

Board of Education Regular Meeting 2022

Thursday, May 5, 2022 7:00 PM

BOE Meeting Access: BOE (5/5/22 at 7 p.m.) Web: <https://zoom.us/j/96630977539>

Dial In: (929) 205-6099 Meeting ID: 966 3097 7539, 3 Brush Hill Road, New Fairfield, CT 06812

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF THE MINUTES

III.A. April 12, 2022 – Special at 7:30 p.m.

III.B. April 19, 2022 – Special at 5 p.m.

IV. APPROVAL OF THE AGENDA

V. SPECIAL PRESENTATION ~ New Fairfield High School Concert Choir and Band

VI. PUBLIC PARTICIPATION - *The Board welcomes public participation. Pursuant to our Board Policy, public participation is limited to no more than three (3) minutes per speaker and a total of no more than thirty (30) minutes total for the entire meeting. Individuals who wish to speak longer are encouraged to attend any and all related subcommittee meetings where most of the board's groundwork is done. We value your input, but due to these time limitations, we ask you to be concise and to observe the rules of common courtesy. [9320(a) of Board Bylaws]*

VII. BOARD AND ADMINISTRATIVE COMMUNICATIONS

VII.A. Chairman's Report

VII.B. Superintendent's Report

VII.C. Student Representatives' Report

VII.D. Committee Reports

VII.D.1. Communications/Community Outreach

VII.E. Liaison Reports

VII.E.1. School Security and Safety Committee

VIII. INFORMATION ITEMS

VIII.A. Instructional Update

VIII.B. Bilingual Program

VIII.C. New Fairfield High School/Consolidated School
Building Project Update

VIII.D. 2022-23 Budget

IX. ACTION ITEMS

IX.A. Appointment of Head Principal of Consolidated
School/Meeting House Hill School

IX.B. Personnel Report

IX.C. Board of Education Policies

IX.C.1. Policy 4118.11/4218.11 – Nondiscrimination

IX.C.2. Policy 6146.11 - Grade Weighting and Class Rank

IX.C.3. Bylaw 9327 - Electronic Communications Among
Board Members

IX.D. Copier Lease and Service Contract

IX.E. Connecticut DOT Distracted Driving Survey

X. **PUBLIC PARTICIPATION** - *The Board welcomes public participation. Pursuant to our Board Policy, public participation is limited to no more than three (3) minutes per speaker and a total of no more than thirty (30) minutes total for the entire meeting. Individuals who wish to speak longer are encouraged to attend any and all related subcommittee meetings where most of the board's groundwork is done. We value your input, but due to these time limitations, we ask you to be concise and to observe the rules of common courtesy. [9320(a) of Board Bylaws]*

XI. FUTURE AGENDA ITEMS

XII. BOARD MEMBER COMMENTS

XIII. ADJOURNMENT

**NEW FAIRFIELD BOARD OF EDUCATION
NEW FAIRFIELD, CT**

The New Fairfield Board of Education held a special joint meeting with the Permanent Building Committee on Tuesday, April 12, 2022, at 7:30 p.m. virtual meeting via Zoom.

MINUTES – April 12, 2022

PRESENT: Dominic Cipollone (Chairman) Kathy Baker, Tim Blair, Amy Johnson, Kimberly LaTourette, Samantha Mannion, Ed Sbordone and Stephanie Strazza

ABSENT: Greg Flanagan

ALSO PRESENT: Superintendent of Schools Dr. Pat Cosentino, Director of Business and Operations Dr. Rich Sanzo, First Selectman Pat Del Monaco, PBC Chairman Don Kellogg and PBC members Paul Boniello, Michael Del Monaco and Ed Sbordone

Director of Business and Operations Dr. Rich Sanzo explained the procedure for the virtual meeting and noted that this virtual meeting is available to everyone including members of the public. Permanent Building Committee Chairman Don Kellogg opened the meeting for the PBC.

I. CALL TO ORDER: Chairman Dominic Cipollone called the meeting to order at 7:31 p.m.

II. PLEDGE OF ALLEGIANCE

III. ACTION ITEMS

A. SCG-042: Consolidated Early Learning Academy (CELA) Playground

Scott Pellman from Colliers noted that a packet regarding the proposed playground was sent to the respective boards. He noted that the installation for the playground is \$14,000 under budget. Meredith Juliana from Colliers gave a brief description of the playground for the CELA project and showed pictures. She noted that there are separate areas based on ages of the students. Director of Business and Operations Dr. Rich Sanzo noted that the plans for the playground were discussed and approved by the administrators of both Consolidated School and Meeting House Hill School.

MOTION: Kimberly LaTourette made a motion to recommend to the full Board to certify that the Consolidated Early Learning Academy Phase 5 Playground final plans and project manual as prepared for bidding and dated April 6, 2022, and the professional cost estimate, dated April 6, 2022, have been reviewed and approved for this project on the dates shown above. Kathy Baker seconded the motion. **IN FAVOR:** Kathy Baker, Tim Blair, Dominic Cipollone, Kimberly LaTourette, Samantha Mannion, Ed Sbordone and Stephanie Strazza **OPPOSED:** Amy Johnson

V. ADJOURNMENT

MOTION: Dominic Cipollone made a motion to adjourn the meeting at 7:56 p.m. Kathy Baker seconded the motion. **IN FAVOR:** Kathy Baker, Tim Blair, Dominic Cipollone, Amy Johnson, Kimberly LaTourette, Samantha Mannion, Ed Sbordone and Stephanie Strazza

Respectfully submitted,
Suzanne Kloos

**NEW FAIRFIELD BOARD OF EDUCATION
NEW FAIRFIELD, CT**

The New Fairfield Board of Education held a special meeting on Tuesday, April 19, 2022, at 5:00 p.m. virtual meeting via Zoom.

MINUTES – April 19, 2022

PRESENT: Dominic Cipollone (Chairman), Kathy Baker, Tim Blair, Greg Flanagan, Amy Johnson, Kimberly LaTourette, Samantha Mannion, Ed Sbordone and Stephanie Strazza

ABSENT: None

ALSO PRESENT: Superintendent of Schools Dr. Pat Cosentino, Assistant Superintendent of Schools Julie Luby, Director of Business and Operations Dr. Richard Sanzo, Consolidated School Principal Rob Spino, Selectman Khris Hall, BOF Chairman Wes Marsh and BOF member Cheryl Reedy

Director of Business and Operations Dr. Richard Sanzo explained the procedure for the virtual meeting and noted that this virtual meeting is available to everyone including members of the public.

I. CALL TO ORDER: Chairman Dominic Cipollone called the meeting to order at 5:00 p.m. He noted that the purpose of this meeting was to discuss the need to revise the budget that was proposed for the 2022-2023 fiscal year.

II. PLEDGE OF ALLEGIANCE

III. INFORMATION/ACTION ITEM- 2022-2023 BUDGET REVISION

Superintendent of Schools Dr. Pat Cosentino spoke of the need to revise the budget that was approved for the 2022-2023 fiscal year. She noted that there is a deficit of approximately \$348,000 from the budget that the BOE approved in February and presented to the BOF in March. She spoke of the need to alert the BOF of this issue and noted that this is in addition to the approximately \$300,000 of attrition that needs to be met.

Director of Business and Operations Dr. Rich Sanzo gave a brief description of three areas that are causing significant pressure on the budget. They include VoAg tuition due to increased students attending the program, changes in special education expenses, and increases in transportation expenses.

