

# 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  
June 21, 2016

## **Regular Meeting 7:30 PM**

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

2. Pledge of Allegiance

3. Public Comment

*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.*

4. Old Business

A. Adoption of the following Policies:

**Policy 3170** – Business/Non-Instructional Operations/Budget/Education Budget Implementation  
(*Combined Policies 3120 and 3120.2 and re-codified*)

**Policy 3542.33** – Business/Non-Instructional Operations/Food Sales Other than National School Lunch Program (*Policy 3712 re-codified*)

**Policy 4111.1** – Personnel/Certified/Permanent Personnel/Non-Discrimination, Affirmative Action: Equal Opportunity (*Policy 4111 re-codified*)

**Policy 4112.5, 4212.5** – Personnel/Certified, Non-Certified/Appointment and Conditions of Employment/Security Check, Fingerprinting (*Policy 4124 re-codified*)

**Recommended Motion:** “that the Board of Education adopt policies 3170, 3542.33, 4111.1, 4112.5 and 4212.5”

5. New Business

A. Approval of the Fairfield Ludlowe High School Education Specifications Revision

**Recommended Motion:** “that the Board of Education approve the changes to the educational specifications for Fairfield Ludlowe High School Project 051-0127 EA/EC/RR”

(Enclosure No. 1)

B. Financial Report and Approval of Budget Transfers for the 2015-2016 Fiscal Year, Mrs. Munsell

**Recommended Motion:** “that the Fairfield Board of Education approve the line item transfers for the 2015-2016 fiscal year as detailed in the Financial Statement per Enclosure No. 2”

(Enclosure No. 2)

C. Approval of Walter Fitzgerald Campus Tuition Program

**Recommended Motion:** “that the Board of Education approve the Walter Fitzgerald Campus Tuition Program as detailed in Enclosure No. 3”

(Enclosure No. 3)

6. Approval of Minutes

A. Approval of the Minutes of the Special Meeting of June 7, 2016

**Recommended Motion:** "that the Board of Education approve the minutes of the Special Meeting of June 7, 2016"

(Enclosure No. 4 )

B. Approval of the Minutes of the Special Meeting of June 9, 2016

**Recommended Motion:** "that the Board of Education approve the minutes of the Special Meeting of June 9, 2016"

(Enclosure No. 5)

7. Superintendent's Report

8. Committee/Liaison Reports

9. Open Board Comment

10. Adjournment

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

CALENDAR OF EVENTS

August 23, 2016	Board of Education Regular Meeting	501 Kings Hwy East 2 <sup>nd</sup> Floor Board Conference 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*

**EDUCATIONAL SPECIFICATIONS**

**Fairfield Ludlowe High School**

**Fairfield Public Schools**

**Fairfield, CT 06824**

**David Title, Ed.D.**

**Superintendent of Schools**

Revised November 12, 2014

Revised June 21, 2016

## **RATIONALE FOR THE PROJECT**

### **BACKGROUND:**

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

### **ENROLLMENT:**

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

### **CAPACITY:**

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

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

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

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

#### **MISSION STATEMENT**

**Policy Number 0100\***

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

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

**Policy Number 0110**

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

**THE PROJECT**

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

- Addition of two science classrooms and labs
- Addition of four general purpose classrooms for use with the following curriculum
  - Business Education
  - English
  - Mathematics
  - Social Studies
  - Health
  - World Language
- Expansion of the cafeteria/kitchen to accommodate increasing enrollment
- Relocation of the Teacher Lounge (to free up an additional classroom space)
- Relocation/enhancement of the Senior Lounge (including the creation of individual & group study areas)
- Replacement of windows with energy efficient units to the extent allowed by funding approved March 24, 2014 and as may be amended.
- Addition of lockers
- Replacement of the roofing installed in 1991

**ENROLLMENT DATA AND PROPOSED PROJECT CAPACITY**

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

**SPACE DEFICIENCIES:**

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

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

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

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

## **BUILDING SYSTEMS:**

### **Envelope**

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

### **Security/Safety**

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

### **Code**

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

(Also see BSF Filing Requirements)

