The public may view the meeting live at https://mansfieldct.gov/video.

**Agenda**

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF MINUTES:**
March 10, 2022 Regular Meeting (M) (P. 1)

**COMMUNICATIONS:**

**HEARING FOR VISITORS**

**ADDITIONS TO THE PRESENT AGENDA**

**BOARD REPORTS:**

**INFORMATION, PRESENTATIONS, AND ACTIONS**

- Superintendent's Report
- Mansfield Middle School Modernization Study Report (P. 4)
- Mansfield Middle School Field Trip Request (M) (P. 22)
- Mansfield Food Services Update
- 2022-2023 School Meal Prices (M)
- Healthy Food Certification (M) (P.24)
- MMS Roof Project Update
- Update on School Building Project

**NEW BUSINESS (if needed)**

**HEARING FOR VISITORS**

**CONSENT AGENDA (M):** The following items for the Board of Education April 14, 2022, meeting be approved or received for the record, unless removed by a Board member or the Superintendent of Schools.

That the Mansfield Public Schools Board of Education accepts the resignation of Arban Nazarko, teacher at Mansfield Middle School; effective June 20, 2022 (P. 28)
SUGGESTIONS FOR FUTURE AGENDA ITEMS

EXECUTIVE SESSION for the discussion of non-renewals of teachers.
Possible action regarding non-renewals of teachers following Executive Session.

ADJOURNMENT
Mansfield Board of Education
2021-2026

Mission:

It is the mission of the Mansfield Public Schools, in partnership with the Mansfield community, to ensure that each and every child develops the knowledge, skills, and dispositions essential for civic engagement and personal excellence in learning, life, and work within our local and global community.

Core Beliefs:

- **Lead with equity.** We believe that children must be supported to learn and develop in a safe, antiracist environment free from discrimination, bias, and prejudice against all people where conscious efforts and intentional actions ensure equitable opportunities.
- **Develop the whole child.** We believe schools have an obligation to teach academic and social skills while nurturing the emotional, physical, and behavioral development of all children.
- **Ensure active learning.** We believe students learn best when they engage in joy-filled, empowering, intellectually challenging, and personalized experiences that deepen understanding of the world while building academic and social-emotional skills.
- **Build partnerships.** We believe engaging families and the community as equal partners is necessary to fulfill the mission and vision of Mansfield Public Schools.
- **Prepare global citizens.** We believe schools must develop young people to be stewards of their community, nation, and the larger world around them by instilling the skills needed to contribute to a peaceful society and sustainable world.
- **Grow educators.** We believe that providing an environment that allows for inquiry, supports risk taking, provides for continuous learning, and attends to the whole person is as important for educators as it is for students.

Robert's Rules of Order General Guidelines

As outlined in the MBOE By-Laws, Robert's Rules of Order shall govern the proceedings of the Board unless otherwise provided by the bylaws. Following are some general guidelines from Robert's Rules and the By-Laws that should be followed to ensure efficient meetings and the rights of all members, aid decision-making and allow all to be heard.

1. During any discussion, a member must be recognized by the Chair before speaking.
2. A member will not be allowed to speak a second time until all other members wishing to speak have been allowed to do so.
3. Members should refrain from speaking a second time unless they have a new point to make or need to respond to new information.
4. As a general rule during discussion, comments should be directed through the Chair to the whole Board, rather than to other or individual members. All discussion is with the Board as a whole. Questions of the Superintendent or other non-BOE members making presentations should be directed to that individual.
5. Private conversations can be distracting to those speaking and should be limited.
6. During discussion, the Chair should try to provide equal time to those in favor or against a given topic or motion.
7. A majority is more than half of the votes cast, not a majority of the Board. For example: if only 7 members choose to vote, and the result is 4-3 in favor, the motion is adopted. Members who abstain are “refraining from voting”.
8. If discussion on a *motion* is lasting a long time, any member can “move the previous question” or “call the question”. They must be recognized by the Chair in order to do so. This is not debatable, and a two-thirds vote is required to pass. If two-thirds vote in favor of ending debate, the Board ends all discussion on a motion and then moves to an immediate vote on that motion.
9. Committee reports that recommend action should be submitted in writing. This allows for clear understanding of recommendations.
It is the mission of the Mansfield Public Schools, in partnership with the Mansfield community, to ensure that each and every child develops the knowledge, skills, and dispositions essential for civic engagement and personal excellence in learning, life, and work within our local and global community.

Mansfield Board of Education Meeting
March 10, 2022
DRAFT Minutes

Attendees: Kathy Ward, Chair, Susannah Everett, Vice-Chair, Martha Kelly, Secretary, Edith Allison, David Litrico, Katherine Paulhus (electronically), Jeannette Picard, Kelly Zimmermann

Absent:

The public may view the meeting live at https://mansfieldct.gov/video.

The meeting was called to order at 7:00pm by Ms. Ward.

APPROVAL OF MINUTES: Motion by Ms. Everett, seconded by Mr. Litrico to approve the minutes of the January 27, 2022, Budget Workshop. Vote: Unanimous in favor and motion passed.

Motion by Ms. Allison, seconded by Ms. Everett to approve the minutes of the February 3, 2022, Mid-Year Review. Vote: Unanimous in favor and motion passed.

Motion by Ms. Allison, seconded by Mr. Litrico to approve the minutes of the February 3, 2022, Budget Workshop. Vote: Unanimous in favor and motion passed.

Motion by Ms. Allison, seconded by Ms. Picard to approve the minutes of the February 10, 2022, Regular Meeting. Vote: Unanimous in favor and motion passed.

Motion by Ms. Allison, seconded by Ms. Zimmermann to approve the minutes of the February 23, 2022, Special Meeting. Vote: Unanimous in favor and motion passed.