Dr. Sanzo presented two options for revision with the only difference between the two was to eliminate the \$125,000 special education contingency. Members of the BOE asked questions about the options and the revised budget and many members expressed concerns regarding the possibility of eliminating the special education contingency. There was a brief discussion of the process if the BOE needed additional money in the middle of a budget year.

MOTION: Ed Sbordone made a motion to recommend to the full Board of Education the approval of a revised 2022-2023 Board of Education's operating budget in the amount of \$43,322,686, an increase of 4.35%, which includes the presented option #1 increase of \$344,934, and the previously approved 2022-2023 Board of Education's debt service and capital budget in the amount of

\$6,008,810, an increase of 58.38% for a total amount of \$49,331,496, an increase of 8.87%. Kathy Baker seconded the motion. **IN FAVOR:** Kathy Baker, Tim Blair, Dominic Cipollone, Greg Flanagan, Amy Johnson, Kimberly LaTourette, Samantha Mannion, Ed Sbordone and Stephanie Strazza

Chairman Dominic Cipollone noted that this revision will be sent to the BOF but noted that the BOF by State Statute is not obligated to act on this revision in any way.

The members of the Board of Education thanked Dr. Sanzo for his very detailed explanation of the budget.

IV. ADJOURNMENT

MOTION: Dominic Cipollone made a motion to adjourn the meeting at 5:34 p.m. Kimberly LaTourette seconded the motion. **IN FAVOR:** Kathy Baker, Tim Blair, Dominic Cipollone, Greg Flanagan, Amy Johnson, Kimberly LaTourette, Samantha Mannion, Ed Sbordone and Stephanie Strazza

Respectfully submitted,
Suzanne Kloos

BOE Adjustments to BOF Recommended FY23 Spending Plan
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BOE Revised FY23 Budget	\$ 43,322,686
0.7 HS Teacher Based on Sectioning	\$ (75,042)
FICA	\$ (1,088)
Conference and Travel	\$ (15,000)
Supplies	\$ (10,000)
Technology Equipment	\$ (10,000)
Electricity - On Bill Financing*	\$ (50,000)
Excess Cost Credit	\$ (64,000)
Turnover / Additional FICA Savings	\$ (119,804)
<i>Change to Revised Budget</i>	\$ (344,934)

BOF Recommended FY23 Budget	\$ 42,977,752
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Positions to Remain Open

Strings Teacher

Teacher of the Gifted

*Applies \$200,000 of school lunch fund surplus to buydown financing

Existing policy with required revision.

Personnel - Certified/Non-Certified

Nondiscrimination

The conditions or privileges of employment in the school district, including the wages, hours, terms and benefits, shall be applied without regard to race, color, religion, sex, age, natural origin, ancestry, marital status, Veteran status, pregnancy, sexual orientation, gender identity or expression, disability, or genetic information, except in the case of a bona fide occupational qualification. The Board of Education seeks to extend the advantages of public education with full equality of educational opportunity to all students and personnel. For purposes of this policy, “genetic information” means the information about genes, gene products, or inherited characteristics that may derive from an individual or family member.

“Race” is inclusive of ethnic traits historically associated with race, including, but not limited to, hair texture and protective hairstyles. “Protective hairstyles” includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.

Association Membership

No employee shall suffer any professional disadvantage by reason of the employee's membership in an employee association or participation in its lawful activities.

Grievances

No employee, employee association representative, member of any employee organization or any other participant in a grievance procedure shall suffer reprisals in any other way or suffer any professional disadvantage by reason of their opposition to any unfair labor practices or because of participation in the processing of any grievance. The Superintendent will provide procedures for alleged violations of Board policies, administrative regulations, and school district operations in general when not otherwise covered in employee organization agreements.

The District recognizes that it is a discriminatory practice to request or require, on an initial employment application, a prospective employee's age, date of birth, dates of attendance at or date of graduation from an educational institution on an initial employment application, unless requesting or requiring such information is based on a bona fide occupational qualification or need, or when such information is required to comply with any provision of state or federal law.

(cf. 4111 - Recruitment and Selection)

(cf. 4111.1 - Affirmative Action)

(cf. 4118.112/4218.112 - Sexual Harassment)

(cf. 4135 - Organizations/Units)

Personnel - Certified/Non-Certified

Nondiscrimination

Legal References: Connecticut General Statutes

46a-60 Discriminatory employment practices prohibited. (as amended by PA 17-127 and PA 21-69)

46a-81a Discrimination on the basis of sexual orientation

10-15c Discrimination in public schools prohibited. School attendance by five-year olds (as amended by PA 21-2 §441.)

P.A. 11-55 An Act Concerning Discrimination

10-153 Discrimination on account of marital status.

10-153a Rights concerning professional organization and regulations.

Public Act 07-62 An Act Concerning the Deprivation of Rights on Account of Sexual Orientation

Public Act 07-245 An Act Concerning Family and Medical Leave for Municipal Employees and the Applicability of Certain Statutory Provisions to Civil Union Status

Federal Law:

Title VI of the Civil Rights Acts of 1964, 42 USC 2000d, et seq.

Title VII of the Civil Rights Acts of 1964, 42 USC 2000e et seq.

Title IX of the Educational Amendments of 1972, 20 USC 1681, et seq.

Age Discrimination in Employment Act, 29 USC 621

Americans with Disabilities Act, 42 USC 12101, as amended

Section 504 of the Rehabilitation Act of 1973, 29 USC 794

Policy adopted: June 1, 2006
Policy revised: August 19, 2010
Policy revised: November 17, 2011
Policy revised: March 1, 2018
Policy revised: November 4, 2021
Policy revised:

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut

Appropriate as written.

Personnel - Certified/Non-Certified

Nondiscrimination

It is the express policy of the New Fairfield Board of Education to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, sex, age, natural origin, ancestry, marital status, Veteran status, pregnancy, sexual orientation, gender identity or expression, disability, or genetic information. In order to facilitate the timely resolution of such complaints and/or grievances, any employee who feels that he/she has been discriminated against on the basis of these protected characteristics should file a written complaint with:

Office of the Superintendent of Schools
New Fairfield Board of Education
3 Brush Hill Road
New Fairfield, CT 06812

Preferably, complaints should be filed within thirty (30) days of the alleged occurrence. Timely reporting of complaints and/or grievances facilitates the investigation and resolution of such complaints and/or grievances.

Complaints and/or grievances will be investigated promptly and corrective action will be taken when allegations are verified.

Specifically, upon receipt of a written complaint of discrimination, the Superintendent and/or his or her designee should:

1. offer to meet with the complainant to discuss the nature of his/her complaint;
2. provide the complainant with a copy of the Board's anti-discrimination policy and accompanying regulations;
3. investigate the factual basis of the complaint, including, as applicable, conducting interviews with individuals deemed relevant to the complaint;
4. conduct the investigation in a confidential manner, to the extent practicable, adhering to the requirements of state and federal law;
5. communicate the findings and/or results of any investigation to the complainant; and
6. take appropriate corrective and disciplinary action, as deemed appropriate by the Superintendent and/or his or her designee.

Personnel - Certified/Non-Certified

Nondiscrimination

If the complaint involves an allegation of discrimination based on disability or sex, the complainant should be referred to the Board's policies and procedures related to Section 504 of the Rehabilitation Act (for claims of discrimination and/or harassment based on disability) and Sex Discrimination/Sexual Harassment. (for claims of discrimination and/or harassment based on sex).

