

# 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 all devices.

Board of Education Regular Meeting Agenda  
501 Kings Highway East, 2<sup>nd</sup> Floor Board Conference Room  
February 14, 2017  
7:30 PM

1. Call to Order of the Regular Meeting of the Board of Education and Roll Call
2. Pledge of Allegiance
3. Student Reports  
Fairfield Ludlowe High School: Ms. Catherine Behjati, Mr. Sean Oppenheimer  
Fairfield Warde High School: Ms. Ashley Agrello, Ms. Brittany Shuster
4. Public Comment\*
5. New Business
  - A. Approval of the Holland Hill Ed-Specs  
**Recommended Motion:** "that the Board of Education approve the Holland Hill Ed-Specs as enclosed"  
(Enclosure No. 1a, 1b)
6. Approval of Minutes
  - A. Approval of the Special Meeting of January 17, 2017  
**Recommended Motion:** "that the Board of Education approve the minutes of the Special Meeting of January 17, 2017"  
(Enclosure No. 2)
  - B. Approval of the Special Meeting of January 24, 2017  
**Recommended Motion:** "that the Board of Education approve the minutes of the Special Meeting of January 24, 2017"  
(Enclosure No. 3)
  - C. Approval of Minutes of the Regular Meeting of January 26, 2017  
**Recommended Motion:** "that the Board of Education approve the minutes of the Regular Meeting of January 26, 2017"  
(Enclosure No. 4)
7. Superintendent's Report
8. Committee/Liaison Reports
9. Open Board Comment
10. Public Comment\*
11. Adjournment  
**Recommended Motion:** "that this Regular Meeting of the Board of Education adjourn"

*\*During this period the Board will accept public comment on items pertaining to this meeting's agenda\* from any citizen present at the meeting (\*per BOE By-Law, Article V, Section 6). Those wishing to videotape or take photographs must abide by CGS §1-226.*

CALENDAR OF EVENTS

March 14, 2017	Board of Education Regular Meeting	501 Kings Hwy East 2 <sup>nd</sup> Floor Board Conference Room
----------------	---------------------------------------	-------------------------------------------------------------------

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*

Existing wording/sections that are removed are shown as crossed out

New wording/section in RED

Wording/sections unique to Holland Hill in BLUE

## EDUCATIONAL SPECIFICATIONS

**Holland Hill Elementary School**

**Fairfield Public Schools**

**Fairfield, CT 06824**

~~**David Title, Ed.D.**~~

**Toni Jones, Ed.D.**

**Superintendent of Schools**

*Approved by BOE 1/12/16*

**Updates and Revisions added**

*Approved by BOE x/xx/xxxx*

## **RATIONALE FOR THE PROJECT**

### **BACKGROUND:**

On June 23, 2015, the Fairfield Board of Education adopted the “Fairfield Public Schools Facilities Plan 2013-2024.” The primary purpose of this plan was to produce a blueprint for meeting the facilities needs of the school district over the next eleven years. These facilities needs were identified in the “Fairfield Public Schools Enrollment Projects and Elementary School Capacity Study” by MGT of America dated December 14, 2010. The extension and alteration project for Holland Hill Elementary School is a major recommendation for meeting these identified facilities needs by the installation of an addition to eliminate portable classrooms; implementing all building code, life safety code and fire code requirements; upgrading the core facilities; installation of new fire sprinkler system; installation of new HVAC fresh air and air-conditioning system and the installation of new lockers.

### **ENROLLMENT:**

Between 2005 and 2015 the enrollment at Holland Hill has increased from 341 students to 405 students. On May 1, 2014, MGT of America issued an updated report on the district’s 10-year enrollment projections. This report shows a continued increase in enrollment for Holland Hill to a peak of 438 students. This continued enrollment increase is a significant change in the demographic pattern.

### **CAPACITY:**

The Fairfield Public Schools currently has eleven elementary schools and ten relocatable classrooms. Presently, Holland Hill School has a capacity of 315 students without relocatable classrooms. The enrollment for Holland Hill Elementary School in the 2015-16 school year is 405 students with a continued enrollment increase projected.

In developing elementary capacity we use a “24 classroom” model. This model is based upon four classrooms per grade level K -5 with an average class size of 21 students for a capacity of 504 students. In addition to these primary classroom spaces, appropriate additional full size classrooms are dedicated to art, music, science and special education, as required.

To support the building capacity, appropriately sized “core” spaces are required. These include a gymnasium, a media center with an integrated or directly adjacent computer lab, and cafeteria with a full kitchen and two serving lines.

## **LONG RANGE EDUCATIONAL PLAN:**

On March 11, 2014 the Fairfield Board of Education approved the following policies which outline the long range educational plan of the district.

### **MISSION**

**Policy Number 0100**

The mission of the Fairfield Public Schools, in partnership with families and community, is to ensure that every student acquires the knowledge and skills needed to be a lifelong learner, responsible citizen, and successful participant in an ever changing global society through a comprehensive educational program.

### **LONG-TERM GOAL**

**Policy Number 0110**

Fairfield Public Schools will ensure that every student is engaged in a rigorous learning experience that recognizes and values the individual and challenges each student to achieve academic progress including expressive, personal, physical, civic, and social development. Students will be respectful, ethical, and responsible citizens with an appreciation and understanding of global issues. Student achievement and performance shall rank among the best in the state and the nation.

On July 9, 2015, the Board of Education approved a District Improvement Plan that details the specific actions to be implemented over the next five years to achieve the Mission.

## **THE PROJECT**

In conjunction with the Fairfield Board of Education's Long Range Facilities Plan, the Board proposes a construction project at Holland Hill Elementary School to alleviate overcrowding of the facility due to continuing enrollment increases and to address long-term facility needs. The essential elements of this proposed construction project is to bring Holland Hill to a 504 capacity and is to include the following elements:

- Elimination of relocatable classrooms
- Update facility to current building and fire code requirements
- Install a new fire sprinkler system throughout the facility
- Install new HVAC fresh air and air conditioning system throughout the facility
- ~~Addition of:~~
  - ~~one general music classroom~~
  - ~~one instrumental music classroom~~
  - ~~five general classrooms~~
  - ~~sufficient space for one computer lab~~
  - ~~sufficient space for one shared classroom for gifted program instruction and math/science program~~
  - ~~one special education classroom~~
  - ~~a conference room~~
  - ~~a copy room~~
  - ~~an office for the Spanish teacher and the Social Worker~~
- ~~Expansion of the cafeteria/kitchen to accommodate an enrollment of 504 (including a second serving line)~~
- ~~Addition of storage, custodial work spaces and toilet facilities as required by the expanded facility layout~~
- ~~Expansion/reconfiguration of the parking lots for staff and visitors~~
- ~~Addition of a secure entry vestibule and increased security measures~~
- ~~Addition of a new server room (MDF/IDF)~~
- ~~Replacement/addition of lockers to accommodate increasing enrollment~~
- ~~Install sinks in new classrooms~~
- The full description of the educational program to be provided by this project is as follows:

## **LEARNING/EDUCATIONAL ACTIVITIES**

### **EDUCATIONAL SPACE REQUIREMENTS SUMMARY:**

Art	Special Education
Homeroom Classrooms for grades K-5	Common/Core Spaces
Library/Media	Support Services
Music	Main Office Area
Physical Education	Support Services
Science	Technology

### ART:

- Art room with adequate areas for student hands-on activities
- Storage areas for supplies and equipment (directly adjacent and accessible from the Art room and lockable)
- Non-classroom based kiln facility with appropriate ventilation, cooling and shelving
- Work areas (with ~~two~~ sink(s), running water and drains)

### HOMEROOM CLASSROOMS FOR GRADES K-5 (24 Classroom Model):

- Twenty homeroom classrooms for grades 1-5
- Four kindergarten classrooms each at 1,000 +/- square feet
- Standard classroom 750 - 800 +/- square feet
- Work area (with sink, running water and drain)
- Student cubbies (in kindergarten rooms)
- Comfortable small group areas

### LIBRARY/MEDIA:

- General seating for 100 with student worktable seating for 40 to 50 ~~50 to 60~~ students
- Fully networked and computerized with a variety of print and media storage available as well as Internet access
- Integrated or directly adjacent computer lab with 25 ~~28~~ student stations and one teaching station
- Recreational reading area
- Display areas and shelving (line of sight to be maintained for supervision)
- Storage areas for materials and equipment

### MUSIC:

- One general music/vocal room with sufficient space for piano and electronics
- ~~• Two smaller rooms for lessons and small groups in band and strings with a divider to be opened for larger rehearsals~~
- ~~• Small practice space and lockable office space for teaching staff~~
- One classroom for lessons and small groups in band and strings
- Instrument storage room (directly adjacent and accessible from the Music room and lockable)