Motion by Ms. Everett, seconded by Ms. Allison to approve the minutes of the February 24, 2022, Special Meeting. Vote: Unanimous in favor and motion passed.

COMMUNICATIONS: The Board received a letter of resignation from Elizabeth Verge, a letter to request the appointment of April Morin, a thank you note from Shamim Patwa, two letters of thanks from the Windham Area Interfaith Ministry, and a Connecticut Association of Boards of Education, Inc. Award of Excellence for Educational Communications Honorable Mention Letter and Certificate.

April Morin addressed the Board. Motion by Litrico, seconded by Mrs. Kelly to approve the appointment of Ms. Morin to the Board of Education. Vote: Unanimous in favor and motion passed. Ms. Chaine, Town Clerk, took Ms. Morin’s oath.

Eleven members of the public addressed the Board during the opportunity for public comment:

Laura Medeiros, resident and parent – spoke against masking because we know more now and parents and children should have a choice

Elena Schreiber, resident and parent – shared her concern for potential variants and subsequent surging and the plan for communication as changes occur

Julia Schreiber, resident and MMS student – spoke in support of required masking because she would feel safer and more protected for now

Katelyn LeBreton, resident and MMS student – spoke in support of continued masking and read an email from a classmate also supporting the continuation of masking because she believes masks have been effective
Brian Coleman, resident – shared he is proud of Mansfield and how civil everyone is being and also endorsed April Morin as a Board of Education member

Erin Anderson, resident and parent – expressed her continued desire for the Board to lift the mandate due to her opinion of the negative effects masks are having on children's development

Julia Slesinski, resident and parent – voiced her opinion that masking has done damage and children should not be asked to sacrifice their health for the comfort of others

Peter McDevitt, resident and parent – spoke in support of lifting the mask mandate and complimented the Board on the job they’re doing

Kyle Stearns, resident and parent – expressed his opinion that it's time to lift the mask mandate and move on

Rochelle Marcus, resident, parent, MMS teacher and co-president of Mansfield Education Association and Richard Weyel, Goodwin teacher and co-president of Mansfield Education Association – addressed the Board together to express their appreciation and support of the Board to do what’s best for everyone

ADDITIONS TO THE PRESENT AGENDA: None

BOARD REPORTS: Mrs. Bradshaw-Hill reported that the Finance Committee met earlier today to review the shared medical insurance fund. She summarized the analysis and stabilization process that would require a surplus distribution previously approved for fiscal year 2020-21 and will transpire now. Ms. Zimmermann reported the Personnel Committee met with the Secretaries’ Association and negotiated a secretarial contract to be presented during Executive Session.

INFORMATION, PRESENTATIONS AND ACTIONS:

Mrs. Lyman reiterated the Department of Public Health recommendations and rationale for the transition to a routine, preventive approach in order for the Board to determine if their decision to lift the mandate as of March 14 will remain. Ms. Ward stated masks will be optional as of Monday, March 14 and thanked the Board and community for their patience throughout all of this.

Mrs. Lyman reported the two MMS teams competing in the Science Quiz Bowl of Southern New England are semifinalists and will continue to the next round. She also announced the Mansfield Elementary School mascot has been chosen – the tiger. The latest video created in partnership with Insight Education Group – illustrating how Mansfield is a place to grow professionally - was shared with the Board.

Mrs. Lyman discussed the school calendar status as it pertains to the construction plan and how weather could affect it. Mrs. Lyman congratulated and introduced Mike Seal who has been named Director of Teaching and Learning. Mr. Seal expressed his thanks for the honor of being selected for this position, acknowledged the strong team of administrators and his love of teaching and learning.

Mrs. Lyman indicated the recent change in insurance calculations impacted the previously approved budget and suggested the Board amend the 2022-2023 Adopted Budget and vote to approve the change. Mrs. Bradshaw-Hill explained the recalculation of estimated versus actual expenses resulted in a reduction in the costs of employee benefits. The new bottom line of the adjusted budget decreased to -0.2%. Motion by Ms. Everett, seconded by Mr. Litrico effective March 10, 2022, to approve the budgeted adjustment to the fiscal year 2022-2023 Budget as proposed and adopt the adjusted fiscal year 2022-2023 budget. Vote: Unanimous in favor and motion passed.

Dr. Patwa and Mr. Dart presented detailed overviews of the Student Support Services Program Review and the Equity Audit. These important projects were managed in partnership with CREC Expert Solutions and Insight Education Group respectively.

MMS Roof Project Update - Mrs. Lyman shared very recent photos of the MMS roof progress.
Update on School Building Project – Mrs. Lyman shared drone photos from today and the building is really taking shape and close to being “weather-tight.”

- Watch our school grow [https://mansfieldct.gov/2178](https://mansfieldct.gov/2178)

Ms. Ward indicated a construction site visit of the Board is under consideration for the last week of March and she will provide more information when appropriate.

NEW BUSINESS (if needed): None

HEARING FOR VISITORS: None

CONSENT AGENDA: Motion by Mr. Litrico, seconded by Ms. Allison the following items be approved. Vote: Unanimous in favor.

That the Mansfield Public Schools Board of Education approves the retirement of the following:

**Rebecca Robichaud**, Mansfield Middle School; effective June 30, 2022

**Mark Jones**, Mansfield Middle School; effective June 30, 2022

That the Mansfield Public Schools Board of Education approves the resignation of the following teacher:

**Pauline Hayes**, Vinton Elementary School; effective the last day of school for the 2021-2022 school year.

SUGGESTIONS FOR FUTURE AGENDA ITEMS: None

Motion by Ms. Everett, seconded by Ms. Picard to enter Executive Session at 9:26pm for the purpose of discussing the Secretary Contract negotiations and invite Superintendent Lyman.

