

WESTPORT BOARD OF EDUCATION

***AGENDA**

(Agenda Subject to Modification in Accordance with Law)

PUBLIC CALL TO ORDER:

6:00 pm., Staples High School, Room 333, Pupil Services Conference Room

ANTICIPATED EXECUTIVE SESSION: Pending Litigation

RESUME PUBLIC SESSION

PLEDGE OF ALLEGIANCE: Staples High School, Cafeteria B (Room 301), 7:30 p.m.

ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION

MINUTES: November 12, 2012

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

DISCUSSION:

- 1. NESDEC Enrollment Projections Don Kennedy
Dr. Landon
Ms. Harris
- 2. 2013-14 Preliminary Budget Discussions with Board of Finance

DISCUSSION/ACTION:

- 1. Proposed Modification to 2012-13 School Calendar (Encl.) Dr. Landon
- 2. Use of School Facilities: Updated Report (Encl.) Dr. Landon
Ms. Harris
- 3. Guidelines for the 2014-15 School Calendar (Encl.) Dr. Landon

ADJOURNMENT

*A 2/3 vote is required to go to executive session, to add a topic to the agenda of a regular meeting, or to start a new topic after 10:30 p.m. The meeting can also be viewed on cable TV on channel 78; AT&T channel 99 and by video stream @www.westport.k12.ct.us

PUBLIC PARTICIPATION WELCOME USING THE FOLLOWING GUIDELINES:

- Comment on non-agenda topics will occur during the first 15 minutes *except* when staff or guest presentations are scheduled.
- Board will not engage in dialogue on non-agenda items.
- Public may speak as agenda topics come up for discussion or information.
- Speakers on non-agenda items are limited to 2 minutes each, *except* by prior arrangement with chair.
- Speakers on agenda items are limited to 3 minutes each, *except* by prior arrangement with chair.
- Speakers must give name and use microphone.
- Responses to questions may be deferred if answers not immediately available.
- Public comment is normally not invited for topics listed for action after having been publicly discussed at one or more meetings.

WESTPORT PUBLIC SCHOOLS

ELLIOTT LANDON
Superintendent of Schools

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

To: Members of the Board of Education
From: Elliott Landon
Subject: Proposed Modification to 2012-13 School Calendar
Date: December 3, 2012

Following the discussion with the Board concerning the above-referenced matter at our meeting of November 12, I have met with parents, students, teachers and administrators to determine how best to address modifications to the 2012-13 school calendar resulting from the five-day school year disruption created by Hurricane Sandy.

There appears to be unanimous consensus on the part of all groups that both the February and April recesses be retained.

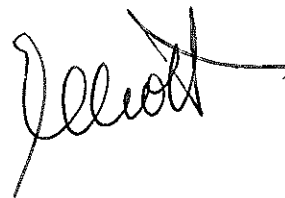
To accomplish that end, the Westport Education Association and the Westport Intermediate Administrators Association have both agreed to a tremendous sacrifice on the part of their respective constituencies, i.e., to hold one of our two Professional Development Days on a Saturday.

As to the other Professional Development Day, I have elected to recommend two one-half days for students that would be accompanied by two one-half professional development days for teachers, situated strategically within the calendar so that neither of the one-half days for students would piggyback on long weekends nor precede a school vacation, thus providing minimal student absences and full instructional opportunities for all students.

Because of the unusual circumstances created by Hurricane Sandy, and to ensure a full three weather-related emergency days during the current school year, I am recommending further that the original calendar be extended to include June 21, 24 and 25. If we have no need to close schools for weather-related emergencies, the school year would end on June 20, 2013.

ADMINISTRATIVE RECOMMENDATION

Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education approves retention of the February and April recesses in the 2012-13 school year, retention of 6 Professional Development Days for teachers, and a full 182 instructional days for students, as indicated on the modified 2012-13 school calendar accompanying this memorandum, said modified calendar to be included with the Minutes of the meeting of December 3, 2012.



