



Torrington Public Schools

**Packet for BOE Regular Meeting**  
*September 28, 2022*



**TORRINGTON PUBLIC SCHOOLS  
BOARD OF EDUCATION MEETING  
Wednesday, September 28, 2022, 6:00 P.M.  
Torrington High School  
Torrington, 06790**

Members of the public may submit items to Fiona Cappabianca regarding comments on agenda items to be read during public comment. Please e-mail to [fcappabianca@torrington.org](mailto:fcappabianca@torrington.org)

There will also be an opportunity to call in and speak during public comment.

Dial-in number: (425) 436-6343 Access Code: 225583

The meeting may be watched live via this link <https://vimeo.com/event/26843> The link is also published in the Board of Education section of the website. If you are participating in public comment, please mute the live stream while you are speaking.

### **Agenda**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. School/Community Service/Public Participation: *The Board invites members of the community to speak on topics to be addressed in the agenda or on other topics of interest. Individuals wishing to make comments can dial in (425) 436-6343 Access Code: 225583 or e-mail their comments to [fcappabianca@torrington.org](mailto:fcappabianca@torrington.org) with their name and address, which must be stated at the beginning of your comment. The Board will not allow comments regarding specific staff members, parents, students or personal grievances. Courtesy is expected in this limited public forum. The participating time will be limited to three (3) minutes per person and ten (10) minutes overall to guarantee efficient operation of the entire meeting.*
6. Recognitions
7. Possible Executive Session Regarding the Bus Contract 2022/2027
8. Information Sharing Session:
  - A. Superintendent's Report:
    1. Office of Teaching and Learning Update
    2. Special Education Update
    3. HR Update
  - B. Monthly Financials
  - C. Special Education Wheelchair Accessible Van
  - D. Replacement Roofing Update
  - E. Retro-Commissioning Survey TMS
  - F. TMS Blinds

- G. Tarringford Locked Foyer
- H. New Course Proposal: The Wonderful World of Teaching
- I. Field Trips:
  - 1.JROTC - Westfield Massachusetts
  - 2.JROTC - Niantic Connecticut
- J. School Calendar 2022/2023 Update
- K. Presentation of School Calendar 2023/2024
- 9. Committee Reports:
  - A. Budget Committee
  - B. Facilities & Technology Committee
  - C. School Improvement Committee
  - D. Policy Committee
  - E. Building Committee
  - F. Liaison Reports
- 10. Action Items:
  - A. Bus Contract 2022/2027
  - B. Monthly Financials
  - C. Special Education Wheelchair Accessible Van
  - D. Retro-Commissioning Survey TMS
  - E. TMS Blinds
  - F. Tarringford Locked Foyer
  - G. New Course Proposal: The Wonderful World of Teaching
  - H. Field Trips:
    - 1.JROTC - Westfield Massachusetts
    - 2.JROTC - Niantic Connecticut
  - I. School Calendar 2022/2023 Update
  - J. School Calendar 2023/2024
  - K. BOE Regular Meeting Minutes – June 29, 2022
  - L. BOE Special Meeting Minutes:
    - 1.Joint with Building Committee June 23, 2022 (BOE Minutes)
    - 2.Joint with Building Committee July 14, 2022 (BOE Minutes)
    - 3.BOE Special Meeting July 18, 2022
    - 4.BOE Special Meeting August 10, 2022
    - 5.Joint with Building Committee September 15, 2022 (BOE Minutes)
  - M. Committee Meeting Minutes:
    - 1.School Improvement Committee – June 13, 2022 and August 3, 2022
    - 2.Policy Committee – June 13, 2022, August 3, 2022
    - 3.Facilities & Technology Committee – June 6, 2022, June 27, 2022, August 10, 2022
    - 4.Budget Committee – June 29, 2022 and August 10, 2022
    - 5.Building Committee – August 18, 2022 and August 31, 2022
    - 6.Building Committee & BOE Joint Meeting – June 16, 2022 and July 14, 2022 (Building Committee Minutes)
  - N. Consent Agenda: Appointments, Retirements & Resignations
- 11. Items for Upcoming Agenda
- 12. Comments for the Good of the Order
- 13. Future Meetings:
  - Thursday, September 29, 2022 (at Tarringford)***
  - 5:00 p.m. – BOE and Building Committee Joint Meeting
  - Wednesday, October 5, 2022 (at Vogel-Wetmore)***

6:00 p.m. – School Improvement and Community Relations Committee

7:00 p.m. – Policy Committee

***Wednesday, October 12, 2022 (at Migeon Ave.)***

6:00 p.m. – Facilities/Technology Committee

7:00 p.m. – Budget Committee

***Wednesday, October 26, 2022 (at THS)***

6:00 p.m. – Regular Board of Education Meeting

14. Adjournment



Torrington Public Schools  
Department of Student Services



Special Education Three Year Analysis: 9/2019 - 6/2022

|                                 | July 2019 | June 2020 | June 2021 | June 2022 | Difference over 3 years |
|---------------------------------|-----------|-----------|-----------|-----------|-------------------------|
| Total Students with IEPs        | 806       | 768       | 738       | 720       | - 86                    |
| Identified Students In-District | 6467      | 612       | 592       | 592       | - 54                    |
| Special Ed. Prevalence          | 22%       | 16.13%    | 15.38%    | 14.9%     | - 7.1%                  |
| Students Outplaced by the PPT   | 99        | 89        | 84        | 80        | - 19                    |
| % of Outplaced Students         | 16%       | 13.74%    | 13.30%    | 13.51%    | - 2.49%                 |
| Exited from Special Education   | X         | 51        | 55        | 33        | 139                     |
| Newly Identified                | X         | 44        | 42        | 48        | 134                     |

## **Something to Celebrate:**

### **Mathematics: STAR Assessment:**

63% Students with disabilities in grades 2-12 made one year's worth of growth or more in one year

31% Students with disabilities in grades 2-12 closed the gap by at least 10% demonstrating more than a year's growth in one year

### **Reading: STAR Assessment:**

69% Students With Disabilities in grades 2-12 made one year's worth of growth or more in one year

27% Students with disabilities in grades 2-12 closed the gap by at least 10% demonstrating more than one year's growth in one year

### **Chronic Absenteeism:**

The rate of chronic absenteeism decline for students with disabilities is outpacing the decline for all students (21%). For grades K-8, SWD improved chronic absenteeism rates by 24% compared to the previous year

## **Department of Student Services**

### **Supporting Proactively Engaging Collaboration In All Locations Each Day**

**Pre-K** - During the August professional development, one District BCBA provided training to all Pre-K teachers on behavior strategies to meet with success on day one. Training topics included strategic scheduling, positive behavior techniques, data collection, and engaging academic and behavioral programming

**Torrington** - Candy, Coffee and Connections: Regular and special education staff were invited to attend a voluntary session with our BCBA to discuss evidence based interventions, group reward systems, classroom management strategies and teaching replacement behaviors. While this meeting was designed for new teachers, all staff were welcome. There was a great response to this offering including both new and veteran teachers.

**Forbes** - The social, emotional behavioral team identified the need for school-wide lessons on "What we say matters and has consequences." The team is in the process of brainstorming ways to provide Tier 1 lessons that take a deep dive into what statements mean and how we are held accountable for our words. Once developed, the lessons will be delivered to all 4th and 5th grade students. Follow up lessons will be provided to smaller groups of students who need additional support.

**Vogel-Wetmore & Southwest** - To assist many students transitioning from 3rd to 4th grade. The social, emotional, behavioral teams from both Vogel Wetmore and Southwest worked closely to ensure carryover from one school to the next. Since the start of school this year, the RBT and SEL team have been collaborating on how behavior strategies can be implemented into the classroom. In addition, SEL team members and RBTS are providing proactive modeling for teachers and paraeducators to support challenges in the general education setting.

**TMS** - Sped Supervisor organized a collaborative meeting regarding RBT support with TMS admin, BCBA's, and Sped Supervisors. This productive meeting resulted in a ranked list of priorities pertaining to RBT positions and how to manage RBT absences. The team also met with the RBTS to present a uniform message to all. TMS is also creating the "Best Buddies" club!

**THS** - By collaborating with new building leadership, we have eliminated the need to have an RBT fully cover the ISS room. This allows more student centered opportunities for RBTS to provide reflection opportunities, collect data, and conduct observations, to suggest proactive rather than reactive solutions for behavioral challenges exhibited by all students.



# Human Resources Updates

GREEN = FILLED

BLUE = FILLED INTERNALLY/SUBSTITUTE

as of 9/22/2022

## Vacancies September 2022

| Certified                       |  | FTE |                                 |
|---------------------------------|--|-----|---------------------------------|
| HS Science                      |  | 1   |                                 |
|                                 |  |     |                                 |
|                                 |  |     |                                 |
| Classified                      |  | FTE | Separations<br>(since 9/1/2022) |
| Special Ed Paraprofessionals    |  | 7   | 4                               |
| ELL/Bilingual Paraprofessionals |  | 2   |                                 |
| Cafeteria Workers               |  | 4   | 1                               |
| Lunch Monitors                  |  | 6   | 2                               |
| Non-union                       |  | 1   |                                 |
|                                 |  |     |                                 |
|                                 |  |     |                                 |

## Total Vacancies to fill for 22/23 (known since March 2022 - September 1, 2022)

| Certified         |  | FTE |
|-------------------|--|-----|
| Teachers          |  | 48  |
| Administrators    |  | 6   |
|                   |  |     |
|                   |  |     |
| Classified        |  | FTE |
| Paraprofessionals |  | 29  |
| Cafeteria Workers |  | 15  |
| Custodians        |  | 6   |
| Nurses            |  | 3   |
| Secretaries       |  | 1   |
| Non-union         |  | 7   |
|                   |  |     |
|                   |  |     |

### June Sub Fill Rates

|                   |       |
|-------------------|-------|
| Teachers          | 51.1% |
| Paraprofessionals | 15.8% |

### June Absences

|                   |       |
|-------------------|-------|
| Teachers          | 8.5%  |
| Paraprofessionals | 12.4% |

### YTD Sub Fill Rates

|                   |       |
|-------------------|-------|
| Teachers          | 47.0% |
| Paraprofessionals | 15.2% |

### YTD Absences

|                   |       |
|-------------------|-------|
| Teachers          | 10.4% |
| Paraprofessionals | 11.4% |

## HR Initiative Updates

|                                       |   |
|---------------------------------------|---|
| Recruitment                           | Continuing to cast the net for our remaining vacancies. CT Hires, LinkedIn, Social Media. Winsted Job Fair October 5th for classified staff; Focus for the 22/23 year on retention, check-ins with new hires. 94% of certified vacancies were filled before the start of the year.  |
| Time & Attendance/ Absence Management | Updates to workflow for absence approvals and absence reasons are complete. Training for administrators was done over the summer on FMLA, ADA, Workers Comp, and attendance monitoring. Planning for fall to add all substitutes and tutors to Time & Attendance; Eliminating some of our paper forms, creating electronic submission option (for example, Mileage Request Form and Report of Injury Form). |
| Wellness                              | Planning our calendar for 22/23 - Yoga starts October 3rd; Flu Clinics scheduled for October 27th and 28th; anticipated activities include: Mindfulness, Zumba, Stress Management, Walking Challenge.   |

### Substitute Fill Rate Comparison - Kelly Services versus Torrington Substitutes

| Year end<br>21/22 | KES  | TPS | Total<br>Requests |
|-------------------|------|-----|-------------------|
| Teacher           | 1681 | 280 | 4169              |
| Para              | 202  | 167 | 2428              |

| Total Fill<br>Rate | Of filled jobs, %<br>filled by TPS |
|--------------------|------------------------------------|
| 47.0%              | 14.3%                              |
| 15.2%              | 45.3%                              |

### Staff Turnover 2021/2022

| Classified Job Category | Total<br>Separations | Total Staff | Turnover |
|-------------------------|----------------------|-------------|----------|
| Paraprofessional        | 23                   | 172         | 13.37%   |
| Café                    | 11                   | 55          | 20.00%   |
| Custodian               | 3                    | 23          | 13.04%   |
| Non-union               | 4                    | 32          | 12.50%   |
| Nurse                   | 4                    | 11          | 36.36%   |
| Secretary               | 2                    | 24          | 8.33%    |

| Certified Job Category | Total<br>Separations | Total Staff | Turnover |
|------------------------|----------------------|-------------|----------|
| Teacher                | 44                   | 370         | 11.89%   |
| Administrator          | 5                    | 27.6        | 18.12%   |

(12 mid-year)

# Torrington Public Schools Budget Analysis Report FY end 6/30/2023

## Report for the Month ended 8/31/2022

| Title                                 | G/L Object Series  | Budget               | MTD Expense         | YTD Expended         | Encumbrance/ Anticipated Expenditure | Estimated Budget Balance |
|---------------------------------------|--|----------------------|---------------------|----------------------|--------------------------------------|--------------------------|
| Salaries                              | 5100   | \$ 38,367,403        | \$ 2,439,937        | \$ 4,828,958         | \$ 33,449,560                        | \$ 88,886                |
| Employee Benefits                     | 5200   | \$ 17,022,211        | \$ 1,922,001        | \$ 3,618,430         | \$ 13,384,422                        | \$ 19,359                |
| Purchased Professional Services       | 5300   | \$ 1,847,046         | \$ 24,984           | \$ 53,543            | \$ 1,776,253                         | \$ 17,250                |
| Purchased Property Services           | 5400   | \$ 1,212,461         | \$ 84,185           | \$ 267,209           | \$ 944,502                           | \$ 750                   |
| Other Purchased Services              | 5500   | \$ 17,368,492        | \$ 2,236,340        | \$ 2,439,482         | \$ 14,929,010                        | -                        |
| Supplies                              | 5600   | \$ 2,168,663         | \$ 116,524          | \$ 116,872           | \$ 1,955,950                         | \$ 95,841                |
| Property                              | 5700   | \$ 69,190            | \$ 349              | \$ 350               | \$ 64,557                            | \$ 4,283                 |
| Dues Fees and Miscellaneous           | 5800   | \$ 75,657            | \$ 22,291           | \$ 25,846            | \$ 49,811                            | -                        |
| <b>Total All Objects</b>              |  | <b>\$ 78,131,123</b> | <b>\$ 6,846,612</b> | <b>\$ 11,350,688</b> | <b>\$ 66,554,066</b>                 | <b>\$ 226,369</b>        |
| <b>100 - Salaries</b>                 | <b>As all positions fill we will have a firmer grasp of the payroll and will adjust accordingly</b>                                  |                      |                     |                      |                                      |                          |
| <b>200 - Employee Benefits</b>        | <b>To be drawn down all year. (Health Insurance, Social Security, Medicare, Workers Comp)</b>  |                      |                     |                      |                                      |                          |
| <b>300 - Purch Professional Svcs</b>  | <b>Will continue to draw down over the course of the year. (Legal-Shipman and Goodwin, SPED, Substitute Services-Kelly Services)</b> |                      |                     |                      |                                      |                          |
| <b>400 - Purchased Property Svcs</b>  | <b>To be used all year as needed. (General Maintenance, Landscaping/Plowing Services, Copier Services, Athletic Rentals)</b>         |                      |                     |                      |                                      |                          |
| <b>500 - Other Purchased Services</b> | <b>To be used all year as needed. (SPED Tuition, SPED/Student Transportation, Licensing, Liability Insurance)</b>                    |                      |                     |                      |                                      |                          |
| <b>600 - Supplies</b>                 | <b>Utilities, Instructional, Non-Instructional Supplies will be procured as needed for the school year with 85% Cap</b>              |                      |                     |                      |                                      |                          |
| <b>700 - Property</b>                 | <b>Equipment will be procured as need arises with 85% Cap</b>  |                      |                     |                      |                                      |                          |
| <b>800 - Dues Fees And Misc</b>       | <b>Will be expensed throughout the year. (Athletics, Arts, District Organizations-CAPSS, CIAC, CASBO)</b>                            |                      |                     |                      |                                      |                          |

# August 2022 Budget Report

Fiscal Year end 6/30/2023

| Account   | Budget                  | MTD                    | YTD                     | Encumbrance<br>Anticipated Exp | Estimated Budget Balance |
|---|-------------------------|------------------------|-------------------------|--------------------------------|--------------------------|
| 5111 Certified                                  | \$ 29,632,511.00        | \$ 2,090,358.20        | \$ 4,163,971.59         | \$ 25,400,226.70               | \$ 68,312.71             |
| 5112 Non-Certified                              | \$ 8,258,240.00         | \$ 334,128.82          | \$ 614,751.28           | \$ 7,622,915.87                | \$ 20,572.85             |
| 5120 Substitutes                                | \$ 72,556.00            | \$ 1,448.11            | \$ 2,966.86             | \$ 69,589.14                   | \$ -                     |
| 5121 Tutors                                     | \$ 126,832.00           | \$ 3,856.00            | \$ 9,240.00             | \$ 117,592.00                  | \$ -                     |
| 5123 Long Term Subs                             | \$ 100,234.00           | \$ -                   | \$ 22,347.20            | \$ 77,886.80                   | \$ -                     |
| Over Time Wages                                 | \$ 177,030.00           | \$ 10,146.24           | \$ 15,680.80            | \$ 161,349.20                  | \$ -                     |
| <b>Total Salaries</b>                           | <b>\$ 38,367,403.00</b> | <b>\$ 2,439,937.37</b> | <b>\$ 4,828,957.73</b>  | <b>\$ 33,449,559.71</b>        | <b>\$ 88,885.56</b>      |
| 5210 Health/Life Insurance                      | \$ 13,859,403.00        | \$ 1,571,297.90        | \$ 2,917,392.82         | \$ 10,942,010.18               | \$ -                     |
| 5211 Life/LTD insurance                         | \$ 104,000.00           | \$ 16,692.85           | \$ 24,811.90            | \$ 79,188.10                   | \$ -                     |
| 5220 FICA/Medicare                              | \$ 1,188,013.00         | \$ 69,893.90           | \$ 140,955.15           | \$ 1,047,057.85                | \$ -                     |
| 5230 Early Retirement                           | \$ 175,000.00           | \$ -                   | \$ 42,917.74            | \$ 132,082.26                  | \$ -                     |
| 5231 Retirement Contributions                   | \$ 661,085.00           | \$ 237,150.43          | \$ 266,233.47           | \$ 392,162.30                  | \$ 2,689.23              |
| 5250 Tuition Reimbursement                      | \$ 32,500.00            | \$ -                   | \$ -                    | \$ 32,500.00                   | \$ -                     |
| 5260 Unemployment Compensation                  | \$ 75,000.00            | \$ -                   | \$ -                    | \$ 75,000.00                   | \$ -                     |
| 5270 Workers Compensation                       | \$ 528,770.00           | \$ -                   | \$ 128,212.51           | \$ 384,637.53                  | \$ 15,919.96             |
| 5280 Retiree Insurance                          | \$ 293,440.00           | \$ 26,966.04           | \$ 85,980.36            | \$ 207,459.64                  | \$ -                     |
| 5290 Severance                                  | \$ 96,000.00            | \$ -                   | \$ 3,676.05             | \$ 92,323.95                   | \$ -                     |
| 5295 Clothing Allowance                         | \$ 9,000.00             | \$ -                   | \$ 8,250.00             | \$ -                           | \$ 750.00                |
| <b>Total EE Benefits</b>                        | <b>\$ 17,022,211.00</b> | <b>\$ 1,922,001.12</b> | <b>\$ 3,618,430.00</b>  | <b>\$ 13,384,421.81</b>        | <b>\$ 19,359.19</b>      |
| 5320 Professional Educational Services          | \$ 115,000.00           | \$ -                   | \$ -                    | \$ 97,750.00                   | \$ 17,250.00             |
| 5330 Professional Development                   | \$ 28,700.00            | \$ 1,700.00            | \$ 1,700.00             | \$ 27,000.00                   | \$ -                     |
| 5340 Other Professional Services                | \$ 818,205.00           | \$ 15,814.64           | \$ 29,614.64            | \$ 788,590.36                  | \$ -                     |
| 5341 Sub Services Certified                     | \$ 415,000.00           | \$ 793.50              | \$ 8,465.00             | \$ 406,535.00                  | \$ -                     |
| 5342 Sub Services Non-Certified                 | \$ 200,000.00           | \$ -                   | \$ -                    | \$ 200,000.00                  | \$ -                     |
| 5350 Technical Services                         | \$ 225,111.00           | \$ 6,675.72            | \$ 13,762.92            | \$ 211,348.08                  | \$ -                     |
| 5352 League Officials                           | \$ 45,030.00            | \$ -                   | \$ -                    | \$ 45,030.00                   | \$ -                     |
| <b>Purchase Prof Svcs</b>                       | <b>\$ 1,847,046.00</b>  | <b>\$ 24,983.86</b>    | <b>\$ 53,542.56</b>     | <b>\$ 1,776,253.44</b>         | <b>\$ 17,250.00</b>      |
| 5411 Utilities Water/Sewer                      | \$ 80,454.00            | \$ 953.09              | \$ 19,189.36            | \$ 61,264.64                   | \$ -                     |
| 5420 Disposal Services                          | \$ 93,044.00            | \$ 8,555.20            | \$ 16,410.40            | \$ 76,633.60                   | \$ -                     |
| 5430 Maint & Repairs Bldg & grounds             | \$ 859,176.00           | \$ 43,026.69           | \$ 195,129.43           | \$ 664,046.57                  | \$ -                     |
| 5440 Equipment Rentals                          | \$ 173,037.00           | \$ 28,650.49           | \$ 33,479.49            | \$ 139,557.51                  | \$ -                     |
| 5441 Maint Agreement (sports complex)           | \$ 6,750.00             | \$ 3,000.00            | \$ 3,000.00             | \$ 3,000.00                    | \$ 750.00                |
| <b>Purchased Property Services</b>              | <b>\$ 1,212,461.00</b>  | <b>\$ 84,185.47</b>    | <b>\$ 267,208.68</b>    | <b>\$ 944,502.32</b>           | <b>\$ 750.00</b>         |
| 5510 Student Transportation                     | \$ 5,327,200.00         | \$ 1,574,495.47        | \$ 1,570,694.47         | \$ 3,756,505.53                | \$ -                     |
| 5520 Liability /Athletic Insurance              | \$ 260,500.00           | \$ 229.85              | \$ 45,123.15            | \$ 215,376.85                  | \$ -                     |
| 5530 Licenses/Warrantees/Postage/Communications | \$ 674,823.00           | \$ 204,867.50          | \$ 365,031.84           | \$ 309,791.16                  | \$ -                     |
| 5540 Advertising and Marketing                  | \$ 16,500.00            | \$ 112.00              | \$ 637.95               | \$ 15,862.05                   | \$ -                     |
| 5550 Printing & Binding                         | \$ 5,305.00             | \$ 104.58              | \$ 104.58               | \$ 5,200.42                    | \$ -                     |
| 5560 Vo-Ag Tuition                              | \$ 1,067,484.00         | \$ -                   | \$ -                    | \$ 1,067,484.00                | \$ -                     |
| 5561 Tuition Public                             | \$ 3,928,630.00         | \$ 449,097.00          | \$ 448,255.95           | \$ 3,480,374.05                | \$ -                     |
| 5563 Tuition Private                            | \$ 6,000,000.00         | \$ -                   | \$ -                    | \$ 6,000,000.00                | \$ -                     |
| 5564 Tuition Other                              | \$ 40,000.00            | \$ 5,000.00            | \$ 5,000.00             | \$ 35,000.00                   | \$ -                     |
| 5580 Travel                                     | \$ 48,050.00            | \$ 2,433.57            | \$ 4,633.57             | \$ 43,416.43                   | \$ -                     |
| <b>Other Purchased Services</b>                 | <b>\$ 17,368,492.00</b> | <b>\$ 2,236,339.97</b> | <b>\$ 2,439,481.51</b>  | <b>\$ 14,929,010.49</b>        | <b>\$ -</b>              |
| 5610 Supplies                                   | \$ 501,342.00           | \$ 22,898.65           | \$ 23,006.86            | \$ 403,133.84                  | \$ 75,201.30             |
| 5620 Bus Fuel                                   | \$ 294,000.00           | \$ -                   | \$ -                    | \$ 294,000.00                  | \$ -                     |
| 5621 Natural Gas                                | \$ 384,006.00           | \$ 13,485.86           | \$ 13,485.86            | \$ 370,520.14                  | \$ -                     |
| 5622 Electricity                                | \$ 828,802.00           | \$ 76,572.35           | \$ 76,572.35            | \$ 743,941.63                  | \$ 8,288.02              |
| 5623 Bottled Gas                                | \$ 250.00               | \$ -                   | \$ -                    | \$ 250.00                      | \$ -                     |
| 5624 Oil  | \$ 61,994.00            | \$ -                   | \$ -                    | \$ 61,994.00                   | \$ -                     |
| 5640 Textbooks/Books and Subscriptions          | \$ 73,019.00            | \$ 2,988.18            | \$ 3,228.18             | \$ 62,488.92                   | \$ 7,301.90              |
| 5650 Instructional Technical Supplies           | \$ 25,250.00            | \$ 578.77              | \$ 578.77               | \$ 19,621.23                   | \$ 5,050.00              |
| <b>Total Supplies</b>                           | <b>\$ 2,168,663.00</b>  | <b>\$ 116,523.81</b>   | <b>\$ 116,872.02</b>    | <b>\$ 1,955,949.76</b>         | <b>\$ 95,841.22</b>      |
| 5743 Non-Instructional Equipment                | \$ 52,059.00            | \$ 349.05              | \$ 349.95               | \$ 51,709.05                   | \$ -                     |
| 5746 Instructional Equipment                    | \$ 17,131.00            | \$ -                   | \$ -                    | \$ 12,848.25                   | \$ 4,282.75              |
| <b>Total Equip</b>                              | <b>\$ 69,190.00</b>     | <b>\$ 349.05</b>       | <b>\$ 349.95</b>        | <b>\$ 64,557.30</b>            | <b>\$ 4,282.75</b>       |
| 5810 Dues/Fees                                  | \$ 74,721.00            | \$ 22,291.00           | \$ 25,021.00            | \$ 49,700.00                   | \$ -                     |
| 5890 Miscellaneous Expenses                     | \$ 936.00               | \$ -                   | \$ 825.00               | \$ 111.00                      | \$ -                     |
| <b>Total dues Fees Misc</b>                     | <b>\$ 75,657.00</b>     | <b>\$ 22,291.00</b>    | <b>\$ 25,846.00</b>     | <b>\$ 49,811.00</b>            | <b>\$ -</b>              |
| 5950 Donations                                  | \$ -                    | \$ -                   | \$ -                    | \$ -                           | \$ -                     |
| <b>Total Donations</b>                          | <b>\$ -</b>             | <b>\$ -</b>            | <b>\$ -</b>             | <b>\$ -</b>                    | <b>\$ -</b>              |
| <b>Total All Objects</b>                        | <b>\$ 78,131,123.00</b> | <b>\$ 6,846,611.65</b> | <b>\$ 11,350,688.45</b> | <b>\$ 66,554,065.83</b>        | <b>\$ 226,368.72</b>     |
| 5901 Capital-Migeon + K-8                       | \$ -                    | \$ -                   | \$ -                    | \$ -                           | \$ -                     |
| 5905 Capital-THS                                | \$ -                    | \$ -                   | \$ -                    | \$ -                           | \$ -                     |
| 5915 Capital Technology                         | \$ -                    | \$ -                   | \$ -                    | \$ -                           | \$ -                     |
| <b>Total Capital Budget</b>                     | <b>\$ -</b>             | <b>\$ -</b>            | <b>\$ -</b>             | <b>\$ -</b>                    | <b>\$ -</b>              |
| <b>Grand Total</b>                              | <b>\$ 78,131,123.00</b> | <b>\$ 6,846,611.65</b> | <b>\$ 11,350,688.45</b> | <b>\$ 66,554,065.83</b>        | <b>\$ 226,368.72</b>     |