Following Executive Session the Board returned to Regular Session at 9:30pm. Motion by Ms. Allison, seconded by Mr. Litrico to approve the proposed agreement between the Mansfield Board of Education and the Mansfield Public School’s Secretary Association effective 7/1/2022-6/30/2025. Vote: Unanimous in favor.

ADJOURNMENT: Motion by Mr. Litrico, seconded by Ms. Picard to adjourn at 9:32pm. Vote: Unanimous in favor.

Respectfully submitted,

Jill Corso, Board Clerk
Mansfield Public Schools
Mansfield Middle School Facilities Condition Assessment
and Modernization Study
Preliminary Findings-DRAFT
April 5, 2022
# Table of Contents

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- State of Connecticut Facility Database .......... Page 4
- General Building Conditions ....................... Pages 4-7
- Program and Facility Challenges .................. Pages 7-9
- Space Standard Calculation and State Participation .... Page 10
- Proposed Program and Facility Renovation Concept .... Page 11
- Draft Budgets ....................................... Pages 12-13

## Attachments

- Attachment A – State Space Standard Worksheet
- Attachment B – Form SCG-1060 8-27-2021 State Reimbursement
- Attachment C – Proposed Site modifications
- Attachment D.1 – Proposed Main Floor modifications
- Attachment D.2 – Proposed Upper Floor modifications
Introduction

The Mansfield Middle School Facilities Condition Assessment (FCA) and Modernization Study has been created to identify options, timelines and estimates for maintenance, renovations, and programmatic needs. The report focuses on the existing 52-year-old building’s ongoing maintenance and facility upgrades to be incorporated into a Capital Improvement Plan (CIP) with estimated costs and timeline for implementation. This report has been created with input from the Superintendent, Principal and Maintenance staff to address programmatic needs, short- and long-term maintenance and repair, space utilization, code, safety, and security items. In addition to the specific programmatic needs and CIP projects this report also addresses options for full building renovations including the potential for State support along with estimated costs to build a new Middle School for comparison purposes. Typical CIP projects are not reimbursed by the State because they involve repair and replacement of existing building components. Code related issues including handicapped accessibility improvement may qualify for State reimbursement if applied for as separate non-priority projects. This study will explore the estimated project costs for the Town to implement the recommended improvements by the following three options:

- **Baseline – CIP projects** – The baseline includes the development of a 10-year Capital Improvement Plan to repair the identified deferred maintenance projects and does not address any educational program space deficiencies. The CIP will need to be funded through the Town budget and will have limited State funding opportunities.

- **Option #1** – This option includes the Baseline CIP projects along with the implementation of recommended programmatic upgrades phased over a 10-year period. This approach would result in limited State support as the majority of the work will involve repair and replacement of materials however the phased implementation may be more palatable to the taxpayers. This option is being developed with the District’s input to determine which projects would be implemented in which year and what those specific estimated costs would be at each phase. If this option is pursued an overall implementation schedule with year-to-year costs will be produced incorporating the recommended implementation.

- **Option #2** – This option involves an application to the State for renovation status bringing the existing building up to “Like New” condition with all systems having a minimum 20-year life expectancy. In this scenario the State would pay for all eligible repair and renovation costs. This requires an application to the State certifying that the building is structurally sound and provides confirmation that the renovations will be less expensive than building a new school.
Option #3 – Involves the creation of a budget to build a new Middle School on a site yet to be determined. It should be noted that an appropriate centrally located site could not be located for the new Elementary School project and a larger site for a new middle school of at least 20 acres would be required.

Facility Overview
The existing Mansfield Middle School plans are dated July 15, 1968, and it is assumed that the construction was completed in 1970 making the school approximately 52 years old. The building has been well maintained but has not received any significant modifications since its original construction. The building was upgraded from electric to hydronic heating approximately 11 years ago with the addition of a new central boiler plant located in a satellite building along with rooftop dedicated outside air units for ventilation. A media center addition was constructed in 1998 bringing the entire facility area up to 118,338 s.f. including 4 portable classrooms that were installed in 1996. Exterior door replacement is ongoing and a new generator is scheduled for installation this summer. The Mansfield Middle School services grades 5 through 8 and the State of Connecticut lists the building as having a capacity of 746 students. The district has seen a steady decline in enrollment due to demographic swings in the State and the current student population is approximately 500 students. The November 15, 2019, population study projected 504 students for the 2021-2022 academic year and projects the highest estimated enrollment within the next 8 years of 504 students in 2027-2028.

State of Connecticut Facility Database
- Size - 118,338 s.f. including 4 portable classrooms and out-buildings
- Site – 30 Acres
- Classrooms – 31
- Portable -4 in use since 1996 – 4,053 s.f.
- Capacity – 764 students

General Building Conditions
As part of the master plan process for the Mansfield Middle School, Colliers conducted a Facilities Conditions Assessment to evaluate the current conditions of the school. The identification of the total cost of repairs and upgrades to the existing school building is an important piece of the planning process. The current age and condition of the building represents a liability that will need to be addressed if the school is to remain viable and safe for students.

Quantifying the cost of upcoming building maintenance projects establishes a baseline of spending needs that will need to be attended to in order to maintain the school in acceptable conditions. It is important to note that addressing the identified maintenance items does not
bring the school to current standards to properly support today's educational programs. It is simply fixing the school so that it functions as a school building from 1970. The incremental costs identified for a full renovation or replacement with new construction will allow the buildings to truly support the educational needs and goals of the Mansfield Public Schools.

Facilities inspections of Mansfield Middle School were conducted in November of 2021 by Colliers professional architects, engineers, and project managers experienced in the conduct of similar assessments at educational institutions throughout the country. These inspectors identified maintenance repair needs associated with the Middle School that were individually codified and prioritized in order to develop a database of projects that will serve as a tool for Mansfield to utilize in the development of this master planning effort and in its commitment to address these maintenance needs.

