

**WESTPORT BOARD OF EDUCATION**

**AGENDA \***

(Agenda Subject to Modification in Accordance with Law)

**SPECIAL NOTICE ABOUT PROCEDURES FOR THIS ELECTRONIC MEETING:**

Pursuant to the Governor’s Executive Orders No. 7B and 9H, public participation for this meeting will be held electronically and live streamed on westportps.org and shown on Optimum Government Access Channel 78 and Frontier Channel 6021. Emails to BOE members can be sent to BOE@westportps.org. Comments to be read during the public comment period must be submitted to the meeting’s Googledoc during the submission period. Please see the following link for instructions and guidelines:

[https://www.westportps.org/uploaded/Procedures and Guidelines for](https://www.westportps.org/uploaded/Procedures_and_Guidelines_for_Public_Participation_in_Remote_Board_Meetings.pdf)

[Public Participation in Remote Board Meetings.pdf](https://www.westportps.org/uploaded/Procedures_and_Guidelines_for_Public_Participation_in_Remote_Board_Meetings.pdf). We will use our best efforts to read public comments if they are received during the public comment period and if they state your full name and address. Meeting materials will be available at westportps.org along with the meeting notice posted on the Meeting Agenda page.

**PUBLIC SESSION/PLEDGE OF ALLEGIANCE**

7:00 p.m., Held Remotely Pursuant to Executive Orders 7B and 9H

**ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION**

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

**MINUTES:** January 11, 2021

**DISCUSSION**

- |  |         |                       |
|--|---------|-----------------------|
| 1. Health Update and School Reopening Model Update, <i>pages 4-5</i>                         | (Encl.) | Ms. Suzanne Levasseur |
| 2. FY 2022 Proposed Budget of the Superintendent of Schools                                  | (Encl.) | Mr. Thomas Scarice    |
| • Staffing   |         | Mr. Elio Longo        |
| • Technology, <i>pages 6-7</i>   |         | Mr. John Bayers       |
| • Special Education, <i>page 8</i>   |         | Ms. Natalie Carrignan |
| • Teaching and Learning, <i>pages 9-10</i>   |         | Mr. Michael Rizzo     |
|  |         | Dr. Anthony Buono     |
| 3. Discussion of Capital Projects Plan with Finance and Facilities Committee, <i>page 11</i> | (Encl.) | Mr. Elio Longo        |

**DISCUSSION/ACTION**

- |  |         |                 |
|--|---------|-----------------|
| 1. Capital Project Funding Request – Greens Farms School Cooling Tower, <i>page 13</i> | (Encl.) | Mr. Elio Longo  |
| 2. Capital Projects Soft Costs Request, <i>page 14</i>                                 | (Encl.) | Mr. Elio Longo  |
| 3. Revisions to 2021-2022 School Calendar, <i>pages 15-16</i>                          | (Encl.) | Mr. John Bayers |

**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 Cablevision on channel 78; Frontier channel 6021 and by video stream @www.westportps.org

PUBLIC PARTICIPATION WELCOME USING THE FOLLOWING GUIDELINES:

- Public comment will be accepted via a Google doc and the comments will be read aloud at the meeting. A link will be provided on Monday, prior to the meeting.
- There will be no in-person public comment due to public health concerns.
- A maximum of 15 minutes will be provided for public comments.
- Comments on agenda items are limited to 1 minute each.

*It is the policy of the Town of Westport that all Town-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in a meeting or event due to a disability as defined under the Americans with Disabilities Act, please contact Westport's ADA Coordinator at 203-341-1043 or [eflug@westportct.gov](mailto:eflug@westportct.gov) at least three (3) business days prior to the scheduled meeting or event to request an accommodation.*



To: Westport Board of Education Members  
From: Thomas Scarice, Superintendent of Schools  
Re: January 19, 2021 Board of Education Meeting  
Date: January 15, 2021

Provided below for Board consideration is an overview of the meeting agenda items for January 19, 2021. As we have done for previous meetings, the meeting will be held remotely with public access through live streaming and public comments and questions submitted electronically.

### **Discussion**

#### **1. Health Update and School Reopening Model Update**

Sue Levasseur will provide her regular health update on COVID-19 cases. Sue will share updated information on the vaccine distribution plan from the State Department of Public Health and the changes to the process.

