

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 SILENCE DEVICES FOR THE DURATION OF THE MEETING

Board of Education, Fairfield Public Schools
501 Kings Highway East, 2nd Floor Board Conference Room, Fairfield, CT

Tuesday, December 10, 2013

REGULAR MEETING

7:30 P.M.

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Presentations
 - A. Presentation of Secondary Business Curriculum and Textbook, Ms. Stefanie Cole
(Enclosures No. 1,2)

 - B. AON: Review of Health Insurance Projections and the Affordable Care Act
Mr. Carlton Lindgren, Mr. Erik Fiedler
(Enclosures No. 3,4,5)
4. Approval of Minutes
 - A. Approval of Minutes of November 26, 2013
Recommended Motion: "that the Board of Education approve the Minutes of the Regular/Organizational Meeting of November 26, 2013"
(Enclosure No. 6)
5. Student Reports
Fairfield Ludlowe High School Student Liaison: Mr. Billy Moeder, Mr. Ethan King
Fairfield Warde High School Student Liaisons: Ms. Danielle Clarke, Ms. Carley Strachan
6. Board Committee/Liaison Reports
7. Superintendent's Report
 - A. CSDE Career and Technical Education CTE Assessment Award
(Enclosure No. 7)
 - B. Pension Update for 2014-2015 Operating Budget
(Enclosure No. 8)
8. Old Business
 - A. Approval of the 2014-2015 Student Calendar
Recommended Motion: "that the Board of Education approve the 2014-2015 Student Calendar as proposed"
(Enclosure No. 9)

B. Discussion and Approval of Board of Education By-Laws

Recommended Motion: "that the Board of Education By-Laws be approved as amended"

(Enclosures:

- No. 10 – Current By Laws with 11/26/13 amendments
- No. 11 – Article II, Section 3
- No. 12 – Article V, Section 4
- No. 13 – Article V – Meetings
- No. 14 – Article V, Section 3
- No. 15 – Article I, Paragraph C
- No. 16 – Series 8100
- No. 17 – Article IV, Series 8400
- No. 18 – Article VI, Series 8600)

9. New Business

A. Presentation of Fairfield BOE Proposed Capital Non-Recurring Projects 2014-2015

Mr. Tom Cullen

(Enclosure No. 19)

10. 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.*

11. Open Board Comment

12. Adjournment

Recommended Motion: "that this Regular Meeting of the Board of Education adjourn"

CALENDAR OF EVENTS

January 14, 2014* *Proposed	Board of Education Regular Board Meeting	7:30 p.m. 501 Kings Highway East 2 nd Floor Conference Room
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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

ENCLOSURE NO. 1

DEC 10 2013

Tuesday, December 10, 2013

REGULAR MEETING

7:30 P.M.

Enclosure No. 1 can be found on the Fairfield Public Schools' website at the following address:

http://fairfieldschools.org/curriculum_instruction_business.htm

Draft curriculum documents

[Accounting 30](#)

[Advanced Advertising Design](#)

[Advanced Placement Economics MACRO](#)

[Advanced Placement Economics MICRO](#)

[AP Computer Science](#)

[Business and Personal Law](#)

[Business Management and Leadership](#)

[CIS Curriculum](#)

[CIS Web Design Curriculum](#)

[Entrepreneurship](#)

[Financial Literacy](#)

[Game Design and Programming](#)

[Internship Career Explorations](#)

[Introduction to Business](#)

[Introduction to Investing and Finance](#)

[Marketing](#)

[Robotics Programming](#)

[The Business of Sports and Entertainment](#)

DEC 10 2013

Margaret Boice, Ed.D.
Director of Secondary Education
mboice@fairfieldschools.org
(203) 255-8372



Fairfield Public Schools
501 Kings Highway East, Suite 210
Fairfield, Connecticut 06825

TO: Dr. David Title
FROM: Dr. Margaret Boice
DATE: December 3, 2013

RE: Business Textbook for Financial Literacy

I am recommending that the Board of Education approve the following textbook for adoption in support of the proposed course, Financial Literacy, to be offered by the Business Department in the 2014-15 school year.

Title: Becoming Money Smart: A Simulation for Financial Decision Making
Author: Judi Deatherage
Copyright: 2012
Publisher: Good Heart-Willcox
Course: Financial Literacy

Board members requesting to review the textbook should feel free to contact me directly to set up a convenient time.

DEC 10 2013

Fairfield Public Schools - July 1, 2014 Renewal Projection

Fairfield Public Schools - Updated Current Year (2013-2014 Fiscal Year)

November 18, 2013

Components	AonHewitt Updated CY Renewal Projection: 2013-2014 Fiscal Year				Total - All Coverages							
	Active	Retirees	Total	Total	Active	Retirees	Total	Total				
1. Exp. Per Pd Claims ⁽²⁾	\$16,986,575	\$1,448,206	\$18,434,781	\$3,970,509	\$611,469	\$4,581,978	\$1,171,881	\$198,420	\$1,370,301	\$22,128,965	\$2,258,095	\$24,387,060
2. (less) Claims in Excess of ISL ⁽³⁾	\$688,439	\$0	\$688,439	\$0	\$0	\$0	\$0	\$0	\$0	\$688,439	\$0	\$688,439
3. Experience Period Net Paid Claims	\$16,298,136	\$1,448,206	\$17,746,342	\$3,970,509	\$611,469	\$4,581,978	\$1,171,881	\$198,420	\$1,370,301	\$21,440,526	\$2,258,095	\$23,698,621
4. Trend Factor (8 Months)	1.060	1.060		1.049	1.049		1.033	1.033				
5. Annual Trend ⁽⁴⁾	9.2%	9.2%		7.5%	7.5%		5.0%	5.0%				
6. Trended Paid Claims	\$17,283,023	\$1,535,720	\$18,818,743	\$4,166,632	\$641,672	\$4,808,304	\$1,210,625	\$204,981	\$1,415,606	\$22,660,280	\$2,382,373	\$25,042,653
7. Experience Period Lives (1 mo. lag)	1,267	115	1,382	1,251	162	1,413	1,281	234	1,514			
8. Trended Exp Per Claims (per ee)	\$13,641	\$13,412		\$3,331	\$3,959		\$945	\$878		\$17,917	\$18,249	
9. Projected Current Year Average Lives	1,250	110	1,360	1,242	161	1,404	1,261	222	1,483			
10. Exp Claims: July 1, 2013 - July 1, 2014	\$17,053,401	\$1,469,776	\$18,523,177	\$4,138,818	\$638,373	\$4,776,691	\$1,192,033	\$194,962	\$1,386,995	\$22,383,751	\$2,303,111	\$24,686,862
11. Admin: July 1, 2013 - July 1, 2014 ⁽⁵⁾	\$658,438	\$57,715	\$716,153	\$0	\$0	\$0	\$70,359	\$12,397	\$82,756	\$728,797	\$70,112	\$798,909
12. ACA Fees - PCORI ⁽⁶⁾	\$6,226	\$546	\$6,772	\$0	\$0	\$0	\$0	\$0	\$0	\$6,226	\$546	\$6,772
13. ACA Fees - Transitional Reins Fee ^(6,7)	\$98,057	\$8,595	\$106,652	\$0	\$0	\$0	\$0	\$0	\$0	\$98,057	\$8,595	\$106,652
14. SL Exp: July 1, 2013 - July 1, 2014 ⁽⁵⁾	\$380,901	\$33,388	\$414,289	\$0	\$0	\$0	\$0	\$0	\$0	\$380,901	\$33,388	\$414,289
15. Est Tot Cost: 2013 - 2014 Fiscal Year	\$18,197,022	\$1,570,020	\$19,767,042	\$4,138,318	\$638,373	\$4,776,691	\$1,262,392	\$207,359	\$1,469,751	\$23,597,732	\$2,415,752	\$26,013,483
16. 2013 - 2014 Fiscal Year: Aon Renewal Projection ⁽⁵⁾	\$18,718,143	\$1,526,978	\$20,245,121	\$4,006,108	\$686,707	\$4,692,814	\$1,361,296	\$228,053	\$1,589,350	\$24,085,547	\$2,441,738	\$26,527,285
17. Change (\$)	(\$521,121)	\$43,042	(\$478,079)	\$132,210	(\$48,333)	\$83,877	(\$98,904)	(\$20,695)	(\$119,599)	(\$487,815)	(\$25,986)	(\$513,802)
18. Change (%)	-2.8%	2.8%	-2.4%	3.3%	-7.0%	1.8%	-7.3%	-9.1%	-7.5%	-2.0%	-1.1%	-1.9%

(1) Rx rebates are not considered in projection
 (2) based on claims from 11/12 through 10/13
 (3) based on claims from 11/12 through 10/13
 (4) Aon Consulting Summer 2013 Health Care Trend Survey
 (5) based on Best & Final CIGNA RFP offer - SL fee reflects \$300,000 ISL
 (6) PCORI Fee = \$2/member/yr, and Transitional Reinsurance Fee = \$63/member/yr
 (7) effective January 1, 2014



Fairfield Public Schools - July 1, 2014 Renewal Projection

Fairfield Public Schools - Renewal Year (2014-2015 Fiscal Year)

November 18, 2013

Components	AonHewitt Renewal Projection: 2014-2015 Fiscal Year				Total - All Coverages							
	CIGNA Med		CVS/Caremark Rx ⁽¹⁾		Delta Dental		Active	Retirees	Total			
	Active	Retirees	Total	Active	Retirees	Total	Active	Retirees	Total			
1. Exp. Per Pd Claims ⁽²⁾	\$16,986,575	\$1,448,206	\$18,434,781	\$3,970,509	\$611,469	\$4,581,978	\$1,171,881	\$198,420	\$1,370,301	\$22,128,965	\$2,258,095	\$24,387,060
2. (less) Claims in Excess of ISL ⁽³⁾	\$688,439	\$0	\$688,439	\$0	\$0	\$0	\$0	\$0	\$0	\$688,439	\$0	\$688,439
3. Experience Period Net Paid Claims	\$16,298,136	\$1,448,206	\$17,746,342	\$3,970,509	\$611,469	\$4,581,978	\$1,171,881	\$198,420	\$1,370,301	\$21,440,526	\$2,258,095	\$23,698,621
4. Trend Factor (20 Months)	1.128	1.128		1.128	1.128		1.076	1.076				
5. Annual Trend ⁽⁴⁾	7.5%	7.5%		7.5%	7.5%		4.5%	4.5%				
6. Trended Paid Claims	\$18,385,921	\$1,633,720	\$20,019,641	\$4,479,129	\$689,798	\$5,168,927	\$1,261,084	\$213,524	\$1,474,608	\$24,126,134	\$2,537,042	\$26,663,176
7. Experience Period Lives (1 mo. lag)	1,267	115	1,382	1,251	162	1,413	1,281	234	1,514			
8. Trended Exp Per Claims (per ee)	\$14,511	\$14,268		\$3,581	\$4,256		\$985	\$914		\$19,077	\$19,438	
9. Projected Current Year Average Lives	1,242	110	1,352	1,237	162	1,399	1,253	223	1,476			
10. Exp Claims: July 1, 2014 - July 1, 2015	\$18,023,136	\$1,569,513	\$19,592,649	\$4,429,593	\$689,443	\$5,119,036	\$1,233,921	\$203,850	\$1,437,770	\$23,686,650	\$2,462,806	\$26,149,456
11. Admin: July 1, 2014 - July 1, 2015 ⁽⁵⁾	\$654,137	\$57,935	\$712,071	\$0	\$0	\$0	\$69,917	\$12,443	\$82,361	\$724,054	\$70,378	\$794,432
12. ACA Fees - PCORI ⁽⁶⁾	\$6,185	\$548	\$6,733	\$0	\$0	\$0	\$0	\$0	\$0	\$6,185	\$548	\$6,733
13. ACA Fees - Transitional Reinsurance	\$194,833	\$17,256	\$212,088	\$0	\$0	\$0	\$0	\$0	\$0	\$194,833	\$17,256	\$212,088
14. SL Exp: July 1, 2014 - July 1, 2015 ⁽⁷⁾	\$435,174	\$38,542	\$473,716	\$0	\$0	\$0	\$0	\$0	\$0	\$435,174	\$38,542	\$473,716
15. Est Tot Cost: 2014 - 2015 Fiscal Year	\$19,313,465	\$1,683,793	\$20,997,258	\$4,429,593	\$689,443	\$5,119,036	\$1,303,838	\$216,293	\$1,520,131	\$25,046,896	\$2,589,530	\$27,636,425
16. 2013 - 2014 Fiscal Year: Aon Renewal Projection ⁽⁵⁾	\$18,718,143	\$1,526,978	\$20,245,121	\$4,006,108	\$686,707	\$4,692,814	\$1,361,296	\$228,053	\$1,589,350	\$24,085,547	\$2,441,738	\$26,527,285
17. Change (\$)	\$595,322	\$156,815	\$752,137	\$423,486	\$2,736	\$426,222	(\$57,459)	(\$11,760)	(\$69,219)	\$961,349	\$147,791	\$1,109,140
18. Change (%)	3.2%	10.3%	3.7%	10.6%	0.4%	9.1%	-4.2%	-5.2%	-4.4%	4.0%	6.1%	4.2%

(1) Rx rebates are not considered in projection
 (2) based on claims from 11/12 through 10/13
 (3) based on claims from 11/12 through 10/13
 (4) Aon Consulting Summer 2013 Health Care Trend Survey - adjusted based on current BOE reserve position (1.86 times standard reserve)
 (5) based on Best & Final CIGNA RFP offer - SL fee reflects \$300,000 ISL
 (6) PCORI Fee = \$2/member/yr, and Transitional Reinsurance Fee = \$63/member/yr
 (7) assumes a 15% increase over prior period cost

Fairfield Public Schools - July 1, 2014 Renewal Projection

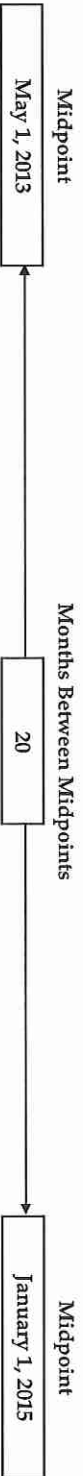
Fairfield Public Schools - July 1, 2014 Renewal

November 1, 2012 thru October 31, 2013

July 1, 2014 thru June 30, 2015

Experience Period used in Developing 7/1/2014 - 7/1/2015 Renewal Budget Projection

Projected Budget Period



Annual Medical Trend = 7.5%
Trend over 20 months =
$(1 + 0.075)^{(20/12)} =$
1.128

Components of Medical Trend Include:

Price Inflation. Price inflation is the average increase in the cost of goods and services of health care providers for medical, prescription drug, dental and vision services

Deductible Leveraging. Deductible leveraging is the cost added to a health plan due to the subtraction of an unchanging deductible from a trended claim amount. Suppose a claim of \$500 increases by 10% in the next year to \$550. If the deductible is \$200, the insurance cost increases by 17% from \$300 to \$350. The deductible leveraging is the difference between the 17% and the 10%

Utilization. This is the increase in the number of medical procedures performed in response to an aging population and new medical techniques.

Technological Advances. This is the change in cost due to new procedures replacing old procedures. Examples of technological advances include organ transplants, artificial organs, Diffusion Tensor Magnetic Resonance Imaging, therapeutic cloning and Positron-Emission Tomography (PET) scans.

Cost Shifting. This is an individual provider's shifting of costs from fixed or discount payers to reasonable and customary payers such as insurance companies or self-funded employers. Discount payers include Medicare, Medicaid, and managed care plans.