## **INTERIOR BUILDING ENVIRONMENT:**

### **Mechanical Systems**

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

### **Interior Spaces - General**

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

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

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

### **TECHNOLOGY:**

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

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

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

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

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



**COMMUNITY USES:**

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

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

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

To: Board of Education Members  
David G. Title, Superintendent of Schools

From: Doreen Munsell, Director of Finance and Business Services

Date: June 16, 2016

Subject: 2015 – 2016 Budget Projection and Transfers

Attached you will find the following documents related to the fiscal year-end:

- 2015 – 2016 Proposed Budget Transfers
- 2015 – 2016 Financial Report as of June 16, 2016

Projected balances continue to be estimates until expenditures are finalized and the fiscal year is formally closed in August. The grand total unencumbered balance on the financial report is greater than our projected year-end balance of \$ 299,023 because costs for hourly wages, FICA/Medicare and utilities, for example, are not encumbered. Certain other costs are encumbered with estimates (e.g., legal fees, commencement costs and maintenance) until actual invoices are received and paid.

The proposed budget transfers are in accordance with BOE Policy 3120.2 and are based on the projected balances. As is past practice, we will continue to process transactions for the year and, if necessary, additional funds will be transferred and reported to the Board in the fall. The Board of Education will be provided with a final update on the 2015 - 2016 fiscal year after it is officially closed.

I request that the proposed 2015 – 2016 budget transfers per the attached spreadsheet be approved at the June 21, 2016 Board of Education meeting.

Fairfield Public Schools  
Board of Education  
2015-2016 Budget Transfers

	(1)	(2)	(3)	(4)
MAJOR CLASSIFICATION ACCOUNT DESCRIPTION	PROJECTED END OF YEAR BALANCES	MAJOR CLASSIFICATION PROJECTED END OF YEAR BALANCES	TRANSFER REQUESTS	NOTES
<b>Personnel Services</b>				
Certified Salaries	\$ 579,170			
Additional Retirees	\$ 436,407			
Substitutes	\$ (546,045)			
Sped Substitutes	\$ (207,722)			
Non-Certified Salaries	\$ 116,642			
Custodial OT	\$ 55,000			Mild winter
Interns/Tchr Mentor Stipends	\$ (4,260)			
Sped Summer School Salaries/Clerical Extras	\$ (27,151)			
Extra Curricular Salaries	\$ 45,332			
Wage & Benefit	\$ (7,654)			
<b>Total Personnel Services</b>		<b>\$ 439,719</b>	<b>\$ (385,000)</b>	
<b>Fixed Charges</b>				
Life Insurance	\$ 3,723			
Disability	\$ 5,173			
Pension	\$ (78,000)			Change in mortality tables
401(a)	\$ (15,747)			Transition to 401(a) as non-certified contracts were settled
<b>Total Fixed Charges</b>		<b>\$ (84,851)</b>	<b>\$ 85,000</b>	
<b>Pupil Personnel Expenses</b>				
<b>Total Pupil Personnel Expenses</b>	<b>\$ (677,875)</b>	<b>\$ (677,875)</b>	<b>\$ 700,000</b>	
<b>School Expenses</b>				
School Balances	\$ 109,172			
Copy Supplies	\$ 23,248			Increased use of electronic media, and price negotiations
<b>Total School Expenses</b>		<b>\$ 132,420</b>	<b>\$ (100,000)</b>	
<b>Support Expenses</b>				
Security	\$ (52,777)			
Consultants	\$ (30,000)			Superintendent search
Legal Services	\$ 34,000			
Professional Growth Tuition	\$ (4,473)			
Technology	\$ 10,464			
Magnet School Tuition	\$ 72,058			
Copying/Printing/ Postage Costs	\$ 29,555			
Conferences	\$ 7,750			
Instructional Services/Supplies	\$ 40,028			
<b>Total Support Expenses</b>		<b>\$ 106,605</b>	<b>\$ -</b>	
<b>Maint/Oper/Transp.</b>				
Maintenance Projects	\$ 65,156			
Other Maintenance Accounts	\$ 67,619			
Telephone	\$ (17,449)			Reduction in E-rate
Repairs	\$ 2,204			
Technology	\$ 48,154			
Transportation	\$ 130,710			Reduced use of fuel, change in configuration of Pre-K Buses
Electric	\$ 47,781			Lower transmission & distribution charges
Heat/Commercial Gas	\$ 50,208			Lower usage, efficiency due to new boilers
Water	\$ (34,754)			15 months of usage-change in billing cycle
<b>Total Maint/Oper/Transp.</b>		<b>\$ 359,629</b>	<b>\$ (300,000)</b>	
<b>Capital Outlay</b>				
Special Ed Equipment	\$ 31,557			
Technology Equipment	\$ 186			
Oper Plant Equip/Equip Theft/Damage	\$ (11,420)			
School Equipment	\$ 3,053			
<b>Total Capital Outlay</b>		<b>\$ 23,376</b>	<b>\$ -</b>	
<b>GRAND TOTAL</b>		<b>\$ 299,023</b>	<b>\$ -</b>	