For allegations pertaining to race, color or national origin discrimination, at any stage in this complaint procedure, the complainant has the right to file formal complaints regarding such matters with:

Boston Office
Office of Civil Rights
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921
Tel. (617) 289-0111

If a complaint is filed with the Office of Civil Rights, it must be filed in writing no later than one hundred eighty (180) days after the occurrence of the alleged discrimination.

A complainant may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, 1229 Albany Avenue, Hartford, CT 06112 (860 566-7710) and/or the Equal Employment Opportunity Commission, Boston Area Office, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203 (617-565-3200).

(cf. 4118.112 – Sexual Harassment)
(cf. 5145.4 – Nondiscrimination on the Basis of Disability)
(cf. 5145.5 – Exploitation: Sexual Harassment)

Regulation approved: August 19, 2010
Regulation revised: November 17, 2011
Regulation revised: March 1, 2018
Regulation reviewed: November 4, 2021

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut

**NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut 06312**

DISCRIMINATION COMPLAINT FORM

(For Complaints Based on race, color, religion, sex, age, natural origin, ancestry, marital status, Veteran status, pregnancy, sexual orientation, gender identity or expression, disability, or genetic information)

Name of the complainant _____

Date of the complaint _____

Date of the alleged discrimination/harassment _____

Name or names of the discriminator(s) or harasser(s) _____

Location where such discrimination/harassment occurred _____

Name(s) of any witness(es) to the discrimination/harassment. _____

Detailed statement of the circumstances constituting the alleged discrimination or harassment

Existing policy with modification based on P.A. 21-199.

Instruction

Grade Weighting and Class Rank

The New Fairfield School System believes it is necessary and important to provide differentiated quality points for the purpose of weighting its academic course offerings at the high school. Quality points are the weights that are assigned to courses in order to communicate their differing academic challenge. Calculation of the quality points assigned to academic courses multiplied by the grades a student achieves determines a student's Grade Point Average (GPA).

Weights assigned to academic courses communicate the level of academic challenge inherent in each course to students and their parents; therefore, the weights assigned help students to make more appropriate course selections. Additional weights assigned to college preparatory courses recognize that more challenging courses require advanced levels of work; therefore, advanced courses have higher course weights and impact the Grade Point Average accordingly.

Parents/guardians shall be advised as to whether a grade in an honors class, advanced placement class, International Baccalaureate program, Cambridge International program, dual enrollment, dual credit or early college is or is not given added weight for purposes of calculating grade point average and determining class rank. The grading system developed by the administration, subject to Board approval, shall reflect this.

Parents/Guardians and students shall be notified annually of the Board's position via the parent/student handbook and/or the high school's website.

New Fairfield High School has a two-tiered method for calculating students' Grade Point Averages (GPA). The first tier is the Academic Grade Point Average, which includes all grades earned in English, world languages, mathematics, science, social studies, and any honors or Advanced Placement courses. The second tier is the Overall Grade Point Average, which includes unweighted grades in all courses. Academic and Overall Grade Point Averages (GPA) are important ways to communicate a student's academic standing, and all colleges request GPA as part of the college acceptance process.

Advanced Placement courses will be distinguished from honors courses with higher weights, and honors courses will be distinguished from other college preparatory courses with higher weights for the determination of Grade Point Average and class rank. In order to qualify for the higher weight in Advance Placement courses, students must take the appropriate AP test; in addition, students enrolled in semester AP courses are required to complete successfully a teacher-assigned packet prior to the exam to qualify for the higher weight.

Academic Grade Point Average

Academic Grade Point Average is based on the arithmetic average (total grade points divided by credits taken) of grades earned in English, world languages, mathematics, science, social studies, and any honors or Advanced Placement courses.

Instruction

Grade Weighting and Class Rank

Academic Grade Point Average (continued)

<i>Instructional Level</i>	WT	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
AP with Exam	5.00	5.00	4.67	4.33	4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	1.33	0
Honors/AP without Exam	4.00	4.67	4.33	4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	1.33	1.00	0
Level III	3.00	4.33	4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	1.33	1.00	0.67	0
Level II	2.00	4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	1.33	1.00	0.67	0.33	0
Level I	1.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	1.33	1.00	0.67	0.33	0.16	0

Independent Study courses are assigned weight after students present their projects to a committee of teachers for assessment. This committee determines how successfully each of the independent Study objectives was met, and a grade and weight are determined at that time, according to standard guidelines and rubrics.

Any students who transfer into the district during high school will have their transcripts evaluated by the guidance department. This evaluation will assign comparable course weights to all transferred courses so that students will not be penalized or advantaged in class rank.

Overall Grade Point Average

An overall GPA will also be calculated based on the unweighted arithmetic average of grades in all courses, using numerical grade values as follows:

A+ = 4.33	B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0.00
A = 4.0	B = 3.0	C = 2.0	D = 1.0	
A- = 3.67	B- = 2.67	C- = 1.67	D- = 0.67	

Class Rank

New Fairfield High School will report Class Rank annually in deciles (tenths) instead of exact standing Class Rank. Students and colleges will receive Academic and Overall Grade point averages, and a decile rank. Salutatorian and valedictorian will be calculated at the completion of senior year using the Academic Grade point average as criteria.

Legal Reference: Connecticut General Statutes
~~P.A. 99-81 An Act Concerning Weighted Grading for Honors Classes~~
 10-220g Policy on weighted grades for honors and advanced placement classes (as amended by PA 21-199)

Policy adopted: June 11, 2001
 Policy revised: November 7, 2002
 Policy revised: December 4, 2008
 Policy revised: October 4, 2018
 Policy revised:

NEW FAIRFIELD PUBLIC SCHOOLS
 New Fairfield, Connecticut

A new bylaw to consider.

Bylaws of the Board

Meetings

Electronic Communications Among Board Members

The Board of Education believes that electronic communication among its members and the administration is an efficient and convenient way to disseminate information, but must not be misused to deliberate issues that are appropriately discussed only in a public meeting. Therefore, Board members and administrators shall exercise caution when communicating between and among themselves via electronic messaging services including but not limited to email, internet web forums and internet chat rooms. Electronic messaging communication shall conform to the same standards of judgment, propriety and ethics as other forms of board-related communication (committee meetings, telephone calls, etc.). Board members shall adhere to the following guidelines when communicating electronically:

1. Board members shall not use email or any other electronic messaging service as a substitute for deliberations at Board meetings. (A Board member may discuss District business in person or by electronic means with only one other Board member at a time. However, a Board member should not facilitate interactive communication by discussing District business in a series of visits with, or use of emails or telephone calls to, Board members individually.)
2. Board members shall be aware that email and email attachments received or prepared for use in Board business may be considered public records that may be open to public disclosure, upon request.
3. Board members shall avoid reference to confidential information about employees, students, or to others in email communications because of the risk of improper disclosure.
4. Board members shall adhere to the District's "acceptable use" policy in all email communications and refrain from sending inappropriate, profane, harassing or abusive emails.
5. The Superintendent or designee is permitted to email information to Board members. This can include Board meeting agendas and supporting information. When responding to a single Board member's request, the Superintendent should copy all other Board members and include a "do not reply/forward" alert to the group, such as "**BOARD MEMBER ALERT: This email is in response to a request. Do not reply or forward to the group but only to the sender.**"
6. Board members are permitted to provide information to each other, whether in person or by electronic means, that is non-deliberative and non-substantive. Examples of this type of communication include scheduling meetings and confirming receipt of information.

