

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

***THE PUBLIC IS REQUESTED TO SILENCE CELL PHONES DURING THE MEETING***

Board of Education, Fairfield Public Schools  
Fairfield Ludlowe High School Auditorium, 785 Unquowa Road, Fairfield, CT

**Tuesday, May 7, 2013**

**STUDENT RECOGNITION AWARDS**

**7:00 p.m.**

**REGULAR MEETING**

**7:30 p.m.**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Presentation of Secondary Math Curriculum and Resources, Grades 6-10  
(Enclosure No. 1 and 2)
4. Approval of Minutes of the Regular Meeting of April 9, 2013  
Recommended Motion: "that the Board of Education approve the Minutes of the Regular Meeting of April 9, 2013"  
(Enclosure No. 3)
5. 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
6. Board Committee/Liaison Reports
7. Superintendent's Report
8. Old Business
  - A. Approval of Fairfield Teacher and Administrator Evaluation Plans  
Recommended Motion: "that the Board of Education approve the submission of the Fairfield Teacher Evaluation Plan, the Fairfield Administrator Evaluation Plan, and the Alternative Implementation Plan, to the CT State Department of Education "
9. New Business
  - A. Update on Riverfield Project, Mr. Tom Quinn  
(Enclosure No. 4)

B. Presentation of Superintendent's Recommended Budget Adjustments for 2013-2014

10. Public Comments and Petitions

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

11. Open Board Comment

12. Adjournment

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

CALENDAR OF EVENTS

May 21, 2013	Regular Board Meeting	7:30 p.m. 501 Kings Highway East 2 <sup>nd</sup> Floor Conference Room
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RELOCATION POLICY NOTICE

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

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

**Enclosures 1 and 2 can be found on our website: Fairfieldschools.org**

[http://fairfieldschools.org/curriculum\\_instruction\\_math.htm](http://fairfieldschools.org/curriculum_instruction_math.htm)

Please see all documents listed under DRAFT Secondary Math Curriculum Documents

*\*\* A limited number of hard copies will be available at the May 7 Board Meeting \*\**

MAY 07 2013

Board of Education, Fairfield Public Schools  
501 Kings Highway East, 2<sup>nd</sup> Floor Board Conference Room, Fairfield, CT  
Tuesday, April 9, 2013  
REGULAR MEETING MINUTES

## Voting Summary:

### **Approval of Minutes**

#### ***Approval of Minutes of the Regular Meeting of March 12, 2013.***

Mrs. Gerber moved/Mrs. Brand seconded the recommended motion "that the Board of Education approve the Minutes of the Regular Meeting of March 12, 2013." Mrs. Kennelly asked that on page 3 the minutes be changed to read "North Stratfield" instead of "Stratfield". Motion passed 8-0 (Ms. Iacono was not present for this vote.)

### **Old Business**

#### ***Approval of Elementary Math Curriculum, Grades PK-2***

Mrs. Gerber moved/Ms. Iacono seconded the recommended motion, "that the Board of Education approve the Elementary Math Curriculum, Grades PK-2." Motion passed 7-2 (Mrs. Kennelly, Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Ms. Iacono, Mr. Fattibene, Mr. Kery in favor; Mr. Liu, Mrs. Brand against).

#### ***Approval of Policy 5514-Students-Administration of Medication in the Schools.***

Mrs. Kennelly moved/Mrs. Gerber seconded the recommended motion "that the Board of Education approve Policy 5514-Students-Administration of Medication in Schools." Motion passed 8-0 (Mr. Convertito was not in the room at the time.)

### **New Business**

#### ***Establish Date and Time of Fairfield Ludlowe High School and Fairfield Warde High School Graduation.***

Mrs. Gerber moved/Ms. Iacono seconded the recommended motion, "that the Board of Education establish June 27, 2013 at 6:00 p.m. as the date and time of graduation for Fairfield Ludlowe High School and Fairfield Warde High School."

#### ***Motion to Extend***

At 10:55 p.m. Ms. Iacono moved/Mr. Kery seconded to extend the meeting to 11:20 p.m. Motion passed, 9-0.

Mrs. Kennelly moved/Mr. Liu seconded to amend the original motion to establish June 20, 2013 at 6:00 p.m. as the date and time of graduation for Fairfield Ludlowe High School and Fairfield Warde High School.

Amendment passed 5-4 (Mrs. Kennelly, Mr. Convertito, Mr. Liu, Mrs. Gerber, Mrs. Brand in favor; Mr. Dwyer, Ms. Iacono, Mr. Fattibene and Mr. Kery against.)

The amended motion, "that the Board of Education establish June 20, 2013 at 6:00 p.m. as the date and time of graduation for Fairfield Ludlowe High School and Fairfield Warde High School" passed 5-4 (Mrs. Kennelly, Mr. Convertito, Mr. Liu, Mrs. Gerber, Mrs. Brand in favor; Mr. Dwyer, Ms. Iacono, Mr. Fattibene and Mr. Kery against.)

### **Adjournment**

Ms. Iacono moved/Mrs. Brand seconded the recommended motion "that this Regular Meeting of the Board of Education Adjourn." Motion passed 9-0. Meeting adjourned 11:15 p.m.

## Detailed Minutes:

### 1. Call to Order and Roll Call

Chairman Philip Dwyer called the meeting to order at 7:31 p.m. Present were members Jennifer Kennelly, John Convertito, Perry Liu, Jessica Gerber, Philip Dwyer, Pamela Iacono (arrived 8:58 p.m.), Paul Fattibene, Tim Kery, and Sue Brand. Others present were Dr. Title, student representatives from FLHS and FWHS, members of Central Office and approximately 100 members of the public.

### 2. Chairman Phil Dwyer led the Board and the audience in the Pledge of Allegiance.

### 3. Special Reading

Mr. Jim Coyne, Fairfield Warde High School Headmaster, introduced Delia Motavalli, FWHS student, to read her essay "This I Believe" as featured on NPR. Mr. Liu asked for copies of this essay for the Board.

### 4. Presentation of Draft Teacher and Administrator Evaluation Plans

Dr. Title clarified that these plans are being presented at this meeting for information, and at the next meeting, the Board may approve the draft plans' transmittal to CT Department of Education (CSDE) for approval.

#### *Teacher Evaluation Plan*

Ms. Leffert thanked the committee members for their hard work and input, which began last September at a CES Consortium. Ms. Leffert stated that the committee, after researching 4 different models, decided to go with a hybrid plan, deriving from the CT model (SEED) and aligning with the Marzano Causal Teacher Evaluation Model.

Ms. Brand asked about the cost of the Marzano plan, and Ms. Leffert responded that the only real cost is the Professional Development; there is money identified to cover those expenses; there are 3 days in the summer and maybe one in the spring; calibration work must be done by administrators and also teacher mentors to help colleagues; and that this plan needs to be approved by CSDE prior to the roll-out. Ms. Brand also stated that the teachers should understand that to be 'proficient' is not a bad thing. Ms. Leffert stated that 'proficient' is a great place to be; and this plan will again be reviewed within the next year or two.

Mr. Fattibene asked about page 6. Ms. Leffert explained that the school climate survey will be used; that the 10% parent feedback will be used, rather than the 10% peer feedback. Mr. Fattibene asked about page 27 and the use of standardized assessments in the student learning objectives. Ms. Leffert stated that non-standardized assessments may be used in the grades, such as grade 1, where standardized assessments do not take place; page 28 is specific to Fairfield; teachers will set a target after initial assessments; aligning this with the school improvement plans that teachers can pick from. Ms. Leffert clarified that grey areas are guidance counselors, deans, and social workers; those are the areas where there are no standardized assessments.

Mrs. Brand stated that calibration will be consistent and the Common Core is spelled out clearly.

Mr. Convertito, referred to enclosure 1D. Ms. Leffert explained that this list was not all inclusive and there may be more indicators and this document will be reviewed yearly by a committee. Mr. Convertito stated that having so many variables does not create consistency. Ms. Leffert stated that this is really aligned toward school improvement plans, and it is not anticipated that all schools will be targeting the same things. Dr. Title stated that the district gives the same assessments, but depending on the needs of the schools, teachers may or may not use those assessments; that there is a consistency in the district regarding testing, but the results

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will determine the goals. Mr. Convertito stated that he sees school improvement plans as separate from teacher evaluation. Dr. Title stated that this is to create alignment; we are absorbing a major amount of school reform.

Ms. Leffert, in response to Mr. Convertito, stated that the piece that was reduced was the number of observations. Rather than 6, there will be 3; more formal observations for newer and struggling teachers; this is following the state guidelines. Regarding parent feedback, Mr. Convertito asked whether results are diluted by using school-wide assessment. Ms. Leffert stated that the school will identify 2 or 3 things to focus on and the teacher will select one of those things to improve. For example, if one of the things to improve is 'communication with families' then the teacher may choose to create a newsletter.

