

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, 2nd Floor Board Conference Room
December 13, 2016
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
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.*
5. Presentation
 - A. Recognition of PTA Delegates, Mrs. Jessica Gerber
 - B. AON update on Health Insurance, Mr. Joel Chamberlain and Mr. Carlton Lindgren
(Enclosure No. 1)
 - C. Regional Youth Adult Social Action Partnership (RYASAP) Survey Results, Mr. Robert Francis, RYASAP Executive Director
6. Old Business
 - A. Approval of Policy 5141.3, Students - Health Assessments and Immunizations
Recommended Motion: "that the Board of Education approve Policy 5141.3, Students - Health Assessments and Immunizations"
7. New Business
 - A. Fairfield BOE Proposed Capital Non-Recurring Projects, Mr. Cullen
(Enclosure No. 2)
 - B. District-Wide Radon Testing, Mr. Cullen
Recommended Motion: "that the Board of Education approve the district-wide radon five-year re-evaluation testing per State of Connecticut, Department of Public Health requirements"
(Enclosure No. 3)
 - C. Approval of Fairfield Warde High School Re-roof Project TMP-051-0123 RR
Recommended Motion: "that the Board of Education accept the Fairfield Warde High School Re-roof Project TMP-051-0123 RR as complete"
(Enclosure No. 4)
 - D. Approval of the CSDE Authorized Signature Change Form for the Bureau of Health/Nutrition, Family Services and Adult Education

Recommended Motion: “that the Board of Education approve the Signature Change Form for the Bureau of Health/Nutrition, Family Services and Adult Education as enclosed”

(Enclosure No. 5)

E. First Reading of Policies

- i. Policy 3520.13 – Student Data Protection and Privacy/Cloud-Based Issues
- ii. Policy 5125 – Student Records - Confidentiality

(Enclosure No. 6)

F. Walter Fitzgerald Campus – Status Update, Ms. Leonardi, Ms. Donowitz

G. Discussion and Possible Action on Board of Education By-Law Amendments

(Enclosure No. 7)

8. Approval of Minutes

A. Approval of Minutes of the Special Meeting of November 10, 2016

Recommended Motion: “that the Board of Education approve the minutes of the Special Meeting of November 10, 2016”

(Enclosure No. 8)

B. Approval of Minutes of the Special Meeting of November 15, 2016

Recommended Motion: “that the Board of Education approve the minutes of the Special Meeting of November 15, 2016”

(Enclosure No. 9)

C. Approval of Minutes of the Regular Meeting of November 15, 2016

Recommended Motion: “that the Board of Education approve the minutes of the Regular Meeting of November 15, 2016”

(Enclosure No. 10)

9. Superintendent’s Report

10. Committee/Liaison Reports

11. Open Board Comment

12. Adjournment

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

CALENDAR OF EVENTS

January 10, 2017	Board of Education Regular Meeting	501 Kings Hwy East 2 nd 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

Fairfield Public Schools

Reserve Analysis (November 30, 2016)

Reserve Analysis: June 30, 2016

Data Through November 2016

Provider Month	CIGNA Medical	CVS/Caremark Rx	Delta Dental	Total
Jul-16	\$945,736	\$0	\$51,208	\$996,944
Aug-16	\$248,077	\$0	\$6,709	\$254,786
Sep-16	\$267,483	\$0	\$3,647	\$271,130
Oct-16	\$38,548	\$0	\$2,506	\$41,054
Nov-16 ⁽¹⁾	\$22,417	(\$76,905)	\$2,866	(\$51,622)
Total	\$1,522,261	(\$76,905)	\$66,935	\$1,512,291
Estimated Runout Claim Total @ 6/30/17	\$1,602,380	(\$76,905)	\$70,458	\$1,595,933
Cost to Administer Runoff (CIGNA)				\$120,000
Total Estimated Runoff Cost				\$1,715,933
Claim Reserve at 6/30/16				\$1,590,000
Cost to Administer Runoff (CIGNA)				\$120,000
Total Reserve @ 6/30/16				\$1,710,000

⁽¹⁾ CVS did not meet certain performance guarantees - credit of \$76,905 represents penalty payment

Fairfield Public Schools

2017-2018 Self-Insured Cost Projection - (Pre Ct State Partnership Plan 2.0)

Fairfield Public Schools

Components	Aon Hewitt Cost Projection: 2017 - 2018 Fiscal Year			
	Medical	Prescription Drug ⁽¹⁾	Dental	Total - All Coverages
1. Exp. Per Pd Claims ⁽²⁾	\$20,165,213	\$5,332,042	\$1,346,896	\$26,844,151
2. Trend Factor (21 Months)	1.131	1.182	1.080	
3. Annual Trend ⁽³⁾	7.3%	10.0%	4.5%	
4. Trended Paid Claims	\$22,811,420	\$6,299,859	\$1,454,747	\$30,566,026
5. Experience Period Lives (1 mo. lag)	1,342	1,351	1,473	
6. Trended Exp Per Claims (per ee)	\$17,001	\$4,663	\$987	\$22,651
7. Projected Current Year Average Lives	1,335	1,342	1,465	
8. Exp Claims: July 1, 2017 - July 1, 2018	\$22,696,662	\$6,257,119	\$1,446,600	\$30,400,381
9. Admin: July 1, 2017 - July 1, 2018 ⁽⁴⁾	\$703,118	\$0	\$81,747	\$784,865
10. ACA Fees - PCORI ⁽⁵⁾	\$7,812	\$0	\$0	\$7,812
11. ACA Fees - Transitional Reins Fee ⁽⁵⁾	\$0	\$0	\$0	\$0
12. SL Exp: July 1, 2017 - July 1, 2018 ⁽⁶⁾	\$897,937	\$0	\$0	\$897,937
13. Est Tot Cost: 2017 - 2018 Fiscal Year	\$24,305,529	\$6,257,119	\$1,528,347	\$32,090,995
14. Rx Only Coverage				\$80,004
15. Total - All Coverages				\$32,170,999

⁽¹⁾ Rx rebates are not considered in projection

⁽²⁾ based on claims from October 2015 through September 2016

⁽³⁾ Aon Consulting Winter 2016 Health Care Trend Survey

⁽⁴⁾ assumes ASO fees remain unchanged from prior year

⁽⁵⁾ PCORI Fee = \$2.35/member/yr, Transitional Reinsurance Fee ended 1/1/17

⁽⁶⁾ assumes 15% increase from prior year (\$300,000 ISL)

Fairfield Public Schools

2017/2018

Premium Comparison

	Estimated	Estimated
Plan	State Plan 2.0	Self Insured: Pre Ct State Partnership Plan 2.0
Year	2016/2017 Costs	2017/2018 Costs
Medical/Rx	\$26,016,466	\$27,827,159
Dental	\$1,582,904	\$1,646,220
Rx Only	\$74,770	\$80,004
Total	\$27,674,140	\$29,553,383
Change (\$)		\$1,879,243
Change (%)		6.8%

Fairfield Public Schools
Fairfield, CT 06825

TO: Dr. Toni Jones, and Members of the Board of Education
FROM: Thomas P. Cullen
DATE: December 13, 2016
RE: Fairfield Public Schools
2017-2018 Non-Recurring Project Request

I am happy to provide you with the 2017-2018 Non-Recurring Project request booklet for review and discussion. These projects come directly from the Fairfield Public Schools Facilities Plan and Waterfall Schedule as planned projects for the 2017-2018 fiscal year.

This booklet contains a letter signed by Dr. Stephen Tracy, who was Interim Superintendent during the months I worked on pulling this all together, which summarizes the projects we are proposing.

It is our intention to seek BOE approval at the first BOE meeting in January 2017 so we may prepare for and schedule the Board of Selectmen, Board of Finance, and Representative Town Meeting review meetings. Our goal is to seek final approval in March of 2017. This approval will enable us to start working on the projects with professional consultants for bidding documents so that we are able to start construction work as soon as school ends for the summer break.

If you have any questions or concerns regarding this information, please feel free to contact me at (203) 255-8373.

Thank you.

c: Meg Brown
Central Office Administrators

Fairfield Board of Education

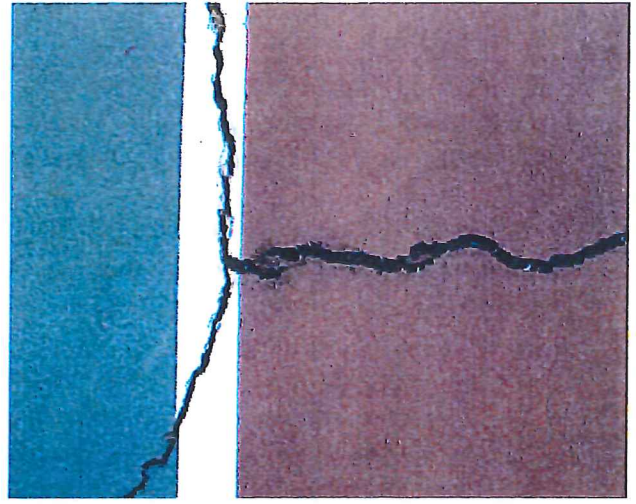
Proposed

Capital Non-Recurring Projects

2017 - 2018



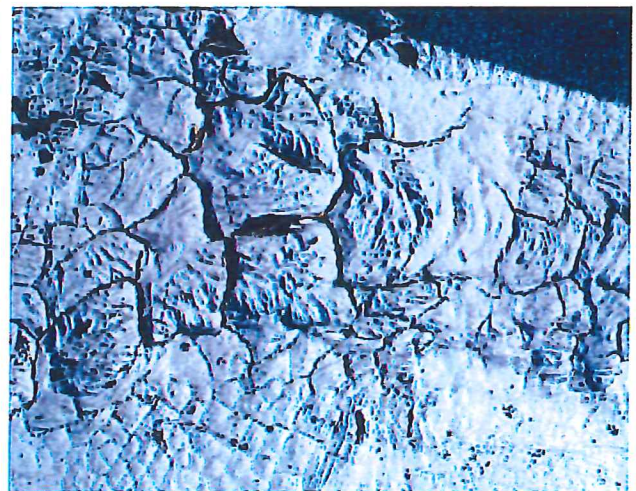
FLHS Student Parking Lot
Replacement



FWHS Blake Tennis Courts
Replacement



FWHS Artificial Turf Field
Replacement



TMS Partial Roof
Replacement

November 17, 2016

Dear Board of Education Members:

This booklet provides an overview and backup material for the proposed 2017-2018 Capital Non-Recurring Projects. The format is based on the "14 points" document used in Fairfield and from previous public meetings where this information has often been requested.

Four of these projects: (1) the Fairfield Ludlowe High School Student Parking Lot, (2) the Fairfield Warde High School Artificial Turf Field, (3) the Fairfield Warde High School Blake Tennis Courts, and (4) the Tomlinson Middle School Partial Roof, are part of the Fairfield Public Schools' Facilities Plan.

The Security Infrastructure - Phase Three request is new and was developed through the combined efforts of the Fairfield Police Department and Central Office Administration. It contains items to improve our school buildings moving forward.

The Fairfield Warde High School LMC HVAC Rooftop Unit was originally submitted in the 2016-2017 BOE operating budget. However, the bids came in well over the budgeted amount and therefore have been included in this capital non-recurring project request.

Each project request includes:

1. Justification and background information.
2. A cost estimate that brings together information from previous projects, verbal quotations, and/or written proposals.
3. Photographs of projects in existing conditions and, in most cases, photographs showing new conditions from previous projects to provide a side-by-side comparison.

We hope you find this information helpful and we are confident it will answer many of your questions as we begin the budget discussions. Thank you for your continued support.

Sincerely,



Stephen C. Tracy
Interim Superintendent of Schools

Fairfield Public Schools
2017-2018
Capital Non-Recurring Projects

Table of Contents

<u>Location</u>	<u>Project</u>	<u>Estimated Cost</u>	<u>Page</u>
Fairfield Ludlowe High	Student Parking Lot Replacement	\$ 250,000	1
Fairfield Warde High	LMC HVAC Rooftop Replacement	250,000	8
Fairfield Warde High	Artificial Turf Field Replacement	750,000	14
Fairfield Warde High	Blake Tennis Courts Replacement	325,000	24
Tomlinson Middle	Partial Roof Replacement	875,000	32
Systemwide	Security Infrastructure Upgrades	335,000	42
Total		\$ 2,785,000	

Fairfield Ludlowe High School

Student Parking Lot Replacement

\$ 250,000

Background: The existing student parking lot is deteriorating and in poor condition. This parking lot is specifically designated for the student drivers that have paid for a permit to park at the FLHS while attending high school. The existing condition parking lot is at least 12 years old and has received several patches over the years in an effort to maintain usable conditions. This request is for funding the repair and replacement of the parking lot, new subsurface grading for proper drainage, new striping line markings and numbers, as well as new speed tables with required signage.

Purpose & Justification: The condition of the parking lot is deteriorating to the point that repairs are becoming impossible for a majority of the parking lot. The parking lot receives a lot of student traffic throughout the school year and is a main thoroughfare for all through traffic along the Webster Wing portion of the high school. This parking lot is also used by parents and visitors for FLHS after-hour events and activities. This parking lot was also used by numerous contractors and large equipment during the renovation and addition at this high school in 2014-2015 which may have added to the poor condition we now have.

Detailed Description: This expenditure would cover the total cost of the project for the entire student parking lot. This would include all labor and material, soil testing, reclaiming bituminous material, regrading for proper drainage, new bituminous paving, new striping markings, new number markings, new speed tables with required signage.

Estimated Cost: The cost of this funding request is \$250,000. This number is based on similar repair and repaving projects undertaken in the Town of Fairfield and at our schools as well as estimates provided by professional licensed contractors for this site.

Long Range Costs: This repaving project is expected to last at least 10 years. Long-range costs would only relate to general preventative maintenance and repairs as they come up year to year.

Demand on Existing Facilities: This project would reduce the probability of staff and students falling and getting hurt in the parking lot as well as with less damage to vehicles using the parking lot.

Security, Safety and Loss Control: This project would enhance safety and loss control by drastically reducing the risk of injury to students and staff using the parking lot and walking through it.

Environmental Considerations: Drainage will be included with this project to make sure water run-off is accounted for and properly discharged off the site which in turn will improve the environment.

Funding, Financing & SDE Reimbursement: This project would not proceed without funding approval. There are no State or Federal regulations that require this project to be undertaken. This project is not eligible for reimbursement through the State Department of Education, Bureau of School Facilities.

Schedule, Phasing & Timing: The schedule is to have all this work done in the summer of 2017 and to be completed and ready for the new school year.

Other Considerations: The work will be assigned to a State Approved contracted paving contractor, a State Approved contracted reclaiming contractor, and with help from the Town of Fairfield Department of Public Works.

Alternates to the Request: The alternate to this request is to do nothing. This alternative will delay this needed replacement and further delay other similar projects scheduled in the BOE future planning. This could increase the risk of injury to students and staff, as well as visitors to the site for after hour-events.

Fairfield Ludlowe High School

Student Parking Lot Replacement

\$ 250,000

Details

Licensed contractor to provide labor and materials

Prepared by: Garrity Asphalt Reclaiming
Tilcon Connecticut Inc.
Safety Marking Inc.

Breakdown:

Garrity Asphalt Reclaiming

Reclaiming existing bituminous material
Load excess material
Fine grading, adding fill if needed
Rolling existing sub base material to accept new bituminous

\$ 23,650

Tilcon Connecticut Inc.

Install new bituminous paving material binder course
Roll and compact
Install new bituminous paving material surface course
Roll, compact finish surface
Install speed tables
Install bituminous curbing

\$ 221,132

Safety Marking Inc.

Paint paving markings – Regular Stalls with numbers
Paint paving markings – Hatching for Emergency
Paint paving markings – Handicap stalls, crosswalks and stop bars

\$ 5,218

Total

\$ 250,000



FLHS student parking lot deteriorating bituminous paving showing cracks and several patches





FLHS student parking lot deterioration after more
than 12 years of use



FLHS student parking lot - Existing conditions



FWHS teacher parking lot - New 2016 conditions

Fairfield Warde High School

Library Media Center HVAC Rooftop Unit Replacement

\$ 250,000

Background: The existing HVAC Rooftop Unit is failing and we can no longer keep it running for the occupants of the school building in the library media center. The HVAC PM contractor along with the FPS HVAC technicians have been working on this rooftop unit for the past five years trying to keep this unit running as it fails and goes down. Exhaustive hours have been performed. We have reached a point where the existing unit cannot meet the requirements to provide mechanical means of fresh air, heating and cooling for the library media center. This request is for funding the removal of the existing rooftop equipment and the installation of a new Trane Intellipak Rooftop HVAC Unit.

