



**Torrington Public Schools**

**Packet for the  
BOE Regular Meeting  
*March 29, 2023***



**TORRINGTON PUBLIC SCHOOLS  
BOARD OF EDUCATION MEETING  
Wednesday, March 29, 2023, 6:00 P.M.  
THS Media Center  
Torrington, CT 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. Student Reports
8. Information Sharing Session:
  - A. Reports:
    1. Superintendent's Report
    2. Office of Teaching and Learning Update
    3. Special Education Update
    4. HR Update
  - B. Alliance Diversity Recruitment Grant:
    1. Relay Graduate Program
    2. Bloomboard
  - C. ESS Substitute Services

- D. Budget 2023/2024
- E. Monthly Financials
- F. Food Service Update
- G. BOE 2023/2024 Board Goals
- H. K-5 Reading Program Adoption
- I. TMS Roof Bid Proposal
- J. Locked Foyers Bid Proposal
- K. Field Trip – Westover Air Reserve Base, Chicopee, MA
- 9. Committee Reports:
  - A. Budget Committee
  - B. Facilities & Technology Committee
  - C. School Improvement Committee
  - D. Policy Committee
  - E. Building Committee
  - F. Curriculum Committee
  - G. Liaison Reports
- 10. Action Items:
  - A. Alliance Diversity Recruitment Grant Residency Programs
  - B. ESS Substitute Services
  - C. Budget 2023/2024
  - D. Monthly Financials
  - E. Food Services
  - F. BOE 2023/2024 Board Goals
  - G. K-5 Reading Program Adoption
  - H. TMS Roof Bid Proposal
  - I. Locked Foyers Bid Proposal
  - J. Field Trip – Westover Air Reserve Base, Chicopee, MA
  - K. BOE Regular Meeting Minutes – March 1, 2023
  - L. BOE Special Meeting Minutes – March 8, 2023
  - M. Committee Meeting Minutes:
    - 1. SIC – February 8, 2023
    - 2. Policy – February 8, 2023
    - 3. Facilities & Technology – February 15, 2023
    - 4. Budget – February 15, 2023
    - 5. Building Committee – February 16, 2023
  - N. Consent Agenda: Appointments, Retirements & Resignations
- 11. Items for Upcoming Agenda
- 12. Comments for the Good of the Order
- 13. Future Meetings:
  - April 2023**
    - Wednesday, April 5, 2023 (at Southwest)***
      - 6:00 p.m. – School Improvement and Community Relations Committee
      - 7:00 p.m. – Policy Committee
    - Wednesday, April 19, 2023 (at Migeon Ave.)***
      - 6:00 p.m. – Facilities/Technology Committee
      - 7:00 p.m. – Budget Committee
    - Wednesday, April 26, 2023 (at THS)***
      - 6:00 p.m. – Regular Board of Education Meeting
- 14. Adjournment



**Torrington Public Schools  
Department of Student Services**



### Special Education Numbers on March 1, 2023

Total District Enrollment Pre-K-12+on 3/1/23 =  
4,115

Category	February	March	Change
Special Ed. Totals: ALL Pre-K to 22 (in district & out-placed)	807	824	+17
In-District K-12	588	593	+5
Prevalence Rate SWD K-12	14.7%	14.4%	-0.3%
In-District Pre-K	77	85	+8
In-District Age 18-22 Torrington Transition Academy (East)	16	15	-1
Continued OP for 18-22 year old	11	11	0
Currently Out-Placed By PPT K-12 (including new residents)	64	65	+1
Agency Placed (DCF/Court)	5	5	0
Magnet, Parent Choice, Vo-Ag	51	50	-1
<b>Regular Education Totals</b>	<b>February</b>	<b>March</b>	<b>Change</b>
504 Plans (In District) - Regular Ed. Modification & Accommodation Plans	286	297	+11

CT Prevalence Rate 21-22 was 16.4% ; DRG Prevalence Rate 21-22 was 18.2%  
(edsight.ct.gov)





## Human Resources Updates

GREEN = FILLED

BLUE = FILLED INTERNALLY/SUBSTITUTE

### Vacancies March 2023

Certified	FTE	
Classified	FTE	Separations (since 9/1/2022)
Special Ed Paraprofessionals	4	1
ELL/Bilingual Paraprofessionals	2	
Behavior Technician	2	
Cafeteria Workers	1	
Lunch Monitors	1	
Custodian	1	
Secretaries	2	2

### Vacancies February 2023

Certified	FTE
Special Education Teacher TF Voices	1
Special Education Teacher FB Pre-K	1
Classified	FTE
Special Ed Paraprofessionals	9
ELL/Bilingual Paraprofessionals	2
Behavior Technician (filled 1)	3
Cafeteria Workers	2
Lunch Monitors	3
Custodian	1

### February Sub Fill Rates

Teachers	50.5%
Paraprofessionals	22.2%

### YTD Sub Fill Rates

Teachers	51.1%
Paraprofessionals	20.7%

### February Absences

Teachers	9.4%
Paraprofessionals	11.5%

### YTD Absences

Teachers	9.3%
Paraprofessionals	11.9%

### HR Initiative Updates

Recruitment	Postings for 2023/2024 are live as anticipated vacancies, subject to funding; Attended job fairs: Virtual EdWeek, RESC Alliance, University of Hartford, University of Bridgeport, Torrington City Hall (NW Chamber of Commerce), UCONN, Quinnipiac, CCSU, SCSU. Started selection process for Teacher Residency Program.
Retention	Held another virtual "New Teacher Check-in."
Wellness	6-week Yoga program and our annual Walking Challenge both start on April 17th.

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

YTD 22/23	KES	TPS	Total Requests
Teacher	1351	547	3713
Para	224	174	1923

Total Fill Rate	Of filled jobs, % filled by TPS
51.1%	28.8%
20.7%	43.7%

### Staff Turnover 2022/2023

Classified Job Category	Total Separations	Total Staff	Turnover
Paraprofessional	23	183	12.57%
Café	10	60	16.67%
Custodian	2	28	7.14%
Non-union	2	32	6.25%
Nurse	0	11	0.00%
Secretary	2	24	8.33%

Certified Job Category	Total Separations	Total Staff	Turnover
Teacher	7	390	1.79%
Administrator	1	32	3.13%

(7 mid-year)





## Teaching Residency

Interested in making  
an impact on the  
lives of children in  
your community?  
Want to learn from  
and work alongside  
the best educators  
in the country? Then  
the Relay Residency  
Program is for you!

To learn more visit:  
[relay.edu/location/connecticut](https://relay.edu/location/connecticut)

### *About Relay*

At Relay, our mission is to ensure that all students are taught by outstanding educators. This mission supports our vision to build a more just world where every student has access to outstanding educators and a clear path to a fulfilling life.

Once you enroll at Relay, you will be joining a network of over 5,000 educators and leaders across the country. Together we are committed to impacting the lives of the 700,000 PK-12 students our educators serve.

### *Relay Teaching Residency*

The Relay Teaching Residency supports talented and committed aspiring educators to launch a fulfilling career in teaching. In Connecticut, you can choose from two programs: the Connecticut Post-Baccalaureate Certification Program (where you will prepare to earn your teaching certification) or the Master of Arts in Teaching program (where you will prepare to earn your teaching certification and a master's degree). Each program lasts for two years. In the Residency, you'll learn from mentors and a network of peers while earning a salary and important professional qualifications.

### *Tuition and fees*

Relay offers a per-credit tuition structure, which varies by program. We are committed to making teacher preparation affordable and sustainable, and support students in securing significant financial aid.



“Working alongside my Resident Advisor and attending classes taught by Relay professors has been incredibly impactful. We practice our teaching strategies in real time, and everything aligns together - what we're learning in our coursework with what we're doing in our classrooms.”

Diana Rozum

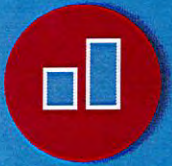


@RelayGSE

[relay.edu](https://relay.edu)



# The Relay Teaching Residency



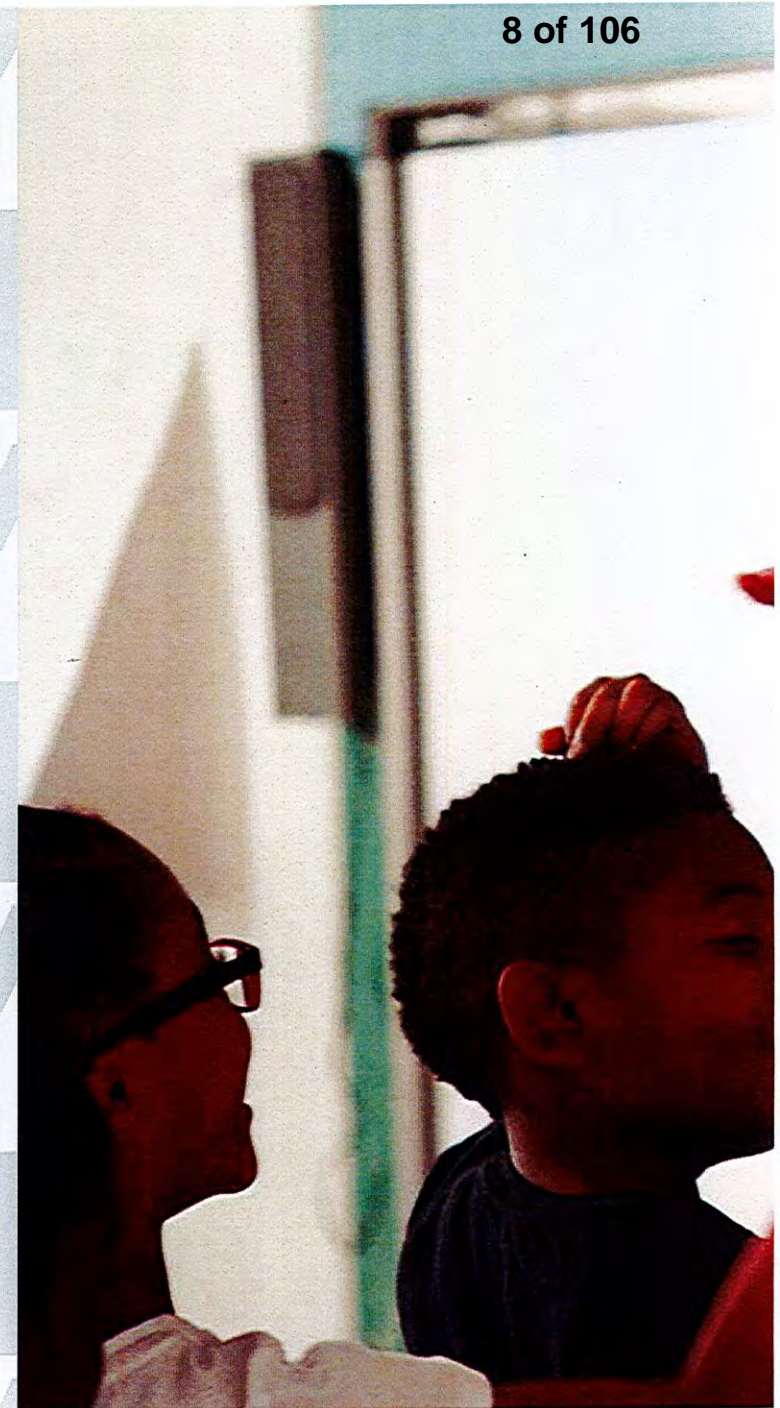
A gradual two-year pathway into the profession through a structured apprenticeship with extra support.



Relay students will learn from experienced faculty and a network of peers, while earning a salary, a master's degree, and/or teacher certification or licensure.

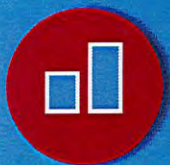


Students receive coaching and support to prepare them for state certification exams.





# The Relay MAT - Teaching Non-Resident



Designed for students who will be the lead teacher in the first year of enrollment in their program.



Relay students will learn from experienced faculty and a network of peers, while earning a salary, a master's degree, and/or licensure.

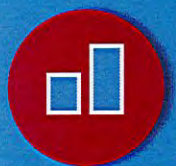


Students will serve as a teacher of record (lead teacher) for two years. Students receive coaching and support to prepare them for state certification exams.





# Certification Only Program for Non-Residents



Designed for students who will be the lead teacher in the first year of enrollment in their program.



Relay students will learn from experienced faculty and a network of peers, while earning a salary and their teaching certificate.



Students receive coaching and support to prepare them for state certification exams. The certification only program for non-residents includes 5 terms of coursework.





# Content Areas Offered

Endorsement Area	Content Area
Elementary 1-6	*MAT in Elementary Education
English 7-12	MAT in English Language Arts Education and/or Connecticut Post-Baccalaureate Program (Cert only)
Mathematics 7-12	MAT in Mathematics Education and/or Connecticut Post-Baccalaureate Program (Cert only)
General Science 7-12 Biology 7-12 Chemistry 7-12 Physics 7-12	MAT in Science Education and/or Connecticut Post-Baccalaureate Program (Cert only)

\*Note that the Elementary endorsement does not have a certification only option. Elementary applicants must enroll in the MAT program to pursue teaching certification in Elementary 1-6.

# Program & Certification Timeline

Residency example:



Class Start  
3 classes

Coursework: 2  
classes  
  
Clinical Practice

Coursework: 2  
classes  
  
Clinical Practice

Secure teaching  
position for 24-25 SY  
  
Apply for Ed199 REC  
  
Summer classes\*

Teacher of Record  
under ED199 REC  
  
Coursework (classes  
varies by program)

Co  
val  
  
TR  
INI  
CE



ELIGIBLE FOR  
ED199 REC  
CERTIFICATION



## Partner Commitments: **Class Release Time for residents**

**CLASS:** Clinical Practice (clinical practice towards certification) on year

**DAYS:** once a week, on typically **Fridays (Sept. 2023 to May 2024)**

**LOCATION:** **Online** (resident needs to be given a private space where seat in front of a computer to attend the class on Fridays)

**TIME:** During school hours (morning or afternoon, according to the class area); **3 hours**

## Partner Commitments: Co-teaching Release Time & Observation

**CLASSROOM:** The Classroom of the **Resident Advisor** (grade level aligns with resident's certification major)

**LOCATION:** Ideally, **same school** where the resident works.

**TIME:** **3 hours/week** during school hours



# Credit-Based Cost Before Scholarships

CT STATE			
Program	Cost per Credit	Number of Credits*	Total Program Costs
Master of Arts in Teaching (Resident and Non)	\$850	32	\$27,200
Post-Baccalaureate Certification Program Secondary areas (Resident)	\$850	22	\$18,700
Post-Baccalaureate Certification Program Secondary areas (Non Resident)	\$850	19	\$16,150

# Financial Support

	Financial Supports	Eligibility	Amount
1	AmeriCorps Education Awards	All students will now be eligible to apply for AmeriCorps enrollment.	\$6,895/year (up to two awards)
2	Need-Based Aid from Relay	Any Y1 Resident who does not receive an AmeriCorps education award and meets institutional eligibility criteria. If a student opts out of the AmeriCorps program, they must be approved by the Relay AC team for the supplemental award.	Up to \$3,000
3	Partner Contributions	Partners may provide funding to Relay for students utilizing these options: School-Based Scholarship Funds, Sponsorship Contracts, or individual student payments.	Dependent on partner
4	Federal Financial Aid	Federal financial aid (Direct Loans, TEACH Grants) is accessible immediately upon accepting enrollment; federal aid applications are available starting in May 2022 and are reviewed on a rolling basis.	Dependent on federal eligibility
5	Supplementary Aid through Relay (Public Grants, Philanthropy, etc.)	Students may qualify for additional funding through Relay, such as Grow-Your-Own grants.	Dependent on success securing philanthropy and public grants, as well as student eligibility

- Federal aid: [rly.gs/directloan](https://rly.gs/directloan) or [rly.gs/teachgrant](https://rly.gs/teachgrant)
- General information about tuition and financial aid: [relay.edu/tuition-and-financial-aid](https://relay.edu/tuition-and-financial-aid)



Awards/Scholarships are earned and released  
**END** of the academic year!!

Payment **is due before the start of each term**  
(if not enrolled in payment plan), so plan accord



# RELAY IN CONNECTICUT

## ADMISSIONS DEADLINES

Deadline to Submit All Admissions Requirements	Date to Expect Admissions Offer By	Last Day to Accept Offer	Summer Start Date
5/22/2023	6/9/2023	6/12/2023	6/20/2023
Admissions Requirements for Relay's Educator Preparation Programs (for applicants pursuing certification through Relay) are specific to each state and may differ from the deadlines for institutional admission above.			
Check out your location page for deadlines specific to both your institutional and educator preparation programs.			
<b>Students in all locations and programs are eligible for this deadline.</b>			
<b>This will be the only deadline for applicants applying to the Advanced Certificate in Special Education program.</b>			
<b>Subsequent deadlines to be published later in the admissions season.</b>			



# Requirements to Enroll

- Basic Skills (one of these scores: SATs\* or ACTs\* or [Praxis Core](#)\* or GRE).
- Undergraduate Degree from a nationally and regionally accredited institute of Higher Education  
(Foreign Degree- Needs to be evaluated)
- Position within a CT school
- Undergraduate (GPA) of 2.7 or higher
- Appropriate credits to determine your certification eligibility



See all requirements [HERE](#)

\*Math, Reading  
Writing scores





## **Torrington Public Schools**

Honor Your Educators. Elevate Their Careers.





# Educator Attrition is at Crisis Levels

- Teacher burnout at all-time high
- Substitute shortages are substantial

Top 3 reasons teachers have considered leaving the profession

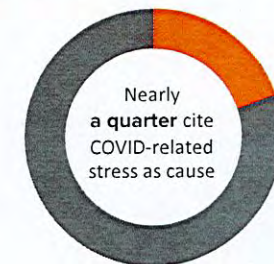
1. Stress/pressure/burnout
2. Lack of recognition/feeling valued
3. Inadequate pay/benefits



**74%** of districts reported a **MAJOR** problem with substitute shortages

**65%** of districts reported the teacher shortage is getting worse<sup>1</sup>

**42%** of teachers considered leaving during the most recent school year<sup>2</sup>



<sup>1,2</sup>University of Arkansas, "Understanding how COVID-19 has Changed Teachers' Chances of Remaining in the Classroom", August 2021, [https://edre.uark.edu/\\_resources/pdf/teacher\\_turnover\\_covid.pdf](https://edre.uark.edu/_resources/pdf/teacher_turnover_covid.pdf)

<sup>1</sup> <https://fiarss.org/educators-shortage/>

## ...and Interest in the Teaching Profession is Declining



50%

Just over half of EdWeek survey respondents said they would not want their child to become a teacher, an 11% increase since 2014



29%

29 percent said the main reason was **inadequate pay and benefits**



1/3

The number of students enrolled in teacher prep programs **decreased by 1/3rd** since 2010



50%

Michigan, Oklahoma, and Illinois enrollment in teacher prep programs **declined by more than 50%**



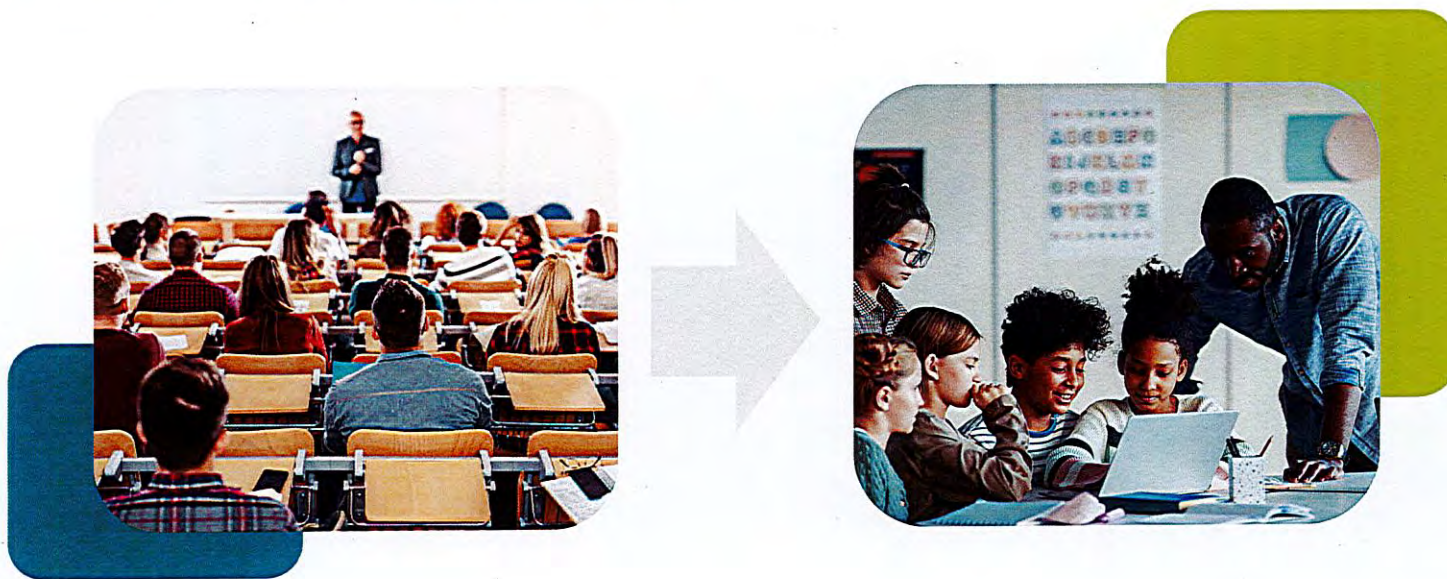
# Support, Advancement and Retention Options Are Inadequate

- Graduate credit and degrees are the “currency” of advancement
- Master’s degrees in education are often **high-cost, irrelevant, and inconvenient**
- High demand licensure areas (e.g. Special Ed, ESL) are **creating additional liability for districts**
- Traditional professional development rarely shows **linkage to change in practice**
- Substitute shortages limit professional learning options
- Teachers are **demanding more support**, personalization, and accessible opportunities for advancement



## But...a Paradigm Shift is Already Underway

There is growing demand for on-the-job educator training, degree, and certification programs to better meet the support, advancement, and retention needs of school districts





# What Will it Take to Get There?

Universities need support in developing effective on-the-job delivery models



Higher Education

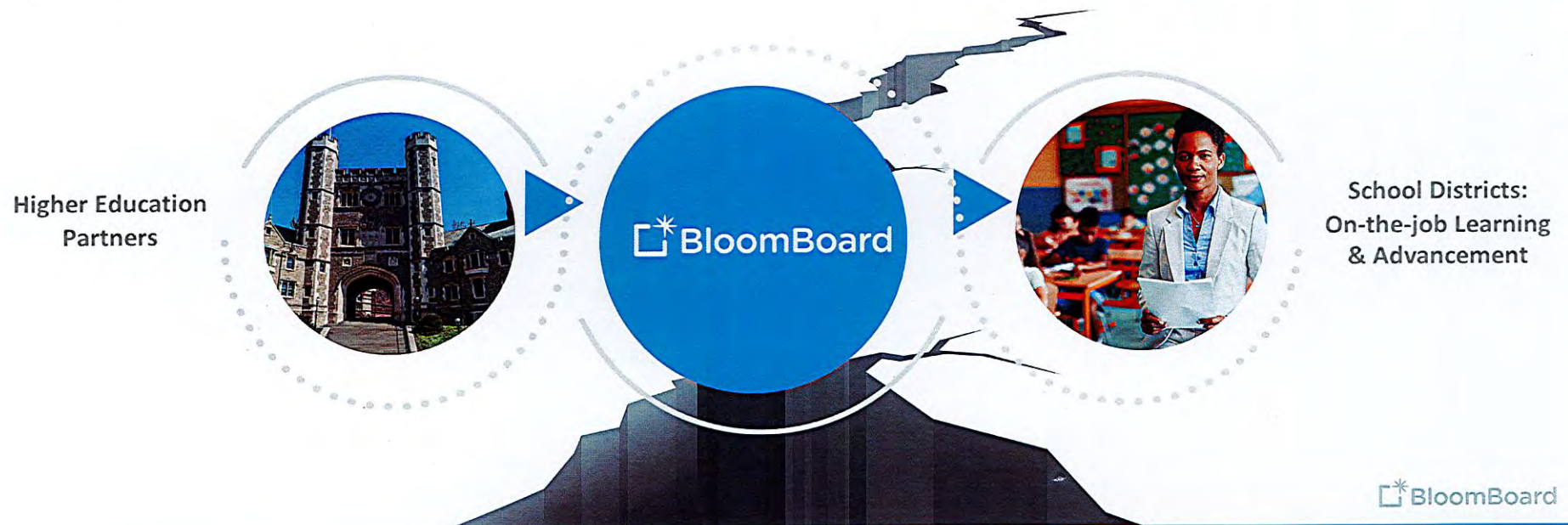
School districts need support implementing comprehensive, coherent talent development pathways



