

# FAIRFIELD PUBLIC SCHOOLS

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

Board of Education Regular Meeting Agenda  
501 Kings Highway East, 2<sup>nd</sup> Floor Board Conference Room  
January 26, 2017  
7:30 PM

1. Call to Order of the Regular Meeting of the Board of Education and Roll Call
2. Pledge of Allegiance
3. Student Reports  
Fairfield Ludlowe High School: Ms. Catherine Behjati, Mr. Sean Oppenheimer  
Fairfield Warde High School: Ms. Ashley Agrello, Ms. Brittany Shuster
4. Public Comment\*
5. Old Business
  - A. Approval of Policy 5145.14 – Students – On-Campus Recruitment  
**Recommended Motion:** “that the Board of Education approve Policy 5145.14 – Students – On-Campus Recruitment”
6. New Business
  - A. Adoption of a Recommended Budget for the 2017-2018 Fiscal Year  
**Recommended Motion:** “that the Board of Education approve an operating budget in the amount of \$----- as presented, to be forwarded to the Town of Fairfield.”
  - B. Approval to amend the 2016-2017 Calendar for the Special Election date of June 6, 2017  
(Pending Action by the Board of Selectmen)  
**Recommended Motion:** “that the Board of Education approve to amend the 2016-2017 school calendar for the Special Election on June 6, 2017 per Enclosure No. 1”  
(Enclosure No. 1)
  - C. Discussion of the Holland Hill Ed-Specs in comparison to those approved for Riverfield, Mrs. Gerber, Mr. Calabrese  
(Enclosure No. 2)
7. Approval of Minutes
  - A. Approval of Minutes of the Regular Meeting of January 10, 2017  
**Recommended Motion:** “that the Board of Education approve the minutes of the Regular Meeting of January 10, 2017”  
(Enclosure No. 3)
8. Superintendent’s Report
  - A. Quarterly Financial Report, Mrs. Munsell  
(Enclosure No. 4)
9. Committee/Liaison Reports
10. Open Board Comment

11. Public Comment\*

12. Adjournment

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

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

<u>CALENDAR OF EVENTS</u>		
February 14, 2017	Board of Education Regular Meeting	501 Kings Hwy East 2 <sup>nd</sup> Floor Board Conference Room

RELOCATION POLICY NOTICE

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



Toni Jones, Ed.D  
Superintendent of Schools

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

**To:** Fairfield Board of Education  
**From:** Toni Jones  
**Date:** January 26, 2017  
**Re:** Amendment to the 2016-2017 Calendar

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The Fairfield Police Department has determined that, because of the safety concerns raised by the Special Election of June 6, 2017, that the Fairfield Public Schools should not hold school on that day. Lieutenant Weihe's concerns read, in part:

"I have assessed the practicality, from a security standpoint, of keeping schools in session while using them as polling stations. My opinion is that schools should not be in session."

As a result of these concerns, I recommend that the Board of Education amend the 2016-2017 school calendar to designate June 6, 2017 as a professional development day, with no school for students. While a "no school" day in June is not optimal, the additional time for professional learning for our staff (certified and non-certified), would be an unexpected benefit.

This change does not impact the final day of school for students, currently at Tuesday, June 13<sup>th</sup>. It reduces the number of school days for students from 182 to 181 but does not change the teacher work-year from 187 days. All non-certified school-year employees will also work on June 6.

The alternative to this proposal is to close schools entirely for both staff and students and extend the school year to Wednesday, June 14<sup>th</sup>.

*\*Please note that McKinley School was closed for 2 days earlier this year to due water concerns. Those students will now have to make up one school day. The details are still being worked out and you will be notified as soon as plans have been finalized.*

# **EDUCATIONAL SPECIFICATIONS**

**Holland Hill Elementary School**

**Fairfield Public Schools**

**Fairfield, CT 06824**

**David Title, Ed.D.**

**Superintendent of Schools**

*Approved by BOE 1/12/16*

## **RATIONALE FOR THE PROJECT**

### **BACKGROUND:**

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

### **ENROLLMENT:**

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

### **CAPACITY:**

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

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

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

## **LONG RANGE EDUCATIONAL PLAN:**

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

### **MISSION**

**Policy Number 0100**

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

### **LONG-TERM GOAL**

**Policy Number 0110**

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

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

## **THE PROJECT**

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

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

## **ENROLLMENT DATA AND PROPOSED PROJECT CAPACITY**

<b>HOLLAND HILL ELEMENTARY SCHOOL</b>	<b>YEAR</b>								
	<b>15-16</b>	<b>16-17</b>	<b>17-18</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>	<b>21-22</b>	<b>22-23</b>	<b>23-24</b>
Enrollment	405*	438	431	425	424	419	414	410	411
Capacity	315	315	315	504	504	504	504	504	504

\*October 1, 2015 actual enrollment

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

## **BUILDING SYSTEMS:**

### **Envelope**

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

### **Security/Safety**

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

### **Code**

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

(Also see SCG Filing Requirements)



## **INTERIOR BUILDING ENVIRONMENT:**

### **Mechanical Systems**

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

### **Interior Spaces - General**

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

## **TECHNOLOGY:**

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

(Also see INTERIOR BUILDING ENVIRONMENT – Interior Spaces)

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

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

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

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

## **COMMUNITY USES:**

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

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

Holland Hill Elementary School is used as a polling place.



# Memorandum

**TO:** Dr. David Title, Superintendent of Schools  
Fairfield Public Schools

**FROM:** Michael Zuba, AICP  
Milone & MacBroom, Inc.

**DATE:** January 11, 2016

**RE:** Holland Hill School Projections  
MMI #5785-01-1

## Holland Hill School Projections

Milone & MacBroom, Inc. (MMI) was hired by Fairfield Public Schools to conduct 10-year enrollment projections for the district and its 11 elementary schools as part of a larger school racial balance and redistricting plan. The State of Connecticut requires 8-year enrollment projections as a critical factor for determining reimbursement eligibility and project size for school construction projects. This memo describes the methodology used to create the enrollment projections and presents enrollment projections by grade and by year for Holland Hill School.

## Methodology

MMI uses the cohort-survival method of projecting enrollment, which is a standard method and is accepted by the State Department of Education for School Construction Projections (CGS 10-283). The cohort-survival methodology relies on observed data from the recent past in order to predict the near future. The methodology works well for stable populations, including communities that are growing or declining at a steady rate. It is important to remember that the basic premise of the cohort-survival methodology is that the recent past is a good predictor of the near future. MMI obtained Town of Fairfield birth records from 2003 to 2014 from the Connecticut Department of Public Health. These births were address geocoded, assigned to their resident elementary school, and used to predict future kindergarten enrollment for each elementary school. Projections up to 2019-20 are most accurate because they rely on known birth data. Births for the years 2015 to 2020 (corresponding with the kindergarten classes of 2020 to 2025) were projected using multiple regression and were based on local unemployment rates and home sales. By 2020, it was projected that town-wide births would increase by 11% over their current levels to 628 births.

Enrollment projections assumed that the outplacement of students to Burr Elementary School and Dwight Elementary School will continue at current rates. As of the 2015-16 school year, 20 students who lived within the Holland Hill attendance zone were enrolled at Burr Elementary School or Dwight Elementary School.

## Enrollment Projections

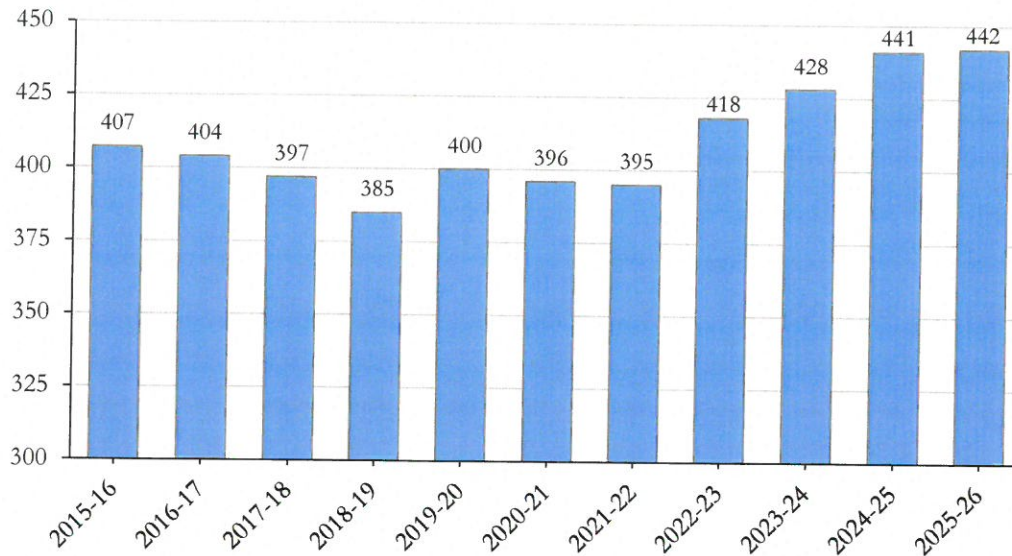
Over the next 3 years, three small kindergarten classes will enter Holland Hill School, corresponding with the record low birth years of 2011 to 2013. As these small grade cohorts matriculate through the school, enrollment will decline to 385 students by the 2018-19 school year. However, this decline is only temporary as births have begun to rebound beginning in 2014. Enrollment is projected to increase beginning in 2019-20 as kindergarten class sizes return to their historic levels (between 65 and 70 students). Holland Hill sees in-migration through all grade levels, resulting in enrollment growth as classes matriculate to the higher grades. Rebounding birth rates, in-migration, and the graduation of the small birth classes beginning in 2021-22 will result in moderate enrollment growth beginning at the tail end of the projections. By 2024-25, Holland Hill is projected to have an enrollment of 441 students, an 8% increase over today's levels.

