



Upcoming Meeting Dates

December 2013 Enrollment

BOE 2014 Meeting Dates

Policy Committee Meeting Agenda – January 6, 2014

FLHS Building Committee Draft Minutes – December 11, 2013

Osborn Hill Building Committee Draft Minutes – November 21, 2013

RBC Draft Minutes – December 3, 2013

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## *MEETING DATES*

### UPCOMING MEETING DATES

January 6	4:15 PM – Policy Committee Meeting 501 Kings Highway East Superintendent's Conference Room
January 14	7:30 PM – Board of Education Meeting Regular Meeting 501 Kings Highway East 2 <sup>nd</sup> Floor Board Conference Room
January 16	12:00 PM – Superintendent's Brown Bag Luncheon 501 Kings Highway East 2 <sup>nd</sup> Floor Board Conference Room
January 21	7:30 PM – Board of Education Meeting Special Meeting/Budget 501 Kings Highway East 2 <sup>nd</sup> Floor Board Conference Room
January 28	7:30 PM – Board of Education Meeting Special Meeting/Budget 501 Kings Highway East 2 <sup>nd</sup> Floor Board Conference Room
January 30 (Thursday)	7:30 PM – Board of Education Meeting Regular/Budget Adoption 501 Kings Highway East 2 <sup>nd</sup> Floor Board Conference Room

2-Dec-2013

FAIRFIELD PUBLIC SCHOOLS ENROLLMENT - ELEMENTARY

	PRE-K	KIND	1	2	3	4	5	TOTAL
Burr		17	22	23	23	21	21	
		16	21	22	23	21	21	
	18	16	22	23	25	22	23	
	18	18					22	
	36	67	65	68	71	64	87	458
Dwight		21	22	19	24	21	21	
		19	23	19	20	21	21	
	16			18				
	16							
	32	40	45	56	44	42	42	301
Holland Hill		21	23	18	20	22	24	
		21	21	20	21	22	23	
		20	23	19	19	21	23	
			20					
		62	67	77	60	65	70	401
Jennings		19	19	18	18	19	17	
		17	20	18	18	19	18	
		18		19	18	19	17	
			18					
		54	39	73	54	57	52	329
McKinley		19	18	20	18	19	19	
		20	18	19	19	19	19	
		19	14	20	20	18	18	
		20	18	21	19	19	19	
		78	68	80	76	75	75	452
Mill Hill		19	21	21	22	20	19	
		19	22	21	23	20	19	
		18	21	21	24	20	20	
				21		19	19	
		56	64	84	69	79	77	429
No. Stratfield		22	21	21	22	22	21	
		22	22	21	22	21	22	
		22	21	21	19	22	22	
				21	21		21	
		66	64	84	84	65	86	449
Osborn Hill		22	20	22	22	22	23	
		22	19	22	22	23	23	
		22	20	22	23	23	23	
		21	20	21	23	21	24	
		87	79	87	90	89	93	525
Riverfield		20	21	20	20	22	17	
		19	20	20	22	21	19	
		19	22	19	22	19	20	
				18			19	
		58	63	77	64	62	75	399

2-Dec-2013

FAIRFIELD PUBLIC SCHOOLS ENROLLMENT - ELEMENTARY

	PRE-K	KIND	1	2	3	4	5	TOTAL
Sherman		20	19	23	22	21	20	
		21	19	23	22	20	21	
		22	19	22	22	20	21	
		21	17	21		20		
		84	74	89	66	81	62	456
Stratfield		18	18	21	24	24	21	
		18	18	21	22	23	21	
		19	18	22	24	23	21	
		19	17	21	23		19	
		74	71	85	93	70	104	497
ECC	106							106
TOTAL PRE-K-5	174	726	699	860	771	749	823	4,802

FAIRFIELD PUBLIC SCHOOLS ENROLLMENT - SECONDARY

	6	7	8	9	10	11	12	TOTAL
Fairfield Woods	293	319	314					926
Ludlowe	268	284	309					861
Tomlinson	217	243	237					697
TOTAL 6-8	778	846	860					2,484
FWHS				375	389	318	358	1,440
Walter Fitzgerald Campus				1	2	5	6	14
FLHS				356	376	393	361	1,486
Walter Fitzgerald Campus				1	4	4	9	18
TOTAL 9-12				733	771	720	734	2,958

SUMMARY	Pre-K - 5	6 - 8	9 - 12	TOTAL
Current:	4,802	2,484	2,958	10,244
Difference: Current - October 1, 2013	10	(2)	(14)	(6)
October 1, 2013	4,792	2,486	2,972	10,250

\*\* Please inform the Supt. Office of any discrepancies at 255-8371.