The administrative team worked closely, along with key faculty members, to develop plans for a move to a full reopening at the K-8 level with increased access at the high school level. Following submissions of these models for my review on January 8, we conducted a series of meetings to ensure that all planning details have been addressed. Again, we intend to move forward with the plan below, yet, there could be future changes in learning models based on our ability to continually prevent school-based transmission, and on the transmission trends in the community.

That said, our timeline has remained intact since sharing it on December 22. The goal was to increase on-site schooling opportunities for students by the end of the month of January, particularly at the start of the second half of the school year. This week was instrumental in finalizing those plans, problem-solving around the changes, determining what resources might be needed, ensuring a smooth transition process, and most importantly, communicating directly with leadership, faculty and staff.

Elementary schools will transition to full time on-site schooling beginning with a full asynchronous remote day for all elementary students on Wednesday January 27. This will provide teachers the time needed to accommodate their classrooms for full enrollment. A special two day transition schedule (January 28 and 29) will be shared next week by the elementary principals to their school communities. This schedule will illustrate how they will gradually welcome back their entire student body, with the first full K-5 day of on-site schooling scheduled for the first day of the second half of the school year. Beginning on February 1, elementary students will engage in full school days, with changes made to arrival/dismissal, bus seating assignments, lunch, and recess. Wednesdays will remain an on-site half day for students. Afternoons will be reserved for teachers to work with colleagues as they continue to solve instructional problems unlike any they have experienced in their careers as a result of COVID-19. There will be no need for a cohort switch on January 25.

The principals will be in attendance Tuesday evening to respond to Board questions regarding the plan. A sample third grade schedule has been included in the Board packet.

A primary concern of parents and staff is the provision of lunch. Lunch will be served in homerooms and efforts will be made to “dedensify” the classrooms where appropriate when serving lunch by accessing other areas of the school building. This has been discussed with the leadership of the WEAP, which represents those classified staff members largely, but not entirely, responsible for the supervision of lunch.

In order to gain a greater understanding of upcoming parent decisions regarding distance learning and transportation, a survey will be forthcoming which will gather information on any changes in distance learning requests, and transportation intentions, from parents. The distance learning option will remain for students and this program will be largely unchanged, providing consistency for this population of students.

The middle schools will also transition to full time on-site schooling on the first day of the third quarter, February 1. The middle schools will transition to the first phase of full reopening during the month of February, and the second phase on March 1. Phase 1 will have all students return in person for full day instruction on Monday, Tuesday, Thursday, and Friday, while maintaining the Distance Learning 1/2 day on Wednesdays (February 3, 10 and 24 only). Phase 2 will commence on March 1 with students attending school in person all five days; eliminating the Distance Learning Wednesday. The current daily schedule will continue to be implemented to make the transition easier for our students. A parent survey, similar to the elementary schools, will also be offered to parents regarding distance learning and transportation. Distance learners at the middle school level will continue to have access to live streaming. A sample middle school schedule has been included in the Board packet.

The first phase of the middle school transition plan maintains the daily student schedule and provides opportunities to support students' social/emotional needs as we increase the school population. This phase also continues support for teachers with professional time on the three Wednesdays in February, while maintaining the time at the end of the day dedicated to distance learners.

The second phase also maintains the daily schedule and increases in-person learning by adding a fifth full on-site instructional day to the week (Wednesday) and brings the schedule closer to the "pre-COVID" model. We will evaluate the need to build in professional time as needed.

Plans for an increase in on-site schooling for students have also been developed at Staples. However, given the impact of the events of last week, the Staples plans are a week or so behind schedule. Attention will be given to Staples this week in an effort to evaluate options going forward, such as was done with elementary and middle school this week.

There will be some unintended consequences associated with these changes. With more students on site it is very likely that we will see increased numbers of students and staff recommended to quarantine in light of being considered a close contact to a positive case. Also, it is likely that in some instances, a full, temporary school closure might be warranted in response to a positive case that includes many close contacts. Staffing our schools has been a challenge and that challenge has the potential to grow during full on-site schooling. Furthermore, given the information shared by regional peers, we expect an increase in the number of distance learners as we move to full on-site schooling. Finally, our buses will likely see more students on board. We will continue to monitor our efforts in these, and other, areas to ensure that we are continuing to provide the highest levels of safety that we can.

