated School final cleaning and progress cleaning within select work areas is ongoing during the 2nd shift phasing work.

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TIA's:

Center School:

TIA #01 - Delayed Start Due to Bid - Void
TIA #02 - Revisions to Blast Door - Pending
TIA #03 - Phase 2 Additional Lead Testing - Void
TIA #04 - Steel Platform Design – Pending
TIA #05 – Existing Fire Protection Code Issues - Pending

Middle School:

TIA #01 - Delayed Start Due to Bid - Void
TIA #02 - Phase 4 VAV Redesign - Void
TIA #03 - Existing Steel and MEP Location Issues – Locker Room - Pending
TIA #04 - Existing Steel and MEP Location Issues – Kitchen Area - Pending

Consolidated School:

TIA #01 - Delayed Start Due to Bid - Void
TIA #02 - PR #2 Removal of Fire Protection Scope - Void
TIA #03 - Unforeseen Top of Wall Conditions - Void
TIA #04 - Area B MEP Drawing Redesigns - Pending
TIA #05 - Existing Steel and MEP Location Issues - Pending

B. HVAC School Change Order Proposals (COPs)

- No changes to report at this time

C. Center School Monthly Budget Update as of September 15th, 2025

▪ **Construction GMP:**	**$ 7,410,704**	
▪ **Approved Owner Change Orders:**	**$ (19,704)**	
▪ **Total Revised GMP:**	**$ 7,391,000**	
▪ **Pending Budget Changes:**	**$ 202,934**	
▪ **Final Anticipated Construction Costs:**		**$7,593,934**
Original CM Contingency	$ 215,846	
Approved Change Orders	$ 0	
Pending Change Orders	$ 15,989	
Projected Contingency Balance:	$ 199,857	
(Included in Final Anticp. Construction Costs above)		
Owner Soft Costs:		**$ 442,504**
Owner's Contingency:		**$ 408,982**
Less Pending/Approved Changes		**$ (183,230)**
Projected Owners Contingency Balance		**$ 225,752**
Total Project Budget:		***$8,262,190***

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D. Consolidated School Monthly Budget Update as of September 15th, 2025

▪ **Construction GMP:**	**$ 8,577,318**	
▪ **Approved Owner Change Orders:**	**$ 160,080**	
▪ **Total Revised GMP:**	**$ 8,737,398**	
▪ **Pending Budget Changes:**	**$ 144,077**	
▪ **Final Anticipated Construction Costs:**		**$8,881,475**
Original CM Contingency	$ 249,825	
Approved Change Orders	$ 0	
Pending Change Orders	$ 0	
Projected Contingency Balance:	$ 249,825	
(Included in Final Anticp. Construction Costs above)		
Owner Soft Costs:		**$ 499,293**
Owner's Contingency:		**$ 440,335**
Less Pending/Approved Changes		**$ (304,157)**
Projected Owners Contingency Balance		**$ 136,178**
Total Project Budget:		***$9,516,946***

E. Middle School Monthly Budget Update as of September 15th, 2025

▪ **Construction GMP:**	**$ 13,391,391**	
▪ **Approved Owner Change Orders:**	**$ 13,628**	
▪ **Total Revised GMP:**	**$ 13,405,019**	
▪ **Pending Budget Changes:**	**$ 97,107**	
▪ **Final Anticipated Construction Costs:**		**$13,502,126**
Original CM Contingency	$ 390,040	
Approved Change Orders	$ 0	
Pending Change Orders	$ 0	
Projected Contingency Balance:	$ 390,040	
(Included in Final Anticp. Construction Costs above)		
Owner Soft Costs:		**$ 1,021,063**
Owner's Contingency:		**$ 685,048**
Less Pending/Approved Changes		**$ (110,735)**
Projected Owners Contingency Balance		**$ 574,313**
Total Project Budget:		***$15,097,502***

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F. HVAC Schools Progress Photos (see Pages 6)

