Facilities Sub-Committee Meeting
Regular Meeting
Griswold Board of Education
Griswold Middle School, Library Media Center/Learning Commons
211 Slater Avenue
Griswold, Connecticut 06351

THURSDAY,
June 11th, 2026
5:15 PM

AGENDA

1. Call to Order

2. Approval of Facilities Subcommittee Minutes—May 14th, 2026

3. Review, Discussion, and Possible Action to Forward the Griswold Booster Club Proposal for Community Multi-Purpose Field Banner Sponsorship Program to the Full Board for Potential Review and Action

4. Review, Discussion, and Possible Action to Forward the Griswold Elementary School Building Checklists to the Full Board for Potential Review and Action

5. Review, Discussion, and Possible Action to Forward the Griswold Middle School Building Checklists to the Full Board for Potential Review and Action

6. Review, Discussion, and Possible Action to Forward the Griswold High School Building Checklists to the Full Board for Potential Review and Action

7. Review, Discussion, and Possible Action to Forward the Soule Street Academy Checklists to the Full Board for Potential Review and Action

8. Anything Else that May Properly Come Before the Committee

9. Adjourn

FACILITIES SUB-COMMITTEE REGULAR MEETING
GRISWOLD BOARD OF EDUCATION

THURSDAY,
May 14TH, 2026

DRAFT

1. A regular meeting of the Facilities subcommittee took place on Thursday, May 214th, 2026, at Griswold Middle School in the Superintendent's office, located at 211 Slater Avenue, Griswold, Connecticut. The meeting was called to order by Kimberly Neilson, Chair of the Facilities Subcommittee.

PRESENT Kimberly Neilson, Facilities Subcommittee Chair; and Stuart Norman, Jr., Facilities Subcommittee Member.

ALSO PRESENT Sean McKenna, GPS Superintendent of Schools; Glenn LaBossiere, GPS Assistant Superintendent of Schools; Stephen Cravinho, GPS Campus Wide Activities & Athletic Director; and Thomas Verville, GPS Director of Facilities; and Dana Cooke, GHS Math Teacher.

ABSENT Terry Cholewa, Facilities Subcommittee Member.

2. Approval of the Facilities Subcommittee Minutes – March 24th, 2026

MOTION
By Stuart Norman, Jr.
Seconded by Kimberly Neilson
To approve the Facilities subcommittee minutes for March 24th, 2026, as presented.
Motion unanimously carried.

3. Updates from the Director of Facilities – Thomas Verville – The Facilities subcommittee received an update from Thomas Verville, GPS Director of Facilities, on field turf maintenance, water fountain installations and plumbing updates.

4. Review, Discussion, and Possible Action to Forward the Proposal for the Griswold Hall of Fame area to the Full Board of Education – The Facilities subcommittee received a request from Mr. Dana Cooke, GHS Math teacher, to create a Griswold Hall of Fame area in a section of Griswold High School. An initial action plan and thoughts were reviewed by Mr. Cooke as well as ideas for the format. After hearing the presentation on this hall of fame idea, the Facilities subcommittee voted to move this project forward to the full Griswold Board of Education for review, discussion, and possible action to approve.

MOTION
By Stuart Norman, Jr.
Seconded by Kimberly Neilson
To move forward the proposal for the Griswold Hall of Fame at GHS to the full Griswold Board of Education for review, discussion, and possible action to approve.
Motion unanimously carried.

5. Anything that May Properly Come before the Committee – Superintendent, Sean McKenna, discussed that members of the community contacted him about how to submit a request to name a facility in honor of an employee. He said that he would e-mail the Board Chair about this request.

6. Adjourn

MOTION

By Stuart Norman, Jr.
Seconded by Kimberly Neilson
To adjourn the regular Facilities subcommittee meeting at 5:36 PM.
Motion unanimously carried.

Minutes prepared by: Sean McKenna/Robin Drobiak

Griswold Booster Club

Community Multi-Purpose Field Banner Sponsorship Program Proposal

Purpose:

To establish a sponsorship banner program at the Community Multi-Purpose Field to generate ongoing funding for Griswold Public Schools athletic programs and student-athletes.

Proposal Overview

The Griswold Booster Club proposes implementing a Community Multi-Purpose Field Banner Sponsorship Program that would allow local businesses and organizations to purchase advertising space in the form of professionally produced banners displayed on the perimeter fencing of the Community Multi-Purpose Field.

This fundraising model is widely used by schools and athletic organizations throughout Connecticut and across the country. The program provides local businesses with year-round visibility while generating sustainable revenue to support student-athletes and athletic programs.

The proposed program will be administered entirely by the Griswold Booster Club, with no anticipated financial obligation to the Board of Education or Griswold Public Schools beyond approval for banner placement on existing fencing.

