

**BOARD OF EDUCATION
NEWINGTON PUBLIC SCHOOLS
NEWINGTON, CT 06111**

Newington Town Hall
Helen W. Nelson Meeting Room
Wednesday, May 27, 2020 (Virtual)
7:00 p.m.

Board of Education members and NPS staff members ***who are using an npsct.org account in the Google Chrome browser*** may join by going to [Google Meet](#) and entering the nickname: **boemeeting2020**

OR

If you are using a different account or browser, you will need a direct link. The link will be provided [in this document](#) 10 minutes prior to the meeting.

AGENDA

- A. Call to Order
 - Pledge of Allegiance
 - Roll Call

- B. Presentations of Awards/Proclamations
 - 1. Appreciation – NCTV – Channel 14/16
 - 2. CAFE Student Leadership Awards
 - 3. Recognition – Valedictorian and Co-Salutatorians
 - 4. Presentation to Human Services Department - NTA

- C. Public Participation on Any Matter Related to Board Responsibilities
(In Person/Via Telephone: 860-665-8736)

- D. Consent Agenda
 - 1. Approval of Minutes – April 22, 2020 – Regular
 - 2. Approval of Minutes – May 13, 2020 – Informational

- E. Superintendent of Schools' Report
 - Presentation – Dana Markovics, Director of Foods & Nutrition Services

- F. New Business
 - 1. Presentation – Colliers International RE: Anna Reynolds
 - 2. Report – Professional Learning
 - 3. Report – Computer Purchase Program
 - 4. Action – Healthy Food Certification
 - 5. Action – Textbooks for Adoption
 - 6. Discussion/Possible Action – Meeting Cancellation
 - 7. Discussion/Action – Non-Lapsing Fund -MOU
 - 8. Action – Budget Adjustments
 - 9. Report – Facilities Committee

- G. Public Participation on Any Matter Related to Board Responsibilities
(In Person/Via Telephone: 860-665-8736)

- H. Remarks by Board Members

- I. Adjournment

MAY 27 2020

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DATE: May 22, 2020

TO: Mr. John Donahue, NCTV President
NCTV Staff

FROM: Members of the Board of Education

SUBJECT: **APPRECIATION TO NCTV**

The Board of Education would like to share appreciation with the NCTV Staff for the support provided in communicating Board of Education meetings and various school activities to the public. It is a pleasure to turn to Channel 14/16 to view programs relating to our school system. It is important for the school district to provide information to the community on the accomplishments and needs in Newington. Many members of the public have commented on viewing the presentations on Channel 14/16. It is an additional step to foster greater communication between the schools and the community.

The Board would like to make this small donation to your organization. We sincerely appreciate your support. NCTV staff have been invited to join the virtual meeting.

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CABE STUDENT LEADERSHIP AWARDS

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The following students are being recognized by the Connecticut Association of Board of Education (CABE) with a Student Leadership Award. Certificates will be provided to the students at a later date. The students have been invited to join the virtual meeting

- Connor Such - John Wallace Middle School
- Alyssa Dugas - John Wallace Middle School
- Claudia Wilson - Martin Kellogg Middle School
- Logan Dumas - Newington High School
- Damilola Killanin - Newington High School

These students were nominated by their school principal for exhibiting the following leadership skills:

- Willingness to take on challenges
- Capability to make difficult decisions
- Concern for others
- Willingness to commit to a project
- Diplomacy
- Ability to understand issues clearly
- Ability to honor a commitment

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RECOGNITION – VALEDICTORIAN AND CO-SALUTATORIANS

On behalf of the Board of Education, I would like to personally commend and congratulate you on being named Co-Salutatorians for the Newington High School Class of 2020, ranking number two in a highly competitive class.

Lyla White – Co-Salutatorian
Hannah Siegel - Co-Salutatorian

On behalf of the Board of Education, I would like to personally commend and congratulate you on being named Valedictorian for the Newington High School Class of 2020, ranking number one in a highly competitive class.

Fiona Duong - Valedictorian

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PRESENTATION TO NEWINGTON HUMAN SERVICES DEPARTMENT

On Wednesday, May 27, Holly Miotke, NTA President will join the virtual Board of Education meeting to make a donation to the Newington Food Bank. Carol LeBrecque, Director of Human Services, has been invited to join this virtual meeting.

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**BOARD OF EDUCATION
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Newington Town Hall
Helen Nelson Meeting Room
Wednesday, April 22, 2020 (Virtual)
7:00 p.m.

REGULAR MEETING

PRESENT: Chairperson Paul Vessella, Michael Branda, Dr. Bruce Fletcher,
Emily Guion, Beth Manke Hutvagner, Steven Silvia, Cindy Stamm,
Jessica Weaver

ABSENT: Robert Tofeldt

ADMINISTRATION: Dr. Maureen Brummett, Wendy Crouse, Stephen Foresi,
Lou Jachimowicz, Kristen Freeman

A. Call to Order

Chairperson Paul Vessella called the Regular Session of the Newington Board of Education to order at 7:07 p.m.

Pledge of Allegiance

Roll Call

Michael Branda: Here
Dr. Bruce Fletcher: Here
Emily Guion: Here
Beth Manke Hutvagner: Here
Steven Silvia: Absent
Cindy Stamm: Here
Robert Tofeldt: Absent
Paul Vessella: Here
Jessica Weaver: Here

B. Presentation of Awards/Proclamations

- Resolution Honoring Newington Professional Secretaries

Board member Steven Silvia joined the meeting at 7:09 p.m.

- Resolution Honoring Newington Teachers
- Resolution Honoring Newington Paraeducators
- Resolution Honoring Newington School Nurses

C. Public Participation on Any Matter Related to Board Responsibilities

D. Consent Agenda

1. Approval of Minutes – Regular Meeting – March 11, 2020
2. Approval of Minutes – Regular Meeting – April 8, 2020

MOTION: Michael Branda moved to approve the consent agenda as presented.
Jessica Weaver seconded. Motion passed unanimously.

E. Superintendent of Schools' Report

F. New Business

1. Update – Anna Reynolds School

Kristen Freeman left the meeting at 7:58 p.m.

2. Action – Resolutions Honoring 2020 Valedictorian and Co-Salutatorians

MOTION: Cindy Stamm moved the Board of Education proclaim Fiona Duong as Valedictorian for the Newington High School Graduating Class of 2020 and Hannah Siegel and Lyla White as Co-Salutatorians for the Newington High School Graduating Class of 2020.
Michael Branda seconded.

Roll Call Vote

Michael Branda voted yes
Dr. Bruce Fletcher voted yes
Emily Guion voted yes
Beth Manke Hutvagner voted yes
Steven Silvia voted yes
Cindy Stamm voted yes
Paul Vessella voted yes
Jessica Weaver voted yes

The motion passed unanimously.

3. Action – Revisions to Policy 6146 – Graduation Requirements

MOTION: Emily Guion moved the Board of Education approve the revisions to Policy #6146 – Graduation Requirements as recommended. Jessica Weaver seconded.

Roll Call Vote

Michael Branda voted yes
Dr. Bruce Fletcher voted yes
Emily Guion voted yes
Beth Manke Hutvagner voted yes
Steven Silvia voted yes
Cindy Stamm voted yes
Paul Vessella voted yes
Jessica Weaver voted yes

The motion passed unanimously.

4. Action – Revisions to Policy 6172.6 – Interactive Distance/Online Learning

MOTION: Cindy Stamm moved the Board of Education approve the revisions to Policy #6172.6 – Interactive Distance/Online Learning as recommended. Emily Guion seconded. The motion passed unanimously.

Roll Call Vote

Michael Branda voted yes
Dr. Bruce Fletcher voted yes
Emily Guion voted yes
Beth Manke Hutvagner voted yes
Steven Silvia voted yes
Cindy Stamm voted yes
Paul Vessella voted yes
Jessica Weaver voted yes

The motion passed unanimously.

5. Discussion – 2020-2021 Budget

G. Public Participation on Any Matter Related to Board Responsibilities

H. Remarks by Board Members

I. Adjournment

MOTION: Michael Branda moved to adjourn. Emily Guion seconded. The motion passed unanimously.

The meeting was adjourned at 9:01 p.m.

Respectfully submitted,

Steven Silvia, Secretary

Debra O. Craig, Board Clerk

PUBLIC PARTICIPATION

Kathy Weaver
494 Main Street

Mrs. Weaver, a parent of a senior at Newington High School, thanked Dr. Brummett, the Board and faculty for all their support during this time.

She is in favor of a delayed graduation with cap and gown for the 2020 students when safe and appropriate. She feels a virtual graduation is not appropriately honoring the already short-changed students.

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**BOARD OF EDUCATION
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REGULAR MEETING

PRESENT: Chairperson Paul Vessella, Michael Branda, Dr. Bruce Fletcher, Emily Guion, Beth Manke Hutvagner, Steven Silvia, Cindy Stamm, Robert Tofeldt, Jessica Weaver

ADMINISTRATION: Dr. Maureen Brummett, Lou Jachimowicz, Wendy Crouse,
Stephen Foresi, Kristen Freeman

STUDENT REPRESENTATIVES: Logan Dumas, Lindsay Forauer

A. Call to Order

Chairperson Paul Vessella called the Regular Meeting of the Newington Board of Education to order at 7:00 p.m.

Pledge of Allegiance

Roll Call

Michael Branda: Here
Dr. Bruce Fletcher: Here
Emily Guion: Here
Beth Manke Hutvagner: Here
Steven Silvia: Here
Cindy Stamm: Here
Robert Tofeldt: Here
Paul Vessella: Here
Jessica Weaver: Here

B. Presentation of Awards/Proclamations

1. Recognition – Board Student Representatives
2. Recognition of Mentors/Mentees

C. Public Participation on Any Matter Related to Board Responsibilities

D. Standing Committee Information Items

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1. Report – Finance Committee
2. Report – Facilities Committee
3. Report – Student Policy Committee
4. Report – Curriculum Committee (April 22, 2020)
5. Report – Executive Committee
6. Report – Student Representatives

E. Other Business Information Items

1. Report - On-Line Learning Survey Results
2. Discussion - Instructional Guidelines Regulations Update
3. Discussion/Possible Action – Use of School Building Fee

MOTION: Emily Guion moved the Board of Education not increase building use fees for the 2020-2021 school year. Jessica Weaver seconded.

Michael Branda voted yes
Dr. Bruce Fletcher voted yes
Emily Guion voted yes
Beth Manke Hutvagner voted yes
Steven Silvia did not vote
Cindy Stamm voted yes
Robert Tofeldt voted yes
Paul Vessella voted yes
Jessica Weaver voted yes

The motion passed 8-0.

4. Discussion/Possible Action – Meeting Dates 2020-2021

MOTION: Dr. Bruce Fletcher moved the Board of Education approve the following meeting dates for the 2020-2021 school year.

September 16, 2020
September 30, 2020
October 14, 2020
October 28, 2020
November 11, 2020
December 16, 2020
January 13, 2021
January 27, 2021
February 10, 2021
February 24, 2021
March 10, 2021
March 24, 2021
April 7, 2021
April 21, 2021

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May 12, 2021

May 26, 2021

June 2, 2021

Michael Branda seconded.

Michael Branda voted yes
Dr. Bruce Fletcher voted yes
Emily Guion voted yes
Beth Manke Hutvagner voted yes
Steven Silvia did not vote
Cindy Stamm voted yes
Robert Tofeldt voted yes
Paul Vessella voted yes
Jessica Weaver voted yes

The motion passed 8-0.

5. Discussion/Possible Action – Revisions to School Calendar 2020-2021

MOTION: Emily Guion moved the Board of Education amend the 2020-2021 school calendar and all calendars going forward by eliminating the “Orange” Hours for Professional Learning/Early Release and replacing the hours with the “Yellow” Hours. Michael Branda seconded.

Michael Branda voted yes
Dr. Bruce Fletcher voted yes
Emily Guion voted yes
Beth Manke Hutvagner voted yes
Steven Silvia voted yes
Cindy Stamm voted yes
Robert Tofeldt did not vote
Paul Vessella voted yes
Jessica Weaver voted yes

The motion passed 8-0.

6. Discussion/Possible Action – School Calendar 2021-20222

MOTION: Dr. Bruce Fletcher moved the Board of Education adopt the 2021-2022 school calendar as recommended by the Superintendent of Schools. Michael Branda seconded.

Michael Branda voted yes
Dr. Bruce Fletcher voted yes
Emily Guion voted yes
Beth Manke Hutvagner voted yes
Steven Silvia voted no

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Cindy Stamm voted yes
Robert Tofeldt voted yes
Paul Vessella voted yes
Jessica Weaver voted yes

The motion passed 8-1.

7. Discussion - Naming of Entrance "Road" to Newington High School
8. Discussion - Textbooks
9. Discussion - Graduation Update and Awards Ceremonies

F. Public Participation on Any Matter Related to Board Responsibilities

G. Remarks by Board Members

H. Adjournment

MOTION: Michael Branda moved to adjourn. Emily Guion seconded. The motion passed unanimously.

The meeting was adjourned at 9:55 p.m.

Respectfully submitted,

Steven Silvia, Secretary

Debra O. Craig, Board Clerk

PUBLIC PARTICIPATION

Jennifer Freese
109 Goodale Drive

Ms. Freese feels as a parent and teacher in Newington that distance learning is an incredible experience.

She is disheartened by the social media comments regarding this year's graduation. She feels Dr. Brummett, Terra Tigno and the administration have done an amazing job putting together this experience during these times.

Jennifer Woods
340 Robbins Avenue

Ms. Woods is a parent of a graduating senior. She is disheartened with this year's graduation decision. Would like to see plans reconsidered if the situation changes.

Her son was left off email list containing

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information and survey.

Forrest Helvie
282 Lamplighter Lane

Mr. Helvie gave a shout-out to his childrens' teachers. They have been awesome!

He is disappointed for the graduating seniors, but applauds the staff for the program they have put together. It is much more than other schools, colleges and universities are doing.

Hannah Siegel
57 Meadowview Court

Ms. Siegel is very thankful for everything Newington is doing during this time.

She would like to see the results of the graduation survey released.

Jane Siegel
57 Meadowview Court

Ms. Siegel would like the Board to reconsider their decision regarding Veterans' Day. She would like to see it go back to being a school holiday.

Dana Havens
113 Stoddard Avenue

Ms. Havens would like coordination between teachers put in place for Google Meet. One of her children has experienced an issue when multiple teachers have wanted to meet at the same time.

She likes the graduation plans. She did suggest administration checkout the latest information from the Governor regarding outdoor graduation ceremonies.

DATE: May 27, 2020

May 27, 2020

E

TO: Members of the Board of Education

FROM: Dr. Maureen L. Brummett, Superintendent of Schools

SUBJECT: SUPERINTENDENT'S MONTHLY REPORT – MAY 2020

ADMINISTRATION

Dr. Maureen L. Brummett, Superintendent of Schools

- Ms. Dana Markovics, Director of Food & Nutrition Services, will provide an update on the meal program.
- Enrollment Summary: The enrollment summary as of May 1, 2020 is attached.

The information that follows will highlight various activities in the different schools.

OFFICE OF HUMAN CAPITAL DEVELOPMENT

Stephen Foresi, Assistant Superintendent of Schools

Kim Davis, Director of Talent Management

- Staffing has been the main focus for the month of April. Many virtual meetings have been held to review and place all returning teachers/staff for the next school year.
- Unfortunately, due to an extension of the budget timelines and uncertainty around next year's budget, non-tenured non-renewals were distributed to our non-tenured staff.
- Transfer requests have been reviewed and responses will be provided to staff.
- Policies around grading practices, mastery based learning and credits were prepared and approved by the BOE.
- District-wide work-related practices were revisited and reorganized based on the current COVID-19 pandemic.
- Efforts to continue 085 and Nurse Negotiations have been made and will begin to restart very soon.
- HCD has begun preparations for the upcoming Teacher Negotiations, set to begin this August 2020.
- HCD continues to manage FMLA and other labor related situations while staff work from home.
- Due to COVID-19, all recruitment fairs have been cancelled. UCONN NEAG School of Education has provided our school district with an opportunity to share our job opportunities with their graduating students. Mrs. Davis has reached out to the appropriate personnel at UCONN with our job openings for the 2020-2021 school year.
- Mr. Foresi and Mrs. Davis are working on a virtual interview set up for upcoming interviews.

