

**VERNON PUBLIC SCHOOLS**  
**Vernon, Connecticut 06066**  
**BOARD OF EDUCATION MEETING**

DATE: Monday, March 11, 2024

TIME: 7:00 p.m.

PLACE: Vernon Board of Education, Administration Building, 30 Park Street, Vernon – 3rd Floor Board Conference Room

ZOOM MEETING: zoom.us US: +1 646 558 8656 Webinar ID: 917 9740 9064 Passcode: 875101

**Mission Statement**

*The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.*

**Goals**

1. *Build and improve relationships and partnerships with family and community.*
2. *Increase the achievement of every student through high quality curriculum, instruction and assessment.*
3. *Promote safe environments that are socially, emotionally, and physically conducive to learning.*

**Civility Statement**

*The Board of Education expects mutual respect, civility and orderly conduct among all individuals on school property or at school-sponsored events. District staff will treat parents and other members of the public with respect and have the right to expect the same in return. The Board encourages positive communication and discourages volatile, hostile or aggressive actions. The Board seeks public cooperation with this endeavor.*

AGENDA	NOTES
<p><b>1.0 Establish Quorum</b></p> <p><b>2.0 Call to Order</b></p> <p><b>3.0 Pledge of Allegiance</b></p> <p><b>4.0 Recognitions &amp; Presentations</b></p> <p>4.1 Presentation by Northeast School Students (BOE Goal #1, #2)</p> <p>4.2 Recognition of VCMS Art Students (BOE Goal #1, #2)</p> <p>4.3 Recognition of Senior Athletes of the RHS Football Team (BOE Goal #1)</p> <p>4.4 Presentation by Athletic Director Jeff Farrell; Recap of Winter Sports Season (BOE Goal #1, #2)</p> <p>4.5 Board of Education Member Appreciation Month (BOE Goal #1, #2, #3)</p> <p>4.6 CABC's Bonnie B. Carney Award of Excellence for Educational Communications (BOE Goal #1)</p> <p><b>5.0 Secretary's Report</b></p> <p>5.1 Opportunity for Board of Education to add/delete urgent agenda items</p> <p>5.2 Rockville High School Student Representative Report</p> <p><b>6.0 Community Forum</b></p> <p>Opportunity for comments on agenda items, potential future agenda items, or general information provided to the Board from citizens and community organizations (Individual speakers shall be limited to five minutes and the total time for public forum shall be limited to 15 minutes.)</p>	

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**Vernon, Connecticut 06066**  
**BOARD OF EDUCATION MEETING**  
**Page 2**

DATE: Monday, March 11, 2024  
TIME: 7:00 p.m.  
PLACE: Vernon Board of Education, Administration  
Building, 30 Park Street, Vernon – 3rd Floor  
Board Conference Room

**7.0 Consent Agenda**

7.1

- (a) Approval of the Minutes of the Board of Education Facilities Committee Meeting held on February 7, 2024
- (b) Approval of the Minutes of the Board of Education Finance Committee Meeting held on February 12, 2024
- (c) Approval of the Minutes of the Regular Board of Education Meeting held on February 12, 2024
- (d) Approval of the Minutes of the Special Board of Education Meeting (Expulsion Hearing) held on February 21, 2024
- (e) Approval of the Minutes of the Special Board of Education Meeting (Expulsion Hearing Continuance) held on February 27, 2024
- (f) Approval of the Minutes of the Board of Education Policy Committee Meeting held on March 4, 2024

**8.0 Personnel**

- 8.1 Acceptance of Administrator Resignation (BOE Goal #1, #2, #3)
- 8.2 Approval of Increasing Educator Diversity Plan (BOE Goal #1, #2, #3)
- 8.3 Leave of Absence Request (BOE Goal #2)  
(Executive Session Anticipated)

**9.0 Teaching and Learning**

- 9.1 April 2, 2024 PD Day Schedule for Teachers and Paraprofessionals (BOE Goal #2)
- 9.2 2023 District Annual Performance Report and Determinations (BOE Goal #2)

**10.0 General Business**

- 10.1 Review of and Adjustment to the 2024-2025 Board of Education Budget (BOE Goal #1, #2, #3)
- 10.2 Board of Education Finance Committee Report (BOE Goal #1, #2, #3)
  - (a) Budget Amendment Request
- 10.3 Reports from Board of Education Liaisons Regarding Attendance at Organization / Committee Meetings (BOE Goal #1)

**11.0 Review and Update Board of Education Calendar**

<https://www.vernonpublicschools.org/district-information/district-calendar>

**12.0 Opportunity for Questions from the Press Regarding Agenda Items**

**13.0 Adjournment**

VERNON PUBLIC SCHOOLS  
Vernon, Connecticut 06066


Information Only	<u>X</u>	Agenda Item	<u>4.1</u>
Decision Requested	<u>          </u>	<u>March 11, 2024</u>	<u>Date</u>


AGENDA REPORTING FORM

Subject: Presentation by Northeast School Students (BOE Goal #1, #2)

Background: Northeast School students will share the poems they have written during their Poetry Unit with the Board

Recommendation: No action required.

  
\_\_\_\_\_  
Signature of Person(s) Submitting Report

  
\_\_\_\_\_  
Superintendent of Schools

# Mrs.Larochelle and Mrs. Leslie's Second Grade Poets





## Haiku

A haiku is a poem about nature and seasons that has only 3 lines.

Line 1, 5 syllables only

Line 2, 7 syllables only

Line 3. 5 syllables only



Choose from these topics

Spring	birds	flowers
Frogs	animals	bugs
Sunshine	outdoor	warm



# Frogs



Some frogs are poison  
Frogs sit on a lily pad  
Frogs are amazing

Harrison



# Lynx



Lynx are very fast.  
Lynx like to eat snowshoe hare.  
Lynx are creepy cool.

Said





I have a good house 5  
It is so cool at my house 7  
My home is the best 5



By Oliver

Cinquain  
poems are 5  
line poems  
that describe  
a person,  
place or  
thing.



**Puffin**  
**black,white**  
**Diving,flying,feeding,**  
**Puffins eat lots of fish**  
**bird**



Ella





bunny

White

furry

Jumping

eating

leaping

Adorable little creatures

rabbit



**By Madeline**



# Creating A Diamante Poem

My Diamante planning Sheet:

Poet: \_\_\_\_\_

_____ (noun)		
_____ (adjective)	_____ (adjective)	
_____ ("ing" verb)	_____ ("ing" verb)	_____ ("ing" verb)
_____ (adjective)	_____ (adjective)	
_____ (noun)		

# PARTS OF SPEECH

## Noun

A noun is the name of a person, place, or thing.

Person

girl  
boy  
teacher

Place

school  
home  
store

Thing

pencil  
jacket  
dog

## Adjective

An adjective describes a noun or a pronoun. An adjective tells what kind, how many, or which one.

What

Kind  
happy  
brave

How

Many  
more  
two

Which

One  
this  
that

## Verb

A verb can tell what action someone or something is doing. A verb can also express a state of being.

Action

run  
sit  
think

jump  
ask  
talk

State of Being

am  
are  
were

## Synonyms

Synonyms are words that have the **same** meaning.

Large      Big

Fast      Quick

Loud      Noisy





BY  
Zeo



# Cats

Cute gray

Sleeping cuddling shedding

Nice spunky

Kitten



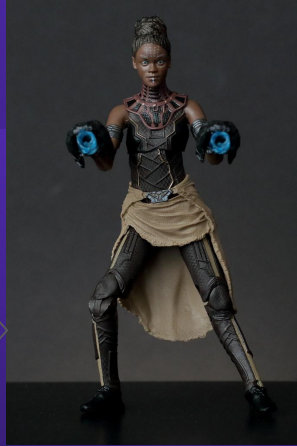
# Black Panther

Brave big

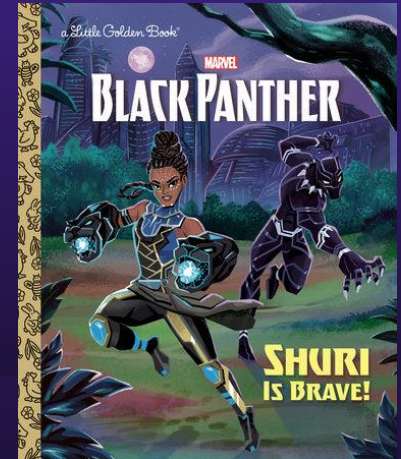
Fighting jumping talking

Fast kind

Superhero



“Wakda  
forever”



Madelyn



# Couplet Poetry

Two lines of poetry that **rhyme** and usually have the same amount of **syllables**.



I have a hat  
That has a cat

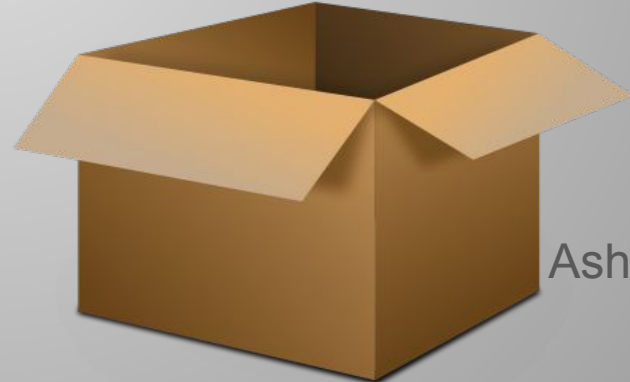


Asher



I have a fox

And it hates a box



Asher



By Clara



I saw a man who had a zombie bite

He worked on a construction site





# ACROSTIC

An acrostic poem uses the letters in a topic word to begin each line.  
All lines of the poem should relate to or describe the poem.

Sun shines brightly

Up in the sky

Nice and warm on my face



Mackenna

# Flower

Fresh

Lilac

Once a seed

White rose

English daisy

Rainbow





Cute  
Artistic  
Loving  
Loves reading  
Insect finder  
Excellent



Callie

VERNON PUBLIC SCHOOLS  
Vernon, Connecticut 06066

Information Only	<u>X</u>	Agenda Item	<u>4.2</u>
Decision Requested	<u>          </u>		<u>March 11, 2024</u>
			Date


AGENDA REPORTING FORM

Subject: Recognition of Vernon Center Middle School Art Students – Exhibit at Administration Building – 3<sup>rd</sup> Floor (BOE Goal #1, #2)

Background: Vernon Center Middle School Art students will be recognized for their exhibits displayed at the Central Office – Board of Education Building, 3<sup>rd</sup> Floor Foyer:

Milan Ashmeade  
Samerah Beason  
Jazlynn Brown  
Molly Cook  
Madison Gordon  
Becky Liu  
Brianna Maury  
Xaevianna Nieves  
Kerri Reed  
Sarah Rizzo  
Adrianna Sanchez-Hernandez  
Alexis Ufongene

Recommendation: No action required.

  
\_\_\_\_\_  
Signature of Person(s) Submitting Report

  
\_\_\_\_\_  
Superintendent of Schools

VERNON PUBLIC SCHOOLS  
Vernon, Connecticut 06066

Information Only	<u>X</u>	Agenda Item	<u>4.3</u>
Decision Requested	<u>          </u>		<u>March 11, 2024</u>
			Date


AGENDA REPORTING FORM

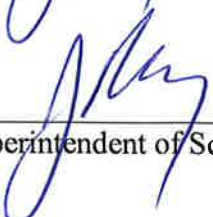
Subject: Recognition of the Senior Athletes of Rockville High School's Football Team (BOE Goal #1)

Background: The Board will recognize the following Senior Athletes of Rockville High School's Football Team for their Participation in the "Class M" Championships:

Jason Acheampong  
Jonathon Adcock  
Jatavien Bolton  
Makai Gillespie  
Lexington Hunter  
Dominic Minella  
Carson Morgan  
Jevon Osborne  
Garrett Paul  
Malakye Pinckney  
Aedan Ruddock  
Jayden Spaulding  
Shawn Spicer  
Ross Sutherland  
Cale Wilson

Recommendation: No action required.

  
\_\_\_\_\_  
Signature of Person(s) Submitting Report

  
\_\_\_\_\_  
Superintendent of Schools

VERNON PUBLIC SCHOOLS  
Vernon, Connecticut 06066


Information Only	<u>X</u>	Agenda Item	<u>4.4</u>
Decision Requested	<u>          </u>		<u>March 11, 2024</u>
			Date


AGENDA REPORTING FORM

Subject: Winter Sports Season Recap at Rockville High School/Vernon Center  
Middle School (BOE Goal #1, #2)

Background: Director of Athletics Jeffrey Farrell will give the Board a presentation on  
the Winter Sports Season Recap.

Recommendation: No action required

  
\_\_\_\_\_  
Signature of Person(s) Submitting Report

  
\_\_\_\_\_  
Superintendent of Schools

# VCMS ATHLETICS

## Winter 23-24



### Girls

- 18 participants (2 managers)
- 6-2 record
- Advanced to the league semi finals
- Continued mentorship with RHS

### Boys

- 15 participants
- 4-4 record
- Advanced to the league semi finals



## GIRLS/BOYS BASKETBALL



- 20 participants
- Cheered at basketball games
- Participated in 3 cheer competitions
- Partnership with the high school team

## CHEERLEADING



# ROCKVILLE ATHLETICS

WINTER 23-24

ACADEMICS  
COMMITMENT  
TEAMWORK





- Boys Basketball
- Girls Basketball
- Unified Sports hockey
- Cheerleading
- Wrestling
- 207 total participants this fall season

Indoor Track

Girls ice hockey

Boys ice

Dance

WHAT WE OFFER

- This season we had 207 student athletes participating
- Overall 86.6 average for all athletes.
- Girls basketball team had a team average of 90.94

## ACADEMICS



- 20 athletes and mentors
- Played at halftime of RHS basketball game
- Hosted a bowling event
- Hosted NCCC basketball tournament
- Played at Gampel Pavilion
- Will play at Mohegan Sun at halftime of state championship game.

## UNIFIED SPORTS



- We coop with 4 other schools for girls ice hockey
- We have 2 skaters. 25 total
- 18-6 overall record
- Advanced to the quarterfinals at this time



## GIRLS ICE HOCKEY



- We coop with 5 other schools for hockey
- 2 total participants, from Rockville
- 2-18 record

## BOYS ICE HOCKEY



- 13 total participants
- Participated in 4 competitions
- Will host NCCC competition
- Cheered at basketball and wrestling contests



## CHEERLEADING

- 5 participants
- Performed at the pep rally and several basketball games
- Looking to grow and possibly compete next year

## Dance Team





- 39 girls
- 46 boys
- Girls 2nd in the conference
- Boys 2nd in the conference
- 14 Athletes made ALL-Conference
- 4 Athletes competed at the state open

## Indoor Track & Field





- 31 Participants
- 3 managers
- Team won the NCCC Conference Tournament
- 3 Conference champions
- 1 athlete competed at the state open
- 3 female athletes competed at the state tournament
- Two females finished 2nd in their class and competed in the New England mee

## Wrestling



- 17 Participants
- Finished with a record of 2-18
- Continued mentorship program with VCMS
- Participated in polar plunge fundraiser
- Connected with the community to restart travel basketball

## Girls Basketball





- 32 participants
- Finished with a record of 12-8
- Qualified for the state tournament and league tournaments
- Finished 3rd in the league
- 2 all conference athletes

## Boys Basketball



• AND NOW WE ARE ON THE SPRING SPORTS!!





VERNON PUBLIC SCHOOLS  
Vernon, Connecticut 06066


Information Only	<u>X</u>	Agenda Item	<u>4.5</u>
Decision Requested	<u>          </u>		<u>March 11, 2024</u>
			Date

AGENDA REPORTING FORM

Subject: Board of Education Member Appreciation Month (BOE Goal #1, #2, #3)

Background: Vernon Public Schools will recognize and thank the Board members for their service. March is Board Member Appreciation Month.

Recommendation: No action required.

  
\_\_\_\_\_  
Signature of Person(s) Submitting Report

  
\_\_\_\_\_  
Superintendent of Schools

VERNON PUBLIC SCHOOLS  
Vernon, Connecticut 06066

Information Only

X

Agenda Item

4.6

Decision Requested

March 11, 2024

Date

AGENDA REPORTING FORM

Subject:

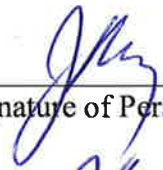
CABE's Bonnie B. Carney Award of Excellence for Educational Communications (BOE Goal #1)

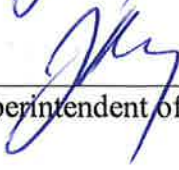
Background:

The Vernon Board of Education recently won the Bonnie B. Carney Award of Excellence for Educational Communications" for their "***Board of Education Member Handbook***". They also won an Honorable Mention for their "***Billboards***" and "***School Brochures***". The Honorable Mention Certificates will be presented to the Board this evening.

Recommendation:

No action required.

  
\_\_\_\_\_  
Signature of Person(s) Submitting Report

  
\_\_\_\_\_  
Superintendent of Schools



RECEIVED

FEB 09 2024

SUPERINTENDENT'S OFFICE

Connecticut Association of Boards of Education, Inc.

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81 Wolcott Hill Road, Wethersfield, CT 06109-1242 - (860) 571-7446 - Fax (860) 571-7452 - [www.cabe.org](http://www.cabe.org)

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To: Bonnie B. Carney Award of Excellence for Educational Communications  
Honorable Mention Recipients

From: Lisa Steimer  
Sr. Staff Associate for Professional Development and Communications

Date: February 7, 2024

Re: Bonnie B. Carney Award of Excellence for Educational Communications

Once again, it is a privilege to congratulate you and your district team on winning an **Honorable Mention** in the **Bonnie B. Carney Award of Excellence for Educational Communications contest!**

Your Honorable Mention certificates are enclosed with this memo. It would be wonderful recognition for your talented staff members if you or your board chairperson would present these certificates to the Board of Education and display them proudly.

CABE wants to bring recognition to the talented staff members who create these outstanding examples of Educational Communication, as well as to your entire district. Therefore, we believe by making the presentation at your board meeting you will have the opportunity to invite the local media, and members of the staff and the community to join in the honor.

If you have any questions, please contact me at 860-571-7446 or [lsteimer@cabe.org](mailto:lsteimer@cabe.org).

Enclosure





# Connecticut Association of Boards of Education

presents to the

*Vernon Public Schools*

an

**Honorable Mention**  
in the

2023 Bonnie B. Carney Awards of Excellence  
for Educational Communications program for its

**Special Project**  
Billboards

*Leonard Lockhart*

Leonard Lockhart  
President

*Patrice McCarthy*

Patrice McCarthy  
Executive Director and General Counsel





# Connecticut Association of Boards of Education

presents to the

*Vernon Public Schools*

an

**Honorable Mention**  
in the

2023 Bonnie B. Carney Awards of Excellence  
for Educational Communications program for its

**Special Project**  
School Brochures

*Leonard Lockhart*

Leonard Lockhart  
President

*Patrice McCarthy*

Patrice McCarthy  
Executive Director and General Counsel

VERNON PUBLIC SCHOOLS  
Vernon, Connecticut 06066

Information Only

Agenda Item 7.1

Decision Requested

X

March 11, 2024

Date

AGENDA REPORTING FORM

Subject:

Consent Agenda

Background:


The Board is requested to approve the items listed on the Consent Agenda for March 11, 2024:

7.1

- (a) Approval of the Minutes of the Board of Education Facilities  
Committee Meeting held on February 7, 2024
- (b) Approval of the Minutes of the Board of Education Finance  
Committee Meeting held on February 12, 2024
- (c) Approval of the Minutes of the Regular Board of Education Meeting  
held on February 12, 2024
- (d) Approval of the Minutes of the Special Board of Education Meeting  
(Expulsion Hearing) held on February 21, 2024
- (e) Approval of the Minutes of the Special Board of Education Meeting  
(Expulsion Hearing Continuance) held on February 27, 2024
- (f) Approval of the Minutes of the Board of Education Policy Committee  
Meeting held on March 4, 2024

Recommendation:

Motion: That the Vernon Board of Education approve the items listed on the Consent Agenda for March 11, 2024.

  
\_\_\_\_\_  
Signature of Person(s) Submitting Report

  
\_\_\_\_\_  
Superintendent of Schools

# **The Board of Education Town of Vernon**

30 Park Street – PO Box 600  
Vernon, Connecticut 06066

Paul Grabowski, Chair  
Kristiana Wintress, Vice Chair  
Karen Colt, Secretary  
Anthony Bedlack  
Patricia Buxton  
Susan Jablonecki  
Kriste Nucci  
Simone Sewell  
Mason Thrall

February 7, 2024

## **DRAFT MINUTES**

### **BOARD OF EDUCATION FACILITIES COMMITTEE MEETING**

A Facilities Committee meeting of the Vernon Board of Education was held at the BOE Central Office on Wednesday, February 7, 2024.

The meeting began at 6:00 p.m.

Attendees: Facilities Committee Members: Ms. Kristiana Wintress, Chair, Mr. Paul Grabowski, Ms. Karen Colt and Mr. Mason Thrall.

Also in Attendance: Superintendent Dr. Joseph Macary, Director of Business and Finance William Meier, Director of Public Works Dwight Ryniewicz, Supervisor of School Facilities Mark Rizzo, Robert Roach from Friar Architecture, David Hillburn and Eric Romeo from CES.

1. **Call to Order** – Meeting was called to order at 6:00 pm
2. **Public Comment** – None.
3. **10-Year Facilities Study Update** - Robert Roach and his team presented an Executive Summary and Master Plan of the District's 10-year facilities study. A discussion was held with Friar and CES, fielding questions. A copy of the presentation is attached.
4. **Tour of Park Street Learning Center** - Dr. Macary gave a tour of the Park Street Leaning Center and its operations. Dr. Macary also discussed the program's value and savings for the District.
5. **Adjournment** – 7:25PM

# **The Board of Education Town of Vernon**

**30 Park Street – PO Box 600  
Vernon, Connecticut 06066**

**Paul Grabowski, Chair  
Kristiana Wintress, Vice Chair  
Karen Colt, Secretary  
Anthony Bedlack  
Patricia Buxton  
Susan Jablonecki  
Kriste Nucci  
Simone Sewell  
Mason Thrall**

February 7, 2024

Respectfully submitted,

Karen Colt., Board Secretary



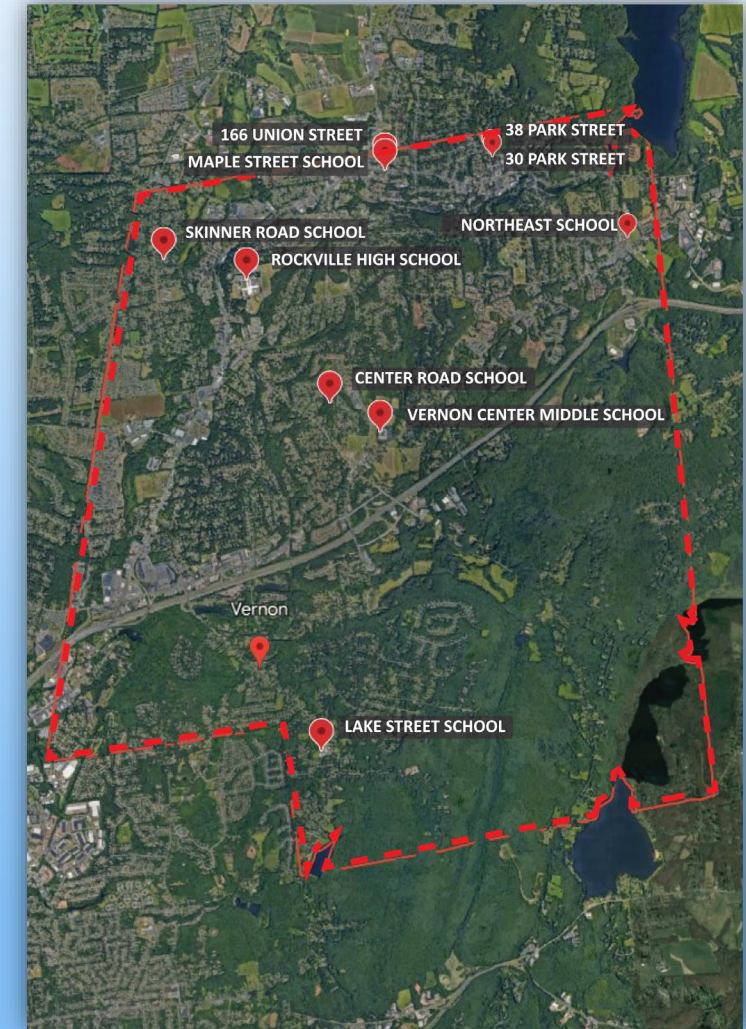
# **FACILITIES EXISTING CONDITIONS STUDY & MASTER PLAN**

**VERNON PUBLIC SCHOOLS**

# BACKGROUND

The study was designed to answer three essential questions:

- 1. Identify major facilities projects** that will be required in the next 10 years. For this analysis, the threshold for a major project was set at \$150,000.
- 2. Assess the current condition of buildings** to plan for any major school construction and renovation projects to ensure they will meet the future needs of Vernon's projected student population. This includes a comprehensive determination of all schools' infrastructure and capacity.

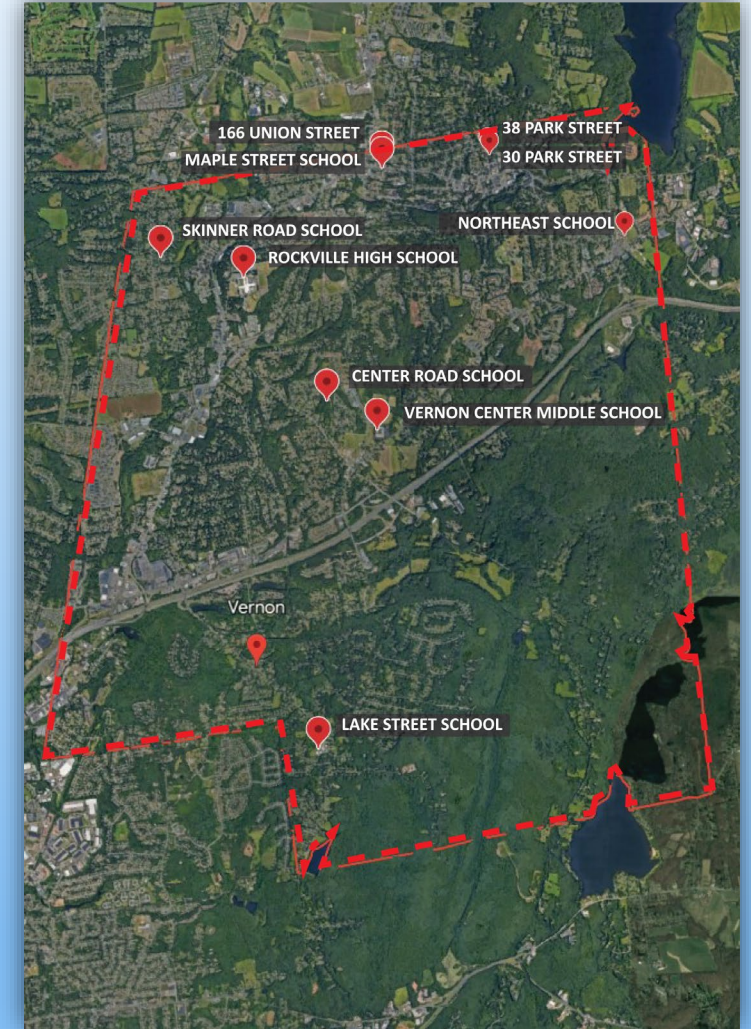


# BACKGROUND

3. **Provide an initial plan** to move forward and prioritize projects based on this assessment and findings.

**The information gathered can be used to guide decisions on school development and ensure the school facilities promote:**

- Efficiencies of facility maintenance and energy savings
- Effectiveness of resources to ensure no school disruptions
- Targeting school populations to maximize State reimbursement of renovations.



# ASSUMPTIONS

**The study used the following data and assumptions to provide the conclusions and recommendations:**

- A minimum 20-year useful life of the buildings and all systems based on State guidelines
- Compliance with applicable Building Codes based upon the proposed work
- Prowda Enrollment study dated January 2022
- NESDEC School Year 2023-24 Enrollment Projection Report
- Current (FY2024) construction cost reimbursement formula from the State of Connecticut Office of Grants Administration.



