

**Board of Education  
By-Law Ad-Hoc Committee Meeting  
September 6, 2014 , 9:45am**

Location: Fairfield Public Library – Room D  
1080 Old Post Road

1. **Call to Order:**  
9:55am meeting called to order by E McCormack
2. **Attendance:**  
Members present- E McCormack, D. Karnel, J Llewellyn  
Public present - four
3. **Motion to Elect Chair:**  
DK – makes motion to elect EM as chair  
JSL seconded  
Vote – McCormack Elected 3-0
4. **Present Mission Statement**  
ELM reads Commission Statement; confirms target date for recommendation to BOE at 2<sup>nd</sup> September meeting of this month

Donna Karnal is to call CUBE to inquire of a recommended Ex-officio member to provide advice  
John Llewellyn is to call CES to inquire of an Ex-officio member to provide advice

5. **Review and Discuss:**
  - a) **Proposal A –**  
Summarized from CUBEs “So you want to be a School Board Member”  
JSL – read and explained why selected items were proposed from CUBE brochure regarding the Role of the BOE  
JSL proposed revising the language proposed in Enclosure 7 from the May 15 2014 Special By Law Meeting (Enclosure 1) to use those bullet points defining a Board of Education’s role to be taken directly from the CUBE pamphlet pages 5 &6  
[www.cube.org/uploaded/2013\\_So\\_You\\_Want\\_to\\_be\\_a\\_Board\\_Member.pdf](http://www.cube.org/uploaded/2013_So_You_Want_to_be_a_Board_Member.pdf)  
under “**What does a board do?**” but with the following modification of the last bullet to:  
“Serving as the Impartial hearing panel on such Issues as termination and grievances” – striking the word “expulsion” due to the fact that the District utilizes a third party Hearing Officer. This was proposed to avoid disagreements on wording and eliminate questions regarding “cherry picking”.

*The new proposed wording for 8100 would be as follows:*

“The Fairfield Board of Education shall have the following functions:

- Building public support and understanding Building public support and understanding of public education. This means communicating and interpreting the school district’s mission to the

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public, listening to the community, and when appropriate, incorporating citizens' views into the discussions and actions of the Board

- Implementing state and federal legislation on the local level.
- Developing trust with municipal officials is increasingly important
- Developing, implementing and monitoring the district's policies, including short- and long-term goals. These policies serve as the road map for the school district. They give direction to the administration and staff and become the foundation for accountability.
- Selecting, retaining and evaluating the superintendent of schools, who serves as the district's chief executive officer and implements board policy. Perhaps no single decision a board makes has more impact than the selection of the superintendent
- Developing, approving and monitoring implementation of the budget. The budget provides resources for the educational priorities of the school district
- Serving as the impartial hearing panel on such issues as termination and grievance"

Public Comment:

Kelly Jacobson - recommend adding the sentence from CAGE "It is easy to forget that the primary purpose of a board of education is to ensure high achievement for all students"

**Another resident noted the importance of keeping the by-laws simple, so lifting from CAGE seemed to make good sense.**

Motion to Amend proposal:

DK moves to add the following amendment to the Preamble, seconded by JSL

**Amendment:** "remembering that the primary purpose of a board of education is to ensure high achievement for all students"

Article VII - Code of Ethics 8700

**PREAMBLE**

Existing: "The purpose of the Board's By-Laws (the "By-Laws") is to provide for the organization of the Board and for an orderly and efficient method of performing its lawful functions; however, nothing in these By-Laws shall be interpreted to limit or modify in any way or to any degree the duties and responsibilities imposed on this Board by State Law."

Vote 3-0

Article VII - Code of Ethics 8700

**PREAMBLE**

Amended: The purpose of the Board's By-Laws (the "By-Laws") is to provide for the organization of the Board and for an orderly and efficient method of performing its lawful functions; however, nothing in these By-Laws shall be interpreted to limit or modify in any way or to any degree the duties and responsibilities imposed on this Board by State Law, ***remembering that the primary purpose of a board of education is to ensure high achievement for all students.***

**b) Proposal B**

Approved 9/13/14

ELM presents Proposal B, reading Enclosure 8 from May 15, 2014 and distributes:  
Reviewed: Greenwich Public Schools – dashboard  
Reviewed: Westport “Board of Education Goals, Objectives and Action Plans: 2011-12”  
Reviewed: Weston’s “Statistical Report & Analysis of College Applications”  
Reviewed: “2013-2014 Darien District Goals and Objectives” approved by BOE August 2013  
Reviewed: “New Canaan Public Schools 2013-2014 District Goals and Objectives”  
Reviewed: “2013-2014 District Goals & Objectives” – Hicksville Public Schools