\*\*\* All KDG students are Full Day

Fairfield Public Schools  
Fairfield, Connecticut

**2014 BOE Meeting Dates**

***ALL MEETINGS BEGIN AT 7:30 PM  
501 KINGS HIGHWAY EAST  
2<sup>nd</sup> FLOOR BOARD CONFERENCE ROOM***

<b><u>DATE</u></b>	<b><u>MEETING</u></b>
Tuesday, January 14, 2014	Regular
Tuesday, January 21, 2014	Special Meeting/Budget
Tuesday, January 28, 2014	Special Meeting/Budget
<b><u>Thursday</u></b> , January 30, 2014	Regular/Budget Adoption
Tuesday, February 25, 2014	Regular
Tuesday, March 11, 2014	Regular
Tuesday, April 8, 2014	Regular
Tuesday, April 22, 2014	Special/Board Self-Evaluation
Tuesday, May 6, 2014	Regular ( <i>location: TBD</i> )
Tuesday, May 20, 2014	Regular
Tuesday, June 10, 2014	Regular
Tuesday, June 24, 2014	Regular
Tuesday, August 26, 2014	Regular
Tuesday, September 9, 2014	Regular
Tuesday, September 23, 2014	Regular
Tuesday, October 21, 2014	Regular
Tuesday, November 25, 2014	Organizational/Regular
Tuesday, December 9, 2014	Regular

BOARD OF EDUCATION  
FAIRFIELD PUBLIC SCHOOLS  
FAIRFIELD, CT

**Policy Committee Meeting**

Monday, January 6, 2014  
Education Center  
501 Kings Highway East  
Superintendent's Conference Room  
4:15 p.m.

Agenda

- I. Call to Order
- II. Election of Chairperson for Committee
- III. Set Meeting Dates
- IV. Approval of Minutes
- V. Policy
  - Fairfield Public Schools Mission and Goals – Continued discussion
  - Policy #5519 Students - Wellness
- VI. Open Discussion/Public Comment
- VII. Adjournment
- VIII. Future Items:
  - Policy #5515 Students – Protocol for Emergency Medications, Epinephrine
  - Policy #4240 Personnel – Electronic Mail
  - Policy #3552 Business – Lending School Owned Equipment
  - Policy #5340 Students – Lost/Damaged Equipment
  - Policy #4110 Personnel – Recruitment and Selection
  - Policy #5542 Students – On Campus Recruitment
  - Policy #6511 Instruction – Special Education

Future Mtg. Dates and Times: **TBD**

All meetings will be held at 501 Kings Highway East, Superintendent's Conference Room unless otherwise noted.

FAIRFIELD LUDLOWE HIGH SCHOOL BUILDING COMMITTEE

Wednesday, December 11, 2013, 5:30 p.m.

Old Town Hall 2<sup>nd</sup> Floor Conference Room

611 Old Post Rd.

Fairfield, CT 06824

DRAFT MINUTES

Members Present: Marc Andre; Marc Donald, Chair (arrived 6:05pm); Terri Leopold (arrived 6pm); Joseph Pagnozzi, Secretary; Robert Sickeler; Donna Ertel, Vice Chair (arrived 8:05pm)

Others Present: Twig Holland, Town of Fairfield Director of Purchasing Department; Sal Morabito, Board of Education Manager of Construction, Security and Safety; Jessica Gerber, Board of Education Liaison (arrived 7:45pm); Judy Ewing

I. Call to Order

Mr. Pagnozzi called the meeting to order at 5:50pm.

II. Approval of Minutes

-Motion was made to approve the November 20, 2013 meeting minutes by Ms. Leopold and seconded by Ms. Ertel.

Motion passed 7:0

III. Construction Manager Interviews

--Each firm did a PowerPoint presentation; handouts were given to the Committee (Gilbane did not give a handout); each firm reviewed their vision of participation in the project from pre-construction, to safety aspects, budget, logistics, involvement with the OSF process, and project close-out. Q&A by the Committee followed after each presentation.

A. ESRT---formerly Malkin Construction---Stamford, CT

Tim Yahn, VP Project Executive; Mark Kitchell, Project Manager; Brian McDonald, VP Estimating; Larry Leonard, Project Superintendent

--has experience working with Fairfield; prior projects include Stratfield School and Fairfield Woods Middle School; has worked with Perkins Eastman in the past

--Love to involve the students & staff at schools they are doing construction for; example in point---Fairfield Woods students signed the last steel beam as part of that project

--have not worked with Arcadis

B. Gilbane---Glastonbury, CT

Peter Manning, Project Manager; Peter Adamowicz, VP Chief Estimator; Christopher Enders, Project Manager; Matthew Tedone, Superintendent

--is a nationwide company founded in RI; been building in CT since 1944, and have in-depth knowledge of CT's subcontractor market, and have completed over \$1 billion in state funded projects.