CURRICULUM, INSTRUCTION AND ASSESSMENT

Wendy Crouse, Assistant Superintendent of Curriculum & Instruction

Kristen Freeman, Director of Curriculum & Instruction

John (Jay) Salerno, Director of Educational Technology

- The Curriculum and Educational Technology Departments continue to provide support to all staff during Distance Learning. The Curriculum office provided guidance to staff in identifying priority standards for instruction as well as to refine processes related to grading and reporting. Educational Technology staff are providing group and individual support, while also conducting webinars on technology integration.

- Parent survey results have been analyzed by level and school to inform improvement planning. Current areas of focus are enhancing face-to-face learning opportunities and supporting students in managing workload.
- The district moved another group of early adopters from Microsoft Outlook to the Gmail platform. The entire district will be using Gmail by June 1. Through this transition, communication between staff and students will be available directly through Google Classroom.
- Newington High School has contracted Virtual High School (VHS) to provide high school students with the opportunity to recover credit in several courses in math, social studies, English, and Wellness. VHS will also be available to students wishing to advance their coursework and enrich their learning. Students from Newington High School have traditionally attended the summer school program at West Hartford Schools however, this program will not be available given continued restrictions of social distancing.

STUDENT SERVICES – Marilena Gulioso, Director of Student Services

- The Special Education Department, which encompasses Pre-K to age 21 students, has successfully transitioned into a Distance Learning model. Special Education Teachers and Related Service providers (SLP, School Psych, SW, BCBA's, OT, PT, etc.) are meeting virtually and delivering educational services to meet student individualized education programs to the greatest extent possible under these very unusual circumstances and unprecedented times. I have heard from colleagues throughout the state that Newington's distance learning plan has been recognized and used a model by other districts.
- Following the April break, the SE department began holding our first virtual PPTs. Whether they be large or small, long or very short in duration, I have received excellent feedback that all meetings have gone well.
- I am extremely humbled by the stories and videos seen and heard, and meetings I have attended. I am very proud of the SE team for their efforts to engage, re-engage, and provide daily individualized lessons, instructions, and strategies to our students, and their commitment to our families during the closure due to the pandemic.

HEALTH SERVICES – Mercy Hetherington, Senior Nurse Administrator

- Nurses continue to collect mandated physical assessment forms for 3rd, 6th and 10th grades. Names of those outstanding will be sent to the superintendent's office for follow-up letters during the summer.
- Nurses are preparing for the incoming Kindergarten, as well as other incoming 2020-21 students in all grades.
- Nurses continue to support both staff and students with their health needs with a weekly check-in or more often as needed.
- Nurses are attending weekly Health Services meetings as well as the student support team meetings and PPT's.
- As COVID-19 remains widespread, Flu activity is sporadic in Connecticut and local to regional for most of the country. Nurses are staying up-to-date on current COVID-19 information.

MAINTENANCE/CUSTODIAL SERVICES (Plant Operations) – Dick Vida – Supervisor

- The Custodial staff continues to do an excellent and meticulous job in sanitizing and disinfecting our schools and are moving into phase two of the sanitizing process. Lead Custodians are strategizing and getting prepared for the summer breakdown green cleaning, floor stripping, and all the other summer related activities and requests at their respective schools.
- Our Central Office custodian has done a fine job in cleaning and sanitizing the administrative offices, conference rooms, lavatories, stairwells and corridor areas.

MAINTENANCE/CUSTODIAL SERVICES (Maintenance Department) Dick Vida - Supervisor

- The maintenance staff has done an exceptional job to insure that maintenance and repairs of equipment and other requested items are addressed in a timely and efficient manner.
- Our maintenance team has been instrumental in supporting and assisting our custodial, food service, and IT teams as needed during this Pandemic period.
- The communication line problem at Elizabeth Green was addressed by our in-house electrician and NEC and is working properly.
- A small section of buckling floor tile at Ruth Chaffee has been repaired.
- General maintenance building repairs like doors, locks, hardware, and other related issues are addressed and resolved as requested.
- The Martin Kellogg boiler computer glitch has been investigated and resolved by our HVAC Tech.
- **Sunday Emergency Repair:** A new thermostat (replacing the original) has been installed in the walk-in freezer at Newington High School due to high temp readings.
- The Newington High School gym storage area and floor has been cleaned and painted.

TRANSPORTATION – Dean Barnes, Director of Transportation

- The CT DMV Disqualification List is checked weekly. There were no Newington drivers on the list.

BUSINESS/NON-INSTRUCTIONAL OPERATIONS – Finance Office

Monthly Expenditure Summary Report through April 30, 2020 follows.

Newington Board of Education
Expenditure Summary Report

Summary Expenditure Report

0 - Summary Format

Account No/Description	Original Budget	Adjusted Budget	Y-T-D Encumbrance	Period Expended	Y-T-D Expended	Available Balance	Percent
1002 Art	785,349.00	740,844.00	218,404.89	55,397.22	496,039.93	26,399.18	96.44
1006 Workforce Development	767,623.00	738,619.00	202,255.15	51,000.48	503,440.31	32,923.54	95.54
1008 Education Technology	1,676,942.00	1,661,825.00	744,022.37	127,920.63	1,187,725.24	-269,922.61	116.24
1012 English/Language Arts	4,219,892.00	4,217,274.00	1,155,275.29	316,987.49	2,875,626.86	186,371.85	95.58
1014 World Language	1,327,883.00	1,356,687.00	368,396.12	108,729.13	970,707.98	17,582.90	98.70
1020 Mathematics	4,405,877.00	4,335,315.00	1,246,421.71	340,101.93	2,842,825.50	246,067.79	94.32
1022 Music	1,204,568.00	1,207,168.00	374,690.85	88,976.22	822,580.50	9,896.65	99.18
1024 Wellness	1,540,249.00	1,540,399.00	443,701.88	117,514.70	1,065,852.36	30,844.76	98.00
1026 Reading	3,969,574.00	4,037,668.00	1,143,366.21	313,489.57	2,823,037.22	71,264.57	98.24
1028 Science	3,463,739.00	3,462,300.00	1,013,631.08	263,305.58	2,385,348.29	63,320.63	98.17
1029 STEM	636,253.00	603,645.00	186,126.20	42,890.36	401,680.36	15,838.44	97.38
1030 Social Studies	3,510,703.00	3,516,575.00	1,022,620.38	271,501.41	2,464,705.05	29,249.57	99.17
1190 Other Salaries	1,114,872.00	1,055,719.00	108,960.00	11,034.98	224,406.85	722,352.15	31.58
1200 Special Education	10,098,767.00	10,096,334.00	2,745,069.20	-69,454.91	6,887,966.39	463,298.41	95.41
1205 Homebound K-12	79,200.00	79,200.00	3,500.00	592.00	45,753.51	29,946.49	62.19
1300 Continuing/Adult Education	104,461.00	104,461.00	28,601.19	3,012.86	67,459.27	8,400.54	91.96
2120 School Counseling Services	1,168,692.00	1,170,920.00	332,003.62	88,288.42	839,112.32	-195.94	100.02
2130 Health/Nursing Services	679,969.00	659,206.00	141,935.24	45,238.54	409,326.58	107,944.18	83.63
2140 Psychological Services	1,126,964.00	1,257,029.00	351,632.91	90,138.36	794,166.85	111,229.24	91.15
2150 Speech/Hearing	686,713.00	690,636.00	183,320.38	50,115.01	467,385.61	39,930.01	94.22
2210 Curriculum & Staff Development	415,036.00	345,379.00	76,992.47	11,008.78	159,744.24	108,642.29	68.54
2220 Media/Library Services	828,765.00	828,765.00	226,297.41	59,712.68	574,119.04	28,348.55	96.58
2310 Board of Education	528,284.00	528,284.00	71,391.14	3,870.00	513,945.45	-57,052.59	110.80
2320 Central Direction	1,766,776.00	1,834,997.00	340,633.23	120,851.25	1,305,420.56	188,943.21	89.70
2410 Building Direction	3,886,310.00	3,893,527.00	918,447.34	271,780.69	2,845,001.67	130,077.99	96.66
2590 General Supplies	269,367.00	269,357.00	44,593.03	7,270.67	116,349.33	108,414.64	59.75
2610 Maintenance	2,215,422.00	2,215,045.00	492,022.92	108,458.11	1,382,784.64	340,237.44	84.64
2620 Plant Operation	4,831,912.00	4,829,811.00	1,046,376.19	276,850.98	3,269,004.83	514,429.98	89.35
2700 Transportation	3,238,539.00	3,271,712.00	691,908.24	167,882.63	2,083,136.38	496,667.38	84.82
2810 Evaluation, Planning & Dev	94,210.00	94,210.00	9,745.22	2,334.78	57,169.97	27,294.81	71.03
2900 Insurance	811,910.00	811,910.00	29,000.00	.00	613,117.01	169,792.99	79.09
2950 Employee Benefits	12,449,188.00	12,449,188.00	1,410,241.38	708,265.52	9,514,983.73	1,523,962.89	87.76
3210 Student Activities-Non-Athletics	169,571.00	169,571.00	108,732.50	.00	58,582.71	2,255.79	98.67
3220 Student Activities-Athletics	596,670.00	596,670.00	151,297.92	14,926.43	380,886.71	64,485.37	89.19
3300 Community Services	97,761.00	97,761.00	.00	365.20	91,401.62	6,359.38	93.49
10 General Fund	74,768,011.00	74,768,011.00	17,631,613.66	4,070,357.70	51,540,794.87	5,595,602.47	92.52

Newington Public Schools Total Enrollment For 5/1/2020

School	PK3	PK4	K	1	2	3	4	5	6	7	8	9	10	11	12	Total 5/1/20	Total 4/1/20	Change	Part Time *	Open Choice **
Elizabeth Green	5	2	48	55	58	67	52									287	287	0	0	22
Anna Reynolds	14	14	74	76	68	76	88									410	410	0	3	0
Ruth Chaffee	0	4	63	62	59	74	59									321	321	0	3	2
John Paterson	18	19	85	82	64	66	72									406	407	-1	4	26
Martin Kellogg								139	159	162	163					623	625	-2	0	10
John Wallace								161	160	170	174					665	665	0	0	15
High School												339	323	307	331	1300	1304	-4	6	19
IN DISTRICT TOTAL	37	39	270	275	249	283	271	300	319	332	337	339	323	307	331	4012	4019	-7	16	94

Outplacement and Special Ed Magnet Student Enrollment For 5/1/2020

School	PK3	PK4	K	1	2	3	4	5	6	7	8	9	10	11	12	Total 5/1/20	Total 4/1/20	Change	Part Time *	Open Choice **
SE Out of District DCF/DDS/Court Placement	0	0	0	0	0	0	0	0	0	0	0	2	1	1	0	4	5	-1	0	0
SE Out of District LEA Placement	1	0	0	3	0	2	2	2	0	2	5	4	2	5	8	36	36	0	1	2
SE Out of District Parent (Magnet) Placement	1	3	2	3	1	1	0	5	2	2	3	0	0	0	0	23	23	0	0	0
SE OOD TOTAL	2	3	2	6	1	3	2	7	2	4	8	6	3	6	8	63	64	-1	1	2

* Included in totals. Part Time students do not attend the listed school for the full school day. This includes Pre-K Speech Only and Greater Hartford Academy of the Arts Part-Time students.

** Included in totals. Currently 2.4% of students are Open Choice

Regular Ed Magnet and Other Out of District Student Totals (As of Oct. 2019 PSIS reporting)

School	PK3 †	PK4 †	K	1	2	3	4	5	6	7	8	9	10	11	12	Total 10/1/19
CREC Magnet	3	13	6	8	6	7	4	4	5	2	1	4	1	4	11	79
LEARN Magnet	0	2	1	0	0	1	1	0	0	0	0	0	0	1	0	6
Other LEA Magnet	0	1	0	0	0	0	0	0	0	0	0	0	2	0	0	3
Hartford Reg. Magnet †	5	9	3	16	5	7	6	3	5	0	6	9	2	8	4	88
Technical School †	0	0	0	0	0	0	0	0	0	0	0	3	5	3	2	13
Home Schooled † ‡	0	0	0	0	0	0	0	1	1	2	1	2	1	0	0	8
RE OOD TOTAL	8	25	10	24	11	15	11	8	11	4	8	18	11	16	17	197

† No billing for HREM, Technical School, or Home Schooled Students. No billing for all PK3 or PK4 students

‡ Only Home Schooled students who have confirmed with the district this year are included.

DATE: May 22, 2020

TO: Members of the Board of Education

FROM: Dr. Maureen L. Brummett, Superintendent of Schools

SUBJECT: COLLIERS INTERNATIONAL PRESENTATION

Colliers International has been retained by the Board of Education to provide Owner's Project Representative Services for the Anna Reynolds Elementary School Project. On Wednesday, May 27th Mr. Charles Warrington, Director of Project Management Services, will provide detailed education specifications for Anna Reynolds.

MLB:skp



Newington Public Schools
Newington, Connecticut

DRAFT
ELEMENTARY EDUCATIONAL SPECIFICATIONS

for Anna Reynolds Elementary School

Preliminary Educational Specifications document approved by the Newington Board of Education on
January 15, 2020

Revised Educational Specifications document anticipated approval by the Newington Board
of Education on June 8, 2020

Educational Specifications Review Group:

Dr. Maureen Brummett, Superintendent of Schools

Jason Smith, Principal, Anna Reynolds Elementary School

Lucian Jachimowicz, Chief Finance and Operations Officer

Members of the Board of Education:

Paul Vessella, Chairperson

Robert Tofeldt, Sr., Vice Chairperson

Steven Silvia, Secretary

Michael Branda, Board Member

Bruce Fletcher, Board Member

Emily Guion, Board Member

Beth Manke Hutvagner, Board Member

Cindy Stamm, Board Member

Jessica Weaver, Board Member

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I. INTRODUCTION

On January 20, 2020, the Town of Newington was approached by Dr. Maureen Brummett, Superintendent of Schools, on behalf of the Newington Board of Education, to work with the town to secure the renovations and school improvements to Anna Reynolds Elementary School. In 2005, the Town of Newington completed renovations to two of their four elementary schools in town (Ruth Chaffee and Elizabeth Green) and the intent is to now provide for these similar improvements to the Anna Reynolds Elementary School. Among other initiatives, the plans have typically called for the development of a long-range elementary facilities plan that promotes a safe, engaging learning environment that is accessible to all students and community members. The original Education Specifications for Anna Reynolds Elementary School, approved in 2016 by the Newington Board of Education, are being updated to reflect changes to the program since that time. In May of 2019, the Newington Town Council authorized the formation of a Building Committee for this potential project. A more recent Educational Specification document was submitted to and approved by the Board of Education at their January 15, 2020 meeting. The following enclosed amended documentation has been compiled to present a more detailed package for subsequent presentation to the State of Connecticut for review and anticipated approval.

To initiate planning for the renovation work at the Anna Reynolds Elementary School, the Newington Board of Education engaged the services of Colliers Project Leaders in April to assist with the creation of these educational specifications and the subsequent submission of the required documentation for this potential project to the State OSCG&R office.

Student enrollment projections have been provided by NESDEC for the Anna Reynolds Elementary School. The current projections, not including the anticipated "Open Choice" students, reflects a high of 443 students for the combined Pre-K thru 4 classrooms.

II. PROJECT RATIONALE

The Town of Newington Public Schools currently has four elementary buildings. These buildings range in age from 48 to 66 years old. The Anna Reynolds Elementary School was originally constructed in 1954, with subsequent additions made to the school in 1994 and again in 1999. Similar to the previous renovations at the Ruth Chaffee and Elizabeth Green Elementary Schools, the intent is that the Anna Reynolds Elementary School be addressed with similar improvements in order to meet the long term needs of this facility. Significant improvements are needed to the outdated mechanical infrastructure (heating, plumbing, electrical, and lack of air conditioning), traffic flow management and parking limitations, hazardous materials abatement, ventilation needs, roof remediation, and the general exterior condition of the building facades.