# HIGHLIGHT OF KEY FINDINGS AND RECOMMENDATION

1. The **newest school** in the Town of Vernon, Center Road School, was **constructed in 1969**. Many of the buildings will require considerable renovations and updates in the next ten years due to the age and condition of the structure and many of the original systems.
2. Many of the **mechanical systems will require replacement** in the next ten years as they are original to the buildings and do not meet current industry standards for ventilation.

# HIGHLIGHT OF KEY FINDINGS AND RECOMMENDATION

3. Based on the enrollment studies and analysis of existing space, the District's **enrollment and space needs are trending flat**. There are no major increases or decreases projected for the next ten years. However, additional classroom space may be required if the District chooses to expand Pre-Kindergarten or other programs.

# HIGHLIGHT OF KEY FINDINGS AND RECOMMENDATION

4. **Maple Street School is approaching the end of its useful life.** The building is not compliant with current Building Codes and it would be cost prohibitive to upgrade the building to meet Code. The school is also not compliant with the Americans with Disabilities Act (ADA) and lacks an elevator allowing access between the floors. The site lacks adequate parking, and adjacent land is not available for expansion or further development. Additionally, due to the age and condition of the building, there are extensive mechanical and structural concerns that would need to be remediated. Maple Street School is currently ineligible for additional school construction funding from the State due to its lack of compliance.



# HIGHLIGHT OF KEY FINDINGS AND RECOMMENDATION

5. Consideration should be given to the **consolidation of two elementary schools**. The efficiencies of larger school buildings include reduced expenditures in the areas of staffing, transportation, maintenance, and energy as well as providing greater flexibility with enrollment variations between grade levels from year-to-year. Northeast School has the most space available for a potential addition to a current site.

# OPINIONS OF PROBABLE COSTS

Based on the findings and recommendations of the study, initial estimates were generated for planning purposes. The projected Project Costs to undertake the collective recommendations for **building improvements over the next 10 years amount to approximately \$120M** in 2023 dollars, without escalation factored in.

In conjunction with the facility directors, the recommendations at each building were analyzed to identify individual **Capital Projects of +\$150,000 over the next 5-10 years**. The projected Project Costs for these individual improvement projects amount to **approximately \$108M** in 2023 dollars, without escalation.

# OPINIONS OF PROBABLE COSTS

Each building's report includes a comparison of the cost for the recommended work to that of industry standards for \$/sf repairs at a building of similar construction and size.

Also provided is a comparison with the cost to replace the existing building with a new facility of similar construction and size, excluding site costs.

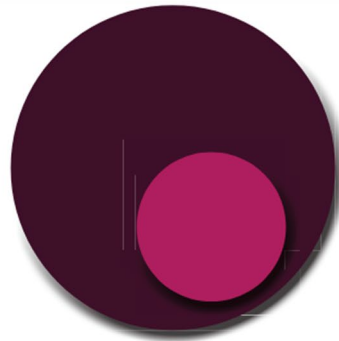
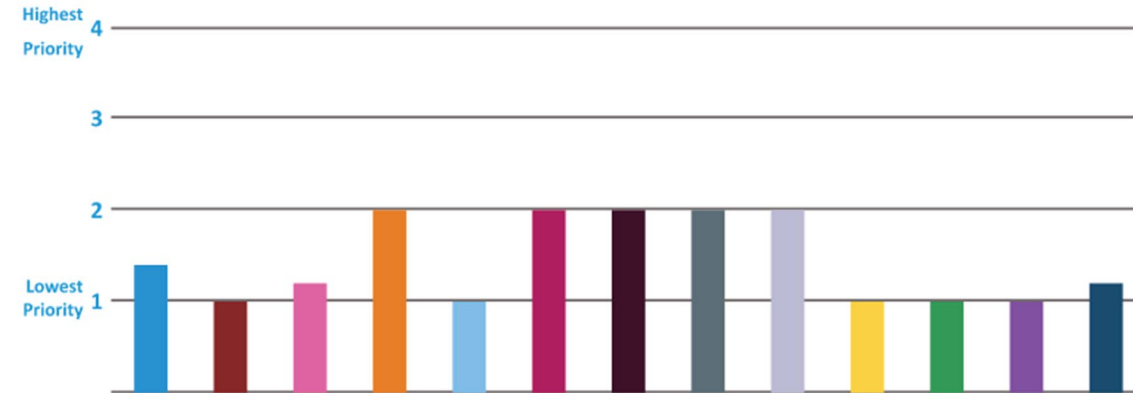


# FACILITY ASSESSMENTS

# ROCKVILLE HIGH SCHOOL

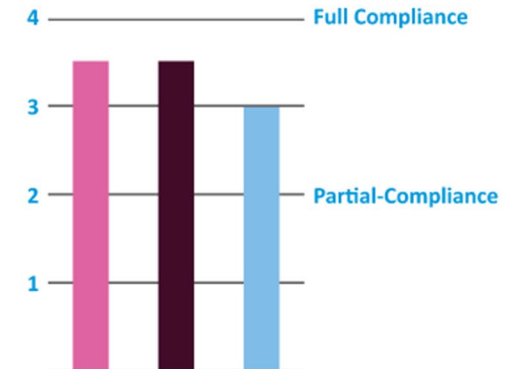
- Enclosure
- Interior
- Structural
- Mechanical
- Electrical
- Plumbing
- Fire Protection
- Lighting
- Fire Alarm
- Telecommunications
- Security
- Low Voltage
- Site

Prioritization of Required Work



Survey Estimate \$53,071,177  
Replacement Estimate \$218,197,488

Code Compliance Evaluation



IBC  
NFPA  
ADA

FACILITIES MASTER PLAN  
VERNON PUBLIC SCHOOLS

# ROCKVILLE HIGH SCHOOL

## Recommended Capital Projects + \$150,000 next 5 – 10 years

- **ARCHITECTURAL** – Replace rusted lintels, exterior doors and frames, damaged windows and screens, sealant at windows, damaged gaskets and weatherstripping at doors. Replace damaged overhead doors and frames. Reroof and address failing parapets.
- **ELECTRICAL**- New Generator, New A/C at 2<sup>nd</sup> floor Science wing.
- **MECHANICAL**- Recommend replacement of all controls with updated digital control system integrated to centralized BMS; replace existing exhaust fans. Recommend retrofitting non-A/C classrooms with VRF or chilled water fan coil unit.
  - Replace the following AHUs: Large gymnasium and large cafeteria.
  - Recommend replacing small cafeteria unit ventilators with RTU.
  - Remove existing underground storage tank and above ground tank.



# ROCKVILLE HIGH SCHOOL

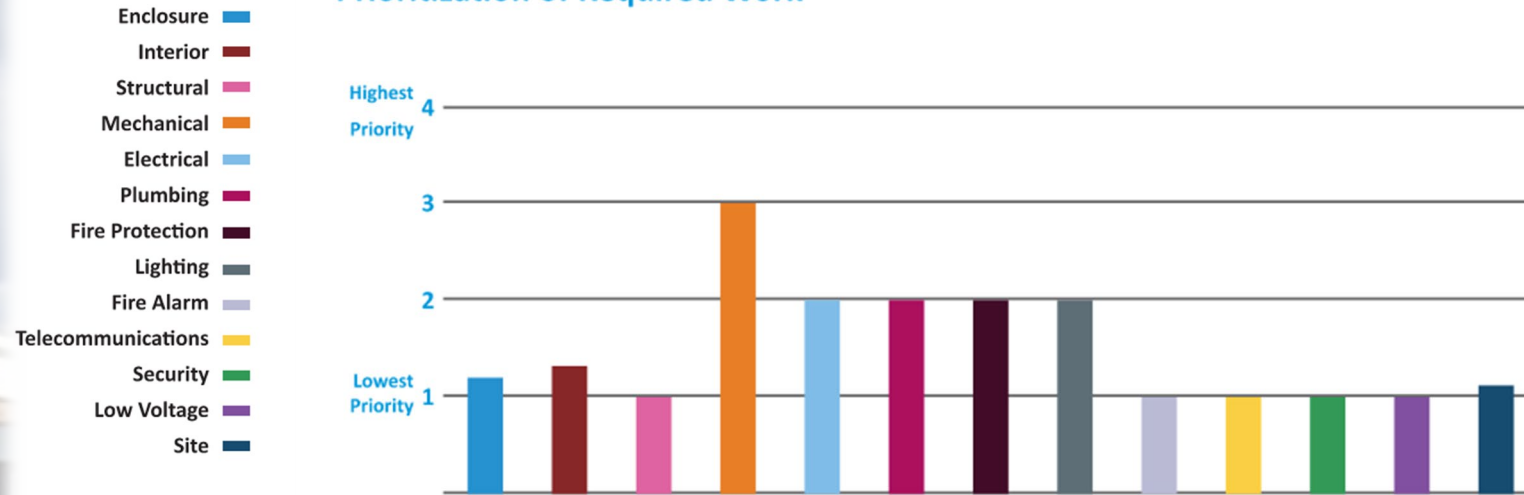
## Recommended Capital Projects + \$150,000 next 5 – 10 years

- Replace the following RTUs: Auditorium dressing room, Auditorium lobby, Auditorium, stage, Administration Office area, House B second floor guidance area, House A first floor Adult Education area, RTU's 11-15 serving Area 5 labs, Practice Rooms, Culinary classrooms and Science classrooms.
- Media Center & Small Gymnasium air handling units are past their useful life and should be replaced. Recommend replacement with single zone variable air volume heating, cooling and ventilation roof top unit with outside air.
- **PLUMBING** - Recommend investigation and replacement of original services and equipment: Domestic water service, domestic water heater, sanitary system, natural gas service, and storm water system (above and below grade).
- **FIRE PROTECTION** – Replace fire pump, fire service and associated piping.

**ESTIMATED PROJECT COSTS WITHOUT ESCALATION - \$52,641,177**

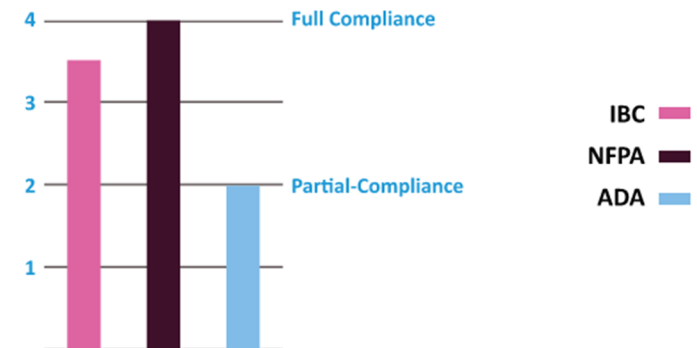
# VERNON CENTER MIDDLE SCHOOL

Prioritization of Required Work



Survey Estimate \$24,208,802  
Replacement Estimate \$147,918,000

Code Compliance Evaluation



FACILITIES MASTER PLAN  
VERNON PUBLIC SCHOOLS



# VERNON CENTER MIDDLE SCHOOL

## Recommended Capital Projects + \$150,000 next 5 – 10 years

- **MECHANICAL-** provide an energy efficient, code compliant ventilation system w/AC; Recommend replacement of hot water pumps and Kitchen exhaust fan. Recommend replacement of condenser units and rebuild of air handling units, replacement of all controls with updated digital control system integrated to centralized BMS. Provide AHU w/heating, cooling , energy recovery wheel, and mechanical ventilation for classrooms if window free area does not meet code requirements for natural ventilation.
  - Replace the following RTUs: Library, Cafeteria, Auditorium, Administration Office area.
  - Replace the following AHUs: Small Gymnasium, Large Gymnasium.



# VERNON CENTER MIDDLE SCHOOL

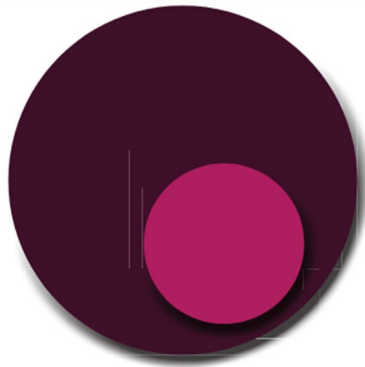
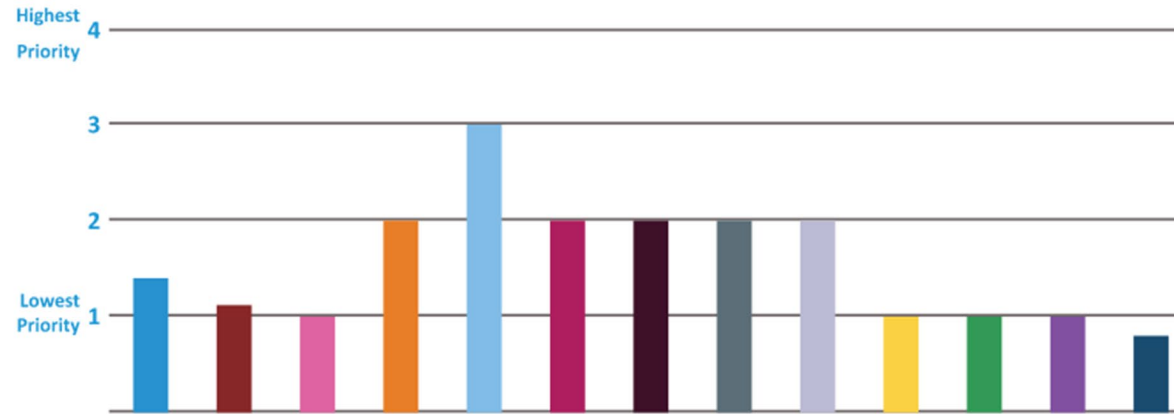
## Recommended Capital Projects + \$150,000 next 5 – 10 years

- **PLUMBING** - Recommend investigation and replacement of original services and equipment: Domestic water service, domestic water heater, sanitary system, natural gas service, and storm water system (above and below grade).
- **ELECTRICAL**– New generator.
- **FIRE PROTECTION** – Replace fire service and associated piping .

**ESTIMATED PROJECT COSTS WITHOUT ESCALATION - \$23,326,802**

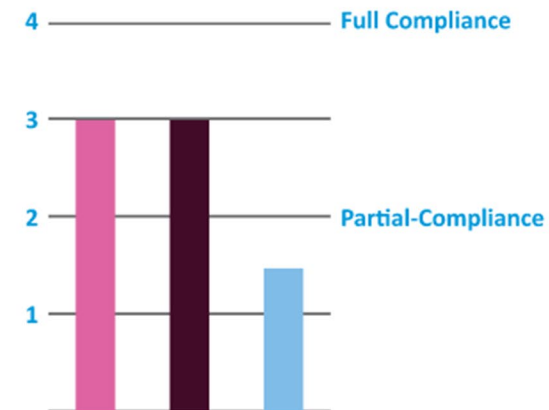
# CENTER ROAD SCHOOL

## Prioritization of Required Work



Survey Estimate \$4,501,806  
Replacement Estimate \$61,392,960

## Code Compliance Evaluation



IBC  
NFPA  
ADA

FACILITIES MASTER PLAN  
VERNON PUBLIC SCHOOLS

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# CENTER ROAD SCHOOL

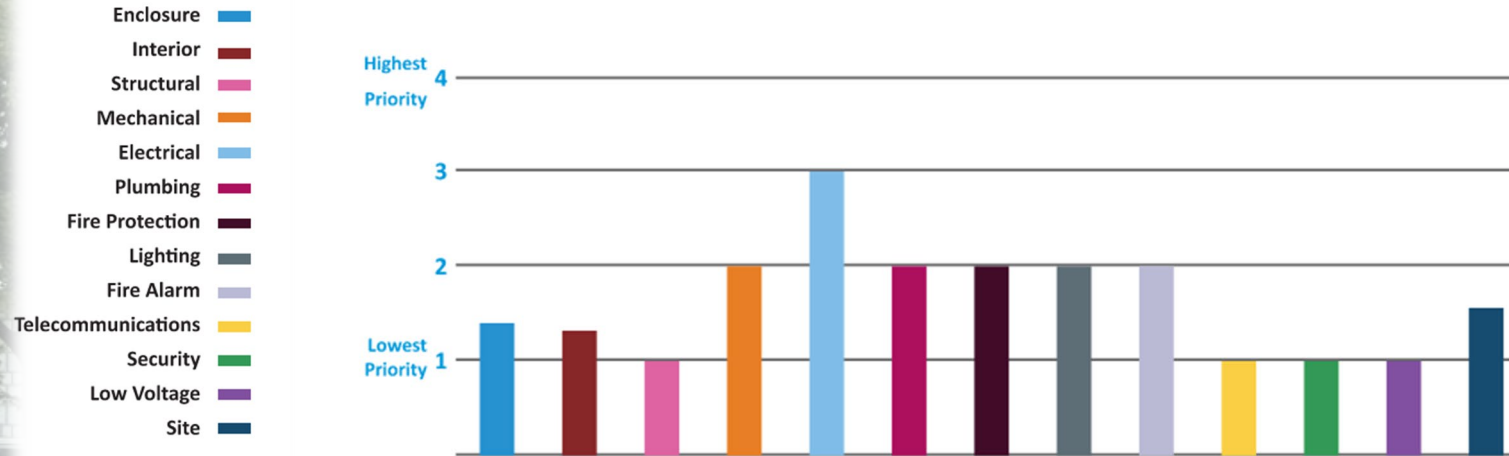
## Recommended Capital Projects + \$150,000 next 5 – 10 years

- **MECHANICAL**- Replace existing chilled water pumps, (2) Gymnasium air handling units, Library unit ventilator, and Administration Area roof top unit.
- **PLUMBING** – Recommend investigation and replacement of original service and equipment: domestic water service, domestic water heater, sanitary system, natural gas service and storm water system (above and below grade).
- **ELECTRICAL**– Replace main switchboard, older branch panelboards, and the distribution transformer and equipment. New generator.
- **FIRE PROTECTION** – Replace fire service and associated piping.

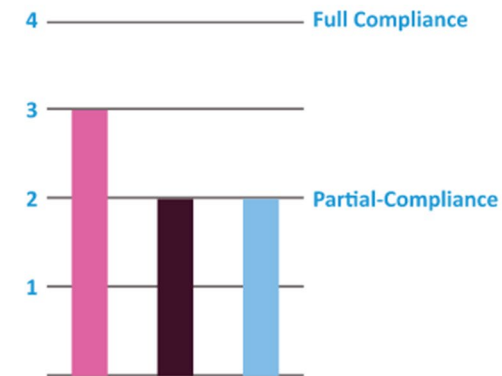
**ESTIMATED PROJECT COSTS WITHOUT ESCALATION - \$3,736,806**

# LAKE STREET SCHOOL

## Prioritization of Required Work



## Code Compliance Evaluation



## FACILITIES MASTER PLAN VERNON PUBLIC SCHOOLS



# LAKE STREET SCHOOL

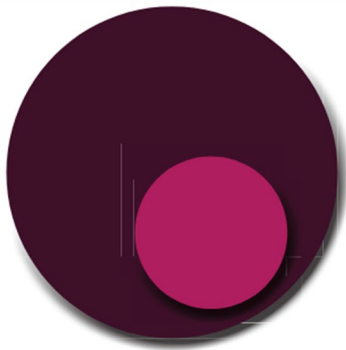
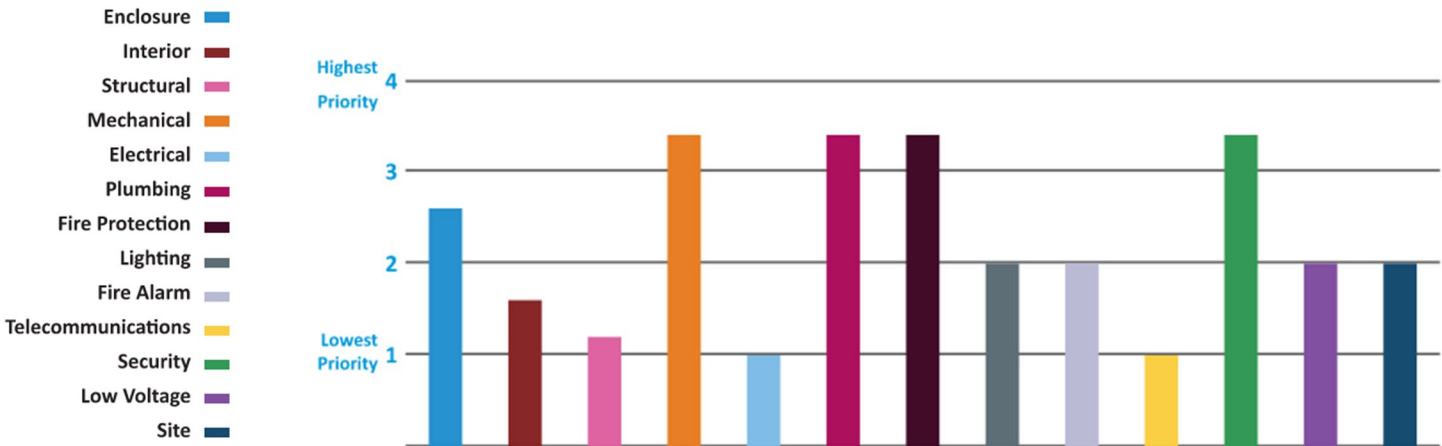
## Recommended Capital Projects + \$150,000 next 5 – 10 years

- **ARCHITECTURAL** – Repair/ refinish / replace rusted window lintels, replace glass block windows, delaminating casework. New roof.
- **MECHANICAL**- Provide an energy efficient, code compliant ventilation system with A/C, replace existing hot water boilers and pumps with high efficiency condensing boilers, hot water pumps, all classroom gravity relief ventilators with down blast roof top exhaust fans, new digital controls integrated to centralized BMS, Gymnasium and Cafeteria RTUs.
- **PLUMBING** – recommend investigation and replacement of original service and equipment: domestic water service, domestic water heater, sanitary system, natural gas service and storm water system (above and below grade).
- **ELECTRICAL** – Replace switchgear and distribution equipment that is original to the building. New generator.

**ESTIMATED PROJECT COSTS WITHOUT ESCALATION - \$10,865,256**

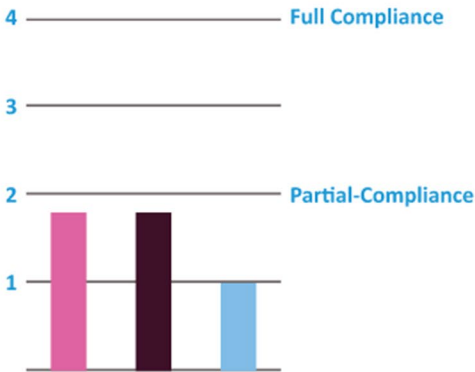
# MAPLE STREET SCHOOL

Prioritization of Required Work



Survey Estimate \$9,048,715  
Replacement Estimate \$40,742,400

Code Compliance Evaluation



IBC  
NFPA  
ADA



# MAPLE STREET SCHOOL

## Recommended Capital Projects+ \$150,000 next 5 – 10 years

- **ARCHITECTURAL** – Repair/ refinish / replace rusted lintels, exterior doors and frames, damaged windows and screens, sealants at windows, damaged gaskets and weatherstripping at doors. Scrape and repaint wood window frames. Replace rotted frames to match existing. New roof.
- **MECHANICAL**- Provide a new exhaust system, replacement of window ac units with VRF system for heating and cooling in all classrooms areas; replacement of all controls with updated digital controls integrated to centralized BMS, Cafeteria and Administration area RTUs.
- **PLUMBING** – recommend investigation and replacement of original service and equipment: domestic water service, domestic water heater, sanitary system, natural gas service and storm water system ( above and below grade).



# MAPLE STREET SCHOOL

## Recommended Capital Projects+ \$150,000 next 5 – 10 years

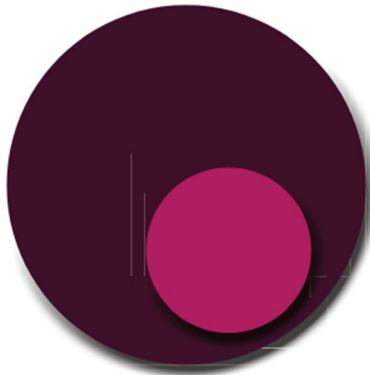
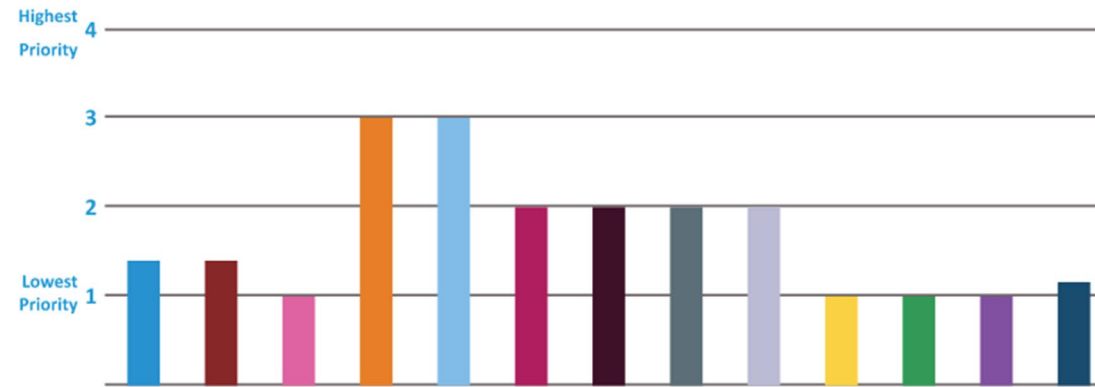
- **ELECTRICAL**– Upgrade service to serve mechanical and ADA upgrades, new generator and bus.
- **ADA COMPLIANCE** – Provide elevator and lifts to accessible route to both the cafeteria and lower & upper educational wings; provide an accessible exterior route complete with signage, van accessible space, bus drop off, and a loading zone.
  - The main entrance for this building is not accessible.
  - Modify existing door locations to ensure that proper clear distance is given along all accessible routes.
  - Update all toilet rooms currently not on an accessible level.

**ESTIMATED PROJECT COSTS WITHOUT ESCALATION - \$5,170,694**

# NORTHEAST SCHOOL

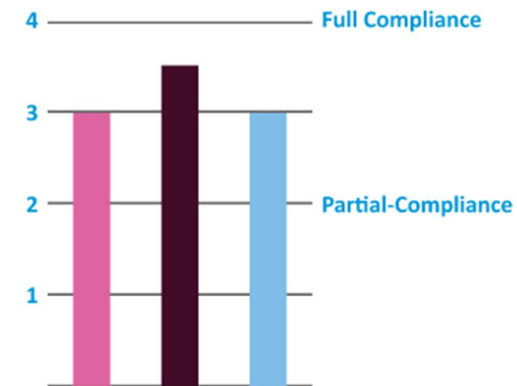
- Enclosure
- Interior
- Structural
- Mechanical
- Electrical
- Plumbing
- Fire Protection
- Lighting
- Fire Alarm
- Telecommunications
- Security
- Low Voltage
- Site

Prioritization of Required Work



Survey Estimate \$11,037,158  
Replacement Estimate \$37,080,000

Code Compliance Evaluation



IBC  
NFPA  
ADA

FACILITIES MASTER PLAN  
VERNON PUBLIC SCHOOLS



## Recommended Capital Projects + \$150,000 next 5 – 10 years

- **ARCHITECTURAL** – Refinish or replace all hollow metal doors and frames; replace missing or damaged flashing at windows; replace deteriorated metal panel systems and refinish vestibule soffits. New accessible lift for Gymnasium.
- **MECHANICAL**- Provide an energy efficient, code compliant ventilation system with A/C; replace (9) roof exhaust fans original to building not currently working. Recommend addition of VRF system for heating and cooling in all classrooms areas; replace all controls with updated digital control system integrated to centralized BMS; replace Gymnasium and Cafeteria unit ventilators and exhaust system, Administration Office area RTU.



