

WILLINGTON BOARD OF EDUCATION
Tuesday, October 10, 2023
Hybrid Meeting (in-person and online)
Town Office Building: Lower Level
7:00 p.m.
Agenda

Join Zoom Meeting

<https://willingtonct.zoom.us/j/88017717994?pwd=b2F0Y0NlTptVnZKL3JRczM3WVZBdz09>

Dial by your location

1 309 205 3325 US

Meeting ID: 880 1771 7994

Passcode: 429113

1. **Call to order**
2. **Pledge of Allegiance**
3. **Present to speak**
4. **Chairman's report**
5. **Communications**
6. **Superintendent report**
 - a. Staffing
 - b. 2024-2025 BOE budget priorities
 - c. Roof grant
 - d. HVAC grant
 - e. HMS clubs
 - f. Reading waiver
 - g. Upcoming events
 - h. Other
7. **Financial Report**
 - a. October 2023 financial report Attachment #1
 - b. 2022-2023 final financial report Attachment #2
 - c. Non-lapsing fund request Attachment #3
 - d. Student Activity Account Attachment #4
8. **New Business**
 - a. Regular meeting minutes, September 2023 Attachment #5
 - b. Ad hoc facilities committee meeting minutes, September 2023 Attachment #6
 - c. CES chimney issue
 - d. CIP plumbing request
 - e. Facilities Study response
 - f. Capital Improvement Project review Attachment #7
 - g. Minimum wage increase: Food Services impact Attachment #8
9. **Old Business**
 - a. Math curriculum
10. **Present to Speak**
11. **Board Comment**
12. **Adjournment**

Next regular meeting November 14, 2023

[illegible]

2023- 10.05.xlsx

Willington Public Schools						
2022-2023 BUDGET SUMMARY FINAL						
October 3, 2023						
PROGRAM	2022-2023 APPROVED	ADJ	2023 FISCAL EXPENDED	ENC	BALANCE REMAINING	PERCENT REMAINING
01 CES Elementary School Education (K-4)	1,649,389	1,649,389	1,763,107	0	(113,718)	-6.9%
Note: shortage of funds after purchasing library furniture, EMCOR projects, window caulking, and electrical outlet upgrade						
02 HMS Middle School Education (5-8)	1,983,962	1,983,962	1,986,422	0	(2,460)	-0.1%
Note: shortage of funds after purchasing security cameras, stair treads, and radar signs						
03 Special Education and Related Services (Pre K-8)	2,111,905	2,111,905	1,987,471	0	124,434	5.9%
Note: savings from paraprofessionals and open speech and language positions						
04 Transportation	514,997	514,997	477,034	0	37,963	7.4%
Note: savings from a multi-year contract prepayment						
05 Health Services	115,043	115,043	111,103	0	3,940	3.4%
Note: reasonable balance						
06 Curriculum and Staff Development	54,878	54,878	69,123	0	(14,245)	-26.0%
Note: shortage of funds for staff workshops for professional development						
07 Utilities	221,511	221,511	240,506	0	(18,995)	-8.6%
Note: shortage of funds for heating oil and electricity						
08 Operations Maintenance	324,205	324,205	324,157	0	48	0.0%
Note: reasonable balance						
09 Systemwide Support	463,042	463,042	420,732	0	42,310	9.1%
Note: savings from fewer school choice students and purchased services						
10 Fringe Benefits/Substitutes	1,635,749	1,635,749	1,416,890	0	218,859	13.4%
Note: savings from health insurance (new staff not taking insurance) and open positions						
TOTAL EDUCATION	9,074,681	9,074,681	8,796,545	0	278,136	3.1%

