

Somers Board of Education Meeting

Monday, March 28, 2022 7:00 PM

Somers Board of Education Chambers, 1 Vision Boulevard, Somers, CT 06071

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF MINUTES**
 1. Draft Minutes of Board of Education's March 14, 2022 Public Hearing 3
Board to review and approve the draft minutes of Board of Education's March 14, 2022 Public Hearing.
 2. Draft Minutes of Board of Education's March 14, 2022 Meeting 5
Board to review and approve the draft minutes from the March 14, 2022 meeting.
4. **OPPORTUNITY TO ADD/DELETE AGENDA ITEMS**
5. **CONSENT AGENDA**
 1. Warrant of March 28, 2022 8
The Board to review and consent to the warrant of March 28, 2022.
 2. Resignation of Mabelle B. Avery Middle School Assistant Principal
Mrs. Lynda Thornton, MBA Assistant Principal, will be resigning June 30, 2022.
 3. Board to Approve Job Share 13
The Board to consent to 2022-23 job share for 4th grade from Mrs. Nicole Dzicek and Mrs. Melissa Shannon.
 4. Somers High School Graduation
The Board to consent to the Somers High School Graduation on June 15, 2022.
6. **NEW BUSINESS**
 1. 1st Warning on Somers Policy DBS 0200 - Goals of the Board of Education - Somers 17
Public Schools
Board to review 1st Warning on Somers Policy DBS 0200 - Goals of the Board of Education - Somers Public Schools.
 2. 1st Warning on Somers Policy DBS 2210.3 - Covid-19 Staff Vaccination Policy 19
Board to review 1st Warning on Somers Policy DBS 2210.3 - Covid-19 Staff Vaccination Policy.
 3. Approval of Change Order to SHS Boiler Project 23
The Board to review and approve the change order to the SHS boiler project.
 4. Approval of Donation of Tools to the Somers High School Career and Technical Education Department
The Board to review and approve the donation of tools to the Somers High School Career and Technical Education Department valued at \$23,500 from Stanley Black and Decker.
7. **OLD BUSINESS**
 1. 2022-2023 Budget Update
The Superintendent will update the BOE on the 2022-2023 budget.
8. **ADMINISTRATIVE REPORTS**
 1. Food Services Update 27
Mrs. Stephanie Levin, Director of Business Services, will update the BOE on Food Services.
 2. HVAC Study Update 69
Superintendent Czapla will provide the BOE with an update on the HVAC Study.
9. **COMMITTEE REPORTS**
 1. Curriculum
 2. Policy Committee
 3. Planning Committee
 4. Salary & Negotiations Committee

10. **CREC UPDATE**

11. **AUDIENCE TO CITIZENS/STAFF/STUDENTS**

12. **EXECUTIVE SESSION**

The Board to discuss and possible action on the Superintendent's contract.

13. **ADJOURNMENT**

Somers Board of Education Public Hearing on 2022-2023 Budget
Somers Elementary School Auditorium
March 14, 2022
6:30 PM

Present BOE Members: Marissa Marks, Ed DePeau, Jan Martin, Mike Briggs, Krista Cherry, Anne Kirkpatrick, Kim Radziewicz, Carl Stebbins, Chris Thiesing

Others: Brian Czapla, Stephanie Levin, Rob Wilson, Dorothy Ruggiero, Jim Formica

1. Discussion on 2022-23 BOE Budget

Discussion: The public hearing was called to order at 6:34 p.m. by Chairwoman Marks in the SES Auditorium. Chairwoman Marks introduced Superintendent Czapla to present the Somers Public Schools 2022-2023 budget.

Superintendent Czapla stated that the 2022-2023 budget was approved by the BOE on 2/28/22. Budget decisions reflect the vision, mission, and goals set forth in the Strategic Plan that was developed in 2019 to set a direction over the next five years. The 2022-2023 budget priorities include meeting contractual obligations, increasing student achievement by providing the necessary educational resources for students and staff, and reacting to instructional and mental health needs brought on by Covid-19. Superintendent Czapla anticipates continued mental health needs into the next school year and beyond.

The 2022-2023 budget was approved for \$26,744,772, which is an increase of \$1,505,030 or 5.96% increase from this current year's budget.

Salaries along with insurance and benefits account for the largest portion of the budget. The nondiscretionary or contractual obligations make up 92% of the budget (salaries, insurance and benefits, tuition, transportation, and utilities). The discretionary categories (maintenance, instructional resources, equipment, extracurricular, and administrative overhead) make up 8% of the budget. Many of the discretionary categories were subject to budget cuts for this year's budget. The 2022-2023 budget is looking to recoup some of the losses.

Significant impacts include:

- Salary increase of \$584,864 related to contracts negotiated and new positions (Special Education Teacher, Math Interventionists, STEM Coach, 0.6 FTE Human Resource Specialist)
- Insurance and benefits--\$383,240 projected with a 12% premium increase
- Transportation—\$23,246 increase related to contract negotiations
- Maintenance--\$72,652 increase related to Covid-19 and deferments
- Instructional resources--\$129,481 increase related to deferments
- Equipment cuts last year--\$71,000 increase for technology and music replacement

- Utilities--\$51,200 increase related to HVAC adjustments for increased air exchange
- Administrative overhead--\$15,000 increase for multiple contract negotiations in 2022-23

Requests of \$218,000 that were not able to be funded at this time include:

- Curriculum Leader Humanities, grades 6-12
- Curriculum Leader STEM, grades K-5
- Pre-K Transportation

Superintendent Czaplá presented the PPE (Per Pupil Expenditure) which is the rate at which it costs a town to educate a student. In Somers, the average cost is \$19,267. In the state of CT, the average cost is \$20,707. In DRG-C, the average cost is \$20,625.

Chairwoman Marks invited questions from the audience. No questions were asked.

Motion to adjourn the BOE Public Hearing at 6:47 p.m. This motion, made by Jan Martin and seconded by Mrs. Krista Cherry, Carried. **Yea: 9, Nay: 0**

Jan Martin, BOE Secretary Date

Shannin Burns, BOE Recording Secretary

**Somers Board of Education Meeting
Somers Elementary School Auditorium
March 14, 2022
7 PM**

Present BOE Members: Marissa Marks, Ed DePeau, Jan Martin, Mike Briggs, Krista Cherry, Anne Kirkpatrick, Kim Radziewicz, Carl Stebbins, Chris Thiesing

Others: Brian Czapla, Stephanie Levin, Rob Wilson, Doug Ferro, Dorothy Ruggiero, Jim Formica, Emily Garcia Segal

1. CALL TO ORDER

The regular meeting of the Board of Education was called to order by Chairwoman Marks at 7:00 p.m. in the SES Auditorium.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MINUTES

3.1. Draft Minutes of February 28, 2022

Rationale: Draft Minutes of Board Meeting on February 28, 2022 for Board review and approval.

Motion to approve the February 28, 2022 BOE Draft Minutes. This motion, made by Carl Stebbins and seconded by Mike Briggs, Carried. **Yea: 9, Nay: 0**

4. OPPORTUNITY TO ADD/DELETE AGENDA ITEMS

5. CONSENT AGENDA

Motion to approve Consent Agenda. This motion, made by Anne Kirkpatrick and seconded by Ed DePeau, Carried. **Yea: 9, Nay: 0**

5.1. Warrant of March 14, 2022

Rationale: The Board to review and consent to the warrant of March 14, 2022.

5.2. Consent on Somers Policy DBS 4118.11 Personnel, Nondiscrimination

Rationale: Board to consent Somers Policy DBS 4118.11 Personnel, Nondiscrimination.

5.3. Consent on Somers Policy DBS 4118.231 - Personnel- Alcohol, Drugs, Tobacco free workplace

Rationale: Board to consent Somers Policy DBS 4118.231 – Personnel – Alcohol, Drugs, Tobacco free workplace.

6. NEW BUSINESS

7. OLD BUSINESS

7.1. Approval of 2022-23 Budget

Rationale: The BOE to approve the 2022-23 budget.

Motion to approve the 2022-2023 Budget. This motion, made by Jan Martin and seconded by Krista Cherry, Carried. **Yea: 8, Nay: 1 (Carl Stebbins)**

8. ADMINISTRATIVE REPORTS

8.1. Superintendent Update

Rationale: Superintendent to give update to Board of Education.

Discussion: Superintendent Czapla updated the BOE on recent events. He stated that Covid numbers continue to be extremely low with a case every other day to every three days related to family transmission. This week will be a telling week with the number of Covid cases since the masks have been off for two weeks. Things are starting to get back to normal, and Superintendent Czapla hopes that continues to be the trend.

9. COMMITTEE REPORTS

9.1. Curriculum

Discussion: Jan Martin reported that the committee met on 3/1/22. The next meeting will be held on 4/25/22.

9.2. Policy Committee

Discussion: Anne Kirkpatrick reported that the committee met on 3/14/22 prior to the Public Hearing and BOE meeting. She stated that the committee worked on an assignment from the BOE for fact-finding for a Budget Committee. They all agreed on doing more of a Finance Committee versus a Budget Committee. There will be several steps. Stephanie Levin, Director of Business Services, will continue researching. The next meeting will be held on 3/28/22 with Superintendent Czapla and Stephanie Levin.

9.3. Planning Committee

Discussion: Chairwoman Marks stated that the committee met on 3/14/22 prior to the BOE meetings. They discussed HVAC studies. Superintendent Czapla and Stephanie Levin will be meeting with the town next week. They will present the studies on 3/28/22.

9.4. Salary & Negotiations Committee

Discussion: No report.

10. CREC UPDATE

Krista Cherry stated that there will be a meeting on Wednesday, 3/16/22.

11. AUDIENCE TO CITIZENS/STAFF/STUDENTS

Somers Board of Education General Budget Treasury Warrant

Report # 73476

Check Batch: 48103
 Check Header: (N/A)
 Check Numbers: (First) - (Last)
 Check Dates: (Earliest) - (Latest)
 Cash Account Numbers: (First) - (Last)
 Bank Account Code: (N/A)
 Check Authorization Code: AP GB
 Minimum Check Amount: \$0.00
 Sorted By:

Include Payable Information: No
 Include Payable Dist Information: No
 Include Authorization Information: Yes

| Batch # | Check # | Check Date | Vendor Code | Vendor Name | Electronic Amount | Check Amount |
|---------|---------|------------|-------------|-------------|-------------------|--------------|
|---------|---------|------------|-------------|-------------|-------------------|--------------|

Approved by: Stephanie Levin Date: 3/23/22
 Stephanie Levin, Director of Business Services

| | | | | | | |
|-------|-------|------------|---------|---|------|-----------|
| 48103 | 21384 | 03/28/2022 | V62704 | A&D Portable Rentals | 0.00 | 380.00 |
| | 21385 | 03/28/2022 | V62774 | AAA Mobile Boiler | 0.00 | 9,150.00 |
| | 21386 | 03/28/2022 | V60790 | Alternative Access Assistive Technology | 0.00 | 2,400.00 |
| | 21387 | 03/28/2022 | V52670 | SYNCB/AMAZON | 0.00 | 2,985.22 |
| | 21388 | 03/28/2022 | V60064 | Angeloni Refrigeration, LLC | 0.00 | 1,450.50 |
| | 21389 | 03/28/2022 | V000027 | Barakat, Eric | 0.00 | 300.00 |
| | 21390 | 03/28/2022 | V62721 | Bartholomew Contract Interiors | 0.00 | 16,250.00 |
| | 21391 | 03/28/2022 | V62789 | Booster Banner Store, The | 0.00 | 14.90 |
| | 21392 | 03/28/2022 | V00121 | CABE | 0.00 | 4,266.66 |
| | 21393 | 03/28/2022 | V61551 | Cleaning Stuff | 0.00 | 267.88 |
| | 21394 | 03/28/2022 | E00076 | Coizin, Gary | 0.00 | 198.90 |
| | 21395 | 03/28/2022 | V61473 | COX Business | 0.00 | 778.18 |
| | 21396 | 03/28/2022 | V00204 | CREC | 0.00 | 14,432.80 |
| | 21397 | 03/28/2022 | V000026 | DeDominicis, Anthony | 0.00 | 450.00 |
| | 21398 | 03/28/2022 | V60089 | Dime Oil Company LLC | 0.00 | 23,122.24 |
| | 21399 | 03/28/2022 | V00743 | Enfield Board of Education | 0.00 | 18,811.02 |
| | 21400 | 03/28/2022 | V52890 | Environmental Services, Inc | 0.00 | 15,109.30 |
| | 21401 | 03/28/2022 | V00159 | Eversource Energy | 0.00 | 58,342.03 |
| | 21402 | 03/28/2022 | V60951 | Follett School Solutions, Inc | 0.00 | 579.58 |
| | 21403 | 03/28/2022 | V61017 | Frontier Communications | 0.00 | 589.90 |

Somers Board of Education General Budget Treasury Warrant

Report # 73476

| Batch # | Check # | Check Date | Vendor Code | Vendor Name | Electronic Amount | Check Amount |
|----------------|---------|------------|-------------|---------------------------------------|-------------------|---------------------|
| | 21404 | 03/28/2022 | V62788 | Gail K. Mangs, J.D. | 0.00 | 275.00 |
| | 21405 | 03/28/2022 | V02603 | Gopher Sport | 0.00 | 231.12 |
| | 21406 | 03/28/2022 | V53439 | Group Dynamic | 0.00 | 22.20 |
| | 21407 | 03/28/2022 | V51232 | Hartford HealthCare/Grace-Webb School | 0.00 | 5,840.00 |
| | 21408 | 03/28/2022 | V01790 | Heinemann | 0.00 | 495.00 |
| | 21409 | 03/28/2022 | V54063 | HSABank | 0.00 | 183.75 |
| | 21410 | 03/28/2022 | V51979 | Integrated Systems Services, LLC | 0.00 | 3,471.24 |
| | 21411 | 03/28/2022 | V61678 | Jeff Love LLC | 0.00 | 1,520.00 |
| | 21412 | 03/28/2022 | V61604 | Kelly Refrigeration & Freezer | 0.00 | 100.00 |
| | 21413 | 03/28/2022 | V000013 | King, Erin Vivero | 0.00 | 150.00 |
| | 21414 | 03/28/2022 | V60527 | Kloter Farms Inc | 0.00 | 410.00 |
| | 21415 | 03/28/2022 | V00039 | Leonards Auto Parts Co. | 0.00 | 24.95 |
| | 21416 | 03/28/2022 | V02898 | MagnaKleen Services | 0.00 | 101.51 |
| | 21417 | 03/28/2022 | V54074 | NASSP | 0.00 | 390.83 |
| | 21418 | 03/28/2022 | V60864 | Pullman & Comley, LLC | 0.00 | 2,363.42 |
| | 21419 | 03/28/2022 | V53811 | RJ Mase, LLC | 0.00 | 84.00 |
| | 21420 | 03/28/2022 | V60259 | School Nurse Supply Inc. | 0.00 | 830.25 |
| | 21421 | 03/28/2022 | V51324 | Sherwin-Williams Co., The | 0.00 | 147.60 |
| | 21422 | 03/28/2022 | V61387 | Shipman & Goodman, LLP | 0.00 | 2,785.50 |
| | 21423 | 03/28/2022 | V60067 | Silktown Roofing | 0.00 | 794.13 |
| | 21424 | 03/28/2022 | V61658 | SiteOne Landscaping Supply, LLC | 0.00 | 300.00 |
| | 21425 | 03/28/2022 | V00886 | Somers Lunch Program | 0.00 | 29.94 |
| | 21426 | 03/28/2022 | V62751 | Town of Suffield | 0.00 | 6,283.00 |
| | 21427 | 03/28/2022 | V21164 | Unum Life Insurance Company | 0.00 | 3,968.32 |
| | 21428 | 03/28/2022 | V00548 | USA Waste and Recycling | 0.00 | 1,442.02 |
| | 21429 | 03/28/2022 | V53413 | W.B. Mason Co., Inc. | 0.00 | 1,002.58 |
| | 21430 | 03/28/2022 | E00897 | Willemain, Monica | 0.00 | 29.95 |
| | 21431 | 03/28/2022 | V61445 | Willie Ross School of the Deaf, The | 0.00 | 806.00 |
| | 21432 | 03/28/2022 | V51162 | Wilson Language Training Corp. | 0.00 | 58.00 |
| Totals: | | | | | <u>0.00</u> | <u>\$204,019.42</u> |