G. Mile Creek School: Construction Update as of September 15th, 2025

- Addition masonry veneer complete
- Addition overhead mechanicals/utilities rough in on going
- Addition window and exterior door install on going
- Addition painting on going
- Final grading and top soil spreading started
- Phase 1A new ductwork install nearing completion
- Phase 1A mechanical piping in progress
- Phase 1A to be completed mid to end of October
- Phase 8 boiler room fit out on going. Boiler startups scheduled for first week of October.
- life safety systems are active and the sites are safe for school reopening

TIA's:

- TIA #01 Delayed start to bidding - Void
- TIA #02 PR#002 - Pending
- TIA #03 Addition connector steel design change - Pending
- TIA #04 PR #004 - Pending
- TIA #05 Weather delay to slab pour - Void
- TIA #06 Ductwork conflicts in phase 6 - Pending
- TIA #07 Updated 2025 end of school date - Pending

H. Change Order Proposals (COPs)

- PCO #037 Updated Design for RTU-6. MEP Coordination confirmed conflicts with RTU-6 contract location and architectural/structural existing conditions. SP&A provided and new design for RTU-6 with new location. The current cost Downes is tracking associated with the design change is approx. $121,477 which includes additional demo, ductwork, mechanical piping, plumbing, electrical and structural steel.

  It should be noted that a bulk of the cost is associated with the mechanical contractor who originally submitted a proposal for $102,894. Through Downes and SP&A's review of the proposals, we have been able to substantially reduce the cost exposure to the Region by approx.. $42,000. A final review of all cost is in process and Downes plans to submit a formal proposal for approval at the next BC meeting.

I. Mile Creek School Monthly Budget Update as of September 2025

Construction GMP #1&2	**$19,058,365**	
Accepted Parking Lot Alternates #7, #10, #11:	**$ 2,547,600**	
Approved Owner Change Orders:	**$ 496,546**	
Total Revised GMP:	**$22,102,511**	
Pending Budget Changes:	**$ 252,156**	
Final Anticipated Construction Costs:		**$22,354,667**

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Original CM Contingency	$	552,781
Approved Change Orders	$	13,943
Pending Change Orders	$	486,527
Projected Contingency Balance:	$	52,311
(Included in Final Anticp. Construction Costs above)		

Owner Soft Costs:	**$ 1,809,372**
Owner's Contingency:	**$ 1,207,102**
Less Pending/Approved Changes	**$ (748,702)**
Projected Owners Contingency Balance	**$ 458,400**
Total Project Budget:	***$24,622,439***