BOE 2022-23 BUDGET FINAL.xlsx

								DOCUMENT 1
								10/5/2023
Willington Public Schools								
2022-2023 END OF YEAR								
BUDGET TRANSFER REQUESTS								
TO:			AMOUNT:		FROM:			
01	CES ELEMENTARY SCHOOL (K-4)		\$ 113,718		10	FRINGE BENEFITS/SUBSTITUTES		
02	HMS MIDDLE SCHOOL (5-8)		\$ 2,460		10	FRINGE BENEFITS/SUBSTITUTES		
06	CURRICULUM AND STAFF DEVELOPMENT		\$ 14,245		10	FRINGE BENEFITS/SUBSTITUTES		
07	UTILITIES		\$ 18,995		10	FRINGE BENEFITS/SUBSTITUTES		
	CES ELEMENTARY SCHOOL OVERSPENT DUE TO							
	EMCOR PROJECTS							
	EXTERIOR WINDOW RE-CAULK PROJECT							
	HMS MIDDLE SCHOOL OVERSPENT DUE TO							
	CAMERA INSTALLATION AND LICENSING							
	CURRICULUM AND STAFF DEVELOPMENT OVERSPENT DUE TO							
	STAFF WORKSHOPS							
	UTILITIES OVERSPENT DUE TO							
	PURCHASED MORE HEATING OIL THAN BUDGETED AT BOTH SCHOOLS							
	ELECTRICITY MORE THAN BUDGETED							

BOE 2022-23 BUDGET FINAL.xlsx

							DOCUMENT 2
							10/5/2023
Wilmington Public Schools							
2022-2023 END OF YEAR							
BUDGET SUMMARY AFTER TRANSFERS							
	PROGRAM	2022-2023 APPROVED	ADJ	2023 FISCAL EXPENDED	ENC	BALANCE REMAINING	PERCENT REMAINING
01	CES Elementary School Education (K-4)	1,649,389	1,763,107	1,763,107	0	(0)	0.0%
02	HMS Middle School Education (5-8)	1,983,962	1,986,422	1,986,422	0	0	0.0%
03	Special Education and Related Services (Pre K-8)	2,111,905	2,111,905	1,987,471	0	124,434	5.9%
04	Transportation	514,997	514,997	477,034	0	37,963	7.4%
05	Health Services	115,043	115,043	111,103	0	3,940	3.4%
06	Curriculum and Staff Development	54,878	69,123	69,123	0	(0)	0.0%
07	Utilities	221,511	240,506	240,506	0	(0)	0.0%
08	Operations Maintenance	324,205	324,205	324,157	0	48	0.0%
09	Systemwide Support	463,042	463,042	420,732	0	42,310	9.1%
10	Fringe Benefits/Substitutes	1,635,749	1,486,331	1,416,890	0	69,441	4.7%
TOTAL EDUCATION		9,074,681	9,074,681	8,796,545	0	278,136	3.1%

Date:	10/5/2023	Attachment #3
To:	Phil Stevens	
From:	Donna Latincsics	
Re:	FY22-23 Non-Lapsing Fund Request Suggested Motion	
\$274,544	Maximum Fund Balance in the Non-Lapsing Fund (cumulative)	Source: Board Policy #3171. Maximum cumulative amount in the fund may not exceed 3% of the most current K-8 budget. The current (23-24) budget is \$9,151,473*.03 = \$274,544.
\$278,136	22-23 Board of Ed budget savings	Source: Visions expenditure report
\$111,132	23-24 Non-Lapsing Fund Balance (forecasted)	\$258,732 22-23 Ending Fund Balance (unaudited) \$5,000 23-24 Budget Interest Income (\$150,000) 23-24 Budget Offset—Outplacement Tutition (\$600) 23-24 Budget Offset—After Sch Program Snacks (\$2,000) 23-24 Budget Offset—After Sch Program Transp \$111,132 23-24 Ending Balance (forecasted)
\$163,412	Maximum Allowable Transfer Request	\$274,544 Maximum Fund Balance Allowed-Board Policy #3171 (\$111,132) 23-24 Ending Balance (forecasted) \$163,412 Maximum Allowable Transfer Request
<u>Suggested Motion:</u>		
	<i>I move the Board of Education request a transfer of \$163,412 from the FY22-23 Board of Education operating budget to the Board of Education Non-lapsing fund.</i>	