49 Checks Listed.

Somers Board of Education General Journal Register

Report # 73475
Batch: 48077
Transaction: N/A
Show Summary Only: Yes

| | | | | | | |
|---------|---------------|--------|------------|------------|-----------------|-----------------|
| Batch # | Control Total | Status | Created By | Created On | Last Updated By | Last Updated On |
| 48077 | \$204,019.42 | Posted | Lbergamini | 03/21/2022 | Lbergamini | 03/23/2022 |

General Ledger Distribution Summary

| Period, Fiscal Year Account Number | Account Description | DTF Base | Over Budget | Debits | Credits |
|---------------------------------------|-------------------------------|-------------|----------------|---------------------|---------------------|
| March, 2022 | | | | | |
| Generated Distributions | | | | | |
| 10-000-0-0-00-000-710-00-0-00000 | ENCUMBRANCE CONTROL | | | 192,660.80 | 0.00 |
| 10-000-0-0-00-000-720-00-0-00000 | RESERVE FOR ENCUMBRANCE | | | 0.00 | 192,660.80 |
| | Total Generated Distributions | | | \$192,660.80 | \$192,660.80 |
| User-Entered Distributions | | | | | |
| 10-000-0-0-00-000-241-00-0-00000 | ACCOUNTS PAYABLE | | | 10.00 | 0.00 |
| 10-000-0-0-00-000-241-00-0-00000 | ACCOUNTS PAYABLE | | | 0.00 | 204,029.42 |
| 10-000-1-9-99-999-000-00-5-01695 | COVID-19 | | Yes | 1,620.00 | 0.00 |
| 10-100-2-2-16-242-611-01-5-00722 | K-5 - LANGUAGE ARTS SUPPLIES | | | 553.00 | 0.00 |
| 10-100-2-2-22-242-611-01-5-00193 | K-5 - PHYSICAL ED SUPPLIES | | | 31.99 | 0.00 |
| 10-100-2-3-20-214-112-01-5-01706 | MA - MUSIC INST COACHES | | | 900.00 | 0.00 |
| 10-100-2-3-22-242-611-01-5-00194 | MA - PHYSICAL ED SUPPLIES | | | 231.12 | 0.00 |
| 10-100-2-4-12-242-611-01-5-00183 | HS - TECHNOLOGY ED SUPPLIES | | | 214.78 | 0.00 |
| 10-100-2-4-14-241-611-01-5-00159 | HS - GENERAL SUPPLIES | | | 282.60 | 0.00 |
| 10-100-2-4-28-242-611-01-5-00206 | HS - SCIENCE SUPPLIES | | | 563.83 | 0.00 |
| 10-100-2-4-38-242-611-01-5-00181 | HS - QUANTITY FOODS SUPPLIES | | Yes | 84.00 | 0.00 |
| 10-100-2-5-44-242-611-03-5-00222 | SW - A.V. SUPPLIES | | | 108.82 | 0.00 |
| 10-100-8-4-66-910-730-01-5-00965 | HS - TECH ED CAPITAL OUTLAY | | | 1,133.98 | 0.00 |
| 10-120-9-9-98-955-330-02-5-01142 | SPED - CONSULTANT FEES | | | 806.00 | 0.00 |
| 10-120-9-9-98-955-330-02-5-01674 | SP ED - CONTRACTED SERVICES | | Yes | 2,400.00 | 0.00 |
| 10-213-3-4-48-421-323-02-5-01146 | SW HEALTH SUPPLIES | | | 830.25 | 0.00 |
| 10-213-3-5-50-251-322-02-5-01693 | SW - NURSE PROF DEV | | | 29.95 | 0.00 |
| 10-221-1-3-52-231-690-05-5-00282 | MA - PROFESSIONAL LIBRARY | | | 0.00 | 0.00 |
| 10-221-1-4-50-251-580-05-5-00269 | HS - PRINCIPAL'S TRAVEL | | | 198.90 | 0.00 |
| 10-222-2-3-52-231-642-03-5-00138 | MA - LIBRARY BOOKS | | | 579.58 | 0.00 |
| 10-222-2-3-52-231-642-03-5-00142 | MA - NEWSPAPERS/MAGAZINES | | | 0.00 | 0.00 |
| 10-231-1-5-74-134-330-10-5-00045 | B.O.E. - OTHER PROF. SERVICES | | Yes | 9,690.58 | 0.00 |
| 10-231-1-5-74-134-690-10-5-00047 | B.O.E. - SUPPLIES | | | 29.94 | 0.00 |
| 10-232-1-5-72-258-690-04-5-00042 | CO - OFFICE SUPPLIES | | | 39.77 | 0.00 |
| 10-240-1-2-40-258-690-04-5-00301 | K-5 - OFFICE SUPPLIES | | | 120.95 | 0.00 |
| 10-240-7-4-54-880-690-07-5-00274 | HS - GRADUATION | | | 390.83 | 0.00 |

Somers Board of Education General Journal Register

| Batch # 48077 | Control Total \$204,019.42 | Status Posted | Created By Lbergamini | Created On 03/21/2022 | Last Updated By Lbergamini | Last Updated On 03/23/2022 | |
|--------------------------------------|-------------------------------|-------------------------------|--------------------------|--------------------------|-------------------------------|-------------------------------|---------------------|
| 10-260-2-5-6-6-730-730-01-5-00472 | | SW - A.V. EQUIP REPLACEMENT | | | 1,286.13 | 0.00 | |
| 10-260-5-2-6-2-722-430-08-5-01141 | | K-5 - BUILDING REPAIRS | | | 17,700.50 | 0.00 | |
| 10-260-5-2-6-4-642-530-04-5-00363 | | K-5 - TELEPHONE | | | 301.18 | 0.00 | |
| 10-260-5-3-6-4-642-530-04-5-00365 | | MA - TELEPHONE | | | 198.27 | 0.00 | |
| 10-260-5-4-6-4-642-530-04-5-00366 | | HS - TELEPHONE | | | 628.42 | 0.00 | |
| 10-260-5-5-6-4-642-530-04-5-00367 | | CO - TELEPHONE | | | 240.21 | 0.00 | |
| 10-260-5-6-6-2-650-613-05-5-00377 | | SW - CUSTODIAL SUPPLIES | | | 101.51 | 0.00 | |
| 10-260-5-6-6-2-722-430-01-5-01077 | | SW - COMPUTER MAINTENANCE | | | 204.95 | 0.00 | |
| 10-260-5-6-6-2-722-430-08-5-00430 | | MA - BUILDING MAINTENANCE | | | 3,207.24 | 0.00 | |
| 10-260-5-6-6-2-722-430-08-5-00439 | | HS - BUILDING MAINTENANCE | | | 10,204.00 | 0.00 | |
| 10-260-5-6-6-2-722-430-08-5-00440 | | SW - EQUIPMENT REPAIR | | | 267.88 | 0.00 | |
| 10-260-5-6-6-2-722-430-08-5-00442 | | SW - GROUNDS KEEP | | | 15,409.30 | 0.00 | |
| 10-260-5-6-6-2-722-430-08-5-00443 | | SW - ROOF REPAIR | | | 794.13 | 0.00 | |
| 10-260-5-6-6-2-722-430-08-5-00444 | | SW - RUBBISH REMOVAL | | | 1,442.02 | 0.00 | |
| 10-260-5-6-6-2-722-430-08-5-00445 | | SW - TOOL SUPPLY | | | 34.95 | 0.00 | |
| 10-260-5-6-6-2-722-430-08-5-00445 | | SW - TOOL SUPPLY | | | 0.00 | 10.00 | |
| 10-260-5-6-6-2-722-430-08-5-00445 | | SW - GENERAL PAINT | | | 147.60 | 0.00 | |
| 10-260-5-6-6-2-722-430-08-5-00467 | | K-5 - FUEL #2 | | | 11,523.37 | 0.00 | |
| 10-260-5-6-6-4-630-620-05-5-00354 | | HS - FUEL #2 | | | 11,338.05 | 0.00 | |
| 10-260-5-6-6-4-630-620-05-5-00356 | | K-5 - ELECTRICITY | | | 7,115.07 | 0.00 | |
| 10-260-5-6-6-4-641-620-05-5-00358 | | MA - ELECTRICITY | | | 36,686.09 | 0.00 | |
| 10-260-5-6-6-4-641-620-05-5-00360 | | HS - ELECTRICITY | | | 14,314.57 | 0.00 | |
| 10-260-5-6-6-4-641-620-05-5-00361 | | MAINTENANCE - ELECTRICITY | | | 226.30 | 0.00 | |
| 10-279-4-5-8-4-722-627-12-5-00341 | | SW - GASOLINE SCHOOL VEHICLES | | | 260.82 | 0.00 | |
| 10-280-6-5-8-2-820-200-13-5-00509 | | SW - FLEXIBLE SPENDING ACCT | | | 22.20 | 0.00 | |
| 10-280-6-5-8-2-820-200-13-5-00513 | | L.T.D. | | | 3,968.32 | 0.00 | |
| 10-280-6-5-8-2-820-200-13-5-01228 | | SW - HEALTH SAVINGS ACCOUNT | | | 183.75 | 0.00 | |
| 10-320-7-4-4-2-880-690-06-5-00595 | | HS - ATHLETIC SUPPLIES | | | 14.90 | 0.00 | |
| 10-611-6-5-88-950-560-14-5-00621 | | VO-AG -TUITION | | | 6,283.00 | 0.00 | |
| 10-613-9-9-88-955-561-14-5-00673 | | SP ED - TUITION | | | 39,083.82 | 0.00 | |
| Total User-Entered Distributions | | | | | | \$204,039.42 | \$204,039.42 |
| Total for March, 2022 | | | | | | \$396,700.22 | \$396,700.22 |
| Grand Total for Batch # 48077 | | | | | | \$396,700.22 | \$396,700.22 |

Somers Board of Education General Journal Register

| Batch # | Control Total | Status | Created By | Created On | Last Updated By | Last Updated On |
|---------|---------------|--------|------------|------------|-----------------|-----------------|
| 48077 | \$204,019.42 | Posted | Lbergamini | 03/21/2022 | Lbergamini | 03/23/2022 |

183 Transactions Listed.

**Proposed Job Share
2022-2023 School Year
Fourth Grade
Nicole Dzicek and Melissa Shannon**

Proposed Job Share For Nicole Dzicek and Melissa Shannon

The following is our plan for the division of responsibilities for a job sharing position. Realizing that scheduling of meetings for the 2020-2021 school year has not been finalized, we expect there may be minor changes made to this plan.

1. Work Schedule:

We will each work two and one-half days a week. Melissa Shannon will work Monday, Tuesday and Wednesday morning. Nicole Dzicek will work Wednesday afternoon, Thursday and Friday.

2. Parent Conferences/PPT's/SST's

Both teachers shall participate in November conferences. March conferences will be split evenly amongst the two of us unless otherwise requested by the parents.

The person who is scheduled to work at the time of a PPT/SST will attend the meeting. We will both discuss information that we would like to include in the PPT/SST.

3. Record Keeping:

Progress reports will be divided equally between us.

Work folders will include students' work samples from all subject areas.

4. Bulletin Boards:

All bulletin boards will be planned collaboratively and split evenly between us on a monthly basis.

5. A. Half -days:

The number of half days we work will be divided evenly.

B. Shortened days:

A shortened day, such as a weather related early dismissal or late opening, will not alter our teaching schedule.

6. Program Planning:

Program planning will be done as a collaborating team.

7. Communications:

Communication with parents, students, other teachers and specialists can be taken care of by the individual teacher involved and documented in writing in order to keep up on the important information. We will also communicate via email and phone as necessary. We will do all of our planning on google documents. A written letter will be sent out to parents at the beginning of the school year. Parents will be welcomed to contact either or both of us. Specific team meeting times will be needed to discuss students, plans, PPT's, SST's, etc.

8. Duties

We will split duties evenly.

9. Teaching Assignment:

Both teachers will be responsible for teaching all subject matter. Both teachers will integrate the various curricular areas into their instruction when appropriate.

10. Meetings:

The person who is scheduled to work at the time will attend the meetings. This person will inform the other of the agenda items.

11. Discipline:

Teachers will discuss discipline issues prior to the start of school in order to establish a positive and consistent classroom environment for the children. Specific discipline issues that arise during the year will be documented in writing (email, notes, etc) to ensure consistency and community in the children's day.

12. Field Trips:

Field trips will be divided equally.

We hope you will accept our proposal for a job share next year.
If there is any additional information you need or there are any
questions about the proposal please contact either of us.

Sincerely,

Nicole Duzick
Nicole Dzicek

Melissa B. Shannon
Melissa Shannon

NOTES: updated language for compliance with Connecticut General Statute 19-58. Updated intro statement to highlight the use of the strategic plan of action in addition to foundational static goals

GOALS OF THE BOARD OF EDUCATION - SOMERS PUBLIC SCHOOLS

The Board of Education believes that the effectiveness of the educational programs of the district are directly related to the foundational goals of the district. Having a rigorous academic program of instruction, instilling civic responsibility, and championing the values for successful living in all of our students are the cornerstones for student success. These three foundational goal areas, coupled with the district's Strategic Plan of Action, are how the district assesses current practices, develops future plans, and identifies areas of improvement for the district. The alignment of programs and instructional practices with these foundational goals, while using the Somers Public Schools Strategic Plan of Action as a roadmap for implementation and execution, ensures continuous district improvement. The following are the foundational goals of the Somers Board of Education:

Academic

1. Students will develop proficiency in the basic scholastic areas of language, mathematics, science, and the history of cultures.
 - a. The schools will teach the English language through reading, writing, speaking, and listening as an indispensable tool for clear and logical thinking.
 - b. The schools will teach computation for the development of analytical and abstract reasoning.
 - c. The schools will teach objective scientific information to prepare students to live in a highly technological and environmentally sensitive society.
 - d. The schools will teach an understanding of the historical development of today's global society in political, geographical, and cultural terms.
 - e. The schools will teach aesthetic judgment and understanding in the fine arts.
 - f. The schools will promote the integration of research and inquiry skills through utilization of information sources including, but not limited to, printed material, media, technology, and human resources.

g. The schools will promote the acceptance of learning as a lifelong continual process of self development by teaching logical and creative thinking, effective-learning habits, and recognition of achievement.

h. The schools will provide opportunities for vocational skills development and career exploration for those that do not pursue an advanced degree immediately after graduation.

