

Town of Weston Financial Review

Weston's bond rating from Moody's Investor Services is Aaa.¹ This is the highest rating and only 18 towns in Connecticut have it.²

Conservative Fiscal Practices

- The Town has funded between 97% - 146.3% of the Annual Required Contribution (ARC) for its Other Post-Employment Benefits (OPEB) liability for FYE 6/30/09, 6/30/10, 6/30/11 and 6/30/12. That practice was expected to continue through the 2012-13 fiscal year as well.^{1,3}
- The 2011-12 budget had an increase of only .34%.³
- Conservative fiscal policies, particularly in budgeting for revenue, have significantly aided in the Town maintaining an unassigned general fund balance consistently in excess of 11% of the total Town budget.³

Strong Fund Balance

- At the end of FYE 6/30/12, Weston's unassigned fund balance was 12.7% of the General Fund budgeted expenditures and other financing sources.³
- According to the Teachers' Negotiation Act, there is a presumption that a budget reserve of over five (5%) percent is available for payment of the cost of any item subject to arbitration.
- Total fund balance was approximately 15.5% of the General Fund expenditures and uses of funds.³

Well-managed Debt Service

- The Town's debt service has a rapid amortization rate – 82.8% within 10 years.³
- The Town took advantage of the current low interest rate climate and in the spring of 2012 refinanced roughly \$2.8 million of general obligation bonds. The net result of this transaction was a savings of approximately \$.5 million in debt service payments.^{1,3}
- Weston's total outstanding debt has been declining every year since 2006-07.¹
- As of June 30, 2011, Weston's debt per capita to per capita income ratios were the lowest (most favorable) of the five years illustrated.¹

Educated, Working, Higher Wage Earning Residents

- The percentage of residents earning \$100,000 or more is double the state average. In 2009 in Weston, 87.8% of the residents earn greater than \$100,000 annually, while the Fairfield County average is 50.4% and the state average is 40.6%.¹
- The population in Weston is younger than the Fairfield County and state. This translates into more residents working and able to support the expenses of their town. In Weston, 11% of the residents in 2010 were over age 65, compared to 13.5% in Fairfield County and 14.2% in the state.¹
- In 2011, the per capita income in Weston was \$88,161, ranking it #5 in the state and more than double the state average of \$37,627.²

- The median household income in Weston in 2011 was \$205,173 compared to the Fairfield County average of \$82,711 and the statewide average is \$70,705.⁵ Weston was ranked #1 in the state as the town with the highest median household income.²
- The number of Weston's residents in 2011 with bachelor's degrees or higher is also greater than the state average. 75% of the residents have bachelor's degrees or higher compared to the state average of 36%.⁵
- The median sales price of houses in 2011 in Weston is \$1,052,460 compared to the state average of \$278,700.⁴ In 2009, 43.5% of the owner occupied housing units in Weston had a value of greater than \$1.0 million. This is significantly higher than Fairfield County – 15.7% and the state 5.1%.¹
- The unemployment rate as of June 30, 2012 in Weston was 5.8% compared with Stamford Labor Market rate of 7.8% and the state average of 8.4%.³
- The percentage of Town residents (based on the 2011 population) availing themselves of the states Temporary Assistance for Needy Families (TANF) program is .01%, compared to the state average of 1.05%.²

Town Fiscal Strength

- For FYE 2011, the Town's collection rate of 98.8% ranked them with the 11th best rate in the state, and compared favorably to the state average of 98.3%.²
- For the 2012-13 fiscal year, the Town's collection rate increased to 99.0% of the current year's revised amount to collect.³
- For FYE 2010, the Town received 90.6% of its revenues from property taxes, ranking it 17th across all towns in Connecticut.² In the 2011-12 budget, 96% of the General Fund revenue was expected to come from property taxes and only 1.6% to come from intergovernmental revenue.¹ As the state continues to face its own financial issues, it is forecast that the amount of state aid that municipalities receive will decline in the future. Since Weston does not receive a significant amount of state aid, the town should be insulated more favorably than a municipality that relies heavily on state aid.

Low Crime Rate

- Using the city-data.com crime rate scale, where a higher rating equals more crime and the U.S. average is 319.1, Weston scored 26.8 for 2011, which was the lowest rating the Town had over the preceding three years and the second lowest rating the Town had over the eleven years in the illustration.⁴

Sources:

1 = Official Statement dated April 17, 2012

2 = OPM Municipal Fiscal Indicators published December 2012

3 = Comprehensive Annual Financial Report FYE June 2012

4 = www.city-data.com/city/Weston-Connecticut.html

5 = CERC Profile – Weston CT, 2012

WESTON PUBLIC SCHOOLS

Financial Report July 2012 – June 2013 4th Quarter FINAL YEAR-END REPORT FOR FY 2013

The year-to-date financial report for the General Fund Operating Budget can be found on pages 5 through 12 of this document. The financial information presented in this section of the report includes the adopted budget, quarterly and year-to-date budget transfers, the revised budget, actual year-to-date expenditures and encumbrances and the total expenditures by object category, which is the sum of the previous two columns. Following the Year-End Operating Budget report is the final financial statements for Federal and State Grants, which can be found on page 13. The Internal Services Fund will be finalized and distributed when Lindberg and Ripple provide the year-end accrual amount for medical claims. A DRAFT copy of the report with an estimated accrual can be found on pages 14 and 15.

Financial Overview for FY 2013:

The administration and Board of Education developed the FY 2013 budget based on a list of known assumptions that included enrollment projections, contractual obligations, historical data, instructional and operational programs, student needs, cost containment initiatives, and state and federal mandates. The budget estimates are prepared six months prior to the beginning of the school year and eighteen months prior to the end of the fiscal period. The FY 2013 budget represented a .93% increase over the FY 2012 budget.

Budget plans are modified when a school district faces unanticipated resource requirements after the Operating Budget has been adopted by local officials. When this occurs, it is incumbent upon the administration and Board of Education to manage the financial impact of these changes, and if possible reallocate resources within its budget to address these needs. If the original Operating Budget is unable to support the financial obligations of unforeseen challenges, the Board of Education must request additional funding from the town's Board of Finance, as was the case in FY 2013 when \$56,602 was added to the school district's budget for the additional cost of Mile of Safety officer.

FY 2013 was particularly challenging because the Board of Education had to manage the financial impact of several programmatic needs that evolved during the year within the context of a .93% budget increase. The following is a summary of the unanticipated needs that emerged during the year:

Special Education and Pupil Personnel Services: Mandated services related to our students with special needs totaled \$8,890,676, or 19.5% of the Operating Budget. The original budget was \$8,615,382. Therefore, an additional \$275,294 was reallocated from within the operating budget to fund these services. This amount includes the budgetary

impact of a reduction in projected revenues for Pre-School Tuition (\$31,699) and Excess Cost (\$23,990).

Transportation for Special Education Students: There was an additional cost of \$28,446 for transporting a student that enrolled in a school outside of Weston after the budget was adopted, and for providing mid-day services for students that are educated in the Weston Public Schools.

Energy: The administration uses historical usage based on degree days to calculate the estimated consumption for natural gas and electricity. FY 2013 was 9.85% cooler than the historical data used for budgeting. Consequently, the district used 28.49% more natural gas and 14.53% less in electricity for cooling. As a result, the cost of energy for FY 2013 was \$1,226,359, which is \$164,434 more than budget.

Safety & Security: After the horrific events of December 14, 2012, the district conducted a two-phased vulnerability assessment of its safety protocols. The review first assessed building accessibility and monitoring of the most frequently used entrances for the schools. Accordingly, the district determined that it was necessary to increase the security staff at each of its four schools by 1 FTE. In addition, the security staff were present at many afterschool events that previously had not been covered; however, the frequency of overtime diminished as the months post-Newtown passed and the district settled into a new equilibrium of campus security. Furthermore, the Board of Education recognized the imperative to increase the hourly rate for these positions to attract highly qualified candidates, given the competitive market, high market demand, and the new level of training required by the district. (The hourly rate of compensation of security personnel was below that of many paraprofessionals.) Consequently, the Board of Education expanded the scope of security responsibilities in the job description for Security Specialists prompting negotiations with AFSCME, and subsequently hired retired law enforcement/emergency response personnel for these positions. The negotiated pay grade adjustment for the pre-existing five security staff and the addition of the four new security staff for the remainder of the year resulted in an additional \$115,617 in base salary and \$15,453 for overtime. The associated costs included FICA/Medicare at \$10,027 and MERS at \$13,631, and are included in the numbers presented in the Employee Benefits section below. The second phase of the security infrastructure study reviewed the non-personnel aspects of the district's security program. This plan was reviewed and approved by the Boards of Education, Selectmen, and Finance in the spring.

Separation Agreements: The District Administration budget includes the cost of three separation agreements that totaled \$117,441. The turnover savings related to these agreements totaled \$134,501, and is accounted for as a savings in the salary accounts.

Employee Benefits: During the reforecasting of the FY 2013 budget, the administration anticipated transferring an additional \$93,111 to the Internal Services Fund, resulting from a reduction in teaching positions determined in August 2012. The district was able

to achieve this goal, which was important because claims experience for the months of March through June exceeded projections by more than \$500k.

The additional funding required for FICA/Medicare (\$23,943), MERS (\$27,570) and Unemployment (\$18,349) was allocated from under-spending in Sick Bank (\$35,412), Tuition Reimbursement (\$19,228) and Life Insurance (\$16,942).

Technology: During the lockdown at Weston High School in February, the communications infrastructure failed because it was not adequate to support the demand on the system. As a result, the administration was unable to communicate with parents and staff in a timely manner. During the April break the district upgraded the network switching systems and related hardware infrastructure to provide adequate service for the district should another high-demand period of time occur during a security situation. The cost of this urgent and necessary security upgrade was \$59,201.

Curriculum & Instruction: The district secured the services of a consultant to work with approximately fifty teachers and administrators during the last week of June to develop implementation plans for the state-mandated Common Core Standards. The net funding requirement for the Curriculum and Instructional budget was \$18,403 and eliminated the need for teachers to be out of classrooms in the fall for this required training.

Zenon Plant (Utilities): The district spent \$119,656 to operate the Zenon plant. This amount exceeded the original budget by \$14,676. As the plant has started to age, the district has implemented a preventative maintenance program designed to prolong the useful life of parts within the facility.

Communications: During FY 2013 the district saved money by changing carriers for wireless service. However, the Universal Services Fund (e-rate) grant was filed under the prior carrier. Therefore, the district had to transfer the grant to the new carrier. It takes several months for the government to process this transfer. Therefore, the district will receive \$13,174 for FY 2013 in FY 2014.

Copy Center: The contracts for postage equipment were consolidated in FY 2013. Consequently, \$9,800 was transferred from the District Administration and High School budgets to the Copy Center.

Carryover of Contingency Teaching Position: The district did not use the one contingency teacher that was allocated in the FY 2013 budget because enrollment and class size did not warrant the hiring of a teacher in August when staffing decisions are typically finalized for the year. As a result, the Board of Finance approved the Board of Education's request to carryover \$61,824 from FY 2013 to FY 2014 for a contingency teacher.

The district reallocated funds for these programmatic needs from the following sources:

Enrollment driven staffing **reductions** included:

1.83 FTE Fewer Teachers	112,016
Did not use the Contingency Teacher	61,211
.40 FTE Reduction of the Hurlbutt Elementary School Assistant Principal	41,157

Other **savings** in salary accounts:

Additional Turnover Savings (\$117k from allocated to separation agreements)	134,501
Speech and Language Teacher Vacancy	105,086
Salary Adjustments for Unpaid Leaves	98,544
Availability of Federal and State Grants	77,923
Substitute Teachers	42,608
Salary Adjustments for Degree Changes below budget	29,280
Reduction in Coaches' Salaries Account	20,433

Reductions accomplished through the “freezing” of select accounts to permit only expenditures of absolutely essential items from these accounts to assist with unanticipated costs of security and special education:

Materials	130,965
Contracted Services & Maintenance Projects	98,664
Books	39,565

Accounts that were **below budget** as a result of **changes in operation or bidding**:

Postage/Advertising/Printing	15,393
Insurance for Liability, Auto and Property	10,813

Notes:

Encumbrances on June 30, 2013 are \$71,657, of which \$45,000 relates to one special education settlement agreement.

