

**Regular Meeting Minutes
Fairfield BoE, June 13, 2017**

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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, Marc Patten, Donna Karnal (arrived 8:23PM), Jessica Gerber, Philip Dwyer, Nick Aysseh, Trisha Pytko, Jennifer Maxon-Kennelly (arrived 8:05PM) and John Llewellyn. Others present were Superintendent Dr. Toni Jones, members of the central office leadership team, and approximately 120 members of the public.

Public Comment

The following spoke against increasing the current class size guidelines in elementary school:

David Lavelle, Fairfield Resident
Joan Robb, Dwight Teacher and Fairfield Resident
Monique Sudikoff, Fairfield Resident
Hilary McCusker, Fairfield Resident
Jessica Grutkowski, Fairfield Resident
Erin Kleinman, Fairfield Resident
Rana Hilinski, Fairfield Teacher

Old Business

Approval of the Computer Science Principles Course

Mrs. Gerber moved, Ms. Pytko seconded that the Board of Education approve the Computer Science Principles Course.

Mrs. Gerber

- Will there be specific PD for this course? Dr. Jones said there will be collaboration and she will check with Dr. Boice regarding specific PD.
- Will WFC students have access to this course? Dr. Jones said they will – currently it is offered only at Warde.

Mr. Patten asked if the projected enrollment had changed. Dr. Jones said she will get that information; the Ludlowe enrollment was fewer than 10 students.

Motion Passed: 7-0 (*Ms. Karnal and Mrs. Maxon-Kennelly were not present for this vote.*)

Adoption of Policy 5144.1 –Students – Use of Physical Force

Ms. Pytko moved, Mrs. Gerber seconded that the Board of Education adopt Policy 5144.1, Students–Use of Physical Force.

Ms. Pytko reviewed the changes.

Mr. Dwyer stated this must be approved before the end of the year.

Mr. Llewellyn thanked the committee for addressing his concerns.

Mrs. Liu-McCormack asked if the 24-hour timeframe listed in paragraph G meant the same school day. Mr. Coyne said that is statutory language; the first sentence in that paragraph says a reasonable effort will be made to notify parents immediately.

Mr. Patten – what is the cost of the training? Mr. Coyne said training is done during the school day and during PD. There may be some expense with substitutes. Recent legislation will reduce the number needing training.

Public Comment

Mrs. Haberly, Fairfield: Parents should be notified the same day.

Motion Passed: 8-0 (*Ms. Karnal was not present for this vote.*)

Adoption of Policy 4112.5/4212.5 Personnel Certified/Non-Certified – Security

Ms. Pytko moved, Mrs. Maxon-Kennelly seconded that the Board of Education adopt Policy 4112.5/4212.5 – Personnel Certified/Non-Certified – Security Check/Fingerprinting.

Ms. Pytko reviewed the changes.

Mr. Llewellyn – Does not like the 30-day window to submit for fingerprinting after hiring. Mrs. Leffert said this is required upon hire – fingerprints go to the state police and can take 1-4 weeks for processing.

Mr. Aysseh – Are fingerprints part of the background check? Mrs. Leffert said yes.

Mrs. Liu-McCormack

- Would a 30-day window prior to stepping into a school be sufficient? Mrs. Leffert clarified that this is statutory language. Upon hire, staff are required to submit for fingerprinting.
- What is our recourse if something is found? Mrs. Leffert said that would depend on what was returned – if a felony, then immediate suspension with pay. There has been almost no issue with fingerprints for teachers. Checks are done with DCF and have the option to do a LexisNexis check if fingerprints don't come back right away.
- Can we put something about that in the contract – not have paid leave if the criminal background check reveals something? Would it make sense to spend the \$5 to do a LexisNexis check? Mr. Dwyer said the contract cannot be discussed at the Board table. Mrs. Leffert added that she understands the concern, but the current process has been working well.

Mrs. Maxon-Kennelly agreed with Mrs. Leffert about statutory language; also felt this ties in to the discussion about class sizes – if a teacher is hired right at the start of the school year she would not want to keep that teacher out of the classrooms, given the low rate of any issues.

