



SPECIAL BOARD OF EDUCATION MEETING

Monday, August 2, 2021 7:00 PM

BOARD OF EDUCATION MEETING ONLINE-ZOOM Please use the link

below to join the webinar: <https://glastonburyus->

[org.zoom.us/j/86906828095?pwd=SWt6dTF0eE14SjBxTU5UWkRvSzVDUT09](https://glastonburyus-org.zoom.us/j/86906828095?pwd=SWt6dTF0eE14SjBxTU5UWkRvSzVDUT09)

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1. Call to Order
2. Pledge of Allegiance
3. Informal Session for Public Comment
4. Business Requiring Action
 - A. Staff Resignation (consent)
Danielle Galligan
Anita Russell
 - B. Approval of Elementary Staffing Adjustments for the 2021-2022 School Year
 - C. Approval of Operational Plans Options for 2021-2022 School Year
 - D. Approval for Modification of Policies Affected by COVID-19 by Executive Order
 - E. Approval of Final 2020-2021 Budget Transfers and End of Year Budget Report
 - F. Approval of Transfer of Funds and Expenditures Funds from the Unexpended Education Funds Account (1% non-lapsing account)
 - G. Approval of Naubuc School Second Floor Plan
 - H. Approval to Move the October 25, 2021, Board of Education Meeting to Monday, October 18, 2021, to be held in Town Council Chambers at 7:00PM
5. Reports and Discussion
 - A. School Food Services Report
 - B. Student Activity Report
 - C. Glastonbury Education Foundation
6. Committee Reports
7. Chairman's Report
8. Superintendent's Report
 - A. Staff Appointments
 1. Maggie Mule- Hopewell School, Psychologist

- B. Dates to Remember
- 9. Adjournment
 - A. Please note: It is possible that the Board of Education may go into Executive Session

**GLASTONBURY BOARD OF EDUCATION
EXECUTIVE SUMMARY REPORT FORM**

Title of Report: Elementary Staffing

Board Meeting Date: August 2, 2021

Action: **X** **Report:** **Information:** **Discussion:**

Overview:

Each summer we monitor enrollment across all schools and grade levels to ensure the projected staffing levels approved within next year's budget are appropriate. As we review elementary sections with principals, both the number of students in each class and student needs in each cohort are considered.

The attached document details K-5 class sizes for the coming school year based on the most recent enrollment levels. Based on current enrollment and student needs we recommend the following changes to staffing levels approved in the 2021-2022 budget:

Nayaug School - We recommend reducing one section (from five to four) of Kindergarten due to lower than expected enrollment.

Hebron Avenue School - We recommend adding one section (from three to four) of Grade 3 due to higher than anticipated enrollment.

Naubuc School - We recommend adding one section (from three to four) of Grade 5 due to increased enrollment and the needs of students across the grade level.

These adjustments would result in one additional section at the elementary level.

Submitted By: Matthew Dunbar

Reviewed By: Alan B. Bookman

Glastonbury Public Schools 2021-2022 Enrollment

	School	20/21 Sections	21/22 Budget Proj.	21/22 Sections	Current Enrollment as of 7/22/2021	Class Sizes based on Number Enrolled for 2021-2022				
K (16-22) 18	Buttonball	4	75	4	58	14	14	15	15	
	Hebron Ave	4	71	4	71	17	18	18	18	
	Hopewell	5	87	5	78	15	15	16	16	16
	Naubuc	4	68	4	72	18	18	18	18	
	Naugaug	5	83	5 4	68	13 17	13 17	14 17	14 17	14
Grade 1 (20-24) 22	Buttonball	4	74	4	71	17	18	18	18	
	Hebron Ave	4	67	4	71	17	18	18	18	
	Hopewell	4	108	5	104	20	21	21	21	21
	Naubuc	4	69	4	69	17	17	17	18	
	Naugaug	4	82	4	88	22	22	22	22	
Grade 2 (20-24) 23	Buttonball	4	63	3	61	20	20	21		
	Hebron Ave	4	72	4	74	18	18	19	19	
	Hopewell	4	97	5	101	20	20	20	20	21
	Naubuc	4	67	4	68	17	17	17	17	
	Naugaug	4	89	4	81	20	20	20	21	
Grade 3 (22-26) 23	Buttonball	4	83	4	79	19	20	20	20	
	Hebron Ave	4	69	3 4	73	24 18	24 18	25 18	18	
	Hopewell	4	91	4	88	22	22	22	22	
	Naubuc	3	78	4	78	19	19	20	20	
	Naugaug	5	88	4	84	21	21	21	21	
Grade 4 (22-26) 25	Buttonball	4	88	4	83	20	21	21	21	
	Hebron Ave	4	79	4	81	20	20	20	21	
	Hopewell	4	97	5	96	19	19	19	19	20
	Naubuc	4	72	4	71	17	18	18	18	
	Naugaug	5	91	4	89	22	22	22	23	
Grade 5 (22-26) 25	Buttonball	4	71	4	69	17	17	17	18	
	Hebron Ave	4	74	4	77	19	19	19	20	
	Hopewell	4	91	4	90	22	22	23	23	
	Naubuc	3	67	3 4	70	23 18	23 18	24 17	17	
	Naugaug	5	101	5	99	19	20	20	20	20

**GLASTONBURY BOARD OF EDUCATION
EXECUTIVE SUMMARY REPORT FORM**

Title of Report: End-of-Year Final Report, FY2020-2021 Education Budget

Board Meeting Date: August 2, 2021

Action: X Report: Information: Discussion:

Overview:

In May, the Board of Education approved preliminary budget transfers based on our projections for the year end. On July 28, 2021, all open purchase orders were completed and final invoices paid. Now that all the transactions have been completed for FY 20/21, a number of additional transfers are required. The major variances occurred in basic education, operations/maintenance, utilities, special education, athletics & clubs, and fringe benefits.

Board of Education Approved 2020-2021 Recap

	Board Approved	Final	Variance
Town Appropriated Budget	111,754,046	111,754,046	-
Supplemental Appropriations:			-
Custodial Fee Reimbursement	30,000	0.00	-30,000
Magnet School Transportation Grant	23,000	10,600	-12,400
Excess Cost/Agency Placement Grant	1,100,000	1,404,218	304,218
Total Approved Expenditures	112,907,046	113,168,864	261,818
Actual Expenditures		112,312,722	
Final year-end transfer to 1 % Non-Lapsing Fund		856,142	

Attached please find the Final Report for FY2020-2021, which includes:

Attachment I shows the Spring Revised Budget as approved by the Board of Education on May 10, 2021. In addition, it shows the actual expenditures and balances remaining by program for 2020-2021.

Attachment II is listed as Authorization #1 and lists the final transfers required so that no program is left in a deficit position at year-end.

Attachment III is a recap of the Board of Education Budget for 2020-2021 starting in January 2020 through June 30, 2021.

Submitted By: Karen Bonfiglio

Reviewed By: Alan Bookman

**BOARD OF EDUCATION BUDGET
FY 2020 - 2021
FOR PERIOD ENDING JUNE 30, 2021
BEFORE TRANSFERS**

PROG	DESCRIPTION	SPRING REVISED *	FINAL EXPENDITURES	BALANCES
0200	ART	1,207,341	1,231,955	(24,614)
0300	BASIC EDUCATION	15,272,966	15,170,965	102,001
0400	LANGUAGE ARTS	4,422,042	4,432,500	(10,458)
0500	MATHEMATICS	2,768,718	2,776,196	(7,478)
0600	SCIENCE	3,533,783	3,561,671	(27,888)
0700	HISTORY/SOCIAL SCIENCES	2,342,752	2,340,502	2,250
0900	CAREER/VOCATIONAL ED	1,605,119	1,631,297	(26,178)
1000	COMMUNITY SERVICES	213,554 ¹	229,653	(16,099)
1100	P.A.C.E.	602,257	601,190	1,067
1300	FOREIGN LANGUAGES & ELL	4,425,921	4,431,591	(5,670)
1400	SCHOOL COUNSELING	3,579,602	3,549,215	30,387
1500	HEALTH ED./PHYSICAL ED.	2,089,358	2,103,146	(13,788)
1600	HEALTH SERVICES	804,925	741,737	63,188
1900	LIBRARIES/MEDIA CENTERS	1,152,661	1,150,327	2,334
2000	MUSIC	1,803,614	1,801,478	2,136
2100	OPERATIONS/MAINTENANCE	7,338,501	8,095,955	(757,454)
2200	UTILITIES	2,497,354	2,119,244	378,110
2300	PROGRAM/STAFF DEVELOPMENT	535,500	534,430	1,070
2400	PUPIL TRANSPORTATION	3,688,398 ²	3,690,716	(2,318)
2700	SPECIAL EDUCATION	15,448,396 ³	14,858,149	590,247
2800	ATHLETICS & CLUBS	1,789,363	1,656,329	133,034
3000	AGRISCIENCE & TECHNOLOGY	314,650	310,929	3,721
3100	ELEMENTARY EDUCATION	2,314,869	2,312,179	2,690
3200	SECONDARY EDUCATION	2,738,230	2,752,740	(14,510)
3300	SYSTEMWIDE SUPPORT SVCS.	3,919,606	3,887,478	32,128
3400	FRINGE BENEFITS	22,904,900	22,493,904	410,996
3600	TECHNOLOGY SUPPORT SVCS.	3,854,484	3,847,247	7,237
	TOTAL	113,168,864	112,312,722	856,142

