



Board of Education Regular Meeting Agenda  
501 Kings Highway East, 2<sup>nd</sup> Floor Board Conference Room  
March 12, 2019  
7:30 PM

1. Call to Order of the Regular Meeting of the Board of Education and Roll Call
2. Pledge of Allegiance
3. Student Reports
  - Fairfield Ludlowe High School: Ms. Coolidge, Ms. Phillips, Mr. Holtz
  - Fairfield Warde High School: Mr. Rivera, Ms. Solari
4. Public Comment\*
5. Presentation:
  - A. DIP Mid-Year Update, Mr. Cummings  
(Enclosure No. 1)
  - B. Curriculum Status Update: World Language
  - C. Curriculum Status Update: Business
6. Old Business
  - A. Adoption of Policy 5141.21 – Students – Administration of Medication in the Schools  
**Recommended Motion:** “that the Board of Education adopt Policy 5141.21 – Students – Administration of Medication in the Schools”  
(Enclosure No. 2)
7. New Business
  - A. Review of Redistricting Guiding Principles and Facilities Planning Principles  
(Enclosure No. 3)
  - B. Facilities Update
    - Mill Hill Floor Plan
    - WFC Update
    - PK Rubric
  - C. Appointment of Superintendent Search Firm  
**Recommended Motion:** “that the Board of Education appoint \_\_\_\_\_ as the search firm to assist in hiring a new Superintendent of Schools and authorize the Chairman of the Board to negotiate a contract based on the response to the RFP dated \_\_\_\_\_”
8. Approval of Minutes  
**Recommended Motion:** “that the Board of Education approve the following minutes:
  - January 8, 2019 (Regular)
  - January 15, 2019 (Special)
  - January 22, 2019 (Special)
  - January 24, 2019 (Regular and Special)”  
(Enclosure Nos. 4,5,6,7,8)

9. Superintendent's Report
10. Committee/Liaison Reports
11. Open Board Comment
12. Public Comment\*
13. Adjournment

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

*\*During this period the Board will accept public comment on items pertaining to this meeting's agenda from any citizen present at the meeting (per BOE By-Law, Article V, Section 6). Those wishing to videotape or take photographs must abide by CGS §1-226.*

CALENDAR OF EVENTS

April 9, 2019 Regular Meeting	7:30 PM	501 Kings Hwy East 2 <sup>nd</sup> Floor Board Conference 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 the office of Special Education, 501 Kings Highway East, Fairfield, CT 06825, Telephone: (203) 255-8379.*

**Fairfield Public Schools**  
**District Improvement Plan**

Enclosure No. 1  
March 12, 2019

*Continue the Work 2018-2020*

**Mission**

**The mission of the Fairfield Public Schools, in partnership with families and community, is to ensure that every student acquires the knowledge and skills needed to be a lifelong learner, responsible citizen, and successful participant in an ever-changing global society through a comprehensive educational program.**

**Long Term Goal**

Fairfield Public Schools will ensure that every student is engaged in a rigorous learning experience that recognizes and values the individual and challenges each student to achieve academic progress including expressive, personal, physical, civic, and social development. Students will be respectful, ethical, and responsible citizens with an appreciation and understanding of global issues. Student achievement and performance shall rank among the best in the state and the nation.

**Educational Goals**

Fairfield Public School students will:

- achieve and exemplify mastery of the FPS Academic Expectations;
- perform at high levels in regards to Social and Civic Expectations;
- develop into responsible citizens who exhibit ethical behavior;
- acknowledge, explore, and value the importance of diversity;
- develop a healthy personal identity and self-reliance;
- demonstrate strong motivational persistence to learn;
- exhibit an inquisitive attitude, open mind, and curiosity;
- acquire an understanding and appreciation of other cultures;
- understand international issues and demonstrate the skills needed to participate in a global society; and
- acquire knowledge of the following areas of study: science; technology; mathematics; language arts; social studies; literary, visual, and performing arts; world language; unified arts; health and physical education.

# Fairfield Vision of a Graduate

What do we want our students to know and be able to do when they graduate from Fairfield Public Schools?



The fulfillment of the mission, for all students, PK-12+, demands our ongoing commitment to realize the Vision of a Graduate.

## All students will be:

Innovators

Communicators

Collaborators

Critical Thinkers

Responsible Citizens

Goal Directed- Resilient Learners

## **How** will our students demonstrate they met our FPS Vision of a Graduate?

### **I. Academic Expectations PK-12+**

Critical and Creative Thinking

Exploring and Understanding

Synthesizing and Evaluating

Creating and Constructing

Communicating and Collaborating

Convey Ideas

Using Communication (Media) Tools

Collaborating Strategically

### **II. Social and Civic Expectations PK-12+**

School site-specific focus on producing responsible citizens in an ever-changing global society

**The Work** going forward are the initiatives and supports our teachers and students need to accomplish the Fairfield Vision of a Graduate.

#### **Guided by Learning Principles**

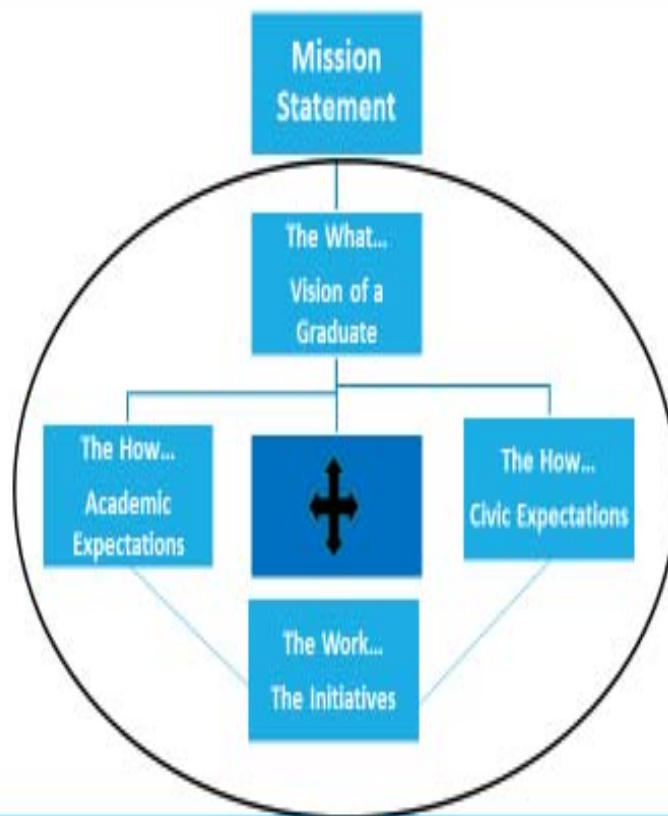
In order to achieve the Mission of the Fairfield Public Schools and fulfill for every student the Vision of the Graduate, the educators are committed to the following **Learning Principles** –

- Learning involves teachers and students who are passionate learners.
- Learning celebrates the belief that all learners are capable of success and growth.
- Learning explores the creation of meaning and the extension of knowledge through its application to relatable real world conditions.
- Learning encourages academic and social risk taking and open communication in a safe community.
- Learning inspires self-assessment, reflection, and continuous adjustment and adaptation.

When learners develop this mindset of belief in their own capacity and in the significance and value of their work, then they are more able to overcome challenges, solve problems, thrive and celebrate growth.

## District Improvement Plan

---



# **Fairfield Staff Work Plan**

Updated February, 2019

The work for 2018-2020, which will support the fulfillment of our promise to each student, are:

## **Instructional Program: 19 Key Implementations**

### **Communicators and Collaborators**

- Implement Newcomer Academy Kindergarten -5<sup>th</sup> Grades (June 2019)
- Implement Newcomer English Language Academy in Grades 6-12 (June 2019)
  - Due to low enrollment Newcomer Academy was not implemented in elementary and middle schools
  - Newcomer Academy at FWHS includes additional collaborative class in Social Studies
  - Training in EL instructional strategies is being provided to K-12 classroom teachers of EL students
- Implement 'Innovative Learning' initiative for technology integration Grades 6-8, and 9-12 (June 2020)
  - In process. Chromebook and innovative learning lab classrooms are changing instructional strategies to increase student engagement in meaningful learning activities
- Explore k-2 options for World Language with possible implementation (June 2019)
  - We are reviewing possible World Language applications for students' independent use

### **Critical Thinkers and Innovators**

- Implement STEAM program in grades 3-5 (June 2019)
  - In progress
- Revise and approve the Science Curriculum Grades PK-8 (June 2019)
  - Curriculum has been approved.
  - Teacher professional learning in NGSS standards planned for the late winter.
  - Focus is on instructional shifts
- Revise and approve the Music Curriculum Grades 6-12 (June 2019)
  - On track for Board approval this spring
- Implement STEAM program in grades K-2 (June 2020)
  - Included in the BOE's 2019-2020 budget proposal
- Implement Hybrid Learning 9-12 (June 2020)
  - On track for implementation in September, 2019.

