

BOARD OF FINANCE 2010-11 Budget Presentation Format

Board of Education Agenda: March 31, 2010 Meeting

Items Carried Over from March 25 Meeting:

4. Special Education Costs

- a) Major Costs
- b) Cost managements actions taken 2009-10
- c) Projected 2010-11 Costs
- d) Reimbursement Experience/Trends

5. Adult Education Costs

- a) Review Overall Costs
- b) Review Reimbursements Received (including user fees)

6. Review of Projected Capital Projects

- a) Identify Needs from EMG Study
- b) Compare Capital Budget Request With Above Needs
- c) Identify Priorities

Remaining Items: Originally Planned for March 31 Meeting:

1) Compensation/Employee Benefits

- a) Labor agreements: key financial terms (2010, 2011)
- b) Salaries (Tab 10, p.2/3)
- c) Employee Benefits (Tab 10, p.4)
- d) Medical/Health Insurance

2) Staffing/Resource Utilization (*Note: see Info request/questions (previously provided))*

3) Custodial/Mechanics (*Note: see Info request/questions (under Facilities/ Infrastructure)*)

4) Outside Services/All other services

- a) Professional/Technical Services (tab 10, p.5)
- b) Property Services (Tab 10, p.6)
- c) Other Services (Tab 10, p.7)

5) Misc. / Q & A

**Stamford Public Schools
Board of Finance 2010-11 Budget Presentation Format
Board of Education Agenda: March 31, 2010 Meeting**

1. Compensation/Employee Benefits	Reference: White Book	Handout Y/N	Comments
1A. Labor Agreements : Key financial terms (2010-2011)		Y	<ul style="list-style-type: none"> ▪ Refer to handout ▪ Teacher contract (SEA): teacher salary freeze ▪ Administrative contract (SAU): length of year decreased from 221 days to 206 days for new administrators ▪ Increase in premium cost sharing for both contracts ▪ Increase in doctor visits co=pays and emergency room visits ▪ More flexibility on teacher schedules ▪ There is a contractual maximum class size requirement : elementary is 25; secondary is 30 ▪ Restrictions are placed on amount of classes with less than 15 students to 10% ▪ Average Class size is 21, with a range of up to 25 students in elementary classrooms and 30 in secondary. Information on core vs. electives is not readily available ▪ Optimal class size for K is 18; for elementary is 20; for secondary is 23
1B. Salaries	Tab 10, pages 2-3	Y	<ul style="list-style-type: none"> ▪ Refer to handout section ▪ Only Superintendent's salary is based on CPI-no increase applied ▪ Reductions were noted in the executive comp amounts (e.g. salaries, bonuses) during the recent recession: non-union discretionary employees received no increase in 2009-10 and 2010-11
1C. Employee Benefits 1D. Medical/ Health Insurance	Tab 10, page 4	Y	<ul style="list-style-type: none"> ▪ Refer to handout section ▪ Stop/loss/aggregate insurance: Individual stop loss equal to \$250,000; aggregate stop loss at 125% of claims ▪ Medical costs presented net of reserves because the BoE pays 110% of the cost and then the teachers reimburse us 16% for premium cost share through payroll deduction. There are two components but the net cost to the district is 84% ▪ Current cost sharing for medical expenses is 16% of the cost ▪ Our goal is to be competitive with similar districts; target is 18%



Date: March 30, 2010
 To: Mara Siladi, Director of Grants and Funded Programs
 Fr: Denise Gagne, Executive Director of Human Capital Development
 Re: Board of Finance Information Request

Per your request, please find a summary of the SEA and SAU settlements relative to local/similar size districts.

Teachers Contract Settlements (SEA)								
DISTRICT	% INCLUDING INCREMENT				% WITHOUT INCREMENT			
	2010-11	2011-12	2012-13	2013-14	2010-11	2011-12	2012-13	2013-14
Fairfield	0.00%				0.00%	2.00%		
New Canaan	2.00%	3.45%	3.75%		2.00%		0.39%	
New Fairfield	2.00%	3.06%	3.34%		2.00%			
Newtown	0.00%	2.70%	3.45%		0.00%	1.55%		
Norwalk	2.85%	2.86%	2.87%		1.35%	1.36%	1.37%	
Ridgefield	1.00%	2.50%	3.00%		1.00%		0.59%	
Stamford	0.00%	3.41%	3.56%		0.00%		1.50%	
Stratford	0.00%	2.90%	3.10%		0.00%			
Westport	2.00%	3.45%	3.75%		2.00%			
New Haven	2.87%	3.00%	3.00%	3.00%	0.00%	0.20%	0.24%	0.36%
Waterbury	0.88%	3.43%	3.04%			0.00%	0.00%	
Fairfield County	2.38%	2.38%	3.85%					
Windham County	0.00%	2.95%	3.00%		0.00%	2.95%	1.23%	

Administrators Contract Settlements (SAU)						
DISTRICT	% INCLUDING INCREMENT			% WITHOUT INCREMENT		
	2010-11	2011-12	2012-13	2010-11	2011-12	2012-13
Danbury	1.29%					
Greenwich	1.50%	1.25%	1.75%	1.50%	1.25%	1.75%
Meriden	0.00%	2.69%	2.30%	0.00%	2.30%	2.30%
New Canaan	1.50%	2.25%		1.50%	2.25%	
New Fairfield	3.20%	2.97%	2.72%			
Stamford	3.16%			3.00%		
West Hartford	3.97%			3.50%		

Please do not hesitate to contact me if you need anything further.

cc: Dr. Joshua Starr, Superintendent of Schools
Hugh Murphy, Director of Finance

DG\ks

**Stamford Public Schools
2010 - 11 Budget
Wage Settlement By Group**

<u>Union</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
SEA *	5.14%	0.00%	3.41%	3.56%
SAU *	3.26%	3.16%	TBD	TBD
EAS *	5.30%	TBD	TBD	TBD
UAW	3.0% + Step	TBD	TBD	TBD
MAA	3.0% + Step	TBD	TBD	TBD
CUS	3.5% + Step	TBD	TBD	TBD
SCL	TBD	TBD	TBD	TBD

* Percentages are GWI + Step

**Stamford Public Schools
Average Salaries
Operating + Grant Employees**

1A

	Average Salary	Average Salary	Average Salary	Average Salary	Average Salary	Average Salary	Average Salary	Average Salary	Average Salary
	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-11	
101	TEACHERS	\$65,119	\$66,073	\$68,805	\$69,393	\$72,313	\$75,187	\$79,018	\$79,047
102	CERTIFIED ADMINISTRATORS	\$111,909	\$115,263	\$119,402	\$124,057	\$130,510	\$135,384	\$136,622	\$141,490
113	NON-CERTIFIED ADMINISTRATORS	\$75,339	\$77,599	\$78,376	\$78,944	\$81,074	\$87,079	\$83,178	\$86,430
115	PARAEDUCATORS	\$22,523	\$23,267	\$24,128	\$23,594	\$23,885	\$25,044	\$27,004	\$27,301
116	CUSTODIAL	\$44,148	\$45,756	\$48,475	\$47,727	\$46,939	\$48,731	\$52,510	\$55,119
114	CLERICAL/	\$43,279	\$43,355	\$44,921	\$46,228	\$47,297	\$49,192	\$49,806	\$52,716
117	SECURITY	\$30,654	\$31,375	\$32,685	\$28,636	\$33,966	\$35,810	\$34,060	\$37,562

**Stamford Public Schools
Estimate of Vacancy Savings
2010-11 Budget**

	2005-06	2006-07	2007-08	2008-09 B	2009-10P	2010-11B
Retirees						
Estimated Savings	36 \$991,000	28 \$852,000	30 \$900,000	30 \$1,020,000	31 \$957,900	31 \$957,900
Leave of Absence						
Estimated Savings	10 \$50,000	12 \$120,000	12 \$150,000	12 \$120,000	19 \$95,000	10 \$100,000
Resignations						
Estimated Savings	71 \$355,000	70 \$420,000	50 \$500,000	55 \$550,000	22 \$220,000	25 \$257,500
Unfilled Positions						
Teachers Awaiting Certification	\$100,000	\$100,000	\$100,000	\$210,000	\$390,000	\$434,600
					\$250,000	\$250,000
Total Savings	\$1,496,000	\$1,492,000	\$1,650,000	\$1,900,000	\$1,912,900	\$2,000,000

