

FAIRFIELD PUBLIC SCHOOLS

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

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

Board of Education Regular Meeting Agenda *(revised)*
501 Kings Highway East, 2nd Floor Board Conference Room
October 21, 2014
7:30 PM

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Student Reports
Mr. Tyler Shuster (FWHS)
Mr. Max Kutsch and Ms. Suzanne Finnerty (FLHS)
4. Public Comments and Petitions
During this period the Board will hear comments and receive petitions from any citizen present at the meeting. Any single presentation must be limited to two minutes, and audio-visual equipment cannot be used without the advance authorization of the Chairman. The Board will not hear comment on individual personnel matters or comments addressed to a specific member(s) of the Board. Decorum will be enforced. Citizens are asked to comment on any voting item at the time the item is under consideration by the Board.
5. Presentations
 - A. Recognition of PTA Leaders, Mrs. Jessica Gerber
 - B. Presentation of Library Media Curriculum, K-12, Dr. Boice, Ms. Callahan, Ms. Waters
(As enclosed in 10/10/14 Friday Packet)
6. Old Business
 - A. Discussion of Long-Range Facilities Plan, Mr. Cullen
(Enclosure No. 1)
7. New Business
 - A. First Reading of Policy #5516 – Students – Students with Health Care Needs – Life Threatening Allergies and Glycogen Storage Disease Management Policy
(Enclosure No. 2)

- B. Approval of Agreement between Bargaining Unit Fairfield Custodians-Maintenance Local 1779 of Council #4, American Federation of State, County and Municipal Employees, AFL-CIO., Ms. Ann Leffert

Recommended Motion: "that the Board of Education approve the Agreement between Bargaining Unit Fairfield Custodians-Maintenance Local 1779 of Council #4, American Federation of State, County and Municipal Employees, AFL-CIO and the Fairfield Board of Education for the period July 1, 2012 through June 30, 2016"

- C. Final Review of 2013-2014 Fiscal Year, First Quarter Financial Update, Ms. Doreen Munsell
(Enclosure Nos. 3a, 3b)

8. Approval of Minutes

- A. Approval of Minutes of the September 23, 2014 **Special Meeting**

Recommended Motion: "that the Board of Education approve the Minutes of the **Special Meeting** of September 23, 2014"

(Enclosure No. 4)

- B. Approval of Minutes of the September 23, 2014 **Regular Meeting**

Recommended Motion: "that the Board of Education approve the Minutes of the **Regular Meeting** of September 23, 2014"

(Enclosure No. 5)

9. Superintendent Report

- A. CABE Awards
B. Security Infrastructure Update

10. Committee/Liaison Reports

- A. Ad-hoc Committee on By-Laws: Update and Report

(Enclosure No. 6)

11. Open Board Comment

12. Adjournment

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

CALENDAR OF EVENTS

November 25, 2014	Board of Education Regular Meeting 7:30 pm	501 Kings Hwy East Board Room
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RELOCATION POLICY NOTICE

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

OCT 21 2014

Fairfield Public Schools

Long Range Facilities Plan and Waterfall Schedule

2012-2013 to 2023-2024

Explanation for Options "A" and "B"

Option A and B differences are as follows:

Option "A" shows Mill Hill School project in 2018-2019 and Holland Hill School project in 2020-2021

Option "B" shows Holland Hill School project in 2018-2019 and Mill Hill School project in 2020-2021

Changes to both Option A and B are as follows:

1. Added Fairfield Woods Middle School roof project for \$3,000,000 in fiscal year 2017-2018.

This existing roof is a 1995 roof system with a warranty that will expire in 2015 and is seeing rapid deterioration per our preventative roof maintenance consultant and the roof contractors monitoring this roof system and making minor repairs and fixes.
2. Moved Fairfield Warde High School window project for \$3,150,000 in fiscal year 2017-2018 to fiscal year 2019-2020 to accommodate the FWMS roof project.
3. Moved Jennings School renovation/addition project in fiscal year 2019-2020 to fiscal year 2021-2022 to balance the annual capital requests.
4. Moved Dwight School renovation/addition project in fiscal year 2020-2021 to fiscal year 2023-2024 to balance the annual capital requests.
5. Moved Osborn Hill renovation project in fiscal year 2021-2022 off the waterfall schedule completely and added it to the Facilities Plan future projects list to keep the total funding over the 10-year period approximately the same.

School	Project	2015-2016	SSSC Grant Reimbursement
Dwight	*Boilers	\$ 294,000	
Jennings	*Bathrooms	131,250	
Gleason Hill	New Windows	6,395,013	
Tombison	*Front Facade	250,000	
Tombison			
Tombison	*Traffic	150,000	
Tombison			
Tombison	*Underground Trench	133,350	
Berwick			
Berwick	*Roof Project	250,000	
FOWS		6,351,000	
Mickelberry	Road Grading/Repair	155,740	
TOTAL		\$ 11,914,353	\$ -

School	Project	2013-2014	SSSC Grant Reimbursement
Borfield	Addition and Renovation	\$ 16,735,766	
FUHS	Windows	3,431,675	
FUHS	Road Project	3,207,600	
FUHS	Remodel and Upgrade	4,980,725	
TOTAL		\$ 26,355,766	\$ -

School	Project	2014-2015	SSSC Grant Reimbursement
Mt. Hill	*Roof Project	\$ 461,614	322,005
N. Stratfield	*Boilers	364,652	
PVHS	*Heater	152,500	
	*Security and Safety Infrastructure	2,500,000	
TOTAL		\$ 3,478,766	\$ 322,005

School	Project	2015-2016	SSSC Grant Reimbursement
Dwight	Road Project	\$ 1,237,342	
Jennings	*Boilers	382,000	
FLHS	*Artificial Turf Field	750,000	
TOTAL		\$ 2,369,342	\$ -

School	Project	2015-2017	SSSC Grant Reimbursement
Gleason Hill	*Bathrooms	\$ 364,652	
Sherman	Upgrade Phase III	3,000,000	
Tombison	*Roof	837,791	
FWHS	*Artificial Turf Field	750,000	
TOTAL		\$ 4,952,443	\$ 221,428

Waterfall Schedule

Multi-Year Projects											
School	Project	2013-2013	SOSC Grant Reimbursement	2013-2014	SOSC Grant Reimbursement	2014-2015	SOSC Grant Reimbursement	2015-2016	SOSC Grant Reimbursement	2015-2017	SOSC Grant Reimbursement
	Addition and Renovations	1,000,000	264,300	1,500,000	386,450	1,659,013	447,992	1,587,750	419,662		
Sherman	New Windows	1,000,000	264,300	1,587,750	419,662	1,587,750	419,662				
PVHS	Roof Project		419,642								
		1,587,750									
Riverfield	Addition and Renovations			500,000	132,150	7,417,883	1,881,256	7,417,883	1,881,256	2,000,000	528,600
FLHS	Windows				132,150	2,600,000	263,600	943,678	245,242		
FLHS	Roof Project			500,000	132,150	2,600,000	325,800	707,600	187,019		
FLHS	Renovate and Upgrade					2,500,000	660,750	2,240,725	599,224		
				250,000	66,075						
Sherman	Remove and Upgrade Phase III									250,000	66,075
Holland Hill	Addition and Renovations										
Dwight	Roof Project							1,233,342	323,708		
Mill Hill	Addition and Renovations										
Travis	Roof Project										
Travis	New Windows										
Sherman	Addition and Renovations										
Lennox	Addition and Renovations										
Dwight	**Security and Safety Infrastructure										
Porterwide											
Capital Projects		\$ 3,587,750		\$ 4,887,750	\$ 1,278,617	\$ 16,800,646	20,000	\$ 1,125,000	65,000	\$ 1,125,000	65,000
SDEB's Grant Reimbursement		\$ 948,242			\$ 1,278,617	\$ 4,488,840		\$ 13,817,975	\$ 3,717,001	\$ 2,250,000	\$ 659,675
**NonRecurring Projects (1 Year)		\$ 1,208,600		\$ -		\$ 1,228,766		\$ 2,257,000		\$ 3,077,443	\$ 5,327,443
GROSS CASH FLOW PER YEAR		\$ 4,795,350	\$ 4,795,350	\$ 4,887,750	\$ 4,887,750	\$ 18,129,412	\$ 18,129,412	\$ 16,074,975	\$ 16,074,975	\$ 5,327,443	\$ 5,327,443
SDEB's Grant Reimbursement		\$ (948,242)		\$ (1,278,617)	\$ (1,278,617)	\$ (4,608,844)	\$ (4,608,844)	\$ (3,717,001)	\$ (3,717,001)	\$ (881,403)	\$ (881,403)
NET CASH FLOW PER YEAR		\$ 3,847,108	\$ 3,847,108	\$ 3,559,133	\$ 3,559,133	\$ 13,520,568	\$ 13,520,568	\$ 12,357,984	\$ 12,357,984	\$ 4,446,040	\$ 4,446,040

Leased property costs have not been determined or included in this long term plan
Estimated SDCS Grant for Fairfield is 26.43%

Option A

School	Project	2017-2018	SSSC Grant Reimbursement
Dwight	*Bathrooms	\$ 303,872	
FHS	*Toilets	401,100	
PWMS	Roof Project	3,000,000	
TOTAL		\$ 3,705,972	\$ -
School	Project	2018-2019	SSSC Grant Reimbursement
Mt. Hill	Addition and Renovation	\$ 16,000,000	
N. Stratfield	*Ceiling & Lights	335,024	
Sherman	Roof Project	1,181,242	
PWMS	Bathrooms	1,447,031	
TOTAL		\$ 17,863,297	\$ -
School	Project	2019-2020	SSSC Grant Reimbursement
Tomlinson	*Ceiling & Lights	\$ 668,528	
Stratfield	*Front Facade	351,775	
PWMS	New Windows	3,150,000	
TOTAL		\$ 4,170,303	\$ -
School	Project	2020-2021	SSSC Grant Reimbursement
Holland Hill	Addition and Renovation	5,550,850	
FHS	*Bathrooms	1,125,000	
TOTAL		\$ 11,685,850	\$ -
School	Project	2021-2022	SSSC Grant Reimbursement
Jennings	Addition & Renovation	3,705,320	
Tomlinson	*New Windows	825,000	
TOTAL		\$ 2,590,320	\$ -

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	2022-2023	SDSC Grant Reimbursement			2023-2024	SDSC Grant Reimbursement			2024-2025	SDSC Grant Reimbursement			2025-2026	SDSC Grant Reimbursement	Project Totals
															\$ 1,000,000
															\$ 4,985,013
															\$ 6,353,000
															\$ 16,735,766
															\$ 3,431,675
															\$ 3,207,600
															\$ 4,990,725
															\$ 3,000,000
															\$ 9,460,850
															\$ 1,292,342
															\$ 15,663,000
															\$ 3,000,000
															\$ 3,150,000
															\$ 1,181,242
															\$ 2,705,320
															\$ 1,106,012
															\$ 292,319
															\$ 1,500,000
															\$ 82,497,545
Gibbel Projects	\$ 5,648,222	\$ 1,492,825			\$ 787,522	\$ 208,142			\$ 3,000,000	\$ 792,900			\$ 1,106,012	\$ 292,319	\$ 15,039,114
SDSCSF Grant Reimbursement															
*Non-Recurring Projects (1 year)	\$ 1,809,970														\$ 15,039,114
GROSS CASH FLOW PER YEAR	\$ 7,458,193	\$ 7,458,193			\$ 787,522	\$ 787,522			\$ 3,000,000	\$ 3,000,000			\$ 1,106,012	\$ 292,319	\$ 97,596,659
SDSCSF Grant Reimbursement	\$ (1,492,825)	\$ (1,492,825)			\$ (208,142)	\$ (208,142)			\$ (792,900)	\$ (792,900)			\$ (292,319)	\$ (292,319)	\$ (282,219)
NET CASH FLOW PER YEAR	\$ 5,965,368	\$ 5,965,368			\$ 579,380	\$ 579,380			\$ 2,207,100	\$ 2,207,100			\$ 813,693	\$ 813,693	\$ 75,299,415

* This project is included in the Non-Recurring Projects (1 year) totals

Fairfield Public Schools
Long Range Facilities Plan Waterfall Schedule
2012-2013 to 2023-2024

Option B

School	Project	2012-2013	SDSC Grant Reimbursement	School	Project	2013-2014	SDSC Grant Reimbursement	School	Project	2014-2015	SDSC Grant Reimbursement	School	Project	2015-2016	SDSC Grant Reimbursement	School	Project	2016-2017	SDSC Grant Reimbursement
Dwight	*Boilers	\$ 294,000		Overfield	Addition and Renovation	\$ 16,735,766		Mill Hill	*Roof Project	\$ 461,614	122,005	Dwight	Roof Project	\$ 1,232,342		Odum Hill	*Bathrooms	\$ 364,652	
Jennings	*Bathrooms	131,250		FHHS	Windows	3,433,675		N. Steelfield	*Boilers	364,652		Jennings	*Boilers	382,000		Sherman	Renovate and Upgrade Phase III	3,000,000	
Odum Hill	New Windows	4,193,013		FHHS	Roof Project	3,207,600		FHHS	*Boiler	125,200		FHHS	*Artificial Turf Field	750,000		Tomlinson	Roof	\$ 837,791	221,428
Tomlinson	*Front Fence	250,000		FHHS	Renovate and Upgrade	4,980,725		Systemwide	*Security and Safety Infrastructure	2,500,000							*Artificial Turf Field	\$ 750,000	
Tomlinson	*Traffic	150,000																	
Tomlinson	*Floors	133,350																	
District	*Underground Tanks	250,000																	
FVHS	Roof Project	6,593,000																	
McClintey	Roof Ceiling Repair	297,740																	
TOTAL		\$ 11,914,353	\$ *	TOTAL		\$ 26,366,766	\$ *	TOTAL		\$ 3,478,766	\$ 122,005	TOTAL		\$ 2,264,342	\$ *	TOTAL		\$ 4,852,443	\$ 221,428