Purpose & Justification: The condition of the existing HVAC rooftop unit is deteriorating and failing on a regular basis. We can no longer obtain parts and circuit boards for replacement. This HVAC rooftop unit is essential for the mechanical means of fresh air, heating and cooling of the large library media center for all the school students and staff. Without this unit the space would be unusable.

Detailed Description: This expenditure would cover the total cost of the project. This would include all labor and material, a 300-ton crane, roof work, controls, and start up and testing. These funds would also cover design, re-bidding and construction administration costs for a professional licensed engineer as well as a contingency for unforeseen conditions that might be uncovered during the construction activities.

Estimated Cost: The cost of this funding request is \$250,000. This number is based on bids received through the Town of Fairfield Purchasing Department bid process where estimates were provided by several professional licensed contractors.

Long Range Costs: This new HVAC rooftop unit is expected to last 30 years. Long-range costs would only relate to general HVAC preventative maintenance.

Demand on Existing Facilities: This project would reduce the maintenance costs due to the new system working better than the existing system, practically no down time, new equipment energy use techniques, as well as newer technology with up to date configurations.

Security, Safety and Loss Control: This project would enhance safety and loss control by drastically reducing the risk of failure to the equipment and the overall use of the library media center for all the students and staff.

Environmental Considerations: Not applicable.

Funding, Financing & SDE Reimbursement: This project would not proceed without funding approval. There are no State or Federal regulations that require this project to be undertaken. This project is not eligible for reimbursement through the State Department of Education, Bureau of School Facilities.

Schedule, Phasing & Timing: The schedule is to have all this work done in the summer of 2017 and completed for school to open for the new year.

Other Considerations: The work will be re-bid out by the Town Purchasing Department and will be performed by outside professional licensed contractors.

Alternates to the Request: The alternate to this request is to do nothing. This alternative will delay this needed replacement and further delay other similar projects scheduled in the BOE future planning. This could increase the risk of injury to students and staff that need this space for teaching and learning and may shut down the space for use.

Fairfield Warde High School

Library Media Center HVAC Rooftop Unit Replacement

\$ 250,000

Details

Engineer of Record: Van Zelm Engineers
Licensed contractor to provide labor and materials
Prepared by: Bid # 2016-74 Results

Breakdown:

General Conditions
Staging and Protection
300-Ton Capacity Crane
Equipment and Supports
Sheet Metal Work and Ductwork
Piping
Insulation
Roofing
Mechanical
Electrical
Finishes
Specialties

\$ 200,000

Controls Integration
Balancing and Testing
Close Out and Documentation
Training

\$ 25,000

Contingency

\$ 25,000

Total

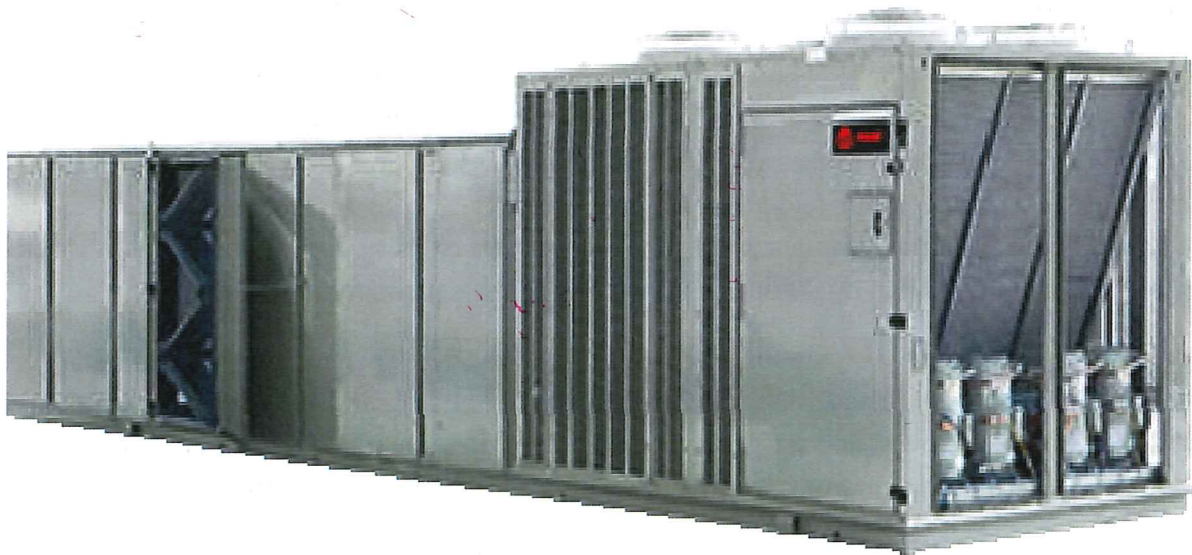
\$ 250,000



**FWHS Library Media Center HVAC rooftop
unit in failing deteriorating condition**



IntelliPak™



FWHS Library Media Center HVAC
rooftop unit as specified
“New Trane Intellipak Commercial Unit”

Fairfield Warde High School

Artificial Turf Field and Running Track Replacement

\$ 750,000

Background: The existing artificial turf field from 2005 is in need of replacement. There are several areas showing excessive wear and many of the seams are falling apart. Testing and inspections have identified this field in need of immediate replacement. This request is for funding the replacement of the artificial turf field system and the repair and repainting of the running track.

Purpose & Justification: The condition of the artificial turf field is declining and safety testing has shown that some sections are no longer safe for play. Replacement of this artificial turf field now will prevent injuries to students and staff, as well as the public use of the current artificial turf field system. The running track has several large cracks where someone could trip and fall and possibly sustain serious injury.

Detailed Description: The expenditure would cover the total cost of the project which would include the removal and disposal of the top coat of the artificial turf field, the resurfacing of the top coat of the running track, all new installation and labor, new permanent line/game striping and a new 10-year warranty. These funds would also cover design, bidding and construction administration costs as well as a contingency for unforeseen conditions that might be uncovered during the construction activities.

Estimated Cost: The cost of this funding request is \$750,000. This number is based on similar replacement projects undertaken in the Town of Fairfield and at FLHS last year as well as surrounding towns and estimates provided by professional licensed contractors. We also received estimates from two professional licensed engineering firms.

Long Range Costs: This replacement project will have an anticipated life of 10-12 years of what is considered “heavy use” for this upgrade.

Demand on Existing Facilities: This replacement project will help to keep the integrity of the structural base system for the artificial turf product and prolong the life of the entire system and field, as well as the running track.

Security, Safety and Loss Control: This project would enhance safety and loss control by drastically reducing the risk of injuries during its use.

Environmental Considerations: This project replacement includes the recycling of the product removed, therefore helping the environment by not dumping or disposing of this large amount of old artificial turf field material into a landfill.

Funding, Financing & SDE Reimbursement: This project would not proceed without funding approval. There are no State or Federal regulations that require this project to be undertaken. This project is not eligible for reimbursement through the State Department of Education, Bureau of School Facilities.

Schedule, Phasing & Timing: The schedule is to have this work performed during the summer of 2017 and planned to be completed for the new school year.

Other Considerations: The work will be bid out by the Town Purchasing Department and will be performed by outside professional licensed contractors.

Alternates to the Request: The alternate to this request is to do nothing. This alternative will delay this needed replacement and further delay other similar projects scheduled in the BOE future planning and is a huge safety risk for students and the public using the field.

Fairfield Warde High School

Artificial Turf Field and Running Track Replacement

\$ 750,000

Details

Engineer of Record: TBD
Milone and MacBroom, Inc. – Cheshire, Connecticut
or
BSC Group – Glastonbury, Connecticut

Licensed contractor to provide labor and materials
Prepared by: Milone and MacBroom, Inc.
BSC Group
Sprinturf
Estimate of probable construction costs

Breakdown:

Engineering Firm
Scope of Services
Data Collection and Field Investigation
Preliminary Design and Material Selections
Construction Documents
Bidding
Construction Administration
Project Close Out

\$ 38,200

Licensed Contractor – Artificial Turf Field
General Conditions
Staging and Protection
Removal of Existing Synthetic Material (disposal of environmentally safe)
In-Fill and Leveling
Finishes
Specialties and Striping

\$ 487,000

Licensed Contractor – Running Track
General Conditions
Staging and Protection
Repair all Cracks and Expansion Joints
New Painting and Coating
Finishes
Specialties and Striping

\$ 107,000

Licensed Contractor – Relocate Pole Vault and Long Jump
General Conditions
Staging and Protection
Relocate and Install New Pole Vault and Long Jump Areas
New Painting and Coating
Finishes
Specialties and Striping

\$ 92,800

Contingency

\$ 25,000

Total

\$ 750,000



**FWHS artificial turf field 2005 existing
deteriorating condition and unsafe**



FLHS artificial turf field 2016 New condition



FWHS existing artificial turf field showing deterioration and a patched repair



FLHS New artificial turf field showing
safe playing conditions



FWHS existing artificial turf field – 50 yard line view
showing deteriorating conditions



FWHS New artificial turf field – 50 yard line view
showing safe play conditions

Fairfield Warde High School

Blake Tennis Courts Replacement

\$ 325,000

Background: Fairfield Warde High School Blake Tennis Courts consist of four playing courts located near the Fitts House Building in the back of the high school and are original from 1996 and are at the end of their useful life. In 2005 they underwent a renovation and upgrade when they were also named “Blake Tennis Courts”. These tennis courts are an integral part of the high school athletic program and are used for all tournaments and games. The tennis courts are well over the 10 – 12 year life span and have very large cracks that are beyond repair and repainting for use another year. This request is for funding the replacement of the Blake Tennis Courts with new bituminous paving with proper expansion joints, new painting and surface coating of the surface for play. It also includes new perimeter fencing (chain link only, the main posts and gates are in good shape), and new nets.

Purpose & Justification: The condition of the existing tennis courts is considered poor and continue to deteriorate to the point that they are unusable. Many repairs, fixes and new paintings have been performed over the past 11 years but current examination by professional engineers and contractors have clearly identified that it is time for a full replacement. The current cracks and deterioration are beyond repair to be cost effective for the long term.

Detailed Description: This expenditure would cover the total costs for demolition and removal of existing bituminous material, new installation of bituminous paving with proper expansion joints, new painting and surface coating, new chain link fencing and new nets.

Estimated Cost: The cost of this funding request is \$325,000. This number is based on proposals received from professional licensed contractors as well as estimates from two professional licensed engineering firms.

Long Range Costs: Tennis courts when installed new should last at least 10-12 years with proper preventative maintenance, power washing, and repairing any cracks and repainting as they arise.

Demand on Existing Facilities: This project would reduce the maintenance costs of older tennis court repairs that typical occur every two years for the first 10-12 years of the new installation.

Security, Safety and Loss Control: This project would enhance safety and loss control by drastically reducing the risk of students and staff, as well as the public getting hurt on the existing deteriorating surface material.

Environmental Considerations: This project work will include proper grading and drainage which will in turn help the environment in the immediate surrounding area.

Funding, Financing & SDE Reimbursement: This project would not proceed without funding approval. There are no State or Federal regulations that require this project to be undertaken. This project is not eligible for reimbursement through the State Department of Education, Bureau of School Facilities.

Schedule, Phasing & Timing: Approval of this funding will allow completion of the work during the summer of 2017 and is planned to be completed in time for the new school year.

Other Considerations: The work will be bid out by the Town Purchasing Department and will be performed by outside professional licensed contractors.

Alternates to the Request: The alternate to this request is to do nothing. This alternative will delay this needed replacement and further delay other similar projects scheduled in the BOE future planning and could increase the risk of shutting down the tennis courts for play and/or athletic events.

Fairfield Warde High School

Blake Tennis Courts Replacement

\$ 325,000

Details

Engineer of Record: TBD
Milone and MacBroom, Inc. – Cheshire, Connecticut
or
BSC Group – Glastonbury, Connecticut

Licensed contractor to provide labor and materials

Prepared by: Milone and MacBroom, Inc.
BSC Group
Classic Turf Company, LLC
Dalton Track and Tennis
Estimate of probable construction costs

Breakdown:

Engineering Firm
Scope of Services
Data Collection and Field Investigation
Preliminary Design and Material Selections
Construction Documents
Bidding
Construction Administration
Project Close Out

\$ 24,000

Licensed Contractor
General Conditions
Staging and Protection
Removal of Existing Bituminous Paving Material
In-Fill and Leveling
Installation of New Bituminous Paving with Expansion Joints
Finishes and Coatings
Specialties and Striping
Nets and Protective Fencing

\$ 287,000

Contingency

\$ 14,000

Total

\$ 325,000



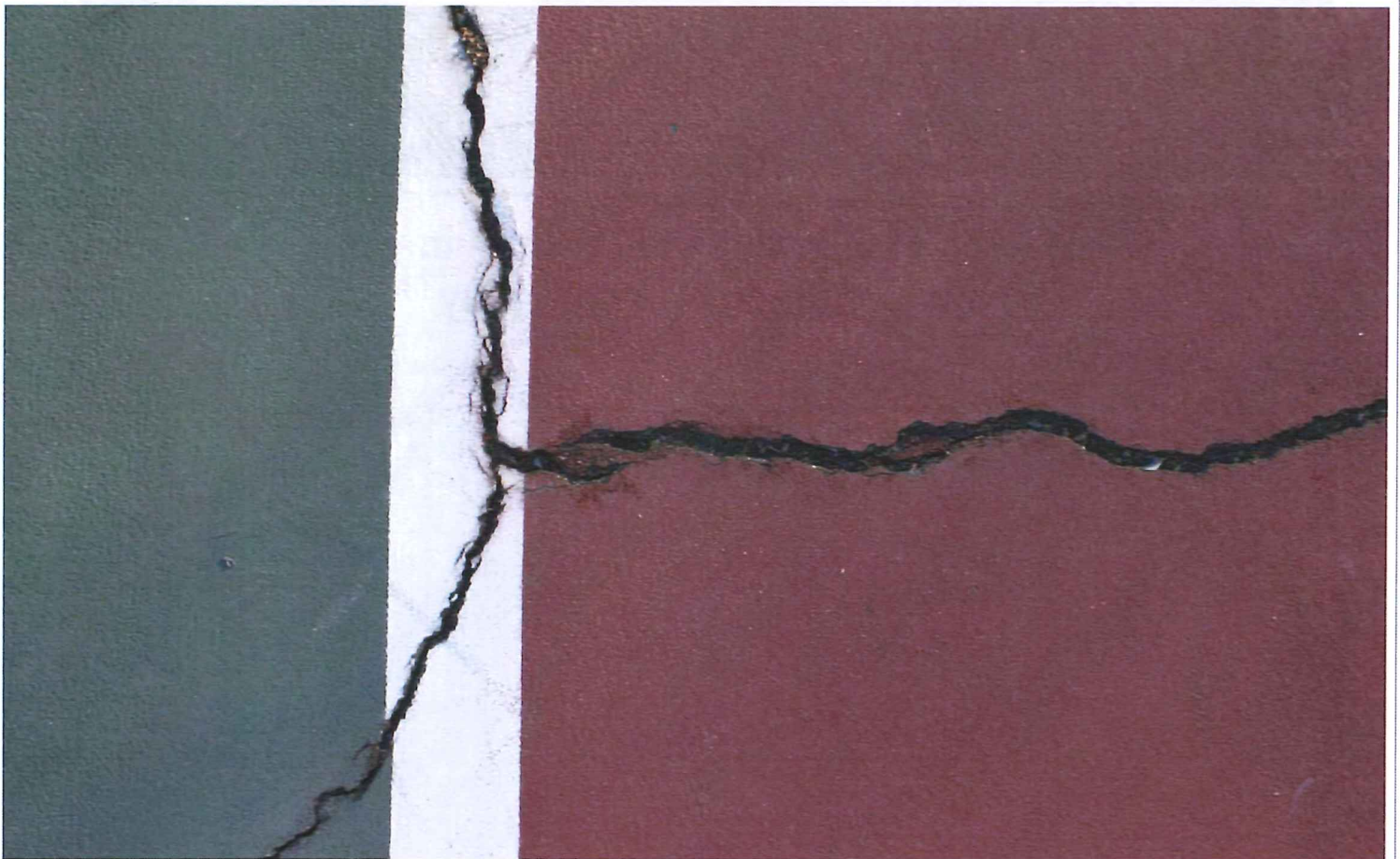
FWHS existing Blake Tennis Courts in poor deteriorating condition – unsafe for play



