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THE PUBLIC IS REQUESTED TO TURN OFF CELL PHONES OR PLACE THEM ON VIBRATE PRIOR TO THE START OF THE MEETING

Board of Education
Fairfield Public Schools
Fairfield, CT

Tuesday, April 12, 2011

EXECUTIVE SESSION

7:00 P.M.

REGULAR MEETING

7:30 P.M.

501 Kings Highway East
2nd Floor Board Conference Room

AGENDA

- I. Call to Order and Roll Call
- II. Executive Session
- III. Recommended Motion: "that the Board of Education go into Executive Session for the purpose of discussing contract negotiations with the Fairfield Educational Paraprofessionals, the Fairfield Association of Educational Office Professionals and the Information Technology Technicians"
- IV. Convene to Regular Meeting of the Board of Education
- V. Call to Order of the Regular Meeting of the Board of Education and Roll Call
- VI. Pledge of Allegiance
- VII. Approval of Minutes

Recommended Motion: "that the Board of Education approve the Revised Minutes of the Regular Meeting of March 8, 2011"

(Enclosure No. 1)

VIII. Student/Committee/Liaison Reports

Allison Reich

Fairfield Ludlowe High School Student Liaison

Dan Callahan/ Stephanie Teixeira	Fairfield Warde High School Student Liaison
Albin, Catherine	Finance, Budget & Community Relations Subcommittee Cooperative Education Services (CES) Representative Council Member
Brand, Sue	Curriculum, Policy and Special Programs Subcommittee* Board of Health Member**** Cooperative Education Services (CES) Representative Council Member Six to Six Magnet School Liaison
Dow, Sue	Finance, Budget and Community Relations Subcommittee* CT Association of Boards of Education (CABE)** SEPTA
Fattibene, Paul	Curriculum, Policy and Special Programs Subcommittee Transportation Advisory Committee
Iacono, Pamela	Finance, Budget & Community Relations Subcommittee Special Projects Standing Building Committee Member*** Representative Town Meeting (RTM) Liaison** Board of Finance Liaison
Kery, Tim	Facilities, Technology and Long Term Planning Subcommittee* PTA Council Liaison
Liu, Perry	Facilities, Technology and Long Term Planning Subcommittee Fairfield Woods Building Committee Liaison***
Mitola, John	Facilities, Technology & Long Term Planning Subcommittee Stratfield School Building Committee Liaison*** Parks and Recreation Commission Member**** Fairfield Education Association (FEA) Liaison
Zahn, Stacey	Curriculum, Policy & Special Programs Subcommittee High School Scholarship Foundation

* Committee Chairman
** Liaison Position Indicated per By-Laws
*** Ad Hoc – Established by the First Selectman/Town
**** Per Town Charter and Serving as a Voting Member

IX. Superintendent's Report

A. Update on 2011-12 Proposed Town Capital Improvement Projects

(Enclosure No. 2)

B. Review of Quarterly Financial Report Through March 31, 2011

(Enclosure No. 3)

X. New Business

A. First Read of Policies

- #5514 – Administration of Medication in the Schools
- #5124 – Transfers Within Fairfield
- #3431.2 – Financial Statements – Quarterly Reports
- #3431.1 – Financial Statements – Monthly Reports (delete)

(Enclosures No. 4, 5, 6, 7)

B. Presentation of Physical Education Curriculum, Grades K-5

C. Date and Time of Fairfield Ludlowe High School and Fairfield Warde High School Graduation

Recommended Motion: “that the Board of Education establish Thursday, June 23, 2011, at 6:00 p.m. as the date and time of graduation for Fairfield Ludlowe High School and Fairfield Warde High School Class of 2011”

D. Approval of Collective Bargaining Agreement Between the Fairfield Board of Education and the Fairfield Educational Paraprofessionals Union CSEA, SEIU Local 2001, CTW

Recommended Motion: “that the Board of Education approve the contract between the Fairfield Board of Education and the Fairfield Educational Paraprofessionals Union CSEA, SEIU Local 2001, CTW for the period July 1, 2010 – June 30, 2013”

E. Approval of Collective Bargaining Agreement Between the Fairfield Board of Education and the Information Technology Technicians, AFSCME Council 4, Local 1303-439

Recommended Motion: “that the Board of Education approve the contract between the Fairfield Board of Education and the Information Technology Technicians, AFSCME Council 4, Local 1303-439 for the period July 1, 2010 – June 30, 2011”

F. Approval of Educational Specifications for Fairfield Ludlowe High School Window Replacement/Rehabilitation Project

Recommended Motion: “that the Board of Education approve the Educational Specifications for the Fairfield Ludlowe High School Window Replacement/Rehabilitation Project”

(Enclosure No. 8)

G. Approval of Educational Specifications for Fairfield Warde High School Re-roofing Project

Recommended Motion: “that the Board of Education approve the Educational Specifications for the Fairfield Warde High School Re-roofing Project”

(Enclosure No. 9)

XI. Public Comments and Petitions

During this period the Board will hear comments and receive petitions from any citizen present at the meeting. Any single presentation must be limited to two minutes, and audio-visual equipment cannot be used without the advance authorization of the Chairman. **The Board will not hear comment on individual personnel matters or comments addressed to a specific member(s) of the Board.** Decorum will be enforced. Citizens are asked to comment on any voting item at the time the item is under consideration by the Board.

XII. Open Board Comment

XIII. Adjournment

Recommended Motion: "that this regular meeting of the Board of Education adjourn"

CALENDAR OF EVENTS

May 10, 2011	Board of Education 7:00 p.m. Student Recognition Awards 7:30 p.m. Regular Board Meeting	Fairfield Ludlowe High School Auditorium 785 Unquowa Road
May 24, 2011	Board of Education Regular Board Meeting	7:30 p.m. 501 Kings Highway East 2 nd Floor Conference Room

RELOCATION POLICY NOTICE

The Fairfield Public Schools System provides services to ensure students, parents and other persons have access to meetings, programs and activities. The School System will relocate programs in order to ensure accessibility of programs and activities to disabled persons. To make arrangements please contact:

Pupil & Special Education Services
501 Kings Highway East
Fairfield, CT 06825
Telephone: (203) 255-8379

FAIRFIELD BOARD OF EDUCATION
MINUTES OF THE MEETING OF THE BOARD OF EDUCATION
Tuesday, March 8, 2011

APR 12 2011

Minutes of the Regular Meeting of the Board of Education held Tuesday, March 8, 2011, at 501 Kings Highway East, 2nd Floor Board Conference Room.

1. Chairman Mr. John Mitola called the Regular Meeting to order at 7:35 p.m. Other Board members present were: Mrs. Catherine Albin (left 8:40 p.m.), Mrs. Sue Brand, Mr. Paul Fattibene, Mrs. Pamela Iacono, Mr. Tim Kery, Mr. Perry Liu, Ms. Stacey Zahn (left 10:10 p.m.) and Mrs. Sue Dow (arrived 7:43 p.m.). Also in attendance were Superintendent Dr. David Title, Fairfield Ludlowe HS Student Representative Allison Reich and members of the administrative staff. Approximately 60 people comprised the remainder of the audience.
2. Mr. Mitola led the Board and audience in the Pledge of Allegiance.
3. Presentation of Elementary Health Curriculum, Grades Pre-K-5

Dr. Gary Rosato introduced Mrs. Lori Mediate, Health Coordinator-grades pre-k through 12, and Ms. Cindy Stetter, Fairfield Ludlowe High School health educator.

