

**Regular Meeting Minutes  
Fairfield BoE, October 21, 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 7:56PM. Present were members Eileen Liu-McCormack, John Convertito, Donna Karnal, 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 100 members of the public.

After the Pledge, Mr. Dwyer took a moment of personal privilege and asked the Board and public for a moment of silence in memory of Patricia Money, a dedicated former PTA member.

*Student Reports*

Mr. Tyler Shuster reported for Fairfield Warde High School: Homecoming and the pep rally are approaching, the Fall concert is coming up; it was a privilege to host the CT Supreme Court for Supreme Court Day, students are happy with the new food, and the end of the first quarter is October 31.

Mr. Max Kutsch and Ms. Suzanne Finnerty reported for Fairfield Ludlowe High School: Homecoming Dance is November 15, spirit week is being planned, distracted driving presentations were held, red ribbon week for drug awareness and the freshmen forum were mentioned, school climate survey will be tomorrow, drama productions are underway, sports updates were given and the college application process is ongoing.

Mr. Patten asked for an opinion on the new food services program; the students responded that it is a big change with more variety; the daily pizza option is stellar; a suggestion was made to serve coffee.

*Public Comments and Petitions*

Monique Sudikoff, Lockwood Road: Not in support of allergy policy.

Karen Ronald, Town Librarian, and Nicole Scherer, Teen Services Librarian: Support of the Library Media Curriculum

Steve O'Brien, Lisbon Drive: Not in support of allergy policy.

Trudi Durell, Fairfield Public Schools Parent: School renovations for Holland Hill.

Maria Dipierro, Bulkley Drive: Not in support of allergy policy.

Eileen Landry, Galloping Hill Road: Not in support of allergy policy.

Suzanne Miska, Ryegate Road: Policies and procedures regarding security.

Camille Giacomazza, Holly Dale Road: Not in support of policy.

Tricia Donovan, Fairfield resident: Allergy policy.

Loretta Jay, Rolling Ridge: Not in support of policy.

*Presentations*

*Recognition of PTA Leadership*

Mrs. Gerber recognized and introduced PTA leadership and thanked them for their very important service to the district. Mr. Fattibene also thanked the PTA leadership.

*Presentation of Library Media Curriculum, K-12*

Dr. Boice, Mr. Rafferty, Ms. Callahan, and Ms. Waters presented the K-12 Library Media Curriculum. Dr. Boice said the Library Media Specialists work closely with both students and teachers, and this presentation will capture the complexity of their work. The group reviewed the developmental process and provided an overview of the curriculum.

Mrs. Kennelly thanked the presenters and liked the mission and goals being represented.

Mrs. Liu-McCormack thanked the staff for the great update; questioned the library time structure and asked if there were changes on the elementary level; Mr. Rafferty responded that library time has been and still will be a combination of set and flex time and that this curriculum will provide better direction. Mrs. Liu-McCormack also asked about the app approval process and pop-ups for apps; Mr. Rafferty said that there is a committee of curriculum leaders and teachers will be involved in the uniform app selection process.

Mr. Convertito liked the cross reference with the standards and common core; he expressed some concern regarding the internet filter process for student research projects and asked for an explanation of the implementation costs. Dr. Title responded that the district accesses the internet through a screened network that filters content as required by statute. Dr. Boice added that teachers will be paid over the summer to write implementation guides, which will be rolled out over several years through content areas. Dr. Title mentioned that this may not add to the budget number as it is not a text and materials line.

Mrs. Gerber asked about collaborating with other schools and reviewing ideas with other towns. Mr. Rafferty responded that collaboration across schools will be done to ensure consistency and that participation in the CES Library Council and the Library Learning Commons ensures sharing of best practices.

Mr. Patten asked whether currently available technology in the schools is appropriate for this curriculum; Dr. Title said that it was and Mr. Rafferty expanded on addressing student skills over multiple years

Mr. Fattibene said that information is critical to learning; and asked for an explanation of the curriculum name appearing differently in the document than on the agenda, and wondered about the significance of the terminology changes; Dr. Boice responded that the curriculum name in the document better captured the collaborative effort.