School Districts

# How BloomBoard Can Help

- A talent development solution provider for K-12 school districts
- Turn-key programs to move educators forward at all points of their professional journey
- Our platform connects learning providers offering degree and certification programs using a unique, on-the-job instructional model to school districts
- We help to assess needs, build and implement plans, and celebrate educator success



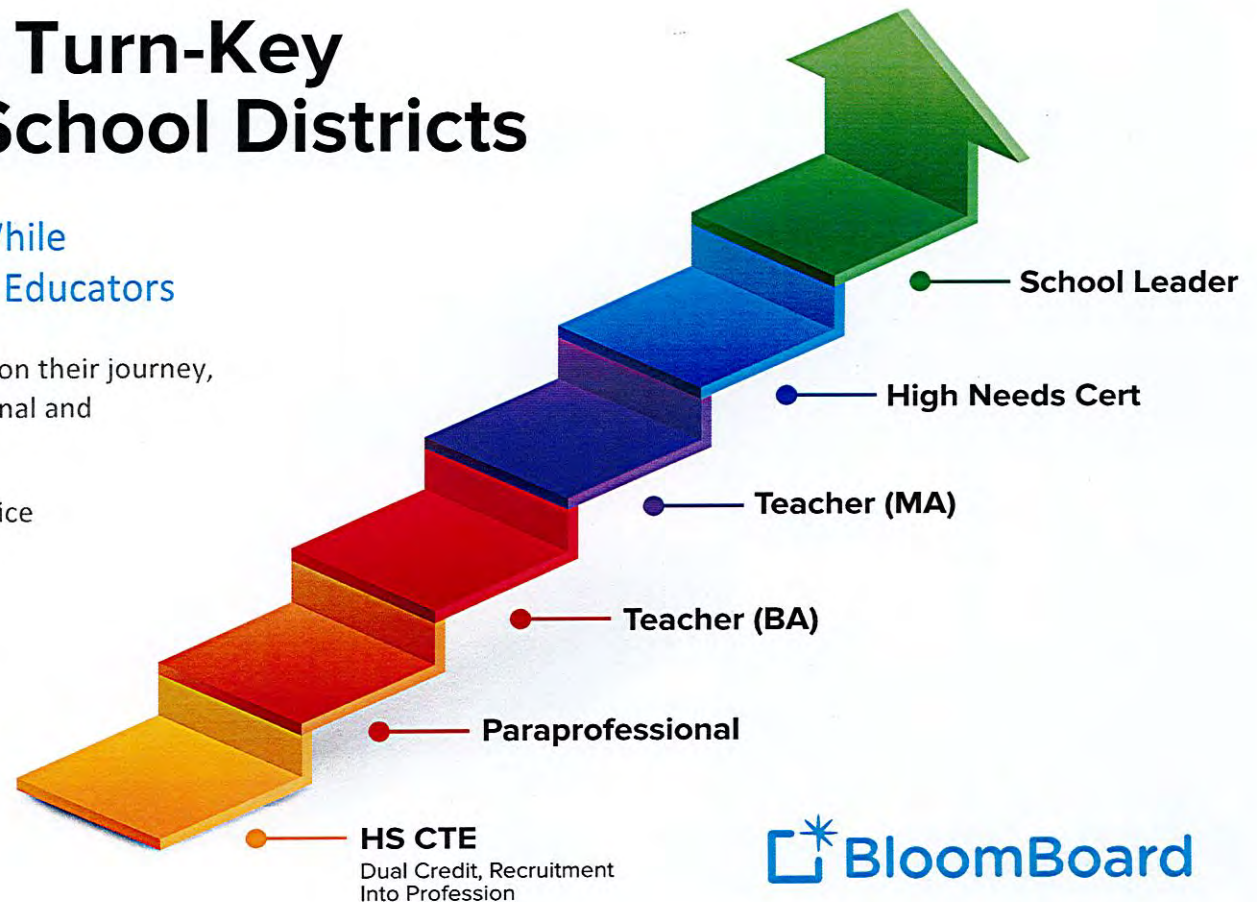


# Introducing a Turn-Key Program for School Districts

## Build Your Talent Pipeline While Advancing & Retaining Your Educators

No matter where your educators are on their journey, we have a solution for their professional and economic advancement

- Cohort-based communities of practice
- Flexible, stackable courses to full degrees and / or certifications
- Highly cost effective as a district investment



# A Unique Learning Model

Our learning partners offer relevant, on-the-job instruction that can meet ALL aspirational educators where they are and move them forward

## Flexibly paced

- Educators learn and earn credit on their own schedules
- Educators demonstrate mastery when they are ready

## Classroom-centric

- Educators learn on-the-job and use new skills immediately
- Educators submit portfolios of evidence built within their own classroom practices to advance

## Personalized

- Many programs offer a selection of coursework to align with personal goals and district needs

## Affordable

- Pricing compares favorably to traditional degree and certification programs





# Why is This a Better Approach for School Districts?

We enable school districts to:

- Create sustainable talent pipelines
- Support educators with applicable advancement opportunities that honor their expertise
- Offer accessible growth opportunities to elevate existing talent and increase diversity
- Make professional education a benefit of employment
- Become an employer of choice



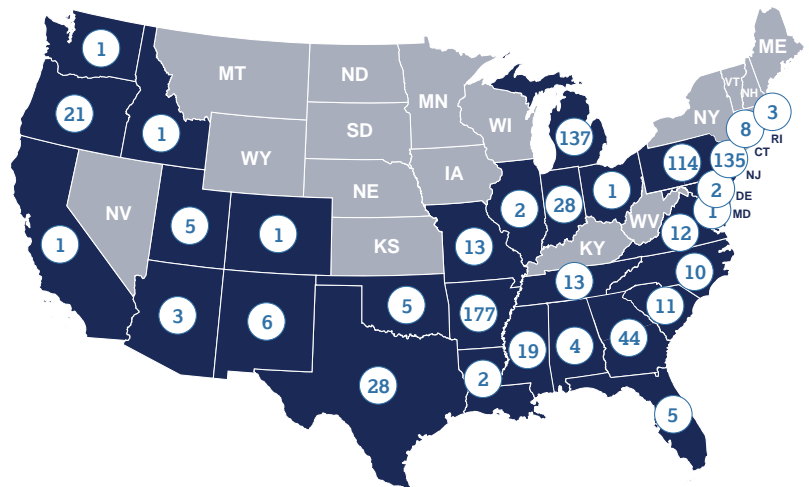


# THE NATION'S CHOICE FOR STUDENT ACHIEVEMENT

ESS has been providing substitute personnel and management services to K-12 school districts for the past 21 years. We have built strong partnerships with school district clients while helping them to improve student achievement.

We relieve school districts of their many administrative burdens, improve their day-to-day operations, and place high-quality substitute personnel while providing significant cost avoidance and value-added benefits. ESS' experienced management team and enhanced absentee management systems enable us to bring school districts' substitute programs to a new level of efficiency and effectiveness. Our program is capable of supporting students in traditional, virtual, and hybrid classroom settings.

ESS is the largest dedicated provider of substitute personnel and management services to K-12 school districts across the country. We currently serve over 800 school district partners and 4.5 million students throughout 31 states with more than 76,000 substitute and permanent personnel.



**Contact us today to learn more about why school districts choose ESS:**

**Nhuy Tran, Director of Business Development | [NTran@ESS.com](mailto:NTran@ESS.com) | [ESS.com](http://ESS.com)**



# END-TO-END K-12 SUBSTITUTE MANAGEMENT SOLUTION

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ESS provides full-service management of substitute personnel for K-12 school districts. We recruit, hire, train, place, and manage qualified substitute personnel for over 40 school positions. Our program fills daily, long-term, supplementary, last-minute, and virtual assignments with the most highly qualified substitute for any position.

## ROBUST RECRUITING

We develop a community-tailored, year-round recruiting campaign including digital, traditional, and grassroots strategies to ensure we have a large pool of qualified substitutes available daily.

## COMPREHENSIVE TRAINING

Following a rigorous screening and credentialing process, all ESS substitutes participate in a unique multi-faceted training program consisting of an interactive, onsite training class, online supplementary training modules, and ongoing training opportunities – all customized to your specific needs.

## HANDS-ON MANAGEMENT

Your local ESS leadership team will handle the day-to-day management of the ESS substitutes working in your schools, providing professional guidance, daily support, and peerless customer service.

## BENEFITS & RETENTION

Retention of our substitute employees is key to maximizing continuity for your students, which is why ESS offers a variety of perks including weekly pay, health benefits, and a 401(k) retirement plan.

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**Contact us today to learn more about how ESS can absorb your substitute management responsibilities:**

**Nhuy Tran, Director of Business Development | [NTran@ESS.com](mailto:NTran@ESS.com) | [ESS.com](https://www.ESS.com)**





# SUBSTITUTE MANAGEMENT PROGRAMS BUILT ON CUSTOMER SERVICE

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There's a reason school districts across the country choose ESS as their full-service substitute personnel and management partner. A major distinguishing factor of the ESS program is the level of hands-on management, accountability, and transparency we provide our district partners.

## SUPPORT & CUSTOMER SERVICE

- A **local management** team designed specifically for the needs of each district.
- Expansive **national resources** allowing for comprehensive, daily support of our local management teams, our partner districts, and our substitutes.
- **Exceptional customer service** through daily reporting, school visits, classroom observations, monthly meetings, and district evaluations.

## TRANSPARENCY & ACCOUNTABILITY

- The **industry's most advanced K-12 software solutions** allow our partner districts peerless insights into program performance and access to real-time information.
- **Customizable reporting** on fill rates, year-to-year comparisons, and hiring updates on a daily, weekly, monthly, quarterly, and yearly basis.
- **Program performance and trends analyzed** to anticipate future performance and make adjustments as necessary.

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**Contact us today to learn more about our program's peerless customer service and accountability:**

**Nhuy Tran, Director of Business Development | [NTran@ESS.com](mailto:NTran@ESS.com) | [ESS.com](https://www.ess.com)**



# PROVIDING ADMINISTRATIVE RELIEF THROUGH SUBSTITUTE PERSONNEL MANAGEMENT

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School districts across the country are facing staffing challenges and resource limitations this school year as a result of the COVID-19 pandemic. Now more than ever, administrators need relief from these challenges so that they can focus on their core mission of supporting student achievement.

ESS' full-service substitute personnel and management program provides significant administrative relief to more than 800 school districts in 31 states by:

- Providing local, hands-on, day-to-day substitute program management
  - Recruiting 365 days a year with customized, community-focused strategies
  - Screening, hiring, and credentialing substitutes to ensure 100% compliance
  - Training substitutes through comprehensive in-person, online, and ongoing courses
  - Retaining substitutes by offering employee benefits, incentives, and awards and recognition
  - Streamlining processes with advanced, fully integrated technologies
  - Sharing program performance through robust reporting and touch-base meetings
- 

**To learn more about the administrative relief ESS can provide your District, contact us today:**

**Nhuy Tran, Director of Business Development | [NTran@ESS.com](mailto:NTran@ESS.com) | [ESS.com](https://www.ESS.com)**

# Torrington Public Schools Budget Analysis Report

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Report for the Month ended 2/28/2023

Title	G/L Object Series	Budget	MTD Expense	YTD Expended	Encumbrance/ Anticipated Expenditure	Estimated Budget Balance
Salaries	5100	\$ 38,367,403	\$ 3,024,137	\$ 24,578,896	\$ 13,595,842	\$ 192,665
Employee Benefits	5200	\$ 17,022,211	\$ 1,578,814	\$ 13,001,852	\$ 4,040,081	\$ (19,721)
Purchased Professional Services	5300	\$ 1,847,046	\$ 390,832	\$ 1,037,054	\$ 734,749	\$ 75,243
Purchased Property Services	5400	\$ 1,212,461	\$ 92,174	\$ 891,395	\$ 318,808	\$ 2,258
Other Purchased Services	5500	\$ 17,368,492	\$ 2,353,160	\$ 10,992,214	\$ 6,538,913	\$ (162,635)
Supplies	5600	\$ 2,168,663	\$ 209,860	\$ 1,217,941	\$ 954,156	\$ (3,433)
Property	5700	\$ 69,190	\$ 1,547	\$ 19,192	\$ 42,498	\$ 7,500
Dues Fees and Miscellaneous	5800	\$ 75,657	\$ 990	\$ 53,278	\$ 37,760	\$ (15,381)
Total All Objects		\$ 78,131,123	\$ 7,651,515	\$ 51,791,821	\$ 26,262,807	\$ 76,495
100 - Salaries	As all positions fill we will adjust accordingly. Certified 95% Positions Filled					
200 - Employee Benefits	Drawn down all year. Encumbered (Health Insurance, S.S, Medicare, Workers Comp) Retiree Insurance Payments, Custodian Clothing					
300 - Purch Professional Svcs	Will continue to draw down over the course of the year. (Legal-Shipman and Goodwin, SPED, Substitute Services-Kelly Services)					
400 - Purchased Property Svcs	To be used all year as needed. (General Maintenance, Landscaping/Plowing Services, Copier Services, Athletic Rentals)					
500 - Other Purchased Services	To be used all year as needed. (SPED/Public Tuition, SPED/Student Transportation, Licensing, Liability Insurance) Expulsions					
600 - Supplies	Utilities ( increased Encumbrance for inflation), Instructional, Non-Instructional Supplies procured as needed with 85% Cap					
700 - Property	Equipment will be procured as need arises with 85% Cap					
800 - Dues Fees And Misc	Will be expensed throughout the year. (Athletics, Arts, District Organizations-CAPSS, CIAC, CASBO)					

## February 2023 Budget Report

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Fiscal Year end 6/30/2023

Account	Budget	MTD	YTD	Encumbrance Anticipated Exp	Estimated Budget Balance
5111 Certified	\$ 29,632,511.00	\$ 2,290,239.56	\$ 19,256,236.03	\$ 9,962,656.92	\$ 413,618.05
5112 Non-Certified	\$ 8,258,240.00	\$ 661,445.59	\$ 4,938,313.75	\$ 3,319,926.25	\$ -
5120 Substitutes	\$ 72,556.00	\$ 5,738.80	\$ 28,805.65	\$ 43,750.35	\$ -
5121 Tutors	\$ 126,832.00	\$ 14,529.55	\$ 70,678.27	\$ 76,968.33	\$ (20,814.60)
5123 Long Term Subs	\$ 100,234.00	\$ 33,162.63	\$ 180,223.42	\$ 120,148.95	\$ (200,138.37)
Over Time Wages	\$ 177,030.00	\$ 19,021.07	\$ 104,638.73	\$ 72,391.27	\$ -
<b>Total Salaries</b>	<b>\$ 38,367,403.00</b>	<b>\$ 3,024,137.20</b>	<b>\$ 24,578,895.85</b>	<b>\$ 13,595,842.07</b>	<b>\$ 192,665.08</b>
5210 Health/Life Insurance	\$ 13,859,403.00	\$ 1,329,947.10	\$ 10,812,025.02	\$ 3,047,377.98	\$ -
5211 Life/LTD insurance	\$ 104,000.00	\$ -	\$ 58,938.21	\$ 38,490.39	\$ 6,571.40
5220 FICA/Medicare	\$ 1,188,013.00	\$ 113,834.33	\$ 843,219.15	\$ 334,668.00	\$ 10,125.85
5230 Early Retirement	\$ 175,000.00	\$ 64,844.83	\$ 183,075.63	\$ -	\$ (8,075.63)
5231 Retirement Contributions	\$ 661,085.00	\$ 30,669.51	\$ 458,039.74	\$ 203,045.26	\$ -
5250 Tuition Reimbursement	\$ 32,500.00	\$ -	\$ -	\$ 32,500.00	\$ -
5260 Unemployment Compensation	\$ 75,000.00	\$ -	\$ -	\$ 75,000.00	\$ -
5270 Workers Compensation	\$ 528,770.00	\$ -	\$ 384,635.49	\$ 128,214.55	\$ 15,919.96
5280 Retiree Insurance	\$ 293,440.00	\$ 20,433.19	\$ 228,657.19	\$ 107,545.85	\$ (42,763.04)
5290 Severance	\$ 96,000.00	\$ 19,085.40	\$ 22,761.45	\$ 73,238.55	\$ -
5295 Clothing Allowance	\$ 9,000.00	\$ -	\$ 10,500.00		\$ (1,500.00)
<b>Total EE Benefits</b>	<b>\$ 17,022,211.00</b>	<b>\$ 1,578,814.36</b>	<b>\$ 13,001,851.88</b>	<b>\$ 4,040,080.58</b>	<b>\$ (19,721.46)</b>
5320 Professional Educational Services	\$ 115,000.00	\$ 114,902.00	\$ 114,902.00	\$ -	\$ 98.00
5330 Professional Development	\$ 28,700.00	\$ 1,375.00	\$ 8,015.38	\$ 20,684.62	\$ -
5340 Other Professional Services	\$ 818,205.00	\$ 95,060.42	\$ 358,740.61	\$ 459,464.39	\$ -
5341 Sub Services Certified	\$ 415,000.00	\$ 36,261.31	\$ 255,262.14	\$ 134,237.86	\$ 25,500.00
5342 Sub Services Non-Certified	\$ 200,000.00	\$ 6,961.58	\$ 48,274.29	\$ 101,600.71	\$ 50,125.00
5350 Technical Services	\$ 225,111.00	\$ 130,895.50	\$ 225,590.97	\$ -	\$ (479.97)
5352 League Officials	\$ 45,030.00	\$ 5,376.05	\$ 26,268.12	\$ 18,761.88	\$ -
<b>Purchase Prof Svcs</b>	<b>\$ 1,847,046.00</b>	<b>\$ 390,831.86</b>	<b>\$ 1,037,053.51</b>	<b>\$ 734,749.46</b>	<b>\$ 75,243.03</b>
5411 Utilities Water/Sewer	\$ 80,454.00	\$ 4,023.50	\$ 49,140.62	\$ 31,313.38	\$ -
5420 Disposal Services	\$ 93,044.00	\$ 6,979.42	\$ 55,635.62	\$ 37,408.38	\$ -
5430 Maint & Repairs Bldg & Grounds	\$ 859,176.00	\$ 68,736.88	\$ 655,742.15	\$ 203,433.85	\$ -
5440 Equipment Rentals	\$ 173,037.00	\$ 12,434.38	\$ 127,876.74	\$ 42,902.25	\$ 2,258.01
5441 Maint Agreement (sports complex)	\$ 6,750.00	\$ -	\$ 3,000.00	\$ 3,750.00	\$ -
<b>Purchased Property Services</b>	<b>\$ 1,212,461.00</b>	<b>\$ 92,174.18</b>	<b>\$ 891,395.13</b>	<b>\$ 318,807.86</b>	<b>\$ 2,258.01</b>
5510 Student Transportation	\$ 5,327,200.00	\$ 264,146.73	\$ 4,478,571.52	\$ 848,628.48	\$ -
5520 Liability /Athletic Insurance	\$ 260,500.00	\$ (7,632.60)	\$ 106,626.23	\$ 153,873.77	\$ -
5530 Licenses/Warrantees/Postage/Communications	\$ 674,823.00	\$ 10,206.96	\$ 571,334.22	\$ 115,781.82	\$ (12,293.04)
5540 Advertising and Marketing	\$ 16,500.00	\$ -	\$ 5,346.90	\$ 11,153.10	\$ -
5550 Printing & Binding	\$ 5,305.00	\$ -	\$ 774.37	\$ 4,530.63	\$ -
5560 Vo-Ag Tuition	\$ 1,067,484.00	\$ 523,665.50	\$ 980,193.38	\$ 87,290.62	\$ -
5561 Tuition Public	\$ 3,928,630.00	\$ 1,016,101.70	\$ 2,329,299.47	\$ 1,599,330.53	\$ -
5563 Tuition Private	\$ 6,000,000.00	\$ 495,593.51	\$ 2,374,554.63	\$ 3,625,445.37	\$ -
5564 Tuition Other	\$ 40,000.00	\$ 46,437.52	\$ 120,085.25	\$ 70,256.88	\$ (150,342.13)
5580 Travel	\$ 48,050.00	\$ 4,640.82	\$ 25,427.97	\$ 22,622.03	\$ -
<b>Other Purchased Services</b>	<b>\$ 17,368,492.00</b>	<b>\$ 2,353,160.14</b>	<b>\$ 10,992,213.94</b>	<b>\$ 6,538,913.23</b>	<b>\$ (162,635.17)</b>
5610 Supplies	\$ 501,342.00	\$ 31,869.87	\$ 254,297.61	\$ 201,923.61	\$ 45,120.78
5620 Bus Fuel	\$ 294,000.00	\$ 22,723.96	\$ 133,908.03	\$ 174,791.97	\$ (14,700.00)
5621 Natural Gas	\$ 384,006.00	\$ 67,844.74	\$ 272,406.40	\$ 123,119.78	\$ (11,520.18)
5622 Electricity	\$ 828,802.00	\$ 59,611.20	\$ 467,808.99	\$ 385,857.07	\$ (24,864.06)
5623 Bottled Gas	\$ 250.00	\$ -	\$ -	\$ 250.00	\$ -
5624 Oil	\$ 61,994.00	\$ 19,421.66	\$ 41,851.57	\$ 20,142.43	\$ -
5640 Textbooks/Books and Subscriptions	\$ 73,019.00	\$ 2,204.26	\$ 36,349.92	\$ 34,835.63	\$ 1,833.45
5650 Instructional Technical Supplies	\$ 25,250.00	\$ 6,183.83	\$ 11,317.99	\$ 13,235.41	\$ 696.60
<b>Total Supplies</b>	<b>\$ 2,168,663.00</b>	<b>\$ 209,859.52</b>	<b>\$ 1,217,940.51</b>	<b>\$ 954,155.90</b>	<b>\$ (3,433.41)</b>
5743 Non-Instructional Equipment	\$ 52,059.00	\$ 1,547.02	\$ 11,819.05	\$ 34,203.96	\$ 6,035.99
5746 Instructional Equipment	\$ 17,131.00	\$ -	\$ 7,373.11	\$ 8,294.21	\$ 1,463.68
<b>Total Equip</b>	<b>\$ 69,190.00</b>	<b>\$ 1,547.02</b>	<b>\$ 19,192.16</b>	<b>\$ 42,498.16</b>	<b>\$ 7,499.68</b>
5810 Dues/Fees	\$ 74,721.00	\$ 990.31	\$ 51,960.96	\$ 22,760.04	\$ -
5890 Miscellaneous Expenses	\$ 936.00	\$ -	\$ 1,317.00	\$ 15,000.00	\$ (15,381.00)
<b>Total dues Fees Misc</b>	<b>\$ 75,657.00</b>	<b>\$ 990.31</b>	<b>\$ 53,277.96</b>	<b>\$ 37,760.04</b>	<b>\$ (15,381.00)</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>\$ 7,651,514.59</b>	<b>\$ 51,791,820.94</b>	<b>\$ 26,262,807.30</b>	<b>\$ 76,494.76</b>