The district will be returning \$1,485, which is the amount that is remaining from the supplemental appropriation for the Mile of Safety officer.

There is \$13,571 remaining in unliquidated encumbrances from FY 2012 that were closed and the funds were returned to the town's general fund.

**WESTON PUBLIC SCHOOLS
4TH FINANCIAL REPORT**

July 1, 2012 - June 30, 2013

Descriptions	FY 2013 Adopted Budget	Year-to-Date Budget Adjustments	4th Quarter Budget Adjustments	FY 2013 Revised Budget	FY 2013 Expended	FY 2013 Encumbered	FY 2013 Expended & Encumbered	Balance
Certified Salaries	22,603,693	-639,579	-120,895	21,964,114	21,902,290	0	21,902,290	61,824
Non-Certified Salaries	5,714,810	324,403	188,825	6,039,213	6,039,213	0	6,039,213	0
Employee Benefits	8,737,043	87,044	-6,663	8,824,087	8,824,087	0	8,824,087	0
Total Employee Cost	<u>37,055,546</u>	<u>-228,132</u>	<u>61,267</u>	<u>36,827,414</u>	<u>36,765,590</u>	<u>0</u>	<u>36,765,590</u>	<u>61,824</u>
Professional Educational Services	761,610	141,469	75,079	903,079	903,079	0	903,079	0
Professional Technical Services	896,430	100,751	-33,948	997,181	994,570	2,611	997,181	0
Utilities	104,980	14,676	386	119,656	119,656	0	119,656	0
Contracted Services/Maint. Projects	2,516,608	-98,664	-125,581	2,417,944	2,405,616	12,328	2,417,944	0
Equipment Repair/Rental	622,723	-3,500	-10,199	619,223	617,714	1,509	619,223	0
Communications	129,292	13,174	22,091	142,466	142,466	0	142,466	0
Other Insurance	197,112	-10,813	6,933	186,299	186,299	0	186,299	0
Postage/Advertising/Printing	65,242	-15,393	-11,150	49,849	49,849	0	49,849	0
Out-of-District Tuition	1,280,272	-526	-13,230	1,279,746	1,234,746	45,000	1,279,746	0
Training & Reimbursable Expenses	91,920	-20,272	-23,512	71,648	69,848	1,800	71,648	0
Energy	1,062,555	163,804	119,057	1,226,359	1,226,359	0	1,226,359	0
Materials	1,161,533	-130,965	-111,595	1,030,568	1,027,351	3,217	1,030,568	0
Books	147,338	-39,565	-8,314	107,773	107,773	0	107,773	0
Equipment	93,327	54,073	-5,499	147,400	142,208	5,192	147,400	0
Dues & Fees	77,319	-752	-6,658	76,567	76,567	0	76,567	0
Mile of Safety	30,000	56,602	56,602	86,602	85,117	0	85,117	1,485
Miscellaneous	18,500	12,484	8,114	30,984	30,984	0	30,984	0
Total Non-Salary Accounts	<u>9,256,761</u>	<u>236,583</u>	<u>-61,424</u>	<u>9,493,344</u>	<u>9,420,202</u>	<u>71,657</u>	<u>9,491,859</u>	<u>1,485</u>
General Fund Budget	<u>46,312,307</u>	<u>8,451</u>	<u>-157</u>	<u>46,320,758</u>	<u>46,185,792</u>	<u>71,657</u>	<u>46,257,449</u>	<u>63,309</u>
<i>Fees/Gate Receipts/P&R</i>	-144,528	23,456	13,515	-121,072	-121,072	0	-121,072	0
<i>Excess Cost Grant/Tuitions/Rev.</i>	-580,587	24,695	43,244	-555,892	-555,892	0	-555,892	0
Total General Fund & Grants	<u>45,587,192</u>	<u>56,602</u>	<u>56,602</u>	<u>45,643,794</u>	<u>45,508,828</u>	<u>71,657</u>	<u>45,580,485</u>	<u>63,309</u>

**WESTON PUBLIC SCHOOLS
4TH FINANCIAL REPORT**

July 1, 2012 - June 30, 2013

Descriptions	FY 2013 Adopted Budget	Year-to-Date Budget Adjustments	4th Quarter Budget Adjustments	FY 2013 Revised Budget	FY 2013 Expended	FY 2013 Encumbered	FY 2013 Expended & Encumbered	Balance
Hurlbutt Elementary School								
Certified Salaries	2,868,247	-378,860	-9,098	2,489,387	2,489,387	0	2,489,387	0
Non-Certified Salaries	341,946	-31,427	4,039	310,519	310,519	0	310,519	0
Professional Technical Services	3,015	-1,416	-1,416	1,599	1,599	0	1,599	0
Equipment Repair/Rental	3,740	-1,745	-1,745	1,995	1,995	0	1,995	0
Postage/Printing	1,000	-874	-874	126	126	0	126	0
Reimbursable Expenses	250	-250	-250	0	0	0	0	0
Materials	50,714	-12,841	-3,394	37,873	37,873	0	37,873	0
Books	17,750	-3,264	-1,264	14,486	14,486	0	14,486	0
Equipment	4,100	3,343	6,343	7,443	2,251	5,192	7,443	0
Dues & Fees	1,675	-1,152	-1,152	523	523	0	523	0
	<u>3,292,437</u>	<u>-428,486</u>	<u>-8,811</u>	<u>2,863,951</u>	<u>2,858,759</u>	<u>5,192</u>	<u>2,863,951</u>	<u>0</u>
Weston Intermediate School								
Certified Salaries	3,459,475	-102,297	-65,979	3,357,178	3,357,178	0	3,357,178	0
Non-Certified Salaries	236,275	3,802	3,853	240,077	240,077	0	240,077	0
Professional Technical Services	900	-900	-900	0	0	0	0	0
Equipment Repair/Rental	3,220	-1,932	-1,932	1,288	1,288	0	1,288	0
Postage/Printing	1,000	-5	-5	995	995	0	995	0
Reimbursable Expenses	500	-500	-500	0	0	0	0	0
Materials	41,387	-10,065	-3,825	31,322	30,996	326	31,322	0
Books	41,614	-10,004	-2,004	31,610	31,610	0	31,610	0
Equipment	522	-522	0	0	0	0	0	0
Dues & Fees	1,304	-476	-475	828	828	0	828	0
	<u>3,786,197</u>	<u>-122,899</u>	<u>-71,767</u>	<u>3,663,298</u>	<u>3,662,972</u>	<u>326</u>	<u>3,663,298</u>	<u>0</u>

**WESTON PUBLIC SCHOOLS
4TH FINANCIAL REPORT**

July 1, 2012 - June 30, 2013

Descriptions	FY 2013 Adopted Budget	Year-to-Date Budget Adjustments	4th Quarter Budget Adjustments	FY 2013 Revised Budget	FY 2013 Expended	FY 2013 Encumbered	FY 2013 Expended & Encumbered	Balance
Weston Middle School								
Certified Salaries	4,397,518	-28,789	-42,381	4,368,729	4,368,729	0	4,368,729	0
Non-Certified Salaries	223,842	7,152	6,798	230,994	230,994	0	230,994	0
Professional Technical Services	18,590	-8,428	-9,379	10,162	10,162	0	10,162	0
Equipment Repair/Rental	10,825	-5,616	-3,916	5,209	5,009	200	5,209	0
Postage/Printing	3,452	-1,207	-1,207	2,245	2,245	0	2,245	0
Reimbursable Expenses	700	-700	-700	0	0	0	0	0
Materials	87,050	-20,134	-5,359	66,916	66,916	0	66,916	0
Books	18,307	-11,003	-2,003	7,304	7,304	0	7,304	0
Equipment	34,150	-515	-565	33,635	33,635	0	33,635	0
Dues & Fees	3,420	-1,231	-1,411	2,189	2,189	0	2,189	0
	4,797,854	-70,471	-60,123	4,727,383	4,727,183	200	4,727,383	0
Weston High School								
Certified Salaries	5,075,151	-120,301	-55,298	4,954,850	4,954,850	0	4,954,850	0
Non-Certified Salaries	224,352	869	10,768	225,221	225,221	0	225,221	0
Professional Technical Services	42,245	-6,450	-6,450	35,795	35,445	350	35,795	0
Equipment Repair/Rental	12,868	-6,118	-4,904	6,750	6,590	160	6,750	0
Postage/Printing	16,421	-3,492	-1,264	12,929	12,929	0	12,929	0
Reimbursable Expenses	2,800	-1,773	-2,063	1,027	1,027	0	1,027	0
Materials	151,250	-31,335	-7,062	119,915	119,318	597	119,915	0
Books	27,167	4,849	4,289	32,016	32,016	0	32,016	0
Equipment	4,200	4,062	-875	8,262	8,262	0	8,262	0
Dues & Fees	11,950	-1,506	-1,856	10,444	10,444	0	10,444	0
<i>Parking Fees</i>	-20,000	0	0	-20,000	-20,000	0	-20,000	0
	5,548,404	-161,195	-64,715	5,387,209	5,386,102	1,107	5,387,209	0

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Athletics								
Certified Salaries/Coaches Stipends	480,077	-20,433	-6,222	459,644	459,644	0	459,644	0
Non-Certified Salaries	113,130	-4,666	-8,815	108,464	108,464	0	108,464	0
Professional Technical Services	80,669	-37,745	-35,645	42,924	42,924	0	42,924	0
Police/Fire Services	4,000	87	87	4,087	4,087	0	4,087	0
Insurance	7,779	2,221	0	10,000	10,000	0	10,000	0
Transportation - Extra Curricular	77,622	-1,299	-1,299	76,323	76,075	248	76,323	0
Materials	55,000	-17,821	-17,821	37,179	35,751	1,428	37,179	0
Equipment	0	0	0	0	0	0	0	0
Dues & Fees	14,318	-18	-18	14,300	14,300	0	14,300	0
<i>Participation Fees/Gate Receipts</i>	-94,678	22,162	12,221	-72,516	-72,516	0	-72,516	0
	<u>737,917</u>	<u>-57,512</u>	<u>-57,512</u>	<u>680,405</u>	<u>678,729</u>	<u>1,676</u>	<u>680,405</u>	<u>0</u>
Special Education								
Certified Salaries	3,178,846	-111,101	42,673	3,067,745	3,067,745	0	3,067,745	0
Non-Certified Salaries	1,334,191	101,573	74,782	1,435,764	1,435,764	0	1,435,764	0
Professional Educational Services	730,500	139,455	74,455	869,955	869,955	0	869,955	0
Professional Technical Services	168,800	-14,194	806	154,606	154,606	0	154,606	0
Equipment Repair/Rental	5,000	-4,019	-4,019	981	981	0	981	0
Tuition Out-of-District	1,280,272	-526	-13,230	1,279,746	1,234,746	45,000	1,279,746	0
Reimbursable Expenses	3,000	-917	-917	2,083	2,083	0	2,083	0
Materials	38,425	-11,183	-6,244	27,242	27,242	0	27,242	0
Books	6,500	-2,852	-2,252	3,648	3,648	0	3,648	0
Equipment	15,000	-2,876	0	12,124	12,124	0	12,124	0
Dues & Fees	2,000	-1,467	-1,467	533	533	0	533	0
<i>Excess Cost Grant/Pre-School</i>	-555,488	55,689	43,439	-499,799	-499,799	0	-499,799	0
	<u>6,207,046</u>	<u>147,582</u>	<u>208,026</u>	<u>6,354,628</u>	<u>6,309,628</u>	<u>45,000</u>	<u>6,354,628</u>	<u>0</u>

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July 1, 2012 - June 30, 2013

