

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

Newington Town Hall
Helen Nelson Meeting Room
Monday, June 8, 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.

SPECIAL MEETING

A G E N D A

A. Call to Order

- Pledge of Allegiance
- Roll Call

B. Public Participation

(In Person/Via Telephone: 860-665-8736)

C. New Business

1. Action – Revised Education Specifications for Anna Reynolds Project
2. Action – Transfer of Funds 2019-2020
3. Discussion/Possible Action – Agreement Between the Board of Education of the Town of Newington and Local 818-64 of Council No. 4, AFSCME, AFL-CIO (Non-Instructional Administrators)
4. Action – Bid Waiver Energy Efficiency Rebates (Eversource & CNG)
5. Action - Cancellation of June 10, 2020 Regular Board meeting
6. Update to the Board on Reopen Task Force

D. Executive Session - Discussion Concerning the Evaluation and Contract of the Superintendent of Schools

7. Possible Action - Concerning the Contract of the Superintendent of Schools

E. Public Participation

(In Person/Via Telephone: 860-665-8736)

F. Remarks by Board Members

G. Adjournment

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DATE: June 4, 2020

TO: Members of the Board of Education

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

SUBJECT: COLLIERS INTERNATIONAL PRESENTATION

At the May 27, 2020 Board of Education meeting, Colliers International provided a detailed revised Education Specifications for the Anna Reynolds Elementary School Project for Anna Reynolds.

Recommended Motion:

Move the Newington Board of Education approve the revised Education Specification for the Anna Reynolds Elementary School Project as recommended.



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)	
SPACES:	670 square feet for General Music (at Platform Stage) Existing. 1,140 square feet for Instrumental Music (including instrument storage)
NUMBER:	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	
<p>SPACES: Gymnasium: Existing. 3,840 square feet Storage: 270 square feet For equipment storage)</p>	
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	<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 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 circle shaped table, with 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) teacher computer

Pre-K-4 RELATED SERVICES – PSYCHOLOGIST	
SPACE: 200 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 four-drawer filing cabinet • Bookcase and shelving • Laminate counters and shelving • Lockable teacher storage wardrobe
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 round shaped table, with 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) 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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Learning Center II	20
Library Media Center	11
Main Office (Administration Area)	22
Math Interventionist	14
Meeting Room.....	25
Music (General and Instrumental).....	9
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JUN 08 2020

C 2

DATE: June 4, 2020
TO: Members of the Board of Education
FROM: Dr. Maureen L. Brummett, Superintendent of Schools
SUBJECT: **TRANSFER OF FUNDS FOR THE 2019-2020 SCHOOL YEAR**

We are in the process of finalizing balances in each of the program accounts for the 2019-2020 school year. The approximate changes that are necessary to balance the various accounts prior to the end of June will be provided on June 8, 2020.

Recommended Motion:

Move the Board of Education authorize the Superintendent of Schools to make the needed budget transfers which will reflect an unencumbered balance of zero which may include up to 1% of unencumbered funds that will be directed to the Non Lapsing Fund at the end of the 2019-2020 school year.

MLB:skp

Financial Tracking - BOE Operating Budget
Remainder of Fiscal 2019-20

(I) = Included In Financial Status on Line 4, Estimate Changed to "\$0"

	(I)	Appropriation	Exp FTD	Curr Encumb	Pending Reqs	Available
Financial Status 05/26/20		\$74,768,011.00	\$55,375,886.59	\$13,725,180.88	\$82,513.48	\$5,584,430.05

2% = 1,495,360.22

Current Status NLF: \$1,025,xxx

Step 1: Commitments

Technology (All Types)						(\$675,000.00)
NHS Security Man Trap						(\$150,000.00)
Security Screening						(\$33,700.00)

CoVid-19 Related Purchases: (Masks, PPE's, Cleaning Products, Hand Wash Stations, Plexiglass Build Outs, Special Cameras for Taking Temperatures, Create Entrance Gateways at Each School, Temporary Enclosures for Visitor Management, Other Social Distancing Measures)

Teaching Materials						(\$500,000.00)
Electrical Mods - Tech & HVAC						(\$100,000.00)
Sonitrol Monitoring System Replacements						(\$75,000.00)
						(\$160,000.00)

Working Balance - Prior to Surplus Declaration

\$3,890,730.05

Step 2: Determine Surplus Declaration:

- Due to Operational Savings (Approximate)
- MOU With Town - Special Funding for NLF > 1%
- Due to Overpayment EC/SAP Grant (Approximate)
- NLF 1% Set Aside for CoVid-19 Needs & Temp Staffing

						(\$909,645.00)
						(\$590,355.00)
						(\$400,000.00)
						(\$747,680.11)

Working Balance - Remainder of Fiscal Year 2019-20

\$1,243,049.94

Items for BOE Operating Budget:

Floor Tile Abatement & Relacement (NHS/MK/JP)	(\$135,000.00)
LED Lighting Improvements	(\$160,000.00)
PA System for NHS Music	(\$4,000.00)
Academic Materials & Related Needs	(\$250,000.00)
Bus Replacement Plan	(\$492,000.00)
Daily Needs (Small/Many)	(\$202,049.94)

Total Items for BOE Operating Budget

(\$1,243,049.94)

Estimated Available Balance - BOE Operating Budget

(\$0.00)

Vehicle Fleet (Funding Source T/B/D)

Replacement School Buses

(\$386,900.00)

Replacement School Vans & Box Truck

(\$105,100.00)

Available Balance Based on Operating Plan for Remainder of Year

(\$492,000.00)