# NORTHEAST SCHOOL

## Recommended Capital Projects + \$150,000 next 5 – 10 years

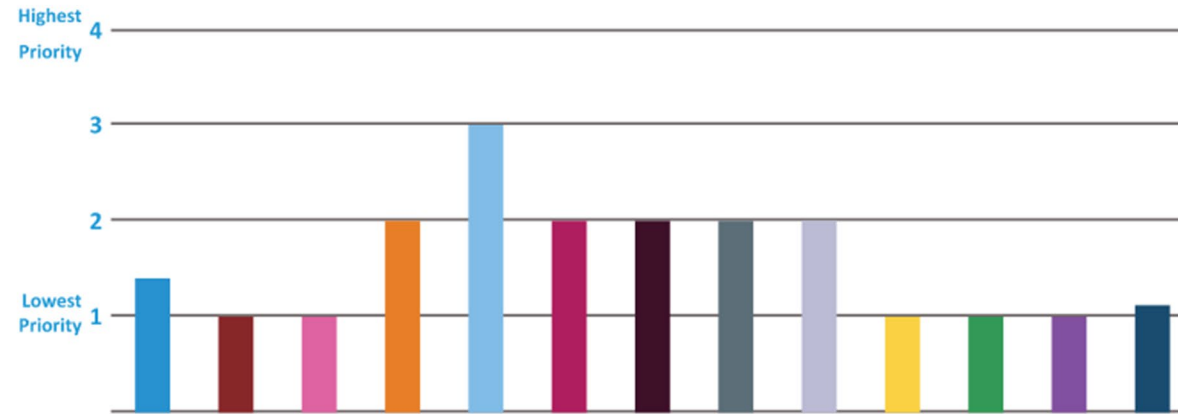
- **PLUMBING** – Recommend investigation and replacement of original service and equipment: domestic water service, domestic water heater, sanitary system, natural gas service and storm water system ( above and below grade).
- **FIRE PROTECTION** – Replace fire service and associated piping.
- **ELECTRICAL**– Replace switchgear and distribution equipment that is original to the building. New generator.

**ESTIMATED PROJECT COSTS WITHOUT ESCALATION - \$7,559,698**

# SKINNER ROAD SCHOOL

- Enclosure
- Interior
- Structural
- Mechanical
- Electrical
- Plumbing
- Fire Protection
- Lighting
- Fire Alarm
- Telecommunications
- Security
- Low Voltage
- Site

Prioritization of Required Work



Survey Estimate \$3,153,336  
Replacement Estimate \$39,852,000

Code Compliance Evaluation



FACILITIES MASTER PLAN  
VERNON PUBLIC SCHOOLS

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# SKINNER ROAD SCHOOL

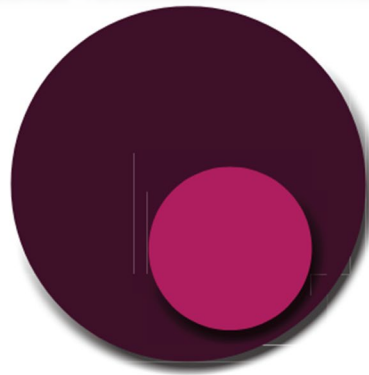
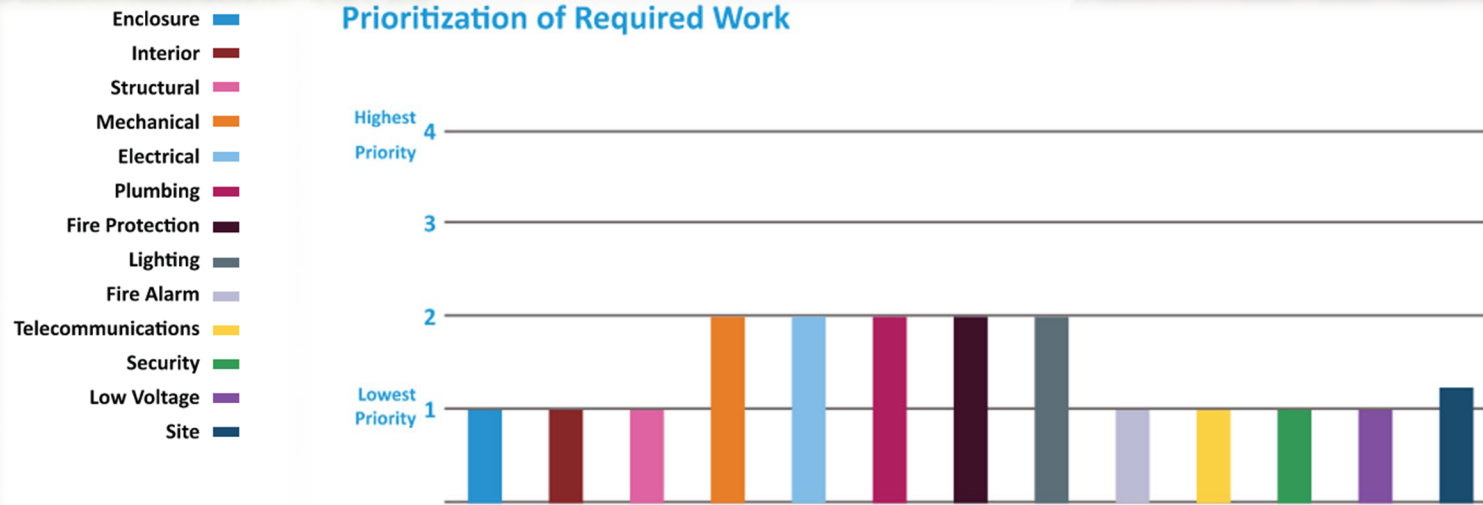
## Recommended Capital Projects + \$150,000 next 5 – 10 years

- **MECHANICAL**- Recommend replacement of all controls with updated digital control system integrated to centralized BMS; replace the following RTUs: Gymnasium/Cafeteria, Library, Administration Office area, and Conference Room/ Psychology Office area.
- **PLUMBING** – Recommend investigation and replacement of original service and equipment: domestic water service, domestic water heater; sanitary system, natural gas service and storm water system ( above and below grade).
- **FIRE PROTECTION** – Replace fire service and associated piping.
- **ELECTRICAL**– Replace switchgear and distribution equipment original to the building. New generator.

**ESTIMATED PROJECT COST WITHOUT ESCALATION - \$2,724,336**



# VERNON PUBLIC SCHOOLS CENTRAL OFFICE



Survey Estimate \$4,095,442  
Replacement Estimate \$23,393,280

## Code Compliance Evaluation



FACILITIES MASTER PLAN  
VERNON PUBLIC SCHOOLS

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# VERNON PUBLIC SCHOOLS CENTRAL OFFICE

## Recommended Capital Projects + \$150,000 next 5 – 10 years

- **ARCHITECTURAL** - Partial roof replacements; ADA renovations: exterior ramp and interior stairs renovations
- **PLUMBING** – recommend investigation and replacement of original service and equipment: domestic water service, domestic water heater, sanitary system, natural gas service and storm water system ( above and below grade)
- **FIRE PROTECTION** – System upgrades
- **ELECTRICAL**– Replace main switchgear, current transformer, older branch panelboards, and distribution equipment. New generator.

**ESTIMATED PROJECT COSTS WITHOUT ESCALATION - \$2,014,219\***

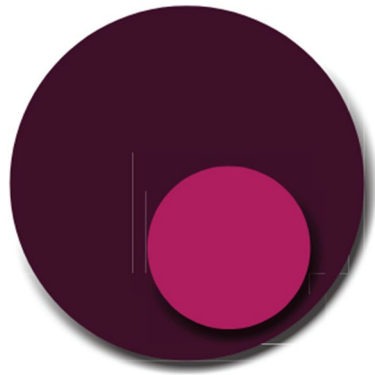
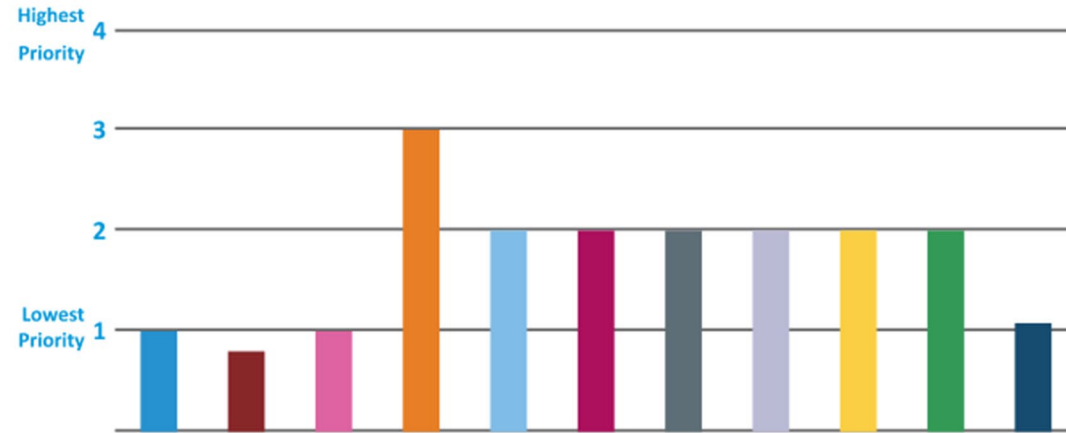
\*includes Next Step Building costs



# NEXT STEP BUILDING

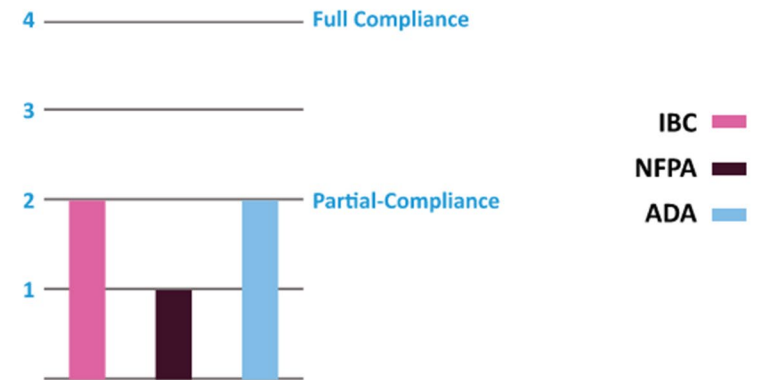
## Prioritization of Required Work

- Enclosure
- Interior
- Structural
- Mechanical
- Electrical
- Plumbing
- Lighting
- Fire Alarm
- Telecommunications
- Security
- Site



Survey Estimate \$303,600  
Replacement Estimate \$11,195,520

## Code Compliance Evaluation



FACILITIES MASTER PLAN  
VERNON PUBLIC SCHOOLS

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# NEXT STEP BUILDING

## Recommended Capital Projects + \$150,000 next 5 – 10 years

- Roof replacement and fire alarm upgrades.

**ESTIMATED PROJECT COSTS WITHOUT ESCALATION:** Included with Central Office costs

PARK STREET  
LEARNING CENTER

FACILITIES MASTER PLAN  
VERNON PUBLIC SCHOOLS

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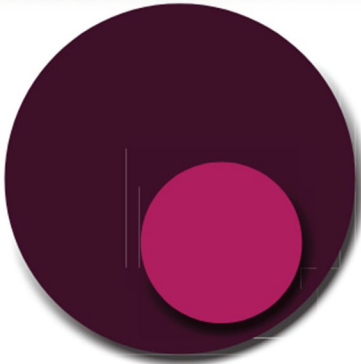
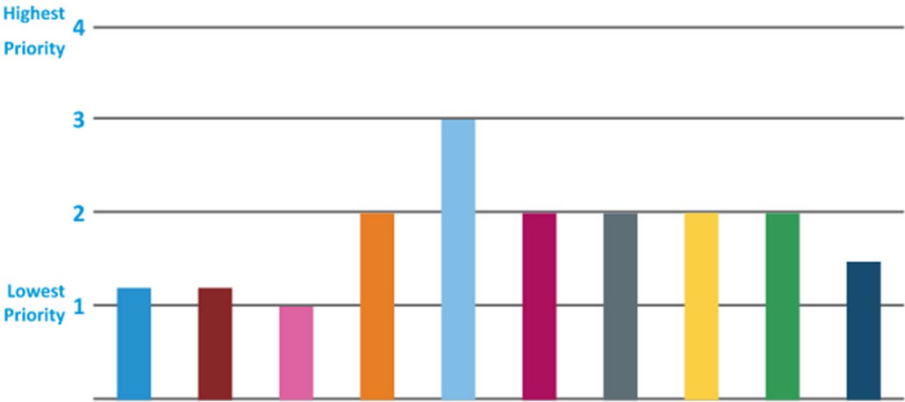




# 166 UNION STREET

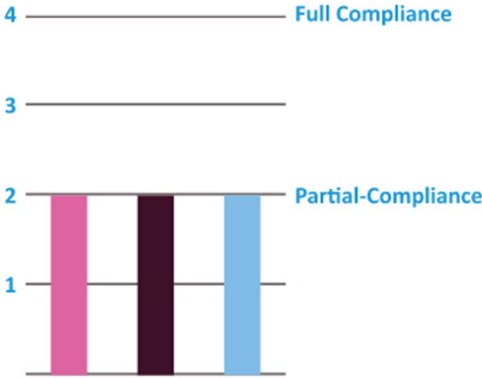
- Enclosure
- Interior
- Structural
- Mechanical
- Electrical
- Plumbing
- Lighting
- Telecommunications
- Security
- Site

Prioritization of Required Work



Survey Estimate \$622,440  
Replacement Estimate \$1,532,160

Code Compliance Evaluation



IBC  
NFPA  
ADA



## SUMMARY AND NEXT STEPS

There will be **extensive needs for renovation, construction, and repairs at the subject properties over the next ten years.** Included in the facility report for each building are a detailed assessment, initial cost estimates, and recommendations for prioritization of work.

Implementation of the Master Plan will require further strategy formation and timeline planning with the District to **define the recommended projects and align proposed capital expenditures** with yearly budgets over a 5-10 year timeline. This would include development of the individual project budgets to incorporate projected escalation costs and forecast potential State Reimbursement.



# QUESTIONS & ANSWERS



Facility Study and Master Plan  
Executive Summary

# Vernon Public Schools



FALL 2023



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## BACKGROUND

Friar Architecture Inc. was engaged by Vernon Public Schools to prepare a comprehensive 10-year facilities study and master plan for their seven schools and three additional District-maintained buildings.

The study was designed to answer three essential questions:

- 1.) Identify major facilities projects that will be required in the next 10 years. For the purpose of this analysis, the threshold for a major project was set at \$150,000
- 2.) Assess the condition of current buildings to plan for any major school construction and renovation projects to ensure they will meet the future needs of Vernon's projected student population. This includes a comprehensive determination of all schools' infrastructure and capacity.
- 3.) Provide an initial plan to move forward and prioritize projects based on this assessment and findings.

The information gathered can be used to guide decisions on school development and ensure the school facilities promote:

- Efficiencies of facility maintenance and energy savings
- Effectiveness of resources to ensure no school disruptions
- Targeting school populations to maximize State reimbursement of renovations.

## STUDY METHODS

Friar Architecture partnered with Consulting Engineering Services (CES) to conduct this comprehensive assessment during the Summer of 2024. The study included:

- Inspections and walk-thru of each building with a multidisciplinary team
- Incorporation of data from the recently completed HVAC commissioning study
- Evaluating the Existing Conditions of the facilities in contrast with a 20-year life expectancy
  - Verifying all floor plans and assessing all building systems, including but not limited to, Architectural, Structural, Mechanical systems, Security, and Technology
  - Assessing compliance with current Codes and the Americans with Disabilities Act (Section 504)
  - Incorporating data from other studies, including: VPS Hazardous Material reports, the Roof Asset Management Reports by The Garland Company, and the Ventilation Assessments by Consulting Engineering Services.



A binder with detailed findings, analysis, and recommendations was created for each of the ten buildings. This effort resulted in a total facility study report of 1,728 pages.

## **ASSUMPTIONS**

The study used the following assumptions and data to provide the conclusions and recommendations:

- A minimum 20-year useful life of the buildings and all systems based on State guidelines
- Compliance with applicable Building Codes based upon the proposed work
- Prowda Enrollment study dated January 2022
- NESDEC School Year 2023-24 Enrollment Projection Report
- Current (FY2024) construction cost reimbursement formula from the State of Connecticut Office of Grants Administration.

## **HIGHLIGHT OF KEY FINDINGS AND RECOMMENDATIONS:**

- 1.) The newest school in the Town of Vernon, Center Road School, was constructed in 1969. Many of the buildings will require considerable renovations and updates in the next ten years due to the age and condition of the structure and many of the original systems.
- 2.) Many of the mechanical systems will require replacement in the next ten years as they are original to the buildings and do not meet current industry standards for ventilation.
- 3.) Based on the enrollment studies and analysis of existing space, the District's enrollment and space needs are trending flat. There are no major increases or decreases projected for the next ten years. However, additional classroom space may be required if the District chooses to expand Pre-Kindergarten or other programs.
- 4.) Maple Street School is approaching the end of its useful life. The building is not compliant with current Building Codes and it would be cost prohibitive to upgrade the building to meet Code. The school is also not compliant with the Americans with Disabilities Act (ADA), and lacks an elevator allowing access between the floors. The site lacks adequate parking, and adjacent land is not available for expansion or further development. Additionally, due to the age and condition of the building, there are extensive mechanical and structural concerns that would need to be remediated. Maple Street School is currently ineligible for additional school construction funding from the State due to its lack of compliance.

- 5.) Consideration should be given to the consolidation of two elementary schools. The efficiencies of larger school buildings include reduced expenditures in the areas of staffing, transportation, maintenance, and energy as well as providing greater flexibility with enrollment variations between grade levels from year-to-year. Northeast School has the most space available for a potential addition to a current site.

## **OPINIONS OF PROBABLE COSTS**

Based on the findings and recommendations of the study, initial estimates were generated for planning purposes. The projected Project Costs to undertake the collective recommendations for building improvements over the next 10 years amount to approximately \$120M in 2023 dollars, without escalation factored in.

In conjunction with the facility directors, the recommendations at each building were analyzed to identify individual Capital Projects of +\$150,000 over the next 5-10 years. The projected Project Costs for these individual improvement projects amount to approximately \$108M in 2023 dollars, without escalation.

Each building's report includes a comparison of the cost for the recommended work to that of industry standards for \$/sf repairs at a building of similar construction and size. Also provided is a comparison with the cost to replace the existing building with a new facility of similar construction and size, excluding site costs.

## **SUMMARY AND NEXT STEPS**

Our analysis has determined that there will be extensive needs for renovation, construction, and repairs at the subject properties over the next ten years. Included in the facility report for each building are the detailed assessment, initial cost estimates, and recommendations for prioritization of work.

Implementation of the Master Plan will require further strategy formation and timeline planning with the District to define the recommended projects, and align proposed capital expenditures with yearly budgets over a 5-10 year timeline. This would include development of the individual project budgets to incorporate projected escalation costs and forecast potential State Reimbursement.

# **The Board of Education Town of Vernon**

**30 Park Street – PO Box 600  
Vernon, Connecticut 06066**

**Paul Grabowski, Chair  
Kristiana Wintress, Vice Chair  
Karen Colt, Secretary  
Anthony Bedlack  
Patricia Buxton  
Susan Jablonecki  
Kriste Nucci  
Simone Sewell  
Mason Thrall**

February 12, 2024

## **DRAFT MINUTES**

### **BOARD OF EDUCATION FINANCE COMMITTEE MEETING**

A Finance Committee meeting of the Vernon Board of Education was held at the Administration Building on Monday, February 12, 2024.

Attendees: Mr. Grabowski, Ms. Wintress and Ms. Nucci. Dr. Buxton was absent.

Administration Present: Superintendent Dr. Joseph Macary, Assistant Superintendent Mr. Robert Testa and Director of Business and Finance Mr. William Meier.

The meeting was called to order at 6:03 p.m.

Mr. Meier reviewed the Finance Report and Year-to-Date Budget with the committee.

The meeting adjourned at 6:46 p.m.

Respectfully submitted,

Karen Colt, Board Secretary



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Mason Thrall

February 12, 2024

## **DRAFT MINUTES**

### **BOARD OF EDUCATION MEETING**

A meeting of the Vernon Board of Education was held in-person and via Zoom Webinar at the Administration Building on Monday, February 12, 2024.

Roll call was taken at 7:00 p.m.

There was a quorum. Board members present: Mr. Grabowski, Ms. Wintress, Ms. Colt, Mr. Bedlack, Ms. Nucci, Ms. Sewell and Mr. Thrall. Mrs. Jablonecki arrived at 7:06 PM. Dr. Buxton was absent.

Student Representatives present: My-Ngoc Lai-Huyen and Aedan Ruddock.

Administration present: Superintendent Dr. Joseph Macary, Assistant Superintendent Mr. Robert Testa and Director of Business and Finance Mr. William Meier III.

#### **2.0 Call to Order**

Board Chair Mr. Grabowski called the meeting to order at 7:00 p.m.

#### **3.0 Pledge of Allegiance**

#### **4.0 Recognitions and Presentations**

##### **4.1 Presentation by Skinner Road School Students (BOE Goal #1, #2)**

Mr. Bryan Kerachsky, Principal of Skinner Road School, introduced Ms. Jessica Roberts, Special Education Teacher, who leads the “SRS Daily News” program with a group of 5<sup>th</sup> Grade students. There are 10 students on the news crew, including 3 researchers, 2 script writers, 3 anchors and 2 camera crew. The news segments are filmed on a swivel iPad. Ms. Roberts explained that she takes a “hands-off” approach with the team, allowing them to think of their own ideas and produce the show from start to finish. Students apply to become a member of the news crew at the end of 4<sup>th</sup> Grade. The students then showed a video of a Daily News segment to the Board.

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Kriste Nucci  
Simone Sewell  
Mason Thrall

February 12, 2024

## 4.2 Recognition of the Senior Athletes of the RHS Football Team (BOE Goal #1)

This recognition was moved to the March 11, 2024 Board of Education meeting. Many of the Seniors were unable to attend this evening due to playing in a Basketball game.

## 5.0 Secretary's Report

### 5.1 Opportunity for Board of Education to add/delete urgent agenda items

No agenda items were added.

### 5.2 Rockville High School Student Representative Report

My-Ngoc Lai-Huyen reported the following:

- The Wrestling team won the NCCC Conference Tournament over the weekend. It was the first conference win in school history. They will have 8 wrestlers compete this weekend in the State meet.
- The Boys' Basketball team won their home game last Friday night against East Windsor. They have now qualified for the State tournament.
- The Indoor Track team competed last weekend in the Class M meet and will compete this weekend in the State Open.
- Registration for Spring Sports is now open and will close on March 3<sup>rd</sup>.
- On January 25<sup>th</sup>, RHS hosted an 8<sup>th</sup> Grade Open House for the Class of 2028. There were over 230 parents and students in attendance to get a preview of all that RHS has to offer.
- RHS has begun the scheduling process for the 24-25 school year. School Counselors are meeting one-on-one with students to review progress towards graduation as well as to select course requests for the 24-25 school year. Two RHS School Counselors visited VCMS on February 5<sup>th</sup> to meet with all 8<sup>th</sup> Graders to review course selections.

Aedan Rudock reported the following:

- On February 14<sup>th</sup>, RHS will be hosting a FAFSA Completion Help Session geared towards seniors that are still needing support in completing their free application for Federal Student Aid.

# **The Board of Education Town of Vernon**

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Vernon, Connecticut 06066

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Patricia Buxton  
Susan Jablonecki  
Kriste Nucci  
Simone Sewell  
Mason Thrall

February 12, 2024

- The students in RHS's Personal Finance class were offered an opportunity to attend the Financial Literacy Innovation Program (FLIP) hosted at UCONN. Several students have been accepted and the program will be held over the next 3 months on Saturdays. Bus transportation will be provided for students.

## **6.0 Community Forum**

Opportunity for comments on agenda items, potential future agenda items, or general information provided to the Board from citizens and community organizations (Individual speakers shall be limited to five minutes and the total time for public forum shall be limited to 15 minutes.)

No one addressed the Board.

## **7.0 Consent Agenda**

### **7.1 Consent Agenda**

- (a) Approval of the Minutes of the Special Board of Education Meeting held on January 8, 2024
- (b) Approval of the Minutes of the Special Board of Education Meeting (Budget Workshop) held on January 17, 2024
- (c) Approval of the Minutes of the Special Board of Education Meeting (Budget Workshop) held on January 22, 2024
- (d) Approval of the Minutes of the Special Board of Education Meeting (Budget Workshop) held on January 24, 2024
- (e) Approval of the Minutes of the Special Board of Education Meeting (Approval of Superintendent's Proposed 2024-2025 Budget) held on February 5, 2024

MOTION: Ms. Wintress moved to approve Consent Agenda Items 7.1(a), (b), (c), (d) and (e)  
SECOND: Ms. Colt



# The Board of Education Town of Vernon

30 Park Street – PO Box 600  
Vernon, Connecticut 06066

Paul Grabowski, Chair  
Kristiana Wintress, Vice Chair  
Karen Colt, Secretary  
Anthony Bedlack  
Patricia Buxton  
Susan Jablonecki  
Kriste Nucci  
Simone Sewell  
Mason Thrall

February 12, 2024

VOTE: Unanimous

## 8.0 Personnel

### 8.1 Approval of the Vernon School Administrators Association Memorandum of Agreement (BOE Goal #2)

Superintendent Dr. Joseph Macary presented a Memorandum of Agreement between the Vernon Board of Education and the Vernon School Administrators Association, similar to two agreements previously presented and approved for the Nurses' Union and the Teachers' Union. He is requesting that we move the current insurance payments from the September-May schedule to a 26 pay schedule over 12 months. This will eliminate the need to seek repayment from an Administrator who resigns during the summer months when no insurance premiums are collected. He is also asking that the Board approve HSA payments being deposited in September and January rather than in July and January. The Administrators' Union agrees with this new schedule as well as our Insurance Broker and Administrative staff. This would take effect on July 1, 2024.

MOTION: Mr. Bedlack moved to approve the Memorandum of Agreement between the Vernon Board of Education and the Vernon School Administrators Association as discussed and presented.

SECOND: Ms. Nucci

VOTE: Unanimous

### 8.2 Leave of Absence Request (BOE Goal #2) (Executive Session Anticipated)

This item was moved to the end of the meeting.

### 8.3 Leave of Absence Request (BOE Goal #2) (Executive Session Anticipated)

This item was moved to the end of the meeting.

### 8.4 Superintendent's Mid-Year Evaluation (BOE Goal #1, #2, #3) (Executive Session Anticipated)

# **The Board of Education Town of Vernon**

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Kriste Nucci  
Simone Sewell  
Mason Thrall

February 12, 2024

This item was moved to the end of the meeting.

## **9.0 Teaching and Learning**

### **9.1 Instructional Task Rubric (BOE Goal #2)**

Mr. Testa presented an email sent by Dr. Macary to all teachers, along with the Instructional Task Rubric, which was created to evaluate the learning task in each instructional interaction. When our Administrative team met last October, they posed a question: “what are we asking our students to know and do?”.

They came us with 3 “Essential Questions”:

1. How is the instructional task aligned to grade level expectations (standards)?
2. How is the instructional task cognitively engaging for all students (developmentally appropriate)?
3. How is the instructional task rigorous for all students (differentiation)?

They then developed a score for each task:

- Low – Recall & Reproduction
- Low/Med – Skills & Concepts
- Med/High – Strategic Thinking & Reasoning
- High – Extended Thinking

Dr. Macary’s email to all teachers noted that the district’s expectation is that not all tasks are in the 4 (high) range – that is not realistic. However, each task needs to be evaluated to determine its effectiveness. He left teachers with some thoughts to consider:

- Effective planning for your tasks will yield successful student outcomes
- Think/Reflect on the “Essential Questions” when designing your tasks
- Use a balanced approach to developing instructional tasks throughout the unit
- Collaborate with other teachers (PLC) to create common Instructional Tasks
- Use the 2<sup>nd</sup> page of the Rubric for possible tasks and products with high expectations

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Kriste Nucci  
Simone Sewell  
Mason Thrall

February 12, 2024

## 10.0 General Business

### 10.1 Approval of the Vernon Public Schools District Calendar for 2024-2025 (BOE Goal #1, #2)

Dr. Macary presented a draft of the 2024-2025 District Calendar for the Board's review and approval. He noted that the School Culture Committee met to develop the calendar, which includes 3 PD Days in August, 1 in November and 1 in March, as well as all major Holidays and early dismissals.