In response to Mrs. Kennelly, Ms. Leffert stated that the climate survey is currently being used as those results are available now, but each year there will be a new survey with new targets. Additionally, Ms. Leffert stated the parent feedback is not designed to evaluate individual teachers. Mr. Kery stated that this process seems retroactive. Ms. Leffert stated that this gives the school the opportunity to prioritize each year. Mrs. Kennelly asked that these documents be placed online. Dr. Title stated the state is developing a survey and provides a feedback loop. In response to Mrs. Kennelly, Dr. Title stated it has been a rough road for the state with these pilots, and we are not even sure who has submitted their plans.

Mrs. Kennelly asked how teachers will be evaluated in the first year to determine which teachers are already proficient. Ms. Leffert stated that this will have to be worked on, but all teachers will have 3 observations, state regulations will be followed. There is more information on page 1G, and the state knows there is work to be done here.

Mrs. Brand asked if the survey could be modified for certain pieces, and Ms. Leffert stated that the survey must have validity.

Mrs. Kennelly suggested a group to be pulled out is anyone implementing new curriculum.

Mr. Convertito asked what support is in place to implement this system. Ms. Leffert stated that the numbers are even across the levels. Dr. Title stated it will be a challenge to roll this out.

Mr. Kery asked if there might be a move towards peer review and Ms. Leffert stated that the thought is to engage teachers to reflect on their practice rather than on being judgmental.

#### *Administrator Evaluation Plan*

Ms. Leffert stated the committee elected to adopt the SEED plan for the Administrator Evaluation Plan, which aligns with the Teacher Evaluation Plan.

Mr. Convertito stated that this is a top down plan that lacks input from people on the ground. Ms. Leffert stated that this plan does not offer that choice; the 10% must be done through focus groups, surveys, or other options.

Mr. Dwyer stated that transmittal of the DRAFT plan will be approved at the next meeting, and Ms. Leffert stated that the state is aware that May 7 is the target date.

#### **5. Approval of Minutes of the Regular Meeting of March 12, 2013**

Mrs. Gerber moved/Mrs. Brand seconded the recommended motion "that the Board of Education approve the Minutes of the Regular Meeting of March 12, 2013." Mrs. Kennelly asked that on page 3 the minutes be

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changed to read "North Stratfield" instead of "Stratfield". Motion passed 8-0 (Ms. Iacono was not present for this vote.)

## **6. Student Reports**

Danielle Clark and Acacia Longley reported that Girls Varsity Lacrosse beat Ludlowe, 12-8, a very exciting game. Several track students qualified for FCIAC and All-State. Infinite Campus has launched, marking period 3 is closing, AP testing starts May 6, College Fair starts tomorrow, Warde Day is this Friday, Prom is coming up, Earth Day is coming up, and the Debate Team qualified for States. Key Club will be fundraising, and 4 music students participated in the Hartford music festival, and the spring musical was 3 weeks ago.

Marco Congello and Alice Rocha reported that CAPT testing was successfully completed. UConn's CT writing project recognized several students, the school musical "Oliver" will be performed soon, and Youth American Cancer Society is participating in the fund raiser "Pennies for Patients". For the 10<sup>th</sup> year in a row, Battle of the Houses took place, and it was a success. The joint FLHS/FWHS boys ski team, girls ski team, and boys hockey teams all won state championships, and the FLHS cheerleaders took home the state championship as well. The Spanish Dept. trip to Spain is leaving on Thursday, and proms are coming up. Marco Congello then asked Alice Rocha to prom and she accepted the invitation. (Lots of applause.)

Dr. Title stated he will provide the dates of the proms to the BOE.

## **7. Board Committee/Liaison Reports**

Mrs. Kennelly stated that the Policy Committee is working on an Attendance Policy.

Mr. Liu stated that Fairfield Woods Building Committee will not be closed out until it gets passed to the BOE.

## **8. Superintendent's Report**

*Review of Quarterly Financial Update Through March 31, 2013 - Doreen Munsell*

Ms. Munsell stated that we will be within budget, but there are challenges with the year ending so late. The Osborn Hill costs were moved to the Town. With Hurricane Sandy, 75% was moved to the town through FEMA. With Sandy Hook, there are many security projects underway. The Blizzard cost was almost \$200,000. We are about on-target with custodial overtime. Pupil personnel is also on target, final payment of excess cost will come in and the state will finalize the payment in May. Transportation will be over due to special education. There are still some unknowns. Electricity will be more due to the late school year, and the K-8 wireless project is underway.

Mrs. Brand asked to see the quarterly report for AON, and whatever the BOF gets, the BOE should get. Mrs. Brand also asked if there were any contractual issues with school being in session so late in the year. Ms. Leffert stated that she has 20 staff members that have submitted paperwork showing vacation plans prior to the end of the year. Some staff members must work a few extra days to fulfill their obligations.

Mr. Kery asked what was percent was budgeted for excess cost payment. Ms. Munsell stated that 75% was budgeted and it is on target.

## **9. Old Business**

*A. Approval of Elementary Math Curriculum, Grades PK-2*

Recommended Motion: "that the Board of Education approve the Elementary Math Curriculum, Grades PK-2"

Moved by Mrs. Gerber, seconded by Ms. Iacono.

Dr. Cutaia-Leonard walked through the curriculum documents and identified highlights and Mr. Wakeman walked through sample units of study.

Mr. Convertito asked for an explanation of the \$80,000 textbook re-allocation. Mr. Wakeman stated the majority will go towards writing of the unit of grades PK-2. Dr. Title stated that some money might be shifted to cover Grade 6-10 resources. Mr. Convertito asked why there is a cost to cover the writing of units. Dr. Cutaia-Leonard stated that it is for teachers to write over the summer and not during teaching time, which is how the Grade 3-5 curriculum was written. Mr. Convertito stated that if teachers write units of study, then does that mean we won't be adopting a textbook next year; Dr. Cutaia-Leonard stated no. Mr. Liu stated that the money is not being used very well and does not understand why there isn't a textbook and the money will be spent twice.

Mrs. Brand stated that she likes the parent guide for homework but is concerned that there is no resource to help with parents.

Dr. Cutaia-Lenoard stated that early release of data strands show that test scores have improved; Mr. Wakeman stated that it is a bit premature, but several areas of the Blue Ribbon scores have increased for grades 3-5. Dr. Cutaia-Leonard stated that there are some assumptions with those scores; and the data that was compared was January 2012 to January 2013. Mr. Convertito asked if there were some data strands that did not improve and Mr. Wakeman stated yes.

Mr. Liu asked that flexible grouping be explained. Dr. Cutaia-Leonard stated that this can occur across a grade level or within a classroom based on pre-assessments on units of study; followed by post-assessments. Mr. Liu asked if this means that students are separated to work on their strengths. Mr. Wakeman stated that differentiating is more skill-based. Mr. Liu said as he understands it, flexible grouping runs counter to the current instructional model. Dr. Cutaia-Leonard stated that students share strategies and learn from one another, but not in place of the teacher.

Mrs. Kennelly is glad to hear about the parent guide; the curriculum is strong, tweaking will occur, the debate is over the text, and Mrs. Kenelly asked if Dr. Cutaia-Leonard could explain why Singapore is not being used, as was discussed in the informative 2½ hour meeting. Dr. Cutaia-Leonard stated that she is confident that units of study to be implemented will equal or exceed programs reviewed in the past; differentiation has been built in; and that pieces will continue to be developed. Mrs. Kennelly stated that with the SBAC test out there, this course of action may be the wiser. Dr. Title stated that staff is committed to this, there is a unity, and the staff believes in this which is very important. Mrs. Brand asked if this has been presented to the elementary staff, and Dr. Cutaia-Leonard responded that they have received the documents for review.

*Public Comment on Vote:*

Anthony Abazzia, Juniper Lane, stated that the Scott Forseman text is outdated, and we need to make sure we are moving forward.

Eileen Liu, Waterville Road, stated a vote tonight should not disqualify other texts, and is worried that this is being created in isolation.

Tricia Donovan, Taintor Drive, provided a math assessment/homework from her son's class and stated it was a poorly worded problem; when she posted the problem on a math forum, math experts stated that open ended questions can go wrong. Resources should be vetted.

Jerry McCormick, Waterville Road, asked the Board to respectfully consider Singapore math, and that teachers should be supported with world class resources.



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Suzanne Miska, Rygate Road, stated that she is confused about the curriculum and the text; her concern is that she needs a textbook for parents.

Annie Braley, Bibbins Avenue, states that a text is needed.

Pam Williams, Riverfield teacher, thanked the Board for recognizing teachers and feels fortunate to see students learning in a better way. She stated that students are stronger mathematicians and asked the Board to approve this curriculum.

Bethany Winchester, Riverfield teacher, stated that she is invested in the math process and asked the Board to support the PK-2 curriculum.

Nancy Meehan, Mill Hill teacher, stated that she has seen her share of curricula, and has never seen students so engaged and teachers so engaged.

Kevin Chase, Mill Hill Principal, asked the Board to support the curriculum.

Nicole Vinoski, Brookside Drive, stated that her son actually talks about problem solving, and asked the Board to stand behind this curriculum.

Steve Poricelli, North Stratfield teacher, stated that new curriculum helps students learn about math. Grade 3 through grade 5 teachers are unified with this program; administration has asked for input and made changes.