Overall, it is my conviction that our primary mission is to serve and develop our students. We must prioritize those in the care of our students, namely our leadership, our faculty and staff. Yet, during the challenging times of making decisions amid uncertainty I am advocating for, and recommending, that we balance our public health responsibilities with the perhaps less obvious risks that have impacted our children as a result of the reduction of on-site schooling. Many of the problems that were identified as a part of the Tri State Study, and many of the problems that we discuss daily in our schools, can be addressed, in part, through greater access to additional on-site schooling. The lack of connections with peers and adults, the academic struggles, and the ongoing challenge of engaging students can all be tempered with additional on-site schooling. This move will not eliminate these problems, nor will it eliminate the profound social/emotional and psychological issues that have emerged for some children, but it will ease the effects on the children we serve.

I was less inclined in the fall to increase the levels of on-site schooling, particularly at the elementary level which provided an "everyday" model. The knowledge base at that point in time, along with the lack of experience to draw from, convinced me that a move to a "pandemic classroom" was not warranted at that time. Now, months later, observing our success in mitigation, and those around us, coupled with the ongoing problems we seek to solve for our students, in my judgement, that trade off is worthy of this recommendation.

Again, the administrative team will be in attendance to respond to Board questions Tuesday night.

## **2. FY 2022 Proposed Budget of the Superintendent of Schools**

Following last Friday's all day Board budget workshop, and the deliberations this past Monday evening, the administrative team will provide three "thematic" reviews of the budget for additional context. Natalie Carrigan, Director of Technology, Dr. Buono, Assistant Superintendent of Curriculum and Instruction, and Mike Rizzo, Assistant Superintendent for Special Services, will each provide a brief overview of their budgets. One page memos with an overview of their budgets have been included in the Board packet. They have done their best to include any Board member questions in their presentations. However, the team will be available to answer any additional questions on Tuesday evening.

## **3. Discussion of Capital Projects Plan with Finance and Facilities Committee**

The Finance and Facilities Committee met this morning and, along with Chief Financial Officer, Elio Longo, will

provide information for discussion with the full Board regarding the capital projects plan. There are two action items that have been added to the agenda as a result of the committee work.

### **Discussion/Action**

#### **1. Capital Project Funding Request – Greens Farms School Cooling Tower**

As a follow up to the Finance and Facilities Committee meeting, it is the recommendation that the Board requests a capital appropriation from the Board of Finance for the cooling tower replacement at Greens Farm Elementary School. Mr. Longo and the Finance and Facilities Committee will be able to respond to Board questions on this project.

#### **2. Capital Projects Soft Costs Request**

Soft costs are ordinarily included in the capital budget to address planning, engineering, and unexpected costs associated with capital projects. It is the recommendation that the Board, request from the Board of Finance, a capital appropriation for estimated soft costs for projects in 2020-2021 and 2021-2022. Mr. Longo and the Finance and Facilities Committee will be able to respond to Board questions on this request.

#### **3. Revisions to 2021-2022 School Calendar**

An error with the 2021-2022 school calendar, adopted by the Board of Education on June 1, 2020, was detected in the Human Resources office. The calendar does account for 182 student days, but April 1, 2022, is not included as part of the 182 school days. April 1, 2022 does not fall under a federal, state, or religious holiday designation for the year 2022. This issue does not impact the number of student days, but it does cause issues for our 12 month employees. It is apparent that an administrative error occurred when providing a draft for the Board to review.

The summary memo provided by John for our last meeting has been included again for Board consideration. The recommendation, following Board deliberation at the last meeting, is that the 2021-2022 school calendar is revised to make April 1, 2022 a school day, June 16, 2022 the last school day, and June 17, 2022 a built in snow day. This will provide a 6th built in snow day for the 2021-2022 school year.

<b>PHASE 1: FULL-OPEN FOR BOTH COHORTS WITH REMOTE LEARNING WEDNESDAY</b>					
Begin at start of 3rd marking period on Monday, February 1st to Friday, February 26th					
Schedule	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:30	Student Arrival Supervision		½ day remote learning (8:30-12:30)  Dates: 2/3, 2/10, 2/24	Student Arrival Supervision	
8:30-2:45	Full-open for Cohorts A and B			Full-open for Cohorts A and B	
2:45-3:00	Dismissal			Dismissal	
3:00-3:30	Distance Learning Cohort			Distance Learning Cohort	

<b>PHASE 2: FULL-OPEN FOR BOTH COHORTS</b>					
Anticipate Phase 2 starting on Monday, March 1, 2021					
Schedule	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:30	Student Arrival Supervision				
8:30-2:45	Full-open for Cohorts A and B				
2:45-3:00	Dismissal				
3:00-3:30	Distance Learning Cohort (dates for after school staff meetings will be published in advance)				

