

**Regular Meeting Minutes
Fairfield BoE, March 10, 2015**

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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 7:35PM. Present were members Eileen Liu-McCormack, John Convertito, Donna Karnal, Jessica Gerber, Philip Dwyer, Paul Fattibene, Jennifer Maxon-Kennelly, Marc Patten and John Llewellyn. Others present were Dr. Title, members of the Central Office Leadership Team, student representative Max Kutsch, and approximately 20 members of the public.

Student Reports

Mr. Kutsch reported for Fairfield Ludlowe High School: The Girls Ski Team won States for the third time in a row and the Boys Ski Team is on the rise; both basketball teams are in the middle of play-offs; the Video Club is actively making videos for the incoming freshmen and the Key Club is partnering with Operation Hope for a food drive.

Presentations

CABE Award of Excellence Presentation

Ms. Andrea Veillux presented a CABE Award Plaque for the District Budget, winner of the Award for Excellence in Educational Communications. Ms. Veillux mentioned the importance of the award as it relates to communicating effectively with the public. Dr. Title, Mr. Dwyer, and Mrs. Munsell accepted the award on behalf of the District.

Online Incident Reporting Platform (TIPS)

Ms. Leonardi presented the Online Incident Reporting Platform and explained that this is an anonymous or discreet system that operates during school hours only, is not a 911 system, and will go live on the district website on March 16. It is web based and does not operate on district servers. This reporting tool enhances the safe school climate and allows students, parent, community and staff to report concerning behaviors to administration. Once an incident is reported, an email will be sent to the team responsible; for example a bullying report will be sent to the team responsible for that issue.

Mrs. Liu McCormack thanked Ms. Leonardi and said this is a great step, asked if incidents can be tracked by the submitter, and how the system would be advertised. Ms. Leonardi responded that Campus Messenger will advertise; anonymous submitters will not be able to track their reports.

Mr. Patten asked about incident case numbers, chain of command, reports to the Board, and false reporting. Ms. Leonardi said each report will have an internal tracking number and cross referencing exists for system administrators, not for front-end users. Three report types that will be sent to Sgt. Weihe first are: sale and distribution of illegal substances, sexual assault, and weapons. The Board will be provided with data reporting; false reporting is a concern; the data is encrypted with a high level of security and is managed by Awareity.

Mrs. Maxon-Kennelly thanked the community volunteers and was thrilled to see this addition. She also expressed an interest in receiving data reports.

Mr. Kutsch asked if this would be available on the school websites and was told it will be.

Ms. Karnal asked about the response time and whether a submitter can follow-up with a report. Ms. Leonardi responded that that the system is set up for emails to be automatically be forwarded to the proper team; it is not an emergency system; it is not monitored every minute and circumstances will dictate the outcome of the report.

Mrs. Gerber asked about the number of staff involved, the amount of time that will be spent on this system and how many people receive the emails. Ms. Leonardi confirmed that each incident type has a team that will receive the email report; each report is case-specific.

Mr. Llewellyn said this is a great addition to the district; he asked which report resulted in the fewest emails, how reports will be cleared, avoiding duplication, and reporting by category. Ms. Leonardi clarified that 'adult misconduct' has the fewest incident emails, the highest number of staff to receive an incident email is 8. The receiver must first accept the email and then will check for assignments related to it; it is hard to tell what reports may be beneficial until the data is reviewed.

Mr. Convertito asked about closing out a report, the risk of anonymous reporting and police referrals, whether the data collected is considered a public record and can be requested through the Freedom of Information Act, and whether the district is held harmless if the data is hacked into. Ms. Leonardi said the people assigned to a task will close a report; unconfirmed reports will not be placed in the student's disciplinary record; 108 staff members have licenses to search the data with varying degrees of access; she will check on the FOIA question; and the district is held harmless if the data is hacked.

Mr. Fattibene asked about the issues that require police reporting, and unsubstantiated claims. Ms. Leonardi clarified that possession of illegal substance or being under the influence are not issues that go straight to the police. She said the threat of harm to others is the fourth instance that would first be sent to the police; unsubstantiated claims would not be kept in a student file but Awareity houses these reports to reveal possible patterns.

