

# POSTPONED UNTIL 12/22/20 AT 6:00 P.M.

## Windsor Locks Board of Education Special Meeting

~~December 16, 2020 - 4:45 p.m.~~ **REVISED 12/16/20**

Zoom

[Registration Link](#)

### Agenda

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Public Audience - **(Only on Agenda Items)**  
*In accordance with BOE Policy 9020 - The Windsor Locks Board of Education (Board) recognizes that communication is a continuous two-way process. The Board believes that it is important to keep the public informed about educational programs, and, in turn, that the community should have the opportunity to provide input.*
- V. Personnel Report:
  - A. Appointment of Director of Facilities Candidate: **Vote Needed**
  - B. Resignation - Tricia Lee: **Vote Needed** p. 2 Exhibit V B
- VI. 2021 - 2022 Capital Improvement Budget: **Vote Needed** p. 3 Exhibit VI
- VII. Educational Specifications for South Elementary School Partial Roof Replacement Project: **Vote Needed** p. 12 Exhibit VII
- VIII. Educational Specifications for Windsor Locks High School Partial Roof Replacement Project: **Vote Needed** p. 15 Exhibit VIII
- IX. Adjourn

For the Chairperson of the Board of Education  
Shawn L. Parkhurst, Superintendent of Schools

C: Town Clerk: Please Post

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION  
FROM: SHERI LEE, DIRECTOR OF HUMAN RESOURCES  
DATE: DECEMBER 22, 2020  
RE: PERSONNEL REPORT

**Resignation:**

Tricia Lee, a Grade 1 Teacher at North Street School, has resigned effective, January 11, 2021. At the time of her resignation, Ms. Lee will have served the students of Windsor Locks for eight years (8) years.

**BOARD MOTION:** “**MOVE** that the Board of Education accepts Ms. Lee’s resignation, effective, January 11, 2021 and offer her our appreciation for all of her efforts on behalf of the students of the Windsor Locks Public Schools.”

TOWN OF WINDSOR LOCKS CIAC - CAPITAL REQUEST FORMS  
 FISCAL YEAR ENDING 2021-22

Project Title: Sonitrol Security System Upgrade	Department: BOE- DS	PRIORITY (see POLICY for criteria) Table 1 Department Rank: <u>2</u> CIAC Committee Rank: _____
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Description of Project: District security and alarm system is outdated and needs upgrading. Parts are no longer available with the current system resulting in more system failures resulting in false alarm calls and dispatching services.	Projected purchase date / expected completion date of project: <u>Purchased during July 2021 and completed by August 2021</u>
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----- ESTIMATED EXPENDITURES BY FISCAL YEAR -----

Estimated Project / Item Costs	Total Estimated Cost *	Accumulated Reserves Through FY 2020	FY 21-2022	FY 22-2023	FY 23-2024	FY 24-2025	FY 25-2026	Five-Year Total	Table 2 SOURCE OF FUNDS (see policy)
Engineering /Design/ Planning /Inspection									
Site Acquisition/Cost									
Construction/Material & Labor/ Bldg Improvements									
Equipment & Furniture Purchases	\$90,353		\$90,353						1/2
Other									
Contingency									
<b>TOTALS</b>	<b>\$90,353</b>		<b>\$90,353</b>						

\*Please note: Requests for 2022 and 2023 must be accompanied by a written cost estimate from an appropriate vendor.

Authorized Signature: \_\_\_\_\_

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

TOWN OF WINDSOR LOCKS CIAC - CAPITAL REQUEST FORMS  
 FISCAL YEAR ENDING 2021-22

Project Title: District phone system replacement	Department: BOS - DS	PRIORITY (see POLICY for criteria) Table 1 Department Rank: <u>2</u> CIAC Committee Rank: _____
Description of Project: District phone system fails on a recurring basis. The current system needs to be replaced/upgraded.		Projected purchase date / expected completion date of project: <u>Purchased during July 2021 and completed by August 2021</u>

