

The Enclosures referred to in the Agenda are available for inspection at each of the three Public Libraries in Fairfield, Fairfield Public Schools' website <http://www.fairfieldschools.org/> and the Education Center, 501 Kings Highway East.

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, May 10, 2011

STUDENT RECOGNITION AWARDS

7:00 P.M.

REGULAR MEETING

7:30 P.M.

**Fairfield Ludlowe High School - Auditorium
785 Unquowa Road**

AGENDA

- I. Call to Order and Roll Call
- II. Pledge of Allegiance
- III. Approval of Minutes

Recommended Motion: "that the Board of Education approve the Minutes of the Special Meeting of March 29, 2011 and the Regular Meeting of April 12, 2011"

(Enclosures No. 1, 2)

IV. 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

V. Superintendent’s Report

VI. Old Business

A. Approval of Physical Education Curriculum, Grades K-5

Recommended Motion: “that the Board of Education approve the Physical Education Curriculum, Grades K-5”

B. Approval of Long-Range Facilities Plan

Recommended Motion: “that the Board of Education approve the Long-Range Facilities Plan”

(Enclosure No. 3)

C. Approval of Policy

Recommended Motion: “that the Board of Education approve Policy #5514 – Administration of Medication in the Schools”

(Enclosure No. 4)

D. Approval of Policy

Recommended Motion: “that the Board of Education approve Policy #5124 – Transfers Within Fairfield”

(Enclosure No. 5)

E. Approval of Policy

Recommended Motion: “that the Board of Education approve Policy #3431.2 – Financial Statements – Quarterly Reports and Policy #3431.2 – Financial Statements – Monthly Reports (delete)”

(Enclosures No. 6, 7 to be distributed)

VII. New Business

A. First Read of Policies

- Policy #5518 – Suicide Prevention, Intervention and Response
- Policy #6200 – Curriculum
- Policy #6221 – Family Life and Sex Education
- Policy #6132 – Emergency and Disaster Preparedness
- Policy #6513 – Home Schooling

(Enclosures No. 8, 9, 10, 11, 12 to be distributed)

B. Approval of Preschool Tuition

Recommended Motion: “that the Board of Education approve Preschool tuition”

(Enclosure No. 13)

C. Financial Report and Approval of Budget Transfers for the 2010-2011 Fiscal Year

Recommended Motion: “that the Board of Education approve line item transfers in the amount of \$290,000 for the 2010-2011 fiscal year as detailed in the Financial Statement-Enclosure No. 14”

(Enclosure No. 14)

VIII. 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.

IX. Open Board Comment

X. Adjournment

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

CALENDAR OF EVENTS

May 24, 2011	Board of Education Regular Board Meeting	7:30 p.m. 501 Kings Highway East 2 nd Floor Conference Room
June 14, 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 29, 2011

ENCLOSURE NO. 1

MAY 10 2011

Minutes of the Executive Session and the Special Meeting of the Board of Education held Tuesday, March 29, 2011, at 501 Kings Highway East, 2nd Floor Board Conference Room.

1. Chairman Mr. John Mitola called the meeting to order at 7:09 p.m. Other Board members present were: Mrs. Catherine Albin, Mrs. Sue Brand (left 7:11 p.m.), Mrs. Sue Dow, Mr. Paul Fattibene, Mr. Perry Liu (left 7:11 p.m.), Ms. Stacey Zahn, and Mrs. Pamela Iacono (arrived 7:12 p.m.). Mr. Tim Kery was absent. Also in attendance was Attorney Stephen Sedor.

2. Mrs. Albin moved, seconded by Ms. Zahn that the Board of Education convene to Executive Session for the purpose of discussing Board interpersonal relationships with Attorney Stephen Sedor.

Motion carried: 4:3:0. Mrs. Brand, Mrs. Dow and Mr. Liu voted in opposition.

3. Ms. Zahn moved, seconded by Mrs. Albin to adjourn the Executive Session at 7:34 p.m.

Motion carried: 6:0:0.

4. Chairman Mr. John Mitola called the Special Meeting to order at 7:45 p.m. Other Board members present were: Mrs. Catherine Albin, Mrs. Sue Brand, Mrs. Sue Dow, Mr. Paul Fattibene, Mrs. Pamela Iacono, Mr. Perry Liu, Ms. Stacey Zahn and Mr. Tim Kery (arrived 7:48 p.m.). Also in attendance were Superintendent Dr. David Title and members of the administrative staff. Approximately 30 people comprised the remainder of the audience.

5. Mr. Mitola led the Board and audience in the Pledge of Allegiance.

6. Business Items

A. Ms. Zahn moved, seconded by Mr. Fattibene that the Board of Education approve the Minutes of the Regular Meeting of February 8, 2011 and the Regular Meeting of March 8, 2011.

Mr. Liu moved, seconded by Mrs. Brand to amend the March 8, 2011 Minutes to reflect that Board member, Perry Liu, commented that he felt the administration did not make it abundantly clear that 1.9 million dollars from the Medical Retention Fund would be used as part of our proposed operational budget for the 2011/2012 year. This should be inserted at the end of the Superintendent's Report-Board of Finance Meeting Recap.

Board discussion followed regarding going back to the tape for the exact language so the Minutes accurately reflect what was said at the meeting.

Mr. Fattibene called a Point of Order and asked to send the Minutes back to make sure they accurately reflect the record with respect to this item and suggested a motion of that order be put on the floor. Mr. Mitola stated that there is a pending motion on the floor to amend the minutes, and the Board needs to vote on it, or if the mover wants to withdraw the motion subject to another motion to send the minutes back and have the secretary review the tape to see if the statement as set forth in this amendment is accurate.

Vote on amendment failed: 4:5:0. Mr. Liu, Mrs. Brand, Mrs. Dow and Mr. Fattibene voted in favor.

Mr. Fattibene made a motion to send this back to the secretary to review the tape of the March 8th meeting and that Mr. Liu's comments of that evening be paraphrased accurately according to the record and placed in the Minutes for subsequent approval by this body at another meeting.

Mrs. Albin called a Point of Order and stated that the original motion on the floor needs to be separated. The Board needs to vote on the February 8, 2011 Minutes and then deal with the March 8, 2011 Minutes.

Ms. Zahn moved, seconded by Mrs. Brand that the Board of Education approve the Minutes of the Regular Meeting of February 8, 2011.

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

Ms. Zahn moved, seconded by Mrs. Iacono that the Board of Education approve the Minutes of the Regular Meeting of March 8, 2011.

Mr. Fattibene moved, seconded by Mrs. Iacono that the Minutes of the Meeting of March 8, 2011 be referred back to the secretary for the purpose of putting therein Mr. Liu's comments of that meeting.

Board discussion followed regarding process and procedure, what needs to be included in Board Minutes and including all Board comments from the March 8th meeting, verbatim or summarized.

Mrs. Brand asked to also have her comments included in the Minutes.

Board discussion followed. Mr. Fattibene stated that he would not be opposed to a friendly amendment to include Mrs. Brand's comments but would like her to be more specific and indicate which comments she is referring to.

Mrs. Brand clarified that she is requesting her comments when she said she is gravely concerned about the AAA bond rating and the three sentences following that.

Board discussion followed on including the entire Board's comments on this particular issue.

Ms. Zahn called the question, seconded by Mr. Kery.

Motion carried: 9:0:0.

Vote on Mr. Fattibene's motion to send the Minutes back to reflect the comments of Mr. Liu and Mrs. Brand.

Motion carried: 7:2:0. Ms. Zahn and Mr. Kery voted in opposition.

- B. Mrs. Iacono moved, seconded by Ms. Zahn that the Board of Education approve the Elementary Health Curriculum, Grades K-5.

Motion carried: 8:1:0. Mr. Kery voted in opposition.

- C. Discussion of Enrollment Projections with MGT of America (Conference Call)

A conference call was placed with MGT of America. On the conference call from MGT were Dodds Cromwell; Joe Clark and Lynda Fender.

Mr. Mitola stated that the purpose of this item is to have a discussion with MGT of America on the enrollment projections. Board questions and comments followed regarding using the two year cohort model for 2011-12, the one year transition model for 2012-13 and a seven year weighted

model from 2013 to 2020-21; using a linear regression model with the seven year weighted model; concern that MGT did not take into account sufficiently the decline in live births; getting the census data and incorporating that and the impact of the census data on enrollment projections; the NESDC enrollment projections, what basic facts MGT used to start formulating projections and were these facts accurate; the reliability of trend overall and trend for each school; the difference in projections between NESDC and MGT; how MGT determined each school's projections.

The conference call ended and Board discussion continued on the enrollment projections, the methods used for projecting enrollment, and getting an update when the census data comes out.

Mrs. Iacono asked if the Board is comfortable using the information from the demographers going forward so that when standing in front of other town bodies with the Long Term Facilities Plan we are comfortable that the numbers are reliable and we understand them. Board comments and discussion followed on this.

- D. Mrs. Iacono moved, seconded by Ms. Zahn that the Board of Education approve the Long-Range Facilities Plan.

Dr. Title briefly reviewed the document, which lays out the four year plan that is already out of date based on the actions of the RTM. The total gross number is in the \$58 million range. Dr. Title stated that this is a blueprint, knowing that realistically it is way over what the First Selectman's financial plan was.

Board questions and comments followed.

Mrs. Iacono reviewed the plan line by line and made the following suggestions/comments about each project: move the Dwight boilers to 2012-13; budget another \$125,000 plus 5% escalation to finish the Jennings bathroom project in 2012-13; and McKinley will get \$50,000 to investigate something there.

Mr. Cullen expressed concern that the consultant, Hoffman Architects, runs about \$30,000 to do a study, and when the study comes back and shows exactly what is wrong with the building, it could be more than the \$100,000 we are asking for, plus the \$30,000 spent on the investigation.

Mrs. Iacono stated that \$50,000 was approved, it will cost \$30,000 to find out what the problem is and it will cost more than the \$20,000 that is left to fix the repair. She recommended that \$80,000 be budgeted for the following year. Mr. Cullen stated that what was approved was seed money for a consultant. Money is still needed to do a repair. Mrs. Iacono suggested for planning purposes to leave it with the \$100,000.

Mrs. Brand stated that she thought when something is put out to bid, you are supposed to have the appropriate funding to pay for it and asked how something can be put out to bid if we are not fully prepared to pay for all of it.

Mr. Cullen stated that at this point we do not have approval to go out to bid. We only have approval for seed money to hire a consultant to investigate the building. His team investigated McKinley and estimated the work to be about \$100,000.

Dr. Title stated that this project was sent to the TFC for review. Mr. Cullen stated that there was a site visit to the McKinley roof and one of the TFC members didn't agree with the roofing PM consultant's proposed recommendation that would fix the leaks coming into the building and wanted a study done with a firm like Hoffman Architects that strictly investigates buildings with problems. The TFC agreed to ask the Board of Selectmen for seed money to hire Hoffman.

Board questions and comments continued. Mr. Fattibene stated that it is his understanding that for 2011-12 the proposed facilities plan is somewhat inaccurate based on the RTM's recent actions and suggested sending this back to committee to reflect the RTM's actions and revisit this at a future meeting.

Mrs. Iacono continued with her suggested recommendations and comments: North Stratfield major roof warranty has already been approved, Osborn Hill major roof warranty has already been approved, it is probably best not to bring Riverfield forward until we know who the First Selectman is and who we are sending a letter to; Sherman has already been approved; Roger Ludlowe MS project is not happening, Tomlinson MS went forward at the Board of Selectmen, the Early Childhood Center playground was approved, we are working toward Fairfield Warde HS and there needs to be a discussion on the Mill Hill project. She stated that the reason she went through this line by line was to have an understanding of what the Board is looking at for 2012-13. Realistically, some of these projects need to get bumped out a year. She recommended bumping Holland Hill out a year and bumping out either Dwight or Mill Hill, whichever is the bigger priority and the other one be moved into the next four year set of requests.

Board discussion continued.

Mrs. Iacono suggested using the word "estimate" in the heading at the top of page 17 instead of "cost." Other places in the document where it says cost should also be changed to estimate. It needs to be very clear that these are estimates.

Board questions and comments continued regarding portable classrooms, Jennings bathrooms, prioritizing the top 3-4 projects, sending the plan back to committee to come up with a priority list that would address the financial, enrollment and educational issues and then start to have a matrix of why these projects are being brought forward.

Mrs. Brand moved, seconded by Mr. Liu that the Long-Range Facilities Plan be referred back to the subcommittee for the purpose of the subcommittee coming back to the Board with a priority list of projects for the next four years, knowing that we have limited funds, including the maintenance as well, with a matrix to show how these projects got there.

Board comments followed regarding prioritizing within the year with respect to which projects may be more critical, what the administration believes are the priorities within that year and which ones can be moved out.

Mr. Fattibene suggested that Mill Hill not be pushed out that far because of the large number of portables at that school.

Mrs. Albin called a Point of Order that the main motion to approve the Long-Range Facilities Plan was moved and this would need to be an amendment to the motion. Mr. Fattibene stated that this was not an amendment; it was another motion to refer back to committee which may take precedence over the main motion.

Mrs. Albin stated that the Board would have to vote on the main motion first. Mr. Fattibene stated that procedurally the Board would have a subsidiary motion of referring back to committee which takes precedence over the main motion, which means if that motion passes it doesn't get to the main motion.

Dr. Title stated that if the Board wants to accurately reflect what the RTM is doing and know the bottom line for 2011-12, it might be better to wait and take this up in May. He asked the Board to be as clear as possible about what the expectations are so the next time this comes back the Board will be ready to approve it.

Board discussion followed.

Mrs. Iacono Called the Question, seconded by Mr. Kery.

Motion carried: 7:2:0. Mrs. Albin and Mrs. Fattibene voted in opposition.

Motion failed: 4:5:0. Mrs. Brand, Mr. Liu, Mrs. Dow and Mr. Fattibene voted in favor.

Back to Main Motion: "that the Board of Education approve the Long-Range Facilities Plan"

Board discussion followed regarding revisions to the Plan, voting on the Plan at the next Board meeting, approving the Plan less page 17, and having the subcommittee review the Plan at their next meeting and bring it back to the full Board for a vote at the May 10 meeting.

Ms. Zahn suggested approving the Long-Range Facilities Plan less page 17 and that the administration revise page 17.

