

WESTPORT BOARD OF EDUCATION

***AGENDA**

(Agenda Subject to Modification in Accordance with Law)

PUBLIC SESSION/PLEDGE OF ALLEGIANCE:

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

ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION

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

MINUTES: June 15, June 22, July 27 and August 25, 2015

PRESENTATIONS:

- | | | |
|---|---------|--|
| 1. Superintendent Search | | Hazard, Young & Attea |
| 2. Energy Performance Contracting Project:
Town of Westport and Board of Education | | Elio Longo
Dewey Loselle, John Rice |
| 3. Feasibility Study: Space at Staples High School | (Encl.) | Joe Fuller, Fuller & D'Angelo |
| 4. Work to Date/Future Projections:
School Security and Safety Plan | (Encl.) | Paul Block, Dr. Landon,
Elio Longo, Michael Rizzo |
| 5. Summer Maintenance Projects Completed | (Encl.) | Elio Longo |

DISCUSSION/ACTION:

- | | | |
|---|---------|--------------------------|
| 1. Memorandum of Agreement with Board of
Finance for Creation of Board of Education
Carryover Account | (Encl.) | Dr. Landon
Elio Longo |
| 2. 2014-15 End-of-Year Financial Report | (Encl.) | Elio Longo |
| 3. Transfer of Funds to Board of Education
Carryover Account | (Encl.) | Dr. Landon |

DISCUSSION:

- | | | |
|---|---------|------------|
| 1. Calendar of Board of Education Agenda Items:
September 2015 – June 2016 | (Encl.) | Dr. Landon |
| 2. Student Data and Privacy | (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: Feasibility Study Regarding Space at Staples High School

Date: August 31, 2015

Among the 2015-16 Goals of the Board of Education that were adopted on June 15, 2015, is one that states, "Complete feasibility study to address space issues at Staples High School." Discussions within the Administration on this very subject had been on-going for many months prior to the adoption of the "Goals."

Throughout the Spring and early summer, members of the Staples High School Administration, the 6-12 Department Heads and central office administrators worked with the firm of Fuller & D'Angelo, the original architects of the new Staples High School, to analyze and reflect upon the needs of Staples currently, and for the foreseeable future, so as to meet this particular Performance Objective as established by the Board for the Superintendent of Schools.

I am pleased to inform you that the collective efforts of the Administration with Fuller & D'Angelo have borne fruit and may be found in the documentation appended to this memorandum.

Joseph Fuller, the principal partner of Fuller & D'Angelo and chair of the First Selectman's Town Maintenance Committee, will share with the Board in public session a Power Point presentation that presents the essential findings of the feasibility report and the recommendations for meeting the pressing space needs of Staples High School.

ADMINISTRATIVE RECOMMENDATION

Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education accepts the feasibility report for Staples High School as prepared by Fuller & D'Angelo, PC that is entitled, "Town of Westport Board of Education, Facility Planning Study for Staples High School, August 5, 2015."

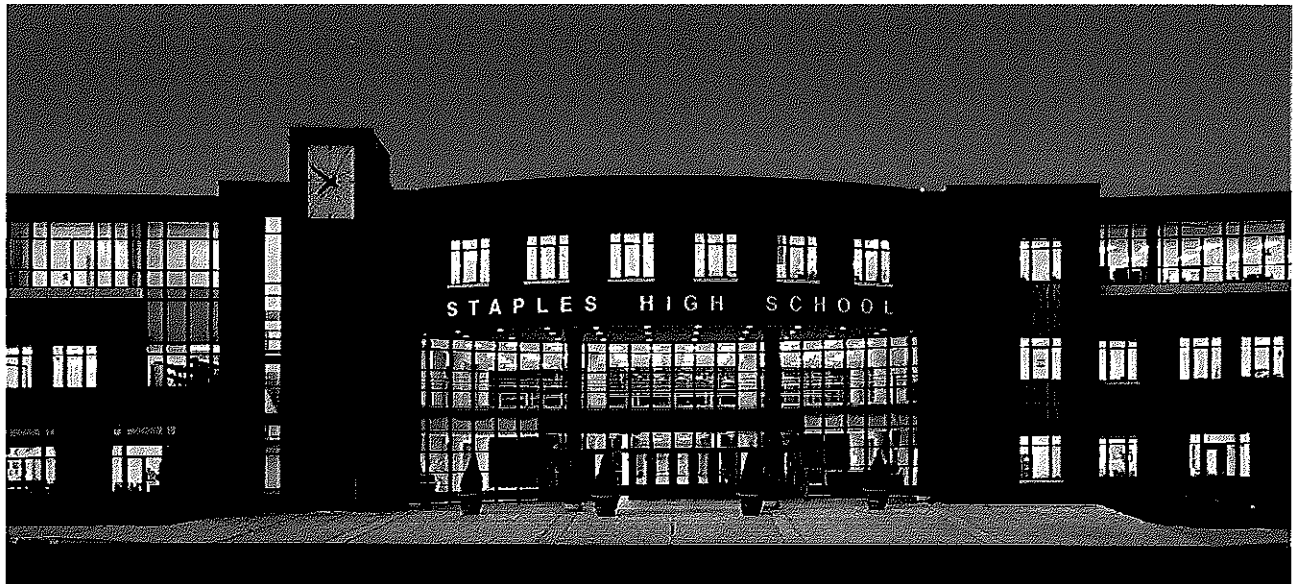




**TOWN OF WESTPORT
BOARD OF EDUCATION**

FACILITY PLANNING STUDY FOR

STAPLES HIGH SCHOOL
AUGUST 5, 2015



Superintendent:
Asst. Superintendent:
Principal:

Elliott Landon
Ello Longo
John Dodig

Architects:
Fuller & D'Angelo, PC
Architects and Planners
45 Knollwood Rd, Elmsford, NY 10523

Engineers:
ASW Engineers
31 Knight Street
Norwalk, CT 06851

Cost Estimator:
CPS Inc.
29 Blueberry Court
Melville, NY 11747

SECTION 1. PROJECT OVERVIEW EXECUTIVE SUMMARY

INTRODUCTION:

The purpose of this report is to serve as an informational guide to be used by the Westport Public Schools for the expansion of the Staples High School to accommodate the population, provide additional educational programs and meet increased State graduation credit requirements for all students. Staples High School currently has the top five highest enrollments for High Schools in the State. An expansion plan requires to be engaged to keep Staples at a high level of service to students, staff and the community.

Staples High School was originally constructed in 1958, and in 2005 a major renovation was completed consisting of approximately 465,000 sq. ft. This included a 3-story academic wing addition of 289,000 sq. ft., major renovations were also included in other existing spaces. Site work consisted of 16 acres of paving, grading and landscaping.

The architect's charge is to provide a conceptual feasibility study, with "building expansion solutions" to accommodate growth in programming and educational functions for the school, specifically addressing changes and advances in various classes of Social Studies, World Language, Science, Technology, Art, Engineering, Math, Robotics and 3D Modeling classes. This is in combination with increased (in house and projected) student enrollment projections, in staff, and future educational program development. Our study will take into account logistical and special requirements being considered for the facility, and recommend a preferred solution.

Schematic and Design Development details are going to be developed in upcoming phases, as is standard to this process of Educational project development. Again, this report is conceptual in nature.

The Staples High School Enrollment Projections, Administration Enrollment Projections, the 10-Year Space Evaluation Report, and Meeting Minutes are attached for reference in the Appendix.

Building envelope constraints include a height limitation of 40 feet. This requirement would result as it did previously in a 13' floor to floor height if the existing three-story floor levels were to be matched, unless the lowest floor is semi-recessed below grade. Also, any building addition or parking modifications would require zoning variances. The proposed new building area would fall on the easterly portion of the site of the

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AUGUST 5, 2015

current "K" Wing or Media Center. Three potential building additions were explored – See Figure 1.

Our conclusions of the Space Evaluation Report is that new classrooms including Science Rooms, Engineering and a Robotics Laboratory with support spaces will be required, including additional parking as well. The proposed new classroom space allocations, adjacencies and proposed grade sections of the proposed building addition are also noted in the plans.

The current High School is now performing beyond its original design capacities and meeting all of the current State-mandated curriculum requirements. State-mandated curriculum requirements recently increased the required graduating credits. The increased enrollment, noted in the space evaluation report, with additional graduation credit requirements will call for curriculum expansion in order to continue satisfying State-mandated requirements.

DESIGN PROCESS AND SCHOOL PROFILE:

As part of the study process, our firm reviewed site, existing utility and building and zoning constraints of the project, while addressing program increases, enrollment review, credit requirement increases, logistics of construction and adjacencies, all of which are very important for the development for proper design options of the school addition. The school and site are required to remain active, while constructing the new addition. Multiple meetings were held with various Westport Public School and Board of Education (BOE) personnel, including but not limited to the Superintendent, Director of School Business Operations, Administration, the School Principal and others to all understand the planning requirements and construction impacts. All discussions were open, with one meeting following into the next, so as to create a positive, streamlined creative and inclusive concept design process. Minutes of these meetings can be found in the Appendix of this report. Existing plans were updated to current space conditions.

After comparing the various schemes and analyzing data, programs and adjacencies, a selection was made from one of the three presented schemes. The parties discussed, conceived, reviewed and compared various new building addition areas, program adjacencies, enrollment and project size, and a consensus was reached on the final building expansion concept. This selected design concept can also be found in plan and section format in section 4. This section requires to be endorsed by the full Board of Education and other State of Connecticut Office of School Facility requirements and documentation needs to be filed in order to obtain further approvals.

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CREATING THE CONCEPT DESIGN:

The programming and planning of the project started with the site containing an existing school building.

The process included educational discussions, planning concepts, student flow criteria, adjacency studies and size of addition agreements between all parties.

All these factors combined to three possible solutions, synthesized to one preferred solution.

The resultant solution marries all of the above factors of concept design to meet the Building Program goals and budgets.

Firstly, the design team reviewed the school site and building thoroughly. Fuller and D'Angelo, being the Architects of Record for the 2005 addition /renovation, afforded us the knowledge of the previous planning and design along with new insights as to changes which have taken place over the past 10+ years. A thorough understanding of the building infrastructure and mechanical systems is also had. We then met with the administration to confirm information and gather proper data, which can be found in the Appendix. Data as a summary is included within this section, including existing (new to the original 2005 design) and new (anticipated) program requirements.

Current space uses were surveyed and documented, and can be found in the attached plans of the school. The plans indicate the various room spaces: Math, Science, Social Studies, World Language, School Asset spaces (Media Center, Auditorium, Field House, Pool, Gym etc.) in the plans shown in Section 2, Pages 3, 4 and 5.

Three different Concept solutions were studied:

Concept "A", a three story solution, included classrooms on the ground level and a second floor two-story high robotics laboratory. On the third floor (within the two-story space), a perimeter ring science related work area was included, which would serve multiple functions and overlook the lab area. A center two-story high space will be provided to conduct large screen presentations and an area to build taller robots and fly drones. Also this visual and physical connection shall engage collaboration.

Concept "B", a single level scheme, which provides the Engineering and Robotics labs on the Southeast corner with a two story space, another 2 story conference space

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opposite same and then the remainder of the classrooms and other spaces, all connected to both the current School corridors of the K building and Cafeteria area, creating a new circulation loop Eastward of the current Media Center.

Concept "C", a three story solution, houses classrooms and other spaces including Labs closer to the existing Cafeteria in "A". This scheme is three stories in height, however, do not have appropriate adjacencies to the Academic "K" Wing.

All plans can be found in section 4.

All Concepts will require a freight elevator in order to support the robotics program, as well as other materials, loading and unloading, building connection heights, etc.

These concept areas created talking points with the stakeholders. The input received pointed all parties to the most proper design solution, via a matrix weighing positive attributes. One became a preferred option.

SUMMARY OF DISCUSSIONS:

Numerous meetings were held to discuss the initial design process, including obtaining existing plans and confirming existing uses, and then comparing the areas to the initial design of the School. Many spaces are currently not being used as originally contemplated. Storage rooms are classrooms, Conference rooms are classrooms, and production areas are specialty spaces, i.e. the Media Makers program. All parties then collaborated to obtain a new program, move some existing rooms to the new addition, and reclaim older rooms for initially intended purposes. The programing was discussed (see below) and then three designs were generated. A consensus of the Administration, Architects and Superintendent favored Concept "B". Design for Concept "B" was then refined for the report (see page 5).

As a function of good school design and being one of the top priorities, adjacencies were scrutinized and discussed particularly as to how they can better the educational program while delivering a conducive social and scholastic environment for the students, staff and administrators operating within the facility, while being flexible to respond to future educational issues. Staples HS circulation was also an important consideration due to the campus' current 500,000 sq ft size and long travel distances. For example: The loop following the corridors around the Auditorium and central courtyard is in excess of a ¼ mile.

SPACE PROGRAM REQUIREMENTS:

Space program requirements were reviewed by the Administration with regard to addressing new spaces required, in order to accommodate student enrollment and the

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increased state mandated graduation requirements. The 10 Year Space Evaluation Study gathered clear data and information since the earlier 2000's initial planning of the School with less space.

The program, as reflected in the current design, was received from the district. It was constructed from these meetings discussing needs including Educational specifications, areas, class types and possibilities of overlapping uses, thus also creating flexibility. Then the final program was used as basis of design for the building's development.

The information can be found referenced in the Appendix in the Minutes of Meetings.

Further developed Educational Facility design guidelines need to be considered during the schematic design, design development and construction document phases of the project. The current final program, as received from Westport Public Schools, translates to the following new room requirements.

- Mathematics Classrooms: 2
- World Language Classrooms: 2
- Graphic Art Classrooms: 1
- Keyboard Music: As-is
- Engineering/Computer/Lab: 1
- Engineering/Robotics/I-Lab: 1
- PE Health Classroom: 1
- Joint large activity space including lectures/dance/conference and PE: 1
- Special Education: 3 + w/office similar to current setup
- Conference Room: 1
- Smaller teacher workroom: 1
- Cafeteria Expansion: 1
- Similar support storage in other spaces needed to fulfill the above program requirements

With Westport Public Schools input, the design team was able to evaluate the best building concept. Criteria for the evaluation included: security, identity, site logistics, and educational adjacencies, building connectivity and also the least disruption of the educational teaching program during the construction process. Other items addressed include site infrastructure restrictions, zoning, circulation and increase of parking count and utilities, which shall be required with the new building addition. All noted items were considered in the final concept design selection.

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The Architects reviewed each of the options with the Administrators for their review and comment, and one option came to the forefront, per the chart in Section 4 page 7.

RECOMMENDATIONS:

All parties unanimously recommended Concept "B" to link the "K" building and Cafeteria Building creating the new space for all users with better adjacencies to all existing department areas and improving circulation between existing buildings. Securing of the current exterior space via new courtyards was also an important factor of the selected design concept.

SITE:

The proposed building Concept "B" addition is expected to cover approximately 36,000 sq. ft. The site slopes upward from the grass area at the east end of Unit "K" towards the cafeteria a 5+/- foot difference. It was decided to place the addition where the previous renovation project had been planned, to take advantage of the level area and to link it to the Cafeteria Building on a single floor (except the Science Lab areas) and Engineering and Robotics.

There is no impact to the existing athletic complex to the far east of the site. Vehicular access and bus patterns remain unaffected as well as emergency vehicle access. Minimal lighting and landscaping will be needed. Approximately (50) new parking spaces will be provided, and would be located northward on the site, which is also advantageous to the community for afterhours use, as it is close to the building. All parking spaces will be in accordance with municipal Town standards. Handicapped spaces will be provided as required.

Some underground mechanical connections are currently in place in anticipation of this addition years ago in the initial planning. Also to note, this original planning of Staples High School in 2001 was reduced in size from the initial planning, due to cost concerns and the uncertainty of Enrollment projections that were performed back in 2001.

PERMITTING:

The following permits may be required for the development of the site:

- **TOWN OF WESTPORT ZONING BOARD OF APPEALS**-The proposed building addition is in the Town of Westport AAA zone. It is anticipated that building height and lot coverage variances will be required for the proposed school renovation

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and additions in an AAA zone. We estimate an additional 1/2 acre of impervious surface will be required for the proposed building additions along with the accompanying expanded parking facilities.

- **ELECTRICAL SERVICE/LIGHTING**-Eversource is the local electrical supplier in the area. The site lighting will be upgraded to include new light fixtures in the parking areas and along the driveway and sidewalks; this shall also require ZBA and P+Z approvals.
- **TOWN OF WESTPORT SITE PLAN APPROVAL**-The planning board will review the proposed site to ensure that the site plan is in compliance with their regulation. Issues that typically are reviewed consist of parking layout, landscape buffering, building setbacks, and pedestrian circulation.
- **TOWN OF WESTPORT INLAND WETLANDS COMMISSION**- The Commission will review the proposed site development to confirm that the proposed development will not adversely impact natural resources on and off of the site as well as encroach on any regulated wetland area setback or watercourse setback. Depending on the extent of the wetland disturbance proposed it may be necessary to obtain wetland permits from the State of Connecticut Department of Environmental Protection (CTDEP) as well as the US Army Corps of Engineers (COE) if the wetland disturbance is over 5000 sf.
- **TOWN OF WESTPORT BUILDING/SEWER/WATER PERMIT**- Approval will be required from the various Town agencies to insure that the proposed project is in compliance with the required building codes prior to issuance of the permit.

CONCEPTUAL COST ESTIMATE

The next step was costing and budgeting for the design solution. Concept plans were derived for the building addition in Concept "B" and submitted to Construction Program Solutions (CPS) for their professional cost estimating of the educational facilities.

Mr. Stuart Schiller, a qualified professional and principal of the firm, then reviewed spaces and provided take-offs analyzed with the Architect's input including the quality of materials for construction, and provided final budget estimates based on the scope of work reflected for the addition.

The cost estimate for all of the work is also included in the Appendix and notes both hard and soft costs.

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The hard costs include material and labor escalations to mid-point of construction duration dates and project contingencies.

The contingency figure includes fees, project development costs, surveys, geotechnical, bonding costs, FFE, IT, Legal and other standard items.

The soft costs include A/E/Hazmat fees, special consultants, legal, approvals, peer review, project development costs, escalation, and other construction process costs.

Conceptual Project Budget:

Hard costs	\$ 14.8 M
Sitework	\$.5 M
Design and construction contingency	\$ 1.8 M
Soft Costs (inc. FF&E)	\$ 4.1 M
 Project Costs	 \$ 21.2 M

The project will be submitted for OSF reimbursement at the Westport Public Schools rate of approximately 11%. If the State reimbursement is attained, the funds returned to the Town of Westport for this project should be approximately \$2M, as there will be some ineligible items.

Both the design concept and also the budgets were reviewed by the Westport Public Schools Administration. Upcoming meetings with Board of Education and Board of Finance seeking budget approval using a PowerPoint slide presentation shall shortly be performed.

The above costs can be found in CSI Division cost breakdown format, with Conditions and Qualifications of the Budget attached in the Appendix of this report. Soils still need to be tested after the reports acceptance, if required.

Westport Public Schools shall be required to obtain a School Building Committee, approve this feasibility report, obtain initial local approvals and authorize the Superintendent's office to submit the Grant Application to the State of Connecticut Bureau of School Facilities in Hartford to commence this project, known as an EDO-49 Application.

A CM or project representative to Westport should be involved in this complex process, as was done in the last project.

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The Team involved in the planning work is below, and we thank them for their comments and contributions. Minutes of Meetings can be found in the Appendix.

Westport Public Schools Public Schools:

Superintendent	Dr. Elliot Landon
Director of School Business Operations	Mr. Elio Longo
Staples HS Principal	Mr. John Dodig

Other Staff:

Assistant Principal	J. Farnen
Assistant Principal	P. Micinillo
Social Studies Chair	L. Francese
Director of Secondary Education	J. D'Amico
Department Chair for Science 9-12	A.J. Sheetz
Math Department Chair	J. Wetzel

Design Team – Fuller and D'Angelo, PC:

Principal in Charge	Joseph Fuller AIA
Chief Designer	Said Zomorrodian
Project Architect	Frank DiFato RA

Engineers – ASW Engineers

Lead Engineering Principal	Phillip Steiner PE
Electrical Engineer	Joseph Renzulli, PE

Cost Estimators – Construction Program Solutions:

Principal	Stuart Schiller
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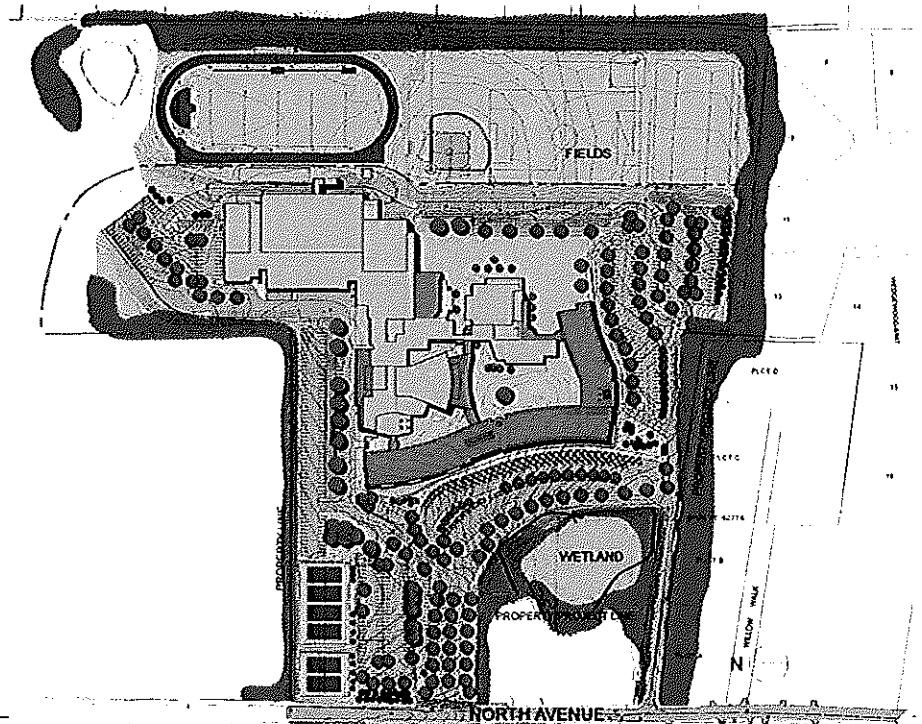
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SECTION 2: EXISTING BUILDING AND PROGRAM

The original High School buildings consisted of approximately 200,000 square feet, and were completed in 1958 as a California-style campus consisting of (9) individual free-standing structures. It had shortcomings to begin with, always dealing with an increased population as Westport grew.

Staples High School has been transformed to its current size of almost 500,000 sq. ft. due in part to several expansive renovations over the years. The connection of the California style campus buildings in 1979 and other improvements over the years, culminated with the large \$73M multi-phased addition and renovation that was completed in 2005 and 2006.

Many restrictions apply to the 102 acre site in the AAA Zone which make the project more complicated. Site work consisted of 16 acres of paving alone, with some steeper grading and an abundance of neighbor required screening with landscaping. Fields also have been improved; some of which are now synthetic in nature. A current site view is below.