Martha Murphy, Wellington Drive, stated that she supports the PK-2 Math curriculum.

Dawn Llewellyn, Sturges Road, thanked the Board and teachers.

Michelle Baker, Pepperidge Circle, stated that she has been to every Board meeting and asked the Board to listen to the teachers.

*Board Questions:*

Mr. Liu asked when a text will be purchased. Dr. Title stated that this will be looked at next year. Mr. Liu stated that he cannot support this curriculum without a text; a text with a strong guideline is the way to go.

Dr. Cutaia-Leonard, in a response to a question from Mr. Kery, stated we are not precluded from using anything based on this structure. Mr. Kery stated that Westport built its own middle school curriculum. Mr. Kery stated that our team has chosen to do the hardest thing, and he stated that he is comfortable with this and will support it.

Mr. Fattibene asked to what extent the Board is required to review the de-facto text, and tonight the only charge is to approve the curriculum, not the text.

Mrs. Brand stated that she has no doubt that students are more engaged in math and she is thrilled about this. She stated that curriculum is data driven; she does not support this curriculum because she does not think it is ready.

Mr. Convertito stated that he trusts our own professionals and he will support this curriculum.

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Mrs. Kennelly stated that she will support this curriculum, which does not preclude choosing a text. She stated the Board will be vigilant, and she thanked the public for fulfilling a vital role.

Ms. Iacono stated that she trusts the staff for taking the time and states that she fully trusts the staff and supports the curriculum.

Mrs. Gerber thanked the staff, and stated that she supports the curriculum.

Mr. Dwyer stated that he supports the curriculum not only because teachers approve it, but because he thinks it is right.

Motion passed 7-2 (Mrs. Kennelly, Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Ms. Iacono, Mr. Fattibene, Mr. Kery in favor; Mr. Liu, Mrs. Brand against).

*B. Approval of Policy 5514- Students-Administration of Medication in the Schools*

Mrs. Kennelly moved/Mrs. Gerber seconded the recommended motion "that the Board of Education approve Policy 5514-Students-Administration of Medication in Schools"

*Public Comment:* None

Motion passed 8-0 (Mr. Convertito was not in the room at the time.)

**10. New Business**

*A. Establish Date and Time of Fairfield Ludlowe High School and Fairfield Warde High School Graduation.*

Mrs. Gerber moved/Ms. Iacono seconded the recommended motion, "that the Board of Education establish June 27, 2013 at 6:00 p.m. as the date and time of graduation for Fairfield Ludlowe High School and Fairfield Warde High School."

Mr. Kery asked if it would be impractical to move the graduation date up. Mr. Hatzis stated that the final exam schedule would be a problem for teachers who teach both juniors and seniors.

*Motion to Extend*

At 10:55 p.m. Ms. Iacono moved/Mr. Kery seconded to extend the meeting to 11:20 p.m. Motion passed, 9-0.

Mrs. Kennelly moved/Mr. Liu seconded to amend the original motion to establish June 20, 2013 at 6:00 p.m. as the date and time of graduation for Fairfield Ludlowe High School and Fairfield Warde High School. Amendment passed 5-4 (Mrs. Kennelly, Mr. Convertito, Mr. Liu, Mrs. Gerber, Mrs. Brand in favor; Mr. Dwyer, Ms. Iacono, Mr. Fattibene and Mr. Kery against.)

Mrs. Kennelly stated there are countless stories of hardships with internships and school orientations.

In response to a question from Mrs. Gerber, Mr. Coyne stated that Warde does not have a large number of students with an orientation problem, but that the least disruptive date for graduation is June 27.

Ms. Iacono stated that we should stay with June 27<sup>th</sup>.

In response to a question from Mrs. Brand, Dr. Title stated that the statute requires students to attend school for 180 days; if students graduate on June 20, the seniors would have to return for 3 days after graduation.

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Mr. Liu stated that students deserve to have a celebration.

*Public Comment:*

Betty Ann O'Shaugnessy, Queens Grant Road, stated that some people think the graduation date is June 26.

Jeannie Pacewitz, Sigwin Drive, asked why put more stress on our high schools, keep the graduation date at June 27.

Sofia Lascano, Brooklawn Avenue, stated that her sister is in high school, that students need transition time, have planned to graduate on June 20, and already invited family for that date.

Lisa Havey, PTAC president, stated that her son is a junior and if senior exams are held earlier it would be extremely disruptive.

Mr. Hatzis wanted to share that the internship program would not be started any earlier and that moving the date up would shorten the internship experience. Vendors may feel this is not in the best interest.

The amended motion, "that the Board of Education establish June 20, 2013 at 6:00 p.m. as the date and time of graduation for Fairfield Ludlowe High School and Fairfield Warde High School" passed 5-4 (Mrs. Kennelly, Mr. Convertito, Mr. Liu, Mrs. Gerber, Mrs. Brand in favor; Mr. Dwyer, Ms. Iacono, Mr. Fattibene and Mr. Kery against.)

*B. Discussion on Updated Long-Range Facilities Plan*

Dr. Title stated that this plan would be best discussed in the fall, after new enrollment figures and other updates.

**11. Public Comments and Petitions: None**

**12. Open Board Comment**

Mrs. Brand mentioned that Glenn Mackno Won Principal of the year award from PTSA.

Mrs. Kennelly stated that the Odyssey of the Mind Competition was last weekend and the Stratfield team is moving on in its competition.

**13. Adjournment**

Ms. Iacono moved/Mrs. Brand seconded the recommended motion "that this Regular Meeting of the Board of Education Adjourn." Motion passed 9-0. Meeting adjourned 11:15 p.m.

*Submitted by*

*Mrs. Jessica Gerber*

*Fairfield Public Schools*

*Board of Education*

*Secretary*

MAY 07 2013

Tom Quinn, Chairman

*Riverfield School Building Committee*

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Philip Dwyer, Chairman  
Fairfield Board of Education  
501 Kings Hwy East  
Fairfield, CT 06924

May 2, 2013

Dear Chairman Dwyer,

As Chairman of the Riverfield School Building Committee (RSBC), I want to thank you for putting our project on the agenda for the May 7th meeting.

We recognize that you generally discuss items on one agenda and approve them at the following meeting; however, time is of the essence as we must have all approvals in place by June 30 in order to meet the state reimbursement deadline for 2013-2014, and in order to secure a \$500,000 savings for starting the project without further delay. We therefore respectfully request to appear before you on May 7<sup>th</sup> and seek your approval that same evening for moving forward to the Board of Selectman with our proposals.

There has been much discussion regarding the funding amount for this project by the RSBC and the BOS. The dollar amount placeholder in the Town Waterfall Chart is \$13M. After much hard work, research, preliminary testing, proposals, and number crunching, the RSBC has determined that in order to fulfill the educational specifications for the Board of Education, which is part of our building committee charge, the cost of the project is approximately \$15.5M.

After appearing twice before the BOS, and then meeting twice with various stakeholders involved with the project, including Central Office Administration, as a building committee we were able to take the information we gathered and make the attached proposal for your approval. The RSBC has approved a funding request for \$15.5M to fulfill the education specification. However, the RSBC has also approved four deduct alternate options for the funding bodies to consider. They are labeled B through E on the attached documents. Each deduct alternate eliminates items from the educational specification in order to get the project cost down to the waterfall placeholder of \$13M. Option E comes closest to meeting this number at \$13,613,331. I have met with the First Selectman and he has verbally committed to Option E. We hope that you will approve our plan to move forward with Options A through E, acknowledging that should the project be approved for an amount listed in B through E, you will need to revise your educational specifications.

I thank you for your support in helping this project move forward. We are scheduled to appear before the Board of Selectman on May 15, so appearing before your Board on May 7<sup>th</sup> is imperative.

Thank you,

Tom Quinn  
Chairman

CC: BOE members  
David Title, Superintendent  
RSBC members  
BOS members

**RIVERFIELD SCHOOL BUILDING COMMITTEE PRESENTATION TO FAIRFIELD BOARD OF EDUCATION**

**BOARD MEETING MAY 7, 2013**

**BACKGROUND**

THE RIVERFIELD SCHOOL BUILDING COMMITTEE WAS FORMED IN MARCH 2012 BY THE FIRST SELECTMAN AND APPROVED BY ALL THE NECESSARY BOARDS. THE COMMITTEE WAS GIVEN A CHARTER THAT OUTLINED ITS ROLE AND PROJECT; AT THE SAME TIME THE COMMITTEE WAS PRESENTED WITH A COPY OF THE APPROVED EDUCATIONAL SPECS (ATTACHED APPENDIX ) WHICH FORMED THE SPECIFIC DELIVERABLES .