**WESTPORT PUBLIC SCHOOLS
REVISED SCHOOL CALENDAR 2012-2013
PROPOSED-POST-SANDY SCHOOL CALENDAR 2012-13**

JULY 2012 (0)

S	M	T	W	Th	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				

4 Independence Day

AUGUST 2012 (5)

S	M	T	W	Th	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	

*22-24 Staff Development Days
(27) Students First Day

September 2012 (17)

S	M	T	W	Th	F	S
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						

3 Labor Day
17 Rosh Hashanah
26 Yom Kippur

October 2012 (22) (19)

S	M	T	W	Th	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			

8 Columbus Day

November 2012 (19) (17)

S	M	T	W	Th	F	S
						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	

*6 Election Day/*Staff Dev. Day
No School Students
21 Shortened Day
22-23 Thanksgiving Recess

December 2012 (15)

S	M	T	W	Th	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					

24-31 Holiday Recess

January 2013 (20) (21)

S	M	T	W	Th	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		

1 New Years Day
21 Martin Luther King Day
*30 Shortened Day for Students
Staff Development Day (PM)

February 2013 (14) (15)

S	M	T	W	Th	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		

18 Presidents Day
18-22 Winter Recess
*27 Shortened Day for Students
Staff Development Day (PM)

March 2013 (20)

S	M	T	W	Th	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						

29 Good Friday

April 2013 (17)

S	M	T	W	Th	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				

*6 Staff Development Day
15-16 Spring Recess

May 2013 (22)

S	M	T	W	Th	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	

27 Memorial Day

June 2013 (14) (14)

S	M	T	W	Th	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						

25 Students/Teachers Last Day
Shortened Day for Students Only

Students - 182 days

*Teachers - 188 days

Staff Development Days: August 22-24, November 6, January 30 (1/2), February 27 (1/2) and April 6.

Students/Teachers Last Day will be June 25. If there are no snow days, Students/Teachers Last Day will be June 20.

WESTPORT PUBLIC SCHOOLS

ELLIOTT LANDON
Superintendent of Schools

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

To: Members of the Board of Education
From: Elliott Landon
Subject: Use of School Facilities: Updated Report
Date: December 3, 2012

At our meeting of August 27, 2012, I submitted to you a recommendation to modify our policy and rate schedule concerning the use of school facilities. At that time, and because our rental rates had not been re-assessed since their adoption by the Board of Education in July 2004, I recommended an increase in the fee schedule for Westport-based community groups and Westport-based private, non-profit, educational, recreational, cultural, and social or athletic groups. Additionally, I added a fourth category that was responsive to the request of the Board of Education that we adopt a fee schedule for the use of our schools by non-Westport-based private, non-profit, educational, recreational, cultural, social or athletic groups. This latter category includes private schools, private nursery schools, dance academics, drama groups, music groups, children's activity programs, etc., where at least 50% of their members or participants are not Westport residents.

During the discussion surrounding my recommendation, Michael McGovern requested an analysis of the "real cost" of facilities use so that the Board decision could be better informed with regard to the suggested rate changes. Pursuant to that request, and the initial request of the Board of Education that preceded my August 27 recommendation, at our meeting of November 12 I recommended a rate schedule change that was responsive to both of those requests.

While my recommendation was not discussed at the meeting of November 12, subsequent to that meeting Jim Marpe asked for additional information; namely: (1) Comparison data from Fairfield, Norwalk, and Fairfield; (2) The method by which the cost per square foot data was calculated; and, (3) Comparable market rates for certain facilities. You will find all the supporting data requested in the materials that accompany this memorandum.

With this comprehensive analysis, it is my belief that these revised rates should not adversely affect utilization of school facilities by school-related and community organizations and Town of Westport agencies. However, the revisions do increase our revenue stream by expanding use of the schools to other organizations not in the current acceptable use categories in a way that should in no way discourage outside, non-community organizations from making use of our school facilities when they are not available for school and community use.

It is my recommendation that the rental rates applicable to the use of school facilities be amended for implementation as suggested in the materials accompanying this memorandum effective January 1, 2013.

ADMINISTRATIVE RECOMMENDATION

Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education adopts for implementation effective January 1, 2013, Use of Schools Policy P1330, Use of School Facilities with the addition of the creation of Category IV to include non-local private, non-profit, educational, recreational, cultural, social or athletic groups and Regulation R1330, Effective Rental Rates.



INTEROFFICE MEMORANDUM

TO: ELLIOTT LANDON
FROM: NANCY J. HARRIS
 ASSISTANT SUPERINTENDENT FOR BUSINESS
SUBJECT: REVISED FEES - USE OF FACILITIES
ADDITIONAL INFORMATION
DATE: NOVEMBER 30, 2012
CC: R. WOOSLEY, BLDG RENTAL FILE

I have enclosed additional survey data from surrounding districts, including Fairfield, Norwalk and Trumbull among others to determine if the Westport Public Schools' (WPS) facilities usage fees should be revised as requested.