Board discussion followed.

Mrs. Albin moved, seconded by Mrs. Iacono that the Board postpone this to a date certain, May 10, 2011, and that the administration bring back to the Board an updated document that reflects the discussion at the table this evening.

Board discussion followed regarding what the top priorities are over the next several years, condensing the list from \$46 million over the next several years into the top priorities that will fall into the limit of \$27 million, incorporating some of Mrs. Iacono's suggestions to push some of the projects out, to prioritize within a particular year what the administration believes is critical and to bring the plan back for a vote at the May 10 Board meeting.

Ms. Zahn called a Point of Order stating that Mrs. Iacono needs to withdraw the main motion.

Mrs. Iacono withdrew the main motion.

Mr. Fattibene called a Point of Order stating that the main motion was to approve the Long-Range Facilities Plan, and then there was a motion to postpone to a date certain, which would take precedence over the main motion. He is not sure the main motion needs to be withdrawn.

Back to motion: "that the Board postpone this to a date certain, May 10, 2011, and that the administration bring back to the Board an updated document that reflects the discussion at the table this evening"

Board discussion followed on giving clear direction to the administration, prioritizing by year, incorporating the RTM's actions into the Plan, incorporating Mrs. Iacono's suggestions to move some of the projects out, and having the administration indicate which projects in a given year are more critical and what the top priorities are. Mr. Fattibene suggested that the prioritization list could be a backup document to the one the Board approves, separate the priorities out as informational and have that as a guide.

Mrs. Albin clarified the motion, seconded by Mrs. Iacono that the Board postpone this to a date certain, May 10, 2011, and that the administration update the document to move individual projects forward from the year they may be in to reflect the recommendations made by Mrs. Iacono.

Mr. Fattibene proposed an amendment to the motion to also reflect what was recently passed by the RTM in a dollar figure in the column.

That was accepted as a friendly amendment.

Mr. Fattibene proposed another amendment, seconded by Mrs. Brand to identify in a support document the prioritization of each item within the year for at least the next two years.

Board discussion followed on the amendment to the amendment.

Public Comment-

Dorene Herron, Forest Avenue, commented against prioritizing within a year.

Vote on amendment failed: 4:5:0. Mr. Liu, Mrs. Brand, Mrs. Dow, and Mr. Fattibene voted in favor. Mr. Kery, Mrs. Albin, Mrs. Iacono, Mr. Mitola and Ms. Zahn voted in opposition.

Motion: "to postpone to a date certain, May 10, 2011, and that the administration update the document to move individual projects forward from the year they may be in to reflect the recommendations made by Mrs. Iacono"

Mr. Fattibene commented that it is important to reflect the RTM's actions at their April 25th meeting in the new proposal.

Motion carried: 7:2:0. Mr. Fattibene, Mr. Kery, Mrs. Albin, Mrs. Iacono, Mr. Mitola, Ms. Zahn, and Mrs. Dow voted in favor. Mrs. Brand and Mr. Liu voted in opposition.

- E. Mrs. Iacono moved, seconded by Ms. Zahn: Resolved that if the Town of Fairfield bonds \$450,000 of technology capital projects in the Board of Education's 2011-2012 operating budget, then the Board commits to making an additional contribution of \$450,000 to the health insurance fund in the 2011-2012 fiscal year.

Dr. Title commented on the Board of Finance discussion of the Board of Education's capital budget and a recommendation from the Board of Selectmen to the Board of Finance that the Town add to the capital improvement bond \$450,000 for our network switch project. This was not in the Board of Ed's capital plan, this came from the Board of Selectmen. The idea was that if they bond this, it frees up \$450,000 in our operating budget, and in exchange the Board of Ed would commit to not just spending the \$450,000 on anything but would commit to add an additional \$450,000 to our existing contribution to the health insurance fund for next year. Dr. Title stated that he reviewed this today with the Board's attorney who believes that this is in keeping with and does not violate the Memorandum of Agreement. The one risk is that the Board contributes an extra \$450,000 to the health insurance fund and at the end of 2012 if that money is sitting there, under the current MOU the First Selectman can take the money. We are adding \$450,000 more to the health insurance fund next year, but essentially will get access to the switches because the Town will bond them.

Mrs. Iacono stated that she was at the Board of Selectmen meeting this afternoon and was asked to relay a message to the Board that they would like us to support this as a gesture of goodwill, and they will stand up and support this in front of the other Town bodies in an effort of collaboration and trying to help remedy the internal service fund. Dr. Title stated that he spoke to the Chair of the Board of Finance just minutes before this meeting and he confirmed that this is a one year, 2011-12, operating budget issue only and not something they plan to do on an annual basis.

Mr. Mitola offered a friendly amendment to add language to the last sentence: then the Board commits to making an additional contribution of \$450,000 to the health insurance fund **only for** 2011-2012 fiscal year. This was accepted by the mover and second.

Mrs. Albin asked Dr. Title or the Chairman to check with legal counsel if the Memo of Understanding is still in force given that one of the signatures on the Memo no longer works for the district and after April 29 both signatures on this Memo will no longer be associated with employment or elected office in Fairfield. Another memo needs to be drafted after April 29.

Board questions and comments followed regarding including language that the Town of Fairfield bonds and/or funds \$450,000.

Mrs. Brand offered a friendly amendment to include the language **only for** and then strike the beginning and have it read: the Board commits to an additional contribution of \$450,000 to the health insurance fund only for the 2011-2012 year.

Board comments continued on changing the wording in the motion.

Mr. Fattibene moved, seconded by Mrs. Brand to amend the motion to include the following wording: bond and/or provide additional funds over those recommended by the First Selectmen.

Discussion followed on this amendment.

Public Comment-

Ken Lee, 71 Rhoda Avenue, commented that at every meeting he has attended there has been discussion of the internal service fund. Some Board of Finance members were not thrilled with the idea to bond technology but said we all have a common problem and the Board of Finance is reaching out to the Board of Ed. Hopefully, this Board will support it.

Vote on amendment failed: 1:8:0. Mr. Fattibene voted in favor.

Vote on motion with friendly amendment carried: 9:0:0.

7. Mrs. Iacono moved, seconded by Ms. Zahn that this regular meeting of the Board of Education adjourn at 10:38 p.m.

Motion carried: 9:0:0.

Stacey Zahn
Secretary

FAIRFIELD BOARD OF EDUCATION
MINUTES OF THE MEETING OF THE BOARD OF EDUCATION MAY 10 2011
Tuesday, April 12, 2011

Minutes of the Executive Session and the Special Meeting of the Board of Education held Tuesday, April 12, 2011, at 501 Kings Highway East, 2nd Floor Board Conference Room.

1. Chairman Mr. John Mitola called the meeting to order at 7:24 p.m. Other Board members present were: Mr. Paul Fattibene, Mrs. Pamela Iacono, Mr. Tim Kery and Mr. Perry Liu. Mrs. Albin, Mrs. Brand, Mrs. Dow and Ms. Stacey Zahn were absent. Also in attendance were Superintendent Dr. David Title and Mrs. Margaret Mary Fitzgerald.
2. Mr. Kery moved, seconded by Mrs. Iacono that the Board of Education convene to 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.

Motion carried: 5:0:0.

3. Mr. Fattibene moved, seconded by Mr. Kery to adjourn the Executive Session at 7:38 p.m.

Motion carried: 5:0:0.

4. Chairman Mr. John Mitola called the Regular Meeting of the Board of Education to order at 7:40 p.m. Other Board members present were: Mrs. Catherine Albin, Mr. Paul Fattibene, Mrs. Pamela Iacono, Mr. Tim Kery, Mr. Perry Liu, and Mrs. Sue Dow (arrived 8:30 p.m.). Mrs. Sue Brand and Ms. Stacey Zahn were absent. Also in attendance were Superintendent Dr. David Title, Fairfield Ludlowe HS Student Representative Allison Reich, Fairfield Warde HS Student Representative Stephanie Teixeira and members of the administrative staff. Approximately 45 people comprised the remainder of the audience.
5. Mr. Mitola led the Board and audience in the Pledge of Allegiance.
6. In Ms. Zahn's absence, Mr. Mitola will serve as the Acting Secretary.
7. Mrs. Iacono moved, seconded by Mr. Liu that the Board of Education approve the Revised Minutes of the Regular Meeting of March 8, 2011.

Motion carried: 6:0:0.

8. Student/Committee/Liaison Reports-

- ◆ Allison Reich reported that Fairfield Ludlowe HS recently hosted a number of Spanish students, and over April break students from Fairfield Ludlowe HS will go to Spain as part of an exchange program. Also, in two weeks a number of French students will be visiting Fairfield Ludlowe HS. A new group has just been formed by a junior at Ludlowe called Project Post, which stands for Promoting Optimism and Spreading Tolerance. Students write anonymous notes, complimenting other students, and they are posted on a bulletin board.
- ◆ Stephanie Teixeira reported that the third quarter ends tomorrow and report cards go out after spring break. Physical Education classes will hold a badminton tournament tomorrow. Business Education took second place in the Junior Achievement Challenge against 16 other high schools; the Math Team qualified second in the Fairfield County Math League and also qualified for States. Spring sports have just started. For winter sports, both the Boys and Girls Ski Team won States, and Mike Sullivan won the State title for wrestling. Battle of the Houses will take place on Friday and Italian Day was today. Ten girls, eight from Warde and two from Ludlowe, qualified for FCCLA Nationals which will take place in California over the summer.

- ◆ Mrs. Albin – No report. She commented on the project taking place at Fairfield Ludlowe and suggested changing the wording from “promote tolerance” to “promote acceptance.”
- ◆ Mrs. Brand – Mr. Mitola reported that Mrs. Brand is out of town but emailed her report to Board members.
- ◆ Mr. Fattibene – No report.
- ◆ Mrs. Iacono reported that the Special Projects Standing Building Committee is working on the Sherman project. The committee just saw design plans that are at 50 percent design development and plan to go out to bid May 1st. The administration met with the architects and were pleased with the designs that have come back. The RTM is hearing the Board of Ed budget right now in committee, and the RTM will discuss the budget as a full body on April 25 and vote on May 2. The Board of Finance approved funding for the capital projects regarding the switches and also approved the Holland Hill boiler and the Tomlinson MS façade. These projects have now moved on to the RTM. The Board of Finance approved money, which was taken out of the capital request because they did not think it was a bondable item, to hire an architect to investigate the building envelope concerns at McKinley. The money was put in the hands of the Town Facilities Commission and has moved on to the RTM for approval. The protocol for items that qualify for bonding has been finalized and written up and will go out to all of the Board members soon.
- ◆ Mr. Kery reported that PTA Council met last week. Mrs. Iacono attended and gave an update on the budget process, and there was a lengthy discussion about the Dora Wheeler Scholarship which is given out yearly.
- ◆ Mr. Liu reported that Fairfield Woods MS held its groundbreaking on Friday, and Principal Hatzis and the Fairfield Woods Building Committee hosted a great event. The meeting scheduled for Thursday, April 21, has been cancelled due to spring break; and the next meeting will be Thursday, May 5, at 7 p.m. at Fairfield Woods MS in the Library Media Center.
- ◆ Mr. Mitola – No report.

9. Superintendent’s Report

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

Dr. Title stated that Enclosure No. 2 is an update of where each of the proposed town capital improvement projects stands at this moment. There is \$265,000 of approved projects, which does not include the switches because they did not generate from the Board of Education.

Dr. Title gave a brief update on the Tomlinson field trip to Washington, D.C. last week. On Tuesday evening the Transportation Department received an anonymous call regarding a possible shortage of buses for the trip. Mr. Ficke went to the school the next morning at 6 a.m. and recorded the license plate numbers of the five coach buses as the students boarded and the buses left as scheduled. Mr. Ficke then emailed the DMV with the license plate numbers for verification of all requirements and was notified that the DMV is looking into the ABC Bus Company. That afternoon Mr. Ficke was notified by the DMV to find other transportation for the remainder of the trip because the buses’ license and insurance expired on March 31. The tour company, working with Mr. Ficke and Mrs. Dawson, arranged for buses in the Washington area for the remainder of the day’s events. Mr. Ficke then arranged for transportation from Dattco. Dattco went down to Washington and took over for the remainder of the trip, and on Friday evening the students and staff returned on schedule. Dr. Title stated that his staff has been working with Eileen Kennelly, the Assistant Town Attorney, in terms of what our legal options may be to recoup the money Dattco will charge us for the buses and to seek restitution from the tour operator or the bus company. He will also be reviewing the Board policy and procedures on field trips to see if there is something that should be done differently going forward.

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

Mrs. McWain referred to Enclosure No. 3, which is an update to the financial report that was presented at the March 8th Board meeting. This statement reflects expenditures and payments made through the end of February and in some cases through mid-March. Some of the object lines have been highlighted in the report and notes made where there will be balances to cover

shortfalls. The percentage expended in each of the object lines has been reviewed to determine the appropriateness of the balance remaining at this point in the year and any discrepancies have been justified. Additional adjustments will be made this month to reflect any settled contracts. Funds for contracts that are settled will come out of the wage and benefit reserve. There is money in that account that will be transferred to the individual salary accounts for the contracts that are settled. The dollar amounts for shortfalls and balances will be on the report in May along with a request for transfers.

10. 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)

- Policy #5514 – Administration of Medication in the Schools-

Ms. Leonardi stated that this policy differs from many policies because per the Town Charter, all of our nurses are under the auspices of the Board of Health; and when this law went into effect in October, the Board of Health along with Sands Cleary, Health Director, and Joanne Ryan, Nursing Supervisor, created this policy. It has been passed by the Board of Health, reviewed by the Policy Subcommittee, reviewed by CAGE and is now before the Board for a first read and approval on May 10.

Board questions followed.

- Policy #5124 – Transfers Within Fairfield

Dr. Title stated that the change in this policy is to allow students who are currently enrolled in the Fairfield Public Schools whose family moves to another attendance zone within Fairfield during the school year to remain in their prior school. Currently, the student would have to leave immediately unless there was a demonstrable need. It is almost always in the best interest of the child to stay and complete that year. There is already space for the student, and it ends the debate of at what point in the year the student would be allowed to finish the year. Transportation is not provided. If the move occurs during the summer or they want to remain for more than the current school year, then they need to meet the demonstrable need standard.