It is the intent of this project that at a minimum the following issues be addressed:

- School security (Exterior and interior improvements-i.e. bollards, man trap, etc. as per the School Safety Infrastructure Council (SSIC) guidelines)
- Handicapped accessibility
- Code compliance requirements
- Air quality improvements
- General improvements to the building mechanical, plumbing and electrical systems
- Replacement of outdated roofing system and building envelope
- Site improvements for student school bus drop off and pick up
- Incorporation of Pre-K and Open Choice programs
- Technology equipment and improvements
- Conversion of specific areas to better accommodate the needs of the school
- Reallocate areas for sufficient and proper storage
- Improve sustainability

III. THE PROJECT

Objective: To ensure all Newington children are able to attend a school that is safe, upgraded and compliant with current building codes and able to support their educational program; to facilitate the distribution of the regional population amongst the four town elementary schools and improve the school building to support programs that meet the needs of Newington students, their families, and the community.

The following project specifications for the proposed modifications to the Anna Reynolds Elementary School have been developed by the Town of Newington Superintendent, Maureen Brummett, and the Anna Reynolds Elementary School Principal, Jason Smith.

IV. CAPACITY DATA

As of September 13, 2019, Anna Reynolds Elementary School houses 410 students in grades K – 4, including an Early Childhood Center program. Following the completion of the intended modifications to the school, the facility is projected to serve a total of 443, plus at least an additional 10 Open Choice students in grades Pre-K - 4. The projected enrollment increase includes the implementation of a Pre-K program consisting of four half day sessions and the introduction of the Open Choice program students to the school.

V. OVERVIEW OF PROGRAMS

GENERAL EDUCATION

The features of elementary classrooms that have been considered when housing our groups of school children for instructional purposes can be divided into three (3) classifications: (1) Early Childhood – Pre-K and Full-Day Kindergarten; (2) Early Elementary - grades one and two; and (3) Intermediate - grades three and four. Currently, Anna Reynolds is the only school within the district with no Open Choice students. Upon completion of this project, the enrollment of at least ten (10) additional Open Choice students is anticipated. The classroom needs of all elementary children requires flexibility of space, portability of furniture and acoustical treatment of environment. This continues to be accommodated while still providing low height furnishings and more space for group instruction that ranges from total class involvement to three or four separate groups doing different activities at the same time. Space is also provided for students to read, write, research, and study for either individual or small group projects. The learning environment also accommodates space for multiple adults (specialists) who work with students within the general classroom environment. All instructional classrooms provide storage space for items such as classroom libraries, textbooks, reference materials, supplemental books, supplies, science equipment, charts, globes, computers, calculators and audio-visual equipment.

The outside play areas for the early elementary and intermediate levels will continue to be extensive and varied to accommodate activities that range from the minimal space demands to larger areas needed to play soccer, kickball, basketball, etc. The play areas for grades K-4 will be away from instructional spaces, as currently designed. The Pre-K play area space will remain within the existing courtyard and relatively accessible to these classrooms, however renovations to this area are anticipated to address the outdated design and conditions of the current space.

Our General Education program includes curriculum focused on Art, Music, Media and Technology, and Wellness, in addition to the basic curriculum of Literacy, Science, Social Studies and Social/Emotional instruction. Support Services include Technology Support integrated throughout the learning environments. Facilities for these areas are specific to each program's purpose yet allow for flexibility of space as with the K-4 classrooms. As the K-4 program requires that students travel to these various program areas periodically during the day, consideration has been given to the student traffic that will result from this academic arrangement. Due to the existing floor plan and layout of the school, all efforts have been made to help facilitate the access to these common use areas however the current school does not contain an elevator to easily access the gymnasium quadrant of the school. This project will introduce a new elevator to assist with access to the lower gymnasium level to help mitigate the circuitous route presently required to reach the gymnasium by a handicapped child.

A platform off the cafeteria space currently serves as a stage area for school assemblies, performances and other events. This is presently located adjacent to the main entry lobby yet is currently not handicapped accessible so part of the new modifications will provide either ramp access or a lift to meet code. Potentially, an electronically controlled

acoustical wall may be designed at the proscenium to allow the space to be used for a variety of small group activities, General Music class sessions, etc, on the platform while the cafeteria is potentially in use. Furthermore, the introduction of new sensory paths within the school hallways is anticipated in order to provide an additional stimulus to the students overall learning experience.

SPECIAL EDUCATION AND PUPIL SERVICES

Special Education and Pupil Services programs include:

- Early Childhood: Pre-K and Early Childhood Center (Preschool) classrooms.
- Early Elementary and Intermediate: Special Education Resource, Occupational/Physical Therapy (OT/PT) Services, and Related Services (Social Work, Psychologist, Reading, and Speech/Language Pathologist).

Classrooms for special education/related service teachers are intended to accommodate small group instruction and assessment. They are currently sufficient in size to accommodate children who require specialized equipment. Rooms are used for individual testing, confidential meetings with parents and/or students, individual and small group instruction and counseling, and staff conferences.

SUPPORT SERVICES

MEDIA CENTER

The current Library Media Center of the Anna Reynolds Elementary School is a multi-purpose room. It is bright, colorful, attractive, warm and inviting. The media center was designed with the student's safety in mind. It contains freestanding 4 ft. high, double-faced shelving allowing one (1) adult to see the entire area. The area is spacious and houses an appropriate print and media collection. There is ample room to allow multiple classrooms to use this resource on an independent basis. The room is divided so that most of the space is used as the public area, however several other spaces (Computer and Media Classrooms, a small story corner) are present for use. The Library Media Center is also often used for staff meetings, professional development workshops and PTO meetings.

TECHNOLOGY

Within our present-day educational system, a contemporary elementary school must be able to provide varied uses of technology. In particular, the school's current infrastructure reflects some of the more recent upgrades in wiring and cabling, which helps to support our current technology applications as well as future requirements. Internet access is readily available throughout the school. Computers support the full range of educational and operational functions in the school. To that end, it is recommended to invest in enough touchscreen Chromebooks (Pre-K-1) for all students to assist with this objective and, in turn, complement the existing Computer Classroom. Wiring for all classrooms includes network drops and multiple electrical outlets.

All Classroom wiring should include the following:

- (2) Ethernet to instructional display with interactivity features
- (2) Ethernet to access point in ceiling
- (1) Ethernet to classroom telephone
- (1) additional Ethernet for growth/printer, etc.
- Audio speakers/system in ceiling for instructional display

Interactive Display should include in-wall telecommunications box capable of housing components alongside electrical and data terminations necessary to provide wireless and audio connectivity, projection, and interactivity.

Each classroom space shall contain docking stations sufficient in size to charge the respective quantity of units associated with that room.

VI. CLASSROOM SPECIFICATIONS

Unless otherwise noted, the standard furnishings for every classroom noted below will include the following:

- Room darkening shades
- Acoustical insulation for soundproofing
- Air conditioning
- ADA compliant building standards
- Wireless/internet access to support devices
- Multiple electric outlets
- Sound Field System
- Docking stations
- Telephone
- Network-based IP Paging, Alerting & School Bell System

GENERAL EDUCATION PROGRAMS

EARLY CHILDHOOD: FULL-DAY KINDERGARTEN	
SPACE: Existing. Varies between 1,000 and 1,075 square feet (each) (includes 50 s.f. in-class toilet room)	
NUMBER: Four (4) classrooms	
Toilet	<ul style="list-style-type: none"> • Toilet room with sink within classroom at a level appropriate for children ages 4-6
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate countertops • In-room drinking fountain • Soap and towel dispenser
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • Built-in storage for student devices • Storage areas • Counters under windows
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet
Student Storage	<ul style="list-style-type: none"> • Coat and personal storage area for students located within the classroom
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> • Whiteboard • Multiple Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> • Two (2) round-shaped tables • Student chairs/tables to accommodate class size (flexible/adaptable work stations)
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair
Other Furniture	<ul style="list-style-type: none"> • n/a
Special Needs/Equipment	<ul style="list-style-type: none"> • n/a
Classroom Technology-each room	<ul style="list-style-type: none"> • Sound field • Document Camera • Interactive Display (adjustable heights) • Two (2) docking stations • A/V Switcher Control System
Computers (each)	<ul style="list-style-type: none"> • Sufficient number of touchscreen Chromebooks

EARLY ELEMENTARY – GRADES ONE AND TWO**SPACE:** Existing. Varies between 795 and 810 square feet (each classroom)**NUMBER:** Nine (9) classrooms

Toilet	<ul style="list-style-type: none"> • Toilet facilities located in close proximity to classrooms at a level appropriate for children ages 6-8
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate counters • Soap and towel dispenser
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • Built-in storage for student devices • Storage areas • Counter space for display
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet
Student Storage	<ul style="list-style-type: none"> • Coat and personal storage areas are located within the classroom for students
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> • Student chairs and tables to accommodate class size
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair
Other Furniture	<ul style="list-style-type: none"> • n/a
Special Needs/Equipment	<ul style="list-style-type: none"> • n/a
Classroom Technology	<ul style="list-style-type: none"> • Sound field • Document Camera • Interactive Displays • Two (2) docking stations • AV Switcher Control System
Computers	<ul style="list-style-type: none"> • Grade 1: Sufficient number of touchscreen Chromebooks

INTERMEDIATE – GRADES THREE AND FOUR**SPACE:** Existing. Varies between 770 and 810 square feet (each)**NUMBER:** Nine (9) classrooms

Toilet	<ul style="list-style-type: none"> • Toilet facilities located in close proximity to classrooms
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate counter • Soap and towel dispenser
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • Built-in charging stations • Storage areas • Counter space for display
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet

INTERMEDIATE – GRADES THREE AND FOUR	
Student Storage	<ul style="list-style-type: none"> • Coat and personal storage areas are located in the corridors for up to twenty (20) students per classroom (one (non-locking) locker per student; single stacked)
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> • Whiteboard • Multiple Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> • Student chairs and tables to accommodate class size and flexible seating
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair
Other Furniture	<ul style="list-style-type: none"> • n/a
Special Needs/Equipment	<ul style="list-style-type: none"> • n/a
Classroom Technology	<ul style="list-style-type: none"> • Sound field • Document Camera • Interactive Displays • Two (2) docking stations • AV Switcher Control System
Computers	<ul style="list-style-type: none"> • n/a

ART ROOM	
SPACE: Existing. 1,050 square feet (includes 80 s.f. kiln room and storage areas in classroom)	
Toilet	<ul style="list-style-type: none"> • n/a
Sinks	<ul style="list-style-type: none"> • Dedicated cleaning sink and an additional deep sink with clay traps in addition to one (1) student accessible sink all within the same general location (reachable height for primary students) • Paint-resistant countertops • In-room drinking fountain (away from cleaning sink)
Access	<ul style="list-style-type: none"> • In the academic wing, easily accessible to the intermediate classes
Classroom Storage	<ul style="list-style-type: none"> • Lockable closets • Easily accessible cabinets and shelves • Draftsman paper drawers to store art prints • Vertical file tub-storage cabinets • One (1) kitchen-type mobile carts with shelves
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet
Student Storage	<ul style="list-style-type: none"> • Space to store student work in progress
Lighting	<ul style="list-style-type: none"> • East facing classroom
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Display	<ul style="list-style-type: none"> • Whiteboards • Multiple Bulletin Boards • Lockable display cases in hallways
Student Furniture	<ul style="list-style-type: none"> • Chairs and tables to accommodate each class size
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair
Other Furniture	<ul style="list-style-type: none"> • Group work tables (rectangular)
Special Needs/Equipment	<ul style="list-style-type: none"> • One (1) small kiln (appropriately located and sized) • Drying racks • Book racks and magazine shelves (fine arts area) • Four (4) sturdy wooden adjustable painting easels • One (1) large rolling waste barrel

ART ROOM	
Classroom Technology	<ul style="list-style-type: none"> • Interactive Display • AV Switcher Control System
Computers (each)	<ul style="list-style-type: none"> • Full color printer

MUSIC (GENERAL AND INSTRUMENTAL)	
<u>SPACES:</u>	670 square feet for General Music (at Platform Stage) Existing. 1,140 square feet for Instrumental Music (including instrument storage)
<u>NUMBER:</u>	One (1) area for General Music (Platform Stage), and one (1) room for Instrumental Lessons
Toilet	<ul style="list-style-type: none"> • n/a
Sinks	<ul style="list-style-type: none"> • Small sink/fountain area in Instrumental Music room
Access	room close to Grades 3-4 classrooms room ideally located near bus entrance for easy drop off/pick up of instruments-?
Classroom Storage	<ul style="list-style-type: none"> • Music cabinets for sheet music storage (each room) • Built-in bookcase • Storage for instruments in general music and instrumental classrooms
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe in each space • One (1) lockable four-drawer filing cabinet
Student Storage	<ul style="list-style-type: none"> • Built-in lockable storage for instruments (low built-in cubbies at instrumental music room entrance)
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Carpet
Display	<ul style="list-style-type: none"> • Two 8 ft. whiteboards, one with permanent musical staff lines (each room)
Student Furniture	<ul style="list-style-type: none"> • Sufficient number of stackable chairs for each space
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair
Other Furniture	<ul style="list-style-type: none"> • Thirty (30) music stands for instrumental room • One (1) conductor's stand • Large Move and Store cart for music stands
Special Accommodations	<ul style="list-style-type: none"> • Sound deadening/sound proof walls • Acoustical divider built between platform and cafetorium • Instrumental lessons and large group ensembles require 48" of space per student
Classroom Technology	<ul style="list-style-type: none"> • Sound field • Document Camera • Interactive Displays • Two (2) docking stations • AV Switcher Control System
Computers (each)	<ul style="list-style-type: none"> • n/a

WELLNESS EDUCATION	
SPACES:	Gymnasium: Existing. 3,840 square feet Storage: 270 square feet For equipment storage)
Toilet	<ul style="list-style-type: none"> • n/a
Sinks	<ul style="list-style-type: none"> • Recessed drinking fountain located inside gymnasium
Access	<ul style="list-style-type: none"> • Capacity to hold entire student body, staff and faculty • Convenient access to ball fields
Storage	<ul style="list-style-type: none"> • Storage area will have direct access from the interior of the gymnasium. • Built in shelving units within storage area
Lighting	<ul style="list-style-type: none"> • Lighting with safety cages or equivalent
Flooring	<ul style="list-style-type: none"> • Synthetic rubberized surface • Protective matting
Special Accommodations	<ul style="list-style-type: none"> • Sound deadening/sound proof walls • Clerestory windows • High ceiling, the lowest features should be a minimum of 22 ft. from the floor • Wall matting around entire perimeter, from height of wall base to 6'0" minimum above finish floor • Two (2) main adjustable baskets for basketball • Two (2) additional adjustable side baskets for basketball • Volleyball post recessed floor sleeves • Chinning bars • Horizontal bar • Divider curtain • One wall area designated for climbing, wall mounted equipment • Scoreboard • Movable cart for storage/equipment • Two (2) AED with audible alarm box will be installed, one (1) in the public access hallway outside nurse's office, and one (1) outside the gymnasium • Cargo net, rock wall and climbing ropes (existing to remain)
Classroom Technology	<ul style="list-style-type: none"> • Sound system • Two (2) Portable Smart Boards • Cart with projector/retractable screen for classroom instruction • One (1) docking station

LIBRARY MEDIA CENTER	
SPACE: Existing, 2,850 square feet (includes 570 s.f. Media Classroom, 100 s.f. Media Office and 100 s.f. Work Room)	
Sinks	<ul style="list-style-type: none"> • Sink in Media Center work room
Access	<ul style="list-style-type: none"> • Conveniently located in the school • Indirect access to outdoor garden area is desirable
Storage	<ul style="list-style-type: none"> • Audio-visual storage cabinets • Over-size vertical filing cabinet • Storage for teacher resources and professional development materials
Teacher Storage	<ul style="list-style-type: none"> • One (1) lockable four-drawer filing cabinet
Lighting	<ul style="list-style-type: none"> • Remote control room darkening blinds
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Boards • Well-placed and secure space for displays and promotional materials • Monitor at hallway wall with connection to Technology Classroom to display student work
Student Furniture	<ul style="list-style-type: none"> • Tables and chairs with sleigh legs; easy to reconfigure • Computer furniture/workstations for three (3) student computers
Teacher Furniture	<ul style="list-style-type: none"> • Two (2) teacher desks/chairs
Other Furniture	<ul style="list-style-type: none"> • 48-inch movable free standing, double-faced shelving for student print materials • Two (2) adult visitors chairs • Comfortable lounge style seating – adult and student
Space Considerations	<ul style="list-style-type: none"> • Circulation desk at appropriate height for primary students • Small tiered story corner • Student production space • Area for independent study (for up to approximately 20 students) • Informal seating or an informal area with comfortable chairs • A stack area to accommodate student print materials
Classroom Technology	<ul style="list-style-type: none"> • Sound field • Document Camera • Interactive Display • Two (2) Docking Stations • AV Switcher Control System • Sufficient outlets to support all technology
Computers (each)	<ul style="list-style-type: none"> • n/a