MOTION: Ms. Colt moved to approve the Vernon Public Schools District Calendar for 2024-2025 as discussed and presented.

SECOND: Mrs. Jablonecki

VOTE: Unanimous

### 10.2 Approval of the Hartford Foundation for Public Giving (HFPG) Grant Application (BOE Goal #1, #2, #3)

Mr. Testa presented the Continuation Grant Application for the Hartford Foundation for Public Giving and is asking the Board for their consideration in approving the application. This is a 2-year grant that runs for this year and next year. This grant, in the amount of \$260,000.00, covers salaries, purchased services, conference fees, transportation for parents and families, instructional supplies and general supplies and food for Family Engagement events.

MOTION: Ms. Nucci moved to approve the Hartford Foundation for Public Giving (HFPG) Grant Application as discussed and presented.

SECOND: Ms. Wintress

VOTE: Unanimous



# **The Board of Education Town of Vernon**

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Patricia Buxton  
Susan Jablonecki  
Kriste Nucci  
Simone Sewell  
Mason Thrall**

February 12, 2024

## **10.3 Approval of Legal Services (BOE Goal #1)**

Mr. Grabowski noted that the Legal Services Ad Hoc Committee met over 2 days for the purpose of interviewing the 5 law firms that submitted bids to represent the Board of Education in legal matters. The Committee consisted of Mr. Grabowski, Ms. Wintress, Mr. Thrall, Dr. Macary, Mr. Testa and Mr. Meier. After interviewing all 5 law firms, they selected Shipman & Goodwin LLP to represent the Board of Education. They are a premier law firm with a wealth of knowledge in Educational Law, and have over 20 attorneys in their Educational Unit. Their experience can't be beat and they really do deliver. They also help in bargaining unit negotiations and offer compliance training for staff. Dr. Macary stated that our Board Attorney had recently announced his retirement and this was the reason we advertised for bids for legal services.

MOTION: Mr. Thrall moved that the Board authorize the Superintendent to enter into an agreement with Shipman & Goodwin LLP for Legal Services with the Vernon Board of Education as discussed and presented.  
SECOND: Mrs. Jablonecki  
VOTE: Unanimous

## **10.4 Board of Education Finance Committee Report (BOE Goal #1, #2, #3)**

Mr. William Meier III, Director of Business and Finance, announced that the Finance Committee met this evening and reviewed the Finance Report and the Year-to-Date Budget.

Mr. Meier also presented two asset disposal requests and asked for the Board's consideration in approving them. One request is for a Food Service item being replaced and the other is for analog radios that have been replaced. These radios will be donated to mutual aid departments for their use.

MOTION: Mr. Bedlack moved to approve the asset disposal requests as discussed and presented.  
SECOND: Ms. Colt  
VOTE: Unanimous

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Kriste Nucci  
Simone Sewell  
Mason Thrall**

February 12, 2024

## **10.5 Reports from Board of Education Liaisons Regarding Attendance at Organization / Committee Meetings (BOE Goal #1)**

Ms. Colt spoke of the Legislative Breakfast held for CABA Area 3 on January 31<sup>st</sup>. There were great discussions on K-3 Reading and unfunded mandates. She also mentioned that CREC will be holding a Legislative Breakfast on February 21<sup>st</sup> at the State Capitol and then their monthly meeting will follow.

Ms. Sewell attended the PTO meeting at Maple Street School. They spoke of raising \$5,000.00 at the Scholastic Book Fair. They will hold Spirit Day every month to earn money for the PTO. They are also planning for Teacher Appreciation Week, their end of the year party and their yearbook. She also spoke of the Youth Services Bureau, which helps kids who get in trouble and gives them a second chance. Instead of going to court, they go before the Board of the Youth Services Bureau.

Mr. Grabowski spoke of attending the Center Road School PTO meeting. They spoke of their Munson Chocolates fundraiser, their family dance event, Spring Day in March and purchasing spirit wear.

Board Chair Mr. Paul Grabowski asked for a motion to go into Executive Session at 7:55 PM to discuss agenda items 8.2, 8.3 and 8.4, inviting Superintendent Dr. Joseph Macary.

MOTION: Ms. Wintress made a motion to go into Executive Session at 7:55 PM to discuss agenda items 8.2, 8.3 and 8.4, inviting Superintendent Dr. Joseph Macary.  
SECOND: Ms. Sewell  
VOTE: Unanimous

The Board returned from Executive Session at 8:25 PM.

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Kriste Nucci  
Simone Sewell  
Mason Thrall

February 12, 2024

## **8.2 Leave of Absence Request (BOE Goal #2) (Executive Session Anticipated)**

MOTION: Mr. Thrall moved that the Board deny the request for an extended leave of absence, submitted by Usha Sridhar, for the reasons discussed in Executive Session, and authorize the Superintendent to inform the employee of the Board's decision and the reason therefore.

SECOND: Mrs. Jablonecki

VOTE: Unanimous

## **8.3 Leave of Absence Request (BOE Goal #2) (Executive Session Anticipated)**

MOTION: Ms. Colt moved that the Board approve the request for an extended leave of absence, submitted by Josie Schneider, for the reasons discussed in Executive Session, and authorize the Superintendent to inform the employee of the Board's decision and the reason therefore.

SECOND: Ms. Nucci

VOTE: Unanimous

## **11.0 Review and Update Board of Education Calendar**

<https://www.vernonpublicschools.org/district-information/district-calendar>

No updates were made.

Dr. Macary reminded everyone that there will be no school tomorrow due to the impending snow storm.

## **12.0 Opportunity for Questions from the Press Regarding Agenda Items**

No one from the Press was in attendance.

## **13.0 Adjournment**

MOTION: Mr. Thrall made a motion to adjourn at 8:27 PM

SECOND: Ms. Wintress

VOTE: Unanimous



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Anthony Bedlack  
Patricia Buxton  
Susan Jablonecki  
Kriste Nucci  
Simone Sewell  
Mason Thrall**

February 12, 2024

Respectfully submitted,

Karen Colt, Board Secretary

# **The Board of Education Town of Vernon**

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Kriste Nucci  
Simone Sewell  
Mason Thrall**

February 21, 2024

## **DRAFT MINUTES BOARD OF EDUCATION SPECIAL MEETING EXPULSION HEARING**

A Vernon Board of Education Special Meeting – Expulsion Hearing was held on Wednesday, February 21, 2024.

The record of the expulsion hearing minutes is limited to the motion in regard to the disciplinary decision in order to protect the privacy of the individual. An audio tape will be retained in the Central Office of the Vernon Board of Education.

Mr. Grabowski, Board Chair, called the meeting to order at 6:16 p.m.

Board members present: Mr. Grabowski, Dr. Buxton, Ms. Sewell, Ms. Nucci and Mr. Bedlack. Ms. Wintress, Ms. Colt. Mr. Thrall and Mrs. Jablonecki were unable to attend.

Administration Present: Superintendent Dr. Joseph Macary, Rockville High School Principal Mr. Jason Magao, Rockville High School Assistant Principal Mr. Daniel Pichette, and Recorder Mrs. Diane Ritchotte.

Board's Counsel Present: Attorney Fred Dorsey

Administration's Counsel Present: Attorney Chris Chinni

Also Present: Officer James Platosh

Parents and Student were not in attendance at the start of the hearing.

**MOTION:** Dr. Buxton moved for the Board to go into Executive Session at 6:17 p.m. for the purpose of conducting a student expulsion hearing, inviting Administration, Officer Platosh, Attorney Chinni and Attorney Dorsey.

**SECOND:** Mr. Bedlack

**VOTE:** Unanimous

During Executive Session, Parent (father), student and his younger brother arrived at 6:40 pm.

MOTION: Dr. Buxton moved to invite the parent (father), student and his younger brother to join the executive session of the expulsion hearing.  
SECOND: Mr. Bedlack  
VOTE: Unanimous

The parent stated he was unaware of this meeting taking place this evening. Board Counsel explained that it was his right to request a continuance of this hearing should he want one. He requested a continuance.

The Board went into deliberation to discuss the continuance request.

The Board came out of Executive Session at 7:16 p.m.

Board Counsel Mr. Dorsey announced that a continuance of the expulsion hearing will take place on Tuesday, February 27, 2024 at 6:00 PM. The parent has signed the continuance agreement and has been advised that he may bring legal counsel. The agreement also states that if the parent and student do not show up at the continuance hearing, the expulsion hearing will proceed without them.

MOTION: Mr. Bedlack moved at 7:20 p.m. to adjourn the meeting until Tuesday, February 27, 2024 at 6:00 PM  
SECOND: Dr. Buxton  
VOTE: Unanimous

Respectfully submitted,

Karen Colt, Board Secretary



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Susan Jablonecki  
Kriste Nucci  
Simone Sewell  
Mason Thrall

February 27, 2024

## **DRAFT MINUTES**

### **BOARD OF EDUCATION SPECIAL MEETING EXPULSION HEARING CONTINUANCE**

A Vernon Board of Education Special Meeting – Expulsion Hearing Continuance was held on Tuesday, February 27, 2024.

The record of the expulsion hearing continuance minutes is limited to the motion in regard to the disciplinary decision in order to protect the privacy of the individual. An audio tape will be retained in the Central Office of the Vernon Board of Education.

Mr. Grabowski, Board Chair, called the meeting to order at 6:03 p.m.

Board members present: Mr. Grabowski, Dr. Buxton, Ms. Sewell, Ms. Nucci and Mr. Bedlack. Ms. Wintress, Ms. Colt. Mr. Thrall and Mrs. Jablonecki were unable to attend.

Administration Present: Superintendent Dr. Joseph Macary, Rockville High School Principal Mr. Jason Magao, Rockville High School Assistant Principal Mr. Daniel Pichette, and Recorder Mrs. Diane Ritchotte.

Board's Counsel Present: Attorney Fred Dorsey

Administration's Counsel Present: Attorney Chris Chinni

Also Present: Officer James Platosh

Parents and Student were not in attendance

MOTION: Mr. Bedlack moved for the Board to go into Executive Session at 6:05 p.m. for the purpose of conducting a continuance of a student expulsion hearing, inviting Administration, Officer Platosh, Attorney Chinni and Attorney Dorsey.

SECOND: Ms. Nucci

VOTE: Unanimous

The Board came out of Executive Session at 6:17 p.m.

MOTION: Dr. Buxton moved that, pursuant to Connecticut Gen. Statutes Section 10–233d, the Vernon Board of Education shall expel the student discussed in executive session from attendance at Rockville High School for the period from February 1, 2024, through and including January 31, 2025, for the reasons presented by the Administration in this hearing.

Further, the Board directs the Administration to establish and offer an alternative educational opportunity to the student for the period of this expulsion, pursuant to Connecticut Gen. Statutes 10-233d(d) and in compliance with State Department of Education regulations.

The Board further directs the Administration, pursuant to Connecticut Gen. Statutes Section 10-233d(f), to record this expulsion on the student’s cumulative educational record, to be expunged from such record if the student graduates from high school, or as in accordance with the Board’s then-existing policies and/or State law.

Finally, the Board authorizes Board Chair Paul Grabowski and Attorney Frederick Dorsey to communicate in writing to the student and/or his/her parents/guardians/attorney, as appropriate, the Board’s decision and the reasons therefore, consistent with the Board’s executive session discussion.

SECOND: Mr. Bedlack  
VOTE: Unanimous

MOTION: Mr. Bedlack moved to accept Superintendent Dr. Joseph Macary’s recommendation that the student be expelled for one calendar year (180 School Days), effective immediately (through January 31, 2025) and that during that time he is excluded from school. He may not be present on any Board of Education property or attend or participate in any school or athletic activities, whether home or away. During this time...

1. The student will receive an alternative educational opportunity (a Special Education Outplacement) established by the Administration at Board expense. He must regularly attend and successfully pass all of his courses. (Note: every day the student does not attend this school, his probation officer will be notified.)
2. The student must see a social worker or guidance counselor at least one time a week for social and emotional support to be determined by the Administration.
3. The student shall act within acceptable behaviors (no disciplinary referrals or issues related to criminal activities) throughout the school year.

SECOND: Ms. Nucci  
VOTE: Unanimous

MOTION: Dr. Buxton moved to adjourn the meeting at 6:33 PM  
SECOND: Mr. Bedlack  
VOTE: Unanimous

Respectfully submitted,

Karen Colt, Board Secretary

# **The Board of Education Town of Vernon**

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Anthony Bedlack  
Patricia Buxton  
Susan Jablonecki  
Kriste Nucci  
Simone Sewell  
Mason Thrall**

March 4, 2024

## **DRAFT MINUTES**

### **BOARD OF EDUCATION POLICY COMMITTEE MEETING**

A Policy Committee meeting of the Vernon Board of Education was held on Monday, March 4, 2024.

The meeting was called to order by Ms. Colt at 6:12 PM. Present when the meeting was called to order were Ms. Colt, Ms. Sewell, Ms. Nucci, Mrs. Jablonecki and Dr. Macary.

**Public Comment** – There was no public comment.

Dr. Macary provided an introduction to Board of Education policies to the newly elected Committee members. He explained that we will be changing how we establish policies going forward and will use the Shipman & Goodwin Policy Model as guidance when reviewing or establishing Board policies.

The next meeting of the policy committee will take place on April 29, 2024.

Ms. Nucci made the motion to adjourn at 7:12 PM. Ms. Sewell seconded the motion and it passed unanimously.

Respectfully submitted,

Karen Colt, Board Secretary

VERNON PUBLIC SCHOOLS  
Vernon, Connecticut 06066

Information Only

Agenda Item 8.1

Decision Requested

X

March 11, 2024


Date

AGENDA REPORTING FORM

Subject: Acceptance of Administrator Resignation (BOE Goal #1, #2, #3)

Background: Rockville High School Assistant Principal Katherine Howard-Bender has submitted her letter of resignation effective June 30, 2024. The Board is asked to accept her resignation.

Recommendation: MOTION: That the Vernon Board of Education accept the resignation of Rockville High School Assistant Principal Katherine Howard-Bender effective June 30, 2024.

  
\_\_\_\_\_  
Signature of Person(s) Submitting Report

  
\_\_\_\_\_  
Superintendent of Schools



# VERNON PUBLIC SCHOOLS



Office of the Superintendent  
30 Park Street • P.O. Box 600  
Vernon, CT 06066-0600  
Fax (860) 870-6005

Website: [www.vernonpublicschools.org](http://www.vernonpublicschools.org)

**Joseph Macary, Ed.D.**  
*Superintendent of Schools*  
(860) 870-6000 ext. 4660

**Robert Testa**  
*Assistant Superintendent of Schools*  
(860) 870-6000 ext. 4676

January 5, 2024

Mrs. Katherine Howard-Bender  
103 Goose Lane  
Tolland, CT 06084

Dear Mrs. Howard-Bender,

I have accepted your resignation from your position as Assistant Principal of Rockville High School. Your resignation is effective June 30, 2024.

Thank you for the service you have provided to the children of Vernon. I wish you the best in your future endeavors.

Sincerely,

Joseph Macary, Ed.D.  
Superintendent of Schools

JM/dlr

PC: Mr. Robert Testa, Assistant Superintendent of Schools  
Mr. Jason Magao, Principal, Rockville High School  
Mr. Paul Smith, VEA  
Human Resources Department  
VPSPayroll  
Personnel File

*The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.*



# ROCKVILLE

High School



**Jason D. Magao**, *Principal*  
(860) 870-6050 ext. 4003

**Jeffrey Farrell**, *Athletic Director*  
(860) 870-6050 ext. 4023

**Kate Howard-Bender** *Assistant Principal*  
(860) 870-6050 ext. 4009

**Daniel C. Pichette** *Assistant Principal*  
(860) 870-6050 ext. 4012

January 2, 2024

Dear Dr. Macary,

RECEIVED  
JAN 03 2024  
SUPERINTENDENT'S OFFICE

Please be advised that I am resigning my position as Assistant Principal at Rockville High School, effective June 30, 2024.

Thank you for the opportunity,

Katherine Howard-Bender

Cc: Jaime Markham, Human Resources  
Robert Testa, Assistant Superintendent

VERNON PUBLIC SCHOOLS  
Vernon, Connecticut 06066

Information Only

Agenda Item 8.2

Decision Requested

X

March 11, 2024

Date

AGENDA REPORTING FORM

Subject:


Increasing Educator Diversity Plan (BOE Goal #1, #2, #3)

Background:

Assistant Superintendent Mr. Robert Testa with present the Increasing Educator Diversity Plan to the Board and ask for their consideration in approving the plan.

Recommendation:

MOTION: That the Vernon Board of Education approve the Increasing Educator Diversity Plan as discussed and presented.

  
\_\_\_\_\_  
Signature of Person(s) Submitting Report

  
\_\_\_\_\_  
Superintendent of Schools

## Vernon Public Schools Increasing Educator Diversity Plan



### IMPORTANT NOTES:

1. Formal approval by your local or regional board of education, or equivalent governing body for schools must be obtained prior to submitting your Increasing Educator Diversity Plan. Be prepared to provide the day, month and year that the plan was approved by the board or equivalent governing body as part of the upload of your submission.
2. In the absence of an original motion or a preexisting board or board equivalent policy expressly conferring authority on the superintendent or equivalent schools administrator to make any necessary Plan revisions, the school board or equivalent governing body will be expected to formally approve any necessary revisions to its Plan prior to resubmitting the revised Plan by May 15, 2024

COVER PAGE	
<b>District:</b>	Vernon Public Schools
<b>Vision:</b>	The Vision of the Vernon Public Schools is that every graduate is a Critical Thinker, Collaborator, Communicator, Resilient Individual, and Responsible Citizen
<b>Theory of Action</b>	If we prioritize recruiting, hiring, supporting, and retaining a diverse educator workforce who reflect and value the racial, ethnic, cultural, and linguistic diversity of Vernon Public Schools then we will diversify our workforce, decrease opportunity gaps, and improve outcomes for all students.
<b>Team Lead:</b>	Robert Testa, Assistant Superintendent
<b>Team Members:</b>	Melissa Trantolo-Parent, Robert Nagashima-Director of Pupil Services, Alba Osorio-Teacher, Gui Estes-Social Worker, Rob DeJesus-Teacher, Alicia McEvila-Teacher, Kimberly Grant-Human Resources Specialist, Jaime Markham-Human Resources Specialist, Jennifer Bergin-Interventionist

RECRUITMENT								
Goal	Who Manages the Goal?	Strategies/Key Activities (How are we going to do it?)			Indicators of Progress	Resources Required	Risks and Mitigation	Communication/ Engagement Efforts
(What are we trying to do?)	(name, position)	What?	Who Owns This?	By When?	(How will we know if we are on track for success?)	(What people, time, money, and technology will be needed?)	(What could go wrong? How will we make that less likely to happen?)	(Who needs to be consulted/ engaged? What needs to be communicated? To whom?)
Recruit a faculty and staff more representative of the experiences and backgrounds of students enrolled in Vernon Public Schools	Robert Testa, Assistant Superintendent	Partner with the University of Connecticut to establish a Teacher Residency Program for future educators	Robert Testa, Assistant Superintendent	by August 2024	Host (3-6) Resident Teachers in Vernon Public Schools each school year, Resident teachers include candidates that are racially and ethnically diverse. Access to resident teacher candidates for potential positions within Vernon Public Schools	Year long paid Teacher Residency Program: \$130/day per resident teacher, identify staff that will serve as mentor/host teachers	Lack of Teacher Residency candidates, no students enroll in the Residency Program	Communication with UConn regarding potential Teacher Residency candidates, Communication with VPS staff regarding potential resident placements



RECRUITMENT (continued)								
Partner with an educational preparation program to build a "grow your own" teacher program that attracts and prepares RHS students for a career in the field of education.	Robert Testa, Assistant Superintendent	Offer UCONN ECE course <i>If You Love It Teach It</i> at Rockville High School for seniors who are interested in becoming future educators	Director of Teaching & Learning, Dominique Fox Course instructor, Kristen Piscottano	by August 2024	Course enrollment of at least 15 students per section. Course enrollment reflects the diverse experiences and backgrounds of students enrolled in Vernon Public Schools.	Year long course \$150 per student, approved course instructor, text books and instructional materials	Course instructor needs to apply to UConn-syllabus may not be approved, curriculum may not be completed	Communication needs to go out to all RHS teachers so they can recruit students to take the course who they feel have potential to be a future educator
Increase our presence at job fairs in order to recruit a diverse pool of candidates UCONN, CCSU, ECSU, USJ and make connections with Historically Black Colleges and Universities (HBCU)	Human Resources Specialists, Jaime Markham and Kimberly Grant	Reach out to colleges and universities to connect with teacher candidates, Attend job fairs and meet with potential teachers prior to graduation	Human Resources Specialists, Jaime Markham and Kimberly Grant, Increasing Educator Diversity Committee members	by August 2025	Target: Increase the diversity of educators from 6.6% to 8.6% (track recruitment and hiring data to measure growth)  Make Contacts with at least 2 HBCUs	Human Resources Specialists, Jaime Markham and Kimberly Grant, Increasing Educator Diversity committee members. Funds for recruitment materials.	Poorly attended job fairs, failure to connect with Historically Black Colleges and Universities, Inability to attract candidates of color to apply to Vernon Public Schools	Identify and connect with potential candidates through reach out and connections with colleges and universities, Individualized follow up w/ candidates after job fairs, Offer opportunity to visit Vernon Public Schools or connect with staff members
Market Vernon Public Schools through social media and other means of marketing and advertisement.	Human Resources Specialists, Jaime Markham and Kimberly Grant	Update district website to reflect our commitment to increasing educator diversity, Include testimonials of current teachers about why they chose Vernon, Expand recruiting through the following social media platforms- Facebook, LinkedIn, Indeed, CT Reap, etc., Publish vacancy notices early in the process(March) and hire early in the process	Human Resources Specialists, Jaime Markham and Kimberly Grant, Hiring Committees	by August 2025	Target: Increase the diversity of educators from 6.6% to 8.6 % (track recruitment and hiring data to measure growth)	Human Resources Specialists, Jaime Markham and Kimberly Grant, Resources and time to support website re-design	Failure to attract a diverse applicant pool	Potential candidates view Vernon Public Schools as a potential welcoming employer who values equity and diversity

# HIRING & SELECTION

Goal	Who Manages the Goal?	Strategies/Key Activities (How are we going to do it?)			Indicators of Progress	Resources Required	Risks and Mitigation	Communication/Engagement Efforts
(What are we trying to do?)	(name, position)	What?	Who Owns This?	By When?	(How will we know if we are on track for success?)	(What people, time, money, and technology will be needed?)	(What could go wrong? How will we make that less likely to happen?)	(Who needs to be consulted/ engaged? What needs to be communicated? To whom?)
Increase educator diversity by creating a racially, ethnically, and linguistically diverse hiring committee that oversees and monitors the hiring and selection process.	Human Resources Specialists, Jaime Markham and Kimberly Grant	<p>Monitor the racial, ethnic, and linguistic diversity data of teachers and leaders by district and by school.</p> <p>Plan and facilitate professional learning sessions for hiring committee related to the benefits of diversity in the teaching workforce and cultural competency, Incorporate student involvement into hiring process at Rockville High School.</p>	<p>Human Resources Specialists, Jaime Markham and Kimberly Grant</p> <p>Hiring Committee Chair-Building Administrators</p>	by August 2025	<p>Formation of a diverse hiring committee, (including at least 2 members that are racially, ethnically, culturally, and linguistically diverse)</p> <p>Track and analyze demographic data of staff with the goal of increasing the diversity of the teaching and administrative staff from 6.6% to 8.6% On-going professional learning for hiring committee members</p>	Human Resources Specialists Jaime Markham and Kimberly Grant, Professional learning resources, time to plan and facilitate professional learning sessions	Lack of progress in recruiting, attracting, selecting, and hiring staff representative of the experiences and backgrounds of students enrolled in Vernon Public Schools	Hiring Committee and Building Administrators
Adopt procedures that ensure hiring practices prioritize candidates who have demonstrated high levels of cultural responsiveness	Robert Testa, Assistant Superintendent Increasing Educator Diversity team members (committee work)	<p>Revamp the open ended questions in Applitrack teaching application to assess the cultural competencies of our teacher/administrator candidates.</p> <p>Review and revise interview questions that center on equity and cultural responsiveness</p>	Human Resources Specialists Jaime Markham & Kimberly Grant, Hiring Committee members	by September 2024	Revise Applitrack online application and in-person interview questions to include questions that center on equity and cultural responsiveness	Research and identify cultural responsive questions	Ineffective questions that dont prompt desired outcome	Review open ended questions for accuracy and purpose. Communicate revised application to all hiring committees and administrators

**HIRING & SELECTION (continued)**

Connect candidates of color with other teachers of color within the school district prior to their decision to accept or reject the job offer.	Robert Testa Assistant Superintendent Human Resources Specialists Jaime Markham & Kimberly Grant and Hiring Committees	Identify staff that would serve as District Ambassadors. Provide District Ambassadors with training and resources to support potential new hires.	Robert Testa Assistant Superintendent, Human Resources Specialists Jaime Markham & Kimberly Grant, Hiring Committees, District Ambassadors	by February 2025	Identify at least 3 district ambassadors. Increase the diversity of VPS teaching staff from 6.6% to 8.6% by August 2025	Stipend for district ambassadors, training materials, professional learning sessions	Lack of support for district ambassadors. Failure to increase educational diversity of VPS teaching staff.	Promote district ambassadors program to staff. Communicate to staff and administrators the importance of this initiative.
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RETENTION								
Goal (What are we trying to do?)	Who Manages the Goal? (name, position)	Strategies/Key Activities (How are we going to do it?)			Indicators of Progress (How will we know if we are on track for success?)	Resources Required (What people, time, money, and technology will be needed?)	Risks and Mitigation (What could go wrong? How will we make that less likely to happen?)	Communication/ Engagement Efforts (Who needs to be consulted/ engaged? What needs to be communicated? To whom?)
		What?	Who Owns This?	By When?				
Retain a diverse and highly qualified staff and personnel that is reflective of the Vernon Community	Robert Testa, Assistant Superintendent Human Resources Specialists Jaime Markham & Kimberly Grant, Building based administrators and staff, Professional Development and Educator Evaluation Committee	Provide professional learning opportunities for educators focused on equity and inclusion.  Provide high-quality induction program, mentors for new teachers and support with district instructional coaches, consultants, and/or interventionists.	Professional Development and Educator Evaluation Committee  Office of Teaching & Learning- Dominique Fox and Melissa Trantolo Human Resources Specialists Jaime Markham & Kimberly Grant	by August 2025	Increase in favorable responses on staff and student climate survey questions, Increase in staff diversity from 6.6% to 8.6% by August 2025, District Professional Learning sessions meet the needs of staff as measured by staff responses and completion of self-reflection questions	Administrators, Professional Development Evaluation Committee members, District instructional coaches, Consultants, Interventionists  Professional learning days, Professional Learning Communities (PLCs), New Teacher Academy in August and then monthly meetings Funding needed for educational consultants	Strategies do not contribute to an increase in the diversity of candidates seeking employment in Vernon Public Schools or result in a more diverse staff diversity	Communicate with stakeholders (teachers administrators, Board of Education members, VPS community)



RETENTION (continued)								
As a means to retain staff, continue to foster a welcoming school and district climate that promotes inclusivity and diversity.	Robert Testa, Assistant Superintendent Human Resources Specialists Jaime Markham & Kimberly Grant, Building based administrators and staff, Professional Development and Educator Evaluation Committee	Celebrate diversity by recognizing or highlighting staff and students from Vernon Public Schools. Building and district based activities that promote a sense of belonging among all staff. Explore various financial supports or incentives aimed at retaining staff.(ex. tuition reimbursement, payment of test fees, books, supplies)	Building & central office administration and staff	by June 2025	Increase in favorable responses on staff and student surveys, Increased staff retention, staff recommendation and recruitment of new teaching candidates	VPS administration and staff, Funding to support activities and recognitions, incentives to support retention	Strategies do not yield positive results(retention) and or increase in favorable responses on staff and student surveys	Communicate with stakeholders (administrators, teachers, Board of Education members, VPS community)

VERNON PUBLIC SCHOOLS  
Vernon, Connecticut 06066

Information Only

Agenda Item 8.3

Decision Requested

X

March 11, 2024

Date

AGENDA REPORTING FORM

Subject:


Leave of Absence Request (BOE Goal #2) (Executive Session Anticipated)

Background:

The Board will review and may take action on an employee's request for an unpaid extended child rearing leave of absence.

