

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

THE PUBLIC IS REQUESTED TO SILENCE DEVICES FOR THE DURATION OF THE MEETING

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

Thursday, January 30, 2014

REGULAR MEETING

7:30 P.M.

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval of Minutes
 - A. Approval of Minutes of January 14, 2014
Recommended Motion: "that the Board of Education approve the Minutes of the **Special** Meeting of January 14, 2014"
(Enclosure No. 1)
 - B. Approval of Minutes of January 14, 2014
Recommended Motion: "that the Board of Education approve the Minutes of the **Regular** Meeting of January 14, 2014"
(Enclosure No. 2)
4. Student Reports
Fairfield Ludlowe High School Student Liaison: Mr. Billy Moeder, Mr. Ethan King
Fairfield Warde High School Student Liaisons: Ms. Danielle Clarke, Ms. Carley Strachan,
Ms. Acacia Longley
5. Board Committee/Liaison Reports
6. Superintendent's Report
Update on Status of 2013-2014 Operating Budget
7. Old Business
 - A. Approval of Policy 0100, Fairfield Public Schools Mission, Goals, Objectives: Mission Statement
Recommended Motion: "that the Board of Education approve Policy 0100 as recommended"
 - B. Approval of Policy 0110, Fairfield Public Schools, Goals, Objectives: Long-Term Goal
Recommended Motion: "that the Board of Education approve Policy 0110 as recommended"
 - C. Approval of Policy 0200, Fairfield Public Schools, Goals, Objectives: Educational Goals
Recommended Motion: "that the Board of Education approve Policy 0200 as recommended"

8. New Business

A. Approval of Plans and Specifications for Riverfield Project 051-0125EA

Recommended Motion: "that the Board of Education approve the plans and specifications for the Riverfield Project Number 051-0125EA"

(Enclosures No. 3, 4)

B. Adoption of a Recommended Budget for the 2014-2015 Fiscal Year

Recommended Motion: "that the Board of Education approve an operating budget for the 2014-2015 fiscal year in the amount of \$----- as presented, to be forwarded to the Town of Fairfield"

9. 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.

10. Open Board Comment

11. Adjournment

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

CALENDAR OF EVENTS

February 25, 2014	Board of Education Regular Meeting	7:30 p.m. 501 Kings Highway East 2 nd Floor Conference Room
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RELOCATION POLICY NOTICE

The Fairfield Public Schools System provides services to ensure students, parents and other persons have access to meetings, programs and activities. The School System will relocate programs in order to ensure accessibility of programs and activities to disabled persons. To make arrangements please contact Pupil & Special Education Services, 501 Kings Highway East, Fairfield, CT 06825, Telephone: (203) 255-8379

JAN 30 2014

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**Executive Session Notes
Fairfield BoE; January 14, 2014**

Call to order and Roll Call

Chairman Philip Dwyer called the meeting to order at 6:35PM. Present were members Eileen Liu-McCormack, John Convertito, Donna Karnal, Jessica Gerber, Philip Dwyer, Paul Fattibene, John Llewellyn, Jennifer Maxon-Kennelly, and Marc Patten. Others present were Ann Leffert and attorney Don Houston.

Convene to Executive Session

Mrs. Gerber moved/Ms. Karnal seconded the recommended motion, "that the Board of Education convene in Executive Session to discuss the tentative agreements in resolution of the Collective Bargaining Negotiations for the Information Technology Bargaining Unit and for the Special Education Trainers Bargaining Unit, and to invite Ms. Ann Leffert and Mr. Don Houston as appropriate." Motion passed 9-0

The Board came out of Executive Session at 7:29PM.

*Jessica Gerber
Fairfield Board of Education
Secretary*

JAN 30 2014

Regular Meeting Minutes
Fairfield BoE; January 14, 2014

VOTING SUMMARY

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

Chairman Philip Dwyer called the Regular meeting to order at 7:35PM. Present were members Eileen Liu-McCormack, John Convertito, Donna Karnal, Jessica Gerber, Philip Dwyer, Paul Fattibene, Jennifer Maxon-Kennelly, John Llewellyn and Marc Patten. Others present were Dr. Title, members of the central office leadership team, student representatives Danielle Clarke, Acacia Longley, Ethan King and Bill Moeder and approximately 50 members of the public.

Approval of Minutes

Approval of Minutes of the Special Meeting of December 10, 2013.

Mrs. Maxon-Kennelly moved/Mrs. Gerber seconded the recommended motion "that the Board of Education approve the Minutes of the Special Meeting of December 10, 2013." Motion passed 9-0.

Approval of Minutes of the Regular Meeting of December 10, 2013.

Mrs. Maxon-Kennelly moved/Mrs. Gerber seconded the recommended motion "that the Board of Education approve the Minutes of the Regular Meeting of December 10, 2013." Mrs. Liu-McCormack moved/Mr. Llewellyn seconded a motion to add the following wording to page 5 of the minutes at the end of the Aon Presentation: "When Mrs. Liu-McCormack inquired of Aon, based on their broader client experience, what has proven to be the most effective way he has seen other districts reduce health plan costs, Mr. Lindgren responded the conversion to an HSA plan is a solution, reducing the value of the plan itself to reduce benefits."

Mr. Llewellyn moved/Mrs. Liu-McCormack seconded to amend the amendment by substituting language in Mrs. Liu-McCormack's written amendment – following the statement, "Mr. Lindgren responded" – with language stated by Mr. Lindgren in the meeting transcript provided by Mrs. Gerber as follows: "I think you have to kind of shift the cost away from the employee contribution and reduce the plan value if you will. So through HSAs is one of the ways you could get there. But really anything that reduces the value of the plan itself." Motion failed 4-5 (Mrs. Liu-McCormack, Ms. Karnal, Mr. Fattibene, Mr. Llewellyn in favor; Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Mrs. Maxon-Kennelly, Mr. Patten against).

Mrs. Liu-McCormack's original amendment failed 3-6 (Mrs. Liu-McCormack, Ms. Karnal, Mr. Llewellyn in favor; Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Patten against).

The original motion to approve the minutes passed 6-3 (Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Patten in favor; Mrs. Liu-McCormack, Ms. Karnal, Mr. Llewellyn against).

