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

Board of Education
Fairfield Public Schools
Fairfield, CT

Tuesday, October 11, 2011

EXECUTIVE SESSION

6:30 P.M.

REGULAR MEETING

7:30 P.M.

501 Kings Highway East
2nd Floor Board Conference Room

AGENDA

- I. Call to Order and Roll Call
- II. Executive Session
- III. Recommended Motion: “that the Board of Education go into Executive Session for the purpose of discussing contract negotiations with the Fairfield Education Association (FEA) and the Fairfield School Administrators Association (FSAA)”
- IV. Convene to Regular Meeting of the Board of Education
- V. Call to Order of the Regular Meeting of the Board of Education and Roll Call
- VI. Pledge of Allegiance
- VII. Approval of Minutes
Recommended Motion: “that the Board of Education approve the Minutes of the Regular Meeting of September 13, 2011”

(Enclosure No. 1)

VIII. Student/Committee/Liaison Reports

Stephanie Teixeira	Fairfield Ludlowe High School Student Liaison
Emma Sweet/Sara Wiant	Fairfield Warde High School Student Liaison
Albin, Catherine	Finance, Budget & Community Relations Subcommittee Cooperative Education Services (CES) Representative Council Member

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

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

IX. Superintendent's Report

- A. Enrollment/Staffing Update (Enclosures No. 2 & 3)
- B. Maintenance Projects Update (Enclosure No. 4)
- C. Other

X. Old Business

- A. End of Fiscal Year June 30, 2011 Report (Enclosure No. 5)

B. Approval of Understanding on Health Insurance

Recommended Motion: "that the Board of Education approve the Understanding on Health Insurance"

(Enclosure No. 6)

XI. New Business

A. Quarterly Financial Update

(Enclosure No. 7)

B. First Read of Policies

- #4220 – Smoking by School Employees
- #5314 – Smoking (Students)

(Enclosures No. 8 & 9)

C. Approval to Revise the Authorized Signers of the ED-099 Agreement for Child Nutrition Programs

Recommended Motion: “that the Board of Education revise the authorized signers of the ED-099 Agreement for Child Nutrition Programs to designate David G. Title, Superintendent of Schools, as the person authorized to sign claims for reimbursement, and in his absence Doreen Munsell, Director of Finance and Business Services, as the second person authorized to sign claims for reimbursement”

D. Authorize the Chairman to Send a Letter to the First Selectman Requesting a Building Committee for the Fairfield Ludlowe High School Renovation Project

Recommended Motion: “that the Board of Education authorize the Chairman to send a letter to the First Selectman requesting a building committee for the Fairfield Ludlowe High School renovation project as listed in the Long-Range Facilities Plan”

XII. 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.

XIII. Open Board Comment

XIV. Adjournment

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

CALENDAR OF EVENTS

November 22, 2011	Board of Education Regular Board Meeting	7:30 p.m. 501 Kings Highway East 2 nd Floor Conference Room
December 13, 2011	Board of Education Regular Board Meeting	7:30 p.m. 501 Kings Highway East 2 nd Floor Conference Room

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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, September 13, 2011

OCT 11 2011

Minutes of the Regular Meeting of the Board of Education held Tuesday, September 13, 2011, at 501 Kings Highway East, 2nd Floor Board Conference Room.

1. Chairman Mr. John Mitola called the meeting to order at 7:37 p.m. Other Board members present were: Mrs. Sue Brand, Mrs. Sue Dow, Mr. Paul Fattibene, Mr. Tim Kery, Ms. Stacey Zahn, Ms. Pamela Iacono (arrived 7:39 p.m.), and Mrs. Catherine Albin (arrived 7:53 p.m.). Mr. Perry Liu was absent. Also in attendance were Superintendent Dr. David Title, Fairfield Warde High School Student Representative Stephanie Teixeira and members of the administrative staff. Approximately 35 people comprised the remainder of the audience.
2. Mr. Mitola led the Board and audience in the Pledge of Allegiance.
3. Mrs. Brand moved, seconded by Mrs. Dow that the Board of Education approve the Minutes of the Regular Meeting of August 23, 2011.

Motion carried: 5:0:1. Ms. Zahn abstained.

4. Student/Committee/Liaison Reports-

- ◆ Stephanie Teixeira reported that 9th grade students at Fairfield Warde High School started school with an orientation followed by a cookout. Fall sports have started. Cross country had their first meet today, field hockey and soccer will have their first games tomorrow, and football will have their first game on Friday. A group of girls from the fashion program went to California over the summer to compete in Nationals for FCCLA and all of the girls left with either a silver or gold award. On Friday there was a great assembly for 9/11.
- ◆ Mrs. Brand reported that CES met last Thursday. They had three construction projects that were all under budget. They are working on their Long-Range Capital Plan. There was discussion about the new State Curriculum Standards that are to be implemented by 2014. On October 19 CES is offering all districts help with their long-term technology plan, which has to be finished by 2012. Adequate Yearly Progress results have not yet been released from the State. The Board of Health met last night and reviewed the outcome from the management of the storm and the shelter at Ludlowe, which ran extremely well. Many people received phone calls and updates on Saturday. The issue is that people rely on their cell phones and if they don't have their land line or a transistor radio, communication is becoming more of a challenge. Nursing policies have had some changes, but they do not impact Board of Ed policies. The policy subcommittee met and discussed the Bullying Policy, which is on tonight's agenda for a first read. The committee also discussed school climate, which will be incorporated as part of the Bullying Policy. A committee will be looking into this, and it will be due in December. Mrs. Brand suggested inviting local religious leaders to help provide feedback and participate in that committee. Mrs. Brand stated that Board members received a copy of the Cycle of Curriculum in their packet, and after attending the CES meeting her concern is what impact the State changes will have on our curriculum cycle.
- ◆ Mrs. Dow – No report.
- ◆ Mr. Fattibene reported that there has been a flurry of referrals to the Transportation Safety Committee. The committee has resolved or at least made recommendations in most all of the cases. He does not know of any pending issues that have not been decided yet.
- ◆ Ms. Iacono reported that the Special Projects Standing Building Committee continues to be focused on the Sherman project. The committee went before the Board of Selectmen and received full funding for an appropriation of \$3.9 million and that included ventilation for the gymnasium and the APR and an energy recovery system. The committee then went before the Board of Finance and the request was reduced to \$3 million. The request now goes to the RTM on September 26, with committee meetings on September 19 and 21. Ms. Iacono stated that it was made very clear and went on record that the Board of Education took a sense of the body that

it was the Board of Ed's intention to see the project through to completion, meaning that we would be back to ask for ventilation in the gymnasium and the APR. Hopefully, the RTM will grant the additional \$800,000 so that Sherman can get the classrooms, the second serving line and the ventilation. Mr. Kery asked if it would be possible to invite the RTM to hold their September 26 meeting in the Sherman gymnasium. Board discussion followed on this suggestion. Ms. Iacono will extend an invitation to the RTM Moderator to host the September 26 meeting at Sherman, and if it is not possible, she will let him know that we are happy to accommodate anyone who would like to visit Sherman.

- ◆ Mr. Kery reported that PTA Council held their Leadership Kickoff meeting last night. Mr. Mitola, Ms. Iacono and Dr. Title spoke at the kickoff.
- ◆ In Mr. Liu's absence Dr. Title stated that Fairfield Woods Middle School is open and turned out fantastic. It was a total team effort to make that happen and is something to be proud of.
- ◆ Mr. Mitola reported that Stratfield School is essentially done. There are some punch list items left to do.
- ◆ Ms. Zahn – No report.
- ◆ Mrs. Albin reported that she just returned from the CAFE Board of Directors meeting where Acting Commissioner of Education, George Coleman, who is retiring was honored. Dr. Coleman spoke about what will be going on in education in Connecticut during the next year. One of the key areas is working to close the achievement gap; schools need to start meeting the needs of students in the 21st century. The new Commissioner, Stefan Pryor, was introduced. He briefly reviewed his background and noted that one of the key things this year will be Race to the Top-3, and they intend on winning.