Owen Fish tennis courts showing
New conditions for safe play

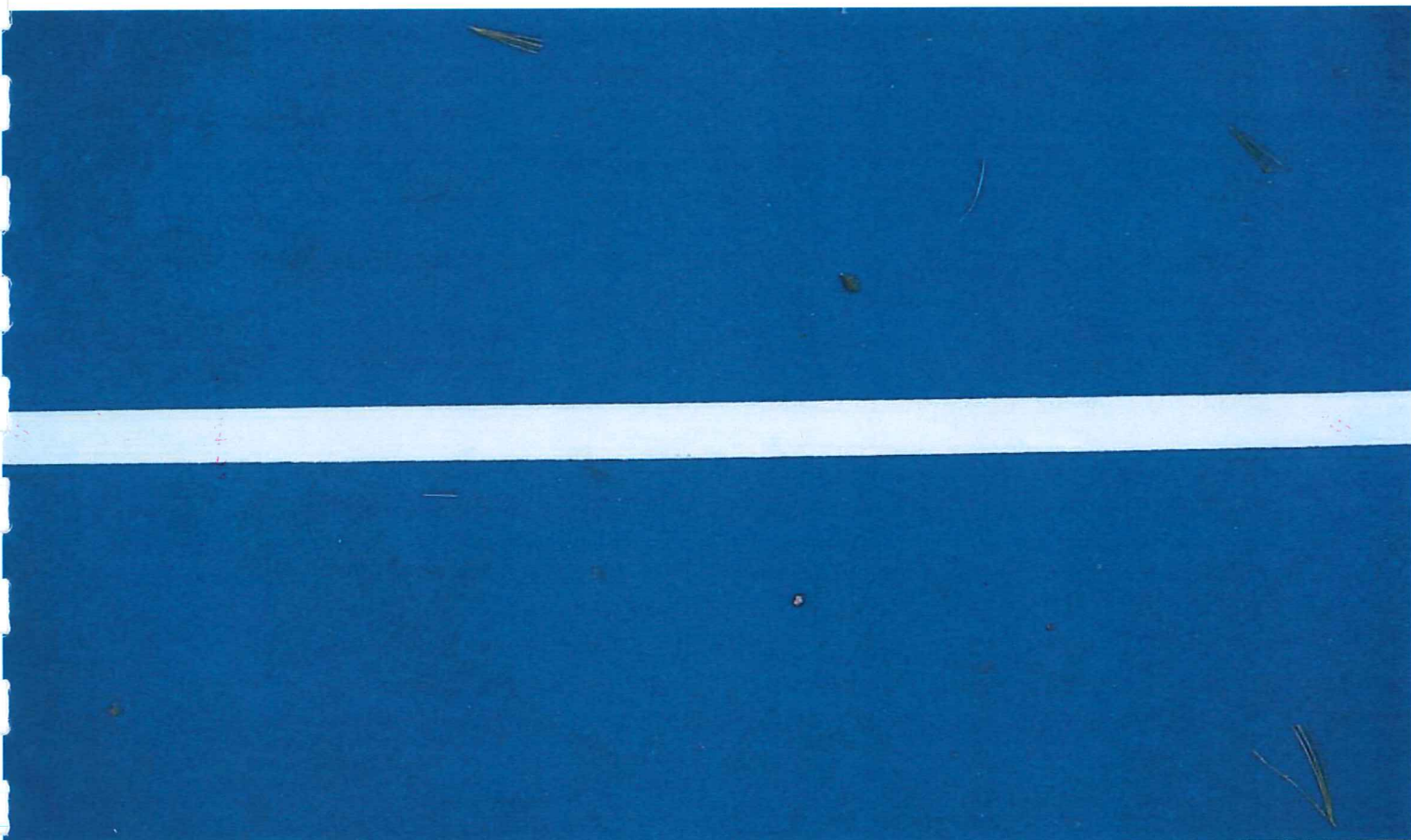


FWHS Blake Tennis Courts showing cracks and uneven surface





Owen Fish tennis courts showing New conditions for safe play



Tomlinson Middle School

Partial Roof Replacement

\$ 875,000

Background: Eight roof areas are at the end of their useful lives and in need of replacement. The roofs are original to the 1991 installation and are out of warranty as of 2011. The roof system is showing signs of failure and our roof preventative maintenance contractor has reported that it is time to replace these roofs before further damage increases rapidly. This request is for funding the replacement of these roofs.

Purpose & Justification: The condition of these eight roof areas is declining and leaks are increasing in frequency and severity. Replacement of these roofs now will prevent the need to replace them as an emergency thus preventing disruption to the school's learning environment.

Detailed Description: The expenditure would cover the total cost and removal of the eight roof areas down to the existing roof deck and installation of a new roofing system. These funds would also cover design, bidding and construction administration costs as well as a contingency for unforeseen conditions that might be uncovered during the construction activities.

Estimated Cost: The cost of this funding request is \$ 875,000. This number is based on similar replacement projects undertaken in the system and a probable construction cost estimate provided by a professional licensed architect, Hoffmann Architects, as well as a professional licensed contractor, Tecta America.

Long Range Costs: Roof replacements will reduce maintenance costs on the old roofs as well as produce energy savings through the use of a better insulated roof system. This roof replacement is part of the Fairfield Public Schools Facilities Plan and waterfall schedule and the anticipated life of this upgrade is 20+ years with our current roof preventative maintenance program.

Demand on Existing Facilities: This project would reduce the maintenance costs for roof repairs and increase energy efficiency in the building.

Security, Safety and Loss Control: This project would enhance safety and loss control by drastically reducing the risk of a roof failure while school is in session.

Environmental Considerations: This project would greatly reduce greenhouse gases by increasing the energy efficiency of the building thus reducing energy consumption.

Funding, Financing & SDE Reimbursement: This project would not proceed without funding approval. There are no State or Federal regulations that require this project to be undertaken. This project is eligible for reimbursement through the State Department of Education, Bureau of School Facilities. The 2016-2017 reimbursement for Fairfield is 25.06%. We estimate that we will receive approximately \$221,428 in reimbursement for this project.

Schedule, Phasing & Timing: The schedule is to have work performed during the summer of 2017 and to prepare to have all work completed for the new school year.

Other Considerations: The work will be bid out by the Town Purchasing Department and will be performed by outside professional licensed contractors. This does require the formation of a Town of Fairfield Roof Building Committee to qualify for state reimbursement.

Alternates to the Request: The alternate to this request is to do nothing. This alternative will delay this needed replacement and further delay other similar projects scheduled in the BOE future planning. Delaying this project would jeopardize the safety of the staff and students if a major roof failure occurred during school hours.

Tomlinson Middle School

Partial Roof Replacement

\$ 875,000

Details

Architect of Record: Hoffmann Architects, Inc.
Licensed contractor to provide labor and materials
Prepared by: Tecta America

Breakdown:

Architect to provide the following professional services:

Review original Contract Documents and previous reports as such documents relate to conditions described in the Scope of Work and are supplied to Hoffmann Architects by the Town of Fairfield Public Schools.

Visit the site to verify existing conditions and construction details. Coordinate with a Contractor retained by The Town of Fairfield Public Schools to perform exploratory openings so as to examine concealed conditions.

Based upon the results of Hoffmann Architects' field verification activities and the established scope of work, provide a proposed roof replacement system and scope of work for review and approval by the Fairfield Public Schools and Building Committee.

Meet with the Bureau of School Facilities for a pre-review evaluation.

Prepare Contract Documents consisting of drawings and specifications, setting forth in detail the requirements for construction of the project.

Meet with the Bureau of School Facilities to review the 100% Contract Documents (Plan Completion Test) for comments and approval.

Assist in the preparation of the necessary bidding information.

Prepare an agenda for a pre-bid conference at the site.

Respond to contractor questions and prepare addenda, as necessary.

Conduct a meeting with a representative from the Fairfield Public Schools, Building Committee, and the Contractor prior to the commencement of the work, to review the Contractor's proposal for compliance with the requirements of the Contract Documents.

Review and take appropriate action on Contractor's submittals such as shop drawings, product data and samples, to establish their conformance with the design concept expressed in the Contract Documents; forward to the Town of Fairfield Public Schools, for review and record, written warranties and related documents required by the Contract Documents and assembled by the Contractor.

Visit the site a minimum of four (4) times during construction to monitor the progress and quality of work and to determine if the work being performed is in general compliance with the Contract Documents.

\$ 74,500

Licensed contractor to provide:

Set-up the site safety protection for the workers and for any occupants of the property.

Remove the existing roofing system down to the existing metal deck.

Confirm and/or secure the existing metal deck per Factory Mutual guidelines 1-28 specifications.

Install new pressure treated wood blocking to the height of the new perimeter edges.

Install new Polyisocyanurate insulation including 1/4" per foot tapered system with an average R-25 value to be in compliance with 2014 ASHRAE guidelines.

Install new two ply SBS Modified Bitumen roofing membrane system in cold applied adhesive with a granulated cap sheet. (Roofing system meets the current code for uplift pressures - FM 1-90 approved system.)

Install all flashings per manufacturer's specification.

Remove and replace existing drain bowl assemblies.

Install new extruded metal edges with Kynar coated color cover plate that has been pre tested and approved per ANSI -SPRI ES-1 specifications. (Color will be selected by owner from standard color selections.)

Install new expansion joints to replace existing.

Fabricate and install new counter flashings as needed for proper termination.

Clean up and dispose of all debris from the above scope of work.

Provide owner with a 20-year No Dollar Limit (NDL) warranty that includes the cost of both labor and material to repair any leaks or material failures during the warranty period.

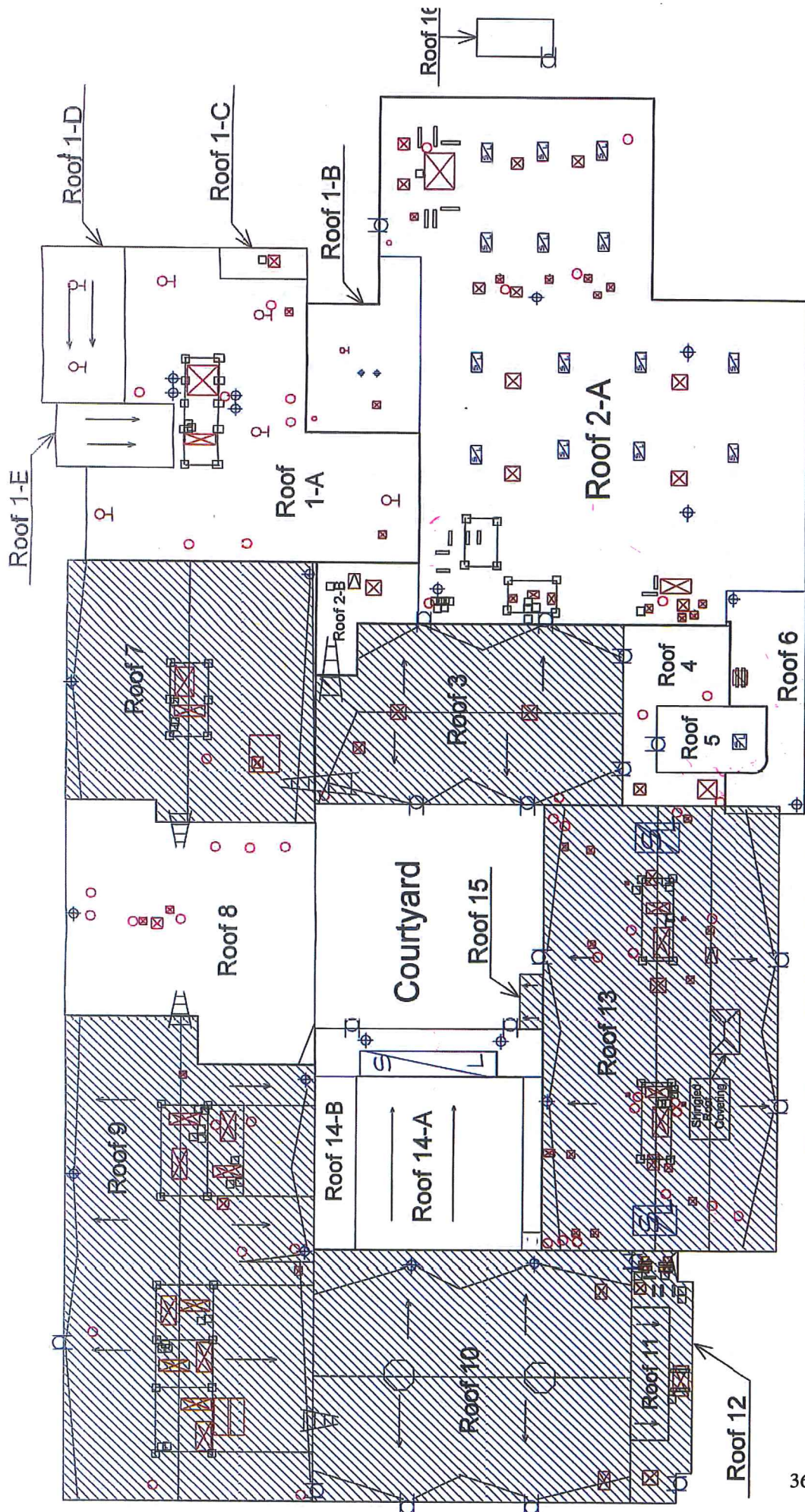
\$ 764,444

Contingency

\$ 36,056

Total

\$ 875,000



Tomlinson Middle School
200 Unquowa Road
Fairfield Public Schools

2017 Re-roofs





TMS existing roof showing signs of failure and membrane deterioration – warranty expired in 2011

