

## Plants and Facilities Meeting – March 20, 2025

### Minutes

#### Roll Call

##### In Attendance

Dan Foley                Yes  
Melissa Mongillo      Yes  
Karla Malerba         Absent  
We do have a quorum

##### Also Present

Dr. Matthew Conway, Superintendent of Schools  
Robert Trainor, Business Manager  
James Hoffman, Director of Facilities  
Dan Blizman, Blizzard Mechanical

#### Public Portion

Dan Foley - Nobody from Public was in auditorium or online. So we will close the public portion.

#### Approval of Minutes

**Motion:** *Approve minutes from February 20, 2025 Plants and Facilities meeting made by Melissa Mongillo, Seconded by Dan Foley. All in favor, motion passes.*

Dan Foley                Yes  
Melissa Mongillo      Yes  
Karla Malerba         Absent

#### Review of Facilities Budget

Robert Trainor -

Electrical costs is first topic – as of right now we are about \$200K over budget. Dec, Jan and Feb had overages. Facilities overall is still under budget by about \$56K. Jim and his team continue to do incredible things with our facilities.

Melissa Mongillo - We are over budget on utilities but we are under budget overall?

Robert Trainor – The way we are trending right now, yes.

Dan Foley – Are electricity rates higher this year?

Robert Trainor – We are contracted so the only thing that could change is the delivery fee. There is also a section on the invoices called public benefit programs.

Dr. Conway – Same as your home. One of the discussions they are having in the legislature now. Why are we paying for things that we get no benefit from?

Dan Foley– There are discussions about ending those programs, right?

Dr. Conway – They are in discussions when people question it. They should have it outlined as some other tax because that is really what it is. Very little of it is going toward people who cannot pay their bill. That is a misunderstanding.

### **Derby Middle School Heating Update**

Jim Hoffman – The State now mandates indoor classroom air temperatures must not exceed 80 degrees F. Due to this, the micro-turbines have not been operational. After reaching out to Dan Blizman from Blizzard Mechanical, we began reviewing the system and uncovered significant issues with the original piping. Although the system is now operational and no longer overheating the building there is work to be done.

Dan Blizman from Blizzard Mechanical –

#### **System Overview and Key Issues:**

Clarified misconceptions from previous meetings:

- Replacing the chiller does not impact turbine operation—these are separate systems.
- Turbines can operate independently of a chiller.

#### **System Function:**

- Micro-turbines generate electricity (similar to airplane turbines) and feed power to Derby High School.
- Heat exchangers on turbines act like radiators, capturing exhaust heat.
- A pump circulates water through the system. A bypass valve prevents heat from entering the building when not needed.

#### **Problem 1: Overheating**

- When turbines ran, heat was dumped into the building due to a disconnected bypass valve and faulty temperature sensor:
  - Bypass Valve was non-functional, causing unregulated heat to enter the building.
  - Temperature Sensor in the shed read 196°F instead of actual 110°F, blocking proper valve operation.

#### **Current Status:**

- Bypass valve reconnected and functional.
- Faulty sensor replaced.

- System tested successfully and now self-regulates.
- No chillers are used to temper hot water—this is managed by gas valves, which are now working properly.

### Load and Cooling Challenges

- Total building load on a 90°F day = 220 tons.
- Turbines power an absorption chiller—uses heat to generate cooling.
- All load had been placed on the chiller, leading to cooling issues.
- System can dump excess heat using external radiator-like tubes.

### Issues Identified

- Top floors frequently experience high temperatures.
- Equipment noise has been noted during turbine start-up.
- No previous contractor contacted the manufacturer for guidance.
  - Dan Blizman is now in regular contact with the manufacturer.

### Solutions and Recommendations

#### Immediate Fixes Completed:

- Reconnected bypass valve.
- Replaced faulty temperature sensor.

#### Recommended Fixes:

- Re-piping to correct system flow.
- Manual adjustments to equipment are still required but can be automated with a control system upgrade.
- Ability to run turbines independently will improve efficiency and extend equipment life.

#### Estimated Cost:

- Control system upgrade estimated around \$100,000 (preliminary).
- One month of high school electricity costs approximately the same.

#### Additional Notes:

- Current system is not set to export power.
- If allowed to sell excess electricity back to the grid, the school could gain utility credit.
- Suggestion to negotiate with UI as a municipality for grid contributions.

### Vendor Relationship and Next Steps

- Dan Blizman is now an approved DPS vendor.
- Jim Hoffman received bids for repiping and potential chiller work.
- Blizzard Mechanical can install a temporary chiller if needed.

Dan Foley asked about temperature discrepancies on upper floors and equipment noise.

Melissa Mongillo appreciated the clear explanation and asked how Dan Blizman found the school.

Dan Blizman found the word “chiller” in online meeting minutes, which caught his attention.

Next steps involve evaluating quotes and determining timelines for additional system upgrades.

### **Bradley School Playground**

Dan Foley – Can we wait on #6 discussion until next month’s meeting?

**Motion:** *Move the discussion on the playground to next meeting, Second by Dan Foley. All in favor. Motion carried.*

Dan Foley	Yes
Melissa Mongillo	Yes
Karla Malerba	Absent

### **Adjourn**

**Motion:** *to adjourn made by Melissa Mongillo, Second by Dan Foley. All in favor. Motion carried.*

Dan Foley	Yes
Melissa Mongillo	Yes
Karla Malerba	Absent



# DERBY PUBLIC SCHOOLS

35 Fifth Street

Derby, Connecticut 06418

(203) 736-5027 • fax (203) 736-5031 • [www.derbyps.org](http://www.derbyps.org)

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**Dr. Matthew J. Conway, Jr.**  
*Superintendent of Schools*

May 13, 2025

Connecticut IES Grant Program Committee:

I am writing to communicate that Derby Public Schools is interested in participating in the Connecticut IES Cycle 3 grant program by utilizing Energy Cloud AI, Hummingbird and gMeter energy efficiency solutions.