*** AFTER SUPPLEMENTAL APPROPRIATIONS APPLIED:**

1. CUSTODIAL FEE REIMBURSEMENT	0
2. MAGNET SCHOOL TRANSPORTATION GRANT	-10,600
3. EXCESS COST/AGENCY PLACEMENT GRANT	-1,404,218
	(1,414,818)

**GLASTONBURY PUBLIC SCHOOLS
GLASTONBURY, CONNECTICUT**

Attachment II

**FY 2020-2021
BUDGET TRANSFER REQUEST FORM
AUTHORIZATION #1**

The School Administration requests that the Glastonbury Board of Education give consideration and approval to this request for transfer of funds between established programs of the 2020-2021 operating school budget.

DOLLAR	TO	PROGRAM NAME	FROM	PROGRAM NAME
TRANSFER				
\$ 24,614	0200	ART	0300	BASIC EDUCATION
\$ 10,458	0400	LANGUAGE ARTS	0300	BASIC EDUCATION
\$ 7,478	0500	MATH	0300	BASIC EDUCATION
\$ 27,888	0600	SCIENCE	0300	BASIC EDUCATION
\$ 26,178	0900	CAREER/VOCATIONAL ED	0300	BASIC EDUCATION
\$ 16,099	1000	COMMUNITY USE	0300	BASIC EDUCATION
			0700	HISTORY/SOCIAL SCIENCE
			1100	P.A.C.E.
			1400	SCHOOL COUNSELING
\$ 5,670	1300	FOREIGN LANGUAGE	1400	SCHOOL COUNSELING
\$ 13,788	1500	HEALTH ED./PHYSICAL EDUCATION	1400	SCHOOL COUNSELING
			1600	HEALTH SERVICES
\$ 757,454	2100	OPERATIONS/MAINTENANCE	1600	HEALTH SERVICES
			1900	LIBRARIES/MEDIA CENTERS
			2000	MUSIC
			2200	UTILITIES
			2300	PROGRAM & SRAFF DEVELOPMENT
			2700	SPECIAL EDUCATION
\$ 2,318	2400	TRANSPORTATION	2700	SPECIAL EDUCATION
\$ 14,510	3200	SECONDARY EDUCATION	2700	SPECIAL EDUCATION

**BOARD OF EDUCATION BUDGET
FY 2020-2021
FINAL REPORT PERIOD ENDING JUNE 30, 2021**

Attachment III

PROG	DESCRIPTION	BOARD APP. BUDGET JANUARY, 2020	BOARD APP. BUDGET WITH REDUCTIONS	FINAL EXPENDITURES JUNE, 2021
0200	ART	1,238,241	1,238,241	1,231,955
0300	BASIC EDUCATION	15,703,806	15,703,806	15,170,965
0400	LANGUAGE ARTS	4,370,635	4,370,635	4,432,500
0500	MATHEMATICS	2,765,611	2,765,611	2,776,196
0600	SCIENCE	3,644,036	3,644,036	3,561,671
0700	HISTORY/SOCIAL SCIENCES	2,355,012	2,355,012	2,340,502
0900	CAREER/VOCATIONAL ED	1,668,487	1,668,487	1,631,297
1000	COMMUNITY SERVICES	397,422 ¹	397,422 ¹	229,653
1100	PACE	604,257	604,257	601,190
1300	FOREIGN LANGUAGES & ELL	4,516,924	4,516,924	4,431,591
1400	SCHOOL COUNSELING	3,620,715	3,620,715	3,549,215
1500	HEALTH ED./PHYSICAL ED.	2,096,400	2,096,400	2,103,146
1600	HEALTH SERVICES	806,762	806,762	741,737
1900	LIBRARIES/MEDIA CENTERS	1,373,698	1,233,698	1,150,327
2000	MUSIC	1,800,281	1,800,281	1,801,478
2100	OPERATIONS/MAINTENANCE	6,966,273	6,848,273	8,095,955
2200	UTILITIES	2,517,354	2,497,354	2,119,244
2300	PROGRAM/STAFF DEVELOPMENT	602,500	602,500	534,430
2400	PUPIL TRANSPORTATION	3,992,096 ²	3,852,096 ²	3,690,716
2700	SPECIAL EDUCATION	15,938,438 ³	15,786,863 ³	14,858,149
2800	ATHLETICS & CLUBS	1,930,758	1,920,558	1,656,329
3000	AGRISCIENCE & TECHNOLOGY	318,850	318,850	310,929
3100	ELEMENTARY EDUCATION	2,335,652	2,335,652	2,312,179
3200	SECONDARY EDUCATION	2,722,592	2,722,592	2,752,740
3300	SYSTEMWIDE SUPPORT SVCS.	3,370,567	3,290,567	3,887,478
3400	FRINGE BENEFITS	21,955,963	22,096,695	22,493,904
3600	TECHNOLOGY SUPPORT SVCS.	3,852,759	3,812,759	3,847,247
	SUB TOTAL	113,466,089	112,907,046	112,312,722

SUPPLEMENTAL APPROPRIATIONS :

1	CUSTODIAL FEE REIMBURSEMENT	-30,000	-30,000	0
2	MAGNET SCHOOL TRANSPORTATION GRANT	-23,000	-23,000	-10,600
3	EXCESS COST/AGENCY PLACEMENT GRANT	-1,100,000	-1,100,000	-1,404,218
	TOTAL OPERATIONAL BUDGET	112,313,089	111,754,046	110,897,904

Glastonbury Public Schools

**Naubuc Elementary School
Second Floor Classroom Reorganization Study**

**84 Griswold Street
Glastonbury, CT 06033**

Draft Report: June 11, 2021

Final Report:

Prepared by:



architects | engineers | interior designers

Silver, Petrucelli & Associates, Inc.
3190 Whitney Avenue | Hamden CT 06518
One Post Hill Place | New London CT 06320

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Section I – Introduction

Silver/Petrucci & Associates (SP+A) was retained by Glastonbury Public Schools to provide an architectural and engineering study for Naubuc Elementary School, evaluating the feasibility of renovating the building A, second floor open space plan into fully partitioned/separated classrooms, tutoring, and support spaces.

Naubuc Elementary School, a 2-story, 68,000 (+/-) gross square foot (gsf) structure, was originally constructed in 1941 with additions and renovations occurring on or around 1948, 1968, and 1995. The area designated for potential renovation, building A – second floor, was last fully renovated in 1995. Additional, miscellaneous maintenance and repairs to this 16,765 square foot space have continued over the last 25 years. Construction drawings of the 1995 renovations were available to the design team for review.



In addition to reviewing all available existing drawings, SP+A architects, engineers and interior designers conducted field visits to survey the existing renovation area, including documenting of all existing systems, building components, finishes and life safety/accessibility concerns. Most importantly, multiple meetings were held between SP+A and Glastonbury Public School staff, including Superintendent of Schools, Dr. Alan Bookman, Naubuc School Principal Dr. Michael Litke, and Director of Operations/Maintenance, Albert Costa.

Findings, analysis and recommendations resulting from these investigations and meetings are outlined in the following sections of this report.

Section II – Existing Facility Analysis and Recommendations

Architecture and Interiors

The 2nd floor open space floor plan currently defines eight 2nd and 3rd grade classrooms with a combination of portable partitions, partial-height fixed partitions, and FFE (furniture, fixtures and equipment) items. The existing flooring is relatively new, broadloom carpet in good condition. Exterior walls are clad in full-height FRP panels and ceilings are acoustical panels in a 2x4 suspended grid system. Doors are a mix of wood veneer and hollow metal painted finishes. There is minimal natural daylight in the space, provided by (28) in-niche windows and (1) central skylight. Existing bathrooms are in need of new finishes and fixtures. They currently contain mismatched tile floors / walls and stainless-steel wash fountains.