Newington Board of Education		Town BOE CIP Account Planning/Tracking		Est FTD	
For Fiscal Years Ending 6/30/20					
2019-20 Info Verified Accurate 05/05/20					
Anticipated Additional Revenues for 2019-20 = \$3					
Project Number	Description	Project Status 6/30/2020	Potential June Adjs	Revised Status 6/30/2020	
	Undesignated Reserve	272,402.86		272,402.86	
31193-88452	Districtwide Security (& Safety)	0.00		0.00	
31193-88453	Districtwide Furniture Replacement	30,000.00	(30,000.00)	0.00	
31193-88555	Districtwide Technology	59.05	(59.05)	0.00	
31193-88653	Districtwide HVAC	136,790.33	151,343.49	288,133.82	
31193-88851	Athletic Improvements	0.00		0.00	
31193-88957	Districtwide Painting	111.40	(111.40)	0.00	
31193-88959	Districtwide Carpeting/Flooring	209.74	(209.74)	0.00	
31193-88951	Alumni Road Parking Lot (Upgrade)	0.00		0.00	
31193-88250	Career Tech Facilities Modifications	0.00		0.00	
31193-88152	Districtwide Lighting Improvements	962.80	29,037.20	30,000.00	
31193-88150	Districtwide Lockers	0.00		0.00	
31193-88354	Districtwide Corridor/Exterior Doors	0.00		0.00	
31193-88355	Districtwide Bathroom Renovations	0.00		0.00	
31193-88356	Districtwide Playground Renovations	0.00		0.00	
31193-88357	NHS Music Wing Exp	0.00		0.00	
	JW PCB Remediation	0.00		0.00	
	NHS STEM (see Car Tech)	0.00		0.00	
31193-88756	UST Work	0.00		0.00	
31193-88755	JW Wings 3/4/6 Improvements	0.00		0.00	
31193-88757	Roof Replacements	0.00		0.00	
31193-88758	Districtwide Blacktop/Paving	0.50	(0.50)	0.00	
	Districtwide Sidewalks	0.00		0.00	
	Districtwide Traffic Reconfiguration	0.00		0.00	
31193-88950	Districtwide Vehicles	0.00		0.00	
31193-88754	Districtwide Arts Facility Upgrades	0.00		0.00	
31193-88050	Town Hall FF&E	398,451.28	(150,000.00)	248,451.28	
	Totals	838,987.96	0.00	838,987.96	
	Max Spend in 19/20				
		838,987.96			

Potential New Accounts for BOE PSCIP: Building (133,414.90)		Potential June Adjs	Revised Status 6/30/2020
Town CIP Items For BOE - No State Grant Funding			
30900-99035	School Concrete Sidewalk Repl	14,306.00	14,306.00
30900-88624	General Prop Sch Improvements	53,630.00	53,630.00
30900-88625	School Bus/Transportation Program	654,709.81	654,709.81
30900-88626	School Technology	0.40	0.40
30900-88627	Sch Driveway Parking Lots & Walks	0.00	0.00
30900-88730	Districtwide HVAC Replacements	0.00	0.00
30900-88931	OCR Compliance (094-0099) ***	224,079.00	224,079.00
	*** s/b with group below		
		946,725.21	946,725.21
Town CIP Items For BOE - With State Grant Funding			
31190-88307	MK STEM (094-0101)	0.00	
31190-88307	JW STEM (094-0102)	0.00	
31190-88307	JW STEM/Abatement (094-0104)	0.00	
31190-88307	NHS STEM (094-0105)	0.00	
31190-88402	NHS Music Wing/AC (094-0103)	0.00	
31190-88707	JW Wing Reconfiguration (094-0106)	0.00	
		\$0.00	
Town CIP Account 30900-88625			
School Bus/Transportation Program			
Opening School Bus Balance 7/1/2018			
2018-19 Town Appropriation for Buses			
Bus Purchases Made in 2018-19			
Subtotal			
DEEP Grant Transfer by Town (Retro to 7/1/2018)			

Ending Balance 6/30/2019

DATE: June 4, 2020

JUN 08 2020

TO: Members of the Board of Education

C 3

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

SUBJECT: **CONTRACT RATIFICATION
LOCAL 818-64 OF COUNCIL NO. 4, AFSCME, AFL-CIO
(NON-INSTRUCTIONAL ADMINISTRATORS)**

The Board of Education will be asked to approve the Agreement reached Initial Collective Bargaining Agreement Effective Upon Signing and Continuing through June 30, 2022.

Recommended Motion:

Move to approve the Agreement Between the Board of Education of the Town of Newington and the Local 818-64 of Council No. 4, AFSCME, AFL-CIO (Non-Instructional Administrators); Initial Collective Bargaining Agreement Effective Upon Signing and Continuing through June 30, 2022.

NEWINGTON BOARD OF EDUCATION

AND

**LOCAL 818-64 OF COUNCIL NO. 4, AFSCME, AFL-CIO
(NON-INSTRUCTIONAL ADMINISTRATORS)**

**INITIAL COLLECTIVE BARGAINING AGREEMENT
EFFECTIVE UPON SIGNING AND CONTINUING THROUGH JUNE 30, 2022**

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PREAMBLE

This Agreement is entered into by and between the Board of Education of the Town of Newington, hereinafter referred to as "the Board", and Local 818-64 of Council 4 of the American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as "the Union."

ARTICLE I **RECOGNITION**

- 1.0 The Board recognizes the Union as the sole and exclusive bargaining agent for the purposes of collective bargaining on all matters of wages, hours of employment, and all other conditions of employment, within the meaning of the Municipal Employee Relations Act, for the following positions requiring an 085 School Business Administrator certification issued by the State of Connecticut Department of Education: Director of Food and Nutrition Services, Director of Information Technology, Assistant Business Manager, and Director of Residency and Security.

ARTICLE II **RIGHTS OF THE BOARD OF EDUCATION**

- 2.0 This Agreement shall not affect the discretion and responsibilities reposed in the Board by law. Unless expressly limited by a specific section of this Agreement which is subject to the above reservation, the rights, powers, and authority held by the Board under any Town Charter, general or special act of the Legislature, town ordinance, regulation, or other type of lawful provision over matters involving the Newington Public Schools including, but not limited to, full control over the policies, practices, procedures, and regulations with respect to employees of the Board at all its schools shall remain vested solely and exclusively in the Board. Such rights shall include, but shall not be limited to, the following:
- a. To determine the care, maintenance and operation of equipment and property used for and on behalf of the purposes of the Board.
 - b. To establish or continue policies, practices and procedures for the conduct of Board business and, from time to time, to change or abolish such policies, practices, or procedures.
 - c. To discontinue processes or operations or to discontinue their performance by employees.