Old Business

Approval of the Secondary Business Curriculum and Textbook

Mrs. Maxon-Kennelly moved/Mrs. Gerber seconded the recommended motion "that the Board of Education approve the Secondary Business Curriculum as recommended." Mr. Convertito moved/Mrs. Maxon-Kennelly seconded to amend the motion to divide the question into a) approving the revamped curriculum, and b) approving the two new courses. Mr. Convertito then made a friendly amendment to his motion's wording to instead amend the main motion to approve the current business curriculum not including the Financial Literacy course and the Intro to Investing and Finance course, which the Board accepted by unanimous consent. After discussion, Mr. Convertito withdrew his motion. Original motion passed 9-0.

Mr. Fattibene moved/Mr. Convertito seconded the recommended motion, "that the Board of Education approve the Secondary Business Curriculum Textbook, "Becoming Money Smart: A Simulation for Financial Decision Making by Judi Deatherage, as recommended"

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Mr. Llewellyn moved/Mr. Patten seconded to amend the motion and add “with the use of Perkins Grant money” at the end of the recommended motion. Motion failed 3-6 (Mrs. Liu-McCormack, Mr. Llewellyn, Mr. Patten in favor; Mr. Convertito, Ms. Karnal, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene, Mrs. Maxon-Kennelly against). The original motion passed 9-0.

Approval of the BoE Capital Non-Recurring Projects 2014-2015.

Mr. Patten moved/Mrs. Maxon-Kennelly seconded the recommended motion “that the Board of Education approve the BoE Capital Non-Recurring Projects 2014-2015 as recommended.” Motion passed 9-0.

Approval of Minutes of November 26, 2013

Mr. Convertito moved/Mrs. Maxon-Kennelly seconded the recommended motion “that the Board of Education approve the minutes of the Regular/Organizational Meeting of November 26, 2013.” Mr. Llewellyn moved/Mrs. Liu-McCormack seconded to amend the minutes and add the language “John Llewellyn requested a copy of the most recent set of financials, as well as the 2013/2014 budget related to the Food Services Fund” to page 8 of the minutes, under the Update on Food Services RFP. Motion failed 4-4-1 (Mrs. Liu-McCormack, Ms. Karnal, Mr. Fattibene, Mr. Llewellyn in favor; Mrs. Gerber, Mr. Dwyer, Mrs. Maxon-Kennelly, Mr. Patten against; Mr. Convertito abstained). The original motion to approve the minutes passed 5-4 (Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Mrs. Maxon-Kennelly, Mr. Patten in favor; Mrs. Liu-McCormack, Ms. Karnal, Mr. Fattibene, Mr. Llewellyn against).

At 10:50PM Ms. Karnal moved/Mrs. Maxon-Kennelly seconded to extend the meeting to 11:15PM. Motion passed 9-0.

Amendment of Minutes of October 22, 2013

Mrs. Liu-McCormack moved/Mr. Llewellyn seconded to amend the previously adopted action by amending the minutes of 10/22/13 (adopted 11/26/13) to say (insert language under “Quarterly Financial Update” after last sentence): “When asked about who paid for health insurance for food service employees Ms. Mussel responded, ‘They haven’t paid us for last year. They owe the Health Insurance account from last year.’” And then Sue Brand comments: ‘I was concerned about the status of the food service budget because we went out to RFP because we were running out of money. How are we managing to operate? We don’t have the food service budget in front of us. I would feel more confident if it was before us. This leaves me with more questions than answers and questioning management given the fact that we had some serious problems.” Motion failed 4-4-1 (Mrs. Liu-McCormack, Ms. Karnal, Mr. Fattibene, Mr. Llewellyn in favor; Mrs. Gerber, Mr. Dwyer, Mrs. Maxon-Kennelly, Mr. Patten against; Mr. Convertito abstained). Mr. Dwyer stated that the October 22 minutes then stood as they were approved on November 26.

New Business

Approval of Agreement between Bargaining Unit AFSCME Council 4, Information Technology Technicians and the Fairfield BoE for 2011-2016

Mrs. Maxon-Kennelly moved/Mr. Llewellyn seconded the recommended motion “that the Board of Education approve the Agreement between Bargaining Unit AFSCME Council 4, Information Technology Technicians and the Fairfield Board of Education for the period July 1, 2011 through June 30, 2016.” Motion passed 9-0

Approval of Agreement between Bargaining Unit AFSCME Council 4, Special Education Trainers and the Fairfield BoE for 2011-2015

Mrs. Maxon-Kennelly moved/Ms. Karnal seconded the recommended motion “that the Board of Education approve the Agreement between Bargaining Unit AFSCME Council 4, Special Education Trainers and the Fairfield Board of Education for the period July 1, 2011 through June 30, 2015.” Motion passed 9-0

Adjournment

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

Detailed Minutes:

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

Chairman Philip Dwyer called the Regular meeting to order at 7:35PM. Present were members Eileen Liu-McCormack, John Convertito, Donna Karnal, Jessica Gerber, Philip Dwyer, Paul Fattibene, Jennifer Maxon-Kennelly, John Llewellyn and Marc Patten. Others present were Dr. Title, members of the Central Office Leadership Team, student representatives Danielle Clarke, Acacia Longley, Ethan King and Bill Moeder and approximately 50 members of the public.

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

Approval of Minutes

Approval of Minutes of the Special Meeting of December 10, 2013.

Mrs. Maxon-Kennelly moved/Mrs. Gerber seconded the recommended motion “that the Board of Education approve the Minutes of the Special Meeting of December 10, 2013.” Motion passed 9-0.

Approval of Minutes of the Regular Meeting of December 10, 2013

Mrs. Maxon-Kennelly moved/Mrs. Gerber seconded the recommended motion “that the Board of Education approve the Minutes of the Regular Meeting of December 10, 2013.” Mrs. Liu-McCormack moved/Mr. Llewellyn seconded a motion to add the following wording to page 5 of the minutes at the end of the Aon Presentation: “When Mrs. Liu-McCormack inquired of Aon, based on their broader client experience, what has proven to be the most effective way he has seen other districts reduce health plan costs, Mr. Lindgren responded the conversion to an HSA plan is a solution, reducing the value of the plan itself to reduce benefits.”

Mrs. Gerber handed out a transcript regarding this portion of the AON presentation at the December 10, 2013 meeting to all Board members.