We are always looking for ways to improve our core mission of student learning. The study “Indoor Air Quality ROI in Schools” and conclusions from this study, report data showing improved student performance and employee health through cleaner indoor air quality in schools is of great interest to us. The Hummingbird system looks unique in its ability to neutralize Covid-19 on the first pass and other respiratory viruses along with reducing VOC’s and other harmful gases. If we can improve the health of our learning environment while helping reduce the energy costs of our HVAC systems, this is a win-win scenario. A reduction in student and teacher absences due to illness, also means less substitute teachers, nurse visits and less cost to the District. We also like that the Hummingbird technologies scale across different HVAC types, which we have depending on the school facility. The ability to extend the life of the HVAC systems utilizing the Hummingbird coating product is an additional plus.

We are also very interested in the Energy Cloud AI and gMeter, with real-time energy measurement and the ability to detect energy waste in an automated fashion. With overburdened maintenance employees, these additional tools can help our team find energy waste in ways we would not otherwise be able to identify.

Our school district qualifies as a “Distressed Municipality” and would be proud to pilot such technology as a first in our State. I believe we fit well under the program’s theme of Smart Energy Communities.

Thank you for your consideration of Derby Public Schools to participate in the Cycle 3 grant.

Sincerely,

Dr. Matthew J. Conway, Jr.  
Superintendent of Schools

# Derby Public Schools – Facilities Report

**Prepared by:** Jim Hoffman

**Date:** June 10, 2025

## Bradley School

### Bradley

#### 1. Playground Inspection

Description: Multiple bids and playground designs submitted; working on a fourth bid. Three of the four bids are from DAS-certified vendors.

Responsibility: **City/BOE**

Status: **In Progress**

### DMS (Derby Middle School)

#### 2. Hood Vent Dishwasher

Description: The dishwasher hood vent fan motor failed. Replace in house.

Responsibility: **In-house**

Cost: **\$650**

Savings: **\$1000**

Completion Date: **6/13/2025**

#### 3. Chiller Replacement

Status: Out to public bid.

Update: 3 quotes submitted to the City on 6/10 for chilled water piping repairs.

## **DHS (Derby High School)**

### **6. Temperature Regulation Issues**

Description: PTAC units on site as of 6/6/25, installs are scheduled to start 6/18-20

Responsibility: **In-house**

Status: **Ongoing to be completed by 6/30**

## **Irving**

### **8. Water supply lines to 2nd floor**

Description: Isolation valves for hot and cold water supplies to the 2nd floor have been replaced. These were replaced as a precaution of valves failing..

Responsibility: **In-house**

Cost: **\$2000**

Completion Date: **6/7/2025**

### **9. Custodian Sink**

**Description:** Installed a custodian's slop sink on the 2nd floor. The 2nd floor had no access to a slop sink to fill chemical or empty mop buckets. Custodians had to bring it to the lower level. This will help save labor and make custodians work more efficiently.

Responsibility: Van Etten

Cost: \$2800

I'd like to recommend that we transition our district's facilities management operations to FMX, a leading cloud-based platform already used by over 1,000 school districts nationwide. From SYAM.

Our current facilities management systems (SYAM) is an I.T based platform that doesn't have capital planning, or facility rentals. All facilities can use SYAM for is work orders. FMX would allow us to consolidate all operations into one user-friendly system, including:

**Work Order Management** – Centralized, trackable maintenance requests with faster response times

**Facilities Usage & Rentals** – Online scheduling for internal use and community rentals, with revenue tracking

**Capital Planning Tools** – Data-driven forecasting for long-term building and equipment needs

**Reporting & Dashboards** – Real-time insights for better resource allocation and strategic planning

Key Benefits for the District:

- Increased operational efficiency and accountability
- 
- Reduced emergency repair costs through preventive maintenance
- 
- Improved communication among departments and staff
- 
- Enhanced ability to generate revenue from facility rentals
- 
- Better data to support budget planning and capital investment decisions

FMX offers a smooth implementation process, including staff training and ongoing support. Several similar-sized districts have reported significant cost savings and improved service delivery within the first year

Quote can be found here,



www.gofmx.com  
1 (844) 664-4400  
800 Yard St., Suite 115  
Columbus, OH 43212

## Subscription Summary

### Contact Information

Name: Jim Hoffman  
Email: jhoffman@derbyps.org  
Account: Derby Public Schools  
Phone: (203) 343-3740  
Address: 35 5th St, Derby, Connecticut, United States, 06418

### Sales Order Information

Expiration Date: Jun 14, 2025  
Prepared By (Name): Austin Jacobs  
Subscription Start Date: May 15, 2025  
Subscription End Date: May 15, 2025  
Payment Terms: Net 30

Item Name	Feature Name	Line Item Notes	Net Price
FMX Subscription Fee	FMX Subscription Fee	Includes: Calendar, Equipment, Users & Contacts, To-do Lists, SSO, API Access, Standard Dashboards, Surveys, Mobile App	\$5,000.00
Community Event Management	Community Event Management	Schedule Requests, Reservation Finder, Invoicing, Payment Processing	\$1,475.00
Core Maintenance Management	Core Maintenance Management	Maintenance Requests, Preventive Maintenance	\$1,500.00
Feature	Capital Planner		\$1,500.00
FMX Recurring Discount	General Discount	Community Schools Discount + Integration Discount	(\$5,000.00)
Pre-Built Integration	Pre-Built Integration - Arbitersports		\$3,000.00
FMX Implementation & Training Fee	Implementation & Training Fee		\$6,237.50
FMX Implementation & Training Discount	FMX Implementation & Training Discount	Community Schools Discount	(\$2,500.00)
<b>Total Net Price</b>			<b>\$11,212.50</b>

By signing this Sales Order, you are agreeing to the [FMX Terms of Use](#) as incorporated herein. The one-time fees and the initial billing cycle for the subscription **can** be invoiced upon execution of this agreement and thereafter, subscription fees will be invoiced in advance according to the billing cycle. Your kickoff meeting for products and services is on the same date as your Subscription Start Date.