- d. To select and to determine the number and types of employees required to perform the Board's operations, and to create, modify and/or eliminate positions accordingly.
 - e. To employ, transfer, promote or demote employees, or to lay off, terminate or otherwise relieve employees from duty for lack of work or other legitimate reasons when it shall be in the best interests of the Board.
 - f. To prescribe and enforce reasonable rules and regulations for the maintenance of discipline and for the performance of work in accordance with the requirements of the Board, and to evaluate the performance of employees.
 - g. To create job specifications and revise existing job specifications, subject to the Union's right to negotiate the assigned wage rates.
- 2.1 The policies, practices, procedures, and regulations of the Board may be changed by amendment, addition, subtraction, or modification, but no such amendment, addition, subtraction, or modification shall contradict or supersede any provision of this Agreement.

ARTICLE III
UNION RIGHTS AND DUES DEDUCTIONS

- 3.0 Upon the submission of a voluntary written authorization, the Board agrees to deduct from an employee's salary payments an amount equal to the monthly Union membership dues by means of payroll deductions. Such deductions shall be made over the course of the twenty-six (26) pay periods throughout each year.
- 3.1 The Union shall certify to the Board in writing the current rate of its membership dues. The Union shall give the Board thirty (30) days' written notice prior to the effective date of a change in the rate of its membership dues.
- 3.2 The deduction of Union dues for any month will be made during the applicable month and shall be remitted to the Financial Officer of the Union not later than the 3rd Thursday of the following month. The monthly dues remittances to the Union will be accompanied by a list of names of employees from whose wages dues deductions have been made.
- 3.3 The Board agrees to deduct from the pay of all its employees who authorize in writing such deductions from their wages a specified amount per pay period which the employee wishes to contribute to the AFSCME PEOPLE Committee. Such contributions shall be voluntary and shall not be a condition of employment. The Board further agrees to forward the total amount so deducted to the AFSCME PEOPLE Committee monthly accompanied by a list of the contributors

and the amounts which they individually contributed and to provide a copy to the Union.

- 3.4 The Union agrees that it will indemnify and save the Board harmless from any and all liability, claim, responsibility, damage or suit, which may arise out of any action taken by the Board in accordance with the terms of this Article.
- 3.5 The Board will provide each employee with a copy of this Agreement within thirty (30) days after its signing. New employees will be given a copy of this Agreement at the time of hire.
- 3.6 The Board shall provide the Union President with written notice of new hires, separations or leaves of absence occurring within the bargaining unit within five (5) days of such events.
- 3.7 Any Representative of AFSCME shall have reasonable access to schools/buildings in which bargaining unit members work for the purpose of processing grievances or to address matters that fall within the scope of the Union's representation. The Representative shall in no way interfere with the normal operation of the school or building they are visiting. In light of safety and security concerns, the Union Representative must follow all normal protocol for visitors in each respective school building.
- 3.8 A total of two (2) days of leave for the bargaining unit in the aggregate, per contract year, shall be allowed to Union officers for the purpose of attending official Union conventions, conferences, and trainings without loss of pay, subject to the following conditions: a) requests to use such leave must be submitted in writing to the Superintendent/designee at least fifteen (15) calendar days in advance; b) such requests shall be subject to the approval of the Superintendent/designee; and c) the use of such days shall not interfere with the operations of the school district.

ARTICLE IV **PROBATIONARY PERIOD**

- 4.0 Newly hired bargaining unit members shall serve a probationary period of one hundred eighty (180) calendar days, after which time they shall receive leave time accruals prorated to the remainder of the fiscal year rounded to the nearest whole day.
- 4.1 During the probationary period, Article V (Just Cause) shall not apply, and the probationary employee will have no rights to the grievance procedure with respect to disciplinary action and/or termination of employment during the probationary period.

ARTICLE V
DISCIPLINE

- 5.0 Except as otherwise provided in Articles IV (Probationary Period) and XIV (Certification), no employee shall be issued a written reprimand, be suspended without pay or be terminated without just cause. Written reprimands may only be grieved through the Board of Education Level (Level Three).

ARTICLE VI
GRIEVANCE PROCEDURE

- 6.0 "Grievance" shall be mean a dispute between an employee or the Union and the Board over the interpretation or application of a specific section of this Agreement.
- 6.1 "Days" shall mean business days when the Board's Central Office is open.
- 6.2 Both parties agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.
- 6.3 Nothing herein contained shall be construed as limiting the right of any employee having a grievance or dispute to discuss the matter with an authorized representative of the Administration.
- 6.4 Procedure: Since it is important that grievances or disputes be processed as rapidly as possible, the number of days indicated at each level should be considered as the maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by written mutual agreement. Failure on the part of the grievant to process the grievance to the next level within the time limit specified shall terminate the grievance. Failure on the part of the Board to answer a grievance within the time limits specified shall constitute a denial of the grievance and shall enable the aggrieved employee and/or the Union, as applicable, to appeal the grievance to the next step.

Level One – Informal Meeting to Attempt Resolution

- a. An employee with a potential grievance shall first attempt to resolve the matter informally by meeting with the employee's immediate supervisor, unless the potential grievance arises out of an action taken by an employee at a higher level than the employee's immediate supervisor.
- b. The employee must request such an informal meeting within ten (10) days after the employee knew or should have known of the act or condition on which the grievance is based.

- c. The employee shall have the right to have the Union assist him/her in the effort to resolve the grievance.
- d. In the event that the potential grievance is not resolved as a result of the informal meeting, the employee or the Union may file a grievance with the Superintendent of Schools/designee at Level Two. If a written grievance is not filed with the Superintendent of Schools/designee within twenty (20) days after the employee knew or should have known of the act or condition on which the grievance is based, the grievance shall be waived.

Level Two – Superintendent of Schools/Designee

- a. The Superintendent or the Superintendent's designee shall represent the administration at this level of the grievance procedure. Within five (5) days after receipt of the written grievance by the Superintendent/designee, the Superintendent/designee shall meet with the aggrieved person together with an authorized representative of the Union in an effort to resolve it.
- b. If the Union determines that the matter should be submitted to the Board of Education at Level Three, or in the event no decision has been rendered within ten (10) days after the conclusion of the meeting with the Superintendent/designee, the Union may file such grievance with the Board within ten (10) days thereafter.

