

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE NEXT
REGIONAL SCHOOL DISTRICT NO. 4 Board of Education Regular Meeting
John Winthrop Middle School Library
January 5, 2023 at 7:00pm**

A regular meeting of the Regional School District No. 4 Board of Education was held on Thursday, January 5, 2023 at 7:00pm in the John Winthrop Middle School Library.

CALL TO ORDER

The meeting was called to order at 7:08pm.

VERBAL ROLL CALL

Region 4 BOE

Lol Fearon

John Stack

Richard Strauss

Jennifer Clark

Kate Sandmann

Rick Daniels

Administration

Brian White

Bob Grissom

Sarah Brzozowy

Mike Barile

Melissa Morgan-Hostetler

Absent: Jane Cavanaugh, Alex Silva, Lon Seidman

Also in attendance: Board Clerk Kelley Frazier, Senior Student Representatives Jack Finnegan and John Winthrop Representatives Scout Kornacki and Jonah Morrissey.

PUBLIC COMMENT

No comments

CONSENT AGENDA

On motion made by Jennifer Clark and seconded by Richard Strauss the Board **VOTED** to approve the Minutes of the Regular meeting of November 3, 2022, minutes of the Special Meeting of November 7, 2023 and the minutes from the Special Combined Meeting of Region 4 BOE and Supervision District Committee meeting of December 12, 2022 and the accounts payable report. Abstentions: Rick Daniels

REPORTS AND OTHER ITEMS

Region 4 Student Representatives Report

Mr. Finnegan gave an update on the events happening at Valley Regional High School.

JWMS Middle School Student Report

Jonah Morrissey and Scout Kornacki gave the student report. They discussed events happening at John Winthrop Middle School for the winter.

Superintendent's Report

District Update

Mr. White gave a brief update. A meeting with each Town's Local Sustainability Committees will occur on January 19th. The schools would like to support these efforts and are finding ways to do this.

Information and Communication

A vendor has been selected for repair of the tennis courts. Region 4 and Ti-Town Youth Services are in discussion on finding ways to support students and families. Tri-town will establish an office at John Winthrop to talk and meet with students and families. An Inland Wetlands meeting for the Kelsey Landing property is being held tonight. An update will be given. The union contract for the Administration has been ratified. Contracts to be reviewed this year are cafeteria workers, secretaries, nurses, para educators, net techs and all other non-certified staff.

Assistant Superintendent's Report

General Update

Ms. Brzozowy working with the strategic plan and the metrics. The energy in the buildings is very positive. Mr. Stack asked for the Board and parents to be updated on discipline trends.

Financial Status Report

Financial Status Update

Current Year to Date Financial Status Update

All financial obligations are expected to be met. This report is thru December 2022. 94.5% of the budget funds have been encumbered for the year.

Cafeteria Fund Update

This report is through November. Revenues are driven by the free school lunch program from the State of Connecticut. Free meals ended at the end of December. Breakfast is \$1.25 lunch at JW is \$3.25 and \$3.50 at Valley.

Medical Reserve Tracking

Things are favorable. A \$852,730 net profit has been realized. The Insurance Consultant presented to the Finance Committee. The reserve is at a healthy level.

Grants Update

No update

BOE TREASURER REPORT

Mr. Stack noted that historical financial reports during COVID may not be a normal year for budget review. A normalized year should be considered rather than a year over year. He requested that this be given to each Board for consideration.

PRINCIPAL'S REPORT

M. Morgan-Hostetler – JWMS

No update.

M. Barile - VRHS

No update.

OTHER ITEMS

Presentation of Recommendations of the Region 4 Grounds and Buildings Maintenance & Over site Committee Regarding Bonding for R4 Athletic Grounds and Facilities Projects

Recommendations from the Committee were discussed. This report is to support our athletic programs. A number of community organizations use the fields and grounds. There has not been a decline of interest in our athletic programs. A 20 year bond is being considered. Mr. Stack has asked for a report on the return on investment for maintenance costs, etc. Mr. Strauss asked what the life cycle of the fields are if maintained properly. Both grass and turf. It was noted that this is a community project and outside use should be discussed. Mr. Fearon noted that the conditions of our playing fields is a safety issue. It is in dire need of attention and needs to be addressed. Maintenance costs need to be built in to the operating budget. The capital work for buildings occur in 5-8 years. This will be require significant investment. Mr. White discussed the timeline. It was suggested an informational meeting be held before the Public Hearing on March 29th. Mr. White will confirm details with Legal Counsel. Mr. Daniels noted that the timeline is not giving BOE enough time to plan for meetings. Board members discussed concerns.

