

**ESSEX ELEMENTARY SCHOOL  
BOARD OF EDUCATION REGULAR MEETING  
EES MEDIA CENTER  
THURSDAY, SEPTEMBER 8, 2022 7:00pm**

**F.O.I. Compliance** – Subject to BOE approval at a future meeting

**CALL TO ORDER**

Mr. Seidman called the meeting to order at 7:00pm.

**Attendance: Essex BOE**

Lon Seidman

Justin Pillion(7:04pm Arrival)

Mark Watson(via Phone)

Cassandra Sweet

Nancy Johnston

**Administration:**

Brian White

Bob Grissom

Sarah Brzozowy

Jennifer Tousignant

**CONSENT AGENDA**

Upon a motion duly made by Nancy Johnston seconded by Cassandra Sweet on the Essex Board of Education unanimously **VOTED** to approve the minutes from the regular meeting on May 12, 2022 and the Accounts Payable report as written.

**PUBLIC COMMENT**

No Comment

**REPORTS and OTHER ITEMS**

**Superintendent's Report**

**District Update**

The opening of school went smoothly. Convocation was held in person. The STEM lab is open. Cameras have been installed on the buses. First Student has been very supportive of this. The drivers are concerned about student safety. Reported cases of COVID will be tracked by a data tracker and will be available on the website. A Board of Education retreat is scheduled for September 24, 2022 at 9:00am at the John Winthrop Library to discuss strategic planning goals.

**Information and Communication**

Five contracts will be negotiated this year. Cafeteria workers, Region 4 secretary and nurses and the certified employees will be negotiated this fall. A three year contract is expected. Para-educators and network techs will be negotiated in the Spring.

Mr. White gave an update on security. A firm will be secured to do a security audit. Practices will also be reviewed so there is consistency in all five buildings. Safety drills have occurred in all schools. A technology audit will occur later in the year. Free school lunch will be extended until November. Work in our district has been done regarding equity. Tri-town and the district will work together on this.

## **Assistant Superintendent's Report S. Brzozowy**

### **General Update**

It was great to see staff and the kids coming back to school. It has been a great start to the year.

### **Financial Status Updates**

#### **Current Year to Date Financial Status Update**

Mr. Grissom gave an update on the financial status. The FY21-22 status update was discussed. Last year financials are closed. There was a small surplus of approximately \$87,000. The audit is being completed. There was an encumbrance for DRA expenses. Current year reporting is prepared through the end of August. A new procedure of encumbering funds earlier in the year will be done to give a better picture of trends. There is no concern at this time of meeting the financial needs of the district.

#### **Cafeteria Fund Update**

FY21-22 revenues were from federal monies received from the Seamless Summer option. This was extended through part of the summer. The State of CT is allocating money to fund this option until November to allow families to apply for free and reduced lunch. Essex is receiving \$48,509 from the State. November 15<sup>th</sup> is the target date when this program will end.

#### **Medical Reserve Tracking**

Net favorable results have been realized last year. The reserve is funded adequately.

#### **Grants**

ESSER III funds were used for a math interventionist and a social worker. Both positions are part time. Funding will also be provided for a certified substitute teacher during the winter months.

RFP's were completed for the Safety Security audit, asset management and technology services. This will continue to be reviewed.

#### **Principal's Update**

Ms. Tousignant gave a brief report. The opening of school went smoothly. Positive energy for both staff and students was seen. New staff has done a terrific job.

#### **Other Items**

##### **Presentation on Building Study Outcomes – Representatives from Drummey Rosane Anderson (DRA)**

Greg Smolley and Jim Barrett from DRA presented the facility needs for the Essex Elementary school. Mr. Smolley discussed the short term and long term facility needs. Mr. White gave a brief update. He discussed the process of getting info to the three communities regarding building needs. The finalized report will be shared with each of the towns. (see attached)

## **Committee Reports**

### **Finance**

Next Meeting October 19, 2022

### **Curriculum**

Next Meeting October 19, 2022 (revised date)

### **Policy**

Next Meeting October 20, 2022

### **Supervision District:**

Meeting held at the next Joint Board of Education meeting.

## **Other Committee Reports**

### **LEARN Committee Report**

No report at this time.

### **Discussion regarding Pending Policies**

No Policies to discuss

## **PUBLIC COMMENT**

No Comment

### **Executive Session-Interview- Candidate to Fill Board Vacancy for a Term to Last Until November 2023**

No Executive Session needed.

## **ACTION ITEM**

**Possible VOTE to Appoint a Candidate to fill a Board Vacancy for a Term to Last Until November 2023 at which time the position goes on the Ballot for a Full 6 Year Term**

Upon a motion made by Mark Watson and seconded by Nancy Johnston the Essex Elementary Board of Education unanimously **VOTED** to appoint Marjorie Russell to the Essex Elementary Board of Education to fill a Board vacancy for a term to last until November 2023 at which time the position goes on the ballot for a full 6 year term.