Mrs. Mediate stated that the health curriculum is delivered mainly by the classroom teacher in grades pre-k through 5. She discussed how a strong health education program can influence a student's academic success. Mrs. Mediate and Ms. Stetter provided an overview of the pre-k-5 health education curriculum and the revisions and additions that have been made. The curriculum is separated into five units: substance abuse, wellness, family life and human growth and development, safety and accident prevention, and violence prevention. Additional objectives have been added: more nutrition objectives, more stress management objectives, disease prevention and hand washing objectives beyond the primary grades, an introduction to lyme disease and lice prevention, and objectives on social networking and internet safety. The final goal is to provide elementary students with the tools to make healthy decisions not only in elementary school but more importantly when they are faced with the peer pressure that is often part of the middle school student's life.

Board questions and comments followed.

4. Approval of Minutes
Ms. Zahn asked to separate the minutes.

Mrs. Brand moved, seconded by Ms. Zahn that the Board of Education approve the Minutes of the Special Meeting of January 18, 2011.

Motion carried: 8:0:1. Ms. Zahn abstained.

Ms. Zahn moved, seconded by Mrs. Brand that the Board of Education approve the Minutes of the Special Meeting of January 20, 2011.

Motion carried: 7:0:2. Ms. Zahn and Mrs. Dow abstained.

Ms. Zahn moved, seconded by Mrs. Brand that the Board of Education approve the Minutes of the Regular Meeting of January 25, 2011.

Motion carried: 8:0:1. Mrs. Dow abstained.

5. Student/Committee/Liaison Reports-
 - ◆ Allison Reich – No report

- ◆ Mrs. Albin – No report
- ◆ Mrs. Brand reported that the Policy subcommittee deferred a vote on the chair until all members could be present. The Board of Health reviewed the audit and the budget. Mrs. Brand asked to make clear that the school nurses in Fairfield work under the auspices of the Board of Health and not the school district. CES reviewed their budget, and there is no tuition increase. They spoke to the Governor’s proposal about the vocational schools and until a plan is proposed, no action will be taken. An invitation was sent out for the CES Awards Night on April 8. A tech evening was held and the tech coordinators from each school district attended. Six to Six was cited for students who did not meet adequate yearly progress under No Child Left Behind, and they are now obligated to hire an outside contractor to help educate the students. The state provides the list of these independent contractors, but the problem is that there is no way of validating what their training is or what their qualifications are. This is a mandate that we are subject to.
- ◆ Mrs. Dow reported that SEPTA’s February meeting was on transitioning, what you do when your child turns 21 and the services stop. SEPTA will meet again tomorrow. CABE’s Day on the Hill will take place on Wednesday.
- ◆ Mrs. Albin stated that Mrs. Iacono will represent Fairfield at CABE’s Day on the Hill tomorrow. Governor Malloy will be speaking at 10 a.m. at the Bushnell, and after that anyone in attendance is able to wonder the halls of the capital. They are not in session but the legislators will be in their offices and there will be some committee meetings going on.
- ◆ Mr. Fattibene reported that the Transportation Safety Advisory Committee convened to decide two issues related to bus stops, and they have been decided.
- ◆ Mrs. Iacono reported that the Special Projects Standing Building Committee is in a holding pattern for the Sherman project because of the 14 day waiting period to file for a referendum. The RTM approved the Sherman project. The Board of Finance is in the process of working through the budget. Mrs. Iacono stated that she represented the Board of Ed at the Board of Finance meeting last week and there was a discussion about better communication between that Board, the First Selectman’s office, the Board of Ed and Central Office. She will defer the rest of the meeting to Dr. Title during his report later in the evening.
- ◆ Mr. Kery reported that the PTA Council meeting featured the Brain Fagan Awards. Board of Finance members Mr. Flynn and Mr. Tetreau gave an overview on the town budget process to PTA Council, PTA members and anyone in the general public.
- ◆ Mr. Liu – No report
- ◆ Mr. Mitola reported that Stratfield Building Committee met last Tuesday and things are moving along. There was some concern that they are a little behind because of the weather this winter but they think they will be able to make that up. Most of the meeting was spent going over change orders.
- ◆ Ms. Zahn – No report

6. Superintendent’s Report

A. Initial Response to the Operational Audit

Dr. Title stated that the Board received the Operational Audit on December 14, 264 pages, 24 commendations, and 74 recommendations. The understanding was that he would come back to the Board with some initial reactions to the audit. He presented a 22 page written document with his initial responses to the audit. Some recommendations have dollar savings or costs and others have no financial impact. For each item that has a cost he attempted to ascertain whether or not that cost is accurate. If the recommendation was implemented, would it save the money they say it would save. He did not address items in the audit that had no cost savings attached to them. One item Prismatic did not include in their report was the impact on unemployment compensation on the town budget. In some cases dramatic reductions in existing personnel are recommended and were we to implement these recommendations, staff members would be laid off and entitled to unemployment compensation. Unemployment compensation is not a line item in the Board of Education budget and would be carried in the Town-side of the budget. The estimated costs of unemployment compensation need to be subtracted from the savings in this study to ascertain the true net savings to the Town. Some recommendations that save money may have a significant

impact on our instructional program and others may have a modest impact. He tried to make some initial judgment as to what the impact would be to the school system were we to implement the recommendations. Would the recommendation save the money noted, does Prismatic have it right and what would be the impact. There were several recommendations that would cost the district money. There were recommendations to add staff in certain departments and while noble and the numbers are right, in this environment we are not doing them. He also noted that there were a number of recommendations or areas in the audit that were suggested and have already been captured within the budget. He reviewed some of the recommendations that were thought to have large savings and really there aren't or they need to be discussed further. Finding 3-12 suggests that 16 paraprofessionals in the special ed area be eliminated and teachers be hired. They did not account for hiring the teachers. They simply took the reduction of paraprofessionals and did not give us any guidance as to how many teachers need to be hired to replace the paraprofessionals. Districts that have reduced paraprofessionals often end up hiring one certified staff member for every two paraprofessionals eliminated. There are other costs involved in making this change which appears on paper to have a large savings but in fact the savings was minimal. He noted that he stayed away from the kindergarten issue because if we choose to do anything, there needs to be a further review. While he did not disagree with the amount of savings for reconfiguring the middle school music schedules, the recommendation calls for decreasing the program and he felt it would be a big mistake. Finding 3-19, the house system, is too big to jump into immediately. There is no huge difference in the savings that we found versus Prismatic. To some extent the savings are not necessarily a reflection of the house plan, but how many positions are eliminated and what the impact of eliminating those positions would be. If you eliminate the positions Prismatic recommends, that is where you are saving money. Dr. Title stated that he does not think they truly understood the distinction between dean of students and housemaster. The recommendation by Prismatic is a very dramatic change and at this point he is not advocating eliminating the house system without a full examination of all the implications. We can look at it to see how we can do it better and if there is a way to do it more efficiently. Finding 3-20, requiring high school English teachers to teach five periods a day instead of four periods a day with a writing conference. Dr. Title stated that he thinks Prismatic misunderstood how assignments are done, and this would not save money. There is a contractual limit of 105 kids per English teacher and whether those 105 are divided into four or five periods makes no difference. The question is, is it better educationally to have four slightly larger classes and a writing conference or to have five smaller classes with no writing conference period. Our best results on standardized tests at the high school level are in writing; therefore, this is not a good idea. There was one area where Prismatic had no savings and we found \$500,000; that was the bell schedule. Finding 9-8, seek legal counsel regarding reduction of non-public school transportation was \$400,000 and there is no savings. It is on the Town-side of the budget. We are obligated legally to provide it. He reviewed the summary sheet and chart on page 20. Prismatic's estimated savings of approximately \$4.6 million and Dr. Title's calculation which is closer to \$2.1 million plus some to be determined. There are areas we have to look at further to see if we can capture some savings so we are not rejecting every recommendation. We will continue to look at them and if there are some areas that we can capture we will do it. There are some big ticket items in the audit that just aren't there or would really be harmful.