# Statement of Account - Summary by Major Classification

6/16/2016 4:16:55 PM

## Fairfield Public Schools Fiscal Year 2015-2016

Major Classification	Appropriation As Adopted	Spec Approp and Transfers	Appropriation Amended	Total Expenditures	Outstanding Encumbrance	Outstanding Requisitions	Unencumbered Balance	% Used
Personnel Services	102,677,214.00	(\$6,017.43)	102,671,196.57	\$99,365,645.32	\$2,601,108.76	\$0.00	\$704,442.49	99.31%
Fixed Charges	\$26,642,402.00	\$0.00	\$26,642,402.00	\$26,695,595.93	\$0.00	\$0.00	(\$53,193.93)	100.20%
Pupil Personnel Expense	\$6,644,775.00	\$2,529.00	\$6,647,304.00	\$6,759,568.68	\$507,378.63	\$61,302.94	(\$680,946.25)	110.24%
School Expenses	\$2,775,591.00	(\$2,200.00)	\$2,773,391.00	\$2,307,458.98	\$323,626.99	\$520.16	\$141,784.87	94.89%
Support Expenses	\$3,782,237.00	\$2,800.00	\$3,785,037.00	\$3,362,070.35	\$303,965.16	\$5,180.93	\$113,820.56	96.99%
Maint/Oper/Trans	\$16,914,492.00	\$2,888.43	\$16,917,380.43	\$14,937,418.67	\$1,412,551.29	\$97,655.00	\$469,755.47	97.22%
Capital	\$1,778,929.00	\$0.00	\$1,778,929.00	\$1,644,589.36	\$42,246.01	\$20,804.79	\$71,288.84	95.99%
<b>Grand Total</b>	<b>\$161,215,640.00</b>	<b>\$0.00</b>	<b>161,215,640.00</b>	<b>155,072,347.29</b>	<b>\$5,190,876.84</b>	<b>\$185,463.82</b>	<b>\$766,952.05</b>	<b>99.52%</b>