Existing FRP wall panels, casework, partial height walls, horizontal blinds, and acoustic ceiling grid and panels are recommended to be removed. Wall mounted equipment such as projections screens and white boards should be removed and returned to owner. Bordered carpet at the existing corridors will be removed and replaced with new flooring material.

New partitions will be full-height, high-abuse / high-impact resistant gypsum board over metal stud framing with 8'H protective outside corner guards. New gypsum board will be installed at exterior walls over existing framing, to replace the FRP that currently exists. Existing aluminum windows will remain, but new, additional windows with manual solar roller shades, will be installed at the perimeter to allow for more daylighting at all classrooms and support spaces. Each classroom will be fit out with new plastic-laminate cubbies (for 25 students) and base, upper, and full-height plastic-laminate cabinetry with a classroom sink in a solid surface counter. New whiteboards, tackboards, and interactive boards will be installed within each classroom. Existing carpet is relatively new, in good condition, and should be protected and preserved within the classroom boundaries, while new VCT (vinyl composition tile) should be provided at the corridor network. New suspended ceiling grid and 2 x 2 acoustical pads will be installed throughout the 2nd floor. Classroom doors will be wood veneer with narrow-lite vision panels.



Eureka Lab / Maker Space will be located beneath the skylight and will incorporate perimeter windows to create visibility into the classroom as well as daylight into the corridor. Storage and Green Room spaces will be directly accessible from this classroom. Sheet marmoleum flooring or carpet tile will be provided in these lab and support areas.



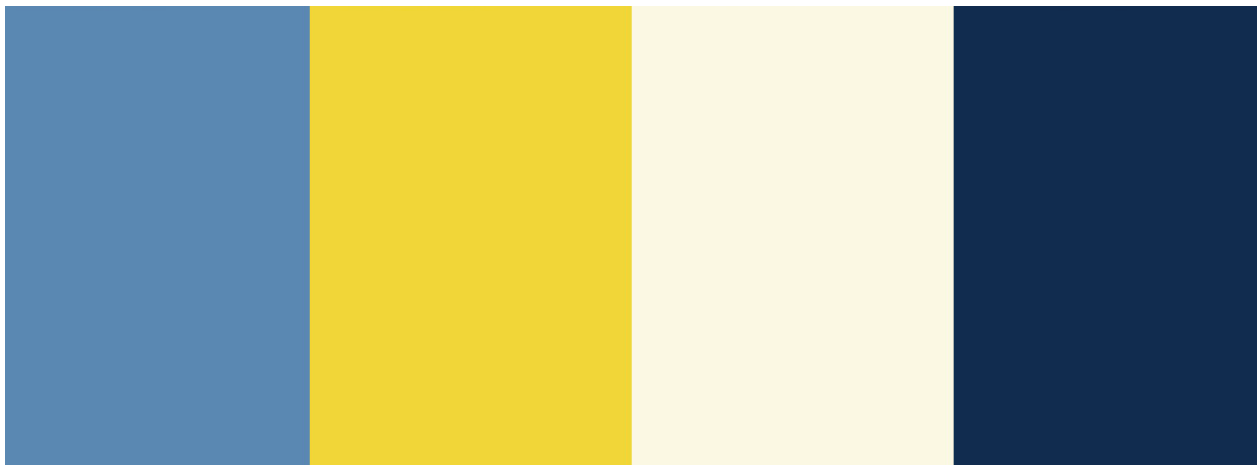
Renovated multi-user, student toilet rooms will receive all new finishes, including mosaic tile flooring, gypsum board walls with tile wainscot, solid plastic partitions, and new fixtures in existing locations.



New, single-user, staff toilet rooms will be located just outside the two areas of student toilet rooms and will have tile flooring and wainscot. Toilet room doors will be paint quality to match existing adjacent.



The overall color palette will incorporate the existing dark blue paint and wall base used throughout the school, while adding bright, neutral walls and pops of color suitable for classroom use.



Hazardous Materials

Asbestos-containing materials inspection and lead-based paint screenings were not conducted as part of this study, however, a conceptual cost estimate of \$2.50/sf for abatement was carried to account for removal of hazardous materials we might anticipate to find in a building of this vintage. Sampling and testing from a licensed environmental engineer is being conducted directly by the school district and will be required as part of any subsequent design or construction phase.

Mechanical

General

All new, mechanical systems will be designed in accordance with the State Building Code, which include the following: 2015 International Building Code, 2015 International Mechanical Code, 2015 International Plumbing and Fire Protection Code, IECC 2015. The systems will also be designed in accordance with the applicable provisions of the Connecticut Fire Safety Code and other applicable standards, ordinances and regulations.

This narrative is meant to assist in the development of a schematic estimate for the purchase and installation of the mechanical systems.

Existing Mechanical System:

The existing school facility is fully heated and air-conditioned by four, roof mounted Trane package rooftop units with DX cooling and hot water coils. Three of the units have a nominal cooling capacity of 60 Tons, and one has a nominal cooling capacity of 10 Tons. All of the RTU systems are currently functional, but are reaching the end of their useful life and should be replaced with higher efficient system that meet current code standards.

An existing Building Automation System (BMS) is provided for the HVAC equipment.

Mechanical System:

The mechanical systems are based on heating, ventilation and air conditioning for the building while meeting the objectives for energy efficiency. Heating design shall be 70 degrees and cooling design shall be 75 degrees. Relative humidity will be conditionally controlled in summer cooling mode, utilizing a high limit return. Dehumidification mode will be utilized to maintain conditions below the high limit. Indoor temperature and humidity will be in accordance with comfort criteria established in ASHRAE 55-2004.

Design Conditions

The HVAC systems will be designed to meet the following design criteria:

Basic Design Parameters:

Building Location: Glastonbury, CT

	<u>Summer</u>	<u>Winter</u>
Outdoor Design Conditions	88° F db / 67° F wb	7° F db
Indoor Design Conditions	75° F db	70-72° F db
Indoor Relative Humidity:	50% +/- 10%	30-45%RH

Materials and Methods

New work shall include the following basic materials and methods of construction:

- The existing main supply and return duct layouts serving the open classrooms spaces shall remain the same, but new branch systems will be provided for the new classrooms and smaller support spaces
- Extend and modify the HVAC distribution system as needed to accommodate these spaces occupancy changes.
- All new ductwork and accessories shall meet SMACNA standards.
- Seismic restraints shall be designed and installed as required per State of Connecticut Building Code and Fire Safety Code which requires the seal of a licensed professional engineer. Above mentioned professional engineer will be required to verify installation is correct and complete per seismic code. This includes piping, ductwork, and equipment.

RECOMMENDATION & IMPROVEMENTS FOR VENTILATION:

- It is recommended that all the rooftop units be replace with modern, energy -efficient equipment designed to provide heating, cooling and ventilation for the next 15-20 years.
- Use cold plasma generator technology mounted on the return side of the coils.
- Use highly efficient particle filtration (HEPA FILTERS) in the centralized HVAC systems to reduce airborne particles, as well as a filter with a MERV-13 or higher rating.
- Increase the ventilation rate for the restroom exhaust fans.
- Provide new vav boxes to control the airflow for each of the new renovated spaces

PHOTOGRAPH:



Electrical

The existing electrical distribution in the proposed second floor area is in fair to good condition, and there are two different vintage panels. The (2) recessed panels (P3 & P4) located in the center core areas are original building panels by Federal Pacific. These panels are in fair condition and are nearing their end of useful life. The other two computer panels (CP3 & CP4) along with the distribution panel (DP) are in good condition.

The existing Fire Alarm system (by Notifier) has been recently upgraded and the devices throughout the proposed renovated area appear to be in good condition and appear to be working properly. Additional devices will need to be added based on the new, full height walls shown in the proposed floor plan.

The existing lighting in the proposed renovated space is mostly made up of old recessed lensed 2x4 fluorescent fixtures with some surface mounted fluorescent “curved” valance fixtures around the sky light and a few recessed open down lights. The lights appear to be controlled by local “toggle” type wall switches with some ceiling mounted occupancy sensors. Also, there are occupancy sensor wall switches in the Toilet rooms and adjacent Janitor’s closet and Mechanical room. There are ceiling mounted exit signs throughout the floor that appear to provide proper coverage. Emergency lighting is made up of surface /ceiling mounted self-contained twin head fixtures and round & square “dead light” fixtures.

Existing power & data throughout the floor is made up from a mix of recessed & surface mounted receptacles along with power poles. There is a wall mounted network rack in the closet on the east side of the floor facing the north side classrooms.

