

FAIRFIELD PUBLIC SCHOOLS

The Enclosures referred to in the Agenda are available for inspection at each of the three Public Libraries in Fairfield, Fairfield Public Schools' website <http://www.fairfieldschools.org/> and the Education Center, 501 Kings Highway East.

THE PUBLIC IS REQUESTED TO SILENCE DEVICES FOR THE DURATION OF THE MEETING

Board of Education Organizational Meeting Agenda
501 Kings Highway East, 2nd Floor Board Conference Room
November 25, 2014
7:00 PM

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Election of Temporary Chairman/Secretary
Recommended Motion: "that in accordance with the By-Laws, Superintendent Dr. David Title will serve as Temporary Chairman/Secretary during the election of Board Officers"
4. Election of:
 1. Board of Education Chairman
 2. Board of Education Vice Chairman
 3. Board of Education Secretary

}

*Newly elected officers take office
immediately upon election*
5. Approval of Ad-hoc Committee By-Laws
Recommended Motion: "that the Board of Education approve the Ad-hoc Committee changes to the By-Laws as presented "
6. Adjournment

RELOCATION POLICY NOTICE

The Fairfield Public Schools System provides services to ensure students, parents and other persons have access to meetings, programs and activities. The School System will relocate programs in order to ensure accessibility of programs and activities to disabled persons. To make arrangements please contact Pupil & Special Education Services, 501 Kings Highway East, Fairfield, CT 06825, Telephone: (203) 255-8379

FAIRFIELD PUBLIC SCHOOLS

The Enclosures referred to in the Agenda are available for inspection at each of the three Public Libraries in Fairfield, Fairfield Public Schools' website <http://www.fairfieldschools.org/> and the Education Center, 501 Kings Highway East.

THE PUBLIC IS REQUESTED TO SILENCE DEVICES FOR THE DURATION OF THE MEETING

Board of Education Regular Meeting Agenda
501 Kings Highway East, 2nd Floor Board Conference Room
November 25, 2014
7:30 PM

1. Call to Order and Roll Call

2. Pledge of Allegiance

3. Student Reports

Mr. Tyler Shuster (FWHS)

Mr. Max Kutsch and Ms. Suzanne Finnerty (FLHS)

4. Public Comments and Petitions

*During this period the Board will hear comments and receive petitions from any citizen present at the meeting. Any single presentation must be limited to two minutes, and audio-visual equipment cannot be used without the advance authorization of the Chairman. **The Board will not hear comment on individual personnel matters or comments addressed to a specific member(s) of the Board.** Decorum will be enforced. Citizens are asked to comment on any voting item at the time the item is under consideration by the Board.*

5. Old Business

A. Second Reading of Policy #5516 – Students – Students with Health Care Needs – Life Threatening Allergies and Glycogen Storage Disease Management Policy

Recommended Motion: “that the Board of Education approve Policy #5516 – Students – Students with Health Care Needs – Life Threatening Allergies and Glycogen Storage Disease Management Policy”

(Enclosure No. 1)

6. New Business

A. Presentation of Recommended 2015-2016 School Calendar, Dr. Title

(Enclosure No. 2)

B. Discussion of 2015-2016 World Language Enhancement Options, Dr. Boice, Mr. Rafferty, Ms. Frankel, Ms. Cowenhoven

(Enclosure No. 3)

7. Approval of Minutes

A. Approval of Minutes of the October 21, 2014 **Special Meeting**

Recommended Motion: “that the Board of Education approve the Minutes of the **Special Meeting** of October 21, 2014”

(Enclosure No. 4)

B. Approval of Minutes of the October 21, 2014 **Regular Meeting**

Recommended Motion: "that the Board of Education approve the Minutes of the **Regular Meeting** of October 21, 2014"

(Enclosure No. 5)

C. Approval of Minutes of the November 12, 2014 **Special Meeting**

Recommended Motion: "that the Board of Education approve the Minutes of the **Special Meeting** of November 12, 2014"

(Enclosure No. 6)

8. Superintendent's Report

A. New High School Schedule

(Enclosure Nos. 7a, 7b)

9. Committee/Liaison Reports

10. Open Board Comment

11. Adjournment

Recommended Motion: "that this Regular Meeting of the Board of Education adjourn"

CALENDAR OF EVENTS

December 1, 2014	Board of Education Special Meeting 7:30 pm	501 Kings Hwy East Board Room
December 9, 2014	Board of Education Regular Meeting 7:30 pm	501 Kings Hwy East Board Room

RELOCATION POLICY NOTICE

The Fairfield Public Schools System provides services to ensure students, parents and other persons have access to meetings, programs and activities. The School System will relocate programs in order to ensure accessibility of programs and activities to disabled persons. To make arrangements please contact Pupil & Special Education Services, 501 Kings Highway East, Fairfield, CT 06825, Telephone: (203) 255-8379

NOV 25 2014

Students**Welfare****MANAGEMENT OF FOOD ALLERGIES IN SCHOOLS** **5516**

The Fairfield Board of Education recognizes the increasing prevalence of potentially life-threatening food allergies among children. Effective management of food allergies in the school setting includes implementing strategies for avoidance of offending foods by allergic children and emergency planning to ensure prompt identification and treatment of allergic reactions that may occur. The Board supports the education of school personnel, students, and parents or guardians regarding food allergy management to maintain a safe school environment for allergic children.

Approved 8/27/04

Students

Students with Special Health Care Needs

5516

Life Threatening Allergies and Glycogen Storage Disease Management Policy

The Fairfield Public Schools recognize that allergies may be life threatening. For this reason, the District is committed to developing strategies and practices to minimize the risk of accidental exposure to life threatening allergens and to assist in the management of glycogen storage disease and to ensure prompt and effective medical response should a child suffer an allergic reaction while at school. The district further recognizes the importance of collaborating with parents and appropriate medical staff in developing such practices and encourages strategies to enable the student to become increasingly proactive in the care and management of his/her life threatening allergy(ies), or glycogen storage disease as developmentally appropriate. There is currently no cure for life-threatening allergies; there is only medication available for emergency response. The only way to prevent the symptoms of an allergic response is to prevent exposure to allergens, which will require understanding and effort on the part of the entire school community.

Best practice asks us to reduce students' exposure to known allergens in the learning environment, reinforcing a safe and inclusive environment for all students. When a student with life-threatening allergies is present in a school environment, cooperation and compliance is necessary at all levels: District, School, Classroom, Home. Each level has its role and responsibilities:

District:

- Shall clearly communicate district policy to all school leaders and provide for training on food allergy awareness and the administration of medication to all applicable personnel.
- Shall monitor and evaluate all schools for compliance with district policy and follow up with all individuals for instances of policy violations.

School:

- Each school shall clearly communicate the needs of students with life-threatening food allergies to their school community through letters to classroom communities and their families and of district and school expectations of compliance.
- Schools leaders shall inform PTA leaders of the need for safety and inclusion in all school sponsored events.

Classroom:

- Peers shall be educated as to the individualized safety and inclusion needs of fellow students.
- Expectations of compliance shall be clearly communicated to students and their families.

Students

Students with Special Health Care Needs

5516

Life Threatening Allergies and Glycogen Storage Disease Management Policy
(continued)

Home:

- Families shall be educated on food allergy awareness and how to comply with safety requests for students with life-threatening allergies.
- Families shall make every effort possible to ensure the safety of students with life-threatening food allergies when sending a snack into the learning environment.
- Students with life-threatening food allergies should know to never accept food from others and how to communicate their needs to peers.
- Parents of students with life-threatening allergies shall help their student access developmentally appropriate self-advocacy skills. Parents may choose to collaborate with schools on these skills.

To this end, the Fairfield Public Schools adopt the following protocols related to the management of life threatening allergies for students enrolled in district schools.

I. Identifying Students with Life Threatening Allergies

- A. Early identification of students with life-threatening allergies is vital to the effective implementation of this policy. The district therefore requests parents/guardians of children with life-threatening allergy(ies) to promptly notify the school in writing of the allergy(ies).
- B. Upon receipt of parent written notification that their child has been diagnosed with food allergy(ies) and/or other life threatening allergy(ies), the school shall request the parent/guardian to provide the following:
 - 1. Written authorization to obtain detailed written medical information on the child's condition from the physician;
 - 2. Written consent to administer or self-administer medications during the school day, as applicable in accordance with the District's Administration of Medication Policy;
 - 3. An Emergency Care Plan and Treatment Authorization ("Emergency Care Plan") completed and signed by their child's licensed health care provider and signed by the parent;
 - 4. Any medications necessary to prevent or treat allergic reactions along with relevant prescription and dosage information. Replace medications after use or expiration;
 - 5. A description of the student's past allergic reactions, including triggers and warning signs;
 - 6. Current emergency contact information and prompt notice of any updates;
 - 7. A description of the student's emotional response to the condition and the need for intervention; and
 - 8. Recommendations on age-appropriate ways to include the student in planning or care.