5. Superintendent's Report-

Dr. Title stated that Race to the Top-3 is the Race to the Top Early Learning Challenge. Dr. Title was recently elevated from committee member to Chair of the Governor's Early Childhood Cabinet. It is that cabinet that will be driving this and will end up overseeing the money if the State were to get it. He believes it will be broad enough so that Fairfield will be able to participate. It is not just about urban race to the top; it is for everybody.

A. Opening of School Update-

Schools have opened. Dr. stated that this was certainly the most unusual opening of school. The damage to Fairfield was extensive, ripping out large portions of the electrical grid. Sal Morabito tracked down a generator in New Jersey and had it brought to Mill Hill and hooked up in time for staff to get into school at noon on Friday to set up their classrooms before Tuesday's opening. Everyone really came through and worked together. Only two student days were lost. Basically, that counts as two snow days. There are four snow days built into the calendar before we go into April vacation, and we have now used two.

Enrollment – Dr. Title stated that enrollment moves around between the first day count and the official count on October 1. At this point there are 57 more children than projected. The biggest difference is the kindergarten numbers. There are 800 kindergarten students and 760 were projected. There are 21 more kids in K-5 than projected, 6 more in middle school than projected and 30 more at the high school.

Certified staff – Sixteen certified positions were eliminated in the budget, but because of a greater number of retirements and other reasons, no certified staff were laid off. There were 25 retirements last year.

Non-certified staff – Fourteen paraprofessional positions were eliminated throughout the district. This group traditionally has a significant amount of turnover, and they were all absorbed with non-paraprofessionals being laid off.

Secretaries – Three positions were eliminated, and two people were laid off.

Media technicians – Five positions were eliminated and four of those people lost their jobs.

The high school parking fee will go into effect, after school hours at the high school libraries are being cut back, high school secretaries are rotating into positions, the world language reduction went into effect, and lunch prices were increased. Basically, we did what we said we would when the budget was cut.

The biggest traffic issue has been at Tomlinson, which has always been a problem. Town Engineer Bill Hurley has designed a fix that would involve some renovation/repair work to the lower parking lot and would remove the car traffic entirely from the bus area. Cost is one issue but the bigger issue is that it will need a significant number of approvals from Town bodies. An extra loop was created at the top of Tomlinson by removing some parking spaces so the extra buses can flow through. We are still looking for a more permanent fix.

Mrs. Albin asked if it would help if the Superintendent and the Chairman of the Board sent a letter to Tomlinson parents explaining the traffic issue and asking them to use the buses. Dr. Title stated that a similar letter went home from the Principal and it did help. This is a work in progress, and is being worked on.

Last year we ran 95 public school buses and estimated needing 91 this year. We are running 91 buses this year, right on the number. There are 13 more runs with 4 fewer buses because more of the buses are doing 3 loops/tiers.

Dr. Title highlighted a number of initiatives that will take place this year. The Technology Plan will be updated, the entire Help Desk is being changed and we are looking to put out an RFP for a student information system, which was in the audit and is badly needed. The Facilities Plan will continue to be implemented as designed. Many initiatives from last year will be implemented: the new elementary staffing model, the new gifted education model for grades K-8; the new preschool model at Warde and Burr, new high school common assessments, new high school grading guidelines, new high school academic expectations, the PK-12 Scientifically Research Based Intervention (SRBI) process and the new PK-12 Curriculum Coordinating Council. A lot of work is taking place with the administrators putting together a common format for school improvement plans and data teams by school, by level, by grade and by department visiting each other's schools and looking at what is going on in the classroom as a vehicle for change. A lot of professional development is going on with the administrative team. The elementary report card is on the docket for revision this year as well as curriculum approval for elementary art, elementary music, grades 3-5 math, grades PK-5 language arts and grades 7-12 technology education. Initiatives continue with healthy food and wellness, contract negotiations with six bargaining units, and continuing to look at the operational audit for any recommendations that can be put into place. A lot of moving the district forward.

B. Capital Projects Update–

Dr. Title reviewed the town capital improvement projects and pending facilities projects. In the budget process the Board approved a number of capital improvement projects, and this is a recap of what got funded and where things stand. Taking out the switch project, which was added in later, the Board requested about \$1.7 million in capital projects and received funding for about \$400,000. Holland Hill oil tank is being done, Jennings bathrooms received half funding, and the Early Childhood Center playgrounds are being worked on. Dr. Title reviewed pending facilities projects. The major roof repair project was approved by the Board in March and is up for Board of Finance review on October 4. The Ludlowe HS window replacement project is at the TFC waiting for a cost estimate from the study that was done. The Warde HS roof replacement was approved last June, and the Board of Selectmen sent it to the TFC on November 17. The TFC hired an architect on March 24, the report was received and we are still waiting. Sherman is in good shape. McKinley roof repair was approved on January 12. In April the RTM approved \$30,000 to have a study done, two months later the TFC hired Hoffman, the report was received and we are still waiting. He pointed out that the report from Hoffman said the same thing our

consultant said was the problem. This project needs to get out of the TFC so we can move on with a funding request. Riverfield has just been launched, and the Tomlinson façade work went through several rounds and was voted down. That is a recap of where the projects stand.

Dr. Title reminded Board members that the Board of Finance will hold a Planning Summit next Tuesday.

Board comments and questions followed regarding discussing the process and a different approach to the process for projects at the Planning Summit next Tuesday. A suggestion was made that the Superintendent meet with the First Selectman and ask him what he can do to get these projects out of committee; they deserve an up or down vote so we can move on.

6. Old Business-

- A. Mr. Kery moved, seconded by Mrs. Albin that the Board of Education approve the Understanding on Health Insurance.

Dr. Title stated that this was discussed extensively at the last Board meeting, and he provided a brief recap. Last year during the budget process the consternation was how we were budgeting for health insurance, the Memo of Understanding that was signed by Ann Clark and Ken Flatto, funding of the reserve fund, etc. Dr. Title pledged to work with the Town to come up with something that everybody could agree on so that during the next budget process the parameters are clear, it is fiscally responsible for everybody involved and replaces the prior memorandum. At the last meeting Board members received a draft Memo of Understanding, suggestions were made, and Dr. Title revised the memo and reviewed it with Don Houston who also made some suggestions to protect the Board's interest with respect to not waiving any rights about line item budgeting. Enclosure No. 3 is the newly revised Understanding on Health Insurance.

Approximately one hour of Board questions, comments and discussion followed regarding the need to rescind the old agreement, the need to have a Memo of Understanding, the Board of Education carrying all of the risk and assuming the financial burden for the Town, whether this is going to be a joint account or a separate independent account, one sentence indicates keeping twice the IBNR balance in the account and another sentence says in 2014-2015 the Town and the Board mutually acknowledge the goal of each funding 125 percent of the balance, what will happen if there is a year where we have a lot of claims to pay out and we have agreed to fund this, how the agreement will be interpreted in the future when it is read by someone other than the people who made the agreement, does this document accurately reflect what everyone's understanding is, and the written agreement needs to be clear and concise. A number of Board members expressed concern with voting on this document this evening,

Mr. Fattibene stated that there are a few things in the document that are ambiguous and conflicting, and he would like to see a tighter document that is a little clearer. Other Board members shared similar concerns.

Dr. Title stated that twice the IBNR is 200 percent, therefore, at this moment in time we are agreeing to fund at twice the IBNR (200%), knowing that the Town is not there and that over time the goal is for us to reduce to 125 percent of the IBNR and the Town would get up to 125 percent IBNR.

Mr. Mitola offered a friendly amendment to put 200% in parenthesis wherever it says twice the IBNR so that it is clear.

Board comments and suggestions continued.

Mrs. Albin moved, seconded by Ms. Iacono to amend the motion and the Board instruct the Chairman and the Superintendent to work with our General Counsel to develop a letter of understanding on health insurance to be voted on at the next regular meeting.

Board discussion followed on the amendment.

Dr. Title asked for clear direction about what the Board wants changed.

Mrs. Albin withdrew the amendment. Ms. Iacono, as the seconder, was agreeable.

Board discussion followed on the agreement.

Mr. Mitola and Mr. Fattibene will do a conference call with Attorney Houston to tighten up the language and bring something back to the Board for a vote at the next meeting.

Mr. Kery withdrew the main motion.

Mr. Kery moved, seconded by Ms. Zahn that this be tabled to the next meeting.