Mr. Llewellyn moved, Mrs. Liu-McCormack seconded to amend the policy by changing the first sentence in the 4th paragraph to read “District employees shall submit to state and national criminal checks, which include fingerprinting at the time they complete their new hire paperwork.”

Mrs. Maxon-Kennelly said this language makes the process in immediate violation of the policy – fingerprints are not done here at Central Office. Mrs. Leffert added that the Police Department is not open every day for fingerprinting.

Mr. Dwyer said he is happy with the current language.

Public Comment on Amendment:

Suzanne Miska, Ryegate Road: Policy and process do not align.

Motion for Amendment Failed: 2-6

Favor: Mrs. Liu-McCormack, Mr. Llewellyn

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

(*Ms. Karnal was not present for this vote.*)

Mrs. Liu-McCormack moved, Mr. Llewellyn seconded to amend the policy by adding a sentence at the beginning of the 4th paragraph, which reads: “The District shall conduct a LexisNexis background check prior to hiring a new employee.”

Mrs. Liu-McCormack prefers to have this check as an extra precaution.

Mr. Aysseh cautioned against narrowing the check to LexisNexis.

Mr. Patten agreed with Mr. Aysseh.

Mrs. Maxon-Kennelly said the policy wording was added because it is an FBI requirement. No one has requested any review of this policy, and it has not been an issue at all.

Mrs. Liu-McCormack felt the policy should go back to committee. She withdrew her motion with the approval of the Board.

Public Comment on Main Motion

Lisa Davy, Fairfield: Questioned the DCF check.

Mr. Llewellyn – Is DCF checked at the state and/or federal level? Mrs. Leffert said there is a search through DCF for abuse and/or sexual misconduct; also submit names to the CSDE to check if certification has been revoked. This statute was passed in 2016.

Mrs. Karnal - Can you elaborate on the new statute? What if there is a red flag? Are teaching credentials checked? Mrs. Leffert said there is a new statute on employer verification – not just for teachers – to verify with previous employers on abuse and sexual misconduct. That is a different requirement than the policy before you. Every employee gets fingerprinted; DCF and employer verification checks are done for all employees. We work together with police should any criminal background emerge and the Superintendent is alerted.

Original Motion Passed: 7-2

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

Oppose: Mrs. Liu-McCormack, Mr. Llewellyn

<i>New Business</i>

Approval of Amended 2017-2018 Calendar

Mrs. Gerber moved, Mr. Aysseh seconded that the Board of Education approve the amended 2017-2018 Calendar.

Dr. Jones said the amended calendar includes 4 early release days. We are trying to be creative with new options in response to the budget. These additional PD days will help to help to offset the significant reduction of summer work lost over the summer. These 4 half days are preferable to the October 9 full day mentioned at the previous meeting.

Mr. Aysseh

- Questioned why the calendar changes were made and posted to the website prior to any Board discussion or vote. Agrees with the previously mentioned Columbus Day proposal. Dr. Jones said the changes do not affect instructional days, and similar changes done previously did not require Board approval. In the future, these calendar changes will come before the Board.
- Why Tuesdays and not Fridays? Fully supports PD. Dr. Jones said Tuesdays are contractual PD days where teachers already stay late to maximize PD at no cost to the district. Regarding this presenting a hardship for some families; this is a creative solution in response to budget concerns. We have \$2.3M that is in reserve in the event more reductions are necessary – we may not be able to stay the course; additional difficult discussions are ahead of us.
- Felt that cutting summer curriculum work should have come to the Board for a vote before being tabled. Is the loss of summer work the impetus for the additional PD days? Dr. Jones said yes, but this also provides additional and much needed PD.

Ms. Karnal – what does curriculum work refer to? Mr. Dwyer said this was included in the Tier 1/Tier 2 lists which have been further refined and the final list will be discussed tonight.

Ms. Pytko does not support the calendar or the lack of summer curriculum work; this is putting that on the backs of parents.