HMS STUDENT ACTIVITY FUND						
END OF YEAR REPORT 2022-2023 (9/1/2023)						
Account	Description	Start 22-23	Expenses	Deposits	Transfers	End Balance
Baseball	Kevin Legare Fund	163.15				163.15
BOE	Sports officials	0.00	4,069.63	4,069.63		0.00
Bottled Water	Bottled water sale	90.10	41.40			48.70
DC Trip	New line for 22-23, Washington DC trip	0.00	37,984.00	37,982.96	1.04	0.00
Drama	Donations, ticket sales	5,025.20	5,922.58	2,595.00		1,697.62
Field Trips	PTA donations	0.00	289.00	1,225.00		936.00
GSA		1,135.21				1,135.21
Grade 5	Payments for field trips	0.00	2,692.40	2,370.00	322.40	0.00
Grade 6	Payments for field trips	0.00				0.00
Grade 7	Payments for field trips	0.00				0.00
Grade 8	Payments for field trips, promotion	0.00	5,219.88	5,219.88		0.00
Library Book Fair	Book fairs (sale of book fair items)	16.25	1,259.45	1,259.45		16.25
Lost class books	Lost books	14.00				14.00
Lost library books	Lost books	261.37				261.37
Lunch donations		20.00				20.00
Miscellaneous	Commissions, PJ day for CCMC, hats	4,895.57	6,577.30	5,616.03	-614.19	3,320.11
Music	Band t-shirts, fundraisers, trips	1,069.98	2,095.16	1,535.00		509.82
Rainy Day	Staff donations	1,430.64				1,430.64
Student Council	Dances, fundraisers	375.49				375.49
School Store	Sales to students	13.54	173.75	56.00	104.21	0.00
Yearbook Sales		0.00	1,467.54	1,281.00	186.54	0.00
		\$14,510.50	\$67,792.09	\$63,209.95	\$0.00	\$9,928.36
	Note: transfers to zero-out lines were all taken from the miscellaneous line					

CES STUDENT ACTIVITY FUND
End of Year Report, June 30, 2023

Account	Description	Beginning Balance 7/1/2022	Deposits	Expenses	Transfers	Ending Balance 6/30/23
Assemblies	School assemblies	\$ 1,445.07	\$ -	\$ -	\$ -	\$ 1,445.07
BESB	Former account	\$ 88.50	\$ -	\$ -	\$ -	\$ 88.50
Donations/Memorials	Charitable donations, including Hall Foundation, PTA, Exxon Mobil Donation for Math+Science, Rowley Foundation, Gift card for family	\$ 5,856.89	\$ 1,650.00	\$ 50.00	\$ -	\$ 7,456.89
Field Trip	Includes Field Trip/Presentation Payments (K,1,2, 3, 4), PTA Donation	\$ 2,439.28	\$ 7,034.25	\$ 6,903.72	\$ -	\$ 2,569.81
Library	Library Book Fair Fall/Spring Sale(s) & lost books	\$ 5,628.24	\$ 5,790.78	\$ 4,806.54	\$ -	\$ 6,612.48
Misc./Rainy Day	Includes student t-shirts, after school program snacks, CCMC PJ Day, RC Car student earn, B-Day Crowns, after school program reimbursement, birthday pencils, RC Car student earn, recess equipment, flag day popsicles, 4th grade promotion supplies, SBAC snacks, field day supplies, Circuit board student earn, PTA Enrichment Donation, Boxtop Commissions	\$ 5,241.96	\$ 4,442.21	\$ 5,717.94	\$ -	\$ 3,966.23
School Store	4th Grade-managed store	\$ 8.12	\$ -	\$ -	\$ -	\$ 8.12
Total		\$ 20,708.06	\$ 18,917.24	\$ 17,478.20	\$ -	\$ 22,147.10