Bylaws of the Board

Meetings

Electronic Communications Among Board Members (continued)

7. A Board member should include a “do not reply/forward” alert when emailing a message concerning District business to more than one other Board member. The following is an example of such an alert: *“BOARD MEMBER ALERT: This email is not for interactive discussion purposes. The recipient should not reply to it or forward it to any other individual.”*
8. Board members are permitted to discuss any matter except District business with each other, whether in person or by electronic means, regardless of the number of members participating in the discussion. (For example, they may discuss league sports, work, current events, etc.)
9. IF BOARD MEMBERS ARE NETWORKED TO THE DISTRICT SYSTEM, THE FOLLOWING MAY BE APPROPRIATE:
 Board members shall not reveal their passwords to others in the network or to anyone outside of it, except to the system administrator. If any Board member has reason to believe a password has been lost or stolen, or that email is being accessed by someone without authorization, he/she shall notify the Superintendent of Schools immediately.
10. In the use of paperless Board meetings (**CABE BoardBook**), a type of electronic communication among its members and the administration that is an efficient and convenient way to exchange information pertaining to the meeting of the Board, care must be exercised to not misuse the process to deliberate issues that are appropriately discussed only in a public meeting.

The following guidelines should be considered regarding the conducting of a survey on an issue among Board members using electronic means:

1. Board members shall not use surveys, email or any other electronic messaging service as a substitute for deliberations at Board meetings.
2. Surveying will not be used for topics referring to confidential information about employees, students or others in email communications because of the risk of improper disclosure.
3. The district will avoid the appearance of conducting Board discussion or actions, in which opinions are exchanged among a quorum of Board members through repeated survey questions and answers, outside an open public meeting.

The Board shall annually review its electronic communication policy and practices with the Board attorney.

Bylaws of the Board

Meetings

Electronic Communications Among Board Members (continued)

Some additional language to consider included in the policy:

- ~~1. If the Board decides to conduct a meeting utilizing some form of instantaneous electronic communication, the meeting shall be posted along with the means by which members of the general public may access the meeting. At a minimum, this access shall include providing access to a computer or computer monitor to view the meeting as it is conducted.~~
1. The Board shall have no expectation of privacy for any messages sent, stored, or received electronically. Messages that have been deleted may still be accessible on a District storage device. Messages deleted or otherwise, may be subject to disclosure under the Freedom of Information Act, unless an exemption would apply.
2. District email addresses of all Board members who choose to have an account shall be published on the District website. Board members who choose not to forward and reply to messages via the District email system accept personal responsibility for compliance with the Freedom of Information Act.
- ~~3. All emails received or sent from a personal email address that pertains to Board business shall be immediately forwarded to a designated District account for archiving purposes.~~
3. Members of the Board shall not communicate among themselves by the use of any form of communication (*e.g.*, personal intermediaries, email, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board.

Legal Reference: Connecticut General Statutes
 The Freedom of Information Act.
 1-200 Definitions.
 1-210 Access to public records. Exempt records.
 1-211 Disclosure of computer-stored public records.

Bylaw adopted by the Board:

cps 11/10

BASE TECHNOLOGIES

Our Business is Improving Yours

23 FRANCIS J. CLARKE CIRCLE
BETHEL, CT 06801-0542
800-466-6377
BASEINC.COM

Thank you for allowing BASE Technologies the opportunity to participate in the process of selecting a partner for the Town of New Fairfield's Public School District in regards to providing Copier / Printers within the work environment. It is our pleasure to provide you with the following bid supported by the Kyocera State NASPO Contract / OMNIA Price Schedule.

Over the last 25 years, BASE Technologies has been a total document solution provider for businesses across every industry. From our local town of Bethel, CT to a large enterprise like People's United Bank, BASE Technologies has the ability to service any size fleet with nearly zero down time. In addition, BASE Technologies has been recognized as an elite provider for service and compliance by renowned publications over the last 10+ years.

I am pleased to enclose our proposal to provide your organization with our recommended printing solution. We have suggested these particular systems and service solutions because we believe that they fully meet your stated requirements while offering:

- The power and performance you need to satisfy your department's document requirements now and in the future.
- Superior quality output with every job.
- An ease of use, versatility and built-in reliability that will enhance productivity throughout the workgroup.
- Improved cost control and easy device management.
- An enterprise wide software solution that will analyze all aspects of the document's lifecycle.
- Excellent Security
- Right Sizing of the Environment – Managed Devices and use of devices – Printing Accountability
- BASE Technologies: Fast Track Service Solution
- Ongoing assessments and workflow recommendations
- Customized Billing

After reviewing the scope of work for the Board of Education our knowledge and expertise in the print industry has produced the included response that meets the needs of the project. Our team has collaborated and have uncovered areas where there is a potential for additional savings, right sizing of optimization of hardware equipment and possible implementation of applications to create a more efficient print environment. Possible areas to be looked at would be the following within the term of contract and partnership.

Desktop Printers – Savings of 25% - 30% has successfully been implemented in this area within other organizations. Management of desktop printing can save an additional 25% of current spend – Once this is implemented through consolidation using the method of main workgroup MFP's (copiers) that meet the needs of the staff and implement tools like Papercut the district will be on track for potential savings.

Right sizing of Equipment – Areas where print volume is low based on monthly use (history) review those locations and access / Users needs / and see if there is a possible equipment change vs. current machines in place. Fleet optimization and assessments should be ongoing and now more than ever needs change along with technology. This will be an ongoing project to allow for best practices within the district. Devices being removed from larger copier areas / main office will see an increase in speed and efficiency based on current systems in place.

BASE TECHNOLOGIES

Our Business is Improving Yours

23 FRANCIS J. CLARKE CIRCLE
BETHEL, CT 06801-0542
800-466-6377
BASEINC.COM

Tier Color Price Structure Included in bid– Allows for color costs to be cut in half based on what is being printed. In most cases the documents being printed are not full color documents unless they are marketing documents. Kyocera offers technology that will manage the output and allow for additional savings.

Example:
BW .0035
Full Color .035
Partial Color .02

IT Support Services – BASE Technologies offers and supports full IT services. Including helpdesk support, firewall support, backup, cybersecurity – Lending a back-up for Full IT Support

I hope this proposal meets your satisfaction and I look forward to hearing your feedback regarding our solution, in which together we will create a local, community focused partnership. We will provide the Town of New Fairfield's Public School District with exceptional customer focused service, and customized account management that will exceed your expectations. That is our promise to you. BASE Technologies will provide state of the art technology that meets your workflow needs now, and also ever-changing needs for the future. In the meantime, if you have any questions or if anything is unclear then please contact me or any member of my team.

Please see below references in regards to comparable implementations that BASE Technologies has successfully executed. Our Partnerships are available if you have any questions.

