



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

Board of Education Regular Meeting Agenda
501 Kings Highway East, 2nd Floor Board Conference Room
June 13, 2017
7:30 PM

1. Call to Order of the Regular Meeting of the Board of Education and Roll Call
2. Pledge of Allegiance
3. Public Comment*
4. Old Business
 - A. Approval of Computer Science Principles Course
Recommended Motion: "that the Board of Education approve the Computer Science Principles Course"
 - B. Adoption of Policies
 - i. Adoption of Policy 5144.1 – Students – Use of Physical Force
Recommended Motion: "that the Board of Education adopt Policy 5144.1 – Students – Use of Physical Force"
(Enclosure No. 1)
 - ii. Adoption of Policy 4112.5/4212.5 Personnel Certified/Non-Certified – Security Check/Fingerprinting
Recommended Motion: "that the Board of Education adopt Policy 4112.5/4212.5 Personnel Certified/Non-Certified – Security Check/Fingerprinting"
(Enclosure No. 2)
5. New Business
 - A. Approval of Amended 2017-2018 Calendar
Recommended Motion: "that the Board of Education approve the amended 2017-2018 Calendar"
(Enclosure No. 3)
 - B. Food Services Program and Financial Summary
(Enclosure No. 4)
 - i. Approval of Participation in the Healthy Food Certification Program
Recommended Motion: "that the Board of Education approve participation in the Healthy Food Certification Program for the school year 2017-2018 with the exclusion of the sale of food and the sale of beverages not listed in section 10-221q of the Connecticut General Statutes: (1) sold in connection with an event occurring after the after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store"

ii. Approval of Lunch Price Increase

Recommended Motion: “that the Board of Education approve the increase in lunch prices as enclosed”

C. Discussion of Class Size Practice

(Enclosure No. 5)

D. 2017-2018 Budget Review and Approval

Recommended Motion “that the Board of Education approve the \$33K reduction as enclosed”

(Enclosure No. 6)

E. First Reading of Policy 6142.101 – Instruction, Student Nutrition and Physical Activity

(School Wellness Policy)

(Enclosure No. 7)

6. Approval of Minutes

A. Approval of Regular Minutes of May 23, 2017

Recommended Motion: “that the Board of Education approve the minutes of the Regular Meeting of May 23, 2017”

(Enclosure No. 8)

7. Superintendent’s Report

8. Committee/Liaison Reports

9. Open Board Comment

10. Public Comment*

11. Board Discussion Regarding Collective Bargaining Negotiations

Recommended Motion: “that the Board of Education hereby moves to enter into Executive Session to discuss superintendent evaluation in accordance with Connecticut General Statute §CGS 1-210(b)(9)”

12. 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

June 27, 2017	Board of Education 7:30 PM	501 Kings Highway East 2 nd 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 Pupil & Special Education Services, 501 Kings Highway East, Fairfield, CT 06825, Telephone: (203) 255-8379

A new policy to consider. P.A. 15-141 requires boards of education to have a policy and procedure pertaining to this topic.

Students

5144.1 (a)

Use of Physical Force

The Board of Education (Board) believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all staff members within the district. To the extent that staff actions comply with all applicable statutes and Board policy governing the use of physical force, including physical restraint of students and seclusion of students, staff members will have the full support of the Board of Education in their efforts to maintain a safe environment.

The Board recognizes that there are times when it becomes necessary for staff to use reasonable restraint or place a student in seclusion as an emergency intervention to protect a student from harming himself/herself or to protect others from harm.

Definitions

Life-threatening physical restraint means any physical restraint or hold of a person that restricts the flow of air into a person's lungs, whether by chest compression or any other means, or immobilizes or reduces the free movement of a person's arms, legs or head while the person is in the prone position.

Psychopharmacologic agent means any medication that affects the central nervous system, influencing thinking, emotion or behavior.

Physical restraint means any mechanical or personal restriction that immobilizes or reduces the free movement of a person's arms, legs or head. Excluded from this definition is briefly holding a person in order to calm or comfort the person; restraint involving the minimum contact necessary to safely escort a person from one area to another; medical devices including but not limited to, supports prescribed by a health care provider to achieve proper body position or balance; helmets or other protective gear used to protect a person from injuries due to a fall; or helmets, mitts and similar devices used to prevent self-injury when the device is part of a documented treatment plan or individualized education program pursuant to Connecticut's special education laws or prescribed or recommended by a medical professional and is the least restrictive means to prevent such self-injury.

School employee means a teacher, substitute teacher, school administrator, Superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional, or coach employed by the District or working in a public elementary, middle or high school; or any other individual who, in the performance of his/her duties has regular contact with students and who provides services to or on behalf of students enrolled in the district's schools, pursuant to a contract with the District.

Students

Use of Physical Force

Physical Restraint/Seclusion

Definitions (continued)

Seclusion means the involuntary confinement of a student in a room, with or without staff supervision, in a manner that prevents the student from leaving. Seclusion does not include any confinement of a student in which the person is physically able to leave the area of confinement including, but not limited to, in-school suspension and time-out.

Student means a child (A) enrolled in grades kindergarten to twelve, (B) receiving special education and related services in an institution or facility operating under contract with the District, (C) enrolled in a program or school administered by a regional education service center, or (D) receiving special education and related services from an approved private special education program, but shall not include any child receiving educational services from Unified School District #2 or the Department of Mental Health and Addiction Services.

Conditions Pertaining to the Use of Physical Restraint and/or Seclusion

- A. School employees shall not use a life-threatening physical restraint on a student under any circumstance.
- B. School employees shall not use a physical restraint on a student or place a student in seclusion unless he/she has received training on the proper means for performing such physical restraint or seclusion
- C. If any instance of physical restraint or seclusion of a student exceeds fifteen minutes an administrator or his/her designee, or a school health or mental health personnel, or a board certified behavioral analyst, who has received training in the use of physical restraint and seclusion shall determine whether continued physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others. Upon a determination that such continued physical restraint or seclusion is necessary, such individual shall make a new determination every thirty minutes thereafter regarding whether such physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others.
- D. No student shall be placed in seclusion unless:
 - a. The use of seclusion is as an emergency intervention to prevent immediate or imminent injury to the student or to others, provided the seclusion is not used for discipline or convenience and is not used as a substitute for a less restrictive alternative.

- b. Such student is continually monitored by a trained school employee during the period of such student's seclusion. Any student voluntarily or involuntarily placed in seclusion or restrained shall be regularly evaluated by a school employee for indications of physical distress. The school employee conducting the evaluation shall enter each evaluation in the student's educational record. Monitor shall mean by direct observation or by observation using video monitoring within physical proximity sufficient to provide aid as may be required.
 - c. The area in which such student is secluded is equipped with a window or other fixture allowing the student a clear line of sight beyond the area of seclusion.
- E. School employees may not use a psychopharmacologic agent on a student without that student's consent except (1) as an emergency intervention to prevent immediate or imminent injury to the student or to others, or (2) as an integral part of the student's established medical or behavioral support or educational plan, as developed consistent with Section 17a-543 of the Connecticut General Statutes or, if no such plan has been developed, as part of a licensed practitioner's initial orders. The use of psychopharmacologic agents, alone or in combination, may be used only in doses that are therapeutically appropriate and not as a substitute for other appropriate treatment.
- F. In the event that physical restraint or seclusion is used on a student four or more times within twenty school days:
 - a. An administrator, one or more of such student's teachers, the parent/guardian of such student and, if any, a mental health professional shall convene for the purpose of:
 - i. Conducting or revising a behavioral assessment of the student;
 - ii. Creating or revising any applicable behavioral intervention plan; and
 - iii. Determining whether such student may require special education.
 - b. If such student is a child requiring special education or is a child being evaluated for eligibility for special education and awaiting a determination, such student's planning and placement team shall convene for the purpose of (1) conducting or revising a behavioral assessment of the student, and (2) creating or revising any applicable behavioral intervention plan, including, but not limited to, such student's individualized education plan.
- G. A reasonable effort shall be made to provide the student's parent / guardian with notification immediately after such physical restraint or seclusion is initiated; however this notification must occur not later than twenty-four hours after the student is placed in physical restraint or seclusion. If the behavior of the student who was placed in seclusion and / or restraint is such that there is a concern about safely dismissing the student, the school principal or designee will determine the proper course of action regarding the student's dismissal.