**Statement of Account - Summary by  
Major Classification and Summary Object**

6/16/2016 4:17:27 PM

Fairfield Public Schools  
Fiscal Year 2015-2016

Major Classification Summary Object	Appropriation As Adopted	Spec Approp and Transfers	Appropriation Amended	Total Expenditures	Outstanding Encumbrance	Outstanding Requisitions	Unencumbered Balance	% Used
<b>Personnel Services</b>								
101 TEACHING STAFF	\$69,459,207.00	(\$894,802.00)	\$68,564,405.00	\$66,672,662.06	\$1,882,578.26	\$0.00	\$9,164.68	99.99%
103 CERTIFIED SUPPORT STAFF	\$6,581,621.00	(\$94,041.00)	\$6,487,580.00	\$6,301,860.45	\$185,347.68	\$0.00	\$371.87	99.99%
105 SCHOOL ADMIN STAFF	\$5,901,372.00	(\$41,823.66)	\$5,859,548.34	\$5,741,586.99	\$112,593.59	\$0.00	\$5,367.76	99.91%
107 CENTRAL ADMINISTRATION STAFF	\$1,071,295.00	\$27,017.00	\$1,098,312.00	\$1,077,190.58	\$21,121.38	\$0.00	\$0.04	100.00%
109 DIRECTOR/SUPERVISOR/MGR	\$627,475.00	\$22,408.83	\$649,883.83	\$637,386.27	\$12,497.76	\$0.00	(\$0.20)	100.00%
111 SECRETARIAL/CLERCL STAFF	\$3,501,632.00	(\$76,798.00)	\$3,424,834.00	\$3,349,928.01	\$74,671.94	\$0.00	\$234.05	99.99%
113 PARAPROFESSIONAL STAFF	\$3,332,583.00	\$142,492.00	\$3,475,075.00	\$3,435,310.63	\$39,226.71	\$0.00	\$537.66	99.98%
115 CUSTODIAN STAFF	\$4,050,300.00	(\$210,300.00)	\$3,840,000.00	\$3,765,938.53	\$74,011.75	\$0.00	\$49.72	100.00%
117 MAINTENANCE STAFF	\$1,044,121.00	(\$2,842.00)	\$1,041,279.00	\$1,022,308.31	\$18,970.32	\$0.00	\$0.37	100.00%
121 SUPPORT STAFF	\$1,357,512.00	(\$3,941.29)	\$1,353,570.71	\$1,329,876.18	\$23,694.15	\$0.00	\$0.38	100.00%
123 INFO TECH SUPPORT STAFF	\$853,729.00	(\$6,995.24)	\$846,733.76	\$831,685.31	\$15,048.59	\$0.00	(\$0.14)	100.00%
125 SE TRAINER STAFF	\$768,828.00	\$15,602.00	\$784,430.00	\$769,369.55	\$14,892.28	\$0.00	\$168.17	99.98%
129 PART-TIME EMPLOYMENT	\$2,623,937.00	\$320,475.00	\$2,944,412.00	\$3,161,717.67	\$32,007.50	\$0.00	(\$249,313.17)	108.47%
131 WAGE/BENEFIT RESERVE	\$496,356.00	(\$344,735.40)	\$151,620.60	(\$13,898.96)	\$0.00	\$0.00	\$165,519.56	-9.17%
133 STAFF REPLACEMENT	(\$460,000.00)	\$1,258,443.77	\$798,443.77	\$0.00	\$0.00	\$0.00	\$798,443.77	0.00%
135 DEGREE CHANGES	\$137,522.00	(\$118,777.44)	\$18,744.56	\$0.00	\$0.00	\$0.00	\$18,744.56	0.00%
307 OTHER SERVICES	\$1,329,724.00	\$2,600.00	\$1,332,324.00	\$1,282,723.74	\$94,446.85	\$0.00	(\$44,846.59)	103.37%
<b>Total for Personnel Services</b>	<b>102,677,214.00</b>	<b>(\$6,017.43)</b>	<b>102,671,196.57</b>	<b>\$99,365,645.32</b>	<b>\$2,601,108.76</b>	<b>\$0.00</b>	<b>\$704,442.49</b>	<b>99.31%</b>
<b>Fixed Charges</b>								
201 HEALTH INSURANCE	\$22,336,918.00	\$0.00	\$22,336,918.00	\$22,336,918.00	\$0.00	\$0.00	\$0.00	100.00%
203 LIFE/DISABILITY INSURANCE	\$262,025.00	\$0.00	\$262,025.00	\$231,809.94	\$0.00	\$0.00	\$30,215.06	88.47%
205 SOCIAL SECURITY	\$2,241,459.00	\$0.00	\$2,241,459.00	\$2,215,842.32	\$0.00	\$0.00	\$25,616.68	98.86%
207 PENSION/RETIREMENT	\$1,802,000.00	\$0.00	\$1,802,000.00	\$1,911,025.67	\$0.00	\$0.00	(\$109,025.67)	106.05%
<b>Total for Fixed Charges</b>	<b>\$26,642,402.00</b>	<b>\$0.00</b>	<b>\$26,642,402.00</b>	<b>\$26,695,595.93</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$53,193.93)</b>	<b>100.20%</b>
<b>Pupil Personnel Expense</b>								
301 INSTRUCTIONAL SERVICES	\$40,500.00	\$0.00	\$40,500.00	\$34,508.46	\$0.00	\$740.00	\$5,251.54	87.03%
303 PUPIL PERSONNEL SERVICES	\$968,571.00	\$597,529.00	\$1,566,100.00	\$1,752,467.07	\$136,519.17	\$5,832.00	(\$328,718.24)	120.99%
307 OTHER SERVICES	\$234,100.00	\$0.00	\$234,100.00	\$424,746.61	\$46,167.97	\$10,045.00	(\$246,859.58)	205.45%
315 RENTALS	\$14,350.00	\$0.00	\$14,350.00	\$14,070.00	\$0.00	\$0.00	\$280.00	98.05%
317 STUDENT TRANSPORTATION	\$163,401.00	\$0.00	\$163,401.00	\$165,160.44	\$0.00	\$0.00	(\$1,759.44)	101.08%
319 CONFERENCE & TRAVEL	\$95,770.00	\$0.00	\$95,770.00	\$83,610.32	\$4,545.61	\$0.00	\$7,614.07	92.05%
327 PRINTING/COPYING	\$6,800.00	\$0.00	\$6,800.00	\$6,800.00	\$0.00	\$0.00	\$0.00	100.00%
329 TUITION	\$4,986,583.00	(\$595,000.00)	\$4,391,583.00	\$4,171,742.14	\$315,552.31	\$9,170.00	(\$104,881.45)	102.39%
401 INSTRUCTIONAL SUPLS/MATLS	\$110,000.00	\$0.00	\$110,000.00	\$73,429.48	\$2,987.19	\$33,213.24	\$370.09	99.66%
404 SPLS, BKS, MATLS-DIST SUPPORT	\$15,500.00	\$0.00	\$15,500.00	\$17,034.04	\$1,167.38	\$2,302.70	(\$5,004.12)	132.28%
411 TEXTBOOKS	\$7,000.00	\$0.00	\$7,000.00	\$12,934.29	\$199.00	\$0.00	(\$6,133.29)	187.62%
415 OTHER SUPPLIES/MATERIALS	\$1,000.00	\$0.00	\$1,000.00	\$2,322.78	\$240.00	\$0.00	(\$1,562.78)	256.28%
601 DUES AND FEES	\$1,200.00	\$0.00	\$1,200.00	\$743.05	\$0.00	\$0.00	\$456.95	61.92%
<b>Total for Pupil Personnel Expense</b>	<b>\$6,644,775.00</b>	<b>\$2,529.00</b>	<b>\$6,647,304.00</b>	<b>\$6,759,568.68</b>	<b>\$507,378.63</b>	<b>\$61,302.94</b>	<b>(\$680,946.25)</b>	<b>110.24%</b>