Table 1. Holland Hill School Enrollment Projections: 2015-16 to 2025-26

School Year	Grade						Total K-5
	K	1	2	3	4	5	
2015-16	67	67	58	75	78	62	407
2016-17	47	69	70	61	79	78	404
2017-18	59	48	71	74	65	80	397
2018-19	57	60	50	75	78	65	385
2019-20	68	59	62	53	79	79	400
2020-21	64	70	61	66	56	79	396
2021-22	66	65	72	65	70	57	395
2022-23	67	67	68	76	69	71	418
2023-24	68	68	70	72	81	69	428
2024-25	69	69	71	74	76	82	441
2025-26	69	70	72	75	79	77	442

Source: Milone & MacBroom projections for Fairfield Public Schools

Figure 1. Holland Hill School Enrollment Projections: 2015-16 to 2025-26



Source: Milone & MacBroom

If you have any questions, please do not hesitate to contact me.

Very truly yours,

MILONE & MACBROOM, INC.

Michael Zuba, AICP, Associate  
Director of Planning

5785-01-1-j1116-memo



# **EDUCATIONAL SPECIFICATIONS**

**Riverfield Elementary School**

**Fairfield Public Schools**

**Fairfield, CT 06824**

**David Title, Ed.D.**

**Superintendent of Schools**

## **RATIONALE FOR THE PROJECT**

### **BACKGROUND:**

On May 10, 2011, the Fairfield Board of Education adopted the 'Fairfield Public Schools Facilities Plan 2011-2015'. The primary purpose of this plan was to produce a blueprint for meeting the facilities needs of the school district over the next four years. These facilities needs were identified in the 'Fairfield Public Schools Enrollment Projects and Elementary School Capacity Study' by MGT of America dated December 14, 2010. The extension and alteration project for Riverfield Elementary School is a major recommendation for meeting these identified facilities needs by the installation of an addition to eliminate portable classrooms; implementing all building code, life safety code and fire code requirements; upgrading the core facilities; installation of new fire sprinkler system; installation of new HVAC fresh air and air-conditioning system and the installation of new lockers.

### **ENROLLMENT:**

Between 2001 and 2011, the number of elementary students has increased from approximately 4176 students to over 4874. This represents an increase of over 698 students or 16.7% growth. This growth pattern has been documented in a number of facility reports and student enrollment studies. MGT of America has completed 10 year enrollment projections by school that project an increase in the overall elementary population. The most recent enrollments (October 1, 2011) show a continued increase. Historically, approximately the same number of children enter Fairfield's kindergartens each year as the number of children who were born to Fairfield families five years before. However, over the past ten years in-migration has increased this to about 105% of the children born to Fairfield families entering kindergarten five years later. This is a significant change in the demographic pattern.

### **CAPACITY:**

The Fairfield Public Schools currently has eleven elementary schools and fourteen relocatable classrooms. The Fairfield Public Schools Facilities Plan indicates that the functional capacity of Fairfield's elementary schools and relocatables is 4912 students. The actual average class size over the past several years has been close to 21 students. The Board's goal to achieve lower class size in grades K through 2, while maintaining reasonable class size in grades 3 through 5, is the driving force behind this class size average.

In developing elementary capacity ratings, full size classrooms are dedicated to art, music, science and special education, as required. A media center with an integrated or directly adjacent computer lab is allocated as well. Specifically, Riverfield School has a capacity of 399 students without relocatable classrooms. The enrollment for Riverfield Elementary School is 419 students in 2011-12 with a sustained enrollment between 430-500 students through 2021.

## **LONG RANGE EDUCATIONAL PLAN:**

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

### **MISSION STATEMENT**

**Policy Number 0100\***

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

### **LONG-TERM GOAL**

**Policy Number 0110**

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

### **EDUCATIONAL GOALS**

**Policy Number 0200**

#### **Preamble:**

The ultimate goal of a school system is to promote the positive development of students so they can be productive members and shapers of a democratic society. Toward this end, the Board of Education and staff of the Fairfield Public Schools are committed to make all reasonable efforts to create an environment that will help each student achieve the goals listed below.

#### **Goal One: Motivation to Learn**

Students will adopt the high expectations of their parent or guardian, teachers, and society. Fairfield Public School students will:

- develop a personal identity;
- develop self-understanding and a positive self-concept;
- understand and strive to fulfill their own personal aspirations;
- develop positive feelings of self-worth and pride which contribute to self-reliance, responsible behavior, and personal growth, health, and safety;
- demonstrate strong motivational and persistence to learn;
- exhibit an inquisitive attitude, open-mindedness, and curiosity; and
- take responsibility for their own learning.

\*Policy Number 0100 was revised and approved 8/27/2004.



## **Goal Two:      Mastery of the Basic Skills**

Proficiency in the basic skills is essential for acquiring knowledge and for lifelong success in our society. Fairfield Public School students will:

- learn to communicate effectively in speech and writing;
- listen, view, and read with understanding;
- acquire knowledge of and ability in mathematics;
- demonstrate skills necessary to locate and use information effectively;
- demonstrate decision-making, reasoning, and problem-solving skills alone and in groups;
- demonstrate appropriate study skills; and
- acquire skills necessary for lifelong learning.

## **Goal Three:    Acquisition of Knowledge**

Acquiring knowledge leads to an educated mind and contributes to responsible citizenship. Fairfield Public School students will:

- acquire the knowledge of science and technology, mathematics, language arts, history, social science, the visual and performing arts, and literature and foreign languages and understand connections among these disciplines;
- acquire the knowledge necessary to use computers and other technologies for learning and problem solving;
- acquire an understanding and appreciation of the values and the intellectual and artistic achievement of their culture and other cultures; and
- take full advantage of opportunities to explore, develop, and express their own uniqueness, creativity, and flexibility in thinking.

## **Goal Four:      Competence in Life Skills**

Students will ultimately function successfully in multiple roles - as citizens, family members, parents, workers, and consumers. Fairfield Public School students will:

- demonstrate an ability to make informed career choices;
- understand the responsibilities of family membership and parenthood;
- demonstrate the ability to undertake the responsibilities of citizenship in their communities, in the state, in the nation, and in the world;
- understand human growth and development and the lifelong value of physical fitness;
- understand the concept of wellness, and apply the basic elements of proper nutrition, avoidance of substance abuse, prevention and treatment of illness, and management of stress;
- understand and develop personal goals and aspirations;
- upon completion of a secondary-level program, be qualified to enter post-secondary education and/or demonstrate the skills, knowledge, and competence required for success in meaningful employment; and
- recognize the importance of social and emotional growth as it relates to lifelong happiness.

### **Goal Five: Understanding Society's Values**

Students, as responsible citizens, will be aware of how they can enrich the world and how the world can enrich them. Fairfield Public School students will:

- respect diversity;
- understand the inherent strengths and weaknesses of a pluralistic society;
- understand justice, and recognize the necessity for moral and ethical conduct in society;
- understand and respond to the vital need for order under law;
- acquire the knowledge to live in harmony with the environment, and actively practice conservation of natural resources;
- respect the humanity they share with other people, and live in harmony with and demonstrate empathy for others;
- acquire and apply an understanding of and sensitivity for the values and achievements of their own culture and other cultures;
- show understanding of international issues which affect life on our planet, and demonstrate skills needed to participate in a global society;
- contribute to the health of the community through service activities, and look objectively at social institutions and consider how these institutions can best serve society.

## **LEARNING/EDUCATIONAL ACTIVITIES**

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

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

### **ART:**

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

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

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

### **LIBRARY/MEDIA:**

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

### **MUSIC:**

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

### **PHYSICAL EDUCATION:**

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

### **SCIENCE:**

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

### **SPECIAL EDUCATION:**

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

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

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

### **MAIN OFFICE AREA:**

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

### **SUPPORT SERVICES**

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

### **TECHNOLOGY:**

- Computer lab with 28 student stations and one teaching station (directly adjacent and accessible from the Library Media Center)
- Technology office with storage and counter for repairs (integrated or directly adjacent and accessible from the Library Media Center)
- Technology Network Space – server room, wiring closets, dedicated area for head-end equipment including extended demarcation points to the server room for all external connections.  
(Also see INTERIOR BUILDING ENVIRONMENT – Interior Spaces)
- An essential component of this project is to provide electronic access to every segment of the building. All instructional areas, support facilities or areas of assembly should be provided with local and wide-area wired and wireless networks, digitally delivered cable TV connectivity and digitally integrated internal broadcast capability. Each teaching space should be provided with connectivity to multimedia projection systems with amplification and speaker systems to support audio as per current district standards.  
*The instructional areas to be included at a minimum are Art, Homeroom, Library/Media, Music, Physical Education, Science, Special Education and Support Services.*
- All wiring to be CAT 6 or better and certified. Each patch panel shall be labeled with the room number, and jack and each jack labeled with MDF/IDF closet number, panel and punch down location.

### **ENROLLMENT DATA AND PROPOSED PROJECT CAPACITY**

RIVERFIELD SCHOOL	YEAR									
	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21
Enrollment	419	423	428	433	439	453	472	490	501	510
Present Capacity w/o Portables*	399	399	399	399	399	399	399	399	399	399
Proposed Capacity w/o Portables*	504	504	504	504	504	504	504	504	504	504

\*Based on average class size of 21 students per classroom

## **SPACE DEFICIENCIES:**

This construction project shall address the program/capacity deficiencies identified in the 'Fairfield Public Schools Enrollment Projects and Elementary School Capacity Study' by MGT of America dated December 14, 2010 and the 'Fairfield Public Schools Facilities Plan 2011-2015' dated May 10, 2011.