**COMMITTEE OBJECTIVES**

- 1) DEVELOP CONSTRUCTION PLAN THAT MEETS ALL OF THE APPROVED EDUCATIONAL SPECS.
- 2) RECOGNIZING THE OVERALL ECONOMIC REALITIES , RECOMMEND A PLAN THAT DELIVERS A PROJECT THAT REFLECTS GOOD CONSTRUCTION PRACTICES AT LOWEST POSSIBLE COST.
- 3) PROJECT INCLUDES THE FOLLOWING :
  - A) INSTALL BUILDING ADDITION TO ELIMINATE PORTABLE CLASSROOMS
  - B) IMPLEMENT ALL BUILDING CODE, LIFE SAFETY CODE AND FIRE CODE REQUIREMENTS
  - C) UPGRADE CORE FACILITIES
  - D) INSTALL NEW FIRE SPRINKLER SYSTEM
  - E) INSTALL NEW FRESH AIR AND AIR-CONDITIONING SYSTEM
- 4) OVERSEE CONSTRUCTION THROUGH TURN-OVER

**PROCESS**

THE COMMITTEE APPOINTED THE FOLLOWING PROFESSIONAL COMPANIES TO FACILITATE MEETING OBJECTIVES;

ARCHITECT : KENNETH BOROSON ARCHITECTS

PROJECT MANAGER: STRATEGIC BUILDING SOLUTIONS

CONSTRUCTION MANAGEMENT : GILBANE BUILDING COMPANY

DURING THE PAST YEAR , THE COMMITTEE HAS STUDIED VARIOUS ALTERNATIVE DESIGNS ALONG WITH THEIR ATTENDANT COSTS . INPUT WAS RECEIVED FROM A NUMBER OF SOURCES INCLUDING PARENTS;SCHOOL ADMINISTRATION ; CENTRAL OFFICE; NEIGHBORS; FAIRFIELD POLICE DEPT. AS WELL BOE LIASON . ALL MEETINGS /DECISIONS WERE OPEN AND IN ACCORDANCE WITH FOI .

### PROJECT CURRENT STATUS

THE COMMITTEE HAS DEVELOPED A RECOMMENDED PLAN THAT COVERS ALL THE EDUCATIONAL SPECS WHICH IS TITLED OPTION B AND HAS AN ESTIMATED COST OF \$ 15,513,453 . THIS OPTION ALSO INCLUDES AN INCREMENTAL \$200,000 FOR ENHANCED SECURITY WHICH WAS ADDED BY THE COMMITTEE AFTER ORIGINAL BOS SUBMISSION . THE ORIGINAL SUBMISSION TO BOS WAS FOR \$15,152,355 ( OPTION A ) , ADDED TO THAT WAS INCREMENTAL COSTS FOR SAFETY, SOFFIT TO COVER EXPOSED PIPING AND CHANGES IN SOFT COSTS ASSOCIATED WITH CONSTRUCTION WHICH YIELDED OPTION B AT \$ 15,513,453.

BASED ON A SERIES OF ON-GOING MEETINGS WITH DR. TITLE AND FIRST SELECMAN TETREAU , THE SCHOOL CAPITAL SPENDING PLAN WHICH INCLUDED \$ 13,000,000 FOR THIS PROJECT WAS A CRITICAL CONSTRAINT . THE COMMITTEE IN RESPONSE TO THE NEED FOR A PROJECT CLOSER TO CAPITAL PLAN TARGET , DEVELOPED A SERIES OF OPTIONS THAT REFLECT REDUCED CAPITAL SPENDING WITH MINIMAL CHANGES TO THE EDUCATIONAL SPECS.

THE ATTACHED CHART REFLECTS OPTIONS A-E WITH THE ATTENDANT CAPITAL COSTS PER OPTION.

\*OPTION A- MEETS ALL EDUCATIONAL SPECS BUT IS MISSING INCREASED SECURITY SPENDING AND INSTALLATION OF SOFFITS TO COVER EXPOSED PIPING. BUDGET IS \$ 15,152,355

\*OPTION B- REFLECTS ALL ITEMS IN OPTION A PLUS INCREMENTAL SAFETY/SOFFIT SPENDING . BUDGET IS \$ 15,513,453 WITH 165 SQ FT INCREASE FOR VESTIBULE

\*OPTION C- REDUCES SQUARE FOOTAGE IN SERVICE AREAS AND REDUCES FF&E BY \$ 325,400 BY USING EXISTING FURNITURE AND EQUIPMENT WITHIN THE DISTRICT. BUDGET IS \$ 14,852,821 WITH 1,025 SQ FT REDUCTION

\*OPTION D- USING OPTION C AS A BASE THIS OPTION COMBINES SCIENCE CLASSROOM WITH LARGER MUSIC CLASSROOM. . BUDGET IS \$ 14,485,766 WITH 1,120 SQ FT REDUCTION

\*OPTION E- SAME AS OPTION D BUT ELIMINATES INSTALLATION OF FULL A/C . BUDGET IS \$ 13,613,331

\* ALL OPTIONS DO NOT SPEND FUNDS ON TRAFFIC FLOW AS CURRENT SYSTEM IN PLACE HAS BEEN DETERMINED TO BE BEST CASE SCENARIO FOR THIS SITE . THIS IS TECHNICALLY A MISS AGAINST ED SPECS.

Riverfield Elementary School

Total Project Budget-Executive Summary

Date: April 11, 2013

BOS 3/20/13 A

Proposed Project Budget	Original VE & Ed Specs
\$ 11,852,895	
\$ 11,852,895	
\$ 410,000	
\$ 12,262,895	
\$ 380,400	
\$ 1,787,519	
\$ 721,541	
\$ 721,541	
\$ 15,152,355	

BOS 3/20/13 B

Proposed Project Budget	Original VE & Ed Specs & Soffit
\$ 11,913,850	
\$ 12,173,850	
\$ 410,000	
\$ 12,583,850	
\$ 380,400	
\$ 1,810,467	
\$ 738,736	
\$ 738,736	
\$ 15,513,453	

C

Revised Floor Plans-Service only & FFE	Proposed Project Budget	Scope Reduction Option 1
	\$ 11,913,850	\$ 11,907,050
	\$ 410,000	\$ 12,317,050
	\$ 55,000	\$ 1,773,494
	\$ 707,277	\$ 707,277
	\$ 14,852,821	

D

Revised Floor Plans-Service & FFE	Proposed Project Budget	Scope Reduction Option 2
	\$ 11,913,850	\$ 11,580,800
	\$ 410,000	\$ 11,990,800
	\$ 55,000	\$ 1,750,167
	\$ 689,798	\$ 689,798
	\$ 14,485,766	

E

Revised Floor Plans-Service & Science & FFE & NO AC	Proposed Project Budget	Scope Reduction Option 3
	\$ 11,913,850	\$ 10,805,354
	\$ 410,000	\$ 11,215,354
	\$ 55,000	\$ 1,694,723
	\$ 648,254	\$ 648,254
	\$ 13,613,331	

Ed Spec Revisions

FFE Reduction (\$325,400)

	Proposed Accepted	Proposed Accepted	Proposed Accepted
\$	(325,400)	\$	(325,400)
\$	(266,800)	\$	(266,800)
\$	60,000	\$	60,000
\$	200,000	\$	200,000
\$	(6,800)	\$	(6,800)
\$	260,000	\$	260,000
\$	-	\$	-
\$	(325,400)	\$	(325,400)
\$	(266,800)	\$	(266,800)
\$	60,000	\$	60,000
\$	200,000	\$	200,000
\$	(775,446)	\$	(775,446)
\$	(266,800)	\$	(266,800)
\$	(326,250)	\$	(326,250)
\$	60,000	\$	60,000
\$	200,000	\$	200,000
\$	(1,108,496)	\$	(1,108,496)

Program Revision

- Alternate 1: Air Conditioning (\$775,446)
- Alternate 2: Reduced Service Area (\$266,800)
- Alternate 3: Music/Science Combo (\$326,250)
- Alternate 4: Added soffit \$60,000
- Alternate 5: Added security \$200,000

TOTAL: PROGRAM REVISIONS

BASED ON THE AFOREMENTIONED OPTIONS , THE CHAIR MET WITH THE FIRST SELECTMAN TO REVIEW PLANS AND SPENDING. THE FIRST SELECTMAN INDICATED THAT IN BETTER ECONOMIC TIMES , HE WOULD BE SUPPORTIVE OF THE RECOMMENDED OPTION B. HOWEVER GIVEN THE GIVEN THE POOR ECONOMIC TIMES , THE TOWN IS BETTER SERVED IN OPTION E OF \$ 13,613,331 WHICH CORRELATES CLOSELY TO " WATERFALL CAPITAL PLAN " TARGET OF \$ 13,000,000. THIS OPTION 'S BIGGEST VARIANCE TO ED SPECS IS THE ELIMINATION OF THE A/C ALONG WITH SOME CONSOLIDATION OF SPACE BUT DOES EFFECTIVELY DELIVER THE BALANCE OF THE ED SPECS.

#### REQUEST TO BOE

PREDICATED ON THE CURRENT STATUS , THE RSBC IS REQUESTING THAT THE BOE CONCUR THAT ANY OF THE PRESENTED OPTIONS ARE IN SIGNIFICANT COMPLIANCE TO THE ED SPECS AND ARE ACCEPTABLE TO THE BOE.