Mrs. Gerber – Is there a downside to having a full day of PD in October? Dr. Jones said she would accept a full day – but prefers spreading out the PD over time.

Mrs. Maxon-Kennelly would like to change October 9 to a full day of PD and eliminate the 4 half days.

Mr. Llewellyn – Does summer curriculum work include all teachers? Dr. Jones said no.

Mr. Patten said he has lobbied for more PD and likes the Tuesdays.

Mrs. Liu-McCormack asked if the October 9 PD date would be equivalent. Ms. Parks clarified that October 17 is only for elementary and middle – the PD for high schools is on October 11, due to the PSAT. Mr. Cummings added that summer curriculum work was reduced due to the budget. This calendar is better for writing implementation guides, so that it can be done over time.

Mrs. Maxon-Kennelly disagrees with the early release date for the PSAT. A full day of PD on October 9 would provide tremendous opportunity. Questions the value of PD in March and May. What work will be done this summer? Mr. Cummings said it includes elementary Social Studies and some Language Arts, to integrate curriculum.

Ms. Karnal – What is the budget for summer curriculum work? Will Science be impacted? Mr. Dwyer said budget information can be found in enclosure No. 6.

Mrs. Parks added that Science curriculum has been written; PD will be needed when it is implemented.

Mr. Patten confirmed that Election Day is a full day of PD.

Public Comment:

Suzanne Miska, Fairfield: PTA's might be able to assist with activities on the PD days.

Rana Hilinski, Fairfield Teacher: Supports 4 half days for PD.

Lisa Davy, Fairfield: Supports PD days.

Bob Smoler, FEA President: Supports 4 half days for PD.

Taralyn Fonseca, Fairfield: Calendar and class size issues are intertwined.

Jennifer Leeper, Fairfield: Supports PD for teachers.

Mr. Dwyer said he supports the Superintendent and her team.

Mr. Patten – Wants to know about the impact - what is planned for the 4 half-day PD dates? Dr. Jones said that is yet to be determined. The dates were strategically placed on the calendar by a team taking everything into account, and were purposefully spread out over the year.

Mrs. Maxon-Kennelly said contractually, every Tuesday is PD day. She likes the idea of a full day of PD.

Mrs. Maxon-Kennelly moved, Mr. Aysseh seconded to amend the calendar and do the following: add October 9 as a full professional development day; move the last day of school to June 13; and eliminate the early release dates of May 22, March 13, January 30 and October 17.

Mr. Llewellyn will not support this. Should trust the administration.

Mr. Patten is not in support of removing all half day PD's.

Mrs. Parks said the extra day added at the end of the calendar is not included in teacher contracts.

Mrs. Maxon-Kennelly said she presented this idea at the last Board meeting and would have appreciated being notified of the contractual issue earlier; she withdrew her motion with the approval of the Board.

Mr. Patten moved to remove the October 17 professional development day and add a full day of professional development on October 9. There was no second to the motion.

Mrs. Gerber supports the calendar; any dramatic change to the calendar should be approved by the Board. Agrees with Mrs. Maxon-Kennelly that it would have been helpful to have had advance notice of the contractual conflict.

Mr. Dwyer said Dr. Jones is now aware that calendar changes will be presented to the Board.

Original motion to approve the amended 2017-2018 Calendar passed: 9-0

Food Services and Financial Summary

Mrs. Munsell introduced the Whitsons Team: Mr. and Mrs. Gersbeck, Mr. Stango, Ms. O'Brien, Mrs. O'Malley and Ms. Sandmann. Mrs. Gersbeck reviewed Whitsons updated offerings in the schools, special menu items, nutrition education lessons and programs to students, marketing sessions, monthly client newsletters and custom website. Whitsons promotes healthy eating; unlimited fruits and vegetables are offered at all schools and one of the popular items is an organic smoothie. Whitsons has transparent financial reporting to highlight performance; the guaranteed return has been exceeded for 2017, YTD costs are below budget by \$38K and return to district is \$155K. Whitsons is planning to incorporate more organic and non-GMO products. Mrs. Munsell reviewed district lunch price comparisons, total meal comparisons by school and year and the income statement ending April 30, 2017.

