



Upcoming Meeting Dates

BOE Requests from 1/23/14 Special Meeting

Town/BOE MOU dated December 2007

Budget Adjustments, 2013/14, 2012/13, 2011/12

Teacher Experience Levels of Recent Hires

Responses to BOE Written Questions

Draft FLHS Building Committee Minutes, 1/22/14

Draft RSBC Minutes, 1/14/2014

(BOE Hard Copy Only)
Available on FPS Website

Fairfield Warde High School Program of Studies 2014/2015

(BOE Hard Copy Only)
Available on FPS Website

Fairfield Ludlowe High School Program of Studies 2014/2015



*MEETING
DATES*

UPCOMING MEETING DATES

January 28	7:30 PM – Board of Education Meeting Special Meeting/Budget 501 Kings Highway East 2 nd Floor Board Conference Room
January 30 (Thursday)	7:30 PM – Board of Education Meeting Regular/Budget Adoption 501 Kings Highway East 2 nd Floor Board Conference Room
February 3	7:30 PM – Board of Education Special Meeting 501 Kings Highway East Superintendent Conference Room
February 10	3:30 PM – Policy Committee Meeting 501 Kings Highway East Superintendent's Conference Room

RECEIVED

DEC 07 2007

FIRST SELECTMAN'S OFFICE

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE FIRST SELECTMAN AND THE SUPERINTENDENT OF SCHOOLS

In order to help facilitate the budget process and to keep health insurance costs in check as much as possible, the undersigned have entered into this memorandum of understanding as to how to proceed regarding the health insurance budgets of the Board of Education and Town.

The Board of Education and Town agree that budgeting for health insurance should be handled in a way to minimize the unpredictability inherent in health insurance costs and agree that the Town's Risk Retention Fund should be responsible for paying all health cost bills and that the school and Town budgets should fund this risk retention health fund in a manner as agreed to below.

1. The parties agree that cost savings can be achieved by the Town and Board acting jointly with reference to negotiating the price of insurance with insurance companies and or administrators, to the extent practicable. However, the parties also agree that current benefits and medical coverage health insurance plans, and benefits for all Board of Education and Town employees will not be affected or changed in any way as a consequence of this Memorandum of Understanding. All Employee health benefits and coverage and changes thereto are determined solely under the process of legally binding collective bargaining, to the extent required by applicable law. If the First Selectman seeks to contract with a different carrier or administrator, where such change may affect the plan design, benefits and/or plan administration as any of them may impact or affect employees, then any such change must be agreed to in advance by the Superintendent.

2. The Board of Education retains the right and responsibility to negotiate and collectively bargain with all Board of Education bargaining units as to all aspects of said health insurance plans and any changes thereto.

3. Board medical and health insurance budget appropriations as approved by the BOE and the relevant Town Bodies and employee premium cost share amounts will be deposited annually into a Town Risk Retention Fund. On the first day of each fiscal year the Board medical and health insurance budget appropriations will be deposited into said fund with employee premium cost share amounts deposited on a weekly basis and retiree premiums deposited in the normal course of business. The Board and the Town shall have complete access to all health insurance administration reports as allowed by law, for both the Board and Town accounts as is provided for prior to this Agreement. Nothing contained herein shall cause the Town to change its current financial reporting as a separate BOE Ledger account is currently maintained. In the normal course of business and after the end of the fiscal year, the Town will provide the Board with the insurance consultant's analysis of claims incurred but not yet reported and claims not yet paid with reference to the Board account.

4. The prior premium-based medical plan has been changed to a self-insured plan, effective July 1, 2006.

5. No services provided by the Town to administer the plans shall count as in-kind services to the Board for purposes of funding the Board's budget in any year.

6. The Town will be responsible for all payments under the health insurance plans, whether self-insured policy or otherwise, and will expressly hold the Superintendent and Board of Education harmless from any and all amounts required to be paid that are in excess of all the revenues in the related Board accounts for each plan/fiscal year or at any time in excess of the balance in all the Board's accounts in the Risk Retention Fund. The Town and the Board are

responsible for funding the Board's account in the Risk Retention Fund as follows: annual budgeted amounts to be entered into the Board of Education budget in future years, and which shall be deposited into the Board account in the Risk Retention Fund, shall be the prior annual budgeted amount, plus an annual health insurance increase (change) based on annual regional trends, employee group demographics, experience factors, employee contribution levels, number of employees and dependents, plan changes and other relevant factors, which will be mutually determined each year by the Town's and Board's jointly agreed upon outside insurance consultant. In funding the Board's account in any fiscal year, the Town may not take credit for or offset from the amount to be budgeted, the one month reserve amount which shall be maintained in the Risk Retention Fund.

7. The term "all payments" as referred to herein includes but is not limited to payment of all claims made under the plans, costs of administration, fees, charges, costs of reinsurance and/or individual and/or aggregate stop loss coverage.

8. In addition to annually depositing into the Board's account as set forth in section 6 above, the Town has responsibility to maintain the Board's Risk Retention Fund account at a level that will maintain a one month cash reserve for self-insured health plans. If at the end of a fiscal year the Risk Retention Fund falls below a level equal to a one month reserve, the Town will fund and credit the Board's account in the Risk Retention Fund with the amount of money necessary to re-establish and maintain said one month reserve. It is agreed further that if at the end of a fiscal year any funds remain in excess of said one month reserve, such monies (if any) may be used for any additional Risk Retention Fund purposes and/or any general town purposes as desired by the Town and the First Selectman. Any usage or transfer of such funds from the Risk Retention Fund shall be on notice to the Superintendent.

9. The Board's and Town's accounts in the Risk Retention Fund will be fully funded in the normal course of business as of the first day of each fiscal year. It is agreed that any shortfall in yearly budgeted amounts placed into the Town Risk Retention Fund and/or in self-insured reserves is the responsibility of the Town to correct in the normal course of business.

10. It is agreed that the one month reserve shall be maintained and may be used for the Board paying excess claims or costs, run-out claims in the event this Agreement is terminated and or the Board reverts to partial or fully insured status. Except for amounts in excess of the one month reserve at the end of a fiscal year, the Town may not remove or use any Board funds in the Board account in the Risk Retention Fund for any purpose whatsoever.

11. For purposes of this Memorandum of Understanding health insurance plans and expenses as referred to hereunder apply to medical, dental and prescription drug plans, whether self insured, fully insured or otherwise. The term does not apply to life, disability and/or any other plans unless the parties so agree by separate writing

12. This Agreement may be terminated by written notice of one party to the other, provided at least one month prior to the date of the Board's budget submission to the First Selectman. In the event of termination, the full amount of the Board's account from the Town's Risk Retention Fund, including the one month reserve, shall be forthwith under the custody of the Board, however, the amount in excess of the one month reserve remaining at the current fiscal year shall remain for the exclusive use of the Town.

