

FAIRFIELD PUBLIC SCHOOLS

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

Board of Education Regular Meeting Agenda
501 Kings Highway East, 2nd Floor Board Conference Room
January 12, 2016

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: Mr. Mihir Nene, Ms. Isabella Frango
Fairfield Warde High School: Ms. Ashley Agrello, Ms. Brittany Shuster
4. Public Comment
*During this period the Board will accept public comment on all items pertaining to this meeting's agenda from any citizen present at the meeting. Any single presentation must be limited to **three** minutes. *Per BOE By-Law, Article V, Section 6 (8560, approved at the 1/13/2015 Regular BOE Meeting). Those wishing to videotape or take photographs must do so as inconspicuously as possible and in such manner as to not disturb the proceedings of the Board of Education (CGS §1-226).*
5. Presentations
 - A. Presentation of the Superintendent's Proposed 2016-2017 Operating Budget, Dr. Title
(Hard Copy Distribution to Listed Recipients Only)
6. Old Business
 - A. Approval of Proposed Capital Non-Recurring Projects
Recommended Motion: "that the Board of Education approve the Proposed Capital Non-Recurring Projects for 2016-2017"
 - B. Approval of Holland Hill Educational Specifications
Recommended Motion: "that the Board of Education approve the Holland Hill Educational Specifications as enclosed"
(Enclosure No. 1)
 - C. Approval of Proposed Capital Projects
Recommended Motion: "that the Board of Education approve the Proposed Capital Projects for 2016-2017"
 - D. Approval of Board of Education By-Law Amendments
(Enclosure Nos. 2, 3, 4, 5)
 - i. Article V, Section 3, *Enclosure 2*
Recommended Motion: "that the Board of Education approve the By-Law amendment to Article V, Section 3"

- ii. Article I, Section 2, *Enclosure 3*
Recommended Motion: “that the Board of Education approve the By-Law amendment to Article 1, Section 2”
- iii. Article II, Section 3, *Enclosure 4*
Recommended Motion: “that the Board of Education approve the By-Law amendment to Article II, Section 3”
- iv. Article VII, *Enclosure 5*
Recommended Motion: “that the Board of Education approve the By-Law amendment to Article VII”

7. New Business

A. Acceptance of the Stratfield Elementary School Project, Mr. Cullen

Recommended Motion: “that the Board of Education accept the Stratfield Elementary School Project #051-0121EA as complete”

(Enclosure No. 6)

B. First Reading of By-Law Amendment Article V, Section 6, Mrs. Maxon-Kenelly

(Enclosure No. 7)

C. First Reading of Policy 5514 – Students - Administration of Medication in the Schools

(Enclosure No. 8)

8. Approval of Minutes

A. Approval of Minutes of the December 8 2015 **Regular Meeting**

Recommended Motion: “that the Board of Education approve the Minutes of the December 8, 2015 Regular Meeting”

(Enclosure No. 9)

9. Superintendent’s Report

10. Committee/Liaison Reports

11. Open Board Comment

12. Adjournment

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

CALENDAR OF EVENTS		
January 19, 2016	Board of Education Budget Meeting 7:30 pm	501 Kings Hwy 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

EDUCATIONAL SPECIFICATIONS

Holland Hill Elementary School

Fairfield Public Schools

Fairfield, CT 06824

David Title, Ed.D.

Superintendent of Schools

DRAFT

RATIONALE FOR THE PROJECT

BACKGROUND:

On June 23, 2015, the Fairfield Board of Education adopted the “Fairfield Public Schools Facilities Plan 2013-2024.” The primary purpose of this plan was to produce a blueprint for meeting the facilities needs of the school district over the next eleven years. These facilities needs were identified in the “Fairfield Public Schools Enrollment Projects and Elementary School Capacity Study” by MGT of America dated December 14, 2010. The extension and alteration project for Holland Hill Elementary School is a major recommendation for meeting these identified facilities needs by the installation of an addition to eliminate portable classrooms; implementing all building code, life safety code and fire code requirements; upgrading the core facilities; installation of new fire sprinkler system; installation of new HVAC fresh air and air-conditioning system and the installation of new lockers.

ENROLLMENT:

Between 2005 and 2015 the enrollment at Holland Hill has increased from 341 students to 405 students. On May 1, 2014, MGT of America issued an updated report on the district’s 10-year enrollment projections. This report shows a continued increase in enrollment for Holland Hill to a peak of 438 students. This continued enrollment increase is a significant change in the demographic pattern.

CAPACITY:

The Fairfield Public Schools currently has eleven elementary schools and ten relocatable classrooms. Presently, Holland Hill School has a capacity of 315 students without relocatable classrooms. The enrollment for Holland Hill Elementary School in the 2015-16 school year is 405 students with a continued enrollment increase projected.

In developing elementary capacity we use a “24 classroom” model. This model is based upon four classrooms per grade level K -5 with an average class size of 21 students for a capacity of 504 students. In addition to these primary classroom spaces, appropriate additional full size classrooms are dedicated to art, music, science and special education, as required.

To support the building capacity, appropriately sized “core” spaces are required. These include a gymnasium, a media center with an integrated or directly adjacent computer lab, and cafeteria with a full kitchen and two serving lines.

LONG RANGE EDUCATIONAL PLAN:

On March 11, 2014 the Fairfield Board of Education approved the following policies which outline the long range educational plan of the district.

MISSION

Policy Number 0100

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

Policy Number 0110

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.

On July 9, 2015, the Board of Education approved a District Improvement Plan that details the specific actions to be implemented over the next five years to achieve the Mission.