Derby Public Schools	
Name	Jim Hoffman
Title	Director of Facilities
Signature	
Date	

Derby

# CMMS GUIDE

**Your Post - Purchase  
Guide to Success.**



# IMPLEMENTATION

Welcome to FMX! Soon you'll be reaping all of the benefits that come from using FMX for your facility and maintenance management needs. Over the coming weeks, our job on the Customer Success team is to get you and your team trained and onboarded with your new FMX solution. We know you've got a lot on your plate, so we want to make sure that your implementation process is as quick and efficient as possible! Here is what to expect during your implementation process.

## Section 01

## WEEK 1: KICKOFF MEETING

In this meeting, you and your Customer Success Manager (CSM) will cover the following:

- Make introductions
- Review your desired outcomes and launch plan objectives
  - Your projected launch date
  - How you would like to import data
  - What modules you will be using
  - How you will add users to your FMX site
- Go over the implementation process
- Discuss how you will manage your FMX site after it is launched, and
- Introduce data importing

### Who needs to attend?

Key stakeholders and department leads

### What value does this offer?

This meeting helps us establish a working relationship and identify key participants and roles. It allows everyone involved to set and agree on the same goals and objectives, and give insight into what to expect for the entire implementation process.

## WEEK 2-3: DATA REVIEW & PRE-SITE CONFIGURATION

### Data Review

This is where you will review, with your CSM, the ways in which data can be added to your FMX site. This can be done in two ways:

1. Manually add buildings, resources, equipment, inventory & users
2. Batch import data via import templates. FMX will provide the customer with an excel import template to collect the following:
  - Building, location, equipment, users & inventory data
  - Historical work order data
  - Existing schedule request data
  - Planned maintenance tasks

### **FMXpert Tip**

Don't get caught up on the small things! If equipment should be in FMX before launching, pick your priority items first.

## WEEK 2-3: DATA REVIEW & PRE-SITE CONFIGURATION

### Pre-Site Configuration

Here, you will complete the pre-site configuration questionnaire that covers user types and workflow processes.

### How to prepare

- Discuss all questions internally to decide on workflow processes you will need
- Review the attached user type guide to see best practices for user level access
- If applicable, send over forms you need configured on your FMX site
- Prepare to discuss data entry or migration

### Who needs to attend?

Key stakeholders for each department

### What value does this offer?

This will help you learn how to add data to your site, discuss your workflows, and get best practice advice from your CSM.

### **FMXpert Tip**

You can add the nice to haves after you launch! Often times people delay launching their site and delay their ROI by focusing too heavily on the nice to haves.

## **FMX Implementation Successes**

**“Smooth transition from legacy CMMS to FMX. Migration was easier than I expected.”**

**- Adam Somers from PVH**

**“I’ve dealt with the implementation of several CMMS programs in my career, and this was about as smooth as it could possibly have been. Glad I found you guys. Great job! ”**

**- M. Kaminski from the Johnson Foundation**

## WEEK 3-4: ADMIN TRAINING

During your Admin training sessions, you will review user access and permissions via user types. These steps include:

- Reviewing forms and workflow processes
- Reviewing request types throughout the site to match the desired workflow
- Reviewing data that has been imported
- Reviewing organizational settings for future updates
- Revisiting your timeline and finalizing your launch data

### Who needs to attend?

Administrators

### What value does this offer?

You will learn how to control your FMX site and make changes when necessary. Your CSM can also make changes to the workflow, and set up, at this time before rolling it out to your staff.

## WEEK 4-5: TRAINING SESSION(S)

### What:

In this meeting, you and your CSM will schedule training sessions with your Building Approvers, Facility/Maintenance Managers, and Technicians. Your CSM will connect via Zoom to walk your staff through submitting, approving, and resolving requests in addition to other training.

### Who should attend?

All Stakeholders and Staff

### What value does this offer?

These sessions will walk your staff through FMX's easy-to-use features, helping them become comfortable using the software, and allowing you to produce quicker buy in from users.

### Customer Win

“Immediate use by staff. They were actually making requests during the training.”

- R. Cotner from Walnut Twp. Local Schools

## WEEK 5-6: LAUNCH FMX SITE!

FMX will provide resources for when you launch, such as training videos, links to the learning center, etc. to help answer any questions that you may have. One month after you launch your site, you will be introduced to your Account Manager (AM) who will lead quarterly and yearly business reviews with your team.

### Customer Wins

“FMX has been the easiest software launch I’ve EVER experienced in 22 years of being a technology director. I’m not exaggerating. Top shelf from exploration of products, talking to sales, committing, purchasing and then implementation has just been the best. Hands down. Our CSM is a rock star!”

- Scott Harris from Neosho School District

“We have no complaints! It was a fantastic experience and we wish all of our implementation/training experiences were this good!”