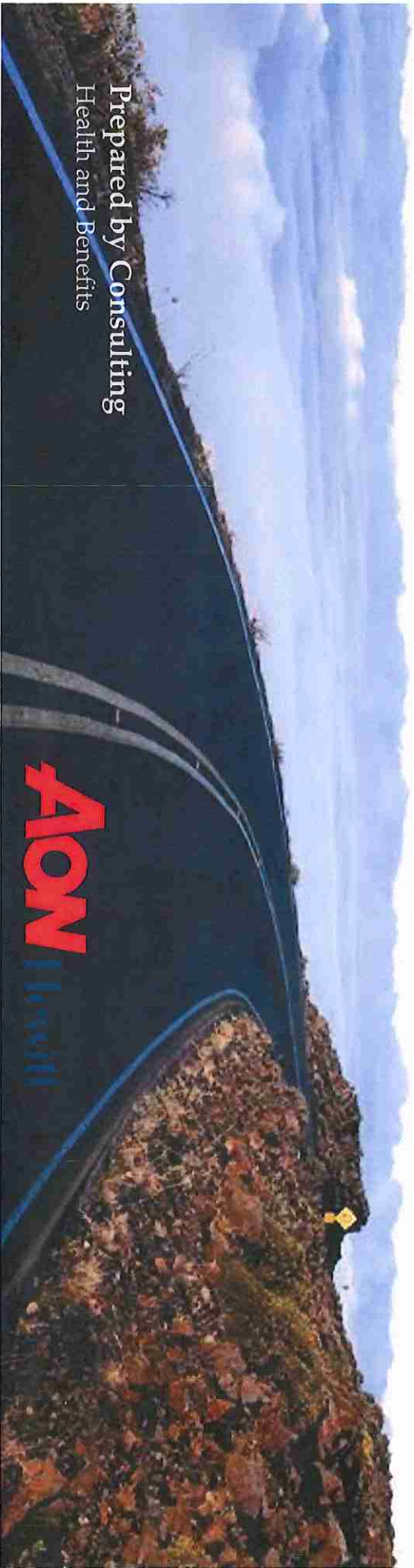
DEC 10 2013

Affordable Care Act Impact on Group Health Plans

Fairfield Public Schools

November 25, 2013

Prepared by **Consulting**
Health and Benefits



2011 – 2013 Affordable Care Act Requirements for Fairfield Public Schools

2011

- No lifetime dollar limits on essential health benefits (EHB)
- Dependent coverage extended to age 26, regardless of full time student status
- In-Network preventive health benefits covered at 100%
- OTC medications not reimbursable under FSA, HSA or HRA plans without a prescription

2012

- Distribution of Summary Benefits and Coverage
- Employer reporting of healthcare coverage on W-2 forms

2013

- 100% coverage for women’s preventative health
- Patient Centered Outcomes Research Institute Fee (PCORI)
 - \$1 per covered member (employees, retirees, and dependents) for 2012, payable July 31,2013
 - \$2 per covered member (employees, retirees, and dependents) for 2013, payable July 31,2014
- After 2013, \$2 fee is adjusted for inflation
- Fee ends with 2018 plan year

2014 Affordable Care Act Requirements for Fairfield Public Schools

2014

- Employer required to:
 - Transitional reinsurance fee
 - \$63 per member (excludes Medicare primary enrollees) per year
 - Copays included in out-of-pocket maximum
 - All plans must have an out-of-pocket maximum (max \$6,350/individual and \$12,700/family)
 - Carved-out Rx plans are not included until 2015
- Healthcare FSA \$500 carry over rule

2015 – 2018 Affordable Care Act Requirements for Fairfield Public Schools

2015

- Must cover all full time employees who work 30 hours or more
- Must offer minimum essential coverage or pay a penalty of \$2,000 per full time employee (minus the first 30 FTEs) if one employee elects coverage through the state exchange and receives a subsidy
- Must offer a health plan that meets the actuarial “minimum value” requirement and is deemed to be affordable or pay a \$3,000 penalty for each FTE who enrolls in the state exchange and receives a subsidy
 - Minimum value criteria covers 60% of plan cost (excludes employee payroll contributions)
 - Minimum affordability – the cost (employee contribution) cannot exceed 9.5% of household income
 - Takes into account the employee only coverage cost for the lowest cost plan offering essential coverage and meeting the minimum value
- Automatic enrollment (employee must actively opt-out of coverage)

2018

- Excise tax
 - Employer must pay 40% of cost over \$10,200 single/\$27,500 family (\$11,850 single/\$30,950 family Non-Medicare retirees age 55 or older)
 - FSA, HRA, and HSA money counts toward the plan cost
 - Preliminary estimate of Excise Tax for the Fairfield Public Schools is \$1.9 million in 2018

Fairfield Public Schools
 Medical Retention Fund
 2014 - 2015 Budget
 As of December 10, 2013

ENCLOSURE NO. 5
 DEC 10 2013

	Actual 2009-10	Actual 2010-11	Actual 2011-2012	Actual 2012-2013	Final Budget 2013-2014	Estimated (Oct. Exp.) 2013-2014	Projected (Oct. Exp.) 2014-2015
Income:							
Balance on July 1	\$ 4,382,840	\$ 5,230,124	\$ 4,887,715	\$ 3,973,658	\$ 2,528,012	\$ 2,560,864	\$ 2,405,594
BOE Operating Budget Total	\$ 16,517,041	\$ 14,805,748	\$ 16,458,950	\$ 16,945,522	\$ 18,556,751	\$ 18,553,001	\$ 19,277,991
Wage/Benefit Reserve	\$ -	\$ 566,070	\$ -	\$ 150,000	\$ -	\$ -	\$ -
Other Income Revenue <i>Includes: Employee Contributions, Retiree Payments, Cobra, FMLA/LOA, Grants, Rebates, Food Services/removed Proposed 14-15)</i>	\$ 6,451,857	\$ 6,750,473	\$ 6,972,452	\$ 7,005,689	\$ 7,347,759	\$ 7,319,269	\$ 7,521,000
Subtotal Income (Including July 1 Balance)	\$ 27,351,738	\$ 27,352,415	\$ 28,319,117	\$ 28,074,869	\$ 28,432,522	\$ 28,433,134	\$ 29,204,585
ITT Hartford - Medicare Supplement Retiree Plan	\$ 173,787	\$ 187,242	\$ 207,266	\$ 200,657	\$ 193,725	\$ 196,584	\$ 196,584
Total Available Income	\$ 27,525,525	\$ 27,539,657	\$ 28,526,383	\$ 28,275,526	\$ 28,626,247	\$ 28,629,718	\$ 29,401,169
Expenses:							
Medical Claims/Fees	\$ 16,330,843	\$ 16,635,024	\$ 18,398,370	\$ 19,686,253	\$ 20,262,945	\$ 19,767,042	\$ 20,997,258
RX Claims/Fees	\$ 4,293,629	\$ 4,315,967	\$ 4,419,915	\$ 4,324,655	\$ 4,681,921	\$ 4,776,691	\$ 5,119,036
Dental Claims/Fees	\$ 1,478,996	\$ 1,499,610	\$ 1,514,835	\$ 1,489,920	\$ 1,582,419	\$ 1,469,751	\$ 1,520,131
Subtotal Expense	\$ 22,103,468	\$ 22,450,601	\$ 24,333,120	\$ 25,500,828	\$ 26,527,285	\$ 26,013,484	\$ 27,636,425
ITT Hartford - Medicare Supplement Retiree Plan	\$ 191,933	\$ 201,340	\$ 219,605	\$ 213,834	\$ 207,781	\$ 210,640	\$ 210,640
Total Expenses	\$ 22,295,401	\$ 22,651,941	\$ 24,552,725	\$ 25,714,662	\$ 26,735,066	\$ 26,224,124	\$ 27,847,065
Balance as of 6/30	\$ 5,230,124	\$ 4,887,715	\$ 3,973,658	\$ 2,560,864	\$ 1,891,181	\$ 2,405,594	\$ 1,554,104
Claims Accrual for Medical, RX and Dental (IBNR)	\$ (1,959,617)	\$ (1,767,755)	\$ (1,310,000)	\$ (1,434,000)	\$ (1,428,194)	\$ (1,462,823)	\$ (1,554,104)
Net Balance	\$ 3,270,507	\$ 3,119,960	\$ 2,663,658	\$ 1,126,864	\$ 462,987	\$ 942,771	\$ -

Organizational/Regular Meeting Notes
Fairfield BoE; November 26, 2013

ENCLOSURE NO. 6
DEC 10 2013

Voting Summary:

Call to order of the Organizational/Regular Meeting of the Board of Education and Roll Call

Chairman Philip Dwyer called the Organizational/Regular meeting to order at 7:32PM. Present were members Eileen Liu-McCormack, John Convertito, Donna Karnal, Jessica Gerber, Philip Dwyer, Paul Fattibene, Jennifer Maxon-Kennelly, John Llewellyn and Marc Patten. Others present were Dr. Title, members of the Central Office Leadership Team, student representatives Danielle Clark, Carley Strachan, Ethan King and Bill Moeder and approximately 40 members of the public.

Election of Temporary Chairman/Secretary

Mrs. Maxon-Kennelly moved/Mrs. Gerber seconded the recommended motion "that in accordance with the By-Laws, Superintendent Dr. David Title will serve as Temporary Chairman/Secretary during the election of Board Officers" Motion passed 9-0

Election of Officers

Mr. Patten moved/Mr. Convertito seconded to nominate Philip Dwyer for Board of Education Chairman. Motion passed 7-2 (Mr. Convertito, Ms. Karnal Mrs. Gerber, Mr. Dwyer, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Patten in favor; Mrs. Liu-McCormack, Mr. Llewellyn against)
Mr. Dwyer is elected Board of Education Chairman.

Mr. Convertito moved/Mrs. Maxon-Kennelly seconded to nominate Paul Fattibene for Board of Education Vice Chairman. Motion passed 9-0.

Mr. Fattibene is elected Board of Education Vice Chairman.

Mrs. Liu-McCormack moved/Mr. Llewellyn seconded to nominate Ms. Karnal for Board of Education Secretary

Mr. Fattibene moved/Mr. Convertito seconded to nominate Ms. Gerber for Board of Education Secretary.

Votes for Mrs. Gerber as Board of Education Secretary – 6 (Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Patten)

Votes for Ms. Karnal as Board of Education Secretary – 3 (Mrs. Liu-McCormack, Ms. Karnal, Mr. Llewellyn)

Mrs. Gerber elected Board of Education Secretary.

Review of By-laws

Mr. Fattibene asked the Board for Unanimous Consent to move the Review of the By-Laws up to the next item on the agenda. The Board agreed.

Mr. Fattibene moved/Mr. Llewellyn seconded to change the wording in the by-laws to read as follows:

Article 1 Section 3 (8230)

C. Secretary

The Secretary shall perform all functions prescribed for that office by State Law and such other duties as the Board shall from time to time prescribe. The Secretary shall be responsible for the minutes of Board meetings and shall certify by his or her signature the minutes of each meeting in the official records. (insert new language): "**The minutes shall accurately record the essence of discussions during the Board meetings without discrimination based on viewpoint.**" Minutes shall be open to public inspection under such regulations for the safeguarding of its records as the Board shall from time to time adopt.

Mr. Convertito offered a friendly amendment to change the language of the motion and take out the word "discrimination" and instead have the change read, "The minutes shall accurately record the essence of discussions during Board meetings without regard to any speaker's viewpoint." Mr. Fattibene declined to accept the friendly amendment.

Motion passed 5-4 (Mrs. Liu-McCormack, Mr. Convertito, Ms. Karnal, Mr. Fattibene, Mr. Llewellyn in favor; Mrs. Gerber, Mr. Dwyer, Mrs. Maxon-Kennelly, Mr. Patten against).

Mr. Fattibene moved/Mr. Llewellyn seconded to change the wording in the by-laws to read as follows:

Article V Section 3

Notice of Meetings (8530)

A. Notice to Board Members

Notice of each meeting of the Board and agenda (remove "***prepared by the Superintendent***"), listing all proposed action at such meeting (insert new language): "**and including all referenced documents**" shall be delivered to each member of the Board at least five (5) days prior to such meeting. Subject to each Board member's consent, (remove "***the Superintendent may deliver notice and the agenda***" and insert new language): "**delivery may be made**" electronically.

B. Notice to the Public

In compliance with State Law, the notice of the meeting date, and the agenda for such meeting, shall be made available to the public in writing and electronically on the Board's website. In addition, this information must be on file not less than twenty-four (24) hours before the meeting to which they refer in the Office of the Superintendent. (add new language): "**The agenda and all referenced documents shall be made available to the public on the Board's website and at such meeting.**"

Mr. Dwyer made a friendly amendment to combine the two amendments in a single motion; which the board accepted.

Motion passed 8-0-1 (Mrs. Liu-McCormack, Ms. Karnal, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Llewellyn, Mr. Patten in favor; Mr. Convertito abstained).

Mr. Convertito called a Point of Order, saying that the previous two votes regarding the bylaws changes were out of order because they were not on the agenda, and not brought up by a 2/3 vote, so they should therefore be struck from the record. He asked Mr. Dwyer, as Chair, for a ruling.

Mr. Dwyer ruled that Mr. Convertito was correct.

Mr. Fattibene challenged the ruling because: 1) the Board by-laws state in Article VI – Amendments that it is not necessary for the Board to provide proposed amendments in advance in the call for an Organizational Meeting when the By-Laws are reviewed; and 2) the Board gave unanimous consent to address the review of by-laws.

Mrs. Liu-McCormack moved/Mr. Llewellyn seconded to overturn the decision of the Chair and allow the amendments to the By-laws to stand as voted on. Motion passed 5-4 (Mrs. Liu-McCormack, Ms. Karnal, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Llewellyn in favor; Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Mr. Patten against).

Approval of Minutes

Approval of Minutes of the Regular Meeting of October 22, 2013.

Mrs. Gerber moved/Mr. Dwyer seconded the recommended motion “that the Board of Education approve the Minutes of the Regular Meeting of October 22, 2013.” Motion passed 4-0-4 (Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene in favor; Mrs. Liu-McCormack, Ms. Karnal, Mr. Llewellyn, Mr. Patten abstained; Mrs. Maxon-Kennelly was not in the room at the time)

Approval of Minutes of the Special Meeting of November 13, 2013.

Mrs. Gerber moved/Mr. Dwyer seconded the recommended motion “that the Board of Education approve the Minutes of the Special Meeting of November 13, 2013.” Motion passed 4-0-4 (Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene in favor; Mrs. Liu-McCormack, Ms. Karnal, Mr. Llewellyn, Mr. Patten abstained; Mrs. Maxon-Kennelly was not in the room at the time)

Old Business

Approval of the Recommendations from the Ad-Hoc Communications Committee Report

Mrs. Maxon-Kennelly moved/Mrs. Gerber seconded the recommended motion “that the Board of Education approve the recommendations from the Ad-Hoc Communications Committee Report as enclosed.”

Mr. Fattibene made a friendly amendment to add the words at the end of the motion “to be implemented at the discretion of the Chair” which the board accepted.

Mr. Convertito moved/Mrs. Maxon-Kennelly seconded to divide the question to group items 1, 2, 3, and 6 together to be separated from items 4 and 5 which will be grouped together. Motion passed 9-0.

Mr. Convertito moved/Mrs. Maxon-Kennelly seconded the recommended motion, “that the Board of Education approve the recommendations 1, 2, 3, 6 from the Ad-Hoc Communications Committee Report as enclosed to be implemented at the discretion of the Chair”

Mr. Llewellyn moved/Mrs. Liu-McCormack seconded to, for item number 2, take out the first sentence and replace it with, “Provide a quarterly index referencing BoE meetings and topics” Motion failed 4-5 (Mrs. Liu-McCormack, Ms. Karnal, Mr. Fattibene, Mr. Llewellyn in favor; Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Mrs. Maxon-Kennelly and Mr. Patten against)

The original motion passed 7-2 (Mr. Convertito, Ms. Karnal, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Patten in favor; Mrs. Liu-McCormack, Mr. Llewellyn against)

Mrs. Maxon-Kennelly moved/Mrs. Gerber seconded the recommended motion, “that the Board of Education

approve the recommendations 4 and 5 from the Ad-Hoc Communications Committee Report as enclosed to be implemented at the discretion of the Chair”

Mrs. Maxon-Kennelly made a friendly amendment to change the wording of number 4 to change “each BoE meeting” to read, “BoE meetings”, and also to change the wording of number 5 by adding the words “or more” to the end of the last sentence. After comments from Dr. Title, Mrs. Maxon-Kennelly withdrew the proposed change to number 5.

The original motion failed 4-4-1 (Mrs. Gerber, Mr. Dwyer, Mrs. Maxon-Kennelly, Mr. Patten in favor; Mrs. Liu-McCormack, Ms. Karnal, Mr. Fattibene, Mr. Llewellyn against; Mr. Convertito abstained.

New Business

Mr. Llewellyn moved/Ms. Karnal seconded to extend the meeting to 11:15PM.

Adjournment

Mrs. Maxon-Kennelly moved/Mr. Patten seconded the recommended motion “that this Organizational/Regular Meeting of the Board of Education adjourn”. Motion passed 9-0. Meeting adjourned 11:15PM.