1B

2010-11 OPERATING BUDGET OF THE STAMFORD PUBLIC SCHOOLS 3 YEAR PROJECTION - BUDGET SUMMARY

BUDGET BREAKDOWN CODE	2007-08 Actual Expense	2008-09 Actual Expense	2009-10 BOE** Projection	2010-11 BOE Budget	2011-12 BOE Projection	2012-13 BOE Projection
<u>SALARIES (100)</u>						
101 Teacher Salary	\$96,099,681	\$98,959,766	\$100,431,758	\$100,923,146	\$105,798,198	\$109,564,614
102 Administrative Certified	\$9,144,062	\$9,223,628	\$8,991,268	\$9,383,543	\$9,990,529	\$10,290,245
103 Discretionary wage concession				-\$24,062		
104 Teacher Extra Service	\$1,310,304	\$1,272,939	\$1,020,688	\$1,142,646	\$1,160,000	\$1,183,200
105 Class Coverage	\$50,000	\$44,867	\$60,043	\$55,000	\$56,650	\$58,350
106 Maternity Leave	\$225,000	\$221,049	\$292,690	\$200,000	\$206,000	\$212,180
107 Vacancy Savings		\$0	\$0	(\$2,000,000)	(\$1,800,000)	(\$1,800,000)
108 B.E.S.T. Stipends	\$150,000	\$75,313	\$58,702	\$60,000	\$61,800	\$63,654
109 Substitute teachers and Part-Time Professionals	\$1,869,225	\$1,663,823	\$1,634,314	\$1,668,090	\$1,718,133	\$1,769,677
110 Retirement	\$1,406,566	\$1,231,015	\$1,308,995	\$1,309,260	\$1,348,538	\$1,388,994
111 Long-Term Sick Leave	\$275,650	\$295,843	\$317,054	\$300,000	\$309,000	\$318,270
SUBTOTAL - CERTIFIED (111)	\$110,530,488	\$112,988,243	\$114,115,512	\$113,017,623	\$118,848,848	\$123,049,183

2010-11 OPERATING BUDGET OF THE STAMFORD PUBLIC SCHOOLS
3 YEAR PROJECTION - BUDGET SUMMARY

BUDGET BREAKDOWN CODE	2007-08 Actual Expense	2008-09 Actual Expense	2009-10 BOE** Projection	2010-11 BOE Budget	2011-12 BOE Projection	2012-13 BOE Projection
113 Administration - Non Certified	\$405,279	\$427,194	\$444,097	\$691,438	\$712,181	\$733,547
114 Clerical/Technical Salary	\$5,420,218	\$5,182,189	\$5,363,351	\$5,633,948	\$5,802,966	\$5,977,055
115 Paraeducators	\$7,172,285	\$7,444,565	\$7,902,591	\$8,263,283	\$8,981,466	\$9,250,910
116 Custodial/Mechanical Salary	\$7,466,056	\$8,465,694	\$8,737,342	\$9,087,541	\$9,566,167	\$9,853,152
117 Other Salary	\$1,614,489	\$1,981,414	\$1,842,201	\$1,801,798	\$1,855,852	\$1,911,527
120 Temporary Part-Time Salary	\$1,109,358	\$1,323,587	\$1,234,475	\$1,262,016	\$1,262,016	\$1,287,256
121 Custodial/Mechanical Overtime	\$1,107,341	\$1,193,083	\$1,170,024	\$1,110,456	\$1,195,270	\$1,231,128
122 Clerical Overtime	\$94,474	\$132,377	\$25,091	\$55,092	\$56,745	\$58,447
123 Police and Fire Overtime	\$119,914	\$89,843	\$82,645	\$91,719	\$94,471	\$97,305
SUBTOTAL - NON CERTIFIED (112)	\$24,509,414	\$26,239,946	\$26,801,817	\$27,997,291	\$29,527,134	\$30,400,328
SUBTOTAL (100)	\$135,039,902	\$139,228,189	\$140,917,329	\$141,014,914	\$148,375,982	\$153,449,511

1B

2010-11 OPERATING BUDGET OF THE STAMFORD PUBLIC SCHOOLS 3 YEAR PROJECTION - BUDGET SUMMARY

BUDGET BREAKDOWN CODE	2007-08 Actual Expense	2008-09 Actual Expense	2009-10 BOE** Projection	2010-11 BOE Budget	2011-12 BOE Projection	2012-13 BOE Projection
<u>EMPLOYEE BENEFITS (200)</u>						
201 Clothing/Tool Allowance	\$140,307	\$161,634	\$200,569	\$165,000	\$165,000	\$165,000
202 Health/Hospital Insurance	\$26,911,184	\$28,852,577	\$30,144,199	\$30,991,974	\$32,386,613	\$33,844,010
205 Physical Exams						
207 Social Security	\$2,691,742	\$2,853,402	\$2,980,590	\$3,025,000	\$3,161,125	\$3,303,376
208 Unemployment Insurance	\$200,000	\$200,480	\$200,000	\$200,000	\$209,000	\$218,405
215 Tuition Reimbursement	\$150,000	\$111,642	\$108,417	\$150,000	\$150,000	\$150,000
216 Childcare Reimbursement	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
230 Pension	\$701,200	\$948,404	\$1,625,627	\$1,833,000	\$2,401,300	\$2,641,430
260 Risk Management Allocation	\$1,135,999	\$1,207,501	\$950,766	\$1,093,493	\$1,148,168	\$1,203,576
SUBTOTAL (200)	\$31,960,432	\$34,365,640	\$36,240,168	\$37,488,467	\$39,651,205	\$41,557,797



Date: March 31, 2010
 To: Mara Siladi, Director of Grants and Funded Programs
 Fr: Denise Gagne, Executive Director of Human Capital Development
 Re: Board of Finance Information Request

Per your request, please find a summary of the SEA and SAU premium cost sharing percentages relative to local/similar size districts.

Teachers Premium Cost Share (SEA)			
District	2010-11	2011-12	2012-13
New Canaan	16%	17%	18%
New Fairfield	17%	18%	19%
Newtown	18%	19%	20%
Ridgefield	20%		
Stamford	16%	17%	18%
Stratford	13%	14%	15%

Administrators Premium Cost Share (SAU)				
District	2009/2010	2010-12	2011-12	2012-13
Greenwich		10%		
Meriden		14%	15%	16%
New Canaan		18%	19%	
New Fairfield		16%	17%	18%
Stamford-PPO	19%*	18%		
Stamford-Comp PPO	13%	14%		

* PCS for Stamford for the PPO plan for 2009/2010 was negotiated at 17% in the SAU contract dated July 1, 2001 – June 30, 2011. A concession was offered for 19%.