INSTRUCTIONAL COACH/LITERCY COACH	
SPACE: Two (2) 150 square feet offices and One (1) 200 square feet space for resources (current existing spaces in the Media Center)	
Access	<ul style="list-style-type: none"> • Conveniently located near the Media Center and Book Room spaces
Storage	<ul style="list-style-type: none"> • Storage for teacher resources and professional development materials • Multiple book cases
Teacher Storage	<ul style="list-style-type: none"> • Multiple lockable four-drawer filing cabinet
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Boards
Teacher Furniture	<ul style="list-style-type: none"> • Two (2) teacher desks/chairs • Tables and chairs
Other Furniture	<ul style="list-style-type: none"> • Four (4) adult visitor chairs • Comfortable lounge style seating – student
Office Technology	<ul style="list-style-type: none"> • Interactive Display • Docking Station

BOOK ROOM /COPIER SPACE/STUDENT WORK SPACE	
SPACE: Existing. 650 square feet space (in existing space off of the media center) with zen space/student work space (room broken up by dividers)	
Access	<ul style="list-style-type: none"> • Conveniently located for staff to access • Preferable location near the media center and coach's offices
Storage	<ul style="list-style-type: none"> • Wall cabinets • Closets • Multiple shelving units for student book storage
Teacher Storage	<ul style="list-style-type: none"> • Multiple lockable four-drawer filing cabinet
Lighting	<ul style="list-style-type: none"> • Soft color, indirect, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Boards
Teacher Furniture	<ul style="list-style-type: none"> • Tables and chairs
Other Furniture	<ul style="list-style-type: none"> • Student chair/flexible seating
Office Technology	<ul style="list-style-type: none"> • Document Camera • AV Switcher Control System • Poster Printer • Laminator • Color Copier • Black and White copier

ZEN/STUDENT WORK SPACE	
SPACE: Three (3) 100 square ft spaces (one per hallway) located within Resource Rooms with dividing walls from remainder of room	
Access	<ul style="list-style-type: none"> • One per main hallways; preferable within Resource Rooms
Lighting	<ul style="list-style-type: none"> • Soft color, indirect, dimmable lighting • (Calming color paint)
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Other Furniture	<ul style="list-style-type: none"> • Student chair/flexible seating • Bean Bag chairs • Pillows • Sensory wall • High shelving

TECHNOLOGY CLASSROOM	
SPACE: 800 square feet	
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate counters • Soap and towel dispenser
Access	<ul style="list-style-type: none"> • Close proximity to the Media Center • Monitor
Storage	<ul style="list-style-type: none"> • Built-in bookcases • Built-in lockable storage for student devices • Storage areas • Storage for teacher resources
Teacher Storage	<ul style="list-style-type: none"> • One (1) lockable four-drawer filing cabinet • Lockable teacher storage wardrobe
Lighting	<ul style="list-style-type: none"> • Soft color, indirect, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs • Robotics mats
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> • Tables and chairs; easy to move and reconfigure • Computer furniture/workstations
Teacher Furniture	<ul style="list-style-type: none"> • Standing or adjustable height table and chair
Other Furniture	<ul style="list-style-type: none"> • Whiteboard tiles/tablets
Classroom Technology	<ul style="list-style-type: none"> • Sound field • Document Camera • Sufficient outlets to support all technology • Interactive Display • Two (2) docking stations
Computers	<ul style="list-style-type: none"> • Two (2) student computers

ENGLISH LEARNER PROGRAM	
SPACE: 250 square feet – located within the Reading Resource Classroom	
NUMBER: One (1) area - divided by partitions from reading teachers	
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate counters • Soap and towel dispenser
Access	<ul style="list-style-type: none"> • In close proximity to primary education classrooms
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • A supply closet with shelving • Wall length counter top with wall storage cabinets and electrical strips • Counters where possible
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Board
Student Furniture	<ul style="list-style-type: none"> • Two (2) round-shaped tables • Six (6) student flexible seating chairs
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair
Other Furniture	<ul style="list-style-type: none"> • Visitor's chair
Special Needs/Equipment	<ul style="list-style-type: none"> • n/a
Classroom Technology	<ul style="list-style-type: none"> • Document Camera • Interactive Display • Docking Station • AV Switcher Control System
Computers	<ul style="list-style-type: none"> • n/a

MATH INTERVENTIONIST	
SPACE: 200 square feet, space to accommodate 1 adult working with small groups	
NUMBER: One (1) area – adjacent space located within SPED Classroom	
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate counters • Soap and towel dispenser
Access	<ul style="list-style-type: none"> • In close proximity to primary education classrooms
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • A supply closet with shelving • Wall length counter top with wall storage cabinets and electrical strips • Counters where possible
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Board
Student Furniture	<ul style="list-style-type: none"> • (1) round-shaped table • Three (3) student chairs
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair
Other Furniture	<ul style="list-style-type: none"> • Visitor's chair
Special Needs/Equipment	<ul style="list-style-type: none"> • n/a

MATH INTERVENTIONIST	
Classroom Technology	<ul style="list-style-type: none"> • Document Camera • Interactive Display • Docking Station • AV Switcher Control System
Computers	<ul style="list-style-type: none"> • n/a

READING INTERVENTIONISTS	
SPACE: 250 square feet for each Reading Assistance space	
NUMBER: Two (2) areas located within Classroom with EL Program Teacher	
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate counter • Soap and towel dispenser
Access	<ul style="list-style-type: none"> • Adjacent to Media Center
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • A supply closet • Wall length counter top with wall storage • Refrigerator unit
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Board
Student Furniture-each space	<ul style="list-style-type: none"> • One (1) round-shaped table • Four (4) student flexible seating chairs
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair
Other Furniture	<ul style="list-style-type: none"> • Visitor's chair
Special Needs/Equipment	<ul style="list-style-type: none"> • n/a
Classroom Technology	<ul style="list-style-type: none"> • Document Camera • Interactive Display • Docking Station • AV Switcher Control System
Computers	<ul style="list-style-type: none"> • n/a

SPECIAL EDUCATION AND PUPIL SERVICES PROGRAMS

Pre-K-4 THERAPY RESOURCE	
SPACE: 800 square feet	
NUMBER: One (1) room (shared by two (2) staff)	
Toilet	<ul style="list-style-type: none"> • Consider adding a toilet room within the space
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate counters • Soap and towel dispenser • Consider adding an in-room drinking fountain
Access	<ul style="list-style-type: none"> • n/a
Classroom Storage	<ul style="list-style-type: none"> • Storage for large equipment (large adaptive chairs, prone standers, supine standers, large walkers, gait trainers, large therapy balls, etc.) • Built-in bookcases, storage areas, large-drawer storage • Open shelving and counter area • Counters where possible
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable built-in four-drawer filing cabinet
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and designated floor padding areas
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> • Limited
Teacher Furniture	<ul style="list-style-type: none"> • Two (2) Teacher Desk/Chair work stations
Other Furniture	<ul style="list-style-type: none"> • Adult visitor chairs • Sensory Wall
Special Needs/Equipment	<ul style="list-style-type: none"> • Trampoline, Balance Beam, Swing, Stairs, Floor Mats • Area for gross motor activities
Classroom Technology	<ul style="list-style-type: none"> • Interactive Display • Docking station
Computers	<ul style="list-style-type: none"> • n/a

Pre-K-4 RELATED SERVICES – SOCIAL WORKER	
SPACE: 200 square feet	
NUMBER: One dedicated space	
Toilet	• n/a
Sinks	• n/a
Access	• Close proximity to the main office and other resource rooms
Storage	<ul style="list-style-type: none"> • One (1) lockable four-drawer filing cabinet • Bookcase and shelving • Laminate counters and shelving
Lighting	• Soft color, dimmable lighting
Flooring	• Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Board
Teacher Furniture	• Teacher desk/chair
Other Furniture	<ul style="list-style-type: none"> • Two (2) adult chairs • One (1) rectangle or circle shaped table, with 4 student chairs
Special Needs/Equipment	• n/a
Classroom Technology	• n/a
Computers	• One (1) teacher computer

Pre-K-4 RELATED SERVICES – PSYCHOLOGIST	
SPACE: 200 square feet	
NUMBER: One dedicated space	
Toilet	• n/a
Sinks	• n/a
Access	• Close proximity to the main office and other resource rooms
Storage	<ul style="list-style-type: none"> • One (1) lockable four-drawer filing cabinet • Bookcase and shelving • Laminate counters and shelving • Lockable teacher storage wardrobe
Lighting	• Soft color, dimmable lighting
Flooring	• Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Board
Teacher Furniture	• Teacher desk/chair
Other Furniture	<ul style="list-style-type: none"> • Two (2) adult chairs • One (1) rectangle or round shaped table, with 4 student chairs
Special Needs/Equipment	• n/a
Classroom Technology	• n/a
Computers	• One (1) teacher computer

Pre-K-4 RELATED SERVICES – SPEECH/LANGUAGE PATHOLOGIST	
SPACE: 250 square feet	
NUMBER: One dedicated space	
Toilet	<ul style="list-style-type: none"> • n/a
Sinks	<ul style="list-style-type: none"> • n/a
Access	<ul style="list-style-type: none"> • Close proximity to the main office and other resource rooms
Storage	<ul style="list-style-type: none"> • One (1) lockable built-in four-drawer filing cabinet • Bookcase and shelving • Laminate counters and shelving
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Board
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair
Other Furniture	<ul style="list-style-type: none"> • Two (2) adult chairs • One (1) rectangle or oval shaped table, with 3 student chairs
Special Needs/Equipment	<ul style="list-style-type: none"> • n/a
Classroom Technology	<ul style="list-style-type: none"> • n/a
Computers	<ul style="list-style-type: none"> • One (1) teacher computer

TESTING ROOM	
SPACE: 150 square feet	
NUMBER: One dedicated space (located within existing building)	
Toilet	<ul style="list-style-type: none"> • n/a
Sinks	<ul style="list-style-type: none"> • n/a
Access	<ul style="list-style-type: none"> • Close proximity to the main office
Storage	<ul style="list-style-type: none"> • One (1) lockable built-in four-drawer filing cabinet • Bookcase and shelving
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Display	<ul style="list-style-type: none"> • Whiteboard
Teacher Furniture	<ul style="list-style-type: none"> • n/a
Other Furniture	<ul style="list-style-type: none"> • Two (2) adult chairs • One (1) rectangle table • Four (4) student chairs
Special Needs/Equipment	<ul style="list-style-type: none"> • n/a
Classroom Technology	<ul style="list-style-type: none"> • n/a
Computers	<ul style="list-style-type: none"> • One (1) Docking station • Display Screen

LEARNING CENTER I ROOM	
SPACE: 800 square feet with ability to sub-divide the room	
NUMBER: Two (2) partitioned spaces	
Toilet	<ul style="list-style-type: none"> • Toilet room with sink within one of two classrooms at a level appropriate for children ages 3-5
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate counter • Soap and towel dispenser • In-room drinking fountain
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • A supply closet • Wall length counter top with wall storage
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • Two (2) lockable four-drawer filing cabinets
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> • Whiteboards • Bulletin Boards
Student Furniture - each space	<ul style="list-style-type: none"> • One (1) round-shaped table • Three (3) student flexible seating options
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair
Other Furniture	<ul style="list-style-type: none"> • Visitor's chair
Special Needs/Equipment	<ul style="list-style-type: none"> • n/a
Classroom Technology	<ul style="list-style-type: none"> • n/a
Computers	<ul style="list-style-type: none"> • Two (2) teacher computers

LEARNING CENTER II ROOM

SPACE: 600 square feet – to be sub-divided into (2) spaces

NUMBER: Two (2) partitioned spaces (each with a work space and small group area). Located in Classroom with Math Interventionist.

Sinks	<ul style="list-style-type: none">• Stainless steel sink with laminate counter• Soap and towel dispenser
Classroom Storage	<ul style="list-style-type: none">• Built-in bookcases• A shared supply closet• Wall length counter top with wall storage
Teacher Storage	<ul style="list-style-type: none">• Shared lockable teacher storage wardrobes• Two (2) lockable four-drawer filing cabinets
Lighting	<ul style="list-style-type: none">• Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none">• Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none">• Whiteboards• Bulletin Boards
Student Furniture	<ul style="list-style-type: none">• One (1) round-shaped table per space• Four (4) student flexible seating chairs per space
Teacher Furniture	<ul style="list-style-type: none">• Teacher desk/chair
Other Furniture	<ul style="list-style-type: none">• Visitor's chair
Special Needs/Equipment	<ul style="list-style-type: none">• n/a
Classroom Technology	<ul style="list-style-type: none">• Docking Station• AV Switcher Control System
Computers	<ul style="list-style-type: none">• Two (2) teacher computers

PRE-SCHOOL PROGRAM

Based on current enrollment projections of 60 total students for the half-day Pre-school Program, two dedicated classrooms which will also be required to meet the needs of special education students. By design, and to meet the legal requirements for inclusive education, the classes include eligible students with special needs and at least equal numbers of typical same age peers. Like kindergarten children, these children will spend a lot of time sitting on the floor for activities. All the furnishings, toilet and sinks should be at a level appropriate for children aged three to five. Snacks are served as part of the daily routine. These classrooms should have space to accommodate gross and fine motor activities as well as lessons and an area for the children to sit together as a group. The classroom needs to have ample space to accommodate up to 15 children, 3 adults and students who use wheelchairs, standers or other adapted equipment.

PRE-SCHOOL PROGRAM	
SPACE: 800 square feet (each) (includes 70 s.f. in-class toilet room)	
NUMBER: Two (2) classrooms	
Toilet	<ul style="list-style-type: none"> • Separate toilet room within each classroom for ages 3-5 with shelves and changing table
Sinks	<ul style="list-style-type: none"> • Two (2) stainless steel sinks with laminate counters (one adult, one children) • In-room drinking fountain • Soap and towel dispenser
Access	<ul style="list-style-type: none"> • Close proximity to bus drop off and courtyard • Classroom rear door directly into courtyard • Possible connecting door between the rooms
Classroom Storage	<ul style="list-style-type: none"> • Storage and preparation area with a refrigerator and microwave for snacks (can possibly be shared by the two rooms) • Built-in bookcases • Storage areas • Counters where appropriate • Large drawer storage (posters, large books, etc.)
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet
Student Storage	<ul style="list-style-type: none"> • Coat and cubby storage for eighteen (18) students
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> • PreK tables and chairs • Computer workstations
Teacher Furniture	<ul style="list-style-type: none"> • Teacher Desk/Chair
Other Furniture	<ul style="list-style-type: none"> • Center Instruction: three (3) round tables with four (4) chairs each • Activity Groups: one (1) kidney or round-shaped table with six (6) chairs • Whole Group Instruction: one (1) large rectangular or round tables with up to eight (8) chairs
Special Needs/Equipment	<ul style="list-style-type: none"> • Changing table in each toilet space • Block carts • Easel • Play equipment for centers • Full-length mirror (Mylar)
Space Considerations	<ul style="list-style-type: none"> • n/a
Classroom Technology	<ul style="list-style-type: none"> • Sound field • Document Camera • Interactive Display (adjustable heights) • Two (2) Docking Stations • AV Switcher Control System
Computers (each)	<ul style="list-style-type: none"> • n/a

VII. ADMINISTRATION AND SUPPORT FACILITIES

Unless otherwise noted, the standard furnishings for every area noted below are expected to include the following:

- Room darkening shades
- Acoustical insulation for soundproofing
- Year-round air conditioning
- ADA compliant building standards
- Wireless/internet access
- Multiple electric outlets
- Telephone

The existing Administration Office area is presently not efficient and is in need of modifications to maximize the useable area and circulation within the space.

