

Please Note: These minutes are pending Board approval.

**Board of Education
Newtown, Connecticut**

Minutes of the Board of Education meeting on Tuesday, October 2, 2012, at 7:30 p.m. in the board room at 3 Primrose Street.

D. Leidlein, Chair	J. Robinson
L. Roche, Vice Chair	L. Gejda
C. McCubbin, Secretary	R. Bienkowski
R. Gaines	3 Staff
W. Hart (absent)	50 Public
K. Alexander	2 Press
J. Vouros (absent)	

Mrs. Leidlein called the meeting to order at 7:38 p.m.

MOTION: Mr. Gaines moved to add a possible vote on the executive session item. Mrs. Roche seconded. Vote: 5 ayes

MOTION: Mr. Gaines moved to add the approval of the CIP Subcommittee meeting minutes from September 5, 2012 to Old Business. Mr. McCubbin seconded. Vote: 5 ayes

Item 1 – Consent Agenda

Mr. Alexander asked to move the personnel items to the next meeting under executive session to be discussed.

MOTION: Mr. Alexander moved that the Board of Education approve the donation to Newtown Middle School. Mr. Gaines seconded. Vote: 5 ayes

Mrs. Leidlein said this was an anonymous donation of \$10,000 to help fund the 8th grade trip to Washington, D.C.

Mrs. Leidlein stated that at a recent meeting she asked for information regarding elementary schools to see if we are using our facilities for the greatest benefit of our district. This was just a request for information and they are in the early stages of investigation. Since 2006 we saw a decline in the K-4 population. We have a responsibility to investigate this. This has caused some uncertainty in the district but there has been no decision. The only decision is whether we will hire a consultant to look at how we are using our facilities. A lot more information and public input is needed. She wants the parents to feel they have a voice.

Item 2 – Public Participation

Joe Borst, 10 Beechwood Drive, thanked the Board and administration for their quick resolve regarding the students going to the Children's Adventure Center. He noticed there were two buses dropping the students off. One was from Hawley and the other was an MTM van. He spoke about taking the bus with 21 students and using a smaller bus for them.

Karen Visca, 30 Mile Hill South Road, spoke about closing Head O'Meadow and questioned having enough room in the other schools.

Mrs. Leidlein responded that we would get answers as part of our investigation.

Kurt Hazard, 10 Arthur's Court asked why Head O'Meadow was chosen. If there has been a steady decline in enrollment we should look into the reasons for the decline.

Mrs. Leidlein said Head O'Meadow School is the smallest and has the fewest number of classrooms. It could easily be reopened if necessary because it is ADA compliant. The town

would decide what to do with the building. Pat Llodra asked the Board of Selectman to come to one of our future meetings to have a more district-wide discussion on this.

Lynn Marino, 26 Bentagrass Lane, said there have been several consultants in the past. Schools were explored in the enrollment reports.

Mrs. Leidlein said the ad hoc facilities committee said to close Reed. She brought up the elementary schools because of the reduced enrollment.

Michele Hankin, 16 Greenleaf Farms Road, wants the Board to protect the educational quality and environment in Newtown. There is no proof it is necessary to close a school. Besides the loss of flexibility of space and large class sizes we would lose talented staff. The report should include the quality of the inside of the Head O'Meadow and Reed which have good air quality, new HVAC systems and a good learning environment. All schools should be ADA compliant. Parents should be involved in the decision.

Carla Varzetti, Beaver Dam Road, said the real problem could be salaries or reposturing for the budget. Poll the staff to see how the school could be run better to save time, money and resources. Class size is a concern.

Kathy Osterman, 6 Jangling Plain, asked if we close a school where will those funds be used. She was concerned where the money would go.

Dawn Graves, 31 Pleasant Hill, commended them on hiring a consultant. Parents need to understand the criteria for closing a school and moving grade levels to other schools. Will the process be made public?

Mrs. Leidlein said it would and that Dr. Robinson would share information.

Sally Martinelli, 11 Ridge Road, asked about redistricting. If full day kindergarten is reinstated would we have to close?

