



**BOE/CO  
Friday Packet  
January 29, 2021**

Upcoming Meeting Dates

1-6-2021 Budget/Finance Committee Draft Minutes

2/2/2021 Policy Committee Agenda

2/3/2021 Finance Committee Agenda



Upcoming Board of Education Meeting Dates **2021**

<b>February 2</b>	<b>5:00 PM</b>	Policy Committee CO Board Room 501 Kings Hwy East
<b>February 3</b>	<b>3:30 PM</b>	Finance & Budget Committee Virtual
<b>February 9</b>	<b>7:30 PM</b>	Regular Meeting CO Board Room and Virtual 501 Kings Hwy East
<b>March 2</b>	<b>5:00 PM</b>	Policy Committee CO Board Room 501 Kings Hwy East
<b>March 3</b>	<b>3:30 PM</b>	Finance & Budget Committee Virtual
<b>March 9</b>	<b>7:30 PM</b>	Regular Meeting CO Board Room and Virtual 501 Kings Hwy East

Town Meetings:

2/1/2021, 4PM, BOS Capital/Capital Non-Recurring Projects Discussion

2/2/2021, 7PM, BOF Capital/Capital Non-Recurring Projects Discussion

Tentative:

2/8/2021, 4PM, BOS Capital/Capital Non-Recurring Projects Vote

2/16/2021, Time TBD, BOF Capital Non-Recurring Projects Vote and Quarterly Report

Fairfield BoE Finance Committee Minutes - Draft  
January 6, 2021  
3:30pm  
Virtual Meeting held via WEBEX

I. **Call to Order:** Meeting was called to order by BoE Chair, Christine Vitale at 3:33 pm

II. **Roll Call**

BoE Present: Nick Aysseh, Jeff Peterson, Christine Vitale

Staff Present: Mike Cummings, Angelus Papageorge, Doreen Munsell

III. **Organizational Business:**

**Election of Officers:** Mr. Peterson was elected Chair (nominated by Mrs. Vitale), Mr. Aysseh was elected Vice Chair (nominated by Mrs. Vitale), and Mrs. Vitale was elected Secretary (nominated by Mr. Aysseh). All were unanimously approved.

**Meeting Schedule:** Committee agreed they would meet the first Wednesday of the month at 3:30pm.

IV. **Approval of October 6, 2020 Minutes.** Mr. Aysseh motioned to approve the minutes, seconded by Mrs. Vitale. Motion carried, 3-0

V. **Approval of December 2, 2020 Minutes.** Mr. Aysseh motioned to approve the minutes, seconded by Mrs. Vitale. Motion carried, 3-0

VI. **Business Items:**

A. **Waterfall discussion:** Mr. Papageorge updated the committee on changes to the waterfall schedule. There will be some new additions to the waterfall. Roofs, boilers, removal of underground oil tanks, secure vestibules, and repair/replacement of bathroom infrastructure will be added. Mr. Papageorge noted that while we have renovated many buildings, we have not always addressed existing infrastructure. His goal is to provide town boards a better picture of what our facilities needs will be in the future.

Mr. Papageorge asked the committee if ECC relocation should remain on the waterfall. The committee agreed that since the Board's discussions about the ECC were halted due to the pandemic, the ECC should be kept on the waterfall but moved to the 2023-2024 school year.

Mr. Papageorge reported that he, an architect, and the owner's representative have evaluated the needs and condition of Dwight. Unlike other school

renovations, work needs to be done in every classroom. At this point, the estimated cost of renovation would be in excess of 20 million dollars. Due to the cost and condition of the building, the recommendation is to add the cost of new construction instead of a renovation. The Dwight project had been moved before Jennings on the waterfall. Mr. Peterson pointed out that this change would understandably be a concern for the Jennings community; the committee agreed. Mrs. Vitale shared that building a new school changed the conversation and raised more questions about the long-term facility needs of the district and town. The committee agreed that bringing other town officials into the conversation would be a good idea.

The committee also discussed the cost of bringing Dwight, which is currently on septic, onto the town sewer system. Mr. Papageorge shared that the cost to bring the sewer line up Redding Road would be around 2 million dollars, but that expense could be offset if neighbors also paid to use the sewer system.

Mr. Papageorge pointed out that removal of underground oil tanks are on the waterfall, but there will no longer be a need to replace oil tanks. There is no longer an incentive to install boilers with dual burners. This will enable us to install new boilers that will run on natural gas with better efficiency and at a lower cost.