Mr. Llewellyn moved/Mrs. Liu-McCormack seconded to amend the amendment by substituting language in Mrs. Liu-McCormack’s written amendment – following the statement, “Mr. Lindgren responded” -- with language stated by Mr. Lindgren in the meeting transcript provided by Mrs. Gerber as follows: “I think you have to kind of shift the cost away from the employee contribution and reduce the plan value if you will. So through HSAs is one of the ways you could get there. But really anything that reduces the value of the plan itself.” Motion failed 4-5 (Mrs. Liu-McCormack, Ms. Karnal, Mr. Fattibene, Mr. Llewellyn in favor; Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Mrs. Maxon-Kennelly, Mr. Patten against).

Mrs. Liu-McCormack’s original amendment failed 3-6 (Mrs. Liu-McCormack, Ms. Karnal, Mr. Llewellyn in favor; Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Patten against).

The original motion to approve the minutes passed 6-3 (Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Patten in favor; Mrs. Liu-McCormack, Ms. Karnal, Mr. Llewellyn against).

Student Reports

Mr. Moeder and Mr. King reported for Fairfield Ludlowe High School and stated that students are preparing for mid-terms, the Candlelight Concert was well attended, the Key Club’s Operation Hope Drive was a success, early action/decision letters are being received, winter sports season has begun, and course selection night is coming up.

Ms. Clarke and Ms. Longley reported for Fairfield Warde High School and stated that winter sports season has begun, the Carillon Concert was a great success, mid-terms are coming up, the county assemblies dances are coming up, the school

store will be opening, the Key Club is collecting cans, yearbook orders are due soon, and 8th grade orientation will take place soon.

Superintendent's Report

Quarterly Financial Report

Mr. Dwyer asked that Board discussion focus on the issue of the increased Special Education costs as related to outplacements and reported that the meeting with the Board of Finance went well.

Ms. Munsell presented the Quarterly Financial Report, discussed the enclosure, and stated there is a projected \$1.4 million shortfall, largely due to increases in Special Education costs; this has resulted in a budget freeze for non-essential spending which does not affect the health, safety, or instructional needs to maintain programs; a hiring freeze for non-essential employees is currently in effect; overtime is limited to critical maintenance; subs are limited to coverage of essential employees for unavoidable situations; and administrators have been asked to estimate potential savings.

Dr. Title stated that capital purchases such as technology replacements may be deferred; professional development and curriculum writing may be put on hold; employees wishing to go to conferences must cover the full cost of the conference and substitute unless there is a contractual obligation; schools have been asked to limit inventory; maintenance has been asked to limit overtime; health, safety and maintenance issues will be addressed.

Dr. Title stated that help may be needed from the Town to cover the projected deficit and the Board of Finance has indicated a willingness to work together on this issue.

Board Discussion followed and Ms. Leonardi summarized key points in response to Board questions:

- a number of students rose to a level of need via the PPT process and mediated settlements
- there is a higher rate of students with mental illness and high level of emotional distress requiring a level of care not offered in our public schools
- work is being done to address these issues through consultations, evaluations, and school-based teams
- many districts are experiencing similar spikes in these types of needs and issues
- services required for these complex issues have never been offered in the district
- the district has discussed developing an in-district solution, however, there will always be a need to outplace some students
- Fairfield's overall prevalence rate is about 10%, well within national standards

Mr. Dwyer recommended a separate meeting on this topic should more information be required.

In response to Mr. Patten, Dr. Title stated the electric rates are based on Town estimates.

In response to Mr. Llewellyn, Ms. Leonardi stated that the special education budget is based on October of the prior year, on the total number of tuitions with estimated tuition rates; that the prior year's transfer of \$280,000 into Pupil Personnel Services could have been due to parts of evaluations, consultations, and tuition. Dr. Title stated that the complex excess cost calculation is unknown until the filing is complete, and this year many placements did not qualify for reimbursement.

In response to Mrs. Liu-McCormack, Ms. Leonardi stated that approximately 1100-1200 students are in Special Education with 89 students in outplacements; the predominant outplacement cost is tuition and transportation and is estimated at \$8.5 million.

Dr. Title stated that there are 2 streams of funding to off-set special education costs: the excess cost grant which is capped by the state, and federal funding that was affected by the sequester, costing the district \$150,000.

In response to Mr. Llewellyn's question regarding Food Services, Mr. Dwyer ruled that, in the interest of time, the Food Services portion of the Quarterly Report would be discussed at the January 21 meeting.

In response to Mr. Fattibene, Dr. Title stated that the district must end the year without a deficit, and there are still unknowns such as the weather.

Presentation of the Superintendent's 2014-2015 Operating Budget

Dr. Title presented a Powerpoint Report on the recommended operating budget for \$156,909,651 for Fiscal Year 2014-2015, which included slides showing 'Return on Investment for Program and Student Achievement'; 'Historical Data on Budget, Staffing and Enrollment'; and 'Budget Priorities'.

Mr. Dwyer asked that all budget questions be forwarded to Dr. Title well in advance of the next meeting so the staff has time to prepare; the first budget meeting will cover the income summary and food services, and the second budget meeting will cover the line item levels; the third meeting requires a vote and due to Town charter there can be no motions to postpone. Dr. Title stated that the budget book preparation is a huge undertaking by staff, and the budget book has won CABE's "Excellence in Educational Communication" Honorable Mention Award for the last three years.

Dr. Title explained the Memorandum of Understanding between the Town and the BOE regarding health insurance; that the agreement is if the Board of Education follows AON's recommendations and still has a shortfall, the Town will cover those expenses for that year and the deficit will get rolled over to the following year's operating budget.

Mrs. Liu-McCormack requested a copy of this agreement.

Mr. Llewellyn stated that he would like to make a motion to get the budget in Excel format. Mr. Dwyer ruled the motion out of order, and stated the Board has agreed to the current format. After Ms. Munsell stated that only the budget executive summary and support is in Excel and all else is in an Access Database, Mr. Llewellyn stated he would accept that format; both Mr. Llewellyn and Mr. Fattibene challenged the Chair's ruling.

Mr. Dwyer restated that the motion is out of order and that Mr. Llewellyn currently has a Freedom of Information Request pending before the Freedom of Information Commission regarding the format of how Fairfield Public Schools presents information; a Hearing for this was held on Monday where briefs have been requested from Mr. Llewellyn and Fairfield Public Schools, and that a ruling by the Board prior to the ongoing process would be a mistake.