----- ESTIMATED EXPENDITURES BY FISCAL YEAR -----

Estimated Project / Item Costs	Total Estimated Cost *	Accumulated Reserves Through FY 2020	FY 21-2022	FY 22-2023	FY 23-2024	FY 24-2025	FY 25-2026	Five-Year Total	Table 2 SOURCE OF FUNDS (see policy)
Engineering /Design/ Planning /Inspection									
Site Acquisition/Cost									
Construction/Material & Labor/ Bldg Improvements									
Equipment & Furniture Purchases	\$105,000			\$105,000					1/2
Other									
Contingency									
<b>TOTALS</b>	\$105,000			\$105,000					

\*Please note: Requests for 2022 and 2023 must be accompanied by a written cost estimate from an appropriate vendor.

Authorized Signature: \_\_\_\_\_

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

TOWN OF WINDSOR LOCKS CIAC - CAPITAL REQUEST FORMS  
 FISCAL YEAR ENDING 2021-22

Project Title: District wide cameras	Department: BOE - DS	PRIORITY (see POLICY for criteria) Table 1 Department Rank: <u>    2    </u> CIAC Committee Rank: <u>                    </u>
Description of Project: Upgrades to the camera systems for all buildings are needed. This is a recommendation from the District Safety Committee.		Projected purchase date / expected completion date of project: <u>Purchased during July 2021 and completed by August 2021</u>

----- ESTIMATED EXPENDITURES BY FISCAL YEAR -----									
Estimated Project / Item Costs	Total Estimated Cost *	Accumulated Reserves Through FY 2020	FY 21-2022	FY 22-2023	FY 23-2024	FY 24-2025	FY 25-2026	Five-Year Total	Table 2 SOURCE OF FUNDS (see policy)
Engineering /Design/ Planning /Inspection									
Site Acquisition/Cost									
Construction/Material & Labor/ Bldg Improvements									
Equipment & Furniture Purchases	\$115,000		\$115,000						1
Other									
Contingency									
<b>TOTALS</b>	\$115,000		\$115,000						

\*Please note: Requests for 2022 and 2023 must be accompanied by a written cost estimate from an appropriate vendor.

Authorized Signature: \_\_\_\_\_

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

TOWN OF WINDSOR LOCKS CIAC - CAPITAL REQUEST FORMS  
 FISCAL YEAR ENDING 2021-22

Project Title: Exterior Safety Doors	Department: South Elementary School	PRIORITY (see POLICY for criteria) Table 1 Department Rank: <u>2</u> CIAC Committee Rank: _____
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Description of Project:  11 Classroom doors to be replaced with safety compliant doors that have exterior door handles	Projected purchase date / expected completion date of project: <u>Purchased during July 2021 and completed by August 2021</u>
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			----- ESTIMATED EXPENDITURES BY FISCAL YEAR -----							
Estimated Project / Item Costs	Total Estimated Cost *	Accumulated Reserves Through FY 2020	FY 21-2022	FY 22-2023	FY 23-2024	FY 24-2025	FY 25-2026	Five-Year Total	Table 2 SOURCE OF FUNDS (see policy)	
Engineering /Design/ Planning /Inspection										
Site Acquisition/Cost										
Construction/Material & Labor/ Bldg Improvements										
Equipment & Furniture Purchases	\$159,332		\$159,332						1	
Other										
Contingency										
<b>TOTALS</b>	\$159,332		\$159,332							

\*Please note: Requests for 2022 and 2023 must be accompanied by a written cost estimate from an appropriate vendor.

Authorized Signature: \_\_\_\_\_

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

TOWN OF WINDSOR LOCKS CIAC - CAPITAL REQUEST FORMS  
 FISCAL YEAR ENDING 2021-22

Project Title: PreK Entry Vestibule (mantrap)	Department: North Street School	PRIORITY (see POLICY for criteria) Table 1 Department Rank: <u>2</u> CIAC Committee Rank: _____
Description of Project:  Install a mantrap as part of the PreK entrance at North Street School		Projected purchase date / expected completion date of project: <u>Purchased during July 2021 and completed by August 2021.</u>