## **FUTURE AGENDA ITEMS**

9.1 Joint BOE Meeting October 6, 2022 @ 7:00pm

9.2 Essex BOE Meeting next Regular is November 10, 2022 @ 7:00pm

## **ADJOURNMENT**

On motion duly made and seconded the Board unanimously **VOTED** to adjourn at 8:35pm.

Respectfully Submitted,

Kelley Frazier, Secretary

# The Schools of Chester, Deep River, Essex, and Regional 4

COMMITTED TO EXCELLENCE

SCHOOL FACILITIES PHYSICAL – **Essex Elementary School**  
CONDITIONS ASSESSENT

8 September 2022

DRA

# The Schools of Chester, Deep River, Essex and Region 4

6 BUILDINGS | 3 ES | 1 MS | 1 HS

- DISTRICT OFFICES**
  - **RSD #4**  
Winthrop Road, Deep River

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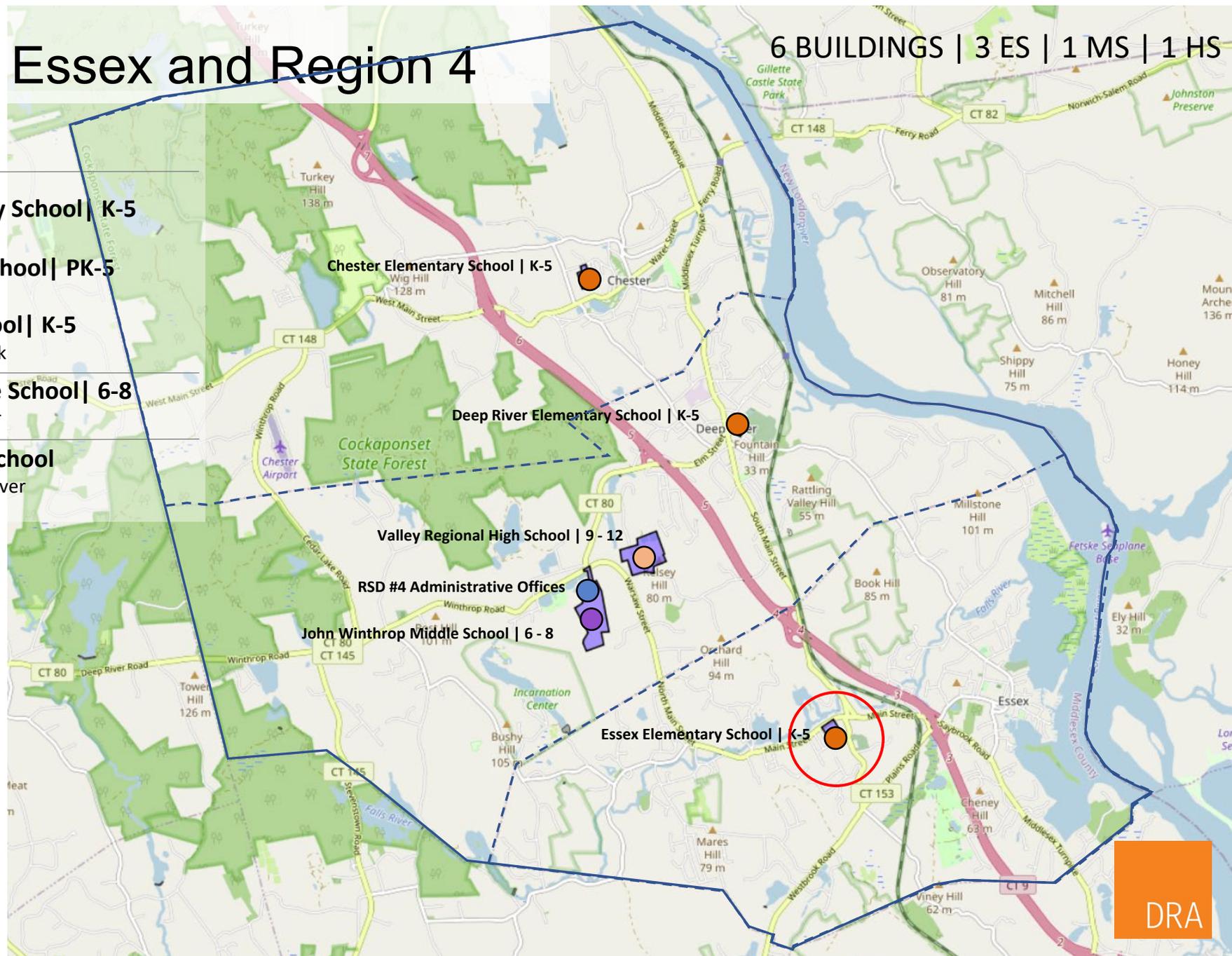
- ELEMENTARY SCHOOLS**
  - **Deep River Elementary School | K-5**  
12 River Street, Deep River
  - **Chester Elementary School | PK-5**  
23 Ridge Road, Chester
  - **Essex Elementary School | K-5**  
108 Main Street, Centerbrook