Motion carried: 7:0:1. Mrs. Brand abstained.

7. New Business-

A. First Read of Policy #5330, Bullying

Mrs. Brand stated that the subcommittee reviewed this policy, and it is being moved forward for a first read. The sequel to this will be the school climate piece which will be done by December and presented to the Board at that time.

Ms. Zahn stated that when this policy comes back for approval, she will not be voting in favor of it. There is nothing in this document that is unique to Fairfield other than what the State mandates of us for bullying.

Dr. Title stated that this is CAGE's recommended policy.

Ms. Leonardi stated that the long standing policy has only been about response to bullying once it has occurred or the accusation of bullying has been made. This changes the conversation from what do we do when bullying occurs to what do we do to prevent our schools from having a climate that supports bullying. It is going to change the conversation from is it bullying or isn't it bullying to our school climate will no longer support bullying from taking place at all. It is going to change from response only to prevention, intervention and response.

Board comments followed.

Mr. Fattibene commented that one of the most beneficial things we can teach a student is the ability to cope with the bullying situation should it occur elsewhere and to instill in them the ability to deal with it and carry on with their lives. In his view to be fully successful as a district one would be able to graduate their students with not just protecting them while they are in the school, but to give them tools to protect themselves outside of school. He would like to see that as a component somewhere in the policy.

Ms. Leonardi stated that the section Mr. Fattibene speaks about will be spelled out as part of the intervention, which will speak to not just protecting students but building resiliency among our student body so that we can address any issues where students may feel victimized and how to seek and get support appropriately.

8. Public Comments and Petitions –

Kelly Crisp, Harbor Road, commented on the bullying policy and stated that the examples of bullying don't include anything that speaks to sexual harassment, and she asked that it be added or at least taken up. Sexual harassment has to be included otherwise you have girls whose reputations are damaged as a result of rumors that are spread. She also commented on the term "put downs" and stated that disparaging comments or remarks would be better language.

Suzanne Miska, Ryegate Road, commented on the redistricting plan that put 20 buses in the loop at Roger Ludlowe Middle School and the times students are arriving home. Because only ten buses can fit in the line, if your bus is not one of the first in line at 2:50, you are waiting until the first ten take off and are boarding a bus at 3:10. The bus her son is on is looping towards the McKinley side of town and getting him home at 3:30. She also commented that she attended Open House at the middle school to find out that in the tech ed class the students can't learn to build anything with wood because there is no budget for wood this year at the middle school. These kids need the academics and the practical learning experience.

9. Open Board Comment –

Mr. Fattibene commented on an article that appeared in the New York Times two weeks ago about technology and how technology improves or doesn't improve education. He encouraged Board members to seek that article out. It was an analysis of a district that had very good funding for technology and whether it did or did not actually increase student achievement.

Mrs. Brand presented two articles from the New York Times to be scanned and sent to Board members in their Friday packet; one on the trouble with homework and one on bullying.

10. Mrs. Albin moved, seconded by Mrs. Dow that the Board of Education convene to Executive Session at 9:43 p.m. to discuss Superintendent Evaluation.

Motion carried: 8:0:0.

11. Ms. Iacono moved, seconded by Mrs. Albin that the Board reconvene to Public Session at 10:08 p.m.

Motion carried: 8:0:0.

12. Ms. Zahn moved, seconded by Ms. Iacono that this meeting of the Board of Education adjourn at 10:09 p.m.

Motion carried: 8:0:0.

Stacey Zahn
Secretary

Fairfield Public Schools
2010 – 2011 to 2011 – 2012 Enrollment/Staff Overview

OCT 11 2011

Enrollment K-12

	October 1, 2010	October 1, 2011	Difference
Elementary			
K - 5	4758	4744	-14
Middle			
6 - 8	2437	2522	+ 85
High School			
9 -12	2831	2891	+60
Total	10,026	10,157	+131

Total Staffing Comparison

	2010-2011 FTE	2011-2012 FTE	Difference FTE
Certified			
Operating Budget	959.25	965.30	6.05
Grants	19.45	17.55	(1.90)
Part Time Permanent Equivalents <i>(hourly employees: early literacy tutors)</i>	7.60	0.00	(7.60)
Total Certified	986.30	982.85	(3.45)
Non-Certified			
Operating Budget	427.90	406.30	(21.60)
Grants	33.20	29.00	(4.20)
Part Time Permanent Equivalents <i>(hourly employees: clerical extras & webmaster)</i>	9.50	9.50	0.00
Total Non-Certified	470.60	444.80	(25.80)
Total Staff	1,456.90	1,427.65	(29.25)

FTE = Full Time Equivalent

OCT 11 2011

TOTAL STAFFING COMPARISON

	2011-2012 Adjusted Budgeted FTE	2011-2012 FTE	Difference FTE
Certified:			
Operating Budget	965.15	965.30	0.15
Grants	17.55	17.55	0.00
Total Certified	982.70	982.85	0.15
Non-Certified:			
Operating Budget	406.70	406.30	(0.40)
Grants	28.00	29.00	1.00
Part Time Permanent Equivalents <i>(hourly employees: clerical extras & webmaster)</i>	9.50	9.50	0.00
Total Non-Certified	444.20	444.80	0.60
Total Staff:	1,426.90	1,427.65	0.75

FTE = Full Time Equivalent

OCT 11 2011

MAINTENANCE PROJECTS 2011-2012 - BY SCHOOL

School	Description	Classification	Status	Budgeted	Account Balance
Central Office	Install new transformer in the IT server room.	Upgrade	Construction in progress.	\$ 12,000	\$ 12,000
AHS	Install security access system.	Security & Safety	Remote door release installed. Three cameras ordered and to be installed shortly.	10,600	11
Burr	Install new HVAC units in reception area and in room #'s 156, 157, 159, 239 & 241.	New install	Construction in progress.	25,000	-6,344
Burr	HVAC systems and controls.	Upgrade	Design in progress.	10,000	10,000
Burr	Sound proofing panels in gym.	New install	Bid in at \$23,750.	30,000	30,000
Burr	Exterior rain splash drains for courtyard doors.	New install	Design in progress.	25,000	25,000
Dwight	Install new stove and sink in faculty lounge.	Repair/Replacement	Complete.	3,500	3,500
McKinley	Install new kitchen dehumidification.	New install	Design in progress.	40,000	40,000
Mill Hill	Replace pads in gymnasium.	Repair/Replacement	Waiting for cost estimate.	15,000	15,000
Fairfield Woods	Partial window replacement.	Repair/Maintenance	Defect found in the installation of the window. Work in progress - expected completion is the 3rd week of October.	25,000	-1,131
Fairfield Woods	Install art room air filtering system.	New install	Design in progress.	7,500	7,500
Roger Ludlowe	Install double door in stairwell #7.	Repair/Maintenance	Bid Complete. Contractor selected. Door is on order. Work to be scheduled by last week of November.	15,000	2,050
Roger Ludlowe	Install art room air filtering system.	New install	Units on hand. Installation to be completed the first week of November.	7,500	7,500
Roger Ludlowe	Repair expansion joint and flooring.	Safety	Work complete except for punch list items. Punch list work scheduled for September 29, 2011.	35,000	27,133
Tomlinson	Replace doors at exterior entry that lead to gymnasium and replace interior gym doors.	Repair/Replacement	Bid Complete. Contractor selected. Doors are on order. Work to be scheduled by last week of November.	25,000	-14,700
Fairfield Ludlowe	Replace auditorium exit door.	Repair/Maintenance	Bid Complete. Contractor selected. Door is on order. Work to be scheduled by last week of November.	7,500	-2,150
Fairfield Ludlowe	Repairs to bus loop driveway.	Safety	Work completed by Town DPW.	10,000	10,000
Fairfield Ludlowe	Restripe running track.	Repair/Maintenance	Work complete.	10,000	3,400
Fairfield Ludlowe	Additional security devices.	Security & Safety	Estimate received for the security camera upgrade. P.O. to be issued shortly.	25,000	25,000