- Policy #3431.2 – Financial Statements – Quarterly Reports

Dr. Title stated that there are currently two policies that overlap, quarterly reports and monthly reports. One policy states that financial statements are reported monthly and the other states that they are reported quarterly. It is not necessary to have both policies, and it seems to be the practice to report quarterly. The question arose in subcommittee about reporting sooner if something significant happens between quarterly reports so a sentence was added that if there is a significant change in major accounts, it would be reported at the next scheduled meeting.

Board questions and comments followed regarding what a significant change in major accounts means, sending this back to subcommittee to define significant change and making it abundantly clear so administration is not guessing with respect to what that is.

Mr. Fattibene suggested trying to define significant change by some percent variance from the original budget so when the numbers start deviating from that defined percent or variance that would trigger an event where the Board would be notified.

The policy will be sent back to subcommittee to define significant change with some percent variance. Policy #3430-Monthly Reports will be brought back with Quarterly Reports

- B. Presentation of Physical Education Curriculum, Grades K-5-
Dr. Rosato introduced David Abraham, Coordinator of Physical Education PreK-12.

Mr. Abraham stated that research has shown that quality physical education programs have a significant impact on academic achievement. Healthy students are better learners. The entire physical education program, especially at the elementary level, provides a unique opportunity for all students to acquire the knowledge and skills needed to be physically active forever. At the elementary level, students have PE two days a week and classes are 30 minutes each. The curriculum has been aligned with state standards in addition to making sure the content areas reflect current trends in PE. He briefly reviewed the course objectives, essential questions, focus questions, unit offerings, and the six state standards. Activities within the curriculum promote fitness, motor skill development, team work and the appreciation and importance of exercise for a healthy lifestyle. The goal of the program is to develop physically educated individuals. He briefly reviewed the changes and new additions to the curriculum.

Board questions and comments followed.

- C. Mrs. Albin moved, seconded by Mrs. Iacono 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.

Motion carried: 7:0:0.

- D. Mr. Iacono moved, seconded by Mr. Liu 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.

Motion carried: 7:0:0.

- E. Mrs. Iacono moved, seconded by Mrs. Dow 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.

Motion carried: 7:0:0.

- F. Mr. Kery moved, seconded by Mrs. Dow that the Board of Education approve the Educational Specifications for the Fairfield Ludlowe High School Window Replacement/Rehabilitation Project.

Motion carried: 7:0:0.

- G. Mrs. Dow moved, seconded by Mrs. Iacono that the Board of Education approve the Educational Specifications for the Fairfield Warde High School Re-roofing Project.

Motion carried: 7:0:0.

11. Public Comments and Petitions – None

12. Open Board Comment-

Mrs. Dow reported that SEPTA will meet tomorrow evening and will give out two Friend of SEPTA Awards; one to Jean Gallati a parent at North Stratfield School, and one to Carole McDonald an Ed Trainer at Osborn Hill. Following the presentation of these awards there will be a presentation by Lori Mediate on the health curriculum. On Saturday SEPTA held a community outreach program. So many people in the community support SEPTA, and they wanted to give back to the community by holding an Art Day where the kids got together, drew pictures, wrote notes and brought supplies to

be sent to the soldiers in Iraq and Afghanistan. The art work and supplies for the soldiers will be passed on to Project of the Heart, a group based in Fairfield that sends care packages to our soldiers.

Mrs. Iacono thanked PTA Council for the opportunity to speak about the budget process.

Mrs. Iacono asked whether or not the Board should have a special meeting before the RTM vote regarding the \$2 million cuts. Dr. Title stated that he would rather pass on this opportunity and before bringing any recommendations forward would like to have a chance to work through it with staff at all levels.

Mr. Kery commented on the March enrollment sheet, noting that there is an increase of 12 students and asked if all 12 were from the elementary level. He is trying to get a feel if all are coming from the lower level.

Mr. Kery commented that he had an opportunity to visit North Stratfield and see a program with Mr. D'Acosta's students from Fairfield Warde HS teaching a history lesson to the 4th graders. It is a great program and was wonderful to see.

Mrs. Iacono commented that she visited Mr. Flynn's Civics class last week at Fairfield Warde HS and had the opportunity to speak to the students about government, the Board of Education and other political roles. She thanked them for inviting her and thanked the students from that class who are at the Board meeting tonight.

Mr. Liu commented that he and Mrs. Brand also visited one of Mr. Flynn's classes. It was a lot of fun and the students asked great questions.

13. Mrs. Albin moved, seconded by Mrs. Iacono that this meeting of the Board of Education adjourn at 9:07 p.m.

Motion carried: 7:0:0.

John Mitola
Acting Secretary

ENCLOSURE NO. 3

MAY 10 2011

**Fairfield Public Schools
Facilities Plan
2011 - 2015**

May 10, 2011

Fairfield Public Schools
Facilities Plan 2011-2015

Introduction

This Facilities Plan is an update to one originally approved by the Fairfield Board of Education on July 10, 2008. Since the adoption of that Plan, several developments have occurred that require that the Board approve a revised Plan:

- 1) Several of the projects in the original Plan have been funded, scheduled or completed
- 2) Several of the projects in the original Plan have not been funded, scheduled or completed in the timeline in the original Plan
- 3) A new feeder pattern for the middle schools will go into effect for the 2011-2012 school year
- 4) A new enrollment projection has been completed for the school district
- 5) A study of the capacity issues of the elementary schools has been completed that documents deficiencies in a systematic format across all eleven schools
- 6) On March 20th the First Selectman offered a long-range financial plan for the Town that includes capital funding for the Board of Education through 2014-2015 as follows: School upgrade needs \$19,000,000; Fairfield Ludlowe High School windows/Sherman renovation \$3,700,000; School/Capital Maintenance \$1,700,000 per year.

The primary purpose of this updated Facilities Plan is to produce a blueprint for meeting the facilities needs of the school district over the next four years. This time frame was chosen to coincide with the time frame in the First Selectman's long-term financial plan for the Town. Additional projected needs beyond 2015 are included in this document but are not assigned a year.

After examining the MGT Capacity Report and updated enrollment projections, the Board of Education's Facilities, Technology and Long-Term Planning Committee asked the central office staff to bring forward a plan that would address the most pressing issues in the MGT Capacity Report (for the elementary schools) and address the enrollment issues at the middle school and high school levels. After several rounds of revision at the Committee level, the entire updated Plan was presented to the Board of Education for approval.

The following factors were used to determine which projects were recommended for inclusion in this Plan and which projects were postponed until subsequent years:

- 1) The severity of the capacity deficiencies as identified in the December 14, 2010 MGT Report (elementary schools only)
- 2) Enrollment-related facilities issues (all levels)
- 3) Immediacy of safety and security issues
- 4) Length of time since last major renovation of the school
- 5) State or federally mandated improvements
- 6) Estimated costs

In addition, the Board considered the following "Facilities Planning Principles" as adopted by the Board on June 22, 2010:

Fairfield Board of Education -Facilities Planning Principles

June 22, 2010

1. Core Facilities - Additional classrooms shall not be added without addressing the core facilities that they will impact. With any new classroom additions at our schools, we must equally incorporate relative additional space to expand core facilities when necessary. More children may bring more space needs in the cafeteria, library, gymnasium, bathrooms, and hallways.

2. Class Size - Facilities planning, whenever possible, shall have a goal of providing adequate space to enable educational guidelines to be met. Class size should not be viewed as a variable designed to simplify facilities and budgetary problems. Class size should not be used as a means to fit students into the limited space we have, wherever it may be. Instead we should endeavor to provide appropriate facilities that meet educational specifications throughout the district.

3. Specialized Curriculum - We must provide, whenever possible, appropriate and dedicated spaces for specialized curriculum needs such as special education, art, music, and technology - We should endeavor to provide appropriate and dedicated spaces for specialized curriculum needs, as specified in the Educational Specifications that are generated for our elementary schools. In particular, space must be provided for art, music, technology and special education. These critical components of our curriculum cannot be effectively delivered "on a cart," in a closet, or in similar inappropriate spaces.

4. Enrollment Projections - A long term plan should account for and accommodate peak enrollment projections -When realistic and feasible we should not ignore the new dynamics that play a role in school population like in-migration, zoning density, regional economy, or being named "The Best Town in Connecticut" by CT Magazine. We should endeavor, whenever possible, to use projected enrollment figures that account for these factors, and that compensate for the fact that recent projections have at times underestimated actual enrollment, when determining space needs.

5. Stability - We should strive to create district plans that provide stability for the district's students. We should endeavor to plan for stability in our educational system. Whenever possible, redistricting should not be revisited every 3-5 years, especially without a major event such as a school opening or closing.

6. Headroom - To ensure stability we should leave headroom in each school- the maximum number we should PLAN to is 90%/85% of capacity. We should ensure that headroom is built into our calculations for school planning. Because enrollment projections are not an exact science district planning must account for the statistical variance between projected and actual enrollments. As such, whenever possible, schools should be operated at a utilization level that accommodates year-to-year fluctuations in enrollment without resorting to inappropriate measures, such as redistricting, or buying and installing portable classrooms. For elementary schools, this utilization level is 90%. For middle and high schools, this utilization level is 85%.

7. Commitment to Adding Space Where Students Are Located- At the elementary school level we must have a commitment of maintaining the concept of "neighborhood schools" and/or allowing students to attend the elementary school which is reasonably close to the students' homes whenever educationally feasible and possible. We should not be busing students past or away from their neighborhood school or a school which is reasonably close to their home because there is an open seat in another school located in different part of town. Therefore, the planning process must evaluate where the population centers are and build or expand in those areas.

8. Phase out Temporary Solutions (Portables) - Eliminate the Town's reliance on portable classrooms as a permanent substitute for brick and mortar classrooms. Whenever possible phase out the temporary solutions by eliminating the town's reliance on temporary portable classrooms - wood, steel, or otherwise - as a permanent substitute for brick and mortar classrooms.

This document is organized into several sections. The first section updates the enrollment to include the latest projections provided by MGT of America in December 2010 (pp. 4-5). The second section is a Statement of Needs for each school, whether or not any project is proposed in this Plan (pp. 6-15). On page 16 we have included a description of our cost methodology for estimating these projects.

The third section gives an overview of the projects recommended for 2011-2015 with an estimated cost (pp. 17-21). The fourth section gives the detail behind each of these projects (pp 22-25). Projects beyond 2015 are included on page 26. Two appendices are also attached.

Appendix A (pp. 27-39) – MGT Functional and Operational Capacities (source MGT Report dated December 14, 2010)

Appendix B (pp. 40-41) – Portable Classrooms

**FAIRFIELD PUBLIC SCHOOLS
SUMMARY OF ENROLLMENT PROJECTION
BY SCHOOL AND YEAR
December 14, 2010 – MGT of America, Inc.**

SCHOOL	YEAR				
	11-12	12-13	13-14	14-15	15-16
BURR	395	396	386	376	379
DWIGHT	301	290	286	283	287
HOLLAND	328	325	319	313	322
JENNINGS	327	308	318	327	333
McKINLEY	487	482	507	531	536
MILL HILL	465	461	469	477	482
N.STRATFIELD	490	478	475	473	493
OSBORN HILL	543	545	552	559	565
RIVERFIELD	430	423	428	433	439
SHERMAN	448	441	451	460	459
STRATFIELD	514	528	545	562	600
FWMS	755	836	915	915	860
RLMS	999	944	905	860	860
TMS	765	757	673	718	679
FLHS	1541	1603	1633	1663	1705
FWHS	1340	1408	1469	1530	1573
TOTAL K-12	10,128	10,225	10,331	10,480	10,572
ECC					
ALTERNATIVE HS	Included in High School Count				
TOTAL	10,128	10,225	10,331	10,480	10,572

Note: Numbers are rounded from the original report

FAIRFIELD PUBLIC SCHOOLS
SUMMARY OF ENROLLMENT PROJECTION
BY SCHOOL AND YEAR (3-YEAR SURVIVAL RATIO)
December 14, 2010 – MGT of America, Inc.

SCHOOL	YEAR				
	16-17	17-18	18-19	19-20	20-21
BURR	375	379	376	372	368
DWIGHT	293	308	310	312	315
HOLLAND	325	325	322	319	316
JENNINGS	341	346	342	340	341
McKINLEY	550	562	583	604	625
MILL HILL	489	489	466	456	449
N.STRATFIELD	513	523	525	528	532
OSBORN HILL	577	586	578	579	583
RIVERFIELD	453	472	490	501	509
SHERMAN	469	477	485	493	500
STRATFIELD	632	652	672	699	720
FWMS	848	836	821	794	745
RLMS	838	854	846	849	799
TMS	755	724	763	788	810
FLHS	1734	1757	1792	1815	1839
FWHS	1567	1589	1576	1588	1629
TOTAL K-12	10,759	10,879	10,947	11,037	11,080
ECC					
ALTERNATIVE HS	Included in High School Count				
TOTAL	10,759	10,879	10,947	11,037	11,080

Note: Numbers are rounded from the original report

FACILITY EVALUATION

Statement of Needs

The district conducted an assessment that considered the current use and condition of the facilities throughout the Fairfield Public Schools (including regular and special area classrooms, technology centers, grounds, parking, libraries/media centers, athletic fields, gymnasiums, etc.). Principals participated in the review of the facilities to provide perspective and insight with regard to programs and the use of assigned spaces. The assessment was then updated to reflect information in the MGT Capacity Report of December 14, 2010 (Appendix A).

Elementary Schools

Burr Elementary School

Built: 2004
Renovated: N/A
Status: N/A
Portables: None

Program/Capacity Deficiencies

Provide a dedicated Pre-K Classroom

Parking issues

Expand parking lots for staff and visitors

Extend sidewalk along front parking lot for improved safety

Kitchen storage issues

Expand kitchen for extra storage, refrigerators and freezers

Relocate custodial slop sink in kitchen manager's office

Building storage issues

Provide storage rooms for custodial and maintenance needs

Provide storage rooms for staff and school materials

Building HVAC control system upgrades

Design and install added controls for HVAC for better operating functions

Design and install separate HVAC (split units) for 5 rooms and the lobby

Security systems and safety issues

Provide increased security and safety measures

Dwight Elementary School

Built: 1962
Renovated: 1960's & 2000
Status: N/A
Portables: None

Full renovation and upgrades, including ADA

Upgrade the building and the site for ADA compliance

- Include space for a new elevator
- Connect the two building wings with a closed-in connector corridor
- Design and install new fire sprinkler system
- Design and install new HVAC fresh air and air-conditioning system
- Expand the library media center.