Discussion and Possible VOTE to Direct the Superintendent to Proceed with having Counsel prepare necessary language for future meetings and votes regarding the bonding process in accordance with the recommendation of the Grounds and Building Committee or as revised by the BOE.

Upon a motion made by Kate Sandmann and seconded by Lol Fearon the Regional 4 Board of Education **VOTED** to direct the Superintendent proceed with having Counsel prepare necessary language for future meetings and votes regarding the bonding process in accordance with the recommendation of the Grounds and Building Committee or as revised by the BOE. Ayes: Kate Sandmann, Lol Fearon, Richard Strauss, Jennifer Clark, John Stack. Nays: Rick Daniels. Motion passed.

Discussion and Possible VOTE to Direct the Superintendent have Established a Capital Reserve Bank Account in Accordance with Guidance from Region 4 Auditors, Legal Counsel and BOE Policy 3171.1.

Mr. Daniels discussed concerns about the use of this account. Mr. White noted that it is the management of the fund and the Board over site which will allow for this to be properly managed at this time.

Upon a motion made by Jennifer Clark and seconded by Lol Fearon the Regional 4 Board of Education unanimously **VOTED** to direct the Superintendent to establish a Capital Reserve bank account in accordance with guidance from Region 4 auditors, legal counsel and BOE Policy 3171.1. Ayes: Kate Sandmann, Lol Fearon, Richard Strauss, Jennifer Clark, John Stack. Nays: Rick Daniels. Motion passed.

Process and Timeline for securing lending to finance the approved JWMS Security Project

Mr. Grissom discussed the draft RFP which will be published in January to close sometime in February and allow BOE to review the responses at the March Region 4 meeting. Mr. White discussed the timeline.

JWMS Scheduling Presentation

Discussion held regarding the scheduling plan for JWMS. This is for fall implementation.

Discussion and possible VOTE to accept a donation of \$250 from Morrissey Engineering, LLC to be used at the discretion of administration to benefit VRHS Robotics Club

Upon a motion made by Rick Daniels and seconded Kate Sandmann the Region 4 Board of Education unanimously **VOTED** to accept a donation of \$250 from Morrissey Engineering, LLC to be used at the discretion of administration to benefit VRHS Robotics Club. The Board also voted to accept a donation of \$500 from Norman Needleman and Jacqueline Hubbard to be used at the discretion of administration to benefit the VRHS Robotics Club and to also accept a donation of \$1000 from W. Hudson Campbell III and the Max Showalter Foundation, Inc. to be used at the discretion of administration to benefit the Valley Regional High School Musical Production

Committee Reports

Curriculum

Discussion held regarding Write to Read literacy instruction K-3. The district will be asking for a waiver. This is informational for this Board only. I/B Computer Science and a Unified Buddy PE is being discussed.

Finance

The Insurance Consultant for medical insurance presented at this meeting. Bonding efforts were discussed and capital spending for the Town of Essex. Budget Workshop planning was also discussed.

Policy

No Update

Other Committee Reports

Supervision District Committee Updates

No Update

Discussion Regarding any Pending Policy for all BOE's

None to Discuss

Discussion and possible VOTE to approve the recommendation of the Joint BOE Curriculum Committee to approve the course offerings at Valley Regional High School as presented

Dr. Brzozowy discussed the curriculum recommendations. This is for I/B Computer Science and the cost is already part of the operating budget. Update of standards would be done. Unified PE course will give students an opportunity with their mentor to participate.

Upon a motion made by Jennifer Clark and seconded by Rick Daniels the Region 4 Board of Education unanimously **VOTED** to approve the recommendation of the Joint BOE Curriculum Committee to approve the course offerings at Valley Regional High School as presented

PUBLIC COMMENT

None

FUTURE AGENDA ITEMS

- Joint BOE Retreat – Saturday January 21, 2023 from 9:00am-Noon @ JWMS
- Region 4 Budget Workshop I Wednesday, January 25, 2023 @ 6:00pm
- Region 4 Budget Workshop II, Wednesday, February 8, 2023 @6:00pm
- Joint BOE Meeting Thursday, February 23 2023 @ 7:00pm
- Region 4 BOE Budget Workshop III, Monday, February 27, 2023 @ 6:00pm (only if needed)
- Regular Region 4 BOE Meeting Thursday, March 2, 2023 @ 7:00pm

ADJOURNMENT

On motion duly made and seconded the Board unanimously **VOTED** to adjourn at 9:46p.m.