Please do not hesitate to contact me if you need anything further.

cc: Dr. Joshua Starr, Superintendent of Schools
Hugh Murphy, Director of Finance

DG\ks

2010-11 BUDGET OF THE STAMFORD PUBLIC SCHOOLS
 BUDGET HIGHLIGHTS- Health Insurance

	2006-2007 Actual	2007-08 Actual	2008-09 Actual	2009-10 Budget	2010-11 Budget
Teachers	1,406	1,405	1,369	1,339	1,345
Administrators	75	68	66	65	67
Security	27	34	33	33	33
Paradeucators	256	244	237	236	237
Retirees	309	309	309	309	309
Subtotal Administered by BOE	2,073	2,060	2,014	1,982	1,991
City Allocation	429	432	442	439	439
Total Enrollment	2,502	2,492	2,456	2,421	2,430
Medical - Anthem Blue Cross	16,305,360	20,253,587	22,672,323	23,637,812	25,715,100
Administrative Fees	1,024,003	1,077,845	1,153,529	1,152,238	1,125,689
Reduction of Claims Reserve				(1,000,000)	(1,100,000)
Stop Loss	449,324	586,492	502,118	608,546	783,200
Dental - Cigna	1,541,752	1,609,940	1,557,453	1,930,273	1,761,802
Prescription Drugs - Medco	4,392,311	4,571,346	4,315,424	5,243,998	5,118,000
IBNR Reserve	2,585,000	375,000	0	350,000	135,000
Life and LTD Insurance	228,243	168,070	205,610	242,720	267,917
HMO Premiums	193,544	193,879	175,655	250,369	196,753
Cross Charge from City	4,138,409	4,926,126	5,410,999	5,618,379	6,206,675
Other	363,859	78,706	109,697	101,391	105,000
Gross Cost	31,261,805	33,840,991	36,102,808	38,135,726	40,315,136
% change		8.25%	6.68%	5.63%	5.71%
Premium Cost Sharing	(2,528,215)	(2,943,408)	(3,658,304)	(3,965,273)	(4,970,593)
Retirees and Teacher Retirement Board	(2,096,918)	(2,000,712)	(2,109,975)	(2,296,885)	(2,267,422)
Grant Offset	(1,299,531)	(1,372,982)	(1,481,952)	(1,729,369)	(2,085,147)
Revenue Offsets	(5,924,664)	(6,317,102)	(7,250,231)	(7,991,527)	(9,323,162)
% change		6.62%	14.77%	10.22%	16.66%
Total Cost	25,337,141	27,523,889	28,852,577	30,144,199	30,991,974
		8.63%	4.83%	4.48%	2.81%

1D

Claims Reserve (Beginning of Year)	2,293,203	2,621,870	2,861,529	3,830,152	3,830,152
Adjustments to Claims Reserve			0		(1,100,000)
Profit/Loss for the year	328,667	239,659	968,623		
Claims Reserve (End of Year) (CAFR)	<u>2,621,870</u>	<u>2,861,529</u>	<u>3,830,152</u>	<u>3,830,152</u>	<u>2,730,152</u>
% of Claims		9.1%	11.2%	10.4%	7.0%

Stamford Public Schools Pricing 10-11	Medical	Drug	Dental	Grand Total
Rolling 12 Base Period	\$22,838,336	\$4,855,840	\$1,642,190	\$29,336,366
Plan Change Adjustments	(\$228,383)	(\$242,792)	\$0	(\$471,175)
Misc Adjustments	\$0	(\$275,000)	\$0	(\$275,000)
Large Claim Adjustments	(\$400,000)	\$0	\$0	(\$400,000)
Adjusted Claims	\$22,209,953	\$4,338,048	\$1,642,190	\$28,190,190
IBNR Reserve Change	\$222,100	\$43,380	\$16,422	\$281,902
Incurred Claims	\$22,432,052	\$4,381,428	\$1,658,612	\$28,472,092
Annual Trend Factor	9.00%	10.00%	6.00%	
Mid pt to md pt	21	21	21	
Effective Trend	1.158	1.175	1.105	
Projected Incurred Claims	\$25,965,100	\$5,148,178	\$1,832,766	\$32,946,045
Admin Fees	\$518,520	\$0	\$95,000	\$613,520
NAF	\$498,669	\$0	\$13,500	\$512,169
Total Fees	\$1,017,189	\$0	\$108,500	\$1,125,689
ASL	\$77,000	\$0	\$0	\$77,000
ISL	\$694,100	\$0	\$0	\$694,100
Rolling Cap	\$12,100	\$0	\$0	\$12,100
Total SL	\$783,200	\$0	\$0	\$783,200
Total Projected Cost	\$27,765,489	\$5,148,178	\$1,941,266	\$34,854,934

Stamford Public Schools Allocation Rates

1D

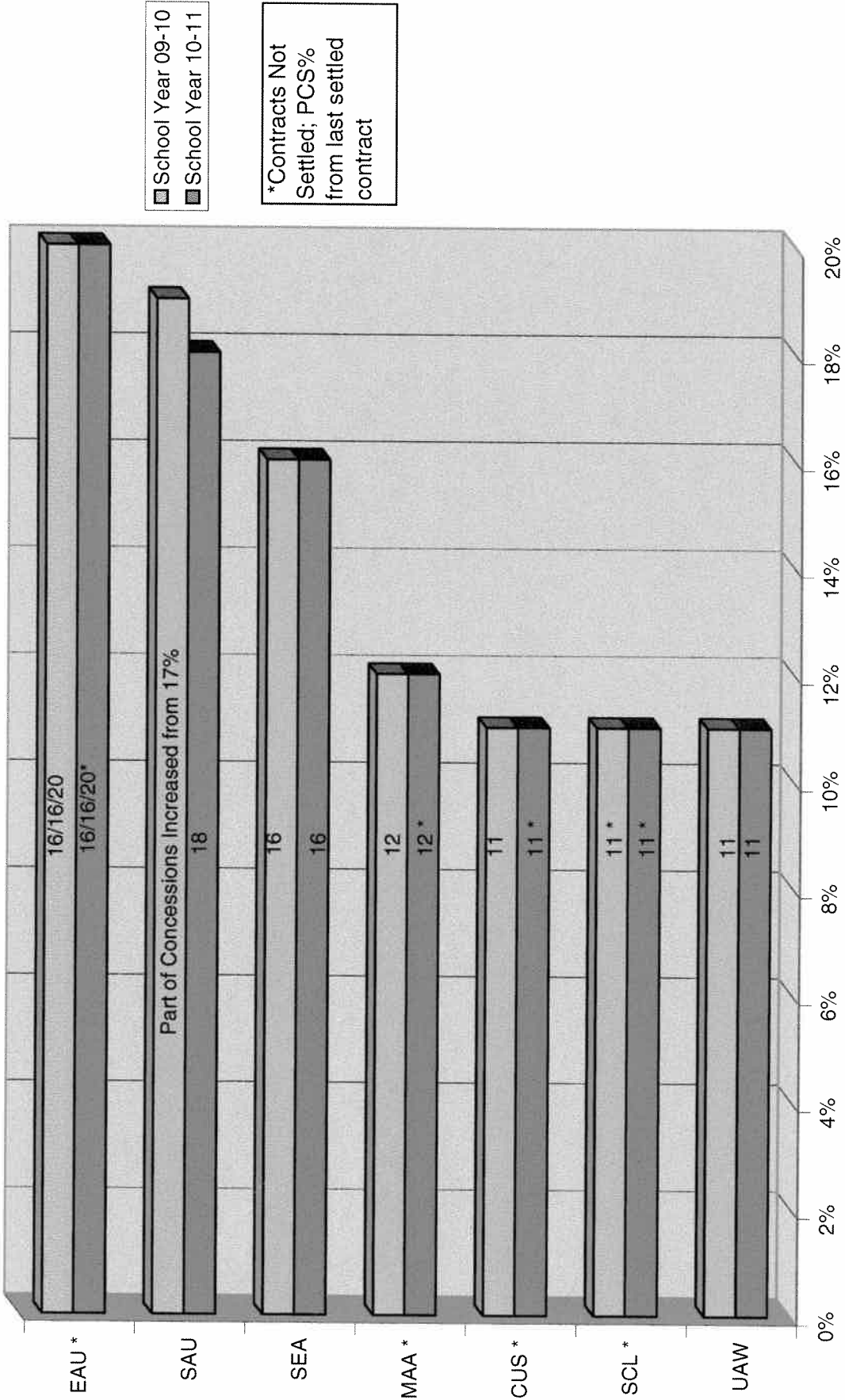
	Current 2009 - 2010				Estimated 2010-2011			
Teachers	Total Monthly Premium	Employee Monthly Premium 16%	BOE Monthly Premium	Employee per 21 Pay Check	Total Monthly Premium	Employee Monthly Premium 16%	BOE Monthly Premium 84%	Employee per 21 Pay Check
PPO Plan								
EE Only / One Individual	\$ 775.18	\$ 124.02	\$ 651.16	\$70.87	\$ 846.50	\$ 135.44	\$ 711.06	\$ 77.39
EE + 1 / Two Individuals	\$ 1,550.38	\$ 248.06	\$ 1,302.32	\$141.75	\$ 1,693.01	\$ 270.88	\$ 1,422.13	\$ 154.79
EE + Fam / Three or more Individuals	\$ 2,093.02	\$ 334.88	\$ 1,758.14	\$191.36	\$ 2,285.58	\$ 365.69	\$ 1,919.89	\$ 208.97
Dental Only								
EE Only / One Individual	\$ 42.15	\$ 3.38	\$ 38.77	\$1.93	\$ 44.68	\$ 7.15	\$ 37.53	\$ 4.08
EE + 1 / Two Individuals	\$ 84.30	\$ 6.74	\$ 77.56	\$3.85	\$ 89.36	\$ 14.30	\$ 75.06	\$ 8.17
EE + Fam / Three or more Individuals	\$ 113.81	\$ 9.10	\$ 104.71	\$5.20	\$ 120.64	\$ 19.30	\$ 101.34	\$ 11.03
Administrators	Total Monthly Premium	Employee Monthly Premium - 17%	BOE Monthly Premium - 83%	Employee per 21 Pay Check	Total Monthly Premium	Employee Monthly Premium - 18%	BOE Monthly Premium - 82%	Employee per 21 Pay Check
PPO Plan								
EE Only / One Individual	\$ 731.20	\$ 124.30	\$ 606.90	\$71.03	\$ 798.47	\$ 143.72	\$ 654.75	\$ 82.13
EE + 1 / Two Individuals	\$ 1,462.42	\$ 248.61	\$ 1,213.81	\$142.06	\$ 1,596.96	\$ 287.45	\$ 1,309.51	\$ 164.26
EE + Fam / Three or more Individuals	\$ 1,974.27	\$ 335.63	\$ 1,638.64	\$191.79	\$ 2,155.90	\$ 388.06	\$ 1,767.84	\$ 221.75
PPO Plan								
EE Only / One Individual	\$ 731.20	\$ 138.93	\$ 592.27	\$79.39	\$ 798.47	\$ 151.71	\$ 646.76	\$ 86.69
EE + 1 / Two Individuals	\$ 1,462.42	\$ 277.86	\$ 1,184.56	\$158.78	\$ 1,596.96	\$ 303.42	\$ 1,293.54	\$ 173.38
EE + Fam / Three or more Individuals	\$ 1,974.27	\$ 375.11	\$ 1,599.16	\$214.35	\$ 2,155.90	\$ 409.62	\$ 1,746.28	\$ 234.07
Educational Assistants	Total Monthly Premium	Employee Monthly Premium	BOE Monthly Premium	Employee per 21 Pay Check	Total Monthly Premium	Employee Monthly Premium 16/16/20	BOE Monthly Premium 84/84/80	Employee per 21 Pay Check
PPO Plan								
EE Only / One Individual	\$ 775.18	\$ 124.03	\$ 651.15	\$70.87	\$ 846.50	\$ 135.44	\$ 711.06	\$ 77.39
EE + 1 / Two Individuals	\$ 1,550.38	\$ 248.06	\$ 1,302.32	\$141.75	\$ 1,693.01	\$ 270.88	\$ 1,422.13	\$ 154.79
EE + Fam / Three or more Individuals	\$ 2,093.02	\$ 418.60	\$ 1,674.42	\$239.20	\$ 2,285.58	\$ 457.12	\$ 1,828.46	\$ 261.21
Security Personnel	Total Monthly Premium	Employee Monthly Premium	BOE Monthly Premium	Employee per 21 Pay Check	Total Monthly Premium	Employee Monthly Premium 11%	BOE Monthly Premium 89%	Employee per 21 Pay Check
PPO Plan								
EE Only / One Individual	\$ 786.96	\$ 86.57	\$ 700.39	\$49.47	\$ 859.36	\$ 94.53	\$ 764.83	\$ 54.02
EE + 1 / Two Individuals	\$ 1,573.92	\$ 173.13	\$ 1,400.79	\$98.93	\$ 1,718.72	\$ 189.06	\$ 1,529.66	\$ 108.03
EE + Fam / Three or more Individuals	\$ 2,124.79	\$ 233.73	\$ 1,891.06	\$133.56	\$ 2,320.27	\$ 255.23	\$ 2,065.04	\$ 145.85