Waterfall Schedule

School	Project	2012-2013	SDSC Grant Reimbursement	School	Project	2013-2014	SDSC Grant Reimbursement	School	Project	2014-2015	SDSC Grant Reimbursement	School	Project	2015-2016	SDSC Grant Reimbursement	School	Project	2016-2017	SDSC Grant Reimbursement
Sherman	Addition and Renovations	1,000,000	264,300			1,500,000	396,450			1,605,033	447,992			1,587,750	419,642				
Odum Hill	New Windows	1,000,000	264,300			1,587,750	419,642			1,587,750	419,642								
FVHS	Roof Project	1,587,750	419,642							7,147,883	1,881,295			7,417,883	1,881,295			2,000,000	518,600
Riverfield	Addition and Renovations					500,000	132,150			2,000,000	518,600			707,600	187,019				
FHHS	Windows					500,000	132,150			2,500,000	640,750			2,240,725	592,224				
FHHS	Roof Project																		
FHHS	Renovate and Upgrade					250,000	66,075												
Sherman	Renovate and Upgrade Phase III																		
Holland Hill	Addition and Renovations													1,132,342	325,708				
Dwight	Roof Project																		
Mill Hill	Addition and Renovations																		
FHHS	Roof Project																		
FHHS	Roof Project																		
Sherman	Roof Project																		
Jennings	Addition and Renovations																		
Dwight	Addition and Renovations																		
Dwight	**Security and Safety																		
Systemwide	Infrastructure	\$ 3,487,750				4,483,750	1,278,617			16,900,646	4,488,840			1,112,000	65,000			1,112,000	65,000
Capital Projects		\$ 3,487,750												13,817,975	3,717,091			2,250,000	659,675
*Non-Recurring Project (1 year)		\$ 1,208,500				\$ -				\$ 1,278,766				\$ 2,257,000				\$ 3,077,443	
GROSS CASH FLOW PER YEAR		\$ 4,776,350	\$ 4,776,350			\$ 4,897,750	\$ 4,897,750			\$ 18,129,412	\$ 18,129,412			\$ 16,074,975	\$ 16,074,975			\$ 5,327,443	\$ 5,327,443
SDE BSE Grant Reimbursement		\$	\$ (946,242)			\$	\$ (1,278,617)			\$	\$ (4,608,844)			\$	\$ (3,717,091)			\$	\$ (883,103)
NET CASH FLOW PER YEAR		\$	\$ 3,848,108			\$	\$ 3,559,133			\$	\$ 13,520,568			\$	\$ 12,357,884			\$	\$ 4,448,340

** This project is included in the Non-Recurring Project (1 year) totals
Estimated property costs have not been determined or included in this long term plan
Estimated SDE Grant (or Partial) is 26.45%

Option B

School	Project	2017-2018	SDSC Grant Reimbursement
Dwight	*Bathrooms	\$ 303,877	
FHS	*Boilers	401,100	
PWMS	Roof project	3,000,000	
TOTAL		\$ 3,704,977	\$ -

School	Project	2018-2019	SDSC Grant Reimbursement
Holland Hill	Addition and Renovation	9,930,650	
N. Stratfield	*Ceiling & Lights	335,024	
Sherman	Roof Project	1,113,242	
PWMS	*Bathrooms	1,447,031	
TOTAL		\$ 12,824,947	\$ -

School	Project	2019-2020	SDSC Grant Reimbursement
Tomlinson	*Ceiling & Lights	\$ 668,528	
Stratfield	*Front Facade	351,775	
PWMS	New Windows	3,150,000	
TOTAL		\$ 4,170,303	\$ -

School	Project	2020-2021	SDSC Grant Reimbursement	School	Project	2021-2022	SDSC Grant Reimbursement
Mill Hill	Addition and Renovation	\$ 3,560,000		Tomlinson	*New Windows Addition & Renovation	835,000	
FHS	*Bathrooms	1,125,000		Jennifers		1,705,330	
TOTAL		\$ 16,125,000	\$ -	TOTAL		2,540,330	\$ -

Capital Projects	2017-2018	SSSC Grant Reimbursement	2018-2019	SSSC Grant Reimbursement	2019-2020	SSSC Grant Reimbursement	2020-2021	SSSC Grant Reimbursement	2021-2022	SSSC Grant Reimbursement
SSOE, SSF Grant Reimbursement	\$ 1,625,000	\$ 429,488	\$ 5,056,242	\$ 1,336,365	\$ 5,650,425	\$ 1,468,121	\$ 6,736,425	\$ 1,778,853	\$ 9,000,000	\$ 2,378,700
*Non-Recurring Projects (1 year)	\$ 704,977		\$ 1,782,055		\$ 1,020,303		\$ 1,115,000		\$ 825,000	
GR055 CASH FLOW PER YEAR	\$ 2,329,977	\$ 2,329,977	\$ 6,838,297	\$ 6,838,297	\$ 6,650,728	\$ 6,650,728	\$ 7,855,425	\$ 7,855,425	\$ 9,825,000	\$ 9,825,000
SSOE, SSF Grant Reimbursement	\$ (429,488)		\$ (1,336,365)		\$ (1,468,121)		\$ (1,778,853)		\$ (2,378,700)	
NET CASH FLOW PER YEAR	\$ 1,900,489		\$ 5,501,932		\$ 5,182,607		\$ 6,076,574		\$ 7,446,300	

School	Project	2022-2023	SDSC Grant Reimbursement
RWMS	*Bathrooms	\$ 984,970	
RWMS	*New Windows	825,000	
TOTAL		\$ 1,809,970	\$ -

School	Project	2023-2024	SDSC Grant Reimbursement
Dwight	Addition & Renovation	\$ 4,356,012	
TOTAL		\$ 4,356,012	\$ -

School	Project	2024-2025	SDSC Grant Reimbursement
TOTAL		\$ -	\$ -

School	Project	2025-2026	SDSC Grant Reimbursement
TOTAL		\$ -	\$ -

[illegible]

Students

Welfare

MANAGEMENT OF FOOD ALLERGIES IN SCHOOLS **5516**

~~The Fairfield Board of Education recognizes the increasing prevalence of potentially life-threatening food allergies among children. Effective management of food allergies in the school setting includes implementing strategies for avoidance of offending foods by allergic children and emergency planning to ensure prompt identification and treatment of allergic reactions that may occur. The Board supports the education of school personnel, students, and parents or guardians regarding food allergy management to maintain a safe school environment for allergic children.~~

Approved 8/27/04

Students

Students with Special Health Care Needs

5516

Life Threatening Allergies and Glycogen Storage Disease Management Policy

The Fairfield Public Schools recognize that allergies may be life threatening. For this reason, the District is committed to developing strategies and practices to minimize the risk of accidental exposure to life threatening allergens and to assist in the management of glycogen storage disease and to ensure prompt and effective medical response should a child suffer an allergic reaction while at school. The district further recognizes the importance of collaborating with parents and appropriate medical staff in developing such practices and encourages strategies to enable the student to become increasingly proactive in the care and management of his/her life threatening allergy(ies), or glycogen storage disease as developmentally appropriate. There is currently no cure for life-threatening allergies; there is only medication available for emergency response. The only way to prevent the symptoms of an allergic response is to prevent exposure to allergens, which will require understanding and effort on the part of the entire school community.

Best practice asks us to reduce students' exposure to known allergens in the learning environment, reinforcing a safe and inclusive environment for all students. When a student with life-threatening allergies is present in a school environment, cooperation and compliance is necessary at all levels: District, School, Classroom, Home. Each level has its role and responsibilities:

District:

- Shall clearly communicate district policy to all school leaders and provide for training on food allergy awareness and the administration of medication to all applicable personnel.
- Shall monitor and evaluate all schools for compliance with district policy and follow up with all individuals for instances of policy violations.

School:

- Each school shall clearly communicate the needs of students with life-threatening food allergies to their school community through letters to classroom communities and their families and of district and school expectations of compliance.
- Schools leaders shall inform PTA leaders of the need for safety and inclusion in all school sponsored events.

Classroom:

- Peers shall be educated as to the individualized safety and inclusion needs of fellow students.
- Expectations of compliance shall be clearly communicated to students and their families.

Students

Students with Special Health Care Needs

5516

Life Threatening Allergies and Glycogen Storage Disease Management Policy

(continued)

Home:

- Families shall be educated on food allergy awareness and how to comply with safety requests for students with life-threatening allergies.
- Families shall make every effort possible to ensure the safety of students with life-threatening food allergies when sending a snack into the learning environment.
- Students with life-threatening food allergies should know to never accept food from others and how to communicate their needs to peers.
- Parents of students with life-threatening allergies shall help their student access developmentally appropriate self-advocacy skills. Parents may choose to collaborate with schools on these skills.

To this end, the Fairfield Public Schools adopt the following protocols related to the management of life threatening allergies for students enrolled in district schools.

I. Identifying Students with Life Threatening Allergies

- A. Early identification of students with life-threatening allergies is vital to the effective implementation of this policy. The district therefore requests parents/guardians of children with life-threatening allergy(ies) to promptly notify the school in writing of the allergy(ies).
- B. Upon receipt of parent written notification that their child has been diagnosed with food allergy(ies) and/or other life threatening allergy(ies), the school shall request the parent/guardian to provide the following:
 - 1. Written authorization to obtain detailed written medical information on the child's condition from the physician;
 - 2. Written consent to administer or self-administer medications during the school day, as applicable in accordance with the District's Administration of Medication Policy;
 - 3. An Emergency Care Plan and Treatment Authorization ("Emergency Care Plan") completed and signed by their child's licensed health care provider and signed by the parent;
 - 4. Any medications necessary to prevent or treat allergic reactions along with relevant prescription and dosage information. Replace medications after use or expiration;
 - 5. A description of the student's past allergic reactions, including triggers and warning signs;
 - 6. Current emergency contact information and prompt notice of any updates;
 - 7. A description of the student's emotional response to the condition and the need for intervention; and
 - 8. Recommendations on age-appropriate ways to include the student in planning or care.

Students

Students with Special Health Care Needs

5516

Life Threatening Allergies and Glycogen Storage Disease Management Policy

I. Identifying Students with Life-Threatening Allergies (continued)

- C. **Suspected Allergies:** In the event the School Nurse suspects that a student has a food allergy or other life threatening allergy(ies) the school shall provide the parent/guardian written notification and request for the student to be evaluated by a physician.
- D. **Non-Cooperation:** If the parent/guardian of a student with known or suspected food allergy(ies) or other life threatening allergy(ies) fails or refuses to cooperate with the school for an evaluation or implementation of an appropriate Individualized Health Care Plan (IHCP) and Emergency Care Plan (ECP), the school shall implement an Emergency Care Plan stating to call 911 immediately upon recognition of symptoms along with sending written notification to the parent/guardian of the student's ECP.

II. Individualized Health Care Plans and Emergency Care Plans

- A. If the District is notified pursuant to Section I of this policy that child has life-threatening allergy(ies), the district shall develop an individualized health care plan (IHCP) for the child.
- B. The IHCP shall be developed by the parents/guardians, school nurse, and appropriate school personnel. Such personnel may include, but are not limited to, school or food service administrator(s); classroom teacher(s); and the student, if appropriate. The school may also consult with the town medical advisor, as needed.
- C. IHCPs are developed for students with special health needs or whose health needs require daily interventions. The IHCP describes how to meet the child's health and safety needs within the school environment and should address the student's needs across school settings. Information to be contained in an IHCP should include a description of the functional health issues (diagnoses); student objectives for promoting self-care and age appropriate independence; and the responsibilities of parents, school nurse and other school personnel. The IHCP may also include strategies to minimize the student's risk for exposure, such as considerations regarding:
 - 1. classroom environment, including allergy free considerations;
 - 2. cafeteria safety;
 - 3. participation in school nutrition programs;
 - 4. snacks, birthdays and other celebrations;
 - 5. alternatives to food rewards or incentives;
 - 6. hand-washing;
 - 7. location of emergency medication;
 - 8. risk management during lunch and recess times;
 - 9. special events;
 - 10. field trips;

Students

Students with Special Health Care Needs

5516

Life Threatening Allergies and Glycogen Storage Disease Management Policy

II. Individualized Health Care Plans and Emergency Care Plans (continued)

11. extracurricular activities;
 12. school transportation;
 13. staff notification; and
 14. transitions to new classrooms, grades and/or buildings.
- D. As part of the IHCP, the district shall also develop an Emergency Care Plan (ECP) for each child identified as having a life threatening food allergy. The ECP describes the specific directions about what to do in a medical emergency. The ECP should include the following information, as appropriate:
1. The child's name and other identifying information, such as date of birth, grade and photo;
 2. The child's specific allergy(ies);
 3. The child's signs and symptoms of an allergic reaction;
 4. The medication, if any, or other treatment to be administered in the event of exposure;
 5. The location and storage of the medication;
 6. Who will administer the medication (including self-administration options, as appropriate);
 7. Other emergency procedures, such as calling 911, contacting the school nurse, and/or calling the parents or physician;
 8. Recommendations for what to do if the child continues to experience symptoms after the administration of medication; and
 9. Emergency contact information for the parents/family and medical provider.
- E. The IHCP shall be reviewed annually, or upon receipt of new medical information, and/or in the event of an anaphylactic reaction in school.
- F. An individualized health care plan and glycogen storage disease action plan shall also be developed for any student with glycogen storage disease. Such plan shall include, but is not limited to, the provision of food or dietary supplements by the school nurse or by an employee approved by the school nurse to a student with glycogen storage disease. Such plan may not prohibit a parent/guardian or a person they so designate, from providing food or dietary supplements to the affected student on school grounds during the school day.

Students

Students with Special Health Care Needs

5516

Life Threatening Allergies and Glycogen Storage Disease Management Policy

II. Individualized Health Care Plans and Emergency Care Plans (continued)

- G. The IHCP and ECP shall be disseminated to all school staff who supervise the student during the school day and at school sponsored activities or are responsible for the provision of food to the student. Plan distribution includes, but is not limited to, the students' teachers, classroom assistants, food service staff, coaches, transportation staff, school health professionals, school case managers, custodial staff, student aides and the parents/guardians of the student.

III. Referral to Section 504 and IDEA

In addition to having an IHCP, a student with a life-threatening allergy or glycogen storage disease (GSD) may also be eligible under Section 504 of the Rehabilitation Act if the student has a disability that substantially limits a major life activity or under the Individuals with Disabilities Education ACT (IDEA) if the student has a qualifying disability that adversely impacts the student's education and causes the student to need specialized instruction. The team responsible for the IHCP shall refer the student under Section 504 or the IDEA as appropriate. Eligibility under either Section 504 or IDEA must be considered on a case-by-case basis given each student's unique situation.