MAIN OFFICE (ADMINISTRATION AREA)	
SPACE: 650 square feet	
Access/Location	<ul style="list-style-type: none"> • Adjacent to Principal's office • Main hallway wall should have multiple windows, and the Main Office should be able to view main entranceway of school and bus traffic • Staff lavatories should be adjacent to office • Access to teacher/PTO workroom should be from hallway, not through main office
Storage	<ul style="list-style-type: none"> • Safe • Base and wall cabinets with counter space • Storage for general supplies • Multiple lockable fireproof four drawer cabinets for confidential student files
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Wall to wall carpeting
Office Furniture	<ul style="list-style-type: none"> • Administration workstations (2) • Administration chairs (2) • Additional work table/counter area • Visitor's seating
Other Accommodations	<ul style="list-style-type: none"> • Bulletin boards • Closet for coats
Technology	<ul style="list-style-type: none"> • Two network printers • Building security system monitor (administrator/clerk) • Security "panic" button with dedicated phone line (administrator/clerk) • Parent access Kiosk computer
Computers	<ul style="list-style-type: none"> • Two (2) computers with standing capabilities

PRINCIPAL'S OFFICE	
SPACE: 260 square feet	
Access/Location	<ul style="list-style-type: none"> • Close proximity to administrator's work station and conference room
Storage	<ul style="list-style-type: none"> • One (1) large wall unit bookcase • Lockable lateral files
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Wall to wall carpeting
Office Furniture	<ul style="list-style-type: none"> • Desk/Chair • Small conference table • Visitor's seating for six (6)
Other Accommodations	<ul style="list-style-type: none"> • Bulletin board
Technology	<ul style="list-style-type: none"> • Polycom telephone • Network printer • Building security system monitor • Wall mounted digital display/monitor • Security "panic" button with dedicated phone line • Docking station
Computers	<ul style="list-style-type: none"> • n/a

CONFERENCE ROOM	
SPACE: 350 square feet	
NUMBER: One (1) room	
Access/Location	<ul style="list-style-type: none"> • Adjacent to Main Office/Principal's Office
Storage	<ul style="list-style-type: none"> • One (1) credenza • Base cabinets with counter space
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Wall to wall carpeting
Office Furniture	<ul style="list-style-type: none"> • Conference Table • Seating for twelve (12)
Other Accommodations	<ul style="list-style-type: none"> • Whiteboards • Bulletin board
Technology	<ul style="list-style-type: none"> • Polycom telephone • Interactive Display • Docking station
Computers	<ul style="list-style-type: none"> • n/a

HEALTH SERVICES	
SPACE: 500 square feet (not including toilet), with private office space (with windows to oversee space)	
Toilet	<ul style="list-style-type: none"> • Oversized accessible toilet room
Sink	<ul style="list-style-type: none"> • Sink with foot pedal controls (outside the toilet room) • Consider adding an in-room drinking fountain
Access/Location	<ul style="list-style-type: none"> • Near the main office for assistance during times of emergency • Access through main corridor • Access to windows for ventilation (fresh air)
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Storage	<ul style="list-style-type: none"> • Lockable cabinets for medication (if controlled meds are not stored in the same cabinet as non-controlled meds, is not required to be double locked) • Two (2) four-drawer lockable filing cabinets • Closet and extra lockable wall storage for materials • Refrigerator (lockable/secured?)
Office Furniture	<ul style="list-style-type: none"> • Bookcase • Table for testing/conferences (private) • Four (4) student chairs for waiting area within view of nurse work station
Space Considerations	<ul style="list-style-type: none"> • Recovery area with multiple cots - with privacy curtains. One (1) cot to be located within an area that is separate and is to have dimmable lighting. • One (1) nurse's space where nurse can speak privately with students/parents • Examination room • 20-ft space to conduct vision screenings (25 feet total) • Waiting area for students
Medical Equipment	<ul style="list-style-type: none"> • Wheelchair/evacuation chair • Rolling cart (portable emergency cart) • Examination table
Other Accommodations	<ul style="list-style-type: none"> • Two (2) AED with audible alarm box will be installed, one (1) in the public access hallway outside nurse's office, and one (1) outside the gymnasium • Refrigerator with separate freezer compartment • Consider a dedicated exhaust fan for at least a portion of the space
Technology	<ul style="list-style-type: none"> • Two (2) telephones with direct access to an outside line • Network Printer • Docking Station

TEACHER WORKROOM	
SPACE: 280 square feet	
Toilet	<ul style="list-style-type: none"> • n/a
Sink	<ul style="list-style-type: none"> • n/a
Access/Location	<ul style="list-style-type: none"> • Close proximity to Main Office area yet with separate entrance from hallway
Lighting	<ul style="list-style-type: none"> • Soft color
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Storage	<ul style="list-style-type: none"> • Shelving • Teacher mailboxes • Locked cabinet • Separate PTO storage
Furniture	<ul style="list-style-type: none"> • Table and two (2) chairs
Other Accommodations	<ul style="list-style-type: none"> • Die press (letter cutting machine) • Laminating machine • General office supplies
Technology	<ul style="list-style-type: none"> • Sound field (depending on new function?) • Network copier/fax machine/scanner
Computers	<ul style="list-style-type: none"> • One (1) teacher computer

FACULTY LOUNGE	
SPACE: 620 square feet	
Toilet	<ul style="list-style-type: none"> • n/a
Sink	<ul style="list-style-type: none"> • One stainless steel sink with laminate countertop • Soap and towel dispenser
Access/Location	<ul style="list-style-type: none"> • Close proximity to Main Office area yet with separate entrance from hallway
Lighting	<ul style="list-style-type: none"> • Provide windows and maximum natural light
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Storage	<ul style="list-style-type: none"> • Built in upper and lower cabinets
Furniture	<ul style="list-style-type: none"> • Six (6) moveable tables and twenty (20) stackable chairs
Other Accommodations	<ul style="list-style-type: none"> • Kitchenette set up with prep counter areas, stove, (2) microwaves, refrigerator, dishwasher • General kitchen supplies • Bulletin board
Technology	<ul style="list-style-type: none"> • Wall mounted display monitor • Telephone
Computers	<ul style="list-style-type: none"> • n/a

MEETING ROOM	
SPACE: 190 square feet	
Access/Location	<ul style="list-style-type: none"> • Remote meeting area from main Conference Room
Lighting	<ul style="list-style-type: none"> • Soft color and natural light
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Storage	<ul style="list-style-type: none"> • Built in upper and lower cabinets
Furniture	<ul style="list-style-type: none"> • One (1) large table and ten (10) stackable chairs
Other Accommodations	<ul style="list-style-type: none"> • White Board • Bulletin board
Technology	<ul style="list-style-type: none"> • Wall mounted display monitor • Telephone

FOOD SERVICES – CAFETERIA (AUDITORIUM)	
SPACE: 3,020 square feet	
Toilet	<ul style="list-style-type: none"> • n/a
Sink	<ul style="list-style-type: none"> • Consider adding a hand washing sink • Consider adding a water fountain
Access/Location	<ul style="list-style-type: none"> • Adjacent to full kitchen and serving area • Exit to outdoors • Close proximity to courtyard
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting • Natural lighting where possible
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Storage	<ul style="list-style-type: none"> • Storage area to accommodate tables and chairs
Furniture	<ul style="list-style-type: none"> • Folding roll-away tables, long type with built-in seating, to accommodate approximately 180 students
Other Accommodations	<ul style="list-style-type: none"> • Sound reducing measures • Bulletin boards
Technology	<ul style="list-style-type: none"> • Localized public address system • Reverse projection • Sound system • Docking station • Microphone sound system

FOOD SERVICES – KITCHEN	
SPACES: 1,050 square feet – Kitchen 100 square feet – Storage Room 60 square feet - Toilet	
Toilet	<ul style="list-style-type: none"> • Separate toilet room for kitchen staff
Sink	<ul style="list-style-type: none"> • One (1) double well stainless steel produce sink • One (1) 3-bay wash sink • Two (2) hand sinks with soap and towel dispensers
Access/Location	<ul style="list-style-type: none"> • In close proximity to Receiving Dock
Lighting	<ul style="list-style-type: none"> • Task lighting over preparation areas
Flooring	<ul style="list-style-type: none"> • Quarry tile flooring
Storage	<ul style="list-style-type: none"> • Two (2) stainless steel utility carts, three shelves, #200/300 capacity • Two (2) bun/sheet pan racks • One (1) stainless steel cart for tray storage, ADA accessible • Adequate space for supplies • Gated storage area
Furniture	<ul style="list-style-type: none"> • Desk and chair; break table with three (3) chairs
Space Accommodations	<ul style="list-style-type: none"> • Walk-in storeroom with shelving • Dishwash area (3-bay sink) with racks • One (1) serving line with built-in hot and cold units •
Food Services Equipment	<ul style="list-style-type: none"> • One (1) table top refrigerator • One (1) tall 1-door refrigerator on casters • One (1) double steamer, pressure-less • One (1) commercial microwave oven • One (1) double convection ovens with stand: single one-over-one unit • One (1) food processor (Robo Coupe) • Two (2) reach-in freezers with shelving • Two (2) reach-in refrigerators with shelving • Cold well in serving line for fruits, vegetables and salads • Three (3) preparation tables (stainless steel) • One (1) baking center with table, baking rack with refrigerator underneath • Two (2) milk coolers • One (1) tall 2-door warmer • Exhaust fans (ventilation) for ovens, skillet, stove, etc. • Exhaust fan (ventilation) in pantry area
Technology	<ul style="list-style-type: none"> • One (1) cash registers and stand (point of sale system) • One (1) computer (Secured Food Service area)

CUSTODIAL OFFICE	
SPACE: 250 square feet	
Toilet	<ul style="list-style-type: none"> • Separate toilet room adjacent to office space • Add shower unit to office space
Access/Location	<ul style="list-style-type: none"> • In close proximity to Cafeteria
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Storage	<ul style="list-style-type: none"> • Locked cabinet
Furniture	<ul style="list-style-type: none"> • Two (2) Desks • Three (3) adult chairs • Refrigerator
Equipment	<ul style="list-style-type: none"> • n/a
Computers	<ul style="list-style-type: none"> • Two (2) computers
STORAGE	
SPACE: 600 square feet – Instructional Storage	
350 square feet – General Storage	

VIII. COMMUNITY USE

All our schools are used by the community. Some of the groups that regularly use this facility include:

- Newington Parks and Recreation Department
- Scouting organizations
- Municipal boards and groups
- PTO
- Registrar of Voters

IX. ENVIRONMENT – SYSTEMS – EQUIPMENT

SYSTEM	SPECIFICATIONS
Building Systems	<ul style="list-style-type: none"> • The building systems incorporated into the new construction will be designed in accordance with Connecticut High Performance Building standards, equivalent in performance to a LEED Silver rating. • An Energy Model combined with a Life Cycle Cost Analysis will be utilized to guide decisions for overall system efficiencies and selection. • Generally, standardization strategies should be employed to keep systems and vendors consistent with other district schools. Some Examples would be: Building Controls, Fire Alarm, Lighting Controls, Plumbing Fixtures, etc. Such Building Systems controlled by IP based systems shall be cabled, equipped, and configured in coordination with the BOE as independent networks. • All new systems and equipment will be accessible for operations and maintenance. • The Facilities staff will be properly trained in the operation of all new equipment and systems.
Heating/Cooling (HVAC) System	<ul style="list-style-type: none"> • Heating should utilize the existing natural gas service with high efficiency boilers for hot water heating. • The school will be fully air conditioned. System design will efficiently and automatically react to varying load and occupancy conditions. For example: only those areas with summertime use will have the systems running year-round; all other areas will be ‘set back’ to provide dehumidification and ventilation as needed during summer months. • Use in-slab hydronic heat delivery at the lower levels for PreK and Kindergarten classrooms. • Variable Frequency Drives (VFD’s) will be utilized to efficiently control fans and pumps where applicable. • Perimeter heating will be provided by fin tube radiation and the possible use of ceiling mounted radiant panels, cooled by a VAV system with each room served by a dedicated VAV box and hydronic reheat coil. • The use of Chilled Beams, Variable Refrigerant Flow (VRF), and displacement ventilation systems will be considered for general heating and cooling. Designer to provide additional information on high performance systems to the Owner. • The gymnasium/auditorium and cafeteria will be served by separate variable speed air handlers. Air handlers shall include a hot water heating coil and DX cooling coils.

Climate Controls/ Ventilation System	<ul style="list-style-type: none"> • The building will be designed with a fully automatic Direct Digital Control (DDC) system that is compatible with the Andover Controls System. The system will be integrated into the School Facilities Departments' centralized system. • Energy Recovery Units will be considered for all areas of the school. • Spaces should have independent, on demand heating, cooling and ventilation control for operational efficiency. • Each classroom will be provided with a temperature sensor and carbon dioxide sensor. The carbon dioxide sensor is an energy saving device. By sensing the carbon dioxide within the room, the outside air intake is adjusted, reducing the amount of outside air being heated or cooled, resulting in less energy used. • Climate controls/ventilation systems will meet current codes and standards.
Lighting System	<ul style="list-style-type: none"> • Efficient and appropriate natural lighting will be maximized within the facility as appropriate for the programmatic use of the spaces. • Occupancy sensors and dual switching will be installed in classrooms. Lighting controls will need to be flexible enough to support varying themes and teaching formats. • The use of L.E.D. fixtures will be provided throughout, with exceptions in specialty areas. • Attention should be given to security lighting for both interior and exterior of the building. • The use of light shelves and light sensors for natural light to reduce electrical load shall be considered in locations where possible.
Electrical (Power) System	<ul style="list-style-type: none"> • Power to be provided by local utility company. • Distribution will include customer metering. • Emergency (whole building) generator to accommodate Life Safety needs. • Future solar roof mounted infrastructure should be provided
Technology	<ul style="list-style-type: none"> • There shall be a combined voice/data system with "VOIP" (Voice Over Internet Protocol) design. • The school shall have interactive displays with media controlled from the teacher's station. • Head equipment to be housed in an MDF room. Both MDF and IDF rooms will be provided with 24/7 environmental control. • Horizontal cabling shall be Category 6e or contemporary equivalent. • Cable shall be run in corridors to support horizontal cable structure. • Fiber back bone between the MDF and IDF rooms shall be single-mode type with 12 pair between all closets • Electrical in all data rooms/closets shall include 30 amp twist-lock service • Fiber optical cable from street to MDF • Make new Data center • Digital Signage in Main Lobby, Cafeteria, and in-wall media box in classrooms • AV system for entire school-provider to be verified
Security	<ul style="list-style-type: none"> • Digital video surveillance of exterior/interior areas of the building • Electronic security system with keypad access control installed into the school. • Design the plan to prevent access to instructional areas of the school when community events take place in assembly areas during non-school hours. • Motion sensors shall be mounted in corridors. • Respond to future state and/or federal mandates related to security requirements for elementary facilities, including classroom door and lockdown features. • Door locks shall be Corbin and integrated with the existing NPS system.
Phone System	<ul style="list-style-type: none"> • A comprehensive, district-integrated phone system (dial-out) will be integrated into technology scope of the project, including hands-free and handle options. • Install phones in every room of the facility occupied by teachers or students at any given time, including all support and instructional spaces. • Provide Voice Over "IP" options.