--experience includes over 53 public school projects (i.e. Brien McMahon HS in Norwalk). Private school includes Fairfield Prep  
--their motto: "high school campus first, construction site second"  
--a concern Committee members had was the fact their timeline has the project going into 2016.

C. O&G / C&R

Brian Holmes, Assistant VP, O&G Industries; Curtis Robinson, Principal-in-charge, C&R Development; Mike Brennan, Project Executive; Lee Sullivan, Pre-Construction Manager; Rob Martinetti, Project Manager; Roger Johnson, Superintendent  
--has experience with high school renovations; hasn't worked with Perkins Eastman on public school projects but has worked with them on commercial projects.

D. Shawmut---5 offices in the Northeast; been in CT for the last 7 years

Bob Lord, Project Executive/Manager; Bob Lux, Project Executive; Ken Procino, Senior Project Manager; Jan Curtiss, Assistant Project Manager; Andy Tomasko, Superintendent; David Heer, Senior Estimator  
--some of the members on the team that presented have experience working in Fairfield (via different firms before Shawmut) on Stratfield, Fairfield Woods MS, and Fairfield Public Library.  
--their motto when on a worksite at a school: "think like a parent"  
--Has worked with Perkins Eastman

During discussion, Ms. Holland covered each firm's references and financials. Mr. Donald asked each Committee member to rate each firm based on various criteria, and the two firms that ranked highest were ESRT and Gilbane.

Motion was made to select ESRT by Mr. Andre and seconded by Mr. Pagnozzi.

Motion did not pass 3:4

Motion was made to select Gilbane by Ms. Leopold and seconded by Ms. Ertel.

Motion passed 4:3

IV. Next meeting: December 18<sup>th</sup> 2013 at 7:30pm, 1<sup>st</sup> Floor Conference Room, Sullivan Independence Hall---set meeting dates for 2014 and Election of Officers

V. Old Business

None



VI. New Business

None

VII. Public Comment

None

VIII. Adjourn

- Motion was made to adjourn the meeting at 10:58pm by Mr. Pagnozzi and seconded by Mr. Weber.

Motion passed 7:0

Respectfully Submitted,

Jennifer Hochberg  
Recording Secretary

Osborn Hill Building Committee  
Sullivan Independence Hall  
725 Old Post Road, First Floor Conference Room  
Fairfield, CT 06824  
November 21, 2013  
7:00 p.m.

**DRAFT MINUTES**

Members Present: Brett Bader, William Dunn, Kim Marshall, Susan Cardona

Members Absent: Steve White

Others Present: Jessica Gerber (BOE), Phil Ryan, Sal Morabito, Judy Ewing, Frank Arnone

**I. Call to Order:**

Kim Marshall, Chairman, called the meeting to order at 7:05 p.m.

**II. Approval of October 17, 2013 Meeting Minutes**

Bill Dunn made a motion to approve the draft of October meeting minutes. Susan Cardona seconded the motion.

**The motion passed unanimously: 4:0**

**III. Outstanding Invoices:**

Mr. Dunn asked Mr. Ryan whether the September 17, invoice was for August work. Mr. Ryan responded in the affirmative. Mr. Morabito explained that last month the committee approved an invoice for the regular testing for abatement.

Mr. Bader asked whether the AMC invoice is within the budget. Mr. Morabito indicated it was within the estimate that had been used for establishing the budget.

Ms. Marshall asked for a motion to approve payment of the AMC Invoice No P091315 for \$8,600.00.

Mr. Dunn made a motion to approve the invoice. Mr. Bader seconded the motion.

**The motion passed unanimously: 4:0**

Silver/Petrucelli invoice #13-1907 - \$19,591.11

Mr. Dunn made a motion to approve payment of the invoice #13-1907 to Silver/Petrucelli.

Ms. Cardona seconded the motion to approve the payment.

**The motion passed unanimously: 4:0**

**IV. Update from Architect** – The architect was not present as the documents were in the approval process.

**V. Old Business:**

Mr. Morabito stated that a PCT Meeting has been conducted with OSF for the plans for state project #051-0126 (the remediation/window replacement project). OSF is allowing the local officials to 'sign off' for this project. OSF will issue an 'approval to bid' the project as soon as it receives the local sign off and a copy of the EPA approval of the abatement plan. The PCT Meeting for state project 051-0124 (the FPS emergency work) has been rescheduled for January 2014.

