



Upcoming Meeting Dates

Policy Updates

High School Math Coffee Memo - September 26, 2013

RBC Draft Minutes – September 17, 2013

F.L.H.S. Building Committee Draft Minutes:

- September 11, 2013 Special Meeting (7:30)
- September 11, 2013 Special Meeting (8:00)
- August 28, 2013



MEETING
DATES

UPCOMING MEETING DATES

October 14

4:15 PM – Policy Committee Meeting
501 Kings Highway East
Superintendent's Conference Room

October 22

7:30 PM – Board of Education Meeting
Regular Meeting
501 Kings Highway East
2nd Floor Board Conference Room

FAIRFIELD PUBLIC SCHOOLS
Fairfield, Connecticut

INTER-OFFICE CORRESPONDENCE

TO: Board of Education

FROM: Karen Parks, Deputy Superintendent

DATE: September 27, 2013

SUBJECT: **BOARD OF EDUCATION POLICY UPDATES**

Please remove and add the following from your Board Policy Manual –

<u>REMOVE</u>	-	<u>Series 6000 (first page only)</u>
<u>ADD – REVISED</u>	-	<u>Series 6000 (first page only)</u>
<u>REMOVE</u>	-	<u>Policy #6200</u> Curriculum
<u>ADD – REVISED</u>	-	<u>Policy #6200</u> Curriculum
<u>ADD - NEW</u>	-	<u>Policy #6200AR</u> Administrative Regulations on Curriculum

....THANK YOU...

Instruction

Series 6000

Concepts and Roles	6000
Philosophy of Education	6010
Instruction - General	6020
Approach to Instruction	6030
Schedules	6100
Student Calendar	6110
Administrative Regulations	6110AR
School Day	6120
Emergency and Disaster Preparedness	6130
Pandemic/Epidemic Emergencies	6130.1
School Closing for Emergency Conditions	6131
Fire Emergency (Drills)	6132
Ceremonies and Observances	6140
Recognitions of Religious Holidays	6141
United States Flag	6142
Opening Exercises	6143
Religious Observances and Displays	6144
Weighted Grades	6146.11
Drugs, Tobacco, Alcohol	6164
Curriculum	6200
Administrative Regulations	6200AR
Areas of the Curriculum	6210
Curriculum Guides	6211
Curriculum Evaluation	6212
Equivalence of Resources Among the Schools	6213
Basic Instructional Program	6220
Family Life and Sex Education	6221
Reading / Language Arts	6222
Dissection of Animals in the Classroom	6223
Acquired Immune Deficiency Syndrome (AIDS)	6224
Examination of Instructional and Educational Material	6225
Athletic Programs	6226
Controversial Issues	6230
AIDS Exemption	6235
Family Life Exemption	6240

6200

Legal Reference:

- Connecticut General Statutes
 - 10-15 Towns to maintain schools
 - 10-15c Discrimination in public schools prohibited
 - 10-16b Prescribed courses of study
 - 10-16c et seq. re Family life education
 - 10-17 English language to be medium of instruction
 - 10-17 et seq. re Bilingual instruction
 - 10-18 Courses in United States history, government and duties, and responsibilities of citizenship
 - 10-18a Contents of textbooks and other general instructional materials

Instruction

CURRICULUM (continued)

6200

Legal Reference: Connecticut General Statutes
(continued) 10-18b et seq. re Firearms safety programs
10-19 Effect of alcohol, nicotine, or tobacco and drugs to be taught
10-19a et seq. re Substance abuse prevention team
10-221a High school graduation requirements
10-21 et seq. re Vocational education and cooperation with business
10-220 Duties of boards of education as amended by PA 08-153

Approved 8/27/04

Revised and Approved 5/24/2011

Revised and Approved 9/24/2013

Instruction

CURRICULUM

ADMINISTRATIVE REGULATIONS ON CURRICULUM

6200AR

As part of a comprehensive curriculum research and review process, teachers and administrators may wish to “pilot” or “field test” new textbooks or programs prior to recommending Board of Education adoption. “Piloting” or “field testing” a textbook or program is not a required element of the review process. However, if such activities are planned and implemented as part of such a review, then the following regulations must be followed.

Definition of Planned Pilot Program

A “planned pilot program” involves the field testing of a textbook, core instructional program or new course prior to a research-based recommendation of adoption to the Fairfield Board of Education. For all planned pilot programs, the piloted text will be used in addition to the Board approved textbook.

Field testing of new instructional materials that are supplementary, ancillary or to be used for intervention; new software programs or on-line services; or new instructional techniques are not considered “planned pilot programs” for the purposes of this policy or these regulations, as they do not require Board of Education approval for implementation.