# Expense Budget Performance Report

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Fiscal Year to Date 08/31/22

Include Rollup Account and Rollup to Account

| Account                      | Account Description              | Adopted Budget         | Budget Amendments | Amended Budget         | Current Month Transactions | YTD Encumbrances | YTD Transactions      | Budget - YTD Transactions | % Used/ Rec'd | Prior Year Total       |
|------------------------------|----------------------------------|------------------------|-------------------|------------------------|----------------------------|------------------|-----------------------|---------------------------|---------------|------------------------|
| Fund 5100 - General Fund BOE |                                  |                        |                   |                        |                            |                  |                       |                           |               |                        |
| EXPENSE                      |                                  |                        |                   |                        |                            |                  |                       |                           |               |                        |
| <b>5111</b>                  |                                  |                        |                   |                        |                            |                  |                       |                           |               |                        |
| 5111.01                      | Administrators Salaries          | 2,938,614.00           | .00               | 2,938,614.00           | 212,052.42                 | .00              | 419,122.14            | 2,519,491.86              | 14            | 2,744,907.81           |
| 5111.02                      | Program Salaries Admin           | 4,000.00               | .00               | 4,000.00               | .00                        | .00              | .00                   | 4,000.00                  | 0             | .00                    |
| 5111.15                      | Teachers                         | 23,081,743.00          | .00               | 23,081,743.00          | 1,636,396.76               | .00              | 3,253,454.56          | 19,828,288.44             | 14            | 22,444,686.30          |
| 5111.31                      | Social Worker                    | 803,123.00             | .00               | 803,123.00             | 51,727.22                  | .00              | 103,454.44            | 699,668.56                | 13            | 810,448.21             |
| 5111.40                      | Media Specialist                 | 504,870.00             | .00               | 504,870.00             | 34,132.24                  | .00              | 68,264.48             | 436,605.52                | 14            | 490,933.97             |
| 5111.46                      | Psychologist                     | 452,028.00             | .00               | 452,028.00             | 35,114.36                  | .00              | 70,228.72             | 381,799.28                | 16            | 455,056.84             |
| 5111.50                      | Stipends                         | 67,703.00              | .00               | 67,703.00              | .00                        | .00              | .00                   | 67,703.00                 | 0             | 78,009.50              |
| 5111.51                      | Stipends-Athletics Middle School | 52,040.00              | .00               | 52,040.00              | .00                        | .00              | .00                   | 52,040.00                 | 0             | 49,831.96              |
| 5111.52                      | Stipends-Athletics High School   | 207,320.00             | .00               | 207,320.00             | 3,367.00                   | .00              | 3,367.00              | 203,953.00                | 2             | 198,045.98             |
| 5111.57                      | Stipend Arts Drama Music         | 20,005.00              | .00               | 20,005.00              | .00                        | .00              | 1,240.00              | 18,765.00                 | 6             | 21,892.00              |
| 5111.58                      | Stipend - Guidance               | 1,377.00               | .00               | 1,377.00               | .00                        | .00              | .00                   | 1,377.00                  | 0             | .00                    |
| 5111.59                      | Stipend - Curriculum             | .00                    | .00               | .00                    | .00                        | .00              | .00                   | .00                       | +++           | 7,200.00               |
| 5111.60                      | Speech Pathologist               | 912,194.00             | .00               | 912,194.00             | 64,344.06                  | .00              | 128,688.12            | 783,505.88                | 14            | 879,385.98             |
| 5111.65                      | Guidance Counselor               | 587,494.00             | .00               | 587,494.00             | 47,039.38                  | .00              | 103,950.61            | 483,543.39                | 18            | 460,028.12             |
| 5111.75                      | Coordinating Teacher             | .00                    | .00               | .00                    | 6,184.76                   | .00              | 12,201.52             | (12,201.52)               | +++           | 78,077.88              |
| <b>5111 - Totals</b>         |                                  | <b>\$29,632,511.00</b> | <b>\$0.00</b>     | <b>\$29,632,511.00</b> | <b>\$2,090,358.20</b>      | <b>\$0.00</b>    | <b>\$4,163,971.59</b> | <b>\$25,468,539.41</b>    | <b>14%</b>    | <b>\$28,718,504.55</b> |
| <b>5112</b>                  |                                  |                        |                   |                        |                            |                  |                       |                           |               |                        |
| 5112.01                      | Paraprofessionals                | 3,634,395.00           | .00               | 3,634,395.00           | 43,620.14                  | .00              | 80,958.62             | 3,553,436.38              | 2             | 3,312,557.58           |
| 5112.02                      | Paraprofessional - Bristol Tech  | 24,864.00              | .00               | 24,864.00              | .00                        | .00              | .00                   | 24,864.00                 | 0             | 24,134.72              |
| 5112.03                      | COTA                             | 124,171.00             | .00               | 124,171.00             | 7,132.48                   | .00              | 14,264.96             | 109,906.04                | 11            | 92,073.72              |
| 5112.05                      | Non certified support staff      | 228,175.00             | .00               | 228,175.00             | 17,440.74                  | .00              | 34,881.48             | 193,293.52                | 15            | 218,683.40             |
| 5112.10                      | Technician                       | 320,731.00             | .00               | 320,731.00             | 25,055.30                  | .00              | 49,734.46             | 270,996.54                | 16            | 322,337.87             |
| 5112.25                      | Occupational Therapy             | 134,678.00             | .00               | 134,678.00             | 12,287.00                  | .00              | 25,294.00             | 109,384.00                | 19            | 214,479.64             |
| 5112.27                      | Behavioral Therapy               | 126,965.00             | .00               | 126,965.00             | .00                        | .00              | .00                   | 126,965.00                | 0             | .00                    |
| 5112.30                      | Clerical                         | 1,269,378.00           | .00               | 1,269,378.00           | 93,273.76                  | .00              | 162,532.47            | 1,106,845.53              | 13            | 1,284,039.09           |
| 5112.32                      | Board Clerk                      | 22,800.00              | .00               | 22,800.00              | 1,600.00                   | .00              | 3,800.00              | 19,000.00                 | 17            | 17,595.85              |
| 5112.34                      | Drivers - Athletics              | 24,905.00              | .00               | 24,905.00              | .00                        | .00              | .00                   | 24,905.00                 | 0             | 18,040.00              |
| 5112.36                      | Misc Game Personnel              | 35,220.00              | .00               | 35,220.00              | .00                        | .00              | .00                   | 35,220.00                 | 0             | 30,845.66              |
| 5112.70                      | Nurses                           | 592,346.00             | .00               | 592,346.00             | 40,567.07                  | .00              | 80,690.73             | 511,655.27                | 14            | 564,146.99             |
| 5112.80                      | Custodians                       | 1,594,673.00           | .00               | 1,594,673.00           | 92,567.33                  | .00              | 161,447.06            | 1,433,225.94              | 10            | 1,295,540.63           |
| 5112.90                      | Longevity                        | 124,939.00             | .00               | 124,939.00             | 585.00                     | .00              | 1,147.50              | 123,791.50                | 1             | 105,221.00             |
| <b>5112 - Totals</b>         |                                  | <b>\$8,258,240.00</b>  | <b>\$0.00</b>     | <b>\$8,258,240.00</b>  | <b>\$334,128.82</b>        | <b>\$0.00</b>    | <b>\$614,751.28</b>   | <b>\$7,643,488.72</b>     | <b>7%</b>     | <b>\$7,499,696.15</b>  |
| <b>5120</b>                  |                                  |                        |                   |                        |                            |                  |                       |                           |               |                        |
| 5120                         | Substitute Salaries              | 44,056.00              | .00               | 44,056.00              | .00                        | .00              | .00                   | 44,056.00                 | 0             | 48,438.54              |
| 5120.02                      | Substitutes-Clerical             | 4,000.00               | .00               | 4,000.00               | 1,448.11                   | .00              | 2,743.36              | 1,256.64                  | 69            | 22,054.44              |
| 5120.03                      | Substitutes-Nurse                | 24,500.00              | .00               | 24,500.00              | .00                        | .00              | 223.50                | 24,276.50                 | 1             | 29,351.75              |
| <b>5120 - Totals</b>         |                                  | <b>\$72,556.00</b>     | <b>\$0.00</b>     | <b>\$72,556.00</b>     | <b>\$1,448.11</b>          | <b>\$0.00</b>    | <b>\$2,966.86</b>     | <b>\$69,589.14</b>        | <b>4%</b>     | <b>\$99,844.73</b>     |



# Expense Budget Performance Report

Fiscal Year to Date 08/31/22

Include Rollup Account and Rollup to Account

| Account     | Account Description               | Adopted Budget         | Budget Amendments | Amended Budget         | Current Month Transactions | YTD Encumbrances       | YTD Transactions      | Budget - YTD Transactions | % Used/ Rec'd | Prior Year Total       |
|-------------|-----------------------------------|------------------------|-------------------|------------------------|----------------------------|------------------------|-----------------------|---------------------------|---------------|------------------------|
| Fund        | <b>5100 - General Fund BOE</b>    |                        |                   |                        |                            |                        |                       |                           |               |                        |
|             | EXPENSE                           |                        |                   |                        |                            |                        |                       |                           |               |                        |
| <b>5121</b> |                                   |                        |                   |                        |                            |                        |                       |                           |               |                        |
| 5121        | Tutors                            | 106,832.00             | .00               | 106,832.00             | .00                        | .00                    | 5,000.00              | 101,832.00                | 5             | 75,552.00              |
| 5121.06     | Tutors - HOMEBOUND SERVICES       | 5,000.00               | .00               | 5,000.00               | .00                        | .00                    | .00                   | 5,000.00                  | 0             | .00                    |
| 5121.15     | Tutors - Special Ed               | 10,000.00              | .00               | 10,000.00              | .00                        | .00                    | 384.00                | 9,616.00                  | 4             | 6,602.00               |
| 5121.87     | Tutors - Summer School Special Ed | 5,000.00               | .00               | 5,000.00               | 3,856.00                   | .00                    | 3,856.00              | 1,144.00                  | 77            | .00                    |
|             | <b>5121 - Totals</b>              | <b>\$126,832.00</b>    | <b>\$0.00</b>     | <b>\$126,832.00</b>    | <b>\$3,856.00</b>          | <b>\$0.00</b>          | <b>\$9,240.00</b>     | <b>\$117,592.00</b>       | <b>7%</b>     | <b>\$82,154.00</b>     |
| 5123        | Long Term Certified Subs          | 100,234.00             | .00               | 100,234.00             | .00                        | .00                    | 22,347.20             | 77,886.80                 | 22            | 368,986.72             |
| <b>5130</b> |                                   |                        |                   |                        |                            |                        |                       |                           |               |                        |
| 5130.30     | OT Wages-Clerical                 | 15,000.00              | .00               | 15,000.00              | 1,251.85                   | .00                    | 2,575.86              | 12,424.14                 | 17            | 36,283.54              |
| 5130.80     | OT Wages-Custodian                | 80,200.00              | .00               | 80,200.00              | 8,894.39                   | .00                    | 13,104.94             | 67,095.06                 | 16            | 105,121.81             |
| 5130.82     | OT Wage Labor Board Cust          | 1,400.00               | .00               | 1,400.00               | .00                        | .00                    | .00                   | 1,400.00                  | 0             | .00                    |
|             | <b>5130 - Totals</b>              | <b>\$96,600.00</b>     | <b>\$0.00</b>     | <b>\$96,600.00</b>     | <b>\$10,146.24</b>         | <b>\$0.00</b>          | <b>\$15,680.80</b>    | <b>\$80,919.20</b>        | <b>16%</b>    | <b>\$141,405.35</b>    |
| 5190        | Other Salaries                    | 80,430.00              | .00               | 80,430.00              | .00                        | .00                    | .00                   | 80,430.00                 | 0             | .00                    |
| <b>5210</b> |                                   |                        |                   |                        |                            |                        |                       |                           |               |                        |
| 5210        | Health & Life Insurance           | 13,287,403.00          | .00               | 13,287,403.00          | 1,328,497.90               | 10,626,910.64          | 2,656,667.82          | 3,824.54                  | 100           | 13,856,321.11          |
| 5210.01     | HSA Deductible                    | 572,000.00             | .00               | 572,000.00             | 242,800.00                 | 252,825.00             | 260,725.00            | 58,450.00                 | 90            | 502,584.20             |
|             | <b>5210 - Totals</b>              | <b>\$13,859,403.00</b> | <b>\$0.00</b>     | <b>\$13,859,403.00</b> | <b>\$1,571,297.90</b>      | <b>\$10,879,735.64</b> | <b>\$2,917,392.82</b> | <b>\$62,274.54</b>        | <b>100%</b>   | <b>\$14,358,905.31</b> |
| 5211        | Life/LTD Insurance                | 104,000.00             | .00               | 104,000.00             | 16,692.85                  | 72,616.70              | 24,811.90             | 6,571.40                  | 94            | 101,121.74             |
| 5220        | Social Security/Medicare          | 1,188,013.00           | .00               | 1,188,013.00           | 69,893.90                  | .00                    | 140,955.15            | 1,047,057.85              | 12            | 1,198,960.69           |
| 5230        | Early Retirement                  | 175,000.00             | .00               | 175,000.00             | .00                        | .00                    | 42,917.74             | 132,082.26                | 25            | 269,582.90             |
| <b>5231</b> |                                   |                        |                   |                        |                            |                        |                       |                           |               |                        |
| 5231        | Retirement Contributions          | 500,000.00             | .00               | 500,000.00             | 227,051.05                 | .00                    | 236,738.37            | 263,261.63                | 47            | 415,208.96             |
| 5231.01     | Administrator Annuity union       | 58,294.00              | .00               | 58,294.00              | 3,680.20                   | .00                    | 16,091.44             | 42,202.56                 | 28            | 41,634.82              |
| 5231.02     | Non union Annuity                 | 102,791.00             | .00               | 102,791.00             | 6,419.18                   | .00                    | 13,403.66             | 89,387.34                 | 13            | 95,724.94              |
|             | <b>5231 - Totals</b>              | <b>\$661,085.00</b>    | <b>\$0.00</b>     | <b>\$661,085.00</b>    | <b>\$237,150.43</b>        | <b>\$0.00</b>          | <b>\$266,233.47</b>   | <b>\$394,851.53</b>       | <b>40%</b>    | <b>\$552,568.72</b>    |
| 5250        | Tuition Reimbursement             | 32,500.00              | .00               | 32,500.00              | .00                        | .00                    | .00                   | 32,500.00                 | 0             | 33,464.86              |
| 5260        | Unemployment Compensation         | 75,000.00              | .00               | 75,000.00              | .00                        | .00                    | .00                   | 75,000.00                 | 0             | 28,129.00              |
| 5270        | Workers Compensation              | 528,770.00             | .00               | 528,770.00             | .00                        | 384,637.53             | 128,212.51            | 15,919.96                 | 97            | 488,443.98             |
| 5280        | Retiree Insurance                 | 293,440.00             | .00               | 293,440.00             | 26,966.04                  | 284,397.04             | 85,980.36             | (76,937.40)               | 126           | 285,901.59             |
| 5290        | Severance                         | 96,000.00              | .00               | 96,000.00              | .00                        | .00                    | 3,676.05              | 92,323.95                 | 4             | 70,697.06              |
| 5295        | Clothing Allowance                | 9,000.00               | .00               | 9,000.00               | .00                        | .00                    | 8,250.00              | 750.00                    | 92            | 8,250.00               |
| 5320        | Prof Educ Services                | 115,000.00             | .00               | 115,000.00             | .00                        | .00                    | .00                   | 115,000.00                | 0             | 120,492.00             |
| 5330        | Professional Development          | 28,700.00              | .00               | 28,700.00              | 1,700.00                   | 5,212.27               | 1,700.00              | 21,787.73                 | 24            | 6,858.29               |
| <b>5340</b> |                                   |                        |                   |                        |                            |                        |                       |                           |               |                        |
| 5340        | Other Professional Svcs           | 595,705.00             | .00               | 595,705.00             | 9,134.00                   | 9,039.04               | 22,934.00             | 563,731.96                | 5             | 412,944.47             |
| 5340.01     | Legal/Consulting Fees             | 200,000.00             | .00               | 200,000.00             | 5,590.64                   | 24,907.00              | 5,590.64              | 169,502.36                | 15            | 204,291.96             |
| 5340.02     | Hospitalized-Tutor Svcs           | 10,000.00              | .00               | 10,000.00              | .00                        | .00                    | .00                   | 10,000.00                 | 0             | 14,634.00              |
| 5340.04     | Misc Professional Svcs            | 12,000.00              | .00               | 12,000.00              | 1,090.00                   | .00                    | 1,090.00              | 10,910.00                 | 9             | 24,229.12              |
| 5340.05     | Translation Services              | 500.00                 | .00               | 500.00                 | .00                        | .00                    | .00                   | 500.00                    | 0             | .00                    |



# Expense Budget Performance Report

Fiscal Year to Date 08/31/22

Include Rollup Account and Rollup to Account

| Account                      | Account Description                          | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year Total |
|------------------------------|--|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------------|
| Fund 5100 - General Fund BOE |  |                |                   |                |                            |                  |                  |                           |               |                  |
| EXPENSE                      |  |                |                   |                |                            |                  |                  |                           |               |                  |
|                              | <b>5340 - Totals</b>                         | \$818,205.00   | \$0.00            | \$818,205.00   | \$15,814.64                | \$33,946.04      | \$29,614.64      | \$754,644.32              | 8%            | \$656,099.55     |
| <b>5341</b>                  |  |                |                   |                |                            |                  |                  |                           |               |                  |
| 5341                         | Substitute Svcs-TE Kelly Services            | 400,000.00     | .00               | 400,000.00     | 793.50                     | .00              | 8,465.00         | 391,535.00                | 2             | 482,612.74       |
| 5341.01                      | Substitute Svcs - DELTA T - other staff      | 15,000.00      | .00               | 15,000.00      | .00                        | .00              | .00              | 15,000.00                 | 0             | 4,260.97         |
|                              | <b>5341 - Totals</b>                         | \$415,000.00   | \$0.00            | \$415,000.00   | \$793.50                   | \$0.00           | \$8,465.00       | \$406,535.00              | 2%            | \$486,873.71     |
| <b>5342</b>                  |  |                |                   |                |                            |                  |                  |                           |               |                  |
| 5342                         | Substitute Svcs-Para Kelly Services          | 120,000.00     | .00               | 120,000.00     | .00                        | .00              | .00              | 120,000.00                | 0             | 24,908.08        |
| 5342.01                      | Substitute Svcs-Para - DELTA T               | 80,000.00      | .00               | 80,000.00      | .00                        | .00              | .00              | 80,000.00                 | 0             | 49,927.60        |
|                              | <b>5342 - Totals</b>                         | \$200,000.00   | \$0.00            | \$200,000.00   | \$0.00                     | \$0.00           | \$0.00           | \$200,000.00              | 0%            | \$74,835.68      |
| 5350                         | Technical Services                           | 225,111.00     | .00               | 225,111.00     | 6,675.72                   | 49,789.60        | 13,762.92        | 161,558.48                | 28            | 565,857.51       |
| 5352                         | OthrTechSvcs-League Offl                     | 45,030.00      | .00               | 45,030.00      | .00                        | .00              | .00              | 45,030.00                 | 0             | 31,991.42        |
| <b>5411</b>                  |  |                |                   |                |                            |                  |                  |                           |               |                  |
| 5411                         | Utility-Water                                | 55,090.00      | .00               | 55,090.00      | 953.09                     | .00              | 953.09           | 54,136.91                 | 2             | 51,421.87        |
| 5411.01                      | Sewer  | 25,364.00      | .00               | 25,364.00      | .00                        | .00              | 18,236.27        | 7,127.73                  | 72            | 15,464.67        |
|                              | <b>5411 - Totals</b>                         | \$80,454.00    | \$0.00            | \$80,454.00    | \$953.09                   | \$0.00           | \$19,189.36      | \$61,264.64               | 24%           | \$66,886.54      |
| 5420                         | Disposal Services                            | 93,044.00      | .00               | 93,044.00      | 8,555.20                   | 78,552.00        | 16,410.40        | (1,918.40)                | 102           | 88,776.79        |
| <b>5430</b>                  |  |                |                   |                |                            |                  |                  |                           |               |                  |
| 5430                         | Repair Equipment                             | 100,466.00     | .00               | 100,466.00     | 3,831.36                   | 5,162.21         | 3,851.36         | 91,452.43                 | 9             | 144,772.48       |
| 5430.03                      | General Maint                                | 505,299.00     | .00               | 505,299.00     | 39,195.33                  | 65,665.18        | 82,944.75        | 356,689.07                | 29            | 714,601.64       |
| 5430.10                      | Snow Plowing Contracted Services             | 90,911.00      | .00               | 90,911.00      | .00                        | .00              | .00              | 90,911.00                 | 0             | 88,911.00        |
| 5430.20                      | Landscaping                                  | 162,500.00     | .00               | 162,500.00     | .00                        | 54,166.66        | 108,333.32       | .02                       | 100           | 152,500.00       |
|                              | <b>5430 - Totals</b>                         | \$859,176.00   | \$0.00            | \$859,176.00   | \$43,026.69                | \$124,994.05     | \$195,129.43     | \$539,052.52              | 37%           | \$1,100,785.12   |
| <b>5440</b>                  |  |                |                   |                |                            |                  |                  |                           |               |                  |
| 5440.02                      | Copier Services                              | 120,000.00     | .00               | 120,000.00     | 6,796.05                   | 95,822.95        | 11,625.05        | 12,552.00                 | 90            | 123,814.80       |
| 5440.03                      | Other Rental Services                        | 5,580.00       | .00               | 5,580.00       | 220.00                     | .00              | 220.00           | 5,360.00                  | 4             | 9,300.00         |
| 5440.05                      | Athletic Rental                              | 47,457.00      | .00               | 47,457.00      | 21,634.44                  | .00              | 21,634.44        | 25,822.56                 | 46            | 49,285.74        |
|                              | <b>5440 - Totals</b>                         | \$173,037.00   | \$0.00            | \$173,037.00   | \$28,650.49                | \$95,822.95      | \$33,479.49      | \$43,734.56               | 75%           | \$182,400.54     |
| <b>5441</b>                  |  |                |                   |                |                            |                  |                  |                           |               |                  |
| 5441.10                      | Sports Complex - Annual Maintenance Contract | 6,750.00       | .00               | 6,750.00       | 3,000.00                   | 3,000.00         | 3,000.00         | 750.00                    | 89            | 6,675.00         |
|                              | <b>5441 - Totals</b>                         | \$6,750.00     | \$0.00            | \$6,750.00     | \$3,000.00                 | \$3,000.00       | \$3,000.00       | \$750.00                  | 89%           | \$6,675.00       |
| <b>5510</b>                  |  |                |                   |                |                            |                  |                  |                           |               |                  |
| 5510                         | Student Transport-                           | 5,277,200.00   | .00               | 5,277,200.00   | 1,569,840.47               | 1,717,007.41     | 1,566,039.47     | 1,994,153.12              | 62            | 4,947,811.58     |
| 5510.01                      | Transport-Summer School                      | 50,000.00      | .00               | 50,000.00      | 4,655.00                   | .00              | 4,655.00         | 45,345.00                 | 9             | 22,766.00        |
|                              | <b>5510 - Totals</b>                         | \$5,327,200.00 | \$0.00            | \$5,327,200.00 | \$1,574,495.47             | \$1,717,007.41   | \$1,570,694.47   | \$2,039,498.12            | 62%           | \$4,970,577.58   |
| <b>5520</b>                  |  |                |                   |                |                            |                  |                  |                           |               |                  |
| 5520                         | Liability Insurance                          | 250,000.00     | .00               | 250,000.00     | 229.85                     | 134,679.90       | 45,123.15        | 70,196.95                 | 72            | 197,972.92       |
| 5520.02                      | Athletic Insurance                           | 10,500.00      | .00               | 10,500.00      | .00                        | .00              | .00              | 10,500.00                 | 0             | 9,984.00         |
|                              | <b>5520 - Totals</b>                         | \$260,500.00   | \$0.00            | \$260,500.00   | \$229.85                   | \$134,679.90     | \$45,123.15      | \$80,696.95               | 69%           | \$207,956.92     |



# Expense Budget Performance Report

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Fiscal Year to Date 08/31/22