Dr. Title explained that the same standards will apply as in today's misconduct reports, only the method of reporting is different.

Mr. Convertito asked if Awareity is protected from FERPA and FOI searches. Ms. Leonardi said Awareity is only available to licensed users; these are not educational records maintained by the district and she will check on the FOI issue.

Mr. Dwyer asked whether mandated reporter issues go beyond the 4 issues mentioned for immediate police reporting. Ms. Leonardi said the mandated reporter definitions are there for the staff when DCF needs to be contacted; these reports are purged at changes in student level or upon graduation.

School Climate Survey Results

Ms. Leonardi gave a brief introduction on the school climate survey and explained it was created at little cost to the district; a subcommittee of volunteers spent a great deal of time over the summer to craft this survey. Participation was encouraged through Campus Messenger. Raw data was pulled a few weeks after the survey closed and provided to the schools and lessons were learned during the process.

Mr. Fattibene asked about the response rate and was told it was 90% for staff and students, lower for parents. He also asked about the favorable replies. Ms. Leonardi explained that each response is given a number which is factored into the average.

Mrs. Gerber offered that response rate information is available on the website.

Mr. Convertito thanked the staff and asked if the team felt a specific area needed to be addressed. Ms. Leonardi said not in the aggregate, but there were some areas in the schools. The task is for each school climate team reviews to be included in the overall school climate plan.

Mr. Llewellyn said it would be helpful to see the data in smaller buckets; would like to see the standard deviation; and asked about updates to the school climate plan. Ms. Leonardi said the climate plans will be published in the fall.

Mr. Dwyer said the scores from 2 years ago reflected highest in elementary and parents and teachers tracked similarly.

Dr. Title said school climate plans will be finalized after the District Improvement Plan is finalized so that they can be aligned.

Mr. Patten questioned the scoring and asked if this survey will continue to be used given that it saved the district \$20K.

Dr. Title said the bottom of the chart label shows that a 4 equates to strongly positive, rather than agree; he also said that the state requires a survey every other year and must have certain questions; comparison data is lost if a different survey is used; he praised the team for their work on this survey and recommends it be used again with minor adjustments. Ms. Leonardi said that returning to the use of the National School Climate Survey would allow comparison to other districts.

Mrs. Liu-McCormack asked about the rules enforced by the questions and whether it will be linked to school plans. Ms. Leonardi said there is consistent enforcement of the rules. Dr. Title said this will be in the School Improvement Plans which will align with the District Improvement Plan. Mrs. Liu-McCormack asked whether the Board would be discussing the school improvement plans; Dr. Title said that they would be posted on the school web pages.

Mr. Dwyer noticed the scores of the Walter Fitzgerald Campus and hopes the new staff will help.

Public Comment: None.

Old Business

Approval of By-Law Amendment

Mr. Patten moved, Mrs. Gerber seconded that the Board of Education approve the By-Law amendment to Article VI, per Enclosure No. 1.

Mr. Fattibene reiterated his objection to the motion; that controversial amendments have been made and changing the rules now is unjust.

Mrs. Liu-McCormack moved/Mr. Llewellyn seconded to postpone the motion indefinitely.

Motion Failed 4-5

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

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

Mrs. Maxon Kennelly appreciates Mr. Fattibene's argument, but felt this amendment is in line with Roberts Rules.

Mrs. Liu-McCormack and Ms. Karnal said this vote should also require 2/3rds majority vote to pass.

Mr. Patten said the original intent was to adhere to Roberts Rules; the BOE has an amendment on how to amend By-Laws; he reviewed the timeline of this proposed amendment beginning with last year's initial submission; he was unsure why the current By-Laws stated a majority vote.

Mr. Dwyer reviewed the current By-Law that allows for majority vote.

Mr. Llewellyn asked for vote tallies on previous By-Law amendments and disagreed with the voting sequence of By-Law amendments. Ms. Liu-McCormack and Ms. Karnal also disagreed with the sequencing.

Mr. Patten clarified that Robert's Rules uses majority vote for By-Law amendments when there is no provision in the By-Laws to do so, but the BOE has a provision; a By-Law can supersede Robert's Rules of Order.

Mr. Dwyer added that the By-Laws are for this Board and asked the Board to stay on principle.