DRAFT

THE PROJECT

In conjunction with the Fairfield Board of Education’s Long Range Facilities Plan, the Board proposes a construction project at Holland Hill Elementary School to alleviate overcrowding of the facility due to continuing enrollment increases and to address long-term facility needs. The essential elements of this proposed construction project is to bring Holland Hill to a 504 capacity and is to include the following elements:

- Elimination of relocatable classrooms
- Update facility to current building and fire code requirements
- Install a new fire sprinkler system throughout the facility
- Install new HVAC fresh air and air conditioning system throughout the facility
- Addition of:
 - one general music classroom
 - one instrumental music classroom
 - five general classrooms
 - sufficient space for one computer lab
 - sufficient space for one shared classroom for gifted program instruction and math/science program
 - one special education classroom
 - a conference room
 - a copy room
 - an office for the Spanish teacher and the Social Worker
- Expansion of the cafeteria/kitchen to accommodate an enrollment of 504 (including a second serving line)
- Addition of storage, custodial work spaces and toilet facilities as required by the expanded facility layout
- Expansion/reconfiguration of the parking lots for staff and visitors
- Addition of a secure entry vestibule and increased security measures
- Addition of a new server room (MDF/IDF)
- Replacement/addition of lockers to accommodate increasing enrollment
- **Install sinks in new classrooms**

ENROLLMENT DATA AND PROPOSED PROJECT CAPACITY

HOLLAND HILL ELEMENTARY SCHOOL	YEAR								
	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24
Enrollment	405*	438	431	425	424	419	414	410	411
Capacity	315	315	315	504	504	504	504	504	504

*October 1, 2015 actual enrollment

The following specifications apply to the new and renovated spaces only, not to the entire building.

BUILDING SYSTEMS:

Envelope

- Roofing systems shall be multi-ply systems (no single membrane systems) 20 year warranty (no dollar limit/edge to edge)
- Exterior envelope materials shall be consistent and compatible with the existing building façade materials in size, shape, color and texture
- Construction details of exterior elements shall be consistent and compatible with the existing building façade details

Security/Safety

- Reliable internal and external communication should be available between/among all areas of the facility to the degree consistent with safety and security plans
- Electronic security shall be provided which will include color video cameras (interior and exterior) integrated into the existing IP security camera system..
- Door hardware – District Standards – Schlage/Von Duprin/LCN
- Exterior doors to have continuous hinges
- Locks – Everest ‘D’ Keyway (interior), Primus Keyway (exterior) – Key into existing building system – Master key facility (new and old locks)
- All spaces to be capable of interior lockdown (without re-entry into the corridor)
- Doors – Narrow vision lites (for restricted line of sight into classroom during lockdowns)
- Exterior doors used by staff and students for exterior functions shall have Prox card access integrated into the existing card access system.
- Tactile signage (new spaces) for room identification (including room numbers) and directions
- Evacuation signage with directional maps
- Exterior signage (for directions and site identification)
- Provide adequate site lighting
- Tight weave room darkening shades on all exterior windows (new and existing)

Code

- Abate any hazardous material – encapsulation is not acceptable (exception: PCB impacted substrates)
- ILSM – Interim Life Safety Measures for working in an occupied building

(Also see SCG Filing Requirements)

INTERIOR BUILDING ENVIRONMENT:

Mechanical Systems

- Separate independent commissioning of Mechanical/Electrical/Plumbing (MEP) systems to include an air flow balancing contractor hired directly by the building committee (not the construction manager or design team) and reporting directly to the building committee and the Fairfield Public Schools Central Office
- Lighting fixtures – standard type(s), ease of maintenance, coordinated with presentation stations (projectors & projection surfaces)
- Low voltage systems to be designed to district standards
- Proper shutoff and backflow valves located to provide easy and quick access
- Upgrade telephone system as appropriate for the new additional space
- Wall clocks in all spaces. Clocks to battery operated and synchronized via radio signal with U.S. Atomic Clock.

Interior Spaces - General

- Kitchen update appropriate for enrollment– Review equipment (size, condition, etc.), storage space, serving lines, etc including but not limited to:
 - Storage for dry goods
 - Walk-in Refrigerator
 - Walk-in Freezer
 - Washer & Dryer
 - Serving lines with power and network access
- Ceiling systems – standard sizes 2x2 or 2x4, standard tiles, wide grids 9/16”, no strange patterns, consistent choices
- Millwork – solid surface countertops/plastic laminate cabinets/wire pull handles/euro-hinges
- Flooring –VCT or other easily mopped finish in classrooms, corridors, etc.
- Student lavatories and staff toilet rooms meeting district standards to be located at convenient locations for students and staff
- MDF/IDF room (in new addition) to be:
 - large enough to allow front and rear access to all racked equipment
 - located in non-classroom spaces
 - provided sufficient ventilation, cooling and power to support equipment growth
 - provided with security alarms
- Built in shelving, cabinets and countertops sufficient for instructional material storage
- Built in shelving, cabinets and countertops sufficient for office material storage (lockable)
- FF&E – New Spaces – Appropriate furniture and equipment to accommodate the intended use of the room/space inclusive of student desks and/or tables, chairs bookcases, storage, teacher desks and chairs, learning centers for individual and/or group instruction, computer tables and chairs, area carpets, room darkening shades, appropriate projection surface for use with multimedia projector, wall pads, basketball hoops, fire resistant file cabinets, tackboards, tackstrips, whiteboards, flags, clocks, pencil sharpeners, paper towel dispensers, soap dispensers, etc.

TECHNOLOGY:

- An essential component of this project is to provide electronic network access to every segment of the new building (addition). All instructional areas and support facilities shall be provided with:
 - local and wide-area wired and wireless networks
 - digitally delivered TV connectivity
 - digitally integrated internal broadcast capability
 - wiring for interactive whiteboard technology
- Each teaching space shall be provided with connectivity to multimedia projection systems with amplification and speaker systems to support audio as per current district standards.
- All wiring to be CAT 6 or better and certified. Each patch panel shall be labeled with the room number, and jack number and each jack labeled with MDF/IDF closet number, panel and punch down location.
- Charging stations for mobile computer labs
- Technology Network Space – server room, wiring closets, dedicated area for head-end equipment including extended demarcation points provided by the suppliers to the server room for all external connections.

