

**Board of Education  
Newtown, Connecticut**

Minutes of the Board of Education meeting on April 29, 2014 at 6:30 p.m. in the Council Chambers, 3 Primrose Street.

D. Leidlein, Chair  
L. Roche, Vice Chair  
K. Hamilton, Secretary  
K. Alexander  
J. Vouros  
D. Freedman  
M. Ku

J. Erardi  
L. Gejda  
R. Bienkowski  
10 Staff  
15 Public  
2 Press

Item 1 – Call to Order

Mrs. Leidlein called the meeting to order at 6:36 p.m.

MOTION: Mr. Alexander moved that the Board of Education go into executive session to discuss matters concerning the security strategy and/or the deployment of security personnel and invite Dr. Erardi, Dr. Gejda, Ron Bienkowski, Kathy June, Mark Pompano, Chief Michael Kehoe and Attorney Michelle Laubin. Mrs. Roche seconded. Motion passes unanimously.

Item 2 – Executive Session

The Board came out of executive session at 7:25 p.m.

MOTION: Mrs. Roche moved to enter executive session for the purpose of interviewing the potential Hawley principal and invite Dr. Gejda and Dr. Erardi. Mr. Alexander seconded. Motion passes unanimously.

The Board came out of executive session at 8:00 p.m.

Item 3 – Public Session

MOTION: Mrs. Roche moved that the Board of Education appoint Christopher Moretti as Principal of Hawley Elementary School to begin on or about July 1, 2014 with salary per the administrator's contract. Mr. Vouros seconded. Motion passes unanimously.

Mr. Moretti stated that it was an honor to go through the process begun by Dr. Reed and he appreciated David Abbey's support. This is a wonderful opportunity to help and support Dr. Erardi and his vision for Newtown. This is a district of distinction and thanked the interview committee that showed him a staff that cares about each other and their students.

Mrs. Ku was on the interview committee and shared some of the comments from those who worked with Mr. Moretti which included that he is hands-on, has a great sense of humor and is an instructional leader of true substance.

Item 4 – Architect Updates for Sandy Hook School

Julia McFadden and Jay Brotman of Svigals Partners explained the attached revisions to the educational specifications and the concerns from the State Office of Facilities regarding the size of the building.

A joint meeting with the Board of Education and Public Building and Site will be held on May 14 to review the plans.

Mr. Vouros asked if some of the archived art work could be used in the new school. Dr. Erardi stated that he met with Mrs. Llodra and Mrs. Hoerauf this afternoon and he was given a list of items to possibly use at the new school.

MOTION: Mr. Alexander moved that the Board of Education approve the Sandy Hook School project revised educational specifications. Ms. Hamilton seconded. Motion passes unanimously.

Item 5 – Public Participation - none

MOTION: Mr. Alexander moved to adjourn. Mr. Freedman seconded. Motion passes unanimously.

Item 6 - Adjournment

The meeting adjourned at 9:10 p.m.

Respectfully submitted:

---

Kathy Hamilton  
Secretary

**MEMORANDUM**

Job # 1360.00

**Project:** Sandy Hook School  
**Subject:** Revisions to the Educational Specifications  
**Date:** April 23, 2014  
**To:** Dr. Joseph Erardi  
**From:** Julia McFadden  
**Cc:** Geralyn Hoerauf, Diversified Project Management (DPM)

As you know, over the past three to four weeks we have been working with yourself, Interim Superintendent Dr. John Reed, Sandy Hook School Principal Kathy Gombos, and Director of Pupil Services Julie Haggard to clarify programmatic requirements for the new school. We have also had a number of meetings with the state Office of School Facilities in regards to the parameters of the grant, including the size of the school. This memorandum serves to apprise you of the concerns that the design team has addressed during the past month in response to the aforementioned conversations and meetings. Some of these issues may require that we amend the Educational Specifications that the Newtown Board of Education approved on December 23, 2013.

We will make reference to the following documents:

*Original* Educational Specifications (OED) – dated June 25, 2013 – submitted to the State for the grant application

*Revised* Educational Specifications (RED) – dated December 23, 2013

OVERALL BUILDING SIZE

In recent meetings with the state Office of School Facilities, they expressed concern over the size of the proposed building. The grant defines the size of the building as the area to the inside of the exterior walls. In planning a new school, this area is projected through a tabulation of every programmatic area and then multiplying the result by a Gross Square Foot (GSF) factor to account for entries, vestibules, corridors, stairs, elevator, mechanical shafts and the interior walls between spaces. Depending on the design and layout of the building, the actual area for these interstitial spaces may vary.

The RED indicated a GSF factor of 1.20, which we have now found was far too optimistic to address current security concerns for corridor and vestibule sizes, the need for thicker interior walls, and to account for the egress stairs and elevator required in a 2-story school. Indeed, when we cross referenced the former school, it's GSF factor came to 1.24. Thus, we recommend that the Ed Spec be revised to increase the projected GSF factor to 1.34, which is consistent with current industry standards which can go as high as 1.42. This changes the projected Gross Area of the school from 72,408 SF to 78,457 SF. See the chart below.

