

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

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

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

Tuesday, January 15, 2013

EXECUTIVE SESSION 7:00 P.M.

REGULAR MEETING 7:30 P.M.

1. Call to Order and Roll Call
2. Convene to Executive Session
Recommended Motion: “that the Board of Education convene into Executive Session for the purpose of discussing matters concerning security strategy”
3. Call to Order of the Regular Meeting of the Board of Education and Roll Call
4. Pledge of Allegiance
5. Presentations
 - A. Food Services Presentation
John Turenne, Food Services Consultant
(Enclosure No.1)
 - B. Distribution and Presentation of Superintendent’s Recommended 2013-2014 Operating Budget
6. Approval of Minutes
Approval of Minutes of the Regular Meeting of December 11, 2012
Recommended Motion: “that the Board of Education approve the Minutes of the Regular Meeting of December 11, 2012”
(Enclosure No.2)
7. Student Reports

Marco Congello	Fairfield Ludlowe High School Student Liaison
Alice Rocha	Fairfield Ludlowe High School Student Liaison
Acacia Longley	Fairfield Warde High School Student Liaison
Danielle Clarke	Fairfield Warde High School Student Liaison
8. Board Committee/Liaison Reports

9. Superintendent's Report

A. Secondary Math Curriculum Update

B. Quarterly Financial Update
Mrs. Doreen Munsell
(Enclosure No. 3)

10. Old Business

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

Recommended Motion: "that the Board of Education By-Laws be approved as amended"
(Enclosure No. 4)

B. First Reading of Policy # 6417 - Instruction - Student Internet Use
(Enclosure No. 5)

C. First Reading of Policy #5335 – Students – Student Internet Use
(Enclosure No. 6)

D. First Reading of Policy #4235 – Personnel – Electronic Monitoring
(Enclosure No. 7)

11. New Business

A. Approval of Advisory Committee on Missions and Goals

Recommended Motion, "that the Board of Education approve the Advisory Committee on Missions and Goals"

B. Discussion of Revised Educational Specifications – Osborn Hill School
(Enclosure No. 8)

C. Discussion of Educational Specifications – Fairfield Ludlowe High School
(Enclosure No. 9)

12. 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.

13. Open Board Comment

14. Adjournment

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

CALENDAR OF EVENTS

January 22, 2013	Board of Education Special Meeting/Budget	7:30 p.m. 501 Kings Highway East 2 nd Floor Conference Room
January 24, 2013	Board of Education Special Meeting/Budget	7:30 p.m. 501 Kings Highway East 2 nd Floor Conference Room
January 29, 2013	Board of Education Regular Meeting/Budget Adoption	7:30 p.m. 501 Kings Highway East 2 nd Floor Conference Room

RELOCATION POLICY NOTICE

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

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

JAN 15 2013



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Food Service Consulting Project Status Update Report – as of January, 2013

The following represents the strategies, processes and status of Sustainable Food Systems'/John Turenne's (SFS) work with Fairfield Public Schools Food and Nutrition Services (FPS), based upon stated goals.

Goal One: Provide tastier, quality, more nutritious meals

1. Serve three scratch meals per week
 - Incorporated at least three scratch meals per week and working on additional to be rolled out next month.
2. Improve nutritional value and meal selections to meet new meal pattern
 - By incorporating more scratch cooking we have met new HHFKA requirements and improved nutritional value
 - Creating a Specifications Document to use as a minimal standard for quality.
3. Move away from processed foods
 - Have made recommendations for eliminating some processed foods.
 - FPS has eliminated many.
 - Have conducted training and supporting the transition away from processed.
4. Recommend foods for sample days
 - New menu choices have been promoted and sampled with the students in order to improve acceptability.
 - Have been pursuing an active participation in the White House's "Chefs Move to Schools" program. Have reached out to Bobby Flay's office in this regard. To date – no response.
 - See one parent's email quote: *"Today my two youngest sons, students at Holland Hill School where Chef John is working this week, chattered ALL the way home about Chef John's Garlicky Green Beans. Any man who can get my boys more excited about vegetables than about video games gets an A+ from me! Thank you, Chef!" – Nancy Gardiner, Fairfield Public Schools Parent*

Goal Two: Staff training associated with recommended changes

1. Cooking Skills and Recipes
 - Conducted food service staff culinary boot camp.
 - Facilitated two Pilot School staff one-on-one training programs - Ludlowe M.S. and McKinley E.S.
 - Established a January & February schedule to work in each elementary school to work side by side with staff focused on new menu items,



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culinary techniques and service skills as well as communicate w/ students.

2. Improve serving lines – expedite service to reduce wait time
 - To date, have met w/ the principal at McKinley E.S. to strategize customer flow.
 - Strategize one-on-one w/ each staff in each school.
3. Customer Service & Food presentation
 - Have facilitated one-on-one training sessions while working in each school.

Goal Three: Improve two-way communication between foodservice program, students and parents

1. Student/Customer Focus group
 - Have established a Lead Team of stakeholders - parents, administrators and food service management.
 - Have met with Student Councils in Ludlow M.S. and McKinley E.S.
2. Other means of communication
 - Created and distributed a formal letter from Joann Fitzpatrick sent home to parents, explaining our project and goals.
 - Created and distributed a newsletter with who we are, what we're doing, recipes (copy distributed with this report)
 - Planning two parent and family cooking classes and lectures.
 - Distributed a formal press release to media
 - John & Joann have met with parent group (FFLP)
3. Evaluate parent/student survey results
 - Reviewed past surveys.

Goal Four: Increase participation

1. Financial stability/profit
 - We expect with a successful communication and marketing execution mentioned in the section above, we will increase the interest and participation of families purchasing school lunch.
2. Develop flagship for other schools to model
 - Scheduling visit to SFS' other client – The Unquowa School
 - With the positive PR gained from our communication actions above, the district will continue to grow its reputation as a leader in providing good food to its students.

Fairfield Public Schools



Food & Nutrition Services JANUARY 2013 NEWSLETTER



Food Consultant Project Update

Who?

John Turenne – Chef, President and Founder of Sustainable Food Systems, LLC – a school food consulting company who works with schools, hospitals and colleges across the US in bridging the gap between conventional and sustainable food. Food that is better for us and our planet's health. Chef John has worked with First Lady Michele Obama on her Let's Move campaign as well as on the award winning Jamie Oliver's Food Revolution television show.

What are we working on in Fairfield?

John & FPS are working collaboratively to implement a lunch menu that provides healthy, affordable and popular choices. We are developing a kid-friendly menu that utilizes recipes that are mostly cooked from scratch. We have begun training school managers and cooks how to prepare these menus and talk with students and teachers about these exciting changes.

Why are we doing this?

School meals are a great place to positively impact many children regarding healthy lifestyles. The new lunch menus and the new USDA nutritional guidelines focus on serving more fresh fruits, vegetables and grains than in the past. Students will begin to develop new experiences in taste and eating habits.

What can you do?

Support and encourage your children to eat as many of the new school meals as possible. These changes are designed to bring school food into a new and exciting era. Please remember that with new programs, change often includes challenges. We're working hard to further train staff and shop for the best ingredients. Ask your children what they had for lunch, what they liked about it and what they wished was different. Try some of the new lunch items at home – maybe they are variations of family favorites already!

What we have worked on so far:

- Established a Lead Team of stakeholders representing the community
- Established Elementary and Middle School pilot sites for testing, training and roll out
- Held Culinary Training for all 16 Cook Managers
- Utilizing several new scratch cooked recipes

Quotes

"We are very pleased to work with John Turenne. His expertise will help us meet and exceed the new federal guidelines for healthy school lunches by serving high quality, nutritious and tasty meals to our 10,000 students every day."

- Dr. Title, Superintendent of Fairfield Schools

"The Fairfield Public Schools Food and Nutrition Department is pleased to have John Turenne working with the staff to share his culinary skills to enhance our school meals. Students have been excited to see Chef John visit their schools."

- Joann Fitzpatrick, Manager of Food and Nutrition Services

"Fuel For Learning Partnership, the PTA council committee working to bring more healthful options to our children's lunch, believes having John working with our district is an amazing opportunity and we expect to see very positive changes which will benefit all our children."

- Tara Cook-Littman, Chair of Fuel For Learning Partnership

"Having had the opportunity to work with many school districts across the county, I am excited to have the opportunity to collaborate with a district that has chosen to adhere with national standards through a 'scratch cooking' strategy. In addition, Fairfield has such a passionate and organized parent stakeholder group that will be a huge asset to our work. Through a concerted effort, Fairfield Public Schools can be an example of how to go about providing delicious and nutritious meals to our children."

- John Turenne, President, Sustainable Food Systems

Spicy Fat Fries

A favorite recipe among the Fairfield students is included below so that parents and their children are able enjoy them at home too!

"We perfected this recipe while working on the Food Revolution television project in West Virginia and tested it in our Pilot Schools here in Fairfield.. It seems wherever we go, kids can't stop raving about this version of a better steak fry. You may adjust the seasoning however you see best fits your families taste." - J. Turenne

4 each	Russet (Idaho) potatoes
¼ cup	Vegetable Oil
1 tsp.	Paprika
1 tsp.	Cumin, ground
1 tsp.	Garlic, granulated
½ tsp.	Salt
½ tsp.	White pepper



1. Wash and cut the potatoes the long way into 8 equally sized wedges.
2. Mix spices together.
3. In a large enough bowl, mix potato wedges, oil and spices and toss to coat evenly.
4. Lay seasoned potato wedges in one layer on a baking pan.
5. Roast in 425 degree oven for 15 - 20 minutes (turn the wedges once after 10 minutes) or until lightly browned and crisp on the outside and fluffy on the inside.

Food & Nutrition Services

www.fairfieldschools.org/parent_resources_food_services.htm

Board of Education
Fairfield Public Schools
Fairfield, CT

Tuesday, December 11, 2012

DRAFT

ENCLOSURE NO. 2

MINUTES OF THE REGULAR MEETING
7:30 P.M.

JAN 15 2013

501 Kings Highway East
2nd Floor Board Conference Room

Call to Order of the Regular Meeting of the Board of Education and Roll Call

Mr. Phil Dwyer called the meeting to order at 7:31 p.m. Other members in attendance were Mrs. Jennifer Kennelly, Mr. John Convertito, Mr. Perry Liu, Mrs. Jessica Gerber, Ms. Pam Iacono (arrived 7:34 p.m.), Mr. Paul Fattibene (arrived 7:37 p.m.), Mr. Tim Kery, and Mrs. Sue Brand. Also in attendance were Dr. David Title, Central Office Administrators, Fairfield Ludlowe High School Student Representative Alice Rocha, Fairfield Warde High School Student Representatives Acacia Longley and Danielle Clarke, and approximately 150 members of the public.

Mr. Dwyer led the Board and the audience in the Pledge of Allegiance.

Mr. Dwyer asked for a procedural motion in deference to the veterans attending the meeting who would like to discuss the calendar.