Recommendation:

Possible Motion: That the Board approve/deny the request for an unpaid extended child rearing leave of absence requested by Nicole Guilmette for the reasons discussed in executive session and authorize the Superintendent to inform the employee of the Board's decision and the reasons therefore.

  
\_\_\_\_\_  
Signature of Person(s) Submitting Report

  
\_\_\_\_\_  
Superintendent of Schools

VERNON PUBLIC SCHOOLS  
Vernon, Connecticut 06066


Information Only	<u>X</u>	Agenda Item	<u>9.1</u>
Decision Requested	<u>          </u>		<u>March 11, 2024</u>
			Date


AGENDA REPORTING FORM

Subject: Review of April 2, 2024 Professional Development Schedule (BOE Goal #2)

Background: Assistant Superintendent Robert Testa will review and discuss the April 2, 2024 Professional Development Schedule with the Board.

Recommendation: No action required.

  
\_\_\_\_\_  
Signature of Person(s) Submitting Report

  
\_\_\_\_\_  
Superintendent of Schools

**Vernon Elementary Schools**  
**Professional Development Plan**  
**2023-2024**

**Monday, August 28, 2023**

	<i>PreK</i>	<i>Kindergarten</i>	<i>Grade 1</i>	<i>Grade 2</i>	<i>Grade 3</i>	<i>Grade 4</i>	<i>Grade 5</i>	<i>Special Education</i>
<b>Session #1</b> 8:00-9:25	Convocation	Convocation	Convocation	Convocation	Convocation	Convocation	Convocation	Convocation
<b>Session #2</b> 9:30-10:55	Convocation	Convocation	Convocation	Convocation	Convocation	Convocation	Convocation	Convocation
<b>Session #3</b> 12:00-1:25	Staff Meeting	Staff Meeting	Staff Meeting	Staff Meeting	Staff Meeting	Staff Meeting	Staff Meeting	Staff Meeting
<b>Session #4</b> 1:30 - 2:55	Meet and Greet	Meet and Greet	Meet and Greet	Meet and Greet	Meet and Greet	Meet and Greet	Meet and Greet	Meet and Greet

	<i>Art</i>	<i>Science</i>	<i>Music</i>	<i>PE</i>	<i>EL</i>	<i>SW/Psych</i>	<i>SLP</i>	<i>Math Int.</i>	<i>Reading Int.</i>
<b>Session #1</b> 8:00-9:25	Convocation	Convocation	Convocation	Convocation	Convocation	Convocation	Convocation	Convocation	Convocation
<b>Session #2</b> 9:30-10:55	Convocation	Convocation	Convocation	Convocation	Convocation	Convocation	Convocation	Convocation	Convocation
<b>Session #3</b> 12:00-1:25	Staff Meeting	Staff Meeting	Staff Meeting	Staff Meeting	Staff Meeting	Staff Meeting	Staff Meeting	Staff Meeting	Staff Meeting
<b>Session #4</b> 1:30 - 2:55	Meet and Greet	Meet and Greet	Meet and Greet	Meet and Greet	Meet and Greet	Meet and Greet	Meet and Greet	Meet and Greet	Meet and Greet

*Elementary technology specialists will meet from 3:00-4:00 Parent Square @ CRS*

**\*Lunch 11-12**



**Vernon Center Middle School**  
**Professional Development Plan**  
*Tuesday, April 2, 2024*

	<i>English</i>	<i>Social Studies</i>	<i>Math</i>	<i>Science</i>	<i>Technology</i>	<i>FCS</i>	<i>World Language</i>	<i>PE/Health</i>
<b>Session #1</b> 8:00-9:25	School-Based PD - Teacher Eval	School-Based PD - Teacher Eval	School-Based PD - Teacher Eval	DCF Child Trafficking via Zoom	School-Based PD - Teacher Eval	School-Based PD - Teacher Eval	School-Based PD - Teacher Eval	School-Based PD - Teacher Eval
<b>Session #2</b> 9:30-10:55	Cognitive Demand Training #1	Cognitive Demand Training #1	Cognitive Demand Training #1	DCF Child Trafficking via Zoom	Cognitive Demand Training #1	Cognitive Demand Training #1	Cognitive Demand Training #1	Cognitive Demand Training #1
<b>Session #3</b> 12:00-1:25	Cognitive Demand Training #2	Cognitive Demand Training #2	Cognitive Demand Training #2	NGSX Virtual Training	Cognitive Demand Training #2	Cognitive Demand Training #2	Cognitive Demand Training #2	Cognitive Demand Training #2
<b>Session #4</b> 1:30 - 3:00	Personal Learning Time	Personal Learning Time	Personal Learning Time	NGSX Virtual Training	Personal Learning Time	Personal Learning Time	Personal Learning Time	Personal Learning Time

[illegible]

**Rockville High School**  
**Professional Development Plan**  
*Tuesday, April 2, 2024*

[illegible][illegible]

## VPS Paraprofessional Learning Plan

*April 2, 2024*

	Elementary Schools	Vernon Center Middle School	Rockville High School
<b>Session #1</b> 8:00-10:00	DCF Mandatory Training - Intro. To Child Trafficking in CT via Zoom	DCF Mandatory Training - Intro. To Child Trafficking in CT via Zoom	DCF Mandatory Training - Intro. To Child Trafficking in CT via Zoom
<b>Session #2</b> 10:30 - 12:30	DCF Sexual Harassment Training - Staff Misconduct (30 min. video if assigned) and/or Vector Training - Online Courses	DCF Sexual Harassment Training - Staff Misconduct (30 min. video if assigned) and/or Vector Training - Online Courses	DCF Sexual Harassment Training - Staff Misconduct (30 min. video if assigned) and/or Vector Training - Online Courses
<b>Session #3</b> 1:30 - 3:00	Equity Session w/RHS	Equity Session w/RHS	Equity Session w/RHS

Lunch 12:30-1:30

VERNON PUBLIC SCHOOLS  
Vernon, Connecticut 06066

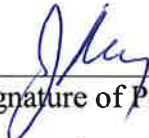
Information Only	<u>X</u>	Agenda Item	<u>9.2</u>
Decision Requested	<u>          </u>		<u>March 11, 2024</u>
			Date


AGENDA REPORTING FORM

Subject: 2023 District Annual Performance Reports and Determinations (BOE Goal #2)

Background: Director of Pupil Services Mr. Robert Nagashima will review the 2023 District Annual Performance Reports and Determinations with the Board.

Recommendation: No action required.

  
\_\_\_\_\_  
Signature of Person(s) Submitting Report

  
\_\_\_\_\_  
Superintendent of Schools





STATE OF CONNECTICUT  
STATE DEPARTMENT OF EDUCATION



**TO:** Superintendents of Schools

**FROM:** Bryan Klimkiewicz, Special Education Division Director

**DATE:** February 1, 2024

**SUBJECT:** 2023 District Annual Performance Reports and Determinations

The Connecticut State Department of Education (CSDE) is required to report annually to the public on the performance of each district in relation to the targets in the State Performance Plan (SPP) under the Individuals with Disabilities Education Act 2004 (IDEA) Section 616(b)(2)(C)(ii)(1).

Upon a review of that data, all states must determine the assignment of each local education agency (LEA) to one of four categories, consistent with IDEA requirements: *Meets Requirements*; *Needs Assistance (Levels 1 and 2)*; *Needs Intervention (Levels 1 and 2)*; or *Needs Substantial Intervention*.

The CSDE will be releasing the LEA 2023 Annual Performance Report (APR) Determinations on **Monday, February 5, 2024**. School district personnel and other interested parties will be able to access the 2023 APRs based on the 2021-22 school year, next Monday on EdSight: [Special Education Annual Performance Reports](#).

The 2023 determinations are based upon the following compliance indicators:

- Indicator 4B (Suspension/Expulsion - significant discrepancy by race/ethnicity)
- Indicator 9 (Disproportionate Representation)
- Indicator 10 (Disproportionate Representation-Disability Category)
- Indicator 11 (Evaluation Timelines)
- Indicator 12 (Preschool Transition)
- Indicator 13 (Secondary Transition)
- General Supervision (Noncompliance corrected within one year)
- Timely and Accurate Data

And the following results indicator:

- Chronic Absenteeism Rate

According to the data used from your LEA's APR, the district's 2023 determination is ***Meets Requirements***. The CSDE would like to acknowledge the district's efforts resulting in this determination.

The CSDE appreciates the district's continued efforts to improve results for students with disabilities. We encourage you to review and analyze the LEA APR to inform the district's future strategic planning and share the information with your staff and families as you work collaboratively to improve educational outcomes for students with disabilities. Please contact Michael Tavernier in the Bureau of Special Education at 860-713-6929 or [michael.tavernier@ct.gov](mailto:michael.tavernier@ct.gov) for questions about the SPP/APR or the determination process.

BK:mtm

cc: Charlene M. Russell-Tucker, Commissioner of Education  
Charles E. Hewes, Deputy Commissioner of Academics and Innovation  
Sinthia Sone-Moyano, Deputy Commissioner for Educational Supports and Wellness  
Michael Tavernier, Education Consultant, Bureau of Special Education  
Diane Murphy, Education Consultant, Performance Office  
District Special Education Director

# Annual Performance Report on Connecticut's State Performance Plan



## Vernon School District

2021-2022 School Year

Publication Date: December 2023

### IDEA Determination based on FFY 2021 data:

#### Meets Requirements

(Indicators 4B, 9, 10, 11, 12, 13, General Supervision, Timely and Accurate Reporting, and Chronic Absenteeism Rate contributed to the determination decision.)

### State Systemic Improvement Plan

State Identified Measurable Result (SIMR)  
Grade 3 ELA Performance Index for SWDs

District SIMR: 51.92

State: 49.66 State Target: 47.5

### Prevalence Rate

18.8%

Percent of SWD in District  
(K-12 Only)

State Prevalence = 16.3%

*In accordance with the Individuals with Disabilities Education Improvement Act (IDEA), each state must have in place a State Performance Plan/Annual Performance Report (SPP/APR) to evaluate the state's efforts to meet the requirements and purposes of the implementation of IDEA. The Office of Special Education Programs (OSEP) in the U.S. Department of Education requires that states report annually to the public on the performance of each local education agency (LEA) compared to targets in the SPP/APR (616 (a)(1)(C)(i) and 300.600 (a)).*

SPP Indicator	District 2021-22 Data**	Target	Met Target	Substantial Compliance	Making Progress	Did Not Meet
1. Increase Graduation Rate with a Standard H. S. Diploma (2020-21)	69.0%	85.00%	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Decrease H. S. Dropout Rate (2020-21)	31.0%	12.00%	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Improve Participation and Performance on Statewide Assessments	See Page 3 for all assessment data points.					
4. A. Decrease 10+ Days Out-of-School (OOS) Suspension Rate (2020-21)	0.00%	1.00%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Eliminate Significant Discrepancy in 10+ Days OOS Suspension Rates	0 Areas	0 Areas*	<input checked="" type="checkbox"/>			<input type="checkbox"/>
5. Increase Placement and Time with Nondisabled Peers (TWNDP)* *Includes students ages 6-22 and 5 year olds in Kindergarten						
A. Increase Regular Class Placement	59.11%	67.25%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Decrease Separate Class Placement	5.25%	7.20%	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
C. Decrease Placements in Separate Schools, Residential or Other Settings	3.78%	7.25%	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
6. Increase Time in Early Childhood Educational Environments *Includes students ages 3 and 4, in addition to 5 year olds in Preschool						
A. Increase Regular Early Childhood (80-100%) Placement	87.23%	60.00%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Decrease Segregated Placements	0.00%	25.00%	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
C. Decrease Services in the Home	0.00%	2.50%	<input checked="" type="checkbox"/>			<input type="checkbox"/>

SPP Indicator	District 2021-22 Data**	Target	Met Target	Substantial Compliance	Making Progress	Did Not Meet
7. Measuring Child Progress (Early Childhood Outcomes - ECO)						
A. Of those preschool children who entered or exited the preschool program below age expectations, the percent who substantially increased their rate of growth by the time they turned 6 years of age or exited the program.						
Positive Social-Emotional Skills		85.00%	<input checked="" type="checkbox"/>			<input type="checkbox"/>
Use of Knowledge and Skills	N < 20	86.00%	<input checked="" type="checkbox"/>			<input type="checkbox"/>
Appropriate Behaviors to Meet Needs		94.00%	<input checked="" type="checkbox"/>			<input type="checkbox"/>
B. The percent of preschool children who were functioning within age expectations by the time they exited the program						
Positive Social-Emotional Skills		64.00%	<input checked="" type="checkbox"/>			<input type="checkbox"/>
Use of Knowledge and Skills	N < 20	67.00%	<input checked="" type="checkbox"/>			<input type="checkbox"/>
Appropriate Behaviors to Meet Needs		61.00%	<input checked="" type="checkbox"/>			<input type="checkbox"/>
8. Parent Involvement						
Survey data reported on CSDE Web site: Special Education Publications						
9. Eliminate Disproportionate Representation as a Result of Inappropriate Identification	0 Areas	0 Areas*	<input checked="" type="checkbox"/>			<input type="checkbox"/>
10. Eliminate Disproportionate Representation by Disability as a Result of Inappropriate Identification	0 Areas	0 Areas*	<input checked="" type="checkbox"/>			<input type="checkbox"/>
11. Determine Eligibility in Accordance with State Established Timelines	100.00%	100%*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Transition: IEPs by Age 3	100.00%	100%*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Develop Transition Goals and Services	100.00%	100%*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Postsecondary Employment and Education						
Survey data reported on CSDE Web site: Special Education Publications						
General Supervision:						
Noncompliance corrected within 1 year	Met Target	100%*	<input checked="" type="checkbox"/>			<input type="checkbox"/>
Timely and Accurate Reporting						
	Met Target	100%*	<input checked="" type="checkbox"/>			<input type="checkbox"/>
Alternate Assessment Participation (ESSA)	ELA:	1.28%	Did Not Meet			
	Math:	1.23%	Did Not Meet			
Chronic Absenteeism: (Percent of Students with Disabilities who missed 10% or greater of the total # of days enrolled in the school year.)	28.90%	20.0%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* Indicates IDEA Compliance Indicator

\*\* Unless otherwise indicated, all data represent the 2021-22 school year

\*\*\* The data are suppressed to ensure confidentiality. Note: As per OSEP QA 23-01, indicators for which data are suppressed, must indicate the district's performance against the state target.

For questions regarding this District's APR contact: The District Special Education Office at 860-896-4666

For a complete copy of the Connecticut SPP/APR and a detailed explanation of IDEA Determinations process go to:  
<http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322094>

SPP Indicator	District 2021-22 Data**	Target	Met Target	Substantial Compliance	Making Progress	Did Not Meet
3. Improve Participation and Performance on Statewide Assessments <span>(Numerator &gt; 5; Denominator &gt; 19)</span>						
A. Participation Rate						
ELA Grade 4 SWD Participation	98.21%	95.0%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ELA Grade 8 SWD Participation	97.56%	95.0%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ELA Grade 11 SWD Participation	86.84%	95.0%	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Math Grade 4 SWD Participation	96.36%	95.0%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Math Grade 8 SWD Participation	95.12%	95.0%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Math Grade 11 SWD Participation	86.84%	95.0%	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Proficiency Rate on CTAA - Alternate Assessment						
ELA Grade 4 SWD Proficient	***	28.0%	<input checked="" type="checkbox"/>			<input type="checkbox"/>
ELA Grade 8 SWD Proficient	***	20.0%	<input checked="" type="checkbox"/>			<input type="checkbox"/>
ELA Grade 11 SWD Proficient	***	38.0%	<input checked="" type="checkbox"/>			<input type="checkbox"/>
Math Grade 4 SWD Proficient	***	29.0%	<input checked="" type="checkbox"/>			<input type="checkbox"/>
Math Grade 8 SWD Proficient	***	43.0%	<input checked="" type="checkbox"/>			<input type="checkbox"/>
Math Grade 11 SWD Proficient	***	35.5%	<input checked="" type="checkbox"/>			<input type="checkbox"/>
B. Proficiency Rate on Smarter Balanced SAT						
ELA Grade 4 SWD Proficient	11.54%	15.50%	<input type="checkbox"/>			<input checked="" type="checkbox"/>
<i>ELA Grade 4 All Students Proficient</i>	45.75%					
ELA Grade 8 SWD Proficient	***	13.75%	<input checked="" type="checkbox"/>			<input type="checkbox"/>
<i>ELA Grade 8 All Students Proficient</i>	44.55%					
ELA Grade 11 SWD Proficient	***	20.00%	<input checked="" type="checkbox"/>			<input type="checkbox"/>
<i>ELA Grade 11 All Students Proficient</i>	47.26%					
Math Grade 4 SWD Proficient	***	13.00%	<input checked="" type="checkbox"/>			<input type="checkbox"/>
<i>Math Grade 4 All Students Proficient</i>	46.45%					
Math Grade 8 SWD Proficient	***	6.75%	<input checked="" type="checkbox"/>			<input type="checkbox"/>
<i>Math Grade 8 All Students Proficient</i>	37.80%					
Math Grade 11 SWD Proficient	***	7.50%	<input checked="" type="checkbox"/>			<input type="checkbox"/>
<i>Math Grade 11 All Students Proficient</i>	27.36%					
D. Gap in Proficiency Rate for SWD and All Students						
ELA Grade 4 Proficiency Gap	34.22%	42.0%	<input checked="" type="checkbox"/>			<input type="checkbox"/>
ELA Grade 8 Proficiency Gap	***	46.0%	<input checked="" type="checkbox"/>			<input type="checkbox"/>
ELA Grade 11 Proficiency Gap	***	46.0%	<input checked="" type="checkbox"/>			<input type="checkbox"/>
Math Grade 4 Proficiency Gap	***	40.0%	<input checked="" type="checkbox"/>			<input type="checkbox"/>
Math Grade 8 Proficiency Gap	***	40.0%	<input checked="" type="checkbox"/>			<input type="checkbox"/>
Math Grade 11 Proficiency Gap	***	36.0%	<input checked="" type="checkbox"/>			<input type="checkbox"/>



VERNON PUBLIC SCHOOLS  
Vernon, Connecticut 06066

Information Only

Agenda Item 10.1

Decision Requested

X

March 11, 2024


Date

AGENDA REPORTING FORM

Subject: Review of and Adjustment to the 2024-2025 Board of Education Budget  
(BOE Goal #1, #2, #3)

Background: The Board will review the 2024-2025 Board of Education Budget and  
make any necessary adjustments

Recommendation: MOTION: Request that the Board of Education make an adjustment to  
the 2024-2025 Board of Education Budget as discussed and presented.

  
\_\_\_\_\_  
Signature of Person(s) Submitting Report

  
\_\_\_\_\_  
Superintendent of Schools

### February 5, 2024 Approved Vernon Board of Education Budget Summary

	2023-2024 Final Budget	2024-2025 Proposed Budget	Increase/ (Decrease)	Percent Change
51000 Salaries and Wages	35,631,095	36,378,707	747,613	2.1%
52000 Employee Benefits	8,944,683	10,232,583	1,287,900	14.4%
53000 Professional and Technical Service	1,673,278	1,885,529	212,251	12.7%
54000 Property Services	1,879,360	1,928,258	48,898	2.6%
55000 Other Purchased Services	6,935,143	7,078,767	143,624	2.1%
56000 Supplies and Materials	1,711,361	1,709,732	-1,629	-0.1%
57000 Capital Outlay	692,956	915,488	222,531	32.1%
58000 Contingency	400,000	350,000	-50,000	-12.5%
	<b>57,867,876</b>	<b>60,479,063</b>	<b>2,611,187</b>	<b>4.51%</b>

### March 11, 2024 Recommended Vernon Board of Education Budget Summary

	2023-2024 Final Budget	2024-2025 Proposed Budget	Increase/ (Decrease)	Percent Change
51000 Salaries and Wages	35,631,095	35,940,836	309,742	0.9%
52000 Employee Benefits	8,944,683	10,670,454	1,725,771	19.3%
53000 Professional and Technical Service	1,673,278	1,885,529	212,251	12.7%
54000 Property Services	1,879,360	1,928,258	48,898	2.6%
55000 Other Purchased Services	6,935,143	7,078,767	143,624	2.1%
56000 Supplies and Materials	1,711,361	1,709,732	-1,629	-0.1%
57000 Capital Outlay	692,956	915,488	222,531	32.1%
58000 Contingency	400,000	350,000	-50,000	-12.5%
	<b>57,867,876</b>	<b>60,479,063</b>	<b>2,611,187</b>	<b>4.51%</b>

*The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.*

VERNON PUBLIC SCHOOLS  
Vernon, Connecticut 06066

Information Only

Agenda Item 10.2

Decision Requested

X

March 11, 2024

Date

AGENDA REPORTING FORM


Subject: Board of Education Finance Committee Report (BOE Goal #1, #2, #3)


Background: Mr. William Meier, Director of Business and Finance, will give the Board an updated report including the Year-to-Date Budget. The Board will take action on:

(a) Budget Amendment Request.

Recommendation: MOTIONS:

(a) That the Board approve the Budget Amendment Request as presented.

  
\_\_\_\_\_  
Signature of Person(s) Submitting Report

  
\_\_\_\_\_  
Superintendent of Schools



# VERNON PUBLIC SCHOOLS

## BUSINESS AND FINANCE REPORT

*March 11, 2024*

**William Meier III**

*Director of Business and Finance*

wmeier@vernon-ct.gov

(860) 896-4661

- **Budget**

- Executive Summary of Account Balances (Exhibit A, pages 1-2)
- Master Scholarship Account Balances (Exhibit B, page 3)
- FY2024 Year-to-Date Budget Summary (Exhibit C, pages 4-7)
- Budget Transfer Requests (Exhibit D, pages 8-9)
- Budget Amendment Requests (Exhibit E, page 10-14)
  - Action Item
    - Motion to Approve as Presented
- Budget Transfer and Amendments Summary (Exhibit F, page 15)
- Tuition Revenue and Expenses (Exhibit G, pages 16-19)

- **General Business**

- Rockville High School Aqualab Bid (Exhibit H, pages 20-31)
  - For informational purposes only

- **Food & Nutrition Services**

- Presentation by Elizabeth Fisher, Director of Food and Nutrition
  - Financial Report
    - P&L January 2024 (Exhibit I, pages 32-33)
  - Meal Price Calculator for School Year 2024-2025
    - For discussion only
  - Healthy Food Certification
    - For discussion only
  - Unpaid Meal Balances
    - For discussion only





**VERNON PUBLIC SCHOOLS  
EXECUTIVE SUMMARY  
YTD ACCOUNT BALANCES  
FISCAL YEAR 2023-2024  
March 11, 2024**

ACCOUNT TYPE	ORIGINAL APPROP	TRANSFERS & ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
LOCAL as of 03/01/2024	57,867,876.00	0.00	57,867,876.00	34,488,778.76	20,695,317.37	2,683,779.71	95.40%
LOCAL as of 03/06/2023	55,775,479.00	0.00	55,775,479.00	35,563,534.80	18,801,038.21	1,410,905.59	97.50%
<b>GRANTS (AS OF 02/26/2024)</b>							
21st Century Workforce PIP	40,000.00	0.00	40,000.00	16,641.85	49.80	23,308.35	41.70%
ABE PEP IELCE	70,348.00	-11,650.00	58,698.00	19,941.06	4,190.71	34,566.23	41.10%
ABE State & Local Provider	400,728.00	0.00	400,728.00	237,174.29	110,259.90	53,293.81	86.70%
ABE Tuition	699,469.00	0.00	699,469.00	377,445.53	26,690.89	295,332.58	57.80%
APR Esser HCY I	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00	0.00%
ARP Right To Read	140,000.00	0.00	140,000.00	44,558.00	0.00	95,442.00	31.80%
Alliance District Ed. Funding	3,661,118.00	0.00	3,661,118.00	1,885,208.77	1,262,183.80	513,725.43	86.00%
ASTE Additional Funding	1,035,093.00	0.00	1,035,093.00	1,054.60	22,126.89	1,011,911.58	2.20%
Carl Perkins Vocation Ed	74,400.00	0.00	74,400.00	17,534.60	39,683.21	17,182.19	76.90%
ESSER Dual Credit Expan	40,000.00	0.00	40,000.00	0.00	0.00	40,000.00	0.00%
ESSER III ARP	2,081,387.00	0.00	2,081,388.00	1,517,490.10	461,559.37	102,338.22	95.10%
FAFSA Challenge	5,710.00	0.00	5,710.00	0.00	0.00	5,710.00	0.00%
Family Lit. Grant - PIP	50,000.00	0.00	50,000.00	21,883.05	6,212.60	21,904.35	56.20%
HTFD Foundation Planning	147,442.00	0.00	147,443.00	87,277.78	50,438.64	9,726.23	93.40%
IDEA 611 Indiv. w/Disabilities	1,119,839.00	0.00	1,119,839.00	501,763.32	427,401.26	190,673.96	82.97%
IDEA 619 Special Education Preschool	79,431.00	0.00	79,431.00	28,310.60	38,672.20	12,447.82	84.33%
McKinney Vento Education of Homeless	45,000.00	0.00	45,000.00	28,668.48	10,251.36	6,080.16	86.49%
Open Choice Program-Receive	3,306.00	0.00	3,306.00	368.99	1,194.16	1,742.57	47.30%
Para Health Deductable Assi	44,431.00	0.00	44,431.00	35,262.65	0.00	9,168.32	79.40%
Pegpetia (Pura)	91,000.00	0.00	91,000.00	91,000.00	0.00	0.00	100.00%
PIP Expansion of EDP	30,000.00	0.00	30,000.00	20,000.14	34.97	9,964.89	66.80%
Post Secondary Transition	40,000.00	0.00	40,000.00	12,805.23	511.95	26,682.82	33.30%
Pre-Apprenticeship Program	33,651.00	0.00	33,651.00	203.00	0.00	33,447.79	0.60%
School Readiness	144,000.00	0.00	144,000.00	64,788.38	64,768.99	14,442.63	90.00%
Schl Mental Hlth Sp Grant	119,631.00	0.00	119,631.00	119,631.00	0.00	0.00	100.00%
SR Enrollment Grant	15,360.00	0.00	15,360.00	8,644.40	144.64	6,570.96	57.20%
Sykes Foundation Trust	150,364.00	0.00	150,364.00	96,226.80	0.00	54,137.20	64.00%
TEAM	7,034.00	0.00	7,034.00	0.00	0.00	7,034.00	0.00%
TITLE I - ESEA	883,125.00	0.00	883,125.00	436,089.46	389,635.62	57,400.33	93.50%
TITLE II - Teachers	129,426.00	0.00	129,426.00	58,863.44	69,282.51	1,280.05	99.00%
TITLE III - English Language	16,037.00	0.00	16,037.00	8,021.88	7,403.76	611.36	96.20%
Title IV Student Supp and Acad	62,969.00	0.00	62,969.00	62,969.00	0.00	0.00	100.00%
UConn ASTE Subaward	1,850.00	0.00	1,850.00	0.00	514.00	1,336.00	27.80%
Universal Service Grant	90,280.00	0.00	90,280.00	0.00	0.00	90,280.42	0.00%
Wethersfield Family Learning	3,602.00	0.00	3,602.00	0.00	0.00	3,601.97	0.00%
<b>SUBTOTAL</b>	<b>11,576,031.00</b>	<b>-11,650.00</b>	<b>11,564,383.00</b>	<b>5,799,826.40</b>	<b>2,993,211.23</b>	<b>2,771,344.22</b>	<b>76.04%</b>
<b>EDUCATION CAPITAL AND NON-RECURRING ACCOUNT</b>						<b>754,778.14</b>	
<b>SCHOOL ROOF CAPITAL PROJECTS FUND</b>						<b>135,769.03</b>	
<b>MEDICAID REIMBURSEMENT</b>						<b>76,983.02</b>	
<b>SPECIAL EDUCATION/SPECIAL REVENUE FUND</b>						<b>350,000.00</b>	
<b>STATE REVENUE</b>							
Excess Cost						899,523.00	
Education Cost Sharing						8,822,582.00	
Vocational Agriculture						491,088.00	
<b>TOTAL</b>						<b>10,213,193.00</b>	