Mrs. Gerber noticed that the participation at North Stratfield was up 10% and asked if the chef was doing anything in particular to account for this. Mrs. O'Malley stated that NSS has a very talented lead manager and a 3rd team member has been added there.

Ms. Karnal noticed that Mill Hill's participation has gone down – is that due to only having one serving line? Mrs. O'Malley said a meeting with Mill Hill parents indicated that many parents prefer to send meals from home.

Mrs. Maxon-Kennelly

- Noticed that there is a greater interest in a-la-carte items, has that been tracked? Mrs. Gersbeck said that while a-la-carte sales are up, they strive to get as many reimbursable meals as possible.
- How can facility issues be addressed? Mrs. O'Malley said there is difficulty working around a single serving line at Mill Hill. Parent meetings resulted in good input.
- Is breakfast data tracked? The breakfast program has grown and they are working on expanding that.

Mr. Patten said he recalled that NSS used to be down in lunch participation, and perhaps it is now normalized. Why are we down 100 meals/day between high schools? Mrs. O'Malley said this is being researched – the design of the FWHS café is more open; the FLHS design is more restrictive and students may not be able to see entire offerings from the serving line.

Mr. Llewellyn

- Was glad to see we were well ahead of the guaranteed minimum – is the contract year-year? Mrs. Gersbeck said it is a 5-year contract, with year-year renewal.
- Is a-la-carte pricing not reimbursable? Reimbursable meals include fruits and/or vegetables; a-la-carte items purchased without a fruit or vegetable, are not reimbursable meals. Smoothies can be included as a reimbursable meal.

Mr. Dwyer is interested in seeing whether the goal of providing a lunch period for all students to eat lunch has been met. Mrs. Gersbeck said this could be researched next year. Mr. Stango added that a burger bar was very popular at Warde and might be implemented at Ludlowe.

Approval of Participation in the Healthy Food Certification Program

Mr. Patten moved, Mrs. Gerber seconded 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 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.

Motion Passed: 8-0-1

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

Abstain: Ms. Karnal

Approval of Lunch Price Increase

Mrs. Gerber moved, Mrs. Aysseh seconded that the Board of Education approve the increase in lunch prices as enclosed.

Mrs. O'Malley said that the Department of Agriculture requires a yearly calculation that ensures fair and equitable meal pricing. This is a federal regulation to ensure that meals for paying students are not subsidized. This year, the result determined that a price increase was necessary.

Ms. Karnal – Any indication in the original contract of this increase? Mrs. Munsell said the Whitsons' contract says the Board of Education sets the prices. Mr. Dwyer added that if not done, it would appear that the federal government is subsidizing paying students.

Mrs. Liu-McCormack – What is the subsidy? The aggregate amount? Mrs. Gersbeck said the subsidy is the reimbursable rate; the spreadsheet from the state has the complicated calculation. Mrs. O'Malley added that the formula determined the amount was a 12 cent increase. An increase of 20 or 25 cents would ensure that there wouldn't be an increase next year – and this is what parents are accustomed to. There hasn't been a price increase in several years.

Ms. Karnal – If prices are raised 20 cents – then what happens to the extra 8 cents? Mr. Dwyer said that money stays with the program. Mrs. Gersbeck said the additional revenue goes to the school district and not to Whitsons.

Public Comment:

Lisa Davy, Fairfield: Whitsons information, concerns about food service.

Suzanne Miska, Fairfield: Whitsons contract; concerns about financials.

Mr. Dwyer mentioned that Fairfield Public Schools made the decision to use a vendor for Food Services and the Town Purchasing Dept. chose the vendor.

Motion Passed: 6-1-2

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

Oppose: Ms. Karnal

Abstain: Mrs. Liu-McCormack and Mr. Llewellyn

Discussion of Class Size Practice

Mr. Dwyer noted that the enclosure contains the class size policy as well as guidelines that are used during budget discussions.