Mrs. Maxon-Kennelly in reference to Mr. Patten's comment, clarified that the technology component of this is software, not hardware.

Mr. Llewellyn thanked for everything being laid out clearly, and asked for details on targeted hours for elementary and secondary levels, and wondered if there was dedicated time for each level, direct instruction versus embedded. Dr. Boice and Mr. Rafferty said an exact number would be hard to pinpoint; the amount at the secondary level is huge, through so many different avenues and constant collaboration.

Mrs. Liu-McCormack asked whether the curriculum is approved prior to the completion of the implementation guides, asked about the process, saying it's difficult to approve a curriculum without having a sense of how it is rolled out, and wondering if we review the success of the curriculum; Dr. Boice explained that curriculum documents show what students will know and be able to do.

Mr. Dwyer commented that the curriculum evaluation schedule will be included in this year's budget, and asked for Board and staff consensus to move the curriculum approval to a Special Meeting on November 12.

<i>Old Business</i>
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*Discussion of Long-Range Facility Plan*

Dr. Title presented 2 versions of the Long-Range Facilities Plan; the only difference being the placement of the Mill Hill and Holland Hill renovation projects. He requested direction from the Board.

Ms. Karnal requested enrollment numbers for Mill Hill and Holland Hill, asked if there were any preliminary building plans done for either project, and asked about the number of portables at each site.

Mr. Patten questioned school capacity and project costs; Mr. Cullen stated Holland Hill has an existing capacity of 315 without portables (399 with portables); Mill Hill's is 378, also without portables (483 with portables); both projects are equally needed; Holland Hill will be approximately \$10 million, Mill Hill will be approximately \$15 million.

Mr. Fattibene commented that more deficiencies may be solved by completing Mill Hill first as well as getting rid of more portables; also, it may be possible to reduce the 504 capacity number that is currently used for renovations.

Mr. Llewellyn asked about roof age at Mill Hill and Holland Hill; Mr. Cullen responded that they are similar. Mr. Llewellyn commented on the possible impact of the FLHS overage and asked how that impacts these projects and the waterfall; Dr. Title responded that the FLHS bids are not in yet; that building committee must stay within budget, and they may have to come to the Board of Ed for a revision of ed specs. He said the waterfall plan is always adjusting itself. Mr. Llewellyn asked about the timeline for bids and contracts and asked if the plan is to go back to the town for more money for the windows as opposed to changing the cafeteria. Dr. Title said that revising the ed specs would allow the FLHS project to move forward in a timely manner, and reminded the Board that the building committee will have to ask for more funds, if necessary, not the Board.

Ms. Karnal requested square footage for each addition; and wondered if possible construction on an assisted living community would impact construction at Mill Hill. Mr. Cullen offered that the facilities book clearly identifies deficiencies and said he is in communication with the town about different building projects.

Mr. Convertito commented that Mill Hill enrollment projections are trending down; the need is at Holland Hill.

Mrs. Maxon-Kennelly agrees that Holland Hill has a greater need due to enrollment; and questioned whether space exists at Dwight or Burr.

Mr. Patten questioned portable use; Dr. Title explained the various uses including music and gifted classes, and offered that the renovation also addresses deficiencies.

Dr. Title plans to provide an updated usage and deficiency report to help advise the Board; a tour of both schools may also be useful.

Mrs. Liu-McCormack asked about the price differential for both projects; Mr. Cullen stated that Mill Hill has site constraints, and has more deficiencies. Mrs. Liu-McCormack asked for a list of deficiencies and wondered if we needed such a big addition at Mill Hill, and said that if the needs of Mill Hill are dire then it should be addressed first.

Ms. Karnal asked if new construction was considered in the enrollment projections for Mill Hill and stated that every inch of Mill Hill is being used, and Dr. Title responded that new construction is factored into the projections.

Mr. Llewellyn commented that the MGT report shows schools with extra capacity; decisions on project placement can be changed. Dr. Title stated large projects must be 2 years apart.