Note: Estimated 2010-2011 Column assumes 9.2% medical increase and 6% dental increase.

Note: Estimated 2010-2011 Column assumes ee contributions of: Teachers 16%, Admin 18% or 19%, Para's 16%/16%/20%, Security 11%

1D

Stamford Public Schools- Health Insurance
Employee Premium Cost Share Percentages
School Years 2009-10 and 2010-11



Stamford Public Schools
Board of Finance 2010-11 Budget Presentation Format
Board of Education Agenda: March 31 2010 Meeting

2.Staffing/Resource Utilization	Reference: White Book	Handout Y/N	Comments
	Tab 5 Page 9	Y	<ul style="list-style-type: none"> ▪ Refer to handout: comparison of: PPC; class size; teacher/pupil ratios (last SDE available data 2007-2008) ▪ Class Size staffing ratios; add one student ▪ Of the 1393.5 teachers in the 2011 Budget, the following are not full time classroom teachers: <ul style="list-style-type: none"> ○ Pre-K Coordinators-8 FTE ○ Adult Education- 1.4 FTE ○ Psychology-22.2 FTE ○ Speech and Language- 22.9 FTE ○ Social Work-29 ○ Guidance- 40 ○ Medial-23 ○ Building Administrators-2 ○ Total: 149.5 FTE

2010-11 Operating Budget
Comparison of Class Size 2007-2008*

2.1

School District	Grade					
	K	2	5	7	HS	HS
Darien	20.8	20.8	22.0	21.2	19.1	19.1
Fairfield	18.9	19.8	22.0	19.9	18.0	18.0
Greenwich	18.7	19.4	21.4	21.9	19.4	19.4
New Canaan	18.7	20.1	21.0	21.6	20.9	20.9
Norwalk	21.0	18.1	19.7	16.3	20.7	20.7
Ridgefield	16.8	20.7	22.7	21.0	20.6	20.6
Stamford	18.6	19.5	19.2	17.5	22.2	22.2
Westport	19.5	19.5	21.9	22.0	19.9	19.9
Weston	18.4	22.0	21.3	20.2	21.4	21.4

* Source: Strategic School Profil 2007-08

Stamford Public Schools Class Size Data for FY2009-10

	K	2	5	7	HS
Davenport	21.0	16.0	18.0		
Hart	23.2	23.7	18.0		
Toquam	23.4	20.6	21.0		
KT Murphy	19.4	19.5	21.0		
Newfield	19.3	20.2	20.6		
Northeast	20.7	19.6	18.4		
Rogers	23.0	18.4	21.8		
Roxbury	21.2	22.4	22.4		
Springdale	19.8	23.3	20.5		
Stark	15.5	18.6	18.0		
Stillmeadow	17.5	21.5	20.0		
Westover	21.2	19.4	21.0		
Average Elem Schools	20.4	20.3	20.1		

Literacy	Stamford Public Schools				AvgTtl
	English	Math	Science	Social Studies	
Cloonan	17.9	19.4	24.2	24.2	20.5
Dolan	17.7	21.3	22.0	25.6	20.7
TOR	19.3	19.7	22.5	22.5	20.6
Scotfield	25.7	25.7	25.7	25.7	21.7
Rippowam	19.5	18.7	23.0	23.0	20.5
Average Middle Schools	13.4	21.0	23.5	24.2	20.8

	Stamford Public Schools			AvgTtl
	English	Math	Science	
SHS	21.8	22.8	19.2	21.6
WHS	20.3	20.5	20.0	20.8
AITE	19.7	19.8	19.5	20.2
Average High Schools	20.6	21.0	19.6	21.8

TEACHER/PUPIL RATIOS*

2.2

SCHOOL DISTRICT	PUPILS	TEACHERS	STUDENT PER TEACHER
WESTPORT	5,668	487.4	11.63
GREENWICH	8,968	728.9	12.30
STAMFORD	14,884	1,208.5	12.32
DARIEN	4,648	375.9	12.37
WESTON	2,558	206.7	12.38
NEW CANAAN	4,116	317.1	12.98
FAIRFIELD	9,776	746.4	13.10
NORWALK	10,591	791.7	13.38
RIDGEFIELD	5,527	379.3	14.57