- Katalin Sturrock from Charlotte Rescue Mission

# Elementary School Examples

Nautical Theme: Cove Cafe - Beverly, MA

Final Design



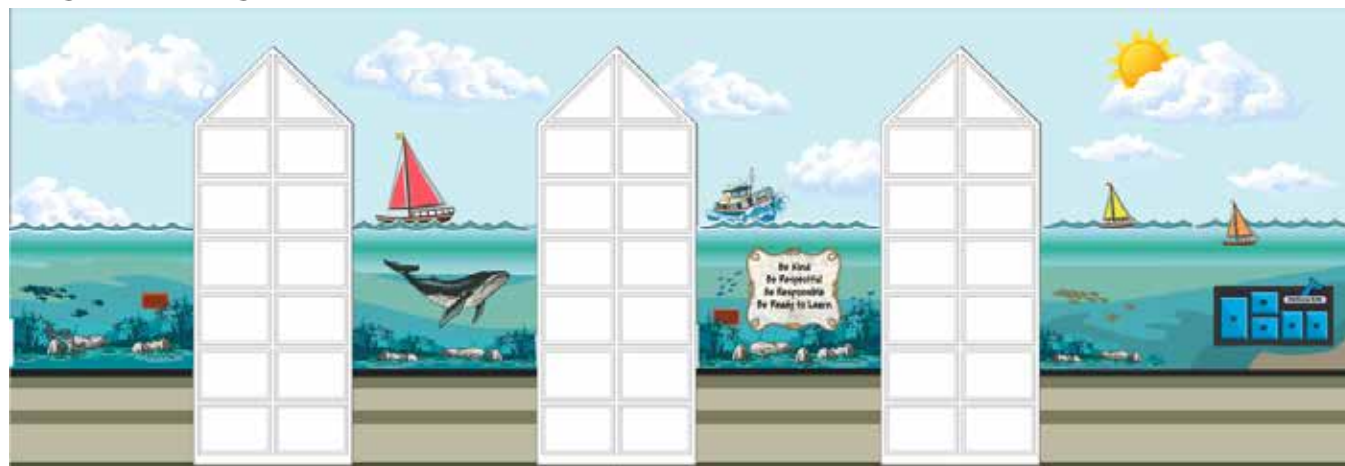
Digital Design Concept



Nautical Theme: Cove Cafe - Beverly, MA  
Final Design



Digital Design Concept



Nautical Theme: Hannah Bay Cafe - Beverly, MA

Final Design



Digital Design Concept



Nautical Theme: Hannah Bay Cafe - Beverly, MA

Final Design



Digital Design Concept



Nautical Theme: Under the Sea Cafe - Beverly, MA

Final Design



Digital Design Concept



Nautical Theme: Under the Sea Cafe - Beverly, MA

Final Design



Digital Design Concept



Pirate Theme: Pirate Cove - Meriden, CT



Pirate Theme: Pirate Cove - Meriden, CT



Jungle Theme: Panther Pride Cafe - Greece, NY



Jungle Theme: Panther Pride Cafe - Greece, NY



Jungle Theme: Cubs Cafe - Longwood, NY  
Final Design



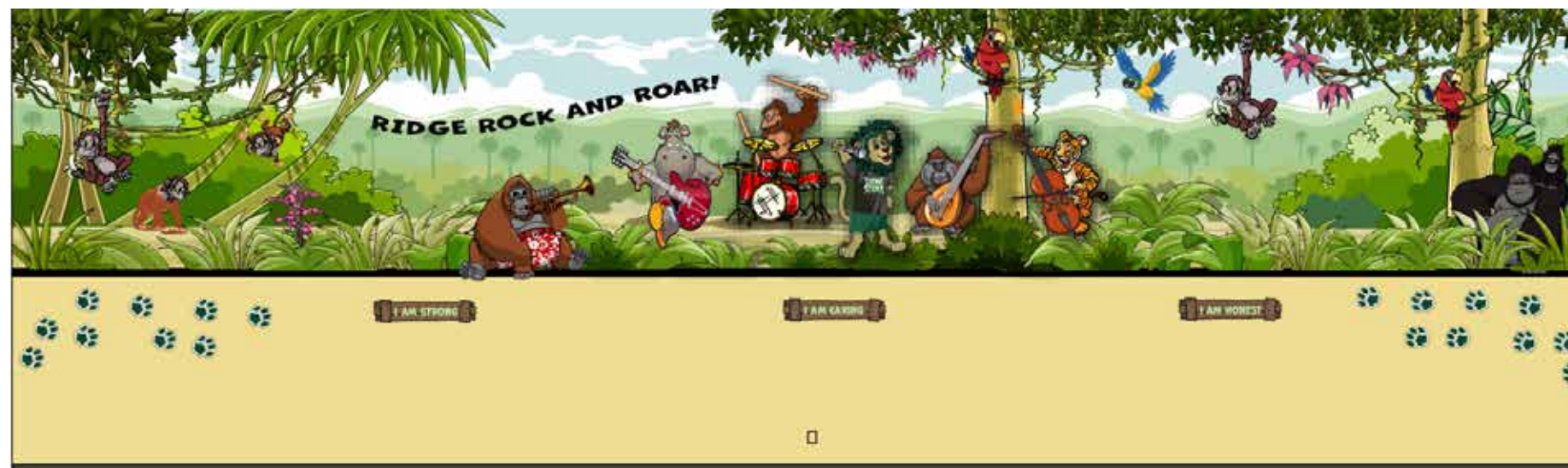
Digital Design Concept



Jungle Theme: Cubs Cafe - Longwood, NY  
Final Design



Digital Design Concept



Jungle Theme: Jungle Cafe - Dartmouth, MA

Final Design



Digital Design Concept



Jungle Theme: Jungle Cafe - Dartmouth, MA

Final Design



Digital Design Concept



Jungle Theme: Down Under Cafe - Fairport, NY



Jungle Theme: Down Under Cafe - Fairport, NY



Space Theme: Launch Pad Luncheonette - Longwood, NY



Space Theme: Launch Pad Luncheonette - Longwood, NY



Space Theme: Cosmic Cafe - Longwood, NY



Mascot Theme: Panda Cafe - Longwood, NY



Mascot Theme: Panda Cafe - Longwood, NY



Mascot Theme: Panda Cafe - Longwood, NY



Mascot Theme: Dragon Diner - Fairport, NY



Mascot Theme: Dragon Diner - Fairport, NY



Mascot Theme: Dragon Diner - Fairport, NY



# ImagineYourSpace

PO Box 2277, Worcester, MA 01613

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## Full Cafeteria Budget Summary for Derby School District