Program/Capacity Deficiencies

- Provide 1.0 Computer Lab Classroom
- Provide 1.0 Science Classroom
- Provide 1.0 Band Classroom
- Provide .5 Gifted Classroom
- Provide .5 SPED Areas
- Provide .25 Early Literacy Classroom
- Provide .5 Conference Room

Security systems and safety issues

- Provide increased security and safety measures

Parking issues

- Extend sidewalk along front entrance loop for improved safety
- Relocate high electrical wires and telephone poles for bus and truck traffic

Kitchen storage issues

- Expand kitchen for extra storage, refrigerators and freezers
- Improve cafeteria serving line

Building storage issues

- Provide storage rooms for custodial and maintenance needs
- Provide storage rooms for staff and school materials

Septic system upgrade/replacement

- Design and install new septic system for replacement of existing system

Holland Hill Elementary School

Built: 1956
Renovated: 1978 & 2001
Status: N/A
Portables: 3 (2 purchased in 2007 & 1 purchased in 2000)

Renovation and Addition

- Design and install an addition to eliminate portable classrooms
- Implement all building code, life safety code and fire code requirements
- Upgrade core facilities
- Design and install new fire sprinkler system
- Design and install new HVAC fresh air and air-conditioning system

Program/Capacity Deficiencies

- Provide 1.0 Science Classroom
- Provide 1.0 Music Classroom
- Provide 1.0 Instrumental Music Classroom
- Provide 2.0 General Classrooms
- Provide 1.0 Computer Lab Classroom
- Provide 1.0 Gifted, Social Worker, MRT
- Provide .5 SPED Area
- Provide .5 Conference Room
- Provide .5 Copy Room

Provide .25 Server Room
Provide .25 Spanish teacher office

Kitchen storage issues

Expand kitchen for extra storage, refrigerators and freezers
Investigate the need for a second serving line

Building storage issues

Provide storage rooms for custodial and maintenance needs
Provide storage rooms for staff and school materials

Parking issues

Expand parking lots for staff and visitors
Extend sidewalk along front entrance loop for improved safety

Security systems and safety issues

Provide increased security and safety measures

Jennings Elementary School

Built: 1967
Renovated: 2000 & 2002
Status: N/A
Portables: 1 (purchased in 2002)

Renovation and Addition

Design and install an addition to eliminate portable classroom
Implement all building code, life safety code and fire code requirements
Upgrade core facilities
Design and install new fire sprinkler system
Design and install new HVAC fresh air and air-conditioning system

Program/Capacity Deficiencies

Provide 1.0 Science Classroom
Provide 1.0 Music Classroom
Provide 1.0 Instrumental Music Classroom
Provide 1.0 Computer Lab Classroom
Provide .5 LAC, MRT, IIT, Instructional Support, and Conference
Provide .5 Gifted Room
Provide .25 ELT Room
Provide .25 ELL Room
Provide .25 Spanish Teacher Office
Provide .25 OT/PT Room

Kitchen storage issues

Expand kitchen for extra storage, refrigerators and freezers
Improve cafeteria serving line

Building storage issues

Provide storage rooms for custodial and maintenance needs
Provide storage rooms for staff and school materials

Parking issues

Expand parking lots for staff and visitors
Extend sidewalk along front entrance loop for improved safety

Security systems and safety issues

Provide increased security and safety measures

McKinley Elementary School

Built: 2003
Renovated: N/A
Status: N/A
Portables: None

Program/Capacity Deficiencies

Provide a dedicated Pre-K Classroom

Parking issues

Expand parking lots for staff and visitors

Extend sidewalk along front entrance loop for improved safety

Security systems and safety issues

Provide increased security and safety measures

Mill Hill Elementary School

Built: 1955
Renovated: 1978, 1991 & 2000
Status: N/A
Portables: 5 (3 purchased in 2008, 1 purchased in 2001 & 1 purchased in 2000)

Renovation and Addition

Design and install an addition to eliminate portable classrooms

Implement all building code, life safety code and fire code requirements

Upgrade core facilities

Design and install new HVAC fresh air and air-conditioning system

Expand cafeteria capacity

Upgrade dual fuel capability for boilers

Program/Capacity Deficiencies

Provide 5.0 General Classrooms

Provide 1.0 Science Classroom

Provide 1.0 Music Classroom

Provide 1.0 Computer Lab Classroom

Provide .5 Instrumental Music Classroom

Provide .5 Gifted Room

Provide .5 SPED Room

Provide .5 OT/PT Room

Provide .25 ELT Room

Provide .25 ELL Room

Provide .25 MRT Room

Provide .25 IIT Room

Provide .25 Spanish Teacher Office

Provide .25 Social Worker Office

Kitchen storage issues

Expand kitchen for extra storage, refrigerators and freezers

Improve cafeteria serving line

Building storage issues

Provide storage rooms for custodial and maintenance needs

Provide storage rooms for staff and school materials

Parking issues

- Expand parking lots for staff and visitors
- Extend sidewalk along front entrance loop for improved safety

Security systems and safety issues

- Provide new increased security and safety measures

North Stratfield Elementary School

Built: 1961
Renovated: 1996 & 2000
Status: N/A
Portables: None

Renovation and Addition

- Implement all building code, life safety code and fire code requirements
- Upgrade core facilities
- Design and install new HVAC fresh air and air-conditioning system

Program/Capacity Deficiencies

- Provide 1.5 Gym Space
- Provide 1.0 Science Classroom
- Provide .5 Instrumental music classroom
- Provide .5 Gifted Room
- Provide .5 SPED Room
- Provide .5 OT/PT Room
- Provide .25 ELL Room

Kitchen storage issues

- Expand kitchen for extra storage, refrigerators and freezers
- Improve cafeteria serving line

Parking issues

- Expand parking lots for staff and visitors
- Extend sidewalk along front entrance loop for improved safety

Building storage issues

- Provide storage rooms for custodial and maintenance needs
- Provide storage rooms for staff and school materials

Security systems and safety issues

- Provide increased security and safety measures

Osborn Hill Elementary School

Built: 1958
Renovated: 1969, 1981, 1997, 2000 & 2009
Status: N/A
Portables: None

Renovation and Addition

- Design and install an addition to attach steel fabricated modular building to existing facility
- Implement all building code, life safety code and fire code requirements
- Upgrade core facilities

Design and install new fire sprinkler system
Design and install new HVAC fresh air and air-conditioning system
Install additional lockers due to increased enrollment

Program/Capacity Deficiencies

Provide 1.5 Gym Space
Provide 1.0 Instrumental Music Classroom
Provide .5 Teachers Work Room
Provide .5 Conference Room
Provide .5 Art Room
Provide .5 Music Room
Provide .5 Gifted Room
Provide .5 SPED Room
Provide .25 LAC Room
Provide .25 ELL Room
Provide .25 MRT Room
Provide .25 IIT Room
Provide .25 Spanish Teacher Office
Provide .25 Literary Tutor Office
Provide .25 Social Worker Office

Parking issues

Expand parking lots for staff and visitors
Extend sidewalk along front entrance loop for improved safety

Building storage issues

Provide storage rooms for custodial and maintenance needs
Provide storage rooms for staff and school materials

Security systems and safety issues

Provide increased security and safety measures

Riverfield Elementary School

Built: 1959
Renovated: 1971 & 2000
Status: N/A
Portables: 5 (2 Purchased in 2000 – moved from Osborn Hill 2009 & 3 purchased in 2001 – moved from FHS 2004)

Renovation and addition

Design and install an addition to eliminate portable classrooms
Implement all building code, life safety code and fire code requirements
Upgrade core facilities
Design and install new fire sprinkler system
Design and install new HVAC fresh air and air-conditioning system
Install additional lockers

Program/Capacity Deficiencies

Provide 1.5 Gym Space
Provide 3.0 General Classrooms
Provide 1.0 Instrumental Music Classroom
Provide 1.0 Music Classroom
Provide 1.0 Staff Lunch and Work Room
Provide .5 SPED Room

- Provide .75 OT/PT Room and Spanish Classroom
- Provide .25 LAC Room
- Provide .25 ELT Room
- Provide .25 Social Worker Room
- Provide .25 Gifted Room
- Provide .25 Spanish Teacher Office

Parking Issues

- Expand parking lots for staff and visitors
- Extend sidewalk along front entrance loop for improved safety

Kitchen storage issues

- Expand kitchen for extra storage, refrigerators and freezers
- Improve cafeteria serving line

Building storage issues

- Provide storage rooms for custodial and maintenance needs
- Provide storage rooms for staff and school materials

Security systems and safety issues

- Provide increased security and safety measures

Sherman Elementary School*

- Built:* 1963
- Renovated:* 1977, 2001 & 2009
- Status:* 2011 Special Projects Standing Building Committee
In design development phase
- Portables:* 1 (Purchased in 2001 and moved from FHS in 2003)

Renovation and Addition

- Implement all building code, life safety code and fire code requirements
- Upgrade core facilities
- Design and install new fire sprinkler system
- Design and install new HVAC fresh air and air-conditioning system
- Install additional lockers due to increased enrollment

Program/Capacity Deficiencies

- Provide 1.0 Science Classroom
- Provide .5 OT/PT Classroom
- Provide 1.0 Instrumental Music Classroom
- Provide 1.0 Computer Lab Classroom
- Provide .5 Teachers Work Room
- Provide .5 Conference Room
- Provide .5 Gifted Room
- Provide .5 SPED Room
- Provide .25 ELT Room
- Provide .25 ELL Room
- Provide .25 MRT Room
- Provide .25 IIT Room
- Provide .25 Spanish Teacher Office
- Provide .25 Social Worker Office
- Provide .25 Server Room

Parking issues

- Expand parking lots for staff and visitors

Extend sidewalk along front entrance loop for improved safety
Building storage issues

Provide storage rooms for custodial and maintenance needs
Provide storage rooms for staff and school materials

Kitchen storage issues

Expand kitchen for extra storage, refrigerators and freezers

Security systems and safety issues

Provide new, increased security and safety measures

*Some items listed above will be addressed in the building project scheduled for completion in 2011.

Stratfield Elementary School*

Built: 1929
Renovated: 1948, 1972 & 2010
Status: 2010 Stratfield Building Committee
September 2011 completion date for project
Portables: None

Kitchen storage issues

Expand kitchen for extra storage, refrigerators and freezers

Security systems and safety issues

Provide increased security and safety measures.

*Items listed above are not included in building project scheduled for completion in 2011.

Middle Schools:

Fairfield Woods Middle School*

Built: 1954
Renovated: 1961, 1972 & 1995
Status: 2011 Fairfield Woods Building Committee
September 2013 completion date for project
Portables: None

Renovation and Addition

Design and install new HVAC fresh air and air-conditioning system to add to existing system to cover entire school

Install new lockers to replace old lockers for a portion of the school (Bradley/Jackson Wing) and for increasing enrollment

Windows

Replace old windows with new windows

Building storage issues

Provide storage rooms for custodial and maintenance needs
Provide storage rooms for staff and school materials

Security systems and safety issues

Provide increased security and safety measures

*Items listed above are not included in building project scheduled for completion in 2013.

Roger Ludlowe Middle School

Built: 2003
Renovated: N/A
Status: N/A
Portables: None

Building storage issues

Provide storage rooms for custodial and maintenance needs

Provide storage rooms for staff and school materials

Security systems and safety issues

Provide increased security and safety measures

Tomlinson Middle School

Built: 1917
Renovated: 1942, 1958, 1976, 2006
Status: N/A
Portables None

Renovation and Addition

Evaluate cafeteria size and options to accommodate enrollment

Parking issues

Expand parking lots for staff and visitors; the parent entrance drop off interferes with buses

Kitchen storage issues

Expand kitchen for extra storage, refrigerators and freezers

Building storage issues

Provide storage rooms for custodial and maintenance needs

Provide storage rooms for staff and school materials

Security systems and safety issues

Provide increased security and safety measures

High Schools:

Fairfield Ludlowe

Built: 1950
Renovated: 1963, 1972, 1995 & 2005
Status: Window replacement project at Town Facilities Commission (TFC)
Portables: None

Renovation and Addition

Design and install six additional classrooms to accommodate increased enrollment

- Install additional lockers to accommodate increased enrollment
- Design and install an addition onto the existing cafeteria to accommodate increased enrollment
- Design and install new HVAC fresh air and air-conditioning system to add to existing system to cover entire school
- Renovate all boys and girls gang bathrooms

Windows

- Replace old windows with new windows (at TFC)

Parking issues

- Expand parking lots for staff, visitors and growing enrollment and investigate all the parent drop off areas for handling increased enrollment

Building storage issues

- Provide storage rooms for custodial and maintenance needs
- Provide storage rooms for staff and school materials

Kitchen storage issues

- Expand kitchen for extra storage, refrigerators and freezers and make arrangements to open and operate the fourth serving line

Security systems and safety issues

- Provide increased security and safety measures

Fairfield Warde

- Built:* 1955
- Renovated:* 2003, 2006
- Status:* Roof replacement project at Town Facilities Commission (TFC)
- Portables:* None

Renovation and Addition

- Design and install two additional classrooms to accommodate increased enrollment
- Install additional lockers to accommodate increased enrollment
- Design and install an addition onto the existing cafeteria to accommodate increased enrollment
- Design and install new HVAC fresh air and air-conditioning system to add to existing system to cover entire school
- Renovate all boys and girls gang bathrooms

Windows

- Replace old windows with new windows

Building storage issues

- Provide storage rooms for custodial and maintenance needs
- Provide storage rooms for staff and school materials

Kitchen storage issues

- Expand kitchen for extra storage, refrigerators and freezers and make arrangements to open and operate the fourth serving line

Security systems and safety issues

- Provide increased security and safety measures

Alternative High School

In fiscal year 2008-2009 the CO-OP and PAL program were combined and the Alternative High School was created. This program is housed in a leased facility located at 108 Biro Street formerly known as St. Emery's School. This lease is a three-year lease and was negotiated and facilitated by the Town of Fairfield. We are proposing that the Town of Fairfield purchase this property.