- H. The District, and each institution or facility operating under contract with the District to provide special education for children, including any approved private special education program, shall:
 - a. Record each instance of the use of physical restraint or seclusion on a student;
 - b. Specify whether the use of seclusion was in accordance with an individualized education program;
 - c. Specify the nature of the emergency that necessitated the use of such physical restraint or seclusion; and
 - d. Include such information in an annual compilation on its use of such restraint and seclusion on students. These facilities must provide information on each instance to the District Liaison for that facility.
- I. The District and institutions or facilities operating under contract with the District to provide special education for children, including any approved private special education program shall provide such annual compilation to the Department of Education in order to examine incidents of physical restraint and seclusion in schools.
- J. Any use of physical restraint or seclusion on a student shall be documented in the student's educational record. The documentation shall include:
 - a. The nature of the emergency and what other steps, including attempts at verbal de-escalation, were taken to prevent the emergency from arising if there were indications that such an emergency was likely to arise; and
 - b. A detailed description of the nature of the restraint or seclusion, the duration of such restraint or seclusion and the effect of such restraint or seclusion on the student's established educational plan.
- K. Any incident of the use of restraint or seclusion that results in physical injury to a student shall be reported to the State Board of Education.

Required Training and Prevention Training

Training shall be provided by the District to school professionals, paraprofessional staff members and administrators regarding physical restraint and seclusion of students. Such training shall be phased in over a period of three years beginning with the school year commencing July 1, 2015, and shall include, but not be limited to:

Students

Use of Physical Force

Required Training and Prevention Training Plan (continued)

- A. An overview of the relevant laws and regulations regarding the use of physical restraint and seclusion on students.
- B. The creation of a plan by which the District will provide school professionals, paraprofessional staff members and administrators with training and professional development regarding the prevention of incidents requiring physical restraint or seclusion of students. Such plan is to be implemented not later than July 1, 2017, and must include a provision to require the training of all school professionals, paraprofessional staff members and administrators in the prevention of such incidents not later than July 1, 2019 and periodically thereafter as prescribed by the Commissioner of Education.
- C. The District will create a plan, to be implemented not later than July 1, 2017, requiring the training of all school professionals, paraprofessional staff members and administrators by regarding the proper means of physically restraining or secluding a student, including, but not limited to:
 - 1. Verbal defusing and de-escalation;
 - 2. Prevention strategies;
 - 3. Various types of physical restraint and seclusion;
 - 4. The differences between life-threatening physical restraint and other varying levels of physical restraint;
 - 5. The differences between permissible physical restraint and pain compliance techniques; and
 - 6. Monitoring methods to prevent harm to a student who is physically restrained or in seclusion, including training in the proper means of physically restraining or secluding a student.
 - 7. Recording and reporting procedures on the use of physical restraint and seclusion.

Crisis Intervention Teams

Annually, each school in the District will identify a crisis intervention team. Such team shall consist of school professionals, paraprofessional staff members and administrators trained in the use of physical restraint and seclusion.

Such teams shall respond to any incident in which the use of physical restraint or seclusion may

Crisis Intervention Teams (cont.)**5144.1(d)**

be necessary as an emergency intervention to prevent immediate or imminent injury to a student or to others.

Each member of the crisis intervention team shall be recertified in the use of physical restraint and seclusion on an annual basis.

Dissemination of Policy

This policy and its procedures shall be made available on the District's website and in the Board's procedural manual. The policy shall be updated not later than sixty (60) days after the adoption or revision of regulations promulgated by the State Board of Education.

(cf. 4148/4248 - Employee Protection)

(cf. 5141.23 - Students with Special Health Care Needs)

Legal Reference: Connecticut General Statutes

10-76b State supervision of special education programs and services.

10-76d Duties and powers of boards of education to provide special education programs and services.

46a-150 Definitions. (as amended by PA 07-147 and PA 15-141)

46a-152 Physical restraint, seclusion and use of psychopharmacologic agents restricted. Monitoring and documentation required.

46a-153 Recording of use of restraint and seclusion required. Review of records by state agencies. Reviewing state agency to report serious injury or death to Office of Protection and Advocacy for Persons with Disabilities and to Office of Child Advocate. (as amended by PA 12-88)

53a-18 Use of reasonable physical force or deadly physical force generally.

53a-19 Use of physical force in defense of person.

53a-20 Use of physical force in defense of premises.

53a-21 Use of physical force in defense of property.

PA 07-147 An Act Concerning Restraints and Seclusion in Public Schools.

PA 15-141 An Act Concerning Seclusion and Restraint in Schools.

State Board of Education Regulations Sections 10-76b-5 through 10-76b-11.

4112.5(a)
4212.5

Personnel -- Certified/Non-Certified

Security Check/Fingerprinting

In order to create a safe and orderly environment for students, all offers of employment will be conditional upon the successful outcome of a criminal record check. In addition, any person applying for employment with the District shall submit to a record check of the Department of Children and Families Child Abuse and Neglect Registry before the person may be hired.

Applicants are required to provide (1) current and past employers' contact information; (2) authorization allowing contact with such employers; and (3) disclose any past misconduct, discipline, or licensure penalties resulting from sexual misconduct or abuse allegations.

Prior to hiring any applicant, the District will (1) ensure that the above stated three requirements are completed; (2) review applicants' employment history after making a documented, good faith effort to contact previous employers for information; and (3) request any available information about applicants from the Connecticut State Department of Education.

District employees, shall within 30 days after they are hired, submit to state and national criminal checks, which include fingerprinting. District students employed by the school system are exempted from this requirement.

Workers placed in a school under a public assistance employment program shall also submit to the criminal check if such individuals will have direct contact with students.

School nurses and nurse practitioners appointed by the Fairfield Board of Health shall also submit to a criminal history check pursuant to C.G.S. 29-17a. The District is responsible for initiating the background check.

Student teachers and interns placed in District schools as part of completing preparation requirements for the issuance of an educator certificate, shall also be required to undergo the same criminal background checks already required for school employees.

Criminal Justice Information

Criminal Justice Information (CJI) is to be maintained in accordance with the administrative regulation pertaining to the use and disclosure of criminal justice information.

Personnel -- Certified/Non-Certified

Security Check/Fingerprinting

(cf. 4112.51/4212.51 - Employment/Reference Checks)

Legal Reference: Connecticut General Statutes

10-221d Criminal history records checks of school personnel. Fingerprinting. Termination or dismissed. (as amended by PA 01-173, PA 04-181 and June 19 Special Session, PA 09-1, PA 11-93 and PA 16-67)

29-17a Criminal history checks. Procedure. Fees.

PA 16-67 An Act Concerning the Disclosure of Certain Education Personnel Records

Criminal Justice Information Services (CJIS) Security Policy, Version 5.4, U.S. Department of Justice, Federal Bureau of Investigation, Criminal Justice Information Services Division, October 6, 2015.