Include Rollup Account and Rollup to Account

| Account              | Account Description           | Adopted Budget        | Budget Amendments | Amended Budget        | Current Month Transactions | YTD Encumbrances      | YTD Transactions    | Budget - YTD Transactions | % Used/ Rec'd | Prior Year Total      |
|----------------------|-------------------------------|-----------------------|-------------------|-----------------------|----------------------------|-----------------------|---------------------|---------------------------|---------------|-----------------------|
| Fund 5100            | <b>General Fund BOE</b>       |                       |                   |                       |                            |                       |                     |                           |               |                       |
|                      | EXPENSE                       |                       |                   |                       |                            |                       |                     |                           |               |                       |
| <b>5530</b>          |                               |                       |                   |                       |                            |                       |                     |                           |               |                       |
| 5530                 | Communications                | 130,000.00            | .00               | 130,000.00            | 14,398.05                  | 67,400.20             | 18,595.84           | 44,003.96                 | 66            | 129,801.29            |
| 5530.04              | Postage                       | 28,053.00             | .00               | 28,053.00             | 1,124.57                   | .00                   | 1,260.27            | 26,792.73                 | 4             | 26,604.09             |
| 5530.05              | Licensing & Warranty Contract | 516,770.00            | .00               | 516,770.00            | 189,344.88                 | 86,827.51             | 345,175.73          | 84,766.76                 | 84            | 667,431.98            |
| <b>5530 - Totals</b> |                               | <b>\$674,823.00</b>   | <b>\$0.00</b>     | <b>\$674,823.00</b>   | <b>\$204,867.50</b>        | <b>\$154,227.71</b>   | <b>\$365,031.84</b> | <b>\$155,563.45</b>       | <b>77%</b>    | <b>\$823,837.36</b>   |
| <b>5540</b>          |                               |                       |                   |                       |                            |                       |                     |                           |               |                       |
| 5540                 | Advertising-Recruitment       | 15,000.00             | .00               | 15,000.00             | 112.00                     | .00                   | 637.95              | 14,362.05                 | 4             | 18,735.14             |
| 5540.01              | Video and Marketing           | 1,500.00              | .00               | 1,500.00              | .00                        | .00                   | .00                 | 1,500.00                  | 0             | .00                   |
| <b>5540 - Totals</b> |                               | <b>\$16,500.00</b>    | <b>\$0.00</b>     | <b>\$16,500.00</b>    | <b>\$112.00</b>            | <b>\$0.00</b>         | <b>\$637.95</b>     | <b>\$15,862.05</b>        | <b>4%</b>     | <b>\$18,735.14</b>    |
| 5550                 | Printing & Binding            | 5,305.00              | .00               | 5,305.00              | 104.58                     | .00                   | 104.58              | 5,200.42                  | 2             | 1,109.20              |
| <b>5560</b>          |                               |                       |                   |                       |                            |                       |                     |                           |               |                       |
| 5560.15              | Tuition - Vo-Ag SPED          | 200,000.00            | .00               | 200,000.00            | .00                        | .00                   | .00                 | 200,000.00                | 0             | 172,573.10            |
| 5560.18              | Tuition - Vo-AG               | 867,484.00            | .00               | 867,484.00            | .00                        | .00                   | .00                 | 867,484.00                | 0             | 805,845.62            |
| <b>5560 - Totals</b> |                               | <b>\$1,067,484.00</b> | <b>\$0.00</b>     | <b>\$1,067,484.00</b> | <b>\$0.00</b>              | <b>\$0.00</b>         | <b>\$0.00</b>       | <b>\$1,067,484.00</b>     | <b>0%</b>     | <b>\$978,418.72</b>   |
| <b>5561</b>          |                               |                       |                   |                       |                            |                       |                     |                           |               |                       |
| 5561.01              | Tuition - Public Sped DCF     | 40,000.00             | .00               | 40,000.00             | .00                        | .00                   | (841.05)            | 40,841.05                 | -2            | 30,486.08             |
| 5561.02              | Tuition - Sped Exploration    | 250,000.00            | .00               | 250,000.00            | .00                        | .00                   | .00                 | 250,000.00                | 0             | 146,951.25            |
| 5561.15              | Tuition - SPED Public         | 2,250,000.00          | .00               | 2,250,000.00          | 449,097.00                 | 1,527,245.00          | 449,097.00          | 273,658.00                | 88            | 2,158,218.22          |
| 5561.19              | Tuition - Magnet School       | 626,630.00            | .00               | 626,630.00            | .00                        | .00                   | .00                 | 626,630.00                | 0             | 441,341.00            |
| 5561.20              | Tuition - Highlander          | 10,000.00             | .00               | 10,000.00             | .00                        | .00                   | .00                 | 10,000.00                 | 0             | 1,644.44              |
| 5561.25              | Tuition - Magnet School SPED  | 750,000.00            | .00               | 750,000.00            | .00                        | .00                   | .00                 | 750,000.00                | 0             | 581,511.63            |
| 5561.98              | Tuition - Pre - K In District | 2,000.00              | .00               | 2,000.00              | .00                        | .00                   | .00                 | 2,000.00                  | 0             | .00                   |
| <b>5561 - Totals</b> |                               | <b>\$3,928,630.00</b> | <b>\$0.00</b>     | <b>\$3,928,630.00</b> | <b>\$449,097.00</b>        | <b>\$1,527,245.00</b> | <b>\$448,255.95</b> | <b>\$1,953,129.05</b>     | <b>50%</b>    | <b>\$3,360,152.62</b> |
| <b>5563</b>          |                               |                       |                   |                       |                            |                       |                     |                           |               |                       |
| 5563.01              | Tuition-Detention Center      | 10,000.00             | .00               | 10,000.00             | .00                        | .00                   | .00                 | 10,000.00                 | 0             | 214.50                |
| 5563.04              | Tuition - Private Sped DCF    | 100,000.00            | .00               | 100,000.00            | .00                        | .00                   | .00                 | 100,000.00                | 0             | 72,429.74             |
| 5563.06              | Tuition - Court placed        | 80,000.00             | .00               | 80,000.00             | .00                        | .00                   | .00                 | 80,000.00                 | 0             | .00                   |
| 5563.15              | Tuition - Private -SPED       | 5,800,000.00          | .00               | 5,800,000.00          | .00                        | 441,136.68            | .00                 | 5,358,863.32              | 8             | 4,945,963.36          |
| 5563.25              | Tuition - Summer Placements   | 10,000.00             | .00               | 10,000.00             | .00                        | .00                   | .00                 | 10,000.00                 | 0             | .00                   |
| <b>5563 - Totals</b> |                               | <b>\$6,000,000.00</b> | <b>\$0.00</b>     | <b>\$6,000,000.00</b> | <b>\$0.00</b>              | <b>\$441,136.68</b>   | <b>\$0.00</b>       | <b>\$5,558,863.32</b>     | <b>7%</b>     | <b>\$5,018,607.60</b> |
| 5564                 | TUITION                       | 40,000.00             | .00               | 40,000.00             | 5,000.00                   | 151,750.00            | 5,000.00            | (116,750.00)              | 392           | 41,912.50             |
| <b>5580</b>          |                               |                       |                   |                       |                            |                       |                     |                           |               |                       |
| 5580                 | Travel                        | 12,050.00             | .00               | 12,050.00             | 433.57                     | .00                   | 433.57              | 11,616.43                 | 4             | 10,885.05             |
| 5580.01              | Administrators Travel         | 36,000.00             | .00               | 36,000.00             | 2,000.00                   | .00                   | 4,200.00            | 31,800.00                 | 12            | 42,028.51             |
| <b>5580 - Totals</b> |                               | <b>\$48,050.00</b>    | <b>\$0.00</b>     | <b>\$48,050.00</b>    | <b>\$2,433.57</b>          | <b>\$0.00</b>         | <b>\$4,633.57</b>   | <b>\$43,416.43</b>        | <b>10%</b>    | <b>\$52,913.56</b>    |
| <b>5610</b>          |                               |                       |                   |                       |                            |                       |                     |                           |               |                       |
| 5610.01              | Instructional Supplies        | 225,011.00            | .00               | 225,011.00            | 8,943.35                   | 47,600.48             | 8,943.35            | 168,467.17                | 25            | 195,116.58            |
| 5610.02              | Audio/Visual Supl-            | 500.00                | .00               | 500.00                | .00                        | .00                   | .00                 | 500.00                    | 0             | 1,000.00              |
| 5610.04              | Cleaning Supplies             | 128,783.00            | .00               | 128,783.00            | 2,825.09                   | 3,513.37              | 2,825.09            | 122,444.54                | 5             | 123,763.37            |



# Expense Budget Performance Report

Fiscal Year to Date 08/31/22

Include Rollup Account and Rollup to Account

| Account                             | Account Description       | Adopted Budget         | Budget Amendments | Amended Budget         | Current Month Transactions | YTD Encumbrances       | YTD Transactions       | Budget - YTD Transactions | % Used/ Rec'd | Prior Year Total       |
|-------------------------------------|---------------------------|------------------------|-------------------|------------------------|----------------------------|------------------------|------------------------|---------------------------|---------------|------------------------|
| Fund 5100 - General Fund BOE        |                           |                        |                   |                        |                            |                        |                        |                           |               |                        |
| EXPENSE                             |                           |                        |                   |                        |                            |                        |                        |                           |               |                        |
| <b>5610</b>                         |                           |                        |                   |                        |                            |                        |                        |                           |               |                        |
| 5610.05                             | Non Instructional Supply  | 140,257.00             | .00               | 140,257.00             | 11,130.21                  | 18,435.05              | 11,238.42              | 110,583.53                | 21            | 172,682.94             |
| 5610.20                             | Program Supplies          | 6,791.00               | .00               | 6,791.00               | .00                        | .00                    | .00                    | 6,791.00                  | 0             | 3,817.79               |
| <b>5610 - Totals</b>                |                           | <b>\$501,342.00</b>    | <b>\$0.00</b>     | <b>\$501,342.00</b>    | <b>\$22,898.65</b>         | <b>\$69,548.90</b>     | <b>\$23,006.86</b>     | <b>\$408,786.24</b>       | <b>18%</b>    | <b>\$496,380.68</b>    |
| <b>5620</b>                         |                           |                        |                   |                        |                            |                        |                        |                           |               |                        |
| 5620.02                             | Bus Fuel                  | 294,000.00             | .00               | 294,000.00             | .00                        | .00                    | .00                    | 294,000.00                | 0             | 200,038.00             |
| <b>5620 - Totals</b>                |                           | <b>\$294,000.00</b>    | <b>\$0.00</b>     | <b>\$294,000.00</b>    | <b>\$0.00</b>              | <b>\$0.00</b>          | <b>\$0.00</b>          | <b>\$294,000.00</b>       | <b>0%</b>     | <b>\$200,038.00</b>    |
| 5621                                | Natural Gas               | 384,006.00             | .00               | 384,006.00             | 13,485.86                  | 362,514.14             | 13,485.86              | 8,006.00                  | 98            | 396,178.54             |
| 5622                                | Electricity               | 828,802.00             | .00               | 828,802.00             | 76,572.35                  | 724,711.92             | 76,572.35              | 27,517.73                 | 97            | 800,945.60             |
| 5623                                | Bottled Gas               | 250.00                 | .00               | 250.00                 | .00                        | .00                    | .00                    | 250.00                    | 0             | .00                    |
| 5624                                | Oil                       | 61,994.00              | .00               | 61,994.00              | .00                        | .00                    | .00                    | 61,994.00                 | 0             | 60,979.54              |
| <b>5640</b>                         |                           |                        |                   |                        |                            |                        |                        |                           |               |                        |
| 5640.1                              | Textbooks                 | 28,375.00              | .00               | 28,375.00              | 2,988.18                   | 1,408.82               | 2,988.18               | 23,978.00                 | 15            | 68,987.19              |
| 5640.2                              | Library Books             | 19,782.00              | .00               | 19,782.00              | .00                        | .00                    | .00                    | 19,782.00                 | 0             | 11,821.82              |
| 5640.3                              | Subscriptions             | 24,862.00              | .00               | 24,862.00              | .00                        | 4,948.63               | 240.00                 | 19,673.37                 | 21            | 22,258.43              |
| <b>5640 - Totals</b>                |                           | <b>\$73,019.00</b>     | <b>\$0.00</b>     | <b>\$73,019.00</b>     | <b>\$2,988.18</b>          | <b>\$6,357.45</b>      | <b>\$3,228.18</b>      | <b>\$63,433.37</b>        | <b>13%</b>    | <b>\$103,067.44</b>    |
| <b>5650</b>                         |                           |                        |                   |                        |                            |                        |                        |                           |               |                        |
| 5650                                | Instructional Tech Supply | 15,000.00              | .00               | 15,000.00              | .00                        | .00                    | .00                    | 15,000.00                 | 0             | .00                    |
| 5650.01                             | Non Instr Tech Supply     | 10,250.00              | .00               | 10,250.00              | 578.77                     | 1,422.50               | 578.77                 | 8,248.73                  | 20            | 231,618.99             |
| 5650.03                             | Forbes                    | .00                    | .00               | .00                    | .00                        | .00                    | .00                    | .00                       | +++           | 165.97                 |
| 5650.04                             | Vogel                     | .00                    | .00               | .00                    | .00                        | .00                    | .00                    | .00                       | +++           | 165.25                 |
| 5650.05                             | High School               | .00                    | .00               | .00                    | .00                        | .00                    | .00                    | .00                       | +++           | 1,683.32               |
| 5650.06                             | Middle School             | .00                    | .00               | .00                    | .00                        | .00                    | .00                    | .00                       | +++           | 996.57                 |
| 5650.08                             | Southwest                 | .00                    | .00               | .00                    | .00                        | .00                    | .00                    | .00                       | +++           | 473.68                 |
| 5650.09                             | Torrington                | .00                    | .00               | .00                    | .00                        | .00                    | .00                    | .00                       | +++           | 306.48                 |
| <b>5650 - Totals</b>                |                           | <b>\$25,250.00</b>     | <b>\$0.00</b>     | <b>\$25,250.00</b>     | <b>\$578.77</b>            | <b>\$1,422.50</b>      | <b>\$578.77</b>        | <b>\$23,248.73</b>        | <b>8%</b>     | <b>\$235,410.26</b>    |
| 5743                                | Non Instructional Equip   | 52,059.00              | .00               | 52,059.00              | 349.95                     | 124.94                 | 349.95                 | 51,584.11                 | 1             | 134,168.02             |
| 5746                                | Instructional Equipment   | 17,131.00              | .00               | 17,131.00              | .00                        | .00                    | .00                    | 17,131.00                 | 0             | 21,169.05              |
| 5810                                | Dues and Fees             | 74,721.00              | .00               | 74,721.00              | 22,291.00                  | .00                    | 25,021.00              | 49,700.00                 | 33            | 80,228.86              |
| <b>5890</b>                         |                           |                        |                   |                        |                            |                        |                        |                           |               |                        |
| 5890                                | Miscellaneous Expenditure | 936.00                 | .00               | 936.00                 | .00                        | .00                    | .00                    | 936.00                    | 0             | 465,542.63             |
| 5890.15                             | Mentor Stipend            | .00                    | .00               | .00                    | .00                        | .00                    | 825.00                 | (825.00)                  | +++           | 13,591.00              |
| 5890.0000                           | Transfer Out              | .00                    | .00               | .00                    | .00                        | .00                    | .00                    | .00                       | +++           | 200,000.00             |
| <b>5890 - Totals</b>                |                           | <b>\$936.00</b>        | <b>\$0.00</b>     | <b>\$936.00</b>        | <b>\$0.00</b>              | <b>\$0.00</b>          | <b>\$825.00</b>        | <b>\$111.00</b>           | <b>88%</b>    | <b>\$679,133.63</b>    |
| <b>EXPENSE TOTALS</b>               |                           | <b>\$78,131,123.00</b> | <b>\$0.00</b>     | <b>\$78,131,123.00</b> | <b>\$6,846,612.55</b>      | <b>\$17,303,430.37</b> | <b>\$11,350,688.45</b> | <b>\$49,477,004.18</b>    | <b>37%</b>    | <b>\$76,377,070.32</b> |
| Fund 5100 - General Fund BOE Totals |                           | <b>\$78,131,123.00</b> | <b>\$0.00</b>     | <b>\$78,131,123.00</b> | <b>\$6,846,612.55</b>      | <b>\$17,303,430.37</b> | <b>\$11,350,688.45</b> | <b>\$49,477,004.18</b>    |               | <b>\$76,377,070.32</b> |
| Grand Totals                        |                           | <b>\$78,131,123.00</b> | <b>\$0.00</b>     | <b>\$78,131,123.00</b> | <b>\$6,846,612.55</b>      | <b>\$17,303,430.37</b> | <b>\$11,350,688.45</b> | <b>\$49,477,004.18</b>    |               | <b>\$76,377,070.32</b> |

CT State Contract

X2C

Transit MR 148" wheel base  
White

**TASCA FORD**

Torrington Schools  
state contract 19PSX0161

250 webster square rd Berlin CT 06037

[jbreslin@tasca.com](mailto:jbreslin@tasca.com)

860-796-2499

John Breslin state contract holder

Connecticut/ Rhode island/ Maine.

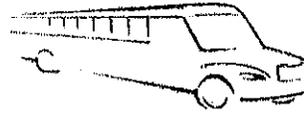
|                    |                 | 2023 pricing       |            | Sept 13 2023               |              |
|--------------------|-----------------|--------------------|------------|----------------------------|--------------|
| QUOTE              |                 | Upgrades & Options |            | Option Pricing Discount    |              |
| \$ 46,680.00       |                 |                    |            | Upgrade Cost               |              |
| OPTION DESCRIPTION |                 |                    |            | Sub Total Contract Pricing |              |
|                    |                 |                    |            | 46,680.00                  |              |
| X7L                | L/S axle        | \$ 325.00          | \$ 19.50   | \$ 305.50                  | \$ 305.50    |
| 63E                | Dual batteries  | \$ 795.00          | \$ 17.70   | \$ 777.30                  | \$ 777.30    |
| 43R                | Reverse sensing | \$ 295.00          | \$ 17.70   | \$ 277.30                  | \$ 277.30    |
| 92E                | Privacy Glass   | \$ 500.00          | \$ 30.00   | \$ 470.00                  | \$ 470.00    |
| 86F                | extra keys      | N/C                |            |                            |              |
| 47E                | Builders prep   | \$ (665.00)        | \$ (39.90) | \$ (625.10)                | \$ (625.10)  |
|                    |                 |                    |            | Vehicle                    | \$ 47,385.00 |
|                    |                 |                    |            | Per vehicle                | \$ 31,972.00 |
|                    |                 |                    |            | total                      | \$ 79,357.00 |
|                    |                 |                    |            |                            | \$79,357.00  |

OEM discount 6% off of MSRP

Non OEM 20% discount



# Matthews Buses Commercial



New England Regional Office

Office / Cell 860-558-0014 / www.matthewsbusescommercial.com

Tasca Ford / Torrington Public Schools  
Scott Petruzzelli / 860-489-2327 X-1611

9/12/2022  
Quote #DG 91222-02

**PROPOSED VEHICLE: FORD TRANSIT VAN WITH THE STANDARD EQUIPMENT AND OPTIONS LISTED BELOW**  
**THE PROPOSED VEHICLE OFFERS A CAPACITY OF 5 PASSENGER SEATS AND 1 WHEELCHAIR PLUS THE DRIVER**

| QTY | DESCRIPTION   |   |
|-----|---|---|
| 0   | Ford Transit Van  | Ford Transit 350 / 9,260 GVWR / 148" WB Chassis, 3.5L Gasoline Engine, 10 Speed Select Shift Automatic Transmission, 230 Ampere Alternator, Dual Batteries, Dash HVAC, Cruise Control, Chrome Bumper, F&R Disc Brakes, Daytime Running Lights, Halogen Headlights, 60 State Emission Compliant. |
| 1   | Upfit Conversion  | Medium Roof Custom Extended Van Upfit / Combination of Light and dark Gray Composite Interior panels with Recessed Lighting, Ducted Air Conditioning and Heat, Integrated Electrical Panel w/ Backlit Transit Grade Switches, NMEDA, NHTSA, QVM, & FMVSS Compliant.                             |
| 1   | POWER GROUP / WINDOWS, POWER LOCKS, HEATED AND POWER REMOTE REARVIEW MIRRORS                            |   |
| 1   | DRIVERS ENTRY ASSIST RUNNING BOARD / 24" LONG / BLACK WITH ANTI-SLIP SURFACE                            |   |
| 1   | CURB SIDE FRONT PASSENGER AND SIDE DOOR ENTRY ASSIST RUNNING BOARD / BLACK WITH ANTI-SLIP SURFACE       |   |
| 1   | FORD OEM TRANSIT GRADE BREAKAWAY REARVIEW EXTERIOR MIRRORS  |   |
| 1   | GERFLOOR NON SLIP TRANSIT GRADE FLOORING / SMOOTH THROUGHOUT / GRAPHITE COLOR                           |   |
| 1   | STANDEE LINE / WHITE WITH NO STANDEES ALLOWED SIGN / INCLUDED WITH OVERHEAD GRABRAILS                   |   |
| 1   | FORD OEM CURBSIDE SLIDING DOOR WITH SAFETY PARK INTERFACE   |   |
| 1   | FORD OEM DUAL PANEL REAR DOORS WITH SAFETY PARK INTERFACE AND ANTI CLOSE RETENTION LATCH                |   |
| 1   | UPGRADE TO SOLID TOUR STYLE WINDOWS / WINDOWS ALL AROUND / TINTED                                       |   |
| 1   | OEM HEATER / 32,000 BTU CAPACITY HEATER IN PASSENGER COMPARTMENT / DUCTED INTO HEADLINER                |   |
| 1   | OEM AIR CONDITIONING / 32,000 BTU CAPACITY AC IN PASSENGER COMPARTMENT / DUCTED INTO HEADLINER          |   |
| 1   | INTERMOTIVE WHEELCHAIR SAFETY INTERLOCK AND ENGINE IDLER / PROHIBITS VEHICLE MOTION FOR LIFT OPERATION  |   |
| 1   | WHEELCHAIR ACCESS DOOR / DUAL PANEL WITH WINDOWS AND AJAR BUZZER/LIGHT                                  |   |
| 1   | BRAUN NCL919FIBHB-2 / ADA AND FMVSS COMPLIANT WHEELCHAIR LIFT WITH 34" X 51" PLATFORM                   |   |
| 1   | BRAUN LIFT PLATFORM SAFETY BELT / REQUIRED PER STATE REGULATIONS  |   |
| 1   | Q'STRAIT QRT DELUXE SYSTEM WITH L TRACK ATTACHMENT / Q-8100-A1-L  |   |
| 1   | Q'STRAIT STORAGE POUCH / WALL MOUNTED ADJACENT TO THE WHEELCHAIR POSITION                               |   |
| 1   | DRIVERS HIGH BACK RECLINER / FORD OEM WITH LUMBAR SUPPORT AND RIGHT SIDE ARMREST                        |   |
| 1   | CO-PILOT HIGH BACK RECLINER / FORD OEM WITH LUMBAR SUPPORT  |   |
| 2   | FORD OEM MID BACK SINGLE PASSENGER SEAT / ONE PASSENGER SEAT  |   |
| 1   | FORD OEM MID BACK DOUBLE PASSENGER SEAT / TWO PASSENGER SEAT  |   |
| 1   | SEATBELTS / RETRACTABLE THREE POINT PASSENGER SEATBELTS   |   |
| 1   | FORD OEM AM/FM/CD/CLOCK RADIO WITH 4 SPEAKERS IN PASSENGER COMPARTMENT                                  |   |
| 1   | STORAGE AREA ABOVE WINDSHIELD WITH SAFETY LIP / BOTH SIDES  |   |
| 1   | SAFETY EQUIPMENT / BACKUP ALARM, 16 UNIT FIRST AID KIT, 2.5# FIRE EXTINGUISHER, AND TRIANGLE REFLECTORS |   |
| 1   | BACKUP CAMERA SYSTEM / AUTO-ON WHEN IN REVERSE / ALLOWS VIEW TO REAR OF VEHICLE                         |   |
| 1   | GRABRAIL / VERTICAL ENTRY STAINLESS STEEL GRABRAILS RIGHT SIDE OF ENTRY STEPWELL                        |   |
| 1   | GRABRAIL AND SAFETY PANEL / MOUNTED LEFT SIDE OF ENTRY STEPWELL   |   |

WE ARE PLEASE TO QUOTE EXCLUSIVE OF APPLICABLE TAXES AND DELIVERED TO YOUR FACILITY

\$31,972

Quoted by Doug Gifford / Commercial Sales Manager / dgifford@matthewsbusescommercial.com  
All factory concessions have been calculated into this proposal and may require endorsement at the time of delivery.  
Delivery is anticipated within 60 days of receipt of the chassis. This proposal is valid for 30 days only.

Thank You for this opportunity!!





Gale Associates, Inc.  
703 Hebron Avenue | Glastonbury, CT 06033  
P 860.430.5660 F 860.430.9072  
www.galeassociates.com

August 19, 2022

John Barlow  
Director of Facilities  
355 Migeon Avenue  
Torrington, CT 06790

Re: Evaluation and Structural Analysis  
Torrington Middle School  
Steep Slope Metal Roof Framing Systems  
Torrington, Connecticut  
Gale JN 977540

Dear Mr. Barlow:

In accordance with your request, Gale Associates Inc. (Gale) performed a visual evaluation of the in-place steep slope metal roof and structural steel roof framing components for the Torrington Middle School (TMS) located in Torrington, CT. Gale's evaluation included a visual observation of the existing roof framing systems, field measurements of representative existing roof framing, visual observations of the existing roofs, and a preliminary structural analysis of the available capacities in the different roof framing configurations. Kevin Connolly, PE, and Matt Chahine, EIT, from Gale visited the project site on Wednesday July 20, 2022, and Thursday July 21, 2022, and to conduct this evaluation. Access to the roof and building interiors was coordinated and provided by Torrington Public Schools Facilities Department (Torrington) and utilized a mobile rolling man-lift.

The purpose of the evaluation is to review the structural feasibility of potential roof renovation options. The roof renovation options considered herein include:

- A two-coat reinforced liquid-applied roof coating;
- A "roof hugger" structural standing seam metal deck panel overlay applied over the existing roof system;
- A rigid insulation, coverboard, and single ply thermoplastic membrane overlay applied over the existing roof system;
- Asphalt shingle roof system that incorporates rigid insulation, plywood, and shingle underlayment overlay applied over the existing roof system;
- A replacement structural standing seam roof panel replacement with increased insulation thickness;

The purpose of this report is to report our findings based on a preliminary representative structural analysis and present our opinions regarding probable cause of moisture infiltration and defects, roof renovation options including repair or replacement, and a summary of structural load analysis with framing member overstress(es), as applicable. Structural calculations provided within this report are in general accordance with International Existing Building Code 2015 (IEBC), Connecticut State Building Code 2018, and American Society of Civil Engineers (ASCE) 7-10.

**SINCE 1964**

Mr. John Barlow  
Torrington Middle School Roof  
August 19, 2022  
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Gale's scope of services performed included the following:

- Review available documents provided by the City, including copies of portions of the original construction documents dated February 24, 1992, prepared by Carlin Pozzi Chin Architects, P.C. A total of seven (7) structural framing plans and one (1) architectural plan was provided.
- Interview personnel familiar with the facility and the leak/repair history. The Gale team met with a head custodian of TMS, as well as John Barlow, Director of Facilities in Torrington.
- Perform a visual review of the sloped metal roofing and flashing systems.
- View the interior of the facility and use ladders and portable lifts to take measurements to verify element sizes.
- Perform a representative and preliminary structural load analysis of the existing steel framing to determine whether the existing framing members have available capacity to accept the individual roof renovation options presented within this report.

Additional information is attached to this report and included Appendix A – Photographic Documentation, Appendix B – Sample Roofing Systems, and Appendix C – Reduced Drawings.

#### **Background Information**

Torrington Middle School, located at 200 Middle School Dr, Torrington, CT was constructed in 1994 and officially opened in 1995. The building is constructed with a structural steel frame with several different roof framing configurations including steel columns, beam and rafter configurations, and steel truss configurations. The roof system mostly consists of a structural standing seam metal roof panel bearing on 8" zee purlins spanning between the main framing members with draped fiberglass batt insulation. At the gymnasium, it appears that a long-span insulated acoustic roof deck was installed atop the steel framing and utilized a surface applied metal roof panel. The exterior walls are non-load bearing CMU backup wall with a brick façade. Signs of water infiltration were observed in multiple locations within the property, indicating there are multiple access points of failure in the existing steep slope roof prompting the consideration for roof renovations and this study.