----- ESTIMATED EXPENDITURES BY FISCAL YEAR -----

Estimated Project / Item Costs	Total Estimated Cost *	Accumulated Reserves Through FY 2020	FY 21-2022	FY 22-2023	FY 23-2024	FY 24-2025	FY 25-2026	Five-Year Total	Table 2 SOURCE OF FUNDS (see policy)
Engineering /Design/ Planning /Inspection									
Site Acquisition/Cost									
Construction/Material & Labor/ Bldg Improvements									
Equipment & Furniture Purchases	\$25,000		\$25,000						1
Other									
Contingency									
<b>TOTALS</b>									

\*Please note: Requests for 2022 and 2023 must be accompanied by a written cost estimate from an appropriate vendor.

Authorized Signature: \_\_\_\_\_

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

TOWN OF WINDSOR LOCKS CIAC - CAPITAL REQUEST FORMS  
 FISCAL YEAR ENDING 2021-22

<b>Project Title:</b> Sidewalk Repair	<b>Department:</b> North Street School	<b>PRIORITY</b> (see POLICY for criteria) Table 1 Department Rank: <u>    2    </u> CIAC Committee Rank: <u>                    </u>
<b>Description of Project:</b>  Repair sidewalks by gym and front entrance; ongoing safety issue		Projected purchase date / expected completion date of project: <u>Purchased during July 2021 and completed by August 2021</u>

			----- ESTIMATED EXPENDITURES BY FISCAL YEAR -----							
Estimated Project / Item Costs	Total Estimated Cost *	Accumulated Reserves Through FY 2020	FY 21-2022	FY 22-2023	FY 23-2024	FY 24-2025	FY 25-2026	Five-Year Total	Table 2 SOURCE OF FUNDS (see policy)	
Engineering /Design/ Planning /Inspection										
Site Acquisition/Cost										
Construction/Material & Labor/ Bldg Improvements	\$20,000		\$20,000						1	
Equipment & Furniture Purchases										
Other										
Contingency										
<b>TOTALS</b>	\$20,000		\$20,000							

\*Please note: Requests for 2022 and 2023 must be accompanied by a written cost estimate from an appropriate vendor.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_



TOWN OF WINDSOR LOCKS CIAC - CAPITAL REQUEST FORMS  
 FISCAL YEAR ENDING 2021-22

Project Title: Replace Classroom Windows	Department: South Elementary School	PRIORITY (see POLICY for criteria) Table 1 Department Rank: <u>    3    </u> CIAC Committee Rank: <u>                    </u>
Description of Project:  Windows in five (5) classrooms are rotting and cannot be opened.		Projected purchase date / expected completion date of project: <u>Purchased during July 2021 and completed by August 2021</u>

			----- ESTIMATED EXPENDITURES BY FISCAL YEAR -----							
Estimated Project / Item Costs	Total Estimated Cost *	Accumulated Reserves Through FY 2020	FY 21-2022	FY 22-2023	FY 23-2024	FY 24-2025	FY 25-2026	Five-Year Total	Table 2 SOURCE OF FUNDS (see policy)	
Engineering /Design/ Planning /Inspection										
Site Acquisition/Cost										
Construction/Material & Labor/ Bldg Improvements										
Equipment & Furniture Purchases	\$36,100		\$36,100						1	
Other										
Contingency										
<b>TOTALS</b>	\$36,100		\$36,100							

\*Please note: Requests for 2022 and 2023 must be accompanied by a written cost estimate from an appropriate vendor.

Authorized Signature: \_\_\_\_\_

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

TOWN OF WINDSOR LOCKS CIAC - CAPITAL REQUEST FORMS  
 FISCAL YEAR ENDING 2021-22

Project Title: Window Replacement	Department: North Street School	PRIORITY (see POLICY for criteria) Table 1 Department Rank: <u>    3    </u> CIAC Committee Rank: <u>                    </u>
Description of Project: Windows in ten (10) classrooms are rotting and cannot be open.		Projected purchase date / expected completion date of project: <u>Purchased during July 2021 and completed August 2021</u>