I have also calculated an estimated cost for the various spaces of our school system. The calculation of \$0.0434 per square foot per day was calculated using the total cost of maintaining our school facilities and dividing same by our total square footage.

Based on a comparison of the rates charged by other DRG A school districts, as well as neighboring districts, with the rates currently in place for the WPS and the estimated cost per square foot of \$0.0434 to operate the schools I am proposing the following for the 2012-2013 fiscal year:

PROPOSED RENTAL CHARGE FOR USE OF SCHOOL FACILITIES, 11-8-12

(Rates per day; rates include set-up one night before; one surcharge per week or portion thereof.)

FACILITY	Daily Rates		Weekly Surcharge All Categories (OVER 500 PARTICIPANTS)	PROPOSED NEW Category IV
	Category II (COMMUNITY)	Category III (PRIVATE) (NON-LOCAL)		
<u>STAPLES</u>				
Field House	420	1,500	600	4,000
Auditorium	240	600	600	3,000
Gymnasium	180	575	120	
Library	180	650		
Cafeteria	180	550	120	
Kitchen	N/A	N/A		
Music Room	36	75		
Pool	Only for YMCA and DP&R (Parks & Rec), by special arrangement			
<u>CMS, BMS LLS & SES</u>				
Auditorium	240	400	600	2,000
Gymnasium	180	450	120	
Cafeteria	100	350	120	
Library	60	300		
Kitchen	N/A	N/A		

WESTPORT PUBLIC SCHOOLS

CES, GFS, KHS

Auditorium	100	200	100
Library	60	120	
Gymnasium	100	200	100
Cafeteria	50	100	75
Kitchen	N/A	N/A	

ALL SCHOOLS

ATHLETIC FIELDS	50	75	100
CLASSROOMS: ALL	30	50	
Each additional	30	50	
Surcharge if 11 or more classrooms are needed			200

In order to facilitate the review of this proposal, I have attached a comparison of existing and proposed rates, by category.

I have also inserted into the policy under Section D. – Classification of Groups a description of the proposed new Category IV for use of the auditoriums and field house by non-Westport private, non-profit, educational, recreational, cultural, social or athletic groups for consideration.

CATEGORY IV USERS: (NEW CATEGORY PROPOSED)

Non-Westport-based Private, Non-profit, Educational, Recreational, Cultural, Social or Athletic Groups.

Category IV includes private schools, private nursery schools, dance academies, drama groups, music groups, children’s activity programs, etc., where at least 50% of whose members or participants are not Westport residents.

This new category of user would also require that Section E. items 2 and 4 be rewritten to allow private and for profit use of school buildings. *(See asterisked items on page 4 of attached policy)*

Attachments
NJH:abm

2011-2012 BUILDING RENTAL FEES
SURVEY RESULTS

FAIRFIELD		TRUMBULL		NORWALK		ANSONIA		SHELTON		WALLINGFORD	
NOT FOR PROFIT	OUT OF TOWN	NOT FOR PROFIT	OUT OF TOWN	NOT FOR PROFIT	OUT OF TOWN	NOT FOR PROFIT	OUT OF TOWN	LOCAL PROFIT	OUT OF TOWN	BUSINESS OR RESIDENTS	OUT OF TOWN
HOURLY	DAILY	4 HOURS	HOURLY RATE	HOURLY RATE	HOURLY RATE	SCALE 2	SCALE 3	RATE PER USE	RATE PER USE	HOURLY RATE	HOURLY RATE
400			500	1,040	240	300				2,000	3,000
100.00	2,500.00	500.00	125.00	260.00	60.00	75.00	200.00	2,000.00	4,000.00	500.00	750.00
35.00	1,000.00	200.00	100.00	200.00	50.00	N/A	200.00	2,000.00	4,000.00	500.00	750.00
35.00	1,500.00		75.00	150.00	40.00	60.00	200.00	600.00	1,200.00	100.00	150.00
							300.00	650.00		500.00	750.00
20.00	400.00	60.00	15.00	30.00	10.00	15.00	50.00	100.00		65.00	100.00
100.00	2,500.00	150.00	100.00	200.00	50.00	N/A	200.00	1,000.00	2,000.00	425.00	625.00
35.00	1,000.00	150.00	75.00	150.00	40.00	N/A	200.00	1,000.00	2,000.00	425.00	625.00
35.00	1,000.00	150.00	50.00	100.00	30.00	15.00	200.00	600.00	900.00	425.00	625.00
20.00	400.00	60.00	15.00	30.00	10.00	N/A	300.00	650.00		65.00	100.00
							50.00	100.00	160.00	100.00	150.00
			75.00	150.00	40.00	15.00				100.00	150.00
25.00	500.00	100.00	65.00	125.00	35.00	N/A	120.00	600.00	600.00	425.00	625.00
25.00	500.00	100.00	40.00	80.00	30.00	15.00	200.00	600.00	600.00	425.00	625.00
		300.00	300.00	950.00	30.00		300.00	650.00		425.00	625.00
20.00	400.00	60.00	15.00	30.00	10.00	N/A	50.00	100.00	160.00	65.00	100.00
			50.00	100.00	30.00	15.00					
75.00	150/HR								4,000.00	1,500.00	3,000.00