Mrs. Vitale asked if any new HVAC upgrades will be added to the waterfall. Mr. Papageorge said that at this time, no new HVAC projects are being added as the work of the consultant will not be complete. The waterfall is a living document so new HVAC projects could be added at a later date. It is possible that some smaller HVAC projects could be funded by the Operating Budget. Mr. Peterson and Mr. Aysseh stressed that we need to make that clear when presenting to the Board of Finance.

Mr. Peterson requested that the committee be given the native Excel of the waterfall once all of the updates were completed. Mr. Papageorge said that he would do that and noted that the Board might not get the updated waterfall until Tuesday night as vendors are still providing quotes.

- B. **21-22 Budget Presentation:** Mr. Cummings reported that staff is finalizing the budget book, but is looking to the committee for guidance on how to tell the story. Ms. Munsell shared the current working draft of the major budget drivers and executive summary of the Superintendent's proposed budget.

The committee discussed the narrative associated with the non-lapsing account. \$1,522,738 of the 2020-2021 maintenance budget is being funded by the non-lapsing account. The 2020-2021 transportation budget was also reduced by \$1,032,706 due to a prepayment. Those funds will need to be restored in the

2021-2022 Operating Budget. The committee agreed that the Board's budget discussions and subsequent questions might help build the narrative. Additional clarifying information could be included in the Board of Education budget book.

- C. **Update on Walter Fitzgerald Move:** Mr. Papageorge reported that an executable contract has been delivered to the Giant Step owners. The closing could be done by the end of the month. Mr. Aysseh asked if there was any issue with our not closing prior to the end of 2020. Mr. Papageorge shared that there was not an issue and that it is in the owner's hands now. FPS will have access to the building after the closing.
- VII. **Superintendent's Report:** Mr. Cummings asked for guidance on when to share the proposed budget increase with other town officials. The committee agreed that Mr. Cummings should reach out to the First Selectwoman and Chair of the Board of Finance prior to the presentation to the BoE on January 12. Mr. Cummings will also try to meet with members of the press.
- The committee agreed that using a Google Doc to collect the Board's budget questions was effective last year and recommended keeping the practice intact. Mrs. Vitale asked the Superintendent to pose the question to the full Board during the evening's Special BoE Meeting.
- VIII. **Open Committee Comment:** Mr. Aysseh reported that he received the second dose of the COVID vaccine. Mr. Cummings shared that teachers are in group 1b and is hoping to have an update on when they might be vaccinated within the next week.
- IX. **Future Discussion:** The committee agreed that budget and waterfall would remain focal points for upcoming discussions.
- X. **Adjournment:** Mr. Aysseh motioned to adjourn, Mr. Peterson seconded. Motion carried 3-0. Meeting adjourned at 4:53pm

Minutes Respectfully Submitted by Christine Vitale, Secretary, Finance Committee

BOARD OF EDUCATION  
FAIRFIELD PUBLIC SCHOOLS  
FAIRFIELD, CT

**Policy Committee Meeting**  
**Tuesday, February 2, 2021**  
5:00 PM  
501 Kings Highway East  
2<sup>nd</sup> Floor Board Conference Room

**Agenda**

- I. Call to Order
- II. Approval of January 5, 2021 minutes
- III. Policy
  - a. Headmasters and Principals (2133)
  - b. Housemasters and Assistant Principals (2133.11)
  - c. Communication with the Public (1100)
- IV. Future Items
  - a. Cell Phone Use in Schools
  - b. School Calendar
  - c. Parent Organizations and Booster Clubs
  - d. Students with Special Health Care Needs
  - e. Homework Policy
  - f. Grading Policy
- V. Open Discussion/Public Comment
- VI. Adjournment

Future Meetings: March 2, April 6, May 4, May 18, June 1, June 15, August 31, September 21, October 5, October 19, November 23, December 7.

All meetings will be held at 501 Kings Highway East, 2<sup>nd</sup> Floor Board Conference Room unless otherwise noted.

BOARD OF EDUCATION  
FAIRFIELD PUBLIC SCHOOLS  
FAIRFIELD, CT

**Policy Committee Meeting**  
**Tuesday, January 6, 2021**  
5:00 PM  
2<sup>nd</sup> Floor Board Conference Room

**Minutes**

- Meeting called to order 5:04 PM
  - Present were Jennifer Maxon-Kennelly, Jennifer Jacobsen, Carol Guernsey, Colleen Deasy, Mike Cummings, and Kristen Tozzo.
  