Descriptions	FY 2013 Adopted Budget	Year-to-Date Budget Adjustments	4th Quarter Budget Adjustments	FY 2013 Revised Budget	FY 2013 Expended	FY 2013 Encumbered	FY 2013 Expended & Encumbered	Balance
Pupil Personnel Services								
Certified Salaries	1,561,280	105,965	-10,359	1,667,245	1,667,245	0	1,667,245	0
Non-Certified Salaries	704,257	13,073	-5,839	717,330	717,330	0	717,330	0
Professional Technical Services	111,500	24,648	-35,352	136,148	136,008	140	136,148	0
Equipment Repair/Rental	1,475	-1,475	-1,475	0	0	0	0	0
Postage/Printing	13,549	-11,869	-5,780	1,680	1,680	0	1,680	0
Reimbursable Expenses	0	0	-1,500	0	0	0	0	0
Materials	15,700	-2,380	-2,380	13,320	13,320	0	13,320	0
Equipment	0	0	0	0	0	0	0	0
Dues & Fees	575	-250	-250	325	325	0	325	0
	<u>2,408,336</u>	<u>127,712</u>	<u>-62,935</u>	<u>2,536,048</u>	<u>2,535,908</u>	<u>140</u>	<u>2,536,048</u>	<u>0</u>
Curriculum & Instructional Improvement								
Certified Salaries	826,950	33,184	32,671	860,134	860,134	0	860,134	0
Non-Certified Salaries	57,942	6,360	5,269	64,302	64,302	0	64,302	0
Professional Educational Services	31,110	2,014	624	33,124	33,124	0	33,124	0
Professional Technical Services	202,250	20,262	17,412	222,512	221,796	716	222,512	0
Training & Reimbursable Expenses	68,870	-19,556	-19,806	49,314	47,514	1,800	49,314	0
Materials	9,075	-3,965	-3,251	5,110	5,110	0	5,110	0
Books	36,000	-17,291	-5,080	18,709	18,709	0	18,709	0
Equipment	8,355	-6,913	-6,913	1,442	1,442	0	1,442	0
Dues & Fees	13,857	4,308	-829	18,165	18,165	0	18,165	0
	<u>1,254,409</u>	<u>18,403</u>	<u>20,097</u>	<u>1,272,812</u>	<u>1,270,296</u>	<u>2,516</u>	<u>1,272,812</u>	<u>0</u>

**WESTON PUBLIC SCHOOLS
4TH FINANCIAL REPORT**

July 1, 2012 - June 30, 2013

Descriptions	FY 2013 Adopted Budget	Year-to-Date Budget Adjustments	4th Quarter Budget Adjustments	FY 2013 Revised Budget	FY 2013 Expended	FY 2013 Encumbered	FY 2013 Expended & Encumbered	Balance
Technology								
Certified Salaries	158,992	-46,622	-6,434	112,370	112,370	0	112,370	0
Non-Certified Salaries	395,553	20,761	-22,247	416,314	416,314	0	416,314	0
Professional Technical Services	91,350	-7,146	997	84,204	82,799	1,405	84,204	0
Equipment Repair/Rental	371,425	824	-2,996	372,249	372,100	149	372,249	0
Communications	30,172	-772	5,085	29,400	29,400	0	29,400	0
Reimbursable Expenses	1,800	1,200	0	3,000	3,000	0	3,000	0
Materials	31,750	272	-437	32,022	31,908	114	32,022	0
Software	236,490	-17,401	-30,693	219,089	219,089	0	219,089	0
Equipment	0	59,201	-3,489	59,201	59,201	0	59,201	0
Dues & Fees	0	65	0	65	65	0	65	0
	<u>1,317,532</u>	<u>10,382</u>	<u>-60,214</u>	<u>1,327,914</u>	<u>1,326,246</u>	<u>1,668</u>	<u>1,327,914</u>	<u>0</u>
District Administration								
Certified Salaries	555,178	9,830	-468	565,008	565,008	0	565,008	0
Non-Certified Salaries	367,200	20,609	4,676	387,809	387,809	0	387,809	0
Professional Technical Services	51,500	100,613	2,972	152,113	152,113	0	152,113	0
Equipment Repair/Rental	2,500	-2,500	-4,900	0	0	0	0	0
Postage/Advertising/Printing	11,250	523	-3,551	11,773	11,773	0	11,773	0
Reimbursable Expenses	14,000	2,224	2,224	16,224	16,224	0	16,224	0
Materials	22,500	-7,307	-2,896	15,193	15,193	0	15,193	0
Equipment	0	0	0	0	0	0	0	0
Dues & Fees	27,800	915	740	28,715	28,715	0	28,715	0
Miscellaneous	6,500	5,931	5,931	12,431	12,431	0	12,431	0
	<u>1,058,428</u>	<u>130,838</u>	<u>4,728</u>	<u>1,189,266</u>	<u>1,189,266</u>	<u>0</u>	<u>1,189,266</u>	<u>0</u>

**WESTON PUBLIC SCHOOLS
4TH FINANCIAL REPORT**

July 1, 2012 - June 30, 2013

Descriptions	FY 2013 Adopted Budget	Year-to-Date Budget Adjustments	4th Quarter Budget Adjustments	FY 2013 Revised Budget	FY 2013 Expended	FY 2013 Encumbered	FY 2013 Expended & Encumbered	Balance
Facilities								
Non-Certified Salaries	1,442,009	157,748	86,516	1,599,757	1,599,757	0	1,599,757	0
Professional Technical Services	11,480	-6,325	-2,725	5,155	5,155	0	5,155	0
Utilities	104,980	14,676	386	119,656	119,656	0	119,656	0
Contracted Services	1,120,110	-55,358	-64,705	1,064,752	1,055,672	9,080	1,064,752	0
Maintenance Projects	63,950	-4,075	-24,791	59,875	56,875	3,000	59,875	0
Equipment Repair/Rental	78,834	2,931	1,273	81,765	80,765	1,000	81,765	0
Communications	99,120	13,946	17,006	113,066	113,066	0	113,066	0
Property Insurance	98,150	-5,660	2,979	92,490	92,490	0	92,490	0
Materials	257,408	7,563	-14,714	264,971	264,219	752	264,971	0
Equipment	0	0	0	0	0	0	0	0
Dues & Fees	420	60	60	480	480	0	480	0
Miscellaneous	12,000	6,553	2,183	18,553	18,553	0	18,553	0
Mile of Safety	30,000	56,602	56,602	86,602	85,117	0	85,117	1,485
In-Kind Revenue from Parks & Rec.	-29,850	1,294	1,294	-28,556	-28,556	0	-28,556	0
	<u>3,288,611</u>	<u>189,955</u>	<u>61,364</u>	<u>3,478,566</u>	<u>3,463,249</u>	<u>13,832</u>	<u>3,477,081</u>	<u>1,485</u>
Energy Management								
Non-Certified Salaries	40,700	630	0	41,330	41,330	0	41,330	0
Professional Technical Services	190,800	0	0	190,800	190,800	0	190,800	0
Energy	1,062,555	163,804	119,057	1,226,359	1,226,359	0	1,226,359	0
	<u>1,294,055</u>	<u>164,434</u>	<u>119,057</u>	<u>1,458,489</u>	<u>1,458,489</u>	<u>0</u>	<u>1,458,489</u>	<u>0</u>
Transportation								
Non-Certified Salaries	179,272	23,034	25,486	202,306	202,306	0	202,306	0
Contracted Services	1,174,257	-187	859	1,174,070	1,174,070	0	1,174,070	0
Equipment Repair	12,700	5,733	8,155	18,433	18,433	0	18,433	0
Auto Insurance	7,955	36	36	7,991	7,991	0	7,991	0
Materials (fuel)	151,284	97	-9,054	151,381	151,381	0	151,381	0
Equipment	27,000	-1,707	0	25,293	25,293	0	25,293	0
Revenue	-20,340	1,440	0	-18,900	-18,900	0	-18,900	0
	<u>1,532,128</u>	<u>28,446</u>	<u>25,482</u>	<u>1,560,574</u>	<u>1,560,574</u>	<u>0</u>	<u>1,560,574</u>	<u>0</u>

**WESTON PUBLIC SCHOOLS
4TH FINANCIAL REPORT**

July 1, 2012 - June 30, 2013

Descriptions	FY 2013 Adopted Budget	Year-to-Date Budget Adjustments	4th Quarter Budget Adjustments	FY 2013 Revised Budget	FY 2013 Expended	FY 2013 Encumbered	FY 2013 Expended & Encumbered	Balance
District Wide								
Liability Insurance	83,228	-7,410	3,918	75,818	75,818	0	75,818	0
Regular Education - Tuition	-4,759	-32,434	-195	-37,193	-37,193	0	-37,193	0
Staffing Allowance	61,211	613	0	61,824	0	0	0	61,824
Salary Allowance	115,924	-115,924	0	0	0	0	0	0
Turnover Savings	-135,156	135,156	0	0	0	0	0	0
	<u>120,448</u>	<u>-19,999</u>	<u>3,723</u>	<u>100,449</u>	<u>38,625</u>	<u>0</u>	<u>38,625</u>	<u>61,824</u>
Health Insurance								
Health Benefits	6,373,113	93,111	0	6,466,224	6,466,224	0	6,466,224	0
Social Security	454,523	40,545	29,245	495,068	495,068	0	495,068	0
Medicare	406,374	-16,602	-9,722	389,772	389,772	0	389,772	0
Workers Compensation	157,433	1,604	1,604	159,037	159,037	0	159,037	0
Unemployment Compensation	70,000	18,349	18,349	88,349	88,349	0	88,349	0
Early Retirement	4,759	0	0	4,759	4,759	0	4,759	0
Pension Program	770,104	27,570	29,575	797,674	797,674	0	797,674	0
GASB 43/45	250,000	0	0	250,000	250,000	0	250,000	0
Tuition Reimbursement	70,000	-19,228	-19,228	50,772	50,772	0	50,772	0
Life Insurance	96,496	-16,942	-16,942	79,554	79,554	0	79,554	0
Disability Insurance	13,030	1,256	-1,300	14,286	14,286	0	14,286	0
Sick Bank	61,211	-35,412	-31,037	25,799	25,799	0	25,799	0
Management Services	10,000	-7,207	-7,207	2,793	2,793	0	2,793	0
	<u>8,737,043</u>	<u>87,044</u>	<u>-6,663</u>	<u>8,824,087</u>	<u>8,824,087</u>	<u>0</u>	<u>8,824,087</u>	<u>0</u>
Copy Center								
Non-Certified Salaries	54,141	4,885	3,539	59,026	59,026	0	59,026	0
Equipment Rental	120,136	10,417	6,260	130,553	130,553	0	130,553	0
Postage	18,570	1,531	1,531	20,101	20,101	0	20,101	0
Materials	13,500	-4,465	-4,465	9,035	9,035	0	9,035	0
	<u>206,347</u>	<u>12,368</u>	<u>6,865</u>	<u>218,715</u>	<u>218,715</u>	<u>0</u>	<u>218,715</u>	<u>0</u>

**WESTON PUBLIC SCHOOLS
FINANCIAL REPORT
STATE, FEDERAL & COMPETITIVE GRANTS
FY 2013 FINAL REPORT**

	Grant Award	FY 2013 Expended	FY 2013 Encumbered	Total FY 2013	Balance Forwarded to FY 2014
STATE GRANTS:					
Adult Education	424	0	0	0	424
Open Choice	39,000	39,000	0	39,000	0
Teacher Mentor Program	6,000	6,000	0	6,000	0
Consortium Grant	15,294	15,294	0	15,294	0
FEDERAL GRANTS:					
Title I - Current	51,606	47,959	0	47,959	3,647
Title I - Carryover	28,321	28,321	0	28,321	0
Title II Part A Teachers - Current	28,796	18,350	0	18,350	10,446
Title II Part A Teachers - Carry-over	19,265	19,265	0	19,265	0
Title III Part A Teachers - ELL				0	0
IDEA Part B - Section 611 - Current	446,893	323,732	0	323,732	123,161
IDEA Part B - Section 611 - Carry-over	158,501	158,501	0	158,501	0
IDEA Pre-School - Current	9,827	0	0	0	9,827
IDEA Pre-School - Carryover	9,880	9,880	0	9,880	0
OTHER GRANTS:					
Cable Vision	6,000	0	0	0	6,000
Universal Services Fund (E-Rate)	34,439	19,439	0	19,439	15,000
TOTAL STATE, FEDERAL & PRIVATE GRANTS:	854,246	685,741	0	685,741	0 168,505