Detailed Minutes:

Call to order of the Organizational/Regular Meeting of the Board of Education and Roll Call

Chairman Philip Dwyer called the Organizational/Regular meeting to order at 7:32PM. Present were members Eileen Liu-McCormack, John Convertito, Donna Karnal, Jessica Gerber, Philip Dwyer, Paul Fattibene, Jennifer Maxon-Kennelly, John Llewellyn and Marc Patten. Others present were Dr. Title, members of the Central Office Leadership Team, student representatives Danielle Clark, Carley Strachan, Ethan King and Bill Moeder and approximately 40 members of the public.

Election of Temporary Chairman/Secretary

Mrs. Maxon-Kennelly moved/Mrs. Gerber seconded the recommended motion “that in accordance with the By-Laws, Superintendent Dr. David Title will serve as Temporary Chairman/Secretary during the election of Board Officers” Motion passed 9-0

Election of Officers

Mr. Patten moved/Mr. Convertito seconded to nominate Philip Dwyer for Board of Education Chairman. Motion passed 7-2 (Mr. Convertito, Ms. Karnal Mrs. Gerber, Mr. Dwyer, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Patten in favor; Mrs. Liu-McCormack, Mr. Llewellyn against)
Mr. Dwyer is elected Board of Education Chairman.

Mr. Convertito moved/Mrs. Maxon-Kennelly seconded to nominate Paul Fattibene for Board of Education Vice Chairman. Motion passed 9-0.

Mr. Fattibene is elected Board of Education Vice Chairman.

Mrs. Liu-McCormack moved/Mr. Llewellyn seconded to nominate Ms. Karnal for Board of Education Secretary

Mr. Fattibene moved/Mr. Convertito seconded to nominate Ms. Gerber for Board of Education Secretary.

Votes for Mrs. Gerber as Board of Education Secretary – 6 (Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Patten)

Votes for Ms. Karnal as Board of Education Secretary – 3 (Mrs. Liu-McCormack, Ms. Karnal, Mr. Llewellyn)

Mrs. Gerber elected Board of Education Secretary.

Review of By-laws

Mr. Fattibene asked the Board for Unanimous Consent to move the Review of the By-Laws up to the next item on the agenda. The Board agreed.

Mr. Fattibene moved/Mr. Llewellyn seconded to change the wording in the by-laws to read as follows:

Article 1 Section 3 (8230)

C. Secretary

The Secretary shall perform all functions prescribed for that office by State Law and such other duties as the Board shall from time to time prescribe. The Secretary shall be responsible for the minutes of Board meetings and shall certify by his or her signature the minutes of each meeting in the official records. (insert new language): "**The minutes shall accurately record the essence of discussions during the Board meetings without discrimination based on viewpoint.**" Minutes shall be open to public inspection under such regulations for the safeguarding of its records as the Board shall from time to time adopt.

Mr. Convertito offered a friendly amendment to change the language of the motion and take out the word "discrimination" and instead have the change read, "The minutes shall accurately record the essence of discussions during Board meetings without regard to any speaker's viewpoint." Mr. Fattibene declined to accept the friendly amendment.

Motion passed 5-4 (Mrs. Liu-McCormack, Mr. Convertito, Ms. Karnal, Mr. Fattibene, Mr. Llewellyn in favor; Mrs. Gerber, Mr. Dwyer, Mrs. Maxon-Kennelly, Mr. Patten against).

Mr. Fattibene moved/Mr. Llewellyn seconded to change the wording in the by-laws to read as follows:

Article V Section 3

Notice of Meetings (8530)

A. Notice to Board Members

Notice of each meeting of the Board and agenda (remove "***prepared by the Superintendent***"), listing all proposed action at such meeting (insert new language): "**and including all referenced documents**" shall be delivered to each member of the Board at least five (5) days prior to such meeting. Subject to each Board member's consent, (remove "***the Superintendent may deliver notice and the agenda***" and insert new language): "**delivery may be made**" electronically.

B. Notice to the Public

In compliance with State Law, the notice of the meeting date, and the agenda for such meeting, shall be made available to the public in writing and electronically on the Board's website. In addition, this information must

be on file not less than twenty-four (24) hours before the meeting to which they refer in the Office of the Superintendent. (add new language): **The agenda and all referenced documents shall be made available to the public on the Board's website and at such meeting.**

Mr. Dwyer made a friendly amendment to combine the two amendments; the Board accepted.

Motion passed 8-0-1 (Mrs. Liu-McCormack, Ms. Karnal, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Llewellyn, Mr. Patten in favor; Mr. Convertito abstained.

Mr. Dwyer asked if the intent of this motion was to clarify existing practice. Mr. Fattibene agreed.

In response to Mr. Convertito, Mr. Fattibene clarified agenda preparation on page 9 of by-laws, item C: Agenda, to number the first paragraph (1) and insert second paragraph (2) stating "the Chairperson in consultation with the Superintendent and Vice-Chairperson, shall have the responsibility to prepare the agenda for each meeting" Mr. Dwyer stated this statement is a concept and not an official motion at this time.

The by-law discussion was paused at this time in order to proceed with the AP Presentation.

Presentations

AP Presentation

Dr. Boice, Director of Secondary Education, stated that each high school offers 20 AP courses in 7 different content areas; the focus has been on extending the offerings and expanding student participation; receiving the AP Award is proof that the hard work has paid off. Fairfield Ludlowe High School Seniors, Daria Efimov and Corbinian Wanner, spoke in support of the AP program which shapes and prepares students for the future. AP Teachers Stephen O'Brien (FWHS) and Sara Bassett (FLHS) both spoke in support of the AP program; both praised the open enrollment policy and the opportunities this provides to students.

College Board Senior Director of Strategic Communications, Ms. Heather Tsonopoulos, presented the AP Honor Roll Award to Fairfield Public Schools, Dr. Title and Chairman Dwyer; this award recognizes schools that increase access to AP coursework while maintaining strong performance on AP exams; and Fairfield has an incredible achievement with 91% of students scoring a 3 or higher on AP exams.

Recognition of PTA Delegates

Mr. Dwyer spoke to the importance of the PTA as a focal point of communication. Mrs. Gerber recognized the Board of Education PTA representatives and the invaluable service they provide to communicate meeting information back to their respective school communities.

Return to By-Law Discussion

Mr. Convertito called a Point of Order, saying that the previous two votes regarding the bylaws changes were out of order because they were not on the agenda, and not brought up by a 2/3 vote, so they should therefore be struck from the record. He asked Mr. Dwyer, as Chair, for a ruling.

Mr. Dwyer ruled that Mr. Convertito was correct.

Mr. Fattibene challenged the ruling because: 1) the Board by-laws state in Article VI – Amendments that it is

not necessary for the Board to provide proposed amendments in advance in the call for an Organizational Meeting when the By-Laws are reviewed; and 2) the Board gave unanimous consent to address the review of by-laws.

Mrs. Liu-McCormack moved/Mr. Llewellyn seconded to overturn the decision of the Chair and allow the amendments to the By-laws to stand as voted on. Motion passed 5-4 (Mrs. Liu-McCormack, Ms. Karnal, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Llewellyn in favor; Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Mr. Patten against)

Mr. Dwyer stated that additional by-law concepts with official motions will be addressed at a future meeting. Individual Board members stated that by-law amendments will be submitted for agenda construction, measurable goals, and series 8100.

* * R e g u l a r M e e t i n g * *

Approval of Minutes

Approval of Minutes of the Regular Meeting of October 22, 2013

Mrs. Gerber moved/Mr. Dwyer seconded the recommended motion “that the Board of Education approve the Minutes of the Regular Meeting of October 22, 2013.” Motion passed 4-0-4 (Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene in favor; Mrs. Liu-McCormack, Ms. Karnal, Mr. Llewellyn, Mr. Patten abstained; Mrs. Maxon-Kennelly was not in the room at the time)

Approval of Minutes of the Special Meeting of November 13, 2013

Mrs. Gerber moved/Mr. Dwyer seconded the recommended motion “that the Board of Education approve the Minutes of the Special Meeting of November 13, 2013.” Motion passed 4-0-4 (Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene in favor; Mrs. Liu-McCormack, Ms. Karnal, Mr. Llewellyn, Mr. Patten abstained; Mrs. Maxon-Kennelly was not in the room at the time)

Student Reports

Mr. Moeder and Mr. King reported for Fairfield Ludlowe High School; both stated they benefitted from AP classes; Richard Blumenthal recently visited in a cross-town debate; Thursday is the Turkey Bowl; Alumni Day is tomorrow; many student athletes received FCIAC honors; school drama club is performing Shakespeare; Key Club is working with Operation Hope to provide gifts to needy families; and college acceptance decisions are coming in.

Ms. Strachan and Ms. Clarke reported for Fairfield Warde High School; Sticks for Soldiers Lacrosse Tournament will be this weekend and donations go to soldiers; the Cheerleaders and Dance Teams are choreographing a new half-time show for the Turkey Bowl; college acceptance letters are coming in; several athletes have committed to schools; alumni will be returning tomorrow; the school store is looking for food alternatives.

Board Committee/Liaison Reports

Ms. Kennelly stated that the Policy Committee review of the BOE Mission and Goals is ongoing . Mrs. Gerber stated that the FLHS project committee is interviewing construction managers. Mr. Fattibene stated that there are currently 6 referrals to the Transportation Safety Advisors.

Superintendent's Report

PTA Council Presentation on Standardized Test Results

Dr. Title presented a few samples on test score data and trends; out of 24 possible subject/grade combinations for the CMT, 20 show improvement from start to finish; of all subject areas in the CMT, Mathematics shows the most growth; CAPT results show increases over time in all four tested areas; AP enrollment increased while maintaining a high percentage of scores at 3 or higher; more detailed reports are available on the website.

Update on Food Services RFP

Dr. Title stated that the RFP has been approved at the Town level; the State must now approve the RFP; it is expected that bids will be sent out in March.

Mr. Llewellyn stated he will follow up with Ms. Munsell for Food Services financials.

Old Business

Approval of the Recommendations from the Ad-Hoc Communications Committee Report

Mrs. Maxon-Kennelly moved/Mrs. Gerber seconded the recommended motion "that the Board of Education approve the recommendations from the Ad-Hoc Communications Committee Report as enclosed."

Mr. Fattibene made a friendly amendment to add the words at the end of the motion "to be implemented at the discretion of the Chair," which the Board accepted.

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The original motion passed 7-2 (Mr. Convertito, Ms. Karnal, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Patten in favor; Mrs. Liu-McCormack, Mr. Llewellyn against)

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proposed change to number 5.

The original motion failed 4-4-1 (Mrs. Gerber, Mr. Dwyer, Mrs. Maxon-Kennelly, Mr. Patten in favor; Mrs. Liu-McCormack, Ms. Karnal, Mr. Fattibene, Mr. Llewellyn against; Mr. Convertito abstained.

New Business

Discussion on Board Goals

Mr. Dwyer reviewed the enclosure and explained the Board Goals process from the previous year; Board members should forward goals to the Chairman to be included for Board review; this item will be addressed at the January meeting, if submissions of goals and ranking is completed by that time.

Board Member Input on the 2014-2015 Budget

Mr. Fattibene spoke to #3, the January 14 meeting, in support of discussing any detail required.

Mr. Llewellyn requested actuals and latest estimates as added columns, and spoke in support of voting on individual line items. At the request of new board members, the September 2013 quarterly financial report will be sent to them.

Presentation of Draft 2014-2015 Student Calendar

Dr. Title presented the draft calendar and explained this may be the last year to vote on the calendar; legislation may require a regional calendar for the 15-16 school year; this calendar aligns with the CES calendar and mirrors our current calendar.

Board members discussed starting school after labor day; changing the April break to March; moving the February 3rd Elementary PD Day; moving PD days to the beginning of the school year, and extending the February long weekend. Dr. Title stated that the SBAC test dates are unknown; students have to be cycled through the computers, which requires a longer window; it is not preferable to have students in school on Election day due to security issues.

Mr. Llewellyn moved/Ms. Karnal seconded to extend the meeting to 11:15PM.

Mrs. Kennelly requested the budget implications of moving the April break to March. Dr. Title stated he will research the CMT and CAPT Science Test schedule for March, 2015.

Board Assignments

Mr. Dwyer asked Board members to submit any committee assignment requests to him prior to the next meeting.

Public Comments and Petitions

Nancy Haberly, Duck Farm Road, commented on the timeframe of the Teacher Evaluation Process and the availability of the School Improvement Plans.

Kelly Jacobsen, Acorn Lane, commented on standardized test data, and her understanding that strand level data is lacking.

Tricia Donovan, Taintor Drive, commented on standardized test data, and spoke in support of ctreports.com which provides complete test results.

Christine Vitale, Verna Hill Road, commented in support of the Communication Committee.

Mr. Dwyer clarified that the standardized test handout was a summary of the data; that more detailed reports are provided on the website; Dr. Title stated that the Board does receive school by school reports, the District Data Team reviews these reports in detail; the deadline for teacher evaluations has not changed from June 30th; evaluations are not subject to disclosure; School Improvement Plans can be shared and schools are encouraged to put them on the website.

Open Board Comment

Mr. Dwyer stated the Board of Education Handbook must be updated; the Proposed BOE Meeting Dates must be provided to the Town in December; the Business Curriculum will be presented at the December 10 meeting.

Ms. Karnal spoke to when discussion takes place on standardized tests results. Mr. Dwyer indicated it occurs at various times in the year in conjunction with related business items.

Dr. Title clarified that the district delves into data analysis in great detail; individual school results vary due to the number of students.

Mr. Patten spoke to the possibility of a Roberts Rules review; and he attended a Westport State representative meeting on state mandates where districts expressed frustration at the manner of implementation.

Adjournment

Mrs. Maxon-Kennelly moved/Mr. Patten seconded the recommended motion "that this Organizational/Regular Meeting of the Board of Education adjourn." Motion passed 9-0. Meeting adjourned 11:15PM.

*Jessica Gerber
Board of Education
Secretary*

CSDE CAREER AND TECHNICAL EDUCATION AWARD TO FLHS

ENCLOSURE NO. 7



DEC 10 2013

Donna Huber, FLHS Family and Consumer Science Teacher, photographed with Stephen Hoag, Education Consultant of the Connecticut State Department of Education. The award, from the Connecticut State Department of Education Career and Technical Education, recognized Fairfield Ludlowe High School for being ranked the #1 secondary school in the area of Textiles and Design from the Connecticut Statewide CTE Assessment for 2013.



Pictured above are students who took the test in May.

DEC 10 2013

Fairfield Public Schools
Fairfield, CT 06825

To: Board of Education
David Title, Superintendent of Schools

From: Doreen Munsell, Director of Finance and Business Services

Date: December 4, 2013

Subject: 2014 – 2015 Projected Pension Expense

Currently, the BOE projected pension expense for 2014 – 2015 is \$2,421,000. The 2013 – 2014 pension budget is \$2,123,283 or an increase of 14 %. An updated 2014 – 2015 contribution amount is expected in January, pending asset activity from 7/1/12 – 6/30/13. The updated information could be slightly lower based on asset gains but we don't expect that information in time for the Superintendent's Proposed Budget.

The smoothed (actuarial) value of assets is used to produce a more level funding pattern for the pension plan due to asset volatility. The primary reason for increased pension contributions is the continued recognition of the decline in the capital markets starting September 2008 through June 2009. As of July 1, 2012, the plan had approximately \$2.7 in net unrecognized asset losses from 2008 – 2009 to 2011 – 2012.

