

**Regular Meeting Minutes
Fairfield BoE, December 8, 2015**

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

Chairman Philip Dwyer called the Regular meeting to order at 7:32PM. Present were members Eileen Liu-McCormack (arrived 8:28PM), Marc Patten, Donna Karnal (arrived 8:28PM), Jessica Gerber, Philip Dwyer, Anthony Calabrese, Trisha Pytko, Jennifer Maxon-Kennelly and John Llewellyn. Others present were Superintendent Dr. David Title, Ludlowe student representatives Mihir Nene and Isabella Frango; Warde student representatives Ashley Agrello and Brittany Shuster; members of the central office leadership team, and approximately 50 members of the public.

Presentations

Dr. Title congratulated the recent state champions: the FLHS Girls Volleyball team, FLHS Girls Class LL Swimming Champion Sarah Grinalds, and FWHS Girls Class L Swimming Champion Katy Saladin. Additionally, Dr. Title and Mr. Hatzis congratulated Mr. Schulz for his induction into the Connecticut High School Coaches Hall of Fame.

Student Reports

Mr. Nene and Ms. Frango reported for Fairfield Ludlowe High School: The Sticks for Soldiers tournament raised \$100K; 2 veterans were honored this year. The blood drive was very successful as were club fundraisers, the toy drive, the GI Go Fund and the Operation Hope food drive. Mr. Schulz, together with athletes, was presented with the Michaels cup for outstanding athletic programs. Art teacher Ms. Zimmermann will have her art work featured in Newtown; alumni visited the day before Thanksgiving; the fall play opened and the Candlelight concert will take place soon.

Ms. Agrello and Ms. Schuster reported for Fairfield Warde High School. The fall play, The Crucible, was a great performance, the Thanksgiving football game was enjoyed by all, many alumni visited for Alumni Day, the Carillon concert is coming up and the holiday gift drive is ongoing.

Mr. Dwyer said he attended both plays and they were very well done.

Public Comment

None.

New Business

AON: Review of Health Insurance Projections for 2015-2016

Dr. Title introduced Mr. Lindgren from AON Hewitt, the health insurance consultant for the Town and the Board of Education. Mr. Lindgren presented the health Insurance projections and reviewed the enclosure. He explained that the first page represents the current year and page 2 represents year 2016-2017. Page 1 shows that the estimated total cost at the end of the 2015-2016 fiscal year will be \$31,527,355; up 6% than what was projected last year. Page 2 shows the 2016-2017 estimated total cost at \$34,205,293. Dr. Title added that claims are close to projections; they are up 9% due to trend and the increase in the stop-loss premium. Mr. Lindgren said that there are no administrative fee increases, the claims experience is about average at 9%.

Mr. Dwyer added that the Town also uses AON.

Mr. Llewellyn asked what is driving the increases in CVS Caremark, the medical retiree line and the stop loss? Mr. Lindgren said the CVS Caremark was already behind in 15-16 for what had been projected, and the specialty prescription trend has also gone up in the past 6 months. The retiree line represents such a small group and is only broken out for reporting. The stop-loss increase is based on the experience of the vendor's pool, not just Fairfield.

Mr. Patten asked about possible changes in the total numbers and the number of large claims. Mr. Lindgren said while the medical trend is going down, it is offset by the increase in the specialty prescription trend. There were 20 claims in excess of \$150K; the stop loss charge was approximately \$700K.

Mr. Dwyer said the Board increased the stop loss limit a few years ago and every year since then it has ended up on the plus side.

Mr. Patten said the stop loss has increased 20% but we get a return better than that. Mr. Lindgren said that is true this year, but it is very unpredictable. The average with every vendor is around 20%.

Mr. Llewellyn asked if the stop loss kicks in at \$300K and also asked what would happen if the stop loss were to be reduced. Mr. Lindgren said the stop loss does kick in at \$300K and if reduced, the vendor will increase the stop loss charge by what they think the reduction in the claim liability will be by looking at the pool's history. Normally, you don't go backwards.