Public Address	<ul style="list-style-type: none"> • The building's public address system is comprehensive and will be addressed as part of the technology component of the project to incorporate internal building communications and signage as well as external communications. • The PA system should be developed in conjunction with the phone, clock, data, voice and video distribution system of the school. • Secondary access to security and public address systems will be in the MDF/Head End Room. • Means and methods of notification shall be addressed for visual and/or hearing-impaired students.
Clocks	<ul style="list-style-type: none"> • Clocks, similar to the phone system will be integrated into the technology component of the project. • All support and instructional spaces will be included. • System to have manual override capability in the event that Daylight Saving Times are adjusted by the Federal Government.
Plumbing System	<ul style="list-style-type: none"> • Domestic Hot Water shall be provided by an independent system. • Plumbing fixtures/system will be designed per current and applicable codes. • Fixtures will be self-operating and consistent with Owner's standards • Plastic piping to be considered for domestic water and heating where possible. • Floor drains in gang toilet areas • Plumbed for full whole building sprinkler system
Fire Protection	<ul style="list-style-type: none"> • Building will be fully protected by a sprinkler system in accordance with NFPA 13.
Fire Alarm	<ul style="list-style-type: none"> • The building will be protected by a fully addressable analog, manual and automatic fire alarm system.
Acoustics	<ul style="list-style-type: none"> • The building will comply with Connecticut High Performance Standards. • In specialized areas, such as media centers, appropriate acoustical treatments will be installed. • Sound field system will be provided in each classroom. • Acoustical treatments should be provided to prevent the transmission of normal spoken voices from one room to the next.
Windows/Doors	<ul style="list-style-type: none"> • Windows should be high efficiency, operational type with low e-glazing. • Emergency egress windows and rated doors will be installed in accordance with applicable codes. • Key fobs, thumb latches, vision panels – review with District and integrate with security section. • Door locks shall be Corbin and integrated with the existing NPS system.

X. SITE DEVELOPMENT

There will be three primary entrance areas to the building: (1) the Main Entrance for visitors and parent drop off/pick up, and the (2) Pre-K-4 student vestibule entrances for bus drop-off/pick up located at each end of the North (or "B Wing") of the school. Passive security measures, such as visual control of the entrances from the adjacent office area and/or monitored vestibule locations during bus activities must be planned for. Active security measures and systems will be developed with the building renovation design (such as the placement of bollards at the entry area(s), introduction of a man trap and other guidelines as recommended by the SSIC (School Safety Infrastructure Council). Adequate lighting for monitoring activities and ensuring safety are of paramount importance at the building entrances and parking areas. Each primary entrance area should accommodate a separate interior bus loading and/or parent drop off/pick up area. Entry overhangs or covered walkways will be provided for inclement weather to the extent practicable.

The bus unloading and loading area(s) should be configured as a one-way drive in a direction to assure that loading and unloading of students occurs from the right-hand side of the vehicle adjacent to the building. The drive will have two lanes: one for travel, and one for stopping and unloading. The bus loading driveway should be located such that buses exit upstream of automobiles, thereby reducing delays.

Parent drop-off area(s) will also be configured as a one-way drive in a direction to ensure that loading and unloading of students occurs from the right-hand side of the vehicle adjacent to the building. Student drop-off and pick-up area(s) are to be separated from the bus loading area, and preferably should be separate from other parking lots.

Parking for staff and visitors has been developed to take advantage of the primary entrances into the building. ADA and other code requirements will be assessed during any potential redesign of the site parking. Bituminous areas and curbing will be reviewed and repaired or replaced as necessary. An additional overflow parking area will be considered at the newly cleared area on the southwest corner of the site. In determining the size and location of the parking lots, consideration will be given to the use of the building for community access as well as student safety.

Existing concrete sidewalks will be reviewed and assessed around the perimeter of the school. Access to the parking lots, playfields, bus and parent pickup/drop-off areas, and access for student walkers will continue to be addressed. Sidewalks that are currently improperly pitched and allowing water into the building will be corrected.

Playgrounds include paved (dry) play areas, multi-purpose fields, and new playscape equipment surrounded by rubberized protective surfaces. New Pre-Kindergarten and K-2 play areas will be created within the existing courtyard space and located near their classrooms. Pre-K and K-2 playground areas will have sun shading elements designed and incorporated within the courtyard for protective measures. Intermediate play areas will be located away from classroom areas and contain sun shading elements where appropriate. Playfields will remain in their current locations.

Site utilities and physical plant components, including drives and access roads, will be reviewed to avoid conflict with student and vehicular traffic. The existing pinch point created by the telephone pole and electrical transformer near the main entrance will be assessed and modified to provide a more conducive traffic flow through this area.

Landscaping will be reviewed and re-designed as necessary to allow the school to blend with the environment as well as to provide passive cooling and windbreaks where possible. New trees and other greenery will be of a hearty variety and require little maintenance and which complement the building and site. Any new trees will be planted an appropriate distance from the building to avoid future maintenance problems. Consideration will be given to safety and security when placing any new foliage around walkways and areas of building access.

In addition to the site development issues and as part of the renovation scope of work, the existing roofing system for the entire school shall be replaced with a new rubber membrane (EPDM) roofing system, replacing the aged ballasted system currently in place. Portions of this existing roof substructure will be reviewed and may be replaced pending the investigation of areas which have shown leaks or signs of failure over the years. Another consideration which may be studied during this project is the possibility of installing a photovoltaic (or solar) panel system on a portion of the new roof area.

ANNA REYNOLDS ED SPECS SPACE SUMMARY

Room Description	Required # of Rooms	Square Feet Per Room	Total Area (Sq. Feet)
GENERAL EDUCATION PROGRAMS			
Early Childhood: Full-Day Kindergarten (including toilets)	4	1,050	4,200
Early Elementary: Grades 1 – 2	9	800	7,200
Intermediate: Grades 3 – 4	9	800	7,200
Art Classroom (includes kiln)	1	1,050	1,050
Music – Instrumental	1	1,140	1,140
Music – General (Platform Stage)	1	670	670
Wellness Education – Gymnasium	1	3,840	3,840
Wellness Education – Coach’s Office	1	165	165
Wellness Education - Storage	1	270	270
Media Center (including Media Classroom and Offices)	1	2,850	2,850
Sub-Total	29		28,585
K-4 SPECIAL EDUCATION AND PUPIL SERVICES PROGRAMS			
Learning Center I Room (including toilet) – 2 spaces	1	390	780
Learning Center II Room (SPED) – 2 spaces	1	300	600
Reading Interventionists – 2 spaces	1	250	500
Math Interventionist – 1 space, with SPED		200	200
Pre-K-4 Therapy Room	1	800	800
Speech/Language Pathologist (with Testing Room)	1	340	340
English Learner Program – 1 space with Reading		250	250
Technology Classroom	1	770	770
Book Room/Copier Space/Work Space	1	650	650
Psychologist	1	200	200
Social Worker	1	200	200
Health Services (including toilet)	1	670	670
Sub-Total	10		5,960
PRE-K SCHOOL PROGRAM			
Pre-K Half-Day Sessions (including new toilets)	2	800	1,600
Sub-Total	2		1,600
ADMINISTRATION AND SUPPORT FACILITIES			
Principal’s Office	1	260	260
Main Office	1	650	650
Meeting Room	1	350	350
Meeting Room	1	190	190
Copy Room	1	180	180
Teacher Lounge	1	615	615
Coach’s Office	2	240	480
Food Services – Cafeteria	1	3,020	3,020
Food Services – Kitchen and Storage	1	1,150	1,150
Custodial Office Area	1	260	260
General Storage	3	350	1,050
Toilets (total in school, excluding the five listed above)	14	2,050	2,050
Sub-Total	28		10,255
		Total Above	46,400

Total Program Area:	46,400
Total Net Square Feet:	61,644
Total Gross Square Feet:	64,726

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MAY 27 2020

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DATE: May 21, 2020

TO: Members of the Board of Education

FROM: Stephen Foresi, Assistant Superintendent of Schools



SUBJECT: **ANNUAL REPORT ON PROFESSIONAL LEARNING**

Professional Learning

The purpose of the Newington Public Schools Professional Learning System is to improve student achievement through continual professional growth for all staff. We do this by providing opportunities that align with district, school and personal learning needs, promote collaboration, improve teaching and learning, and facilitate systemic reform and change. We believe professional growth enhances teaching and learning skills and develops understanding of local, state and national standards. We achieve this by adhering to our district's Theory of Action and Core Values and Beliefs.

Theory of Action

If we develop a system of effective professional learning, then teaching and leading will be continuously strengthened so student learning will incrementally and notably improve.

Core Values

- Professional learning that is meaningful to the individual professional;
- Professional learning is tailored to employee needs – and delivered by highly skilled practitioners;
- Professional Learning involves ongoing, job-embedded collaboration;
- Professional learning directly impacts our practices and the success of our students; and
- Professional learning is based on research.

Core Beliefs

- Professional learning helps educators to be highly effective and leads to improved student performance;
- Professional learning is designed to support all educators to meet the current and long term needs of the organization;
- Professional learning is most effective with continuous follow up; and Professional learning leads educators to reflect on their current practices to promote effective change.

District Directed Professional Learning Days:

This category of district professional learning was provided through full day, half-day and early release days. These in-service days focused on the district’s goals, the new Educator Evaluation System, instructional improvement through data analysis, technology integration and high-yield instructional strategies.

Date	
August 15-21, 2019	<ul style="list-style-type: none"> ● New Teacher Orientation
August 27, 2019	<ul style="list-style-type: none"> ● Units of Study Sandbox ● Enhancing Professional Practice - NPS Framework for Teaching ● Elementary Art Goal Setting and Best Practices 19.20 ● NHS Professional Learning, August 27th ● Elementary Music Vertical Alignment ● A Multidisciplinary Approach to IEP Development ● Math Intervention - Assessment and Monitoring ● G4 ELA Curriculum ● JWMS Professional Learning, August 27, 2019 ● The Writing Strategies by Jennifer Serravallo ● Being Trauma Informed ● Let's Write: Units of Study for Teaching Writing (GK-1) ● Seesaw Preparation and Integration ● Setting goals for Elementary Wellness ● G2-G3 ELA Curriculum ● Meeting the Needs of Students with Disabilities ● Running Records: Digging Deeper with Diagnostic Assessments ● Enhancing Professional Practice - NPS Framework for Teaching ● CTE Strategic Planning ● Middle and High School Art Goal Setting and Best Practices ● Mathematics Department PD ● Special Education Updates and Review IEP Rubric/Developing Exemplar IEPs ● Science Dept. 5-12 Goals & Expectations ● Connecticut Students For A Dream ● World Language Department PL ● Vertical Alignment for Elementary and Secondary Music Students ● Literacy Team PL: Becoming Readers ● Social Studies PL ● Educational Technology Department Goal Setting and Program Alignment ● Let's Write: Units of Study for Teaching Writing (G2-4) ● Running Records: Digging Deeper with Diagnostic Assessments ● GK-G1 ELA Curriculum ● Creating consistency with goals, practices for learning, and fitness assessment

<p>October 2019/Jan/Feb. 2020</p>	<ul style="list-style-type: none"> ● G2 ELA Unit 3 and Meeting Diverse Needs ● G1 ELA Unit 3 and Meeting Diverse Needs ● G3 ELA Unit 3 and Meeting Diverse Needs ● G4 ELA Unit 4 and Meeting Diverse Needs ● GK ELA Unit 3 and Meeting Diverse Needs ● G2 NGSS ● G1 ELA Unit 5 and Meeting Diverse Needs ● G4 ELA Unit 5 and Meeting Diverse Needs ● G3 NGSS ● GK NGSS
<p>November 5, 2019</p>	<ul style="list-style-type: none"> ● Social Emotional Learning 2 ● Social Emotional Learning 1 ● JWMS Professional Learning ● SBA Interim Assessment Blocks ● The Writing Strategies Book by Jennifer Serravallo ● Units of Study Sandbox ● Digital Reading Strategies using Newsela ● MKMS School Counseling Assessments ● NHS PLC/Personalized Professional Learning ● Collaboration/Sharing Ideas of Using Charms More Effectively (MKMS) ● NHS Department Meeting ● Looking at the Numbers ● Strategies to Use Charms More Effectively. (JW and NHS) ● NHS School Counseling Needs Assessment ● JWMS School Counselor Assessment Practices ● HS World Language Department Meeting ● HS Science Department PL ● CTE Department Meeting ● Indicators of Trauma-Informed Care: Changing the Lens ● Vision of Services ● Social Emotional Learning ● Identifying Student Outcomes: New Course Requirements Part 1 ● HS Social Studies PL ● Social Emotional Learning 4 ● Math Intervention - Monitoring Growth ● Social Emotional Learning 3 ● SBA Interim Assessment Blocks ● Aligning the CSTA Standards ● Reading Intervention - Sondag System ● Let's Talk Conferring in Writers Workshop ● Collaboration of Strategies To Engage/Motivate Students with Behavior Plan ● Girls Who Code Clubs ● Hot Topics in Special Education ● 5-12 Math Choice Session

	<ul style="list-style-type: none"> ● Creating a Diverse Library Collection ● Looking at the Numbers ● Modifying Marching Band Music Literature ● Sharing Rehearsal Strategies ● The Top 10 Ways to De-Escalate and Engage Students in Stressful Situations ● MS Science Department PL ● MS World Language Department Meeting ● HS World Language Choice Session ● Supporting Learning in the Classroom and Gymnasium ● Aligning Digital Citizenship Skills in the Curriculum ● Transforming the Classroom with Google Forms ● Social Emotional Learning ● NGSS Sandbox ● Identifying Student Outcomes: New Course Requirements Part 2 ● Argument Writing in Social Studies, 6-8 ● Kindergarten Writing Workshop ● SBA Interim Assessment Blocks ● Units of Study Sandbox ● Using Seesaw as a Creative Tool ● Role of Related Service Providers in Preschool ● Using Text Bands ● Middle School Math Sandbox ● Library Diversity Sandbox ● School Avoidance: Call the Therapist, Not the Truant Officer School ● Middle School World Language Sandbox ● Transforming Learning with the Integration of Google Sites ● Transforming the Classroom with Google Classroom ● Middle School ELA Sandbox: Reader's Workshop ● Enhancing Your Curriculum with Google's Applied Digital Skills ● Middle School Social Studies Sandbox ● Behavioral Supports and programming for Students with Disabilities ● Lost At School Book Study ● HS Art: Google Sites for Discussion and Critique ● Fitness Games Designed to Promote Cardiovascular Endurance and Muscular Strength ● Art K-4 Progress Report Revision Research ● Elementary Art Observational Drawing and Mixed Media ● Middle School Art: 5th and 6th Grade Instructional Strategies for Drawing ● Identifying Topics for the Additional Health Course Beginning in 2020 - #2 ● Middle School Science Sandbox ● Observational Drawing and Mixed Media Techniques
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Professional Learning Provided by Internal Facilitators:

A sub-category of this professional learning was planned and facilitated by building administrators and/or building level planning committees and were non-credit hour earning in nature. These programs were provided for grade levels, subject area staff, departments and/or entire building faculties. Data team meetings, Early Intervention Committee and Administrative Council are just a few examples of collaborative professional learning communities. In addition to this, professional learning specific to our tutorial staff was expanded and this school year.