### PHYSICAL EDUCATION:

- Provision for indoor and outdoor activities, which are part of the curriculum (soccer, softball)
- Full size gymnasium with sufficient equipment storage areas
- Small lockable office for teaching staff

### SCIENCE:

- ~~A dedicated science room~~
- ~~A prep room (directly adjacent and accessible from the science room and lockable)~~
- ~~A demonstration table (with a sink, running water, power and data connection)~~
- ~~Work area (with sink, running water and drain)~~
- ~~An eye wash station~~

### SPECIAL EDUCATION:

- Four resource-teaching rooms
- Two rooms for speech and language
- One room for OT/PT

### SUPPORT SERVICES

- One - Instructional Improvement Teacher office
- One - School Psychologist office
- One - Social Worker office
- One - Teacher of the Gifted room
- One – Math/Science room
- Two - Language Art Specialist room
- One – Spanish room-office
- Nurse's facility (with office for staff, separate toilet room and quiet resting (cot) area and storage)
- One large conference room

### COMMON/CORE SPACES:

- An area of assembly seating 550+/- and a stage
- Cafeteria with two serving lines and eating facilities for 200 to 250 students
- ~~Modern food~~ Food service kitchen with sufficient refrigerator and freezer space for bulk food storage
- Two staff workrooms including staff dining area
- Adequate storage space throughout the building for all programs and support activities
- Large dedicated storage area for instructional materials (accessible from exterior and interior of the building)
- Custodial office
- Custodial supply storage and work area plus satellite custodial spaces across the building
- Sufficient and conveniently located staff lavatories
- Sufficient and conveniently located student lavatories

### MAIN OFFICE AREA:

- Principal's office
- Three clerical workstations; two secretarial and one for other support
- ~~One small conference room~~
- ~~One directly adjacent and lockable storage room for student records and supplies~~
- Lockable storage for student records and supplies
- One coat closet

### SITE DEVELOPMENT:

- Exterior traffic patterns – bus drop off large enough for a six bus queue, parent drop off reconfiguration to provide separation from the bus traffic and queue, additional parking (total parking on site to be 90 to 100 spaces)
- Site drainage review and upgrade (~~including the field drainage~~) as required by the authority having jurisdiction (AHJ)
- Review condition of all site constructions (retaining walls, curbs and sidewalks, pavement, soccer field, etc.)
- Provide hard surfaced (asphalt) play areas adequate for program needs (~~match or increase pre-project square footage~~)
- Replace/Re-establish playground areas disturbed by this project

### ENROLLMENT DATA AND PROPOSED PROJECT CAPACITY

HOLLAND HILL ELEMENTARY SCHOOL	YEAR								
	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24
Enrollment	405	404*	431	425	424	419	414	410	411
Capacity	315	315	315	504	504	504	504	504	504

\*October 1, 2015 actual enrollment

\*October 1, 2016 actual enrollment

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

## **BUILDING SYSTEMS:**

### **Envelope**

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

### **Security/Safety**

- Reliable internal and external communication should be available between/among all areas of the facility to the degree consistent with safety and security plans
- Electronic security shall be provided which will include color video cameras (interior and exterior) integrated into the existing IP security camera system
- Door hardware – District Standards – Schlage/Von Duprin/LCN
- Exterior doors to have continuous hinges
- Locks – Everest ‘D’ Keyway (interior), Primus Keyway (exterior) – Key into existing building system – Master key facility (new and old locks)
- All spaces to be capable of interior lockdown (without re-entry into the corridor)
- Doors – Narrow vision lites (for restricted line of sight into classroom during lockdowns)
- Exterior doors used by staff and students for exterior functions shall have Prox card access integrated into the existing card access system.
- Tactile signage (new spaces) for room identification (including room numbers) and directions
- Evacuation signage with directional maps
- Exterior signage (for directions and site identification)
- Provide adequate site lighting
- Tight weave room darkening shades on all exterior windows (new and existing)

### **Code**

- Abate any hazardous material – encapsulation is not acceptable (exception: PCB impacted substrates)
- ILSM – Interim Life Safety Measures for working in an occupied building

(Also see SCG Filing Requirements)

## **INTERIOR BUILDING ENVIRONMENT:**

### **Mechanical Systems**

- Separate independent commissioning of Mechanical/Electrical/Plumbing (MEP) systems to include an air flow balancing contractor hired directly by the building committee (not the construction manager or design team) and reporting directly to the building committee and the Fairfield Public Schools Central Office
- Lighting fixtures – standard type(s), ease of maintenance, coordinated with presentation stations (projectors & projection surfaces)
- Low voltage systems to be designed to district standards
- Proper shutoff and backflow valves located to provide easy and quick access
- Upgrade telephone system as appropriate for the new additional space
- Wall clocks in all spaces. Clocks to battery operated and synchronized via radio signal with U.S. Atomic Clock.

### **Interior Spaces - General**

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

## **TECHNOLOGY:**

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

(Also see INTERIOR BUILDING ENVIRONMENT – Interior Spaces)

## **CDAS DCS-SCG FILING REQUIREMENTS (for Reimbursement):**

This project shall be designed so that it can be filed with the Connecticut Department of Administrative Services – Division of Construction - Office of School Construction Grants under at least the following project types:

- Extension of Facility
- Alteration of Existing Facility
- Code Violation (Hazardous Material abatement)

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

## **COMMUNITY USES:**

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

- Parent Teacher Association (PTA) meetings and events
- Cub Scouts
- Girl Scouts
- Various school clubs
- Civic group meetings

Holland Hill Elementary School is used as a polling place.

## **EDUCATIONAL SPECIFICATIONS**

**Holland Hill Elementary School**

**Fairfield Public Schools**

**Fairfield, CT 06824**

**Toni Jones, Ed.D.**

**Superintendent of Schools**

*Approved by BOE 1/12/16*

**Updates and Revisions added**

*Approved by BOE x/xx/xxxx*

## **RATIONALE FOR THE PROJECT**

### **BACKGROUND:**

On June 23, 2015, the Fairfield Board of Education adopted the “Fairfield Public Schools Facilities Plan 2013-2024.” The primary purpose of this plan was to produce a blueprint for meeting the facilities needs of the school district over the next eleven years. These facilities needs were identified in the “Fairfield Public Schools Enrollment Projects and Elementary School Capacity Study” by MGT of America dated December 14, 2010. The extension and alteration project for Holland Hill Elementary School is a major recommendation for meeting these identified facilities needs by the installation of an addition to eliminate portable classrooms; implementing all building code, life safety code and fire code requirements; upgrading the core facilities; installation of new fire sprinkler system; installation of new HVAC fresh air and air-conditioning system and the installation of new lockers.

### **ENROLLMENT:**

Between 2005 and 2015 the enrollment at Holland Hill has increased from 341 students to 405 students. On May 1, 2014, MGT of America issued an updated report on the district’s 10-year enrollment projections. This report shows a continued increase in enrollment for Holland Hill to a peak of 438 students. This continued enrollment increase is a significant change in the demographic pattern.

### **CAPACITY:**

The Fairfield Public Schools currently has eleven elementary schools and ten relocatable classrooms. Presently, Holland Hill School has a capacity of 315 students without relocatable classrooms. The enrollment for Holland Hill Elementary School in the 2015-16 school year is 405 students with a continued enrollment increase projected.

In developing elementary capacity we use a “24 classroom” model. This model is based upon four classrooms per grade level K -5 with an average class size of 21 students for a capacity of 504 students. In addition to these primary classroom spaces, appropriate additional full size classrooms are dedicated to art, music, science and special education, as required.

To support the building capacity, appropriately sized “core” spaces are required. These include a gymnasium, a media center with an integrated or directly adjacent computer lab, and cafeteria with a full kitchen and two serving lines.

## **LONG RANGE EDUCATIONAL PLAN:**

On March 11, 2014 the Fairfield Board of Education approved the following policies which outline the long range educational plan of the district.

### **MISSION**

**Policy Number 0100**

The mission of the Fairfield Public Schools, in partnership with families and community, is to ensure that every student acquires the knowledge and skills needed to be a lifelong learner, responsible citizen, and successful participant in an ever changing global society through a comprehensive educational program.

### **LONG-TERM GOAL**

**Policy Number 0110**

Fairfield Public Schools will ensure that every student is engaged in a rigorous learning experience that recognizes and values the individual and challenges each student to achieve academic progress including expressive, personal, physical, civic, and social development. Students will be respectful, ethical, and responsible citizens with an appreciation and understanding of global issues. Student achievement and performance shall rank among the best in the state and the nation.

On July 9, 2015, the Board of Education approved a District Improvement Plan that details the specific actions to be implemented over the next five years to achieve the Mission.