Mrs. Leidlein said we would get that information through this process.

Laura Terry, 64 Robin Hill Road, wants to better understand the timing of the study. Could it possibly be closed in September?

Mrs. Leidlein didn't know how long the process would take.

Julia Conlin, Old Castle Drive, asked if there were consultants in mind.

Mrs. Leidlein stated Dr. Robinson was researching that.

Amber Mason, 29 Taunton Ridge, was frustrated in not having a timeline. We have to plan for fundraising for the school.

Joanna Rosen, 60 Sugar Lane, said information is being disseminated poorly through social networking. Regarding a consultant we need to look at all information involving closing a school. A town meeting would be better suited for this issue.

Robert Kriauciunas, 5 Daniels Hill Road, said his daughter started kindergarten at Hawley School. Her day care is out of district and she is privately bused. He asked why there was an exception to the rule for the Children's Adventure Center.

Michelle Assante, 16 Wendover Road, heard about this at the August meeting. A committee was suggested at that time. She's pleased to have a consultant. Doesn't think the savings will be leveraged by the Board of Education. We had a \$1.3M surplus and none came to education.

Item 3 – Reports

Chair Report: Mrs. Leidlein reported that Mrs. Llodra sent her a letter stating that the Board of Selectman want to have a joint discussion regarding the town facilities in November or December. She received a communication from Jeff Capeci. They endorsed a joint meeting with the Board of Selectman, Legislative Council, Board of Finance and Board of Education regarding the budget season. October 17 and November 7 are possible dates. The Board agreed.

Mrs. Leidlein organized a meeting with All Star, Dr. Robinson, Mr. Bienkowski, Mrs. Maloney, Mae Schmidle and Joe Borst and discussed several topics on communications received from the community. They discussed communication, arrival times at Reed and St. Rose on tier 2, the transportation to the Children's Adventure Center and protocol for parents if children were not home when expected. All Star is working to improve communication. They will give parents a weeks notice before making routing changes. The are working to add more buses to Tier 2 and students can leave the buses earlier at Reed. All Star donated a van for the Children's Adventure Center at no cost to the district.

Mrs. Roche asked how we've been transporting to that location from Hawley for so many years. Dr. Robinson had not been aware of this arrangement.

Mrs. Leidlein said we need to look into this and follow correct procedures.

Mrs. Roche feels it has to be fair for everyone.

Item 4 – Old Business

Reed School Schedule:

Assistant Principal Jenn Sinal presented a report on the Reed schedule which was developed by a committee consisting of teachers, Laura Roche, John Vouros, Dr. Smith and herself. Part of developing the schedule was to get feedback from our PLC groups and teachers. See attached report.

Mrs. Roche asked how the media specialist position is different from last year.

Ms. Sinal said that person now has a fixed teaching schedule so we are looking for additional staff to support her.

Dr. Smith stated we have an EA in the media center who is not full time. There's a gap of about 6.5 hours per week and we are looking to possibly increase her time to help.

Mr. Gaines asked what challenge she would like to address the coming year.

Ms. Sinal said that would be ensuring that our faculty has the support they need, the professional development they need and to help them best structure the time they've been given. There is also the complexity of the locked part of our schedule.

Dr. Smith said that based on his work before coming here, the complexity of the teacher evaluation program is profound. There will be a great deal of learning that will come up over the course of this year regarding the Newtown professional growth plan. We need to help our colleagues to understand the program.

Mrs. Leidlein mentioned that this year's homeroom is much longer and asked what the difference was from last year to this year.

Dr. Smith said this new schedule has built homeroom time into the day with their cluster teachers. This has the potential for much greater learning and to build and amplify the connections between the teachers and students. The students also build connections with each other.

Is it imperative that the students be in their seats at 8:05 a.m.?

Dr. Smith said we'd like them there at 8:05 because they need a few minutes to settle in. We want to have them in homeroom as soon as they come in instead of holding them.

Mrs. Roche asked if teachers have been trained in the new reader's workshop program.

Ms. Sinal said we were working with the elementary teachers this year to share with our 5th grade teams. Some were trained over the summer.