Board questions and comments followed.

B. Financial Report

Mrs. McWain stated that Enclosure No. 5 is the newly developed format for the Statement of Account – Summary by Major Classification. Next month the Board will receive the report, and it will be reviewed in greater detail concerning our financial position as of third quarter of this fiscal year. She briefly reviewed the report and each of the seven major classifications and the balances and shortfalls in the accounts: personnel services, fixed charges, pupil personnel expenses; school expenses, support expenses, maintenance/operation/transportation; and capital.

Board questions followed.

C. Board of Finance Meeting Recap

Dr. Title stated that this item is the result of the Board of Finance meeting held a week ago where there was a discussion about the medical retention fund. The medical fund issue, including the stop loss, was first discussed at the January 18 Board of Ed meeting with the AON advisers. There were two additional Board meetings at which this fund was discussed in some detail as noted on page 169 of the budget book. Consistent with past practice, there have been some changes subsequent to AON's predictions of our expenses. Right now we are in the vicinity of \$600,000 to the good compared to when we built the budget. The budget was built based on not contributing as much to the fund as was projected by AON. Were the AON projections to occur, the fund balance on the Board of Ed side would still be very healthy, but it would reduce the amount of the fund if the AON projections were correct. While this is okay on the Board of Education side, the issue is that we are in this internal service fund with the Town. Last spring one rating agency addressed the issue of the internal service fund with the Town suggesting that if we end up drawing down on that account by the end of June 2012, the Town may be risking its bond rating. Both the town side of the health insurance fund and the workers compensation comprise the other two components of the internal service fund. The Town and the Board of Finance are suggesting that the only healthy fund of the three is the Board of Ed health care. Last year when the Board made a decision not to contribute as much to its health care for this year to offset a \$3 million dollar cut, there was a lot of angst. There was also very little incentive for the Board to leave money in that fund because under the terms of the Memorandum of Understanding between the previous superintendent and the First Selectman, any funds that remain in the medical retention fund at year end can be taken by the First Selectman and used for any purpose. Dr. Title reconstructed what happened last year and pointed out that there was such a substantial change in the claims between November when the budget was put together and May when the fund balance had gotten so high that the Chief Fiscal Officer told Mrs. McWain that the Board could take \$1.95 million out and be fine fiscally. Mrs. McWain recommended \$1.6 million which is what the Board ultimately did. The fund on June 30, 2009 was about \$4.4 million on the Board's side and the fund balance projected for June 30, 2011 is estimated to be \$4.1 million, if there are no changes in the claims experience. The notion that the Board has drained this fund is not one hundred percent accurate. There were two issues of concern last night. One was about the projection, what would happen to the fund balance, and the second was around the stop loss. Dr. Title suggested a solution to this that would involve the Town taking the whole fund; they can still keep the accounting separate, but take the whole fund. We would have it off our books entirely. We would send our employee contributions over to the town side, and they could manage that as a single fund. They are looking at it as a single fund but they can't really control what the Board of Ed does with it because they don't have line item control of our budget. Dr. Title stated that he is happy to work with the Town and has made that suggestion. Mr. Hiller thinks that has a lot of merit but will not solve the immediate problem that is still out there in terms of what the Board of Finance would like to do.

Approximately 45 minutes of Board questions and comments followed.

Mrs. Brand stated that she is concerned about the Town's AAA bond rating. She feels that she was not adequately informed about the risk of decreasing the medical retention fund balance and thinks the Board needs to think about what we can do to help protect the schools and the Town. She doesn't know what that is but thinks the Board has to work closely with the Board of Finance and the Board of Selectmen and come to some kind of resolution that basically helps all of us.

Mr. Liu stated that he remembers the discussions about the stop loss and what the AON people said at the meeting, and at no time does he remember the Board discussing the medical retention fund and taking money from it and building it into part of the operating budget. He commented that he felt the administration did not make it abundantly clear that \$1.9 million from the Medical Retention Fund would be used as part of our proposed operational budget for the 2011/12 year. It is not the point of whether this money is ours or not, it is about the protocol. He stated that he is

having very difficult time with this right now not only from an integrity point of view with the rest of this Town but that the \$1.9 might need to be taken out of this budget if the Town feels that parts of it need to stay in that account.

7. Old Business

- A. Mrs. Brand moved, seconded by Ms. Zahn that the Board of Education approve the High School Media Technology Curriculum.

Motion carried: 8:0:0.

- B. Mrs. Brand moved, seconded Mrs. Iacono that the Board of Education approve the Long Range Facilities Plan with MGT of America capacity deficiencies.

Dr. Title stated that this was discussed at the last Board meeting. The Board received a summary of the projects being put forward, and the pricing did not include remedying all of the deficiencies as recommended in the MGT report. The pricing on the large projects was been changed to remedy the MGT deficiencies, which increased the price fairly dramatically and there was some feeling by the Board that we needed to stated what our needs are and the price so that is the change. This is an insert to the Facilities Plan that is still in existence.

Board questions and comments followed regarding receiving documentation on how the cost estimates were developed and why we need to do these projects, taking off Dwight and Osborn Hill, prioritizing and using a matrix when bringing a maintenance project or school project forward to show its priority, to have this align with our projections and to move to the community conversation and look to the other Boards for potential solutions. There was discussion about sending this back to subcommittee.

Mrs. Iacono asked to give direction to the administration to come back to the Board and tell us how you got your estimates, show us the history, explain why you are asking for what you are asking, put in your priorities breaking it out through maintenance versus enrollment. Mrs. Brand asked to add a matrix.

The motion was withdrawn and sent back to the subcommittee.

Mrs. Iacono moved, seconded by Mr. Kery to direct administration to develop and provide the cost estimates and rationale behind their numbers and provide justification and explanation as to the facilities needs and maintenance needs of the district.

Mr. Fattibene suggested instead of referring it directly to the administration to refer it to the committee to work with the administration to accomplish the goals that Mrs. Iacono just indicated.

Board members were not agreeable to this and preferred to direct it to the administration.

Motion carried: 8:0:0.

- C. Mrs. Brand moved, seconded by Mrs. Iacono that the Board of Education approve the Roof Warranty Extension Project – Roger Sherman Elementary School, North Stratfield Elementary School, Osborn Hill Elementary School, Riverfield Elementary School and Holland Hill Elementary School.

Motion carried: 7:0:0.

8. New Business

- A. Authorize the Chairman to Send a Letter to the First Selectman Requesting a Building Committee for the Riverfield Elementary School Project

Motion withdrawn and moved to the next meeting on March 29, 2011.