The Colliers inspection teams identified more than 70 individual projects related to maintenance repair and regulatory issues in Mansfield Middle School. The identified cost for the repair of these deferred maintenance projects is estimated to be $6.6 million. Each project was assigned a priority based upon its relative urgency of need as judged by the Colliers inspection team. Of the total need, $1.0 million has been deemed Priority 1. The distribution of total need across all priorities can be summarized as follows in Table 1:

<table>
<thead>
<tr>
<th>Priority 1 – High Priority</th>
<th>TOTAL NEED</th>
<th>% OF TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects address issues of asset protection, quality of space, physical environments, or regulatory concern.</td>
<td>$1.0</td>
<td>14.6%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Priority 2 – Important</th>
<th>TOTAL NEED</th>
<th>% OF TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects require appropriate attention to preclude predictable deterioration, potential downtime and associated damage, or higher costs if deferred further.</td>
<td>$4.9</td>
<td>75.1%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Priority 3 – Deferrable</th>
<th>TOTAL NEED</th>
<th>% OF TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects are recognized for the impending nature of their existence. However, at this time, these issues can be deferred until a later date.</td>
<td>$0.7</td>
<td>10.3%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Facilities Needs</th>
<th>TOTAL NEED</th>
<th>% OF TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$6.6</td>
<td>100.0%</td>
<td></td>
</tr>
</tbody>
</table>

The individual needs identified in this assessment were categorized within major Maintenance Systems depicted on the following page in Exhibit I: Profile of Deferred Maintenance Needs by Maintenance System. This exhibit provides a graphic illustration of the total and priority needs identified across each of the eight (8) major maintenance categories utilized.
The largest area of need is related to the electrical systems of the school. Issues related to the electrical systems total $2.0 million, of which $0.4 million is considered Priority 1. Identified electrical projects include upgrading the distribution panel boards and adding additional circuits and outlets in classrooms and offices to properly support modern electrical needs, upgrading lighting throughout the building, upgrading informational technology and audio/visual capabilities in classrooms, and replacing the obsolete lighting and sound systems in the auditorium.

Issues related to the interior finishes of the school represent the second largest area of need at $1.6 million, of which only $26.6 thousand had been designated as Priority 1. In general, the school interior is well maintained; however, flooring, ceilings, interior doors, casework, auditorium seating, and lockers have aged and are due for replacement.

While this FCA is not intended to be a comprehensive survey of safety and statutory issues, several items were identified that will improve school safety and code compliance. It is important to note that Mansfield Middle School is inspected annually by the Town of Mansfield and certificates of occupancy are current. Most of the issues identified as not meeting current codes in this assessment met the applicable codes at the time of construction and are considered “grandfathered.” The identified projects represent a future exposure to Mansfield and should be recognized in any planning efforts.
extent that certain investment thresholds are reached in these buildings, they will need to be brought up to current code.

Statutory projects totaled $1.0 million, of which $49.2 thousand is designated as Priority 1. The Identified Statutory projects include installing sprinkler systems in the school, upgrading emergency lighting, adding an exhaust system and chemical storage cabinets for the art room, adding panic hardware in the band and choral rooms, and installing magnetic hold opens and door closers at doors to the area of refuge at the upper-level east stair.

Conformance with the Americans with Disabilities Act (ADA) is a major component of these regulatory issues, and an additional $336.1 thousand was identified for projects to improve accessibility across the school. Accessibility projects include constructing a new elevator, providing ADA seating and a lift to the stage in the auditorium, and modifying entrances to ADA toilet rooms.

- Projects related to the school’s Grounds total $671.6 thousand, including $16.0 thousand of priority 1 needs. Grounds projects include repaving parking lots and drives, replacing cracked concrete sidewalk areas and curbing, and repairing the brick retaining wall at the main entrance.

- The level of need related to the Exterior Shell of the schools totals $854.9 thousand, of which $109.0 thousand has been deemed Priority 1. Identified Exterior Shell projects include replacing the window systems and transite soffits, replacing selected exterior doors and frames, repairing battens and painting metal fascia on the original building, repairing, and repointing exterior masonry at selected locations, and reroofing and repairing siding on the modular classrooms and connector.

- Construction of the exterior heating plant addressed most of the HVAC projects in the school. Remaining HVAC projects total $126.0 thousand to replace rooftop exhaust fans and condensing units, installing an exhaust system for the art room kiln, installing a paint booth in the technology education classroom, and replacing the rooftop units serving the modular classrooms.

- Plumbing projects total $30.0 thousand to conduct a study on the viability of providing a new domestic water service to the school and replacing the existing kitchen sink with a 3-bay unit.

Program and Facility Challenges

- Art - There is only one art room that serves both 2D and 3D programs and is undersized at approximately 1,025s.f. with an adjacent 160s.f. storage/office and 180s.f. kiln room. There is a lack of storage space for both educational materials and student projects. This program is also isolated on the second floor and would perform better if it were
adjacent to the Tech Ed room. The Art and Tech Ed programs share curriculum at times and could also share a computer lab which is currently adjacent to the Tech Ed room located near music.

- **Music** – The district has a robust music program, and the existing spaces are not sufficient to accommodate the current programs which consist of Instrumental Music, Choir/General Music, and Orchestra. The Main Music classroom is tiered and is not handicapped accessible. Currently instrumental music is taught on the stage and chorus which can have up to 100 students at a time is being taught in the music room. There is a small room assigned to the Orchestra program that has poor acoustics and is undersized for the participation. Instrumental music occupying the stage is problematic for other events and most specifically is impacted by the theatrical department.

- **Life and Consumer Science / Sewing** – The current space is undersized for the program and there are no handicapped appliances. There is one HC sink however access is challenging due to the existing furniture configuration that limits circulation. Specifically, the sewing tables consume the majority of the circulation area in the center of the room and the space should be re-configured or a separate area provided to ease the congestion.