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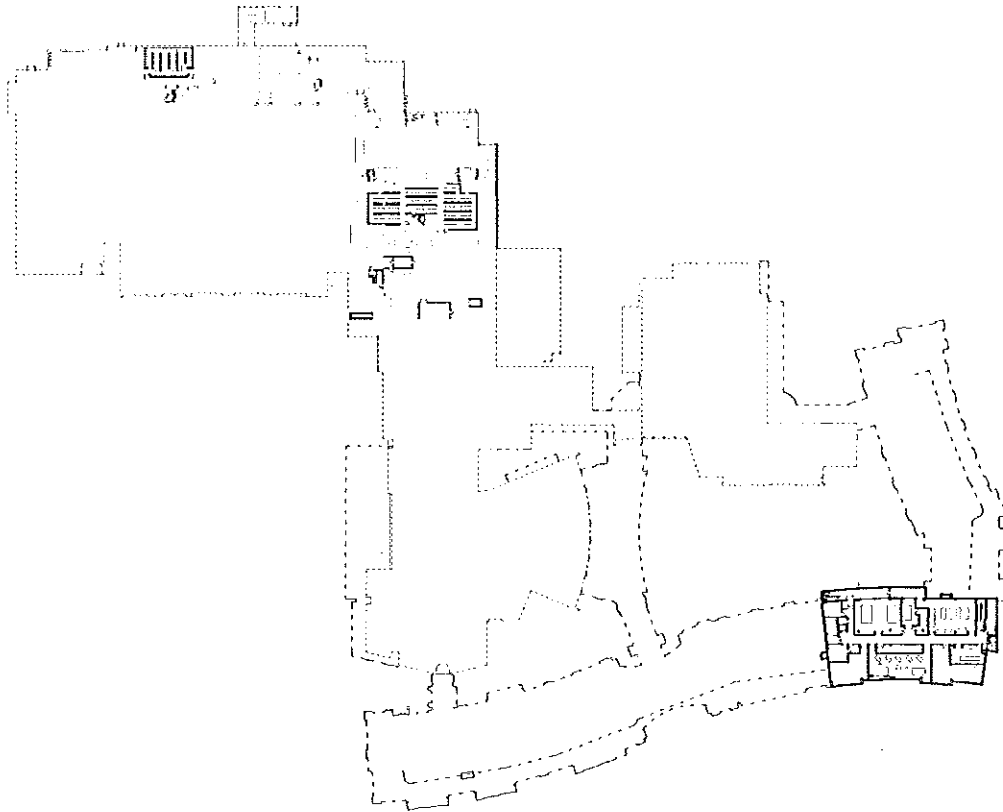
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The building now consists of some older remaining structures from the California style School (all remodeled), including the Gym, Auditorium, and original Cafeteria area, other connections that were made in 1979, numerous additions added including the Field House and Pool, later the renovated Auditorium, old auto shops renovated to classrooms and then the building totally reprogrammed, rehabilitated and added to in the latest major project. All the above creating the existing and current Staples High School per the plans below:



Level 0

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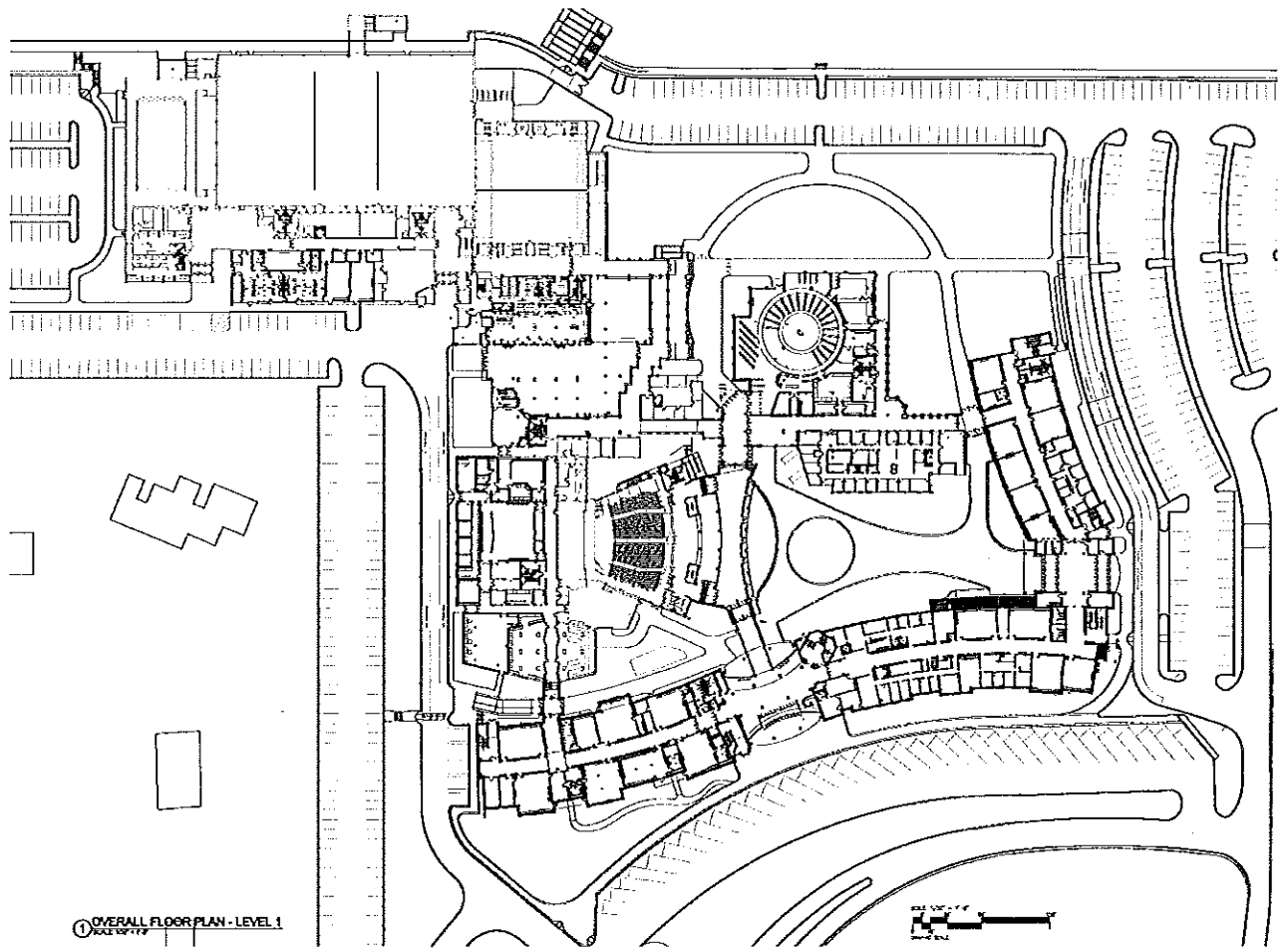
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Level 1

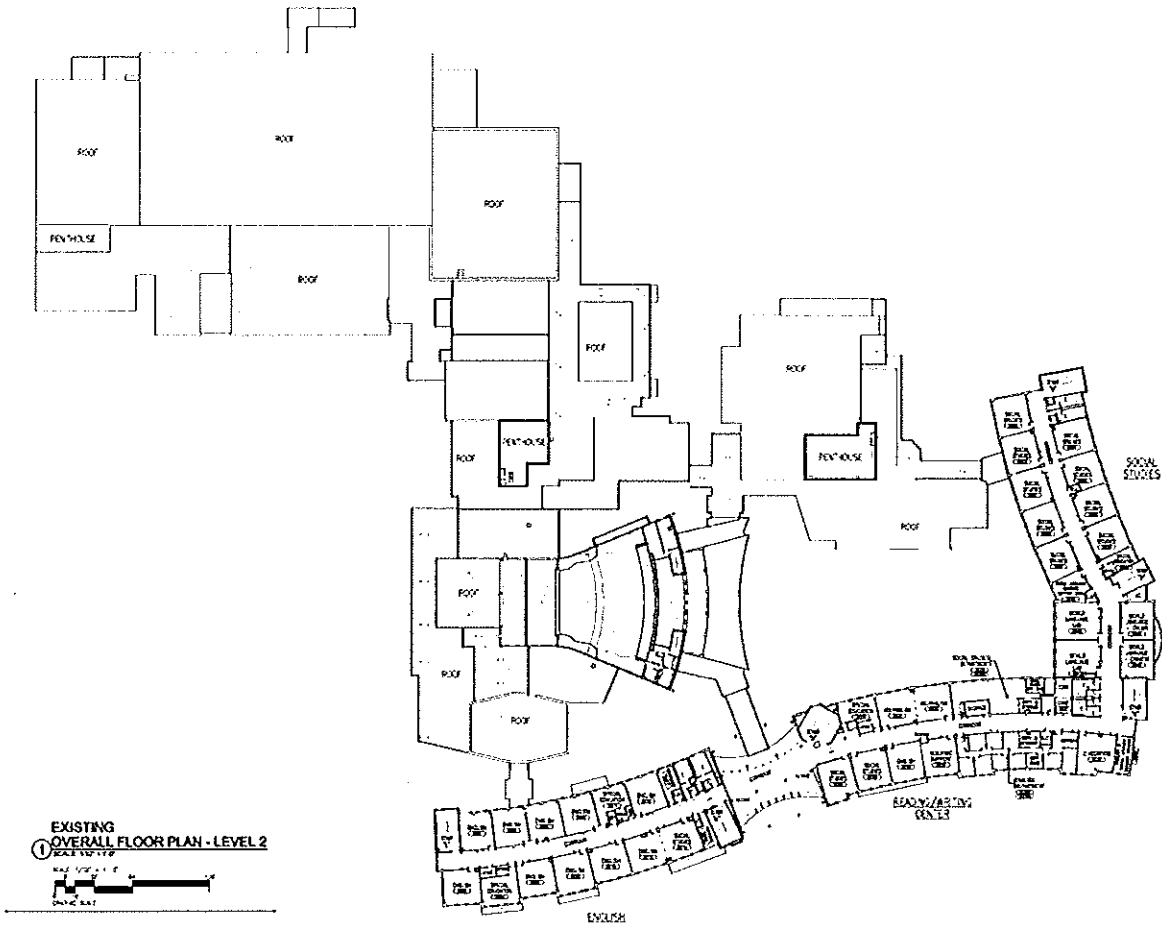
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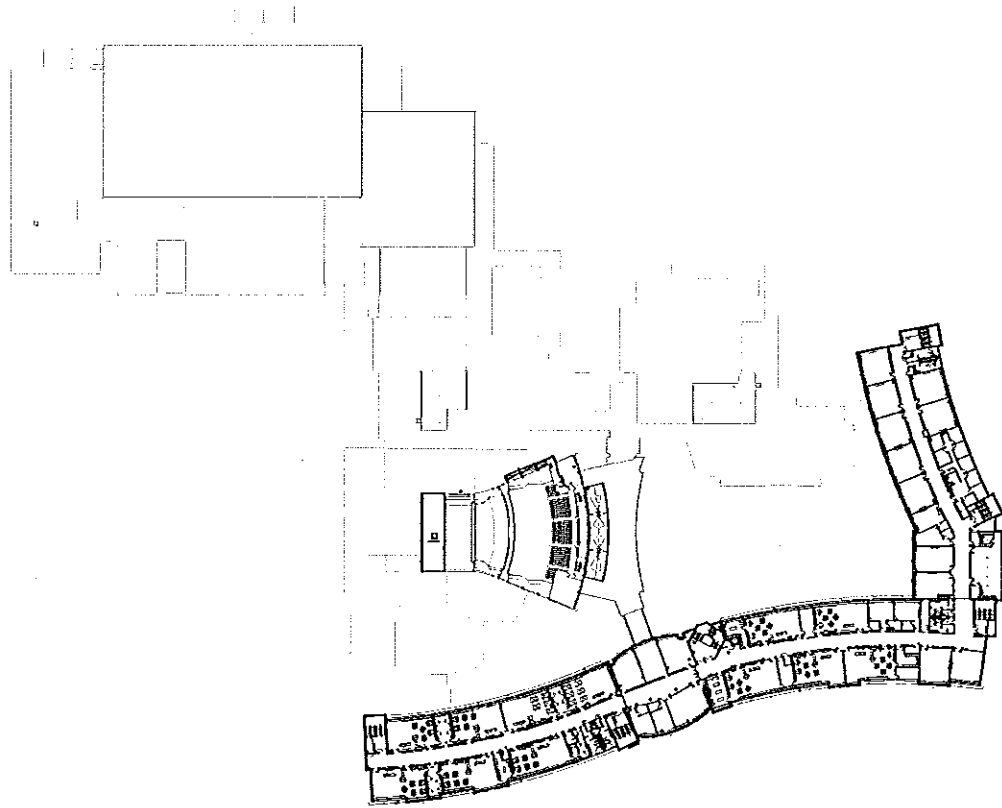
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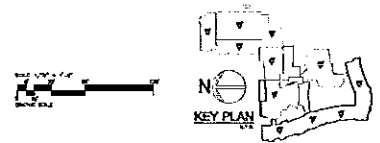
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① OVERALL FLOOR PLAN - LEVEL 3
DATE: 08-15-15

Level 3



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The most recent School addition was first organized in 2000-2001 using an educational design process and educational specifications which included an anticipated program with expansion capabilities and student population increases. After budget discussions these increases were eliminated from the project and the budgets cuts allowed only for the raw 2001 educational program to move forward. However it did not contain the originally planned 2000 student population level, and only had area for 1800 students in the final design. A full 6 classroom three bay, three story portion of the School was cut from that 2001 plan in the area eastward of the current K building. Fortunately, some systems and ductwork "T's" were placed (underground) in anticipation of possible future expansions into this area.

The new 2005 School addition consists of an outer high quality FX type brick, with metal stud back-up, and a solid foundation system on various underground soils. The windows are 40AWA rated for less noise disruption and evacuation type windows are included in classrooms. Roofs were EPDM rubber 60 mil type, with a 20 year warranty, so easy repairs could be made and costs kept reasonable.

The building envelope of the newer Staples functions adequately. Insulation values are high.

The older buildings also had new roofing systems applied and some facades repaired, new windows and curtain walls placed and the entire building reworked to provide an aesthetically homogenous appearance and feeling.

Interiors are designed for comfort of space allowing for collaboration areas, and a multipurpose Pre-assembly and large traffic flow area in front of the Auditorium. This Art Hall is now a multipurpose space. Budget cuts were fortunately not selected to affect the core Assets of the previous staples design, the Cafeteria and Media Center and Auditorium Pre-Assembly designs remained in-tact.

During the last project it was pre-planned that future additions to Staples would require classroom additions only, and no additional "Assets." The Assets of the building being defined as the Auditorium, Gym, Pool, Library, and Field House areas.

Other systems were affected also by budget cuts including but not limited to, the older boilers, pool mechanicals, older chillers and other mechanical related scope. Planning was thus redesigned and a lesser scope of work completed. Thus, today's Staples

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Mechanical systems require much needed improvements. Further work after the Energy Performance Contract (EPC) for any remaining system improvements requires to be highly considered.

BUILDING INFRASTRUCTURE OVERVIEW – MEP

INTRODUCTION

The below reviews the existing building Mechanical systems background including research, data gathering and program thoughts and ideas. It creates a foundation of existing building system uses that are currently in place.

During the design of the three story addition, the design engineers, AltieriSeborWieber, LLC of Norwalk, planned for the future Wing K addition to be connected to the existing systems that serve the building. Thus, this new planning process to add to K can move forward into the design concepts phase in an economical fashion.

Mechanical/Electrical/Plumbing for Staples High School were generally reviewed.

Information of the systems can be found below.

MECHANICAL

There are three boiler rooms: one in the pool area of Wing A, one in Wing E, and one Wing J. All are located in basement floor areas. The Pool boiler room was untouched during the renovation of and addition to the building. There is a dedicated chiller room in the basement of Wing J.

The Wing E Heating Plant consists of two boilers, each of 4,025 MBH (Net IBR) capacity, which serve Wings A through G. Primary/secondary pumping systems were designed, with secondary zones for Wing C, Wing D and Wings E/F/G. In addition, a glycol heat exchanger was designed to provide glycol hot water to heating coils in air handling units. Secondary pumps are provided with variable frequency drives.

The Wing J heating plant for Wings H through K consists of three cast iron sectional boilers, with space for a fourth boiler, in the event the Wing K addition is undertaken. The capacity of each boiler is 1,941 MBH (Net IBR). Hot water is distributed via primary/secondary piping loops to radiation zoned by exposure (South, East, North and West), as well as to the greenhouse. In addition, a glycol heat exchanger was designed to provide glycol hot water to heating coils in air handling units. A secondary pump is interconnected with the chilled water system, through a pair of three-way valves, to

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provide two-pipe heating or cooling to the fan coil units. Secondary pumps are provided with variable frequency drives.

Water cooled chillers with roof mounted cooling towers provide the chilled water for cooling. A 400 ton centrifugal chiller and a 100 ton rotary screw chiller were designed for Wings H through K. Chilled water pumps with variable frequency drives circulate the chilled water throughout the building at a rate required by the various fan coils that need cooling. The chiller plant and circulating chilled water system were designed with adequate capacity for the proposed addition to K Wing. An existing chiller in the Basement of Wing E serves the existing wings A through G. A heating secondary pump is interconnected with the chilled water system, through a pair of three-way valves, to provide two-pipe heating or cooling to the fan coil units in Wings H through K. A new cooling tower was added to the existing two cooling towers on the roof, and interconnected to the existing two cooling towers.

Air Conditioning and Ventilation:

Classrooms are air conditioned as is a major part of the School. The air conditioning system for Wings H through K is a coupled Dedicated Outside Air System (DOAS), with 100% outside air units located in the basement and interconnecting ductwork to recirculating fan coils that serve each classroom and similar space. Each recirculating fan coil units is programmed for demand control ventilation (DCV), which varies the outside air to the space based on sensed CO₂ levels. The DOAS capacity included future classrooms in the proposed addition to K Wing.

There is no major HVAC equipment located on the roof of the three story building (Wings H through K). A minimal amount of exhaust equipment (chemical hood exhaust, toilet exhaust, etc.) is located on the roof of the three story building. The aggregate area of the roof mounted equipment falls below the zoning restrictions placed on the building and maintained by the town, and the equipment is therefore not subject to height restrictions. Rooftop air conditioning equipment would not be allowed on the three story roof, as the allowable height would be exceeded, and we understand the Town will not grant variances for exceeding the allowable height. Accordingly, the major ventilation and exhaust air ducts from and to the DOAS were run under the first floor slab, and distributed vertically through shafts.

Controls:

The existing DDC building management system (BMS) will be extended into the proposed addition, and the head end will be modified to incorporate new equipment in the digital displays. New network panels and local controllers will be required, and

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will be integrated into the building wide LAN. New units will be interfaced with the BMS, and will be operated per the building occupancy schedule.

ELECTRICAL

There are two main electrical services to the building; one serving the older sections of the building and one serving the newer sections of the building.

Two emergency generators serve the building which are designed as an after event shelter which can provide a place to eat, sleep and bathe in the event of a prolonged power outage.

The normal and emergency systems have been designed to allow for load shedding in the event that the electric utility requests that a portion of the building's load be shed from the Utility's power grid.

The existing lighting were placed to allow for proper light levels, high enough for excellent reading capability for students and amply lit for safety. The new EPC being sought shall replace or re-lamp these fixtures as part of that project. Proper selection of the new lighting is needed to maintain the quality and character of the building lighting.

Intercom/Public Address:

There is 2-way micro-processor based communication system throughout the school, which allows for communications between any two rooms throughout. In addition, from any one location (specifically the central office or the Principal's office) distribution of public announcements, instructions and emergency conditions can be transmitted throughout the building. Public address speakers have been provided throughout the school in classrooms, corridors and public areas (gym, pool, field house, and cafeteria). This system shall be expanded to the new addition.

Clocks:

A stand-alone GPS master clock system with wireless GPS clocks has been provided throughout the building. This system shall be expanded to the new addition.

Fire Alarm:

We are proposing to provide addition points to an existing stand-alone, individually addressable, low-voltage, ADA compliant, non-coded, supervised, fire alarm system.

There are existing dedicated telephone lines which transmit to remote monitoring stations. This system is being updated as part of the Staples Security Initiative. The system shall be expanded and consist of, but not be limited to, the following:

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Sprinkler water flow and tamper switches with alarm modules shall be provided as required in the new addition. Pull stations shall be provided at all exits at each level of the new addition.

Smoke detectors shall be provided in corridors, common areas, in each mechanical equipment room, electric room, electric closets and selected unattended spaces as required. Elevator lobby and elevator machine room shall be provided with dedicated smoke detectors, which shall activate elevator controller and bring the new elevator to a predetermined level upon a fire alarm condition in elevator lobby/machine room.

Duct smoke detectors shall be provided in all air handling systems over 2000 cfm.

Heat detectors in elevator pit and on top of the elevator shaft to de-energize the elevator power source (via shunt trip breaker) and return the car to the designated level.

Combination speaker/strobe units shall be provided in all classrooms, corridors, offices and all common areas of the new addition. Strobe units shall be located in all single use bathrooms.

Interface with HVAC system for fan shut-down activation upon smoke alarm condition.

New system components shall be connected to a local fire alarm data gathering panel which shall be connected into the existing main fire alarm control panel and associated remote annunciator panels. The existing fire alarm annunciator panels which are located in two entrance vestibules of the existing building shall indicate all trouble and alarm conditions in new addition.

Power and Lighting panels:

New electrical panels shall be provided at each level to serve lighting, receptacles, outlets, equipment and appliances for all areas of addition. The new panels shall be fed from the existing electrical distribution system.

Emergency Power:

Emergency life safety and standby panels shall be provided to serve the emergency lighting, exit lights, mechanical heating equipment, fire alarm system equipment, security equipment and IT equipment throughout the new addition.

Receptacles and Outlets:

All proposed addition areas shall be provided with new receptacles and outlets in accordance with the architect's plans and in compliance with applicable codes.

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Lighting & Controls:

All addition areas shall be provided with a new indoor and outdoor lighting system consisting of predominantly LED and low voltage energy efficient fixtures. The lighting layout shall be provided by the Architect or Lighting Consultant. Lighting controls shall consist of the central, low-voltage microprocessor-based lighting relay panels and associated control stations serving common areas. All individual classrooms and offices shall be controlled via occupancy sensors with local override switches. Daylight harvesting can be considered for additional savings.

Information Technology:

Data outlets shall be provided throughout the new addition in accordance with architectural plans. CAT 5E or ACT 6 cable shall be run between each outlet location and terminate at patch panels located in new IDF closets on the first and third floors of the new addition. Fiber, coax and copper cables shall be run between the new IDF closets in the new addition to an existing IDF closet in the existing building.

The Information Technology System infrastructure shall be designed and be flexible for future expansions and upgrades throughout the addition and affected spaces.

PLUMBING**Water and sanitary Service:**

The existing plumbing systems shall be extended to serve the new addition. A new roof drainage system shall be provided and connected to the existing storm drainage system on site.

The domestic water system will be modified and extended from the boiler plant to the new building addition to supply domestic water to all new plumbing fixtures.

The plumbing fixtures sanitary system will consist of gravity drains and vent lines terminating on the roof.

Gas service:

The existing gas system will be modified and extended to all the equipment requiring natural gas. The local gas company will be contacted to verify if there is sufficient capacity on the existing gas service to support the planned addition if new gas-fired units are able to be used, given the height restrictions.

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Fire Protection

A complete code compliant fire protection system will be provided throughout the building addition. The existing fire service will be utilized as the source of water for the new sprinkler system. All fire protection piping in finished areas shall be concealed with concealed type sprinkler heads. The sprinkler systems shall be divided into zones coordinated with the fire alarm system. Standard wet type systems shall be protection. A wet standpipe system consisting of a riser in the proposed stairwell, with hose valves at each floor.

PROGRAM RESOLUTION

With the above knowledge we move forward to conceptual design knowing we can enhance the provision of an accurate and best practice solution to the creation of a new expanded and well-functioning larger Staples High School Building. Thus, best serving our children's 21st Century Education and supporting our community values.

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SECTION 3. ENROLLMENT AND PROGRAM REVIEW STAPLES HIGH SCHOOL

Fuller and D'Angelo received an enrollment report dated December 1, 2014 from the Board of Education, which was provided to them by Donald G. Kennedy, PhD, of NESDEC (New England School Development Council) with enrollment projected out through 2020. After review, it appears evident that an incline through 2019 to Staples is projected. We understand also the current document is short on actual current enrollment figures. The High School population of students is currently 1898, 43 students over those noted in the report. Most of the increase population is "in system" or coming up through the lower grades of the District now.

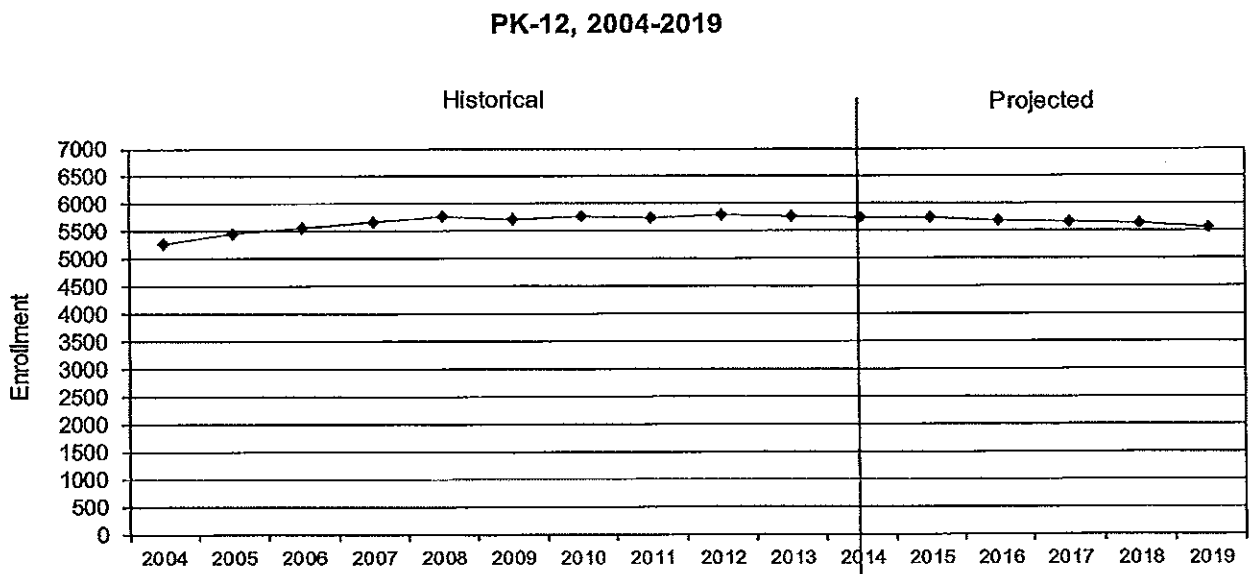
We have also requested and received from the Administration an in-house assessment of student population, due to current and older enrollment figures being based on birthrate alone. One can now determine this process of population projections may not be the most accurate.