Mrs. Roche asked if there were enough reading materials to support this program.

Ms. Sinal responded that we need to balance our fiction and non-fiction but needed more non-fiction texts.

School Facilities Study:

Dr. Robinson went back to the ad hoc facilities committee's process and options considered.

Our elementary enrollment currently is 1,657 students. She took Head O'Meadow School out of the classroom count which leaves 65 classes with the 3 remaining schools. That is 25.9 students per classroom without considering grade levels. Mr. Faiella met with each principal and updated the old school diagrams.

Mrs. Leidlein asked for copies for the Board.

Dr. Robinson said we have to look at the grade levels and where students live. She spoke to colleagues around the state. The average length of time for a study is 2 years. She also called NESDEC out of Massachusetts who sent a sample proposal. They recommended we put out an RFP. She asked the Board to consider doing that to get the best value for the price. There is a community value of neighborhood schools that has to be considered.

Mr. Alexander asked what our projected enrollment was for next year. In April the Board voted to accept the recommendation of the ad hoc facilities committee that recommended Reed to be closed. Mr. Alexander read the motion:

- *The committee recommends that the Board of Education commission an enrollment study in **2013**. The committee further recommends that when the budgeted* student enrollment is projected to be **1,500 or less** for the pre-kindergarten to fourth grade (**PK-4**) group, the Board of Education begin the process of closing a school; and*
- *It is further recommended that, subject to the outcome of a feasibility study at the time the school closing process is undertaken, Reed Intermediate School be closed.*

*enrollment used for District budget preparation (not actual enrollment)

He said the vote was unanimous. The numbers aren't 1,500 or less and he is not sure we need to redo the work that we just finished.

Mr. Gaines said we need fresh enrollment projections to make a better decision. The Chung data will be old by the time we do this study.

Mrs. Leidlein state that in reading these RFPs one of the services they provide is updating enrollment projections. It behooves us to start this process now so we will be ready in 2 years.

Mr. Alexander said we decided to start the process next year in April.

Mrs. Leidlein said she wasn't expecting our enrollment to decline as it has. It made sense that we are using our resources to the best utilization we can. She feels strongly that we owe it to the community to look at this.

Mr. Gaines said it took a great deal of time and energy to come up with the recommendation six months ago. The recommendation is it would take 18 to 20 months. We are jumping on this while we are struggling to find money for a student. Where will we find money for a study?

Dr. Robinson said there is no cost to put out an RFP.

Mrs. Leidlein asked the cost to update our projections by Dr. Chung.

Dr. Robinson said his cost would be \$10,000 to \$15,000 for only projections. She would like to have the Board consider someone less expensive.

Mrs. Leidlein felt it would help us move forward to have someone look at the whole picture.

Dr. Robinson said the consultant would set the timeline.

Mr. Gaines felt this discussion was out of sequence. We should set what the scope of the study would be.

Mrs. Roche asked if we could consider redistricting instead of closing a school.

Mr. Bienkowski said redistricting is a major task and would increase transportation costs.

Mrs. Leidlein read information from one of the sample RFPs which indicated the study would include projections, demographics, technology infrastructure, options for educational grouping, and focus groups with staff, parents and community members. They would prepare a plan with 3 options which would include the impact on children and families.

Mr. Gaines said for Newtown we want to have an enrollment study, facilities use, and a redistricting conversation. We need to spell out what we want as a Board.

Dr. Robinson stated we also need a transportation piece.

Mr. Alexander said the best process is to put this into our budget for next year. He would rather use the \$18,000 to help a single student at Sandy Hook School rather than use money that did not get budgeted.

Mr. Gaines said it would be good to put out an RFP to get an amount to put in the budget for next year.

Dr. Robinson said the year for the study would have to be stated in the budget. The RFP process is what you select for the time period. We would also need Board members on the committee.

Mr. Bienkowski said a simple RFP could be done in a month. The process could probably be done in 2 to 3 months. We could put a placeholder in the budget. There is not time to draft an RFP as we are in the middle of budget preparation.