- **Media Center** - The media center could use a teaching space within the media center sized to hold at least one class with a dedicated interactive board. The existing tall bookcases restrict use and the surrounding rooms should be redeveloped for additional use. A green screen room is requested adjacent to the media center. The acoustics below the barrel-vaulted ceiling are very poor and should be addressed. The IT directors office may also be located in the media center to free up space for other academic requirements.

- **Miscellaneous offices and small group rooms**. With the proposed re-organization of spaces there is a need to reallocate existing building areas by combining or dividing existing spaces into new program areas throughout the facility. These revised spaces have been identified on the proposed concept plans.

- **Main Office** - The main office is not accessible from the exterior of the building which creates a check in issue. The current secure vestibule is remote from the main office and located 1/2 floor level above the main office floor. A new secure vestibule that is tied directly to the main office should be explored and incorporated into the proposed revisions to facilitate improved public check in.
- **Kitchen / Cafeteria** - The kitchen servery is undersized and functions as a single serving line. The serving area should be opened up to a grab and go configuration. There is a desire to open up the cafeteria walls to the hallway and redesign the space for multi-use to promote collaboration and teamwork. Adjacent storage should be provided to facilitate additional uses of the space for a break-out area or larger academic gatherings.

- **Bathrooms** – There are handicapped bathrooms on each floor that are available to students. Handicapped facilities for staff are more limited and require upgrades to entry points for push or pull along with door widths. Handicapped accessible fixtures and enclosures need to be provided, finishes are old and should also be replaced with new finishes that can easily be sanitized.

- **Room Entrances** - A number of the doors and hallways to non-classroom areas do not have the appropriate push pulls or corridor width for handicapped accessibility. Door and corridor widths should be evaluated and either modified or automatic door operators provided for access.

- **Vertical Access** - The only existing elevator located adjacent to the main entrance is undersized and cannot accommodate a gurney. The elevator should be replaced with a new model that provides a larger cab. There is no HC access from the gymnasium to the second floor Boys locker room and an additional elevator should be added for access. If the new elevator at the gymnasium was sized for gurney access the existing elevator could be renovated and upgraded within its current shaft configuration.

- **Auditorium** - There is no handicapped access from the auditorium seating areas to the stage, a ramp or handicapped lift should be explored. The projection booth is not handicapped accessible and should be reconfigured. The auditorium seating is original to the school and is reaching the end of its useful life. The auditorium lighting is limited and should be replaced with modern LED color changing fixtures, the catwalk should be evaluated for code issues and accessibility.

- **Art Ventilation** – The ventilation in the art room is very poor, a new system that provides dedicated outside air should be provided.

- **Media Center Acoustics** - The acoustics in the media center are very poor, especially under the barrel vault ceiling and should be addressed.

- **Portable Classrooms** - The existing portables have reached the end of their useful life and should be removed.

- **Entrances and Drives** – The existing bus and parent drop-off traffic flow should be evaluated and a better separation of the two traffic flows explored. Additional parking should also be explored.
Space Standard Calculation and State Participation

Space Standards / Reimbursement – The following initial evaluation will determine the parameters for discussions with the State on possible reimbursement. Code related projects typically qualify for reimbursement by the State such as elevator access to the boys locker room. Facility upgrades and replacements such as windows and finishes are not reimbursed by the State unless the project is granted renovation status. A meeting should be facilitated with OSCG&R staff to review the options associated with this study to secure State funding. The 3 budget options include anticipated percentages of eligible items that may qualify for reimbursement.

The total square footage of the existing facility is 118,338s.f. including the 4 existing portable classrooms. The 4 existing portable classrooms have reached the end of their useful life and should be removed. These 4 classrooms could be utilized for swing space during a renovation project and the scope and timeline for any future renovations should be reviewed prior to demolition. With the elimination of the portable classrooms the existing facility will total 114,285s.f. based on the current information available, this number will be used for evaluating the facility to the current State space standard based on the projected maximum population of 504 students within the next 8-year period. The space standard that is utilized for grant commitments calculates the maximum square footage for the Middle School facility at 82,656s.f. This is 31,622s.f. below the current buildings area less the portable classrooms. (See Attachment – A) The space standard calculation results in a 72.32% eligibility or 27.68% reduction in the reimbursement rate for eligible construction. The projected State reimbursement for Mansfield in 2022 for renovations is 75.72% (see Attachment-B) which would be reduced to 54.76% based on the average of square footage. It is highly unlikely that the State would approve any building additions and the programmatic and facility concerns will need to be addressed within the existing buildings footprint with the exception of a new secure vestibule.

A renovate as new package could be discussed with the State which if granted would make all typically ineligible repair and replacement costs eligible for reimbursement. To achieve the anticipated 54.76% reimbursement rate, a renovate as new package would need to be submitted and approved which would then qualify all non-code related renovations and replacements for State funding. One option to increase the State support would involve the relocation of required educational components to the middle school such as the BOE offices. The potential benefit to the current State reimbursement should be evaluated for any additional costs, lost agencies to other town departments and the impact to the current educational program and required spaces. Based on the space program developed by the administration the current facility would not be able to provide the required educational programs if the BOE offices were moved into the existing building.
Proposed Program and Facility Renovation Concept

Site Circulation proposed modifications — In addition to the general site pavement repairs identified in the facilities conditions assessment the existing bus and parent drop-off traffic flow should be evaluated. Currently the bus drop-off takes place on the side of the building with separate 5-6 grade and 7-8 grade student drop off lanes at the front of the building. To facilitate improved one-way traffic flow for the parent drop off an extension of the existing drop off lane is proposed. Additional parking could also be added in front of the building and handicapped parking spaces re-configured within the front island areas. A proposed 275 KVA photovoltaic panel system mounted on canopies has been proposed to bring the total power generated on site close to 100% taking into account the existing Co generation system and PV panels. (See Attachment - C)