IV. Training/Education

- A. All school personnel will be educated on how to recognize symptoms of allergic reactions, preventative strategies to minimize a child's risk of exposure to life-threatening allergies, and what to do in the event of an emergency. Staff education will be coordinated by the principal and school nurse, utilizing a consistent District training module supported by the town Director of Health. Any such training regarding the administration of medication shall be done in accordance with District Policy and State Law.
- B. The District shall offer training consistent with District Policy # 5515 Protocol for Administration of Emergency Medications by Non-nursing Personnel.
- C. The District shall provide each school with consistent and age-appropriate information for students about food allergies, how to recognize symptoms of an allergic reaction and the importance of adhering to the school's policies regarding food and snacks, as well as the development of empathy, understanding, and tolerance for individuals with life threatening allergies and glycogen storage disease. The principal shall coordinate the delivery of this educational information with building staff.

Students

Students with Special Health Care Needs

5516

Life Threatening Allergies and Glycogen Storage Disease Management Policy (continued)

V. Prevention

- A. A District-wide, multi-disciplinary team will develop a plan for the management of life-threatening allergies, including food allergies, aligned to the CSDE Guidelines for Managing Life-threatening Food Allergies in Connecticut Schools.
- B. The District-wide, multi-disciplinary team will annually review the District's allergy and glycogen storage disease management plan and guidelines.
- C. Food in Elementary Schools
 - 1. The only food allowed in Elementary School classrooms will be snacks from the approved Safe School Snack List.
 - a. Annually, at the start of the school year, the District Committee will publish an approved Safe School Snack List.
 - b. Non-compliant students will be offered an alternative approved snack by the teacher.
 - 2. All schools will designate food free zones, including the Library, Computer Lab, Music Room, Art Room, and Science Room.
 - 3. All classrooms will provide protein soluble hand wipes for mandated use for students to use after snack if hand washing is not available.
 - 4. All desks will be cleaned with soap and water, protein soluble wipes, or other approved cleaning agent after snacks are eaten in the classroom.
 - 5. Community use of elementary school facilities:
 - a. No food is allowed in any classroom;
 - b. Any event in which food will be served or consumed must be held in the school cafeteria or outdoors;
 - c. Outside organizations are encouraged to consult the SnackSafely.com website when selecting food to be served in the cafeteria or outdoors.

VI. Communication

- A. The school nurse shall be responsible for coordinating the communication among parents, a student's individual health care provider and the school regarding a student's life threatening allergic condition. School staff responsible for implementing a student's IHCP will be notified of their responsibilities and provided with appropriate information as to how to minimize risk of exposure and how to respond in the event of an emergency.

Students

Students with Special Health Care Needs

5516

Life Threatening Allergies and Glycogen Storage Disease Management Policy (continued)

VI. Communication (continued)

- B. The school administrative staff and school nurse shall communicate annually to all school personnel the availability of training regarding Policy #5515, Protocol for the Administration of Emergency Medications by Non-nursing Personnel.
- C. Each school will ensure that there are appropriate communication systems available within each school (i.e. telephones, cell phones, walkie-talkies) and for off-site activities (i.e. field trips) to ensure that school personnel are able to effectively respond in case of emergency.
- D. The District shall develop standard letters to be sent home to parents, whenever appropriate, to alert them to food restrictions within their child's classroom or school.
- E. Beginning with the school year 2015-2016, the District shall annually, not later than October 1, provide notice to parents of the Plan for the Management of Severe and Life-Threatening Allergies, Including Food Allergies, and
 - make the plan available on the District's Website and/or the websites of each school under the District's jurisdiction;
 - provide notice of such plan in conjunction with the annual written statement provided to parents and guardians as required by subsection (b) of section 10-231c of the Connecticut General Statutes.
- F. The District shall annually update its approved website for identifying Safe School Snacks.
- G. All communication, written or verbal, shall be compliant with the Family Education Rights and Privacy Act.

VII. Monitoring the District's Plan and Procedures

The District shall conduct periodic assessments of its Food Allergy Management Plan and Procedures. Such assessments shall occur at least annually and after each emergency event involving the administration of medication to determine the effectiveness of the process, why the incident occurred, what worked and what did not work.

Students

Students with Special Health Care Needs

5516

Life Threatening Allergies and Glycogen Storage Disease Management Policy (continued)

Legal Reference: Connecticut General Statutes

- 10-15b Access of parent or guardian to student's records.
- 10-154a Professional communications between teacher or nurse and student.
- 10-207 Duties of medical advisors.
- 10-212a Administrations of medications in schools
- 10-212c Life threatening food allergies; Guidelines; district plans
- 10-212a(d) Administration of medications in schools by a paraprofessional.
- 10-212c Life threatening food allergies; Guidelines; district plans, as amended by P.A. 12-198)
- 10-220i Transportation of students carrying cartridge injectors
- 10-231c Pesticide application at schools
- 19a-900 Use of cartridge injectors by staff members of before or after school programs, day camp or day care facility.
- 52-557b Good Samaritan Law. Immunity from liability for emergency medical assistance, first aid or medication by injection
- The Regulations of Connecticut State Agencies section 10-212a through 10-212a-7, Administration of Medication by School Personnel.
- Guidelines for Managing Life-Threatening Food Allergies in Connecticut Schools, Connecticut State Department of Education (2006)

Federal Legislation

- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794 § 504; 34 C.F.R. § 104 et seq.)
- Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §12101 et seq.; 29C.F.R. §1630 et seq.
- The Family Education Rights and Privacy Act of 1974 (FERPA)
- Land v. Baptist Medical Center*, 164F3d423 (8th Cir. 1999)
- The Individuals with Disabilities Education Act of 1976 (IDEA) (20 U.S.C. § 1400 et seq.); 34 C.F.R. § 300 et seq.
- FCS Instruction783-2, Revision 2, Meal substitution for medical or other special dietary reasons.
- P.A. 09-155 An Act Concerning the Use of Asthmatic Inhalers and Epinephrine Auto-Injectors While at School.

ENCLOSURE NO. 3a
OCT 21 2014

To: Board of Education, Board of Finance, Board of Selectmen,
RTM Leadership and David Title, Superintendent of Schools

From: Doreen Munsell, Director of Finance and Business Services

Date: September 26, 2014

Subject: 2013 – 2014 Fiscal Year – Financial Statement as of July 31, 2014

Attached you will find the final, pre-audit accounting of 2013 – 2014 expenditures by account classification. Projected expenditures and budget transfer requests were provided to the Board of Education for their June 24, 2014 meeting. The Board of Education approved the requested budget transfers which aligned the budget to projected expenses at that point in time.

Expenditure information has been updated and actual balances as of July 31, 2014 are provided in the attached Statement of Accounts reports. The updated balances in these reports correspond to the column highlighted in green on the attached spreadsheet. Explanations for any variances are provided.

We will continue to process payments against 2013 – 2014 encumbrances, however, the attached data is considered final and was reported in the ED 001 State Financial Report prior to the September 1 deadline. The 2013 -2014 fiscal year and ED 001 report will be audited by independent auditors and finalized prior to December 31.

Statement of Account - Summary by Major Classification

7/31/2014 8:08:22 PM

Fairfield Public Schools

Fiscal Year 2013-2014

Major Classification	Appropriation As Adopted	Spec Approp and Transfers	Appropriation Amended	Total Expenditures	Outstanding Encumbrance	Outstanding Requisitions	Unencumbered Balance	% Used
Personnel Services	\$99,789,397.00	(\$28,300.00)	\$99,761,097.00	\$99,041,313.94	\$0.00	\$0.00	\$719,783.06	99.28%
Fixed Charges	\$23,046,668.00	\$26,600.00	\$23,073,268.00	\$23,303,648.15	\$0.00	\$0.00	(\$230,380.15)	101.00%
Pupil Personnel Expense	\$5,330,994.00	\$249.00	\$5,331,243.00	\$6,439,991.54	\$0.00	\$0.00	(\$1,108,748.54)	120.80%
School Expenses	\$2,666,220.00	(\$6,676.00)	\$2,659,544.00	\$2,197,186.34	\$15,652.32	\$0.00	\$446,705.34	83.20%
Support Expenses	\$3,535,106.00	\$8,127.00	\$3,543,233.00	\$3,239,284.88	\$165,535.55	\$0.00	\$138,412.57	96.09%
Maint/Oper/Trans	\$15,419,060.00	\$1,412.00	\$15,420,472.00	\$15,126,208.25	\$310,034.39	\$0.00	(\$15,770.64)	100.10%
Capital	\$1,404,301.00	(\$1,412.00)	\$1,402,889.00	\$1,269,970.30	\$82,626.25	\$0.00	\$50,292.45	96.42%
Grand Total	\$151,191,746.00	\$0.00	\$151,191,746.00	\$150,617,603.40	\$573,848.51	\$0.00	\$294.09	100.00%

Statement of Account - Summary by Major Classification and Summary Object

7/31/2014 8:10:14 PM

Fairfield Public Schools
Fiscal Year 2013-2014

Major Classification Summary Object	Appropriation As Adopted	Spec Approp and Transfers	Appropriation Amended	Total Expenditures	Outstanding Encumbrance	Outstanding Requisitions	Unencumbered Balance	% Used
Personnel Services								
101 TEACHING STAFF	\$68,309,520.00	(\$742,623.00)	\$67,566,897.00	\$67,566,851.23	\$0.00	\$0.00	\$45.77	100.00%
103 CERTIFIED SUPPORT STAFF	\$6,312,213.00	(\$228,424.00)	\$6,083,789.00	\$6,083,811.69	\$0.00	\$0.00	(\$22.69)	100.00%
105 SCHOOL ADMINISTRATION STAFF	\$5,469,383.00	(\$90,755.00)	\$5,378,628.00	\$5,378,629.68	\$0.00	\$0.00	(\$1.68)	100.00%
107 CENTRAL ADMINISTRATION STAFF	\$1,031,260.00	\$21,003.00	\$1,052,263.00	\$1,052,262.66	\$0.00	\$0.00	\$0.34	100.00%
109 DIRECTOR/SUPERVISOR/MANAGER	\$694,225.00	(\$21,549.00)	\$672,676.00	\$672,685.74	\$0.00	\$0.00	(\$9.74)	100.00%
111 SECRETARIAL/CLERICAL STAFF	\$3,213,978.00	(\$14,120.00)	\$3,199,858.00	\$3,201,498.76	\$0.00	\$0.00	(\$1,640.76)	100.05%
113 PARAPROFESSIONAL STAFF	\$2,881,998.00	(\$98,603.00)	\$2,783,395.00	\$2,783,384.38	\$0.00	\$0.00	\$10.62	100.00%
115 CUSTODIAN STAFF	\$3,543,646.00	(\$17,841.00)	\$3,525,805.00	\$3,525,811.22	\$0.00	\$0.00	(\$6.22)	100.00%
117 MAINTENANCE STAFF	\$1,022,435.00	(\$69,551.00)	\$952,884.00	\$952,874.72	\$0.00	\$0.00	\$9.28	100.00%
121 SUPPORT STAFF	\$1,115,099.00	(\$63,507.00)	\$1,051,592.00	\$1,051,591.27	\$0.00	\$0.00	\$0.73	100.00%
123 INFO TECH SUPPORT STAFF	\$727,369.00	\$29,652.00	\$757,021.00	\$757,001.87	\$0.00	\$0.00	\$19.13	100.00%
125 SE TRAINER STAFF	\$570,547.00	\$63,287.00	\$633,834.00	\$634,029.49	\$0.00	\$0.00	(\$195.49)	100.03%
129 PART-TIME EMPLOYMENT	\$3,058,487.00	\$402,790.00	\$3,461,277.00	\$3,672,116.66	\$0.00	\$0.00	(\$210,839.66)	106.09%
131 WAGE/BENEFIT RESERVE	\$700,802.00	(\$205,503.00)	\$495,299.00	\$426,468.00	\$0.00	\$0.00	\$68,831.00	86.10%
133 STAFF REPLACEMENT	(\$460,000.00)	\$1,253,720.00	\$793,720.00	\$0.00	\$0.00	\$0.00	\$793,720.00	0.00%
135 DEGREE CHANGES	\$280,720.00	(\$246,276.00)	\$34,444.00	\$0.00	\$0.00	\$0.00	\$34,444.00	0.00%
307 OTHER SERVICES	\$1,317,715.00	\$0.00	\$1,317,715.00	\$1,282,296.57	\$0.00	\$0.00	\$35,418.43	97.31%
Total for Personnel Services	\$99,789,397.00	(\$28,300.00)	\$99,761,097.00	\$99,041,313.94	\$0.00	\$0.00	\$719,783.06	99.28%
Fixed Charges								
201 HEALTH INSURANCE	\$18,556,751.00	\$0.00	\$18,556,751.00	\$18,663,632.04	\$0.00	\$0.00	(\$106,881.04)	100.58%
203 LIFE/DISABILITY INSURANCE	\$256,763.00	\$0.00	\$256,763.00	\$245,569.62	\$0.00	\$0.00	\$11,193.38	95.64%
205 SOCIAL SECURITY	\$2,109,871.00	\$26,600.00	\$2,136,471.00	\$2,142,934.49	\$0.00	\$0.00	(\$6,463.49)	100.30%
207 PENSION/RETIREMENT	\$2,123,283.00	\$0.00	\$2,123,283.00	\$2,251,512.00	\$0.00	\$0.00	(\$128,229.00)	106.04%
Total for Fixed Charges	\$23,046,668.00	\$26,600.00	\$23,073,268.00	\$23,303,648.15	\$0.00	\$0.00	(\$230,380.15)	101.00%
Pupil Personnel Expense								
301 INSTRUCTIONAL SERVICES	\$110,000.00	\$0.00	\$110,000.00	\$35,830.96	\$0.00	\$0.00	\$74,169.04	32.57%
303 PUPIL PERSONNEL SERVICES	\$1,285,473.00	\$0.00	\$1,285,473.00	\$1,466,218.10	\$0.00	\$0.00	(\$180,745.10)	114.06%
307 OTHER SERVICES	\$179,350.00	\$0.00	\$179,350.00	\$544,278.31	\$0.00	\$0.00	(\$364,928.31)	303.47%
315 RENTALS	\$10,200.00	\$0.00	\$10,200.00	\$11,695.00	\$0.00	\$0.00	(\$1,495.00)	114.66%
317 STUDENT TRANSPORTATION	\$152,165.00	\$0.00	\$152,165.00	\$142,718.29	\$0.00	\$0.00	\$9,446.71	93.79%
319 CONFERENCE & TRAVEL	\$14,102.00	\$0.00	\$14,102.00	\$15,850.99	\$0.00	\$0.00	(\$1,748.99)	112.40%
327 PRINTING/COPYING	\$6,800.00	\$249.00	\$7,049.00	\$7,048.08	\$0.00	\$0.00	\$0.92	99.99%
329 TUITION	\$3,518,969.00	\$0.00	\$3,518,969.00	\$4,164,432.00	\$0.00	\$0.00	(\$645,463.00)	118.34%
401 INSTRUCTIONAL SUPPLS/MATLS	\$30,000.00	\$0.00	\$30,000.00	\$35,977.17	\$0.00	\$0.00	(\$5,977.17)	119.92%
404 SPLS, BKS, MATLS-DIST SUPPORT	\$19,500.00	\$0.00	\$19,500.00	\$6,406.58	\$0.00	\$0.00	\$13,093.42	32.85%
411 TEXTBOOKS	\$2,500.00	\$0.00	\$2,500.00	\$6,724.73	\$0.00	\$0.00	(\$4,224.73)	268.99%
415 OTHER SUPPLIES/MATERIALS	\$1,000.00	\$0.00	\$1,000.00	\$2,388.45	\$0.00	\$0.00	(\$1,388.45)	238.85%
601 DUES AND FEES	\$935.00	\$0.00	\$935.00	\$422.88	\$0.00	\$0.00	\$512.12	45.23%
Total for Pupil Personnel Expense	\$5,330,994.00	\$249.00	\$5,331,243.00	\$6,439,991.54	\$0.00	\$0.00	(\$1,108,748.54)	120.80%