Respectfully Submitted,

Kelley Frazier Clerk



Rick Daniels, Secretary
Regional District #4 – Board of Education

Regional School District No. 4

Presentation of Committee Recommendations for
Region 4 Athletics Grounds & Facilities Projects

Thursday, January 5, 2023

History of Athletic Facility Needs

- Ongoing athletic facility needs have been expressed through the Region 4 budgeting process and stakeholder input for several years
- Based on the continued level of need, we engaged the BSC Group in 2020-2021 to perform a comprehensive [Athletics Facilities Needs Assessment for Region 4](#) for the next 5 - 10 years



Athletic Facilities Master Plan
Regional School District No. 4

March 2021

Prepared For:



History of Athletic Facility Needs

- BSC Group applied individual criteria to assess each field's or facility's physical condition:
 - Demands on Existing Facility and Usage
 - Maintenance and Management of Assets
 - Safety, Accessibility, and Risk of Injury
- Applied global considerations related to the development of our athletic fields:
 - Basic athletic standards vs. high level competition facilities
 - Regulatory Environment (Americans with Disabilities Act, Title IX)
 - Community Use and Need
 - Athletic Facility & Recreational Trends (Artificial vs Natural Grass Turf, Lighting, Lacrosse, Pickleball)
 - Green Initiatives

History of Athletic Facility Needs

- This Assessment verified all facilities were overdue for significant capital investment and in need of improvements to address safety and accessibility for players and spectators and excessive usage
 - Budgetary constraints limited the funds available for annual maintenance
 - Many years of deferred maintenance for larger projects and repairs
 - Existing facilities are reaching or exceeding maximum recommended usage

FIELD USAGE SUMMARY TABLE (With Multipliers)				School Teams												Rec	Other					
Region 4 Athletic Field Assessment and Master Plan				Baseball - V/ JV/F	Softball - V/ JV	Boys Soccer V/JV	Girls Soccer V/JV	Football - V/JV/F	Boys LAX V/JV/F	Girls LAX V/JV/F	Field Hockey V/JV	MS Field Hockey	MS Baseball	MS Soccer	MS Softball	Rec Soccer	Graduation	Physical Education	Tournament Games	Practice		
Date Updated: 11/23/2020				1.00	1.00	1.00	1.00	2.00	1.50	1.50	1.00	1.00	0.75	1.00	0.75	1.00	1.00	1.00	1.50	1.50		
<ul style="list-style-type: none"> Usage data from Spring, Summer, and Fall 2019 seasons Excludes JW Lacrosse data 																						
SCHOOLS																						
Field Name	Field Description	Approx. Field Size (feet)																				
Regional School District 4 / Valley Regional High School			TOTALS																		TOTALS	
Stadium Field	Football & Varsity Soccer	190 x 360	49	0	0	12	10	10	0	0	0	0	0	0	0	0	0	0	5	12	0	49
Upper Field	Field Hockey & Lacrosse	221 x 365	308	0	0	0	0	0	24	24	17	0	0	0	0	0	0	2	5	11	225	308
Boys Soccer	Baseball Outfield	180 x 330	131	0	0	6	0	0	0	0	0	0	0	0	0	0	0	0	5	0	120	131
Girls Soccer	Softball Outfield		86	0	0	0	6	0	0	0	0	0	0	0	0	0	0	0	5	0	75	86
Practice Field	Multi-Use	180 x 360	130	0	0	0	0	5	0	0	0	0	0	0	0	0	0	0	5	0	120	130
Baseball Field	90'-diamond / shared with soccer	310	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	5	90	100
Softball Field	60'-diamond/40' pitcher	225	122	18	19	0	0	0	0	0	0	0	0	0	0	0	0	0	5	5	75	122
John Winthrop Middle School																						
Soccer 1	Soccer	195 x 360	136	0	0	0	0	0	0	0	0	0	0	44	0	92	0	0	0	0	0	136
Soccer 2	Soccer	195 x 360	170	0	0	0	0	0	0	0	0	0	0	32	0	138	0	0	0	0	0	170
Field Hockey	Multi-Use	180 x 330	68	0	0	0	0	0	0	0	0	8	0	0	0	60	0	0	0	0	0	68
Youth Soccer	Soccer	100 x 450	12	0	0	0	0	0	0	0	0	0	0	0	0	12	0	0	0	0	0	12
Baseball Field	90'-diamond / shared with soccer	350	89	0	0	0	0	0	0	0	0	0	29	0	0	60	0	0	0	0	0	89
Softball Field	60'-diamond/40' pitcher	250	29	0	0	0	0	0	0	0	0	0	0	0	29	0	0	0	0	0	0	29
TOTAL			1,428	18	19	18	16	15	24	24	17	8	29	76	29	362	2	35	32	705	1,428	
NOTES				<p>LEGEND</p> <p>Green SUSTAINABLE USE - < 125 events per year, maintenance is feasible and typical management practices apply.</p> <p>Yellow MODERATE USE - 125 - 200 events per year, more frequent maintenance is required, additional management practices may be necessary.</p> <p>Red OVERUSE - > 200 events per year, maintenance is less proactive / more reactive, field performance is low.</p> <p>Blue INAPPROPRIATE USE - Non-intended field use (e.g. baseball on a softball diamond)</p>																		