## **THE PROJECT**

In conjunction with the Fairfield Board of Education's Long Range Facilities Plan, the Board proposes a construction project at Holland Hill Elementary School to alleviate overcrowding of the facility due to continuing enrollment increases and to address long-term facility needs. The essential elements of this proposed construction project is to bring Holland Hill to a 504 capacity and is to include the following elements:

- Elimination of relocatable classrooms
- Update facility to current building and fire code requirements
- Install a new fire sprinkler system throughout the facility
- Install new HVAC fresh air and air conditioning system throughout the facility
- The full description of the educational program to be provided by this project is as follows:

## **LEARNING/EDUCATIONAL ACTIVITIES**

### **EDUCATIONAL SPACE REQUIREMENTS SUMMARY:**

Art	Special Education
Homeroom Classrooms for grades K-5	Common/Core Spaces
Library/Media	Support Services
Music	Main Office Area
Physical Education	Technology

### **ART:**

- Art room with adequate areas for student hands-on activities
- Storage areas for supplies and equipment (directly adjacent and accessible from the Art room and lockable)
- Non-classroom based kiln facility with appropriate ventilation, cooling and shelving
- Work areas (with ~~two~~ sink(s), running water and drains)

### **HOMEROOM CLASSROOMS FOR GRADES K-5 (24 Classroom Model):**

- Twenty homeroom classrooms for grades 1-5
- Four kindergarten classrooms each at 1,000 +/- square feet
- Standard classroom 750 - 800 +/- square feet
- Work area (with sink, running water and drain)
- Student cubbies (in kindergarten rooms)
- Comfortable small group areas

### **LIBRARY/MEDIA:**

- General seating for 100 with student worktable seating for 40 to 50 students
- Fully networked and computerized with a variety of print and media storage available as well as Internet access
- Integrated or directly adjacent computer lab with 25 student stations and one teaching station
- Recreational reading area
- Display areas and shelving (line of sight to be maintained for supervision)
- Storage areas for materials and equipment

### **MUSIC:**

- One general music/vocal room with sufficient space for piano and electronics
- One classroom for lessons and small groups in band and strings
- Instrument storage room (directly adjacent and accessible from the Music room and lockable)

### **PHYSICAL EDUCATION:**

- Provision for indoor and outdoor activities, which are part of the curriculum (soccer, softball)
- Full size gymnasium with sufficient equipment storage areas
- Small lockable office for teaching staff

### **SPECIAL EDUCATION:**

- Four resource-teaching rooms
- Two rooms for speech and language
- One room for OT/PT

### **SUPPORT SERVICES**

- One - Instructional Improvement Teacher office
- One - School Psychologist office
- One - Social Worker office
- One - Teacher of the Gifted room
- One – Math/Science room
- Two - Language Art Specialist room
- One – Spanish office
- Nurse's facility (with office for staff, separate toilet room and quiet resting (cot) area and storage)
- One large conference room

### **COMMON/CORE SPACES:**

- An area of assembly seating 550+/- and a stage
- Cafeteria with two serving lines and eating facilities for 200 to 250 students
- Food service kitchen with sufficient refrigerator and freezer space for bulk food storage
- Two staff workrooms including staff dining area
- Adequate storage space throughout the building for all programs and support activities
- Large dedicated storage area for instructional materials (accessible from exterior and interior of the building)
- Custodial office
- Custodial supply storage and work area plus satellite custodial spaces across the building
- Sufficient and conveniently located staff lavatories
- Sufficient and conveniently located student lavatories

### **MAIN OFFICE AREA:**

- Principal's office
- Three clerical workstations; two secretarial and one for other support
- Lockable storage for student records and supplies
- One coat closet

**SITE DEVELOPMENT:**

- Exterior traffic patterns – bus drop off large enough for a six bus queue, parent drop off reconfiguration to provide separation from the bus traffic and queue, additional parking (total parking on site to be 90 to 100 spaces)
- Site drainage review and upgrade as required by the authority having jurisdiction (AHJ)
- Review condition of all site constructions (retaining walls, curbs and sidewalks, pavement, soccer field, etc.)
- Provide hard surfaced (asphalt) play areas adequate for program needs
- Replace/Re-establish playground areas disturbed by this project

**ENROLLMENT DATA AND PROPOSED PROJECT CAPACITY**

HOLLAND HILL ELEMENTARY SCHOOL	YEAR								
	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24
Enrollment	405	404*	431	425	424	419	414	410	411
Capacity	315	315	315	504	504	504	504	504	504

\*October 1, 2016 actual enrollment

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

## **BUILDING SYSTEMS:**

### **Envelope**

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

### **Security/Safety**

- Reliable internal and external communication should be available between/among all areas of the facility to the degree consistent with safety and security plans
- Electronic security shall be provided which will include color video cameras (interior and exterior) integrated into the existing IP security camera system
- Door hardware – District Standards – Schlage/Von Duprin/LCN
- Exterior doors to have continuous hinges
- Locks – Everest ‘D’ Keyway (interior), Primus Keyway (exterior) – Key into existing building system – Master key facility (new and old locks)
- All spaces to be capable of interior lockdown (without re-entry into the corridor)
- Doors – Narrow vision lites (for restricted line of sight into classroom during lockdowns)
- Exterior doors used by staff and students for exterior functions shall have Prox card access integrated into the existing card access system.
- Tactile signage (new spaces) for room identification (including room numbers) and directions
- Evacuation signage with directional maps
- Exterior signage (for directions and site identification)
- Provide adequate site lighting
- Tight weave room darkening shades on all exterior windows (new and existing)

### **Code**

- Abate any hazardous material – encapsulation is not acceptable (exception: PCB impacted substrates)
- ILSM – Interim Life Safety Measures for working in an occupied building

(Also see SCG Filing Requirements)

## **INTERIOR BUILDING ENVIRONMENT:**

### **Mechanical Systems**

- Separate independent commissioning of Mechanical/Electrical/Plumbing (MEP) systems to include an air flow balancing contractor hired directly by the building committee (not the construction manager or design team) and reporting directly to the building committee and the Fairfield Public Schools Central Office
- Lighting fixtures – standard type(s), ease of maintenance, coordinated with presentation stations (projectors & projection surfaces)
- Low voltage systems to be designed to district standards
- Proper shutoff and backflow valves located to provide easy and quick access
- Upgrade telephone system as appropriate for the new additional space
- Wall clocks in all spaces. Clocks to battery operated and synchronized via radio signal with U.S. Atomic Clock.

### **Interior Spaces - General**

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

## **TECHNOLOGY:**

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

(Also see INTERIOR BUILDING ENVIRONMENT – Interior Spaces)

## **CDAS DCS-SCG FILING REQUIREMENTS (for Reimbursement):**

This project shall be designed so that it can be filed with the Connecticut Department of Administrative Services – Division of Construction - Office of School Construction Grants under at least the following project types:

- Extension of Facility
- Alteration of Existing Facility
- Code Violation (Hazardous Material abatement)

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

## **COMMUNITY USES:**

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

- Parent Teacher Association (PTA) meetings and events
- Cub Scouts
- Girl Scouts
- Various school clubs
- Civic group meetings

Holland Hill Elementary School is used as a polling place.

DRAFT

**Special/Budget Meeting Minutes  
Fairfield BoE, January 17, 2017**

**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 Special/Budget Meeting of the Board of Education and Roll Call*

Chairman Philip Dwyer called the Special Meeting to order at 7:35PM. Present were members Eileen Liu-McCormack, Marc Patten, Donna Karnal, Jessica Gerber, Philip Dwyer, Anthony Calabrese, Jennifer Maxon-Kennelly and John Llewellyn. Trisha Pytko did not attend. Others present were Superintendent Dr. Toni Jones, members of the central office leadership team, and approximately 10 members of the public.

A document with replies to Board questions was left at each Board member's seat and was referenced throughout the meeting.

Mr. Dwyer reviewed upcoming Town Budget meeting dates, which are subject to change: March 7 for the BOS/BOF review, March 27 for the BOS vote, March 30 for the BOF vote, RTM review from April 3-5, and May 1 for the RTM vote. He asked the Board to follow the agenda: Historical Data, Income, Executive Summary and Transportation. He noted that Mr. Ficke was in attendance to address Transportation.

*Historical Data, Pages 1-15*

Mr. Calabrese, Question 33, and page 124 in the Budget book – why are the projections so far off, not the total amount – but where the students ended up? Dr. Jones said Kindergarten is always the most difficult to predict. Mrs. Parks said the consultants are very thorough and derive projections from a combination of factors including birth rates and available properties.

Mrs. Gerber noted 11 additional KDG students since September 1. Mrs. Parks added that registration normally slows by October, but this year has been different – many students are still registering.

Mr. Patten, page 14 – Can we determine the cost of PPT Attendance by Paras? What is the procedure, do other paras replace them? Ms. Leonardi said this mandate went into effect for this year, but occurred after last year's budget was approved. The cost is less in dollars and more in time lost for children's services; we want to keep trained people in the classroom with students – building this redundancy is a daily challenge. Mrs. Leffert said she would look into the cost of subs.