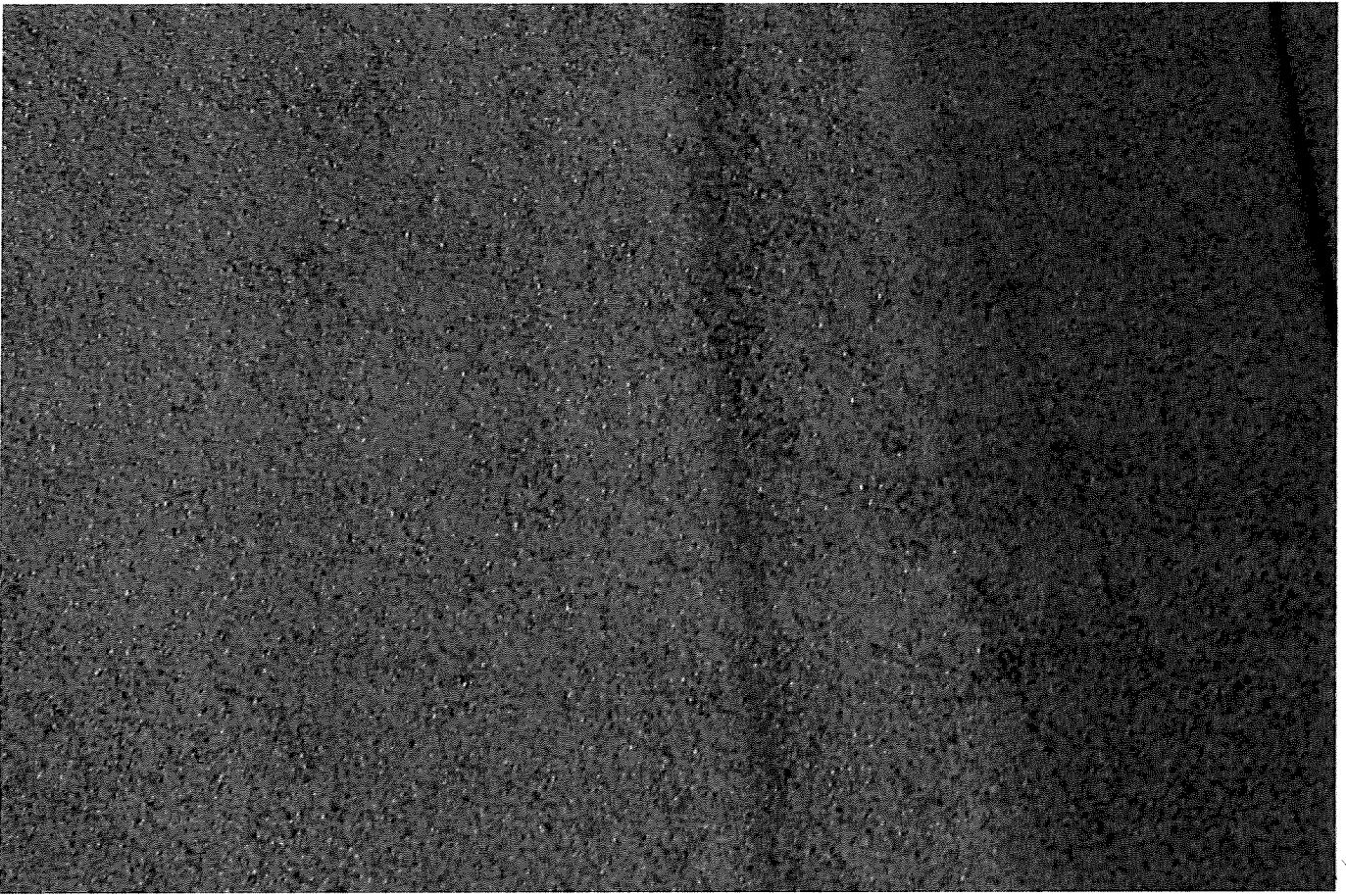


FWHS roof showing brand New conditions
under new 20 year warranty

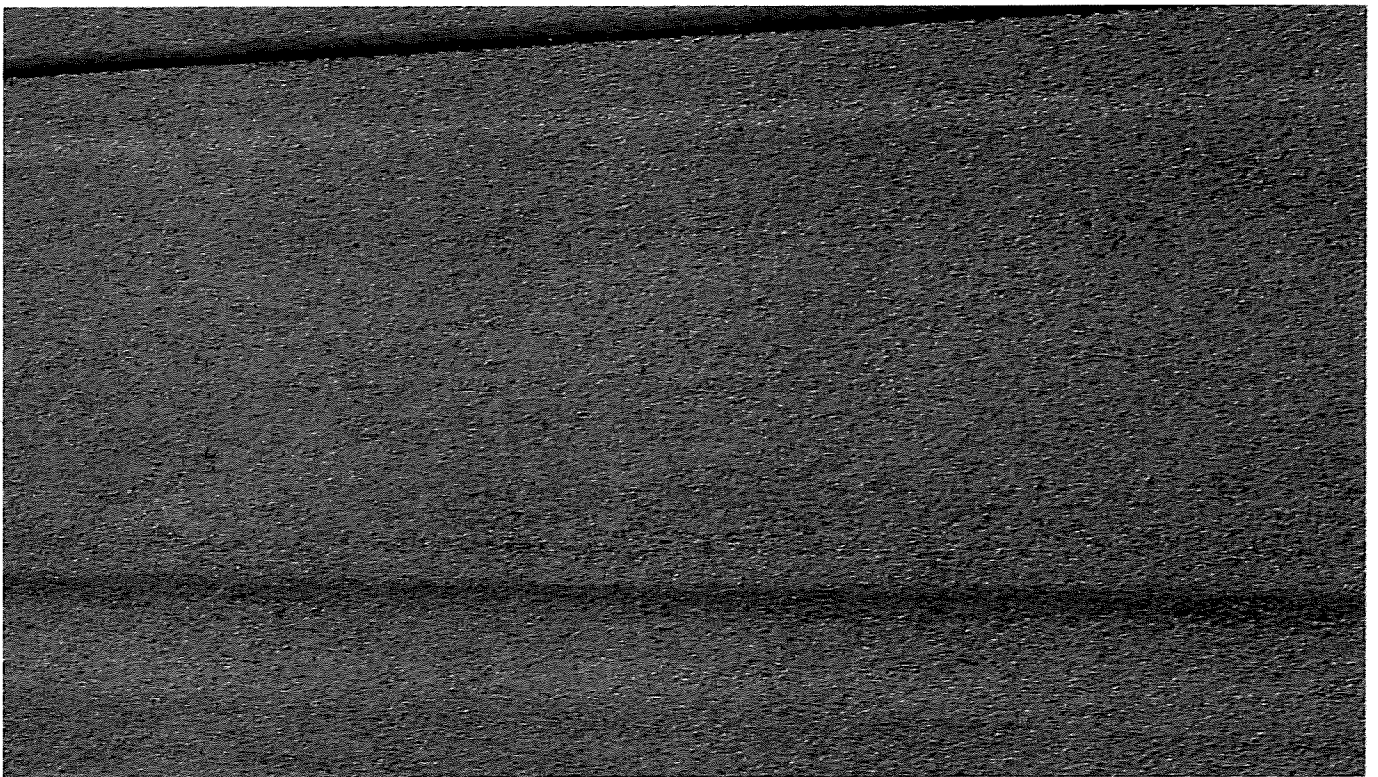


TMS existing roof failures and deterioration up close





FWHS New roof conditions up close



Security Infrastructure Upgrades

Systemwide

\$ 335,000

Background: Following the Sandy Hook Elementary School tragedy, the Fairfield Police Department along with the Central Office Administration conducted a security assessment of all the Fairfield Public School buildings. Based on this assessment the Fairfield Police Department recommended several improvements to the Fairfield Public Schools' security infrastructure. Many of the security projects have been performed and completed over the past two years from the 2015-2016 and 2016-2017 funding requests. This proposed funding request will be our phase three request for 2017-2018.

Purpose & Justification: The purpose of this funding request is to make recommended security infrastructure improvements as recommended by the Fairfield Police Department. These recommended improvements will enhance the security and safety at our facilities for our students and staff. The scope of this work is too great to be handled within the BOE operating budget.

Detailed Description: The expenditure would cover the total costs for multiple security improvements to our facilities. These include emergency first aid kits, upgrades to public address systems, panic button shut off during lockdown, and other operational security improvements. Details about these specific improvements cannot be shared in public upon the advice of the Fairfield Police Department.

Estimated Cost: The cost of this funding request is \$ 335,000. Estimates were provided by multiple professional licensed contractors/vendors for the different projects in this funding request.

Long Range Costs: Most of the projects listed do not have added long-term costs associated with their implementation. There will be normal operating costs associated with everyday maintenance and upkeep as well as to make sure all security systems, devices, and equipment are running properly. If the school system's security account is maintained at current levels, no increase will be needed to maintain this equipment on an annual basis.

Demand on Existing Facilities: These projects will not add any additional demand to the existing facilities.

Security, Safety and Loss Control: This project would greatly enhance security, safety and loss control by improving monitoring capabilities, hardening of our facilities against unauthorized entry, and enhancing communications during emergencies.

Environmental Considerations: None

Funding, Financing & SDE Reimbursement: These projects would not proceed without funding approval. There are no State or Federal regulations that require this project to be undertaken. This project is not eligible for reimbursement through the State Department of Education, Bureau of School Facilities.

Grant funding through the CT Department of Emergency Management and Homeland Security "School Security Competitive Grant Program" (SSCGP) will be applied for if they are available to offset some of these costs for the 2017-2018 fiscal year.

Schedule, Phasing & Timing: Approval of this funding will allow the implementation of these projects over the next two years as identified in the Fairfield Public Schools Facilities Plan "Waterfall Schedule" labeled phase three.

Other Considerations: Town of Fairfield Purchasing Department will award the work per the purchasing guidelines and will be performed by outside professional licensed contractors/vendors.

Alternates to the Request: The alternate to this request is to do nothing. This alternative will require continuing with the present security and safety infrastructure and its limitations and working closely with the Fairfield Police Department on all our school buildings to maintain a safe environment for our staff and students.

Systemwide

Security Infrastructure Projects – Phase III

\$ 335,000

Details

- | | |
|---|-----------|
| 1. Emergency First Aid Kits
For all classrooms in all schools | \$ 50,000 |
| 2. PA External System
For all schools | 250,000 |
| 3. Panic Button Shut Off During Lockdown
Locking of corridors
Signaling messages over PA system
Fire doors action
Infinite Campus message | 35,000 |

Total

\$ 335,000

READY AMERICA®
THE DISASTER SUPPLY PROFESSIONALS



DISASTER PREPAREDNESS SUPPLIES

EMERGENCY KITS • FIRST AID • LOCKDOWN & SHELTER SUPPLIES • OUTDOOR SURVIVAL
FOOD & WATER • LIGHTING • FIRST RESPONDERS • HYGIENE & SANITATION • CUSTOM SOLUTIONS

Emergency First Aid Kit



PA External System



Panic Button Shut-Off

Fairfield Public Schools
Fairfield, CT 06825

TO: Dr. Toni Jones, and Members of the Board of Education
FROM: Thomas P. Cullen
DATE: December 13, 2016
RE: Fairfield Public Schools
Radon Re-Evaluation Testing 2017

I would like to provide you with an informational update regarding the upcoming Radon Re-Evaluation Testing required in 2017 for all Fairfield Public Schools. The attachments to this letter are from our professional consultant's, Certified Industrial Hygienists, Mr. Robert Brown and Mr. Ted Tio, of Hygenix Inc. This is our five-year Radon Re-Evaluation Test per State of Connecticut, Department of Public Health, general Section 10-220(d) statute and guidelines with which all public schools must comply.

It is our intention to perform the testing in January 2017. In order to comply with the two-week time frame for proper notice to the public, schools, administration and board members we will send notices in December 2016. All tests results will be shared with the community via FPS website, schools will receive their school building individual copies for their main offices, and our Maintenance Department and Central Office Administration will retain copies of all school building results (considered the masters) on file.

If you have any questions or concerns regarding this information, please feel free to contact me at (203) 255-8373.

Thank you.

c: Meg Brown
Central Office Administrators

Cullen, Thomas

From: Ted Tio <ttio@hygenix.com>
Sent: Wednesday, November 02, 2016 2:41 PM
To: Cullen, Thomas
Subject: Radon Meeting
Attachments: Attach C.pdf; Attach A.pdf; Attach B.pdf; 2010-75_Radon_Re-evaluation_in_Public_Schools.pdf

Tom.

Good afternoon. Attached are documents for the radon re-evaluation.

Please have your office forward the attached A, B, C to each schools administration.

Two weeks prior to the scheduled radon testing, the school administration shall notify parents of students and staff with a letter (Attachment A) informing them of the scheduled radon testing accompanied by appropriate radon educational materials (Attachment B).

- Attachment A - Parent & Staff notification letter
- Attachment B – Radon educational materials
- Attachment C - For school administration only – image of radon test kits and warning signs

Regards
Ted Tio

Notice: This email message, including any attachments, is for the sole use of the intended recipient(s). If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message. Please note that messages may be subject to the Connecticut Freedom of Information Act and to the confidentiality provisions of the Family Education Rights and Privacy Act. (FPSdisclaimerv123)

Cullen, Thomas

From: Ted Tio <ttio@hygenix.com>
Sent: Wednesday, November 09, 2016 2:58 PM
To: Cullen, Thomas
Subject: Radon testing schedule

Tom.

We are looking to test on the following dates.

I cannot provide an ETA for each school, but 1st school for each group will be 0700am. Approx. time at each school ½ - 1hr.

Ted Tio

- **Group 1 Schools**
 - 1/16/17 Set up
 - 1/19/17 retrieve
- **Group 2 Schools**
 - 1/17/17 Set up
 - 1/20/17 retrieve

Group 1 Schools
Burr School
FLHS
LMS
TMS
Sherman
Mill Hill
Dwight
Holland Hill

Group 2 Schools
AHS
FWHS
Stratfield
North Stratfield
McKinley
FWMS
Osborne
Riverfield
Jennings



STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH ENVIRONMENTAL HEALTH SECTION

EHS Circular Letter # 2010-75

TO: Superintendents of Connecticut Public Schools

CC: Directors of Health and Chief Sanitarians
Radon Measurement Professionals

FROM: Francesca Provenzano, M.P.H., C.H.E.S., R.S.
Health Program Supervisor, Radon Program

DATE: November 24, 2010

SUBJECT: Radon Re-evaluation in Public Schools

Per Connecticut General Section 10-220(d) ...“all schools shall be evaluated for radon levels in air prior to January 1, 2008 and every five years thereafter.” As such, all schools tested in 2005 must be re-evaluated this winter. Language regarding radon in water evaluation has been repealed from the statute. Therefore, only testing for radon in air will be performed.

Radon re-evaluation in CT schools shall be conducted using the same protocols, but in a limited number of locations as follows:

- If the initial measurements were all less than 4.0 pCi/L, ten percent of the first floor and below ground areas of the building shall be retested every five (5) years after the initial testing. A different ten percent of the building must be tested every five (5) years thereafter.
- If the initial measurements were at or above 4.0 pCi/L, radon mitigation was required to reduce levels. Mitigated rooms shall be re-evaluated every two and half (2.5) years.

Re-evaluation shall be conducted by qualified radon measurement professionals who hold national certification through the National Environmental Health Association (NEHA) or the National Radon Safety Board (NRSB) and must have successfully completed the CT DPH course, *Radon Measurement in CT Schools*. A list of these professionals can be found on the DPH website at: www.ct.gov/dph/radon.

The *School Radon Re-evaluation Form* (attached) shall be filled out by the qualified radon measurement professional and signed by a school designee and then submitted to the DPH Radon Program within ten business days of receipt of the written report.

If you have any questions or concerns, please contact the program at (860) 509-7367. Thank you for your consideration of this matter.

cc: Suzanne Blancaflor, M.S., M.P.H., Chief, Environmental Health Section
Ellen Blaschinski, R.S., M.B.A., Chief, Regulatory Services Branch



410 CAPITOL AVENUE, MS#51RAD

PO BOX 340308, HARTFORD, CT 06134

Bus: 860.509.7367

Fax: 860.509.7378

Affirmative Action/Equal Employment Opportunity Employer

ATTACHMENT A

(Date)
(Name of School)
(Street Address)
(Town, State, Zipcode)

Dear Parents and Staff:

The administration of the (insert name of school) would like to provide you with notification that initial radon-in-air testing will be conducted on (insert date). According to Connecticut General Statute 10-220(d), schools are required to inspect and evaluate the indoor air quality of school buildings by 2008. This required inspection and evaluation of indoor air quality includes evaluation of radon in air and water.

(insert radon professional company) will conduct the radon testing. To test for radon in air, small canisters containing charcoal will be placed in each of the occupied rooms that are in contact with the ground. These canisters will be left in place for three school days. You will be informed of radon test results and interpretations as soon as possible. In the event that high radon levels are found, steps will be taken to correct the problem using methods suggested by the United States Environmental Protection Agency.

Please read the enclosed educational pamphlet describing radon and the school testing program effort. If you have further questions or concerns regarding radon, please feel free to contact the (local health department) at (XXX) XXX-XXXX, or the State of Connecticut Department of Public Health Radon Program at (860) 509-7367.

Thank you, in advance, for your cooperation.

Sincerely,

_____(Name)

Superintendent of Schools

For More Information Contact:

STATE OF CONNECTICUT
Department of Public Health
Radon Program

RADON
PROGRAM

CT Department of Public Health
Radon Program
410 Capitol Avenue, MS# 51 RAD
PO Box 340308
Hartford, CT 06134-0308

Phone: 860-509-7367

Fax: 860-509-7368

Web: [www.dph.state.ct.us/BRS/
EHS/Radon](http://www.dph.state.ct.us/BRS/EHS/Radon)

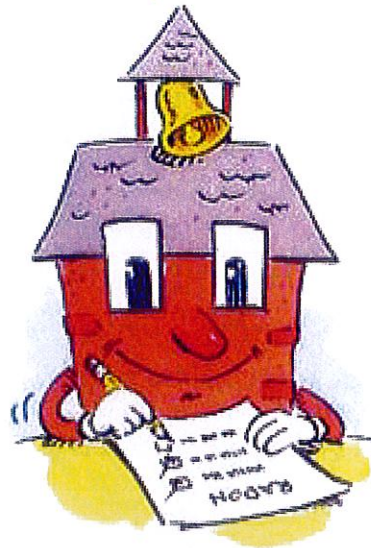


Funded in part through a grant from the EPA.

Adapted from the following publication:
EPA. (1994). *Radon in Schools*, 2nd ed.,
Publication #: EPA-402-F-94-009

Radon In Schools

Every School
Should take
this
Simple Test.



Keeping Connecticut Healthy

www.dph.state.ct.us

What You Should Know About Radon

Chances are you've already heard of radon - a radioactive gas that can cause lung cancer.

The EPA ranks indoor radon among the most serious environmental health problems facing us today. After smoking, it is the second leading cause of lung cancer in the United States causing an estimated twenty thousand (20,000) lung cancer deaths a year. It is the leading cause of lung cancer among non-smokers.

Radon is a naturally occurring gas that seeps into buildings from the surrounding soil. In some cases, well water may be a source of radon.

Radon exposure increases your risk of lung cancer. Radon gas decays into radioactive particles that can get trapped in your lungs when you breathe. As these particles break down, they release small bursts of energy. These bursts can damage lung tissue and lead to lung cancer over the course of your lifetime. Your risk of getting lung cancer from radon depends mostly on three factors:

1. The level of radon gas in the air you breath;
2. The duration of exposure (how many hours you spend exposed);
3. Your smoking habits.

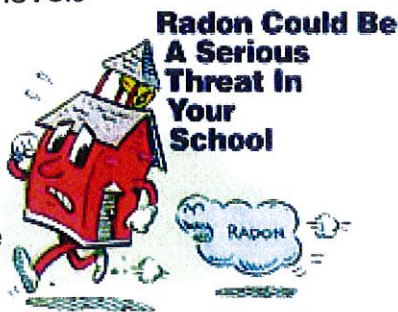
What you might not have heard - high levels of radon have been found in classrooms in a number of schools in Connecticut. Therefore, it is important that students, teachers, and parents are aware that a potential problem could exist in their school. A nationwide survey of radon levels in schools estimates that nearly one in five has at least one schoolroom with a short-term radon level above the action level of 4 pCi/L (picoCuries per liter) - the level at which EPA recommends that schools take action to reduce it.