Ms. Karnal asked about the sequence of this By-Law vote and Mr. Dwyer repeated the timeline.

Ms. Karnal moved, Mrs. Liu-McCormack seconded to allow a 2/3 vote for this motion. Mr. Dwyer ruled the motion out of order.

Ms. Karnal moved, Mrs. Liu-McCormack seconded to amend the amendment to change "2/3" to "a majority".

Motion failed 4-5.

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

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

Mr. Patten moved, Mr. Convertito seconded to call the question. Mr. Patten then withdrew his motion.

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Original Motion Passed 5-4

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

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

Mr. Llewellyn made a point of order that he disagreed with the ruling and would make a motion to rescind the vote in the future.

Approval of Policy #5516 – Students – Students with Health Care Needs – Life Threatening Allergies and Glycogen Storage Disease Management Policy

Mrs. Maxon-Kennelly moved, Mr. Convertito seconded that the Board of Education approve Policy #5516 – Students – Students with Health Care Needs – Life Threatening Allergies and Glycogen Storage Disease Management.

Mrs. Maxon-Kennelly said the Policy Committee worked to fulfill the letter and spirit of the law, and changes were made in the ‘Prevention’ section; the focus was on peanut and tree nut allergens; the district will be researching a suggested snack list; food free areas will be created; clearly non-compliant snacks will be removed; the high school policy won’t be implemented until next year; middle school students will still be able to eat lunch in classrooms.

Mrs. Maxon-Kennelly made a friendly amendment to add “-12” after “PK” in Section V.C.2. Mr. Patten objected, then withdrew his objection; the Board accepted the friendly amendment by unanimous consent.

Mrs. Maxon-Kennelly made a friendly amendment to remove the words “protein soluble” from sections V.C.5. and V.C.6.

Mrs. Maxon-Kennelly said the staff has had difficulty in finding protein soluble wipes and she can’t recall where the term came from.

Ms. Karnal said the genesis of the term is that not all wipes remove the oils.

Mr. Dwyer asked if the district is approved to use another approved cleaning agent and Mrs. Maxon-Kennelly said yes.

Mr. Fattibene felt there should be clarity with the type of wipe.

Dr. Title explained that the staff, after extensive research, was unable to find a product that specifically stated ‘protein soluble.’ The safest course of action is to find a product that is safe and effective.

The Board accepted the friendly amendment by unanimous consent.

Mrs. Gerber asked if the cost of the wipes goes beyond what is currently budgeted. Dr. Title replied that the initial cost will be \$30K plus Professional Development; these are not in the budget this year.

Mrs. Maxon-Kennelly said she is open to a solution with no financial impact.

Mr. Fattibene asked about the elimination of allergens and whether it was necessary to use wipes if the allergen is present in the room and was told yes.

Mr. Llewellyn asked about the September 1 rollout, mandated wipe use in classrooms without allergies, if parents will be included in the multidisciplinary team, and whether the current policy is in compliance. Mrs. Maxon-Kennelly said the September 1 date for the high schools coincides with the new high school schedule; wipe use will be consistent across the district; parents will be included in the multidisciplinary team; the current policy is vague but the regulations are in compliance.

Mrs. Liu-McCormack expressed concern regarding the impact on lunch meetings and other foods such as sesame oil.

Mrs. Maxon-Kennelly said students can have lunch meeting with teachers as long as the lunch does not contain nuts.

Wipes will not be used in middle or high schools; clearly non-compliant snacks is an issue that has to be looked at.

Mr. Patten said the Board of Health concurs with what has been done and looks forward to joining the discussion regarding the multidisciplinary team.

Mrs. Gerber asked about the section “Food in Schools – Generally’ and whether that applied only to classrooms and added that teachers need to be aware of the new policy.

Mr. Convertito said the regulations will address this.

Public Comment:

Rachel Keleher, FLHS Family and Consumer Science Teacher: Impact of policy on culinary department.

Tricia Donovan, Fairfield Resident: Cleaning protocol.

Christina Vitale, Verna Hill Road: Supports policy.

Tina Brown, Quaker Lane: Impact on culinary department.

Kelly Dunn, Tuckahoe Lane: Communication on roll-out.