Mr. Morabito indicated that the EPA abatement plans for windows and abatement were submitted and initial comments have been received. The EPA requested additional cost of abatement vs demolition. Jason Pringle (AMC) is working on a response. Mr. Morabito is hopeful that we will receive approval from the EPA in five or six weeks. Ms. Marshall asked how delays might affect the project schedule. Mr. Morabito said that ideally we need/want a response from the EPA by January to keep on track.

**VI. New Business:**

Ms. Marshall asked Phil Ryan to have more detail added to the expense spreadsheet, to allow for ease in tracking expenses against allocated funds in the budget. Brett Bader indicated that it is difficult to put invoices into perspective when they come in one at a time, without the context of the allocated funds. He suggested that it would be helpful to have that information on a document that could be referred to at Committee meetings. Phil will discuss that with Twig Holland.

**VII. No public comment****VIII. Adjournment:**

Ms. Marshall asked for a motion to adjourn the meeting. Mr. Bader made a motion to adjourn. Mr. Dunn seconded the motion.

**The motion passed unanimously: 4:0**

Respectfully Submitted,  
Diane McClure, Recording Secretary

## RIVERFIELD SCHOOL BUILDING COMMITTEE MINUTES

A meeting of the Riverfield School Building Committee was held on Tuesday, December 3, 2013 at 7:30 PM in the Riverfield School library.

### Attendance

Present Committee Members: Thomas Quinn, Chairman; Christine Messina, Vice Chairman; Lawrence Ratner, Secretary; Harry Ackley (7:35 PM); Dan Graziadei; Bill McDonald; Maureen Sawyer; John Shaffer; Scott Thompson

Others Present: George Katinger, Kenneth Boroson Architects; Dave Rojas, Strategic Building Solutions; Peter Manning, Gilbane Building Company; Sal Morabito, Manager of Construction, Security and Safety for FPS; Brenda Anziano, Riverfield principal; Judy Ewing, Liaison from the Office of the First Selectman, and a few members of the public

### 1) CALL TO ORDER

Chairman Quinn distributed a handout which included documents from Woodard & Curran, SBC and KBA and a proposed 2014 meeting schedule.

### 2) PLEDGE OF ALLEGIANCE

### 3) APPROVE MINUTES FROM 10-29-2013 AND 11-12-2013

Approved with correction to minutes of 11-12-13: Dave Rojas is with SBS.

### 4) INVOICE REVIEW AND APPROVALS

**Motion made** by Ms. Sawyer

To approve the following invoices:

Payer	Service	Invoice Date	Amount
Van Zelm	Design development services	11/13/2013	\$2,788.00
John Fallon	Legal services	11/25/2013	\$1,777.50

Mr. Rojas advised SBS is interfacing with Van Zelm regarding the commissioning services and has started reviewing the invoices; this was the first one submitted.

Motion seconded by Mr. Ratner. **Motion carried 8:0:0.**

(Mr. Ackley arrived after this vote.)

### 5) UPDATE ON TRAFFIC STUDY

Mr. Quinn advised Mike Galante of Frederick P. Clark Associates Inc. has 90% of the work complete and expects to submit a draft report on or about December 15, 2013. Ms. Messina and Ms. Sawyer have observed him counting cars. Mr. Quinn currently has no information on the traffic study and will forward to the committee the report when he receives it.

#### 6) STATUS OF PCB STUDY/RECOMMENDATIONS

Mr. Quinn invited Mr. Katinger to provide an update. Mr. Katinger stated we have hired Woodard & Curran Inc. who came in Wednesday before Thanksgiving to do the supplementary testing needed to develop an abatement plan. Lab results are due Monday and the plan about five to ten days later. Mr. Quinn asked for approval details. If the PCB sample  $\geq 50$  PPM the remediation plan needs federal DEP approval and goes to Boston, MA; if it is not in excess of 50 PPM the plan needs only state DEP approval and goes to Hartford, CT. Mr. Katinger said the processes are markedly different and Woodard & Curran has experience dealing with the bureaucracy of both. The initial PCB testing was done by EnviroMed and some areas came back "hot." Mr. Quinn stated the current estimate is \$24,000 for PCB abatement and will be revised given the supplemental testing. Mr. Manning added ultimately the plan needs to be in place before we go to Hartford on February 18, 2014 to get authorization to go to bid.

In response to Ms. Messina's question about the risk of the supplementary PCB abatement test findings requiring additional work before going to the state, Mr. Katinger and Mr. Morabito replied bulk sampling was performed and the results did not indicate the need to do air sampling. No high levels were found on the walls or ceilings. To Mr. Thompson's question about the higher numbers being a concern, Mr. Morabito said they were not because they were exterior.