Mr. Kery moved, seconded by Mrs. Brand the procedural motion “that the Board of Education suspend the rules and allow consideration and action on the 2013-2014 calendar to proceed following the Pledge of Allegiance, then Student Reports, and place Committee and Liaison Reports just prior to Public Comments”

Motion Carried: 7:0:1 Mrs. Kennelly, Mr. Convertito, Mr. Liu, Mrs. Gerber, Mr. Dwyer, Mr. Kery, and Mrs. Brand in favor, Ms. Iacono abstained (*Mr. Fattibene was not present for this vote.*)

Old Business

Mr. Kery moved, seconded by Mr. Liu the recommended motion that “the Board of Education approve the 2013-2014 Student Calendar as proposed with the First Day of School changed to August 27, 2013”

Mrs. Kennelly stated that she is opposed to the motion, and that she will not be making a motion to hold school on Veterans Day. She stated that she is open to having a dialogue on teaching students about Veterans Day. Mrs. Kennelly stated that she is opposed to opening school earlier.

Ms. Iacono offered a friendly amendment to the motion, accepted by Mr. Kery and Mr. Liu to “change the Professional Development Day on February 4 to February 13”

Board discussion followed.

Amendment Failed: 0:9:0

Ms. Iacono requested that the Board close school on Veterans Day as a matter of policy and offered a motion “that the Board of Education close school on Veterans Day as a matter of policy” and further moved that “the Policy Committee draft said policy”

Mr. Dwyer stated that he did not think a motion was necessary, rather it could be referred to the Policy Committee. Ms. Iacono stated that she did not want the Policy Committee to review it rather she would like the Board to say that we close school on Veterans Day as a matter of policy and is asking the Policy Committee to draft it and bring it before the Board.

Mr. Convertito, as a point of order, stated there was already a motion on the table. Mr. Dwyer agreed, and ruled the motion out of order, but will refer it to the Policy Committee to be brought back.

Mr. Kery asked if, with a 2/3 vote, the Veterans Day motion could be brought back to the table once the current motion is voted on. Mr. Dwyer stated that the Veterans Day motion may be brought back during Open Board Comment. Ms. Iacono stated that she did not think that was fair to make the veterans sit through the entire meeting for that.

Mr. Convertito moved, seconded by Mrs. Brand to amend the main motion to read “that the Board of Education approve the 2013-2014 Student Calendar as proposed.”

Amendment Carried: 8:1:0 Mrs. Kennelly, Mr. Convertito, Mr. Liu, Mrs. Gerber, Mr. Dwyer, Ms. Iacono, Mr. Fattibene, and Mrs. Brand in favor; Mr. Kery against

Public Comment on the Amendment Only:

Ann Pasco, FEA President, said that these past 2 years were unusual and she does not support starting school earlier.

Public Comment on the Amended Main Motion

Mr. Tom Quinn, veteran. He stated that he has received notes from students thanking him for his service. He thanked the teachers that taught about Veterans Day, and asked the Board to keep Veterans Day as a holiday.

Roger Crossland, Colonial Drive, Captain of the US Navy, retired. He stated that holidays reflect society values and this is a chronic issue. Veterans should not have to return year after year to ensure that Veterans Day remains a holiday.

Ron Drew, Orchard Hill Lane, stated that he served three combat tours in Vietnam. Veterans Day should be kept as a holiday out of respect for all veterans, alive and dead.

Timothy Kelly, Longdean Road, stated that he has been invited to speak at schools, and believes that schools should be teaching about all wars.

Adele Josovitz, Rosemere Ave. and North Stratfield teacher, stated that veterans have served their country because they are proud and they work for peace.

Sherry Miro, Stevenson Road and North Stratfield paraprofessional, stated that she is from a strong military family. She stated that we owe veterans respect, and it is because of them we have our freedom. She stated that veterans deserve no less than a holiday.

Diane Devalt, North Stratfield teacher, implored the Board to keep Veterans Day as a day of honor, and that her son served in Iraq.

Jim Lee, Unquowa Road and previous Board member and Chairman, stated that having a developed plan via dialogue, regarding Veterans Day, would be a good thing.

Jessica Gerber stated she had a letter from David Sturges, Warner Hill Road. The letter stated he is in favor of keeping Veterans Day as a holiday.

Mr. Dwyer repeated the amended main motion “that the Board of Education approve the 2013-2014 Student Calendar as proposed.” and requested a vote.

Amended Main Motion Carried: 9:0:0

Mr. Dwyer led the Board and audience in a round of applause for the veterans who had attended the meeting.

Ms. Iacono, as a point of order, requested clarification, and wanted to make certain that she was to wait for Open Board Comment to present the motion regarding Veterans Day, and Mr. Dwyer responded that it was his preference, out of deference to the presenters and audience.

Superintendent’s Report

- A. AON-Hewitt Update on Health Insurance Projections
Mr. Carlton Lindgren, Mr. Steve Ribeiro

Dr. Title stated this presentation will show the biggest cost driver going forward to the Town, and felt the Board should see it before getting the budget. He stated Doreen Munsell would take the Board through the medical profit/loss information.

Mr. Lindgren presented the enclosure and stated the claim information is received from each vendor and summed up on one page 1.

Mr. Dwyer stated the AON report is being provided a month earlier than normal, at the Board’s request, and asked that, while Board members should feel free to ask questions, that not too much time be spent on AON tonight, due to the large crowd in attendance.

Mrs. Brand stated that she sees a large increase in claims, and asked how long it had been going on. Mr. Lindgren answered that he noticed a significant increase in claim activity from December 2011 to current. Mr. Lindgren stated that page 2 shows the headcount that developed those claims. Page 3 is an update to the budget projection from the prior year, and we are trying to see if we are ahead or behind budget. Mr. Convertito asked whether the number of claims has gone up, or if headcount has gone up. Mr. Lindgren stated that claims and headcount have both gone up, but that is not reflected on page 2. It is important to understand the math. On page 1, there is a gross claim number of 17 million for the active members. Of that number, claims in excess of the Individual Stop-loss Limit totaled \$272,000. Stop-loss is an insurance policy on top of the self-insured employers' plan to protect against catastrophic illness. There is an individual deductible on each person and if the claims go above and beyond that individual deductible, then they are no longer the responsibility of the Fairfield Board of Education and will be picked up by the stop-loss carrier. AON considers a large claimant to be anything over \$50,000. In response to a question from Ms. Brand, Mr. Lindgren stated the change in the stop-loss amount from previous years had no impact on the increase. Mr. Lindgren stated that the term "trend" is, for lack of a better word, medical inflation. He stated that AON trends those claims forward to get \$17,747,951, divide it by the headcounts responsible for those claims, which gives a per capita claim of \$13,997, multiply it by the projected headcounts going forward, equals \$17,940,407 in claims. To that we have to add 3 components underneath, the admin charge, the network access fees, and the stop-loss, which comes to \$19,265,329. When the budget was set for this year, that number was expected to be in the \$17 million range, so we are 12.7% higher than expected.

Mrs. Brand asked about any clusters or patterns on why this is happening. Mr. Lindgren responded that we don't have access to this data yet, but in this current period there were 53 claimants with claims over \$50,000. The large claim activity has gone up by about \$3 million.

In response to a question from Mr. Convertito, Mr. Lindgren stated that this presentation is an update on the projections, from July 2012-July 2013.

Mrs. Kennelly asked how much this would change if the stop-loss coverage was changed. Mr. Lindgren responded that in July 2011 the stop-loss coverage was changed from \$150,000 to \$300,000, giving a savings of \$550,000 in the premium that was paid at the lower level, but claims were higher so the difference in claims meant that it was a break-even point.

Mr. Lindgren stated AON projected \$24,750,908, and it is now expected to be 26,996,892. The next page shows the trend that will extend to 2013-2014 year, which is \$29,150,726. If you compare that to the budgeted number, it is a \$4.4 million dollar increase.

Dr. Title asked for an explanation of line 14, which is new. Mr. Lindgren stated that line 14 is a new charge that is levied on every self-funded policy holder in the State, that goes to Anthem, then to the federal government, then back to Connecticut to run the State health exchange. This is a new law effective January 2014, and Anthem expects the charge to be \$16.30 per employee per month.

Mr. Lindgren responded to a question from Mrs. Brand, that the projection used assumes the \$300,000 stop-loss. Mrs. Brand stated her concern is determining the risk going forward; should the stop-loss be changed. Mr. Lindgren stated that the size of this group warrants \$300,000. Stop-loss is unpredictable due to the nature of catastrophic illness.

Mr. Convertito asked if the \$4.399 million is projected what the next fiscal budget should include as the increase? Mr. Convertito asked, through the Chair to Dr. Title, that this number does not include

the \$2 million projected shortfall. Dr. Title said that this answer would be given by Doreen Munsell in the profit/loss statement.

Mrs. Brand asked whether we have been trending higher. Mr. Lindgren stated in the last 5 years, there was only one year in the double digits. Dr. Title offered that we also used 2xIBNR.

Mrs. Munsell discussed the profit loss summary sheet in the enclosure and went through the Final Budget 2012-2013 and the Estimated 2012-2013 columns. Moving forward, Column A shows the 7% trend with 2xIBNR, column B shows the 9.2% trend with 1xIBNR and Column C shows the 7% trend with 1xIBNR. Column A would be a budget increase of almost 6.4, Column B would be 5½ million increase and Column C would be about a 5 million increase. Dr. Title stated that the actuals will be slightly different in the budget, since we have a few months to go. Keeping 2xIBNR allowed us to absorb the higher claims that came in throughout the year, but it does force us into a position of needing to refund the IBNR to some level.

Mr. Kery asked if this trend will continue to deteriorate further and Mr. Lindgren stated he did not know. Mr. Kery asked whether we are keeping track of the retirees, and if we are breaking even in trend over years with that particular group. Mr. Lindgren guessed that the retirees do not cover their own liability. Mr. Kery would like an idea of what that liability is. Mr. Kery requested more information on the administration of this program, and how it is paid out and whether there might be a savings there.

Mrs. Brand stated that with regards to the proposals on the profit/loss sheet, she is reluctant to go with the 7%, based on the history. Mr. Lindgren stated that 6 of the last 11 years have been under 7 percent, but other years were 13.2%, 19.8%, 15.9%. Without looking at the data, large claimants are hard to determine.

Mr. Fattibene asked whether Mr. Lindgren felt we should go with trend rate of 9.2, and whether that is more probable. Mr. Lindgren stated he felt that the rate will actually trend at 8.15, which is not reflected on either sheet. Mr. Fattibene stated he thought that page 5 would be the recommendation. Mr. Lindgren stated the information is provided in order to make an educated decision, and that the 9.2 trend is given based on all types of clients across the country. Mr. Dwyer stated that we do have a month to go, and there will be additional discussions on this sheet. Mr. Lindgren stated that AON feels more comfortable using 7, if the IBNR is funded at 2x.