There is an “area of refuge/rescue” two-way communications system located in both stairwells on the floor. The system appears to be in good working order.

There is a photovoltaic system installed with panels located on the roof of our building in addition to panels located on other buildings of school. The panels run back to inverters mounted on the exterior corner (south-west) of the Gymnasium building before connecting into the building’s main electrical distribution, located in a room on the exterior (south side) of the connecting building between our building and the Gymnasium.



Old 'Federal Pacific' Panel



New 'G.E.' panel



New 'Siemens' Distribution panel (DP)





New 'Notifier' Fire alarm Control Panel in Main Office



Existing 2x4 light fixtures



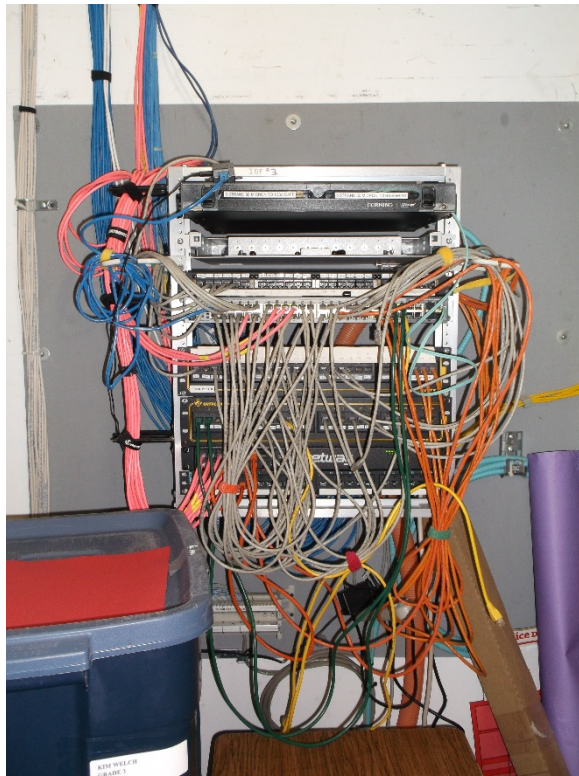
Existing "Curved" Valance light fixtures



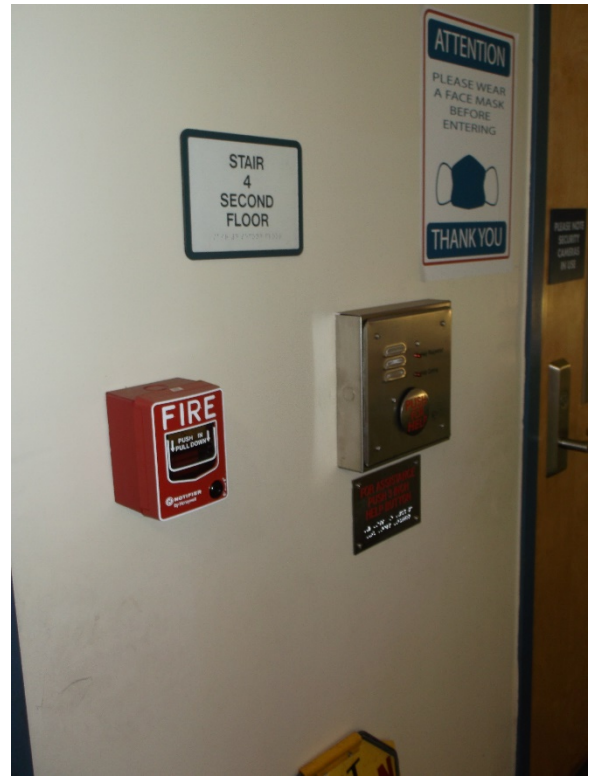
Recessed mounted receptacle



Surface mounted receptacle



Second Floor Network Rack



“Area of Refuge/Rescue” in Stair

Proposed Electrical Modifications

All existing light fixtures and associated controls (switches & sensors) will be removed throughout this space and be replaced with new recessed mounted LED fixtures, occupancy sensors and multi-level control light switches. Emergency lighting will be furnished by either integral fixture mounted battery units in some fixtures or self-contained emergency twin-head lighting units. New LED exit signs with emergency batteries will be installed throughout the floor.

The (2) existing, old recessed mounted electrical panels (P3 & P4) will be replaced with new panels of the same ampacity and breaker compliment to serve existing to remain and new loads.

The (2) existing newer electrical panels (CP3 & CP4) along with the existing distribution panel (DP) shall remain to serve existing and new loads.

All existing surface & recessed mounted electrical & data devices on existing exterior walls are to remain. All existing recessed electrical data devices on interior walls to remain that are not affected by new classroom walls are to remain. All other existing electrical & data devices shall be removed completely. New recessed mounted devices will be installed throughout in the new classroom walls.

New mechanical equipment required will be wired to either the existing distribution panel (DP) or the main switch board (208 volt).

The existing fire alarm devices will remain where not affected by the new classroom walls. New audio/visual devices will be in every classroom along with addition devices in the new corridors and support spaces as required. Additional smoke detectors will be added as needed for either new/revised mechanical units or from new space requirements.

Plumbing – Existing Conditions

The 2nd floor has two sets of gang toilet rooms, one accessible boys and one regular girls and one accessible girls and one regular boys. There are also accessible and regular classroom sinks.

The plumbing fixtures appear to be in fair condition and are roughly 26 years old. Some plumbing fixtures were upgraded to be handicap accessible.



No drainage piping issues were observed during the visit. If there is anecdotal evidence of drainage issues in the area, it is recommended that the buried pipes get scoped with a camera to determine the cause(s).

Plumbing – New Work

The existing plumbing fixtures on the second floor renovated area will be removed and replaced in similar locations. Fixtures will connect to existing piping. The classroom sinks will be removed and replaced in new locations. Every classroom will have an accessible countertop sink with new water and waste piping fed from the floor below. New vent piping will be run up to the second floor ceiling and connect to the existing vent through the roof.

Domestic Water Distribution

Domestic water piping shall be connected to the existing mains in the adjacent areas to where the new work shall be.

All domestic water piping shall be a copper distribution system with insulation. Use of non-metallic piping/tubing can be considered if the anticipated construction cost savings warrant further consideration, as can the use of copper press-type fittings and valves. Alternates are subject to owner approval prior to substitution. All piping and appurtenances shall be manufactured and installed in accordance with lead free standards

Service valves shall be provided as required by the International Plumbing Code and shall be supplemented to isolate major building areas.

Domestic water isolation/shut off valves for 2" and smaller shall be threaded, 2-piece, full port, 400psi ball valves. Domestic water isolation/shut off valves for 2-1/2" and larger shall be flanged valves. All valves 2" and smaller shall be threaded fittings with unions for replacement and maintenance.

Building Sanitary Drainage

The condition of underslab building sanitary piping mains will need to be evaluated. It is likely that original mains are viable and can be retained, but if there are any issues discovered upon inspection, the underslab piping shall require replacement. All sanitary waste and vent piping above slab, with the possible exception of selected piping in undisturbed walls, is expected to be replaced in coordination with new work.

All above ground sanitary drainage shall be cast iron service weight no-hub pipe and fittings. Piping 4" and smaller shall be 4-band super duty clamps similar to "Husky SD4000". Piping 6" and larger shall be 6-band super duty clamps similar to "Husky SD4000". All piping in plenum installations shall be UL listed for this application.

Building Natural Gas

Gas will be extended from the existing location to serve new rooftop gas-fired equipment. Pressure regulators shall be provided as required to meet pressure requirements of any equipment and/or distribution areas, and only in the model(s) indicated by the manufacturers written installation manuals.

All gas piping shall be schedule 40 black steel piping. Piping 2" and smaller shall be class 150 threaded fittings. Piping 2-1/2" and larger shall be schedule 40 welded fittings.

All gas valves 2" and smaller shall be threaded plug valves with unions on both sides of the valve for repair and maintenance. All gas valves 2-1/2" and larger shall be flanged plug valves.

Plumbing Fixtures

Water closets, urinals and lavatories will be fabricated of vitreous china. Water closets will be wall mounted and will utilize hard-wired electronic flush valves. Lavatories will also be wall-hung with floor-mounted carriers and will utilize hard-wired electronic faucets.

Water coolers with bottle fillers will be provided in accordance with ADA requirements.

Plumbing fixtures are to be ADA compliant and installed as such as required. All heights and mounting distances shall be coordinated with architect.