Examples of a “planned pilot program” would include:

- A textbook used in addition to the Board of Education approved textbook
- A new elective course at the high school
- A core instructional program that replaces an existing adopted textbook

Approval Process

Any certified staff member may propose a planned pilot program. Such a proposal must include:

- Rationale for conducting the pilot (research, student data, for example)
- Description of the textbook, course or program to be piloted
- Number of students and teachers involved
- Duration
- Criteria for determining success (including student data; parent, student, staff feedback as appropriate)
- Schedule of interim progress and final progress reporting, including recommendations
- Estimated costs of pilot and full adoption
- Professional Development needed prior to the pilot

Instruction

CURRICULUM

ADMINISTRATIVE REGULATIONS ON CURRICULUM (continued)

6200AR

Prior to the implementation of such a pilot, all of the following individuals must approve:

- Curriculum leader or department coordinator/liaison
- Principals/Headmasters of affected schools
- Director of Elementary and/or Secondary Education as appropriate

Once these individuals have approved the pilot, then the proposal is submitted to the Curriculum Coordinating Council (CCC) for final approval. Approval is granted for a period not to exceed one school year.

Notification and Participation

Prior to the implementation of such a planned pilot program, parents of affected students and the Board of Education must be notified at least 30 days in advance of implementation. To comply with state statute and Policy 6400, in the event that the pilot of a new textbook or core instructional program involves more than 30 percent of the students in a grade level or course; or if such pilot extends beyond one semester, then the pilot must be brought to the Board of Education for approval. For all planned pilot programs, the piloted text will be used in addition to the Board approved textbook.

In the case of a new elective course, such advance notice can be contained in the Program of Studies. Unless required by law, once a planned pilot is approved, all students must participate in the pilot just like any other instructional program.

Changes in Regulations

These regulations will be changed only after a review of such changes with the Board of Education's Policy Committee.

John Chiappetta, English
Patrice Faggella, Science
Greg Pugliese, Social Studies
Dr. Paul Rasmussen, Mathematics



Fairfield Public Schools
Secondary Instructional Office
Fairfield, Connecticut 06825
(203) 255-8390

TO: Dr. David Title
FROM: Dr. Paul Rasmussen
DATE: September 26, 2013
RE: High School Math Coffees

In a continuing effort to communicate with parents at the high school, the secondary mathematics department will be sponsoring a math coffee at both Fairfield Warde and Fairfield Ludlowe High Schools. The purpose of these sessions is to provide the parents with an overview of the Pearson resources that the Board of Education adopted in the spring of 2013. The sessions will include a demonstration of the instructional support the resource provides the teachers in the classroom, along with an illustration of the support that the resources provide at home to help the student be successful in the classroom. For parents who are unable to attend, we will be posting the information on the district website.

Below is a table that provides the specific dates and location for each coffee.

Math Coffees by School

<i>Fairfield Warde</i>	<i>Fairfield Ludlowe</i>
Monday, October 7th 10:10 a.m. – 11:00 a.m. Lecture Room	Friday, October 11th 9:20 a.m. – 10:05 a.m. Library Lecture Room

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RIVERFIELD SCHOOL BUILDING COMMITTEE
MINUTES OF MEETING
September 17, 2013

A regular business meeting of the Riverfield School Building Committee was held on Tuesday, September 17, 2013 at 7:00 pm followed by a presentation. Anyone wishing to speak during Public Comment was allotted five minutes and questions were allowed.

Attendance

Present Committee Members: Thomas Quinn, Chairman; Christine Messina, Vice Chairman; Lawrence Ratner, Secretary; Dan Graziadei; Bill McDonald (new, non-voting); Maureen Sawyer (7:25 pm); John Shaffer; Scott Thompson; Pamela Iacono, BOE Liaison (7:45 pm)

Absent Committee Members: Harry Ackley; Nick Mirabile, RTM Liaison

Also Present: Kenneth Boroson, George Katinger, Kenneth Boroson Architects; Peter Manning, Gilbane Building Company; Marc Sklenka, Strategic Building Solutions; Rima Laukaitis, Martinez Couch and Associates (civil engineering) ; Richard Camara, Consulting Engineering Services (mechanical engineering); Sal Morabito, Manager of Construction, Security and Safety for FPS; John Fallon, RSBC attorney; and approximately 75 members of the public.

1) CALL TO ORDER

The meeting was called to order by Chairman Thomas Quinn at 7:10 pm. Copies of the presentation deck were available for meeting attendees.

2) PLEDGE OF ALLEGIANCE

3) APPROVE MINUTES 8/13/2013

Minutes were approved as written.