# Expense Budget Performance Report

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Fiscal Year to Date 02/28/23

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									
5111										
5111.01	Administrators Salaries	2,938,614.00	.00	2,938,614.00	235,764.50	.00	1,976,433.83	962,180.17	67	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	1,792,525.25	.00	14,954,016.05	8,127,726.95	65	22,444,686.30
5111.31	Social Worker	803,123.00	.00	803,123.00	61,312.90	.00	493,333.74	309,789.26	61	810,448.21
5111.40	Media Specialist	504,870.00	.00	504,870.00	40,181.52	.00	336,994.96	167,875.04	67	490,933.97
5111.46	Psychologist	452,028.00	.00	452,028.00	36,745.70	.00	309,075.77	142,952.23	68	455,056.84
5111.50	Stipends	67,703.00	.00	67,703.00	.00	.00	40,231.00	27,472.00	59	78,009.50
5111.51	Stipends-Athletics Middle School	52,040.00	.00	52,040.00	6,391.49	.00	25,643.30	26,396.70	49	49,831.96
5111.52	Stipends-Athletics High School	207,320.00	.00	207,320.00	1,489.16	.00	110,628.58	96,691.42	53	198,045.98
5111.57	Stipend Arts Drama Music	20,005.00	.00	20,005.00	1,609.00	.00	7,692.00	12,313.00	38	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	68,014.20	.00	571,212.42	340,981.58	63	879,385.98
5111.65	Guidance Counselor	587,494.00	.00	587,494.00	46,205.84	.00	430,974.38	156,519.62	73	460,028.12
5111.75	Coordinating Teacher	.00	.00	.00	.00	.00	.00	.00	+++	78,077.88
5111 - Totals		\$29,632,511.00	\$0.00	\$29,632,511.00	\$2,290,239.56	\$0.00	\$19,256,236.03	\$10,376,274.97	65%	\$28,718,504.55
5112										
5112.01	Paraprofessionals	3,634,395.00	.00	3,634,395.00	317,765.17	.00	2,088,733.85	1,545,661.15	57	3,312,557.58
5112.02	Paraprofessional - Bristol Tech	24,864.00	.00	24,864.00	2,368.04	.00	14,953.13	9,910.87	60	24,134.72
5112.03	COTA	124,171.00	.00	124,171.00	8,811.16	.00	70,793.50	53,377.50	57	92,073.72
5112.05	Non certified support staff	228,175.00	.00	228,175.00	17,564.48	.00	137,717.49	90,457.51	60	218,683.40
5112.10	Technician	320,731.00	.00	320,731.00	22,772.36	.00	202,509.99	118,221.01	63	322,337.87
5112.25	Occupational Therapy	134,678.00	.00	134,678.00	9,535.56	.00	80,621.47	54,056.53	60	214,479.64
5112.27	Behavioral Therapy	126,965.00	.00	126,965.00	10,984.14	.00	92,287.41	34,677.59	73	.00
5112.30	Clerical	1,269,378.00	.00	1,269,378.00	100,826.72	.00	813,744.61	455,633.39	64	1,284,039.09
5112.32	Board Clerk	22,800.00	.00	22,800.00	1,600.00	.00	15,200.00	7,600.00	67	17,595.85
5112.34	Drivers - Athletics	24,905.00	.00	24,905.00	2,568.75	.00	13,350.00	11,555.00	54	18,040.00
5112.36	Misc Game Personnel	35,220.00	.00	35,220.00	8,011.29	.00	25,129.24	10,090.76	71	30,845.66
5112.70	Nurses	592,346.00	.00	592,346.00	44,296.18	.00	372,961.15	219,384.85	63	564,146.99
5112.80	Custodians	1,594,673.00	.00	1,594,673.00	113,797.24	.00	916,027.41	678,645.59	57	1,295,540.63
5112.90	Longevity	124,939.00	.00	124,939.00	544.50	.00	94,284.50	30,654.50	75	105,221.00
5112 - Totals		\$8,258,240.00	\$0.00	\$8,258,240.00	\$661,445.59	\$0.00	\$4,938,313.75	\$3,319,926.25	60%	\$7,499,696.15
5120										
5120	Substitute Salaries	44,056.00	.00	44,056.00	3,443.80	.00	15,910.90	28,145.10	36	48,438.54
5120.02	Substitutes-Clerical	4,000.00	.00	4,000.00	315.00	.00	1,818.75	2,181.25	45	22,054.44
5120.03	Substitutes-Nurse	24,500.00	.00	24,500.00	1,980.00	.00	11,076.00	13,424.00	45	29,351.75
5120 - Totals		\$72,556.00	\$0.00	\$72,556.00	\$5,738.80	\$0.00	\$28,805.65	\$43,750.35	40%	\$99,844.73





# Expense Budget Performance Report

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Fiscal Year to Date 02/28/23

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									
5121										
5121	Tutors	106,832.00	.00	106,832.00	10,629.00	.00	52,901.00	53,931.00	50	75,552.00
5121.06	Tutors - HOMEBOUND SERVICES	5,000.00	.00	5,000.00	800.00	.00	4,064.00	936.00	81	.00
5121.12	Tutors- Regular Ed	.00	.00	.00	96.00	.00	192.00	(192.00)	+++	.00
5121.15	Tutors - Special Ed	10,000.00	.00	10,000.00	3,004.55	.00	9,665.27	334.73	97	6,602.00
5121.87	Tutors - Summer School Special Ed	5,000.00	.00	5,000.00	.00	.00	3,856.00	1,144.00	77	.00
5121 - Totals		\$126,832.00	\$0.00	\$126,832.00	\$14,529.55	\$0.00	\$70,678.27	\$56,153.73	56%	\$82,154.00
5123	Long Term Certified Subs	100,234.00	.00	100,234.00	33,162.63	.00	180,223.42	(79,989.42)	180	368,986.72
5130										
5130.30	OT Wages-Clerical	15,000.00	.00	15,000.00	1,061.91	.00	13,254.49	1,745.51	88	36,283.54
5130.80	OT Wages-Custodian	80,200.00	.00	80,200.00	17,959.16	.00	91,384.24	(11,184.24)	114	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
5130 - Totals		\$96,600.00	\$0.00	\$96,600.00	\$19,021.07	\$0.00	\$104,638.73	(\$8,038.73)	108%	\$141,405.35
5190	Other Salaries	80,430.00	.00	80,430.00	.00	.00	.00	80,430.00	0	.00
5210										
5210	Health & Life Insurance	13,287,403.00	.00	13,287,403.00	1,328,363.83	2,656,727.66	10,275,214.15	355,461.19	97	13,856,321.11
5210.01	HSA Deductible	572,000.00	.00	572,000.00	1,583.27	.00	536,810.87	35,189.13	94	502,584.20
5210 - Totals		\$13,859,403.00	\$0.00	\$13,859,403.00	\$1,329,947.10	\$2,656,727.66	\$10,812,025.02	\$390,650.32	97%	\$14,358,905.31
5211	Life/LTD Insurance	104,000.00	.00	104,000.00	.00	38,490.39	58,938.21	6,571.40	94	101,121.74
5220	Social Security/Medicare	1,188,013.00	.00	1,188,013.00	113,834.33	.00	843,219.15	344,793.85	71	1,198,960.69
5230	Early Retirement	175,000.00	.00	175,000.00	64,844.83	.00	183,075.63	(8,075.63)	105	269,582.90
5231										
5231	Retirement Contributions	500,000.00	.00	500,000.00	16,833.28	.00	341,417.34	158,582.66	68	415,208.96
5231.01	Administrator Annuity union	58,294.00	.00	58,294.00	7,203.39	.00	61,003.20	(2,709.20)	105	41,634.82
5231.02	Non union Annuity	102,791.00	.00	102,791.00	6,632.84	.00	55,619.20	47,171.80	54	95,724.94
5231 - Totals		\$661,085.00	\$0.00	\$661,085.00	\$30,669.51	\$0.00	\$458,039.74	\$203,045.26	69%	\$552,568.72
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	128,214.55	384,635.49	15,919.96	97	488,443.98
5280	Retiree Insurance	293,440.00	.00	293,440.00	20,433.19	95,608.83	228,657.19	(30,826.02)	111	285,901.59
5290	Severance	96,000.00	.00	96,000.00	19,085.40	.00	22,761.45	73,238.55	24	70,697.06
5295	Clothing Allowance	9,000.00	.00	9,000.00	.00	.00	10,500.00	(1,500.00)	117	8,250.00
5320	Prof Educ Services	115,000.00	.00	115,000.00	114,902.00	.00	114,902.00	98.00	100	120,492.00
5330	Professional Development	28,700.00	.00	28,700.00	1,375.00	4,075.00	8,015.38	16,609.62	42	6,858.29
5340										
5340	Other Professional Svcs	595,705.00	.00	595,705.00	75,650.14	201,247.28	211,810.59	182,647.13	69	412,944.47
5340.01	Legal/Consulting Fees	200,000.00	.00	200,000.00	12,356.49	24,894.00	126,115.15	48,990.85	76	204,291.96
5340.02	Hospitalized-Tutor Svcs	10,000.00	.00	10,000.00	2,340.00	.00	3,240.00	6,760.00	32	14,634.00
5340.04	Misc Professional Svcs	12,000.00	.00	12,000.00	4,713.79	462.96	17,574.87	(6,037.83)	150	24,229.12



# Expense Budget Performance Report

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Fiscal Year to Date 02/28/23

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									
5340										
5340.05	Translation Services	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
5340 - Totals		\$818,205.00	\$0.00	\$818,205.00	\$95,060.42	\$226,604.24	\$358,740.61	\$232,860.15	72%	\$656,099.55
5341										
5341	Substitute Svcs-TE Kelly Services	400,000.00	.00	400,000.00	35,398.99	.00	254,399.82	145,600.18	64	482,612.74
5341.01	Substitute Svcs - DELTA T - other staff	15,000.00	.00	15,000.00	862.32	.00	862.32	14,137.68	6	4,260.97
5341 - Totals		\$415,000.00	\$0.00	\$415,000.00	\$36,261.31	\$0.00	\$255,262.14	\$159,737.86	62%	\$486,873.71
5342										
5342	Substitute Svcs-Para Kelly Services	120,000.00	.00	120,000.00	3,343.54	.00	22,453.86	97,546.14	19	24,908.08
5342.01	Substitute Svcs-Para - DELTA T	80,000.00	.00	80,000.00	3,618.04	35,799.75	25,820.43	18,379.82	77	49,927.60
5342 - Totals		\$200,000.00	\$0.00	\$200,000.00	\$6,961.58	\$35,799.75	\$48,274.29	\$115,925.96	42%	\$74,835.68
5350	Technical Services	225,111.00	.00	225,111.00	130,895.50	106,242.82	225,590.97	(106,722.79)	147	565,857.51
5352	OthrTechSvcs-League Offl	45,030.00	.00	45,030.00	5,376.05	.00	26,268.12	18,761.88	58	31,991.42
5411										
5411	Utility-Water	55,090.00	.00	55,090.00	4,023.50	8,114.18	30,904.35	16,071.47	71	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
5411 - Totals		\$80,454.00	\$0.00	\$80,454.00	\$4,023.50	\$8,114.18	\$49,140.62	\$23,199.20	71%	\$66,886.54
5420	Disposal Services	93,044.00	.00	93,044.00	6,979.42	32,296.58	55,635.62	5,111.80	95	88,776.79
5430										
5430	Repair Equipment	100,466.00	.00	100,466.00	1,878.40	5,490.19	46,199.40	48,776.41	51	144,772.48
5430.03	General Maint	505,299.00	.00	505,299.00	50,208.48	110,430.85	380,442.76	14,425.39	97	714,601.64
5430.10	Snow Plowing Contracted Services	90,911.00	.00	90,911.00	16,650.00	33,300.00	66,600.00	(8,989.00)	110	88,911.00
5430.20	Landscaping	162,500.00	.00	162,500.00	.00	.00	162,499.99	.01	100	152,500.00
5430 - Totals		\$859,176.00	\$0.00	\$859,176.00	\$68,736.88	\$149,221.04	\$655,742.15	\$54,212.81	94%	\$1,100,785.12
5440										
5440.02	Copier Services	120,000.00	.00	120,000.00	12,434.38	29,753.87	78,399.39	11,846.74	90	123,814.80
5440.03	Other Rental Services	5,580.00	.00	5,580.00	.00	.00	320.00	5,260.00	6	9,300.00
5440.05	Athletic Rental	47,457.00	.00	47,457.00	.00	.00	49,157.35	(1,700.35)	104	49,285.74
5440 - Totals		\$173,037.00	\$0.00	\$173,037.00	\$12,434.38	\$29,753.87	\$127,876.74	\$15,406.39	91%	\$182,400.54
5441										
5441.10	Sports Complex - Annual Maintenance Contract	6,750.00	.00	6,750.00	.00	3,000.00	3,000.00	750.00	89	6,675.00
5441 - Totals		\$6,750.00	\$0.00	\$6,750.00	\$0.00	\$3,000.00	\$3,000.00	\$750.00	89%	\$6,675.00
5510										
5510	Student Transport-	5,277,200.00	.00	5,277,200.00	264,146.73	793,833.71	4,431,847.62	51,518.67	99	4,947,811.58
5510.01	Transport-Summer School	50,000.00	.00	50,000.00	.00	.00	46,723.90	3,276.10	93	22,766.00
5510 - Totals		\$5,327,200.00	\$0.00	\$5,327,200.00	\$264,146.73	\$793,833.71	\$4,478,571.52	\$54,794.77	99%	\$4,970,577.58
5520										
5520	Liability Insurance	250,000.00	.00	250,000.00	(7,632.60)	44,894.10	96,093.23	109,012.67	56	197,972.92
5520.02	Athletic Insurance	10,500.00	.00	10,500.00	.00	.00	10,533.00	(33.00)	100	9,984.00



# Expense Budget Performance Report

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Fiscal Year to Date 02/28/23

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									
5520 - Totals		\$260,500.00	\$0.00	\$260,500.00	(\$7,632.60)	\$44,894.10	\$106,626.23	\$108,979.67	58%	\$207,956.92
5530										
5530	Communications	130,000.00	.00	130,000.00	9,837.47	37,391.26	69,123.66	23,485.08	82	129,801.29
5530.04	Postage	28,053.00	.00	28,053.00	303.12	807.69	2,120.15	25,125.16	10	26,604.09
5530.05	Licensing & Warranty Contract	516,770.00	.00	516,770.00	66.37	2,982.35	500,090.41	13,697.24	97	667,431.98
5530 - Totals		\$674,823.00	\$0.00	\$674,823.00	\$10,206.96	\$41,181.30	\$571,334.22	\$62,307.48	91%	\$823,837.36
5540										
5540	Advertising-Recruitment	15,000.00	.00	15,000.00	.00	.00	5,346.90	9,653.10	36	18,735.14
5540.01	Video and Marketing	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
5540 - Totals		\$16,500.00	\$0.00	\$16,500.00	\$0.00	\$0.00	\$5,346.90	\$11,153.10	32%	\$18,735.14
5550	Printing & Binding	5,305.00	.00	5,305.00	.00	.00	774.37	4,530.63	15	1,109.20
5560										
5560.15	Tuition - Vo-Ag SPED	200,000.00	.00	200,000.00	116,633.62	.00	234,359.62	(34,359.62)	117	172,573.10
5560.18	Tuition - Vo-AG	867,484.00	.00	867,484.00	407,031.88	68,230.00	745,833.76	53,420.24	94	805,845.62
5560 - Totals		\$1,067,484.00	\$0.00	\$1,067,484.00	\$523,665.50	\$68,230.00	\$980,193.38	\$19,060.62	98%	\$978,418.72
5561										
5561.01	Tuition - Public Sped DCF	40,000.00	.00	40,000.00	3,332.80	.00	9,157.35	30,842.65	23	30,486.08
5561.02	Tuition - Sped Exploration	250,000.00	.00	250,000.00	.00	74,159.46	82,064.47	93,776.07	62	146,951.25
5561.15	Tuition - SPED Public	2,250,000.00	.00	2,250,000.00	305,440.49	790,023.24	1,524,572.24	(64,595.48)	103	2,158,218.22
5561.19	Tuition - Magnet School	626,630.00	.00	626,630.00	413,864.75	58.75	420,041.75	206,529.50	67	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	293,463.66	359,366.86	293,463.66	97,169.48	87	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
5561 - Totals		\$3,928,630.00	\$0.00	\$3,928,630.00	\$1,016,101.70	\$1,223,608.31	\$2,329,299.47	\$375,722.22	90%	\$3,360,152.62
5563										
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	8,192.20	36,045.68	55,603.17	8,351.15	92	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	487,401.31	2,185,071.17	2,318,951.46	1,295,977.37	78	4,945,963.36
5563.25	Tuition - Summer Placements	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
5563 - Totals		\$6,000,000.00	\$0.00	\$6,000,000.00	\$495,593.51	\$2,221,116.85	\$2,374,554.63	\$1,404,328.52	77%	\$5,018,607.60
5564	TUITION	40,000.00	.00	40,000.00	46,437.52	97,329.63	120,085.25	(177,414.88)	544	41,912.50
5580										
5580	Travel	12,050.00	.00	12,050.00	2,240.82	2,291.38	6,427.97	3,330.65	72	10,885.05
5580.01	Administrators Travel	36,000.00	.00	36,000.00	2,400.00	.00	19,000.00	17,000.00	53	42,028.51
5580 - Totals		\$48,050.00	\$0.00	\$48,050.00	\$4,640.82	\$2,291.38	\$25,427.97	\$20,330.65	58%	\$52,913.56
5610										
5610.01	Instructional Supplies	225,011.00	.00	225,011.00	14,695.12	29,724.43	111,094.21	84,192.36	63	195,116.58
5610.02	Audio/Visual Supl-	500.00	.00	500.00	.00	.00	.00	500.00	0	1,000.00



# Expense Budget Performance Report

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Fiscal Year to Date 02/28/23

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									
5610										
5610.04	Cleaning Supplies	128,783.00	.00	128,783.00	1,174.56	10,826.22	46,309.05	71,647.73	44	123,763.37
5610.05	Non Instructional Supply	140,257.00	.00	140,257.00	15,283.13	16,070.80	95,824.69	28,361.51	80	172,682.94
5610.20	Program Supplies	6,791.00	.00	6,791.00	717.06	744.41	1,069.66	4,976.93	27	3,817.79
5610 - Totals		\$501,342.00	\$0.00	\$501,342.00	\$31,869.87	\$57,365.86	\$254,297.61	\$189,678.53	62%	\$496,380.68
5620										
5620.02	Bus Fuel	294,000.00	.00	294,000.00	22,723.96	66,091.97	133,908.03	94,000.00	68	200,038.00
5620 - Totals		\$294,000.00	\$0.00	\$294,000.00	\$22,723.96	\$66,091.97	\$133,908.03	\$94,000.00	68%	\$200,038.00
5621	Natural Gas	384,006.00	.00	384,006.00	67,844.74	103,593.60	272,406.40	8,006.00	98	396,178.54
5622	Electricity	828,802.00	.00	828,802.00	59,611.20	344,069.49	467,808.99	16,923.52	98	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	19,421.66	41,500.00	41,851.57	(21,357.57)	134	60,979.54
5640										
5640.1	Textbooks	28,375.00	.00	28,375.00	331.10	3,853.97	20,188.80	4,332.23	85	68,987.19
5640.2	Library Books	19,782.00	.00	19,782.00	898.16	5,009.07	6,395.62	8,377.31	58	11,821.82
5640.3	Subscriptions	24,862.00	.00	24,862.00	975.00	.00	9,765.50	15,096.50	39	22,258.43
5640 - Totals		\$73,019.00	\$0.00	\$73,019.00	\$2,204.26	\$8,863.04	\$36,349.92	\$27,806.04	62%	\$103,067.44
5650										
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	6,183.83	4,352.42	11,317.99	(5,420.41)	153	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
5650 - Totals		\$25,250.00	\$0.00	\$25,250.00	\$6,183.83	\$4,352.42	\$11,317.99	\$9,579.59	62%	\$235,410.26
5743	Non Instructional Equip	52,059.00	.00	52,059.00	1,547.02	4,271.75	11,819.05	35,968.20	31	134,168.02
5746	Instructional Equipment	17,131.00	.00	17,131.00	.00	1,779.16	7,373.11	7,978.73	53	21,169.05
5810	Dues and Fees	74,721.00	.00	74,721.00	990.31	1,531.00	51,960.96	21,229.04	72	80,228.86
5890										
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	1,317.00	(1,317.00)	+++	13,591.00
5890.0000	Transfer Out	.00	.00	.00	.00	.00	.00	.00	+++	200,000.00
5890 - Totals		\$936.00	\$0.00	\$936.00	\$0.00	\$0.00	\$1,317.00	(\$381.00)	141%	\$679,133.63
EXPENSE TOTALS		\$78,131,123.00	\$0.00	\$78,131,123.00	\$7,651,514.59	\$8,640,052.48	\$51,791,820.94	\$17,699,249.58	77%	\$76,377,070.32
Fund 5100 - General Fund BOE Totals		\$78,131,123.00	\$0.00	\$78,131,123.00	\$7,651,514.59	\$8,640,052.48	\$51,791,820.94	\$17,699,249.58		\$76,377,070.32



# Expense Budget Performance Report

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Fiscal Year to Date 02/28/23

Include Rollup Account and Rollup to Account

Grand Totals	\$78,131,123.00	\$0.00	\$78,131,123.00	\$7,651,514.59	\$8,640,052.48	\$51,791,820.94	\$17,699,249.58	\$76,377,070.32
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Moved to full board on February 8<sup>th</sup>, 2023.



## Board Goals 2023-2024

1. 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. Develop a plan to re-align TPS facility needs once the new building opens.
4. Monitor and collaborate on a fiscal plan to plan for the reduction of federal and state funding in the next year.
5. Monitor the current trends occurring in Student Services and their impact on the budget with specific attention to special education enrollment reductions and EL student increases.
6. Begin the process of evaluating site capacity and future plans based on enrollment data and construction costs.
7. Align and update BOE policies with current legislation, reflective of initiatives of the board and what is occurring in the district and their initiatives.
8. Maintain a cohesive BOE disregarding political affiliation, religious or personal beliefs and focused on the needs of all students.





## Torrington Public Schools

**JOHN BARLOW**  
DIRECTOR OF FACILITIES

**SUSAN M. LUBOMSKI**  
SUPERINTENDENT

### Bid Proposal for Design Professional for Torrington Middle School Roof Replacement

To: Torrington Board of Education  
Attn: John Barlow  
Director of Facilities  
355 Migeon Avenue  
Torrington, Ct. 06790

Date: March 8, 2023

Pursuant to and in compliance with your "Request to Bid" relating thereto, the undersigned,

(Name of Firm) Gale Associates, Inc. Being the Same as and Transacting Business in CT as Gale Consultants, Inc.

Bid Price-----Dollars(\$ 284,600.00 )

Torrington Middle School Structural Engineering Study bid as described in "Special Conditions Document" attached and initialed.

The undersigned certifies that this is a true and responsive statement in accordance with the instructions.

**References:** Please attached a list of three (3) references which may be contacted in order to certify the experience of the undersigned in projects of this type and size. Include the name and address of the school or organization, and the name and phone number of the contact person.

**Supplementary General Conditions:** The Supplementary general conditions shall be incorporated into this proposal and into the contract to be executed by and between the undersigned and the Torrington Board of Education.