Pipe Insulation

Hot and cold domestic water, hot water recirculation, interior roof drainage piping and cooling condensate shall be insulated per code. Interior, above ground piping insulation shall be pre-formed mineral fiber with an all service jacket and self-sealing lap. Interior, above ground pipe fitting insulation shall be molded, pre-formed mineral fiber with a PVC jacket.

Hangers and Supports

All pipe hangers and supports shall be hot dipped galvanized. Threaded rod (min 3/8" diameter) and hardware shall be stainless steel. All fasteners into concrete shall be mechanical wedge type anchors; the use of powder actuated, or gas fastening is not allowed. All hangers and supports shall be capable of screw adjustment after piping is erected. Hangers in contact with copper or brass shall be dielectric, compatible with copper and brass alloy or provided with felt sleeve.

Contractor is responsible to provide additional structural supports for piping and equipment when the deck itself is not capable of such support.

Fire Protection – Existing Conditions

The existing building is fully sprinklered with pendent type exposed sprinklers and concealed sprinkler piping above the hung ceiling. Sprinkler piping and components appear to be in good condition.



The main sprinkler service enters in the lower level and is provided with a double check valve assembly to protect against cross contamination as required when the fire department pressurizes the system.



Fire Protection – New Work

For the renovation of the 2nd floor space with new walls and layouts, the existing sprinkler systems will mostly likely need to be removed and replaced to avoid conflict with new ceiling mounted equipment, ductwork, lighting, etc. New sprinkler system distribution piping and sprinklers will be provided for complete coverage per NFPA 13, coordinated with the work of all other trades.

It would be desirable to replace the existing exposed pendent sprinklers with flush mounted concealed sprinklers which would curtail people hanging things from them or accidentally hit which could cause discharge. It also would be more aesthetically pleasing as it is today's standards.

Design Criteria

Compliance with State and Local Codes, Owner's insurance carrier, and NFPA Standards will be required. Systems to be hydraulically calculated based upon the following information as required by NFPA 13.

- General Areas: Wet Pipe, Light Hazard

Density - 0.10 GPM/SF over the most remote 1,500 SF area with 100 GPM added for hose streams. Sprinkler heads rated at 165° spaced at 225 SF per head (maximum with smooth ceiling) with protection of all combustible concealed spaces.

Piping Materials

Interior Piping

Wet Pipe System

Schedule 40 black steel pipe and threaded fittings. For use with 2" and smaller.

Schedule 10 black steel pipe and roll-grooved fittings. For use with pipe 2-1/2" and larger.

Equipment

Sprinkler Heads

UL listed and/or FM approved automatic type, of proper temperature range, with installation meeting the conditions of listing and approval. Deflectors shall be marked to indicate proper installation position.

Upright and sidewall sprinkler heads in service areas, and areas not exposed to public view shall be bronze with glass bulb.

Upright and sidewall sprinkler heads in areas exposed to public view shall be bright chrome plated bronze with glass bulb.

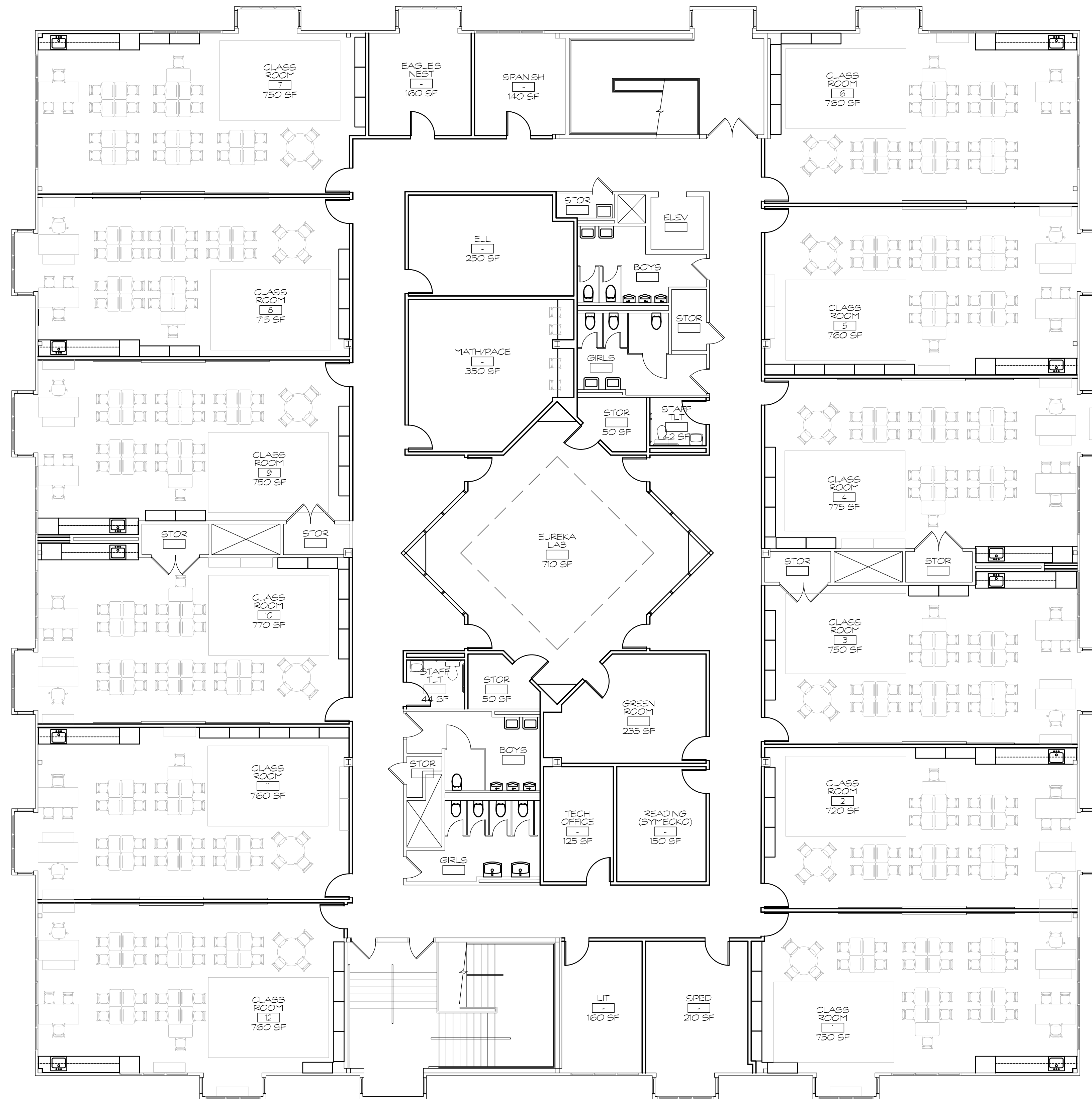
Concealed sprinkler heads will be bronze with a frangible glass bulb and the ceiling plate will match the ceiling color.

Head guards are required for heads in areas subject to mechanical damage, such as mechanical rooms, gymnasiums, etc.

Spare sprinkler heads will be provided for each type/rating and at least one sprinkler head wrench with suitable openings will be provided. A minimum of (1) sprinkler head for every 100 of each type will be provided and will be stored in a baked enameled steel cabinet with adequate size to contain spare heads and wrenches. The cabinet will be located in the Water Service Room.

Section III – Proposed Plan

The following proposed floor plan (SD-3) is the culmination of multiple programming and design review meetings held between Silver/Petrucci and Associates, Inc. and Glastonbury Public Schools. All narratives, estimates and schedules within this report reflect the changes proposed in the attached plan.



Project Title:
Naubuc School Space Study

84 Griswold Street
Glastonbury, CT 06033



SILVER / PETRUCCELLI + ASSOCIATES

Architects / Engineers / Interior Designers
3190 Whitney Avenue, Hamden, CT 06519-2340
One Post Hill Place, New London, CT 06320
Tel. 203 230 9007 Fax. 203 230 8247
silverpetrucci.com

Revision:	Description:	Date:	Revised By:

Drawing Title:
Schematic Design
Option 3

Date:
June 11, 2021
Scale:
1/8" = 1'-0"
Drawn By:
JAL
Project Number:
21.053

Drawing Number:

SD-3

Section IV – Cost Estimate

COST ESTIMATE SUMMARY

The following is a summary of overall, anticipated project costs, based off of the previous systems narratives and SD-3 floor plan. The cost estimate includes all anticipated and applicable soft costs as well as contingencies typically included in a conceptual design cost estimate.