Level Three – Board of Education

- a. A committee of the Board shall meet with the aggrieved employee together with an authorized representative of the Union within twenty (20) days after receipt of the written grievance for the purpose of resolving the grievance.
- b. The decision thereon shall be rendered by the Board within ten (10) days after the meeting.

Level Four – Binding Arbitration

- a. If the Union determines that the matter should be submitted to arbitration, and so notifies the Board in writing ten (10) days after the Board decision, a single arbitrator shall be jointly selected within ten (10) days who is an experienced, impartial, and disinterested person of recognized competence. The cost of such arbitration shall be borne equally by the parties.
- b. If the parties are unable to agree upon an arbitrator, a request shall be made to the American Arbitration Association by either party for a determination of the issues. The parties shall be bound by the rules and procedures of the American Arbitration Association.

- c. The responsibility of the arbitrator shall be to determine whether the term(s) of the Agreement have been misapplied or misinterpreted. The arbitrator shall make no decision which violates, modifies, or amends any of the terms of the Agreement.
 - d. The decision of the arbitrator shall be binding upon both parties and all employees during the life of the Agreement unless the same is contrary to law.
- 6.5 No reprisals of any kind shall be taken by the Board or any member of the administration against anyone by reason of participation in the grievance procedure or support of any participant thereto.
- 6.6 Any employee may be represented at any stage of this grievance procedure by the Union. The Union President may attend a grievance hearing at any step of the grievance procedure without loss of pay.
- 6.7 Decisions rendered at Levels Two, Three, and Four of the grievance procedure shall be in writing setting forth the decision and the reasons therefor.
- 6.8 All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

ARTICLE VII
WORK DAY/WORK YEAR

- 7.0 Given that each employee has different job responsibilities, it would be impossible to specify the exact number of hours of work expected per day. The employee recognizes and acknowledges that his/her responsibility to the profession requires the performance of duties that involve the expenditure of time beyond the confines of a defined work day. Questions concerning this matter may be brought to the Superintendent of Schools/designee for resolution.
- 7.1 The parties acknowledge that the salaries and benefits set forth in this Agreement are based on a twelve-month work year.

ARTICLE VIII
VACATION

- 8.0 Except as provided in Section 8.1 below, employees shall earn three (3) weeks of vacation during their first year of employment. Such vacation days are available to be taken after the completion of one (1) year of service as an employee. One (1) additional vacation day shall be earned for each full year of employment completed as an employee for each of the next ten (10) years, to a maximum of twenty-five (25) days of vacation annually. Vacation day calculations will be made every July 1.

- 8.1 Employees who were hired as certified non-instructional administrators in the Newington Public Schools prior to July 1, 2018 shall continue to earn five (5) weeks of vacation per year.
- 8.2 Vacation time earned in any one fiscal year is taken during the following fiscal year. Vacation days may not be carried over from year to year.

Upon retirement or resignation with at least thirty (30) calendar days' notice to the Superintendent/designee, an employee shall be paid for a pro-rated number of earned but unused vacation days, based on the portion of the work year completed by the employee. The following examples illustrate the manner in which such pro-ration shall be determined.

Illustration 1: An employee earned four weeks of vacation in the 2017-18 fiscal year. As a result four weeks of vacation pay is available to be taken in the 2018-2019 fiscal year. If the employee retires as of June 30, 2018, the employee would receive a four-week payout for unused vacation time upon such retirement.

Illustration 2: An employee earned four weeks of vacation in the 2017-18 fiscal year. The employee then took 3 weeks of this earned vacation between July 1, 2018 and December 31, 2018. The employee then retired/resigned as of December 31, 2018. The employee would receive a three-week payout upon such retirement/resignation (one remaining unused week from fiscal year 2017-18 plus two new weeks earned from July 1, 2018 to December 31, 2018).

- 8.3 All requests to use vacation days shall be subject to the approval of the Superintendent/designee or immediate supervisor. Requests to use five (5) or more vacation days consecutively shall be submitted at least thirty (30) calendar days in advance (provided that the Superintendent/designee may waive such notice requirement in the discretion of the Superintendent). Decisions of the Superintendent/designee regarding vacation requests shall be final and shall not be subject to the grievance procedure.

ARTICLE IX LEAVE

9.0 Sick Leave

- a. Employees shall earn eighteen (18) days sick days in each year of this Agreement. Unused sick leave shall be accumulated from year to year, so long as the employee remains continuously in service to the Board, up to but not in excess of one hundred thirty-five (135) days.

- b. Sick leave shall be affirmed by a certificate of an attending physician if requested by the Superintendent of Schools/designee if an employee uses four (4) or more days of sick leave consecutively or in cases of suspected misuse of sick leave.
- c. Employees may use up to three (3) days of their annual sick leave accrual per year for illness of members of the employee's immediate family.
- d. There shall be no payment for unused sick leave upon separation from employment.

9.1 Temporary Leave of Absence

- a. Each member of the unit shall be entitled to five (5) days' leave of absence with pay each year for legal, business, religious holy days, household or family matters (including bereavement) which, after a good faith effort, cannot be scheduled or accommodated outside of the school day. It is expressly agreed that such leaves are not to be used for extension of vacation periods, recreation or holidays. An employee may use such temporary leave days on days when schools in Newington are closed for the entire day due to inclement weather if it is not reasonably possible for the employee to travel to Newington to work.
- b. Requests to use such leave shall be made in writing to the immediate supervisor as far in advance as practicable, and at least forty-eight (48) hours in advance, except in the case of emergency. The employee shall state the reason for taking such leave as set forth above. Such leave shall be granted except in cases of extreme hardship or disability to the school system.
- c. The Union and the Board jointly accept the responsibility to encourage employees to use temporary leaves of absence days with discretion. The Union shall receive annually a list of all employees who have used temporary leave of absence days and the number of such days used. Such temporary leaves of absence shall not be utilized for vacation, recreational, or other purposes not consistent with the permitted uses of legal, business, religious holy days, household or family matters.
- d. The employee's responsibility to the school district's operations must be considered when scheduling legal, business, household and family matters during work hours.
- e. Temporary leaves of absence shall not be taken the day before or the day after school holidays or school vacation periods unless the Superintendent/designee has specifically approved the reason for taking such leave. Such approval shall be in writing.

