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December 17, 2025

Dear Berlin CSD Families, Staff, and Community Stakeholders:

I am writing to spotlight the Capital Project presentation from the December 16, 2025 Board of Education meeting. In September, the district began a Request for Proposal (RFP) process to search for an architectural firm that would assess the condition of our facilities and lead a potential Capital Project to address our most pressing infrastructure needs. Three architectural companies were selected for interviews at the [November 13, 2025 BOE meeting](#). The district ultimately agreed on [Synthesis Architects](#) as the firm of record to lead this important work. If you were not able to tune in, please check out the [Capital Project Introductory presentation from Synthesis](#) during the [December 16, 2025 BOE Meeting](#). Please note that planning for the project is still in the early stages - this is just a general overview of what the project might look like.

Community and stakeholder feedback are essential for a successful project. I encourage you to share your perspective and get involved. Below you will find a timeline of the Capital Project planning process, which holds multiple opportunities for community engagement and stakeholder feedback.

- **Special Board of Education Workshop Meeting on January 13, 2026, 6:30 pm at the Berlin MS/HS** for Capital Project scoping.
- **January 20th, BOE Meeting for Capital Project Resolution**, to further discuss scope and budget. On January 21st, a districtwide [Capital Project Community Survey](#) **will be shared electronically through School Messenger**. The survey will be open for feedback through February 4, 2026. QR codes and hard copies of the survey will also be available at our district's local libraries for greater community feedback.
- **February 24, 2026, BOE Capital Project Community Presentation**. This will be a Q&A session with survey results shared and stakeholders input and feedback discussed.

While the detailed scope and financial implications are still being worked out, the goal is to keep the burden on taxpayers as minimal as possible while addressing critical infrastructure needs required to maintain a safe and operational learning environment for students and staff. Much more information will be shared as the project is developed and fiscal information becomes clearer. Please be on the lookout for additional communications.

I appreciate the community's engagement and support during the planning phase of this process. Your partnership is crucial to the success of the district and every student.

Sincerely,

Ken Rizzo
Superintendent of Schools