Adopted by the Board of Education on
October 18, 2016

STUDENT CALENDAR

FAIRFIELD PUBLIC SCHOOLS

2017 - 2018

REVISED
5/16/2017

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

- ☐ Schools Not In Session
- <○> Conference Days (Elem. & Middle) Early Dismissal
- Conference Days (Elem. ONLY) Early Dismissal
- △ Prof. Dev. Day Early Dismissal
- () State Required Holidays



To: Dr. Toni Jones and Board of Education Members

From: Doreen Munsell, Director of Finance & Business Services

Date: June 8, 2017

Re: Healthy Food Certification for School Year 2017 – 2018

The recommended motion presented to the Board of Education is to renew the Connecticut State Healthy Food Certification, which provides an additional \$.10 compensation per reimbursable school lunch meal. Each year the Board of Education is required to vote on the school district's commitment to the requirements of Healthy Food Certification.

We also recommend an increase in school lunch prices per the attached document. Lunch prices have not increased in two years and the recommended prices are comparable to other districts. The Whitson's management team is in agreement with the recommended increases for the 2017 – 2018 school year.

**FAIRFIELD PUBLIC SCHOOLS
LUNCH PRICE COMPARISONS**

SCHOOL DISTRICT	Contracted Service	LUNCH PRICES 2016-2017				LUNCH PRICES 2017-2018			
		Elem.	M.S.	H.S.	Deluxe	Elem.	M.S.	H.S.	Deluxe
DRG B									
AVON		\$3.00	\$3.25	\$3.25	\$3.75	\$3.00	\$3.25	\$3.25	\$3.75
BROOKFIELD	*	\$2.50	\$3.00	\$3.25	\$3.75	\$2.50	\$3.00	\$3.25	\$3.75
CHESHIRE		\$2.75	\$3.00	\$3.35	\$4.35	\$2.75	\$3.00	\$3.35	\$4.35
FARMINGTON	*	\$2.75	\$3.00	\$3.50	\$3.75				
GLASTONBURY		\$3.00	\$3.50	\$3.50		\$3.00	\$3.50	\$3.50	
GRANBY	*	\$2.65	\$2.80	\$2.80		\$2.65	\$2.80	\$2.80	
GREENWICH		\$3.35	\$3.50	\$3.60		\$3.45	\$3.60	\$3.70	
GUILFORD		\$2.75	\$3.00	\$3.50					
MADISON	*	\$3.00	\$3.25	\$3.50					
MONROE	*	\$2.75	\$2.75	\$2.75	\$3.25				
NEW FAIRFIELD	*	\$2.75	\$3.00	\$3.00	\$4.25				
NEWTOWN	*	\$2.85	\$3.10	\$3.35	\$4.25	\$2.85	\$3.10	\$3.35	\$4.25
ORANGE		\$2.75	\$2.75	\$2.75					
SIMSBURY		\$3.00	\$3.25	\$3.25					
SOUTH WINDSOR		\$2.75	\$2.85	\$3.00	\$3.50	\$2.75	\$2.85	\$3.00	\$3.50
TRUMBULL		\$2.75	\$2.85	\$3.00	\$3.75	\$2.75	\$2.85	\$3.00	\$3.75
WEST HARTFORD		\$2.75	\$3.00	\$3.00		\$3.00	\$3.25	\$3.25	
WOODBIDGE		\$2.80	\$2.80	\$2.80	\$3.80	\$2.80	\$2.80	\$2.80	\$3.80
REGION 5	*	n/a	\$2.80	\$2.80					
REGION 15		\$2.75	\$2.90	\$2.90					
DRG B Average Price		\$2.82	\$3.02	\$3.14	\$3.84	\$2.86	\$3.09	\$3.20	\$3.88
Southern Fairfield County Towns									
NORWALK	*	\$2.65	\$3.25	\$3.85		\$2.65	\$3.25	\$3.85	
STRATFORD	*	\$2.70	\$2.95	\$3.10		\$2.70	\$2.95	\$3.10	
WESTPORT	*	\$2.45	\$2.70	\$2.70		\$2.45	\$2.70	\$2.70	
Southern Fairfield County Average Price		\$2.79	\$3.01	\$3.19	\$3.75	\$2.81	\$3.08	\$3.28	\$4.00
FAIRFIELD	*	\$2.65	\$2.85	\$2.90	\$3.85	\$2.85	\$3.10	\$3.15	\$4.05
* Indicates Contracted Service									
Indicates Southern Fairfield County Towns									
Fairfield Compared to DRG B Avg Price		(\$0.17)	(\$0.17)	(\$0.24)	\$0.01	(\$0.01)	\$0.01	(\$0.05)	\$0.17
Fairfield Compared to Southern Ffld Cty Avg Price		(\$0.14)	(\$0.16)	(\$0.29)	\$0.10	\$0.04	\$0.03	(\$0.13)	\$0.05

Proposed increase

FAIRFIELD PUBLIC SCHOOLS
Meal Comparison April 2016 YTD versus April 2017 YTD

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
SCHOOL	2016			2017			Variance		Comparison		Variance
	MEAL DAYS	147	AVERAGE MEALS PER DAY	MEAL DAYS	147	AVERAGE MEALS PER DAY	DAILY MEAL VARIANCE	ENROLLMENT VARIANCE	% OF CHILDREN EATING April 2016	% OF CHILDREN EATING April 2017	% OF CHILDREN EATING April 2017 as to 2016
	8 Months Avg. ENROLLMENT	TOTAL MEALS		8 Months Avg. ENROLLMENT	TOTAL MEALS						
Fairfield Ludlowe HS	1506	51,024	347	1502	38797	264	-83	-4	23%	18%	4%
Fairfield Warde HS	1525	43,024	293	1502	52953	360	68	-23	19%	24%	4%
TOTAL	3031	94048	640	3004	91750	624	-16	-27	21%	21%	4%
	April 2016 ENROLLMENT	TOTAL MEALS	AVERAGE MEALS PER DAY	April 2017 ENROLLMENT	TOTAL MEALS	AVERAGE MEALS PER DAY	DAILY MEAL VARIANCE	ENROLLMENT VARIANCE	% OF CHILDREN EATING April 2016	CHILDREN EATING April 2017	% OF CHILDREN EATING April 2017 as to 2016
Roger Ludlowe MS	800	43,950	299	778	45,780	311	12	-22	37%	40%	4%
Tomlinson MS	687	30,593	208	686	34,097	232	24	-1	30%	34%	2%
Woods MS	887	41,084	279	893	40,483	275	-4	6	32%	31%	-1%
TOTAL	2,374	115,627	787	2,357	120,360	819	32	-17	33%	35%	1%
	April 2016 ENROLLMENT	TOTAL MEALS	AVERAGE MEALS PER DAY	April 2017 ENROLLMENT	TOTAL MEALS	AVERAGE MEALS PER DAY	DAILY MEAL VARIANCE	ENROLLMENT VARIANCE	% OF CHILDREN EATING April 2016	CHILDREN EATING April 2017	% OF CHILDREN EATING April 2017 as to 2016
Burr Elementary	422	16,255	111	415	17,052	116	5	-7	26%	28%	-1%
Dwight Elementary	336	16,184	110	343	14,598	99	-11	7	33%	29%	-4%
Holland Hill Elementary	402	26,831	183	405	26,660	181	-1	3	45%	45%	-3%
Jennings Elementary	322	16,235	110	319	15,669	107	-4	-3	34%	33%	-5%
McKinley Elementary	429	31,714	216	453	33,215	226	10	24	50%	50%	-4%
Mill Hill Elementary	383	19,349	132	454	18,441	125	-6	71	34%	28%	-2%
North Stratfield Elementary	416	19,349	132	397	24,398	166	34	-19	32%	42%	-1%
Osborn Hill Elementary	487	21,644	147	444	22,556	153	6	-43	30%	35%	-1%
Riverfield Elementary	409	20,281	138	427	20,404	139	1	18	34%	33%	-5%
Sherman Elementary	481	20,934	142	487	21,840	149	6	6	30%	31%	-6%
Stratfield Elementary	440	16,818	114	422	19,016	129	15	-18	26%	31%	-1%
TOTAL	4,527	225,594	1,535	4,566	233,849	1,591	56	39	34%	35%	-3%
DISTRICT TOTAL	9,932	435,269	2,961	9,927	445,959	3,034	73	-5	29%	30%	2%