### **Responsible Citizens and Goal Directed- Resilient Learners**

- Complete Year 2 of literacy SRBI at the elementary level (June 2019)
  - In progress
- Develop plans including benchmarks, interventions, and training for implementation of numeracy and behavior SRBI at the elementary level (June 2020)
  - In progress
- Implement CLC-S at Riverfield (June 2019)
  - In progress
- Implement DBT module “Mind Up” across all 11 elementary schools (June 2020)
  - Included in the BOE’s 2019-2020 budget proposal

### **Responsible Citizens and Goal Directed- Resilient Learners Continued**

- Implement behavior SRBI for Grades 6-12 (June 2019)
  - In progress
- Continuation and refinement of literacy SRBI at Grades 6-12 (June 2020)
  - In progress
- Implement Academic Expectations in all courses (June 2019)
  - Completed
- Continue DBT program for students in need of support and enhance general education supports through DBT in Grades 9-12 (June 2020)
  - In progress
- Continue DBT program for students in need of support and begin small group supports through DBT in Grades 6-8 (June 2020)
  - Included in the BOE’s 2019-2020 budget proposal
- Implement IMPACT Program for Grades 9-12 (June 2019)
  - In progress

### **School and Team Improvement: 11 Key Implementations**

- Complete training for all certified staff in student work protocols (June 2019)
  - In progress
- Use student work protocols in grade and team meetings and seek evidence of the planning in observations of classroom practice (June 2019)
  - In progress
- Develop common performance assessment for core Grades 5 and 9 (June 2019)
  - In progress and expected to be completed for implementation in September, 2019



- Provide administrator training in evaluating for content area literacy instruction, across all curricular areas and support implementation through classroom walkthroughs and professional learning experiences (June 2019)
  - In progress
- Establish a Fairfield Planning Factor Guiding Document for assisting with staffing decisions in PK-12+ Special Education (November 2018)
  - In progress
- Train all Elementary Program Facilitators in PPT facilitation and IEP implementation (October 2018)
  - In progress
- Train all District Leadership Team members in the tenants of DBT (September 2018)
  - Completed.
- Complete Academic Expectations for elementary and middle school with implementations on Grades 5 and 8 to complete the continuum PK-12+ (June 2020)
  - Grade 5 and 8 versions completed; assessments are in progress
- Define Social and Civic Expectations for all 17 schools sites and ECC in regards to how they will be taught across PK-12+ (June 2020)
  - In progress
- Restructure the Secondary PPT process for more team consistency and efficiency (June 2020)
  - In progress; evaluation teams and additional High School coordinator included in 2019-2020 Budget proposal
- Examine grading practices and homework guidelines (June 2020)
  - In progress

#### **Leadership Capacity: 5 Key Implementations**

- Provide administrator support for feedback on school use of student work protocols (June 2019)
  - In progress
- Provide a mentor for all new administrators on the District Leadership Team and provide training in: grade level expectations, curriculum, district initiatives, and SRBI support (June 2019)
  - Completed
- Implement the new Elementary Program Facilitator position across all 11 elementary schools (June 2019)
  - In progress

- Continue the New Teacher Academy program and add teacher based facilitator leadership (June 2019)
  - In progress
- Expand high school home connection in understanding the purpose and value of the Academic Expectations and the rubric scoring assigned (June 2019)
  - In progress

#### **Resources: 8 Key Implementations**

- Complete a technology wireless project for better accessibility in Gr 6-12 (September 2018)
  - Completed
- Complete the Voice Over IP Project for enhanced telephone service (June 2020)
  - In progress
- Complete e-mail conversion for a seamless user experience (June 2020)
  - In progress
- Support Maker-Space and Innovation Space development K-12 to provide equity and access across the district (June 2020)
  - In progress
- Examine and study the 6 Day Rotation in elementary to make adjustments or refine for 2019-2020 (June 2019)
  - Completed
- Study and refine the middle school schedule (June 2020)
  - In progress with expected Board presentation in May/June, 2019
- Enhance district communication across K-5 for consistency in on-going communication (June 2019)
  - In progress
- Implement new FPS website which is ADA compliant (December 2018)
  - In progress

#### **Facilities: 4 Key Implementations**

- Support the principal, staff, and students at Holland Hill through the construction phase (December 2019)
  - In progress

- Work with the Building Committee at Mill Hill to complete the planning phase (June 2019)
  - In progress
- Work with the Building Committee at Sherman to support the principal, staff and students through the Phase III Construction (June 2020)
  - In progress
- Update the FPS Waterfall Schedule (December 2018)
  - Completed

### **Safety and Security: 6 Key Implementations**

- Find a solution to enhance building entry security PK-12 (June 2019)
  - In progress
- Complete all building window safety glazing (November 2018)
  - In progress, one elementary school remains to be done
- Complete 40% duct cleaning at FLHS (September 2018)
  - Completed
- Complete 60% duct cleaning at FLHS (June 2019)
  - In progress
- Practice relocation methods with at least 3 schools sites (June 2019)
  - In progress
- Implement solutions for all door strike plates which provide options for locked doors at all times (September 2018)
  - Completed

### **Student Performance Indicators: 8 Key Measures**

- 4 Year Graduation Rate- Cohort
- AP Test Performance and Enrollment
- Smarter Balanced Assessments
- SAT
- Academic Expectations Rubric
- NGSS (2019-20)
- School Climate (2019)
- STAR Growth

## **Students**

### **ADMINISTRATION OF MEDICATION IN THE SCHOOLS**

**5141.21(a)**

#### **I. Delegation of Medication Administration to Qualified School Employees**

In compliance with the Connecticut General Statutes, administration of medications by school personnel will be permitted to meet the health needs of individual students with chronic or short term health problems.

Medications will be administered pursuant to the written order of an authorized prescriber and the written consent of the parent or guardian.

Medications in the schools will be administered by a licensed nurse (RN or LPN) or in the absence of a nurse, the following school personnel, who have been properly trained by a school nurse or school medical advisor, may administer medications:

- A. Principals and teachers;
- B. Licensed physical therapists (PT) or occupational therapists (OT) employed by the school district;
- C. Directors or director's designees for school readiness programs and before-and after-school programs;
- D. Paraprofessionals, in the case of a specific student with a medically diagnosed allergic condition that may require prompt treatment with an epinephrine cartridge injector and/or inhalant medication to protect the student against serious harm or death; and
- E. Coaches and licensed athletic trainers, during practices, games, and athletic activities, for students who are prescribed inhalant medications to treat respiratory conditions or students prescribed epinephrine cartridge injectors for a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.

A qualified school employee, who has been trained according to the medication regulations, may administer the following:

- A. Epinephrine cartridge injectors for the purpose of emergency first aid to students who experience allergic reactions and do not have a prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of epinephrine; and
- B. Antiepileptic medication, including by rectal syringe;
- C. A glucagon injection to a student with diabetes who may require prompt treatment to protect him/her from serious harm or death.

## **Students**

### **ADMINISTRATION OF MEDICATION IN THE SCHOOLS (continued)**

**5141.21(b)**

#### **II. Students with Chronic Medical Conditions**

Students with chronic medical conditions who are able to possess, self-administer, or possess and self-administer medication, may be permitted to self-carry and/or self-administer medications, provided all of the following conditions are met:

- A. An authorized prescriber provides a written medication order, including the recommendation for possession, self-administration, or possession and self-administration;
- B. There is a written authorization for possession, self-administration, or possession and self-administration from the student's parent or guardian or eligible student;
- C. The school nurse has developed a plan for possession, self-administration, or possession and self-administration, and general supervision, and has documented the plan in the student's cumulative health record;
- D. The school nurse has assessed the student's competency for self-administration and deemed it safe and appropriate, including that the student:
  - 1. is capable of identifying and selecting the appropriate medication by size, color, amount or other label identification;
  - 2. knows the frequency and time of day for which the medication is ordered;
  - 3. can identify the presenting symptoms that require medication;
  - 4. administers the medication appropriately;
  - 5. maintains safe control of the medication at all times;
  - 6. seeks adult supervision whenever warranted; and,
  - 7. cooperates with the established medication plan.
- E. The administrator, appropriate teachers, coaches, and other appropriate school personnel are informed the student is possessing, self-administering, or possessing and self-administering prescribed medication;
- F. Such medication is transported to school and maintained under the student's control in accordance with this policy; and
- G. Controlled drugs, as defined by §21(a)-240 of the Connecticut General Statutes may not be possessed or self-administered by students, except in extraordinary situations, such as international field trips, with approval of the school nurse supervisor and the school medical advisor in advance and with an appropriate plan in place; and
- H. The conditions for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.

## **Students**

### **ADMINISTRATION OF MEDICATION IN THE SCHOOLS (continued)**

**5141.21(c)**

The time or place where a student with diabetes may test his/her blood-glucose level on school grounds shall not be restricted provided the student has written parental/guardian permission and a written order from a physician stating that such child is capable of conducting self-testing on school grounds.

#### **III. Students Diagnosed with Asthma**

A student diagnosed with asthma who is able to self-administer medication shall be permitted to retain possession of an asthmatic inhaler at all times while attending school, in order to provide for prompt treatment to protect such child against serious harm or death, provided all of the following conditions are met:

- A. An authorized prescriber provides a written order requiring the possession of an inhaler by the student at all times in order to provide for prompt treatment in order to protect the child against serious harm or death and authorizing the student's self-administration of medication, and such written order is provided to the school nurse;
- B. There is a written authorization from the student's parent or guardian regarding the possession of an inhaler by the student at all times in order to protect the child against serious harm or death and authorizing the student's self-administration of medication, and such written authorization is provided to the school nurse;
- C. The school nurse has developed a plan for possession, self-administration, or possession and self-administration, and general supervision, and has documented the plan in the student's cumulative health record;
- D. The conditions set forth in subsection (B) above have been met, except that the school nurse's review of a student's competency to self-administer an inhaler for asthma in the school setting shall not be used to prevent a student from retaining and self-administering an inhaler for asthma. Students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from the student's parent or guardian or eligible student; and
- E. The conditions for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.

#### **IV. Students Diagnosed with Life-Threatening Allergic Conditions**

A student diagnosed with a life-threatening allergic condition ~~who is able to self-administer medication~~ shall be permitted to retain possession of a cartridge injector at all times while attending school, in order to

## **Students**

### **ADMINISTRATION OF MEDICATION IN THE SCHOOLS (continued)**

**5141.21(d)**

provide for prompt treatment to protect such child against serious harm or death, provided all of the following conditions are met:

- A. An authorized prescriber provides a written order for the possession of a cartridge injector by the student at all times in order to provide for prompt treatment in order to protect the child against serious harm or death and authorizing the student's possession, self-administration, or possession and self-administration of medication, and such written order is provided to the school nurse;
- B. There is a written authorization from the student's parent or guardian regarding the possession of a cartridge injector by the student at all times in order to protect the child against serious harm or death and authorizing the student's possession, self-administration, or possession and self-administration of medication, and such written authorization is provided to the school nurse;
- C. The school nurse has developed a plan for possession, self-administration, or possession and self-administration, and general supervision, and has documented the plan in the student's cumulative health record;
- D. The conditions set forth in subsection (B) above have been met, except that the school nurse's review of a student's competency to self-administer cartridge injectors for medically-diagnosed allergies in the school setting shall not be used to prevent a student from retaining and self-administering a cartridge injector for medically-diagnosed allergies. Students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from the student's parent or guardian or eligible student; and
- E. The conditions for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.