## **DETAILED DESCRIPTION:**

The Fairfield Public Schools Facilities Plan provides the following facilities planning principles, which are to be considered in planning renovation and/or additions to school facilities:

- **Core Facilities** - Additional classrooms shall not be added without addressing the core facilities that they will impact. With any new classroom additions at our schools, we must equally incorporate relative additional space to expand core facilities when necessary. More children may bring more space needs in the cafeteria, library, gymnasium, bathrooms, and hallways.
- **Class Size** - Facilities planning, whenever possible, shall have a goal of providing adequate space to enable educational guidelines to be met. Class size should not be viewed as a variable designed to simplify facilities and budgetary problems. Class size should not be used as a means to fit students into the limited space we have, wherever it may be. Instead we should endeavor to provide appropriate facilities that meet educational specifications throughout the district.
- **Specialized Curriculum** - We must provide, whenever possible, appropriate and dedicated spaces for specialized curriculum needs such as special education, art, music, and technology - We should endeavor to provide appropriate and dedicated spaces for specialized curriculum needs, as specified in the Educational Specifications that are generated for our elementary schools. In particular, space must be provided for art, music, technology and special education. These critical components of our curriculum cannot be effectively delivered "on a cart," in a closet, or in similar inappropriate spaces.
- **Enrollment Projections** - A long term plan should account for and accommodate peak enrollment projections -When realistic and feasible we should not ignore the new dynamics that play a role in school population like in-migration, zoning density, regional economy, or being named "The Best Town in Connecticut" by CT Magazine. We should endeavor, whenever possible, to use projected enrollment figures that account for these factors, and that compensate for the fact that recent projections have at times underestimated actual enrollment, when determining space needs.
- **Stability** - We should strive to create district plans that provide stability for the district's students. We should endeavor to plan for stability in our educational system. Whenever possible, redistricting should not be revisited every 3-5 years, especially without a major event such as a school opening or closing.
- **Headroom** - To ensure stability we should leave headroom in each school- the maximum number we should PLAN to is 90%/85% of capacity. We should ensure that headroom is built into our calculations for school planning. Because enrollment projections are not an exact science district planning must account for the statistical variance between projected and actual enrollments. As such, whenever possible, schools should be operated at a utilization level that accommodates year-to-year fluctuations in enrollment without resorting to inappropriate measures, such as redistricting, or buying and installing portable classrooms. For elementary schools, this utilization level is 90%. For middle and high schools, this utilization level is 85%.
- **Commitment to Adding Space Where Students Are Located-** At the elementary school level we must have a commitment of maintaining the concept of "neighborhood schools" and/or allowing students to attend the elementary school which is reasonably close to the students' homes whenever educationally

feasible and possible. We should not be busing students past or away from their neighborhood school or a school which is reasonably close to their home because there is an open seat in another school located in different part of town. Therefore, the planning process must evaluate where the population centers are and build or expand in those areas.

- **Phase out Temporary Solutions (Portables)** - Eliminate the Town's reliance on portable classrooms as a permanent substitute for brick and mortar classrooms. Whenever possible phase out the temporary solutions by eliminating the town's reliance on temporary portable classrooms – wood, steel, or otherwise – as a permanent substitute for brick and mortar classrooms.

## **BUILDING SYSTEMS:**

### **Envelope**

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

### **Security/Safety**

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

### **Code**

- ADA review to be part of design for entire building and site
- Code update entire facility – sprinklers/ADA/alarms/emergency lighting (interior & exterior)/MEP (mechanical fresh air circulation and air conditioning)
- Abate any hazardous material – encapsulation is not acceptable
- ILSM – Interim Life Safety Measures for working in an occupied building

(Also see **BSF Filing Requirements**)



## **INTERIOR BUILDING ENVIRONMENT:**

### **Mechanical Systems**

- Separate **independent** commissioning of Mechanical Electrical Plumbing (MEP) systems to include air flow balancing contractor hired directly by the building committee (not the construction manager or design team) and reporting directly to the building committee **and** the Board of Education
- Lighting fixtures – standard type(s), ease of maintenance, coordinated with presentation stations (projectors & projection surfaces)
- Boilers shall be capable of dual-fuel operation (oil/gas)
- Update of existing building management controls consistent with newer systems in the district
- Low voltage systems to be designed to district standards
- Proper shutoff and backflow valves located to provide easy and quick access
- Upgrade telephone system to provide the capability of 8 incoming phone lines and 24 extensions
- Master clock system in all spaces

### **Interior Spaces**

- Ceiling systems – standard sizes 2x2 or 2x4, standard tiles, wide grids 9/16”, no strange patterns, consistent choices
- Millwork – solid surface countertops/plastic laminate cabinets/wire pull handles/euro-hinges
- Flooring – carpet in Library Media Center only, VCT or other easily mopped finish in classrooms, corridors, office areas, etc.
- Review the need for magnetic hold-open devices throughout the building
- Storage/Maintenance requirements need to be reviewed for the entire facility
  - Storage for grounds – gasoline storage, snow blower, lawn mower, etc.
  - Storage for office and curriculum – office supplies, art supplies, gym equipment, music equipment, PTA, etc.
  - Custodian – office space with desk and computer, breakroom, appropriately sized space in each area (floor) for daily maintenance equipment and supplies
- Accessory and gang toilet rooms meeting district standards to be located at convenient locations for students and staff
- MDF/IDF room with temperature control and alarms
- Kitchen update – Review equipment (size, condition, etc.), storage space, serving lines, etc including but not limited to:
  - Storage for dry goods
  - Walk-in Refrigerator
  - Walk-in Freezer
  - Washer & Dryer
  - Two Serving lines with power and network access
  - Food Service Manager – lockable office space with desk and computer
- Drinking fountains – update to ADA throughout
- Built in shelving, cabinets and countertops sufficient for instructional material storage
- Built in shelving, cabinets and countertops sufficient for office material storage (lockable)
- FF&E – New Spaces – Appropriate furniture and equipment to accommodate the intended use of the room/space inclusive of student desks and/or tables, chairs bookcases, storage, teacher desk & chairs, learning centers for individual and/or group instruction, computer tables & chairs, area carpets, room darkening shades, appropriate projection surface for use with multimedia projector, wall pads, basketball hoops, fire resistant file cabinets, tackboards, tackstrips, whiteboards, flags, clocks, pencil sharpeners, paper towel dispensers, soap dispensers, etc.

- FF&E – Existing Spaces – Replace any furniture in fair or poor condition based on a detailed survey of existing FF&E in all spaces. Replacement FF&E shall be aligned with current standards and 21<sup>st</sup> century teaching techniques
- Stage Area – Provide curtains, light and sound system consistent with newer systems in the district
- Library Media Center, Gym and Cafeteria – Provide a sound system consistent with newer systems in the district
- Lockers are to be replaced throughout the building. Quantity shall be one locker per student (1<sup>st</sup> through 5<sup>th</sup> grades) based on the maximum class sizes

#### **SITE DEVELOPMENT:**

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

#### **COMMUNITY USES:**

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

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

Riverfield Elementary School is not used as a polling place.

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

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

- Extension of Facility
- Alteration of Existing Facility
- Code Violation

Full consideration shall be given to the benefit of filing the project as a Renovation as defined by C.G.S. 10-282 (18).

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

Riverfield Elementary School hosts Open Choice students. Given participation in the program the district will pursue a construction grant bonus in accordance with Connecticut General Statute 10-285a(g).

The following codes shall be addressed by this project:

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• Fire<ul style="list-style-type: none"><li>○ Sprinkler</li><li>○ Fire alarm</li><li>○ Emergency lighting</li><li>○ HVAC</li><li>○ Electrical</li></ul></li><li>• Access for persons with disabilities<ul style="list-style-type: none"><li>○ Accessibility to all programs</li></ul></li><li>• OSHA</li></ul> | <ul style="list-style-type: none"><li>• Health<ul style="list-style-type: none"><li>○ Asbestos</li><li>○ Kitchen</li><li>○ Toilet rooms</li><li>○ Environment</li></ul></li><li>• Building<ul style="list-style-type: none"><li>○ Building area limits</li><li>○ Mixed uses</li></ul></li></ul> |
|--|---|

ENCLOSURE NO. 8

OCT 23 2007

**APPROVED**

**EDUCATIONAL SPECIFICATIONS**

**Stratfield Elementary School**

**Fairfield Public Schools**

**Fairfield, CT 06825**

**Ann E. Clark, Ph.D.**

**Superintendent of Schools**

## **RATIONALE FOR THE PROJECT**

### **BACKGROUND:**

On February 13, 2007 the Fairfield Board of Education adopted the Fairfield Public Schools Facilities Plan. The plan responds to the ongoing need for additional school space to accommodate the continued increase in elementary student population and the renovation of elementary schools. The renovation of Stratfield Elementary School is a major recommendation for space for our increasing student enrollment. The Facilities Plan also states that elementary schools undergoing major renovations will be designed using the same educational specifications and standards as used for the Burr Elementary and McKinley Elementary Schools.

On October 3, 2007 the Town Facilities Commission presented a report to the Board of Selectmen that stated that Stratfield Elementary School is worthy of a renovation which should include replacement of existing portable classrooms via an addition to the existing building, updating of mechanical systems and other alterations as determined by the design team.

### **ENROLLMENT:**

Between 1997 and 2007, the number of elementary students has increased from approximately 4009 students to over 4823. This represents an increase of over 814 students or 20.3% growth. This growth pattern has been documented in a number of facility reports and student enrollment studies. Applied Data Services has completed 10 year enrollment projections by school that project slight decline in the overall elementary population. The most recent enrollments (October 1, 2007) show a continued increase. Applied Data Services will complete new projections based on the most recent figures. An important factor in projecting enrollment is the number of children born to Fairfield families each year. Historically, approximately the same number of children enter Fairfield's kindergartens each year as the number of children who were born to Fairfield families five years before. However, most recently in-migration has increased this to about 105% of the children born to Fairfield families enter kindergarten five years later. This is a significant change in the demographic pattern.

### **CAPACITY:**

The Fairfield Public Schools currently has eleven elementary schools and twenty-six relocatable classrooms. The Fairfield Public Schools Facilities Plan indicates that the total capacity of Fairfield's elementary schools and relocatables is 5040 students. The actual average class size over the past several years has been close to 21 students. The Board's goal to achieve lower class size in grades K through 2, while maintaining reasonable class size in grades 3 through 5, is the driving force behind this class size average.