Students

Students with Special Health Care Needs

5516

Life Threatening Allergies and Glycogen Storage Disease Management Policy

I. Identifying Students with Life-Threatening Allergies (continued)

- C. **Suspected Allergies:** In the event the School Nurse suspects that a student has a food allergy or other life threatening allergy(ies) the school shall provide the parent/guardian written notification and request for the student to be evaluated by a physician.
- D. **Non-Cooperation:** If the parent/guardian of a student with known or suspected food allergy(ies) or other life threatening allergy(ies) fails or refuses to cooperate with the school for an evaluation or implementation of an appropriate Individualized Health Care Plan (IHCP) and Emergency Care Plan (ECP), the school shall implement an Emergency Care Plan stating to call 911 immediately upon recognition of symptoms along with sending written notification to the parent/guardian of the student's ECP.

II. Individualized Health Care Plans and Emergency Care Plans

- A. If the District is notified pursuant to Section I of this policy that child has life-threatening allergy(ies), the district shall develop an individualized health care plan (IHCP) for the child.
- B. The IHCP shall be developed by the parents/guardians, school nurse, and appropriate school personnel. Such personnel may include, but are not limited to, school or food service administrator(s); classroom teacher(s); and the student, if appropriate. The school may also consult with the town medical advisor, as needed.
- C. IHCPs are developed for students with special health needs or whose health needs require daily interventions. The IHCP describes how to meet the child's health and safety needs within the school environment and should address the student's needs across school settings. Information to be contained in an IHCP should include a description of the functional health issues (diagnoses); student objectives for promoting self-care and age appropriate independence; and the responsibilities of parents, school nurse and other school personnel. The IHCP may also include strategies to minimize the student's risk for exposure, such as considerations regarding:
 - 1. classroom environment, including allergy free considerations;
 - 2. cafeteria safety;
 - 3. participation in school nutrition programs;
 - 4. snacks, birthdays and other celebrations;
 - 5. alternatives to food rewards or incentives;
 - 6. hand-washing;
 - 7. location of emergency medication;
 - 8. risk management during lunch and recess times;
 - 9. special events;
 - 10. field trips;

Students

Students with Special Health Care Needs

5516

Life Threatening Allergies and Glycogen Storage Disease Management Policy

II. Individualized Health Care Plans and Emergency Care Plans (continued)

11. extracurricular activities;
 12. school transportation;
 13. staff notification; and
 14. transitions to new classrooms, grades and/or buildings.
- D. As part of the IHCP, the district shall also develop an Emergency Care Plan (ECP) for each child identified as having a life threatening food allergy. The ECP describes the specific directions about what to do in a medical emergency. The ECP should include the following information, as appropriate:
1. The child's name and other identifying information, such as date of birth, grade and photo;
 2. The child's specific allergy(ies);
 3. The child's signs and symptoms of an allergic reaction;
 4. The medication, if any, or other treatment to be administered in the event of exposure;
 5. The location and storage of the medication;
 6. Who will administer the medication (including self-administration options, as appropriate);
 7. Other emergency procedures, such as calling 911, contacting the school nurse, and/or calling the parents or physician;
 8. Recommendations for what to do if the child continues to experience symptoms after the administration of medication; and
 9. Emergency contact information for the parents/family and medical provider.
- E. The IHCP shall be reviewed annually, or upon receipt of new medical information, and/or in the event of an anaphylactic reaction in school.
- F. An individualized health care plan and glycogen storage disease action plan shall also be developed for any student with glycogen storage disease. Such plan shall include, but is not limited to, the provision of food or dietary supplements by the school nurse or by an employee approved by the school nurse to a student with glycogen storage disease. Such plan may not prohibit a parent/guardian or a person they so designate, from providing food or dietary supplements to the affected student on school grounds during the school day.

Students

Students with Special Health Care Needs

5516

Life Threatening Allergies and Glycogen Storage Disease Management Policy

II. Individualized Health Care Plans and Emergency Care Plans (continued)

- G. The IHCP and ECP shall be disseminated to all school staff who supervise the student during the school day and at school sponsored activities or are responsible for the provision of food to the student. Plan distribution includes, but is not limited to, the students' teachers, classroom assistants, food service staff, coaches, transportation staff, school health professionals, school case managers, custodial staff, student aides and the parents/guardians of the student.

III. Referral to Section 504 and IDEA

In addition to having an IHCP, a student with a life-threatening allergy or glycogen storage disease (GSD) may also be eligible under Section 504 of the Rehabilitation Act if the student has a disability that substantially limits a major life activity or under the Individuals with Disabilities Education ACT (IDEA) if the student has a qualifying disability that adversely impacts the student's education and causes the student to need specialized instruction. The team responsible for the IHCP shall refer the student under Section 504 or the IDEA as appropriate. Eligibility under either Section 504 or IDEA must be considered on a case-by-case basis given each student's unique situation.

IV. Training/Education

- A. All school personnel will be educated on how to recognize symptoms of allergic reactions, preventative strategies to minimize a child's risk of exposure to life-threatening allergies, and what to do in the event of an emergency. Staff education will be coordinated by the principal and school nurse, utilizing a consistent District training module supported by the town Director of Health. Any such training regarding the administration of medication shall be done in accordance with District Policy and State Law.
- B. The District shall offer training consistent with District Policy # 5515 Protocol for Administration of Emergency Medications by Non-nursing Personnel.
- C. The District shall provide each school with consistent and age-appropriate information for students about food allergies, how to recognize symptoms of an allergic reaction and the importance of adhering to the school's policies regarding food and snacks, as well as the development of empathy, understanding, and tolerance for individuals with life threatening allergies and glycogen storage disease. The principal shall coordinate the delivery of this educational information with building staff.

Students

Students with Special Health Care Needs

5516

Life Threatening Allergies and Glycogen Storage Disease Management Policy (continued)

V. Prevention

- A. A District-wide, multi-disciplinary team will develop a plan for the management of life-threatening allergies, including food allergies, aligned to the CSDE Guidelines for Managing Life-threatening Food Allergies in Connecticut Schools.
- B. The District-wide, multi-disciplinary team will annually review the District's allergy and glycogen storage disease management plan and guidelines.
- C. Food in Elementary Schools
 - 1. The only food allowed in Elementary School classrooms will be snacks from the approved Safe School Snack List.
 - a. Annually, at the start of the school year, the District Committee will publish an approved Safe School Snack List.
 - b. Non-compliant students will be offered an alternative approved snack by the teacher.
 - 2. All schools will designate food free zones, including the Library, Computer Lab, Music Room, Art Room, and Science Room.
 - 3. All classrooms will provide protein soluble hand wipes for mandated use for students to use after snack if hand washing is not available.
 - 4. All desks will be cleaned with soap and water, protein soluble wipes, or other approved cleaning agent after snacks are eaten in the classroom.
 - 5. Community use of elementary school facilities:
 - a. No food is allowed in any classroom;
 - b. Any event in which food will be served or consumed must be held in the school cafeteria or outdoors;
 - c. Outside organizations are encouraged to consult the SnackSafely.com website when selecting food to be served in the cafeteria or outdoors.

VI. Communication

- A. The school nurse shall be responsible for coordinating the communication among parents, a student's individual health care provider and the school regarding a student's life threatening allergic condition. School staff responsible for implementing a student's IHCP will be notified of their responsibilities and provided with appropriate information as to how to minimize risk of exposure and how to respond in the event of an emergency.

Students

Students with Special Health Care Needs

5516

Life Threatening Allergies and Glycogen Storage Disease Management Policy (continued)

VI. Communication (continued)

- B. The school administrative staff and school nurse shall communicate annually to all school personnel the availability of training regarding Policy #5515, Protocol for the Administration of Emergency Medications by Non-nursing Personnel.
- C. Each school will ensure that there are appropriate communication systems available within each school (i.e. telephones, cell phones, walkie-talkies) and for off-site activities (i.e. field trips) to ensure that school personnel are able to effectively respond in case of emergency.
- D. The District shall develop standard letters to be sent home to parents, whenever appropriate, to alert them to food restrictions within their child's classroom or school.
- E. Beginning with the school year 2015-2016, the District shall annually, not later than October 1, provide notice to parents of the Plan for the Management of Severe and Life-Threatening Allergies, Including Food Allergies, and
 - make the plan available on the District's Website and/or the websites of each school under the District's jurisdiction;
 - provide notice of such plan in conjunction with the annual written statement provided to parents and guardians as required by subsection (b) of section 10-231c of the Connecticut General Statutes.
- F. The District shall annually update its approved website for identifying Safe School Snacks.
- G. All communication, written or verbal, shall be compliant with the Family Education Rights and Privacy Act.

VII. Monitoring the District's Plan and Procedures

The District shall conduct periodic assessments of its Food Allergy Management Plan and Procedures. Such assessments shall occur at least annually and after each emergency event involving the administration of medication to determine the effectiveness of the process, why the incident occurred, what worked and what did not work.