(Name of Bidder) Marc A. Loranger, PE, LEED AP, APT-RP

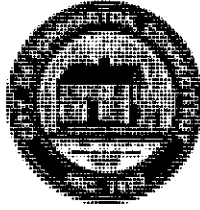
(Title) Sr. Associate, Sr. Project Manager

(Business Address) 703 Hebron Avenue

(City and State) Glastonbury, CT

[Type here]

355 MIGEON AVENUE  
TORRINGTON, CONNECTICUT 06790  
www.torrington.org • (860) 489-2327 • fax (860) 489-0726



## **Torrington Public Schools**

JOHN BARLOW  
DIRECTOR OF FACILITIES

SUSAN M. LUBOMSKI  
SUPERINTENDENT

### **Torrington Board of Education Construction of Locked Foyers at Torrington Middle School & Torrington Elementary School**

#### **Instructions to Bidders**

Torrington Board of Education is seeking request for quote (RFQ) for Contractors to construct locked foyers at Torrington Middle School and Torrington Elementary School. The bid packets will be available at a mandatory Prebid meeting on April \_\_, 2023, 10:00AM at Torrington Administration Building, 355 Migeon Ave., Torrington, CT. 06790 Only bidders attending the Prebid meeting may submit a bid. All instructions for bidding will be disclosed at Prebid meeting.

The entire bid packet must be returned with each page initialed to show understanding of all requirements of the bid document.

All bidders must sign in at pre bid with company name and email address to be able to respond to any questions.

Bids will be due back to the address listed above, sealed, and marked **TMS/TF Foyer Bid Bid: Scott Petruzzelli, Director of Finance**, on April \_\_, 2023, by 11:00 A.M. at which time they will be open and read aloud.

355 MIGEON AVENUE  
TORRINGTON, CONNECTICUT 06790  
www.torrington.org • (860) 489-2327 • fax (860) 489-0726

*The Torrington Board of Education does not discriminate in any of its programs, activities or employment practices on the basis of any protected class status.*

**Torrington Board of Education****Construction of Locked Foyers****Torrington Middle School and Torrington Elementary School****Request for Proposal****I. RIGHT OF BID AWARD, REJECTION, OR AWARD TO OTHER THAN LOW BIDDER**

The Board reserves the full, unquestioned right to award this Bid, or any part thereof, to the bidder or bidders who, in the best judgment of the Board best meets the interests of the Board. It further reserves the right to waive all Bid conditions, to reject any and all Bids received, and to award this Bid or any part thereof, to other than the low Bidder, should it appear to serve the best interests of the Board. Furthermore, the Board reserves the right to enact the City of Torrington's Charter, chapter 6, article 1.6-1, 1.6-2, and 1.6-3 which states as Follows:

**Chapter 6 - BIDS AND CONTRACTS****ARTICLE I. - CITY-BASED BIDDER PREFERENCE****§ 6-1. - Definitions.**

For the purposes of this article, the following words shall have the following meanings:

**BID:** Bids based upon expenditures of \$10,000.00 or more as well as quotes for expenditures of less than \$10,000.00.

**CITY-BASED BIDDER:** A business with a legal principal place of business located within the City of Torrington. A business shall not be considered a city-based business unless evidence satisfactory to the purchasing agent has been submitted with the bid to establish that said business has a bona fide principal place of business within the City of Torrington. Such evidence may include evidence of ownership of or a long-term lease of real estate within the city from which the principal place of business is legally operated.

**§ 6-2. - Offer of option to match lowest bid.**

The purchasing agent shall be authorized to offer to City-based bidders that exceed the lowest bid by up to six percent the opportunity to match the lowest bid. A City-based bidder within the six-percent differential who agrees to accept the amount of the lowest bid will be awarded the bid unless more than one City-based bidder submits a bid not more than six percent higher than the low bid. When multiple City-based bidders agree to accept the award of the bid at the amount of the low bid, then the city-based bidders will be invited to submit a new bid, not to exceed the low bid. The bid will be awarded to the lowest responsive, responsible bidder.

**§ 6-3. - Contents of bid documents.**

Bid documents that apply the city-based bidder preference must state that the six percent City-based bidder preferential will be applied.

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The Board reserves the right to investigate the financial status and credit rating of any prospective Bidder and to disqualify any Bidder from participation in this Bid based on the results of this investigation.

**II. MANNER OF BID SUBMISSIONS, PRODUCT REQUIREMENTS**

Bid submissions shall be given separately for each item set forth on the bid listing. Samples must be provided for all items, when requested, at no cost to the Board. Samples shall be plainly marked with the identification number given on the bid listing and bear the name of the bidder. Samples and products shall be in strict accordance with the bid specifications.

All bid submissions must be given on the "Official Bid Form".

**III. DELIVERY REQUIREMENTS**

N/A

**IV. BILLING AND PAYMENT**

N/A

**V. TAX-EXEMPT STATUS**

The Torrington Board of Education is exempt from the payment of Federal, State, or Local taxes, and enjoys such status under Section 12-412 of the General Statutes of the State of Connecticut. Proposal submissions shall not include any tax applications, nor should any subsequent billings for items furnished include any tax application.

**VI. FAMILIARITY WITH SPECIFICATIONS, LAWS, AND SPECIAL CONDITIONS**

Each bidder shall be required to become familiar with and must comply with the terms and conditions of these bid specifications. In addition, the bidder must be familiar with all Federal, State, and Local laws, ordinances, or regulations that may, in any manner, relate to his performance if he receives a bid award. Submission of a bid shall be construed to mean that such examination has been made. No claims or billings for compensation over and above the contract sum shall be honored, if due to an oversight on the part of the bidder. The Board of Education is An Affirmative Action/Equal Opportunity Employer. Successful bidder must be an equal opportunity/affirmative action employer.

**ALL OF THE CONDITIONS AND REQUIREMENTS OF THIS BID SHALL BE BINDING ON ALL BIDDERS. NO CHANGE OR DEVIATION FROM ANY OF THE CONDITIONS AND REQUIREMENTS AS SET FORTH HEREIN MAY BE MADE UNLESS PERMISSION TO DO SO IS GIVEN, SPECIFICALLY IN WRITING.**

Sealed bids will be received by the Director of Facilities, Torrington Public Schools, 355 Migeon Avenue, Torrington, CT until the time and date specified on the cover sheet and opened thereafter in the Conference Room. Bids received later than the time specified will not be accepted. Amendments to or withdrawal of any section of the submitted bid received later than the time & date set for the bid



opening will not be considered. Bid proposals must remain in effect for a minimum of 60 days unless otherwise noted elsewhere in the bid specifications. Faxed bids will not be accepted.

**REPLIES:** must have the bid name clearly identified on the outside of the envelope. Bidders not marking the envelopes with the Bid name and date/time of opening on the envelope will have no recourse against the Board of Education or its employees. Such bidders run the risk of the bid being opened prior to the scheduled Bid Opening time. Once opened such bids are public record.

Any alleged oral agreement made by a bidder or contractor with any agency or employee of the City of Torrington will be disregarded.

**FREIGHT:** Prices quoted shall be net delivery F.O.B. Torrington, CT. All bid prices must include prepaid delivery, assembly, and/or installation (ready for operation and/or use) of all equipment and/or materials to the individual locations(s) as designated by the Purchasing Agent. All bid prices are to be submitted on the sheets provided on this bid. Quantities and pricing are to be listed in accordance with these sheets.

**QUESTIONS:** Request for interpretation of any portion of the bid may be directed by email to John Barlow, Director of Facilities at [jbarlow@torrington.org](mailto:jbarlow@torrington.org). All replies will be via email and a copy of any such inquiry and advice (if deemed vital to the bid) will be made available to each prospective bidder via email. Bidders should check the web site, [www.torrington.org](http://www.torrington.org), for addendums/updates 48 hours prior to the bid opening. Addenda will be issued no later than 2 days prior to the date for receipt of bid.

In the event of receipt of identical bids as to offerings, delivery, service, content, price, etc., the bid will be awarded in accordance with the information contained in the bid document, based on first received as to date and time of receipt of the bid.

**NON-COLLUSION STATEMENTS:** In order for bids to be considered, a non-collusive statement must be submitted with the bid. A sample non-collusive bid statement is attached. Bidders may elect to submit their own notarized non-collusion statement.

**CONDITIONAL, QUALIFIED OR NON-RESPONSIVE BIDS/PROPOSALS:** All bids/proposals shall be submitted in the form and manner as indicated by the bid documents and bid forms. Any proposal which is not submitted in the form and manner indicated by the bid documents or which contains information, statements, conditions, or qualifications which place conditions or qualifications on the proposal submittal for purposes of making an award, or which alter any proposal terms, conditions, specifications, or forms, which has not been previously approved by written addendum from the Purchasing Agent, or which does not meet legal requirements, shall be declared as a qualified, conditional, or non-responsive proposal and shall be rejected without further consideration. Any proposal response that does not fully respond to and comply with all detailed specifications or requests for information including execution of proposal forms, may be declared "non-responsive" and recommended for rejection. The Board of Education shall not be responsible for any errors or omissions of the bidder.

**UNBALANCED BIDS AND/OR EXCESSIVE LINE-ITEM PRICES:** The Board reserves the right to reject any bids in which unit prices, in the sole opinion of the Board, are unbalanced. In addition, where the Board has decided to make an award, it further reserves the right to nonutilized a particular line item that in

the sole opinion of the Board is excessively priced and reserves the right to obtain that item from another source.

**CONTRACT:** A response to a Request for Bid is an offer to contract with the Board of Education based upon the terms, conditions, and specifications contained in the Board's RFB. Bids do not become contracts unless and until they are executed by the Board, eliminating a formal signing of a separate contract. For that reason, all the terms and conditions of the contract are contained in the RFB, unless any of the terms and conditions are modified by an RFB Amendment, a Contract Amendment, or by mutually agreed terms and conditions in the contract documents.

**TAXES:** Omit all State and Federal taxes from the bid. The Board of Education is exempt from the payment of taxes imposed by Federal government and/or the State of Connecticut.

**OWNERSHIP OF DOCUMENTS:** All documents, including drawings, plans, specifications, videotapes, or other documents or maps prepared by a contractor pursuant to any agreement arising from this bid shall become the property of the Board of Education upon completion of the project or any termination of the project prior to the completion of the project.

**LEGALITY:** All bid offers for commodities, work, materials, or equipment hereunder shall comply in every respect with the laws, specifications and requirements of the State of Connecticut and the Federal government. Contractor will comply with the provisions of the Connecticut Fair Employment Practices Law.

**LANGUAGE DISPUTES:** Any disputes over the interpretation and/or meaning of any individual terms, conditions, and/or language within this Request for Bid/Proposal document shall be resolved by and at the sole discretion of the Director of Facilities in a manner that is in the best interest of, and best advantage to, the Board of Education, provided any such interpretation shall be reasonable. In the event that an individual term, condition, and/or language wording is determined at any time, including after award, by the Business Services Administrator to be "not applicable at all" to this contract, then the term, condition, and or language wording may be disregarded, even though an addendum is not issued. However, if the Business Services Administrator determines that the term, condition, and/or language wording "is applicable in part", then the term, condition, and/or language wording will apply to the degree applicable, even though an addendum is not issued.

**RESPONSIBILITY:** The Contractor shall save the Board of Education, its agents, or employees, harmless from liability of any kind for all claims of labor payments and materials furnished for this work, and for use of any copyrighted or uncopyrighted composition, secret process patented, or unpatented invention, article or application furnished or used in the performance of the contract of which the Contractor is not the patentee, assignee, or licensee. The successful bidder agrees to indemnify and hold harmless the City of Torrington, its agents, and employees from any and all liability arising out of the successful bidders' operations, functions and/or supplied items.

The successful bidder, vendor, and/or contractor must protect all property of the Board of Education (i.e. all floors, furniture, grass, land, etc.) from injury or other damage. Any damage so caused must be repaired by contractor/vendor at his/her own expense. At the completion of work, the vendor and/or contractor must remove from the premises all surplus materials and all debris created by same. The premises must be left in a broom-clean and finished condition acceptable to the owner or its agents.

Successful bidder will furnish adequate protection from damage for all work and to repair damage of any kind; for which he or his workers are responsible, to the premises or equipment to his own work or to the work of other contractors.

It is the responsibility of the contractor to for the work described to become thoroughly familiar with the equipment and proper maintenance requirements and specifications of the equipment. The submission of a proposal shall be construed as evidence that the contractor has examined the actual job conditions, requirements, and specifications. Any claim for labor, equipment, or materials required, or difficulties encountered, which could have been foreseen had such an examination been carefully made will not be recognized.

**DEFAULT:** It shall be understood that a bidder supplying equipment and/or supplies will be considered to be in default if/when they have not delivered the item(s) within the time constraints listed in this document or subsequent purchase orders and/or contract. Bidders providing a service and/or construction will be considered to be in default if/when they have failed to meet the completion date set forth in this document or its subsequent contract and/ or purchase orders and/ or they have ceased work on the project for a period of fifteen (15) working days, cumulative or consecutive.

**TRADE NAME REFERENCES:** Any and all references to trade names, types, styles, model numbers, stock numbers or catalogs are intended to be descriptive only and not restrictive. The intention is to indicate to bidders the type and quality of the articles and or materials that will be satisfactory. When reviewing the information, it is the responsibility of the prospective bidder to inform the Board of Education of any discrepancy that is found (i.e. number listed does not fit item description) Bids received on other makes or models with reference to other catalogs will be considered. The bidder is to clearly state in his bid exactly what he intends to furnish and to furnish with his bid a cut or illustration or other descriptive matter that will clearly indicate and give specification as to the product he/she proposes to furnish. Where a bid is offered on an item other than the trade standard used in the specification the item should be identified on the bid form by entering the MAKE, TRADE NAME AND MODEL NUMBER. It is understood that any substitutes and/or alternates that might be offered are guaranteed by the bidder to be of equal or better quality than is reference in the bid. The item(s) must be equivalent as to function, basic design, type and quality of material, method of construction and any required dimensions. It shall be further understood that during original as well as subsequent shipments spot checks will be performed to ensure that the items received are in fact the items offered in the bid. When received, should items/materials prove to be different from what was bid in any way, the bidder agrees to the return of the items and agrees to supply correct items (per bid specifications) at the bidder's expense. In the event this return action is required, it is understood the bidder may be subject to removal from the city's approved bidder's list. Bidders are cautioned that surplus, seconds, factory rejects, floor samples, close outs or distressed items are not acceptable and shipments of substitutions, defective or shop-worn equipment will be returned for a full refund at the vendor's expense.

**QUANTITY:** The quantities and/or materials listed in the specifications/bid sheets may be increased or decreased by the Board of Education or its designated representative based on actual need at the time the purchase orders are placed.

**QUALITY:** The Board of Education reserves the right to reject any proposal in whole or in part offering equipment and/or materials and/or services that in its or its agent's opinion does not meet the quality standards desired. Such decision is final and not subject to further recourse by the bidder.

**SAMPLES:** forwarded by the bidder will be returned to the bidder at his request and expense. Requests for return of samples must be submitted in writing at the time the sample is given to the Board of Education or its representative. Samples not returned to the bidder will be disposed of at the discretion of the Board of Education or its designated representative. Large pieces of equipment submitted for evaluation and inspection are to be picked up by the bidder within 30 days of the bid opening date. Items not picked up within 30 days will be disposed of by the Board of Education or its designated agent.

**AWARD:** It is the intent to award this bid in its entirety to one bidder, however, the Board reserves the right to award the bid line item by line item if it is deemed in its best interest to do so. In addition, bidders are advised that should budgetary constraints dictate, part, and/or all the items in this bid may be rejected. This decision shall be considered final and not subject to recourse by the bidder.

In determining the lowest or highest responsible bidder, the Board reserves the right to consider, in addition to price, the compatibility, quality, cost of maintenance and availability of parts, experience and/or past performance of the bidder, sufficiency of the financial resources of the bidder as relates to the offerings as well as the ability of the bidder to provide future maintenance and service.

Documents previously submitted to the Board of Education will not be considered as satisfying submission requirements for this bid. No bidder can claim any contract rights by virtue of bidding alone. Awarding of the contract means actual written notice by letter and a properly executed purchase order to the bidder or bidders to whom the bid has been awarded.

#### **INSURANCE:**

**Certificate of Insurance:** All insurers must have an AM Best rating of A-VI I or better and admitted doing business in the State of Connecticut. All insurance policies must include a Waiver of Subrogation whereby the insured waives its right to subrogate against the City, its subsidiaries, employees, volunteers, directors, and officers. Proof of proper insurance coverage, Workers Compensation Insurance, Liability and Property damage, and Vehicle Insurance shall be filed with the Board of Education, Business Services Administrator within 10 days after the award of the bid. The Certificate of insurance must name the Torrington Board of Education, 355 Migeon Avenue, Torrington, CT, and the City of Torrington, its subsidiaries, employees, volunteers, directors & officers as the additional insured and filed with the Director of Business Services prior to commencement of work. Renewal Certificates of Insurance must be mailed to the Director of Business Services 10 days prior to the expiration of the required coverage.

**Workman's Compensation Insurance:** The Contractor shall take out and maintain during the life of the contract adequate Workman's compensation Insurance for all the employees employed on said work. In case any class of employees or subcontractors is engaged in hazardous work under the contract at the site of the work is not protected under the Workman's Compensation statute, the contractor shall provide Workman's Compensation Insurance for the protection of employees not otherwise protected.

**Liability Insurance:** The Contractor shall take out and maintain for the life of the contract, adequate public liability insurance insuring against liability to persons not employed by him in an amount of not less than \$1,000,000 for injuries, wrongful death to any one person and subject to the limit for each person in an amount of not less than \$2,000,000 on account of one accident and property damage insurance in an amount of not less than \$1,000,000.



**Vehicle Insurance:** The Contractor shall take out and maintain for the life of the contract, adequate automotive/truck, or other vehicle insurance with minimum coverages of \$1,000,000 each for both liability and under insured and uninsured motorist as well as any other coverages required by the State of Connecticut or requested by an official of the Board of Education as relates to the contract.

**Additional Security:** The Board of Education reserves the right to require successful bidders to enter into and such security arrangements as are deemed necessary to protect the Board of Education, its property and goods.

**PERMITS:** The successful bidder agrees to obtain all work/building permits as might be required. The cost of obtaining such permits is the responsibility of the bidder. The City of Torrington reserves the right to waive local permit fees. In addition, it shall be understood that where property lines are to be considered, bidders are to verify said lines and measurements with proper City Officials prior to commencement of work.

It is to be understood that any/all specifications and/or plans or drawings contained in or developed as a result of the bid process are and shall be presented subject to the approval of the City of Torrington planning, zoning, and building officials and that awards made prior to said approval are subject to cancellation.

**PREVAILING WAGE:** When the State of Connecticut Prevailing Wage Rate is applicable to the bid, the successful bidder must submit a Certified Payroll Record prior to any request and/or invoice for payment.

**SAFETY:**

**Machine and/or Equipment Hazard Assessment and Safety Training:** Upon delivery of machines and/or equipment, suppliers are required to provide to the end-user employees, at no additional charge, a training session that will emphasize hazard awareness and assessment and the safe use of such machinery/equipment.

**Occupational Safety and Health Act of 1971 as amended:** Seller shall warrant that the machinery, equipment, or other materials covered hereby shall upon delivery to the Board of Education, be in compliance with the standards required by said Act and any updates as pertain to or reference said Act as well as the standards required by comparable State and local laws, if any, for such machinery, equipment or other materials in effect at the time of delivery.

**Machines and/or Equipment Lockout/Tagout:** In an effort to comply with OSHA's final rule on the control of hazardous energy sources, vendors must warrant that any and all machines and/or equipment as is covered under this bid will be supplied and/or installed equipped with lockout/tagout devices as prescribed by OSHA.

**Toxic Substance Control Act (PL94-469):** Seller warrants that each and every chemical substance constituting or contained in the products sold or otherwise transferred to the Board of Education under this bid and subsequent purchase orders is not on the list of prohibited chemical substances compiled and published by the Administrator of the Environmental Protection Agency pursuant to Act PL94-469 and are otherwise in compliance with said Act.

**Hazardous Materials:** Any materials required by this bid and subsequent purchase orders that are hazardous under federal, state, or local statute, ordinance, regulation, or agency order will be packaged, labeled, marked and shipped by the seller to comply with all federal, state and local regulations then in effect including but limited to the provisions of the Hazardous Materials Transportation Act and Regulations promulgated thereunder and will further comply with any special requirements and any policies and procedures of the Board of Education relating to the purchase of hazardous materials as might be noted on subsequent purchase orders or otherwise communicated to seller in writing.

**Material Safety Data Sheets:** Shall be provided by the Seller upon delivery to the Board of Education of any goods having constituents listed in the following references - OSHA 1910, ACHIG Current Threshold Values, DOT HazMat Table 49, IARC Carcinogen List, National Toxicology Program Carcinogen List, and/or Radioactive Materials. These Material Safety Data Sheets must be consistent with and include information required by the OSHA Hazard Communication Standard published as 29 CFR 1910.1200, as the same may be amended or supplemented from time to time.

**Asbestos:** Bidders are advised that asbestos-containing material may be located in the boiler rooms, pipe tunnels, storage areas and various portions of Board buildings. Before proceeding on any contractual work on Board buildings or their interiors, it is mandatory that bidders familiarize themselves with the asbestos-containing material and that said material be considered as a health hazard and all precautionary measures according to the Ahern Rules & Regulations be observed. It is the bidder's responsibility to notify all employees and/or subcontractors of this notification.

**SUBCONTRACTORS:** The successful bidder shall not employ any subcontractor to fulfill any of the duties herein specified without express, prior written approval of the Board of Education or its designated agent.

**EEO:** The successful bidder shall provide any/all additionally required, affirmative action statements, fair employment plans and non-discrimination programs and statement as might be required by the Board of Education. In connection with the execution of this bid, subsequent purchase orders and/or contracts, the seller shall not discriminate against any employee or applicant for employment because of age, race, religion, color, sex, or national origin. Bidders must comply with all rules & regulations of the Department of Labor with regard to Equal Employment Opportunities as pertains to municipalities.

**TERMINATION OF CONTRACT:** Any contract entered by the Board and the successful bidder shall provide that the Board may terminate the contract upon thirty (30) days' notice to the bidder.

**The Torrington Board of Education reserves the right to award or reject any or all bids, or any portion thereof, to waive technicalities, and to award the bid and/or contracts to one or more bidders submitting essentially identical proposals and, that in the city's judgment, will best serve the public interest.**

The terms and conditions of these "Supplemental Instructions to Bidders" are made a part this bid.

## **SPECIFICATIONS**

The Torrington Board of Education is seeking proposals for construction of locked foyers at Torrington Middle School and Torrington Elementary School as listed below:



**SECTION 011000 - SUMMARY****PART 1 - GENERAL****1.1 SUMMARY**

A. This Section includes the following:

1. Work covered by the Contract Documents at two separate school locations.
2. Work phases.
3. Work under other contracts.
4. Use of premises.
5. Owner's occupancy requirements.
6. Specification formats and conventions.