Mr. Fattibene stated that he is unaware of the FOI details and that a format request, if it exists, is a reasonable request from a Board member, and that he doesn't recollect any Board action stating that the budget will be presented in a PDF format only.

Old Business

Approval of the Secondary Business Curriculum and Textbook

Mrs. Maxon-Kennelly moved/Mrs. Gerber seconded the recommended motion "that the Board of Education approve the Secondary Business Curriculum as recommended."

Mr. Convertito moved/Mrs. Maxon-Kennelly seconded to amend the motion to divide the question into a) approving the revamped curriculum, and b) approving the two new courses. Mr. Convertito then made a friendly amendment to his motion's wording to instead amend the main motion to approve the current business curriculum not including the Financial Literacy course and the Intro to Investing and Finance course, which the Board accepted by unanimous consent.

Mr. Convertito stated that he does not want to add more programming until a program audit has been completed. Mr. Dwyer stated that the Board has not adopted a program audit. Dr. Title expressed concern that new courses would not be approved without a program audit. After discussion, Mr. Convertito withdrew his motion.

Public Comment: Curriculum

Suzanne Miska, Ryegate Road, thanked school district for the refreshing curriculum presentation.

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Christine Vitale, Verna Hill Road, stated that she echoes Suzanne Miska's sentiments and that her daughter takes business classes.

Eric Newman, Eastfield Drive, stated that he took business courses when he was a student and to eliminate these classes is shortsighted.

Tricia Donovan, Taintor Drive, asked that the Board to make the Personal Finance/Literacy class mandatory.

Original motion passed 9-0.

Mr. Fattibene moved/Mr. Convertito seconded the recommended motion, "that the Board of Education approve the Secondary Business Curriculum Textbook, "Becoming Money Smart: A Simulation for Financial Decision Making by Judi Deatherage, as recommended"

Mr. Llewellyn moved/Mr. Patten seconded to amend the motion and add "with the use of Perkins Grant money" at the end of the recommended motion.

Public Comment: Textbook

Neal Fink, Crest Terrace, stated the amendment doesn't make sense, this is not a discussion on how to pay for things, if something happened to the grant, the class may be prohibited from being offered.

Motion failed 3-6 (Mrs. Liu-McCormack, Mr. Llewellyn, Mr. Patten in favor; Mr. Convertito, Ms. Karnal, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene, Mrs. Maxon-Kennelly against).

The original motion passed 9-0.

Approval of the BOE Capital Non-Recurring Projects 2014-2015

Mr. Patten moved/Mrs. Maxon-Kennelly seconded the recommended motion "that the Board of Education approve the BoE Capital Non-Recurring Projects 2014-2015 as recommended." Motion passed 9-0.

Approval of Minutes of November 26, 2013

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Mr. Llewellyn moved/Mrs. Liu-McCormack seconded to amend the minutes and add the language "John Llewellyn requested a copy of the most recent set of financials, as well as the 2013/2014 budget related to the Food Services Fund" to page 8 of the minutes, under the Update on Food Services RFP.

Mrs. Gerber handed out a transcript of this portion of the November 26, 2013 Meeting. Board discussion followed on remaining consistent, capturing the essence, and focusing on actions rather than comments.

Motion failed 4-4-1 (Mrs. Liu-McCormack, Ms. Karnal, Mr. Fattibene, Mr. Llewellyn in favor; Mrs. Gerber, Mr. Dwyer, Mrs. Maxon-Kennelly, Mr. Patten against; Mr. Convertito abstained). The original motion to approve the minutes passed 5-4 (Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Mrs. Maxon-Kennelly, Mr. Patten in favor; Mrs. Liu-McCormack, Ms. Karnal, Mr. Fattibene, Mr. Llewellyn against).

At 10:50PM Ms. Karnal moved/Mrs. Maxon-Kennelly seconded to extend the meeting to 11:15PM. Motion passed 9-0.

Amendment of Minutes of October 22, 2013

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before us. This leaves me with more questions than answers and questioning management given the fact that we had some serious problems.”

A transcript of this portion of the meeting was provided to all Board members. Board discussion followed on paraphrasing and whether meeting minutes resemble a full transcript.

Motion failed 4-4-1 (Mrs. Liu-McCormack, Ms. Karnal, Mr. Fattibene, Mr. Llewellyn in favor; Mrs. Gerber, Mr. Dwyer, Mrs. Maxon-Kennelly, Mr. Patten against; Mr. Convertito abstained). Mr. Dwyer stated that the October 22 minutes then stood as they were approved on November 26.

New Business

Approval of Agreement between Bargaining Unit AFSCME Council 4, Information Technology Technicians and the Fairfield BoE for 2011-2016

Mrs. Maxon-Kennelly moved/Mr. Llewellyn seconded the recommended motion “that the Board of Education approve the Agreement between Bargaining Unit AFSCME Council 4, Information Technology Technicians and the Fairfield Board of Education for the period July 1, 2011 through June 30, 2016.” Motion passed 9-0

Approval of Agreement between Bargaining Unit AFSCME Council 4, Special Education Trainers and the Fairfield BoE for 2011-2015

Mrs. Maxon-Kennelly moved/Ms. Karnal seconded the recommended motion “that the Board of Education approve the Agreement between Bargaining Unit AFSCME Council 4, Special Education Trainers and the Fairfield Board of Education for the period July 1, 2011 through June 30, 2015.” Motion passed 9-0

First Reading of Policies 0100, 0110, 0200, Board of Education Mission, Goals, Objectives

Mrs. Maxon-Kennelly introduced Sue Brand, as Chair of the Mission Goals Review Advisory Committee. Mrs. Brand stated that the enclosure document is the basis for the work of the district; a varied number of people within the district and community were invited to be part of the committee process; the committee met 6 times; the committee also worked with Central Office.

Public Comments and Petitions

Brian Haberly, Duck Farm Road, stated that there is a continuing suppression of public comments by the Board when comments are limited to 2 minutes and occur so late at night; 17 outplacements don’t happen overnight.

Adjournment

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

*Jessica Gerber
Fairfield Board of Education
Secretary*

JAN 30 2014

FAIRFIELD PUBLIC SCHOOLS

*The Education Center***OFFICE OF THE SUPERINTENDENT
MEMORANDUM**

TO: Board of Education

FROM: David G. Title, Ed.D.