Statement of Account - Summary by Major Classification and Summary Object

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Fairfield Public Schools
Fiscal Year 2013-2014

Major Classification Summary Object	Appropriation As Adopted	Spec Approp and Transfers	Appropriation Amended	Total Expenditures	Outstanding Encumbrance	Outstanding Requisitions	Unencumbered Balance	% Used
School Expenses								
129 PART-TIME EMPLOYMENT	\$21,026.00	(\$1,934.00)	\$19,092.00	\$7,124.94	\$0.00	\$0.00	\$11,967.06	37.32%
301 INSTRUCTIONAL SERVICES	\$6,360.00	\$0.00	\$6,360.00	\$3,677.18	\$0.00	\$0.00	\$2,682.82	57.82%
307 OTHER SERVICES	\$64,715.00	\$1,988.00	\$66,703.00	\$54,967.03	\$4,813.50	\$0.00	\$6,922.47	89.62%
315 RENTALS	\$42,860.00	\$0.00	\$42,860.00	\$15,367.10	\$0.00	\$0.00	\$27,492.90	35.85%
317 STUDENT TRANSPORTATION	\$40,253.00	\$3,100.00	\$43,353.00	\$32,148.43	\$0.00	\$0.00	\$11,204.57	74.16%
319 CONFERENCE & TRAVEL	\$43,611.00	\$7,644.00	\$51,255.00	\$33,809.50	\$0.00	\$0.00	\$17,445.50	65.96%
327 PRINTING/COPYING	\$305,672.00	(\$250.00)	\$305,422.00	\$250,399.91	\$1,639.00	\$0.00	\$53,383.09	82.52%
400 SUPPLIES, BOOKS & MATERIALS	\$1,361,385.00	\$99,614.00	\$1,460,999.00	\$1,175,164.96	\$5,217.86	\$0.00	\$280,616.18	80.79%
402 INSTRUCTIONAL SPLS-DIST SUPPRT	\$44,000.00	(\$676.00)	\$43,324.00	\$28,907.19	\$3,981.96	\$0.00	\$10,434.85	75.91%
404 SPLS, BKS, MATLS-DIST SUPPORT	\$123,946.00	(\$123,946.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Div/0!
409 STUDENT ACTIVITY EXPENSES	\$571,310.00	\$6,315.00	\$577,625.00	\$560,726.16	\$0.00	\$0.00	\$16,898.84	97.07%
415 OTHER SUPPLIES/MATERIALS	\$15,632.00	\$201.00	\$15,833.00	\$12,197.94	\$0.00	\$0.00	\$3,635.06	77.04%
601 DUES AND FEES	\$25,450.00	\$1,268.00	\$26,718.00	\$22,696.00	\$0.00	\$0.00	\$4,022.00	84.95%
Total for School Expenses	\$2,666,220.00	(\$6,676.00)	\$2,659,544.00	\$2,197,186.34	\$15,652.32	\$0.00	\$446,705.34	83.20%
Support Expenses								
301 INSTRUCTIONAL SERVICES	\$52,930.00	\$0.00	\$52,930.00	\$47,630.84	\$0.00	\$0.00	\$5,299.16	89.99%
305 PROFESSIONAL/TECHNICAL SVCS	\$326,786.00	\$0.00	\$326,786.00	\$639,896.04	\$0.00	\$0.00	(\$313,110.04)	195.82%
307 OTHER SERVICES	\$2,100.00	\$0.00	\$2,100.00	\$669.00	\$0.00	\$0.00	\$1,431.00	31.86%
309 SECURITY SVCS/EXPENSES	\$140,000.00	\$0.00	\$140,000.00	\$71,907.64	\$1,248.42	\$0.00	\$66,843.94	52.25%
313 MAINTENANCE SERVICES	\$567,015.00	\$0.00	\$567,015.00	\$548,106.53	\$0.00	\$0.00	\$18,908.47	96.67%
319 CONFERENCE & TRAVEL	\$44,900.00	\$0.00	\$44,900.00	\$35,907.69	\$0.00	\$0.00	\$8,992.31	79.97%
321 PROFESSIONAL DEVELOPMENT	\$585,332.00	\$60,075.00	\$645,407.00	\$508,022.11	\$14,467.50	\$0.00	\$122,917.39	80.96%
323 POSTAGE	\$110,968.00	\$0.00	\$110,968.00	\$80,401.25	\$0.00	\$0.00	\$30,566.75	72.45%
325 PERSONNEL/RECRUITMENT EXP	\$26,000.00	\$0.00	\$26,000.00	\$9,581.81	\$0.00	\$0.00	\$16,418.19	36.85%
327 PRINTING/COPYING	\$72,350.00	\$4,948.00	\$77,298.00	\$70,740.32	\$400.00	\$0.00	\$6,157.68	92.03%
329 TUITION	\$384,452.00	\$0.00	\$384,452.00	\$324,418.00	\$0.00	\$0.00	\$60,034.00	84.38%
401 INSTRUCTIONAL SUPLS/MATLS	\$923,516.00	(\$63,532.00)	\$859,984.00	\$702,146.98	\$88,620.86	\$0.00	\$69,216.16	91.95%
402 INSTRUCTIONAL SPLS-DIST SUPPRT	\$28,500.00	\$0.00	\$28,500.00	\$21,644.73	\$107.27	\$0.00	\$6,748.00	76.32%
403 OFFICE/GENERAL SUPPLIES	\$14,500.00	\$0.00	\$14,500.00	\$10,813.76	\$0.00	\$0.00	\$3,686.24	74.58%
411 TEXTBOOKS	\$68,487.00	\$0.00	\$68,487.00	\$2,827.63	\$1,066.50	\$0.00	\$64,592.87	5.69%
415 OTHER SUPPLIES/MATERIALS	\$127,270.00	\$34.00	\$127,304.00	\$102,022.32	\$59,625.00	\$0.00	(\$34,343.32)	126.98%
424 OTHER SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$5,400.19	\$0.00	\$0.00	\$2,599.81	67.50%
601 DUES AND FEES	\$52,000.00	\$6,602.00	\$58,602.00	\$57,148.04	\$0.00	\$0.00	\$1,453.96	97.52%
Total for Support Expenses	\$3,535,106.00	\$8,127.00	\$3,543,233.00	\$3,239,284.88	\$165,535.55	\$0.00	\$138,412.57	96.09%
Maint/Oper/Trans								
305 PROFESSIONAL/TECHNICAL SVCS	\$75,000.00	\$0.00	\$75,000.00	\$11,497.30	\$32,360.00	\$0.00	\$31,142.70	58.48%
311 UTILITY SERVICES	\$4,005,887.00	\$5,208.00	\$4,011,095.00	\$4,237,450.37	\$0.00	\$0.00	(\$226,355.37)	105.64%
313 MAINTENANCE SERVICES	\$3,346,674.00	(\$3,796.00)	\$3,342,878.00	\$2,930,915.15	\$275,408.29	\$0.00	\$136,554.56	95.92%
317 STUDENT TRANSPORTATION	\$7,101,703.00	\$0.00	\$7,101,703.00	\$7,106,253.98	\$0.00	\$0.00	(\$4,550.98)	100.06%
319 CONFERENCE & TRAVEL	\$35,905.00	\$0.00	\$35,905.00	\$30,047.66	\$0.00	\$0.00	\$5,857.34	83.69%
321 PROFESSIONAL DEVELOPMENT	\$62,180.00	\$0.00	\$62,180.00	\$46,875.41	\$2,266.10	\$0.00	\$13,038.49	79.03%
424 OTHER SUPPLIES	\$335,211.00	\$0.00	\$335,211.00	\$299,572.60	\$0.00	\$0.00	\$35,638.40	89.37%
429 MAINTENANCE/REPAIR SUPPLIES	\$456,500.00	\$0.00	\$456,500.00	\$463,595.78	\$0.00	\$0.00	(\$7,095.78)	101.55%
Total for Maint/Oper/Trans	\$15,419,060.00	\$1,412.00	\$15,420,472.00	\$15,126,208.25	\$310,034.39	\$0.00	(\$15,770.64)	100.10%
Capital								
501 CAPITAL OUTLAY	\$241,700.00	(\$1,412.00)	\$240,288.00	\$135,289.65	\$19,482.05	\$0.00	\$85,516.30	64.41%
503 TECHNOLOGY	\$1,162,601.00	\$0.00	\$1,162,601.00	\$1,134,680.65	\$63,144.20	\$0.00	(\$35,223.85)	103.03%
Total for Capital	\$1,404,301.00	(\$1,412.00)	\$1,402,889.00	\$1,269,970.30	\$82,626.25	\$0.00	\$50,292.45	96.42%
Grand Total	151,191,746.00	\$0.00	151,191,746.00	150,617,603.40	\$573,848.51	\$0.00	\$294.09	100.00%

Fairfield Public Schools
Board of Education
2013-2014 Budget Transfers and Updated Balances as of July 31, 2014

ACCOUNT DESCRIPTION	PROJECTED END OF YEAR BALANCES	PROJECTED BALANCES @ 06/24/14	TRANSFER APPROVED BY BOE 6/24/2014	FINAL ACTUAL BALANCE 7/31/2014	DIFFERENCE PROJ BAL VS ACTUAL BAL	EXPLANATION OF VARIANCES
	Col (1)		Col (2)	Col (3)	Col (3) - Col (1)	
Personnel Services						
Certified Salaries	\$ 362,271			\$ 277,099	\$ (85,172)	Teachers returned from LOA and cost of extended absences
Additional Retirees	\$ 343,892			\$ 343,892	\$ -	
Savings from Hiring Freeze	\$ 279,389			\$ 279,389	\$ -	
Substitutes	\$ (417,237)			\$ (305,513)	\$ 111,724	Net difference of regular and Special Ed substitutes = \$87,562 Certified Salary overage is offset by sub balance for net difference \$2,400
SE Substitutes	\$ (152,229)			\$ (176,391)	\$ (24,162)	
Degree Changes	\$ 34,444			\$ 34,444	\$ -	
Non-Certified Salaries	\$ 31,080			\$ 31,358	\$ 278	
Custodial OT	\$ 52,449			\$ 61,434	\$ 8,985	
Custodial/Tch Supt-Food Svc	\$ (110,000)			\$ (110,000)	\$ -	
Tech Support-Food Svc	\$ (28,800)			\$ (28,800)	\$ -	
Interns/Tchr Mentor Stipends	\$ 156,515			\$ 156,515	\$ -	
SE Bus Aides	\$ 53,406			\$ 58,233	\$ 4,827	
SE Summer School Salaries	\$ (30,622)			\$ (30,622)	\$ -	
Extra Curricular Salaries	\$ 32,000			\$ 35,418	\$ 3,418	
School Givebacks	\$ -			\$ 24,496	\$ 24,496	Unused balance of hourly salary accounts
Wage & Benefit	\$ 118,831			\$ 68,831	\$ (50,000)	Transfer to Medical Retention
Total Personnel Services		\$ 725,389	\$ (725,000)	\$ 719,783	\$ (5,606)	
Fixed Charges						
Health Insurance-Tech Supt Food Svc	\$ (9,881)			\$ (106,881)	\$ (97,000)	Additional Funds Moved to Medical Retention 7/31/2014
Life Insurance/Disability	\$ 11,181			\$ 11,193	\$ 12	
FICA/Medicare	\$ -			\$ (6,463)	\$ (6,463)	
Pension	\$ (128,229)			\$ (128,229)	\$ -	
Total Fixed Charges		\$ (126,929)	\$ 127,000	\$ (230,380)	\$ (103,451)	
Pupil Personnel Expenses						
Total Pupil Personnel Expenses	\$ (1,207,114)	\$ (1,207,114)	\$ 1,207,000	\$ (1,108,748)	\$ 98,366	Tuition expenses were less than projected
School Expenses						
School Givebacks	\$ 321,450			\$ 391,415	\$ 69,965	Residual balances from closed purchase orders and decrease in projected expenditures
Copying/Printing	\$ 44,856			\$ 55,290	\$ 10,434	Less printing
Total School Expenses		\$ 366,306	\$ (366,000)	\$ 446,705	\$ 80,399	
Support Expenses						
Security	\$ 56,526			\$ 66,844	\$ 10,318	E-rate credit on security cell phones
Records Retention / CO Supplies	\$ 28,392			\$ 18,860	\$ (9,532)	10 year enrollment projection
Legal Services	\$ (340,084)			\$ (313,110)	\$ 26,974	Expenses were less than projected
Professional Growth Tuition	\$ 53,288			\$ 53,052	\$ (236)	
Recruitment Expense	\$ 16,418			\$ 16,418	\$ -	
Technology	\$ 61,460			\$ (2,945)	\$ (64,405)	Released funds to purchase technology supplies on hold during budget freeze
Regular Tuition	\$ 60,034			\$ 60,034	\$ -	
Copying/Printing/ Postage Costs	\$ 35,589			\$ 36,724	\$ 1,135	
Instructional Services/Supplies	\$ 295,675			\$ 202,535	\$ (93,140)	Released funds to purchase materials on hold during budget freeze
Total Support Expenses		\$ 267,298	\$ (267,000)	\$ 138,412	\$ (128,886)	
Maint/Oper/Transp.						
Maintenance Projects	\$ (11,406)			\$ (11,931)	\$ (525)	
Other Maintenance Accounts	\$ 81,570			\$ 85,439	\$ 3,869	
Telephone	\$ 68,869			\$ 69,369	\$ 500	
Repairs	\$ 3,227			\$ 7,475	\$ 4,248	
Technology	\$ 116,171			\$ 132,260	\$ 16,089	Credit from delayed implementation of Munis SaaS
Transportation	\$ (101,829)			\$ (2,658)	\$ 99,171	First Student fuel credits for private school use, First Student penalties and out of district transportation was less than projected
Utilities - Food Svc	\$ (51,436)			\$ (51,436)	\$ -	
Natural Gas (Heat/AC)	\$ (50,367)			\$ (53,360)	\$ (2,993)	
Water	\$ (16,558)			\$ (16,392)	\$ 166	
Electric	\$ (174,756)			\$ (174,536)	\$ 220	
Total Maint/Oper/Transp.		\$ (136,515)	\$ 137,000	\$ (15,770)	\$ 120,745	
Capital Outlay						
Special Ed	\$ 11,982			\$ 13,492	\$ 1,510	
Technology	\$ 70,734			\$ (35,224)	\$ (105,958)	Released funds to purchase items on hold during budget freeze
School Equipment	\$ 65,741			\$ 72,024	\$ 6,283	
Total Capital Outlay		\$ 148,457	\$ (113,000)	\$ 50,292	\$ (98,165)	
GRAND TOTAL	\$ 36,892	\$ 36,892	\$ (1,471,000)	\$ 1,471,000	\$ 294	\$ (36,598)