Methodology for Determining Project Cost Estimates

1. Review and define scope of work with the principal, staff and users.
2. Review and define scope of work with the central office internal renovation and construction professionals.
3. Perform a history “checks and balances” of past similar projects, similar scope of work, bid documents and cost estimates.
4. Solicit opinions at no cost from consultants, vendors, and contractors for similar projects to provide cost estimates.
5. Discuss scope of projects with the Town Department of Public Works and purchasing for assistance with similar projects for cost estimating purposes.
6. Review project scope for State Department of Education, Bureau of School Facilities reimbursement, capability, and filing.
7. Review project for possible grants and funding sources from the State and/or other local organizations.
8. Calculate project scope square footage and provide draft costs per square foot from the following sources:
 - a. SDE BSF cost per square foot for educational facilities
 - b. Contractors cost per square foot for similar projects
 - c. Previous bid projects/documentation for similar scope of work
9. Investigate hazardous material issues with old building materials to identify if testing data needs to be figured into the cost estimates. Estimates are based on past similar projects.
10. Review architectural, engineering, and other consultants required for projects and provide cost estimates based on verbal discussions and past similar projects.
11. Investigate and define the project scheduling to identify if all work will be straight time versus premium time.
12. Determine project contingencies according to the size of the project, the scope of work and the possibility of unknowns for the building and/or the project site.
13. Incorporate project safety procedures and interim life safety measures for work to be performed in an educational facility, as well as work performed during occupied hours.
14. For projects that are scheduled over multiple years and/or are part of a long term plan, cost escalation factors are figured into the cost estimate.
15. Determine project cost estimate.

Fairfield Public Schools
Long Range Facilities Plan
2011-2015 Summary

School	2011-2012	2012-2013*	2013-2014*	2014-2015*	Estimated Total
Burr Elementary School	\$ -	\$ -	\$ -	\$ -	\$ -
Dwight Elementary School	-	294,000	1,232,342	303,877	1,830,219
Holland Hill Elementary School	203,642	-	-	9,960,851	10,164,493
Jennings Elementary School	125,000	131,250	-	-	256,250
McKinley Elementary School	30,000	100,000	-	-	130,000
Mill Hill Elementary School	-	262,500	289,406	461,614	1,013,520
North Stratfield Elementary School	196,429	-	-	364,652	561,081
Osborn Hill Elementary School	252,646	-	-	915,902	1,168,548
Riverfield Elementary School	9,092,164	-	-	-	9,092,164
Sherman Elementary School	188,581	-	-	-	188,581
Stratfield Elementary School	-	-	-	-	-
Fairfield Woods Middle School	-	-	-	-	-
Roger Ludlowe Middle School	35,000	-	-	-	35,000
Tomlinson Middle School	250,000	-	-	668,528	918,528
Early Childhood Center	105,000	-	-	-	105,000
Fairfield Ludlowe High School	-	5,788,125	-	461,614	6,249,739
Fairfield Warde High School	1,576,814	1,576,814	5,987,995	1,575,000	10,716,623
Total - Gross Estimate	12,055,276	8,152,689	7,509,744	14,712,037	42,429,746
SDE Reimbursement	(2,701,815)	(1,539,210)	(1,484,317)	(2,940,023)	(8,665,365)
Total - Net Estimate	\$ 9,353,461	\$ 6,613,479	\$ 6,025,427	\$ 11,772,014	\$ 33,764,381

* Includes annual 5 percent construction inflation adjustment

Fairfield Public Schools
Long Range Facilities Plan
2011-2012 Summary

School	Description	Cost Estimate
Holland Hill Elementary School	Major roof warranty extension	103,642
	Replace 1978, 10,000 gallon, oil tank*	100,000
	Subtotal Holland Hill Elementary School	203,642
Jennings Elementary School	Renovate bathrooms (phase one)*	125,000
McKinley Elementary School	Roof/Coping repair study	30,000
North Stratfield Elementary School	Major roof warranty extension	196,429
Osborn Hill Elementary School	Major roof warranty extension	252,646
Riverfield Elementary School	New classroom addition and renovations with core upgrades	8,931,995
	Major roof warranty extension	160,169
	Subtotal Riverfield Elementary School	9,092,164
Sherman Elementary School	Major roof warranty extension	188,581
Roger Ludlowe Middle School	Partial roof repair*	35,000
Tomlinson Middle School	Front façade cornice work and painting*	250,000
Early Childhood Center	New motor skills playground (fully enclosed)*	60,000
	New rubber surfacing on existing playground*	45,000
	Subtotal Early Childhood Center	105,000
Fairfield Warde High School	Major roof replacement (Phase 2 of a 4 phase program)	1,576,814
	Gross Total	12,055,276
	Estimated SDE Reimbursement	(2,701,815)
	Net Total	\$ 9,353,461

*potential short-term capital improvement projects

Fairfield Public Schools
 Long Range Facilities Plan
 2012-2013 Summary

School	Description	Cost Estimate
Dwight Elementary School	Replace two 1962 boilers*	\$ 294,000
Jennings Elementary School	Renovate bathrooms (phase two)*	131,250
McKinley Elementary School	Roof/Coping repair	100,000
Mill Hill Elementary School	New ceiling and lights*	262,500
Fairfield Ludlowe High School	Renovate bathrooms	1,378,125
	Enrollment driven renovations and upgrades	4,410,000
	Subtotal Fairfield Ludlowe High School	5,788,125
Fairfield Warde High School	Major roof replacement (Phase 3 of a 4 phase program)	1,576,814
	Gross Total	8,152,689
	Estimated SDE Reimbursement	(1,539,210)
	Net Total	\$ 6,613,479

*potential short-term capital improvement projects

Fairfield Public Schools
 Long Range Facilities Plan
 2013-2014 Summary

School	Description	Cost Estimate
Dwight Elementary School	Major roof replacement*	1,232,342
Mill Hill Elementary School	New bathrooms*	289,406
Fairfield Warde High School	Enrollment driven renovations and upgrades	1,389,150
	New windows	1,575,000
	Renovate bathrooms	1,447,031
	Major roof replacement	1,576,814
	(Phase 4 of a 4 phase program)	
	Subtotal Fairfield Warde High School	5,987,995
	Gross Total	7,509,744
	Estimated SDE Reimbursement	(1,484,317)
	Net Total	\$ 6,025,427

*potential short-term capital improvement projects

Fairfield Public Schools
 Long Range Facilities Plan
 2014-2015 Summary

School	Description	Cost Estimate
Dwight Elementary School	Renovate bathrooms*	\$ 303,877
Holland Hill Elementary School	New classroom addition and renovation with core upgrades	9,960,851
Mill Hill Elementary School	Minor roof replacement*	\$ 461,614
North Stratfield Elementary School	Replace two 1964 boilers*	364,652
Osborn Hill Elementary School	New windows* Renovate Bathrooms*	551,250 364,652
	Subtotal Osborn Hill Elementary School	915,902
Tomlinson Middle School	Ceiling and lights*	668,528
Fairfield Ludlowe High School	Minor roof replacement*	461,614
Fairfield Warde High School	New windows	1,575,000
	Gross Total	14,712,037
	Estimated SDE Reimbursement	(2,940,023)
	Net Total	\$ 11,772,014

*potential short-term capital improvement projects

Riverfield Elementary School

School building upgrades and renovations with cost estimates

Space Deficiencies	\$ 4,398,264
Maintenance Projects	\$ 160,169
Core Upgrades	\$ 618,098
	480,000
	250,000
	350,000
	320,000
	230,000
	100,000
	100,000
	55,200
	30,000
	25,000
	25,000
	25,000
	20,000
	20,000
	15,000
	15,000
	12,000
	10,000
	5,000
	727,373
	\$ 1,091,060

New Classrooms and Addition(s)
Johns Manville Roof Warranty Extension
Fresh Air Ventilation/Air Conditioning
Expand Cafeteria/relocate stage
ACT Ceilings and Lights
ADA compliance
Fire protection (add sprinklers)
Expand Kitchen
Fire protection (add service)
Controls
Lockers
Grounds (staff parking expansion)
Protection Phase
Cutout & Connection Corridor
Technology
Security/Safety
Expand Serving line
Classroom relocation allowance
Electrical (panel upgrade)
Phone System
Dedicated Server Room
Carpeting - Media Center
Alarms
Construction Contingency
Soft Cost/Miscellaneous items
Architectural/Engineering
Asbestos abatement allowance
IAQ Monitoring (Air Clearance Consultants)
Start up and training
Cleaning of existing building systems
Demolition
Unforeseen conditions
Other

Total Budget Estimate (2011 Dollars)

\$9,092,164

Fairfield Ludlowe High School

School building upgrades and renovations with cost estimates

Space Deficiencies
\$ 3,200,000

New Classrooms and Addition(s)

Includes:

- ADA compliance
- Fresh Air Ventilation/Air Conditioning
- ACT Ceilings and Lights
- Fire protection
- Expand Kitchen with Freezer/Refrigerator Storage
- Expand Serving Line by Opening Fourth Serving Line
- Controls
- Lockers
- Grounds and Site Work
- Protection Phase
- Cutout and/or Connection Corridor
- Technology
- Security/Safety
- Classroom relocation allowance
- Electrical (panel upgrade)
- Phone System
- Carpeting - Media Center
- Life safety code updates (hardware replacements)
- Alarms

Maintenance Projects
\$ 1,000,000

Girls and Boys Gang Bathroom Renovations

Construction Contingency

\$ 420,000

\$ 630,000

Soft Cost/Miscellaneous items

- Architectural/Engineering
- Asbestos abatement allowance
- IAQ Monitoring (Air Clearance Consultants)
- Start up and training
- Cleaning of existing building systems
- Demolition
- Unforeseen conditions
- Other

Total Budget Estimate (2011 Dollars) \$ 5,250,000

Total Budget Estimate (2013 Dollars) \$ 5,788,125

Fairfield Warde High School

School building upgrades and renovations with cost estimates

Space Deficiencies
\$ 960,000

New Classrooms and Addition(s)

Includes:

- Fresh Air Ventilation/Air Conditioning*
- ACT Ceilings and Lights*
- Fire protection*
- Expand Kitchen with Freezer and Refrigerator Storage*
- Fire protection*
- Controls*
- Lockers*
- Grounds and Site Work*
- Protection Phase*
- Cutout and/or Connection Corridor*
- Technology*
- Security/Safety*
- Expand Serving line by Opening Fourth Serving Line*
- Classroom relocation allowance*
- Electrical (panel upgrade)*
- Phone System*
- Carpeting - Media Center*
- Life safety code updates (hardware replacements)*
- Alarms*

Maintenance Projects
\$ 1,000,000
1,575,000
1,576,814

- Girls and Boys Gang Bathroom Renovations
- Window Replacements - One of Two Phases
- Roof Replacement - One of Four Phases

Construction Contingency

\$ 196,000

- Soft Cost/Miscellaneous items**
- Architectural/Engineering
 - Asbestos abatement allowance
 - IAQ Monitoring (Air Clearance Consultants)
 - Start up and training
 - Cleaning of existing building systems
 - Demolition
 - Unforeseen conditions
 - Other

\$ 294,000

Total Budget Estimate (2011 Dollars) \$ 5,601,814
Total Budget Estimate (2014 Dollars) \$ 5,987,995

Fairfield Public Schools
 Long Range Facilities Plan
 Future Projects (beyond 2014-2015)

School	Description	Projected Cost Estimate
Dwight Elementary School	ADA and core upgrades	4,356,012
Jennings Elementary School	Core upgrades Replace two 1966 boilers*	1,167,798 382,884
Mill Hill Elementary School	New addition and renovations with core upgrades	12,713,833
North Stratfield Elementary School	New acoustical ceiling and lights*	335,024
Osborn Hill Elementary School	Classroom addition and renovations with core upgrades	3,988,542
Stratfield Elementary School	Front façade and cornice wall painting*	351,775
Sherman Elementary School	Major roof replacement	1,181,242
Fairfield Woods Middle School	Renovate bathrooms* Replace windows*	984,970 825,000
Tomlinson Middle School	Replace windows* Minor roof replacement*	825,000 837,791
Fairfield Ludlowe High School	Major roof replacement (phase I) Replace two 1971 boilers* Major roof replacement (phase II)	1,815,101 773,905 1,815,101
Fairfield Warde High School	Replace two 1971 boilers*	469,033
Central Office (501 Kings Highway East) Maintenance Office (418 Meadow Street) St. Emery (108 Biro Street)	Leased property** Leased property** Leased property**	- - -
System-wide	Oil tank replacements (ten schools) Total	1,000,000 \$ 33,823,011

* potential short-term capital improvement projects

** Leased property costs have not been determined or included in this long term plan

Appendix A

BUILDING USE AND CAPACITY REPORT (MGT Report – December 14, 2010)

UTILIZATION RATES

The effective management of school facilities requires a school's capacity and enrollment to be aligned. When capacity exceeds enrollment (underutilization), operational costs are higher than necessary and facilities may need to be repurposed or the facilities may need to be removed from inventory. When enrollment exceeds capacity (overutilization), the school may be overcrowded and may require capital expenditures or redistricting to alleviate the crowding.

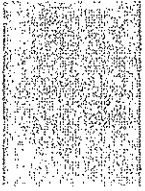
Exhibit 2-7 shows the functional capacities as calculated using the MGT and FPS approaches, and the operational capacity for each elementary school. The detailed calculations for each school are included in

Exhibit 2-7
Fairfield Public Schools
Functional and Operational Capacities

School	FPS Functional Capacity	MGT Functional Capacity	Operational Capacity
Burr	504	547	525
Holland Hill	336	363	159
Jennings	398	429	293
McKinley	504	547	525
Mill Hill	378	405	137
North Stratified	504	547	434
Osborn Hill	535	577	464
Riverfield	399	430	204
Roger Sherman	462	502	343
Stratfield	504	547	547
Timothy Dwight	388	420	307
Elementary School Total	4912	5314	3938

Source MGT of America, Inc. 2010.

As would be expected, the relationship between the FPS functional capacity and the MGT functional capacity is consistent, with MGT's capacity being eight percent higher on the average. However, the relationship of the operational capacity varies and this is due to the differing conditions at each school.