In developing elementary capacity ratings, full size classrooms are dedicated to art, music, science and special education, as required. A media center with an integrated or adjacent computer lab is allocated as well. Specifically, Stratfield School has a capacity of 399 students without relocatable classrooms. This is the oldest elementary school building in the district and requires a full renovation. The projected enrollment for Stratfield Elementary School is expected to increase to 490 students in 2008-09 with a sustained enrollment between 450-500 students through 2012. Stratfield Elementary School has a full day kindergarten program and has participated in the Open Choice Program with neighboring Bridgeport, CT in accordance with C.G.S. 10-285a(g), as amended.

## **LONG RANGE EDUCATIONAL PLAN:**

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

### **MISSION STATEMENT**

**Policy Number 0100**

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

### **LONG-TERM GOAL**

**Policy Number 0110**

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

### **EDUCATIONAL GOALS**

**Policy Number 0200**

#### **Preamble**

The ultimate goal of a school system is to promote the positive development of students so they can be productive members and shapers of a democratic society. Toward this end, the Board of Education and staff of the Fairfield Public Schools are committed to make all reasonable efforts to create an environment that will help each student achieve the goals listed below.

#### **Goal One: Motivation to Learn**

Students will adopt the high expectations of their parent or guardian, teachers, and society.  
Fairfield Public School students will:

- develop a personal identity;
- develop self-understanding and a positive self-concept;
- understand and strive to fulfill their own personal aspirations;
- develop positive feelings of self-worth and pride which contribute to self-reliance, responsible behavior, and personal growth, health, and safety;
- demonstrate strong motivational and persistence to learn;
- exhibit an inquisitive attitude, open-mindedness, and curiosity; and
- take responsibility for their own learning.

## **Goal Two:     Mastery of the Basic Skills**

Proficiency in the basic skills is essential for acquiring knowledge and for lifelong success in our society. Fairfield Public School students will:

- learn to communicate effectively in speech and writing;
- listen, view, and read with understanding;
- acquire knowledge of and ability in mathematics;
- demonstrate skills necessary to locate and use information effectively;
- demonstrate decision-making, reasoning, and problem-solving skills alone and in groups;
- demonstrate appropriate study skills; and
- acquire skills necessary for lifelong learning.

## **Goal Three:    Acquisition of Knowledge**

Acquiring knowledge leads to an educated mind and contributes to responsible citizenship. Fairfield Public School students will:

- acquire the knowledge of science and technology, mathematics, language arts, history, social science, the visual and performing arts, and literature and foreign languages and understand connections among these disciplines;
- acquire the knowledge necessary to use computers and other technologies for learning and problem solving;
- acquire an understanding and appreciation of the values and the intellectual and artistic achievement of their culture and other cultures; and
- take full advantage of opportunities to explore, develop, and express their own uniqueness, creativity, and flexibility in thinking.

## **Goal Four:     Competence in Life Skills**

Students will ultimately function successfully in multiple roles - as citizens, family members, parents, workers, and consumers. Fairfield Public School students will:

- demonstrate an ability to make informed career choices;
- understand the responsibilities of family membership and parenthood;
- demonstrate the ability to undertake the responsibilities of citizenship in their communities, in the state, in the nation, and in the world;
- understand human growth and development and the lifelong value of physical fitness;
- understand the concept of wellness, and apply the basic elements of proper nutrition, avoidance of substance abuse, prevention and treatment of illness, and management of stress;
- understand and develop personal goals and aspirations;
- upon completion of a secondary-level program, be qualified to enter post-secondary education and/or demonstrate the skills, knowledge, and competence required for success in meaningful employment; and
- recognize the importance of social and emotional growth as it relates to lifelong happiness.

### **Goal Five:     Understanding Society's Values**

Students, as responsible citizens, will be aware of how they can enrich the world and how the world can enrich them. Fairfield Public School students will:

- respect diversity;
- understand the inherent strengths and weaknesses of a pluralistic society;
- understand justice, and recognize the necessity for moral and ethical conduct in society;
- understand and respond to the vital need for order under law;
- acquire the knowledge to live in harmony with the environment, and actively practice conservation of natural resources;
- respect the humanity they share with other people, and live in harmony with and demonstrate empathy for others;
- acquire and apply an understanding of and sensitivity for the values and achievements of their own culture and other cultures;
- show understanding of international issues which affect life on our planet, and demonstrate skills needed to participate in a global society;
- contribute to the health of the community through service activities, and look objectively at social institutions and consider how these institutions can best serve society.



## LEARNING/EDUCATIONAL ACTIVITIES

### EDUCATIONAL SPACE REQUIREMENTS SUMMARY:

Auditorium or Area of Assembly/Stage	(seating capacity: an "entire school" assembly with students and staff would be 550 +/-)
Art	Music
Gifted Language Arts/Math	Physical Education
Homeroom Classrooms for grades K-5	School Psychologist
Language Arts Specialists	Science
Library Media Center	Special Education
Main Office	Speech
Math Resource Teacher	Tutoring

### ART:

- Art room with adequate areas for student hands-on activities
- Storage areas for supplies and equipment
- Non-classroom based kiln facility with appropriate ventilation, cooling and shelving

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

- Twenty homeroom classrooms for grades 1-5
- Four kindergarten classrooms each at 1,000 square feet
- Standard classroom 750 +/- square feet fully networked (data, voice, video and cable) ceiling mounted LCD projector for use with SmartBoard technology
- Wet and dry work areas
- Student cubbies
- Comfortable small group areas

### LIBRARY/MEDIA:

- General seating for 100 with student worktable seating for 50 to 60 students
- Fully networked and computerized with a variety of print and media storage available as well as Internet access
- Integrated or adjacent computer lab
- Recreational reading area
- Display area, shelving and storage areas for materials and equipment

### **MUSIC:**

- One general music/vocal room with sufficient space for piano and electronics
- Two smaller rooms for lessons and small groups in band and strings with a divider to be opened for larger rehearsals
- Small practice space and lockable office space for teaching staff

### **PHYSICAL EDUCATION PROGRAM:**

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

### **SCIENCE:**

- A dedicated science room

### **SPECIAL EDUCATION:**

- Two resource-teaching areas (400 sq. ft. each), one area for speech and language (400 sq. ft.) and/or other related services (e.g., OT, PT)

### **GENERAL REQUIREMENTS:**

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

### **MAIN OFFICE AREA & SUPPORT SERVICES:**

- Principal's office
- Instructional Improvement Teacher
- Nurse's facility (with office for staff, separate toilet room and quiet resting (cot) area)
- School Psychologist
- Three clerical workstations; two secretarial and one for other support
- One large and one small conference area
- Custodial office
- Technology office with storage and counter for repairs

## **TECHNOLOGY INFRASTRUCTURE:**

- An essential component of this project is to provide electronic access to every segment of the building. All instructional areas, support facilities or areas of assembly should be provided with local and wide-area networks, cable TV connectivity and internal broadcast capability.
- All wiring to be CAT 6 or better and certified. Each patch panel and jack labeled with location and position identifiers.
- Technology Network Space – server room, wiring closets, dedicated area for head-end equipment including extended demarcation points to the server room for all external connections.  
(Also see INTERIOR BUILDING ENVIRONMENT – Interior Spaces).

## **ENROLLMENT DATA AND PROPOSED PROJECT CAPACITY**

STRATFIELD SCHOOL	YEAR										
	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17
Enrollment	464	457	490	462	461	459	441	440	432	436	437
Present Capacity w/o Portables	399	399	399	399	399	399	399	399	399	399	399
Proposed Capacity w/o Portables	504	504	504	504	504	504	504	504	504	504	504

## **DETAILED DESCRIPTION:**

The Fairfield Public Schools Facilities Plan provides the following points which are to be considered in planning renovation and/or additions to school facilities:

- As buildings are renovated, provisions will be made to provide identified space for all current Board approved programs (e.g., art, music, band, science, world language, speech and language).
- At the elementary level the average number of students per classroom is calculated based on a capacity of 21 students. Every effort will be made to keep primary grade size at or below average.
- Buildings will be renovated to meet current building, fire and life safety codes. Building will also be renovated to meet ADA / UFAS accessibility requirements.
- Dedicated areas will be provided for instruction in music, art, science, physical education and media center.
- An area dedicated as a computer lab will be integrated with or adjacent to the media center.
- Where appropriate, elementary schools will be configured in the 'four-section' grade model generating a maximum capacity of 504 students.

## **BUILDING SYSTEMS:**

### **Envelope**

- Replace windows per district standard while maintaining the architectural integrity of the building
- Roofing systems shall be multi-ply systems (no single membrane systems) 20 year warranty
- Exterior envelope materials shall be consistent and compatible with the existing building façade materials in size, shape, color and texture
- Construction details of exterior elements shall be consistent and compatible with the existing building façade details

### **Security/Safety**

- Reliable internal and external communication should be available between/among all areas of the facility to the degree consistent with safety and security plans
- Electronic security should be provided which shall include video cameras (interior and exterior) and DVR recording devices with remote viewing capabilities (via a secure computer network)
- Door hardware – District Standards – Schelage/Von Duprin/LCN
- Exterior doors to have continuous hinges
- Locks – Everest Keyway – Key into existing building system – Master key facility (new and old locks)
- Doors – Narrow vision lites (for restricted line of sight into classroom during lockdowns)
- Primary entrance into the building shall be focused to sign-in location (minimize or eliminate options)
- Primary entrance(s) into the building shall be pre-wired for intercom/camera and remote door release
- Exterior doors used by staff and students for exterior functions shall have CM access control locks by Locknetics
- Evacuation signage with directional maps
- Provide adequate site lighting
- Protective window covering at locations subject to damage (rear play area)

### **Code**

- UFAS/ADA review to be part of design for entire building and site
- Code update entire facility – sprinklers/UFAS/ADA/alarms/MEP (fresh air)
- Abate any hazardous material – encapsulation is not acceptable
- ILSM – Interim Life Safety Measures for working in an occupied building