Naubuc Elementary School

2nd Floor Classroom Reorganization Study

6/11/2021

16,765 SF



Concept Design - Opinion of Probable Construction Cost

Task	Unit	takeoff Quantity	Total Cost / Unit	Total Project Development Cost
Division 1 - General Requirements				
01 00.00 General Conditions	Project	1	12.00%	\$252,000.00
01 41 26.50 Permits	Project	town permit waived	.26/1000	\$650.00
01 74 13.20 Final Cleaning	Job	1	0.30%	\$6,300.00
01 76 13.20 Temporary Protection	SF	16,765	\$1.50	\$25,147.50
Subtotal				\$284,098

Division 2 - Existing Conditions				
02 41 16.13 Building Demolition (remove doors)	EA	1	\$50.00	\$50
02 41 16.13 Building Demolition (remove HM frames)	EA	1	\$150.00	\$150
02 41 16.13 Building Demolition (remove gyp/stud walls)	SF	510	\$4.00	\$2,040
02 41 16.13 Building Demolition (remove ACT ceilings)	SF	16,765	\$1.25	\$20,956
02 41 16.13 Building Demolition (remove carpet)	SF	3,425	\$1.50	\$5,138
02 41 16.13 Building Demolition (remove FRP/gypsum wall coverings)	SF	5,200	\$2.00	\$10,400
02 41 16.13 Building Demolition (remove casework and shelving)	LF	95	\$25.00	\$2,375
02 41 16.13 Building Demolition (exterior wall openings)	SF	1,500	\$12.50	\$18,750
02 41 19.19 Dumpster 40 yard	EA	8	\$850.00	\$6,800
02 82 13.43 Bulk Asbestos removal (allowance)	LS	16,765	\$2.50	\$41,913
Subtotal				\$108,571

Division 3 - Concrete				
Subtotal				\$0

Division 4 - Masonry				
Subtotal				\$0

Division 5 - Metals				
05 42 13.30 Framed Headers (New Windows)	LF	275	\$25.00	\$6,875
05 42 13 Misc. Framing	LS	1	\$7,500.00	\$7,500
Subtotal				\$14,375

Naubuc Elementary School - Creating Classrooms from 2nd Floor Open Space Plan
Conceptual Cost Estimate

Division 6 - Woods, Plastics & Composites					
06 20 23 Interior Finish Carpentry (Base Cabinetry)	LF	120	\$450.00	\$54,000	
06 20 23 Interior Finish Carpentry (Upper Cabinetry)	LF	120	\$400.00	\$48,000	
06 20 23 Interior Finish Carpentry (Full Height Cabinetry)	LF	30	\$850.00	\$25,500	
06 20 23 Interior Finish Carpentry (Cubbies)	LF	225	\$550.00	\$123,750	
06 20 23 Interior Finish Carpentry (P-Lam Shelves on Standards)	LF	30	\$250.00	\$7,500	
06 61 16 Solid Surface Fabrications (Window Sill)	EA	92	\$75.00	\$6,900	
Subtotal					\$265,650

Division 7 - Thermal & Moisture Protection					
Roof Modifications (New RTU and Exhaust)	LS	1	\$2,500.00	\$2,500	
07 65 10.10 Sheet Metal Flashing	SF	800	\$8.50	\$6,800	
07 91 23.10 Backer Rods	LF	1,250	\$1.30	\$1,625	
07 92 13.20 Caulking & Sealants	LF	2,500	\$2.75	\$6,875	
Subtotal					\$17,800

Division 8 - Openings					
08 12 13.13 Standard Hollow Metal Door Frames (single)	EA	30	\$500.00	\$15,000	
08 13 13.13 Standard Hollow Metal Doors (single)	EA	2	\$850.00	\$1,700	
08 14 16.09 Smooth Wood Doors (single door)	EA	28	\$650.00	\$18,200	
08 41 26.10 Window Walls Aluminum	SF	1,800	\$100.00	\$180,000	
08 71.20.15 Door Hardware	EA	30	\$1,200.00	\$36,000	
Subtotal					\$250,900

Division 9 - Finishes					
09 21 16.33 Partition walls (ext. walls clad w/gyp bd.)	SF	5,400	\$3.00	\$16,200	
09 21 16.33 Partition walls (int. 6" walls w/gyp. bd.)	SF	15,700	\$8.00	\$125,600	
09 30 13.10 Ceramic Tiling (toilet room floors)	SF	610	\$10.00	\$6,100	
09 30 13.10 Ceramic Tiling (toilet room wall tile base)	SF	265	\$9.00	\$2,385	
09 30 13.10 Ceramic Tiling (toilet room full height wall tile)	SF	2,385	\$9.00	\$21,465	
09 51 23 Suspended Ceiling	SF	16,765	\$6.00	\$100,590	
09 65 13 Resilient Base and Accessories (Wall Base)	LF	2,750	\$4.00	\$11,000	
09 65 16 Resilient Tile Flooring (VCT - Corridor)	SF	2,030	\$5.00	\$10,150	
09 84 13 Sound Absorbing Wall Units	SF	125	\$28.00	\$3,500	
09 91 23.39 Interior Painting (Doors/Frames)	EA	30	\$250.00	\$7,500	
09 91 23.74 Interior Painting (Painted Walls)	SF	24,750	\$2.00	\$49,500	
Subtotal					\$353,990

Division 10 - Specialties					
10 11 16.13 Fixed Markerboards (White Board)	EA	30	\$1,125.00	\$33,750	
10 11 23.10 Fixed Tackboards	EA	30	\$432.00	\$12,960	

Naubuc Elementary School - Creating Classrooms from 2nd Floor Open Space Plan
Conceptual Cost Estimate

10 14 00 Signage (Allowance)	LS	1	\$5,000.00	\$5,000
10 21 13.19 Plastic Toilet Compartments (HC)	EA	2	\$1,800.00	\$3,600
10 21 13.19 Plastic Toilet Compartments (standard)	EA	8	\$1,500.00	\$12,000
10 21 13.19 Plastic Toilet Compartments (urinal screen)	EA	4	\$950.00	\$3,800
10 28 13.13 Grab Bar Sets	EA	4	\$750.00	\$3,000
10 28 13.13 Toilet Accessories Set (PT/Mirror/Waste/TP/etc)	EA	6	\$1,500.00	\$9,000
Subtotal				\$71,110

Division 11 - Equipment

11 53 19 Laboratory Sterilizers (UV Goggle Cabinet)	EA	0	\$0.00	\$0
Subtotal				\$0

Division 12 - Furnishings

12 24 13.10 Roller Window Shades, Manual	EA	32	\$500.00	\$16,000
12 36 61.16 Solid Surface Countertops	SF	325	\$125.00	\$40,625
Subtotal				\$56,625

Division 21 - Fire Suppression

21 13 13 Demolition of existing sprinkler systems	LS	1	\$2,000.00	\$2,000
21 13 13 Wet-Pipe Sprinkler system (Revise, Incl Demo)	ea	117	\$225.00	\$26,325
21 01 00 FP as-builts, shop drawings,	LS	1	\$500.00	\$500
Subtotal				\$28,825

Division 22 - Plumbing

22 05 05.10 Plumbing Demo (not incl. lift & other special systems)	LS	1	\$2,500.00	\$2,500
22 05 23.20 General Duty Valves, Lead-Free DZR Bronze	ea	3	\$250.00	\$750
22 05 53.10 Plumbing Identification	LS	1	\$150.00	\$150
22 05 76.20 Cleanouts/ tees	ea	3	\$530.00	\$1,590
22 07 19.10 Pipe Insulation (dom. wtr only)	LS	1	\$1,200.00	\$1,200
22 11 13.23 Pipe/Tube, Copper Type L (dom. wtr)	LS (incl fittings/hangers)	1	\$2,500.00	\$2,500
22 11 13.74 Pipe, PEX tube (primer feeds)	LS	1	\$50.00	\$50
22 11 19.18 Mixing Valves	ea	12	\$200.00	\$2,400
22 11 19.34 Sleeves and Escutcheons	LS	1	\$250.00	\$250
22 13 16.20 Pipe, PVC (SAN/V)	LS (incl fittings/hangers)	1	\$5,000.00	\$5,000
22 13 16.60 Traps/Trap Primers	ea	1	\$1,000.00	\$1,000
22 13 16.80 VTR - location adjust. to suit new HVAC - Allowance	LS	1	\$1,500.00	\$1,500
22 13 19 Condensate Drain PVC-40, 1/2" wall FG w/ASJ	LF	100	\$24.00	\$2,400
22 41 16.13 Lavatory (wall-mount)	ea (incl rough-in)	10	\$1,500.00	\$15,000
22 42 39.10 (Comm) Faucets/Fittings-Lav Faucet	ea (sensor)	10	\$600.00	\$6,000
22 42 13.13 Water Closets - Wall-Mount)	ea(incl rough-in, carrier)	12	\$3,100.00	\$37,200
22 42 13.16 Urinals - Wall-Mount	ea(incl rough-in, hanger)	3	\$2,000.00	\$6,000