(Also see INTERIOR BUILDING ENVIRONMENT – Interior Spaces)

CDAS DCS-SCG FILING REQUIREMENTS (for Reimbursement):

This project shall be designed so that it can be filed with the Connecticut Department of Administrative Services – Division of Construction - Office of School Construction Grants under at least the following project types:

- Extension of Facility
- Alteration of Existing Facility
- Code Violation (Hazardous Material abatement)

As required by C.G.S. 10-291 a Phase I environmental site assessment in accordance with ASTM Standard #1527 shall be conducted prior to the approval of architectural plans.

COMMUNITY USES:

Holland Hill Elementary School does not contain or host space(s) for other town departments or outside firms. The building is used exclusively as a elementary school. The building facilities are available to the public on a reservation basis when the building is not in use (nights and weekends). Some of these uses include among others:

- Parent Teacher Association (PTA) meetings and events
- Cub Scouts
- Girl Scouts
- Various school clubs
- Civic group meetings

Holland Hill Elementary School is used as a polling place.

Agenda item 6D i

Amendment to Article V - Meetings; Section 3: Notice of Meetings (8530); paragraph C
Sponsored by Donna Karnal

ARTICLE V - MEETINGS (8500)

SECTION 3: NOTICE OF MEETINGS (8530)

1. NOTICE TO BOARD MEMBERS -

Notice of each meeting of the Board and agenda, listing all proposed action at such meeting and including all referenced documents, shall be delivered to each member of the Board at least five (5) days prior to such meeting. Subject to each Board member's consent, delivery may be made electronically.

2. NOTICE TO PUBLIC -

In compliance with State Law, the notice of the meeting date, and the agenda for such meeting, shall be made available to the public in writing and electronically on the Board's website. In addition, this information must be on file not less than twenty-four (24) hours before the meeting to which they refer in the Office of the Superintendent. The agenda and all referenced documents shall be made available to the public on the Board's website and at such meeting.

C. AGENDA -

The agenda is designed for the guidance and information of the Board and to inform the public of items of business to come before the Board. Additional items, not included in the filed agenda, may be considered and acted upon at such meetings upon the affirmative vote of two-thirds (2/3) of the members of the Board present and voting. **If an item is requested to be placed on the agenda by at least three (3) Board members, the Chairman shall place the item on the agenda of a Regular meeting within thirty-five days (35) or at the next Regular meeting.**

Agenda item 6D ii

Sponsored by John Llewellyn

Amendment to Section 2-B-2 of the by-laws

Article I

SECTION 2: AUTHORITY OF BOARD MEMBERS (8120)

B. As a guide to the appropriate use of data in the decision-making process, Board members should:

2. Request data as a Board, not as an individual, unless the information is readily available and will not redirect staff time. [All requests that do not require significant time will be provided within ten business days. If requested information is not provided within 10 business days then the request will be added to the next scheduled board meeting agenda as a motion for approval to provided requested information to the Board.]

Agenda Item 6D iii

Sponsored by Jennifer Maxon-Kennelly

ARTICLE II

SECTION 3: DUTIES OF OFFICERS (8230)

A. CHAIRMAN –

1. The Chairman shall have the responsibility for setting the agenda at each meeting. In setting the agenda, the Chairman shall consider the recommendations of the Superintendent and confer with the Vice Chairman and the Secretary.
2. The Chairman shall preside over all meetings of the Board, but the Chairman's status as presiding officer shall not impair the Chairman's right or duty to vote on any matter before the Board.
3. The Chairman shall be the official spokesperson for the Board and, unless the Board shall otherwise direct, shall make or authorize all announcements concerning Board policy or action.
4. The Chairman shall appoint members of the Board to act as voting members of the following bodies:
 - a. The Board of Health, in accordance with §10.9 of the Charter of the Town (the "Town Charter").
 - b. The Parks & Recreation Commission, in accordance with §10.10 of the Town Charter.
 - c. Cooperative Educational Services ("CES"), in accordance with the charter and by-laws of CES.
 - d. ~~Any school building committee established by the Town from time to time, subject to any approval(s) required by the Town.~~
5. The Chairman shall appoint members of the Board to act as liaisons to the following bodies:
 - a. The Representative Town Meeting (the "RTM").
 - b. The Fairfield Council of Parent-Teacher Associations (the "PTA Council").
 - c. The Board of Finance
 - d. **Any school building committee established by the Town from time to time, subject to any approval(s) required by the Town.**
6. **The Board shall appoint a member of the Board or a member of the public to serve as voting member of the Cable Advisory Council (CAC2), as per CAC2 Bylaws.**
- ~~7.~~ **7.** The Chairman shall appoint a member to serve as a delegate at the CAGE Convention.
- ~~8.~~ **8.** The Chairman may appoint members of the Board to serve as liaisons to any other local, regional or state body as the Chairman deems necessary or prudent.
- ~~9.~~ **9.** Except whenever a Board member's term is established by the Town, every appointment by the Chairman shall be for a term of one year or until the discharge of the assigned function of the local, regional or state body, whichever is earlier.
- ~~10.~~ **10.** Liaisons appointed by the Chairman to local, regional or state bodies shall be expected to attend any meeting of those bodies whenever an educational or related matter appears on the meeting's agenda.

Agenda Item 6D iv

Sponsored by Jennifer Maxon-Kennelly

Article VII

Amendment to Article VII

9. I will arrive at conclusions only after discussing all aspects of the issue at hand with my fellow Board members in meeting. I will respect the opinions of others and abide by the ~~principal~~ **principle** of majority- rule.

Salvatore Morabito

Ph: 203-255-7363
Fax: 203-255-8249
email: smorabito@fairfield.k12.ct.us

Fairfield Public Schools
Manager of Construction, Security & Safety



Memo :

To: Dr. Title and Members of the Board of Education

Date: December 28, 2015

Re: **Board Acceptance of Stratfield Elementary School Project -
Office of School Construction Grants Project #051-0121EA**

I am pleased to request the Board's formal acceptance of the Stratfield Elementary addition and alteration project as complete.