Dr. Elliott Landon provided documentation showing an analysis of student growth based on this year's 3rd, 4th, 5th and 6th graders. The analysis is for 9-12 grade population in 2020-21. The analysis figure 2 chart shows a constant or average of 1900 children at Staples, with no "move in's" accounted for.

We also received STAPLES HIGH SCHOOL 10-YEAR SPACE EVALUATION and reviewed the document noting all of the additional program space since 2005 and also enrollment increases, staff increases and notes regarding the current "cramped" spaces at Staples, due to these factors.

Some common sense indicators show that Westport has an increasing population with new housing start-ups and multiple dwelling units being constructed along the Post Road and anticipated elsewhere in town. Also many families move into Town when children are in the 3rd to 4th grade, past years show a spike in enrollment during these grades, and the enrollment stays through 12th grade, as Westport is known for "Exemplary Schools".

The Figure 1 chart below depicts Westport enrollment per the Kennedy report.



It is apparent as one looks towards the right-hand side of the chart, that Westport will have an enrollment peak of 1901 students in 2019.

This is not inclusive of new program space, State credit requirements for neither education nor staffing and related administration needs.

The Figure 2 chart depicts Administration figures for Staples population:

2015-16: NESDEC=1888
2016-17: NESDEC= 1871
2017-18: NESDEC= 1912
2018-19: NESDEC= 1901
2019-20: NESDEC= 1875
2020-21 LONDON= 1876

The above shows an average of 1888 students at Staples, say 1900 over the next several years.

Dr. Landon also notes:

Based on my projections and those of NESDEC, Staples High School will continue to be in the 1900 student population range for at least the next six years. If history is a guide, however, it will continue to rise as there become fewer and fewer options for students in the Westchester/Connecticut region, leaving newcomer parents with no other option other than coming to Westport/Darien/New Canaan.

Currently, when you look at our program needs and projections and the high growth/stability rate of our student population at Staples, it is clear that an expansion for Staples is a vital necessity if we are to continue to prepare Westport's children for the 21st century and beyond.

We still require all new enrollment projections to be performed to include housing starts and construction through 2025, a ten year period to further confirm all population figures.

Again, Westport is well known for its Educational fortitude and great Schools, hence bringing many younger families to the Community.

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Projected Enrollment in Grade Combinations*									
Year	PK-5	K-5	K-6	K-8	5-8	6-8	7-8	7-12	9-12
2014-15	2492	2441	2909	3843	1841	1402	934	2789	1855
2015-16	2487	2435	2880	3797	1814	1362	917	2805	1888
2016-17	2439	2386	2845	3764	1807	1378	919	2790	1871
2017-18	2410	2356	2791	3701	1782	1345	910	2822	1912
2018-19	2393	2338	2781	3681	1779	1343	900	2801	1901
2019-20	2365	2309	2751	3635	1738	1326	884	2759	1875

See "Reliability of Enrollment Projections" section of accompanying letter.
 Projections are more reliable for Years #1-5 in the future than for Years #6 and beyond.

After analyzing the current Kennedy report, it does show a decrease in population extrapolating out 10 years, however also close to 1900 through 2021.

One does expect a newer demographic, and schools enrollment study to be performed during the course of planning the building addition, as was conducted during the last planning and building process; adjustments can be made later.

The updated enrollment chart is below, figure 3A.

School District: Westport, CT


11/24/2014

In 2014-15 there are 305 four-year olds known to be in Preschool placements.

Enrollment Projections By Grade*																			
Birth Year	Births	School Year	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	UNGR	K-12	PK-12
2009	168	2014-15	51	343	390	408	412	449	439	468	445	489	472	442	478	463	0	5698	5749
2010	192	2015-16	52	361	369	407	420	426	452	445	470	447	502	471	444	471	0	5685	5737
2011	176	2016-17	53	331	388	385	419	434	429	459	447	472	459	501	473	438	0	5635	5688
2012	175	(prox.) 2017-18	54	329	366	405	396	433	437	435	461	449	485	458	503	466	0	5613	5667
2013	186	(est.) 2018-19	55	350	354	372	417	409	436	443	437	463	461	484	460	496	0	5582	5637
2014	179	(est.) 2019-20	56	337	376	370	383	431	412	442	445	439	476	460	486	453	0	5510	5566

*Projections should be updated on an annual basis.

 Based on an estimate of births

 Based on children already born

 Based on students already enrolled

Figure 3A

Per the above chart enrollment is shown by grade.

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Calculating the program credit requirements and population increase the High School appears 8 Classrooms and other special spaces, including but not limited to STEM, PE, labs and computer skills rooms are short of needs. This does not include a room utilization factor.

It should be noted per the report that the eight year calculation of student population for (OSF) Office of School Facilities is not attainable with current enrollment reports, thus the design cannot currently warrant a final reimbursable count, nor figure.

We are not aware of a written synopsis of enrollment from (NESDEC) New England School Development Council.

With regard to staff increases see the below chart, a total of 40 new staff are at Staples now, since the opening year of 2006.

	Previous Count		Current Count
Teachers	130	Teachers	158.7
Admin/ Department Chairs	10.8	Admin/ Department Chairs	10.2
Library/Media	2.0	Library/Media	2.0
Counselors/ Social Workers/ School Psychologists	12.7	Counselors/ Social Workers/ School Psychologists	14.5
Non-Certified	15.4	Non-Certified	21.4
Instructional Staff		Instructional Staff	
Other Professionals	1.5	Other Professionals	X.X
Secretaries	17.1	Secretaries	9.5
Custodians	15.0	Custodians	18.0
TOTAL	203	TOTAL	234.3

It should be noted additional space at Staples shall increase this count of Staff.

With regard to program, additional program spaces have been added to Staples over the past 10 years. These Spaces per the report include:

Department	Program/Courses Added
Art	AP Studio Art 3D
Art	AP Studio Art: Drawing
Art	Honors Studio Art
Art	Animation
English	Advanced Journalism
English	Mythology and Bible Honors
English	Irish Literature
English	Visual Literacy: Art and Narration of Graphic Literature
Engineering	Robotics*
Math	Financial Algebra C
Math	Accounting A

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Math	Personal Financial Management
Math	Financial Decision Making in the Digital Age
Math	Multivariable Calculus BC
Math	Differential Equations
Media	Narrative Film Production
Media	Video Graphic Production
Music	Music Technology
PE/Health	PE Leaders Training
PE/Health	Emergency Medical Services
PE/Health	Lifeguard Training**
Science	Environmental Science Problem Solving
Science	Engineering and Applied Physics
Science	Zoology**
Science	Animal Behavior**
Science	Physics Honors
Science	Introduction to Programming
Science	Introduction to Web Programming
Science	Building Web Applications
Science	Software Development
Science	AP Computer Science
Social Studies	Global Themes H, A, B
Social Studies	AP World History
Social Studies	Contemporary World Studies
World Languages	Mandarin Chinese Levels 2-4 A and H
World Languages	Italian 2A, 3A, 4H
	*= Anticipated
	**=2015/2016

Also mentioned in the Evaluation Report are credit requirements, an increase by State mandate to 25 Credits for Graduation, up from 22 in 2005.

It is stated that “Staples high School is running at 118% of its original anticipated design.”

In order to accomplish fitting the increases of new student population and staff with enrollment projections plus program expansion, current credit requirements and with no further additional educational course requirements at an average class size of 25 students per class, the following class and support spaces are required:

- Mathematics Classrooms: 2
- World Language Classrooms: 2
- Graphic Art Classrooms: 1
- Keyboard Music: As-is
- Engineering/Computer/Lab: 1
- Engineering/Robotics/I-Lab: 1
- PE Health Classroom: 1

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- Joint large activity space including lectures/dance/conference and PE: 1
- Special Education: 3 + w/office similar to current setup
- Conference Room: 1
- Smaller teacher workroom: 1
- Cafeteria Expansion: 1
- Similar support storage in other spaces needed to fulfill the above program requirements

Discussions of a multipurpose Science center with a Robotics Lab were discussed, engaging the other sciences and Honors Studio Art, AP Studio Art, 3D and Drawing courses around same.

It should be noted that educational specifications are required to be developed for all spaces during the Pre-design Phases of the project.

A utilization factor of 80% (high) was used in calculating the number of new rooms. We have offered different concept solutions to placing these students and class areas. It should be noted that we shall review recaptured space within the existing building areas (for their initial purposes) as some have been overtaken at this time due to changes in curriculum and increased enrollment. Enlargements of space for students must include support areas including but not limited to Offices, Toilets, Storage, IT Closets and other similar areas typical to modern Schools.

Further, per the report, the maximum enrollment will provide 263 sq. ft. per child; however note this is slightly skewed by Staples having Asset's including a Field House and an indoor Pool in the calculation, per State guide lines.

The Field House and Pool contain 45,000 sq. ft. of space or equate to almost 10% of the total Facility area.

Hence with the two major Asset spaces noted above, spaces removed from the calculation, the area calculation will drop to 239 sq. ft. per student, note this is still above State Reimbursement Guidelines of 178 sq. ft. for grades 10, 11 and 12 and 164 sq. ft. for Freshman. See Figure 3B.

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Figure 3B

State Space Specification for Reimbursement Purposes

Projected Enrollment	Grades				
	Pre-K and K	1 to 4	5 to 6	7 to 9	10 to 12
	Maximum Allowable Square Footage per Pupil				
0-350	124	124	156	180	194
351-750	120	120	152	176	190
751-1500	116	116	148	170	184
Over 1500	112	112	142	164	178

Evaluation Report can be found in the Appendix.

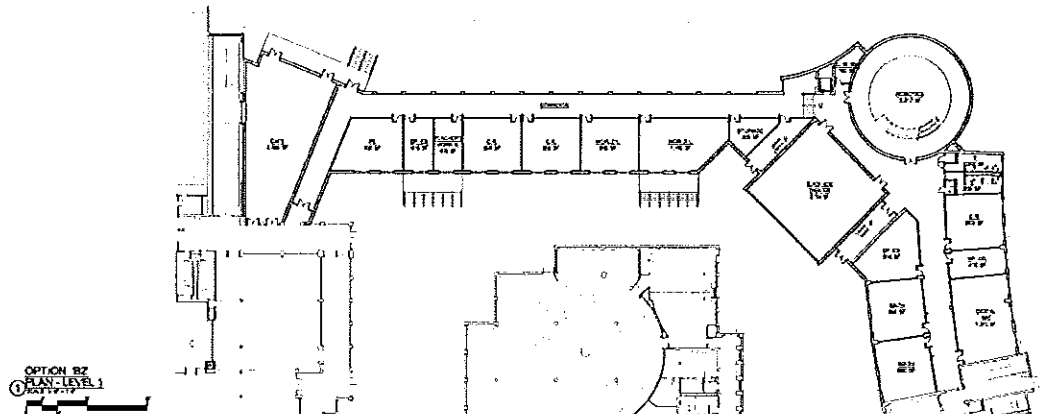
The enrollment report to 2019 and the staples 10-YEAR SPACE EVALUATION report are in the Appendix.

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SECTION 4. CONCEPTUAL DESIGN SOLUTION

Fuller and D'Angelo is familiar with Staples High School, having completed its most recent phased renovations in 2005 and 2006. We have recently reviewed the entire school again and discussed spaces with the staff and administration to obtain a current class layout understanding and then discussed the deficiencies which currently exist. The need for space issues will become even more important with increased enrollments. We reviewed the old Educational Program and Plans of the School. We understand the building extremely well, having been the Architects of Record for the 2005 renovation and additions. We have also become familiar with the current Space Evaluation Report and its noted increase in requirements.

Reviews were completed by the Administration with regard to their known increases in student population, new and projected program requirements and the additional credits now needed for graduation. After several meetings with the Town of Westport BOE Administration, all parties agreed to the space requirements of the new proposed building addition. The conclusion: A School addition with 12-14 Classrooms including Specialized Science, Computer Rooms, PE and Lecture space with related support facilities was agreed to be conceptually designed. A cafeteria space expansion is also required. Three concepts were developed and discussed; a "best scenario" or preferred building concept solution would be attached to both the current Y Building and cafeteria Wing. Thus the preferred floor plan of Concept "B" is below.



As agreed, site selection for the addition became a critical element in the design process. Firstly, there are wetlands or flood zones located per the survey on school property. Special filings shall again be required for this and due to the AAA zone the Schools resides within. Various areas for the addition placement were reviewed, as can be seen on the three possible expansion areas per aerial photograph, A, B, and C.

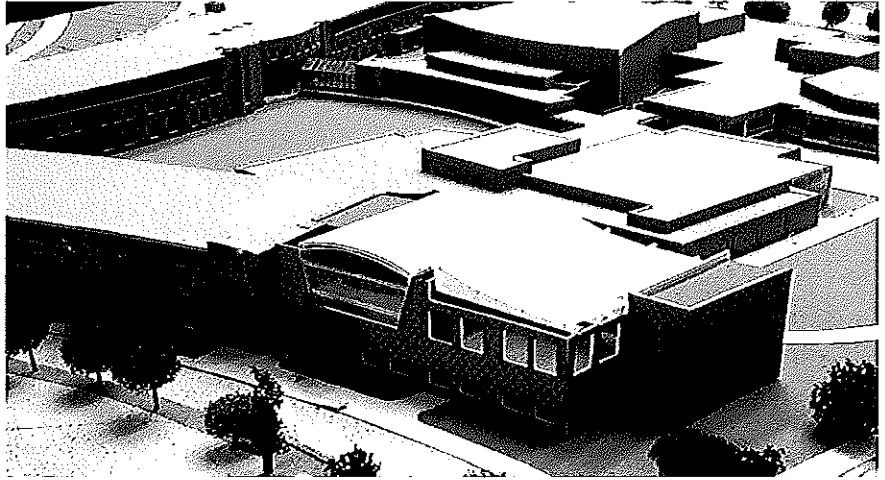
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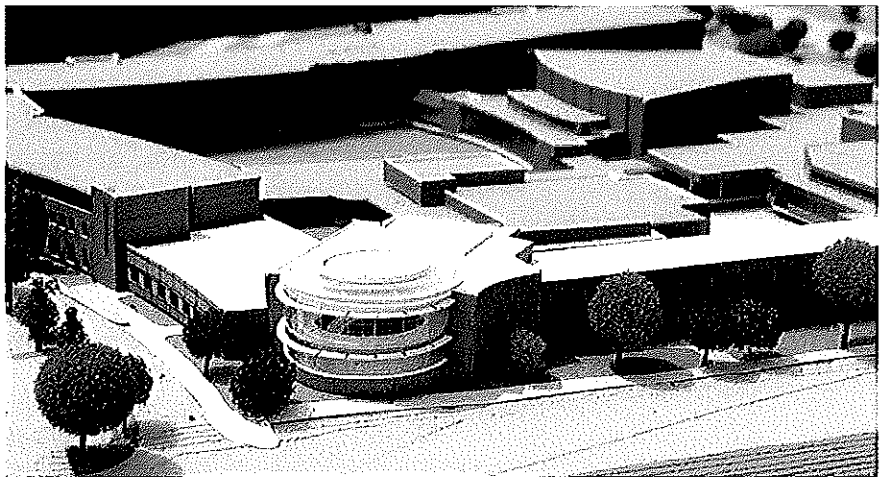
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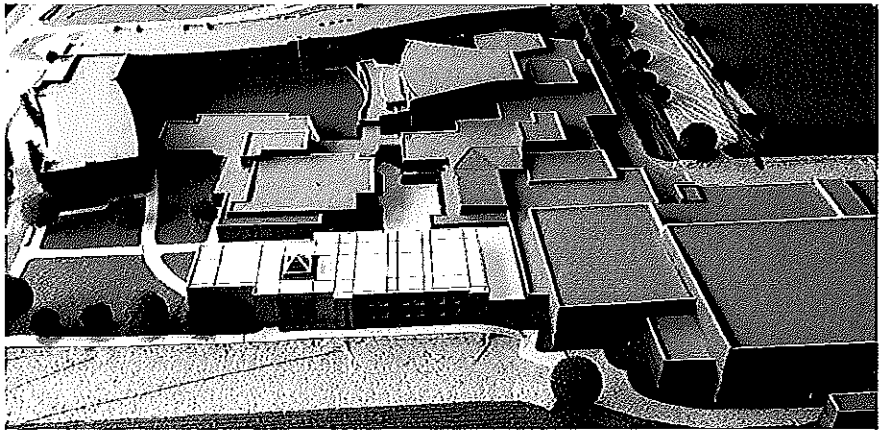
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Concept A



Concept B



Concept C

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The full size version of these Area programs and related plans are attached at the end of this section.

The constraints of the project include some grade changes from West to East, private property lines closest on the South side and fields to the East, dependent upon the concept areas to be included. Other project constraints included infrastructure on the property.

Site circulation was reviewed; existing parking areas and existing bus drop off areas, which are currently separated with busses in the front of the school and cars to the South entrance. Vehicular food deliveries and larger truck access to the building are from the Northern drive, towards the western facing back-of house areas. Our aim was to maintain these systems within our design solution, while increasing the parking capacities. There is a road (but with separate entrances) which makes it all the way around the School also circling in front of the where the football field exists. Though usually cordoned off service drive provides emergency and ambulatory access to same.

Part of the agreed program requirement is additional parking for the increase in students, administration and staff, which shall be placed towards the North. Expansion for parking here is a valid solution. The land is sloped, re-grading is required, and a retaining wall shall most probably be necessary.

In the site plan above, one can see the current roads, parking and bus drop/pickup areas.

In selecting a site to build the addition, Concept "A" was first reviewed, and though it provides a previously planned area for expansion, this concept plan was reviewed for attributes and non-attributes. It fits the program, however does not fit all adjacencies well, as it is not connected in loop form to the Cafeteria wing. Also the PE Health classroom would be a further distance from the current Gym areas.

Concept "B" was reviewed and creates a lot of advantages to a proper design. It loops the Eastern connections of the current "K" building and cafeteria Wing, and it allows for closer adjacencies of the expanded cafeteria to the current area, and also the PE Classroom to the gyms area. The concept also on the southern side creates closer adjacencies to the current functions of the K building spaces. This single story solution does cover more ground and FAR Floor Area Ratio however fits the educational requirements best. The solution does close off the exterior access, which creates better security, as a lesser amount of exterior wall is exposed to the "outer site area". Also by creating this "new pedestrian corridor loop" in concept "B" two new secure courtyards

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STAPLES HIGH SCHOOL
FACILITY PLANNING AND FEASIBILITY STUDY
Submitted by: Fuller and D'Angelo, PC
Architects and Planners
45 Knollwood Road
Elmsford, NY 10523
914.592.4444
AUGUST 5, 2015

are created within the school facility. The courtyard to the south will be able to support related science curriculum.

Concept "C"

Concept "C" is a concept that attached these spaces on one floor to the cafeteria side of the School. It is a three story structure with slightly better construction economies. After initial discussions and lack of adjacencies to the academic K building it was eliminated from consideration.

Other related Educational areas review:

Gym:

Existing gym areas are tight and students could use more practice space, as noted in the evaluations report, though the luxury of the Field House can incorporate a lot of activities. A fitness weight room is also needed, close to the Gym areas.

The new planned PE classrooms can be used for Leaders Training, Emergency Medical Services and Lifeguard training. In concept B this space will be closer to the Gym areas.

Library:

The existing Media Center shall stay as is, some adjacent meeting spaces, now 3D art and Media Makers rooms shall be removed and placed in to the new addition to reclaim the older meeting space which is currently lacking in the School.

Cafeteria:

The current Cafeteria kitchen area is handling the existing population well, but a larger kitchen area will be needed in order to handle the increasing population. More seating for each period of lunch is needed, with in between service vending for some of the population.

Auditorium:

As discussed the Auditorium 'as-is' appears to satisfy the current and new needs of the high school. A black box theater also supports the Auditorium and other Theatrical Arts programs.

Elective spaces:

Art Rooms, Music rooms and Computer rooms. Additional areas for Art and Music should be added, or reconfigured. The siting of the Digital Music spaces should be near the current so the "sounds" generated from Music area are away from the rest of the educational spaces, thus reducing the disturbance to the quieter classroom program spaces. If headphones are used to compose Music scores digitally only, anywhere may be appropriate. Graphic Art rooms and Computer rooms should be added to the School, so as to harmonize the AP and Honors experience levels. An additional i-Lab was discussed, a flexible computer room, useful for many other program required spaces also.

Administration:

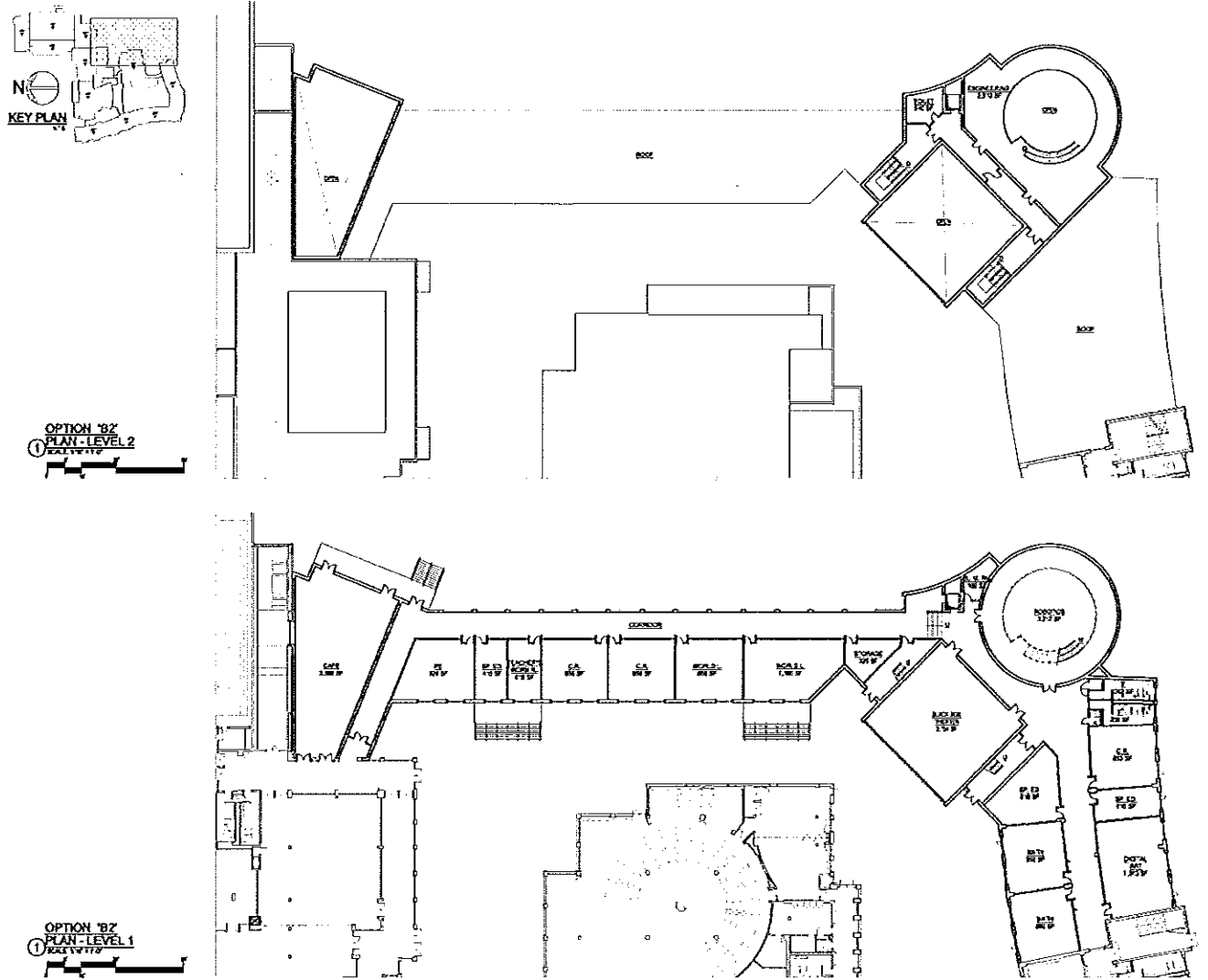
Administratively the present Main office space would stay as- is with a new supplementary Administration office for local administration placed in the addition, required additional special education offices, to support Special education classrooms, would be deigned similar to previous designs.