Students

Students with Special Health Care Needs

5516

Life Threatening Allergies and Glycogen Storage Disease Management Policy (continued)

Legal Reference: Connecticut General Statutes

- 10-15b Access of parent or guardian to student's records.
- 10-154a Professional communications between teacher or nurse and student.
- 10-207 Duties of medical advisors.
- 10-212a Administrations of medications in schools
- 10-212c Life threatening food allergies; Guidelines; district plans
- 10-212a(d) Administration of medications in schools by a paraprofessional.
- 10-212c Life threatening food allergies; Guidelines; district plans, as amended by P.A. 12-198)
- 10-220i Transportation of students carrying cartridge injectors
- 10-231c Pesticide application at schools
- 19a-900 Use of cartridge injectors by staff members of before or after school programs, day camp or day care facility.
- 52-557b Good Samaritan Law. Immunity from liability for emergency medical assistance, first aid or medication by injection
- The Regulations of Connecticut State Agencies section 10-212a through 10-212a-7, Administration of Medication by School Personnel.
- Guidelines for Managing Life-Threatening Food Allergies in Connecticut Schools, Connecticut State Department of Education (2006)
- Federal Legislation
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794 § 504; 34 C.F.R. § 104 et seq.)
- Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §12101 et seq.; 29C.F.R. §1630 et seq.
- The Family Education Rights and Privacy Act of 1974 (FERPA)
- Land v. Baptist Medical Center*, 164F3d423 (8th Cir. 1999)
- The Individuals with Disabilities Education Act of 1976 (IDEA) (20 U.S.C. § 1400 et seq.); 34 C.F.R. § 300 et seq.
- FCS Instruction783-2, Revision 2, Meal substitution for medical or other special dietary reasons.
- P.A. 09-155 An Act Concerning the Use of Asthmatic Inhalers and Epinephrine Auto-Injectors While at School.

DRAFT

ADOPTED BY THE BOARD OF EDUCATION ON

STUDENT CALENDAR FAIRFIELD PUBLIC SCHOOLS 2015 - 2016

ENCLOSURE NO. 2

NOV 25 2014

July							August							September (17)							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4							1			1	2	3	4	5	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30				
							30	31													
3 Independence Day							31 All Teachers Report							1 Prof. Dev. Day - District Wide 2 Orientation for Grade 6 and Grade 9 3 First Day of School - Full Day 7 Labor Day 11 No After School or Evening Activities 14 Rosh Hashanah 22 No After School or Evening Activities 23 Yom Kippur							
October (22)							November (17)							December (17)							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5	
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	
25	26	27	28	29	30	31	29	30						27	28	29	30	31			
△ Prof. Dev. Day (Elem.) Early Dismissal ○ Conf. Days (Elem. & Middle) Early Dismissal							3 Election Day/Prof. Dev. All Certified Staff 11 Veterans' Day 25 Early Dismissal 26,27 Thanksgiving Recess							24 Holiday Week Begins 31 Holiday Week Ends							
January (19)							February (19)							March (22)							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					(1)	2			1	2	3	4	5	6			1	2	3	4	5
3	4	5	6	7	8	9	7	8	9	10	11	12	13		6	7	8	9	10	11	12
10	11	12	13	14	15	16	14	15	16	17	18	19	20		13	14	15	16	17	18	19
17	(18)	19	20	21	22	23	21	22	23	24	25	26	27		20	21	22	23	24	25	26
24	25	26	27	28	29	30	28	29							27	28	29	30	31		
31																					
1 New Year's Day 4 Schools Reopen 18 Martin Luther King Day							△ Prof. Dev. Day (Elem.) Early Dismissal 12 Prof. Dev. Day - All Certified Staff 15 Presidents' Day							25 Good Friday ○ Conf. Days (Elem. ONLY) Early Dismissal							
April (16)							May (21)							June (12)							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1	1	2	3	4	5	6	7				1	2	3	4	
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			
○ Conf. Day (Elem. ONLY) Early Dismissal 11 Spring Recess Begins 15 Spring Recess Ends							30 Memorial Day							16 Last Day for Students & Teachers (The first six snow days will extend the length of the school year and the date of High School Graduation; additional snow days will reduce the April vacation beginning with the first day, April 11.)							

- Schools Not In Session
◁○ Conference Days (Elem. & Middle) Early Dismissal
○ Conference Days (Elementary ONLY) Early Dismissal
△ Early Dismissal (Elementary ONLY)
() State Required Holidays
* May Vary By Level

C.E.S. SPECIAL EDUCATION CALENDAR 2015-2016

<p>July</p> <table> <tr><td></td><td>1</td><td>2</td><td>3</td><td></td><td></td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td></td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td></td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td></td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table> <p>6 Summer Session Begins</p>		1	2	3			6	7	8	9	10		13	14	15	16	17		20	21	22	23	24		27	28	29	30	31		<p>August</p> <table> <tr><td></td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td></td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td></td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td></td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p>7 Summer Session Ends 26-27 New Certified Staff Orientation 28 Welcome Back Convocation</p>		3	4	5	6	7	10	11	12	13	14		17	18	19	20	21		24	25	26	27	28		31						<p>September (18)</p> <table> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td></td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td></td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td></td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td></td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table> <p>2 Students Return 7 Labor Day – closed 14 Rosh Hashanah - closed 23 Yom Kippur - closed 29 Parent Night</p>		1	2	3	4		7	8	9	10	11		14	15	16	17	18		21	22	23	24	25		28	29	30				<p>October (22)</p> <table> <tr><td></td><td></td><td>1</td><td>2</td><td></td><td></td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td></td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td></td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td></td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table>			1	2			5	6	7	8	9		12	13	14	15	16		19	20	21	22	23		26	27	28	29	30	
	1	2	3																																																																																																																								
6	7	8	9	10																																																																																																																							
13	14	15	16	17																																																																																																																							
20	21	22	23	24																																																																																																																							
27	28	29	30	31																																																																																																																							
	3	4	5	6	7																																																																																																																						
10	11	12	13	14																																																																																																																							
17	18	19	20	21																																																																																																																							
24	25	26	27	28																																																																																																																							
31																																																																																																																											
	1	2	3	4																																																																																																																							
7	8	9	10	11																																																																																																																							
14	15	16	17	18																																																																																																																							
21	22	23	24	25																																																																																																																							
28	29	30																																																																																																																									
		1	2																																																																																																																								
5	6	7	8	9																																																																																																																							
12	13	14	15	16																																																																																																																							
19	20	21	22	23																																																																																																																							
26	27	28	29	30																																																																																																																							
<p>November (18)</p> <table> <tr><td>2</td><td>3+</td><td>4</td><td>5</td><td>6</td><td></td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td></td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td></td></tr> <tr><td>23</td><td>24</td><td>25*</td><td>26</td><td>27</td><td></td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p>3 Staff Only – PD Day 25 Early Dismissal 26 & 27 Thanksgiving Holiday-closed</p>	2	3+	4	5	6		9	10	11	12	13		16	17	18	19	20		23	24	25*	26	27		30						<p>December (17)</p> <table> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td></td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td></td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td></td></tr> <tr><td>21</td><td>22</td><td>23*</td><td>24</td><td>25</td><td></td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table> <p>23 Early Dismissal 24-31 Holiday Recess – closed</p>		1	2	3	4		7	8	9	10	11		14	15	16	17	18		21	22	23*	24	25		28	29	30	31			<p>January (19)</p> <table> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td></td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td></td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td></td></tr> <tr><td>25</td><td>26*</td><td>27*</td><td>28</td><td>29</td><td></td></tr> </table> <p>1 New Year's Day - closed 18 Martin Luther King Day-closed 26 & 27 Early Dismissal – Parent Conferences</p>						1	4	5	6	7	8		11	12	13	14	15		18	19	20	21	22		25	26*	27*	28	29		<p>February (18)</p> <table> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11+</td><td>12</td><td></td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td></td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td></td></tr> <tr><td>29</td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p>11 Staff Only - PD Day 12 February Recess - closed 15 Presidents' Day – closed</p>	1	2	3	4	5		8	9	10	11+	12		15	16	17	18	19		22	23	24	25	26		29					
2	3+	4	5	6																																																																																																																							
9	10	11	12	13																																																																																																																							
16	17	18	19	20																																																																																																																							
23	24	25*	26	27																																																																																																																							
30																																																																																																																											
	1	2	3	4																																																																																																																							
7	8	9	10	11																																																																																																																							
14	15	16	17	18																																																																																																																							
21	22	23*	24	25																																																																																																																							
28	29	30	31																																																																																																																								
					1																																																																																																																						
4	5	6	7	8																																																																																																																							
11	12	13	14	15																																																																																																																							
18	19	20	21	22																																																																																																																							
25	26*	27*	28	29																																																																																																																							
1	2	3	4	5																																																																																																																							
8	9	10	11+	12																																																																																																																							
15	16	17	18	19																																																																																																																							
22	23	24	25	26																																																																																																																							
29																																																																																																																											
<p>March (21)</p> <table> <tr><td>1*</td><td>2*</td><td>3</td><td>4</td><td></td><td></td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td></td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td></td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24+</td><td>25</td><td></td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table> <p>1 & 2 Early Dismissal – PPT Prep 24 Staff Only - PD Day 25 Good Friday - closed</p>	1*	2*	3	4			7	8	9	10	11		14	15	16	17	18		21	22	23	24+	25		28	29	30	31			<p>April (16)</p> <table> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>4</td><td>5*</td><td>6*</td><td>7</td><td>8</td><td></td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td></td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td></td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td></td></tr> </table> <p>5 & 6 Early Dismissal – PPT Prep 11-15 Spring Recess – closed</p>						1	4	5*	6*	7	8		11	12	13	14	15		18	19	20	21	22		25	26	27	28	29		<p>May (21)</p> <table> <tr><td>2</td><td>3</td><td>4*</td><td>5*</td><td>6</td><td></td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td></td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td></td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td></td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> <p>4 & 5 Early Dismissal – PPT Prep 30 Memorial Day -closed</p>	2	3	4*	5*	6		9	10	11	12	13		16	17	18	19	20		23	24	25	26	27		30	31					<p>June (10)</p> <table> <tr><td></td><td>1</td><td>2</td><td>3</td><td></td><td></td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td></td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td></td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td></td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table> <p>14 Tent. Last day Students 15 Tent. Last day Staff</p>		1	2	3			6	7	8	9	10		13	14	15	16	17		20	21	22	23	24		27	28	29	30		
1*	2*	3	4																																																																																																																								
7	8	9	10	11																																																																																																																							
14	15	16	17	18																																																																																																																							
21	22	23	24+	25																																																																																																																							
28	29	30	31																																																																																																																								
					1																																																																																																																						
4	5*	6*	7	8																																																																																																																							
11	12	13	14	15																																																																																																																							
18	19	20	21	22																																																																																																																							
25	26	27	28	29																																																																																																																							
2	3	4*	5*	6																																																																																																																							
9	10	11	12	13																																																																																																																							
16	17	18	19	20																																																																																																																							
23	24	25	26	27																																																																																																																							
30	31																																																																																																																										
	1	2	3																																																																																																																								
6	7	8	9	10																																																																																																																							
13	14	15	16	17																																																																																																																							
20	21	22	23	24																																																																																																																							
27	28	29	30																																																																																																																								