The Board's formal acceptance of this project will allow us to file the final closeout documentation with the Office of School Construction Grants (SCG). Once the closeout documentation is received by SCG an audit of the project financials will be conducted by the state. At the conclusion of this audit the state will send the town their final reimbursement of approximately \$157,000 for the project

The following are the major elements of work that were performed as part of this project:

- Elimination of four portable classrooms
- Addition of eight new classrooms, main office, conference room and health suite
- Renovation of existing spaces to provide:
 - an enlarged Library Media Center with integral computer lab
 - two additional dedicated Kindergarten classrooms
 - multiple spaces for small group instruction
 - updated kitchen facilities
 - new mechanical systems throughout the facility including new boilers, new energy efficient lighting, air conditioning and fire suppression
- Renovation of the site including the expansion of parking facilities, a separate bus drop off lane, improvements to play areas and playing field

Agenda Item 7B

Sponsored by Jennifer Maxon-Kennelly

Article V, Section 6

SECTION 6: PUBLIC COMMENT (8560)

A. PUBLIC COMMENT ON AGENDA ITEMS –

As a means of encouraging public participation during Board meetings, the Chairman shall solicit comments from the public with regard to agenda items, as proposed or amended, that the Board will be discussing and/or will be acting upon by vote. The Chairman may limit Public Comment in any manner appropriate to the orderly and efficient conduct of Board meetings. The following parameters will pertain to Public Comment:

1. Up to three (3) minutes may be allotted to each speaker. The Chair may modify this limitation at the beginning of a meeting if the number of persons wishing to speak makes it advisable to do so.

~~2. Public Comment on non-voting items can be taken either at the beginning of each meeting or following the discussion of the non-voting item. A member of the public can only speak to a topic once at a meeting. Public Comment on voting items will take place at the time the item is on the meeting agenda, following Board discussion and prior to when the vote is taken.~~

2. Public Comment on agenda items will take place at the beginning of the meeting. Public Comment on Old Business and New Business will also take place following Board discussion of those items and prior to when any vote is taken.

Students**Welfare****ADMINISTRATION OF MEDICATION IN THE SCHOOLS****_____ -5514**

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:

- Principals and teachers;
- Licensed physical therapists (PT) or occupational therapists (OT) employed by the school district;
- Directors or director's designees for school readiness programs and before- and after-school programs;
- 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;
- ~~Coaches and licensed athletic trainers, during intramural or interscholastic athletic events practices, games, and athletic activities, employed by the school district for inhalant medications prescribed to treat respiratory conditions or medication administered with a cartridge injector for students who are prescribed inhalant medications to treat respiratory conditions or students prescribed epinephrine cartridge injectors for with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death;~~
- ~~In school readiness programs and before and after school programs, directors or directors' designees, lead teachers or school administrators;~~

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

- 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;
- Antiepileptic medication, including by rectal syringe;
- A glucagon injection to a student with diabetes who may require prompt treatment to protect him/her from serious harm or death.

Students

Welfare

ADMINISTRATION OF MEDICATION IN THE SCHOOLS

_____-5514

~~The school nurse or school principal shall select a qualified school employee to, under certain conditions, give a glucagon injection to a student with diabetes who may require prompt treatment to protect him/her from serious harm or death. The nurse or principal must have the written authority from the student's parent/guardian and a written order from the student's Connecticut-licensed physician. The authorization shall be limited to situations when the school nurse is absent or unavailable. No qualified school employee shall administer this medication unless (A) he/she annually completes training required by the school nurse and school medical advisor, in the administration of medication with injectable equipment used to administer glucagon, (B) the school nurse and school medical advisor, attest, in writing, that the qualified school employee has completed such training, and (C) the qualified school employee voluntarily agrees to serve as a qualified school employee. The injections are to be given through an injector or injectable equipment used to deliver an appropriate dose of glucagon as emergency first aid response to diabetes..~~

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 ~~licensed-authorized~~ prescriber shall be notified immediately by the school nurse. In addition, the nurse ~~will~~ 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.

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.

Connecticut General Statute Section 10-212a Administration of Medications in

Schools, including liability. Reviewed and Approved 8/10/98
by Town of Fairfield Board of Health

Reviewed and **Adopted** 9/15/98
by Town of Fairfield Board of Education

Students

Welfare

ADMINISTRATION OF MEDICATION IN THE SCHOOLS

-5514

Connecticut General Statute Section 10-212a Administration of Medications in

Reviewed and Approved 6/12/00
by Town of Fairfield Board of Health

Reviewed and **Adopted** 8/22/00
by Town of Fairfield Board of Education

Reviewed and Approved 8/19/02
by Town of Fairfield Board of Health

Reviewed and **Adopted** 10/22/02
by Town of Fairfield Board of Education

Reviewed and Approved 8/4/03
by Town of Fairfield Board of Health

Reviewed and **Adopted** 1/29/04
by Town of Fairfield Board of Education

Reviewed and Approved 8-6-07
by Town of Fairfield Board of Health

Reviewed and Approved 12/10/07
by Town of Fairfield Board of Health

Reviewed and **Adopted** 1/22/08
by Town of Fairfield Board of Education

Reviewed and Approved 1-10-11
by Town of Fairfield Board of Health

Reviewed and **Adopted** 5-10-11
by Town of Fairfield Board of Education

Reviewed and Approved 11-19-12
by Town of Fairfield Board of Health

Reviewed and Adopted 4/9/13
by Town of Fairfield Board of Education

SHM Vol. II, Sec. 3, Medications

**Regular Meeting Minutes
Fairfield BoE, December 8, 2015**

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

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

Chairman Philip Dwyer called the Regular meeting to order at 7:32PM. Present were members Eileen Liu-McCormack (arrived 8:28PM), Marc Patten, Donna Karnal (arrived 8:28PM), Jessica Gerber, Philip Dwyer, Anthony Calabrese, Trisha Pytko, Jennifer Maxon-Kennelly and John Llewellyn. Others present were Superintendent Dr. David Title, Ludlowe student representatives Mihir Nene and Isabella Frango; Warde student representatives Ashley Agrello and Brittany Shuster; members of the central office leadership team, and approximately 50 members of the public.