4) INVOICE REVIEW AND APPROVALS

Motion made by Christine Messina:

To approve payment for professional services to Kenneth Boroson Architects for:

- ***Additional PCP testing by EnvironMed Services, Inc. per invoice dated 08/22/2013 in the amount of \$4,400,***
- ***Design Development per Invoice No: 3017 dated 08/22/2013 in the amount of \$51,842.88, and***
- ***Design Development per Invoice No: 3028 dated 09/10/2013 in the amount of \$66,655.12.***

Motion seconded by John Shaffer. Motion carried 5:0:0.

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Motion made by Christine Messina:

To approve payment for legal services to John Fallon, Esq. per invoice dated 08/22/2013 in the amount of \$495.00.

Motion seconded by John Shaffer. Motion carried 5:0:0.

Motion made by Christine Messina:

To approve payment for professional services to Strategic Building Solutions per:

- Invoice No: 10983 in the amount of \$6,050.00***
- Invoice No: 11113 in the amount of \$12,051.00***

Motion seconded by John Shaffer. Motion carried 5:0:0.

Motion made by Christine Messina:

To approve payment for professional services to Van Zelm Engineers per Invoice No: 0038846 dated 08/15/2013 in the amount of \$1,394.00

Motion seconded by John Shaffer. Motion carried 5:0:0

Motion made by Scott Thompson:

To approve payment for professional services to Gilbane per Invoice No: 3 in the amount of \$5618.41.

Motion seconded by Christine Messina. Motion carried 5:0:0

5) OLD BUSINESS- status of project

Since the last meeting Mr. Quinn and other Riverfield Building Committee representatives have met with Town Department personnel including the Fire Marshal, Parks and Recreation, and the BOE IT and Facilities Planning to get all the various inputs. Mr. Quinn mailed 85 invitations to neighbors to notice this meeting: an opportunity for them to receive status on the project, offer their input and ask questions.

6) NEW BUSINESS

Mr. Katinger introduced himself and the professional staff working on the project. Mr. Quinn introduced Mr. Fallon as the MC for the remainder of the meeting who stated the purpose of the meeting is to share the status of the project, answer questions and get input.

Mr. Boroson stating we are at the Design and Development phase. The project was designed according to the Ed Specs provided by the BOE and includes security features – adding a new entrance and removing the portables.

7) NEIGHBOR/TEACHER PRESENTATION

-OPENING REMARKS

Mr. Quinn reviewed the project schedule, noting all the boards that need to sign-off including the critical state approval expected in February 2014. The project started a year ago last month when the committee was asked to form. After eleven months we went before the BOS with some of the first proposals to get approval for funding, then on to the BOF and RTM. We are now in the Design and Development phase (Jun- Oct), followed by Construction Documents (Oct-Jan) then to the state for approval (February 2014). The process also requires getting many others onboard (conservation, fire) and holding many meeting with Ms. Anziano and her staff and neighbors, to get their input. It's been a group effort getting as much information as possible. We expect to break ground in 2014 and finish in 14 months.

- DESIGN PRESENTATION (INCLUDES ELEVATIONS/SITE CONSIDERATIONS/BUILDING)

Mr. Katinger stated a major driving factor was to eliminate the five portable classrooms and provide additional interior educational space. He described the 16,000 additional square feet being added to end with approximately 61,000SF. Part of the renovation is adding ventilation (bringing fresh air in the winter) and air conditioning; new sprinkler systems; replacing millwork in classrooms; replacing lockers and ceilings in the corridors. The pod (the 1970 addition on the west side) is getting new ventilation and A/C; the PT/OT open space in the pod is being moved to an area near the administrative suite; a vestibule is being added to the entrance of the school with a control window. A second driving factor was making the kitchen more efficient: adding a second serving line and removing the stage making room for more tables to accommodate seating for 256. A third driving factor was to provide a space where the whole school could assemble. This will be accomplished by removing the storage structure behind the gym and replacing it with a platform extension to the gym. The capacity is approximately 550.

Mr. Boroson described the external elevation which was designed to match the esthetic of the existing building. A second perspective view showed how landscaping will block the view of the school from a neighbor's property.

Ms. Laukaitis stated there will be more parking spaces by replacing parallel parking spaces with 90° and increasing the size of the north parking lot. Additional storm drains will be installed. The water would be collected and directed off the property and the result will be an improvement over the current situation. Couch Martinez is proposing to upgrade the water main and sprinkler system and use the current gas lines. Improvements will be made to meet handicap accessibility guidelines. Mr. Katinger described the landscaping; Arborvitaes will provide additional screening on the north side; there is no plan to remove the fence; the three sheds will be removed; and a pervious paver

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drive will loop around the back of the school. This drive is a security enhancement to provide access to emergency vehicles. A playground will be available during construction and the green area in the back which will be disturbed will be restored.

