

3.20.2024

Memo

To:

Branford Board of Education
Policy Committee

From:

Allison K. Moran,
Assistant Superintendent of
Schools

Re:

Recommended Policy Revisions

CC:

Christopher Tranberg, Ph.D.,
Superintendent of Schools

Brendan Leddy, Director of
Facilities

Michael Lopes, Finance
Manager

1800 Use of Facilities

Current Use of Facilities policy was adopted by the Branford Board of Education in October, 2022. Since then, it has not been implemented with consistency or regularity. District administrators seek clarity and decisiveness from the Board of Education in order to move forward with a facilities usage plan that is in the best interest of Branford Public Schools students and the community. With this end in mind, several changes have been proposed in recent meetings. The most recent feedback from BOE members has included concern around charging Branford Youth Organizations for use of facilities, even outside of normal operating hours. In order to aid the Board's decision making, this memo includes estimated costs associated with facilities use outside of regular building hours. A recap of group and fee definitions has also been provided to capture the changes that have occurred. Previous memos, which include links to redlines and revised versions of the policy, are included at the end of this memo. The current version, which includes revisions highlighted in this memo (in purple) is linked below.

[March Second Reading: 1800 Use of Facilities](#)

Building Operating Hours

Monday - Friday: 7am - 9pm

Saturday: 7am - 3:30pm

Sunday: Closed

Definitions

The following definitions were added to the policy for clarity.

“**Branford Youth Programs**” shall mean any program that is primarily instructed or coached by volunteers, is managed by volunteers, and

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where at least 90% of the organization's participants are Branford Residents.

"A fee per registrant" shall be a nominal amount based on the number of participants enrolled in the activity or event. These fees are intended to partially offset associated costs (described below). The per registrant fee will be applied once per season or scheduled duration of the activity.

"Associated costs" shall include, but shall not be limited to, fees for the services of any custodial personnel, food service personnel, security personnel or other personnel deemed by the responsible administrator to be necessary in connection with the use of a school district facility. Such costs shall be at the rates set forth in the fee schedule.

"Rental fees" are in addition to the associated costs and are intended to partially offset wear and tear and equipment repair/replacement costs.

"Large events" are events where more than 400 attendees are expected. These events do not include regularly scheduled meetings, practices, or games sponsored by Branford Youth Programs. However, fundraisers or other large activities sponsored by Branford Youth Programs will incur large event fees if more than 400 attendees are expected.

Eligible Organizations and Priority of Use

Changes have been made to the eligible organizations and priority of use to articulate the Board's interest in partnering with non-profit, Branford-based youth organizations. The most recent version of this section reads as follows with red font indicating changes made prior to the February Full BOE Meeting:

Requests for use of school district facilities will be made according to the following guidelines regarding priority of usage of such facilities:

Order of Priority

1. School-sponsored programs and activities.
2. Activities of school-related organizations (e.g., PTA, Booster Clubs, After Graduation Committees and similar organizations).
3. Town department or agency activities, **including Branford Youth Programs.**
4. Activities of non-profit organizations operating within the Town, other than school-related organizations and those covered by category #3 above.

5. Activities of for-profit organizations operating within the Town.
6. Out-of-town organizations and **large events**.

Fees and Other Costs

The following changes are proposed (purple) based on recent BOE feedback.

Users of school facilities shall be responsible for the fees and costs set out in a fee schedule established by the Superintendent. The following guidelines shall be incorporated into such fee schedule:

| Category | <u>Fee</u> |
|--|---|
| 1. School-sponsored programs and activities. | No fee or associated costs. |
| 2. Activities of school-related organizations (e.g., PTO, Booster Clubs, After Graduation Committees and similar organizations). | No fee or associated costs. |
| 3. Town department or agency activities and Branford Youth Programs. | No fee or associated costs. (In the event that a program imposes an admission fee, a gate or entrance fee may be levied by the District.) |
| 4. Activities of non-profit organizations operating within the Town, other than school-related organizations and those covered by category #3 above. | A fee per registrant will be applied. Additional associated costs will be applied when facilities are used outside of normal operating hours. |
| 5. Activities of for-profit organizations operating within the Town. | Rental fee and associated costs |
| 6. Out-of-town organizations. | Rental fee and associated costs |
| 7. Large Events | Fees will be evaluated based on the needs of the event. |

Associated Cost Estimates

The following is a breakdown of estimated custodial and security costs should the facilities be used outside of normal building hours.

Four hours of field use on Sunday would cost the district approximately \$970. This assumes both custodial and security salaries and benefits. The BOE may decide to cover these costs within the operating budget or may attempt to offset the costs by adopting a policy that includes a fee structure for usage outside operating hours.

The following custodial and security salary and benefit information is included for your reference.

Custodial Costs

- **Custodian Rate Regular:** \$21.29/hr - \$39.47/hr (benefits associated not included and would be an additional 24.6%)
- **Custodian Overtime Rate(1.5x):** \$31.94/hr - \$59.20/hr (benefits associated not included and would be an additional 24.6%)*
- **Custodial Sunday Rate(2.0x):** \$42.58/hr - \$78.94/hr (benefits associated not included and would be an additional 24.6%)*

Security Costs

- **Security Rate Regular:** \$24.88/hr (benefits associated not included and would be an additional 24.6%)*
- **Security Overtime Rate:** \$37.31/hr (benefits associated not included and would be an additional 23.5%)*