#### DELIVERABLES FROM THIS MEETING

- 1) THAT THE BOE FULLY UNDERSTANDS ALL THE OPTIONS ALONG WITH THEIR CHANGES TO ED SPECS.
- 2) THAT THE BOE CAN AND WILL SUPPORT ANY OF THE PRESENTED OPTIONS AS THEY PROGRESS BEFORE THE OTHER TOWN BODIES.



## Suggested Timeline for Riverfield Project

- January 2012** Board of Selectman approves the:
- Building Committee Charge
  - Initial Building Committee Funding (Seed Money)\*
  - Building Committee Membership
  - Resolution to develop schematic plans and specifications
- Board of Finance approves the:
- Initial Building Committee Funding (Seed Money)\*
- February 2012** RTM approves the:
- Initial Building Committee Funding (Seed Money)\*
  - Building Committee Membership
  - Resolution to develop schematic plans and specifications
- May 2012** Building Committee selects the:
- Architect
  - Construction Manager
  - Commissioning Agent
  - Owner's Representative (if desired)
- October 2012** Architect develops the:
- Conceptual Design Options
- Construction Manager develops:
- Conceptual Design Cost Estimates
- November 2012** BOE approval of the project
- December 2012** Building Committee selects design and seeks project funding
- May 2013** Funding request approved by the:
- Board of Selectman 5/15
  - Board of Finance 6/4
  - RTM w/o 6/17
- By June 30, 2013\*\*** Submission of ED049 to the Bureau of School Facilities (BSF) by June 30<sup>th</sup>
- November 2013** Architect completes:
- hazardous materials surveys
  - design development documents
  - PREP Meeting with the Bureau of School Facilities

WE  
ARE  
HERE →

\*See page 3 for detail on suggested Seed Money budget.

\*\*See page 4 for detail on state funding approval timeline.

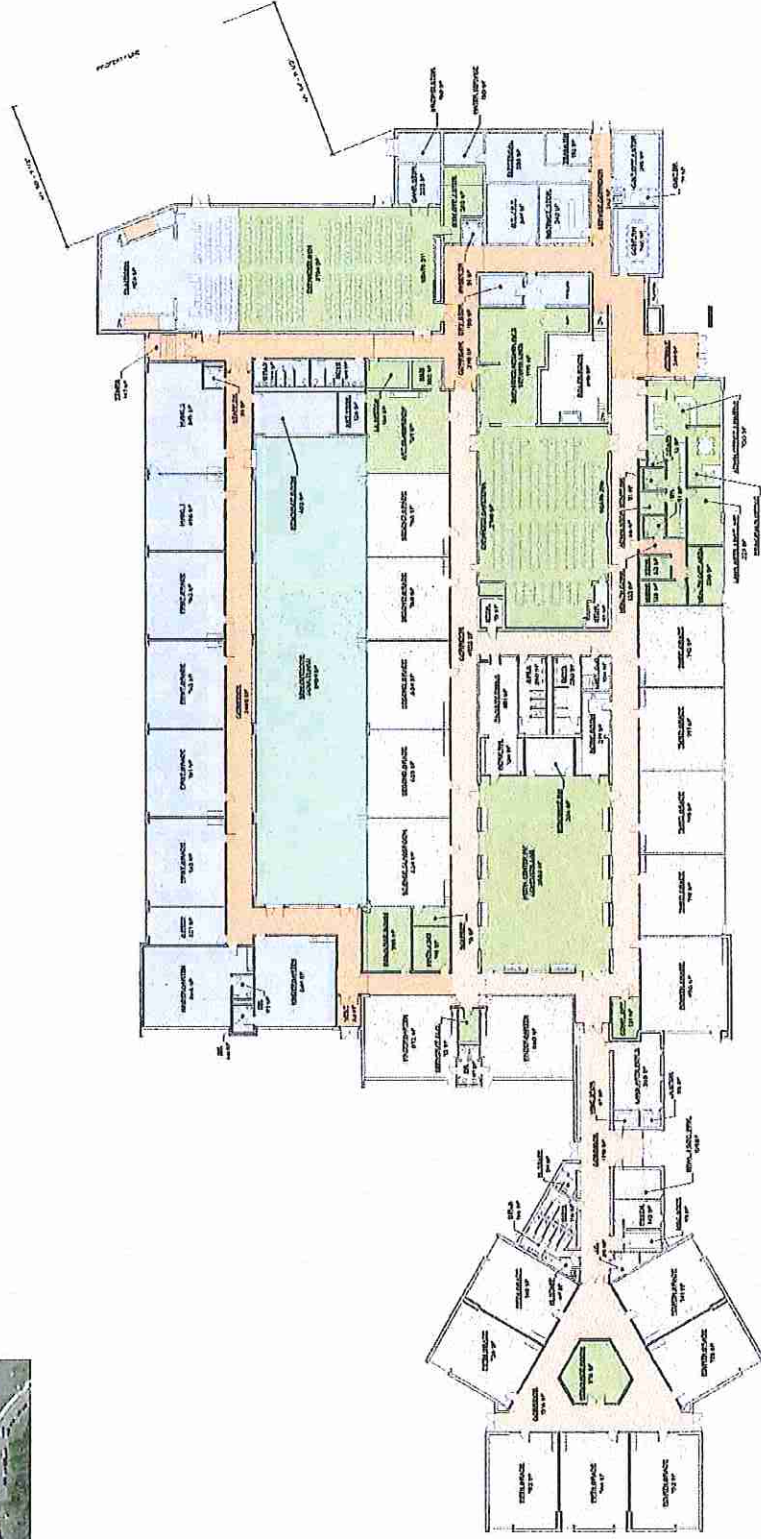


**CONSTRUCTION LEGEND**

- COURTYARD
- EXISTING CIRCULATION SPACE
- EXISTING CONSTRUCTION TO REMAIN
- NEW CIRCULATION SPACE
- NEW PROGRAMMED CONSTRUCTION
- RENOVATED EXISTING CONSTRUCTION



**AREA TABULATIONS:**  
 MODERATELY RENOVATED AREA = 29,505 SF  
 HEAVILY RENOVATED AREA = 15,530 SF  
 NEW ADDITION AREA = 18,398 SF  
 TOTAL GROSS BUILDING AREA = 63,433 SF



RIVERFIELD SCHOOL ADDITIONS & ALTERATIONS      SCHEME 2B - OPTION A



**CONSTRUCTION LEGEND**

- COURTYARD
- EXISTING CIRCULATION SPACE
- EXISTING CONSTRUCTION TO REMAIN
- NEW CIRCULATION SPACE
- NEW PROGRAMMED CONSTRUCTION
- RENOVATED EXISTING CONSTRUCTION