5/30/25

### **Derby High School**

75 Chatfield St  
Derby, CT 06418

### **Derby Middle School**

73 Chatfield St  
Derby, CT 06418

### **Bradley Grammar School**

155 David Humphreys Road  
Derby Ct 06418

### **Irving Grammar School**

9 Garden Pl  
Derby, CT 06418

### **Salvatore Giannotti**

Food Service Director

Derby Public Schools

**203-516-4066**

**[sgiannotti@derbyps.org](mailto:sgiannotti@derbyps.org)**

**Tacey Martinek** – Creative Director

[Tacey@ImagineYourSpace.com](mailto:Tacey@ImagineYourSpace.com)

(978) 772 - 2787

**Team** – Administrative Office

[office@imagineyourspace.com](mailto:office@imagineyourspace.com)

[Amazing Spaces Gallery - Imagine Your Space](https://imagineyourspace.com/custom-solutions-gallery)

<https://imagineyourspace.com/custom-solutions-gallery>

## Expectations

This proposal is designed specifically for your space. The following suggestions and ideas are to enhance the overall “look & feel” and function of the space. We ensure quality service and products that will last for years to come.

**Our design team** uses state-of-the-art computer programs so you may see the design before we implement. Our production staff will assure you quality craftsmanship and installation. When this project is complete, we guarantee you will have a functional, sophisticated, and sleek Food Service Area to be proud of. We look forward to partnering with you on this project!

Tacey Martinek ~ Creative Director  
Heather Cassani ~ Finance Director  
Sean Barton ~ Operations Manager  
Shaelyn Hainsworth ~ Assistant Designer  
Andrew Prah ~ Graphics Technician  
Josh Smith ~ Manufacturing Manager  
Kenneth Lima ~ Production Manager  
Maxwell Ansah ~ Production Assistant  
Christopher Murray ~ Production Assistant  
Alex De Lima ~ Painting and Installation  
Dario Gomes ~ Painting and Installation  
Aileen Casey ~ Marketing Manager

**Bradley Grammar School – Full Cafeteria**

<b>CAFÉ DESIGN</b> .....	\$4,500.00
<b>BASE PAINTING SERVICE</b> .....	\$18,500.00
<b>WOW FACTORZ*</b> .....	\$17,500.00
<b>SIGN PRODUCTS</b> ..	\$2,850.00
<b>INSTALLATION</b> .....	\$4,500.00
<b><u>Total</u></b> .....	\$47,850.00

**Optional Add-Ons**

a) Base Painting on Servery Walls.....	\$5,500.00
b) Ceiling Painting (Cafeteria).....	\$17,936.00
c) Ceiling Painting (Kitchen) .....	\$9,112.00
d) Ceiling Paining (Cafeteria & Kitchen) .....	\$20,048.00
e) Baseboard ...	\$12 per Linear Foot
f) Service Counter (Base Painting and 2 Finish Coat) .....	\$250.00
g) Single Doors and Door Frames (Each) .....	\$250.00
h) Double Doors and Frames (Each) .....	\$350.00

*Not included in this Budget - Lift rental costs, Painting of door frames, Extra paint*

**Irving Grammar School – Full Cafeteria**

<b>CAFÉ DESIGN</b> .....	\$4,500.00
<b>BASE PAINTING SERVICE</b> .....	\$18,500.00
<b>WOW FACTORZ*</b> .....	\$17,500.00
<b>SIGN PRODUCTS</b> .....	\$2,850.00
<b>INSTALLATION</b> .....	\$4,500.00
<b><u>Total</u></b> .....	\$47,850.00

**Optional Add-Ons**

i) Base Painting on Servery Walls.....	\$5,500.00
j) Ceiling Painting (Cafeteria).....	\$16,212
k) Ceiling Painting (Kitchen) .....	\$9,904.00
l) Ceiling Paining (Cafeteria & Kitchen) .....	\$19,116.00
m) Baseboard .....	\$12 per Linear Foot
n) Service Counter (Base Painting and 2 Finish Coat) .....	\$250.00
o) Single Doors and Door Frames (Each) .....	\$250.00
p) Double Doors and Frames (Each) .....	\$350.00

*Not included in this Budget - Lift rental costs, Painting of door frames, Extra paint*

**Derby Middle School – Full Cafeteria & Servery**

<b>CAFÉ DESIGN</b> .....	\$4,500.00
<b>BASE PAINTING SERVICE</b> .....	\$34,000.00
<b>WOW FACTORZ*</b> .....	\$17,500.00
<b>SIGN PRODUCTS</b> .....	\$4,150.00
<b>INSTALLATION ~ All Signs &amp; Graphics</b> .....	\$4,500.00
<b><u>Total</u></b> .....	\$64,650.00

**Optional Add-Ons**

a) Baseboard .....	\$12 per Linear Foot
b) Ceiling Painting (Cafeteria).....	\$17,936.00
c) Ceiling Painting (Kitchen) .....	\$9,112.00
d) Ceiling Paining (Cafeteria & Kitchen) .....	\$20,048.00
e) Service Counter (Base Painting and 2 Finish Coat) .....	\$250.00
f) Single Doors and Door Frames (Each) .....	\$250.00
g) Double Doors and Frames (Each) .....	\$350.00