Note: State law requires that public schools operate 180 days for students. Any unusual circumstances, snow days or other emergency closing days will extend the scheduled last day for school students. June 23rd will be the absolute last day for students and June 24th will be the absolute last day for academic year staff which would include seven (7) make-up days if needed. Any additional days beyond seven (7) required for make-up will occur during the April recess starting at the beginning of the week.

Key:

/ No School

+ Staff Only – no students

* Early Dismissal for students

Approved by the Representative Council: 11/6/14

6100

6110

Legal Reference: Connecticut General Statutes
1-4 Days designated as legal holidays
10-15 Towns to maintain schools
10-29a Certain days to be proclaimed by governor. Distribution and number of proclamations
10-261 Definitions
PA 95-182 An Act Concerning Reduction of Education Mandates
PA 96-108 An Act Concerning Student Use of Telecommunication Devices and the Establishment of Graduation Dates

Approved 8/27/04

Instruction

Schedules

ADMINISTRATIVE REGULATIONS ON STUDENT CALENDAR

6110AR

In developing a student calendar for submission to the Board of Education, the Superintendent shall consider the following objectives:

- Begin school during the last week of August;
- Provide for staff and student orientation days before the start of school;
- Review calendars of the regional program providers and coordinate the Fairfield calendar to the degree practical to facilitate student participation in regional programs;
- Avoid holding school on the optional State holidays (Columbus Day, Veterans' Day, and Presidents' Day) in addition to Election Day and the first full day of Rosh Hashanah and Yom Kippur;
- On the eve of Rosh Hashanah and Yom Kippur there will be no after school or evening activities;
- Avoid holding school on Christmas Eve and schedule a half day of instruction on the Wednesday before Thanksgiving;
- Reopen schools after the December recess as close to January 1st as legally and practically permitted;
- Provide an academic break in February and April that avoids State test administration periods;
- Provide early release days for parent / teacher conferences in the fall and spring;
- In setting the February and April break maintain comparable periods of instruction between the break periods; and
- Provide make-up dates for a minimum of three (3) school-closing days before make-up days are removed from the April academic break. If a day must be removed from the April academic break to make-up for school closings, the day will be removed from the beginning of the break week.

8/27/04

Revised 10/27/09

NOV 25 2014

**FAIRFIELD
PUBLIC SCHOOLS***Margaret Boice, Ed.D.***Director of Secondary Education***Michael Rafferty.***Interim Director of Elementary Education****Phone: 203-255-8390****FAX: 203-255-8273**

TO: Dr. David Title
FROM: Dr. Margaret Boice
Mr. Michael Rafferty
DATE: November 19, 2014

RE: World Language Program

We recently completed a review of our World Language program at the elementary and middle levels. World language teachers in grades 4 – 8 provided input, and we worked closely with the two curriculum coordinators, Jennifer Cowenhoven (grades 4 – 8) and Eileen Frankel (grades 9 – 12) to determine this recommendation. Our goal is to design a program that addresses the mission of the Board; specifically, that we prepare each student to be a “...successful participant in an ever changing global society.” The opportunity to learn a second language supports that goal. Below you will find the proposed program additions and/or changes for each level.

Elementary Level

Currently, students in grades 4 and 5 receive instruction in Spanish. The curriculum is delivered twice a week for 25 minutes.

Our recommendation is to start world language instruction in kindergarten. The following scenarios are built into an assumption of a six day schedule rotation. Instruction in grades K-1 would be delivered once a rotation for 25 minutes. In Grades 2-5, students would receive instruction twice a rotation for 25 minutes. We believe it would be most impactful if the language was consistent (Spanish) in the elementary program. While we considered other language offerings, we determined that our focus should be on providing a strong foundation in Spanish, with an option to take Spanish or French in grade 6.

Full elementary implementation (grades K-5) would require 5.5 additional world language teachers. The program could be implemented on a year by year basis. Below is a staffing impact on a grade by grade basis:

- Grade K = .9 additional FTE: \$59,005
- Grade 1 = 1.0 additional FTE: \$64,614
- Grade 2 = 1.9 additional FTE: \$123,619
- Grade 3 = 1.7 additional FTE: \$112,400

The materials cost for grades K - 3:

- \$16,500

Middle Level

Currently, middle school students may enroll in the first year of Spanish or French in grade 7 (Spanish 10 or French 10). Upon successful completion of that course, they continue to year 2 in grade 8 (Spanish 20 or French 20). This sequence allows them to continue with year 3 of French or Spanish in grade 9, or to begin another language from our course offerings in Latin, Italian or Chinese. In grade 6, students take Spanish for 25 minutes every other day, during the English Language Arts (ELA) classes.

The current schedule of interrupting ELA classes for 25 minutes of Spanish throughout the period is not serving either content area well. Therefore, our recommendation is that the students in grade 6 be allowed to begin French or continue Spanish for a full class period, and to study the first year of the language in grades 6 and 7, completing the equivalent of Spanish 10 or French 10. They would continue with Spanish 20 or French 20 in grade 8, as is currently the sequence. Students who need additional support in Reading during middle school would be enrolled in a Reading class in place of world language, a continuation of the current practice.

We believe it is developmentally appropriate to allow two years for the first foundational level of a language. By doing so, students will strengthen their skills in the three areas of world language instruction: interpersonal, conversation in a small group; presentational, speaking to the whole group and interpretive, self-understanding of written and oral language.

In order to offer a meaningful world language program in grade 6, the team structure would mirror the grade 7 and 8 team structure. Grade 6 teams would be composed of 4 teachers; currently, most grade 6 teams are composed of 3 teachers with each teacher assigned ELA in addition to another content area. In a four teacher team, each teacher would be assigned one content area: ELA, math, science

or social studies. While the average number of students on a team would increase, the average class size would not.

This change reflects the fact that more content expertise is needed at the grade 6 level; in fact, more of our grade 5 classes are moving away from having all teachers teach multiple subjects. It is increasingly difficult for grade 6 teachers to deliver the content at the depth and rigor expected when they are preparing multiple subjects. A student's day would include ELA, math, science, social studies, Reading or world language, PE/music and Unified Arts. Each student would have 7 teachers during the day, instead of 6.

The staffing impact of adding world language and reading in grade 6:

- Grade 6 = 4.0 additional FTE (World Language): \$241,629
- Grade 6 = 1.8 additional FTE (Reading): \$118,009
- Savings of 1.0 FTE in core classes: \$64,614
- Net cost: \$295,024

The textbook cost for grade 6:

- 700 textbooks @ \$100 per book (estimated) = \$70,000

Summary:

When considering a grade by grade implementation, our first priority is establishing a full program in grade 6, then adding grade 3 and working back to kindergarten. This would prevent any interruption of instruction for students going forward towards full implementation.

The statement of philosophy of the American Council of the Teaching of Foreign languages (ACTFL) captures the essence of our proposal:

“Language and communication are at the heart of the human experience. The United States must educate students who are linguistically and culturally equipped to communicate successfully in a pluralistic American society and abroad. This imperative envisions a future in which ALL students will develop and maintain proficiency in English and at least one other language, modern or classical. “
(<http://www.actfl.org/publications/all/world-readiness-standards-learning-languages>)

NOV 25 2014

**Special Meeting Notes
Fairfield BoE; October 21, 2014**

Call to order and Roll Call

Chairman Philip Dwyer called the Special meeting to order at 6:34PM. Present were members Eileen Liu-McCormack (arrived 6:56PM), John Llewellyn, John Convertito, Jessica Gerber, Philip Dwyer, Jennifer Maxon-Kennelly (arrived 6:40PM), Marc Patten (arrived 6:56PM), Paul Fattibene, and Donna Karnal (arrived 6:59PM). Also present were Mrs. Ann Leffert, Mr. David Becker and Mr. Donald Houston.

Convene to Executive Session

Mr. Convertito moved/Mr. Llewellyn seconded the recommended motion: "that the Board of Education convene to Executive Session to discuss records, reports and statements of strategy or negotiations with respect to collective bargaining in accordance with Connecticut General Statute CGS 1-210(b)(9); and to discuss pending claims and litigation in accordance with Connecticut General Statute CGS 1-210(b)(4); and invite Mrs. Leffert, Mr. Becker and Mr. Houston as appropriate."