### **V. Students with Life-Threatening Allergic Conditions on District Transportation**

A student with a medically diagnosed life-threatening allergic condition may possess, self-administer, or possess and self-administer medication, including but not limited to medication administered with a cartridge injector, to protect the student against serious harm or death, provided the following conditions are met:

- A. The parent or guardian of the student has provided written authorization for the student to possess, self-administer, or possess and self-administer such medication (authorization for possession indicates permission to administer cartridge injector by trained personnel)

## Students

### ADMINISTRATION OF MEDICATION IN THE SCHOOLS (continued)

5141.21(e)

including bus drivers); and

- B. A qualified medical professional has provided a written order for the possession, self-administration, or possession and self-administration.
- C. Not later than June 30, 2019, the District shall insure training is provided to all of its school bus drivers, which training may be completed using an online module, on topics including, but not limited to, the following:
  - 1. the identification of the signs and symptoms of anaphylaxis;
  - 2. the administration of epinephrine by a cartridge injector;
  - 3. the notification of emergency personnel; and
  - 4. the reporting of an incident involving a student and a life-threatening allergic reaction.
- D. On and after July 1, 2019, the District shall insure the training described below as follows:
  - 1. In the case of a school bus driver who is employed by a carrier contracted by the District or by the District, such training shall be provided to such school bus driver following the issuance or renewal of a public passenger endorsement to operate a school bus pursuant to Conn. Gen. Stat. 14-44(a), to such school bus driver; and
  - 2. In the case of a school bus driver who is not employed by a carrier contracted by the District or by the District at the time when such endorsement is issued or renewed to such school bus driver, upon the hiring of such school bus driver by the District, except the District is not required to provide such training to any school bus driver who has previously received such training following the most recent issuance or renewal of such endorsement to such school bus driver.
- E. The individual school nurse shall provide to the Transportation staff a list of those students who will possess the epinephrine auto-injector.

## VI. Additional Considerations

The nurse must examine on-site any new medication, medication order and parental permission form and develop a medication administration plan for the student before any medication is given. If a school nurse determines any medication administration plan should be re-evaluated, the parent/guardian and authorized prescriber shall be notified immediately by the school nurse.



**Students**

**ADMINISTRATION OF MEDICATION IN THE SCHOOLS  
(continued)**

**5141.21(f)**

In addition, the nurse may consult with the nursing supervisor and the school medical advisor as needed. In accordance with standard nursing practice, the school nurse may refuse to administer or allow school personnel to administer any prescription medication which, based on her/his individual assessment and professional judgment, has the potential to be harmful, dangerous, or inappropriate. In such cases a parent has the right to come to the school and administer the medication himself/herself.

Legal Reference:      Connecticut General Statute Section  
                                 10-212a Administration of Medications in Schools, including liability.

Adopted 9/15/1998  
Revised and Adopted 8/22/2000  
Revised and Adopted 10/22/2002  
Revised and Adopted 1/29/2004  
Revised and Adopted 1/22/2008  
Revised and Adopted 5/10/2011  
Revised and Adopted 4/9/2013  
Revised and Adopted 1/28/2016

SHM Vol. II, Sec. 3, Medications

## **Redistricting: Guiding Principles**

*Approved by BOE, November 17, 2015*

1. Established neighborhoods should be maintained
  - a. Natural and manmade boundaries (rivers, highways) shall be reviewed when determining attendance lines
2. Consider the impact on Busing and Walkers
  - a. Students currently allowed to walk to school should be able to maintain that status
  - b. Long bus rides are to be avoided
3. Safety issues shall be considered
  - a. Traffic patterns
  - b. Walking patterns
4. Phase out all temporary solutions (portables)
5. Headroom capacities - 90% shall be targeted
  - a. Consider deficiencies of existing facilities
6. Maintain District Guidelines for class size
7. Siblings should attend same schools
  - a. Avoid crossing feeder plans
  - b. Grandfather 5<sup>th</sup> graders
8. Create the least amount of disruption

*Accepted as the Final Report from the Adhoc Redistricting Committee.*

**Regular Meeting Minutes  
Fairfield BoE, January 8, 2019**

**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.

## **Voting Summary:**

### Call to order of the Regular Meeting of the Board of Education and Roll Call

Chairman Christine Vitale called the Regular meeting to order at 7:31PM. Present were members Trisha Pytko, Jennifer Leeper (arrived 7:34), Philip Dwyer, Jessica Gerber, Christine Vitale, Jennifer Jacobsen (arrived 7:32), Jennifer Maxon-Kennelly, and Jeff Peterson. Nick Aysseh was not present. Others present were Superintendent Dr. Toni Jones, FLHS student representatives Ms. Coolidge and Ms. Phillips, FWHS student representatives Ms. Solari and Mr. Rivera, members of the central office leadership team, and approximately 25 members of the public.

Mrs. Vitale asked the Board for unanimous consent to switch agenda items 5 and 7A; the Board agreed.

### New Business

*Acceptance of FLHS Extension/Alteration, Energy Conservation and Roof Replacement Project #051-0127 as Complete*  
Mr. Peterson moved/Ms. Pytko seconded the recommended motion “that the Board of Education accept FLHS Extension/Alteration, Energy Conservation and Roof Replacement Project # 051-0127, as complete.” Motion passed 8-0.

### Old Business

#### *Adoption of Policy 5141.21, Students – Administration of Medication in the Schools*

Mrs. Vitale asked the Board for unanimous consent to postpone action on this policy until the next BoE meeting; the Board agreed.

#### *Approval of 2<sup>nd</sup> Location for ECC, September 2019*

Mr. Dwyer moved/Mr. Peterson seconded the recommended motion “that the Board of Education approve Stratfield Elementary School as the 2<sup>nd</sup> location for ECC, beginning in September 2019.” Motion passed 8-0.

### Approval of Minutes

Mrs. Gerber moved/Ms. Pytko seconded the recommended motion “that the Board of Education approve the Special and Regular Minutes of December 11, 2018.” Motion passed 8-0.

### Adjournment

Ms. Pytko moved/Ms. Leeper seconded the recommended motion “that this Regular Meeting of the Board of Education adjourn.” Motion passed 8-0. Meeting adjourned at 10:31PM.

## **Detailed Minutes:**

### **Student Reports**

Ms. Coolidge and Ms. Phillips reported for FLHS: The Bella Boutique was a huge success; Career Day hosted multiple speakers; the Pep rally featured a FLHS faculty and staff flash mob which was very entertaining; the Junior Parent meeting is taking place tonight; the Compassion Committee collected over \$2400 in gift cards over the holiday; the

holiday toy drive and pajama fun drives were also successful in helping those in need during the holidays; the senior volleyball tournament takes place on Friday; the wrestling team won 4-1 at Trumbull; and boys basketball beat Prep at the holiday classic game.

Mr. Rivera and Ms. Solari reported for FWHS: Holiday spirit was evident in the Carillon concerts; boys' basketball came in first place at a recent tournament, beating Ludlowe in the final; Warde had a first-place win at the recent wrestling tournament; the pep rally was held; and seniors are preparing to meet the January 15 college application deadline.

#### **Public Comment**

*Jerriann Mitchell*, ECC LSP: Requested an approved centralized ECC long-term plan, prior to approval of the short-term plan that includes Stratfield as the second location.

#### **Acceptance of FLHS Project**

Mr. Peterson moved, Ms. Pytko seconded that the Board of Education accept the FLHS Extension/Alteration, Energy Conservation and Roof Replacement Project #051-0127 as complete.

Mrs. Gerber handed the board a financial summary sheet from Gilbane construction. The project is complete with few remaining invoices.

Marc Donald, FLHS Building Committee Chairman, said the committee charge was to add 4 classrooms, 2 science labs, a new roof and replace and remediate PCB-impacted windows. Over the winter break, finishing touches were completed and only 2-3 invoices remain. It is expected that \$460K will be returned to the town.

Mrs. Maxon-Kennelly thanked Mr. Donald, Mrs. Gerber and all the committee members for their service and asked for input on the building committee process. Mr. Donald said the process could benefit from having a town building project manager and he would be happy to participate in a process review. Mrs. Gerber recognized Mr. Morabito and Mr. Hatzis for their work and attendance at all the meetings.

#### **Public Comment:**

*Greg Hatzis*, FLHS Headmaster: Thanked Mr. Donald and the committee; students and staff are benefitting from the project in many ways and he recommended approval.

#### **Motion Passed: 8-0**

At the request of the Policy Committee, Mrs. Vitale delayed the vote to adopt Policy 5141.21, Administration of Medication in the Schools. Several outstanding questions need to be addressed.

#### **Approval of 2<sup>nd</sup> Location for ECC**

Mr. Dwyer moved, Mr. Peterson seconded that the Board of Education approve Stratfield Elementary School as the 2<sup>nd</sup> Location for ECC, beginning in September 2019.

Dr. Jones said a majority of the Board has toured Stratfield. PK will be on a 5-day schedule with adjusted bus schedules and a mixed feeder pattern. From a staff perspective of what is available in facilities, the short-term can be defined as 5-10 years; school facilities last for 50 years in the long-term.