\$ -

Fairfield Public Schools
Medical Retention Fund
2013 - 2014 Actual
2014 - 2015 Budget

	Actual 2011-2012	Actual 2012-2013	Final Budget 2013-2014	7.5% Trend			8.6% Trend			8.6% Trend			8.6% Trend		
				Estimated (Oct. Exp.) 2013-2014	Projected (Oct. Exp.) 2014-2015	Estimated (Jan. Exp.) 2013-2014	Projected (Jan. Exp.) 2014-2015	Estimated (Feb. Exp.) 2013-2014	Projected (Feb. Exp.) 2014-2015	Estimated (Mar. Exp.) 2013-2014	Projected (Mar. Exp.) 2014-2015	Estimated (Apr. Exp.) 2013-2014	Projected (Apr. Exp.) 2014-2015	Final Budget (April Exp.) 2014-2015	8.6% Trend
Income:															
Balance on July 1	\$ 4,887,715	\$ 3,973,658	\$ 2,528,012	\$ 2,560,864	\$ 2,080,070	\$ 2,560,864	\$ 1,631,491	\$ 2,560,864	\$ 1,691,773	\$ 2,560,864	\$ 1,643,414	\$ 2,560,864	\$ 2,165,387	\$ 2,560,864	\$ 2,346,068
BOE Operating Budget Total	\$ 16,458,950	\$ 16,345,522	\$ 18,556,751	\$ 18,556,751	\$ 19,274,241	\$ 18,556,751	\$ 19,274,241	\$ 18,556,751	\$ 19,274,241	\$ 18,556,751	\$ 19,274,241	\$ 18,553,001	\$ 19,274,241	\$ 18,553,001	\$ 19,274,241
Wages/Benefits Reserve & Accrued Salaries	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 84,798
Other Income Revenue	\$ 6,972,452	\$ 7,005,689	\$ 7,347,759	\$ 7,319,269	\$ 7,544,487	\$ 7,319,269	\$ 7,677,250	\$ 7,319,269	\$ 7,715,240	\$ 7,319,269	\$ 7,715,240	\$ 7,495,461	\$ 7,582,320	\$ 7,375,172	\$ 7,582,320
<i>Includes: Employee Contributions, Retiree Payments, Cobra, FMLA/COA, Grants, Rebates, Food Services (removed Proposed 14-15)</i>															
Subtotal Income (Including July 1 Balance)	\$ 28,319,117	\$ 28,074,889	\$ 28,432,522	\$ 28,436,884	\$ 28,898,798	\$ 28,436,884	\$ 28,552,982	\$ 28,436,884	\$ 28,681,254	\$ 28,436,884	\$ 28,632,895	\$ 28,609,226	\$ 29,106,746	\$ 28,736,037	\$ 29,287,427
ITT Hartford - Medicare Supplement Retiree Plan	\$ 207,266	\$ 200,657	\$ 193,725	\$ 196,584	\$ 196,584	\$ 196,584	\$ 196,584	\$ 196,584	\$ 196,584	\$ 196,584	\$ 196,584	\$ 192,739	\$ 192,739	\$ 192,739	\$ 192,739
Total Available Income	\$ 28,526,383	\$ 28,275,546	\$ 28,626,247	\$ 28,633,468	\$ 29,095,382	\$ 28,633,468	\$ 28,775,566	\$ 28,633,468	\$ 28,877,838	\$ 28,633,468	\$ 28,829,479	\$ 28,802,065	\$ 29,299,485	\$ 28,925,776	\$ 29,480,166
Expenses:															
Medical Claims/Fees	\$ 18,398,370	\$ 19,686,253	\$ 20,262,945	\$ 19,767,042	\$ 20,997,258	\$ 20,682,887	\$ 21,618,850	\$ 20,421,763	\$ 22,048,163	\$ 20,460,799	\$ 22,045,140	\$ 20,084,793	\$ 21,638,831	\$ 20,051,723	\$ 21,638,831
RX Claims/Fees	\$ 4,419,915	\$ 4,324,655	\$ 4,681,921	\$ 4,776,691	\$ 5,115,036	\$ 4,809,518	\$ 5,267,572	\$ 4,547,950	\$ 5,292,907	\$ 4,377,992	\$ 5,320,000	\$ 4,995,314	\$ 5,318,009	\$ 5,037,060	\$ 5,318,009
Dental Claims/Fees	\$ 1,514,835	\$ 1,489,920	\$ 1,582,419	\$ 1,469,751	\$ 1,520,131	\$ 1,470,353	\$ 1,455,068	\$ 1,361,342	\$ 1,399,510	\$ 1,340,623	\$ 1,374,852	\$ 1,350,655	\$ 1,396,891	\$ 1,286,009	\$ 1,396,891
Subtotal Expense	\$ 24,333,120	\$ 25,500,828	\$ 26,527,285	\$ 26,013,484	\$ 27,636,425	\$ 26,791,337	\$ 28,542,480	\$ 26,731,055	\$ 28,740,580	\$ 26,779,414	\$ 28,739,992	\$ 26,430,762	\$ 28,353,731	\$ 26,376,792	\$ 28,353,731
ITT Hartford - Medicare Supplement Retiree Plan	\$ 219,605	\$ 213,834	\$ 207,781	\$ 210,640	\$ 210,640	\$ 210,640	\$ 210,640	\$ 210,640	\$ 210,640	\$ 210,640	\$ 210,640	\$ 205,916	\$ 205,916	\$ 205,916	\$ 205,916
Total Expenses	\$ 24,552,725	\$ 25,714,662	\$ 26,735,066	\$ 26,224,124	\$ 27,847,065	\$ 26,997,977	\$ 28,753,130	\$ 26,941,695	\$ 28,951,220	\$ 26,990,054	\$ 28,950,632	\$ 26,686,678	\$ 28,559,647	\$ 26,582,708	\$ 28,559,647
Cash Balance as of 6/30	\$ 3,973,658	\$ 2,560,864	\$ 1,891,181	\$ 2,409,344	\$ 1,554,104	\$ 1,631,491	\$ 26,436	\$ 1,691,773	\$ 73,382	\$ 1,643,414	\$ 1,21,153	\$ 2,165,387	\$ 739,838	\$ 2,346,068	\$ 920,519
Claims Accrual for Medical, RX and Dental (IBNR)	\$ (1,310,000)	\$ (1,434,000)	\$ (1,428,194)	\$ (1,462,823)	\$ (1,574,349)	\$ (1,506,560)	\$ (1,605,089)	\$ (1,509,119)	\$ (1,616,154)	\$ (1,505,843)	\$ (1,616,071)	\$ (1,486,341)	\$ (1,594,547)	\$ (1,550,000)	\$ (1,666,095)
Net Fund Balance	\$ 2,663,658	\$ 1,126,864	\$ 462,987	\$ 946,221	\$ -	\$ 598,748	\$ 1,578,633	\$ 188,654	\$ 1,689,536	\$ 137,571	\$ 1,737,224	\$ 679,046	\$ 884,709	\$ 796,068	\$ 745,576

OCT 21 2014

Fairfield Public Schools

2014 – 2015

Quarterly Financial Report as of September 30, 2014

Summary

Financial reports for the first quarter of the fiscal year (July, August, September) are always preliminary. The beginning of the school year is typically when expenditures fluctuate as school staff assignments are finalized and salary/benefit costs stabilize. Special education services, supplies and non-public tuition are not well-defined and generally are not solidified until the second quarter or later as we experienced last fiscal year. We are in year two of the transportation contract and unlike last year there is an initial estimate encumbered for regular transportation, however, special education transportation and bus aides have not been estimated or encumbered for the year.

As of September 30, 2014 there is an unencumbered balance of \$18,945,573 with 87.8 % of the budget expended or encumbered. A sizable amount of contractual and/or fixed costs are not encumbered i.e., utilities, general repairs and maintenance, student activity salaries, part-time salaries, various benefits, and instructional materials. A description of each major expense category and its dynamics is provided below along with key factors which impact account balances.

Although special education expenditures are reasonable for this time of year, capital equipment purchases and certain maintenance projects are deferred until later in the year when special education and maintenance expenditures can be more accurately projected.

Personnel Services

Contracted salaries, hourly wages, extra-curricular stipends and substitute pay are the single largest budget classification at 65 % of the budget appropriation or \$100,509,487. The largest balance in this category is for part-time employment including substitutes, staff replacement, and overtime which are paid as needed. Extra-curricular stipends are not encumbered until the appropriate season. There is a total increase of 11.2 FTE's in staffing from 1440.0 FTE's to 1451.2 FTE's. There were additional certified positions of 2.8 FTE's., additional non-certified special education paraprofessional positions of 9.4 FTE's and a decrease of 1.0 FTE for the Sub-Service Clerk position which was outsourced this year. The FTE increase in certified staff is net of various staffing adjustments across the district; 2.3 FTE's impact the general fund and .5 FTE is in a grant. The additional special education paraprofessionals are the result of special education student needs. There are an additional 19.5 teacher retirements than budgeted.

Fixed Charges

An additional 15.4 % of the budget is allocated to employee benefits which have been categorized as fixed charges. This report reflects our contribution to the medical retention fund; however, the contribution to the town pension fund has not been made. Social security and life insurance are paid as incurred throughout the year.

Pupil Personnel Expenses

Special education costs with the exception of salaries, transportation and capital are included in this category. This classification of expenditures is certainly the most volatile as expenses are determined by the special needs of individual students and state excess cost reimbursement for qualifying expenses. The initial excess cost reimbursement which is received in February is based on anticipated costs filed by the Pupil Services in December. The first quarter report indicates a negative balance of approximately \$170,000 in pupil personnel expenses, however, contractual expenses i.e., occupational and physical therapy and unidentified costs are not accounted for in that number. Excess cost reimbursement which will offset a portion of these costs is budgeted at \$2.7 million but we will not have a more definitive number until December. The final status of this category is impossible to determine until much later in the year.

School Expenses

These expenditures support instruction and activities at the building level and include supplies, materials, textbooks, copying, sports and other activities. There is a remaining balance of approximately 57 % in this category which is reasonable with only one month of school activity in this quarter.

Support Expenses

Program implementation, centrally funded instructional programs, non-special education tuition and central support operations are included here. Program implementation and instructional supplies/materials expenses are incurred in the same manner as school expenses. Professional / Technical, maintenance services (software/network maintenance), security and postage indirectly support school operations and are expended on a contractual or as-needed basis.

Maintenance/Operation/Transportation

Maintenance, operations and transportation account for 10 % of the total budget. Preliminary encumbrances for transportation are included in this report except for special education transportation.

Nearly 25 % of the budget in this category is designated for utilities. Utility costs are not encumbered and are paid as incurred. Electric and heating costs are impossible to project this early in the year. We do know electricity was recently purchased at a slightly higher rate than budgeted for the January to June period. Although the first six months of the fiscal year were budgeted at a contractual rate, it is impossible to forecast the overall impact on the budget as usage is a variable for the remaining 10 months.

The budget of \$ 3.6 million for maintenance services is for preventative maintenance, repairs and major maintenance projects. Approximately \$230,000 in maintenance projects are in abeyance as a budgetary precaution. Regardless of the budget these projects would typically be scheduled later in the year. Other contractual services have been encumbered but general repair and maintenance accounts are expended as needed.

Capital

The capital budget totals approximately \$1.8 million and approximately 72% of the funding has been expended or encumbered. Certain equipment purchases were more urgent this quarter since they were deferred last fiscal year due to the budget freeze. Whenever possible, capital purchases will be postponed until the 3rd Quarter as another precautionary measure.