Existing Facility Proposed Program Revisions — The concept proposes a new secure entry vestibule to access the main office for improved public check in. A new exterior canopy and stair will be added and tied to the existing handicapped ramp to provide access directly into the main office. The Music department is reorganized by relocating the tech ed area to provide sufficient space for all three music programs and storage. Having all music programs adjacent to the auditorium while being remote from quieter learning areas is preferred. The Auditorium will receive new interior handicapped access along with lighting and sound system upgrades and seat refurbishment. The control room is not accessible and should be demolished and replaced by an open sound mixing and lighting control station. The Technology Education program is relocated to the East with exterior access for material deliveries. The single art room is relocated to the first floor adjacent to technology education with increased area, storage, kiln room and access to the exterior courtyard for outdoor learning opportunities. A new computer lab will be created adjacent to the Tech Ed room and shared with the Art program. The Cafeteria has been opened up to the circulation providing for a dining commons approach with an open servery that promotes flow. The upgraded dining commons can be configured for multiple uses and additional storage should be incorporated. The servery will have a gate that drops down from the ceiling for security. The existing elevator will be renovated and re-configured at the existing location but longer to allow gurney access to the second floor. A second elevator is proposed adjacent to the gymnasium to allow access to the second-floor locker room directly from the gymnasium. A new classroom will be created in the media center and the acoustical issues addressed. The life and consumer science room should be renovated for handicapped accessibility. The old art room will be configured as well as miscellaneous spaces to create smaller learning spaces. In addition to the proposed programmatic changes once the renovation work is completed the existing portable classrooms will be demolished. (See Attachments-D.1 and D.2)
Draft Budgets

There are four draft budget ranges that represent the options discussed in this report.

- Base Line CIP
- Option #1 – Mansfield MS Focused Renovations Estimated Budget
- Option #2 – Mansfield MS Renovate As New Estimated Budget
- Option #3 – Mansfield MS New Construction Estimated Budget

**Baseline CIP** – Based on the findings of the Facilities Conditions Assessment, Mansfield will need to spend $5,650,000 over the next ten years on maintenance and repair projects. The installation of a full sprinkler system has been removed from the baseline estimated costs because the identified repair items are unlikely to meet the threshold requiring full code updates. This baseline budget represents the minimum expenditures to repair deferred maintenance items, and it does not bring the schools to current educational standards nor address the identified programmatic deficiencies. As stated earlier in this report, it is simply fixing the school so that it functions as a school building from 1970.

**Option #1** – This draft estimated budget range reflects the programmatic renovations proposed in this report along with all Baseline CIP projects. The majority of the changes would involve repair and replacement and would not be considered reimbursable. Specific code related projects may qualify for reimbursement. It is assumed that approximately 5% of the proposed costs may qualify for State support. (Note: The extent of technology replacement needs to be confirmed with district staff.) New mechanical roof top units are excluded in Option #1 for the proposed specific renovations and it is anticipated that the existing systems would only be reconfigured with new ductwork and distribution unless the renovation were delayed for approximately 8-10 years at which time new mechanical units would be recommended.

<table>
<thead>
<tr>
<th>Total estimated project budget</th>
<th>$18,400,000 – 19,700,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total estimated State support</td>
<td>$920,000 – $1,000,000</td>
</tr>
<tr>
<td>Total estimated District Share</td>
<td>$17,480,000 – $18,700,000</td>
</tr>
</tbody>
</table>

**Option #2** – This draft budget reflects the complete renovation of the entire 114,285 s.f. facility, “Renovated as New” with all systems having a 20-year life expectancy. The district has maintained the existing structure and continued to invest in the facility. Based on field observations the building appears to be sound and a good candidate for a renovation project. All of the programmatic changes associated with Option #1 are also included as part of this option. An application for renovation status would need to be submitted to OSG&R and reflect an overall project cost savings when compared to building a new facility. Because the existing
building is well above the allowable space standard issued by OSCG&R the reimbursement rate would potentially be reduced from 75.72% to 54.76%. A meeting would be facilitated with the State to confirm their potential level of support. It is assumed that 95% of the proposed costs could qualify for State support. (Note: The extent of technology replacement needs to be confirmed with district staff.) because the facility would be renovated as new all costs associated with facility upgrades are included.

- Total estimated project budget: $49,000,000 - $52,000,000
- Total estimated State support: $26,800,000 - $28,400,000
- Total estimated District Share: $22,200,000 - $23,600,000

**Option #3** – This draft budget reflects the construction of new facility on a new site. The State space standard based on a projected student population of 504 students is 82,656s.f. which is significantly smaller than the existing building. It is assumed that the State would allow the District to exceed the space standard by 8% similar to the new elementary school project resulting in a total building area of 89,843s.f. or 24,442s.f. smaller than the existing building. A suitable site for a new facility would be 15 acres plus 1 acre for each 100 students or approximately 20 acres. Locating a suitable site for a new school could pose a challenge. The site work component of the estimate is a best guess based on similar projects but could be significantly more depending on actual site conditions.

- Total estimated project budget: $60,000,000 - $64,000,000
- Total estimated State support: $35,000,000 - $38,400,000
- Total estimated District Share: $25,000,000 - $25,600,000
**SPACE STANDARDS WORKSHEET**

This worksheet should be completed and submitted with the application for any N(new), E (extension), A (alteration), R (remodel) or I (interior) request. The information provided below will be used to determine the maximum square footage per pupil and the maximum square footage for school buildings.