MAINTENANCE PROJECTS 2011-2012 - BY SCHOOL

Fairfield Warde	Install new ceiling system and lights in kitchen.	Repair/Replacement	Bids received - work to begin the third week of November.	25,000	25,000
Fairfield Warde	Repair back four tennis courts.	Repair/Maintenance	Bid preparation in progress.	50,000	50,000
Fairfield Warde	Replace exterior doors by tennis courts and Townsend House.	Repair/Replacement	Bid Complete. Contractor selected. Doors are on order. Work to be scheduled by last week of November.	45,000	16,800
Fairfield Warde	Replace HVAC system in auditorium.	Repair/Replacement	The project site investigation is complete. Bid is being prepared and will be issued in February.	60,000	60,000
Fairfield Warde	Add more lockers to phys ed locker rooms.	New install	Project cancelled by headmaster.	10,000	10,000
Fairfield Warde	Emergency boiler repair - 3 boilers (not budgeted).	Repair/Maintenance	Complete.	52,637	52,637
ECC	Remove carpet and replace with VCT.	Repair/Maintenance	Complete.	15,000	6,333
System wide	System wide ADA study & repair specifications.	Security & Safety	Existing water fountains to be replaced in three elementary schools. P.O. issued.	30,000	2,262
System wide	Service, maintenance, and warranty requirements.	Prev. Maintenance	Ongoing.	70,000	47,919
System wide	Doors, hardware, ramps, railings, OSHA requirements, security and safety upgrades. Testing of eye and hand washing stations. Inspection and repairs of stage rigging.	Security & Safety	Survey of existing hardware to be conducted by vendor in November. Actual installation of replacement hardware to take place during February break.	101,000	91,775
System wide	Main panels, wiring, exit signs and power.	Upgrade	Yankee Electric scheduling work.	45,000	45,000
System wide	New schools MEP equipment integration.	Prev. Maintenance	Ongoing.	85,000	45,737
System wide	Indoor air quality and ventilation.	Prev. Maintenance	Ongoing.	165,000	77,533
System wide	Ductwork and unit ventilators cleaning.	Prev. Maintenance	Evaluating the schools to determine which one is to be done.	10,000	10,000
System wide	P.A., intercom, technology systems.	Prev. Maintenance	Summer testing conducted. Winter testing to occur during the December school break.	115,000	54,670
System wide	Painting projects in all schools.	Repair/Maintenance	Ongoing.	50,000	50,000
System wide	Paving projects in all schools.	Repair/Maintenance	Ongoing.	75,000	23,063
System wide	Playground safety and maintenance.	Safety	Ongoing.	25,000	25,000
System wide	Service, maintenance, and warranty requirements.	Prev. Maintenance	Ongoing.	90,000	900

MAINTENANCE PROJECTS 2011-2012 - BY SCHOOL

System wide	New VCT floor covering in all schools.	Repair/Replacement	Ongoing.	20,000	17,291
System wide	New upgrades for the modernization of building control systems and energy conservation measures.	Prev. Maintenance	Waiting on pricing for lighting revisions at FWHS.	20,000	20,000
System wide	Fire alarm system/Emergency alarm testing.	Prev. Maintenance	Ongoing.	30,000	30,000
System wide	Window coverings in all schools.	Upgrade	Ongoing.	10,000	10,000
			Total	\$ 1,537,237	\$ 965,689

TOWN CAPITAL IMPROVEMENT PROJECTS 2011-2012

School	Description	Classification	Status	Budgeted	Account Balance
ECC	New traffic learning playground and new rubber surfacing for existing playground.	New install	Equipment on hand, awaiting contractor delayed startup.	\$ 105,000	17,000
Holland Hill	Remove and replace the 1978, 10,000 gallon oil tank.	Repair/Replacement	Complete.	100,000	65,142
Jennings	Replace student bathrooms.	Repair/Replacement	Complete except punch list items.	125,000	0
McKinley	Roof coping repairs.	Repair/Replacement	Temporary repairs were made and expenses were paid through the BOE operating budget. Waiting on the Town Facilities Commission to secure funding for final repair.	30,000	TFC Account
Roger Ludlowe	Roof repairs.	Repair/Replacement	Complete. Waiting for final invoice from the manufacturer.	35,000	35,000
			Total	\$ 395,000	\$ 117,142

Fairfield Public Schools
Fairfield, Connecticut

ENCLOSURE NO. 5

OCT 11 2011

Inter-Office Memorandum

To: Board of Education Members
From: Doreen Munsell *DM*
Subject: End of Year Budget Justification for 2010-11
Date: August 23, 2011

The attached updated report details the areas reviewed and discussed at the June 14, 2011 Board of Education meeting and is the final update of the End of Year Budget Justification for 2010-11.

At year end, the total amount of the budget areas requiring budget transfers was \$597,574. This is .42 of one percent of our budget allocation of \$141,571,425 and is slightly less than the total anticipated transfer amount as of June 14, 2011.

The amount returned to the Town of Fairfield from the 2010-11 BOE Operating Budget was \$31,741.

**Board of Education Fiscal Year 2011
Quarterly Statement as of June 30, 2011**

This is an update to the third quarter financial report presented at the April 12, 2011 Board of Education meeting.

Personnel Services:

By far the largest major classification of our budget at 67.8%, it includes all contracted salaries, hourly salaries, interns, extra curricular salaries, substitutes, degree changes and attrition. At year end, there was a small balance remaining in the staff replacement accounts after the approved transfer request had been made.

Fixed Charges:

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

Pupil Personnel Expenses:

Pupil Personnel Expenses includes all Special Education expenses with the exception of contracted salaries, gifted and capital outlay. As has been previously reported to the Board, we did have a shortfall in this area at year end. We moved expenditures to the Excess Cost grant in the amount we had received from the State and covered the additional shortfall with approved transfers.

School Expenses:

School Expenses includes all school budgeted accounts (excluding Personnel Services) and also includes accounts funded centrally to support the schools. There were some small balances remaining after transfers in student transportation, student activity, books, supplies, and instructional material accounts.

Support Expenses:

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

Maintenance/Operation/Transportation:

This is the third largest major classification at 10.8% of our budget total. Included in this area are utilities, equipment repair and maintenance accounts, and technology maintenance accounts. Also included are all transportation accounts

(with the exception of school budgeted extra curricular transportation). We covered some of our shortfall in the maintenance area with other accounts in this classification as noted in previous reports to the Board of Education.

Capital:

Capital expenses are less than 1% of our budget total, and schools were allowed to identify some of their own allocation accounts with balances to expend in this area to help offset the multiple years of capital funding reductions at the school site.

Of our budget allocation of \$141,571,425, the balance remaining at year end of \$31,741.05 has been returned to the Town.

LY Statement of Account - Summary by Major Classification

8/17/2011 9:34:42 AM

Fairfield Public Schools
As of August 17, 2011

2010-2011 FINAL REPORTS
REVISED

Program	Appropriation As Adopted	Spec Approp and Transfers	Appropriation Amended	Total Expenditures	Outstanding Encumbrance	Outstanding Requisitions	Unencumbered Balance	% Used
1 Personnel Services	95,919,674.00	(\$305,085.00)	95,614,589.00	95,607,402.86	\$0.00	\$0.00	\$7,186.14	99.99%
2 Fixed Charges	18,703,782.00	(\$144,054.00)	18,559,728.00	18,559,727.63	\$0.00	\$0.00	\$0.37	100.00%
3 Pupil Personnel Expense	4,148,187.00	\$641,806.00	4,789,993.00	4,789,996.42	\$0.00	\$0.00	(\$3.42)	100.00%
4 School Expenses	3,058,870.00	(\$31,234.00)	3,027,636.00	3,020,097.97	\$0.00	\$0.00	\$7,538.03	99.75%
5 Support Expenses	3,288,821.00	(\$97,303.00)	3,191,518.00	3,174,847.49	\$0.00	\$0.00	\$16,670.51	99.48%
6 Maint/Oper/Trans	5,294,961.00	(\$185,137.00)	5,109,824.00	5,109,507.33	\$0.00	\$0.00	\$316.67	100.00%
7 Capital	1,157,130.00	\$121,007.00	1,278,137.00	1,278,104.25	\$0.00	\$0.00	\$32.75	100.00%
Grand Total	141,571,425.00	\$0.00	141,571,425.00	141,539,683.95	\$0.00	\$0.00	\$31,741.05	99.98%