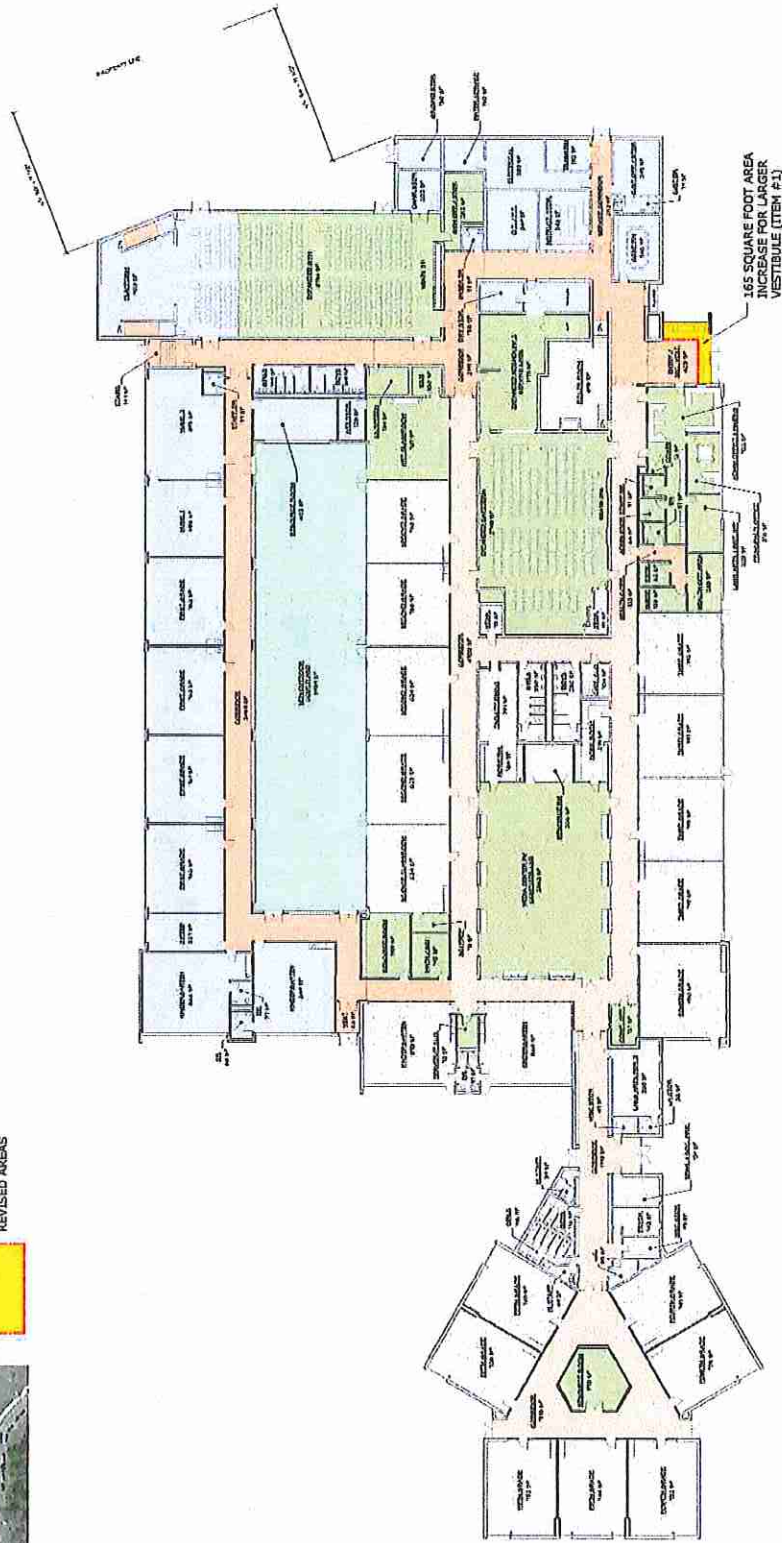


REVISED AREAS



**AREA TABULATIONS:**  
 MODERATELY RENOVATED AREA = 29,505 SF  
 HEAVILY RENOVATED AREA = 15,530 SF  
 NEW ADDITION AREA = 18,563 SF  
 TOTAL GROSS BUILDING AREA = 63,598 SF  
 GROSS AREA INCREASE FROM OPTION A = 165 SF

**REVISIONS FROM OPTION A:**  
 1. SUBSTITUTE LARGER SECURITY VESTIBULE FROM OPTION D FOR SMALLER ENTRY VESTIBULE FROM OPTION A



RIVERFIELD SCHOOL ADDITIONS & ALTERATIONS

SCHEME 2B - OPTION B



**CONSTRUCTION LEGEND**

- EXISTING CIRCULATION SPACE
- EXISTING CONSTRUCTION TO REMAIN
- NEW CIRCULATION SPACE
- NEW COURTYARD
- NEW PROGRAMMED CONSTRUCTION
- RENOVATED EXISTING CONSTRUCTION

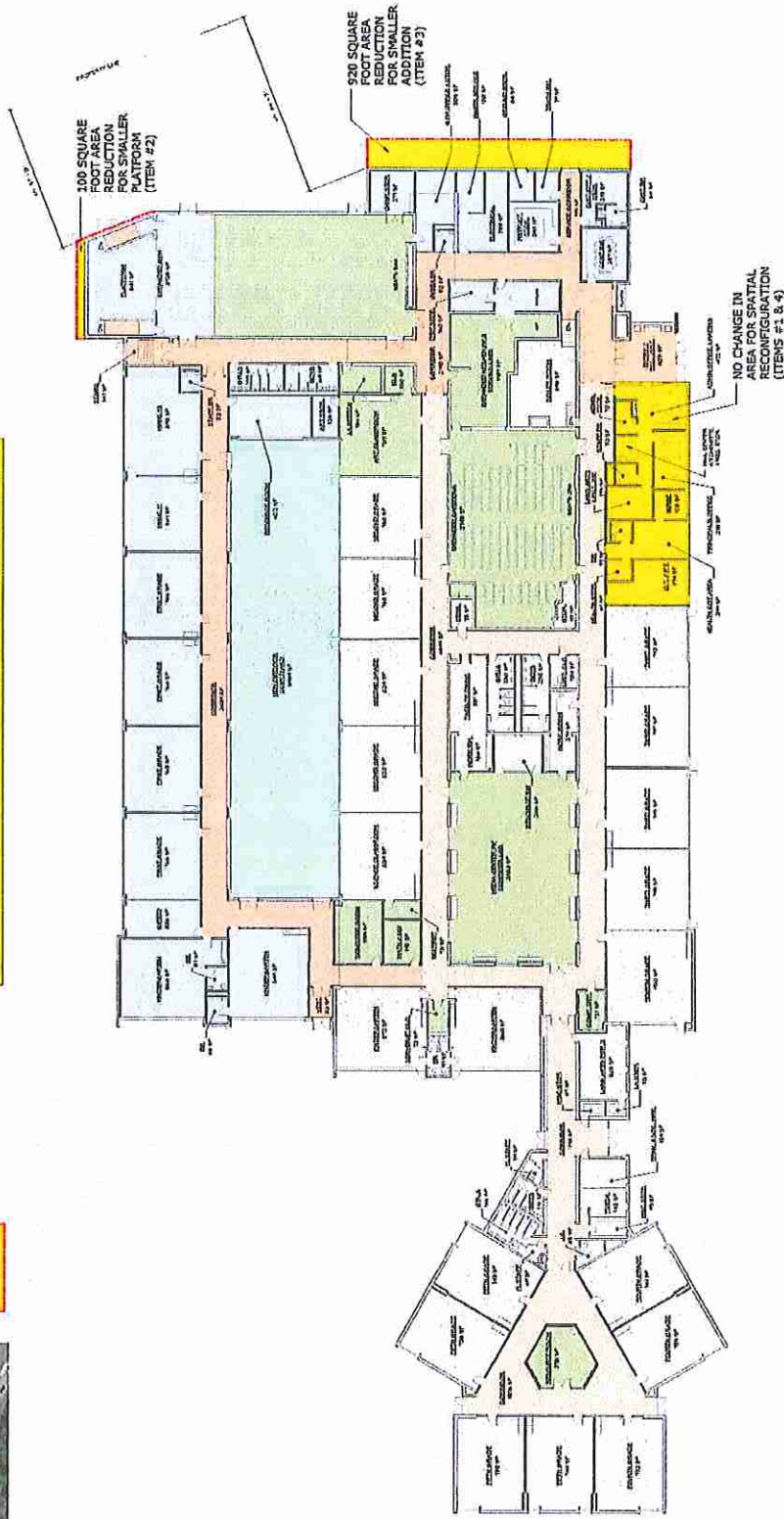


REVISED AREAS

**AREA TABULATIONS:**  
 MODERATELY RENOVATED AREA = 29,505 SF  
 HEAVILY RENOVATED AREA = 15,530 SF  
 NEW ADDITION AREA = 17,538 SF  
 TOTAL GROSS BUILDING AREA = 62,573 SF  
 GROSS AREA REDUCTION FROM OPTION B = 1,025 SF

**REVISIONS FROM OPTION B:**

1. RECONFIGURE CODE UPDATES AT HEALTH & ADMINISTRATIVE SUITES
2. REDUCE PLATFORM ADDITION AT NORTH WEST CORNER OF BUILDING
3. REDUCE SIZE OF & RECONFIGURE SERVICE ADDITION AT NORTH END OF BUILDING
4. RELOCATE O.T. / P.T. ROOM TO EAST SIDE OF BUILDING



RIVERFIELD SCHOOL ADDITIONS & ALTERATIONS

SCHEME 2B - OPTION C



**CONSTRUCTION LEGEND**

- EXISTING CIRCULATION SPACE
- EXISTING CONSTRUCTION TO REMAIN
- NEW CIRCULATION SPACE
- NEW COURTYARD
- NEW PROGRAMMED CONSTRUCTION
- RENOVATED EXISTING CONSTRUCTION