Submitted: October 16, 2014

Doreen T. Munsell

Statement of Account - Summary by Major Classification

10/3/2014 1:39:16 PM

Fairfield Public Schools

Fiscal Year 2014-2015

Major Classification	Appropriation As Adopted	Spec Approp and Transfers	Appropriation Amended	Total Expenditures	Outstanding Encumbrance	Outstanding Requisitions	Unencumbered Balance	% Used
Personnel Services	100,509,487.00	(\$22,202.00)	100,487,285.00	\$10,699,902.02	\$84,823,076.22	\$0.00	\$4,964,306.78	95.06%
Fixed Charges	\$23,949,135.00	\$0.00	\$23,949,135.00	\$20,772,598.14	\$0.00	\$0.00	\$3,176,536.86	86.74%
Pupil Personnel Expense	\$6,811,158.00	\$0.00	\$6,811,158.00	\$2,374,222.03	\$4,605,076.08	\$581.90	(\$168,722.01)	102.48%
School Expenses	\$2,692,906.00	\$0.00	\$2,692,906.00	\$415,479.23	\$734,355.75	\$11,913.90	\$1,531,157.12	43.14%
Support Expenses	\$3,608,688.00	\$22,202.00	\$3,630,888.00	\$1,138,286.01	\$840,051.01	\$1,786.02	\$1,650,764.96	54.54%
Maint/Oper/Trans	\$16,322,899.00	\$0.00	\$16,322,899.00	\$1,809,212.68	\$6,799,891.95	\$428,901.00	\$7,284,893.37	55.37%
Capital	\$1,823,780.00	\$0.00	\$1,823,780.00	\$822,438.60	\$484,475.52	\$10,229.94	\$506,635.94	72.22%
Grand Total	\$155,718,051.00	\$0.00	155,718,051.00	\$38,032,138.71	\$98,286,926.53	\$453,412.76	\$18,945,573.00	87.83%

Statement of Account - Summary by Major Classification and Summary Object

10/3/2014 1:39:33 PM

Fairfield Public Schools
Fiscal Year 2014-2015

Major Classification Summary Object	Appropriation As Adopted	Spec Approp and Transfers	Appropriation Amended	Total Expenditures	Outstanding Encumbrance	Outstanding Requisitions	Unencumbered Balance	% Used
Personnel Services								
101 TEACHING STAFF	\$68,921,138.00	(\$1,374,848.00)	\$67,546,290.00	\$5,392,841.59	\$62,153,116.91	\$0.00	\$331.50	100.00%
103 CERTIFIED SUPPORT STAFF	\$6,303,191.00	\$12,232.00	\$6,315,423.00	\$499,304.51	\$5,818,259.43	\$0.00	(\$2,140.94)	100.03%
105 SCHOOL ADMINISTRATION STAFF	\$5,495,738.00	(\$74,232.00)	\$5,421,506.00	\$1,370,217.34	\$4,051,288.10	\$0.00	\$0.56	100.00%
107 CENTRAL ADMINISTRATION STAFF	\$1,052,097.00	\$19,198.00	\$1,071,295.00	\$267,824.41	\$803,470.59	\$0.00	\$0.00	100.00%
109 DIRECTOR/SUPERVISOR/MANAGER	\$699,249.00	(\$83,702.00)	\$615,547.00	\$153,886.43	\$461,659.93	\$0.00	\$0.64	100.00%
111 SECRETARIAL/CLERICAL STAFF	\$3,220,423.00	\$116,659.00	\$3,337,082.00	\$587,132.63	\$2,749,949.27	\$0.00	\$0.10	100.00%
113 PARAPROFESSIONAL STAFF	\$3,075,932.00	(\$109,134.00)	\$2,966,798.00	\$249,625.68	\$2,716,962.64	\$0.00	\$209.68	99.99%
115 CUSTODIAN STAFF	\$3,665,167.00	(\$102,892.00)	\$3,562,275.00	\$881,751.08	\$2,680,519.53	\$0.00	\$4.39	100.00%
117 MAINTENANCE STAFF	\$968,953.00	(\$55,963.00)	\$912,990.00	\$230,034.12	\$682,957.47	\$0.00	(\$1.59)	100.00%
121 SUPPORT STAFF	\$1,182,226.00	\$29,141.00	\$1,211,367.00	\$249,843.15	\$961,524.67	\$0.00	(\$0.82)	100.00%
123 INFO TECH SUPPORT STAFF	\$837,063.00	\$649.00	\$837,712.00	\$186,699.61	\$651,011.07	\$0.00	\$1.32	100.00%
125 SE TRAINER STAFF	\$701,119.00	(\$15,425.00)	\$685,694.00	\$161,651.20	\$524,045.73	\$0.00	(\$2.93)	100.00%
129 PART-TIME EMPLOYMENT	\$2,614,711.00	(\$22,202.00)	\$2,592,509.00	\$469,090.27	\$410,046.26	\$0.00	\$1,713,372.47	33.91%
131 WAGE/BENEFIT RESERVE	\$754,953.00	(\$209,447.00)	\$545,506.00	\$0.00	\$0.00	\$0.00	\$545,506.00	0.00%
133 STAFF REPLACEMENT	(\$460,000.00)	\$2,017,634.00	\$1,557,634.00	\$0.00	\$0.00	\$0.00	\$1,557,634.00	0.00%
135 DEGREE CHANGES	\$181,800.00	(\$169,870.00)	\$11,930.00	\$0.00	\$0.00	\$0.00	\$11,930.00	0.00%
307 OTHER SERVICES	\$1,295,727.00	\$0.00	\$1,295,727.00	\$0.00	\$158,264.62	\$0.00	\$1,137,462.38	12.21%
Total for Personnel Services	100,509,487.00	(\$22,202.00)	100,487,285.00	\$10,699,902.02	\$84,823,076.22	\$0.00	\$4,964,306.76	95.06%
Fixed Charges								
201 HEALTH INSURANCE	\$19,277,991.00	\$0.00	\$19,277,991.00	\$19,274,241.00	\$0.00	\$0.00	\$3,750.00	99.98%
203 LIFE/DISABILITY INSURANCE	\$263,815.00	\$0.00	\$263,815.00	\$65,816.29	\$0.00	\$0.00	\$197,998.71	24.95%
205 SOCIAL SECURITY	\$2,178,329.00	\$0.00	\$2,178,329.00	\$328,059.73	\$0.00	\$0.00	\$1,850,269.27	15.06%
207 PENSION/RETIREMENT	\$2,229,000.00	\$0.00	\$2,229,000.00	\$1,104,481.12	\$0.00	\$0.00	\$1,124,518.88	49.55%
Total for Fixed Charges	\$23,949,135.00	\$0.00	\$23,949,135.00	\$20,772,598.14	\$0.00	\$0.00	\$3,176,536.86	86.74%
Pupil Personnel Expense								
301 INSTRUCTIONAL SERVICES	\$80,000.00	\$0.00	\$80,000.00	\$3,551.12	\$0.00	\$0.00	\$76,448.88	4.44%
303 PUPIL PERSONNEL SERVICES	\$1,250,487.00	\$0.00	\$1,250,487.00	\$273,496.03	\$544,547.44	\$0.00	\$432,443.53	65.42%
307 OTHER SERVICES	\$334,100.00	\$0.00	\$334,100.00	\$106,329.76	\$156,247.99	\$0.00	\$71,522.25	78.59%
315 RENTALS	\$14,350.00	\$0.00	\$14,350.00	\$13,697.00	\$0.00	\$0.00	\$653.00	95.45%
317 STUDENT TRANSPORTATION	\$151,277.00	\$0.00	\$151,277.00	\$0.00	\$0.00	\$0.00	\$151,277.00	0.00%
319 CONFERENCE & TRAVEL	\$34,102.00	\$0.00	\$34,102.00	\$765.76	\$16,035.78	\$0.00	\$17,300.46	49.27%
327 PRINTING/COPYING	\$6,800.00	\$0.00	\$6,800.00	\$983.65	\$5,815.94	\$0.00	\$0.41	99.99%
329 TUITION	\$4,888,807.00	\$0.00	\$4,888,807.00	\$1,965,221.80	\$3,850,220.62	\$0.00	(\$926,635.42)	118.95%
401 INSTRUCTIONAL SUPPLS/MATLS	\$30,000.00	\$0.00	\$30,000.00	\$3,713.80	\$27,847.29	\$581.90	(\$2,142.99)	107.14%
404 SPLS, BKS, MATLS-DIST SUPPORT	\$16,500.00	\$0.00	\$16,500.00	\$3,657.78	\$559.12	\$0.00	\$12,283.10	25.56%
411 TEXTBOOKS	\$3,000.00	\$0.00	\$3,000.00	\$2,086.65	\$3,676.70	\$0.00	(\$2,763.35)	192.11%
415 OTHER SUPPLIES/MATERIALS	\$1,000.00	\$0.00	\$1,000.00	\$450.68	\$50.20	\$0.00	\$499.12	50.09%
601 DUES AND FEES	\$735.00	\$0.00	\$735.00	\$268.00	\$75.00	\$0.00	\$392.00	46.67%
Total for Pupil Personnel Expense	\$6,811,158.00	\$0.00	\$6,811,158.00	\$2,374,222.03	\$4,605,076.08	\$581.90	(\$168,722.01)	102.48%

Statement of Account - Summary by Major Classification and Summary Object

10/3/2014 1:39:33 PM

Fairfield Public Schools
Fiscal Year 2014-2015

Major Classification Summary Object	Appropriation As Adopted	Spec Approp and Transfers	Appropriation Amended	Total Expenditures	Outstanding Encumbrance	Outstanding Requisitions	Unencumbered Balance	% Used
School Expenses								
129 PART-TIME EMPLOYMENT	\$18,799.00	\$0.00	\$18,799.00	\$0.00	\$0.00	\$0.00	\$18,799.00	0.00%
301 INSTRUCTIONAL SERVICES	\$6,000.00	\$300.00	\$6,300.00	\$1,530.00	\$0.00	\$0.00	\$4,770.00	24.29%
307 OTHER SERVICES	\$67,955.00	\$0.00	\$67,955.00	\$653.58	\$602.46	\$0.00	\$66,698.96	1.85%
315 RENTALS	\$59,488.00	\$0.00	\$59,488.00	\$0.00	\$0.00	\$0.00	\$59,488.00	0.00%
317 STUDENT TRANSPORTATION	\$42,123.00	\$0.00	\$42,123.00	\$74.15	\$12,225.85	\$0.00	\$29,823.00	29.20%
319 CONFERENCE & TRAVEL	\$61,165.00	\$0.00	\$61,165.00	\$4,891.48	\$2,250.00	\$0.00	\$54,023.52	11.68%
327 PRINTING/COPYING	\$257,848.00	\$0.00	\$257,848.00	\$36,884.71	\$186,001.60	\$0.00	\$34,961.69	86.44%
400 SUPPLIES, BOOKS & MATERIALS	\$1,518,655.00	(\$550.00)	\$1,518,105.00	\$302,236.09	\$378,136.11	\$11,413.90	\$826,318.90	45.57%
402 INSTRUCTIONAL SPLS-DIST SUPPRT	\$41,000.00	\$0.00	\$41,000.00	\$6,364.08	\$20,394.44	\$0.00	\$14,241.48	65.26%
409 STUDENT ACTIVITY EXPENSES	\$576,290.00	\$0.00	\$576,290.00	\$41,226.28	\$130,238.91	\$0.00	\$404,824.81	29.75%
415 OTHER SUPPLIES/MATERIALS	\$19,172.00	\$250.00	\$19,422.00	\$1,163.89	\$4,430.38	\$500.00	\$13,327.73	31.38%
601 DUES AND FEES	\$24,411.00	\$0.00	\$24,411.00	\$20,454.97	\$76.00	\$0.00	\$3,880.03	84.11%
Total for School Expenses	\$2,692,906.00	\$0.00	\$2,692,906.00	\$415,479.23	\$734,355.75	\$11,913.90	\$1,531,157.12	43.14%
Support Expenses								
301 INSTRUCTIONAL SERVICES	\$55,174.00	\$0.00	\$55,174.00	\$10,693.76	\$7,162.13	\$0.00	\$37,318.11	32.36%
305 PROFESSIONAL/TECHNICAL SVCS	\$569,336.00	\$0.00	\$569,336.00	\$1,721.38	\$401,827.98	\$0.00	\$165,786.64	70.88%
307 OTHER SERVICES	\$2,100.00	\$22,202.00	\$24,302.00	\$9,090.00	\$17,371.00	\$0.00	(\$2,159.00)	108.88%
309 SECURITY SVCS/EXPENSES	\$300,000.00	\$0.00	\$300,000.00	\$23,214.25	\$66,367.71	\$960.00	\$209,458.04	30.18%
313 MAINTENANCE SERVICES	\$563,263.00	\$0.00	\$563,263.00	\$293,333.59	\$156,644.00	\$0.00	\$113,285.41	79.89%
319 CONFERENCE & TRAVEL	\$44,900.00	\$0.00	\$44,900.00	\$5,776.82	\$29,057.99	\$0.00	\$10,065.19	77.58%
321 PROFESSIONAL DEVELOPMENT	\$605,886.00	\$0.00	\$605,886.00	\$176,659.20	\$8,633.80	\$0.00	\$420,593.00	30.58%
323 POSTAGE	\$88,207.00	\$0.00	\$88,207.00	\$45,065.07	\$11,634.93	\$0.00	\$31,507.00	64.28%
325 PERSONNEL/RECRUITMENT EXP	\$26,000.00	\$0.00	\$26,000.00	\$21,689.47	\$150.00	\$0.00	\$4,160.53	84.00%
327 PRINTING/COPYING	\$80,350.00	\$0.00	\$80,350.00	\$12,384.81	\$43,280.70	\$0.00	\$24,684.49	69.28%
329 TUITION	\$353,706.00	\$0.00	\$353,706.00	\$0.00	\$0.00	\$0.00	\$353,706.00	0.00%
401 INSTRUCTIONAL SUPPLS/MATLS	\$697,414.00	\$0.00	\$697,414.00	\$472,166.38	\$65,137.66	\$826.02	\$159,283.94	77.16%
403 OFFICE/GENERAL SUPPLIES	\$14,500.00	\$0.00	\$14,500.00	\$2,112.08	\$7,869.07	\$0.00	\$4,518.85	68.84%
404 SPLS, BKS, MATLS-DIST SUPPORT	\$13,500.00	\$0.00	\$13,500.00	\$2,073.79	\$6,404.51	\$0.00	\$5,021.70	62.80%
411 TEXTBOOKS	\$5,330.00	\$0.00	\$5,330.00	\$0.00	\$251.80	\$0.00	\$5,078.20	4.72%
415 OTHER SUPPLIES/MATERIALS	\$127,770.00	\$0.00	\$127,770.00	\$21,202.41	\$13,997.93	\$0.00	\$92,569.66	27.55%
424 OTHER SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$4,259.80	\$0.00	\$3,740.20	53.25%
601 DUES AND FEES	\$53,250.00	\$0.00	\$53,250.00	\$41,103.00	\$0.00	\$0.00	\$12,147.00	77.19%
Total for Support Expenses	\$3,608,686.00	\$22,202.00	\$3,630,888.00	\$1,138,286.01	\$840,051.01	\$1,786.02	\$1,650,764.96	54.54%
Maint/Oper/Trans								
305 PROFESSIONAL/TECHNICAL SVCS	\$70,000.00	\$0.00	\$70,000.00	\$3,050.00	\$3,100.00	\$1,700.00	\$62,150.00	11.21%
311 UTILITY SERVICES	\$4,030,828.00	\$0.00	\$4,030,828.00	\$821,097.44	\$220,691.18	\$0.00	\$2,989,039.38	25.85%
313 MAINTENANCE SERVICES	\$3,587,507.00	\$0.00	\$3,587,507.00	\$759,619.79	\$1,514,273.46	\$30,648.00	\$1,282,965.75	64.24%
317 STUDENT TRANSPORTATION	\$7,756,653.00	\$0.00	\$7,756,653.00	\$34,422.80	\$4,853,033.92	\$390,553.00	\$2,478,643.28	68.04%
319 CONFERENCE & TRAVEL	\$35,905.00	\$0.00	\$35,905.00	\$4,696.29	\$27,939.06	\$0.00	\$3,269.65	90.89%
321 PROFESSIONAL DEVELOPMENT	\$65,795.00	\$0.00	\$65,795.00	\$10,974.86	\$4,000.00	\$0.00	\$50,820.14	22.76%
424 OTHER SUPPLIES	\$315,211.00	\$0.00	\$315,211.00	\$80,718.49	\$35,719.63	\$0.00	\$198,772.88	36.94%
429 MAINTENANCE/REPAIR SUPPLIES	\$461,000.00	\$0.00	\$461,000.00	\$94,633.01	\$141,134.70	\$6,000.00	\$219,232.29	52.44%
Total for Maint/Oper/Trans	\$16,322,899.00	\$0.00	\$16,322,899.00	\$1,809,212.68	\$6,799,891.95	\$428,901.00	\$7,284,893.37	55.37%
Capital								
501 CAPITAL OUTLAY	\$295,512.00	\$0.00	\$295,512.00	\$35,787.60	\$44,707.24	\$8,980.94	\$206,036.22	30.28%
503 TECHNOLOGY	\$1,528,268.00	\$0.00	\$1,528,268.00	\$786,651.00	\$439,768.28	\$1,249.00	\$300,599.72	80.33%
Total for Capital	\$1,823,780.00	\$0.00	\$1,823,780.00	\$822,438.60	\$484,475.52	\$10,229.94	\$506,635.94	72.22%
Grand Total	155,718,051.00	\$0.00	155,718,051.00	\$38,032,138.71	\$98,286,926.53	\$453,412.76	\$18,945,573.00	87.83%