Mr. Fattibene expressed reservation for the impact at the high school level; high school students travel independently on the train and elsewhere and the policy may be overly protective.

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

Motion Passed: 9-0

Mrs. Gerber asked whether the policy prevents using tree nuts or peanuts in culinary class.

Mrs. Maxon-Kennelly offered the policy could return for a review; as the policy is communicated, flaws may be found that can be addressed.

Mr. Convertito said that the regulations may be able to address the culinary arts issue.

Mrs. Liu-McCormack and Mr. Llewellyn expressed concern about the impact at the high school level; Dr. Title added that he is unsure whether this has been completely vetted at the high school level. Mrs. Keleher, culinary teacher, responded that the impact will be felt at the upper level culinary classes which include Asian cooking and the restaurant. Mr. Llewellyn said he would like to pass the policy and address the culinary issue at a date certain.

Mr. Patten requested an understanding of the repercussions at the April meeting, and Mr. Dwyer said he would be unable to provide a date certain.

Mrs. Gerber supports the policy given that there is time for change prior to the September 1 implementation at the high schools.

Mr. Dwyer said he will vote in favor to move it forward with the expectation that secondary concerns will be addressed.

Mrs. Liu-McCormack said she will support the policy if the approval includes addressing the culinary issue before September.

Mr. Dwyer said the minutes will reflect that the policy will be brought back to the Board to address the secondary impact.

Mrs. Maxon-Kennelly thanked the Board, the Committee members, the staff and the public.

Amended Motion Passed: 9-0

<i>New Business</i>

Approval of the Educational Specifications for the Dwight Re-Roofing Project

Mr. Convertito moved, Mrs. Gerber seconded that the Board of Education approve the Educational Specifications for the Dwight Re-Roofing Project.

Mr. Llewellyn asked for the estimate; Dr. Title said it was \$1.2M and other roof projects have completed at or under budget.

Ms. Karnal asked about the Mill Hill roof and Dr. Title said that was only a partial roof.

Motion Passed 9-0

First Read of Policy 5330

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Mrs. Maxon-Kennelly said the policy was amended per state statute and contains straightforward changes.

Mr. Fattibene asked if the teen dating violence statute is the same statute as bullying; he would prefer 2 different policies. Ms. Leonardi said that they are different; several statutes are referenced and legislation requires an amendment of the safe school climate policy.

Mrs. Maxon-Kennelly asked that policy questions be forwarded to her prior to the next meeting.

Approval of Minutes

Approval of the Minutes of the Special Meeting of January 28, 2015

Mrs. Gerber moved, Mr. Convertito seconded that the Board of Education approve the Minutes of the Special Meeting of January 28, 2015.

Motion Passed 6-3

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

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

Approval of the Minutes of the Special Meeting of February 24, 2015

Mrs. Gerber moved, Mrs. Maxon-Kennelly seconded that the Board of Education approve the Minutes of the Regular Meeting of February 24, 2015.

Mr. Patten stated he would like to make an amendment to his comment about redistricting.

Mr. Patten moved, Mr. Convertito seconded to postpone the vote until the next meeting.

Motion Passed 6-3

Favor: Mrs. Liu-McCormack, Mr. Patten, Ms. Karnal, Mr. Convertito, Mrs. Maxon-Kennelly, Mr. Llewellyn

Oppose: Mrs. Gerber, Mr. Dwyer, Mr. Fattibene

Open Board Comment

Mr. Dwyer mentioned the upcoming Board of Finance budget hearings and that he is working on updating the BOE handbook.

Mrs. Maxon-Kennelly thanked everyone for the Town-Hall style meeting.

Ms. Karnal also appreciated the Town-Hall style meeting and would like the Science curriculum to be reviewed this year.

Mrs. Liu-McCormack would also like to accelerate the review of the Science curriculum; even if it means having a discussion of reallocating funds to do so. Dr. Title said he had received and responded to emails on this request.

Mr. Llewellyn would like to have a similar BoE Town-Hall style meeting regarding the Strategic Plan. He would also like to communicate to parents regarding SBAC and what the test will be used for.

Adjournment

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

Motion Passed 9-0

Meeting adjourned 11:25 PM

Respectfully Submitted: Jessica Gerber, Fairfield BOE, Secretary