Motion passed 5-0 (Mrs. Maxon-Kennelly, Mr. Patten, Ms. Karnal and Mrs. Liu-McCormack were not present for this vote).

The Board came out of Executive session at 7:50PM

Adjournment

Mrs. Maxon-Kennelly moved/Mr. Patten seconded "that this Special Meeting of the Board of Education adjourn" Motion passed 9-0. Meeting adjourned at 7:51PM.

NOV 25 2014

**Regular Meeting Minutes
Fairfield BoE, October 21, 2014**

NOTICE: A full meeting recording can be obtained from Fairfield Public Schools. Please call 203-255-8371 for more information and/or see the FPS website (under Board Meeting Minutes) for a link to FAIRTV.

Call to Order of the Regular Meeting of the Board of Education and Roll Call

Chairman Philip Dwyer called the Regular meeting to order at 7:56PM. Present were members Eileen Liu-McCormack, John Convertito, Donna Karnal, Jessica Gerber, Philip Dwyer, Paul Fattibene, Jennifer Maxon-Kennelly, John Llewellyn and Marc Patten. Others present were Superintendent David Title, members of the Central Office Leadership Team, and approximately 100 members of the public.

After the Pledge, Mr. Dwyer took a moment of personal privilege and asked the Board and public for a moment of silence in memory of Patricia Money, a dedicated former PTA member.

Student Reports

Mr. Tyler Shuster reported for Fairfield Warde High School: Homecoming and the pep rally are approaching, the Fall concert is coming up; it was a privilege to host the CT Supreme Court for Supreme Court Day, students are happy with the new food, and the end of the first quarter is October 31.

Mr. Max Kutsch and Ms. Suzanne Finnerty reported for Fairfield Ludlowe High School: Homecoming Dance is November 15, spirit week is being planned, distracted driving presentations were held, red ribbon week for drug awareness and the freshmen forum were mentioned, school climate survey will be tomorrow, drama productions are underway, sports updates were given and the college application process is ongoing.

Mr. Patten asked for an opinion on the new food services program; the students responded that it is a big change with more variety; the daily pizza option is stellar; a suggestion was made to serve coffee.

Public Comments and Petitions

Monique Sudikoff, Lockwood Road: Not in support of allergy policy.
 Karen Ronald, Town Librarian, and Nicole Scherer, Teen Services Librarian: Support of the Library Media Curriculum
 Steve O'Brien, Lisbon Drive: Not in support of allergy policy.
 Trudi Durell, Fairfield Public Schools Parent: School renovations for Holland Hill.
 Maria Dipierro, Bulkley Drive: Not in support of allergy policy.
 Eileen Landry, Galloping Hill Road: Not in support of allergy policy.
 Suzanne Miska, Ryegate Road: Policies and procedures regarding security.
 Camille Giacomazza, Holly Dale Road: Not in support of policy.
 Tricia Donovan, Fairfield resident: Allergy policy.
 Loretta Jay, Rolling Ridge: Not in support of policy.

Presentations

Recognition of PTA Leadership

Mrs. Gerber recognized and introduced PTA leadership and thanked them for their very important service to the district. Mr. Fattibene also thanked the PTA leadership.

Presentation of Library Media Curriculum, K-12

Dr. Boice, Mr. Rafferty, Ms. Callahan, and Ms. Waters presented the K-12 Library Media Curriculum. Dr. Boice said the Library Media Specialists work closely with both students and teachers, and this presentation will capture the complexity of their work. The group reviewed the developmental process and provided an overview of the curriculum.

Mrs. Kennelly thanked the presenters and liked the mission and goals being represented.

Mrs. Liu-McCormack thanked the staff for the great update; questioned the library time structure and asked if there were changes on the elementary level; Mr. Rafferty responded that library time has been and still will be a combination of set and flex time and that this curriculum will provide better direction. Mrs. Liu-McCormack also asked about the app approval process and pop-ups for apps; Mr. Rafferty said that there is a committee of curriculum leaders and teachers will be involved in the uniform app selection process.

Mr. Convertito liked the cross reference with the standards and common core; he expressed some concern regarding the internet filter process for student research projects and asked for an explanation of the implementation costs. Dr. Title responded that the district accesses the internet through a screened network that filters content as required by statute. Dr. Boice added that teachers will be paid over the summer to write implementation guides, which will be rolled out over several years through content areas. Dr. Title mentioned that this may not add to the budget number as it is not a text and materials line.

Mrs. Gerber asked about collaborating with other schools and reviewing ideas with other towns. Mr. Rafferty responded that collaboration across schools will be done to ensure consistency and that participation in the CES Library Council and the Library Learning Commons ensures sharing of best practices.

Mr. Patten asked whether currently available technology in the schools is appropriate for this curriculum; Dr. Title said that it was and Mr. Rafferty expanded on addressing student skills over multiple years.

Mr. Fattibene said that information is critical to learning; and asked for an explanation of the curriculum name appearing differently in the document than on the agenda, and wondered about the significance of the terminology changes; Dr. Boice responded that the curriculum name in the document better captured the collaborative effort.

Mrs. Maxon-Kennelly in reference to Mr. Patten's comment, clarified that the technology component of this is software, not hardware.

Mr. Llewellyn thanked for everything being laid out clearly, and asked for details on targeted hours for elementary and secondary levels, and wondered if there was dedicated time for each level, direct instruction versus embedded. Dr. Boice and Mr. Rafferty said an exact number would be hard to pinpoint; the amount at the secondary level is huge, through so many different avenues and constant collaboration.

Mrs. Liu-McCormack asked whether the curriculum is approved prior to the completion of the implementation guides, asked about the process, saying it's difficult to approve a curriculum without having a sense of how it is rolled out, and wondering if we review the success of the curriculum; Dr. Boice explained that curriculum documents show what students will know and be able to do.

Mr. Dwyer commented that the curriculum evaluation schedule will be included in this year's budget, and asked for Board and staff consensus to move the curriculum approval to a Special Meeting on November 12.

<i>Old Business</i>

Discussion of Long-Range Facility Plan

Dr. Title presented 2 versions of the Long-Range Facilities Plan; the only difference being the placement of the Mill Hill and Holland Hill renovation projects. He requested direction from the Board.

Ms. Karnal requested enrollment numbers for Mill Hill and Holland Hill, asked if there were any preliminary building plans done for either project, and asked about the number of portables at each site.

Mr. Patten questioned school capacity and project costs; Mr. Cullen stated Holland Hill has an existing capacity of 315 without portables (399 with portables); Mill Hill's is 378, also without portables (483 with portables); both projects are equally needed; Holland Hill will be approximately \$10 million, Mill Hill will be approximately \$15 million.

Mr. Fattibene commented that more deficiencies may be solved by completing Mill Hill first as well as getting rid of more portables; also, it may be possible to reduce the 504 capacity number that is currently used for renovations.

Mr. Llewellyn asked about roof age at Mill Hill and Holland Hill; Mr. Cullen responded that they are similar. Mr. Llewellyn commented on the possible impact of the FLHS overage and asked how that impacts these projects and the waterfall; Dr. Title responded that the FLHS bids are not in yet; that building committee must stay within budget, and they may have to come to the Board of Ed for a revision of ed specs. He said the waterfall plan is always adjusting itself. Mr. Llewellyn asked about the timeline for bids and contracts and asked if the plan is to go back to the town for more money for the windows as opposed to changing the cafeteria. Dr. Title said that revising the ed specs would allow the FLHS project to move forward in a timely manner, and reminded the Board that the building committee will have to ask for more funds, if necessary, not the Board.

Ms. Karnal requested square footage for each addition; and wondered if possible construction on an assisted living community would impact construction at Mill Hill. Mr. Cullen offered that the facilities book clearly identifies deficiencies and said he is in communication with the town about different building projects.

Mr. Convertito commented that Mill Hill enrollment projections are trending down; the need is at Holland Hill.

Mrs. Maxon-Kennelly agrees that Holland Hill has a greater need due to enrollment; and questioned whether space exists at Dwight or Burr.

Mr. Patten questioned portable use; Dr. Title explained the various uses including music and gifted classes, and offered that the renovation also addresses deficiencies.

Dr. Title plans to provide an updated usage and deficiency report to help advise the Board; a tour of both schools may also be useful.

Mrs. Liu-McCormack asked about the price differential for both projects; Mr. Cullen stated that Mill Hill has site constraints, and has more deficiencies. Mrs. Liu-McCormack asked for a list of deficiencies and wondered if we needed such a big addition at Mill Hill, and said that if the needs of Mill Hill are dire then it should be addressed first.

Ms. Karnal asked if new construction was considered in the enrollment projections for Mill Hill and stated that every inch of Mill Hill is being used, and Dr. Title responded that new construction is factored into the projections.

Mr. Llewellyn commented that the MGT report shows schools with extra capacity; decisions on project placement can be changed. Dr. Title stated large projects must be 2 years apart.

Mr. Dwyer voiced his opinion that the Holland Hill project should be first.