Appendix A - Capacity Calculations by School

Burr ES

Base line - 4 sections

Space Type	Functional Qty	Operational Qty	Comment
Capacity Rooms			
K-2 Classroom	12	11	
3-5 Classroom	12	12	
SPED (self-contained)	0	0	
PK Classroom	0	0	Located in Room 110
Non-Capacity Rooms			
Science	1	1	
Gifted Language Arts/Math	1	1	
Art	1	1	
Music	1	1	
Music Instrumental	1	1	
Resource (3 areas/rooms)	3	3	
PE/Gym	1	1	
Cafeteria/Auditorium	1	1	
Media Center	1	1	
Computer Lab	1	1	In LMC
Portable	0	0	

Space Type	MGT Functional	MGT Operational	District
K-2 Classroom	276	253	252
3-5 Classroom	300	300	252
SPED (self-contained)	0	0	0
PK Classroom	0	0	0
2010 Cap.	547	525	504
2010 Enroll	420	420	420
2010 Util.	77%	80%	83%

Program/Capacity Deficiencies	Factor
No dedicated PK room	1
Total	1

Timothy Dwight ES

Base line - 3 sections

Space Type	Functional Qty.	Operational Qty.	Comment
Capacity Rooms			
K-2 Classroom	9	6	
3-5 Classroom	9	7	
SPED (self-contained)	1	1	Rm 14
PK Classroom	0	0	
Non-Capacity Rooms			
Science	0	0	
Gifted Language Arts/Math	0	0	Rm 3
Art	1	1	
Music	1	1	Rm 30
Music Instrumental	1	1	Rm 21
Resource (3 areas/rooms)	2	2	Rms 19
PE/Gym	1	1	
Cafeteria/Auditorium	1	1	
Media Center	1	1	
Computer Lab	0	0	In LMC - too small
Portable	0	0	

Space Type	MGT - Functional	MGT - Operational	District
K-2 Classroom	207	138	189
3-5 Classroom	225	175	189
SPED (self-contained)	10	10	10
PK Classroom	0	0	0
2010 Cap.	420	307	388
2010 Enroll	315	315	315
2010 Util.	75%	103%	81%

Program/Capacity/Deficiencies	Factor
Band in classroom	1
No Gifted room	0.5
Only 2 SPED areas	0.5
Early Literacy in closet	0.25
No conference room	0.5
No computer lab	1
No science room	1
Total	4.75

Holland Hill ES

Base line - 3 sections

Space Type	Functional Qty	Operational Qty	Comment
K-2 Classroom	9	4	
3-5 Classroom	7	3	
SPED (self-contained)	0	0	
PK Classroom	0	0	

Space Type	MGT-Functional	MGT-Operational	District
K-2 Classroom	207	92	189
3-5 Classroom	175	75	147
SPED (self-contained)	0	0	0
PK Classroom	0	0	0

Non-Capacity Rooms	Functional Qty	Operational Qty	Comment
Science	0	0	
Gifted Language Arts/Math	0	0	
Art	1	1	
Music	0	0	Portable
Music Instrumental	0	0	Stage
Resource (3 areas/rooms)	2	2	Rm 13
PE/Gym	1	1	
Cafeteria/Auditorium	1	1	
Media Center	1	1	
Computer Lab	1	1	In LMC
Portable	3	3	2 - Gr 5, 1 - Music

2010 Cap.	362	159	336
2010 Enroll.	333	363	333
2010 Util.	92%	229%	99%

Program/Capacity Deficiencies	Deficiency Factor
Room 18 - houses Gifted, Social Worker, MRT	1
No Science room	1
Lacking 1 SPED space	0.5
No confereces room	0.5
No dedicated copy room (teacher workroom)	0.5
No Spanish teacher office	0.25
Two classes and music in portables	3
Instrumental music on stage	1
No Computer Room	1
No server room	0.25
Total	9

Jennings ES

Base line - 3 sections

Space Type	MGT - Functional	MGT - Operational	District
K-2 Classroom	207	138	189
3-5 Classroom	225	150	189
SPED (self-contained)	20	20	20
PK Classroom	0	0	0
2010 Cap:	429	293	398
2010 Enroll:	347	347	347
2010 Util:	81%	119%	87%

Space Type	Functional Qty	Operational Qty	Comment
Capacity Rooms			
K-2 Classroom	9	6	
3-5 Classroom	9	6	
SPED (self-contained)	2	2	
PK Classroom	0	0	
Non-Capacity Rooms			
Science	0	0	
Gifted Language Arts/Math	0	0	
Art	1	1	Rm 25
Music	Portable	Portable	
Music Instrumental	Stage	Stage	
Resource (3 areas/rooms)	3	3	Rms 20, 21
PE/Gym	1	1	
Cafeteria/Auditorium	1	1	
Media Center	1	1	
Computer Lab	0	0	In LMC - too small
Portable	1	1	Music

Program/Capacity Deficiencies	Deficiency Factor
Rm 26 houses LAC, MRT, IIT, instructional support, and conference	0.5
Some OT/PT in hall	0.25
ELT in closet	0.25
No ELL room	0.25
No Spanish office	0.25
No science room	1
No gifted room	0.5
Music in portable	1
Music instrumental on stage	1
No computer lab	1
Total	6

McKinley ES

Base line - 4 sections

Space Type	Functional Qty.	Operational Qty.	Comment
Capacity Rooms			
K-2 Classroom	12	11	
3-5 Classroom	12	12	
SPED (self-contained)	0		
PK Classroom	0	0	In faculty lunchroom
Non-Capacity Rooms			
Science	1	1	Being used as regular classrm.
Gifted Language Arts/Math	0	0	
Art	1	1	
Music	1	1	
Music Instrumental	1	1	
Resource (3 areas/rooms)	3	3	
PE/Gym	1	1	
Cafeteria/Auditorium	1	1	
Media Center	1	1	
Computer Lab	1	1	
Portable			

Space Type	MGT - Functional	MGT - Operational	District
K-2 Classroom	276	253	252
3-5 Classroom	300	300	252
SPED (self-contained)	0	0	0
PK Classroom	0	0	0
2010 Gap	547	525	504
2010 Enroll	491	491	491
2010 UNIS	90%	95%	97%

Program/Capacity Deficiencies	Deficiency Factor
No PK room	1
Total	1

MILLIKES

Base line - 3 sections

Space Type	Functional Qty	Operational Qty	Comment
Capacity Rooms			
K-2 Classroom	12	3	
3-5 Classroom	6	3	
SPED (self-contained)	0	0	
PK Classroom	0	0	
Non-Capacity Rooms			
Science	0	0	
Gifted Language Arts/Math	0	0	
Art	1	1	
Music	0	0	Rm 7
Music Instrumental	1	1	
Resource (3 areas/rooms)	3	3	
PE/Gym	1	1	
Cafeteria/Auditorium	1	1	
Media Center	1	1	
Computer Lab	0	0	
Portable	5	5	4 - 5th, 1 - 4th

Space Type	MGT Functional	MGT Operational	District
K-2 Classroom	276	69	252
3-5 Classroom	150	75	126
SPED (self-contained)	0	0	0
PK Classroom	0	0	0
2010 Cap	405	137	378
2010 Enroll	474	474	474
2010 Util	117%	346%	125%

Program/Capacity Deficiencies	Deficiency Factor
No Science room	1
No Spanish office	0.25
No Gifted room	0.5
Music on cart or in APR for some classes	0.5
OT/PT on stage	0.5
IIT in conference room	0.25
1 SPED in office	0.5
No MRT room	0.25
ELT in closet	0.25
ELL in closet	0.25
Social Worker in Book Storage	0.25
5 regular classrooms in portables	5
Music in regular classroom, Rm 7	1
Computer lab in LMC	1
Total	11.5

North Stratfield ES

Base line - 4 sections

Space Type	Functional Qty.	Operational Qty.	Comment
Capacity Rooms			
K-2 Classroom	12	9	
3-5 Classroom	12	10	
SPED (self-contained)	0	0	
PK Classroom	0	0	

Space Type	MGT-Functional	MGT-Operational	District
K-2 Classroom	276	207	252
3-5 Classroom	300	250	252
SPED (self-contained)	0	0	0
PK Classroom	0	0	0

Non-Capacity Rooms	
Science	0
Gifted Language Arts/Math	0
Art	1
Music	1
Music Instrumental	1
Resource (3 areas/rooms)	3
PE/Gym	1
Cafeteria/Auditorium	1
Media Center	1
Computer Lab	1
Portable	0

2010 Cap:	547	434	504
2010 Enroll:	483	483	483
2010 Util:	88%	111%	96%

Program/Capacity Deficiencies	Deficiency Factor
2 gym classes at same time	1.5
No science room	1
Some music classes in APR	0.5
OT/PT on stage	0.5
No dedicated gifted room	0.5
LMC lacking storage due to location of 2	0.5
SPED classes	0.25
No ELL space	0.25
Total	4.75

Osborn Hill ES

Space Type	MGT - Functional	MGT - Operational	District
K-2 Classroom	372	253	294
3-5 Classroom	275	225	231
SPED (self-contained)	10	10	10
PK Classroom	0	0	0
2010 Cap	577	464	535
2010 Enroll	538	538	538
2010 Util	93%	115%	101%

Space Type	Functional Qty	Operational Qty	Comment
Capacity Rooms			
K-2 Classroom	14	11	
3-5 Classroom	11	9	
SPED (self-contained)	1	1	
PK Classroom	0	0	
Non-Capacity Rooms			
Science	1	1	being used as 5th gr/science
Gifted Language Arts/Math	0	0	In LMC
Art	1	1	Some classes on a cart
Music	1	1	Some classes on a cart
Music Instrumental	Stage	Stage	
Resource (3 areas/rooms)	2	2	Rm 122
PE/Gym	1	1	
Cafeteria/Auditorium	1	1	
Media Center	1	1	
Computer Lab	1	1	
Portable	0	0	

Program/Capacity Deficiency	Factor
Room 144 - Teacher's Workroom also houses SPED and Math Resource	0.75
Room 128 - LMC closet houses LAC	0.25
Room 1 - Admin. Closet houses IT	0.25
Room 106a - Storage houses social worker	0.25
No conference room	0.5
No office for Spanish teacher	0.25
2 gym classes at same time	1.5
ELL in hall	0.25
Literary tutor in LMC closet	0.25
Art on a cart for some classes	0.50
Music on a cart for some classes	0.5
Gifted Language Arts/Math in LMC	0.50
Music Instrumental on stage	1.00
Only 2 SPED areas	0.50
Subtotal	7.25
2 extra classrooms over 4 section	-2.00
Total	5.25

Riverfield ES

Base line - 3 sections

Space Type	Functional Qty.	Operational Qty.	Comment
Capacity Rooms			
K-2 Classroom	11	5	
3-5 Classroom	8	4	
SPED (self-contained)	0	0	
PK Classroom	0	0	
Non-Capacity Rooms			
Science	1	1	
Gifted Language Arts/Math	0	0	In LMC
Art	1	1	
Music	Portable	Portable	
Music Instrumental	Portable	Portable	
Resource (3 areas/rooms)	2	2	Rm 6
PE/Gym	1	1	
Cafeteria/Auditorium	1	1	
Media Center	1	1	
Computer Lab	1	1	In LMC
Portable	5	5	2-3 rd , 1-4 th , music, band & orchestra

Space Type	MGT - Functional	MGT - Operational	District
K-2 Classroom	253	115	231
3-5 Classroom	200	100	188
SPED (self-contained)	0	0	0
PK Classroom	0	0	0
2010 Cap.	430	204	399
2010 Enroll.	451	451	451
2010 Util.	105%	221%	113%

Program/Capacity/Deficiencies	Deficiency Factor
Music and Instrumental Music in portables	2.
Gifted, Spanish in LMC server room	0.5
Lang. Arts in staff lunch room	0.25
Only 2 SPED areas	0.5
ELT in closet #7	0.25
Social Worker in Book Room	0.25
No dedicated space for Spanish and OT/PT	0.75
2 gym classes at same time	1.5
Staff Lunch and work room in classroom	1
3 regular classrooms in portables	3
Total	30.

Roger Sherman

Base line - 3.66 sections

Space Type	Functional Qty	Operational Qty	Comment
Capacity Rooms			
K-2 Classroom	11	7	
3-5 Classroom	11	8	
SPED (self-contained)	0	0	
PK Classroom	0	0	

Non-Capacity Rooms			
Science	0	0	
Gifted Language Arts/Math	0	0	
Art	1	1	
Music	1	1	
Music Instrumental	0	0	Portable
Resource (3 areas/rooms)	2	2	
PE/Gym	1	1	
Cafeteria/Auditorium	1	1	
Media Center	1	1	
Computer Lab	0	0	in LMC - too small
Portable	1	1	

Space Type	MGT Functional	MGT Operational	District
K-2 Classroom	253	161	231
3-5 Classroom	275	200	231
SPED (self-contained)	0	0	0
PK Classroom	0	0	0
2010 Cap.	502	363	462
2010 Enroll.	442	442	442
2010 Util.	88%	129%	96%

Program/Capacity Deficiency	Factor
No Science room	1
OT/PT, SW, and MRT in classroom	1
Music instrumental in portable	1
1 SPED in LMC Office	0.5
ELT in storage room	0.25
Teacher's work room in LMC work room	0.5
Spanish teacher in storage room	0.25
Server in Faculty lunch room	0.25
Stage is used for storage	0.5
Gifted, IIT, ELL located in conference room	1
No computer lab	1
Total	7.25

SHERMAN ELEMENTARY SCHOOL

- A. HAS 1 PORTABLE CLASSROOM.
- B. BY COMPANIES: G.E., VANGUARD, ARTHUR and CARPENTER.
- C. YEARS INSTALLED:
2003 - (moved from FHS) – Purchase 2001.

MILL HILL ELEMENTARY SCHOOL

- A. HAS 5 PORTABLE CLASSROOMS.
- B. BY COMPANIES: CARPENTER and M-SPACE.
- C. YEARS INSTALLED:
2000 - Purchase.
2001 - Purchase.
2008 - (3 classrooms) - Purchase.