Ms. Iacono stated that there was a lengthy process with the Town to have 2xIBNR. Dr. Title stated the Town wanted us to keep 2xIBNR, so we felt comfortable using the lower trend. From the budgeting perspective we are better off with B than with A in terms of dollars we have to add to the budget. Mr. Fattibene asked whether it was Dr. Title's understanding that we will keep 2xIBNR. Dr. Title stated that the Board discussed this last year, it was an informal agreement, and that we are trying to balance the Town's AAA bond rating, with the Board's budget. Mr. Dwyer stated that it is a combination of Board of Selectman, Board of Finance, and Board of Education that will determine the final choice. Ms. Iacono stated that she wanted to be clear that the IBNR number will come from a meeting with the Board of Selectman, the Board of Finance, and the Board of Education. Mr. Dwyer answered that there will be a discussion among the leaders of those Boards to produce a recommendation.

Approval of Minutes

Mr. Convertito moved, seconded by Mrs. Brand, the recommended motion “that the Board of Education approve the Minutes of the Organizational/Regular Meeting of November 27, 2012”

Motion Carried: 9:0:0

Student/Committee/Liaison Reports

Ms. Rocha, Fairfield Ludlowe High student representative, stated that the CT Challenge was won, and the next round will be Feb 8th. Pep rally is scheduled for tomorrow. “The Hobbit” play was on November 30 and that was a success. The candlelight concert is coming up on Thursday, and the blood drive was today. Future Business Leaders of America club had a book drive benefitting Yale Hospital.

Ms. Danielle Clark, Fairfield Warde High School student representative, said PSAT scores are coming out and Alpha Prep classes are beginning. The Fashion Merchandising class has “Trends”, a store that is opening this week that will fund 2 scholarships. Key club is holding fundraisers to buy gifts to donate to underprivileged kids. Ms. Casey Longley, Fairfield Warde High School student representative, stated that the winter sports season is underway. Carillon tickets have sold out, and rehearsals have started for the spring musical. There were over 50 students that auditioned.

Superintendent’s Report

Update on Secondary Math Curriculum
Karen Parks, Dr. Meg Boice, Dr. Paul Rasmussen

Mr. Dwyer stated that for members of the public, public comment will be allowed, but not public dialogue. Further dialogue may take place at a later time, as we take this issue very seriously. The math curriculum will also be reviewed in the spring. Mr. Dwyer thanked the audience for the politeness that has been shown. Dr. Title stated that this is not the entire presentation of the secondary math curriculum. Future Board meetings will also be addressing the math curriculum; K-2 will be addressed in February, and secondary will be addressed in May.

Ms. Parks stated that she is here to attempt to clear up the confusion regarding Algebra 1 and how it is being taught, and make clear what has changed and not changed. The curriculum for Algebra 1 has not changed. It is the same curriculum that was adopted by the Board in 2006. Two things have changed; the instructional approach and the textbook. Both of these changes were driven by the Common Core State Standards (CCSS), which demand much greater levels of mathematical concepts and procedures. A new component of the CCSS are 8 mathematical practices which are:

1. to make sense of problems and persevere in solving them
2. reason abstractly and quantitatively
3. construct viable arguments and critique the reasoning of others
4. model with mathematics
5. use appropriate tools strategically
6. attend to precision
7. look for and make use of structure
8. look for and express regularity in repeated reasoning

Ms. Parks stated these 8 practices would be difficult to implement by working individually. Several states have piloted the new assessments based on the common core and their math scores plummeted. Ms. Parks stated that the district is taking the common core very seriously. Several mistakes were

made in the process to implement the new instructional approach. Ms. Parks stated the use of the CPM textbook is the area where mistakes were made, as it was originally intended to be used in addition to the McDougall-Littell textbook. In order to avoid confusion over using 2 textbooks, the McDougall-Littell textbooks were not distributed. In response to parent requests for a more structured text to help their children, Ms. Parks stated that parents may access (online) a CPM parent guide, and each student will be given a McDougall-Littell textbook providing more structure and examples.

Ms. Parks stated that she regrets that the Board was not notified of using CPM textbook as a pilot. The cost to the district for using CPM as a pilot is approximately \$13,000. CPM has loaned the district 25 textbooks and full access to the electronic on-line version of the text. If the CPM textbook is adopted by the Board in the spring, then the full cost of using CPM would have to be paid. Should it not be adopted, then the books would be returned at no additional cost to the district. Ms. Parks stated that the district will not make this same mistake and that attempts have been made to meet with concerned parents.

Dr. Boice stated that curriculum is a document; the district is in the process of revising the curriculum to align with the CCSS. Curriculum is written by teachers, under the direction of curriculum leaders or coordinators and is not written by a third party. Teachers then take the curriculum and develop lesson plans. Curriculum is of no value unless implemented with fidelity in the classroom, which is done through the use of instructional strategies that support the delivery of the curriculum and prepare students for assessments that measure student mastery of the standards in the curriculum. Dr. Boice stated that teachers need instructional materials to accomplish this. The approach to math is a balanced one with conceptual development, skills and procedural practice, memorizing, and fluency with facts. This instructional model is being implemented in the K-5 elementary level and standardized math scores have significantly improved. This model will be expanded to the secondary level. The math practices align very closely with the “Habits of Mind” at the middle school level. Dr. Boice stated that we are preparing our students for 2014 assessments that will be more rigorous than current assessments.

Dr. Boice stated that parents had questions about grading in Math. It is 70% summative, 20% formative, and this would include group work, and 10% behavioral. Another question parents had was tutoring. Algebra 1 teachers at Fairfield Ludlowe did survey students, and found that there were fewer students with a tutor this year than last. Dr. Boice also wanted to respond to questions about constructivism, and stated that it is a learning theory and not a model. Singapore Math and Math in Focus both support constructivism; it is not unique to the model that we are using. In regards to Math levels, Fairfield and Mansfield are very similar. In response to an article in “The Atlantic” that was shared, Dr. Boice stated that she spoke to a professor of Mathematics Education of City College in New York, and her comment on the article was that the article fails to distinguish curriculum vs. the materials used to teach the curriculum. A CPM video on the CPM blog shows a small class which Dr. Boice stated is used for training purposes, and was not intended to reflect a true classroom size. Dr. Boice said a “one size fits all” approach can be applied to any textbook. The bottom line is how well the students’ needs are met depends on the teacher and not the book. Teachers who are teaching Algebra 1 using CPM, understand that they can pull students aside for extra help. This is a professional judgment.

Ms. Mason, an Algebra 1 teacher at Fairfield Ludlowe High School, stated she has observed her class consistently making progress as they learn the material. Current students performed better on a more challenging assessment, than previous classes. These are young adults who have developed a new excitement for math.

Dr. Rasmussen stated that he had collected both quantitative and qualitative data on the secondary mathematics department instructional model. Quantitative data includes current data on how students perform on higher order tasks. Dr. Rasmussen referred to an enclosure, showing current PSAT data, and stated the striking thing about the graph is that Fairfield performs below Connecticut and National averages in 4 of the 5 categories that relate back to the CCSS mathematical practices. Referring to the mathematical reasoning graph, Dr. Rasmussen stated it shows that Fairfield is performing below similar demographic schools. Both graphs came from assessments requiring higher-order thinking. To address this problem, a change in instruction is needed. Students must become better thinkers in order to better problem solve. Referring to a CAPT task enclosure, Dr. Rasmussen stated that a quick analysis of the data reveals that 77% of students received a 1 or a 0 (out of 3), and also shows that students are not able to apply the algebraic concepts. Dr. Rasmussen stated that at the time of the test 40% of students were in Algebra 2 or higher. When this same task problem was given to 8th and 9th grade Algebra 1 students this year, 13% scored a 3; 46% scored a 2; 26% scored a 1, and 16% scored a 0, showing significant improvement.

Dr. Rasmussen shared some teacher comments, also provided in the enclosure, to provide qualitative data. He stated it is still the beginning of a change to the instructional approach, and change takes time. Evaluations are continuing, and they are working to overcome issues. The goal is to improve the learning of mathematics for all students, and this requires students to engage in the learning process.

Board comment followed.

Ms. Iacono thanked the presenters, and asked where in the lesson was the concept first taught before breaking out into groups. Ms. Mason explained that this is done at the beginning of the class, teachers present the basics and the idea, and it is recapped throughout the lesson. Ms. Parks stated that some of the confusion over “teacher is not teaching’ statement from the parents, is with the differences in the textbook.

Mr. Fattibene asked whether the CPM program was piloted. Ms. Parks stated that the instructional model asks open-ended questions, and the textbook supports that model. The consultants were hired to teach the teachers how to use the textbook. Ms. Parks said she feels they have chosen the best method to address the CCSS.

Mr. Kery said he would like to understand how the CCSS will help us learn math better. Is it damaging to start this new program in the 8th grade, rather than in earlier grades? Ms. Parks answered that there is an attempt to mirror the mathematical model in grades K-5, and grades 6-7 as well. Dr. Rasmussen stated that starting this program in 8th grade is a challenge, but we are raising the bar.

Mrs. Brand asked whether this math program was budgeted for last year. Dr. Title answered that it is a phased process. Going forward, we have to decide how quickly to phase it in, and the jury is still out on the best approach.

Mrs. Kennelly has read the Common Core for Math, and there were 4 different methodologies for covering Algebra 1. Using CPM means that the methodology has been chosen, and where does the department stand with the methodology? Dr. Boice stated that she disagrees with the use of the word methodology, and thinks the correct term might be curriculum. Ms. Parks stated that teachers will be writing curriculum, and have not gone with the blended approach. Math practices have been added. Essentially, the concepts and procedures will remain the same.

Mr. Convertito asked whether this is the same instructional model in the curriculum adopted last year, and is it only 8th grade where this is being rolled out? Dr. Rasmussen answered that this is the instructional model that we are pushing towards, and have been using and training for during the last year. Ms. Parks stated that we are using a balanced approach, and it is being used throughout the district.

Mr. Liu read a CPM statement, saying that Fairfield Public Schools will owe CPM \$13,000 for the 1 year use fee of the textbooks if they are not purchased. Ms. Parks confirmed that this covers professional development and teacher materials. Mr. Liu asked if an employee is a CPM rep. Ms. Parks stated that she has no knowledge of this.

Mrs. Gerber asked about the rigid group roles in small group learning, and stated that this is a concern for parents. Ms. Mason responded that the roles switch in the teacher textbook, and roles are an option and she does not use them in her classroom.

Ms. Iacono commented that she is happy that the other textbook will be brought back and stated she feels the presenters are doing an excellent job of explaining what goes on in the classroom. Ms. Iacono asked about the concept, with regard to the teacher textbook, where students are “allowed to struggle”, and how does that not cause frustration? Ms. Parks answered that in this environment, we can observe the student struggle, whereas if they are working individually, we cannot see that. The goal is to not have a child struggle to the point of frustration, but to not always have the answer ready for them.

Mr. Fattibene asked whether any reference groups adopted or utilized the CPM program. Dr. Rasmussen stated that Mansfield is the only other district which has used CPM. Mr. Fattibene stated that he wonders why other districts have better scores than we do.