Based on the review of the Torrington provided *Torrington Middle School Roof Presentation.pptx* (Power Point) presentation comparing each type of roof renovation and including estimates by Silktown Roofing and Tremco Inc. , Torrington is in the process of reviewing roofing renovation options of the existing steep slope roof system. The Power Point presentation, reviewed by Gale's engineers, evaluates the estimated lifespan, warranty benefits, and costs associated with each repair type. The structural evaluation is required to compare existing roof framing with the copies of existing roof framing drawings provided dated February 24, 1992, by Carlin-Pozzi-Chin Architects, provided as individual electronic files to Gale by Torrington as follows:

- A-8 "ROOF PLAN & DETAILS"
- S-5 "ROOF FRAMING PLAN PART A"
- S-6 "SECONDARY & THIRD FLOOR FRAMING PLAN PART B"
- S-7 "ROOF FRAMING PLAN PART B"
- S-8 "ROOF FRAMING PLAN PART C"
- S-9 "ROOF FRAMING PLAN PART D"

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- S-10 "COLUMN SCHEDULE"
- S-11 "CROSS SECTIONS"

### Interior Leak Observations

Signs of water infiltration observed during the site visit included multiple areas of staining in the ceiling tiles and along exterior walls. Several ceiling tiles were observed to be damaged due to water ponding within the ceiling. Structural damage due to water infiltration was not observed at areas accessed by Gale during the site visit. Although controlled water infiltration testing was not included or performed as part of Gale's scope of services, it is our opinion that the water infiltration can be attributed to repetitive failures of various flashings and through-fastener penetrations. The roofing panels themselves appeared in serviceable condition with some areas of visible rust where existing coatings have worn. Custodial staff assigned to escort Gale stated that most of the water leaks can be found at the lower transitions of the steep slope to low slope roof systems, particularly during heavy storm events.

### Repair & Replacement Options

As previously stated, roof renovation options are being presented herein for Torrington Public Schools consideration. A low weight restoration option includes a liquid applied roof coating, while the roof overlay options installed over existing metal panels include the "roof hugger" structural standing seam metal roof panel, an insulated coverboard and thermoplastic membrane overlay, and the Torrington presented asphalt shingle overlay. add additional dead load to the existing framing. The International Existing Building Cod (IEBC) considers a roof coating restoration as a "Repair" as described in Chapter 6 and a roof replacement or overlay renovation as an Alteration - Level 1 as described in Chapter 7. In either scenario, the IEBC states "where addition or replacement of roofing or replacement of equipment results in additional dead loads, structural components supporting such reroofing or equipment shall comply with the gravity load requirements of the International Building Code." Exceptions include "where the additional dead load from the roofing or equipment does not increase the force in the element by more than 5%" and where "addition of a second layer of roof covering weighing 3 pounds per square foot or less over an existing, single layer of roof covering." In this case, the proposed roof renovation options will increase the dead load and will require structural analysis except where excluded by the 5% rule or the 3-lb rule. The following tables present the results of our Code review.

| EXISTING ELEMENT                   | WEIGHT (PSF)<br>(estimated) |
|------------------------------------|-----------------------------|
| 24-Gauge Standing Seam Metal Panel | 1.5                         |
| 6" Fiberglass Batt Insulation      | 0.24                        |
| Suspended Sprinkler Piping         | 3                           |
| Suspended Drop Ceiling             | 1                           |
| Suspended Ductwork                 | 1                           |
| Suspended Lighting/Misc. Others    | 0.5                         |
| TOTAL                              | 7.24                        |

**Table 1: Torrington Middle School Typical Roof Assembly**

Mr. John Barlow  
 Torrington Middle School Roof  
 August 19, 2022  
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| EXISTING ELEMENT                          | WEIGHT (PSF)<br>(estimated) |
|---|-----------------------------|
| 24-Gauge Standing Seam Metal Panel        | 1.5                         |
| Long-Span Insulated Acoustical Deck Panel | 6                           |
| Suspended Lighting/Misc. Others           | 0.5                         |
| TOTAL                                     | 8                           |

**Table 2: Torrington Middle School Gymnasium Roof Assembly**

Tables 1 and 2 show the compiled roof cross section configuration for a typical roof assembly and the gymnasium roof assembly together with estimated weights of each component. The compiled cross sections are based on visual observations performed at the site in addition with information gathered from the existing drawings. The estimated weights of the existing materials will be compared to the additional weights of the renovation options in Table 3. Where renovation options "fail" both exceptions to the IEBC, a structural analysis will be required. The results are as follows:

| REPAIR TYPE                                    | EX. WEIGHT (PSF) |     | INCREASE (PSF) | PROP. WEIGHT (PSF) |       | % INCREASE |        | PASS/FAIL PER 5% RULE <sup>1</sup> | PASS/FAIL PER 3LB. RULE <sup>1</sup> |
|--|------------------|-----|----------------|--------------------|-------|------------|--------|------------------------------------|--------------------------------------|
|  | TYP. ROOF        | GYM |                | TYP. ROOF          | GYM   | TYP. ROOF  | GYM    |                                    |                                      |
| Liquid Roof Coating Repair                     | 7.24             | 8   | 0.24           | 7.48               | 8.24  | 3.3%       | 3.0%   | PASS                               | PASS                                 |
| Roof Hugger Standing Seam Metal Deck Overlay   | 7.24             | 8   | 2.79           | 10.03              | 10.79 | 38.5%      | 34.9%  | FAIL                               | PASS                                 |
| Insulated Cover Board and PVC Membrane Overlay | 7.24             | 8   | 3.6            | 10.84              | 11.6  | 49.7%      | 45.0%  | FAIL                               | FAIL                                 |
| Asphalt Shingle Overlay                        | 7.24             | 8   | 10.5           | 17.74              | 18.5  | 145.0%     | 131.3% | FAIL                               | FAIL                                 |
| Complete Roof Replacement                      | 7.24             | 8   | 0.33           | 7.57               | 8.33  | 4.6%       | 4.1%   | PASS                               | PASS                                 |

Footnote: 1) Based on Exceptions 1 & 3 as stipulated by the 2015 IEBC, Chapter 7 "Alterations – Level 1," Page 7-13, Paragraph 707.2

**Table 3: Torrington Middle School Roof Renovation Options**

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As evidenced by the embedded calculations included in the table above, the thermoplastic membrane overlay option and the asphalt shingle overlay option fail both exceptions as described by the IEBC. If Torrington chooses to proceed with either option, a full structural analysis of the existing roof framing is required by the IEBC, which may result in the need for structural augmentation. The other remaining options, including liquid roof coating repair, roof hugger standing seam panel overlay, and the standing seam metal panel replacement pass one (1) or both of the exceptions stipulated by the IEBC. The increase in weight of these options will not trigger additional structural analysis / engineering if the new roof system remains below the 5% threshold or 3-lb rule. Variables of the final roof system such as increased insulation thickness may result in exceeding the 5% threshold. The liquid roof coating repair is acceptable from a dead loading standpoint and does not require additional structural analysis.

Please note that there is other structural analysis required when performing a roof renovation design including but not limited to wind uplift pressure calculations and potentially roof diaphragm structural analysis. If roof configurations are changed or equipment is added, additional structural engineering is required for the change in dead and snow loading.

#### **Preliminary Structural Analysis**

Gale performed preliminary representative structural analysis to determine the feasibility of each roof renovation type. Refer to Table 3 illustrating preliminary analysis performed on those roof renovation options that trigger the 5% threshold requiring a full structural analysis. Please note that the structural analysis performed as a part of this evaluation is preliminary to determine structural feasibility of the roof renovation options presented. Most framing members were not evaluated as a part of this review. Additional review and analysis will be required during a design phase pending Torrington selection of the roof renovation option. The following is a summary of the preliminary structural analysis.

**Standing Seam Metal Panel Analysis** – Each of the renovation options will be adding varying additional weight directly to the existing standing seam metal roof panel or supporting purlins. The existing standing seam panel is estimated to be a 24-gauge panel spanning a maximum of 5 feet (purlin to purlin spacing). The maximum allowable additional dead load capacity in the roof panel was determined to be 4.9 pounds per square foot (psf) using industry accepted maximum loads for similar standing-seam roof panel systems. Referring to Table 1 above, the asphalt shingle overlay roof system will apply an additional 10.5 psf load. For this option to be constructable, supplemental roof purlins would be required at every deck midspan. Gale does not recommend proceeding with this option due material and labor costs associated with retrofitting that number of purlins. The remaining renovation options were determined to be within the additional rated capacity of the deck.

**Purlin Analysis** – The purlin calculations proved that the existing members are adequately sized to support additional loads up to 3.5 psf for a 15-foot-long span. In review of the existing drawings, it was determined that only a limited number of purlins span longer than 14 feet. The thermoplastic membrane overlay option applies an additional 0.1 psf above the acceptable threshold for a 15-foot span but was deemed suitable for purlins spanning 14 feet or less. Some purlins within the building span up to 18 feet. Depending on which option the client elects to proceed with, there may be some minor augmentation of existing purlins required in the membrane overlay scenario. Once a repair or replacement option is selected, additional analysis of the existing purlins will determine which, if any, will require minor augmentations.

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**Main Framing Analysis** – The main framing members of the building include steel wide-flange rafter beams, steel wide-flange ridge beams, steel trusses, and steel columns. The preliminary analysis showed that these members will likely not be the limiting factors of design. The additional available capacity in the few circumstances chosen, proved that the main framing members have more available capacity than the purlins and the roof panels. Additional review will be required during the design phase based on the renovation option selected.

### Summary / Recommendations

Gale is pleased to be presenting Torrington Public Schools with viable roofing renovation options. These options, each with different pros and cons as illustrated in the Power Point presentation, are suitable methods to roof repair or replacement options. The asphalt shingle overlay option has been deemed not constructable due to the magnitude of additional weight it will be applying on top of the existing deck and economic infeasibility of structural augmentation required.

This evaluation was based on assumptions made from site observations regarding existing roof systems and the example systems presented in Appendix B. This evaluation should serve as a guide to assist Torrington to select the preferred roof renovation option. If an overlay or replacement option is selected, roof cores should be taken to determine actual material weights and existing system configurations. The need and extent of additional structural review, analysis and augmentation will be based on the renovation scenario selected. A summary of feasible roof renovation options can be found in Table 4 below:

| REPAIR TYPE   | FEASIBLE (Y/N) | WARRANTY <sup>1</sup> | ANALYSIS REQUIRED? | STEEL AUGMENTATION REQUIRED? |
|---|----------------|-----------------------|--------------------|------------------------------|
| Liquid Roof Coating Repair                                  | Y              | 10-20 Years           | None               | None                         |
| Roof Hugger Standing Seam Metal Panel Overlay               | Y              | 30+ years             | Unlikely           | Minor                        |
| Insulation, Cover Board, and Thermoplastic Membrane Overlay | Y              | 10-20 Years           | Likely             | Minor                        |
| Asphalt Shingle Overlay                                     | N              | 25 years              | Significant        | Significant                  |
| Standing Seam Metal Panel Roof Replacement                  | Y              | 30+ years             | Unlikely           | Unlikely                     |

*Footnote: 1) Warranty values are estimations based on manufacturer's recommendations, research performed by Gale, and research provided by Torrington in the PowerPoint presentation. Actual warranties should be verified on a case-by-case basis.*

**Table 4: Summary of Feasible Roof Renovation Options**

Based on this preliminary structural review, the cost estimates, and warranty durations provided in the Power Point presentation, it appears that the metal roof panel overlay, or the metal roof panel replacements are the most feasible options, from a constructability and economic standpoint. Gale suggests that an economic analysis (i.e., life cycle, present worth, or capital cost analysis) be performed prior to deciding which roof renovation is most suited for Torrington.

# Retro-Commissioning Survey

Torrington Middle School  
Located at:  
200 Middle School Road, Torrington, CT

Submitted By:  
Resource Innovations, Inc.

August 2022

## Section 5 Summary of Energy Savings Potential

A summary of the cost, savings potential, and payback for all six RCMs listed in Table 2 is shown below:

|  |                |       |  |
|--|----------------|-------|--|
| Building Location                      | Torrington, CT |       |  |
| Area (s.f.)                            | 160,000        |       |  |
| Assumed Blended Electric Rate, \$, kWh | \$             | 0.168 |  |
| Assumed Natural Gas Rate, \$/ CCF      | \$             | 0.887 |  |

| RCM No. | Measure Description                          | Customer Electric Savings |                |                |             | Customer Gas Savings |             | Total Annual Savings, \$ | GHG Offset Metric Tons CO2 | Estimated Implementation Costs, \$ | Estimated Incentive \$ | Net Implementation Costs, \$ | Net Simple Payback, years |
|---------|--|---------------------------|----------------|----------------|-------------|----------------------|-------------|--------------------------|----------------------------|------------------------------------|------------------------|------------------------------|---------------------------|
|         |  | kWh                       | Summer Peak kW | Winter Peak kW | Savings, \$ | CCF                  | Savings, \$ |                          |                            |                                    |                        |                              |                           |
| RCM-1   | Schedule operation of AHUs and fans          | 124,000                   | 24.7           | 19.1           | \$ 20,832   | 7,120                | 6,315.44    | \$ 27,147                | 73.0                       | \$ 3,745                           | \$ 1,873               | \$ 1,873                     | 0.1                       |
| RCM-2   | Optimal start/stop of AHUs and fans          | 22,060                    | 0              | 0              | \$ 3,706    | 1,970                | 1,747.39    | \$ 5,453                 | 17.1                       | \$ 22,585                          | \$ -                   | \$ 11,293                    | 2.1                       |
| RCM-3   | Modulate AHU fan speeds based on loads       | 35,950                    | 16.2           | 5.4            | \$ 6,040    | 800                  | 709.60      | \$ 6,749                 | 13.8                       | \$ 27,075                          | \$ -                   | \$ 13,538                    | 2.0                       |
| RCM-4   | Convert chiller plant to Siemens BMS control | 29,000                    | 33.4           | 0              | \$ 4,872    | 0                    | -           | \$ 4,872                 | 7.3                        | \$ 58,295                          | \$ 14,500              | \$ 43,795                    | 9.0                       |
| RCM-5   | Implement DCV in auditorium, gym, and café   | 21,030                    | 0              | 0              | \$ 3,533    | 1,690                | 1,499.03    | \$ 5,032                 | 15.2                       | \$ 26,385                          | \$ 13,193              | \$ 13,193                    | 2.6                       |
| RCM-6   | Optimize enthalpy economizers                | 2,000                     | 0              | 0              | \$ 336      | 0                    | -           | \$ 336                   | 0.5                        | \$ 18,700                          | \$ -                   | \$ 17,700                    | 52.7                      |
| TOTALS: |  | 234,040                   | 74.3           | 24.5           | \$ 39,319   | 11,580               | \$ 10,271   | \$ 49,590                | 127.0                      | \$ 156,785                         | \$ 55,395              | \$ 101,390                   | 2.0                       |

- RCM-6 HAS LONG PAYBACK

Table 3: Cost by Measure for Investigation Phase

| RCM No.                   | Measure Description  | Proposed Investigation Phase Study Cost |
|---------------------------|--|---|
| RCM-1                     | Schedule operation of 23 AHUs and 30 Exhaust Fans                        | \$ 2,910                                |
| RCM-2                     | Optimal start/stop of AHUs and fans                                      | \$ 3,480                                |
| RCM-3                     | Modulate AHU fan speeds based on heating and cooling loads               | \$ 5,040                                |
| RCM-4                     | Convert chiller plant to Siemens BMS control                             | \$ 9,960                                |
| RCM-5                     | Implement Demand Controlled Ventilation in the auditorium, gym, and café | \$ 2,390                                |
| RCM-6                     | Optimize enthalpy economizers  | \$ 2,060                                |
| Resources Innovations Fee |  | \$ 5,000                                |
|                           |  | \$ 30,840                               |

- EVERSOURCE 50%
- 1/2 OR MORE OF MEASURE  
EVERSOURCE 100%

## Section 8

## Next Steps

### 8.1 RECOMMENDATIONS

The next step in completion of this retro-commissioning plan is for the Torrington School District to select the retro-commissioning measures (RCMs) they are interested in investigating further, with the goal being to increase building performance and decrease annual utility consumption.

### 8.2 PROJECT SCHEDULE

Table 5 below summarizes the retro-commissioning project schedule.

**Table 5 Retro-Commissioning Project Schedule**

| Steps   | Estimated Start Date | Estimated Completion Date |
|---|----------------------|---------------------------|
| RCx Investigation Phase                                       | 8/17/2022            | 9/19/2022                 |
| Eversource Review of Findings                                 | 9/20/2022            | 10/1/2022                 |
| Presentation of Findings to Torrington Schools                | 10/12/2022           | 10/12/2022                |
| Letter of Agreement (LOA) / Standard Agreement Signed         | 11/1/2022            | 11/1/2022                 |
| <b>Total Days for RCx Investigation Phase</b>                 |                      | <b>76</b>                 |
| Implementation & Training per Torrington schedule             | 11/15/2022           | 12/31/2022                |
| Completion Paperwork Submitted to Eversource                  |                      | 1/10/2023                 |
| Eversource Approves Paperwork                                 |                      | 1/31/2023                 |
| Torrington School District Receives Incentive from Eversource |                      | 3/5/2023                  |
| <b>Total Days from Start of Implementation to Incentive</b>   |                      | <b>110</b>                |

# JOSEPH S. ALICATA, ARCHITECT

August 15, 2022

Torrington Board of Education

Susan M. Lubomski, Superintendent

John Barlow, Director of Facilities

355 Migeon Ave.

Torrington, CT 06790

**SUBJECT:** Agreement between Owner and Architect

**REFERENCE:** Professional Design Services

Torrington School

Entry Improvements

Torrington, CT 06790

Architect Project #22013

BOE PO #

## **ARCHITECTURAL SERVICES:**

The proposed scope of work shall include establishing design parameters, architectural design, project budget and related services for the project.

### Outline of Services

#### **1.0.0 PROGRAMMING/WORK PLAN**

Review Owner's work plan. Meet with BOE administration, Director of Facilities as req'd.

#### **2.0.0 FACILITY INSPECTION, COORDINATION**

Field-verify existing conditions at the school as needed.

Coordinate associated consulting as needed. Structural or Mechanical Engineering not included in these services and will be contracted separately with the Owner and engineer if needed.

Meet with City Building Officials if required.



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# JOSEPH S. ALICATA, ARCHITECT

## 3.0.0 DESIGN

Implement Owner's requirements, Final Design considerations,  
Construction Documents

### 3.0.1 BID PHASE SERVICES

Develop Bid package, Assist with submission of any bidding modifications for the project.

### 3.1.0 CONSTRUCTION PHASE SERVICES.

**3.2.0 FEE:** Stipulated Sum; nine thousand, four hundred-fifty and 00/100 dollars  
(\$9,450.00)

### 3.3.0 SCOPE OF ARCHITECT'S BASIC SERVICES

**3.3.1** Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare progress drawings for the Owner's review. The Documents shall illustrate and describe the development of the Design Documents and identify major materials and systems and establish in general their quality levels

### 3.4 CONSTRUCTION DOCUMENTS PHASE SERVICES

**3.4.1** Based on the Owner's approval of the Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that in order to construct the Work the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

**3.4.2** The Architect shall incorporate into the Construction Documents the design requirements of governmental authorities having jurisdiction over the Project.

**3.4.3** The Architect shall assist the Facilities Director with updating the estimate for the Cost of the Work.

**3.4.4** The Architect shall submit the Construction Documents to the Owner for approval.



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# JOSEPH S. ALICATA, ARCHITECT

## 3.5 BID PHASE SERVICES

**3.5.0** Based on the Owner's approval of the Construction Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare BID Documents for the Owner's approval.

**3.5.1** During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) bidding and procurement information that describes the time, place and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications and may include bidding requirements and sample forms.

**3.5.2** The Architect shall organize and conduct a pre-bid conference for prospective bidders; prepare responses to questions from prospective bidders and provide clarifications and interpretations of the Bidding Documents to all prospective bidders in the form of addenda; and organize and document the opening of bids, as directed by the Owner

**3.5.3** The Architect shall consider requests for substitutions, if the Bidding Documents permit substitutions, and shall prepare and distribute addenda identifying approved substitutions with the approval of the Owner, to all prospective bidders.

## 3.6 CONSTRUCTION PHASE SERVICES

### 3.6.1 GENERAL

**3.6.1.1** The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™-2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201-2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

**3.6.1.2** The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.



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## JOSEPH S. ALICATA, ARCHITECT

**3.6.1.3** Subject to other sections, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

### 3.6.2 EVALUATIONS OF THE WORK

**3.6.2.1** The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.3.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and report to the Owner (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) defects and deficiencies observed in the Work.

**3.6.2.2** The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees or other persons or entities performing portions of the Work.

**3.6.2.3** The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

**3.6.2.4** Interpretations and decisions of the Architect shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

**3.6.2.5** Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201-2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.



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# JOSEPH S. ALICATA, ARCHITECT

## 3.6.4 SUBMITTALS/RESUBMITTALS

**3.6.4.1** The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time in the Architect's professional judgment to permit adequate review.

**3.6.4.2** In accordance with the Architect-approved submittal schedule, the Architect shall review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the Architect, of any construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

**3.6.4.3** If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review Shop Drawings and other submittals related to the Work designed or certified by the design professional retained by the Contractor that bear such professional's seal and signature when submitted to the Architect. The Architect shall be entitled to rely upon the adequacy, accuracy and completeness of the services, certifications and approvals performed or provided by such design professionals.

**3.6.4.4** Subject to the provisions of Section 4 of the General Conditions, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth in the Contract Documents the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness.

If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to requests for information.

**3.6.4.5** The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.



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# JOSEPH S. ALICATA, ARCHITECT

## 3.6.5 CHANGES IN THE WORK

**3.6.5.1** The Architect may authorize minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to the provisions of Section 4, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

## 4.0.0 GENERAL TERMS AND CONDITIONS:

**REIMBURSABLE EXPENSES: REIMBURSABLE** expenses are defined as follows and shall be invoiced at direct cost (invoice) plus 10% for overhead. (1) Reproduction of documents. (2) Shipping and mailing expenses. (3) Any other disbursements, application fees, etc. made on behalf of the client. (4) AIA Documents

**INDEMNIFICATIONS:** (1) The Owner agrees to hold harmless and indemnify the Architect (the Firm) for and against all claims, damages, awards, and costs of defense arising in delays out of the Architect's control. (2) Whereas jobsite safety conditions are the sole responsibility of the Contractor, the Client agrees to hold harmless and indemnify the Architect for and against all claims, damages, awards, and costs of defense arising out of claims related to job-site safety. In addition, the Contractor shall be solely responsible for construction means, methods, techniques or procedures. (3) The Client agrees to stipulate within the Contract Documents that the Contractor (or Client) shall purchase and maintain, during the course of construction, "all risk" builders' risk insurance which names the Contractor, the Client's agents, and the Architect as additional insured. (4) The client agrees, notwithstanding any other provision of this agreement, to the fullest extent permitted by law, to indemnify and hold harmless the design professional, their officers, partners, employees, agents and consultants from and against any and all claims, suits, demands, liabilities, losses or costs, including reasonable attorney's fees and defense costs, resulting or accruing to any and all persons, firms and any other legal entity, caused by, arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any hazardous or toxic substances, including but not limited to mold, lead or asbestos products or materials that exist on, about or adjacent to the jobsite, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability or any other cause of action.

**RISK ALLOCATION:** In recognition of the relative risks, rewards, and benefits of the project to both the Client and the Firm, the risks have been allocated such that, to Firm's total liability to the Client for any and all injuries, claims, losses, expenses, damages, or claim expenses arising out of this agreement from any cause or causes, shall not exceed ten times our fee. Such causes include, but are not limited to the Firm's negligence, errors and omissions, strict liability, breach of contract and breach of warranty.



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## JOSEPH S. ALICATA, ARCHITECT

**TERMINATION:** (1) This agreement between Client and Architect may be terminated by either party upon (7) seven days written notice in the event of persistent failure of performance of the material terms and conditions of this agreement by the other party through no fault of the terminating party. (2) If this agreement is terminated during the course of performance of the work, the Architect shall be paid the reasonable value of the services performed during the period prior to the effective date of termination of the agreement. (3) In the event of termination, the Architect shall be paid all termination expenses resulting there from. (4) If, prior to termination of this agreement, any work designed or specified by the Architect during any phase of the work suspended in whole or in part for more than three months or abandoned after written *notice* from the Client, the Architect shall be paid for such services performed prior to receipt of such notice.

**FEE:** The total fee shall not be exceeded without approval of the Client. Additional services including a change in project scope to be on an hourly basis, the rates shall be those that prevail at the time services are rendered. Where the fee arrangement is to be on an hourly basis, the rates shall be those that prevail at the time services are rendered. A retainer fee in the amount of waived shall be paid by the Client to the Architect as a condition to commerce services.

**BILLING/PAYMENTS:** Invoices for the Firm's services shall be submitted, at the Firm's option, either upon completion of such services or on a monthly basis. Invoices shall be payable within (30) thirty days after the invoice date. All billings over (30) thirty days past due will be subject to interest charges of 1.5% per month on the unpaid balance. In the event of or all of the account remains unpaid in full ninety (90) days after the initial billing, the Client shall be responsible for all costs of collection including reasonable attorney's fees.

**OWNERSHIP OF DOCUMENTS:** All documents produced by the Firm under this agreement shall remain the property of the Firm and may not be used by the client for any other endeavor without the Firm's written consent.

**MEDIATION:** In addition to and prior to arbitration, the parties shall endeavor to settle disputes by mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect unless the parties mutually agree otherwise. Demand for mediation shall be filed in writing with the other party to this agreement and with the American Arbitration Association. A demand for mediation shall be made within a reasonable time after the claim; dispute or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such claim, dispute, or other matter in question would be barred by the applicable statute of limitations.

**COVID-19+:** Owner/Architect shall notify each other in the event of illness or unanticipated concern regarding exposure if either party is unable to complete contract obligations due to circumstances out of their control, agreeing to adjustments in scheduling and services.