OCT 21 2014

**Special Meeting Notes
Fairfield BoE; September 23, 2014**

Call to order and Roll Call

Chairman Philip Dwyer called the Special meeting to order at 7:10PM. Present were members Eileen Liu-McCormack (arrived 7:19PM), John Llewellyn, John Convertito, Jessica Gerber, Philip Dwyer, and Donna Karnal. Jennifer Maxon-Kennelly, Paul Fattibene and Marc Patten were not present. Also present was Mrs. Ann Leffert and Mr. Donald Houston.

Convene to Executive Session

Mr. Convertito moved/Mr. Llewellyn seconded the recommended motion: "that the Board of Education convene to Executive Session to discuss records, reports and statements of strategy or negotiations with respect to collective bargaining in accordance with Connecticut General Statute CGS 1-210(b)(9); and invite Mr. Donald Houston and Mrs. Ann Leffert as appropriate."

Motion passed 5-0 (Mrs. Liu-McCormack was not present for this vote).

The Board came out of Executive session at 7:30PM

Adjournment

Ms. Karnal moved/Mrs. Gerber seconded "that this Special Meeting of the Board of Education adjourn" Motion passed 6-0. Meeting adjourned at 7:30PM.

Regular Meeting Minutes
Fairfield BoE; September 23, 2014

ENCLOSURE NO. 5

OCT 21 2014

NOTICE: A full meeting recording can be obtained from Fairfield Public Schools. Please call 203-255-8371 for more information and/or see the FPS website (under Board Meeting Minutes) for a link to FAIRTV.

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

Chairman Philip Dwyer called the Regular meeting to order at 7:32PM. Present were members Eileen Liu-McCormack, John Convertito (left 10:40PM), Donna Karnal, Jessica Gerber, Philip Dwyer, Jennifer Maxon-Kennelly (arrived 10:06PM), John Llewellyn and Marc Patten. Paul Fattibene was not present. Others present were Superintendent David Title, members of the Central Office Leadership Team, and approximately 40 members of the public.

Public Comment

Edward Peruta, Legal Investigator for Attorney Baird: September 4 incident.
Jenny Gillis, Nichols Street: Whitsons pricing, administrative positions.
Wendy Bentivegna, Village Lane: RYASAP survey.
Tricia Donovan, Fairfield resident: Food in school setting.
Trudy Durell, Fairfield Resident, Holland Hill renovation timeline.
Lisa Davy, District 8: RYASAP survey.
Rachel Baird, attorney: Freedom of Information request.

Mr. Dwyer mentioned that the BOE will be discussing the capital plan through next spring.

Presentations

School Data Team Presentation

Dr. Title reviewed the developmental rubric and model of data analysis for data teams, and explained that data teams are happening in various stages throughout the district.

Mrs. McGoey, Stratfield School Principal, presented the data team process that is ongoing at Stratfield. This includes instructional rounds, problem of practice, school improvement plan development, data teams, and systems of support. Two Stratfield teachers, Ms. Schmidt and Ms. Naiburg explained how the process works at the teacher level, which includes support from curriculum leaders Mike Rafferty and Walter Wakeman. Mrs. McGoey said that support is also offered through the PK-12 Leadership meetings, embedded professional development, and school visits from Dr. Cutaia-Leonard and Dr. Title. She added that the goal is to reach the exemplary stage.

Mr. Dwyer asked where this ranked in quality and effectiveness in terms of a workshop; the teachers responded that seeing the process modeled in a live classroom is very effective.

Mrs. Liu-McCormack asked if this was a new process, when it had started. She asked for hard examples, details on instructional changes, and asked when things had been seen during rounds that could be done differently, inquired about effectiveness, how to measure if changes made were successful, asked for tangible example in math, what strategies were used when staff had identified issues that needed to be changed. Dr. Title said he implemented this process in the fall of 2011. Ms. Naiburg gave specifics on implementing higher level questioning skills and character analysis. Mrs. McGoey added that benchmark reading assessments are used; the need to expand questions was an identified issue. Mrs. McGoey explained how working with Walter Wakeman helped to expand strategies for math.

Mrs. Gerber asked if schools that partner together might change from year to year and was told yes.

Mr. Llewellyn thanked the staff for sharing, asked for details on embedded professional development, whether it is modeling in front of students or modeling in front of other teachers; and asked about when PD is done across schools are teachers giving guidance to one another and also asked whether a transition to i-Ready will feed directly into data teams. Mrs. McGoey provided detail on lessons modeled by curriculum leaders in live classrooms and added that the i-Ready test will be a data point.

Mr. Patten asked whether similar Problems of Practice will group schools together for professional development and was told yes. Dr. Title added that this is the first year this has been done at the elementary level.

Mr. Convertito asked whether the RYASAP survey will be used in data teams. Dr. Title mentioned that this will be included via the school climate survey and will be used for the school improvement plan to improve school climate. Mrs. Liu-McCormack asked if the district gave any thought to accepting parent input in the data team process. Dr. Title responded that it would be most helpful for principals to share the outcome with parents, such as any identified gaps in practice.

Mr. Dwyer took a moment of personal privilege to thank Dr. Cutaia-Leonard for all her work in the district before she moves on as Superintendent in Region 14; all Board members present wished her the best of luck. Ms. Anziano, Riverfield Principal, presented Dr. Cutaia-Leonard with a bouquet of flowers and spoke to the highlights of Dr. Cutaia-Leonard's career including aligned curriculum, revised progress reports, data team implementation, expanded PreK program, and full-day Kindergarten among many others. Dr. Cutaia-Leonard thanked the team, the Board, and all the parents she has worked with during her seven years with the district.

RYASAP Survey

Mr. Francis and Ms. Weidema-Lewis presented the RYASAP Survey results via Powerpoint presentation. Both emphasized the idea of focusing on assets. The powerpoint and overall report will be made available to the public on RYASAP's website. It was suggested that the alcohol trend data is declining in part due to the 9th grade forum. Survey data is used to obtain grants, aid in curriculum, and help with prevention efforts.

Mr. Patten would like to see more comparisons over time, similar to the alcohol trend comparison.

Mr. Llewellyn thanked the presenters and asked if trend data could be broken down by school, and if schools are able to validate certain student responses, for instance the question regarding students getting A's. He asked if any delta more than 5% should be something to look at. Mrs. Weidema-Lewis said that trend data cannot be seen by school, but by grade level. Mr. Francis added that it would be possible to validate certain student data, but said self-reporting is accurate within 5%; a small number of surveys are thrown out due to bad data.

Mrs. Gerber asked if alcohol use is broken down by grade level, and was told it can be seen by grade in the large report, which will soon be available on the website

Ms. Karnal questioned the four core measures and the overall purpose of the survey. Ms. Weidema-Lewis responded that the federal government is interested in these measures; this information is used to obtain grants; the purpose is to give a profile of young people. Ms. Campbell, FWHS director of Pupil and Counseling Services, added that the data is used in many different ways with a focus on prevention.

Mr. Convertito asked if there is a means to identify students who self-identify with no assets. Ms. Leonardi gave some examples of how students with anxiety and depression could be screened and helped, as there are a number of behaviors to look for; the school guidance office is an excellent resource for this.

Mrs. Liu-McCormack asked whether the data could be compared with other Southern Fairfield County districts, to see if things are very low in Fairfield or very high, in comparison to other places, because this information could be very valuable, and was told that districts tend to publish their own data on their websites; nationally aggregated data is available on the Search Institute's website.

Mrs. McCarthy-Vahey commented that the Fairfield Cares and Fairfield Public Schools' partnership is taken very seriously, and thanked the Board.

Mr. Dwyer maintained that the overall purpose of the survey is to design and develop programs to help kids and families become stronger.

Old Business

Approval of Policy 5119-Students-Student Discipline – Suspension/Expulsion.

Mr. Convertito moved, Mrs. Gerber that the Board of Education approve Policy 5119 –Students-Student Discipline – Suspension/Expulsion.

Motion Passed: 7-0

Mr. Llewellyn was not in the room for the vote.

Approval of Policy 5510 – Students—Welfare – Health Assessments

Mr. Convertito moved, Mrs. Gerber seconded that the Board of Education approve Policy 5510- Students-Welfare – Health Assessments.

Motion Passed 8-0

Approval of Minutes

Approval of Minutes of September 9, 2014 Regular Meeting

Mrs. Maxon-Kennelly moved, Mrs. Gerber seconded that the Board of Education approve the Minutes of the **Regular Meeting** of September 9, 2014.

Motion Passed 7-0,

Mr. Convertito was not in the room for the vote.

Superintendent's Report

Dr. Title referenced a September 2014 Money Magazine article referring to Fairfield schools as being among the state's best, with Fairfield Ludlowe and Fairfield Warde ranked in the top 25 high schools in the state, which contributed to Fairfield being ranked in the 'Top 50 Best Places to Live 2014'.

Dr. Title mentioned that more than 50% of new hires were experienced teachers, and there was no change in policy regarding bachelor degrees. October 1 Enrollment data including actual vs. projected, will be provided to the Board as soon as it is available after October 1. He will also be contacting CABE regarding any legal obligations related to the Strategic School Profile Report.

Mrs. Liu-McCormack asked for an update on the Physics teacher situation.

Mr. Llewellyn requested more information on i-Ready and its use with ELA, and requested additional discussion regarding the climate survey that was received in the Board Friday packet; he felt the survey should be Board approved, he asked Dr. Title to clarify that the Board does not need to approve the survey, and questioned the anonymity of survey administration through Infinite Campus. He expressed his belief that all materials sent to Board members should be part of the agenda if the Board wants. Ms. Leonardi responded that the climate survey will be available for review for parents for 2 weeks prior to its dissemination.

Committee/Liaison Reports

Mrs. Liu-McCormack reported that work on the Ad-hoc By-Law committee is ongoing and has had some public attendance, to provide broader context. The committee is planning on lifting language directly from CABE and will clarify the language regarding the strategic plan and short term goals and objectives. The next meeting is expected to take place on October 11, hoping to provide a draft for the Board. She encouraged the public to attend. She also reported that she is waiting for the budget season to begin to give updates from the Board of Finance meetings.

Mrs. Gerber reported that the Parks and Rec had a successful summer playground season, there is a new Kindergarten soccer program and a new marina manager. Regarding the Osborn Hill Building Committee, the windows have been replaced, there is a temporary floor in place in some of the hallways, the gym is in the process of being remediated and the remainder of the windows will be replaced next summer. Regarding Fairfield Ludlowe, the roof is being re-bid and bids go out next month for the cafeteria/classroom expansion.

Mrs. Maxon-Kennelly stated that the PTAC had their first meeting.

Mr. Llewellyn CES has its second meeting coming up, no meetings over the summer, so nothing to update

Mr. Patten reported that the RTM continues to discuss the Penfield Pavilion and RTM redistricting. Riverfield meeting was canceled for September, will meet again October.