Radon in Schools

Testing is the Only Way to Know!

Having your school tested for radon is required by law in the State of Connecticut. In fact, the only way to discover if high levels of radon are present is through testing. As real as the threat of radon is, the good news is that the problem can be solved.



How are schools tested for radon?

Testing for radon is simple and relatively inexpensive.

School officials will make sure to:

- Test all frequently occupied rooms on and below the ground level
- Conduct tests in the colder months of the year when school is in session
- Keep all windows shut during testing
- Communicate the results to parents, teachers and students

As Easy as 1-2-3!

Step 1: Initial Testing:

- Take short-term tests

Step 2: Follow-up Testing:

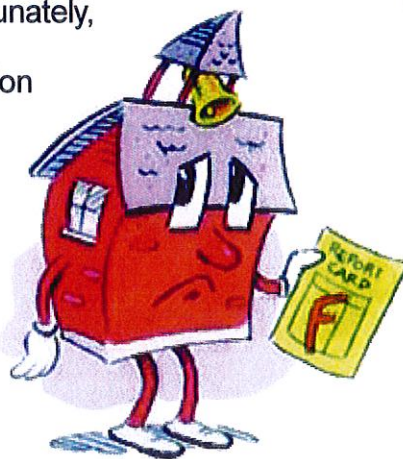
- Take a second short-term test in rooms where the initial level is 4.0 pCi/L or more

Step 3: Take action to reduce levels if:

- The average of the initial and follow-up short-term test is 4.0 pCi/L or more

Four is the magic number...

If radon levels exceed 4.0 pCi/L, action should be taken to reduce radon in your school. Fortunately, even if your school does have high radon levels, the problem can be corrected. Proven techniques are available that reduce radon levels and lower risks of lung cancer.



Radon in Homes

School isn't the only place that you, your children, or teachers can be exposed to radon.

Many people spend more time at home, where high radon levels may pose a much greater threat to their health. Test your home for radon, if you haven't already! The Surgeon General joined the EPA in issuing a national health advisory, urging us all to test our homes for radon.

"Indoor radon gas is the second-leading cause of lung cancer in the United States and breathing it over prolonged periods can present a significant health risk to families all over the country. It's important to know that this threat is completely preventable. Radon can be detected with a simple test and fixed through well-established venting techniques."

U.S. Surgeon General, January 2005

Once again, testing is simple and inexpensive. After all, radon is one health problem nobody should have to live with - at home or at school.

In Summary

Radon

- Radon is a naturally occurring radioactive gas
- Radon usually comes from soils and rock, but can also come from well water
- Breathing in radon increases your risk of lung cancer
- Testing is the only way to find out if radon is a problem

Radon in Schools

- Testing is as easy as 1-2-3
 1. Testing must occur in all occupied spaces at or below ground level
 2. Testing must occur while school is in session
 3. If high levels of radon are found, confirm them
- Radon testing is required in public schools in Connecticut
- When high levels are found, steps will be taken to reduce radon gas in the school
- The CT Department of Public Health can provide guidance documents and information to schools, and the general public

Radon in Your Home

- You and your children probably spend more time in your home than you do at work or school
- Test your home for radon!
- The Radon Program can provide you with a list of qualified professionals

HYGENIX, INC.
49 Woodside Street
Stamford, CT 06902

TO

**RADON TESTING
PLEASE DO NOT TOUCH**

USE BY

Apr 2017

7089768



TEST RESULTS FOR THIS KIT MAY BE AVAILABLE AT OUR WEB SITE: radon.com AFTER THE SAMPLE IS ANALYZED

START DATE 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

PLEASE PRINT CLEARLY: NAME

PLEASE PRINT CLEARLY: TEST ADDRESS

PLEASE PRINT CLEARLY: CITY, STATE, ZIP

NEED YOUR TEST RESULTS ASAP? THEN CAREFULLY PRINT AN EMAIL ADDRESS TO:

STARTING CLOCK NOTICE! ENDING CLOCK
CLOCK ARE IN 24 HR. FORMAT



CIRCLE YOUR ANSWER(S) TO EACH QUESTION BELOW

24 THE AVERAGE TEMPERATURE OF THE AREA TESTED WAS:
IF BELOW 35 DON'T TEST 40 50 60 70 80 90 100
FLOOR TESTED: BASEMENT 1ST 2ND OTHER ROOMS
WERE CLOSED HOUSE CONDITIONS MAINTAINED THROUGHOUT
IF APPLICABLE, WERE THE CLOTHES SPACED VENTILATED
TESTING FOR: 1ST TIME FOLLOW-UP
DID YOU CAREFULLY LEAVE AT AND READ THE RESULTS? YES NO
YOU CAN VIEW ANIMATION THAT SHOWS HOW TO USE THE KIT

ANALYSIS CANNOT BE PERFORMED IF NOT FOR INFORMATION TO YOUR ANALYST
AN EXTRA CHARGE IF YOUR LABORATORY HAS TO REANALYZE

If using the USPS, use the FIRST CLASS MAIL PERMIT NO. 1000 THE US Postal Service WILL DELIVER WITHOUT PROPER POSTAGE

PLEASE SHIP MULTIPLE SAMPLES IN ONE BOX TO ENSURE DELIVERY

ALL SAMPLES DELIVERED BY FEDEX FIRST CLASS WILL RECEIVE PERFECT PROCESSING
TEST RESULTS AVAILABLE SAME DAY OF ARRIVAL
VISIT WWW.RADON.COM or CALL 800-666-6666

SHIP TO:
RADON LAB
1936 BUTLER BRIDGE RD
MILLS RIVER, NC 28759-3899

MEMO

DATE: November 7, 2016

FROM: Sol Briks – Chairman FWHS Roof Building Committee

TO: Board of Education

RE: Project Status Update

Thank you the opportunity to report on the status of the Fairfield Warde High Roof Replacement Project. I am very pleased to report that the project is now complete and within budget.

The overview of the project scope is as follows:

- **257,690** Square Feet of roof replacement completed
- Project Funding - **\$11,000,000**
- State reimbursement available for the project via special legislation

Highlights of the project status are as follows:

- All four planned construction phases are complete
- 257,690 Square Feet of roofing replacement completed
- Invoiced and paid to date on the project - **\$7,247,860**
- State Reimbursement received to date on the project - **\$1,216,181**
- State Reimbursement still to be received on the project - **\$ 652,325**
- Manufacturer's warranties received on Phases 1, 2, 3 and 4
- Final payments to vendors are complete
- 'Close-out' documents have been received

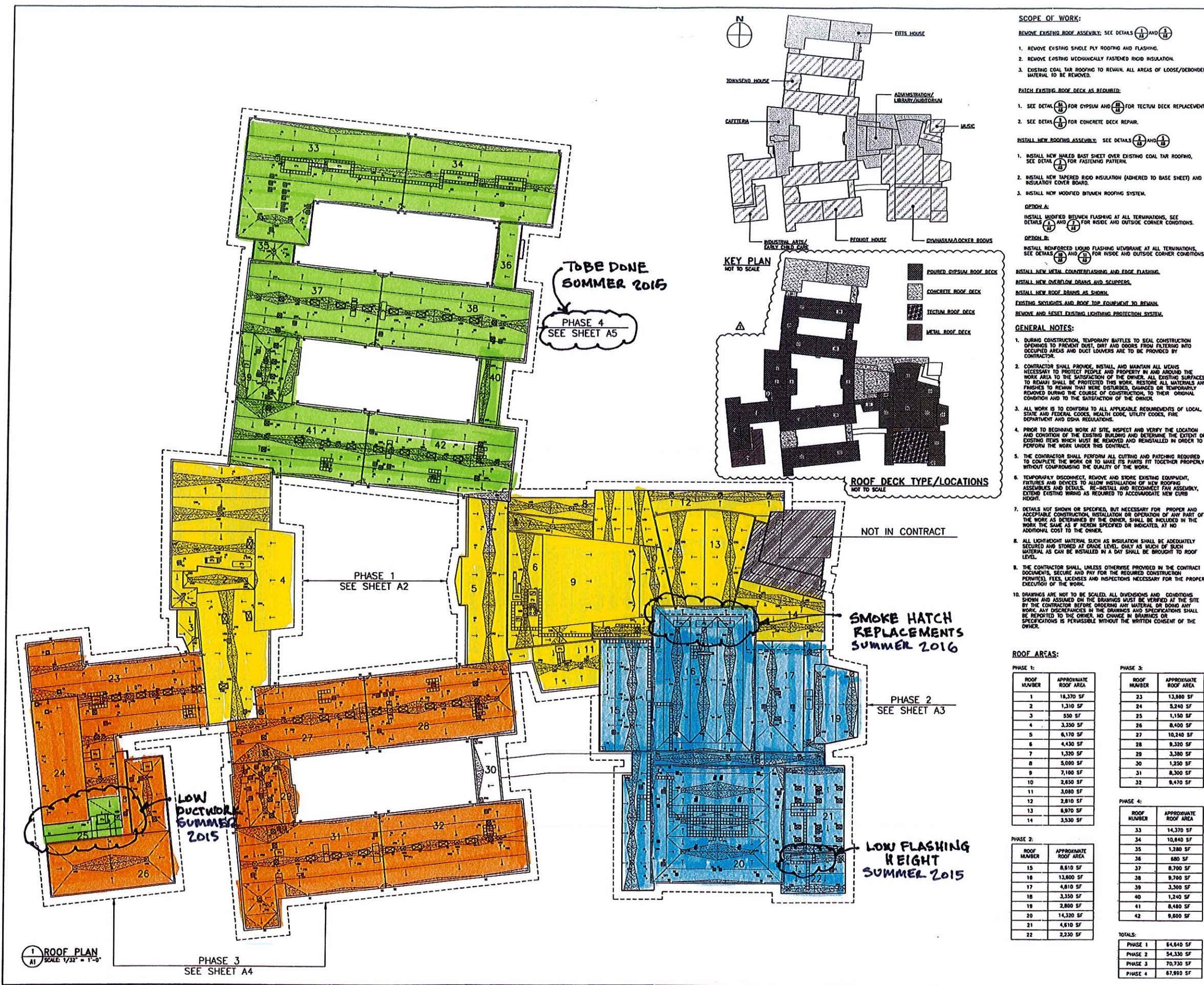
Work remaining on the project is as follows:

- Closeout of project
 - BOE acceptance of the completed project
 - Completion of OSCG filings and reimbursements
 - Discharge of the building committee by the BOS

Projected final costs and reimbursements:

- Projected final total cost (before reimbursement) - **\$7,247,860**
- Projected total reimbursement (@26.76% of eligible costs) - **\$1,868,506**

Further details of the information highlight above can be found in the attachments to this memo.



ROOF REPLACEMENT

Fairfield Warde High School
 755 Melville Road
 Fairfield, CT 06825

Owner:
 Town of Fairfield
 725 Old Post Road
 Fairfield, CT 06824

SCOPE OF WORK:

1. REMOVE EXISTING SINGLE PLY ROOFING AND FLASHING.
2. REMOVE EXISTING MECHANICALLY FASTENED RIGID INSULATION.
3. EXISTING COAL TAR ROOFING TO REMAIN, ALL AREAS OF LOOSE/DEBONDED MATERIAL TO BE REMOVED.

PATCH EXISTING ROOF DECK AS REQUIRED:

1. SEE DETAIL $\frac{1}{8}$ FOR GYPSUM AND $\frac{1}{8}$ FOR TECTUM DECK REPLACEMENT.
2. SEE DETAIL $\frac{1}{8}$ FOR CONCRETE DECK REPAIR.

INSTALL NEW ROOFING ASSEMBLY:

1. INSTALL NEW HALED BAST SHEET OVER EXISTING COAL TAR ROOFING, SEE DETAIL $\frac{1}{8}$ FOR FASTENING PATTERN.
2. INSTALL NEW TAPERED RIGID INSULATION (ADHERED TO BASE SHEET) AND INSULATION COVER BOARD.
3. INSTALL NEW MODIFIED BITUMEN ROOFING SYSTEM.

OPTION A:

INSTALL MODIFIED BITUMEN FLASHING AT ALL TERMINATIONS, SEE DETAILS $\frac{1}{8}$ AND $\frac{1}{8}$ FOR INSIDE AND OUTSIDE CORNER CONDITIONS.

OPTION B:

INSTALL REINFORCED LIQUID FLASHING MEMBRANE AT ALL TERMINATIONS, SEE DETAILS $\frac{1}{8}$ AND $\frac{1}{8}$ FOR INSIDE AND OUTSIDE CORNER CONDITIONS.

INSTALL NEW METAL COUNTERFLASHING AND EDGE FLASHING.

INSTALL NEW OVERFLOW DRAINS AND SCUPPERS.

INSTALL NEW ROOF DRAINS AS SHOWN.

EXISTING SKYLIGHTS AND ROOF TOP EQUIPMENT TO REMAIN.

REMOVE AND RESET EXISTING LIGHTNING PROTECTION SYSTEM.

GENERAL NOTES:

1. DURING CONSTRUCTION, TEMPORARY BATTLES TO SEAL CONSTRUCTION OPENINGS TO PREVENT DUST, DIRT AND DEBRIS FROM FILTERING INTO OCCUPIED AREAS AND DUCT LOUVERS ARE TO BE PROVIDED BY CONTRACTOR.
2. CONTRACTOR SHALL PROVIDE, INSTALL, AND MAINTAIN ALL MEANS NECESSARY TO PROTECT PEOPLE AND PROPERTY IN AND AROUND THE WORK AREA TO THE SATISFACTION OF THE OWNER. ALL EXISTING SURFACES TO REMAIN SHALL BE PROTECTED THIS WORK. RESTORE ALL MATERIALS AND FINISHES TO REMAIN THAT WERE DISTURBED, DAMAGED OR TEMPORARILY REMOVED DURING THE COURSE OF CONSTRUCTION, TO THEIR ORIGINAL CONDITION AND TO THE SATISFACTION OF THE OWNER.
3. ALL WORK IS TO CONFORM TO ALL APPLICABLE REQUIREMENTS OF LOCAL, STATE AND FEDERAL CODES, HEALTH CODE, UTILITY CODES, FIRE DEPARTMENT AND OSHA REGULATIONS.
4. PRIOR TO BEGINNING WORK AT SITE, INSPECT AND VERIFY THE LOCATION AND CONDITION OF THE EXISTING BUILDING AND DETERMINE THE EXTENT OF EXISTING ITEMS WHICH MUST BE REMOVED AND REINSTALLED IN ORDER TO PERFORM THE WORK UNDER THIS CONTRACT.
5. THE CONTRACTOR SHALL PERFORM ALL CUTTING AND PATCHING REQUIRED TO COMPLETE THE WORK OR TO MAKE ITS PARTS FIT TOGETHER PROPERLY WITHOUT COMPROMISING THE QUALITY OF THE WORK.
6. TEMPORARILY DISCONNECT, REMOVE AND STORE EXISTING EQUIPMENT, FITTINGS AND DEVICES TO ALLOW INSTALLATION OF NEW ROOFING ASSEMBLIES AND DETAILS. RE-INSTALL AND RECONNECT EXISTING EQUIPMENT, EXTEND EXISTING WIRING AS REQUIRED TO ACCOMMODATE NEW CURB HEIGHT.
7. DETAILS NOT SHOWN OR SPECIFIED, BUT NECESSARY FOR PROPER AND ACCEPTABLE CONSTRUCTION, INSTALLATION OR OPERATION OF ANY PART OF THE WORK AS DETERMINED BY THE OWNER, SHALL BE INCLUDED IN THE WORK THE SAME AS IF HEREIN SPECIFIED OR INDICATED, AT NO ADDITIONAL COST TO THE OWNER.
8. ALL LIGHTWEIGHT MATERIAL SUCH AS INSULATION SHALL BE ADEQUATELY SECURED AND STORED AT GRADE LEVEL, ONLY AS MUCH OF SUCH MATERIAL AS CAN BE INSTALLED IN A DAY SHALL BE BROUGHT TO ROOF LEVEL.
9. THE CONTRACTOR SHALL, UNLESS OTHERWISE PROVIDED IN THE CONTRACT DOCUMENTS, SECURE AND PAY FOR THE REQUIRED CONSTRUCTION PERMITS, FEES, LICENSES AND INSPECTIONS NECESSARY FOR THE PROPER EXECUTION OF THE WORK.
10. DRAWINGS ARE NOT TO BE SCALED. ALL DIMENSIONS AND CONDITIONS SHOWN AND ASSUMED ON THE DRAWINGS MUST BE VERIFIED AT THE SITE BY THE CONTRACTOR BEFORE ORDERING ANY MATERIAL OR DOING ANY WORK. ANY DISCREPANCIES IN THE DRAWINGS AND SPECIFICATIONS SHALL BE REPORTED TO THE OWNER. NO CHANGE IN DRAWINGS OR SPECIFICATIONS IS PERMISSIBLE WITHOUT THE WRITTEN CONSENT OF THE OWNER.