AUDITORIUM PER USE 4 HOURS

HIGH SCHOOL

AUDITORIUM

FIELD HOUSE

GYMNASIUM

LIBRARY

CAFETERIA

CAFÉ & KITCHEN

MUSIC ROOM

CLASSROOM

EACH ADD'L ROOM

REHEARSALS

MIDDLE SCHOOL

AUDITORIUM

GYMNASIUM

CAFETERIA

CAFÉ & KITCHEN

CLASSROOM

EACH ADD'L ROOM

REHEARSALS

LIBRARY

ELEMENTARY

AUDITORIUM

GYMNASIUM

CAFETERIA

CAFÉ & KITCHEN

CLASSROOM

EACH ADD'L ROOM

LIBRARY

ATHLETIC FIELDS

UTILITY/FUEL SURCHARGE

SECONDARY

ELEMENTARY

PROPOSED 2012-2013 RENTAL RATES
 BASED ON 2011-2012 FACILITIES OPERATING COSTS

	AVERAGE SQ. FOOT	COST/SQ. FT \$ 0.0434	CATEGORY II COMMUNITY		CATEGORY III LOCAL-PRIVATE		NEW CATEGORY IV RATE
			CURRENT RATE	PROPOSED RATE	CURRENT RATE	PROPOSED RATE	
CLASSROOM	900	\$ 39	20	30	40	50	
LIBRARY	7,000	\$ 304	50	60	100	300	
LARGE LIBRARY	15,000	\$ 650	150	180	300	650	
CAFETERIA	8,500	\$ 369	50	100	100	350	
LARGE CAFETERIA	12,250	\$ 531	150	180	300	550	
GYMNASIUM	10,000	\$ 434	100	100	100	450	
LARGE GYM	13,000	\$ 564	150	180	300	575	
FIELD HOUSE	34,000	\$ 1,474	350	420	700	1,500	4,000
AUDITORIUM	9,200	\$ 399	100	240	150	400	2,000
LARGE AUDITORIUM	13,150	\$ 570	200	240	400	600	3,000

WESTPORT PUBLIC SCHOOLS

Adopted Facilities Use Charges
 WESTPORT BASED - PRIVATE, NON-PROFIT, EDUCATIONAL, RECREATIONAL,
 CULTURAL, SOCIAL OR ATHLETIC GROUPS

**CURRENT RATES
 CATEGORY III - PRIVATE**

Daily Rate Surcharge*

Staples High School		
Field House	700	500
Auditorium	400	500
Gymnasium	300	100
Library	300	
Cafeteria	300	100
Kitchen	120	
Music Room	60	
Pool	N/A	

POOL NOT AVAILABLE EXCEPT TO PARKS & REC & YMCA

Bedford & Coleytown Middle Schools.

Long Lots & Saugatuck Elementary Schools

Auditorium	200	200
Gymnasium	200	50
Library	100	
Cafeteria	100	100
Kitchen	70	

Coleytown, Greens Farms, &

Kings Highway Elementary Schools

Auditorium	150	
Gymnasium	100	50
Library	100	
Cafeteria	70	50
Kitchen	40	

All Schools

First Classroom	40	
Each Additional classroom*	20	
Athletic Fields	60	

**REVISED 11-8-12
 CATEGORY III
 PROPOSED RATES**

Daily Rate Surcharge*

	1,500	600
	600	600
	575	120
	650	
	550	120
	N/A	
	75	
	N/A	

**REVISED 11-8-12
 NEW CATEGORY
 NON-LOCAL**

Daily Rate

	4,000
	3,000

	600
	120

	400
	450
	350
	300
	N/A

	200
	200
	120
	100
	N/A

	50
	50
	75

* SURCHARGE IS REQUIRED IF EVENT:

- INVOLVES MORE THAN 500 PARTICIPANTS OR ATTENDEES
- CREATES SIGNIFICANT WEAR AND TEAR
- RAISES FUNDS THROUGH ADMISSION CHARGES OR CONTRIBUTIONS, SALE OF MERCHANDISE, RAFFLES, DOOR PRIZES, ETC.
- USES VENDORS' OR EXHIBITORS' BOOTHS
- USES FIELD HOUSE OR TWO MAJOR FACILITIES (GYM, CAFETERIA, AUDITORIUM, 11 + CLASSROOMS)

FACILITIES USAGE FEES
SURVEY RESULTS

DRG A

WESTPORT	DARIEN				EASTON		NEW CANAAN		RIDGEFIELD		WESTON		WILTON					
	LOCAL NON-PROFIT		COMMERCIAL / FOR PROFIT		NON-PROFIT	LOCAL NON-PROFIT	LOCAL COMMERCIAL	NON-LOCAL COMMERCIAL	LOCAL	COMMERCIAL OUT OF TOWN	COMMUNITY	PRIVATE	COMMUNITY	NON-LOCAL				
	HRLY RNT	HRLY HEAT	HRLY AC	HRLY RNT											HRLY HEAT	HRLY AC	PER DAY	HOURLY RATE
COMMUNITY RATE PER USE	PRIVATE RATE PER USE	HRLY RNT	HRLY HEAT	HRLY AC	HRLY RNT	HRLY HEAT	HRLY AC	PER DAY	LOCAL COMMERCIAL	NON-LOCAL COMMERCIAL	LOCAL	COMMERCIAL OUT OF TOWN	COMMUNITY	PRIVATE	COMMUNITY	NON-LOCAL		
HIGH SCHOOL																		
200	400	89.00	56.00	18.50	221.50	56.00	18.50	400	80	110	140	50	60	75	124.00	650	1,500	3,000
350	700	52.50	56.00	18.50	100.00	56.00	18.50	400	75	100	125	50	60	75	144.00	800	2,000	3,800
150	300	46.00	41.50	8.00	79.00	41.50	8.00	250	75	100	125	25	35	50	150	150	225	300
150	300	46.00	41.50	8.00	79.00	41.50	8.00	250	75	100	125	45	55	65	124.00	275	350	700
210	420	31.00	28.50	2.50	49.00	28.50	2.50	25	55	60	65	25	35	50	62.00	25	35	50
30	60							1,000										
20	40																	
10	20																	
MIDDLE SCHOOL																		
100	200	41.50	48.50	N/A	111.00	48.50	N/A	200	75	100	125	45	50	70	124.00	300	500	800
100	200	37.00	48.50	N/A	80.50	48.50	N/A	150	70	90	110	45	55	65	144.00	250	500	750
50	100	35.00	42.00	N/A	61.00	42.00	N/A	150	65	80	95	40	50	60	124.00	200	350	500
85	170	28.50	28.50	2.45	45.00	28.50	2.50	10	65	80	95	25	35	50	62.00	450	600	900
20	40							10										
10	20																	
ELEMENTARY																		
75	150	21.50	42.00	N/A	49.00	42.00	42.00	50	70	90	110	40	50	65	125	125	250	400
50	100	18.00	42.00	N/A	36.00	42.00	10.50	50	65	80	95	40	50	60	72.00	275	400	600
35	70	18.00	42.00	N/A	36.00	42.00	10.50	50	65	80	95	35	45	55	62.00	200	350	550
55	110	14.00	28.50	2.50	30.50	28.50	2.50	10	55	60	65	25	35	50	62.00	200	350	550
20	40							10										
10	20																	
50	100							50										
ATHLETIC FIELDS																		
30	60							50										

BOARD POLICY

P1330 USE OF SCHOOL FACILITIES

and

R1330 RENTAL RATES EFFECTIVE

ADOPTED JULY 2004

RENTAL RATES EFFECTIVE

All groups pay custodial and kitchen workers, and surcharge, if applicable
(Rates per day; rates include set-up one night before; one surcharge per week or portion thereof.)