DEC 10 2013

STUDENT CALENDAR
FAIRFIELD PUBLIC SCHOOLS
2014 - 2015

DRAFT
 REVISED 12/4/2013

July							August (2)							September (20)							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	5						1	2		1	2	3	4	5	6	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30					
							31														
4 Independence Day							25 All Teachers Report 26 Prof. Development Day - District-Wide 27 Orientation for Grade 6 and Grade 9 28 First Day of School - Full Day							1 Labor Day 24 No After School or Evening Activities 25 Rosh Hashanah							
October (23)							November (16)							December (17)							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4			4	5	6	7	8		1	2	3	4	5	6	
5	6	△	8	9	10	11	2	3	△	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	
19	20	21	22	<23>	24	25	16	17	18	19	20	21	22	21	22	23	24	(25)	26	27	
26	27	28	<29>	<30>	31		23	24	25	26	27	28	29	28	29	30	31				
							30														
3 No After School or Evening Activities Prof. Dev. Day (Elem.) Early Dismissal △ Conf. Days (Elem. & Middle) Early Dismissal							4 Election Day/Prof. Dev. All Certified Staff 11 Veterans' Day 26 Early Dismissal 27,28 Thanksgiving Recess							24 Holiday Week Begins							
January (19)							February (18)							March (22)							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				(1)	2	3					5	6	7								
4	5	6	7	8	9	10	1	2	3	4	△	12	13	14	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14	8	9	10	11	12	13	14	
18	(19)	20	21	22	23	24	15	16	17	18	19	20	21	15	16	17	18	19	20	21	
25	26	27	28	29	30	31	22	23	24	25	26	27	28	22	23	24	25	26	27	28	
														29	30	31					
1 New Year's Day 2 Holiday Week Ends 5 Schools Reopen 19 Martin Luther King Day							△ Prof. Dev. Day (Elem.) Early Dismissal 13 Prof. Dev. Day - All Certified Staff 16 Presidents' Day							○ Conf. Days (Elem. ONLY) Early Dismissal							
April (16)							May (20)							June (9)							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4						1	2								
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					
							31														
○ Conf. Day (Elem. ONLY) Early Dismissal 3 Good Friday 13 Spring Recess Begins 17 Spring Recess Ends							25 Memorial Day							11 Last Day for Students & Teachers (The first six snow days will extend the length of the school year and the date of High School Graduation. Additional snow days will reduce the April vacation beginning with the first day, April 13.)							

- Schools Not In Session
- <○> Conference Days (Elem. & Middle) Early Dismissal
- Conference Days (Elementary ONLY) Early Dismissal
- △ Early Dismissal (Elementary ONLY)
- () State Required Holidays
- * May Vary By Level

DEC 10 2013

BOARD OF EDUCATION BY-LAWS**PREAMBLE:**

The purpose of the Board's By-Laws (the "By-Laws") is to provide for the organization of the Board and for an orderly and efficient method of performing its lawful functions; however, nothing in these By-Laws shall be interpreted to limit or modify in any way or to any degree the duties and responsibilities imposed on this Board by State Law.

ARTICLE I - RESPONSIBILITIES AND AUTHORITY (8100)**SECTION 1: RESPONSIBILITIES OF THE BOARD (8110)**

- A. The Fairfield Board of Education (the "Board") is the governing body of the Public Schools (the "School District") of the Town of Fairfield (the "Town") and derives its power and exists under the Constitution and General Statutes of the State of Connecticut (collectively, "State Law").
- B. The Board shall:
1. Employ an able and qualified Superintendent of Schools (the "Superintendent").
 2. Adopt policies to govern the operation of the School District.
 3. In collaboration with the administration, communicate the School District's educational program to the community.
 4. Keep apprised of, evaluate and attend to the School District's present and future educational needs as recommended by the administration.
 5. Propose an annual budget and capital improvement project request and advocate for its passage.
 6. Take any further action as may be required by State Law.

SECTION 2: AUTHORITY OF BOARD MEMBERS (8120)

Board members do not have any authority as individuals to take action for the School District. Only the Board, sitting in a legally constituted meeting, through a formal vote, may take action.

ARTICLE II - ORGANIZATION AND OFFICERS (8200)

SECTION 1: ORGANIZATION (8210)

- A. In November each year, the Board of Education shall organize by electing a Chairman, a Vice Chairman and a Secretary and also shall review its By-Laws (the "Organization Meeting"). The By-Laws can also be amended at any Regular or Special Meeting.
- B. Prior to the election of officers at the Organization Meeting, the Board shall select a temporary chairman and a temporary secretary to serve until the election of a Chairman, Vice Chairman and Secretary.

SECTION 2: OFFICERS (8220)

- A. Officers of the Board shall be a Chairman, a Vice Chairman and a Secretary. They shall be elected at the Organization Meeting, but not later than thirty (30) days from the date on which newly-elected members take office, and the officers shall take office immediately upon election; however, no member shall hold more than one Board office concurrently. A record of the votes shall be transmitted to the Town Clerk within forty-eight (48) hours.
- B. If the office of Chairman, Vice Chairman or Secretary is vacated for any cause during the term of the holder, another member of the Board shall be elected at the next meeting of the Board to fill the vacancy.

SECTION 3: DUTIES OF OFFICERS (8230)

A. CHAIRMAN -

- 1. The Chairman shall preside over all meetings of the Board, but the Chairman's status as presiding officer shall not impair the Chairman's right or duty to vote on any matter before the Board.
- 2. The Chairman shall be the official spokesperson for the Board and, unless the Board shall otherwise direct, shall make or authorize all announcements concerning Board policy or action.
- 3. The Chairman shall appoint members of the Board to act as voting members of the following bodies:
 - a. The Board of Health, in accordance with §10.9 of the Charter of the Town (the "Town Charter").
 - b. The Parks & Recreation Commission, in accordance with §10.10 of the Town Charter.

- c. Cooperative Educational Services (“CES”), in accordance with the charter and by-laws of CES.
 - d. Any school building committee established by the Town from time to time, subject to any approval(s) required by the Town.
4. The Chairman shall appoint members of the Board to act as liaisons to the following bodies:
 - a. The Representative Town Meeting (the “RTM”).
 - b. The Fairfield Council of Parent-Teacher Associations (the “PTA Council”).
 - c. The Board of Finance
 5. The Chairman shall appoint a member to serve as a delegate at the CAFE Convention.
 6. The Chairman may appoint members of the Board to serve as liaisons to any other local, regional or state body as the Chairman deems necessary or prudent.
 7. Except whenever a Board member’s term is established by the Town, every appointment by the Chairman shall be for a term of one year or until the discharge of the assigned function of the local, regional or state body, whichever is earlier.
 8. Liaisons appointed by the Chairman to local, regional or state bodies shall be expected to attend any meeting of those bodies whenever an educational or related matter appears on the meeting’s agenda.

B. VICE CHAIRMAN -

The Vice Chairman shall function as Chairman in the absence of the Chairman and shall assist the Chairman in the administration of the Chairman’s various responsibilities. If the office of Chairman is vacated, the Vice Chairman shall act as Interim Chairman until the office is filled by a majority vote of the membership of the entire Board.

C. SECRETARY -

The Secretary shall perform all functions prescribed for that office by State Law and such other duties as the Board shall from time to time prescribe. The Secretary shall be responsible for the minutes of Board meetings and shall certify by his or her signature the minutes of each meeting in the official record. Minutes shall be open to public inspection under such regulations for the safeguarding of its records as the Board shall from time to time adopt.

In the absence at any Board meeting of the Chairman and Vice Chairman, the Secretary shall serve as Chairman.

D. CHAIRMANSHIP AT MEETINGS IN THE ABSENCE OF ALL OFFICERS -

In the absence at any Board meeting of all officers, the Chairman shall be appointed by lot.

SECTION 4: COMMITTEES (8240)

A. POLICY COMMITTEE -

At the annual Organization Meeting of the Board, the Chairman shall appoint three (3) members to the Policy Committee for a one year term.

The Policy Committee shall meet from time to time as appropriate to fulfill its respective purposes; however, the Policy Committee must hold a meeting whenever requested by two (2) of its members. The members of the Policy Committee shall elect a chair by majority vote of the committee to manage the committee's meetings in accordance with the Freedom of Information Act and Robert's Rules of Order.

The Policy Committee's chair shall provide a summary of its work to the Board under "Committee/Liaison Reports," including recommendations for consideration by the Board.

A calendar of anticipated Policy Committee Meetings will be approved at its January Committee meeting. The calendar will be posted, and meetings can be cancelled if there is no need to hold the meeting.

The purpose of the Policy Committee shall be as follows:

1. To formulate and recommend written policies by which the Board shall exercise its leadership in the operation of the School District.
2. To study and evaluate administrative regulations and reports concerning the execution of the Board's written policies in accordance with Article IV, Section 2.

B. ADVISORY COMMITTEES -

Advisory Committees consisting of three (3) Board members appointed by the Chairman, may be established by majority vote of the Board from time to time for assignments which the Board deems beyond the purpose and scope of the Standing Committee. The Board shall provide a charge for the Advisory Committee, which shall include the preparation of a written report and recommendations for the Board's consideration within a specified period of time. Upon the Advisory Committee's presentation of a report and recommendations to the Board for consideration, the Advisory Committee shall be deemed dissolved and only the Board make take further action.

The Chairman and the Superintendent, or his or her delegate, shall be ex officio members of the Advisory Committees, and the chairman may appoint ex officio advisors from the community for assistance in gathering information, preparing reports and making

recommendations. The Advisory Committee shall follow the provisions of the Freedom of Information Act as required by State law.

C. AUTHORITY OF COMMITTEES -

Unless specifically authorized by the Board, the Standing and Advisory Committees shall have the power only to make recommendations to the Board for further action. Neither the committees nor members of the committees shall be authorized to legally bind the Board or expend funds of the School District.

SECTION 5: REMOVAL OF OFFICERS (8250)

The Chairman, Vice Chairman or Secretary may be removed from office for cause, after reasonable notice and hearing, by a majority vote of those present at any Regular Meeting or at any Special Meeting called for the purpose, and may be removed without cause at any time by a vote of two-thirds (2/3) of the total membership of the Board.

ARTICLE III - MEMBERS (8300)

SECTION 1: QUALIFICATIONS (8310)

Board members must be qualified to serve in accordance with Section 2.1 of the Town Charter.

No member shall be employed for compensation in any position in the School District. If a Board member becomes employed by the School District, his or her position on the Board shall become vacant.

SECTION 2: CODE OF ETHICS (8320)

Board members shall adhere to the most recent edition of CABE's Connecticut Code of Ethics for Boards of Education (the "Code of Ethics") set forth as Article VII of these By-Laws.

SECTION 3: MEMBERSHIP ON SCHOOL BOARD ASSOCIATIONS (8330)

The Board may hold membership in CABE and the National School Boards Association and such other organizations or associations which will enhance the Board's ability to govern the School District.

SECTION 4: NEW MEMBER ORIENTATION (8340)

Experienced Board members and the administrative staff shall assist each new member to understand the Board's functions, policies, procedures, and the operation of the School District, as follows:

- A. New members shall be given selected materials on the responsibilities and authorities of the Board and the Superintendent, including a copy of the Board's policies and By-Laws and Code of Ethics, the Superintendent's administrative regulations, and pertinent materials developed by CABE.

- B. New members shall be invited to meet with the Superintendent and other administrative personnel to discuss their duties and responsibilities, and continuing Board members shall be notified of and invited to such meetings.
- C. New and continuing Board members are encouraged to attend CAFE-sponsored and/or other workshops approved by the Board.

SECTION 5: INDEMNIFICATION AND INSURANCE (8350)

The Board shall protect and hold harmless Board members against financial loss and expense, including attorneys' fees and costs, to the extent provided by State Law, and the Board shall maintain adequate insurance to protect Board members against such loss and expense.

SECTION 6: CONFLICTS OF INTEREST (8360)

Board members shall comply with the following rules pertaining to conflict of interest:

- A. No member of the Board shall have any direct monetary interest in contracts with the School District, nor shall a member furnish any labor, equipment or supplies directly to the School District. The School District, however, may contract with corporations or businesses in which a Board member is an employee, in which case the member must declare his or her association with the firm and refrain from debating or voting on any related items.
- B. The following rules shall govern conflict of interest in the employment of staff and members of the Board:

A spouse, minor child, dependent of a Board member or persons otherwise related to a Board member, may be employed by the School District but only if (1) the Board member fully discloses the relationship at a public meeting of the Board, and (2) the entire Board subsequently votes to approve the employment (excluding the vote of the related Board member).

Furthermore, Board members shall comply with State Law regarding conflict of interest and attempt to avoid any situations which might have even the appearance of a conflict of interest.

SECTION 7: RESIGNATION, TERMINATION AND VACANCIES (8370)

A. RESIGNATION -

Any Board member may resign in accordance with 2.4 of the Town Charter. Prior to resigning, the Board member shall provide advance notice to the Board in order to assist the Chairman in the orderly and efficient administration of the Board.

B. TERMINATION -

Whenever a Board member no longer is qualified as an elector of the Town, his or her membership on the Board shall terminate in accordance with Section 2.1 of the Town Charter.

C. VACANCIES -

Any vacancy of the membership of the Board shall be filled in accordance with Section 2.5 of the Town Charter.

ARTICLE IV - METHODS OF OPERATION (8400)

SECTION 1: FORMULATION OF POLICIES (8410)

A. The Board recognizes three basic types of written guidance that govern the operation of the School District:

1. The Board formally adopts Policies for implementation by the Superintendent and the Superintendent's staff. The formulation and adoption of written policies shall constitute the basic method by which the Board shall exercise its leadership in the operation of the School District.
2. The Board delegates to the Superintendent the function of developing Administrative Regulations to implement the Board's policies (recognizing that not every policy requires a regulation).
3. The Board adopts By-Laws to govern its internal operations.

B. The Board policies shall be reviewed periodically and revised as needed. In order to insure compliance with current legislation and regulations, the Board shall contract for a full review of all policies and administrative regulations at least once every five years. All proposed revisions shall be referred to the Policy Committee and any changes to Board policy shall initially be presented by the committee to the Board as a draft at a Regular Meeting or a Special Meeting. The policy will then be carried over for adoption at the next regularly scheduled meeting or at the next Special Meeting.

C. The formal adoption of policy shall be recorded in the minutes of the Board, and only those written statements so adopted and so recorded shall be regarded as official Board policy.

SECTION 2: REVIEW OF ADMINISTRATIVE REGULATIONS (8420)

The Board shall delegate to the Superintendent the function of developing administrative regulations to implement Board policy. The Board reserves the right to review administrative regulations at its discretion through the Policy Committee to insure that they are consistent with policies adopted by the Board.

Administrative regulations need not be reviewed by the Board in advance of implementation except as required by State Law or in cases where strong community attitudes, or possible student or staff reaction, make it necessary or advisable for the regulation to have the Board's advance approval.

SECTION 3: REIMBURSEMENT OF EXPENSES (8430)

Board members shall be reimbursed for expenses incurred in the discharge of their duties under the same regulations that pertain to the School District's staff.

SECTION 4: BOARD EVALUATION (8440)

The Board of Education shall annually undertake a self-evaluation of its policies, practices, and internal operating procedures in order to provide the best possible services to the community and the School District. Each year at the Board's Organizational Meeting, the Board shall schedule a special meeting date for self-evaluation to take place no later than May.

ARTICLE V – MEETINGS (8500)

SECTION 1: REGULAR MEETINGS (8510)

Regular meetings of the Board shall be held in accordance with the schedule on file with the Town Clerk, normally scheduled on the second and fourth Tuesday of the month. The second and fourth Tuesday should be reserved for Board meetings. All Board of Education meetings shall adjourn at 11:00 p.m. unless there is a 2/3 vote of the Board to suspend the rule.

SECTION 2: SPECIAL MEETINGS (8520)

Special Meetings of the Board may be held at any time and shall be called in the manner prescribed by law. Reasonable notice of any Special Meeting and of the purpose thereof, shall be given to members of the Board.

SECTION 3: NOTICE OF MEETINGS (8530)

A. NOTICE TO BOARD MEMBERS -

Notice of each meeting of the Board and agenda, listing all proposed action at such meeting and including all referenced documents, shall be delivered to each member of the Board at least five (5) days prior to such meeting. Subject to each Board member's consent, delivery may be made electronically.

B. NOTICE TO PUBLIC -

In compliance with State Law, the notice of the meeting date, and the agenda for such meeting, shall be made available to the public in writing and electronically on the Board's website. In addition, this information must be on file not less than twenty-four (24) hours before the meeting to which they refer in the Office of the Superintendent. The agenda and

all referenced documents shall be made available to the public on the Board's website and at such meeting.

C. AGENDA -

The agenda is designed for the guidance and information of the Board and to inform the public of items of business to come before the Board. Additional items, not included in the filed agenda, may be considered and acted upon at such meetings upon the affirmative vote of two-thirds (2/3) of the members of the Board present and voting.