ROOF AREAS:

PHASE 1:

ROOF NUMBER	APPROXIMATE ROOF AREA
1	16,370 SF
2	1,310 SF
3	550 SF
4	3,350 SF
5	6,170 SF
6	4,430 SF
7	1,320 SF
8	5,090 SF
9	7,100 SF
10	2,650 SF
11	3,080 SF
12	2,810 SF
13	6,970 SF
14	3,530 SF

PHASE 2:

ROOF NUMBER	APPROXIMATE ROOF AREA
15	8,610 SF
16	13,600 SF
17	4,810 SF
18	3,350 SF
19	2,860 SF
20	14,320 SF
21	4,610 SF
22	2,230 SF

PHASE 3:

ROOF NUMBER	APPROXIMATE ROOF AREA
23	13,880 SF
24	5,240 SF
25	1,150 SF
26	8,400 SF
27	10,240 SF
28	9,320 SF
29	3,380 SF
30	1,250 SF
31	8,300 SF
32	9,470 SF

PHASE 4:

ROOF NUMBER	APPROXIMATE ROOF AREA
33	14,370 SF
34	10,840 SF
35	1,280 SF
36	680 SF
37	8,700 SF
38	9,700 SF
39	3,360 SF
40	1,240 SF
41	8,480 SF
42	9,600 SF

TOTALS:

PHASE 1	84,640 SF
PHASE 2	54,330 SF
PHASE 3	70,730 SF
PHASE 4	67,990 SF

1	ADDENDUM NO. 1	DATE
No.	Revisions	Date

Notes:
 Do not scale drawings.
 Contractor is responsible for verifying dimensions and details in the field. Report any discrepancies to architect for resolution.

Hoffmann Architects, Inc.
 2321 Whitney Avenue, 2nd Floor
 Hamden, Connecticut 06518
 (203) 238-6860
 Fax: (203) 238-6340

Scale: AS SHOWN Drawn By: JJA

Date: 16 MAR 2012 Checked By: KLS/KLS

Project No. 211040 1040A01.dwg

Sheet 2 of 3 Sheets

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ROOF PLAN

Project No. 211040
 1040A01.dwg

A1
 Sheet 2 of 3 Sheets
 Copyright © 2012 by Hoffmann Architects, Inc. All Rights Reserved.

Roof Replacement Project (2012-2015)
Fairfield Warde High School
Project Cost Summary Sheet
1 February 2012

1. Construction Cost	\$9,100,000.00
2. Bidding & Construction Administration (Architect's Fees) (5% of Construction)	\$444,000.00
3. Insurance Costs (3% of Construction)	\$273,000.00
4. Bonding Costs (3% of Construction)	\$273,000.00
5. Contingency (10% of Construction)	\$910,000.00
Total Project Cost	\$11,000,000.00

FWHS Roof Replacement Project			
	2/1/2012	As of 12/30/2014	Costs at End/Project 10/28/2016
	Budget	Status	Projection
Construction	\$9,100,000	\$6,524,991	\$6,984,598
Soft Costs	\$990,000	\$206,697	\$263,261
Contingency	\$910,000	\$491,989	\$0
Total	\$11,000,000	\$7,223,677	\$7,247,859

Fairfield Warde Roof Replacement Project Accounting - Funded \$11,000,000 18 October 2016		
Contractor	Description	Total
Bonding Costs	Project bonding costs	27,887.23
Secretarial Costs	Meeting agenda & minutes	\$3,441.56
Hoffmann Architects	Architectural/Engineering Services	\$220,798.58
Silktown Roofing	Roof Replacement	\$6,899,077.87
Nosal Industries	Miscellaneous Protection Work	\$8,350.00
AMC Environmental	Environmental Testing/Reporting	\$11,133.88
AAIS	Abatement Services	\$77,170.54
	Total	\$7,247,859.66



Attachment #5



Connecticut State Department of Education
Bureau of Health/Nutrition, Family
Services and Adult Education
25 Industrial Park Road
Middletown, CT 06457-1543

FOR STATE USE ONLY

Effective Date: _____
AGREEMENT NUMBERS:
School Programs _____
Child Day Care Centers _____
Adult Day Care Centers _____
Day Care Homes _____
Summer Food Service _____

AUTHORIZED SIGNATURES CHANGE FORM

Read the *Instructions to Complete the Authorized Signatures Change Form* before completing the form. Return this form to the CSDE Child Nutrition Programs at the address above.

This is to certify that on December 13, 2016, as shown in the minutes of
Date

The Regular Meeting of the Fairfield Public Schools Board of Education

Name of Corporation, Board of Education or Governing Body

the following action was taken to revise the Authorized Signers of the **ED-099 Agreement for Child Nutrition Programs**.

1. The person designated below is authorized to sign this agreement and to sign claims for reimbursement.

_____	Dr. Toni R. Jones
<i>Signature</i>	<i>Printed Name</i>
Superintendent of Schools	12/13/2016
<i>Title (Superintendent of Schools, Mayor, Selectman, President or Chairperson of the Board, Pastor or Commissioner)</i>	<i>Date</i>

2. In the absence or incapacity of the first designated individual, the second person designated below is authorized to sign claims for reimbursement.

_____	Mrs. Doreen Munsell
<i>Signature</i>	<i>Printed Name</i>
Director of Finance and Business Services	12/13/2016
<i>Title (Assistant Superintendent, Business Official, Principal, Headmaster, City or Town Manager, Executive Director or Deputy Commissioner)</i>	<i>Date</i>

3. The signature below certifies the above action.

_____	Mrs. Jessica Gerber
<i>Signature</i>	<i>Title (Secretary of Corporation, Town Clerk, Secretary of the Board)</i>
Board of Education Secretary	

This form is available at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/forms/sigchange.pdf.
The instructions are available at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/forms/sigchangeinstr.pdf

A new policy to consider, replacing the previous version in order to comply with new legislation, PA 16-189.

Business and Non-Instructional Operations

Data-Based Information and Management Systems

Student Data Protection and Privacy/Cloud-Based Issues

The District may, pursuant to this policy, enter into a contract with a third party for either or both of the following purposes:

1. To provide services, including Cloud-based services, for the digital storage, management, and retrieval of student records.
2. To provide digital educational software that authorizes a third-party provider of digital educational software to access, store, and use student records in accordance with the contractual provisions listed below.

The District, when entering into a contract with a contractor for purposes listed above, shall ensure the contract includes, but is not limited to the following:

1. A statement that student records, student information and student generated content continues to be the property of and under the control of the District. (They are not the property of, or under the control of a software or electronic service contractor.)
2. A description of the means by which the District, students, their parents or legal guardians, may retain possession and control of student-generated content, and if applicable, means by which a student, parent or legal guardian of a student may transfer student-generated content to an electronic mail account.
3. A statement that the contractor will not use student information, student records, or student-generated content for any purposes except those the contract authorizes.
4. A description of the procedures by which a student, parent or legal guardian, of a student may review personally identifiable information (PII) contained in the student's record, student information or student-generated content and correct erroneous information, if any in such student material.
5. A statement that the contractor shall take actions designed to ensure the security and confidentiality of student records, student information, and student-generated content.
6. A description of the procedures that a contractor will follow for notifying a student, the parent or legal guardian of a student, and the District, as soon as practical, but not later than forty-eight (48) hours after the contractor becomes aware of or suspects that any student record, student information, or student-generated content under the contractor's control has been subject to unauthorized access or suspected unauthorized access.

Business and Non-Instructional Operations

Data-Based Information and Management Systems

Student Data Protection and Privacy/Cloud-Based Issues (continued)

7. A statement that a student's records, student information, or student-generated content shall not be retained or available to the contractor upon completion of the contracted services unless a student, parent or legal guardian of a student chooses to establish or maintain an electronic account with the contractor for the purpose of storing student-generated content. (e.g. – essays, research papers, portfolios, creative writing, music, audio files, or photographs, but not standardized assessment responses.)
8. A statement that the contractor and the District shall ensure compliance with the federal Family Educational Rights and Privacy Act (FERPA), 20 USC 1232g.
9. A statement that Connecticut laws shall govern the rights and duties of all parties to the contract, (contractor and the District).
10. A statement that if any provision of the contract or the application of the contract is held invalid by a court of competent jurisdiction, the invalidity does not affect other provisions of the contract which can be given effect without the invalid provision or application.
11. A prohibition against the contractor using personally identifiable information contained in student records to engage in advertising or for any other purposes other than those authorized pursuant to the contract.

Any provision of a contract entered into between a contractor and the District that conflicts with the provisions listed above shall be void. Moreover, a contract is void if it lacks any of the above provisions. The District will give the contractor reasonable notice to amend the contract to include the missing provisions.

Any contract entered into that does not include the provisions listed above shall be void, provided the District has given reasonable notice to the contractor and the contractor has failed within a reasonable time to amend the contract to include the required provisions. **(this language is directly from the statute and must stay)**

Not later than five business days after executing a contract pursuant to this policy, the District shall provide electronic notice to any student and the parent or legal guardian of a student affected by the contract. The notice shall (1) state that the contract has been executed and the date that such contract was executed, (2) provide a brief description of the contract and the purpose of the contract, and (3) state what student information, student records or student-generated content may be collected as a result of the contract. The District shall post such notice and the contract on the District's Internet website.

Business and Non-Instructional Operations

Data-Based Information and Management Systems

Student Data Protection and Privacy/Cloud-Based Issues (continued)

The District expects that an operator shall implement and maintain reasonable security procedures and practices to protect student information from unauthorized access, destruction, use, modification and disclosure; that, based on the data's sensitivity and risk from unauthorized access, do the following:

1. Use technology and methodologies consistent with guidance issued about protected health information under the federal Health Information Technology for Economic and Clinical Health Act of 2009. (HITECH Act),
2. Maintain technical safeguards for student records in a manner consistent with federal HITECH Act regulations on technical safeguards for electronic protected Health Information, and
3. Otherwise meet or exceed industry standards.

Notice of Breach of Security/Data Breacher

Upon notice of a breach of security by a contractor, the District shall, within forty-eight (48) hours notify the students and the parents/legal guardians of the students whose student information, student records, or student-generated content was involved in such breach. The District shall also, as required, post notice of the breach on its website.

Upon the discovery of a breach of security that results in the unauthorized release of student information, excluding directory information, the contract shall contain the provision that the contractor must notify the District of such breach without unreasonable delay, and in no case later than thirty (30) days from the discovery of the breach.

Upon the discovery of a breach of security that results in the unauthorized release of directory information, student records, or student-generated content, the contract shall contain the provision that the contractor must notify the District without unreasonable delay and in no case later than sixty (60) days from the discovery of the breach.

Definitions

1. **“Contractor”** means an operator or consultant that is in possession of or has access to student information, student records or student-generated content as a result of a contract with a local or regional District of Education.
2. **“Operator”** means the operator of an Internet website, online service, online application, (app) or mobile application with actual knowledge that such Internet website, service, or mobile application is used primarily for school purposes and was designed and marketed for school purposes and who collects, maintains or uses student information.

Business and Non-Instructional Operations

Data-Based Information and Management Systems

Student Data Protection and Privacy/Cloud-Based Issues

Definitions (continued)

3. **“Consultant”** means a professional who provides non-instructional services, including administrative, planning, analytical, statistical, or research services to a District of education under a contract.
4. **“Student”** means a Connecticut resident enrolled in a preschool program participating in the state-wide public school information system, pursuant to section 10-10a of the general statutes, or enrolled in grades K to 12, inclusive, in a public school, or receiving special education and related services under an individualized education program, or otherwise the responsibility of the District.
5. **“Deidentified information”** means any information that has been altered to prevent the identification of an individual student.
6. **“Eligible student”** means a student who has reached 18 years of age.
7. **“Student-generated content”** means materials created by a student, including, but not limited to, essays, research reports, portfolios, creative writing, music or other audio files, or photographs. “Student-generated content” does not include student responses to a standardized assessment.
8. **“Student records”** means any information directly related to a student that is maintained by the school district, the State District of Education or the Department of Education or any information acquired from a student through the use of educational software assigned to the student by a teacher or other district employee.

“Student records” does not mean any of the following:

- a. Deidentified information, allowed under the contract to be used by the contractor to improve educational products for adaptive learning purposes and for customizing student learning.
 - b. Deidentified information, used to demonstrate the effectiveness of the contractor’s products in the marketing of such products.
 - c. Deidentified information, used for the development and improvement of the contractor’s products and services.
9. **“Online service”** includes Cloud computing services, which must comply with this policy if they otherwise meet the definition of an operator.
 10. **“Student information”** is personally identifiable information regarding a student that in any media or format that is not publicly available that meets any of the following:
 - a. Is created or provided by a student, or the student’s parent or legal guardian, by using an operators’ website, online service, or mobile application (app) for school purposes.

Business and Non-Instructional Operations

Data-Based Information and Management Systems

Student Data Protection and Privacy/Cloud-Based Issues

Definitions (continued)

- b. Is created or provided by an employee or agent of the District of education, to an operator for school purposes.
 - c. Is gathered by an operator through the operation of the operator's Internet website, online service, or mobile application (app) and identifies a student including but not limited to information in the student's educational record or email account, first and last name, home address, telephone number, date of birth, email address, or other information that allows physical or online contact, discipline records, test results, special education data, juvenile dependency records, grades, evaluations, criminal records, medical records, health records, social security number, biometric information, disabilities, socioeconomic information, food purchases, political affiliations, religious information, text messages, documents, student identifiers, search activity, photos, voice recordings, or behavioral assessments.
11. **"School purposes"** means purposes that customarily take place at the direction of a teacher, or the District, or aid in the administration of school activities, including, but not limited to, instruction in the classroom, administrative activities, and collaboration among students, school personnel, or parents/legal guardians.
12. **"Targeted advertising"** means presenting an advertisement to a student where the selection of the advertisement is based on student information, student records or student-generated content or inferred from the usage of the operator's Internet website, online service or mobile application by such student. It does not include any advertising to a student on a website that the student accesses at the time or in response to a student's response or request for information or feedback.

The District, through this policy, places restrictions on an "operator" as defined in this policy. An operator shall not knowingly engage in any of the following activities with respect to their internet website, online service or mobile application:

1. Engage in targeted advertising on the operator's site, service, or application, or on any other Internet website, online service or mobile application;
2. Use student information to create a profile of a student for purposes other than the furtherance of school purposes;

Business and Non-Instructional Operations

Data-Based Information and Management Systems

Student Data Protection and Privacy/Cloud-based Issues (continued)

3. Sell student information, unless the sale is part of the purchase, merger, or acquisition of an operator by a successor operator and the operator and the successor operator continue to be subject to the provisions of this policy regarding student information; or
4. Disclose student information, unless the disclosure is made (a) in furtherance of school purposes of the Internet website, online service or mobile application, provided the recipient of the student information uses such student information to improve the operability and functionality of the Internet website, online service or mobile application and complies with this policy; (b) to ensure compliance with federal or state law; (c) in response to a judicial order; (d) to protect the safety of users or others, or the security of the Internet website, online service or mobile application; or (e) to an entity hired by the operator to provide services for the operator's Internet website, online service or mobile application, provided the operator contractually (i) prohibits the entity from using student information for any purpose other than providing the contracted service to, or on behalf of, the operator, (ii) prohibits the entity from disclosing student information provided by the operator to subsequent third parties, and (iii) requires the entity to comply with this policy.

The District recognizes that an operator may:

1. Use student information (a) to maintain, support, evaluate or diagnose the operator's Internet website, online service or mobile application (app), or (b) for adaptive learning purposes or customized student learning.
2. Use de-identified student information (a) to develop or improve the operator's Internet website, online service or mobile application (app), or other Internet websites, online services or mobile applications owned by the operator, or (b) to demonstrate or market the effectiveness of the operator's Internet website, online service or mobile application.
3. Share aggregated de-identified student information for the improvement and development of Internet websites, online services or mobile applications designed for school purposes.

Nothing in this policy shall be construed to:

1. Limit the ability of a law enforcement agency to obtain student information from an operator as authorized by law or pursuant to a court order;
2. Limit the ability of a student or the parent or legal guardian of a student to download, transfer or otherwise save or maintain student information;
3. Impose a duty upon a provider of an interactive computer service, as defined in 47 USC 230, as amended from time to time, to ensure compliance with this section by third-party information content providers, as defined in 47 USC 230, as amended from time to time;

Business and Non-Instructional Operations

Data-Based Information and Management Systems

Student Data Protection and Privacy/Cloud-based Issues (continued)

4. Impose a duty upon a seller or provider of online services or mobile applications to ensure compliance with this policy with regard to such online services or mobile applications;
5. Limit an Internet service provider from providing a student, parent or legal guardian of a student or local or regional District of Education with the ability to connect to the Internet;
6. Prohibit an operator from advertising other Internet websites, online services or mobile applications that are used for school purposes to parents or legal guardians of students, provided such advertising does not result from the operator's use of student information; or
7. Apply to Internet websites, online services or mobile applications that are designed and marketed for use by individuals generally, even if the account credentials created for an operator's Internet website, online service or mobile application may be used to access Internet websites, online services or mobile applications that are designed and marketed for school purposes.