FACILITY	Daily Rates			Weekly Surcharge All Categories
	*Category I (School/Town)	**Category II (Community)	Category III (Private)	
STAPLES				
Field House	No rent*	350	700	500
Auditorium	" "	200	400	500
Gymnasium	" "	150	300	100
Library	" "	150	300	
Cafeteria	" "	150	300	100
Kitchen	" "	60	120	
Music Room	" "	30	60	
Pool	Only for YMCA and DPR, by special arrangement			

CMS, BMS LLTS & SES

Auditorium	100	200	200
Gymnasium	100	200	50
Cafeteria	50	100	100
Library	50	100	
Kitchen	35	70	

CES, GFS

Auditorium	75	150	100
Library	50	100	
Gymnasium	50	100	50
Cafeteria	35	70	50
Kitchen	20	40	

ALL SCHOOLS

Athletic Fields	30	60	100
Classrooms: First	20	40	
Each Add'l Classrm	10	20	
Surcharge if 11 or more classrooms are needed			50

Parking lot special use: Lights if needed: \$50; Custodians if needed \$50.

SURCHARGE IS REQUIRED IF EVENT:

- Creates significant wear and tear.
- Raises funds via admission charges or contributions, sale of merchandise, raffles, door prizes, etc.
- Uses vendors' or exhibitors' booths
- Uses field house or two *major* facilities: (gym, cafeteria, auditorium, 11+ classrooms)
- Involves more than 500 participants or attendees.

EXTENDED USE: SURCHARGES ARE FOR EACH WEEK OR PORTION THEREOF

Superintendent or designee may reduce surcharge by 50% for events whose proceeds benefit the Westport Schools or other charitable Town organizations or for events that are, per se, public services

OTHER FEES:

- Administrative Charge: \$25 per contract
- Fees will also be charged for piano tuning, gym and field house floor covering, excess garbage collection and use of lighting/sound equipment. School system technicians required to operate equipment. Custodians, kitchen workers and technical personnel will be paid according to current fee schedule, up-dated yearly.

EXCEPTIONS :

* When a Category I group makes *major* use of facilities for fund-raising programs involving commercial, entrepreneurial, profit-making organizations or activities, Superintendent or designee may require basic rental fees. Under those circumstances, for all groups, Superintendent or designee may also require a donation to the student activity fund; amount to be determined by Superintendent, (minimum \$1000).

** . (Depending on the nature of the activity, e.g., summer camps or on-going programs for which fees are charged, Category II groups may be classified as Category III for fee purposes.)

Community Relations

Use of School Facilities

A. Authorized Users/Order Of Priority

1. The Westport public school program has 1st priority in the use of all school facilities.
2. The Westport Continuing Education (WCE) program (including Adult Education and Summer School) has next priority after the regular program.
3. The Westport Dep't. of Parks & Recreation (DPR) has 3rd priority for use of facilities.
4. Activities of school-related organizations, e.g., PTA, booster clubs and parent support groups shall have 4th priority for use of school facilities.
5. When not being used by the above groups, school facilities may be made available to other users, limited to agencies of the Town of Westport, and Westport-based, private non-profit groups, at least 50% of whose membership and/or participants must be Westport residents, for uses not directly competitive with school-sponsored activities, e.g., adult education, summer school, etc.
6. Use by the media or individual photographers, filmmakers, etc., wishing to photograph, televise or film school facilities or activities, is governed by the media access policy.

B. Requirements and Application Procedures

1. Written permission from the Superintendent or designee is required for all outsiders' use of buildings and equipment, use of grounds for any purpose involving 25 or more people (including participants and spectators), or use of parking lots on a weekend or after school hours by Westport residents for guest parking for a wedding or other private (non-commercial) event. Non compliance with this stipulation will constitute trespassing.
2. Applicants shall file a complete application with the facilities manager in the maintenance office.
3. All users not covered by the Westport Town/Board of Education insurance policy must provide a liability insurance certificate of no less than \$5 million, naming the Westport Board of Education/Town of Westport as additional named insureds. Insurance limits will be reviewed and updated periodically by the Assistant Superintendent for Business.

Community Relations

Use of School Facilities

B. Requirements and Application Procedures (continued)

4. Police and/or fire department protection may be required at the users' expense. This condition is to be determined by the supervisor of buildings, in consultation with the relevant departments.

C. Usage Types:

Standard Use is defined as routine meetings, programs, classes, etc.

Major Use which requires a surcharge, is defined as having one or more of the following characteristics:

Creates significant wear and tear.

- Funds are raised through admission charges (including "voluntary" contributions), sale of merchandise, raffles, door prizes, etc.
- Event uses vendors' or exhibitors' booths.
- Event uses the Staples field house.
- Event at any school requires two major facilities: (gym, cafeteria, auditorium). Ten or more classrooms = major facility.
- Event involves more than 500 participants or attendees.