* Source: Strategic School Profile 2007-08

Stamford Public Schools
 Class Size Staffing Ratio's
 Add one student per teacher

2.3

	2010-11 Enrollment	Class Sections	Class Size	Sections incr by 1 per cl	FTE Var
Davenport	561	27	21	26	-1
Hart	505	24	21	24	0
Toquam	612	29	21	29	0
KT Murphy	527	27	20	25	-2
Newfield	648	31	21	30	-1
Northeast	736	37	20	34	-3
Rogers	569	27	21	27	0
Roxbury	692	33	21	32	-1
Springdale	559	27	21	26	-1
Stark	553	29	19	26	-3
Stillmeadow	585	28	21	27	-1
Westover	694	33	21	32	-1
	<u>7241</u>	<u>352</u>	<u>21</u>	<u>338</u>	<u>-14</u>

Savings at \$64,000

896,000

	2010-11 Enrollment	Class Sections	Class Size	Sections incr by 1 per cl	FTE Var
Cloonan	2951	141	21	138	-0.75
Dolan	3289	159	21	153	-1.50
TOR	2693	131	21	126	-1.25
Scotfield	3179	142	22	148	1.50
Rippowam	3107	171	18	145	-6.50
	<u>15219</u>	<u>744</u>	<u>20</u>	<u>710</u>	<u>-8.50</u>

incl Eng, SS, Math, Sci

Savings at \$64,000

544,000

	2010-11 Enrollment	Class Sections	Class Size	Sections incr by 1 per cl	FTE Var
SHS	8781	380	23	384	0.80
WHS	10703	502	21	468	-6.80
AITE	3315	159	21	145	-2.80
	<u>22799</u>	<u>1041</u>	<u>22</u>	<u>997</u>	<u>-8.80</u>

incl Eng, SS, Math, Sci

Savings at \$64,000

563,200

2,003,200 -31.30

2010-11 Operating Budget Comparison of Per Pupil Cost

2.4

School District	2006-2007	School District	2007-2008	School District	2008-2009
Ridgefield	11,996	Ridgefield	12,746	Ridgefield	13,147
Darien	12,921	Darien	13,724	Fairfield	14,452
Fairfield	13,586	Fairfield	13,905	Darien	14,761
Norwalk	13,714	Norwalk	14,689	Norwalk	15,315
Stamford	14,467	Stamford	15,125	Stamford	15,927
Westport	14,775	Westport	15,703	Westport	16,325
New Canaan	14,837	New Canaan	16,099	New Canaan	16,605
Weston	15,286	Weston	16,158	Weston	17,060
Greenwich	16,798	Greenwich	16,924	Greenwich	17,667

Source: Bureau of Grants Management - Most current available data



Stamford Public Schools
Board of Finance 2010-11 Budget Presentation Format
Board of Education Agenda: March 31, 2010 Meeting

3.Custodial/Mechanics	Reference: White Book	Handout Y/N	Comments
	Tab 7, Pages 51-52	Y	<ul style="list-style-type: none"> ▪ Refer to Handout ▪ Breakdown for full time and part time employees and seasonal employees: Tab 5, Page 9 shows the trend of custodial employees. Part time employees are counted as .5 ▪ Part time employees are counted as .5 and do not receive benefits so will not be in actuarial study ▪ Overtime for Custodians and Mechanics : absences require coverage at overtime rate; buildings are used 7 days a week requiring OT on weekends; cannot do repairs while building is in service; sports programs in the school buildings require additional help; emergency storm coverage and snow removal require OT ▪ Currently there are 32 Part time employees ▪ AFB contract is attached-vendor is renewed annually based on excellent service to the district. Annual improvements are required. Contractual raise of 0% for 2009-10 and 5 % reduction for 2010-2011 ▪ Currently there are 32 Part time employees ▪ RFP for AFB attached and was done two times ▪ The Superintendent has oversight/reviews performance of AFB contract/services ▪ AFB contract and services are reviewed and renewed by the BoE annually based on the Superintendent's recommendation ▪ Mr. Barbarotta reports to the Superintendent ▪ AFB supervises both the custodians and facilities/grounds-both functions are served by custodians

Five Year History of Custodian Staffing

3.1

	<u>2005 - 2006</u>	<u>2006 - 2007</u>	<u>2007 - 2008</u>	<u>2008 - 2009</u>	<u>2009 - 2010</u>
Clericals	3	3	3	3	2
Custodians	117.5	117.5	115.5	118.5	119.5
Part Time Equivalent to Full Time	0	3	11	16	16
Trades	27	33	32	32	31
	147.5	156.5	161.5	169.5	168.5

SHS	6	6	6	6	6
AITE			10	10	8
WHS			6	6	6
Scofield				10	8
Rogers					4

Total Part Time 0 6 22 32 32

SHS Addition	6 Part Time	=	Full Time	3
WHS Addition	6 Part Time	=		3
New Rogers	4 Part Time	=		6
AITE	8 Part Time	=		8
New AgriScience at WHS	1 Full Time	=		1

Total New Positions Added for New Space

21

Old Rogers 6.5 Full Time

**Comparison of Full-Time Union Cost and Permanent Part-Time Custodial Positions
5 Year Agreement**

3/20/2006	# of Employees	Hourly Rate	3% Increase	10% Shift	Benefits 40%	# of Hours per Year	Total
Year 5							
Union Employees - Step 4	6	\$22.57	\$23.25	\$25.57	\$35.80	1920	\$ 412,422
Union Employees - Step 3	7	\$21.27	\$21.91	\$24.10	\$33.74	1920	\$ 453,445
Union Employees - Step 2	8	\$20.04	\$20.64	\$22.71	\$31.79	1920	\$ 488,255
Union Employees - Step 1	0	\$19.71	\$20.30	\$22.33	\$31.26	1920	\$ -
							\$ 1,354,122
Part Time Employees - Step 4	12	\$11.00				960	\$ 126,720
Part Time Employees - Step 3	14	\$11.00				960	\$ 147,840
Part Time Employees - Step 2	16	\$11.00				960	\$ 168,960
Part Time Employees - Step 1	0	\$11.00				960	\$ -
							\$ 443,520
						Total Savings - Year 5	\$ 910,602
		Total Savings - Year 1	\$ 150,000				
		Total Savings - Year 2	\$ 364,263				
		Total Savings - Year 3	\$ 645,848				
		Total Savings - Year 4	\$ 814,547				
		Total Savings - Year 5	\$ 910,602				
		\$	2,885,260				

* Permanent Part-time Custodial Position (PPTCP)

** Union Employees (UE)

STAMFORD FACILITIES MANAGEMENT
2010-2011 Operating Budget Request

3.3

Other Profess/Tech Services: 2600.330.49

ITEM	09/10 AMOUNT	SERVICE	10/11 REQUEST	DIFFERENCE	COMMENTS
Assured Environments	50,000	<i>Pest Control</i>	52,000 ✓	2,000	Increase in next years contract
Carrier	20,000	<i>HVAC SLA</i>	20,000	0	
Environmental Control	2,000	<i>Nurse's Office Waste Disposal</i>	2,000	0	
Fire Systems	30,500	<i>Fire Alarm/Systems Monitoring SLA</i>	32,000 ✓	1,500	Increase in next years contract
Hunter Mechanical	40,000	<i>Boiler Cleaning & Service</i>	40,000	0	
Interstate Fire & Safety	15,000	<i>Fire Extinguisher Service</i>	10,000	(5,000)	Elimination of Kitchen Hood Cleaning
Kaiser Battistone	10,000	<i>Plumbing Contract</i>	0	(10,000)	Elimination of Vendor
Life Safety Service & Supply	5,000	<i>Emergency Lighting</i>	5,000	0	
Melillo Maintenance	45,000	<i>Holy Name Maintenance</i>	45,000	0	
NALCO	25,000	<i>Water Treatment</i>	25,000	0	
Noresco	87,500	<i>Mandated by Energy Performance Contract</i>	95,000 ✓	7,500	Contract Escalation
Northeast Elevator	15,000	<i>Elevator Service & Repair</i>	26,000	11,000	Price extended through RFP
Simplex Grinnell	20,000	<i>Sprinklers</i>	25,000	5,000	Increase in next years contract
Spherion	40,000	<i>Temporary Labor</i>	40,000	0	
Stanley		<i>Alarm System</i>	150,000 ✓	150,000	Not in 330 Account last year
Trane Company	30,000	<i>HVAC SLA</i>	25,000	(5,000)	Amount after Items eliminated/ Contract escalation
TOTALS:	435,000		592,000	157,000	