WILLINGTON BOARD OF EDUCATION
Tuesday, September 12, 2023
Virtual Meeting: Hybrid (in-person and online)
7:00 p.m.
Minutes
[Zoom Recorded](#)

Members Present

Michelle Doucette Cunningham - Chair
Ann Grosjean - Vice-Chair
Tracey Anderson
Dr. Laura Rodriguez
Briana Ross
Arthur Christensen

Members Absent

Donna Cook

Also Present

Superintendent Phil Stevens
Director of Curriculum and Instruction Dr. Erin Conley

1. Call to order

Chair Cunningham called the meeting to order at 7:00 p.m.

2. Pledge of Allegiance

Chair Cunningham led the Pledge of Allegiance

3. Present to Speak

Ralph Tulis 47 Village Hill Road remarked that he attended the ad hoc meeting earlier and he thinks the RFP was well constructed, however, he said he was concerned about QA&M's response. He suggested putting the RFP out again for the chance to get more than one response.

Nick Tella 49 Mirtl Road commented that he believes town officials should sit down with QA&M to clarify what the request was. He suggested having this happen in a special meeting session where the public can listen in.

Matthew Clark 42 Burt Latham Road attended an earlier subcommittee meeting and voiced concerns of QA&M's reaction and said he would recommend against interviewing a firm that did not meet the RFP. He urged the board of education to reach out now to the board of selectmen to discuss the town's capacity for repairs and rebuilding Hall and Center Schools. He noted that calculating the cost and calculating Willington's ability to pay are two different things.

4. Chairman's Report

Chair Cunningham had no new reports.

5. Communications

Chair Cunningham had no new communications.

6. Superintendent Report

a. Opening of school

Superintendent Stevens noted that there was a great opening to school. Convocation and professional development sessions were well received by staff. Professional development was provided for project-based learning and the writing revolution, along with conducting many other meetings to prepare for the start of school. Meet and greets were extremely well attended and students and staff made a smooth transition back to school.

b. Enrollment

P. Stevens also discussed enrollment, with 218 students at Center School, and 179 students at Hall School. He also noted that 24 students transferred out of the school district and 23 students moved into the district.

c. Coventry bus strike

P. Stevens discussed the Coventry bus strike. The district was notified on Wednesday, August 30th about the potential bus driver strike impact on Willington. Willington's contract is not in negotiations, but our Willington group operates under the same Teamsters Local 671. Families were notified that the town was unsure if buses would be impacted and to be on the lookout for an early morning communication from me on September 5th. At this point, there have been no issues with transportation despite the strike continuing in Coventry. He thanked our local drivers.

d. Emergency dismissal

P. Stevens mentioned that the heat wave that came through last week disrupted three days of school, Wednesday, Thursday, and Friday. Families were notified about the early closure the day before each occurrence. Classroom temperatures, particularly at HMS were well into the 80's. The lack of ventilation at Hall School really impacted classroom temperatures as we were unable to exhaust the warm air overnight. P. Stevens said he would continue to make this type of safety decision should it occur again. Staff were able to use the time to engage in professional development and planning each day

A Grosjean said that heat-related early dismissals used to be unordinary, but have become normal. She asked that with repairs being planned for the school, would there ever be a time when it is safe to have the kids in school at these temperatures.

P. Stevens replied that Center School has air conditioning in the downstairs hallway, but not the classrooms, and that it makes the classrooms bearable, however when temperatures are in the 90s it is not enough. He said that long term with appropriate ventilation and a/c schools would not need to close.

e. Grants

P. Stevens noted that he keeps applying for state grants that keep popping up. They have applied for a math tutoring grant, Title IV grant, and IDEA special education grant. There are applications in the works for several other grants including Title I, Title II, Title III, and two different right-to-read grants.