D. Classification Of Groups For Payment Of Fees And Rent

(Identified groups are examples; groups not listed will be classified by Superintendent or designee).

*Category I Users No Rent For Standard Use

Category I includes:

- a) **School-Related:** e.g., student organizations, PTAs, parent support groups affiliated with school teams, clubs, etc., recognized parent advocate groups such as CLASP, etc.
- b) **Town Groups:** Town boards, commissions, and committees; DPR, Senior Center, Health District, Library, Transit District, Levitt Pavilion, First Night, etc.
- c) **Youth-Serving:** Westport-based non-profit youth-serving groups, such as: Boy & Girl Scouts, Little League, PAL, Babe Ruth League, Westport Soccer Association.
- d) **Grandfathered Groups:** Power Squadron, Red Cross, Westport Arts Center.
- e) **Others:** Superintendent or designee may waive or reduce fees for state/national professional or educational organizations; or for other groups serving the public interest; or for elected officials holding public meetings.

Community Relations

Use of School Facilities

D. Classification Of Groups For Payment Of Fees And Rent (continued)

***Category II Users Basic Rent: Westport-Based Community Groups**

Category II includes:

- a) Westport agencies supported by the United Way, and non-profit service organizations that serve Westport, e.g., Rotary, Kiwanis, Masons, Westport Woman's Club, Westport Young Woman's League, Veterans' groups, Nursing and Home Care, etc.
- b) Westport political, religious and ecumenical groups. (Depending on the nature of the activity, e.g., summer camps or on-going programs for which fees are charged, these groups may be classified as Category III for rental fee purposes.)
- c) Westport YMCA: for use of pool only, with special financial arrangements.

***Category III Users Basic Rent Doubled: Westport-Based Private, Non-profit, Educational, Recreational, Cultural, Social or Athletic Groups**

Category III includes: private schools, private nursery schools, dance academies, drama groups, music groups, children's activity programs, etc., at least 50% of whose members or participants are Westport residents.

***Category I, II And III Users: Additional Charges For Major Use**

When a Category II or III group makes major use of facilities for fund-raising programs involving commercial, entrepreneurial, profit-making organizations or activities, Superintendent or designee may require a contribution to the school's student activity fund, amount to be determined by Superintendent, but no less than \$1000.)

Other Users: Under unusual circumstances, the Superintendent may permit one-time or occasional use of facilities to educational, civic, cultural, etc., organizations from neighboring towns, etc.; the Superintendent shall judge requests individually and determine rental category.

All Categories: Must pay custodial, kitchen workers' and other applicable fees, including fees for covering the gym and field house floors if necessary. All groups pay surcharge for major use. Superintendent may reduce surcharge by 50% for Categories I and II if event is a fund raiser benefiting the Westport schools or the public, or when the event itself is a public service. Rental fees, administrative fee and surcharge required in advance. Personnel charges are billed.

Special Conditions: Regardless of user's category, the Superintendent (or designee) may impose special conditions or may deny permission when it is judged that the requested use may produce undue wear and tear on facilities, would cause disruption to the regular school program, be detrimental to the public image of the school system, impact negatively on the scheduled maintenance or cleaning of the schools or otherwise not be in the interest of the school system or the Town.

Community Relations

Use of School Facilities (continued)

E. Restrictions On Use Of School Facilities

1. Illegal activities will not be tolerated.
2. School facilities may not be rented by individuals, businesses or trade organizations or used for private purposes.
3. No school facility may be used by individual entrepreneurs, either Westport Board of Education employees or others, to give private instruction for a fee to individuals or groups.
4. School facilities may not be used for the promotion of any commercial interest or private or corporate gain except in conjunction with a fund-raising activity by a permitted, non-profit user. In such cases, regardless of category, users may be required to make a donation to the student activity fund of the school of a minimum of \$1,000 in addition to paying custodial costs and applicable rental fees. The decision about whether to require a donation, and the amount of the donation, will be made by the Superintendent or designee, in consultation with the sponsor of the program.
5. Use or possession of tobacco, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
6. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products or alcoholic beverages shall not be permitted.
7. Obscene advertising, decorations or materials shall not be permitted on school property.
8. Users must comply with all administrative regulations governing use of school facilities. Non-compliance may result in revocation of privileges.