**Statement of Account - Summary by  
Major Classification and Summary Object**

6/16/2016 4:17:28 PM

Fairfield Public Schools  
Fiscal Year 2015-2016

Major Classification Summary Object	Appropriation As Adopted	Spec Approp and Transfers	Appropriation Amended	Total Expenditures	Outstanding Encumbrance	Outstanding Requisitions	Unencumbered Balance	% Used
<b>School Expenses</b>								
129 PART-TIME EMPLOYMENT	\$15,000.00	(\$3,000.00)	\$12,000.00	\$9,274.68	\$0.00	\$0.00	\$2,725.32	77.29%
301 INSTRUCTIONAL SERVICES	\$21,745.00	\$0.00	\$21,745.00	\$13,851.42	\$759.20	\$0.00	\$7,134.38	67.19%
307 OTHER SERVICES	\$67,275.00	(\$100.00)	\$67,175.00	\$29,700.49	\$30,319.36	\$0.00	\$7,155.15	89.35%
315 RENTALS	\$132,558.00	\$0.00	\$132,558.00	\$105,365.77	\$0.00	\$0.00	\$27,192.23	79.49%
317 STUDENT TRANSPORTATION	\$42,840.00	\$2,000.00	\$44,840.00	\$28,327.74	\$12,994.04	\$0.00	\$3,518.22	92.15%
319 CONFERENCE & TRAVEL	\$75,130.00	(\$14,383.00)	\$60,747.00	\$35,587.39	\$2,045.00	\$0.00	\$23,114.61	61.95%
327 PRINTING/COPYING	\$259,877.00	\$0.00	\$259,877.00	\$223,631.76	\$16,726.37	\$0.00	\$19,518.87	92.49%
400 SUPPLIES, BOOKS & MATERIALS	\$1,476,959.00	\$12,318.00	\$1,489,277.00	\$1,278,578.26	\$177,475.11	\$520.16	\$32,703.47	97.80%
402 INSTRUCTIONAL SPLS-DIST SUPPRT	\$41,000.00	\$0.00	\$41,000.00	\$15,729.88	\$19,398.61	\$0.00	\$5,871.51	85.68%
409 STUDENT ACTIVITY EXPENSES	\$596,940.00	(\$4,600.00)	\$592,340.00	\$521,776.45	\$61,781.69	\$0.00	\$8,781.86	98.52%
415 OTHER SUPPLIES/MATERIALS	\$20,002.00	\$5,380.00	\$25,382.00	\$20,246.12	\$2,127.61	\$0.00	\$3,008.27	88.15%
601 DUES AND FEES	\$26,265.00	\$185.00	\$26,450.00	\$25,389.02	\$0.00	\$0.00	\$1,060.98	95.99%
<b>Total for School Expenses</b>	<b>\$2,775,591.00</b>	<b>(\$2,200.00)</b>	<b>\$2,773,391.00</b>	<b>\$2,307,458.98</b>	<b>\$323,626.99</b>	<b>\$520.16</b>	<b>\$141,784.87</b>	<b>94.89%</b>
<b>Support Expenses</b>								
301 INSTRUCTIONAL SERVICES	\$70,074.00	(\$9,037.00)	\$61,037.00	\$52,079.50	\$1,504.05	\$0.00	\$7,453.45	87.79%
305 PROFESSIONAL/TECHNICAL SVCS	\$648,966.00	\$0.00	\$648,966.00	\$541,987.03	\$69,401.25	\$0.00	\$37,577.72	94.21%
307 OTHER SERVICES	\$19,776.00	\$0.00	\$19,776.00	\$18,794.00	\$0.00	\$0.00	\$982.00	95.03%
309 SECURITY SVCS/EXPENSES	\$160,000.00	\$0.00	\$160,000.00	\$166,285.68	\$46,478.23	\$0.00	(\$52,763.91)	132.98%
313 MAINTENANCE SERVICES	\$599,367.00	\$0.00	\$599,367.00	\$567,570.47	\$30,564.00	\$0.00	\$1,232.53	99.79%
319 CONFERENCE & TRAVEL	\$48,900.00	\$0.00	\$48,900.00	\$33,669.55	\$5,337.15	\$0.00	\$9,893.30	79.77%
321 PROFESSIONAL DEVELOPMENT	\$567,501.00	\$3,044.00	\$570,545.00	\$471,489.05	\$97,204.95	\$0.00	\$1,851.00	99.68%
323 POSTAGE	\$74,738.00	\$0.00	\$74,738.00	\$58,537.62	\$3,392.63	\$0.00	\$12,807.75	82.86%
325 PERSONNEL/RECRUITMENT EXP	\$26,000.00	\$0.00	\$26,000.00	\$24,295.00	\$505.00	\$0.00	\$1,200.00	95.38%