Mr. Dwyer said this is still a good deal; Mr. Lindgren said he generally advises larger groups to keep the individual stop loss limit based on size.

Mrs. Munsell explained page 3 of the enclosure, and reviewed the numbers: the IBNR projection is calculated as \$2.178M, and the medical retention fund projection is calculated at \$24.8M for the 2016-2017 operating budget.

Mr. Dwyer added that the IBNR relates to claims that are incurred but not reported. The goal is to be at 1 x IBNR; falling behind means, in simple terms, having to play catch-up. Mr. Lindgren agreed.

Mr. Llewellyn asked if he could be provided with more detail on the \$9.8M 'other income' figure. Mrs. Munsell said sure. Mr. Dwyer added that the lion's share of this is employee contributions. Mr. Llewellyn asked what the Town uses as the IBNR; he expressed concern regarding medical retention and recommended levels.

Mr. Dwyer said there is a trend and also a goal for IBNR. Mr. Lindgren said the IBNR is calculated by actuaries and formalized in a letter. It is based on claim lag patterns and is the same calculation for the Board of Education and the Town. This is provided on June 30 and is not yet developed; the old trend is used and trended forward. Mrs. Munsell added that the June 30 IBNR is trended forward based on the percentage increase in claims.

Mr. Dwyer asked if the calculation methodology had changed and Mr. Lindgren said no.

Mr. Llewellyn asked about the difference between actual vs. projection and whether the subtotal expense includes the additional funds put in by the Town and BOE. Mr. Lindgren said he uses more recent claim experience which changes the 2015-2016 projection.

Dr. Title added that in terms of the budget impact, if we budgeted today and covered 100% IBNR, we would need to add \$2.5M, or about 1.5%, for this item. The Town's guidance is to cover costs and "do no harm." One more projection will be done prior to the budget.

Mr. Dwyer said the numbers will be adjusted after the next projection.

Non-Recurring Projects, 2016-2017

Dr. Title reviewed the security infrastructure project. A funding request was made to the Town based on the police recommendations last year, and the Town split the funding request into 2 years. There are some increases in costs, as outlined on page 24. The panel and cameras have become more expensive.

Chief MacNamara said Sal Morabito put forth a great deal of effort; he reviewed the listed items on page 24 and said all are needed for the security infrastructure. He cautioned against discussing these in too much detail.

Mr. Dwyer asked if there were any reductions from the list and Dr. Title said some small items were removed; the Raptor system is currently in place at both high schools; there could be a third year of security infrastructure; it is constantly evolving.

Mr. Patten asked about the dollar difference and Mr. Cullen said there is a \$500K difference from what was requested last year.

Ms. Karnal asked if any federal government rebates were received. Dr. Title said there was one state rebate for some upgrades but nothing yet from the federal government. Mr. Cullen said he is always checking.

Ms. Pytko asked if the school can be monitored directly by the Police Department and Chief MacNamara said yes.

Ms. Karnal asked if there will be a change to security based on the recent lockdown. Dr. Title said this is still being debriefed and he is not now in a position to bring any recommendations forward. Chief MacNamara said the district is well-prepared and this was proven on the day of the lockdown.

Dr. Title said he appreciates the support from the Chief and the Police Department. Procedurally, this takes a separate track from the operating budget; it is bonded money. Once the Board approves on January 12, it goes to the BOS in January, and then to the BoF in February. The February RTM meeting would be the final stop on the approval point and then money would become available for expenses.

Mr. Dwyer said virtually every school system spends the summer completing capital projects, which makes it more difficult for staff to schedule and implement if there are any delays in the process.

Mr. Cullen said many projects in the Proposed Capital Non-Recurring booklet require architectural and engineering work. He reviewed each project:

1. The Central Office IT server room is small and the equipment has doubled. In the past 12 months the cooling system has gone down 7 times, and the fire suppression system is antiquated. Renovation and upgrade is recommended.
2. The Dwight playground steps need to be replaced and a new retaining wall is needed to catch the wood chips and debris that create a tripping hazard.
3. The FLHS boilers are from 1971 and need replacement; after which all schools will be up-to-date.
4. The system-wide security project has been discussed and recommended by the Fairfield Police Department.
5. The system-wide tech and electrical upgrade will provide CAT 6 wiring and quad outlets to support wireless projection devices.