**Sample Elementary Schedule**

<b>Period</b>	<b>Sample</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>		<b>Thursday</b>	<b>Friday</b>
A	9:00-9:15	Morning Meeting	Morning Meeting	<b>9:00-9:15</b>	Morning Meeting	Morning Meeting	Morning Meeting
B	9:15-10:00	Math	Math	<b>9:15-9:45</b>	Math	Math	Math
C	10:10-10:55	Sm.Grp. 10:10-10:40am/ Recess 10:40-10:55 am	Sm.Grp. 10:10-10:40am/ Recess 10:40-10:55 am	<b>9:55-10:25</b>	WIN	Sm.Grp. 10:10-10:40am/ Recess 10:40-10:55 am	Sm.Grp. 10:10-10:40am/ Recess 10:40-10:55 am
D	11:05-11:50	WIN	WIN	<b>10:35-11:05</b>	Reading Workshop	WIN	WIN
E	12:00-12:45	Writing Workshop	Writing Workshop	<b>11:15-11:45</b>	P.E.	Writing Workshop	Writing Workshop
F	12:55-1:40	Lunch/Recess	Lunch/Recess	<b>11:50</b>	Dismissal	Lunch/Recess	Lunch/Recess
G	1:50-2:35	Reading Workshop	Reading Workshop	<b>12:00-3:45</b>	Professional Activites & Teacher Planning	Reading Workshop	Reading Workshop
H	2:45-3:30	Art	Music			PE	Spanish
I	3:30-3:45	Closing Circle/Dismissal	Closing Circle/Dismissal			Closing Circle/Dismissal	Closing Circle/Dismissal

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## INTEROFFICE MEMORANDUM

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**TO:** TOM SCARICE

**FROM:** NATALIE CARRIGNAN

**SUBJECT:** TECHNOLOGY BUDGET REQUEST SUMMARY

**DATE:** 1/15/2021

**CC:** ELIO LONGO, ANTHONY BUONO

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I hope the following information is helpful in understanding the full picture of the overall technology budget request for the 2021-2022 school year. I look forward to answering any additional questions.

### **Our Department Mission**

To effectively provide the most appropriate tools to access the best education for ALL of our students that is both reliable and fiscally responsible including tools that:

- Support the development and delivery of the district curricula
- Provide means by which all students gain a deep understanding of the curricula
- Provide administrators and teachers with tools that help cultivate deeper knowledge about each student in order to identify their learning strengths and weaknesses
- Provide teachers and staff resources to meet each student's learning needs
- Support efficient and innovative approaches to meet all admin, facilities, and HR needs in order to provide a strong support system for the educational process

### **Key Department Stats**

The technology department is responsible for the direct support of:

- 14,350+ devices across 10 locations
- 60+ software packages including PowerSchool, GSuite for Education, eFinance
- 5,300+ students (multiple accounts)
- 1,000+ staff (multiple accounts)
- 6,000+ parents (multiple accounts)

### **Our Overarching Priorities of the 2021-2022 Technology Budget Requests**

- To keep the current level of existing end user technology updated, supported, and fully functioning thus instructional time is kept uninterrupted and efficient
- To maintain a robust, secure network infrastructure that can handle all necessary traffic
- To incorporate relevant innovation and new learning gained from conducting business and teaching and learning during the pandemic



## Superintendent's 2021-2022 Technology Budget Request Summary

Page #	Account	IT Portion of Account	Current	Requested	Change	% Change
55	119	Only a portion, Dr. Buono has other portion	\$ 1,840.00	\$ 2,500.00	\$ 660.00	26%
87	323i	"Technology- All Schools"	\$ 10,850.00	\$ 10,850.00	\$ -	0%
87	323a	Portion of "Central Administration"	\$ 15,000.00	\$ 15,000.00	\$ -	0%
91	330	"Instructional Technology"	\$ 20,000.00	\$ 20,000.00	\$ -	0%
103	433	"Instructional Technology"	\$ 35,000.00	\$ 40,000.00	\$ 5,000.00	13%
103	434	"Technology"	\$ 2,000.00	\$ 2,000.00	\$ -	0%
127	530	Only a portion, Elio Longo has other portion	\$ 220,476.00	\$ 334,057.00	\$ 113,581.00	52%
139	612i	The 8 schools plus "Technology"	\$ 568,028.00	\$ 687,183.00	\$ 119,155.00	21%
139	612a	"Central Admin"	\$ 210,314.00	\$ 217,304.00	\$ 6,990.00	3%
141	613	All	\$ 151,925.00	\$ 151,925.00	\$ -	0%
149	690	"Technology"	\$ 1,500.00	\$ 1,500.00	\$ -	0%
169	736	All	\$ 639,972.00	\$ 980,705.00	\$ 340,733.00	53%
173	737	All	\$ 16,928.00	\$ 45,066.00	\$ 28,138.00	166%
			\$ 1,893,833.00	\$ 2,508,090.00	\$ 614,257.00	32.435%