Dr. Jones said this is an item to interpret what is desirable; there is no proposal to increase class sizes to 30. The question is whether to remain with the current practice of class threshold size, for example, with 3 classes of 25, when should a teacher be added? When one class is increased by one, or when two classes are increased by 1? This scenario may affect between 4 and 8 sections this summer, out of 207 – and could impact the district by \$300K-\$500K. It has always been the practice to move teachers within district as needed. This has generated much community discussion, and the goal is to get direction from the Board, given the economic climate and the budget challenges that are ahead.

Mr. Dwyer added that this is not a voting item. Confirmed the threshold of 23 for the lower grades and 25 for grades 3-5. Given the example with 3 sections, should the district remain with the current practice of splitting sections with the addition of 1 student above threshold - or move to split once 2 students are added?

Mrs. Liu-McCormack said the practice of moving teachers is concerning.

- Why not leave teachers in place until we are more certain of the enrollment numbers? Mrs. Leffert said enrollment is being monitored very carefully throughout the summer. When needed, the current practice is to

move teachers in June, so they can get attached to their new community. Elementary teachers are moved every year due to enrollment changes. This is a difficult process and we were thrilled that a Reduction in Force was not necessary. Also, some teachers are moved by request.

- Would we ever have sections of 26 and 27? Dr. Jones said no.

Mrs. Gerber said once the district deviates from the guidelines, it can become repeated practice. Also wanted to stress that increasing a section by one student – impacts more than one student – it might mean a difference in class size of 17 or 26.

Ms. Pytko agreed and added that research supports small class sizes; she is not in support of changing current practice. When is the final date that a section can be added? Mrs. Leffert said sections can be dropped up until August 15th; sections can be added through early September.

Mrs. Maxon-Kennelly agrees with Mrs. Gerber and Ms. Pytko. Thanked Dr. Jones for communication on this issue; thinks controversy was due to the distribution of large size class lists with sections of 26 and 27.

Mr. Llewellyn

- Requested the number of Dwight 3rd Grade Choice students.
- In order to maintain the current class size practice, given the budget concerns, are there other creative solutions? Dr. Jones said much has been stripped from the budget; the Tier 1/2 list will be referenced for options. Mr. Dwyer added that other areas may have to be identified.
- Mentioned using available seats in other schools to avoid overloading sections. Parents may opt-out of busing. Mrs. Maxon-Kennelly said transportation would be an issue.

Mr. Patten said this is a budget issue that should wait until more is known in August. It is not fair to eliminate 4th grade orchestra for example, in favor of one section.

Mr. Aysseh said he is willing to eliminate a program to preserve class size, and recommends leaving the current process in place. Said inaccurate class lists should not be released. When is the decision made to split a section? Dr. Jones said this is typically done in August. Mrs. Leffert said the 17-18 enrollment numbers at Dwight currently reflect 50 Grade 3 students.

At 10:55PM Mr. Llewellyn moved, Mr. Patten seconded to suspend the rules and extend the meeting indefinitely.

Motion Passed: 9-0

Mr. Llewellyn said he would encourage keeping the current threshold, but wants to provide flexibility as well.

Mrs. Liu-McCormack would like to hear proposals; she would hate to pit Music or Art against class size. A separate issue is whether the teacher had to be moved in the first place.

Mrs. Karnal said most would agree smaller class sizes benefit teachers and students. Budget circumstances require concessions.

Mr. Dwyer felt the discussion suggests the district remain with the current guidelines. The cut list will have to be expanded.

Mr. Patten asked if there are there other sections at threshold? Mr. Cummings said not at this time.

