



Upcoming Meeting Dates

Approved Educational Specifications for Fairfield Ludlowe High School  
February 26, 2013

Ad Hoc Communications Committee Meeting Agenda March 12, 2013

Osborn Hill Quarterly Testing Results March 7, 2013

Fairfield PTA Council - Brian Fagan Grant





## *MEETING DATES*

### UPCOMING MEETING DATES

- |          |   |
|----------|---|
| March 12 | 9:30 AM – Ad-Hoc Communications Committee Meeting (BOE)<br>501 Kings Highway East<br>Human Resources Conference Room                                      |
| March 12 | 7:30 PM – Board of Education Meeting<br>Regular Meeting<br>501 Kings Highway East<br>2 <sup>nd</sup> Floor Board Conference Room                          |
| March 14 | 5:00 PM – Goals Advisory Committee (BOE)<br>501 Kings Highway East<br>Superintendent's Conference Room  |
| April 1  | 2:00 PM – Board of Selectmen Meeting<br>Public Executive Budget Session and Vote<br>725 Old Post Road<br>First Floor Conference Room<br>Independence Hall |
| April 1  | 4:15 PM – Policy Committee Meeting<br>501 Kings Highway East<br>Superintendent's Conference Room  |
| April 2  | 7:00 PM – Board of Finance Meeting<br>Public Executive Budget Session – Vote<br>501 Kings Highway East<br>2 <sup>nd</sup> Floor Board Conference Room     |
| April 9  | 9:30 AM – Ad-Hoc Communications Committee Meeting (BOE)<br>501 Kings Highway East<br>Human Resources Conference Room                                      |
| April 9  | 7:30 PM – Board of Education Meeting<br>Regular Meeting<br>501 Kings Highway East<br>2 <sup>nd</sup> Floor Board Conference Room                          |



**EDUCATIONAL SPECIFICATIONS**

**APPROVED**

**FEB 26 2013**

**Fairfield Ludlowe High School**

**Fairfield Public Schools**

**Fairfield, CT 06824**

**David Title, Ed.D.**

**Superintendent of Schools**



## **RATIONALE FOR THE PROJECT**

### **BACKGROUND:**

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

### **ENROLLMENT:**

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

### **CAPACITY:**

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

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

### **LONG RANGE EDUCATIONAL PLAN:**

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

#### **MISSION STATEMENT**

**Policy Number 0100\***

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

#### **LONG-TERM GOAL**

**Policy Number 0110**

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



## THE PROJECT

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

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

## ENROLLMENT DATA AND PROPOSED PROJECT CAPACITY

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

## SPACE DEFICIENCIES:

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

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

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



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

## **BUILDING SYSTEMS:**

### **Envelope**

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

### **Security/Safety**

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

### **Code**

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

(Also see BSF Filing Requirements)



## **INTERIOR BUILDING ENVIRONMENT:**

### **Mechanical Systems**

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

### **Interior Spaces - General**

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



### **Interior Spaces – Specific Program Needs**

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

### **TECHNOLOGY:**

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

(Also see INTERIOR BUILDING ENVIRONMENT – Interior Spaces)

### **CSDE BSF FILING REQUIREMENTS (for Reimbursement):**

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

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

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



**COMMUNITY USES:**

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

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

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



BOARD OF EDUCATION  
FAIRFIELD PUBLIC SCHOOLS  
FAIRFIELD, CT

**Ad Hoc Communications Committee Meeting**

Tuesday, March 12, 2013  
Education Center  
501 Kings Highway East  
HR Conference Room  
9:30AM

**Agenda**

- I. Call to order
- II. Approval of minutes from 2/21/13 meeting
- III. Update on PTA visits, meeting synopses, delineation of BoE and CO titles, roles, and goals in general
- IV. Open discussion/public comment
- V. Adjournment



**Fairfield Public Schools**  
Fairfield, CT 06825

**TO:** Dr. David Title and Members of the Board of Education  
**FROM:** Salvatore Morabito  
**DATE:** March 7, 2013  
**RE:** Osborn Hill Quarterly Testing Results

This letter is to notify you that the Fairfield Public School District has received the results of the quarterly follow-up testing for Polychlorinated Biphenyl (PCB) at Osborn Hill School conducted on February 18, 2013. This testing consisted of air and wipe samples taken in a portion of the interior spaces previously tested this past summer. In addition, an inspection was made of previously encapsulated surfaces to ensure that these engineering controls are intact and are effective.

I am happy to report that all of the air and wipe samples documented levels well below the EPA recommended limits and that the inspection of the encapsulated surfaces shows them to be intact and effective.