SECTION 4: ORDER OF BUSINESS (8540)

A. The agenda at each Regular Meeting shall be:

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Presentations
4. Approval of Minutes
5. Student/Committee/Liaison Reports
6. Superintendent's Report
7. Old Business
8. New Business
9. Public Comment
10. Open Board Comment
11. Adjournment

B. The agenda at each Special Meeting shall be:

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Business Item(s)
4. Adjournment

C. To encourage public interest, the agenda for every meeting shall be posted on the School District's website and released in advance to the following:

1. Local Newspapers
2. RTM Education and Recreation Committee
3. PTA Presidents and PTA Board of Ed Representatives
4. FEA President
5. Principals, Headmasters and Central Office Administrators
6. Board of Finance
7. Board of Selectmen
8. Public Libraries (including all supporting materials)
9. Any citizen who so requests and is willing to assume any additional cost

SECTION 5: EXECUTIVE SESSION (8550)

Meetings of the Board shall be open to the public; provided, however, that the Board may, by a majority vote of those present at any meeting: (1) hold adjudicative hearings in Executive Session when required by State Law and (2) deliberate and discuss, but not vote, in Executive Session on any matter exempt by State Law from public disclosure, including, but not limited to, personnel matters, collective bargaining strategy, pending claims and litigation.

SECTION 6: PUBLIC COMMENT (8560)

A. PUBLIC COMMENT PRIOR TO BOARD ACTION ON AGENDA ITEMS –

As a means of encouraging public participation during Board meetings, the Chairman shall solicit comments from the public with regard to agenda items, as proposed or amended, that the Board has discussed and will be acting upon by vote. The Chairman may limit public comment in any manner appropriate to the orderly and efficient conduct of Board meetings.

B. ADDITIONAL PUBLIC COMMENT AND PETITIONS -

The agenda of Board meetings shall also include an item for public comments and petitions regarding any topic or issue germane to the operation of the School District. The Chairman may limit public comment and petitions in any manner appropriate to the orderly and efficient conduct of Board meetings.

SECTION 7: PROCEDURES DURING MEETINGS (8570)

Except in emergencies, the Board shall not attempt to decide upon any question submitted for consideration by any person or persons until the Board has examined and evaluated all information. The Superintendent shall be given an opportunity to examine and evaluate all such information and to recommend action before the Board attempts to make a decision.

SECTION 8: QUORUM (8580)

Five (5) members of the Board shall constitute a quorum for any Regular or Special Meeting.

SECTION 9: PARLIAMENTARY PROCEDURE (8590)

Unless otherwise provided in the By-Laws, the Board shall conduct all of its business in accordance with Robert's Rules of Order Newly Revised 10th Edition (Perseus Publishing, Cambridge, Massachusetts).

SECTION 10: MEETINGS

Electronic Mail Communications

The Board of Education believes that Board members electronically connected to other Board members is an efficient and convenient way to communicate. The main goal of electronic mail (e-mail) is to expedite the passage of information. E-mail gives Board members quick access to one another. Communication among Board members via e-mail should conform to the same

standards as other forms of communication (i.e., committee meetings, etc.) as directed by the Freedom of Information Act. When used properly, e-mail is an effective communications tool and can provide a formal record.

Guidelines for Board E-Mail Usage

The Freedom of Information Act mandates that all meetings of public bodies, such as school Boards, be open to the public. It is the policy of the Board of Education that e-mail shall not be used in such a manner as to deprive the public of the rights given to it under the Freedom of Information Act. For this purpose, this By-Law sets forth guidelines for the uses intended to be made of e-mail by Board members when communicating with other Board members.

1. E-mail, like other written forms of communication relating to the conduct of the public business, is subject to the Freedom of Information Act and subject to disclosure.
2. Board members shall not use e-mail as a substitute for deliberations at public Board meetings and/or shall not discuss policy matters or vote informally on any issues.
3. E-mail should be used to pass along factual information.
4. Security of e-mail communication cannot be assured. Board members shall not reveal their passwords to others in the network or to anyone outside of it. If any Board member has reason to believe a password has been lost or stolen or that e-mail is being accessed by someone without authorization, he/she shall notify the Superintendent, who will notify the district's technology specialist.
5. Personnel issues and other sensitive subjects should never be discussed on-line. The confidentiality of employee data, student data, and other sensitive subjects must always be maintained.

Any usage contrary to the aforementioned shall be reported immediately to the Superintendent and may result in the suspension and/or revocation of system access.

Accessing E-Mail

In an effort to encourage all Board members to access e-mail while maintaining public fiscal responsibility, the Board of Education will loan to any Board member needing access, a computer (when surplus is available), and other hardware peripherals to be returned to the Board office upon leaving office. It will be the individual Board member's responsibility to provide the hook-up and pay all consumable expenses associated with e-mail usage. In the event a Board member elects not to access e-mail, a hard copy of all e-mail directed to "Board" will be placed in the Board packet delivered via courier, and will also be accessible in the Board of Education Office.

Legal Reference: Connecticut General Statutes
The Freedom of Information Act

1-200 Definitions

1-210 Access to public records. Exempt records

1-211 Disclosure of computer-stored public records

ARTICLE VI – AMENDMENTS (8600)

The By-Laws may be amended by the affirmative vote of a majority of the entire membership of the Board, at any Regular or Special Meeting of the Board, provided that a copy of the proposed amendment shall have been included in the call for such meeting, except that it shall not be necessary to include proposed amendments in the call for an Organization Meeting when the By-Laws are reviewed.

ARTICLE VII – CODE OF ETHICS (8700)

The Code of Ethics is based upon "Standards of Leadership for Members of Boards of Education" recommended by the CAFE Board of Directors.

1. I will be a staunch advocate of high quality free public education for all Connecticut children. In fulfilling my responsibilities, I will think of "children first."
2. I will, as an agent of the state, uphold and enforce all laws, rules, regulations and court orders pertaining to public schools.
3. I will strive to bring any needed change only through legal and ethical procedures. I will strive to help create public schools which meet the individual educational needs of all children regardless of their ability, race, creed, sex or social standing.
4. I will work unremittingly to help my community understand the importance of proper support for public education, whether it be in providing adequate finance, optimum facilities, staffing and resources, or better educational programs for children.
5. I will join with my Board, staff, community and students in becoming fully informed about the nature, value and direction of contemporary education in our society. I will support needed change in our schools.
6. I will strive to ensure that the community is fully and accurately informed about our schools and will try to interpret community aspirations to the school staff.
7. I will recognize that my responsibility is not to "run the schools" through administration, but together with my fellow Board members, to see that they are well-run through effective policies.
8. I will attempt to confine my Board action to policy-making, planning and appraisal, and will help to frame policies and plans only after my Board has consulted those who will be affected by its actions.

9. I will arrive at conclusions only after discussing all aspects of the issue at hand with my fellow Board members in meeting. I will respect the opinions of others and abide by the principal of majority-rule.
10. I will recognize that authority rests only with the whole Board assembled in meeting and will make no personal promises nor take any private action which may compromise the Board.
11. I will acknowledge that the Board represents the entire school community, and will refuse to surrender my independent judgment to special interest or partisan political groups. I will never use my position on the Board for the gain of myself or my friends.
12. I will hold confidential all matters pertaining to schools which, if disclosed, might needlessly injure individuals or the schools.
13. I will insist that all school business transactions be open and ethical.
14. I will strive to appoint the best professional leader available when a vacancy exists in the chief administrative position.
15. I will strive to appoint the best trained technical and professional personnel available, upon recommendation by the appropriate administrative officer.
16. I will support and protect school personnel in the proper performance of their duties. I will strive to ensure that all personnel have not only the requisite responsibilities, but the necessary authority to perform effectively.
17. I will refer all complaints through the proper "chain of command" within the system, and will act on such complaints at public meetings only when administrative solutions fail.

APPROVED: 11/23/2004

AMENDED: 11/22/2005

REVIEWED: 11/28/2006

REVIEWED: 11/27/2007

AMENDED: 01/08/2008

AMENDED AND APPROVED: 04/28/2009

AMENDED AND APPROVED: 11/24/2009

AMENDED AND APPROVED: 12/14/2010

AMENDED AND APPROVED: 12/01/2011

AMENDED AND APPROVED: 11/26/2013

DEC 10 2013

Proposed Amendments to Fairfield Board of Education By-Laws

**Page 2,
Article II
Section 3**

DUTIES OF OFFICERS (8230)

A. CHAIRMAN -

1. The Chairman shall have the responsibility for setting the agenda at each meeting. In setting the agenda the Chairman shall consider the recommendations of the Superintendent and confer with the Vice Chairman and Secretary.

~~1.2.~~ The Chairman shall preside over all meetings of the Board, but the Chairman's status as presiding officer shall not impair the Chairman's right or duty to vote on any matter before the Board.

(Note- remaining numbering of Section to be re-numbered accordingly)

Rational for this proposed amendment

A board should be responsible for setting its own agenda. The Chairman is best suited to have this responsibility of setting the agenda. This amendment is consistent with current practice of receiving and considering recommendations from the Superintendent and including the Vice Chairman when needed for discussing issues relating to the agenda. It is also advantageous to include the Secretary. It is in the best interest of the District for the Board to work collaboratively in setting its agenda.

DEC 10 2013

Motion to amend Article V Meetings - paragraph 4 - Order of Business

Motion to replace the existing Order of Business with the replacement order of business as shown:

Existing:

Article V – Meetings

Section 4 – Order of Business (8540)

Paragraph A – The agenda at each regular meeting shall be:

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Presentations
4. Approval of Minutes
5. Student/Committee/Liaison Reports
6. Superintendent's Report
7. Old Business
8. New Business
9. Public Comment
10. Open Board Comment
11. Adjournment

Proposed for Article V, Section 4, Paragraph A (titles remain the same)

1. Call To Order and Roll Call
2. Pledge of Allegiance
3. Student Reports
4. Public Comment
5. Presentations
6. Old Business
7. New Business
8. Approval of Minutes
9. Superintendents Report
10. Committee/Liaison Reports
11. Adjournment

Rationale: Student reports and public comments should take place early in the agenda to encourage public participation. In surveying 18 other local Boards' of Education the vast majority provide for comment at the beginning of the meeting. Fairfield goes beyond the general practice by being only one of five districts that also schedule public comment prior to voting items. Also, items such as minutes, Superintendent report and committee/liaison reports should take place as administrative matters after full debate on business items. Finally, Board members have several opportunities to debate and report on items and thus the provision for Open Board comment leaves open the potential for discussing items that are not properly posted per FOI requirements.

DEC 10 2013

Motion to amend Article V Meetings - paragraph 4 - Order of Business 8540**Original By – Law****Article V Meetings****ORDER OF BUSINESS-8540**

A. The agenda at each Business Meeting shall be:

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Presentations
4. Approval of Minutes
5. Student/Committee/Liaison Reports
6. Superintendent's Report
7. Old Business
8. New Business
9. Public Comment
10. Open Board Comment
11. Adjournment

Motion to amend Article V Meetings - paragraph 4 - Order of Business 8540

Motion to include public comment towards the beginning of the meeting following Student Reports.

Rationale:

We need to be sensitive to the varying schedule constraints of students and residents who wish to participate but cannot participate at the later open comment session. This will help improve public engagement and address concerns regarding the inclusion of public opinions.

Motion to amend Article V Meetings - paragraph 4 - Order of Business 8540

Motion to move New and Old Business items forward on the Order of Business before housekeeping items and presentations.

Rationale:

The Board's first priority should be to attend to the business of the district, part of which is understanding where public concern lies. There is limited time to get that business done so we need to make sure the business is done first and then we can use the remaining time to hear presentations and housekeeping items.

Motion to amend Article V Meetings - paragraph 4 - Order of Business 8540

Motion to add Future Business to the end of each Regular Meeting when next meeting dates are announced and board members may request items be put on the next agenda.

Rationale:

This is in line with the practice of other Boards of Education. It would make for an agenda construction process that is more transparent to both members and the public. This allows both the public and other members to hear the varying concerns and interests across the Board.

DK

Proposed Amendments to By-Law - Article V - Meetings - Order of Business 8540

A. The agenda at each Business Meeting shall be:

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. *Student Reports*
4. *Public Comment*
5. *Actions- Old Business*
6. *Actions- New Business*
7. Presentations
8. Action- Approval of Minutes
9. Committee/Liaison Reports/Superintendent's Report
10. *Future Business- announcement of meeting dates*
11. *Future Business- BOE member request for future agenda items*
12. Public Comment
13. Open Board Comment
14. Adjournment

DEC 10 2013

**Page 9,
Article V
Section 3**

C. AGENDA -

1. The agenda is designed for the guidance and information of the Board and to inform the public of items of business to come before the Board. Additional items, not included in the filed agenda, may be considered and acted upon at such meetings upon the affirmative vote of two-thirds (2/3) of the members of the Board present and voting.
2. **If an item is requested to be placed on the agenda by at least three (3) Board members, the Chairman shall place the item on the agenda of a Regular meeting within thirty-five days (35) or at the next Regular meeting.**

Rational for this proposed amendment

By Connecticut state statute the chairperson of a Board of Education shall call a meeting of the board if requested in writing by three of its members. If no meeting is called within 14 days after such request one may be called by any three members by giving the usual written notice to the other members. (*Connecticut General Statutes §10 – 218*, copy **attached**) It is in the best interest of the Board to provide a procedure for members to place an item on an agenda at a Regular meeting without the disruption of invoking the procedure permitted in the statute. If a special meeting was called outside of the scheduled Regular meetings it is unlikely that all members would be able to attend. It is in the best interest of the District for a matter to be heard by the full Board.

CHAPTER 170

BOARDS OF EDUCATION

Sec. 10-218. Officers. Meetings. Each board of education shall, not later than one month after the date on which the newly elected members take office, elect from its number a chairperson and elect a secretary of such board and may prescribe their duties. The votes of each member of such board cast in such election shall be reduced to writing and made available for public inspection within forty-eight hours, excluding Saturday, Sunday or legal holidays, and shall also be recorded in the minutes of the meeting at which taken, which minutes shall be available for public inspection at all reasonable times. If such officers are not chosen after one month because of a tie vote of the members, the town council or, if there is no town council, the selectmen of the town shall choose such officers from the membership of the board. The chairperson of the board of education or, in case of such chairperson's absence or inability to act, the secretary shall call a meeting of the board at least once in six months and whenever such chairperson deems it necessary or is requested in writing so to do by three of its members. If no meeting is called within fourteen days after such a request has been made, one may be called by any three members by giving the usual written notice to the other members.

Sec. 10-218a. Oath of office. Members of boards of education shall, before entering upon their official duties, take the oath of office provided in section 1-25.

Sec. 10-219. Procedure for filling vacancy on local board of education. If a vacancy occurs in the office of any member of the local board of education, unless otherwise provided by charter or special act, such vacancy shall be filled by the remaining members of said board until the next regular town election, at which election a successor shall be elected for the unexpired portion of the term, the official ballot specifying the vacancy to be filled.

Sec. 10-220. Duties of boards of education. (a) Each local or regional board of education shall maintain good public elementary and secondary schools, implement the educational interests of the state, as defined in section 10-4a, and provide such other educational activities as in its judgment will best serve the interests of the school district; provided any board of education may secure such opportunities in another school district in accordance with provisions of the general statutes and shall give all the children of the school district as nearly equal advantages as may be practicable; shall provide an appropriate learning environment for its students which includes (1) adequate instructional books, supplies, materials, equipment, staffing, facilities and technology, (2) equitable allocation of resources among its schools, (3) proper maintenance of facilities, and (4) a safe school setting; shall, in accordance with the provisions of subsection (f) of this section, maintain records of allegations, investigations and reports that a child has been abused or neglected by a school employee, as defined in section 53a-65, employed by the local or regional board of education; shall have charge of the schools of its respective school district; shall make a continuing study of the need for school facilities and of a long-term school building program and from time to time make recommendations based on such study to the town; shall adopt

JMK

ENCLOSURE NO. 15

DEC 10 2013

Motion to Amend as shown (bold is proposed new language, strikeout is proposed removal)

Article I, Section 3, Paragraph C – Secretary (8230)

The Secretary shall perform all functions prescribed for that office by State Law and such other duties as the Board shall from time to time prescribe. The Secretary shall be responsible for the minutes of Board meetings and shall certify by his or her signature the minutes of each meeting in the official record. The minutes shall accurately record the essence of discussions **by Board members** during the Board meetings ~~without discrimination based on viewpoint~~, **and be written in conformance with the provisions of Robert's Rules of Order, Article X, Section 60.** Minutes shall be open to public inspection under such regulations for the safeguarding of its records as the Board shall from time to time adopt.