Town of Newtown
Al Miles
Director of IT Technology and GIS
al.miles@newtown-ct.gov
(203)270-4268

Town of Bethel Board of Education
Director of Physical Services
Theresa Yonsky
yonskyt@bethel.k12.ct.us
(203)794-8603

Connecticut College
Kristi Kerr
Procurement Manager
krandmet@conncoll.edu
(806)439-5328

Yours Sincerely,
Lisa Emmons
Cell #: 203-948-4377
Email address: lemmons@baseinc.com

BASE TECHNOLOGIES

Our Business is Improving Yours

23 FRANCIS J. CLARKE CIRCLE
BETHEL, CT 06801-0542
800-466-6377
BASEINC.COM

Financial Review

Current Contract Cost – Annual Cost – \$128,889.00

New Contract - \$10,588.00 Per Month 60 Months – Annual Cost - \$ 127,056.00

Includes – 37 New Machines within the district

Service - \$1,884.15 per month

Papercut Software - \$712.50 per month / \$19.26 per machine

Equipment and E Fax Solution - \$7,991.35 per month

Option

90 Day Deferred Payment - \$10,808.77 – Annual Cost - \$ 129,705.24

Service Portion - \$1,884.15 based on a copy allowance / volume (annual) of BW 3,393,738 and Color 306,619

Service will be billed on a ¼ basis with overage not being determined until end of physical year. This is a benefit for School Districts since the volume is not consistent each month, total counts will be reviewed after the year is complete. Service Includes all onsite service/ parts/ labor and toner. Includes remote monitoring software for toner alerts and management.

Cost Per Copy Rates:

BW .0035

Full Color .035

Partial Color .02

NOTES:

Papercut when implemented will decrease unnecessary printing and should allow the district to benefit from at least a 5-8% decrease in copies produced.

The color volume will also see a savings once Kyocera's Color Tier Pricing Structure is also being implemented. Color cost will be determined based on the amount of toner on a document. Example – a document printed with a line of color, or highlighted area (spreadsheets) will not be counted as a full color charge. This will allow for color printing to be cut in ½ within the districts print environment.

Teachers will have access to Print Secure, Follow Me Printing to allow for ease of use and create a more efficient and reliable work environment.

BASE TECHNOLOGIES

Our Business is Improving Yours

23 FRANCIS J. CLARKE CIRCLE
BETHEL, CT 06801-0542
800-466-6377
BASEINC.COM

Equipment List

CONS / MHHS		Annex / MS Central Office			
Main Office	8353ci	FAC Bldg Grounds		M3645idn	
Nurse	M3645idn	IT Dept		M3645idn	
Music	M4132idn	Staple PPS		M3645idn	
CELA Workroom	8353ci	PPS		8353ci	Mail bins
CELA Workroom	9003	Superintendent		9003	
Staff Workroom 316	9003	HR		8353ci	
Staff Workroom 316	8353ci				
Grade 5	M3645idn				
Library	9003				
Tech Office	M3645idn				
NFMS					
Copy Room Main	9003				
Main Office	8353ci				
Copy Room Main	8353ci				
Tech Office	M3645idn				
Nurse	M3645idn				
Grade 6 - Science	M3645idn				
Grade 7 - Science	M3645idn				
Grade 8 - Science	M3645idn				
Faculty	9003				
High School					
1st Fl. C Area	9003				
1st Fl. D Area	9003				
2nd Fl. C Area	9003				
2nd Fl. D Area	9003				
3rd Fl. C Area	9003				
3rd Fl. D Area	9003				
Counseling Office	8353ci				
Admin Office	8353ci				
Music A/B	M3645idn				
Tech Office	M3645idn				
Athletic Area	M3645idn				
MAC/Ant Area	8353ci				

**COPIER REPLACEMENT PROPOSAL
FEBRUARY 7, 2017**

1. **EQUIPMENT LEASE AND PRODUCTION COST:** ALL TERMS AND CONDITIONS OF THE CURRENT LEASE AND COST PER COPY AGREEMENT REMAIN AS ORIGINALLY ACCEPTED APRIL 2, 2009 WITH NO INCREASES OR CHANGES.
2. **CUSTOMER REBATE CHECK:** \$25,000.00 PAYABLE TO NEW FAIRFIELD PUBLIC SCHOOLS.
3. **REPLACEMENT OF KYOCERA COPIERS:** 80 PAGE PER MINUTE UNITS WILL BE **UPGRADED TO XEROX, FACTORY NEW, 90 PAGE PER MINUTE UNITS**. 65 PAGE PER MINUTE UNITS WILL BE **UPGRADED TO XEROX, FACTORY NEW, 75 PAGE PER MINUTE UNITS**. 35 PAGE PER MINUTE UNITS WILL BE **UPGRADED TO XEROX, FACTORY NEW, 47 PAGE PER MINUTE UNITS**.
4. **COST PER COPY PROGRAMS:** WILL REMAIN UNCHANGED AND INCLUDE ALL PARTS LABOR, SUPPLIES AND STAPLES. EXCLUDES: PAPER ONLY.
5. **BILLING:** COPIES OVER 500,000 PER MONTH WILL BE BILLED AT \$.0075 PER COPY AS PER ORIGINAL BID.
6. **REFURBISH EQUIPMENT:** JANCO WILL CONTINUE TO REFURBISH EQUIPMENT AS NEEDED DURING THE TERM OF THE AGREEMENT IN ACCORDANCE WITH MANUFACTURERS PREVENTATIVE MAINTENANCE SCHEDULE.
7. **CUSTOMER ABUSE:** WILLFUL DESTRUCTION OR CUSTOMER ABUSE OF THIS EQUIPMENT WILL RESULT IN CHARGEABLE SERVICE AT OUR CURRENT HOURLY RATE OF \$140.00 PER HOUR PLUS THE COST OF PARTS INSTALLED.
8. **CUSTOMER SATISFACTION:** JANCO/XEROX REPLACEMENT GUARANTEE WILL BE COVERED UNDER THE MAINTENANCE PROGRAM OF THE ORIGINAL AGREEMENT.
9. **RESPONSE TIME:** JANCO WILL RESPOND TO SERVICE CALLS PLACED WITHIN 4 BUSINESS HOURS AND WILL CONTINUE TO PROVIDE A DEDICATED SERVICE ENGINEER TO NEW FAIRFIELD PUBLIC SCHOOLS.
10. **LOANER MACHINES:** JANCO WILL PROVIDE LOANER MACHINES LIKE-FOR-LIKE AS NEEDED.
11. **INSTALLATION:** JANCO WILL HAVE ALL MACHINES CONFIGURED BEFORE INSTALLATION. THIS WILL NOT REQUIRE IT DEPARTMENT ASSISTANCE. WE WILL REQUIRE ASSISTANCE TO LOAD THE UNIVERSAL DRIVER ON THE NFPS SERVER. THIS MAY REQUIRE IT DEPARTMENT ASSISTANCE FOR THE PASSWORD NEEDED TO LOG INTO THE SERVER.



AMENDMENT TO EQUIPMENT SCHEDULE

IEMFS, LTD, DBA GSG FINANCIAL • 53 West 36th Street, Suite 701, New York, NY 10018
Telephone: 212.602.1183 • Fax: 203.549.0476

THIS AMENDMENT is made as of the date set forth below.