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- MIDDLE SCHOOL**
  - **John Winthrop Middle School | 6-8**  
1 Winthrop Road, Deep River

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- HIGH SCHOOL**
  - **Valley Regional High School**  
256 Kelsey Hill Road, Deep River



DRA

# Physical Conditions Assessment



BEST

**District Offices | Administrative**  
Winthrop Drive

**Essex Elementary School | PK - 5**  
108 Main Street

**Valley Regional High School | 9 - 12**  
256 Kelsey Hill Road

ACCEPTABLE

**Deep River Elementary School | PK - 5**  
12 River Street

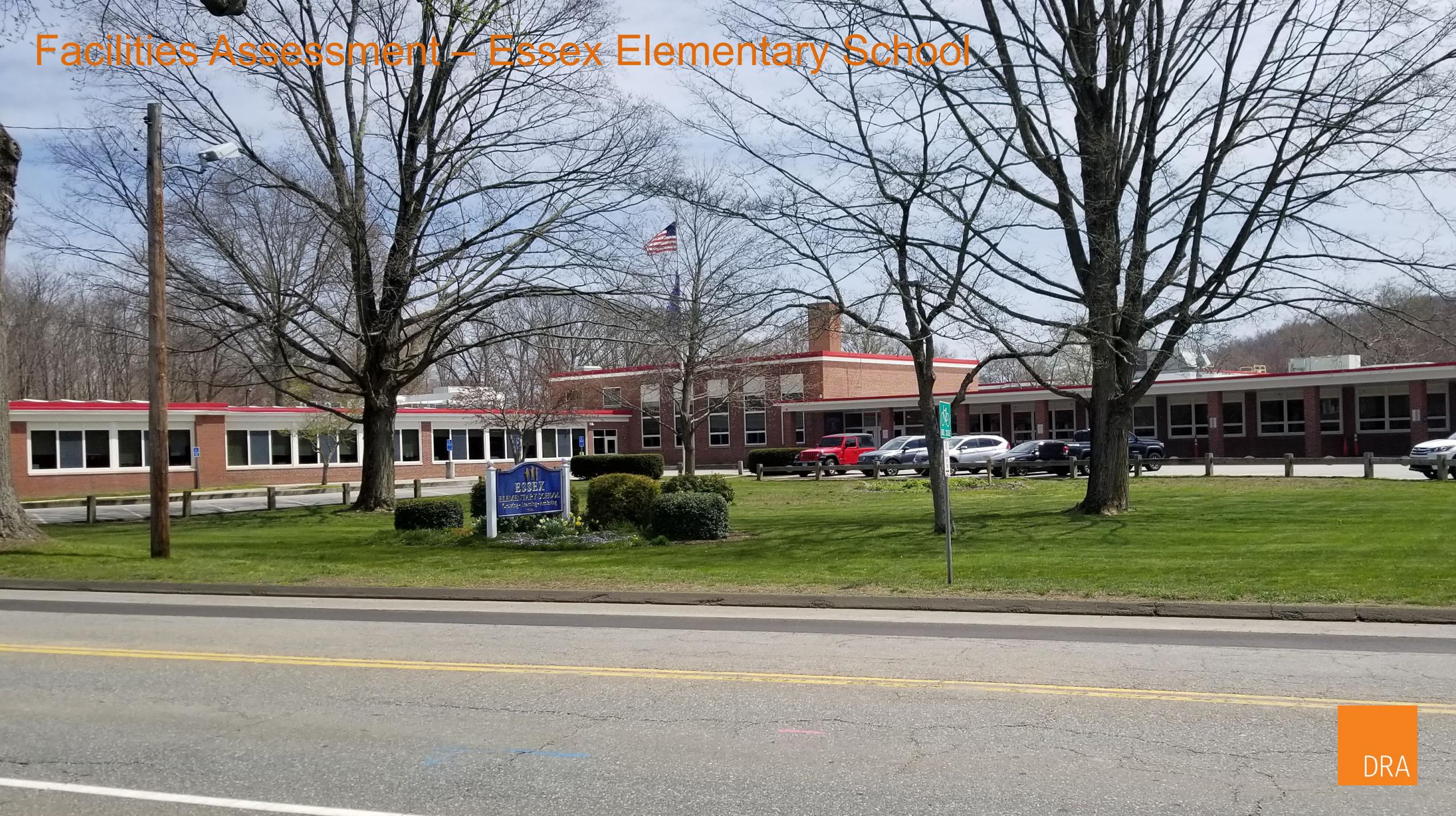
**Chester Elementary School | PK - 5**  
23 Ridge Road