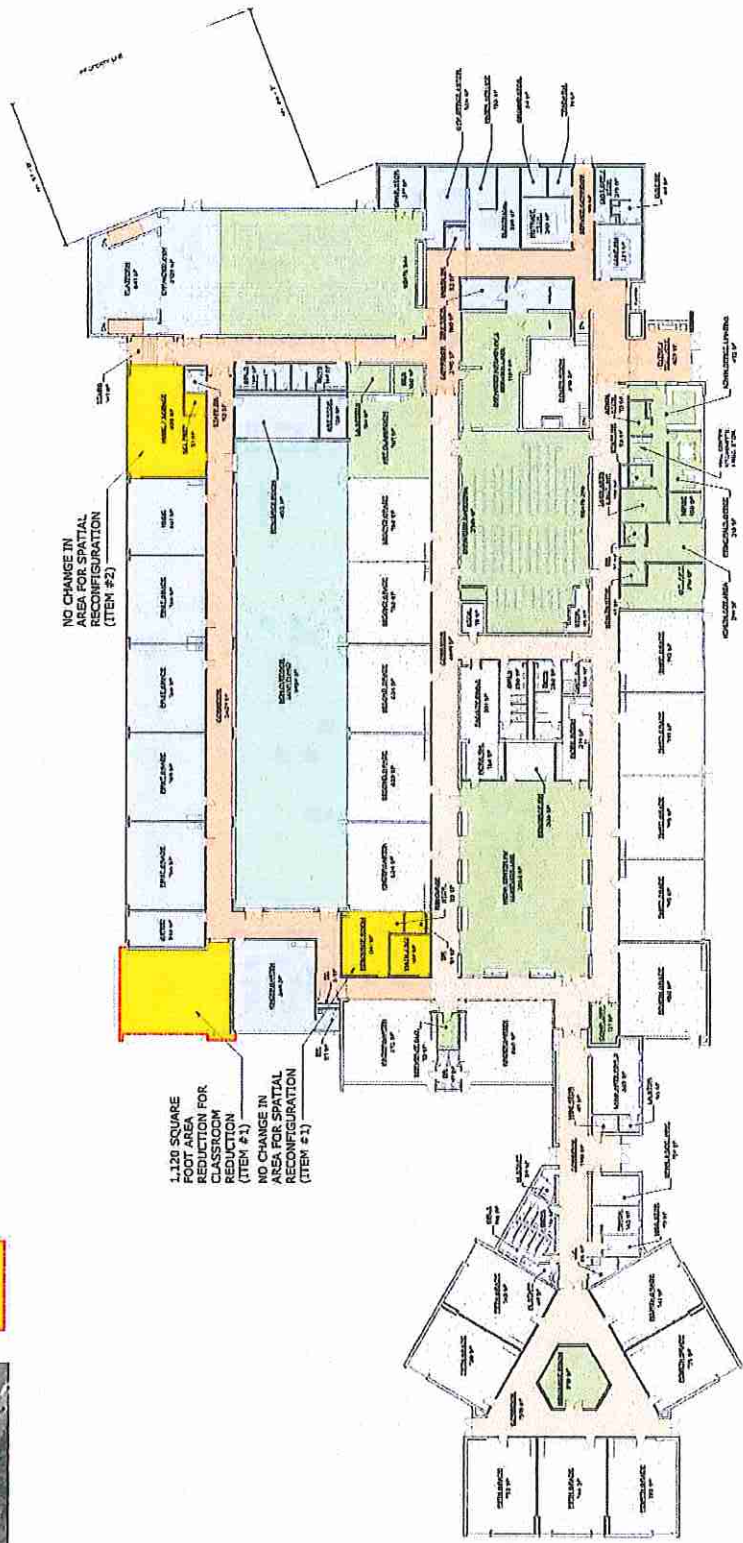


REVISED AREAS



**AREA TABULATIONS:**  
 MODERATELY RENOVATED AREA = 29,505 SF  
 HEAVILY RENOVATED AREA = 15,530 SF  
 NEW ADDITION AREA = 16,418 SF  
 TOTAL GROSS BUILDING AREA = 61,453 SF  
 GROSS AREA REDUCTION FROM OPTION C = 1,120 SF

**REVISIONS FROM OPTION C:**  
 1. OMIT KINDERGARTEN CLASSROOM FROM SOUTHWEST CORNER OF CLASSROOM ADDITION  
 2. COMBINE SCIENCE CLASSROOM WITH LARGER MUSIC CLASSROOM & PROVIDE ENSUITE SCIENCE PREP ROOM



RIVERFIELD SCHOOL ADDITIONS & ALTERATIONS

SCHEME 2B - OPTION D



RIVERFIELD SCHOOL ADDITIONS & ALTERATIONS

SCHEME 2B - OPTION D

MAY 7, 2013

KENNETH BOROSON  
ARCHITECTS



1. MAIN BUILDING, NORTH SIDE, SCHEME 2B - OPTION D



2. MAIN BUILDING, SOUTH SIDE, SCHEME 2B - OPTION D



3. MAIN BUILDING, EAST SIDE, SCHEME 2B - OPTION D



4. MAIN BUILDING, WEST SIDE, SCHEME 2B - OPTION D

RIVERFIELD SCHOOL ADDITIONS & ALTERATIONS SCHEME 2B - OPTION D

KENNETH BOROSON  
ARCHITECTS

# APPENDIX



CRITICAL STATISTICAL DATA - RIVERFIELD SCHOOL

1) ENROLLMENT 2012-2013 408

PROJECTED 504

2) SQUARE FOOTAGE

EXISTING 45,486SF

	OPTION A	OPTION B	OPTION C	OPTION D	OPTION E
MODERATE RENOVATION	29,505	-----	-----	-----	-----
HEAVY RENOVATION	15,530	-----	-----	-----	-----
NEW ADDITION	18,398	18,563	17,538	16,418	-----
TOTAL AREA	63,433 SF	63,598 SF	62,573 SF	61,453 SF	61,453 SF

3) GYM OCCUPANCY

EXISTING 368 W/O FIXED SEATS

PROPOSED 562 W/O FIXED SEATS

4) BUILT : 1959

RENOVATED : 1971 & 2000

## **Riverfield Elementary School**

Completed Work and Projects between 2000 and 2011

Two new dual fuel boilers  
New windows  
New classroom exterior doors  
New roof over pod addition  
New roof over connector  
New lockdown hardware on classrooms  
Electrical upgrades (exterior)  
Gymnasium Heating, Ventilating, Air-Conditioning upgrade  
Gymnasium and Library Media Center Radon Mitigation System  
New playground equipment  
Parking lot expansion  
New security cameras and cylinder master locks on doors  
New bathroom upgrades (boys and girls gang bathrooms only)  
Five relocated portable classrooms  
Heating, Ventilating, Air-Conditioning duct cleaning  
Building envelope and indoor air quality repairs and fixes

## Elementary School Cafeteria Capacities

School	Square footage	Dedicated Cafeteria or APR
Burr	3322	Cafeteria
North Stratfield	3135	APR
Dwight	2795	APR
Sherman	2790	APR
McKinley	2707	Cafeteria
Holland Hill	2706	APR
Jennings	2704	Cafeteria
Osborn Hill	2678	APR
Stratfield	2502	Cafeteria
Riverfield	2288	APR
Mill Hill	1959	APR

Elementary School Gymnasium  
Capacities

School	Square footage	
McKinley	4796	APR
Burr	4461	APR
Holland Hill	4270	Gym
North Stratfield	4067	Gym
Sherman	4032	Gym
Mill Hill	3897	Gym
Jennings	3495	APR
Stratfield	3290	APR
Osborn Hill	2943	Gym
Riverfield	2751	Gym
Dwight	2593	Gym

**EDUCATIONAL SPECIFICATIONS**

**APPROVED**  
12-13-2011

**Riverfield Elementary School  
Fairfield Public Schools  
Fairfield, CT 06824**

**David Title, Ed.D.  
Superintendent of Schools**

## LEARNING/EDUCATIONAL ACTIVITIES

### EDUCATIONAL SPACE REQUIREMENTS SUMMARY:

Art	Special Education
Homeroom Classrooms for grades K-5	Common/Core Spaces
Library/Media	Main Office Area
Music	Support Services
Physical Education	Technology
Science	

### ART:

- Art room with adequate areas for student hands-on activities
- Storage areas for supplies and equipment (directly adjacent and accessible from the Art room and lockable)
- Non-classroom based kiln facility with appropriate ventilation, cooling and shelving
- Work areas (with two sinks, running water and drains)

### HOMEROOM CLASSROOMS FOR GRADES K-5 (24 Classroom Model):

- Twenty homeroom classrooms for grades 1-5
- Four kindergarten classrooms each at 1,000 +/- square feet
- Standard classroom 750 - 800 +/- square feet
- Work area (with sink, running water and drain)
- Student cubbies (in kindergarten rooms)
- Comfortable small group areas

### LIBRARY/MEDIA:

- General seating for 100 with student worktable seating for 50 to 60 students
- Fully networked and computerized with a variety of print and media storage available as well as Internet access
- Integrated or directly adjacent computer lab with 28 student stations and one teaching station
- Recreational reading area
- Display areas and shelving (line of sight to be maintained for supervision)
- Storage areas for materials and equipment

### MUSIC:

- One general music/vocal room with sufficient space for piano and electronics
- Two smaller rooms for lessons and small groups in band and strings with a divider to be opened for larger rehearsals
- Small practice space and lockable office space for teaching staff
- Instrument storage room (directly adjacent and accessible from the Music room and lockable)

### PHYSICAL EDUCATION:

- Provision for indoor and outdoor activities, which are part of the curriculum (soccer, softball)
- Full size gymnasium with sufficient equipment storage areas
- Small lockable office for teaching staff

### SCIENCE:

- A dedicated science room
- A prep room (directly adjacent and accessible from the science room and lockable)
- A demonstration table (with a sink, running water, power and data connection)
- ~~Work-area (with sink, running water and drain)~~
- An eye wash station

### SPECIAL EDUCATION:

- Four resource-teaching rooms
- Two rooms for speech and language
- One room for OT/PT

### COMMON/CORE SPACES:

- An area of assembly seating 550+/- and a stage
- Cafeteria with two serving lines and eating facilities for 200 to 250 students
- Modern food service kitchen with sufficient refrigerator and freezer space for bulk food storage
- Two staff workrooms including staff dining area
- Adequate storage space throughout the building for all programs and support activities
- Large dedicated storage area for instructional materials (accessible from exterior and interior of the building)
- Custodial office
- Custodial supply storage and work area plus satellite custodial spaces across the building
- Sufficient and conveniently located staff lavatories
- Sufficient and conveniently located student lavatories