Dr. Robinson feels we definitely want focus groups with parent and staff input and would request an enrollment study. She'd also want to run it by a legal expert. She could try to do a draft in a month, with the Board's forgiveness if she can't make that deadline.

Mrs. Leidlein asked her to share the other samples with the Board.

Item 3 – Reports (continued)

Superintendent's Report:

For the past 6 years the Newtown Rotary Club has provided 4th grade students with their own dictionary as part of their campaign to support young people and literacy around the world.

Last year 3rd grade students were given dictionaries through the Rotary also. That gave the district a savings of approximately \$3,257.

Parent group meetings are being scheduled to inform parents about the changes in the waiver approved for the state of Connecticut and what it means for their children. We hope that by the time the new assessment replacing the CMT/CAPT are in place that teachers and parents will be familiar with this change.

All of the bus drivers wore tee shirts on Monday saying "Be Nice on My Bus" to support the anti-bullying campaign.

A session on texting and driving entitled "Hang up and Drive" presented by Jacy Good will be held for parents and students October 4 at 7:00 p.m. and during the day for 10th and 11th grade students.

Current Budget Report:

Mr. Bienkowski reported on the current budget. See attached report. The 2012-2013 budget increase by major object code was \$384,367. We covered these increase with significant reductions in other areas of the budget. These decreases came as a result of our planning on how to handle certain aspects of the budget. There was a total of \$862,656 in budget decreases.

Item 4 – Old Business (continued)

Transportation Update was covered in Mrs. Leidlein's report. They will meet again in November and should see things steadily improving.

Mr. Alexander asked how long the early morning pickups would stay at those times.

Mrs. Leidlein said that is still being analyzed and will stay for the time being.

Mrs. Roche is waiting for them to give us a report with the actual times. Looking at the 3rd tier they are clearing 15 minutes later than last year.

Mr. Alexander asked if they are given timelines for answers.

Mrs. Leidlein said they are. The town hired a crossing guard for the high school and they are working on ways to move the buses into Reed faster.

Mrs. Roche said there was talk about opening up the access road by the fields at the high school.

Mrs. Leidlein spoke to Mrs. Llodra but she was not hopeful it would pass. Another option is a left turn signal at Trades Lane to allow more buses to get in sooner.

September 18, 2012 Minutes:

MOTION: Mr. Gaines moved to approve the minutes of September 18, 2012. Mr. Alexander seconded. Vote: 4 ayes, 1 abstained (Mr. McCubbin)

MOTION: Mr. Gaines moved to approve the CIP Subcommittee minutes of September 5, 2012. Mr. McCubbin seconded. Vote: 2 ayes

Item 5 – New Business

Dr. Robinson postponed discussing the budget goals and State waiver.

Early Retirement Package:

Mr. Bienkowski presented a theoretical model with a number of factors that come into play for early retirement for teachers. See attached information.

Mr. Alexander asked how soon we would have to determine this and when would we know who would take it.

Dr. Robinson said we should know by the end of January for budget purposes. She would be need to start the conversations with the union so we could make a decision by November.

Mr. Alexander wants to discuss this at the next meeting.

Item 6 – Public Participation

Michelle Assante, 16 Wendover Road, asked about the special education increase of \$300,000 and transportation savings of \$387,000 offset by expenses.

Mr. Bienkowski said out-of-district tuition costs were deducted from the \$800,000 transportation savings.

Mrs. Assante is concerned about closing a school and what's going to happen to Hawley.

Phil Carroll, Fieldstone Drive, said All Star buses only hold 6 more students than the old buses. The issue of getting to Reed and St. Rose late can be taken care of by having half go to each school and then switch rather than sit in line.

MOTION: Mr. Alexander moved to go into executive session regarding possible litigation and invited Dr. Robinson and Attorney Michelle Laubin. Mr. Gaines seconded. Vote: 5 ayes

Item 7 – Executive Session

MOTION: Mr. Gaines moved to adjourn. Mrs. Roche seconded. Vote: 5 ayes

Item 8 – Adjournment

The meeting adjourned at 12:21 a.m.