Mr. Llewellyn

1. Pages 8 and 38 in the Budget book, what is the difference in magnet tuition among the various schools? Mr. Dwyer directed him to the reply in Question #29.
2. Is 6-6 all day? Dr. Jones said it is 6am-6pm.
3. How do students get recruited? Mrs. Maxon-Kennelly referenced the recently reviewed policy for on-campus recruitment, as required by statute.
4. Questioned absence of an increase in tuition that we receive, such as for Open Choice. Dr. Jones said, similarly to the magnet program, the Open Choice numbers could go up or down and we don't want to count on that revenue, about \$56K. Mr. Dwyer asked if the same rationale was used for WFC and was told it was.

5. Is there a waitlist for Open Choice? Mr. Cummings said there was no indication that seats offered by Fairfield were not being claimed.

Mrs. Liu-McCormack requested the chart shown on page 3 be updated with DRG B information. On page 4, she asked how much has been spent and how much will be spent on PD training for implementing elementary math – is \$8K the total amount? Mr. Dwyer and Mrs. Maxon-Kennelly referenced page 146 for the list of professional development.

Mr. Llewellyn:

1. How much of the \$750K for elementary math was spent last year and how, is there more in next year's budget? Mr. Cummings said he would have to get the exact figures on what was spent on texts and PD. There is a continuing need to align new resources with existing curriculum for equitable distribution and expectation. Ongoing PD will support the implementation.
2. How many teachers have formal training with Bridges texts? Does this hit our budget or is this teacher time? Mr. Cummings said all teachers have received formal training; defined as building PD and support. This will affect the budget, for example, there is a need to address staff proficiency in instruction of fractions.

Mrs. Liu-McCormack asked:

1. Wants to understand if the \$750K in elementary math was fully spent and what the \$150K is for. Mr. Cummings said texts and materials were purchased; most was used for grades 3-5; approximately \$80K for K-2 materials is in proposed budget. An additional kit per grade level was purchased, based on enrollment. Dr. Jones referred to page 94, the \$105K includes a portion for recurring elementary math series consumables.
2. Is the training done, what is the plan? Mr. Cummings said this work will never be done due to new staff and new findings.
3. How much was spent for the Bridges training rollout? Mr. Cummings said approximately \$20K was spent on curricular work.
4. Page 4, Is the continued intervention for Math and Reading focused on all levels and how do we quantify how much we have allocated towards these interventions? What is the aggregate in the budget? Ms. Leonardi said students who are struggling to meet the standards benefit from interventions. Approximately \$80K is Wilson Reading, the aggregate is \$200K-\$225K including PD and materials.
5. Do we have interventions for students who need to be challenged? Mr. Cummings said yes. Part of the ongoing PD is to recognize when students need to be challenged. Elementary classroom libraries are stocked with books for all reading levels. Mr. Wakeman added that resources and daily lessons exist in Bridges. They are looking to differentiate in the classroom to benefit all students.

Ms. Karnal asked for a better breakdown of page 7. Wants more detail – how many students take the AP class but not the test; how many 3's, 4's, and 5's; are there certain AP courses in which Fairfield excels? Dr. Jones said this will be provided and Mrs. Gerber said it was already distributed in the fall.

Mrs. Liu-McCormack asked:

1. Page 5, Leadership Capacity – Are we sufficiently allocating monies for external PD and in what disciplines? Dr. Boice said yes and she will provide a percentage. An example is the World Language program - Ms. Frankel brings in consultants for the Chinese teachers. Onsite PD is important and ensures follow-through and embedded practice.

2. Page 5, Is the continued focus on sharing practices in PK-12 a budget item? Dr. Jones said instructional rounds can have a budgetary impact with subs. Mr. Dwyer noted that pages 4, 5 and 6 use existing resources.
3. Page 7 – Requested a re-chart for AP scores. Mr. Dwyer said this has already been requested by Ms. Karnal.
4. Page 10, What is the dollar amount for the 70% reduction? Dr. Jones referenced page 21. Mr. Dwyer said it is difficult for any BOE to predict what a governor will do.
5. Would like to see unfunded mandates, how that has grown, and the impact on the budget, such as with Excess Cost. Dr. Jones referenced questions 4 and 6 in today's BOE question packet. Mr. Dwyer referenced pages 21 and 22 for a listing of government grants; about 6% of the budget is funded by government funds. Dr. Jones said she will attempt to provide a complete list.

Mr. Llewellyn – Is the ECS on page 21 current? Dr. Jones said no, it will be less.

<i>Income, Pages 17-26</i>
----------------------------

Mrs. Gerber – Page 22 – Why the decrease in custodial fees and building rentals? Mr. Cullen will provide this information.

Mr. Patten

1. Requested 2016/2017 building rental actuals to see if we are on track to stay on budget.
2. Page 17 – Any surprises with the Excess Cost since last May? Ms. Leonardi said no; will find out after the March filing.

Mr. Dwyer – Are DDS outplacements an issue that we need to be aware of? Ms. Leonardi said FPS is responsible the education of DDS residential placements for students under 21. DDS has determined it will no longer fund those residential placements and will require school districts to pay the residential cost. This is separate from the excess cost provision but it is a potential risk.

Mr. Llewellyn – Page 150 - How much are we at risk of losing? What is the total dollar amount? Ms. Leonardi clarified that the DDS tuition listed on that page does not include residential; if the decisions are made by March, those DDS-placed students will go into the excess cost provision; a residential program for one student may cost up to \$350K. The total residential amount for the 6 students listed is close to \$1M.

Mr. Dwyer - If multiple districts submit for DDS residential reimbursement, it will reduce the portion that is available for reimbursement.

Mr. Patten – Is the 75% reimbursement rate a state law? How long have we had this rate? Ms. Leonardi said this is an estimate for what the state legislature uses for 169 school districts. The filing takes place on December 1 and estimates which students will exceed the threshold of 4.5 times PPE. Previously, the rate was at 100% after 4.5 times PPE; now there is a statutory cap on that amount; it has been 75-80% the last several years.

Mrs. Liu-McCormack – What is the cost of un-funded state mandates? What are the itemized and aggregate amounts for non-mandated extra programs? Would like to see the number of students participating and the income/revenue statements for the Open Choice, Walter Fitzgerald, PK and Gifted programs – as well as any other non-mandated special programs she is not aware of.

Mr. Dwyer said this may require a high level of research and analysis. Dr. Jones said PK and WFC are mandated for special education; she will try to compile this list.

Mrs. Maxon-Kennelly said the scope of this question seems staggering; there is much that is non-mandated; sounds like an audit of the entire school district.

Mrs. Liu-McCormack disagreed and felt the information should be on hand and will help to prioritize spending.

Mr. Dwyer said this budget must be approved within the next 15 days and timing is an issue.

Mrs. Gerber added that page 111 and the Racial Imbalance report, which the Board had already received, provide much of that information, and added that some of the questions being posed had been asked previously.

Mr. Patten, page 21 – Why the increase in federal grants? Ms. Leonardi said IDEA grants are driven by enrollment and include public school and children with disabilities placed in private schools within Fairfield.

<i>Executive Summary, Pages 28-49</i>
---------------------------------------

Mr. Llewellyn

1. Page 31 – Why the 12.1 decrease in paras? Dr. Jones referenced question #24 and page 136.
2. Page 30, 31 – Staff Replacement, are those numbers embedded? Mrs. Leffert referenced page 72.

Mr. Dwyer said there is risk in budgeting tightly for retirees this year as well as not budgeting staff for several elementary sections within 1 or 2 students that may require a new teacher.

Mr. Llewellyn said there are more teachers and fewer sections than last year.

Mr. Patten, page 30-31 – Is the \$36K that is used to show the cost savings for replacing a retired elementary teacher, a current figure? Mrs. Leffert said it is an average.

Mrs. Liu-McCormack, page 39 – What efforts do we use to find efficiencies? Mr. Ficke said the dept. is currently changing to a web-based system. There are some limitations with private school agreements and the number of busses used. In the past, some private school parents were paid to transport their students as it was cheaper than a bus.

Ms. Karnal asked about the 5-year contract. Mr. Ficke said the contract is good through the end of June and he is working on a new RFP. Mr. Dwyer added that the contract is negotiated by the Town purchasing director.

Mr. Patten – Are some of the routes 1 to 1.5 hours? Mr. Ficke said yes. There are 6 buses for Prep, and those students are transported across town.

Mr. Calabrese confirmed that private school transportation comes out of the Town side of the budget and while efficiencies should be found there, there is a state law requiring school transport. Mr. Ficke said yes, all those not in walk zones must be transported. Any transport done for public school must be done for private schools – Prep's drop off is 8:20, so those buses can't transport for other schools.