Other Profess/Tech Services: 2601.330.49

ITEM	09/10 AMOUNT	SERVICE	10/11 REQUEST	DIFFERENCE	COMMENTS
BOE Facilities Manage	515,058	<i>AFB Facilities Management Services; 0.00% Cost of Living Increase</i>	515,058	0	
TOTALS:	515,058		515,058	0	

Boad of Education Facilities
420.49 Cleaning and Maintenance Account Verification Report
2009/2010

<u>Stadium</u>		<u>HVAC</u>	
	420.49 Encumbered	Vendors	420.49 Encumbered
Vendors		ABC0	5,000.00
A to Z	3,000.00	Airgas	4,000.00
Atlantic irregation	500.00	ASCO	15,000.00
Bill's service	3,455.58	Carrier	10,000.00
Bob' equipment	15,000.00	Carrier Northeast	9,630.91
Brandman's equipment	4,000.00	Commercial heating	7,950.00
Designs by Lee	1,000.00	Control wizards	3,000.00
East coast towing	1,500.00	Filter sales	11,853.41
NAPA repairs	2,000.00	Johnson controls	10,000.00
New canaan lawn	10,000.00	McQuay	11,900.00
O & G	5,000.00	Rema dri vac	2,600.00
Stamford motors	3,000.00	Winair	2,000.00
Steven willand	5,000.00	Windustrial	5,000.00
Tennant	2,500.00	Winnelson	10,000.00
Tony's tire	1,500.00		<u>107,934.32</u>
United rentals	6,000.00		
United site services	1,000.00	<u>Electrical</u>	
Wesco	5,000.00	Advanced Power	1,756.30
West high service	7,500.00	Advanced Security	3,000.00
	<u>76,955.58</u>	Electrical Wholesalers	7,893.53
<u>Plumbers</u>		Life safety	21,349.10
Associate water	1,000.00	Northeast electric	47,491.61
Healy hauling	5,000.00	Norwalk electric motors	5,000.00
Hunter Mech	10,000.00	Plamer's electric motors	15,000.00
Johnstone supply	15,000.00	Post rd. electric	1,000.00
Maintenance Engineering	2,000.00	Rysz storage battery	1,000.00
Pacific plumbing	3,500.00	Scott electric	1,500.00
Sach's plumbing	10,000.00	Security solutions	2,000.00
One vac Sewer & Drain	17,626.00	Sound stage	1,500.00
Swan Associates	3,000.00	Supertech	2,000.00
	<u>67,126.00</u>		<u>110,490.54</u>

COMPILATION

3.5

BID TITLE Management Services For Building Operations

BID OPENING DATE 4/12/05

BID # RFP 04-11

NAME OF BIDDER	Professional Rees								
AFB Construction	350,000								
CCA Services Group	503,648								
Crubb & Ellis	930,261								
O R & L	431,250								

1.0 GENERAL INFORMATION**1.1 Invitation to Bid**

The Stamford Public Schools is accepting proposals from qualified, outside professional firms to manage its building operation and maintenance on a contract basis for the \$14M facilities operating budget.

The contract shall be awarded to the proposer whose proposal is deemed by the department head or selection committee to best provide the services desired, taking into account the requirements, terms and conditions contained in the request for proposals and the criteria for evaluating proposals.

Requests for Proposals will be available at the Stamford Public Schools Purchasing Office, Third Floor, 888 Washington Blvd on Monday, March 21 at 12:00 PM.

Proposals must be at the same location no later than Tuesday, April 12, 2005 at 4:00 PM.

1.2 Rejection of Proposals

The Stamford Public Schools reserves the right to reject for any reason deemed to be in the District's best interest any and/or all proposals submitted under this RFP.

1.3 Availability of Funds

The contract award under this RFP is contingent upon the availability of funds to the Stamford Public Schools for this project. In the event that funds are not available, any contract resulting from this RFP will become void and of no force and effect.

1.4 Contract Agreement

The successful bidder may be required to enter into an Agreement with the Board for the completion of this project. If so, a sample copy of the Agreement is attached and made a part of these conditions. The specifications of this proposal and the purchase order issued to the proposer shall serve as a contract where no formal written contract is required.

The Board reserves the right, subject to mutual agreement with the successful bidder, to extend the terms of this bid, at the bid price, for a mutually agreed upon period of time.

1.5 Cancellation of Contract

The Stamford Public Schools reserves the right to cancel this contract, at any time, with sixty (60) days prior written notice to the contractor, should any of the following conditions exist:

- Funds are not appropriated by the City of Stamford for continuance of this contract.
- The Stamford Public Schools, through changes in its requirements, method of operation, or program operation no longer has a need for the commodity or service.

1.6 Insurance Requirements

The selected proposer, upon the signing of the formal contract, will be required to deliver an insurance certificate in amounts, companies, and terms acceptable to the Risk Manager of the City of Stamford.

The firm selected shall provide the School District with certificates verifying the existence of the above reference policies and limits. Said certificate shall specifically state that the School District, its officers, employees and assigns shall be named as additional insured parties, with the endorsement CG2009 (or its equivalent) used.

Professional Errors and Omissions Liability Insurance in an amount of not less than \$1,000,000. (Proof of coverage shall be provided through the issuance of an original certificate of insurance, providing a minimum of thirty (30) days advance notice of cancellation).

The District reserves the right to modify the insurance coverage amounts as well as policy types prior to the development of a contract.

2.0 EVALUATION OF REQUEST FOR PROPOSAL

2.1 Selection Committee

For requests for proposals for services anticipated to exceed \$100,000, a selection committee shall be formed which shall review the proposals. The Committee will interview the most qualified proposers. Proposals under \$100,000 may be awarded without a selection committee.

2.2 Criteria Used by Selection Committee

The Selection Committee will base its award upon the Contractor's responses to the following:

1. Section 3.3 Scope of Services, Subsection A, Basic Management Responsibilities
2. Section 3.3 Scope of Services, Subsection B, Advanced Management Responsibilities
3. 4.1 Contractor Requirements
4. 4.2 Minimum Staffing Plan
5. 4.3 Cost Proposal

2.3 Awarding the Contract

The contract shall be awarded to the proposer whose proposal is deemed by the selection committee to best provide the services desired, taking into account the requirements, terms and conditions contained in the request for proposals and the criteria for evaluating proposals.

3.0 PROJECT SCOPE

3.1 BUILDINGS

The buildings to be managed consist of 2.6 million+ square feet of property under the direction of the BOE. This includes:

- Cloonan Middle School
- Davenport Ridge Elementary School
- Dolan Middle School
- Hart Magnet Elementary School
- Julia A. Stark Elementary School
- K.T. Murphy Elementary School
- Newfield Elementary School
- Northeast Elementary School
- Rippowam Magnet Middle School
- Rogers Magnet Elementary School
- Roxbury Elementary School
- Scofieldtown Magnet Middle School
- Springdale Elementary School
- Stillmeadow Elementary School
- Toquam Magnet Elementary School
- Turn of River Middle School
- Westover Elementary School
- The Academy of Information Technology High School
- Stamford High School
- Westhill High School
- Holy Name Catholic Church (*Adult Education*)
- Alternate High School (*229 North Street*)
- The Academy of Information Technology (*expected completion SEP 2006*)
- Six-to-Six Interdistrict Magnet School (*expected completion SEP 2007*)
- Government Center (*3rd and 5th Floors*)

3.2 PERSONNEL

The BOE custodial maintenance staff is made up of 150.5 FTE's. This includes 120.5 custodians assigned to the various buildings and 27 trades staff (*includes Carpentry, Electrical, Painting and Plumbing*). There is also an administrative staff which consists of one (1) Executive Secretary and two (2) Office Support Specialists.