Mrs. Brand asked if the textbook was presented to the curriculum committee, and understands that teachers were consulted and Mansfield was visited. Ms. Parks answered that is not part of the process unless it is being considered for adoption.

Mrs. Kennelly stated that she found the presentation enlightening, but we are using an unapproved textbook. This group instructional model is rigid, and the textbook has not been measured against others. This should be addressed more quickly than the spring curriculum review.

Mr. Convertito stated that this is a failure to communicate. He stated he has received numerous comments from teachers saying this is a successful model, but the parents are frustrated with it.

Mr. Liu asked what will happen in April. Ms. Parks stated that in April, the Board will receive new curriculum and a text recommendation after it goes through the full curriculum committee review. Ms. Parks stated that they are in the process of writing the new curriculum in grades 6 through Algebra 2. Mrs. Gerber asked if we could not use the CPM book anymore, what would that do the curriculum delivery. Ms. Parks stated that it would be a problem and the biggest concern is that teachers are observing excellent high-level learning with 100% engagement.

Mrs. Brand stated that she has never seen a textbook used without approval.

Ms. Iacono acknowledged that there was a breakdown in process, and perhaps there could be a meeting of the minds going forward.

Mrs. Kennelly stated that she would like to add an item to the agenda, “to stop the mandated use of CPM in the classroom”. This was seconded by Mr. Liu.

Mr. Dwyer stated that a 2/3 vote is needed to add it to the agenda.

Mrs. Kennelly, if approved to add an item to the agenda, would add the recommended motion “that the Fairfield Board of Education instructs the Superintendent’s Office to cease use of the unapproved textbook CPM.” This was seconded by Mr. Liu

Mr. Convertito stated he will not vote for such a motion because there is not enough information on the text. This would leave a whole population of the educational system out on a limb. Mr. Kery stated that his concern is the public may not have appropriate notice to speak their mind on this topic. Ms. Iacono is not in support of adding this item to the agenda for that same reason. Mr. Fattibene stated that he feels it would do more harm than good when dropping the text so quickly, and he is not certain that it is an unauthorized text. Mrs. Brand supports putting it on the agenda.

Mr. Liu moved, seconded by Mrs. Gerber, the motion “to suspend the rules and extend the meeting until 11:30 p.m.”

Motion Carried: 7:2:0 Mrs. Kennelly, Mr. Liu, Mrs. Gerber, Mr. Fattibene, Mr. Kery, Mrs. Brand in favor; Ms. Iacono, Mr. Convertito against.

Mrs. Kennelly stated that she withdraws her motion. This was seconded by Mr. Liu.

Mr. Dwyer stated the motion is withdrawn on a friendly basis.

Mrs. Kennelly requested direction from the Chair to add a special meeting on January 8 to address the unapproved text issue. Mr. Dwyer stated that he will discuss this with Dr. Title.

Old Business

Second Reading of Policy#6417 – Instruction – Student Internet Use

Mrs. Kennelly stated that this is listed as a second reading, but substantial changes were made and perhaps it should be held over to the next scheduled meeting. Mr. Fattibene stated that this would in fact then be a first reading.

Mr. Kery moved, seconded by Mr. Liu, the motion to “table this item to the next meeting”

Mr. Converito stated in the interest time to allow public comment, he asked for a friendly amendment to the motion to add item 8A, so that we table item 7B and 8A to the next scheduled meeting. Mr. Kery accepted the friendly amendment to the motion. After Board discussion, Mr. Convertito changed the friendly amendment to read “table all remaining agenda items (7B, 8A, 8C, 8D) except for 8B, to the next regularly scheduled meeting” Mr. Kery and Mr. Liu accepted the friendly amendment.

Amended motion carried: 9:0:0

New Business

Mr. Convertito moved, seconded by Mrs. Gerber, the recommended motion “ the Board of Education request a supplemental appropriation from the town in the amount of \$820,613 for PCB remediation at Osborn Hill School”

Dr. Title stated that he wanted to be clear that this does not include final costs for the gymnasium. That will come forward as a separate capital project with the windows. Mr. Kery asked whether this money is needed before June for budget purposes. Dr. Title answered yes, and that a plan needs to be submitted to the EPA on remediation and for a permanent solution. Mrs. Brand asked for a list of impacted items, if the funding was not received. Mr. Fattibene stated that we have a substantial expense in our budget already, so we have a need to get this moving within this fiscal year.

Motion carried: 9:0:0

Liaison Reports

Ms. Iacono stated that the Riverfield building committee will be asking for a \$15 million dollar appropriation for the design and development process, which was originally \$11 million. Some estimates came back at \$17 million.

Mrs. Brand stated that Sands Cleary was reappointed unanimously to the Dept. of Health last night.

Public Comments and Petitions

Tina DeJarnette, Quaker Lane, stated that she is a math teacher at Fairfield Ludlowe High School, and said it was upsetting to see the numerous blogs implying that teachers have done something detrimental to the students, without basis. She stated that the Board has given the parents a venue to speak and she asks the Board to go to the teachers and listen to the other side. Many teachers are doing a phenomenal job and never hear from the parents.

Jay Markus, Osborne Lane, finds it frustrating that our scores are below average. The math program is a failure, as represented by the test scores.

Barbara Bennett, Algebra 12 teacher at Fairfield Ludlowe High School, read a letter from 5 math teachers at Fairfield Ludlowe HS, and stated that she attended the intensive 1 week training. The letter stated that teachers were in support of this method. Teachers collaborate with one another, and the teachers are allowed to reach more children for differentiated instruction.

Suzanne Miska, Rygate Road, stated that she wanted to commend the teachers for telling parents that the children are in a pilot program. She stated her problem is the failure to communicate, and the people in the middle are the 8th graders.

Kelly Crisp, Papermill Lane, stated that she feels her child’s future has been jeopardized, and asked that this mess be fixed.

Cindy Johnston, North Benson Rd., stated she is not against the method or the approach, and is not against her child struggling. She stated this was an implementation issue, and is not sure there were checks and balances.

Mr. Kery moved, seconded by Mrs. Gerber “to suspend the rules and extend the meeting 10 minutes”

Motion carried: 9:0:0

Christine Vitale, Verna Hill Road, does not have an 8th grader, but has a 6th grader who participated in the pilot program last year and loved it, and now misses the environment. She stated she would be hesitant to throw out a textbook.

Susie Byrne, Cross Hwy, stated that her son was also in a pilot program last year in 7th grade pre-Algebra and he was OK; this is about a book. She stated she has written numerous letters of complaint to the teachers, the Board, and the administration, and has looked into State statute 10-4A to file a complaint with the State.

Open Board Comment

Dr. Title stated that this meeting in the past year was when the Board approves the capital non-recurring projects, last year there was a booklet. Following the Board’s approved Facilities Plan, there are no projects that fall under that category, all of our projects were approved last year. Our projects are either in the operating budget, or will be large capital projects, such as Osborn Hill. Additionally, if the Board had any suggestions on improving the budget book, Dr. Title asked that those suggestions be forwarded to him as soon as possible.

Ms. Iacono asked whether there was a vote on all committees. Mr. Dwyer stated the only committee that was voted on was the Communications Committee. Mission and Goals, Training and Roberts Rules, and Budget Engagement are not committees. Mr. Dwyer would like to have more discussion on this.

Mrs. Brand moved, seconded by Mr. Fattibene the recommended motion “that this Regular Meeting of the Board of Education adjourn at 11:37 p.m.”

Motion carried: 9:0:0

Jessica Gerber
Secretary

2012 – 2013

JAN 15 2013

Quarterly Financial Report as of December 31, 2012

Summary

As of December 31, 2012, halfway through the fiscal year, total projected expenses for Fairfield Public Schools will be within budget but that statement requires qualification. The 2012-2013 school year has been filled with a series of extraordinary events which have certainly strained our human and fiscal resources. The Osborn Hill PCB issue, Hurricane Sandy and the tragedy in Newtown are all situations beyond our control that compelled us to respond immediately and aptly without regard to funding. The qualification relates to the approval of an additional appropriation for \$820,613 for Osborn Hill costs which is in process. We also anticipate spending approximately \$220,000 on Hurricane Sandy and we are assessing security needs at each school and plan to allocate whatever resources we can to fulfill those needs. FEMA reimbursement has been requested, however, the amount and time frame for receiving the funds are unknown.

Personnel Services:

Contracted salaries, hourly wages, extra-curricular stipends and substitute pay are the single largest budget classification at 67 % of the budget appropriation. The balances in this category are for part-time employment (subs, interns, overtime and hourly support salaries – paid as earned), wage and benefit reserves for unsettled contracts, staff replacement (LOA and vacancy salaries in abeyance – offset by additional sub costs), degree changes and extra-curricular activities. All other salaries have been encumbered except for winter and spring coaches. The actual 12-13 staffing level is over budget by a total of 4.65 F.T.E.'s. Certified staffing increased by 4.9 F.T.E.'s and non-certified/part-time equivalent staff decreased by .25 F.T.E.'s. 2.65 F.T.E.'s of the increase impacts the general fund and there is a 2.0 F.T.E. increase in grants. As reported in the 1st Quarterly Report, the additional staffing was due to an increase in sections at the elementary and high school levels. The revisions are corrections to certified staff and part-time equivalents and the addition of 2.0 Para's since the last report.

Fixed Charges:

An additional 14 % of the budget is allocated to employee benefits which have been categorized as fixed charges. Our contribution to the medical retention fund and initial pension payment are accounted for in this report. Social security and life insurance are paid as incurred throughout the year.

Pupil Personnel Expenses:

Special education costs with the exception of salaries, out of district transportation and capital are included in this category. This classification of expenditures is typically the most volatile as expenses are determined by the special needs of individual students and state excess cost reimbursement for qualifying expenses is always uncertain. The initial excess cost reimbursement which is received in February is based on anticipated costs filed by the Pupil Services in December. The second quarter report indicates a negative balance of \$2.3 million but excess cost reimbursement is currently expected to restore a positive position. The final status of this category is impossible to determine until much later in the year.

School Expenses:

These expenditures support instruction and activities at the building level and include supplies, materials, textbooks, copying, sports and other activities. There is a remaining balance of approximately 55% in this category which is reasonable midway through the year.

Support Expenses:

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

Maintenance/Operation/Transportation:

Maintenance, operations and transportation account for 11 % of the total budget. Regular and special education anticipated transportation costs have been encumbered. The current deficit position will be offset by excess cost and magnet school transportation revenues when they are finalized later in the year. Special education transportation costs are volatile and will fluctuate throughout the year.

Utilities are not encumbered for the year and are difficult to forecast at this point in the heating season. We are unable to truly estimate our costs until at least the third quarter.