- B. Mrs. Iacono moved, seconded by Mrs. Brand that the Board of Education accept the Tomlinson Middle School Project #051-112EA as complete.

Board questions and comments followed.

Motion carried: 7:0:0.

9. Public Comments and Petitions-

Susan Long, Southport, commented on an email she sent the Board regarding Riverfield doing a feedback survey every year, and she asked the Board to consider this. She believes that every parent, every teacher and every child has valuable feedback that could help make our school system better. She asked the Board to consider how the Town of Fairfield can ask for feedback annually to help begin the process of getting people used to giving feedback to make our education system better.

10. Open Board Comment-

Mrs. Iacono commended the administration for their program changes to the Summer School.

11. Mr. Kery moved, seconded by Mrs. Dow that this regular meeting of the Board of Education convene to Executive Session to discuss pending collective bargaining agreements for Fairfield Education Paraprofessional Association, Fairfield Association of Educational Office Professionals, and AFSCME Council 4, Information Technology Technicians at 10:14 p.m.

Motion carried: 7:0:0.

12. Mr. Mitola called the Executive Session to order at 10:18 p.m. Board members present were Mrs. Brand, Mrs. Dow, Mr. Fattibene, Mrs. Iacono, Mr. Kery, Mr. Liu, and Mr. Mitola. Also in attendance were Dr. David Title and Mrs. Margaret Mary Fitzgerald.

13. Mrs. Brand moved, seconded by Mr. Kery to return to Public Session at 10:32 p.m.

Motion carried: 7:0:0

14. Mr. Liu moved, seconded by Mrs. Brand that this meeting of the Board of Education adjourn at 10:33 p.m.

Motion carried: 7:0:0.

Stacey Zahn
Secretary

APR 12 2011

2011-2012 Proposed Town Capital Improvement Projects Description and Breakdown

Status as of April 5, 2011

School and Project	BOE Request	BOS Approval	BOF Approval	RTM Approval
Dwight Elementary School Boilers	\$ 315,000.00	\$ 280,000.00	\$ 280,000.00	\$ 0
Holland Hill Elementary School Oil Tank	\$ 125,000.00	\$ 100,000.00	\$ 100,000.00	---
Jennings Elementary School Bathrooms	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 125,000.00
Mill Hill Elementary School Ceiling and Lights	\$ 250,000.00	\$ 0	---	---
Roger Ludlowe Middle School Roof Repairs	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 35,000.00
McKinley Elementary School Roof Coping Repairs	\$ 100,000.00	\$ 50,000.00	*	---
Roger Ludlowe Middle School New Siding	\$ 250,000.00	\$ 0	---	---

School and Project	BOE Request	BOS Approval	BOF Approval	RTM Approval
Tomlinson Middle School Façade Cornice Work	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	---
Early Childhood Center Playgrounds	\$ 105,000.00	\$ 105,000.00	\$ 105,000.00	\$ 105,000.00
TOTALS	\$ 1,695,000.00	\$ 1,085,000.00	\$ 1,035,000.00	\$ 265,000.00

* Board of Finance recommended \$ 30,000.00 for a building envelope study to determine the cause of the water infiltration at McKinley Elementary School. This is to be funded out of contingency pending RTM approval.

APR 12 2011

Statement of Account - Summary by Major Classification

3/31/2011 4:13:15 PM

Fairfield Public Schools

As of March 31, 2011

Major Classification	Appropriation As Adopted	Spec Approp and Transfers	Appropriation Amended	Total Expenditures	Outstanding Encumbrance	Outstanding Requisitions	Unencumbered Balance	% Used
Personnel Services	\$95,919,674.00	\$112,200.00	\$96,031,874.00	\$60,575,435.07	\$33,708,308.19	\$0.00	\$1,748,130.74	98.18%
Fixed Charges	\$18,703,782.00	(\$94,441.00)	\$18,609,341.00	\$17,871,248.17	\$0.00	\$0.00	\$738,092.83	96.03%
Pupil Personnel Expense	\$4,148,187.00	\$53,815.00	\$4,202,002.00	\$2,991,964.89	\$1,288,846.25	\$30,436.20	(\$109,245.34)	102.60%
School Expenses	\$3,058,870.00	(\$10,354.00)	\$3,048,516.00	\$1,629,093.32	\$472,363.57	\$39,303.57	\$907,755.54	70.22%
Support Expenses	\$3,288,821.00	(\$5,275.00)	\$3,283,546.00	\$1,937,768.03	\$161,876.91	\$20,602.11	\$1,163,298.95	64.57%
Maint/Oper/Trans	\$15,294,961.00	(\$61,220.00)	\$15,233,741.00	\$10,009,345.97	\$2,811,282.46	\$80,017.14	\$2,333,095.43	84.68%
Capital	\$1,157,130.00	\$5,275.00	\$1,162,405.00	\$1,119,602.49	\$32,723.39	\$0.00	\$10,079.12	99.13%
Grand Total	\$141,571,425.00	\$0.00	\$141,571,425.00	\$96,134,457.94	\$38,475,400.77	\$170,359.02	\$6,791,207.27	95.20%