HOLLAND HILL ELEMENTARY SCHOOL

- A. HAS 3 PORTABLE CLASSROOMS.
- B. BY COMPANIES: G.E., VANGUARD and CARPENTER.
- C. YEARS INSTALLED:
2007 - (2 classrooms) - Purchase.
2000 - Purchase.

RIVERFIELD ELEMENTARY SCHOOL

- A. HAS 5 PORTABLE CLASSROOMS.
- B. BY COMPANIES: G.E., CARPENTER and VANGUARD
- C. YEARS INSTALLED:
2009 - (2 classrooms) - Moved from Osborn Hill – Purchase 2000.
2004 - (3 classrooms) - Moved from FHS - Purchase 2001.

JENNINGS ELEMENTARY SCHOOL

- A. HAS 1 PORTABLE CLASSROOM.
- B. BY COMPANY: G.E.
- C. YEAR INSTALLED:
2002 - Purchase.

The following Elementary Schools DO NOT have any portable classrooms:

- A. BURR ELEMENTARY SCHOOL
- B. DWIGHT ELEMENTARY SCHOOL
- C. MCKINLEY ELEMENTARY SCHOOL
- D. NORTH STRATFIELD ELEMENTARY SCHOOL
- E. OSBORN HILL ELEMENTARY SCHOOL
- F. STRATFIELD ELEMENTARY SCHOOL

The following Middle Schools DO NOT have any portable classrooms:

- A. FAIRFIELD WOODS MIDDLE SCHOOL
- B. ROGER LUDLOWE MIDDLE SCHOOL
- C. TOMLINSON MIDDLE SCHOOL

The following High Schools DO NOT have any portable classrooms:

- A. FAIRFIELD LUDLOWE HIGH SCHOOL
- B. FAIRFIELD WARDE HIGH SCHOOL
- C. ALTERNATIVE HIGH SCHOOL

TRANSPORTATION

- A. HAS 1 PORTABLE CLASSROOM.
- B. YEAR INSTALLED:
2009 – (moved from Osborn Hill) – Purchase 2000.

TOTAL: 15 Portable Classrooms
14 Are at Elementary Schools

MAY 10 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

MAY 10 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

MAY 10 2011

Board of Education
Policy Guide**Students****Welfare****SUICIDE PREVENTION, INTERVENTION AND RESPONSE****5518**

The Fairfield Board of Education recognizes the need for a comprehensive suicide prevention, intervention and response policy given that suicide is the third leading cause of death among young people and that school, a structure in which students have frequent contact with caring adults, has a unique role to play in suicide prevention and intervention (U.S. Department of Health and Human Services 2001).

The Board of Education recognizes the need for evidence-based youth suicide prevention programs and procedures and will establish program guidelines to identify risk factors for youth suicide, procedures to intervene with such youth, guide staff in making appropriate referrals to outside agencies, and collaborate with agencies and families once care has been established. These evidence-based programs will include universal prevention strategies (curriculum-based) as well as tiered interventions for students/groups of students at statistically increased risk. This (These) program(s) will include annual training for certified staff, non-certified instructional staff, school secretaries, school nurses, coaches, students, and parents. Training will include current information on recognizing risk factors, appropriate referral processes, and crisis response.

It is also recognized by the Board of Education that suicide is a complex issue, and that, while school staff members may recognize potentially suicidal youth, they cannot make clinical assessment of risk and/or provide in-depth treatment. It is the policy of the Board of Education that school staffs actively respond in any situation where a student, either verbally or through behavior, indicates a risk or intent to attempt suicide or to do physical harm to himself/herself by referring said youth to an appropriate provider/agency for such assessment and treatment as is deemed appropriate.

Any school employee who may have knowledge of a suicide risk, threat or intent will immediately report this information to the school Principal/Headmaster.

If deemed at high risk, the student shall not be left alone at any time during this assessment process.

The School Principal/Headmaster or his/her designee will immediately mobilize the **Student Assistance Team** as described in the **Administrative Regulations**. **This team will:**

- Notify the student's parent/guardian, and;
- Make an appropriate referral to community-based services
- Assign Case Manager
- Establish a follow-up plan

Students

Welfare

SUICIDE PREVENTION, INTERVENTION AND RESPONSE (continued) 5518

Legal Reference: Connecticut General Statutes

10-221 Boards of education to prescribe rules, policies, and procedures. (e) Re "policy and procedures for dealing with youth suicide prevention and youth suicide attempts."

Policy Adopted:

Students

Welfare

**ADMINISTRATIVE REGULATIONS ON SUICIDE
PREVENTION, INTERVENTION AND RESPONSE**

5518AR

I. Student Assistance Team

- A. The Superintendent shall establish a district Student Assistance Team
 - 1. This Team shall be chaired by the Director of Special Education, Pupil Services, and Special Programs
 - 2. Membership shall include: High School Director(s) of Guidance, Curriculum Coordinator for Health Education, Supervisor of School Nurses, and Chairpersons of all school-based Student Assistance Teams
 - 3. To the extent possible, membership shall be for a minimum of 2 years
 - 4. District Team shall meet at least quarterly to review data related to school climate, assess response, and address individual school concerns
 - 5. This team shall review, revise and publish (annually) the template for the Guidelines for Suicide Prevention, Intervention, and Response. This document shall include district wide forms and protocols and sample communications and letters to be used in this process
 - 6. This team shall be mobilized, as directed by the Superintendent or its Chairperson, to respond to crisis situations in the district.
- B. Each school shall establish a Student Assistance Team
 - 1. High School teams shall be chaired by the Director of Guidance; all other teams shall be chaired by Administrator/designee (if other than school administrator, chairperson serves a 2-year term and also serves on District Student Assistance Team).

Students

Welfare

**ADMINISTRATIVE REGULATIONS ON SUICIDE
PREVENTION, INTERVENTION AND RESPONSE (continued)**

5518AR

2. Membership shall include cross section of faculty including, but not limited to: School Psychologist(s), School Social Worker(s), School Counselors, Deans, Classroom Teachers, Special Education and Related Service Personnel, and Health Educators.
 3. When warranted for individual intervention planning or crisis response, at least ONE (1) teacher of the student in question shall be invited to participate.
 4. This team shall meet monthly to review data on school climate (including but not limited to attendance, counseling center referrals, referrals to outside sources, individual student interventions, discipline, etc.)
 5. Using the district template entitled, Guidelines for Suicide Prevention, Intervention, and Response, the school team shall fill in all school specific information and publish annually to all staff and on the school website the school specific version of the Guidelines.
- C. Professional Development
1. Annual training of the district and school teams shall be provided and can include:
 - a) *School climate improvement*
 - b) *Intervention planning, implementation, and progress monitoring*
 - c) *Evidence-based practices in suicide prevention and intervention*
 - d) *Impact of emerging technologies*
 - e) *Risk assessment*
 2. The Student Assistance Team shall receive training in crisis management on a bi-annual basis

Students

Welfare

ADMINISTRATIVE REGULATIONS ON SUICIDE PREVENTION, INTERVENTION AND RESPONSE (continued)

5518AR

II. Prevention

Evidence supports that comprehensive suicide prevention strategies should be viewed through a public health framework that incorporates universal prevention (Tier 1) for all students, targeted intervention (Tier 2) for students/groups of students at statistically higher risk, and individual intervention (Tier 3) for students deemed at high risk. See Appendix 1 – Primary Prevention Model. The Fairfield Public Schools will implement a primary prevention model of suicide prevention.

- A. Threat Assessment – Once a student is referred to the Student Assistance team a threat assessment is made. Threat levels are defined and protocols published in the “Guidelines for Suicide Prevention, Intervention, and Response”.
- B. Tier 1 Universal Prevention – This level of prevention is for ALL students, staff, and parents
 1. Students – Each school shall provide all students with information/education regarding suicide prevention. Resources may include:
 - a) *Beginning at Grade 6 and annually (by October 15) thereafter, students shall receive specific suicide prevention education. This shall include: signs of depression, making referrals, and an introduction to the school’s Student Assistance Team. To the extent available, evidence-based models shall be utilized.*
 - b) *Health Curriculum*
 - c) *Public Awareness Campaigns*
 - d) *Assemblies*

Students

Welfare

**ADMINISTRATIVE REGULATIONS ON SUICIDE
PREVENTION, INTERVENTION AND RESPONSE (continued)**

5518AR

2. Parent Education – Each school’s Student Assistance Team shall offer annual parent education regarding suicide prevention. This can be in the form of written material, newsletters, public awareness campaigns, workshops, web-based resources, and face-to-face parent education sessions.
 3. Faculty Education – Faculty education is universally advocated as an essential component of any school’s suicide prevention efforts due to the unique position that school faculty play in the lives of students. To that end, each school’s Student Assistance Team shall provide training to its entire faculty by October 15 of each year. This training must minimally include:
 - a) *The Educators’ Role in Suicide Prevention*
 - b) *Identifying students who may be at risk*
 - c) *An introduction of the Student Assistance Team*
 - d) *Referring to school Student Assistance Team*
 - e) *BOE Policies and Procedures and Protocols*
 - f) *Presentation of each schools “Guidelines for Suicide Prevention, Intervention, and Response”*
- C. Tier 2 – Selective Prevention – In addition to prevention efforts directed at ALL students, this tier provides selective prevention to students or groups of students who are at statistically higher risk for suicide.
1. Students or groups of student considered at statistically higher risk for suicide include, but are not limited to:
 - a) *Students who have undiagnosed, untreated, or ineffectively treated mental disorders (increased risk most clearly linked to: Major Depressive Disorder, Bipolar Disorder, Generalized Anxiety Disorder, Substance Use Disorders, Conduct Disorders, Eating Disorders, Schizophrenia)*

Students

Welfare

**ADMINISTRATIVE REGULATIONS ON SUICIDE
PREVENTION, INTERVENTION AND RESPONSE (continued)**

5518AR

- b) Family history of mental disorder*
- c) Family history of completed suicide or suicide attempts*
- d) Prior suicide attempt*
- e) Past physical or sexual abuse*
- f) Death or other trauma in family*
- g) Persistent serious family conflict*
- h) Traumatic break-up of romantic relationship*
- i) Trouble with the law*
- j) School failures or major disappointments*
- k) Students with disabilities*
- l) Bullying, harassment, or victimization by peers*
- m) Sexual identity/orientation, gender identity issues*
- n) Access to firearms*

Please Note that the presence of any one or more of these conditions does not automatically indicate that a student WILL become suicidal. These are simply students or groups of students at statistically higher risk and school should plan for and provide specific opportunities to address the issues related.

Students

Welfare

**ADMINISTRATIVE REGULATIONS ON SUICIDE
PREVENTION, INTERVENTION AND RESPONSE (continued)**

5518AR

- D. Each school shall provide opportunities to address these students individually and in small groups. Interventions may include:
 - 1. Individual and/or group counseling
 - 2. Clubs (i.e., Gay/Lesbian Alliance,)
 - 3. Substance abuse education and treatment
 - 4. Positive behavioral supports
 - 5. Academic supports
 - 6. Family support groups
 - 7. Parent/teen groups
 - 8. Conflict resolution
 - 9. Bullying prevention programs
 - 10. Character Education programs

III. Tier 3 – Individual Intervention

- A. Upon referral to the school Student Assistance Team or a school administrator an individual threat assessment shall be conducted and a student's risk level determined. This determination shall be made by the school psychologist, school social worker, or school nurse.
- B. Threat Assessment – Once a student is referred to the Student Assistance team a threat assessment is made. Risk levels are defined as follows:
 - 1. Urgent Care: A serious, self inflicted injury or life-threatening circumstance is reported
 - 2. Imminent Danger: A school psychologist, school social worker, or school nurse has assessed the student to be in imminent danger for suicide. The following may be among the indicators taken into consideration:

Students

Welfare

**ADMINISTRATIVE REGULATIONS ON SUICIDE
PREVENTION, INTERVENTION AND RESPONSE (continued)**

5518AR

- a) *The student has recently expressed a wish to die and it appears that an attempt at suicide is possible*
 - b) *The student has recently discussed a plan or previously attempted suicide*
 - c) *There is a report that the student has obtained/purchased means (pills, firearms, rope, etc)*
 - d) *The student has given away personal items*
 - e) *The student has stopped participating in previously preferred activities (teams, arts, sports, etc)*
 - f) *There is a dramatic change in affect (depressed to cheerful)*
 - g) *A vulnerable student is confronted with the rejection/loss of a friend or loved one (especially if by suicide)*
 - h) *A student gives verbal cues, such as (but not limited to), "I won't be a problem much longer, Nothing matters, It's no use", etc.*
 - i) *A student expresses a wish to join a beloved deceased parent, friend, or loved one and believes that, by dying, they will be reunited*
 - j) *A student cannot verbalize a plan for safety*
3. High Risk - A school psychologist, school social worker, or school nurse has assessed the student to be at high risk for suicide. The following may be indicator taken into consideration.
- a) *Recently discovered previous suicide attempts*
 - b) *Previously diagnosed mental illness (depression, anxiety, bi-polar disorder, schizo-affective disorder, etc)*
 - c) *Expressed thoughts of suicide*
 - d) *Preoccupation with death, verbally, pictorially, and/or in writing*

Students

Welfare

**ADMINISTRATIVE REGULATIONS ON SUICIDE
PREVENTION, INTERVENTION AND RESPONSE (continued)**

5518AR

- e) Persistent joking about death or suicide*
- f) Exhibits patterns or incidence of self-destructive behavior (substance abuse, increased accidents, risk-taking, etc)*
- g) Expressed feeling of worthlessness, discouragement, and guilt*
- h) Personality changes (increase nervousness, carelessness, apathy, moodiness, fatigue, impulsive or aggressive behavior)*
- i) Changes in social activities (increased isolation, uninterest in friends, reduced motivation for previously preferred activities)*
- j) Student or others report dramatic changes in eating or sleeping habits*
- k) Student begins to neglect appearance or hygiene*
- l) Increased visits to school nurse, recurrent or persistent somatic complaints, such as, but not limited to abdominal pain, chest pain, headache, lethargy, dizziness, or other non-specific symptoms*

4. Low Risk - a school psychologist, school social worker, or school nurse has assessed the student to be at low risk for suicide. The Student Assistance Team will continue to monitor the student.

C. Once the risk level is determined the intervention protocol will be followed and documented according to the "Guidelines for Suicide Prevention, Intervention and Response".