DATE: January 30, 2014

SUBJECT: Approval of Riverfield Plans and Specifications

On this agenda is an item for the Board to approve the Plans and Specifications for the Riverfield project. To give you where this approval falls in the entire school construction process, I have enclosed a document we prepared that explains the process from start to finish. The Riverfield project is now on page 3 of this document, "Approval of Final Plans – ED042."

The Board of Education has already approved the Educational Specifications and the Building Committee has approved the Plans and Specifications to meet the Educational Specifications. To proceed with this project to the State, the Board of Education must approve the Plans and Specifications. Doing so in a timely manner is critical to the timeline and costs of the project.

THE SCHOOL CONSTRUCTION AND REIMBURSEMENT PROCESS



Local Steps Prior to Application for State Funding

Board of Education's need for a construction project is determined via:

- the Long Term Facilities Plan process
- the Maintenance and/or Budget Process
- Other process (Emergency)

Board of Education authorizes the Chairperson to send a letter to the First Selectman requesting that a building committee be established for a specific project.

Board of Education develops an Education Specification for the proposed project.

Board of Selectmen approves the:

- Building Committee Charge
- Initial Building Committee Funding (Seed Money) (if necessary) (not reimbursable)
- Building Committee Membership

Board of Finance approves the:

- Initial Building Committee Funding (Seed Money) (if necessary)

RTM approves the:

- Initial Building Committee Funding (Seed Money) (if necessary)
- Building Committee Membership
- Three resolutions authorizing the:
 - establishment of a Building Committee
 - development of schematic plans and specifications
 - filing of a State School Construction Grant

(for sample resolutions see appendix A)

Building Committee selects (using a **Quality Based Selection** process) the:

- Architect
- Owner's Representative
- Construction Manager
- Commissioning Agent

(all four of these professionals may not be used on all projects based on the discretion of the building committee)

Architect develops the:

- Conceptual Design Options

Construction Manager develops:

- Conceptual Design Cost Estimates

Building Committee selects design and seeks project funding

Funding request approved by the:

- Board of Selectman
- Board of Finance
- RTM

Applying for State Funding – ED049

This form is entered electronically but will not be accepted by the State until it has proof of local funding authorization equal to the total project cost.

The following must be forwarded to the State:

- ED049 with Superintendent's signature code (electronic)
- Local funding authorization
- Certified copy of resolutions (3) adopted by RTM (appendix A)
- Educational Specifications
- Written BOE approval of Educational Specifications
- Professional cost estimate

June 30 is the filing deadline for *Priority List* projects to be submitted to the Governor and the General Assembly for consideration during the subsequent regularly scheduled session (typically May or June of the following calendar year).

Priority List projects include all types of construction except projects to replace roofs, remedy damage from fire and catastrophe, to correct safety, health and other code violations, to purchase relocatable classrooms, or to remedy a certified indoor air quality emergency.

Architect proceeds with:

- hazardous materials surveys (if required)
- design development documents
- PREP Meeting with the Bureau of School Facilities.
The design professional and school system representative(s) attend this meeting to give an overview of the project and receive guidelines from the State reviewers in preparation for the formal review of final plans (PCT meeting).

Building Committee, Owner's Representative, Architect and Construction Manager seek approval from land use boards which may include all of the following:

- Wetlands
- Conservation
- Zoning Board of Appeals
- Planning and Zoning Commission

Architect proceeds with:

- development of the construction documents

Architect proceeds with:

- the completion of the construction documents

Building Committee:

- approves the plans and specifications
- seeks BOE approval of the plans and specifications

Board of Education:

- approves Plans and Specifications

Approval of Final Plans – ED042

A "PCT" (review of final plans for each phase) is scheduled with the State. The Superintendent of Schools, or his representative, and the project architect are required to be in attendance. A large team often attends to answer questions depending on the size of the project.

The design professional / architect is responsible for the following:

- Plans duly stamped and formatted per State (BSF) guidelines (Plans should be dated prior to BOE & BC approval)
- Project Manual / Specifications
- Project Team List
- Ineligible & Limited Eligible Worksheets
- Professional Cost Estimate
- Acoustical Performance Certification
- Seismic Certification
- State Checklist

The Board of Education is responsible for providing the following:

ED042 duly signed and dated by:

- Board of Education Chairperson
- Superintendent of Schools
- School Building Committee Chairperson

This form must have dates in which the BOE & BC approved the project. In addition the following documents, signed by the Superintendent of Schools, are required:

- Phasing letter indicating the number and description of each phase
- Natural Light/Wireless Connectivity Technology Letter
- Space Standard Letter
- Designated Accessible Schools Letter

Depending on the scope of the construction project the following documents, signed by the Superintendent of Schools, may also be required:

- Area of Refuge Acknowledgement Letter
- Stone Dust Letter
- Courtyard Occupancy Letter
- Toilet Room Availability
- Non-conforming Floors/Ramps Letter

The Architect, Owner’s Representative, Construction Manager and BOE representative attend a Plan Completion Test (PCT) Meeting with the Bureau of School Facilities (BSF). At the PCT meeting, a statistical sampling is made to ensure that the BSF design guidelines have been followed. If the documents pass this test, they are considered complete and will be accepted for BSF review. When the plans and specifications are approved the BSF issues an “Approval to Bid” letter.

Please Note: The “local review” option may be requested for *Priority List* projects if the Bureau of School Facilities determines that it cannot complete its review within 30 days. The costs of the local review are paid for by the Town and are considered an eligible project cost for reimbursement.

Local review of *Non-Priority List* projects (replace roofs, remedy damage from fire and catastrophe, to correct safety, health and other code violations, to purchase relocatable classrooms, or to remedy a certified indoor air quality emergency) is pro forma.

The local school system must receive written approval from CSDE BSF of final plans for each phase of the project before the project can be bid. If this is not done, special legislation must be introduced and passed before the project is eligible for reimbursement.

Construction Manager and Purchasing Department advertise for bids on the project. Once bids are received and analyzed, a list of the qualified low bidders is sent to the Building Committee for approval.

Building Committee approves the selection of qualified low bidders.

Construction Manager schedules and constructs project. Projects must begin within two years of the BSF – “Approval to Bid” letter.