**Statement of Account - Summary by
Major Classification and Summary Object**

3/31/2011 4:14:45 PM

Fairfield Public Schools
As of March 31, 2011

Major Classification Summary Object	Appropriation As Adopted	Spec Approp and Transfers	Appropriation Amended	Total Expenditures	Outstanding Encumbrance	Outstanding Requisitions	Unencumbered Balance	% Used
Personnel Services								
101 TEACHING STAFF	\$64,327,115.00	(\$673,119.60)	\$63,653,995.40	\$38,125,711.70	\$25,528,219.34	\$0.00	\$64.36	100.00%
103 CERTIFIED SUPPORT STAFF	\$6,320,924.00	(\$174,095.00)	\$6,146,829.00	\$3,622,542.09	\$2,524,275.23	\$0.00	\$11.68	100.00%
105 SCHOOL ADMINISTRATION STAFF	\$5,162,625.00	(\$34,714.00)	\$5,127,911.00	\$3,942,805.19	\$1,185,107.96	\$0.00	(\$2.15)	100.00%
107 CENTRAL ADMINISTRATION STAFF	\$918,926.00	\$3,820.00	\$922,746.00	\$709,804.52	\$212,941.32	\$0.00	\$0.16	100.00%
109 DIRECTOR/SUPERVISOR/MANAGER	\$664,604.00	\$13,291.00	\$677,895.00	\$521,457.89	\$156,437.51	\$0.00	(\$0.40)	100.00%
111 SECRETARIAL/CLERICAL STAFF	\$3,234,628.00	(\$47,832.00)	\$3,186,796.00	\$2,221,844.49	\$964,934.78	\$0.00	\$16.73	100.00%
113 PARAPROFESSIONAL STAFF	\$3,633,622.00	(\$190,509.00)	\$3,443,113.00	\$2,223,144.80	\$1,219,962.77	\$0.00	\$5.43	100.00%
115 CUSTODIAN STAFF	\$3,447,310.00	(\$81,258.55)	\$3,366,051.45	\$2,579,469.48	\$786,522.12	\$0.00	\$59.85	100.00%
117 MAINTENANCE STAFF	\$991,063.00	\$25,578.00	\$1,016,641.00	\$782,858.83	\$233,775.72	\$0.00	\$6.45	100.00%
121 SUPPORT STAFF	\$1,119,336.00	\$1,135.00	\$1,120,471.00	\$824,565.88	\$295,903.23	\$0.00	\$1.89	100.00%
123 INFO TECH SUPPORT STAFF	\$935,128.00	(\$58,780.00)	\$876,348.00	\$619,275.10	\$257,071.26	\$0.00	\$1.64	100.00%
125 SE TRAINER STAFF	\$696,549.00	(\$66,990.00)	\$629,559.00	\$486,232.32	\$143,317.08	\$0.00	\$9.60	100.00%
129 PART-TIME EMPLOYMENT	\$2,688,331.00	\$333,656.00	\$3,021,987.00	\$2,568,565.01	\$183,407.87	\$0.00	\$270,014.12	91.07%
131 WAGE/BENEFIT RESERVE	\$1,029,044.00	(\$183,342.00)	\$845,702.00	\$583,400.51	\$0.00	\$0.00	\$262,301.49	68.98%
133 STAFF REPLACEMENT	(\$862,168.00)	\$1,500,682.15	\$638,514.15	\$0.00	\$0.00	\$0.00	\$638,514.15	0.00%
135 DEGREE CHANGES	\$257,537.00	(\$255,322.00)	\$2,215.00	\$0.00	\$0.00	\$0.00	\$2,215.00	0.00%
307 OTHER SERVICES	\$1,355,100.00	\$0.00	\$1,355,100.00	\$763,757.26	\$16,432.00	\$0.00	\$574,910.74	57.57%
Total for Personnel Services	\$95,919,674.00	\$112,200.00	\$96,031,874.00	\$60,575,435.07	\$33,708,308.19	\$0.00	\$1,748,130.74	98.18%
Fixed Charges								
201 HEALTH INSURANCE	\$14,902,854.00	(\$94,606.00)	\$14,808,248.00	\$14,804,998.00	\$0.00	\$0.00	\$3,250.00	99.98%
203 LIFE/DISABILITY INSURANCE	\$471,888.00	(\$2,256.00)	\$469,632.00	\$339,367.04	\$0.00	\$0.00	\$130,264.96	72.26%
205 SOCIAL SECURITY	\$2,052,910.00	(\$10,829.00)	\$2,042,081.00	\$1,445,511.13	\$0.00	\$0.00	\$596,569.87	70.79%
207 PENSION/RETIREMENT	\$1,276,130.00	\$13,250.00	\$1,289,380.00	\$1,281,372.00	\$0.00	\$0.00	\$8,008.00	99.38%
Total for Fixed Charges	\$18,703,782.00	(\$94,441.00)	\$18,609,341.00	\$17,871,248.17	\$0.00	\$0.00	\$738,092.83	96.03%
Pupil Personnel Expense								
301 INSTRUCTIONAL SERVICES	\$135,000.00	\$0.00	\$135,000.00	\$64,302.55	\$0.00	\$0.00	\$70,697.45	47.63%
303 PUPIL PERSONNEL SERVICES	\$1,258,247.00	\$0.00	\$1,258,247.00	\$831,022.07	\$134,611.54	\$0.00	\$292,613.39	76.74%
307 OTHER SERVICES	\$95,000.00	\$0.00	\$95,000.00	\$79,562.32	\$85,870.35	\$20,646.00	(\$91,078.67)	195.87%
315 RENTALS	\$8,000.00	\$0.00	\$8,000.00	\$10,200.00	\$0.00	\$0.00	(\$2,200.00)	127.50%
317 STUDENT TRANSPORTATION	\$117,397.00	\$53,815.00	\$171,212.00	\$168,525.08	\$0.00	\$0.00	\$2,686.92	98.43%
319 CONFERENCE & TRAVEL	\$13,700.00	\$0.00	\$13,700.00	\$5,707.66	\$0.00	\$0.00	\$7,992.34	41.66%
327 PRINTING/COPYING	\$6,800.00	\$0.00	\$6,800.00	\$3,726.36	\$3,073.64	\$0.00	\$0.00	100.00%
329 TUITION	\$2,462,108.00	\$0.00	\$2,462,108.00	\$1,797,594.37	\$1,054,984.75	\$9,790.20	(\$400,261.32)	116.26%
401 INSTRUCTIONAL SUPLS/MATLS	\$30,000.00	\$0.00	\$30,000.00	\$17,348.23	\$10,276.49	\$0.00	\$2,375.28	92.08%
404 SUPLS, BKS & MATLS-DIST SPRT	\$20,000.00	\$0.00	\$20,000.00	\$11,773.20	\$29.48	\$0.00	\$8,197.32	59.01%
411 TEXTBOOKS	\$0.00	\$0.00	\$0.00	\$1,929.05	\$0.00	\$0.00	(\$1,929.05)	#Div/0!
415 OTHER SUPPLIES/MATERIALS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
601 DUES AND FEES	\$935.00	\$0.00	\$935.00	\$274.00	\$0.00	\$0.00	\$661.00	29.30%
Total for Pupil Personnel Expense	\$4,148,187.00	\$53,815.00	\$4,202,002.00	\$2,991,964.89	\$1,288,846.25	\$30,436.20	(\$109,245.34)	102.60%