Type	Topic
Teacher Tuesdays	<ul style="list-style-type: none"> ● NHS Professional Learning ● Frontline Professional Growth Platform ● Dibels 8th Edition Training ● Personalized Professional Learning & NEASC ● Being Trauma Informed Continued: Meeting Student Needs ● Analyzing Fall Assessments ● Preschool Programming ● Taking the Next Steps with Running Records ● Text Bands ● Preparing Students for College Writing in the Humanities ● World Language ERT ● Mathematics and STEM ERT ● CTE – Proficiency Scales and Habits of Work ● Brothers in Song ● Modifying Marching Band Music Literature ● Reading Workshop Planning ● Science Vertical PL 5-12 ● Special Education Updates ● Middle School Social Studies ERT ● Student Directed Teaching Strategies in the Elementary Music Classroom ● Your Guide to Reading Conferences – Setting Goals ● Collaborating Across Grade Levels ● Setting Goals For Your Students ● JP Classroom Libraries ● Screencastify Certification ● K-12 Art PLC ● Supporting Collaborative Learning in Wellness Education ● 504 Updates ● Medicaid Training and Refresher ● JWMS Professional Learning ● Utilizing Ross Greene’s Collaborative and Proactive Solutions ● Setting Goals in Reading ● Social-Emotional Learning: Continuing the Work ● Instructional Rounds – Debrief ● NHS Professional Learning ● Vertical Collaboration

- ERT World Language Department
- Grief Counseling
- High School English Department PL
- CTE Habits of Work Action Research
- Update to Understanding Differences Unit
- Writing IEP's and the PPT Process
- Mathematics and STEM ERT
- Middle School LA Professional Learning
- Science Vertical PL
- Sharing Best Practices in Wellness Skills and Fitness Instruction
- Modifying Marching Band Music Literature
- Elementary General Music – Shared Practices
- Secondary Choral-Sharing Differentiated Instruction
- Unit Exploration
- Text Complexity
- Leading Difficult Political Discussions and Other Controversial Topics in Social Studies
- JP SEL & Climate
- Coding Our Way Through NPS
- Teaching Strategies to Individuals and Groups
- Art PLC K-12
- Redefining our Math Block
- Being Trauma Informed Continued – Meeting Student Needs Part 2
- Supporting Conversation and Collaboration
- Planning to Meet the Needs of All Learners
- Further Exploring Assessment Resources / Protocols
- CTE Strategic Planning
- Social Studies ERT
- Art PLC
- Post-Secondary Institution Updates
- A Rubric for the Rubric
- Conferring with Readers: Note Taking
- Transitioning the District to Gmail and Calendar
- Planning and Managing Conferring Time
- Meeting the Needs of All Learners Through the SRBI Process
- Outlining the New Course in Health Education
- Transition Services and Special Education Updates
- Using SAT and PSAT Data
- Literature Research
- Readers Workshop Planning
- Strategies for Addressing Difficult Issues in Wellness Class – Part 2
- Quaver Curriculum
- MS Music Scheduling

	<ul style="list-style-type: none"> ● Instructional Rounds and Mid-Year Reflection ● Middle School PL – Review and Practice ● Action Planning for Students Below Benchmark in Reading ● Refine Math Workshop Through Unit Planning ● Furthering the Interactive Read Aloud ● Improving Planning in NPS Data ● Habits of Work Action Research and Problems of Practice ● Windows, Mirrors, and Sliding Glass Doors ● Solution-Focus Grief Counseling ● Indicator 13 – State Mandated Training ● School Social Studies – ERT ● Identifying Topics for the Additional Health Course Beginning in 2020 – #3 ● Strategies for Addressing Difficult Issues in Wellness Class - #3 ● Science Vertical PL ● MS General Music CFA’s ● Online Elementary Music Curriculum Exploration and Evaluation ● Modifying MS Orchestra Literature ● Modifying Marching Band Music Literature ● Musical Theater Curriculum Update ● Collaborative Teaching Techniques: Part 1 ● Engaging Students During Independent Reading ● Crosswalking Standards and Curriculum ● Refining our Math Practices ● Deeper Dive into Trauma / SEL ● Deeper Dive into Ross Green ● Google Forms and Math USA’s ● NEWSELA Sandbox ● Technology Sandbox ● How Do You Know That? Defining CER’s Across Grade Levels ● In(DEPEND)ent Technology ● Culturally Diverse Literature in the Classroom ● Math Sandbox ● TC Units / Readers Notebook ● JWMS School Climate and Restorative Practices – Session 1 (Jo Ann Freiberg) ● JWMS Professional Learning – Building an Advisory at JWMS ● Self SEL ● Looking at Math Instruction Vertically ● Getting Ready to Teach the Teachers College Reading and Writing Test Prep Unit ● Getting a Deeper Understanding of Differentiation (Tier 1) and Tier 2 Instruction ● Further the Work With Learning Progressions
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	<ul style="list-style-type: none"> ● PSF Activities
PLCs	<ul style="list-style-type: none"> ● Approximately 88 Professional Learning Community Meetings take place every week throughout the district.
Elementary Grade Level Meetings	<ul style="list-style-type: none"> ● Understanding Text and Readers ● Reading Conferences: Meeting the Needs of All Students ● Let's Talk: Writers' Workshop GLM Scoring Criteria ● Step by Step
Beginning Teacher Support Sessions	<ul style="list-style-type: none"> ● Curriculum, Assessment and Instruction ● Building Classroom Community ● Motivating Students ● Collaborative Practices ● Special Education Law, Procedures and Responsibilities ● Mandated Reporter Information ● Technology Pedagogy and Internet Safety ● Community Relations
Instructional Coaches	<ul style="list-style-type: none"> ● Provided job-embedded coaching ● Attended and facilitated PLCs ● Participated in building-level leadership teams ● Facilitated Teacher Tuesday building level professional learning ● Facilitated elementary grade-level meetings ● Facilitated district-level professional learning sessions ● Participated in district level committees (PL, Teacher Evaluation, District Data Team)
District-wide Efforts	<ul style="list-style-type: none"> ● Workforce Diversity Plan Team Workshop #1: Starting with Where We Are ● School Climate and Restorative Practices ● Introduction to Gizmos ● Gizmo Training #2

Administrative Council

Sessions	Topics
Bi-Monthly, for a total of 21 meetings and 63 hours	<ul style="list-style-type: none"> ● Learning Focused Conversations : Day 1 & 2 Templates for Pre/ Post & Paraphrasing ● Deep Dive: Understanding the Danielson Framework for Teaching ● Advanced Observer Training: Observing 3d: Student Assessment ● Conducting Observations through a Special Education Lens ● Peer observations ● Mastery-based learning ● Enhancing Instructional Programs: Training in Special Education for Administrators

Consultants Brought to District for Professional Learning

There are times when it is best for the Newington Public Schools to contract with expert consultants from the local area to work with various groups of educators on specific areas of focus. Consultation services requires multiple levels of approval and is contingent upon the alignment of the content with district and school improvement plans. What follows is a list of these professional learning sessions offered to Newington educators this year.

Targeted Audience	Topic
High School Level	<ul style="list-style-type: none"> ● Scientific Research-Based Interventions - CREC ● Co-teaching model - CREC
Middle School Level	<ul style="list-style-type: none"> ● Culture, Climate & Improvement - CREC
Elementary Level	<ul style="list-style-type: none"> ● Readers' Workshop - Teachers College, Columbia University
PDEC & Administrators	<ul style="list-style-type: none"> ● Educator Evaluation – The Danielson Group

Out of District Conference and Workshops Attendance:

One final category of professional learning is participation at local, regional and national conferences. Participation in these programs provided opportunities for staff to network with colleagues from different districts and backgrounds. Participation in these workshops is contingent upon the alignment of the content with district and school improvement plans.

Examples of the conferences and workshops attended are listed below.

Conferences and Workshops
<ul style="list-style-type: none"> ● 2019 Neag School Special Education Summit Registration ● 2019 Reading Summit ● 2020 Spring School Nurse Supervisor Conference ● 49th Annual ConnTESOL Conference ● 5th Annual Connecticut Secondary Transition Symposium: Every Voice Matters ● AASPA 81st Annual Conference ● Adapting Restorative Practices for Students with Disabilities ● Advanced School Climate Training - CSDE ● All Students are Motivated ● American School Counselor Association Conference ● An Autism Behavior Toolkit for Teachers: Tips and Tricks that Work When Educating Elementary Students ● Annual CAFE Conference ● Annual Client Summit for Transfinder Routing Software ● Annual CTE Conference: Today's Skills, Tomorrow's Careers ● Annual Nurtured Hearts Conference ● AP Language and Composition for the New AP Teacher ● AP Reading ● Apraxia of Speech, The Kaufman Methods ● Basic School Climate Training - CSDE ● BESB: Strategies & Techniques 4 Teachers Working w/ Students Who Read Large Print

- Birth to Grade 3 Symposium
- Boston Festival of Indie Games - 2019
- Bring Your Passion, Energy, and Personal Touch into Writers Workshop
- Building the Skill and Confidence Levels of Your Struggling Math Students (Grades 6-12)
- Building Tier II/III Supports for Chronic Absenteeism
- Connecticut Administrators of Programs for English Language Learners December Meeting
- C4C Counselors for Computing Workshop
- CAPELL Quarterly Meeting
- CAPSS/EDLR Relationship-Centered Innovations
- CAS- Social Emotional Learning Conference
- CASL CECA Conference: Building Bridges - Every Connection Counts!
- CDSE Communities of Practice at CREC
- Childhood Apraxia of Speech: The Kaufman K-SLP Methods and Behavioral Strategies to Build Successful Vocal Communication
- College Board Fall Counselor Workshop
- College Board's 202 AP Environmental Science Reading
- Colleges of the Fenway Counselor Tour
- Community of Practice December Meeting
- Community of Practice March Meeting
- Computer Science Teachers Association National Conference
- Computer Science Teachers Association New England Conference
- Conference for Secondary School Writing Centers
- Connecticut Administrators of Programs for English Language Learners
- Connecticut School Counselor Association Conference
- ConnTesol 49th Annual Conference
- CRA Reading Conference
- CREC - Social Emotional Learning
- CREC Math Council
- CREC Mindfulness Council
- CREC Regional Council Meeting
- CREC Regional Transition Meeting 1
- CREC Regional Transition Meeting 2
- CREC Regional Transition Meeting 3
- CREC Regional Transition Meeting 4
- CREC SEL Council
- CS4CT 2020 (Computer Science for Connecticut)
- CSDE 2019-20 English Learner Assessment Coordinator LAS Links Workshop
- CSDE Annual CTE Conference: Today's Skills, Tomorrow's Careers
- CT HOSA Fall Leadership Conference
- CT Reading Association 68th Annual Reading Conference
- CT SBAC Day for Project School (Teachers College)
- CT State Science Assessment Committee
- CTABA
- CTAHPERD CONFERENCE - FALL CONFERENCE 2019
- CTE Conference

- CTETL ANNUAL CONFERENCE 2019 - POWERING UP PROFESSIONAL LEARNING
- Decrease Attention-Getting and Tantrum Behaviors: Practical Solutions (Preschool-Second Grade)
- Designing Academic Instruction for Students with Significant Cognitive Disabilities - Session A
- Executive Functioning
- Fall 2019 School Nurse Supervisor Conference
- Fall Conference of The Connecticut Association for Health, Physical Education, Recreation and Dance
- Finding and Using Low-Cost/No-Cost Technologies for the Classroom
- Fox 61 Student News Workshop
- Grading and Reporting Student Learning
- Health Science Educator CSDE Fall Workshop
- Helping Youth Recover from Trauma: Cognitive-Behavioral Approaches
- HFC for culinary
- Holocaust Educator Workshop
- HOSA Advisor State-wide Meeting
- How Adults Can Buffer Stress for Young Children and Reduce Challenging Behaviors
- Implementing a Math Workshop Model in a Secondary Math Classroom
- Implementing A Math Workshop Model In A Secondary School
- Initial EMT Course
- Institute to Support High-Leverage Writing Instruction for Students Learning English as a New Language
- Introduction to Gizmos
- IXL Expert Training
- Leadership in Equity
- Lions Quest: Social-Emotional Support for All Grade Levels
- Mindfulness and Psychology Interventions to Help Dysregulated Youth in Schools
- Mindfulness Council 2019-2020
- Motor Matters Evidenced-Based Interventions for Children and Youth with Autism
- Moving Above and Beyond Compliance with Secondary Transition IEPs
- National Athletic Directors Conference
- NEASC Accreditation Visiting Team
- NEASC Collaborative Conference Training
- NEASC Visiting Team
- Next Steps of a Math Workshop Model in a Secondary Math Classroom
- NGSS and Universal Design for Learning - Making Instruction in the New Science Standards Meaningful
- NGSS Assessment Professional Development Workshop
- Open Choice Leadership for Equity Institute
- Penny Arcade Expo East - 2020
- Phonics Institute - Teachers College
- Phonics Institute 2020
- PLTW Training Principles of Engineering
- PMT Trainer Refresher
- Positive Discipline. Teaching Parenting the Positive Discipline Way
- Practical Co-Teaching Strategies to Effectively Support Your English Language Learners in Inclusive Classrooms
- Professional Learning Management Certification Course
- QUEST
- Restorative Practice

- Restorative Practice Training
- Restorative Practices: Alternatives to Suspension
- SBA Test Prep Day 2020 with Mary Ehrenworth
- Scholastic Reading Summit
- September Phonics Institute 2019 - Grades K-2
- Social and Emotional Learning Council - CREC
- Soliday System Curriculum Training
- Student Motivation
- Summer Writing Institute
- Supporting the Needs of Beginning Teachers and Their Students with IEPs
- Symposium: Related Services as Part of a Preschool Inclusive Classroom Approach
- TC SBA Test Prep Day
- Teacher Leader Fellowship Program (TLFP) - Meeting #1
- Teacher Leader Fellowship Program (TLFP) - Meeting #2
- Teacher Leader Fellowship Program (TLFP) - Meeting #3
- Teachers' College Coaching Institute on the Teaching of Writing
- Teaching Parenting the Positive Discipline Way
- The Coaching Institute on the Teaching of Writing Grades K-8
- The Lexile Framework for Reading
- The Nurtured Heart Approach: Transforming Classrooms and School Climate
- Title IX/Equity Coordinators Training
- Training for NEASC Accreditation Process
- Transition Task Force
- UCONN ECE Biology Instructor Recertification
- UCONN ECE Conference
- UCONN ECE European History Workshop
- UCONN ECE Fall English Conference
- UCONN School Counselor Day
- Understanding Clinical Issues & Best Practices for Working w/ School Avoidant Students
- Understanding the Transition from School to Adulthood for Students with Autism
- Vision of the Graduate Workshop
- WIDA Early Years Promises Roll Out Event
- Workshop for all Teachers of Italian

An analysis of the above information shows that we exceeded our legal obligation of offering 18 hours per certified staff member through staff in-service activities. In total, the Newington Public Schools in-house professional learning exceeded 800 hours. Our out-of-district offerings exceeded 3,000 hours. This is in spite of lost time due to the cancelation of many professional learning sessions once we went virtual. Additionally, we provided professional learning opportunities for staff before and after the school day and as job-embedded learning and committee work.

MAY 27 2020

DATE: May 22, 2020

F 3

TO: Board of Education Members

FROM: Dr. Maureen L. Brummett, Superintendent of Schools

SUBJECT: **REPORT - EMPLOYEE COMPUTER PURCHASE PROGRAM**

During the 1995-96 academic year, the Board of Education adopted an employee computer purchase plan. This plan allows employees to acquire contemporary technology and expand their personal proficiency in this area. There is continuing interest from employees to use this plan for the upcoming year.

Since the program was instituted during the 1995-96 academic year, 358 individuals have taken advantage of this offer. The participation by year is as follows:

<u>Year</u>	<u>Participation</u>
95/96	16
96/97	10
97/98	15
98/99	20
99/00	24
00/01	15
01/02	16
02/03	14
03/04	13
04/05	12
05/06	10
06/07	16
07/08	20
08/09	14
09/10	15
10/11	13
11/12	33
12/13	17
13/14	17
14/15	11
15/16	10
16/17	4
17/18	9
18/19	5
19/20	9

Based on the favorable response by staff and the prior success of the program, the computer purchase program will be extended for the 2020-2021 school year.

DATE: May 27, 2020

MAY 27 2020

TO: Dr. Maureen Brummett, Superintendent of Schools
and
Members of the Board of Education

F 4

FROM: Dana L. Markovics, Director of Foods & Nutrition Services

DM

SUBJECT: **HEALTHY FOOD CERTIFICATION
(SECTION 3 OF PUBLIC ACT 06-63)**

Annually the Board of Education needs to take action to certify whether all **food items sold to students**, separate from a reimbursable school meal, **will or will not** meet the Connecticut Nutrition Standards for the 2020-2021 school year.

These items include food offered for **sale to students** at all times, in all schools, and from all sources, including, but not limited to:

- school stores
- vending machines
- culinary arts programs
- school cafeterias
- fundraising activities on school premises

Attached is a flowchart showing state and federal food and beverage requirements for **sale to students** in schools. There are regulations for food (snacks) and different regulations for beverages that districts must follow. In regards to food (snack) items, these regulations are separate from school meals, districts may follow state (Healthy Food Certification) or federal (USDA Smart Snacks) regulations. In regards to beverage requirements, districts must comply with stricter state beverage regulations. There is no action Board of Education members need to take in regards to beverage regulations only food regulations. Members need to decide whether to follow the state or federal food regulations.

Districts that choose **not to meet** the Connecticut Nutrition Standards (state regulation) must comply with the USDA Smart Snacks Standards (federal regulations). The Smart Snacks rules requires that all food sold to students, other than reimbursable meals, any time during the school day on school premises from all sources must follow the federal nutrition standards. All sources include school stores, vending machines, culinary arts programs, school cafeterias and fundraising on school premises. Districts that participate in HFC will meet the USDA Smart Snack standards. No additional reimbursement is available for districting following the less strict federal regulations.