9.2 Maternity Leave

- a. Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom, shall be treated as temporary disabilities for all job-related purposes.
- b. Accumulated sick leave shall be available for use during periods of such disability.
- c. Disability leave beyond any accumulated sick leave shall be available, for such reasonable further period of time as the employee is determined by a physician to be disabled from performing the duties of the position, because of pregnancy or conditions attendant thereto.
- d. Policies involving commencement and duration of leave, the availability of extensions, the accrual of seniority and other benefits and privileges, protection under health or temporary disability plans, and payment of sick leave shall be applied to disability due to pregnancy or childbirth on the same terms and conditions as they are applied to other temporary disabilities.
- e. Pregnancy or childbirth shall not be the basis for termination of employment or compulsory resignation.
- f. The employee shall notify the Superintendent/designee in writing at least thirty (30) days before the leave is to become effective unless emergency conditions exist.
- g. Prior to pregnancy-related disability leave becoming effective, the employee must present a written statement from a physician certifying that she will be unable to perform employment duties as of a specific date or that continued employment might jeopardize the health of the member and/or the unborn child. To aid the school district in finding a satisfactory replacement during the period of leave, the written statement from the physician must set forth the anticipated duration of the disability. Should change in this anticipated duration occur supplementary written physician's statements must be provided.

ARTICLE X SALARIES

- 10.0 The salary ranges for positions in the bargaining unit are set forth in Appendix A, which is attached hereto and made a part of this Agreement.
- 10.1 The Board shall have the right to determine the initial salary rate for newly hired employees, within the applicable ranges set forth in Appendix A.

- 10.2 All employees shall be paid on a biweekly basis by direct deposit in twenty-six (26) payments per year. Employees will notify the Board which financial institution his/her payroll is to be deposited.

ARTICLE XI INSURANCE

11.0 Medical Insurance

The Board shall provide individual, two-person, or family coverage for each member who wishes to participate in the following insurance benefit plan:

High Deductible Health Plan (HDHP) with Health Savings Account (HSA)

- a. All services are subject to the deductible except for preventive services allowed under HDHP rules. Preventive services are covered at 100% and are not counted against the deductible. The list of approved preventive services can be periodically changed at the discretion of the insurance carrier to maintain compliance with mandated requirements based on Health and Human Services (HHS) recommendations.
- b. Prior to the deductible being met, the member is responsible to pay for 100% of the insurance carrier's discounted cost of the service.
- c. Once the deductible has been met (currently \$2,000/\$4,000) the plan will pay 100% of in network, medically necessary services, except for prescription drugs. Prescription drugs will have a copay structure that applies (currently \$5/\$20/\$40). This copay structure will apply from the point that the deductible is met up until the Out of Pocket maximum is reached.
- d. Once the Out of Pocket maximum is met (currently \$4,000/\$8,000) the plan will pay 100% of all prescription costs for the remainder of the year.
- e. Deductibles and Out-of-Pocket maximums reset as of the first day of each new plan year (e.g. 7/1/19).
- f. The HDHP plan will contain the following deductibles:

Calendar year deductible: one person - \$2,000
two person or more than two person - \$4,000
- g. Fifty percent employer funding contribution towards deductible (\$1,000/\$2,000 based on \$2,000/\$4,000 deductible) by September 30 and January 31 of each contract year into an employee's HSA account. Employees hired before January 1 of any year will receive the deductible contribution as outlined above.

Employees hired after January 1 will receive only the portion of the deductible contribution that is paid by January 31.

- h. This plan includes a Vision Rider and Dental Care Plan.
- i. Plan will include HSA/HRA. The Board will pay banking fees for HSA account only at Board designated financial institution (set up fees and monthly account fees only).
- j. Unused HRA funds remain with the Board. Federal regulations prohibit HRA funds from being transferred to the employee.

11.1 Premium Contributions

The HDHP will be provided on a premium cost-sharing basis whereby the employee will pay a percentage of the allocation rate (projected claims, administrative fees, and stop loss).

Effective and retroactive to January 1, 2020, the employee will pay 13.25% of the allocation rate by payroll deduction.

Effective July 1, 2020, the employee will pay 15.25% of the allocation rate by payroll deduction.

Effective July 1, 2021, the employee will pay 17.25% of the allocation rate by payroll deduction.

- 11.2 The Board will adopt an Internal Revenue Code Section 125K plan for employee premium contributions. The Internal Revenue Code and its implementing regulations shall govern the administration of this plan.
- 11.3 The Board shall establish and maintain an IRS Section 125 Flexible Spending Account (FSA) for employees. The account shall be designed to permit exclusion from taxable income for each employee's share of health and medical premiums, deductibles, co-insurance, and unreimbursed medical expenses as well as cost of dependent care. As allowed by law, the Dependent Care Account shall have a \$5000 maximum, automatically increasing upon any change in the law. The Medical Account shall have a maximum as allowed by law. Federal regulations prohibit individuals who participate in the HDHP with an HSA account to also have an FSA account, unless the FSA account is for Dependent Care.
- 11.4 For employees who were hired as certified non-instructional administrators in the Newington Public Schools prior to July 1, 2018, the Board agrees to continue insurance coverage pursuant to the appropriate medical insurance plan, until Medicare eligibility (currently age 65) under the following conditions:

The retiring full-time employee shall be eligible for medical/dental insurance until age 65 with a twenty-five percent (25%) premium contribution paid by the employee, based on the COBRA individual rate. The retiree may obtain employee+ 1 coverage through the Town, provided the employee pays the entire COBRA rate cost for the dependent.

- 11.5 The Board shall have the right to self-insure for any of the insurance benefits described in this Article and/or to change administrators/carriers/plans for any of the insurance benefits, provided that the overall level of benefits remains substantially comparable to the overall level of benefits in effect immediately preceding any such change.
- 11.6 The Board shall exercise due diligence to cause the insurance carriers to prepare for distribution to all members of the unit a brochure outlining the benefits to be provided pursuant to this Article XI and any new or revised benefit plans or programs during the term hereof.