Ann Clark

Ann Clark
Superintendent of Schools

Kenneth A. Flatto

Kenneth A. Flatto
First Selectman

FAIRFIELD PUBLIC SCHOOLS
BOE APPROVED BUDGET ADJUSTMENTS - MAY 21, 2013
2013 - 2014

Department/Program	FTE's	BOE Approved Cuts	Notes
Curriculum Secretary	(1.00)	\$ 45,000	Vacancy as of 7/1/13 will not be filled
Media Technician (District-wide)	(1.00)	\$ 35,000	Vacancy as of 7/1/13 will not be filled
Additional Certified Staff Turnover		\$ 84,000	Additional turnover expected beyond \$350,000 in budget
BOE Workshops/Conferences		\$ 3,000	BOE Members self-fund attendance at workshops
Health Insurance		\$ 3,493,000	\$2,743,000 improvements in claims and Anthem's best offer; \$500,000 change in carrier;
Pension		\$ 144,488	Updated pension costs
Phase in ELL Resources		\$ 50,000	Books and materials
M.S. gifted back to 12-13 level	(0.60)	\$ 40,000	
Music Assured Experience (Grade 4)		\$ 16,000	Charge fee and/or reduce cost of program
HS Athletics Rental Charges		\$ 50,000	Fee to offset sports with rental charges
Sped Summer School (Ed Trainers)		\$ 9,000	Shorter summer session due to length of 12-13 school year
Grade 3 Gifted Testing Only		\$ 22,700	Currently test in grades 2 and 4
Grade 7 Gifted Testing		\$ 9,100	Eliminate M.S. gifted testing in 7th grade
Remove Grade 5 (1) General Music Class	(0.50)	\$ 30,000	Maintain chorus and 1 general music period in grade 5
Fairfield Arts for Youth		\$ 3,500	Co-funded by PTA
Increase HS Parking Fee		\$ 20,000	Increase from \$100 to \$150 per year/per vehicle
Maintenance of Grounds	(1.00)	\$ 61,900	Eliminate 1.0 FTE (salary & benefits), supplies, equipment and summer part-time help
Capital Projects		\$ 40,000	Defer generator enhancement (\$40,000)
Charge OT to all User Groups		\$ 100,000	Retain rental fees previously sent to town/standardize OT fees
Tech Capital		\$ 217,800	Defer replacement of 172 elementary desktops (\$111,800). Additional cut (\$106,000)
Software		\$ 13,000	Lower prices
Fuel Bid Savings		\$ 120,000	Savings based on bid prices per town
Magnet Discovery Transportation		\$ 30,000	Bridgeport currently pays these costs
TOTAL	(4.10)	\$ 4,637,488	

FAIRFIELD PUBLIC SCHOOLS

ENCLOSURE NO. 5

MAY 22 2012

501 Kings Highway East
Fairfield, Connecticut 06825



Phone (203) 255-8371
Fax (203) 255-8245

Office of the Superintendent

✓ Approved By
BOE 5/22/12

TO: Board of Education

FROM: David G. Title

DATE: May 11, 2012

SUBJECT: Recommended Budget Adjustments for 2012-2013

In order for the Board of Education to comply with the 2012-2013 budget approved by the RTM, it must make adjustments to the budget passed in January. I am enclosing my recommended adjustments for your consideration and action at the May 22, 2012 Board of Education meeting. In recommending these cuts, we are striving to ensure that there will be minimal impact to the operations of the school district. These are low-impact reductions that do not involve changes to our instructional program, staff or services of the Fairfield Public Schools. Most importantly, if these reductions are enacted, we will be able to move forward with all of the initiatives included in the Board of Education's recommended budget.

In addition to the \$250,000 reduction made by the RTM, the Board must also formally vote to reduce its pension line by \$278,477 as part of a cut made prior to the RTM action. At the top of the enclosure, you will see the budget progression that leads to this figure. The Board must reduce its budget by a total of \$528,477, with the understanding that \$278,477 of that amount is in the pension line.

The bottom part of the enclosure lists the line items that are recommended for reduction, with a brief explanation. The only exception is that while we anticipate two additional retirements, it is not possible at this time to identify the exact line item where this reduction will occur.

If you would like further information on any of these reductions, please let me know and I will be happy to answer them at the May 22 meeting.

FAIRFIELD PUBLIC SCHOOLS
SUPERINTENDENT'S PROPOSED BUDGET CUTS
2012 - 2013

Budget Development	Dollar Amount	Budget Adjustments	Description / Impact	Page # Budget Book	Line #
BOE Proposed Budget	\$ 149,464,941		Approved by BOE on January 24, 2012		
BOS Budget Cut (Pension)	\$ (612,525)				
BOS Budget Cut (Other)	\$ (250,000)				
BOS Total Cut		\$ (862,525)			
BOS Approved Budget to BOF	\$ 148,602,416				
BOF Budget Restoration (Pension)	\$ 334,048				
BOF Budget Restoration (Other)	\$ 250,000				
BOF Adjustments		\$ 584,048			
BOF Approved Budget to RTM	\$ 149,186,464	\$ (278,477)	Net Pension Cut		
RTM Budget Cut	\$ (250,000)	\$ (250,000)			
RTM Approved Budget	\$ 148,936,464	\$ (528,477)	Final BOE Budget / Adjustment		
Pension	(278,477)		Town adjustment	59	53450
Enrollment Projection	(10,000)		Delay comprehensive update	62	54060
Business Services - Technical Consulting	(10,000)		Reduce professional services	62	54120
Refuse Removal/Recycling	(50,000)		Recycling pick-up changed to call as needed during summer	68	54200
Business Services - Fuel Tanks	(15,000)		Change to above ground tanks	68	54874
Student Information Software	(47,000)		Actual bid	69	54325
Business Services - Other Contracted Svc	(5,000)		Reduce contracted services	69	54878
Professional Development	(24,095)		3.5% Reduction in professional development	73	54169 - 54184
Business Services - Direct Purchase Paper	(6,905)		Reduction in volume and pricing	84-86	56646
Special Education Assistive Technology	(12,000)		Utilize carry-over grant funds (IDEA)	92	58465
Teacher Retirement	(35,000)		Additional retirement		TBD
Teacher Retirement	(35,000)		Additional retirement		TBD
Total Budget Cut		\$ (528,477)			
BOE Approved Budget		\$ 148,936,464			

	BUDGET ADJUSTMENT	Acct #	BUD FTE	FTE	ADJ FTE	BUDGET AMOUNT	ADJUSTMENT AMOUNT	ADJUSTED AMOUNT
	CERTIFIED STAFF							
	DISTRICT							
1	District Instructional Improvement Teacher (IIT)	2210-140-010	3.80	(1.00)	2.80	\$	(69,944.00)	
2	World Language Gr 4-8 Coordinator	2210-140-010	2.80	(0.20)	2.60	\$	(10,264.00)	
3	Continuing Education Coordinator	1300-117-029	0.10	(0.10)	-	\$	(4,996.00)	
	SUBTOTAL CERTIFIED STAFF-DISTRICT		6.70	(1.30)	5.40	\$	(85,204.00)	\$
	HIGH SCHOOL							
4	French HS	1106-140-100	14.60	(0.40)	14.20	\$	(20,528.00)	
5	English HS	1105-140-100	18.50	(0.50)	18.00	\$	(24,981.00)	
6	Math HS	1111-140-100	16.60	(0.60)	16.00	\$	(29,977.00)	
7	Science HS	1113-140-100	19.50	(0.50)	19.00	\$	(24,981.00)	
8	Social Studies HS	1115-140-100	14.40	(0.40)	14.00	\$	(19,984.00)	
9	Technical Education HS	1110-140-300	4.00	(0.40)	3.60	\$	(19,984.00)	
10	Physical Education HS	1108-140-300	3.60	(0.20)	3.40	\$	(10,264.00)	
	Chinese HS	1106-140-100	14.20	(0.20)	14.00	\$	(9,356.00)	
11	Chinese HS	1106-140-300	11.80	(0.20)	11.60	\$	(9,356.00)	
12	Math - Alternative High School	1119-140-900	4.00	(0.50)	3.50	\$	(46,242.00)	
13	Librarian/Media Center (LMC) - FLHS	2220-130-100	2.00	(0.50)	1.50	\$	(51,380.00)	
	Librarian/Media Center (LMC) - FWHS	2220-130-300	2.00	(0.50)	1.50	\$	(51,380.00)	
14	Special Ed HS - FLHS	1200-139-100	10.60	(0.50)	10.10	\$	(51,380.00)	
	Special Ed HS - FWHS	1200-139-300	10.60	(0.50)	10.10	\$	(51,380.00)	
15	Social Studies - Alternative High School	1119-140-900	3.50	(0.50)	3.00	\$	(41,103.00)	
	SUBTOTAL CERTIFIED STAFF-HIGH SCHOOL		149.90	(6.40)	143.50	\$	(462,276.00)	
	MIDDLE SCHOOL							
16	World Language Gr. 6	1106-147-520	1.40	(0.50)	0.90	\$	(24,981.00)	
	World Language Gr. 6	1106-147-560	1.50	(0.50)	1.00	\$	(24,981.00)	
	World Language Gr. 6	1106-147-580	1.10	(0.50)	0.60	\$	(24,981.00)	
17	Music Teacher	1112-139-520	1.60	(0.10)	1.50	\$	(4,996.00)	
	Music Teacher	1112-138-520	2.60	(0.60)	2.00	\$	(29,976.00)	
	SUBTOTAL CERTIFIED STAFF-MIDDLE SCHOOL		8.20	(2.20)	6.00	\$	(109,915.00)	
	ELEMENTARY SCHOOL							
18	World Language Gr. 4 and 5	1106-140-610	0.60	(0.30)	0.30	\$	(15,396.00)	
	World Language Gr. 4 and 5	1106-140-630	0.60	(0.30)	0.30	\$	(15,396.00)	
	World Language Gr. 4 and 5	1106-140-710	0.60	(0.30)	0.30	\$	(15,396.00)	
	World Language Gr. 4 and 5	1106-140-730	0.60	(0.30)	0.30	\$	(15,396.00)	
	World Language Gr. 4 and 5	1106-140-750	1.00	(0.60)	0.40	\$	(30,793.00)	
	World Language Gr. 4 and 5	1106-140-770	0.80	(0.40)	0.40	\$	(20,528.00)	
	World Language Gr. 4 and 5	1106-140-810	0.80	(0.40)	0.40	\$	(20,528.00)	
	World Language Gr. 4 and 5	1106-140-850	0.80	(0.40)	0.40	\$	(20,528.00)	
	World Language Gr. 4 and 5	1106-140-910	0.70	(0.30)	0.40	\$	(15,396.00)	