*Not included in this Budget - Lift rental costs, Painting of door frames, Extra paint*

**Derby High School – Full Cafeteria & Servery**

<b>CAFÉ DESIGN</b> .....	\$4,500.00
<b>BASE PAINTING SERVICE</b> .....	\$32,000.00
<b>WOW FACTORZ*</b> .....	\$16,500.00
<b>SIGN PRODUCTS</b> ...	\$4,150.00
<b>INSTALLATION</b> .....	\$4,500.00
<b><u>Total</u> ...</b> .....	\$61,650.00

**Optional Add-Ons**

a) Ceiling Painting (Cafeteria).....	\$25,542.00
b) Ceiling Painting (Kitchen) .....	\$12,300.00
c) Ceiling Paining (Cafeteria & Kitchen) .....	\$30,824.00
d) Baseboard ...	\$12 per Linear Foot
e) Service Counter (Base Painting and 2 Finish Coat) .....	\$250.00
f) Single Doors and Door Frames (Each) .....	\$250.00
g) Double Doors and Frames (Each) .....	\$350.00

*Not included in this Budget - Lift rental costs, Painting of door frames, Extra paint*

## **U.S. Department of Justice - Community Oriented Police Services:**

### **“School Violence Prevention Program (SVPP)”**

**School Violence Prevention Program (SVPP)** - The U.S. Department of Justice COPS Office provides funding for school safety through the [School Violence Prevention Program](#). This is a competitive grant program that provides funding directly to states, units of local government, Indian tribes, and public K-12 school districts, to be used to improve safety and security at schools and on school grounds. This program was developed, after the Parkland Florida school shooting at Stoneman Douglas High School, to fill the gaps of school security and safety needs.

#### **Quick facts:**

- Public K-12 School Districts only (no private schools or higher Ed)
  - Charter Schools may be a sub-grantee of a municipality or police department
- This grant should be considered as target hardening
- SVPP - Allowable Costs - [Source document](#)
- The grant is typically released for application in March with a 60 day application period
- Maximum Federal award is \$500,000. There is a 75/25 percent match. Example - if the project was about \$670,000 total, the grant award would be \$500,000 with a local match of \$170,000 (25% plus the award that is capped at \$500,000)
- A partnership is required between law enforcement and schools with a memorandum of understanding or contract
- How to apply: required [SAM](#), [Grants.gov](#) account, and a US DOJ [Justgrants Portal](#)

#### **Preference is given to clients in:**

- Enhanced Public Safety in Qualified Opportunity Zones
- High-Poverty Areas or Persistent-Poverty Counties
- Rurality

#### **For grant writing assistance - contact John Heiderscheidt. What our team will do:**

- Complete, verify, update all required Federal grant/contract application requirements and the COPS SVPP grant application/narratives/assurances
- Complete all submissions in the grant site portal, Grants.gov SF424 form, account management on behalf of the school district, assist with all letters of support, develop all narratives, and your security project integration with grant requirements
- All grant documents, narrative, login, and passwords will remain property of the client. In case this application is not funded, the client can use the materials for the next year or any other grant application needed.
- Flat fee

## **COPS - School Violence Prevention Program (SVPP)**

**Summary** - The United States Department of Justice ([US DOJ](#)), Office of Community Oriented Policing Services ([COPS](#)) provides funding for public K-12 school safety through the School Violence Prevention Program Grant. This grant program was designed to help fill the gaps in school safety and security. It was developed after the Parkland Florida [school massacre](#), at Stoneman Douglas HS.

**Types of Projects** -The following are only examples of projects that have been successful in past grant awards. This tiered approach should drive the conversation of next steps. All school districts will be in different places in their needs for security and safety solutions. This approach is our recommendation of best practice based on our research and experience on how school districts may proceed with their safety and security priorities.

### **Resources:**

- Allowable Projects - Past grant approved safety measures can be found at this [link](#).
- Map - See if a school district in your area received a SVPP grant at this [link](#).
- Need help getting started, please contact [Grant Specialties](#), [john@grantspecialties.com](mailto:john@grantspecialties.com)

**Tier 1**- These are the tools and systems most likely to prevent school violence. If you are starting from scratch, start with these:

- **Mass communication emergency notification system**
  - That broadcasts a message to the entire interior and exterior of the building, while communicating with police, administration...
- **Communication linking Systems for Schools/Police/Fire**
  - Integrated communication mutual linking systems that activate during emergencies sharing communication, documents, photos, videos, with all needed within seconds.
- **Electronic Access Control**
  - Entry control equipment, with limited access points that are integrated with the mass communication system requiring FOB access and lockable if panic button activated.
- **Two-Way Radios with Repeaters**
  - School and District wide FCC licensed two-way radio communication...
- **Panic Buttons - Front Office Silent Alarms**
  - These buttons serve as a silent alarm notification to police, administration, and ...
- **Bullet Resistant Window Film**
  - Install bullet resistant film to be installed at entrance points...

**Tier 2** - Once you have some/all Tier 1 systems in place, begin working through Tier 2. These are the next tier defenses against school violence, many of which are useless without Tier 1:

- **Interior Door Locks - Lockdown Locks**
  - Provide standard door hardware and universal key for the interior ability to lockdown from the inside of the room without opening the door...
- **Metal Detectors**
  - Single or high volume pass through metal detectors, or handheld devices...
- **Visitor Management System at all sites**
  - District wide visitor management that provides for system alerts, allows for local warnings on potential visitors, and checks visitors against sex offender registration.
- **Pull Station Alarms for Run, Hide, Fight (commonly referred to as Lockdown)**
  - Install pull stations around all schools for the purpose of emergency notification, activation in the event of an active threat...
- **Aggressive or Distress Noise Sensors**
  - Noise decibel sensors that activate an alarm to school administrators/SRO of aggressive noise detection (screams, fights, damage, vape drug use, gunshots) systems.
- **Video Surveillance Systems**
  - The camera system provides smart building technologies that communicate with building notifications systems and visitor management systems...
- **Analytic Intelligence (AI) Monitoring of Camera Systems**
  - AI that will monitor current camera systems that identify possible weapons or motion and historically for forensic investigations (color of clothing). No AI for facial recognition or license plate reading capability due to DOJ grant rules.

