

Westport Public Schools

Proposed Timelines for Work/Decisions Associated with District Facilities Utilization

DRAFT 11-21-18

Goal 1: (Current School Year 2018-19) Assess current status of CMS facility to determine: 1) location of CMS students and staff in 2018-19 school year, and 2) both short- and long-term remediation plans, as appropriate.

Descriptor: *To collect pertinent data to inform the possibility of returning to the school and to formulate next steps of remediation for the facility, as appropriate.*

(Legend of shading colors in timeline calendar can be found on page 13.)

Strategy / Action	Person Responsible	Measurement	Resources	Due Date	Timeline											
					Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Forensic Industrial Hygenist Review of Facility	Elio Longo Consultant	Completion of Report	Architectural Plans Ted Hunyadi	October 26 Revised: November 2018												
Architectural/Engineering Review of Facility	Elio Longo KG&D, PC	Completion of Report	Architectural Plans Ted Hunyadi	November 2 (target date – may extend to 2 weeks beyond this)												
Decision to return or relocate for remainder of year	BoE Supt.	Review of all facility reports as submitted, both interim and final Recommendation of Supt. and vote of BoE	Consultants Administrators	No later than November 9 (target date – may be modified pending outcome of interim or final reports)												

Note. From *The School Portfolio Toolkit: A Planning, Implementation, and Evaluation Guide for Continuous School Improvement*, by Victoria L. Bernhardt, 2002, Larchmont, NY: Eye on Education. Copyright © 2002 Eye on Education, Inc. Reprinted with permission.

Strategy / Action	Person Responsible	Measurement	Resources	Due Date	Timeline											
					Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
	BoE Supt.	Update and/or recommendation to return or not for the remainder of the 2018-19 school year	Available consultant reports and assessment of future risk of disruption to student learning	October 15 (update/recommendation to BoE)												
Decision to execute contract with Yale Center of Occupational and Environmental Medicine (see posted interim reports dated October 4 and 5, 2018 on CMS website)	BoE Supt. CFO	Assessment of need, pending return date to school	Interim and final reports the facility-related consultants (forensic industrial hygienist and architectural/e engineering reports)	Interim decision – mid-October Final decision – informed by decision to return to the facility or not in 2018-19												
Decision to confirm results of Forensic Industrial Hygienist	BoE Supt. CFO	Assessment of need, pending return date to school	Interim and final reports the facility-related consultants (forensic industrial hygienist and architectural/e engineering reports)	Aligned with decision to return to the school or not in 2018-19												
Decision for strategy to address facility issues of school - long-term plan <i>Note: Town will embark on independent peer review of KG&D findings which could impact timeline for decision</i>	BoE Supt. CFO Town Officials	Review of all facility reports for: cost of remediation, projected future investments in facility, and	Consultants Administrators	December 17 – January 21 (pending results of final architectural/e engineering reports)												

Strategy / Action	Person Responsible	Measurement	Resources	Due Date	Timeline												
					Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
		estimated longevity of future use															
Town Leaders conduct Peer Review of architectural/engineering analysis of KG&D with an independent architectural firm	First Selectman BoF	Completed Peer Review	Independent architectural firm with appropriate experience	Estimated: Late December/ mid-January 2019													

Goal 2: (Current School Year 2018-19) Create contingency planning for educational program of students to be displaced for the entire school year.

Descriptor: *Affirming final location of CMS students and staff for the remainder year and securing all necessary accommodations and supports to be put in place.*

Strategy / Action	Person Responsible	Measurement	Resources	Due Date	Timeline											
					Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Assess the possibilities of relocating the school to: 1) another space, 2) continue integration of grade 8 at SHS and grades 6, 7 at BMS, or 3) implement double sessions at BMS for all CMS and BMS students	BoE Supt.	Recommendation of plan to relocate the school based upon: 1) quality of educational program in new space, 2) level of disruption to students, families, and educators, and 3) cost effectiveness	Review of current operations at BMS and SHS based on the three indicators for measurement	Oct. 15												
Assess viability of bus transportation	Director of Transportation	Ability to transport all students on time	Data on bus operations	October 15												
Assess viability of accessing modular classrooms for BMS	BoE CFO Director of Facilities Planning and Zoning Fire Marshall	Ability to construct modular classrooms (up to 6) on spaces adjacent to BMS Approval of BoE to seek modular classrooms	Guidance from Town Officials and modular classroom company	October 26												

Strategy / Action	Person Responsible	Measurement	Resources	Due Date	Timeline											
					Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
		Approval of BoE to waive bid requirements for modular classrooms														
Seek Town approval for placing modular at designated school sites	CFO Director of Facilities	Approval process completed	External consultants Town Officials	November 13												
Create RFP for modular units with architectural specs and required conditions and post publicly to attract a pool of qualified vendors	CFO	Posted RFP	CFO	November 5												
Seek funding for modular units	BoE Supt. CFO	Supplemental appropriation awarded	BoF RTM BoS	January 15												
Assess viability of accessing temporary, removable cover for all or part of turf field adjacent to BMS to create additional heated gym space for the winter months.	BoE CFO Director of Facilities Planning and Zoning Fire Marshall	Ability to construct removable cover for turf field adjacent to BMS Approval of BoE to seek removable cover with the addition of heating capacity Approval of BoE to waive bid requirements for modular	Guidance from Town Officials and removable cover company	October 26												