Naubuc Elementary School - Creating Classrooms from 2nd Floor Open Space Plan
Conceptual Cost Estimate

22 42 16. 30 Classroom/Etc. SS Counter Sink, faucet/strainer	ea (incl rough-in)	12	\$2,700.00	\$32,400
22 42 16.40 Service Sinks	ea (incl rough-in)	1	\$2,700.00	\$2,700
22 42 39.10 (Comm) Faucets/Fitts-Flush Va WC	ea (sensor)	12	\$800.00	\$9,600
22.42 39.10 (Comm.) Faucets/Fitts- Flush Va-UR	ea (sensor)	3	\$500.00	\$1,500
22 42 39.10 (Comm) Faucets/Fitts-serv sink faucet	ea	1	\$175.00	\$175
22.47 16.10 Bilevel Water Cooler with Bottle Filler	ea (incl. rough-in, support)	2	\$3,000.00	\$6,000
23 11 23 Gas Piping (ASTM A53, Type E or S, Grade B)	LS	1	\$12,000.00	\$12,000
Subtotal				\$149,865

Division 23 - Heating, Ventilating & AC

Mobilization	LS	1	\$20,000.00	\$20,000
23 05 00 HVAC Demolition	LS	4	\$7,500.00	\$30,000
23 74 14 RTU	EA	4	\$100,000.00	\$400,000
23 05 48 Vibration and Seismic Controls (RTU)	LS	4	\$1,500.00	\$6,000
23 05 93 Testing and Balancing	LS	1	\$5,000.00	\$5,000
23 07 13 Duct Insulation	LS	1	\$25,000.00	\$25,000
23 07 19 HVAC Piping Insulation	LS	1	\$5,000.00	\$5,000
23 09 23 DDC System (includes mech contractor's markup)	LS	1	\$30,000.00	\$30,000
23 21 13 Hydronic Piping	LS	1	\$10,000.00	\$10,000
23 31 13 Metal Ducts	LS	1	\$75,000.00	\$75,000
23 33 00 Air Duct Accessories	LS	1	\$400.00	\$400
Subtotal				\$606,400

Division 26 - Electrical

26 05 09 - Electrical Demolition	LS	1	\$16,000.00	\$16,000
26 05 19 - Low Voltage Power Conductors	LS	1	\$20,000.00	\$20,000
26 05 33 - Raceway & Boxes	LS	1	\$15,000.00	\$15,000
26 09 23 - Lighting Control Devices	LS	1	\$10,000.00	\$10,000
26 24 16 - Panelboards (Replace 2-Existing)	LS	1	\$10,000.00	\$10,000
26 27 26 - Wiring Devices	LS	1	\$7,500.00	\$7,500
26 28 16 - Enclosed Switches & Circuit Breakers (HVAC conn.)	LS	1	\$16,000.00	\$16,000
26 51 19 - LED Interior Lighting	LS	1	\$65,000.00	\$65,000
26 52 19 - Emergency & Exit Lighting	LS	1	\$5,000.00	\$5,000
26 28 16.1 - Enclosed Sw. & C.B.'s (Owner's Equipment)	LS	1	\$5,000.00	\$5,000
26 27 19 - Multi-Outlet Assembly	LS	1	\$7,500.00	\$7,500
Subtotal				\$177,000

Division 27 - Communications

27 15 00 - Comm Horizontal Cabling & Drops	LS	1	\$22,500.00	\$22,500
27 51 16 - Phone & Public Address System	LS	1	\$2,500.00	\$2,500
27 51 23 - Educational Intercommunications System	LS	1	\$25,000.00	\$25,000

Naubuc Elementary School - Creating Classrooms from 2nd Floor Open Space Plan
Conceptual Cost Estimate

27 53 13 - Wireless Clock System	LS	1	\$1,000.00	\$1,000
Subtotal				\$51,000

Division 28 - Electronic Safety & Security

28 31 11 - Fire Alarm System (Relocate Existing)	LS	1	\$7,500.00	\$7,500
28 05 00 - Security Conductor Cables	LS	1	\$2,000.00	\$2,000
28 13 00 - Access Control System	LS	1	\$1,000.00	\$1,000
28 16 00 - Intrusion Detection System	LS	1	\$1,000.00	\$1,000
28 23 00 - Video Surveillance System	LS	1	\$1,000.00	\$1,000
Subtotal				\$12,500

Naubuc Elementary School - Creating Classrooms from 2nd Floor Open Space Plan
Conceptual Cost Estimate

Construction Total	\$2,448,709
Contingency @ 15%	\$367,306
Total Construction Cost	\$2,816,015

Cost Per S.F.(16,765 s.f.)	\$167.97
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SOFT COSTS

A/E Design Fees	7%	\$197,121
Printing Allowance		\$1,000
Special Inspections		\$2,500
Temporary Moving/Storage Costs		\$10,000
Escalation (2022 Bid)	5%	\$140,801

TOTAL PROJECT COST	\$3,167,437
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EXCLUSIONS

- Environmental Design/CA/Monitoring Fees
- FF&E (not specified above)
- Financing Costs
- CM/Program Manager/Clerk of Work Fees

Section V – Appendix (Existing Space Program)

TOWN OF GLASTONBURY - NAUBUC ELEMENTARY SCHOOL - 2nd FLOOR REORGANIZATION STUDY

84 Griswold Street

EXISTING SPACE PROGRAM

April 22, 2021

SPACE COMPONENT	EXISTING SQUARE FOOTAGE			Comments
	No.	Area NSF	Total NSF	
GENERAL CLASSROOMS				
2nd GRADE (Roberson)	1	1002	1,002	
2nd GRADE (Perrault/Zuba?)	1	1202	1,202	
2nd GRADE (Gannon)	1	880	880	
2nd GRADE (Nash)	1	1026	1,026	
3rd GRADE (Hassett)	1	996	996	
3rd GRADE (Welch)	1	1056	1,056	
3rd GRADE (McWilliams)	1	1140	1,140	
3rd GRADE (Bellerose)	1	980	980	
TOTAL CLASSROOM SF (2nd and 3rd GRADE)			8,282	
AVERAGE CLASSROOM SF			1,035	
SPECIALTY CLASSROOMS, OFFICES & TUTORING				
Eureka Lab				
General Lab	1	615	615	
Green Screen	1	188	188	
Total Eureka Lab			803	
PACE	1	132	132	
Tech Classroom / Office	1	284	284	
SPED Office	1	126	126	
SPED Office	2	90	180	
Spanish	1	335	335	
Reading (Symecko)	1	180	180	
TUTORING				
SPED (Sullivan)	1	150	150	
Lit (Besthoff)	1	220	220	
ELL (Howard)	1	256	256	
Math	1	385	385	
Total Tutoring	1	1011	1,011	
Eagle's Nest	1	276	276	
TOTAL SPECIALTY, OFFICES & TUTORING			3,327	

SPACE COMPONENT	EXISTING SQUARE FOOTAGE			Comments
	No.	Area NSF	Total NSF	
SUPPORT SPACES				
Storage				
Classroom Storage	4	32	128	
General Storage	1	33	33	
Custodial Storage (Roof Access)	1	22	22	
Custodial Storage	1	15	15	
Total Storage			198	
Toilet Rooms				
Boy's Room 1	1	143	143	
Boy's Room 2	1	157	157	
Girl's Room 1	1	162	162	
Girl's Room 2	1	157	157	
Staff	1	38	38	
Total Toilet Rooms			657	
TOTAL SUPPORT			855	
TOTAL BUILDING NET SQUARE FOOTAGE			12,464	
Circulation & Structure (28%)			4,830	
TOTAL BUILDING GROSS SQUARE FOOTAGE			17,294	

**GLASTONBURY BOARD OF EDUCATION
EXECUTIVE SUMMARY REPORT FORM**

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Title of Report: 2020-21 Year-End Report for School Food Service Department (SFSD)

Board Meeting Date: August 2, 2021

Action:	Report: XX	Information:	Discussion:
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Overview:

Glastonbury Public Schools continues to participate in the Healthy Food Certification Program. Glastonbury Food Services received \$38,256 in funding for this program during 2020-21. The CT standards for the Healthy Food Program remain more stringent than the USDA guidelines for competitive foods that all schools nationwide are now required to follow. We will continue to review the state approved snack products available in order to provide the best selection to the students.