Respectfully submitted:

Cody McCubbin
Secretary

September 24, 2012

Dear Janet,

Please be informed that Newtown Middle School has received an anonymous parent's check in the amount of \$10,000.00 to add to our student help fund for our 8th grade Washington, D.C. trip. You can imagine my extreme gratitude! Our practice is to pay up to half of any child's trip cost if there is demonstrated need, and as you can imagine, the current economic climate creates need for some of our students. How grateful we are for this valued gift affirming support for this important 8th grade experience!

Thank you!

Sincerely,

Diane

Click on the following link to view the 2012-2013 Budget Slide Presentation

<http://www.newtown.k12.ct.us/Portals/Newtown/District/docs/BOARD%20OF%20EDUCATION/BOE%20Presentations/2012-2013%20presentations/2012-2013%20Budget%20Slides2013-14.10-2-12.pdf>

Click on the following link to view the Reed Scheduled Update Presentation

<http://www.newtown.k12.ct.us/Portals/Newtown/District/docs/BOARD%20OF%20EDUCATION/BOE%20Presentations/2012-2013%20presentations/Reed%20Schedule%20Update%20-%20Oct.%202,%202012.pdf>

<u>CURRENT DATA WITH 4 ELEMENTARY SCHOOLS</u>	
TOTAL STUDENT COUNT IN ELEMENTARY	1657
TOTAL CLASSROOMS USED (NO LABS,SPEC ED, ETC)	83
AVERAGE NUMBER STUDENTS PER CLASS	19.96

<u>CURRENT DATA WITH 3 ELEMENTARY SCHOOLS</u>	
TOTAL STUDENT COUNT IN ELEMENTARY	1657
TOTAL CLASSROOMS USED (NO analysis ED, ETC)	65
AVERAGE NUMBER STUDENTS PER CLASS	25.49

<u>CURRENT DATA WITH 4 ELEMENTARY SCHOOLS</u>	
TOTAL STUDENT COUNT IN 1 THRU 4	1355
TOTAL CLASSROOMS USED (NO LABS,SPEC ED, ETC)	71
AVERAGE NUMBER STUDENTS PER CLASS	19.08

<u>CURRENT DATA WITH 3 ELEMENTARY SCHOOLS</u>	
TOTAL STUDENT COUNT IN 1 THRU 4	1355
TOTAL CLASSROOMS USED (NO LABS,SPEC ED, ETC)	56
AVERAGE NUMBER STUDENTS PER CLASS	24.20

Click on the following link to view the Early Retirement Presentation

<http://www.newtown.k12.ct.us/Portals/Newtown/District/docs/BOARD%20OF%20EDUCATION/BOE%20Presentations/2012-2013%20presentations/Early%20Retirement%2010.2.12.pdf>

Sample

School Planning, Enrollment Analysis & Redistricting



A New Service for Connecticut School Districts

C.E.S. now offers districts school enrollment analysis and school redistricting services! Consultants Philip Michalowski and Michael Zuba have analyzed population growth and forecasting combined with town planning and travel routes to provide long range facility planning and school redistricting plans for several schools and districts throughout Connecticut. These services provide school districts with the information needed to offer new options for cost efficiencies.

Three Factors in School Planning

Population Projection. Michalowski and Zuba use the cohort survival method along with land use and economic forecasting to accurately project future population changes.

Residential Development. Building and growth forecasting, combined with zoning laws and environmental constraints are analyzed and incorporated into the school planning process.

Geographic Information System.

The Geographic Information System (GIS) Software provides comprehensive reports on specific user-identified boundaries to quickly compute school locations, existing school populations, rate of growth, rate of births and more. GIS also allows communities to select ideal locations for new school sites.

Available Services

- School redistricting
- Population and growth forecasting
- Computerized data analysis
- GIS technology analysis
- Address matching
- District mapping
- Student enrollment analysis
- Student distribution analysis
- School capacity analysis
- Relational analysis
- Land use and economic analysis
- Site selection analysis
- Long range facility planning
- Citizen engagement, community education and notification analysis
- Potential residential development analysis

Call 203.365.8803 for more information or to schedule a meeting to customize services for your school district.