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# JOSEPH S. ALICATA, ARCHITECT

**ACCEPTED BY:**

Joseph S. Alicata AIA

Date: August 15, 2022

(Firm's Authorized Representative)

\_\_\_\_\_  
Date \_\_\_\_\_

(Owner) Torrington Board of Education

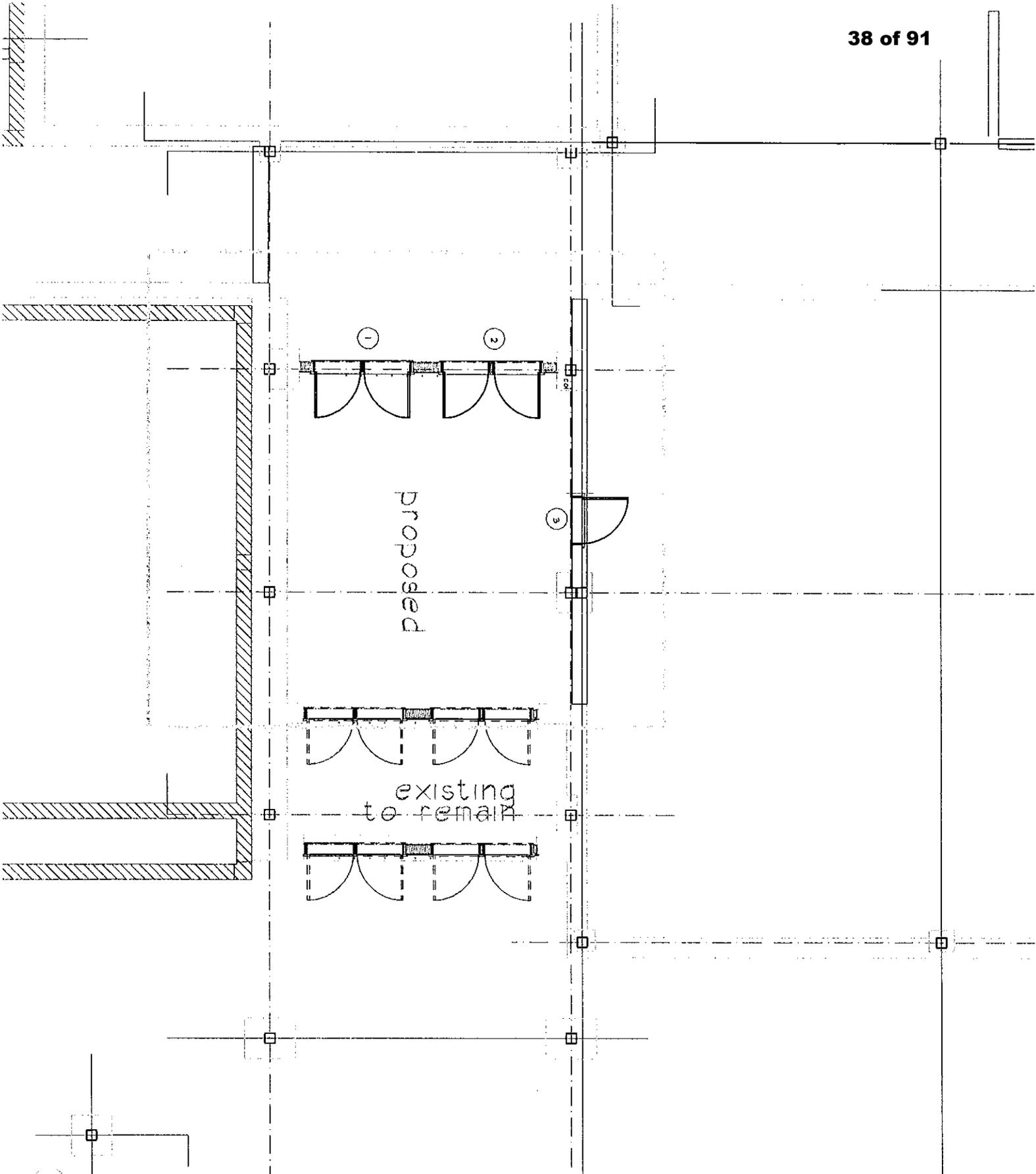
For the City of Torrington



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|--|--------------------|---|--------------------------|--|--|---|--|
|  <p>NORTH</p> | <p><b>A.01</b></p> | <p>SCALE: AS SHOWN<br/>         DRAWN BY: ALL<br/>         CHECKED BY: JSA<br/>         PROJECT NO: 20213<br/>         DATE: 11.19.2022</p> | <p><b>FLOOR PLAN</b></p> | <p><b>TORRINGFORD SCHOOL<br/>         ENTRY MODIFICATIONS<br/>         800 CHARLES STREET<br/>         TORRINGTON, CONNECTICUT</b></p> | <p>PROJECT:<br/> <b>TORRINGTON BOARD OF EDUCATION</b><br/>         WWW.SCHOOLUNIONCT.COM</p> |  <p><b>JOSEPH S. ALICATA ARCHITECT</b></p> | <p>FOX BROOK ROAD Tel: (860) 653.6422<br/>         PO BOX 161<br/>         E. HARTLAND CT 06027 JSA@alicatesat.com<br/>         www.alicatesat.com</p> |
|  |                    |   |                          |  |  |   |  |

## THE SCHOOL DISTRICT OF TORRINGTON, CONNECTICUT

**New Course Proposal**

Title: The Wonderful World of Teaching

Number of Credits: 1/2

Learning Area:

School: THS

**What is the rationale for adoption?** Most recent statistics show that CT loses 50% of its early career teachers by year 5. The number of students entering teacher education programs in CT is down 50% and in some states that percentage has dropped by as much as 65%. This course will provide opportunities for staff to work with aspiring educators who are passionate about serving their community through public education. This course will become part of the education pathway, affording students the opportunity to learn about and explore teaching as a career choice.

**How is this course aligned with the program goals, and content and performance standards within its learning area?**

This program will create a solid pathway for students interested in education and provide them with hands-on experience introducing them to teaching as a career option. This is a half-year course for juniors and seniors who are interested in exploring a career in teaching. The curriculum will emphasize the development of key skills, knowledge, and dispositions for high school students as they take their first steps on the path to pursuing a career as an educator.

**Unit 1 - Building Your Mindset**

**Unit 2 - Individuals Inside Instruction**

**Unit 3 - Classroom Culture**

Unit 1 focuses on the nonnegotiable traits of what makes a good teacher. Students complete a Build - a Teacher activity from a list of traits- as a way to get them into this thinking. They also complete a teacher-o-graphy to identify what qualities their teachers have shared and which were more effective than others. Through classroom discussions of their lists, students will grapple with coming to some general consensus on traits. This will also lead into what does a classroom culture need to be a successful place for students? What makes for an atmosphere conducive for learning and how do we meet the needs of a range of students at the same time? Students considering teaching as a career will draft a sense of purpose - their why- at the end of this unit.

**Unit 4 - The Basics of Instruction**

**Unit 5 - Habits of Effective Speakers**

These courses deal more with the actual nuts and bolts of teaching. Teaching is a performance art and effective speaking is critical as well as basic to instruction. Erik Palmer's work in *Well-Spoken* lays out a clear path with his PVLEGS - poise, voice, life, eye contact, gestures, life. With this background knowledge we can segue into the realm of instruction. What do we want students to know? What will we use to do that? How will we monitor student progress toward

achieving that end? Students will create short lessons, teach the lessons to their classmates who will give them actionable feedback as well as complete a self-reflection on what worked well? What was okay but could be improved and how would they do that? What was not successful? Diagnose why. Decide what is the next best step.

**What will students be able to do as a result of taking this course? (course objectives)**

Gain an understanding of the education profession resulting in the opportunity and desire to enter teacher preparation programs in college.

**How will the student's grade be determined? (grading rationale)**

Homework

Quizzes

Tests

Performance based assessments

Class participation

**What instructional materials will be used in the course?**

The curriculum and instructional materials are being developed by TPS staff. No commercial texts will be used.

**How will the adoption of this new course affect staffing?**

At this time, no additional staffing needs are anticipated.

**Staff member(s) requesting proposal review:**

Wayne Splettstoesz

**Date:** September 2022

Torrington Public Schools Field Trip Application Form

1. LOGISTICS

Date of Application: 9/9/2022 Person Proposing Field Trip: Lt Col Coulouras

Date(s) of Trip: 10/14/2022 Departure Time: 7:30 am Return Time: 2:30 pm

Specific Destination: Barnes ANGB, Westfield, MA 01085 (event/site and specific city, state)

(Must be submitted to Central Office at least 30 days prior to trip.)

[ ] In State One Day Trip

(Must be submitted to Central Office at least 60 days prior to trip. All trips will require BOE approval.)

[ ] Overnight In State Trip [X] One day out of State Trip [ ] Multi-Day out of State Trip [ ] Out of Country Trip

Transportation: Bus/All-Star (be specific/company name/if walking the route)

2. PARTICIPANTS

Class(es)/Students that are participating: JROTC Cadets (attach list of names)

Is this list subject to change? Yes If yes, explain:

3. CHAPERONES

(Please note the number of chaperones needed along with names)

3 Teachers:
Paras/Support Staff:
Parents/Volunteers:
Nurse:

[ ] Actual count or [X] Estimated Count

If an estimated count, explain:

4. POSSIBLE COST OF TRIP TO DISTRICT

How many teacher substitutes will be needed to cover students not going on the trip? 1

How many para substitutes will be needed to cover students not going on the trip? 0

Number of days above substitutes will be needed: Teachers: 1 Paras: Nurse:

Cost of above substitutes for class coverage (@\$100/day):

\*\*Funding source for cost of subs (i.e. included in student cost, student activity account, etc.):

The above number of substitutes is an [X] Actual or [ ] Estimated count.

If an estimated count, explain:

If trip is outside of regularly scheduled school hours or on a weekend, will a custodian be needed for entry into the building? [ ] Yes (Additional OT costs may apply) [X] No

Possible additional costs (please check all that apply)

[ ] special transportation [ ] 1:1 chaperone [X] food/meal [ ] IEP mandates [ ] chaperone background checks (overnight only)

[ ] other: (specify)

Explain all checked boxes as specifically as possible and how the additional costs will be funded:
Cost will be for lunch only. Cadets can either bring their own lunch or purchase lunch.

Torrington Public Schools Field Trip Application Form

**5. TRIP COST PER PERSON**

Total cost of trip: app \$600 Explain the cost of the trip per person (admission, transportation, meals etc.): \$10 per person if purchasing lunch, no cost if bringing lunch. The bus will cost approximately \$600 and will be paid by JROTC funds.

**6. FUNDING SOURCE – How will the trip be paid for**

- |  |          |   |               |
|--|----------|---|---------------|
| <input type="checkbox"/> Student               | \$ _____ | <input type="checkbox"/> District Budget            | \$ _____      |
| <input type="checkbox"/> Fundraising           | \$ _____ | <input type="checkbox"/> Grant (specify)            | \$ _____      |
| <input type="checkbox"/> School Activity Funds | \$ _____ | <input checked="" type="checkbox"/> Other (specify) | \$ <u>600</u> |
| <input type="checkbox"/> PTO                   | \$ _____ |   |               |

How much of the total cost will each student be expected to pay? \$ 0

Will financial assistance be provided for those in need?  Yes  No Funding Source: Cadet Fund

**7. EDUCATIONAL PURPOSE**

**Educational Objective and Assessment Strategy:** *(attach additional pages as necessary)*

During this trip, the cadets will have an opportunity to learn about operations at an Air National Guard base. Cadets will be able to observe an F-15 launch, learn about the mission of the F-15, learn about the parts and maintenance of an F-15 and observe older aircraft on display. This will have a direct impact on the educational objectives of the Aviation History Course by exposing the cadets to many facets of aircraft history and development.

**8. ALTERNATE ACTIVITY**

**Description of what class(es)/Students not going on the trip will be doing during the trip:**

Cadets not going on this trip will be completing assignments in the JROTC text.

Torrington Public Schools Field Trip Application Form

9. SIGNATURES

Nurse: [Signature] (Signature indicates the nurse will be able to process all paperwork prior to date of field trip.)  
Glucagon accommodations may be needed  Yes  No Nurse required to attend field trip?  Yes  No

Designated person responsible for medication Administration on the trip: [Signature]

Principal: [Signature]  Approved  Denied

Assistant Superintendent/Designee: [Signature]  Approved  Denied

For out of state, out of country or overnight field trips only:

Superintendent/Designee: \_\_\_\_\_  Approved  Denied

BOE Approval: \_\_\_\_\_  Approved  Denied

1. LOGISTICS

Date of Application: 9/9/2022 Person Proposing Field Trip: Msgr Sullivan
Date(s) of Trip: 19-21 Oct 2022 Departure Time: 0800 Return Time: 1400
Specific Destination: Camp Niantic, Niantic CT (event/site and specific city, state)

(Must be submitted to Central Office at least 30 days prior to trip.)

[ ] In State One Day Trip

(Must be submitted to Central Office at least 60 days prior to trip. All trips will require BOE approval.)

[x] Overnight In State Trip [ ] One day out of State Trip [ ] Multi-Day out of State Trip [ ] Out of Country Trip

Transportation: U.S. Army Bus (be specific/company name/if walking the route)

2. PARTICIPANTS

Class(es)/Students that are participating: JRPTC Cadets (attach list of names)

Is this list subject to change? If yes, explain: Cadets TBD based on space available

3. CHAPERONES

(Please note the number of chaperones needed along with names)

X Teachers: Lt Col Coulouras
X Paras/Support Staff: Msgr Sullivan Mrs Elena Sileo
Parents/Volunteers:
Nurse:

[x] Actual count or [ ] Estimated Count

If an estimated count, explain:

4. POSSIBLE COST OF TRIP TO DISTRICT

How many teacher substitutes will be needed to cover students not going on the trip? 1

How many para substitutes will be needed to cover students not going on the trip? 0

Number of days above substitutes will be needed: Teachers: 3 Paras: Nurse:

Cost of above substitutes for class coverage (@\$100/day): \$300.00

\*\*Funding source for cost of subs (i.e. included in student cost, student activity account, etc.):

Activity Account

The above number of substitutes is an [x] Actual or [ ] Estimated count.

If an estimated count, explain:

If trip is outside of regularly scheduled school hours or on a weekend, will a custodian be needed for entry into the building? [ ] Yes (Additional OT costs may apply) [x] No

Possible additional costs (please check all that apply)

[ ] special transportation [ ] 1:1 chaperone [x] food/meal [ ] IEP mandates [ ] chaperone background checks (overnight only)
[ ] other: (specify)

Explain all checked boxes as specifically as possible and how the additional costs will be funded:

Cadets will pay for meals out of pocket. There will be no charge for rooms

5. TRIP COST PER PERSON

Total cost of trip: 1,500 Explain the cost of the trip per person (admission, transportation, meals etc.): Cadets will pay for meals and incidental expenditures

6. FUNDING SOURCE – How will the trip be paid for

- |   |                  |  |          |
|---|------------------|--|----------|
| <input checked="" type="checkbox"/> Student     | \$ <u>750.00</u> | <input type="checkbox"/> District Budget | \$ _____ |
| <input checked="" type="checkbox"/> Fundraising | \$ <u>750.00</u> | <input type="checkbox"/> Grant (specify) | \$ _____ |
| <input type="checkbox"/> School Activity Funds  | \$ _____         | <input type="checkbox"/> Other (specify) | \$ _____ |
| <input type="checkbox"/> PTO                    | \$ _____         |  |          |

How much of the total cost will each student be expected to pay? \$ ~50.00

Will financial assistance be provided for those in need?  Yes  No Funding Source: Cadet Club account

7. EDUCATIONAL PURPOSE

Educational Objective and Assessment Strategy: (attach additional pages as necessary)

Cadets will learn team building and leadership Development. Assessments will be made during Leadership Reaction Course (LRC), orienteering, and Drill

8. ALTERNATE ACTIVITY

Description of what class(es)/Students not going on the trip will be doing during the trip:

Cadets not attending will Accomplish the following:

Wed: Drill

Thur: Aviation History Lesson

Fri: PT - Physical Training

9. SIGNATURES

Nurse: [Signature] (Signature indicates the nurse will be able to process all paperwork prior to date of field trip.)  
Glucagon accommodations may be needed  Yes  No Nurse required to attend field trip?  Yes  No

Designated person responsible for medication Administration on the trip: LT Col Coulouras / Msgr Sullivan

Principal: [Signature]  Approved  Denied

Assistant Superintendent/Designee: [Signature]  Approved  Denied

For out of state, out of country or overnight field trips only:

Superintendent/Designee: \_\_\_\_\_  Approved  Denied

BOE Approval: \_\_\_\_\_  Approved  Denied



## Torrington Public Schools 2023-2024 School Year Calendar

Approved -

NOTE: All schools will have an early dismissal for professional development the third Thursday per month.

| August   |     |     |     |     |     |     | September  |     |     |     |     |     |     | October   |     |     |     |     |     |     |
|--|-----|-----|-----|-----|-----|-----|--|-----|-----|-----|-----|-----|-----|---|-----|-----|-----|-----|-----|-----|
| Sun  | Mon | Tue | Wed | Thu | Fri | Sat | Sun  | Mon | Tue | Wed | Thu | Fri | Sat | Sun   | Mon | Tue | Wed | Thu | Fri | Sat |
|  |     | 1   | 2   | 3   | 4   | 5   |  |     |     |     |     | 1   | 2   | 1   | 2   | 3   | 4   | 5   | 6   | 7   |
| 6  | 7   | 8   | 9   | 10  | 11  | 12  | 3  | 4   | 5   | 6   | 7   | 8   | 9   | 8   | 9   | 10  | 11  | 12  | 13  | 14  |
| 13   | 14  | 15  | 16  | 17  | 18  | 19  | 10   | 11  | 12  | 13  | 14  | 15  | 16  | 15  | 16  | 17  | 18  | 19  | 20  | 21  |
| 20   | 21  | 22  | 23  | 24  | 25  | 26  | 17   | 18  | 19  | 20  | 21  | 22  | 23  | 22  | 23  | 24  | 25  | 26  | 27  | 28  |
| 27   | 28  | 29  | 30  | 31  |     |     | 24   | 25  | 26  | 27  | 28  | 29  | 30  | 29  | 30  | 31  |     |     |     |     |
| 23 & 24 - New Teacher Orientation<br>28 - Staff Convocation<br>29 & 30 - Professional Development - Staff<br>31-First Day of School                                |     |     |     |     |     |     | 4 - Labor Day-No School<br>7 -HS Early Dismissal - Welcome Back Night<br>14 - MS Early Dismissal-Welcome Back Night<br>21 - Early Dismissal - PLC<br>28 - Elem. Early Dismissal-Welcome Back Night |     |     |     |     |     |     | 9 - Columbus Day/Indigenous Peoples' Day - No School<br>19 - Early Dismissal - PLC                          |     |     |     |     |     |     |
| 1 student days / 4 teacher days  |     |     |     |     |     |     | 20 student days / 20 teacher days  |     |     |     |     |     |     | 21 student days / 21 teacher days   |     |     |     |     |     |     |
| November   |     |     |     |     |     |     | December   |     |     |     |     |     |     | January   |     |     |     |     |     |     |
| Sun  | Mon | Tue | Wed | Thu | Fri | Sat | Sun  | Mon | Tue | Wed | Thu | Fri | Sat | Sun   | Mon | Tue | Wed | Thu | Fri | Sat |
|  |     |     | 1   | 2   | 3   | 4   |  |     |     |     |     | 1   | 2   |   | 1   | 2   | 3   | 4   | 5   | 6   |
| 5  | 6   | 7   | 8   | 9   | 10  | 11  | 3  | 4   | 5   | 6   | 7   | 8   | 9   | 7   | 8   | 9   | 10  | 11  | 12  | 13  |
| 12   | 13  | 14  | 15  | 16  | 17  | 18  | 10   | 11  | 12  | 13  | 14  | 15  | 16  | 14  | 15  | 16  | 17  | 18  | 19  | 20  |
| 19   | 20  | 21  | 22  | 23  | 24  | 25  | 17   | 18  | 19  | 20  | 21  | 22  | 23  | 21  | 22  | 23  | 24  | 25  | 26  | 27  |
| 26   | 27  | 28  | 29  | 30  |     |     | 24   | 25  | 26  | 27  | 28  | 29  | 30  | 28  | 29  | 30  | 31  |     |     |     |
|  |     |     |     |     |     |     | 31   |     |     |     |     |     |     |   |     |     |     |     |     |     |
| 7 - Election Day-Prof. Dev.(Teach. Only)-No School<br>16 - Early Dismissal - PLC<br>17,20,21- Early Dismissal - Parent Conferences<br>22 - 24 -Thanksgiving Recess |     |     |     |     |     |     | 21 - Early Dismissal - PLC<br>22 - Early Dismissal<br>25 - 29 - Winter Recess  |     |     |     |     |     |     | 1 - New Year's Day Holiday-No School<br>15 - Martin Luther King Day-No School<br>18 - Early Dismissal - PLC |     |     |     |     |     |     |
| 18 student days / 19 teacher days  |     |     |     |     |     |     | 16 student days / 16 teacher days  |     |     |     |     |     |     | 21 student days / 21 teacher days   |     |     |     |     |     |     |
| February   |     |     |     |     |     |     | March  |     |     |     |     |     |     | April   |     |     |     |     |     |     |
| Sun  | Mon | Tue | Wed | Thu | Fri | Sat | Sun  | Mon | Tue | Wed | Thu | Fri | Sat | Sun   | Mon | Tue | Wed | Thu | Fri | Sat |
|  |     |     |     | 1   | 2   | 3   |  |     |     |     |     | 1   | 2   |   | 1   | 2   | 3   | 4   | 5   | 6   |
| 4  | 5   | 6   | 7   | 8   | 9   | 10  | 3  | 4   | 5   | 6   | 7   | 8   | 9   | 7   | 8   | 9   | 10  | 11  | 12  | 13  |
| 11   | 12  | 13  | 14  | 15  | 16  | 17  | 10   | 11  | 12  | 13  | 14  | 15  | 16  | 14  | 15  | 16  | 17  | 18  | 19  | 20  |
| 18   | 19  | 20  | 21  | 22  | 23  | 24  | 17   | 18  | 19  | 20  | 21  | 22  | 23  | 21  | 22  | 23  | 24  | 25  | 26  | 27  |
| 25   | 26  | 27  | 28  | 29  |     |     | 24   | 25  | 26  | 27  | 28  | 29  | 31  | 28  | 29  | 30  |     |     |     |     |
|  |     |     |     |     |     |     |  |     |     |     |     |     |     |   |     |     |     |     |     |     |
| 15 - Early Dismissal - PLC<br>19 - President's Day - No School<br>20 - Prof. Dev. - (Teachers Only) No School  |     |     |     |     |     |     | 21 - Early Dismissal - PLC<br>26,27,28 - Early Dismissal - Parent Conferences<br>29 -Good Friday - No School   |     |     |     |     |     |     | 8-12 - April Recess-No School<br>25 - Early Dismissal - PLC   |     |     |     |     |     |     |
| 19 student days / 20 teacher days  |     |     |     |     |     |     | 20 student days / 20 teacher days  |     |     |     |     |     |     | 17 student days / 17 teacher days   |     |     |     |     |     |     |
| May  |     |     |     |     |     |     | June   |     |     |     |     |     |     | Torrington Public Schools   |     |     |     |     |     |     |
| Sun  | Mon | Tue | Wed | Thu | Fri | Sat | Sun  | Mon | Tue | Wed | Thu | Fri | Sat | 2023-2024   |     |     |     |     |     |     |
|  |     |     | 1   | 2   | 3   | 4   |  |     |     |     |     |     | 1   |                        |     |     |     |     |     |     |
| 5  | 6   | 7   | 8   | 9   | 10  | 11  | 2  | 3   | 4   | 5   | 6   | 7   | 8   |   |     |     |     |     |     |     |
| 12   | 13  | 14  | 15  | 16  | 17  | 18  | 9  | 10  | 11  | 12  | 13  | 14  | 15  |   |     |     |     |     |     |     |
| 19   | 20  | 21  | 22  | 23  | 24  | 25  | 16   | 17  | 18  | 19  | 20  | 21  | 22  |   |     |     |     |     |     |     |
| 26   | 27  | 28  | 29  | 30  | 31  |     | 23   | 24  | 25  | 26  | 27  | 28  | 29  |   |     |     |     |     |     |     |
|  |     |     |     |     |     |     | 30   |     |     |     |     |     |     | *Days Black Highlighted = No School*  |     |     |     |     |     |     |
| 16 - Early Dismissal-PLC<br>27 - Memorial Day-No School  |     |     |     |     |     |     | 7 - Last Day of School<br>14 - Last Day of School ( w/ 5 Cancellations)  |     |     |     |     |     |     |   |     |     |     |     |     |     |
| 22 student days / 22 teacher days  |     |     |     |     |     |     | 6 student days / 6 teacher days  |     |     |     |     |     |     |   |     |     |     |     |     |     |

Students: 181 days. Teachers: 186 days. If more than or less than 5 school cancellations occur, the last day of school will be adjusted accordingly.

This calendar is subject to change without notice.

Approved - Board of  
Education



# Minutes Up for Approval

These minutes have not yet been approved by the Torrington Board of Education.



**TORRINGTON PUBLIC SCHOOLS  
BOARD OF EDUCATION MEETING  
Wednesday, June 29, 2022, 6:00 P.M.  
THS Media Center  
50 Major Besse Dr.  
Torrington, CT 06790**

**Minutes**

1. Call to Order: 6:00 P.M.
2. Roll Call: Ms. Cappabianca, Mr. Eucalitto, Mr. Corey, Ms. DePretis, Ms. Richardson, Mr. Burger, Ms. Hoehne, Mr. Kissko, Ms. Todor, Ms. Lubomski, Mr. Arum, Ms. Schulte, Ms. Fergusson, Ms. Herold  
Excused: Ms. Fappiano, Ms. Klimaszewski, Mr. Barlow
3. Approval of Agenda: Ms. DePretis made a motion to amend the agenda adding #8 Possible Executive Session: Attorney Client Privileged Communication Analysis related to the Board's Legal Role and Responsibilities in Employment Matters, second by Mr. Eucalitto. All in favor.
4. School/Community Service/Public Participation: None
5. Recognitions: Ms. Lubomski and Chair Cappabianca honored the Torrington district retirees. There will be a retiree "yearbook" each year. This will become a tradition. The retirees received a bell and a "yearbook".
6. Possible Executive Session on Administrative Candidates: Mr. Kissko made a motion to go into executive session to discuss the administrative candidates inviting in Ms. Lubomski and Ms. Schulte, second by Ms. Todor.  
The board entered executive session at 6:25 P.M.  
The board returned to open session at 6:46 P.M.
7. Possible Action Item on the Approval of the Administrative Candidates:
  - A. Director of Finance & Operations: Mr. Kissko made a motion to approve Scott Petruzzelli as the Director of Finance & Operations, second by Mr. Eucalitto. All in favor.
  - B. TMS Principal: Mr. Eucalitto made a motion to accept the appointment of Dr. Victor Black as the new TMS Principal, second by Mr. Kissko. All in favor.
  - C. THS Assistant Principal: Mr. Kissko made a motion to appointment Kaitlin Sullivan-Freimuth as the THS Assistant Principal, second by Ms. Todor. All in favor.
8. Possible Executive Session on Attorney Client Privileged Communication Analysis related to the Board's Legal Role and Responsibilities in Employment Matters: Mr. Kissko made a motion to go into executive session inviting in Ms. Lubomski, second by Ms. Todor. All in favor.  
The board entered executive session at 6:53 P.M.  
The board returned to open session at 7:02 P.M.
9. Possible Executive Session on Administrative Position: Ms. Todor made a motion to go into executive session inviting in Ms. Lubomski, second by Ms. DePretis. All in favor.  
The board entered executive session at 7:03 P.M.  
The board returned to open session at 8:02 P.M.
10. Information Sharing Session:

These minutes have not yet been approved by the Torrington Board of Education.