Mr. Camara spoke of three MEP system goals: energy efficiency, working with limited space, especially above some ceilings, and a tight budget. The baseboard heating system and boilers will be reused and just some piping and the controls will be replaced. Classrooms will have individual control. He described two different systems: one for a typical classroom and another for large spaces like the cafeteria. The system can simultaneously heat and cool different areas and has a good energy efficiency ratio of over 15, about 30% over the state minimum requirement of 11.5-12. The main energy efficiency measures are: heat will be recovered from exhausted air; CO2 sensors will be used to control ventilation; and use of LED lighting, day-lighting controls, occupancy sensors and wireless Direct Digital Controls.

Mr. Manning reviewed the Site Construction Phasing. The Fire Marshal has generally bought off on the phasing plan and it will soon meet with the building official. Gilbane has met with Ms. Anziano and administration and reviewed site logistic plans and what will be removed or maintained during the construction phase of the job. A main concern is student safety. This is accomplished by separation and adhering to a protocol to keep trades people separated from students.

Mr. Manning explained the phasing slides of the presentation.

Site Construction Phasing:

The area behind the school will be the Site Utilization area which will be installed summer 2014 (Phase 1). It consists of trade parking (trade will not use existing parking), stockpile and lay down areas.

Another concern is parking. Trade will not use the parking in front of the school but the north parking lot will not be available for parking because that area is needed to construct the north addition.

During the school year 2014-15 (Phase 2) there will be limited work done in the existing building; in general the additions will be constructed.

Beginning in April 2015 (Phase 3) the six new classrooms will be available and the occupants of the pod will relocate to other classrooms. The pod will be contained and trade will have access to it.

The bulk of the interior renovations will occur during summer 2015 (Phase 4). Per the fire marshal, during the summers, when work is being done in the building, it will not be available for public events.

RSBC minutes 09/17/2013

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The third concern comes from wetlands. Mr. Manning advised the town has hired Walt Stapleton to oversee storm water handling. He has done much work in Fairfield and with Gilbane and they have a great relationship.

Building Construction Phasing:

Phase 1- Summer 2014 The stage in the APR (All Purpose Room, cafeteria) will be eliminated. One classroom will be sacrificed to provide access to the addition and the OT/PT area in the pod will be enclosed. The group of two portables goes away as well as one of the three because that is where the new sanitation line will run. Gilbane and Ms. Anziano have worked together to ensure there is enough classroom space to allow this to work.

Egress out the back of the building will be maintained. The tricky part is egress out of the gym; more discussion is needed with the architects and fire marshal.

Phase 2- School Year 2014-2015 Nothing is going on in the building except during holidays and vacations. All work is in the north and west additions.

Phase 3 – In April 2013 the pod will be divided off and separated from the rest of the school and renovated. Also the nurse's office and main office will be started.

Phase 4 – the major renovation of the main building will occur summer 2015. The building will not be available for public use during both summer of 2014 and summer 2015.

Mr. Quinn thanked everyone for coming and expressed how important it is to share information. He acknowledged there will be many changes in the next 14 months by necessity to support the construction activity and apologized in advance for possible logistic and traffic issues, but noted they will be temporary. Safety on the project is critical – for children, teachers, professional, parents and workers.

Mr. Quinn stated this is the first school renovation in Fairfield since the Newtown tragedy and it has become a bellwether for school security design. A lot of time and effort has been focused on security. Many security features were not shared, but he did say visitors will be vetted twice: before entering the vestibule and then again before entering the school. It's during that time the people in charge have time to automatically call out an alarm.

Mr. Fallon expressed his appreciation to the committee for their hard work. They work countless hours without remuneration, out of civic pride and duty.

RSBC minutes 09/17/2013

8) PUBLIC COMMENT

Kristen Tharrington, 79 Walbin Ct

What is happening to the APR and kitchen in Summer 2014?

G. Katinger replied the stage and possibly the floor will be done the first summer, and the kitchen the following summer.

Mario Bernardi, 21 Lakeside Dr

Asked about a traffic study and access to homes past the Lakeview Rd. egress. He said he was currently working with the police department about the concern but was the committee addressing the issue? Some drives believe it to be a one way street.

J. Fallon said the situation can be dealt with by the police commission traffic enforcement division possibly by adding striping and signage.