<i>New Business</i>

First Read of Policy #5516-Students-Students with Health Care Needs – Life Threatening Allergies and Glycogen Storage Disease Management

Mrs. Maxon-Kennelly explained the need for a revision of this policy; it was last approved in 2004 and the most recent statute was passed in 2012; additionally, Central Office requested the update. Parental concerns, the need for a district-wide policy, and a legal obligation to prevent allergens were discussed. The policy committee has been working on this issue since February. Life threatening food allergies are a growing epidemic, our district needs to have a policy in place to address this.

Mr. Patten said a food list is not comprehensive, unnecessary and concerning to parents; he suggested that a Board of Health representative attend the next meeting.

Mr. Llewellyn thanked the committee and parents involved in helping to develop the policy, asked if the current policy is in compliance, and asked about concerns that have been voiced regarding the food lists.

Mrs. Maxon-Kennelly stated that the Administrative Regulations put the district in compliance, but the policy also needs to be in compliance; the food lists were circulated as a draft only; fruits and vegetables were mistakenly left off.

Mrs. Gerber reviewed a few policies from other districts; most have brief policies but extensive administrative regulations.

Mrs. Maxon-Kennelly offered that most surrounding districts are not yet in compliance; this is a growing issue; 1-2 students per elementary school classroom have food allergies.

Mr. Dwyer said some districts chose a brief policy with more regulations.

Mrs. Gerber said it would be helpful to know who is on the committee that would be creating the list.

Mrs. Liu-McCormack asked if this was only to address life-threatening allergies and whether parents may opt-out of the protocol.

Mrs. Maxon-Kennelly said the policy is only for life-threatening allergies and spoke to the idea of a district team creating an enforceable food list.

Mr. Convertito mentioned that opting-out could be addressed with a 504 or emergency care plan.

Mr. Fattibene commented on whether a 504 eligibility provision should be addressed within the policy and mentioned the biggest issue with the policy is whether a snack list should be included. Ms. Leonardi said section 504 gives parents the right to request an eligibility review at any time.

At 10:55PM, Mr. Llewellyn moved, Mrs. Liu-McCormack seconded to suspend the rules to allow the meeting to continue.

Motion Failed 3-6

Favor: Mrs. Liu-McCormack, Mr. Fattibene, Mr. Llewellyn

Oppose: Mr. Convertito, Ms. Karnal, Ms. Gerber, Mr. Dwyer, Mrs. Maxon-Kennelly, Mr. Patten

Mrs. Maxon-Kennelly moved, Ms. Karnal seconded to extend the meeting to 11:30PM.

Motion Passed 8-1

Favor: Mr. Convertito, Ms. Karnal, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Llewellyn, Mr. Patten

Oppose: Mrs. Liu-McCormack

Mr. Patten asked what the budget implications would be; Dr. Title said this would be hard to tell. Mrs. Maxon-Kennelly said she was told budget implications would be minimal.

Mr. Fattibene moved to refer Policy 5516-Students-Students with Health Care Needs – Life Threatening Allergies and Glycogen Storage Disease Management Policy back to the Policy Committee for the purpose of making an effort to be in compliance with state statute and federal laws without the necessity of having an approved safe school snack list.

There was no second; the motion did not move forward.

Mrs. Maxon-Kennelly requested that Board members email her any remaining questions.

Approval of Agreement between Bargaining Unit Fairfield Custodians-Maintenance Local 1779 of Council #4, American Federation of State, County and Municipal Employees, AFL-CIO

Mrs. Maxon-Kennelly moved, Mr. Convertito seconded the recommended motion: "that the Board of Education approve the Agreement between Bargaining Unit Fairfield Custodians-Maintenance Local 1779 of Council #4, American Federation of State, County and Municipal Employees, AFL-CIO and the Fairfield Board of Education for the period July 1, 2012 through June 30, 2016"

Motion Passed 9-0

Final Review of 2013-2014 Fiscal Year, First Quarter Financial Update

In the interest of time, Mr. Dwyer asked that the focus be on the First Quarter Financial Update. Mrs. Munsell reviewed the enclosures with the Board.

Mr. Llewellyn asked if we had a negative fund balance in the medical retention fund; Mrs. Munsell said the number in the last column is 796; Mr. Llewellyn noted that there were additional retirements and asked how many teachers left the district; Dr. Title will provide this information. Mr. Llewellyn questioned the trends in the medical retention chart and Mrs. Munsell explained the chart; Dr. Title added that AON will make its trend recommendation for 2015-16 at a later date. Mr. Llewellyn questioned if there was any liability for food service; Mrs. Munsell said no.

Mr. Dwyer noted that the net fund balance shows how far the district has come.

Mr. Llewellyn asked if charts could have numbered columns and be provided on legal paper.

<i>Approval of Minutes</i>

Approval of Minutes of September 23, 2014 Special Meeting

Mrs. Gerber moved, Mr. Convertito seconded the recommended motion "that the Board of Education approve the Minutes of the **Special Meeting** of September 23, 2014"

Motion Passed 5-0-4

Favor: Mr. Convertito, Ms. Karnal, Mrs. Gerber, Mr. Dwyer, Mr. Llewellyn

Oppose:

Abstain: Mrs. Liu-McCormack, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Patten

Approval of Minutes of September 23, 2014 Regular Meeting

Mr. Convertito moved, Mrs. Gerber seconded that the Board of Education approve the Minutes of the **Regular Meeting** of September 23, 2014

Motion passed 7-0-2

Favor: Mrs. Liu-McCormack, Mr. Convertito, Ms. Karnal, Mrs. Gerber, Mr. Dwyer, Mr. Llewellyn, Mr. Patten

Oppose:

Abstain: Mr. Fattibene, Mrs. Maxon-Kennelly

<i>Superintendent's Report</i>

Dr. Title congratulated Ms. Munsell and her staff for receiving the Connecticut Association of Boards of Education (CABE) "Award of Excellence for Educational Communications" for the district's 2014-2015 budget book. He also commended the Budget Powerpoint, John Chiappetta, Language Arts Computer Generated Project and Marco Taddei, FPS Website, for winning "Honorable Mentions" in their categories.

Dr. Title reported that the security infrastructure is in the waterfall as a placeholder; a firm proposal will be done in December, and the Police Chief will advise what can be discussed in public session.

Mr. Llewellyn asked how additional football game security at Fairfield Ludlowe High School is being paid for; Dr. Title said gate receipts.

Mr. Fattibene asked where those monies would normally go; Dr. Title responded that they would pay for other security and athletic costs.

<i>Committee/Liaison Reports</i>

Mrs. Liu-McCormack reviewed the report for the Ad-hoc By-law Committee. The committee was formed at the end of the summer; they met four times, she thanked the public for weighing in. CAFE language was used, the committee is looking to improve policies in order to become a more effective Board. Looked at goals and objectives of other Boards of Ed, CAFE senior lawyers were contacted, CES, some school administrators, the public. The first proposed bylaw change uses specific CAFE language from a pamphlet for bullet points regarding Board of Ed responsibilities. The second proposal relates directly to short and long-term goals-objectives and action plans, and the final proposal is related to an annual review of the strategic plan. As a process, she believes we should review the strategic plan annually. This should be a circle to make us more effective and see how our policies work and if they are effective. We would want to make sure there is a process in place to focus on student learning and student achievement. She thinks we should want to edit our language to improve it.

Mr. Dwyer mentioned that this will be placed on the regular meeting agenda for November and he asked that all additional by-law changes be provided to the Board in writing, in advance; and also to Meg Brown for inclusion in the Friday packet.

Mrs. Maxon-Kennelly asked whether text will be voted on at the next meeting, and Mr. Dwyer said yes.

<i>Adjournment</i>

The meeting adjourned without a vote at 11:30PM

Respectfully submitted by

*Jessica Gerber
Fairfield Public Schools
Board of Education
Secretary*

Special Meeting Minutes
Fairfield BoE, November 12, 2014

NOV 25 2014

NOTICE: A full meeting recording can be obtained from Fairfield Public Schools. Please call 203-255-8371 for more information and/or see the FPS website (under Board Meeting Minutes) for a link to FAIRTV.

Call to Order of the Regular Meeting of the Board of Education and Roll Call

Chairman Philip Dwyer called the Special meeting to order at 6:40PM. Present were members Eileen Liu-McCormack, John Llewellyn, John Convertito, Jessica Gerber, Philip Dwyer, Jennifer Maxon-Kennelly, Marc Patten, Paul Fattibene, and Donna Karnal. Also present were Mrs. Ann Leffert, Mr. David Becker (BoF), Mr. Carlton Lindgren (Aon), Mr. Steve May (Milliman), Mr. Steven Sedor, Ms. Megan Korn and Mr. Donald Houston (Durant, Nichols, Houston, Hodgson & Cortese-Costa, P.C.).

Business Items - Convene to Executive Session

Mrs. Maxon-Kennelly moved, Mrs. Gerber seconded the recommended motion that the Board of Education convene to Executive Session to discuss records, reports and statements of strategy or negotiations with respect to collective bargaining in accordance with Connecticut General Statute CGS 1-210(b)(9); and invite Mrs. Leffert, Mr. Becker, Mr. May, Mr. Lindgren, Mr. Sedor, Ms. Korn and Mr. Houston as appropriate.

Motion Passed: 9-0

The Board came out of Executive session at 8:15PM

Business Items - Convene to Public Session

Approval of Collective Bargaining Agreement between FEA and BOE

Mrs. Gerber moved, Mr. Patten seconded the recommended motion that the Board of Education approve the Collective Bargaining Agreement between the Fairfield Education Association and the Fairfield Board of Education for the period July 1, 2015 to June 30, 2018.