J. **See attached cost exposure worksheet for the Region 18 Schools**

K. **Mile Creek School Progress Photos (starts on page 17)**



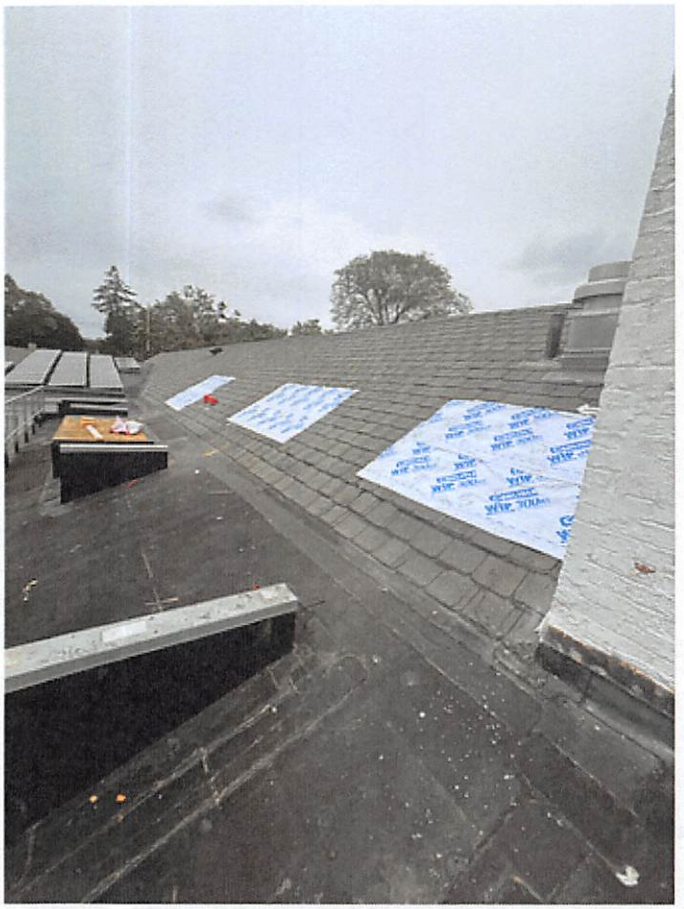
Attic ductwork installation



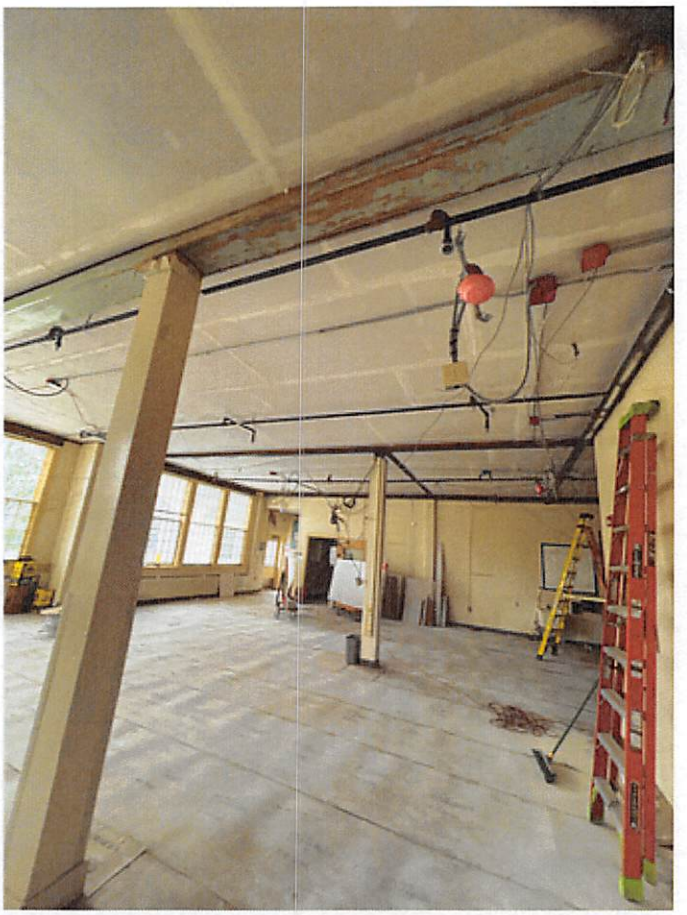
Rated ceiling construction at abated plaster ceilings



Rooftop equipment installed on the Center School roof



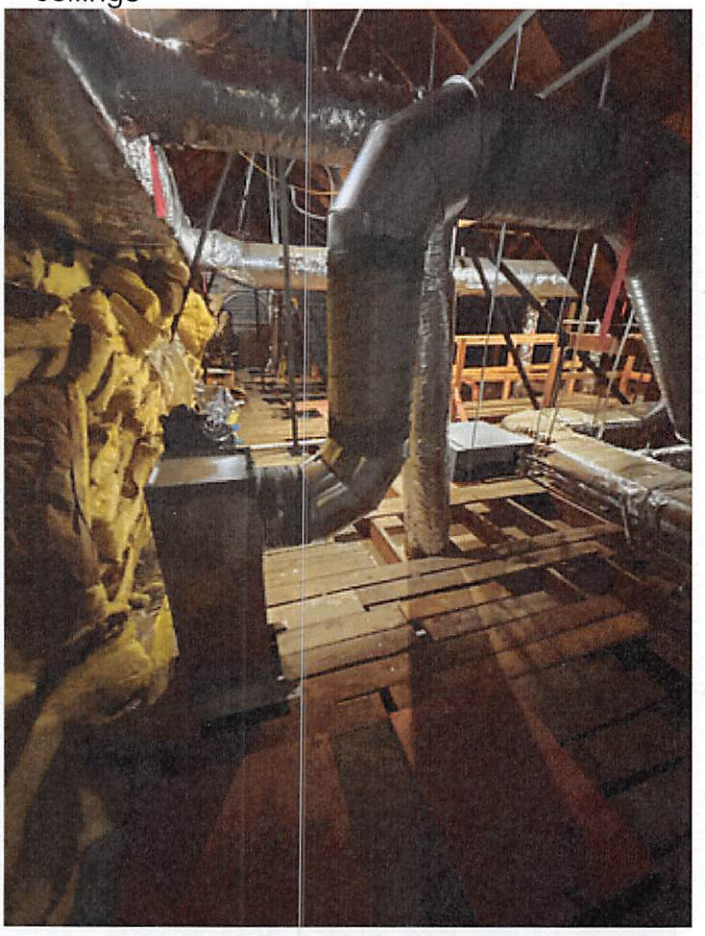
Roof openings for new ductwork cut open at Center School.