Mr. Dwyer voiced his opinion that the Holland Hill project should be first.

<i>New Business</i>
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*First Read of Policy #5516-Students-Students with Health Care Needs – Life Threatening Allergies and Glycogen Storage Disease Management*

Mrs. Maxon-Kennelly explained the need for a revision of this policy; it was last approved in 2004 and the most recent statute was passed in 2012; additionally, Central Office requested the update. Parental concerns, the need for a district-wide policy, and a legal obligation to prevent allergens were discussed. The policy committee has been working on this issue since February. Life threatening food allergies are a growing epidemic, our district needs to have a policy in place to address this.

Mr. Patten said a food list is not comprehensive, unnecessary and concerning to parents; he suggested that a Board of Health representative attend the next meeting.

Mr. Llewellyn thanked the committee and parents involved in helping to develop the policy, asked if the current policy is in compliance, and asked about concerns that have been voiced regarding the food lists.

Mrs. Maxon-Kennelly stated that the Administrative Regulations put the district in compliance, but the policy also needs to be in compliance; the food lists were circulated as a draft only; fruits and vegetables were mistakenly left off.

Mrs. Gerber reviewed a few policies from other districts; most have brief policies but extensive administrative regulations.

Mrs. Maxon-Kennelly offered that most surrounding districts are not yet in compliance; this is a growing issue; 1-2 students per elementary school classroom have food allergies.

Mr. Dwyer said some districts chose a brief policy with more regulations.

Mrs. Gerber said it would be helpful to know who is on the committee that would be creating the list.

Mrs. Liu-McCormack asked if this was only to address life-threatening allergies and whether parents may opt-out of the protocol.

Mrs. Maxon-Kennelly said the policy is only for life-threatening allergies and spoke to the idea of a district team creating an enforceable food list.

Mr. Convertito mentioned that opting-out could be addressed with a 504 or emergency care plan.

Mr. Fattibene commented on whether a 504 eligibility provision should be addressed within the policy and mentioned the biggest issue with the policy is whether a snack list should be included. Ms. Leonardi said section 504 gives parents the right to request an eligibility review at any time.

*At 10:55PM, Mr. Llewellyn moved, Mrs. Liu-McCormack seconded to suspend the rules to allow the meeting to continue.*

***Motion Failed 3-6***

*Favor: Mrs. Liu-McCormack, Mr. Fattibene, Mr. Llewellyn*

*Oppose: Mr. Convertito, Ms. Karnal, Ms. Gerber, Mr. Dwyer, Mrs. Maxon-Kennelly, Mr. Patten*

*Mrs. Maxon-Kennelly moved, Ms. Karnal seconded to extend the meeting to 11:30PM.*

***Motion Passed 8-1***

*Favor: Mr. Convertito, Ms. Karnal, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Llewellyn, Mr. Patten*

*Oppose: Mrs. Liu-McCormack*

Mr. Patten asked what the budget implications would be; Dr. Title said this would be hard to tell. Mrs. Maxon-Kennelly said she was told budget implications would be minimal.

Mr. Fattibene moved to refer Policy 5516-Students-Students with Health Care Needs – Life Threatening Allergies and Glycogen Storage Disease Management Policy back to the Policy Committee for the purpose of making an effort to be in compliance with state statute and federal laws without the necessity of having an approved safe school snack list.

There was no second; the motion did not move forward.

Mrs. Maxon-Kennelly requested that Board members email her any remaining questions.

*Approval of Agreement between Bargaining Unit Fairfield Custodians-Maintenance Local 1779 of Council #4, American Federation of State, County and Municipal Employees, AFL-CIO*

Mrs. Maxon-Kennelly moved, Mr. Convertito seconded the recommended motion: “that the Board of Education approve the Agreement between Bargaining Unit Fairfield Custodians-Maintenance Local 1779 of Council #4, American Federation of State, County and Municipal Employees, AFL-CIO and the Fairfield Board of Education for the period July 1, 2012 through June 30, 2016”

**Motion Passed 9-0**

*Final Review of 2013-2014 Fiscal Year, First Quarter Financial Update*

In the interest of time, Mr. Dwyer asked that the focus be on the First Quarter Financial Update. Mrs. Munsell reviewed the enclosures with the Board.