- A. Superintendent's Report: Ms. Lubomski shared that graduation was outstanding. We had 205 graduates. Approximately 70% students will be attending a 2–4-year schools and some students will go into military, some have jobs, some are attending Northwest Connecticut Community College. Tim Gaffney published his magazine and that will go out to the middle school Families to share the good news about our high school.
1. Office of Teaching and Learning Update: Ms. Fergusson handed out her OTL update. We finished state testing. She shared the summer school dates in which around 400 kids will be participating. There will be professional learning for administrators July 14, July 28 and August 16 to address such issues as: portrait of a graduate, legal updates, special education initiatives, etc. Summer professional learning for teachers will include SIOP training, structured literacy, Mac Book training, SEDS Power Trainers. The professional learning for IT will be on Mac Books and Google PD.
  2. Special Education Update: The BOE received the update.
  3. HR Update: Ms. Schulte spoke about vacancies that are available for fall 2022/2023. She stated that we already filled 75% of our total teacher vacancies for 2022/2023. She has successfully completed the hiring process for over 20 new hires with the new onboarding system. Feedback has been very positive. She shared the recruitment flyers with the board.
- B. Monthly Financials: The monthly financials were received by the board, and they were vetted in the budget meeting beforehand.
- C. Course Proposal: African American/Black and Puerto Rican/Latino Contributions to United States History and Society: State requires this to be offered as an elective. The entire curriculum is available through the link. Ms. Richardson said that in the future we should keep an open mind about another curriculum if it becomes available for this course or any new course required by the state.
- D. Textbook Adoption – Reporteros: This was vetted in SIC for the World Language courses. The board is ready to adopt.
- E. BOE Bylaws 2022 Update: The board updated a section on electronic/virtual meetings - more updates will be reviewed next month.
- F. MOU between the City of Torrington and the BOE re: Property located at 277 Winthrop Street known as Elise Besse Park, Assessor's Lot #125-005-001: Mr. Arum shared the MOU with the board. This will be brought to the building committee and then back to the board.
- G. Cafeteria Update: The cafeteria is in great shape. Mr. Arum will go through the cafeterias and will see what items may be needed and will need to be improved.
- H. District-Wide Facility Study: The Facilities & Technology committee is making a recommendation to go with Silver & Petrucelli.
- I. District-Wide Grounds Maintenance: The Facilities & Technology committee is making a recommendation to go with the one bidder - Jespersen's Landscaping LLC.
11. Committee Reports:
- A. Budget Committee: Monthly financials were discussed.
  - B. Facilities & Technology Committee: The committee chose to go with Silver & Petrucelli.
  - C. School Improvement Committee: The committee received a report of THS and the next meeting will be August 3<sup>rd</sup>.
  - D. Policy Committee: The committee is going through the walkthrough of the policies.

These minutes have not yet been approved by the Torrington Board of Education.

- E. Building Committee: The committee had a good school security executive session.
12. Action Items:
- A. ~~Possible Approval of the Administrative Position~~ - Removed
  - B. Monthly Financials – Mr. Corey made a motion to approve the monthly financials, second by Mr. Eucalitto. All in favor.
  - C. Course Proposal: African American/Black and Puerto Rican/Latino Contributions to United States History and Society – Mr. Kissko made a motion to approve this course as required by the state, second by Ms. DePretis. All in favor.
  - D. Textbook Adoption – Reporteros – Ms. Todor made a motion to approve the textbook adoption, second by Mr. Corey. All in favor.
  - E. ~~BOE Bylaws 2022 Update~~ – Removed
  - F. District-Wide Facility Study – Ms. DePretis made a motion to accept the recommendation by the Facilities & Technology committee to go with Silver & Petrucelli, second by Mr. Corey. All in favor.
  - G. District-Wide Grounds Maintenance – Mr. Eucalitto made a motion to award the bid to Jespersen’s Landscaping LLC subject to presentation of contract later, second by Mr. Corey. All in favor.
  - H. BOE Regular Meeting Minutes – May 25, 2022 – Mr. Kissko made a motion to approve the minutes, second by Ms. Todor. All in favor.
  - I. BOE Special Meeting Minutes: Mr. Corey made a motion to approve the minutes a bundle, second by Mr. Eucalitto. All in favor.
    1. June 1, 2022 5:00 P.M.
    2. June 1, 2022 6:00 P.M.
    3. June 16, 2022 (Joint with Building Committee)
  - J. Committee Meeting Minutes: Ms. Todor made a motion to receive the committee minutes, second by Mr. Kissko. All in favor.
    1. School Improvement Committee – May 4, 2022
    2. Policy Committee – May 4, 2022
    3. Budget Committee – May 25, 2022
    4. Facilities & Technology Committee – May 11, 2022
    5. Building Committee & BOE Joint Meeting – June 6, 2022
  - K. Consent Agenda: Appointments, Retirements & Resignations: Ms. DePretis made a motion to receive the consent agenda, second by Mr. Corey. All in favor.
13. Items for Upcoming Agenda
- A. Monthly Financials
  - B. Bylaws
  - C. Building Committee
  - D. Grounds Maintenance
  - E. Student Dress Code – Secondary > Policy
  - F. Personnel Update
14. Comments for the Good of the Order (paraphrased)
- Kim: “Hopefully, an August report on recruitment will be positive since that’s when teacher orientation will occur; great meeting.”
- Ed: “Happy summer!”
- Sue L. “We are happy to acknowledge our retirees for this year.”
- Ed: “Congratulations to our retirees; two of them were my former teachers.”
- Jessica: “Thank you for all the work that went into graduation; it’s very neat to participate.”
- Chair: “Congrats to all our retirees and our class of 2022; we will miss them.”

These minutes have not yet been approved by the Torrington Board of Education.

15. Future Meetings: **No Meetings in July**

**August Meetings:**

***Wednesday, August 3, 2022 (at Migeon Ave.)***

6:00 p.m. – School Improvement and Community Relations Committee

7:00 p.m. – Policy Committee

***Wednesday, August 10, 2022 (at Migeon Ave.)***

6:00 p.m. – Facilities/Technology Committee

7:00 p.m. – Budget Committee

***Wednesday, August 24, 2022 (THS)***

6:00 p.m. – Regular Board of Education Meeting

16. Adjournment: Mr. Kissko made a motion to adjourn, second by Mr. Corey. All in favor.

Meeting adjourned at 8:46 P.M.

DRAFT

These minutes have not yet been approved by the Torrington Board of Education.



## Torrington Public Schools

SUSAN M. LUBOMSKI

SUPERINTENDENT

SUSAN B. FERGUSSON

ASSISTANT SUPERINTENDENT

**Building Committee Meeting  
Joint Meeting with Board of Education Thursday,  
June 23, 2022, 5:30 P.M.  
Torrington School Library/Media Center**

### Minutes

1. Call to Order: 5:30 P.M.
2. Roll Call: Mr. Arum, Mr. Longobucco, Ms. Mattiello, Mr. Kissko, Ms. Hoehne, Ms. Ledversis, Ms. Cappabianca, Mr. Finn, Ms. Lubomski, Ms. DePersia, Ms. Samuelson, Mr. Hetzler, Mr. Harrel, Mr. Scott, Ms. Herold, Mr. Barlow, Mr. Burger, Mr. Corey, Ms. Richardson, Mr. D'Agostino, Police Chief Baldwin, Fire Marshall Bascetta, Officer Cooper, Sgt. Gonzalis
3. Public Participation: None
4. Possible Executive Session: Ms. Cappabianca made a motion to go into executive session to discuss school security plan for the new building, second by Ms. Hoehne. All in favor.  
The committee went into executive session at 5:34 P.M.  
The committee went into open session at 8:21 P.M.
5. Adjournment: Mr. Kissko made a motion to adjourn the meeting, second by Mr. Finn. All in favor. Meeting adjourned at 8:21 P.M.

These minutes have not yet been approved by the Torrington Board of Education.



**TORRINGTON PUBLIC SCHOOLS  
BOARD OF EDUCATION  
SPECIAL MEETING  
Wednesday, August 10, 2022, 5:15 P.M.  
Migeon Ave.**

**Minutes**

1. Call to Orders: 5:15 P.M
2. Roll Call: Ms. Cappabianca, Mr. Kissko, Ms. DePretis, Mr. Burger, Mr. Corey, Mr. Eucalitto, Ms. Todor, Ms. Lubomski, Ms. Herold, Mr. Seizer, Mr. Petruzzelli, Mr. Urban, Ms. Viens, Ms. Schulte, Mr. Barlow (5:33 P.M.), Mr. Arum (5:46 P.M.)  
Excused: Ms. Richardson, Ms. Ferguson, Ms. Fappiano
3. Discussion:
  - a. Policy #5041 Use of Private Technology Devices by Students: Ms. Lubomski read the changes of the revised policy as sent to the BOE by the Policy Committee. The board members made a few changes that were missed in the policy submitted as discussed in the previous Policy meeting. The board will review this policy again in January after the policy has been in effect for a few months.
  - b. CNP Signature: Mr. Petruzzelli needs approval by the board for his access to the state food program system.
  - c. Washington DC Field Trip Dates: Mr. Seizer presented the possible dates for the Washington, DC Field Trip. The possible dates are Tuesday, May 23-Friday, May 26 2023 or Wednesday, May 24-Saturday May 27, 2023. The survey results revealed that scheduling the field trip outside of academic time did not appeal to families and teachers. Mr. Seizer shared the survey results. As a result, Mr. Seizer's first preference is Tuesday, May 23-Friday, May 26, 2023, then the second preference would be to move it into the weekend: Wednesday, May 24-Saturday May 27, 2023. It would be helpful to find out how many students would like to go, but can't because of financial reasons. Ms. DePretis asked what is changed from last year? She did not vote to change the date in the first place. Ms. Lubomski said we now have the preferential dates of the families.  
Additionally, we had problems with protocols and procedures that got cleared up.
4. Possible Action Regarding Policy #5041 Use of Private Technology Devices: Ms. Hoehne made a motion to approve Policy #5041 with the suggested changes, second by Ms. Todor. All in favor.
5. Possible Action Regarding CNP Approval: Mr. Eucalitto made a motion to approve the CNP signature, second by Mr. Corey. All in favor.
6. Possible Action Regarding Washington, DC Field Trip Dates: Mr. Kissko made a motion to approve the dates of Tuesday May 23-May 26, 2023, second by Mr. Corey. All in favor.
7. Adjournment: Mr. Kissko made a motion to adjourn, second by Mr. Eucalitto. All in favor.  
Meeting adjourned at 5:55 P.M.

These minutes have not yet been approved by the Torrington Board of Education.



## Torrington Public Schools

SUSAN M. LUBOMSKI  
SUPERINTENDENT

SUSAN B. FERGUSSON  
ASSISTANT SUPERINTENDENT

**Board of Education  
Joint Meeting with Building Committee  
Thursday, July 14, 2022, 5:30 P.M.  
Torrington School Library/Media Center**

### BOE Minutes

1. Call to Order: 5:33 P.M.
2. Roll Call: Ms. Cappabianca, Ms. Hoehne, Mr. Corey, Mr. Eucalitto, Mr. Arum, Ms. Fergusson, Mr. Barlow, Ms. Lubomski  
Also Present: Ms. Ledversis, Ms. Herold, Ms. Samuelson, Mr. Maniccia, Ms. Mattiello, Mr. Scott, Ms. Longobucco, Mr. McKenna, Mr. Finn, Mr. Mordhard (remote)
3. Approval of Agenda: Mr. Eucalitto made a motion to approve the agenda, second by Mr. McKenna. All in favor.
4. Approval of Minutes:
  - a. Joint Meeting with BOE June 16<sup>th</sup>, 2022 – Mr. Maniccia made a motion to approve the minutes, second by Mr. Eucalitto. All in favor.
  - b. Joint Meeting with BOE June 23<sup>rd</sup>, 2022 – Mr. Finn made a motion to approve the minutes, second by Ms. Mattiello. Mr. Maniccia abstained. Everyone else in favor. The minutes are approved.
5. Public Participation: None
6. Discussion/Next Steps:
  - a. Discussion/Action – O&G Guaranteed Maximum Price (GMP) amendment for Phase 1 - Site Enabling Construction: Mr. Arum stated that we signed a contract with O&G contract and now we go into the GMP. Dan went through the contract; it puts a guaranteed fixed price on the work involved. We have specific line items for mobilization. Two items were excluded from the cost – printing and advertising costs. The figure is more than it is anticipated. The allowances will be reconciled after Phase 1. Phase 1 GMP total cost is \$3,503,471.00 million. Mr. Arum stated that the Skate Park has been moved but they have not decided yet where the park will be moved.

Mr. Eucalitto made a motion to accept the O&G GMP amendment for Phase 1, second by Mr. Finn. All in favor.

BOE will have a meeting Monday to vote on this item.

These minutes have not yet been approved by the Torrington Board of Education.

- b. Discussion/Action – Memorandum of Understanding (MOU) – property located at 277 Winthrop Street – there were two changes that were passed out to the committee members. 1) 26 parking spaces available and 6 spaces will be dedicated to the park available to the public and these signs will have signs that – Ms. Mattiello proposed 3 changes to the wording and the committee agreed

Ms. Mattiello made a motion to approve the Memorandum of Understanding – property located at 277 Winthrop Street subject to three changes, second by Mr. Finn. All in favor.

BOE will have a meeting on Monday to vote on this item.

- c. Analysis of Progress Payments: The City of Torrington gave us less than 11% of our asking amount. Mr. Arum stated that payments are going well so far.
- d. Payment of Invoices:
  - i. Vesteg Associates in the amount of \$46,500.00: Ms. Cappabianca made a motion to approve the invoice, second by Mr. Eucalitto. All in favor.
  - ii. Innovative Engineering Services LLC invoice #16862 in the amount of \$2,424.00: Mr. Maniccia made a motion to approve this invoice, second by Ms. Mattiello. Ms. Cappabianca abstained. Everyone else in favor.
  - iii. Construction solutions invoice number #1238/16 in the amount of \$19,534,40: Ms. Cappabianca made a motion to approve this invoice, second by Ms. Ledversis. All in favor.
  - iv. O&G Invoice #567791 in the amount of \$17,246.00: Mr. Maniccia made a motion to approve this invoice, second by Mr. Eucalitto. All in favor.
  - v. SLAM invoice #1025687 in the amount of \$80,474.00: Ms. Ledversis made a motion to approve this invoice, second by Mr. Maniccia. All in favor.
  - vi. SLAM invoice #1025686 in the amount of \$2,450.00: Mr. Finn made a motion to approve this invoice, second by Mr. Maniccia. All in favor.
- 7. Comments for the Good of the Order (Paraphrased)
  - Gary “Nice to be back.”
  - Brian “Thanks to John and his guys for moving the sign.”
- 8. Future Meetings: To be determined
- 9. Adjournment: Mr. Maniccia made a motion to adjourn the meeting, second by Mr. Eucalitto. All in favor. Meeting adjourned at 6:20 P.M.

These minutes have not yet been approved by the Torrington Board of Education.



## Torrington Public Schools

SUSAN M. LUBOMSKI  
SUPERINTENDENT

SUSAN B. FERGUSSON  
ASSISTANT SUPERINTENDENT

### Special Board of Education Monday, July 18, 2022, 5:00 P.M. Zoom

#### Draft Minutes

1. Call to Order: 5:00 P.M.
2. Roll Call: (All Remote) Ms. Cappabianca, Mr. Kissko, Ms. Todor, Ms. DePretis, Mr. Arum, Ms. Hoehne, Ms. Richardson, Ms. Lubomski  
Also Present: Ms. Herold, Mr. Hetzler  
Absent: Mr. Burger, Mr. Corey, Mr. Eucalitto, Ms. Fappiano
3. Discussion/Possible Action:
  - a. Discussion/Action – O&G Guaranteed Maximum Price (GMP) Amendment for Phase 1 - Site Enabling Construction: Mr. Kissko made a motion to approve the GMP, second by Ms. Todor. The board discussed this issue before they voted. Mr. Hetzler gave a quick summary of the contract. Total cost of the work phase 1 GMP cost is \$3,503,471.00. The board members did not have any questions. The board members voted - everyone in favor. Ms. DePretis abstained. Motion approved.
  - b. Discussion/Action – Memorandum of Understanding (MOU) – Ms. Todor made a motion to approve the MOU with the Torrington Board of Education and the City of Torrington regarding the Property Located at 277 Winthrop Street, Ms. Hoehne second. Ms. DePretis abstained. Everyone else in favor. Motion passes.
4. Adjournment: Mr. Kissko made a motion to adjourn the meeting, second by Ms. DePretis. All in favor. Meeting adjourned at 5:11 P.M.

These minutes have not yet been approved by the Torrington Board of Education.



## Torrington Public Schools

SUSAN M. LUBOMSKI  
SUPERINTENDENT

SUSAN B. FERGUSSON  
ASSISTANT SUPERINTENDENT

**Board of Education**  
**Joint Meeting with Building Committee**  
**Thursday, September 15, 2022, 5:00 P.M.**  
**Torrington School Library/Media Center**

### BOE Minutes

1. Call to Order: 5:07 P.M.
2. Roll Call: Ms. Cappabianca, Mr. Kissko, Ms. Hoehne, Mr. Corey, Ms. DePretis, Mr. Eucalitto, Ms. Lubomski, Ms. Fergusson  
Excused: Mr. Burger, Ms. Richardson, Ms. Todor, Ms. Fappiano  
Absent: Mr. Barlow, Ms. Schulte, Ms. Klimaszewski, Ms. Veins,  
Building Committee Members: Mr. Arum, Mr. Longobucco, Mr. Cravanzola, Ms. Samuelson, Mr. Hetzler, Mr. Morhardt, Mr. Maniccia, Mr. Finn, Ms. Mattiello, Mr. Harrel, Ms. Ledversis, Ms. Herold, Mr. Scott, Mr. Petruzzelli, Mr. Garizio
3. Approval of agenda: Mr. Finn made a motion to approve the agenda, second by Mr. Maniccia. All in favor.
4. Approval of Minutes: Mr. Kissko made a motion to approve August 18, 2022, and August 31, 2022, second by Ms. Mattiello. All in favor.  
Public Participation: None
5. Discussion/Next Steps
  - a. Update on Phase 11 Bidding: Collected Bids on two dates. The results were provided to the entire committee. There are solid bids for waterproofing, air barrier & sealants, structural steel, and concrete. The low bidders will go through a scope review meeting that typically lasts 2 ½ hours and they will answer numerous questions. The lowest bidder for Waterproofing, air barrier & sealant is Giliberto & Sons, LLC \$1,314,518.00 The lowest bidder for structural steel is Berlin Steel Construction Corp. \$11,101,800.00 The lowest bidder for concrete is Marguerite Concrete, Inc. \$6,669,000.00. Ms. Cappabianca asked if the committee would be notified if the lowest bidder

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wouldn't agree to provide a spec in their bid contract, the answer is yes, the committee would be notified but it is rare that would happen. The committee received the total project budget summary, and the total project budget is \$183,230,088.00. The document also listed all the potential savings. The total approved budget is \$179,575,000. The listing of potential "soft cost" savings is interactive white board – fund from grant and reduce FF&E / technology budget. Current projected budget overage is 2,574,338 1.43%. Mr. Arum stated that they will look at how to remedy this through their scope review, they don't want to touch their contingency yet. There is a two week delay on the award – "we will mitigate the construction schedule – we could still have October 17 start for foundation."

- b. Discussion/Action – O&G Guaranteed Maximum Price (GMP) amendment For Phase 11 – Concrete, Structural Steel, Waterproofing/Air Barriers/Sealants-Sitework – Tabled until next meeting
- c. Phase 1 – Application and Certificate for Payment – Mr. Maniccia made a motion to approve the application and certificate for payment to O&G in the amount of \$1,094,69.00, second by Mr. Finn. Ms. DePretis abstained. Everyone else in favor.
- d. Possible Executive Session Regarding Negotiations: Mr. Maniccia made a motion to enter Executive Session inviting in the Building Committee members, Ms. Lubomski and Ms. Fergusson, second by Ms. Mattiello. All in favor.

The committee entered executive session at 6:07 P.M.

At this point the BOE moved to adjourn their meeting.

- 6. Comments for the Good of the Order: None
- 7. Future Meetings: September 29<sup>th</sup>
- 8. Adjournment: Mr. Kissko made a motion to adjourn the meeting, second by Ms. Cappabianca. All in favor. Meeting adjourned at 6:05 P.M.

These minutes have not yet been approved by the Torrington Board of Education.



## Torrington Public Schools

SUSAN M. LUBOMSKI  
SUPERINTENDENT

SUSAN B. FERGUSSON  
ASSISTANT SUPERINTENDENT

**School Improvement Committee  
Monday, June 13, 2022, 6:00 P.M.  
Torrington High School Media Center**

### Minutes

1. Call to Order: 6:00 P.M.
2. Roll Call: Mr. Kissko, Ms. Todor, Ms. DePretis, Mr. Burger (6:24 P.M.), Ms. Gelormino (Teacher Representative)  
Also Present: Ms. Richardson, Ms. Hoehne, Ms. Fergusson, Ms. Schulte, Ms. Herold, Ms. Ledversis, Mr. McSpiritt, Mr. Marchand, Ms. Maguire, Mr. Deacon, Ms. Creedon
3. Approval of Agenda: Ms. Todor made a motion to approve the agenda, second by Ms. DePretis. All in favor.
4. Approval of Minutes: Ms. Todor made a motion to approve the minutes, second by Mr. Kissko. Ms. DePretis abstained. Minutes were approved.
5. Public Participation: None
6. Discussion and Next Steps:
  - a. High School Report: Ms. Ledversis presented updates to the School Improvement Plan that highlighted the students' achievement data. STAR reading Data reveal more than half of the students are meeting their growth target. Intervention-Strategic Reading, Concepts of Math, Inclusionary Classroom Support, and Math Lab have provided supports for 140 students this school year. Inclusionary classroom support services were up to 125 students per semester with targeted supports for up to 25 of those students. Student Success Team (SST) met on more than 100 students. Summer School will take place July 11-Aug 18 and follow a Credit Recovery model. Approximately 100 students are expected to participate. Finding the time for teachers for their common lesson planning time is something the THS administration is very proud of. The teachers are very appreciative of this time. It ensures continuity across similar courses and affords teachers the opportunity to engage in regular professional dialogue.

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Some coaching highlights: 40 teachers went through 32 coaching cycles, 100% of staff participated in professional development on formative assessment. Coaches Corner is updated regularly and linked to THS dashboard. LEAP Home Visiting Program has been a great program. Trained LEAP staff visit students and families in their homes to help return students to a more regular form of school attendance. Home Visitors also assist with placement in upcoming opportunities: extended school day, academic programs, post-graduation programs including college and career planning, as well as connecting families with community resources. Home visits enable staff to connect families with community agencies to assist with housing, childcare, technology, and other educational needs. Torrington is one of only 15 participating LEAP school districts in CT. Chronic absenteeism is defined as being absent 10% or more of the time – which equals 18 days. We have reduced the chronic absenteeism from 32% (2021) to 24% this year. The Seal of Biliteracy will be awarded to 21 seniors this year, making this the first group of the THS graduates to be so recognized. There are a lot of students attending many great colleges and universities including one student who will attend Harvard in the fall. We have received 17 Halo awards. The Raider Rally raised \$19,000 and thousands of food items were donated. Mr. Kissko reported that his walk through of THS was enjoyable and he found – “everything working the way it is supposed to.”

- b. Biliteracy Video – Ms. Creedon shared a video. “Multilingualism is something to be proud of.” 21 THS graduates will receive the Seal of Biliteracy.
- c. World Languages Textbook Adoption Proposal – Two world language teachers from the high school attended the meeting to answer questions related to the request for a new textbook. They explained that the current textbook is outdated and does not support the online program. The world language department reviewed 4 books. They chose Reporteros The reason they chose this textbook was because it was current, the online program was very user friendly, it’s age appropriate, and has traditional assessments for quizzes as well as project-based assessments. Ms. Hoehne asked if there is a budget impact? It will be costly, (\$30,000), but the money is there. Additional texts will be purchased to keep in the library media center in the event that a student needs a copy at home as well as one to use in school. Students have access to the digital version of the text but some require print copies as outlined in their IEPs.
- d. Course Proposals and Updates: The new course proposal entitled: African America/Black and Puerto Rican/Latino Contributions to United States History and Society is a required elective by the CSDE. We have enough students currently enrolled to run two sections. Ms. Fergusson shared a link to the CT state Model Curriculum. The district is required to offer the course, but students are not required to take it. Mr. Burger and Ms. Richardson stated their concerns about controversial topics in this curriculum. Ms. Richardson and Mr. Eucalitto asked that we revisit this topic next year in the event that a different curriculum might become available.
- e. Juneteenth Legislation: The legislation was sent out. School districts are required to formally observe Juneteenth as a federal holiday with the option of closing

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school OR keeping school open with planned sessions during the day to acknowledge the reason for and the spirit of the occasion.

- f. Systemwide Focus Areas (Attendance, Engaging and Differentiated Instruction, Targeting Student Needs, Community Outreach: Student, Parent, and Community Engagement)
  - g. Delegated SIC Board Goals:
    - 1. (shared with full Board) Monitor the implementation of the district strategic plan and its integration into the city strategic plan once that plan is developed
    - 2. Monitor and support the Middle School/High School Building Committee and allocate resources to the development and implementation of the “Pathways” approach to the secondary curriculum
    - 3. Oversee and support whatever is necessary to deal with the educational impact of the effects of prolonged distance learning.
  - h. Website, Altice, Social Media Updates: 150 people viewed our Facebook page. Our Facebook page reached 2,418 people. There were 1,900 people who viewed our photos from Kids Marathon. Graduation will happen on Friday, June 17<sup>th</sup> and will be broadcast through our livestreaming channel 22 starting at 5:30 P.M.
  - i. TAG Update, Student Services Report: As of right now, school psychologists are scheduling the PPTs as a group.
  - j. Alliance Updates: More to come next meeting
  - k. SIC One-item (Comments for The Good of The Order) Retreat in July?
7. Topics for Future Meetings:
- a. Social Promotion
  - b. Homogeneous Vs. Heterogeneous Grouping
  - c. Uniforms
  - d. School Culture
  - e. Exit Interviews
  - f. Pathways Update
  - g. Facilities Realignment
  - h. Online Materials as Replacements for Textbooks
  - i. AP Access
8. Comments for the Good of the Order (Paraphrased)
- Andrew: “Thank you to the high school administrators; great report. Also thank you to Joanne and Alison; great work on the video.”
- Sue F. “Ditto Andrew.”
- Sue D. “Thank you all for the presentation and video; great job.”
- Veronica “Great reports and the biliteracy video was wonderful.”
- John K. “Thank you everyone who presented tonight and to Mrs. Lubomski – get yourself better.”
9. Adjournment: Ms. Todor made a motion to adjourn the meeting, second by Ms. DePretis. All in favor. Meeting adjourned at 7:09 P.M.