Meet our Consultants

PHILIP MICHALOWSKI

has professional activities spanning over forty years that include working with federal, state, regional and municipal units of government, community associations, non-profit organizations and more. His experience includes pre-development feasibility analysis, tax increment financing feasibility studies, geodemographic studies; and school facility planning.

MICHAEL ZUBA

is involved in planning assignments focused on utilizing GIS for demographic analysis, facility planning, land use, community and economic development and other studies. He has been actively involved in a variety of planning assignments including the preparation of land for conservation and development, housing studies, corridor plans, school redistricting studies, natural resource and open space plans, redevelopment and re-use planning.

Sample



BOARD OF EDUCATION

REQUEST FOR QUALIFICATIONS/PROPOSALS

For

Consultative Services for

SCHOOL FACILITY UTILIZATION & STUDY

August 24, 2012

NEW MILFORD PUBLIC SCHOOLS

REQUEST FOR QUALIFICATIONS / PROPOSALS

for

Consultative Services

for

SCHOOL FACILITY UTILIZATION & STUDY

Introduction

The mission of the New Milford Public Schools, a collaborative partnership of students, educators, family and community, is to prepare each and every student to compete and excel in an ever-changing world, embrace challenges with vigor, respect and appreciate the worth of every human being, and contribute to society by providing effective instruction and dynamic curriculum, offering a wide range of valuable experiences, and inspiring students to pursue their dreams and aspirations.

New Milford Public Schools will be a progressive school district in which students are prepared to achieve at their highest level, surrounded by an engaged community that is proud of its educational system.

The New Milford Board of Education is, looking ten (10) years out, for the design of a school system that reflects its mission, in light of declining enrollment, and takes into consideration budget, facilities, resources, and educational programs.

The New Milford Public Schools current enrollment is 4,669 students and is projected to decline by approximately 700 students over the next eight (8) years. The current configuration of the school system is as follows:

- Three (3) PK–3 schools with enrollment ranging from 434–526 students per school
- One (1) 4–6 school with an enrollment of 1,045 students;
- One (1) 6–8 middle school with an enrollment of 697 students;
- One (1) 9-12 high school with an enrollment of 1491 students;

The Board seeks continuously to improve facility utilization in support of its mission. In looking to the future, the Board will strive to continue to offer quality education to all of its students in environments that support student learning. At the same time it wishes to be fiscally responsible in the use of its resources and facilities. To this end the district will work with a consultant/firm to achieve the following:

1. Determine the most efficient use and allocation of resources given forecasted demographics, declining enrollment, capacity of existing schools and other relevant variables; and
2. Propose to the Board of Education a range of possible alternatives to the current use of facilities, configuration, infrastructure, practices, and procedures taking into consideration their relevant implications including, but not limited to, budget, facilitation of academic programs, impact on children and families, and legislative requirements and mandates.

Scope of Services

This **Request for Qualifications/Proposals** is being issued for **consultative services**. The selected consultant/firm will work with, guide, and advise the School Officials, among other tasks, will be expected to:

- Review, verify, and analyze school enrollment projections, population trends, and forecasted demographics.
- Examine all school facilities, resources, and technology infrastructure with respect to current and future condition and capacity.
- Consider various options for grade and geographic educational grouping, configuration, and organization.
- Identify other potential opportunities beyond the existing programs that are offered.
- Conduct focus groups with staff, parents, and community members to solicit input regarding school/grade level alignment.
- Prepare a recommended plan with a minimum of three options and timelines for the immediate and long term future.
- Examine implications of the recommendations on academic achievement, budget, infrastructure, facilities, and transportation, as well as impact on children and families.