POOREST

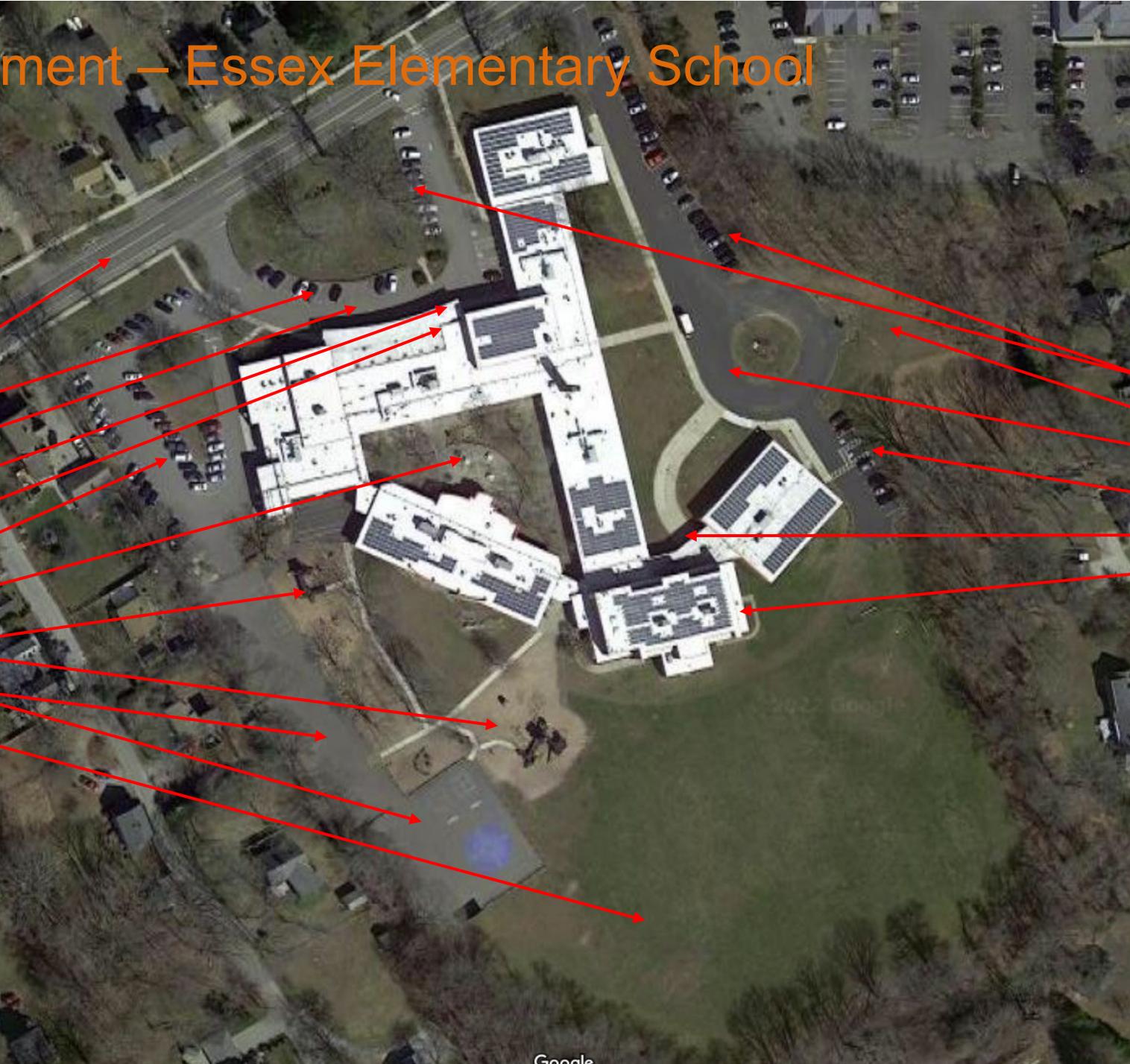
**John Winthrop Middle School | 6 - 8**  
1 Winthrop Drive