Submission of Change Orders – ED042 CO

Change orders are reimbursable (on eligible construction costs) only if they are submitted to the State within 6 months of the last signature on the contractor's change order. The ED042 CO form is utilized to submit change orders to the State. Multiple change orders may be submitted with each form; an attached list may be used as necessary. Both pages of the form must be completed and forwarded to the State with back up information and/or contract documents that shows impact on, or information about, state or federal codes (drawings, sketches, fire rating information, etc.). Signed invoices, contracts and/or general conditions are often required to determine eligibility. Contractor's change orders are approved by the Building Committee prior to submission to the State.

Submission of Payment Applications – ED046

Grant applications after 7/1/97 (ED049 submission) receive "progress payments" over the course of construction based on the project's estimated reimbursement rate. Not all project costs are reimbursable. A few examples of ineligible costs are costs related to the repair, replacement, or maintenance of existing systems or spaces, labor costs for window replacements, cosmetic repainting and cleaning of roof drains. There are exceptions for work specifically required for correction of cited code violations. The ED046 must be submitted for such payments. In order to submit an initial payment request, the following must be in place:

- Approved application (ED049)
- Approval (grant commitment) by General Assembly
- Funding authorization submitted to BSF
- Final Plan approval by BSF
- Start of construction date must be submitted to BSF (Date is defined as date initial construction contract was executed.)

The ED046 is due by the first of the month:

- Progress payments may be submitted no sooner than every other month
- This form requires the Superintendent's signature code (electronic)

Project Closeout – Final Grant Application – ED049 F

- This form must be filed with the State within one year from the date of final completion and acceptance of the building project as complete by the Board of Education.
- The form must be signed by the Superintendent (electronic).
- The Superintendent is required to sign off on the Ineligible & Limited Eligible Worksheets.

Audits

The State audits all projects; therefore we must keep all notes until after the audit. The State will come to Fairfield to audit the larger projects; the threshold for in-person audits is either two (2) or five (5) million dollars. The State holds back 5% of the project's estimated reimbursement pending the audit. Once the audit is complete, that money is released or retained by the State depending on the results of the audit. If it is determined that the Town owes more than 5% the Town must submit payment to the State for the overage.

Appendix A

Additional information regarding the school construction reimbursement process can be found in the following State Statutes and Public Acts:

- 4b-91a Posting of bids on the State Contracting Portal
- 10-282 Plan Review Submission (ED042)
- 10-282(18) Renovations
- 10-283 Plan Review Submission (ED042)
- 10-284 Plan Review Submission (ED042)
- 10-286(a)(8) Renovation Costs
- 10-287(b) Change Orders (ED046 CO)
- 10-287c-19(c) Change Orders (ED046 CO)
- 10-291 Plan Review Submission (ED042)
- 10-291(b)(2) Roof Pitch Requirements
- 10-291(a) Site Approval
- 10-292 Plan Review Submission (ED042)
- 10-292(a) BSF Plan Approval
- 10-292(b) Local Plan Review
- 16a-38k High Performance Buildings
- 31-53 Prevailing Wages
- PA 05-31 Fire Sprinklers – New Educational Occupancies

SAMPLES OF THREE LOCAL AUTHORIZATIONS

Replace the underscored/italicized phrases as appropriate.

RESOLVED, that the *legislative body* authorizes the Fairfield Board of Education to apply to the Commissioner of Education and to accept or reject a grant for the *proposed project* at the *school name*.

RESOLVED, that the *building committee* is hereby established as the building committee with regard to the *proposed project* at the *school name*.

RESOLVED, that the *legislative body* hereby authorizes at least the preparation of schematic drawings and outline specifications for the *proposed project* at the *school name*.

JAN 30 2014

Riverfield Building Committee

Date: January 23, 2014

From: Tom Quinn – RBC Chairman

To: Board of Education Members

Re: Plans and Specification Approval

Greetings

I would like to thank the Board of Education for granting us the time to present the construction plans and specification of the Riverfield Project for your approval. The Riverfield Building Committee (RBC) has been working with its design team over the past year to develop an addition/renovation plan that fulfills the Educational Specifications approved by the Board of Education. The plans that we are presenting achieves this goal while staying within the funding approved by the town boards.

This approval is a required part of the Office of School Facilities (OSF) grant approval process which allows for the partial reimbursement of construction costs for the project. The approval of these plans by the BOE on January 30, 2014 will allow us to meet with the OSF as previously scheduled on February 18, 2014 and maintain our expected construction start date this coming summer.

Both I and the project architect will be at your January 30th meeting to answer any question that you may have on the project and its design.

CITY OF FAIRFIELD
Riverfield Elementary School
Final Budget Summary
 1/23/14

	<i>Design Control Budget 10/16/13</i>	REVISED Gilbane 1/22/14
<i>\$(000) except \$/GSF</i>		
New Construction GSF		17,175
Renovations GSF		44,346
Total Construction GSF		61,521
Building Construction Current \$/GSF	#DIV/0!	\$ 145.70
Total Construction Current \$/GSF	#DIV/0!	\$ 193.71
I. <u>Building Construction (to 5' beyond perimeter)</u>		
A. New Construction & Renovations	\$ 11,580.8	
2 Building Sitework		\$ 161.6
Demolition		311.6
HazMat (Woodward & Curran)		260.8
Site Services		221.0
3 Concrete Foundations		373.0
Concrete Slab on Grade		213.4
4 Masonry		398.5
5 Metals		358.6
Misc Metals		31.1
6 Woods & Plastics		172.1
7 Thermal & Moisture Protection		468.5
8 Doors & Windows		457.8
9 Finishes		1,096.7
10 Specialties		128.7
11 Equipment		212.7
12 Furnishing		21.4
14 Conveying System		0.0
21 Fire Protection		256.3
22 Plumbing		469.0
23 HVAC		1,775.6
26 Electrical		1,575.3
Total Building Construction	11,580.8	8,963.7