----- ESTIMATED EXPENDITURES BY FISCAL YEAR -----

Estimated Project / Item Costs	Total Estimated Cost *	Accumulated Reserves Through FY 2020	FY 21-2022	FY 22-2023	FY 23-2024	FY 24-2025	FY 25-2026	Five-Year Total	Table 2 SOURCE OF FUNDS (see policy)
Engineering /Design/ Planning /Inspection									
Site Acquisition/Cost									
Construction/Material & Labor/ Bldg Improvements									
Equipment & Furniture Purchases	\$77,500		\$77,500						1
Other									
Contingency									
<b>TOTALS</b>	\$77,500		\$77,500						

\*Please note: Requests for 2022 and 2023 must be accompanied by a written cost estimate from an appropriate vendor.

Authorized Signature: \_\_\_\_\_

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

TOWN OF WINDSOR LOCKS CIAC - CAPITAL REQUEST FORMS  
 FISCAL YEAR ENDING 2021-22

Project Title: District carpet and flooring replacement	Department: DS - BOS	<u>PRIORITY</u> (see POLICY for criteria) Table 1 Department Rank: <u>5</u> CIAC Committee Rank: _____
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Description of Project: Carpet and flooring replacement in offices at North Street School, Windsor Locks Middle School and four classrooms at South Elementary converted from carpet to VCT.	Projected purchase date / expected completion date of project: <u>Purchased in July 2021 and completed by August 2021</u>
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----- ESTIMATED EXPENDITURES BY FISCAL YEAR -----

Estimated Project / Item Costs	Total Estimated Cost *	Accumulated Reserves Through FY 2020	FY 21-2022	FY 22-2023	FY 23-2024	FY 24-2025	FY 25-2026	Five-Year Total	Table 2 SOURCE OF FUNDS (see policy)
Engineering /Design/ Planning /Inspection									
Site Acquisition/Cost									
Construction/Material & Labor/ Bldg Improvements	\$48,000		\$48,000						1
Equipment & Furniture Purchases									
Other									
Contingency									
<b>TOTALS</b>	<b>\$48,000</b>		<b>\$48,000</b>						

\*Please note: Requests for 2022 and 2023 must be accompanied by a written cost estimate from an appropriate vendor.

Authorized Signature: \_\_\_\_\_

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

November 23, 2020

## EDUCATIONAL SPECIFICATIONS FOR WINDSOR LOCKS HIGH SCHOOL PARTIAL ROOF REPLACEMENT PROJECT

### PROJECT RATIONALE

The Windsor Locks Board of Education is committed to providing a safe and healthy learning environment. To achieve this goal the Board of Education authorized the development of a facility roof study for the Windsor Locks High School. One of the more significant findings of the report was the realization that portions of the existing roof systems have become prone to leaks and, if not corrected, may cause damage to school equipment, supplies, and the facility and could possibly introduce damaging molds affecting indoor air quality. Recent preliminary investigations by design professionals indicate portions of the existing roof system are in excess of twenty years old and beyond their useful service life. Due the deteriorated state of the existing roof systems it was determined that a partial roof replacement was essential to ensure the water tight integrity of the roof. Preliminary investigations included site visits, investigation and review of all available existing construction documents. As part of the new roof installations the district will adopt a comprehensive maintenance plan with regularly scheduled inspections to ensure proper performance of the roof systems. The Windsor Locks High School Building also houses the Windsor Locks Board of Education Central Office. The Board of Education is aware that the portion of roofing attributed to the Board of Education offices will result in a discounted reimbursement relative to the square footage. The Windsor Locks High School total roof area is 132,889 sq. f. The scope of roof replacement for this project is approximately 74,000 sq. ft. of which 4,000 sq. ft. is attributed to Central Office, this will result in a 50% reduction in reimbursement for the Central Office area. (See attached roof plan).

### LONG RANGE PLANS

The long-range plan for the school building calls for the provision of a safe, healthy and appropriate learning environment. In order to meet this objective of the plan, it is necessary to replace certain portions of the roof, (see attached key plan).

The Board of Education plans to continue to utilize the Windsor Locks High School in their current capacity for a minimum of 20 years. The new roof systems will meet or exceed the State of Connecticut Department of Education standards including the required minimum roof pitch.