**FAIRFIELD PUBLIC SCHOOLS
FOOD SERVICES
INCOME STATEMENT
FOR THE PERIOD ENDING 04/30/2017**

	(1)	(2)	(3)	(4)	Col (4) - Col (1)
	2015-2016		2016-2017		Change
	Actual 4/30/2016	Actual 6/30/2016	Whitson's Contract	Actual 4/30/17	4/30/2016 vs. 4/30/2017
Revenue					
Cafeteria Sales	1,809,274.00	2,192,459.00	2,321,565	\$ 1,809,784	\$ 510
Reimbursement Federal	410,281.00	501,802.00	582,462	\$ 431,384	\$ 21,103
Reimbursement State	82,744.00	96,370.00		\$ 65,041	\$ (17,703)
Catering	13,885.00	26,526.00		\$ 14,471	\$ 586
Vending Commission	8,932.00	11,433.00		\$ 6,543	\$ (2,389)
Total Revenue	\$ 2,325,116	\$ 2,828,590	\$ 2,904,027	\$ 2,327,223	\$ 2,107
Expenses					
Food Purchases	712,558	855,031	888,037	\$ 719,649	\$ 7,092
Supplies Purchases	76,116	85,614	90,025	\$ 63,990	\$ (12,126)
	\$ 788,674	\$ 940,644	\$ 978,062	\$ 783,639	\$ (5,035)
Payroll & Benefits	1,090,837	1,340,133	1,499,569	\$ 1,135,231	\$ 44,394
Operating Expenses-Support & Administration	136,000	170,000	170,000	\$ 136,000	\$ -
Operating Expenses-General	81,830	109,329	88,619	\$ 84,536	\$ 2,706
Management Fee	72,000	90,000	90,000	\$ 72,000	\$ -
Total Cost of Operation	\$ 2,169,340	\$ 2,650,106	\$ 2,826,250	\$ 2,211,405	\$ 42,065
Inventory Change	\$ 18,983	\$ (4,631)		\$ 34,906	\$ 15,923
Guaranteed Minimum - Actual Profit(Loss)	\$ 174,759	\$ 173,853	\$ 77,777	\$ 115,818	\$ (58,941)
District Expenses	93,853	\$ 104,331		\$ 95,495	\$ 1,643
Secretary Salary, Benefits, Repairs & Maintenance, Equipment					
Profit/(Loss) after District Expenses	\$ 80,906	\$ 69,522		\$ 20,323	\$ (60,584)

Fairfield Public Schools
Board of Education
Policy Guide

Instruction

CLASS SIZE

6151

Class size shall be consistent with the requirements for good instructional procedure and efficient use of teaching personnel.

- For normal class instruction, a class not exceeding twenty-five (25) students shall be considered desirable.
- A class size of fifteen (15) shall be considered a minimum for efficient utilization of the teaching staff.
- When class size in grades K-2 exceeds thirty (30), the class may be divided or a teacher aide and/or intern provided.
- When class size in grades 3-6 exceeds thirty-five (35), the class may be divided or a teacher aide and/or intern provided.
- Secondary (grades 7-12) class size shall not exceed thirty-five (35) for normal class operation.

Adopted 8/27/2004

Class Size/Teacher Load

Grade Level Department		Reference
Elementary Class Size	Grade K-2 maximum of 23; Grades 3-5 maximum of 25. McKinley Elementary School: Grades K-2 maximum of 21; Grades 3-5 maximum of 23.	Board of Education Class Size Guidelines
Elementary Class Size	“For normal class instruction, a class not exceeding 25 shall be desirable; a class size of 15 shall be considered a minimum for efficient utilization of the teaching staff; when class size in grades K-2 exceeds 30, the class may be divided or a teaching aide and/or intern provided; when class size in grades 3-6 exceeds 35, the class may be divided or a teaching aide and/or intern provided.”	Administrative policy noted in Collective Bargaining Agreement Part 2, p.77
Elementary Special Education, Intensive or Self-Contained Class Size	“not more than 10” students	Administrative policy noted in Collective Bargaining Agreement Part 2, p.77
Elementary Special Education, Resource Room Class Size	“not more than 20” students	Administrative policy noted in Collective Bargaining Agreement Part 2, p.77
Elementary Specialist Staffing (Art, General Music, P.E.)	The number of direct student contact teaching hours for 1.0 FTE elementary art, world language, music and physical education teachers is 21.5 per week, with corresponding reductions of hours per weeks proportionate to reduction in FTE status (e.g.: .1 FTE teaching load is 2.15 hours per week.) This direct student contact teaching time may be divided into a varying number and length of classes per week at the discretion of administration; provided however that no class shall be scheduled for a length less than thirty (30) minutes, except for World Language which shall not be less than twenty-five (25) minutes.	Contractual Language p.5

Class Size/Teacher Load

Grade Level Department		Reference
Elementary Specialist Staffing: Strings, Band, World Language (WL), Social Worker (SW), School Psychologist	<p>Strings: FTE determined by the number of students electing to take instrumental lessons in grades 4 & 5.</p> <p>Band: FTE determined by the number of students electing to take band lessons in grade 5</p> <p>WL: FTE determined by number of class sections.</p> <p>SW: Staffing based on school size and student needs</p> <p>School Psychologist: 1.0 FTE per school</p>	District Past Practice
Elementary Support Staffing: Language Arts Specialist (LAS) Math/Science Teacher (MST) Instructional Improvement Teacher (IIT) Library Media Specialist (LMS) English Language Learner Teacher (ELL)	<p>LAS: 1.5 FTE for schools with < 350 students; 2.0 FTE for schools \geq 350 students</p> <p>MST: 1.0 FTE per school</p> <p>IIT: 0.5 FTE per school; 1.0 FTE for McKinley and Holland Hill</p> <p>LMS: 1.0 FTE per school</p> <p>ELL: FTE assigned according to student need</p>	District Past Practice; Elementary Staffing Model revised for 2015-2016 school year.
Middle School Class Size	Secondary class size (grade 7 & 8) shall not exceed 35 students for normal class operation.	Administrative policy noted in Collective Bargaining Agreement Part 2, p.77
Middle School Team/Community/Crew Class Size	Shall not exceed 120 students (with team of four teachers)	Contractual Language, p.5
Middle School Grade 6 Class Size	“For normal class instruction, a class not exceeding 25 shall be desirable; a class size of 15 shall be considered a minimum for efficient utilization of the teaching staff; when class size in grades 3-6 exceeds 35, the class may be divided or a teaching aide and/or intern provided.”	Administrative policy noted in Collective Bargaining Agreement Part 2, p.77