T. Quinn went to fire and police chiefs – put stripe down the middle. Municipal logistics require the request to be submitted to the traffic surveys program and reviewed by the police commission.

M. Bernardi recommended an additional exit out to Hunter Rd. Indicating that would be a compromise.

J. Fallon said the recommendations will be evaluated and understands the concerns but acknowledged ramifications such as the traffic pattern on Duck Farm or Mill Plain Rd.

Tunc Aksoy, 70 Walbin Ct

There is currently more traffic after hours. He has safety concerns and wants consideration to limit access to school after hours with a gate. Are there plans to increase lighting? It's dark at night and there's considerable activity at night.

Henry Achiron, 98 Hunter Rd

How are people going to access the fields? It appears from plans fields are closed from the right. He is concerned about increase traffic on Hunter Road.

Mr. Manning showed parking will be on the basketball court and access to the field will be from Lakeside Dr.

Will the gate from Hunter Rd be open? Have you considered cars will be double and triple parked on Hunter Rd?

T. Quinn said field activity will be curtailed and will look into concern.

J. Fallon said Mr. Lombardo will be involved.

Laura Bernaschina, 1742 Mill Plain Rd

Spoke of concern of mold, what is the plan should it be discovered? Concerned about kid's safety

T. Quinn said if discovered it will be remediated. J. Fallon said separation of students and construction will be maintained.

Robin Jerrild, 23 Riffle Rd

What will happen with the sheds? They are used. Cub Scouts, Football. Where will the stuff go?

T. Quinn replied it's up to Parks and Recreation. Two belong to the school and they are going.

Garbage dumpsters?

G. Katinger said garbage will not be seen, it will be enclosed.

DRAFT

HVAC is an eye sore?

J. Fallon said zoning compliance will ensure no "visual trespass" from rooftop mechanicals.

Ms. Jerrild also expressed concern about late work.

J. Fallon replied work will be done inside and would typically not extend 7am – 5:30pm.

What is stock pile area (it is located literally over our fence)?

J. Fallon explained the field topsoil will be piled, seeded to prevent from eroding and then the dirt will be reused on the field.

Charlotte Leslie, 160 Hunter Rd

Thanked the committee for their hard work and the Q and A then asked about the 2014-15 details.

Will there be blasting and can the neighbors be notified?

G. Katinger/ J. Fallon said there is no plan for blasting and notice can be given before demolition.

Ms. Leslie is not in favor of adding egress to Hunter Rd. Hunter Rd is a cul de sac and already has its share of traffic. Also not in favor of changing Hunter traffic pattern. They already have their share of crazy drivers on Hunter especially at busy times.

Jae Braun, 200 Lakeside Dr and relatives residing at 380 Lakeside. West/Southern border of school
Many concerns. Has love for Riverfield School and supports a good learning environment but concerned about mud flowing onto her property. Asked "Does anyone know the distance from portables to lake?" and "the slope of land?" Mud is already flowing onto our property. Concerned about traffic, it's already bad. Traffic is crazy. Do you know "ratio of parking spaces to families" 112 spaces (G. Katinger), 230 families (Ms. Anziano). This renovation isn't planned for increased enrollment. Ms Braun has noticed changes in the lake – they don't hear frogs, don't see as many turtles and the water is not as clear. Concerned about the portapotties. Lack of parking has caused parents to park in front of their gate preventing access to their property.

Tom Braun, 200 Lakeside Dr- husband of Jae Braun

Concerned about runoff, stated there is already illegal water draining onto his property.

R. Laukaitis (Martin Couch) spoke of the design of 3 water detention systems which should significantly improve the situation. Water will be directed and the amount of water leaving the property will decrease from present.

Mr. Braun expressed concerned about closing the north parking lot. Lakeside is already congested and only 3 lanes wide. During functions there is parking on both sides of Lakeside making it one lane.

Mr. Quinn said we will try to mitigate the temporary construction site traffic issues but event activity is a police department issue.

Mr. Braun sees terrible traffic issues with a temporary construction driveway on Lakeside Dr.

David Leggiadro, 255 Lakeside Dr

Stated there is too much going on on Lakeside. Residents, access to ball fields, and construction access...find one thing to take off the map.

Nancy Haberly, 30 Duck Farm Rd

Is concerned about current traffic- sees issues with bus flow. Currently, the island- kiss and go, has caused problems on Mill Plain Road. She believes the current situation is bad and fears it will escalate.

DRAFT

Elizabeth Stern, 1531 Mill Plain Rd (corner Lakeside Dr)

Piggy backing on what Mr. Leggiadro said, Lakeside is a mess every day. She has followed up with the Police Department. If there already are safety concerns, what is going to happen with added construction traffic besides lines, speed bumps and signage? Huge, huge problem. She has seen so many accidents at the corner (Lakeside and Mill Plain Rd). Right turn only out of Lakeside has been suggested. We have to do something.