as of 12.22.2020



## WESTPORT PUBLIC SCHOOLS

**MICHAEL RIZZO**

*Assistant Superintendent for Pupil Personnel Services*

110 Myrtle Avenue  
Westport, Connecticut 06880  
Telephone: (203)341-1250  
Fax: (203) 341-1295  
mrizzo@westportps.org

To: Thomas Scarice, Superintendent of Schools  
From: Michael Rizzo  
Date: January 19, 2021  
Re: 2021-22 Special Education Budget Overview

Students eligible for special education services under the Individuals with Disabilities Education Act (IDEA) are entitled to a free and appropriate public education (FAPE). The Superintendent's Proposed 2021-22 Budget is designed to provide FAPE to eligible students and has 3 priorities:

- Continue the excellence of service delivery and IDEA compliance
- Provide necessary staffing to meet increasing individual student needs
- Increase district capacity to program for students age 18-22

This presentation will provide a brief overview of the special education services provided within the Westport Public Schools, the structure and delivery of those services, and a review of the budget impact of the above priorities. This includes adjustments in the areas of special education teachers (109), related services (110, 114, 135, 136) and special education paraprofessionals (123). These adjustments address the increased number of eligible students and their individual needs and fund the initial stages of a Transition Program for our 18-22 year old students.

*Effective School Solutions* has been introduced and discussed as a program to meet the increasingly complex mental health needs of our Staples High School students in their home school as well as to provide an efficiency to address placements and costs associated with out of district tuition (560).

I appreciate the long-standing commitment Westport has shown to its special education program, as well as the opportunity to share this information tonight and answer any questions that arise.

TO: Westport Board of Education and Thomas Scarice, Superintendent of Schools  
 FROM: Dr. Anthony Buono, Assistant Superintendent of Teaching and Learning  
 SUBJECT: Teaching and Learning Budget Summary  
 DATE: January 15, 2021

For your reference, below is a summary of the accounts that comprise the Teaching and Learning budget. Some of the notable line items and budget drivers include but are not limited to 119 Curriculum Writing and Revisions, 323 Instructional Program Improvements, and 641 Textbooks. At the BOE meeting Tuesday night, I will provide an overview of all of the line items, emphasizing the drivers outlined above.

<b>T&amp;L Budget Summary</b>				
	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>Proposed 2021-2022</b>
119 Curriculum Writing and Revisions	\$135,938	\$103,000	\$94,760	\$126,198
323 Instructional Program Improvements	\$369,779	\$301,080	\$235,000	\$248,750
Conferences and Onsite PD				\$167,350
In Service PD Days				\$78,000
IAA PD Funds				\$3,400
330 Other Professional/Tech Services	\$223,470	\$201,490	\$124,360	\$130,314
Consultant				\$20,000
Student Assessment				\$83,314
Music Accompanists				\$27,000
433 Repair Equipment				
Music	\$21,450	\$32,775	\$26,850	\$32,250
516 Music Transportation	\$6,000	\$4,700	\$4,700	\$9,400

550 Printing	\$5,200	\$4,800	\$4,800	\$4,800
580 Staff Mileage (Itinerant teachers)	\$26,000	\$23,000	\$23,000	\$13,000
611 Instructional Supplies	\$211,237	\$212,272	\$217,062	\$216,347
641 Textbooks	\$99,734	\$175,740	\$165,998	\$273,534
733 Replacement Instructional Musical Instruments	\$0	\$52,075	\$37,450	\$43,750
810 Dues and Fees	\$26,157	\$29,897	\$32,362	\$26,000
<b>Total</b>	<b>\$1,124,965</b>	<b>\$1,140,829</b>	<b>\$966,342</b>	<b>\$1,124,343</b>