BOARD OF EDUCATION APPROVED BUDGET ADJUSTMENTS FOR FISCAL YEAR 2011-2012

BOE Approved 5-24-11

	BUDGET ADJUSTMENT	Acct #	BUD FTE	FTE	ADJ FTE	BUDGET AMOUNT	ADJUSTMENT AMOUNT	ADJUSTED AMOUNT
	World Language Gr. 4 and 5	1106-140-940	0.80	(0.40)	0.40		\$ (20,528.00)	
	World Language Gr. 4 and 5	1106-140-960	0.70	(0.30)	0.40		\$ (15,396.00)	
19	McKinley Teacher	1118-141-750	5.00	(1.00)	4.00		\$ (49,961.00)	
20	Instructional Improvement Teacher (IIT) Osborn Hill	2210-135-850	1.00	(0.50)	0.50		\$ (24,981.00)	
21	Special Ed ES	1200-139-610	3.00	(1.00)	2.00		\$ (61,767.00)	
	SUBTOTAL CERTIFIED STAFF-ELEMENTARY SCHOOL		17.00	(6.50)	10.50		\$ (341,990.00)	
	TOTAL CERTIFIED STAFF		181.80	(16.40)	165.40		\$ (999,385.00)	
	NON-CERTIFIED STAFF							
	HIGH SCHOOL							
22	Ed Media Clerical - FLHS	2220-178-100	7.50	(0.50)	7.00		\$ (16,706.00)	
	Ed Media Clerical - FWHS	2220-178-300	7.50	(0.50)	7.00		\$ (16,706.00)	
23	Receptionist - FLHS	2400-177-100	5.00	(1.00)	4.00		\$ (37,569.00)	
	Receptionist - FWHS	2400-177-300	5.00	(1.00)	4.00		\$ (40,556.00)	
24	Library Paraprofessional - FLHS	2220-183-100	2.00	(1.00)	1.00		\$ (16,692.00)	
	Library Paraprofessional - FWHS	2220-183-300	2.00	(1.00)	1.00		\$ (16,692.00)	
25	Computer Paraprofessional 2.0 FTE @ each HS	2400-183-100	3.00	(1.00)	2.00		\$ (16,692.00)	
	Computer Paraprofessional 2.0 FTE @ each HS	2400-183-100	2.00	(1.00)	1.00		\$ (16,692.00)	
	Computer Paraprofessional 2.0 FTE @ each HS	2400-183-300	3.00	(1.00)	2.00		\$ (16,692.00)	
	SUBTOTAL NON-CERTIFIED STAFF-HIGH SCHOOL		2400-183-300	2.00	1.00		\$ (16,692.00)	
			39.00	(9.00)	30.00		\$ (211,689.00)	
	MIDDLE SCHOOL							
26	Custodian-FWMS	2540-192-520	5.50	(1.00)	4.50		\$ (37,453.00)	
	SUBTOTAL NON-CERTIFIED STAFF-MIDDLE SCHOOL		5.50	(1.00)	4.50		\$ (37,453.00)	
	ELEMENTARY SCHOOL							
27	Media Technician - ES (Total of 5.0 FTE)	2230-166-610	1.00	(0.50)	0.50		\$ (15,428.00)	
		2230-166-630	1.00	(0.50)	0.50		\$ (15,428.00)	
		2230-166-710	1.00	(0.50)	0.50		\$ (16,382.00)	
		2230-166-730	1.00	(0.50)	0.50		\$ (16,382.00)	
		2230-166-750	1.00	(0.50)	0.50		\$ (15,428.00)	
		2230-166-770	1.00	(0.50)	0.50		\$ (15,428.00)	
		2230-166-810	1.00	(0.50)	0.50		\$ (16,382.00)	
		2230-166-910	1.00	(0.50)	0.50		\$ (16,382.00)	
		2230-166-940	1.00	(0.50)	0.50		\$ (15,428.00)	
		2230-166-960	1.00	(0.50)	0.50		\$ (10,015.00)	
28	Regular Education Paraprofessional - ES (Total of 7.8 FTE)	1129-183-610	3.40	(0.60)	2.80		\$ (6,677.00)	
		1129-183-630	2.60	(0.40)	2.20		\$ (10,015.00)	
		1129-183-710	3.40	(0.60)	2.80		\$ (10,015.00)	
		1129-183-730	3.40	(0.60)	2.80		\$ (10,015.00)	
		1129-183-750	6.00	(1.00)	5.00		\$ (16,692.00)	