# Facilities Assessment – Essex Elementary School



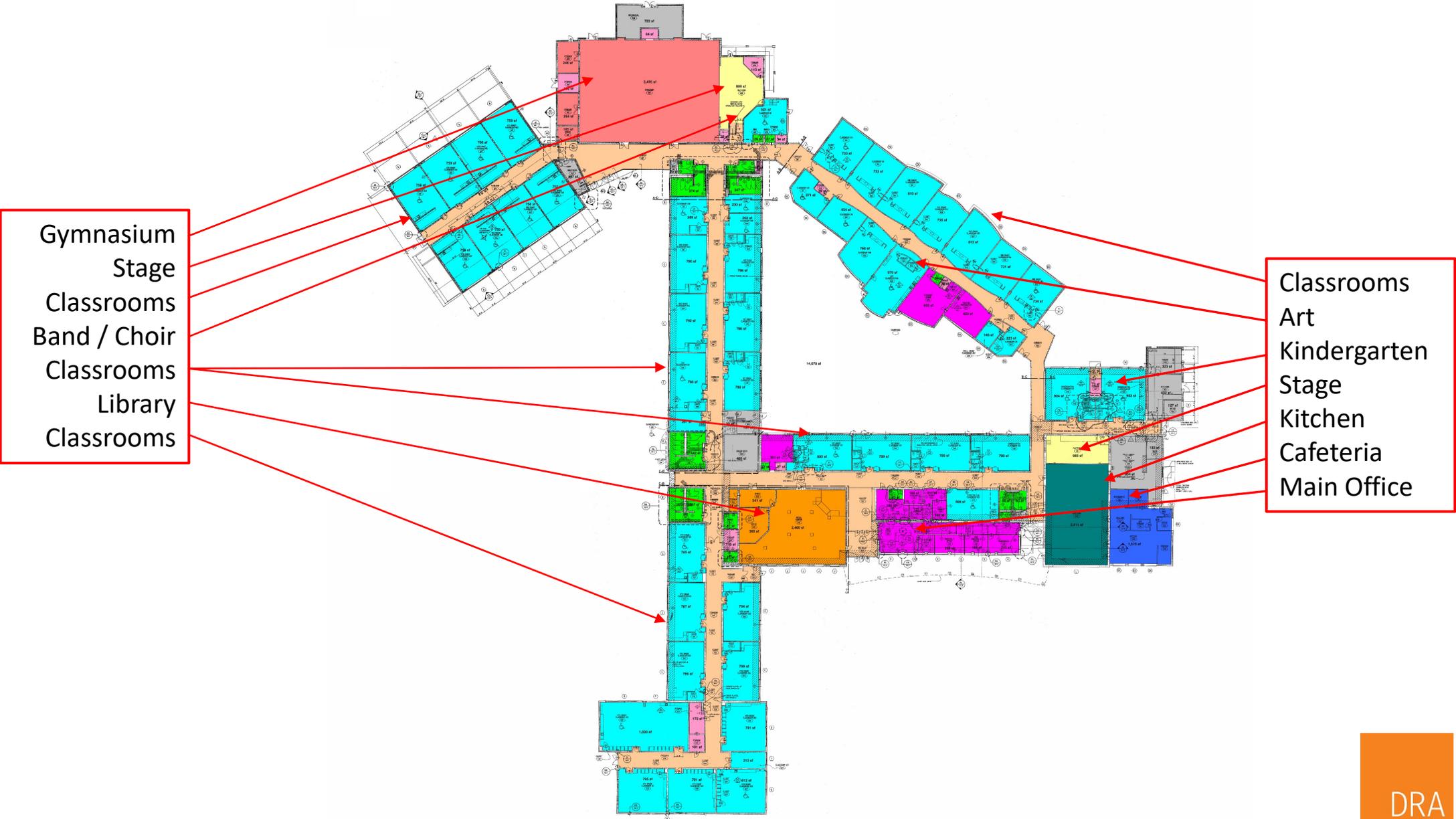
# Facilities Assessment – Essex Elementary School



- Main Street
- Visitor Parking
- Parent Drop
- Main Entry
- Main Office
- Staff Parking
- Interior Courtyard
- Playscapes
- Play Area
- Playfield

- Staff Parking
- Parking Expansion
- Bus Drop
- Staff Parking
- Student Entry
- Gymnasium

# Facilities Assessment – Essex Elementary School



## *Assessment Summary*

- Building overall is in good condition
- Some windows should be replaced
- Some ADA compliance issues to address
- Classrooms configurations could be improved
- Considerable investment projected for 2030 - 2035

# Facilities Assessment – Essex Elementary School

## *Large Cost Items*

- 2023
  - Playscape safety and ADA compliance
- 2030
  - Windows, Mechanical/Electrical/Plumbing
- 2035
  - Roof, Fire suppression, Cabinetry/Millwork

# Facilities Assessment – Essex Elementary School

PROJECTED STUDENT ENROLLMENT	Students	# Inst. Areas		Students	# Inst. Areas
<b>8-Year Highest Projected Enrollment</b>	<b>8-Year</b>	<b>25</b>		<b>8-Year</b>	<b>25</b>
Pre-Kindergarten	20	0.80	Grade 6	62	2.85
Kindergarten	42	1.68	Grade 7		0.00
Grade 1	46	1.84	Grade 8		0.00
Grade 2	46	1.84	Grade 9		0.00
Grade 3	45	1.80	Grade 10		0.00
Grade 4	45	1.80	Grade 11		0.00
Grade 5	53	2.12	Grade 12		0.00
<b>Total Student Enrollment</b>				<b>359</b>	<b>14.73</b>