OCT 11 2011

Mutual Rescission of Memorandum of Understanding
And
Memorandum of Intent on Health Insurance
Between the Fairfield Public School District and the Town of Fairfield

October, 2011

- The Memorandum of Understanding signed by Superintendent of Schools, Ann Clark, and First Selectman, Kenneth A. Flatto, a copy of which is attached hereto, is hereby rescinded and replaced and superseded by this Memorandum of Intent on Health Insurance; and the Clark/Flatto Memorandum of Understanding is hereinafter null and void and of no force or effect.
- All funds in the Board of Education's health insurance account from the Town's Risk Retention Fund will remain in the Board of Education's health insurance account, and do hereby revert to the full control of the Board of Education, and cannot be transferred to any other Town account or be used for any Town purpose without the written consent of the Board of Education. The Town represents that as of the date of execution of this Memorandum of Intent on Health Insurance, the Board of Education's health insurance account has a balance in the amount of \$_____.
- From the effective date of this Memorandum of Intent on Health Insurance and going forward, the Town and the Board of Education acknowledge the following goals with relation to healthcare account funding issues:

That the Board of Education fund their health insurance account for the 2012-2013 and 2013-2014 fiscal years in the following manner: Based on the Board of Education's insurance consultant's projections as of November 30, the Board of Education will budget its contribution so as to maintain an estimated Board of Education health insurance account balance at the end of the succeeding fiscal year at twice (200%) the IBNR*. The IBNR is calculated by the Board of Education's insurance consultant in September and remains a fixed figure until the following September.

That in the event that the Board of Education experiences a favorable (as determined by the Board of Education's insurance consultant) experience rating between November 30 and March 31, it may reduce its contribution to its health insurance account in the succeeding year's operating budget, after review with the Board of Finance, so long as a projected Board of Education health insurance fund account balance at twice (200%) the IBNR is maintained.

That the Board of Education determine its contribution to its health insurance account in its operating budget by taking its insurance consultant's figures and subtracting the Board of Education's employee contributions and other revenue related to health insurance.

That the Board of Education will budget for new employee health insurance costs at the single coverage rate.

That Board of Education employees will continue to be rated as groups separate from the Town employees for the purpose of determining future health insurance costs.

That the Town acknowledges the goal of increasing its contribution to its health insurance account for fiscal years 2012-2013 and 2013-2014 in the Town's Risk Retention Fund with the

intention of yearly budgeting for and funding an amount sufficient to maintain a balance of 125 percent of the IBNR.

That the Town and Board of Education mutually acknowledge the goal of each annually budgeting for and funding an amount sufficient to maintain a balance of no less than 125 percent of the IBNR no later than the 2014 -2015 fiscal year.

- Nothing in this Memorandum of Intent on Health Insurance prohibits the Board of Education from making additional contributions to its health insurance account at any point in a given fiscal year.
- Nothing in this Memorandum of Intent on Health Insurance is intended in any regard to waive, limit or compromise the Board of Education's statutory rights and independence in creating and implementing its budget either on an overall and/or on a line item basis.
- The intent of this Memorandum of Intent on Health Insurance document is that by rendering the attached 2007 Clark/Flatto Memorandum of Understanding null and void, the rights, duties and responsibilities of the Town and the Board of Education will revert to those that existed prior to the execution of the attached Memorandum of Understanding.
- This Memorandum of Intent expires on July 1, 2014. During the time frame of this Memorandum of Intent the parties may revisit the terms of it at the written request of either party at any time.
- The provisions of this Memorandum of Intent on Health Insurance are terminable by either party, at any time by written notice to the other; provided that such termination shall not reinstitute or reactivate the provisions of the Clark/Flatto Memorandum.

*IBNR stands for claims "incurred but not reported."

For the Town

Date

For the Board of Education

Date

RECEIVED

DEC 07 2007

FIRST SELECTMAN'S OFFICE

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE FIRST SELECTMAN AND THE SUPERINTENDENT OF SCHOOLS

In order to help facilitate the budget process and to keep health insurance costs in check as much as possible, the undersigned have entered into this memorandum of understanding as to how to proceed regarding the health insurance budgets of the Board of Education and Town.

The Board of Education and Town agree that budgeting for health insurance should be handled in a way to minimize the unpredictability inherent in health insurance costs and agree that the Town's Risk Retention Fund should be responsible for paying all health cost bills and that the school and Town budgets should fund this risk retention health fund in a manner as agreed to below.

1. The parties agree that cost savings can be achieved by the Town and Board acting jointly with reference to negotiating the price of insurance with insurance companies and or administrators, to the extent practicable. However, the parties also agree that current benefits and medical coverage health insurance plans, and benefits for all Board of Education and Town employees will not be affected or changed in any way as a consequence of this Memorandum of Understanding. All Employee health benefits and coverage and changes thereto are determined solely under the process of legally binding collective bargaining, to the extent required by applicable law. If the First Selectman seeks to contract with a different carrier or administrator, where such change may affect the plan design, benefits and/or plan administration as any of them may impact or affect employees, then any such change must be agreed to in advance by the Superintendent.

2. The Board of Education retains the right and responsibility to negotiate and collectively bargain with all Board of Education bargaining units as to all aspects of said health insurance plans and any changes thereto.

3. Board medical and health insurance budget appropriations as approved by the BOE and the relevant Town Bodies and employee premium cost share amounts will be deposited annually into a Town Risk Retention Fund. On the first day of each fiscal year the Board medical and health insurance budget appropriations will be deposited into said fund with employee premium cost share amounts deposited on a weekly basis and retiree premiums deposited in the normal course of business. The Board and the Town shall have complete access to all health insurance administration reports as allowed by law, for both the Board and Town accounts as is provided for prior to this Agreement. Nothing contained herein shall cause the Town to change its current financial reporting as a separate BOE Ledger account is currently maintained. In the normal course of business and after the end of the fiscal year, the Town will provide the Board with the insurance consultant's analysis of claims incurred but not yet reported and claims not yet paid with reference to the Board account.

4. The prior premium-based medical plan has been changed to a self-insured plan, effective July 1, 2006.

5. No services provided by the Town to administer the plans shall count as in-kind services to the Board for purposes of funding the Board's budget in any year.

6. The Town will be responsible for all payments under the health insurance plans, whether self-insured policy or otherwise, and will expressly hold the Superintendent and Board of Education harmless from any and all amounts required to be paid that are in excess of all the revenues in the related Board accounts for each plan/fiscal year or at any time in excess of the balance in all the Board's accounts in the Risk Retention Fund. The Town and the Board are

responsible for funding the Board's account in the Risk Retention Fund as follows: annual budgeted amounts to be entered into the Board of Education budget in future years, and which shall be deposited into the Board account in the Risk Retention Fund, shall be the prior annual budgeted amount, plus an annual health insurance increase (change) based on annual regional trends, employee group demographics, experience factors, employee contribution levels, number of employees and dependents, plan changes and other relevant factors, which will be mutually determined each year by the Town's and Board's jointly agreed upon outside insurance consultant. In funding the Board's account in any fiscal year, the Town may not take credit for or offset from the amount to be budgeted, the one month reserve amount which shall be maintained in the Risk Retention Fund.

7. The term "all payments" as referred to herein includes but is not limited to payment of all claims made under the plans, costs of administration, fees, charges, costs of reinsurance and/or individual and/or aggregate stop loss coverage.

8. In addition to annually depositing into the Board's account as set forth in section 6 above, the Town has responsibility to maintain the Board's Risk Retention Fund account at a level that will maintain a one month cash reserve for self-insured health plans. If at the end of a fiscal year the Risk Retention Fund falls below a level equal to a one month reserve, the Town will fund and credit the Board's account in the Risk Retention Fund with the amount of money necessary to re-establish and maintain said one month reserve. It is agreed further that if at the end of a fiscal year any funds remain in excess of said one month reserve, such monies (if any) may be used for any additional Risk Retention Fund purposes and/or any general town purposes as desired by the Town and the First Selectman. Any usage or transfer of such funds from the Risk Retention Fund shall be on notice to the Superintendent.