BUDGET ADJUSTMENT	Acct #	BUD FTE	FTE	ADJ FTE	BUDGET AMOUNT	ADJUSTMENT AMOUNT	ADJUSTED AMOUNT
	1129-183-770	5.20	(0.80)	4.40	\$	(13,354.00)	
	1129-183-810	4.20	(0.80)	3.40	\$	(13,354.00)	
	1129-183-850	5.20	(0.80)	4.40	\$	(13,354.00)	
	1129-183-910	4.20	(0.80)	3.40	\$	(13,354.00)	
	1129-183-940	3.40	(0.60)	2.80	\$	(10,015.00)	
	1129-183-960	5.20	(0.80)	4.40	\$	(13,354.00)	
SUBTOTAL NON-CERTIFIED STAFF-ELEMENTARY SCHOOL		56.20	(12.80)	43.40	\$	(288,295.00)	
TOTAL NON-CERTIFIED STAFF		100.70	(22.80)	77.90	\$	(537,437.00)	
TOTAL ALL STAFF REDUCTIONS		282.50	(39.20)	243.30	\$	(1,536,822.00)	
OTHER SALARY REDUCTIONS							
29 Reduce 10.5 month staff positions	See Spreadsheet				\$	(128,277.00)	
30 Reduce Paraprofessional work year by 2 days	2520-261-010				\$	(44,745.00)	\$ 631,365.00
31 2 Teacher Retirements - See Retiree Spreadsheet					\$	(70,000.00)	
32 Reduce custodial cost by inc lunch prices \$.10	2540-259-029				\$	(60,000.00)	
44 Additional 1.5 Retirees - See Retiree Spreadsheet					\$	(54,000.00)	
Additional Elem. Tchrs due to increased enrollment	1200-139-630		1.00		\$	49,961.00	
Additional Elem. Tchrs due to increased enrollment	1129-144-730		1.00		\$	49,961.00	
45 Additional Elem. Tchrs due to increased enrollment	1129-142-610		1.00		\$	49,961.00	
TOTAL OTHER SALARY REDUCTIONS			3.00		\$	(207,139.00)	
TOTAL ALL SALARY ADJUSTMENTS					\$	(1,743,961.00)	
NON-PERSONNEL REDUCTIONS							
33 PROG IMPLEMENTATION-ART	1102-303-010				\$	(246.00)	\$ 3,144.00
PROG IMPLEMENTATION-BUS ED	1103-303-010				\$	(239.00)	\$ 3,061.00
PROG IMPLEMENTATION-READING	1104-303-010				\$	(4,048.00)	\$ 51,752.00
PROG IMPLEMENTATION-LANG ARTS	1105-303-010				\$	(3,300.00)	\$ 42,200.00
PROG IMPL-WORLD LANG	1106-303-010				\$	(2,202.00)	\$ 28,146.00
PE-IMPLEMENTATION TRAINING	1108-303-010				\$	(310.00)	\$ 3,970.00
PROG IMPLEMENTATION-HLTH	1108-303-012				\$	(152.00)	\$ 1,948.00
PROG IMPL-FAM/CONS SCI	1109-303-070				\$	(798.00)	\$ 10,202.00
PROG IMPL-TECH ED	1110-303-070				\$	(363.00)	\$ 4,537.00
PROG IMPL-MATH	1111-303-010				\$	(623.00)	\$ 7,960.00
PROG IMPL-MATH-ELEM	1111-303-040				\$	(5,152.00)	\$ 65,868.00
PROG IMPLMNTATION-MUSIC	1112-303-012				\$	(519.00)	\$ 6,631.00
PROG IMPLEMENTATION-SCIENCE	1113-303-010				\$	(1,574.00)	\$ 20,126.00
PROG IMP-SCIENCE-ELEM	1113-303-040				\$	(1,405.00)	\$ 17,961.00
PROG IMPLEMENTATION-SS	1115-303-010				\$	(998.00)	\$ 12,754.00
IMP/INST-TECH TRAINING	2210-320-010				\$	(218.00)	\$ 2,782.00
IMP/INST-CEU & TEAM REQUIREMENT	2210-322-010				\$	(2,176.00)	\$ 27,824.00

BOARD OF EDUCATION APPROVED BUDGET ADJUSTMENTS FOR FISCAL YEAR 2011-2012

BOE Approved 5-24-11

BUDGET ADJUSTMENT	Acct #	BUD FTE	FTE	ADJ FTE	BUDGET AMOUNT	ADJUSTMENT AMOUNT	ADJUSTED AMOUNT
PRG IMPLMNTN-LIB/MEDIA	2220-303-010	✓			\$ 9,328.00	\$ (677.00)	\$ 8,651.00
STUDENT ACHIEVEMENT INTERVN	2210-213-060	✓			\$ 20,000.00	\$ (10,000.00)	\$ 10,000.00
IMP/INST-STAFF DEVELOP	2210-320-012	✓			\$ 55,000.00	\$ (15,000.00)	\$ 40,000.00
34 Reduction in Capital Outlay at Schools	2400-540-610	✓			\$ 5,175.00	\$ (2,247.00)	\$ 2,928.00
Reduction in Capital Outlay at Schools	2400-540-630	✓			\$ 5,175.00	\$ (2,247.00)	\$ 2,928.00
Reduction in Capital Outlay at Schools	2400-540-710	✓			\$ 5,175.00	\$ (2,247.00)	\$ 2,928.00
Reduction in Capital Outlay at Schools	2400-540-730	✓			\$ 5,175.00	\$ (2,247.00)	\$ 2,928.00
Reduction in Capital Outlay at Schools	2400-540-750	✓			\$ 5,175.00	\$ (2,247.00)	\$ 2,928.00
Reduction in Capital Outlay at Schools	2400-540-770	✓			\$ 5,175.00	\$ (2,247.00)	\$ 2,928.00
Reduction in Capital Outlay at Schools	2400-540-810	✓			\$ 5,175.00	\$ (2,247.00)	\$ 2,928.00
Reduction in Capital Outlay at Schools	2400-540-850	✓			\$ 5,175.00	\$ (2,247.00)	\$ 2,928.00
Reduction in Capital Outlay at Schools	2400-540-910	✓			\$ 5,175.00	\$ (2,247.00)	\$ 2,928.00
Reduction in Capital Outlay at Schools	2400-540-940	✓			\$ 5,175.00	\$ (2,247.00)	\$ 2,928.00
Reduction in Capital Outlay at Schools	2400-540-960	✓			\$ 5,175.00	\$ (2,247.00)	\$ 2,928.00
Reduction in Capital Outlay at Schools	2400-540-520	✓			\$ 11,280.00	\$ (4,898.00)	\$ 6,382.00
Reduction in Capital Outlay at Schools	2400-540-560	✓			\$ 11,280.00	\$ (4,898.00)	\$ 6,382.00
Reduction in Capital Outlay at Schools	2400-540-580	✓			\$ 11,280.00	\$ (4,898.00)	\$ 6,382.00
Reduction in Capital Outlay at Schools	2400-540-100	✓			\$ 28,205.00	\$ (12,247.00)	\$ 15,958.00
Reduction in Capital Outlay at Schools	2400-540-300	✓			\$ 28,205.00	\$ (12,247.00)	\$ 15,958.00
Reduction in Capital Outlay at Schools	2400-540-900	✓			\$ 1,525.00	\$ (662.00)	\$ 863.00
Reduction in Capital Outlay at Schools	2400-540-481	✓			\$ 1,000.00	\$ (433.00)	\$ 567.00
35 Late Busses - MS/HS	2550-342-010	✓			\$ 258,362.00	\$ (35,000.00)	\$ 223,362.00
Reduction of Extracurricular Costs at Middle School	1130-202-520	✓			\$ 64,420.00	\$ (12,000.00)	\$ 52,420.00
Reduction of Extracurricular Costs at Middle School	1130-202-560	✓			\$ 70,208.00	\$ (12,000.00)	\$ 58,208.00
Reduction of Extracurricular Costs at Middle School	1130-202-580	✓			\$ 62,834.00	\$ (12,000.00)	\$ 50,834.00
Reduction of Extracurricular Non-Sports Costs at HS	1130-202-100	✓			\$ 571,825.00	\$ (11,000.00)	\$ 560,825.00
Reduction of Extracurricular Non-Sports Costs at HS	1130-202-300	✓			\$ 591,971.00	\$ (11,000.00)	\$ 580,971.00
38 Refuse Removal Recycling	2540-390-010	✓			\$ 235,000.00	\$ (10,000.00)	\$ 225,000.00
Contracted Services-Fuel Tanks	2530-377-003	✓			\$ 25,000.00	\$ (5,000.00)	\$ 20,000.00
Electrical	2530-367-003	✓			\$ 50,000.00	\$ (5,000.00)	\$ 45,000.00
39 Preschool Tuition Revenue (offset to Transportation)	2550-333-010	✓			\$ 4,271,452.00	\$ (20,000.00)	\$ 4,251,452.00
40 Technical Consulting	2540-358-003	✓			\$ 100,000.00	\$ (25,000.00)	\$ 75,000.00
Other Contracted Services	2530-375-003	✓			\$ 75,000.00	\$ (5,000.00)	\$ 70,000.00
41 New Software Licenses	2230-502-010	✓			\$ 25,000.00	\$ (25,000.00)	\$ -
Computer Software (Ed Media)	2230-400-012	✓			\$ 176,630.00	\$ (5,000.00)	\$ 171,630.00
42 High School Parking Fee (Security Expense)	2115-460-010	✓			\$ 75,000.00	\$ (40,000.00)	\$ 35,000.00
Sports Costs	1130-430-100	✓			\$ 256,454.00	\$ (35,000.00)	\$ 221,454.00
43 Sports Costs	1130-430-300	✓			\$ 247,000.00	\$ (35,000.00)	\$ 212,000.00
TOTAL NON-PERSONNEL REDUCTIONS						\$ (418,000.00)	
Fringe Benefits							
Wage & Benefit - New Positions Eliminated	2520-261-010	✓			\$ 631,365.00	\$ (275,044.00)	\$ 356,321.00
Health Insurance	2520-280-010	✓			\$ 14,249,593.00	\$ (350,183.00)	\$ 13,899,410.00
FICA/MED	2520-290-010	✓			\$ 2,170,000.00	\$ (36,398.00)	\$ 2,133,602.00