Mrs. Maxon-Kennelly asked if the electrical upgrade was needed at all schools. Ms. Byrnes said it is mostly needed at the secondary level; hands free devices require power in the ceiling; CAT 6 allows remote access to projectors. Mrs. Maxon-Kennelly asked if the additional \$500K will require an adjustment to the waterfall and Dr. Title said no.

Mrs. Gerber asked for the age of the 3rd boiler at FLHS, and asked what would happen if one boiler failed. Mr. Cullen said the 3rd boiler is new from 2010. The location of the boiler makes it a difficult project. Typically, 2 boilers are used on a very cold day.

Mr. Patten asked about the server room and the need for additional cooling. Ms. Byrnes said the wall mounted air conditioning fails regularly and the room is currently running on temporary AC; if power is lost in that room the whole district loses the internet. The building AC unit is not sufficient; it gets turned off at night and on weekends.

Mr. Llewellyn asked about IT outsourcing costs, server rooms in schools, and the system-wide electrical upgrade. Ms. Byrnes said the district still needs traditional file storage and management. While starting to use cloud services, the district is not in a position to completely convert to that right now. Secondary schools have server rooms; all schools have equipment rooms; part of the budget is to get redundancy on the internet. The main concern is about this building. The system-wide electrical upgrade will support remote access to multimedia projectors, and will improve the available power.

Mr. Dwyer said it is important to move these projects along so that other Town bodies can review.

Holland Hill Educational Specifications

Dr. Title said the Holland Hill Ed Specs must be approved by the BOE to move the project forward and are not approved by any other Town body; this is what is given to the architect; these are designed for a 504 capacity. Enrollment projections are being revised and will be inserted when complete. Enclosure 5 shows the timeline. Mr. Cullen said the Ed Specs are also needed for state reimbursement.

Mr. Dwyer added that the Board of Education approves Ed Specs; these are given to the building committee.

Mrs. Liu-McCormack requested the updated enrollment projections; she asked the Board if it made more sense to have those before voting. Dr. Title said these would be available at the February meeting, but he could check with the consultant to see if the Holland Hill school projection could be accelerated. The BOE can adjust the Ed Specs.

Mr. Dwyer said a delay in the approval could jeopardize the June 30 deadline and an entire year of financing will be lost. It is important to let the community know that we are prepared to move the project forward.

Mrs. Gerber asked if a delay in the Ed Specs approval would also delay the architect for the portable. Dr. Title said no, but the rest of the project and the funding for the portable would be delayed.

Mr. Patten was operating under the assumption that the school needed to be a 504 unless the projections made it larger. At what point are the room sizes known and is there a need for additional OT/PT room? Mr. Cullen said there is a state list that is followed which is not included in the Ed Specs, a previous study by MGT had defined deficiencies. Mr. Dwyer said the state also reviews. Mrs. Cretella said the current OT/PT room is in use by 2 Special Education teachers, but will revert back.

Mrs. Maxon-Kennelly said vital swing space is necessary, enrollment projections don't always tell the full story. She also asked, if encapsulation was done at FLHS, why is the statement 'encapsulation is not acceptable' in the Ed Specs? Mr. Morabito explained that the level of risk for encapsulation was cost-effective and in that case was deemed by EPA to be acceptable; this line is more geared towards asbestos and is not a correct choice for the district in the long-term. Mrs. Maxon-Kennelly also thought that sinks could be added for basic hand washing and for lockdown situations.

Mr. Dwyer added that the state requires additional Board approvals during the project.

Ms. Pytko asked if 3 portables would be enough if the enrollment were to increase, and asked if security measures will be in place. Dr. Title said there are 3 current portables on site and 2 more will be leased for the duration of the project. This also includes funds to fence in all portables.