In order to ensure the new roof systems will function properly and provide a safe and healthy environment, the following associated items of work have been identified as critical to an effective roof replacement project:

- Survey existing roof materials and test for the presence of hazardous materials.
- Review roof drain placement and design accordingly
- Inspect and replace any deteriorated roof deck material

The roof replacement and identified associated work will ensure the envelope of the Windsor Locks High School is weather tight allowing the Windsor Locks Board of Education to comply with their long-range plan.

## THE PROJECT

### Flat Roof Areas

- Test for/identify any asbestos or PCB containing roofing and flashing materials
- Remove all roofing materials down to the deck and dispose of hazardous materials in appropriate manner (if found).
- Inspect roof deck for damage. Repair/replace damaged areas where necessary
- Install new insulation per State of CT energy code requirements.
- Install new roofing system this will include the installation of a two-ply modified bitumen roof with gravel coat cover and flashing system at a minimum slope of ¼" per ft.

### Other Work – Roof

- Other work includes all associated metal edges and flashings.
- The existing internal roof drains will be replaced as part of this project. Install new secondary drains (overflow) as needed.

### Storm Drainage

Investigate the condition of the existing on-site underground storm drainage system and its ability to adequately service the maximum rainwater flow generated.

## BUILDING SYSTEMS

Security:	Not applicable
Public Address:	Not applicable
Technology:	Not applicable
Phone System:	Not applicable
Clocks:	Not applicable
Security camera:	Not applicable

## INTERIOR BUILDING ENVIRONMENT

Acoustics:	Not applicable
Lighting:	Not applicable
HVAC:	Not applicable.
Plumbing:	Not applicable
Windows/Doors:	Not applicable

## SITE DEVELOPMENT

Site Acquisition:	Not applicable.
Parking:	Minor areas of replacement may be required if repairs to the underground storm drainage are required.
Drives:	Minor areas of replacement may be required if repairs to the underground storm drainage are required.
Walkways:	Minor areas of replacement may be required if repairs to the underground storm drainage are required.
Outdoor Athletic:	Not applicable

Landscaping: Not applicable  
Site Improvements: Not applicable.

CONSTRUCTION BONUS REQUEST

School Readiness: C.G.S. 10-285a(e) – Not applicable  
Lighthouse Schools: C.G.S. 10-285a(f) – Not applicable  
CHOICE: C.G.S. 10-285a(g), as amended – Not applicable  
Full-day Kindergarten: C.G.S. 10-285a(h) – Not applicable  
Reduced Class Size: C.G.S. 10-285a(h) – Not applicable  
Regional Vo-Ag Center: C.G.S. 10-65 – Not applicable  
Interdistrict Magnet School: C.G.S. 10-264h – Not applicable  
Interdistrict Cooperative School: C.G.S. 10-158a – Not applicable  
Regional Special Education Center: C.G.S. 10-76e – Not applicable

COMMUNITY USES

The Windsor Locks High School Building is utilized to provide some community-based activities, typical of a High School before, during and after school hours and throughout the calendar year. Additionally, various Town Departments may use the facilities within the building, in accordance with Board of Education policy.

November 23, 2020

## EDUCATIONAL SPECIFICATIONS FOR SOUTH ELEMENTARY SCHOOL PARTIAL ROOF REPLACEMENT PROJECT

### **PROJECT RATIONALE**

The Windsor Locks Board of Education is committed to providing a safe and healthy learning environment. To achieve this goal the Board of Education authorized the development of a facility roof study for the South Elementary School. One of the more significant findings of the report was the realization that portions of the existing roof systems have become prone to leaks and, if not corrected, may cause damage to school equipment, supplies, and the facility and could possibly introduce damaging molds affecting indoor air quality. Recent preliminary investigations by design professionals indicate portions of the existing roof system are in excess of twenty years old and beyond their useful service life. Due to the deteriorated state of the existing roof systems it was determined that a partial roof replacement was essential to ensure the water tight integrity of the roof. Preliminary investigations included site visits, investigation and review of all available existing construction documents. As part of the new roof installations the district will adopt a comprehensive maintenance plan with regularly scheduled inspections to ensure proper performance of the roof systems. The South Elementary School total roof area is 72,405 sq. ft of which approximately 43,000 sq. ft. is the scope of replacement for this project, (see attached roof plan).