Ms. Pytko affirmed that the Board has big facility questions that may take some time and the ECC will be part of the upcoming February discussions. She will vote for the short-term solution in the hopes that it won't be for more than a year, and would like to see a long-term solution. Mrs. Maxon-Kennelly doesn't know if she sees a year being realistic for

a long-term solution given the options that have been mentioned; she looks forward to further discussions. Mr. Peterson said he is confident that children will flourish at the Stratfield facility and agrees that the Board is prepared to work towards a long-term solution. Mrs. Vitale thanked staff for allowing so many Stratfield visits and tours that were extremely helpful. Meetings on February 20 and 27 will focus on facilities; the format of those meetings is still being determined.

**Motion Passed: 8-0**

**Presentation of the Superintendent's Proposed 2019-2020 Operating Budget**

Dr. Jones presented the proposed budget and included the following points:

- Budget preparation work began in September and included examining the need for staffing adjustments, reviewing the District Improvement Plan and gathering new enrollment projection data.
- In the 2018-2019 budget, 62.25% of the budget was in staff salaries.
- In 2016-2017, the average PPE of surrounding towns was 8.5% higher than Fairfield's PPE.
- A self-imposed utility and phone audit reported that Fairfield is being billed appropriately. A self-imposed special education audit reported that eligibility is in line with other districts but the initial evaluation process could be more efficient. A reduction in total gross projected tuition for \$402K is expected, showing that Fairfield is trending in the right direction for providing in-house services.
- Adjusting the technology model in 18-19 saved \$718K over time, and moving to one preschool in 2019-2020 will save \$250K.
- Fairfield student enrollment is projected to be 9,685 in 2019-2020. Student demographics show that 15.4% are eligible for Free and Reduced Lunch, 12.1% are students with disabilities and 265 students are English Language Learners.
- Five fixed cost increases include contracted salaries, benefits, operations/maintenance, contracted services and transportation; totaling \$8.59M.
- Fairfield Public Schools is the largest employer in Fairfield and one of the 100 largest employers in Fairfield County. 53% of staff live in Fairfield; and 90% of staff live in Fairfield, Bridgeport, Milford, Stratford or Trumbull. The 3.12% increase in staff salaries represents 1541.33 FTE staff members in six bargaining units.
- Items that were requested but not included in the budget totaled \$3.7M and included 21 requests for new staff.
- Special Education: Preschool is required by Federal Law for children who have special needs from the age of 3 years old. A 2<sup>nd</sup> ECC location will ease overcrowding, lower caseloads and increase peer ratios. High school evaluation teams will help staff work more effectively; a high school coordinator at each high school will lead the evaluation team. The Complex Learner Cohort for Social/Emotional Learning at the middle school level targets eight social/emotional skills that impact learning; one CLC-S teacher and one CLC-S social worker are required for middle school implementation of this program.
- STEAM K-5 implementation will be complete and work on the Next Generation Science Standards and Vision of a Graduate will continue. ChromeBooks will be distributed to Grades 6 and 7.
- Additional enhancements include Year 2 of the high school IMPACT program, support for NGSS, support for DBT, full implementation of Mind-Up, additional 1.0 in Maintenance, and continued support for SRBI.

Mrs. Vitale asked the Board to submit any questions to Dr. Jones as soon as possible so that staff may prepare responses ahead of the January 15 budget meeting. Mr. Peterson asked for information on the utilities audit.

### First Reading to Approve Staff Recommendations for High School Course Credit Weights

Mr. Cummings began the presentation and said staff began work on regulations immediately after the October adoption of the Graduation Policy. That work included addressing concerns over course names and the current GPA scale. Criteria was established to address concerns and establish transparency. Staff worked quickly over the last few months to meet the impending publication of the *Program of Studies* in preparation for the 2019-2020 high school course selection. He thanked staff for their work and noted there are as many varieties of GPA scales as there are high schools.

Mr. Hatzis and Mr. Ebling acknowledged that this is a change to something that has been in place for many years; the resulting proposal came about after many discussions and work with high school leadership. The proposed new scale would assign a 5.33 weight to an A+ in an AP course.

Parents, students and colleges report that current course names are confusing and inconsistent. There was also a need to address the Level 0, used for many electives. Currently, FPS reports one weighted GPA. A survey of colleges revealed that 38% take the GPA at face value, but 62% recalculate FPS' GPA based on their own system.

The proposed GPA scale revisions include: the use of 3 weights - AP, Honors and College Prep; convert all Level 0 core electives to Honors level; convert all Level 0 non-core electives to College Prep; increase weight of Honors and AP; and provide weighted and unweighted GPA on transcripts. The proposed timeline is a transition year in 2019-2020 with full implementation of the new GPA scale in 2020-2021; there will be zero impact to current juniors. New course names will clearly indicate course sequence and rigor.

Mrs. Gerber thanked staff for the presentation and said she did not recall this topic being discussed at the time of the graduation policy. She felt this change was not communicated in the same way as other high school changes, referencing the block schedule and cumulative grading, and said the Board was caught somewhat unaware. Dr. Jones said this work was an outgrowth from the recently adopted graduation policy; staff had to wait until that was approved before work could begin. Mrs. Maxon-Kennelly said she was not told about the possible impact to district work and didn't think there should be any connection with the rush to approve this change.

Mr. Ebling said the work began with the intention to change course names and there wasn't much advance notice. The intent is to benefit students and enhance transparency through GPA and transcripts. Mr. Hatzis added that the graduation policy took precedence over the exploratory committee on course names, but that a committee was in the initial stages. Equating the course-renaming work to a building committee, Mr. Hatzis said once they started poking around they realized there were other things that needed work. In general, students' GPA's would be negatively impacted if only Level 0 courses were addressed, keeping all else the same. The district is working under a self-imposed timeline to meet the upcoming publication of the *Program of Studies*. Ms. Montorsi said this proposal will have little to no impact on Naviance scattergrams.

Several Board members expressed concern over what they felt some of the repercussions might be such as:

- Students might strive for higher weighted courses to enhance GPA, possibly foregoing electives
- The Class of 2023 is the only class that gets a bump in GPA
- Only positively impacts AP and Honors enrollment
- Change to Level 0 courses could negatively impact GPA

- Need for PD on new College Prep or Honors
- Core vs. Non-Core designation
- Confusion on the definition of Honors
- How to communicate new GPA scale to colleges and universities

Mr. Ebling and Mr. Hatzis said many colleges disregard FPS' GPA scale and replace it with their own measure, but some take FPS GPA at face value and it is important that students are not at a perceived disadvantage. One example of the current inconsistency in course weights is Level 0, which can result in a baking class having a higher GPA weight than a Level 2 core class such as College Prep Chemistry. New levels would be based on specific criteria. Mr. Cummings added that the district is looking to improve electives and provide good options for students to balance out rigor in their schedules. CAD, select music courses, and electives that require a 4-year commitment might qualify as Honors electives and that will be determined later in the spring. In addition, the National Honor Society cutoff, as well as other honor ceremonies will need to be reviewed.

Some adjustment to the changes will be needed, similar to when students became eligible to sign up for AP without a teacher recommendation. The rollout of the changes will include meetings with students, PTA meetings and as much communication as possible. Letters explaining the new GPA will be sent to college admissions offices.

Mrs. Maxon-Kennelly asked for feedback on the adjustment to the cumulative grading, and raised concern over having another significant change for HS with this GPA weight change.

The Board commented on the prospect of not having a GPA at all. Ms. Pytko added that some schools in CT are moving towards a mastery-based report card. Mr. Cummings said the mastery-based concept would take a lot of work and would be a big change for teachers and parents; there are no plans to do this. Mrs. Gerber and Ms. Leeper supported the no-GPA concept.

Mr. Dwyer thanked staff for the presentation and felt that very few students would be negatively impacted, and most students would be positively impacted.

Mrs. Vitale asked staff to use the Board as a resource, is happy that the work is ongoing and will put this item on the next agenda for approval. Mrs. Maxon-Kennelly said she will make a motion to postpone the vote at the next meeting.

Mr. Hatzis thanked the Board and appreciated all the comments and dialogue.

### Approval of Minutes

Mrs. Gerber moved, Ms. Pytko seconded that the Board of Education approve the Special and Regular Minutes of December 11, 2018.

### Motion Passed: 8-0

### Superintendent Report

Dr. Jones reported

- Information on PK enrollment will be provided next week. ECC peer students do pay a fee, which will be easier to track under one program.
- Encouraged all to see the informative PTAC Budget presentation.
- Dwight restrooms are back open.

- The Warde scoreboards have been installed. A special thanks to the Executive Team, especially Mrs. Munsell and Ms. Byrnes for their work on the budget publications and presentations.

### Committee/Liaison Reports

*Mrs. Gerber* reported for MHBC: The January 9 meeting was canceled. Last week, Mr. Quinn provided an update to the BOS and offered tentative town board presentation dates including: BOS on May 1, BOF on May 9, BOE on May 14, and RTM on May 22 for committee and May 28 for full RTM. Ed specs were not discussed. Mr. Dwyer requested the committee provide a project update at the April BOE meeting, prior to their presentations to other town bodies. Mrs. Vitale confirmed with Mr. Quinn that three sizes will be put forward and the Board will rely on Mrs. Gerber for any updates to the timeline.

*Mrs. Jacobsen* reported on upcoming legislation: She attended the CABA Region 6 legislative breakfast that featured a panel of legislators. The common themes centered on sped co-op and funding and ECS formulas. Senator Tony Hwang mentioned that construction reimbursement rates could change after this year. Representative Laura Devlin is on the Education Committee.

*Mrs. Maxon-Kennelly* reported for the Policy Committee: Work on the Food Allergy and homework policies is continuing.

*Mrs. Vitale* reported for Sherman BC: The Sherman kiss & go area will be in the back of the school.

*Mrs. Vitale* reported for PTAC: The PTAC budget workshop was held last night.

### Open Board Comment:

Ms. Pytko registered for Fairfield's economic outlook breakfast.