**MAIN OFFICE AREA:**

- Principal's office
- Three clerical workstations; two secretarial and one for other support
- One small conference room
- One directly adjacent and lockable storage room for student records and supplies
- One coat closet

**SUPPORT SERVICES**

- One - Instructional Improvement Teacher office
- One - School Psychologist office
- One - Social Worker office
- One - Teacher of the Gifted room
- Two - Language Art Specialist room
- One - Spanish room
- Nurse's facility (with office for staff, separate toilet room and quiet resting (cot) area and storage)
- One large conference room

**TECHNOLOGY:**

- Computer lab with 28 student stations and one teaching station (directly adjacent and accessible from the Library Media Center)
- Technology office with storage and counter for repairs (integrated or directly adjacent and accessible from the Library Media Center)
- Technology Network Space – server room, wiring closets, dedicated area for head-end equipment including extended demarcation points to the server room for all external connections.  
(Also see INTERIOR BUILDING ENVIRONMENT – Interior Spaces)
- An essential component of this project is to provide electronic access to every segment of the building. All instructional areas, support facilities or areas of assembly should be provided with local and wide-area wired and wireless networks, digitally delivered cable TV connectivity and digitally integrated internal broadcast capability. Each teaching space should be provided with connectivity to multimedia projection systems with amplification and speaker systems to support audio as per current district standards.  
*The instructional areas to be included at a minimum are Art, Homeroom, Library/Media, Music, Physical Education, Science, Special Education and Support Services.*
- All wiring to be CAT 6 or better and certified. Each patch panel shall be labeled with the room number, and jack and each jack labeled with MDF/IDF closet number, panel and punch down location.

**ENROLLMENT DATA AND PROPOSED PROJECT CAPACITY**

RIVERFIELD SCHOOL	YEAR									
	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21
Enrollment	419	423	428	433	439	453	472	490	501	510
Present Capacity w/o Portables*	399	399	399	399	399	399	399	399	399	399
Proposed Capacity w/o Portables*	504	504	504	504	504	504	504	504	504	504

\*Based on average class size of 21 students per classroom



### SPACE DEFICIENCIES:

This construction project shall address the program/capacity deficiencies identified in the 'Fairfield Public Schools Enrollment Projects and Elementary School Capacity Study' by MGT of America dated December 14, 2010 and the 'Fairfield Public Schools Facilities Plan 2011-2015' dated May 10, 2011.

### DETAILED DESCRIPTION:

The Fairfield Public Schools Facilities Plan provides the following facilities planning principles, which are to be considered in planning renovation and/or additions to school facilities:

- **Core Facilities** - Additional classrooms shall not be added without addressing the core facilities that they will impact. With any new classroom additions at our schools, we must equally incorporate relative additional space to expand core facilities when necessary. More children may bring more space needs in the cafeteria, library, gymnasium, bathrooms, and hallways.
- **Class Size** - Facilities planning, whenever possible, shall have a goal of providing adequate space to enable educational guidelines to be met. Class size should not be viewed as a variable designed to simplify facilities and budgetary problems. Class size should not be used as a means to fit students into the limited space we have, wherever it may be. Instead we should endeavor to provide appropriate facilities that meet educational specifications throughout the district.
- **Specialized Curriculum** - We must provide, whenever possible, appropriate and dedicated spaces for specialized curriculum needs such as special education, art, music, and technology - We should endeavor to provide appropriate and dedicated spaces for specialized curriculum needs, as specified in the Educational Specifications that are generated for our elementary schools. In particular, space must be provided for art, music, technology and special education. These critical components of our curriculum cannot be effectively delivered "on a cart," in a closet, or in similar inappropriate spaces.
- **Enrollment Projections** - A long term plan should account for and accommodate peak enrollment projections -When realistic and feasible we should not ignore the new dynamics that play a role in school population like in-migration, zoning density, regional economy, or being named "The Best Town in Connecticut" by CT Magazine. We should endeavor, whenever possible, to use projected enrollment figures that account for these factors, and that compensate for the fact that recent projections have at times underestimated actual enrollment, when determining space needs.
- **Stability** - We should strive to create district plans that provide stability for the district's students. We should endeavor to plan for stability in our educational system. Whenever possible, redistricting should not be revisited every 3-5 years, especially without a major event such as a school opening or closing.
- **Headroom** - To ensure stability we should leave headroom in each school- the maximum number we should PLAN to is 90%/85% of capacity. We should ensure that headroom is built into our calculations for school planning. Because enrollment projections are not an exact science district planning must account for the statistical variance between projected and actual enrollments. As such, whenever possible, schools should be operated at a utilization level that accommodates year-to-year fluctuations in enrollment without resorting to inappropriate measures, such as redistricting, or buying and installing portable classrooms. For elementary schools, this utilization level is 90%. For middle and high schools, this utilization level is 85%.
- **Commitment to Adding Space Where Students Are Located**- At the elementary school level we must have a commitment of maintaining the concept of "neighborhood schools" and/or allowing students to attend the elementary school which is reasonably close to the students' homes whenever educationally

feasible and possible. We should not be busing students past or away from their neighborhood school or a school which is reasonably close to their home because there is an open seat in another school located in different part of town. Therefore, the planning process must evaluate where the population centers are and build or expand in those areas.

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

## **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 monitor located in Main 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)
- Primary entrance into the building shall be focused to sign-in location (minimize or eliminate options)
- Primary entrance(s) into the building shall be wired for intercom/camera and remote door release
- Main Office clerical staff to have line of sight to the reception counter
- Exterior doors used by staff and students for exterior functions shall have CO access control locks by Locknetics
- Tactile signage (new and old 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**

- ADA review to be part of design for entire building and site
- Code update entire facility – sprinklers/ADA/alarms/emergency lighting (interior & exterior)/MEP (mechanical fresh air circulation and air conditioning)
- 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 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)
- Boilers shall be capable of dual-fuel operation (oil/gas)
- Update of existing building management controls consistent with newer systems in the district
- Low voltage systems to be designed to district standards
- Proper shutoff and backflow valves located to provide easy and quick access
- Upgrade telephone system to provide the capability of 8 incoming phone lines and 24 extensions
- Master clock system in all spaces

### Interior Spaces

- Ceiling systems – standard sizes 2x2 or 2x4, standard files, wide grids 9/16", no strange patterns, consistent choices
- Millwork – solid surface countertops/plastic laminate cabinets/wire-pull handles/euro-hinges
- Flooring – carpet in Library Media Center only, VCT or other easily mopped finish in classrooms, corridors, office areas, etc.
- Review the need for magnetic hold-open devices throughout the building
- Storage/Maintenance requirements need to be reviewed for the entire facility
  - Storage for grounds – gasoline storage, snow blower, lawn mower, etc.
  - Storage for office and curriculum – office supplies, art supplies, gym equipment, music equipment, PTA, etc.
  - Custodian – office space with desk and computer, breakroom, appropriately sized space in each area (floor) for daily maintenance equipment and supplies
- Accessory and gang toilet rooms meeting district standards to be located at convenient locations for students and staff
- MDF/IDF room with temperature control and alarms
- Kitchen update – 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
  - Two Serving lines with power and network access
  - Food Service Manager – lockable office space with desk and computer
- Drinking fountains – update to ADA throughout
- 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.

- FF&E – Existing Spaces – Replace any furniture in fair or poor condition based on a detailed survey of existing FF&E in all spaces. Replacement FF&E shall be aligned with current standards and 21<sup>st</sup> century teaching techniques
- Stage Area -- Provide curtains, light and sound system consistent with newer systems in the district
- Library Media Center, Gym and Cafeteria – Provide a sound system consistent with newer systems in the district
- Lockers are to be replaced throughout the building. Quantity shall be one locker per student (1<sup>st</sup> through 5<sup>th</sup> grades) based on the maximum class sizes

**SITE DEVELOPMENT:**

- Exterior traffic patterns – bus drop off large enough for a six bus queue, parent drop off reconfiguration to provide separation from the bus traffic and queue, additional parking (total parking on site to be 90 to 100 spaces)
- Site drainage review and upgrade (including the field drainage)
- Review condition of all site constructions (retaining walls, curbs and sidewalks, pavement, soccer field, etc.)
- Provide hard surfaced (asphalt) play areas adequate for program needs (match or increase pre-project square footage)

**COMMUNITY USES:**

Riverfield 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

Riverfield Elementary School is not used as a polling place.

**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
- Code Violation

Full consideration shall be given to the benefit of filing the project as a Renovation as defined by C.G.S. 10-282 (18).

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.

Riverfield Elementary School hosts Open Choice students. Given participation in the program the district will pursue a construction grant bonus in accordance with Connecticut General Statute 10-285a(g).

The following codes shall be addressed by this project:

- Fire
  - Sprinkler
  - Fire alarm
  - Emergency lighting
  - HVAC
  - Electrical
- Access for persons with disabilities
  - Accessibility to all programs
- OSHA
- Health
  - Asbestos
  - Kitchen
  - Toilet rooms
  - Environment
- Building
  - Building area limits
  - Mixed uses