### State Standard Space Specifications

<table>
<thead>
<tr>
<th>Graded Levels</th>
<th>Pre K &amp; K</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
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<td>142</td>
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</table>

1. Under the column headed "Projected Enrollment," find the range within which your school's highest projected enrollment will occur.
2. Using the figures on that line, complete the grid below for only those grades housed within the school.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Allowable Square Footage per Pupil</th>
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<tbody>
<tr>
<td>Pre-K</td>
<td>6</td>
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<tr>
<td>K</td>
<td>7</td>
</tr>
<tr>
<td>1</td>
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<tr>
<td>4</td>
<td>11</td>
</tr>
<tr>
<td>5</td>
<td>152</td>
</tr>
</tbody>
</table>

(a) Total (grades Pre-K through 12) 656
(b) Number of grades housed 4
(c) Average [(a)/(b)] 164
(d) Highest Projected 8-year enrollment 504
(e) Maximum Square footage [(c) x (d)] 82,656

3. Total square footage at completion of project:
   a. Existing area constructed pre-1950 0
   b. Multiply "a." by 80% 0
   c. Area (at completion of project) constructed 1950 or later 114,285
   d. Square footage for space standards computation (b+c) 114,285

If line 2 (e) is greater than line 3(d) there is no grant reduction
If line 3 (d) is greater than line 2 (e), divide line 2 (e) by line 3 (d) Grant reduction be

72.32% *

*This factor will be used to reduce total eligible costs because of space in excess of the maximum eligible for reimbursement. If the result of extraordinary programmatic requirements, the superintendent may submit a request to the Commissioner for all extraordinary programs with explanations must be included with the request.*
<table>
<thead>
<tr>
<th></th>
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<td>18.57%</td>
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<td>18.21%</td>
<td>28.21%</td>
<td>18.21%</td>
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<tr>
<td>77</td>
<td>MANCHESTER</td>
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<tr>
<td>78</td>
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<td><strong>75.36%</strong></td>
<td><strong>65.36%</strong></td>
<td><strong>75.36%</strong></td>
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<td>48.57%</td>
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<td>42.86%</td>
</tr>
</tbody>
</table>
MANSFIELD MS - MAIN FLOOR
PROPOSED MODIFICATIONS
3-15-2022

ATTACHMENT - DT

HC ACCESS MODIFICATIONS & REPLACE SEATING.

REVISE ORIENTATION OF EXISTING ADMIN OFFICES AND COUNTER 90 DEGREES

CANOPY EXTENSION AND NEW STAIR TO NEW SECURE VESTIBULE

EXTEND NEW H.C. ACCESSIBLE WALKWAY TO THE EXISTING RAMP

CREATE NEW CLASSROOM FOR THE MEDIA CENTER AND ADDRESS ACOUSTICAL ISSUES

NEW ELEVATOR AND REVISED ENTRANCE TO GIRLS LOCKER ROOM FOR ACCESSIBILITY

MAKE 2 EQUAL ROOMS

109 600 s.f.
107 600 s.f.

MAKE 2 EQUIPMENT ROOMS

112b 500 s.f.
112a 500 s.f.

DEMO PORTABLE CLASSROOMS AND CANOPY

209 COMPUTER LAB SHARED TECH AND ART 24 STATIONS 460 s.f.

207A TECH ED SPRAY BOOTH & STORAGE 225 s.f.

207 TECH. ED 1,600 s.f.

208 ART 1,600 s.f.

208a KILN 125 s.f.

RENOVATE LCS 1400 s.f.

215
Mansfield Public Schools
School Trip Request Form

Type of Trip:

☐ Field Trip ☐ Extracurricular/Club Trip ☐ Day Trip
☐ Enrichment Trip ☐ International Trip ☒ Overnight Trip

Class, Club, or Organization: Mansfield Middle School German Exchange

Requested by: Doug Perkins  Date Requested: March 30, 2022

Destination (Be Specific)
We will be going to Camp Cody (Nature's Classroom) in Freedom New Hampshire
9 Cody Rd.
Freedom New Hampshire
03846

List academic, social, and/or civic expectations from the Mission Statement that will be met by taking this trip: Academic and social expectations:
This trip is very important in helping Build a relationship between German students and their home and school hosts. We do this early in the three week exchange so that the bond they develop can grow throughout the 3 week experience.

Date(s) of Trip:
June 5-7 2022

Number of School Days to be Missed:
2

Time of Departure:
9:00 am Sunday June 5th

Number Attending:
There will also be 20 German students and 2 German Chaperones
Students ☐ 40 Faculty ☐ 4 Staff ☐ Parents ☐ Others ☐

If the date(s) requested impact(s) instructional time, please give valid rationale why the trip cannot be taken during a non-instructional period:
There are very few places that can accommodate a group this large at a reasonable price. These are dates Camp Cody had available.

If substitute coverage will be provided, please describe how classroom instruction is likely to be affected:

School Trip Request:
<table>
<thead>
<tr>
<th>Expense Detail</th>
<th>District Share (total)</th>
<th>Student Share (per)</th>
<th>Chaperone Share (per)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Substitutes</td>
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<td>70</td>
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<tr>
<td>Admission Fees</td>
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<td>Other</td>
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<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>300</td>
<td></td>
</tr>
</tbody>
</table>

How have students/parents been informed that financial assistance is available for students in need? 
Yes at parent meeting

Are funds available to support students in need? Yes

Section Below Completed By Administrator Only:

Is the itinerary required to be sent home to parents? _____ Yes _____ No

Number of chaperones required: Staff Members ________ Outside Personnel ________

_____ This will be forwarded to the Mansfield Board of Education for approval.

_____ Approved _____ Denied _____ Trip Itinerary required and attached

Administrators Signature: _______ Print Name: _______

Date of Board Approval if Applicable: __________________________

Nurse’s signature indicating that the names of students attending have been submitted 10 school days in advance of the trip: _______
TO: Sponsors of the National School Lunch Program
FROM: John D. Frassinelli, Division Director School Health, Nutrition, Family Services and Adult Education
DATE: February 15, 2022
SUBJECT: Operational Memorandum No. 05-22
Requirements for Submitting the Healthy Food Certification (HFC) Statement for School Year 2022-23

The Healthy Food Certification (HFC) statute (C.G.S. Section 10-215f) requires that each local board of education or governing authority (BOE) for public schools1 participating in the National School Lunch Program (NSLP) each year must certify whether all food items sold to students (separately from reimbursable meals) will or will not meet the Connecticut Nutrition Standards (CNS). This memo provides the required BOE motion language and instructions for the HFC application process for school year (SY) 2022-23.