Civic Responsibility

2. Students will develop a set of values for responsible citizenship.
 - a. The schools will share with parents, churches, and community the task of developing socially responsible behaviors.
 - b. The schools will teach the meaning and responsibility of freedom.
 - c. The schools will foster participation in community activities as a civic duty.
 - d. The schools will teach the necessity of team work and cooperation.
 - e. The schools will teach an understanding and appreciation of a diverse society and its people with special regard to cultural, physical, and intellectual differences.

Values for Daily Living

3. The students will acquire habits and attitudes reflecting values that promote safe and healthy individuals and society.
 - a. The schools will teach the basic elements of healthy nutrition, avoidance of dangerous substances, prevention and treatment of illness, and the importance of wholesome physical activity.
 - b. The schools will promote the respect of the person, property, and the law.
 - c. The schools will provide an environment that allows for development of self worth, positive identity, and mutual respect for others.

Adopted: 6/22/92

10/24/94

6/27/05

COVID-19 STAFF VACCINATION POLICY

The Board of Education's highest priority is ensuring the health and safety of the District's students and their families, the District's employees and their families, and our greater community. Pursuant to this obligation and Connecticut Governor Ned Lamont's August 19, 2021 Executive Order # 13D, the Board mandates that all District employees who perform work within the District's schools be vaccinated against COVID-19 unless otherwise exempt as set forth in this policy.

Definitions

For the purposes of this policy, the following definitions apply:

"Fully vaccinated" means at least 14 days have elapsed since a person has received the final dose of a vaccine approved for use against COVID-19 by the U.S. Food and Drug Administration, or as otherwise defined by the Centers for Disease Control.

"District employee" refers to all Somers Public Schools' employees, both full and part-time, including substitutes and student teachers. This definition applies to all District staff regardless of the amount of student contract time a particular staff member may have. The definition does not apply to District volunteers.

Mandatory COVID-19 Vaccination

1. Prospective District Employees

On or prior to September 27, 2021, the District shall offer employment only to individuals who are fully vaccinated. The exceptions to this rule are as follows:

(1) The candidate has received the first dose of the vaccine and has either received the second dose (and less than 14 days have elapsed) or has an appointment for the second dose; or

(2) The candidate is exempt from the vaccination requirement because the vaccine is likely to be detrimental to the individual's health or the person is exempt due to a sincerely held religious belief.

It shall be the responsibility of the candidate to provide proof of vaccination or to obtain and provide documents in support of his or her entitlement to any exemption. The failure to meet any of these conditions will result in the candidate not being offered a position of employment.

2. Existing District Employees

After September 27, 2021, all non-exempt employees must be fully vaccinated against COVID-19 in order to maintain employment with the Somers Public Schools. The Somers Public Schools shall not employ any individual who is not fully vaccinated unless:

1. The employee has received the first dose of the vaccine and has either received the second dose or has an appointment scheduled to obtain the second dose; or
2. The employee is exempt from the vaccination requirement because the vaccine is likely to be detrimental to the individual's health or the person is exempt due to a sincerely held religious belief and the employee undergoes weekly COVID-19 testing and submits such results to the District; or
3. The employee undergoes weekly COVID-19 testing and submits such results to the District.

The Somers Public Schools shall not employ any individual who is not exempt who has received the first dose of a two-dose series COVID-19 vaccination but fails to receive the second dose on the appropriate date as recommended by CDC or at the scheduled appointment without good cause unless such employee undergoes weekly COVID-19 testing and submits results to the District on a weekly basis.

It shall be each employee's responsibility to provide proof of vaccination or to obtain and present documents in support of his or her entitlement to any exemption. The Somers Public Schools shall not pay for the costs associated with weekly COVID-19 testing.

Acceptable Proof of Vaccination

Employees may demonstrate proof of vaccination by providing one of the following:

1. A CDC COVID-19 Vaccination Record Card or photo of the Vaccination Record Card;
2. Documentation from a health care provider or electronic health care records; or
3. State Immunization Information Record.

Personal attestation will not be accepted as an acceptable form of proof of a COVID vaccination.

Exemptions to COVID-19 Vaccination Requirement

1. Disability

District employees seeking to be excused from receiving the COVID-19 vaccination due to a disability must submit a request in writing to the Superintendent or his or her designee, along with any supporting documentation as may be requested by the Administration. Such supporting documentation shall include a statement from a physician, physician's assistant or advanced practice registered nurse indicating that the administration of the COVID-19 vaccination is likely to be detrimental to the District employee's health.

The Superintendent or his or her designee shall engage in discussion with the employee and make an individualized assessment as to whether the employee (if unvaccinated) will expose others to the virus or otherwise pose a direct threat to safety and health of the school community.

If the Superintendent determines that the unvaccinated employee poses a direct threat to the school community, the Superintendent will consider whether there are reasonable accommodations or mitigation efforts (absent undue hardship, i.e., more than a de minimis cost

or burden on the District) that would eliminate or reduce this risk so that the unvaccinated employee does not pose a direct threat to others. Such measures may include but are not limited to include greater isolation/social distancing and use of enhanced personal protective equipment (for example, face shields in addition to masks), provided they do not impose an undue hardship on the District.

If the unvaccinated employee poses a direct threat that cannot be reduced to an acceptable level, the Superintendent may exclude the employee from physically entering the worksite.

2. Religious Practice or Belief

District employees who assert that they are unable to receive a COVID-19 vaccination because of a sincerely held religious practice or belief must submit a request in writing to the Superintendent, along with any supporting documentation as may be requested by the Administration.

The Superintendent or his or her designee shall engage in discussion with the employee and make an individualized assessment as to whether the employee (if unvaccinated) will expose others to the virus and thus pose a direct threat to the safety and health of the school community, based upon the factors described above.

If the Superintendent determines that the unvaccinated employee poses a direct threat to the school community, the Superintendent will consider whether there are reasonable accommodations or mitigation efforts (absent undue hardship, i.e., more than a de minimis cost or burden on the District) that would eliminate or reduce this risk so that the unvaccinated employee does not pose a direct threat to others. Such measures may include but are not limited to include greater isolation/social distancing and use of enhanced personnel protective equipment (for example, face shields in addition to masks), provided they do not impose an undue hardship on the District.

If the unvaccinated employee poses a direct threat that cannot be reduced to an acceptable level, the Superintendent may exclude the employee from physically entering the worksite.

3. Weekly Testing

District employees who are not vaccinated by September 27, 2021, must obtain weekly testing for COVID-19 (PCR or antigen only, no home-testing permissible) and present the results of the test to the head nurse every Monday (or the next business day following a Monday holiday). This requirement applies to District employees who are exempt from vaccination pursuant to the disability and religious practice or belief exemptions described above as well as any other District employees who are not fully vaccinated by September 27, 2021.

The procedures for submission of testing results shall be determined by the Superintendent or his or her designee. It shall be the responsibility of the District employee to obtain such testing at his or her cost. Employees are expected to obtain such testing outside of regular working hours. The Somers Public Schools shall not pay for the costs associated with weekly COVID-19 testing.

Compliance and Discipline

District employees who fail to comply with the above provisions will not be permitted to report to work or to enter into any school building or District facility. In addition, failure to produce proof of vaccination or weekly testing results will render Somers Public School employees ineligible for continued employment with the District. Accordingly, such employees may be subject to discipline, up to and including termination of employment. Any District employee who knowingly provides false or misleading information to the District regarding his or her vaccination status, eligibility or qualification to receive the vaccine, and/or in connection with a request for a reasonable accommodation, will be subject to discipline, up to and including termination of employment.

Confidentiality of Medical Information

District employee vaccination information, weekly testing results and other medical information will be kept confidential as required by law. The District will maintain the confidentiality of such information to the most reasonable extent possible, in compliance with applicable laws and regulations. If necessary, medical information may be shared in limited circumstances and subject to appropriate controls to those persons who have a legitimate need to know including but not limited to District administration, first aid and safety personnel, and government officials, as required by law or other relevant guidance.

LEGAL REFERENCES

Governor Lamont's Executive Order # 13D, dated August 19, 2021

Frequently Asked Questions Regarding Vaccinations for Covered Workers in Schools, Connecticut State Department of Education Guidance dated August 25, 2021

Jacobson v. Massachusetts, 197 U.S. 11 (1905)

What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws, Equal Employment Opportunity Commission (December 16, 2020)

42 U.S.C. 2000ff, Genetic Information Nondiscrimination Act of 2008

42 U.S.C. 2000e, et seq., Title VII of the Civil Rights Act of 1964, as amended

42 U.S.C. 12101, et seq., Americans with Disabilities Act of 1990, as amended

Cf. Connecticut General Statutes §[10-210](#)

Cf. Connecticut General Statutes §[10-204a](#)



**Board of Education
Administrative Report**

Title of Report: Change Order to the SHS Boiler Replacement Project

Board Meeting Date: 3/28/22

Action

Report

Information

Discussion

Submitted by: Brian P. Czapla

Report

In order to ensure the boilers are online by October, the project manager has requested a change in vendor. The new vendor (Viessman) has better access to supply and can guarantee earlier delivery than the original vendor proposed for the project. This will result in an increase of \$22,400.



7341 Change Order Proposal Workbook

To: Project Manager RZ Design - John Pouliot **Attached to and made part of Change Order Proposal Number:** 1
From: GC/CMR _____ **Date:** 3/23/22
Proposed Change: Change Burnham boilers and indirect tanks to the comperable Viessmann package for better lead time. **Project Number:** _____
Project Name and Location: Somers High School Boiler Replacements 5 Vision Dr., Somers CT, 06071

| Quantity | Unit | Proposed Material(s) and/or Equipment | Unit Cost | Item Cost |
|--|------|---|-----------|------------------|
| 1 | LS | Difference in cost for the Viessmann package vs Burnham (Includes allownce for some extra piping, labor, electrical, balancing and insulation) | 22400 | 22,400.00 |
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |
| Use Continuation Worksheet M-E for Additional Material(s) and/or Equipment | | | | - |
| Total Material(s) and/or Equipment Cost | | | | 22,400.00 |

| Labor Classification | No. of Workers | Total Hours | Prevailing Labor Rate | Taxes on Labor | Worker's Compensation | Hourly Cash Benefits | Labor Cost |
|--|----------------|-------------|-----------------------|----------------|-----------------------|----------------------|------------------|
| | | | | | | | - |
| | | | | | | | - |
| | | | | | | | - |
| | | | | | | | - |
| | | | | | | | - |
| | | | | | | | - |
| Use Continuation Worksheet LC for Additional Labor Classifications | | | | | | | - |
| Total Labor Cost | | | | | | | - |
| Total Material and Labor Cost | | | | | | | 22,400.00 |

| General Contractor's or CMR's Overhead and Profit | To \$5,000.00 | 20% | \$15,001.00 to \$25,000.00 | 0% | - |
|--|---------------|---------------------------|----------------------------|-------------------------|---------------------|
| | | \$5,001.00 to \$15,000.00 | 17% | \$25,000.00 and greater | 12% |
| Total General Contractor's or CMR's Overhead and Profit | | | | | - |
| Total General Contractor's or CMR's Charge | | | | | \$ 22,400.00 |
| Additional Bond Premium Cost | | | | | |

| Named Subcontractor(s) -see attached worksheets | Trade | Cost |
|---|-------|-------------|
| | | |
| | | |
| | | |
| Use Continuation Worksheet AS for Additional Named Subcontractors | | - |
| Total Subcontractor(s) Cost | | - |
| 6% General Contractor's or CMR's Mark-up on Subcontractor Cost | | - |
| Total Subcontractor Charge | | \$ - |

Total Proposed Change Order Charge **\$ 22,400.00**

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.
 In tabulations below, amounts are state to the nearest dollar.
 Use Column 1 on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO:

APPLICATION NUMBER: 1
 APPLICATION DATE: 4/30/2022
 PERIOD TO: 4/30/2022
 JOB NO:

| A ITEM NO. | B DESCRIPTION OF WORK | C SCHEDULED VALUE | D WORK COMPLETED | | E THIS PERIOD | F MATERIALS PRESENTLY STORED (NOT IN D OR E) | G TOTAL COMPLETED AND STORED TO DATE (D + E + F) | H BALANCE TO FINISH (C - G) | I RETAINAGE 5.0% |
|---------------|--|----------------------|-----------------------------------|--------|------------------|---|---|--------------------------------|---------------------|
| | | | FROM PREVIOUS APPLICATION (D + E) | | | | | | |
| 1 | Submittals / Mobilize | \$1,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,500.00 | \$0.00 |
| 2 | All demolition | \$19,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$19,500.00 | \$0.00 |
| 3 | Supply heating boilers, burners, control pan | \$84,850.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$84,850.00 | \$0.00 |
| 4 | Build heating boilers | \$10,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$10,500.00 | \$0.00 |
| 5 | Supply summer boiler, Indirects | \$29,800.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$29,800.00 | \$0.00 |
| 6 | Build summer boiler | \$5,200.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$5,200.00 | \$0.00 |
| 7 | Supply oil piping | \$21,200.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$21,200.00 | \$0.00 |
| 8 | Install oil piping | \$82,150.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$82,150.00 | \$0.00 |
| 9 | Supply pumps and specialties | \$38,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$38,000.00 | \$0.00 |
| 10 | Install pumps and assemblies | \$28,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$28,000.00 | \$0.00 |
| 11 | Supply VFD's / start-ups | \$5,400.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$5,400.00 | \$0.00 |
| 12 | Supply breeching | \$25,400.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$25,400.00 | \$0.00 |
| 13 | Install breeching | \$8,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$8,500.00 | \$0.00 |
| 14 | Change out expansion tank bladders | \$9,750.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$9,750.00 | \$0.00 |
| 15 | Balancing | \$2,100.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,100.00 | \$0.00 |
| 16 | Insulation / Decals | \$11,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$11,500.00 | \$0.00 |
| 17 | Electrical | \$22,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$22,000.00 | \$0.00 |
| 18 | Controls | \$92,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$92,000.00 | \$0.00 |
| 19 | O&M's, start-up, close-outs | \$2,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,500.00 | \$0.00 |
| | TOTAL | \$499,850.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$499,850.00 | \$0.00 |

