



Upcoming Meeting Dates

Holland Hill Memo from Chairman Dwyer

AP Honor Roll Press Release, 12/11/2015

2016 BOE Policy Committee Dates

Policy Committee Minutes

- ♦ Approved October 12
- ♦ Draft November 30
- ♦ Draft December 8

Policy Committee Agenda, January 4, 2016

BOS Meeting Dates 2016

RTM Meeting Dates 2016

BOF Meeting Dates 2016



UPCOMING MEETING DATES

- January 4** **4:30 PM – Board of Education Meeting**
Policy Committee Meeting
501 Kings Hwy East
Superintendent’s Conference Room
- January 12** **7:30 PM – Board of Education Meeting**
Regular Meeting
501 Kings Hwy East
2nd Floor Board Conference Room
- January 19** **7:30 PM – Board of Education Meeting**
Special Meeting/Budget
501 Kings Hwy East
2nd Floor Board Conference Room
- January 25** **4:30 PM – Board of Education Meeting**
Policy Committee Meeting
501 Kings Hwy East
Superintendent’s Conference Room
- January 26** **7:30 PM – Board of Education Meeting**
Special Meeting/Budget
501 Kings Hwy East
2nd Floor Board Conference Room
- January 28** **7:30 PM – Board of Education Meeting**
THURSDAY Regular Meeting/Budget Adoption
501 Kings Hwy East
2nd Floor Board Conference Room

To: Board of Education Members
From: Philip Dwyer, Chairman
Re: Calculations for Space Needs at Holland Hill School
Date: December 10, 2015

I thought it would be helpful to summarize the additional classrooms needed at Holland Hill School to cure various program deficiencies and build it to a 504 student capacity.

1. **Calculation for the current Functional Capacity of 315 students at HH**

There are currently twenty (20) full sized, brick and mortar classrooms within HH, not counting the portables. Allowing for five rooms to be used for: Art, SPED, Music, Computer, Science that leaves 15 remaining general purpose classrooms available at a planned average of twenty-one (21) students, or a 315 student capacity as calculated in the 2010 MGT Report. As enrollment at HH has grown, portables have been installed and classroom spaces have been shared. Thus, today 18 general purpose classrooms within the building and 3 portable classrooms are housing 396 students in 21 general purpose classrooms. In addition, hallways and former closet areas are used for some instruction.

2. **Calculation for the planned functional capacity of 504 students at HH**

At the May and June, 2015 Board of Education meetings we received copies of existing floor plans outlining the buildings space uses and needs. Page 4 of the current Educational Specifications reflect the addition of five (5) general classrooms, plus (1) general music room and (1) instrumental music room, (1) special education room, (1) shared classroom for gifted program and math/science, for a total of nine (9) classrooms. $9 + 15 = 24 \times 21 = 504$ student capacity. Of course additional spaces are needed to resolve other program and office deficiencies. The allocations of which spaces (old or new) will be used for what purpose will be determined as the architect hired by a building committee advances the design.

3. **Enrollment projections**

The long range facility plan, adopted in June, 2015, uses the 2010 MGT enrollment projections, which reflects a maximum enrollment of 438 students for 2016-17. The enrollment at HH on October 1, 2015 was 405, although it has slightly decreased by December, 2015. Enrollment does fluctuate over a school year and we use the October 1 enrollment numbers for planning purposes.

4. **Functional Capacity**

A generally accepted planning principle is to design facilities for 85% to 90% of functional capacity to allow for fluctuations over the 30 year life cycle of a typical school building before renovations and additions are considered. The BoE, when they adopted the original Long Range Facility Plan in 2010 adopted this range as a planning principle. The 504 student functional capacity building design was planned for Holland Hill School's maximum enrollment of 438 students, which is 87% of 504.