*Public Comment:*

Mike Jehle and Christine Jewel, Fairfield History Museum: In reference to page 148 in support of the District Improvement Plan, the Fairfield History Museum has been working with FPS to provide high quality and award-winning programming for Social Studies. It would be best to apply this consistently across all schools.

Sue Miska, Ryegate Road: Thanked the Superintendent for the concise budget book, would like more information on pension numbers, Bridgeport does not transport students.

Mr. Dwyer said AON presented to the Board in December and he referenced question #12 in the packet; we are bound by the Town's Pension Board.

Mr. Llewellyn:

1. Page 32 and 33 – Why the huge increase in pension? Can you bridge the difference in numbers from last year? Mrs. Munsell referenced page 134 – the schedule for the settlement of contracts. As contracts are settled, new hires go into 401a; based on turnover and hard to predict. An average was taken over the last 3 years. One of the biggest turnover groups is paras.
2. 25% yearly turnover for paras? Ms. Munsell said yes, they participate immediately, are matched up to 4%, but 5 years is needed to be vested.
3. Town is funding both pension and 401a – why are costs higher? Mrs. Munsell said we still have to fund retirees and also immediately for new hires. Mr. Dwyer recalled that as bargaining unit employees transitioned over, it was estimated to cost more short-term, but provide savings long-term.
4. Does not understand why this is a double cost. What is the average percent pension contribution based on salary? Mr. Calabrese offered that we are still paying the pension, but also paying and matching new people for 401a. Mrs. Munsell said the contribution is based on an actuarial calculation. Mr. Dwyer suggested formulating a question for the Town, since the Town manages this.
5. Has the Plan 2.0 given any indication of an increase, since AON had suggested 7%? If there is a surplus does it stay in our budget? Ms. Munsell said the Plan says the increase will be 5-7%. This year's was underfunded and the reserve was applied to the expense. If there is a surplus, it will stay in our budget.

Mrs. Maxon-Kennelly - Will the State Plan numbers change based on additional experience? Mrs. Munsell said the state sets those rates in the spring, which still gives time for Town bodies to adjust the budget if necessary.

Mr. Llewellyn, page 34 – What is the difference between Homebound for special education and non-special ed? Ms. Leonardi said this is a placeholder for potential liability. The state is considering legislation regarding obligations to provide the same hours of instruction for expelled students.

Mrs. Gerber, page 31 – What is the 2.5 clerical support for? Mrs. Leffert said a .5 clerical position was added at each high school to address clerical responsibilities surrounding PPT's.

Mr. Llewellyn, pages 35 and 73 – #303, Explanation of the Consultation Services? Ms. Leonardi said this is purposefully underfunded due to Excess Cost. Also need additional support for several students with complex needs. Mr. Dwyer referenced question #25.

Ms. Karnal

1. page 34 – What is the detail on the increase in #303? How many students are covered under 303? Ms. Leonardi said it is a combination of a number of things for increased services. One could argue that every special education student benefits from this.
2. Page 36, #307 – What are the 'Other Services?' Ms. Leonardi said this is for psych, neuro, and complex tech evaluations; areas of expertise that may be required; private nurses; and other unique needs; most capture funding in the excess cost provision. Will provide the number of students serviced here.

Mr. Patten said he is looking to enhance the budget on page 41, #321; What would be the cost of adding 1 or 2 PD days over the summer related to improving instructional methods for teachers? He will find off-sets.

Mr. Dwyer said teachers will have to be paid to come in over the summer.

Mrs. Maxon-Kennelly questioned whether teachers would agree to this.

Mr. Llewellyn, page 45, line 429 – is the \$47.5K increase different from the plumbing issue at Dwight on page 156? Mr. Cullen said yes and referenced question#18.

Mr. Dwyer said there are budgeted maintenance projects on page 154 and each school has a maintenance line for ongoing, and there is also non-recurring.

Mr. Patten, page 45 –Any data on predicted savings from the solar projects? Mr. Cullen said this data will be available after a full year's implementation, which should be very soon.

Mrs. Maxon-Kennelly reminded the Board that while we are seeing savings, the space has also been expanded.

Mr. Dwyer reminded the Board to submit additional questions by Thursday night and cc the entire Board to avoid duplicates. Requested budget changes should be brought forward at the next meeting.

Mr. Llewellyn requested receipt of answers the night before the next meeting. Dr. Jones said senior staff addresses questions as soon as they are received – most questions in tonight's handout weren't received until this morning.

Mrs. Gerber added that CJ from Woods came in 2<sup>nd</sup> on the Chopped Championship.

Mrs. Gerber moved, Mr. Patten seconded to adjourn the meeting.

**Motion Passed: 8-0 (10:28 pm)**

*Jessica Gerber  
Fairfield Board of Education  
Secretary*

**Special/Budget Meeting Minutes  
Fairfield BoE, January 24, 2017**

**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 Special/Budget Meeting of the Board of Education and Roll Call*

Chairman Philip Dwyer called the Special Meeting to order at 7:35PM. Present were members Eileen Liu-McCormack, Marc Patten, Donna Karnal (arrived 8:37pm), Jessica Gerber, Philip Dwyer, Anthony Calabrese, Trisha Pytko, Jennifer Maxon-Kennelly and John Llewellyn. Others present were Superintendent Dr. Toni Jones, members of the central office leadership team, and approximately 10 members of the public.

The Board received replies to questions from the previous budget meeting. The document will be referenced throughout the meeting.

Mr. Dwyer said the Board will continue budget discussion per the order on the agenda and suggested any recommended changes be discussed at 9:15pm.

Ms. Pytko, page 70-71, Why are we proposing a reduction in subs? Seems very optimistic compared to the actual. Mrs. Leffert said long-term absences are unpredictable. Monies get switched from payroll into sub accounts for long-term absences and can recoup salaries from the salary account.

Mrs. Maxon-Kennelly - Do multiple absences, not long-term, factor into the School Improvement Plans? Ms. Leffert said most staff does not abuse leave and she referenced the response in the Question Packet.

Mr. Llewellyn

1. page 51 – Why the increase at McKinley, seems out of line with the others. Mrs. Leffert said that is attributable to staff movement and grant dollars.
2. Page 56, 57 – Why the disproportionate increase for several admin staff? Ms. Leffert said there is an anomaly for one year in the step increase schedule; this is not an adjustment, it is the contracted amount. Mrs. Leffert will provide the salary schedule.

Mrs. Liu-McCormack – Is the step schedule a hard salary? What about merit-based pay? Mrs. Leffert said this is strictly what is in the salary schedule; there is no merit pay.

Mr. Llewellyn

1. Page 58 – Why the 12% increase for Info Tech? When was this change effective? Mr. Dwyer said information was received earlier on this adjustment. Mrs. Maxon-Kennelly added that there was also a change in job description, which the Board had been notified of. Mrs. Leffert said the change was effective in September.
2. Page 67 – Why the disparity between budgeted and estimated expenditure? Do we need more staff? Is there a concern? Ms. Leffert said salaries are captured from unpaid leave due to long-term absences.
3. Page 71, line 51985 –Why the increase? Ms. Leonardi said the summer is approximately 2 weeks longer this year for students with extended year services; some is for the adjustment for other services. Mrs. Maxon-Kennelly asked where the pay date falls and was told July 1.
4. Page 72, The 306 number in pension represents a 16% increase which seems large. A chart with the number of those pension-eligible and paid over last 4 years, the number of 401a, number that qualify for matching, and credit would be helpful. Dr. Jones gave the non-certified

numbers; 359 are in-town pension and 19% are in 401a. Mr. Dwyer said the Town provides those numbers.

5. Page 73, #303 – Is ESS benefitting students and staying at the same rate? Ms. Leonardi said students are benefitting; data shows improvements, some students have still been outplaced; could not put this in place in the middle school given the hard budget choices.

Mr. Calabrese - Are we budgeting enough for this account? Ms. Leonardi said yes.

Mrs. Maxon-Kennelly, page 73 - Why was the program assessment line reduced – wasn't the PSAT 9<sup>th</sup> grade testing amount supposed to be used by alternate items? Dr. Boice said some of that was used for World Language testing; other assessments were not in the DIP so a different account was used.

Mr. Llewellyn, page 75/line 62 – What is this for? Ms. Leonardi said this had been mentioned earlier and includes services such as full-time registered nurses.

Mrs. Maxon-Kennelly

1. Would like more detail on her question regarding budgeting for utilities. Mr. Cullen said many things affect utilities at schools and variables are hard to pinpoint – they include any change such as boilers going offline.
2. Page 75, at Burr and NSS – Are we budgeting too low? Mr. Cullen said Burr's controls have greatly improved and NSS has new boilers and is using natural gas.