Mrs. Vitale thanked staff.

### Public Comment:

*Dorene Herron*, Forest Avenue: Appreciated the GPA presentation; agrees with changing course names; sophomores should be grandfathered and use the current GPA scale.

### Adjournment

Ms. Pytko moved, Ms. Leeper seconded that this Regular Meeting of the Board of Education adjourn.

### Motion Passed: 8-0

*Meeting adjourned at 10:31PM.*

*Respectfully submitted*  
*Jessica Gerber*  
*Fairfield Public Schools*  
*Secretary*



**Special Meeting Minutes  
Fairfield BoE, January 15, 2019**

**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 Special Meeting of the Board of Education and Roll Call**

Chairman Christine Vitale called the Special meeting to order at 7:31PM. Present were members Trisha Pytko, Jennifer Leeper, Philip Dwyer, Jessica Gerber, Christine Vitale, Nick Aysseh, Jennifer Jacobsen, Jennifer Maxon-Kennelly, and Jeff Peterson. Others present were Superintendent Dr. Toni Jones, members of the central office leadership team, and approximately 40 members of the public.

Throughout the meeting, Board members referenced budget page numbers and question numbers from the budget response document.

**Discussion of the Superintendent's Recommended 2019-2020 Budget Request**

Review Section: Targeted Enhancements

**Update on High School Grade Weights**

Mr. Ebling and Mr. Hatzis said they had expanded the circle of feedback on the new GPA scale through meetings with PTA, teachers and students. A community Q/A session was held just prior to the BOE meeting. The former Level 0 and criteria for Honors is being examined, with the goal of minimizing negative impact. The course name changes will move forward. There is some concern over the higher weights assigned to AP and to the new maximum level of 5.33 for an A+ in an AP class. Grandfathering is being explored and more research is being done on non-core electives. A quick poll of multiple high schools revealed that all reported GPA; it is a requirement for the FAFSA and the Common App.

*Mr. Peterson* commented that GPA scale can remain the same even if course names are updated.

*Mrs. Jacobsen* suggested looking at course enrollment in terms of FTE; how many students are needed to run an AP vs. elective course?

*Ms. Pytko:* Did the SPED audit result in any budget adjustments for suggested programs? Mr. Mancusi said the final product is still being worked on.

*Mrs. Maxon-Kennelly Q 137:* Can you provide more information on moving away from ESS and the investment of the IMPACT and DBT programs?

Michael Saad, Team Leader at Fairfield Warde and Carrie Holskin, Team Leader at Fairfield Ludlowe, made a brief presentation on the IMPACT Program. Each has 20+ years of working in FPS with students and staff. ESS was an external agency that provided clinical services and operated as a clinic. The IMPACT program has many advantages as an internal program including staff cohesiveness, knowing the families and understanding the unique culture in Fairfield. Administration has supported both educational and clinical supports including adequate room space for individual, family and group clinical settings. Ms. Holskin said despite an adjustment period, all students that transferred into IMPACT from ESS have remained with IMPACT and not moved to an Outplacement. The IMPACT program uses Dialectical Behavior Therapy (DBT), which is also used within the high schools, separate from IMPACT. Dr. Jones praised staff for the great work that has been accomplished with this program.

Mr. Mancusi said first-year DBT implementation at Riverfield will cost approximately \$13K, which will be its PD focus. Mind-Up is being implemented at Mill Hill and Sherman schools. Kevin Chase, Mill Hill Principal, reported that the PD for

the Mind-Up Program is scripted and has minimal impact on instruction. Mr. Mancusi added that \$25K is set aside to roll the program out to all elementary schools. Dr. Jones said the goal is to teach students self-regulation when they are starting to feel stress; mindfulness is a component of DBT.

*Mr. Aysseh:*

What additional staff would be ideal for STEAM? Dr. Jones said STEAM is funded adequately; the biggest challenge is that the STEAM and Gifted programs share staff.

*Q 91-92. Several Board Members asked about the middle school CLC-S Program. (Staffing Changes are on pg. 137)*

The TMS Complex Learner Cohort for Social/Emotional Learning (CLC-S) program will include DBT and is projected to have 5 or 6 students, with one special education teacher and one licensed clinical social worker. More than 8 students would require a program adjustment. The Riverfield CLC-S students would attend the TMS CLC-S for 6<sup>th</sup> grade. Exiting out of the program is done on a case by case basis. The high school version of CLC-S is the IMPACT program.

*Mr. Dwyer:*

- Is there anything in the SPED audit that you want to do next year and is not budgeted for? Mr. Mancusi said the budget reflects what is needed for the high school. Dr. Jones said the middle school evaluation team was not added into the budget.
- Q 129, 36-37: Concerned that Town Boards will think the \$1.3M is new funding rather than re-purposed money that was invested in IMPACT and other programs. Mr. Mancusi said the district has done an excellent job returning students to the district, which is only possible with these programs. Conservatively speaking, without these programs, approximately 16 students would need day treatment or residential programs, averaging \$114,000 each.

*Mrs. Maxon-Kennelly:* Is there anything in the SPED audit that will show more tangible savings? Dr. Jones said the consultation, gross tuition and outplaced tuition will all show savings.

*Mrs. Vitale:* How will evaluation teams work at the high school? Mr. Mancusi said the core initial evaluation team would serve both high schools and include one SPED teacher, one school psychologist, and one speech pathologist. The core team would attend referral PPTs, write evaluation reports, work in consultation with receiving special education teams, and assist with PPTs and Triennials. This would help provide more consistent programming.

*Mrs. Maxon-Kennelly:* Why is so much support needed for an initial evaluation team at the high school level? Mr. Mancusi and Ms. Campbell said there is a constant flow of new students into the district in addition to mental health issues that first manifest in high school.

#### Review Section: Instructional Services

*Mrs. Jacobsen:*

- Q 47, Please expand on the difficulty of finding science materials. Mr. Cumming said the preferred method around the state is to use online materials rather than texts. The greatest change in NGSS is in the instructional methodology.
- Q 43, Why the increase in STAR Assessment. Mr. Cummings said it was due to the per pupil licensing costs. Accelerated math is not an assessment.

*Mrs. Maxon-Kennelly:*

- The post-secondary survey is not in the budget? Dr. Jones said the district is looking at a different method for the survey due to the low number of responses received.

- Is there any technology that can be used for Homebound students with zero cost? Mr. Honahan said the district is looking into expanding the Plato platform. Dr. Jones said this was initially budgeted as a hybrid learning item but ended up being removed from the budget.

*Mr. Peterson:* Q 68, Can you clarify that hiring teachers to help with crowd control at school events, etc. is for safety? Mr. Ebling said it was due to safety and not additional security concerns.

#### Review Section: Other Purchased Services

*Mr. Peterson:*

- Q 72, How many people need the bus route software training? Mrs. Munsell said 3 Transportation staff, the Athletic Dept., and one 1 First Student staff member (First Student is trained at no cost to the district). The Tech department also works with the software interacting with Infinite Campus. If it gets rolled out for field trips, it would be district-wide.
- What is the timeline for NEASC? Mr. Ebling said Warde is under NEASC 2020; the collaborative visit took place in October, and will return in the fall of 2020 to see what was done with the recommendations. Mr. Hatzis said Ludlowe's NEASC visit will take place on March 10, with the accreditation report expected in fall or winter of 2019, after which there is a 2 year window to address recommendations. NEASC reports will be posted.
- Object 321, why the \$7K increase in math? Mr. Cummings said the \$7K on page 82 is for the Math Academy magnet program at McKinley as well as for beginning the program review.

#### Tuition

*Mrs. Jacobsen,* Q 57: Can you explain the lower projection for excess cost reimbursement? Mrs. Munsell said the reduction could be a factor of the state allocating less money or there was a greater need, leaving less money in the overall distribution pool.

*Mrs. Gerber,* Q 107: Can you explain the rise in settlement agreement costs? Mr. Mancusi said there is a need to measure Fairfield's exposure while maintaining a collaborative relationship with parents.

*Mrs. Maxon-Kennelly* asked about the categories of disabilities that result in settlements. Mr. Mancusi said settlements are the result of disagreements over PPT placement. The most expensive settlements are for significant mental health needs, and in elementary, for significant learning needs. Dr. Jones added that CT is a state with the burden of proof. It is necessary to look at the cost of a settlement vs. the cost of litigating all the way through to due process and not prevailing. The prep for a due process hearing could take 5-7 days at \$10K-\$15K per day. If we do not prevail, we also must pay parent attorney fees.

#### Contracted Services

*Mr. Peterson,* Q 73: Why is the district moving forward on the \$100K air conditioning plan when the Board has not discussed this in detail? Mr. Cullen said the bid to hire an architectural engineering firm in consult with an HVAC contracting firm, is to produce information on what is needed to get mechanical means of fresh air in each school, not to do the actual work. Dr. Jones said it was her understanding that the Board gave direction for this work, but it can be removed if the Board does not want it. After Board discussion, *Ms. Leeper* said she realizes the Board may not have understood the potential \$100K fee and she will make note for future projects when discussed in Finance Committee.

*Mrs. Gerber,* Q 105, pg 35 in budget: Why the discrepancy between the numbers in the response document and the budget book? Dr. Jones said 183 is the 18/19 number and 229 is the 19/20 projected number. *Mrs. Maxon-Kennelly*

added that we are budgeting to spend more than we are spending this year, but it is less than what we thought we were going to need last year. Ms. Munsell said there is an increase in Aquaculture.

### Capital

*Mr. Peterson/Mr. Dwyer, Q 66 and 131:* Is it possible to lease or buy a used interior boom lift? Mr. Cullen said there is no market for buying used and he did not look into leasing. Ownership is preferable, since there are many instances where it could be put to good use. Presently, the district tries to rent when several schools need it. Rental prices and demand is going up, and it is sometimes hard to rent when needed.