At the first meeting in January, 2016 the BoE will consider three basic principles:

- Shall we move the project along now as recommended by the Superintendent?
- Shall we include the swing space portables in the overall project?
- What capacity should we design for? (The 85% capacity design options (with the higher 90% planning assumptions shown in parenthesis).
 - 504 capacity (24 classrooms) at the 85% planning principle would allow for 428 students (453)
 - 483 capacity (23 classrooms) at the 85% planning principle would allow for 410 students (434)
 - 462 capacity (22 classrooms) at the 85% planning principle would allow for 392 students (415)

Fairfield Public Schools Placed on the College Board's 6th Annual AP[®] District Honor Roll for Significant Gains in Student Access and Success

Fairfield Public Schools is one of 425 school districts in the U.S. and Canada being honored by the College Board with placement on the 6th Annual AP[®] District Honor Roll for increasing access to AP course work while simultaneously maintaining or increasing the percentage of students earning scores of 3 or higher on AP Exams. Reaching these goals indicates that the district is successfully identifying motivated, academically prepared students who are ready for the opportunity of AP. To be included on the 6th Annual Honor Roll, Fairfield Public Schools had to, since 2013, increase the number of students participating in AP while also increasing or maintaining the number of students earning AP Exam scores of 3 or higher.

Superintendent of Schools, Dr. David Title, stated, "I am pleased that the Fairfield Public Schools has earned this distinction three years in a row. We offer a rigorous curriculum from K through 12 and our students continue to achieve at high levels. This recognition reflects on the entire school system, not just the high schools."

National data from 2015 show that among black/African American, Hispanic, and Native American students with a high degree of readiness for AP, only about half of students are participating. Fairfield Public Schools is committed to expanding the availability of AP courses among prepared and motivated students of all backgrounds.

"That the committed teachers and administrators in this district have both expanded AP access and also helped their students achieve high levels of performance on AP Exams shows they're delivering opportunity in their schools and classrooms, and it is a real testament to their belief that a more diverse population of young people is ready for the challenge of college," said Trevor Packer, the College Board's senior vice president of AP and Instruction. "Congratulations to these teachers and administrators, and to their hard-working students."

In 2015, more than 3,800 colleges and universities around the world received AP scores for college credit, advanced placement, and/or consideration in the admission process, with many colleges

and universities in the United States offering credit in one or more subjects for qualifying AP scores.

Inclusion on the 6th Annual AP District Honor Roll is based on the examination of three years of AP data, from 2013 to 2015, looking across 34 AP Exams, including world language and culture. The following criteria were used.

Districts must:

- Increase participation/access to AP by at least 4 percent in large districts, at least 6 percent in medium districts, and at least 11 percent in small districts;
- Increase or maintain the percentage of exams taken by black/African American, Hispanic/Latino, and American Indian/Alaska Native students; and
- Improve or maintain performance levels when comparing the 2015 percentage of students scoring a 3 or higher to the 2013 percentage, *unless* the district has already attained a performance level at which more than 70 percent of its AP students are scoring a 3 or higher.

The complete 6th Annual AP District Honor Roll can be found **here**:

[6th Annual AP Honor Roll Report](#) .



*All meetings are located at 501 Kings Hwy East, Suite 210
Superintendent's Conference Room at 4:30 pm, unless otherwise noted*

Monday, January 4, 2016

Monday, January 25, 2016

Monday, February 8, 2016

Monday, February 22, 2016

Monday, March 7, 2016

Monday, March 28, 2016

Monday, April 18, 2016

Monday, May 2, 2016

Monday, May 9, 2016

Monday, May 23, 2016

Monday, June 13, 2016

Monday August 29, 2016

Monday, September 12, 2016

Monday, September 26, 2016

Monday, October 10, 2016

Monday, November 7, 2016

Monday, December 5, 2016

BOARD OF EDUCATION
FAIRFIELD PUBLIC SCHOOLS
FAIRFIELD, CT

Policy Committee Minutes
October 12, 2015

4:15 p.m.