f. Staffing

P. Stevens shared that two staff members had left since the last meeting. Maggie Almquist, a paraprofessional at HMS, and Marla Pokorny, a special education teacher at CES. P. Stevens noted that there are six new hires, Ashley Parent a CES para, Natasia Chandler an HMS para, Teagan Johnson an HMS para, Kierstyn Lake a CES para, Louise Rivard a CES special education teacher and Elizabeth Nyser, a mental health specialist.

g. Building projects

P. Stevens also discussed building projects. At HMS, there are some newly carpeted spaces, new tiled spaces, new stair treads, and the fire alarm installation is 99% complete. Some replacement windows were installed, additional security cameras, and sidewalks were replaced around the building. CES had their sidewalks repaired, replacement windows installed, the fire alarm was installed, and heating repairs completed.

h. Facilities study RFP response

P. Stevens also noted that there was only one response to our facilities study. The subcommittee just met before this meeting and they will be interviewing QA+M. He noted that what they got back in response was not quite what they were looking for and that they would be getting more information. If the interview goes well, the subcommittee will make a recommendation in October. If it does not go well or the price goes up significantly they will re-open for applications.

i. Upcoming events

P. Stevens noted that curriculum nights are coming up in October. There is a ½ day professional development day this Friday. There are currently walk-throughs scheduled for 4 board members, and Brenda is still working on others.

P. Stevens stated that he talked to the State and said that they were not allowed to use the school lunch funds for kids who do not qualify. He noted that he is going to make sure that kids in schools are fed. P. Stevens said he would advocate to not raise lunch prices.

A. Christensen stated that he spoke with Principal Lisa Cushing at CES about getting a popcorn machine as an affordable fun snack. He also suggested using school lunch funds to cover the service charge parents are charged when they deposit lunch funds online.

P. Stevens responded that he would check the USDA guidelines to see what was allowable.

Chair Cunningham responded that the issue is subject to federal regulations, but it is something to look into.

7. Financial Report

a. September 2023 financial report

Attachment #1

P. Stevens stated that a lot of that money is going to be spent on special ed because there are a lot of expenses that have not been encumbered yet and that the district has two additional out-of-district placements. P. Stevens said that he is being very cautious with the budget. He said that there are still \$150,000 in grants that are not applied. P. Stevens said that staffing adjustments still need to be made for Center School for a new special education teacher as well as paras. P. Stevens said that transportation, utility costs, health services, and curriculum and staff development are typical for this time of year.

P. Stevens noted that he does not like showing a bottom line that does not include expenses that will be encumbered in the future.

8. New Business

a. Approve Regular Meeting Minutes of August 2023

Attachment #2

A. Christensen moved to approve the minutes of August 2023.

L. Rodriguez seconded the motion.

The motion passed unanimously.

b. Approve curriculum committee meeting minutes, August 2023.

Attachment #3

L. Rodriguez moved to approve the curriculum meeting minutes of August 2023.

A. Grosjean seconded the motion.

The motion passed unanimously.

c. Memorandum of Agreement: WESS Staff Support Specialist

Attachment #4

P. Stevens explained that they moved the utility position into the regular budget, one for each school. The negotiation committee discussed the pay for the position. The name for the position was also discussed and was changed from Utility Staff to Staff Support Specialist. The pay rate proposal is aligned with the paraprofessional group. The union rep, as well as the attorney, read the MOA and they are both happy with it. The union rep. has signed off on it. He recommended approving the MOA.

Chair Cunningham added that signing the contract does not mean that the position will be funded in the future, it is done year by year.

A. Christensen stated he believed the position would be very beneficial to staff.

A. Christensen moved to accept the memorandum of agreement on the staff support specialist.

T. Anderson seconded the motion.

The motion passed unanimously.

d. Math Curriculum

P. Stevens stated that the subcommittee met on August 8th and shared their feedback with him and Dr. Conley. Edits were made and the full math curriculum was sent to board members on August 9th.

Chair Cunningham noted that this was not necessarily up for a vote tonight. This was for feedback and a second meeting would be held on the math curriculum. She also thanks Dr. Conley for making edits.