**1.2 WORK COVERED BY CONTRACT DOCUMENTS**

A. Project Identification: Torrington Middle School (TMS)

1. Site 1-Project Location: Middle School Drive,  
Torrington, CT 06790

Project Identification: Torrington Elementary School

2. Site 2-Project Location: 800 Charles St.,  
Torrington, CT 06790

3. Owner: Torrington Board of Education  
355 Migeon Ave.

Torrington, CT 06790

Owner's rep.: John Barlow, Director of Facilities

B. Architect: Joseph S. Alicata, Architect IIc

C. The Work consists of but is not limited to the following:

1. Selective demolition, Removal of existing materials, doors and borrow lights, secure areas of construction.

2. Installation of secure doorways and storefront-and associated work for vestibule modifications. Coordinate all Owner supplied work for complete installation.
3. Contractor shall coordinate weekly progress meetings and coordinate work schedule with owner.
  - A. Cutting and Patching to be sensitive to character of the building. It is expected that no hazardous materials will be encountered in the Work. If unidentified materials suspected of containing hazardous materials are encountered, do not disturb; immediately notify Architect and Owner. Remove under prescribed procedures. Reports on the presence of hazardous materials testing included for review and use.
  - B. Water-Mist Sprinkling: Use water-mist sprinkling and other wet methods to control dust only with adequate, approved procedures and equipment according to the historic treatment program to ensure that such water does not create a hazard or adversely affect other building areas or materials.
  - C. Separate Contracts: Owner may award separate contracts for performance of certain construction operations at Project site. Those operations may be conducted simultaneously and coordinated by the Owner.
  - D. Furnish a protective barrier for the immediate work area/contract limits acceptable to building department and owner.
  - E. Arrange for on-site equipment storage with the Owner's representative. Damage to the structure, interior and exterior finishes, lawn, landscaping and vegetation shall be made good to the Owner's satisfaction at no cost to the Owner. Protect existing vegetation in vicinity of new construction as needed.

### 1.3 WORK UNDER OTHER CONTRACTS

- A. General: Cooperate fully if Owner employs separate contractors, so work on those contracts may be carried out smoothly, without interfering with or delaying work under this Contract.

### 1.4 USE OF PREMISES

- A. General: Contractor shall have partial use of premises for construction operations, including limited use of Project site, during construction period. Contractor's use of premises is limited by Owner's right to utilize classrooms or student activity area, to perform work, retain other contractors on portions of work, where or in areas where limited construction activity is planned to occur.



- B. Use of Site: Limit use of premises to work in areas and in areas within the Contract limits indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
  - 1. Limits:
    - a. Limit disturbance to adjoining areas
  - 2. Owner Occupancy: Allow for Owner occupancy of Project site
  - 3. Driveways and Entrances: Keep driveways, loading areas, and exit ways accessible
    - a. Schedule deliveries to minimize use of driveways and entrances.
    - b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
- C. Use of Existing Building: Maintain existing building access in a safe condition throughout construction period. Repair damage caused by construction operations. Protect building and its occupants during construction period.

#### 1.5 OWNER'S OCCUPANCY REQUIREMENTS

- A. Partial Owner Occupancy: Owner may occupy the premises during entire construction period, with the exception of areas under construction. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's operations. Maintain existing exits, unless otherwise indicated.
  - 1. Maintain access to existing walkways, exitways, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied facilities without written permission from Owner and authorities having jurisdiction.
- B. Owner Occupancy of Completed Areas of Construction: Owner reserves the right to occupy and to utilize completed areas surrounding the building, before Substantial Completion, provided such occupancy does not interfere with completion of the Work. Such utilization and partial occupancy shall not constitute acceptance of the total Work.
  - 1. Architect will prepare a Certificate of Substantial Completion.
  - 2. Owner will obtain a Certificate of Occupancy from authorities having jurisdiction.
  - 3. Before partial Owner occupancy, inspections shall be successfully completed. During occupancy, Owner will operate and maintain mechanical and electrical systems serving occupied portions of building.
  - 4. On occupancy, Owner will assume responsibility for maintenance and custodial service for occupied portions of building.

## 1.6 SPECIFICATION FORMATS AND CONVENTIONS

- A. Specification Format: The Specifications are organized into Divisions and Sections using the CSI/CSC's "MasterFormat" numbering system.

1. Division 01: Sections in Division 01 govern the execution of the Work of all Sections in the Specifications.

- B. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:

1. Abbreviated Language: Language used in the Specifications and other Contract Documents is abbreviated. Words and meanings shall be interpreted as appropriate. Words implied, but not stated, shall be inferred, as the sense requires.

Singular words shall be interpreted as plural, and plural words shall be interpreted as singular where applicable as the context of the Contract Documents indicates.

2. imperative mood and streamlined language are generally used in the Specifications. Requirements expressed in the imperative mood are to be performed by Contractor. Occasionally, the indicative or subjunctive mood may be used in the Section Text for clarity to describe responsibilities that must be fulfilled indirectly by Contractor or by others when so noted.

- a. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.

## PART 2 - SCHEDULE

## 2.0 Construction Bids:

- A. It is the Owner's intent that this work progress as quickly and efficiently as possible with a minimum amount of disturbance to staff. The last day of classes is approximately June xx 2023.
- B. Date for Substantial Completion is August 15, 2023.
- C. Note: Liquidated damages in the amount of \$500.00 per day to be imposed after the above date, refer to Supplementary General Conditions.

**SECTION 013100 - PROJECT COORDINATION****PART 1 - GENERAL****.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division-1 Specification Sections, apply to this Section.

**.2 SUMMARY**

- A. This Section specifies administrative and supervisory requirements necessary for Project coordination including, but not necessarily limited to:
  - 1. Coordination, submittals, product requirements, application for payments
  - 2. Administrative and supervisory personnel.
  - 3. Project meetings
  - 4. Cleaning and protection.
  - 5. Maintenance of safe and clean access to existing facility, Incidental work
- B. Contractor's Construction Schedule

**.3 COORDINATION**

- A. Coordination: Coordinate construction activities included under various Sections of these Specifications to assure efficient and orderly installation of each part of the Work. Coordinate construction operations that are dependent upon each other for proper installation.
  - 1. Schedule construction and installation activities in the sequence required to obtain the best results.
  - 2. Contractor needs to give advanced notification of a date to start work to schedule gym access.
- B. Project Meetings
  - 1. Pre-construction meeting will be scheduled within 15 days after the Owner has issued notice to proceed. Attending the meeting shall be the Contractor, Architect, Owner's representative. Identify all existing conditions.
- C. Where necessary, prepare memoranda for distribution to each party involved outlining special procedures required for coordination. Include such items as required notices, reports, and attendance at meetings.
  - 1. Prepare similar memoranda for the Owner and separate Contractors where coordination of their Work is required.



Torrington Elementary School, Torrington Middle School  
Entry Vestibule Improvements

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- D. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
  - 1. Preparation of schedules.
  - 2. Progress meetings.
  - 3. Project Close-out activities.
  
- E. Conservation: Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials.
  - 1. Salvage materials and equipment involved in performance of, but not actually incorporated in, the Work. Refer to other requirements of the bids.

#### .4 SUBMITTALS

- A. Staff Names: Within 15 days of Notice to Proceed, submit a list of the Contractor's principal staff assignments, including the Superintendent and other personnel in attendance at the site; identify individuals, their duties and responsibilities; list their addresses and telephone numbers.
  - 1. Post copies of the list in the Project meeting room, the temporary field office, and each temporary telephone.
- B. Record drawings during construction:
  - 1. The Contractor is to maintain at the project sites (1) set of prints of the contract drawings, on which he must record changes as they occur on the job.
  - 2. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
    - a. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
    - b. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.
      - 1. Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- C. Comparable Product Requests:
  - 1. Submit request for consideration of each comparable product. Do not submit unapproved products on Shop Drawings or other submittals.
  - 2. Identify product to be replaced and show compliance with requirements for comparable product requests. Include a detailed comparison of significant qualities of proposed substitution with those of the Work specified.
  - 3. Architect will review the proposed product and notify Contractor of its acceptance or rejection.
  - 4. Basis-of-Design Product Specification Submittal: Show compliance with requirements.

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5. Where Specifications name a single product, or refer to a product indicated on Drawings, which is the level of quality therefore the "basis-of-design," provide the named product or approved equivalent. Comply with these provisions for "comparable product requests" for consideration of an unnamed product by another manufacturer.
6. Warranties specified in other Sections shall be in addition to, and run concurrent with, other warranties required by the Contract Documents. Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of obligations under requirements of the Contract Documents.

- D. Payment Application Forms: Use **AIA Document G702 and AIA Document G703 Continuation Sheets** as form for Applications for Payment.
- E. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. Architect will return incomplete applications without action. Submit 3 copies.

Entries shall match data on the Schedule of Values and Contractor's Construction Schedule. Use updated schedules if revisions were made.  
Include amounts of Change Orders and Construction Change Directives covered by application.

PART 2 - PRODUCTS (Not Applicable).

PART 3 – EXECUTION (Not Applicable).

.1 CLEANING AND PROTECTION

- A. Protect adjoining areas. Clean work areas on a daily basis.  
Remove rubbish at the end of each work week from site and empty dumpsters.  
Maintain the site of the work as neatly as possible, free of debris and rubbish. At the end of the work, the Contractor shall remove all construction materials, equipment and remaining debris on the job as a result of construction operations
- B. The Contractor shall maintain adequate protection of Owner's adjacent property from injury or loss arising from this contract. He/she shall provide and maintain at all times any danger signs, guards and/or obstructions necessary to protect the public and his/her workmen from any dangers inherent with or created by the work in progress. He/she shall hold the Owner harmless from any loss arising due to injury or accident to the public or his/her workmen, or from theft of materials stored at the job site.  
Any areas of the adjacent building or grounds which have become damaged in any way shall be repaired or replaced by the Contractor prior to the final inspections. The method of repair used must be acceptable to both the Owner and the Owner's Representative.

END OF SECTION 013100

Project Coordination

013100 - 3

## SECTION 017329 - CUTTING AND PATCHING

## PART 1 - GENERAL

## 1.1 SUMMARY

- A. This Section includes procedural requirements for cutting and patching.
- B. See Divisions 2 through 26 Sections for specific requirements and limitations applicable to cutting and patching individual parts of the Work.
- C. See Division 07 Section "Penetration Firestopping" for patching fire-rated construction.

## 1.2 SUBMITTALS

- A. Cutting and Patching Proposal: Submit a proposal describing procedures at least 10 days before the time cutting and patching will be performed, requesting approval to proceed. Include the following information:
  - 1. Extent: Describe cutting and patching, show how they will be performed, and indicate why they cannot be avoided.
  - 2. Changes to In-Place Construction: Describe anticipated results. Include changes to structural elements and operating components as well as changes in building's appearance and other significant visual elements.
  - 3. Products: List products to be used and firms or entities that will perform the Work.
  - 4. Dates: Indicate when cutting and patching will be performed.
  - 5. Utility Services and Mechanical/Electrical Systems: List services/systems that cutting and patching procedures will disturb or affect. List services/systems that will be relocated and those that will be temporarily out of service. Indicate how long services/systems will be disrupted.
  - 6. Structural Elements: Where cutting and patching involve adding reinforcement to structural elements, submit details and engineering calculations showing integration of reinforcement with original structure.
  - 7. Architect's Approval: Obtain approval of cutting and patching proposal before cutting and patching. Approval does not waive right to later require removal and replacement of unsatisfactory work.
  - 8. Removal of existing CMU, brick, and interior and exterior trim.
  - 9. Demolition & removal to be done in accordance to good work practices.
  - 10. Protect adjacent areas from construction dust.

## 1.3 QUALITY ASSURANCE

- A. Structural Elements: Do not cut and patch structural elements in a manner that could change their load-carrying capacity or load-deflection ratio.
  - 1. Including, but not limited to walls, beams, columns, and the like.
- B. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety.



- C. Miscellaneous Elements: Do not cut and patch miscellaneous elements or related components in a manner that could change their load-carrying capacity, that results in reducing their capacity to perform as intended, or that results in increased maintenance or decreased operational life or safety.
- D. Visual Requirements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch construction exposed on the exterior or in occupied spaces in a manner that would, in Architect's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.

#### 1.4 WARRANTY

- A. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during cutting and patching operations, by methods and with materials so as not to void existing warranties.

### PART 2 - PRODUCTS

#### 2.1 MATERIALS

- A. General: Comply with requirements specified in other Sections.
- B. In-Place Materials: Use materials identical to in-place materials. For exposed surfaces, use materials that visually match in-place adjacent surfaces to the fullest extent possible.
  - 1. If identical materials are unavailable or cannot be used, use materials that, when installed, will match the visual and functional performance of in-place materials.

### PART 3 - EXECUTION

#### 3.1 EXAMINATION

- A. Examine surfaces to be cut and patched and conditions under which cutting and patching are to be performed.
  - 1. Compatibility: Before patching, verify compatibility with and suitability of substrates, including compatibility with in-place finishes or primers.
  - 2. Proceed with installation only after unsafe or unsatisfactory conditions have been corrected.

**3.2 PREPARATION**

- A. Temporary Support: Provide temporary support of Work to be cut.
- B. Protection: Protect in-place construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.
- C. Adjoining Areas: Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.
- D. Existing Utility Services and Mechanical/Electrical Systems: Where existing services/systems are required to be removed, relocated, or abandoned, bypass such services/systems before cutting to minimize and avoid interruption to occupied areas.

**3.3 PERFORMANCE**

- A. General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.
  - 1. Cut in-place construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.
- B. Cutting: Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.
  - 1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots as small as possible, neatly to size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
  - 2. Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
  - 3. Concrete & Masonry: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
  - 4. Excavating and Backfilling: Comply with requirements in applicable Division 31 Sections where required by cutting and patching operations.
  - 5. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
  - 6. Proceed with patching after construction operations requiring cutting are complete.

- C. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other Work. Patch with durable seams that are as invisible as possible. Provide materials and comply with installation requirements specified in other Sections.
1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate integrity of installation.
  2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will eliminate evidence of patching and refinishing.
  3. Floors and Walls: Where walls or partitions that are removed extend one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish, color, texture, and appearance. Remove in-place floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.
  4. Ceilings: Patch, repair, or rehang in-place ceilings as necessary to provide an even-plane surface of uniform appearance.
  5. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weathertight condition.
- D. Cleaning: Clean areas and spaces where cutting and patching are performed. Completely remove paint, mortar, oils, putty, and similar materials.

END OF SECTION 017329



SECTION 13 47 15  
BULLET RESISTANT PRODUCTS

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Bullet resistant products of the following types:
  - 1. Transaction windows.
  - 2. Hollow metal doors and frames.
  - 3. Hollow metal storefront framing
  - 4. Bullet Resistant glazing..
  - 5. Hardware

1.2 RELATED WORK

- A. Structural Metal Framing
- B. Metal Fabrications.
- C. Miscellaneous Carpentry.
- D. Door Hardware.
- E. Flooring & Ceiling
- F. Painting and Coating.

1.3 REFERENCES

- A. American National Standards Institute (ANSI): 1. ANSI Z97.1 - Safety Glazing Materials Used in Buildings - Safety Performance Specifications and Methods of Test.
- B. ASTM International (ASTM):
  - 1. ASTM C920 - Standard Specification for Elastomeric Joint Sealants.
  - 2. ASTM C1036 - Standard Specification for Flat Glass.
  - 3. ASTM C1172 - Standard Specification for Laminated Architectural Flat Glass.
  - 4. ASTM C1349 - Standard Specification for Architectural Flat Glass Clad Polycarbonate.
  - 5. ASTM D2000 - Standard Classification System for Rubber Products in Automotive Applications.
  - 6. ASTM E84 - Test method for the Surface Burning Characteristics of Building Materials.
  - 7. ASTM E119 - Standard Test Methods for Fire Tests of Building Construction and Materials.
- C. American Welding Society (AWS): AWS D1.1 - Structural Welding Code - Steel.
- D. National Institute of Justice (NIJ): NIJ Standard 0108.01 - Standard for Ballistic Resistant Protective Materials.
- E. Underwriters Laboratories (UL):

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1. UL 752 - Standard for Bullet Resisting Equipment. (September 5th, 2005)
2. UL 972 - Standard for Burglary Resisting Glazing Material.

#### 1.4 SUBMITTALS

- A. Submit under provisions of Section 01 30 00 - Administrative Requirements.
- B. Product Data:
  1. Manufacturer's data sheets on each product to be used.
  2. Preparation instructions and recommendations.
  3. Storage and handling requirements and recommendations.
  4. Installation methods.
- C. Shop Drawings:
  1. Submit shop drawings prepared by the manufacturer showing plans, sections, elevations, layouts, profiles and product component locations, including anchorage, bracing, fasteners, accessories and finishes.
  2. Include dimensioned elevation of each type opening assembly in project; indicate sizes and locations of hardware, and lites if specified.
  3. Schedule: Indicate each opening assembly in project; cross-referenced to plans, elevations, and details.
- D. Design Data: Bullet resistance analysis design calculations for specific project conditions, certifying system conformance to specified performance requirements.
- E. Verification Samples: For each finish product specified, two samples, minimum size 6 inches (150 mm) square representing actual product, color, and patterns.
- F. Test Reports: Certified test reports showing compliance with specified performance characteristics and physical properties.
- G. Closeout submittals: Warranty documents, issued and executed by manufacturer of systems, countersigned by Contractor.

#### 1.5 QUALITY ASSURANCE

- A. Manufacturer Qualifications: Company specializing in manufacturing products of the type specified with a minimum documented experience of five years.
- B. Installer Qualifications: Company specializing in installation of products specified with minimum three years documented experience.
- C. Mock-Up: Provide a mock-up for evaluation of surface preparation techniques and application workmanship.
  1. Finish areas designated by Architect.
  2. Do not proceed with remaining work until workmanship is approved by Architect.
  3. Refinish mock-up area as required to produce acceptable work.
  4. Accepted mock-ups shall be comparison standard for remaining Work
- D. Pre-installation Meetings: Conduct pre-installation meeting to verify project requirements, substrate conditions, and manufacturer's installation instructions.
- E. Coordination of Work: Coordinate layout and installation of components with other construction supported by, or penetrating through, ceilings, including light fixtures, HVAC equipment, fire-suppression system, and partitions.
- F. Coordination: Bullet resistant protection shall be provided in the sizes and in the configuration indicated on the Drawings. Furnish hardware necessary for the joining of the

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components specified. Provide components complete with adhesives, fasteners, and other devices required for complete assembly.

#### 1.6 DELIVERY, STORAGE, AND HANDLING

- A. Deliver materials in manufacturer's unopened, undamaged packaging, with manufacturer's labels intact.
- B. Remove wraps or covers from doors and frames upon delivery at the building site. Clean and touch-up scratches or disfigurement caused by shipping or handling promptly.
- C. Store products in manufacturer's unopened packaging until ready for installation. Store assemblies, off the ground and on end, to prevent damage to face corners and edges. Store assemblies covered to protect them from damage but permitting air circulation.

#### 1.7 SEQUENCING

- A. Ensure that locating templates and other information required for installation of products of this section are furnished to affected trades in time to prevent interruption of construction progress.

#### 1.8 PROJECT CONDITIONS

- A. Maintain environmental conditions (temperature, humidity, and ventilation) within limits recommended by manufacturer for optimum results. Do not install products under environmental conditions outside manufacturer's recommended limits.

### PART 2 PRODUCTS

#### 2.1 MANUFACTURERS

- A. Acceptable Manufacturer or approved equivalent: Total Security Solutions, which is located at: 935 Garden Ln.; Fowlerville, MI 48836; ASD Toll Free Tel: 866-304-5070; Fax: 517-223-0805; Email: [requestinfo@tssbulletproof.com](mailto:requestinfo@tssbulletproof.com); Web: <https://tssbulletproof.com>
- B. Requests for substitutions will be considered in accordance with provisions of Section 01 60 00 - Product Requirements.

#### 2.2 BULLET RESISTANT TRANSACTION WINDOWS

- A. Natural Voice Transmission Window:
  - 1. Model NVRTW as manufactured by Total Security Solutions. Preamsembled with two way "natural voice" communication permitted by the design of the vertical side frames and neoprene spacer glazing technique.
  - 2. Overall Size and Configuration: As indicated on the Drawings.
  - 3. Frame: Stainless steel, 12 gauge (2.66 mm) with a No. 4 finish. Vertical jambs are fabricated with a minimum of 3 predrilled holes on each jamb to permit anchoring to structural backing. Hole located to prohibit access from the opposite side of the frame.
  - 4. Frame conforms to UL 752 of the following protection level.
    - a. Protection Level: 1.
  - 5. Glazing: Top and bottom edge of the glazing to be capped with a minimum 20 gauge (0.912 mm) with a No. 4 finish.
    - a. Glazing to conform to UL 752 of the following protection level.
      - 1) Protection Level: 1.
    - b. Glazing Type: Glass/ Polycarbonate composite.



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6. Shelf: Full width of window and a minimum of 12 inches (305 mm) deep centered under the glazing:
  - a. Shelf Type: Stainless steel 18 gauge (1.214 mm) minimum with a No. 4 finish.
  - b. Deal Tray: Model TSSDT1610. 16 by 10 inches (406 by 254 mm) from the outside edge of flanges with a clear open depth under the glazing no less than 1-1/2 inches (38 mm). Fabricate of a minimum 16 gauge (1.5 mm) stainless steel, with a No. 4 finish.

## 2.3 BULLET RESISTANT HOLLOW METAL DOORS AND FRAMES

- A. Bullet Resistant Hollow Metal Steel Doors and Frames: Provide door and frame prehung with factory primed finish. Doors and frames of a "non-ricochet type" design with a Total Security Solutions Bullet Resistant Fiberglass.
  1. Steel Doors:
    - a. Door, Sizes and Configurations: As indicated on the Drawings.
      - 1) Door Type: Flush Glazed Door Type HL with a 20 inches by 30 inches (508 mm by 762 mm) glazed opening.
      - 2) Door Type: Flush Glazed Door Type FL with a 20 inches by 60 inches (508 mm by 1524 mm) glazed opening.
    - b. Thickness: 1-3/4 inches (44 mm) minimum.
    - c. Face Sheets:
      - 1) Doors for interior use: Steel sheet, 16 gauge (1.5 mm), factory primed.
      - 2) Visible seams on face sheets not permitted.
    - d. Core: Fill spaces between face sheets with foamed in place rigid urethane foam and fiberglass core
    - e. Vertical Edges:
      - 1) Join face sheets by continuous welding. Grind and fill, dress welds to smooth flush surface.
      - 2) Visible seams on vertical edges not permitted.
    - f. Horizontal Edges:
      - 1) Close top and bottom edges of doors with inverted continuous recessed steel channels, 12 gauge (2.657 mm) minimum; spot-weld channels to both door faces.
      - 2) Additional flush closing channel at top and bottom edges of exterior doors; spot-weld channel to both door faces.
      - 3) Openings in bottom closure of exterior doors to permit escape of entrapped moisture.
    - g. Hardware preparation:
      - 1) Mortise, reinforce, drill, and tap doors at factory for fully templated mortised hardware only, in accordance with approved hardware schedule and supplied templates.
      - 2) Cylindrical hardware, in accordance with approved hardware schedule and supplied templates.
      - 3) Exit devices, in accordance with approved hardware schedule and supplied templates.
      - 4) Reinforcing plates at surface-mounted or non-templated hardware locations.
    - h. Glazing Moldings and stops:
      - 1) Weld fixed moldings to door on security side.
      - 2) Loose stops, countersunk for fasteners.
      - 3) Form moldings with mitered corner joints.
    - i. Glazed lites: Factory-assemble lites in doors indicated to have lites, using glazing materials of the same ballistic level specified for the door and frame.