**Statement of Account - Summary by
Major Classification and Summary Object**

3/31/2011 4:14:45 PM

Fairfield Public Schools
As of March 31, 2011

Major Classification Summary Object	Appropriation As Adopted	Spec Approp and Transfers	Appropriation Amended	Total Expenditures	Outstanding Encumbrance	Outstanding Requisitions	Unencumbered Balance	% Used
School Expenses								
129 PART-TIME EMPLOYMENT	\$73,264.00	\$0.00	\$73,264.00	\$43,491.00	\$0.00	\$0.00	\$29,773.00	59.36%
301 INSTRUCTIONAL SERVICES	\$56,159.00	\$0.00	\$56,159.00	\$9,613.40	\$3,690.91	\$250.00	\$42,604.69	24.14%
303 PUPIL PERSONNEL SERVICES	\$30,000.00	\$0.00	\$30,000.00	\$10,663.00	\$8,529.19	\$4,250.00	\$6,557.81	78.14%
307 OTHER SERVICES	\$59,392.00	(\$1,656.00)	\$57,736.00	\$12,854.84	\$7,591.20	\$54.62	\$37,235.34	35.51%
315 RENTALS	\$84,575.00	\$0.00	\$84,575.00	\$21,841.00	\$130.00	\$0.00	\$62,604.00	25.98%
317 STUDENT TRANSPORTATION	\$34,655.00	\$0.00	\$34,655.00	\$13,562.97	\$0.00	\$527.59	\$20,564.44	40.66%
319 CONFERENCE & TRAVEL	\$40,442.00	(\$2,315.00)	\$38,127.00	\$13,658.11	\$2,470.00	\$229.90	\$21,768.99	42.90%
321 PROFESSIONAL DEVELOPMENT	\$2,000.00	\$0.00	\$2,000.00	\$1,810.50	\$0.00	\$0.00	\$189.50	90.53%
327 PRINTING/COPYING	\$303,161.00	\$0.00	\$303,161.00	\$169,938.08	\$112,743.34	\$0.00	\$20,479.58	93.24%
400 SUPPLIES, BOOKS & MATERIALS	\$1,543,269.00	(\$2,854.00)	\$1,540,415.00	\$908,004.62	\$210,855.27	\$29,192.72	\$392,362.39	74.53%
401 INSTRUCTIONAL SUPLS/MATLS	\$5,000.00	\$0.00	\$5,000.00	\$2,380.84	\$0.00	\$0.00	\$2,619.16	47.62%
402 INSTRUCTIONAL SPLS-DIST SUPPRT	\$35,000.00	\$0.00	\$35,000.00	\$15,060.77	\$10,006.79	\$0.00	\$9,932.44	71.62%
404 SUPLS, BKS & MATLS-DIST SPRT	\$207,455.00	\$0.00	\$207,455.00	\$107,525.56	\$84,368.10	\$341.96	\$15,219.38	92.66%
409 STUDENT ACTIVITY EXPENSES	\$554,153.00	(\$2,344.00)	\$551,809.00	\$277,781.53	\$31,321.57	\$4,367.78	\$238,338.12	56.81%
415 OTHER SUPPLIES/MATERIALS	\$4,895.00	(\$950.00)	\$3,945.00	\$1,426.39	\$558.20	\$0.00	\$1,960.41	50.31%
601 DUES AND FEES	\$25,450.00	(\$235.00)	\$25,215.00	\$19,480.71	\$99.00	\$89.00	\$5,546.29	78.00%
Total for School Expenses	\$3,058,870.00	(\$10,354.00)	\$3,048,516.00	\$1,629,093.32	\$472,363.57	\$39,303.57	\$907,755.54	70.22%
Support Expenses								
301 INSTRUCTIONAL SERVICES	\$509,836.00	\$0.00	\$509,836.00	\$226,886.24	\$10,571.26	\$0.00	\$272,378.50	46.58%
305 PROFESSIONAL/TECHNICAL SVCS	\$286,500.00	\$0.00	\$286,500.00	\$136,207.06	\$3,835.16	\$10,016.94	\$136,440.84	52.38%
307 OTHER SERVICES	\$2,600.00	\$0.00	\$2,600.00	\$1,286.73	\$0.00	\$0.00	\$1,313.27	49.49%
309 SECURITY SVCS/EXPENSES	\$200,000.00	\$0.00	\$200,000.00	\$114,850.71	\$13,955.39	\$6,821.34	\$64,372.56	67.81%
313 MAINTENANCE SERVICES	\$410,690.00	\$0.00	\$410,690.00	\$311,553.65	\$18,107.23	\$0.00	\$81,029.12	80.27%
319 CONFERENCE & TRAVEL	\$39,360.00	\$0.00	\$39,360.00	\$12,840.99	\$0.00	\$0.00	\$26,519.01	32.62%
321 PROFESSIONAL DEVELOPMENT	\$647,808.00	\$0.00	\$647,808.00	\$379,070.19	\$10,673.22	\$250.00	\$257,814.59	60.20%
323 POSTAGE	\$98,083.00	\$0.00	\$98,083.00	\$77,614.87	\$5,801.30	\$0.00	\$14,666.83	85.05%
325 PERSONNEL/RECRUITMENT EXP	\$25,000.00	\$0.00	\$25,000.00	\$3,124.33	\$0.00	\$0.00	\$21,875.67	12.50%
327 PRINTING/COPYING	\$70,950.00	\$0.00	\$70,950.00	\$42,575.11	\$22,143.10	\$0.00	\$6,231.79	91.22%
329 TUITION	\$313,616.00	\$0.00	\$313,616.00	\$313,616.00	\$0.00	\$0.00	\$0.00	100.00%
401 INSTRUCTIONAL SUPLS/MATLS	\$425,778.00	\$0.00	\$425,778.00	\$155,257.02	\$57,284.77	\$2,939.83	\$210,296.38	50.61%
402 INSTRUCTIONAL SPLS-DIST SUPPRT	\$60,425.00	(\$24,000.00)	\$36,425.00	\$23,556.30	\$1,553.73	\$79.00	\$11,235.97	69.15%
403 OFFICE/GENERAL SUPPLIES	\$20,000.00	\$0.00	\$20,000.00	\$9,068.52	\$3,744.21	\$0.00	\$7,187.27	64.06%
404 SUPLS, BKS & MATLS-DIST SPRT	\$0.00	\$18,725.00	\$18,725.00	\$18,402.68	\$322.44	\$0.00	(\$0.12)	100.00%
411 TEXTBOOKS	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$156.65	\$0.00	\$4,843.35	3.13%
415 OTHER SUPPLIES/MATERIALS	\$123,575.00	\$0.00	\$123,575.00	\$67,528.13	\$9,548.45	\$495.00	\$46,003.42	62.77%
424 OTHER SUPPLIES	\$7,800.00	\$0.00	\$7,800.00	\$6,004.00	\$4,180.00	\$0.00	(\$2,384.00)	130.56%
601 DUES AND FEES	\$41,800.00	\$0.00	\$41,800.00	\$38,325.50	\$0.00	\$0.00	\$3,474.50	91.69%
Total for Support Expenses	\$3,288,821.00	(\$5,275.00)	\$3,283,546.00	\$1,937,768.03	\$161,876.91	\$20,602.11	\$1,163,298.95	64.57%
Maint/Oper/Trans								
305 PROFESSIONAL/TECHNICAL SVCS	\$100,000.00	\$0.00	\$100,000.00	\$67,702.75	\$1,115.00	\$0.00	\$31,182.25	68.82%
311 UTILITY SERVICES	\$4,993,135.00	\$0.00	\$4,993,135.00	\$3,373,006.15	\$59,406.86	\$0.00	\$1,560,721.99	68.74%
313 MAINTENANCE SERVICES	\$2,589,482.00	\$0.00	\$2,589,482.00	\$1,684,138.42	\$344,362.41	\$61,891.12	\$499,090.05	80.73%
317 STUDENT TRANSPORTATION	\$6,783,781.00	(\$61,220.00)	\$6,722,561.00	\$4,279,046.50	\$2,369,702.30	\$0.00	\$73,812.20	98.90%
319 CONFERENCE & TRAVEL	\$26,100.00	\$0.00	\$26,100.00	\$11,740.56	\$0.00	\$0.00	\$14,359.44	44.98%
321 PROFESSIONAL DEVELOPMENT	\$25,750.00	\$0.00	\$25,750.00	\$20,536.61	\$665.00	\$0.00	\$4,548.39	82.34%
424 OTHER SUPPLIES	\$335,213.00	\$0.00	\$335,213.00	\$239,788.01	\$701.50	\$8,164.38	\$86,559.11	74.18%
429 MAINTENANCE/REPAIR SUPPLIES	\$441,500.00	\$0.00	\$441,500.00	\$333,386.97	\$35,329.39	\$9,961.64	\$62,822.00	85.77%
Total for Maint/Oper/Trans	\$15,294,961.00	(\$61,220.00)	\$15,233,741.00	\$10,009,345.97	\$2,811,282.46	\$80,017.14	\$2,333,095.43	84.68%

**Statement of Account - Summary by
Major Classification and Summary Object**

3/31/2011 4:14:46 PM

Fairfield Public Schools
As of March 31, 2011

Major Classification Summary Object	Appropriation As Adopted	Spec Approp and Transfers	Appropriation Amended	Total Expenditures	Outstanding Encumbrance	Outstanding Requisitions	Unencumbered Balance	% Used
Capital								
501 CAPITAL OUTLAY	\$206,907.00	\$5,275.00	\$212,182.00	\$194,109.28	\$16,640.44	\$0.00	\$1,432.28	99.32%
503 TECHNOLOGY	\$950,223.00	\$0.00	\$950,223.00	\$925,493.21	\$16,082.95	\$0.00	\$8,646.84	99.09%
Total for Capital	\$1,157,130.00	\$5,275.00	\$1,162,405.00	\$1,119,602.49	\$32,723.39	\$0.00	\$10,079.12	99.13%
Grand Total	141,571,425.00	\$0.00	141,571,425.00	\$96,134,457.94	\$38,475,400.77	\$170,359.02	\$6,791,207.27	95.20%

Board of Education Fiscal Year 2011 Quarterly Statement as of March 31, 2011

This is an update to the financial report presented at the March 8, 2011 Board of Education meeting when the new quarterly reporting format was reviewed with the Board.