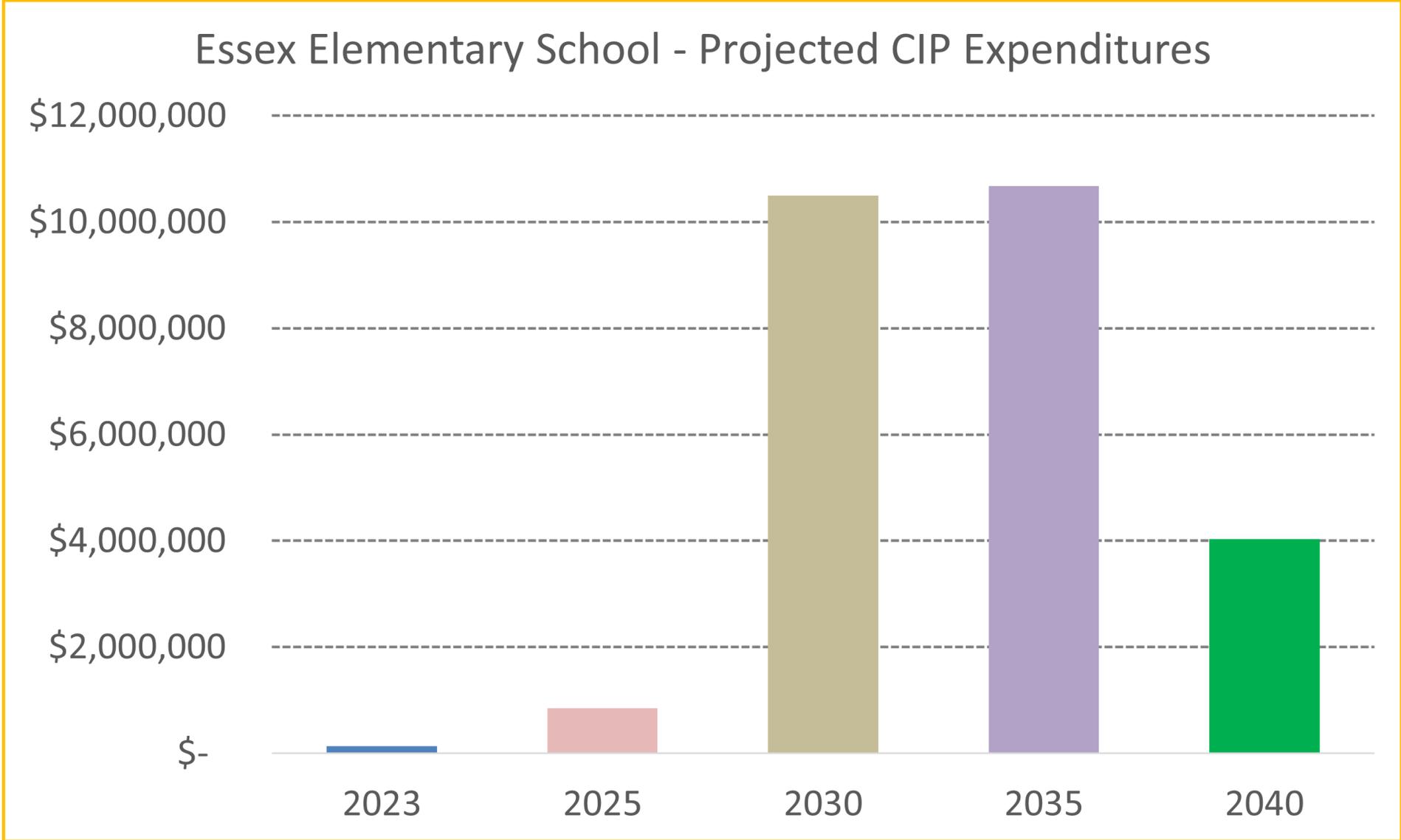
# Facilities Assessment – Essex Elementary School

REIMBURSEABLE SQUARE FOOTAGE	Students	SF/student	Total
SF/Student - Elementary School	297	125.00	37,125
SF/Student - Middle School	62	151.00	9,362
SF/ Student - High School	0		
<b>Maximum Reimbursable Gross Square Feet</b>			<b>46,487</b>

PROGRAM AREAS	New	Exist SF	Total SF	# Instr Area
Academic Core	0	32,057	32,057	38
Special Education	0	1,345	1,345	
Administration	0	2,321	2,321	
Media Center	0	3,081	3,081	
Visual Arts	0	980	980	1
Music	0	520	520	1
Performing Arts / Auditorium	0	1,010	1,010	0
Life Skills/Tech/Bus Education	0	0	0	0
Physical Education	0	6,080	6,080	0
Student Dining	0	3,231	3,231	
Food Service	0	1,575	1,575	
Custodial	0	450	450	
<b>Subtotal - Net Square Feet</b>	<b>0</b>	<b>52,650</b>	<b>52,650</b>	<b>40</b>
Building Services	0	15,213	15,213	
<b>Subtotal - Net SF including Building Service</b>	<b>0</b>	<b>67,863</b>	<b>67,863</b>	
Construction Factor	0.11	0.11	0.18	
<b>Total Gross SF Programmed - Funded</b>	<b>0</b>	<b>75,328</b>	<b>80,265</b>	