Benefits

- Creates a recurring annual revenue source
- Strengthens partnerships with local businesses
- Requires minimal upfront investment
- Provides year-round recognition for sponsors
- Supports student-athletes and athletic programs

Requested Action

The Griswold Booster Club respectfully requests Board approval to establish the Community Multi-Purpose Field Banner Sponsorship Program beginning with the Fall 2026 athletic season.

Program Details

Location: Community Multi-Purpose Field perimeter fencing

Estimated Capacity: To be determined following review of available fence space.

Banner Specifications

- Size: 3' x 5' (recommended)
- Material: Outdoor weather-resistant vinyl

- Full-color printing
- Professionally designed and produced

Sponsorship Term

2026–2027 School Year. Banners would be installed in mid-August for the start of fall sports practices, removed at the end of November for winter storage, reinstalled in March at the start of spring sports season (weather permitting), and remain in place until the following sponsorship cycle.

Banners would be stored in the concession stand during the winter months.

Annual renewal opportunity.

Administration

- Solicit sponsors
- Collect sponsorship payments
- Coordinate banner production
- Install and maintain banners
- Remove damaged or expired banners

All sponsors and banner designs will be reviewed and approved by the Griswold Booster Club and submitted to the Superintendent or designee for final approval prior to production and installation.

Sponsorship Levels

Level	Annual Cost	Benefits
Silver Sponsor	$300	Standard 3' x 5' banner
Gold Sponsor	$400	Banner sponsorship plus business logo on Booster Club t-shirt for athletes and coaches
Platinum Sponsor	$500	Two-year banner commitment, locked-in pricing

Estimated Annual Revenue

Conservative estimates below are based on the Silver Sponsor level only and do not account for additional revenue generated through Gold or Platinum sponsorships.

Sponsors	Revenue @ $300
20	$6,000
25	$7,500
30	$9,000

Estimated Expenses

Item	Cost
Banner Production	$75-$150 each

Hardware	Minimal
Installation	Volunteer Labor

Even with production costs, the program should generate substantial net proceeds.

Proposed Content Guidelines

Permitted

- Local businesses
- Nonprofit organizations
- Professional services
- Community organizations

Prohibited

- Political advertising
- Religious messages
- Tobacco products
- Alcohol products
- Cannabis-related businesses
- Firearms/weapons advertising
- Adult-oriented businesses
- Content inconsistent with district policies

Safety and Facilities Considerations

- Banners will be securely attached to existing fencing.
- Installation will not interfere with field operations.
- Banners will not obstruct visibility for spectators or participants.
- Damaged banners will be repaired or removed promptly.
- The Booster Club will assume responsibility for routine maintenance.
- The Booster Club will coordinate installation and maintenance in accordance with district requirements and ensure banners do not create safety hazards or damage school property.

Use of Funds

Funds generated through the Banner Sponsorship Program will be used to support Griswold Public Schools athletic programs and student-athletes through equipment purchases, program enhancements, facility improvements, team support, recognition programs, and other approved Booster Club initiatives.

Recent and future Booster Club support may include equipment purchases, team recognition programs, athletic facility enhancements, and other initiatives that directly benefit Griswold student-athletes.

Sample Photos

Insert 4–6 photos of banner sponsorship programs from other schools and a sample mock-up showing proposed placement at the Community Multi-Purpose Field.

Frequently Asked Questions

Q. Who owns the banners?

A. The banners will be purchased and owned by the Griswold Booster Club for the duration of the sponsorship term. Sponsors are purchasing advertising and recognition opportunities rather than ownership rights to display materials on school property.

Q. Who is responsible for banner production, installation and removal?

A. The Griswold Booster Club will be responsible for coordinating banner production, installation, maintenance, seasonal removal, storage, and reinstallation. Volunteer labor will be utilized whenever possible. No district staff time is anticipated beyond any required oversight or approval processes.

Q. What happens if a sponsor violates district standards?

A. The district reserves the right to require the removal of any banner that is determined to violate Board policy, district standards, or the terms of the sponsorship agreement. The Booster Club will work with the sponsor to resolve the issue or remove the banner if necessary.

Q. What if a banner is damaged?

A. The Booster Club will periodically inspect banners and will coordinate repairs or replacement when necessary. Damaged, torn, faded, or otherwise deteriorated banners will be removed promptly to maintain a professional appearance and ensure safety.

Q. Is there any cost to the district?

A. No. All costs associated with the program, including banner production, installation materials, maintenance, replacement, and storage, will be covered through sponsorship revenue and managed by the Booster Club.

Q. How will sponsors be selected if demand exceeds available space?

A. If sponsorship demand exceeds available space, priority will be given based on the date applications and payments are received. The Booster Club may also explore waiting lists, sponsorship renewals, or additional approved sponsorship opportunities to accommodate community interest.