Presentations

Dr. Title congratulated the recent state champions: the FLHS Girls Volleyball team, FLHS Girls Class LL Swimming Champion Sarah Grinalds, and FWHS Girls Class L Swimming Champion Katy Saladin. Additionally, Dr. Title and Mr. Hatzis congratulated Mr. Schulz for his induction into the Connecticut High School Coaches Hall of Fame.

Student Reports

Mr. Nene and Ms. Frango reported for Fairfield Ludlowe High School: The Sticks for Soldiers tournament raised \$100K; 2 veterans were honored this year. The blood drive was very successful as were club fundraisers, the toy drive, the GI Go Fund and the Operation Hope food drive. Mr. Schulz, together with athletes, was presented with the Michaels cup for outstanding athletic programs. Art teacher Ms. Zimmermann will have her art work featured in Newtown; alumni visited the day before Thanksgiving; the fall play opened and the Candlelight concert will take place soon.

Ms. Agrello and Ms. Schuster reported for Fairfield Warde High School. The fall play, The Crucible, was a great performance, the Thanksgiving football game was enjoyed by all, many alumni visited for Alumni Day, the Carillon concert is coming up and the holiday gift drive is ongoing.

Mr. Dwyer said he attended both plays and they were very well done.

Public Comment

None.

New Business

AON: Review of Health Insurance Projections for 2015-2016

Dr. Title introduced Mr. Lindgren from AON Hewitt, the health insurance consultant for the Town and the Board of Education. Mr. Lindgren presented the health Insurance projections and reviewed the enclosure. He explained that the first page represents the current year and page 2 represents year 2016-2017. Page 1 shows that the estimated total cost at the end of the 2015-2016 fiscal year will be \$31,527,355; up 6% than what was projected last year. Page 2 shows the 2016-2017 estimated total cost at \$34,205,293. Dr. Title added that claims are close to projections; they are up 9% due to trend and the increase in the stop-loss premium. Mr. Lindgren said that there are no administrative fee increases, the claims experience is about average at 9%.

Mr. Dwyer added that the Town also uses AON.

Mr. Llewellyn asked what is driving the increases in CVS Caremark, the medical retiree line and the stop loss? Mr. Lindgren said the CVS Caremark was already behind in 15-16 for what had been projected, and the specialty prescription trend has also gone up in the past 6 months. The retiree line represents such a small group and is only broken out for reporting. The stop-loss increase is based on the experience of the vendor's pool, not just Fairfield.

Mr. Patten asked about possible changes in the total numbers and the number of large claims. Mr. Lindgren said while the medical trend is going down, it is offset by the increase in the specialty prescription trend. There were 20 claims in excess of \$150K; the stop loss charge was approximately \$700K.

Mr. Dwyer said the Board increased the stop loss limit a few years ago and every year since then it has ended up on the plus side.

Mr. Patten said the stop loss has increased 20% but we get a return better than that. Mr. Lindgren said that is true this year, but it is very unpredictable. The average with every vendor is around 20%.

Mr. Llewellyn asked if the stop loss kicks in at \$300K and also asked what would happen if the stop loss were to be reduced. Mr. Lindgren said the stop loss does kick in at \$300K and if reduced, the vendor will increase the stop loss charge by what they think the reduction in the claim liability will be by looking at the pool's history. Normally, you don't go backwards.

Mr. Dwyer said this is still a good deal; Mr. Lindgren said he generally advises larger groups to keep the individual stop loss limit based on size.

Mrs. Munsell explained page 3 of the enclosure, and reviewed the numbers: the IBNR projection is calculated as \$2.178M, and the medical retention fund projection is calculated at \$24.8M for the 2016-2017 operating budget.

Mr. Dwyer added that the IBNR relates to claims that are incurred but not reported. The goal is to be at 1 x IBNR; falling behind means, in simple terms, having to play catch-up. Mr. Lindgren agreed.

Mr. Llewellyn asked if he could be provided with more detail on the \$9.8M 'other income' figure. Mrs. Munsell said sure. Mr. Dwyer added that the lion's share of this is employee contributions. Mr. Llewellyn asked what the Town uses as the IBNR; he expressed concern regarding medical retention and recommended levels.

Mr. Dwyer said there is a trend and also a goal for IBNR. Mr. Lindgren said the IBNR is calculated by actuaries and formalized in a letter. It is based on claim lag patterns and is the same calculation for the Board of Education and the Town. This is provided on June 30 and is not yet developed; the old trend is used and trended forward. Mrs. Munsell added that the June 30 IBNR is trended forward based on the percentage increase in claims.

Mr. Dwyer asked if the calculation methodology had changed and Mr. Lindgren said no.

Mr. Llewellyn asked about the difference between actual vs. projection and whether the subtotal expense includes the additional funds put in by the Town and BOE. Mr. Lindgren said he uses more recent claim experience which changes the 2015-2016 projection.

Dr. Title added that in terms of the budget impact, if we budgeted today and covered 100% IBNR, we would need to add \$2.5M, or about 1.5%, for this item. The Town's guidance is to cover costs and "do no harm." One more projection will be done prior to the budget.

Mr. Dwyer said the numbers will be adjusted after the next projection.

Non-Recurring Projects, 2016-2017

Dr. Title reviewed the security infrastructure project. A funding request was made to the Town based on the police recommendations last year, and the Town split the funding request into 2 years. There are some increases in costs, as outlined on page 24. The panel and cameras have become more expensive.

Chief MacNamara said Sal Morabito put forth a great deal of effort; he reviewed the listed items on page 24 and said all are needed for the security infrastructure. He cautioned against discussing these in too much detail.

Mr. Dwyer asked if there were any reductions from the list and Dr. Title said some small items were removed; the Raptor system is currently in place at both high schools; there could be a third year of security infrastructure; it is constantly evolving.

Mr. Patten asked about the dollar difference and Mr. Cullen said there is a \$500K difference from what was requested last year.

Ms. Karnal asked if any federal government rebates were received. Dr. Title said there was one state rebate for some upgrades but nothing yet from the federal government. Mr. Cullen said he is always checking.