Class Size/Teacher Load

Grade Level Department		Reference
Middle School Unified Arts/Specials Art, P.E. Health, Family & Consumer Science (FCS), Tech. Ed., Computer, World Language (WL) and Music Student Load	Art: 120 students Computer: 110 W.L.: 110 Health: 125 students per day FCS: 90 in Lab/120 in Non-Lab Tech. Ed.: 90 Shop/120 Drafting General Music: 150 Music Theory: 120 (30 per class) Band, Orch., Chorus: 120 (no more than 5 assigned periods) P.E. : 150 per day	Contractual Language, p.6
Middle School Special Education, Intensive Class Size	“not more than 10” students	Administrative Policy noted in Collective Bargaining Agreement Part 2, p. 78
Middle School Special Education, Resource Room Class Size	“not more than 20” students	Administrative Policy noted in Collective Bargaining Agreement Part 2, p. 78
Middle School Guidance	One counselor per grade 250 students per counselor	Contractual Language, p.6
Middle School Support Staff English Language Learners (ELL), School Psychologist, Social Worker (SW)	ELL: FTE assigned according to student need School Psychologist: 1.0 per school SW: staffing based on school size	District Past Practice
High School Class Size	Secondary Class Size shall not exceed 35 for normal class operation.	Administrative policy noted in Collective Bargaining Agreement Part 2, p.77
High School Student Load/Class Size	Art: 125 students per teacher Business Education: 125 English: 110 Foreign Language: 110 Health: 130 per day Home Economics: 95 Lab/ 125 Non-Lab	Contractual Language, p. 8

Class Size/Teacher Load

Grade Level Department		Reference
	Industrial Arts/Tech. Ed.: 95 Drafting: 125 Mathematics: 125 General Music: 155 Art Theory, History & Art Appreciation: 125 (30 per class) Band, Orchestra, (no more than 5 Choir, Chorus: assigned periods) P.E.: 155 per day Science: 110/Lab 24 per class Social Studies: 125	
High School Teacher Class Loads	English: 1.0 FTE four periods and one conference period. Science: 1.0 FTE four classes and lab period	District Past Practice
High School Special Education Intensive Class Size	"not more than 12" students	Administrative Policy noted in Collective Bargaining Agreement, Part 2, p. 78
High School Special Education Resource Room Class Size	"not more than 25" students	Administrative Policy noted in Collective Bargaining Agreement, Part 2, p. 78
High School Counselor	250 students per counselor maximum Three counselors assigned to each House	Contractual Language, p. 8 District Past Practice
High School Support Staff English Language Learners (ELL), School Psychologist, Social Worker (SW)	ELL: FTE assigned according to student need School Psych.: Staffing based on building need SW: Staffing based on school size	District Past Practice

FAIRFIELD PUBLIC SCHOOLS
BUDGET RECAP - JUNE 13, 2017
2017 - 2018

DESCRIPTION	2017 - 2018 BUDGET RECAP	2017 - 2018 ADJUSTMENTS	NOTES
2017 - 2018 BUDGET DEVELOPMENT			
BOE Recommended 17-18 Budget	\$ 168,757,490		
1st Selectman's Budget Adjustment	\$ (2,033,000)		
BOS Budget Adjustment	\$ 2,000,000		
BOF Budget Adjustment	\$ -		
Total 2017 - 2018 BOE Budget Cut		\$ (33,000)	BOE Vote Required - Reduction to Tomlinson Flooring Project - \$9,185 remaining funds will be used for preliminary project work
RTM APPROVED 2017 - 2018 BUDGET	\$ 168,724,490		

2017 - 2018 POTENTIAL BUDGET SHORTFALL @ JUNE 13, 2017			
Potential Reduction in State Sped Funding	\$ 1,217,317		Difference between Excess Cost Grant and proposed new Sped Grant of \$2,140,179
Potential DDS Residential Costs	\$ 1,000,000		Residential costs for sped students previously paid by the state
POTENTIAL STATE FUNDING SHORTFALL		\$ 2,217,317	
Pension Budget Shortfall		\$ 129,000	Contribution to town pension will be \$129,000 more than budgeted due to decrease in investment return assumption
TOTAL POTENTIAL FUNDING SHORTFALL		\$ 2,379,317	

2017 - 2018 BUDGET FUNDS IN RESERVE			
FLHS Tennis Court Project	\$ 41,750		
FWHS Tennis Court Project	\$ 90,780		
FWMS Music Suite Flooring	\$ 127,500		
FWMS Admin Carpet	\$ 28,700		
Maint. Preventative/Systems/Painting	\$ 285,000		
Paving/Curbs	\$ 100,000		
Playground Maintenance/Rubber ECC	\$ 100,000		
Project - Mill Hill	\$ 24,965		
Pre-K Playground Stratfield	\$ 43,000		
Maint. Technical Consultants	\$ 75,000		
Total Maintenance Funds in Reserve		\$ 916,695	
Homebound Instruction	\$ 50,000		
One bus reduction	\$ 72,000		
2.0 FTE HS Positions (1.0 PE and 1.0 Other)	\$ 150,000		
Program Implementation Supplies	\$ 200,000		
Summer Curriculum Work	\$ 148,748		
District Professional Development	\$ 50,000		
10 % School Allocation for Supplies	\$ 241,123		
District Improvement Plan Program Implementations	\$ 147,890		
Freeze Secondary Central Office Admin Position	\$ 167,401		
Total Other Funds in Reserve		\$ 1,227,162	
Additional Funds to Reserve - To Be Determined		\$ 235,460	Savings to be found throughout the school year
TOTAL RESERVED FUNDS FOR BEGINNING OF 17-18 FISCAL YEAR		\$ 2,379,317	

6142.101(a)

Instruction

Student Nutrition and Physical Activity (School Wellness Policy)

The Fairfield Board of Education believes that all students who begin each day as healthy individuals have the potential to become better learners. The Board also believes that staff should model appropriate wellness behaviors for students. This policy encourages a comprehensive approach to staff and student wellness that is sensitive to individual and community needs and addresses overall wellness. Student wellness, including good nutrition and physical activity, shall be promoted in the district's educational program, school activities, and meal programs. In accordance with federal and state law, it is the policy of the Board of Education to provide students access to healthy foods and beverages, provide opportunities for developmentally appropriate physical activity, and require all meals served by the District to meet or exceed the federal nutritional guidelines issued by the U.S. Department of Agriculture and the "Connecticut Nutrition Standards for Foods in Schools," whichever are greater. This policy shall be interpreted consistently with Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296)

In developing goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness, the District will, as required, review and consider evidence-based strategies and techniques.

Goals for Nutrition Promotion and Education

The goals for addressing nutrition education include the following:

- Schools will support and promote good nutrition for students consistent with applicable federal and state requirements and guidelines.
- Schools will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive standards-based school health education program and curriculum and will be integrated into other classroom content areas, as appropriate.

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.

Instruction

Student Nutrition and Physical Activity (School Wellness Policy)

Goals for Physical Activity (continued)

- Physical education shall be taught in every grade from PK through 8 and at the high school level as outlined in high school graduation requirements per BOE Policy 6146. Physical education shall include a standards-based, developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle
- Unless otherwise exempted, all students scheduled for physical education are required to participate in the District's physical education program
- Recess, in accordance with Administrative Regulations for this policy, is required in all elementary schools. Physical activity breaks, before and after school physical activities, and walking and/or biking to and from school, where safe to do so, are encouraged at all schools.
- Schools will strive to provide daily physical activity for all students, seeking to balance this goal with all the requirements of the curricular program.