Qualifications

Eligible consultants/firms will have the following minimum qualifications:

1. Experience analyzing enrollment projections and other demographic data and how they relate to physical space requirements and making recommendations based on those projections and requirements.
2. Ability to provide full services to the project including engineers, architects, and other experts needed to evaluate the physical condition of school facilities and infrastructure.
3. Ability to identify any facilities' issues that are foreseeable beyond the 10-year period and any recommendations to avoid or cope with these issues.
4. Knowledge of federal and state laws and regulations pertaining to school buildings and their educational requirements and standards.
5. Understanding of best practices for curriculum and educational trends.

Format Required for Statement of Qualifications/Proposals

In order to expedite review of the respondent's statements of qualifications and proposals, please provide the following information in the order listed below:

1. A Letter of Transmittal signed by a principal of the lead firm, not to exceed two pages, describing your firm or team and its qualifications, and why yours is the best firm for this project.
2. Statement of Qualifications to include, but not necessarily limited to, the following:
 - a. Name and address of your firm. Indicate who your contact person will be and provide a phone number, fax number and e-mail address.
 - b. A description of your proposal including how your firm intends to approach the assignment and an overview of the principals who will be working on the project and the tasks they will be responsible for.
 - c. A list and description of the projects that your firm has been involved with in the past five years that are similar to the scope and challenges of this project.
 - d. A timeline required to complete the project.
 - e. Three (3) references from similar projects.
3. Provide an estimated cost of services for the project as described in your Statement of Qualifications.

**Deadline for responses is Friday, August 24, 2012 at 2:00 p.m.
Deliver one (1) original and two (2) copies to:**

**Gregg A. Miller
Director of Fiscal Services
New Milford Public Schools
50 East Street
New Milford, CT 06776
millerg@newmilfordps.org**

Method of Selection

Selection will be based upon demonstrated ability to conform to the scope of services described above. The Board of Education reserves the right to reject any consultant/firm offering services which, in the committee's opinion, does not meet the standard or quality established by this information package. The Board of Education shall select the consultant/firm which it deems to be in the best interest of this project and New Milford Public Schools.

In compliance with Title VI, Title IX and Section 504 of the Rehabilitation Act of 1973, the Milford Public School System does not discriminate in any of its programs or activities on the basis of race, creed, color, national origin, age, sex, marital status, sexual orientation or disability in establishing and implementing hiring and employment practices and establishing and providing school activities and educational programs.

Sample



**STAFFORD BOARD OF EDUCATION
BEST EDUCATIONAL USE OF FACILITIES STUDY**

REQUEST FOR QUALIFICATIONS/PROPOSALS

FOR

**CONSULTATIVE SERVICES FOR BEST EDUCATIONAL USE OF
FACILITIES STUDY**

SEPTEMBER 25, 2012



REQUEST FOR QUALIFICATIONS/PROPOSALS
for
Consultative Services for a Best Educational Use of Facilities Study

Introduction:

In June 2009, the Board of Education adopted Policy #0200: Mission-Goals-Objectives: Statement of Education Goals. As indicated in the policy the goals of the Stafford Public Schools are to:

- Integrate core content knowledge with 21st century essential skills needed for success in the 21st century;
- Systematically gather and analyze evidence of student performance to ensure continuous progress toward the goals of the educational program;
- Analyze and improve systems to promote effective communication and collaboration among and between administration, staff, students, parents, and community; and
- Analyze and improve accountability processes to ensure that all systems are aligned with the mission and beliefs of the Stafford Public Schools and a core set of prioritized goals for learning and management.

As of September 30, 2012, the Stafford Public Schools enrollment is 1,831 students and has experienced enrollment fluctuations over the past five years. The current configuration of the school system is the following:

- Two (2) grades PK-1 elementary schools with an enrollment ranging from 200 to 202 (Note: one of these schools also houses our Family Resource Center, Early Head Start and Head Start programs);
- One (1) grades 2-5 elementary school with an enrollment of 498;
- One (1) grades 6-8 middle school with an enrollment of 408; and
- One (1) grades 9-12 high school with an enrollment of 523.