**Weston Public Schools
Internal Services Fund
Revenue & Expenditure Statement
2012-2013
DRAFT**

Revenues:

General Fund Contributions		6,466,224
Employee Cost Share		677,496
Retirees/COBRA		292,395
TRB		94,647
Affordable Insurance Act Rebate		59,397
Total Revenues		<u><u>7,590,159</u></u>

Expenses:

Claims		
Medical	5,809,317	
Dental	357,801	6,167,118
Deductible Contribution		
H.S.A.	721,717	
H.R.A.	13,300	735,017
Administration Fees		
Cigna	583,733	
Delta Dental	21,582	
H.R.A.	3,223	608,538
Other		
Health Insurance Rebates	13,610	
Insurance Buyout	4,533	
Medical Supplemental Insurance	27,134	45,277
Wellness		
Screening	19,600	
Incentives	4,650	24,250
Management Services		40,000
Accrued Costs Per GASB 43/45		214,800
Total Expenses		<u><u>7,835,000</u></u>

Net Change in IBNR:

June 30, 2012 Reversal		625,021
June 30, 2013		-750,000
Net Change		<u><u>-369,820</u></u>

Balance Sheet

Assets		
Interfund Balance July 1st	3,179,246	
Net Changes Transfers In	-244,841	<u>2,934,405</u>
Liabilities		
Accrued IBNR - June 30th		750,000
Fund Balance		
Fund Balance July 1st	2,554,225	
Current Year Change in Fund Equity	-369,820	2,184,405
Total Liabilities & Equity		<u><u>2,934,405</u></u>

FY 2015 Preliminary Budget Estimate for Fixed Costs

The attached exhibit reflects the administration's preliminary estimates at this point in time for projected increases to the FY 2015 budget based upon known contractual obligations and anticipated increases to the current operating budget. The administrative team will not conduct its full review of the preparation of the FY 2015 budget until December 2013 and further revisions to this estimate may occur based upon updates with special education information, impact to educational programming resulting from state mandates, and any other new information over the next few months that may impact District operations in the future. The purpose of this budgeting forecast is to provide to Town leaders a realistic baseline of the minimal increase required to maintain the same level of services to the students of Weston in 2014-15.

Financial information is presented by object for the following:

FY 2014 Budget
FY 2014 Expected
FY 2015 Preliminary Estimate

FY 2015 Projections are based on the following assumptions:

1. For purposes of this budget exercise, enrollment is based on moving existing students up one grade and assuming kindergarten enrollment to be the same as FY 2014. However, as is done annually, an official enrollment projection report will be generated by NESDEC after the October 1, 2013, the official date of state enrollment reporting.
2. The staffing model is based on enrollment and adopted Board of Education class size guidelines. Class size is based on the following guidelines: Grade K, 1- 1:20 students; 2 through 5 – 1:24 students. Prior to the start of this current school year, increased enrollment necessitated the addition of three classroom teachers beyond the anticipated staffing levels. Looking to next year, preliminary enrollment projections for FY 2015 indicate that there will be a reduction of 2 classroom teachers in grade 2 and one in grade 5.
3. Include costs associated with negotiated employee contracts:
 - Weston Teacher's Association: 1.75% GWI, plus step
 - Weston Administrators' Association: Pending
 - AFSME Local 1303-110 Non-Certified Staff: 2.0%, plus step
 - Unaffiliated allowance and pending contracts are estimated at \$85,000
 - Turnover Savings estimated at \$179,000
 - Degree Changes estimated at \$70,000
 - One Contingency teacher is estimated at an MA4 or \$61,824
4. Employee Benefits:
 - Health benefit projections based on an 8% expected trend, and adjusted for anticipated changes in staff

Continue to budget GASB 43/45 at \$250,000
All other employee benefits are increased by 2%.

5. Non-Salary Accounts:

Professional educational accounts increased by 2%

Technical accounts increased by 3.0%

Material and Book accounts increased by 2%

Energy accounts by 2%

Transportation increased by contract of 3.5%

Housekeeping increased by 2.5%

6. Meet State and Federal mandates — Individuals with Disabilities Education Act (special education) and Section 504; No Child Left Behind (NCLB) Act; Revised State Frameworks. Assume no change in the number of out-of-district placements. However, the projection does not reflect new initiatives and mandates that may impact the budget.

7. Continue to implement effective curricular and instructional initiatives.

8. Maintain preventative maintenance and replacement programs for technology and facilities programs.

9. Energy Education contract expires on 10/31/2013, budget is reduced by \$63,600.

10. The increased expenditures that support students with special needs are not known at this time.

Note: The \$188,161 associated with the addition of three teachers in the current fiscal year has been partially mitigated by the following:

Carryover of contingency teacher from FY 2013 to FY 2014	\$ 61,824
Use of contingency teacher allocated in the FY 2014 budget	61,824
.5 FTE reduction in secretarial support in the summer 2013	<u>20,914</u>
	\$144,562

The net change of hiring 21 new staff resulted in a deficit of \$25,216 in projected turnover savings. The combination of the differential in salary for unanticipated teachers and the mitigating factors leaves a deficit of \$68,815 in the certified salary account in the current operating budget.

Weston Public Schools
Preliminary Estimate

	2014	2014	2015
	Original	Current	Preliminary
	Budget	Estimate	Estimate
ENROLLMENT:			
PreSchool	36	36	36
Kindergarten	116	136	136
Grade 1	117	135	136
Grade 2	166	175	135
Grade 3	166	176	175
Grade 4	184	183	176
Grade 5	190	192	183
Grade 6	180	189	192
Grade 7	219	214	189
Grade 8	210	214	214
Grade 9	199	214	214
Grade 10	213	209	214
Grade 11	172	168	209
Grade 12	189	180	168
Out Placed	21	18	18
TOTAL ENROLLMENT	2,378	2,439	2,395
FINANCIAL FORECAST:			
Administrators	2,404,336	2,416,755	2,466,705
Teachers/Support Staff	18,539,372	18,677,871	18,940,369
Substitute Teachers	408,247	408,247	408,247
Stipends & Summer Work	924,858	924,858	941,043
TOTAL CERTIFIED	22,276,813	22,427,731	22,756,364
Supervision & Classified Staff	1,273,647	1,280,047	1,286,247
Para Professionals	1,831,708	1,823,215	1,865,149
Clerical	1,245,561	1,228,051	1,253,840
Facilities Staff	1,358,836	1,358,836	1,389,546
Stipends & Summer Work	211,854	211,854	216,091
TOTAL NON-CERTIFIED	5,921,606	5,902,003	6,010,873
TOTAL SALARIES	28,198,419	28,329,734	28,767,237
EMPLOYEE BENEFITS	8,727,730	8,727,054	9,220,451

Weston Public Schools
Preliminary Estimate

	2014	2014	2015
	Original	Current	Preliminary
	Budget	Estimate	Estimate
TOTAL SALARIES & BENEFIT	36,926,149	37,056,788	37,987,688
Non-Salary Accounts:			
Professional Educational Services	763,000	763,000	778,260
Professional Technical Services	671,585	671,585	628,133
Utility Services	119,078	119,078	119,078
Equipment Rental & Repairs	635,116	635,116	654,169
Contracted Services	1,225,291	1,225,291	1,262,050
Special Plant Repair Projects	57,329	57,329	75,000
Transportation Services	1,256,940	1,256,940	1,300,933
Insurance - Property & Liability	188,086	188,086	188,086
Postage/Advertising/Printing	62,999	62,999	62,999
Communications	113,037	113,037	113,037
Training & Reimbursable Exp.	76,610	76,610	76,610
Out Placements	1,422,389	1,422,389	1,465,061
Materials & Books	1,033,092	1,033,092	1,053,754
Facilities Materials	262,696	262,696	267,950
Diesel Fuel	168,135	168,135	171,498
Energy	1,094,052	1,094,052	1,115,933
Equipment	67,443	67,443	75,000
Dues, Fees & Miscellaneous	105,693	105,693	107,807
Total Non-Salary Expenses	9,322,571	9,322,571	9,515,357
Direct Revenue Sources	673,302	673,302	673,302
TOTAL BUDGET	45,575,418	45,706,057	46,829,743
FY 2013 Carryover	61,824		
Adjusted Budget	45,637,242	45,706,057	46,829,743

Percent Change 2.46%

WESTON PUBLIC SCHOOLS

COLLEEN A. PALMER, Ph.D.
Superintendent of Schools

24 SCHOOL ROAD
WESTON, CONNECTICUT 06883-1699
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MEMORANDUM

TO: Members of the Board of Selectmen and the Board of Finance
FROM: Colleen A. Palmer, Superintendent of Schools
DATE: September 23, 2013
RE: Overview of Capital Needs of District Facilities
CC: Members of the Board of Education

As you will recall, in 2009 the District created a ten-year facilities plan for the six physical plants within its purview: the four schools, central office, and bus depot. This comprehensive plan, created with the technical assistance of Kaestle Boos Associates Inc., outlined necessary infrastructure work to bring the District's facilities up to code, to upgrade aging systems, and to improve instructional space. The entire scope of work based on several years of completed projects and anticipated projects yet to be done approaches \$26M. (Please see attached overview page.)

Since 2009, the Town has allocated a total of approximately \$8.6M through a triad of funding mechanisms: 1) yearly capital improvement allotments (typically ranging from \$375k to increases the most recent years to \$500k), 2) a bonding initiative that allocated approximately \$5.5M for District projects, and 3) when possible, the allocation of unexpended funds in the BOE operating budget at the conclusion of a fiscal year. Clearly, the majority of resources for the necessary infrastructure upgrades have come from the bonding stream of revenue, at 64% of the total resources provided since 2009.

Each year, the District works methodically to address the most pressing needs of its facilities through its yearly allocation of capital funds. A review of the tier 2 projects in the 2014 Budget Book (attached) also identifies those projects that are under consideration for the request for the FY 2015. The roof work of HES may be deferred as the town wide facilities study addresses the possible future use of this facility and associated renovations. However, the removal of two underground oil tanks as part of the plan represents only two of the nine underground oil tanks that must be removed over the next few years. The restroom work continues to be part of the yearly summer refurbishment as many restrooms are decades old. The other items remain necessary and will be reviewed by the Board of Education again before a formal adoption for the FY 2015 budget.

The approach of utilizing a yearly allotment of approximately \$500k to address district needs permits the district to nibble away at the smaller, necessary projects, but is inadequate to address the overarching larger infrastructure projects that face the District. The two areas of improvement in the plan which have seen limited improvement over time since code, safety, and critical infrastructure needs have taken precedence with past available funding include the major areas of:

1. Ventilation; and
2. Instructional space improvements.

Weston Education

A Family, School and Community Partnership Committed to Excellence
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WESTON PUBLIC SCHOOLS

Obviously, Weston Intermediate School is not included within this next area of work, as the newest facility does not have deficiencies in ventilation or instructional space.

With respect to ventilation, outside of the WIS facility, no other school has ventilation that meets current code or is fully air conditioned. For your review, color-coded schematics of the three schools with needs are also attached to this document. As you view these, it becomes apparent that there is a smorgasbord of sorts in terms of room conditions in these three schools. At the high school, all the new spaces, including art and science classrooms have appropriate HVAC, but none of the core classrooms have been upgraded since the original construction some 40+ years ago. At the middle school, a similar story is to be found, with only newer parts of the school with HVAC that are up to code. Hurlbutt Elementary has the newer core addition with some upgraded ventilation, but most of the classrooms do not. The checker-board shading of Hurlbutt classrooms is a result of former summer programs that donated some room air conditioners, some parent gifts (years ago), and a few classrooms that have air conditioners due to health issues of students.