Goals for School Meals and Beverages

- Students will be offered and schools will promote nutritious food choices consistent with the current Dietary Guidelines for Americans and My Plate, published jointly by the U.S. Department of Health and Human Services and the Department of Agriculture, and guidelines promulgated by the Connecticut Department of Education ("Connecticut Nutrition Standards for Foods in Schools") in addition to federal and state statutes and national health organizations.
- The focus of the District's meal program is on moderating calories, limiting fats, sodium and sugars and increasing consumption of nutrient-rich foods such as fruits, vegetables, whole grains, low-fat dairy, lean meats and legumes.

In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall establish such administrative procedures to control food and beverage sales that compete with the District's nonprofit food service in compliance with the Child Nutrition Act. The District shall prohibit the sale of foods of minimal nutritional value as defined by the U.S. Department of Agriculture and will ensure that all foods sold to students separately from school meals meet the Connecticut Nutrition Standards. All beverages sold or served to students at school will be healthy choices that meet the requirements of state statute and USDA beverage requirements. (Schools must follow whichever requirements are stricter).

Instruction

6142.101(c)

Student Nutrition and Physical Activity (School Wellness Policy)

All sources of food sales to students during school hours must comply with the “Connecticut Nutrition Standards for Food in Schools” including, but not limited to, cafeteria a la carte sales, vending machines, school stores and fundraisers. The District shall ensure that all beverages sold to students comply with the requirements of state statute and USDA beverage requirements. When state and federal regulations are different, the stricter standard will be followed. The District shall ensure compliance with allowable time frames for the sale of competitive foods as specified by state law.

Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Marketing

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA “Smart Snacks in School” nutrition standards.

Monitoring

The Board designates the Superintendent or his/her designee to ensure compliance with this policy and its administrative regulations. He/She is responsible for retaining all documentation of compliance with this policy and its regulations, including, but not limited to, each school’s three-year assessment and evaluation report and this wellness policy and plan. The Superintendent or designee will also be responsible for public notification of the three-year assessment and evaluation report, including any updates to this policy made as a result of the three-year assessment and evaluation.

The District shall strive for broad-based involvement by school community stakeholders as required. These stakeholders should be involved, as appropriate, in the development, implementation, monitoring, and assessment of this policy.

The Superintendent or designee shall provide periodic implementation data and/or reports to the Board concerning this policy’s implementation sufficient to allow the Board to monitor and adjust the policy. The District, as required, will retain records and documents pertaining to the wellness policy which shall include the written school wellness policy, documentation demonstrating compliance with community involvement requirements, documentation of the triennial assessment of the wellness policy and documentation to demonstrate compliance with the annual public notification requirement.

Instruction

6142.101(d)

Student Nutrition and Physical Activity (School Wellness Policy)

Community Input

The Superintendent or designee will provide opportunities for suggestions and comments concerning the development, implementation, periodic review and improvement of the school wellness policy from community members, including parents, students, and representatives of the school food service department, teachers of physical education, school health professionals, members of the Board of

Education, school administrators, and the public. This is best achieved through the establishment of a standing wellness committee, with membership as listed above. Efforts shall be made to *encourage and facilitate* involvement that reflects all aspects of the school community.

Evaluation

To ensure continuing progress, the District will evaluate implementation efforts and their impact on students and staff at least every three years.

The School Wellness Policy is made available annually to students and families by means of The Family Guide, student handbooks, and the District website. This availability shall include the policy, including any updates to and about the wellness policy and the Triennial Assessment, including progress toward meeting the goals of this policy. In addition, the annual notification shall include a description of each school's progress in meeting the wellness policy goals, a summary of each school's wellness events or activities, contact information for the leader(s) of the standing wellness committee referenced above, and information on how individuals and the public can get involved.

(cf. 3542 – Food Service)

(cf. 3542.33 – Food Sales Other Than National School Lunch Program)

(cf. 3542.34 – Nutrition Program)

(cf. 3452.45 – Vending Machines)

Legal Reference: Connecticut General Statutes
10-16b Prescribed courses of study.
10-215 Lunches, breakfasts and the feeding programs for public school children and employees.
10-221 Boards of education to prescribe rules, policies and procedures.
10-215a Non-public school participation in feeding program.
10-215b Duties of state board of education re: feeding programs.
10-216 Payment of expenses.

Student Nutrition and Physical Activity (School Wellness Policy)

10-215e Nutrition standards for food that is not part of lunch or breakfast program.

10-215f Certification that food meets nutrition standards.

10-221o Lunch periods. Recess.

10-221p Boards to make available for purchase nutritious, low-fat foods.

10-221q Sale of beverages.

Regulations of Connecticut State Agencies

10-215b-1 Competitive foods.

10-215b-23 Income from the sale of food items.

National School Lunch Program and School Breakfast Program; Competitive Food Services. (7 CFR Parts 210.11 and 220.12,)

The Child Nutrition and WIC Reauthorization Act of 2004, Public Law 108-265

Nutrition Standards in the National School Lunch and School Breakfast Programs, 7 CFR Parts 210 & 220

Healthy, Hunger-Free Kids Act of 2010, P.L. 111-296, 42 U.S.C. 1751

Child Nutrition Act of 1966 (as amended by P.L. 108-269, July 2, 2004)

School Breakfast Program, 7 C.F.R. Part 220 (2006)

National School Lunch Program or School Breakfast Program: Nutrition Standards for All Foods Sold in School (Federal Register, Vol. 78, No. 125, June 28, 2013)

Local School Wellness Policy Requirements, 42 U.S.C. 1758b

**Regular Meeting Minutes
Fairfield BoE, May 23, 2017**

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 7:54PM. Present were members Eileen Liu-McCormack, Marc Patten, Jessica Gerber, Philip Dwyer, Trisha Pytko, Nick Aysseh, Jennifer Maxon-Kennelly and John Llewellyn. Donna Karnal was not present. Others present were Superintendent Dr. Toni Jones, FLHS student representative Catherine Behjati, FWHS student representatives Ashley Agrello and Brittany Shuster, members of the central office leadership team, and approximately 10 members of the public.

Election of BOE Vice-Chairman

Mrs. Gerber nominated Ms. Pytko for Vice Chairman; Mr. Aysseh seconded the nomination.

Nomination Carried: 6-2

Favor: Mr. Aysseh, Mr. Patten, Mrs. Gerber, Mr. Dwyer, Ms. Pytko, Mrs. Maxon-Kennelly

Oppose: Mrs. Liu-McCormack, Mr. Llewellyn

Student Reports

Ms. Behjati reported for Fairfield Ludlowe: Senior internships run from May 24 – June 15; Ludlowe will have a reception on June 14 for the companies that hosted the student interns; the May 17 Family/Consumer Science night was a success with great food and clothing; the senior prom last Saturday was a great way to end the year; the FCIAC softball semi-finals take place this afternoon against Darien; both lacrosse teams are in the state tournament. Ms. Behjati said she and her classmates are excited to graduate and she thanked her teachers and the Board of Education; she enjoyed her experience as a BOE student representative.

Ms. Agrello and Ms. Shuster reported for Fairfield Warde: The varsity baseball team beat Ludlowe at Harbor Yard; Warde Boys Track beat Ludlowe – while Ludlowe Girls Track beat Warde; the mock crash took place before junior prom; the National Honor Society held its induction ceremony; Warde Day/Career Day took place on May 19 with keynote speaker Steve Greenberg giving tips on job applications. Ms. Agrello and Ms. Shuster thanked the Board for the opportunity to serve as BOE representatives.

Next year, the students will attend University of Connecticut, Loyola Marymount and Kent State.