The maintenance services category budgeted at \$3.4 million for preventative maintenance, repairs and major maintenance projects includes approximately \$650,000 in actual expenses and/or encumbrances for the PCB issue at Osborn Hill and \$135,000 for Hurricane Sandy. \$2.4 of the total \$2.8 million year-to-date balance in this category is earmarked for utility services and the remainder is not nearly sufficient for the on-going contractual maintenance services and supplies needed to operate for the remainder of the year.

Capital:

The capital budget totals approximately \$1,200,000 and about 83% of this funding has been expended and/or encumbered to date. The K-8 wireless project and multi-media projectors budgeted were initially put on hold when costs for the Osborn Hill PCB issue began to escalate but due to specific needs of special education students the wireless project has been initiated.

Submitted: January 10, 2013

Doreen T. Munsell

Statement of Account - Summary by Major Classification

1/2/2013 12:02:26 PM

Fairfield Public Schools Fiscal Year 2012-2013

Major Classification	Appropriation As Adopted	Spec Approp and Transfers	Appropriation Amended	Total Expenditures	Outstanding Encumbrance	Outstanding Requisitions	Unencumbered Balance	% Used
Personnel Services	\$99,406,961.00	(\$24,290.00)	\$99,382,671.00	\$37,408,318.92	\$58,279,449.80	\$1,024.00	\$3,693,878.28	96.28%
Fixed Charges	\$20,827,541.00	\$10,000.00	\$20,837,541.00	\$18,418,053.07	\$0.00	\$0.00	\$2,419,487.93	88.39%
Pupil Personnel Expense	\$5,232,886.00	\$0.00	\$5,232,886.00	\$3,669,622.56	\$3,628,127.00	\$207,174.97	(\$2,272,038.53)	143.42%
School Expenses	\$2,851,230.00	(\$10,550.00)	\$2,840,680.00	\$928,431.82	\$613,652.22	\$17,378.27	\$1,281,217.69	54.90%
Support Expenses	\$3,421,935.00	\$24,840.00	\$3,446,775.00	\$1,675,974.90	\$519,235.40	\$61,392.97	\$1,190,171.73	65.47%
Maint/Oper/Trans	\$15,988,243.00	\$0.00	\$15,988,243.00	\$4,449,483.48	\$8,558,416.18	\$113,638.00	\$2,866,705.34	82.07%
Capital	\$1,207,668.00	\$0.00	\$1,207,668.00	\$814,811.42	\$189,222.01	\$4,255.00	\$199,379.57	83.49%
Grand Total	\$148,936,464.00	\$0.00	148,936,464.00	\$67,364,696.17	\$71,788,102.61	\$404,863.21	\$9,378,802.01	93.70%

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

1/2/2013 12:03:09 PM

Fairfield Public Schools
Fiscal Year 2012-2013

Major Classification Summary Object	Appropriation As Adopted	Spec Approp and Transfers	Appropriation Amended	Total Expenditures	Outstanding Encumbrance	Outstanding Requisitions	Unencumbered Balance	% Used
Personnel Services								
101 TEACHING STAFF	\$67,815,850.00	(\$968,769.00)	\$66,847,081.00	\$24,028,872.90	\$42,823,269.29	\$0.00	(\$5,061.19)	100.01%
103 CERTIFIED SUPPORT STAFF	\$6,358,059.00	(\$194,102.00)	\$6,163,957.00	\$2,205,460.76	\$3,958,493.76	\$0.00	\$2.48	100.00%
105 SCHOOL ADMINISTRATION STAFF	\$5,336,069.00	(\$34,372.00)	\$5,301,697.00	\$2,631,748.66	\$2,669,946.87	\$0.00	\$1.47	100.00%
107 CENTRAL ADMINISTRATION STAFF	\$1,028,228.00	\$3,930.00	\$1,032,158.00	\$516,527.67	\$515,629.92	\$0.00	\$0.41	100.00%
109 DIRECTOR/SUPERVISOR/MANAGER	\$680,611.00	\$13,614.00	\$694,225.00	\$347,114.85	\$347,112.40	\$0.00	(\$2.25)	100.00%
111 SECRETARIAL/CLERICAL STAFF	\$3,286,308.00	(\$41,126.00)	\$3,245,182.00	\$1,422,370.44	\$1,822,811.46	\$0.00	\$0.10	100.00%
113 PARAPROFESSIONAL STAFF	\$3,053,506.00	(\$111,022.00)	\$2,942,484.00	\$1,139,361.16	\$1,803,117.34	\$0.00	\$5.50	100.00%
115 CUSTODIAN STAFF	\$3,578,761.00	(\$77,005.00)	\$3,501,756.00	\$1,748,655.98	\$1,753,093.68	\$0.00	\$6.34	100.00%
117 MAINTENANCE STAFF	\$1,068,977.00	(\$96,075.00)	\$972,902.00	\$487,871.13	\$485,030.52	\$0.00	\$0.35	100.00%
121 SUPPORT STAFF	\$1,104,671.00	(\$66,445.00)	\$1,038,226.00	\$485,575.35	\$552,654.97	\$0.00	(\$4.32)	100.00%
123 INFO TECH SUPPORT STAFF	\$756,115.00	(\$18,122.00)	\$737,993.00	\$337,975.33	\$400,016.86	\$0.00	\$0.81	100.00%
125 SE TRAINER STAFF	\$613,638.00	(\$32,853.00)	\$580,785.00	\$290,942.87	\$289,844.62	\$0.00	(\$2.49)	100.00%
129 PART-TIME EMPLOYMENT	\$3,135,077.00	\$95,212.00	\$3,230,289.00	\$1,469,898.12	\$482,832.09	\$1,024.00	\$1,276,534.79	60.48%
131 WAGE/BENEFIT RESERVE	\$432,590.00	(\$212,432.00)	\$220,158.00	\$6,629.00	\$0.00	\$0.00	\$213,529.00	3.01%
133 STAFF REPLACEMENT	(\$460,000.00)	\$1,960,049.00	\$1,500,049.00	(\$110,000.00)	\$0.00	\$0.00	\$1,610,049.00	-7.33%
135 DEGREE CHANGES	\$280,000.00	(\$244,772.00)	\$35,228.00	\$0.00	\$0.00	\$0.00	\$35,228.00	0.00%
307 OTHER SERVICES	\$1,338,501.00	\$0.00	\$1,338,501.00	\$399,314.70	\$375,596.02	\$0.00	\$563,590.28	57.89%
Total for Personnel Services	\$99,406,961.00	(\$24,290.00)	\$99,382,671.00	\$37,408,318.92	\$58,279,449.80	\$1,024.00	\$3,693,878.28	96.28%
Fixed Charges								
201 HEALTH INSURANCE	\$16,622,772.00	\$0.00	\$16,622,772.00	\$16,620,522.00	\$0.00	\$0.00	\$2,250.00	99.99%
203 LIFE/DISABILITY INSURANCE	\$244,665.00	\$0.00	\$244,665.00	\$126,609.14	\$0.00	\$0.00	\$118,055.86	51.75%
205 SOCIAL SECURITY	\$2,213,500.00	\$0.00	\$2,213,500.00	\$920,407.93	\$0.00	\$0.00	\$1,293,092.07	41.58%
207 PENSION/RETIREMENT	\$1,746,604.00	\$10,000.00	\$1,756,604.00	\$750,514.00	\$0.00	\$0.00	\$1,006,090.00	42.73%
Total for Fixed Charges	\$20,827,541.00	\$10,000.00	\$20,837,541.00	\$18,418,053.07	\$0.00	\$0.00	\$2,419,487.93	88.39%
Pupil Personnel Expense								
301 INSTRUCTIONAL SERVICES	\$110,000.00	\$0.00	\$110,000.00	\$57,656.67	\$2,847.50	\$1,440.00	\$48,055.83	56.31%
303 PUPIL PERSONNEL SERVICES	\$1,248,469.00	\$0.00	\$1,248,469.00	\$588,037.60	\$1,089,390.20	\$0.00	(\$428,958.80)	134.36%
307 OTHER SERVICES	\$175,000.00	\$0.00	\$175,000.00	\$220,759.32	\$451,983.30	\$1,904.00	(\$499,646.62)	385.51%
315 RENTALS	\$10,200.00	\$0.00	\$10,200.00	\$12,750.00	\$0.00	\$0.00	(\$2,550.00)	125.00%
317 STUDENT TRANSPORTATION	\$122,748.00	\$0.00	\$122,748.00	\$182,706.49	\$0.00	\$0.00	(\$59,958.49)	148.85%
319 CONFERENCE & TRAVEL	\$14,931.00	\$0.00	\$14,931.00	\$4,884.08	\$296.90	\$0.00	\$9,750.02	34.70%
327 PRINTING/COPYING	\$6,800.00	\$0.00	\$6,800.00	\$1,684.43	\$5,115.08	\$0.00	\$0.49	99.99%
329 TUITION	\$3,490,803.00	\$0.00	\$3,490,803.00	\$2,580,799.37	\$2,076,943.93	\$203,012.34	(\$1,369,952.64)	139.24%
401 INSTRUCTIONAL SUPPLS/MATLS	\$30,000.00	\$0.00	\$30,000.00	\$6,681.20	\$583.00	\$706.15	\$22,029.65	26.57%
404 SUPPLS, BKS & MATLS-DIST SPRT	\$19,500.00	\$0.00	\$19,500.00	\$10,455.81	\$748.19	\$112.48	\$8,183.52	58.03%
411 TEXTBOOKS	\$2,500.00	\$0.00	\$2,500.00	\$2,764.64	\$218.90	\$0.00	(\$483.54)	119.34%
415 OTHER SUPPLIES/MATERIALS	\$1,000.00	\$0.00	\$1,000.00	\$313.95	\$0.00	\$0.00	\$686.05	31.40%
601 DUES AND FEES	\$935.00	\$0.00	\$935.00	\$129.00	\$0.00	\$0.00	\$806.00	13.80%
Total for Pupil Personnel Expense	\$5,232,886.00	\$0.00	\$5,232,886.00	\$3,669,622.56	\$3,628,127.00	\$207,174.97	(\$2,272,038.53)	143.42%