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2. HM Frames: Welded units with integral trim, of sizes and profiles indicated and as follows:
  - a. Frame Sizes and Configuration: As indicated on the Drawings.
  - b. Frames for Interior Use: Steel sheet, minimum 16 gauge (1.5 mm) thickness, factory primed.
  - c. Stops: Minimum 5/8 inch (15.8 mm) in depth.
  - d. Contact edges of joints and mitered perimeter trim faces, continuously welded.
  - e. Hardware Preparation:
    - 1) Mortise, reinforce, drill, and tap frames at factory for fully templated mortised hardware, in accordance with approved hardware schedule.
    - 2) Reinforcing plates at surface-mounted hardware locations.
  - f. Floor anchors:
    - 1) Minimum 18 gauge (1.214 mm) steel.
    - 2) Weld anchors inside each jamb for floor anchorage.
  - g. Jamb anchors:
    - 1) Weld anchors inside each jamb for wall anchorage.
    - 2) Anchors of types suitable for adjacent wall construction.
  - h. Plaster guards: Minimum 26 gauge (0.455 mm) galvanized steel; welded in place at hardware mortises on frames to be set in masonry or concrete openings.
  - i. Temporary steel spreader welded to jamb feet for bracing during shipping and handling.
3. Opening Security Level: Withstand bullet resistance level as follows, in accordance with UL 752.
  - a. UL 752 Level 1.

## 2.4 BULLET RESISTANT AND DETENTION GLAZING

- A. Bullet Resistant Glazing
  1. Performance: UL 752, UL-1 (MPSA) 9 mm 124 Gr., FMJ 1175-1295 fps:
    - a. Level 1:
    - b. LTI-BR1: Glass/Polycarbonate Composite, nominal thickness 13/16 inch (20 mm), nominal weight 8.99 lbs/SF.
- B. Forced Entry Glazing:
  1. Performance: H.P. White Level-1 HPW-TP-0500-03:
    - a. GCP0916: Glass/Polycarbonate Composite, nominal thickness 9/16 inch (20 mm), nominal weight 5.1 lbs/SF.

## 2.5 DOOR HARDWARE

A.. Coordination of interfaces among security and access control equipment, door hardware, doors, and frames.

1.01 REFERENCE STANDARDS A. American National Standards Institute/Builders Hardware Manufacturers Association (ANSI/BHMA): 1. ANSI/BHMA 156 Standards Set B. National Fire Protection Association (NFPA): 1. NFPA 80 Standard for Fire Doors and Fire Windows

1.02 DESIGN REQUIREMENTS A. Exit Doors: Openable at all times from the inside without the use of a key or any special knowledge or effort.

B. Fire-Rated Openings: Provide hardware for fire-rated openings in compliance with NFPA 80. This requirement takes precedence over other requirements for such hardware. Provide only such hardware which has been tested and listed by a nationally recognized testing laboratory for the type and size of door required, and complies with the requirements of the door and the door frame labels.

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Latching hardware, door closers, and seals are required for openings whether or not listed in the hardware schedule.

1. Provide hardware listed by nationally recognized testing laboratory for labeled and 20- minute openings in conformance with requirements for class of opening scheduled. Provide label or stamp of nationally recognized testing laboratory on hardware for labeled openings.

2. Where panic exit devices are required on fire-rated doors, provide supplementary marking on door's testing laboratory label on exit device indicating "Fire Exit Hardware."

1.03 HARDWARE ALLOWANCE \_\_\_\_\_ *tbd*

## 2.6 FABRICATION

- A. Welds in accordance with requirements and standard practices of the American Welding Society. Exposed welds shall be ground flush and finished smooth.
- B. Joints and connections shall be tight, providing hairline joints and true alignment of adjacent members.
- C. Full entry unit to be fabricated in 3 sections, prepared for welding or as directed by manufacturer.

## 2.7 STEEL FRAMING SUPPORTS

- A. See drawings for structural steel and framing.

## PART 3 EXECUTION

### 3.1 EXAMINATION

- A. Do not begin installation until openings and installing surfaces have been properly prepared.
  - 1. Verify openings are in accordance with approved shop drawings.
  - 2. Verify that supports have been installed in accordance with the Drawings.
- B. If preparation is the responsibility of another installer, notify Architect of unsatisfactory preparation before proceeding.

### 3.2 PREPARATION

- A. Clean surfaces thoroughly prior to installation.
- B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.

### 3.3 INSTALLATION

- A. Install products in accordance with approved submittals, manufacturer's instructions and requirements of UL 752.
  - 1. Install equipment plumb, level, rigid and in true alignment.
  - 2. Use proper anchoring devices. Exposed anchor holes shall be used for anchors.
  - 3. Install hardware as required for a complete installation.
  - 4. Where applicable, install fire-rated assemblies in accordance with NFPA 80.
  - 5. Adjust operating parts for proper operation, non-binding.

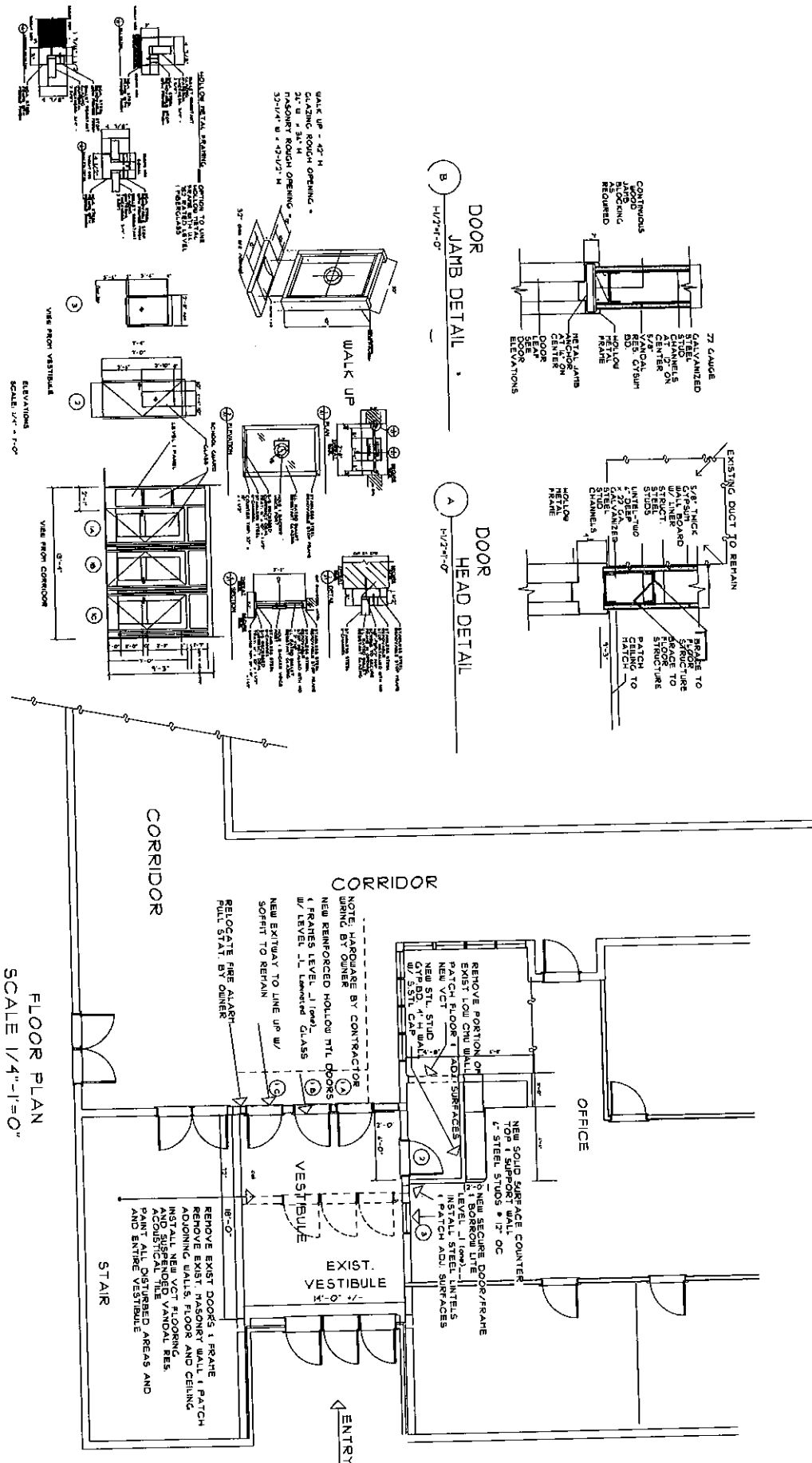


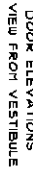
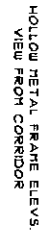
- B. Bullet Resistant Fiberglass Panels: Install using an industrial adhesive, mastic, screws or bolts. Method of application shall maintain the bullet resistive rating at junctures with the concrete floor slab, concrete roof slab, bullet resistive door frames, bullet resistive window frames, and required penetrations.
  - 1. Joints shall be reinforced by a back-up layer of bullet resistive material.
  - 2. Bullet resistance of the joint, as reinforced, shall be at least equal to that of the panel.
  - 3. Minimum width of reinforcing layer at joint shall be 4 inches (2 inches on each panel or a 2 inch minimum overlap).
  
- C. Installation Tolerances: Do not exceed the following installation tolerances:
  - 1. Squareness: Plus or minus 1/16 inch (1.6 mm) measured on a line, 90 degrees from one jamb, at the upper corner of the frame at the other jamb.
  - 2. Alignment: Plus or minus 1/16 inch (1.6 mm) measured on jambs on a horizontal line parallel to the plane of the wall.
  - 3. Twist: Plus or minus 1/16 inch (1.6 mm) measured at face corners of jambs on parallel lines perpendicular to the plane of the wall.
  - 4. Plumb: Plus or minus 1/16 inch (1.6 mm) measured on the jamb at the floor.
  
- D. Hardware:
  - 1. Install each hardware item per manufacturer's instructions and recommendations. Do not install surface mounted items until finishes have been completed on the substrate. Set units level, plumb and true to line and location. Adjust and reinforce the attachment substrate as necessary for proper installation and operation.
  - 2. Electrified Hardware: For cable termination to electrified hardware, provide coordination so that cable is routed to door from transfer hinge to lockset, prior to buttoning up.

### 3.4 PROTECTION

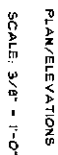
- A. Protect installed products until completion of project.
- B. Touch-up, repair or replace damaged products before Substantial Completion.

END OF SECTION



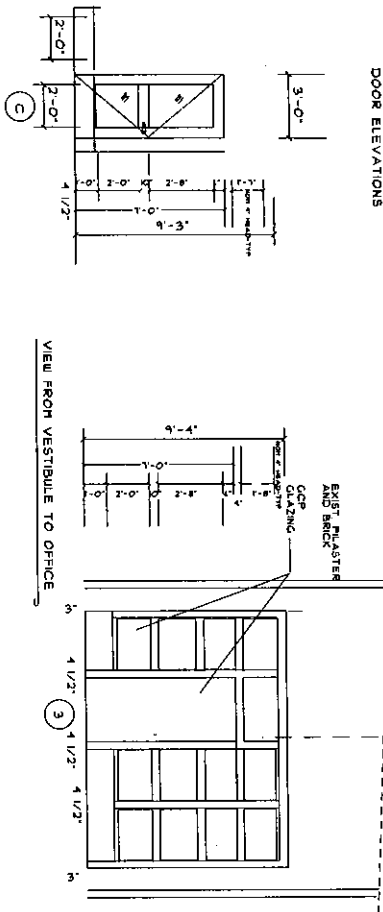


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PLAN/ELEVATIONS  
SCALE: 3/8" = 1'-0"

SCALE: 3/8" = 1'-0"

## DOOR ELEVATIONS

VIEW FROM CORRIDOR

HOLLOW METAL FRAME ELEV5.

secure vestibule

REMOVE EXIST. HMTL STOREFRONT  
CUT/PATCH LOW CMU WALL  
NEW LEVEL 1- HMTL STOREFRONT

**JOSEPH S. ALICATA**  
**ARCHITECT**

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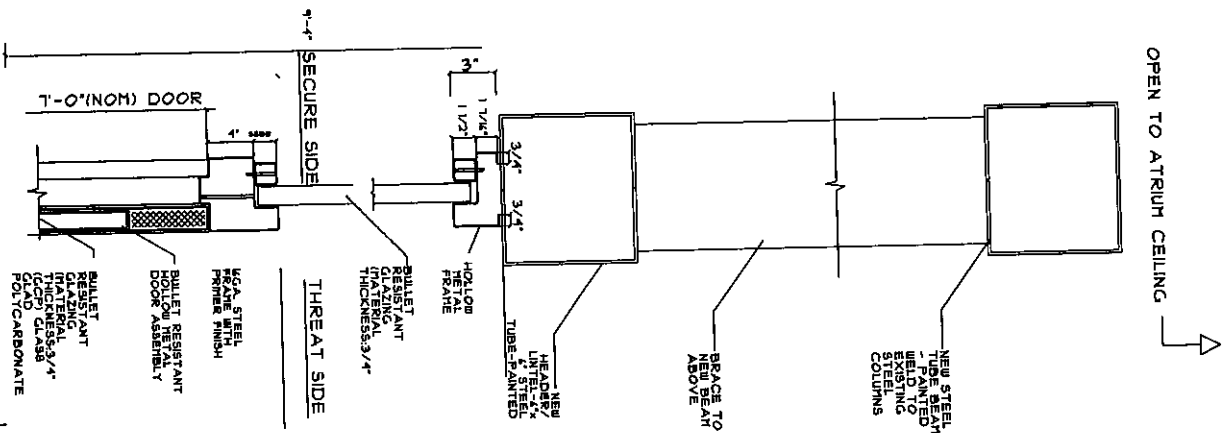
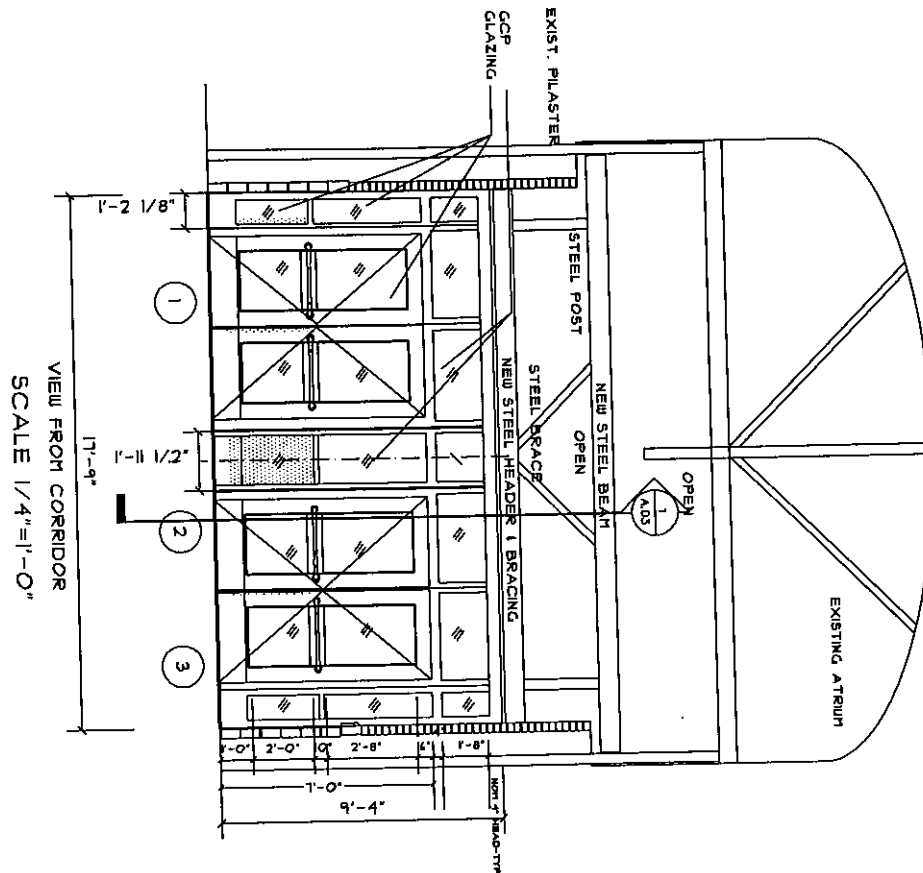
**TORRINGTON SCHOOL  
ENTRY MODIFICATIONS  
800 CHARLES STREET  
TORRINGTON, CONNECTICUT**

**FLOOR  
PLAN**

SCALE AS NOTED  
DRAWN BY ALL  
CHECKED BY JSA  
PROJECT NO. 2013  
DATE  
FEBRUARY 19, 2012

**A.T2**

NORT



1 VESTIBULE OPENING DTL.  
A.03 NOT TO SCALE

<p>SHEET TITLE PROJECT DESIGNED BY DATE</p>	<p><b>TORRINGTON SCHOOL ENTRY MODIFICATIONS</b> 800 CHARLES STREET TORRINGTON, CONNECTICUT</p>	<p><b>TORRINGTON BOARD OF EDUCATION</b> TORRINGTON, CONNECTICUT</p>	<p><b>JOSEPH S. ALICATA ARCHITECT</b> FOX BROOK ROAD tel (860) 653.6422 PO BOX 181 E. HARTLAND, CT 06027 JSA@alicanet.com www.alicanet.com</p>
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## Torrington Public Schools

JOHN BARLOW  
DIRECTOR OF FACILITIES

SUSAN M. LUBOMSKI  
SUPERINTENDENT

### Bid Proposal for construction of locked foyers at Torrington Middle School and Torrington Elementary School

To: Torrington Board of Education  
Attn: John Barlow  
Director of Facilities  
355 Migeon Avenue  
Torrington, Ct. 06790

Date: \_\_\_\_\_

Pursuant to and in compliance with your "Request to Bid" relating thereto, the undersigned,

(Name of Firm) \_\_\_\_\_

Bid Price Torrington Elementary -----Dollars(\$ \_\_\_\_\_)  
Bid Price Torrington Middle School -----Dollars(\$ \_\_\_\_\_)

Construction of locked foyers bid as described in "Special Conditions Document" attached and initialed.

The undersigned certifies that this is a true and responsive statement in accordance with the instructions.

**References:** Please attached a list of three (3) references which may be contacted in order to certify the experience of the undersigned in projects of this type and size. Include the name and address of the school or organization, and the name and phone number of the contact person.

**Supplementary General Conditions:** The Supplementary general conditions shall be incorporated into this proposal and into the contract to be executed by and between the undersigned and the Torrington Board of Education.

(Name of Bidder) \_\_\_\_\_

(Title) \_\_\_\_\_

(Business Address) \_\_\_\_\_

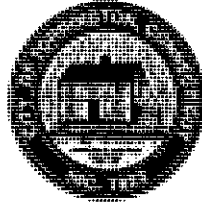
(City and State) \_\_\_\_\_

[Type here]

355 MIGEON AVENUE  
TORRINGTON, CONNECTICUT 06790  
www.torrington.org • (860) 489-2327 • fax (860) 489-0726

*The Torrington Board of Education does not discriminate in any of its programs,  
activities or employment practices on the basis of any protected class status.*





## Torrington Public Schools

JOHN BARLOW  
DIRECTOR OF FACILITIES

SUSAN M. LUBOMSKI  
SUPERINTENDENT

### TORRINGTON BOARD OF EDUCATION NON-COLLUSION AFFIDAVIT

State of \_\_\_\_\_ County of \_\_\_\_\_

I, \_\_\_\_\_ being first duly sworn, deposes and says that:

1. I am. \_\_\_\_\_ of. \_\_\_\_\_ the Bidder that has submitted the attached bid for Construction of Locked Foyers at Torrington Middle School and Tarringford Elementary School.
2. I am fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid.
3. Such bid is genuine and is not a collusive or sham bid.
4. Neither the bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the work for which the attached bid has been submitted nor has it in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element of the bid price or the price of any bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Torrington or any person interested in the bid; and
5. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signed. \_\_\_\_\_ Title. \_\_\_\_\_ Subscribed and sworn to

before this. \_\_\_\_\_ day of. \_\_\_\_\_ 20\_\_ . Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_

355 MIGEON AVENUE  
TORRINGTON, CONNECTICUT 06790  
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## Torrington Public Schools Field Trip Application Form

**1. LOGISTICS**Date of Application: 3/7/2023 Person Proposing Field Trip: Lt Col CoulourasDate(s) of Trip: 5/10/2023 Departure Time: 7:30 am Return Time: 2:00 pmSpecific Destination: Westover Air Reserve Base, Chicopee, MA (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 ☒ One day out of State Trip ☐ Multi-Day out of State Trip ☐ Out of Country TripTransportation: School Bus (be specific/company name/if walking the route)**2. PARTICIPANTS**Class(es)/Students that are participating: Please see attached list (attach list of names)Is this list subject to change? Yes If yes, explain: Unforeseen circumstances**3. CHAPERONES**

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

2 Teachers: Lt Col Coulouras, MSgt Sullivan Paras/Support Staff: 1 Parents/Volunteers: MSgt Jeremiah Gombos Nurse: ☒ Actual count or ☐ Estimated CountIf 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? 1How many para substitutes will be needed to cover students not going on the trip? Number of days above substitutes will be needed: Teachers: 1 Paras:  Nurse: Cost of above substitutes for class coverage (@\$100/day): \$100.00**\*\*Funding source for cost of subs (i.e. included in student cost, student activity account, etc.):**JROTC Cadet Club accountThe above number of substitutes is an ☒ 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) ☐ No**Possible additional costs (please check all that apply)**☐ special transportation ☐ 1:1 chaperone ☒ 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 bring their own lunch.

## Torrington Public Schools Field Trip Application Form

## 5. TRIP COST PER PERSON

Total cost of trip: \$0 Explain the cost of the trip per person (admission, transportation, meals etc.): \_\_\_\_\_

## 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)	\$ 681.00
<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: JROTC funds

## 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 Reserve Base. The cadets will be able to learn about the mission of Westover Air Reserve Base, receive a tour of a C-5 Galaxy aircraft, and observe the aircraft when the aircraft kneels and cargo is loaded. This will have a direct impact on the educational objectives of the Aviation History Course by exposing cadets to many facets of aircraft operations 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 course.

## 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 ☒ NoDesignated person responsible for medication Administration on the trip: [Signature]Principal: [Signature] ☒ Approved ☐ DeniedAssistant Superintendent/Designee: [Signature] ☒ Approved ☐ DeniedFor out of state, out of country or overnight field trips only:Superintendent/Designee: \_\_\_\_\_ ☐ Approved ☐ DeniedBOE Approval: \_\_\_\_\_ ☐ Approved ☐ Denied





**TORRINGTON PUBLIC SCHOOLS  
BOARD OF EDUCATION MEETING  
Wednesday, March 1, 2023, 6:00 P.M.  
THS Media Center  
Torrington, CT 06790**

**Minutes**

1. Call to Order: 6:02 P.M.
2. Roll Call: Mr. Burger, Ms. Cappabianca, Mr. Corey, Ms. DePretis, Mr. Eucalitto (remote), Ms. Hoehne, Mr. Kissko, Mr. Putnam, Ms. Richardson, Mr. Barlow, Ms. Fergusson, Ms. Klimaszewski, Ms. Lubomski, Mr. Petruzzelli, Ms. Schulte, Ms. Viens (remote)  
Excused: Ms. Todor
3. Approval of Agenda: Mr. Kissko made a motion to approve the agenda, second by Ms. DePretis. All in favor
4. School/Community Service/Public Participation:  
Ms. Erin Sullivan: She spoke about the Yondr pouch compliance allegations and enforcement at THS.  
Mr. Lafreniere: Questioned when the community diversity and equity met/will meet  
Ms. Lisa Roach: She shared her concerns about the proposed dress code.
5. Recognitions: Mr. Lubomski and the Chair recognized various students and staff with certificates.
6. Student Reports: St. Jude's Telethon will be hosted at THS Sunday at 4:00 P.M. Juniors will take the NGSS test. Wayne Splettstoezer will be recognized as the Teacher of the Year by the National Federation of Music Educators. History Day preparations are in progress. The Girls' Basketball Team won their first CIAC game Monday.
7. Possible Executive Session Regarding the TEA – MOA:  
Mr. Kissko made a motion to go into executive session inviting in Ms. Lubomski and Ms. Schulte, second by Mr. Burger. Ms. Richardson recused herself. All in favor.  
The board entered executive session at 6:22 P.M.  
The board returned to open session at 6:41 P.M.
8. Possible Executive Session Regarding the 1579 – MOA  
Mr. Corey made a motion to go into executive session inviting in Ms. Lubomski and Ms. Schulte, second by Ms. Richardson. All in favor.  
The board entered executive session at 6:41 P.M.  
The board returned to open session at 7:06 P.M.
9. Information Sharing Session:
  - A. Reports:
    1. Superintendent's Report: Mr. Splettstoeszer will be honored at a future BOE meeting for the amazing awards he has received this year. Ms. Gelormino received positive press for her portrayal in Misery performed at the Nancy Marine Studio at the Warner. TMS and THS cell phone Yondr infractions continue to be addressed. Repeat offenders are on a cell phone contract.