A. Christensen said that he would like more time to review the curriculum before a vote due to the length of the document.

Chair Cunningham agreed to wait an extra month for a vote.

P. Stevens said that it would be beneficial to email him questions, comments, and concerns, and then he could put that person in touch with Dr. Conley if needed.

Chair Cunningham asked that page numbers be included with questions, and that questions and comments be asked or made within the next three weeks.

9. Old Business

There was no old business to discuss.

10. Present to Speak

Nick Tella 49 Mirtl Road said that it would be a good opportunity for public members to tour the schools with the Board members because public members are allowed to tour with a proper appointment.

Stewart Fisher 65 Balazs Road announced himself as a democratic nominee for first selectman. He stated that he enjoyed the board meeting, and applauded the board for the work that they do.

John Mitchell 64 Timber Lane stated that he is running for the Board of Education as a republican candidate. He stated that he really liked the ten-year plan to repair the buildings and make a better space for the kids.

11. Board Comments

A. Christensen welcomed everyone back for a new school year. He stated all of the work and fundraising done by the PTA including bake sales, trunk or treat, and fun run. He encouraged parents and community members to get involved because the PTA has a lot of things that they want to do and need more support to do it. He also noted that he would like to see more teacher involvement, saying he was sure they had great ideas. Those interested in joining can email membership.willingtonpta@gmail.com.

A. Grosjean thanked the bus drivers for standing by the children and getting them to school safely. She also thanked Erin and the teachers for the Math Curriculum and for their hard work and a great start to the school year.

L. Rodriguez thanked everyone involved with getting school started this year. She noted that she was able to go to the convocation. She noted P. Stevens did a great job integrating Ted Lasso into his presentation. She thanked teachers for the work they do to get their classrooms up and running. Rodriguez thanked the bus drivers for standing by the kids as well. She also welcomed new members coming on and is looking forward to a great year.

B. Ross stated that she made it a goal to remember Mr. Folino's and Mr. Jensen's names as she felt they were important members of their faculty. She stated she is looking forward to a fresh new school year.

T. Anderson thanked P. Stevens for working for grants for the district. She also stated that she appreciated the transition to hybrid meetings.

Chair Cunningham thanked board members for what they do because they care about the school and thanked them for their time. She also stated that those listening on ZOOM are welcome to come in and join the meeting in person. She also encouraged public members to email any questions or comments that they may have.

12. Adjournment

A. Christensen motioned to adjourn the meeting.

L. Rodriguez seconded

The motion passed unanimously, meeting adjourned at 8:00 p.m.

**WILLINGTON BOARD OF EDUCATION
AD HOC FACILITIES COMMITTEE
MINUTES**

September 12, 2023

6:00 p.m.

Hybrid Meeting Recording

Members present

Michelle Doucette Cunningham

Arthur Christensen

Dr. Laura Rodriguez

Also present

Phil Stevens, Superintendent

1. Call to order

The meeting was called to order by Michelle Doucette Cunningham at 6:00 p.m.

2. RFP response for educational facility planning

Superintendent Stevens reviewed the RFP that was posted, highlighting the request was for a comprehensive facilities master plan for Center and Hall Schools including a 10-year capital improvement plan.

Superintendent Stevens shared that the Board received one proposal from QA+M Architecture. He focused on their project approach, noting QA+M presented three areas including concept designs to maintain the current facilities, renovate as new, and build new. Superintendent Stevens stated that the Board is looking for the review to maintain the current facilities and that QA+M's addition of concept plans for a renovation or new building was not part of the RFP.

Superintendent Stevens recommended the committee interview QA+M for clarification and to gain a better understanding of their proposal.

Arthur Christensen and Dr. Laura Rodriguez agreed only a portion of the QA+M proposal was what the Board was looking for and that the proposal may have had some additions that didn't necessarily pertain to the RFP.

Michelle Doucette Cunningham wondered if the price would decrease because they added additional items not included in the RFP. She shared that if QA+M didn't meet the expectations of the RFP the Board could repost the RFP to try and gain additional proposals. The ad hoc committee agreed to interview QA+M.