Rated ceiling construction at abated plaster ceilings



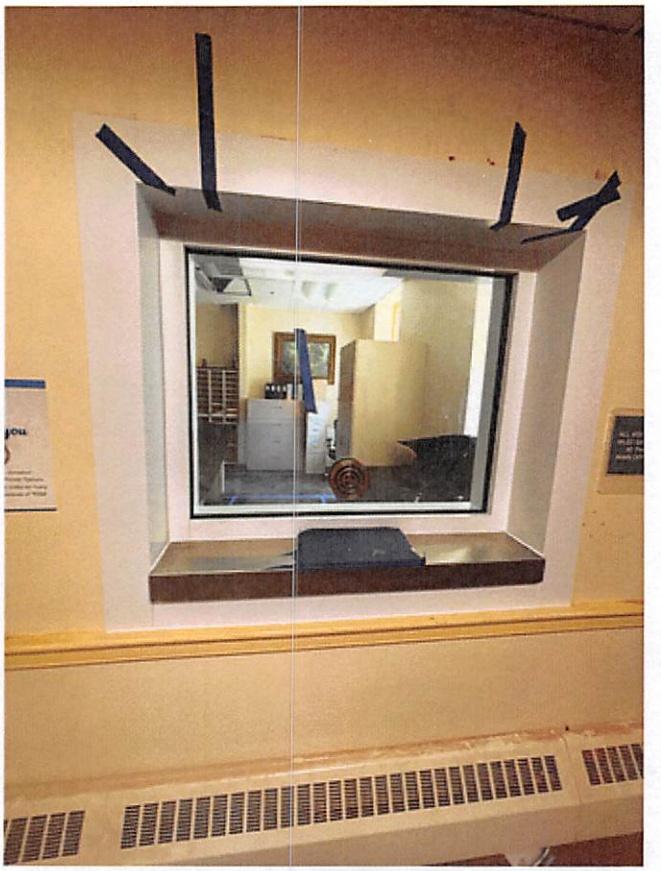
AHU-VRF installation on the steel platform