**VERNON PUBLIC SCHOOLS  
EXECUTIVE SUMMARY  
YTD ACCOUNT BALANCES  
FISCAL YEAR 2023-2024  
March 11, 2024**

ACCOUNT TYPE						BALANCE
<b>OUT-OF-DISTRICT TUITION REVENUE</b>						
Vocational Agriculture						450,932.82
VoAg/Special Education						33,315.15
Special Education						4,832.62
<b>TOTAL</b>						<b>489,080.59</b>
<b>FOOD AND NUTRITION SERVICES - Bank Statement Balance as of 01/31/2024</b>						<b>333,489.52</b>
<b>SCHOOL ACTIVITY ACCOUNTS - Bank Statement Balance as of 01/31/2024</b>						
Continuing Education						65,845.39
Continuing Education						7,385.23
CRS Student Activity						15,753.13
LSS Student Activity						3,778.55
MSS Student Activity						12,105.83
NES Student Activity						4,543.28
NextSTEP Activity						6,181.73
RHS Student Activity						111,730.43
RHS Student Activity STIF Account						102,352.43
School Use Fund						31,610.58
School Use Fund STIF Account						231,197.92
SRS Student Activity						2,799.10
Summer School Activity						16,544.45
Vernon Friends of Music - CD						8,788.45
VCMS Student Activity						43,709.76
Vernon Regional Adult Based Ed						8,955.96
VPS District Activity Acct.						13,555.88
<b>TOTAL</b>						<b>686,838.10</b>
<b>SCHOLARSHIP ACCOUNTS - as of 01/31/2024</b>						
Master Scholarship Account						46,287.86
Master Scholarship STIF Account						360,261.01
Master Scholarship Check Writing Account						205.89
Pitkat Scholarship Trust Fund (as of 12/31/2023)						142,181.18
<b>TOTAL</b>						<b>548,935.94</b>

## FY2023-2024 VERNON PUBLIC SCHOOLS - SCHOLARSHIP ACCOUNTS BALANCES as of 01/31/2024

Account	Total Balance	Total Interest
Master Scholarship Account	\$46,294.63	\$3.45
STIF Master Scholarship Account	\$360,261.04	\$1,652.12

Account Name	Total Interest and Principal as of December 31, 2023	January 2024 Deposits/ Transfers	January 2024 Sub-Total	January % to Master Acct. Balance	January 2024 Interest	Total Interest and Principal as of January 31, 2024
<b>RHS SCHOLARSHIP BANK ACCOUNTS</b>						
Ballos, Seymour Scholarship	\$4,289.84	\$0.00	\$4,289.84	0.01082	\$17.91	\$4,307.75
Bellino, Claire Scholarship	\$4,177.66	\$0.00	\$4,177.66	0.01054	\$17.44	\$4,195.11
Bellino, John Mem. Scholarship	\$4,177.63	\$0.00	\$4,177.63	0.01054	\$17.44	\$4,195.08
Berger, Don Family Scholarship	\$1,650.79	\$0.00	\$1,650.79	0.00416	\$6.89	\$1,657.68
Colvin, Lawrence Memorial Scholarship	\$4,229.60	\$0.00	\$4,229.60	0.01067	\$17.66	\$4,247.26
Dalley, Louise & Virginia Memorial Scholarship	\$79,308.94	\$0.00	\$79,308.94	0.20002	\$331.15	\$79,640.09
Doss, Bruno Scholarship	\$3,027.28	\$0.00	\$3,027.28	0.00763	\$12.64	\$3,039.92
Duell, Joan Nursing Scholarship	\$3,893.76	\$0.00	\$3,893.76	0.00982	\$16.26	\$3,910.02
Edwards, Fred & Shirley Memorial Scholarship	\$2,535.84	\$0.00	\$2,535.84	0.00640	\$10.59	\$2,546.43
Fagan, Martin Memorial Scholarship	\$20,750.34	\$0.00	\$20,750.34	0.05233	\$86.64	\$20,836.98
Hammar, Alice H Scholarship	\$23,462.91	\$0.00	\$23,462.91	0.05918	\$97.97	\$23,560.88
Hartmann, Russell Scholarship	\$21,857.72	\$0.00	\$21,857.72	0.05513	\$91.27	\$21,948.99
Kuhnly, Lucille E., Chemistry Scholarship	\$3,507.64	\$0.00	\$3,507.64	0.00885	\$14.65	\$3,522.28
Lachut, Nancy McMahon '52 Scholarship	\$2,665.95	\$400.00	\$3,065.95	0.00672	\$11.13	\$3,077.08
Lipman, Leonard Music Scholarship	\$5,504.97	\$0.00	\$5,504.97	0.01388	\$22.99	\$5,527.95
Lipton, Simon Scholarship	\$686.98	\$0.00	\$686.98	0.00173	\$2.87	\$689.85
Merk, Kenneth C Memorial Scholarship	\$34,093.43	\$0.00	\$34,093.43	0.08599	\$142.36	\$34,235.78
Moulin, Peter Memorial Scholarship	\$2,246.21	\$0.00	\$2,246.21	0.00567	\$9.38	\$2,255.59
O'Donnell, Ryan H. Memorial Band Scholarship	\$1,536.62	\$0.00	\$1,536.62	0.00388	\$6.42	\$1,543.04
Pease, Richard Memorial Fund	\$224.21	\$0.00	\$224.21	0.00057	\$0.94	\$225.15
Ramsdell, Peter Memorial Scholarship	\$776.94	\$0.00	\$776.94	0.00196	\$3.24	\$780.19
RHS Principals Award Fund	\$6,604.78	\$0.00	\$6,604.78	0.01666	\$27.58	\$6,632.36
Rock, Ernie Music Memorial Fund	\$793.69	\$0.00	\$793.69	0.00200	\$3.31	\$797.00
Saimond, Chuck Scholarship	\$33,643.68	\$0.00	\$33,643.68	0.08485	\$140.48	\$33,784.16
Smith, Mark / Williams, John Memorial Award	\$61,054.46	\$0.00	\$61,054.46	0.15398	\$254.93	\$61,309.39
Vernon Board of Education Scholarship	\$4,030.62	\$0.00	\$4,030.62	0.01017	\$16.83	\$4,047.45
Vernon Teachers Scholarship	\$62,930.90	\$0.00	\$62,930.90	0.15872	\$262.77	\$63,193.67
<b>TOTAL: RHS SCHOLARSHIPS</b>	<b>\$393,663.40</b>	<b>\$400.00</b>	<b>\$394,063.40</b>	<b>0.99285</b>	<b>\$1,643.73</b>	<b>\$395,707.13</b>
<b>VCMS AWARD BANK ACCOUNTS</b>						
Amongst the Waves - The Andrew Aggarwala Memorial Scholarship	\$3.91	\$8,000.00	\$8,003.91	0.00001	\$0.02	\$8,003.93
John Kalina Memorial Award	\$325.68	\$0.00	\$325.68	0.00082	\$1.36	\$327.04
<b>TOTAL: VCMS AWARD ACCOUNTS</b>	<b>\$329.60</b>	<b>\$8,000.00</b>	<b>\$8,329.60</b>	<b>0.00083</b>	<b>\$1.38</b>	<b>\$8,330.97</b>
<b>CRS SCHOLARSHIP BANK ACCOUNTS</b>						
Joseph Novack Memorial Fund	\$2,148.65	\$0.00	\$2,148.65	0.00542	\$8.97	\$2,157.62
<b>TOTAL: CRS SCHOLARSHIP ACCOUNTS</b>	<b>\$2,148.65</b>	<b>\$0.00</b>	<b>\$2,148.65</b>	<b>0.00542</b>	<b>\$8.97</b>	<b>\$2,157.62</b>
<b>MSS SCHOLARSHIP BANK ACCOUNTS</b>						
Owen Woods Scholarship	\$358.46	\$0.00	\$358.46	0.00090	\$1.50	\$359.95
<b>TOTAL: MSS SCHOLARSHIP ACCOUNTS</b>	<b>\$358.46</b>	<b>\$0.00</b>	<b>\$358.46</b>	<b>0.00090</b>	<b>\$1.50</b>	<b>\$359.95</b>
<b>GRAND TOTAL: SCHOLARSHIP ACCOUNTS</b>	<b>\$396,500.10</b>	<b>\$8,400.00</b>	<b>\$404,900.10</b>	<b>1.00000</b>	<b>\$1,655.57</b>	<b>\$406,555.67</b>

## VERNON PUBLIC SCHOOLS



## YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
51111 GENERAL CONTROL	844,131	0	844,131	614,644.60	260,027.50	-30,540.64	103.6%
51112 PRINCIPALS & SUPERVISORS	2,163,417	0	2,163,417	1,497,698.18	665,236.32	482.50	100.0%
51113 CLASSROOM TEACHERS	17,119,993	-1,020	17,118,973	9,245,447.90	7,825,861.02	47,664.53	99.7%
51114 SPECIAL EDUCATION PERSONNEL	3,476,638	0	3,476,638	1,890,416.13	1,572,915.56	13,306.56	99.6%
51115 COORDINATORS/FACILITY MANAGER	144,455	0	144,455	100,007.46	44,447.76	-.22	100.0%
51116 DEPARTMENT HEAD/FACILITATOR	125,887	0	125,887	60,249.10	38,700.96	26,936.54	78.6%
51117 COACHING	352,928	0	352,928	168,481.92	.00	184,445.88	47.7%
51118 SOCIAL WORKERS - SALARY	0	0	0	49,358.53	45,561.72	-94,920.25	100.0%
51119 SCHOOL PSYCHOLOGISTS - SALARY	670,578	0	670,578	334,248.60	286,498.80	49,830.60	92.6%
51120 GUIDANCE COUNSELOR - SALARY	701,728	0	701,728	377,853.42	323,874.36	.22	100.0%
51121 STUDENT ACTIVITY-SALARY STIPE	120,299	0	120,299	55,404.96	.00	64,894.04	46.1%
51122 TRAVEL SUPPLEMENT	9,700	0	9,700	6,715.44	2,984.64	-.08	100.0%
51123 SALARY NON-AFFILIATED	1,019,753	0	1,019,753	741,443.91	307,442.64	-29,133.24	102.9%
51124 HOURLY NON AFFILIATED	519,199	0	519,199	294,446.08	50,602.50	174,150.76	66.5%
51125 LIBRARIAN & ASSISTANTS SALARY	114,669	0	114,669	66,346.16	55,341.96	-7,019.44	106.1%
51126 SECRETARIES - SALARIES	1,161,838	0	1,161,838	715,325.10	423,647.00	22,865.98	98.0%
51127 NURSES - SALARY	663,250	-48,000	615,250	304,557.83	236,352.12	74,340.05	87.9%
51128 CUSTODIAL/MAINTENANCE SALARIE	2,225,309	-44,000	2,181,309	1,371,813.31	678,104.00	131,391.49	94.0%
51129 NON-CERTIFIED GEN CONTROL SAL	89,142	0	89,142	83,205.15	23,999.78	-18,062.93	120.3%
51131 CERTIFIED PERSONNEL - OT SALA	48,653	0	48,653	19,499.49	.00	29,153.32	40.1%
51132 CUSTODIAL/MAINTENANCE OT SALA	123,110	0	123,110	67,783.58	.00	55,326.42	55.1%
51133 SECRETARIAL OT	17,200	0	17,200	11,649.20	.00	5,550.80	67.7%
51136 ANNUITY BOARD OF EDUCATION	15,000	0	15,000	20,000.00	.00	-5,000.00	133.3%
51151 PARAPROFESSIONALS	2,874,415	0	2,874,415	1,495,347.40	1,205,868.30	173,199.50	94.0%
51152 SUBSTITUTE TEACHERS	498,000	0	498,000	445,231.94	.00	52,768.06	89.4%
51153 TUTORS	30,000	0	30,000	5,771.61	.00	24,228.39	19.2%
51154 SUBSTITUTE NURSES	10,000	0	10,000	23,978.06	.00	-13,978.06	239.8%
51156 CURRICULUM DEVELOPMENT SALARY	28,000	0	28,000	2,446.31	.00	25,553.69	8.7%
51157 CLERICAL SALARIES	39,870	0	39,870	22,492.34	3,138.00	14,239.46	64.3%
51158 TEMPORARY/CUSTODIAL SALARY	52,602	0	52,602	12,842.10	.00	39,759.90	24.4%
51159 TEMPORARY SALARIES	109,745	0	109,745	69,459.80	1,498.56	38,786.64	64.7%
51270 SEVERANCE PAY - TEACHERS	105,000	0	105,000	.00	.00	105,000.00	.0%
51275 SEVERANCE PAY - ADMINISTRATOR	0	0	0	16,192.48	.00	-16,192.48	100.0%
51276 SEVERANCE PAY - SECRETARIAL	30,000	0	30,000	63,260.78	.00	-33,260.78	210.9%
51278 SEVERANCE PAY- CUSTODIAL/MAIN	20,000	0	20,000	54,240.47	.00	-34,240.47	271.2%
51281 EARLY RETIREMENT-INSTRUCTION	90,000	0	90,000	69,486.06	.00	20,513.94	77.2%
51283 TRB REIMBURSEMENT	16,585	0	16,585	11,328.75	.00	5,256.25	68.3%
52132 LIFE INSURANCE	130,000	0	130,000	8,916.16	.00	121,083.84	6.9%
52171 HSA EMPLOYER CONTRIBUTIONS	670,000	0	670,000	603,246.69	.00	66,753.31	90.0%
52172 PPO/HMO MEDICAL INSURANCE	5,225,233	0	5,225,233	5,013,795.14	.00	211,437.86	96.0%
52173 MEDICAL	300	0	300	.00	.00	300.00	.0%
52174 DENTAL	195,000	0	195,000	187,927.00	.00	7,073.00	96.4%
52179 MEDICARE	545,000	0	545,000	328,151.05	.00	216,848.95	60.2%
52220 SOCIAL SECURITY	485,000	0	485,000	375,877.58	.00	109,122.42	77.5%



# VERNON PUBLIC SCHOOLS



## YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

52500	UNEMPLOYMENT COMPENSATION	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
52500	UNEMPLOYMENT COMPENSATION	50,000	0	50,000	34,496.00	15,504.00	.00	100.0%
52600	WORKERS' COMPENSATION	160,000	0	160,000	.00	160,000.00	.00	100.0%
52620	WORKERS' COMPENSATION EXCESS	50	0	50	.00	.00	50.00	.0%
52860	LONG & SHORT TERM DISABILITY	8,000	0	8,000	4,833.17	.00	3,166.83	60.4%
52919	TOWN PENSION	1,261,100	0	1,261,100	.00	1,261,100.00	.00	100.0%
52920	PENSION - DEFINED CONTRIBUTIO	120,000	0	120,000	106,794.35	.00	13,205.65	89.0%
52930	OPEB TRUST FUND CONTRIBUTION	95,000	0	95,000	95,000.00	.00	.00	100.0%
53070	ENGINEERING FEES	1,000	0	1,000	.00	.00	1,000.00	.0%
53321	INSTRUCTIONAL SERVICES - BOE	102,000	0	102,000	27,846.00	57,429.00	16,725.00	83.6%
53322	INSTRUCTIONAL PROGRAM IMPROV.	31,000	0	31,000	22,433.97	.00	8,566.03	72.4%
53323	PUPIL SERVICES	45,390	0	45,390	6,750.00	3,000.00	35,640.00	21.5%
53330	EMPLOYEE TRAINING AND DEV	3,000	0	3,000	865.84	402.50	1,731.66	42.3%
53332	BOARD OF ED LEGAL SERVICES	85,000	0	85,000	41,639.00	29,361.00	14,000.00	83.5%
53339	OTHER PROF & TECH SERVICES BO	1,405,888	48,000	1,453,888	878,156.53	536,168.31	39,563.16	97.3%
54110	UTILITY SERVICES: ELECTRIC	852,000	-46,000	806,000	368,192.29	359,580.31	78,227.40	90.3%
54120	UTILITY SERVICES: NATURAL GAS	489,460	0	489,460	225,812.38	260,769.88	2,877.99	99.4%
54130	UTILITY SERVICES: WATER	78,800	0	78,800	42,909.06	35,890.94	.00	100.0%
54140	UTILITY SERVICES: SEWER USE	35,345	0	35,345	16,365.40	18,979.64	.00	100.0%
54200	CLEANING SERVICES	6,800	0	6,800	4,801.67	298.33	1,700.00	75.0%
54217	DISPOSAL - HAZARDOUS WASTE	7,500	0	7,500	4,370.00	.00	3,130.00	58.3%
54320	MACHINERY & EQUIPMENT REPAIRS	29,000	0	29,000	20,265.57	1,495.91	7,238.52	75.0%
54332	COPIER MAINTENANCE	38,000	0	38,000	20,402.87	.00	17,597.13	53.7%
54350	REPAIR NON-INSTRUCTIONAL EQUI	4,450	0	4,450	200.00	.00	4,250.00	4.5%
54351	REPAIR INSTRUCTIONAL EQUIPMEN	33,340	-1,638	31,702	7,481.39	1,997.00	22,223.61	29.9%
54390	OTHER REPAIR AND MAINTENANCE	53,650	0	53,650	1,237.07	62,094.80	-9,681.87	118.0%
54450	RENTAL OF EQUIPMENT/VEHICLE	5,000	1,020	6,020	402.00	2,661.75	2,956.25	50.9%
54460	RENTAL OF LAND/BUILDINGS	1,500	0	1,500	.00	.00	1,500.00	.0%
54490	COPIER RENTAL/LEASE	55,000	0	55,000	44,271.95	21,468.05	-10,740.00	119.5%
54802	ROOF REPAIRS	10,000	60,000	70,000	65,254.00	1,525.00	3,221.00	95.4%
54813	AIR CONDITIONING REPAIRS	33,550	0	33,550	9,328.47	4,922.55	19,298.98	42.5%
54814	REPAIR ENERGY MANAGEMENT SYST	60,000	0	60,000	41,400.00	16,600.00	2,000.00	96.7%
54816	FIRE SAFETY SYSTEM REPAIRS	34,965	0	34,965	17,661.33	16,604.17	699.50	98.0%
54818	SECURITY/ALARM SYSTEM REPAIRS	23,000	0	23,000	12,183.84	3,146.36	7,669.80	66.7%
54830	INTERCOM SYSTEM REPAIRS	6,000	0	6,000	865.74	.00	5,134.26	14.4%
54890	MISC. BUILDING & GROUND REPAI	22,000	0	22,000	9,902.38	2,696.62	9,401.00	57.3%
54895	SCHOOL REPAIRS-SUMMER PROJECT	0	0	0	.00	5,950.00	-5,950.00	100.0%
55020	EMPLOYEE TRAVEL	27,888	0	27,888	5,027.79	5,274.46	17,586.15	36.9%
55210	GENERAL LIABILITY INSURANCE	205,640	0	205,640	168,226.64	.00	37,413.36	81.8%
55219	INTERSCHOLASTIC ACTIVITY INSU	30,000	0	30,000	25,795.00	.00	4,205.00	86.0%
55246	REIMBURSEMENT-PRIVATE AGENCIE	109,335	0	109,335	131,030.41	152,003.44	-173,698.45	258.9%
55310	TELEPHONE/DATA LINES	70,000	0	70,000	31,278.68	38,675.80	45.52	99.9%
55330	COMMUNICATIONS	59,000	0	59,000	32,124.62	23,134.50	3,740.88	93.7%
55400	ADVERTISING	25,000	0	25,000	12,612.20	5,578.00	6,809.80	72.8%
55500	PRINTING & BINDING	40,050	0	40,050	22,202.29	2,254.06	15,593.65	61.1%

# VERNON PUBLIC SCHOOLS



## YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

55650	CONFERENCE FEES & MEMBERSHIP	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
55650	CONFERENCE FEES & MEMBERSHIP	103,095	0	103,095	82,348.97	179.00	20,567.03	80.1%
55710	MEDICAL SERVICES	1,000	0	1,000	.00	.00	1,000.00	.0%
55800	ADULT ED TUITION IN LEA	226,371	0	226,371	94,818.84	131,552.16	.00	100.0%
55810	TUITION TO OTHER LEA'S	802,800	0	802,800	203,578.36	733,264.25	-134,042.61	116.7%
55815	MAGNET SCHOOL TUITION	770,000	0	770,000	753,756.45	76,345.00	-60,101.45	107.8%
55816	MAGNET TUITION - SPECIAL ED	390,000	0	390,000	243,687.44	299,377.40	-153,064.84	139.2%
55820	TUITION NON-PUB SCHOOL NO CON	975,800	0	975,800	456,483.16	674,709.69	-155,392.85	115.9%
55911	CONTRACTED SERVICE - BUSES	938,617	0	938,617	529,965.96	395,719.12	12,932.35	98.6%
55912	CONTRACT SERVICE VANS/LIFT BU	1,618,541	0	1,618,541	654,376.14	875,725.14	88,439.95	94.5%
55913	CONTRACTED SERVICE VO-TECH BU	90,000	0	90,000	86,025.82	3,974.18	.00	100.0%
55917	HOMELESS TRANSPORTATION	30,000	0	30,000	49,414.40	35,882.38	-55,296.78	284.3%
55920	FIELD & ATHLETIC TRIPS	174,360	-450	173,910	72,604.20	57,306.43	43,999.22	74.7%
55999	PURCHASED SERVICES	247,644	3,104	250,748	206,113.30	18,307.14	26,327.92	89.5%
56130	CUSTODIAL SUPPLIES	133,000	0	133,000	126,622.48	1,377.52	5,000.00	96.2%
56136	CEILING SUPPLIES	5,000	0	5,000	.00	.00	5,000.00	.0%
56140	PAINTING SUPPLIES	25,000	0	25,000	10,718.48	828.86	13,452.66	46.2%
56141	PLUMBING SUPPLIES	22,500	0	22,500	21,828.64	122.30	549.06	97.6%
56142	ELECTRICAL SUPPLIES	30,000	0	30,000	18,901.49	5,897.05	5,201.46	82.7%
56148	BOILER & HEATING SUPPLIES	30,000	0	30,000	23,349.75	3,171.72	3,478.53	88.4%
56152	AIR FILTER SUPPLIES	7,500	0	7,500	4,637.46	362.54	2,500.00	66.7%
56160	HAND TOOL SUPPLIES	7,500	0	7,500	1,513.57	.00	5,986.43	20.2%
56161	SMALL HARDWARE SUPPLIES	32,500	0	32,500	11,550.41	1,488.46	19,461.13	40.1%
56180	LANDSCAPING SUPPLIES	30,000	0	30,000	12,293.00	11,957.00	5,750.00	80.8%
56183	CHEMICAL TREATMENT SUPPLIES	5,000	0	5,000	.00	5,000.00	.00	100.0%
56199	MISC. BUILDING MATERIALS	8,000	0	8,000	3,850.55	2,410.89	1,738.56	78.3%
56252	HEATING OIL #2	22,470	0	22,470	.00	.00	22,470.00	.0%
56260	AUTOMOTIVE FUEL - GASOLINE	20,440	46,200	66,640	56,108.16	6,284.50	4,247.34	93.6%
56261	AUTOMOTIVE FUEL - DIESEL	177,000	-59,200	117,800	60,335.91	25,413.42	32,050.67	72.8%
56410	TEXTBOOKS	76,930	0	76,930	51,280.48	109.00	25,541.01	66.8%
56420	LIBRARY BOOKS	31,005	0	31,005	24,855.22	2,129.13	4,020.65	87.0%
56430	NEW INSTRUCTIONAL MATERIALS	30,000	0	30,000	838.74	11,283.09	17,878.17	40.4%
56440	INSTRUCTIONAL SUPPLIES	519,555	0	519,555	306,034.51	30,170.85	183,349.22	64.7%
56450	OTHER NEW CURRICULUM SUPPLIES	9,000	0	9,000	8,733.13	.00	266.87	97.0%
56500	CLOTHING AND UNIFORM	52,500	0	52,500	46,572.56	2,227.44	3,700.00	93.0%
56900	OTHER SUPPLIES & MATERIALS	428,961	-756	428,206	238,440.40	64,895.98	124,869.12	70.8%
56910	FIRE SAFETY SYSTEM SUPPLIES	7,500	0	7,500	.00	.00	7,500.00	.0%
57100	LAND IMPROVEMENT REPAIRS	35,000	0	35,000	13,496.12	657.55	20,846.33	40.4%
57220	HEATING SYSTEM REPAIRS	20,000	24,000	44,000	24,805.00	.00	19,195.00	56.4%
57230	PLUMBING SYSTEM REPAIRS	7,500	0	7,500	5,855.48	144.52	1,500.00	80.0%
57710	COMPUTER HARDWARE	40,000	0	40,000	18,716.54	20,796.33	487.13	98.8%
57712	REPLACE COMPUTER EQUIPMENT	85,000	0	85,000	67,912.37	11,545.41	5,542.22	93.5%
57720	COMPUTER SOFTWARE	394,376	0	394,376	390,462.19	5,280.30	-1,366.26	100.3%
57811	FURNISHINGS	5,000	0	5,000	2,060.92	479.94	2,459.14	50.8%
57850	NEW INSTRUCTIONAL EQUIPMENT	17,600	-261	17,340	9,747.80	538.00	7,053.70	59.3%

# VERNON PUBLIC SCHOOLS



## YEAR-TO-DATE BUDGET REPORT

FOR 2024 13								
57852	REPLACE INSTRUCTIONAL EQUIP	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
57852	REPLACE INSTRUCTIONAL EQUIP	3,500	0	3,500	1,566.58	111.90	1,821.52	48.0%
57854	NON-INSTRUCTIONAL EQUIPMENT	46,300	19,000	65,300	15,816.10	18,778.82	30,705.08	53.0%
57856	REPLACE NON-INSTRUCTION EQUIP	23,080	0	23,080	2,944.01	843.08	19,292.91	16.4%
57866	MUSICAL INSTRUMENTS	7,000	0	7,000	6,750.00	.00	250.00	96.4%
57873	OTHER SAFETY EQUIPMENT	8,600	0	8,600	.00	.00	8,600.00	.0%
58400	CONTINGENCY	400,000	0	400,000	.00	.00	400,000.00	.0%
GRAND TOTAL		57,867,876	0	57,867,876	34,488,778.76	20,695,317.37	2,683,779.71	95.4%
** END OF REPORT - Generated by BRETT LACOSKE **								



**Budget Transfer Request**  
**Transfer Within Location**  
**Fiscal Year 2023-2024**

INITIATING DEPARTMENT:	VCMS - Business	DATE:	2/7/2024
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*Request is hereby submitted to transfer funds as indicated.*

From: Organization Code	Object Code	Description	Amount
1 90226221	55650	CONFERENCE FEES & MEMBERSHIPS	200.00
2			
3			
4			
5			
"FROM" Total:			200.00

To: Organization Code	Object Code	Description	Amount
1 90239100	55650	CONFERENCE FEES & MEMBERSHIPS	200.00
2			
3			
4			
5			
"TO" Total:			200.00

Detailed reason for budget transfer request.	
1	For two teachers to attend the Connecticut Education Network Technology Conference
2	Family & Consumer Science does not plan on using their entire budgeted amount for conferences in the current year
3	
4	
5	

SCHOOL ADMINISTRATOR SIGNATURE	DATE	APPROVED BY DIRECTOR OF BUSINESS AND FINANCE	DATE
<i>[Signature]</i>		<i>[Signature]</i>	
<b>BUSINESS OFFICE USE ONLY</b>			
<i>Recommendations and comments.</i>			
JE #	200	JE DATE:	February 14, 2024 <i>[Signature]</i>

V\_07.01.2022





**Budget Transfer Request**  
Transfer Within Location  
Fiscal Year 2023-2024

INITIATING DEPARTMENT:	Health Services	DATE:	2/1/2024
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*Request is hereby submitted to transfer funds as indicated.*

From: Organization Code		Object Code	Description	Amount
1	91323213	51127	Salary - Nurses	48,000.00
2				
3				
4				
5				
"FROM" Total:				48,000.00

To: Organization Code		Object Code	Description	Amount
1	91323213	53339	Other Prof & Tech Services	48,000.00
2				
3				
4				
5				
"TO" Total:				48,000.00

Detailed reason for budget transfer request.	
1	funds are needed to Maxim for LPN services for 1:1, this should cover all services through summer school
2	Funds are available due to vacant LPN position.
3	
4	
5	

SCHOOL ADMINISTRATOR SIGNATURE	DATE	APPROVED BY DIRECTOR OF BUSINESS AND FINANCE	DATE
	2/6/2024		2/6/24
<b>BUSINESS OFFICE USE ONLY</b> Recommendations and comments.			
JE # 415		JE DATE: February 6, 2024   	



## VERNON PUBLIC SCHOOLS

30 Park Street • P.O. Box 600

Vernon, CT 06066-0600

Fax (860) 870-6008

Website: [www.vernonpublicschools.org](http://www.vernonpublicschools.org)

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**William Meier III**  
*Director of Business and Finance*  
860-896-4661

March 1, 2024

To: Board of Education

From: William Meier  
Director of Business and Finance

Subject: Outdoor AED Proposal for Athletic Fields

Attached is a request for a budget amendment for the Board's consideration to fund the purchase of 6 Automated External Defibrillators and outdoor cases for installation at athletic fields used by Vernon Public Schools athletes.