Mr. Llewellyn asked if we had a negative fund balance in the medical retention fund; Mrs. Munsell said the number in the last column is 796; Mr. Llewellyn noted that there were additional retirements and asked how many teachers left the district; Dr. Title will provide this information. Mr. Llewellyn questioned the trends in the medical retention chart and Mrs. Munsell explained the chart; Dr. Title added that AON will make its trend recommendation for 2015-16 at a later date. Mr. Llewellyn questioned if there was any liability for food service; Mrs. Munsell said no.

Mr. Dwyer noted that the net fund balance shows how far the district has come.

Mr. Llewellyn asked if charts could have numbered columns and be provided on legal paper.

*Approval of Minutes*

*Approval of Minutes of September 23, 2014 Special Meeting*

Mrs. Gerber moved, Mr. Convertito seconded the recommended motion “that the Board of Education approve the Minutes of the **Special Meeting** of September 23, 2014”

**Motion Passed 5-0-4**

Favor: Mr. Convertito, Ms. Karnal, Mrs. Gerber, Mr. Dwyer, Mr. Llewellyn

Oppose:

Abstain: Mrs. Liu-McCormack, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Patten

*Approval of Minutes of September 23, 2014 Regular Meeting*

Mr. Convertito moved, Mrs. Gerber seconded that the Board of Education approve the Minutes of the **Regular Meeting** of September 23, 2014

**Motion passed 7-0-2**

Favor: Mrs. Liu-McCormack, Mr. Convertito, Ms. Karnal, Mrs. Gerber, Mr. Dwyer, Mr. Llewellyn, Mr. Patten

Oppose:

Abstain: Mr. Fattibene, Mrs. Maxon-Kennelly

*Superintendent’s Report*

Dr. Title congratulated Ms. Munsell and her staff for receiving the Connecticut Association of Boards of Education (CABE) “Award of Excellence for Educational Communications” for the district’s 2014-2015 budget book. He also commended the Budget Powerpoint, John Chiappetta, Language Arts Computer Generated Project and Marco Taddei, FPS Website, for winning “Honorable Mentions” in their categories.

Dr. Title reported that the security infrastructure is in the waterfall as a placeholder; a firm proposal will be done in December, and the Police Chief will advise what can be discussed in public session.

Mr. Llewellyn asked how additional football game security at Fairfield Ludlowe High School is being paid for; Dr. Title said gate receipts.

Mr. Fattibene asked where those monies would normally go; Dr. Title responded that they would pay for other security and athletic costs.

*Committee/Liaison Reports*

Mrs. Liu-McCormack reviewed the report for the Ad-hoc By-law Committee. The committee was formed at the end of the summer; they met four times, she thanked the public for weighing in. CAFE language was used, the committee is looking to improve policies in order to become a more effective Board. Looked at goals and objectives of other Boards of Ed, CAFE senior lawyers were contacted, CES, some school administrators, the public. The first proposed bylaw change uses specific CAFE language from a pamphlet for bullet points regarding Board of Ed responsibilities. The second proposal relates directly to short and long-term goals-objectives and action plans, and the final proposal is related to an annual review of the strategic plan. As a process, she believes we should review the strategic plan annually. This should be a circle to make us more effective and see how our policies work and if they are effective. We would want to make sure there is a process in place to focus on student learning and student achievement. She thinks we should want to edit our language to improve it.

Mr. Dwyer mentioned that this will be placed on the regular meeting agenda for November and he asked that all additional by-law changes be provided to the Board in writing, in advance; and also to Meg Brown for inclusion in the Friday packet.

Mrs. Maxon-Kennelly asked whether text will be voted on at the next meeting, and Mr. Dwyer said yes.

*Adjournment*

The meeting adjourned without a vote at 11:30PM

*Respectfully submitted by*

*Jessica Gerber  
Fairfield Public Schools  
Board of Education  
Secretary*