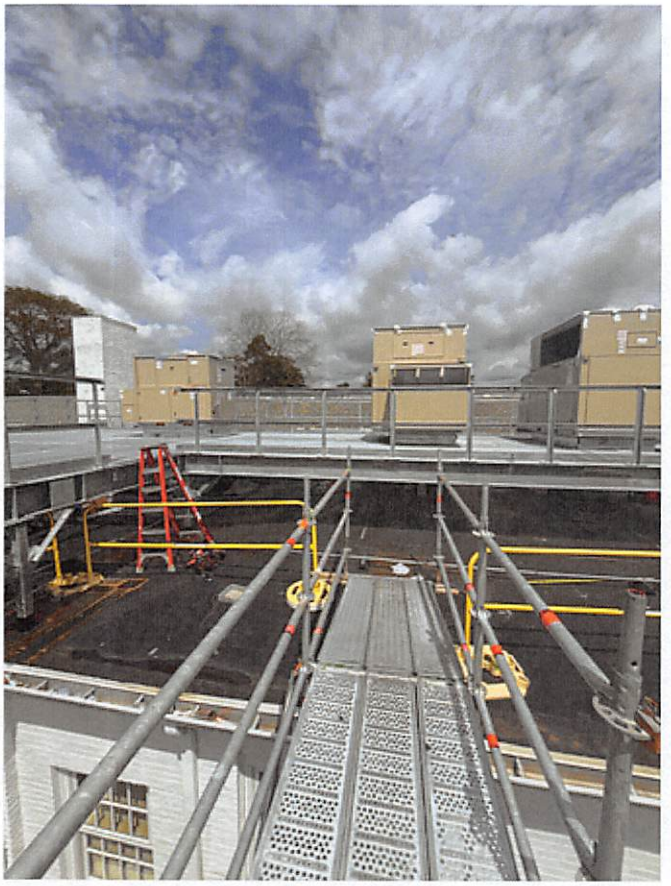
Ductwork installed in the attic at Center School.



Steel platform installation while in progress.



Front entrance security window installed at Center School



RTU-1, DOAS-01 and DOAS-1 installation.



Steel platform, grating & curbs installed.



Concrete pads being formed in the basement



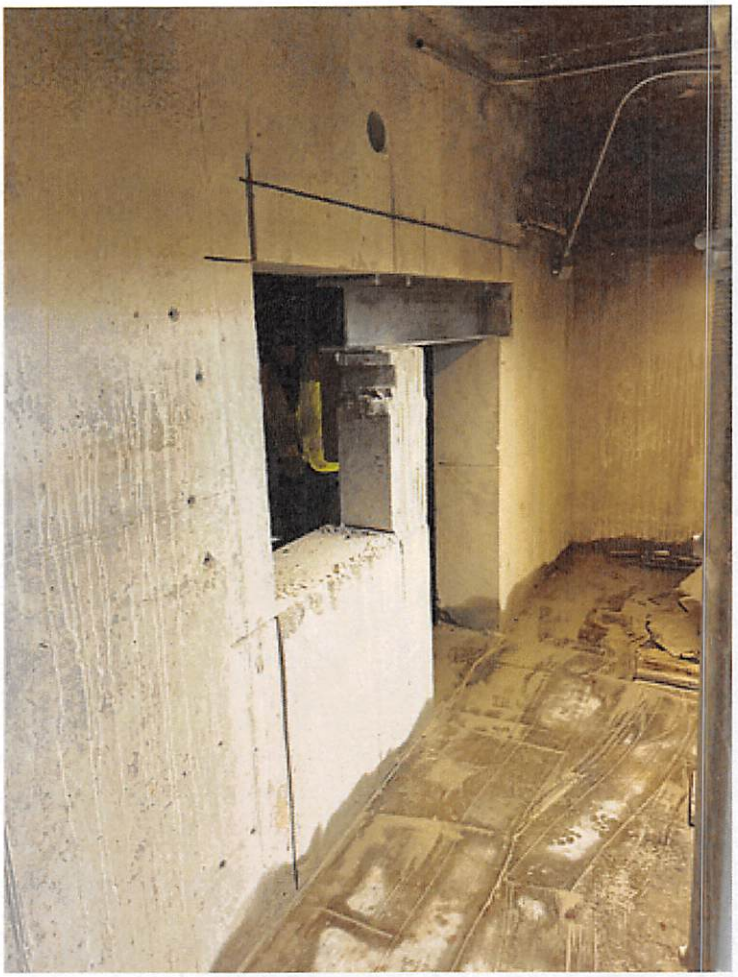
Rooftop units installed



Progress of ductwork installation in the basement



New CMU columns constructed
for new secure glazing system



Concrete saw cutting in Middle School basement for new AHUs



Mechanical equipment and units installed on the roof at Middle School



Front entrance blast frames and doors installed



Ductwork installation in the basement



Ductwork installation in the basement



Ductwork installation in the basement



Ductwork installation in the boiler room



Front entrance vestibule new floor plan construction



Ductwork installation.



