

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.

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

Board of Education, Fairfield Public Schools  
501 Kings Highway East, 2<sup>nd</sup> Floor Board Conference Room  
September 23, 2014  
**REGULAR MEETING**  
**7:30 p.m.**

1. Call to Order and Roll Call

2. Pledge of Allegiance

3. 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.*

4. Presentations

- A. School Data Team Presentation, Mrs. Elizabeth McGoey, Principal, Stratfield Elementary School  
(Enclosure No. 1)
- B. RYASAP Report, Mr. Robert Francis, RYASAP Executive Director

5. Old Business

- A. Approval of Policy 5119 – Students - Student Discipline – Suspension/Expulsion  
Recommended Motion: “that the Board of Education approve Policy 5119 – Students - Student Discipline – Suspension/Expulsion”
- B. Approval of Policy 5510 - Students – Welfare – Health Assessments  
Recommended Motion: “that the Board of Education approve Policy 5510- Students – Welfare – Health Assessments”

6. Approval of Minutes

- A. Approval of Minutes of the September 9, 2014 **Regular** Meeting  
Recommended Motion: “that the Board of Education approve the Minutes of the **Regular Meeting** of September 9, 2014”

(Enclosure No. 2)

7. Superintendent Report
8. Committee/Liaison Reports
  - A. Update from Ad Hoc Committee on By-laws and Possible Receipt of Report
  - B. Annual Update from Committee Liaisons  
(Enclosure No. 3)
9. Open Board Comment
10. Adjournment  
Recommended Motion: "that this Regular Meeting of the Board of Education adjourn"

CALENDAR OF EVENTS

October 21, 2014	Board of Education Regular Meeting 7:30 pm	501 Kings Hwy East Board Room
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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*