Strategy / Action	Person Responsible	Measurement	Resources	Due Date	Timeline											
					Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
		classrooms														
Installation of modular classroom	CFO Director of Facilities	Installation complete	External vendor CFO Director of Facilities Consultant: CREC Project Manager	December 14 (estimate, if approved) Revised: End of January (estimate thru mid-February)												
Installation of temporary turf field cover	CFO Director of Facilities	Installation complete	External vendor Director of Facilities	December 14 (estimate, if approved)												
Rescheduling of BMS and CMS to ensure that adequate passing time is provided to staff serving students in SHS and BMS	Assistant Supt. for Teaching and Learning Assistant Supt. for Pupil Personnel Services CMS and BMS administrators CMS and BMS teachers	Completed schedule with no conflicts for teachers serving grades 6-8 in both BMS and SHS	Assistant Supt. for Teaching and Learning Assistant Supt. for Pupil Personnel Services Key CMS and BMS administrators responsible for scheduling	October 22												
Ensuring that all students designated to receive special services are addressed in educational schedule	Assistant Supt. for Pupil	Compliance with 100% of all IEPs and 504	Assistant Supt. for Pupil Personnel	October 1												

Strategy / Action	Person Responsible	Measurement	Resources	Due Date	Timeline											
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	Personnel Services Key CMS and BMS administrators responsible for SPED and 504 plans	plans	Services Key CMS and BMS administrators responsible for SPED and 504 plans													
Deploying technology resources to new learning areas	Director of Technology	Completed movement of resources or accommodations in place	Technology staff	October 22 Revised: Few remaining items completed in Nov.												
Reviewing traffic patterns upon arrival and dismissal and adjusting to assure on time arrival and timely dismissal	Director of Transportation Building principals, CMS, BMS	Buses arriving and departing on time	Director of Transportation Building principals, CMS, BMS WPD	October 15												
Ensuring lunch service is adequate each lunch wave in BMS to allow students to access meals of choice	CFO Chartwells	All students accessing foods of choice in timely manner	Chartwells Building administrators, BMS, CMS	October 17												
Providing every student with a designated locker at BMS	CFO Director of Facilities BoE	Lockers installed and in use by CMS students	Locker company (rental or purchase, as appropriate)	November 26 (estimate)												

Goal 3: (Current School Year 2018-19) To develop a budget request for the 2019-20 operating budget for a competitive RFP to be developed and executed to secure appropriate facility experts to conduct an in-depth needs assessment of all other facilities, (beyond CMS), within the Westport Board of Education’s portfolio of facilities, including a recommendation of a plan to address current or anticipated deficiencies.

Descriptor: *Secure the expert resources for an in-depth analysis of the current and future needs of all facilities and develop a 10-year, prioritized action plan to address.*

Strategy / Action	Person Responsible	Measurement	Resources	Due Date	Timeline												
					Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
Create and include a request for funding to execute a RFP for such services and include in the budget request from administration to the BoE	Supt. CFO	Request for funding included in the 2019-20 budget request to the BoE and for supplemental funding	Estimates of RFP of such magnitude to inform BoE	January 2019 Start date adjusted													

Strategy / Action	Person Responsible	Measurement	Resources	Due Date	Timeline											
					Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
			Information													
BoE Constitutes Community Advisory Committee (CAC)	BoE	Committee Created	BoE Referrals of key Town groups	November												
Community Advisory Committee Provides Feedback on options to BoE (for housing students in 2019-2020)	CAC Leader and Committee Members	Recommendations formulated and communicated to BoE	District Staff Town information	Mid-December												
District updates community on any new plan information for 2019-20 and holds feedback sessions for the community	BoE Supt.	Timely updates Feedback sessions being held	District Administration BoE	Mid-December												
District continues research and shares results on possible options for utilization of facilities in 2019-20 (<i>ongoing through time BoE votes on option</i>)	BoE Supt. District Admin.	Timely updates through ConnectED, posting on District website, and community conversations	Supt. District Admin.	Mid-December												
BoE makes decision on utilization of facilities for 2019-20	BoE	Vote of the BoE	CAC Supt. District Admin.	Mid-December												

Goal 4: (Calendar Year 2019) With complete information from architects and engineers regarding cost(s) of remediating the current CMS facility, decide pathway: 1) to remediate or not, including extent of remediation, as appropriate, 2) to replace with a new structure, and/or 3) to plan for an alternative pathway for students to complete the PreK-12 continuum of learning with current and/or new facilities. Decisions will be made based on: 1) quality of educational program and 2) cost analysis as two of the key driving factors.

Descriptor: Upon the completion of the architectural/engineering review of the current CMS facility, conduct a cost-benefit analysis regarding the best way to proceed for the long-term benefit of students and taxpayers.

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					Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
<i>These strategies are in process and would involve BoE and all stakeholder groups of the District, as well as the appropriate Town Officials for financial funding...</i>				Estimated: Summer 2019												



If the District finds that it needs to use space differently to achieve educational goals or design the system differently based on the facilities, a process to include all stakeholder groups for feedback will be created.

LEGEND



Anticipated deadline



Adjusted new deadline



Task completed