The windows project at the high school is aligned with the most current needs of the facilities infrastructure plan outlined by the long-term planning of the District, and the resulting work upgrades both the HVAC and instructional space during one complete renovation project. The advent of PCBs prompted the District to consider integrating several of its needs into this project as the compartmentalization approach of addressing limited systems within the rooms would prove more disruptive, more costly, and yield less positive results than this integrated approach.

The proposed high school project does not request any new funding from the Town, but rather creatively bundles together funding from disparate sources to define a viable pathway to upgrade one-third of the core classrooms to current ventilation codes and to improve instructional space.

Weston Education

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**Weston Board of Education
Capital Budget Plan FY 2014**

The Board of Education and the Town Administration have jointly conducted a study of all of the existing buildings and grounds. This study included a survey of the physical plant utility systems, exterior building envelope, conditions in parking lots, walkways and grounds. The study was performed by Kaestle Boos Architects and details the present conditions, identifies problems, and provides recommendations for a ten year capital improvement plan with projected costs.

Item	School/Description	Total Cost	
GROUP 1 First Tier			
1	Instructional Space	Library Phase 2 of 2	102,000
2	PA/Clock Sys. Replacement	Middle School	48,000
3	Design Development	Middle School/High School	35,000
4	ACM Floor Abatement	WMS Multiple Areas	60,000
5	Classroom Door Replacement	Middle School Phase 1 of 3	62,000
6	Upgrade Bathrooms	High School Phase 1 of 2	75,000
7	Tennis Court Repairs	High School Field	46,000
8	Demolish Portable Trailers	Middle School	40,000
9	Renovate Old Gym Locker Rm.	Middle School	25,000
			\$493,000
GROUP 2 Second tier			
1	Partial Roof Replacement	Hurlbutt North House	84,000
2	Instructional Space	Middle School/High School	150,000
3	Underground Oil Tank	Middle School	100,000
4	Underground Oil Tank	High School	100,000
5	Classroom Door Replacement	Middle School Phase 2 of 3	62,000
6	Upgrade Bathrooms	Middle School Phase 1 of 2	87,000
7	Upgrade Bathrooms	High School Phase 2 of 2	75,000
			\$658,000
Totals Tier One and Tier Two		\$1,151,000	

EXPLANATION OF PROJECTS

GROUP 1 = FIRST TIER <TOP PRIORITIES>

- 1 Upgrade of lighting, finishes, flooring and furniture.
- 2 Present PA system substandard, master clock system has failed.
- 3 Design instructional space to meet the educational specs for PLTW and other needs.
- 4 Replacement of ACM floor tile in classrooms, cafeteria, halls.
- 5 Replace classroom doors due to poor condition and to conform with code requirements.
- 6 Upgrade finishes in bathrooms original building. Phase one of two.
- 7 Repair cracks and paint all six tennis courts.
- 8 Demolish and remove portable trailers no longer in use.
- 9 Clean, paint and make ready for gym class.

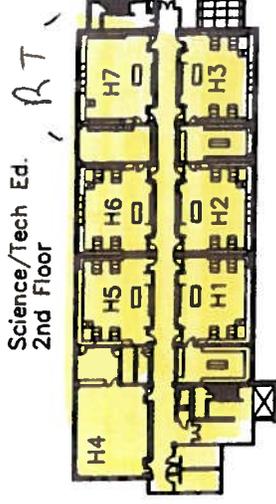
GROUP 2 = SECOND TIER

- 1 End of rated life expectancy, first projected for replacement 2011.
- 2 Upgrade of wall finishes, cabinets, electrical power. Phase two of three.
- 3 Replacement of underground fuel oil storage tank.
- 4 Replacement of underground fuel oil storage tank.
- 5 Replace classroom doors due to poor condition and to conform with code requirements.
- 6 Upgrade finishes in bathrooms original building. Phase one of two.
- 7 Upgrade finishes in bathrooms original building. Phase two of two.

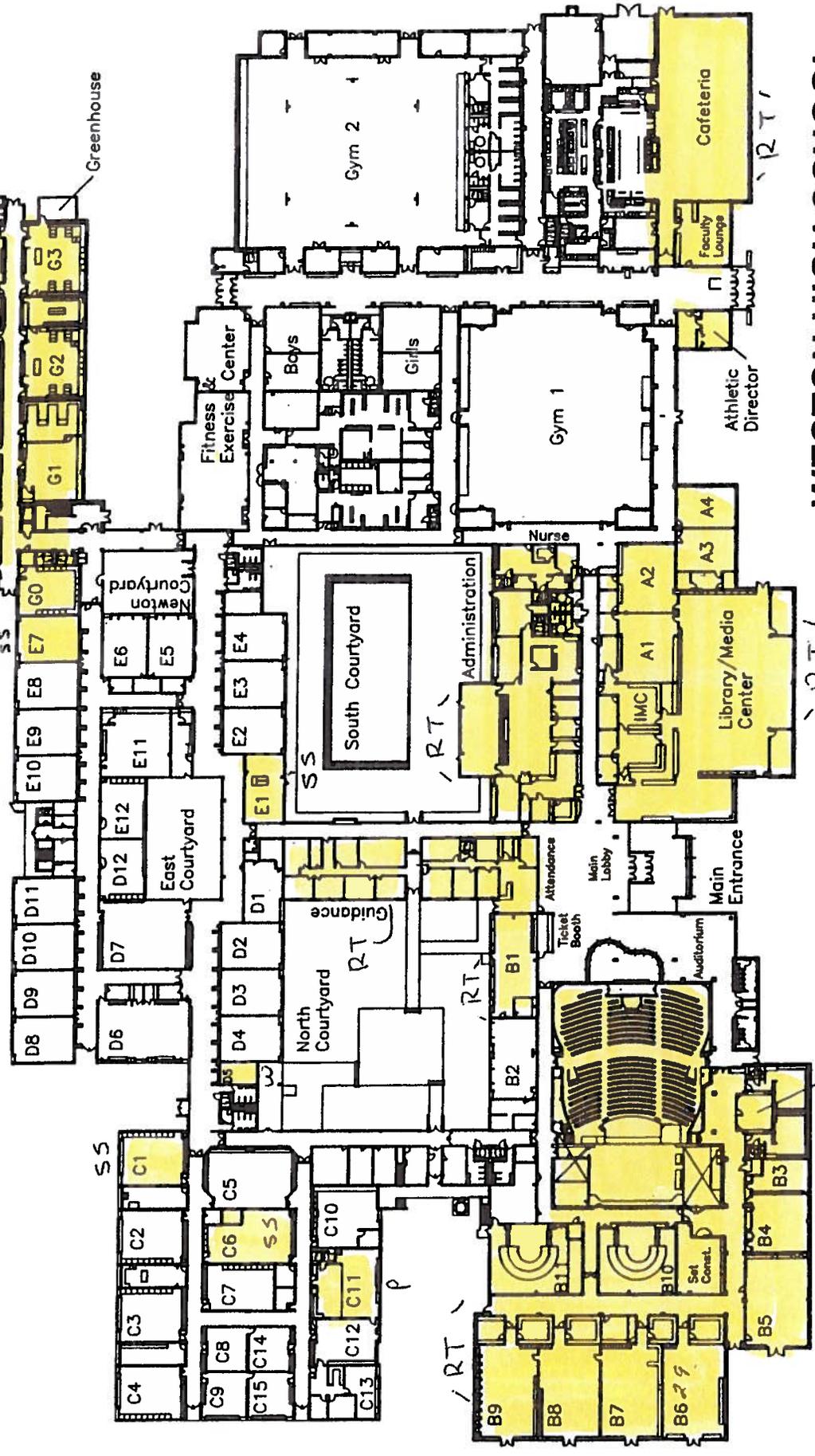
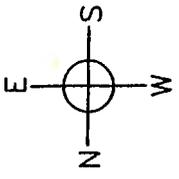
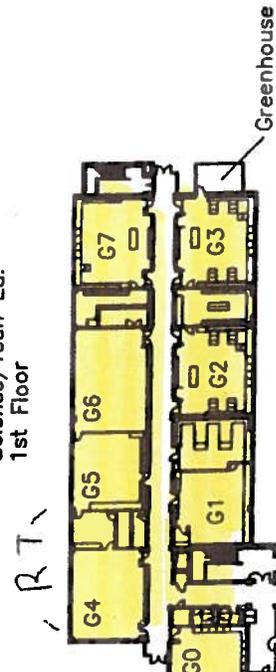
WESTON PUBLIC SCHOOLS
TEN YEAR PHYSICAL PLANT REPLACEMENT PROGRAM

ID	BUILDING	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	TOTAL
	<u>HURLBUTT</u>											
HES - M	MECHANICAL	149,500	10,000	235,000	213,000	0	0	0	914,000	760,000	780,000	3,061,500
HES - E	ELECTRICAL	0	56,000	0	0	0	0	50,000	0	0	0	106,000
HES - P	PLUMBING	0	10,000	0	16,000	0	0	0	60,000	60,000	60,000	206,000
HES - A	ARCHITECTURA	0	0	39,000	0	72,160	0	84,000	170,700	0	0	365,860
	Subtotal	149,500	76,000	274,000	229,000	72,160	0	134,000	1,144,700	820,000	840,000	3,739,360
	<u>INTERMEDIATE</u>											
WIS - M	MECHANICAL	0	10,000	0	0	0	0	0	0	0	0	10,000
WIS - E	ELECTRICAL	0	18,500	0	0	0	0	0	0	0	0	18,500
WIS - P	PLUMBING	0	0	0	0	0	0	0	0	0	0	0
WIS - A	ARCHITECTURA	0	0	0	0	0	0	0	0	0	0	0
	Subtotal	0	28,500	0	0	0	0	0	0	0	0	28,500
	<u>MIDDLE</u>											
WMS-M	MECHANICAL	18,000	268,500	0	0	227,358	0	100,000	1,010,000	750,000	850,000	3,223,858
WMS-E	ELECTRICAL	0	40,000	0	12,000	0	48,000	0	0	0	0	100,000
WMS-P	PLUMBING	0	0	0	0	57,120	0	87,000	87,000	0	0	231,120
WMS-A	ARCHITECTURA	257,000	71,000	4,569,600	141,658	128,600	272,000	212,000	1,269,100	1,403,652	422,100	8,746,710
	Subtotal	275,000	379,500	4,569,600	153,658	413,078	320,000	399,000	2,366,100	2,153,652	1,272,100	12,301,688
	<u>HIGH</u>											
WHS - M	MECHANICAL	114,000	0	144,000	18,700	0	0	100,000	615,000	550,000	0	1,541,700
WHS - E	ELECTRICAL	0	0	0	0	0	0	0	25,000	0	0	25,000
WHS - P	PLUMBING	0	0	0	0	0	75,000	75,000	0	0	0	150,000
WHS - A	ARCHITECTURA	0	0	1,076,933	0	0	0	0	99,500	817,100	175,000	2,168,533
	Subtotal	114,000	0	1,220,933	18,700	0	75,000	175,000	739,500	1,367,100	175,000	3,885,233
	<u>CO</u>											
CO - M	MECHANICAL	0	15,000	0	0	0	0	0	0	0	74,000	89,000
CO - E	ELECTRICAL	0	0	0	0	0	0	0	20,000	0	0	20,000
CO - P	PLUMBING	0	0	0	0	0	0	0	0	0	0	0
CO - A	ARCHITECTURA	0	0	0	20,500	0	0	0	0	0	0	20,500
	Subtotal	0	15,000	0	20,500	0	0	0	20,000	0	74,000	129,500
	<u>BUS GARAGE</u>											
BUS - M	MECHANICAL	0	0	0	0	0	0	0	0	0	0	0
BUS - E	ELECTRICAL	0	0	0	0	0	0	0	0	0	0	0
BUS - P	PLUMBING	0	0	0	0	0	0	0	0	0	0	0
BUS - A	ARCHITECTURA	0	0	0	0	42,500	0	0	18,000	94,050	0	154,550
	Subtotal	0	0	0	0	42,500	0	0	18,000	94,050	0	154,550
	TOTALS	538,500	499,000	6,064,533	421,858	527,738	395,000	708,000	4,288,300	4,434,802	2,361,100	20,238,831
	17% Const. Cont.	0	0						729,011	753,916	401,387	1,884,314
	30% Soft Costs	0	49,900						1,286,490	1,330,441	708,330	3,375,161
	GRAND TOTAL	538,500	548,900	6,064,533	421,858	527,738	395,000	708,000	6,303,801	6,519,159	3,470,817	25,498,306