*Mrs. Jacobsen, Q 64:* Will broken Chromebooks be replaced? Ms. Byrnes said Chromebooks are in a pattern of constant recycle.

*Mr. Dwyer:* Is the number of repairs what you expected? Ms. Byrnes said the number is under what was expected.

*Mr. Peterson, Q 80:* Why the increase in unit price? Ms. Byrnes said the vendor noted the possibility of a 10% tariff increase. Normally, there is a model change in late spring – will be buying same or similar model. All students will be using the same bundle even if slightly different units.

*Mr. Aysseh, pg 43 in budget –* Was the elementary school wireless project not completed? Ms. Byrnes said that is a misprint – it will be completed in 19/20 as expected.

*Mrs. Maxon-Kennelly:* Will the Board vote on the online text for FCS Curriculum? Mr. Cummings said yes.

*Mrs. Vitale* confirmed that the 1/22 budget meeting will include Board member recommended changes to the budget, if there are any.

*Mr. Peterson* requested that line item 58599 accurately reflect a \$25K increase.

*Mrs. Jacobsen:* page 15 in responses, please share what the 10% give-back will be going towards? Dr. Jones said the goal is always to get money back to the schools. This year, actual enrollment is used and is not adjusted after October 1.

### Public Comment:

*Suzanne Miska, Ryegate Road:* Concerned that the \$100K bid for air conditioning is not educationally driven.

*Bob Smoler, FEA President:* Supports budget. Requests that staff be involved with determining sped staff caseload guidelines.

Mrs. Maxon Kennelly moved, Mr. Peterson seconded to adjourn.

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

Meeting adjourned 9:50PM

**Special Meeting Minutes  
Fairfield BoE, January 22, 2019**

**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 Special Meeting of the Board of Education and Roll Call**

Chairman Christine Vitale called the Special meeting to order at 7:30PM. Present were members Trisha Pytko, Jennifer Leeper, Philip Dwyer, Jessica Gerber, Christine Vitale, Jennifer Jacobsen, Jennifer Maxon-Kennelly, Nick Aysseh and Jeff Peterson. Others present were Superintendent Dr. Toni Jones, members of the central office leadership team, and approximately 20 members of the public.

Throughout the meeting, Board members reference budget page numbers and question numbers from the budget response document.

Mrs. Vitale announced that Dr. Jones has taken a new opportunity to lead the Greenwich school system effective July 1, 2019. Mrs. Vitale wished Dr. Jones well in her new endeavor and is looking forward to continue to work together in the upcoming months. The Board will conduct a superintendent search which will impact the budget; staff recommended using \$80K from the HVAC consultant line for this purpose. The Board is also reviewing the possibility of hiring an interim superintendent.

Mrs. Vitale said the BoS did not approve the Stratfield roof replacement as a capital non-recurring item, due it being less than \$100K. The recommendation was to place it in this budget.

**Math Academy - Update**

Mr. Wakeman and Mr. Cummings gave a brief presentation on the FPS Accelerated Math Program. The purpose of the program is to provide elementary students with an alternative path to double acceleration (grade 7 pre-algebra) in grade 6. The proposal for next year is to establish one grade 4 self-contained class-section and add a 5<sup>th</sup> grade in 2020-2021. After 5<sup>th</sup> grade, students would return to their feeder pattern schools.

Mr. Wakeman and Mr. Cummings responded to Board questions:

- A small group of students will qualify, approximately 5%. The class would be capped at 25 and would allow for differentiation. Based on previous year data, approximately 40-60 students would qualify, with an almost equal representation of females and males. Students with disabilities are not excluded from this program.
- Accepted students will not be required to take the summer school course to enter 7<sup>th</sup> grade pre-algebra.
- It is presumed that students will be pulled from all 11 elementary schools. Transportation was calculated at \$50K which is not in the budget, so parents will be required to provide transportation.
- Currently, Gifted students receive services with pull-out time a few hours a week. The Math Academy is a self-contained classroom that will incorporate mathematics into other areas of learning. The priority would be instruction of mathematics.
- Surrounding districts are also reviewing options to challenge students. The FPS option does not require additional FTE.
- The program will not displace other students and does not qualify as a “unique school.”
- The actual budget for this program is \$9K and is an adequate amount. PD amounts as listed in Q 1 are already in place and aren’t additional costs. There will be an additional cost in the second year, when a 5<sup>th</sup> grade class is added.

Mr. Dwyer expressed his support for the program and wanted to increase opportunities in math education; this fits in to allowing students to excel.

Ms. Leeper thanked Mr. Wakeman for his presentation.

## Discussion of the Superintendent's Recommended 2019-2020 Budget Request

### Review Section: Revenue

*Mr. Aysseh* suggested making every attempt to keep large building rental clients. Page 11, Q 54, What can be done to increase building rentals? Mr. Cullen said that 2 large church groups found other locations; he will provide the custodial fees for large events. There is usually a wait list for building rentals.

*Mrs. Maxon-Kennelly* suggested the Finance Committee review PK fees, especially now with the 5-day program. Did WFC advertise for out of district students? Mr. Mancusi said there are no candidates for WFC at this time, but the district is now considering the same offer to out of district students for the CPP program. Dr. Jones added that the Board may have to review policy to make this happen.

*Ms. Pytko* suggested the Finance Committee look into using summer school as a revenue source; parents are always looking for summer programming. *Mrs. Jacobsen* agreed. Offering 'get ahead' classes could also be a revenue generator.

*Mr. Peterson* asked about the Medicaid reimbursement, why is the projection so conservative? Mr. Mancusi said there was no historical data to base projections on, and this being the first year, collected \$49K. Parents are informed of the program through email blasts and a Q/A document at every PPT. The district is required to send consent information on a yearly basis to parents. The district can bill for special education transportation and nursing services, but is looking to seek reimbursement for out of district transportation, speech therapy and all types of evaluations.

*Mrs. Maxon-Kennelly* asked about reimbursement from private insurers. Mr. Mancusi said that is not an option at this time. *Mrs. Vitale* said that many parents already find it difficult to get services outside of school and would be hesitant to provide insurance information for in-school services.

*Mr. Aysseh* began a Board discussion on Q 56 – Open Choice Students. He suggested reducing the number of Open Choice available seats next year by 6 – which is the number expected to graduate this year. He fully supports the program based on social justice, but wanted to complete the Board goal, which includes having no portables, before replacing graduating students. The dynamics of the school system may change once the BoS and BoF determine the size of the Mill Hill project. *Ms. Pytko* agreed. *Mr. Aysseh* felt it was very clear that the Open Choice program was not changing the Racial Imbalance.

*Mr. Dwyer* disagreed with reducing the number of Open Choice seats at this time. The Board should not make a decision about this without noticing the public. The Board's only vote on the number of seats was for the Racial Imbalance Plan; the number of additional seats is usually assigned by the Superintendent in late spring, when enrollment projections are made for the upcoming year. The Board can further discuss this issue in April, prior to making the commitment to CES. *Mrs. Jacobsen* added that any change to the number of seats in the Plan would require re-submitting the Plan to the state. *Mr. Aysseh* commented that the district is currently not adhering to the Plan, as the Plan has 100 seats and the district only allows 85. *Mrs. Vitale* said the Plan is being followed, based on the number of seats the district can accommodate. Students will be placed strategically to not increase FTE and SPED services will be billed. Board discussion continued on whether the revenue generated by the Open Choice Program covered expenses. Dr. Jones said Open Choice revenue can be a complex issue and should be viewed through a different lens.

*Mrs. Maxon-Kennelly* Q 83: Why doesn't Food Services factor into the budget? *Mrs. Munsell* said Food Services operates as its own fund with a guaranteed profit; it does not positively or negatively impact the district budget.

*Mrs. Jacobsen* Q 81: Please expand on ECS funding. *Dr. Jones* said ECS funds go directly to the Town. If ECS funding does not come through as planned, some localities that will take money directly from the education budget, but Fairfield does not. On the other hand, if ECS funding is higher than expected, the Town benefits.

#### Review Section: Staff Salaries

*Mrs. Munsell* reviewed the staff replacement chart that was previously reviewed with the Finance Committee. The chart illustrated a projected salary shortfall of \$1.2M. The historical staff replacement chart illustrated variances over time and how the projections have worked in the past, but did not work so well this year. The non-certified attrition rate is unusually higher this year due to custodians and secretaries; para turnover is fairly constant. *Mr. Dwyer* noted that retaining staff is good news for the district.

#### Review Section: Elementary Staff Movement

*Mr. Dwyer*, page 167: Next year, does the district have 800 more seats than are needed? *Dr. Jones* said yes, assuming every class was maxed out.

*Mrs. Vitale*: Are we budgeting for additional teachers in the event section numbers increase; a few extra students may impact FTE. *Dr. Jones* said there are no contingencies built in to the budget; *Mrs. Munsell* said contingencies have been built in to previous budgets. The Kindergarten cohort is based on projections and the numbers are finalized after secretaries return and confirm student enrollment. Teachers can be moved if needed, even if not the optimal solution.

#### Review Section: Retirement

*Dr. Jones* said staff will usually declare intention to retire towards the end of the school year. The probability model created by *Dr. Rasmussen* will be shared.

#### Review Section: Operations and Maintenance of Buildings

*The Proposed Maintenance Projects Sheet* was used during this discussion.

*Mr. Peterson*:

- Why is the FWMS elevator not a higher priority, since it impacts ADA compliance? *Mr. Cullen* said there are two elevators at FWMS and both had been operational until recently. The 2<sup>nd</sup> elevator that just went down is beyond repair and must be replaced. *Mr. Aysseh* suggested applying for the federal CDBG Community Development Block Grant for this repair.
- Item #19 – Will it really cost \$22K? *Mr. Cullen* said yes, umpires monitoring those events report that it does not comply and that coaches are being notified.