**WESTPORT PUBLIC SCHOOLS  
FIVE YEAR PROPOSED CAPITAL FORECAST - FISCAL YEARS 21/22 - 25/26 - SUMMARY**

**PROPOSED SCOPE OF WORK**

School	Asphalt (A)	Bathroom (B)	Cabinetry (CB)	Ceiling Tiles (CT)	Electrical (E)	Food Svcs (F)	HVAC (H)	Labs (L)	Masonry (M)	Environ. (N)	Plumbing (P)	Ext. Paint (PT)	Roofing (R)	Signage (S)	Flooring (VCT)	Windows/Doors (WD)
CES	X			X		X	X								X	
GFS	X	X		X		X	X		X				X			
KHS	X		X		X	X	X		X	X	X				X	
LLS	X		X	X	X	X	X		X		X					X
SES	X		X			X	X		X			X	X		X	X
BMS	X	X	X	X	X	X	X	X	X				X		X	X
SHS	X	X	X	X		X	X		X		X			X	X	X
Base Cost @ 100%	\$ 12,193,985	\$ 638,542	\$ 2,836,252	\$ 4,410,222	\$ 379,790	\$ 898,467	\$ 15,219,818	\$ 320,000	\$ 3,192,111	\$ 151,589	\$ 690,996	\$ 245,348	\$ 7,074,653	\$ 170,451	\$ 5,869,556	\$ 1,750,906
Base Cost @ 70%	\$ 8,535,790	\$ 446,979	\$ 1,985,376	\$ 3,087,155	\$ 265,853	\$ 628,927	\$ 10,653,873	\$ 224,000	\$ 2,234,478	\$ 106,112	\$ 483,697	\$ 171,744	\$ 4,952,257	\$ 119,316	\$ 4,108,689	\$ 1,225,634
% of 5-Year Total	21.8%	1.1%	5.1%	7.9%	0.7%	1.6%	27.2%	0.6%	5.7%	0.3%	1.2%	0.4%	12.6%	0.3%	10.5%	3.1%

School	Asphalt (A)	Bathroom (B)	Cabinetry (CB)	Ceiling Tiles (CT)	Electrical (E)	Food Svcs (F)	HVAC (H)	Labs (L)	Masonry (M)	Environ. (N)	Plumbing (P)	Ext. Paint (PT)	Roofing (R)	Signage (S)	Flooring (VCT)	Windows/Doors (WD)	5-Year Total	
CES	1,225,039			1,306,069		113,634	818,785								113,084		3,576,611	6%
GFS	1,378,369	95,735		526,894		75,756	1,375,541		319,122				1,961,921				5,733,338	10%
KHS	435,829		579,782		113,634	64,393	776,263		396,310	151,589	276,105				844,405	189,668	3,827,978	7%
LLS	682,292		986,427	730,208	152,522	180,299	1,747,884		302,196		173,229					635,050	5,590,107	10%
SES	1,288,326		117,187			109,089	410,698		1,068,764			245,348	78,218		535,780	239,969	4,093,379	7%
BMS	2,895,247	242,450	974,981	1,172,732	113,634	79,544	2,435,216	320,000	584,541				5,034,514		759,255	98,483	14,710,597	26%
SHS	4,288,883	300,357	177,875	674,319		275,752	7,655,431		521,178		241,662			170,451	3,617,032	587,736	18,510,676	33%
Base Cost @ 100%	\$ 12,193,985	\$ 638,542	\$ 2,836,252	\$ 4,410,222	\$ 379,790	\$ 898,467	\$ 15,219,818	\$ 320,000	\$ 3,192,111	\$ 151,589	\$ 690,996	\$ 245,348	\$ 7,074,653	\$ 170,451	\$ 5,869,556	\$ 1,750,906	\$ 56,042,686	
Base Cost @ 70%	\$ 8,535,790	\$ 446,979	\$ 1,985,376	\$ 3,087,155	\$ 265,853	\$ 628,927	\$ 10,653,873	\$ 224,000	\$ 2,234,478	\$ 106,112	\$ 483,697	\$ 171,744	\$ 4,952,257	\$ 119,316	\$ 4,108,689	\$ 1,225,634	\$ 39,229,880	