School-Wide Data Team **ENCLOSURE NO. 1**  
Developmental Rubric

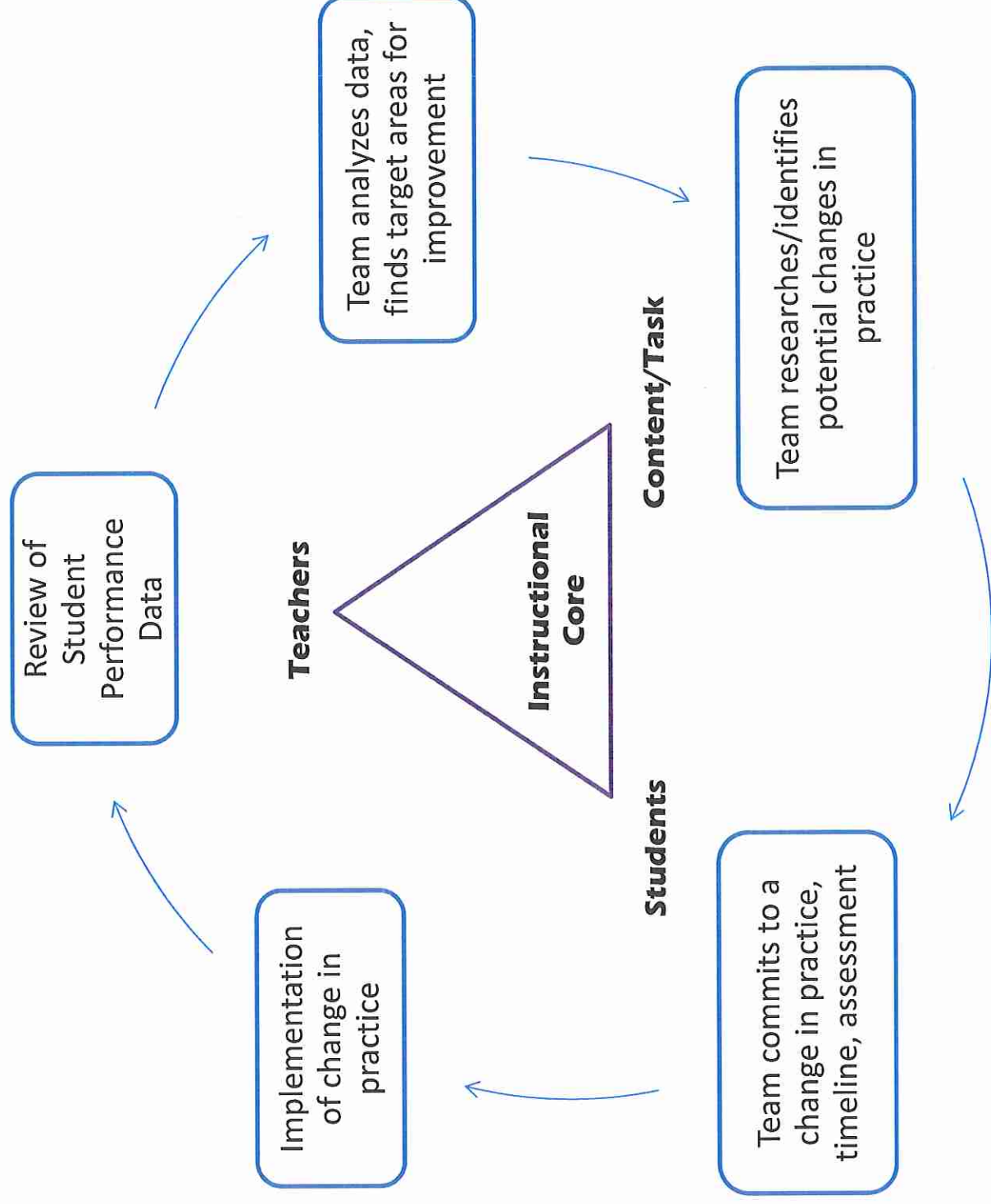
SEP 23 2014

Draft 6/12/12  
D. Title

SWT = School-Wide Data Team  
SIP = School Improvement Plan  
PD = Professional Development

	<b>Beginning Stage 1</b>	<b>Emerging Stage 2</b>	<b>Functional Stage 3</b>	<b>Exemplary Stage 4</b>
<b>Data Use/Analysis</b>	Data, if used, are sporadic and/or concentrate on individual students. Little to no analysis of patterns, causes or changes in adult actions.	Data analyzed are from the SIP. Focus is on school-level issues, patterns from data and possible causes.	School-level issues, patterns, causes and concrete adult actions identified for the school and grade level/department by the SWT.	Grade level/department teams analyze data, present to SWT. Changes to SIP and PD and support are driven by data from grade level/department teams.
<b>Meeting Structure/ Membership</b>	No agenda, norms, roles, minutes, timelines evident. Meetings do not stay focused on data analysis. Team consists of Principal/ Headmaster only or Principal/Headmaster plus 1 or 2 close, trusted colleagues.	Agenda, norms, roles, timelines exist but are not consistently followed. Team consists of Principal/ Headmaster plus school-wide teacher leaders/administrators.	All structures are consistently followed, enforced by Principal/ Headmaster. Team consists of Principal/ Headmaster, teacher leaders/administrators and a teacher from each grade level/department.	Team members do their own enforcement of structure/norms and lateral accountability is evident. Team consists of Principal/Headmaster, teacher leaders/ administrators, classroom teachers and non-classroom teachers.
<b>Commitment/ Actions</b>	No commitments or ideas for change are evident or discussed.	SWT brainstorms possible ideas for changes in adult actions. Commitments lack specific timelines and responsibility for implementation. There is no link to the SIP.	SWT assigns changes to grade level/department team. SWT identifies timelines, accountability and assessment of commitments. A link to the School Improvement Plan is evident.	SWT looks for patterns in grade level/ department data to provide support to teacher. Team commits to a specific strategy, assessment, most coming from grade level/ departments. Clear timeline and responsibility for implementation. There is a direct link to the SIP.
<b>Connection to Grade Level/ Department</b>	No sharing between SWT & grade level/department.	Principal/Headmaster meets with grade level/department prior to or after SWT meeting. Principal/Headmaster or member of SWT reports on behalf of grade level/department.	Grade level/department reviews results and reports at SWT meeting. Team tends to avoid discussion of uncomfortable patterns in the data unless Principal/Headmaster does it. School-wide strategy and SIP are monitored by SWT throughout the year.	Grade level/department reports to SWT. Concrete changes to SIP & PD result – it is an honest appraisal of changes needed. SWT identifies patterns from grade level/department to inform school-wide PD. Grade level/department monitors SIP and reports to SWT throughout the year.
<b>Ownership and Responsibility</b>	Owned by Principal/Headmaster. Principal/Headmaster does all the work. Focus is largely on external factors in achievement results.	Owned by Principal/Headmaster & a few others who do the work. SWT focuses on internal factors for successes and external factors for challenges.	Owned by Principal/Headmaster and SWT. Work is shared among all members of SWT. Focus on internal factors for most successes & challenges. All SWT members actively contribute to the work of the team.	Owned by all adults in school. Work shared among all staff, not just those on SWT. Focus solely on internal factors for all student achievement results.