## **INTERIOR BUILDING ENVIRONMENT:**

### **Mechanical Systems**

- Separate independent commissioning of Mechanical Electrical Plumbing (MEP) systems to include air flow balancing contractor hired directly by the building committee and reporting directly to the building committee and the Board of Education
- Lighting fixtures – standard type(s), ease of maintenance, coordinated with presentation stations
- Boilers shall be capable of dual-fuel operation (oil/gas)
- Deletion of existing building management controls only with specific approval of the district
- Low voltage systems to be designed to district standards
- Proper shutoff and backflow valves located to provide easy and quick access

### **Interior Spaces**

- Ceiling systems – standard sizes 2x2 or 2x4, standard tiles, wide grids 9/16", no strange patterns, consistent choices
- Millwork – solid surface countertops/plastic laminate cabinets/wire pull handles/euro-hinges
- Flooring – carpet in office areas and LMC only, VCT or other easily mopped finish in classrooms, corridors etc.
- Review the need for magnetic hold-open devices throughout the building
- Storage/Maintenance requirements need to be reviewed for the entire facility
  - Storage for grounds – gasoline storage, snow blower, lawn mower, etc.
  - Storage for office and curriculum – office supplies, art supplies, gym equipment, music equipment, PTA, etc.
  - Custodian – office space with desk and computer, breakroom, appropriately sized space in each area (floor) for daily maintenance equipment and supplies
- Accessory toilet rooms to meet district standards
- MDF/IDF room with temperature control and alarms
- Kitchen update – Review equipment (size, condition, etc.), storage space, serving line, etc.
- FF&E – Lockers, SmartBoards, desks, chairs, library books, gym equipment & mats, room-darkening shades, wall pads in gym, adjustable basketball hoops, etc. as determined by a survey of existing FF&E
- Drinking fountains – update to UFAS/ADA throughout

## **SITE DEVELOPMENT:**

- Exterior traffic patterns – bus drop off large enough for a 6 bus queue, parent drop off reconfiguration, additional parking
- Site drainage review and upgrade (including the field drainage)
- Re-establish basketball court (including stripping)
- Review condition of all site constructions (retaining walls, curbs and sidewalks, pavement, soccer field etc)

## **CONSTRUCTION BONUS REQUESTS:**

Stratfield Elementary School, at present, hosts Open Choice students. Given participation in the program the district will pursue a construction grant bonus in accordance with Connecticut General Statute 10-285a(g).

### **COMMUNITY USES:**

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

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

Stratfield Elementary School is not used as a polling place.

**Regular Meeting Minutes  
Fairfield BoE, January 10, 2017**

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

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

Chairman Philip Dwyer called the Regular meeting to order at 7:35PM. Present were members Eileen Liu-McCormack (arrived 7:37PM), Marc Patten (arrived 8:45PM), Donna Karnal (arrived 7:42PM), Jessica Gerber, Philip Dwyer, Anthony Calabrese, Trisha Pytko, Jennifer Maxon-Kennelly and John Llewellyn. Others present were Superintendent Dr. Toni Jones, Ludlowe student representatives Sean Oppenheimer and Catherine Behjati; Warde student representative Ashley Agrello; members of the central office leadership team, and approximately 40 members of the public.

*Student Reports*

Ms. Agrello reported for Fairfield Warde: Wished the Board and Dr. Jones a Happy New Year; students are prepping for mid-terms; Warde hosted the recent wrestling tournament that included 17 schools; Warde also placed first at the recent basketball tournament - Sean Conway was noted as MVP, and Marcel Parsons made the All-Tournament team; the fall drama production of 'Antigone' was a success as were the concerts; auditions for 'Oklahoma' begin in a few weeks.

Mr. Oppenheimer and Ms. Behjati reported for Fairfield Ludlowe: Wished the Board and Dr. Jones a Happy New Year; the second LGBT Forum was held; The CT State Dept. of Education recently ranked Ludlowe as #1 in Textiles and Design. Mid-terms begin next week, course selection night is January 25.

*Presentations*

*Presentation of the Superintendent's Proposed 2017-2018 Operating Budget*

Dr. Jones presented the Superintendent's Proposed 2017-2018 Operating Budget for **\$168,757,490**; a 3.12% increase over last year. The budget was crafted, being mindful of the community, to focus on priorities to accomplish the District Improvement Plan and to maintain great schools. Headmasters, principals and senior leadership had an initial budget request that was \$2M more than what is being presented. The district is using a new methodology for calculating retirees, and is using the Milone & MacBroom Projections to calculate staffing. Education Cost Sharing (ECS) has been reduced and additional state reductions may occur. The six budget drivers are increases in contracted salaries, health insurance, pension/retirement, physical therapy and student services, contracted transportation cost, and magnet and special-needs tuition. She thanked staff, and in particular, Mrs. Munsell, for her assistance with the budget.

Mr. Dwyer reviewed the Town budget process and the tentative schedule of meetings.

Mr. Llewellyn questioned the \$400K for magnet school funding and asked whether Bridgeport can bill for previous years' tuition. Dr. Jones said the \$400K also included special education tuition.

Mr. Dwyer said the legislation allows for tuition billing when one year's advance notice is given.

Mrs. Maxon-Kennelly asked if the 8.1 FTE reduction was for non-certified employees. Dr. Jones referred to the budget book.

Ms. Pytko referenced ECS and asked if we might lose even more.

Mr. Dwyer said further reductions are possible. Dr. Jones added that she is hopeful that will not happen.

Mr. Dwyer mentioned that all 3 Town bodies approved the use of \$800K in the 2015-16 medical retention fund balances to be used to fund the balance for this year's insurance.

Mrs. Maxon-Kennelly and Mr. Dwyer reminded the Board to submit any additional budget questions in a timely manner.

Old Business

**Approval of Proposed 2017-2018 Capital Non-Recurring Projects**

Mrs. Gerber moved, Mr. Calabrese seconded that the Board of Education approve the Proposed Capital Non-Recurring Projects for 2017-2018.

Mr. Llewellyn moved, Ms. Karnal seconded to table this vote until after the operating budget is approved on January 26.

Mr. Llewellyn felt the operating budget should be addressed first. Given the climate at the state level, some projects could be deferred; he advocated waiting until after the budget is approved – it could be placed on the February 14 agenda.

Mr. Dwyer said waiting puts the project timing in jeopardy; difficult to do capital projects when school is in session.

Mrs. Liu-McCormack said the operating budget is the priority; she agreed with Mr. Llewellyn that this could be delayed one month.

Mrs. Gerber said if this is postponed until February, it won't go to the other bodies until April and that is problematic.

Mrs. Maxon-Kennelly said she is open to finding a better process, but until other Town bodies change the schedule, there is no reason to delay.

Ms. Karnal asked if anyone had reached out to other Town bodies about this. The priority should be where we can best serve the students.

Mrs. Gerber said if the Board members who made this motion had given some notice regarding it, the other town bodies could have been notified, but no advance notice was given. This schedule works better for all Town bodies.

Mrs. Maxon-Kennelly said safety is a student priority and is part of the educational program going forward.

Ms. Karnal said she never used the word 'safety' and said the Chair can reach out to other Town bodies before next Tuesday.

Mr. Dwyer said the Board must first decide if the motion is tabled.

*Public Comment:*

David Becker, Board of Finance Member: Prefers current approval timeline; older process caused projects to back-up. Noted that many figures are already known via the capital planning workshop.

Mrs. Liu-McCormack asked whether projects could be removed after approval. Concerned that these projects will impact the operating budget.

Mr. Dwyer said yes, at a future meeting, although it is important to recognize the difference between capital money and operating money; this is bonding money; the impact on the operating budget is de minimis. The bodies that handle the financing could decide to postpone the projects.

**Motion Failed: 3-5**

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

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

(Mr. Patten was not present for this vote.)

Mr. Llewellyn moved, Mrs. Liu-McCormack seconded to divide the six items in the motion.

Mr. Llewellyn said, given the size of the increase, certain things may not be as critical; such as the HVAC, as was shown in the follow-up information.

Ms. Karnal supported the division and asked why projects are grouped as a whole; asked if there was an advantage to this method.



Mr. Dwyer said the booklet has been done this way for well over 5 years. Mr. Cullen added that there is no advantage, however, one of the projects does require a building committee.

**Motion Failed: 3-5**

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

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

(Mr. Patten was not present for this vote).

**Original Motion Passed: 5-3**

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

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

(Mr. Patten was not present for this vote).

*Approval of Policy 3520.13 – Student Data Protection and Privacy/Cloud-Based Issues*

Mrs. Maxon-Kennelly moved, Mrs. Gerber seconded that the Board of Education approve Policy 3520.13 – Student Data Protection and Privacy/Cloud-Based Issues.

**Motion Passed: 8-0**

(Mr. Patten was not present for this vote.)

*Approval of Policy 5125 – Student Records – Confidentiality*

Mrs. Maxon-Kennelly moved, Mrs. Gerber seconded that the Board of Education approve Policy 5125 – Student Records – Confidentiality.

**Motion Passed: 8-0**

(Mr. Patten was not present for this vote.)

<i>New Business</i>
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*First Reading of Policy 5145.14 – Students – On Campus Recruitment*

Mrs. Maxon-Kennelly asked the Board to forward any questions prior to the next meeting.

<i>Approval of Minutes</i>
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*Approval of the Minutes of the December 13, 2016 Regular Meeting*

Mrs. Gerber moved, Ms. Pytko seconded that the Board of Education approve the Minutes of the Regular Meeting of December 13, 2016.

**Motion Passed: 5-0-3**

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

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

(Mr. Patten was not present for this vote.)

<i>Superintendent Report</i>
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*Update on Racial Imbalance Plan*

Dr. Jones said she was grateful for the support she received from Mr. Dwyer and Dr. Title – both accompanied her to Hartford to present the Racial Imbalance Plan to the CT State Board of Education (CSBE). CSBE is asking for benchmark details, and wants to ensure that we are having discussions on redistricting and engaging the community in the process. A timeline is being created and will be forwarded when complete.

Mr. Dwyer complimented those parents who traveled to Hartford for public comment – that made a difference. He added that CSBE wants some measure of an investigation into a magnet program and redistricting.