The Front Entrance is able to handle more students both for ingress and egress and the vestibule serves as a security portal also. The current enclosed front building area is designed as a waiting room.

Concept "B" plans and model views are on the next pages.

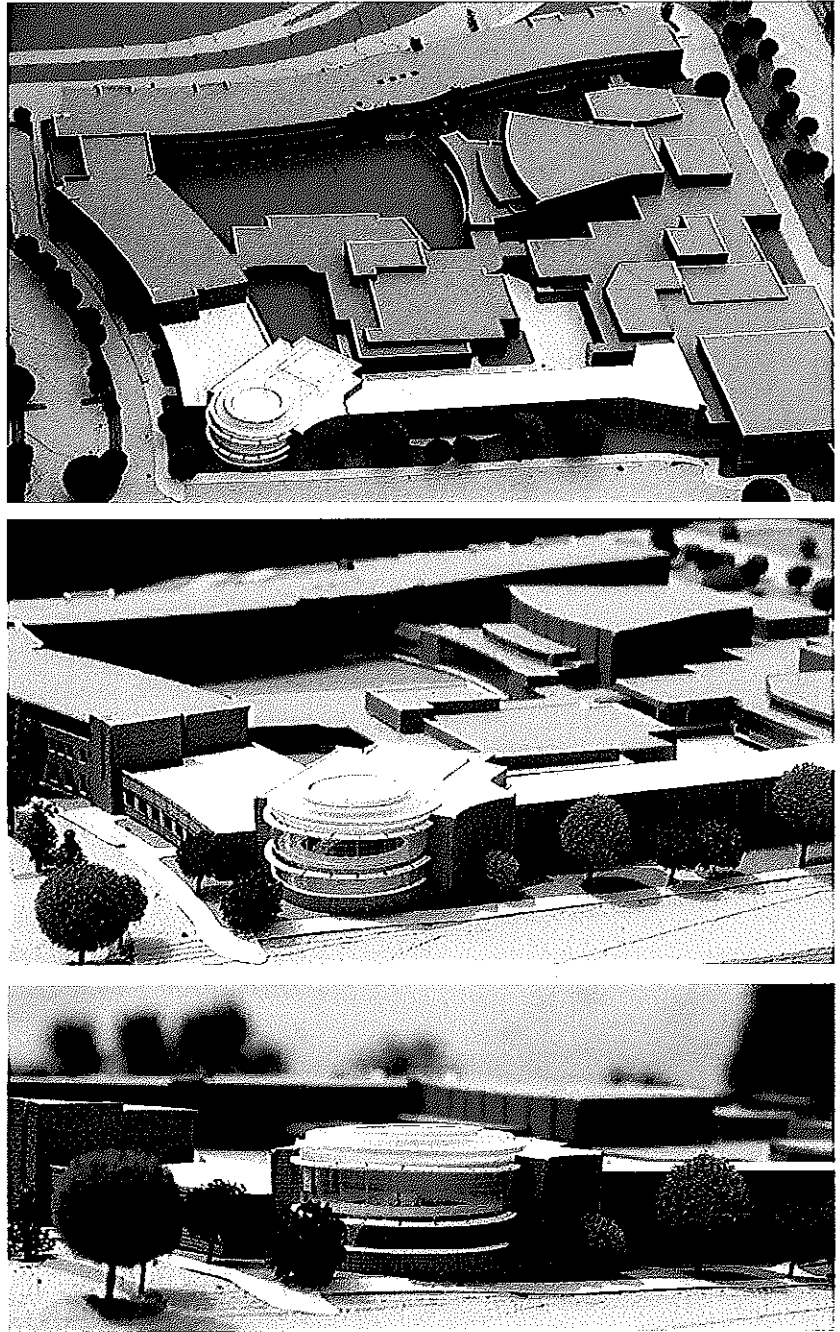
**WESTPORT PUBLIC SCHOOLS
STAPLES HIGH SCHOOL
FACILITY PLANNING AND FEASIBILITY STUDY**
Submitted by: Fuller and D'Angelo, PC
Architects and Planners
45 Knollwood Road
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AUGUST 5, 2015

CONCEPTUAL CONCEPT "B" DESIGN PLANS



WESTPORT PUBLIC SCHOOLS
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CONCEPT "B" MODEL VIEWS



**WESTPORT PUBLIC SCHOOLS
STAPLES HIGH SCHOOL
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AUGUST 5, 2015

After meetings with Stakeholders, a chart was developed as shown below to demonstrate the solution with the most positive attributes. Concept "B" was a clear "Best Solution" and became a preferred concept solution.

We do recommend approval of Concept "B" design solution mainly for educational adjacencies reasoning, however also security, as well as for student flow and connectivity (circulation) to other parts of the existing School. Educational Concept "B" also has no real, foreseeable negative aspects.

Further per the below Score Chart, we do not recognize that there are as many positive attributes for Concept "A" or "C", even if "C" would allow for site logistics score points by being able to increase parking in an area to the East, where "B" is suggested to be placed.

Staples High School

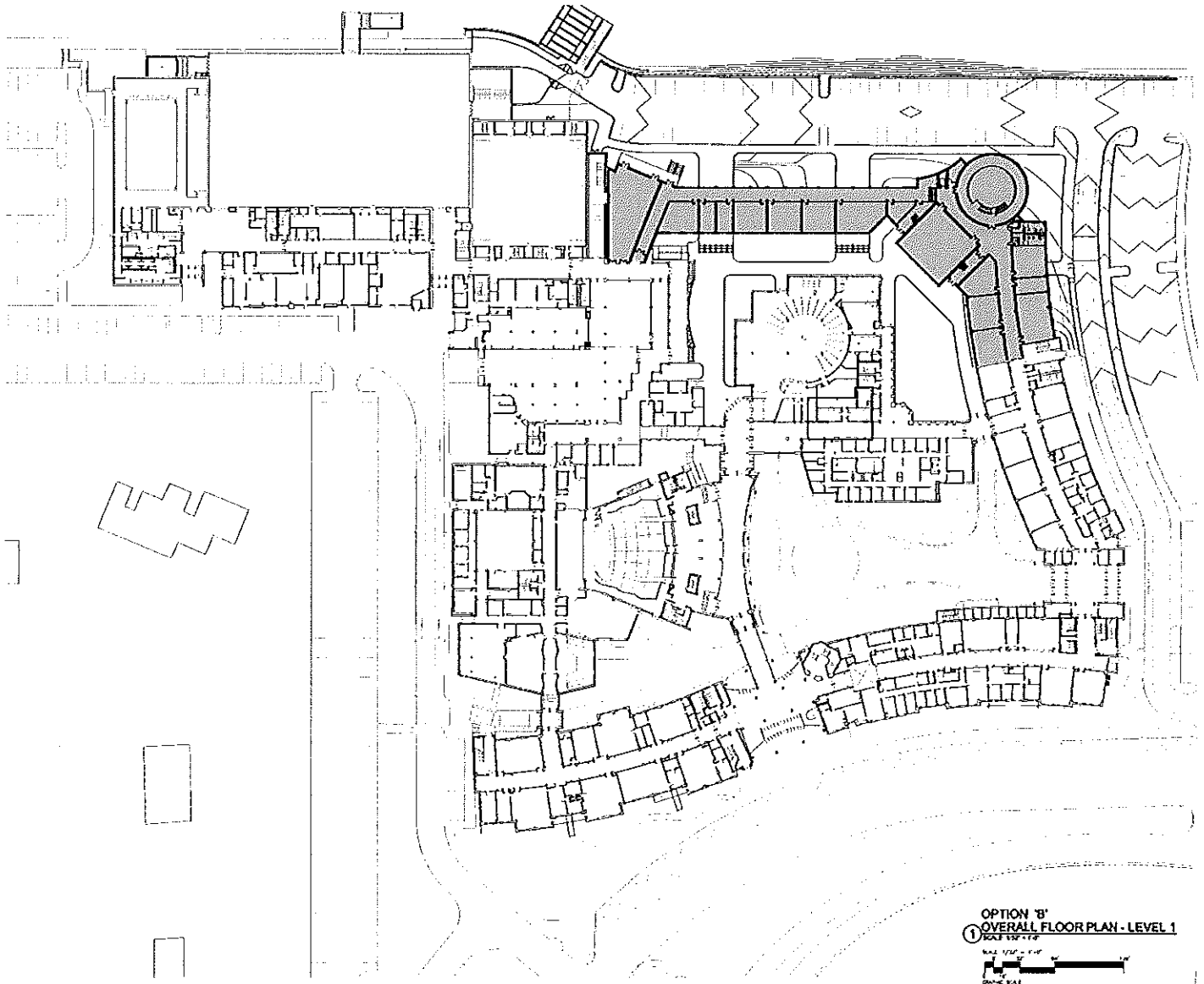
06.22.15

Concept Solution Comparison Chart

CONCEPTS	security	Identity	site logistics	educational adjacencies	building connectivity	TOTAL SCORES
A						0
B	x	x	x	x	x	5
C		x	x			2

X= one or two marks per category.

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Above, please find plan view of Concept "B" addition facility, which depicts an addition to the east of existing Building "K" and westward of the Cafeteria Wing as described above.

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914.592.4444
AUGUST 5, 2015

COST ESTIMATING AND DESIGN, APPROVALS and CONSTRUCTION SCHEDULE

Professional Cost Estimating has been completed for the selected design solution "B", as performed by CPS Construction Program solutions, Inc. Mr. Stuart Schiller has been providing this service to Architects, Construction Managers and Owners for numerous years and is close to many School building industry contractors. He is therefore able to gauge current pricing levels of CT. School construction.

The Conceptual Level Cost Estimate includes the hard cost subtotal of construction. In addition to this figure, material and labor escalation is added. Also, a design and construction contingency at this early stage of the project at 12.5% is added. All of these items total the hard cost figure.

Soft costs are then added including, A/E/Hazmat fees, borings, IT, surveys, legal, bonding costs, etc. This amount is currently 18%. FFE is separate.

Please refer to the attached "CONCEPTUAL LEVEL COST ESTIMATE" attached in the appendix for further breakdown of Concept "B" costs shown on page 8 of Section 1.

A preliminary schedule is added in the Appendix which reflects the known timeline at this stage of the project.

Costs are summarized:

Conceptual Project Budget:

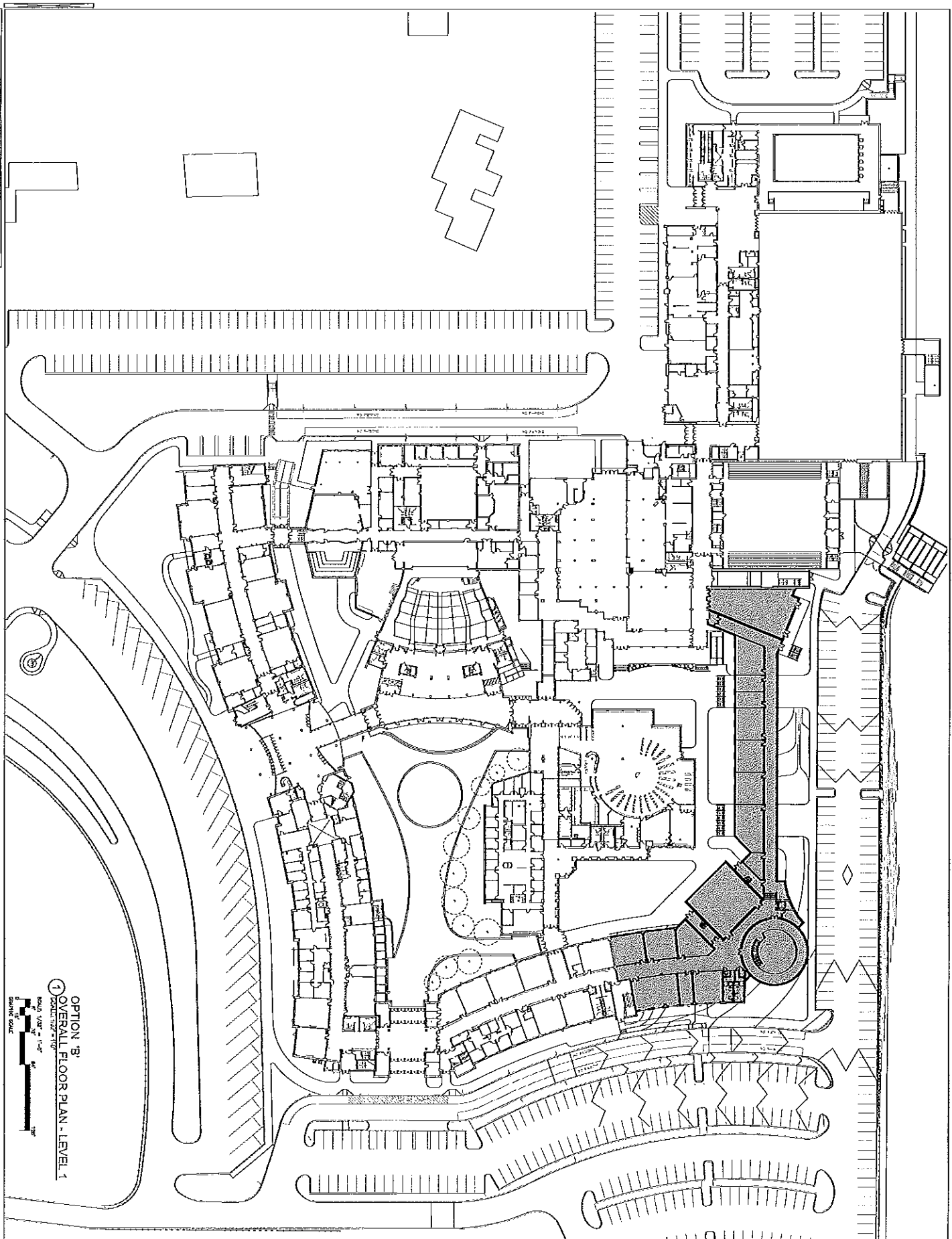
Hard costs	\$ 14.8 M
Sitework	\$.5 M
Design and construction contingency	\$ 1.8 M
Soft Costs (inc. FF&E)	\$ 4.1 M
 Project Costs	 \$ 21.2 M

Concepts (Options A, B and C) can be found on the next pages.

WESTPORT PUBLIC SCHOOLS
STAPLES HIGH SCHOOL
FACILITY PLANNING AND FEASIBILITY STUDY
 Submitted by: Fuller and D'Angelo, PC
 Architects and Planners
 45 Knollwood Road
 Elmsford, NY 10523
 914.592.4444
AUGUST 5, 2015

Staples High School Feasibility Study Concept B (Option B)

1F	Café	2,886
	PE	920
	Sp. Ed.	415
	Teacher's Work Room	415
	C.R.	856
	C.R.	856
	World Language	856
	World Language	1,160
	Storage	325
	Black Box Theater	2,754
	Sp. Ed.	816
	Math	850
	Math	860
	Digital Art	1,313
	Sp. Ed.	410
	C.R.	853
	T.	256
	T.	242
	Eiev. Mech. Room	180
	Robotics	3,217
	<u>1F Net Total</u>	<u>20,440</u>
	1F Gross Total	31,100
2F	Toilet	240
	Engineering	2,510
	<u>2F Net Total</u>	<u>2,750</u>
	2F Gross Total	5,220
	GROSS TOTAL	36,320



OPTION B
OVERALL FLOOR PLAN - LEVEL 1

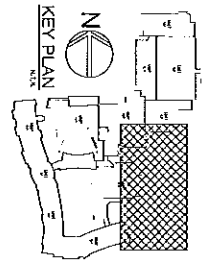


NO. OF SHEETS	1
DATE	10/15/00
PROJECT	STANLEY HIGH SCHOOL, FRENCH LANE
DESCRIPTION	OVERALL FLOOR PLAN - LEVEL 1
SCALE	1/8" = 1'-0"
DATE	10/15/00
BY	A-11
CHECKED BY	
DATE	
PROJECT NO.	151000.00

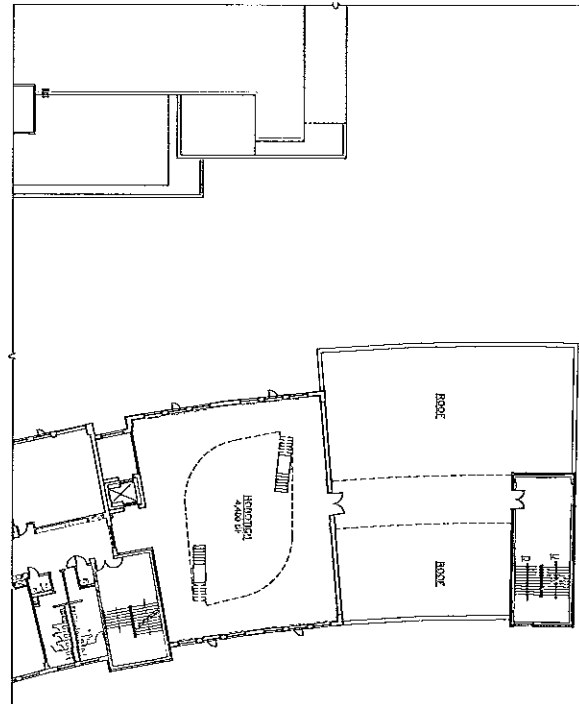
**FULLER
D'ANGELO
P.C.**
ARCHITECTS
PLANNERS

4400 International Blvd., Alhambra, CA 91803
Tel: 626.286.4444 Fax: 626.286.4444
10000 Wilshire Blvd., Suite 1000, Beverly Hills, CA 90210
Tel: 310.274.1111 Fax: 310.274.1111

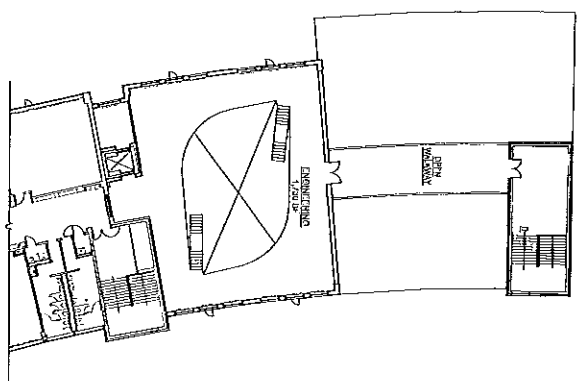
AS PER US CUSTOMER AGREEMENT, WORKS DESIGNED BY ARCHITECTS ARE THE PROPERTY OF ARCHITECTS. ARCHITECTS SHALL BE RESPONSIBLE FOR THE PROTECTION AND SECURITY OF THE ORIGINAL WORK. ALL RIGHTS AND INTERESTS IN THE ORIGINAL WORK SHALL REMAIN THE PROPERTY OF ARCHITECTS. THE CONTRACT AND SPECIFICATIONS AS INSTRUMENTS OF SERVICE BY ARCHITECTS ARE THE PROPERTY OF ARCHITECTS AND SHALL REMAIN THE PROPERTY OF ARCHITECTS. NO REPRODUCTION OR TRANSMISSION OF ANY KIND IS PERMITTED WITHOUT THE WRITTEN CONSENT OF ARCHITECTS.



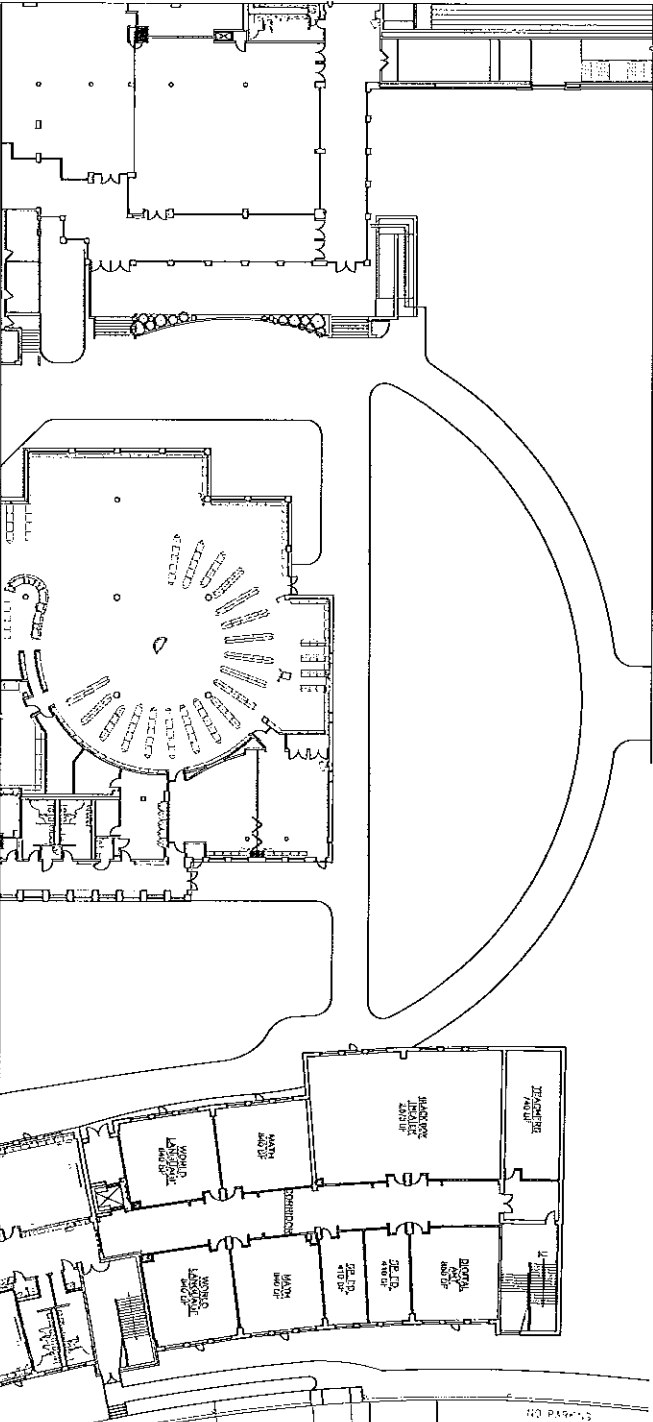
OPTION 'A'
PLAN LEVEL 2
Scale: 1/8" = 1'-0"



OPTION 'A'
PLAN LEVEL 3
Scale: 1/8" = 1'-0"



OPTION 'A'
PLAN LEVEL 1
Scale: 1/8" = 1'-0"



PROJECT NO. 15000-00	CLIENT 15000-00	ARCHITECT PHILLIP D'ANGELO ARCHITECTS 15000-00	DATE 15000-00	SCALE 1/8" = 1'-0"	SHEET NO. A-11	TOTAL SHEETS 15000-00	PROJECT TITLE PLAN-LEVEL 1, 2 & 3	ARCHITECTS PHILLIP D'ANGELO ARCHITECTS 15000-00	ALL RIGHTS RESERVED. NO PART OF THIS DOCUMENT MAY BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT PERMISSION IN WRITING FROM PHILLIP D'ANGELO ARCHITECTS.	ALL RIGHTS RESERVED. NO PART OF THIS DOCUMENT MAY BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT PERMISSION IN WRITING FROM PHILLIP D'ANGELO ARCHITECTS.
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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: School Security and Safety Plan

Date: August 31, 2015

Early in May of this year, Michael Gordon and Paul Block discussed the need for an overarching school security plan and Michael suggested that Paul meet with Marge Cion, Elio Longo, Mike Rizzo and me to work out the details. Essentially, the task was to outline the road taken from the beginning of our efforts to the present day, thereby presenting a roadmap for the future.

Following our discussions, Paul put together a visual portrayal of the essential elements of the "Westport Public Schools Security and Safety Plan" that resulted from our collaborative discussions. You will find the "Plan" as an attachment to this memorandum. This document will serve to govern our discussions with the Board, the Director of Facilities and Security, the District Committee and individual school building committees as further details emerge and are added to the "Plan" throughout the 2015-16 school year.

Paul will describe the contents of the "Plan" with the Board and the public at the Board of Education meeting of August 31.