At this time of the year, we continue to monitor and refine our end of year projections, identifying budget shortfalls and funding we have earmarked to cover the shortfalls.

Personnel Services:

By far the largest major classification of our budget at 67.8%, it includes all contracted salaries, hourly salaries, interns, extra curricular salaries, substitutes, degree changes and attrition. Balances in accounts included in Part Time Employment (substitutes, hourly salaries, interns) and Other Services (extra curricular salaries) will for the most part be expended by year end. Balances in those accounts will be requested for transfer to cover areas of shortfall in our operating budget. The Wage and Benefit reserve balance reflects unsettled contract expenditures that will be transferred to salary accounts by year end. The Staff Replacement balance will continue to cover extended absences and vacancy positions. Balances in those accounts will also be requested for transfer to cover areas of shortfall in our operating budget.

Fixed Charges:

The second largest major classification of our budget at 13.2% includes all benefit accounts. There will be a balance remaining in the disability insurance account as a result of the savings realized with the new disability insurance carrier as of March 1, 2011, and will be requested for transfer.

Pupil Personnel Expenses:

Pupil Personnel Expenses includes all Special Education expenses with the exception of contracted salaries, gifted and capital outlay. As has been previously reported to the Board, we do expect a shortfall in this area at year end. We have moved expenditures to the Excess Cost grant in the amount we have received to date from the State. We will not know what the total allocation or final percentage reimbursement will be for the Excess Cost grant until some time in May. At that time, additional expenditures will be adjusted to the Grant.

School Expenses:

School Expenses includes all school budgeted accounts (excluding Personnel Services) and also includes accounts funded centrally to support the schools. Overall, School Expenses are 70% expended or encumbered as of this date. Specific summary objects that have larger unencumbered balances such as Instructional Services, Other Services, Rentals, Supplies, Books and Materials, and Student Activity Expenses, have expenditures identified for the last quarter

of the fiscal year. Schools continually monitor their expenses and are required to cover any shortfalls within their own accounts.

Support Expenses:

These expenses include program implementation, early literacy, centrally funded instructional programs, non SE tuition and central support business operations. The summary object detail for each of these areas has been reviewed with the appropriate staff, and funding has been identified to help offset any shortfalls in the budget. A large number of the accounts that make up the Support Expenses are expended in the last quarter of the fiscal year.

Maintenance/Operation/Transportation:

This is the third largest major classification at 10.8% of our budget total. Included in this area are utilities, equipment repair and maintenance accounts, and technology maintenance accounts. Also included are all transportation accounts (with the exception of school budgeted extra curricular transportation). We will be able to cover some of our shortfall in the maintenance area with other accounts in this classification.

Capital:

Capital expenses are less than 1% of our budget total and with the exception of a few remaining purchases, have been expended in full.

At this time, 95% of the 2010-2011 budget is expended or encumbered. We will continue to monitor all accounts and will be updating the Board on transfer requests at the May 24, 2011 Board Meeting.

APR 12 2011

Students**Welfare****ADMINISTRATION OF MEDICATION IN THE SCHOOLS**

5514

In compliance with the Connecticut General Statutes*, administration of medications by school personnel will be permitted to meet the health needs of individual students with chronic or short term health problems.

Medications will be administered pursuant to the written order of an authorized prescriber and the written consent of the parent or guardian.

Medications in the schools will be administered by a licensed nurse (RN or LPN) or in the absence of a nurse; the following school personnel who have been properly trained by a school nurse or school medical advisor may administer medications:

- Principals and teachers;
- Licensed physical therapists (PT) or occupational therapists (OT) employed by the school district.
- Paraprofessionals in the case of a specific student with a medically diagnosed allergic condition that may require prompt treatment to protect the student against serious harm or death.
- Coaches and licensed athletic trainers, during intramural or interscholastic athletic events, employed by the school district for inhalant medications prescribed to treat respiratory conditions or medication administered with a cartridge injector for students with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.
- In school readiness programs and before and after-school programs, directors or directors' designees, lead teachers or school administrators.
- The nurse must examine on-site any new medication; medication order and parental permission form and develop a medication administration plan for the student before any medication is given. If a school nurse determines any medication administration plan should be re-evaluated, the parent/guardian and licensed prescriber shall be notified immediately by the school nurse. In addition, the nurse will consult with the nursing supervisor and the school medical advisor. In accordance with standard nursing practice, the school nurse may refuse to administer or allow to be administered any prescription medication which, based on his/her individual assessment and professional judgment, has the potential to be harmful, dangerous or inappropriate. In such cases a parent has the right to come to the school and administer the medication himself/herself.

Students

Welfare

ADMINISTRATION OF MEDICATION IN THE SCHOOLS (continued)

5514

*Section 10-212a Administration of Medications in Schools, including liability.

Reviewed and Approved 8/10/98
by Town of Fairfield Board of Health

Reviewed and Approved 9/15/98
by Town of Fairfield Board of Education

Reviewed and approved 6/12/00
by Town of Fairfield Board of Health

Reviewed and Approved 8/22/00
by Town of Fairfield Board of Education

Reviewed and Approved 8/19/02
by Town of Fairfield Board of Health

Reviewed and Approved 10/22/02
by Town of Fairfield Board of Education

Reviewed and Approved 8/4/03
by Town of Fairfield Board of Health

Reviewed and Approved 1/29/04
by Town of Fairfield Board of Education

Reviewed and Approved 8-6-07
by Town of Fairfield Board of Health

Reviewed and Approved 12/10/07
by Town of Fairfield Board of Health

Reviewed and Approved 1/22/08
by Town of Fairfield Board of Education

Reviewed and Approved 1-10-11
By Town of Fairfield Board of Health

SHM Vol. II, Sec. 3, Medications

APR 12 2011

Students**Attendance****TRANSFERS WITHIN FAIRFIELD**

5124

Once residency has been established in accordance with State law, students shall attend the school designated for that residence. Attendance areas are established by the Board of Education.

A student may be granted a change in attendance area by the Superintendent or designee if space and program are available and for a specific demonstrable need. The Superintendent's decision shall be made in the best interest of the school district. A student may be granted a change in attendance area without demonstrable need. Regularly enrolled students who have moved within Fairfield and who have started the school year may complete the school year in their previously assigned attendance area. No transportation shall be provided to these students. If the move occurs during grade four (4), grade seven (7), or grade eleven (11), the student will be permitted to attend grade five (5), grade eight (8), or grade twelve (12), respectively in the school the student had been attending with the requirement that the student will follow the middle school or high school assignment designated for the residence. (Siblings are not included as part of this provision.) Families planning to move within Fairfield within the school year may request permission of the Superintendent of Schools to attend the school designated for a residence being acquired or built, if the parent or guardian has firm plans to purchase or build elsewhere within the Town (written proof is required).