DOCUMENT G702 *

APPLICATION AND CERTIFICATE FOR PAYMENT MAY 1983 EDITION * AIA - , 1983

Original

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.
 In tabulations below, amounts are state to the nearest dollar.
 Use Column 1 on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO:

APPLICATION NUMBER: 1
 APPLICATION DATE: 4/30/2022
 PERIOD TO: 4/30/2022
 JOB NO:

| A ITEM NO. | B DESCRIPTION OF WORK | C SCHEDULED VALUE | D WORK COMPLETED | | E THIS PERIOD | F MATERIALS PRESENTLY STORED (NOT IN D OR E) | G TOTAL COMPLETED AND STORED TO DATE (D + E + F) | H BALANCE TO FINISH (C - G) | I RETAINAGE 5.0% |
|---------------|--|----------------------|-----------------------------------|--------|------------------|---|---|--------------------------------|---------------------|
| | | | FROM PREVIOUS APPLICATION (D + E) | | | | | | |
| 1 | Submittals / Mobilize | \$1,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,500.00 | \$0.00 |
| 2 | All demolition | \$19,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$19,500.00 | \$0.00 |
| 3 | Supply (3) boilers, burners, indirects, control panels | \$122,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$122,500.00 | \$0.00 |
| 4 | Build heating boilers | \$10,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$10,500.00 | \$0.00 |
| 5 | Build summer boiler | \$5,200.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$5,200.00 | \$0.00 |
| 6 | Supply all piping | \$26,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$26,000.00 | \$0.00 |
| 7 | Install all piping | \$89,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$89,000.00 | \$0.00 |
| 8 | Supply pumps and specialties | \$38,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$38,000.00 | \$0.00 |
| 9 | Install pumps and assemblies | \$28,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$28,000.00 | \$0.00 |
| 10 | Supply VFD's / start-ups | \$5,400.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$5,400.00 | \$0.00 |
| 11 | Supply breaching | \$25,400.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$25,400.00 | \$0.00 |
| 12 | Install breaching | \$8,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$8,500.00 | \$0.00 |
| 13 | Change out expansion tank bladders | \$9,750.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$9,750.00 | \$0.00 |
| 14 | Balancing | \$2,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,500.00 | \$0.00 |
| 15 | Insulation / Decals | \$12,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$12,000.00 | \$0.00 |
| 16 | Electrical | \$24,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$24,000.00 | \$0.00 |
| 17 | Controls | \$92,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$92,000.00 | \$0.00 |
| 18 | O&M's, start-up, close-outs | \$2,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,500.00 | \$0.00 |
| | TOTAL | \$522,250.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$522,250.00 | \$0.00 |

APPLICATION AND CERTIFICATE FOR PAYMENT MAY 1983 EDITION " AIA " , 1983

Veissman



Board of Education Administrative Report

Title of Report: Food Services Program Review

Board Meeting Date: 3/28/2022

Action

Report

Information

Discussion

Submitted by: Stephanie Levin

Executive Summary

The Board of Education requested a review of the Food Service Program operations in Somers. A brief overview of the current program is below. In addition to reviewing current operations, three options were explored for the future and information is attached for the board's review.

Report

The Food Services Program in Somers is currently sustained without any financial impact to the Board of Education's operating budget. The program does not currently participate in the USDA's National School Lunch Program (NSLP), however, the Somers Food Services Program does make an attempt to follow the nutrition guidelines and the manager collaborates with other districts such as Enfield to stay informed.

Due to the healthy fund balance of the Cafeteria Account, between March 2020 until June 2021, the program provided free meals in alignment with programs that were receiving federal funding through the NSLP. It was determined that this practice was not able to be sustained for the current 2021-2022 school year because the program does not receive any federal funds and returned to the former practice of charging for meals. It is widely believed that the supplemental funding that districts are receiving will not be extended past the expiring order on June 30, 2022 and all food service programs will return to past practice.

The three options would be to contract out the entire program to EASTCONN, contract out the management services to a food management company like Whitson's, or to hire a Director of Food Services and remain self-operated. Participation in NSLP would be required if Somers entered into an agreement with Eastconn. Participation in NSLP would be further explored if Somers entered into an agreement with Whitson's or hired a Director of Food Services and remained self-operated. In all scenarios, the Board of Education would have to eventually include the food services program into their operating budget.

SAMPLE JOB DESCRIPTION

The Director of Food Services is an exciting opportunity for an energetic, entrepreneurial manager who is constantly seeking a better way to conduct business. This key leadership position is directly responsible for the successful operation of Food Services. The Director ensures client, customer service/satisfaction with efficient cost-effective management that both meets and exceeds stated expectations. They are responsible for all food service-related activities, including care (retail, cafeteria, catering, etc.), quality improvement, sanitation, infection control, and all client-related activities.

Key Responsibilities:

- Manages associates in the Food Service Department
- Oversees the overall direction, coordination, and evaluation of the account
- Interviews, hires, and trains associates; plans, assigns, and directs work; appraises performance; rewards and disciplines associates; addresses complaints and resolves problems
- Prepares and manages the annual budget
- Utilize company systems for completion of required daily/weekly/monthly reports such as inventory, cash reports, production records, payroll/time-keeping, etc.
- Oversees and participates in the preparation and service of food and beverage items in adherence to company food standards for preparation, presentation, sanitation and safety (meeting HACCP and OSHA guidelines) and portion control
- Other duties as assigned

Preferred Qualifications:

- B.S. Degree in Food Services Technology/Management or related field required
- Five to seven years of direct foodservice operational management experience with inventory and purchasing knowledge and control
- Strong knowledge of food and catering trends with a focus on quality, production, sanitation, food cost controls, and presentation
- Previous P&L accountability or contract-managed service experience is desirable
- Strong supervisory, leadership, management and coaching skills
- Strong communication skills, both written and verbal
- Ability to communicate on various levels to include management, client, customer and associate levels
- Excellent financial, budgetary, accounting and computational skills
- Proficient computer skills to include; various computer programs, Microsoft Office programs, e-mail and the Internet
- ServSafe® Certified
- Working knowledge of the National School Lunch Program is highly preferred

**Memorandum of Understanding Agreement (MOU)
The Somers Schools Food Services Agreement**

Agencies:

Somers Public Schools
1 Vision Blvd
Somers, CT
(860)-749-2270

EASTCONN
376 Hartford Turnpike
Hampton, CT 06247
860-455-0707

Agreement Type:

Full services collaboration, governance and shared costs.

Agreement Period:

July 1, 2022 – June 30, 2027

Agreement Summary:

This five-year agreement is entered into by Somers Public Schools (SPS) and EASTCONN (EC) to provide a high quality food services program; including catering, administrative support, implementation of the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). It is intended to provide these services in a fiscally responsible manner well aligned with previous costs. The Somers Public Schools child nutrition department will operate under EASTCONN's NSLP sponsorship agreement with CSDE taking full responsibility and oversight of the food services program.

Purpose:

The SPS-EC Food Services agreement is an example of effective regional collaboration to provide high quality services to students through EASTCONN. It is intended that this agreement will increase participation in the NSLP through high quality nutritious meals, and alleviate the administrative burden of the managing the NSLP. Also, it is expected that EASTCONN will also be able to provide at the advanced request of an administrator of the Somers Public Schools any needed on-site catering for school and/or town functions or celebrations. Staff members from Somers Public Schools and EASTCONN will cooperate to meet all food services expectations.

Participation:

In the past, The Somers Public Schools have had a relatively consistent participation rate, but were not sponsors of the NSLP. Under this agreement, we will monitor participation and food waste, and make adjustments as needed to ensure efficiencies and support continued growth and progress. EASTCONN Food Services will be responsible for all administrative functions of the National School Lunch Program and tracking of student participation.

Governance:

For the purposes of day to day operations, the EASTCONN Food Services Supervisor shall be responsible for all program staffing (including the employment and dismissal of staff and all other responsibilities as an employer), meal planning, NSLP compliance, collecting revenue and paying expenditures. The Somers Public Schools will ensure the maintenance of the building and kitchen equipment is paid for and supported as accomplished in the past. To ensure effective communication, SPS and EC administrators will meet at least quarterly during the term of this agreement, or as needed. Notwithstanding the foregoing, the parties acknowledge that the State Department of Education will hold the Somers Public Schools ultimately responsible for the school lunch program when reviewing said program's compliance with the law.

Nature of budgetary arrangement:

This Food Services agreement is designed to be fiscally responsible for the SPS. It is understood that as EASTCONN assumes administrative responsibilities for NSLP, that all revenue and reimbursements will be collected by and given to EASTCONN. An annual implementation fee will be charged to run the food services program. It will be charged at the following rate:

2022-2023: \$27,000.00 2023-2024: \$27,250.00; 2024-2025: \$27,500.00;
2025-2026: \$27,750.00; 2026-2027: \$28,000.00.

Invoices will be sent out annually and monthly payments may be made.

Shared Facility:

All facility costs associated with maintaining and running the food services program in the Somers Public Schools will be the sole responsibility of Somers Public Schools. This includes utilities, custodial and maintenance services, green cleaning supplies, small wares and utensils, service contracts on equipment, repairs or replacement of equipment, and any other normal operating facility expenses.

EASTCONN will maintain annual food service licensure and will be responsible to uphold all food safety regulations.

Student Management:

The Somers Public Schools staff will be responsible for any student management during the lunch service, assisting with students recording their meal through a POS system and moving the lunch line efficiently through each lunch wave. This will be accomplished through collaboration between the Somers Schools Principals or designee and EASTCONN Food Services Supervisor or designee.

Separation and Continuity of this Agreement:

If the Somers Public Schools or EASTCONN wishes to terminate this agreement during the term of the agreement, a minimum of at least 6 months will be required to allow both parties time to plan for an effective transition

CAVEAT: It is accepted by both parties that due to the late signing of this contract, the initial transition phase will occur between and will require flexibility and more frequent meetings to ensure all aspects of the contract are met or exceeded. All parties agree to work openly and honestly to honor the long term commitment each is making to the other. In addition, BS staff may need to perform some tasks identified as EASTCONN's responsibility in this agreement during this transitional phase. Any disagreements will be solved among key implementers first and then brought to the EASTCONN Director of Food & Hospitality and the SPS Superintendent for resolution. All SPS food service staff will have the option to apply for positions, however employment through EASTCONN is not guaranteed.

Overall, this caveat is intended to allow for flexibility and cooperation in the first few months of the contract without delaying implementation. It will ensure an effective transition to a high quality NSLP that serves the students and staff of the Somers Public Schools.

Mutual Indemnification Clause:

Each party shall indemnify and hold harmless the other party with respect to any loss, cost, damage, claim, expense, liability or action brought against a party or its officers, agents, members, or employees arising out of a party's acts, omissions, negligence or breach of this Agreement. Each party shall purchase and maintain all appropriate insurances to cover and insure its obligations herein.

This MOU is effective from July 1, 2022 – June 30, 2027

Approvals:

Brian P. Czapla
Superintendent of School
Somers Public Schools

Date

Gary Mala
Executive Director
EASTCONN
376 Hartford Turnpike
Hampton, CT 06247

Date

DRAFT

Overview of Data Needed to Start the US Department of Agriculture's (USDA) School Child Nutrition Programs

Please complete the following in order to become a sponsor of the school Child Nutrition Programs (CNP) (e.g., the National School Lunch Program (NSLP), the School Breakfast Program (SBP), the Special Milk Program (SMP), the Afterschool Snack Program, or the Seamless Summer Option (SSO)):

1. Potential new sponsors must attend a New Sponsor Introduction workshop sponsored by the CT State Department of Education (CSDE). Attendance at this workshop is mandatory for any school/district interested in participating in the school CNPs. An administrator from the school/district must be in attendance.
2. Complete and submit *one signed original* ED-099 Agreement. This is a permanent Agreement to participate in the school CNPs and is between the school/district and the CSDE. The original must be signed by the appropriate Board of Education (BOE) personnel and the original must be forwarded to the Bureau of Health/Nutrition, Family Services and Adult Education for approval *at least six weeks prior* to the operation of any school CNP. A copy of the minutes from a BOE meeting must also accompany the Agreement. The minutes must indicate that the BOE approved the Agreement and the school district/institution's participation in the school CNPs. The ED-099 cannot be obtained online and will be issued at the time of the initial meeting with the CSDE and the school/district.

Note: The School Agreement and all applicable forms are completed and submitted online each late summer/early fall. Once a sponsor has been approved, the sponsor will receive and Agreement/Sponsor number. It is important that appropriate personnel know this number since it is referenced often in reports, etc.

3. Complete the Civil Rights Pre-Award Survey. No Federal funds can be made available to a sponsor until a pre-award compliance review has been conducted and the applicant is determined to be in compliance with Title VI of the Civil Rights Act of 1964.
Submit with the ED-099.
4. Complete the forms below. These forms may be found and downloaded at <http://portal.ct.gov/SDE/Nutrition/Eligibility-for-Free-and-Reduced-price-Meals-and-Milk-in-School-Nutrition-Programs/Documents>. **Submit with the ED-099.**
 - a. Policy Statement (must be signed).
 - b. Public Media Release.
 - c. Site Information on Money Collection and Point-of-Service (POS) Meal Count Systems for New Sponsors.
 - d. Meal Application and Data Management Process.
 - e. Application for Free and Reduced-price School Meals or Free Milk.
 - f. Addendum C.
 - g. Parent/Guardian Letter: Frequently Asked Questions (FAQs) About Free and Reduced-price School Meals, and/or Sample Parent/Guardian Letter: Frequently Asked Questions (FAQs) About Free School Milk.
 - h. Parent/Guardian Notification Letter (*approving or denying meals or milk benefits*).
 - i. Parent/Guardian Notification Letter for Direct Certification (Version 1).
 - j. Parent/Guardian Notification letter for Direct Certification (Version 2).

- k. Parent/Guardian Notification letter for Direct Certification (Version 3).
- l. Letter to Household of Notification of Selection for Verification of Eligibility.
- m. Letter of Verification Results and Adverse Action for Income Households.

Direct Certification: Upon CSDE approval of the ED-099 and participation in the school CNPs, new sponsors will be given access to the CSDE Direct Certification web application.

Direct certification is a process conducted by states and local educational agencies (LEAs) to certify eligible children for free meals without the need for household applications. The CSDE provides the district's direct certification contact person with a login ID and password to access the CSDE's Direct Certification Web Application. Each week, the Direct Certification Web Application automatically matches enrolled students to the Supplemental Nutrition Assistance Program (SNAP), Temporary Family Assistance (TFA) and free and reduced Medicaid lists provided by the Connecticut Department of Social Services (DSS). The district's direct certification contact person can access this information at any time. For more information, go to the CSDE Direct Certification website: <https://portal.ct.gov/SDE/Nutrition/Direct-Certification>.