Public Comment in support of Smaller Class Size:

Heather Lotstein, FPS Parent

Adam King, FPS Parent

Elaine Casale, Dwight Teacher and FPS Parent

Betsy Autry, Dwight Teacher

Sue DeThomas, FPS Parent

Kate Kennedy, FPS Parent

Nhi Tran, FPS Parent

Lisa Davy, FPS Parent, also concerned about SPED class sizes

Kathleen Gouley, FPS Parent

Nancy Haberly, FPS Parent, also concerned about SPED class sizes

Christine Vitale, FPS Parent
Jen Jacobsen, FPS Parent
Bob Smoler, FEA President

Dr. Jones thanked the Board for the dialogue and said the direction is very clear.

Mr. Dwyer said the decision for the 2017-2018 school year has been made; now other decisions are required.

2017-2018 Budget Review and Approval

Mrs. Gerber moved, Mr. Aysseh seconded that the Board of Education approve the \$33K reduction as enclosed.

Dr. Jones referenced the TMS Flooring Project as listed on the enclosure, per the recommendation of Mr. Cullen.

Mr. Dwyer added that items may have to be added to this list, depending on the state budget. This is a dynamic document. The savings amount is a result of staff management.

Mrs. Maxon-Kennelly

- What does the \$140K DIP item represent? Wants to ensure nothing is dropped from the DIP. Dr. Jones said she would have to pull that detail. Mr. Dwyer added that this is the 2nd year of the DIP and it will be reviewed for changes.
- Concerned about the TMS flooring project. Mr. Cullen said vinyl tile on old sub-flooring is buckling and popping. With the remaining funds, will hire a hazardous material consultant to verify readings and look at portions that are asbestos tile.
- Hopes the Board will set a positive tone for budget discussion.

Mrs. Liu-McCormack – what is the financial estimate of remaining with current class size guidelines? Mr. Dwyer said between \$300K-\$500K.

Mr. Dwyer said the budget is a value statement.

Motion Passed: 9-0

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

Approval of Regular Minutes of May 23, 2017

Mrs. Gerber moved, Mr. Patten seconded that the Board of Education approve the Minutes of the Regular Meeting of May 23, 2017.

Motion Passed: 5-2-1

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

Oppose: Mrs. Liu-McCormack, and Mr. Llewellyn

Abstain: Ms. Karnal

(Ms. Pytko was not present for the vote.)

<i>Superintendent Report</i>

Dr. Jones reported that she met with the state committee on Racial Imbalance. Graduation is this week.

Mr. Dwyer said the students represented McKinley very well.

Mrs. Maxon-Kennelly said she looks forward to hearing more about the new administrative position at the next meeting.

Committee/Liaison Reports

Mr. Patten reported that the State Board of Health's proposal to group Town Boards of Health in various ways never made it out of committee. Epi Pen savings of \$13K were realized due to the diligence of the Nursing Supervisor.

Mrs. Gerber said the FLHS windows project is on track to start as soon as school gets out.

Ms. Pytko said SEPTA held a forum to provide input for the new SPED Director.

Mr. Aysseh said the HHBC presented to the BOF and received unanimous funding approval. It will go before the full RTM on June 26.

Mrs. Maxon-Kennelly reported for the PTAC; 6 teachers were awarded the Brian Fagan award; 3 local volunteers were recognized: Lisa Havey, Reini Knorr, and Jessica and Bill Gerber. Thanked Nancy Byrnes for meeting with PTA memberships and PTAs on directory information software. Thanked Mrs. Parks for all of her work on the Policy Committee.

Ms. Karnal said Mrs. Parks was a great part of the team.

Open Board Comment

Mr. Dwyer polled the Board on attending the July 31 Special Meeting with the Board of Finance. All are available except for three Board members: Mr. Patten is not available; Mrs. Liu-McCormack and Ms. Karnal are tentative. In addition to negotiations, there may be a budget update.

Board Discussion Regarding Collective Bargaining Negotiations

Mrs. Gerber moved, Mrs. Maxon-Kennelly seconded 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).

Motion Passed: 9-0

The Board went into executive session at 12:05AM

The Board came out of executive session at 1:05AM

Adjournment

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

Motion Passed: 9-0.

Meeting adjourned at 1:05AM

*Jessica Gerber
Fairfield Board of Education
Secretary*