Mr. Morabito described the containment procedure and stated the regulation is not clearly defined because this is a relatively new thing. Mr. Thompson stated this remediation should be treated like the one recently done at Osborn Hill School. Mr. Morabito stated Woodard & Curran will provide the plan.

Ms. Sawyer questioned the range of price, \$19,000 - \$24,000. It is dependent on the findings: whether masonry adjacent to caulked areas needs to be removed or just covered with a coating.

Mr. Quinn stated he is also having Woodard & Curran test the media center windows even though we are not touching them because they might be a problem.

DRAFT

Mr. Quinn asked Mr. Manning for a cost on all remediation: asbestos, lead and PCBs. Mr. Manning stated the budget for abatement is in the 400K and he has sent the information to a contractor he uses to confirm we have enough budgeted to cover it.

#### 7) POSTING ON ESTIMATE VERSUS BUDGET

Mr. Quinn directed our attention to a document created by Mr. Katinger which takes the DD estimate analysis document and states it as a written Word document. One correction was noted: the LED Lighting (item 11) should be moved to the deduct alternates under Electrical. Mr. Thompson asked if the number of add alternates is high for bidders. Mr. Manning said it is not unmanageable and if the add alternates are broken up by trade there aren't that many in one bid package. The MEPs have a couple add alternates, but they are used to that.

#### 8) DISCUSS PROPOSED 2014 CALENDAR

Mr. Quinn and Mr. Morabito discussed a possible conflict with a BOE meeting in February; the BOE should be approving their schedule next Tuesday. Mr. Morabito will get back to Mr. Quinn with any needed modifications.

#### **Motion made by Ms. Sawyer**

To approve the tentative 2014 meeting schedule for the Riverfield School Building Committee.

Motion seconded by Mr. Ratner. **Motion carried 9:0:0**

#### 8.1) VOTE ON OFFICERS

Mr. Quinn checked with Ms. Ewing about the practice of electing officers.

#### **Election of 2014 Riverfield Building Committee Officers:**

Chairman:

Mr. Ratner nominated Mr. Quinn, Ms. Messina seconded the motion. **Motion carried 9:0:0**

Vice-Chairman:

Mr. Thompson nominated Ms. Messina, Ms. Sawyer seconded the motion. **Motion carried 9:0:0**

Secretary:

Ms. Messina nominated Mr. Ratner, Mr. Graziadei seconded the motion. **Motion carried 8:0:1**

Mr. Ratner abstained.



DRAFT

Mr. Quinn remarked we are moving at a good pace, but timing is going to be critical. If we have a legitimate reason to meet, we will, but we may not need the December 17, 2013 meeting and may have to have a special meeting. Mr. Quinn will give public notice as usual. He added we are expecting the traffic study on or about December 15.

9)PUBLIC COMMENT

Steven Kunstler, Lakeside Drive stated he has just become acquainted with the project and asked if Hunter Road has been considered for ingress/egress? The current situation will be exacerbated; there is already a bottleneck at Lakeside Drive and Mill Plain Road. He also commented there are so many cars at drop-off/pickup and school functions with cars parking on lawns. There is a need for adequate parking. It makes sense to let traffic flow out two directions, out to Hunter and out to Lakeside. Mr. Quinn replied there is limited space and a traffic report is currently being done.

Ms. Ewing stated the study will go for code review after it comes before the committee and if they have safety concerns they will add them. Mr. Quinn stated he has already checked with the fire department, and they don't have any concerns. Mr. Kunstler added even though the current situation is adequate, that doesn't mean it's optimal; another egress will optimize safety.

Dave Leggiadro, Lakeside Drive asked about the truck traffic and the staging area in the back. He had attended the meeting where the public was invited to ask questions and his understanding was construction traffic would be on Lakeside Dr. Why a different answer tonight? Mr. Ratner replied he believes Mr. Leggiadro's concern compelled the committee to do the traffic study. Mr. Quinn indicated the study will include recommendations for handling traffic during the project as well as after its completion.

In response to Mr. Thompson's question, the committee will receive a copy of the PCB plan.

10) ADJOURN

**Motion made** by Mr. Ackley to adjourn

Motion seconded by Bill McDonald. **Motion carried 9:0:0**

Mr. Quinn adjourned the meeting at 8:09 PM

Respectfully Submitted,

Kathleen Grande  
RSBC Recording Secretary

These minutes are subject to review, correction and approval by the Riverfield School Building Committee

RSBC minutes 12/03/2013