Mr. Calabrese noticed that the projected and actual numbers are very close and he thanked Mr. Cullen for the hard work, especially with the solar projects; he trusts these numbers. Mr. Cullen said the preventative maintenance is working well.

Mr. Llewellyn – Where is the Food Services information, previously provided in the back of the budget book? Mr. Dwyer said this is normally reviewed in June and is not part of the operating budget. Dr. Jones said she would provide this information.

### *Pages 103-115*

Mrs. Liu-McCormack

1. Page 113, line 317 – What is the transportation increase for? Dr. Jones said it is the contract increase.
2. Can we make the routes more efficient? Dr. Jones said this is being reviewed, including the interpretation of the law. Any possible savings would be too late to incorporate into this budget.
3. What about new apps and available technology? Dr. Jones said the software is being upgraded. Mrs. Munsell added that while it is the same software – the upgrade is more robust and will integrate better with Infinite Campus.

Mrs. Maxon-Kennelly, pages 39 and 113 – Why the discrepancy in transportation? Ms. Munsell said the difference is training.

### *Support Information, 121-163*

Mrs. Maxon-Kennelly is thrilled with 6-day rotation; a small investment with a big pay-off. She hopes it will be helpful for the 5<sup>th</sup> grade with all its pull-outs.

Mr. Dwyer reminded the Board of upcoming BOS meeting for non-recurring projects.

Mrs. Liu-McCormack – What are the number of hours allocated to various disciplines, such as elementary STEM? Would be interested in a data analysis of this. Dr. Jones said this is difficult to parse out. Mr. Cummings said for elementary: 70 minutes/day for math – which is high among peer groups,

Language Arts is more integrated into Social Studies and Science. Have not formally had another study, but conscious of integrating disciplines. No cost associated.

Mrs. Maxon-Kennelly, page 147 – Noticed changes on the schedule for Science, Tech Ed and Developmental Guidance. Dr. Boice said the schedule is a balancing act with Board presentations. The other consideration for Developmental Guidance is the need to first develop a social/emotional learning framework.

Mr. Llewellyn

1. Page 153 – How is non-repairable different from annual refresh? Ms. Byrnes said the annual refresh is planned, non-repairable is the emergency repair/replace fund.
2. What was spent on non-repairable and acquisition of equipment? Ms. Byrnes will provide that list and the waterfall – there are over 7000 computing devices.
3. How many requests for document cameras? Ms. Byrnes said one request was received; PTA 's have purchased this item for less than \$100.

Mrs. Maxon-Kennelly – Can Chromebooks be used for the SBAC? Ms. Byrnes said yes.

Mr. Patten, page 119 – What accounts for the changes in lines 1108, 1111, 1112 and 1115? Ms. Munsell said most likely salary changes - she will confirm this.

Mrs. Liu-McCormack, page 119 – What is included in lines 1117 and 1200? Is transportation included? Dr. Jones referenced page 118 for what is included – she will provide this information.

Ms. Karnal

1. Page 119, Why do the numbers appear so drastically different in line 2640? Ms. Leffert said the HR dept. has had changes in staff members, but no new FTE. Mrs. Munsell said the account also includes subs, she will provide a breakdown of what is included here.
2. What does the change in line 1200 cover? Ms. Leonardi said it includes staffing, PT, and other services.
3. Is 2140 separate from that? Which lines add up to the \$1.5M? Ms. Leonardi said 2140 includes the purchase of revised speech and language testing materials as required.

Mrs. Liu-McCormack, page 119 - Can we divide these program numbers into mandated and non-mandated for Gifted, Sped, ELL, WFC, etc.? Would like to see what the performance is for the investment. Ms. Leonardi said all students are in regular-ed, it would be difficult to parse out and would be misleading to the public. She was asked to parse this out by department/program a few years ago and it was a bit of an artificial exercise; it may lead to more confusion.

Ms. Karnal, page 74 – What is the breakdown of legal fees? Ms. Leonardi said the figure on that page is for the district. Mr. Dwyer said this has already been provided; he asked Ms. Munsell for an update as of December 31.

### *Discussion of Budget and Suggested Changes*

Mr. Dwyer asked the Board for comments on suggested budget changes and asked, has the textbook line been reduced too much? Town bodies should be made aware of a possible increase in this line item next year. Dr. Jones said it will have to go back up next year if the Science materials will be purchased. Each line will be reviewed.

Mrs. Maxon-Kennelly expressed her concern about the textbook cost and said it was worth mentioning to other Boards as a possible sizeable increase for next year.

Mr. Dwyer – In addition, we are not budgeting for classes on the bubble; this should be highlighted.

Mrs. Liu-McCormack – Is thinking about exchanging maintenance projects for curriculum; will wait to get clarification from her questions at tonight's meeting and might be broad rather than specific.

Mr. Dwyer said specifics will be needed to price out suggested changes.

Mrs. Maxon-Kennelly said BOE is the only Town body that can budget by line item – formal motions will be expected on Thursday.

Mr. Llewellyn said suggested changes can be broad; he referenced the Quarterly Report.

Mr. Patten began a discussion on extra PD – Is it possible to take a school day and convert it to a PD day? Mrs. Leffert said this would be at the discretion of the superintendent. Dr. Jones said there aren't enough extra days, there may be a special election which will take a day; also, where PD is placed on the calendar is important relative to effectiveness. Thinking about a few early dismissals. Mr. Patten said he will not recommend this change.

Mr. Llewellyn, page 85, #321 – Is this an allocation of teacher salaries? Dr. Boice said it includes hourly curriculum writing, implementation guides and presenters. PD and curriculum development fall under Program Implementation.

Ms. Karnal, page 103 – Why is #313 missing from some schools? Mrs. Gerber referred her to the question packet for a full explanation. Mr. Cullen referred to page 155 for a list of items for line 313.

*Public Comment:*

Linda Erickson, Fairfield Resident – Sherman is not a 504 school, that should be changed in the budget book.

Christine Vitale, Verna Hill Road – Asked Board members to please notify PTA Budget reps of any changes or amendments to the budget so that they can be aware in advance.

Mr. Dwyer said the question/answer packets will be posted to the website. Thursday's agenda includes an item for next year's calendar due to the special election, pending BOS action.

Mrs. Gerber moved, Mr. Patten seconded to adjourn the meeting.

**Motion Passed: 9-0**

Meeting adjourned 9:30pm.

*Jessica Gerber*

*Fairfield Board of Education, Secretary*

DRAFT

**Regular Meeting Minutes  
Fairfield BoE, January 26, 2017**

**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 7:35PM. Present were members Eileen Liu-McCormack (arrived 7:50PM), Marc Patten (arrived 7:37PM), Donna Karnal, Jessica Gerber, Philip Dwyer, Anthony Calabrese, Trisha Pytko, Jennifer Maxon-Kennelly and John Llewellyn. Others present were Superintendent Dr. Toni Jones, members of the central office leadership team, and approximately 20 members of the public.

Mr. Dwyer noted that the student representatives are not in attendance due to exams.

A document with replies to Board questions will be referenced throughout the meeting.

*Old Business*

*Approval of Policy 5145.14 – Students – On-Campus Recruitment*

Mrs. Maxon-Kennelly moved, Mrs. Gerber seconded that the Board of Education approve Policy 5145-14 – Students – On Campus Recruitment.”

**Motion Passed 8-0**

*Mrs. Liu-McCormack was not present for this vote.*

*New Business*

*Adoption of a Recommended Budget for the 2017-2018 Fiscal Year*

Mr. Calabrese moved, Mrs. Gerber seconded that the Board of Education approve an operating budget in the amount of \$168,757,490 as presented, to be forwarded to the Town of Fairfield.

Mr. Dwyer asked if Board members needed any clarification.

Mr. Llewellyn

1. What are the ages of computers being replaced? Dr. Jones said they are 5 years or older and referenced page 4 of the questions document. Ms. Byrnes said this is calculated going backwards as shown on the chart. The intent is to keep equipment up-to-date. She can provide a complete list of the robust inventory.
2. Noticed 264 document cameras were requested; he felt this contradicted the reply to his question on the number of requests. Ms. Byrnes said she was referring to the number of requests by line-item and apologized for the misunderstanding.

Mr. Calabrese said the budget is lean; he recommended approving the budget as proposed.

Mr. Dwyer - Agreed with Mr. Calabrese. Concerned about budgeting to the exact number for elementary staff, retirements and health insurance and requested Board comments on the addition of a \$500K contingency line to cover unknowns. If unused – will get returned to the Town. Also concerned about additional ECS cuts; trying to build in flexibility.

Mr. Calabrese liked the idea but said the economic climate won't support it – it will become a bulls-eye for future cuts. While the budget is lean, it is the superintendent's proposal and he supports it.

Mr. Patten suggested \$250K.