## Fairfield Public Schools - Model of Data Analysis District, School, Department, and Grade Level



**Professional Development is a key component at each step of this process to ensure its effectiveness.**



SEP 23 2014

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**Regular Meeting Minutes  
Fairfield BoE; September 9, 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 7:32PM. Present were members Eileen Liu-McCormack, John Convertito, Donna Karnal (arrived 7:37PM), 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 20 members of the public.

*Public Comment*

Kelly Crisp, Fairfield Resident: Cell phone search and seizure policy and public comment.  
Suzanne Miska, Rygate Road: Use of tax-free status and FLHS teachers and substitutes.  
Tricia Donovan, Fairfield Resident: Certified teachers.  
Dawn Llewellyn, Fairfield Resident: August 26 BOE Meeting.  
Lisa Davy, District 8: District overnight parking.  
Christina Marson, District 3: Elementary schedule and parent communication.  
Christine Vitale, Verna Hill Road: High school schedule.

*Presentations*

Long-Range Facilities Plan

Dr Title reviewed the Long-Range Facilities Plan and Waterfall schedule; the Waterfall is used to provide the Town with budget information it needs to build the overall capital bond for the Town. Some projects are multi-year and are represented in the Waterfall with color codes. Should the Board decide to move projects around, it must be done within the constraints of the Town. Capital non-recurring projects are approved by the Board annually and are not usually reimbursed. Tom Cullen added that the current Long-Range Facilities Plan has a table of contents and page 28 shows projects beyond year 2023.

Mr. Dwyer offered that this document will be approved as a planning document that is subject to the BOF, BOS and RTM taking further action.

Ms. Karnal asked if the RLMS stairwell overcrowding and the Mill Hill playground dirt mound will be addressed. Mr. Cullen offered that double doors were added two years ago to address RLMS stairwell overcrowding. Dr. Title added the Mill Hill playground was donated and is not a BOE-controlled project; the Town and BOE are working together to provide in-kind services.

Mrs. Liu-McCormack mentioned the decrease in enrollment in terms of planning for projects, asked if skylights could be avoided, and offered a creative space solution such as elective school choice. Mr. Cullen said that the decrease in enrollment was taken into consideration, and that skylights are used by architects to meet a state daylight requirement.

Mr. Convertito would like to see safety and security issues moved up on the waterfall chart. Dr. Title mentioned that portables will be addressed but with the long project approval process, the district is reviewing interim measures.

Mr. Patten asked whether projects can be moved and requested clarification on the high school turf replacement. Dr. Title responded that the turf will be a capital non-recurring project to allow for turf replacement next summer; this will appear again in 12 years for replacement; this includes the track, goalposts, and striping. Capital non-recurring projects are usually presented to the Board in January.

Mr. Dwyer said the Board will be given time to review the plan and invited the Board to attend the BOF Capital Planning Workshop where the BOE Waterfall be discussed.

Mrs. Maxon-Kennelly requested clarification on project reimbursement and asked why Mill Hill appears as a project before Holland Hill; Mr. Cullen responded that typically maintenance is ineligible, an addition or replacement is eligible for reimbursement; the net actual reimbursement has been approximately 21%. Dr. Title added that a 'partially eligible' category exists; initially the Holland Hill project appeared first, but the Board changed the order; both projects are necessary.

Mr. Llewellyn expressed concern regarding reimbursement with the lower enrollment projections at Riverfield; Dr. Title responded that the reimbursement rate depends on the enrollment projections at the time of project filing. Mr. Llewellyn requested clarification on the building use and capacity report. Mr. Cullen said the MGT projections use the maximum number of students and the district uses the average; operational capacity is always lower than functional.

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Mr. Fattibene asked whether some schools may not be renovated to 504 capacity and was told yes, and he advocated that Mill Hill be addressed sooner due to its having more portables.

Mrs. Gerber expressed her concern over the cost of addressing possible PCB's. Mr. Cullen said this is factored into the soft costs based on the Woodard and Curran report.

Mr. Dwyer thanked Mr. Cullen for the waterfall chart and all the work involved in it; he mentioned that it is used as a guide for the Town.

*New Business*

Mrs. Maxon Kennelly presented 2 policies for a first read, Policy 5119 and Policy 5510.