### LONG RANGE PLANS

The long-range plan for the school building calls for the provision of a safe, healthy and appropriate learning environment. In order to meet this objective of the plan, it is necessary to replace certain portions of the roof, (see attached key plan).

The Board of Education plans to continue to utilize the South Elementary School in their current capacity for a minimum of 20 years. The new roof systems will meet or exceed the State of Connecticut Department of Education standards including the required minimum roof pitch.

In order to ensure the new roof systems will function properly and provide a safe and healthy environment, the following associated items of work have been identified as critical to an effective roof replacement project:

- Survey existing roof materials and test for the presence of hazardous materials.
- Review roof drain placement and design accordingly
- Inspect and replace any deteriorated roof deck material
- The roof replacement and identified associated work will ensure the envelope of the South Elementary School is weather tight allowing the Windsor Locks Board of Education to comply with their long-range plan.

### THE PROJECT

#### Flat Roof Areas

- Test for/identify any asbestos or PCB containing roofing and flashing materials
- Remove all roofing materials down to the deck and dispose of hazardous materials in appropriate manner (if found).

- Inspect roof deck for damage. Repair/replace damaged areas where necessary
- Install new roofing system this will include the installation of a two-ply modified bitumen roof with gravel coat cover and flashing system at a minimum slope of ¼” per ft. and the required insulation to meet current State of Connecticut energy code
- Sloped Roof Areas
- Test for/identify any asbestos or PCB containing roofing and flashing materials
- Remove all roofing materials down to the deck and dispose of hazardous materials in appropriate manner (if found).
- Inspect roof deck for damage. Repair/replace damaged areas where necessary
- Install new insulation and standing seam metal roofing

Other Work – Roof

- Other work includes all associated metal edges and flashings.

Storm Drainage

Investigate the condition of the existing on-site underground storm drainage system and its ability to adequately service the maximum rainwater flow generated.

BUILDING SYSTEMS

Security: Not applicable  
 Public Address: Not applicable  
 Technology: Not applicable  
 Phone System: Not applicable  
 Clocks: Not applicable  
 Security camera: Not applicable

INTERIOR BUILDING ENVIRONMENT

Acoustics: Not applicable  
 Lighting: Not applicable  
 HVAC: Not applicable.  
 Plumbing: Not applicable  
 Windows/Doors: Not applicable

SITE DEVELOPMENT

Site Acquisition: Not applicable.  
 Parking: Minor areas of replacement may be required if repairs to the underground storm drainage are required.  
 Drives: Minor areas of replacement may be required if repairs to the underground storm drainage are required.  
 Walkways: Minor areas of replacement may be required if repairs to the underground storm drainage are required.  
 Outdoor Athletic Facilities: Not applicable.  
 Landscaping: Not applicable.  
 Site Improvements: Not applicable.

CONSTRUCTION BONUS REQUEST



School Readiness:	C.G.S. 10-285a(e) – Not applicable
Lighthouse Schools:	C.G.S. 10-285a(f) – Not applicable
CHOICE:	C.G.S. 10-285a(g), as amended – Not applicable
Full-day Kindergarten:	C.G.S. 10-285a(h) – Not applicable
Reduced Class Size:	C.G.S. 10-285a(h) – Not applicable
Regional Vo-Ag Center:	C.G.S. 10-65 – Not applicable
Interdistrict Magnet School:	C.G.S. 10-264h – Not applicable
Interdistrict Cooperative School:	C.G.S. 10-158a – Not applicable
Regional Special Education Center:	C.G.S. 10-76e – Not applicable

COMMUNITY USES

The South Elementary School Building is utilized to provide some community-based activities, typical of an elementary school before, during and after school hours and throughout the calendar year.

Additionally, various Town Departments may use the facilities within the building, in accordance with Board of Education policy.