ARTICLE XII **OTHER BENEFITS**

12.0 The Board shall pay 100% of the cost of group life insurance and Accidental Death and Dismemberment Insurance in the amount of one times each employee's salary, up to a maximum of \$250,000. Additional group life insurance and Accidental Death and Dismemberment Insurance, in increments of \$10,000 to a maximum of \$50,000, may be purchased by an individual employee at the prevailing group rate. The provision of this benefit is subject to insurance carrier rules and regulations including minimum enrollment and evidence of insurability requirements.

12.1 Injury Leave Supplement to Worker's Compensation

In case of absence because of injury which the worker's compensation commissioner or the Board's insurance carrier has determined to have arisen out of or in the course of employment, the employee shall be allowed full pay minus whatever worker's compensation payments the employee may receive covering loss of time. A maximum of one hundred fifty (150) days shall not be deducted from the employee's accumulated sick leave for this cause. Any absence in excess of one hundred fifty (150) days will be deducted from the employee's accumulated sick leave.

12.2 Long-Term Disability Insurance

The Board shall continue to pay for the current long-term disability insurance program. Benefits are as outlined in the Town of Newington's Long Term Disability Program for Administrative Personnel.

12.3 Reimbursement for Travel and Cell Phone Usage:

- a. Employees who are not provided with a Board-owned vehicle for the purposes of carrying out their job responsibilities shall be reimbursed for the use of their personal automobiles in carrying out such responsibilities (excluding commuting to and from work), in accordance with the following reimbursement schedule:

Position	Reimbursement Amount (Per Year)
Assistant Business Manager	\$300
Director of Information Technology	\$650
Director of Food & Nutrition Services	\$800

- b. Employees who are not provided with a Board-owned cell phone for the purposes of carrying out their job responsibilities shall be reimbursed for the use of their personal cell phones in carrying out such responsibilities, in the amount of \$288 per year.
- c. In order to be eligible for the reimbursements set forth in Sections (a) and (b) above, an employee shall submit verification of such expenses to the Board, in accordance with the Board's procedures concerning such reimbursement. If the dollar amounts submitted by an employee for such verification are less than the amounts set forth in Sections (a) and (b), respectively, the Board shall issue a W-2 to the employee in the amount of such difference.

12.4 Incentive Longevity

Employees who were hired as certified non-instructional administrators in the Newington Public Schools prior to July 1, 2018 shall be eligible for incentive longevity payments as set forth below. Employees hired as certified non-instructional administrators in the Newington Public Schools after July 1, 2018 shall not be eligible for incentive longevity payments.

For purposes of this section, "years of service" shall mean years of certified non-instructional administrative service in the Newington Public Schools.

After 15 years of certified non-instructional administrative service in Newington	\$ 3,000
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12.5 Retirement Plan

A deferred compensation pension plan administered by ICMA is provided. This is a defined contribution plan structure. Employee annual contributions to this plan will be four and one-half percent (4.5%) of the employee's gross salary on a pre-tax basis with the Employer annually contributing an amount equal to nine percent (9%) of such gross salary.

12.6 403(b) Plan

The Board shall continue to make available to all members of the bargaining unit a 403(b) plan (currently administered by the Omni Group). Any and all expenses and fees associated with the plan shall be paid by the employees.

- 12.7 The Board shall continue to reimburse employees for professional association fees associated with their job responsibilities, upon approval of the Superintendent/designee.

ARTICLE XIII
GENERAL PROVISIONS

- 13.0 If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held contrary to law, then such provision or application shall be deemed severed from the Agreement, and all other provisions of the Agreement shall remain in full force and effect.

- 13.1 This Agreement shall not be modified in whole or in part except by an instrument in writing duly executed by both parties.

- 13.2 This Agreement incorporates the entire understanding of the parties on all matters that were subject to negotiation. During the term of this Agreement, neither party shall be required to negotiate with respect to any subject whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated and executed this Agreement, except as otherwise provided in Article XIV.

ARTICLE XIV
CERTIFICATION

- 14.1 The parties acknowledge that all of the positions in this bargaining unit require an 085 School Business Administrator certification issued by the State of Connecticut Department of Education (“085 certification”).

- 14.2 In the event that a newly hired employee for a position in the bargaining unit does not hold an 085 certification at the time of hire, the employee’s appointment to the position shall be on a conditional basis, subject to the following conditions:

- a. The employee must submit an application for such certification to the State Department of Education no later than seven (7) calendar days after being offered employment, in order to determine the requirements necessary for the employee to earn an 085 certification.

- b. Within seven (7) calendar days after receiving written notification from the State Department of Education regarding the requirements necessary for the employee to earn an 085 certification, the employee shall submit to the Superintendent/designee a proposed program of study with respect to the completion of the requirements necessary to earn an 085 certification. The proposed program of study shall be subject to the approval of the Superintendent/designee prior to commencement of the program of study.
 - c. The Superintendent/designee shall have the right to establish a timeline for the employee's completion of benchmarks related to the employee's progress in earning an 085 certification. The employee shall be required to comply with such timeline.
 - d. The employee must earn an 085 certification no later than twelve (12) calendar months from the employee's date of hire. Such time period may be extended only in the event of extraordinary circumstances beyond the control of the employee that prevent the employee from earning an 085 certification within such time period. Decisions regarding any request for such an extension of the time period shall be made in the sole discretion of the Superintendent/designee and shall not be subject to the grievance procedure.
 - e. If the employee fails to earn an 085 certification within the time period set forth in Section (d) above and/or if the employee fails to comply with any of the requirements set forth in Section 14.2, the Board shall have the right to terminate the employee's employment. Article V (Just Cause) shall not apply to such termination, and such termination shall not be subject to the grievance procedure.
 - f. Notwithstanding the provisions of Section 14.2, the provisions of Article IV (Probationary Period) shall also apply to new employees.
- 14.3 If any bargaining unit employee holding an 085 certification fails to maintain such certification at any time, the Board shall have the right to terminate the employee's employment. Article V (Just Cause) shall not apply to such termination, and such termination shall not be subject to the grievance procedure.