Mr. Dwyer reported on the Board of Health nursing services at the high school, and services to the town. As bargaining unit liaison, Mr. Dwyer has not received any requests for meetings with the BOE outside of negotiations.

Open Board Comment

Mr. Llewellyn stated that it would be beneficial to understand educational achievements gained from a high school schedule change since it is now a Board goal. He asked if the consultants who are working on the plan can show how other districts have benefitted from this. He said that if the Board isn't doing it to achieve better learning and success then perhaps it should consider pushing it out.

Mrs. Gerber noted that Fairfield Living magazine features several Fairfield students and highlights their achievements in academics, arts and sports.

Ms. Karnal asked for a follow-up on Mr. Fattibene's suggestion for lunch with the Superintendent and requested the non-profit National Executive Service Corps be invited to present to the Board since she saw them at a nearby town's BoE meeting and was impressed by them.

Mrs. Liu-McCormack requested an update on the science teachers at the high school, i-Ready, and tech time curriculum based on feedback she was receiving.

Adjournment

Mrs. Maxon-Kennelly moved, Mr. Llewellyn seconded that the Regular Meeting of the Board of Education adjourn.

Motion Passed: 7-0

Mr. Convertito was not in the room for the vote.

Meeting adjourned 10:55 pm.

*Respectfully Submitted
Jessica Gerber
Fairfield Public Schools
Secretary*

OCT 21 2014

Board of Education
By-Law Ad-Hoc Committee Recommendation
October 21, 2014

Committee members:

Eileen McCormack, Committee Chair
Donna Karnal
John Llewellyn

Meetings:

September 6, 11, 20 and October 11, 2014
Location: Fairfield Public Library – Room D
1080 Post Road

Committee Purpose:

The Ad Hoc By-laws Review Advisory Committee (“Committee”) is limited to the review and revision, as the committee deems appropriate, the following specific by-laws sections: Article I, Section 1, Paragraph B and a new by-law proposed as Article IV, Section TBD.

-Short term Goals, Objectives and Action Plans. The committee will consider the concepts advanced through Enclosures 7 and 8 of the May 15th agenda, which are attached and become part of this commission statement. The Committee may consider other documents germane to the issues of Board Responsibilities and Strategic Planning.

Recommendation:

The committee reviewed and revised the three proposed By-Law Amendments as put forth below by the Ad Hoc Committee. The recommendations are based upon the examination of Board of Education Goals and Objectives from other high achieving districts, input received from members of the public, Administration, CABE and CES. A CABE senior attorney deemed it appropriate to include these concepts within the BOE By-Laws as they govern how the Board of Education operates. These proposed By-Law Amendments do not address the role of the Superintendent as BOE By-Laws are focused on the operation of the Board of Education only.

The Responsibilities of the Board language is recommended to be replaced with 2013 CAFE language that more fully communicates the scope of the role of the Board including context. We were careful to understand that the Responsibilities of the Board were to define the governance of the Board as a whole and not the individual actions of Board members outside of official Board sessions. The CAFE language utilized in the proposed By-Laws focuses strictly on the School Board and clearly defines the charge of the School Board. The language offers better specificity in its role for the benefit of current and future School Boards.

In considering By-Law language amendments, it was beneficial to be reminded of the following primary purpose of the Board of Education which was highlighted within the CAFE literature examined:

“It’s All About Student Achievement

Local board of education members are besieged with numerous competing issues; student discipline, budget, problems with school buses and negotiating teacher contracts are just a few examples. It is easy to forget that the primary purpose of a board of education is to ensure high achievement for all students. Board members must keep this in mind to ensure that board meetings stay focused on student learning and that other discussions do not overshadow the most important task. “ Source CAFE 2013

The committee believes that the changes in the By-Law amendments proposed will facilitate the district’s educational goal of improving and progressing student learning offered within the Fairfield Public Schools. The amendments to the By-Laws will enable the Board of Education to become more effective in attaining the district’s educational goals.

Proposal A

Motion to Amend By-Law

Article I - Responsibilities and Authority

8100- Responsibilities of the Board

Rationale: Amendment Proposal of By-Law 8100 items 1-5 attempts to restore specificity and accountability back to the Board of Education function by simply going back to CABE (Connecticut Association of Boards of Education) language that clearly and concisely defines the function of Boards of Education [see <http://www.cabe.org/page.cfm?p=64> : **"So You Want to be a School Board Member"**].

Existing Language for 8100, para. B:

RESPONSIBILITIES OF THE BOARD

8100

B. The Board shall:

1. Employ an able and qualified Superintendent of Schools (the "Superintendent").
2. Adopt policies to govern the operation of the School District.
3. In collaboration with the administration, communicate the School District's educational program to the community.
4. Keep apprised of, evaluate and attend to the School District's present and future educational needs as recommended by the administration
5. Propose an annual budget and capital improvement project request and advocate for its passage.
6. Take any further action as may be required by State Law.

Amended Proposal A, 8100- Responsibilities of the Board, para B, reads: Vote: 3-0

RESPONSIBILITIES OF THE BOARD

8100

B . The Fairfield Board of Education shall have the following functions:

- ***Building public support and understanding of public education. This means communicating and interpreting the school district's mission to the public, listening to the community, and when appropriate, incorporating citizens' views into the discussions and actions of the Board***
- ***Implementing state and federal legislation on the local level***
- ***Working to develop ~~Developing~~ trust with municipal officials. ~~is increasingly important~~***
- ***Developing, implementing and monitoring the district's policies, including short and long-term goals. These policies serve as the road map for the school district. They give direction to the administration and staff and become the foundation for accountability.***
- ***Selecting, retaining and evaluating the superintendent of schools, who serves as the district's chief executive officer and implements board policy. Perhaps no single decision a board makes has more impact than the selection of the superintendent***
- ***Developing, in collaboration with the Superintendent, approving and monitoring implementation of the budget. The budget provides resources for the educational priorities of the school district***
- ***Serving as the impartial hearing panel on such issues as terminations and grievances***

Proposal B

Motion to Amend By-Law

Article IV – Methods of Operation 8400

to Add NEW Board of Education By-law 8450:

Short Term Goals, Objectives and Action Plans

Rationale: This amendment's purpose is to more clearly define the process by which the Board of Education, in cooperation with the Superintendent, shall operate in setting its short term priorities for the year via measurable goals, objectives, and action plans. This provides an orderly process by which to clearly assess the District's effectiveness at driving performance improvement through its policies, with Student Achievement always being the priority.

Existing Language for 8450: *None*

Amended Proposal B, 8450 reads: *vote 3-0*

Short Term Goals, Objectives and Action Plans

- 1. The Board of Education shall formulate and approve, no later than the first meeting in June, specific Short Term Goals and Objectives which define the District's priorities for the following academic school year, with related Action Plans formulated in collaboration with the Superintendent by the start of the academic school year.*
- 2. The Board of Education Short Term BOE Goals, Objectives and Action Plans shall be in alignment with the BOE mission statement, long term educational goals ("Long Term Goals"), as well as the school district's 5 year Strategic Plan*
- 3. **Board of Education annual Short Term Goals and Objectives shall address a) Student Achievement, b) Fiscal Management, c) Board of Education Effectiveness, d) Human Resources e) Facilities and f) Other Special Objectives.*
- 4. These BOE Goals, Objectives and Action Plans shall strive to be specific, measurable, achievable, relevant and define a specific time frame.*
- 5. The Board of Ed shall in collaboration with the Superintendent review progress towards achieving the stated short term goals and objectives in each December, March, and June, respectively*
- 6. The Board of Education shall review every December, March and June, respectively, reports by District and individual schools, to include measurable results related to School Climate and student achievement in all subjects.*

Comment:

****See attachment for other District's Board of Education Goals, Objectives and Action Plans for illustrative purposes that hold similar or identical topics**

http://www.darienps.org/current/board_of_ed/districtgoalsandobjsapproved.pdf

http://www.westport.k12.ct.us/media/boe_goals_final_sept_10_2012mtg.pdf

<http://www.hicksvillepublicschools.org/Page/8489>

Proposal B

Motion to Amend By-Law

Article IV – Methods of Operation 8400

to Add NEW Board of Education By-law 8460:

Strategic Plan

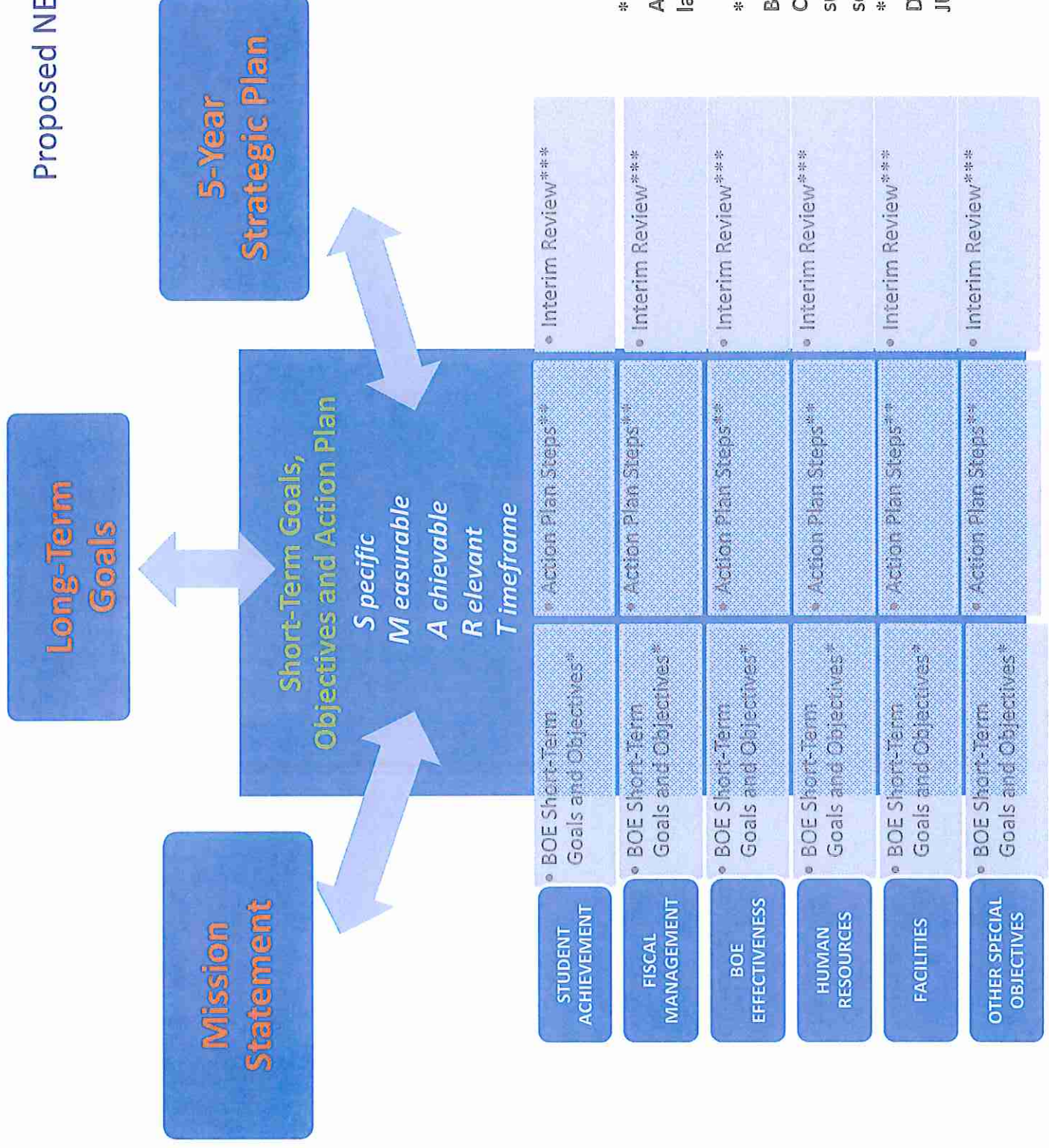
Rational: This amendment is created to support the checks and balances of good policy that link long-term planning and management tools to realized short-term results. This supports more effective maneuvering and raises accountability for the effectiveness of the Board's governance by policy.

Existing Language for 8460: *None*

Amended Proposal B, 8460 reads: *vote 3-0*

Strategic Plan

"In November of each year, the Board of Education shall review the District's Five Year Strategic Plan. The Board, in cooperation with the Superintendent, will publically assess the progress of the existing plan, discuss intended outcomes, and recommend adjustments to the Superintendent, that shall be required due to changes from year to year to include, but not be limited to, student or employee demographics, legislative and regulatory climate or educational requirements."



*BOE Responsibility -
Approve no later than the last meeting in JUNE

**SUPERINTENDENT and
BOE Responsibility -
Completed by the start of subsequent academic school year;
***Review outcomes
DECEMBER, MARCH and JUNE

Amendment Proposal of By-Law 8100

RESPONSIBILITIES OF THE BOARD

EXISTING Language	PROPOSED Language – (2013 CABE language)
The Board shall...	The Fairfield Board of Education shall have the following functions:
1. Employ an able and qualified Superintendent of Schools (the "Superintendent")	Selecting, retaining and evaluating the Superintendent of schools, who serves as the district's chief executive officer and implements board policy. Perhaps no single decision a board makes has more impact than the selection of the Superintendent.
2. Adopt policies to govern the operation of the School District	Developing, implementing and monitoring the district's policies, including short and long-term goals. These policies serve as the road map for the school district. They give direction to the administration and staff and become the foundation for accountability.
4. Keep apprised of, evaluate and attend to the School District's present and future educational needs as recommended by the administration.	
3. In collaboration with the administration, communicate the School District's educational program to the community.	Building public support and understanding of public education. This means communicating and interpreting the school district's mission to the public, listening to the community, and when appropriate, incorporating citizens' views into the discussions and actions of the Board.
5. Propose an annual budget and capital improvement project request and advocate for its passage.	Developing, in cooperation with the Superintendent, approving and monitoring implementation of the budget. The budget provides resources for the educational priorities of the school district.
6. Take any further action as may be required by State Law.	Implementing state and federal legislation on the local level.
	Working to develop trust with municipal officials.
	Serving as the impartial hearing panel on such issues as terminations and grievances.