ENROLLMENT

The proposed enrollment of the school was stated as:

OED - approximately 500 students

RED - 524 students

Through discussions with Julie Haggard, it was clarified that the Preschool program is currently structured to accommodate a maximum of 14 students per classroom. This would reduce the overall population to 506 students as outlined below.

RED student population:

Pre-K	3 classes of 20	60
K	4 classes of 20	80
1 <sup>st</sup>	4 classes of 24	96
2 <sup>nd</sup>	4 classes of 24	96
3 <sup>rd</sup>	4 classes of 24	96
4 <sup>th</sup>	4 classes of 24	96
TOTAL		524

Proposed student population:

Pre-K	3 classes of 14	42
	no change	
	no change	
	no change	
	no change	
	no change	
TOTAL		506

**PROGRAM**

As noted above, we reviewed program elements to confirm assumptions and try to eliminate any non-essential spaces to target a reduction in overall building size, both to address the State’s concerns with the grant, but also to be efficient with the budget. We discovered the following program areas could be altered:

1. Gymnasium bleacher area: The RED indicated a bleacher area of 500 SF. After review, it was confirmed that other Newtown Elementary schools do not have bleacher areas. Thus, we recommend the bleacher area is eliminated.
2. Gymnasium size: The RED indicated an elementary sized gymnasium of 4600 SF. We are able to provide an elementary sized gymnasium, but reduce the perimeter area, for a target of 4200 SF.
3. Leadership Office – The RED indicated a Leadership Office located in the Main administration office. Upon review, it was determined that the Leadership Office has been provided when the school did not have a dedicated Assistant Principal and a teacher was selected to serve in an administrative capacity. The school will now have a dedicated Assistant Principal, so the additional Leadership office will not be needed. Dr. Gombos also indicated that if this position did continue for a few more years, that a temporary office could be accommodated using one of the storage rooms or small conference rooms. However, there should not be any long term need for this office.
4. Pre-school classroom size – With the reduction in enrollment from 20 students per class to 14 students, the size of the Pre-K classroom can be reduced from a target of 1000 SF to approximately 700 SF.
5. Pre-K OT/PT room – Upon review, it was realized that the Pre-K program cannot share the one OT/PT room that had been indicated in the RED; instead it needs it’s own dedicated OT/PT room because they have special equipment needs. So, Julie Haggard advised adding a 700 SF room with 60 SF toilet room.
6. Pre-K support spaces – The RED indicated 3 support spaces: coordinator office, conference room, and quiet room. Upon review, it was clarified that instead they want these 3 rooms to be an office, a storage room, and a speech room.
7. Second Computer Classroom – The RED indicated a standard computer classroom, plus a second computer classroom adjacent to the Media Center. Upon review, it was determined that this second computer classroom was not necessary, and had been an optional enhancement if feasible with the budget. In fact, the OED did not have this second computer classroom, it was incorporated into the RED through our interview process with staff. The second computer classroom would have provided for a dedicated space to conduct the standardized testing that occurs 3 to 4 times a year, but it was determined that wasn’t sufficient rationale to have a dedicated space all year round for this purpose, especially when we can provide for laptop carts to allow testing to occur in other spaces during the times needed.
8. 4<sup>th</sup> grade lockers – The RED specified lockers in the corridor for the 4<sup>th</sup> grade. Upon review, it was determined that providing cubbies within the classroom, like all other grade levels, would allow the greatest flexibility in assigning classrooms to various grade levels, especially as the grade configuration may fluctuate with enrollment.

Summary of programmatic changes:

<b>RED Program Total (Net SF Area)</b>	<b>60,340 SF</b>
Bleacher area eliminated	-500
Gym size reduced	-400
Leadership Office eliminated	-150
Pre-K classrooms reduced in size	-900
Pre-K support space re-named	no change
Pre-K OT/PT room added	760
2 <sup>nd</sup> Computer Lab eliminated	-700
4 <sup>th</sup> grade lockers eliminated	no change
Mathematical error in RED chart	<u>100</u>
<b>Revised Program Total</b>	<b>58,550 SF</b>

The chart below provides comparisons of the overall program areas between the former school, the RED, these proposed changes, and the status of the actual design at this time.

	Former SHS	Ed Spec Dec 23, 2013	Proposed revisions April 29, 2014	Actual Design as of April 11, 2014
Program Area Total	54,086	60,340	58,550	approx. 58,900
Grant Area Calculation (Gross)	67,019	72,408*	78,457	" 82,250
Construction Area	69,657	79,649	86,303	" 86,000

\*The GSF factor used to calculate this Area was 1.20.

We will confirm if the State would require us to make all of these changes formally in the Educational Specification, as some variation is expected during the design process. However, we want you all to be aware of and approve these changes to the program.