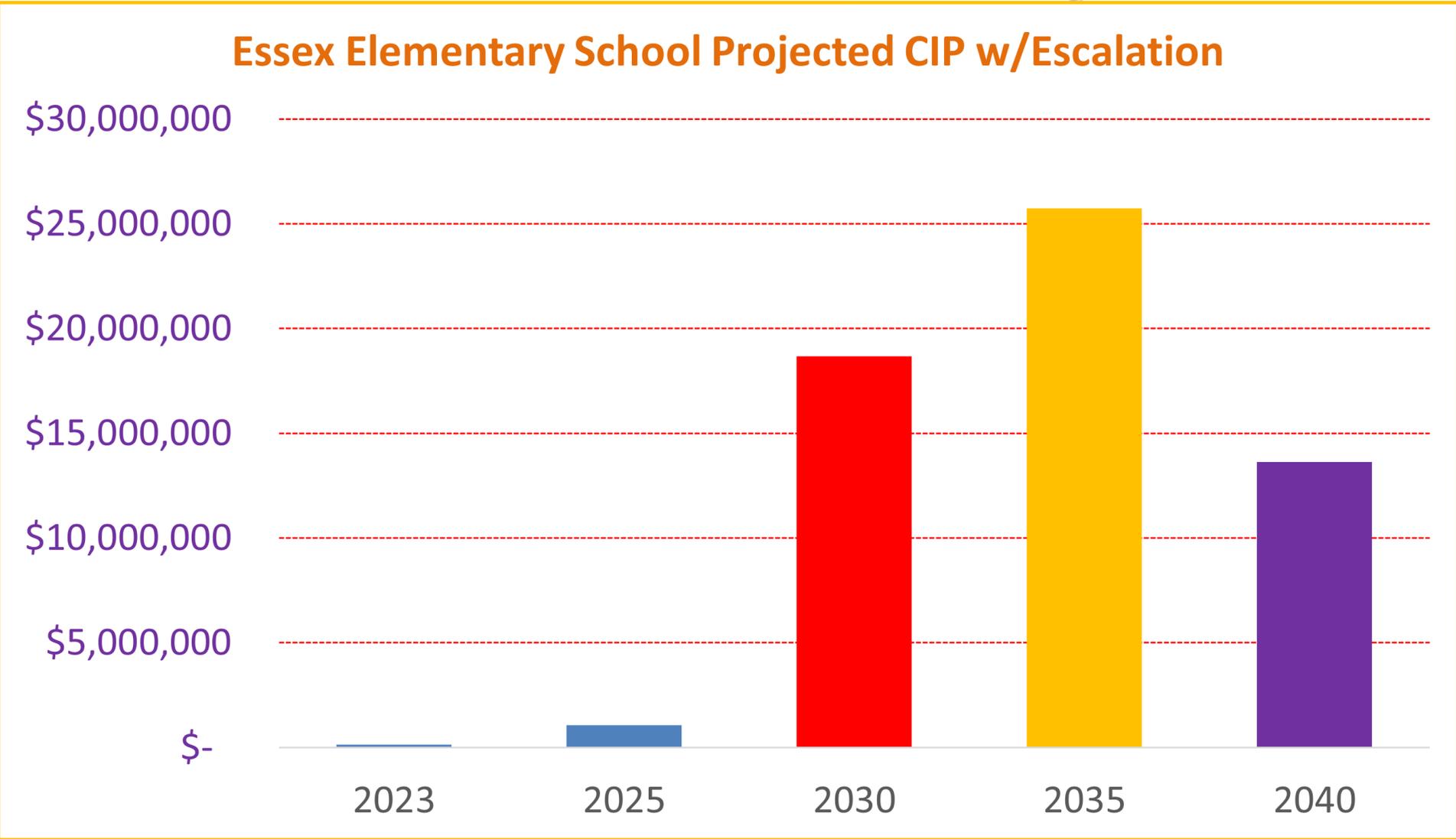
The difference between existing building and OSCG&R Space Guidelines is 33,778 square feet

# Facilities Assessment – Essex Elementary School



2023: \$134,750  
2025: \$846,015  
2030: \$10,495,549  
2035: \$10,676,683  
2040: \$4,028,973  
**Total:**  
**\$26,181,971**

# Facilities Assessment – Essex Elementary School



2023: \$148,225  
2025: \$1,074,439  
2030: \$18,682,078  
2035: \$25,730,807  
2040: \$13,617,928  
**Total:**  
**\$59,253,477**