History of Athletic Facility Needs

- Throughout this process, we've had discussions around declining student enrollment and the impact on athletic programming and field usage
 - Noticed little to no impact on athletic participation
 - Field enhancements are needed to
 - Alleviate the wear and tear on fields
 - Allow them to rest between events/seasons
 - Provide options for practice vs game fields
 - Beyond school-based athletic program needs, the report highlighted the field use by community organizations
 - 362 events annually

History of Athletic Facility Needs

- In the spring of 2021, with these recommendations in hand, we convened a group of stakeholders to form the *R4 Long Range Athletic Facilities Planning Task Force*
 - Goal was to unpack the BSC Group recommendations and understand project priorities
- Throughout the fall of 2022, we convened the Region 4 Grounds and Buildings Maintenance & Oversight Committee
 - Goal was to determine a final list of projects to be included in an upcoming bonding effort

R4 Overall Athletic Facilities Needs Assessment

Immediate Phase I Options For 2024 - 2025 School Year

School	Description	Est. Total Cost ⁽¹⁾
VRHS	Stadium Complex - Reconstruct Running Track	769,000
VRHS	Stadium Complex - Reconstruct Natural Grass	770,000
VRHS	Baseball Field - Reconstruct Infield	223,000
VRHS	Softball Field - Reconstruct Infield	291,000
VRHS	Upper Field Conversion to Artificial Turf	1,982,000
VRHS	Practice Field Conversion to Artificial Turf	1,853,000
VRHS	Tennis - Construct Post Tension Concrete Courts	881,000
JWMS	JWMS Soccer 1 - Reconstruct Natural Grass	566,000
JWMS	JWMS Soccer 3 - Reconstruct Natural Grass	461,000
Undev Land	Construct 2 New Natural Grass Fields, Develop Property	2,020,000
TOTAL		9,816,000

⁽¹⁾ Per BSC Group cost updates as of Nov 16, 2022, using high cost est + contingency fees + owner costs

R4 Overall Athletic Facilities Needs Assessment

VALLEY REGIONAL HIGH SCHOOL

<i>Facility</i>	<i>Primary Objectives Met</i>	<i>Project</i>	<i>Project Details</i>	<i>Estimated Project Cost</i>
Stadium Complex	Safety, Accessibility, Maintenance	Reconstruct running track, development of a new 6-lane track to support regional meets	Strip existing all-weather track surface, mill and pave asphalt base, install new polyurethane base mat with structural spray surface and new markings. Reconstruct pole vault runway. Construct two (2) long/triple jump runways and jump pits. Improve accessibility.	\$ 769,000
Stadium Complex	Safety, Maintenance, Management of Assets	Reconstruct natural grass field, improve drainage	Re-grade field, improve drainage, replace goal posts, relocate scoreboard, new irrigation system, sod.	\$ 770,000
Baseball Field	Safety	Reconstruct infield	Remove infield lip, new clay surface, reconstruct mound, upgrade utilities, new warning track, new irrigation system.	\$ 223,000
Softball Field	Safety	Reconstruct infield	Remove infield lip, new clay surface, improve accessibility and spectator seating.	\$ 291,000
Upper Field	Safety, Accessibility, Maintenance	Convert natural grass playing surface to synthetic multi-sport field	Remove natural grass surface and replace with synthetic turf, new scoreboard, ball safety netting, improve accessibility and spectator seating.	\$ 1,982,000
Practice Field	Safety, Accessibility, Maintenance	Convert natural grass playing surface to synthetic multi-sport field	Convert playing surface to synthetic multi-sport turf, new sports field lighting, upgrade utilities, new amenities, spectator seating, improve accessibility.	\$ 1,853,000
Tennis Courts	Safety, Accessibility, Maintenance	Construct post-tension concrete courts	Demolish existing facility, new post-tension concrete base, new equipment, new fencing, improve accessibility and spectator seating.	\$ 881,000