WHEREAS, Town of New Fairfield, CT, New Fairfield Public School District ("Lessee") and IEMFS, Ltd. dba GSG Financial as assignee of Graphic Savings Group LLC have entered into an Equipment Schedule No. 001 (the "Lease") executed pursuant to the Master Lease Agreement No. 21787 dated January 22, 2013 (the "Master Lease") and;

WHEREAS, the Lease currently references a Base Monthly Lease Payment of \$9,968.89 for a Term of 60 months commencing on May 1, 2013 with final payment due on April 1, 2018;

WHEREAS, the Lease currently references Equipment described on Equipment Schedule A/E;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties hereby agree as follows:

1. The Lease is hereby amended to reflect an equipment swap. The Equipment Schedule A/E will be replaced with Equipment Schedule F/J.
2. As of the date of this Amendment, the Term is amended and replaced as follows: Rents of \$9,968.89 remain due under the Lease and Lessee agrees to pay all such rents directly to Lessor or its assigns on their respective due dates on June 1, 2017 and continuing on the first day of each month thereafter ending with the final payment due on November 1, 2022.
3. All provisions of the Lease not amended by this Amendment shall remain in full force and effect as set forth in the Lease.

IN WITNESS WHEREOF, the Parties have caused this Amendment to be executed as of the date above.

Town of New Fairfield, CT, New Fairfield Public School District

IEMFS, Ltd. dba GSG Financial

DocuSigned by:
 Craig McClain
B29F5A81F6AB4FF

DocuSigned by:
 Jessica Roberto
32EB398D11D9411

Print Name: Craig McClain

Print Name: Jessica Roberto

Title: Business Manager

Title: VP, Operations

Date: May 12, 2017

Date: 6/4/2017

Schedule F

School	Model	Serial#	ID #	Location
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MEETING HOUSE HILL
 SCHOOL, 24 GILLOTTI RD,
 NEW FAIRFIELD, CT 06812

Qty 22 / 3655 MFP
 Qty 1 / 7855
 Qty 2 / 5890

XEROX COLOR MFP/7855/PTXF2	MX4498785	6321	MAIN OFFICE
XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375642	6315	ROOM 303
XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375784	6312	ROOM 201
XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375168	6324	MAIN OFFICE
XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X374718	6310	ROOM 206
XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375332	6306	ROOM 511
XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375338	6313	ROOM 100
XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375346	6322	ROOM 210
XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375356	6316	ROOM 500
XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375368	6317	ROOM 410
XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375375	6323	ROOM 520
XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375499	6305	NURSE
XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375501	6314	ROOM 311
XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375790	6319	ROOM 200
XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375792	6311	ROOM 202
XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375793	6320	ROOM 401
XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375795	6307	ROOM 514
XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375797	6302	ROOM 502
XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375800	6309	ROOM 508
XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375801	6318	ROOM 207
XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375803	6325	Room 46
XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375805	6301	ROOM 307
XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375808	6308	ROOM 308
XEROX BW COPIER/5890/APT2	EX9665095	6304	COPY ROOM
XEROX BW COPIER/5890/APT2	EX9667953	6303	COPY ROOM



DocuSigned by:
Craig McClain
 Signature

Business Manager
 Title

12-May-17
 Date

Craig McClain
 Print Name

School	Model	Serial#	ID #	Location
NEW FAIRFIELD BRD OF EDUCATION, 3 BRUSH HILL ROAD, NEW FAIRFIELD, CT 06812 USA, Phone: 203- 312-5655, Fax: 203-312-				
Qty 2 / 3655	XEROX BW COPIER/Xerox WorkCentre 5875	EX9665094	6504	BOE OFFICE
Qty 1 / 7855	XEROX COLOR MFP/7855/PTXF2	MX4498674	6501	BOE HUMAN RESOURCE
Qty 1 / 5875	XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375785	6503	ANNEX- SUPERINTENDE NT OFFICE
	XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375807	6502	ANNEX BUSINESS OFFICE

DocuSigned by:

Craig McClain

Business Manager

Signature

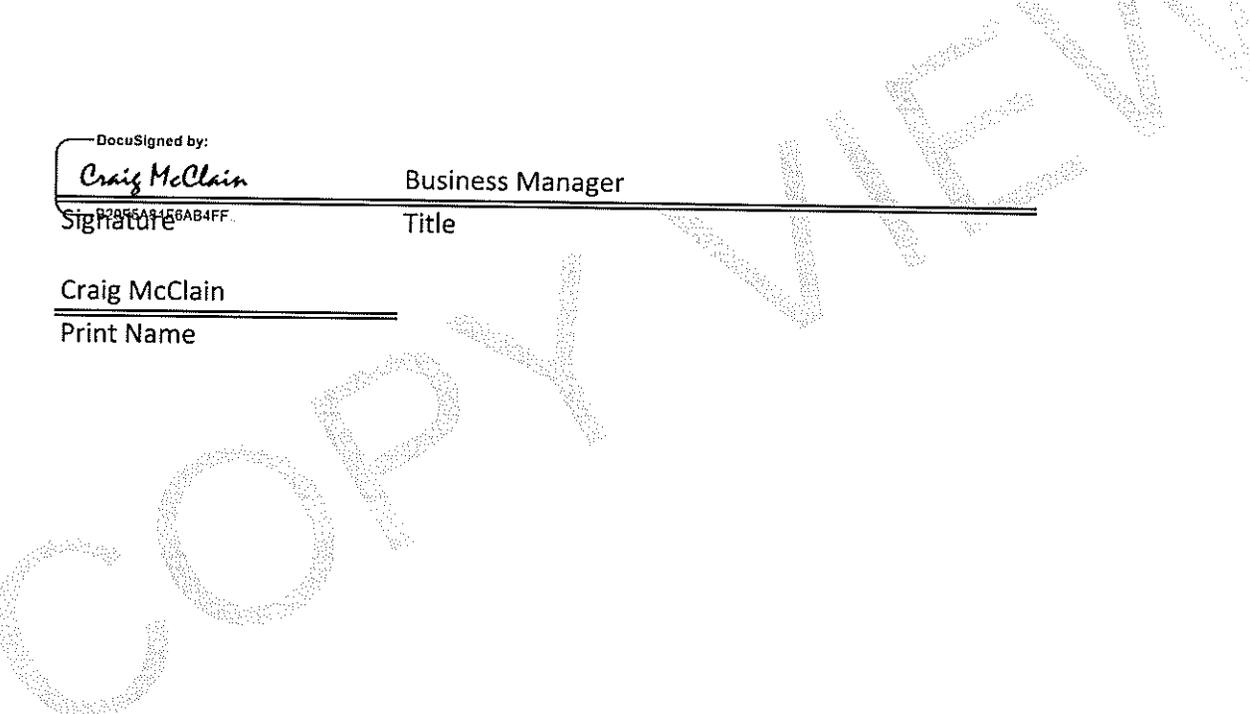
Title

12-May-17

Date

Craig McClain

Print Name



Schedule H

by the designated custodian

School	Model	Serial#	ID #	Location
NEW FAIRFIELD CONSOLIDATED SCHOOL, 12 GILLOTTI RD, NEW FAIRFIELD, CT 06812 Qty 19 / 3655 Qty 1 / 5875 Qty 1 / 7855 Qty 2 / 5890				
	XEROX BW COPIER/Xerox WorkCentre 5875	EX9663638	6421	ROOM 213
	XEROX COLOR MFP/7855/PTXF2	MX4498747	6417	MAIN OFFICE
	XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375651	6406	ROOM 106
	XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375652	6416	ROOM 40
	XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375654	6413	ROOM 120
	XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375786	6401	ASSISTANT PRINCIPAL
	XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375788	6423	ASSISTANT SUPER'S OFFICE
	XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X374044	6409	ROOM 215
	XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X374045	6422	LIBRARY
	XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X374098	6411	ROOM 101 CONFERENCE
	XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X374637	6419	ROOM
	XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X374717	6405	ROOM 221
	XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375334	6402	ROOM 240
	XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375337	6404	ROOM 220
	XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375347	6408	ROOM 237
	XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375357	6420	ROOM 201
	XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375500	6418	NURSE KAPLAN
	XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375503	6412	ROOM 118
	XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375799	6415	SUE HALIDAY PRINCIPALS
XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375804	6414	OFFICE	
XEROX BW COPIER/5890/APT2	EX9661069	6410	MAIN OFFICE DOWNSTAIRS	
XEROX BW COPIER/5890/APT2	EX9665197	6403	WORKROOM	
XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375518	6407	ROOM 42	