9. The Board's and Town's accounts in the Risk Retention Fund will be fully funded in the normal course of business as of the first day of each fiscal year. It is agreed that any shortfall in yearly budgeted amounts placed into the Town Risk Retention Fund and/or in self-insured reserves is the responsibility of the Town to correct in the normal course of business.

10. It is agreed that the one month reserve shall be maintained and may be used for the Board paying excess claims or costs, run-out claims in the event this Agreement is terminated and or the Board reverts to partial or fully insured status. Except for amounts in excess of the one month reserve at the end of a fiscal year, the Town may not remove or use any Board funds in the Board account in the Risk Retention Fund for any purpose whatsoever.

11. For purposes of this Memorandum of Understanding health insurance plans and expenses as referred to hereunder apply to medical, dental and prescription drug plans, whether self insured, fully insured or otherwise. The term does not apply to life, disability and/or any other plans unless the parties so agree by separate writing

12. This Agreement may be terminated by written notice of one party to the other, provided at least one month prior to the date of the Board's budget submission to the First Selectman. In the event of termination, the full amount of the Board's account from the Town's Risk Retention Fund, including the one month reserve, shall be forthwith under the custody of the Board, however, the amount in excess of the one month reserve remaining at the current fiscal year shall remain for the exclusive use of the Town.

Ann Clark

Ann Clark
Superintendent of Schools

Kenneth A. Flatto

Kenneth A. Flatto
First Selectman

OCT 11 2011

Fairfield Public Schools

2011 – 2012

Quarterly Financial Report as of September 30, 2011

Summary

Financial reports for the first quarter of the fiscal year (July, August, September) are always preliminary. The beginning of the school year is typically when expenditures solidify as school year staff assignments are finalized and salary/benefit costs stabilize. Transportation, special education services, supplies and non-public tuition are initiated at the same time and generally aren't confirmed until the second quarter or later. In addition, funds are encumbered throughout the year for purchases and other costs that can be reasonably estimated. As of September 30, 2011 there is an unencumbered balance of \$33,425,704 and 77 % of the budget has been expended or encumbered. A description of each major expense category and its dynamics is provided below along with key factors which impact account balances.

Personnel Services:

Contracted salaries, hourly wages, extra-curricular stipends and substitute pay are the single largest budget classification at 66.8 % of the budget appropriation. The largest balance in this category is for part-time employment including substitutes, staff replacement, degree changes and overtime which are paid over time as needed. All other salaries have been encumbered except for winter and spring coaches. The final F.T.E. staffing level is within the number of positions budgeted.

Fixed Charges:

An additional 13.8 % of the budget is allocated to employee benefits which have been categorized as fixed charges. Our contribution to the medical retention fund was made shortly after this reporting and the pension payment will also be drawn down soon by the town. Social security and life insurance are paid as incurred throughout the year.

Pupil Personnel Expenses:

Special education costs with the exception of salaries, out of district transportation and capital are included in this category. This classification of expenditures is typically the most volatile as expenses are determined by the special needs of individual students and state excess cost reimbursement for qualifying expenses is always uncertain. The initial excess cost reimbursement which is received in February is based on anticipated costs filed by the Pupil Services in December.

School Expenses:

These expenditures support instruction and activities at the building level and include supplies, materials, textbooks, copying, sports and other activities. The 70 % remaining balance is expected with only one month of school activity in this quarter.

Support Expenses:

Program implementation, centrally funded instructional programs, non-special education tuition and central support operations are included here. Professional development and instructional supplies/materials comprises 44 % of this funding and follows the same justification as school expenses. Professional / Technical, maintenance services (software/network maintenance), security and postage indirectly support school operations and are expended on a contractual or as needed basis.

Maintenance/Operation/Transportation:

Maintenance, operations and transportation is 11 % of the total budget. Student transportation and utilities alone are nearly 8%. Student transportation services and costs are in the process of being tabulated and need further review. Special education transportation is unpredictable throughout the year and will cause fluctuations in this area. There is currently a deficit in transportation but that does not account for excess cost reimbursement and regional transportation grant funding. Utilities are also difficult to estimate prior to the heating season and will fluctuate until at least the third quarter.

Capital:

This first quarterly report reflects a capital budget of approximately \$1,284,000. \$450,000 of the technology capital budget will be transferred to health insurance and paid into the medical retention fund as agreed upon during the budget process. After considering the transfer approximately 70 % of this funding has been expended.

Submitted: October 6, 2011

Doreen T. Munsell

Statement of Account - Summary by Major Classification

10/3/2011 8:28:38 AM

Fairfield Public Schools
Fiscal Year 2011-2012

Major Classification	Appropriation As Adopted	Spec Approp and Transfers	Appropriation Amended	Total Expenditures	Outstanding Encumbrance	Outstanding Requisitions	Unencumbered Balance	%
								Used
Personnel Services	\$97,294,537.00	\$0.00	\$97,294,537.00	\$10,591,320.26	\$83,408,459.48	\$0.00	\$3,294,757.26	96.61%
Fixed Charges	\$20,158,406.00	\$0.00	\$20,158,406.00	\$1,297,262.09	\$0.00	\$0.00	\$18,861,143.91	6.44%
Pupil Personnel Expense	\$5,197,171.00	\$0.00	\$5,197,171.00	\$1,921,492.31	\$2,632,948.91	\$261.80	\$642,467.98	87.64%
School Expenses	\$2,861,740.00	\$0.00	\$2,861,740.00	\$182,536.68	\$607,029.74	\$52,531.01	\$2,019,642.57	29.43%
Support Expenses	\$3,086,397.00	\$0.00	\$3,086,397.00	\$641,677.87	\$274,845.64	\$23,519.86	\$2,146,353.63	30.46%
Maint/Oper/Trans	\$15,798,130.00	\$0.00	\$15,798,130.00	\$2,102,814.81	\$7,727,271.25	\$210,007.32	\$5,758,036.62	63.55%
Capital	\$1,283,969.00	\$0.00	\$1,283,969.00	\$426,414.21	\$153,007.61	\$1,245.00	\$703,302.18	45.22%
Grand Total	\$145,680,350.00	\$0.00	145,680,350.00	\$17,163,518.23	\$94,803,562.63	\$287,564.99	\$33,425,704.15	77.06%