- December 1, 2020 minutes approved with changes 2-0-1
  
- Policy
  - Discussion of 2021 Policy Committee Calendar
    - Approved 3-0
  
  - Substance Abuse (5131.6)
    - Committee reviewed and suggested additional language changes. Voted out to full Board 3-0.
  
  - School Closing for Emergency Conditions (6114.6/C-19.11)
    - Committee reviewed updated policy language. Voted out to full Board 3-0 with changes.
  
  - Headmasters and Principals (2133)/Housemasters and Assistant Principals (2133.11)
    - Committee discussed minor language update. Will bring back for further discussion at next committee meeting.
  
- Open Discussion
  - Jennifer Jacobsen brought up the need for either a C-19 Policy or perhaps a permanent Policy to address communication chain of command.
  
- Meeting adjourned 6:26 PM

## Administration

### **HEADMASTERS HEAD PRINCIPALS AND PRINCIPALS**

2133

#### Appointment

The ~~Board District~~ may appoint ~~Headmasters~~ ~~Head Principals~~ and Principals as shall deem necessary to carry out the purposes of the ~~Board District~~ and expedient in the public interest.

#### Functions

Within the broad framework of Board policy, the ~~Headmaster(s)~~ ~~Head Principals~~ and Principals shall be responsible to the Superintendent or designee for all activities related to their assigned buildings and grounds.

The primary function of building administrators will be the supervision of staff for the purpose of improving instruction for students in their buildings. Building administrators shall be responsible for and shall have authority over the actions of students, certified and non-certified personnel, visitors, and persons hired to perform special tasks.

Adopted 8/27/2004



## Administration

### **HOUSEMASTERS HOUSE PRINCIPALS AND ASSISTANT PRINCIPALS 2133.11**

#### Appointment

The ~~Board District~~ may appoint certified administrative personnel, as he/she shall deem necessary to carry out the purposes of the ~~Board District~~ and expedient to the public interest.

#### Functions

Within the broad framework of ~~Board District~~ policy, ~~Housemasters-House Principals~~ and Assistant Principals will be responsible to the building administrator and assist in carrying out assigned functions.

Adopted 8/27/2004

Revised and Adopted 3/25/2008

## **Community Relations**

### **COMMUNICATION WITH THE PUBLIC**

**1100**

The Board of Education and the administration of the Fairfield Public Schools will use as many channels of communication as possible to explain the purpose, policies, programs, and problems of the school district to all segments of the town population.

The Chairman of the Board shall be the official spokesperson for the Board and unless the Board shall otherwise direct, shall make or authorize all announcements concerning Board policy or action.

**Communication on district plans and practices should come directly from the Superintendent or their designee**

Legal Reference: Connecticut General Statutes

1-13 through 1-21k Public records and meetings

10-220 Duties of boards of education

Adopted 8/27/2004

# FAIRFIELD PUBLIC SCHOOLS

2-3-2021 BOE Finance Committee Special Meeting Agenda *Revised*  
3:30 PM (Virtual)

**MEMBERS OF THE PUBLIC:  
IN LIGHT OF COVID-19, AND PURSUANT TO EXECUTIVE ORDER 7B, THE TOWN IS  
CONDUCTING THIS MEETING VIA TELECONFERENCE ONLY.**

The best way to participate is to listen to:

1. Call 408-418-9388, and use Meeting Number (access code): 179 323 7392

Please Note:

- ✓ If you call in, you will not be heard by the board members and there is no public comment.
- ✓ To view all agendas, minutes and enclosures, please click [here](#).

Board of Education Finance Committee Special Meeting Agenda  
**Wednesday, February 3, 2021 (Virtual)**  
3:30 PM

1. Call to Order of the Meeting of the Finance Committee and Roll Call
2. Vote to Approve Minutes from January 6, 2021
3. Business Items
  - A. Discussion of East Lyme Budget Model
  - B. BoE 2021-2022 Budget Adoption Post-Mortem and Next Steps
  - C. Look-Back at 2011 Operational Audit
4. Superintendent's Report
5. Open Committee and Public Comment
6. Adjournment

*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 the office of Special Education, 501 Kings Highway East, Fairfield, CT 06825, Telephone: (203) 255- 8379.*

Enclosures available at <http://www.fairfieldschools.org/>