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

1/2/2013 12:03:09 PM

Fairfield Public Schools
Fiscal Year 2012-2013

Major Classification Summary Object	Appropriation As Adopted	Spec Approp and Transfers	Appropriation Amended	Total Expenditures	Outstanding Encumbrance	Outstanding Requisitions	Unencumbered Balance	% Used
School Expenses								
129 PART-TIME EMPLOYMENT	\$21,981.00	\$0.00	\$21,981.00	\$465.12	\$0.00	\$0.00	\$21,515.88	2.12%
301 INSTRUCTIONAL SERVICES	\$6,500.00	\$0.00	\$6,500.00	\$1,260.67	\$0.00	\$0.00	\$5,239.33	19.39%
307 OTHER SERVICES	\$68,800.00	\$0.00	\$68,800.00	\$4,625.29	\$330.00	\$0.00	\$63,844.71	7.20%
315 RENTALS	\$83,124.00	\$0.00	\$83,124.00	\$6,994.50	\$390.00	\$0.00	\$75,739.50	8.88%
317 STUDENT TRANSPORTATION	\$36,500.00	\$0.00	\$36,500.00	\$4,417.05	\$2,549.70	\$647.79	\$28,885.46	20.86%
319 CONFERENCE & TRAVEL	\$54,413.00	(\$1,500.00)	\$52,913.00	\$4,312.39	\$3,836.70	\$0.00	\$44,763.91	15.40%
327 PRINTING/COPYING	\$312,536.00	\$0.00	\$312,536.00	\$67,240.00	\$219,644.42	\$0.00	\$25,651.58	91.79%
400 SUPPLIES, BOOKS & MATERIALS	\$1,486,785.00	(\$9,450.00)	\$1,477,335.00	\$625,680.04	\$233,580.15	\$16,395.61	\$601,679.20	59.27%
402 INSTRUCTIONAL SPLS-DIST SUPPRT	\$35,000.00	\$0.00	\$35,000.00	\$10,047.36	\$1,385.34	\$0.00	\$23,567.30	32.66%
404 SUPLS, BKS & MATLS-DIST SPRT	\$137,584.00	\$0.00	\$137,584.00	\$32,322.88	\$102,872.22	\$57.88	\$2,331.02	98.31%
409 STUDENT ACTIVITY EXPENSES	\$572,855.00	\$0.00	\$572,855.00	\$149,431.88	\$48,861.36	\$98.99	\$374,462.77	34.63%
415 OTHER SUPPLIES/MATERIALS	\$7,600.00	(\$200.00)	\$7,400.00	\$1,811.70	\$202.33	\$0.00	\$5,385.97	27.22%
601 DUES AND FEES	\$27,552.00	\$600.00	\$28,152.00	\$19,822.94	\$0.00	\$178.00	\$8,151.06	71.05%
Total for School Expenses	\$2,851,230.00	(\$10,550.00)	\$2,840,680.00	\$928,431.82	\$613,652.22	\$17,378.27	\$1,281,217.69	54.90%
Support Expenses								
301 INSTRUCTIONAL SERVICES	\$149,253.00	\$0.00	\$149,253.00	\$39,341.82	\$29,463.72	\$0.00	\$80,447.46	46.10%
305 PROFESSIONAL/TECHNICAL SVCS	\$323,786.00	\$0.00	\$323,786.00	\$99,404.93	\$0.00	\$7,000.00	\$217,381.07	32.86%
307 OTHER SERVICES	\$2,100.00	\$0.00	\$2,100.00	\$621.00	\$0.00	\$0.00	\$1,479.00	29.57%
309 SECURITY SVCS/EXPENSES	\$160,000.00	\$0.00	\$160,000.00	\$44,699.13	\$73,109.13	\$0.00	\$42,191.74	73.83%
313 MAINTENANCE SERVICES	\$616,785.00	\$24,145.00	\$640,930.00	\$452,880.23	\$109,447.05	\$0.00	\$78,602.72	87.74%
319 CONFERENCE & TRAVEL	\$47,110.00	\$0.00	\$47,110.00	\$15,003.92	\$2,010.00	\$0.00	\$30,096.08	36.12%
321 PROFESSIONAL DEVELOPMENT	\$572,814.00	\$7,000.00	\$579,814.00	\$285,148.31	\$15,569.46	\$1,035.00	\$278,061.23	52.04%
323 POSTAGE	\$108,374.00	\$0.00	\$108,374.00	\$43,772.61	\$10,245.66	\$0.00	\$54,355.73	49.84%
325 PERSONNEL/RECRUITMENT EXP	\$25,000.00	\$0.00	\$25,000.00	\$2,386.74	\$65.00	\$0.00	\$22,548.26	9.81%
327 PRINTING/COPYING	\$70,950.00	\$0.00	\$70,950.00	\$20,881.34	\$46,404.35	\$0.00	\$3,664.31	94.84%
329 TUITION	\$345,452.00	\$0.00	\$345,452.00	\$168,227.93	\$153,857.00	\$0.00	\$23,367.07	93.24%
401 INSTRUCTIONAL SUPLS/MATLS	\$795,535.00	(\$6,305.00)	\$789,230.00	\$411,413.57	\$51,330.71	\$53,309.97	\$273,175.75	65.39%
402 INSTRUCTIONAL SPLS-DIST SUPPRT	\$24,000.00	\$0.00	\$24,000.00	\$11,109.75	\$2,547.18	\$0.00	\$10,343.07	56.90%
403 OFFICE/GENERAL SUPPLIES	\$14,500.00	\$0.00	\$14,500.00	\$4,848.55	\$7,521.38	\$48.00	\$2,082.07	85.64%
404 SUPLS, BKS & MATLS-DIST SPRT	\$0.00	\$0.00	\$0.00	\$4,346.63	\$105.56	\$0.00	(\$4,452.19)	#Div01
411 TEXTBOOKS	\$10,000.00	\$0.00	\$10,000.00	\$3,533.64	\$0.00	\$0.00	\$6,466.36	35.34%
415 OTHER SUPPLIES/MATERIALS	\$93,071.00	\$0.00	\$93,071.00	\$29,622.61	\$5,946.05	\$0.00	\$57,502.34	38.22%
424 OTHER SUPPLIES	\$11,457.00	\$0.00	\$11,457.00	\$0.00	\$11,613.15	\$0.00	(\$156.15)	101.36%
601 DUES AND FEES	\$51,748.00	\$0.00	\$51,748.00	\$38,732.19	\$0.00	\$0.00	\$13,015.81	74.85%
Total for Support Expenses	\$3,421,935.00	\$24,840.00	\$3,446,775.00	\$1,675,974.90	\$519,235.40	\$61,392.97	\$1,190,171.73	65.47%
Maint/Oper/Trans								
305 PROFESSIONAL/TECHNICAL SVCS	\$65,000.00	\$0.00	\$65,000.00	\$11,806.00	\$24,500.00	\$0.00	\$28,694.00	55.86%
311 UTILITY SERVICES	\$4,151,200.00	\$0.00	\$4,151,200.00	\$1,607,550.16	\$139,529.35	\$0.00	\$2,404,120.49	42.09%
313 MAINTENANCE SERVICES	\$3,433,734.00	\$0.00	\$3,433,734.00	\$1,835,143.58	\$1,347,943.92	\$40,786.00	\$209,860.50	93.89%
317 STUDENT TRANSPORTATION	\$7,424,616.00	\$0.00	\$7,424,616.00	\$537,713.89	\$6,839,007.60	\$60,852.00	(\$12,957.49)	100.17%
319 CONFERENCE & TRAVEL	\$29,800.00	\$0.00	\$29,800.00	\$16,022.23	\$0.00	\$0.00	\$13,777.77	53.77%
321 PROFESSIONAL DEVELOPMENT	\$92,180.00	\$0.00	\$92,180.00	\$53,322.00	\$3,868.03	\$0.00	\$34,989.97	62.04%
424 OTHER SUPPLIES	\$335,213.00	\$0.00	\$335,213.00	\$142,884.10	\$78,018.07	\$0.00	\$114,310.83	65.90%
429 MAINTENANCE/REPAIR SUPPLIES	\$456,500.00	\$0.00	\$456,500.00	\$245,041.52	\$125,549.21	\$12,000.00	\$73,909.27	83.81%
Total for Maint/Oper/Trans	\$15,988,243.00	\$0.00	\$15,988,243.00	\$4,449,483.48	\$8,558,416.18	\$113,638.00	\$2,866,705.34	82.07%
Capital								
501 CAPITAL OUTLAY	\$235,700.00	\$0.00	\$235,700.00	\$151,433.04	\$10,430.41	\$4,255.00	\$69,581.55	70.48%
503 TECHNOLOGY	\$971,968.00	\$0.00	\$971,968.00	\$663,378.38	\$178,791.60	\$0.00	\$129,798.02	86.65%
Total for Capital	\$1,207,668.00	\$0.00	\$1,207,668.00	\$814,811.42	\$189,222.01	\$4,255.00	\$199,379.57	83.49%

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

1/2/2013 12:03:09 PM

Fairfield Public Schools
Fiscal Year 2012-2013

Major Classification Summary Object	Appropriation As Adopted	Spec Approp and Transfers	Appropriation Amended	Total Expenditures	Outstanding Encumbrance	Outstanding Requisitions	Unencumbered Balance	% Used
Grand Total	148,936,464.00	\$0.00	148,936,464.00	\$67,364,696.17	\$71,788,102.61	\$404,863.21	\$9,378,802.01	93.70%

FAIRFIELD PUBLIC SCHOOLS

ENCLOSURE NO. 4

JAN 15 2013



The Education Center

MEMORANDUM

TO: Board of Education
FROM: Philip Dwyer, Chairman
DATE: January 15, 2013
SUBJECT: Changes to By-Laws

****These changes were suggested at the November 27 BOE Meeting. Board members may provide additional suggestions not listed here. ****

1. Proposed by Mrs. Kennelly

Recommended Motion: “that the Board of Education add a liaison position to Article 2, Section 3, Paragraph A, number 4, by adding letter d. The Fairfield Education Association (FEA)”

2. Proposed by Mrs. Brand

Recommended Motion: “that the Board of Education change the notice period for meetings, agendas and materials by amending Article 5, Section 3, paragraph A as follows (**bold** represents added wording and ~~strikeout~~ represents deleted wording): Notice of each meeting of the Board and agenda **and materials** prepared by the Superintendent, listing all proposed action at such meeting, shall be delivered to each member of the Board at least ~~five (5)~~ **seven (7)** days prior to such meeting. Subject to each Board member’s consent, the Superintendent may deliver notice and the agenda electronically.”

JAN 15 2013

Board of Education
Policy Guide**Instruction****Instructional Resources****STUDENT INTERNET USE**

6417

Uses of electronic communication systems allow unprecedented opportunities for students to communicate, learn, access, and publish information. The district believes that the resources available through this network and the skills that students will develop in using it are of significant value in the learning process and student success in the future. These new opportunities also pose new challenges including, but not limited to, ready access for all students, age-level appropriateness of some material available through networks, security of the electronic communications system, and cost of maintaining increasingly complex networks. The district will endeavor to ensure that these concerns are appropriately addressed.

The district grants access to the network and the Internet by users only for the educational activities authorized under the administrative regulations including guidelines, procedures, and the specific limitations contained in this document.

The Fairfield Public Schools provide a variety of District Technology Resources in support of our instructional and administrative programs to ensure that our students become digital citizens proficient in information technology competencies essential for success in the 21st century. These District Technology Resources enhance learning and improve communication within our local and global communities. The advantages of having access to these District Technology Resources exceed a potential disadvantage. However, access to them is a privilege and not a right. Therefore, it is incumbent upon all members of the school community to use District Technology Resources responsibly, ethically and with respect for the work of others.