This proposal has been developed jointly with the Vernon Police Department, Vernon Fire Department, Vernon Ambulance, Athletics, and the Tolland County Mutual Aid Fire Service, who is responsible for our regional Fire/EMS 911 dispatching.

The enclosures have security features and temperature control to ensure the AED is ready for use in an emergency. The location of these devices will be entered into the 911 database, so that in the event a caller needs to access the units, the 911 dispatcher will be able to guide them to the location and assist in accessing the equipment.

I have also attached a memo from Athletic Director Jeff Farrell, as well as the pricing quote from the manufacturer that has additional information.

# ROCKVILLE HIGH SCHOOL

**Jeff Farrell**  
*Athletic Director*  
(860) 870-6050 ext. 4023  
Jeffrey.Farrell@vermonct.org

**Christine Fortier**  
*Administrative Assistant*  
(860) 870-6050 ext. 4022  
Christine.Fortier@vermonct.org

## **ATHLETIC DEPARTMENT** **ACADEMICS- COMMITMENT- TEAMWORK**

### **AED Proposal**

The Vernon Public Schools' Athletic Department would like to propose a plan to purchase more AEDs at our facilities. More AEDs located on our outdoor facilities would allow us to be better prepared in the event of a cardiac emergency on our athletic fields. In light of recent events we feel it is very important to be cautious and prepared for an emergency.

We are proposing to add AEDs at the following locations:

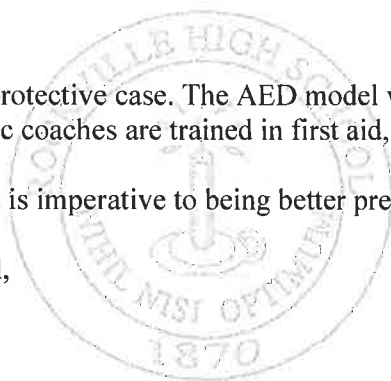
- Near the stadium field and track at Rockville High School.
- Near the softball fields at RHS.
- Near the baseball and softball fields at Vernon Center Middle School
- At the Miracle Field located at Northeast School.
- Near the soccer fields at Windermere fields.
- Henry Park

The outdoor AEDs would be held in a protective case. The AED model would be consistent with local EMS, Police, and Fire departments. All athletic coaches are trained in first aid, CPR, and AED every two years.

We feel that the addition of these AEDs is imperative to being better prepared for an emergency.

Thank you for considering this proposal,

Jeff Farrell  
Athletic Director  
Vernon Public Schools





**Advantage  
Emergency  
Devices, Inc.**

3 Starr Ridge Rd  
Suite 102  
Brewster, NY 10509  
1-800-650-1413  
Info@AdvantageAED.com  
www.Advantageaed.com

## Quotation

Date	Estimate #
2/26/2024	5464
Quote Valid for 30 Days	

Customer
Vernon Public Schools 30 Park St Vernon, CT 06066

Other	FOB	Rep	Project
	N. Salem, NY	PF	

Item	Description	Qty	Rate	Total
99512-001267	LIFEPAK CR2 Fully-automatic AED, WIFI, English-Spanish, Carry Bag	6	2,373.96	14,243.76
	CT State Contract 17PSX0200			
11998-000334	Stryker Emergency Response Kit	6	47.99	287.94
CE-TEK 4000	The CE-TEK All Weather AED Enclosure protects AEDs from direct sunlight, cold temperatures, moisture, dust, tamper, and theft while ensuring 24/7 Public Access to Defibrillation. Manufactured in the UK from a durable polycarbonate, the CE-TEK All Weather AED Enclosure boasts an IP-66 rating against dust and water intrusion. A thermostat controlled heater inside the enclosure ensures that AED pads and emergency medication remain at safe operating temperatures regardless of the environment outside.	6	1,195.00	7,170.00
CT State Contract 17PSX0200		Subtotal		
		Sales Tax (6.35%)		
		Total		





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## Quotation

Date	Estimate #
2/26/2024	5464
Quote Valid for 30 Days	

Customer
Vernon Public Schools 30 Park St Vernon, CT 06066

Other	FOB	Rep	Project
	N. Salem, NY	PF	

Item	Description	Qty	Rate	Total
Included AED Services	Additional services included at no charge: On site Delivery and setup of all AEDs. All AEDs will be fully assembled at time of delivery. In- service training will be provided for customer's staff on the operation and maintenance of the AED. Customer's staff will be aware of how to use and maintain the AED upon completion of in-service. Additionally, Battery and Electrode expiration dates and corresponding AED serial numbers will be tracked by Advantage Emergency Devices. 60 days prior to the expiration date an email will be sent reminding the customer of the upcoming date and necessary replacements. These services are provided at no additional cost.		0.00	0.00
CT State Contract 17PSX0200			<b>Subtotal</b>	\$21,701.70
			<b>Sales Tax (6.35%)</b>	\$0.00
			<b>Total</b>	\$21,701.70



**Budget Amendment Request**  
**Transfer Between Locations**  
Fiscal Year: 2023-2024

To: **Vernon Board of Education**

Date: 2/28/2024

*Request is hereby submitted for amendment(s) of budget as indicated.*

From Location:	Organization Code	Object	Description	Amount
1 MAINT. DEPT.	91437261	51128	CUSTODIAL/MAINTENANCE SAL.	21,701.70
2				
3				
4				
5				
"FROM" Total:				\$21,701.70

To Location:	Organization Code	Object	Description	Amount
1 CENTRAL ADMIN.	9143262	56900	OTHER SUPPLIES & MATERIALS	21,701.70
2				
3				
4				
5				
"TO" Total:				\$21,701.70

No.	Detailed reason and comments concerning requested budget amendment(s).
1	Funds are available in custodial/maintenance salaries to to staff vacancies
2	Funds will be used to purchase AED's with outdoor enclosure for Athletic Fields
3	
4	
5	

	1	2	3	4	5
Available balance in "To Location" account	\$ 7,241.54				
Original budget appropriation in the "From Location" acct	\$ 675,979.20				
Encumbrances and expenditures in the "From" account	\$ 523,659.96				
Available Balance in the "From Location" account	\$ 152,319.24	0.00	0.00	0.00	0.00

Requested by \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

At a meeting of the Board of Education held on \_\_\_\_\_ the above request(s) was/were approved in the amount of \$ \_\_\_\_\_

Signature of Director of Business and Finance: \_\_\_\_\_ Date \_\_\_\_\_

For Business Office Use Only: JE# \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

[illegible]

MAGNET SCHOOL TUITION		2023-2024 March 1, 2024			
CREC Schools	Actual by CREC 10/01/2023	Tuition 2023-24	Projected Amount	Invoice Amount	Notes
Academy of Aerospace & Engineering Elem	2	\$6,335.00	\$12,670.00	\$12,670.00	Paid
Academy of Aerospace & Engineering HS	8	\$6,953.00	\$55,624.00	\$55,624.00	Paid
Ana Grace Academy of the Arts (Greater Hartford Academy of the Arts-Elementary)	5	\$6,335.00	\$31,675.00	\$31,675.00	Paid
Discovery Academy	3	\$6,335.00	\$12,670.00	\$12,670.00	Paid
Glastonbury/East Hartford Magnet School	4	\$6,335.00	\$19,005.00	\$19,005.00	Paid
Greater Hartford Academy of the Arts High School FULL TIME	5	\$6,953.00	\$34,675.00	\$34,675.00	Paid
Greater Hartford Academy of the Arts Middle School (Ana Grace Academy of Arts MS)	1	\$6,953.00	\$6,953.00	\$6,953.00	Paid
Greater Hartford Academy of the Arts HALF DAY/PART TIME	5	\$6,953.00	\$34,765.00	\$34,765.00	Paid
Academy of International Studies Elementary School (Formerly, International Magnet School for Global Citizenship)	13	\$6,335.00	\$76,020.00	\$76,020.00	Paid
Academy of Science and Innovation	3	\$6,953.00	\$20,859.00	\$20,859.00	Paid
Academy of International Studies (formerly, Metropolitan Learning Center)	4	\$6,953.00	\$43,830.55	\$43,830.55	Paid
Montessori Magnet School	4	\$6,335.00	\$19,005.00	\$19,005.00	Paid
Museum Academy	2	\$6,335.00	\$6,335.00	\$6,335.00	Paid
Academy of Computer Science and Engineering HS (formerly Civic Leadership High School , PSA)	3	\$6,953.00	\$34,765.00	\$34,765.00	2 students not registered, paid 20,859
Reggio Magnet School of the Arts	1	\$6,335.00	\$6,335.00	\$6,335.00	Paid
Academy of Computer Science and Engineering (formerly Two Rivers Magnet Middle School)	12	\$6,953.00	\$83,436.00	\$83,436.00	Paid
University of Hartford Magnet School	3	\$6,335.00	\$38,010.00	\$38,010.00	Paid
Great Path Academy	9	\$3,465.00	\$32,051.25	\$32,051.25	3 students not registered, 2 students not responsible for, paid 21,656.25
CREC Total	87		\$568,683.80	\$568,683.80	
GOODWIN UNIVERSITY SCHOOLS	Actual 10/1/2023	Tuition 2023-24	Projected Amount		Adjustment
Connecticut River Academy (CTRA)	20	\$6,402.00	\$134,442.00	\$134,442.00	Paid
Early College Advanced Manufacturing Pathway Half Day (ECAMP)	1	\$6,402.00	\$6,402.00	\$6,402.00	Paid
Riverside at Goodwin Magnet School	19	\$6,402.00	\$96,030.00	\$96,030.00	Paid
Other Total	40		\$236,874.00	\$236,874.00	
EASTCONN SCHOOLS	Actual 10/1/2023	Tuition 2023-2024	Projected Amount		Adjustment
Arts at the Capitol Theater Magnet (ACT)	2	\$7,035.00	\$14,070.00	\$14,070.00	Paid
Charles H. Barrows STEM Academy	1	\$5,663.00	\$5,663.00	\$5,663.00	Paid



Other Total	2		\$19,733.00	\$19,733.00	
<b>Estimated Tuition Total</b>	127		<b>\$825,290.80</b>	<b>\$825,290.80</b>	
CT Charter & Technical Schools	3/1/2024				
Howell Cheney Technical High School	66				
A.I. Prince Technical High School	10				
Windham Technical High School	2				
Odyssey Community School	10				
Jumoke Academy	1				
VPS Students in Magnet Schools	199				
VPS students in Technical Schools	78				
VPS Students in Charter Schools	5				
VPS Students in Home School	104				
VPS Students in Open Choice Schools	1				
VPS Students in Private Schools	41				
Total OTHER Database	428				

SCHOOL NAME	GRADE	STUDENT NUMBER	CURRENT TUITION	EXIT DATE	RETURNED TO BUDGET (not deducted from current tuition)
<u>Bloomfield Public Schools</u>					
	8	1	\$ 11,040.12		\$ -
BLOOMFIELD TOTALS			\$ 11,040.12		\$ -
<u>CREC MAGNETS</u>					
Acad. Of Aerospace & Engineering	11	1	\$ 18,371.48		\$ -
	10	2	\$ 11,456.81		\$ -
Acad. Of Computer Science & Eng. High School	10	3	\$ -	8/9/2023	\$ -
Civic Leadership HS	11	4	\$ 9,185.74		\$ -
Discovery Academy	4	5	\$ 11,254.11		\$ -
	PK 3	6	\$ 15,810.78		
	2	7	\$ 20,727.10		
Acad. Of Arts Middle Magnet		8			
	10	9	\$ 3,727.04	9/15/2023	
	8	10		8/30/2023	\$ -
Ana Grace Academy of Arts Elementary	1	11	\$ 2,321.80		
awaiting ppt to pay	8	12	\$ 2,321.80		
	KF	13	\$ 4,032.60		
Montessori	5	14	\$ 12,651.53		
Museum Academy	2	15	\$ -	6/8/2023	\$ -
	PK	16	\$ 15,147.55		
Acad. Of Computer Science & Eng. Middle School	8	17	\$ 73,519.50		\$ -
need invoice	8	18	\$ 6,863.94		\$ -
	7	19	\$ -	Two Rivers Ma	\$ -
		20			
	7	21	\$ -	9/29/2023	
Acad. Of Int'l Studies 6-12	12	22	\$ -	6/15/2023	
University of Hartford Magnet School	5	23	\$ 61,622.32		\$ -
	5	24	\$ 65,451.20		\$ -
	1	25	\$ 18,405.30		
Acad. Of Int'l Studies Elem.	5	26	\$ 6,863.94		
	1	27	\$ -	8/23/2023	
	6	28	\$ 4,655.75	12/8/2023	
	8	29	\$ 3,863.23	12/8/2023	
	6	30	\$ 17,159.85		\$ -
Acad. Of Int'l Students Elem.	9	31	\$ 9,151.92		
Acad. Of Science & Innovation					
CREC MAGNET TOTALS			\$ 394,565.29		\$ -
<u>LEARN</u>					
<u>Riverside Elementary @ Goodwin</u>					
	PK	32	\$ 6,349.00		\$ -
	1	33	\$ 9,918.00		\$ -

CT River Academy	8	34	\$ 5,250.00		\$ -
LEARN TOTALS			\$ 21,517.00		\$ -
HARTFORD PUBLIC SCHOOLS					
Annie Fisher STEM		35			
Betances Early Reading	5	36	\$ 6,571.02		\$ -
		37			
ESM at Mary Hooker	KF	38	\$6,571.02		
ESM at Mary Hooker	2	39	\$ 4,359.20		
Hartford Magnet Trinity	9	40	\$22,317.21		
Hartford Magnet Trinity	8	41	\$ 6,788.98		
Sport and Medical Science	10	42	32951.76		
Webster MicroSociety	7	43	\$ 5,481.22		\$ -
Betances Early Reading	KF	44	2179.6		
Pathways Acad of Tech & Design	12	45	\$ 7,660.82		\$ -
HARTFORD TOTAL			\$ 94,880.83		\$ -
ODYSSEY COMMUNITY SCHOOL					
		46	\$ 4,836.00		
	KF	47	\$ 13,299.00		
	6	48	\$ 13,903.50		
ODYSSEY TOTAL			\$ 32,038.50		\$0.00
	TOTAL ALL MAGNETS		\$ 554,041.74		\$0.00
Eff. 12/15/2023	TOTAL TUITION LESS CREDIT MEMOS				\$ 554,041.74
MAGNET SCHOOL 504 Students 91547200-55818	GRADE	STUDENT NUMBER	CURRENT TUITION	EXIT DATE	RETURNED TO BUDGET (not deducted from current tuition
504 Students Only					
CREC, Computer Science & Eng.	8		\$ 2,232.50		
CREC, Computer Science & Eng.	8		\$ 119.60		
HARTFORD	3		\$ 2,115.00		
HARTFORD	9		\$ 2,115.00		
LEARN	4		\$ 3,036.00		\$ 724.50
	TOTAL 504 TUITION		\$ 9,618.10		\$ 724.50
Breakthrough North	5	28	\$ 10,482.12		\$ -
Great Path Academy	9	31	\$ 5,210.10		
Noah Webster Micro Society	3	33	\$ 8,367.12		\$ -
	7	35	\$ 12,566.16		\$ -



**REQUEST FOR PROPOSAL**

**FOR**

**DESIGN - BUILD SERVICES**

**FOR**

**Vernon Board of Education,  
Vo-Ag Program Aquaculture Lab**

**February 23<sup>rd</sup>, 2024**



## **I. PROJECT / TEAM OVERVIEW**

### **A. Project Description**

Vernon Public Schools ("Board" or "Town") has received a Grant to create a dedicated Aquaculture Lab/Classroom of approximately 1,600 sf. This lab/classroom is to sit on Rockville H.S. property adjacent to the current Vocational Agricultural classroom wing, with a connector providing student flow between the two structures.

Grant and Municipal funding will require prevailing wage rates and compliance with State of Connecticut CHRO. Review by the State of the design and construction documents is NOT required.

### **B. Client Description**

Vernon Public School's Vo-Ag ASTE (Agriculture Science and Technology Education) Program is a regional school choice program serving Bolton, Ellington, East Windsor, Manchester, South Windsor, Somers, Stafford, Tolland, Union, and Vernon.

They are in need of a new laboratory classroom in order to expand their curriculum to include:

- Breeding and spawning of ornamental fish
- Raising production species (from spawning to harvesting)
- Water quality test labs and experiments
- Fish feeding and weighing experiments and labs.
- Dissections (fish, crayfish, mollusks)
- Saltwater tanks for marine units
- Touch tank for recruitment and marine units

### **C. STV Role**

STV's Hartford, CT office, specializes in coordinating construction and relocation projects. STV is the owner's representative working directly for Vernon Schools and does not accept commissions, referral fees or other incentives. STV will be acting as Vernon Public School's representative throughout the process and, along with Vernon's internal personnel, is executing the bidding process for this Design Build Request for Proposal. All correspondence should be directed through STV.

## II. SCOPE OF WORK

The intent of this RFP is to request Design Build Firms to provide preliminary Design and Cost Estimates for a new Aquaculture Lab, to be located at 70 Loveland Hill Rd.

We are requesting that bidders provide a proposal for the aquaculture laboratory classroom adjacent to the existing Vo-Ag wing. The intent is for the lab to be located in a small courtyard area and include both a teaching space and laboratory space. The new building can be standalone or attached to the building, but must provide a weather – protected route to the space from the existing Vo-Ag corridor area, without disrupting any existing classrooms. Proposals should also include specifications for a 30 year roof Garland or equivalent, and should specify Trane or Trane compatible digital controls to tie in with the existing building control system. MEP coordination should also include 2-4" schedule 40 conduits for future data needs in the space.

The desired schedule for construction is to be "weather tight" with major sitework complete, by August 23, 2024, and substantial completion by December 20, 2024.

Additional detailed information about the program, site location, and existing conditions will be discussed and provided to attendees at the mandatory walkthrough.

The schedule for this Design Build RFP process is as follows:

### **RFP out to Design Build Contractors:**

RFP out to Bid..... February 23, 2024  
RFP site visit (mandatory)..... March 4, 2024, 2:30 pm  
Questions Due by..... March 12, 2024, 5:00 pm  
Addendum Out to Bidders..... March 18, 2024  
RFP Responses Due..... April 12, 2024 @ 3:00PM

### **RFP Response Review:**

Proposal Review and Comparison..... April 15, 2024  
Interviews for short listed responders..... April 18, 2024 (times TBD)  
Tentative Final Decision by..... April 19, 2024

It shall be the bidder's responsibility to become familiar with the information provided within and/or attached to this RFP, and to identify any questionable factors in question format via the process described in this RFP.

Duties shall include, but not be limited to:

**A. Pre-construction**

1. Review existing site and existing building conditions and identify required scope to execute the design and construction.
2. Review existing MEP and Plumbing and confirm adequate capacity for additional equipment and space.
3. Provide budget estimates through major design phases
4. Develop a schedule / phasing plan
5. Provide value engineering services
6. Identify and recommend options for long lead items in order to deliver the project on schedule
7. Attend required meetings
8. Work with STV and the Project Stakeholders to develop a full set of construction documents for the project approach selected from your initial proposal.

**B. Construction**

1. Develop and maintain a master schedule, safety reports and logs.
2. Hold weekly project meetings with subcontractors, architect / engineer, and STV and be responsible for taking and distributing detailed notes.
3. Prepare and issue subcontractor bid information
4. Produce written field reports on status and progress and submit to STV.
5. Control costs and issue reports, payment requisitions, and lien waivers
6. Obtain all applicable permits including certificate of occupancy
7. Issue punch list and oversee resolution

**C. Project Close-out**

1. Upon project completion, provide STV with one complete set of as built documentation.
2. Provide to STV a closeout package with all manuals, warranties, etc.
3. Provide (with responsible sub) MEP instructional training for Vernon Schools operations personnel.
4. Provide to STV a copy of all inspections, permits, affidavits, etc. within 24 hours of receipt.

### **III. GENERAL PROVISIONS**

#### **A. Bid Due Date and Requirements**

All proposals are due by 3:00 pm on April 12, 2024.

Three (3) copies and one flash drive of the proposal should be submitted in a sealed envelope marked "BID DOCUMENT – VERNON PUBLIC SCHOOLS AQUACULTURE LAB - DO NOT OPEN" clearly marked on the outside of the envelope to: William Meier III, Director of Business and Finance, Town of Vernon Board of Education, BUSINESS OFFICE, 30 Park Street, Vernon, Connecticut 06066 no later than 3:00 PM EST, April 12, 2024. Emailed, faxed or late bids will not be accepted.

Received bids will be opened publicly in person on/at 3:00 pm EST, April 12, 2024; 3rd Floor, 30 Park Street, Vernon, Connecticut 06066. Bid results will be posted on both the Vernon Board of Education website.

The selected firm must meet all municipal, state and federal AA and EEO practices and requirements. MBE's, WBE's, SBE's are encouraged to apply.

Confidentiality- If Respondent believes that any information in its proposal should be treated as confidential that material shall be clearly marked. The Vernon Board of Education shall endeavor to protect confidential material from disclosure to non-BOE employees to the extent required by State or Federal law. In no event will the BOE be responsible for the inadvertent disclosure of your response to this sealed bid.

**AFFIRMATIVE ACTION:** The Contractor shall comply with Connecticut General Statutes §§ 4a-60, 4a-60a, 4a-60g, and 46a-68b through 46a-68f, inclusive, as amended. An Affirmative Action Plan shall be filed with and approved by the Commission on Human Rights and Opportunities prior to the commencement of construction. A minimum of twenty five percent (25%) of the contract award shall be to subcontractors holding current certification from the Connecticut Department of Administrative Services (hereafter "DAS") under the provisions of Connecticut General Statutes §4a-60g, as amended. A minimum of twenty five percent (25%) of the contract award shall be with DAS certified Small and Minority owned businesses, and a minimum of twenty five percent (25%) of that work or portion of the contract award shall be with DAS certified Minority, Women and/or Disabled owned businesses. The Contractor shall demonstrate a good faith effort to meet the 25% set aside goals. The Contractor shall file a written or electronic non-discrimination certification with the Commission on Human Rights and Opportunities. Forms can be found at [http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav\\_GID=1806](http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav_GID=1806) The set aside requirements are for the total contract award, not simply the portion funded by the State of Connecticut.

**Tax Exemption:** The VPS is tax exempt and will provide appropriate documentation as needed.



Bidders are expected to comply with Federal Regulations: Appendix II to Part 200- Contract Provisions for Non-Federal Entity Contracts Under Federal Awards; and Federal and State requirements for Solid Waste Disposal and recycled materials.

**Collusion Among Bidders:** Multiple proposals from an individual, firm, partnership, corporation or association under the same or different names are subject to rejection by the Procurement Administrator. Reasonable grounds for believing that a bidder is interested in more than one proposal for the work contemplated may result in rejection of all bids in which the bidder is interested. Any or all proposals will be rejected if there is any reason for believing that collusion exists among the bidders. Participants in such collusion may not be considered in future solicitations for the same work. Each bidder, by submitting a bid, certifies that it is not a party to any collusive action.

**Non-Discrimination of Employment:** VPS actively subscribes to a policy of equal employment opportunity and will not discriminate against any employee or applicant because of race, sex, age, color, physical or mental handicap, marital status, sexual affiliation, religion, nation origin or political affiliation. Bidders shall not discriminate in any manner against any employee because of race, sex, age, color, physical or mental handicap, marital status, sexual affiliation, religion, national origin or political affiliation.

**Non-Conflict of Interest Statement:** It is unlawful for any officer, employee or agent of VPS to participate personally in his/her official capacity through decision, approval, disapproval, recommendation, advice or investigation in any contract or other matter in which he/she, his/her spouse, parent, minor child, brother or sister, has a financial interest, or to which any firm, corporation, association, or other organization in which he/she has a financial interest, or in which he/she is serving as an officer, director, trustee, partner, or employee, or agent. The successful bidder agrees that during the term of the Contract and for twenty four (24) months following the exit conference, the successful bidder, its employees, agents, and representatives, shall not, with or without compensation, on behalf of the successful bidder, or another person, entity, or corporation, take any action in connection or receive any benefit with any specific matter, finding or recommendation associated in any way with this project, except with the express written consent of VPS

Bidders should make themselves available for interviews on April 18, 2024, at times to be determined, to review their bid packages.

#### **B. Selection Date**

It is expected that the vendor selection will be made by April 19 of 2024 to continue through the process of Design Development and Design Build.

#### **C. Bid Rejection**

The Board reserves the right to reject any or all proposals in whole or part, to award any one service or group of services or all services, to negotiate with any or all companies

submitting proposals, and to enter into an agreement with any company for any services mentioned in this RFP; if it is deemed to be in the best interest of the Board.

**D. Bid Modification**

Modification of quotes will be considered only if notice is given in writing prior to the time stated for submittal of bids.

**E. Insurance**

Upon award, the successful bidder will be required to provide a current certificate of insurance naming required certificate holder and additional insureds, including the Town of Vernon and Vernon Public Schools. The Town of Vernon and Vernon Public Schools reserves the right to require the vendor to carry specific limits that will be provided at a later date.

**G. Questions**

Questions must be received no later than the date specified below. All questions will be answered via emailed addendum to all bidders. Questions must be directed by email to: Mark Rizzo, Supervisor of Facilities & Special Projects, Vernon Public Schools, [mrizzo@vernon-ct.gov](mailto:mrizzo@vernon-ct.gov), with copy to Kyle Rongey of STV, [kyle.rongey@stvinc.com](mailto:kyle.rongey@stvinc.com)

Question due date: Questions must be received on or before March 12<sup>th</sup> at 5 pm, and will be answered by Addendum no later than the end of day on March 18<sup>th</sup>.

**H. Confidentiality**

All information contained herein is confidential and shall be treated as such. The selected vendor may be required to sign a client confidentiality and non-disclosure statement before starting work on the project.

**I. Governing Law**

It shall be understood and agreed that any and all articles and/or equipment furnished or contract awarded on this proposal shall comply fully with all Local, State, and Federal laws and regulations. The contract shall be governed by the laws of the State of Connecticut and the Town of Vernon and Vernon Public Schools. The contract and other operating documents shall be based on The DBIA's "Standard Form of Agreement between Owner and Design-Builder – Cost Plus Fee with Option for Guaranteed Maximum Price" (see attached template).