- 5. Submit a copy of a menu for one month following the appropriate meal pattern (for each of the school CNPs) that are part of the Agreement. A copy of the meal pattern for a five-day week may be found at <http://portal.ct.gov/SDE/Nutrition/Meal-Patterns-School-Nutrition-Programs>. If applicable (e.g. the sponsor is a Residential Child Care Institution [RCCI]), a copy of the meal pattern for a seven-day week may be found at <http://portal.ct.gov/SDE/Nutrition/Meal-Patterns-School-Nutrition-Programs>.
Submit with the ED-099.
- 6. All sponsors are required to certify one week of menus to demonstrate the menus are in compliance with the meal pattern. Certification allows the sponsor to receive an additional seven-cents in reimbursement. Refer to the [Menu Development Organization Tool \(MDOT\)](#) and the USDA Menu Worksheets <http://portal.ct.gov/SDE/Nutrition/Certification-of-Meal-Pattern-Compliance/Documents>.
Submit with the ED-099.
- 7. Determine if the school/district will implement "Offer vs. Serve." Note: "Offer vs. Serve" is mandatory in the NSLP at the high school level and is recommended for lower grade levels. Offer vs. Serve is optional in the SBP. Refer to the Web site "Offer vs. Serve in the NSLP and SBP" for details: <http://portal.ct.gov/SDE/Nutrition/Offer-versus-Serve-for-School-Nutrition-Programs>
- 8. Issue a notification letter to parents informing them that the district/school will be participating in the school CNPs. Include Addendum C as required by state law and Addenda A and B if applicable. Note that this is not applicable if the school/district does NOT collect free/reduced applications. **Submit with the ED-099.**
- 9. Based on the completed free and reduced meal applications received from the parents, the determining official must develop a benefit issuance document (e.g., **master list**) of students eligible for free and reduced price meals. This list must be updated as new students are approved or as students are transferred to other schools or withdraw from the school district. The date of

transfer or withdrawal must be recorded on the document.

10. Review the "[Schedule for Submission of Online Reimbursement Claim Data](#)" Operational Memorandum and complete a Daily Edit Check Worksheet and the monthly Online Claims for Reimbursement form. For the Daily Edit Check Worksheet go to: <https://portal.ct.gov/SDE/Nutrition/Claim-Submission-Schedule> and for further information regarding the submission of claim data go to <http://portal.ct.gov/SDE/Nutrition/Claim-Submission-Schedule>
11. Complete the verification procedures of applications once a year in accordance with the guidelines. Refer to *Eligibility Manual for School Meals* https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/USDA_eligibility_manual.pdf and <http://portal.ct.gov/SDE/Nutrition/Verification-Procedures-for-School-Nutrition-Programs> for more information.
12. Complete a W-9 form. **Submit an original, signed W-9 with the ED-099.**
13. Complete the State of Connecticut Agency Vendor form. **Submit with the ED-099.**
14. Private not for profit school sponsors only:
Complete a 501(C)(3) non-profit letter/statement from the IRS. **Submit with the ED-099.**
15. Follow guidelines addressing accommodating children with special dietary needs. Refer to this link for more information: <http://portal.ct.gov/SDE/Nutrition/Special-Diets-in-School-Nutrition-Programs>.
16. For more information pertaining to Connecticut's school CNPs refer to: <http://portal.ct.gov/SDE/Nutrition/School-Nutrition-Programs>.

Administrative Reviews:

During the first year of operation, the CSDE will conduct an Administrative Review of the school CNPs. This comprehensive review covers all program areas (i.e., application certification, verification, reimbursement claims review, the counting and claiming of meals, compliance with the meal pattern, etc.) More information is provided once an Agreement Number has been assigned and the school/district begins operating the school CNPs. <https://portal.ct.gov/SDE/Nutrition/Administrative-Review-for-School-Nutrition-Programs>

Food Service Management Companies (FSMC)

Sponsors of the U.S. Department of Agriculture Child Nutrition Programs must ensure compliance with the requirements for contracting with vendors and FSMCs. These requirements apply to school nutrition programs, the Child and Adult Care Food Program (CACFP), and the Summer Food Service Program (SFSP).

Federal, state, and local laws and regulations specify the methods that sponsors of CNPs must follow to properly procure contracts with vendors and FSMCs (7 CFR 200 and 210). For more information refer to the CSDE website [Food Service Management Company](#) or contact Andy Paul at andrew.paul@ct.gov.

Independent Review of Applications:

All new sponsors are required to conduct an independent review of their free and reduced-price meal applications. A second review of applications requires a re-evaluation of the eligibility determination made by the original determining official, based on the information provided by the household on the application. The second review (conducted by someone other than the determining official) must determine whether the application is complete and must also confirm that the application was correctly approved based on current income eligibility information, as applicable, and that the master list or roster of children's names correctly records their eligibility.

The second review of applications must be done before the household is notified of eligibility and must not result in the delay of an eligibility determination. LEAs required to conduct a second review of applications are still required to notify households of the child's eligibility determination within 10 operating days of receiving the application. Additionally, the new sponsor will be required to complete and submit the FNS 742a which provides the state agency with information as of October 31st regarding the results of the second review. More information will be forthcoming regarding this form.

USDA Foods:

All sponsors of the NSLP are eligible to receive U.S. Department of Agriculture (USDA) Foods (Government Commodities). For more information, contact USDA Foods Distribution Program staff listed below or go to <http://portal.ct.gov/SDE/Nutrition/Food-Distribution-Program-USDA-Foods>.

CSDE Food Distribution Program Staff

- Allison Calhoun-White, allison.calhoun-white@ct.gov, 860-807-2008
- Monica Pacheco, monica.pacheco@ct.gov, 860-807-2086

Record Retention Requirements: All data and records (including processed free and reduced-priced meal applications, edit check worksheets, verification materials, etc.) must be retained for a period of 3 years after the date of the final Claim for Reimbursement for the fiscal year to which they pertain. If audit findings have not been resolved, the records shall be retained beyond the 3-year period as long as required for resolution of the issues raised by the Audit.

Other points of interest...

- Sponsors participating in the NSLP or SBP may **not** also participate in the SMP UNLESS the SMP is for split-day kindergarten students who do not have access to the NSLP or SBP.
- A separate bank account must be kept for the school Child Nutrition Program funds. *All school CNP dollars must ONLY go towards the school CNPs and may not be used for other non-related school operations.*
- For information regarding specific regulations pertaining to proper procurement refer to the following: <https://portal.ct.gov/SDE/Nutrition/Procurement-for-School-Nutrition-Programs>
- Second meals are not allowed to be claimed. Only one breakfast may be claimed per student per day and only one lunch may be claimed per student per day.
- Periodically, via email, a NSLP sponsor will receive Operational Memoranda (OM) from the Child Nutrition Programs. The Operational Memoranda are important and provide guidance regarding current regulations or other pertinent information pertaining to the operation of the school/district's school Child Nutrition Programs. The OMs are numbered and should be kept on file in the school/district system. The OMs are also accessible by going to the CNP CSDE website: <http://portal.ct.gov/SDE/Lists/Operational-Memoranda-for-School-Nutrition-Programs>.

- A sponsor cannot exceed three months operating expenses in their NSLP funds and a Financial Report must be completed for the Child Nutrition Programs, this is completed online and will not be required for new sponsors starting in SY 2019-20 since they did not participate in SY 2018-19.
- HACCP Plans must be developed to ensure food safety regulations are met. For more information go to <http://portal.ct.gov/SDE/Nutrition/Food-Safety-for-Child-Nutrition-Programs> and <http://portal.ct.gov/SDE/Nutrition/Food-Safety-for-Child-Nutrition-Programs/Documents>.

Other Information

Important Links:

- The USDA “*And Just for All Civil Rights Posters*” (which must be posted in all serving areas): <http://portal.ct.gov/SDE/Nutrition/Civil-Rights-for-Child-Nutrition-Programs>.
 - A sample of a USDA standardized recipe/production records, etc.: <https://portal.ct.gov/SDE/Nutrition/Menu-Planning>
- The qualified food operator responsibilities: <http://portal.ct.gov/SDE/Nutrition/Food-Safety-for-Child-Nutrition-Programs/Documents>.
- The Income Guidelines for Determining Eligibility for Free and Reduced Price Meals: <https://portal.ct.gov/SDE/Nutrition/Income-Guidelines-for-Child-Nutrition-Programs>
- The rates for reimbursements. The new rates are issued annually after July 1: <https://portal.ct.gov/SDE/Nutrition/Reimbursement-Rates-for-Child-Nutrition-Programs> .
- The Competitive Foods and Foods of Minimal Nutritional Value Information: <http://portal.ct.gov/SDE/Nutrition/Competitive-Foods>.
- The school wellness policy requirements: <http://portal.ct.gov/SDE/Nutrition/School-Wellness-Policies>.
- The serving sizes for grains in the school CNPs: <http://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Crediting/GrainsOzEq.pdf>.
- The sample production record forms: <http://portal.ct.gov/SDE/Nutrition/Production-Records-for-School-Nutrition-Programs>
- The food safety and Hazard Analysis Critical Control Points (HACCP) requirements: <http://www.nfsmi.org/ResourceOverview.aspx?ID=75>

For additional information regarding Connecticut’s CNPs: <http://portal.ct.gov/SDE/Nutrition/School-Nutrition-Programs>.

Once the school/district is a sponsor, questions should be directed to the school or district's CNP technical support person as noted below:

| School Nutrition Programs Staff | |
|--|---|
| County | Consultant |
| Fairfield County (includes Region 9) Litchfield County (includes Regions 1, 6, 7, 12, and 14) School wellness policies | Fionnuala Brown, 860-807-2129 fionnuala.brown@ct.gov |
| Hartford County (includes Region 10) Middlesex County (includes Regions 4, 13, and 17) | Teri Dandeneau, 860-807-2079 teri.dandeneau@ct.gov |
| New Haven County (includes Regions 5, 15, and 16) New London County Tolland County (includes Regions 8 and 19) Windham County (includes Region 11) Claims processing | Susan Alston, 860-807-2081 susan.alston@ct.gov |



Learn how
WHITSONS SCHOOL NUTRITION
can help serve
Somers Public Schools





WHITSONS[®]
School Nutrition



Welcome!



Thank you for the opportunity to review your dining program and provide the Board of Education our recommendations to achieve your goals as we understand them. We truly appreciate the time and effort that you and your team put into this process; and the professional courtesy extended to our Team.

Studies have proven the critical link between proper nutrition and academic success, citing enhanced performance, extended attention span and greater energy levels when children receive continued nourishment throughout the day. As educators and leaders of the school community, we recognize your priority is to provide the very best for your students by creating an environment conducive to success both in and out of the classroom.

We share your vision to strive to be exceptional and innovative; at Whitsons we are revolutionizing the way students eat with our Simply Rooted® philosophy. That is, we are committed to helping people lead healthier lives through more wholesome, fresh ingredients. We've turned back the clock to a simpler time when more of the food our children consumed was naturally sourced and made from scratch.

The Whitsons story is deeply rooted in food and family. Our foundation is set on strong family values, while our future remains focused on sustainable, real food. Food that is wholesome, rooted in quality, clean ingredients, and is intended to nourish the body and spirit of those we serve. The unique structure of our family operated business places a strong emphasis on teamwork and entrepreneurial spirit, which lives on in our company's culture today.

We welcome the opportunity to discuss our observations and explore the possibilities of a partnership with the Somers Public Schools.

In good health,

A handwritten signature in black ink, appearing to read "Ozzie Orsillo".

Ozzie Orsillo
Senior Vice President
Whitsons Culinary Group®

A passion for food...

IT ALL STARTED BECAUSE OF FAMILY

Our story began in 1979 when Elmer and Gina Whitcomb purchased a pair of restaurants in Garden City, New York. Since the beginning, two things clearly stand out as consistent throughout the years: food and family. Our direction has always centered on family values and providing freshly prepared, wholesome meals to our customers. At Whitsons, we understand this invisible, yet very real connection, and how a meal should mean so much more than food on a plate. It's about making a difference in the lives we touch.

We are deeply rooted in wholesome food and family values. This Simply Rooted® philosophy represents our commitment to helping people to live healthier lives. Our philosophy is supported by our promise to focus on people, food and communication. We deliver on our promises, bringing about results: increased profitability, participation, student satisfaction and nutritional awareness. It's all about making a difference in the lives we touch.

NOURISHING GROWING MINDS

Whitsons School Nutrition® is a division of Whitsons Culinary Group®, a regional certified MBE-owned organization with local offices in New England. Headquartered on Long Island, New York, Whitsons provides a wide range of customized dining services to public, private and charter schools, with a strong focus on nutritious, high quality menus made from fresh, wholesome ingredients. We offer the perfect blend of family values and vast support services, enabling our company to provide schools with the highest quality individualized service supported directly by our company owners and staff.

TREAT EVERYONE LIKE FAMILY

Treating people like family is not just a catchphrase—it is our way of being. The unique structure of our family business places a strong emphasis on teamwork and entrepreneurial spirit.

- A business culture shaped by family values and traditions.
- Direct involvement from executive management and the Whitcomb family.
- Operations led by a General Manager who understands your community.
- High team member morale through team-building activities and incentive programs.
- Culinary experts trained to assist on-site teams with training and implementation of branded concepts and menu programs.
- Building an inclusive team that is welcoming to people of all backgrounds.



WHOLESOME FOODS THAT TASTE GREAT

We understand the critical role that wholesome eating plays in the educational process and the health of growing bodies at every stage of development. We believe it is important to serve the same kinds of meals to our customers that we would serve to our children at home.

- Our focus is addressing nutrition at the most fundamental level by using wholesome, natural ingredients.
- 52% of all ingredients sourced locally, including fresh produce.
- Scratch-cooked meals prepared on-site.
- Innovative and customized menus and promotions.

NURTURE AUTHENTIC COMMUNICATION

We establish open lines of communication with our customers, clients and team members to gain a better understanding of their objectives and needs. This commitment to authentic communication nurtures our relationships and improves company performance through:

- Transparent and accurate accounting and reporting.
- Innovative marketing programs and award-winning nutrition education.
- Flexibility to make changes based on customer preferences gathered from ongoing collaborative feedback channels.
- Ability to make innovative changes that lead the industry.

HOW MAY WE SERVE YOU?

Whitsons is on a mission to create a better food system for all, and we are dedicated to providing a customized meal solution that is just right for your school community. Please find our some of our observations and recommendations on the following pages.



Observations & Recommendations for the Somers Dining program...

We found the facilities to be in good shape and the food service staff to be very considerate and conscientious in performing their tasks. This will serve as an excellent foundation for program growth. Long-term we feel the dining program would benefit from an investment in some additional equipment and increased staffing levels to expand the program and accommodate the program's full potential.

There is an opportunity to expand the menu by introducing new menu offerings including our Signature Series menu concepts, Pop Up Shops, while focusing on culinary innovations and introducing more scratch cooking in the program. We have found that this leads to increased student satisfaction and participation.

There is an opportunity to utilize manufacturers that share our Simply Rooted® philosophy, more local vendors, and farm to school initiatives in a robust purchasing solution. Participating in Whitsons purchasing program will ensure high quality nutritious ingredients at very competitive pricing and help the district deal with supply chain concerns that may arise.