# Facilities Assessment – Essex Elementary School



# Facilities Assessment – Essex Elementary School

CPSI  
On this page you  
will find Level:  
TBD and 4



- The playground ramp should end on a 5'x5' FLAT landing area – this is 6.4%
- Surfacing on the sides of the concrete ramp should be flush – and max 1:20 slope
- Ramping elevations; landings and slope need further evaluation
- ADA Transfer Platform at 20" – max allowable is 18" – designed to be at 16"
- Need to obtain 2-D layout with all deck elevations – then can property determine amount of surfacing – this area needs MINIMUM of 2" additional

# Facilities Assessment – Essex Elementary School

CPSI  
On this page  
you will find  
Level: 3



- On BOTH structures
- Noted at top of both ramps – at transfer Areas – the platform is open (there are no guardrails for wheelchair users) – need mfr 2-D design to better determine
- See bottom left photo as example of an Activity barrier
- I believe a guardrail of some sort may be missing to prevent inadvertent access with wheelchair

# Facilities Assessment – Essex Elementary School



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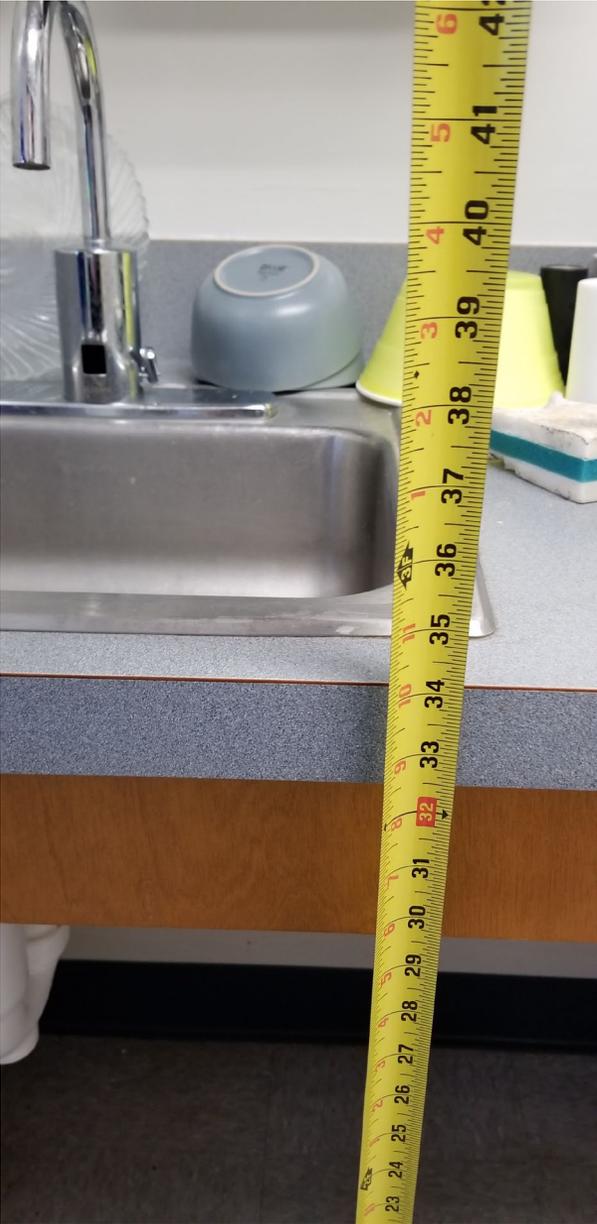
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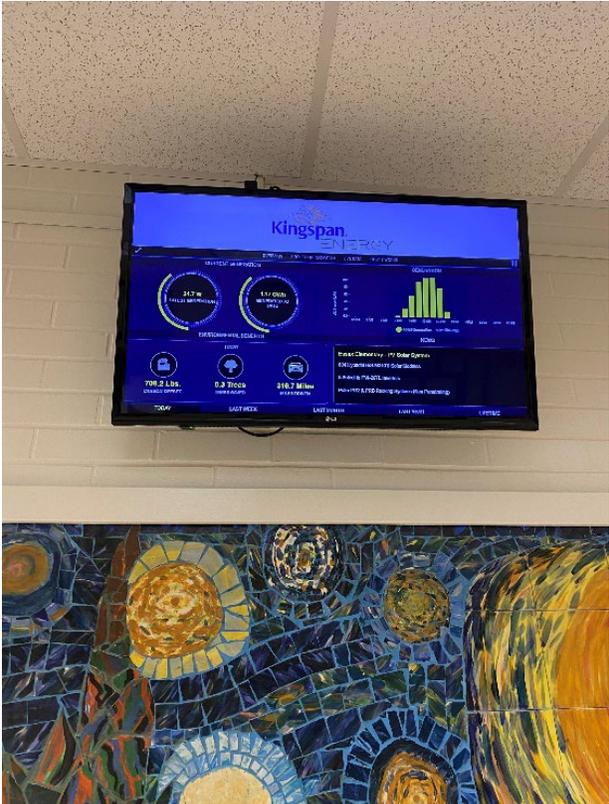
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8 September 2022

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