Ms. Pytko questioned the whether Town attorney should be consulted. Mr. Dwyer said BOF and BOS can make this decision.

Ms. Karnal – Does a past practice exist for this? Mr. Dwyer said no.

Mrs. Gerber recalls Boards adding money for an item, not for a contingency. Does not think this should be done – it wouldn't get past the Town Boards.

Mr. Dwyer said he will not pursue the contingency line due to lack of interest.

Mr. Patten – How many sections are on the bubble, if we budgeted to an average, what would that be? Could add \$300K to teacher salary line for sections on the bubble. Mr. Dwyer said there is a net of 5 sections on the bubble, but will not make a motion due to lack of interest.

Ms. Karnal – Could money be moved from elsewhere in the budget, rather than added? Does not want a contingency item.

Mrs. Maxon-Kennelly felt the contingency label makes it a target. To pull money from other areas is a signal that those areas are not needed.

Mr. Dwyer asked Dr. Jones to comment on requested items – any reductions are normally discussed in May. Dr. Jones said the staff worked hard to bring in a lean budget while being respectful of the community. This really is a 2.65% budget since we utilized the \$740K, and any cuts would come from the 2.65% amount. Would hope the Board would not reduce this total and is most nervous about the reduction of 13 positions.

Mr. Patten moved, no second to add \$225,000 to line item 101, teaching staff. No discussion or action taken.

Mr. Llewellyn asked if there was any insight into the pension numbers. Dr. Jones said there is a need to coordinate with the Town – it goes beyond what we are able to answer. The actuary will be at the BOF on March 1<sup>st</sup>.

Mr. Llewellyn moved, Mrs. Liu-McCormack seconded to reduce the line 55000 on page 79 by \$28,700; to reduce line 58205 on page 101 by \$25,080; and to then increase line 54120 on page 74 by \$53,780 and request that the money be used by the superintendent to hire a consultant for a programmatic SPED audit and literacy audit.

Mr. Llewellyn said while special education services are important, he hopes to improve efficiency and outcomes – costs rise each year.

Ms. Pytko - Has faith in the administration; they have worked carefully to review services provided. As a parent - would be upset.

Mrs. Liu-McCormack said as a parent she was not upset. New strategies and findings happen constantly; an audit is healthy. There are many unfunded mandates and we can't rely on reimbursements.

Mr. Patten said cutting maintenance projects just kicks the can down the road and disagrees with the tech cut. What is the approximate special education student percentage in similar district budgets? Ms. Leonardi said 23-25%, and we are in line with that.

Mrs. Maxon-Kennelly

1. Asked for a description of the audit, what is the cost? Ms. Leonardi said a PK-21 programmatic audit will review each IEP, decision, program, service and the way services have been fulfilled. Cost is dependent on charge given to the auditor, but would not be less than \$50K. The number of staff hours to work with the auditor cannot be underestimated.
2. What is the science behind the audit? For example, how was the decision made to use Wilson – it seems an internal audit is constantly occurring to make such decisions. Ms. Leonardi said decades of research on the phonemic aspect of dyslexia shows that systematic code-based instruction is the best intervention, and Wilson was the name brand chosen to address this. She will gladly participate in an audit; she is proud of the work and great things do happen. She cautioned the Board that an audit will often signal a need for significant further investment in programs.
3. Have outside consultants been brought in before to refine and review practices? Ms. Leonardi said yes, particularly when ramping up with something new across 17 schools. Implementation must be done with fidelity.

4. What would staff not be doing while working on the audit? Ms. Leonardi said secretarial staff and administrators will be heavily relied upon for the duration of the audit.
5. Are you aware of other districts that have been audited? What were the results? Ms. Leonardi said typical results are a list of commendations and suggestions. Usually includes the addition of assistant principals at the elementary schools.

Mr. Dwyer said it is a worthy idea, but would be more in favor of a fully developed concept with staff input; will not support it. Dr. Jones said audits can be helpful; however, they will often determine that more staff is needed and hence potentially increase costs. Auditors look at data in a way that we can't – with a statistician. Would like the Board to support the budget as it is now, and will work with staff to develop this as a future proposal.

Ms. Karnal referred to the Board Questions document and requested clarification on charts shown on Attachment 12. How many students successfully exit? Ms. Leonardi explained the charts, which included percentage of time spent with non-disabled peers. The numbers reflected on the various charts, pulled from the state website, are not necessarily the same students. Connecticut conducts a post-service survey of parents and students but the participation rate is not good. The national employment data on people with disabilities is not that great – it shows they are not receiving needed services and are underemployed. A good data point is the number of college-bound students.

Mr. Llewellyn said it is alarming that we are up 18% in spending and could be up 35% by next year. He requested assurance from Dr. Jones that a programmatic audit will be pursued. Dr. Jones confirmed that she will pursue a programmatic audit and also review document cameras.

Following discussion, Mr. Llewellyn withdrew his motion and the Board gave unanimous consent.

The original motion -- “that the Board of Education approve an operating budget in the amount of \$168,757,490 as presented, to be forwarded to the Town of Fairfield”

#### *Public Comment*

Sue Miska, Ryegate Road: Complimented Dr. Jones and encouraged BOE to support the budget.

#### **Motion Passed: 9-0**

Mr. Llewellyn thanked Dr. Jones for the responsiveness and said the process has been more transparent.

Mr. Dwyer thanked the staff for the hard work and all the information that was readily provided, as has been done in the past.

Mrs. Liu-McCormack said she had long conversations with the Superintendent on what is done with the AP results and some of the ways that curriculum is implemented; Dr. Jones made it clear that it was not budgetary.

Mr. Dwyer said item 6B – regarding the calendar amendment, is withdrawn at this time due to action by the BOS.

#### *Discussion of the Holland Hill Ed-Specs*

Mr. Calabrese said he is not looking to slow down the Holland Hill (HH) project by adding it to the agenda and does not want it to stall at the Board of Finance (BOF). The BOF has made it clear that the lack of detail in the ed-specs is putting this project at risk.

Mr. Cullen explained the attachments; the highlighted pieces in the Riverfield ed-specs are what is missing for HH. Ed-specs are required for state reimbursements. Mr. Morabito manages the projects, attends all the meetings and drafts the ed-specs for review with the Superintendent.

Mr. Llewellyn – Is the objective to re-vote on the ed-specs?

Mr. Dwyer said Mr. Quinn is not requesting a change in ed-specs.

Mr. Cullen said the intention was to use the MGT study and provide an ed-spec to meet the capacity deficiencies. Pages 3-5 of the Riverfield ed-specs were based on the old District Improvement Plan, and Dr. Title felt that should be

removed. Pages 6-8 are very descriptive, while HH only lists capacity deficiencies. According to Dr. Title, the detailed description on page 9 was already known. Mr. Morabito added that:

- Pages 6-8 give define the program; the project goal is defined in the space deficiencies paragraph on page 9. Mr. Calabrese asked why these pages were removed. Mr. Morabito said a full description of the educational program as a reference was thought to overshadow the project. Its removal was meant to clarify that the project was to take care of the deficiencies. The Holland Hill Building Committee (HHBC) did not request any clarification.
- The site development paragraph on page 13 was converted to one bullet point for HH.
- The lower section on page 14 was thought to be redundant; the design professionals would inform us of those code/standards deficiencies. Open Choice would have to be re-evaluated and was removed.

Mr. Calabrese asked who removed the 3 pages from the ed-specs? Mr. Cullen said the initial HH ed-specs were marked up by Dr. Title; he removed the 3 pages in question.

Mrs. Gerber said while the goal may have been to streamline, it became more confusing. Mr. Cullen added that the thinking was to list what was needed, not what was wanted. It was done this way to save money and let the Building Committee make decisions.

Mr. Patten, page 4 of HH – confirmed that 1 special education room was requested, as HH already has 3. He agreed that more detail is needed – What is the procedure to add back in?

Mr. Dwyer asked staff to present newly drafted HH ed-specs for the Feb 14 BOE meeting based on this discussion. He would like to add a statement that the new ed-specs are for clarification only so that the building committee and architect are assured that nothing has changed.

Mr. Patten – Can we vote on this on February 14? Do we need a special meeting?

Mr. Calabrese said he would like to make a motion to add items back in to the HH ed-specs.

Ms. Karnal said she would like an explanation on the cost escalation.

Mr. Calabrese moved, Mrs. Gerber seconded to add a business item to the agenda to give guidance to staff.

Mr. Dwyer said he will ask the HHBC Chair to come to the February meeting to bring the Board up to date on the escalating costs; due in part to extensive site work, environmental work and the use of a higher inflation rate.

Ms. Karnal asked about the site work – who does it? Mr. Dwyer said the building committee manages the project, but as engineers discover issues, the cost increases. Specific questions can be forwarded to the HHBC in advance.