Ms. Pytko asked if the school can be monitored directly by the Police Department and Chief MacNamara said yes.

Ms. Karnal asked if there will be a change to security based on the recent lockdown. Dr. Title said this is still being debriefed and he is not now in a position to bring any recommendations forward. Chief MacNamara said the district is well-prepared and this was proven on the day of the lockdown.

Dr. Title said he appreciates the support from the Chief and the Police Department. Procedurally, this takes a separate track from the operating budget; it is bonded money. Once the Board approves on January 12, it goes to the BOS in January, and then to the BoF in February. The February RTM meeting would be the final stop on the approval point and then money would become available for expenses.

Mr. Dwyer said virtually every school system spends the summer completing capital projects, which makes it more difficult for staff to schedule and implement if there are any delays in the process.

Mr. Cullen said many projects in the Proposed Capital Non-Recurring booklet require architectural and engineering work. He reviewed each project:

1. The Central Office IT server room is small and the equipment has doubled. In the past 12 months the cooling system has gone down 7 times, and the fire suppression system is antiquated. Renovation and upgrade is recommended.
2. The Dwight playground steps need to be replaced and a new retaining wall is needed to catch the wood chips and debris that create a tripping hazard.
3. The FLHS boilers are from 1971 and need replacement; after which all schools will be up-to-date.
4. The system-wide security project has been discussed and recommended by the Fairfield Police Department.
5. The system-wide tech and electrical upgrade will provide CAT 6 wiring and quad outlets to support wireless projection devices.

Mrs. Maxon-Kennelly asked if the electrical upgrade was needed at all schools. Ms. Byrnes said it is mostly needed at the secondary level; hands free devices require power in the ceiling; CAT 6 allows remote access to projectors. Mrs. Maxon-Kennelly asked if the additional \$500K will require an adjustment to the waterfall and Dr. Title said no.

Mrs. Gerber asked for the age of the 3rd boiler at FLHS, and asked what would happen if one boiler failed. Mr. Cullen said the 3rd boiler is new from 2010. The location of the boiler makes it a difficult project. Typically, 2 boilers are used on a very cold day.

Mr. Patten asked about the server room and the need for additional cooling. Ms. Byrnes said the wall mounted air conditioning fails regularly and the room is currently running on temporary AC; if power is lost in that room the whole district loses the internet. The building AC unit is not sufficient; it gets turned off at night and on weekends.

Mr. Llewellyn asked about IT outsourcing costs, server rooms in schools, and the system-wide electrical upgrade. Ms. Byrnes said the district still needs traditional file storage and management. While starting to use cloud services, the district is not in a position to completely convert to that right now. Secondary schools have server rooms; all schools have equipment rooms; part of the budget is to get redundancy on the internet. The main concern is about this building. The system-wide electrical upgrade will support remote access to multimedia projectors, and will improve the available power.

Mr. Dwyer said it is important to move these projects along so that other Town bodies can review.

Holland Hill Educational Specifications

Dr. Title said the Holland Hill Ed Specs must be approved by the BOE to move the project forward and are not approved by any other Town body; this is what is given to the architect; these are designed for a 504 capacity. Enrollment projections are being revised and will be inserted when complete. Enclosure 5 shows the timeline. Mr. Cullen said the Ed Specs are also needed for state reimbursement.

Mr. Dwyer added that the Board of Education approves Ed Specs; these are given to the building committee.

Mrs. Liu-McCormack requested the updated enrollment projections; she asked the Board if it made more sense to have those before voting. Dr. Title said these would be available at the February meeting, but he could check with the consultant to see if the Holland Hill school projection could be accelerated. The BOE can adjust the Ed Specs.

Mr. Dwyer said a delay in the approval could jeopardize the June 30 deadline and an entire year of financing will be lost. It is important to let the community know that we are prepared to move the project forward.

Mrs. Gerber asked if a delay in the Ed Specs approval would also delay the architect for the portable. Dr. Title said no, but the rest of the project and the funding for the portable would be delayed.

Mr. Patten was operating under the assumption that the school needed to be a 504 unless the projections made it larger. At what point are the room sizes known and is there a need for additional OT/PT room? Mr. Cullen said there is a state list that is followed which is not included in the Ed Specs, a previous study by MGT had defined deficiencies. Mr. Dwyer said the state also reviews. Mrs. Cretella said the current OT/PT room is in use by 2 Special Education teachers, but will revert back.

Mrs. Maxon-Kennelly said vital swing space is necessary, enrollment projections don't always tell the full story. She also asked, if encapsulation was done at FLHS, why is the statement 'encapsulation is not acceptable' in the Ed Specs? Mr. Morabito explained that the level of risk for encapsulation was cost-effective and in that case was deemed by EPA to be acceptable; this line is more geared towards asbestos and is not a correct choice for the district in the long-term. Mrs. Maxon-Kennelly also thought that sinks could be added for basic hand washing and for lockdown situations.

Mr. Dwyer added that the state requires additional Board approvals during the project.

Ms. Pytko asked if 3 portables would be enough if the enrollment were to increase, and asked if security measures will be in place. Dr. Title said there are 3 current portables on site and 2 more will be leased for the duration of the project. This also includes funds to fence in all portables.

Mr. Calabrese asked about the possibility of fast-tracking this, and if abatement is included in the funding. Dr. Title said that is a placeholder in the waterfall; this project is on a fast-track and requires the Town to move very quickly so that a building committee can be formed.

Mr. Dwyer said it is important to advocate on behalf of our children and move this project forward.

Mr. Llewellyn said he is also interested to see the new enrollment projections and asked:

1. What is the total number of current brick and mortar classrooms? Ms. Cretella said 18 classrooms are used for general ed, 1 is shared by 5 staff members, and 1 is the Art room. Dr. Title added that 5 general ed classrooms, a general music room, instrumental music room, a special education room and a computer lab will be added.
2. Why is 'no single membrane systems' mentioned when this is what was used at FLHS? Mr. Morabito said FLHS was different due to the coverage of the Photovoltaic system on the roof; a multi-layer roof is best for the district.
3. Can he recommend a change to the wording about the encapsulation? Mr. Dwyer said he can do that at the next meeting.
4. Why is such explicit wording used in the first paragraph on page 6? Mr. Morabito explained that the word 'independent' Mechanical/Electrical/Plumbing (MEP) means the MEP cannot be hired by the GC or by the design team; the specific wording used fosters open communication.