Mrs. Maxon-Kennelly said the community was engaged – is there something more specific? How do we formulate a timeline?

Mr. Dwyer said CSBE is requiring a more robust conversation on the magnet program – to include the Town and the host school. Dr. Jones added that the timeline will reflect past events as well as plans moving forward.

Mrs. Liu-McCormack asked what the CSBE thought of the plan; she is not clear on what is needed.

Mr. Dwyer said CSBE conditionally approved the PK and Open Choice options, and now wants proof that we are investigating the magnet program and redistricting. Also open to new ideas.

Mrs. Liu-McCormack said this brings us full-circle to redistricting – are we getting ahead of ourselves by creating extra capacity?

Mr. Dwyer said when this comes back to the Board for revision – those items can be addressed.

Mr. Llewellyn asked Mr. Dwyer if CSBE would like to see us at 15%. What happens if the first 2 options– PK and Open Choice - are conditionally approved? Do we go back in 120 days for approval?

Mr. Dwyer added that by state regulation – impending balance occurs at 15% above the average; CSBE does not dictate how to solve the problem. While CSBE likes the PK and Open Choice, their end goal is to solve the issue. This will be on a future agenda to meet the 120-day deadline.

Dr. Jones also updated the Board as follows:

- Is working with Mr. Tetreau on the reduction in ECS funding.
- Met recently with Holland Hill Building Committee members, Mr. Dwyer, FPS staff, the architect, and the construction firm to review ed-specs and conceptual drawings. Feels we are moving in the right direction, but the work is just beginning.
- Attended both of the high school concerts and they were magnificent.
- The Brown Bag Luncheon takes place on Thursday, January 12<sup>th</sup>.
- Had a great visit at the Early Childhood Center and thanked the staff for being so welcoming.

<i>Committee/Liaison Reports</i>
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Mrs. Maxon-Kennelly said the CAGE audit is now 7 shy of finishing the massive pile of mandated changes – one of which relates to graduation. She recommended holding on to the graduation policy until it gets addressed by the state. After the mandated changes, the suggested changes will be reviewed. She asked Board members for input regarding any policy they feel should be addressed. The PTAC has grant monies available; as an example, FLHS and FWHS recently were approved for a grant to provide a Valentine lunch at the senior center – as a way for teens to perform community outreach.

Mrs. Gerber said the Board of Selectmen recently voted for the less expensive option for the Osborn Hill connector, and this will move forward to the BOF on February 7<sup>th</sup>.

Mr. Dwyer said both he and Mrs. Gerber supported the brick option for the OHS connector. The ‘less expensive’ option will cost the Town more money in the long run – as panels will have to be replaced sooner.

Ms. Pytko said the next SEPTA meeting at McKinley will cover the topic ‘The ABCs of Your Child’s IEP’.

Mr. Dwyer updated the Board on the Holland Hill project. The current estimate is at \$21M; Mr. Quinn thinks that \$2M will come out of that project cost and there is no proposal to change the ed-specs.

Ms. Pytko asked about the timing of returning to the BOF and said she was under the impression that the ed-specs would be changed, is the BOF expecting us to change the ed-specs before HHBC presents to them?

Mr. Dwyer said we have no authority over the HHBC.

Mrs. Maxon-Kennelly asked, in comparing this project with Riverfield - did Riverfield have the same nature of site work as Holland Hill? What would the process be if the BOF wanted to officially convey a request that the ed-specs be changed?

Mr. Dwyer said the site work at Riverfield also came in more expensive than anticipated. The final approved budget for Riverfield at \$14.6M and was value-engineered back. The BOF Chairman should consult Dr. Jones and copy the BOE Chairman if they would like something considered.

Mrs. Gerber asked whether HHBC received a revised set of drawings. When is the next meeting?

Mr. Dwyer said there are new drawings, but the HHBC has not met on those plans yet. The next HHBC committee meeting date has not yet been set. He reiterated that there is broad support for this project; wants to do this in the most efficient and effective way possible.

<i>Open Board Comment</i>
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Mrs. Maxon-Kennelly, Ms. Pytko, Mr. Patten and Mrs. Gerber all praised the high school holiday concerts and said they were amazed at the music staff.

Mrs. Gerber mentioned that a FWMS student will appear on “Chopped” on Tuesday night.

Mr. Dwyer said the list of committee/liaison assignments was left at each seat.

<i>Adjournment</i>
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Mrs. Gerber moved, Ms. Karnal seconded that this Regular Meeting of the Board of Education adjourn.

**Motion Passed: 9-0**

Meeting adjourned at 9:25PM

*Jessica Gerber*  
*Fairfield Board of Education, Secretary*

## Fairfield Public Schools

2016 – 2017

### Quarterly Financial Report as of December 31, 2016

#### **Summary**

As of December 31, 2016, Fairfield Public Schools total expenses at June 30, 2017 are expected to be within budget with designated funds on hold. Projected deficits are currently higher than projected savings; requiring the district to reserve funds until the year-end budget status is more definitive. School level accounts remain intact. The reserved funds are in district accounts as outlined in the attached document. A mild winter with minimal snowfall YTD, pre-purchasing textbooks last year and residual balances created savings; whereas, special education, substitute costs and 401(a) contributions are in a deficit position.

Approximately 91 % of our \$163,658,561 budget appropriation is expended or encumbered. Some fixed costs are not encumbered i.e., utilities, general repairs and maintenance, student activity salaries, and part-time salaries, but estimates are included in projected expenses.

#### **Personnel Services**

Personnel services is the single largest budget classification at 64% of the budget or approximately \$104.7 million. This category includes contracted salaries, hourly wages, extra-curricular stipends and substitute pay. The largest balance in personnel services is part-time employment, primarily for substitutes and overtime which are paid as incurred and therefore are not encumbered. The other services category does not reflect extra-curricular activity stipends for winter and spring sports.

There are no significant changes in the FTE count other than an additional 1.0 FTE special education teacher hired for the remainder of the year.

## **Fixed Charges**

Nearly 15 % of the budget is allotted for employee benefits which are categorized as fixed charges. As of 2016 – 2017, our health insurance expenses are premium based with the implementation of the CT Partnership 2.0 plan on July 1, 2016. The expenses reflected on the financial statement are through December 31. The \$740,000 earmarked in the medical retention fund for BOE 16-17 health insurance will be used for January premiums. The balance in health insurance appears to be insufficient for 6 months of premiums, but with grants and additional employee deductions at year-end, the funds are expected to be adequate.

The town pension payment is reflected in the financial report, however, district 401(a) contributions will continue as salaries are paid. The 401(a) contributions are expected to exceed the budgeted amount by \$70,000. Social security and life insurance are paid throughout the year as incurred.

## **Pupil Personnel Expenses**

Special education costs, with the exception of salaries, transportation and capital, are included in this category. This classification of expenditures is the most volatile, as expenses are determined by the special needs of individual students and state excess cost reimbursement for qualifying expenses. The initial excess cost reimbursement, received in February, is based on anticipated costs filed by Pupil Services in December. The financial report shows a negative balance of approximately \$3 million in pupil personnel expenses; however, excess cost reimbursement is expected to offset these costs. Excess cost is not applied in the financial statement until May when we receive final payment. The final status of this category is impossible to determine until much later in the fiscal year.

## **School Expenses**

These expenditures support instruction and activities at the building level and include supplies, materials, textbooks, copying, sports and other activities. The remaining balance is available to the schools until the year-end deadline for purchases.

## **Support Expenses**

Program implementation, centrally funded instructional programs, non-special education tuition and central support operations are included here. Program implementation and instructional supplies/materials expenses are incurred in the same manner as school expenses. Professional / Technical, maintenance services (software/network maintenance), security and postage indirectly support school operations and are expended on a contractual or as-needed basis. Security expenses appear to be over budget currently but the account will be partially offset with high school parking revenue.

The pre-purchase of social studies textbooks in 2015-2016, created savings of approximately \$95,000 in this year's budget.

## **Maintenance/Operation/Transportation**

Maintenance, operations and transportation account for 10 % of the total budget. Encumbrances for transportation are included in this report, but special education transportation is subject to change based on the needs of individual students.

Approximately 26 % of the budget in this category is budgeted for utilities, which are not encumbered and are paid as incurred. Electric and heating rates were budgeted at contractual rates for the entire fiscal year, as they were available early in the budget process. Distribution and transportation charges for these utilities are not contracted, and remain variable, as is usage. There is currently a savings of approximately \$175,000 in utilities, mostly in heat due to the mild winter thus far.

The budget of \$ 4.2 million for maintenance services is for preventative maintenance, repairs and major maintenance projects. Maintenance projects are scheduled based on priority and accessibility to the buildings and/or grounds. The maintenance department balances accounts within the department and is currently holding \$225,000 in reserve.

## **Capital**

The capital budget totals approximately \$2.5 million. Nearly 87% of the funding is expended or encumbered. A portion of the balance is also in reserve until the final budget status is known. Equipment purchases directly related to instruction have the highest priority in making these purchases.

As shown in the attached document, identified savings and deficits result in a negative balance. Consequently, over \$900,000 is in reserve to maintain a positive balance.