327 PRINTING/COPYING	\$72,600.00	\$0.00	\$72,600.00	\$53,427.41	\$8,846.60	\$0.00	\$10,325.99	85.78%
329 TUITION	\$344,541.00	\$0.00	\$344,541.00	\$272,483.00	\$0.00	\$0.00	\$72,058.00	79.09%
401 INSTRUCTIONAL SUPLS/MATLS	\$908,564.00	\$8,793.00	\$917,357.00	\$885,107.02	\$4,868.85	\$5,180.93	\$22,200.20	97.58%
403 OFFICE/GENERAL SUPPLIES	\$15,250.00	\$0.00	\$15,250.00	\$11,025.83	\$2,519.07	\$0.00	\$1,705.10	88.82%
404 SPLS, BKS, MATLS-DIST SUPPORT	\$9,000.00	\$0.00	\$9,000.00	\$8,983.97	\$0.00	\$0.00	\$16.03	99.82%
411 TEXTBOOKS	\$5,330.00	\$0.00	\$5,330.00	\$3,560.45	\$973.50	\$0.00	\$796.05	85.06%
415 OTHER SUPPLIES/MATERIALS	\$148,465.00	(\$45.00)	\$148,420.00	\$131,790.46	\$5,805.96	\$0.00	\$10,823.58	92.71%
424 OTHER SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$2,177.83	\$63.92	\$0.00	\$5,758.25	28.02%
601 DUES AND FEES	\$55,165.00	\$45.00	\$55,210.00	\$58,806.48	\$26,500.00	\$0.00	(\$30,096.48)	154.51%
<b>Total for Support Expenses</b>	<b>\$3,782,237.00</b>	<b>\$2,800.00</b>	<b>\$3,785,037.00</b>	<b>\$3,362,070.35</b>	<b>\$303,965.16</b>	<b>\$5,180.93</b>	<b>\$113,820.56</b>	<b>96.99%</b>
<b>Maint/Oper/Trans</b>								
305 PROFESSIONAL/TECHNICAL SVCS	\$70,000.00	\$0.00	\$70,000.00	\$149,622.19	\$17,407.24	\$30,000.00	(\$127,029.43)	281.47%
311 UTILITY SERVICES	\$4,623,881.00	\$0.00	\$4,623,881.00	\$4,317,807.70	\$29,497.78	\$0.00	\$276,575.52	94.02%
313 MAINTENANCE SERVICES	\$3,712,948.00	\$0.00	\$3,712,948.00	\$2,662,107.29	\$620,283.78	\$67,655.00	\$362,901.93	90.23%
317 STUDENT TRANSPORTATION	\$7,641,957.00	\$2,888.43	\$7,644,845.43	\$7,003,528.80	\$679,593.77	\$0.00	(\$38,277.14)	100.50%
319 CONFERENCE & TRAVEL	\$34,100.00	\$0.00	\$34,100.00	\$27,791.79	\$6,783.29	\$0.00	(\$475.08)	101.39%
321 PROFESSIONAL DEVELOPMENT	\$55,395.00	\$0.00	\$55,395.00	\$43,826.34	\$2,354.40	\$0.00	\$9,214.26	83.37%
424 OTHER SUPPLIES	\$315,211.00	\$0.00	\$315,211.00	\$297,035.30	\$13,497.34	\$0.00	\$4,678.36	98.52%
429 MAINTENANCE/REPAIR SUPPLIES	\$461,000.00	\$0.00	\$461,000.00	\$435,699.26	\$43,133.69	\$0.00	(\$17,832.95)	103.87%
<b>Total for Maint/Oper/Trans</b>	<b>\$16,914,492.00</b>	<b>\$2,888.43</b>	<b>\$16,917,380.43</b>	<b>\$14,937,418.67</b>	<b>\$1,412,551.29</b>	<b>\$97,655.00</b>	<b>\$469,755.47</b>	<b>97.22%</b>
<b>Capital</b>								
501 CAPITAL OUTLAY	\$366,500.00	\$0.00	\$366,500.00	\$245,359.36	\$29,233.01	\$20,804.79	\$71,102.84	80.60%
503 TECHNOLOGY	\$1,412,429.00	\$0.00	\$1,412,429.00	\$1,399,230.00	\$13,013.00	\$0.00	\$186.00	99.99%
<b>Total for Capital</b>	<b>\$1,778,929.00</b>	<b>\$0.00</b>	<b>\$1,778,929.00</b>	<b>\$1,644,589.36</b>	<b>\$42,246.01</b>	<b>\$20,804.79</b>	<b>\$71,288.84</b>	<b>95.99%</b>
<b>Grand Total</b>	<b>161,215,640.00</b>	<b>\$0.00</b>	<b>161,215,640.00</b>	<b>155,072,347.29</b>	<b>\$5,190,876.84</b>	<b>\$185,463.82</b>	<b>\$766,952.05</b>	<b>99.52%</b>