BOARD OF EDUCATION APPROVED BUDGET ADJUSTMENTS FOR FISCAL YEAR 2011-2012

BOE Approved 5-24-11

BUDGET ADJUSTMENT		Acct #	BUD FTE	FTE	ADJ FTE	BUDGET AMOUNT	ADJUSTMENT AMOUNT	ADJUSTED AMOUNT
Wage & Benefit - Balance Fringes		2520-261-010	✓			\$ 356,321.00	\$ (1,905.00)	\$ 354,416.00
TOTAL ALL REDUCTIONS				(36.20)			\$ (2,825,491.00)	
Proposed Budget				1,408.05			\$ 148,505,841.00	
Approved Budget				1,371.85			\$ 145,680,350.00	
Total Staffing Adjustments - Actual							\$ (1,525,274.30)	
SW, Dean, Guidance Psych adjust # of Days							\$ (132,595.70)	
Add Back 3 teachers							\$ 149,883.00	
A Adjustments to Salary Budget Projection							\$ (1,507,987.00)	
Custodial Adjustment							\$ (60,000.00)	
Additional Retiree Adjustments							\$ (124,000.00)	
A Adjustments to Salary Accounts							\$ (184,000.00)	
Net Adj's SW, Dean Guidance Psych to W & B		2520-261-010	✓			\$ 354,416.00	\$ (7,230.30)	\$ 347,185.70
Paraprofessional 2 day reduction to W & B							\$ (44,745.00)	
Adjustments to Wage & Benefit to Balance Salary Adjustments							\$ (51,975.30)	
Total All Salary Adjustments							\$ (1,743,962.30)	347,185.70

A Total Adjustments 101-125 \$ (1,691,987.00)
 Total Adjustments 129-601 \$ (1,133,504.00)
 C Total All Adjustments \$ (2,825,491.00)

347,185.70
 70 B/LA

Experience Levels of Recent New Teacher Hires

Years of Experience	2012-2013	2013-2014
First Year Teaching	53%	57%
2 - 4 years	31%	14%
5-8 years	10%	17%
9-13 years	6%	10%
14 years or more	0%	2%

Jessica Gerber,
January 23, 2014
Budget questions

Page 23 – Revenue sources

For summer school – will this be impacted at all by any work being done at FLHS?

Summer school will not be held at FLHS during the summer of 2014.

Custodial fees – does this include the “new” fees being charged to PTAs?

Page 39 – contracted services

315 – rentals

What is the anticipated increase in rental of sports facilities due to?

The current year facilities rental budget at FWHS may be underfunded. The Interim Athletic Director developed the 14-15 budget based on the best information available to him. In addition, 13-14 is the first year we are collection revenue to offset rental costs in this account. We do not have enough information regarding revenue to determine net costs.

Page 43 – Other purchased services

Printing/copying -- Is there any way to reduce the number of copies of the student and family handbooks provided to families in the districts, and would that result in any meaningful savings. Many families get multiple copies of these and really only need one, if that. Would it be possible to offer families the opportunity to opt out of receiving these, as long as they are provided online?

We have already reduced the number of mailings because our new student management system links students within the same household to reduce the number of mailings. We hope to significantly reduce the items which are mailed to households via US mail by using the IC parent portal. Now that the nurses are also using Infinite Campus, they are posting more items on the parent portal and mailing less to households. We are currently reviewing all summer mailings, including the Family Guide, and plan to provide as much of this information electronically via our website and Infinite Campus to reduce printing and mailing costs for the future.

Page 126 – HS enrollment

I was curious about some of the numbers – for instance, in the January 2014 enrollment #s FLHS has a freshman class of 355, and next year they are estimated as having a sophomore class of 333 –are we expecting that significant a drop? Same with Warde’s 2013-14 freshman class (374), and anticipated sophomore class next year (359).

These numbers are based on our enrollment projections from MGT, which look at the cohort numbers and historical data to make their projections. Our current grade 8 enrollment is 860 and the decrease reflects the historical trend from grade 8 to grade 9 in which students transfer to magnet and private schools.

Page 132 – HS class sizes

I understand the explanations for HS class sizes under 15 students, but was wondering why there are so many more of those classes at FLHS (66) than there are at FWHS (25)? And also why there are 41 more sections of classes (total), and 541 more total students when the difference in enrollment between FLHS and FWHS is only 44 students?

The total number of students represents the total number of students counted in those sections. This number includes students counted more than one time depending upon the number of courses in a content area they are scheduled to take. It appears that for the departments listed, students at FLHS may take more courses within a department than at Warde.

The explanation for the higher number of sections of students under 15 at FLHS is driven by the science labs at FLHS which limit the flexibility in scheduling. Because there are limited spaces for science labs, students must be scheduled into a lab within the safety numbers identified by the state, which often drives the rest of their schedule, limiting the ability to place them in a section for another course with lower numbers. This space limitation has impacts beyond science scheduling.

Page 148 – Program implementation

Language Arts, 6-12

Is this amount based on the 6-12 LA curriculum that will be presented to the BoE this spring? Is there any flexibility to purchase a text to help with vocabulary and/or grammar for any/all grades, especially 6-8?

The program implementation account would be used for professional development specific to English language arts as well as summer work for teachers to work on the Implementation guides to support the revised curriculum. Textbooks are purchased from the text/materials account, and there is flexibility in that account to purchase texts or other materials to support the teaching of grammar, with an emphasis on the middle grades.

Page 151

Out of district tuition

The number of projected students is 89, which I believe is the same number we have right now (2013-14). Should we be budgeting for more students, especially after this past Fall's spike in students requiring outplacement?

This numbers represents a net/net of students who are scheduled to graduate and a projection of student who may need to go out. It is a difficult projection to make given current circumstances.

Page 166 – Maintenance

Motorize gym backboards – does FLHS already have motorized backboards in its gyms?

YES. FLHS basketball backboards are electrically motorized.

Page 169 – Food service

Audits – it says that the financials for the program are audited annually by the Town of Fairfield's auditing firm, but then later in the paragraph it states that the last audit of the food service program took place in February 2010. When will the next audit take place? Or since the food program is being outsourced will that change anything?

A financial audit is done each and every year by the town's auditing firm. The State of Connecticut Child Nutrition Unit audit is done every five years. The last state audit was done in February 2010, so the program is due for another state audit next year. Outsourcing the program will have no impact on these audits. All programs must meet the state's requirements and the food service fund will continue to be a BOE fund and is therefore subject to annual audits by the town's auditors.