Mr. Calabrese asked about the possibility of fast-tracking this, and if abatement is included in the funding. Dr. Title said that is a placeholder in the waterfall; this project is on a fast-track and requires the Town to move very quickly so that a building committee can be formed.

Mr. Dwyer said it is important to advocate on behalf of our children and move this project forward.

Mr. Llewellyn said he is also interested to see the new enrollment projections and asked:

1. What is the total number of current brick and mortar classrooms? Ms. Cretella said 18 classrooms are used for general ed, 1 is shared by 5 staff members, and 1 is the Art room. Dr. Title added that 5 general ed classrooms, a general music room, instrumental music room, a special education room and a computer lab will be added.
2. Why is 'no single membrane systems' mentioned when this is what was used at FLHS? Mr. Morabito said FLHS was different due to the coverage of the Photovoltaic system on the roof; a multi-layer roof is best for the district.
3. Can he recommend a change to the wording about the encapsulation? Mr. Dwyer said he can do that at the next meeting.
4. Why is such explicit wording used in the first paragraph on page 6? Mr. Morabito explained that the word 'independent' Mechanical/Electrical/Plumbing (MEP) means the MEP cannot be hired by the GC or by the design team; the specific wording used fosters open communication.

Mr. Patten said the music room is not included in the number of general ed brick and mortar classrooms.

Mr. Dwyer added that this item will be on the January agenda for approval.

BOE Proposed Capital Request Projects

Dr. Title explained the Holland Hill funding request; he said there are 4 phases to the way architects develop projects. With each phase there is a cost estimate. Previously, the conceptual design phase was used for an estimate, which was not all that accurate in some cases, particularly with PCBs. In order to get a better number, we are suggesting the Town put a substantial amount of the architect cost up front. After the design/development phase, the project is about ¾ designed, and gives us a higher confidence in the number.

Mr. Cullen spoke about the FWMS roof. He said the FWMS roof warranty will be expired which qualifies us for reimbursement. The roof is failing and holding water; the issue is ice and leaking. This project will require a building committee. Dr. Title said this was in the long-range plan. Mr. Cullen said the cost breakdown can be found on pages 3-5 and he said he has been pleased with the work of Silktown Roofing.

Mrs. Gerber asked about the SPSBC cut-off, was it \$3 million? Mr. Cullen said it is the First Selectman's decision; the SPSBC has done roofs in the past and Mr. Cullen said that would be an option.

Ms. Karnal asked if this was the same roof that had the noise problem; she wouldn't want the roof work to bring that problem back. Mr. Cullen said that roof is not being worked on.

Mr. Patten asked if the roof replacement was at all considered during the FWMS renovation and Mr. Cullen said the roof was still under warranty at that time; roofs can fail quickly when they get to this point. Mr. Patten asked how many failures the roof had last year and Mr. Cullen said he would provide that information to him.

Mr. Dwyer said this will be on agenda for action at the first January meeting.

Mr. Llewellyn asked about:

1. The concept of day staff on the timeline. Dr. Title explained that would allow for the building committee to meet during the day and meet more frequently in order to move the project along. The First Selectman will choose the building committee.
2. Temporary and portable classrooms for state reimbursement and whether that had been vetted through bond council. Dr. Title said that is the Town's decision. Eligibility for state reimbursement is separate than how the Town wants to finance it.
3. Instead of adding 2 portables, what are the costs associated with moving Holland Hill's Kindergarten classes for next year to Riverfield, and then moving them back in the 1st grade?

Mrs. Gerber mentioned that Holland Hill has an earlier start time than the other elementary schools and that this was one of many reasons why this might pose a challenge in moving Kindergarten students to Riverfield.

Mr. Patten asked if the Board approves the final dollar amount. Dr. Title said no the Board approves the Ed Specs and Construction Documents.

Mr. Dwyer added that the Board approves the long-range facilities plan, which has placeholders for projects.