The analytical results that were attached to the AMC Report will be posted on the Fairfield Public Schools' website. The Central Office Administration and the Osborn Hill School Principal will keep PCB test reports on file per State regulations.

If you have any questions or concerns regarding the specialized cleaning or the PCB testing, please feel free to contact me at (203) 255-7363.

Thank you.

c: Meg Brown  
Central Office Administration  
Sands Cleary





ENVIRONMENTAL, LLC

March 4, 2013

Mr. Tom Cullen  
Fairfield Board of Education  
501 Kings Highway East  
Fairfield, CT 06824

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FAIRFIELD BOARD OF EDUCATION

RE: PCB Operations and Maintenance Report for Osborn Hill Elementary  
School – February 2013 Sampling

Dear Mr. Cullen:

### INTRODUCTION

AMC Environmental performed the quarterly testing at Osborn Hill Elementary School located at 760 Stillson Road in Fairfield, CT on February 18, 2013 in accordance with the PCB Operations and Maintenance Plan that was developed and submitted on August 23, 2012. The inspection included three steps; visual assessments of previously encapsulated surfaces within the school, confirmatory wipe sampling, and confirmatory air sampling. This is the first round of quarterly testing performed since the library and media center have been open to the rest of the school.

### SAMPLING

#### PCB Air Sampling

PCB in air testing was conducted in ten (10) separate areas of the school in accordance with the PCB Operations and Maintenance Plan. The areas tested during this round of sampling were: Rooms 103, 104, 105, 106, 107, 108, 116, Main Office, Music Room and the Hallways outside Room 107 and 108.

Air samples were analyzed using EPA Method TO-10A for PCB Homolog Analysis and were submitted to Con-Test Analytical Laboratories in East Longmeadow, MA.

#### PCB Wipe Sampling

PCB in wipe testing was conducted on twenty-one (21) surfaces within the same areas mentioned in the PCB air sampling section. The surfaces tested were floors, walls, bookshelves, desks, books and windowsills.

AMC  
Environmental,  
LLC

Phone:  
203.378.5020

Fax:  
203.375.7344

Email:  
amc@amcenviro.com

P.O. Box 423  
Stratford, CT 06615



Wipe samples were analyzed using EPA Method 8082 with extraction performed by EPA Method 3540C and were submitted to Con-Test Analytical Laboratories in East Longmeadow, MA.

## **RESULTS**

### **PCB Air Samples**

A total of ten (10) PCB air samples were obtained from select areas throughout Osborn Hill Elementary School. All ten (10) samples documented concentrations below the EPA recommended 300 ng/m<sup>3</sup> threshold for children over the age of six. A more conservative threshold of 100 ng/m<sup>3</sup> is the EPA recommended limit for kindergarten areas (<6 years old) within the school. Based on the sample results, the air samples collected in the kindergarten rooms all document **acceptable** levels of PCB in the air (see Analytical Results). Table 1 documents the location and sample results for PCB air samples obtained.

**Table 1 – PCB Air Samples**

<b>Sample Number</b>	<b>Location</b>	<b>Results ng/m<sup>3</sup></b>
0218/Air-01	Music Room	8.2
0218/Air-02	Main Office	31
0218/Air-03	Room 103	22
0218/Air-04	Room 108	5.9
0218/Air-05	Room 104	23
0218/Air-06	Room 105	8.3
0218/Air-07	Room 106	11
0218/Air-08	Room 107	19
0218/Air-09	Hall o/s Room 108/107	43
0218/Air-10	Room 116	ND

### **PCB Wipe Samples**

A total of twenty-one (21) PCB wipe samples were obtained from select surfaces and areas throughout Osborn Hill Elementary School. All twenty-one (21) samples documented levels below the 1 µg/100 cm<sup>2</sup>, the recommended limits for surfaces within dermal contact set forth by the EPA and the CT DEEP. Therefore, the PCB wipe samples documented **acceptable** levels within the areas tested (see Analytical Results). Table 2 documents the locations, surfaces and sample results for PCB wipe samples obtained.