Superintendent Stevens stated that if QA+M satisfies the ad hoc committee following their interview, the full Board could review a contract and the proposal at their October meeting. The full Board would need to make a recommendation and request the Board of Selectmen call a town meeting to be able to access the funds for the project.

3. Adjournment

Michelle Doucette Cunningham adjourned the meeting at 6:23 p.m.

Attachment #7
attachment to follow

	Year 1 2024-2025	Priority Level	Year 2 2025-2026	Priority Level	Year 3 2026-2027	Priority Level	Year 4 2027-2028	Priority Level	Year 5 2028-2029	Priority Level
CES Bus Entrance Stair Replacement			?	Medium						
CES Pave Upper Parking Lot									46,000	Low
CES Roof	850,000	High								
CES Solar Panels	?	Medium								
CES Chimney Repair/Repointing	65,000	High								
CES Brick Repointing (30%, 10% Repair)					315,900	Medium				
CES Canopies Over School Entrances (3)									45,000	Low
CES Window Replacement: Upper Wing									87,150	Medium
CES Window Replacement: Lower Wing									140,350	Low
CES Heating Project: Upper Wing					40,000	Medium				
CES Air Conditioning: Gym					40,000	Low				
CES Air Conditioning: Upper Wing					110,000	Low				
CES Ventilation and Air Conditioning					?	Medium				
CES Heating Overhaul: Upper Wing (Remove Steam)					?	Medium				
CES HVAC Owner's Project Manager and Evaluation	75,000	High								
CES Playground: Poured Rubber Surface									91,000	Low
CES Playground Equipment									175,000	Low
CES Whole School Generator									40,000	Low
CES Double Vestibule Entry									250,000	Low
CES Clock System / PA / Security Strobe			35,000	Medium						
CES Classroom Shades (Fire-Retardant)			20,000	Medium						
CES Fire Protection (Sprinkler System)									203,060	Low
CES Plumbing Work	20,000	High								
CES Bathroom Upgrade							316,680	Medium		
CES Classroom Sinks, Plumbing, and Cabinets (Upper Wing)			?	Medium						
CES Classroom Sinks, Plumbing, and Cabinets (Lower Wing)			?	Medium						
CES Oil Tank (by 2028)					292,500	High				
CES Septic Field									357,500	Low
CES Entrance Doors (9) for ADA Compliance									26,910	Low
CES Building Bumpout for New Hydraulic Elevator							344,500	Low		
CES Carpeting (2 classrooms)	12,000	Medium	12,000	Medium	12,000	Medium	12,000	Medium		
CES Stair Treads	12,000	Medium								

	Year 1 2024-2025	Priority Level	Year 2 2025-2026	Priority Level	Year 3 2026-2027	Priority Level	Year 4 2027-2028	Priority Level	Year 5 2028-2029	Priority Level
CES Floor Tile and Asbestos Abatement					?	Low				
CES Accoustical Ceiling Tile System Replacement					237,510	Low				
CES Electrical Update										
CES Light Fixtures										