The District policies are intended to promote the most effective, safe, productive, and instructionally sound uses of District Technology Resources, information and communication tools. The District also makes a good faith effort to protect its students from exposure to Internet materials that are harmful, inappropriate, or explicit. The District employs a system of Internet content filtering controls that meet federal standards established by the Children's Internet Protection Act (CIPA). Ultimately, parents and/or guardians of minors are responsible for setting and conveying the standard that their children should follow when using District Technology Resources.

The District will provide training and procedures that encourage the widest possible access to electronic information systems and networks **District Technology Resources** by students, staff, and patrons while establishing reasonable controls for the lawful, efficient, and appropriate use and management of the system.

Instruction

Instructional Resources

STUDENT INTERNET USE (continued)

6417

Use of District Technology Resources, and/or a student's Personal Electronic Devices on school property or during a school sponsored or school related activity, are expected to be lawful, ethical, respectful, academically honest, and supportive of the school's mission. Each student user of-District Technology Resources and/or of the student's Personal Electronic Devices on school property or during school sponsored or related activity, has the responsibility to respect every other person in our community and on the Internet. All students are expected to follow the guidelines, procedures, and specific limitations outlined in the Acceptable Use Guidelines and Agreement (6417AR). District Technology Resources are subject to search at any time.

Students are prohibited from using on school property or during a school sponsored or school related activity District Technology Resources or any Personal Electronic Devices for a use that is prohibited by this policy, other District or administrative policies, rules and regulations and/or state and federal law.

If a student brings a Personal Electronic Device onto school property or to a school sponsored or school related activity and/or connects a Personal Electronic Device to District Technology Resources, the student is subject to the rules and regulations regarding acceptable use in this policy, District or administrative policies, regulations and rules, and/or state and federal law. Any use that is in violation of the foregoing may result in loss of computer and Internet privileges and/or other discipline commensurate with the offense.

By bringing a Personal Electronic Device onto school property or to a school sponsored or school related activity and/or connecting a Personal Electronic Device to District Technology Resources, the student consents that faculty may confiscate said device if there is a reasonable suspicion that a student is using a Personal Electronic Device in a manner that is in violation of this policy or with other District or administrative regulations, rules, or policies, and/or state and federal law. The school may search the Personal Electronic Device in a manner and to an extent that is consistent with, and limited to, the initial basis for the reasonable suspicion and to determine whether a violation of District or administrative policies, rules and regulations and/or state and federal law has occurred.

Password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual student.

Instruction

Instructional Resources

STUDENT INTERNET USE (continued)

6417

- District Technology Resources and Personal Electronic Devices may only be used in a manner that is consistent with the District's educational objectives, mission and curriculum.
- Receipt, transmission and/or storage of any material in violation of District or administrative regulations, rules or policies, and/or any local, federal or state law is prohibited. This includes, but is not limited to: copyrighted material, licensed material and threatening, harassing, or obscene material.
- Intentional or unintentional use of District Technology Resources to access or process proxy sites, pornographic or other inappropriate material, explicit text or files, or files dangerous to the integrity of the network and/or instructional resources is prohibited.
- Use of District Technology Resources for commercial activities, or for solicitation not approved by the District, is prohibited.
- Students will utilize appropriate online behavior, including interactions with others in social media sites or chat rooms, and refrain from cyber-bullying behavior.
- Students and parent/guardian may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
- Files stored on District Technology Resources are the property of the District and, as such, may be inspected at any time and should not be considered private.
- Materials published via electronic publication must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with content standards.

Instruction

Instructional Resources

STUDENT INTERNET USE (continued)

6417

Fairfield Public Schools reserves the right to refuse access to District Technology Resources to any student. Violating this policy, District and/or administrative policies, rules or regulations, or state or federal laws may result in disciplinary action, including temporary or permanent ban on student use of District Technology Resources and/or use of Personal Electronic Devices on school property or during school sponsored or school related activities, suspension or dismissal from school and/or legal action. The District will cooperate with law enforcement officers in investigations related to illegal activities conducted with District Technology Resources or Personal Electronic Devices.

District Technology Resources include, but are not limited to: District owned, operated, managed or offered electronic media information, devices, resources, systems; software, hardware and programs; networks and access to the Internet; cell phones, smart phones, tablets (Kindles, Nooks, iPads etc.), personal laptop and desktop computers, memory sticks, or any device or item that can or may be capable of receiving, transmitting and/or storing digital information or digital media.

Personal Electronic Devices include, but are not limited to: cell phones, smart phones, tablets (Kindles, Nooks, iPads etc.), personal laptop computers, memory sticks, or any device or item that can or may be capable of receiving, transmitting and/or storing digital information or digital media.

Legal Reference: Connecticut General Statutes 53a-182b Harassment in the first degree: class d felony (as amended by PA 95-143)

Legal Reference: RSA 194:3-d, 47U.S.C. Section 254, Children's Internet Protection Act.

CREF 6417

Approved 8/27/04

JAN 15 2013

Students

Code of Behavior

STUDENT INTERNET USE

5335

Uses of electronic communication systems allow unprecedented opportunities for students to communicate, learn, access, and publish information. The district believes that the resources available through this network and the skills that students will develop in using it are of significant value in the learning process and student success in the future. These new opportunities also pose new challenges including, but not limited to, ready access for all students, age-level appropriateness of some material available through networks, security of the electronic communications system, and cost of maintaining increasingly complex networks. The district will endeavor to ensure that these concerns are appropriately addressed.

The district grants access to the network and the Internet by users only for the educational activities authorized under the administrative regulations including guidelines, procedures, and the specific limitations contained in this document.

To the extent that it is practical and prudent, the district will provide training and procedures that encourage the widest possible access to electronic information systems and networks by students, staff, and patrons while establishing reasonable controls for the lawful, efficient, and appropriate use and management of the system.

Legal Reference: Connecticut General Statutes 53a-182b Harassment in the first degree:
class d felony (as amended by PA 95-143)

CREF 6417

Approved 8/27/04

JAN 15 2013

Board of Education
Policy GuideFairfield Board of Education
Fairfield, Connecticut

NOTICE

ELECTRONIC MONITORING

4235

This policy also serves as the required posting notice.

Pursuant to the authority of Public Act 98-142, the Board of Education hereby gives notice to all its employees of the potential use of electronic monitoring in its workplace. While the Board may not actually engage in the use of electronic monitoring, it reserves the right to do so when determined to be appropriate by the Board or the Superintendent of Schools at their discretion.

“Electronic monitoring,” as defined by Public Act 98-142, means the collection of information on school district premises concerning employees’ activities or communications, by any means other than direct observation of the employees. Electronic monitoring includes the use of a computer, telephone, wire, radio, camera, electromagnetic, photo-electronic, or photo-optical systems. The law does not cover the collection of information (A) for security purposes in any common areas of the Board of Education premises which are open to the public, or (B) which is prohibited under other state or federal law.

All staff members are made aware of the following:

- Monitoring may be used for assuring compliance with professional codes of conduct, Board Policy, or Administrative Regulations or established practices.
- Virtually, all electronic devices retain a record of each use and the information about that use may be recoverable.
- Electronic communications may not be secure and therefore may not be an appropriate means by which to communicate confidential or sensitive information.
- Freedom of Information Regulations apply to information maintained and/or communicated electronically and as to information maintained or communicated on other media.

The following specific types of electronic monitoring may be used by the school district in its facilities:

- Monitoring of e-mail and other components of the school district’s computer system for compliance with policies.
- Video surveillance in school buildings and on school grounds except where prohibited by law for security purposes.
- Video surveillance on all school transportation vehicles.

ELECTRONIC MONITORING (continued)

4235

- Telephone monitoring (landlines, cell or wireless) for quality control and performance assessment.
- Monitoring of electromagnetic card access system for security purposes.

The law also provides that, where electronic monitoring may produce evidence of misconduct, the school district may use electronic monitoring without prior notice when the Board and/or Superintendent have reasonable grounds to believe employees of the school system are engaged in conduct that (1) violates the law, (2) violates the legal rights of the Board of Education or other employees, (3) or creates a hostile work environment.

Questions about electronic monitoring in the workplace should be directed to the Superintendent of Schools or members of the administrative staff.

Approved 8/27/04

JAN 15 2013

**EDUCATIONAL SPECIFICATIONS FOR
OSBORN HILL ELEMENTARY SCHOOL
WINDOW REPLACEMENT PROJECT**

March 1, 2012 (Approved April 10, 2012)

Revised January 9, 2013

Code Violation
Indoor Air Quality
Energy Conservation
Extension/Alteration

PROJECT RATIONALE

The window systems at Osborn Hill Elementary School are original to the construction of the main building (1958), the classroom addition (1969), and the Media Center and Kindergarten Expansion (1997). The majority of the windows are inefficient single pane type. The age of a majority of the units makes it increasingly difficult to obtain replacement parts for damaged hinges, latches, etc. Inoperable and difficult to operate windows impede their use for natural ventilation. Operable windows are the primary source of fresh air ventilation at Osborn Hill Elementary School.

In addition to the existing window conditions, hazardous materials testing performed in 2013 during the investigation of this window replacement project revealed PCB contamination of several building elements beyond the windows and associated caulking. Among the items found to require abatement are flooring, paint, fireproofing among others.

The installation of new energy efficient replacement windows will bring savings to the town by enhancing the building's envelope performance while also enhancing the building's appearance and ensuring natural ventilation is available. In addition, the abatement of hazardous materials (PCBs) will improve indoor air quality at the facility and enhance the learning environment.

NOTE: Revisions to previously approved text are noted with highlighting.

LONG-RANGE PLAN

The long-range plan for the school facilities for the Fairfield Public Schools calls for provision of a safe and appropriate learning environment. In accordance with this aspect of the plan, Fairfield will undertake a window replacement project at Osborn Hill Elementary School.

The Fairfield Public Schools plans to continue to utilize Osborn Hill Elementary School in its current capacity, and with appropriate maintenance, as an elementary school for the next twenty years.

THE PROJECT

The Fairfield Public Schools proposes a window replacement project at Osborn Hill Elementary School to address the deficiencies with the windows at the facility. In addition to the window replacements, abatement, removal and/or encapsulation of hazardous materials (PCBs) throughout the facility will be performed per CT DEEP and US EPA requirements. The abatement will include building elements such as caulking, glazing, flooring, paint, fireproofing, etc. The removal of the hazardous material may include the demolition and reconstruction of building element and spaces.

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

Construction: All original windows throughout the main building (installed in 1958 and 1969) will be replaced with a new window system meeting current standards for maximum energy efficiency. The new replacement windows will include glass tinting for increased occupant comfort and new window hardware which will enhance security at the facility. In addition the abatement, removal and/encapsulation of hazardous materials (PCBs) will also be performed.

Final space: See *Current space* above.

FF&E: New window treatments, replacement of FF&E items contaminated by PCBs

BUILDING SYSTEMS

Security: Not applicable.
Public Address: Not applicable.
Technology: Not applicable.
Phone System: Not applicable.
Clocks: Not applicable.