Next Meeting: August 3<sup>rd</sup>, Migeon Avenue School

These minutes have not yet been approved by the Torrington Board of Education.

Future Meetings: September 7<sup>th</sup>, Migeon Avenue School; October 5<sup>th</sup>, Vogel-Wetmore School; November 2<sup>nd</sup>, Torrington School; November 30<sup>th</sup>, Migeon Avenue School; January 4<sup>th</sup>, Migeon Avenue School; February 1<sup>st</sup>, Migeon Avenue School; March 1<sup>st</sup>, Forbes School; April 5<sup>th</sup>, Southwest School; May 3<sup>rd</sup>, Torrington Middle School; June 7<sup>th</sup>, Torrington High School

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These minutes have not yet been approved by the Torrington Board of Education.



## Torrington Public Schools

SUSAN M. LUBOMSKI  
SUPERINTENDENT

SUSAN B. FERGUSSON  
ASSISTANT SUPERINTENDENT

### School Improvement Committee Wednesday, August 3, 2022, 6:00 P.M. Migeon Ave.

#### Minutes

1. Call to Order: 6:01 P.M.
2. Roll Call: Mr. Kissko, Ms. Todor, Ms. DePretis, Ms. Gelormino (Teacher Representative)  
Also Present: Ms. Cappabianca, Ms. Lubomski, Ms. Schulte, Ms. Herold, Ms. Creedon, Ms. Hoehne, Mr. Scott, Mr. Seiser, Ms. Rinaldi, Ms. Herold, Ms. Viens, Mr. Urban
3. Approval of Agenda: Ms. DePretis made a motion to amend the agenda with the addition of C - Press Release from the State, second by Ms. Todor. All in favor.
4. Approval of Minutes: Ms. Todor made a motion to approve the minutes, second by Ms. DePretis. All in favor.
5. Public Participation: None
6. Discussion and Next Steps:
  - a. TMS Washington D.C. Trip: Mr. Seiser reported that 170 students attended with 22 chaperones – largest trip in recent history. The trip was directly aligned to the 8<sup>th</sup> grade social studies curriculum. The attractions the students visited all had curricular connections to their studies. The students who did not participate in the DC trip were provided with academic lessons related to what the students were doing in D.C. When planning for future years, Mr. Seiser reported that adding Gettysburg to the trip would be his preference as that schedule allows for the greatest sightseeing opportunity to align with the grade 8 curriculum. The cost would be \$969 per student just \$30 more per student. Mr. Seiser suggested the dates for next year be May 23-May 26-2023 or May 24-May 27<sup>th</sup> 2023. The parent and staff feedback received about possibility of changing the trip to April vacation or the end of June was not favorable. Those surveyed would consider a Thursday-Sunday or Friday-Monday, but most preferred to keep the trip to the current days, the Tuesday-Friday before Memorial Day. This year, the D.C. Trip Fund in the amount of \$12,000 was essential to the trip's success. This money

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funded 20 students (via application) in addition to funding specific needs and chaperone costs. The main goal is to provide this program opportunity to as many students as possible. Creating a scholarship fund would be helpful in achieving this goal. The number one reason why students chose not to participate was parents were fearful to send their children out of state. Mr. Scott replied to Ms. DePretis question on why the New York trip did not happen for the students who stayed behind: parents were afraid to have their children participate in an out of state program at this time.

- b. TMS/THS Drama Program: Ms. Gelormino reported on the status of the TMS/THS drama program and her goals for growing the program. In 2021-2022 5 shows were performed. This year, the two eligible THS productions received a total of 17 Halo nominations, resulting in two student award winners and one scholarship recipient. At present, Torrington Public Schools does not have a Theatre Department. Ms. Gelormino said, "We operate as a student activity/club." These shows are funded on ticket sales. Each production costs between \$5,000-\$20,000. In 2023-24, the goal is to expand the THS Theater Program and/or add an Applied and Performing Arts Pathways. Some possibilities would be to include an Advanced Acting course using current THS staff. In 2023-24, she would like to expand the TMS Drama offerings to include a Drama 2 class. In 2024-25, she would like to expand the THS theater courses to include a Technical Theater class, a History of Theater course, a vocal performance class with a focus on musical theater or opera in conjunction with the music department. Ticket sales and fundraisers alone cannot continue to fund our productions at the quality students, parents, and the community have come to expect. She said we need to expand our funding revenue. Theater education provides many benefits and skills: self-confidence, communication, problem solving, cooperation, collaboration, concentration, imagination and so much more.
- c. Ms. Lubomski reviewed the press release from the State: DPH and CSDE sent out guidance for this year regarding Covid, "Launching into Healthy Learning." Students and staff should come to school if they have mild symptoms as long as they have tested negative for Covid. They suggested taking a test in the morning. If the test is negative, students and staff could attend school with mild symptoms, but they suggest wearing a mask at school. However, this is a suggestion and not a mandate. There is no Covid surge in the Torrington area currently. Vaccination and booster vans will be available for the district. Free test kits will be available to our families. Charlotte Hungerford is continuing to offer vaccinations and boosters at designated locations. Ms. Cappabianca said that she has concerns about the staff being responsible if we had vans set up during school, so it might be better if we could schedule these vans before the school year starts, if possible. Of course, we don't want to encourage staff or students who are sick to come to school. If students or staff have a fever over 100, have a persistent cough or stomach issues, they should remain home until they no longer have these symptoms.
- d. Community Update: There will be a presentation at the Rotary Club, August 9<sup>th</sup> 12:00pm-1:30pm to give a brief overview of the building project and show the

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drone footage. Board members are welcome to attend. Fiona, John, Ed and Sue will join Slam for this meeting.

- e. Systemwide Focus Areas: (Attendance, Engaging and Differentiated Instruction, Targeting Student Needs, Community Outreach: Student, Parent, and Community Engagement): Update next month
  - f. Delegated SIC Board Goals:
    - 1. (shared with full Board) Monitor the implementation of the district strategic plan and its integration into the city strategic plan once that plan is developed
    - 2. Monitor and support the Middle School/High School Building Committee and allocate resources to the development and implementation of the “Pathways” approach to the secondary curriculum
    - 3. Oversee and support whatever is necessary to deal with the educational impact of the effects of prolonged distance learning
  - g. Website, Altice, Social Media Updates: 211 people viewed FB page and 7,900 people viewed our dedication to our 2022 retirees
  - h. Alliance Updates – Update next month
7. Topics for Future Meetings:
- a. Social Promotion
  - b. Homogeneous vs. Heterogeneous Grouping
  - c. Uniforms
  - d. School Culture
  - e. Exit Interviews
  - f. Pathways Update
  - g. Facilities Realignment
  - h. Online Materials as Replacements for Textbooks
  - i. AP Access
8. Comments for the Good of the Order: (paraphrased)  
 Cathy: “Great presentations.”  
 Brian: “Thank you for coming out and presenting.”  
 Veronica: “Thank you for giving me the time to present.”  
 Sue: “Great presentation. Roni, thank you so much. John, can we move uniforms to the September agenda.”  
 John K.: “Thank you all for coming.”
9. Adjournment: Ms. Todor made a motion to adjourn the meeting, second by Ms. DePretis. All in favor. Meeting adjourned at 7:13 P.M.

Next Meeting: September 7th, Migeon Avenue School

Future Meetings: October 5<sup>th</sup>, Vogel-Wetmore School; November 2<sup>nd</sup>, Torrington School; November 30<sup>th</sup>, Migeon Avenue School; January 4<sup>th</sup>, Migeon Avenue School; February 1<sup>st</sup>, Migeon Avenue School; March 1<sup>st</sup>, Forbes School; April 5<sup>th</sup>, Southwest School; May 3<sup>rd</sup>, Torrington Middle School; June 7<sup>th</sup>, Torrington High School

These minutes have not yet been approved by the Torrington Board of Education.



## Torrington Public Schools

SUSAN M. LUBOMSKI  
SUPERINTENDENT

SUSAN B. FERGUSSON  
ASSISTANT SUPERINTENDENT

**Policy Committee Meeting  
Monday, June 13, 2022, 7:00 P.M.  
Torrington High School Media Center**

### Minutes

1. Call to Order: 7:16 P.M.
2. Roll Call: Ms. Hoehne, Ms. Richardson, Ms. Todor, Mr. Burger, Mr. Mangelinkx (Teacher Representative)  
Also Present: Mr. Kissko, Ms. Fergusson, Ms. Schulte, Ms. Herold
3. Approval of Agenda: Mr. Todor made a motion to approve the agenda, second by Ms. Richardson. All in favor.
4. Approval of Minutes: Mr. Todor made a motion to approve the minutes, second by Ms. Richardson. All in favor.
5. Public Participation: None
6. Discussion/Next Steps:
  - a. Gifts, Grants, & Bequests Policy #3051 – Update: Ms. Fergusson met with Corporation Council and is awaiting a response.
  - b. Board of Education Bylaws: In accordance with recent legislation regarding remote options for Board of Education meetings, Shipman & Goodwin has developed language that they recommend be added to Board of Ed bylaws. The policy committee voted to add the language and send to the full board for approval. It was discussed that the bylaws as a full document be reviewed by this committee at an upcoming meeting.
7. Topics for Future Meetings:
  - a. Crosswalk
  - b. Cellphone Policy
8. Comments for the Good of the Order (Paraphrased)  
John: “I am very happy to see that the Policy committee is a very efficient meeting.”
9. Adjournment: Ms. Todor made a motion to adjourn the meeting, second by Ms. Richardson. All in favor. Meeting adjourned at 7:33 P.M.

These minutes have not yet been approved by the Torrington Board of Education.



## Torrington Public Schools

SUSAN M. LUBOMSKI  
SUPERINTENDENT

SUSAN B. FERGUSSON  
ASSISTANT SUPERINTENDENT

**Policy Committee Meeting  
Wednesday, August 3, 2022, 7:00 P.M.  
Migeon Ave.**

### Minutes

1. Call to Order: 7:15 P.M.
2. Roll Call: Ms. Hoehne, Ms. Richardson, Ms. Todor, Mr. Burger, Mr. Mangelix (Teacher Representative)  
Also Present: Ms. Cappabianca, Ms. Lubomski, Ms. Schulte, Mr. Kissko, Ms. DePretis, Ms. Gelormino, Ms. Herold, Ms. Creedon, Ms. Viens, Mr. Urban
3. Approval of Agenda: Ms. Todor made a motion to approve the agenda, second by Ms. Richardson. All in favor.
4. Approval of Minutes: Ms. Todor made a motion to approve the minutes, second by Ms. Richardson. All in favor.
5. Public Participation: None
6. Discussion/Next Steps:
  - a. Policy #5041 - Use of Private Technology Devices by Students: Yondr pouches are being delivered to THS. The pouches will arrive by August 22<sup>nd</sup>. All pouches will be XL. They will have retractable pins. Locations and positioning of kiosks has been decided. Certain classrooms will need a mobile kiosk based on the lesson being taught. The request must be approved by an administrator 24 hours in advance and it must be for a specific lesson. These requests will be on a limited basis, and only approved if no other technology is able to achieve the same results as a phone. Ms. Richardson asked for feedback on how the Yondr pouches impacted the middle school environment during the last two months of school. She stated that she felt that information was critical in planning for the high school roll out. Mr. Scott explained that following the implementation of Yondr, there was a very significant drop in behavior. Mr. Mangelix said that he believes that while some students were still not putting their phones in their pouches, the roll out was enough of a deterrent and had reached the desired goal which is, not seeing cell phones out in the classes. The implementation of Yondr (and the

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revised policy) went much more smoothly than anticipated. Mr. Scott believes that the retractable pin design will make things even easier at the high school. Ms. Richardson asked how the more stringent cell phone policy made changes in behavior. Is using the Yondr pouches necessary? Ms. Lubomski said that we are still in the information/data gathering phase of this implementation. In January, we can assess the progress. Ms. Richardson would like to reassess this after the winter break. A note was made to revisit the THS Yondr discussion in January. Ms. Richardson also expressed concern about cancellation of after school activities and how that information is to be communicated to parents in a timely manner. She would also like a status update on that in January. Ms. Lubomski and Mr. Scott suggested changing Page 3, Section 3: the first-third infraction remains the same and the fourth-sixth offense is reflected under #4. It is recommended that we send this to the full board with the changes discussed.

7. Comments for the Good of the Order: (paraphrased)  
Ms. Cappabianca: “Thank you Brian and Mark, it is helpful to see what’s happening at the school level with Yondr.”
8. Adjournment: Ms. Todor made a motion to adjourn the meeting, second by Ms. Richardson. All in favor. Meeting adjourned at 8:19 P.M.

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## Torrington Public Schools

SUSAN M. LUBOMSKI  
SUPERINTENDENT

SUSAN B. FERGUSSON  
ASSISTANT SUPERINTENDENT

### Facilities & Technology Committee Meeting Monday, June 6, 2022, 5:00 P.M. Torrington School

#### Minutes

1. Call to Order: 5:02 P.M.
2. Roll Call: Mr. Eucalitto, Mr. Corey, Ms. Richardson, Ms. Mangan (Teacher Representative)  
Also Present: Mr. Kissko, Ms. Todor, Ms. Hoehne, Ms. DePretis, Mr. Barlow, Ms. Herold, Mr. Arum (Remote)
3. Approval of Agenda: Mr. Corey made a motion to approve the agenda, second by Ms. Richardson. All in favor.
4. Approval of Minutes: Mr. Corey made a motion to approve the minutes, second by Mr. Eucalitto. Ms. Richardson abstained. The minutes are approved.
5. Public Participation: None
6. Discussion/Next Steps:
  - a. Technology Update: Ms. Herold started the update by announcing that we are preparing for Graduation, similar to last year, livestream will be on cable. We are getting our Mac books ready and preparing the PD on the new laptops for next year. Ms. DePretis asked if training will be mandatory. "Yes, it will be mandatory." Ms. Lubomski also thanked Ms. Herold for videotaping and taking pictures of the Kids Marathon at the event in early June.
  - b. Facilities:
    - i. Torrington Driveway Update – They are filing the application and the plan has been developed. Currently, the driveway is working out well.
    - ii. TMS Windows – We are expecting the delivery on June 10<sup>th</sup>. There has been a slight delay on the mockup windows, but once the glass comes in, the mock up windows will be done. Seventy percent of the frames have been constructed. The completion is set for September 15<sup>th</sup>. What happens if it's not done before school opens? There is nothing written in the contracts about penalties, but they did say they

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could make the timelines. If they needed to continue working, it would not be during school hours.

- iii. Summer Work Update – Torrington driveway, TMS windows, locks, all the facilities radios, training on new radios will occur, card readers, regular cleaning, etc.
  - iv. Facilities Study Update – The Facilities Study is out to Bid. We are seeking qualifications to comeback for next Monday, June 13<sup>th</sup>. We will do interviews, walkthroughs and then they will submit their bids. We are not including the new high school, Migeon Ave., or East School.
7. Topics for Future Meetings:
    - a. Southwest Parking
  8. Comments for the Good of the Order:  
Sue L. “Very efficient meeting.”
  9. Adjournment: Mr. Corey made a motion to adjourn the meeting, second by Ms. Richardson. All in favor. Meeting adjourned at 5:18 P.M.

These minutes have not yet been approved by the Torrington Board of Education.



## Torrington Public Schools

SUSAN M. LUBOMSKI  
SUPERINTENDENT

SUSAN B. FERGUSSON  
ASSISTANT SUPERINTENDENT

### Facilities & Technology Committee Special Meeting Monday, June 27, 2022, 5:00 P.M. 355 Migeon Ave.

#### Minutes

1. Call to Order: 5:07 P.M.
2. Roll Call: Mr. Eucalitto, Mr. Corey, Ms. Richardson, Ms. Mangan (Teacher Representative)  
Also Present: Ms. Cappabianca (Remote), Mr. Kissko, Ms. Hoehne, Mr. Arum, Ms. Herold, Mr. Burger (5:19 P.M.), Mr. Barlow (Remote), SLAM representatives - Michael Zuba, Kemp Morhardt, Pamela Babuca, and Patrick Gallagher, and Silver Petrucelli + Associates representatives – Ken Eldridge and Dean Petrucelli
3. Interviews for Districtwide Facility Study
  - a. 5:00 p.m. – SLAM: The group introduced their team members. SLAM is an architecture firm with integrated construction services, landscape architecture, structural and civil engineering, and interior design located in Glastonbury CT. They summarized what they will do to introduce themselves as well as complete the needs assessments, projections, and the options development. They went into detail about the data gathering, enrollment projections and master planning. They want to have consensus overall and solicit community involvement on their proposals. They went over their timeline. The State Reimbursement rates are 63.57% reimbursement rate for New Construction and 73.57% for General Construction. All their data is exported into Excel. There is no cost associated with their software. Their job is to find all the Capital Improvements. Their information will help the Board make a data driven decision. There will be an on site assessment done. They will assess the current status of the buildings. They shared a project they worked on before and the survey monkey results. They can make planning scenarios and always consult with their in-house cost estimator. Mr. Arum asked what the main issue you see in Torrington? “Biggest challenge is figuring out what will happen with the K-6 schools. What is the best way to balance and pair the elementary school while staying in the budget?” One of the team members also said that “It seems like you have more capacity than you may need right now.” Mr. Eucalitto asked if they will meet with all administrative bodies? Yes, then we can develop a plan that is deliverable.



These minutes have not yet been approved by the Torrington Board of Education.



## Torrington Public Schools

SUSAN M. LUBOMSKI  
SUPERINTENDENT

SUSAN B. FERGUSSON  
ASSISTANT SUPERINTENDENT

### Facilities & Technology Committee Meeting Wednesday, August 10, 2022, 6:00 P.M. Migeon Avenue

#### Minutes

1. Call to Order: 6:00 P.M.
2. Roll Call: Mr. Eucalitto, Mr. Corey, Ms. Mangan (Teacher Representative). Mr. Eucalitto declared that this is a non-meeting no action will be taken.  
Also Present: Ms. Cappabianca, Mr. Kissko, Ms. Hoehne, Ms. Todor, Mr. Burger, Ms. DePretis, Ms. Herold, Ms. Lubomski, Mr. Barlow, Mr. Petruzzelli, Mr. Arum, Ms. Schulte, Ms. Viens, Mr. Urban, Mutualink Presenters
3. Approval of Agenda: Mr. Corey made a motion to approve the agenda, second by Mr. Eucalitto. All in favor. Agenda was approved.
4. Approval of Minutes: Mr. Corey made a motion to approve the minutes in a bundle, second by Mr. Eucalitto. All in favor. Minutes were approved.
  - a. June 6, 2022
  - b. June 27, 2022
5. Public Participation: None
6. Discussion/Next Steps:
  - a. Mutualink Presentation: A presentation was given. Mutualink is a product that connects to the safety communication system in the schools. This is a response product. There are 2,000 schools in the country who are using this product. The response time for first responders is 6-8 seconds after sending an alert. With the soft button in a school, the exact location of the emergency is unknown, but a hard button will give you the exact location. They advocate for use of cell phones. Can a teacher use the personal cell phone for a panic button? Yes, there will be unlimited number of panic buttons set up. Do school systems provide phones for this if teachers refuse to put this app on their phones? No, but some district chose wearable panic buttons. The board members asked questions.

These minutes have not yet been approved by the Torrington Board of Education.

Discussion of the cost will be moved to a budget committee meeting, if there is interest in the product.

b. Technology Update:

i Summer Work: Ms. Viens reported that the IT office has moved to the former main office at THS. They are now using Freshdesk Helpdesk. Currently, the team is preparing devices for the incoming student/staff. They have implemented Intune, a new way to manage staff devices. This fall 100 interactive smart board are being installed by TEQ.

ii MacBooks: They are here. All THS students and teachers will be given a 13” MacBook Air in the first few days of school.

c. Facilities Update:

i Walkie Update: Motorola has pushed back their delivery to October. The good news is, 30 radios are being given to administrators that directly talk to PD. In the meantime, they are giving us 70 loaner radios. This will provide some support until October.

ii Milestone: Camera system: working with the vender on the implementation at TMS.

iii Torrington Driveway Update: Zoning application has been filled. They are meeting on August 24<sup>th</sup> to get approval.

iv TMS Windows: 90% complete. As of today, there are only 8 windows left to be installed. Absolute completion is September 20<sup>th</sup>.

v Vogel-Wetmore Windows: They are 80% complete. This project will be wrapped up next week.

vi Window Film: 100% complete.

vii TMS Blinds: Mr. Barlow provided the committee quotes. This was not budgeted for. However, there is \$104,000 in reimbursement dollars for the window project. This is not for school security, but it is to create increased visibility while using smartboards. Walch & Company \$52,000 and the Bartholomew Contract Interiors \$51,800.

7. Topics for Future Meetings:

- a. TMS Blinds
- b. Mutualink Presentation
- c. Elementary Space

8. Comments for the Good of the Order: (paraphrased)

John B.: “Shout out to my staff – the custodians – this was the most projects I had to manage in a single summer; they’ve been amazing, and the buildings look great. I have 6 positions I must hire for.”

Sue L.: “Erich will be at all of our subcommittee meetings and great job Rachael.”

Ally: “I want to reiterate what John was saying and kudos to your team, and good job Rachael you did an amazing job.”

Rachael “Thank you John for all your help.”

These minutes have not yet been approved by the Torrington Board of Education.

9. Adjournment: Mr. Corey made a motion to adjourn the meeting, second by Mr. Eucalitto. All in favor. Meeting adjourned at 7:12 P.M.

DRAFT

These minutes have not yet been approved by the Torrington Board of Education.



## Torrington Public Schools

SUSAN M. LUBOMSKI  
SUPERINTENDENT

SUSAN FERGUSSON  
ASSISTANT SUPERINTENDENT

**Budget Committee Meeting**  
**Wednesday, June 29, 2022, 5:30 P.M.**  
**THS Media Center**

### Minutes

1. Call to Order: 5:32 P.M.
2. Roll Call: Ms. Cappabianca (standing in for Ms. Fappiano) Mr. Eucalitto, Mr. Corey, Ms. DePretis, Ms. Hoehne, Mr. Lafreniere (Teacher Representative)  
Also Present: Mr. Kissko, Ms. Todor, Ms. Lubomski, Mr. Arum, Ms. Schulte, Ms. Fergusson, Ms. Herold
3. Approval of Agenda: Ms. DePretis made a motion to approve the agenda, second by Mr. Corey. All in favor.
4. Approval of Minutes: Mr. Eucalitto made a motion to approve the minutes, second by Ms. DePretis. All in favor.
5. Public Participation: None
6. Discussion/Next Steps:
  - a. Monthly Financials: Mr. Arum went over the budget analysis. Currently the balance is approximately \$263,000, which will fluctuate as we finish the end of the year. We are under budget in our special education tuition line item. Mr. Arum reviewed the transportation analysis. Ms. DePretis asked why there was a negative amount in the HSA? Mr. Arum explained that there were more employees hired this year. Regarding natural gas, we will be in the red \$67,509. Ms. Cappabianca asked for a clarification of the out of district tuition account. Mr. Arum stated that was due to expulsions. Mr. LaFreniere asked if payroll becoming automated, so employees have access to electronic direct deposit slips. Ms. Schulte said that they are hoping to add that information, but the additional compensation forms will be automated in the fall. A question was asked about transportation for homeless students. Mr. Arum said we budget for

homeless transportation, but we have to wait for the towns to send the checks to us.

7. Topics for Future Meetings:
  - a. Monthly Financials
8. Comments for the Good of the Order (paraphrased)  
Gary: "Happy summer."
9. Adjournment: Mr. Eucalitto made a motion to adjourn the meeting, second by Mr. Corey. All in favor. Meeting adjourned at 5:50 P.M.

These minutes have not yet been approved by the Torrington Board of Education.



## Torrington Public Schools

SUSAN M. LUBOMSKI  
SUPERINTENDENT

SUSAN B. FERGUSSON  
ASSISTANT SUPERINTENDENT

### **Budget Committee Meeting** **Wednesday, August 10, 2022, 7:00 P.M.** **Migeon Avenue**

#### **Minutes**

1. Call to Order: 7:15 P.M.
2. Roll Call: Ms. Cappabianca (standing in for Ms. Fappiano), Mr. Eucalitto, Mr. Corey, Ms. DePretis, Ms. Hoehne, Ms. Lafreniere (Teacher Representative)  
Also Present: Mr. Kissko, Ms. Todor, Mr. Burger, Ms. Herold, Ms. Lubomski, Mr. Barlow, Mr. Petruzzelli, Mr. Arum, Ms. Schulte, Ms. Viens, Mr. Urban
3. Approval of Agenda: Mr. Eucalitto made a motion to approve the agenda, second by Ms. DePretis. All in favor.
4. Approval of Minutes: Mr. Eucalitto made a motion to approve the minutes, Mr. Corey second, All in favor.
5. Public Participation: None
6. Discussion/Next Steps:
  - a. Monthly Financials. Mr. Arum presented the monthly financials. The budget has been closed as of July 29<sup>th</sup>. The auditors are short staffed, and the city had to extend the date. However, the state wants everything in by December 31<sup>st</sup>. We are not able to go out to bond without the audit reports. Hopefully, this does not happen. There is a surplus. We are on the second year of a 3-year bid regarding special education transportation. We put money into the turf reserve account. Mr. Eucalitto asked if we are we still giving money back to the City. Mr. Arum confirmed that the amount was be about \$500,000.
  - b. Cafeteria Update: Mr. Arum provided the breakfast and lunch count. Breakfast is very popular. He provided a list of cafeteria items we need to purchase. The question was asked if the middle school will have a fresh salad bar. We are doing a transition to a prepackaged salad and prepackaged sandwiches to streamline the distribution process. We will revisit this in January. These offerings will occur at TMS and THS. The district is still a

These minutes have not yet been approved by the Torrington Board of Education.

free district, a CEP, free meals district for all students. Ms. Cappabianca asked for a review of the foods offered at a future meeting.

- c. Recruitment Incentives: Ms. Schulte presented a possible recruitment bonus proposal: \$1000 – Certified – Refer a candidate for TPS who stays for 100 workdays

\$500 – Non-certified – Refer a candidate for TPS who stays for 100 workdays

Candidate must be referred after August 1, 2022. Ms. DePretis asked if other districts offer sign on bonuses. Ms. Schulte confirmed that they do. The board discussed implementing sign on bonus. Some board members questioned if we are too late to do recruitment incentives. Ms. Schulte will check the unions' policy on this. There will be a quick BOE special meeting to vote on this in the next few days.