**Note that associated benefits will increase to 24.6% in the coming FY.*

Wages

| | 2021-22 | 2022-23 | 2023-24 | 2024-25 |
|-------------------------------------|--------------------|--------------------|--------------------|--------------------|
| Position | Hourly Rate | Hourly Rate | Hourly Rate | Hourly Rate |
| Head Custodian BHS, WIS & K-4 | 36.92 | 37.75 | 38.60 | 39.47 |
| Maintenance Tradesman | 36.92 | 37.75 | 38.60 | 39.47 |
| Second Shift Supervisor | 30.16 | 30.83 | 31.53 | 32.24 |
| Groundskeeper Supervisor | 29.28 | 29.94 | 30.62 | 31.31 |
| Second Shift Custodian | 28.22 | 28.85 | 29.50 | 30.17 |
| Flexible Floater | 28.22 | 28.85 | 29.50 | 30.17 |
| First Shift Custodian/Groundskeeper | 27.33 | 27.94 | 28.57 | 29.21 |
| I.N., C.O. & Part Time Custodian | 19.92 | 20.36 | 20.82 | 21.29 |

Hourly Wage Estimates

| Total Hours | Lowest Rate - Custodial | Security OT Rate (Assume 3 % Incr) | Benefits | Total Cost |
|-------------|--------------------------|------------------------------------|----------|-------------|
| 1 | \$ 42.58 | \$ 37.31 | 24.6% | \$ 99.54 |
| 2 | \$ 42.58 | \$ 37.31 | 24.6% | \$ 199.09 |
| 3 | \$ 42.58 | \$ 37.31 | 24.6% | \$ 298.63 |
| 4 | \$ 42.58 | \$ 37.31 | 24.6% | \$ 398.17 |
| 5 | \$ 42.58 | \$ 37.31 | 24.6% | \$ 497.71 |
| 6 | \$ 42.58 | \$ 37.31 | 24.6% | \$ 597.26 |
| 7 | \$ 42.58 | \$ 37.31 | 24.6% | \$ 696.80 |
| 8 | \$ 42.58 | \$ 37.31 | 24.6% | \$ 796.34 |
| 9 | \$ 42.58 | \$ 37.31 | 24.6% | \$ 895.89 |
| 10 | \$ 42.58 | \$ 37.31 | 24.6% | \$ 995.43 |
| 11 | \$ 42.58 | \$ 37.31 | 24.6% | \$ 1,094.97 |
| 12 | \$ 42.58 | \$ 37.31 | 24.6% | \$ 1,194.52 |
| | | | | |
| | | | | |
| Total Hours | Highest Rate - Custodial | Security OT Rate (Assume 3 % Incr) | Benefits | Total Cost |
| 1 | \$ 78.94 | \$ 37.31 | 24.6% | \$ 144.85 |
| 2 | \$ 78.94 | \$ 37.31 | 24.6% | \$ 289.70 |
| 3 | \$ 78.94 | \$ 37.31 | 24.6% | \$ 434.54 |
| 4 | \$ 78.94 | \$ 37.31 | 24.6% | \$ 579.39 |
| 5 | \$ 78.94 | \$ 37.31 | 24.6% | \$ 724.24 |
| 6 | \$ 78.94 | \$ 37.31 | 24.6% | \$ 869.09 |
| 7 | \$ 78.94 | \$ 37.31 | 24.6% | \$ 1,013.93 |
| 8 | \$ 78.94 | \$ 37.31 | 24.6% | \$ 1,158.78 |
| 9 | \$ 78.94 | \$ 37.31 | 24.6% | \$ 1,303.63 |
| 10 | \$ 78.94 | \$ 37.31 | 24.6% | \$ 1,448.48 |
| 11 | \$ 78.94 | \$ 37.31 | 24.6% | \$ 1,593.32 |
| 12 | \$ 78.94 | \$ 37.31 | 24.6% | \$ 1,738.17 |

Custodial Duties

The following is a list of custodial responsibilities should fields be used outside of the normal building hours:

- Pre-Event Inspection and Preparation:** Prior to any scheduled events or practices, custodial staff should conduct a thorough inspection of the field area. This includes checking for any debris, hazards, or damaged equipment that may pose a risk to players or spectators.

- **Trash Removal:** Custodial staff are responsible for ensuring that trash bins are emptied and that any litter or debris on the field and surrounding areas is promptly removed. This helps to maintain a clean and inviting environment for all users. Restrooms also need to be monitored, cleaned, and restocked as necessary, throughout the event.
- **Field Markings:** Custodial and Facilities staff assist with marking or re-marking field lines as needed for different sports and events. This may include using field paint or chalk to clearly define boundaries, goal lines, and other markings.
- **Field Maintenance:** Custodial teams are responsible for basic field maintenance tasks, such as mowing the grass, watering as needed, and addressing any minor turf issues. This helps to keep the playing surface in optimal condition for athletic activities.
- **Facility Security:** Custodial staff play a vital role and assist our security staff with securing our athletic facilities. This includes locking gates and access points when the fields are not in use, as well as monitoring for any unauthorized individuals or activities and reporting instances accordingly.
- **Emergency Preparedness:** Custodial teams should be familiar with emergency procedures and protocols in the event of accidents, injuries, or other emergencies during athletic events or practices. Quick and effective response can help mitigate potential risks and ensure the safety of all involved.
- **Communication:** Effective communication between custodial staff, coaches, and the athletic department is essential for coordinating field usage and addressing any maintenance or custodial needs in a timely manner.

Previous Memos

Note: memos include links to redline versions and each iteration changes to the policy.

[First Reading - Full BOE Policy Memo](#)

[February Policy Committee Memo](#)

[January Policy Committee Meeting Memo](#)