Purpose: This maintains the essence of the newly proposed language while providing clearer direction for the Secretary and insuring the minutes are kept according to Robert's Rules of order. As all minutes are approved by the board, it is unnecessary to state they should be "without discrimination, etc." as by the action of approving the minutes the board is certifying that they are accurate and reflect action, not opinion.

DEC 10 2013

JL

Dear BOE Members –

I would like to propose an amendment to the District's By-Laws for the upcoming meeting on December 10th; Article I - Responsibilities and Authority (8100- Responsibilities of the Board, Section B, items 1 – 5).

The rationale for the proposed amendment attempts to restore specificity and accountability back to the Board of Education by utilizing language based on CAFE guidelines that clearly define the function of Boards of Education.

Please see the attached CAFE PDF or the following link: ["So You Want to be a School Board Member"](#)

Existing By-Law 8100

RESPONSIBILITIES OF THE BOARD

B. The Board shall:

1. Employ an able and qualified Superintendent of Schools (the "Superintendent").
2. Adopt policies to govern the operation of the School District.
3. In collaboration with the administration, communicate the School District's educational program to the community.
4. Keep apprised of, evaluate and attend to the School District's present and future educational needs as recommended by the administration.
5. Propose an annual budget and capital improvement project request and advocate for its passage.

Proposed By-Laws 8100 – Each amendment proposal to be taken separately:

Proposed Amendment to Item 1 above:

- i. Select, retain and evaluate the superintendent of schools, who serves as the district's chief executive officer and implements board policy.

Proposed Amendment to replace Items 2 and 4 above:

- ii. Develop, implement and monitor the district's policies, including short- and long-term goals and objectives. These policies serve as the road map for the school district. These policies give direction to the administration and staff and become the foundation for accountability.

Proposed Amendment to Item 3 above:

- iii. Build public support and understanding of public education. This means communicating and interpreting the school district's mission to the public, listening to the community, and when appropriate, incorporating citizens' views into the discussions and actions of the Board.

Proposed Amendment to Item 5 above:

- iv. Develop, approve and monitor implementation of the budget, which provides resources for the educational priorities of the school district.

Proposed Addition to above:

- v. As agents of the State, the Board of Education will uphold and enforce all laws, rules, regulations and court orders pertaining to public schools.

This publication will provide you with essential information and insights about the qualities and responsibilities of an effective board member.

- *More than 1,400 school board members serve their communities by working to improve the quality of education in Connecticut school districts. There are over 97,000 school board members in the U.S.*
- *School board membership is a challenging task, but an important one. For those of you who decide to accept the challenge, we wish you luck and offer our support.*
- *To increase your success as a school board member, CABE offers professional development opportunities throughout the year. These workshops will improve your knowledge and help you make informed decisions that will positively impact student achievement in your district.*

Local Boards and CABE Services

The Connecticut Association of Boards of Education provides professional development, legal information, policy development and maintenance, publications and advocacy for local and regional boards of education.

Board Development

CABE offers professional development opportunities for school board members through workshops and seminars conducted throughout the state, as well as facilitation for boards at the local level.

Policy Service

CABE's knowledgeable staff provides accurate, up-to-date information you need to develop and maintain a comprehensive manual of school board policies, administrative regulations and bylaws.

Advocacy

CABE is an advocate on behalf of boards of education in all legislative and regulatory arenas at the state and federal levels.

Publications

CABE's various publications provide school board members with information to enhance skills and to increase knowledge of the complex issues facing school boards.

Negotiations Service

CABE collects and provides salary and benefit information on superintendents, administrators, teachers, and other school district employees.

Legal Resource

CABE can provide answers to legal questions regarding laws and issues facing school districts and their board members.

CABE is an invaluable resource for candidates and new board members. We encourage you to take advantage of our extensive knowledge and experience.

For more copies of this information on how to become a candidate and the responsibilities of a school board member, contact: Connecticut Association of Boards of Education, 81 Wolcott Hill Road, Wethersfield, CT 06109; Phone: 860-571-7446 or 800-317-0033; Fax: 860-571-7452; Email: mdickinson@cabe.org; www.cabe.org

05/13

So, You Want to Be a School Board Member?

A Guide for School Board Candidates



Our Mission: To assist local and regional boards of education in providing high quality education for all Connecticut children through effective leadership.

The School Board - An Overview

A local or regional board of education has one of the most important responsibilities in our society – helping connect the will of the community to the education of the children in the community. Its decisions affect the lives of students and their parents, the livelihoods of those the district employs and the economic well-being of the community.

School Boards are a uniquely American institution. They derive their power and authority from the State Constitution and the statutes of the State of Connecticut. Accordingly, a local or regional school board member acts as an agent of the state government with all the authority and limitations delegated by the General Assembly and the State Constitution. But, a board member also serves to connect the will of the community to the education of its children.

More than 1400 dedicated citizens guide Connecticut public school districts as school board members. Our public schools serve over 560,000 children and employ more than 60,000 people. Connecticut school board members receive no compensation for their service, receiving only the satisfaction that comes from providing an indispensable public service.

1

So You Want to Be a School Board Member?

To become a school board member you must be a registered voter and not be employed by the board of education on which you serve. Your town officials can provide you with further information on candidacy. School board members serve anywhere from two- to six-year terms. Aside from approximately 10 districts which hold elections in May, school board elections are held the first Tuesday after the first Monday in November of odd-numbered years. In Connecticut, local and regional school boards vary in size from 5 to 13 members.

To enhance your knowledge about the duties of a school board member and become better acquainted with public education in your community, you should attend board meetings, speak with board members and members of the community and/or attend PTA/PTO meetings and visit districts websites.

What are the Essential Attributes of a Good School Board Member?

School boards exercise their authority at board meetings. The effective school board member should exhibit a strong commitment to working with others on the board in a non-

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partisan manner toward the common goal of providing the best possible education for the children in the community. There are certain skills and attributes which are consistently present in successful board of education members. Good board members:

- Put children first
- Believe in public schools
- Build an understanding of education issues locally and at the State and national levels
- Maintain high standards of conduct
- Strive to reach consensus on difficult issues
- Work out interpersonal conflicts appropriately
- Treat all individuals with respect
- Manage stress and stressful situations
- Maintain channels of communication
- Take responsibility for actions
- Focus on important issues
- Demonstrate honesty, sincerity and critical thinking skills
- Value and seek challenges
- Maintain a sense of humor, and
- Above all, have the capacity to learn and grow as they recognize the scope of the responsibilities of service on a local board of education.

It is important to remember that decision-making authority is vested in the board of education, not in the individual members. Therefore, it is essential that members of the board of education be able to work well together to achieve their goals.

3

The School Board: Challenges and Rewards

The education of students is an extremely important priority for any community. Citizens have strong beliefs about what should or should not occur in the schools. Dealing with these challenges, as well as with limited resources, changing demographics, and ever-increasing expectations require tact, patience and a strong commitment to the education of the children in the community.

But the rewards of serving on a local or regional board of education are also great. Board members bring their unique experiences and beliefs to the board table and the work that they do can influence the lives of children, long after these board members are no longer on the board.

Setting the vision for education in the local community, making curriculum decisions, allocating resources and establishing student performance standards are just a few of the issues that boards must face. And decisions on these issues will influence what happens in the school district well into the future.

In Connecticut, many new things are taking place. The Common Core State Standards, the new teacher/principal evaluation and support system and other reforms are in full swing. Greater numbers of students are taking more difficult and more advanced courses than ever before and we are striving to reduce our achievement gaps.

There is much work to be done. A school board member should try to learn as much as

4

possible about education in his or her community, as well as across the state and nation in order to maximize school board effectiveness. School board service is an incredible learning experience.

Serving as a school board member demands time, energy and a willingness to listen. If you talk to most school board members, they will tell you it is also one of the most rewarding experiences they have ever had. Giving back to their communities, influencing the lives of children and carrying out an essential democratic responsibility can be one of the high points of any citizen's life.

It's All About Student Achievement

Local board of education members are besieged with numerous competing issues; student discipline, budget, problems with school buses and negotiating teacher contracts are just a few examples. It is easy to forget that the primary purpose of a board of education is to ensure high achievement for all students. Board members must keep this in mind to ensure that board meetings stay focused on student learning and that other discussions do not overshadow the most important task.

What Does a School Board Do?

Boards of education have several functions:

- Building public support and understanding of public education. This means communicating and interpreting the school district's mission to the public, listening to the community, and when appropriate, incorporat-

5

ing citizens' views into the discussions and actions of the Board.

- Implementing state and federal legislation on the local level.
- Developing trust with municipal officials is increasingly important.
- Developing, implementing and monitoring the district's policies, including short- and long-term goals. These policies serve as the road map for the school district. They give direction to the administration and staff and become the foundation for accountability.
- Selecting, retaining and evaluating the superintendent of schools, who serves as the district's chief executive officer and implements board policy. Perhaps no single decision a board makes has more impact than the selection of the superintendent.
- Developing, approving and monitoring implementation of the budget. The budget provides resources for the educational priorities of the school district.
- Serving as the impartial hearing panel on such issues as termination, expulsion and grievance.

Effective boards and board members establish good working relationships with the superintendent and refrain from becoming involved in the day-to-day operation of the schools. *They remember that board members have no individual authority other than to vote at a formal board meeting. Outside of an official meeting, or unless otherwise designated by the board, an individual board member is an ordinary citizen, with no more authority than any other citizen.*

6

CABE Code of Ethics for Boards of Education

This is an abridged form of the CABE Code of Ethics, based upon "Standards of Leadership for Members of Boards of Education" recommended by the CABE Board of Directors.

I will be a staunch advocate of high quality free public education for all Connecticut children.

I will, as an agent of the state, uphold and enforce all laws, rules, regulations and court orders pertaining to public schools.

I will strive to help create public schools which meet the individual educational needs of all children regardless of their ability, race, creed, gender, physical condition or social standing.

I will work unremittingly to help my community understand the importance of proper support for public education, whether it be in providing adequate finances, optimum facilities, staffing and resources, or better educational programs for children.

7

CABE Code of Ethics for Boards of Education

I will join with my board, staff, community and students in becoming fully informed about the nature, value and direction of contemporary education in our society.

I will strive to ensure that the community is fully and accurately informed about our schools and will try to interpret community aspirations to the school staff.

I will recognize that my responsibility is not to "run the schools" through administration but, together with my fellow board members, to see that they are well-run through effective policies.

I will attempt to confine my board action to policy-making, planning and appraisal, and will help to frame policies and plans only after my board has consulted those who will be affected by its actions.

8

CABE Code of Ethics for Boards of Education

I will arrive at conclusions only after discussing all aspects of the issue at hand with my fellow board members in meetings. I will respect the opinions of others, and abide by the principle of majority-rule.

I will recognize that authority rests only with the whole board assembled in a meeting, and will make no personal promises nor take any private action which may compromise the board.

I will acknowledge that the board represents the entire school community, and will refuse to surrender my independent judgment to special interests or partisan political groups.

I will refer all complaints through the proper "chain of command" within the system, and will act on such complaints at public meetings only when administrative solutions fail.

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DEC 10 2013

Motion to Amend By-Law
Article IV – Methods of Operation 8400
to Add NEW Board of Education By-law:
Short Term Goals, Objectives and Action Plans

Rationale: This amendment's purpose is to more clearly define the process by which the Board of Education, in cooperation with the Superintendent, shall operate in setting its short term priorities for the year via measurable goals, objectives, and action plans. This provides an orderly process by which to clearly assess the District's effectiveness at driving performance improvement through its policies, with Student Achievement always being a priority.

Motion to approve Proposed Amendment to add to By-law 8450:
Short Term Goals, Objectives and Action Plans

1. **Motion to approve Proposed Amendment to add to By-law 8450:**
By the start of each school year, the Board of Education shall formulate (June meeting) and approve (August/September Meeting) specific Short Term Goals, Objectives and Action Plans which define the District's priorities for the academic school year.
2. **Motion to approve Proposed Amendment to add to By-law 8450:**
The Board of Education Short Term BOE Goals, Objectives and Action Plans shall be in alignment with the BOE mission statement, long term educational goals ("Long Term Goals"), as well as the school district's 5 year Strategic Plan
3. **Motion to approve Proposed Amendment to add to By-law 8450:**
These BOE Goals, Objectives and Action Plans shall strive to be specific, measurable, achievable, relevant and define a specific time frame.
4. **Motion to approve Proposed Amendment to add to By-law 8450:**
Discussion and amendment of BOE Short Term Goals, Objectives and Action Plans shall occur at the November and December meetings, respectively.
5. **Motion to approve Proposed Amendment to add to By-law 8450:**
Board of Education annual Short Term Goals and Objectives shall address a) Student Achievement, b) Fiscal Management, c) Board of Education Effectiveness, d) Human Resources e) Facilities and f) Other Special Objectives.
6. **Motion to approve Proposed Amendment to add to By-law 8450:**
The Board of Education shall develop, in collaboration with the Superintendent, an Action Plan for each Short Term Goal and Objective to be accomplished during the current academic year, unless otherwise specified.
7. **Motion to approve Proposed Amendment to add to By-law 8450:**

ELM

The Board of Education shall, in collaboration with the Superintendent, review progress towards achieving the stated Short Term Goals and Objectives utilizing district outcomes available for December, March and June, respectively.

Reference Attachments:

**See attachment for samples of other District's Board of Education Goals, Objectives and Action Plans for illustrative purposes

http://www.westport.k12.ct.us/media/boe_goals_final_sept_10_2012mtg.pdf

<http://www.hicksvillepublicschools.org/Page/8489>

http://www.darienps.org/current/board_of_ed/districtgoalsandobjsapproved.pdf

Sample DRG B school standardized test analysis – example of setting specific BOE educational targets

[http://www.whps.org/UserFiles/Servers/Server_2241129/File/Boe%20Documents/20130917/CMT,%20CAPT%20results%20Sep%2017,%202013%20\(1\).pdf](http://www.whps.org/UserFiles/Servers/Server_2241129/File/Boe%20Documents/20130917/CMT,%20CAPT%20results%20Sep%2017,%202013%20(1).pdf)

ELM

**Motion to Amend By-Law
Article IV – Methods of Operation 8400
to Add NEW Board of Education By-law 8460
Strategic Plan**

Rational: This amendment is included to reinforce that the checks and balances of good policy that link long-term planning and management tools to short-term realities and results are utilized and properly connected to more effectively drive accountability and effectiveness of the Board's governance.

Motion to approve Proposed Amendment to add to By-law 8460: Strategic Plan

In November of each year, the Board of Education shall review and update the District's five year Strategic Plan. The Board, in cooperation with the Superintendent, will publicly assess progress against the existing 5 year Strategic plan, discuss outcomes and recommend adjustments to the plan that may be required due to changes in student or employee demographics, legislative and regulatory climate or educational requirements, that may change from year to year.