Mr. Patten said the music room is not included in the number of general ed brick and mortar classrooms.

Mr. Dwyer added that this item will be on the January agenda for approval.

BOE Proposed Capital Request Projects

Dr. Title explained the Holland Hill funding request; he said there are 4 phases to the way architects develop projects. With each phase there is a cost estimate. Previously, the conceptual design phase was used for an estimate, which was not all that accurate in some cases, particularly with PCBs. In order to get a better number, we are suggesting the Town put a substantial amount of the architect cost up front. After the design/development phase, the project is about $\frac{3}{4}$ designed, and gives us a higher confidence in the number.

Mr. Cullen spoke about the FWMS roof. He said the FWMS roof warranty will be expired which qualifies us for reimbursement. The roof is failing and holding water; the issue is ice and leaking. This project will require a building committee. Dr. Title said this was in the long-range plan. Mr. Cullen said the cost breakdown can be found on pages 3-5 and he said he has been pleased with the work of Silktown Roofing.

Mrs. Gerber asked about the SPSBC cut-off, was it \$3 million? Mr. Cullen said it is the First Selectman's decision; the SPSBC has done roofs in the past and Mr. Cullen said that would be an option.

Ms. Karnal asked if this was the same roof that had the noise problem; she wouldn't want the roof work to bring that problem back. Mr. Cullen said that roof is not being worked on.

Mr. Patten asked if the roof replacement was at all considered during the FWMS renovation and Mr. Cullen said the roof was still under warranty at that time; roofs can fail quickly when they get to this point. Mr. Patten asked how many failures the roof had last year and Mr. Cullen said he would provide that information to him.

Mr. Dwyer said this will be on agenda for action at the first January meeting.

Mr. Llewellyn asked about:

1. The concept of day staff on the timeline. Dr. Title explained that would allow for the building committee to meet during the day and meet more frequently in order to move the project along. The First Selectman will choose the building committee.
2. Temporary and portable classrooms for state reimbursement and whether that had been vetted through bond council. Dr. Title said that is the Town's decision. Eligibility for state reimbursement is separate than how the Town wants to finance it.
3. Instead of adding 2 portables, what are the costs associated with moving Holland Hill's Kindergarten classes for next year to Riverfield, and then moving them back in the 1st grade?

Mrs. Gerber mentioned that Holland Hill has an earlier start time than the other elementary schools and that this was one of many reasons why this might pose a challenge in moving Kindergarten students to Riverfield.

Mr. Patten asked if the Board approves the final dollar amount. Dr. Title said no the Board approves the Ed Specs and Construction Documents.

Mr. Dwyer added that the Board approves the long-range facilities plan, which has placeholders for projects.

Mrs. Liu-McCormack asked about the cons listed on the back of the timeline, particularly the lack of ownership and the lack of citizen input. Dr. Title said this allows for a smaller team to get the project moving as quickly as possible, after which it is up to the BOS and RTM. There is some sacrifice to get the speed required to move the project along.

Board of Education By-Law Amendments

Mr. Dwyer referred to the enclosure and asked that Board members present their ideas on by-law amendments, but withhold discussion and debate until the next meeting.

Ms. Karnal said she will request an amendment to Article V, Section 3, referring to placing items on the agenda if requested by 3 Board members.

Mrs. Liu-McCormack said this seems like a standard practice in other districts.

Mr. Llewellyn presented his requested amendment to Article 1, Section 2, to add a reasonable amount of time for staff to respond to Board requests for information.

Mr. Dwyer asked that he review the wording so that it is properly and officially stated as an amendment.

Mrs. Maxon-Kennelly explained her amendment to Article 2, Section 3, with added language to add a voting Board or public member to the Cable Advisory Council of Area 2 (CAC2), and to move item d further down; to add a Board member as a liaison, and not a voting member, to any school building committee established by the Town. She also presented a word change/correction as an amendment to Article VII from 'principal' to 'principle'.

Mr. Dwyer said that past, Board members were unable to serve on the CAC2 due to the meeting locations being some distance away. He is waiting for a FairTV Commission Chair to be elected before contacting CAC2. Previously, no Board member was interested in serving on this Council.

Mrs. Gerber said the Town Charter is specific regarding a Board of Education member, and not a member of the public, to serve on the Board of Health, Parks and Rec, and CES.

Mr. Llewellyn asked if CAC2 and FairTV are one and the same. Mr. Dwyer said the groups are different, we have a right to appoint a Board member to the CAC2. Mrs. Maxon-Kennelly said previously CAC2 was referred to as FAIRTV.

Mrs. Maxon-Kennelly said she is interesting in crafting new language for the public comment by-law and asked the Chair if she could solicit help from other Board members to do this off-line and then bring new language to the Board as a whole. Mrs. Gerber and Mr. Calabrese both volunteered to help in this discussion.

Mr. Dwyer asked that the meeting be noticed.

<i>Approval of Minutes</i>

Approval of the Minutes of the November 17, 2015 Organizational Meeting

Mrs. Maxon-Kennelly moved, Mrs. Gerber seconded that the Board of Education approve the Minutes of the Organizational Meeting of November 17, 2015.

Motion Passed: 9-0

Approval of the Minutes of the November 17, 2015 Regular Meeting

Mrs. Gerber moved, Mrs. Maxon-Kennelly seconded that the Board of Education approve the Minutes of the Regular Meeting of November 17, 2015.

Mrs. Liu-McCormack moved, Mr. Llewellyn seconded to amend the minutes by adding (on page 6, last sentence, first paragraph, following the word “considered”) the phrase: “Will there be Lucy Calkins or Orton Gillingham oriented programs?”