HFC Eligibility Requirements for BOEs opting to implement HFC
The BOE must complete a vote on the required motion language in this memo by July 1, 2022, or the BOE will not be eligible for HFC during SY 2022-23 (July 1, 2022, through June 30, 2023). Each BOE must choose one of the two options below to satisfy this requirement and be eligible for HFC.

- Option 1: Using the exact language included in this memo, the BOE conducts three votes:
1) whether the district will participate in the healthy food option; 2) whether the district will allow food exemptions; and 3) whether the district will allow beverage exemptions.

- Option 2: Using the exact language included in this memo, the BOE conducts two votes:
1) whether the district will participate in the healthy food option; and 2) whether the district will allow food and beverage exemptions.

Required healthy food option vote for all BOEs
The BOE must vote “yes” or “no” for implementing the healthy food option of C.G.S. Section 10-215f. The motion and board-approved meeting minutes must include the exact language below:

Motion language for healthy food option: Pursuant to C.G.S. Section 10-215f, the board of education or governing authority certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2022, through June 30, 2023. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school

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1 Public schools include all public schools, regional educational service centers, the Connecticut Technical Education and Career System (CTECS), charter schools, interdistrict magnet schools, and endowed academies.
cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

Required vote for food exemptions for BOEs opting to implement HFC
If the BOE votes “yes” for implementing the healthy food option, the board-approved meeting minutes and motion must reflect a “yes” or “no” vote on the exact language below.

Motion language for food exemptions: The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the food sales.

Note: If the BOE votes “no” for the healthy food option, a vote on whether to allow food exemptions is not required.

Optional vote for beverage exemptions for all BOEs
The state beverage requirements (C.G.S. Section 10-221q) apply to all public schools, regardless of whether the district participates in the NSLP or certifies for the healthy food option of HFC. If the BOE does not have a beverage exemption in place, the BOE’s schools can never sell noncompliant beverages to students. If the BOE chooses to allow beverage exemptions, the motion and board-approved meeting minutes must include the exact language below:

Motion language for beverage exemptions: The board of education or governing authority will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. The “school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the beverage sales.

Option to combine food and beverage exemptions
Instead of two separate food and beverage motions, the district may choose to combine food and beverage exemptions into one motion by using the exact language below:

Motion language for combined food and beverage exemptions: The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with
an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food and beverage items are not sold from a vending machine or school store. At “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the food and beverage sales.

HFC Application Process for SY 2022-23

All public school sponsors of the NSLP applying for HFC for SY 2022-23 must complete the three steps below to meet the HFC application deadline of **July 1, 2022.**

1. **Schedule the two required votes (healthy food option and food exemptions) at a BOE meeting before June 30, 2022.** If the district chooses to allow beverage exemptions, the CSDE recommends that the BOE conduct the vote on beverage exemptions at the same time as the HFC votes.

2. **Maintain a copy of the board-approved meeting minutes indicating the results of the HFC votes. Do not submit these minutes until requested (see step 3).**

3. **May 2022:** Complete the online HFC application module in the CSDE’s Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System). Upload the board-approved meeting minutes indicating the results of the HFC votes for the healthy food option and food exemptions (and the vote for beverage exemptions, if applicable). **Note:** The CSDE will notify sponsors when the HFC application module and instructions are available. Do **not** access the CNP System prior to receiving this notification.

For additional guidance on the HFC application process, review the CSDE’s presentation, Application Procedures for HFC, and visit the “Apply” section of the CSDE’s HFC webpage.

Refer to Appendix A for a list of resources with the requirements that schools must follow to ensure HFC compliance. For questions or additional information, please contact Susan Fiore at 860-807-2075 or susan.fiore@ct.gov or Teri Dandeneau at 860-807-2079 or teri.dandeneau@ct.gov.

JDF:sff

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain for future reference. All CSDE operational memoranda are posted on the CSDE’s Operational Memoranda for School Nutrition Programs webpage.
Motion  
Healthy Food Certification Statement  
April 14, 2022

Pursuant to C.G.S. Section 10-215f, the Mansfield Board of Education certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2022 through June 30, 2022. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including, but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises sponsored by the school or by non-school organizations and groups.

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Motion  
Mansfield Board of Education  
Connecticut Nutrition Standards Exclusion  
April 14, 2022

The Mansfield Board of Education will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the Page 3 of 3 | Connecticut State Department of Education location of the event; and 3) the food and beverages items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held.

Jil Corso, Board Clerk
April 1st, 2020

Arban Nazarko
345 Buckland Hills Drive Apt. 12131
Manchester, CT 06042
(860) 338-9597

Mrs. Candace Morell
Principal
Mansfield Middle School
205 Spring Hill Road
Storrs Mansfield, CT 06268

Dear Mrs. Candace Morell,

I am writing this letter to officially notify you that I will be resigning from my teaching position as a Grade 5 teacher at Mansfield Middle School effective the end of the 2021-2022 school year.

Being a teacher in Mansfield the past 17 months has been a great privilege, as well as an invaluable learning experience. I am grateful for the opportunity you have given me to work here.

Sincere Regards,

Arban Nazarko