The dining program would benefit from professional marketing initiatives to reimagine the serveries, promotions to create excitement, nutrition education to promote life-long learning, and regular communications to engage with students, families and develop community partnerships.

Professional training and development programs including culinary, customer service and ServSafe training for the team will establish new SOPs and enhance overall program performance.

These initiatives will open the door for catering opportunities within the district and school community which we feel is an untapped resource.

Overall, we feel there is a tremendous opportunity to enhance the Somers Dining Program aligning with the district's stated Vision and Mission.

OPTIONS AVAILABLE TO THE DISTRICT INCLUDE

- Continue with the program as is.
- Hire a food service director and try to make changes on your own.
- Hire a food service director and consult with Whitsons to make recommendations to accomplish your goals. The district would be required to implement these recommendations.
- Hire Whitsons to provide an onsite general manager and provide full-service management oversight with all of Whitsons' programs and support services available to the district.

The cost for the district to hire a food service director and contract for consulting services; is comparable to the cost of Whitsons providing an onsite general manager and full-service management oversight, without the benefits of all the programs that would be available. Whitsons offers a cost-effective solution providing a full-service management option working with the existing district team members.



FINANCIAL CONSIDERATIONS

After a financial review of your dining program and considering the potential for growth, we are confident we can provide the full-service management option with a Whitsons onsite General Manager while keeping your current food service director on staff, at a cost of \$22,100.00.

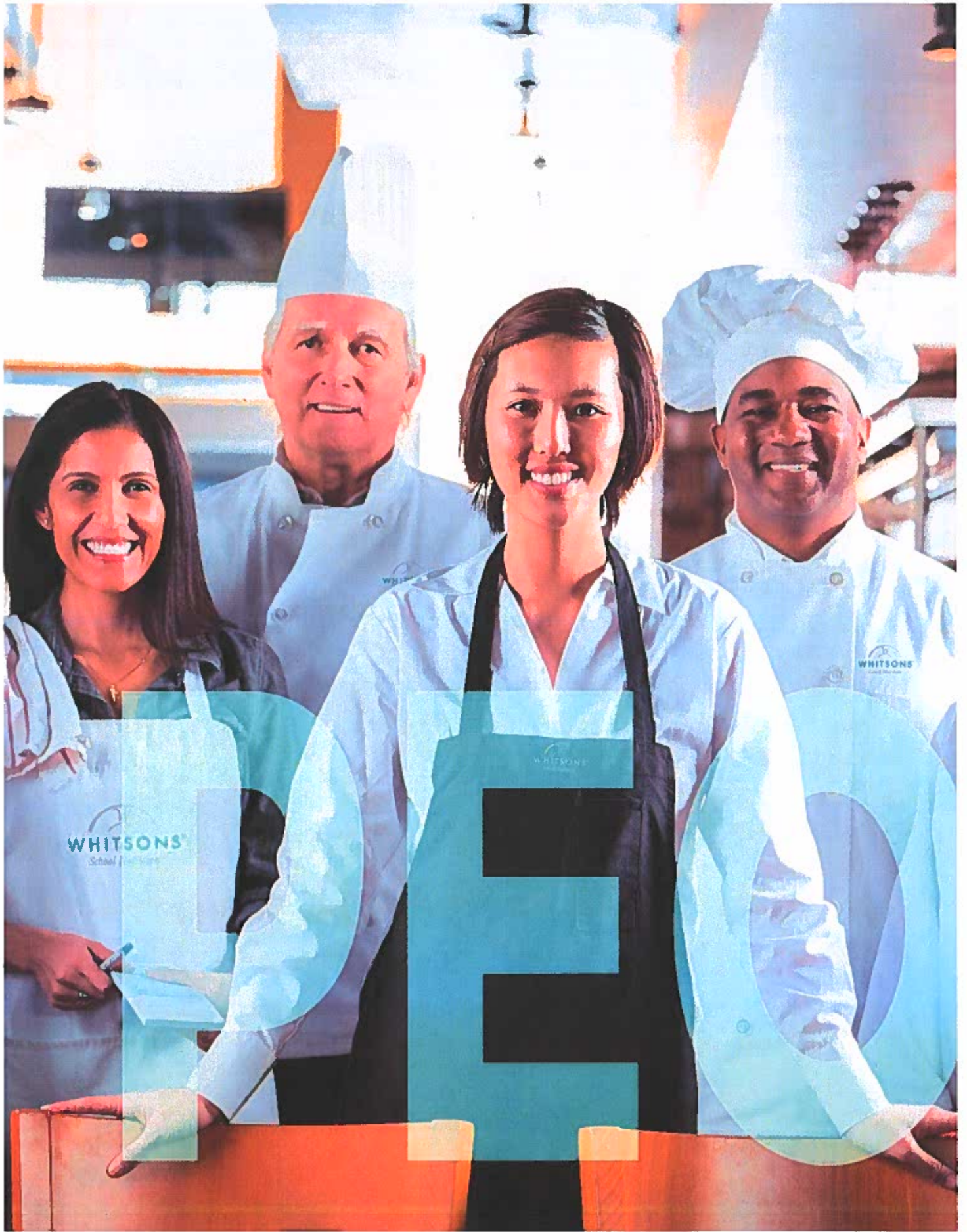
ASSUMPTIONS

- Whitsons provides an on-site General Manager, complete management oversight and support services to ensure a successful program.
- District Team Members continue to be employed by Somers.
- The current Director is part of the Somers food service Team.
- Additional staffing to accommodate projected growth.
- Recommended lunch prices:
 - o Elementary School\$3.50
 - o Middle School\$3.75
 - o High School.....\$4.00
- Management Fee of \$40,000 per year billed in 10 monthly installments.
- Program income to fund all but \$22,100.00 of program costs including Whitsons management fee for services.

PROJECTIONS

| | | |
|----------------------------------|-------------------|------------|
| Program Sales | \$467,800 | 100% |
| Food Cost..... | \$166,300 | |
| Supplies | \$ 24,600 | |
| Food & Supplies | \$190,900 | 40% |
| Whitsons Labor | \$85,000 | |
| District Labor..... | \$154,200 | |
| Total Labor | \$239,200 | 51% |
| Opex..... | \$19,800 | |
| Admin & Mgt. Fee | \$40,000 | |
| Total Other | \$59,800 | 13% |
| Profit / Loss | \$(22,100) | -5% |





We treat everyone like family.

Whitsons is Simply Rooted®, and our foundation was built on strong family values. Therefore, we continue to achieve our mission of “enhancing life one meal at a time™” through one of our biggest assets: our PEOPLE!

PEOPLE

Our people are our strength...

Whitsons is committed to building an inclusive, varied workplace that is welcoming to people of all backgrounds. The unique structure of our family business places a strong emphasis on teamwork and entrepreneurial spirit, which lives in our company's culture. We treat everyone like family: a simple concept that seems to have been forgotten by so many, but not Whitsons. We see all of our team members as part of Whitsons' extended family, and we are committed to supporting their growth both personally and professionally.

WELCOMING THE EXISTING TEAM TO THE WHITSONS FAMILY

We are sensitive to the apprehension that exists with any change. That is why our first priority is to meet with the existing team to welcome them to our family and build a team environment from the start.

ORIENTATION & TRAINING

We hold an orientation session to introduce team members to our organization, culture and expectations. We also provide training, answer any questions they may have to alleviate their concerns, and discuss their ideas on how to make improvements to the current program. We provide them with the tools and opportunities to get involved in the school lunch program, and make a difference in the lives of the students they serve.

BUILDING A SUCCESSFUL DINING SERVICES TEAM

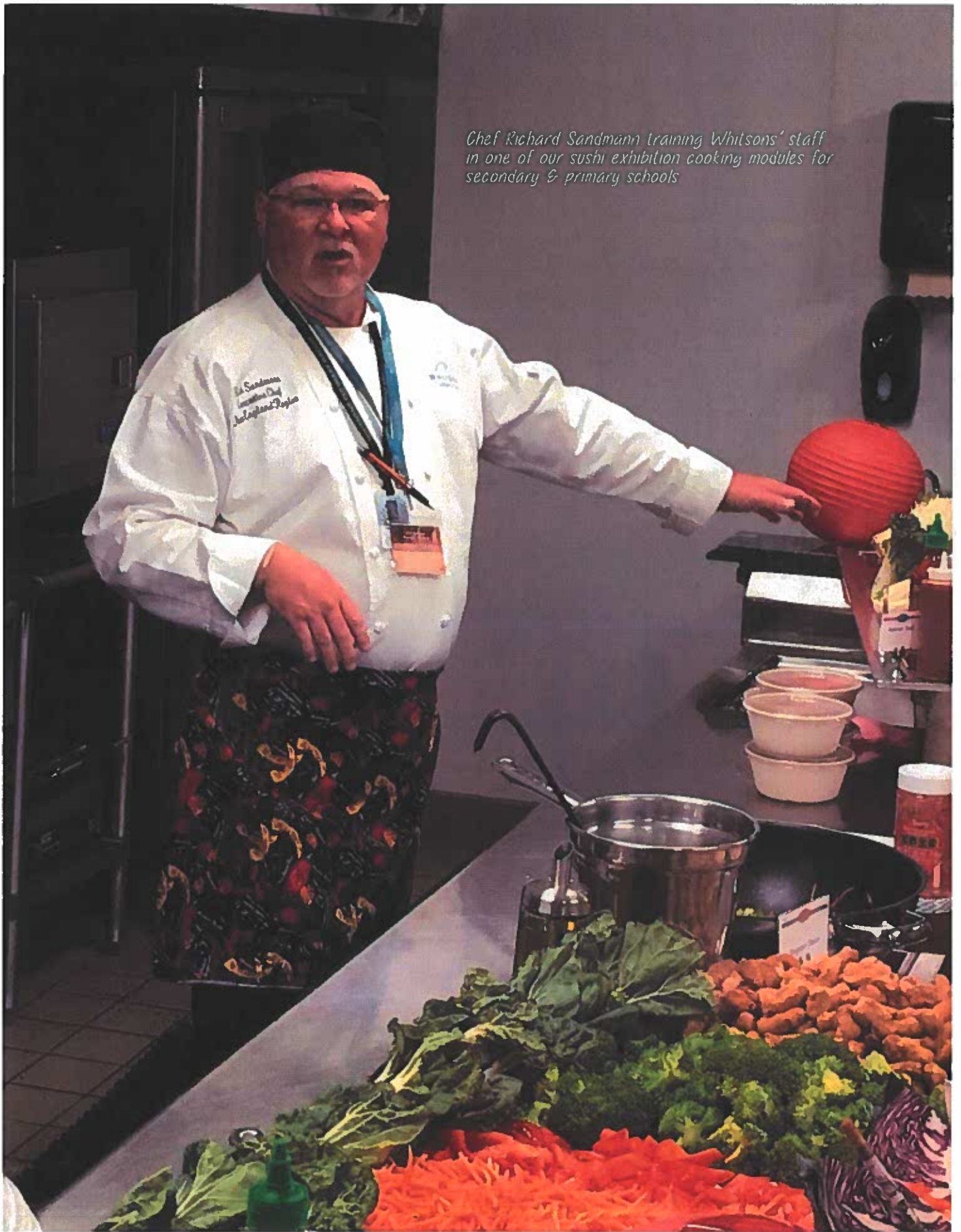
Depending on the needs of our clients, Whitsons will bring in a fully trained dining services team, hire the existing staff, manage the district's food service employees and even provide services under a combination of the above scenarios. We are committed to enhancing the work experience for all of our team members. We accomplish this goal by:

- Working as a team toward a common mission: "enhancing life one meal at a time™"
- Providing training and feedback on an ongoing basis.
- Talent development for each team member to help them achieve their career goals.
- Empowering team members to solve problems and satisfy customers.
- Fostering camaraderie through corporatewide and local team-based events.
- Providing positive feedback for excellent performance, in the form of praise, recognition and rewards.
- Offering opportunities for advancement.

DIRECT, ON-SITE INVOLVEMENT OF COMPANY OWNERS

With Whitsons, you can count on continuous, dedicated support from not only our on-site team of professionals, but also our top executives, including company owners. Members of the executive team will continue to remain in contact with you through regular communications, as well as through on-site visitation, well after the transition process is complete. This level of commitment and support is unparalleled in our industry.

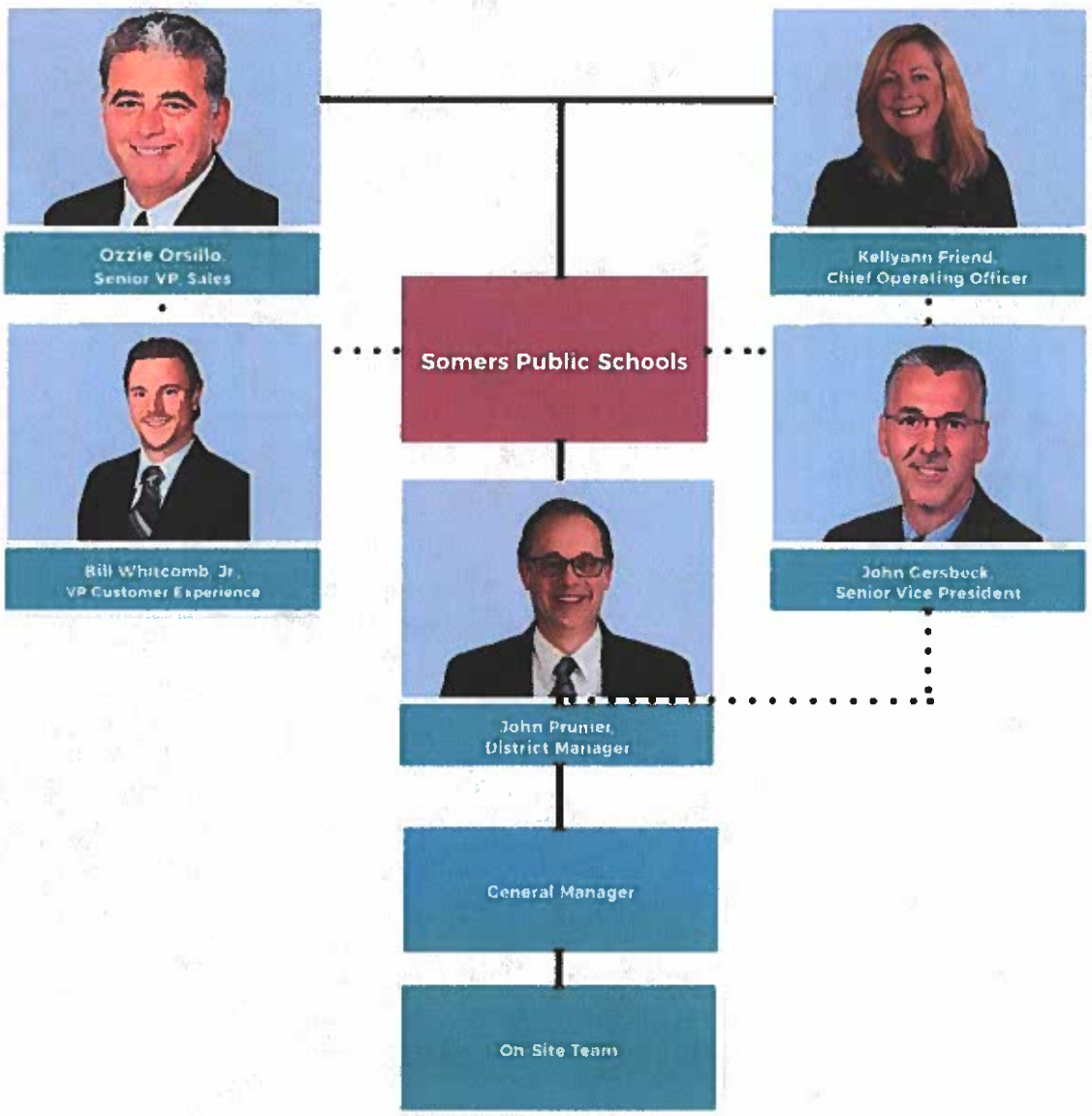
*Chef Richard Sandmann training Whitsons' staff
in one of our sushi exhibition cooking modules for
secondary & primary schools*