R4 Overall Athletic Facilities Needs Assessment

JOHN WINTHROP MIDDLE SCHOOL

<i>Facility</i>	<i>Primary Objectives Met</i>	<i>Project</i>	<i>Project Details</i>	<i>Estimated Project Cost</i>
Soccer 1	Safety, Equity, Accessibility, Management of Assets	Reconstruct natural grass field, improve drainage	Re-grade field, improve drainage, new irrigation system, sod, improve accessibility and spectator seating.	\$ 566,000
Soccer 3	Safety, Management of Assets	Reconstruct natural grass field	Re-grade field, improve drainage, new irrigation system, sod, improve accessibility and spectator seating.	\$ 461,000

VALLEY REGIONAL HIGH SCHOOL UNDEVELOPED LAND

<i>Facility</i>	<i>Primary Objectives Met</i>	<i>Project</i>	<i>Project Details</i>	<i>Estimated Project Cost</i>
Undeveloped Land	Equity, Safety, Accessibility, Maintenance, Management of Assets	Construct two (2) new fields, construct cross country trail, provide utilities	Construct two (2) new 65 yard natural grass multi-sport fields including tree clearing, earthwork, possible retaining walls, gravel parking area, upgrade electrical service, irrigation well, irrigation system, delineate cross country route, minor clearing of trees and vegetation.	\$ 2,020,000

Current & Future Outstanding Debt Obligations

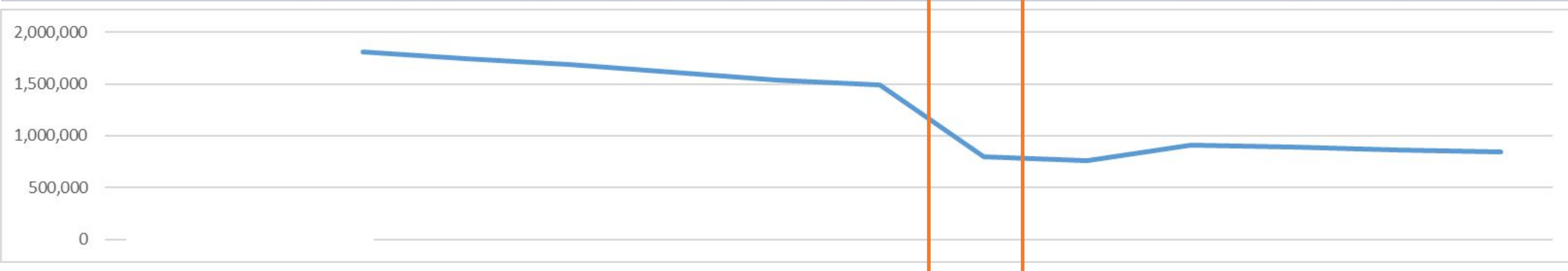
Principal AND Interest

With addition of debt payments for future capital and athletic facility needs

- Assumes 20 year bond with fixed principal payments
- Assumes 4.25% Interest Rate, per Municipal Advisor estimate

CURRENT & PROPOSED FUTURE DEBT OBLIGATIONS (PRINCIPAL & INTEREST) USING PHASE I RECOMMENDATIONS

	Amount	Final Payment Year	16 - 17	17 - 18	18 - 19	19 - 20	20 - 21	21 - 22	22 - 23	23 - 24	24 - 25	25 - 26	26 - 27	27 - 28
Bond 1	1,472,000	21-22	173,850	169,350	164,850	150,500	146,300	142,100						
Bond 2	5,045,000	21-22	636,325	611,125	591,125	566,125	539,250	519,750						
Bond 3	7,760,000	23-24	999,650	960,800	927,400	891,600	853,650	826,150	793,800	764,400				
NEW	35,000	43-44									907,980	887,121	866,262	845,403
TOTAL			1,809,825	1,741,275	1,683,375	1,608,225	1,539,200	1,488,000	793,800	764,400	907,980	887,121	866,262	845,403