501 Kings Highway East, Suite 210
Superintendent's Conference Room

- I. Call to Order – The meeting was called to order by the Chair, Jennifer Maxon-Kennelly at 4:35 p.m.

- II. Approval of Minutes – The Minutes of June 15, 2015 were approved 3:0:0 and the Minutes of August 31, 2015 were approved 3:0:0

- III. Discussion of Board of Education Handbook (*DRAFT, Revised May 7, 2015*)
There was extensive discussion as to how the Handbook should be used by BOE members. It was finally agreed that the handbook should be used as “Cliff Notes” to guide the members and community as to how the Board of Education should conduct its business. John Convertito agreed that this should be the way the Handbook is used, but felt that it has become so controversial that perhaps it should no longer be used at all. After continued discussion, all three Policy Committee members reached consensus that the handbook continues to have value, but that in every case, the language should accurately reflect the BOE Policy and By-Law language. Edits for the handbook will be considered at the November 30, 2015, meeting.

Prior to the close of the meeting, Jennifer thanked John Convertito for his many contributions to the Policy Committee over the past several years.

- IV. Open Discussion/Public Comment - None

- V. Adjournment – The meeting adjourned at 5:42 p.m.

- VI. Future Items: BOE Handbook

BOARD OF EDUCATION
FAIRFIELD PUBLIC SCHOOLS
FAIRFIELD, CT

Policy Committee Agenda
November 30, 2015
4:15 p.m.
501 Kings Highway East, Suite 210
Superintendent's Conference Room

MINUTES

- I. Call to Order - The meeting was called to order by Karen Parks at 4:18. Committee members in attendance were Jennifer Kennelly, Donna Karnal, and Anthony Calabrese. Phillip Dwyer, BOE Chairman, was also in attendance as was Karen Parks representing the Administration. Jennifer Kennelly moved to add the item "Election of Chair" to the Agenda. Donna Karnal seconded and approved 3:0:0.
- II. Election of Chair of Policy Committee – Anthony Calabrese nominated Jennifer Kennelly and Donna Karnal seconded. Jennifer accepted nomination and was elected 2:0:1
- III. Approval of Minutes - One suggested edit was made to the October 12 minutes; the date was changed from November 9 to November 30 in Section III, and approved with edit.
- IV. Discussion of Board of Education Handbook (*DRAFT, Revised May 7, 2015*) – Jennifer Kennelly asked Phil Dwyer, who chaired the committee to write the BOE Handbook, to share the history and purpose of the Handbook. Phil explained that the idea of the Handbook came from the CAFE Conference, when several board new board members attended 4 years ago. There was a strong feeling by the board that BOE members would find it easier to learn if everything was in one place. Pam Iacono, who was the BOE Chair at the time, asked Phil to chair the committee and the full board adopted the Handbook on June 26, 2012. Phil described the Handbook as a vehicle to state "what is," containing statements from state statute, BOE past practice, BOE By-laws, BOE Policy, and Town Charter. Changes in those documents would require changes to the BOE Handbook. Some of the text in the document in front of you is in red because it reflects changes in the By-laws since the Handbook was created. Paul Fattibene, a BOE member and past Policy Committee member, asked that the Policy Committee ensure that there is no confusion between the Handbook and the By-law language. Phil also explained that there are approximately 9 instances throughout the Handbook where "board practice" is parenthetical. He feels that the questions for the Policy Committee are:
 - Is the Handbook useful to the BOE and if not, then this committee should recommend to the BOE that the Handbook be eliminated;
 - Does the red text conform to the meaning/language of the By-laws?
 - Should BOE past practice be considered in the Handbook and if not, then bring to the full BOE for discussion.