Mrs. Gerber – Would adding the pages back in create any problem, such as a delay? Can we say that we are putting this in for clarity and not go back to Town bodies, does the Board need to vote on this? Mr. Morabito said an explanation would be needed so the building committee would know the scope has not changed. Mr. Dwyer said a vote is needed since they have been submitted to the state. Mr. Cullen said new HH ed-specs could be drafted prior to the next BOE meeting.

Mr. Llewellyn requested clarification on what will be inserted and suggested highlighting new or existing items.

Mr. Calabrese confirmed with Mr. Cullen that all 504 schools are the same, and will all have the same amenities.

Mr. Llewellyn noted that the Riverfield ed-specs state there are Open Choice students. Mr. Morabito said that was correct at the time of filing.

Mrs. Liu-McCormack asked if there was an expectation to get Open Choice and other reimbursements, as the state has been cutting back. Posed additional questions on redistricting, as related to Racial Imbalance – do we need a 504 school, is this premature? Mr. Morabito said he will file for reimbursement as the law allows; he is not aware of any pending legislation to the contrary.

Mrs. Maxon-Kennelly said the old Riverfield ed-specs language doesn't quite fit for HH and she is hesitant to vote tonight. Other Board members agreed. Mr. Dwyer confirmed with Mr. Cullen that a draft could be prepared by 2/7 for the BOF with the goal of getting it to the RTM by the end of May. Mrs. Gerber asked about the project filing. Mr.

DRAFT

Morabito said the project filing will work with that schedule; portables were filed as a separate project. The only thing missing in the filing is the funding.

Mr. Patten reviewed some of the sections that he felt should be included and questioned if page 9 and part of 10 should be a supplement.

Mr. Calabrese confirmed that the newly revised ed-specs will be circulated as a draft to the BOE prior to submitting to the BOF on 2/7.

Ms. Karnal said she wasn't sure if page 9 should be used as a template and asked Mr. Cullen why there has been so much push back on these ed-specs. Mr. Cullen said he couldn't answer that.

Mr. Calabrese moved, Mrs. Gerber seconded to add a business item to the agenda to give guidance to staff.

**Motion Passed: 7-1**

Favor: Mr. Patten, Ms. Karnal, Mrs. Gerber, Mr. Dwyer, Mr. Calabrese, Ms. Pytko, Mrs. Maxon-Kennelly

Oppose: Mrs. Liu-McCormack

*Mr. Llewellyn was not in the room at the time.*

Mr. Calabrese moved, Mrs. Gerber seconded to direct staff through the Superintendent to revise the Holland Hill ed-specs to include the information in the Learning/Educational Activities, Educational Space Requirements Summary, and site development summary pages; to get a draft of the revised ed-specs to the Board of Finance for their February 7<sup>th</sup> meeting, and then to the Board of Education for their February 14<sup>th</sup> meeting.

The motion includes a friendly amendment by Mr. Patten – to include “the information from” the Learning/Educational Activities.

*Public comment:*

Sue Miska, Ryegate Road: Has never seen a motion like this before. Town Boards should communicate.

Jason Li, HHBC: Supports adding pages in to the ed-specs.

Nick Aysseh, HHBC: Appreciates the discussion and hopes this will help future projects move forward.

Alex Durrell, RTM District 3: Supports 504 capacity.

Laura Cretella, HH Principal: Curriculum can be delivered consistent with a 504 school.

Ms. Karnal requested clarification on the pages included for the Educational Activities section. Mr. Calabrese said pages 6, 7 and the top part of page 8.

Mr. Llewellyn requested clarification on the timeline, would be helpful to have a calendar with dates. Should be reviewed by BOE before it goes to BOF – seems this is being shoe-horned in. A discussion item all of a sudden became a voting item.

Mr. Dwyer confirmed there will be an action item for February 14 to approve the revised ed-specs to meet the timeframe. Generally, BOS meets first then BOF.

Mr. Calabrese moved to call the question.

**Motion Failed: 3-6**

Favor: Mr. Dwyer, Mr. Calabrese, Ms. Pytko

Oppose: Mrs. Liu-McCormack, Mr. Patten, Ms. Karnal, Mrs. Gerber, Mrs. Maxon-Kennelly, Mr. Llewellyn

Mrs. Gerber said this motion shows that the ed-specs are being addressed and are providing more clarification; the BOF has joint budget meetings in March and do not meet again until April.

Mr. Llewellyn said the discussion could have been much improved had the document been provided ahead of time; does not think anyone was prepared to have this discussion.

DRAFT

Mr. Patten confirmed with Mr. Calabrese that a draft will be given to the BOF, but the BOE will see it first. This has been added to the agenda and the Board is moving forward.

Mrs. Maxon-Kennelly said a direct email request was made to all BOE members to make such a change; all Board members were aware of this discussion item; staff had already spoken to the BOF but more was required; this provides more specificity and does not involve change.

Ms. Pytko added that the entire BOE received the formal request after the 1<sup>st</sup> BoE meeting in January and it is not a surprise.

Mr. Dwyer said Mr. Flynn requested clarification for his Board. Any official request to change ed-specs would come from the HHBC.

Original motion -- "to direct staff through the Superintendent to revise the Holland Hill ed-specs to include the information in the Learning/Educational Activities, Educational Space Requirements Summary, and site development summary pages; to get a draft of the revised ed-specs to the Board of Finance for their February 7<sup>th</sup> meeting, and then to the Board of Education for their February 14<sup>th</sup> meeting."

**Motion Passed: 6-3**

Favor: Mr. Patten, Mrs. Gerber, Mr. Dwyer, Mr. Calabrese, Ms. Pytko, Mrs. Maxon-Kennelly

Oppose: Mrs. Liu-McCormack Ms. Karnal, Mr. Llewellyn

<i>Approval of Minutes</i>
----------------------------

*Approval of the Minutes of the January 10, 2017 Regular Meeting*

Mrs. Gerber moved, Mrs. Maxon-Kennelly seconded that the Board of Education approve the Minutes of the Regular Meeting of January 10, 2017.

**Motion Passed: 6-1-2**

Favor: Mr. Patten, Mrs. Gerber, Mr. Dwyer, Mr. Calabrese, Ms. Pytko, Mrs. Maxon-Kennelly

Oppose: Mrs. Liu-McCormack

Abstain: Ms. Karnal, Mr. Llewellyn

<i>Superintendent's Report</i>
--------------------------------

Dr. Jones thanked the staff for all the hard work on the budget. She encouraged all to visit the teacher and student art exhibition at the Fairfield History Museum.

*Second Quarter Financial Report*

Mrs. Munsell reviewed the second quarter financial report. As of December 31, total expenses are expected to be within budget with designated funds on hold. She concentrated on the summary page with projected expenses, showing the district accounts that have funds in reserve and accounts that have deficits. The projected net balance for June 30 is currently at \$127K. This is being monitored constantly.

Mr. Dwyer asked about the status of ECS funding, and mentioned the Governor will give his address on February 8. Dr. Jones said ECS might get reduced further.

Mrs. Maxon-Kennelly thanked her for the Projected Expenses page and asked if line 26 – sub accounts – has an offset reflected elsewhere such as in Personnel Services; Mrs. Munsell said yes.

Ms. Karnal asked about legal fees – are any law firms on a monthly retainer? Mrs. Munsell said the legal fees are expected to be within budget. There are no law firms on a monthly retainer.

Mr. Llewellyn –

1. What is a blue voucher? Mrs. Munsell said they are used for small amounts that do not go through as a purchase order.
2. Regarding fixed charges – why does the balance in health insurance appear to be insufficient – is it a timing issue? Mrs. Munsell said it is a timing issue for payroll deductions. Many employees are on a 10-month schedule and don't work in the summer – so double deductions appear in May and June.
3. How are 401a contributions calculated? Mrs. Munsell said there are currently 88 people in it and only 16 were budgeted.
4. Is 401 matching? Mrs. Munsell said yes, there are 88 current new hires.

Mr. Dwyer said para-professionals have the highest turnover. Mrs. Leffert added that paras immediately contribute to 401a, but the match doesn't vest for 5 years. A majority of people being replaced are on the Town pension.

Mr. Dwyer thanked the staff for all the hard work on the budget.

<i>Open Board Comment</i>
---------------------------

Mr. Patten said he is grateful to Dr. Jones and her staff, former superintendents Dr. Tracy and Dr. Title, and all the department heads for presenting the budget.

Mr. Dwyer reminded the Board of the upcoming CAFE event – Day on the Hill.

Mrs. Gerber thanked Dr. Jones and her staff for the quick turnover of all the questions and all the work that was done.

<i>Adjournment</i>
--------------------

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

**Motion Passed: 9-0**

*Meeting adjourned at 10:42PM*

*Jessica Gerber  
Fairfield Board of Education  
Secretary*