Bonding Timeline Shared with Region 4 BOE

As approved by Bond Counsel Matt Ritter

- **March 2, 2023** – As part of the agenda for the Regular BOE Meeting, the Board will **VOTE to schedule a District Meeting/Public Hearing** on March 29th
- **March 29, 2023** – The Board will hold a **District Meeting/Public Hearing** on the proposed bond resolutions in accordance with Section 10-56 and Section 10-47c of the CT General Statutes

The District Meeting/Public Hearing will be IMMEDIATELY followed by a **Special Meeting** for the Board to **VOTE to approve referendum language and set the date of the referendum** on the proposed bond resolutions for Tuesday, May 2, 2023 from 6:00 a.m. – 8:00 p.m. at the polling locations in Chester, Deep River & Essex. Upon the Board’s vote to set the date of the referendum, the non-advocacy period will begin.

Following the Board vote to set the referendum date, the Town Clerks will be notified of the referendum date and referendum questions to be voted upon

- **During April** – In accordance with State Statute 10-47c and 9-226 the Town Clerk will publish warning of the referendum (“not more than 15, nor less than 5 days prior”)
- **April 27 @ 7:00 p.m.** – The Board will hold an INFORMATIONAL ONLY Public Hearing to present the projects and answer questions from the public in advance of the referendum
- **May 2, 2023 from 6:00 a.m. – 8:00 p.m.** The Referendums on the bonding proposals and the Proposed Region 4 2023-24 Budget will be held.

(note: per statute, the referendum on that day must run for the hours listed above, in accordance with the law, even though a budget referendum would typically only run from noon – 8:00 p.m.)

Upcoming Timeline & Milestones

- **Thursday, January 5, 2023 @ 7:00pm (Tonight):**
 - Share Committee recommendations with Region 4 BOE
- **Thursday, January 5, 2023 @ 7:00pm (Tonight):**
 - Discussion and possible VOTE to direct Superintendent to proceed with having counsel prepare necessary language for future meetings and votes regarding the bonding process, in accordance with the recommendation of the Grounds and Buildings Committee, or as revised by the BOE.
- **Winter 2022-2023:** Ongoing conversations and promotion with Public around Athletics Facility Needs to Support Bonding Referendum
- **Winter / Spring 2023:** Bonding Timeline in effect per previous slide
- **May 2, 2023:** Possible Referendum for Region 4 Bonding Placed on Ballot

A photograph of John Winthrop Middle School. The building is made of red brick and has a grey upper section. A large, full tree with bright pink blossoms is in the foreground, partially obscuring the building. The sky is blue with some light clouds. The school's name is visible on the brick wall to the right.

John Winthrop Middle School Schedule Development

2023-2024 School Year

Dr. Sarah Brzozowy, Assistant Superintendent
Mrs. Melissa Morgan-Hostetler, Principal