CITY OF FAIRFIELD
Riverfield Elementary School
Final Budget Summary
 1/23/14

	<i>Design Control Budget 10/16/13</i>	REVISED Gilbane
		1/22/14
<i>\$(000) except \$/GSF</i>		
II. <u>Related Construction</u>		
A. Sitework (beyond 5' of building)		1,403.8
1 Site Prep.		
2 Drives, Paths & Plazas		
3 Parking		
4 Site Improvements		
5 Landscape & Planting		
B. Site Utility Systems (beyond 5' of building)		
1 Water & Fire Protection		
2 Sanitary Sewer		
3 Storm Sewer		
4 Electric		
5 Data & Communications		
6 Site Lighting		
7 Gas		
8 Chilled Water		
C. Hazardous Materials	410.0	
Total Related Construction	410.0	1,403.8
Total Construction before Markups	11,990.8	10,367.5
D. General Conditions	w/ above	680.0
E. Design & Pricing Contingency	w/ above	150.0
F. CM Contingency	w/ above	3% 311.0
G. CM Overhead & Profit	w/ above	2.2% 239.7
H. Permits	w/ above	Not Included
I. Performance Bond	w/ above	68.8
J. Insurance	w/ above	99.9
Total Markups	0.0	1,549.4
Total Construction	11,990.8	11,917.0
<i>Variance to Budget (Over)/Under</i>		73.8
<i>Markups %</i>		14.9%
III. <u>Furniture, Fixtures & Equipment (FF&E)</u>	55.0	55.0
IV. <u>Fees and Expenses</u>	1,762.7	1,762.7
V. <u>Contingency</u>	677.2	751.0
Total Project 2014 Dollars	14,485.8	14,485.8
VI. <u>Inflation</u>	included	0.0
Total Project Jun 2014 Construction	\$ 14,485.8	\$ 14,485.8

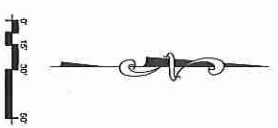
RIVERFIELD SCHOOL ADDITIONS & ALTERATIONS

SITE PLAN



- LEGEND**
- EXISTING BUILDING TO REMAIN
 - PROPOSED ADDITIONS
 - EXISTING DRIVEWAY TO REMAIN
 - NEW DRIVEWAY
 - EXISTING SIDEWALK TO REMAIN
 - NEW SIDEWALK
 - PROPOSED COURTYARD
 - EXISTING PLAYGROUND & RECREATION AREAS TO REMAIN

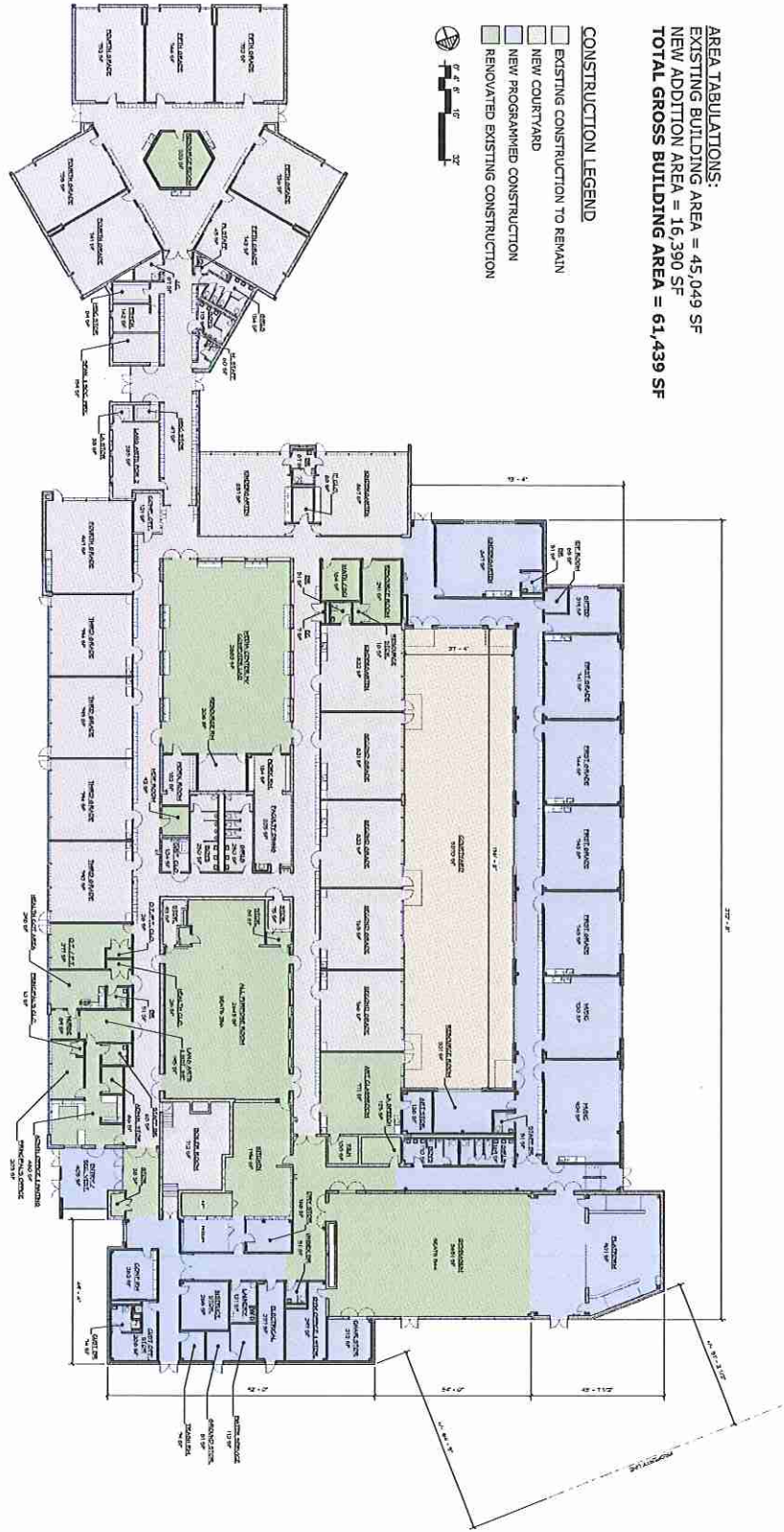
SITE SUMMARY
 PARKING: 112 CARS
 BUS DROP OFF: 7 FULL SIZED BUSES