BOARD OF EDUCATION BUDGET QUESTION AND NOTES 2014/2015, 1/23/2014 Special Meeting

Submitted by Marc Patten

ITEMS PREVIOUSLY ELIMINATED, LATE BUSES AT HIGH SCHOOLS

What would be the cost to reinstate some level of late buses?

At the high school level it would take 3-4 buses per school, two days a week, for 37 weeks, due to the volume of students and where they live to be dropped off. We estimate this cost to be \$40,000 per high school.

Has this cut greatly impacted students thus far?

We have not received a lot of complaints or concerns regarding this.

PAY TO PLAY FOR SPORTS REQUIRING EXTRA EXPENSES TO TOWN

How much has this actually saved thus far in the current school year? Are we on target for this projected income?

13-14 projected revenue was reported at \$56,000 (\$6,000 more than budgeted) but that was before the winter season.

This is the first year we are collecting revenue to offset expenses and we don't have enough information at this time.

INCOME QUESTIONS

Pg. 41

317 Student Transportation

Were there any additional increases other than the expected 2.5% contractual increase and the Spec. Ed unforeseen increases?

Yes. Fuel costs increased. Out of District transportation needs increased. Additional small bus for special needs increased.

Pg. 43

321 Prof. Development / Curriculum Writing

How much is due to State Mandate for teacher eval, and how much is new curriculum writing?

The World Language and Family Consumer Science departments will complete curriculum writing over the summer to prepare for the curriculum presentations to the Board in the 2014-15 school year. In addition, social studies will enter its review/revise year in preparation for the writing of new curriculum in the 2015-16 school year. The program implementation accounts of those departments total \$22000 of the program implementation accounts. The remainder of those accounts is for professional development specific to those departments.

\$30,000 is earmarked for teacher evaluation.

At the elementary level, it includes money to complete the K-12 library media curriculum

Pg. 45

400 Supplies, Books, Materials

Examples of what items needed for additions or increases in supply accounts?

The year after a curriculum is approved we provide additional funding to the department in order to purchase textbooks and other supplies needed to implement the curriculum. The amounts in math and language arts reflect that need. In World language, we are in the final year of phase in for Chinese 41 and Italian 41 and need to purchase the textbooks in the adopted series for those courses.

The increase in the PE/Health lines represents the purchase of dismount mats and additional Second Step Kits.

The Mill River account is up due to an increase in per student tuition costs.

Pg. 47

313 Maintenance Services

No explanation of breakdown of expense increases like other summary pages. Please Provide.

It is provided in the budget book pages 80, 81, and 82.

How much of \$312K is school security related? None.

Security/safety has its own line in the budget book page 77.

Pg. 49

501 Capital Outlay

Please provide some examples of items or areas where these extra \$\$ needs were not being met at the Middle and High Schools.

This budgeted amount applies to instructional equipment, such as sewing machines in fashion and textile courses, 3D printers for graphic design, table saws with updated safety features for tech ed, electronic balances, microscopes and physics equipment in science, synthesizer keyboards for music tech, transmission jacks, welders, and plasma cutters for the transportation, and other equipment items necessary to teach the skills essential in specific courses at the high schools or middle schools. Some of this equipment is very old due to insufficient capital allocations. The additional budget funds will certainly not address all of the equipment replacement needs, but will more properly support a replacement schedule over time.

Pg. 51

601 Duties and Fees

Is the \$1770 increase due to adding back in the CABE Conference Fees for BOE Members to attend or is there another reason?

See pages 105 – 107 for details. \$750 of the increase is an estimated increase for CABE dues. Funding for BOE conferences was eliminated as of the 13-14 budget. See page 86.

Pg. 154-155 - Technology

Multimedia Projectors at elementary schools, are these all Smart Boards, regular projectors, or a combination of both? These are multimedia projectors, with audio systems which are fully cabled to a master interface at the teacher's station, and they have the capacity to support SMART technology. There are no interactive white boards involved, although they could be added in the future, if desired, with a small move of the projector. This figure also includes funding to mount PTA purchased equipment at Sherman school and the associated audio equipment and cabling installation. Pricing is under State of CT contract.

Refresh of Computer Hardware, are these 87 Laser printers color, B/w or a combination of both?

Black and white only

Ward Audio System upgrade, wasn't some kind of upgrade done last year? What is this specifically for?

This project is for 34 classrooms to be updated with appropriate audio system wiring at an estimated \$500 per classroom. The remaining classrooms had been updated last year. The original audio systems installed by the building committee did not integrate sound from the projector to the teaching station computer. The audio systems are also ten years old and do not support audio integration from the newer projectors.

Evault Discovery Server, please give examples of Problems that exist without having the use of this system, and examples of the benefits of installing it.

The number of FOI requests and legal holds requires us to be able to update our current system to include the search of documents other than simply email. Email searches need to be more effective than the current product can support. Annual recurring cost is \$20,195 in the software line, which is about \$8K higher than the previous system.

Examples: Legal holds require us to hold, in its native state all documents and emails related to a matter or personnel or students who are subject to that legal hold. The only manner we have to do that currently is to take a snapshot of the entire document folder(s) subject to legal hold, not just the relevant documents.

Email searches are limited to specific email addresses or names in the current system and do not facility a retrieval that allows a review of the documents in their original format and confirmation that they are part of the legal hold or FOI request. As a result, each email pulled in the search has to be opened, converted to pdf, redacted and then saved. The process, if the volume of emails in the search is large, (and that is usually the case) can take hours of staff time and significantly delays the turn-around time on the request.

FAIRFIELD LUDLOWE HIGH SCHOOL BUILDING COMMITTEE
Special Meeting

Wednesday, January 22nd, 2014
7:30 p.m.

Fairfield Ludlowe High School
785 Unquowa Road, Lecture Hall 277
Fairfield, CT 06824

DRAFT MINUTES

Members Present: Marc Andre; Marc Donald, Chair; Donna Ertel, Vice Chair; Joseph Pagnozzi, Secretary; Robert Sickeler and David Weber

Members Absent: Terri Leopold

Others Present: Sal Morabito, Board of Education Manager of Construction, Security and Safety; Greg Hatzis, FLHS Headmaster; Joe Costa, Perkins Eastman; Mark McCarthy, Perkins Eastman; Tom Beebe, Arcadis; Michael Dell'Acio, Arcadis; Peter Manning, Gilbane; Jason Pringle, AMC Environmental; Aris Stalis, Aris Land Studio and Judy Ewing, First Selectman Liaison

I. Call to Order

Mr. Donald called the meeting to order at 7:30 pm

II. Update from Architect

Joe Costa, Perkins Eastman, presented a slide show and provided a handout with different options on the renovations/additions for the committee to give him direction in order to make the August 2015 deadline. Mr. Costa has met with school administrators and staff.

Mr. Costa gave an overall review of the floor plans and roof. Project includes: Science classroom/lab, general use classrooms, cafeteria/dining area, senior lounge and faculty workroom/lounge for 40 people.

Mark McCarthy, Design Principal:

Discussed classroom additions: two science labs, a science prep room and four general purpose classrooms.

Science Labs/General Classrooms:

Option 1: Additions for the science rooms to be in the existing courtyard.

Option 2: Two story addition. Would need two prep rooms, demolish existing staircase and add back in a different slightly different location. Adds four classroom. Some site work required.

Option 3: Three story addition in same location as Option 2. Two science labs on one floor could share prep room. Six general classrooms.

Cafeteria: Discussed two designs and a variety of furniture and kiosk choices.

Option 1: Falcon wing/butterfly shape with an upper and lower dining area for a seating capacity of three lunch periods of 500 students each. Lower level could be a multi-purpose community space.