Rooftop mechanical unit installed on the roof.



Ductwork installation.



Rooftop Ductwork installed.



Front entrance new floor plan construction



New structural steel beams for new rooftop equipment installed at Consolidated School.



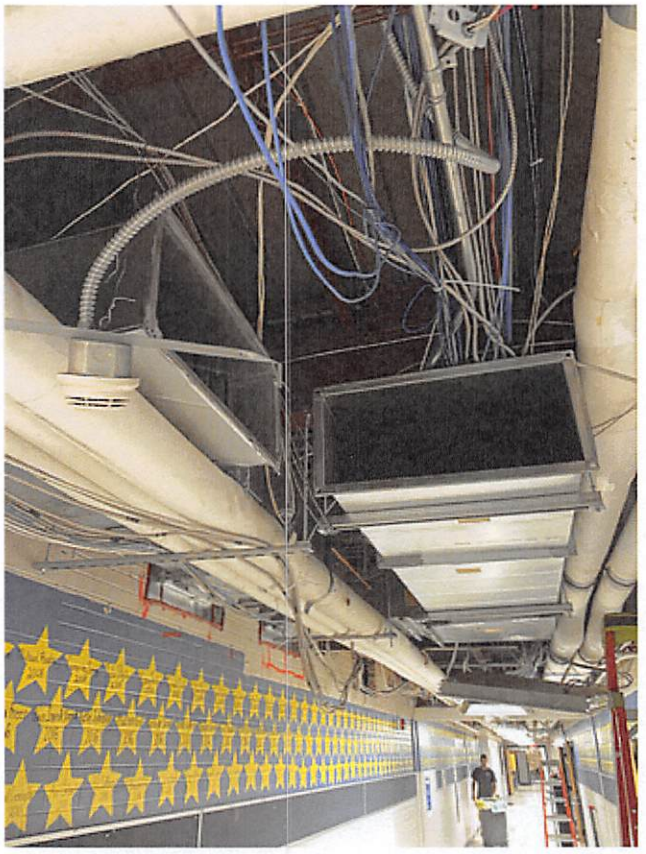
DOAS units installed on the roof at Consolidated.