A portion of our commodity dollars are utilized through the Department of Defense (DoD) fresh fruit and vegetable program; we have increased the amount allocated for next school year from \$40,000 to \$60,000. We continue to adhere to the meal pattern requirements of the USDA National School Lunch Program.

As a result of the pandemic the USDA granted approval for school nutrition programs to participate in the Seamless Summer Option (SSO) for the 2020-21 school year which allowed meals to be provided at no charge to all children 18 years and younger. Glastonbury enrolled in this program and as of September 14th, 2020 began offering breakfast and lunch meals to all students at no charge. In addition to providing meals to students who were in-person learning, meals were also provided as a grab and go option from both Smith Middle and Glastonbury High School for any remote/hybrid learners and any Glastonbury resident 18 years or younger. There was a significant increase in breakfast meals served, 250% and 212% higher than the previous two years respectively. Lunches were slightly lower compared to the previous two years by 20% and 17% respectively. Federal reimbursement funds increased significantly due to all meals being reimbursed at the higher free reimbursement rate of \$1.89 for breakfast and \$3.51 for lunches.

Given the restrictions on how meals were required to be served, alternate meal locations, and the necessity to keep students socially distanced we were unable to offer a la carte options. This resulted in a significant loss of revenue as our a la carte sales account for approximately \$500,000 in sales. Our income for a la carte sales this year was \$18,436.

The SFSD continued with a summer meal program this year and provided a full week of breakfast and lunch meals starting on the last day of school through July 30th. On average there were 140 student pickups each day meals were provided.

The SFSD currently has 3 part-time and 2 full-time positions open which we are hopeful to fill for the beginning of the coming school year. The SFSD employees will receive raises as approved by the Board of Education. The approved wages will put us in line to meet the minimum wage requirements.

Staff continues to receive the yearly mandated training to meet the USDA professional standard requirements. All schools are required to have two qualified food operators on site. Several staff obtained this certification during this school year. Documentation of the certification will be filed with the Town Health Department.

The BOE reimbursed SFSD \$237,891 for the employer's share of health insurance and provided financial support of an additional \$350,000. The funds were needed to cover the deficit and allow purchases of food and supplies needed to run the summer program and start the 21/22 school year. We began the 2020-21 school year with a balance of \$461,061. We ended the year with a net loss of \$259,227, which brings our year-end balance to \$201,834.

Submitted By: Karen Bonfiglio and Jessica D'Agnesse **Reviewed By:** Alan Bookman

**GLASTONBURY BOARD OF EDUCATION
EXECUTIVE SUMMARY REPORT FORM**

Title of Report: 2020-2021 Year-End Reports for Student Activities

Board Meeting Date: August 2, 2021

Action:

Report: XX

Information:

Discussion:

Overview:

Glastonbury Public Schools maintains a separate fund to promote the safe handling of Student Activity money. The centralized accounting system is managed by a coordinator who oversees approximately 275 accounts, verifies deposits and approved expenses, and provides training to advisors and personnel involved in the collection of student and parent funds. All transactions are reviewed by the finance manager to ensure the proper use of student and community funds. In addition to all account books being audited at Central Operations, an annual audit is completed by the town's independent auditors.

At various levels, student involvement is encouraged under the guidance of a staff advisor. At the elementary level and middle school level, some student councils assist with school stores and/or raising charitable contributions. The GHS School Store is managed by students and overseen by one of the business teachers. Merchandise can be purchased online or at the store. Secondary clubs which take place after school are usually governed by students who assist the advisor in maintaining their club's financial records, exposing the students to the cash flow management process.

Activity accounts include foreign exchange trips, field trips, yearbook sales, dances, after-school clubs and sports, summer camps, a regional Vo-Ag program and Adult Education. FIRST Robotics, Model UN, Vo-Ag and music students compete regionally and nationally. This year many trips, activities and events did not take place due to COVID 19

From the student activity accounts, thirty-six scholarships were awarded to Glastonbury High School students, totaling \$38,031 in college assistance. The Bridgeworks program promotes life-skills by preparing and selling gift baskets, note cards and other useful items, while students apply basic math skills to create receipts, deposit slips and invoices.

Fundraising sparks an awareness and compassion of others, within community, state and world. In addition, students and staff work together toward a common goal. Many of the 20-21 school year fundraisers were canceled due to COVID 19. The Class of 2020 donated \$35,220 to Foodshare.

Student Activity Fund revenue for the fiscal year 2020-2021, has been recorded as follows:

Description	Beginning Balance	Deposits	Expenditures	Ending Balance
Buttonball Lane Total	\$2,106	\$11	\$739	\$1,378
Eastbury Links Total	\$0	\$1,875	\$750	\$1,125
Hebron Avenue Total	\$6,399	\$5,131	\$5,234	\$6,296
Hopewell Total	\$10,886	\$0	\$0	\$10,886
Naubuc Total	\$22,125	\$2,047	\$6,666	\$17,506
Nayaug Total	\$7,487	\$519	\$1,717	\$6,289
Gideon Welles Total	\$20,374	\$6,077	\$7,837	\$18,614
Smith Total	\$39,028	\$2,246	\$4,964	\$36,310
GHS Total	\$461,221	\$202,179	\$289,460	\$373,940
Scholarships Total	\$306,034	\$66,296	\$76,989	\$295,341
Adult/Vocational Education Total	(\$3,402)	\$137,569	\$119,865	\$14,301
Art Total	\$4,399	\$250	\$0	\$4,649
Athletics Total	\$41,173	\$8,032	\$19,275	\$29,930
Foreign Language Total	\$110,663	\$19,498	\$1,224	\$128,937
Health Education/Physical Education Total	\$5,697	\$7,278	\$4,222	\$8,752
Music Total	\$24,574	\$14,742	\$15,668	\$23,648
Science Total	\$26,176	\$2,788	\$2,735	\$26,229
Summer Programs Total	\$10,185	\$28,892	\$3,735	\$35,343
GPS/Central Office Total	\$266,920	\$653,600	\$559,451	\$361,068
	\$1,362,042	\$1,159,030	\$1,120,532	\$1,400,541

Submitted By: Karen Bonfiglio

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Connecticut State Department of Education

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07/14/2021

Joint Statement on the Importance of a Culturally Responsive Education

The Connecticut State Department of Education, Connecticut Association of Public School Superintendents, Connecticut Association of Boards of Education, Connecticut Association of Schools, American Federation of Teachers Connecticut, and Connecticut Education Association are committed to the Connecticut State Board of Education's goal of improving the academic lives of Connecticut's increasingly diverse student body. This includes sustaining equitable and welcoming learning environments in which all students feel valued, respected, and safe to learn and grow.

This diversity, which represents a multitude of backgrounds and identities encompassing race, gender, gender identity or expression, religion, nationality, status of citizenship, and sexual orientation, is a strength to be celebrated. In response to challenges to our public education system, and to continue the mission of advancing opportunity for all, it is our shared priority to affirm, value, and leverage this diversity as an asset embodied and mirrored in teaching and learning.

Education must continue evolving to remain relevant to, and reflective of, students' social, cultural, and linguistic backgrounds to assist in the development of their lifelong respect and compassion for themselves, their classmates, their communities, and the world around them. Engaging in inquiry-based learning that broadens students' appreciation of perspectives beyond their own results in stronger motivation, open-mindedness, and critical thinking skills.

We want our students to graduate as responsible, well-rounded, and productive citizens who are ready to engage with others and thrive in our interconnected, diverse global society. Our students are best served when empowered with the tools to understand and investigate the countless lived experiences that exist in the world around them.

To ensure the well-being of and positive life outcomes for Connecticut's students, we pledge ourselves to carrying out the following:

- Building a culturally sustaining and responsive education system that fosters our children's cultural awareness and development.

- Cultivating authentic relationships with all members of a school community, including culturally diverse families, via two-way, reciprocal conversations around the development of curriculum, instructional methods, and expectations for student learning.
- Supporting the State Board of Education's 2020 [Position Statement on Culturally Responsive Education](#) – updated from 2011 – which strongly encourages public school districts to adopt policies that demonstrate their commitment to all students because we know there is a greater impact on student outcomes when we meet them with culturally and socially relevant content that resonates.
- Aligning and providing resources, guidance, and support to districts to continue developing and implementing policies, procedures, and relevant curricula that affirm their students' identity and their sense of belonging.

We believe and fully support fostering inclusive and culturally responsive educational environments that welcome, respect, and acknowledge the individual identities of all members of a school community as a cornerstone of preparing each and every student to succeed in college, career, and civic life.

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