INTERIOR BUILDING ENVIRONMENT

Acoustics: Ceilings: Not applicable.
Walls: Not applicable.
Lighting: Not applicable.
HVAC: Not applicable.
Plumbing: Not applicable.
Windows/Doors: All windows throughout the main building (installed in 1958 & 1969) will be replaced with a new window system meeting current standards for energy efficiency. Windows will also be of a hopper type that can be opened at the bottom to allow for natural ventilation and will include glass tinting for increased occupant comfort.

SITE DEVELOPMENT

Site Acquisition: Not applicable.
Parking: Not applicable.
Drives: Not applicable.
Walkways: Not applicable.
Outdoor Athletic Facilities: Not applicable.
Landscaping: Not applicable.
Site Improvements: Not applicable.

COMMUNITY USES

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

- Parent Teacher Association (PTA) meetings and events
- Cub Scouts
- Girl Scouts
- Various school clubs
- Civic group meetings

Osborn Hill Elementary School is used as a polling place.

EDUCATIONAL SPECIFICATIONS

ENCLOSURE NO. 9

JAN 15 2013

Fairfield Ludlowe High School

Fairfield Public Schools

Fairfield, CT 06824

David Title, Ed.D.

Superintendent of Schools

DRAFT for B.O.E. FOR APPROVAL 1-9-2013

RATIONALE FOR THE PROJECT

BACKGROUND:

On May 10, 2011, the Fairfield Board of Education adopted the "Fairfield Public Schools Facilities Plan 2011-2015". The primary purpose of this plan was to produce a blueprint for meeting the facilities needs of the school district over the next four years. The extension and alteration project for Fairfield Ludlowe High School is a major recommendation for meeting these identified facilities needs by the installation of an addition(s) to provide additional classrooms and cafeteria space to accommodate increased enrollment; installation of new lockers and renovation of boys' and girls' lavatories.

ENROLLMENT:

Between 2002 and 2012, the number of high school students overall has increased from approximately 2160 students to over 2968. This represents an increase of over 808 students or a 37.4% growth. This growth pattern has been documented in a number of facility reports and student enrollment studies. MGT of America has completed 10 year enrollment projections by school that project an increase in the overall high school population. The most recent enrollment updates show a continued increase. This enrollment increase is projected to continue through at least the 2016-17 school year.

CAPACITY:

The Fairfield Public Schools currently has two high schools each with a design capacity of 1400 students. Presently Fairfield Ludlowe High School's enrollment is 10.8% over its design capacity and projected to be 22.7% over its design capacity by the 2016-17 school year. Presently the overcapacity of this facility has been accommodated by scheduling advantages offered by the school's rotating class schedule.

As the enrollment continues to increase additional classrooms, core spaces, and facility improvements will be needed as specific types of specialized spaces will be unavailable. Specific space shortages are expected in science classrooms/labs, cafeteria space, and certain types of general classroom spaces.

LONG RANGE EDUCATIONAL PLAN:

On August 27, 2004 the Fairfield Board of Education approved the following policies which explain the long range educational plan of the district.

MISSION STATEMENT

Policy Number 0100*

The Fairfield Board of Education, in a cooperative partnership with the parent or guardian, staff, and community, will provide the students in our town's public schools with the high-quality instruction, learning opportunities, and positive environment they require to realize their potential as lifelong learners and responsible citizens.

LONG-TERM GOAL

Policy Number 0110

Sustain the continuing improvement of the Fairfield Public Schools so that they will continue to rank with the best in the nation.

THE PROJECT

In conjunction with the Fairfield Board of Education’s Long Range Facility Plan the board proposes a construction project at Fairfield Ludlowe High School to alleviate overcrowding of the facility due to continuing enrollment increases and to address long-term facility needs. The essential elements of this proposed construction project include the following elements:

- Addition of two science classrooms and labs
- Addition of four general purpose classrooms for use with the following curriculum
 - Business Education
 - English
 - Mathematics
 - Social Studies
 - Health
 - World Language
- Expansion of the cafeteria/kitchen to accommodate increasing enrollment
- Relocation of the Teacher Lounge (to free up an additional classroom space)
- Relocation/enhancement of the Senior Lounge (including the creation of individual & group study areas)
- Replacement of windows with energy efficient units per recent architectural studies
- Renovation of student lavatories
- Addition of lockers
- Replacement of the roofing installed in 1991

ENROLLMENT DATA AND PROPOSED PROJECT CAPACITY

FAIRFIELD LUDLOWE HIGH SCHOOL	YEAR									
	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21
Enrollment	1538	1552	1601	1661	1699	1718	1703	1674	1641	1695
Capacity	1400	1400	1400	1525	1525	1525	1525	1525	1525	1525

SPACE DEFICIENCIES:

This construction project **does not** address all of the program/capacity deficiencies identified in the “Fairfield Public Schools Facilities Plan 2011-2015” dated May 10, 2011.

Specifically this project does not address the following items found in the “Fairfield Public Schools Facilities Plan 2011-2015”:

- Addition of mechanical fresh air systems in the existing building
- Addition of air conditioning in the existing building
- Addition of storage rooms for custodial/maintenance needs
- Addition of storage rooms for staff and school needs
- New and increased security measures
- Increasing the facility capacity to provide an 85% capacity utilization rate

The following specifications apply to the new and renovated spaces only, not to the entire building.

BUILDING SYSTEMS:

Envelope

- Roofing systems shall be multi-ply systems (no single membrane systems) 20 year warranty (no dollar limit/edge to edge)
- Exterior envelope materials shall be consistent and compatible with the existing building façade materials in size, shape, color and texture
- Construction details of exterior elements shall be consistent and compatible with the existing building façade details

Security/Safety

- Reliable internal and external communication should be available between/among all areas of the facility to the degree consistent with safety and security plans
- Electronic security shall be provided which will include color video cameras (interior and exterior) and DVR (Dedicated Micros – Sprite model with 16 channels) recording devices with remote viewing capabilities (via secure computer network) and LCD monitors located in Security Office.
- Door hardware – District Standards – Schlage/Von Duprin/LCN
- Exterior doors to have continuous hinges
- Locks – Everest ‘D’ Keyway (interior), Primus Keyway (exterior) – Key into existing building system – Master key facility (new and old locks)
- All spaces to be capable of interior lockdown (without re-entry into the corridor)
- Doors – Narrow vision lites (for restricted line of sight into classroom during lockdowns)
- Exterior doors used by staff and students for exterior functions shall have CO access control locks by Locknetics
- Tactile signage (new spaces) for room identification (including room numbers) and directions
- Evacuation signage with directional maps
- Exterior signage (for directions and site identification)
- Provide adequate site lighting
- Protective window covering at locations subject to damage

Code

- Abate any hazardous material – encapsulation is not acceptable
- ILSM – Interim Life Safety Measures for working in an occupied building

(Also see BSF Filing Requirements)

INTERIOR BUILDING ENVIRONMENT:

Mechanical Systems

- Separate **independent** commissioning of Mechanical/Electrical/Plumbing (MEP) systems to include an air flow balancing contractor hired directly by the building committee (not the construction manager or design team) and reporting directly to the building committee **and** the Board of Education
- Lighting fixtures – standard type(s), ease of maintenance, coordinated with presentation stations (projectors & projection surfaces)
- Low voltage systems to be designed to district standards
- Proper shutoff and backflow valves located to provide easy and quick access
- Upgrade telephone system as appropriate for the new additional space
- Master clock system in all spaces

Interior Spaces - General

- Kitchen update for increased enrollment– Review equipment (size, condition, etc.), storage space, serving lines, etc including but not limited to:
 - Storage for dry goods
 - Walk-in Refrigerator
 - Walk-in Freezer
 - Washer & Dryer
 - Serving lines with power and network access
- Ceiling systems – standard sizes 2x2 or 2x4, standard tiles, wide grids 9/16”, no strange patterns, consistent choices
- Millwork – solid surface countertops/plastic laminate cabinets/wire pull handles/euro-hinges
- Flooring –VCT or other easily mopped finish in classrooms, corridors, etc.
- Student lavatories and staff toilet rooms meeting district standards to be located at convenient locations for students and staff
- MDF/IDF room (in new addition) to be:
 - large enough to allow front and rear access to all racked equipment
 - located in non-classroom spaces
 - provided sufficient ventilation, cooling and power to support equipment growth
 - provided with security alarms
- Built in shelving, cabinets and countertops sufficient for instructional material storage
- Built in shelving, cabinets and countertops sufficient for office material storage (lockable)
- FF&E – New Spaces – Appropriate furniture and equipment to accommodate the intended use of the room/space inclusive of student desks and/or tables, chairs bookcases, storage, teacher desk & chairs, learning centers for individual and/or group instruction, computer tables & chairs, area carpets, room darkening shades, appropriate projection surface for use with multimedia projector, wall pads, basketball hoops, fire resistant file cabinets, tackboards, tackstrips, whiteboards, flags, clocks, pencil sharpeners, paper towel dispensers, soap dispensers, etc.

Interior Spaces – Specific Program Needs

- **SCIENCE** - each classroom/lab must be equipped with:
 - lab stations for students working in pairs, each with water/gas/electric hook-ups, as well as an area for traditional student desks
 - all safety equipment including vented hoods, emergency showers, eye wash stations, fire extinguishers and blankets, goggle storage
 - Preparation rooms accessible to the outside corridor as well as the corresponding classroom; size of a classroom, equipped with dry storage, refrigerators, lab-ware dishwashers, flammable storage and caustic storage.

TECHNOLOGY:

- An essential component of this project is to provide electronic network access to every segment of the new building (addition). All instructional areas and support facilities shall be provided with:
 - local and wide-area wired and wireless networks
 - digitally delivered TV connectivity
 - digitally integrated internal broadcast capability
 - wiring for interactive whiteboard technology
- Each teaching space shall be provided with connectivity to multimedia projection systems with amplification and speaker systems to support audio as per current district standards.
- All wiring to be CAT 6 or better and certified. Each patch panel shall be labeled with the room number, and jack number and each jack labeled with MDF/IDF closet number, panel and punch down location.
- Charging stations for mobile computer labs
- Technology Network Space – server room, wiring closets, dedicated area for head-end equipment including extended demarcation points provided by the suppliers to the server room for all external connections.

(Also see INTERIOR BUILDING ENVIRONMENT – Interior Spaces)

CSDE BSF FILING REQUIREMENTS (for Reimbursement):

This project shall be designed so that it can be filed with the Connecticut State Department of Education - Bureau of School Facilities under at least the following project types:

- Extension of Facility
- Alteration of Existing Facility
- Energy Conservation
- Roof Replacement
- Code Violation (Hazardous Material abatement)

As required by C.G.S. 10-291 a Phase I environmental site assessment in accordance with ASTM Standard #1527 shall be conducted prior to the approval of architectural plans.

COMMUNITY USES:

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

- Parent Teacher Association (PTA) meetings and events
- Various school clubs
- Civic group meetings
- Sporting clubs and events

Fairfield Ludlowe High School is used as a polling place and as an emergency shelter.

DRAFT for B.O.E. FOR APPROVAL 1-9-2013