John Winthrop Scheduling Needs

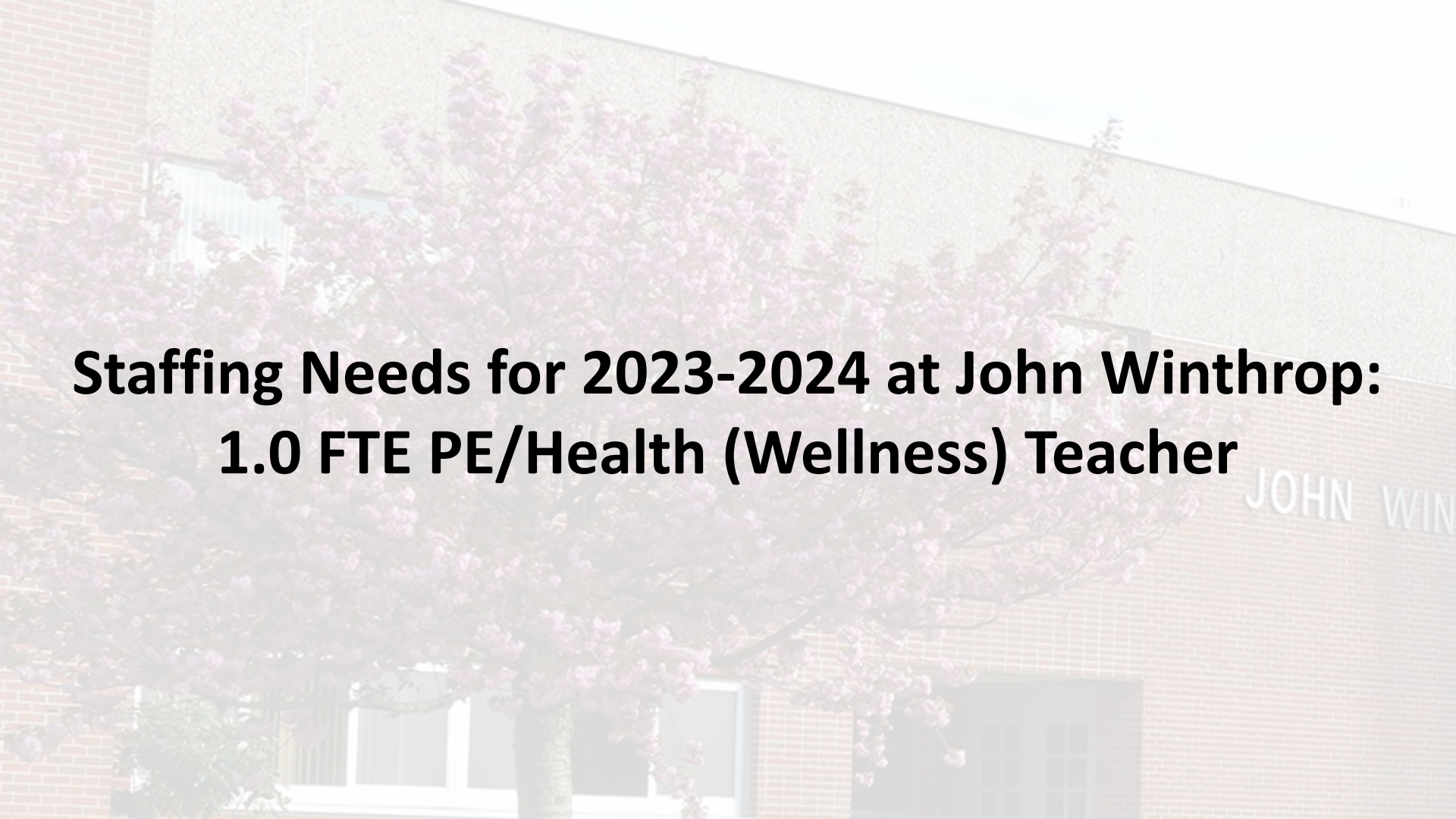
- Current schedule does not provide adequate instructional time for Health/PE (Grades 7 and 8)
- Schedule could not accommodate students who were not enrolled in band/chorus/World Language courses (lack of available sections in Art, Tech Ed, Music, Life Management, etc)
- Building schedule was not adjusted to respond (over time) to declines in student enrollment and staffing
- Schedule changes made during COVID were not addressed for the 2022-2023 school year

Scheduling Considerations

- Full schedule restructure was not feasible.
- Current student enrollment and staffing levels (right sizing the schedule)
- Ensuring all classes at JW conform to BOE class size guidelines
- Maintain teaming concept at JWMS
- Improved schedule needs to provide increased time for Health/PE

Steps to Address Scheduling Needs

- Assistant Superintendent meetings
- Meetings with Dean of Students, Counselors
- Principal office hours, open forums - families and staff
- Interviews with students
- Faculty Advisory Council meetings
- Conversations with union representatives
 - Staff did not want to be a part of the schedule process
 - Feedback to school leadership to have this done in an accelerated manner
- Interview and hiring of consultant
- Research of other middle schools
- Multiple schedule planning sessions

The background of the slide is a photograph of a school building. In the foreground, there is a large tree with many small, light pink blossoms. The building behind the tree is made of red brick and has several windows. On the right side of the building, the words "JOHN WIN" are visible in large, light-colored letters. The overall scene is bright and clear.

Staffing Needs for 2023-2024 at John Winthrop: 1.0 FTE PE/Health (Wellness) Teacher

Next Steps

- Scheduling development ongoing at JWMS
- Region 4 Budget Workshop #1 (January 25)
- Spring 2023 Rollout of Improved Schedule (BOE, Staff, Students, Families)
- Fall 2023 Implement new schedule at JWMS