June 21, 2016



David G. Title, Ed. D.  
Superintendent of Schools

## S u p e r i n t e n d e n t M e m o r a n d u m

**To:** Board of Education Members  
**Date:** June 16, 2016  
**Re:** Walter Fitzgerald Campus Tuition Program

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In the past year, Fairfield Public Schools has become a recognized leader in alternative education for those students unable to succeed in the traditional high school setting. Several outside districts have expressed an interest in sending their students to the Walter Fitzgerald Campus program on a tuition basis. As discussed at the June 7, 2016 Board of Education Meeting, with today's fiscal climate, this arrangement could prove beneficial for Fairfield as well as for students in other school districts. The Walter Fitzgerald Campus is currently in a position to accept up to 5 out-of-district tuition-paying students. Should the Board of Education approve this option, the following stipulations would apply:

- Tuition would be aligned with Cooperative Educational Services (CES) on an annual basis (\$57,892 per student for the 2016-17 school year). Related services (speech and language, OT, PT, nursing, etc.) will be charged on an individual basis equal to the hourly rate paid to Rehabilitation Associates (\$71.50 per hour).
- Districts enrolling students for less than a full year will be charged tuition on a pro-rated basis.
- Up to five tuition students will be accepted.
- The sending district is responsible for all student transportation costs.
- Fairfield Public Schools has sole discretion of student acceptance.
- The sending district is responsible for all legal costs that may be incurred in the event of a due process hearing or other special education process.
- Students are subject to dismissal if their presence in the program disrupts the learning environment of other students (after reasonable attempts at intervention).
- Students are subject to Fairfield Public Schools' code of conduct.
- Fairfield Public Schools' resident students will not be denied access to the Walter Fitzgerald Campus program as a result of tuition students.