The District, upon determination that a request for directory information is related to school purposes, may disclose directory information to any person requesting such directory information. If the District determines that a request for directory information is not related to school purposes, the District shall not disclose such directory information.

(cf. 3520.1 – Information Security Breach and Notification)

(cf. 3520.11 – Electronic Information Security)

(cf. 3520.12 – Data-Based Information Management System Confidentiality Policy)

(cf. 5125 – Student Records)

(cf. 5145.15 – Directory Information)

(cf. 6162.51 – Surveys of Students/Student Privacy)

Legal Reference: Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

7-109 Destruction of documents.

10-15b Access of parent or guardians to student's records.

10-209 Records not to be public.

11-8a Retention, destruction and transfer of documents

11-8b Transfer or disposal of public records. State Library District to adopt regulations.

46b-56(e) Access to Records of Minors.

Business and Non-Instructional Operations

Data-Based Information and Management Systems

Student Data Protection and Privacy/Cloud-based Issues

Legal Reference: (continued)

Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).

P.A. 16-189 An Act Concerning Student Privacy

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g).

Dept. of Educ, 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. Provisions Act (20 U.S.C. 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

Protection of Pupil Rights Amendment (PPRA) 20 U.S.C. § 1232g (2014)

Children's Online Privacy Protection Act (COPPA) 15 U.S.C. §§6501 *et seq.* (2014)

Policy adopted:

FAIRFIELD PUBLIC SCHOOLS
Fairfield, Connecticut

(Reviewed and approved by Policy Review Committee)

A succinctly worded version of this policy to consider, with all detail placed in the accompanying administrative regulation.

Students

5125

Student Records: Confidentiality

The Board of Education will comply with applicable regulations regarding confidentiality and access to all student records. The Superintendent shall implement procedures that ensure strict confidentiality of student records while providing proper parental and/or student access to records. Availability of these regulations and procedures shall be made known annually to all parents/guardians of children within the District.

Legal Reference: Connecticut General Statutes
1-19(b)(11) Access to public records. Exempt records.
7-109 Destruction of documents.
10-15b Access of parent or guardians to student's records.
10-154a Professional communications between teacher or nurse & student.
10-209 Records not to be public.
10-221b Boards of education to establish written uniform policy re: treatment of recruiters.
11-8a Retention, destruction and transfer of documents
11-8b Transfer or disposal of public records. State Library Board to adopt regulations.
46b-56 (e) Access to Records of Minors.
Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).
Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g.).
Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. provisions act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96, and Final Rule 34 CFR Part 99, December 9, 2008, December 2, 2011
USA Patriot Act of 2001, PL 107-56, 115 Stat. 272, Sec 507, 18 U.S.C. §2332b(g)(5)(B) and 2331
P.L. 107-110 "No Child Left Behind Act of 2001" Sections 5208 and 9528
P.L. 112-278 "The Uninterrupted Scholars Act"
Owasso Independent Sch. Dist. No.1-011 v. Falvo, 534 U.S.426 (2002)

Policy adopted:

cps 6/10
rev 4/12
rev 3/13

Jennifer Maxon-Kennelly,
Submitted 11/22/2016

Amendment #1

To amend the Bylaw:

ARTICLE V.

SECTION6: PUBLIC COMMENT(9325)

And add the following language:

B. Town Hall meetings

In the interest of giving the public the opportunity to comment on a wider range of issues other than those on Regular BoE meeting agendas, the Board will hold semiannual Town Hall meetings to be scheduled at the discretion of the Chair. The agenda of these meetings will be a “discussion of facilities, finances and programs” of Fairfield Public Schools.

Amendment #2

To amend the Bylaw as indicated below:

ARTICLE V.

SECTION6: PUBLIC COMMENT(9325)

A. Public comment on Agenda Items

As a means of encouraging public participation during Board meetings, the Chairman shall solicit comments from the public with regard to agenda items, as proposed or amended, that the Board will be discussing and/or will be acting upon by vote. The Chairman may limit Public Comment in any manner appropriate to the orderly and efficient conduct of Board meetings. The following parameters will pertain to Public Comment:

1. Up to three (3) minutes may be allotted to each speaker. The Chair may modify this limitation at the beginning of a meeting if the number of persons wishing to speak makes it advisable to do so.
2. A member of the public can only speak to a topic once at a meeting. Public Comment on agenda items will take place at the beginning **and end** of the meeting. Public Comment on Old Business ~~and New Business~~ will also take place following Board discussion of those items and prior to when any vote is taken

Amendment #3

To amend the Bylaw to add a second "Public Comment" as #12., and change "Adjournment" to #13, as shown below.

ARTICLE V.

SECTION4: ORDER OF BUSINESS(9325.2)

1. The agenda at each Regular Meeting shall be:
 1. Call to Order and Roll Call
 2. Pledge of Allegiance
 3. Student Reports
 4. Public Comment
 5. Presentations
 6. Old Business
 7. New Business
 8. Approval of Minutes
 9. Superintendent's Report
 10. Committee/Liaison Report
 11. Open Board Comment
 12. Public Comment
 13. Adjournment

**Special Meeting Notes
Fairfield BoE; November 10, 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 6:04PM. Present were members Jessica Gerber, Philip Dwyer, Anthony Calabrese, Jennifer Maxon-Kennelly, John Llewellyn and Donna Karnal (arrived 6:05PM).

Discussion re: Issue and/or Documents Related to School Transportation Matter

Mrs. Gerber moved/Mrs. Maxon-Kennelly seconded the recommended motion "that the Board of Education hereby moves to enter into Executive Session to discuss particular matters relating to school transportation, which may result in the disclosure of documents protected and exempt from disclosure in accordance with CGS 1-200(6)(E) and 1-210(b)(17)." Motion passed 6-0. The Board went into Executive Session at 6:05PM.

The Board came out of Executive Session at 6:15PM.

Motion to adjourn

Mr. Calabrese moved/Mr. Llewellyn seconded the recommended motion "that this Special meeting of the Board of Education adjourn" Motion passed 6-0. Meeting adjourned at 6:15PM.

**Special/Organizational Meeting Minutes
Fairfield BoE, November 15, 2016**

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.

<i>Call to Order of the Special/Organizational Meeting of the Board of Education and Roll Call</i>
--

Chairman Philip Dwyer called the Special/Organizational meeting to order at 7:10PM. Present were members Anthony Calabrese, Eileen Liu-McCormack, Marc Patten, Donna Karnal, Jessica Gerber, Philip Dwyer, Trisha Pytko, Jennifer Maxon-Kennelly and John Llewellyn. Others present were Interim Superintendent Dr. Stephen Tracy, members of the central office leadership team, and approximately 10 members of the public.

Election of Temporary Chairman/Secretary

Mrs. Gerber moved, Mrs. Maxon-Kennelly seconded that in accordance with the By-Laws, Interim Superintendent Dr. Stephen Tracy will serve as Temporary Chairman/Secretary during the election of Board Officers.

Motion Passed: 9-0

<i>Election of Board Officers</i>

Election of Board of Education Chairman

Mr. Calabrese moved, Mrs. Gerber seconded to nominate Mr. Dwyer for Chairman.

Mrs. Maxon-Kennelly moved, Ms. Pytko seconded to close the nominations.

Ms. Karnal said after 4 years without a change in the Chairmanship, it would be nice to work with other people in other roles. She doesn't understand why the Board doesn't feel the same way and meant no disrespect.

Motion Passed: 7-2

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

Oppose: Mrs. Liu-McCormack, Ms. Karnal

Votes for Mr. Dwyer – 6 (Mr. Calabrese, Mr. Patten, Mrs. Gerber, Mr. Dwyer, Ms. Pytko, Mrs. Maxon-Kennelly)

Votes against Mr. Dwyer– 3 (Mrs. Liu-McCormack, Ms. Karnal, Mr. Llewellyn)

Ms. Karnal asked why the Board felt the need to vote in the same Chairman 4 years in a row.

Mr. Dwyer is voted in as Chairman.

Election of Board of Education Vice Chairman

Mrs. Gerber moved, Mr. Dwyer seconded to nominate Mr. Calabrese for Vice Chairman.

Mrs. Liu-McCormack moved, Mr. Llewellyn seconded to nominate Mr. Patten for Vice Chair; he did not accept.

Mrs. Liu-McCormack moved, Mr. Llewellyn seconded to nominate Ms. Karnal for Vice Chair; she did not accept.

Mrs. Liu-McCormack moved, Mr. Llewellyn seconded to nominate Mrs. Gerber for Vice Chair; she did not accept.

Mr. Patten moved, Ms. Pytko seconded to close the nominations.

Motion Passed: 8-0-1

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

Abstain: Ms. Karnal

Votes for Mr. Calabrese – 6 (Mr. Calabrese, Mr. Patten, Mrs. Gerber, Mr. Dwyer, Ms. Pytko, Mrs. Maxon-Kennelly)

Votes against Mr. Calabrese– 3 (Mrs. Liu-McCormack, Ms. Karnal, Mr. Llewellyn)

Mr. Calabrese is voted in as Vice Chairman.

Election of Board of Education Secretary

Mr. Calabrese moved, Mr. Patten seconded to nominate Mrs. Gerber for Secretary.

Mrs. Liu-McCormack moved, Ms. Karnal seconded to nominate Mr. Llewellyn for Secretary.

Mrs. Maxon-Kennelly moved, Mr. Calabrese seconded to close the nominations

Motion Passed: 8-0-1

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

Abstain: Ms. Karnal

Votes for Mrs. Gerber – 6 (Mr. Calabrese, Mr. Patten, Mrs. Gerber, Mr. Dwyer, Ms. Pytko, Mrs. Maxon-Kennelly)

Votes for Mr. Llewellyn – 3 (Mrs. Liu-McCormack, Ms. Karnal, Mr. Llewellyn)

Mrs. Gerber is voted in as Secretary.

Mr. Dwyer asked Board members to submit By-Law amendments to Mrs. Brown. He welcomed discussion on By-Law topics without debate, in order to provide advance notice.

Mr. Llewellyn asked for clarification on By-Law change submissions – is it a practice or was it by Board vote?

Mr. Dwyer said the Board had voted on this.

Mrs. Maxon-Kennelly said she is considering an amendment on public comment.

Ms. Karnal said she will send some amendments in before the next meeting.

Mr. Patten said he will also look at public comment; perhaps including public comment at the end of the meeting.

Mrs. Liu-McCormack said she will entertain public comment and may have others.

Mr. Llewellyn said he will also submit a public comment amendment.

Mr. Dwyer said 3 members may work together on a public comment amendment, but not 5; each can also submit separately. Amendments should be submitted to Mrs. Brown by noon on Wednesday before the next meeting – words to be removed should be crossed-out and added words should be in bold. Requested changes to committee or liaison assignments should be submitted to him directly.

<i>Adjournment</i>

Mrs. Gerber moved, Mrs. Maxon-Kennelly seconded to adjourn the Organizational Meeting.

Motion Passed: 8-0-1

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

Abstain: Ms. Karnal

Meeting adjourned at 7:27PM.

*Respectfully Submitted by Jessica Gerber
Fairfield Board of Education, Secretary*

DRAFT

**Regular Meeting Minutes
Fairfield BoE, November 15, 2016**

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 7:27PM. Present were members Eileen Liu-McCormack, Marc Patten, Donna Karnal, Jessica Gerber, Philip Dwyer, Anthony Calabrese, Trisha Pytko, Jennifer Maxon-Kennelly and John Llewellyn. Others present were Interim Superintendent Dr. Stephen Tracy, FLHS student representatives Catherine Behjati and Sean Oppenheimer; FWHS student representative Brittany Shuster; members of the central office leadership team, and approximately 25 members of the public.

Student Reports

Ms. Shuster reported for Fairfield Warde High School: The student body was thankful for the administration's response to the racial slur incident; Homecoming was a fun event; the seniors dressed in costumes for Halloween; congratulations are extended to Jes Bollman for his participation in the NAFME 2016 All-National Honor Ensemble in Grapevine, Texas; French exchange students were warmly welcomed; students are beginning the second marking period.

Mr. Oppenheimer and Ms. Behjati reported for Fairfield Ludlowe High School: The students were proud of the administration's response to the racial slur incident and they hoped students would learn to be kind; the Freshman forum will take place on Thursday and will cover various topics including social media and addiction; students behaved in a civil manner after the presidential election; there was a great turnout for Homecoming; the seniors are having fun with spirit week; the Sticks for Soldiers one-day fundraising event for wounded soldiers takes place on November 26 and both FLHS and FWHS are participating.

Mrs. Maxon-Kennelly asked, where does the money from the Sticks for Soldiers event go? Can you characterize the aftermath of the election at Warde? Ms. Behjati said 2 soldiers are honored at the Sticks for Soldiers event, but the money raised goes to multiple organizations that help wounded soldiers. Ms. Shuster said Warde students are talking through the election results.

Ms. Karnal requested the website for the Sticks for Soldiers and it is: www.sticksforsoldiers.org

Public Comment

Kelly Socol, York Road: Supports the plan to address racial imbalance.

Bob Smoler, FEA President: Read a prepared statement voted on by faculty leadership – it included the statement that the quality of education delivered at all Fairfield Public Schools at all levels is equally high and among the best in the country. Diversity in an educational environment is an important component of preparing students for the real world.

Susie Byrne, Fairfield Resident: Questioned the cost analysis of adding Open Choice students. Stated that a public hearing on the Racial Imbalance Plan, as required by state statute, has not been scheduled.

Sally Connelly, Tunxis Hill Road: Supports the McKinley community.

Mike Jehle, *Christine Jewell*, Fairfield History Museum: The new Social Studies Framework provides an opportune time to ensure a uniform experience for all Fairfield students at the Fairfield History Museum.

Suzanne Graceffa, York Road: Supports Racial Imbalance Plan including expansion of Open Choice.

Jennifer Barahona, McKinley Parent: Proud of McKinley, encourages diversity and global thinking, supports the proposal.

Anna Wood, Knollwood Drive: Need to educate the Fairfield area about the benefits of McKinley.

Gina Jeanty, Lenox Road: Very happy with McKinley.

Approval of the Racial Imbalance Plan

Mrs. Gerber moved, Mrs. Maxon-Kennelly seconded that the Board of Education approve the Racial Imbalance Plan dated November 10, 2016.

Dr. Tracy said the proposed plan is essentially the same but now includes highlighted clarifying language. This is an interim plan to make modest progress. He thanked Mr. Cummings for his help in drafting this plan.

Ms. Pytko moved, Mrs. Gerber seconded to amend the motion by adding the following language at the end of the motion: “excluding adding any additional Open Choice students, as stated in Item 2, pages 6-7.”

Ms. Pytko said she was concerned with funding additional students during a time when the district is facing the loss of ECS funding, and is in the midst of 2 large construction projects.

Mrs. Gerber agreed that there are budget concerns but she feels the Open Choice program provides a great service to the district.

Mr. Calabrese acknowledged Ms. Pytko’s fiscal concerns, but feels the Open Choice program is a great benefit to the district; it enhances the educational program and that is the greater goal; he will not support the amendment.

Mrs. Maxon-Kennelly appreciates the amendment but will not support it; the referenced budget implications come with the PK addition to Stratfield, not the Open Choice program – according to the wide range of information provided by Dr. Tracy.

Mr. Patten echoed the sentiments of Mrs. Maxon-Kennelly. He would love to show the state that people love McKinley; he is not in favor of the amendment.

Mr. Llewellyn disagreed with Mrs. Maxon-Kennelly.

- He referenced reimbursement of extra services and 2 students in particular whose costs exceeded \$18K; the sending school should be reimbursing for any costs over \$3K but Fairfield is billing for costs over \$18K, presumably the average cost of \$15K plus \$3K. Dr. Tracy confirmed that and said he will recommend that Dr. Jones review the billing practices and take advantage of an opportunity in the law to ask for more money.
- Said he understood that the number of Open Choice students needing extra services was 15% vs. the district’s 11%, and there was no billing for any services between \$3K and \$18K. Dr. Tracy confirmed that and said Fairfield only billed for services not readily available, such as paraprofessionals.
- Asked previously about the separate billing for ECS services, what was the sum of that value? Is it fair to say it is not “no cost?” Dr. Tracy said he did not have that figure at hand, but could provide it; the cost is not zero.
- Can you address the impact of Bridgeport charging us for its magnet programs?

Mr. Dwyer said he would rule Mr. Llewellyn out of order and asked him to speak only to the amendment.