ARTICLE XV
DURATION

- 15.0 The Board and the Union agree that all points covered herein constitute the full and complete agreement between them. No employee or authorized representative, agent, or employee of the Board may enter into any separate agreement or understanding which will be inconsistent with the terms of this Agreement. Any such separate agreement will not be binding upon the parties hereto, unless mutually agreed upon and expressly adopted in writing.
- 15.1 The provisions of this Agreement shall be effective upon signing and shall continue and remain in full force and effect through and including June 30, 2022.
- 15.2 During the term of this Agreement, either the Union or the Board may initiate reopener negotiations over the provisions of Article XI only in either of two circumstances: (1) if the cost of the medical insurance plan offered herein is expected to result in the triggering of an excise tax under The Patient Protection and Affordable Care Act ([ACA; P.L. 111-148], as amended, *inter alia*, by the Consolidated Appropriations Act of 2016 [P.L. 114-113]) or (2) if there is any material amendment to federal or state law that would substantially increase the cost of the medical insurance plan offered herein. Reopener negotiations shall be limited to health insurance plan design and funding, premium cost share, allocation of responsibility for paying an excise tax (if any), and/or introduction of an additional optional health insurance plan.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their proper officers, hereunto duly authorized, and their seals affixed hereto as the date and year first above written.

NEWINGTON BOARD OF EDUCATION

By _____ Date _____
Chairperson

LOCAL 818-64 OF COUNCIL NO. 4, AFSCME, AFL-CIO

By _____ Date _____
President

By _____ Date _____
AFSCME Staff Representative

APPENDIX A (SALARIES)

HIRING RANGES FOR THE DURATION OF THIS AGREEMENT

For employees hired on or after the signing of this Agreement, the Board shall hire such employees at a starting salary within the following ranges:

Position	Minimum Annual Salary	Maximum Annual Salary
Assistant Business Manager	\$75,000	\$120,000
Director of Residency & Security		
Director of Food & Nutrition Services		
Director of Information Technology	\$100,000	\$145,000

General Wage Increases:

The following general wage increases shall be applied to all bargaining unit employees, effective on the dates set forth below:

Effective and retroactive to July 1, 2018: 2.0% general wage increase

Effective and retroactive to July 1, 2019: 2.0% general wage increase

Effective July 1, 2020: 2.0% general wage increase

Effective July 1, 2021: 2.0% general wage increase

MEMORANDUM OF AGREEMENT

Whereas the Newington Board of Education is the employer under the Municipal Employees Relations Act, Conn. Gen. Stat. § 7-467 *et seq.*, of non-instructional administrators in a proposed bargaining unit composed of the positions of Director of Transportation, Director of Food and Nutrition Services, Director of Information Technology, Assistant Business Manager and Director of Residency and Security by virtue of their possessing the 085 school business official certification issued by the Connecticut State Department of Education, and

Whereas a majority of these employees in the proposed bargaining unit designated AFSCME, Council 4, Local 818, AFL-CIO as their exclusive bargaining representative by election held on March 2, 2018, and

Whereas the Director of Transportation retired from his position at the end of the day on March 2, 2018 and the Newington Board of Education has conducted a search to fill the vacancy left by the retirement of the Director of Transportation, and

Whereas filling this vacancy with a qualified person is of particular importance, given that the Newington Board of Education and the Town of Newington currently face potential liabilities estimated in the millions of dollars following an oil spill in facilities under the direct supervision of the Director of Transportation, and

Whereas the Newington Board of Education was not able to identify a qualified candidate who possesses (or is qualified to possess) the 085 certification, but identified an experienced, qualified candidate who does not have (and cannot reasonably obtain) the 085 certification, and

Whereas under these circumstances, the Newington Board of Education is willing to waive the posted qualification of possessing the 085 certification to hire the qualified candidate, and

Whereas non-instructional employees working on Board of Education matters who do not possess certificates issued by the State Department of Education are Town employees by operation of the Charter of the Town of Newington (*see Newington Board of Education, Decision No. 3232 (State Board of Labor Relations, August 4, 1994)*), and

Whereas waiving the requirement that the Director of Transportation hold the 085 certificate will cause the employer for that position to be the Town of Newington rather than the Newington Board of Education,

Now therefore, the Newington Board of Education (the Board of Education), acting through its Superintendent, Dr. William Collins, and AFSCME, Council 4, Local 818, AFL-CIO (AFSCME), acting through Kevin Murphy, Director of Collective Bargaining & Organizing, hereby agree as follows:

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1. The Board of Education will waive the 085 certification requirement and offer the position of Director of Transportation to the identified candidate.
2. Should the identified candidate accept the position of Director of Transportation, the Board of Education understands that the employer for that Director of Transportation will be the Town, and it will notify both AFSCME and the Town of this appointment.
3. AFSCME hereby agrees that it will not contest the action of the Board of Education in waiving the requirement for the 085 certificate in order to offer the position of Director of Transportation to the identified candidate, and AFSCME will not object to the identified candidate being considered a Town employee outside of the newly-established Board of Education bargaining unit, should the identified candidate accept the position.
4. Should the identified candidate not accept the position, this Agreement shall be void and shall be of no further force or effect.
5. The Board of Education agrees to maintain the position of Director of Transportation in the newly-established bargaining unit with the understanding that any person holding the 085 certificate subsequently appointed to the position by the Board of Education will be included in the newly-established bargaining unit.
6. The Board of Education acknowledges that AFSCME reserves the right to file a unit clarification petition to include the Assistant Director of Transportation position in the bargaining unit, with the understanding that both the Director of Transportation position and the Assistant Director of Transportation position may not be in the bargaining unit.
7. This Agreement shall not establish a precedent or past practice, and it shall not be cited in any future proceedings except as may be necessary to enforce it.

NEWINGTON BOARD OF
EDUCATION

AFSCME, COUNCIL 4, LOCAL 818
AFL-CIO

By  4/5/18
Date

By  4/5/18
Date

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DATE: June 4, 2020

TO: Members of the Board of Education

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

SUBJECT: **BID WAIVER REQUEST – LED LIGHTING PROJECT**

This spring, the BOE competitively bid an HVAC Control System Project that is ready for award. The project as designed has energy efficiency measures embedded in it. Some of these measures are eligible for the Eversource/CNG rebate programs. At the time of the bid, the BOE was also approached by an energy efficiency company (Power Point Energy of Glastonbury) about the possibility of combining LED lighting upgrades with the energy efficiency improvements embedded in the HVAC project.