All exceptions to this policy require approval of the Superintendent, whose decision on all aspects is final.

Legal Reference: Connecticut General Statutes

10-239 Use of School Facilities for Other Purposes

Policy adopted: July 29, 2004

WESTPORT PUBLIC SCHOOLS
Westport, Connecticut

WESTPORT PUBLIC SCHOOLS

ELLIOTT LANDON
Superintendent of Schools

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

To: Board of Education
From: Elliott Landon
Subject: School Calendar Guidelines: 2014-15
Date: December 3, 2012

The Board previously has approved calendars for the 2012-13 and 2013-14 school years, with the latter having been approved in December 2011 and modified as a result of the school closings associated with Hurricane Sandy. It has been the Board's practice to have on file approved calendars for two upcoming school years by the end of November/beginning of December in any school year. Thus, at our meeting of December 3, I will be presenting for your consideration and approval a calendar for the 2014-15 school year.

Traditionally, we have sought input from representatives of the Westport Education Association and the Intermediate Administrators' Association prior to presenting a proposed calendar to the Board for its consideration. Before participating in those discussions, we have each year sought guidance from the Board as to its priorities with regard to the construct of the school calendar.

Over the past several years, the Board has agreed that: (1) our schools should not be closed on Veteran's Day, recognizing that the day has greater meaning for students when schools are in session and activities related to Veteran's Day are presented to them within their individual school environments; and, (2) the last day of school each year, always shortened for students, is more productive for end-of-year "wrap-up activities" when it remains at full length for teachers and support staff. The Board also has acknowledged the contractual requirement that single day holidays and extended vacations for teachers shall be the same as for students, except as negotiated with the Association.

As we prepare to discuss the 2014-15 school calendar, and based upon our weather-related experiences of this school year and the previous one, I propose that the Board give consideration to accepting the following additional **permanent** guidelines to assist the Administration in developing school calendar recommendations to the Board of Education:

1. The first day of school for students shall be prior to Labor Day.
2. Where possible, Columbus Day is to be a regular school day for teachers and students.
3. Both a February and April recess for students and teachers shall be retained.
4. Where weather-related or emergency conditions make a 182 day school year for students impossible to achieve, make-up days shall begin with the first day of the April recess and continue to progress to each day thereafter, until no longer needed.

I have appended to this memorandum a current school calendar modified in accordance with these guidelines to demonstrate the effects of the adoption of the recommended permanent guidelines.

The establishment of permanent guidelines by the Board in anticipation of the preparation of the 2014-15 school calendar will be for discussion purposes only at our meeting of December 3, with the establishment of a 2014-15 school calendar to be approved at our meeting of December 17.



WESTPORT PUBLIC SCHOOLS
SCHOOL CALENDAR 2012-2013

*Hypothetical School Calendar 2012-13
Retroactive Effects of Hurricane Sandy*

JULY 2012 (0)

S	M	T	W	Th	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				

4 Independence Day

AUGUST 2012 (5)

S	M	T	W	Th	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	

*22-24 Staff Development Days
(27) Students First Day

September 2012 (17)

S	M	T	W	Th	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						

3 Labor Day
17 Rosh Hashanah
26 Yom Kippur

October 2012 (20)

S	M	T	W	Th	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			

1 New Years Day
*18 Staff Development Day
No School Students
21 Martin Luther King Day

November 2012 (17)

S	M	T	W	Th	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	

*6 Election Day/*Staff Dev. Day
No School Students
21 Shortened Day
22-23 Thanksgiving Recess

December 2012 (15)

S	M	T	W	Th	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					

24-31 Holiday Recess

January 2013 (20)

S	M	T	W	Th	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		

1 New Years Day
*18 Staff Development Day
No School Students
21 Martin Luther King Day

February 2013 (14)

S	M	T	W	Th	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		

18 Presidents Day
18-22 Winter Recess
*25 Staff Development Day
No School Students

March 2013 (20)

S	M	T	W	Th	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						

29 Good Friday

April 2013 (21)

S	M	T	W	Th	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				

19 Spring Recess

May 2013 (22)

S	M	T	W	Th	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	

27 Memorial Day

June 2013 (11)

S	M	T	W	Th	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						

20 Students/Teachers Last Day
Shortened Day for Students Only

Students - 182 days

*Teachers - 188 days

Staff Development Days: August 22-24, November 6, January 18, February 25.

Students/Teachers Last Day will be June 20. If there are no snow days, Students/Teachers Last Day will be June 17. 11/30/2012