**J. Contract & Billing**

The contract will be entered into directly between The Vernon Public Schools and the selected Design Builder. STV or the Town of Vernon / Vernon Public Schools must approve completion of each phase and all vendors used by the bidder including subcontractors, engineers, and consultants. The attached DBIA contracts are for illustrative purposes.

**K. STV Relationship**

Vernon Public Schools has appointed STV as the Owners Representative for this project. The selected vendor will need to indemnify and cooperate with STV for the duration of this project. The attached EXHIBIT A acknowledging this relationship must be signed and returned by the successful bidder within 2 business days of award.

**L. Collaboration of Specialty Vendors**

The project scope will require collaboration with Vernon's Public School's selected vendors for aquaculture equipment, technology, security and A/V systems, and any other specialty equipment as determined by the educational program and facilities & maintenance departments.

## **IV. BID SUBMISSION CRITERIA**

### **A. Design Documents**

1. Provide Schematic Design Documents with Floor Plan, Front and Side Elevation, and Site Plan.
2. Provide a written narrative of architectural materials (exterior and interior), structural foundations and framing systems, proposed plumbing, drainage, building tie in and mechanical system.

### **B. Team, Approach and Experience**

1. Describe how you intend to coordinate this project including anticipated meetings, and provide the names, positions, and brief background of your proposed project management team. Include an organization chart that shows the names of your proposed Project Manager and Superintendent.
2. List team members who will be producing the design and construction documents, i.e. Architect, MEP Engineer, Structural Engineer.
3. Describe how you will coordinate your trade contractor work such as delivery of materials, labor, etc. and how the impact to the school's operation will be minimized.
4. Provide a list of similar completed Design Build and/or Education Lab/Shop Classroom focused projects (within the last 5-10 years), including location, square footage, construction cost, schedule, and the names & contact information of those clients.
5. Describe your approach to reporting and control of costs.
6. List any value added services your D-B team brings to the project.
7. List any litigation your firm or any of its principals may have been involved with in the past five years, and list that litigation's status and /or result.
8. Include the annual dollar volume of construction work your firm has performed over the past two years.
9. Indicate your limits of insurance, bonding capacity and related expenses, and include a separate cost for obtaining a Builders All Risk policy for the project.

### **C. Cost Proposal**

1. Complete and return the attached Design Build Project Bid Form and General Conditions Form. The BID FORM must be completed and signed by an officer of your company for your firm's proposal to be considered.
2. Generate an overall schedule that indicates when the project will be "weather tight", and when it will reach substantial completion.



# BID FORM

## VERNON PUBLIC SCHOOLS Design Build for New Aquaculture Lab Building

**Total estimated cost  
of Construction:**

Approximately \$\_\_\_\_\_

**Note:** This cost is to be basis of GMP and as such should be all inclusive of any and all aspects of the DB project.

**Schedule:**

1. Preconstruction: # of Months from Referendum/start date. \_\_\_\_\_ Months
2. Construction: # of Months from end of Preconstruction. \_\_\_\_\_ Months

**Design Fee:**

\$ \_\_\_\_\_

**Pre-construction Services:**

\$ \_\_\_\_\_

**General Conditions (% of Actual Total Cost  
of Construction):**

\_\_\_\_\_ %

**Fee (% of Actual Total Cost of Construction)**

\_\_\_\_\_ %

**Change Orders (General conditions)**

\_\_\_\_\_ %

**Change Order (Fee)**

\_\_\_\_\_ %

**Length of General Conditions (in weeks)**

\_\_\_\_\_

**Weekly Cost for Additional  
Pre-construction Services**

\$ \_\_\_\_\_

**Per Week**

**Weekly Cost for Additional General Conditions**

\$ \_\_\_\_\_

**Per Week**

**Company Name:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Company Officer:**

\_\_\_\_\_

**Title:**

\_\_\_\_\_

## Design Build Contractor General Conditions Form

### INSTRUCTIONS:

- 1) Each Row Must Be Completed
- 2) Mark with an X if Owner Supplied or Excluded
- 3) Fill in \$ Value if Included in General Conditions
- 4) Mark N/A if Not Applicable to This Project

Description	Owner Supplied	Included in General Conditions	Excluded costs determined by Project
<b>Personnel Related Expenses</b>			
Project Executive			
Project Manager			
Asst. Project Manager			
Safety Officer			
Site Superintendent			
<b>Engineering &amp; Testing</b>			
Baseline Layout			
<b>Field Office Expenses</b>			
Trailer (If needed)			
<b>Cleanup</b>			
Field Dumpster			
Final Clean - Interior			
<b>Insurance</b>			
Employer's Liability			
Workers Compensation			
Comprehensive Gen. Liability			
Builder's Risk			
<b>Project Closeout</b>			
Punchlist			
Record Drawings & O&M Manuals			
Warranties			
<b>Permits</b>			
Demolition Permit			
Fire Dept. Permits			
Building Permits & Fees			
Bonding Fees			

TOTAL COST GENERAL CONDITONS

\$



## EXHIBIT - A

VERNON PUBLIC SCHOOLS (the CLIENT) has appointed STV to observe the work and to have such other responsibilities as the Owner and STV agree in writing. (INSERT CONTRACTOR NAME) will:

- a) Cooperate with STV in every way.
- b) Provide full access to all parts of the Project and the Work to STV at all times during normal working hours.
- c) Provide advance notice and invite STV to all project meetings and subcontractor meetings concerning the project.

(INSERT CONTRACTOR NAME) will indemnify, defend and save STV harmless from any claims, losses, costs or expenses, including attorney's fees and court costs, arising from any occurrence or matter including, but not limited to, the exercise of any agency on behalf of CLIENT, undertakings and approvals authorized on behalf of CLIENT, personal injury, death and property damage, related to the conduct of the work including third party claims.

Until the Contractor has been given written notice to the contrary, STV shall act as the Owner's representative in connection with the project. STV shall attend regularly scheduled project meetings as well as all special project meetings of which it has been given adequate notice. Any action by STV shall be binding upon the Owner. The Owner may, by written notice pursuant to the provisions of this Agreement, designate another representative to act on its behalf.

Accepted by:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company

## Vernon Public Schools Food &amp; Nutrition Services

## Profit and Loss

January 2024

	TOTAL
Income	
Discrepancies	1.00
Food Sales	
Food Sales - A La Carte	12,518.75
Food Sales - Adult	56.05
Food Sales - Students	34,272.25
<b>Total Food Sales</b>	<b>46,847.05</b>
Interest Income	2,869.43
State/Federal Aid	
Federal Aid - NSLP Lunch	124,756.70
Federal Aid - SBP Breakfast	41,303.37
State Aid - STABLE Funds	14,091.85
<b>Total State/Federal Aid</b>	<b>180,151.92</b>
<b>Total Income</b>	<b>\$229,869.40</b>
<b>GROSS PROFIT</b>	<b>\$229,869.40</b>
Expenses	
Capital outlay expenditures	58,737.06
Courier Services	950.00
Employee Insurance	
Dental Insurance	146.46
Health Insurance	12,240.73
<b>Total Employee Insurance</b>	<b>12,387.19</b>
Equipment Repairs and Maintenance	1,226.62
Food Purchases	75,926.49
Local Food Purchases	687.60
<b>Total Food Purchases</b>	<b>76,614.09</b>
Kitchen Supplies	
Paper Supplies	7,108.56
Smallware Supplies	837.83
Uniforms and Shoes	1,009.00
<b>Total Kitchen Supplies</b>	<b>8,955.39</b>
Office/General Administrative Expenses	1,131.88
Payroll	67,542.39
Severance Pay	10,634.00
<b>Total Payroll</b>	<b>78,176.39</b>
Payroll Taxes	4,525.31
Point of Sales System	3,097.00
Professional Development	120.00
Retirement Benefits	5,747.82



Vernon Public Schools Food & Nutrition Services

Profit and Loss

January 2024

	TOTAL
Telephone	36.07
<b>Total Expenses</b>	<b>\$251,704.82</b>
NET OPERATING INCOME	<b>\$ -21,835.42</b>
NET INCOME	<b>\$ -21,835.42</b>

VERNON PUBLIC SCHOOLS  
Vernon, Connecticut 06066


Information Only	<u>X</u>	Agenda Item	<u>10.3</u>
Decision Requested	<u>          </u>		<u>March 11, 2024</u>
			Date

AGENDA REPORTING FORM

Subject: Reports from Board of Education Liaisons Regarding Attendance at Organization/Committee Meetings (BOE Goal #1)

Background: The Board of Education liaisons will report on their attendance at any meetings that were held recently.

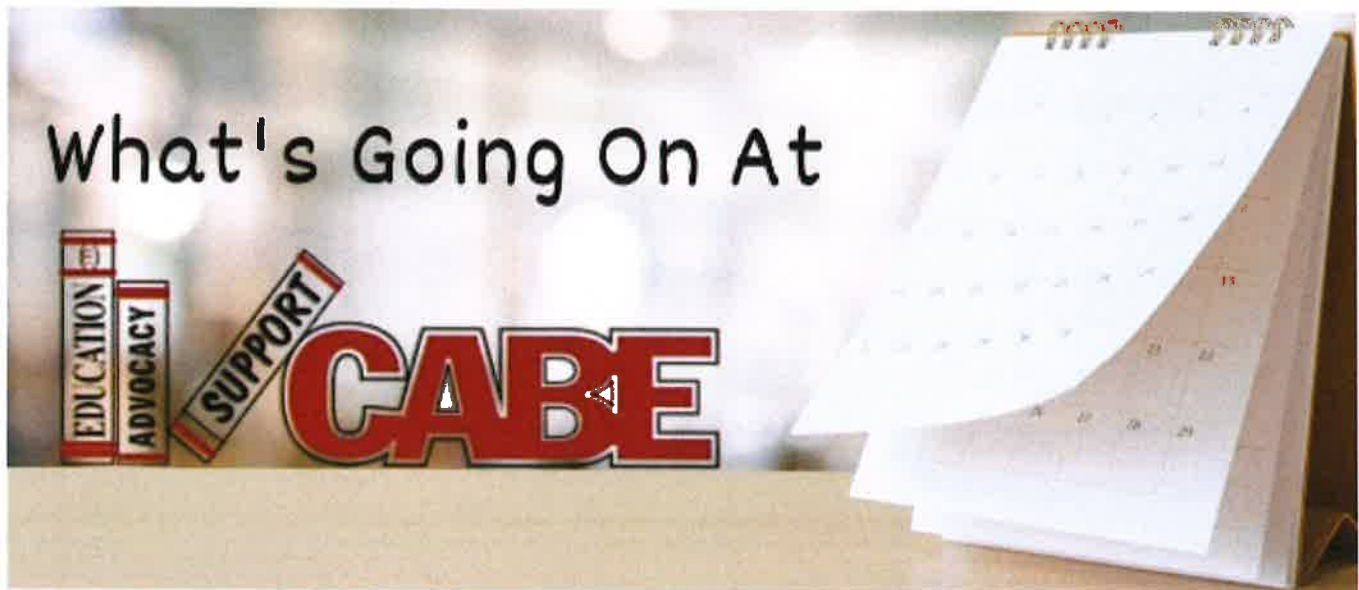
Recommendation: No action required.

  
\_\_\_\_\_  
Signature of Person(s) Submitting Report

  
\_\_\_\_\_  
Superintendent of Schools



**FOR YOUR  
INFORMATION**



March 6, 2024



**Next Week! Register Today!**

**Day On the Hill**

**Wednesday, March 13, 2024**

**8:45 am**

**The Bushnell Autorino Great Hall**

Learn the latest on key education issues before you lobby your legislators on how proposed legislation will impact your district.

[Click here](#) for more information.

[Click here](#) to register online.

\*Click on the **red letters** to open up a new screen that will provide you with more information on that topic.

## ◆ **Upcoming CABE Events** ◆



**March is**

**Board Member Appreciation Month!**

***Thank you for all you do, board members!***

Watch our website and social media for the School Board Appreciation videos featuring many local educational leaders.

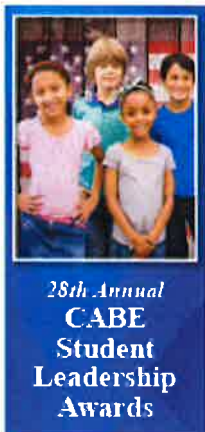
Check out the Board of Education Member Appreciation Toolkit at:

<https://www.cabe.org/members/board-of-ed-appreciation-toolkit>

Show your board members how much you appreciate them with a 16oz. Thank You Tumbler, our popular Hershey Bars or Mark Twain Notepads.

[Click here](#) to order your appreciation gifts online.

[Click here](#) for more information and order form.



### **CABA Student Leadership Awards**

**Deadline: Friday, March 29, 2024**

Honor your Connecticut High School and Middle School students who exhibit exemplary leadership skills. Two students from each high school and middle school in a CABA Member district are eligible to receive this prestigious CABA Leadership Award.

[Click here](#) for more information and application form.

[Click here](#) to complete the application online.

## ◆ **CABA /CAPSS Convention** ◆

### **Call for Proposals**

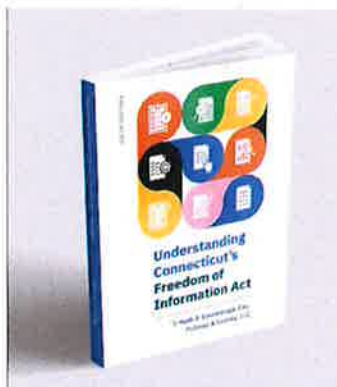
The CABA/CAPSS Convention committee is now accepting proposals for workshops to be presented at the annual CABA/CAPSS Convention, ***Championing Our Schools through Unity of Purpose*** on November 15-16, 2024.

All proposals must be received no later than **Thursday, April 4, 2024** in order to be considered by the Convention Committee.

[Click here](#) to review the proposal strand descriptions and guidelines.

[Click here](#) for the online form.

## ◆ **CABA Services** ◆



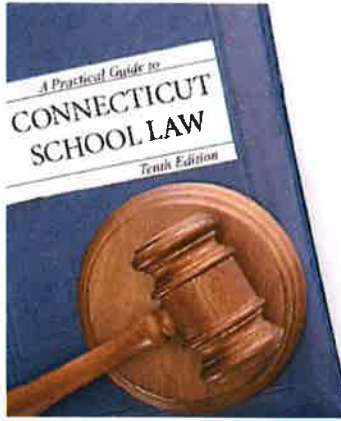
### **Understanding Connecticut's Freedom of Information Act - Sixth Edition**

This book will provide guidance to public agencies and their members seeking to navigate the maze of edicts and exceptions associated with the FOIA.

[Click here](#) for more information and order form.

[Click here](#) to order yours online today.





## **A Practical Guide to Connecticut School Law - 10th Edition**

Comprehensively revised and updated through the 2023 Legislative Session.

[Click here](#) for more information and order form.

[Click here](#) to order yours online today.

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### **Order your**

#### **New Board Member Packets**

The first year as a new school board member can be difficult. The New Board Member Packet contains critical information a newly elected board member needs.

[Click here](#) for more information and the order form.

[Click here](#) to order online.

#### **New Board Member Orientation Book**

The New Board Member Orientation book is a valuable tool that provides newly elected board members with information on Roles and Responsibilities, Legal Requirements and Advocacy, and Policy.

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### **◆ Recent Webinars in the CABA Webinar Library ◆**

#### **Great Boards: Building a Cohesive Team Between the Superintendent and the Board Chair**

Do you know what a Great Board looks like.. and the impact it can have on your students, your schools and your community?

#### **As Book Bans Escalate Here's What You Need to Know**

Come hear the latest concerns with the growing movement to ban books in schools and public libraries.

#### **African American/Black and Puerto Rican/Latino Course of Studies**

Legislative requirements, the curriculum development process and its impact.

Browse our webinar library for more archived webinars.

[Click here](#) for a full list of our past Webinar Series events.

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### **◆ CABA Communications ◆**

#### **CABA Journal**

The March [CABA Journal](#) was delivered by mail and electronically.

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### **◆ Outside Opportunities ◆**

**The Aspiring Educators' Diversity**

## **Scholarship Program**

Available for diverse students who graduated from a public high school in a priority school district. Up to \$10,000 is available annually for undergraduate or graduate programs.

**Application deadline is Friday, March 15, 2024.**

[Click here](#) for more information.

[Click here](#) to apply.

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Governor M. Jodi Rell Center, Connecticut Public and CAS present

## **Annual Civility Awards**

This award recognizes K-16 classrooms, clubs or schools that encourage dialogue, action, education or engagement around integrity in public discourse and civility.

**Nominate your class, school or club by April 30, 2024.**

[Click here](#) for more information and to register.

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**NEW!**

## **Early Career Teacher of Color Scholarship**

Available to an early career teacher of color who is within their first five years of teaching in a Connecticut public school. The program awards \$1000 to one early-career teacher to help them with their professional experience.

**Application deadline is Wednesday, May 1, 2024.**

[Click here](#) for more information.

[Click here](#) to apply.

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Connecticut Association of Boards of Education

81 Wolcott Hill Road, Wethersfield, CT 06109

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# ROCKVILLE HIGH SCHOOL

**Jason D. Magao**  
*Principal*  
(860) 870-6050 ext. 4003

**Jeffrey Farrell**  
*Athletic Director*  
(860) 870-6050 ext. 4023

**Kate Howard-Bender**  
*Assistant Principal*  
(860) 870-6050 ext. 4009

**Daniel C. Pichette**  
*Assistant Principal*  
(860) 870-6050 ext. 4012

TO: Joseph Macary  
FROM: Jason Magao *JDM*  
RE: SUNY, Cobleskill, NY  
DATE: February 21, 2024

Attached please find a request from Erika Bahler, Dept. Chair, ASTE for approximately five (5) students and one (1) chaperone attend the Agricultural Technology and Mechanical Systems Career Development Event for CT being hosted at SUNY, Cobleskill, NY on April 3, 2024.

This event provides students the opportunity to problem solve while working as a team to develop their technical knowledge of complex agricultural problems.

I recommend support by the Board of Education for this valuable educational opportunity for our ASTE students.

JDM:eab  
Attachment



*The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.*

**Rockville High School**  
**Field Trip Request**  
**Day Trips & Overnight Trips**

**INSTRUCTIONS:** Sponsoring Staff member is to complete this form and receive approval from their Department Head/Coordinator. The form should then be submitted to the Student Activities Director. The Student Activities Director will forward the form for proper authorization. The form must be submitted at least four weeks prior to the date of the proposed trip, and six weeks for overnight trips. The approval of the Superintendent is required for overnight and out-of-state trips.

**Date(s) of Trip** \_\_\_\_\_ Wed April 3rd, 2024 \_\_\_\_\_

**Time of Departure** \_\_\_\_\_ 6:00 am \_\_\_\_\_

**Time of Return** \_\_\_\_\_ 3:00 pm \_\_\_\_\_

**Name of Sponsoring Staff Member** \_\_\_\_\_ Erika Bahler \_\_\_\_\_

**Number of Buses Needed** \_\_\_\_\_ 0 \_\_\_\_\_ *The ASTE truck will be used.*

The Sponsoring Staff Member must make arrangements for transportation.

**Specific Class/Group/Grade Involved** \_\_\_\_\_ FFA Mechanics CDE Team \_\_\_\_\_

**Destination** \_\_\_\_\_ SUNY Cobleskill, 106 Suffolk Circle Cobleskill NY 12043 \_\_\_\_\_

**Total Number of Students Making Trip** \_\_\_\_\_ 5 \_\_\_\_\_

**Number of Chaperones (1:10)** \_\_\_\_\_ 1 \_\_\_\_\_

**Names of Chaperones** \_\_\_\_\_ Erika Bahler \_\_\_\_\_

**A completed Chaperone Form must be submitted online for each non-school employee.**

**Number of Substitutes Needed** \_\_\_\_\_ 1 \_\_\_\_\_

The Sponsoring Staff Member must make arrangements for substitutes.

**Classes Requiring Substitutes (include block #'s, please)** \_\_\_\_\_ Block 2 & Block 3 \_\_\_\_\_

**Purpose of Trip**

(Please include special educational goals/objectives, justification of why these goals can not be met in other ways and why it is necessary to use school time beyond class time. Attach extra pages if necessary.)

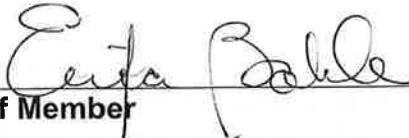
\_\_\_\_\_ SUNY Cobleskill is hosting the Agricultural Technology and Mechanical Systems Career Development Event for CT. Please see attached document for further details. \_\_\_\_\_

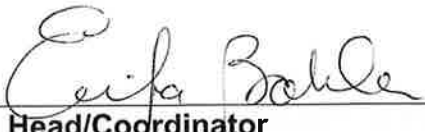
**Student Costs: Admission** \_\_\_\_\_ 0 \_\_\_\_\_ **Transportation** \_\_\_\_\_ 0 \_\_\_\_\_ **Other** \_\_\_\_\_ 0 \_\_\_\_\_ **TOTAL** \_\_\_\_\_ 0 \_\_\_\_\_

**Media Consideration** \_\_\_\_\_

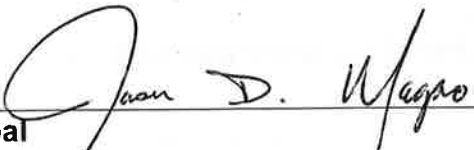
Is this an event that should/could be promoted? Discuss this with the principal.


## SIGNATURES

  
Sponsoring Staff Member 2-15-24  
Date

  
Department Head/Coordinator 2-15-24  
Date  
(I have reviewed this request, agree with the justification and approve this trip)

Student Activities Director Date

  
Principal 2/21/24  
Date

  
Superintendent (ONLY for overnight & out-of-state trips) 2/26/24  
Date

### WORKFLOW UPON COMPLETION OF FORM:

- Principal gives form to Principal's Secretary
- Principal's Secretary gives form to Superintendent (if necessary), who, after approval, returns the form to the Principal's Secretary
- Principal's secretary gives the form to the Main Office Assistant
- Main Office Assistant adds event to RHS Main Calendar (Outlook) and RHS Events (Google) Calendars
- Main Office Assistant makes copy of form, filing one form in the Main Office, and returning the original to the sponsoring staff member





# Agricultural Technology & Mechanical Systems

[Home](#) / [Participate](#) / [CDE](#) / [Agricultural Technology & Mechanical Systems](#)

The **Agricultural Technology and Mechanical Systems Career Development Event (CDE)** helps students develop technical knowledge and an ability to work with others to solve complex agricultural problems. The event is built around students learning and executing a "systems approach" – or the process of understanding how solving one problem influences others.

Teams in this event consist of four students that solve a multi-system agricultural problem scenario. The team works to solve the problem and prepare a report while judges evaluate. Additionally, individuals complete a written exam that covers five agricultural technology and mechanical areas: compact equipment, electricity, environment and natural resources, machinery and equipment and structures.

## CAREER PATHWAY

### Power, Structural & Technical Systems

## PATHWAY EVENTS

- **Agricultural  
Technology &  
Mechanical  
Systems**

Students and teams that perform the highest in this CDE demonstrate a mastery of systems areas subject matter, effective communication skills, superior problem-solving techniques and an understanding of modern technology.

[!\[\]\(529949c2c3dadbaa4e538e8c643454bc\_img.jpg\) WATCH: Learn More About the Agricultural Technology & Mechanical Systems CDE](#)

[!\[\]\(3dfb8d66e81160ad61421a3452093d1b\_img.jpg\) CDE  
HIGHLIGHTS](#)

[!\[\]\(99f58673407353e96a019fbca558fd72\_img.jpg\) EVENT  
RESOURCES](#)

[!\[\]\(0f848bbd71cef6b345273b16f905912a\_img.jpg\) CONVENTION  
INFO](#)

[!\[\]\(339a16584d5da0f0a3ca4e9ec17bf6a1\_img.jpg\) CERTIFICATION](#)



## 2023 NATIONAL TEAM EVENT WINNER

Bleckley County FFA,  
Georgia

## EVENT CORPORATE PARTNERS



CATERPILLAR



[!\[\]\(eabd9f9ababee93effadc3b380fe65fd\_img.jpg\) 2023 EVENT  
RESULTS](#)

## 2023 NATIONAL TOP PARTICIPANT WINNER

James Cairney  
Bleckley County FFA,  
Georgia

[!\[\]\(291e070cef6c4d5e78fefe4696ef53be\_img.jpg\) 2023 AWARDS  
VIDEO](#)

# John Deere

2024 Handout not yet published

## 2023 CT FFA Agriculture Technology and Mechanical Systems CDE Pocket Card

**Where:** SUNY Cobleskill

**When:** Tuesday, April 18<sup>th</sup> 2023.

**Start time:** Registration begins at 8:30am. Contest begins at 9am.

**Purpose:** Agricultural technology and mechanical systems is comprised of strong technical content and complemented by the development of practical, hands-on skills. The subject matter areas and skill development practices have been grouped into five "system" areas, so named because of the complex interaction and synergistic processes common to agriculture. The term "system" is used to emphasize the interactive relationship between each area of agricultural technology and mechanical systems. Teams are made up of 4 participants. The contest will consist of a written exam (information from all areas) and a station regarding each identified area.

**Materials:** Safety glasses with side shields, welding equipment (hood, gloves, jacket, etc.), appropriate clothing (long pants, work boots, long-sleeved cotton shirt, coveralls, etc.), clip board, pencil, and calculator (not a cell phone). Students are able to bring their own Digital Multimeter if preferred.

**Written Exam:** Each person will complete a written exam. The exam will cover all areas related to the competition.

### **Event Areas:**

- **Machinery and Equipment:** Repair and maintenance, materials handling, processing, adjustments, metal fabrication. (Individual)
  - Competencies Covered:
    - Identify safe machinery operational practices.
    - Identify the recommended service and maintenance operations from the operator's manual.
    - Identify parts and functions of hydraulic systems.
    - Identify repair procedures, techniques, and materials.
    - Check and adjust driveline components.
    - Adjust and/or calibrate chemical application, seeding, fertilizing, processing and materials handling machinery.
    - Inflate tires to proper air pressure.
    - Select tools and materials for specific repair jobs.
    - Identify the recommended service and maintenance operations from the operator's manual.
    - Select fuels, lubricants, hydraulic fluids and coolants for proper operation.
    - Operation and interpretation of circuit diagrams and flowcharts for electrical, hydraulic, fuel, oil, cooling, intake and exhaust systems.

- **Electricity:** AC/DC power, electrical safety, electrical standards, sensing devices, electrical wiring, controls, electronics, motors and other electrical loads, operating instructions, and manufacturer's recommendations. (Individual)
  - Competencies Covered:
    - Determine volt, amp, and ohm relationships (Ohm's law)
    - Use electrical test instruments such as volt, ohm, amp meter, digital multi meter, and tachometer.
    - Read schematics and sketch wiring circuits.
    - Assemble and/or test several AC or DC circuits.
  
- **Compact Equipment:** Mechanical power, electrical power, hydraulic power, engine operation, maintenance, troubleshooting, repair. (Team Activity)
  - Competencies:
    - Interpret wiring diagrams/schematics.
    - Conduct equipment pre-operation inspection.
    - Perform recommended periodic service jobs.
    - Use measuring tools and test instruments such as micrometer and telescoping gauges, dial indicator, compression tester, torque wrench, digital multi meter, timing devices, tachometer and dynamometer for determining test procedures.
    - Service and maintain fuel, air intake and exhaust, cooling and lubrication systems.
  
- **Structures:** Structures, storage, concrete, masonry, plumbing, electrical, fabrication, construction, building materials, ventilation, heating, air conditioning. (Individual)
  - Competencies:
    - Select, assemble, and check welding equipment and supplies.
    - Operate welding equipment and accessories for metal joining operations.
  
- **Environment and Natural Resources:** Water quality, sustainable agricultural practices, soil and water conservation, surveying, biological waste handling. (Individual)
  - Competencies:
    - Conduct land surveying practices
    - Calculate soil loss using universal equations and determine effects of the components of the equations.