Option 2: One big long space with some columns. Dining area for a seating capacity of three lunch periods of 500 students each. Lower level could be a multi-purpose community space. Glass wall.

Senior Lounge: More than just a dining room. A study hall/meeting space for small group activities

Teachers' Lounge: More than just a dining room. A collaborative space.

Proposed Area Summary: Proposed three options for the academic area providing the differences in the number of rooms, net useable area and total gross area and two options for the cafeteria providing sq. ft. for renovated area, new areas and total new and renovated footage.

Peter Manning:

Provided two documents:

- "Building Additions- Options 1-3 Analysis" comparing the options which involves sq. footage for: new building area vs renovation; new classrooms/prep room, site work including site logistics and relocation of existing utilities, conveying system including stairs and elevator, perimeter skin, constructability factor, disruption to academic environment, problems associated with construction in the courtyard.
- Draft – FLHS Expansion/Reno-Space Program 9-12: covers spaces, capacity and size

Discussion took place with the committee, Mr. Hatzis and the architects about the existing floor plans and integration of the options.

Mr. Hatzis:

- Ventilation in the building: discussed thermal comfort issues and windows in the building. He mentioned the Tools for Schools committee that is involved in this issue.
- Asked about the club rooms off the cafeteria and architects will review further.

Common spaces are in the library and cafeteria. Currently the library is the main common space which is making it difficult for students who are doing research and/or study area. Need to make the cafeteria more inviting to the students as a common space. Cafeteria is not currently air conditioned. Students are permitted to eat in their classrooms but not in the library.

Perkins Eastman consultant will be speaking with the outsourced school food consultant regarding the kitchen area.

Discussion: Options 1-3, storage space, egress stairs, flex space during construction, additional classrooms, roof units, basement: unfinished vs finished, square footage, window options, run the numbers for the options chosen.

Mr. Costas asked for a sense of the body:

- Options 1-3: Option 3 with changes suggested during the discussion
- Cafeteria: Option 1

Architect would like to have a Special Meeting in two weeks on February 5 as the next scheduled meeting is in 3 weeks.

III. AMC Presentation on Remediation

Mr. Pringle, AMC abatement consultant. Provided a handout.

Hazardous materials related to the window project that were found: Asbestos and PCBs.

PCBs: Report needs to be submitted to the EPA and DEP for their review and approved. Explained who regulates depending upon the levels, CT regulated vs EPA regulated and the different costs.

Approximately 40 different types of windows and different building eras. AMC takes a representation of the windows and doesn't test all of them. Problem with PCBs is that it occurs in the caulk and can migrate into the substrates, e.g. brick, block, sheetrock, etc. both interior and exterior. The higher the concentration of the caulk equates to larger migration. More testing needs to be done to determine the extent of the migration of the PCBs. It takes two weeks to get results on samples. There is a significant cost to do sampling.

Migration and samples: First course of sampling has been done. AMC needs to proceed to the second course. A third course may be required.

Asbestos: Next day to get results on samples. Discussed testing the roof for asbestos.

IV. Discussion of Remediation and Contract

Discussion: how to direct AMC process of submitting testing due to the timeline and possible solutions to replacing the brick that will be removed. Mr. Morabito suggested having a team strategy meeting to include Perkins Eastman and Gilbane to give direction to AMC and report back to the committee.

Possible to encapsulate but must provide a reason why removal is not being done. Encapsulation is not a permanent solution to the problem and a program to monitor it will have to put into place. Town wants to remove the PCBs and not encapsulate.

Architect needs to know the costs of the abatement portion of the project as it will impact his budget. Further test is required on the windows and roof for PCBs and asbestos. AMC only does the testing not the remediation. That portion will go out to bid.

Ms. Holland, Town of Fairfield Purchasing Department, and Mr. Morabito recommend a contract with AMC not to exceed \$130,000.00 for this next portion of the project.

Motion was made by Mrs. Ertel and seconded by Mr. Weber to approve a contract with AMC not to exceed \$130,000.00.

Motion passed unanimously. 6:0

Chairman is calling for a special meeting on February 5th.

Mr. Beebe wants to bring in a geotechnical advisor to investigate the subsurface conditions in the footprints of the two additions, e.g. soil, existing utilities and rock, etc.

V. Old Business

None

VI. Public Comment

None

VII. Adjourn

Motion was made by Mr. Pagnozzi and seconded by Mr. Andre to adjourn the meeting at 10:15pm.

Motion passed unanimously. 6:0

Special Meeting to be held, Wednesday, February 5th, 2nd Floor Conference Room, Sullivan Independence Hall at 7:30pm.

Respectfully Submitted,
Joseph Pagnozzi
Secretary

Charlotte Leslie
Recording Secretary

RIVERFIELD SCHOOL BUILDING COMMITTEE MINUTES

A regular business meeting of the Riverfield School Building Committee was held on Tuesday, January 14, 2014 at 7:30PM in the Riverfield All Purpose Room.

Attendance

Present Committee Members: Thomas Quinn, Chairman; Christine Messina, Vice Chairman; Lawrence Ratner, Secretary; Harry Ackley; Bill McDonald; Maureen Sawyer; Scott Thompson

Absent Committee Members: Dan Graziadei; John Shaffer

Also Present: Michael Galante and Steven Cipolla; Frederick P. Clark Associates; George Katinger, Kenneth Boroson Architects; Peter Manning, Gilbane Building Company; Marc Sklenka and Dave Rojas, Strategic Building Solutions; Sal Morabito, Manager of Construction, Security and Safety for FPS; Brenda Anziano, Riverfield principal(7:30PM); Judy Ewing, liaison from the office of the First Selectman; and approximately 25 members of the public.

1) CALL TO ORDER

The meeting was called to order by Chairman Thomas Quinn at 7:30PM.

2) PLEDGE OF ALLEGIANCE

3) REVIEW TRAFFIC STUDY RESULTS

The *Traffic Access and Impact Study* document was delivered to RSBC members on Saturday, and copies of the text were available at the meeting. Mr. Galante had posters of the site maps, drawing and tables included in the report.

Mr. Quinn introduced Michal Galante and Steven Cipolla who performed the *Traffic Access and Impact Study* and advised the audience questions would be taken until 8:15 PM at which time Mr. Galante needed to leave. Mr. Quinn would then open again for questions during public comment at the end of the meeting.

Mr. Galante has completed many traffic studies including ones at Jennings and Sherman Elementary Schools, at Sacred Heart University and for many schools in other towns in CT and NY. This study included assessing current conditions and forecasting future conditions with enrollment estimated to increase by 112 students in the next six years (2014-2020). The

impact of construction traffic was also studied. Mr. Galante lives in the Riverfield neighborhood and has children who attended the school. He is familiar with the area.

Peak hours at Riverfield Elementary School (the Campus) were determined to be from 8:00AM-9:00AM and from 3:00PM-4:00PM coinciding with school arrival and dismissal times. Peak condition lasted about 15-20 minutes within the peak hours. This is typical for schools. Also typical is a heavier peak in the morning than afternoon. For reference, in the Campus neighborhood Mill Plain Road carries about 650-750 vehicles during these peak hours. Lakeside drive carries about 125, mostly school generated traffic.

On November 14, 2013 vehicle (including buses) and pedestrian traffic counts were performed at four locations:

- Mill Plain Road at the Campus entrance;
- Mill Plain Road at Lakeside Drive;
- Lakeside Drive at the Campus exit; and
- Lakeside Drive at Parent Pick-up Parking Lot Access Drive.

Time of year and weather are factors affecting the number of pedestrians, but Mr. Galante pointed out when there are more walkers, there are fewer vehicles so they balance out. A Trip Rate of .65 trips/student was determined. An increase of 74 and 58 trips for morning and afternoon peaks respectively were calculated to be added as the result of an additional 112 students. This is based on the anticipated enrollment increase between 2014-2020. A second widely used method using the Trip Generation Handbook resulted in fewer cars being added, so the actual (higher) counts were used in the projection.