*Old Business**Adoption of Policy 5141.213 –Students–Administering Medication–Opioid Overdose Protection*

Mrs. Maxon-Kennelly moved, Mr. Patten seconded that the Board of Education adopt Policy 5141.213, Students–Administering Medication–Opioid Overdose Protection.

Mrs. Maxon-Kennelly stated that she did not receive any additional questions on any of the policies up for a vote.

Mr. Llewellyn asked for the definition of medical advisor, is this an employee? Mr. Coyne said the school medical advisor is Dr. McDonald; he serves the Board of Health and is not an employee.

Mr. Patten said he did not believe that medical advisors are always on the Board of Health. What are the implications of the training requirements and cost? Mrs. Maxon-Kennelly said she will follow up with more information, but her understanding is that training is covered by the Board of Health.

Motion Passed: 8-0

Adoption of Policy 5144.1 –Students – Use of Physical Force

Mrs. Maxon-Kennelly moved, Mrs. Gerber seconded that the Board of Education adopt Policy 5144.1, Students – Use of Physical Force.”

Mr. Llewellyn said the paragraph on ‘Required Training and Prevention Training’ did not include the same list of school employees as listed in the policy definition of ‘School Employee.’ Perhaps strike substitute teachers from the definition up front. If subs are not trained, are they allowed to use physical restraint? Maintenance and custodial staff are also not listed.

Mrs. Maxon-Kennelly said she is not sure why there is a difference. Mr. Coyne said substitutes are school employees but are not required to be trained and he believes there is pending legislation to change that. Maintenance and custodial employees are not in direct contact with students.

Mr. Llewellyn

- Questioned paragraph D and the use of a psychopharmacologic agent – clearly there should be training on this before people are allowed to do this. This should be mentioned in paragraph G and in ‘Required Training.’
- Questioned the language regarding notification in paragraph F.

Mrs. Maxon-Kennelly withdrew her motion by unanimous consent of the Board; this item will be on the next meeting’s agenda.

Adoption of Policy 6142–Instruction – Basic Instructional Program

Mrs. Maxon-Kennelly moved, Mrs. Gerber seconded that the Board of Education adopt Policy 6142, Instruction –Basic Instructional Program.

Motion Passed: 8-0

Adoption of Policy 6173– Instruction – Homebound/Hospital Instruction

Mrs. Maxon-Kennelly moved, Mrs. Gerber seconded that the Board of Education adopt Policy 6173, Instruction – Homebound/Hospital Instruction.

Mr. Llewellyn – in the first line and also in the 3rd paragraph referencing discipline, how is ‘teaching service’ defined?

Mrs. Maxon-Kennelly said it is dependent on the circumstance and may be PLATO or a teacher. Future legislation may determine the number of teaching hours required for expelled students. Dr. Jones added that online instruction has a teacher behind it.

Mr. Llewellyn – not clear on the intent of the last paragraph – could teachers accept remuneration from another party?

Mrs. Maxon-Kennelly said teachers are not allowed to accept remuneration – there could be a conflict of interest with recommending oneself; Dr. Jones said the general practice is to pay for the set number of hours.

Mr. Patten referenced the 3rd paragraph – who decides when home instruction ‘may’ be provided, should the term be changed to ‘shall?’ Dr. Jones said the change in language is a legal piece. Mr. Coyne added that state statute requires home instruction for ages 16 and under. For students older than 16, it is at the district’s discretion but is usually provided.

Mr. Llewellyn moved, Mrs. Liu-McCormack seconded to amend the policy by changing the final sentence in the policy to read: “No teacher during the school year shall accept remuneration for tutoring students in his/her class unless the student is designated as a homebound student and the tutor is **remunerated by and** employed by the Board of Education.” (new language in bold)

Mrs. Maxon-Kennelly asked whether changing ‘tutor’ to ‘teacher’ would provide enough clarification.

Mr. Llewellyn said no. He withdrew his motion with unanimous consent from the Board, so that Mrs. Liu-McCormack could proceed with her amendment.

Mrs. Liu-McCormack moved, Mr. Llewellyn seconded to amend the policy by changing the final sentence in the policy to read: “No teacher during the school year shall accept remuneration for tutoring students in his/her class. **However, if a student is designated as a homebound student, a tutor may be employed by the Board of education.**” (new language in bold)

Mrs. Maxon-Kennelly confirmed with Dr. Jones that the new language reflects current practice.

Public Comment on Amendment:

Mr. Smoler, FEA President: A non-homebound student with medical issues might need a tutor, and in some cases, the classroom teacher may be the best tutor; perhaps add “with permission of the Superintendent.”

Mr. Dwyer does not support the amendment; wordsmithing a policy at the Board table is not good practice.

Mrs. Maxon-Kennelly again stressed the importance of receiving comments and questions in advance – there may be legal questions. She is OK with this amendment, given assurance from Dr. Jones.

Motion Passed: 7-1

Favor: Mrs. Liu-McCormack, Mr. Patten, Mrs. Gerber, Ms. Pytko, Mr. Aysseh, Mrs. Maxon-Kennelly, Mr. Llewellyn
Oppose: Mr. Dwyer

Public Comment on Main Motion:

Suzanne Miska, Ryegate Road: Hopes the disconnect with policy and process improves.

Mr. Llewellyn asked if the Board would entertain adding superintendent approval language to allow for similar cases as those mentioned by Mr. Smoler.

Mrs. Maxon-Kennelly said she is not favor of opening the door to allow payment for tutoring services when a student is out – she would question the criteria for fairness in such cases.

Mrs. Liu-McCormack - should teachers not be paid as tutors for their students? Should the district pay? Wants to understand what the policy is saying.

Mrs. Maxon-Kennelly - the policy states that, aside from homebound or hospital, teachers cannot be paid to tutor their own students – due to the inherent conflict of interest.

Mrs. Liu-McCormack wants to ensure that the policy is implemented consistently district-wide. Dr. Jones added that after a student is out for more than 2 weeks, or has multiple short-term medically-related absences, the district will pay.

Ms. Pytko wanted to be clear that this policy is specific for instances such as medical leave; it is not for those students who simply need extra help.

Original Motion, as amended, Passed: 8-0

<i>New Business</i>

New Course: Computer Science Principles

Dr. Boice introduced Mr. Zhitomi to present the Computer Science Principles course. Last year, the College Board added a new AP Exam for Computer Principles. Staff is already available to teach this course and nothing needs to be purchased. Mr. Zhitomi said the year-long Computer Science Principles course provides an introduction to the basic principles of Computer Science from the perspective of mobile computing, including programming in App Inventor, a graphical programming language for mobile devices. The curriculum engages students and supports the development of problem-solving skills using computational thinking practices. The course involves a strong writing component and students will maintain a portfolio of their work.

Mrs. Gerber

- Is this an AP course? Dr. Boice said no, the idea was to not discourage students with an AP designation, although they may take the AP exam.
- Is the only prerequisite Algebra 1? Mr. Zhitomi said yes.
- When will it be available and how many have signed up? Dr. Boice said it will be available in the fall, and is in the Program of Studies, pending Board approval. Mr. Zhitomi said there is already one full class at Warde.

Mr. Patten – Would students who choose to take the May AP exam be prepared, given the pacing guide for units 7 and 8? Mr. Zhitomi said unit 7 is an optional unit for the AP exam; the College Board will review student portfolios on the website through the end of the school year, plus the AP exam score.

Mrs. Maxon-Kennelly

- At what point are students encouraged to take the AP exam? Mr. Zhitomi said he would encourage high scoring students and help them prep with a portfolio.
- Is this course ready to go, is any summer work required? Mr. Zhitomi said the course is ready to go and no summer work is needed. Several schools outside the district are offering the course as an AP and he has referenced many colleagues outside the district.
- Is any part of this course redundant to the middle school coding course? Mr. Zhitomi said it accelerates past that course, but is not as advanced as the current AP Computer Science course. It may turn into a prerequisite for the AP Computer Science course.