Science/Tech Ed.
2nd Floor



Science/Tech Ed.
1st Floor



WESTON HIGH SCHOOL

115 School Road
Weston Connecticut
06883-1623

Revised: 5/12/05

SS - Split System
RT - Roof Top
P - portable

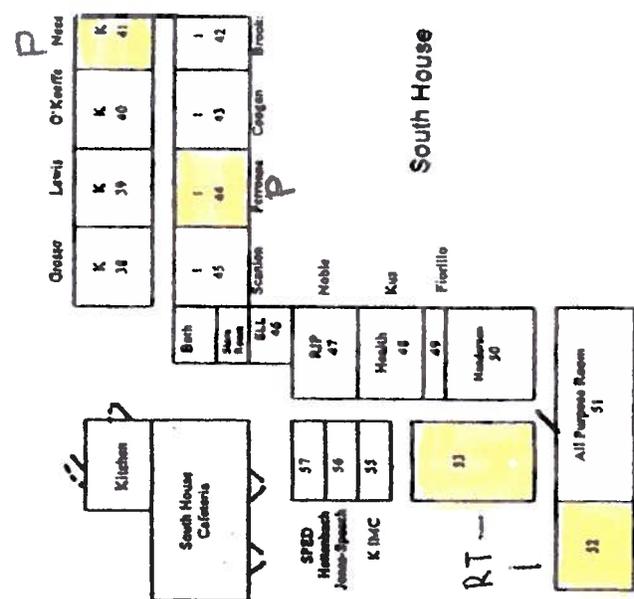
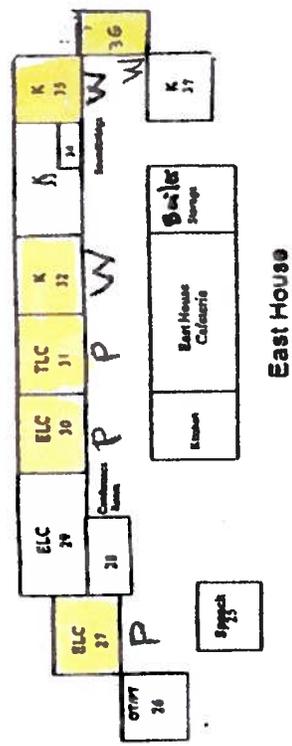
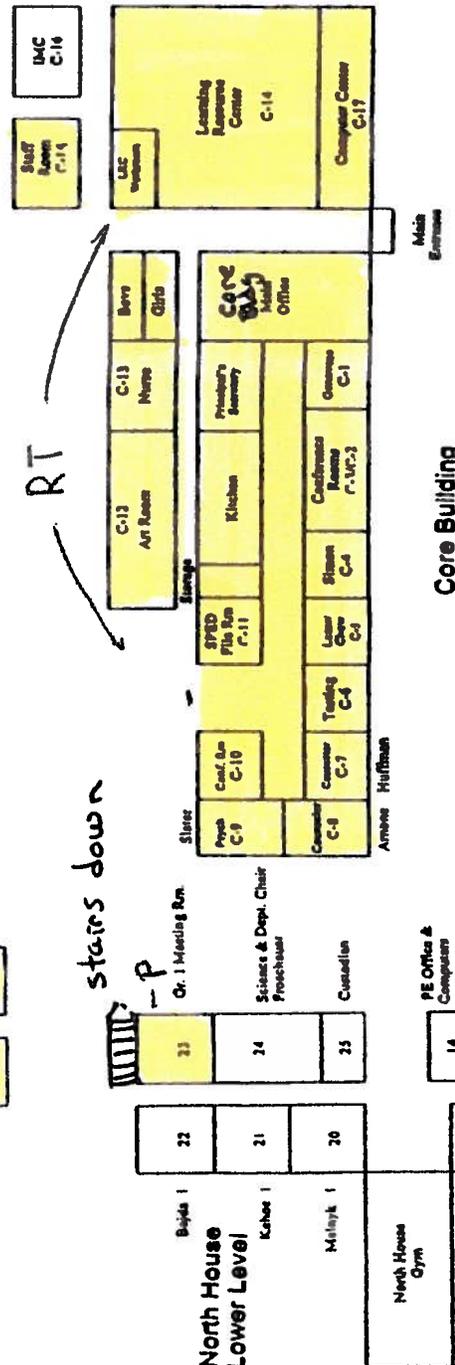
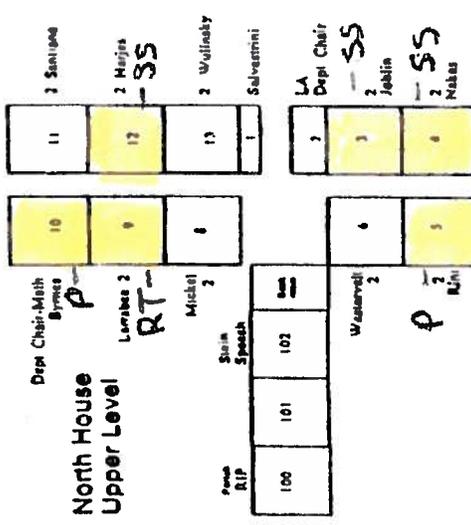


Weston Middle School
 135 School Road
 Weston, CT 06883

RT - Roof Top
 SS - Split System
 FC - Fan Coil in ceiling

2013-2014

Huributt Elementary School



SS - Split System
 RT - Roof Top
 P - portable
 W - window unit



August 15, 2013

Dr. Colleen A. Palmer, PhD
Superintendent
Weston Public Schools
24 School Road
Weston, CT 06883

Ms. Gayle Weinstein
First Selectman
Town of Weston
56 Norfield Rd.
Weston, CT 06883

**Ref: Revised Professional Architecture and Engineering Design Services for
Space Reorganization Study for Weston Public Schools, Senior Center and the Annex
SP&A No. 12.278**

Dear Colleen and Gayle:

With reference to our meeting with Superintendent Palmer and Jo-Ann Keating on June 18, 2013 and our conference call on July 23, 2013 along with our call to Gayle Weinstein, First Selectman on August 5, 2013, we are pleased to submit this revised proposal to assist Weston Public Schools with the evaluation of the space consolidation of staff into the elementary school or middle school, relocating the senior center and potentially reconfiguring the elementary and middle schools to meet changing enrollments in town. The purpose of this study is to evaluate the current and long term space needs of these departments and groups as the town considers the removal of the Annex portable structure and the consolidation of the declining elementary school enrollment.

Based on our understanding of your program and goals, coupled with our experience with similar school and municipal office study projects, we believe that the following services are required to complete this project:

Phase I – Space Needs and Feasibility Study

1. We will initiate the project with a programming central offices review meeting with you or other BOE staff and Town staff to review their preliminary programs and explore development details further. We will seek information on the Town department Annex, Central Office and Senior Center uses and their patterns and volume, scheduling, diversity and use of facilities, unique furniture and equipment particulars, space requirements, community use, etc. Per our conversations on 8/5/13 with First Selectman Gayle Weinstein, we will also analyze the Finance Department, I.T. Dept. and the Parks & Rec Department for their particular space requirements, use, etc. We will translate these interviews, observations and program information into a space program summary, quantifying the current and future space needs against the total space available for reuse.
2. We will field investigate the existing conditions of the buildings, including existing space layouts and general building code conditions that may influence the reuse of the schools for the lower or middle grades or the offices and senior center that have unique separation requirements. We will field verify

the general layout information that is available in existing condition plans that you advised would be available to us, and this information will be entered into our base CAD plans for use in developing alternative layouts. Our mechanical and electrical engineers will field verify the MEP systems in the elementary school and middle school (if need be) to determine their condition, age and potential for use by the offices and Senior Center.

3. We will translate the program needs, adjacencies and future space requirements into alternative block layout solutions, presenting options of use and space relationships that will be reviewed in detail with the staff. We will explore and document some of the more significant code implications (if any) of mixing the Business uses of the offices and Senior Center with the Education uses of the elementary and middle school, besides the contemporary consideration of school security and public access. We will also evaluate the surplus space and potential relocation of some classrooms to the surplus spaces in the middle school or elementary and intermediate schools and how programs can be effectively consolidated for optimal operations and related costs.
4. After revising the plans based on our initial plan review with you, we anticipate meeting with you one more time to review the alternative layouts, revising the selected conceptual layouts and plans as you require, providing greater detail to fully demonstrate the space configurations, improvements, features and designs. This will include the recommendations for the new identifiable entries that might serve the municipal or school support offices off of School Road and the dedicated parking for those functions. We will develop an engineering assessment and report of the potential to reuse the HVAC systems in the elementary school and middle school (if need be) as well as recommending the necessary modifications or improvements for the anticipated relocated office uses.
5. Final conceptual layouts will be developed as well as a narrative report of the program development, our findings and recommendations for the organization or mothballing of the three buildings and any space modifications, additions or departmental reorganizations that may be recommended.
6. An order of magnitude construction cost budget will be developed for the options that require capital improvements, and if possible we may forecast these expenses into the foreseeable future. The estimates will include cost estimate for the MEP systems and the site/parking modifications related to the municipal uses of the elementary school and or middle school (if need be) and its separation from the educational uses. We will also include reimbursement analyses should state grants be considered through the Connecticut Bureau of School Facilities.
7. We will develop a master schedule in a Gantt chart format that will detail the construction options related to the preferred solution. This Gantt chart will demonstrate the design, approval and construction periods that are required for projects of this size and scope. We will also include durations for the CT Bureau of School Facilities approvals should reimbursement be considered as part of the study.
8. After your review of the draft report, twenty copies of the study will be bound and delivered to for your distribution. We will provide one set of full size prints and the CAD data files to you on disk for your archiving and use. As an add alternate, we have included the effort required to present our findings in one formal sessions to the Board of Education or others, as you direct.

SERVICES NOT INCLUDED

We are capable of providing a wide range of additional services should you require the assistance, or should the project scope be revised. These services include:

1. **Environmental testing, design and construction administration phase services.**
2. **Civil, Plumbing or Structural Engineering services.**
3. **Printing of more than 20 study reports (an allowance of \$525 is included in our fixed fee)**
4. **Extensive field measuring (assumes that CAD data file floor plans are available for our block layout studies.)**

5. Schematic Design, Design Development, Construction Document, Bid Phase and Construction Administration Phase Services.
6. Evaluation of Town Hall departments at buildings other than those listed above.
7. Evaluation of the high school or detailed evaluation of the intermediate school
8. Formal Meetings with Planning and Zoning or reviews with Building/Fire officials
9. Study or determination of the financial impact of the changes to the bus operations

COMPENSATION

For the services described above, we propose a fixed fee of:

Study, Estimates and Reports \$ 27,000

Add Alternate:

One Formal Presentation \$ 500 (likely PowerPoint with plans, program, graphics)

This fee includes many customary reimbursable expenses, such as in-state travel, in-house progress and final report printing, CAD services, long distance phone calls, postage and handling.

Invoices will be submitted monthly and shall be in proportion to the services provided. Payment is due within 30 days of receipt of invoice, with late charges assessed at the maximum permitted by state law.

Any additional services that you may require during the project can be compensated on an hourly cost plus basis, in accordance with the attached "Standard Hourly Rate Schedule". If the scope is well defined, a mutually agreeable fixed fee can be negotiated. All other terms of our agreement will be in accordance with the Owner/Architect Agreement, Standard AIA Form B102 or similar which we will prepare for your review and action.

SCHEDULE

We can begin the study by the third week of August if authorized next week, and believe that the draft of the report at the end of September, depending on the availability of the department staff members that should be interviewed during the program development portion of this project. The final copy of the report can be ready within one week of receipt of all draft report comments.