*Ms. Pytko*

- Why is #101, RLMS Fire Alarm replacement, so far down? *Mr. Cullen* said the system is operational, even though it needs replacing. This would be a capital non-recurring project.
- Is Item #40 due to water? *Mr. Cullen* said courtyards are difficult to maintain due to insects (worms and bees), large trees and water leakage. Gravel is preferable.

*Ms. Leeper*

- Which FLHS parking lot is #7? Mr. Cullen said it is the parking lot just off the entrance from Unquowa and is different from the current student lot.
- Item #54 – painting for Riverfield, isn't this newly done? Mr. Cullen said no, not every classroom was painted.
- Items #52 and #53, door replacements, no safety concerns? Mr. Cullen said no.

*Mrs. Maxon-Kennelly*

- Asked that redundancies from the proposed maintenance project list be removed before being sent to other Town bodies.
- Does #109 reference a repair to a new window? Mr. Cullen said he will check, but didn't think so.
- Q48, why the increase in TMS water? Mr. Cullen said there is an increase of water usage at 14 schools. One of the issues with the TMS field is there is no place to get water, so a hose has been provided and could be the reason for the increase.

*Mrs. Jacobsen*

- Are both high schools requesting a new softball field? Mr. Cullen said the grounds contractor suggested using clay as is done for other town fields.
- Please explain FWMS café joint expansion, #57. Mr. Cullen said it is an expansion joint for 2 different floors, where a crack is beginning to appear.
- Item #62 – card access project? Mr. Cullen said typically all outer doors remain locked except for the main entrance, accessible by key card. Dr. Jones said the district would not want every outer door operated by key card, as this would reduce security. Mr. Cullen said this project has not moved that far ahead and could probably be a Priority 3.
- Item #70 – the emergency generator. Mr. Cullen said the generator is 12 years old and needs a lot of maintenance. FLHS is an emergency shelter location. *Mr. Dwyer* suggested that the CDBG grant might be a funding source.

The Board discussed the Walter Fitzgerald Campus site at St. Emery's, which currently does not include tuition students. Mr. Cullen recommended taking \$85K from the WFC project to cover the Stratfield roof replacement (which was moved from capital non-recurring to the operating budget). This would still leave enough money for the WFC project to cover upgrading electrical, bathrooms, paint and air conditioning. The owner is responsible for the crumbling sewer lines underneath the building; these should be addressed as a health and safety concern. *Mrs. Maxon-Kennelly* and *Mr. Peterson* were uncomfortable taking money away from the WFC project.

*Mr. Aysseh* suggested waiting a year to replace the Stratfield roof, which may end up costing over \$100K, allowing it to be bonded; the start date may even be the same. Mr. Cullen said the roof warranty expired in 2013 and there have been recent issues. If bonded, a building committee will be needed to obtain reimbursement.

#### Review Section: Transportation

*Mrs. Maxon-Kennelly*, Q59 – what will be the feeder pattern for ECC? Dr. Jones said ECC will have a mixed feeder pattern.

*Mrs. Jacobsen*, Q31 – can you expand on the reason for the increase in sped transportation? Dr. Jones said there is an expectation to transport a few more students due to federal law and extended year services.



## Discussion of Changes to the Superintendent's Recommended 2019-2020 Budget Request

*Mrs. Vitale* requested the Board provide intended changes as soon as possible so that staff will have sufficient time to provide dollar amounts.

*Mr. Peterson* is considering the removal of the \$45K boom and the Math Academy.

*Mr. Aysseh* will request a reduction of \$18K in Open Choice revenue.

*Mrs. Jacobsen* is considering reducing program assessment and Chromebook cases.

*Mrs. Vitale* said the cost of the superintendent search will be approximately \$100K and the Board will need to decide where that amount will come from. *Mr. Dwyer* said the previous superintendent search occurred after the budget was complete. The savings from the interim superintendent covered the search. *Mr. Dwyer* asked for a summary of the previous superintendent search consulting fees and details of the amount taken from the superintendent line.

*Mrs. Jacobsen* said it is important to have a good number for the district air conditioning project; schematic drawings are needed to get this done. *Mrs. Vitale* agreed. *Mr. Cullen* recommended that the project be bid for 10 schools; after conferring with the town, it is estimated that \$100K will provide a full-scope project estimate.

*Mrs. Maxon-Kennelly* preferred to hold the \$100K, in the hopes of finding savings in the superintendent line. *Mr. Aysseh* and *Mrs. Gerber* said if the superintendent search starts before the end of the fiscal year, much of the cost will have to come out of the current 18-19 budget. *Mr. Dwyer* cautioned the Board about openly discussing items that could be deemed part of negotiations, such as relocation costs. *Dr. Jones* mentioned that superintendent contracts are not confidential and can be easily accessed.

*Mr. Aysseh* motioned, *Mr. Peterson* seconded to extend the meeting past 11:00PM.

At *Mr. Dwyer's* request, the Board unanimously consented to change the motion to extend the meeting to 11:45PM.

### **Motion Passed: 6-3**

Favor: *Mrs. Gerber*, *Mrs. Vitale*, *Mr. Aysseh*, *Mrs. Jacobsen*, *Mr. Peterson*, *Mr. Dwyer*

Against: *Ms. Pytko*, *Ms. Leeper*, *Mrs. Maxon-Kennelly*

*Ms. Leeper* said she is not in favor of reducing the budget by \$100K.

*Mrs. Vitale* said she will request staff recommendations if the superintendent search ends up impacting the current budget. It was also her understanding that the Board would like the Stratfield roof project to be submitted as a capital non-recurring project next year.

*Mrs. Gerber* said she does not plan on making any amendments and asked board members to send forth any amendments to staff well ahead of time.

*Mr. Aysseh* motioned, *Ms. Leeper* seconded to adjourn.

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

Meeting adjourned 11:02PM

*Respectfully Submitted*

*Jessica Gerber*

*Fairfield Board of Education, Secretary*

**DRAFT Special Meeting Notes**  
**Fairfield BoE; January 24, 2019**

**Call to order of the Special Meeting of the Board of Education and Roll Call**

Chairman Christine Vitale called the Special Meeting to order at 6:30PM. Present were members Trisha Pytko, Jennifer Leeper (arrived 6:40PM), Philip Dwyer, Jessica Gerber, Philip Dwyer, Jennifer Jacobsen, Jennifer Maxon-Kennelly (arrived 6:34PM) and Jeff Peterson. Nick Aysseh was not present. Others present were Superintendent Dr. Toni Jones, Stephen Sedor, Frank Pizarro, Julie Cinnamon, Tara Varga, Lisa Bennett and one member of the public.

**Business Items**

**Board Discussion Regarding Grievance and Collective Bargaining Negotiations**

Mr. Peterson moved/Ms. Pytko seconded the recommended motion "that the Board of Education hereby moves to enter into Executive Session to discuss records, reports and statements of strategy or negotiations with respect to collective bargaining in accordance in accordance with Connecticut General Statute CGS 1-210(b)(9); and invite into executive session Superintendent Toni Jones, Attorney Sedor and Lisa Bennett." Motion passed 8-0.

The Board came out of executive session at 7:40PM

Prior to the vote Mrs. Vitale recused herself.

Mr. Peterson moved/Ms. Pytko seconded the motion that "The Board of Education hereby moves to deny the grievance on the following grounds:

- 1) The grievance does not present an alleged violation of the collective bargaining agreement and therefore is not a grievable or arbitrable matter; and
- 2) The grievance is denied on the merits.

The Board further moves to direct the Board Chair to coordinate with the counsel for the Board in order to prepare a written decision of the Board and the Chair is delegated to sign said document on behalf of the Board."

Motion passed 6-0 (Mrs. Maxon-Kennelly was not in the room for the vote).

**Adjournment**

Mrs. Maxon-Kennelly moved/Ms. Pytko seconded the recommended motion "that this Special Meeting of the Board of Education adjourn." Motion passed 8-0. Meeting adjourned at 7:42PM

**Regular Meeting Minutes  
Fairfield BoE, January 24, 2019**

**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.

## **Voting Summary**

### **Call to order of the Regular Meeting of the Board of Education and Roll Call**

Chairman Christine Vitale called the Regular meeting to order at 7:55PM. Present were members Trisha Pytko, Jennifer Leeper, Philip Dwyer, Jessica Gerber, Christine Vitale, Nick Aysseh, Jennifer Jacobsen, Jennifer Maxon-Kennelly, and Jeff Peterson. Others present were Superintendent Dr. Toni Jones, FLHS student representatives Ms. Philips and Mr. Holtz, FWHS student representative Mr. Rivera, members of the central office leadership team, and approximately five members of the public.

### **New Business**

#### *Adoption of a Recommended Budget for 2019-2020 Fiscal Year*

Mr. Aysseh moved/Mr. Dwyer seconded the recommended motion “that the Board of Education approve an operating budget in the amount of \$182,372,957 as presented, to be forwarded to the Town of Fairfield.”

Mrs. Gerber moved/Ms. Pytko seconded “that the Board of Education amend the 2019-2020 budget and transfer funds as follows:

\$50,000 from Transportation into BOE Dues and Fees

\$40,000 from Transportation into Wage and Benefit

\$10,000 from Program Assessment into Wage and Benefit.”

Motion passed 9-0.

Mr. Aysseh moved/Ms. Pytko seconded “that the Board of Education amend the 2019-2020 budget and reduce Open Choice Revenue by \$18,000 from \$255,000 to \$237,000 (budget book page 16).”

Motion failed 3-6 (Ms. Pytko, Mr. Aysseh, Mr. Peterson in favor; Ms. Leeper, Mr. Dwyer, Mrs. Gerber, Mrs. Vitale, Mrs. Jacobsen, Mrs. Maxon-Kennelly against).

The main motion, as amended, passed 9-0.

### **Approval of Minutes**

Mrs. Jacobsen moved/Ms. Pytko seconded the recommended motion “that the Board of Education approve the Special Minutes of December 13, 2018.” Motion passed 9-0.