**Existing Proposal:**

**Proposed Amendment to add to By-law 8450:  
Short Term Goals, Objectives and Action Plans**

**1. Motion to approve Proposed Amendment to add to By-law 8450:**

By the start of each school year, the Board of Education shall formulate (June meeting) and approve (August/September Meeting) specific Short Term Goals, Objectives and Action Plans which define the District’s priorities for the academic school year.

**2. Motion to approve Proposed Amendment to add to By-law 8450:**

The Board of Education Short Term BOE Goals, Objectives and Action Plans shall be in alignment with the BOE mission statement, long term educational goals (“Long Term Goals”), as well as the school district’s 5 year Strategic Plan

**3. Motion to approve Proposed Amendment to add to By-law 8450:**

These BOE Goals, Objectives and Action Plans shall strive to be specific, measurable, achievable, relevant and define a specific time frame.

**4. Motion to approve Proposed Amendment to add to By-law 8450:**

Discussion and amendment of BOE Short Term Goals, Objectives and Action Plans shall occur at the November and December meetings, respectively.

**5. Motion to approve Proposed Amendment to add to By-law 8450:**

Board of Education annual Short Term Goals and Objectives shall address a) Student Achievement, b) Fiscal Management, c) Board of Education Effectiveness, d) Human Resources e) Facilities and f) Other Special Objectives.

**6. Motion to approve Proposed Amendment to add to By-law 8450:**

The Board of Education shall develop, in collaboration with the Superintendent, an Action Plan for each Short Term Goal and Objective to be accomplished during the current academic year, unless otherwise specified.

**7. Motion to approve Proposed Amendment to add to By-law 8450:**

The Board of Education shall, in collaboration with the Superintendent, review progress towards achieving the stated Short Term Goals and Objectives utilizing district outcomes available for December, March and June, respectively.

Llewellyn suggests that there are too many items and will be easier to digest with fewer key items.

Karnal agrees.

Approved 9/13/14

McCormack agrees but notes that making sure concepts are retained is important.  
Discussion results in combining concepts 4 and 6 into item 1 and removing items 4 and 6.

Motion to Amend Proposed Amendment:

JSL moves to amend the proposed amendment language of Enclose No 8 Short Term Goals, Objectives and Action Plans, seconded by DK to the following:

1. **“The Board of Education shall formulate and approve, no later than the first meeting in June, specific Short Term Goals and Objectives which define the District’s priorities for the following academic school year, with related Action Plans formulated in collaboration with the Superintendent by the start of the academic school year.**
2. **The Board of Education Short Term BOE Goals, Objectives and Action Plans shall be in alignment with the BOE mission statement, long term educational goals (“Long Term Goals”), as well as the school district’s 5 year Strategic Plan**
3. **Board of Education annual Short Term Goals and Objectives shall address a) Student Achievement, b) Fiscal Management, c) Board of Education Effectiveness, d) Human Resources e) Facilities and f) Other Special Objectives.**
4. **These BOE Goals, Objectives and Action Plans shall strive to be specific, measurable, achievable, relevant and define a specific time frame.**
5. **The Board of Education shall, in collaboration with the Superintendent, review progress towards achieving the stated Short Term Goals and Objectives utilizing district outcomes available for December, March and June, respectively.**

Motion Approved 3-0

JSL proposed new language to replace the approved amended Item 4 above, #4 – The Board of Education shall review quarterly reports to include measurable results related to student achievement by District and individual school in the subject to Math, Language Arts and Science.

**5. Public Comment – none**

**6. Open Board Comment:**

McCormack- notes that given time limitation on venue, discussion on Llewellyn’s proposed item could occur at the next meeting as would discussion on the Motion to Amend Article IV – Methods of Operation 8400 – Strategic Plan. She thanks everyone for their interest in attending.

**7. Set Future Meeting schedule**

McCormack- questions if there is any objection to holding the next Adhoc committee meeting at the same time and place next week. There is no objection

**8. Motion to adjourn – Karnal makes motion to adjourn at 11:49 AM , seconded JSL**

Vote 3-0