



**Regional School District #4
Chester – Deep River – Essex – Region 4
Region 4 BOE Special Meeting**

Via Google Meet
Dial +1 (617) 675-4444
PIN: 250 879 490 3506#
Tues. Nov. 17, 2020 @ 7:00 p.m.

To: Members of the Region 4 Board of Education
Subject: Region 4 Board of Education Special Meeting – Tuesday, November 17, 2020
Time: 7:00 p.m.
Place: Via Google Meet – To listen remotely please dial (US) +1 (617) 675-4444 PIN: 250 879 490 3506#
(We kindly ask that you **please mute your phone immediately** upon connecting to the meeting as this will improve the audio quality for all participants. Google Meet may do this automatically, depending on the number of people already connected to the call. If so, pressing ***6** will unmute your phone when it's time to speak)

Please contact Jennifer Bryan at Central Office email jbryan@reg4.k12.ct.us if you are unable to attend.

Mission Statement

We, the communities of Chester, Deep River, Essex and Region 4, engage all students in a rigorous and collaborative educational program. We prepare our learners to be respectful citizens who are empowered to contribute in a globalized society.

AGENDA

1. Call to order
2. Verbal roll call for BOE members
3. Presentation on JWMS Security and ADA Feasibility Study – *QA&M Architecture*
4. **Comment.** *(In the interest of creating the best remote meeting experience for all participating parties, we would ask that you please keep your phone on mute until such time when the Chair calls for Public Comment. Please continue to keep your phone on mute unless you are requesting to be recognized by the Chair to make a comment. Once you have been recognized by the Chair to make your comment, the following standard public comment guidelines will still apply):* **PLEASE NOTE: Upon dialing in, Google Meet may have shared a message that your phone has been automatically muted due to the number of callers on the line and instructed you to press *6 if you would like to unmute your phone. When you are done speaking, please remember to press *6 (or your phone's mute button) again to reduce background noise.**
The public is reminded to state name for the record. Comments should be kept to a maximum of three minutes. Public comment is not intended to be a question and answer period; rather it is an opportunity for the Board to hear citizen comment related to educational matters
5. **Possible Action Items: (Please call each BOE member's name to record their vote)**
 - 5.1 Discussion and Possible VOTE to form a building committee in accordance with Policy #7100 (*encl #1*)
6. **Adjournment**

Cc: Town Clerks: Chester, Deep River, Essex

New Construction

Building Committee

Whenever it is deemed necessary by the Board of Education to provide for additional and/or major facility alterations for the educational system, the Board of Education shall request the town or regional district to form a school building committee. In support of the Board of Education's request, that Board shall, through its Superintendent and administrative staff, provide the necessary educational specification which should be a part of an encompassing long-range educational plan and which should fit the organizational pattern for the school system. Other particulars in prescribing the action should include enrollment data, an outline of the general nature of the program for the particular facility which would include support facilities such as health, food, custodial, as well as communal uses and the basic equipment and site placement and requirements thought necessary.

If the request is approved by the town's or region's legislative body, the First Selectman or the Chairman of the Regional Board of Education shall, within 30 days thereafter, order the formation of a school building committee.

Appointments and Terms

The members of the building committees for Chester, Deep River or Essex shall be appointed by the Legislative body and the Regional School District No. 4 Board of Education will make appointments for district building projects. The school building committee shall contain representatives from the Boards of Selectmen, Finance and Education. The Superintendent and Principal shall be ex officio members of the committee. The School Business Manager will serve as a financial consultant. Additional community representatives may be chosen. These members shall serve through the completion of the project.

Community representatives may include:

- Citizen taxpayers from the school area to be served;
- A Representative from the certified educational staff;
- A Representative from the commercial and/or professional community of the town;
- An architect and a general contractor.

A school building committee shall be appointed for the express purpose of one particular project. Each school building committee shall be designated by project name.

The duly authorized school building committee will continue as a complete committee regardless of changes in town government, the Board of Education, or the Board of Finance during the course of the project.

The school building committee shall cease and desist once the assigned project has been turned over to the Board of Education.

New Construction

Building Committee

Removal, Resignation and Vacancies

No one shall serve on this committee who has a conflict of interest because of relationship to or employment by the architect, contractor, subcontractor, owner or owners of the proposed site for the project. It is possible that a conflict of interest may arise on the part of an original member of the committee because of subsequent or future actions of the school building committee. If the committee finds that there is a definite conflict of interest, such member shall be removed from the committee.

In the event that a voting member is absent from three consecutive regular meetings, that member's term shall expire following the third such absence and that member shall be replaced. Vacancies shall be filled by appointment in the same manner as the appointment of the vacating member.

Officers

The school building committee shall elect its own chairperson and vice-chairperson who will preside at the meetings; and the chairperson shall be empowered to establish any necessary subcommittees. The committee shall also designate a secretary to maintain the minutes of all meetings.

Meetings

The committee will hold at least one regular monthly meeting at a designated day and hour and may schedule other such special meetings as may be deemed necessary and called by the chairperson of the school building committee, or upon the request of at least three members of the committee a special meeting shall be held within five days of their request.

Powers and Duties

The school building committee shall have the following duties and powers:

1. Investigate sites and select an architect.
2. Request the appropriation of necessary funds for preliminary planning and site studies.
3. Upon appropriation of such funds, hire an architect to draft plans for construction of such new school building project as shall be ordered.

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Building Committee

Powers and Duties (continued)

4. Appoint a site committee of the school building committee whose duties shall be to recommend sites to the school building committee for approval and upon approval by the required boards, negotiate for land and submit its findings to the selectmen or regional Board of Education for final acquisition.
5. Approve preliminary plans and specifications for the project; obtain approval of preliminary plans and specifications by the board of education; initiate filing application with the state department of education for review of preliminary plans and specifications; and request the appropriation of necessary funds for the total project cost.
6. To analyze and approve final plans and specifications of such project; obtain approval of such final plans and specifications by the board of education; initiate filing application with state department of education for review of final plans and specifications; and advertise for and receive bids for the construction of such project or any portion thereof.
7. To retain a clerk of the works who shall be the committee's representative at the job site.
8. Award construction contract bid to the lowest responsible bidder, and, upon a majority vote of the appropriate authority to approve the entering into the necessary contract for construction of such project. The building committee shall obtain the advice of its legal counsel before signing the contract.
9. To be responsible for construction of such project through its agents.
10. Adhere strictly to the educational specifications and requirements prepared and filed by the Board of Education for the specific project.
11. To examine and approve all payments in connection with the construction of such project with the advice of its agents and the project architect.
12. Analyze and approve any change orders in the approved plans for said project within the limits of the total project appropriations.
13. Authorize final approval of all expenditures of the project, including furnishings, equipment, or other appurtenances to the buildings or grounds.
14. To approve and accept the completed project subject to the advice of its agents, the project architect, and the town's inspectors.

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Planning

Powers and Duties (continued)

15. Turn the building and grounds over to the Board of Education as soon as possible after final completion and acceptance.
16. Obtain the necessary clearance and approval of any local or state board or agency as may be required for any of the duties and powers so enumerated.
17. Turn all building committee records compiled to the Town Clerk and all blueprints and drawings to the Board of Education. Records of Regional School District No. 4 projects will be given to the Superintendent's office for storage.

Nothing in this ordinance shall preclude state statutes or local charter. If, at any time, any part of this ordinance shall become contrary to the state statutes or the charter, such findings shall have no effect on the remaining sections of this ordinance.

Policy adopted: March 23, 1998

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
ESSEX PUBLIC SCHOOLS
REGIONAL SCHOOL DISTRICT No. 4