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

2. Office of Teaching and Learning Update: Ms. Fergusson talked about the new Reading Program that will be presented at the SIC meeting. She also shared the highlights of the recent PD. The next steps are to enhance what staff has learned.

3. Special Education Update: Increased number of sped students who have moved into the district. Ms. Klimaszewski shared some TAG information and materials that have been purchased. The Chair stated that the students went through a lot of testing to get into the TAG program, but the parent feedback is that they are underwhelmed with the program. Ms. Klimaszewski explained the thought originally was to provide them with some STEM experiences. We can develop the program. This was only the pilot year.

4. HR Update: Two special ed vacancies still exist. There may be movement on those positions tomorrow. Sub rates and absences continue to be high. The new ESS vendor presented to the subcommittee. Job fairs are occurring in March and April. They held HR site visits in February and trained custodians in the online evaluation system.

B. Superintendent's Proposed Budget 2023/2024: The board will be receiving their budget binders tonight. The budget proposal is \$81,865,010.00 – a total of 4.78% increase. 71.37% of the budget increase is the contractual salaries/benefits. Non-contractual necessities key increases: maintenance, technology software and licenses, and supplies. The items funded by this general budget emphasize the following needs: academic intervention, physical health, mental health, behavioral support, adequate staffing to meet graduation requirements, special education & English language instructional support, maintaining a safe and welcoming environment, and repairs and maintenance. General budget staff additions include a Spanish teacher-THS, 3 PE teachers K-5, a Social Worker-THS, an Alt Ed teacher-TMS, a School Security Associate-TMS, and an IT Technology & Innovation Director. Ms. Lubomski shared accomplishments, recognitions, and successes of the district. She presented the school enrollment projections for Elementary K-3, 4-5 and TMS and THS. The board received a tentative budget timeline.

C. Monthly Financials: Mr. Petruzzelli reviewed the highlights of the monthly financials. Special Pre-K and homeless transportation have been encumbered. These costs are higher than we had anticipated.

D. Policies:

1. Policy #6030 - Individual with Disabilities Education Act (IDEA): We have been in compliance, but there was no policy. Shipman and Goodwin recommended this policy.
2. Policy #6031 - The Equitable Identification of Gifted and Talented Students: We have been in compliance, but there was no policy. Shipman and Goodwin recommended this policy. Ms. Richardson suggested adding a definition of "equitable methods" to identify students in the policy: "Use equitable methods"

E. New Course Proposals: Mythology, Superheros & Anti-Heroes, and Horror. Ms. Sullivan presented all 3 English electives at the last SIC meeting. Mr. Kissko said that he is happy these courses are being added with this degree of rigor.

F. Field Trips:

1. Washington, DC – The dates were approved in BOE special meeting in August: 5/23 – 5/26. Ms. DePretis said that in the future the free chaperones option should be looked to see if they can be distributed to the parents who are also going.

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

2. MOMA, NYC: 4/20/2023: 50 students lined up with 5 chaperones.
  3. Costa Rica: Ms. Ledversis and Ms. Noriega submitted this proposal – 30 students have expressed their interest – 1 chaperone per 6 kids. The cost is \$3,149.00, and they will try to do some fundraising.
  4. Wall Street Experience, NYC: Ms. Ferrare gave a summary of the trip. It has occurred before.
  5. Old Sturbridge Village(OSV): The goal of the trip is to experience the “guts of the structure” at the OSV site, that is similar to the one that the students are constructing in class.
- G. THS Softball Field: Mr. Barlow provided two quotes from Jespersen’s Landscaping LLC: \$9,950.00 and \$9,990.00. Mr. Burger stated that the AD thought this might be excessive. Mr. Burger stated that Jespersen’s Landscaping is obligated to prepare the field for the Spring contract. He wanted to review the contract to better understand the scope of it. Mr. Barlow would like to discuss this contract at a Facilities & Technology committee meeting. Mr. Barlow also stated there would be landscaping credits coming back to the district due to the sale of the former East School. The suggestion was made to have the Facilities & Technology Committee to work this out with the cost to not exceed these two quotes. Tennis court alternative options will be brought to the next Building Committee meeting.
- H. Teacher Residency Program: Ms. Schulte stated that this deadline for this program is March 13<sup>th</sup>. The state has set aside an additional portion of the Alliance grant for minority teacher recruitment. We would need minimum of two residents. Mr. Corey asked if you have confidence in this program. Ms. Schulte answered, “Yes, and if we don’t like the program, we don’t have to do it for next year. The requirement is that the two teachers are in the same building, so they can support each other.” Mr. Eucalitto suggested getting a legal opinion on this program before the board acts.

Ms. Richardson made a motion to extend the meeting to 9:15 P.M., second by Mr. Putnam. Mr. Kissko and Mr. Corey opposed. Everyone else in favor. Meeting extended.

- I. BOE 2023/2024 Board Goals: This item will be discussed next month.
10. Committee Reports:
- A. Budget Committee: Monthly financials were discussed.
  - B. Facilities & Technology Committee: Softball field was discussed.
  - C. School Improvement Committee: Mr. Kissko reported that the last meeting continued the discussion of social promotion, highlighting a presentation of some middle school statistics by Principal Rinaldi. The March meeting on the 15<sup>th</sup> at Forbes school will also include a building report from Forbes, a more focused report and discussion about social promotion, and an *Office of Teaching and Learning* report from Dr. Deacon on the new reading program.
  - D. Policy Committee: Two policies brought forth tonight were discussed. The committee is continuing the work on the dress code policy.
  - E. Liaison Reports: The reports will be attached at the end of the minutes.
11. Action Items:
- A. Possible Action on TEA – MOA: Ms. DePretis made a motion to approve the contract with the discussed changes, no one seconded the motion. Mr. Corey made a motion to approve the contract as is, second by Mr. Putnam. Ms. Richardson recused herself from the vote. Mr. Eucalitto abstained. Everyone else in favor. The contract was approved as is.

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

- B. Possible Action on 1579 – MOA: Mr. Burger made a motion to approve the contract, second by Mr. Corey. Mr. Eucalitto abstained. Everyone else in favor.
- C. Receive Superintendent’s Proposed Budget 2023/2024: Mr. Kissko made a motion to receive the Superintendent’s proposed budget 2023/2024 and turn the proposal over to the Budget committee, second by Mr. Corey. All in favor.
- D. Monthly Financials: Mr. Corey made a motion to approve the monthly financials, second by Mr. Burger. All in favor.
- E. Policies:
  - 1. Policy #6030 - Individual with Disabilities Education Act (IDEA): Ms. Hoehne made a motion to approve the policy, second by Mr. Corey. All in favor.
  - 2. Policy #6031 - The Equitable Identification of Gifted and Talented Students  
Ms. Hoehne made a motion to approve the policy, second by Mr. Corey.  
Discussion: Ms. Richardson made a motion to amend the policy with the addition “will use equitable measures as described in this policy,” second by Mr. Eucalitto. Opposed Mr. Corey and Ms. Hoehne. Everyone else in favor.  
Motion carries.
- F. New Course Proposals: Mr. Kissko made a motion to approve the course proposals in a bundle, second by Mr. Corey. All in favor.
  - 1. Mythology
  - 2. Superheroes & Anti-Heroes
  - 3. Horror
- G. Field Trips: Mr. Corey made a motion to approve the field trips in a bundle, second by Mr. Kissko. All in favor.
  - 1. Washington, DC
  - 2. MOMA, NYC
  - 3. Costa Rica
  - 4. Wall Street Experience, NYC
  - 5. Old Sturbridge Village
- H. Possible Action on Teacher Residency Program: Mr. Kissko made a motion to approve the program, second by Mr. Corey. Yes – Mr. Putnam, Ms. Richardson, Mr. Corey, Mr. Kissko, Ms. Hoehne  
No – Mr. Eucalitto, Ms. Depretis, and Mr. Burger. Motion carries.
- I. THS Softball Field: Mr. Kissko made a motion to authorize the Facilities & Technology Committee to work this out with the cost to not exceed the two quotes presented, second by Mr. Putnam. Mr. Corey opposed. Everyone else in favor.
- J. ~~BOE 2023/2024 Board Goals~~: Removed, tabled for next meeting
- K. BOE Regular Meeting Minutes – February 1, 2023: Mr. Kissko made a motion to approve the minutes, second by Mr. Corey. All in favor.
- L. BOE Special Meeting Minutes – January 18, 2023: Mr. Kissko made a motion to approve the minutes, second by Mr. Corey. Mr. Putnam abstained. Everyone else in favor.
- M. Committee Meeting Minutes: Mr. Kissko made a motion to receive the committee minutes, second by Mr. Corey. All in favor.
  - 1. SIC – January 4, 2023
  - 2. Policy – January 4, 2023
  - 3. Facilities & Technology – January 11, 2023
  - 4. Budget – January 11, 2023
  - 5. Building Committee – January 19, 2023



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

- N. Consent Agenda: Appointments, Retirements & Resignations: Mr. Kissko made a motion to receive the consent agenda, second by Mr. Corey. All in favor.

12. Items for Upcoming Agenda

- A. Monthly Financials
- B. Board Goals
- C. Budget

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

Mr. Kiskko: Requested there be a special meeting to discuss funding CAFTA

Ms. Richardson: Noted the number of retirees and hoped there would be some type of recognition for them

Ms. Depretis: "Looking forward to the SIC meeting, and thank you for the budget presentation."

Ms. Cappabianca: Reminded everyone to take the superintendent survey."

14. Future Meetings:

**March 2023**

***Wednesday, March 8, 2023 (at Migeon Ave.)***

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

7:00 p.m. – Budget Committee

***Thursday, March 9, 2023 (at Vogel Wetmore) (new meeting)***

6:00 p.m. – Special Budget Committee Meeting

Public Hearing

***Wednesday, March 15, 2023 (at Forbes) (new date)***

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

7:00 p.m. – Policy Committee

***Thursday, March 16, 2023 (at Torrington) (new meeting)***

7:00 p.m. – Special Budget Committee Meeting

***Wednesday, March 22, 2023 (at Migeon Ave.) (new meeting)***

6:00 p.m. – Special Budget Committee Meeting

***Wednesday, March 29, 2023 (at THS) (new date)***

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

15. Adjournment: Mr. Kissko made a motion to adjourn the meeting, second by Mr. Corey. All in favor. Meeting adjourned at 9:11 P.M.



## Liaison Reports 3.1.2023

**Glenn Burger's Report on Vogel-Wetmore:** Our Eagle naming contest has begun! We have narrowed it down to a handful of names and students are voting this week. My favorite choice was Mr. Michelson Jr. , but I decided to leave that out of the voting.

We should have the new name to share at our next meeting!

-Our winter decor is starting to come down as we get ready for SPRING. Soon student created decorations will fill the halls!

-Our 100th day of school was a fantastic celebration. We participated in 100 exercises throughout the day. (10 sets of 10). We also had an assembly where we honored new Eagles of the month in each grade and our PE teacher, Mr. Egan led us in an exciting game of real-life Mario Cart races. Everyone had a blast, celebrated 100 days, and all of our award-winning students!

-We look forward to hosting a budget update specific to Vogel-Wetmore at our next PTO meeting. Those that are interested should keep an eye out for the date and time very soon.

**Ellen Hoehne's Report on Tarringford:** Read Across America Week- Every night the PTO is reading bedtime stories on Google Meets. The staff and 3rd grade students made read aloud videos for all classes to view during the week. We have a spirit theme each day associated with a book selected by our student council. Friday we are raising money for Project Graduation and having a hat day. PTO is hosting a Read- A-Thon.

-Student Council made thank you cards and hand delivered them for all of our bus drivers for Bus Driver Appreciation Week.

-St Judes Telethon is this weekend, Our student council will present a check for all the funds we raised during our Kindness campaign. We have raise \$1313 so far! Our dance team is performing at the event. Grade levels and departments are sponsoring auction baskets and some of our teachers are volunteering for the day.

-Teachers and interventionists have been working to align targeted goals and strategies for student growth based on student data that will be implemented during WINN.

-The PTO has been doing grade level evening events. We had a STEAM night for grades 1 &2 and next week we have "Build a Tiger" for all our new Kindergarten Tarringford Tigers.

- Teachers have been implementing new learning from our Professional Development day on Accountable Talk. Teachers spoke at Grade level meetings about what part of the PD they are implementing right away and what parts they need more support before implementing. OTL is coming to perform walkthroughs on accountable talk on March 20th.
- We had our virtual coffee hour for the month where I presented the Tarringford budget proposal.
- We raised \$2138 for American Heart Association -Mrs, Matteillo's class raised the most money.
- We have had parents completing Star Fish Awards for staff each month through a form in our newsletter. So far we have received 29 awards.
- 548 Pawsome cards were awarded in February!
- We have 77 students who are already registered for Kindergarten next year. We are offering evening registration support hours. The Kindergarten Readiness fair is March 25th at Tarringford.
- Third grade is going to the Torrington Historical Society in April. They are in the beginning phases of planning a trip to the Institute for American Indian Studies Museum this spring.
- First grade is organizing a May trip to Torrington Library and Kidsplay.
- Kindergarten is in the planning phases for a trip to the Warner to see The Pout Pout Fish.
- We will be recognizing World Autism month in April and our Voices programs are selling bracelts to raise funds for Global Autism Project.

**John Kissko's Report on EdAdvance:** Work continues at the East School and Sacred Heart/Grove Street sites. Our audit report shows a healthy and vigorous agency with no financial problems. When the *Thought Exchange* survey for the superintendent search committee proved to be too expensive EdAdvance was able to couple a Survey Monkey question with sophisticated analytics available in-agency at no cost to us and within two hours of our request.

**Jeff Putnam's Report on Southwest:** The yearbook is a work in progress. The cover art contest entries are due this Friday, March 3rd. Mrs. Balch will be creating a google form for staff to vote for the winning cover.

- Black History Periodic Table has been on display all month outside of our cafeteria for all students to learn more about notable individuals who have made impressive contributions through different time periods in history. There are 90 featured influencers: Medgar Evers; Rosa Parks; Alex Haley; Lebron James; Josephine Baker; Chadwick Boseman; Martin Luther King, Jr.; Muhammed Ali...just to name a few.
- We started on Monday working closely with Officer Foley, the SRO (School Resource Officer) from the middle school. He and Dr. B are co-teaching lessons with each homeroom about the anti-bullying law.
- The American Heart Association's Kid's Heart Challenge occurred in our PE classes. To date, we have raised just over \$800.
- The Forbes/Southwest joint Grade 5 PTO group met to begin the planning stages of the joint field day at TMS to be held in the spring (date TBD).
- On March 3 there will be a district-wide "Hat's Off to the Graduates" Project Graduation Fundraiser.
- March 5 is the 45th Annual Tim Driscoll St. Jude Telethon from 8:00 AM to 8:00 PM at THS; many staff members are working together to create door prize gift baskets; our Student Council Officers will be presenting a check for \$792.32 which was raised in our Penny Wars last month.
- Our grade 4 classes will soon be going to the New England Air Museum. This field trip is funded through a grant that the New England Museum receives. For the past couple of years this experience has been virtual. The museum staff has done an amazing job yet the fact that we're back in person makes it more exciting.
- Spring Pictures will happen on Thursday, March 16. This is also an early dismissal day for staff professional development.
- We started our "Let's Move" initiative. Every class is scheduled for two 15-minute sessions to go outside

and run to build cardio endurance, gain fresh air, and stimulate hearts and brains.

-On March 7 we will be having a Family Numeracy and Literacy Night at 5:30 PM.

-Trimester 2 closes on March 9' progress reports scheduled to go home on March 23.

-Student-led Parent Conferences are scheduled for March 29, 30, 31. Sign up information will be sent to families soon.

-March 17 is our Saint Patrick's Day dance being held by our PTO at Vogel-Wetmore open to all Southwest & Vogel-Wetmore Students.

**Sue DePretis' Report on TMS:** TMS students and staff have been hard at work building a vibrant and fun learning community! Our focus this year is kindness. Students have been challenged to be on the lookout for acts of kindness and to report them to administrators when they see one. Administrators then notify the student and his/her parent/guardian that the child has been recognized for kindness. Right outside the media center, there is a bulletin board with the picture of each child recognized for kindness.

-We have also been working hard to acknowledge all the right things our students do. The last Friday of each month, we hold a virtual house awards ceremony. During the ceremony each house nominates 2 students for the Student of the Month Award, 1 Student for each of the following awards: Academic Excellence, Most Improved, and Kindness. In addition, students in our specialized programs can be nominated for a Viking Award. In total, about 50 students per month are recognized. The best part is after the ceremony is when students come down to the first floor to accept their award from an administrator. This month students were actually high fiving each other and the administrators. They were so proud of themselves and each other making for a wonderful moment.

-This January we officially launched the Best Buddies Program which provides experiences for typical and non typical students to build friendships while engaging in fun activities. During the first meeting, the students worked with teachers to brainstorm activities. Some of the favorites were lunch bunches, game times, craft activities and cooking activities. We are so excited to watch this program grow and help to unite our students.

-Another area we have been working at is helping our students to become more physically active. During the month of December, the 12 Days of Fitness Challenge was born. Each day in advisory students were presented with a physical fitness challenge by watching a staff member doing the exercise. Students laughed as they watched Mr Douglas do lunges, perfectly timed to the beats in The Trans Siberian Orchestra, or Mrs Rinaldi's demonstration of snowman angels on the floor. ! The staff is now working on a Monday Moves challenge!

-Our Fitness Committee is working together to encourage greater use of our amazing outdoor fitness equipment and trail. For starters, they have designed signage that explains how to use each piece of equipment. They have also created images of fitness activities that will be painted on the sidewalk to continue the trail. The committee is excited to encourage greater use of this trail by students, families and community members. In April, we plan to host a fitness run for students and families.

-We are also extremely excited to bring back 8th grade class night as a culminating experience for our students. Students were given the opportunity to vote on a theme and they chose A Night at the Oscars. In addition to class night, we will also be holding a very special 8th grade awards ceremony to honor students chosen for building and community awards.

-Our PTO is growing and is such an asset to our school community. This year they organized an adult only BUNCO fundraiser, a family movie night, and a student bingo night. They ensured all students could participate by offering a sensory friendly session. They have also planned to create an outdoor learning space for TMS and bring in an engaging motivational speaker, who happens to ride a BMX bike, for each of our grade levels. Since the beginning of the year, TMS has grown stronger as a community and has embraced the motto "Expect Great Things!" And great things are happening on a daily basis.



**Jeff Putnam and Sue DePretis' Report on PTO Updates:** Tarringford - Had a successful STEAM night that was well attended by 2nd graders. They are hosting an event for Kindergarten 3/8, where students can Build-a-Tiger ( school mascot).

TMS- Working on raising money for a school wide assembly to promote kindness. This assembly will take place in April and will be broken into 3 sessions by grade. We are also working on a family event for the Spring- either "Minute to Win it" or "Are you smarter than a Middle Schooler".

Vogel/SW - They are having a Sister School Dance and raffle at Vogel on 3/17. There will be a DJ, raffles, and Photo Booth. All funds raised will go towards playground equipment and enrichment.

Forbes- Hosting a free movie night 3/17. This is a family event. Forbes is also working with SW to raise money for an End of the Year Celebration for 5th graders.

All PTOs are working together to plan a Restaurant week during conferences. Jerine from Tarringford PTO is heading this fundraiser.



**TORRINGTON PUBLIC SCHOOLS  
BOARD OF EDUCATION  
SPECIAL MEETING  
Wednesday, March 8, 2023, 5:45 P.M.  
355 Migeon Ave.**

**Agenda**

1. Call to Order: 5:45 P.M.
2. Roll Call: Mr. Burger, Ms. Cappabianca, Mr. Corey, Ms. DePretis, Mr. Eucalitto, Ms. Hoehne, Mr. Kissko, Mr. Putnam, Ms. Richardson, Ms. Todor (remote), Ms. Lubomski, Ms. Fergusson, Mr. Michaelson (IT)  
Excused: Mr. Eucalitto, Ms. Richardson
3. Discussion on Field Trip: Brooker Memorial/ Barb Beebe is proposing to take a few kids to go to Johnson O'Connor Research Found in Boston. This is offered to sophomores. There will be no cost to the school or students. There are only two students for this trip. Ms. Todor spoke on the information she knows as a board member for Brooker Memorial. This trip is supposed to happen to March 15<sup>th</sup>. The board will vote up to the maximum number allowed to Brooker Memorial.
4. Action on Field Trip: Ms. Hoehne made a motion to allow up to 30 students to attend the Brooker Memorial Johnson O'Conner Research Found this school year, second by Ms. Putnam. All in favor.
5. Adjournment: Mr. Corey made a motion to adjourn the meeting, second by Mr. Kissko. All in favor. Meeting adjourned at 6:00 P.M.

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



## Torrington Public Schools

SUSAN M. LUBOMSKI  
SUPERINTENDENT

SUSAN B. FERGUSON  
ASSISTANT SUPERINTENDENT

### School Improvement Committee Wednesday, February 8, 2023, 6:00 P.M. Torrington High School

#### Minutes

1. Call to Order: 6:01 P.M.
2. Roll Call: Mr. Kissko, Ms. Richardson, Ms. Todor, Ms. Hoehne, Ms. Gelormino (Teacher Representative)  
Also Present: Ms. Cappabianca, Ms. DePretis, Ms. Lubomski, Mr. Eucalitto (6:40), Mr. Burger (6:53 P.M.), Mr. Putnam (6:55 P.M.), Ms. Fergusson, Mr. Scott, Ms. Schulte, Ms. Kane, Ms. Klimaszewski, Ms. Rinaldi, Ms. Creedon, Mr. Michaelson (IT)
3. Approval of Agenda: Ms. Richardson made a motion to approve the agenda, second by Ms. Todor.
4. Approval of Minutes: Ms. DePretis (previous committee member) made a motion to approve the minutes, second by Ms. Hoehne. All in favor.
5. Public Participation: None
6. Discussion and Next Steps:
  - a. New Course Proposals from the English Department: Mythology, Horror, Heroes & Anti-Heroes: Ms. Sullivan gave a brief overview. In March when the curriculum is finalized, the teacher will narrow down the specifics. There are 9 teachers in the English department. Ms. Fergusson complimented the English department and thanked them for maintaining a high level of rigor in every class. Move to full board.
  - b. Distinguished Alumnus: Ms. Ferguson shared the form with the committee. How long does the committee want to allow for submissions? March 10<sup>th</sup> will be the deadline. There will be a blast out tomorrow to all the TPS and media publications to promote.
  - c. Board Goals, 2023-2024: The Board discussed the proposed changes for the Board goals. The committee discussed proposed Board goal number 8 – “establish a cohesive BOE focused on the needs of all students regardless of

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political affiliation, religious or personal beliefs.” The committee discussed having their own personal opinion while keeping an open mind and being conscious of the entire district they represent. Mr. Kissko has stipulated that numbers 1-3 have been approved. This will be moved to full board with changes to number 8. “Maintain a cohesive BOE focused on the needs of all students regardless of political affiliation, religious or personal beliefs.”