DEC 10 2013

MP

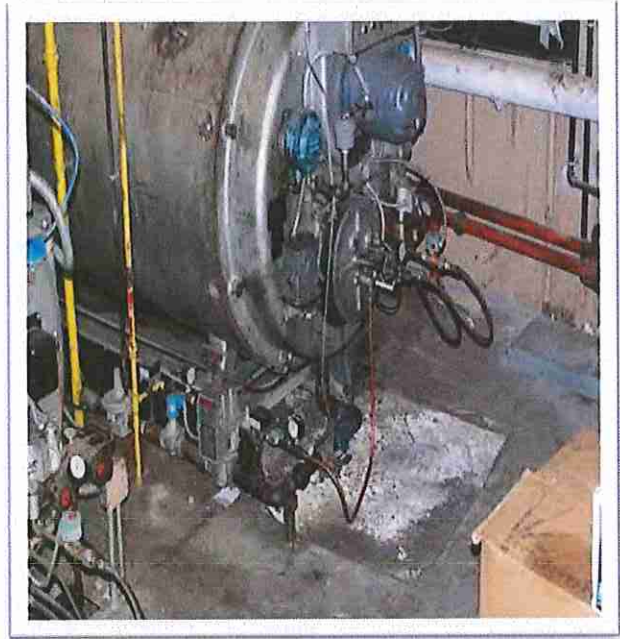
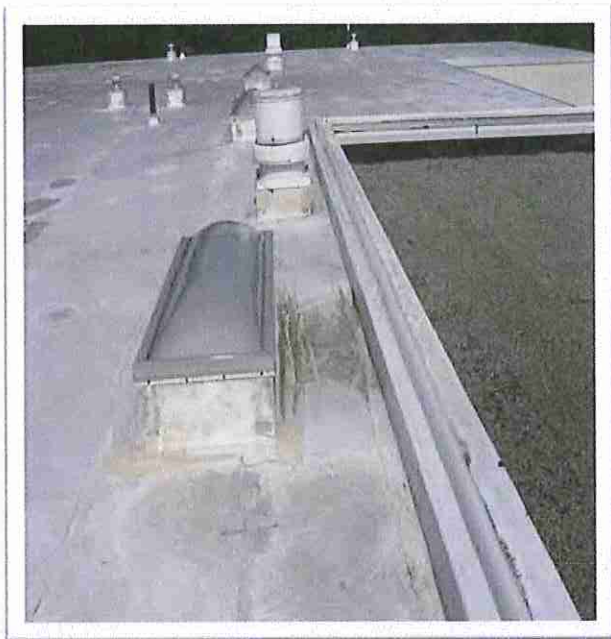
Motion to Amend as shown (bold is proposed new language, strikeout is proposed removal)

Article VI – Amendments (8600)

The by-laws may be amended by a **two thirds** ~~the affirmative~~ vote of the entire membership of the Board, at any Regular meeting or Special Meeting of the Board, provided that a copy of the proposed amendment shall have been included in the call of the meeting. ~~, except that it shall not be necessary to include proposed amendments in the call for an Organization Meeting when the By-laws are reviewed.~~

Rationale: As stated in a variety of books on parliamentary procedure, Robert's Rules of Order encourages creating by-laws that can't be amended too easily. "In amending a previously adopted by-law, make sure the rights of all members continue to be protected. The surest way to provide this protection is to prevent by-laws from being changed without first giving every member an opportunity to weigh in on a change. And, amending by-laws should never be changed as long as a minority of one third disagrees with the proposal. Always specify in your by-laws the exact requirements for their amendment. *According to Robert's Rules you should, at the least, require two thirds vote and previous notice to make any change at all in your by-laws.*" (Emphasis added.)

Fairfield Board of Education Proposed Capital Non-Recurring Projects 2014 - 2015



December 10, 2013

Dear Board of Education Members:

For our 2014-2015 Capital Non-Recurring Projects we provide an overview of all the proposed projects in this booklet format. We hope that this information and format will provide sufficient backup material for every request. The format is based on the "14 points" document used in Fairfield and from many public meetings where this information has been requested.

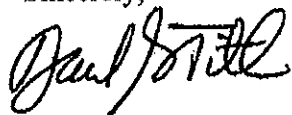
Two of these projects, the Mill Hill partial roof replacement and the North Stratfield boilers, have long been part of the facilities planning updates we have provided to the Board and the Town over the past two years. The third project, the Warde boiler, was originally scheduled for replacement in 2016-2017. However, that boiler recently failed earlier than anticipated and a temporary patch is in place to make it through this winter. Therefore, we have moved the funding request to 2014-2015.

Each project request includes:

1. Justification and background information.
2. Cost proposal estimate that brings together information from previous projects, verbal quotations, and/or written proposals.
3. Photographs of projects in existing conditions and, in most cases, photographs showing new conditions from previous projects to provide a side-by-side comparison.

We hope you find this information helpful and we are confident it will answer many of your questions as we begin the budget discussions. Thank you for your continued support.

Sincerely,

A handwritten signature in black ink, appearing to read "David G. Title". The signature is written in a cursive, slightly slanted style.

David G. Title

Fairfield Public Schools
Capital Non-Recurring Project Overview 2014-2015

<u>Location</u>	<u>Project</u>	<u>Estimated Cost</u>	<u>Page</u>
Mill Hill Elementary	Partial Roof Replacement	\$ 461,614	1
North Stratfield Elementary	Replace two 1964 boilers	364,652	12
Fairfield Warde High School	Replace one 1971 boiler	<u>152,500</u>	18
	Total	\$ 978,766	

Mill Hill Elementary School

Partial Roof Replacement

\$ 461,614

Background: Four roof areas are at the end of their useful lives and in need of replacement. The roofs are original to the 1991 installation and are out of warranty as of 2001. This request is for funding the replacement of these roofs.

Purpose & Justification: The condition of these roof areas is declining and leaks are increasing in frequency and severity. Replacement of these roofs now will prevent the need to replace them as an emergency thus preventing disruption to the school's learning environment.

Detailed Description: The expenditure would cover the total cost and removal of the four roof areas down to the existing roof deck and installation of a new roofing system. These funds would also cover design, bidding and construction administration costs as well as a contingency for unforeseen conditions that might be uncovered during the construction activities.

Estimated Cost: The cost of this funding request is \$461,614. This number is based on similar replacement projects undertaken in the system and estimates provided by contractors.

Long Range Costs: Roof replacements will reduce maintenance costs on the old roofs as well as produce energy savings through the use of a better insulated roof system. This roof replacement is part of the Fairfield Public Schools Facilities Plan 2011-2015 and the anticipated life of this upgrade is 20+ years.

Demand on Existing Facilities: This project would reduce the maintenance costs for roof repairs and increase energy efficiency in the building.

Security, Safety and Loss Control: This project would enhance safety and loss control by drastically reducing the risk of a roof failure while school is in session.

Environmental Considerations: This project would greatly reduce greenhouse gases by increasing the energy efficiency of the building thus reducing energy consumption.

Funding, Financing & SDE Reimbursement: This project would not proceed without funding approval. There are no State or Federal regulations that require this project to be undertaken. This project is eligible for reimbursement through the State Department of Education, Bureau of School Facilities.

Schedule, Phasing & Timing: The schedule is to have work done this summer.

Other Considerations: The work will be bid out by the Town Purchasing Department and will be performed by outside contractors.

Alternates to the Request: The alternate to this request is to do nothing. This alternative will delay this needed replacement and further delay other similar projects scheduled in the BOE future planning.

Mill Hill Elementary School

Partial Roof Replacement

\$ 461,614.00

Details

Licensed contractor to provide labor and materials
Tecta America

Breakdown:

Set-up safety for our associates to perform their scope of work, and to protect the occupants of the property.

Remove the existing roofing system down to the existing metal deck.

Confirm and/or secure the existing metal deck per Factory Mutual guidelines 1-28 specifications.

Install new pressure treated wood blocking to the height of the new perimeter edges.

Install new Polyisocyanurate insulation including 1/4" per foot tapered system with an average R-25 value to be in compliance with 2014 ASHRAE guidelines.

Install new two ply SBS Modified Bitumen roofing membrane system in cold applied adhesive with a granulated cap sheet. (Roofing system meets the current code for uplift pressures - FM 1-90 approved system.)

Install all flashings per manufacturer's specification.

Remove and replace existing drain bowl assemblies.

Install new extruded metal edges with Kynar coated color cover plate that has been pre tested and approved per ANSI -SPRI ES-1 specifications. (Color will be selected by owner from standard color selections.)

Install new expansion joints to replace existing.

Fabricate and install new counter flashings as needed for proper termination.

Clean up and dispose of all debris from the above scope of work.

Provide owner with a 20 year No Dollar Limit (NDL) warranty that includes the cost of both labor and material to repair any leaks or material failures during the warranty period.

\$ 424,964.00

Consultant for Professional Services
Hoffmann Architects

Breakdown:

Hoffmann Architects will provide the following professional services related to the scope of work described in this proposal:

Review original Contract Documents and previous reports as such documents relate to conditions described in the Scope of Work and are supplied to Hoffmann Architects by the Town of Fairfield Public Schools.

Visit the site to verify existing conditions and construction details. Coordinate with a Contractor retained by The Town of Fairfield Public Schools to perform exploratory openings so as to examine concealed conditions.

Based upon the results of Hoffmann Architects' field verification activities and the established scope of work, provide a proposed roof replacement system and scope of work for review and approval by the Town of Fairfield Public Schools.

Meet with the Office of School Facilities for a pre-review evaluation meeting to review requirements for submission of the project.

Based on the agreed upon scope of work, prepare Contract Documents consisting of drawings and specifications, setting forth in detail the requirements for construction of the project.

Meet with the Office of School Facilities to review the 100% Contract Documents (Plan Completion Test) for comments and approval.

Respond to Office of School Facilities comments as required.

Assist in the preparation of the necessary bidding information, bidding forms, conditions of the Contract and Form of Agreement between Owner and Contractor.

Assist the Town of Fairfield Public Schools in obtaining bids.

Prepare an agenda for a pre-bid conference at the site.

Conduct a pre-bid conference at the site.

Prepare minutes from the pre-bid conference.

Respond to contractor questions and prepare addenda, as necessary.

Assist the Town of Fairfield Public Schools in evaluating bids and in awarding construction contract.

Conduct a meeting with a representative from the Town of Fairfield Public Schools and the Contractor prior to the commencement of the work, to review the Contractor's proposal for compliance with the requirements of the Contract Documents.

Review and take appropriate action on Contractor's submittals such as shop drawings, product data and samples, to establish their conformance with the design concept expressed in the Contract Documents; forward to the Town of Fairfield Public Schools, for review and record, written warranties and related documents required by the Contract Documents and assembled by the Contractor.

Visit the site four (4) times during construction to become familiar with the progress and quality of work and to determine if the work being performed is in general compliance with the Contract Documents.

Conduct meetings in conjunction with site visits to assess the progress of the work. Prepare field observation reports following site visits to document progress and quality of the Contractor's work.

Authorize minor changes in the work if they are necessary and do not involve adjustment to the contract sum or extension of the contract time.

Review and certify amounts due the Contractor.

Visit the site to develop a punch list and again to conduct a final inspection with the manufacturer's representative.

Determine the date of final completion.

Certify Contractor's requisition for Final Payment based upon the final inspection indicating the work is in general compliance with the requirements of the Contract Documents.

\$ 36,650.00

Total

\$ 461,614.00



Old 1991 roof system showing failures





Roof membrane failures and patches around skylight





More roof patches and ponding of water failures





More roof patches and corner patches failures



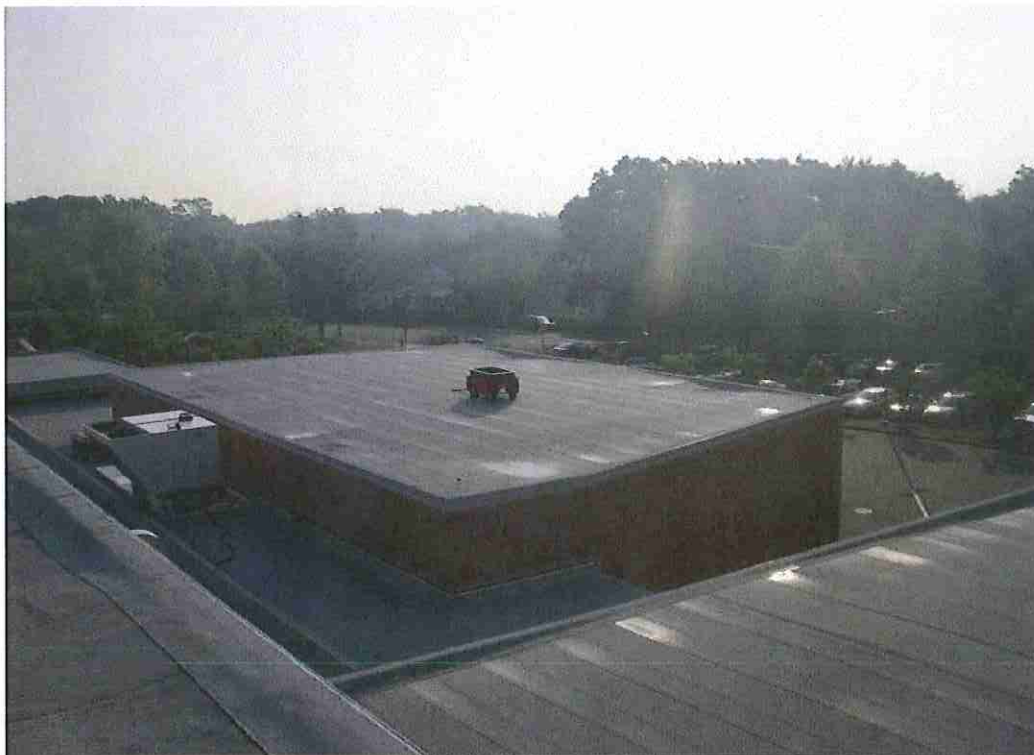


New 2013 roof system at Fairfield Warde High School





New 2013 roof system at Fairfield Warde High School



North Stratfield Elementary School

Boiler Replacement

\$ 364,652

Background: The boilers to be replaced are original from 1964 and are well into their useful lives. This request is for funding the replacement of both existing boilers with new, dual fuel, higher efficiency Viessman Boilers.

Purpose & Justification: The condition of the boilers is poor and new boilers would provide a much higher efficiency rating for the school building and prevent emergency boiler failure.

Detailed Description: The expenditure would cover the total costs for demolition and removal of old boilers, asbestos abatement, new burners, associated piping and peripheral components and purchase and installation of two new boilers.

Estimated Cost: The cost of this funding request is \$364,652. This number is based on similar boiler replacement projects undertaken in the system and estimates provided by contractors. This includes abatement and air sampling consultant/monitoring.

Long Range Costs: Boiler replacements will reduce maintenance costs on the old as well as produce energy savings through the use of higher efficiency units. We anticipate the life of this upgrade is 30+ years.

Demand on Existing Facilities: This project would reduce the maintenance costs of older boiler repairs and increase energy efficiency in the building.

Security, Safety and Loss Control: This project would enhance safety and loss control by drastically reducing the risk of boiler failure during a peak cold weather period.

Environmental Considerations: This project would greatly reduce the hazardous materials (asbestos) in the boiler room area. Cleaner burning boilers would improve emissions from the boilers into the air.

Funding, Financing & SDE Reimbursement: This project would not proceed without funding approval. There are no State or Federal regulations that require this project to be undertaken. This project is not eligible for reimbursement through the State Department of Education, Bureau of School Facilities.

Schedule, Phasing & Timing: Approval of this funding will allow completion of the work before the next heating season.

Other Considerations: The work will be bid out by the Town Purchasing Department and will be performed by outside contractors.

Alternates to the Request: The alternate to this request is to do nothing. This alternative will delay this needed replacement and further delay other similar projects scheduled in the BOE future planning.

North Stratfield Elementary School

Boiler Replacement

\$ 364,652.00

Details

Licensed contractor to provide labor and materials
Controlled Air, Inc.

Breakdown:

Disconnect existing piping, electrical and flue.
Asbestos abatement of mechanical room.
Mechanical demolition to remove existing boiler, pumps and tanks.
Mount boilers on new concrete pads.
Furnish and install two (2) new Viessman non-condensing boilers with dual fuel burner.
Demo old flue and cap at chimney.
Furnish and install two (2) 12" Metal-Fab PIC boiler flues. New flues to go through roof.
Install two (2) expansion tanks and one (1) air separator.
Furnish and install two (2) primary pumps and connect to existing piping.
Furnish and install VFDs on primary pumps.
Furnish and install new oil booster pumps and connect to existing oil piping.
Furnish and install one (1) A.O. Smith hot water heater with auxiliary water storage tank and connect to existing piping.
Gas piping to new boiler units. Includes new regulators.
Hot water piping from new boilers and connect to existing 6" header/Mains. All piping 3" and larger to be welded steel.
Piping insulation on new, existing, and abated pipe.
Controls and control wiring; based on Johnson Controls.
Electrical as required. Based on tying into existing boiler and pump feeds.
Roofing work for two new boiler flues through roof.
Provide core boring through concrete roof for flue.
Structural steel as required for roof penetrations.
Rigging of equipment.
Start-up and testing of units.
One year warranty.
Permits as required.