In the interest of the student, the Board anticipates maintaining an out-of-district attendance area placement for the duration of the school level in which said placement the out-of-attendance area placement is initially granted (elementary school, middle school, high school). However, a parent or guardian shall not accept an out-of-district attendance area placement without the full understanding that such placements may be subject to an annual review by the Superintendent or designee and may be withdrawn if it is in the best interest of the school district.

In the event a family moves within Fairfield, the following exceptions may be requested:

- ~~• Continuing the student's attendance for the balance of the school year in the school in which the student began the year.~~
- ~~• If the move occurs at the end of grade four (4), grade seven (7), or grade eleven (11), completing grade five (5), grade eight (8), or grade twelve (12), respectively in the school the student had been attending with the requirement that the student will follow the middle school or high school assignment designated for the residence.~~
- ~~• Attending the school designated for a residence being acquired or built, if the parent or guardian has firm plans to purchase or build elsewhere within Fairfield (proof is required).~~

Transportation of out-of-district attendance area students must be provided to and from the alternate school by the parents or guardians.

In the event of redistricting, the Board may consider modifications to this policy to accommodate circumstances created by the redistricting plan.

Approved 8/27/04

Revised 10/25/05

REVISED

ENCLOSURE NO. 6

APR 12 2011

Business and Non-Instructional Operations

Business

Accounts

Periodic Reports

Financial Statements

3431.2

QUARTERLY FINANCIAL REPORTS

If there is a significant change in major accounts, then the Superintendent or designee will report to the Board at the next scheduled meeting.

The Superintendent, through the Director of Finance, provides a quarterly report to the Board of Education on expenditures in major account categories.

Approved 8/27/04

APR 12 2011

Board of Education
Policy Guide**Business and Non-Instructional Operations****Business****Accounts****PERIODIC REPORTS** 3430**FINANCIAL STATEMENTS** 3431**MONTHLY REPORTS** 3431.1

The Superintendent or designee shall make a written expenditure report to the Board at regular meetings.

Approved 8/27/04

APR 12 2011

**EDUCATIONAL SPECIFICATIONS FOR
FAIRFIELD LUDLOWE HIGH SCHOOL
WINDOW REPLACEMENT / REHABILITATION PROJECT
APRIL 6, 2011**

Energy Conservation

PROJECT RATIONALE

The window systems at Fairfield Ludlowe High School are original to the construction of the main building (1949) and the several building additions (in 1963, 1972, 1995 & 2005). Many windows are inefficient single pane type and there are several windows that have large operable sashes that are difficult for staff to operate. Inoperable and difficult to operate windows impede their use for natural ventilation. Operable windows are the primary source of fresh air ventilation at Fairfield Ludlowe High School. Installation of new energy efficient replacement windows and/or rehabilitation of existing windows will bring savings to the town by enhancing the building envelope performance. It will also enhance the building's appearance and ensure that natural ventilation is available.

LONG-RANGE PLAN

The Fairfield Public Schools Facilities Plan calls for provision of a safe and appropriate learning environment. In accordance with this aspect of the Plan, Fairfield will undertake a window replacement / rehabilitation project at Fairfield Ludlowe High School.

Fairfield Public Schools plan is to continue to utilize Fairfield Ludlowe High School in its current capacity, and with appropriate maintenance, as a high school for the next twenty years.

THE PROJECT

Fairfield Public Schools proposes a window replacement / rehabilitation project at Fairfield Ludlowe High School to address the deficiencies with the windows at the facility.

Current space: Fairfield Ludlowe High School includes the following instructional and support spaces: general classrooms, library/media center, computer lab, gymnasium, music room, art room, special education classrooms, special education resource room, cafeteria, nurse's office, kitchen, conference room, school administration offices, custodial services, storage, and boiler room.

Construction: Based on an existing condition survey by a design professional the original windows throughout the building will either be replaced with a new window system meeting current standards for maximum energy efficiency or rehabilitated to ensure proper unit function. The new replacement windows will include glass tinting for increased occupant comfort and new window hardware which will enhance security at the facility.

Final space: See *Current space* above.

FF&E: New window treatments.

BUILDING SYSTEMS

Security: Not applicable.

Public Address: Not applicable.

Technology: Not applicable.

Phone System: Not applicable.

Clocks: Not applicable.

INTERIOR BUILDING ENVIRONMENT

Acoustics: Not applicable.

Ceilings: Not applicable.

Walls: Not applicable.

Lighting: Not applicable.

HVAC: Not applicable.

Plumbing: Not applicable.

Windows/Doors: Based on an existing condition survey by a design professional the original windows throughout the building will either be replaced with a new window system meeting current standards for energy efficiency or rehabilitated to ensure proper unit function. The new replacement windows will include glass tinting for increased occupant comfort.

SITE DEVELOPMENT

Site Acquisition: Not applicable.

Parking: Not applicable.

Drives: Not applicable.

Walkways: Not applicable.

Outdoor Athletic Facilities: Not applicable.

Landscaping: Not applicable.

Site Improvements: Not applicable.

COMMUNITY USES

Fairfield Ludlowe High School does not contain or host space(s) for other town departments or outside firms. The building is used exclusively as a high school. The building facilities are available to the public on a reservation basis when the building is not in use (nights and weekends). Some of these uses include among others:

- Parent Teacher Association (PTA) meetings and events.
- Various school clubs.
- Civic group meetings.
- Continuing Education.
- Polling place.

APR 12 2011

**EDUCATIONAL SPECIFICATIONS FOR FAIRFIELD WARDE HIGH SCHOOL
RE-ROOFING PROJECT**

1. **Project Rationale:** Replace the roofing membrane, insulation and flashing on Fairfield Warde High School (for multiple roof areas) in order to provide a weather-tight building envelope and to protect the internal structures and materials.
2. **Long Range Plan:** A review of enrollment forecasts indicates that this school will be required to house Fairfield students for the foreseeable future.
3. **The Project:** To remove existing roofing materials and provide decking (as necessary), insulation, flashing, expansion joint restoration, surface membrane and structural components as need indicates.
4. **Enrollment Data:** The 10/1/2010 enrollment of this school was 1310 students.
5. **Learning Activities:** Learning activities are carried out using district-wide curriculum criteria.
6. **Support Facilities:** The building is a fully operational high school and contains standard support such as administration, health, storage, school lunch, custodial, arts, physical education, etc.
7. **Community Uses:** The Fairfield Board of Education has a long-standing practice of making all school facilities available to community groups. Each year the general public uses our buildings through our reservations program. Schools will continue to be available to the community.
8. **Systems:** N.A.
9. **Environment:** Fairfield schools provide an environment that is conducive to the learning process. All aspects of environment have been considered. These include, but are not be limited to, adequate climate control, ventilation, appropriate lighting, furniture designed for student use, instructional support items such as chalkboards, acoustical environment, handicapped access, windows and doors.
10. **Equipment:** N.A.
11. **Site Development:** N.A.