3.3 SCOPE OF SERVICES

The BOE desires outside, professional management of it's building operation and maintenance on a contract basis for the \$14M facilities operating budget. The contract term will be for a minimum of one (1) year, with the option to extend the term one-year at a time for a maximum of five (5) terms, beginning July 1, 2005.

A. Basic Management Responsibilities: The following is a list of items that each Contractor MUST demonstrate a proficiency in based on past experience working with schools. Each Contractor, as outlined later in this RFP, must provide minimal staffing requirements to meet the Basic Management Responsibilities required by the BOE.

- Assure the safe, efficient mechanical and environmental operation of all buildings and the safe use and attractive appearance of all buildings and grounds.
- Supervise all custodial (night and day shift) building operations staff and all trades workers. 7 Days per week/24 Hours per day/365 Days per year

3.6

- Be able to create, present, manage and balance an operating budget in excess of \$14,000,000 per year.
- Supervise maintenance service contracts
- Review and recommend improvement in maintenance schedules and trades workers schedules.
- Responsible for the hiring, discipline and termination of custodial/trades personnel; Responsible for the placement of temporary and seasonal labor to fill short-terms vacancies.
- Supervise repairs to building, grounds, equipment and recommend renovation and replacement of outdated equipment and material.
- Respond to building related emergencies on a 24 hour basis and direct Buildings and Grounds Department staff as require for same.
- Direct snow removal and grounds maintenance operations where required.
- Investigate and file reports concerning damage to the buildings and grounds and recommend preventive measures.
- Prepare specifications for purchase of supplies and equipment and projects.
- Audit all overtime for custodial and maintenance personnel.
- Coordinate the work of trades workers, truck drivers and maintenance personnel so as not to disrupt operations.
- In cooperation with the City's Engineering Department, supervise small capital repairs (*less than \$50,000 per project*) to all buildings, including the preparation and filing of all paperwork required by OSF.
- Conduct mandated and selective efficiency training for all managed employees.
- Coordinate the 7-Year Capital Project Plan with the BOE and the City Department of Engineering, the City's Planning Board, the City's Board of Finance and the City's Board of Representatives.
- Implement budget controls/staffing assignments and overtime supervision.
- Supervise implementation of Stamford's Energy Performance Contract
- Serve as the BOE's point-of-contact for the City's Emergency Response Plan.
- Manage, maintain and monitor all applicable OSHA programs, including all MSDS.
- Supervise BOE's AHERA management plan.
- Supervise BOE's IAQ management program.
- Assist with the negotiation of union contracts and facilitate resolution of union grievances.

B. Advanced Management Responsibilities: The following is a list of items that each Contractor MUST demonstrate a proficiency in based on past experience working with schools:

- **Savings and Efficiencies** – Each Contractor must demonstrate past success in producing savings based on efficiencies implemented on behalf of school facilities systems.
- **Overtime Management** – Implement a comprehensive system for managing overtime. The system must provide the means to approve all requests for overtime, as well as document all activities performed and hours worked. Contractors must be familiar with the Union's Collective Bargaining Agreement.

3.6

- **Purchase Control System** – Contractors must implement a system for controlled purchasing district-wide; Must ensure that “checks-and-balances” regarding the authorized procurement of goods and services are maintained at all times.
- **Supply-Chain Management** – Contractors must implement a system to monitor and maintain inventory controls that tracks actual usage and ensures proper stock levels without waste. Must also ensure the timely delivery of supplies for summer project work.
- **School Building Use** – Work with the City’s Cashiering and Permitting division to manage the renting of school facilities by both school and outside community organizations. This includes the approval and subsequent scheduling of events, documentation of hours worked by BOE staff and coordination with the City to ensure that each group is billed accordingly.
- **Space Planning** – Represent the BOE at all planning/design meetings to coordinate and support ten-year space plans in conjunction with the City/BOE capital budget.
- **Office of School Facilities** – Assist in filling all State Department of Education forms for all school projects. Assist in the development of all education specifications and program planning in order to gain local approval before formal submission to the State. Attend all required OSF meetings and coordinate all necessary filings through final audit for each individual project in order to maximize the District’s reimbursement.
- **Familiarity with RESC’s** – Demonstrated success in working with State of Connecticut Regional Educational Service Centers (*RESC*) who assist Stamford in creating educational specifications, student recruitment and promotional campaigns for new projects.

4.0 RESPONSE FORM

4.1 CONTRACTOR REQUIREMENTS

All Contractors should have at least five (5) years experience managing the full-time operations for a school facilities maintenance department relative to the size of Stamford, Conn.; managing and negotiating union collective bargaining agreements; familiarity with all applicable Federal, State and Local codes and an ability to develop and maintain budgets and schedules.

All Contractors must have experience overseeing Capital Projects, including but not limited to:

- a. Roof Replacement and Repair
- b. Code Compliance updates
- c. Technology Infrastructure Wiring
- d. Facilities Equipment
- e. Oil Tank Replacement
- f. Additions/Alterations

3.6

- g. New Building Construction
- h. HVAC Replacement & Repair
- i. Boiler Replacement & Repair
- j. Electrical Upgrades & Repair
- k. AHERA Management Plan
- l. Indoor Air Quality
- m. Space Planning
- n. All OSF Requirements

It would be beneficial if one person or the Company were registered with the State of Connecticut Department of Consumer Protection as:

- a. Site Inspector/Management Planner for Asbestos
- b. Major Contractor Registration
- c. Playground Safety Certification

All Proposers are expected to respond to the following questions in the Proposal:

1. Full legal name of firm and principal address.
2. Provide an official Letter of Intent for this project, signed by an authorized employee of the Contractor's firm.
3. Description of the firm, including number of years in business, principal business focus of the Contractor and the number of full-time and part-time employees.
4. Discuss Contractor's capabilities to provide the services requested by the BOE in the above RFP.
5. Discussion of the Contractor's experience working with municipal entities, specifically, school districts.
6. Proposed professional staffing plan, including the resumes of all managers, assistants and/or consultants who will be assigned to the engagement, along with an estimate of the number of hours that each will work on the assignment.
7. At least three professional references, including names and phone numbers of current or former clients.
8. Cost proposal.

4.2 MINIMUM STAFFING PLAN

Based on past practice and study, the Stamford BOE requires each Contractor to provide the following minimum staffing plan. Each Contractor is responsible for carrying out the work described in this RFP. Therefore additional staffing requirements needed must be carried in the cost of each Contractor's proposal. This plan must include the following positions in each cost proposal.

1. **Director of Facilities**
2. **Facilities Manager**
3. **Assistant Facilities Manager**
4. **Project Coordinator**

4.3 COST PROPOSAL

The BOE reserves the right to negotiate changes to the scope of services and to negotiate a fixed, not to exceed, price with the selected firm. The BOE reserves the right to negotiate service level agreements that go above and beyond the scope of services not included in the RFP or deemed to be considered additional service by the BOE.