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

10/3/2011 8:29:16 AM

Fairfield Public Schools
Fiscal Year 2011-2012

Major Classification Summary Object	Appropriation As Adopted	Spec Approp and Transfers	Appropriation Amended	Total Expenditures	Outstanding Encumbrance	Outstanding Requisitions	Unencumbered Balance	% Used
Personnel Services								
101 TEACHING STAFF	\$66,292,764.00	(\$455,203.90)	\$65,837,560.10	\$5,296,237.05	\$60,540,901.73	\$0.00	\$421.32	100.00%
103 CERTIFIED SUPPORT STAFF	\$6,246,533.00	(\$33,185.00)	\$6,213,348.00	\$489,689.35	\$5,723,356.20	\$0.00	\$302.45	100.00%
105 SCHOOL ADMINISTRATION STAFF	\$5,338,557.00	(\$15,607.00)	\$5,322,950.00	\$1,396,409.68	\$3,926,541.45	\$0.00	(\$1.13)	100.00%
107 CENTRAL ADMINISTRATION STAFF	\$1,018,516.00	\$14,737.00	\$1,033,253.00	\$276,632.42	\$756,620.67	\$0.00	(\$0.09)	100.00%
109 DIRECTOR/SUPERVISOR/MANAGER	\$677,895.00	\$29,286.00	\$707,181.00	\$206,353.96	\$500,827.63	\$0.00	(\$0.59)	100.00%
111 SECRETARIAL/CLERICAL STAFF	\$3,157,828.00	\$59,813.00	\$3,217,641.00	\$587,542.49	\$2,630,099.24	\$0.00	(\$0.73)	100.00%
113 PARAPROFESSIONAL STAFF	\$3,390,627.00	(\$50,132.00)	\$3,340,495.00	\$285,811.01	\$3,054,665.20	\$0.00	\$18.79	100.00%
115 CUSTODIAN STAFF	\$3,548,218.00	(\$146,786.00)	\$3,401,432.00	\$886,567.41	\$2,514,155.67	\$0.00	\$708.92	99.98%
117 MAINTENANCE STAFF	\$1,013,027.00	(\$40,575.00)	\$972,452.00	\$260,075.26	\$712,377.51	\$0.00	(\$0.77)	100.00%
121 SUPPORT STAFF	\$1,128,815.00	\$13,369.00	\$1,142,184.00	\$248,536.26	\$893,648.49	\$0.00	(\$0.75)	100.00%
123 INFO TECH SUPPORT STAFF	\$738,757.00	(\$40,640.00)	\$698,117.00	\$134,354.13	\$563,764.30	\$0.00	(\$1.43)	100.00%
125 SE TRAINER STAFF	\$644,262.00	(\$30,743.00)	\$613,519.00	\$161,976.57	\$451,547.46	\$0.00	(\$5.03)	100.00%
129 PART-TIME EMPLOYMENT	\$2,615,735.00	\$2,590.00	\$2,618,325.00	\$471,134.67	\$527,145.03	\$0.00	\$1,620,045.30	38.13%
131 WAGE/BENEFIT RESERVE	\$347,183.00	(\$177,199.00)	\$169,984.00	\$0.00	\$0.00	\$0.00	\$169,984.00	0.00%
133 STAFF REPLACEMENT	(\$460,000.00)	\$1,080,236.90	\$620,236.90	(\$110,000.00)	\$0.00	\$0.00	\$730,236.90	-17.74%
135 DEGREE CHANGES	\$275,637.00	(\$209,961.00)	\$65,676.00	\$0.00	\$0.00	\$0.00	\$65,676.00	0.00%
307 OTHER SERVICES	\$1,320,183.00	\$0.00	\$1,320,183.00	\$0.00	\$612,808.90	\$0.00	\$707,374.10	46.42%
Total for Personnel Services	\$97,294,537.00	\$0.00	\$97,294,537.00	\$10,591,320.26	\$83,408,459.48	\$0.00	\$3,294,757.26	96.61%
Fixed Charges								
201 HEALTH INSURANCE	\$16,012,450.00	\$0.00	\$16,012,450.00	\$750.00	\$0.00	\$0.00	\$16,011,700.00	0.00%
203 LIFE/DISABILITY INSURANCE	\$262,500.00	\$0.00	\$262,500.00	\$56,479.66	\$0.00	\$0.00	\$206,020.34	21.52%
205 SOCIAL SECURITY	\$2,133,602.00	\$0.00	\$2,133,602.00	\$328,696.43	\$0.00	\$0.00	\$1,804,905.57	15.41%
207 PENSION/RETIREMENT	\$1,749,854.00	\$0.00	\$1,749,854.00	\$911,336.00	\$0.00	\$0.00	\$838,518.00	52.08%
Total for Fixed Charges	\$20,158,406.00	\$0.00	\$20,158,406.00	\$1,297,262.09	\$0.00	\$0.00	\$18,861,143.91	6.44%
Pupil Personnel Expense								
301 INSTRUCTIONAL SERVICES	\$110,000.00	\$0.00	\$110,000.00	\$12,606.46	\$0.00	\$0.00	\$97,393.54	11.46%
303 PUPIL PERSONNEL SERVICES	\$1,305,939.00	\$0.00	\$1,305,939.00	\$121,237.28	\$343,588.69	\$0.00	\$841,113.03	35.59%
307 OTHER SERVICES	\$215,000.00	\$0.00	\$215,000.00	\$153,243.18	\$153,973.96	\$0.00	(\$92,217.14)	142.89%
315 RENTALS	\$10,200.00	\$0.00	\$10,200.00	\$11,725.00	\$0.00	\$0.00	(\$1,525.00)	114.95%
317 STUDENT TRANSPORTATION	\$117,129.00	\$0.00	\$117,129.00	\$0.00	\$0.00	\$0.00	\$117,129.00	0.00%
319 CONFERENCE & TRAVEL	\$14,931.00	\$0.00	\$14,931.00	\$0.00	\$0.00	\$0.00	\$14,931.00	0.00%
327 PRINTING/COPYING	\$6,800.00	\$0.00	\$6,800.00	\$412.94	\$2,791.37	\$0.00	\$3,595.69	47.12%
329 TUITION	\$3,363,237.00	\$0.00	\$3,363,237.00	\$1,595,182.32	\$2,124,512.88	\$0.00	(\$356,458.20)	110.60%
401 INSTRUCTIONAL SUPPLS/MATLS	\$30,000.00	\$0.00	\$30,000.00	\$21,331.96	\$3,226.30	\$261.80	\$5,179.94	82.73%
404 SUPPLS, BKS & MATLS-DIST SPRT	\$19,500.00	\$0.00	\$19,500.00	\$3,715.85	\$3,511.31	\$0.00	\$12,272.84	37.06%
411 TEXTBOOKS	\$2,500.00	\$0.00	\$2,500.00	\$2,037.32	\$1,305.90	\$0.00	(\$843.22)	133.73%
415 OTHER SUPPLIES/MATERIALS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$38.50	\$0.00	\$961.50	3.85%
601 DUES AND FEES	\$935.00	\$0.00	\$935.00	\$0.00	\$0.00	\$0.00	\$935.00	0.00%
Total for Pupil Personnel Expense	\$5,197,171.00	\$0.00	\$5,197,171.00	\$1,921,492.31	\$2,632,948.91	\$261.80	\$642,467.98	87.64%