Mr. Llewellyn said 23½ cents on every dollar is spent on extra services; cannot say there is no cost. He has a huge issue with Bridgeport charging us but not paying us.

Mr. Dwyer reminded the Board the strongest possible plan should be submitted to the state to prevent forced redistricting; the Racial Imbalance Plan is based on maintaining neighborhood schools and voluntary participation. What is the reasonable cost to prevent redistricting? We know there is a cost with the preschool, but costs also exist for redistricting and associated transportation. He took exception with the statement that the Open Choice students cost money; if there is existing staff and there is room, students do not cost us any additional money. There is a marginal difference in special education, and he suspects the new superintendent will be more aggressive with billing. Open Choice is a net benefit to the district, both financially and educationally.

Mrs. Liu-McCormack agrees with all the comments on diversity and global society, but there is an element of pragmatic reality. We will be spreading and/or diluting our funds or student/teacher ratios for students that are not part of the Fairfield district – is this the right time to do this? The budget is finite; it is just not true that there is no

cost; perhaps we should tell the state that we are happy where we are. Either we push back or come up with a more permanent solution.

Mr. Llewellyn said Dwight has an extra section – that was a true cost. There are 30 fewer students in elementary, so why were 8 FTE added at the elementary level? Bridgeport is 99.9% eligible for Free/Reduced and those students fall below the state average in Fairfield as shown in a chart from a few weeks ago; the gap there is huge. We don't have our shop in order regarding free and reduced lunch students, so why are we bringing more Open Choice students. We need to get our shop in order. Where is the voluntary piece – it is not in the redistricting guiding principles. The public needs to understand that at some point, the marginal cost ends.

Mr. Dwyer said he would limit his answer as it relates to the amendment – Bridgeport students have a choice and this district has a choice to participate. 100 students equals \$300K in revenue. Even if added students cause a section to be added, it is still a net positive of \$180K to cover marginal increased costs.

Dr. Tracy added that there is billing for extraordinary costs. One could argue that there is a time cost for routine services provided by staff. Currently, there are 3 situations where backing out the Open Choice students would reduce a section resulting in an unmeasurable cost of increasing the class size. We cannot make a future guarantee regarding adding sections.

Mrs. Maxon-Kennelly said the students at Dwight referenced by Mr. Llewellyn, in class sizes of 17 instead of 23, are getting a better education at a better cost. She appreciates Mr. Llewellyn's sense of civic duty regarding Free/Reduced lunch students but would leave the decision on their attendance up to their parents. The district could possibly face a backlash from the state with potential financial repercussions, should a plan not be submitted as directed. She doesn't see evidence of ballooning costs. The Cultural Diversity Task Force, as far back as 2004, always intended for the plan to be voluntary.

Mrs. Liu-McCormack said being forced to comply with the statute is kicking the can down the road. There should be a permanent solution, and should we go to the Town before complying? Is this laying the groundwork to do this indefinitely – with the concept of ballooning costs and spreading existing funds even thinner? Open Choice doesn't fix racial imbalance. We have a lot of diversity within the town. We are taking some contradictory steps in expanding our schools although our enrollment is shrinking. Is the plan to fill schools from the outside and keep infiltrating? She would like to hear more from the people what their sentiment is. She knows that the McKinley people are happy but wants to hear from more people.

Mr. Dwyer asked that comments be restricted to the amendment.

Mr. Llewellyn shared his logic based on the percentage of Open Choice students needing special services, 15% of 72 students is 11, multiplied by the average cost of \$34K equals \$380K – even though the math is not correct it is the same logic Mr. Dwyer is applying in reverse.

Public Comment on Amendment

State Rep. Cristin McCarthy-Vahey, Former member of the Cultural Diversity Taskforce: The statute must be adhered to; urged the Board to vote against the amendment; the state may force a redistricting.

Dawn Llewellyn, Fairfield Resident: Questioned whether a public hearing with proper notice was held as per the state regs. Maybe someone has to file that with the state. She will file. All children would benefit from the diversity that redistricting would bring.

Sally Connelly, Tunxis Hill Road: Disagrees with the amendment, understands that the plan is a placeholder.

Suzanne Miska, Ryegate Road: Saddened by the discussion; certain it was not the intent of the statute. Be cognizant of budget perspective.

Ms. Pytko clarified that it will be difficult to present the plan's rationale to the Boards of Finance and Selectmen in this difficult budget season, when it includes adding Open Choice students.

Mr. Dwyer said the evidence will show that this is a net revenue and he feels the Board of Finance will understand that.

Mrs. Maxon-Kennelly said if the Board of Finance intends for us to cut this part of the plan in the budget, what budget line would they refer to? Agrees the district needs to get a full refund from Bridgeport.

Mrs. Gerber questioned how the district could be more aggressive with getting the additional funds over the \$3K – and how to ensure this gets done in the future.

Dr. Tracy felt this is an administrative matter that he will discuss with Dr. Jones. He pointed out that some districts don't bill anything for Open Choice students.

Mr. Dwyer said this can be addressed with Dr. Jones.

Mr. Llewellyn asked if Ms. Leonardi could add anything about the ability to recover costs.

Ms. Karnal questioned why the administration hadn't been more aggressive with billing.

Dr. Tracy said he wasn't sure what was done in the past, but this is an opportunity moving forward. Ms. Leonardi said when the district first worked with CSDE and Bridgeport in calculating reimbursement for Open Choice students with significant needs, the consensus on the interpretation of the statute was to bill for anything over the PPE and \$3K. There is no charge for existing staff. While it is possible to go back and calculate past expenses over \$3K, it will be an extraordinarily heavy lift after which it will be necessary to negotiate the cost with Bridgeport. Going forward, Bridgeport will be billed for expenses over \$3K, but that is no guarantee of payment.

Mr. Llewellyn asked if it might be hard to get that money now that Bridgeport is charging the district for magnet schools? Ms. Leonardi said she did not believe so, but proof-of-cost documentation will have to be submitted.

Motion to Amend Failed: 4-5

Favor: Mrs. Liu-McCormack, Ms. Karnal, Ms. Pytko, Mr. Llewellyn

Oppose: Mr. Patten, Mrs. Gerber, Mr. Dwyer, Mr. Calabrese, Mrs. Maxon-Kennelly

Ms. Karnal requested the Board be notified by Friday on whether the public hearing requirement had been met; if it hasn't – how will this affect the district? She appreciated all the McKinley parents speaking with such passion and clarified that diversity and racial imbalance are not synonyms and she requested the proper term be used in the vote.

Mr. Dwyer said the plan has been discussed in public; Dr. Tracy said he will contact the Board attorney.

Mrs. Liu-McCormack asked if the Board could wait to get an answer from an attorney before voting; it would be nice to hear thoughts from the public.

Ms. Pytko asked if the town hall meeting held recently and the posted agenda for tonight's meeting could qualify as the meeting the requirement.

Mr. Llewellyn recommended that the highlighted comments, numbers 1,2, and 3, be removed; they are misleading conclusions and based on specific scenarios – other scenarios are possible; it should say the 6 scenarios don't work.

Mr. Dwyer said those highlights are pulled directly from the Milone and MacBroom powerpoint and are firm conclusions based on redistricting guidelines; this is included in the report so the state will see that pocket redistricting has been addressed. While possible to pocket-redistrict; the majority of the Board has not favored this.

Mrs. Gerber confirmed with Mr. Dwyer that Milone and MacBroom were not provided specific scenarios to report on, rather, they were asked to devise scenarios possible based on the redistricting guidelines. Milone and MacBroom also studied the ripple effect of feeder patterns.

Mr. Llewellyn said the guiding principles do not mention feeder patterns. Scenario D is a viable solution.

Mrs. Maxon-Kennelly asked if there are any other amendments.

Mr. Llewellyn moved, Mrs. Maxon-Kennelly seconded to amend the motion by adding the following language at the end of the motion: "and move students who participate in the Dwight Pre-K 4s program in 2017-18, as referenced on page 6."

Mr. Llewellyn asked how many students at Dwight and Burr are in the 3-year-old program currently? Dr. Tracy confirmed that these are PK seats, rather than Dwight or Burr students. Mr. Cummings said there are eight 3-year-olds at Dwight and he is not sure about Burr.

Mrs. Maxon-Kennelly said the Dwight program is not working to improve the racial imbalance.

Mr. Dwyer asked if this could work at either Burr or Stratfield; Mr. Cummings said yes. Ms. McGoeysaid another playground would be needed to support a PK at Stratfield. Mr. Cullen said the playground is estimated at \$43K; it could be completed over the summer after the 17/18 operating budget is approved.

Mr. Llewellyn asked about Burr KDG capacity – could take in fewer 3 year olds. Mr. Cummings said it currently is budgeted for 19 students, and he was unsure if there is an extra room. Dr. Tracy said the amendment seems practical and added that Dwight families should be accommodated.

Mrs. Gerber re-read the amendment.

Mrs. Liu-McCormack asked what is the cost savings for such a change? What is the total cost excluding Open Choice?

Mr. Llewellyn estimated a cost savings of \$105K.

Mr. Dwyer reviewed the capacity at Dwight and Mr. Cummings confirmed his understanding that the number of PK seats was being reduced to 72. Dr. Tracy added that if the PK seats remained at 90, there wouldn't be a cost savings.

Mrs. Maxon-Kennelly said her understanding is that the PK seats would be reduced to 72; eliminating the Dwight PK would result in the elimination of .5 FTE at a cost savings of \$59K, and the elimination of a bus at \$45K – totaling approximately \$105K.

Mrs. Liu-McCormack asked what is the cost to run the PK program at Burr and Stratfield per year?

Mr. Llewellyn said after the start-up cost of \$40K, the net cost for 36 PK seats at each school is \$229K per year; \$345K after more sections are added.

Mr. Patten said he is not in favor of the amendment, as he felt it was delving into semantics.

Mrs. Liu-McCormack wanted the final numbers. Was McKinley surveyed? Why not get feedback from the community? She was concerned that Dwight was not fully utilized. Dr. Tracy said surveys were not done with this plan. The net cost of the program for the year is \$230K.

Mr. Cummings said the district has been holding off on PK applications until a decision has been made; placement is important to parents.

Mrs. Maxon-Kennelly said this amendment is not semantics, rather it has a budget impact; she added that the Board needs to decide now.

Mrs. Gerber re-read the amendment.

Public Comment on Amendment:

Suzanne Graceffa, York Road: Stratfield is closer for McKinley parents.

Kelly Socol, York Road: Stratfield has the same feeder pattern as McKinley.

Motion to Amend Passed: 7-2

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

Oppose: Mr. Dwyer, Mr. Calabrese

Mr. Llewellyn asked if the PK location change will have to be re-approved; he felt this was necessary due to budget implications.

Mr. Dwyer confirmed that the Board agreed; the plan will need to be re-approved for a PK location change or other significant change.

Mrs. Maxon-Kennelly confirmed that the Board did not have any other amendments. She cautioned the Board on using the word 'problem' and commented that her work on the Cultural Diversity Task Force included more than racial

imbalance. The PK is moving the needle; the plan has a chance of succeeding and she feels it is a well-thought-out plan; she is not in favor of taking one bus and moving those students to another school in order to sprinkle diversity.

Public Comment on Motion as Amended:

Christine Vitale, Verna Hill Road: Asked the Board to support the Plan; felt Open Choice brings value.

Suzanne Miska, Ryegate Road: The state is helping to divide the Town.

The original motion, now amended to read: “that the Board of Education approve the Racial Imbalance Plan dated November 10, 2016, and move students who participate in the Dwight Pre-K 4s program in 2017-18, as referenced on page 6”

Amended 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>New Business</i>

First Quarter Financial Report

Mrs. Munsell gave an overview of the report; she reviewed the increase in certified and non-certified staff and mentioned that 6 of the certified positions were included in the budgeted projections that were ultimately cut by the Board of Selectmen last year. The first year of the CT 2.0 Plan includes a major undertaking to track headcount and coverage classifications as well as a detailed review of all billing.

Mr. Llewellyn asked is the FTE logic budget to budget? In elementary, we are down 4 sections and 30 students vs. last November. Mrs. Munsell said she was referring to actual positions budgeted vs. the number of FTE’s in place now. Mr. Dwyer asked Mr. Llewellyn to clarify his question in an email to Mrs. Munsell. Dr. Tracy thought it would be helpful to have 3 columns: last year actual, this year budget, this year actual and Mr. Llewellyn agreed.

Ms. Karnal asked what is line 307 – other services? What is 329 - tuition? Mrs. Munsell said 307 is extracurricular stipends such as coaching and yearbook. 329 is out-of-district tuition; reimbursement for this expense is filed on December 1. Ms. Leonardi will provide the number of outplaced students.

2017-2018 Program Initiatives and Budget Implications

Dr. Boice and Mr. Cummings reviewed the enclosure including the purchase of textbooks and instructional materials for Science and Social Studies; World Language options for the elementary level; and a 6-day program rotation in grades K-5.

Mr. Dwyer asked if the textbook amount of \$509K is a new expense. Dr. Boice said there is no money currently budgeted for Science texts, but that amount may be off-set by \$250K that was set aside last year for Social Studies texts.

Ms. Karnal questioned:

1. Why the delay in the Science curriculum implementation? Mr. Cummings said the Board agreed to this last year for an effective implementation plan; teachers are currently learning a new math resource. Grades 3-5 will be implemented in 18/19, grades 6-12 are moving forward next year.
2. Don’t you need the 3-5 foundation for grades 6-12? Mr. Cummings said he would rather build capacity and then move forward.
3. The 5th grade students will enter a new curriculum in the 6th grade? Mr. Cummings said yes –that would be for one year.

DRAFT

Mrs. Maxon-Kennelly moved, Ms. Karnal seconded to extend the meeting to 11:25pm.

Motion Passed: 7-2

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

Oppose: Mr. Calabrese, Ms. Pytko

Mrs. Maxon-Kennelly said implementing new curriculum presents transition concerns and involves summer development work to address those concerns. She does not support teachers simultaneously implementing 2 new texts with new subject area curriculum. Dr. Boice added that teachers have explored the Next Generation Science Standards; there is some shift in content, but it is mostly a change in how it is taught and how students study; bridge-work will be built into the transition; students will be prepared for 6th grade; coursework varies depending on grade level and course. Mr. Cummings said teaching will be done using the inquiry method; the Fairfield museum has experience with this method; the instructional method is no longer limited to the subject area; we want to teach kids how to problem solve. Ms. Karnal expressed disappointment that it wasn't being rolled out all at once and asked if curriculum had ever been rolled out this way. Mr. Cummings and Dr. Boice clarified that it had been done this way in the past.

Mrs. Liu-McCormack hoped that the new curriculum would be rolled out from the bottom up and is concerned with the delay; she hopes there is a holistic plan with a deliberate roll-out. Mr. Cummings said the work to be done includes creating an equitable system of delivery and equipping elementary teachers with content knowledge.

Mr. Dwyer asked if the Board was prepared to support Option 2.

Mrs. Maxon-Kennelly requested more information before the budget discussion.

Mr. Patten asked about the Maryland programs and asked if that could be done in Fairfield. Mr. Cummings said the group saw 2 different programs – one was a full immersion program that moved beyond simple conjugation; students were able to engage in authentic conversations; that set a vision for what we would like to do here. We would need to hold off on a program like that, fundamental work is needed on K-2 reading instruction and professional development.

Mr. Dwyer confirmed the Board is accepting Option 2 pending a better description.

First Reading of Policy 5141.3 – Students – Health Assessments and Immunizations

Mrs. Maxon-Kennelly asked the Board to forward any questions to her attention.

<i>Approval of Minutes</i>

Approval of the Minutes of the Regular Meeting of October 18, 2016

Mrs. Gerber moved, Ms. Pytko seconded that the Board of Education approve the Minutes of the Regular Meeting of October 18, 2016.

Motion Passed: 7-1-1

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

Oppose: Mrs. Liu-McCormack

Abstain: Mr. Llewellyn

Approval of the Minutes of the Special Meeting of October 24, 2016

Mrs. Gerber moved, Ms. Pytko seconded that the Board of Education approve the Minutes of the Special Meeting of October 24, 2016.

Motion Passed: 7-0-2

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

DRAFT

Abstain: Mrs. Liu-McCormack, Mr. Llewellyn

<i>Superintendent's Report</i>

Dr. Tracy thanked the Board for the opportunity; he respects and admires the teachers and leaders and enjoyed his brief collaboration with Dr. Jones and wishes the Board well in the future.

Mr. Dwyer said Dr. Tracy did a great job and thanked him on behalf of the Board.

<i>Adjournment</i>

Mr. Calabrese moved, Mrs. Gerber seconded that this Regular Meeting of the Board of Education adjourn.

Motion Passed: 9-0

Meeting adjourned at 11:22PM

Respectfully Submitted by
Jessica Gerber
Fairfield Board of Education, Secretary