FIVE (5) BOUND COPIES OF YOUR PROPOSAL MUST BE SUBMITTED

3.6

Submission of Questions:

Questions relating to this request for proposal must be submitted in writing to the following address:

Mr. Donald Duffy, **(Buyer)**
Stamford Public School District
P.O. Box 9310
Stamford, Connecticut 06904
203-977-4241
Fax: 203-977-4247

Submission of Request for Proposal

Mailing of Proposal
Stamford Public Schools
P.O. Box 9310
Purchasing Department, 3rd Floor
Stamford, CT 06904

Hand Delivery of Proposal
Stamford Public Schools
888 Washington Blvd.
Purchasing Department, 3rd Floor
Stamford, CT 06901

Company Name: _____

Authorized Signature: _____

Date: _____



Stamford Public Schools
Board of Finance 2010-11 Budget Presentation Format
Board of Education Agenda: March 31, 2010 Meeting

4. Outside Services/All Other Services	Reference: White Book	Handout Y/N	Comments
4A. Professional/Technical Services	Tab 10 Page 5	Y	<ul style="list-style-type: none">▪ Breakdown of consultants was submitted in last week's report▪ List and breakdown of returning retired staff
4B. Property Services		Y	
4C. Other Services	Tab 10 Page 6	Y	<ul style="list-style-type: none">▪ Breakdown of transportation costs

4A

2010-11 OPERATING BUDGET OF THE STAMFORD PUBLIC SCHOOLS 3 YEAR PROJECTION - BUDGET SUMMARY

BUDGET BREAKDOWN CODE	2007-08 Actual Expense	2008-09 Actual Expense	2009-10 BOE** Projection	2010-11 BOE Budget	2011-12 BOE Projection	2012-13 BOE Projection
<u>PROPERTY SERVICES (400)</u>						
411 Electricity - Non heat	\$3,820,774	\$3,996,689	\$4,051,941	\$4,060,879	\$4,182,705	\$4,308,187
412 Gas - Non heat	\$180,000	\$167,391	\$156,567	\$166,720	\$175,056	\$183,809
413 Water	\$215,000	\$220,606	\$224,456	\$232,484	\$244,108	\$256,314
420 Repair, Maintenance, and Cleaning	\$1,559,976	\$1,502,078	\$1,129,248	\$1,285,275	\$1,402,039	\$1,472,141
440 Rentals	\$394,121	\$341,030	\$360,442	\$336,646	\$345,000	\$350,000
450 Construction Service	\$864,859	\$759,584	\$874,688	\$874,859	\$875,000	\$885,000
452 Grounds Maintenance	\$75,000	\$71,054	\$59,439	\$65,000	\$65,000	\$65,000
490 Other Property Services	\$130,000	\$144,443	\$143,568	\$0	\$0	\$0
SUBTOTAL (400)	\$7,239,730	\$7,202,875	\$7,000,349	\$7,021,863	\$7,288,909	\$7,520,450

Active		
#of Staff	Position	
1	Substitute Administrator (A.P.)	2 or 3 days a week due to principal surgery
1	Administrator for Summer School (part time)-former principal Grant Funded	A part time SAU position costing \$47,560 for 82 days at \$580 per diem. The position is replacing a full time position that was eliminated with a cost savings of up to \$96,555
1	Consultant Administrator (Special Ed Pre-K Administrator)-former assistant principal Grant Funded	3 days a week managing and working as the PPT administrator for Special Ed Pre-K team costing \$50,000 based on \$400 per day . A Special Ed District Department Head for Pre-K position was eliminated and replaced with a part time consultant with a cost savings of up to \$39,788
Same as above	Consultant -Scheduling Grant Funded for the Middle School scheduling and building based funds for the high school training of new staff	<ul style="list-style-type: none"> o An RFP was posted for scheduling of the middle schools to support Middle School Transformation initiative o Middle School administrators had not used the Century Scheduling Software o Received 2 bids -one for \$3500 per diem and another for \$400. The most reasonable and one that was familiar with the district was selected o Current year the contract is for \$20,000 o Consultant also assisted newly hired A.P. 's at both high schools (who were not trained in the use of the scheduling software)
1	Consultant Administrator (Expulsion Hearings)-former central office director/ acting assistant superintendent	Average of 1 day per week at a cost of \$25,000. A full time Central Office administrator was eliminated whose responsibilities included the oversight of these hearings, with a cost savings of up to \$121,555
15	Substitute Teachers	Substitute rate per diem
8	Tutors	Returning retired administrators and teachers are great resource for students, families and adult learners. Pay rate of \$25 per hour
1	Transportation-System Support	Total \$13,000 -prior to hiring of FTE support staff
1	Teacher (shortage area)	
1	OSS (part time-seasonal at \$15 per hour)	Replacing full time OSS for Summer School with a cost savings of up to \$32,200
30		

Inactive		
#of Staff	Position	
2	Substitute Administrators (A.P.)	Covering for administrator vacancies
2	Substitute Teachers and tutors	
3	Teacher (shortage)	
1	OSS-2 days a week	For the transportation office
8		

- o Returning retired staff provide a great service to our schools since they are already familiar with our students and school environments
- o The services are needed services that must be provided for our student and families

2010-11 OPERATING BUDGET OF THE STAMFORD PUBLIC SCHOOLS
3 YEAR PROJECTION - BUDGET SUMMARY

BUDGET BREAKDOWN CODE	2007-08 Actual Expense	2008-09 Actual Expense	2009-10 BOE** Projection	2010-11 BOE Budget	2011-12 BOE Projection	2012-13 BOE Projection
<u>OTHER SERVICES (500)</u>						
510 Student Transportation Services	\$12,487,631	\$11,944,453	\$12,792,034	\$13,577,019	\$13,984,330	\$14,403,859
511 Field Trips	\$134,120	\$112,613	\$82,802	\$110,530	\$120,000	\$120,000
520 Insurance Allocation	\$703,901	\$837,625	\$774,696	\$896,440	\$950,226	\$997,738
530 Telephone	\$400,000	\$418,442	\$439,454	\$415,000	\$430,000	\$430,000
531 Postage	\$195,192	\$212,814	\$158,036	\$143,352	\$160,000	\$160,000
540 Advertising	\$73,000	\$44,847	\$48,041	\$51,500	\$52,000	\$55,000
541 Recruitment and Retention	\$68,000	\$24,426	\$24,649	\$30,000	\$30,000	\$30,000
550 Printing	\$771,600	\$920,767	\$647,679	\$611,960	\$636,438	\$661,896
560 Tuitions	\$5,722,000	\$7,123,698	\$7,058,858	\$8,170,771	\$10,021,673	\$11,123,407
580 Professional Development	\$217,658	\$225,317	\$229,130	\$246,186	\$235,000	\$235,000
581 In-District Travel	\$32,114	\$18,633	\$17,848	\$17,126	\$20,000	\$20,000
590 Other Purchased Services	\$533,549	\$526,657	\$539,496	\$485,000	\$495,000	\$505,000
SUBTOTAL (500)	\$21,338,765	\$22,410,292	\$22,812,723	\$24,754,884	\$27,134,668	\$28,741,900

Stamford Public Schools
Transportation Expense
Projected 2010-11

4C

Regular Bus

Home To School	6,403,368
Late Buses	203,229
Grant for Late Buses	(130,000)
AITE Westhill Shuttle	40,371
WHS Annex Arts	27,536
Homeless, Parades, Exams, Etc	256,736
Total Regular Buses	<u>6,801,240</u>

Budget 2010-11 6,801,240

Special Education - In District

Home To School	1,661,372
Middays	71,474
Pre K Bus	80,000
Total Special Ed - In District	<u>1,812,846</u>

Budget 2010-11 1,812,846

Special Education - Out of District

First Student Curtain Lasse	1,029,514
ECS	671,474
Total Special Ed - Out of District	<u>1,700,988</u>

Budget 2010-11 1,770,988

Private/Parochial

Home To School	2,492,872
Late Buses	58,992
Alternate Days/Exams/Etc	265,719
Total Private	<u>2,817,583</u>

Budget 2010-11 2,817,583



Stamford Public Schools
Board of Finance 2010-11 Budget Presentation Format
Board of Education Agenda: March 31, 2010 Meeting

5. Miscellaneous/Q and A	Reference: White Book	Handout Y/N	Comments
<ul style="list-style-type: none"> ▪ What is the drop out rate and the graduation rate? 		N	<ul style="list-style-type: none"> ▪ Graduation Rate-Class of 2008-91.5 % ▪ Drop out Rate-Class of 2008-7 %
<ul style="list-style-type: none"> ▪ How does projected grants budget compare to the actual to date: 2008-09 to 2009-2010 		N	<ul style="list-style-type: none"> ▪ 2009-2010 Budgeted: 35 grants for a total of \$27,318,027 ▪ 2009-2010-actual to date: 37 grants for a total of \$29,128,093