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

10/3/2011 8:29:16 AM

Fairfield Public Schools
Fiscal Year 2011-2012

Major Classification Summary Object	Appropriation As Adopted	Spec Approp and Transfers	Appropriation Amended	Total Expenditures	Outstanding Encumbrance	Outstanding Requisitions	Unencumbered Balance	% Used
School Expenses								
129 PART-TIME EMPLOYMENT	\$78,004.00	\$0.00	\$78,004.00	\$0.00	\$0.00	\$0.00	\$78,004.00	0.00%
301 INSTRUCTIONAL SERVICES	\$11,000.00	\$0.00	\$11,000.00	\$214.80	\$1,235.00	\$0.00	\$9,550.20	13.18%
307 OTHER SERVICES	\$61,100.00	\$0.00	\$61,100.00	\$0.00	\$0.00	\$0.00	\$61,100.00	0.00%
315 RENTALS	\$82,959.00	\$0.00	\$82,959.00	\$390.00	\$0.00	\$0.00	\$82,569.00	0.47%
317 STUDENT TRANSPORTATION	\$34,660.00	\$0.00	\$34,660.00	\$0.00	\$1,200.00	\$0.00	\$33,460.00	3.46%
319 CONFERENCE & TRAVEL	\$48,529.00	\$0.00	\$48,529.00	\$376.50	\$625.00	\$853.00	\$46,674.50	3.82%
321 PROFESSIONAL DEVELOPMENT	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
327 PRINTING/COPYING	\$307,803.00	\$0.00	\$307,803.00	\$15,543.00	\$98,455.48	\$0.00	\$193,804.52	37.04%
400 SUPPLIES, BOOKS & MATERIALS	\$1,458,726.00	\$0.00	\$1,458,726.00	\$133,445.97	\$337,996.53	\$46,440.66	\$940,842.84	35.50%
401 INSTRUCTIONAL SUPLS/MATLS	\$57,399.00	\$0.00	\$57,399.00	\$4,413.75	\$0.00	\$0.00	\$52,985.25	7.69%
402 INSTRUCTIONAL SPLS-DIST SUPPRT	\$35,000.00	\$0.00	\$35,000.00	(\$297.82)	\$7,904.11	\$0.00	\$27,393.71	21.73%
404 SUPLS, BKS & MATLS-DIST SPRT	\$154,041.00	\$0.00	\$154,041.00	\$48.15	\$142,477.25	\$0.00	\$11,515.60	92.52%
409 STUDENT ACTIVITY EXPENSES	\$495,329.00	\$0.00	\$495,329.00	\$15,006.49	\$16,239.03	\$4,511.50	\$459,571.98	7.22%
415 OTHER SUPPLIES/MATERIALS	\$4,600.00	\$0.00	\$4,600.00	\$121.90	\$807.34	\$71.85	\$3,598.91	21.76%
601 DUES AND FEES	\$27,590.00	\$0.00	\$27,590.00	\$13,273.94	\$90.00	\$654.00	\$13,572.06	50.81%
Total for School Expenses	\$2,861,740.00	\$0.00	\$2,861,740.00	\$182,536.68	\$607,029.74	\$52,531.01	\$2,019,642.57	29.43%
Support Expenses								
301 INSTRUCTIONAL SERVICES	\$65,500.00	\$0.00	\$65,500.00	\$11,485.40	\$0.00	\$0.00	\$54,014.60	17.53%
305 PROFESSIONAL/TECHNICAL SVCS	\$405,500.00	\$0.00	\$405,500.00	\$8,475.09	\$9,003.08	\$0.00	\$388,021.83	4.31%
307 OTHER SERVICES	\$2,100.00	\$0.00	\$2,100.00	\$0.00	\$0.00	\$595.00	\$1,505.00	28.33%
309 SECURITY SVCS/EXPENSES	\$160,000.00	\$0.00	\$160,000.00	\$19,404.12	\$40,083.75	\$0.00	\$100,512.13	37.18%
313 MAINTENANCE SERVICES	\$442,410.00	\$0.00	\$442,410.00	\$158,872.41	\$54,701.29	\$0.00	\$228,836.30	48.28%
319 CONFERENCE & TRAVEL	\$46,360.00	\$0.00	\$46,360.00	\$3,613.56	\$2,545.00	\$198.00	\$40,003.44	13.71%
321 PROFESSIONAL DEVELOPMENT	\$644,617.00	\$0.00	\$644,617.00	\$139,179.27	\$1,200.00	\$6,727.50	\$497,510.23	22.82%
323 POSTAGE	\$107,789.00	\$0.00	\$107,789.00	\$4,312.93	\$13,612.07	\$0.00	\$89,864.00	16.63%
325 PERSONNEL/RECRUITMENT EXP	\$25,000.00	\$0.00	\$25,000.00	\$899.75	\$285.00	\$0.00	\$23,815.25	4.74%
327 PRINTING/COPYING	\$70,950.00	\$0.00	\$70,950.00	\$4,627.30	\$28,810.73	\$0.00	\$37,511.97	47.13%
329 TUITION	\$348,811.00	\$0.00	\$348,811.00	\$0.00	\$0.00	\$0.00	\$348,811.00	0.00%
401 INSTRUCTIONAL SUPLS/MATLS	\$571,741.00	\$0.00	\$571,741.00	\$238,455.29	\$76,458.52	\$11,663.89	\$245,163.30	57.12%
402 INSTRUCTIONAL SPLS-DIST SUPPRT	\$27,000.00	\$0.00	\$27,000.00	\$6,982.25	\$6,375.00	\$0.00	\$13,642.75	49.47%
403 OFFICE/GENERAL SUPPLIES	\$16,000.00	\$0.00	\$16,000.00	\$3,186.19	\$6,571.46	\$0.00	\$6,242.35	60.99%
404 SUPLS, BKS & MATLS-DIST SPRT	\$0.00	\$0.00	\$0.00	\$655.66	\$3,647.02	\$1,344.07	(\$5,646.75)	#Div/0!
411 TEXTBOOKS	\$5,000.00	\$0.00	\$5,000.00	\$1,380.05	\$0.00	\$0.00	\$3,619.95	27.60%
415 OTHER SUPPLIES/MATERIALS	\$93,071.00	\$0.00	\$93,071.00	\$4,673.60	\$20,095.72	\$2,991.40	\$65,310.28	29.83%
424 OTHER SUPPLIES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$11,457.00	\$0.00	(\$1,457.00)	114.57%
601 DUES AND FEES	\$44,548.00	\$0.00	\$44,548.00	\$35,475.00	\$0.00	\$0.00	\$9,073.00	79.63%
Total for Support Expenses	\$3,086,397.00	\$0.00	\$3,086,397.00	\$641,677.87	\$274,845.64	\$23,519.86	\$2,146,353.63	30.46%
Maint/Oper/Trans								
305 PROFESSIONAL/TECHNICAL SVCS	\$75,000.00	\$0.00	\$75,000.00	\$8,743.00	\$2,821.75	\$0.00	\$63,435.25	15.42%
311 UTILITY SERVICES	\$4,730,642.00	\$0.00	\$4,730,642.00	\$914,172.29	\$154,162.84	\$0.00	\$3,662,306.87	22.58%
313 MAINTENANCE SERVICES	\$3,225,150.00	\$0.00	\$3,225,150.00	\$571,862.25	\$845,698.03	\$147,531.10	\$1,660,058.62	48.53%
317 STUDENT TRANSPORTATION	\$6,868,645.00	\$0.00	\$6,868,645.00	\$428,656.92	\$6,695,228.32	\$0.00	(\$255,240.24)	103.72%
319 CONFERENCE & TRAVEL	\$29,800.00	\$0.00	\$29,800.00	\$0.00	\$0.00	\$0.00	\$29,800.00	0.00%
321 PROFESSIONAL DEVELOPMENT	\$42,180.00	\$0.00	\$42,180.00	\$7,614.21	\$2,125.00	\$0.00	\$32,440.79	23.09%
424 OTHER SUPPLIES	\$335,213.00	\$0.00	\$335,213.00	\$87,178.07	\$1,982.40	\$9,172.00	\$236,880.53	29.33%
429 MAINTENANCE/REPAIR SUPPLIES	\$491,500.00	\$0.00	\$491,500.00	\$84,588.07	\$25,252.91	\$53,304.22	\$328,354.80	33.19%
Total for Maint/Oper/Trans	\$15,798,130.00	\$0.00	\$15,798,130.00	\$2,102,814.81	\$7,727,271.25	\$210,007.32	\$5,758,036.62	63.55%

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

10/3/2011 8:29:17 AM

Fairfield Public Schools
Fiscal Year 2011-2012

Major Classification Summary Object	Appropriation As Adopted	Spec Approp and Transfers	Appropriation Amended	Total Expenditures	Outstanding Encumbrance	Outstanding Requisitions	Unencumbered Balance	% Used
Capital								
501 CAPITAL OUTLAY	\$232,425.00	\$0.00	\$232,425.00	\$31,432.81	\$32,892.51	\$1,245.00	\$166,854.68	28.21%
503 TECHNOLOGY	\$1,051,544.00	\$0.00	\$1,051,544.00	\$394,981.40	\$120,115.10	\$0.00	\$536,447.50	48.98%
Total for Capital	\$1,283,969.00	\$0.00	\$1,283,969.00	\$426,414.21	\$153,007.61	\$1,245.00	\$703,302.18	45.22%
Grand Total	145,680,350.00	\$0.00	145,680,350.00	\$17,163,518.23	\$94,803,562.63	\$287,564.99	\$33,425,704.15	77.06%

OCT 11 2011

Personnel**Rights, Responsibilities, and Duties****SMOKING BY SCHOOL EMPLOYEES****4220**

Smoking or any other unauthorized use of tobacco, tobacco products, including chewing tobacco or tobacco paraphernalia by school employees will not be permitted in any public school building or on school grounds in the Town of Fairfield during the school day. Students and staff in the Continuing Education Program and adults attending meetings in school buildings may smoke in designated outside areas equipped with receptacles for ashes and associated debris.

Legal Reference: Drug Free Workplace Act, 102 Stat. 4305-4308
Drug-Free Schools and Community Act, PL 99-570, as amended by PL 101-226 (199)
21 USC 812, Controlled Substances Act, I through V, 202
21 CFR 1300.11 through 1300.15 regulations
54 Fed. Reg. 4946 (1989)
Connecticut General Statutes
1-21b Smoking prohibited in certain places

Approved 8/27/04

OCT 11 2011

Students**Code of Behavior****SMOKING****5314**

In accordance with Connecticut General Statutes, and with Board Policy, smoking or any other unauthorized use or possession of tobacco, tobacco products, including chewing tobacco or tobacco paraphernalia by students will not be permitted in any public school building or on school grounds in the Town of Fairfield. Students in the Continuing Education Program and adults attending meetings in school buildings may smoke in designated outside areas, which are equipped with receptacles for ashes and associated debris.

Approved 8/27/04