Westport Public Schools

Security and Safety Plan

June, 2015

Outline

- I. WPS Security Vision
- II. Accomplishments Prior to Kroll Report
- III. Kroll Report Summary and Priorities
- IV. WPS District Priorities and Actions
- V. WPS District Policy
- VI. Specific Location Policy
- VII. WPS Human Resource Structure
- VIII. Human Resource Roles and Responsibility
- IX. On-Going Initiatives
- X. WPS Security Costs to Date
- XI. Summary and Next Steps

I. WPS Security Vision

The Westport Public Schools are committed to the safety and security of students, faculty, staff, contractors and visitors on its campus. In order to support that commitment, the Westport Public Schools have conducted an all-hazards review of its schools' emergency prevention, protection, mitigation, response and recovery procedures relevant to natural and human caused disasters.

We recognize the need to commit the appropriate municipal resources to ongoing training, exercises, and maintenance required in order to keep our school community safe. The Westport Public Schools rely on the commitment and expertise of individuals within and outside of the school community. Furthermore, clear communication between school and emergency management officials along with ongoing monitoring of emergency management practices and advisories is essential.

Effective school emergency management planning and the development of an all-hazards school plan cannot be accomplished in isolation. We recognize that it is critical that schools work with their district staff and community partners, including local emergency management staff, first responders, and public and mental health officials, during the planning process, as an effective school emergency operations plan is supported at the district level and integrated with other local, regional, and state plans.

II. Accomplishments Prior to Kroll

Strong Base

- Entrances monitored
- Key area video
- External lighting
- Emergency plans
- Periodic Safety Drills

Physical Enhancements

- Increased police patrols
- New dismissal procedures
- First responder swipe cards for entry
- Small incremental building/ground improvements

II. Accomplishments Prior to Kroll continued

School Climate and Threat Enhancements

- Liaison between pupil services and police
- Updated suicide prevention policy
- Four trained climate specialists
- Enhanced staff training on mean-spirited behavior
- Trained SPED support personnel in DBT
- Revised social skill curriculum all grades

III. Kroll Report Summary and Priorities

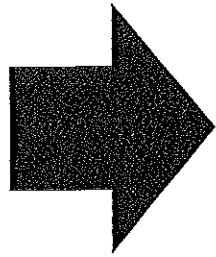
Kroll Report Recommended to:

- **Appoint Director of District Security**
- **Build a comprehensive district policy and plan**
- **Build individual policy and plans by location**

- **Focus on specific areas**
 - Prevention – mitigate internal and external threats
 - External Grounds – lighting, patrolling, surveillance
 - Building Access – doors, windows, access authorization
 - Communication – district, school, class and external
 - Infrastructure – human resources, assets, protocol, integration

IV. WPS District Priorities and Actions - Phase 1

- First Responders were engaged and involved
- Multiple recommendations were vetted and prioritized
- Recommendations were District and Location based and prioritized based on economic feasibility and optimal for Westport Public Schools security



Short Term Focus

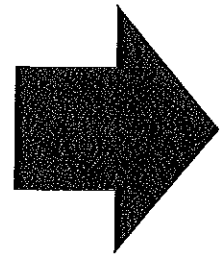
- ① Limit and Control Access
- ② Enhance Communication
- ③ Increase Training

List of Priorities Presented for Approval and Applied to all schools

- Installation of door locksets
- Window film
- Training and simulation with schools and first responders via new security assets
- NIMS training

IV. WPS District Priorities and Actions - Phase 2

- Review Human resource assets required to meet Kroll Priorities
- Enhance security and safety policy and procedures
- Appoint Committees per Kroll and Connecticut requirements
- Continue phase I security asset enhancements



Mid Term Focus

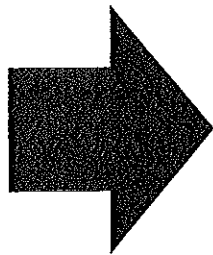
- ① Build Human Resources
- ② Enhance Policy and Procedure
- ③ Continue to determine assets, budget and fund sourcing

List of Priorities Presented for Approval and Applied to all schools

- Hire WPS Security and Safety Director
- Secure a Security and Safety Manager by location
- Build job description and establish job objectives for all nine security and safety personnel
- Establish a WPS district committee and a committee for each school location
- Establish a WPS system policy and similar For each school location
- Mass notification system interior/exterior
- Enhanced communication 2 way and to first responders

IV. WPS District Priorities and Actions – Phase 3

- Continue Phase II security asset enhancements
- WPS Security Director to build on Krill recommendation



Mid Term Focus

- ① Complete funding and implementation of assets

List of Priorities Presented for Approval and Applied to all schools

- Secure transfer of funds from FYE 15 budget surplus to fund added assets (estimated \$800k to \$900k)
 - Limit vestibule access
 - Upgrade video cameras
 - Install Safety Bollards
 - Blinds/shades for windows
 - Enhanced exterior lighting
- District Security and Safety Director

V. WPS District and Location Policy

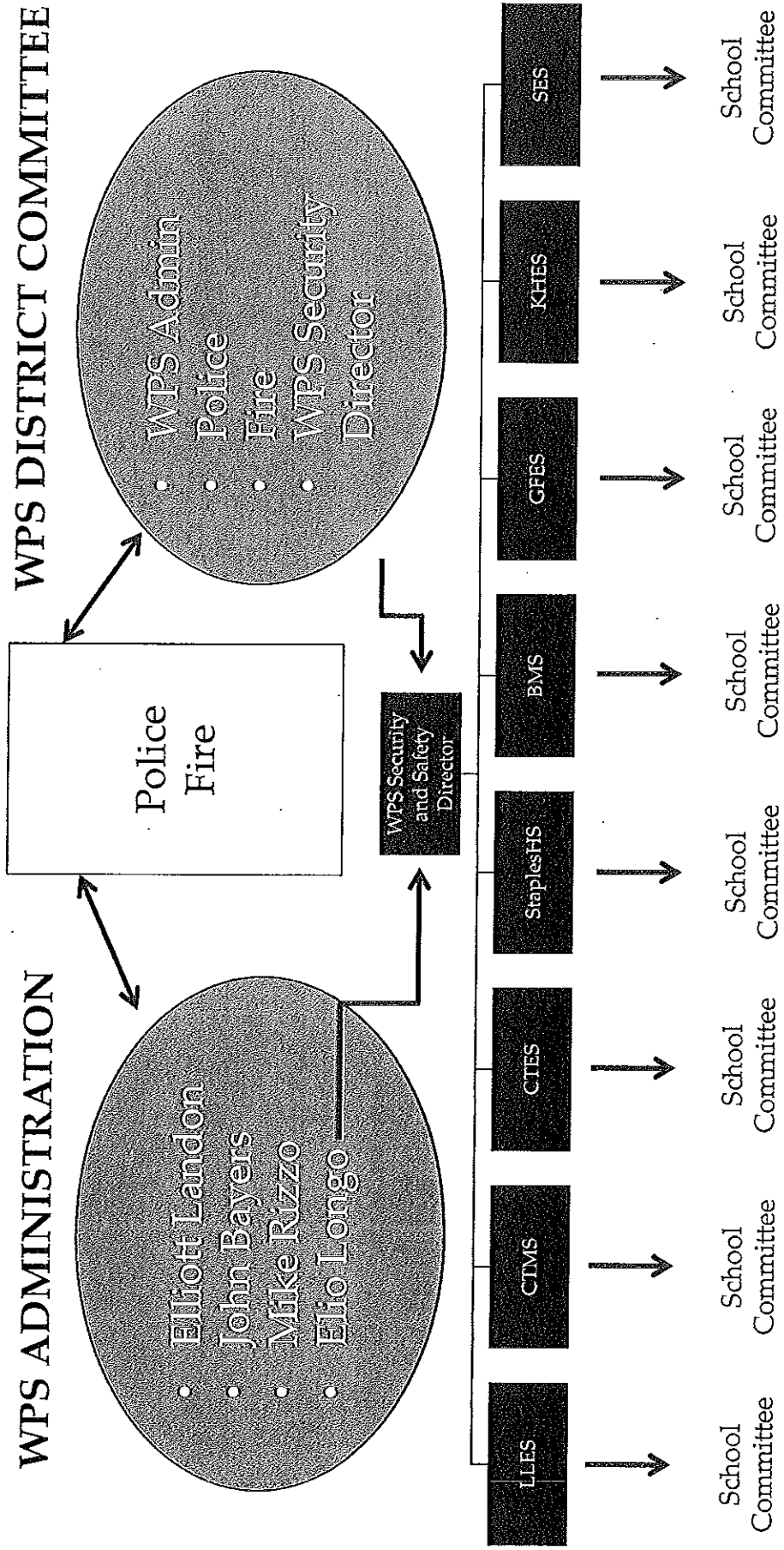
- Policy Binders available to BOE upon request
 - District Security Director to present policy and plan summary to BOE
-
- KEY COMPONENTS of WPS DISTRICT POLICY

V. WPS District and Location Policy

- Policy Binders available to BOE upon request
- District Security Director to present policy and plan summary to BOE

KEY COMPONENTS of WPS LOCATION POLICIES

VI. Human Resource Structure



VI. Human Resource Roles and Responsibility

BOARD OF EDUCATION

- Governance and oversight
- Review of policy and procedure
- Support funding requirements

WPS ADMINISTRATION

- Development of Security and Safety plan, policy and procedures
- Leadership and Management
- Support state and federal mandates relative to security and safety

WPS Director of Security and Safety (job description and performance objectives attached)

- Lead, manage and direct all security and safety initiatives
- Point person of each building
- Liaison with first responders
- Manage security and safety managers at each location
- Create policy, procedure and plans – update as needed

VI. Human Resource Roles and Responsibility

SECURITY and SAFETY DIRECTOR FOR EACH LOCATION (Job Description and performance objectives attached for one location)

- TBD

VII. On-Going Initiatives

Policies and Procedures - Aligned with District Practice, Kroll Report, and New State Requirements

Policies and Procedures:

- Suicide Prevention Policy - complete
- Internal Threat Assessment Policy – draft in progress
- Revision of Crisis Manual with input from First Responders -complete
- Planning for Tabletop Exercise –complete
- Review and Update of Security-Related Policies – draft in progress
- Personnel to Identify and Respond to Concerns about Students and Staff (Assistant Principals,, Guidance Counselors, Psychologists, Social Workers, Security Personnel) – in place

•District Initiatives that Support the Work of the Security and Safety Personnel:

- Social Skills Curriculum
- School Climate Committees and Training
- Team Structure in Middle Schools
- Diversity of Extracurricular Offerings at All Levels
- Staff Training - Responsive Classroom, DBT, Climate Specialists

VIII. WPS Security Costs to Date

Assets

- Door Locksets: \$150,872
- Window Film: \$441,395
- Mass Notification System: \$457,743
- Two-way Digital Radio System: \$249,985
- Running Total: \$1,299,995

- Phase III recommendations: TBD
(RFP in progress estimated to be (\$900K)

Additional Human Resources

- WPS Director of Security and Safety and 6 location security managers - \$250,000

IX. Summary and Next Steps

Security for After School and Summer Programs

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

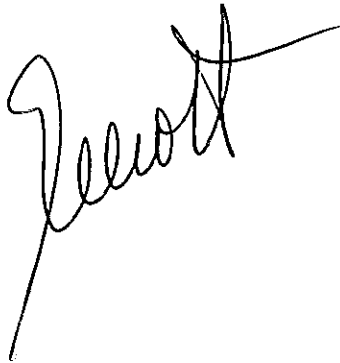
Subject: Summer Maintenance Projects Completed

Date: August 31, 2015

Appended to this memorandum may be found, "Westport Public Schools, Project Summary, Summer 2015 Completed Projects," as prepared by Elio Longo.

As you are aware, this was a very short summer for maintenance project completion. Nonetheless, under Elio's guidance and supervision, Ted Hunyadi, Craig Schmarr, and our maintenance and custodial crews did an incredible job in completing the many projects undertaken, cleaning the schools to perfection and having them fully ready for occupancy by students and staff on the first day of school.

Kudos to all!!!

A handwritten signature in black ink, appearing to read "Elliott", with a long, sweeping horizontal line extending to the right.

WESTPORT PUBLIC SCHOOLS
PROJECT SUMMARY
 Summer 2015 Completed Projects

<u>SCHOOL</u>	<u>PROJECT DESCRIPTION</u>	<u>AMOUNT</u>	<u>PROJECT CODE</u>	<u>ACCOUNT</u>
CES	Classroom Refurbishing	\$ 40,000	437-1604	Restorative/Preventative Maintenance
	TOTAL:	\$ 40,000		
GFS	Classroom Refurbishing	\$ 47,300	437-1604	Restorative/Preventative Maintenance
	Catch Basin Repair	\$ 1,850	432	Grounds Maintenance
	TOTAL:	\$ 49,150		
KHS	Classroom Refurbishing	\$ 38,705	437-1604	Restorative/Preventative Maintenance
	Paint Auditorium	\$ 7,500	437-1606	Restorative/Preventative Maintenance
	Speakers Auditorium	\$ 5,000	Donation	PTA Donation
	Gym Storage Room	\$ 18,645	Donation	PTA Donation
	Lead Abatement Gym Walls	\$ 8,870	431	Building Maintenance
	TOTAL:	\$ 78,720		
LLS	Classroom Refurbishing	\$ 40,445	437-1604	Restorative/Preventative Maintenance
	Sewer Manhole Repair	\$ 4,000	432	Grounds Maintenance
	Remove Grass along sidewalk & replace with asphalt	\$ 3,500	432	Grounds Maintenance
	Sidewalk Repairs by the Back Playground	\$ 3,500	432	Grounds Maintenance
	Conference Room Renovation	\$ 1,439	Donation	PTA Donation
	TOTAL:	\$ 40,445		

WESTPORT PUBLIC SCHOOLS
PROJECT SUMMARY
 Summer 2015 Completed Projects

<u>SCHOOL</u>	<u>PROJECT DESCRIPTION</u>	<u>AMOUNT</u>	<u>PROJECT CODE</u>	<u>ACCOUNT</u>
SES	Carpet to Tile	\$ 7,800	435-1602	Building Projects
	Classroom Refurbishing	\$ 24,350	437-1604	Restorative/Preventative Maintenance
	TOTAL:	\$ 32,150		
BMS	Classroom Refurbishing	\$ 37,550	437-1604	Restorative/Preventative Maintenance
	Hallways Replaced Crack Tiles & Concrete Repairs	\$ 14,927	437-1607	Restorative/Preventative Maintenance
	TOTAL:	\$ 52,477		
CMS	Classroom Refurbishing	\$ 45,000	437-1604	Restorative/Preventative Maintenance
	Pipe Insulation	\$ 13,906	435-1610	Building Projects
	Replace VFD'S for Chilled Water	\$ 5,855	431	Building Maintenance
TOTAL:	\$ 64,761			
SHS	Classroom Refurbishing	\$ 33,800	437-1604	Restorative/Preventative Maintenance
	TOTAL:	\$ 33,800		
	TOTAL:	\$ 391,503		

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: Memorandum of Agreement with Board of Finance-
Board of Education Carryover Account

Date: August 31, 2015

Attached to this memorandum may be found the Memorandum of Agreement that was passed by the Board of Finance at its public meeting held on Wednesday, August 19, 2015. The Memorandum of Agreement provides for the creation of an "Unexpended Education Funds Account" in accordance with Connecticut General Statutes Sec. 10-248a.

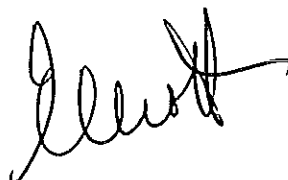
Entitled, "The Board of Education Carryover Account," it is to serve as a repository for unexpended operating funds of the Board of Education at the end of any fiscal year. The Board of Finance may deny such deposit or approve it with such amendments, reductions and conditions as it may determine. In no event may more than one per cent of the amount appropriated to the Board of Education for its operating budget by the Town for the fiscal year in question be deposited in the account.

Up to \$200,000 in the aggregate in the Board of Education Carryover Account may be expended by the Board of Education without the approval of the Board of Finance in any fiscal year. Additional expenditures may only be made with the approval of the Board of Finance.

If at any time in a fiscal year, the amount in the Board of Education Carryover Account is in excess of three percent of the funds appropriated to the Board of Education for its operating budget by the Town for such fiscal year, such excess shall be released to the General Fund of the Town.

ADMINISTRATIVE RECOMMENDATION

Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education authorizes the Chair of the Board of Education to sign a Memorandum of Agreement with the Board of Finance for the purpose of establishing an Unexpended Education Funds Account in accordance with Sec. 10-248a of the Connecticut General Statutes, the contents of such MOA to be included as part of the Minutes of the Board of Education of the meeting of August 31, 2015.



Memorandum Of Agreement

Whereas Connecticut General Statutes Section 10-248a provides:

Sec. 10-248a. Unexpended education funds account. For the fiscal year ending June 30, 2011, and each fiscal year thereafter, notwithstanding any provision of the general statutes or any special act, municipal charter, home rule ordinance or other ordinance, the board of finance in each town having a board of finance, the board of selectman in each town having no board of finance or the authority making appropriations for the school district for each town may deposit into a non-lapsing account any unexpended funds from the prior fiscal year from the budgeted appropriation for education for the town, provided such amount does not exceed one per cent of the total budgeted appropriation for education for such prior fiscal year.

Now therefore, the Westport Board of Finance and the Westport Board of Education agree as follows:

1. Pursuant to its authority under Connecticut General Statutes Section 10-248a, the Board of Finance hereby establishes an account named the Board of Education Carryover Account, which shall be maintained by the Finance Director of the Town of Westport and audited as any other Town account.
2. If funds appropriated to the Board of Education for its operating budget by the Town remain unexpended at the end of a fiscal year, the Board of Education may submit a request to the Board of Finance that such unexpended funds, up to a maximum of one percent of the amount appropriated to the Board of Education for its operating budget by the Town for said prior fiscal year, shall be deposited into the Board of Education Carryover Account. The Board of Education shall submit such request to the Board of Finance as soon as the Board of Education can identify the amount of unexpended funds for such fiscal year, but not later than the date by which the request can be placed on the agenda of a public meeting of the Board of Finance to be held prior to August 31. The Board of Education may also submit such request during the two months prior to the end of a fiscal year along with its good faith best estimate of the amount of its operating budget that will be unexpended at the end of such fiscal year. The Board of Finance may deny such deposit or approve it with such amendments, reductions and conditions as it determines.
3. Upon the written request of the Board of Education specifying the proposed use, amounts in the Board of Education Carryover Account shall be released without the approval of the Board of Finance to the Board of Education up to \$200,000 in aggregate of such releases in any fiscal year. Once the amounts released to the Board of Education from the Board of Education Carryover account in a fiscal year have in aggregate equaled the amount specified above, additional amounts from the Board of Education Carryover Account shall be released in such fiscal year only if the written request of the Board of Education specifying the proposed use is approved by the Board of Finance at a public meeting.
4. If at any time in a fiscal year, the amount in the Board of Education Carryover Account is in excess of three percent of the funds appropriated to the Board of Education for its operating budget by the Town for such fiscal year, such excess shall be released to the General fund of the Town.

5. The Board of Finance may terminate the Board of Education Carryover Account by resolution adopted at a regularly scheduled and noticed public meeting, in which case the balance of such account shall be returned to the General Fund of the Town.
6. Amounts deposited into and amounts released from the Board of Education Carryover Account shall not decrease or increase, respectively, any amount considered as the budgeted appropriation for education for a fiscal year for the purpose of considering a minimum budgeted appropriation requirement under Connecticut law for a subsequent fiscal year.

Signed

Chair of Board of Finance, authorized by Resolution adopted August __, 2015.

Chair of Board of Education, authorized by Resolution adopted August __, 2015.

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: 2014-15 End-of-Year Financial Report

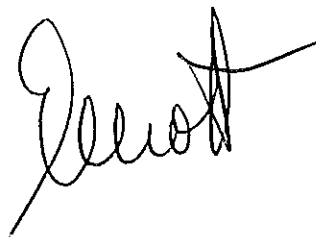
Date: August 31, 2015

Please find appended to this memorandum the 2014-15 End-of-Year Financial Report as prepared by Elio Longo.

You will note that we have an unexpended balance at end of year in the amount of \$223,762.73. Under the assumption that the Board of Education will approve the Memorandum of Agreement with the Board of Finance that establishes an "Unexpended Education Funds Account" (The Board of Education Carryover Account) in accordance with Connecticut General Statutes Sec. 10-248a, it is my recommendation that the Board of Education request of the Board of Finance that the full amount of \$223,762.73 be deposited in that account

ADMINISTRATIVE RECOMMENDATION

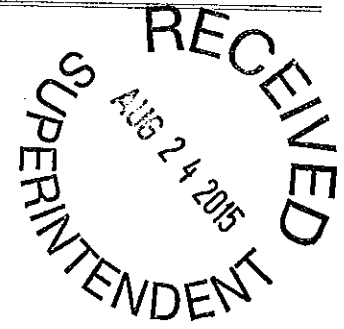
Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education approves the 2014-15 End-of-Year Financial Report as prepared by Elio Longo and included with the materials accompanying the memorandum relevant to this matter that is dated August 31, 2015.



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INTEROFFICE MEMORANDUM

TO: GARY CONRAD
FINANCE DIRECTOR
FROM: ELIO LONGO, JR. *EL*
DIRECTOR OF SCHOOL BUSINESS OPERATIONS
SUBJECT: 2014-2015 END OF YEAR CLOSE OUT
DATE: AUGUST 24, 2015
CC: E. LANDON, AND F. MEILAN



The status of the Westport Public Schools' 2014-2015 General Fund 01 as of June 30, 2015 is as follows:

Adopted Budget:	\$109,202,984.00	(101-06-60-650-00000-586100)
Expended through 6/30/15	<u>106,509,598.27</u>	
Balance Available	\$ 2,693,385.73	
Less Accounts Payable	588,636.63	
Less Payroll Payable	<u>92,924.02</u>	
Balance Available	\$ 2,011,825.08	
Less Continued Appropriation	<u>\$ 1,788,062.35</u>	
Balance	\$ 223,762.73	

The detail of the appropriation unexpended at 6/30/2015 (cash) includes:

2014-15 Accounts Payable:	\$ 588,636.63
2014-15 Payroll Payable:	\$ 92,924.02
2014-15 Outstanding Encumbrances:	<u>\$ 1,788,062.35</u>
Total cash unexpended at 6/30/2015:	\$ 2,469,623.00

The status of other 2014-2015 Board of Education funds is as follows:

Fund 04 -- Tuition Based Budgets

Revenue Received	\$ 162,256.39	
Accounts Receivable	<u>0.00</u>	
Total Revenue	\$ 162,256.39	(101-30-00-650-00000-431100)
Expended through 6/30/15	<u>160,877.97</u>	(101-06-60-650-00000-588000)
Net Funds Available	\$ 1,378.42	
Accounts Payable	<u>1,378.42</u>	
Return to Town	\$ 0.00	

Fund 07 – Private Schools Budget

Adopted Budget:	\$ 321,747.00	(101-06-60-652-00000-588000)
Expended through 6/30/15:	<u>321,747.00</u>	
Balance Available	\$ 0.00	
Continued Appropriation	<u>0.00</u>	
Return to Town	\$ 0.00	

Fund 08 – Grants

Revenue Received from 7/1/14 to 6/30/15	\$1,443,997.20
Less:	
Expended FY15 through 6/30/15	(1,610,096.09)
Accounts Payable (Paid through 8/15/15)	(4,564.31)
Payroll Payable (Paid through 8/15/15)	(1,288.00)
Encumbrances	<u>(7,377.57)</u>
Subtotal	\$(179,328.77)
Carry Forward from FY14	299,942.29
Paid FY14 Encumbrances	(118,784.31)
Refunded to State of CT FY13 & FY14	<u>(1,283.00)</u>
Subtotal	\$546.21
Return to State	\$0.00
Deferred:	
(Received Not Expensed or Encumbered)	2,561.18
Due From State: Encumbered Not Received	2,330.43

Fund 12 – Rentals & Reimbursements Budget

Revenue Received:	\$ 148,565.23	(101-70-00-651-00000-479023)
Expended through 6/30/15:	<u>148,565.53</u>	(101-06-60-651-00000-588000)
Balance Available	\$ 0.00	
Continued Appropriation	<u>0.00</u>	
Return to Town	\$ 0.00	


The status of the Westport Public Schools' 2013-2014 General Fund 01 as of June 30, 2015 is as follows:

Continued Appropriation	\$ 1,233,947.57
Total Payments made: 6/30/15	<u>1,053,420.31</u>
Balance Available	\$ 180,527.26
Continued Appropriation	<u>0.00</u>
Return to Town	\$ 180,527.26

I would like to thank you and your staff for your assistance throughout the past year.