The PC committee members discussed Mr.Dwyer's questions/recommendations and agreed that the Handbook is a useful document and that if there is confusing language, that they should work on that language to eliminate confusion rather than eliminate the

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Handbook. Members then went through the Handbook page by page and discussed, making the following recommendations for changes:

- p. 7 A. change “fourteen” to “sixteen” regular BOE meetings to reflect current practice;
- p. 8, A. #10 should there only be one meeting in an odd year when there are elections?
- p.8, A. #11, delete the words “with the primary purpose? And add “included in this meeting”;
- p.8, B. Change Mooney’s “7th edition” to “most recent edition”;
- p. 9, C Insert “By-laws, Article V, Sec 7” in place of Board Practice; put language on hold as John Llewellyn may be proposing new language;
- p. 9, Section F, put on hold as Jen Kennelly is researching;
- p. 10, H, Superintendent’s Report, the current language is more about board comment and should probably describe the Superintendent’s Report;

There was not time to continue the discussion at this meeting beyond page 10 Open Board Comment. Will continue discussion at the next available board meeting.

- V. Open Discussion/Public Comment – Jennifer Kennelly proposed meeting on December 8 at 7:00 pm immediately before the regular board meeting to select 2016 meeting time and dates for the Policy Committee. All members agreed.

No members of the public were present.

- VI. Adjournment – The meeting adjourned at 6:12 p.m.

All meetings will be held at 501 Kings Highway East, Superintendent’s Conference Room unless otherwise noted.

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BOARD OF EDUCATION
FAIRFIELD PUBLIC SCHOOLS
FAIRFIELD, CT

Policy Committee Agenda
December 8, 2015
7:00 p.m.
501 Kings Highway East, Suite 210
Superintendent's Conference Room

MINUTES

- I. Call to Order – The meeting was called to order at 7:03 by the Chair, Jennifer Kennelly. Also in attendance was Anthony Calabrese and Karen Parks, representing the district administration. Philip Dwyer, BOE Chair, was also in attendance.

- II. Discussion and Selection of Policy Committee Meeting Time and Dates for 2016 – The dates were discussed and approved as presented, 2:0:0. The official meeting time for the 2016 year was determined to be 4:30 pm to 6:00 pm.

- III. Adjournment – The meeting adjourned at 7:13 p.m.

Next Meeting: January 4, 2016.

All meetings will be held at 501 Kings Highway East, Superintendent's Conference Room unless otherwise noted.

BOARD OF EDUCATION
FAIRFIELD PUBLIC SCHOOLS
FAIRFIELD, CT

Policy Committee Meeting

Monday, January 4, 2016
Education Center
501 Kings Highway East
Superintendent's Conference Room
4:30 p.m.

Agenda

- I. Call to Order
- II. Approval of November 30 and December 8, 2015 Meeting Minutes
- III. Policy
 - Policy #5514 Students – Administration of Medications in the Schools
 - Policy #5515 Students – Administration of Emergency Medications by Non-nursing Personnel
 - CAFE Policy Review
- IV. Open Discussion/Public Comment
- V. Adjournment
- VI. Future Items: BOE Handbook

Future Mtg. Dates and Times: *All meetings will be on Mondays, starting at 4:30 unless otherwise noted; **January 25**, February 8, February 22, March 7, March 28, April 18, May 2, May 9, May 23, June 13, August 29, September 12, September 26, October 10, November 7, December 5, 2016.*

All meetings will be held at 501 Kings Highway East, Superintendent's Conference Room unless otherwise noted.

Board of Selectmen meeting dates for Calendar Year 2016:

January 6 and 27*	July 6 and 20
February 3 and 17	August 3 and 17
March 2 and 16	September 7 and 21
April 6 and 20	October 5 and 19
May 4 and 18	November 2 and 16
June 1 and 15	December 7 and 21
<i>*4th Wednesday</i>	

Budget Meetings for Calendar Year 2016:

a) Board of Selectmen Joint* Public Budget Hearing Dates**:

March 01	Tuesday
03	Thursday
08	Tuesday
10	Thursday
15	Tuesday
16	Wednesday
21	Monday

**Joint with Board of Finance – 7:30 pm*

***Pending Board of Finance Approval*

b) Board of Selectmen Public Executive Budget Session and Vote:

March 28	Monday (2:00 pm) – Public Executive Session*
March 29	Tuesday (2:00 pm) – Vote*

**No public comment*

RTM Meeting Dates 2016

All meetings are held in the BOE 2nd floor conference room 501 Kings Hwy East, unless otherwise noted.