Ms. Karnal asked what would happen if the contract is rejected by the BOE; Mr. Houston responded that the contract will then go straight to arbitration.

Motion Passed: 5-4

Favor: Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Mrs. Maxon-Kennelly, Mr. Patten
Oppose: Mrs. Liu-McCormack, Ms. Karnal, Mr. Fattibene, Mr. Llewellyn

Approval of Library Media Curriculum

Mrs. Gerber moved, Mrs. Maxon-Kennelly seconded the recommended motion that the Fairfield Board of Education approve the Library Media Curriculum, K-12.

Public Comment:

Kristin Robinson, LMC Teacher/Dwight: Support of Library/Media Curriculum
Sheila Ferrara, FPS Gifted Teacher: Support of Library/Media Curriculum

Motion Passed: 9-0

Approval of Plans and Specifications for the Fairfield Ludlowe Project 051-0127 EA/EC/RR (Phase 3-Extensions/Alterations).

Mrs. Gerber moved, Mrs. Maxon-Kennelly seconded the recommended motion that the Board of Education approve plans and specifications for Phase 3 of the Fairfield Ludlowe Project 051-0127 EA/EC/RR.

Ms. Karnal felt it was difficult to vote without concrete numbers, asked if money for this project had been allocated for, and expressed her concern regarding prioritizing in the event of cost over-runs.

Mr. Dwyer explained that the costs of the project are in the hands of the Building Committee.

Dr. Title further explained the specific process outlined by state for reimbursement; he said this is a procedural vote that is required by the state for review prior to the bid process. The Town allocates money for the roof and windows which cannot be exceeded; the Building Committee is working with current estimates.

Mr. Donald, Chair of the FLHS Building Committee, said the schedule drives the prioritization. The charge is to get additions and alterations completed by the start of the 15-16 school year; the number one priority is student learning.

Mrs. Gerber mentioned that the Board has been provided with cost estimates.

Mrs. Liu-McCormack said it's important for the Board to understand cost estimates, and that felt the Board would make better prioritization decisions with more detailed estimates.

Mrs. Maxon-Kennelly questioned the need for additional detail and confirmed with Mr. Dwyer that if this motion does not get approved, the project may be delayed, and may also put reimbursement in jeopardy. Dr. Title confirmed with Mr. Donald that the Building Committee has met the ed-specs.

Mr. Fattibene mentioned the motion has nothing to do with funding and requested more detail than what was provided in enclosure #1. Mr. Donald and Mr. Costa, Principal Architect with Perkins-Eastman, offered more detail on the windows; they are operable with an exterior screen, energy efficient with high performance glazing, and will meet the strict energy code requirements. The window shades will also be replaced with roller shades.

Mr. Llewellyn asked if windows were included in the original ed-specs, and asked if waiting 2 weeks to vote would affect the funding. Mr. Costa said the ed-specs are somewhat general.

Mr. Dwyer and Dr. Title said the total project dollar amount has already been approved by the state, now the project is presented to the state in phases, in more detail, to the school facilities division; there are ed-specs for each phase.

Mr. Morabito explained the urgency: a Plan Completion Test (PCT) has been done and is in process with Office of School Facilities (OSF); due to the long lead time required for ordering windows; bids need to be awarded by late January; the plans must be approved before the ed-specs, else another PCT meeting will be required.

Mrs. Gerber mentioned that there is also an issue with the EPA.

Ms. Karnal asked if the windows have a coating for safety; Mr. Dwyer responded that security issues will be addressed in December.

Mr. Fattibene confirmed that the plans and specs apply to all windows that are planned for replacement; it is not a truncated plan.

Motion Passed: 9-0

Approval of Changes to Educational Specifications for Fairfield Ludlowe High School Project 051-0127 EA/EC/RR

Mrs. Gerber moved, Mr. Convertito seconded the recommended motion that the Board of Education approve the changes to the educational specifications for Fairfield Ludlowe High School Project 051-0127 EA/EC/RR.

Mr. Donald said the change was requested to ensure the building is prepared to meet the high school schedule.

Mr. Dwyer confirmed that the only 2 changes are highlighted in yellow within the enclosure.

Mr. Patten asked for the rationale behind the change in the roof and whether it would affect the warranty; Mr. Costa responded that the change from multi-ply does not affect the warranty.

Dr. Title added that both high schools qualified for solar panels; Mr. Morabito added that both schools won a competition for 'zero emission renewable credit'; the solar panels will cover 75% of the roof at FLHS, which will add another layer of protection; a single membrane roof will save 20% on the roof bids, equivalent to approximately \$550,000.

Mr. Patten expressed some concern over possible damage to the roof from the solar panels; Mr. Morabito confirmed that the roof manufacturer and the installer of the roof system buy into the solar panel installation.

Mr. Llewellyn asked what the solar panels cost; Mr. Morabito said it is a power purchase agreement financed by Greenskies; Greenskies finances everything and sells back electricity at a fixed rate for 20 years; if we owned the solar panels, the math would be different due to 3rd party depreciation. Mr. Llewellyn asked for details on the project budget. Mr. Dell'accio (Owners Rep) responded with the following breakdown: \$10.9M - construction, \$1.2M - escalation, \$1.4M - soft costs, \$185,000 - FF&E, and \$800,000 – contingencies; roughly equaling \$14.7M without the \$500,000 in savings. Mr. Llewellyn expressed concern that additional money will be required to finish the windows and added that

perhaps the roof could be done in stages as there are different elevations to address the critical areas. Mr. Morabito stated that the PPA is coming up on the roof; this is driving the urgency.

Dr. Title added that the Town made it clear that the windows will get done to the extent of the funding. Solar panels will directly affect the budget next year with a 50% savings on electricity.

Mr. Fattibene questioned the life expectancy of single-ply vs. multi-ply; Mr. Morabito said this depends on many factors; a single-ply roof with solar panels would equal the life expectancy of a multi-ply; but a multi-ply roof would last longer than a single-ply by itself. Mr. Fattibene also asked about EPA testing for the windows and whether there was an order to remediate PCBs. Mr. Morabito responded that there is a plan in place to address PCBs. Mr. Fattibene also asked how many windows could be replaced under the current funding; Mr. Morabito responded approximately 1/3, and that better information would be available at the next meeting. Mr. Fattibene asked if cost efficiencies could be maintained while phasing out the window project; Mr. Morabito responded that the window replacement project is a 2 summer project and it will be bid in that manner. Mr. Fattibene also questioned page 6 of the educational specifications regarding vented hoods. Mr. Donald clarified that the new biology lab does not require a vented hood.

Mr. Convertito confirmed with Mr. Morabito that there is an escalation factor in the window bid, and also confirmed with Mr. Cullen that all the building contaminants have been sealed and the building is safe.

Mr. Convertito moved, Mrs. Gerber seconded to call the question.

Motion Failed: 4-4

Favor: Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Mr. Patten

Oppose: Ms. Karnal, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Llewellyn

(Mrs. Liu-McCormack was not present for the vote.)

Mrs. Maxon-Kennelly said it would be helpful to understand the numbers in the original estimate. Dr. Title explained the process: prior to the formation of a Building committee, an architect was hired to prepare a rough estimate, the Town approved the number, a building committee was formed and hired its own architect, more detailed analysis, design and development then took place, and estimates constantly move during this process; the cost of labor and materials may also change.

Mr. Llewellyn asked how far the project could get with windows, given the Town approved \$11.6M; Mr. Morabito said when factors above the construction line are changed, so do multiple other numbers on the spreadsheet, leading to more savings on the bottom line.

Mr. Convertito explained that it is a cumulative effect on a large spreadsheet.

Public Comment:

Kelly Dunn, Tuckahoe Lane: Support of project.

Suzanne Miska, Ryegate Road: Questioned project process.

Motion Passed: 7-1

Favor: Mr. Convertito, Ms. Karnal, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Patten

Oppose: Mr. Llewellyn

(Mrs. Liu-McCormack was not present for the vote.)

<i>Adjournment</i>

Mrs. Gerber moved, Mrs. Maxon-Kennelly seconded that this Special Meeting of the Board of Education adjourn.

Motion Passed 8-0

(Mrs. Liu-McCormack was not present for the vote.)

Meeting adjourned at 9:45PM.

*Respectfully submitted by
Jessica Gerber
Fairfield Public Schools
Board of Education
Secretary*

NOV 25 2014



FAIRFIELD PUBLIC SCHOOLS

High School Schedule Presentation November 2014

The Committee

Teachers:

Dave Abraham
Kim Bauco
Diane Bourque
Mark Caron
Joanna Caserta
Kristen Chase
Stefanie Cole
Nicole Colleran
Jill Cutter
Eileen Frankel
Erin Howell
Rachel Keleher
Lori Mediate
Colleen Rodrigues
Kris Samuelson
Donna Schmardel
Brian Sutcliffe
Carolyn Waters

Administrators:

John Antonello
Meg Boice
Caryn Campbell
John Chiappetta
Jim Coyne
Gail Donowitz
David Ebling
Bob Esposito
Patrice Faggella
Steve Fekete
Anthony Formato
Joanne Giddings
Greg Hatzis
Andrea Leonardi
Karen Parks
Dee Preis
Gregg Pugliese
Paul Rasmussen

The Charge



Using information gathered from research, visits, and examination of other schedules, create a schedule that meets the needs of all students in Fairfield's high schools.