Mrs. Liu-McCormack asked about the cons listed on the back of the timeline, particularly the lack of ownership and the lack of citizen input. Dr. Title said this allows for a smaller team to get the project moving as quickly as possible, after which it is up to the BOS and RTM. There is some sacrifice to get the speed required to move the project along.

Board of Education By-Law Amendments

Mr. Dwyer referred to the enclosure and asked that Board members present their ideas on by-law amendments, but withhold discussion and debate until the next meeting.

Ms. Karnal said she will request an amendment to Article V, Section 3, referring to placing items on the agenda if requested by 3 Board members.

Mrs. Liu-McCormack said this seems like a standard practice in other districts.

Mr. Llewellyn presented his requested amendment to Article 1, Section 2, to add a reasonable amount of time for staff to respond to Board requests for information.

Mr. Dwyer asked that he review the wording so that it is properly and officially stated as an amendment.

Mrs. Maxon-Kennelly explained her amendment to Article 2, Section 3, with added language to add a voting Board or public member to the Cable Advisory Council of Area 2 (CAC2), and to move item d further down; to add a Board member as a liaison, and not a voting member, to any school building committee established by the Town. She also presented a word change/correction as an amendment to Article VII from 'principal' to 'principle'.

Mr. Dwyer said that past, Board members were unable to serve on the CAC2 due to the meeting locations being some distance away. He is waiting for a FairTV Commission Chair to be elected before contacting CAC2. Previously, no Board member was interested in serving on this Council.

Mrs. Gerber said the Town Charter is specific regarding a Board of Education member, and not a member of the public, to serve on the Board of Health, Parks and Rec, and CES.

Mr. Llewellyn asked if CAC2 and FairTV are one and the same. Mr. Dwyer said the groups are different, we have a right to appoint a Board member to the CAC2. Mrs. Maxon-Kennelly said previously CAC2 was referred to as FAIRTV.

Mrs. Maxon-Kennelly said she is interesting in crafting new language for the public comment by-law and asked the Chair if she could solicit help from other Board members to do this off-line and then bring new language to the Board as a whole. Mrs. Gerber and Mr. Calabrese both volunteered to help in this discussion.

Mr. Dwyer asked that the meeting be noticed.

Approval of Minutes

Approval of the Minutes of the November 17, 2015 Organizational Meeting

Mrs. Maxon-Kennelly moved, Mrs. Gerber seconded that the Board of Education approve the Minutes of the Organizational Meeting of November 17, 2015.

Motion Passed: 9-0

Approval of the Minutes of the November 17, 2015 Regular Meeting

Mrs. Gerber moved, Mrs. Maxon-Kennelly seconded that the Board of Education approve the Minutes of the Regular Meeting of November 17, 2015.

Mrs. Liu-McCormack moved, Mr. Llewellyn seconded to amend the minutes by adding (on page 6, last sentence, first paragraph, following the word “considered”) the phrase: “Will there be Lucy Calkins or Orton Gillingham oriented programs?”

Mrs. Liu-McCormack said her question was specific; she wanted to include names for clarity.

Mr. Dwyer said Roberts Rules, page 468, states that minutes should record mainly what was done and not what was said. Current minutes are too detailed; they should record actions with very limited discussion, particularly for non-voting items.

Mr. Llewellyn said minutes commonly include questions that are asked.

Mrs. Maxon-Kennelly said the by-law states to record the essence; the extent of the comments for that portion of the meeting are long and go above and beyond; the word Orton was not said.

Ms. Karnal said there is confusion over past practice and by-laws; what is the procedure to make a decision?

Ms. Pytko agreed, there should be one direction.

Mr. Dwyer said the by-law process can set the direction.

Motion Failed: 3-6

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

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

Mrs. Liu-McCormack moved, Mr. Llewellyn seconded to amend the minutes by replacing (on page 6 under “Superintendent’s Report”) the phrase “as is her wishful thinking” with the phrase “as this is my third year of wishful thinking.”