INTEROFFICE MEMORANDUM

TO: ELLIOTT LANDON
SUPERINTENDENT OF SCHOOLS

FROM: ELIO LONGO, JR. 
DIRECTOR OF SCHOOL BUSINESS OPERATIONS

SUBJECT: 2014-2015 END OF YEAR FINANCIAL REPORT

DATE: AUGUST 27, 2015

CC: F. MEILAN, BUDGET FILE

The 2014-2015 fiscal year has been closed and reconciled with the Town of Westport's records. The year ended having spent \$108,979,222.23 or 99.80% of the \$109,202,984 budget with a \$223,761.77 fund balance.

The following are the final general fund balances in the designated line items (see *Exhibit A for detailed references*):

ACCOUNT CATEGORY	AMOUNT
100s – Salaries	\$181,743
200s - Employee Benefits	109,348
300s - Contracted Services	(7,112)
400s - Purchased Property Services	(366,269)
500s - Other Purchased Services	397,121
600s - Supplies and Materials	4,236
700s – Equipment	(81,614)
800s - Other Expenses	(13,691)
Net Surplus/Deficit	<u>\$223,762</u>

The Board of Education traditionally approves final transfer of funds to enable the Administration to make a final adjustment to budgeted line items so that actual expenditures are reflected for the year. The adopted budget remains as adopted which will allow for an appropriate comparison between budget and final expenditures should the need arise. Therefore we are requesting the following:

~~~~~  
**I. ADMINISTRATIVE RECOMMENDATION:**

**It is requested that the Board approve the following transfers:**

**Transfer from:**

|                              |           |
|------------------------------|-----------|
| 100s – Salaries              | \$181,743 |
| 200s - Employee Benefits     | 109,348   |
| 500s - Other Purchased Svcs. | 177,595   |
|                              | <hr/>     |
|                              | \$468,686 |
|                              | <hr/>     |

**Transfer to:**

|                                    |            |
|------------------------------------|------------|
| 300s - Contracted Svcs             | \$7,112    |
| 400s - Purchased Property Services | 366,269    |
| 700s – Equipment                   | 81,614     |
| 800s - Other Expenses              | 13,691     |
|                                    | <hr/>      |
|                                    | \$ 468,686 |
|                                    | <hr/>      |

~~~~~  
A review of Exhibit A, Expenditures by Object Codes indicates the following:

100s - Salaries - \$70,405,743 was expended; 99.7% of the adjusted budget appropriation. Certified Salaries contributed an available fund balance of \$481,012 as a group. The savings having resulted from additional staff turnover and interim certified administrator assignments. Non-certified salaries closed the year with a shortfall of \$80,066; the deficit having resulted from the BOE corrective action to support the Adult Ed Mandated programs. Other Salaries as a group closed with a \$219,203 deficit; \$216,439 having resulted from additional expenditures for Long Term Subs. The Long Term Subs account shortfall was adequately covered by the positive balance in Certified Salaries accounts. We can attribute the remaining Total Salaries positive fund balance to the direct savings having resulted from a favorable recruitment process, fewer class sessions and the cost avoidance of not hiring reserve teachers.

200s - Employee Benefits – \$17,416,145 or 99.4% was expended in this category leaving a fund balance of \$109,348 in these accounts. Of particular note is the BOE's commitment to fund the Health Insurance Fund the full Account 210 Health Insurance appropriation. The positive fund balance almost entirely resulted from the significant savings in Account 250 – Unemployment Compensation. The account has been reduced to \$50,000 for FY16.

300s - Contracted Services – \$1,323,034 was expended (100.5% of adjusted budget) in this category of accounts leaving a group shortfall of \$7,112. Costs for legal representation were higher than budgeted; however, savings in Account 330 Other Prof/Tech Services provided an offset.

400s - Purchased Property Services - A total of \$7,241,403 was expended or 105.3% of this adjusted budget category leaving a fund balance shortfall of \$366,269. Electricity and Natural Gas are the two largest expenditures in this category. While electricity expenditures came in at budget we did not fare as well with natural gas. Account 414 Natural Gas ended the year with a shortfall of \$324,283. Extreme volatility in utility prices coupled with a cold winter experience would explain the large variance.

500s - Other Purchased Services – This represents \$7,965,351 or 95.3% of the category leaving a fund balance of \$397,121. A fund balance in special education tuition of \$315,555 in Public and Private Tuitions is net of the Excess Cost reimbursements from the State Department of Education. Tuition Litigation (account 567) exceeded the original budget appropriation by 25%, more in line with FY 13-14 spending.

600s - Supplies and Materials – These accounts reflect expenditures of \$2,805,907 or 99.8% with an unexpended balance of \$4,236. Every effort was made to spare the classrooms of reductions to instructional supplies and materials.

700s - Equipment – A category shortfall in the amount of \$81,614 (106.6%) having resulted from a need to replace two (2) Facilities vehicles and furniture.

800s - Other Expenses – A total of \$503,857 was expended or 102.8% of this budget category, leaving a group shortfall of \$13,691.

Included in this report are several exhibits that help to explain the activities of the fiscal year as follows:

- Exhibit A General Fund Operating Expenditures by Object**
This report details the financial records by object, i.e. what types of goods and services were purchased during the year.

- Exhibit B Tuition Based Budgets**
This report represents expenditures supported by tuition payments received from other school districts and Preschool participants. No expenditures are made from this fund without the corresponding revenue to support the payments. Comparison to budget is merely a reference and does not generate “turnback” funds to the town.

- Exhibit C Private School Services**
This report represents mandated program expenditures such as a school nurse and transportation for Green’s Farms Academy.

Exhibit D

State & Federal School Grants

This report details the total state and federal grants received and expended during the fiscal year. The two largest grants received are IDEA Part B to support special education children and Title I ESEA for programs supporting children who are educationally at risk. Most federal grants are of a two year duration which allows funds to be "carried over" to the following fiscal year.

Exhibit E

Rentals & Reimbursements Summary

This report summarizes the activity indicating the source of the revenue (Activity Code) and the total expenditures made for each activity. The Board of Finance and RTM use this report to appropriate the funds expended as part of the Town's year end closing process.

Exhibit F

Project Summary

A summary report of maintenance projects that were either completed or work-in-process during the 2014-2015 fiscal year.

II. ADMINISTRATIVE RECOMMENDATION:

It is requested that the Board approve the End of Year Financial Report as presented.

WESTPORT PUBLIC SCHOOLS
Financial Report - Fiscal Year End 2015
as of June 30, 2015

2011-2012 Year-End Expense	2012-2013 Year-End Expense	2013-2014 Year-End Expense	Object Code	Descriptions	2014-2015 ADOPTED BUDGET	2014-2015 ADJUSTED BUDGET	2014-2015 ENCUMBERED TO DATE	2014-2015 EXPENDED TO DATE	FYE (unaudited)	FYE BALANCE	% of Budget Expended
4,715,778	4,825,475	4,791,627	100	Certified Administrators	4,965,977	4,965,977	-	4,854,834	4,854,834	111,143	97.8%
1,588,688	1,619,710	1,689,694	101	Directors	1,703,364	1,703,364	-	1,673,540	1,673,540	29,824	98.2%
20,554,344	21,324,451	21,922,122	102	Reg Ed Teachers	22,778,263	21,913,416	529	21,903,309	21,903,838	9,578	100.0%
10,625,691	10,894,081	11,210,927	103	Special Area Teachers	11,595,160	11,195,160	-	11,149,855	11,149,855	45,305	99.6%
2,802,386	3,143,981	3,226,379	104	Support Teachers	3,298,943	3,298,943	-	3,266,368	3,266,368	32,575	99.0%
266,096	165,289	164,520	105	Curr/Instr Resource	167,411	167,411	-	153,024	153,024	14,387	91.4%
869,793	895,681	885,438	107	Library/Media Teachers	907,428	907,428	-	884,215	884,215	23,213	97.4%
1,345,175	1,367,787	1,373,103	108	Guidance	1,384,956	1,384,956	784	1,362,602	1,363,386	21,570	98.4%
3,926,457	4,050,464	4,284,151	109	Special Ed Teachers	4,332,686	4,332,686	-	4,307,725	4,307,725	24,961	99.4%
1,505,565	1,573,222	1,634,600	110	Psychologists	1,673,166	1,673,166	6,166	1,625,797	1,631,963	41,203	97.5%
284,481	289,777	294,526	113	Social Workers	301,515	301,515	162	280,028	280,190	21,325	92.9%
1,049,355	1,085,749	1,127,943	114	Speech/Hearing Therapists	1,301,660	1,301,660	358	1,280,944	1,281,302	20,358	98.4%
126,784	141,085	161,221	115	Staff Dev/Leadership	160,661	160,661	2,623	159,569	162,192	(1,531)	101.0%
502,603	688,790	599,801	116	Extra-Curricular	672,825	672,825	-	643,940	643,940	28,885	95.7%
509,385	384,453	524,303	118	Coaches-Intrmal/Intrschstic	584,727	584,727	-	525,193	525,193	59,534	89.8%
244,160	199,936	228,355	119	Curriculum Work/Other	234,030	234,030	116,290	119,053	235,348	(1,318)	100.6%
\$ 50,916,721	\$ 52,650,930	\$ 54,098,710		Sub-Total Certified Salaries	\$ 56,062,772	\$ 54,797,925	\$ 126,912	\$ 54,190,001	\$ 54,316,913	\$ 481,012	99.1%
100.0%	103.4%	102.7%			103.6%	101.3%	0.2%	98.9%	99.1%	0.9%	
933,247	1,014,408	1,223,432	120	Support Supervisors	1,270,247	1,270,247	-	1,245,692	1,245,692	24,555	98.1%
2,433,399	2,256,460	2,339,269	121	Secretaries	2,393,784	2,393,784	9,500	2,426,837	2,436,337	(42,553)	101.8%
1,655,029	1,702,659	1,717,600	122	Paraprofessionals	1,939,844	1,939,844	-	1,897,717	1,897,717	42,127	97.8%
1,969,724	2,040,958	2,176,860	123	Sped Paraprofessionals	2,387,924	2,387,924	-	2,448,846	2,448,846	(60,922)	102.6%
2,454,511	2,515,919	2,601,906	124	Custodians	2,690,692	2,690,692	41,500	2,637,100	2,678,600	12,092	99.6%
510,149	530,818	513,555	125	Maintainers	559,188	559,188	3,000	548,734	551,734	7,454	98.7%
775,844	794,630	814,350	126	Nurses	849,258	849,258	785	835,390	836,175	13,083	98.5%
189,186	198,908	215,813	127	Nurses Aides	237,497	237,497	-	230,624	230,624	6,873	97.1%
480,622	515,588	530,271	128	Technology Assistants	546,895	546,895	-	533,588	533,588	13,307	97.6%
57,876	61,779	63,591	129	Security Aides	65,499	65,499	-	65,251	65,251	248	99.6%
201,468	245,838	248,266	130	Bus Monitors	250,000	250,000	-	219,377	219,377	30,623	87.8%
183,197	196,032	198,198	131	Athletics	200,000	200,000	400	198,199	198,599	1,401	99.3%
125,233	110,196	109,484	133	Other	120,000	120,000	-	110,596	110,596	9,404	92.2%
374,386	404,898	464,602	135	Occupational Therapists	496,606	496,606	102	486,938	487,040	9,566	98.1%
148,266	157,240	160,465	136	Physical Therapists	164,727	164,727	-	162,051	162,051	2,676	98.4%
			140	Adult Ed Mandated	-	-	-	150,000	150,000	(150,000)	-
\$ 12,492,137	\$ 12,746,330	\$ 13,377,662		Sub-Total Non-Certified Salaries	\$ 14,172,161	\$ 14,172,161	\$ 55,287	\$ 14,196,940	\$ 14,252,227	\$ (80,066)	100.6%
100.0%	102.0%	105.0%			105.9%	105.9%	0.4%	100.2%	100.6%	-0.6%	

WESTPORT PUBLIC SCHOOLS
Financial Report - Fiscal Year End 2015
as of June 30, 2015

2011-2012 Year-End Expense	2012-2013 Year-End Expense	2013-2014 Year-End Expense	Object Code	Descriptions	2014-2015 ADOPTED BUDGET	2014-2015 ADJUSTED BUDGET	2014-2015 ENCUMBERED TO DATE	2014-2015 EXPENDED TO DATE	FYE (unaudited)	FYE BALANCE	% of Budget Expended
333,800	352,588	318,710	150	Perm Cert Subs	357,400	357,400	-	267,766	267,766	89,634	74.9%
238,776	187,452	227,743	151	Daily Cert Subs	220,000	220,000	-	168,199	168,199	51,801	76.5%
39,154	44,700	37,195	152	Staff Training Cert Subs	50,000	50,000	-	49,145	49,145	855	98.3%
40,990	33,293	39,360	153	PPT Cert Subs	40,000	40,000	-	50,196	50,196	(10,196)	125.5%
452,797	527,074	523,798	154	Long Term Subs	520,000	520,000	-	736,439	736,439	(216,439)	141.6%
110,672	158,022	203,480	155	Non-Cert Subs	130,000	130,000	-	209,479	209,479	(79,479)	161.1%
323,519	302,079	315,421	156	Overtime	300,000	300,000	-	355,379	355,379	(55,379)	118.5%
\$ 1,539,708	\$ 1,605,208	\$ 1,666,707		Sub-Total Other Salaries	\$ 1,617,400	\$ 1,617,400	\$ -	\$ 1,836,603	\$ 1,836,603	\$ (219,203)	113.6%
100.0%	104.3%	103.8%			97.0%	97.0%	0.0%	113.6%	113.6%	-13.6%	
\$ 64,948,566	\$ 67,002,468	\$ 69,143,079		TOTAL SALARIES	\$ 71,852,333	\$ 70,587,486	\$ 182,199	\$ 70,223,544	\$ 70,405,743	\$ 181,743	99.7%
100.0%	103.2%	103.2%			103.9%	102.1%	0.3%	99.5%	99.7%	0.3%	
12,573,168	12,622,436	13,382,040	210	Health Insurance	14,501,700	14,501,700	4,944	14,496,756	14,501,700	0	100.0%
284,482	278,727	266,146	211	Group Life Insurance	273,900	273,900	-	279,470	279,470	(5,570)	102.0%
29,500	42,000.0	40,760	212	Teacher Child Care (WVEA)	40,000	40,000	-	37,105	37,105	2,895	92.8%
44,725	45,206	38,000	213	Health Insurance Waiver	39,000	39,000	-	49,500	49,500	(10,500)	126.9%
1,731,120	1,795,398	1,843,251	220	FICA/Medicare	1,930,715	1,930,715	-	1,886,312	1,886,312	44,403	97.7%
32,228	28,217	26,208	240	Course Reimbursement	50,000	50,000	-	24,623	24,623	25,377	49.2%
145,488	220,523	67,416	250	Unemployment Compensation	150,000	150,000	900	18,295	19,195	30,805	38.4%
316,027	351,610	444,270	260	Workers Compensation	575,178	575,178	11,500	540,012	551,512	23,666	95.9%
32,923	33,644	33,208	287	Uniform Allowance	35,000	35,000	2,231	30,885	33,115	1,885	94.6%
27,751	31,112	28,091	290	Other Employee Benefits	30,000	30,000	-	33,613	33,613	(3,613)	112.0%
\$ 15,217,392	\$ 15,449,872	\$ 16,169,390		TOTAL BENEFITS	\$ 17,625,493	\$ 17,525,493	\$ 19,575	\$ 17,396,570	\$ 17,416,145	\$ 109,348	99.4%
100.0%	101.5%	104.7%			109.0%	108.4%	0.1%	99.3%	99.4%	0.6%	
100,162	137,408	63,772	320	HomeBound	100,000	63,960	\$ -	\$ 55,625	55,625	8,335	87.0%
24,956	27,692	36,798	321	Gifted Activities	50,000	50,000	\$ -	\$ 47,665	47,665	2,335	95.3%
20,295	-	-	322	Interns	-	-	\$ -	\$ -	\$ -	0	-
225,653	237,444	282,257	323	Instr Program Improvements	335,956	331,903	53,933	269,362	323,296	8,607	97.4%
8,015	8,017	14,258	324	Pupil Services	15,000	18,890	\$ -	\$ 20,127	20,127	(1,237)	106.6%
115,509	104,127	141,946	325	PPT Consultations	139,000	133,769	9,832	123,936	133,768	1	100.0%
78,295	102,922	99,148	327	Student Evaluations-Outside	125,331	125,331	30,439	94,842	125,281	50	100.0%
25,435	20,763	20,000	328	Medical Advisors	20,000	20,000	104	25,736	25,840	(5,840)	129.2%
238,497	199,235	210,086	330	Other Prof/Tech Services	207,966	205,763	36,178	135,406	171,584	34,179	83.4%
264,514	485,273	314,693	331	Legal/Negotiations	300,000	300,000	22,484	331,058	353,542	(53,542)	117.8%
42,046	33,952	29,823	332	Licenses & Fees	35,000	66,306	66,306	\$ -	66,306	0	100.0%
\$ 1,143,377	\$ 1,357,734	\$ 1,212,781		TOTAL PURCHASED SERVICES	\$ 1,290,923	\$ 1,315,922	\$ 219,276	\$ 1,103,758	\$ 1,323,034	\$ (7,112)	100.5%
100.0%	118.7%	89.3%			106.4%	108.5%	16.7%	83.9%	100.5%	-0.5%	
84,181	87,195	89,008	411	Water/Sewer	89,826	89,826	\$ -	\$ 89,427	89,427	399	99.6%
1,774,810	1,649,123	1,729,775	413	Electricity	1,834,569	1,834,569	22,000	1,781,729	1,803,729	30,840	98.3%
817,686	829,247	1,097,041	414	Natural Gas	926,300	926,300	35,203	1,215,380	1,250,583	(324,283)	135.0%

EXHIBIT A

WESTPORT PUBLIC SCHOOLS
Financial Report - Fiscal Year End 2015
as of June 30, 2015

2011-2012 Year-End Expense	2012-2013 Year-End Expense	2013-2014 Year-End Expense	Object Code	Descriptions	2014-2015 ADOPTED BUDGET	2014-2015 ADJUSTED BUDGET	2014-2015 ENCUMBERED TO DATE	2014-2015 EXPENDED TO DATE	FYE (unaudited)	FYE BALANCE	% of Budget Expended
20,188	22,691	137,515	415	Heating Oil	25,900	25,900	\$ 65,954	\$ 21,523	87,477	(61,577)	337.8%
440,929	398,640	463,128	421	Contracted Maintenance	524,850	466,263	\$ 31,829	\$ 434,387	466,216	47	100.0%
450,718	418,011	487,001	431	Building Maintenance	369,500	410,420	\$ 52,039	\$ 356,170	408,209	2,211	99.5%
229,639	197,421	161,474	432	Grounds Maintenance	220,000	176,191	\$ 21,651	\$ 163,724	185,375	(9,184)	105.2%
86,790	64,585	71,732	433	Repair Equip (Instructional)	83,200	83,839	\$ 4,051	\$ 76,153	80,204	3,635	95.7%
49,606	56,243	42,513	434	Repair Equip (Non-Instructional)	59,700	81,344	\$ 15,034	\$ 59,279	74,313	7,031	91.4%
543,673	558,567	235,810	435	Building Projects	282,709	1,522,112	\$ 1,107,005	\$ 415,106	1,522,111	1	100.0%
30,260	30,946	125,536	436	Grounds Projects	36,585	136,400	\$ 23,940	\$ 112,460	136,400	0	100.0%
80,961	202,628	298,968	437	Restore/Prevent Maintenance	182,748	342,984	\$ -	\$ 342,984	342,984	0	100.0%
184,438	184,124	184,303	440	Equip Rentals & Copiers	204,000	204,000	\$ 20,703	\$ 164,702	185,405	18,595	90.9%
-	-	-	441	Building Rental	-	-	\$ -	\$ 34,357	34,357	(34,357)	-
14,405	14,599	12,579	450	Gas/Travel Maintenance	15,400	15,400	\$ -	\$ 12,791	12,791	2,609	83.1%
226,357	185,203	202,784	451	Custodial Supplies	240,000	222,020	\$ 16,864	\$ 205,145	222,009	11	100.0%
262,176	241,880	205,196	452	Maintenance Supplies	250,000	262,871	\$ 15,133	\$ 250,782	265,915	(3,044)	101.2%
79,970	71,125	64,325	490	School Security	75,000	74,695	\$ 1,500	\$ 79,397	73,897	798	98.9%
\$ 5,376,787	\$ 5,212,229	\$ 5,608,688		TOTAL PROPERTY SERVICES	\$ 5,420,287	\$ 6,875,134	\$ 1,432,907	\$ 5,808,496	\$ 7,241,403	\$ (366,269)	105.3%
100.0%	96.9%	107.6%			96.6%	122.6%	20.8%	84.5%	105.3%	-5.3%	
2,604,142	2,692,629	2,754,137	510	Transportation - Regular	3,024,579	3,024,579	\$ -	\$ 3,031,623	3,031,623	(7,044)	100.2%
520,358	566,676	564,665	511	Trans-Spec Ed-Internal	664,355	664,355	\$ 2,057	\$ 650,595	652,651	11,704	98.2%
116,564	94,284	135,617	512	Trans-Spec Ed-Public	119,700	119,700	\$ 7,857	\$ 136,612	144,469	(24,769)	120.7%
184,914	210,945	240,865	513	Trans-Spec Ed-Private	273,000	273,000	\$ 11,843	\$ 260,121	271,964	1,036	99.6%
24,999	24,994	29,490	516	Trans-Field Trips	38,270	40,585	\$ 1,619	\$ 28,112	29,731	10,854	73.3%
338,953	282,115	289,667	517	Gasoline-Buses	313,950	313,950	\$ 11,740	\$ 245,002	256,742	57,208	81.8%
920	-	-	518	Trans-Alternative Ed	2,000	-	\$ -	\$ -	-	0	-
162,490	155,426	169,836	520	Property Insurance	197,135	197,135	\$ -	\$ 174,755	174,755	22,380	88.6%
13,385	14,366	11,372	521	Flood Insurance	14,665	14,665	\$ -	\$ 13,362	13,362	1,303	91.1%
256,455	303,335	274,430	523	Liability Insurance	325,000	325,000	\$ 0	\$ 298,587	298,587	26,413	91.9%
33,699	48,500	60,625	529	Athletic Insurance	61,000	61,000	\$ -	\$ 75,781	75,781	(14,781)	124.2%
445,256	476,555	570,691	530	Communication Systems	560,958	560,958	\$ 104,985	\$ 493,456	598,442	(37,484)	106.7%
55,023	30,410	44,709	535	Postage	45,000	45,000	\$ 46	\$ 36,107	36,153	8,847	80.3%
86,677	106,194	73,890	540	Advertising	115,000	115,000	\$ 19,335	\$ 77,874	97,209	17,791	84.5%
30,855	46,070	27,395	550	Printing	38,040	38,597	\$ 6,135	\$ 25,351	31,486	7,111	81.6%
1,959,196	1,729,412	1,644,048	560	Tuition-Public	2,050,000	1,995,000	\$ 12,400	\$ 1,607,045	1,619,445	315,555	83.7%
41,163	34,719	37,827	563	Tuition-Court & Agency Placed	100,000	100,000	\$ -	\$ 48,368	48,368	51,632	48.4%
52,282	52,282	51,480	565	Tuition-Alternative Ed	59,500	59,500	\$ -	\$ 44,290	44,290	15,210	74.4%
493,191	393,500	467,750	567	Tuition-Litigation	400,000	400,000	\$ 134,200	\$ 364,700	498,900	(98,900)	124.7%
16,679	22,150	20,799	569	Tuition-Summer Programs	25,000	25,000	\$ -	\$ 12,055	12,055	12,945	48.2%
50,502	32,073	36,335	580	Staff Travel/Mileage	50,320	49,448	\$ 1,410	\$ 27,929	29,339	20,109	59.3%
\$ 7,487,583	\$ 7,276,634	\$ 7,505,628		TOTAL OTHER PURCH SERVICES	\$ 8,477,472	\$ 8,362,472	\$ 313,628	\$ 7,654,724	\$ 7,965,351	\$ 397,121	95.3%
100.0%	97.2%	103.1%			112.9%	111.4%	3.8%	91.5%	95.3%	4.7%	
823,406	814,905	891,385	611	Supplies-Instructional	982,863	1,018,276	\$ 80,135	\$ 935,884	1,016,020	2,256	99.8%
540,230	527,755	591,351	612	Software	651,422	646,197	\$ 59,447	\$ 586,630	646,077	120	100.0%