The next calculation was adding the new traffic to the existing traffic. Left turns and busses in the queue resulted in longer delays. The left/right Campus ingress traffic was measured at 50/50, and 60/40 at Mill Plain Road at Lakeside Drive. The worse case delay occurred during school arrival at Mill Plain Road at Lakeside Drive. The projected impact at this intersection is an increased delay of 51 seconds in the morning and 21 seconds in the afternoon.

Road improvements are not typically recommended for 15 minute issues. Mr. Galante does not recommend any changes. Accident data provided by the town for the period January 2010 - December 2012 did not indicate a traffic problem; there were three accidents.

The plan is to have construction traffic come in by 7AM, before staff and students start arriving. At the end of the day, construction staff will stay on site until 4PM. Construction deliveries will be limited to 9:15AM – 2:15PM.

Construction access will be by Lakeside Drive Driveway to the back of the school. That route was determined to be safer. It was looked at and determined it doesn't make sense to build a temporary access drive on Hunter Road; construction vehicles would have to pass by the school, travel by many more homes and once on campus be farther away from where most of the construct will be occurring. From a Traffic Engineering perspective, the construction vehicle traffic is expected to have a minimal short-term impact.

Mr. Quinn invited questions and comments from the committee.

In response to Mr. McDonald's question, Mr. Galante explained the delay increase of 51 seconds.

Mr. Thomson stated two years ago Ms. Anziano made changes in the traffic flow on the Campus which significantly decreased wait times. And Mr. Galante added Ms. Anziano's practice to greet each child increased safety and also kept the traffic moving.

Mr. Quinn invited the public to speak.

Mr. Dave Leggiadro, commented the report seems accurate but asked where the safety analysis was in the report, that safety is raised often when discussing the report. Mr. Galante responded the safety references are a result of observations and being familiar with the site. Mr. Quinn stated (using Lakeside Drive instead of Hunter Road) was Mr. Galante's professional opinion. Mr. Galante stated there will be a construction vehicle restriction due to safety concerns (they must arrive by 7AM and not exit before 4PM); a more typical practice is they would leave by 3:30PM.

Charlotte Leslie, Hunter Road speaking on behalf of the Hunter Road neighborhood appreciates the thought and documentation that went into the plan, and considers it a safe plan.

Mr. Quinn thanked Mr. Galante and Mr. Cipolla and acknowledging Mr. Galante had to leave stating Mr. Cipolla would be available at the end of the meeting to address any more questions.

4) REVIEW PHASE 1 ENVIRONMENTAL SITE ASSESSMENT

Mr. Quinn stated the only action item in the lengthy report was related to the removal of an oil tank 10 years ago. The right paper was not filed. Mr. Quinn invited anyone on the committee to “dig in.” Mr. Thompson stated he reviewed the report and it looks good.

5) APPROVE INVOICES/CONTRACTS

Motion made by Maureen Sawyer

To approve the following invoices:

Payer Service	Invoice Date Invoice #	Amount
Van Zelm Design Development and Post Construction	January 2014	\$2788.00
Van Zelm Design Development and Post Construction	January 2014	\$1425.00
Van Zelm Design Development and Post Construction	December 2013	\$697.00
Walter Stapleton Plan Review for Drainage - Conservation	December 2013	\$180.00
Kenneth Boroson Architects Architectural Design Development	December 2013 3101	\$133,758.08
Kenneth Boroson Architects Architectural Design Development	December 2013 3093	\$138,758.03
Gilbane Pre Construction Services	December 2013	\$7,902.03
Frederick P. Clark Associates, Inc. Traffic Access and Impact Study	00655	\$5,354.17

Mr. Quinn verified with Mr. Rojas that he checks all the invoices against the contracts.

Motion seconded by Harry Ackley. **Motion carried 7:0:0.**

6) TIMETABLE FOR JAN-FEB WITH KEY DATES/ACTIVITIES

The project is in the Construction Document phase. Mr. Rojas distributed an updated Milestone schedule focusing on dates up until February 18, 2014 which is the firm date for Plan Completion Test review with the Office of School Facility. Estimates are due from the estimators tomorrow (January 15), and the reconciliation meeting with the estimators is scheduled for Friday (January 17). Everything is on schedule. BOE CD approval is needed before the February 18 PCT meeting, so a Special BOE meeting needs to be scheduled between February 11 and February 17. Mr. Manning confirmed with Mr. Katinger that the

approval needed from the BOE is approval to go to the state for PCT and not approval to bid. Mr. Morabito advised the BOE typically meets on Tuesdays and a request needs to be submitted to Mr. Phil Dwyer to schedule a special BOE meeting. Tentatively Mr. Quinn hopes to get CD approval from the RSBC on February 4, 2014 and from the BOE at a special meeting on February 11, 2014. Mr. Sklenka advised the January 28, 2014 meeting will be when the Estimate Reconciliation is reviewed. Mr. Manning clarified the PCT - OSF will require the RSBC and BOE approval as well as an approval of the estimate to have the state look at it. Mr. Katinger referred to the CD as 90% documents. Mr. Quinn confirmed with Mr. Katinger that barring any big changes, they're ready for approval. The documents include the add alternate and deduct alternates. Adjustments will be responsive to estimates.

In response to a request from a building official and the fire marshal, Mr. Manning and Mr. Katinger met last week about data related to egress paths in the building during the different phases. Mr. Manning wants to set up a meeting to present the data. Mr. Manning also stated Ms. Twig Holland wants to review the Front-end boiler plate documents and that a more detailed construction schedule is being developed.

In keeping on schedule, Mr. Quinn sees a key issue as getting the conservation report by February 18; he will contact Mr. John Fallon for status.

7) STATUS ON PCB PROCESS

Mr. Katinger advised the plan has been filed on January 7, 2014 and is being evaluated. Mr. Katinger will follow up. The estimated cost is \$45,000 for abatement (not demolition). In response to Mr. Thompson, Mr. Katinger will send him a link to the PCB abatement plan.

8) APPROVE PRIOR MINUTES 12/3/2013 ET AL

Motion Made by Mr. Ackley

To approve the minutes as written of December 3, 2013.

Motion seconded by Ms. Sawyer. **Motion carried 7:0:0.**

Motion Made by Mr. Ackley

To approve the minutes as submitted with budget figure corrected of October 15, 2013.

Motion seconded by Mr. Ratner. **Motion carried 7:0:0.**

Mr. Quinn opened the floor for comments from the committee. Mr. Ackley stated that Mr. Rosenbaum and the Town Facilities Commission wants to do a walk through in March. Mr. Morabito and Mr. Quinn will arrange it.

9) PUBLIC COMMENT

Ms. Anziano requested to be part of the meeting with the building official and the fire marshal regarding egress.

Mr. Josh Leslie, Hunter Road asked if regarding the traffic study there were inquiries about changing the flow of traffic through the campus- for example reformatting driveways, parking areas and the bus stop area. Mr. Quinn stated it was done earlier but not part of this project.

Mr. Leggiadro, Lakeside Road asked how much the traffic study cost.

Mr. Rojas replied \$5,354.17.

Mr. Brian Grady, Hunter Road commented the traffic study was logical and asked if the baseball fields were going to be unavailable for the next two years. Mr. Quinn said they will be out of commission for a good part of two years and he will contact the Recreation Department to confirm they are aware.

10) ADJOURN/MEETING SCHEDULE

Motion made by Mr. Ratner to adjourn.

Mr. Ackley seconded the motion. **Motion carried 7:0:0**

Mr. Quinn adjourned the meeting at 8:24PM

Respectfully Submitted,

Kathleen C. Grande
Recording Secretary

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