**Table 2 – PCB Wipe Results**

<b>Sample Number</b>	<b>Location</b>	<b>Surface</b>	<b>Result µg/100cm<sup>2</sup></b>
0218/wipe-01	Room 105	Floor	ND
0218/wipe-02	Room 105	Wall	ND
0218/wipe-03	Room 106	Desk	ND
0218/wipe-04	Room 106	Wall	ND
0218/wipe-05	Room 107	Floor	ND
0218/wipe-06	Room 107	Wall	ND
0218/wipe-07	Room 108	Desk	ND
0218/wipe-08	Room 108	Bookshelf	ND
0218/wipe-09	Room 104	Wall	ND
0218/wipe-10	Room 104	Floor	ND
0218/wipe-11	Room 104	Windowsill	ND
0218/wipe-12	Room 103	Book	ND
0218/wipe-13	Room 103	Wall	ND
0218/wipe-14	Music Room	Desk	ND
0218/wipe-15	Music Room	Wall	ND
0218/wipe-16	Main Office	Desk	ND
0218/wipe-17	Main Office	Floor	ND
0218/wipe-18	Hall o/s Room 108 & 107	Floor	ND
0218/wipe-19	Hall o/s Room 108 & 107	Wall	ND
0218/wipe-20	Room 116	Floor	ND
0218/wipe-21	Room 116	Wall	ND

### **Visual Inspection**

The last component of the PCB Quarterly testing and monitoring included a thorough visual inspection of encapsulated surfaces throughout the school that contain a PCB containing material. As an interim measure, the previously identified PCB-containing paint on the schools interior block walls were encapsulated with an epoxy paint to eliminate the migration of PCB dust as well as maintain dermal hazards. Additionally, two hallways within the school were identified as having a stone tile that contained a PCB containing sealant on its surface. As an interim control in these areas, a skim coat was applied over the flooring and then a VCT tile was installed on top of it. Both areas were methodically inspected to ensure the engineering controls remain intact and effective. The inspection revealed that all surfaces encapsulated are intact and maintaining its original integrity. No immediate hazards were identified during this assessment.



### **Executive Summary**

Overall, this round of quarterly testing documented acceptable results within representative areas of the school. The newly encapsulated surfaces have proven to be effective and remain in good condition. The indoor PCB in air and dust levels remains satisfactory within the areas tested during this phase of sampling. All air samples obtained document PCB levels well below the 300 ng/m<sup>3</sup> threshold for elementary school children, and less than 100 ng/m<sup>3</sup> required for children under the age of 6 years old. All wipe samples collected from throughout the school analytically documented no presence of PCB's. Moving forward, the next round of testing will be performed in May 2013 where other classrooms and areas throughout the school will be sampled and assessed. Ongoing monitoring will continue until a more permanent solution can be implemented for the building materials that contain PCB's. Any activities or renovations that will occur within OHS will be carefully coordinated with the PCB Program Coordinator or Designee to ensure PCB's are not disturbed during the activities.

Very truly,

A handwritten signature in black ink, appearing to read "Richard Onofrio", written in a cursive style.

Richard Onofrio





## Fairfield PTA Council

501 Kings Highway East, Fairfield, CT 06825

[www.FairfieldPTAC.org](http://www.FairfieldPTAC.org)



### Brian Fagan Grant

<b>Purpose:</b>	This grant is intended to recognize and reward outstanding teachers who demonstrate leadership and are currently enrolled in a program leading to an administrative certification.
<b>Benefits:</b>	Each recipient will be honored by the Fairfield PTA Council in a public ceremony and will receive a monetary grant to defray the cost of educational expenses.
<b>Eligibility:</b>	<p>Candidates must meet the following qualifications:</p> <ul style="list-style-type: none"> <li>➤ Certified teacher employed by the Fairfield Public Schools;</li> <li>➤ Employed by the Fairfield Public Schools for the year in which the award is presented;</li> <li>➤ Demonstrate current matriculation in a graduate program of study in educational administration.</li> </ul>
<b>Requirements:</b>	<p>There are three sections to this application. Candidates must submit the following to be considered for the Brian Fagan Grant:</p> <ol style="list-style-type: none"> <li>1) Application - see attached document</li> <li>2) Statement of purpose - In a short essay, no more than 300 words, succinctly describe what you see as the most pressing issue facing public education today. Also, explain why you are working toward a degree or certification in educational administration.</li> <li>3) Letter of recommendation from a current Fairfield Public School Administrator</li> </ol>
<b>Application Deadline:</b>	<p>The completed application must be received by <b>March 29, 2013</b>  <b>The Award will be presented at the Monday, April 8<sup>th</sup></b>  <b>PTA Council meeting 7:30pm</b>          Mail the completed application to:</p> <p style="text-align: center;"> <b>Leonora P. Campbell</b>  <b>PTA Council Awards Chair</b>  <b>72 Newman Place</b>  <b>Fairfield, CT 06825</b> </p>