School	21-22	22-23	23-24	24-25	25-26
CES	A/H	H	A/CT/H/VCT	F	A
GFS	A/H	A/B/H/M/R	A	F/H	A/CT/H
KHS		H/M/N/P	A/B/CB/H/M/N/VCT	E/F	
LLS	A/E/WD	E/H/M/P/VCT	H/WD	A/CB/H	
SES	A/M	H/M/PT/VCT/WD	A/WD	F/H/M/R	A/CB/M
BMS	A/H/L/M/VCT	B/CB/H	CT/H/VCT/WD	A/E/F/H/R/VCT	A/M
SHS	A/CT/H/M/VCT	B/CB/H/M/S/VCT/WD	H/P	A/H/VCT	VCT

**COST ESTIMATE - SUMMARY**

Fiscal Year	BASE COST ESTIMATE		SOFT COST ESTIMATE (1 yr in advance)		TOTAL COST ESTIMATE		
	@ 100%	@ 70%	@ 100%	@ 70%	@ 100%	@ 70%	Distribution
21 - 22	\$ 6,111,433	\$ 4,278,003	\$ 1,132,274	\$ 792,592	\$ 7,243,707	\$ 5,070,595	12%
22 - 23	\$ 15,015,462	\$ 10,510,823	\$ 1,105,607	\$ 773,925	\$ 16,121,069	\$ 11,284,748	26%
23 - 24	\$ 11,889,862	\$ 8,322,903	\$ 1,912,805	\$ 1,338,964	\$ 13,802,667	\$ 9,661,867	22%
24 - 25	\$ 18,548,805	\$ 12,984,164	\$ 472,682	\$ 330,877	\$ 19,021,487	\$ 13,315,041	31%
25 - 26	\$ 4,477,124	\$ 3,133,987	\$ 1,155,842	\$ 809,089	\$ 5,632,966	\$ 3,943,076	9%
	\$ 56,042,686	\$ 39,229,880	\$ 5,779,210	\$ 4,045,447	\$ 61,821,896	\$ 43,275,327	100%

Note: FY 25-26 Soft Cost Estimate based on 4-Yr average estimate



**BID RESULTS FOR COOLING TOWER REPLACEMENT  
GREEN'S FARMS ELEMENTARY SCHOOL  
BID # 21-004 BOE**

<b>BID PRICE</b>	<b>RESPONDENT</b>			
	<b>C.M. Towers Inc.</b>	<b>ENCON</b>	<b>McKenney Mech. Contractor Inc.</b>	<b>West State Mechanical Inc.</b>
<b>BASE PRICE</b>	\$ 243,624.00	\$ 373,100.00	\$ 248,000.00	\$ 291,400.00
<b>ALTERNATE # 1</b>	\$ 12,580.00	\$ 34,300.00	\$ 15,250.00	\$ 16,600.00
<b>ALTERNATE # 2</b>	\$ 11,260.00	\$ 49,650.00	\$ 19,330.00	\$ 67,200.00
<b>ALTERNATE # 3</b>	\$ 25,480.00	\$ 45,700.00	\$ 35,250.00	\$ 30,000.00
<b>TOTAL BID</b>	\$ 292,944.00	\$ 502,750.00	\$ 317,830.00	\$ 405,200.00
<b>TOTAL APPROVED BY FACILITIES DEPARTMENT</b>	\$ 280,364.00			
<i>Base Bid Price Details</i>	Labor cost Material w/ freight cost Crane rental  Engineering  Electrical subcontractors  Piping BMS	No itemized Bid details	No itemized Bid details	Labor/ demolition Material w/ freight cost Re-use existing honeywell controller and controls Re-use outside air intake dampers Operational check once tower installed