### **Adjournment**

Mr. Aysseh moved/Mrs. Jacobsen seconded the recommended motion “that this Regular Meeting of the Board of Education adjourn.” Motion passed 9-0. Meeting adjourned at 9:45PM.

## Detailed Minutes

### Student Reports

Mr. Rivera reported for Fairfield Warde High School: The very competitive senior badminton tournament was held; the 2<sup>nd</sup> semester classes have begun; the basketball and wrestling teams are doing well; the indoor track divisional meet will take place on Saturday; the Innovation Center is very popular and getting used often – with virtual headsets and science demos; the Counties Charity Dance took place last Friday for juniors and the Red/White dance for seniors will take place February 1<sup>st</sup>.

Ms. Philips and Mr. Holtz reported for Fairfield Ludlowe High School: The Ludlowe/Warde joint fencing team is participating in a statewide event in Guilford; the annual Counties Dance took place; course selection is underway with a wide range of courses available; 8<sup>th</sup> grade informational parent night was held; the Boys Basketball team won against Trinity Catholic; the Girls Basketball team is eager for another win against New Canaan; senior internship sign-ups are underway.

### Old Business

#### *Update: High School Course Credit Weights*

Mr. Ebling and Mr. Hatzis reported the district is moving forward with course name changes and with reporting unweighted GPA on transcripts but will maintain the current GPA weighting system. Weighted GPA will continue to be reported on transcripts. Changes will take effect in 19-20. The Level 0 scale will be renamed to the elective scale and then will be eliminated, with Level 0 courses reclassified as Honors or College Prep through a process that will be developed this year. Mrs. Maxon-Kennelly expressed some concern that Level 0 classes may have robust enrollment, signifying a need for classes that are neither Honors nor College Prep.

Mr. Peterson and Mrs. Vitale thanked staff for listening to all the public comment on this topic.

Mrs. Maxon-Kennelly: How are two different GPAs reported and how is that received by colleges? Mr. Hatzis said it is very common for DRG A and DRG B schools to report both. Students report that colleges rarely ask for weighted GPA, and then will often re-weight using their own scale.

### New Business

#### *Adoption of Recommended Budget for 2019-2020 Fiscal Year*

Mr. Aysseh moved, Mr. Dwyer seconded that the Board of Education approve an operating budget in the amount of \$182,372,957 as presented, to be forwarded to the Town of Fairfield.

Dr. Jones commended senior staff for responding to the Board's written questions so efficiently.

Mrs. Gerber moved, Ms. Pytko seconded that the Board of Education amend the 2019-2020 budget and transfer funds as follows:

- \$50,000 from Transportation into BOE Dues and Fees
- \$40,000 from Transportation into Wage and Benefit
- \$10,000 from Program Assessment into Wage and Benefit.

Mrs. Maxon-Kennelly asked, how these items are non-impactful? Dr. Jones said the STAR assessment and fuel costs were less than anticipated.

**Motion Passed: 9-0**

Mr. Aysseh moved, Ms. Pytko seconded that the Board of Education amend the 2019-2020 budget and reduce Open Choice Revenue by \$18,000 from \$255,000 to \$237,000 (budget book page 16).

Mr. Aysseh said he had previously confirmed with staff that the reduction could be absorbed with no effect on the budget and also refuted the idea that it is a net income producer. The amendment is designed to reduce Open Choice seats through attrition and will not harm current students. It is also an attempt to address concerns of Town bodies. The BoE is already in violation of the Racial Imbalance Plan by budgeting for 85 students instead of 100. When presenting the Mill Hill ed specs to the BoS, all three BoS members stated on the record that they wanted a BoE plan that addresses redistricting and Open Choice.

Mr. Dwyer said he would not support the amendment. There are approximately 800 open seats and students are placed only where there is enough headroom. The program is a net income producer and it should be considered as funding one teacher per year. The Racial Imbalance Plan cannot be changed without state approval, and the debate on this topic should take place after proper notice to the public. The state vests educational planning in the BoE not the BoF.

Ms. Pytko agrees with Mr. Aysseh and supports the amendment in terms of moving forward with discussions on big facility issues.

Mr. Dwyer and Mrs. Maxon-Kennelly questioned whether the \$18K referenced in the amendment should require an offset. Ms. Munsell said Open Choice revenue is used for salaries, which is a volatile budget line that can absorb this item. Dr. Jones added that this revenue item would not reduce the totality of the budget.

Mrs. Maxon-Kennelly said she did not support the amendment; the Board needs to remain in compliance with the Racial Imbalance Plan. The Open Choice program can change a life. Understanding the BoF's perception that bringing in more students has a space impact, it is the BoE's job to educate about that and come forward with the fact that there is a 15.2% space allowance in the district.

**Public Comment:**

*Sue Miska, Ryegate Road:* Need to understand the BoE's direction on Open Choice, redistricting and racial imbalance.

Mrs. Maxon-Kennelly said she did not want the discussion to be misconstrued, she did not want to appear as though she and Mr. Dwyer are insensitive to other boards.

Mrs. Vitale said she would not support the motion; creating a more diverse classroom experience is beneficial. It is the BoE's job to address the talking points as they arise at other town meetings.

Mr. Peterson favored the motion; it is a do-no-harm motion and does not repudiate the program. The motion streamlines the focus on how the district will look for decades to come.

**Motion Failed: 3-6**

Favor: Ms. Pytko, Mr. Aysseh, Mr. Peterson

Oppose: Ms. Leeper, Mr. Dwyer, Mrs. Gerber, Mrs. Vitale, Mrs. Jacobsen, Mrs. Maxon-Kennelly

Ms. Pytko thanked Dr. Jones and staff for putting the budget together and diligently answering questions. She thanked

the Board for vetting the budget.

Mrs. Gerber said she supports the budget and thanked Dr. Jones and staff.

Ms. Vitale commended the Board for their budget review and is open to suggestions for making the process easier.

**The main motion, as amended, passed 9-0**

Mr. Dwyer noted that the BoE budget needs support at all Town meetings.

*Board Goal Discussion*

Mrs. Vitale welcomed Board input on the upcoming 2/20 BoE special meeting to address the Board goal. The meeting will be televised with the standard set-up, and follow a relaxed version of Robert's Rules. The Board requested that several topics be addressed:

- The charge for consultants
- Overcrowding at ECC; ECC as one site in an existing location and its impact on redistricting
- Walter Fitzgerald Campus
- Mill Hill Scenarios: 504 vs. 441
- District-wide redistricting
- Guiding Principles as previously approved and ideas on community input
- Mill Hill and WFC Timelines
- Milone and MacBroom data from previous discussions; recent permit and home zone enrollment
- Information from the Town's Strategic Planning project

Mrs. Vitale noted that the 2/27 Special Meeting will be a Town Hall for community input.

*Quarterly Financial Report*

Mrs. Munsell said as of December 31, 2018, the projected shortfall in salaries is \$1.2M. In order to close the gap, the budget has been balanced with departmental give-backs. Schools were asked to return 10% of their school allocation balances and departments were asked to give back available balances, shown in columns 2-5. Technology will maintain a balance through the end of the year; equipment purchases directly related to instruction and safety-related purchases will still be made.

Mr. Aysseh confirmed with Mrs. Munsell that there is nothing critical in the give-backs.

Mrs. Jacobsen requested a clarification of the term 'balance.' Mrs. Munsell said it references the projected balance that will be left over at the end of the year. The financial statement reflects a \$16M balance and does not show projected expenses. \$400K of the Instructional Services give-backs is due to science texts, and Mr. Cummings said the remaining \$97K is for PD that has been pushed back.

Mrs. Maxon-Kennelly

- What comprises the capital on hold? Dr. Jones referenced page 102 in the budget as an example; the capital outlay is generally used at the principal's discretion for items such as flexible seating and furniture. The district makes every attempt to return what has been held, but first checks that the budget will balance.
- Are measures and controls for subs working? Can holds be released? Mrs. Munsell said subs have improved by \$100K, but utility costs have increased. Budget changes occur daily.

Mr. Dwyer commended the staff for budgeting and staying on top of balances and projections.

#### Approval of Minutes

Mrs. Jacobsen moved, Ms. Pytko seconded that the Board of Education approve the Special Minutes of December 13, 2018.”

**Motion Passed: 9-0**

#### Superintendent Report

Dr. Jones reported:

- Pre-K letters have been sent. The Burr Pre-K students will have the option to continue in KDG at Burr.
- Burr is holding a career fair, and a career as a superintendent will be encouraged.
- Thanked the senior team for all the budget work.

#### Committee/Liaison Reports

- Ms. Pytko (SEPTA): The next meeting takes place on January 30; SEPTA will celebrate 16 years in April.
- Ms. Leeper (Finance Committee): Private PK tuition prices were provided as comparison to ECC.
- Mr. Dwyer (SPBC): A meeting was noticed for Monday, but the agenda is not yet posted.
- Mrs. Gerber (MHBC): Voted on the Frederick P Clark traffic consultant and moving forward with hiring construction manager.
- Mrs. Vitale (Sherman BC): The initial project estimates are coming in over budget.
- Mrs. Jacobsen (Legislative Liaison): Several education bills are in the early stages, but do not include a bill that would allow parents in the classrooms.
- Mrs. Maxon-Kennelly (Policy Committee): The administration of medication policy will be on the next agenda and the homework policy is being addressed.
- Mr. Peterson (BoF and HHBC): Senior tax relief and the pile clean up were recent BoF topics. The HH project is running smoothly.

#### Open Board Comment

Ms. Pytko wished Mrs. Maxon-Kennelly a Happy Birthday.

#### Adjournment

Mr. Aysseh moved, Mrs. Jacobsen seconded that this Regular Meeting of the Board of Education adjourn.

**Motion Passed: 9-0**

Meeting adjourned at 9:45PM

*Respectfully Submitted*

*Jessica Gerber*

*Fairfield Board of Education, Secretary*