If this proposal is acceptable, please sign below returning one copy to us, retaining the original for your files. We appreciate the opportunity to continue working with Weston Public Schools on this important project, and please do not hesitate to contact me should you have any questions regarding this matter.

Sincerely,



Dean A Petrucelli, AIA
Vice President

Accepted: Gayle Weir, FIS Date: 8/14/13
Town of Weston

Accepted: Colleen Palm Date: 8/21/13
Weston Public Schools



Performance Data

Acoustical

Table 28 reflects sound power ratings for the horizontal classroom unit ventilator. To calculate the noise criteria (NC) for a unit, subtract the actual room effect from the sound power number in each octave band. These numbers may be graphed on a NC chart.

Note: Because room affects vary greatly, request exact numbers per the specific job from the design engineer. By obtaining these exact numbers, the most accurate results of the installed unit may be calculated.

Data obtained in the reverberant rooms conforming to ANSI S12.31 and ANSI S12.32

Table 28. Horizontal octave band sound power ratings (sound power in db ref: 10⁻¹² watts)

Octave Band	1	2	3	4	5	6	7	8
Center of Frequency	63	125	250	500	1000	2000	4000	8000
075 High Speed	66	67	61	60	56	53	48	41
075 Med Speed	62	63	57	56	52	49	44	37
075 Low Speed	59	60	54	53	49	46	41	34
100 High Speed	66	67	61	60	56	52	48	41
100 Med Speed	62	63	57	56	52	48	44	37
100 Low Speed	59	61	55	54	43	45	38	29
120 High Speed	70	71	65	64	60	56	51	44
120 Med Speed	66	67	61	60	56	52	47	40
120 Low Speed	63	64	58	57	53	49	44	37
150 High Speed	65	68	62	60	56	52	45	38
150 Med Speed	61	64	58	56	52	48	41	34
150 Low Speed	57	63	54	53	47	42	33	25
200 High Speed	73	75	68	64	60	57	53	45
200 Med Speed	67	69	62	58	54	51	47	39
200 Low Speed	64	74	59	60	49	45	37	29

Weston High School

Window/Door Replacement & HVAC Project

Phase I - Area E

Option 2B

Preliminary Project Cost Per KG&D Architects		1,421,334
Balance of Bond Proceeds for Board of Eductaion Projects and Supplemental Appropriation	857,108	
State Construction Grants Receivable	326,000	
Request Re-Allocation of MS A/C Capital Project	200,000	
Total Cash Available for High School Project		1,383,108
Net Appropriation Required for Project		38,226

Note: Rick Darling filed an ED049R with the SFU requesting a modification to the scope of work for the Middle School Window and Door Replacement Project to include the cost of the PCB abatement. The reimbursement rate for eligible PCB abatement is 21.4% of cost. This request will be before the General Assembly for their approval in Spring 2014. Current cost estimates for the PCB abatement at Weston Middle School are +/- \$800k, which translates to a grant of +/- \$170k.

Summary of ANSI S12.60-2002, "Acoustical Performance Criteria, Design Requirements and Guidelines for Schools"

This summary is not meant to take the place of the full standard. The complete standard is available online from the Acoustical Society of America: asastore.aip.org. The text in italics is supplemental information provided by Acoustics.com and is not a part of the actual standard.

Background Noise Levels

Background noise is comprised of noise from building systems, exterior sound transmission, and sound transmission from adjacent spaces. Excessive background noise can seriously degrade the ability to communicate.

- For core learning spaces with internal volumes of 20,000 cubic feet or less, one-hour steady-state background noise levels should not exceed **35 dBA**.
- For core learning spaces with internal volumes of 20,000 cubic feet or more, one-hour steady-state background noise levels should not exceed **40 dBA**.
- If the noisiest one-hour period during which learning activities take place is dominated by transportation noise, the maximum noise limits are increased by 5 dB.

Controlling the background noise levels within a space involves careful consideration of several building systems. Noise from HVAC, electrical fixtures, light fixtures, and plumbing systems should all be considered in the noise control design. According to this standard, it is the **architect or designers** responsibility to specify systems and installation methods in order to meet the background noise levels required in the standard. The implementation of the noise control design is the responsibility of the **contractor**.

The standard goes on to list several minimum specifications for HVAC systems including selection of grilles and diffusers, airflow velocities, and duct lining. Light fixtures with low-noise ballasts are recommended in learning spaces. Several suggestions are outlined to limit noise from the plumbing system including, locate restrooms away from classrooms, do not run piping above learning spaces, use cast iron waste water pipes when possible, and resiliently isolate all water piping from the structure. An important issue that is mentioned in the standard is planning. One of the best ways to reduce problems with background noise is to isolate quiet areas, such as classrooms, from noisier areas, such as mechanical equipment rooms.

Exterior sound transmission can also contribute to background noise. In order to limit this concern, issues to consider in the design of a new school include, site location, existing exterior noise levels at the site, and prediction of future noise levels.

The background noise levels specified in this standard are very stringent. In order to meet the specified levels, a designer will need to consider background noise while in the design phase. Locate noisy areas away from quieter areas. You will also need to work closely with the mechanical engineer to specify an adequate HVAC system. A Noise Criteria of approximately 25-35 will be required. Also discuss sound control options with the plumbing and electrical engineers.

Reverberation Time

Although some reverberation within a space can aid in speech distribution, longer reverberation times will cause a build-up of noise and degrade speech intelligibility.

- The maximum reverberation time for core learning spaces with internal volumes of greater than 10,000 cubic feet should not exceed **0.6 seconds**.
- For core learning spaces with internal volumes of more than 10,000 but less than 20,000 cubic feet the maximum reverberation time is **0.7 seconds**.
- Reverberation time for spaces with more than 20,000 cubic feet of internal volume is not specified, however, guidelines are given in Annex C of the standard.

The reverberation time within an existing space can be tested with special equipment. Calculations can be done in order to determine what the reverberation time will be in a proposed new space. An explanation of the formulas and how they work can be found in Annex C of the standard. Variables that affect the reverberation time include the volume of the space and the amount of sound absorption within the room. In order to determine the amount of sound absorption, a material's absorption coefficient multiplied by the surface area for that material must be calculated. Once the amount of absorption for each material has been calculated, the sum of these will give the total amount of sound absorption within the room. Laboratory-certified sound absorption coefficients should be available from the manufacturer of the material.

It is the designer or architect's responsibility to ensure that a space meets the required reverberation times by providing the appropriate amount of absorptive materials.

In order to achieve the required reverberation time, acoustical treatments will be necessary on either the walls or the ceiling, or most likely both. There are several options of acoustical treatments available. If reverberation time is considered in the design phase, the acoustical treatments can be a part of the design rather than an unwanted addition. In order to determine the amount of absorptive material necessary, the best locations for the materials, and different material options, [contact an acoustical consultant](#). An acoustical consultant can assist you with all of the necessary calculations and limit your liability.

Sound Transmission Class

The amount of airborne sound blocked from transmitting through a partition is measured in a Sound Transmission Class (STC) rating. A higher STC rating will Sound transmission through walls will add to the background noise level in the space, degrading the ability to hear and understand speech.

Single or composite walls, floor-ceiling and roof-ceiling assemblies should provide specific sound transmission class (STC) ratings when separating a core learning space from an adjacent space:

- **STC-45** if the adjacent space is a corridor, staircase, office or conference room,
- **STC-50** if the adjacent space is another core learning space, speech clinic, health care room or outdoors,
- **STC-53** if the adjacent space is a restroom,
- **STC-60** if the adjacent space is a music room, mechanical equipment room, cafeteria, gymnasium or indoor swimming pool.
- Classroom doors should be rated as **STC-30** or more, and music room doors as **STC-40** or more. Entry doors across a corridor should be staggered to minimize noise transmission.
- STC ratings ranging from **45-60** are outlined for assemblies separating ancillary spaces from adjacent

spaces.

- (Note: Open-plan classroom designs will not meet the requirements of this standard.)

Achieving a specific STC rating depends highly on the materials and the installation methods used. Wall and ceiling assemblies can be specified and detailed to meet a required STC rating. This is the architect or designer's responsibility. However, specifying an STC level is not all that will be required. It is important to note that sound transmission can be strongly affected by sound leakage through penetrations, joints, and over or around the structure.

The number and location of penetrations through the wall, as well as the number and location of electrical outlets should be considered in the design. In order to meet a specified STC, installation methods become crucial. Placement and installation instructions for the electrical system are given within Annex B in order to limit sound transfer between rooms. For single stud walls, electrical boxes should not be located within the same stud space. For staggered or Dual stud walls, boxes should be separated by at least 24". If back-to-back electrical boxes cannot be avoided, they should be enclosed in full gypsum board enclosures that do not contact the framing of the other row of studs. Additionally, all joints and air gaps should be sealed air tight with caulking or acoustical sealant.

As mentioned previously, background noise is a major concern in learning facilities. STC ratings will help to limit the background noise levels within a space (depending on the effect of sound transmission on the background noise level). It may be necessary to increase a required STC rating in order to meet a specified background noise level requirement.

Sound transmission problems can be avoided or lessened by good site selection and good space planning.

Typical, single stud construction will not meet the required STC ratings. The walls will most likely require staggered or dual stud construction and/or multiple layers of drywall. (There are also specialty products that can help ensure compliance.) It is also important to note that acoustical ceiling tiles will not prevent sound transmission over the wall. Walls surrounding core learning spaces should extend to the deck of the building structure in order to adequately control sound transmission.

Carefully consider the placement of electrical outlets. Do not place them back-to-back. Again it will be important to work with your electrical engineer in order to specify installation instructions that will limit sound transmission. Specify on your drawings for contractors to seal all joints and penetrations with an acoustical sealant.

Most importantly, do not locate mechanical equipment rooms, restrooms, music rooms, gymnasiums, cafeterias, or any other noisy space adjacent to a class room or core learning space.

Impact Insulation Class

Impact Insulation Class (IIC) is a rating for the ability of a floor-ceiling assembly to block impact/structure borne noise from transmitting to the space below. A floor-ceiling assembly with a low IIC rating will potentially cause distracting noise in the room below, leading to possible annoyance and problems with communication.

- IIC ratings for floor-ceiling assemblies above core learning spaces should be at least **IIC-45** and preferably **IIC-50** (measured without carpeting on the floor).
- In new construction, gymnasias, dance studios or other high floor impact activities shall not be located above core learning spaces.
- In existing facilities **IIC-65-70** (depending on the volume of the space below) is recommended if gymnasias, dance studios or other high floor impact activities are located above core learning spaces.

IIC is a major concern for multi-story educational facilities. The floor-ceiling system should be specified and constructed in order to meet the specified IIC rating. Installing carpet on the floor above will help reduce impact sounds. It may be necessary to isolate the finished floor from the structural floor or to isolate the ceiling from the floor above. For any vibrating machinery located on the floor above or on the roof structure, rubber pads or spring systems should be installed. As with all requirements in the standard, it is the architect or designers responsibility to make the necessary steps in specification and design, but careful construction and installation will be necessary to ensure compliance.

This is only a concern for multi-story schools. In most cases, installing carpet on the floor above will dramatically improve the IIC rating. In order to achieve the specified levels, a separate hard lid ceiling assembly could be required. Ideally, this would be completely isolated from the floor structure above. The classroom below may still need an acoustically absorptive ceiling treatment in order to meet the required reverberation time. Working with your mechanical engineer, be sure to specify appropriate vibration dampening measures for mechanical equipment.

Verify Conformance

Annex E of the standard goes on to outline architectural practices and procedures to verify conformance with the standard. Steps include, design to conform, monitor activities during construction, check for conformance before completion of construction is accepted.

Testing is not required by the standard but should be done in order to verify conformance. An acoustical consultant can test background noise levels, reverberation time, STC and IIC using special testing equipment. The standard itself gives conformance tolerances in each area.