**BOARD OF EDUCATION - CAPEX SOFT COST ESTIMATE  
PROJECTS SLATED FOR 20/21 & 21/22**

**Soft costs (architect, design, engineer, etc.)**

	<u>Project Cost Est.</u>	<u>11% Soft Cost Est.</u>	<u>5 Yr Capital</u>
<b>Coleytown Elementary School</b>			
Asphalt repair and replacement	\$ 376,729	\$ 41,440	21-22
<b>Greens Farms Schools</b>			
Asphalt repair and replacement	\$ 83,907	\$ 9,230	21-22
<b>Kings Highway School</b>			
ADA projects	\$ 151,007	\$ 16,611	20-21
<b>Long Lots School</b>			
Window replacement	\$ 635,050	\$ 69,856	22-23
Asphalt repair and replacement	\$ 528,576	\$ 58,143	21-22
<b>Saugatuck Elementary School</b>			
Various roofing systems	\$ 2,586,452	\$ 284,510	20-21
Various concrete and masonry	\$ 476,814	\$ 52,450	21-22
Asphalt repair and replacement	\$ 392,443	\$ 43,169	21-22
<b>Bedford Middle School</b>			
Various concrete and masonry	\$ 298,304	\$ 32,813	21-22
Asphalt repair and replacement	\$ 506,212	\$ 55,683	21-22
<b>Staples High School</b>			
Various roofing systems	\$ 5,277,890	\$ 580,568	20-21
Various concrete and masonry	\$ 90,336	\$ 9,937	21-22
Ceiling tiles replacement	\$ 674,319	\$ 74,175	21-22
Sports flooring replacement	\$ 1,203,586	\$ 132,394	21-22
Various HVAC	\$ 464,055	\$ 51,046	21-22
<b>TOTAL SOFT COST REQUEST:</b>		<b><u>\$ 1,512,025</u></b>	





## WESTPORT PUBLIC SCHOOLS

**JOHN BAYERS**

*Director of Human Resources & General Administration*

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To: Thomas Scarice, Superintendent

From: John Bayers, Director of Human Resources

Subject: Board of Education Discussion Item  
Revision of Westport Public Schools 2021-2022 School Calendar

Date: January 7, 2021

Staff members in my office, as well as the payroll office, recently discovered an error with the Westport Public Schools 2021-2022 school calendar, adopted by the Board of Education on June 1, 2020. (see attached.) The calendar does account for 182 student days, but April 1, 2022, is not included as part of the 182 school days. April 1, 2022 does not fall under a federal, state, or religious holiday designation for the year 2022.

While this issue involving April 1, 2022 does not impact the number of student days, it does cause issues for our 12 month employees. It also creates a day off for students in the middle of the year with no associated reason. This is not typical of how the Board develops school calendars; therefore it appears an administrative error occurred when providing a draft for the Board to review.

Below are two approaches the Board may wish to consider in correcting the problem with the 2021-2022 school calendar.

- 1) Make April 1, 2022 a full day of school for students and staff. To maintain a balance of 182 school days, change the first day of school from August 31, 2021 to September 1, 2021. Related, move the start of the three staff development days in August 2021 from August 26, 2021 to August 27, 2021.
- 2) Make April 1, 2022 a full day of school for students and staff. To maintain a balance of 182 school days, change the last day of school, without snow days, from June 17, 2022 to June 16, 2022. Related, make June 17, 2022 a built in snow day thus creating a 6<sup>th</sup> built in snow day.
- 3) Make April 1, 2022 a full day of school for students and staff. To maintain a balance of 182 school days, change the last day of school, without snow days, from June 17, 2022 to June 16, 2022. Related, make June 17, 2022 a built in snow day and remove June 24, 2022's designation as a built in snow day.

Each option is a feasible solution to the error in the 2021-2022 school calendar, but it is recommended that the Board consider either option 2 or 3 in deciding upon a corrective action.



## WESTPORT PUBLIC SCHOOLS 2021-2022 SCHOOL CALENDAR

- School in Session
- Teacher Professional Development
- Snow Dates

### KEY DATES

- Aug 26-27, 30** Professional Development
- Aug 31** First Day of School
- Sept 6** Labor Day
- Sept 7** Rosh Hashanah
- Sept 16** Yom Kippur
- Oct 13** Early Release/Professional Development
- Nov 2** Election Day – Professional Development
- Nov 24** Early Dismissal
- Nov 25-26** Thanksgiving Recess
- Dec 24-Jan 1** Winter Recess
- Jan 17** Martin Luther King Jr. Day
- Feb 21** Presidents’ Day
- Feb 18** Professional Development
- Feb 21-25** February Recess
- March 23** Early Release/Professional Development
- Apr 15** Good Friday
- April 15-22** Spring Recess
- May 30** Memorial Day
- June 17** Last Day of School/Graduation (Early Release)

Students: 182 days

Teachers: 188 days

There are 5 snow days built into the calendar. If there are no snow days students’ last day will be June 17. In the event that additional make-up days are needed, District schools will use, in the following order: Monday, April 18; Tuesday, April 19; Wednesday, April 20; Thursday, April 21; Friday, April 22.

July 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
August 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
September 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
October 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
November 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
December 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
February 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					
March 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
April 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
May 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
June 2022						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

\*Approved by the Board of Education on: June 1, 2020