WESTPORT PUBLIC SCHOOLS
Financial Report - Fiscal Year End 2015
as of June 30, 2015

2011-2012 Year-End Expense	2012-2013 Year-End Expense	2013-2014 Year-End Expense	Object Code	Descriptions	2014-2015 ADOPTED BUDGET	2014-2015 ADJUSTED BUDGET	2014-2015 ENCUMBERED TO DATE	2014-2015 EXPENDED TO DATE	FYE (unaudited)	FYE BALANCE	% of Budget Expended
153,302	122,397	129,224	613	Tech Supplies	119,975	119,970	-	134,139	134,139	(14,169)	111.8%
31,966	30,715	35,116	615	Graduation Expenses	36,856	38,456	5,228	30,418	35,646	2,810	92.7%
447,010	440,072	613,915	641	Textbooks	669,224	642,894	24,062	619,379	643,441	(547)	100.1%
141,920	131,530	133,066	642	Library Books & Periodicals	125,682	131,697	6,484	125,026	131,510	188	99.9%
10,417	9,870	19,820	643	A/V Materials	19,401	14,593	3,286	11,329	14,615	(22)	100.1%
149,596	151,863	163,114	690	Non Instructional Supplies	174,720	169,519	15,641	139,730	155,371	14,148	91.7%
25,471	18,212	22,036	691	Health Supplies	30,000	28,541	4,737	24,353	29,089	(548)	101.9%
\$ 2,323,318	\$ 2,247,319	\$ 2,599,027		TOTAL SUPPLIES AND MTLs.	\$ 2,810,143	\$ 2,810,143	\$ 199,019	\$ 2,606,888	\$ 2,805,907	\$ 4,236	99.8%
100.0%	96.7%	115.7%			108.1%	108.1%	7.1%	92.8%	99.8%	0.2%	
57,313	54,028	76,315	731	Equip-New Instructional	51,605	49,561	17,798	43,893	61,690	(12,129)	124.5%
18,769	36,968	27,289	732	Equip-New Non Instructional	11,714	11,328	-	51,772	51,772	(40,444)	457.0%
14,673	10,064	16,846	733	Equip-Replace Instructional	21,527	21,886	4,391	22,002	26,393	(4,507)	120.6%
18,429	29,078	21,135	734	Equip-Replace Non Instructional	8,345	7,376	-	8,507	8,507	(1,131)	115.3%
36,295	35,763	72,157	735	Furniture	77,253	80,293	31,861	73,632	105,493	(25,200)	131.4%
946,575	994,903	1,022,553	736	Tech Equip-Instructional	1,041,311	1,038,994	13,741	1,023,458	1,037,198	1,796	99.8%
39,689	56,948	37,786	737	Tech Equip-Non Instructional	24,413	26,730	-	26,729	26,729	1	100.0%
\$ 1,131,743	\$ 1,217,753	\$ 1,274,081		TOTAL EQUIPMENT	\$ 1,236,168	\$ 1,236,168	\$ 67,790	\$ 1,249,993	\$ 1,317,782	\$ (81,614)	106.6%
100.0%	107.6%	104.6%			97.0%	97.0%	5.5%	101.4%	106.6%	-6.6%	
81,535	75,492	73,027	810	Dues & Fees	86,700	86,620	995	76,080	77,075	9,545	89.0%
22,308	21,517	26,737	811	Student Act & Awards	30,628	30,708	1,293	25,961	27,254	3,454	88.8%
362,511	366,537	384,648	812	Student Athletics	372,838	372,838	32,942	366,586	399,528	(26,690)	107.2%
\$ 466,354	\$ 463,546	\$ 484,412		TOTAL OTHER	\$ 490,166	\$ 490,166	\$ 35,230	\$ 468,626	\$ 503,857	\$ (13,691)	102.8%
100.0%	99.4%	104.5%			101.2%	101.2%	7.2%	95.6%	102.8%	-2.8%	
\$ 98,095,119	\$ 100,226,554	\$ 103,997,089		GRAND TOTAL	\$ 109,202,984	\$ 109,202,984	\$ 2,469,623	\$ 106,509,595	\$ 108,979,222	\$ 223,762	99.8%
100.0%	102.2%	103.8%					2.3%	97.5%	99.80%	0.20%	

EXHIBIT B

WESTPORT PUBLIC SCHOOLS
2014-2015 REVENUE OFFSET BUDGETS

		# Students	Project Return & Special Ed	# Students	Pre-School	Total Revenue Offset Budgets
PROJECTED REVENUE			\$ 34,123		\$ 96,245	\$ 130,368
Tuition Type	Est. Tuition					
Project Return/Special Ed						
Partial Self Contained	\$ 34,123	1	\$ 34,123		\$	\$ 34,123
PRE-SCHOOL						
5 days per week	\$ 5,999			3	\$ 17,997	\$ 17,997
4 days per week	\$ 4,685			-	\$ -	\$ -
Extended Day	\$ 9,484			7	\$ 66,388	\$ 66,388
Employee Extended Day	\$ 2,372			5	\$ 11,860	\$ 11,860
APPROPRIATION REQUESTED		1	\$ 34,123	15	\$ 96,245	\$ 130,368
ACTUAL REVENUE			\$ 28,277		\$ 133,979	\$ 162,256
ACTUAL EXPENDITURES						
CERTIFIED STAFF						
Sped Teacher					\$ 21,201	\$ 21,201
NON-CERTIFIED STAFF						
Paraprofessionals					\$ 50,401	\$ 50,401
BENEFITS						
Health			\$ 9,000		\$ 18,000	\$ 27,000
Social Security/Medicare			\$ -		\$ 3,087	\$ 3,087
CONTRACTED SERVICES						
(OT/P.T, Consultations, Evals, Other)			\$ 19,277		\$ 41,290	\$ 60,567
ACTUAL EXPENDITURES			\$ 28,277		\$ 133,979	\$ 162,256
Revenue generated but no appropriation requested for:						
Employee Tuition		\$ 123,387				

WESTPORT PUBLIC SCHOOLS
PRIVATE SCHOOL BUDGET

Object Code	Description	2010-2011 Year-End Expenditures	2011-2012 Year-End Expenditures	2012-2013 Year-End Expenditures	2013-2014 Year-End Expenditures	2014-2015 ADOPTED BUDGET	2014-2015 Expended & Encumbered	Account Balance
109	Special Ed Teacher	45,412	46,798	49,160	52,066	53,003	53,003	-
126	Nurses	41,425	41,843	42,784	43,977	45,351	45,170	181
155	Non-Certified Subs	-	-	945	945	950	-	950
210	Health Insurance	13,500	13,770	14,045	14,045	12,503	12,503	-
220	FICA/Med	2,796	3,709	3,872	3,872	4,239	4,132	108
510	Pupil Transportation	158,008	164,400	169,804	169,804	178,401	178,400	1
517	Pupil Transp - Fuel, Buses	15,888	17,486	27,137	27,137	27,300	28,540	(1,240)
	TOTAL	\$ 277,029	\$ 288,006	\$ 307,747	\$ 311,846	\$ 321,747	\$ 321,747	\$ -

EXHIBIT D

WESTPORT PUBLIC SCHOOLS
STATE & FEDERAL PUBLIC SCHOOL GRANTS
as of June 30, 2015

Descriptions	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Expended/ Encumbered	Current Balances	% Expended
School to Career	0	17,435	0	0	0	0	0%
Investing & Personal Finance	0	0	294,067	650,390	382,681	267,708	58.8%
Carol M White PEP	0	0	27,384	0	0	0	0%
High Quality Schools & Common Core (Tech)	0	0	155,667	152,475	151,417	1,058	99.3%
Open Choice	114,000	126,000	10,887	30,378	30,378	0	100.0%
Title I - ESEA Carry Over	944	4,953	139,743	165,108	134,810	30,496	81.5%
Title I - ESEA	129,034	149,884	32,771	33,802	33,802	0	100.0%
Carl D. Perkins	31,702	37,566	0	0	0	0	0%
Title II - Tech ARRA	0	0	0	0	0	0	0%
Title II - Tech Carry Over	0	0	0	0	0	0	0%
Title II - Teacher	87,846	91,624	86,762	86,198	86,159	39	100.0%
Title II - Teacher Carry Over	21,349	1,455	0	31	31	0	100.0%
Title III English	1,281	1,111	0	8,891	155	8,736	1.7%
Title III English Carry Over	9,930	7,589	0	0	0	0	0%
Title III English -New Canaan	0	3,531	8,290	8,111	0	8,111	0.0%
Title III English -New Canaan Carry Over	2,070	3,967	9,162	4,717	4,717	0	100.0%
Title IV - Safe & Drug Free Schools	0	0	0	0	0	0	0%
Title IV - Safe & Drug Free Schools Carryover	0	0	0	0	0	0	0%
CCSS Math Practices	0	0	0	1,500	1,500	0	0%
IDEA Part B Carryover	202,097	120,781	198,082	281,267	281,267	0	100.0%
IDEA Part B	879,150	821,035	670,426	1,016,794	496,923	519,871	48.9%
Section 619 Pre-School Grants Carryover	0	767	0	0	0	0	0%
Section 619 Pre-School	22,932	23,617	21,425	21,478	8,069	13,409	37.6%
Immigrant & Youth Carryover	35,765	0	0	3,801	3,801	0	0%
ARRA IDEA Part B	0	0	11,432	0	0	0	0%
ARRA IDEA PreSchool	0	0	0	0	0	0	0%
ARRA Ed Stabilization	0	0	0	0	0	0	0%
ARRA Ed Job funds	1,717	0	0	0	0	0	0%
ARRA Gov Serv	0	0	0	0	0	0	0%
Total Public Grants	\$1,539,817	\$1,411,295	\$1,606,120	\$2,464,938	\$1,615,509	\$849,429	65.5%


CARRYOVER - Balance will Carryover to following year

Descriptions	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Budget	2014-15 Expended/ Encumbered	Current Balances	% Expended
Adult Ed	2,094	1,418	1,585	1,230	1,230	0	100%
Title I Neglected & Delinquent	3,988	2,313	2,346	1,342	1,342	0	100%
Title I N&D Carryover	0	0	0	0	0	0	0%
Title II - Tech ARRA	0	0	0	0	0	0	0%
Title II - Tech Carry Over	0	0	0	0	0	0	0%
Title II - Teacher	296	177	0	241	0	241	0%
Title II - Teacher Carry Over	545	61	0	302	0	302	0%
Title IV - Safe & Drug Free Schools Carryover	0	0	0	0	0	0	0%
Title IV - Safe & Drug Free Schools	0	0	0	0	0	0	0%
Title V - Innovative Educ Strategies - Not Funded	0	0	0	0	0	0	0%
IDEA Part B Carryover	583	1,317	3,067	3,000	3,000	0	100%
IDEA Part B	2,183	183	0	3,000	2,245	755	75%
Section 619 Pre-School Grants	0	0	0	0	0	0	0%
Section 619 Pre-School Carryover	0	0	0	0	0	0	0%
ARRA IDEA Part B	0	0	0	0	0	0	0%
Total Non Public Grants	\$9,689	\$5,469	\$7,008	\$9,115	\$7,817	\$1,298	85.8%

CARRYOVER - Balance will Carryover to following year

INTEROFFICE MEMORANDUM

TO: ELLIOTT LANDON
SUPERINTENDENT

FROM: ELIO LONGO, JR. 
DIRECTOR OF SCHOOL BUSINESS OPERATIONS

SUBJECT: REQUEST FOR APPROPRIATION – RENTALS &
REIMBURSEMENTS

DATE: July 24, 2015

Cc: G. Conrad, BOE, F. Meilan, Rentals File

The Board of Education, in accordance with the policy approved by the Board of Education (based on an agreement with the Board of Finance), has authorized the Superintendent to provide written accounting to the Board of Finance regarding revenues and expenditures associated with rentals and reimbursements.

I am now submitting the final report on the Rentals and Reimbursement account. The final Rentals and Reimbursements statement provides the summary of activity for the rental fees received for the use of school facilities by outside organizations.

We are, therefore, requesting that the Board of Finance accept the report and make net appropriation adjustments to the Board of Education budget in the amount of \$0.00 as follows:

Final action requested:

Total funds received (07/01/14 – 06/30/15)	\$148,565.23
Funds deemed appropriated per CGS 10-222a (07/01/14 – 06/30/15)	<u>\$148,565.23</u>
Net appropriation request (07/01/14 – 06/30/15)	\$0.00

This request for appropriation complies with the Fund Accounting Procedure agreed to in 2001 by the Board of Education and the Board of Finance.

WESTPORT PUBLIC SCHOOLS
RENTALS & REIMBURSEMENTS
as of June 30, 2015

	Revenues Received	Expenditure Detail	Expenditures as of 06/30/15	Balance to Town
Account 852				
Outside Activities & School Use	\$ 148,565.23			
Payroll				
BOE staff		\$ 64,341.50		
FICA/Medicare		\$ 4,680.83		
		\$ 69,022.33	\$ 69,022.33	\$ -
Payments to Vendors			\$ 79,542.90	
TOTAL	\$ 148,565.23		\$ 148,565.23	\$ -

Revenue & Expense Detail

Revenues	
Camp Gan Israel	\$ 70,800.92
Westport Young Women's League	\$ 18,377.20
Westport Academy of Dance	\$ 14,864.59
Congregation for Humanistic Judaism	\$ 7,247.30
All Other (Under \$5,000)	\$ 37,275.22
	\$ 148,565.23
Expenditures	
Payroll (including FICA/Med)	\$ 69,022.33
Electricity	\$ 65,292.46
Refund to Camp Gan Israel (sec. deposit)	\$ 10,000.00
Fingerprinting	\$ 4,100.44
Miscellaneous reimbursement(s)	\$ 150.00
	\$ 148,565.23

2014/2015 Completed Projects - Coleytown Elementary School

Description	PO	Total	Company	Account code	Account Code Description	Contract
Mis. A/C Repairs	150042	\$ 2,133.00	Trane	431	Building Maint.	State of CT # 12PSX0153AH
Paint Main Hallway	152004	\$ 6,960.00	Ferraro	431	Building Maintenance	Quote
Mis. Landscaping not covered under contract	150161	\$ 1,670.00	Tarantino's OKEE/Builders	432	Grounds Maintenance	State of CT # 12PSX0153AH
New Doors Replacement	154221	\$ 42,750.00	Hardware	435-1569	Building Projects	State of CT # 13PSX0013
Gym Window Motors	154249	\$ 4,016.00	R&R Window	435-1544	Building Projects	Sole Provider
Public Address Upgrade Café, PE, Room 19	150301	\$ 3,100.00	ITS	435-1501	Building Projects	State of CT #10PSX0229AA
CES Health Office Floor	150243	\$ 4,176.00	North Haven	437-1522	Restorative Maintenance	State of CT #12PSX0307AN
Bathroom Project -Painting	154274	\$ 2,405.00	Ferraro's Painting	437-1565	Restorative Maintenance	Quote
Bathroom Project -Electrical Supplies	154363	\$ 1,215.33	Electric Wholesalers	437-1565	Restorative Maintenance	State of CT #
Bathroom Project -Tile	154252	\$ 14,114.00	North Haven	437-1565	Restorative Maintenance	State of CT #12PSX0307AN
Bathroom Project -vanities(2)	154362	\$ 578.00	Home Depot	437-1565	Restorative Maintenance	State of CT #12PSX0221AA
Bathroom Project -install 7 sinks and toilets	154795	\$ 4,880.00	Shoreline	437-1565	Restorative Maintenance	Bid 14-003-BOE
Bathroom Project -Sani Glaze	154298	\$ 8,290.00	Service Management	437-1565	Restorative Maintenance	Sole Provider

Total: \$ 96,287.33

2014/2015 Completed Projects - Green's Farms Elementary School

Description	PO	Total	Company	Account code	Account Code Description	Contract
Pipe Insulation 2 Locations	154980	\$ 2,820.00	AIG	431	Building Maintenance	State of CT #10PSX0238AA
Mechanical Re-Insulation	151966	\$ 1,846.00	AIG	431	Building Maintenance	State of CT #10PSX0238AA
Installation of Humidity Sensor & Chilled Water Valve	150714	\$ 2,050.00	ESC	431	Building Maintenance	State of CT # 11PSX0055AB
Install New Flow Switch on Chiller	152562	\$ 3,000.00	McQuay	431	Building Maintenance	Signed Agreement/Sole Provider
Misc. HVAC Repairs	150284	\$ 8,313.16	ESC	431	Building Maintenance	State of CT # 11PSX0055AB
Mis. A/C Repairs	150042	\$ 2,133.00	Trane	431	Building Maintenance	
Grate Trip Hazard	150124	\$ 3,420.00	Capasso	432	Grounds Maintenance	State of CT # 13PSX0235
Mis. Tree work	150064	\$ 1,700.00	Knapp	432	Grounds Maintenance	On Town Bid for Labor
Mis. Fence Work	150071	\$ 1,540.00	Orange Fence	432	Grounds Maintenance	Quote
Chiller Repair	154135	\$ 47,900.00	McQuay	435/1543	Building Projects	Signed Agreement/Sole Provider
Chiller Teardown & Inspection (10 Year)	150302	\$ 18,900.00	McQuay	435-1502	Building Projects	Signed Agreement/Sole Provider
Chiller Perform an Eddy Current Test. recommend to be done every 3 years on condenser and every 5 on the evaporator. Last time completed in 2004.	150303	\$ 7,900.00	McQuay	435-1502	Building Projects	Signed Agreement/Sole Provider
Chiller Repair	153155	\$ 1,740.00	Fairfield County Sprinkler	435-1502	Building Projects	Bid
Chiller PEH Ductwork	153154	\$ 5,625.00	McQuay	435-1502	Building Projects	Signed Agreement/Sole Provider
Convert 1 Boiler Burner (Boiler Burner Upgrade)	150477	\$ 4,100.00	Commertical Heating	435-1503	Building Projects	Quote
Removal of burner (Boiler burner upgrade)	150478	\$ 2,980.00	Edgerton Inc.	435-1503	Building Projects	Quote
Burner Upgrade	154190	\$ 8,795.00	Shoreline	435-1545	Building Projects	Bid # 14-003-BOE
Fuel Tank Pad Replacement- Demo existing						
1" thick Fuel tank pad-remove & properly dispose install new						
6" thick with reinforcing rebar	150480	\$ 12,335.00	ETT	436-1517	Grounds Projects	State of CT # 12PSX0152AC
Curb Repairs	154195	\$ 5,800.00	Capasso	436-1554	Grounds Projects	State of CT # 13PSX0235
Corner Field Stone Wall	154194	\$ 1,970.00	Capasso	436-1555	Grounds Projects	State of CT # 13PSX0235
Carpet to Tile Library & Library Office	150221	\$ 14,214.00	North Haven	437-1523	Restorative Maintenance	State of CT #12PSX0307AN
Total:		\$ 159,081.16				

2014/2015 Completed Projects - Kings Highway Elementary School

Description	PO	Total	Company	Account code	Account Code Description	Contract
Repainting Capital Project	20143175-00	\$ 232,500.00	Capasso	?	Town Purchase Order	State of CT # 13PSX0235
Repainting Capital Project	?	\$ 3,575.00	Offshore Construction (Install New Cap on Dome)	?	Town Purchase Order	State of CT # 13PSX0235CP
IAQ Gym Painting Test (Lead)	153959	\$ 4,440.00	Brooks Environmental	330-1540	Other Prof/Tech Services	Consultant for Lead & Asbestos
Analysis of the AHU	153593	\$ 1,641.00	Trane (AHU)	330	Other Prof/Tech Services	State of CT # 12PSX0155AH
Teachers' Lounge	154699	\$ 311.00	Brooks Environmental (Teachers' Lounge)	330	Building Maint.	Consultant for Lead & Asbestos
Paint Teachers Conference Room - (Lounge)	154698	\$ 5,155.00	Ferraro's	431	Building Maint.	Quote
Cleaning of Heat Valve- remove lead paint from Steam Trap and piping.	154697	\$ 2,950.00	AIG (OT/PT Room)	431	Building Maint.	State of CT # 10PsX023AA
Boiler Repair	153890	\$ 7,220.00	Shoreline (Boiler Repair)	431	Building Maint.	State of CT Contract 10PSX0238AA
Lead Abatement Auditorium Speakers	155362	\$ 3,490.00	AIG	431	Building Maint.	Bid # 15-008-BOE
	154860	\$ 967.50	Rutick Combustion	431	Building Maint.	State of CT # 12PSX0155AH
	150042	\$ 3,765.00	Trane - Chiller Repairs	431	Building Maint.	State of CT # 12PSX0155AH
	154402	\$ 4,955.00	Trane - Replace Supply Fan	431	Building Maint.	State of CT # 12PSX0155AH
	150161	\$ 11,900.00	Tarantino's	432	Grounds Projects	Bid no.
	154317	\$ 45,324.00	Dalene Flooring	435/1570	Building Projects	State Of CT Contract 12PSX0307
Resurfacing Gym Floor	154696	\$ 6,580.00	AIG (GYM)	435/1570	Building Projects	State of CT Contract 10PSX023AA
Lead Abatement behind cove base in gym			Brooks Environmental	435/1570	Building Projects	Consultant for Lead & Asbestos
Door - K Wing Rear Vestibule	151198	\$ 3,250.00	Building Hardware/Bobby B.	435-1504	Building Projects	State of CT 13PSX0013
Add Fin Tube as required to make up for heat loss	150304	\$ 18,600.00	Shoreline Boiler	435-1505	Building Projects	Bid # 14-003-BOE
Painting the gym walls and ceiling	152573	\$ 10,405.00	Ferraro's	435-1540	Building Projects	Quote
Electrical Supplies, installed by BOE Electrician	154363	\$ 2,828.00	Electrical Wholesalers (Supply House)	435-1546	Building Projects	State of CT 12PSX0077AA
Tile Bathroom	154251	\$ 8,568.00	Bathroom Project: North Haven Tile	435-1546	Building Projects	State of CT #12PSX0307AN
Sani Glaze	154217	\$ 2,350.00	Bathroom Project: Service Management	435-1546	Building Projects	Sole Provider
Painting Bathroom	154298	\$ 6,699.00	Bathroom Project: Service Management	435-1546	Building Projects	Quote
New Doors and Hardware	154472	\$ 1,300.00	Ferraro	435-1546	Building Projects	State of CT 13PSX0013
Rear Retaining Wall	154220	\$ 6,750.00	OKEE Industries (Builders Hardware)	435-1547	Building Projects	State of CT # 13PSX0235
Kindergarten Play Area	154196	\$ 5,640.00	Capasso	436-1556	Grounds Projects	Quote
Replace Stair Treads in Main Stairwell with Rubber	150421	\$ 8,448.00	Orange Fence	436-1518	Grounds Projects	State of CT#12PSX0307AN
Prep Paint all exterior metal doors and trim	150222	\$ 14,827.00	North Haven Tile	437-1524	Restorative Maintenance	Quote
Carpet to Tile	150224	\$ 2,600.00	Ferraro's	437-1525	Restorative Maintenance	Quote
	154223	\$ 13,640.00	North Haven Tile	437-1572	Restorative Maintenance	State of CT#12PSX0307AN

Total: \$ 204,603.50 TOTAL DOES NOT REFLECT TOWN PROJECT

\$ 440,678.50 TOTAL WITH THE TOWN PROJECT ADDED.