There is potential that with increasing enrollment from other districts, WFC will need additional support from our Effective School Solutions (ESS) program. These costs would be mitigated by the tuition. While I do not have a specific number, I would estimate that figure to be approximately \$10,000 per student serviced by ESS.

Board of Education Policy 3230 states, "Tuition students are not accepted in the Fairfield Public Schools except as may be required by Connecticut State Statutes." While the intent of this Policy is to prevent individual non-resident families from enrolling students, the Board of Education has previously accepted tuition students for specialized programs.

As we discussed, this tuition program has the potential to benefit students in Fairfield County and, at the same time, provide a revenue stream to enable us to weather challenging fiscal times.

*DGT/mb*



DRAFT

**Special Meeting Minutes  
Fairfield BoE; June 7, 2016**

**Call to order of the Special Meeting of the Board of Education and Roll Call**

Chairman Philip Dwyer called the Regular meeting to order at 7:16PM. Present were members Jessica Gerber, Eileen Liu-McCormack (arrived 7:27PM), Philip Dwyer, Anthony Calabrese, Trisha Pytko, Jennifer Maxon-Kennelly, John Llewellyn (arrived 7:22PM), Marc Patten (arrived 7:27PM) and Donna Karnal (arrived 7:20PM). Also present was Karen Parks.

**Board Discussion Regarding Student Expulsions**

Mr. Calabrese moved/Mrs. Maxon-Kennelly seconded the recommended motion "that the Board of Education hereby moves to enter into Executive Session under CGS 1-210(b)(17) to discuss confidential student expulsion records, and invite Mrs. Karen Parks to attend as appropriate." Motion passed 5-0 (Mrs. Liu-McCormack, Mr. Llewellyn, Mr. Patten and Ms. Karnal were not present for this vote). The Board went into Executive Session at 7:17PM.

The Board came out of Executive Session at 7:46PM.

**Motion to adjourn**

Mrs. Gerber moved/Ms. Pytko seconded the recommended motion "that this Special meeting of the Board of Education adjourn" Motion passed 9-0. Meeting adjourned at 7:46PM.

DRAFT

**Special Meeting Minutes  
Fairfield BoE; June 9, 2016**

**Call to order of the Special Meeting of the Board of Education and Roll Call**

Chairman Philip Dwyer called the Special meeting to order at 6:44PM. Present were members Eileen Liu-McCormack, John Llewellyn, Anthony Calabrese, Donna Karnal, Jessica Gerber, Jennifer Maxon-Kennelly, Philip Dwyer, Trisha Pytko, and Marc Patten. Also present was Mr. Bob Rader.

**Board Discussion Regarding Board self-evaluation**

Ms. Karnal moved/Mr. Patten seconded the recommended motion: "that the Board of Education hereby moves to enter into Executive Session under CGS 1-200(6a) to discuss the Board self-evaluation and invite Mr. Bob Rader as appropriate" Motion passed 8-0-1 (Mrs. Liu-McCormack, Mr. Patten, Ms. Karnal, Mrs. Gerber, Mr. Dwyer, Mr. Calabrese, Ms. Pytko, Mrs. Maxon-Kennelly in favor; Mr. Llewellyn abstained).

The Board came out of Executive session at 9PM

**Adjournment**

Mr. Llewellyn moved/Ms. Pytko seconded the recommended motion: "that this Special Meeting of the Board of Education adjourn" Motion passed 7-2 (Mrs. Liu-McCormack, Mr. Patten, Mr. Dwyer, Mr. Calabrese, Ms. Pytko, Mrs. Maxon-Kennelly, Mr. Llewellyn in favor; Ms. Karnal, Mrs. Gerber against). Meeting adjourned at 9:00PM.