Mr. Convertito asked if both 9<sup>th</sup> and 10<sup>th</sup> graders will need a health assessment next year; Mrs. Maxon-Kennelly will follow-up.

*Approval of Minutes*

Approval of Minutes of August 26, 2014 Special Meeting

Mrs. Gerber moved, Mr. Convertito seconded that the Board of Education approve the Minutes of the Special Meeting of August 26, 2014.

**Motion Passed 9-0**

Approval of Minutes of August 26, 2014 Regular Meeting

Mrs. Gerber moved, Mrs. Maxon-Kennelly seconded that the Board of Education approve the Minutes of the Regular Meeting of August 26, 2014.

**Motion Passed 9-0**

*Superintendent's Report*

Opening of School Update

Dr. Title offered comments on the opening of school including: the entire bus fleet has been replaced per the contract; food services reviews have been excellent; the FY14 surplus has been deposited into the Health Insurance Account; the facilities are ready for the new year; additional paraprofessionals have been hired to fill a need in Special Education; the new substitute teacher automated system (AESOP) has been enacted; and there is a new student-designed Fairfield Public School logo that will be on the website shortly.

Mr. Llewellyn requested more information on the trend regarding 8<sup>th</sup> graders going to private high schools.

Mrs. Liu-McCormack requested clarification on the policy regarding the procurement of substitute teachers, and what happens in a classroom when a substitute cannot be procured. Mrs. Leffert and Mr. Hatzis provided some background on substitutes in Physics classes at Fairfield Ludlowe High School. Mr. Hatzis added that in the event a certified substitute cannot be procured for any class, a building substitute takes over and is provided with documentation and materials from the Curriculum Leader.

Ms. Karnal requested plan specifics for Physics coverage; Mrs. Leffert said this is being handled with current teachers covering additional sections, as well as a substitute; students have continuity as the same substitute teacher covers the same section.

Mr. Fattibene asked if a similar situation exists for Math and was told by Mrs. Leffert that a short notice medical leave in Math is being covered with existing teachers.

Mrs. Liu-McCormack stated that Curriculum Leaders should substitute teach when coverage is needed.

Long-Range District Improvement Plan

Dr. Title presented the Long-Range District Improvement Plan and added that potential student indicators will be drafted by November. The goal is to obtain Board approval in June.

Mr. Llewellyn asked that the implementation cost of an ERB or ACT-type external standardized test be researched. Dr. Title said multiple options for valid and reliable standardized testing will be reviewed.

Mrs. Liu-McCormack stated the IOWA test is nationally considered to be an accepted measurement. Dr. Title added that SBAC will be given in 20 states.

Mr. Fattibene asked that Board input be allowed at times other than what is shown on the timeline and Dr. Title stated that there will be many chances for Board input.

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Mr. Dwyer commented that the process is fluid.

Mr. Llewellyn asked that a budget placeholder be provided for external tests.

Mr. Patten asked if indicators will be the same for each level and Dr. Title said that it might be a mix.

Mr. Dwyer encouraged the PTAs to follow progress on the plan.

#### Teacher Evaluation

Mrs. Leffert reported on the Teacher Evaluation Plan and use of Protraxx as the data management system, as required by state statute. Protraxx representatives worked closely with the district to match the new evaluation system; feedback was received on how the process could be streamlined. Much progress was made and it is now easier to use; streamlining is an ongoing process.

#### ***Committee/Liaison Reports***

Mrs. Liu-McCormack reported on the Adhoc By-Law subcommittee meeting; work is ongoing.

Mr. Dwyer reported that all committee liaisons will provide brief updates at the next meeting.

#### ***Open Board Comment***

Mr. Convertito commented that Board members should adhere to the By-Laws and go through the proper chain of command for interactions with staff.

Mr. Fattibene suggested an informal, rotating Board member lunch with the Superintendent at a school site; perhaps on a monthly basis with a few Board members at a time.

Mr. Patten recognized Dr. Cutaia-Leonard for all her hard work with the district.

Mrs. Liu-McCormack asked that Board members be included in on textbook forums as well as other forums.

#### ***Convene to Executive Session***

Mrs. Maxon-Kennelly moved, Mr. Patten seconded 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. Ann Leffert as appropriate; and to discuss Superintendent Evaluation.

#### **Motion Passed 9-0**

The Board convened to Executive Session at 10:10PM

At 11PM Mr. Patten moved, Mrs. Maxon-Kennelly seconded to suspend the rules and extend the meeting to 11:20PM.

