

**Regular Meeting Minutes  
Fairfield BoE; September 9, 2014**

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

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

Chairman Philip Dwyer called the Regular meeting to order at 7:32PM. Present were members Eileen Liu-McCormack, John Convertito, Donna Karnal (arrived 7:37PM), Jessica Gerber, Philip Dwyer, Paul Fattibene, Jennifer Maxon-Kennelly, John Llewellyn and Marc Patten. Others present were Superintendent David Title, members of the Central Office Leadership Team, and approximately 20 members of the public.

*Public Comment*

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

*Presentations*

Long-Range Facilities Plan

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

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

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

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

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

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

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

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

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

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

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

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

*New Business*

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

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

*Approval of Minutes*

Approval of Minutes of August 26, 2014 Special Meeting

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

**Motion Passed 9-0**

Approval of Minutes of August 26, 2014 Regular Meeting

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

**Motion Passed 9-0**

*Superintendent's Report*

Opening of School Update

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

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

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

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

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

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

Long-Range District Improvement Plan

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

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

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

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

Mr. Dwyer commented that the process is fluid.

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

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

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

Teacher Evaluation

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

**Committee/Liaison Reports**

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

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

**Open Board Comment**

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

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

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

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

**Convene to Executive Session**

Mrs. Maxon-Kennelly moved, Mr. Patten seconded that the Board of Education convene to Executive Session to discuss records, reports and statements of strategy or negotiations with respect to collective bargaining in accordance with Connecticut General Statute CGS 1-210(b)(9) and invite Mrs. Ann Leffert as appropriate; and to discuss Superintendent Evaluation.

**Motion Passed 9-0**

The Board convened to Executive Session at 10:10PM

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

**Motion Passed 8-1**

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

Oppose: Ms. Karnal

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

**Adjournment**

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

**Motion Passed 9-0**

Meeting adjourned 11:20PM.

*Respectfully Submitted*  
Jessica Gerber  
Fairfield Board of Education  
Secretary