- d. Possible Executive Session – Bus Contract: Ms. DePretis made a motion to go into executive session inviting in Ms. Lubomski and Mr. Arum, second by Mr. Corey. All in favor.

The board entered in executive session at 8:06 P.M.

The board returned to open session at 8:17 P.M

- e. Alliance Update: The district will be receiving an increase of approximately \$1million more than last year. Of the 5 million, most of that will be staffing and some of it will be allocated to the new reading program.
- f. Coordinator of School Safety, Climate & Wellness: Ms. Lubomski shared the position outline for the committee to review. It is a non-certified position, starting at approximately \$75,000. Most districts have something a position like this. We are moving forward to post the position.

#### 7. Topics for Future Meetings:

- a. Monthly Financials
- b. Cafeteria Updates

#### 8. Comments for the Good of the Order (paraphrased)

Sue L.: “Welcome Scott. Thank you, Ed for being here for us always.”

9. Adjournment: Ms. DePretis made a motion to adjourn the meeting, second by Mr. Corey. All in favor. Meeting adjourned at 8:27 P.M.

10. The Board will enter into a non-meeting to discuss Collective Bargaining Strategy.

These minutes have not yet been approved by the Torrington Board of Education.



## Torrington Public Schools

SUSAN M. LUBOMSKI  
SUPERINTENDENT

SUSAN B. FERGUSSON  
ASSISTANT SUPERINTENDENT

### **Building Committee Minutes Thursday, August 18, 2022, 5:00 P.M. Torrington School - Media Center**

#### **Minutes**

1. Call to Order: 5:06 P.M.
2. Roll Call: Mr. Arum, Mr. Longobucco, Ms. Cappabianca, Mr. Cravanzola, Mr. Morhardt, Mr. Maniccia, Ms. Matiello, Mr. Finn, Mr. Barlow, Mr. Kissko, Ms. Hoehne, Ms. Todor, Mr. Petruzzelli, Ms. Herold, Ms. Fergusson, Ms. Lubomski, Mr. Hetzler, Mr. Harrel
3. Approval of Agenda: Mr. Finn made a motion to approve the agenda, second by Ms. Todor. All in favor.
4. Approval of Minutes: Ms. Mattiello made a motion to approve the minutes, second by Mr. Finn. All in favor.
5. Public Participation: None
6. Discussion/Next Steps:
  - a. Update on Phase I-Enabling Construction: Dan reviewed progress and updates:
    - i. Reported that they are on schedule with project
    - ii. New bus entrance: some issues with underground utilities, now moving forward with revised plan, using swing arm instead-won't be ready for opening day, will use a temporary barricade
    - iii. Parent circle will be widened
    - iv. Stop signs and crosswalk for walkers need to be set up-plan for the beginning of the school year-John-custodians for crosswalk to start year
    - v. By 8/25 the Bus Loop will be ready, stripping 8/23-Buses Only signage needed. Times. No entry, specify times
    - vi. Distribute a drawing of how students, staff or emergency vehicles get in and out
    - vii. Next week: Provide video at both main entrances-Dan will look into options
    - viii. Develop a right-hand turn lane, move over about a foot on Winthrop and move the center line.

These minutes have not yet been approved by the Torrington Board of Education.

- 12 parking spaces, permanent parking for the pool. Instead of a crosswalk.
- b. Update on Phase II-Pre-Bid Meeting: Tomorrow's meeting and bidders: minimum of 3 bidders for each area, especially for site work

- i. Abatement contractors and security coordination-tomorrow
- ii. Discussion: Who is responsible for loose furniture? The district could be responsible for removal: Loose FF&E, throw away-labor and dumpsters; constraints: lots of effort, donations take time; Items will need to be removed immediately and slow removal will impede the demo and abatement process. Usually districts only keep 5%. Short period of time to decide on keeping items, 1-2 weeks: abatement and removal by an outside company is cost and time efficient

Demo and abatement contractors to remove all furniture: Mr. Longobucco made the motion, second by Ms. Mattiello,

Discussion: Ms. Hoehne asked about the donation process. Removal of items: Once in abatement phase no access to the area. Allow non-profits and lawn sale of items, Doug suggested let the community have access-1 day event, August 2025. Looking at March 1, 2025 completion. Feb-March for outfitting of gym to ready for the transition.

All in favor.

- c. Phase I-Application and Certificate for Payment: Mr. Cravanzola reviewed the costs and payments, once O & G gets paid, they must distribute the funds within 14 days of payment: Mr. Finn made the motion, second by Ms. Mattiello, All in favor.
- d. Construction Oversight Subcommittee Discussion: The purpose of the sub-committee is to keep the full committee apprised of the detailed status and move forward at a faster pace: Mr. Arum and Mr. Longobucco, 2 other Building Committee members. They would discuss any decisions that have a financial impact of less than \$50,000, not affecting the school instructional plans. These meetings would occur in between the regular Building Committee meetings. If it is a tie, then Co-Chairs would make the final decision. Meetings may occur during the day or in evenings, sometimes via zoom or email discussion through the course of the afternoon and finalized in the evening.  
Members interested: Mr. Maniccia, Mr. Eucalitto, Mr. Finn  
Motion to accept the Construction Oversight Subcommittee: Mr. Maniccia made the motion, second by Ms. Mattiello, All in favor.
- e. Payment of Invoices:
  - i. CSG-\$19,534.40: Mr. Finn made the motion to approve the CSG invoice, second by Mr. Maniccia, All in favor.
  - ii. O&G-\$17,246.00: Ms. Todor made the motion to approve the O&G invoice, second by Ms. Mattiello. All in favor.
  - iii. O&G-\$17,246.00: Ms. Todor made a motion to approve the O&G invoice, second by Ms. Mattiello, All in favor.

These minutes have not yet been approved by the Torrington Board of Education.

- iv. SLAM-\$53,445.00, Mr. Finn made a motion to approve the SLAM invoice, second by Ms. Todor. All in favor.
  - f. Possible Executive Session Regarding Negotiations: Mr. Finn made a motion to go into executive session, second by Mr. Kissko. All in favor.  
The committee entered executive session at 6:19 P.M.  
The committee returned to open session at 6:45 P.M.  
Mr. Longobucco made the motion authorizing the co-chairs to submit the attorney's letter and follow through accordingly, second by Mr. Maniccia. All in favor.
7. Comments for the Good of the Order:  
Doug & Armand: "Thank you."
  8. Future Meetings-Sept 1<sup>st</sup>-Bids, Sept 13<sup>th</sup> second set of bids, Sept 15<sup>th</sup>-Jt Meeting with the BOE; Sept 29<sup>th</sup> City Council
  9. Adjournment: Ms. Todor made a motion to adjourn the meeting, second by Mr. Longobucco. All in favor. Meeting adjourned at 6:52 P.M.

These minutes have not yet been approved by the Torrington Board of Education.



## Torrington Public Schools

SUSAN M. LUBOMSKI  
SUPERINTENDENT

SUSAN B. FERGUSSON  
ASSISTANT SUPERINTENDENT

### **Building Committee Minutes Wednesday, August 31, 2022, 5:00 P.M. Torrington School - Media Center**

#### **Minutes**

1. Call to Order: 5:07 P.M.
2. Roll Call: Mr. Arum, Mr. Longobucco, Mr. Cravanzola, Mr. Morhardt, Mr. Maniccia, Ms. Matiello, Mr. Finn, Mr. Barlow, Mr. Kissko, Ms. Hoehne, Ms. Todor, Mr. Petruzzelli, Ms. Fergusson, Ms. Lubomski, Mr. Hetzler, Mr. Harrel, Mr. Burger, Mr. Scott, Mr. Eucalitto, Mr. McKenna, Ms. Samuelson, Ms. Cappabianca, Ms. Richardson, Ms. Ledversis, Mr. Gaffney
3. Approval of Agenda: Mr. Finn made the motion to approve the agenda, second by Ms. Todor. All in favor.
4. Approval of Minutes Ms. Mattiello made the motion to approve the minutes, second by Mr. Finn. All in favor.
5. Public Participation: None
6. Discussion/Next Steps:
  - a. Parking at THS: Motion by Mr. Longobucco to revisit the need to increase parking spaces later in the year, possibly around mid-October. Second Mr. Finn. All in Favor.
  - b. Possible Executive Session Regarding Negotiations: Mr. Eucalitto made the motion to go into executive session, second by Ms. Todor. All in favor.  
The committee entered executive session at 6:20 P.M.  
The committee returned to open session at 7:10 P.M.
7. Comments for the Good of the Order: "Thank you."
8. Future Meetings-9/15-Joint Meeting with the BOE, 5:00 P.M., Future discussion: widening of the roadway
9. Adjournment: Mr. Kissko made a motion to adjourn the meeting, second by Mr. Maniccia. All in favor. Meeting adjourned at 7:11 P.M.

These minutes have not yet been approved by Torrington Board of Education.



## Torrington Public Schools

SUSAN M. LUBOMSKI  
SUPERINTENDENT

SUSAN B. FERGUSSON  
ASSISTANT SUPERINTENDENT

**Board of Education  
Joint Meeting with Building Committee  
Thursday, June 16, 2022, 5:30 P.M.  
Torrington School Library/Media Center**

**Building Committee Minutes**

1. Call to Order: 5:33 P.M.
2. Roll Call: Ms. Cappabianca (Remote), Mr. Corey, Mr. Eucalitto, Ms. Hoehne, Mr. Kissko, Ms. Richardson, Ms. Todor, Mr. Arum, Mr. Barlow, Ms. Lubomski (Remote), Ms. Fergusson, Mr. Scott (Remote), Mr. Harrel, Mr. Longobucco, Ms. Ledversis, Ms. Mattiello, Mr. Maniccia  
Also Present: Ms. DePersia, Mr. Cravanzola, Ms. Purcell, Mr. Morhardt (Remote), Ms. Samuelson, Ms. Herold
3. Approval of Agenda: Mr. Maniccia made a motion to approve the agenda, second by Mr. Eucalitto. All in favor.
4. Approval of Minutes: Ms. Hoehne made a motion to approve the minutes with amendments, second by Mr. Eucalitto. All in favor.
5. Public Participation: None
6. Discussion/Next Steps:
  - a. Discussion/Action – Trade Recommendation from O&G: There were two bids. The committee decided to go with the lowest bidder C.J. Fucci, Inc. and reject the alternate number 1 and alternate number 2.

The Board of Education will approve the motion first and then it will be sent to the Building Committee members for approval:

Mr. Eucalitto made a motion to approve the recommendation by O&G Industries, to award the Torrington MS/HS/COA PH 1 sitework contract to C.J Fucci in the amount of \$2,990,000 and to reject Alternate #1 for deletion of parking at the temporary north parking area, and to reject Alternate #2 for the addition of a temporary parking area off Major Besse Dr adjacent to the basketball court. Mr. Eucalitto's motion also encompassed forwarding the O&G letter to the City Council for action with the Building Committee's and Board of Education's recommendation to award. Second by Ms. Todor. All in favor.

- b. Discussion/Action – Materials Testing and Special Inspection Service: The committees received the contract. The Board members voted on this action

item. Mr. Eucalitto made a motion to approve the materials testing and special inspection service contract to Tri State for the high school project. Second by Ms. Todor. All in favor.

- c. Invoices for Payment: The following invoices were presented for approval:
  1. Innovative Engineering in the amount of \$4,788.00. A motion was made by Ms. Mattiello to approve the invoice in the amount of \$4,788.00, seconded by Mr. Finn. All in favor.
  2. Construction Solutions in the amount of \$19,534.40. A motion was made by Mr. Kissko to approve the invoice in the amount of \$19,534.40, seconded by Ms. Todor. All in favor.
  3. Slam in the amount of \$23,250.00. A motion was made by Mr. Maniccia to approve the invoice in the amount of \$23,250.00, seconded by Mr. Eucalitto. All in favor.
  4. SLAM in the amount of \$128,300.00. A motion was made by Mr. Eucalitto to approve the invoice in the amount of \$128,300.00, seconded by Ms. Mattiello. All in favor.
  5. SLAM in the amount of \$3,675.00. A motion was made by Mr. Finn to approve the invoice in the amount of \$3,675.00, seconded by Mr. Kissko. All in favor.
7. Comments for the Good of the Order:  
Gary "Well run meeting"  
John "Rotary Club Meeting on August 9<sup>th</sup>"
8. Future Meetings: June 23rd Joint meeting of BOE and Building Committee re: HS security package
9. Adjournment: Mr. Eucalitto made a motion to adjourn the meeting, second by Ms. Todor. All in favor. Meeting adjourned at 5:54 P.M.

These minutes have not yet been approved by the Torrington Board of Education.



## Torrington Public Schools

SUSAN M. LUBOMSKI  
SUPERINTENDENT

SUSAN B. FERGUSSON  
ASSISTANT SUPERINTENDENT

**Board of Education  
Joint Meeting with Building Committee  
Thursday, July 14, 2022, 5:30 P.M.  
Torrington School Library/Media Center**

### Building Committee Minutes

1. Call to Order: 5:33 P.M.  
Roll Call: Ms. Cappabianca, Ms. Hoehne, Mr. Eucalitto, Mr. Arum, Ms. Fergusson, Ms. Lubomski, Ms. Ledversis, Ms. Samuelson, Mr. Maniccia, Ms. Mattiello, Mr. Scott, Ms. Longobucco, Mr. McKenna, Mr. Finn, Mr. Mordhard (remote)  
Also Present: Mr. Corey, Mr. Barlow, Ms. Herold
2. Approval of Agenda: Mr. Eucalitto made a motion to approve the agenda, second by Mr. McKenna. All in favor.
3. Approval of Minutes:
  - a. Joint Meeting with BOE June 16<sup>th</sup>, 2022 – Mr. Maniccia made a motion to approve the minutes, second by Mr. Eucalitto. All in favor.
  - b. Joint Meeting with BOE June 23<sup>rd</sup>, 2022 – Mr. Finn made a motion to approve the minutes, second by Ms. Mattiello. Mr. Maniccia abstained. Everyone else in favor. The minutes are approved.
4. Public Participation: None
5. Discussion/Next Steps:
  - a. Discussion/Action – O&G Guaranteed Maximum Price (GMP) amendment for Phase 1 - Site Enabling Construction: Mr. Arum stated that we signed a contract with O&G contract and now we go into the GMP. Dan went through the contract; it puts a guaranteed fixed price on the work involved. We have specific line items for mobilization. Two items were excluded from the cost – printing and advertising costs. The figure is more than it is anticipated. The allowances will be reconciled after Phase 1. Phase 1 GMP total cost is \$3,503,471.00 million. Mr. Arum stated that the Skate Park has been moved but they have not decided yet where the park will be moved.

Mr. Eucalitto made a motion to accept the O&G GMP amendment for Phase 1, second by Mr. Finn. All in favor.

BOE will have a meeting Monday to vote on this item.

- b. Discussion/Action – Memorandum of Understanding (MOU) – property located at 277 Winthrop Street – there were two changes that were passed out to the committee members. 1) 26 parking spaces available and 6 spaces

These minutes have not yet been approved by the Torrington Board of Education.

will be dedicated to the park available to the public and these signs will have signs that – Ms. Mattiello proposed 3 changes to the wording and the committee agreed

Ms. Mattiello made a motion to approve the Memorandum of Understanding – property located at 277 Winthrop Street subject to three changes, second by Mr. Finn. All in favor.

BOE will have a meeting on Monday to vote on this item.

- c. Analysis of Progress Payments: The City of Torrington gave us less than 11% of our asking amount. Mr. Arum stated that payments are going well so far.
- d. Payment of Invoices:
  - i. Vesteeq Associates in the amount of \$46,500.00: Ms. Cappabianca made a motion to approve the invoice, second by Mr. Eucalitto. All in favor.
  - ii. Innovative Engineering Services LLC invoice #16862 in the amount of \$2,424.00: Mr. Maniccia made a motion to approve this invoice, second by Ms. Mattiello. Ms. Cappabianca abstained. Everyone else in favor.
  - iii. Construction solutions invoice number #1238/16 in the amount of \$19,534.40: Ms. Cappabianca made a motion to approve this invoice, second by Ms. Ledversis. All in favor.
  - iv. O&G Invoice #567791 in the amount of \$17,246.00: Mr. Maniccia made a motion to approve this invoice, second by Mr. Eucalitto. All in favor.
  - v. SLAM invoice #1025687 in the amount of \$80,474.00: Ms. Ledversis made a motion to approve this invoice, second by Mr. Maniccia. All in favor.
  - vi. SLAM invoice #1025686 in the amount of \$2,450.00: Mr. Finn made a motion to approve this invoice, second by Mr. Maniccia. All in favor.
6. Comments for the Good of the Order (Paraphrased)
  - Gary “Nice to be back.”
  - Brian “Thanks to John and his guys for moving the sign.”
7. Future Meetings: To be determined
8. Adjournment: Mr. Maniccia made a motion to adjourn the meeting, second by Mr. Eucalitto. All in favor. Meeting adjourned at 6:20 P.M.

Torrington Board of Education Consent Agenda Detail  
9/28/2022

| Employee Name         | Emp. Type     | Loc.   | Assignment                                  | Action  | Effective |
|-----------------------|---------------|--------|---|---------|-----------|
| Michael C. Fritch     | Teacher       | MS     | Assistant Athletic Director                 | Appoint | 2022-2023 |
| Jill Baranowitz       | Teacher       | MS     | Associate Coach - Unified Sports            | Appoint | 2022-2023 |
| Jason Beckett         | Teacher       | MS     | Head Coach Boys' Soccer                     | Appoint | 2022-2023 |
| Susan Diaferio        | Teacher       | MS     | Associate Coach - Unified Sports            | Appoint | 2022-2023 |
| Mark Mangelinkx       | Teacher       | MS     | Head Coach Co-Ed Cross Country              | Appoint | 2022-2023 |
| Henry Marchand        | Teacher       | MS     | Head Coach - Unified Sports                 | Appoint | 2022-2023 |
| Megan Moore           | Teacher       | MS     | Head Coach - Volleyball                     | Appoint | 2022-2023 |
| Erika Pratt           | Teacher       | MS     | Assistant Coach Co-Ed Cross Country         | Appoint | 2022-2023 |
| Jason Apruzzese       | Coach         | HS     | Co-Head Coach Boys' Soccer                  | Appoint | 2022-2023 |
| Sarah Arburr          | Coach         | HS     | Head Volleyball Coach                       | Appoint | 2022-2023 |
| James Bevilacqua      | Teacher       | HS     | Assistant Football Coach                    | Appoint | 2022-2023 |
| Makayla Cappabianca   | Coach         | HS     | Assistant Coach Girls' Volleyball           | Appoint | 2022-2023 |
| Gerry Carbone         | Teacher       | HS     | Head Coach - Unified Sports                 | Appoint | 2022-2023 |
| Patricia David        | Teacher       | HS     | Faculty Manager - Unified Sports            | Appoint | 2022-2023 |
| Richard Dubois        | Teacher       | HS     | Assistant Football Coach                    | Appoint | 2022-2023 |
| Richard Elliott       | Coach         | HS     | Assistant Football Coach                    | Appoint | 2022-2023 |
| Amy Ferrare           | Teacher       | HS     | Head Coach - Cross Country                  | Appoint | 2022-2023 |
| Michael C. Fritch     | Teacher       | HS     | Co-Head Coach Boys' Soccer                  | Appoint | 2022-2023 |
| Katie Gregory         | Teacher       | HS     | Assistant Coach Unified Sports              | Appoint | 2022-2023 |
| Michael Hodge         | Coach         | HS     | Assistant Girls' Swimming Coach             | Appoint | 2022-2023 |
| Jonathan Horton       | Teacher       | HS     | Assistant Football Coach                    | Appoint | 2022-2023 |
| Paulina Killackey     | Teacher       | HS     | Head Girls' Swimming Coach                  | Appoint | 2022-2023 |
| Keisha Kittle         | Coach         | HS     | Assistant Cheerleading Coach                | Appoint | 2022-2023 |
| Mario Longobucco      | Coach         | HS     | Head Girls' Soccer Coach                    | Appoint | 2022-2023 |
| Eric Mahar            | Teacher       | HS     | Assistant Boys' Soccer Coach                | Appoint | 2022-2023 |
| Megan Phouthasack     | Coach         | HS     | Head Coach - Dance                          | Appoint | 2022-2023 |
| Gaitan Rodriguez      | Teacher       | HS     | Head Football Coach                         | Appoint | 2022-2023 |
| Alexis Tyrrell        | Teacher       | HS     | Assistant Girls' Soccer Coach               | Appoint | 2022-2023 |
| Melissa Viscariello   | Coach         | HS     | Head Coach - Cheerleading                   | Appoint | 2022-2023 |
| Scarlett Medina       | Teacher       | SW/VO  | Speech & Language Pathologist               | Appoint | 8/24/2022 |
| Jamie Curley          | Teacher       | HS     | THS Student Council Advisor                 | Appoint | 2022-2023 |
| Ryan Dickens          | Teacher       | HS     | THS Student Council Advisor                 | Appoint | 2022-2023 |
| Tracy Kane            | Administrator | DW(mi) | Director of Intervention & Academic Support | Appoint | 8/15/2022 |
| Deborah Alduini       | Teacher       | MS     | Mathematics                                 | Appoint | 8/24/2022 |
| Shelley Rinaldi       | Administrator | MS     | Princpal                                    | Appoint | 8/1/2022  |
| Jill Fourie           | Teacher       | HS     | Humanities                                  | Appoint | 8/24/2022 |
| Ashley Wyka           | Teacher       | HS     | Special Education                           | Appoint | 8/24/2022 |
| Roy O'Neil            | Teacher       | HS     | Technology Education                        | Appoint | 8/24/2022 |
| Yesika Saverino       | Teacher       | HS     | TESOL                                       | Appoint | 8/24/2022 |
| Timothy Coughlin      | Teacher       | MS     | Mathematics                                 | Appoint | 8/24/2022 |
| Katherine Wood        | Teacher       | MS     | English                                     | Appoint | 8/24/2022 |
| Drew Desiderio        | Teacher       | MS     | English                                     | Appoint | 8/24/2022 |
| Julie Day-Canty       | Teacher       | MS     | English                                     | Appoint | 8/24/2022 |
| Alison Michalek       | Teacher       | MS     | Literacy Intervention                       | Appoint | 8/24/2022 |
| Erica Heuschkel       | Teacher       | MS     | Mathematics                                 | Appoint | 8/24/2022 |
| Matthew Palmisano     | Teacher       | MS     | Physical Education                          | Appoint | 8/24/2022 |
| Jayme Conforti        | Teacher       | MS     | Science                                     | Appoint | 8/24/2022 |
| Tara Allen-Cardona    | Teacher       | MS     | World Language: Spanish                     | Appoint | 8/24/2022 |
| Lauren Kores          | Teacher       | VO     | Kindergarten                                | Appoint | 8/24/2022 |
| Stephanie Meyers      | Teacher       | TF     | Grade 1                                     | Appoint | 8/24/2022 |
| Julia Sheahan         | Teacher       | VO     | Grade 1                                     | Appoint | 8/24/2022 |
| Lauren Mikulskis      | Teacher       | MS     | Special Education                           | Appoint | 8/24/2022 |
| Angelika Zajac        | Teacher       | VO     | Grade 1                                     | Appoint | 8/24/2022 |
| Valerie Rose          | Teacher       | VO     | Grade 2                                     | Appoint | 8/29/2022 |
| Deyanira Ruiz-Gardere | Teacher       | HS     | Coordinator Alternative Ed                  | Appoint | 9/30/2022 |
| Yee Liu               | Teacher       | TF     | Special Education                           | Appoint | 10/3/2022 |
| Caitlin O'Connor      | Teacher       | TF     | Grade 1                                     | Appoint | 8/24/2022 |
| Jessica Shartkey      | Teacher       | MS     | Social Worker                               | Appoint | 8/29/2022 |
| Kenny Pierresaint     | Administrator | MS     | Administrative Dean                         | Appoint | 9/12/2022 |
| Alexis Calder         | Teacher       | MS     | Special Education                           | Appoint | 10/3/2022 |

Locations:

Torrington Board of Education Consent Agenda Detail  
9/28/2022

| Employee Name       | Emp. Type     | Loc.  | Assignment   | Action  | Effective  |
|---------------------|---------------|-------|--|---------|------------|
| Susan McMahon       | Administrator | MS    | Supervisor of Student Services   | Appoint | 10/24/2022 |
| Ashlee Hyatt        | Teacher       | FB    | Coordinator of Arts-Elementary; Director of Elementary Orchestra and Elementary Band | Appoint | 2022-2023  |
| Eric Mahar          | Teacher       | SW/FB | Coordinator of Elementary Physical Education   | Appoint | 2022-2023  |
| Lindsay Lariccia    | Teacher       | MS    | Coordinating Teacher MS Math   | Appoint | 2022-2023  |
| Jason Beckett       | Teacher       | MS    | Coordinating Teacher MS Science  | Appoint | 2022-2023  |
| Alana Crosby        | Teacher       | MS    | Coordinating Teacher MS Social Studies   | Appoint | 2022-2023  |
| James Pepper        | Teacher       | MS    | Coordinating Teacher MS Secondary Physical Education                                 | Appoint | 2022-2023  |
| Patricia Sanzone    | Teacher       | FB    | Social Media Coordinator - FB  | Appoint | 2022-2023  |
| Karen Mangine       | Teacher       | TF    | Social Media Coordinator - TF  | Appoint | 2022-2023  |
| Jennifer Lopez      | Teacher       | VO    | Social Media Coordinator - VO  | Appoint | 2022-2023  |
| Michael McCotter    | Teacher       | SW    | Social Media Coordinator - SW  | Appoint | 2022-2023  |
| Jason Lafreniere    | Teacher       | MS    | Social Media Coordinator - TMS   | Appoint | 2022-2023  |
| Barbara Beebe       | Teacher       | HS    | Social Media Coordinator - THS   | Appoint | 2022-2023  |
| Annie Greco         | Teacher       | VO    | Social Media Coordinator - DW  | Appoint | 2022-2023  |
| Kelly Sousa         | Administrator | MS    | Assistant Principal  | Resign  | 7/29/2022  |
| Sandra Robair       | Teacher       | HS    | Science  | Resign  | 10/14/2022 |
| Nicolette Marinelli | Teacher       | TF    | Grade 1  | Resign  | 8/20/2022  |
| Julie Browning      | Teacher       | HS    | Special Education  | Resign  | 7/14/2022  |
| Lara Coppola        | Teacher       | MS    | English  | Resign  | 6/30/2022  |
| Ashley Daley        | Teacher       | MS    | English  | Resign  | 8/1/2022   |
| John Lavorgna       | Teacher       | MS    | Mathematics  | Resign  | 8/2/2022   |
| Jamie Mascolo       | Teacher       | MS    | Social Worker  | Resign  | 8/12/2022  |
| Chelsea Ciccio      | Teacher       | MS    | Special Education  | Resign  | 7/28/2022  |