Mrs. Liu-McCormack said this is not a new topic and wanted to make sure it said 3rd year.

Mr. Llewellyn agreed and said this put it in context.

Mrs. Maxon-Kennelly said the phrasing of the amendment is wrong and should not be considered - this is not the 3rd year, the issue has been addressed by an attorney and by the Chair multiple times. The last available profile is from 2012-2013 and she has no interest in a presentation on old data or in a series of data forms.

Mr. Dwyer asked the Board to review his handout as provided at the table, giving some background on this. He agreed with Mrs. Maxon-Kennelly; the staff works hard to do work within the laws of the state. The consistent representation that we are not following the law is a disservice to the Board and to the staff. Having minutes include false statements is not a good practice.

Mrs. Liu-McCormack said it is not misinformation per a Public Act that was revised in 2015. The essence is that this is not the first time this has been requested.

Mr. Patten made a Point of Order.

Mr. Llewellyn read the new language that was modified on July 1.

Mr. Patten again made a Point of Order that this argument has no bearing on the amendment regarding a phrase.

Mrs. Gerber distributed the old and new language in the statute; the only new language adds new measures that now need to be provided by school districts; the rest is the same. Mrs. Liu-McCormack had said 'third year'.

Motion Failed: 2-6-1

Favor: Mrs. Liu-McCormack, Mr. Llewellyn

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

Abstain: Ms. Karnal

Mr. Llewellyn moved, Mrs. Liu-McCormack seconded to amend the minutes by replacing the sentence (on page 3, under "Approval of Redistricting Guidelines"): "Mr. Dwyer asked if the intent was to define functional capacity and Mr. Llewellyn said no," with the sentence, "Mr. Dwyer asked if the intent was to define functional capacity and Mr. Llewellyn said when looking at CABE article about declining enrollment across the entire state in all but 16 towns and we have seen declining population within our own school system, we should not be drawing a hard cut at 90%. No, I am not trying to define functional capacity at all, that is outside the scope of what we are talking about here."

Mr. Llewellyn felt the declining enrollment and CABE reference are important.

Motion Failed: 3-6

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

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

Mr. Llewellyn moved, Mrs. Liu-McCormack seconded to amend the minutes by replacing the sentence (on page 7, under "Open Board Comment"): "Mr. Llewellyn said he has received a number of calls regarding iReady, and that parents are receiving different information. He felt the results should be shared with parents and the district should provide a presentation on this," with the sentence: "Mr. Llewellyn said he has received a number of calls regarding iReady and that parents are receiving different information. He felt that results from Student Profile Reports that provide fair amount of detail as well as matrices of how students fall both within and outside the district should be shared with parents and the district should provide a presentation on this."

Mr. Llewellyn felt the wider report should be shared for the national level.

Motion Failed: 3-6

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

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

Mrs. Maxon-Kennelly made a friendly amendment to delete the word "went" (page 1, under "Student Reports").
Approved by unanimous consent.

Motion to approve the minutes as amended, Passed: 6-3

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

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

<i>Superintendent's Report</i>

None.

Committee/Liaison Report

Ms. Pytko reported that the SEPTA and PTAC are co-sponsoring the CT Core Standards Workshop. The Cookie Walk will be in the lobby on December 18.

Mrs. Maxon-Kennelly said the Policy Audit is complete and there is much to look at and review.

Open Board Comment

Mr. Dwyer said a Grievance will be heard at the 1st meeting in January; he asked the Board to reserve a 6pm meeting time. The committee assignment list has been handed out.

Mrs. Liu-McCormack asked the Chair to reinstate the Curriculum Committee and Mr. Dwyer said that would be done through the by-laws.

Mr. Patten reported that the Thanksgiving Ludlowe vs. Warde football game was amazing and well-attended.

Mrs. Gerber said many athletes at FLHS and FWHS have signed letters of intent to play at different universities.

Mr. Dwyer said he hopes all can enjoy the holidays.

Adjournment

Meeting adjourned at 11:00PM

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