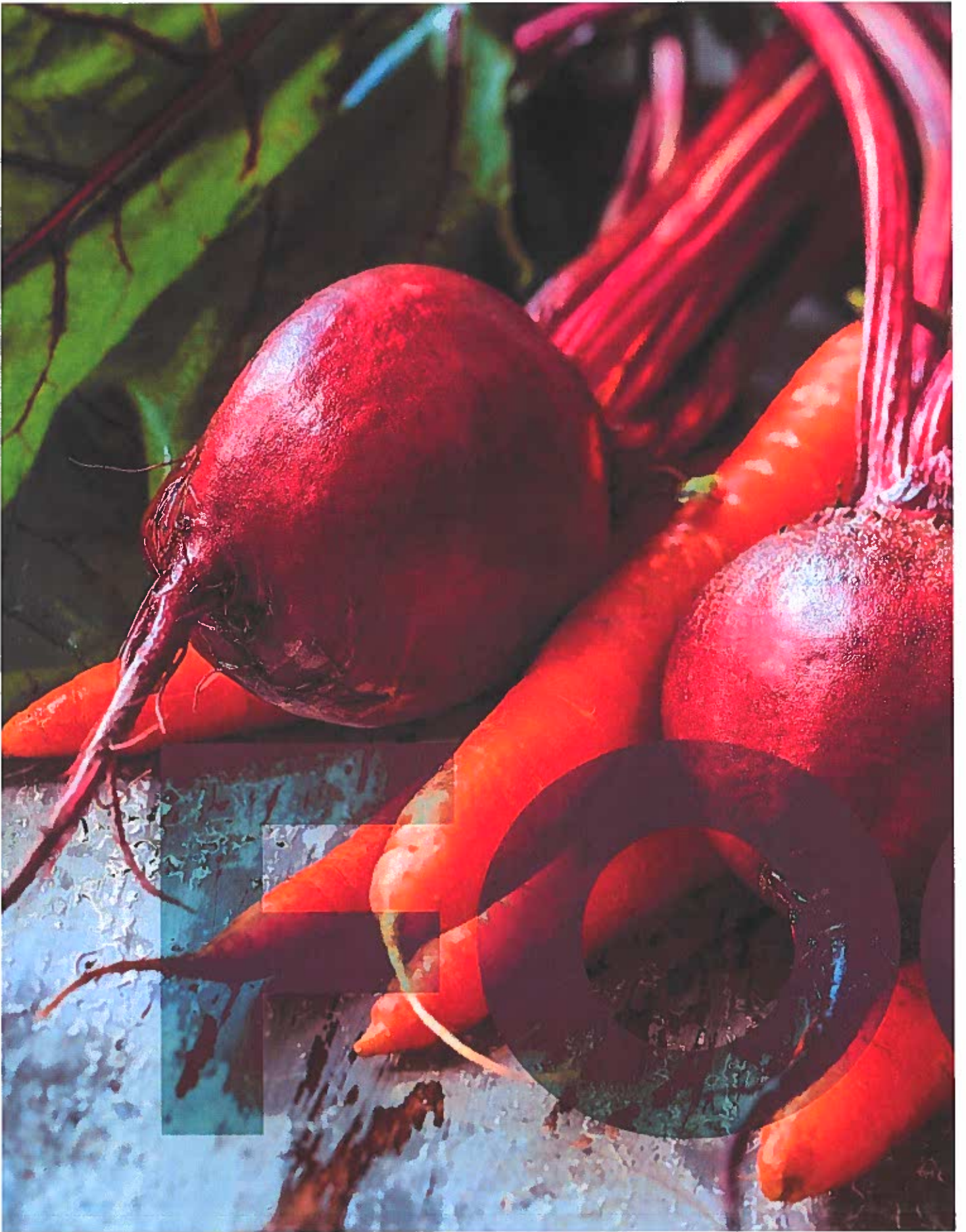




Meet our expert support team...

In addition to our talented on-site management team, our accounts are supported by committed district managers, regional vice presidents, company executives and our corporate support team, all of which are experts in their chosen fields. We also have a team of full-time Registered Dietitians and nutritionists who assist with the development of nutritionally sound menus and recipes. Whitsons also has a strong culinary research and development division dedicated to creating and testing new recipe and concept ideas to keep our menus fresh and exciting.





**We serve wholesome foods that
taste great.**

Whitsons is dedicated to providing wholesome high quality meals prepared from fresh and locally sourced ingredients whenever possible, and we achieve our mission of "enhancing life one meal at a time™" through our menu!

OOD





Check out our Sabrosos chef in action...

Simply click the play button above to watch a short video showing our Sabrosos Pop-Up Shop promotion in action. We are excited about the opportunity to bring our Pop-up Shops to Somers Public Schools!

School Nutrition is our specialty....

Our foundation is set on strong family values, while our future remains focused on sustainable, real food. We work hand in hand with each client to develop menus that focus on quality and variety. Equally important are Whitsons' efforts to work with each client to increase program participation through professional marketing and nutrition education campaigns.

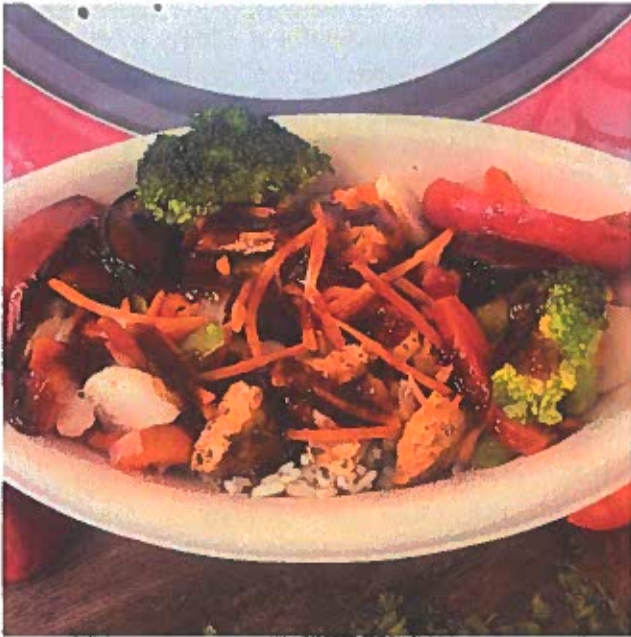
WHOLESOME DINING, WITH AN EMPHASIS ON DELICIOUS

We understand the critical role that wholesome eating plays in the educational process and the health of growing bodies at every stage of development. Our chefs use wholesome ingredients to freshly prepare our food, paying particular attention to the use of whole grains, fresh fruits and vegetables, lean meats and healthy snacks. In addition, we are committed to offering organic and non-gmo ingredients whenever possible.

MADE FROM SCRATCH COOKING

We prepare our meals in small batches to ensure the quality of our food is as good for the last student on line as it is for the first. Our cooks are guided by Whitsons-developed recipes that have been tested and refined by our culinary-trained executive chefs. Wherever possible, we make our own sauces, soups, marinades, and gravies. The result is healthy foods made from simple, natural ingredients.





BREAKFAST AND LUNCH PROGRAMS

Whitsons has made great strides in offering nutritionally balanced meals that taste great. All menus are designed and approved by one of our Registered Dietitians and our clients before being introduced to the students.

CATERING SERVICES

We provide high quality catering services, ranging from basic breakfast meetings and after school activities to upscale board dinners and community events. We also partner with your district to provide services for athletic events, fundraisers, wellness fairs and any other special events you or the community might host.

Signature Series for Somers PS...

Our Signature Series branded concepts are an upscale, retail approach to Secondary school dining, and we can recommend concepts to suit your community's diverse palate preferences. Our concepts are kept fresh and exciting through the rotation of our culinary innovations, which introduce new flavors, cultures and trends into our menus. These signature stations also allow us to create an efficient servery, designed to improve the flow of traffic and increase speed of service so students spend less time in line, and spend more time eating and socializing. Our recommendations for your secondary schools are on the following pages.



TRADITIONAL & ETHNIC HOT ENTRÉES

At our main hot entree station, our cooks offer a variety of cuisines on a rotating basis, which include a selection of low-fat, vegetarian and ethnic specialties. The menu features traditional entrees, as well as international cuisines from around the globe. Some of our most popular Culinary Innovations include:

- **Elbow Room** - innovative macaroni and cheese variations.
- Wings N Things - mix and match wings with favorite sauces.
- **Fiesta Fresca** - explore the traditional and spicy flavors of South America.
- **Thai Bamboo** - authentic Thai cuisine.
- **Shanghi Noodle** - Japanese noodle bar with cooked to order noodles, fresh broth and variety of meat/vegetarian toppings.
- **Sushi Bar** - sushi flats rolled-to-order sushi concept.
- **Cafe Bombay** - flavorful middle eastern specialties.
- **Passport to Europe** - cuisine from the Mediterranean, including Greek, French, Spanish, Italian and more.

This station also features rotating food bars, such as a baked potato bar, pasta bar, taco bar and brunch for lunch toppings bars.

Available Daily: Daily Specials plus vegetable side(s); Condiments: Sriracha, Hot Sauce, Parmesan Cheese, Crushed Red Pepper Flakes, BBQ Sauce, Sesame Seeds.



TRADITIONAL GRILL

Miss Ruby's Grill provides a variety of grab and go or grilled-to-order grilled options, including beef, turkey and veggie burgers, grilled chicken sandwiches, chicken strips, etc. We also offer a variety of toppings. Combo meals are available daily. Of course, no meal would be complete without our large selection of extras, including different types of baked fries, mozzarella sticks and other savory side dishes offered on a rotating basis. Some Culinary Innovations include:

- **Ruby's Flats** - exhibition-style, made-to-order grill specialties.
- **Big Cheese Grill** - modernized variations of grilled cheese favorites.
- **Wild Bill's Burger Canyon** - burger and grilled sandwiches made-to-order toppings bar
- **Guys Fries** - heartily-topped french fry selections.
- **K'bobs** - tender k'bobs served hero style

Available Daily: Daily Special plus Hamburgers, Cheeseburgers, Grilled and Breaded Chicken Cutlets, Turkey Burgers, Organic Veggie Burgers, French Fries, Onion Rings, Lettuce, Tomato, Onions, Sliced Cheese, Grilled Vegetables, Olives, Pickles, Peppers, Mushrooms, Jalapeños, Banana Peppers, Bacon/Bacon Crumbles, Ketchup, Mustard & mayo, Flavored Condiments, Fry Seasonings.



PIZZA AND STUFFED BREADS

Represented by Whitsons' La Cucina concept, this station creates a real pizzeria dining experience with a fresh crust pizza. Customers delight in trying all the different toppings offered on a rotating basis, from vegetarian and salad pizzas to more traditional pepperoni and sausage. The menu is supplemented by our selection of Italian heroes, garlic knots, strombolis and calzones made fresh daily. We add excitement through the following Culinary innovation:

- **Pizzaladas** - salad-topped pizza varieties

Available Daily: Cheese Pizza, Turkey Pepperoni Pizza, and Specialty Slice, plus: Sauce Cups, Red Pepper Flakes, Parmesan Cheese, Garlic Granulated, Oregano Flakes, and Hot Sauce.



Beyond the basics...

We don't just serve healthy meals, we care about the unique needs of our students beyond nutrition.

ALLERGEN-FREE FOODS

Whitsons works with the school nurse, parents and guardians and students to develop a menu plan for those with food allergies and special dietary needs. Our goal is to enable children with allergies, food sensitivities, or special dietary needs, such as diabetes, to be free to enjoy great tasting, safe and healthy foods in the school lunchroom, without fear of an adverse reaction or feeling isolated from their peers.

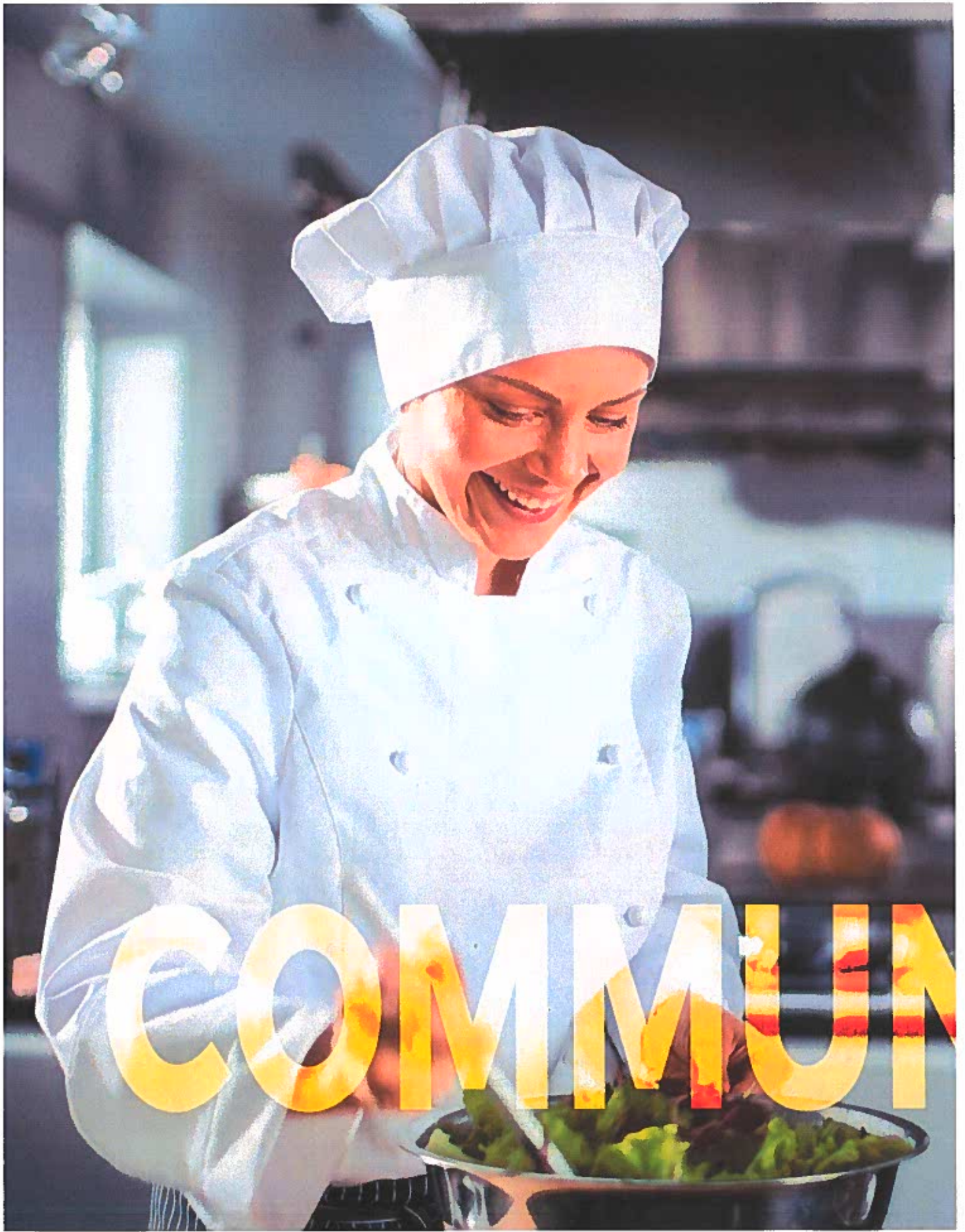
CULTURAL MENU OPTIONS

Whitsons understands that some cultures may have unique menu requirements, and we are happy to provide meals that reflect what these students are used to eating at home. We can also get involved with your school community to understand their unique cultural menu preferences before they are presented to us, so that we can bring these menu options to your cafe for all students to enjoy.