	Year 1 2024-2025	Priority Level	Year 2 2025-2026	Priority Level	Year 3 2026-2027	Priority Level	Year 4 2027-2028	Priority Level	Year 5 2028-2029	Priority Level
HMS Front Entrance Stairs					?	Low				
HMS Landing Ramp Replacement					95,000	Medium				
HMS Pave Parking Lots					100,000	Medium				
HMS Bus Loop and Reorganization of Rear Lot					?	Low				
HMS Roof	1,200,000	High								
HMS Solar Panels	?	Medium								
HMS Brick Repointing (25%) and Repair (5%)					590,460	Medium				
HMS Canopies Over Gym Entrance Sidewalk									30,000	Low
HMS Window Replacement							280,800	Low		
HMS Unit Ventilator Replacement					105,000	Medium				
HMS Boiler #2 Replacement					60,000	Medium				
HMS West Wing Ventilation and Air Conditioning					750,000	Medium				
HMS Library Air Conditioning					?	Medium				
HMS Air Handling Units (Attic)					24,000	Low				
HMS Ventilation and Air Conditioning					?	High				
HMS HVAC Owner's Project Manager and Evaluation	75,000	High								
HMS Double Vestibule Entry									250,000	Low
HMS Clock System / PA / Security Strobe			44,000	Medium						
HMS Classroom Shades (Fire-Retardant)			20,000	Medium						
HMS Fire Protection (Sprinkler System)									450,450	Low
HMS Plumbing Work	20,000	High								
HMS Bathroom Overhaul (ADA West Wing)							400,000	Medium		
HMS Classroom Sinks, Plumbing, and Cabinets					?	Medium				
HMS Septic Tank	520,000				?	Medium				
HMS Elevator Modernization							151,000	Medium		
HMS Tile Floor Replacement and Asbestos Abatement					35,000	Medium				
HMS Stair Treads							10,000	Low		
HMS Carpet	12,000	Medium	12,000	Medium	12,000	Medium	12,000	Medium		
HMS Paint										
HMS Gym Curtain							20,000	Low		
HMS Locker Replacement (Locker Rooms)									20,100	Low

	Year 1 2024-2025	Priority Level	Year 2 2025-2026	Priority Level	Year 3 2026-2027	Priority Level	Year 4 2027-2028	Priority Level	Year 5 2028-2029	Priority Level
HMS Accoustical Ceiling Tile System Replacement							477,750	Low		
HMS Electrical Upgrade										
HMS Light Fixtures										

Food Service Hourly Increase Options (Minimum Wage Increase)		
(January 1 implementation)		
Add \$0.69	x106 days	x182
\$15.69	\$402.27	\$690.69
\$15.69	\$402.27	\$690.69
\$16.10	\$373.12	\$640.64
\$16.10	\$409.16	\$702.52
\$19.19	\$438.84	\$753.48
\$21.90	\$416.58	\$715.26
\$29.20	\$511.98	\$879.06
	\$2,954.22	\$5,072.34
Add 4.6%	x106 days	x182
\$15.69	\$402.27	\$690.69
\$15.69	\$402.27	\$690.69
\$16.12	\$383.21	\$657.96
\$16.12	\$420.78	\$722.47
\$19.35	\$541.24	\$929.29
\$22.19	\$589.49	\$1,012.15
\$29.82	\$973.10	\$1,670.80
	\$3,712.36	\$6,374.06

**WILLINGTON BOARD OF EDUCATION
AD HOC FACILITIES COMMITTEE
MINUTES**

September 27, 2023

7:30 p.m.

Hybrid Meeting Recording

Members present

Michelle Doucette Cunningham
Arthur Christensen
Donna Cook

Also present

Phil Stevens, Superintendent

1. Call to order

The meeting was called to order by Michelle Doucette Cunningham at 7:45 p.m.

1. QA+M interview discussion: RFP response for educational facility planning

Committee members shared their feedback on their interview with QA+M.

Arthur Christensen stated he wished we had other submissions to compare to QA+M.

Donna Cook wanted the report to be clear on what items were absolutely necessary and which projects were not as high a priority.

Committee members wanted to ensure they were going to get specific information on the buildings that would help the Board move forward with repairs.

Superintendent Stevens stated it would be very beneficial to have a professional estimator identify the estimated cost for each of the identified projects so the Board could help prioritize items on a 10-year plan.

Donna Cook stated it would be beneficial to identify the life expectancy of items, specifically beyond the 10-year CIP plan.

Committee members felt QA+M has the ability to complete the tasks in the RFP and that they are a reputable firm. They discussed the process for moving forward and how the project could be funded. Members agreed that QA+M should be moved forward to the full board.

2. Adjournment

Michelle Doucette Cunningham adjourned the meeting at 8:19 p.m.