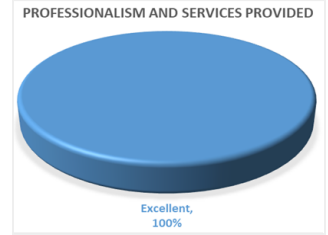
**Tier 3** - These round out your school safety infrastructure. If you have Tier 1 and Tier 2 in place, start adding these tools. We do not recommend violence prediction software before you have a way to lock your doors and communicate effectively with teachers, staff, and law enforcement:

- **Mirrors - Ceiling and Corner, Supervisor and Run, Hide, Fight**
  - Mirrors will act as a force multiplier for staff supervision of students in hallways and provide view, at a distance, around a corner or into an otherwise hidden line of sight area for run, hide fight, safer escape routes...
- **Motion Sensor Security Lights - Exterior Night Security**
  - Lighting on school grounds, exterior motion detector security lights to reduce vandalism and other unwanted night time activities...
- **Violence Prediction Technology**
  - Including data driven software

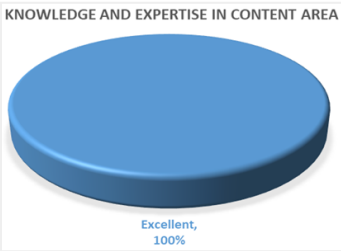


# REFERRALS & REVIEWS

**2022 - John Young (Chief Administration and Operations Officer), Lincoln Parish Schools, LA -** “Grant Specialties was extremely knowledgeable about the SVPP grant and a pleasure to work with. Our time was protected, and they were very efficient in getting everything submitted for us.”

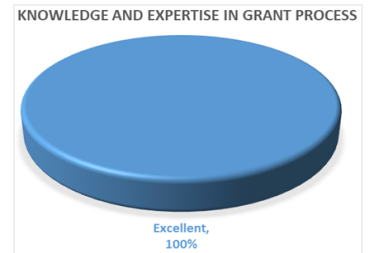


**2022 - Bryan Starr (Superintendent), Harrisburg School District, OR -** “Grant Specialties services did an outstanding job throughout the process. They respected our time and kept their weekly meetings to 30 minutes as much as possible. John is very organized and very professional in his approach to the work.”



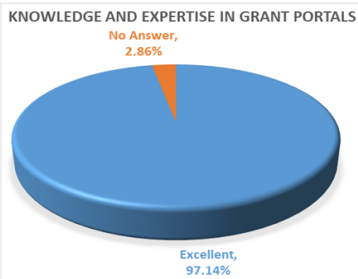
**2022 - Dan Turner (Executive Director of Operations), Chickasha Public Schools, OK -** “It was a pleasure working with John through this process. He is well-versed in this field and knows what he is talking about. I learned a lot from John while traversing through the process.”

**2023 - Misti Pali-Oriol (Federal Grants), Hawaii Dept. of Education -** “John was great from the start. The initial meeting set the tone for the entire application process, which was new for us. John made the process manageable and painless.”



**2023 - Bob Gold (Superintendent), Big Hollow School District, IL -** “You did a great job facilitating this process for us. If I were to tackle this grant process on my own, we would not have been able to put together such a great application.”

**2023 - Greg Shugrue (Head of School), The Gilbert School, CT -** “John and his team made a very arduous task a very manageable one. Their level of attention to detail, support, expertise, and patience allowed us to get through the process and hopefully qualify for a grant that we would not have otherwise.”



**2023 - Danny Pittman (Assistant Superintendent), Anadarko Public Schools, OK -** “Your application for us is more competitive than what I could have produced. I hope to be applying a second time for a second grant with you.”

**2023 - Susan Lindsey (Technology Coordinator), Safford Unified School District, AZ -** “I have never worked with a more professional, more prepared vendor in my life. You did what you said you were going to do, by when you said you would do it--EVERY TIME. You kept us all on task without making us feel harassed or pressured. You were amazing at keeping meetings focused, task-driven, and within the timeframe. There is seriously not a single thing I can recommend you do

differently. ...the stress you took off from me. Thank you for everything. I would like to use you for other grants ..”

**2023 - Jim Boswell (Director of Operations and Technology), Bremen High School District, IL -** “John and the team have been responsive, and were able to help us apply with a strong application that I believe will lead to approval. I would give the entire experience an A.”



**2023 - Cathay Danahy (Superintendent), River Edge Borough School District, NJ -** “Thank you for an excellent and easy experience!”

**2023 - Todd Bedenbaugh (Director of Child Nutrition & School Security), Lexington County School District, SC -** “Excellent customer service and great knowledge of the grant process.”

**2023 - Carmen Wilson (Director of Technology), Crawford County School District, GA -** “Thanks for being flexible and honest and staying on task.”