Locations may be subject to change

Tuesday, January 19	Committees	7:30PM	
Monday, January 25	Regular Meeting	8:00PM	
Monday, February 22	Committees	7:30PM	
Monday, February 29	Regular Meeting	8:00PM	
Monday, March 21	Committees	7:30PM	
Monday, March 28	Regular Meeting	8:00PM	
Tuesday, April 5	Budget Meeting	7:00PM	Bigelow Senior Center
Wednesday, April 6	Budget Meeting	7:00PM	Bigelow Senior Center
Thursday, April 7	Budget Meeting	7:00PM	Bigelow Senior Center
Monday, April 18	Committees	7:30PM	
Monday, April 25	Regular Meeting	8:00PM	
Monday, May 2	Budget Vote	8:00PM	Fairfield Ludlowe High School
Tuesday, May 3	Budget Vote (if needed)	8:00PM	Fairfield Ludlowe High School
Monday, May 16	Committees	7:30PM	
Monday, May 23	Regular Meeting	8:00PM	
Monday, June 20	Committees	7:30PM	
Monday, June 27	Regular Meeting	8:00PM	
Monday, July 18	Committees	7:30PM	
Monday, July 25	Regular Meeting	8:00PM	
Monday, August 22	Committees	7:30PM	
Monday, August 29	Regular Meeting	8:00PM	
Monday, Sept 19	Committees	7:30PM	
Monday, Sept 26	Regular Meeting	8:00PM	
Monday, October 17	Committees	7:30PM	
Monday, October 24	Regular Meeting	8:00PM	
Monday, November 21	Committees	7:30PM	
Monday, November 28	Regular Meeting	8:00PM	
Monday, December 12	Committees	7:30PM	
Monday, December 19	Regular Meeting	8:00PM	

Board of Finance
2016 Meeting Schedule

January	05	Tuesday	7:30 pm	Regular Monthly Meeting
February	02	Tuesday	7:30 pm	Regular Monthly Meeting
February	16	Tuesday	7:30 pm	Quarterly Review Meeting
March	01	Tuesday	7:30 pm	Public Budget Session
March	03	Thursday	7:30 pm	Public Budget Session
March	08	Tuesday	7:30 pm	Public Budget Session
March	10	Thursday	7:30 pm	Public Budget Session
March	15	Tuesday	7:30 pm	Public Budget Session
March	16	Wednesday	7:30 pm	Public Budget Session
March	19	Saturday	9:30 am	Public Budget Comment Session
March	21	Monday	7:30 pm	Public Budget Session
March	22	Tuesday	7:30 pm	Public Executive Budget Session
March	31	Thursday	7:30 pm	Public Executive Budget Session Vote
April	12	Tuesday	7:30 pm	Regular Monthly Meeting
May	05	Thursday	7:30 pm	Regular Monthly Meeting
May	17	Tuesday	7:30 pm	Quarterly Review Meeting
June	07	Tuesday	7:30 pm	Regular Monthly Meeting
August	02	Tuesday	7:30 pm	Regular Monthly Meeting
September	06	Tuesday	7:30 pm	Regular Monthly Meeting
September	20	Tuesday	7:30 pm	Capital Planning Workshop
September	27	Tuesday	7:30 pm	Quarterly Review Meeting
October	04	Tuesday	7:30 pm	Regular Monthly Meeting
November	01	Tuesday	7:30 pm	Regular Monthly Meeting
November	22	Tuesday	7:30 pm	Quarterly Review Meeting
December	06	Tuesday	7:30 pm	Regular Monthly Meeting