IV. Response

- A. In the event of a completed suicide the Superintendent shall immediately mobilize the District Student Assistance Team, and notify the school principal/headmaster. The school principal/headmaster will in turn mobilize the school Student Assistance Team.
- B. Both the district and school Student Assistance Teams shall implement the emergency response protocol(s) outlined in the "Guidelines for Suicide Prevention, Intervention and Response".

Students

Welfare

**ADMINISTRATIVE REGULATIONS ON SUICIDE
PREVENTION, INTERVENTION AND RESPONSE (continued)**

5518AR

- C. The goals of the emergency response protocol shall be:
 - 1. To prevent “contagion”
 - 2. To provide quality information to staff, students and parents
 - 3. To support the school community, including the family of the deceased
 - 4. To plan for both short-term and long-term needs of staff, students, and the school community

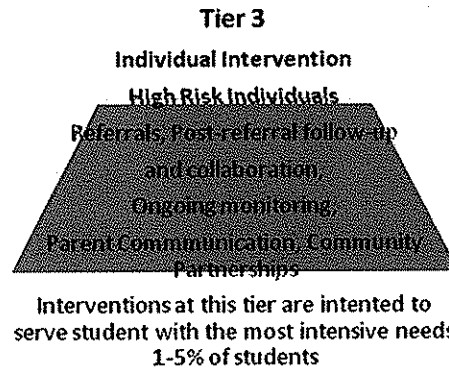
Students

Welfare

**ADMINISTRATIVE REGULATIONS ON SUICIDE
PREVENTION, INTERVENTION AND RESPONSE (continued)**

5518AR

Appendix 1 – Primary
Prevention Model



Tier 2 – Selective Prevention – At-Risk Sub- Groups
Special Groups/clubs, Mentoring, Counseling, Case-
Management, Collaboration with community-based
resources, parent communication and education

**In a healthy school climate up to 15% of the
students may fit a statistically high risk category**

The diagram shows a light grey trapezoid representing Tier 2. The text is centered within and around the trapezoid. The top part of the trapezoid contains the title 'Tier 2 – Selective Prevention – At-Risk Sub- Groups'. Below that, a list of interventions is provided: 'Special Groups/clubs, Mentoring, Counseling, Case-Management, Collaboration with community-based resources, parent communication and education'. Below the trapezoid, a separate block of text describes the tier's purpose and the percentage of students it serves.

Tier 1 – Universal Prevention – All Students
Annual Education for students, staff, parents, and adults in community
Public Awareness Campaigns
Health Education, Assemblies, Competency/Skills Education, web-based
resources

**In a healthy school climate most students (80% or more) will be
appropriately served in this tier**

The diagram shows a dark grey trapezoid representing Tier 1. The text is centered within and around the trapezoid. The top part of the trapezoid contains the title 'Tier 1 – Universal Prevention – All Students'. Below that, a list of interventions is provided: 'Annual Education for students, staff, parents, and adults in community, Public Awareness Campaigns, Health Education, Assemblies, Competency/Skills Education, web-based resources'. Below the trapezoid, a separate block of text describes the tier's purpose and the percentage of students it serves.

MAY 10 2011

Instruction**CURRICULUM**

6200

The curricula of the schools shall be in accord with the Board of Education's adopted goals and legal requirements. The curriculum design shall be a PK-12 program with appropriate articulation between elementary and middle schools, and between middle and high schools.

A program of continuing improvement and development of the curriculum shall be in effect. Curriculum development by the certified staff shall be guided by the document *Curriculum Development in the Fairfield Public Schools, Framework and Procedures*, and such factors as the following:

- actual studies and information concerning the needs of students in this school district;
- the range of abilities, aptitudes, and interests of the students;
- input from residents of the school district; and
- avoidance of discrimination.

The Board of Education has the responsibility for establishing curricula for the school district. **The curriculum development/revision process will be conducted by a District Curriculum Committee that has the responsibility to recommend, develop, review, and approve all curriculum for the District and said curriculum shall be subject to the approval of the Board of Education.** Teachers shall teach within the approved curricula.

~~The Board of Education desires that unnecessary duplication of work among the various school levels be eliminated, and that courses of study and syllabi be effectively coordinated.~~

The Board of Education supports opportunities for faculty to consult and assist in curriculum development through workshops, study groups, assistance from outside consultants, and an extended school year to allow teachers to work on curriculum during the summer.

Periodic reports, including planned pilot programs, shall be made to the Board of Education.

Legal Reference: Connecticut General Statutes
 10-15 Towns to maintain schools
 10-15c Discrimination in public schools prohibited
 10-16b Prescribed courses of study
 10-16c et seq. re Family life education
 10-17 English language to be medium of instruction
 10-17 et seq. re Bilingual instruction
 10-18 Courses in United States history, government and duties, and responsibilities of citizenship
 10-18a Contents of textbooks and other general instructional materials

Instruction

CURRICULUM (continued)

6200

Legal Reference: Connecticut General Statutes
(continued) 10-18b et seq. re Firearms safety programs
10-19 Effect of alcohol, nicotine, or tobacco and drugs to be taught
10-19a et seq. re Substance abuse prevention team
10-221a High school graduation requirements
10-21 et seq. re Vocational education and cooperation with business
10-220 Duties of boards of education as amended by PA 08-153

Approved 8/27/04

MAY 10 2011

Instruction**Curriculum****BASIC INSTRUCTIONAL PROGRAM**

6220

FAMILY LIFE AND SEX EDUCATION

6221

The Board of Education recognizes that helping students attain a mature and responsible attitude toward human sexuality is a continuous task of every generation. Parents or guardians have the primary responsibility to assist their children in developing moral values. The schools should support and supplement parents or guardians' efforts in the areas of family life and sex education by offering students factual information and opportunities to discuss concerns, issues, and attitudes inherent in family life and sexual behavior, including traditional moral values.

To comply with the provisions of the No Child Left Behind Act, the Superintendent will, in writing, notify the professional staff of the federal requirements concerning sex education and the prohibitions and restrictions concerning distribution of contraceptives or materials that encourage sexual activities. The District will comply with federal guidelines concerning age appropriate sex education.

The Citizens Family Life Committee, established by the Board of Education, assists the staff in **planning**, developing and monitoring the family life and sex education curriculum. **It will also serve as a resource for evaluation and ensuing recommendations.** The committee shall be advisory to the **District Curriculum Committee** and shall work in cooperation with the Superintendent or designee.

Students and parents or guardians shall be informed annually of their right to exempt the student from the family life curriculum.

Legal Reference: Connecticut General Statutes
 10-16c State board to develop family life education curriculum guides
 10-16d Family life education programs not mandatory
 10-16e Students not required to participate in family life education programs
 10-16f Family life programs to supplement required curriculum
20 U.S.C. 7906 No Child Left Behind Act of 2001

Approved 8/27/04

MAY 10 2011

Instruction**Schedules****Emergency and Disaster Preparedness****FIRE EMERGENCY (DRILLS)**

6132

If a fire, or indications of a fire such as smoke, unusual heat, smoldering wires, etc., are discovered in any school, In the event of fire in any school facility, the Fire Department shall be called immediately after the fire alarm is activated.

The principal or headmaster of each school shall hold at least one (1) fire drill each month in which all students, teachers, and other employees shall be required to leave the school building. The initial fire drill must be held not later than thirty days after the first day of each school year. A crisis response drill may be substituted for one (1) of the required monthly school fire drills every three (3) months. The format of the crisis response drill shall be developed in consultation with the appropriate local law enforcement agency. Further, a representative of the law enforcement agency may supervise and participate in any of the required crisis response drills.

- In a fire emergency or fire drill, upon hearing the fire alarm, students, staff, and visitors shall exit the building quietly and expeditiously; teachers will check their own classes to ascertain that no student remains in the building. Assigned teachers will check hallways and bathrooms to ensure all students are out of the building. Students must quietly leave the building in an orderly and rapid manner and teachers are required to confirm that no student remains in the building.
- In a fire emergency and fire drill, the building Principal or designee shall proceed to a pre-designated location to receive reports from each classroom teacher or teacher responsible for a group or groups of students that all students are out of the building and accounted for.
- Real emergencies often call for alternate exits to be used. Teachers must be prepared to select and direct their classes to these alternate exits in the event the designated escape route is blocked.
- A record shall be kept in the principal's office of each fire drill and crisis response drill conducted. A copy of the record shall also be filed annually in the Office of the Superintendent.

Principals and teachers shall recognize that the essential element in any emergency is prevention of panic.

Legal Reference: Connecticut General Statutes 10-231 Fire drills (as amended by PA 00-220)

MAY 10 2011

Instruction

Curriculum Extensions

Program Adaptations / Alternative Programs

HOME SCHOOLING

6513

Educational Instruction Under Parental Direction

The State Board of Education acknowledges the right of parents or guardians to instruct their children at home as an alternative to public school attendance. The State Board advises local and regional Boards of Education to acknowledge home instruction when the parent or guardian of a child between the ages of seven (7) and sixteen (16) is able to show that the child is receiving equivalent instruction to that provided in the public schools. Parents wishing to educate children in the home may do so in compliance with Connecticut General Statutes and regulations of the Connecticut State Board of Education. When parents or guardians are willing to discuss their decision for equivalent education at home with school personnel, school district staff shall explain the advantages of a public school education to such parents or guardians without any criticism of parental choices.

When parents/guardians choose to educate their children at home, the school district shall provide whatever reasonable assistance it can to ensure such children benefit appropriately from home instruction.

If decisions are made by parents or guardians to return children who for a time have been educated at home to local schools, school staff shall provide an appropriate return to the public schools.

Children educated at home are considered to be non-public school students and are not part of the system's educational responsibility and are not part of the school system.

~~Section 10-220 of the Connecticut General Statutes requires the Fairfield Public Schools to "...cause each child five years of age and over and under eighteen years of age who is not a high school graduate and is living in the school district to attend school in accordance with the provisions of Section 10-184..."~~

~~Section 10-184 of the Connecticut General Statutes requires that parents or guardians of children five (5) years of age and over and under eighteen (18) "...shall cause such child to attend a public school regularly during the hours and terms the public school in the district in which such child resides is in session..." or "...is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools."~~

~~If the parents or guardians wish to educate their child in their home, they must show equivalency as described in Section 10-184, and the Superintendent or designee must determine whether or not such a child is receiving equivalent instruction as required by Section 10-220.~~

The following procedures are established for parents or legal guardians who wish to educate their children at home.

- Parents or guardians ~~must~~ should file with the Superintendent of Schools a State Department of Education developed *Notice of Intent Instruction of a Student at Home Form*, which provides basic information about the program to be provided to their child. A *Notice of Intent Instruction of a Student at Home* will be effective for up to one (1) school year.
- Filing ~~must~~ should occur within ten (10) days of the start of the home instruction program.
- The school district will receive the *Notice of Intent Instruction of a Student at Home*, check it for completeness, and keep it as part of the district's permanent records. A complete form will be one that provides basic information including name of teacher, subjects to be taught and days of instruction, and the teacher's method of assessment.
- In filing a *Notice of Intent Instruction of a Student at Home*, a parent or guardian acknowledges full responsibility for the education of their child in accordance with the requirements of state law. Receipt of a *Notice of Intent Instruction of a Student at Home* in no way constitutes approval by a school district of the content or effectiveness of a program of home instruction.
- ~~• An annual portfolio review will be held with the parent or guardian and school officials to determine if instruction in the required courses has been given.~~
- ~~• Continued refusal by the parent or guardian to comply with the reasonable request of the school district for completion and filing of the *Notice of Intent Instruction of a Student at Home* or to participate in an annual portfolio review may cause the child to be considered truant.~~

Legal Reference: Connecticut General Statutes
10-4 Duties of (state) board
10-4m Development and submission of education evaluation and remedial assistance plan. Contents of plan
10-14n Ninth grade statewide proficiency exam: conditions for reexamination. Limitations on use of test results
10-15 Towns to maintain schools
10-16 Length of school day
10-16b Prescribed courses of study
10-184 Duties of parents
10-185 Penalty
10-220 Duties of boards of education

Approved 8/27/04

MAY 10 2011

FAIRFIELD PUBLIC SCHOOLS
PRESCHOOL TUITION

\$49,999 and below = Free

\$50,000 - \$74,999 = Reduced (\$1,750)

\$75,000 - \$99,999 = Full (\$3,500)

Town of Fairfield Income and Benefits (in 2009 inflation-adjusted dollars)

Income	# of Households	Percent of Households	Cumulative Percentage
Less than \$10,000	453	2.4%	2.4%
\$10,000 to \$14,999	386	2.1%	4.5%
\$15,000 to \$24,999	1,008	5.4%	9.9%
\$25,000 to \$34,999	877	4.7%	14.6%
\$35,000 to \$49,999	1,264	6.8%	21.4%
\$50,000 to \$74,999	2,129	11.4%	32.8%
\$75,000 to \$99,999	2,089	11.2%	44%
\$100,000 to \$149,999	3,685	19.8%	63.8%
\$150,000 to \$199,999	1,967	10.6%	74.4%
\$200,000 or more	4,773	25.6%	100%

U.S. Census Bureau

http://factfinder.census.gov/servlet/ADPTable?_bm=y&-context=adp&-qr_name=ACS_2009_5YR_G00_DP5YR3&-ds_name=ACS_2009_5YR_G00_&-tree_id=5309&-keyword=fairfield&-redoLog=false&-geo_id=06000US0900126620&-sse=on&-format=&-lang=en

Fairfield Public Schools
Fairfield, Connecticut

ENCLOSURE NO. 14

MAY 10 2011

Inter-Office Memorandum

To: Board of Education Members
From: Bonnie S. McWain
Subject: Approval of Budget Transfers
Date: May 4, 2011

The attached page details the areas discussed in the third quarter report at the April 12, 2011 Board of Education meeting.

At this time, the total amount of the budget areas requiring budget transfers is estimated to be \$575,000. This is .41 of one percent of our budget allocation of \$141,571,425.

We do not request the total amount estimated for transfers at this time because there still may be some adjustments necessary in some of the accounts before we close the fiscal year.

As is past practice, as we continue the process of justifying the budget for 2010-2011, additional funds will be transferred and reported to the Board. The Board of Education will be provided with a final update to this report after we have closed the fiscal year during the summer of 2011.