- d. Social Promotion: Ms. Rinaldi passed out a presentation to the committee about the TMS Failure Data for 2022-2023. She shared the number of students who failed each semester in each grade. The administrators broke down the numbers to find out the demographics of the students of who failed 2 or more classes. The Special Education students who failed 2 or more classes percentages are in grade 6 – 35.29%, grade 7 – 19.30%, grade 8 – 25.30%. The ELL students who failed 2 or more classes percentages are: grade 6 – 5.88%, grade 7 – 14.04%, and grade 8 – 8.43%. The highest percentages of students who failed 2 or more classes are the chronically absent students grade 6 – 41.18%, grade 7 – 33.33%, grade 8 – 45.78%. Intervention and support strategies: ELA and Math intervention, after-school support – 2 days, 2 hours each day, Summer School program, alternative Sped programs, bilingual program, LEAP home visits and behavior strategy plans. Mr. Kissko wants to know the impact of moving kids along in spite of the failures. Mr. Kissko wants to know number of kids who are socially promoted. Ms. Richardson wants data on how many students in elementary school are recommended for retention and how many students are pushed forward? This data will be brought forth to the next meeting. The committee is interested in more information about parental rights of retention.
  - e. Systemwide Focus Areas (Attendance, Engaging and Differentiated Instruction, Targeting Student Needs, Community Outreach: Student, Parent, and Community Engagement)
  - 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: 1,584 viewed our Facebook page. Our posts reached over 4,000 people.
  - h. TAG Update, Student Services Report: The administration is testing the next group in March. We have a much harder time figuring out how to measure the “talented” piece. For next meeting – programs for the who are already identified.
  - i. Alliance Updates: We will see if we are getting more money next year – more to come.
7. Topics for Future Meetings: homogeneous vs. heterogeneous grouping, school culture, pathways update, facilities realignment, online materials as replacements for textbooks, AP access, personal finance and community service requirements, four-year college



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acceptance/retention, needs analysis, personal finance, community service, and dress code violation report.

8. Comments for the Good of the Order: (paraphrased)  
Sue D: "Teacher was talking to me about the LEAP program she participates in, and it has been rewarding and great results with the students."  
Veronica: "Good to see you guys again."  
Sue L. "I want to thank Shelley for the presentation."  
Sue F. "Thank you Shelley and Erin for all the information tonight."  
John K. "Thank you everyone for presenting tonight."
9. Adjournment: Ms. Todor made a motion to adjourn the meeting, second by Ms. Richardson. All in favor. Meeting adjourned at 7:03 P.M.

Next Meeting: March 1<sup>st</sup>, Forbes School

Future Meetings: 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 Wednesday, February 8, 2023, 7:00 P.M. Torrington High School**

#### **Minutes**

1. Call to Order: 7:08 P.M.
2. Roll Call: Ms. Hoehne, Ms. Richardson, Ms. Todor, Mr. Kissko, Mr. Mangelix (Teacher Representative)  
Also Present: Ms. Cappabianca, Ms. DePretis, Mr. Putnam, Mr. Burger, Mr. Eucalitto, Ms. Lubomski, Ms. Fergusson, Mr. Scott, Ms. Schulte, Ms. Klimaszewski, Ms. Rinaldi, Ms. Creedon, Mr. Michaelson (IT)
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: (paraphrased)  
Robin Ledversis: Concerns about the dress code policy. Requested that the Board be culturally inclusive when making decisions about student dress.  
Julian Viñuales: Concerns about the dress code.  
Lydia Crespo: A Torrington resident currently attending a magnet school in New Britain. She spoke about the uniforms in her school, and how she believes it contributes to an equitable and safe learning environment.  
Jason Lafreniere: Wants the dress code to be enforced and followed.  
Rachel: e-mailed comments about the dress code policy, lockers, backpacks, teachers/leggings.  
Keri Hoehne: e-mailed her comments strongly opposing large scale changes in the dress code policy.  
Lydia Babbitt: Shared her opinion on implementing a student dress code.
6. Discussion/Next Steps:

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

- a. Individuals with Disabilities Education Act (IDEA) – Alternative Assessments For Students With Disabilities For Statewide And District-Wide Assessments (Shipman) – This policy is part of the cross walk. The district has been doing the things in this policy – there just wasn’t a policy. This is moved to the full board.
- b. Policy for The Equitable Identification of Gifted And Talented Students (Shipman) - This policy is part of the cross walk. The district has been doing the things in this policy – there just wasn’t a policy. Include “the Assistant Superintendent or designee will develop administrative regulations detailing the services to be provided to gifted and talented students.” This is moved to the full board.
- c. Student Dress (Shipman): The committee received everything that has been discussed recently. The committee discussed Shipman’s model policy as well as the edited version which reflects input from the building administrators. Mr. Scott stated that the only students who are assigned lockers are those who request them, which is a low percentage. There are enough lockers at TMS for each student and each student is assigned a locker, but most students don’t use a locker. Mr. Putnam suggested that the Board decide what the priority is with respect to student dress – Is it a safety issue or a distraction issue?. Remove A and N and we will revisit in summer. The committee discussed.  
B- hats, hoods or other head coverings that may conceal the identity of individual students, but head coverings for religious and other purposes are permitted inside and outside. Head coverings worn as part of a student’s religious practice or belief, or as required or permitted in conjunction with school district health and safety protocols shall be permitted. C removed. D kept as is. E kept as is. F removed. G put back in. H keep as is. I keep as. J keep in.

Ms. Todor made a motion to extend the meeting for 15 minutes, Ms. Richardson second. All in favor.

Students in attendance shared their opinions throughout the dress code discussion. The Board discussed the rest of the policy  
Bring to shipman as amended.

- d. Use of Privately Owned Technological Devices by Students #5041 – Table

Ms. Richardson made a motion to extend the meeting another 5 minutes to 9:18 P.M., second by Ms. Todor. Mr. Kissko opposed. Motion carries.

7. Topics for Future Meetings:

- a. Dress Code

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

Jeff: “I am learning a lot.”

Gary: “Uniforms.”

Jessica: “To the kids who are frustrated, the other option is uniforms.”

Cathy: “Thank you to the families who showed up.”

Sue L.: “Thank you students and staff who showed up.”

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

9. Adjournment: Ms. Todor made a motion to adjourn the meeting, second by Richardson. All in favor. Meeting adjourned at 9:20 P.M.

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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

### **Facilities & Technology Committee Meeting Wednesday, February 15, 2023, 6:00 P.M. Migeon Ave.**

#### **Minutes**

1. Call to Order: 6:01 P.M.
2. Roll Call: Mr. Burger, Mr. Eucalitto, Mr. Corey, Mr. Putnam, Ms. Mangan (Teacher Representative)  
Also Present: Ms. Cappabianca, Ms. DePretis, Mr. Kissko, Ms. Hoehne, Ms. Todor, Ms. Lubomski, Ms. Schulte, Mr. Barlow, Mr. Petruzzelli, Ms. Veins
3. Approval of Agenda: add in softball field at THS, Mr. Corey made a motion to approve the agenda adding 6B6 Softball Field at THS, second by Mr. Eucalitto, All in favor. Mr. Eucalitto made a motion to amend the agenda adding in Executive Session regarding security 6B7, second by Mr. Corey. All in favor.
4. Approval of Minutes: Mr. Eucalitto made a motion to approve, second by Mr. Corey. Mr. Putnam abstained. Everyone else in favor.
5. Public Participation: None
6. Discussion/Next Steps:
  - a. Technology:
    - i. Tech Update – Ms. Veins gave the update on the sight survey for the Smartboard. She chose TMS and Torrington to be the pioneer schools. Those school who were deemed eligible were sent out surveys. There will be 16 sliding mounts installed. After that – they will get feedback and then will move forward with installation in the other schools. Why did we select these two schools? These two schools were vocal about wanting a different solution. The EsserII funds will cover this – about \$31,000. Apple Specialist, Angela Lewis, is settling in nicely at THS. She sends weekly updates highlights, students and staff reached and what's next.

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

- ii. Site Social Media Tech Updates: Ms. Veins shared each school's content posted and the trends of each school regarding Facebook and Instagram. Ms. Cappabianca asked if there is a way to post more about the games so the community knows when the games are.
- b. Facilities:
  - i. Foyer Update: They are waiting for finalization for the scope project for the Torrington project to be completed. Once completed, the RFP will be presented to the board for review.
  - ii. Walkie-Talkies: Purchased from Norcom from the Security Grant. The walkie-talkies are in use in the buildings. Mr. Barlow is working on clearing up traffic on the walkie-talkie with the vender. Ms. Mangan stated that there is transition issues – Mr. Barlow is aware of it and these issues are being addressed. There are a few more walkie-talkie purchases that were made. Mr. Barlow explained the wait time. There will be an admin meeting tomorrow and the concerns on the walkie-talkie will be addressed tomorrow. Mr. Burger asked if they could test if it is a hardware problem? Mr. Barlow stated that he is working with the vender.
  - iii. RFP TMS Roof Updates – Timeline: Prebid conference here tomorrow at 10 a.m. There are 5 bidders coming. The documents have to be back by March 2<sup>nd</sup>. We will present them at the next meeting. Blind installation will start next week.
  - iv. Security Grants: There are another round of grants out: Multimedia grant and Infrastructure grant. For this round, the goal is to beef up the security cameras in all our facilities. Mr. Burger asked if we could put up a single cheaper reader to get going? Mr. Barlow will investigate it.
  - v. HVAC Legislation Update: The State didn't pass the bill, but it is in the Statues. It is a very huge unfunded mandate from the State. Average per building is \$25,000 for testing – all 6 buildings must be doing in 2024 then every 5 years.
  - vi. THS Softball Field: The practice field is in bad shape. Mr. Barlow presented the services that would need to be done to the field so it can be playable field for the next few years. The cost to put two inches on the field is \$21,905.00. Timeline – no frost in the ground and we should take advantage of that. The money would be taken out of maintenance. The committee wants Jespersen's Landscaping LLC to amend the contract. Mr. Eucalitto made a motion to move this to the full board, second by Mr. Corey. All in favor.
  - vii. Possible Executive Session Regarding Security: Mr. Eucalitto made a motion to go into executive session inviting in Ms. Lubomski and Mr. Barlow, second by Mr. Corey. All in favor.  
The committee entered executive session at 7:09 P.M.  
The committee returned to open session at 7:32 P.M.

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

7. Topics for Future Meetings:

- a. Security
- b. Results of Bid Opening
- c. RFP Locked Foyer
- d. Softball Field
- e. Update on Walkie-Talkie
- f. Blinds

8. Comments for the Good of the Order:

Gary – “Great Meeting, I am glad you are in charge, Glen.”

John K. – “We got a lot done in an hour and a half.”

9. Adjournment: Mr. Eucalitto made a motion to adjourn, second by Mr. Corey. All in favor. 7:34 P.M.

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



## Torrington Public Schools

SUSAN M. LUBOMSKI  
SUPERINTENDENT

SUSAN B. FERGUSON  
ASSISTANT SUPERINTENDENT

### **Budget Committee Meeting Wednesday, February 15, 2023, 7:00 P.M. Migeon Avenue**

#### **Minutes**

1. Call to Order: 7:23 P.M.
2. Roll Call: Ms. DePretis, Mr. Eucalitto, Mr. Corey, Mr. Putnam, Mr. Burger, Mr. Lafreniere (Teacher Representative/Remote)  
Also Present: Ms. Cappabianca, Mr. Kissko, Ms. Hoehne, Ms. Todor, Ms. Lubomski, Ms. Schulte, Mr. Barlow, Mr. Petruzzelli, Ms. Viens, Ms. Mangan  
ESS Presenters: Andy Hall, Noelle Baglivo, Brian Engle, Nhuy Tran, Lisa O'Neill
3. Approval of Agenda: Mr. Corey made a motion to amend the agenda date from 2022 to 2023, second by Mr. Putnam. All in favor.
4. Approval of Minutes: Mr. Corey made a motion to approve the minutes, second by Mr. Burger. Mr. Putnam abstained. Minutes were approved.
5. Public Participation: None
6. Discussion/Next Steps:
  - a. ESS Representatives – Substitutes: ESS presented their experience and what type of fill rate they think they would see in this area- “Every district is different. We develop a plan to meet the district’s needs.” Process of hiring – “The people who work for Kelly now can transition to ESS. We have a transition plan. We would have numerous meetings, and we will show them the application process.” Regarding the ability for people to get benefits: substitutes are eligible day 1 for benefits. “We offer insurance, we don’t provide it.” “Dedicated managers in districts help us be successful.” They provide classroom training. Having a bachelor’s degree is a state law to be a substitute. There is no fee for hiring a substitute, but a new substitute must work 90 days. They handle all the background checks. “The day the contract is approved, they will come and sit down with the Superintendent to review the timeline. It takes 45-60 days for implementation.” The ESS team provided their transition plan packet to the board. The board will review this



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

information before the next subcommittee meeting in order to make a decision. Ms. Schulte shared that Kelly Services needs 30 days written notice if the Board decides not to use their services next year.

- b. Monthly Financials: Ms. DePretis asked about overtime wages custodians for all the groups that use the district's facilities. Groups complete a Facilities Use Form and pay the fees. Because PAL has provided other services to the district without charging TPS, they have been exempt. Mr. Petruzzelli and Mr. Barlow will look into the specifics of what organizations have requested facilities use and what fees have been paid. Mr. Barlow and Mr. Petruzzelli are reviewing the custodial overtime and the use of our new time and attendance system. A question was asked about the overage in the snowplowing contracting services. This was approved by the board in order to adjust to the plowing needs of at THS during the construction. A question was asked about IT purchases. Ms. Viens explained some IT purchases are reimbursement through erate. Mr. Putnam asked if electricity and gas are locked in at a certain rate. Mr. Petruzzelli confirmed this.
- c. PTO Account Review: The committee received these and will review this next month.
- d. Alliance Diversity Recruitment Grant: \$309,000. We need to complete the grant application, but we will definitely receive these funds specifically for minority teacher recruitment only. Ms. Schulte presented the possible program options: 1) RESC Alliance Teacher Residency Program (TRP), 2) Relay MAT (cost for program), 3) Relay Post-Baccalaureate Certification Program (cost for program), 4) Bloomboard. With board approval, Ms. Schulte stated that we can offer all of these programs and let the teachers decide.  
The committee discussed how they would retrain the teachers after they have completed their residency program – adding a clause of “you must agree to teach at TPS for a certain number of years.”

Mr. Burger made a motion to extend the meeting to 9:10 P.M., second by Mr. Putnam. Opposed Mr. Corey. Everyone else in favor. Meeting extended to 9:10 P.M.

- e. Budget Public Forum Dates – March: March 1<sup>st</sup> – Ms. Lubomski will present the budget to the board.  
Week of March 13<sup>h</sup> – set up a specific e-mail for budget questions to be submitted.  
Thursday, March 9<sup>th</sup> Budget Public Hearing at 6:00 P.M. at Vogel Wetmore  
SIC and Policy will occur on March 15<sup>th</sup>. Budget and Facilities will occur on March 8<sup>th</sup>.

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

Mr. Burger made a motion to extend the meeting to 9:20 P.M. second by Mr. Putnam. Mr. Corey opposed. Meeting was extended.

7. Possible Executive Session to Review a MOU with the TEA: Mr. Putnam made a motion to enter executive session inviting in Ms. Lubomski and Ms. Schulte, second by Mr. Burger. All in favor.

The committee entered in executive session in 9:08 P.M.

The committee returned to open session in 9:16 P.M.

8. Topics for Future Meetings:

- a. Budget
- b. Fees and Accounts
- c. Revenue Stream of Retiree Revenue Payments

9. Comments for the Good of the Order:

“Good job to the new chairs tonight.”

Rachel: “First meeting with Jeff; it is a pleasure.”

Jeff: “I am having a lot of fun these first 3 meetings.”

10. Adjournment: Mr. Corey made a motion to adjourn, second by Mr. Burger. All in favor. Meeting adjourned at 9:18 P.M.

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



## Torrington Public Schools

SUSAN M. LUBOMSKI  
SUPERINTENDENT

SUSAN B. FERGUSON  
ASSISTANT SUPERINTENDENT

### **Building Committee Meeting Thursday, February 16, 2022, 5:00 P.M. Torrington School Library/Media Center**

#### **Building Committee Minutes**

1. Call to Order: 5:02 P.M.
2. Roll Call: Mr. Harrel, Mr. McKenna, Ms. Mattiello, Mr. Finn, Mr. Maniccia, Mr. Hetzler, Mr. Longobucco, Mr. Arum, Ms. Fergusson, Ms. Lubomski, Mr. Kissko, Ms. Todor, Ms. Hoehne, Ms. Cappabianca, Mr. Scott, Ms. Keri Hoehne, Mr. Michelson, Mr. Morehardt, Mr. Cravanzola, Ms. Samuelson (Remote), Ms. Ledversis
3. Approval of Agenda: Mr. Finn, made a motion to approve the second, second by Mr. Maniccia. All in favor.
4. Approval of Minutes: Ms. Cappabianca made a motion to approve the 12/15/22 with amendments, second by Mr. Maniccia. All in favor. Mr. Maniccia made a motion to approve the 1/15/23 minutes, second by Ms. Mattiello. All in favor.
5. Project Status:
  - a. Monthly report was presented with pictures which are archived; Early January to current day
    - Mr. Hetzler discussed the progress made over the last month; the rain slowed the process down a bit. Dry conditions are required for some construction conditions: like waterproofing the walls
    - 2 lower layers finished, plumbing is in
    - Steel date-2/24
    - See pictures for more detail on the work of each of the designated areas
    - Timing of the project is going well; on track
    - Electricians, plumbing, waterproofing all on site
  - b. Next steps: Structural steel ready to be delivered for A, B, D, E and F areas
  - c. Timelines are included in packet
  - d. Financially, very healthy project
  - e. Building Inspections-Daily

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

- f. Quantity of RFIs (average 2 per day from the trades), SLAM and O&G commended
- g. Pour slab on grade within the week, pour March 2<sup>nd</sup> or 3<sup>rd</sup>
- h. Structure in 6 days, but still have to plumb and weld, Tuesday, March 7th
- i. About 15 days lost; some weekend days already expended
- 6. BL Companies Report: Mr. Arum gave a summary of BL's work: at the site one and a half days a week; very responsive; describes problem and fixes the problem, working with Mr. Hetzler and his team.
- 7. Phase 1 and 2: Application and Certificate of Payment, Application #7: Mr. Arum provided the information on each company and the cost update which totals: \$3,024,388.00; Mr. Finn made a motion to approve the certificate of payment, second by Ms. Todor. All in favor.
- 8. Discussion/Action: Accept the Alternate B4 to Delete Lightning Protection-\$78,100.00, Do we want to delete this amount? Mr. Hetzler summarized the pros and cons. Mr. Morehardt said he would recommended the protection due to the fact that the building height is very high. Ms. Mattiello made a motion to keep the lightning protection, rejecting the alternate, second by Mr. Maniccia. All in favor.
- 9. Discussion/Action on the following Change Order PCOs:
  - a. PCO-018-VE items-0
  - b. PCO-019-VE items-0
  - c. PCO-020-Food Lab Tables-\$41,880 (was budgeted at \$80,000)
  - d. PCO-021-General Trade Awards-\$927,570 (in budget), contingency still intact for \$350,000
  - e. PCO-022-Chiller Platform Credit-(\$76,229 credit to the chiller platform)
  - f. PCO-023-Added Dumpsters-CM Contingency-0 (O&G took out of their contingency)
  - g. PCO-024-OWI VE Credits-(\$171,360 credit)
  - h. PCO-026-Added Temporary Toilets-\$3,200
  - i. PCO-027-Site Fencing Buyout-\$46,075 credit
  - j. PCO-028-CM Allowance Credit-\$1,343 credit, closing out Phase I contract with Fucci
  - k. PCO-030-Fucci Phase I Allowance-\$2,157
  - l. PCO-032-VE items-Insulation Credit-0

Mr. Maniccia made a motion to approve the following change orders in a bundle, second by Mr. Finn. All in favor.

#### 10. Analysis of Payments: Payments listed to date

#### 11. Payment of Invoices:

- a. Innovative Engineering: \$2,280: Mr. Maniccia made a motion to approve the amount, second by Ms. Ledversis. All in favor.
- b. SLAM: \$45,347.50: Mr. Maniccia made a motion to approve the amount, second by Mr. Kissko. All in favor.



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

- c. Tri State Material testing: \$20,170.38: Ms. Mattiello made a motion to approve the amount, second by Ms. Todor. All in favor.
- d. BL: \$1,848: Ms. Cappabianca made a motion to approve the amount, second by Ms. Todor. All in favor.

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

Mr. Longobucco: "Who is checking every stage?"

Mr. Hetzler, his team and the inspector are testing rebar, soil, etc. Keep testing the strength of the materials with concrete, for example.

Mr. Longobucco: "Sewer issue conflict: There is conflict about number of staff and amount of sewer usage projected."

Mr. Longobucco and Mr. Arum estimated the cost at \$31,000 for the connection fee which is based on projected usage, but we are waiting for the City to respond. Ms. Samuelson will follow-up with the city to find out what their estimate is based on.

Next Month: Review security glazing samples in executive session.

Mr. Arum shared that 10 students are already participating in the apprenticeship program: "7 students already working, 3 are finalizing their applications. Two students already have electrical permits. There will be another outreach in March, and in May, there will be a Job fair; Building Permit is all set. The A1 Survey for the foundation has been set."

Mr. Kissko: "Mr. Hetzler this is a good presentation."

Ms. Lubomski, "Thank Mr. Arum for the creating the apprenticeships and jobs for our students."

Ms. Cappabianca clarified grade 7 will move up with 8<sup>th</sup> grade. Contrary to some rumors, grades 7 and 8 will move into the building at the same time. The Building Committee can tour the building construction area on the weekend, if they have the proper attire.

Tapping Off celebration will occur in May: students, staff, Building Committee, and dignitaries will be invited to meet near the new middle school area location for a beam signing ceremony. Pictures will be taken as the beam goes up and is installed.

13. Future Meetings: March 16, 5:00 P.M., Torrington Media Center

14. Adjournment: Mr. Kissko made a motion to adjourn the meeting, second by Ms. Hoehne. All in favor. Meeting adjourned at 6:21 P.M.

Torrington Board of Education Consent Agenda Detail  
3/29/2023

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Employee Name	Emp. Type	Loc.	Assignment	Action	Effective
Simona Caruso	Teacher	HS	World Language: Italian	Resign	6/30/2023
Alessandra Galassi	Teacher	HS	World Language: Italian	Resign	6/30/2023
Sherry Zaslow	Teacher	HS	Culinary Arts	Retire	6/30/2023
Julie Franics	Teacher	HS	Business	Retire	6/30/2023
Lisa Owens-Hicks	Teacher	MS	ELL/Bilingual	Retire	6/30/2023
Sarah Gordan Anderson	Teacher	VO	Special Education	Retire	6/30/2023
Jason Beckett	Teacher	MS	Head Coach Boys' Track & Field	Appoint	Spring 2023
David John Douglas	Teacher	MS	Head Coach - Baseball	Appoint	Spring 2023
Michael C. Fritch	Teacher	MS	Assistant Coach Girls' Track & Field	Appoint	Spring 2023
Mark Mangelinkx	Teacher	MS	Assistant Coach Boys' Track & Field	Appoint	Spring 2023
Megan Moore	Teacher	MS	Head Coach Girls' Track & Field	Appoint	Spring 2023
Erika Pratt	Teacher	MS	Head Coach - Softball	Appoint	Spring 2023