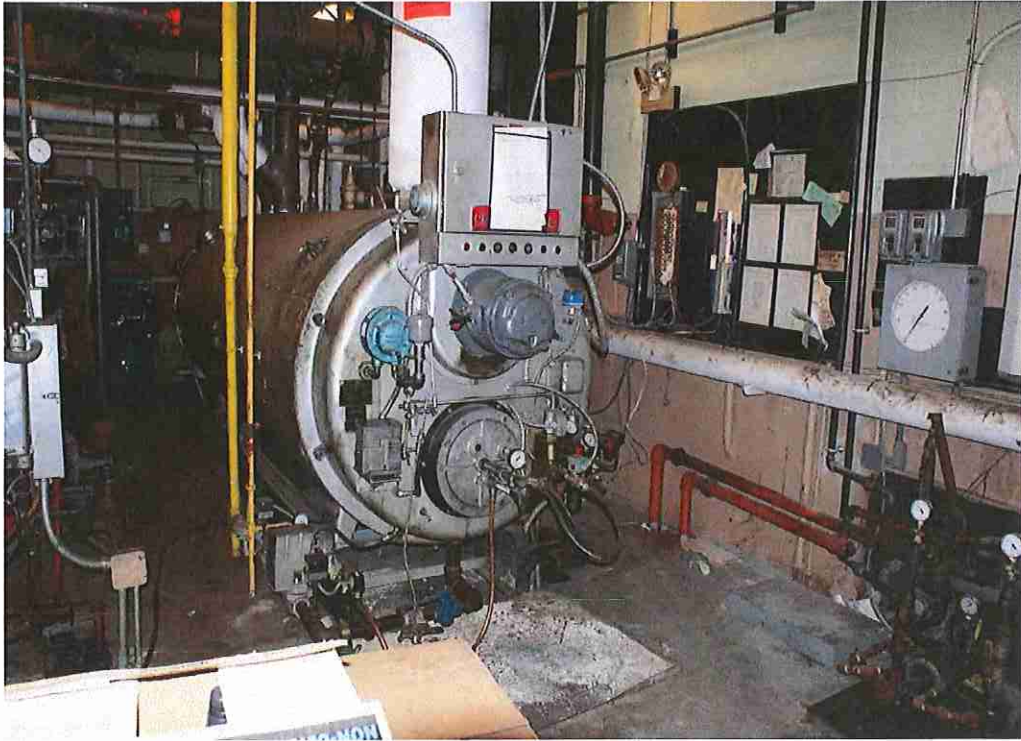
Total

\$ 364,652.00

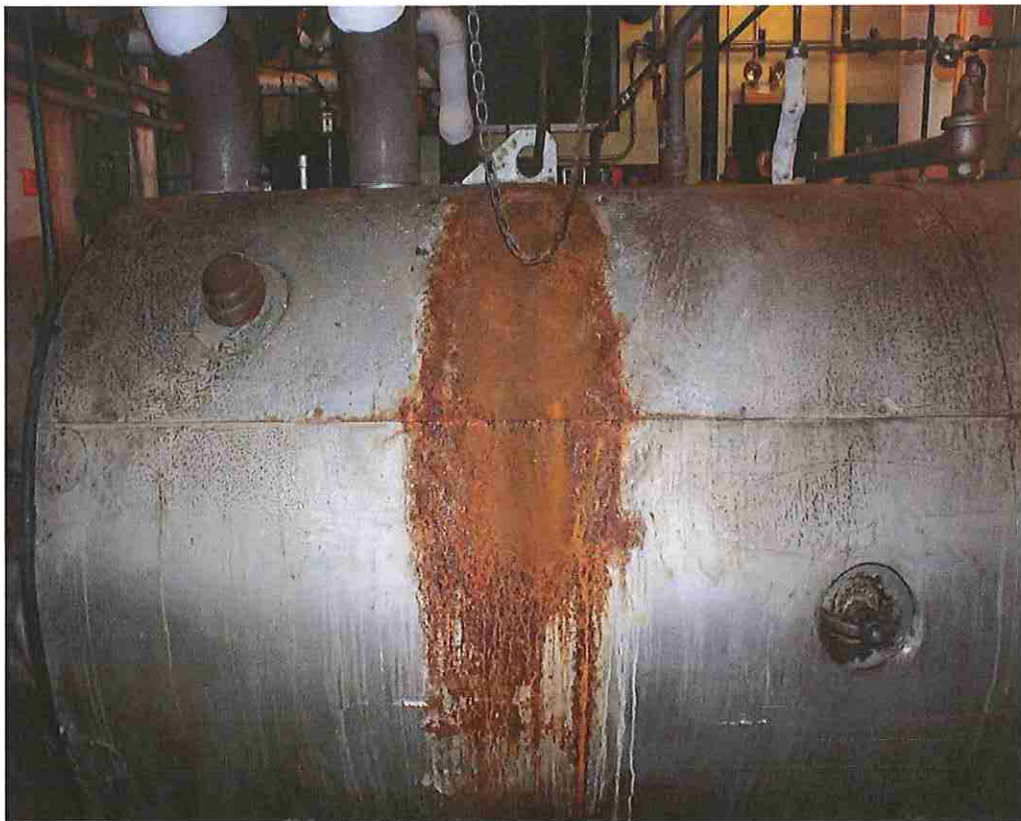


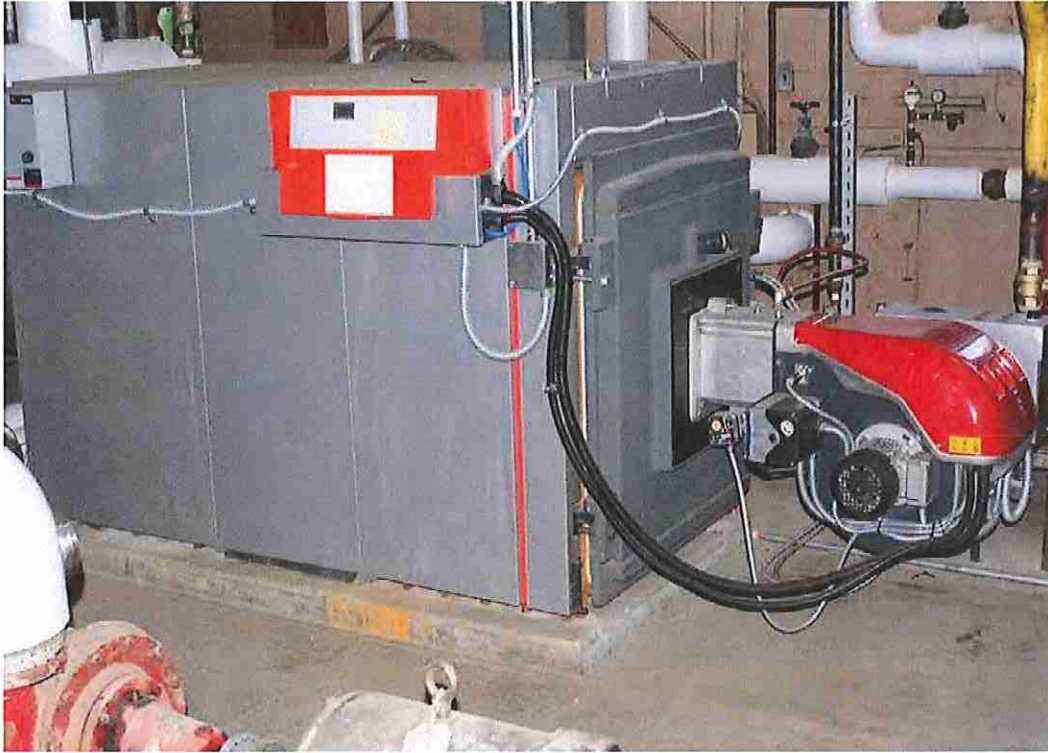
Old 1964 boilers showing age and leaks





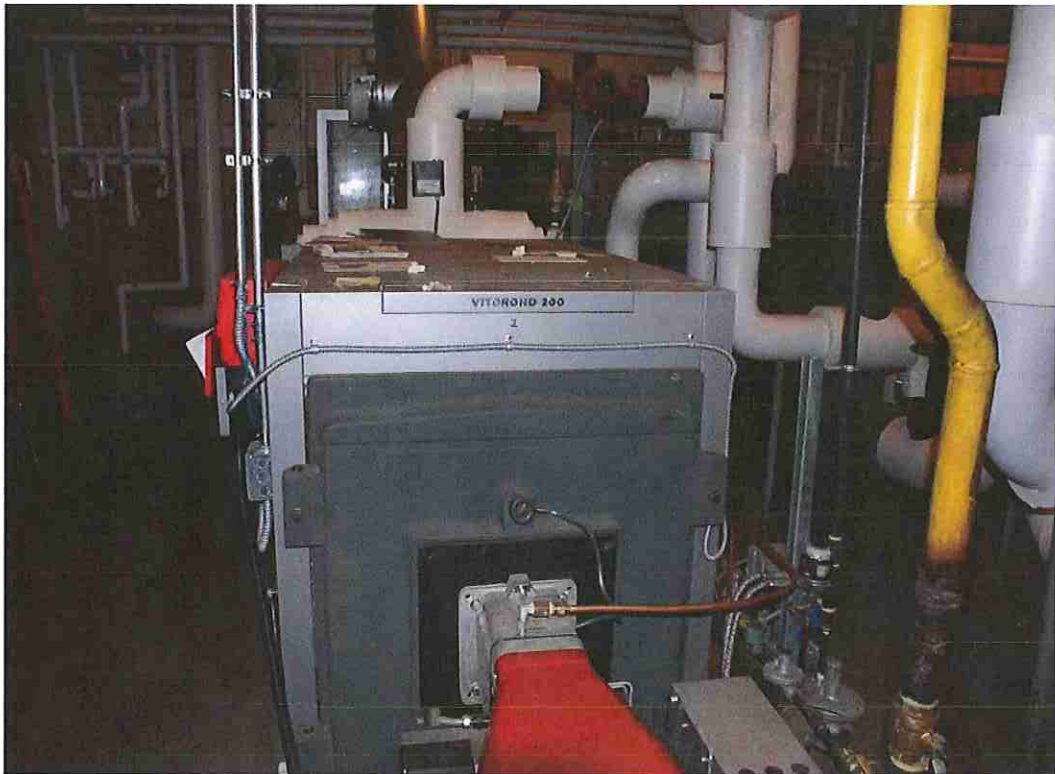
Notice oil catching mat and rusting





New 2012 boilers at Dwight Elementary School





Close up of boiler at Dwight Elementary School

Fairfield Warde High School

Boiler Replacement

\$ 152,500

Background: The boiler to be replaced is original from 1971 and is well into its useful life. This request is for funding the replacement of one existing boiler with a new, dual fuel, higher efficiency Easco Boiler. This boiler replacement was scheduled for 2016-2017. This past year it failed inspection and cannot be fired. We were able to provide a \$20,000.00 temporary fix to get us through the winter.

Purpose & Justification: The condition of the boiler is poor, failed inspection, and a new boiler would provide a much higher efficiency rating for the school building and prevent emergency boiler failure.

Detailed Description: The expenditure would cover the total costs for demolition and removal of the old boiler, asbestos abatement, new burner, associated piping and peripheral components and purchase and installation of one new boiler.

Estimated Cost: The cost of this funding request is \$152,500. This number is based on similar boiler replacement projects undertaken in the system and estimates provided by contractors.

Long Range Costs: Boiler replacement will reduce maintenance costs on the old as well as produce energy savings through the use of a higher efficiency unit. We anticipate the life of this upgrade is 30+ years.

Demand on Existing Facilities: This project would reduce the maintenance costs of older boiler repairs and increase energy efficiency in the building.

Security, Safety and Loss Control: This project would enhance safety and loss control by drastically reducing the risk of boiler failure during a peak cold weather period.

Environmental Considerations: A cleaner burning boiler would improve emissions from the boiler into the air.

Funding, Financing & SDE Reimbursement: This project would not proceed without funding approval. There are no State or Federal regulations that require this project to be undertaken. This project is not eligible for reimbursement through the State Department of Education, Bureau of School Facilities.

Schedule, Phasing & Timing: Approval of this funding will allow completion of the work before the next heating season.

Other Considerations: The work will be bid out by the Town Purchasing Department and will be performed by outside contractors.

Alternates to the Request: The alternate to this request is to do nothing. This alternative will delay this needed replacement and further delay other similar projects scheduled in the BOE future planning.

Fairfield Warde High School

Boiler Replacement

\$152,500.00

Details

Licensed contractor to provide labor and materials
Ratick Combustion, Inc.

Breakdown:

Remove existing Power Flame burner from boiler and all related piping and controls.
Cut up and remove from premises existing boiler.
This work will involve torch cutting.
Scope of work does not include removal or testing of asbestos.

Furnish and erect in the boiler room a new EASCO 250 h.p. low pressure steam firetube boiler.

Boiler will be welded together in the boiler room.

Boiler to be equipped with the following:

- a. new steam controls
- b. two low water cut-off valves
- c. relief valves
- d. man hole cover
- e. six hand hole covers
- f. gauge glass with tricocks
- g. 12 gauge boiler tubes
- h. burner mounting plate
- l. saddles which boiler will rest on to match height of other boilers

Mount existing Power Flame burner on the new boiler.

Complete refractory work for front wall of burner mounting plate.

Complete tie-in of oil and gas piping from existing lines into existing burner, mounted on new boiler.

Install new safety and operating controls for the boiler including piping and wiring.

Wiring will be tied into existing service.

Pipe new relief valves to 6" above floor.

Pipe in gauge glass and water column.

Fabricate and install breeching transition piece to tie new boiler into existing breeching.

Furnish, weld and install supply and return piping tying into existing lines.

Pipe in feed water lines tying into existing service.

Boil out boiler prior to putting into service.

Start up burner and set up.

This installation is a total turn key job.

Modification or installation of combustion air is not included in our scope of work.

Furnish Town of Fairfield permit (no permit cost should be charged because this is a Town building.)

Our pricing is based on the project being prevailing wage.

Total

\$ 152,500.00



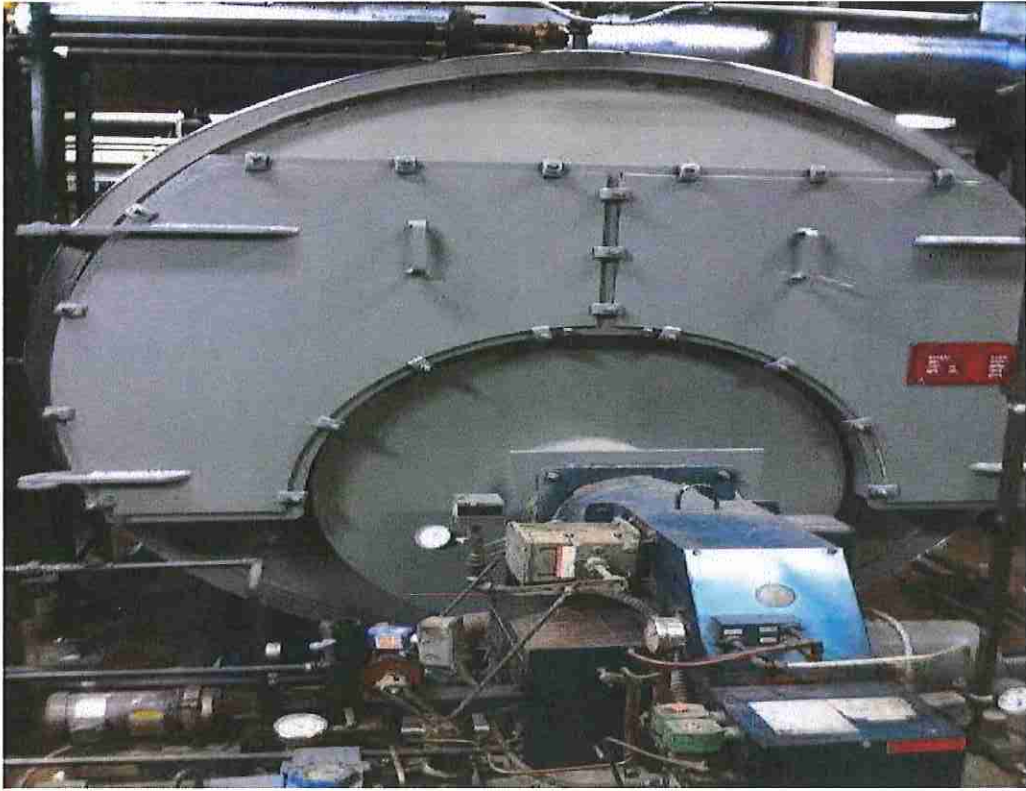
Old 1971 boiler #1 showing age and fractured wall section





Close up of fractured sections





New 2012 boiler #2 at Fairfield Warde High School