Submitted: January 26, 2017

Doreen T. Munsell

**FAIRFIELD PUBLIC SCHOOLS**  
**PROJECTED EXPENSES ON JUNE 30, 2017**  
**AS OF JANUARY 19, 2017**

		1	2	3
	ACCOUNT	6/30/2017 Projected Balance as of 1/19/2017	Funds Held in Reserve	Projected Balance
	<b>SAVINGS</b>			
1	Personnel Services	\$ 63,404		
2	FICA/MED	\$ 25,023		
3	Equipment		\$ 145,892	
4	Human Resources Department	\$ 19,484		
5	Extra Curricular Salaries	\$ 37,000		
6	Instructional Office	\$ 94,484	\$ 126,792	
7	Maintenance		\$ 225,933	
8	Technology		\$ 227,891	
9	Transportation	\$ 84,066		
10	Tuition - Magnet Schools	\$ 23,194		
11	Utilities -			
12	Commercial Gas	\$ 8,238		
13	Electricity	\$ 28,724		
14	Heat	\$ 132,406		
15	Water	\$ 6,453		
16	Central Office Supplies/Postage		\$ 6,604	
17	<i><b>Total Savings</b></i>	<b>\$ 522,476</b>		
	<b>DEFICIT</b>			
18	Pension/401(a)	\$ (70,611)		
19	Copying/Printing	\$ (2,862)		
20	Security	\$ (19,782)		
21	Special Education			
22	Tuition	\$ (449,136)		
23	Professional Expenses	\$ (73,478)		
24	Professional Consultation	\$ (253,074)		
25	All Other SPED Accounts		\$ 176,089	
26	Teacher/Para Sub Accounts	\$ (435,425)		
27	<i><b>Total Deficit</b></i>	<b>\$ (1,304,368)</b>		
28	<b>Total</b>	<b>\$ (781,892)</b>	<b>\$ 909,201</b>	<b>\$ 127,309</b>

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

12/30/2016 2:05:10 PM

**Fairfield Public Schools  
Fiscal Year 2016-2017**

Major Classification	Appropriation As Adopted	Spec Approp and Transfers	Appropriation Amended	Total Expenditures	Outstanding Encumbrance	Outstanding Requisitions	Unencumbered Balance	% Used
Personnel Services	104,758,317.00	\$500.00	104,758,817.00	\$40,237,892.84	\$62,076,977.86	\$7,500.00	\$2,436,446.30	97.67%
Fixed Charges	\$23,732,499.00	\$0.00	\$23,732,499.00	\$13,960,738.38	\$0.00	\$0.00	\$9,771,760.62	58.83%
Pupil Personnel Expense	\$7,420,619.00	\$0.00	\$7,420,619.00	\$4,948,954.53	\$5,521,729.10	\$5,061.41	(\$3,055,126.04)	141.17%
School Expenses	\$2,748,747.00	(\$500.00)	\$2,748,247.00	\$929,541.91	\$870,228.01	\$24,935.05	\$923,542.03	66.40%
Support Expenses	\$4,981,940.00	\$0.00	\$4,981,940.00	\$2,717,547.11	\$940,423.56	\$148,060.86	\$1,175,908.47	76.40%
Maint/Oper/Trans	\$17,491,578.00	\$0.00	\$17,491,578.00	\$6,480,147.44	\$7,162,458.51	\$73,164.00	\$3,775,808.05	78.41%
Capital	\$2,524,861.00	\$0.00	\$2,524,861.00	\$1,621,215.39	\$70,487.51	\$501,020.89	\$332,137.21	86.85%
<b>Grand Total</b>	<b>\$163,658,561.00</b>	<b>\$0.00</b>	<b>163,658,561.00</b>	<b>\$70,896,037.60</b>	<b>\$76,642,304.55</b>	<b>\$759,742.21</b>	<b>\$15,360,476.64</b>	<b>90.61%</b>



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

12/30/2016 2:05:40 PM

Fairfield Public Schools  
Fiscal Year 2016-2017

Major Classification Summary Object	Appropriation As Adopted	Spec Approp and Transfers	Appropriation Amended	Total Expenditures	Outstanding Encumbrance	Outstanding Requisitions	Unencumbered Balance	% Used
<b>Personnel Services</b>								
101 TEACHING STAFF	\$71,065,784.00	(\$526,969.00)	\$70,538,815.00	\$25,171,988.42	\$45,366,848.19	\$0.00	(\$21.61)	100.00%
103 CERTIFIED SUPPORT STAFF	\$6,807,978.00	(\$222,304.00)	\$6,585,674.00	\$2,361,973.15	\$4,223,704.10	\$0.00	(\$3.25)	100.00%
105 SCHOOL ADMIN STAFF	\$6,024,575.00	(\$58,707.00)	\$5,965,868.00	\$3,038,921.29	\$2,926,946.52	\$0.00	\$0.19	100.00%
107 CENTRAL ADMINISTRATION STAFF	\$1,098,312.00	(\$25,838.00)	\$1,072,474.00	\$523,361.94	\$549,112.20	\$0.00	(\$0.14)	100.00%
109 DIRECTOR/SUPERVISOR/MGR	\$649,884.00	\$26,056.00	\$675,940.00	\$343,366.86	\$332,572.99	\$0.00	\$0.15	100.00%
111 SECRETARIAL/CLERCL STAFF	\$3,494,098.00	(\$99,977.00)	\$3,394,121.00	\$1,498,321.39	\$1,895,798.41	\$0.00	\$1.20	100.00%
113 PARAPROFESSIONAL STAFF	\$3,572,366.00	\$24,006.00	\$3,596,372.00	\$1,400,705.84	\$2,195,632.52	\$0.00	\$33.64	100.00%
115 CUSTODIAN STAFF	\$4,030,827.00	(\$134,552.00)	\$3,896,275.00	\$1,970,336.50	\$1,925,963.52	\$0.00	(\$25.02)	100.00%
117 MAINTENANCE STAFF	\$1,004,173.00	\$2,331.00	\$1,006,504.00	\$515,145.82	\$491,356.58	\$0.00	\$1.60	100.00%
121 SUPPORT STAFF	\$2,327,164.00	\$24,985.00	\$2,352,149.00	\$1,144,190.90	\$1,207,959.45	\$0.00	(\$1.35)	100.00%
125 SE TRAINER STAFF	\$834,637.00	\$94,942.00	\$929,579.00	\$459,124.67	\$470,453.36	\$0.00	\$0.97	100.00%
129 PART-TIME EMPLOYMENT	\$2,676,593.00	\$500.00	\$2,677,093.00	\$1,334,845.08	\$244,605.12	\$7,500.00	\$1,090,142.80	59.28%
131 WAGE/BENEFIT RESERVE	\$634,454.00	(\$129,150.00)	\$505,304.00	\$16,073.79	\$0.00	\$0.00	\$489,230.21	3.18%
133 STAFF REPLACEMENT	(\$1,108,000.00)	\$1,220,259.00	\$112,259.00	\$0.00	\$0.00	\$0.00	\$112,259.00	0.00%
135 DEGREE CHANGES	\$270,782.00	(\$195,082.00)	\$75,700.00	\$0.00	\$0.00	\$0.00	\$75,700.00	0.00%
307 OTHER SERVICES	\$1,374,690.00	\$0.00	\$1,374,690.00	\$459,537.19	\$246,024.90	\$0.00	\$669,127.91	51.33%
<b>Total for Personnel Services</b>	<b>104,758,317.00</b>	<b>\$500.00</b>	<b>104,758,817.00</b>	<b>\$40,237,892.84</b>	<b>\$62,076,977.86</b>	<b>\$7,500.00</b>	<b>\$2,436,446.30</b>	<b>97.67%</b>
<b>Fixed Charges</b>								
201 HEALTH INSURANCE	\$19,316,039.00	\$0.00	\$19,316,039.00	\$10,998,020.35	\$0.00	\$0.00	\$8,318,018.65	56.94%
203 LIFE/DISABILITY INSURANCE	\$267,709.00	\$0.00	\$267,709.00	\$130,731.28	\$0.00	\$0.00	\$136,977.72	48.83%
205 SOCIAL SECURITY	\$2,298,356.00	\$0.00	\$2,298,356.00	\$1,020,973.53	\$0.00	\$0.00	\$1,277,382.47	44.42%
207 PENSION/RETIREMENT	\$1,850,395.00	\$0.00	\$1,850,395.00	\$1,811,013.22	\$0.00	\$0.00	\$39,381.78	97.87%
<b>Total for Fixed Charges</b>	<b>\$23,732,499.00</b>	<b>\$0.00</b>	<b>\$23,732,499.00</b>	<b>\$13,960,738.38</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,771,760.62</b>	<b>58.83%</b>
<b>Pupil Personnel Expense</b>								
301 INSTRUCTIONAL SERVICES	\$50,500.00	\$0.00	\$50,500.00	\$15,528.20	\$240.00	\$0.00	\$34,731.80	31.22%
303 PUPIL PERSONNEL SERVICES	\$1,930,911.00	\$0.00	\$1,930,911.00	\$1,114,477.06	\$1,611,290.83	\$4,400.00	(\$799,256.89)	141.39%
307 OTHER SERVICES	\$473,000.00	\$0.00	\$473,000.00	\$327,348.01	\$324,667.16	\$0.00	(\$179,015.17)	137.85%
315 RENTALS	\$23,842.00	\$0.00	\$23,842.00	\$24,200.00	\$0.00	\$0.00	(\$358.00)	101.50%
317 STUDENT TRANSPORTATION	\$181,560.00	\$0.00	\$181,560.00	\$185,870.55	\$0.00	\$0.00	(\$4,310.55)	102.37%
319 CONFERENCE & TRAVEL	\$169,796.00	\$0.00	\$169,796.00	\$89,236.83	\$35,576.06	\$0.00	\$44,983.11	73.51%
327 PRINTING/COPYING	\$6,800.00	\$0.00	\$6,800.00	\$2,689.62	\$6,482.62	\$0.00	(\$2,372.24)	134.89%
329 TUITION	\$4,490,710.00	\$0.00	\$4,490,710.00	\$3,160,057.56	\$3,531,673.12	\$0.00	(\$2,201,020.68)	149.01%
401 INSTRUCTIONAL SUPLS/MATLS	\$62,500.00	\$0.00	\$62,500.00	\$16,432.26	\$5,678.37	\$0.00	\$40,389.37	35.38%
404 SPLS, BKS, MATLS-DIST SUPPORT	\$16,000.00	\$0.00	\$16,000.00	\$4,702.04	\$2,314.14	\$661.41	\$8,322.41	47.98%
411 TEXTBOOKS	\$12,000.00	\$0.00	\$12,000.00	\$7,120.52	\$0.00	\$0.00	\$4,879.48	59.34%
415 OTHER SUPPLIES/MATERIALS	\$1,250.00	\$0.00	\$1,250.00	\$683.88	\$958.80	\$0.00	(\$392.68)	131.41%
601 DUES AND FEES	\$1,750.00	\$0.00	\$1,750.00	\$608.00	\$2,848.00	\$0.00	(\$1,706.00)	197.49%
<b>Total for Pupil Personnel Expense</b>	<b>\$7,420,619.00</b>	<b>\$0.00</b>	<b>\$7,420,619.00</b>	<b>\$4,948,954.53</b>	<b>\$5,521,729.10</b>	<b>\$5,061.41</b>	<b>(\$3,055,126.04)</b>	<b>141.17%</b>