Districts that choose to meet the Connecticut Nutrition Standards receive an additional 10 cents per lunch in funding, based on the **total number of reimbursable lunches (paid, free, and reduced)** served in the prior school year. For Newington, this is a value of approximately \$33,000 per year.

There are exemptions that will allow schools to sell foods to students that do not meet the Connecticut Nutrition Standards. Foods that do not meet the Connecticut Nutrition

Standards can only be sold to students at school if permitted by the Board of Education and all three conditions are met:

- (1) the sale is in connection with **an event** occurring after the end of the regular school day or on the weekend
- (2) the sale is **at the location of the event**
- (3) the **food items are not sold from a vending machine or school store**

The Board needs to take action if they **will** or **will not** allow exemptions for the sale of food items that do not meet the Connecticut Nutrition Standards provided that the three conditions listed above are met.

Last spring the Board elected to continue participating in the Healthy Food Certification Program for the 2019-2020 school year while allowing exemptions for the sale of food items that do not meet these standards. Participation in the Healthy Food Certification Program over the past twelve years did not negatively impact fundraising, club and classroom activities or the cafeteria. All foods made in culinary programs and sold to students any time on school premises must meet the Connecticut Nutrition Standards, unless the three exemptions listed above are met. The CSDE can require districts that fail to comply with the HFC requirements to return state HFC funds.

Note: Whether the BOE certifies to participate or not to participate in the Healthy Food Certification Program (state standards), federal regulations regarding meal patterns and nutrition standards, including portion sizes of school meals, would still need to be followed. HFC regulates only the sale of a la carte food items not reimbursable meals.

It is strongly recommended the Board continue participation in the Healthy Food Certification Program for the 2020-2021 school year. The district met the Connecticut Nutrition Standards this year and the additional funding helped to off-set the price of school lunches to the students in the community. Additionally, participation in the Healthy Food Certification Program helps to reinforce the district's wellness policy and commitment to improving the overall health of our students.

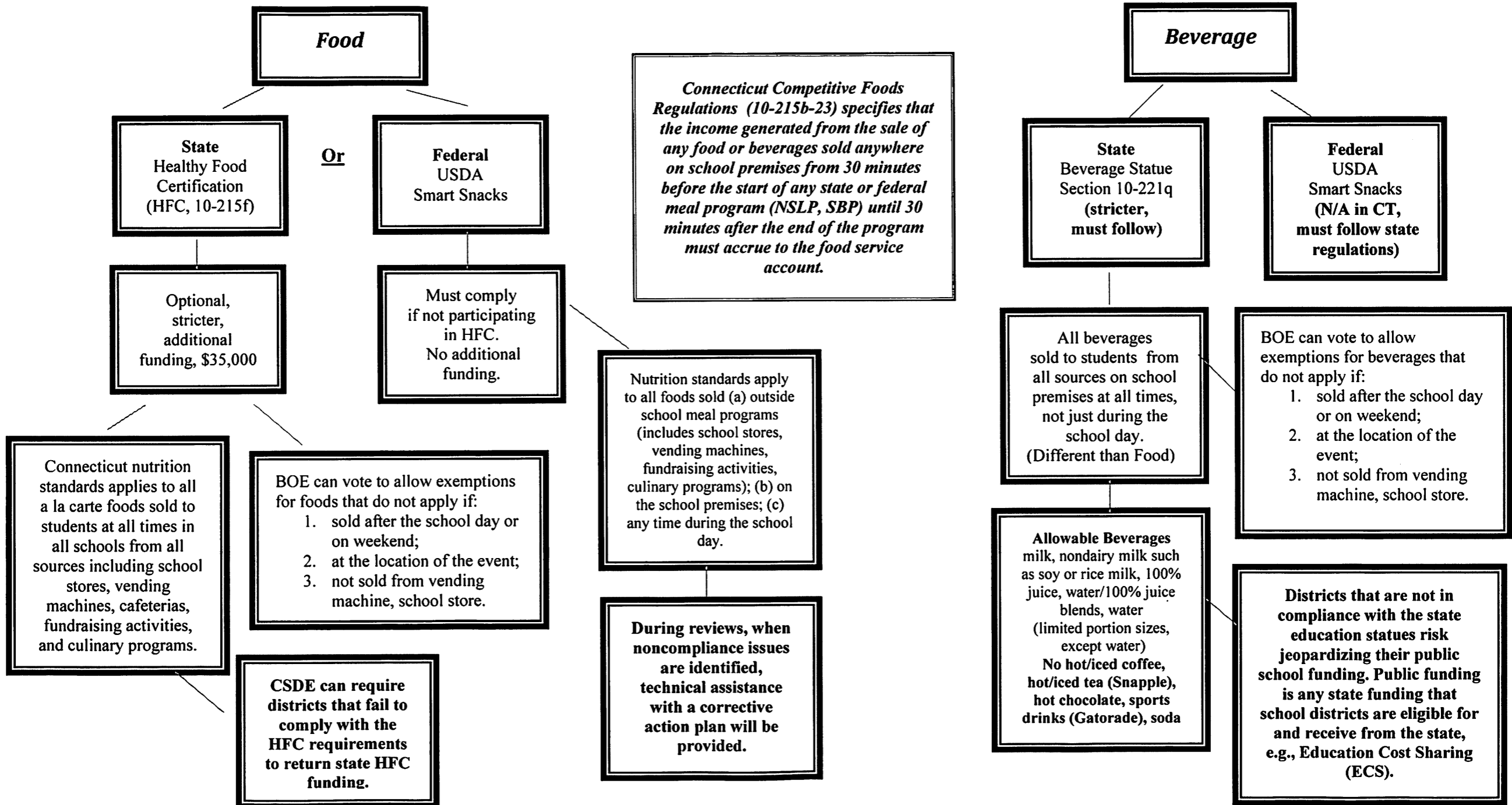
Recommended Motions:

Healthy Food Option: Move the Board of Education certifies that all food items offered for sale to students will comply with the Connecticut Nutrition Standards during the period of time July 1, 2020, through June 30, 2021. This certification shall include all food sold to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, culinary arts and any fundraising activities on school premises, whether or not school sponsored.

Exemption for Food Items: Move the Board of Education will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store.

Enclosures: State & Federal Food & Beverage Requirements Flowchart

State and Federal Food & Beverage Requirements for Sale to Students in Schools



MAY 27 2020

F 5

DATE: May 22, 2020
TO: Members of the Board of Education
FROM: Dr. Maureen L. Brummett, Superintendent of Schools
SUBJECT: TEXTBOOKS ADOPTION

The Board of Education policy regarding textbook/novel selection and adoption indicates that textbooks/novels considered for purchase for the first time will be purchased only after approval by the Board of Education, which is in accordance with the provisions of the Connecticut General Statutes. We are requesting Board approval for the following textbooks/novels:

<u>Title</u>	<u>Author</u>	<u>Grade Level</u>	<u>Publication Date</u>
Introduction to Mass Communications: Media Literacy and Culture	Stanley Baran	11, 12	2021
United States History & Geography: Modern Times	Appleby, Brinkley, Broussard, McPherson, Ritchie	10	2018
World History and Geography, Modern Times	Jackson J. Spielvogel, Ph.D.	9	2018

A copy of the textbooks being requested was available for Board of Education review at the May 13, 2020 meeting. The Board is requested to approve the use of the textbooks at the May 27, 2020 meeting.

Recommended Motion:

Move the Board of Education approve the following textbooks: Introduction to Mass Communications: Media Literacy and Culture; United States History & Geography: Modern Times; and World History and Geography, Modern Times.

MAY 27 2020

FL

DATE: May 22, 2020
TO: Members of the Board of Education
FROM: Dr. Maureen L. Brummett, Superintendent of Schools
SUBJECT: **MEETING SCHEDULE**

The Board of Education has a regularly scheduled meeting for Wednesday, June 10, 2020. Presently, there is no business scheduled for the Wednesday, June 10, 2020 meeting; therefore, this regular meeting can be cancelled.

Recommended Motion:

Move the Board of Education cancel the regular meeting scheduled for Wednesday, June 10, 2020.

MAY 27 2020

F7

DATE: May 22, 2020
TO: Members of the Board of Education
FROM: Dr. Maureen L. Brummett, Superintendent of Schools
SUBJECT: MOU – NON-LAPSING ACCOUNT

The attached MOU reflects a collaborative effort between the Board of Education, Mayor, Town Council and Town Manager. This will allow the Board of Education to transfer 1% of our realized savings from this year's budget plus an additional .79% or \$590,355.00 into the non-lapsing fund. This one time agreement will allow us to fund the new positions that were otherwise removed from the Board's budget.

I recommend we enter into this one time MOU with the Town.

Recommended Motion:

Move the Newington Board of Education enter into this one time MOU with Town regarding the Non-Lapsing account as recommended by the Superintendent of Schools.

**AGREEMENT REGARDING A ONE-TIME MODIFICATION
TO THE NON-LAPSING ACCOUNT PURSUANT TO C.G.S. § 10-248a**

This Agreement is made this ____ day of _____, 2020, by and between, **The Town of Newington**, with its principal office located at 131 Cedar Street, Newington, CT and the **Newington Board of Education** of the same address.

WITNESSETH:

WHEREAS, the Board of Education has additional unexpended sums as the result of COVID-19; and,

WHEREAS, the agreement in place pursuant to C.G.S. § 10-248a and dated June 16, 2016 only allows for up to 1% of the Board of Education budget to be retained in an unexpended account and the Board desires to retain more from the current fiscal year for one time only.

NOW, THEREFORE, in consideration of the foregoing and the mutual promises hereinafter contained, the parties agree as follows:

1. The Town agrees that the Board of Education may retain an additional 0.79% or **\$590,355.00** from the 2019-2020 fiscal year as unexpended monies pursuant to C.G.S. § 10-248a which shall not represent a figure in excess of 2% of said budget; and,
2. This is a one-time additional retention by the Board of Education and shall not be considered a precedent. Thereafter, said retention shall revert to the limit of 1% of the Board of Education budget in succeeding years, unless modified by the parties.

With full authority, each of the parties hereto have set that party's hand and seal this

_____ day of _____, 2020.

Town of Newington

Newington Board of Education

By: _____

Keith H. Chapman
Town Manager

By: _____

Maureen L. Brummett, Ph.D.
Superintendent of Schools

DATE: May 22, 2020
 TO: Members of the Board of Education
 FROM: Dr. Maureen L. Brummett, Superintendent of Schools
 SUBJECT: **BUDGET 2020-2021 ADJUSTMENTS**

MAY 27 2020

F 8

The following is updated information relating to the 2020-2021 education budget. The Town Council adopted the budget on May 19, 2020.

BOARD OF EDUCATION

I.	Superintendent's February 2020 Recommendation	\$77,355,846	or	3.46%
II.	Board of Education Adoption	\$77,355,846	or	3.46%
III.	Board Transmittal to General Government	\$77,355,846	or	3.46%

TOWN COUNCIL

IV.	Town Manager Proposed	\$76,768,011	or	2.67%
V.	Town Council BOE Adopted 2020-2021 Budget On May 19, 2020	\$76,768,011	or	2.67%
VI.	Additional Reductions /Adjustments Required (See attached)			

BUDGET ADJUSTMENT SUMMARY

Total Reductions/Adjustments	\$587,835	or	.79%
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Recommended Motion:

Move the Board of Education budget for 2020-2021 be reduced by **\$587,835**.

Newington Board of Education 2020 - 2021 Budget Adjustment Summary (As of 5/11/20 - 3.46%)

2020 - 2021 BOE Adopted Budget \$74,768,011

2020 - 2021 BOE Budget Request \$77,355,846 3.46% Town Manager Recommendation \$76,768,011 2.67%
Additional Recommended Cuts \$0

Potential BOE Adjustments/Reductions:

Potential TC Adjustments/Reductions:

Proposal	Adjustment	Running Total	%	Proposal	Adj	Running Total	%
Adj # 1 - PK Furniture, Equip, Mods & Materials (NLF)	(\$125,000)	\$77,230,846	3.29%	Adj # 1 -	\$0	\$76,768,011	2.67%
Adj # 2 - Wellness Mandate (NLF)	(\$10,242)	\$77,220,604	3.28%	Adj # 2 -	\$0	\$76,768,011	2.67%
Adj # 3 - Speech Pathologist (NLF)	(\$42,232)	\$77,178,372	3.22%	Adj # 3 -	\$0	\$76,768,011	2.67%
Adj # 4 - Social Studies/Language Arts Teacher (NLF)	(\$75,131)	\$77,103,241	3.12%	Adj # 4 -	\$0	\$76,768,011	2.67%
Adj # 5 - PK Teachers and Tutors (NLF)	(\$238,262)	\$76,864,979	2.80%	Adj # 5 -	\$0	\$76,768,011	2.67%
Adj # 6 - Transportation Expansion for PK (NLF)	(\$34,738)	\$76,830,241	2.76%	Adj # 6 -	\$0	\$76,768,011	2.67%
Adj # 7 - Adjust Anthem Health Insurance Costs	(\$62,230)	\$76,768,011	2.67%	Adj # 7 -	\$0	\$76,768,011	2.67%
Adj # 8 -		\$76,768,011	2.67%	Adj # 8 -	\$0	\$76,768,011	2.67%
Adj # 9 -		\$76,768,011	2.67%	Adj # 9 -	\$0	\$76,768,011	2.67%
Adj # 10 -		\$76,768,011	2.67%	Adj # 10 -	\$0	\$76,768,011	2.67%
Adj # 11 -		\$76,768,011	2.67%	Adj # 11 -	\$0	\$76,768,011	2.67%
Adj # 12 -		\$76,768,011	2.67%	Adj # 12 -	\$0	\$76,768,011	2.67%
Adj # 13 -		\$76,768,011	2.67%	Adj # 13 -	\$0	\$76,768,011	2.67%
Adj # 14 -		\$76,768,011	2.67%	Adj # 14 -	\$0	\$76,768,011	2.67%
Adj # 15 -		\$76,768,011	2.67%	Adj # 15 -	\$0	\$76,768,011	2.67%
Adj # 16 -		\$76,768,011	2.67%	Adj # 16 -	\$0	\$76,768,011	2.67%
Adj # 17 -		\$76,768,011	2.67%	Adj # 17 -	\$0	\$76,768,011	2.67%
Adj # 18 -		\$76,768,011	2.67%	Adj # 18 -	\$0	\$76,768,011	2.67%
Adj # 19 -		\$76,768,011	2.67%	Adj # 19 -	\$0	\$76,768,011	2.67%
Adj # 20 -		\$76,768,011	2.67%	Adj # 20 -	\$0	\$76,768,011	2.67%
Adj # 21 -		\$76,768,011	2.67%	Adj # 21 -	\$0	\$76,768,011	2.67%
Adj # 22 -		\$76,768,011	2.67%	Adj # 22 -	\$0	\$76,768,011	2.67%
Adj # 23 -		\$76,768,011	2.67%	Adj # 23 -	\$0	\$76,768,011	2.67%
Adj # 24 -		\$76,768,011	2.67%	Adj # 24 -	\$0	\$76,768,011	2.67%
Adj # 25 -		\$76,768,011	2.67%	Adj # 25 -	\$0	\$76,768,011	2.67%
Adj # 26 -		\$76,768,011	2.67%	Adj # 26 -	\$0	\$76,768,011	2.67%
Adj # 27 -		\$76,768,011	2.67%	Adj # 27 -	\$0	\$76,768,011	2.67%
Adj # 28 -		\$76,768,011	2.67%	Adj # 28 -	\$0	\$76,768,011	2.67%
Adj # 29 -		\$76,768,011	2.67%	Adj # 29 -	\$0	\$76,768,011	2.67%
Adj # 30 -		\$76,768,011	2.67%	Adj # 30 -	\$0	\$76,768,011	2.67%
Adj # 31 -		\$76,768,011	2.67%	Adj # 31 -	\$0	\$76,768,011	2.67%

MAY 27 2020

F 9

DATE: May 22, 2020
TO: Members of the Board of Education
FROM: Dr. Maureen L. Brummett, Superintendent of Schools
SUBJECT: REPORT FROM FACILITIES COMMITTEE

The Facilities Committee will meet on Tuesday, May 26, 2020 at 6:00 pm. The Committee will provide an update to the full board on May 27, 2020.