MEMORANDUM OF UNDERSTANDING

The Weston Board of Education (“the Board”) and the Weston Board of Police Commissioners (“the Commission”) agree as follows:

WHEREAS, the Board and the Commission intend to maintain collaborative efforts to provide a safe and healthy school environment for students, staff and visitors; and

WHEREAS, the Board and Commission believe in promoting positive attitudes regarding the role of police in society; and

WHEREAS, the Board voted to approve the implementation of a School Resource Officer (“SRO”) program (“the Program”) for the Weston Public Schools (“the District”) conditioned on the negotiation and execution of an acceptable Memorandum of Understanding (“MOU”) with the Commission; and

WHEREAS, the Commission desires to employ a police officer to serve as the SRO for the District to assist in accomplishing these goals; and

WHEREAS, the Board and the Commission desire to set forth in this Agreement: (a) the specific terms and conditions of the services to be performed by the SRO in the District, and (b) the terms under which the Program will be implemented, it is agreed as follows:

1. Term

This Agreement shall continue until such time as it is terminated pursuant to the terms of paragraph 16 below.

2. Selection Process

The Chief of Police shall recommend a candidate or candidates for SRO to the Board and the Commission who is or will be a member of the Weston Police Department (“WPD”). The Board and the Commission will conduct interviews of the candidate(s). To be selected for the position, an SRO candidate must receive the approval of the Board and the Commission by majority vote of both bodies.

3. Employment Status

The SRO shall be an employee of the WPD and shall be subject to the administration, supervision, and control of the WPD except as stated in paragraph 7 below. The SRO shall be subject to the WPD’s collective bargaining agreement as well as all personnel policies and practices of the WPD. The SRO will coordinate and communicate with the Principal of Weston High School or his/her designee regarding his/her work schedule.

4. Role and Responsibilities

Roles and responsibilities of the SRO include, but are not limited to:

- Develop and maintain positive relationships with students and staff.
- Assist the District with developing, implementing and modifying plans and strategies to prevent and/or minimize dangerous situations that may occur on school grounds.
- Present topics to students on various law enforcement/safety issues.
- Inform school administrators of any student delinquency, incidents, charges, and arrests within a timely manner.
- Assist the District with enforcing the law, Board of Education Policy, Administrative Regulations, and other school rules in order to maintain a safe learning environment. When it pertains to preventing a disruption that would, if ignored, place students, staff and visitors at risk of harm, the SRO will work with the school administration to resolve the problem or concern. The WPD acknowledges that student discipline is a District responsibility, and the SRO will support the school administration as requested.
- Conduct investigations of crimes that occur within the District and use other resources if needed for follow-up investigations. Follow state and federal law, school board policy, school administrative regulations, school rules, and the WPD general orders with regard to investigations, interviews and searches relating to students.
- Take law enforcement action when necessary.
- Provide related services as requested.

5. Arrests

It is the expectation of the Commission and the District that when the arrest of a student is necessary, an officer other than the SRO will make the arrest, if possible. The District acknowledges that the decision to make an arrest is at the discretion of the WPD and its officers, and that the WPD, or the SRO acting on his/her authority, will make arrests as they deem appropriate.

6. Training

The WPD and the District will provide their respective employees with training relative to this Agreement and its purpose. The parties also agree to maintain regular

and open communication to evaluate the effectiveness of this Agreement and suggest improvements and adjustments that may be necessary to meet the program's objectives.

7. Removal of SRO from Service in District

If the Superintendent of Schools believes that the SRO should be removed from the SRO assignment because of unsatisfactory work performance or violation by the SRO of any applicable law, regulation or policy, she shall notify the Chief of Police ("Chief") and the Chairman of the Commission ("Chairman"). The notice should be in writing and should include a brief statement of reasons. Within five days of delivery of such notice, an informal meeting shall be held among the Chief, Chairman, Superintendent, SRO, and other school or police personnel as may be necessary. If, following the meeting, the District and the WPD have not agreed on a course of action, the Superintendent and the Chief, or their designees, shall, within five business days, convene a hearing, the purpose of which shall be to consider the Superintendent's statement of reasons. The SRO may be represented at such hearing. In the event that the Superintendent determines, following the hearing, that the SRO's work performance has been unsatisfactory, or that the SRO violated any applicable law, regulation or policy, the Superintendent may remove the SRO from the position, and a new SRO shall be selected pursuant to the provisions of this Agreement. The time periods for the meeting and/or hearing set forth herein can be extended upon the mutual agreement of the District and the WPD. It is expected that ordinarily, the SRO will remain in his/her current SRO assignment during the pendency of the meeting and/or hearing, but if due to the seriousness of the allegations or for other exceptional reasons, the Superintendent believes that the SRO should be immediately removed pending the meeting and/or hearing, the Superintendent can request that the Chief immediately reassign the SRO as an interim measure.

8. Discharge and Discipline

The Commission shall have the sole power to discharge an SRO from the WPD or otherwise discipline an SRO, consistent with the provisions of the applicable collective bargaining agreement.

9. Cost of SRO Program

All costs associated with the SRO program shall be borne by the WPD, except as follows:

- Access to an air-conditioned and properly lit private office containing a telephone line to be used for general business purposes.

- A desk with drawers, a chair and filing drawers.
- Access to a computer and Internet connection.

10. Duty Hours

The duty hours of the SRO shall be set by the Chief of Police, and as near as possible conform to the school day or a schedule that appropriately serves the needs of the District. To the extent that the school day does not encompass the entire shift, the SRO will be on duty for an equal period of time before and after the school day or as scheduled. The SRO's schedule when school is not in session will be determined by the WPD.

11. After-School Events

The District and Commission agree that it is an expectation that the SRO will be considered for, and accept, after-school police assignments subject to the terms of the applicable collective bargaining agreement.

12. Absences

In the event an SRO is absent from work, the SRO will notify his or her shift supervisor in the WPD and the Principal of Weston High School. The WPD may, if requested by the Superintendent, assign another officer to the school on any day in which the SRO is absent, at the cost of the WPD.

13. Uniform

The uniform worn by the SRO while on school property will be established by mutual agreement of the Superintendent and the Chief. The equipment carried by the officer will be as determined by the Chief.

14. Program Assessment

The SRO Program will be evaluated jointly by the WPD and the District on an annual basis. The WPD and the District will provide a joint written report to the Board and the Commission. Should the WPD and the District fail to reach agreement on the content of such written report, the WPD and District will provide separate reports to both the Board and the Commission.

15. Evaluation of SRO

The performance of the SRO will be evaluated by the Chief of Police with input from the Principal of Weston High School and the Superintendent of Schools. Such evaluation will be in accordance with the practices and procedures of the WPD.

16. Termination of Agreement

Either the Board or the Commission may terminate this Agreement upon thirty (30) days written notice to the other party. The decision to terminate an Agreement may be made by a majority vote of the terminating party at a properly noticed meeting. In the event of a termination of the Agreement, the SRO Program will end.

17. Subject to Approval

This Agreement is subject to the ratification of the Board and the Commission.

18. Entire Agreement; Modification of Agreement

This Agreement, along with the exhibits attached hereto and referenced herein, constitutes the entire agreement between the Parties regarding the SRO Program. The Parties acknowledge that they have not relied on any promises or representations outside of the Agreement and the exhibits referenced herein. No modification of this Agreement shall be valid or binding unless the modification is in writing and is approved by a majority vote of both the Board and the Commission.

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19. Severability

If any provision of this Agreement is deemed to be unenforceable by a court of law or other competent body, the remaining provisions will remain in full force and effect.

Weston Board of Education

Philip Schaefer
Chairperson

Date:

Colleen Palmer
Superintendent

Date:

Weston Police Department

William Brady
Chairman, Board of Police Commissioners

Date:

John Troxell
Chief of Police

Date:

**Weston Public Schools
Town of Weston**

Mile of Safety

All four of Weston's Public Schools are located on School Road. Each day during the school year the Weston Public Schools welcomes approximately 2400 students and 375 staff and contractors onto its campus. Through the Mile of Safety campus traffic plan, the school district and the police department:

- Provide a safe environment for students, staff, contractors and pedestrian traffic.
- Shorten the time of congestion during arrival and dismissal.
- Direct parents and guardians to designated drop-off and pick-up locations.
- Enable the district to operate an efficient transportation system for students by expediting the movement of buses during arrival and dismissal.
- Compel drivers to obey the posted speed limit of 20 miles per hour on School Road.
- Ensure that drivers park in designated parking areas during school hours.

Plan Goals:

- Reduce the potential for car accidents.
- Reduce the potential for pedestrian accidents.
- Reduce time on campus for cars and buses.
- Reduce waiting time when behind buses.
- Reduce waiting time when stopped at pedestrian crossings.
- Provide a smoother flow of traffic from Lords Highway and Weston Road.
- Provide safer travel along School Road as traffic speed is monitored.
- Deter unwelcomed visitors to campus with police presence.
- Expedite police response time for an emergency.
- Provide an added layer of protection for students, staff and visitors.

Operational Resources:

- The school district uses 13 Traffic Agents per day to facilitate the arrival and departure of staff. This includes directing traffic, crossing pedestrians in walkways, controlling access to parking lots and coordinating drop-off and pick-up of students.
- The police department assigns a Mile of Safety Officer for three hours in both the morning and afternoon (see daily operating routine).
- The school grounds crew line School Road with orange traffic cones prior to arrival.

Mile of Safety Officer – Daily Operating Routine (Prior to December 14, 2012)

Morning Shift:

7:00 – 7:20 AM: Patrol School Road.

7:20 – 7:50 AM: Direct Traffic at Lords Highway

7:50 – 8:10 AM: Patrol School Road

8:10 – 8:35 AM: Control Traffic Light on Weston Road and School Road

8:35 – 10:00 AM: Perimeter Patrol, Radar, Monitor Parking Lots

Afternoon Shift:

1:00 – 2:30 PM: Perimeter Patrol, Radar, Monitor Parking Lots

2:30 – 3:00 PM: Direct Traffic at Lords Highway

3:00 – 3:20 PM: Patrol School Road

3:25 – 3:45 PM: Control Traffic Light on Weston Road and School Road

3:45 – 4:00 PM: Patrol School Road

Note: Sgt. Matt Brodacki updated the Daily Operating Routine in January 2013. He will email this update to the Board of Selectmen tomorrow morning.

**Weston Public Schools
Job Description**

**LEAD SAFETY AND SECURITY SPECIALIST
SCHOOL DISTRICT POSITION**

Qualifications:

- Minimum of five (5) years experience in law enforcement or a related profession.
- Communicate clearly and has the ability to make sound judgments, especially in emergency situations.
- Experience supervising daily operations.
- Experience working independently with a high degree of professionalism.
- Ability to work and follow through on responsibilities without close supervision.
- Ability to use various types of equipment related to safety and security.
- Must have and maintain a valid driver's license.

Job Goals:

- Assist with decisions regarding safety and security policies and procedures.
- Assist with coordinating day to day safety and security operations.
- Provide safety training programs for security specialists and the staff in general.

Performance

Responsibilities:

- Patrol school grounds to ensure compliance with all safety and security policies and procedures.
- Provide assistance and training for the safety and security specialists and other staff members as required.
- Assist in enforcing campus parking regulations according to established procedures.
- Have a comprehensive working knowledge of each school's Emergency Management Plan for fire safety and emergency situations.

- Verify that each school maintains a log of fire drills.
- Verify that each school conducts and performs monthly fire extinguisher testing.
- Participate in all school facilities emergency lockdown policies, drills and debriefings.
- Provide feedback and recommendations to the administration on the performance of the security specialist staff.
- Perform other duties and responsibilities as assigned to the expectations of the position.

**Terms of Employment
and Compensation:**

- As established by the contract between Weston Board of Education and Local 1303-110, Council #4 (AFSCME).
- Compensation includes base salary, grade and step, plus a differential of 10%.
- Lead Security Specialist is eligible for mileage related directly to job responsibility. Mileage to be submitted quarterly.

**Evaluation and
Supervision:**

The Lead Safety and Security Specialist serves under the direction of the Director of Finance and Operations and the Director of Facilities.