DocuSigned by:

Craig McClain

Business Manager

12-May-17

B29F5A81F6AB4FF
Signature

Title

Date

Craig McClain

Print Name

School	Model	Serial#	ID #	Location
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NEW FAIRFIELD HIGH
 SCHOOL, 54 GILLOTTI RD,
 NEW FAIRFIELD, CT

Qty 32 / 3655

Qty 1 / 7835

Qty 1 / 7855

Qty 2 / 5875

Qty 3 / 5890

XEROX COLOR MFP/7835/PT2		MX1055203	NFHS165	GRAPHIC ARTS
XEROX BW COPIER/Xerox WorkCentre 5875		EX9665061	6125	WORLD LANGUAGE
XEROX BW COPIER/Xerox WorkCentre 5875		EX9665174	6137	PPS
XEROX COLOR MFP/7855/PTXF2		MX4498810	6114	FACULTY ROOM
XEROX BW COPIER/XEROX WORKCENTRE 3655/X		C7X375780	6108	PORT LAB
XEROX BW COPIER/XEROX WORKCENTRE 3655/X		C7X375781	6129	ROOM 301-A
XEROX BW COPIER/XEROX WORKCENTRE 3655/X		C7X375789	6131	ROOM 305
XEROX BW COPIER/XEROX WORKCENTRE 3655/X		C7X374037	6127	ROOM 219-A
XEROX BW COPIER/XEROX WORKCENTRE 3655/X		C7X374040	6123	ROOM 308-A
XEROX BW COPIER/XEROX WORKCENTRE 3655/X		C7X374080	6112	NURSE
XEROX BW COPIER/XEROX WORKCENTRE 3655/X		C7X374099	6135	ROOM 317A
XEROX BW COPIER/XEROX WORKCENTRE 3655/X		C7X374100	6121	ROOM 116
XEROX BW COPIER/XEROX WORKCENTRE 3655/X		C7X374652	6118	MAINTENANCE DEPT
XEROX BW COPIER/XEROX WORKCENTRE 3655/X		C7X374716	6113	PE
XEROX BW COPIER/XEROX WORKCENTRE 3655/X		C7X375325	6122	ROOM 214
XEROX BW COPIER/XEROX WORKCENTRE 3655/X		C7X375326	6132	ROOM 19B
XEROX BW COPIER/XEROX WORKCENTRE 3655/X		C7X375330	6111	PPS
XEROX BW COPIER/XEROX WORKCENTRE 3655/X		C7X375331	6109	GUIDANCE
XEROX BW COPIER/XEROX WORKCENTRE 3655/X		C7X375333	6120	ROOM 313A
XEROX BW COPIER/XEROX WORKCENTRE 3655/X		C7X375335	6126	ROOM 216
XEROX BW COPIER/XEROX WORKCENTRE 3655/X		C7X375339	6128	ROOM 221
XEROX BW COPIER/XEROX WORKCENTRE 3655/X		C7X375341	6115	ROOM 218
XEROX BW COPIER/XEROX WORKCENTRE 3655/X		C7X375345	6117	ROOM 207
XEROX BW COPIER/XEROX WORKCENTRE 3655/X		C7X375353	6110	GUIDANCE
XEROX BW COPIER/XEROX WORKCENTRE 3655/X		C7X375360	6119	ROOM 133 / BACK ROOM
XEROX BW COPIER/XEROX WORKCENTRE 3655/X		C7X375362	6134	ROOM 303
XEROX BW COPIER/XEROX WORKCENTRE 3655/X		C7X375364	6130	ROOM 304
XEROX BW COPIER/XEROX WORKCENTRE 3655/X		C7X375371	6116	ROOM 306
XEROX BW COPIER/XEROX WORKCENTRE 3655/X		C7X375374	6136	MAIN OFFICE
XEROX BW COPIER/XEROX WORKCENTRE 3655/X		C7X375379	6124	ROOM 201

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XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375381	6105	COLLEGE CAREER
XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375382	6107	CLAIRE'S OFFICE
XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375796	6133	ROOM 321
XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375802	6139	MUSIC
XEROX BW COPIER/5890/APT2	EX9665194	6103	GUIDANCE
XEROX BW COPIER/5890/APT2	EX9667940	6104	FACULTY ROOM
XEROX BW COPIER/5890/APT2	EX9667947	6102	LIBRARY
XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375363	6138	ROOM 126
XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375328	6101	ART ROOM

DocuSigned by:

Craig McClain

Business Manager

12-May-17

Signature

Title

Date

Craig McClain

Print Name

COPY VIEW

School	Model	Serial#	ID #	Location
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NEW FAIRFIELD MIDDLE
 SCHOOL, 56 GILLOTTI RD,
 NEW FAIRFIELD, CT
 06812

	XEROX BW COPIER/Xerox WorkCentre 5875	EX9665189	6232	MAIN OFFICE WORK ROOM
Qty 29 / 3655	XEROX BW COPIER/WC 5945	A2M747529	6233	CONFERENCE ROOM
Qty 1 / 5875	XEROX COLOR MFP/7855/PTXF2	MX4498808	6210	WORK ROOM
Qty 1 / 7855	XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375624	6211	ROOM 102
Qty 1 / 5890	XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375779	6225	ROOM 106
Qty 1 / 5945	XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375783	6219	ROOM 105
	XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X374057	6230	ROOM 308
	XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X374063	6229	ROOM 304
	XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X374075	6221	ROOM 309
	XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X374648	6231	ROOM 310
	XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X374715	6213	ROOM 302
	XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X374865	6214	ROOM 301
	XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X374870	6209	NURSE
	XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X374872	6205	MAIN OFFICE
	XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375327	6207	GUIDANCE
	XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375329	6204	HUBER OFFICE
	XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375344	6226	ROOM 110
	XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375348	6212	ROOM 202
	XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375358	6208	PSYCHOLOGIST
	XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375361	6234	MS 108
	XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375365	6217	ROOM 401
	XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375366	6223	ROOM 307
	XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375369	6224	GIRLS LOCKER ROOM

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XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375370	6228	ROOM 206
XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375373	6215	ATHLETIC OFFICE
XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375376	6218	Room 405
XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375378	6227	ROOM 208
XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375546	6216	CYBERSPACE
XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375559	6201	BAND ROOM
XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375623	6206	ROOM 124
XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375791	6220	ROOM 205
XEROX BW COPIER/XEROX WORKCENTRE 3655/X	C7X375806	6202	ROOM 211
XEROX BW COPIER/5890/APT2	EX9665196	6203	Main Office

DocuSigned by:

Craig McClain

Business Manager

12-May-17

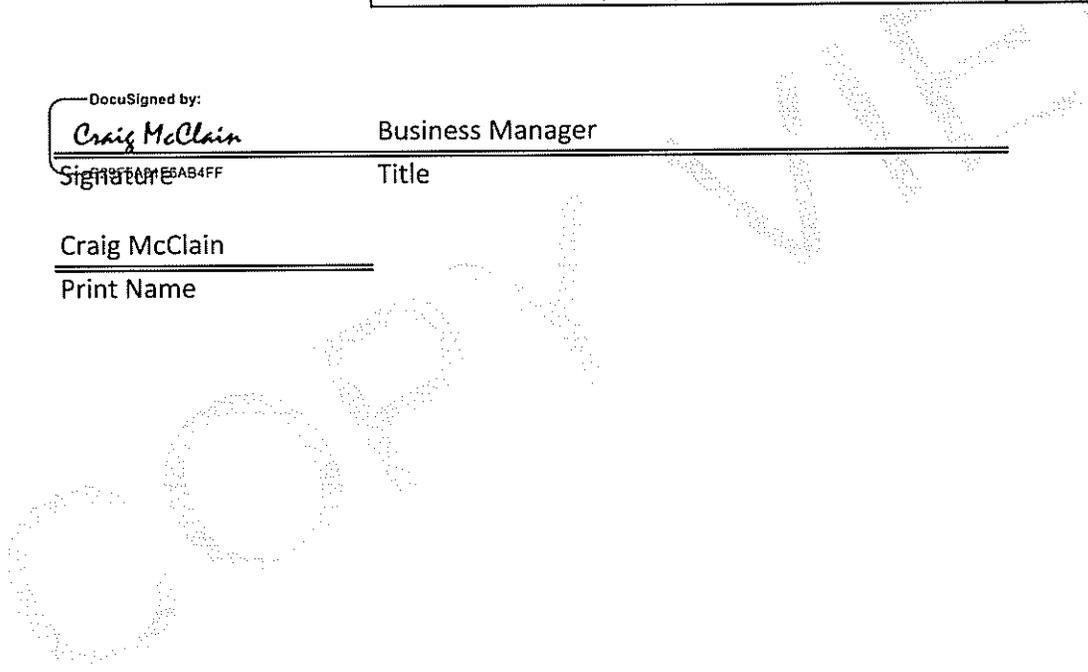
Signature

Title

Date

Craig McClain

Print Name



DELIVERY & ACCEPTANCE

IEMFS, LTD. DBA GSG FINANCIAL • 53 West 36th Street, Suite 701, New York, NY 10018
Telephone: 212.602.1183 • Fax: 203.549.0476



By signing this Certificate, you, the Customer identified below, agree:

A) That all equipment described in Schedules F, G, H, I and J (the "Equipment") has been delivered, inspected, installed and is unconditionally and irrevocably accepted by you as satisfactory for all purposes of the lease; and

B) That we, GSG Financial, are authorized to purchase the Equipment and continue billing you under the lease.

Lease Number: 21787-001	
Customer Name: Town of New Fairfield, CT, New Fairfield Public School District	
Authorized Signature: DocuSigned by: <input checked="" type="checkbox"/> <i>Craig McClain</i>	
Print Title: Business Manager	Date: May 30, 2017

Certificate Of Completion

Envelope Id: 1E2A167F0A0841FB8A9CB70FEDAC6584

Subject: NEW FAIRFIELD - LEASE DOCS -001

Source Envelope:

Document Pages: 9

Supplemental Document Pages: 0

Certificate Pages: 5

AutoNav: Enabled

EnvelopeId Stamping: Enabled

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Signatures: 8

Initials: 0

Payments: 0

Status: Completed

Envelope Originator:

Katharine Harris

53 West 36th Street, Suite 701

New York, NY 10018

kharris@gsgfinancial.com

IP Address: 173.68.176.125

Record Tracking

Status: Original

6/2/2017 7:54:52 AM

Status: Authoritative Copy

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6/4/2017 1:33:01 PM

Holder: Katharine Harris

kharris@gsgfinancial.com

Holder: Katharine Harris

kharris@gsgfinancial.com

Holder: Katharine Harris

kharris@gsgfinancial.com

Location: DocuSign

Location: DocuSign

Location: GSG Financial

Signer Events

Craig McClain

cmcclain@newfairfield.org

Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:
Craig McClain
B23F5A81F6AB4FF

Using IP Address: 67.218.90.210

Timestamp

Sent: 6/2/2017 8:01:30 AM

Viewed: 6/3/2017 1:34:21 PM

Signed: 6/3/2017 1:40:31 PM

Electronic Record and Signature Disclosure:

Accepted: 6/3/2017 1:34:21 PM

ID: 04f6907d-dbe4-4544-9b24-1c44ed987645

Jessica Roberto

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VP, Operations

GSG Financial

Security Level: Email, Account Authentication (None)

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DocuSigned by:
Jessica Roberto
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Using IP Address: 173.68.176.125

Sent: 6/3/2017 1:40:32 PM

Viewed: 6/4/2017 1:32:27 PM

Signed: 6/4/2017 1:32:34 PM

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Carbon Copy Events

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Security Level: Email, Account Authentication
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Electronic Record and Signature Disclosure:
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Status

COPIED

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Sent: 6/2/2017 8:01:30 AM
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Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent Hashed/Encrypted
Certified Delivered Security Checked
Signing Complete Security Checked
Completed Security Checked

6/3/2017 1:40:32 PM
6/4/2017 1:32:27 PM
6/4/2017 1:32:34 PM
6/4/2017 1:32:34 PM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

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Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"> •Allow per session cookies •Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

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CT DOT Distracted Driving Survey

General Info

*** 1. Did you use the Distracted Driving simulator?**

Yes

No

*** 2. How dangerous do you think texting and driving is? On a scale of 1-5 (1= not at all dangerous; 5= extremely dangerous)**

*** 3. Do you have your driver's license or permit?**

Yes

No

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CT DOT Distracted Driving Survey

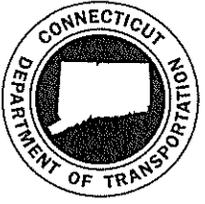
Driving Habits

* 4. How often do you do the following while driving?

	Never	Sometimes	Regularly
Read or send text messages	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Take or make calls on a cell phone (with or without hands free)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manipulate an iPod, radio, GPS, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Eat or drink	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Talk to passengers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Read or respond to emails or online postings (Facebook, twitter, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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CT DOT Distracted Driving Survey

Driving Safety

*** 5. When you are in a car and the driver is texting, do you tell them not to?**

- Yes
- Sometimes
- No
- N/A- I have never been in a car when the driver was texting.

*** 6. Did you know that in Connecticut it is illegal for drivers under the age of 18 to use a cell phone while driving, even if it's hands-free?**

- Yes
- No

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CT DOT Distracted Driving Survey

Your Opinion

*** 7. I believe the info presented by this program was valuable and I will discuss my experience with family and friends.**

- Yes
- No

*** 8. What do you believe contributes the most to the distracted driving problem?**

- Young, inexperienced drivers that do not fully understand the dangers of distracted driving
- The increased popularity of texting, being present on social media and everyone having a cell phone
- Adults that drive distracted and set a bad example for young people
- All of the above

*** 9. What would it take to convince you to not drive distracted?**

- Getting a ticket
- Injuring or killing someone
- Losing your license
- All of the above
- Other (please specify)

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Done