Mrs. Liu-McCormack said her question was specific; she wanted to include names for clarity.

Mr. Dwyer said Roberts Rules, page 468, states that minutes should record mainly what was done and not what was said. Current minutes are too detailed; they should record actions with very limited discussion, particularly for non-voting items.

Mr. Llewellyn said minutes commonly include questions that are asked.

Mrs. Maxon-Kennelly said the by-law states to record the essence; the extent of the comments for that portion of the meeting are long and go above and beyond; the word Orton was not said.

Ms. Karnal said there is confusion over past practice and by-laws; what is the procedure to make a decision?

Ms. Pytko agreed, there should be one direction.

Mr. Dwyer said the by-law process can set the direction.

Motion Failed: 3-6

Favor: Mrs. Liu-McCormack, Ms. Karnal, Mr. Llewellyn

Oppose: Mr. Patten, Mrs. Gerber, Mr. Dwyer, Mr. Calabrese, Ms. Pytko, Mrs. Maxon-Kennelly

Mrs. Liu-McCormack moved, Mr. Llewellyn seconded to amend the minutes by replacing (on page 6 under “Superintendent’s Report”) the phrase “as is her wishful thinking” with the phrase “as this is my third year of wishful thinking.”

Mrs. Liu-McCormack said this is not a new topic and wanted to make sure it said 3rd year.

Mr. Llewellyn agreed and said this put it in context.

Mrs. Maxon-Kennelly said the phrasing of the amendment is wrong and should not be considered - this is not the 3rd year, the issue has been addressed by an attorney and by the Chair multiple times. The last available profile is from 2012-2013 and she has no interest in a presentation on old data or in a series of data forms.

Mr. Dwyer asked the Board to review his handout as provided at the table, giving some background on this. He agreed with Mrs. Maxon-Kennelly; the staff works hard to do work within the laws of the state. The consistent representation that we are not following the law is a disservice to the Board and to the staff. Having minutes include false statements is not a good practice.

Mrs. Liu-McCormack said it is not misinformation per a Public Act that was revised in 2015. The essence is that this is not the first time this has been requested.

Mr. Patten made a Point of Order.

Mr. Llewellyn read the new language that was modified on July 1.

Mr. Patten again made a Point of Order that this argument has no bearing on the amendment regarding a phrase.

Mrs. Gerber distributed the old and new language in the statute; the only new language adds new measures that now need to be provided by school districts; the rest is the same. Mrs. Liu-McCormack had said 'third year'.

Motion Failed: 2-6-1

Favor: Mrs. Liu-McCormack, Mr. Llewellyn

Oppose: Mr. Patten, Mrs. Gerber, Mr. Dwyer, Mr. Calabrese, Ms. Pytko, Mrs. Maxon-Kennelly

Abstain: Ms. Karnal

Mr. Llewellyn moved, Mrs. Liu-McCormack seconded to amend the minutes by replacing the sentence (on page 3, under "Approval of Redistricting Guidelines"): "Mr. Dwyer asked if the intent was to define functional capacity and Mr. Llewellyn said no," with the sentence, "Mr. Dwyer asked if the intent was to define functional capacity and Mr. Llewellyn said when looking at CABE article about declining enrollment across the entire state in all but 16 towns and we have seen declining population within our own school system, we should not be drawing a hard cut at 90%. No, I am not trying to define functional capacity at all, that is outside the scope of what we are talking about here."

Mr. Llewellyn felt the declining enrollment and CABE reference are important.

Motion Failed: 3-6

Favor: Mrs. Liu-McCormack, Ms. Karnal, Mr. Llewellyn

Oppose: Mr. Patten, Mrs. Gerber, Mr. Dwyer, Mr. Calabrese, Ms. Pytko, Mrs. Maxon-Kennelly

Mr. Llewellyn moved, Mrs. Liu-McCormack seconded to amend the minutes by replacing the sentence (on page 7, under "Open Board Comment"): "Mr. Llewellyn said he has received a number of calls regarding iReady, and that parents are receiving different information. He felt the results should be shared with parents and the district should provide a presentation on this," with the sentence: "Mr. Llewellyn said he has received a number of calls regarding iReady and that parents are receiving different information. He felt that results from Student Profile Reports that provide fair amount of detail as well as matrices of how students fall both within and outside the district should be shared with parents and the district should provide a presentation on this."

Mr. Llewellyn felt the wider report should be shared for the national level.

Motion Failed: 3-6

Favor: Mrs. Liu-McCormack, Ms. Karnal, Mr. Llewellyn

Oppose: Mr. Patten, Mrs. Gerber, Mr. Dwyer, Mr. Calabrese, Ms. Pytko, Mrs. Maxon-Kennelly

Mrs. Maxon-Kennelly made a friendly amendment to delete the word "went" (page 1, under "Student Reports").
Approved by unanimous consent.

Motion to approve the minutes as amended, Passed: 6-3

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

Oppose: Mrs. Liu-McCormack, Ms. Karnal, Mr. Llewellyn

<i>Superintendent's Report</i>

None.

Committee/Liaison Report

Ms. Pytko reported that the SEPTA and PTAC are co-sponsoring the CT Core Standards Workshop. The Cookie Walk will be in the lobby on December 18.

Mrs. Maxon-Kennelly said the Policy Audit is complete and there is much to look at and review.

Open Board Comment

Mr. Dwyer said a Grievance will be heard at the 1st meeting in January; he asked the Board to reserve a 6pm meeting time. The committee assignment list has been handed out.

Mrs. Liu-McCormack asked the Chair to reinstate the Curriculum Committee and Mr. Dwyer said that would be done through the by-laws.

Mr. Patten reported that the Thanksgiving Ludlowe vs. Warde football game was amazing and well-attended.

Mrs. Gerber said many athletes at FLHS and FWHS have signed letters of intent to play at different universities.

Mr. Dwyer said he hopes all can enjoy the holidays.

Adjournment

Meeting adjourned at 11:00PM

*Respectfully Submitted by
Jessica Gerber
Fairfield Board of Education
Secretary*