Henry Achiron, 98 Hunter Rd

Can't construction vehicles have limited access hours to the site? Stop construction vehicle from adding to the problem.

Mr. Fallon replied the point is valid and the committee will address it.

Tiffany Vlandis, 30 Walbin Ct

Acknowledged more significant concerns about safety but addressed landscaping and doesn't want the landscaping creating a barrier to her and her neighbor's property touched. Also concerned about safety and wants a barrier so cars cannot park in back (as parents often do when dropping off/picking up children from field events).

9) ADJOURN

Mr. Fallon and Mr. Quinn thanked everyone.

Motion made by Lawrence Ratner:

To adjourn the meeting

Motion seconded by Christina Messina. Motion carried 5:0:0

Meeting adjourned at 8:56pm.

Respectfully Submitted,

Kathleen C. Grande
Recording Secretary

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

FAIRFIELD LUDLOWE HIGH SCHOOL BUILDING COMMITTEE Special Meeting
Wednesday, September 11th, 2013
7:30 p.m. Fairfield Ludlowe High School Lecture Room
785 Unquowa Rd.
Fairfield, CT 06824

DRAFT MINUTES

Members Present: Marc Donald, Chair; Marc Andre, Joseph Pagnozzi, Donna Ertel, Robert Sickeler, David Weber, Terri Leopold

Others Present: Sal Morabito, Judy Ewing, Greg Hatzis, Twig Holland

I. Call to Order

The meeting was called to order at 7:41 PM. Floor plans with two renovation schemes were distributed to the committee.

II. Tour Fairfield Ludlowe High School

Sal Morabito and Greg Hatzis led the tour. From the Lecture Hall, the committee walked back out through the Media Center and turned right into the hallway. From there, the group went through a set of doors that went to the Upper Courtyard which overlooked the area off the left corner which has been proposed for two science labs, a prep room, and two additional classrooms.

The tour then resumed at the Media Center and back down the hallway to the Main Office. Turning right, the group walked straight down the hallway and down the stairway to the back of the building. At the bottom of the stairway, they turned left and walked straight towards the cafeteria.

Principal Hatzis explained that the hallway, which runs by the cafeteria, continues to another wing of the building so it serves two purposes. He mentioned how long and narrow the room was and said that it could be used for presentations if it was bumped out to the driveway without losing any parking spaces. He also showed the committee the student store called *The Perch* and some "dead space" adjacent to it that led to the student newspaper and yearbook offices.

Principal Hatzis then showed the group the Teachers' Lounge which could be used for a small classroom.

Mr. Morabito then led the committee into the kitchen area and mentioned that new walk-in freezers would provide a better use of space there.

From there, the group was led outside into the Lower Courtyard which is also used as an outdoor play area for the Child Development Program that is part of the Pre-school Program. That was the area where the new classrooms and science labs would be added, so that program play space would have to be relocated.

Mr. Morabito spoke about the soil testing that had been done around the foundation areas, and the need for an abatement plan. He also pointed out the custodian break room, the switch gear

room, building management area, and the boiler room, as well as the Counseling Center. These adjacent areas would provide challenges to the proposals. Both plans appear to fit within the budget. The architect chosen may provide additional ideas.

The group then returned to the Lecture Hall.

III. Adjourn

A motion to adjourn was made by Joseph Pagnozzi and seconded by Marc Andre. The vote was 7 - 0 - 0.

The meeting was adjourned at 8:36 PM.

Respectfully submitted,

Judy Ewing
Recording Secretary

FAIRFIELD LUDLOWE HIGH SCHOOL BUILDING COMMITTEE Special Meeting
Wednesday, September 11th, 2013
8:00 p.m. Fairfield Ludlowe High School Lecture Room
785 Unquowa Rd.
Fairfield, CT 06824

DRAFT MINUTES

Members Present: Marc Donald, Chair; Marc Andre, Joseph Pagnozzi, Donna Ertel, Robert Sickeler, David Weber, Terri Leopold

Others Present: Sal Morabito, Judy Ewing, Greg Hatzis, Twig Holland

I. Call to Order

The Special Meeting was called to order at 8:39 PM.

II. Information and Reports

a. Review of the details of the projects – Sal Morabito

Sal Morabito reviewed the Ed Specs with the committee and the two conceptual schemes that were proposed when the budget was approved. He also mentioned again the window and roof replacement plans. There are 19 roof sections, 15 of which are well past the warranty period. He also reported that Hoffman Architects had studied the windows in 2004 and found that 85% were fair to poor due to age. More recently, the state has required PBC testing and abatement when replacing windows at schools.

b. Discussion of the Charge.