#### **Motion Passed 8-1**

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

Oppose: Ms. Karnal

The Board came out of Executive Session at 11:20PM

#### ***Adjournment***

Mrs. Gerber moved, Ms. Karnal seconded that this Regular Meeting of the Board of Education adjourn.

#### **Motion Passed 9-0**

Meeting adjourned 11:20PM.

*Respectfully Submitted*

*Jessica Gerber*

*Fairfield Board of Education*

*Secretary*



SEP 23 2014

Committee	Primary Task(s)	2013-14 Appointment	Normal meeting schedule
Policy Committee	Review policies and recommend them for adoption to the full BoE.	Jennifer Maxon-Kennelly, John Convertito and Donna Karnal	1st or 2nd Mondays at 4:15pm in Supt's Conference Room
Board of Health Member	Serve as an official member of the BoH per the Town Charter	Philip Dwyer	2nd Monday @ 7:30pm @ Sullivan Hall
Parks & Recreations Member	Serve as an official member of the P & R per the Town Charter	Jessica Gerber	3rd Wednesday @ 7:00pm @ Postal Recreation Center
Board of Finance Liaison	Attend BoF meetings and serve as the liaison between the BoE and BoF	Eileen Liu-McCormack	1st Tuesday @ 7:30pm @ BOE HQ
RTM Liaison	Attend RTM meetings and serve as the liaison between the BoE and RTM	Marc Patten	4th Monday @ 8:00pm @ BOE HQ
C.E.S. Member	Serve as a member of the CES Board, which allows for two Fairfield members	John Llewellyn, Philip Dwyer	1st Thursday @ 3:00pm @ CES Adm. Building, Trumbull, CT
Mission and Goals Ad Hoc Advisory Committee	Provide guidance on revision to Mission, Long Range Goal & Education Goals	Philip Dwyer, John Convertito and Marc Patten	Work completed & received by Policy Comm. Pending recommendation to BOE
PTA Council Liaison	Attend PTAC meetings and serve as the liaison between the BoE and PTAC	Jennifer Maxon-Kennelly	2nd Monday @ 7:30pm @ BOE HQ
Bargaining Units Liaison	The Board Chair serves as the liaison with all bargaining units as may be required	Philip Dwyer	Scheduled as required
SEPTA Liaison	Attend SEPTA meetings and serve as the liaison between the BoE and SEPTA	Marc Patten	2nd Wednesday @ 7:30pm @ McKinley School
Fair TV Board member	Serve as official member of the Fair TV Operating Council, as per their by-laws.	Tom Flynn	Moves around to different locations
Special Projects Standing Building Committee	The SPSBC is assigned projects by the 1st Selectman and oversees their construction.	Donna Karnal Phil Dwyer	Last Monday of the month @ 5:00pm @ Sullivan Hall
Building Projects Review Committee	Reviews the process by which capital projects are approved through town bodies	Eileen Liu-McCormack	As scheduled by the First Selectman
Fairfield Ludlowe H.S. Building Committee Liaison	Oversees the \$ 11,630,000 project RTM approved on 6/24/13.	Jessica Gerber	2nd and 4th Wednesday @ 7:30pm @ Sullivan Hall
Fairfield Woods M.S. Building Committee Liaison	Oversees the \$ 24,453,000 project. RTM approved on 3/22/10, incl. seed money.	none: Project has been accepted	NA
Fairfield Warde H.S. Building Committee	Oversees the \$ 11,000,000 project. RTM approved 2/27/12.	John Llewellyn	1st Wednesday @ 7:30pm @ Sullivan Hall
Riverfield Building Committee Liaison	Oversees the \$ 14,735,766 project. RTM approved on 6/24/13, incl. seed money.	Marc Patten	1st Tuesday @ 7:30pm @ Riverfield School
Stratfield Building Committee Liaison	Oversees the \$ 17,565,000 project. RTM approved on 2/7/09.	Paul Fattibene	No meetings in 2013, but project still needs to be accepted
Osborn Hill Building Committee Liaison	Oversees the \$ 4,195,013 project. RTM approved on 6/23/13.	Jessica Gerber	3rd Thursday @ 7:30pm @ Sullivan Hall
Transportation Advisory Committee Member	Reviews all requests for a change of bus stops and decides on any changes	Paul Fattibene	Ad hoc basis, scheduled as required