Mechanical piping installed at rooftop units

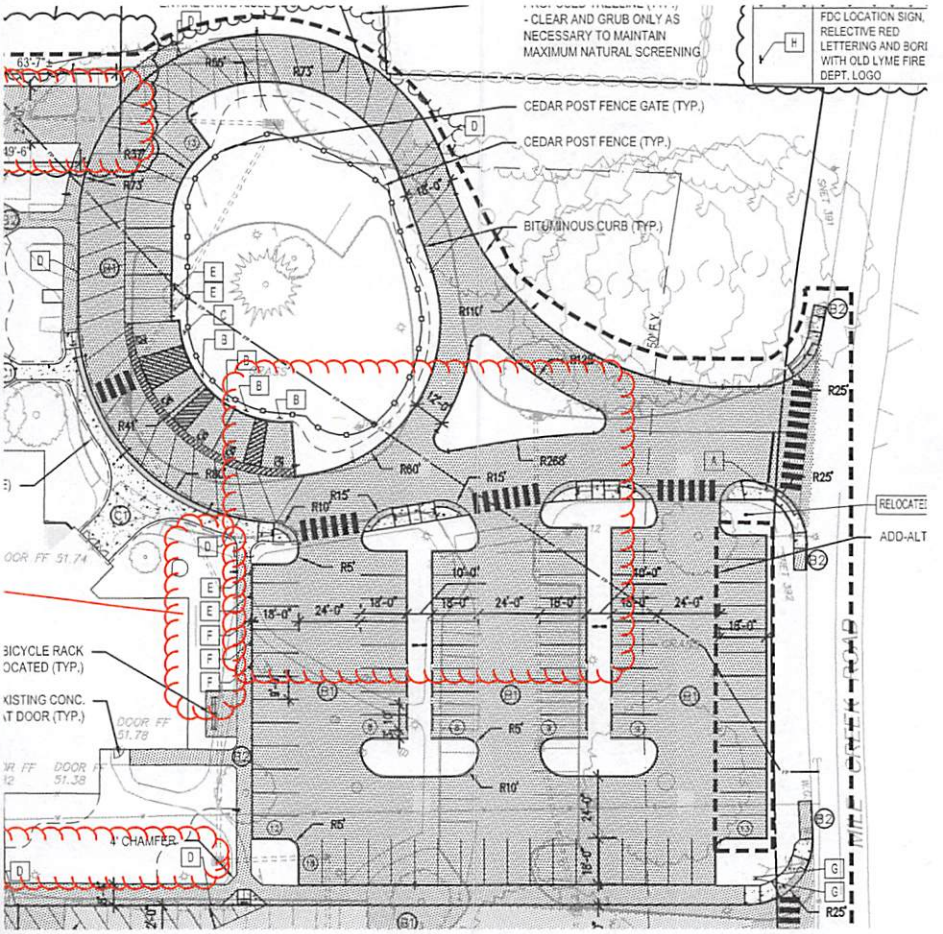


Front entrance desk and floor at Consolidated



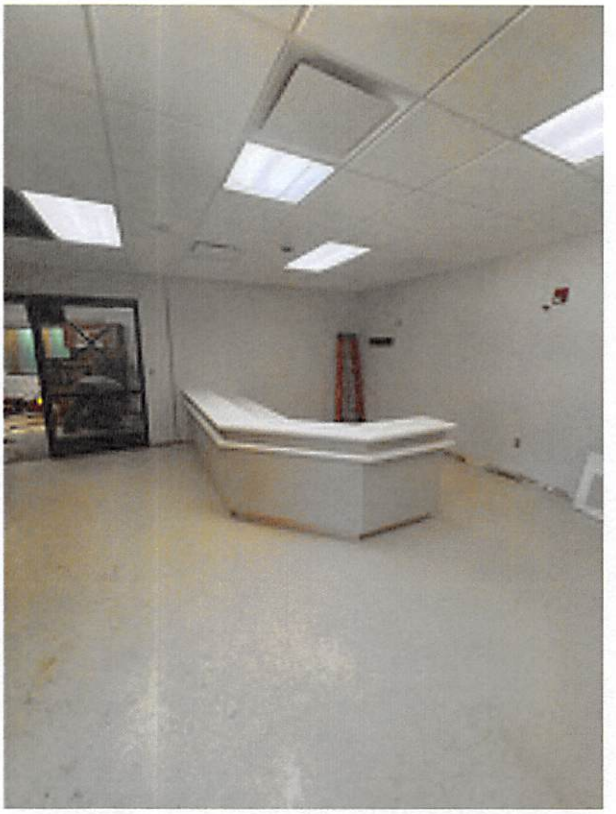
Ductwork and wiring work ongoing in corridor.