PARTNERSHIPS WITH LOCAL FARMS AND VENDORS

Developing local partnerships is a great way to provide a high quality program while supporting the community and family farms. Local partnerships can provide fresh fruits and vegetables, while teaching children the importance of being environmentally responsible. Overall, we source over 50% of our product mix locally, either through our distributor or by developing direct relationships with local vendors. We also incorporate local ingredients into our menus by featuring Farm-To-School promotions, onsite garden development and a Harvest of the Month program.





Our communications are always **authentic.**

Whitsons is focused on establishing open lines of communication between our customers, clients and team members. Therefore, we continue to achieve our mission of “enhancing life one meal at a time™” through our interactions.

COMMUNICATION

Ongoing feedback & Communication...

The success of any foodservice program is based on a solid communications program. We have numerous channels in place to ensure that we are maximizing our communication opportunities to solicit ongoing feedback and continuously innovate our services.

OPERATIONAL AND TRANSITIONAL COMMUNICATION

The first step in ensuring a successful transition is to review and develop a detailed transitional plan, including a list of tasks and responsible parties, as well as a timeframe for execution. We also keep clients apprised of progress on an ongoing basis through regular reports and communications to ensure a smooth and successful transition.

COMMUNITY IMPACT TEAM

At Whitsons, we take our commitment to the community seriously. It's not an obligation for us; it is a desire to come together with like-minded organizations to make the world a better place. Whitsons Community Impact Team will help to ensure the return on our investments through service initiatives that demonstrate our desire to support our field operations teams and promote positive customer experiences and public relations.

NUTRITION EDUCATION AND AWARENESS PROGRAMS

Whitsons offers a wide range of creative nutrition education programs for all educational levels—including our exclusive, award-winning Nutrition Safari™ program for elementary school children. This fun and imaginative program features endearing animal characters that help teach children the value of lifelong healthy eating habits. Whitsons' exclusive Fuel program caters to the increasingly sophisticated palates of secondary school aged children and young adults, with the emphasis of physical activity as an important part of a healthy lifestyle.

MARKETING & MERCHANDISING PROGRAM

To add excitement to the dining program, we feature a monthly seasonal theme day and nutrition day. Other exciting promotions may possibly include Guest Chef Days, where guest chefs come on-site to promote a healthy, cook-to-order meal. To improve the overall look and feel of the dining program, we decorate the servery with abundant displays of fresh fruit baskets and other colorful décor pieces, as well as with posters featuring wellness messages.

FD MEAL PLANNER

FD MealPlanner is a user-friendly, mobile app platform that brings menu planning, nutrition information, meal ingredients and real time allergen information to the fingertips of students, parents and school district staff.

SURVEYS

Our customers' opinions are very important to us and conducting surveys can offer insight to how our promotions, meals, and services are performing. Our standard School Nutrition survey is conducted twice a year, and is accessible on any device.

SOCIAL MEDIA

We are focused on communicating our services and the efforts of our talented team members at our accounts through online technology. Whitsons is available on several social media channels, such as Facebook, Twitter, Instagram, YouTube and LinkedIn.

REGULAR CLIENT MEETINGS

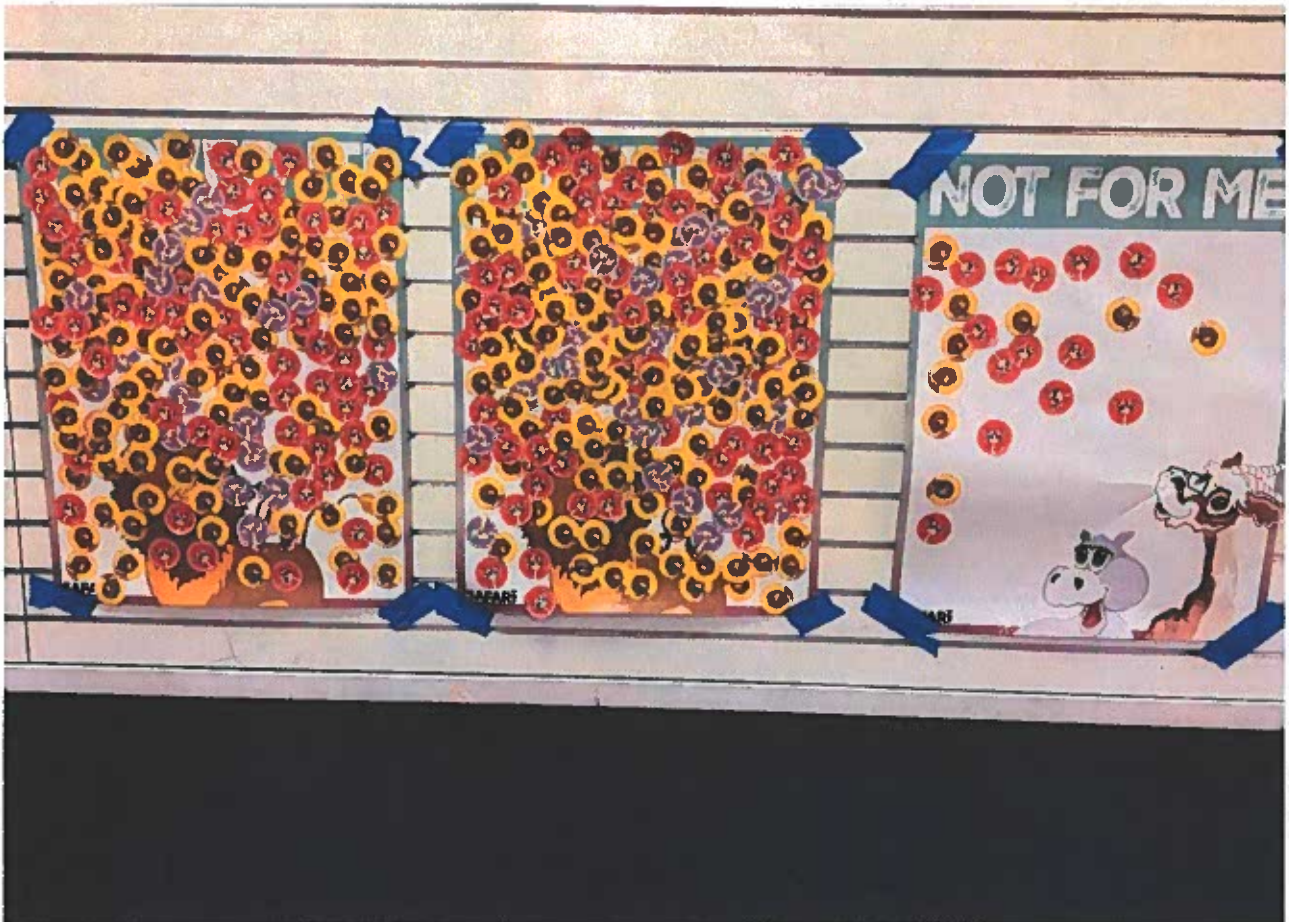
Regular client meetings are the most effective way to ensure that we remain on top of the continuous improvement process and deliver on our promises.

FOODSERVICE/NUTRITION COMMITTEE MEETINGS

Foodservice committees, usually comprised of representatives from Whitsons, client liaisons and students, are held to review menus, nutrition education efforts and any upcoming promotions to ensure that our program continues to exceed the community's expectations.

PARENT COMMUNICATIONS

Our goal is to keep parents informed of program options, menus and promotions, as well as promote an open-door communication policy, where parents can feel comfortable contacting us with questions, concerns or special needs.





Why We're Different

- Serve the same wholesome foods as you would serve your family at home
- Are a privately held company with family ownership
- Personally guarantee your satisfaction direct from company owners: the Whitcomb family
- Are committed to family values and personalized service
- Focus on nutrition at the ingredient level
- Prepare meals from scratch daily
- Support local purchasing, sourcing over 50% of our products locally
- Have a proven history of success improving nutrition and increasing participation
- Provide innovative, award winning nutrition education programs
- Offer online nutrition and allergen information resource for parents
- Have a comprehensive team member orientation process

Relevant Experience

As the following list of references shows, Whitsons is well-versed in managing dining service operations in educational facilities throughout the Northeast region.

ACHIEVEMENT FIRST, INC

New Haven, CT

Date of Contract: 9/06

Student Population: 1,300; K-12

KILLINGLY PUBLIC SCHOOLS

Danielson, CT 06239

Date of Contract: 8/11

Student Population: 2,893; PreK-12

BROOKFIELD PUBLIC SCHOOLS

Brookfield, CT

Date of Contract: 9/00

Student Population: 3,078; K-12

NEW BRITAIN PUBLIC SCHOOLS

New Britain, CT

Date of Contract: 7/03

Student Population: 10,954; K-12

CAPITOL REGION EDUCATION COUNCIL ("CREC")

Hartford, CT

Date of Contract: 8/07

Student Population: 2,722; K-12

NEWTOWN PUBLIC SCHOOLS

Newtown, CT

Date of Contract: 7/16

Student Population: 5,268; PreK-12

ELLINGTON PUBLIC SCHOOLS

Ellington, CT

Date of Contract: 7/18

Student Population: 2,494; K-12

OXFORD PUBLIC SCHOOLS

Oxford, CT

Date of Contract: 9/99

Student Population: 1,910; K-8

FAIRFIELD PUBLIC SCHOOLS

Fairfield, CT

Date of Contract: 8/14

Student Population: 9,266; K-12

REGIONAL SCHOOL DISTRICT #8

Habron, CT

Date of Contract: 8/20

Student Population: 1,400; 6-12

HAMDEN PUBLIC SCHOOLS

Hamden, CT

Date of Contract: 7/05

Student Population: 6,260; K-12

SHELTON BOARD OF EDUCATION

Shelton, CT

Date of Contract: 8/17

Student Population: 5,714; K-8





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**Board of Education
Administrative Report**

Title of Report: Preliminary HVAC Study

Board Meeting Date: March 28, 2022

Action

Report

Information

Discussion

Submitted by: Brian P. Czapla

Executive Summary

Consulting Engineering Services, LLC (CES) was engaged to analyze the current HVAC systems in the elementary, middle, and high schools and render an opinion of probable costs for upgrades and replacements.

Report

Somers Elementary School

The majority of the school doesn't have external air exchange systems. The exceptions are:

- First grade wing (this was added in 2005)
- Main Office
- Music Classrooms
- Pre-School
- Gymnasium
- Auditorium
- Cafeteria

Most rooms do not have air conditioning. The exceptions are

- Main Office
- Music Classrooms
- Pre-School

Most air handling units (AHU) where there is external air ventilation are at their end of life and should be replaced.



**Board of Education
Administrative Report**

Somers Elementary School (Priority 1)

| Recommendations | Opinion of Probable Costs |
|---|---|
| <u>Ventilation Systems Upgrade</u> <ul style="list-style-type: none"> • Classrooms: Install dedicated outdoor air system (DOAS) • Gymnasium, Auditorium: Replace AHU (cooling capable) • Main Office, Music Classroom, Pre-School: Replace AHU | \$1,400,000 - \$2,000,000 \$250,000 - \$400,000 _____ \$50,000 |
| subtotal | \$1,700,000 - \$2,450,000 |
| <u>Air Conditioning</u> <ul style="list-style-type: none"> • Install Variable Refrigeration Flow systems (VRF) | \$950,000 - \$1,375,000 |
| Total Ventilation & Air Conditioning | \$2,650,000 - \$3,825,000 |

Mabelle B. Avery Middle School (Priority 3) - All spaces have external air exchange systems and air conditioning.

| Recommendations | Opinion of Probable Costs |
|------------------|---------------------------|
| Replace 20 AHU's | \$729,746 |

Somers High School (Priority 2) - All spaces have external air exchange systems. Classrooms in the Central Core of the high school and the main office also have air conditioning.

| Recommendations | Opinion of Probable Costs |
|--|---------------------------|
| Install VRF systems for cooling the in the following areas: <ul style="list-style-type: none"> • externally facing classrooms • gymnasium • locker rooms • cafeteria/kitchen | \$875,000 - \$1,300,000 |
| Note: Central Core Classrooms AHU's not included opinion of probable cost | |

Range of all recommendations: \$4,254,746 - \$5,854,746



Board of Education Administrative Report

SB 423 was recently released by the Labor and Public Employees Committee that has important implications on IAQ projects in school facilities.

1. It requires the Labor Department (DOL) to establish public school temperature and humidity ranges by August 15, 2022, and by June 30, 2023, to establish a routine school IAQ assessment and ventilation monitoring program.
2. By July 1, 2024, and every year thereafter, local, and regional BOEs shall conduct IAQ assessments consistent with the program above and report such findings.
3. DOL shall require local and regional BOEs to make appropriate corrective actions identified in the assessment report.
4. Local and regional BOEs shall be responsible for ongoing maintenance of HVAC systems in a manner enabling such systems to continually maintain IAQ and temperature and humidity ranges previously established.
5. School districts shall close a school for the day if mandated public school temperature range cannot be maintained for two or more consecutive school activity hours.
6. By June 30, 2026, local and regional BOEs shall have in place HVAC systems capable of being in full compliance with IAQ and temperature and humidity monitoring program noted above.