The Charge had been previously made available to all committee members. There being no concerns expressed, there was no further discussion.

c. Further information about the RFQ.

Twig Holland reported that she had sent an addendum to the RFQ that she had sent out to encourage architects to respond as a result of some questions that had been raised by various firms. Responses are due at 2:00 PM on Tuesday, September 17th. On Wednesday, she will put all of the applications on a Website and provide each committee member with a password to access the Website. She will also send the original RFQ and pertinent links.

With the assistance of the Chairman, Ms. Holland discussed some of the questions which prompted her to send an addendum.

She reminded the members that the short listing will be determined on 9/25 and the presentations by the four short-listed architects will occur on 10/16 starting at 5:30 PM. Committee members asked questions which Ms. Holland answered.

III. Consider and approve Regular Meeting dates for the remainder of 2013.

After reviewing the upcoming reasons for meeting thru December 2013 with Ms. Holland, a motion was made by David Weber and seconded by Marc Andre to approve the following dates:

September 25 (at 7:30 PM to short list the presenters for architect)

October 16 (at 5:30 PM to hear and act on four presentations from architects)

October 30 (at 7:30 PM to short list the Program Management Services)

November 13 (at 6:30 PM to interview and act on the short listed Program Management Services)

November 20 (at 7:30 PM to short list the presenters for CM)

December 11 (at 5:30 PM to hear and act on four CM presentations)

All meetings will be held in the FLHS Lecture Hall except for the two scheduled for 10/30 and 12/11. Perhaps those can be held at Independence Hall.

The vote was 7 - 0 - 0.

There was further discussion about scheduling meetings twice a month and the fact that the holidays in November and December presented a bit of a problem. In addition, there may be a need to meet again in December for the Election of Officers and to set dates for Regular Meetings in 2014.

Marc Andre then moved to approve one additional meeting on December 18th. It was seconded by Donna Ertel. The vote was: 7 - 0 - 0.

That meeting will be held elsewhere, as well; perhaps at Independence Hall.

IV. Adjourn

A motion to adjourn was made by Joseph Pagnozzi; seconded by Terri Leopold. The committee unanimously supported the motion.

The meeting was adjourned at 10:00 PM.

Respectfully submitted,

Judy Ewing
Recording Secretary

FAIRFIELD LUDLOWE HIGH SCHOOL BUILDING COMMITTEE

Wednesday, August 28, 2013

7:00 p.m.

First Floor Conference Room

Independence Hall

725 Old Post Road

Fairfield, CT 06824

DRAFT MINUTES

Members Present: Marc Andre, Joseph Pagnozzi, Marc Donald, Robert Sickeler, David Weber, Donna Ertel, Terri Leopold

Others Present: Sal Morabito, Judy Ewing, Eileen Kennelly, Twig Holland, Caitlin Bosse, Greg Hatzis, Jessica Gerber (BOE Liaison), Tom Cullen, Cristin McCarthy Vahey (for 30 minutes)

I. Call to Order- Public School's Manager of Construction, Security & Safety Sal Morabito
The meeting was called to order by Sal Morabito, Fairfield Public School's Manager of Construction, Security and Safety at 7:06 pm.

Handouts related to the orientation presentations, most of which had been sent electronically to the members, were available for the committee and the public.

II. Organizational Matters

A. Introductions and Charge-Sal Morabito

Mr. Morabito introduced himself and then introduced Selectman Cristin McCarthy Vahey who was there to conduct the election of the Chairman. However, in the absence of the seventh member, who was expected, Mr. Morabito asked that the orientation begin.

B. Building Committee Procedures-First Selectman's Building Committee Liaison Judy Ewing

Judy Ewing, Liaison from the Office of the First Selectman, described her primary role of keeping the First Selectman informed of the project, work which she had been doing since 1998. Because she had been on the committee that produced the Temporary Building Construction Study Committee report of 2007, she was familiar with the procedures and changes since that time, and could also answer questions about the information that was being presented to them that evening. She encouraged members to contact her so she could refer them to those who could best answer their questions. She thanked the new members for their service and said that all of the people presenting were there to help members with this project.

Mr. Morabito then asked that the committee to address the election of officers as Selectman McCarthy Vahey had another meeting to attend.

III. Election of Officers

A. Nominations and Election of Chair-Sal Morabito

While still waiting for the seventh member to arrive, Mr. Morabito asked the new members to introduce themselves and to tell about their backgrounds. The committee was then

prepared to consider the election of officers.