The Work



The Committee

- ▶ Worked with a nationally known consultant, Elliot Merenbloom, to explore all options. His role was to facilitate and guide the process; not advocate for any particular schedule.
- ▶ Reviewed and adopted the Guiding Principles
- ▶ Reviewed scheduling options including 8 Drop 2, Trimester, 8 Drop 2 Hybrid and Day1/Day 2.
- ▶ Reviewed pro's and con's of each schedule in terms of the Guiding Principles.

The Guiding Principles

As the committee met and reviewed options, they focused on the *Guiding Principles*.

The *Guiding Principles* were first developed for the scheduling process during the 2007 high school schedule work, and were re-affirmed by this committee.



The Guiding Principles are:

- 1) Increase instructional time
- 2) Lunch time for all students
- 3) Improved pace of the day
- 4) Longer instructional periods
- 5) More access to electives
- 6) Opportunities for increased graduation requirements
- 7) Opportunities for collaboration by teachers

The Impact

- ▶ Revision of the schedule is only one component of a comprehensive approach to improve teaching and learning. The committee committed to include in their decision:
 - ✓ Participation in regional programs
 - ✓ Activity period
 - ✓ Homeroom and advisory time
 - ✓ A comprehensive professional development plan for teachers to support changes in instructional practice in the longer block.

The Consensus

- ▶ After examining a wide range of options over the past 12 months, the consensus was to implement a **Day 1/Day 2 schedule** in both high schools, beginning in the fall of 2015.
 - ▶ The **Day 1/Day 2 schedule** allows students to:
 - take up to 8 courses, with 4 classes each day
 - have a separate 30 minute lunch period
 - increase their total instructional hours to 1019 hours per year.
 - ▶ 1019 hours per year exceeds our current total of 927 hours per year.
 - ▶ The state average for high schools is 1009.

The Review

1) *Increase in overall instructional time*

The increase in instructional time will provide an increase of 92 hours per year, from the current 927 hours per year to the new 1019 hours per year.

This change will move Fairfield's high schools toward the top of the list of Connecticut high schools' instructional time offered.

The Review

2) *Lunch time for all students*

All students will have a designated 30 minute lunch period.

The Review

3) *Improved pace of the day*

With fewer transitions between classes, students and teachers will experience a school day that is less disjointed and more available for in-depth, rigorous academic content.

The Review

4) *Longer instructional periods*

Most instructional periods will be 85 minutes.

In limited cases, a 'half block' or 41 minute period may be used in some content areas.

The Review

5) *More access to electives*

The schedule will automatically provide more access to electives, since students no longer have to choose between a class or lunch.

This schedule provides lunch *plus* 8 periods. The current schedule provides 8 periods, one of which is lunch.

The Review

6) *Opportunities for increased graduation requirements*

If and when graduation requirements change or increase, this schedule will allow for growth in students' schedules to accommodate the additional requirements.

The Review

7) Opportunities for collaboration by teachers

In addition to personal planning and duty assignments, teachers will be provided additional time during the day to meet together in course-alike groups.

The 85 minute instructional period allows time to be available for collaborative planning.

The Comparison

	400 Minutes Available Each Day					
Schedule	Instructional Time Per Period	Passing Time	Lunch Time	Non-Instructional Time (includes 7 minute homeroom)	Total Instructional Minutes per day.	Total Instructional Time Per Year (hours)
Current* (173 days)	44	40	44	91	308	927
Day 1 / Day 2 (173 days)	85	20	30	57	343	1019

* Not 182 days due to Mid term and Final Exams

The Schedule

			DAY 1	DAY 2
7:30—8:55			Period 1	Period 2
9:00—10:25			Period 3	Period 4
10:30—10:37			Homeroom	Homeroom
Lunch 10:39 – 11:09	Class 10:42 – 11:25	Class 10:42 – 12:08	Period 5	Period 6
Class 11:14 – 12:40	Lunch 11:25 – 11:55			
	Class 11:58 – 12:40	Lunch 12:10 – 12:40		
12:45—2:10			Period 7	Period 8

The Students' Remarks

Regarding the Day1/Day2 Schedule

- ▶ "The four periods in a day was much easier to handle and much less stressful. This schedule helps you focus much more on the classes you have on that day."
- ▶ "Only having homework in 3–4 classes a night was more manageable than 6–8 classes a night."
- ▶ "Having two nights for homework allows us to manage our time when we know we have activities on certain nights."
- ▶ "We stay organized by having two backpacks, one for "A day" classes and one for "B day" classes."
- ▶ "Teachers make a greater effort to change the activities during the longer block more than they did in the shorter period."

The Implementation of PD

- ▶ November 7: Small teams of administrators visited three high schools that use the Day 1/Day 2 schedule: New Fairfield, Waterford and East Lyme. Teacher visits will follow.
- ▶ November: Collect input from our teachers on their Professional Development (PD) needs.
- ▶ January – June 2015: Professional Development (PD) during Tuesday meetings to prepare for new schedule.
- ▶ Utilize the February 13 PD day for this topic
- ▶ Summer 2015: rewrite pacing guides, if necessary
- ▶ Fall 2015: Continue PD in subject-specific areas and for teachers new to this schedule.

The Conclusion

- ▶ We believe we have arrived at a schedule that will meet the needs of our high school students, addresses the Guiding Principles, and requires a minimal increase in high school staff.
- ▶ We are excited about the implementation of this schedule and all that it offers to our students and teachers.



The Conclusion

The Day 1 /Day 2 schedule best meets the Guiding Principles while providing students and teachers with opportunities for in-depth, rigorous academic content that far exceed the current structure.

NOV 25 2014

High School Schedule Information

Background: the decision to change

The current daily schedule provides eight 44-minute periods each day. One of those periods is lunch, resulting in students needing to choose between lunch and class. Significant problems with this schedule were identified during our New England Association of Schools and Colleges (NEASC) Accreditation Visit in April, 2008 (FLHS) and October, 2009 (FWHS). Recommendations from NEASC included the following:

- Develop a schedule that provides opportunities for teacher collaboration, review of student work, and the development of interdisciplinary instruction. (Instruction; FWHS)
- Implement a schedule that supports the mission and expectation for student learning, increases student/teacher contact time, extends instructional time, provides greater access to electives, provides time for teacher collaboration and includes a designated lunch time for all students. (Leadership and Organization, FWHS)
- Establish a common planning time for all teachers to enable them to share best instructional practices, common assessments and other concerns. (Leadership and Organization, FLHS)
- Implement a variety of strategies to engage students in inquiry, problem-solving, and higher-order thinking skills in all classrooms. (Instruction, FLHS)

In addition to the current schedule requiring students to choose between lunch and class, another problem with the current schedule is the hectic pace of every day. With eight 44-minute classes every day, it is difficult for teachers to plan and deliver instruction that generates a deep understanding of the content.

Prior to the NEASC visits, an effort was made to address needed changes in the schedule. After a significant amount of work, that effort ended without success in 2007-8 due to significant budget constraints in a difficult economic climate.

In November 2013 we again started a process of looking for a new schedule. We built on the prior effort by reviewing the Guiding Principles established previously and determined that these still applied as the most compelling reasons to pursue a change. We hired a consultant whose purpose was to ensure that we considered all possible options and also to verify possible staffing implications of the schedule.

After reviewing our guiding principles, examining research, drawing on internal expertise, speaking with other districts and discussing options, the "Day 1/Day 2

Schedule” was selected as the best solution to meet the needs of the high schools for the 2015-16 school year.

Our Guiding Principles

- Increase in overall instructional time
- Lunch for all students
- Improved pace of the day
- Longer instructional periods
- More access to electives
- Opportunities for Increased requirements for graduation
- Opportunities for collaboration by teachers

As part of this process, we are committed to providing professional development to teachers in order to help them plan lessons that take advantage of longer blocks. This professional development will include department-specific sessions on planning for a longer block, purchase of resource material for each high school’s professional library, visits to schools where this schedule has been used successfully for many years, and meetings with teachers from those districts who can share their strategies for lesson planning.

Benefits for our students

- Increased opportunities for a wide variety of instructional strategies in all classrooms
- Increased time for authentic, problem based assessments
- Appropriate time necessary to teach all students 21st Century Skills
- Maximum of four preparations per day for students
- More course options with fewer conflicts
- Less time spent between classes during passing times
- Increased instructional hours for students
- A designated lunch period for all students

High School Schedule

Day 1: Periods 1, 3, 5, 7

Day 2: Periods 2, 4, 6, 8

Lunch scheduled during periods 5 and 6.

			DAY 1	DAY 2
7:30—8:55			Period 1	Period 2
9:00—10:25			Period 3	Period 4
10:30—10:37			Homeroom	Homeroom
<i>Lunch</i> 10:39 – 11:09	<i>Class</i> 10:42 – 11:25	<i>Class</i> 10:42 – 12:08	Period 5	Period 6
<i>Class</i> 11:14 – 12:40	<i>Lunch</i> 11:25 – 11:55			
	<i>Class</i> 11:58 – 12:40	<i>Lunch</i> 12:10 – 12:40		
12:45—2:10			Period 7	Period 8