During the retreat on July 9, 2012, the Board identified the following two areas of focus, to support attainment of the aforementioned goals:

- Determine the most effective configuration to promote student achievement; and
 - Promote the development of 21st Century Skills so that all students graduate prepared for an ever-changing global society.
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- The Board strives to continually improve and support the goals of its Strategic Plan. In looking to the future, the Board will strive to continue to offer a quality education to all of the district's students in environments that promote student achievement. Particularly during these difficult economic times, the Board wants to be fiscally responsible in the use of its resources and facilities.

To that end, the Board seeks to work with a consultant/firm to achieve the following:

1. Determine the most effective configuration to promote student achievement, to include the most efficient use and allocation of resources given forecasted demographics, enrollment, capacity of existing facilities (school district and town) and other relevant variables, and
2. Provide to the Board of Education for its consideration a range of possible alternatives to the current use of facilities, configuration, infrastructure, practices, and procedures taking into consideration their relevant implications including, but not limited to, budget, facilitation of academic programs, impact on children, families and community members, and legislative requirements and mandates.

Scope of Services:

This **Request for Qualifications/Proposals** is being issued for **consultative services**. The selected consultant/firm will work with, guide, and advise the Board and, among other tasks, will be expected to do the following:

- Review, verify and analyze school enrollment projections, population trends, and forecasted demographics;
- Examine all school facilities, resources, and technology infrastructure with respect to current and future condition and capacity;
- Consider various options for grade and geographic educational grouping, configuration, and organization;
- Review the findings of two studies previously conducted;
- Illicit and consider the perspective of representative stakeholder groups;
- Examine implications of the possible alternatives on academic achievement, budget, infrastructure, facilities, and transportation, as well as the impact on children, families and the Town of Stafford; and
- Explore opportunities in which the District may collaborate with the Town to promote the achievement of its students and support the goals of its Strategic Plan.

Qualifications:

Eligible consultants/firms will have the following minimum qualifications:

1. Experience analyzing enrollment projections and other demographic data and how they relate to physical space requirements and proposing alternatives based on those projections and requirements;
2. Ability to provide full services to the project including access to previous studies, engineers and other experts needed to evaluate the physical condition of school facilities and infrastructure;
3. Ability to identify any facility's issues that are foreseeable beyond a ten (10)-year period and any recommendations to avoid or mitigate these issues;
4. Knowledge of federal and State laws and regulations pertaining to school buildings and their educational requirements and standards; and
5. Understanding of best practices for curriculum and educational trends.

Format Required for Statement of Qualifications/Proposals:

In order to expedite review of the respondent's statements of qualifications and proposals, please provide the following information in the order listed below:

1. A Letter of Transmittal signed by a principal of the lead firm, not to exceed two pages, describing your firm or team and its qualifications, and why yours is the best firm for this project.
2. Statement of Qualifications to include, but not necessarily limited to the following:
 - a. Name and address of your firm. Indicate who your contact person will be and provide a telephone number, fax number, and email address.
 - b. A description of your proposal including how your firm intends to approach the assignment and an overview of the principals who will be working on the project and the tasks for which they will be responsible.
 - c. A list and description of the projects with which your firm has been involved within the past five years which are similar in the scope and challenges of this project.
 - d. A timeline required to complete the project.
 - e. Three (3) references from similar projects.
3. Provide an estimated cost of services for the project as described in your Statement of Qualifications.

Deadline for responses is Friday, October 19, 2012 at 4:00 p.m.

Deliver one (1) electronic copy and one (1) paper copy to:

**Dr. Patricia A. Collin
Superintendent of Schools
Pinney Administration Building
263 East Street
Stafford Springs, CT 06076
collinp@stafford.k12.ct.us
(860) 684-4211**

Method of Selection:

Selection will be based upon demonstrated ability to conform to the scope of services described above. The Board of Education reserves the right to reject any consultant/firm offering services, which, in its opinion, does not meet the standard or quality established by this information package. The Board of Education shall select the consultant/firm, which it deems to be in the best interest of this project and Stafford Public Schools.

In compliance with Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973, the Stafford Public School System does not discriminate in any of its programs or activities on the basis of race, creed, color, national origin, age, gender, marital status, sexual orientation or disability in establishing and implementing hiring and employment practices and establishing and providing school activities and educational programs.