2014/2015 Completed Projects - Long Lots Elementary School

Description	PO	Total	Company	Account code	Account Code Description	Contract
Misc. HVAC Repairs	150284	\$ 12,830.96	ESC	431	Building Maintenance	State of CT # 11PSX0055AB
New door purchase and installation	152350	\$ 1,000.00	Builders Hardware	431	Building Maint.	State of CT 13PXS0013
Mis. A/C Repairs	150042	\$ 5,961.00	Trane	431	Building Maint.	State of CT # 12PSX0153AH
Back parking lot black top	155265	\$ 9,975.00	Kerrigan Industries	436	Grounds Projects	Donation from PTA Account 15
Gym Floor	154318	\$ 19,434.00	Dalene Flooring	435-1548	Building Projects	State Of CT Contract 12PSX0307
Clean out 1.5" storm line from an outside manhole to an inside manhole that we installed	154820	\$ 4,000.00	United Sewer Great Northern	436-1557	Grounds Projects Restorative	Quote Bid # 13-010-BOE
Replace motor that burnt out & disabled elevator	152446	\$ 17,573.30	Elevator	437-1538	Maintenance	Quote
Playground Equipment	155397	\$ 13,848.09	Trassig Corp.	15000007915-731	PTA Donation	Quote
Additional Art Work on Gym Floor	155264	\$ 3,950.00	Dalene Flooring	15000007915-435	PTA Donation	Quote

TOTAL: \$ 88,572.35

2014/2015 Completed Projects - Saugatuck Elementary School

Description	PO	Total	Company	Account code	Account Code Description	Contract
Pipe Insulation 5 Sections	154980	\$ 3,468.00	AIG	431	Building Maintenance	State of CT #10PSX0238AA
Misc. HVAC Repairs	150284	\$ 5,268.00	ESC	431	Building Maintenance	State of CT # 11PSX0055AB
Replace Chilled Water	155031	\$ 7,980.00	ESC	431	Building Maintenance	State of CT # 11PSX0055AB
Misc. HVAC Repairs	150042	\$ 1,024.53	Trane	431	Building Maintenance	State of CT # 12PSX0153AH
Catch Basin Repair	154903	\$ 1,950.00	Kerrigan Industries	432	Grounds Maintenance	On Town Bid for Labor
Asphalt Repair	155030	\$ 1,940.00	Kerrigan Industries	432	Grounds Maintenance	On Town Bid for Labor
Misc. Landscaping not covered under contract	150161	\$ 6,160.00	Tarantino's	432	Grounds Maintenance	Bid no. 13-004-BOE
Perform an Eddy Current Test On Chiller recommend to be done every 3 years on condenser and every 5 on the evaporator.	150286	\$ 4,920.00	Trane	435-1506	Building Projects	State of CT # 12PSX0153AH
AHU #8 Aud- Install 1 heat & 1 ac coil that are currently stored in boiler rm	150305	\$ 4,800.00	ESC	435-1507	Building Projects	State of CT # 11PSX0055AB
Concrete and Curb Repairs	154197	\$ 3,690.00	Capasso	436-1574	Grounds Projects	State of CT # 13PSX0235
Replace 3 springs	152307	\$ 9,932.57	Trane	437-1537	Restorative Maintenance	State of CT # 12PSX0153AH
Carpet to Tile Hallway Blue to Blue Area	150223	\$ 7,984.39	North Haven	437-1526	Restorative Maintenance	State of CT#12PSX0307AN

Total: \$ 59,117.49

2014/2015 Completed Projects -Bedford Middle School

Description	PO	Total	Company	Account code	Account Code Description	Contract
North Haven Install VCT Tile	151974	\$ 4,714.00	North Haven	431	Building Maintenance	State of CT#12PSX0307AN
Nurses Office Ventilation	153410	\$ 11,500.00	ESC	431	Building Maintenance	State of CT # 11PSX0055AB
Repaired Chilled Water Coil in AHU # 7	154855	\$ 6,800.00	ESC	431	Building Maintenance	State of CT # 11PSX0055AB
Misc. HVAC Repairs	150284	\$ 11,200.91	ESC	431	Building Maintenance	State of CT # 11PSX0055AB
Misc. Folding Door Repairs	153769	\$ 6,452.00	Willco Sales & Service	431	Building Maintenance	Quote
Misc. Elevator Repairs	150135	\$ 1,921.31	Philip Johnston	431	Building Maintenance	Bid # 13-010-BOE
Misc. Fence Work	150071	\$ 1,825.00	Orange Fence	432	Grounds Maintenance	Quote
Replace part of sidewalk with a ramp	151965	\$ 1,800.00	Kerrigan Industries	432	Grounds Maintenance	Town Bid
Misc. Landscaping not covered under contract	150161	\$ 7,000.00	Tarrantino Landscape	432	Grounds Maintenance	Bid no. 13-004-BOE
HVAC Project	152996	\$ 47,837.00	ESC	435-1508	Building Projects	State of CT # 11PSX0055AB
Gym Renovation	154879	\$ 139,847.00	Dalene	435-1576	Building Projects	State Of CT Contract 12PSX0307
Replace External Door Hardware	150649	\$ 8,394.08	Lindquist Building	435-1509	Building Projects	Quote
Tile Repairs	154198	\$ 39,400.00	Capasso	435/1571	Building Projects	State of CT # 13PSX0235
Perform an Eddy Current Test On Chiller recommend to be done every 3 years on condenser and every 5 on the evaporator. (2)	150286	\$ 6,409.00	Trane	435-1506	Building Projects	State of CT # 12PSX0153AH
Handicap Access	154199	\$ 3,900.00	Capasso	436-1558	Grounds Projects	State of CT # 13PSX0235
Caulk Sidewalk Expansion	154200	\$ 6,300.00	Capasso	436-1559	Grounds Projects	State of CT # 13PSX0235
Replace Light Bulbs in existing fixtures	150225	\$ 4,300.00	Acorn Electric	437-1527	Restorative Maintenance	Bid# 10-023-BOE
Replace Counter Top in Science Lab Room (437)	151952	\$ 29,500.00	Eagle Ridge Construction	437-1528	Restorative Maintenance	Bid No. 15-001-BOE
Eagle Ridge hired Plumber to complete the Science Lab project	154214	\$ 500.00	Eagle Ridge Construction	437-1528	Restorative Maintenance	Bid No. 15-001-BOE
Replace Counter Top in Science Lab Room (437)	151952	\$ 29,500.00	Eagle Ridge Construction	437-1566	Restorative Maintenance	Bid No. 15-001-BOE

Total: \$ 369,100.30

2014/2015 Completed Projects -Coleytown Middle School

Description	PO	Total	Company	Account		Contract
				code	Code Description	
Install new flow switch on chiller	152562	\$ 3,000.00	McQuay	431	Building Maintenance	Sole Provider
Repair/replacement of 4 large 3 ph contactors	154239	\$ 9,985.00	McQuay	431	Building Maintenance	Sole Provider
Domestic Water Pressure Booster	154667	\$ 28,820.00	Shoreline Boiler	431	Building Maintenance	Bid# 14-003-BOE
Shut off Valve Replacement with Spool	154275	\$ 1,390.00	Basso	431	Building Maintenance	Quote
Valve Change Out	154607	\$ 22,805.00	Ray Flanagan	431	Building Maintenance	Quote
Curb Box valve replacement	154435	\$ 1,600.00	Ideal Plumbing	431	Building Maintenance	Quote
Pipe Insulation 4 Locations	154980	\$ 2,820.00	AIG	431	Building Maintenance	State of CT #10PSX0238AA
Catch Basin Repairs	154819	\$ 6,025.00	Kerrigan	432	Grounds Maintenance	Town Bid
Smoke System up grade	154215	\$ 17,525.00	ITS	435-1550	Building Projects	State of CT 10PSX0229AA
Chiller Perform oil filter & drier change	150307	\$ 5,100.00	McQuay	435-1502	Building Projects	Sole Provider
Locker Replacement 7th grade	150520	\$ 9,200.00	C&A Distributors	435-1510	Building Projects	Bid # 14-021-BOE
Install cover w/lock for thermostats (58Regular- 3 Left to Right)	152426	\$ 1,976.43	Grainger	435-1511	Building Projects	Quote
Locker Replacement 8th grade	154213	\$ 38,000.00	C&A Distributors	435-1549	Building Projects	Bid # 14-021 BOE
			OKEE Industries			
New doors and Hardware	154219	\$ 10,500.00	(Builders Hardware)	435-1551	Building Projects	State of CT 13PXS0013
Chiller- Eddy Current Test	150308	\$ 8,900.00	McQuay	435-1502	Building Projects	Sole Provider
Sidewalk Replacement	154201	\$ 7,800.00	Capasso	436-1562	Grounds Projects	State of CT # 13PSX0235
Curb Repair	154202	\$ 3,720.00	Capasso	436-1554	Grounds Projects	State of CT # 13PSX0235
Speed Humps	154529	\$ 12,210.00	Kerrigan Industries	436-1561	Grounds Projects	3 written quotes
Slide Gate installation	154534	\$ 7,925.00	Orange Fence	436-1560	Grounds Projects	Quotes
Repair injection pump well Septic System	152042	\$ 6,963.00	Foleys Pump Service	436-1519	Grounds Projects	Quote
Upgrade Exterior Play Area Lighting	150309	\$ 1,980.00	Acorn	436-1520	Grounds Projects	Bid # 10-023-BOE
Engineering Report on Gym & Art Rm (Snow)	154633	\$ 1,500.00	Michael Horton Associates			
Labor charges to remove snow from roof	154709	\$ 10,610.00	Off Shore Roofing	436-1575	Grounds Project	Quote
Ceiling Tile Replacement	150636	\$ 9,996.34	Marjam Supply	437-1529	Restorative Maintenance	State of CT #13PSX0235CP
AHU Main Hallway	150306	\$ 2,054.13	EET	437-1530	Restorative Maintenance	Quotes
Fin Tube Radiation Main Entrance						Quote
Boy's & Girl's	150637	\$ 6,250.00	R.A. Novia	437-1531	Restorative Maintenance	Quote
Ceiling Tile Replacement	153010	\$ 9,926.22	Marjam Supply	437-1529	Restorative Maintenance	Quote

Total: \$ 248,581.12

2014/2015 Completed Projects -Staples High School

Description	PO	Total	Company	Account code	Account Code Description	Contract
Replacement of Emergency Lighting Battery	152022	\$ 9,989.75	Lighting Services	431	Building Maintenance	State of CT # 13PSX0235BW
Replacement of Chlorine pump for pool	153501	\$ 6,200.00	Gregory R. Macmille	431	Building Maintenance	Quote
Misc. A/C Repairs	150042	\$ 2,432.00	Trane	431	Building Projects	State of CT # 12PSX0153AH
New Cylinder Installation for Compactor	150393	\$ 2,977.00	Sanitary Equipment	431	Building Maintenance	Quote
Repair Water Main Pipe	153487	\$ 6,480.00	Penna and Sons	431	Building Maintenance	Quote
Room 1045 Sheiving for the Special Ed Dept.	153918	\$ 3,294.00	C&A	431	Building Maintenance	Quote
Special service repairs on chillers circuit board.	154919	\$ 5,200.00	Circuit Breaker Sales	431	Building Maintenance	Quote
HVAC Repairs	150284	\$ 15,408.57	ESC	431	Building Maintenance	State of CT # 11PSX0055AB
Black Box Controls	150479	\$ 2,260.00	ESC	431	Building Maintenance	State of CT # 11PSX0055AB
Misc. Landscaping not covered under contract	150161	\$ 11,900.00	Tarantino's	432	Grounds Projects	Bid no. 13-004-BOE
Perform an Eddy Current Test On Chiller recommend to be done every 3 years on condenser and every 5 on the evaporator.						
Fresh Air Duct for Football Locker Room/supply new damper & actuator on fresh air damper in pool room	150286	\$ 11,909.00	Trane	435-1506	Building Projects	State of CT # 12PSX0153AH
	150287	\$ 23,125.00	ESC	435-1512	Building Projects	State of CT # 11PSX0055AB
Move noisy transformer from woodshop to electrical room	150285	\$ 4,850	Acorn Electric	435-1513	Building Projects	Bid # 10-023-BOE
Transfer Switch for Generator	150644	\$ 23,750.00	Northeast Generator	435-1514	Building Projects	State of CT# 11PSX0145
Card Reader Installation	154191	\$ 2,949.00	Stanley	435-1552	Building Projects	Sole Provider
SHS JO Side tank	150480	\$ 10,624	ETT	436-1521	Grounds Projects	State of CT # 12PSX0152AC
Galvanized Double Swing Fence	154535	\$ 5,985.00	Orange Fence	436-1563	Grounds Projects	Quote
Carpet to Tile 1/2 of LMC Double Classroom	150220	\$ 3,044.00	North Haven	437-1523	Restorative Maintenance	State of CT#12PSX0307AN
Boiler Repair SHS Room B003 Replacement of 2 intermediate cast iron boiler sections	150288	\$ 12,600.00	ESC	437-1532	Restorative Maintenance	State of CT # 11PSX0055AB
Complete Disassembly and rebuild of AHU unit # 1 pool boiler room for locker rooms	152742	\$ 5,835.00	ESC	437-1532	Restorative Maintenance	State of CT # 11PSX0055AB
Replace two crack sections on boiler	152823	\$ 7,155.00	ESC	437-1532	Restorative Maintenance	State of CT # 11PSX0055AB
Floor Tile replacement 3 rooms	154222	\$ 22,000.00	North Haven	437-1567	Restorative Maintenance	State of CT#12PSX0307AN
New Controller for Chlorine Pump	154218	\$ 4,200.00	Gregory R. Macmille	437-1568	Building Maintenance	Quote
			CT. Connecticut Custom			
Pool Chemical Controller Replacement	154218	\$ 4,200.00	Aquatics	437-1568	Restorative Maintenance	Quote

Total: \$ 208,367.32

2014/2015 Completed Projects -System Wide Projects

Description	PO	Total	Company	Account code	Account Code Description	Contract
Tree Removal	155475	\$ 6,000.00	Knapp Tree	432	Grounds Maintenance	Tree Warden
Tree Care at Staples	155474	\$ 9,850.00	Care of Trees	432	Grounds Maintenance	Tree Warden
Fiber for the playgrounds 5 Elementary and SHS	151953	\$ 10,800.00	Supreme Industries	432	Grounds Maintenance	Quote
IDF7 Cooling Installation in data closet	150282	\$ 7,500.00	ESC	435-1515	Building Projects	State of CT # 11PSX0055AB
MDF Cooling Upgrades	150283	\$ 47,500.00	ESC	435-1515	Building Projects	State of CT # 11PSX0055AB
LLS/CMS Chimney Inspection	150481	\$ 11,430.00	ESC	435-1516	Building Projects	State of CT # 11PSX0055AB
Chimney Inspection	154193	\$ 11,800.00	ESC	435-1553	Building Projects	State of CT # 11PSX0055AB
Front Entrance Bollards	155314	\$ 116,140.00	Capasso	435-1577	Building Projects	State of CT # 13PSX0235
Sani-Glaze Bathrooms SES,CMS/BMS/SHS	150276	\$ 20,504.00	Service Management	437-1535	Restorative Maintenance	Sole Provider
Sani-Glaze Bathrooms CMS/BMS/SHS	154297	\$ 50,000.00	Service Management	437-1573	Restorative Maintenance	Sole Provider
Total:		\$ 291,524.00				

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: Transfer of Funds to Board of Education Carryover Account
Date: August 31, 2015

Our end-of-year fund balance has been established in the amount of \$223,762.73. With the Board of Finance establishment of, "The Board of Education Carryover Account," designed to serve as a repository for unexpended operating funds of the Board of Education at the end of any fiscal year, the sum of \$223,762.73, identified in the 2014-15 End-of-Year Financial Report, is now available for transfer to that account.

ADMINISTRATIVE RECOMMENDATION

Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education authorizes the transfer of \$223,762.73 from the 2014-15 operating budget of the Board of Education to the Board of Education Carryover Account of the Town of Westport.

A handwritten signature in black ink, appearing to read "Elliott", with a long horizontal stroke extending to the right.

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

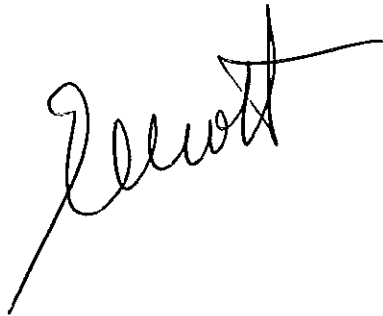
Subject: Board of Education Agenda Calendar: September 2015 --June 2016

Date: August 31, 2015

As has been our practice for the past two years, an "Agenda Calendar" has been prepared for the members of the Board to review and discuss.

While it is most likely that other items will be added to the calendar throughout the current school year, the one that is being presented addresses all the Goals and Performance Objectives adopted by the Board in June 2015 and includes other items about which the Board has requested information or to which it has been involved in recent years past.

This item is on the agenda of the Board meeting scheduled for Monday, August 31.

A handwritten signature in black ink, appearing to read "Elliott Landon", written in a cursive style.

**ANTICIPATED DATES FOR ADDRESSING ITEMS SCHEDULED FOR DISCUSSION
AND APPROVAL BY THE BOARD OF EDUCATION – August 25, 2015**

September 21, 2015

- Teacher of the Year Recognition
- Report: 2014-15 Professional Development Program
- Report: Curricular Changes in Kindergarten, 2015-16 School Year
- Report: Effectiveness of Westport 2025, Grades 6-12
- Report: Similarities and Differences - Codes of Conduct for All School Activities Within the Westport Public Schools
- Acceptance: 2014-15 End-of-Year Financial Report
- Approval: 2015-16 Budget Preparation and Approval Calendar
- Approval: Teacher and Administrator Evaluation Plans, 2015-16 School Year
- Discussion: Board of Education Involvement in Administrative Searches Conducted by Superintendent
- Discussion: Use of “Blog” as a Vehicle of Communication by a District Employee
- Discussion: Employment of Consultant to Make Recommendations for Re-Districting
- Report: Use of Monitors on School Buses in Connecticut School Districts
- Update: Health and Medical Insurance Revenues and Expenses; Projected Year-End Balance in Health Reserve Account

October 5, 2015

- Report: Enhancements to New K-5 Standards-Based Progress Reports
- Report: Staffing and Enrollment, 2015-16 School Year
- Report: Results of Standardized Testing
- Report: National School Climate Survey Results

October 19, 2015

- Discussion: Proper Structure of WSPAC Organization
- Identification of Strategic Improvements to the Budget Development Process
- Report: Forecast of Fixed and Variable Budgetary Expenditures
- Analysis: Impact of Bus Monitors/Absence of Bus Monitors on Student Discipline and Safety
- Board of Education Establishment of 2015-16 Budget Guidelines: Goals and Priorities
- Update: Health and Medical Insurance Revenues and Expenses; Projected Year-End Balance in Health Reserve Account
- Quarterly Financial Report: July 1, 2015 – September 30, 2015

October 28, 2015

- Board of Education and Members of the Public: “Brown Bag” Evening Meeting

November 9, 2015

- Approval: Board of Education Policy P66161.3, Permanent Art Collection
- Discussion: Proposed Course Additions, Deletions, Modifications, K – 12
- Report: -Feasibility of Creating Mini-Maker Spaces in All LMCs & Continuing Ed Programs;
-Curriculum Planning in K-5 Related to STEAM;
-Update on Course Sequencing and Course Offerings in STEAM, 6-12
- Report: Enumeration of Plans to Strengthen Elementary School World Language Program

November 23, 2015

- Election of Officers of the Board of Education
- Approval: Proposed Course Additions, Deletions, Modifications, 6-12
- Review: Best Practices Limiting How and By Whom Student Data Is Used
- Review: Research Related to Safety and Effectiveness of Seat Belts on School Buses
- Analysis: School Districts in Connecticut Requiring Use of Seat Belts on School Buses and Cost of Implementation in Westport
- Report: Capital Projects in Rank Order of Priority
- Update: Health and Medical Insurance Revenues and Expenses; Projected Year-End Balance in Health Reserve Account
- Approval: Contract with Westport Education Association, effective July 1, 2016

December 14, 2015

- Report: NESDEC Five Year Enrollment Projections
- 2016-17 Preliminary Budget Discussions with Board of Finance
- Update: Senior Demonstration or “Capstone” Requirement

January 5, 2016

- Executive Summary: Proposed 2016-17 Budget of the Superintendent of Schools
- Update: Health and Medical Insurance Revenues and Expenses; Projected Year-End Balance in Health Reserve Account

January 8, 2016

- Discussion: 2016-17 Proposed Budget of the Superintendent of Schools
(This is planned as an “all-day” work session to review the proposed budget)

January 11, 2016

- Discussion: 2016-17 Proposed Budget of the Superintendent of Schools
- Discussion: Five Year Capital Forecast: July 1, 2016 – June 30, 2021
- Review with Insurance Consultant *Lockton Companies, LLC*, Health and Medical Insurance Projected Revenues and Expenses for 2015-16 and 2016-17 Fiscal Years

January 19, 2016

- 2016-17 Proposed Budget of the Superintendent of Schools
- Approval: Five Year Capital Forecast: July 1, 2016 – June 30, 2021

January 25, 2016

- 2016-17 Proposed Budget of the Superintendent of Schools
- Update: Health and Medical Insurance Revenues and Expenses; Projected Year-End Balance in Health Reserve Account
- Quarterly Financial Report: July 1, 2015 – December 31, 2015

February 8, 2016

- Approval: 2016-17 Proposed Budget of the Board of Education

February 29, 2016

- Discussion: Limitations Upon How and By Whom Student Data Will Be Used
- Update: Health and Medical Insurance Revenues and Expenses; Projected Year-End Balance in Health Reserve Account

March 14, 2016

- Discussion: Unified Codes of Conduct for All Activities, Including Consequences and Processes for Enforcement
- Discussion: Student and Faculty Calendar: 2017-18 School Year

March 28, 2016

- Update: Review with Insurance Consultant *Lockton Companies, LLC*, Health and Medical Insurance Projected Revenues and Expenses for 2015-16 and 2016-17 Fiscal Years; Projected Year-End Balance in Health Reserve Account for 2015-16 and 2016-17
- Proposed Board of Education Policy: Limitations Upon How and By Whom Student Data Will Be Used
- Approval: Student and Faculty Calendar: 2017-18 School Year
- Approval: Non-Renewal of Certified Teaching Staff

April 11, 2016

- Proposed Board of Education Policy: Unified Codes of Conduct for All Activities, Including Consequences and Processes for Enforcement
- Adoption of Board of Education Policy: Limitations Upon How and By Whom Student Data Will Be Used

May 2, 2016

- Discussion: Scheduling Options and Recommendations for Elementary Schools, Middle Schools and Staples High School to Increase Efficiency and/or Strengthen Alignment with Westport 2025 Goals
- Adoption of Board of Education Policy: Unified Codes of Conduct for All School Activities, Including Consequences and Processes for Enforcement
- Approval by Board of Education: Alternative scheduling options for all elementary schools, both middle schools, and Staples High School so as to align with Westport 2025 framework for Implementation, 2016-17 School Year
- Update: Health and Medical Insurance Revenues and Expenses; Projected Year-End Balance in Health Reserve Account

May 9, 2016

- Board of Education and Members of the Public: “Brown Bag” Evening Meeting

May 16, 2016

- Update: School Climate Developments, 2016-17 School Year
- Quarterly Financial Report: July 1, 2015 – March 31, 2015
- Discussion: 2016-17 Goals of the Board of Education
- Adoption: 2016-17 Budget of the Board of Education

May 31, 2016

- Discussion: 2016-17 Goals of the Board of Education
- Approval: 2016-17 Healthy Food Certification
- Approval: Non-Union Personnel Compensation

June 13, 2016

- Approval: 2016-17 Goals of the Board of Education
- Update: Health and Medical Insurance Revenues and Expenses; Projected Year-End Balance in Health Reserve Account
- Approval: Tuition Rates for 2016-17 School Year
- Authorization to Sign Contracts

REVISED:

WESTPORT PUBLIC SCHOOLS

ELLIOTT LANDON
Superintendent of Schools

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WESTPORT, CONNECTICUT 06880
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To: Members of the Board of Education

From: Elliott Landon

Subject: Student Data and Privacy

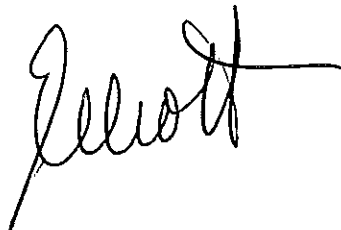
Date: August 31, 2015

As I indicated to the Board via Email early in July, when we adopted our school district Goals for the 2015-16 school year, Mark Mathias included as a Performance Objective, "Establish student data protocols defining limitations upon how and by whom student data will be used." Towards that end, among several of his Specific Action Items, he included: "Propose limitations upon how and by whom student data will be used."

I have done substantial research on this matter and have concluded that addressing this particular Performance Objective will not be an easy task. The federal government, state governments, and service providers are attempting to address this matter through task forces that include among their membership representatives from business, industry, the legal profession and education who are expert in this area. Student privacy bill of rights have been proposed for adoption by state governments; at the federal level H.R. 2092 has been introduced in the U.S. House of Representatives; the California legislature has adopted rigid requirements involving the use of student data; FERPA legislation interacts with many federal and legislative requirements requiring legal assistance; and, various public and private resources have recommendations, plans and suggestions that may or may not be consistent with existing law.

I have attached for your perusal the most relevant documents pertaining to this issue.¹

It continues to be my recommendation that the Board of Education appoint a citizens Task Force to address this issue to include among its membership persons from our community from the fields of business, industry, law and technology, as well as Natalie Carrigan, to provide the Board with suggestions and recommendations to implement this Performance Objective. Certainly Mark Mathias, with his vast knowledge of technology and the technology industry should be a part of this Task Force.



¹ [student data protocols 201508261452.pdf](#)