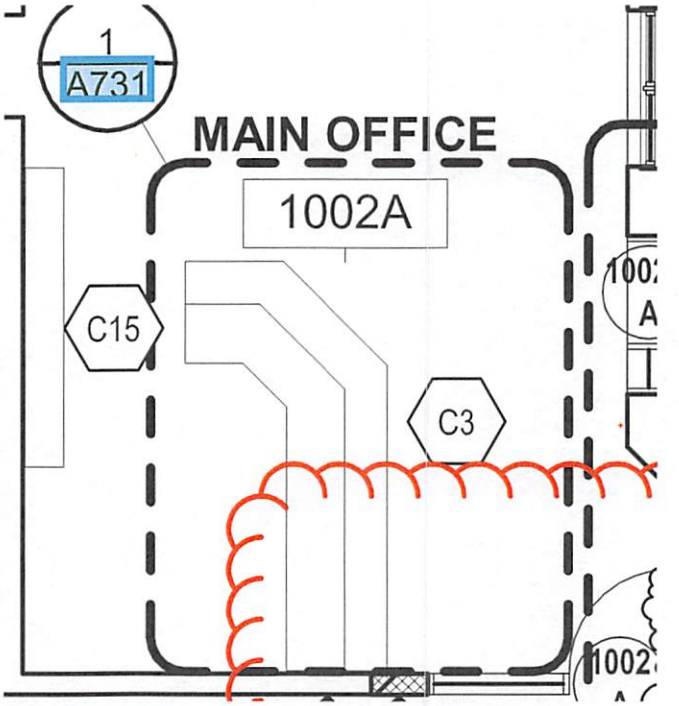






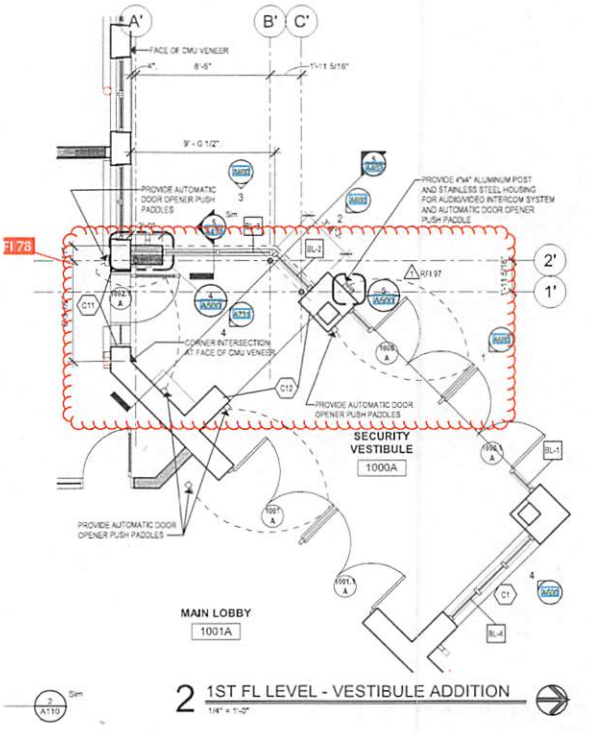
Parking lot binder course paved





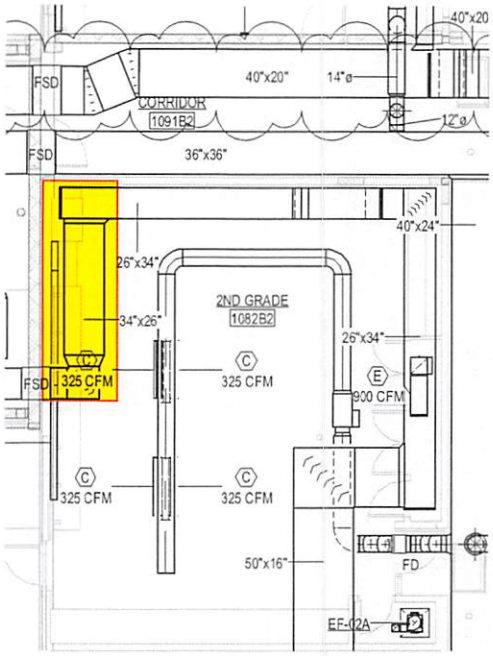
Main office desk installed as well as finished flooring and paint.





Front entrance blast and ballistic storefronts installed.

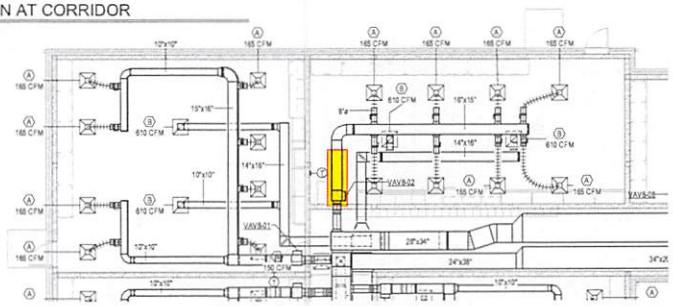




Phase 1A existing roof deck removed, over framed roof extension installed and new ductwork installed



2 SECTION AT CORRIDOR



Duct leakage testing being performed in the addition