The structure of the utility rebate programs that are available today are highly biased to incentivize projects that combine energy efficiency measures. By combining the projects into one package to the utility companies, the available rebates more than double.

The window of opportunity to reap the benefits of combining an LED lighting project with the HVAC project will essentially close by the end of the month. Because of the limited time available, it will not be possible to develop a true competitive bid process for this work. The BOE staff has allowed the successful bidder of the HVAC project (Environmental Systems Corp of West Hartford) to also propose a rebate concept (as a potential add to their base contract) to tie together LED lighting and the HVAC improvements. This will also allow for a reasonable critique of the concept and validate the true value of rebates if this were to move forward.

The energy savings will also be significant if the LED lighting is implemented in conjunction with the HVAC work. Preliminary estimates indicate utility costs should be reduced around \$80,000 per year after installation. The gross cost for the lighting portion of the combined project will be in the neighborhood of \$473,000. The combined rebates from all sources will be approximately \$357,000. The net incremental cost for this project will be around \$116,000. The estimated rebates on just a stand alone HVAC will be in the neighborhood of \$50,000.

Because of the magnitude of the opportunity, the BOE is requested to approve a bid waiver for this work. The Town Council also will then need to approve this request in order for this to move forward. A request to add this to the June 9th Town Council agenda has already been made predicated on approval by the BOE.

Recommended Motion:

Move that the Newington Board of Education approve a bid waiver for the proposed LED lighting upgrade project at Newington High School, Martin Kellogg Middle School, and John Paterson Elementary School and pass this request on to the Newington Town Council for consideration.

JUN 08 2020

C 5

DATE: June 4, 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.

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Reopen Newington Schools Task Force-Draft

The purpose of this Task Force is to prepare Newington Public Schools to reopen in some capacity this Fall. We anticipate this work will need to include numerous stakeholders such as administrators, teachers, parents, and Board Members. Additionally, the Task Force will consider guidance from a variety of organizations such as the State Department of Education, Reopen Connecticut Task Force, Center for Disease Control, our local Health District, and Medical Advisor.

A national group called, Opportunity Labs Initiative has created a Return to School Road Map <https://returntoschoolroadmap.org/>, which may help to inform our work. I have adapted their Theory of Action and Guiding Principles for consideration by our Task Force:

NPS Theory of Action: If we utilize evidence based resources, advice and support from both educational and health and safety organizations, then we can ensure a safe, efficient, and equitable return to Newington Public Schools.

Guiding Principles

- ❖ We want all NPS students to be healthy, safe, engaged, supported and challenged
- ❖ That our local stakeholders understand what is best for NPS students
- ❖ The plan is a work in progress and subject to continuous improvement
- ❖ The reality of the COVID 19 crisis is that it can unpredictable and we in turn must be flexible in our reopen planning

Sub Committee Descriptors:

Health/Safety-provide recommendations on cleaning, PPE, and health practices in our schools designed to minimize safety risks related to COVID. This Subcommittee will also design training protocols for staff prior to our Fall reopening.

Curriculum, Instruction and Assessment-identify essential standards that must be covered by teachers at all levels and content areas PreK-12. Develop guidelines for assessments and grading that consider online, hybrid and in person learning environments.

Scheduling/School Operations: develop schedules that align with current SDE recommendations regarding number of students per classroom. Consider all aspects of the school day such as arrival/dismissal, bussing, lunch, recess, and specials in making recommendations for a safe school environment.

Professional Learning and Staff Evaluation: develop recommendations for essential training needed for fall reopen. Provide updates regarding SDE guidance on teacher and administrator evaluation.

Transportation: develop bus routes that align with current SDE recommendations. Ensure that buses are sanitized as recommended by current state guidelines. Work with HCD to ensure every bus has a monitor who is trained to provide temperature checks prior to student boarding.

Technology Integration: work with administration to ensure all students have appropriate devices and internet connectivity. Provide ongoing recommendations for synchronous and asynchronous learning opportunities that are engaging and differentiated. Provide guidance on successful hybrid teaching models.

Sports/Appendix B Clubs: provide updates to administration regarding CIAC guidance for athletics. Develop recommendations regarding the running of athletics and Appendix B Clubs given current COVID guidelines and school day operations.

Social/Emotional Well Being: develop recommendations for best practices relative to staff and student social/emotional well being. Develop plans for identifying and responding to students and staff who are most in need of support.

Staffing/Contract Management: work with all administrators to ensure adequate staffing for the Fall reopen that are in compliance with current SDE guidelines (e.g. bus monitors). Develop and implement appropriate MOU's for each bargaining unit as required for current workplace conditions.

Special Education and At-Risk Students: ensure all special education students have appropriate programming in light of current school schedules. Develop a plan in collaboration with the curriculum subcommittee to address students who have regressed as a result of the COVID shutdown and may be in need of remediation.

Current Resources to Guide our Work:

[Reopen Connecticut report](#)

[Reopen Connecticut Draft Summer School Guidance](#)

[Bureau of Special Education ESY Guidance](#)

[4-phase plan](#)

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C 7

DATE: June 4, 2020
TO: Members of the Board of Education
FROM: Dr. Maureen L. Brummett, Superintendent of Schools
SUBJECT: **EVALUATION OF THE SUPERINTENDENT OF SCHOOLS**

Each year, the Board of Education meets with the Superintendent as part of the Annual Evaluation Process.

The Board had an Executive Session with the Superintendent on May 13, 2020 and will meet a second time on June 8, 2020. Additionally the Superintendent and Board Chair have met several times to discuss the terms of her contract.

Possible Motion:

Move the Newington Board of Education extend the contract for Dr. Maureen L. Brummett as Superintendent of Schools for one year commencing July 1, 2020 and ending June 30, 2023 in accordance with the Connecticut General Statutes, Section 10-157.