Mr. Llewellyn – Thinks this looks like a great course. Could you provide the link to the actual curriculum? Mr. Zhitomi said the software is from MIT and the curriculum is from Trinity College; the link is available on Trinity's website. It is web-based and uses google accounts.

Mrs. Liu-McCormack – Is this more mathematical? Is it a coding language? Mr. Zhitomi said it is not language-bound but teachers have freedom to choose the coding language; students can create using GUI drag and drop blocks; using phones or tablets, students will have 2 projects and can create games or apps.

Discussion of 17-18 Budget

Mr. Dwyer - Given the uncertainty at the state, the Board may choose to leave budget decisions up to management at this time; a Board vote may prove restrictive.

Dr. Jones reviewed the Budget recap handout. As of now, the budget has been reduced \$33K. The other factor is that the contribution to town pension will be \$129K more than budgeted due to a decrease in the investment return assumption. The bottom of the recap handout shows maintenance accounts and projects that are on hold; detail was provided in Mr. Cullen's memo.

Mrs. Gerber

- Is the Tier 1/Tier 2 document still accurate? Dr. Jones said previously frozen items on that list are unchanged.
- Where are we now with elementary sections and when is the final determination made? Dr. Jones said it is too early to tell. Going in to the budget, there were 13 sections that could go up or down.
- Will we stay within class size guidelines? Would like to have a discussion on this before the end of August. Dr. Jones said all parents will be contacted and attendance confirmed if a class section appears to be at the threshold. A different approach to class size may be to add a section once all sections in a grade reach the threshold, rather than just one section.

Mrs. Maxon-Kennelly

- What is the \$10K for roofing? Mr. Cullen said the preventative maintenance program is working well and the roofs are in good shape. This is not a project reduction.
- What is the hazardous materials item? Mr. Cullen said that is used to investigate issues throughout the school year.
- Are there any summer projects that can be done during the school year? Mr. Cullen said the Knapps Hwy tennis courts.

Mr. Llewellyn

- Does the contractor pay to reinstall curbs they have damaged? Mr. Cullen said yes.
- What will be the budget process going forward? Requested that all documents up for discussion be included with the agenda, even if previously provided.
- Any cuts to educational items should come back to the Board.

Mr. Dwyer

- Regarding the provision of previously provided documents, Board past practice has been to include documents not previously distributed.
- A new budget list will be created prior to the next meeting. The suggestion is to allow Dr. Jones to manage the list and balance the budget based on what happens at the state level. The Board may choose to vote on the list, but that could prove restrictive.

Mr. Aysseh

- If the Board votes on those items, would the Superintendent have to return to the Board with any changes? Mr. Dwyer said yes.
- Would Dr. Jones then have discretion if the Board did not vote? Mr. Dwyer said the Superintendent would have discretion within the list.

Mrs. Maxon-Kennelly said she would like to see energy savings with solar and might question some items on the list, but voting may not be in the best interest at this time.

Mr. Patten said he agrees to leave this at the discretion of the superintendent.

Ms. Pytko – Would like clarification on class size. If the state takes more money, the list should come back to the Board.

Mr. Dwyer added that the list will be updated, as has been done in the past when there is a shortfall.

Mrs. Gerber – it is the Board's responsibility to vote but understands this year is different. Would like to know if class size will change.

Mr. Dwyer said class size discussion will be on the next agenda.

Mrs. Liu-McCormack – if the reduction gets higher, it should return to the Board.

First Reading of Policy 4112.5 – Personnel Certified/Non-Certified

Mrs. Maxon-Kennelly said this policy must be in place by the end of the year.

Mr. Llewellyn referenced paragraph 4 – submission should occur prior to hiring. Does not want someone with a checkered past working with children for 30 days. The policy should include a statement of consent for fingerprinting.

<i>Approval of Minutes</i>

Approval of Regular Minutes of May 9, 2017

Mrs. Gerber moved, Ms. Pytko seconded that the Board of Education approve the Minutes of the Regular Meeting of May 9, 2017.

Motion Passed: 6-2

Favor: Mr. Patten, Mrs. Gerber, Mr. Dwyer, Ms. Pytko, Mr. Aysseh, Mrs. Maxon-Kennelly

Oppose: Mrs. Liu-McCormack, Mr. Llewellyn

<i>Superintendent Report</i>

Dr. Jones attended the Family/Consumer Science night and the fashion show was fabulous. She was also very impressed with all the concerts and art shows. The 17-18 calendar has been provided again for the Board's consideration; 4 early release dates have been added to cover \$200K of PD with no cost to the district. Understands that this may be difficult for some parents. Trying to be creative and thoughtful going in to the 17-18 budget year.

Mr. Cummings added that PD will allow staff to be trained and is a necessary investment. For example, as Social Studies is implemented in grades 3-5, PD will be used to train teachers, build collaboration, and share resources and materials.

Dr. Boice added that it has been difficult giving up summer work. Curriculum leaders and liaisons and coordinators spend hours writing lessons and assessments and work hard to ensure consistent delivery. Early release dates can somewhat make up for the summer work, but it is not an even exchange.

Mr. Cummings said the early release dates that were added are Dec 12, Jan 30, Mar 13, and May 22.

Mrs. Gerber added that February 15 is an additional half day for middle school and high school.

Mrs. Liu-McCormack questioned the limited benefit of the May 22 PD date – could this be moved up? Dr. Boice said this could be used for SAT and other data analysis; a May date will be valuable.

Ms. Pytko said a late PD date could also be used to create a common final; professional learning communities are very beneficial.

Mrs. Maxon-Kennelly is not happy with what is being lost this summer. Proposed using October 9 as a full day of PD, restoring 3 half days to full days, and changing the last day of school to June 13.

Mr. Dwyer said that staff will take all suggestions to heart and will come back with a final proposal

Mr. Llewellyn – How many teaching days are in the contract for the year? Mr. Cummings said 187.

Mr. Patten agreed with Mrs. Maxon-Kennelly. Would like to see more PD.

Mr. Dwyer said this will be an action item on the next agenda. Suggested that the administration take all suggestions discussed tonight and present any decision to the Board members in advance of the next meeting.

<i>Committee/Liaison Report</i>

Mr. Dwyer reported that new Board member Mr. Aysseh will assume the liaison position for the Holland Hill Building Committee and be on the Transportation Advisory Board; Trisha Pytko will join the Policy Committee.

Mrs. Gerber reported that OHS fencing will be installed over the summer.

Mrs. Maxon-Kennelly thanked Ms. Pytko for joining the Policy Committee. The June 8 PTAC annual awards will recognize 3 active members of the community.

Mr. Dwyer reported that the HHBC feels it is on schedule for state filing by June 30.

Mr. Aysseh reported that the HHBC meets on Thursday and will be on the May 31 BOS Special Meeting agenda.

<i>Open Board Comment</i>

Mr. Patten proposed adding a July meeting date to address what is happening at the state-level.

Mrs. Gerber attended the Rotary Student Awards luncheon; it was great to see all the student talent.

Ms. Pytko and her daughter enjoyed the many school carnivals held recently.

<i>Public Comment</i>

Suzanne Miska, Ryegate Road: Requested color copies of financial documents discussed at tonight's meeting.

<i>Adjournment</i>

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

Motion Passed: 8-0

Meeting adjourned at 10:03PM