Selectman McCarthy Vahey asked for nominations for Chair. Marc Donald nominated himself; Robert Sickeler seconded the nomination. The vote was 7 - 0 - 0.

B. Nomination and Election of Vice Chair-Chair

Marc Donald, Chair, then asked for nomination for Vice Chair. Donna Ertel nominated herself; Terri Leopold seconded the nomination; The vote was 7 - 0 - 0.

C. Nomination and Election of Secretary-Chair

The Chair then asked for nominations for Secretary. Joseph Pagnozzi nominated himself; Terri Leopold seconded the nomination. The vote was 7 - 0 - 0.

Then the meeting then resumed according to the agenda.

II. C. (Organizational Matters resumed)

Freedom of Information Act/Robert's Rules-Risk Manager/Fairfield FOI Liaison
Eileen Kennelly

Eileen Kennelly, Town Risk Manager and Fairfield FOI Liaison, presented the basic information that building committees should know about the Freedom of Information Act and Robert's Rules of Order. Topics covered included the requirements outlined by the Town Clerk, the appropriate use of communication by email, answering the public by email, speaking up at meetings, quorums, participation by speaker phone, public notice of meetings, types of meetings, how to add items to an agenda or change the order of addressing agenda items, requirements of minutes, draft minutes, amending minutes, executive sessions, subcommittee meeting notices, and never voting by email.

In reviewing Robert's Rules, Ms. Kennelly mentioned quorums, motions, seconding motions and discussion prior to voting, amending motions, which motions required a 2/3 vote (take item out of order, add to an agenda, close debate), reconsider and rescind.

D. Central Office Liaison Role/Educational Specifications/Reimbursement Process- Public School's Manager of Construction, Security & Safety Sal Morabito

Mr. Morabito then described his role in the process as coordinating all project information for Central Office, the building committee, especially with the Chair, and the architect, the Purchasing Department, the construction manager and the state for purposes of the reimbursement process. He mentioned various forms and sign-off procedures, as well.

He also introduced Jessica Gerber, Liaison from the Board of Education, and Tom Cullen, Director of Facilities for Fairfield Public Schools, and Greg Hatzis, Headmaster of FLHS.

E. Purchasing Department Role/Overview of Bidding Procedures-Purchasing Director
Twig Holland

Ms. Holland distributed an additional handout. She described the bidding process, and the hiring of consultants, and the role of the Owner's Representative. She encouraged the committee to start meeting as soon as possible as she was planning to send out a PFQ for the architect search right away. She then elaborated on that process which involves sending proposals electronically to members to review prior to a meeting to short-list candidates to be interviewed for the position. She briefly mentioned the scoring matrix required and referred to some state statutes. Committee members had several questions about the process which she answered.

F. Finance Department-Controller Caitlin Bosse

Ms. Bosse reported that the amount of \$11,630,000 had been appropriated for the project. She said that she and Ms. Holland would keep track of the expenditures and provide financial reports for the committee.

G. Summary-Sal Morabito

Members raised several questions about budgetary constraints and the preliminary estimate done by the architect hired by the Board of Education. Ms. Holland said that the committee needs to approve the Invoices and Change Orders before she approves them and the Town pays the bills. She cannot approve any Invoices for which there is no money to pay.

IV. Select Next Meeting Date

The committee was uncertain about setting a permanent schedule at this time, although Wednesdays at 7:30 pm appeared to be best for everyone. It was decided to set up three Special Meetings for specific purposes until a regular meeting schedule is chosen.

A motion was made by Joseph Pagnozzi to meet as follows:

- Wednesday, September 11, 7:30 PM, FLHS Lecture Hall, for the purpose of touring the school and hearing about the proposed project.
- Wednesday, September 25, 7:30 PM. FLHS Lecture Hall, for the purpose of short-listing the applicants.
- Wednesday, October 16, 5:30 PM, FLHS Lecture Hall, for the purpose of interviewing the four architects on the short list.

Marc Andre seconded the motion. Principal Greg Hatzis said that if that room was not available, he would find another suitable space at FLHS. Ms. Holland said that it was customary to have food brought in for a four to five hour meeting.

The committee voted 7 - 0 - 0.

V. Discuss and Approve of 2013 Meeting Schedule

This item was deferred to a later meeting.

VI. Adjourn

Marc Donald, Chair, made a motion to adjourn; Donna Ertel seconded the motion. The vote was 6 - 0 - 0, Terri Leopold having left prior to the vote.

The meeting was adjourned at 10:00 pm.

Respectfully submitted,

Judy Ewing
Recording Secretary