**Grant Specialties**

Office 630-837-9013, Mobile 847-975-2860, Email: [john@grantspecialties.com](mailto:john@grantspecialties.com), [Grantspecialties.com](http://Grantspecialties.com)



## **Grant Specialties, LLC, Established 2021**

Grant writing services specializes in school safety, police officer hiring, equipment, and technology grants, with the capacity and expertise to ensure clients meet all the necessary requirements in the Federal and State grants. Our writers have over 25 years combined experience. Our services include grant requirements research, development, writing, project narrative, budget narrative, letters of support, MOU templates, all document development required, and grant portal management. This includes all questions and preparation documents needed to submit a competitive grant application including a spreadsheet of all questions, guidance documents, and templates. Grant Specialties will provide all narratives, data requests, and interviews of community officials needed for the grant application. Letters of Support templates, MOU templates, and other documents prepared for all submission requirements in the manner prescribed by the grantor agency. Grants Specialties will do everything possible to limit the time of school district staff required to complete the best application. Grant Specialties works with the client to write each proposal individually, based on the needs identified, assessments, community situation, through personnel interviews and client agency data research

## **The lead grant writer is John J. Heiderscheidt, M.A. - School Safety Specialist, Grant Writer**

Building personnel capacity in safety and security practices that improve the quality of life for those we serve is the focus. John currently serves as a school safety specialist for the DuPage County Regional Office of Education. John holds a Western Illinois University MA in Law Enforcement and Justice Administration, a North Central College BA in Psychology, and a certificate in Juvenile Justice from the University of Southern California's Delinquency Control Institute. Previously, John served as a master instructor for the Crisis Prevention Institute, and the Director of School Safety and Culture for the second largest school district in Illinois overseeing safety, emergency management, 14 SROs, and student discipline for nearly 40,000 students and 5000 staff located in 10 municipalities. During his 15 years he secured \$ 3.1 million dollars in funding for school safety, security, technology, and evidenced based staff training in de-escalation management. Before this he served 22 years as a police officer, school resource officer, and school safety coordinator before retiring from law enforcement 2006. John is the founding president of the Northern Illinois School Safety Administrators Association.



# CONSULTATION CONTRACT

Grant Specialties, 1670 Edison Circle, Hanover Park, IL 60133

**Date:**

<b>Client Name</b>	<b>Address</b>	<b>City</b>
Derby Public Schools	35 Fifth St	Derby
<b>County (Borough/Parish) and State</b>	<b>Zip-plus 4</b>	<b>Main Phone</b>
New Haven, CT	06418	203-892-5627
<b>School Contact Official (for contract and invoice)</b>	<b>Title</b>	<b>Email</b>
Robert Trainor	Business Manager	rtrainor@derbyps.org
<b>Superintendent Name</b>	<b>Title</b>	<b>Email</b>
Dr. Matthew Conway	Superintendent	mconway@derbyps.org

## Service Contract

### **Single Project Contract Description – USDOJ COPS SVPP Grant**

Grant Specialties will provide the following: School Violence Prevention Program grant development, writing, budget proposal, letters of support, MOU templates and Grants.gov/JustGrants portal management for the U.S. Dept of Justice COPS School Violence Prevention program grant. This includes all questions and preparation documents needed to submit a competitive grant application including a spreadsheet of all questions, guidance documents and templates. The consultant, John Heiderscheidt, will provide all narratives, data requests, and interviews of community officials needed for the grant application. Letters of Support templates, MOU templates, and other documents prepared for all submission requirements in JustGrants, including the SF-424 form in Grants.gov.

The client must have SAM.GOV requirements up to date, and the EBIZ POC will need to participate in the grant portal completion in Grants.gov and JustGrants. We can assist with this process. Facilities and school personnel will be needed to provide required background information of the school district situation, current security implementation, culture and climate, threat assessment, and criminal information impacting the school district.

The school district agrees to meet via ZOOM/Google Meets, etc., meeting weekly for 30 minutes and providing the team members to complete all required data and narrative development information. Grants Specialties will do everything possible to limit the time of school district staff required to complete the best application.

**Grant Specialties**

Office 630-837-9013, Mobile 847-975-2860 Email: [john@grantspecialties.com](mailto:john@grantspecialties.com), [Grantspecialties.com](http://Grantspecialties.com)



# CONSULTATION CONTRACT

Grant Specialties, 1670 Edison Circle, Hanover Park, IL 60133

Confidentiality - All property, documents, proposals, maps, pictures, reports, data, and electronically stored information (ESI), including, but not limited to, employee background info, student disciplinary records, and threat assessment documents, will be considered confidential information in nature and at all times remain the property of the client; therefore, reasonable measures shall be taken at all times to protect and not disclose, intentionally or negligently, such confidential information to third-parties in compliance with applicable state and federal law. All intellectual property developed during the grant writing process also remains the property of the client for future grant writing purposes. Grant Specialties will never share confidential information with any person or entity outside of the client and its authorized agents.

**Contract period:**

Upon execution of this agreement until the COPS SVPP is submitted - TBD

**Cost:** \$6,000

**Payments:**

Payments will be requested after the grant is released. Released for application on TBD.

**Invoice will not be sent until grant is formally released.**

\$ 1,000 will be invoiced after the grant is released - date TBD.

\$ 5,000 will be invoiced upon grant submission - date TBD.

Payments on all financial commitments will be received within 60 days of invoice (the invoice for payment in full will be sent when the grant is released for application by US DOJ COPS). In the event that there is a breach of this agreement, or payment is not made in a timely manner and collection actions are necessary, Grant Specialties will be entitled to recover all costs of litigation, including attorneys' fees and court costs. Venue shall be Dupage County, Illinois and the laws of the State of Illinois shall apply, regardless of conflict of laws.

**This Contract was executed this** \_\_\_\_\_ **day of** \_\_\_\_\_, \_\_\_\_\_  
(day) (month) (year)

**Grant Specialties, LLC** **Client**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Susan C. Heiderscheidt, President  
1670 Edison Circle  
Hanover Park, IL 60133

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency Name: \_\_\_\_\_