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

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Fairfield Public Schools  
Fiscal Year 2016-2017

Major Classification Summary Object	Appropriation As Adopted	Spec Approp and Transfers	Appropriation Amended	Total Expenditures	Outstanding Encumbrance	Outstanding Requisitions	Unencumbered Balance	% Used
<b>School Expenses</b>								
129 PART-TIME EMPLOYMENT	\$13,000.00	(\$2,400.00)	\$10,600.00	\$2,725.70	\$0.00	\$0.00	\$7,874.30	25.71%
301 INSTRUCTIONAL SERVICES	\$18,300.00	\$1,700.00	\$20,000.00	\$7,355.26	\$0.00	\$0.00	\$12,644.74	36.78%
307 OTHER SERVICES	\$67,275.00	\$0.00	\$67,275.00	\$6,685.26	\$231.68	\$400.00	\$59,958.06	10.88%
315 RENTALS	\$126,597.00	\$0.00	\$126,597.00	\$780.00	\$72,280.00	\$0.00	\$53,537.00	57.71%
317 STUDENT TRANSPORTATION	\$42,250.00	\$0.00	\$42,250.00	\$6,945.47	\$18,604.53	\$3,000.00	\$13,700.00	67.57%
319 CONFERENCE & TRAVEL	\$65,645.00	(\$1,504.00)	\$64,141.00	\$13,800.35	\$5,662.99	\$900.00	\$43,777.66	31.75%
327 PRINTING/COPYING	\$256,179.00	\$0.00	\$256,179.00	\$76,898.37	\$126,408.39	\$0.00	\$52,872.24	79.36%
400 SUPPLIES, BOOKS & MATERIALS	\$1,481,319.00	\$1,423.00	\$1,482,742.00	\$604,919.30	\$436,718.77	\$20,101.75	\$421,002.18	71.61%
402 INSTRUCTIONAL SPLS-DIST SUPPRT	\$38,000.00	\$0.00	\$38,000.00	\$10,119.18	\$17,000.28	\$0.00	\$10,880.54	71.37%
409 STUDENT ACTIVITY EXPENSES	\$595,972.00	\$0.00	\$595,972.00	\$172,044.53	\$189,681.18	\$318.30	\$233,927.99	60.75%
415 OTHER SUPPLIES/MATERIALS	\$18,375.00	\$196.00	\$18,571.00	\$4,724.63	\$3,640.19	\$215.00	\$9,991.18	46.20%
601 DUES AND FEES	\$25,835.00	\$85.00	\$25,920.00	\$22,543.86	\$0.00	\$0.00	\$3,376.14	86.97%
<b>Total for School Expenses</b>	<b>\$2,748,747.00</b>	<b>(\$500.00)</b>	<b>\$2,748,247.00</b>	<b>\$929,541.91</b>	<b>\$870,228.01</b>	<b>\$24,935.05</b>	<b>\$923,542.03</b>	<b>66.40%</b>
<b>Support Expenses</b>								
301 INSTRUCTIONAL SERVICES	\$184,570.00	(\$5,400.00)	\$179,170.00	\$129,187.90	\$43,202.85	\$0.00	\$6,779.25	96.22%
305 PROFESSIONAL/TECHNICAL SVCS	\$715,040.00	\$0.00	\$715,040.00	\$219,265.68	\$313,310.77	\$0.00	\$182,463.55	74.48%
307 OTHER SERVICES	\$21,060.00	\$0.00	\$21,060.00	\$934.00	\$0.00	\$0.00	\$20,126.00	4.43%
309 SECURITY SVCS/EXPENSES	\$160,000.00	\$0.00	\$160,000.00	\$98,560.55	\$106,512.78	\$0.00	(\$45,073.33)	128.17%
313 MAINTENANCE SERVICES	\$664,799.00	\$0.00	\$664,799.00	\$506,266.42	\$73,620.00	\$82,322.65	\$2,589.93	99.61%
319 CONFERENCE & TRAVEL	\$48,900.00	\$0.00	\$48,900.00	\$10,143.07	\$24,472.72	\$0.00	\$14,284.21	70.79%
321 PROFESSIONAL DEVELOPMENT	\$591,117.00	\$30.00	\$591,147.00	\$305,068.20	\$35,437.24	\$285.21	\$250,356.35	57.65%
323 POSTAGE	\$68,000.00	\$0.00	\$68,000.00	\$52,167.54	\$10,332.46	\$0.00	\$5,500.00	91.91%
325 PERSONNEL/RECRUITMENT EXP	\$25,690.00	\$0.00	\$25,690.00	\$5,788.82	\$90.00	\$0.00	\$19,811.18	22.88%
327 PRINTING/COPYING	\$67,350.00	\$0.00	\$67,350.00	\$23,928.97	\$28,713.89	\$0.00	\$14,707.14	78.16%
329 TUITION	\$319,927.00	\$0.00	\$319,927.00	\$165,424.00	\$131,309.00	\$0.00	\$23,194.00	92.75%
401 INSTRUCTIONAL SUPLS/MATLS	\$1,879,573.00	\$2,420.00	\$1,881,993.00	\$1,106,133.00	\$135,262.43	\$30,000.00	\$610,597.57	67.56%
403 OFFICE/GENERAL SUPPLIES	\$15,250.00	\$0.00	\$15,250.00	\$4,959.49	\$6,003.54	\$0.00	\$4,286.97	71.89%
404 SPLS, BKS, MATLS-DIST SUPPORT	\$9,000.00	\$2,950.00	\$11,950.00	\$11,923.41	\$0.00	\$0.00	\$26.59	99.78%
411 TEXTBOOKS	\$2,933.00	\$0.00	\$2,933.00	\$0.00	\$0.00	\$0.00	\$2,933.00	0.00%
415 OTHER SUPPLIES/MATERIALS	\$148,465.00	\$0.00	\$148,465.00	\$22,180.29	\$31,770.88	\$35,453.00	\$59,060.83	60.22%
424 OTHER SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0.00%
601 DUES AND FEES	\$54,266.00	\$0.00	\$54,266.00	\$55,615.77	\$385.00	\$0.00	(\$1,734.77)	103.20%
<b>Total for Support Expenses</b>	<b>\$4,981,940.00</b>	<b>\$0.00</b>	<b>\$4,981,940.00</b>	<b>\$2,717,547.11</b>	<b>\$940,423.56</b>	<b>\$148,060.86</b>	<b>\$1,175,908.47</b>	<b>76.40%</b>
<b>Maint/Oper/Trans</b>								
305 PROFESSIONAL/TECHNICAL SVCS	\$100,000.00	\$0.00	\$100,000.00	\$21,220.00	\$10,523.00	\$0.00	\$68,257.00	31.74%
311 UTILITY SERVICES	\$4,564,632.00	\$0.00	\$4,564,632.00	\$1,546,949.41	\$129,836.33	\$0.00	\$2,887,846.26	36.73%
313 MAINTENANCE SERVICES	\$4,167,923.00	\$0.00	\$4,167,923.00	\$1,467,263.31	\$1,618,910.69	\$4,775.00	\$1,076,974.00	74.16%
317 STUDENT TRANSPORTATION	\$7,797,817.00	\$0.00	\$7,797,817.00	\$3,132,228.68	\$5,033,296.97	\$0.00	(\$367,708.65)	104.72%
319 CONFERENCE & TRAVEL	\$34,100.00	\$0.00	\$34,100.00	\$14,279.07	\$19,585.92	\$0.00	\$235.01	99.31%
321 PROFESSIONAL DEVELOPMENT	\$55,395.00	\$0.00	\$55,395.00	\$13,821.55	\$5,050.00	\$8,389.00	\$28,134.45	49.21%
424 OTHER SUPPLIES	\$315,211.00	\$0.00	\$315,211.00	\$53,286.59	\$130,273.18	\$50,000.00	\$81,651.23	74.10%
429 MAINTENANCE/REPAIR SUPPLIES	\$456,500.00	\$0.00	\$456,500.00	\$231,098.83	\$214,982.42	\$10,000.00	\$418.75	99.91%
<b>Total for Maint/Oper/Trans</b>	<b>\$17,491,578.00</b>	<b>\$0.00</b>	<b>\$17,491,578.00</b>	<b>\$6,480,147.44</b>	<b>\$7,162,458.51</b>	<b>\$73,164.00</b>	<b>\$3,775,808.05</b>	<b>78.41%</b>
<b>Capital</b>								
501 CAPITAL OUTLAY	\$482,146.00	\$0.00	\$482,146.00	\$188,181.38	\$28,685.09	\$29,460.41	\$235,819.12	51.09%
503 TECHNOLOGY	\$2,042,715.00	\$0.00	\$2,042,715.00	\$1,433,034.01	\$41,802.42	\$471,560.48	\$96,318.09	95.28%
<b>Total for Capital</b>	<b>\$2,524,861.00</b>	<b>\$0.00</b>	<b>\$2,524,861.00</b>	<b>\$1,621,215.39</b>	<b>\$70,487.51</b>	<b>\$501,020.89</b>	<b>\$332,137.21</b>	<b>86.85%</b>
<b>Grand Total</b>	<b>163,658,561.00</b>	<b>\$0.00</b>	<b>163,658,561.00</b>	<b>\$70,896,037.60</b>	<b>\$76,642,304.55</b>	<b>\$759,742.21</b>	<b>\$15,360,476.64</b>	<b>90.61%</b>