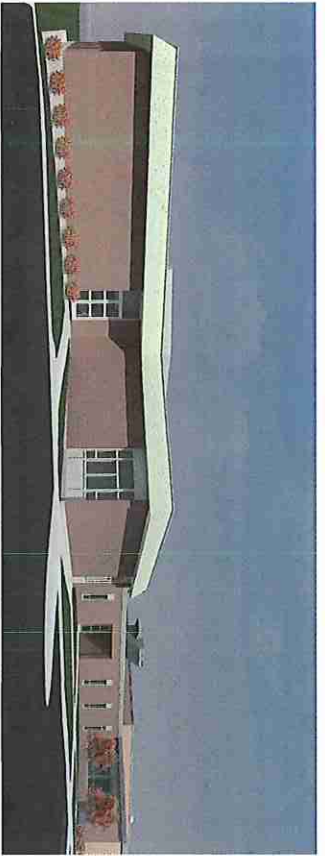


AREA TABULATIONS:
 EXISTING BUILDING AREA = 45,049 SF
 NEW ADDITION AREA = 16,390 SF
TOTAL GROSS BUILDING AREA = 61,439 SF

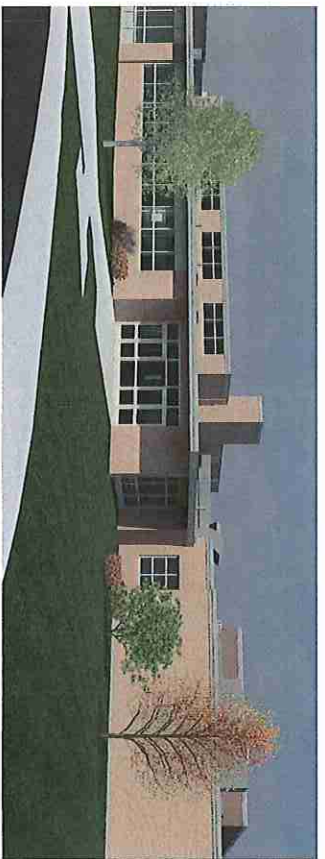
- CONSTRUCTION LEGEND**
- EXISTING CONSTRUCTION TO REMAIN
 - NEW COURTYARD
 - NEW PROGRAMMED CONSTRUCTION
 - RENOVATED EXISTING CONSTRUCTION



RIVERFIELD SCHOOL ADDITIONS & ALTERATIONS FLOOR PLAN



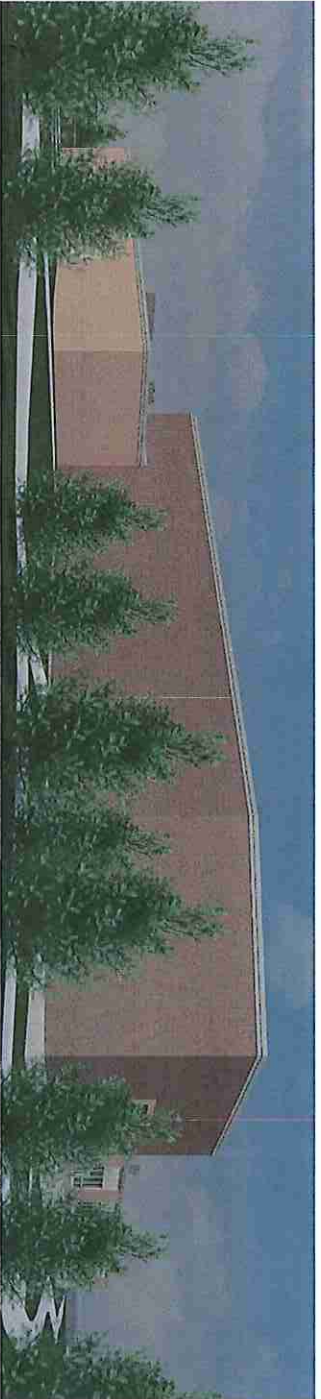
① VISION OF PROPOSED EXTERIOR



② VISION OF VARIOUS ELEVATIONS

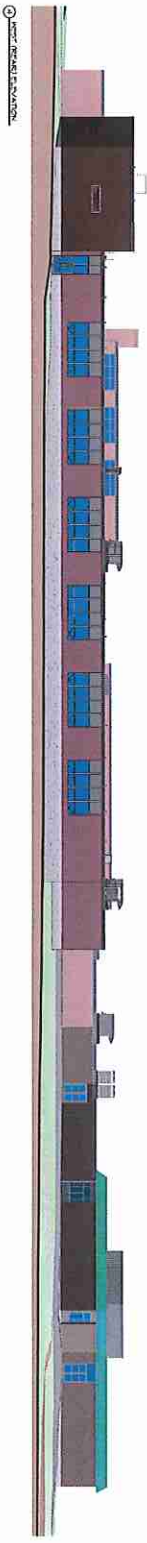
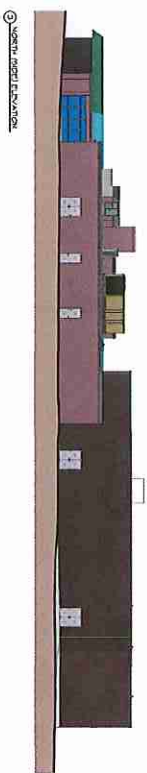
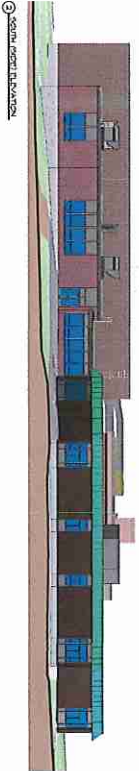
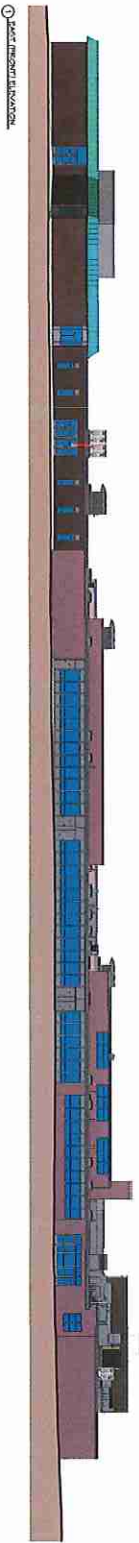


③ VISION OF PROPOSED EXTERIOR



④ VISION OF PROPOSED EXTERIOR, ALTERNATIVE

RIVERFIELD SCHOOL ADDITIONS & ALTERATIONS EXTERIOR RENDERINGS



RIVERFIELD SCHOOL ADDITIONS & ALTERATIONS EXTERIOR ELEVATIONS

JANUARY 30, 2014

KENNETH BOROSON
ARCHITECTS