

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 28, 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. Old Business

A. Approval of By-Law Amendment Article V, Section 6, Mrs. Maxon-Kenelly

Recommended Motion: "that the Board of Education approve the By-Law Amendment Article V, Section 6"

(Enclosure No. 1)

B. Approval of Policy 5514 – Students - Administration of Medication in the Schools

Recommended Motion: "that the Board of Education approve Policy 5514 – Students - Administration of Medication in the Schools"

C. Approval to Delete Policy 5515 – Students – Protocol for Administration of Emergency Medications by Non-Nursing School Personnel

Recommended Motion: "that the Board of Education approve the deletion of Policy 5515 – Students – Protocol for Administration of Emergency Medications by Non-Nursing School Personnel"

(Enclosure No. 2)

6. New Business

A. Adoption of a Recommended Budget for the 2016-2017 Fiscal Year

Recommended Motion: "that the Board of Education approve an operating budget for the 2016-2017 fiscal year in the amount of \$----- as presented, to be forwarded to the Town of Fairfield"

B. Approval of the 2016 National Youth Tobacco Survey, Mrs. Parks

Recommended Motion: "that the Board of Education approve the 2016 National Youth Tobacco Survey"

(Enclosure No. 3)

7. Approval of Minutes

A. Approval of Minutes of the January 12, 2016 **Regular Meeting**

Recommended Motion: "that the Board of Education approve the Minutes of the January 12, 2016 Regular Meeting"

(Enclosure No. 4)

8. Superintendent's Report

A. Quarterly Financial Report, Mrs. Munsell

(Enclosure No. 5)

9. Committee/Liaison Reports

10. Open Board Comment

11. Adjournment

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

CALENDAR OF EVENTS

February 16, 2016	Board of Education Regular Meeting 7:30 pm	501 Kings Hwy East, 2 nd Floor Board Conference Room
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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

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

PROTOCOL FOR ADMINISTRATION OF EMERGENCY MEDICATIONS BY NON-NURSING SCHOOL PERSONNEL

5515

Anaphylactic Reaction

Anaphylactic Reaction may occur following:

- the administration of medication;
- ingestion of, inhalation of, or contact with food or other substance;
- insect bite, or sting; or
- exercise.

When an anaphylactic reaction is considered likely, epinephrine should be administered immediately.

Epinephrine will be maintained in each school to be administered for treatment of anaphylaxis by the following school personnel: a qualified principal, teacher, occupational therapist or physical therapist. The nurse will review the use of epinephrine at least semiannually in the fall and spring with qualified principals, teachers, occupational therapists and physical therapists. Medicinal preparations administered by injection shall be consistent with provisions of the Needlestick Safety Act and pertinent OSHA regulations.

Common Symptoms of Anaphylaxis: Administer epinephrine immediately if symptoms pertaining to any system marked with an asterisk (*) occur or if skin symptoms are combined with neurological symptoms.

<u>System</u>	<u>Symptom</u>
* Mouth	Itching and swelling of the lips, tongue, and/or mouth
*Throat	Itching, swelling, or sense of tightness in the throat; hoarseness, repetitive throat clearing, difficulty swallowing
Skin	Itchy rash, hives, and/or swelling about face and extremities
* Gastrointestinal	Nausea, vomiting, abdominal cramps, and/or diarrhea
* Respiratory	Shortness of breath; repetitive cough; wheeze; chest tightness; cyanosis; repetitive sneezing
* Cardiovascular	Increased heart rate, “thready” pulse, low blood pressure, dizziness or faintness
Neurological	Feeling of impending doom; apprehension; weakness

Students

Welfare

PROTOCOL FOR ADMINISTRATION OF EMERGENCY MEDICATIONS BY NON-NURSING SCHOOL PERSONNEL (continued)

5515

Epinephrine Dosage

Dosage: Children in third grade and older and adults: 0.3 mg. (supplied as epinephrine auto-injector).

Children in second grade and younger: 0.15 mg. (supplied as epinephrine auto-injector).

Epinephrine dosage may be repeated in **10** minutes if no improvement or if further deterioration has occurred.

Route of Administration: Intramuscular or Subcutaneous (IM or SC)

Preferred Site: Anterolateral thigh. If anterolateral thigh cannot be used, use deltoid. Avoid use of buttocks.

Contraindications to use of epinephrine: There are no absolute contraindications to the use of epinephrine in a life-threatening situation. Hyperthyroid individuals, individuals with cardiovascular disease, hypertension, or diabetes, elderly individuals, pregnant women, and children under 30 kg (66 lbs.) may be theoretically at greater risk of developing adverse reactions after epinephrine administration. Despite these concerns, epinephrine is essential for the treatment of anaphylaxis.

After administration of epinephrine, call an ambulance and notify the parent or guardian. Anaphylactic reactions can subside then reoccur up to several hours later after epinephrine is given. Victim must receive medical attention even if initial symptoms subside. When calling the ambulance, state that anaphylaxis is suspected and request ALS personnel.

The nurse or person qualified to administer epinephrine should accompany the victim in the ambulance unless ambulance personnel are qualified to administer epinephrine.

If the victim has an apparent allergic reaction which does not indicate the need for epinephrine, (i.e., a reaction involving only the skin, or involving only a feeling of apprehension, impending doom, or weakness) observe, contact the parent or guardian, and refer to private physician for follow-up care.

For a student with a known allergy to food or insect bites/stings, refer to medical orders from student's private physician and student's Individualized Health Care Plan. If orders from private physician are not available, proceed as follows:

Students

Welfare

**PROTOCOL FOR ADMINISTRATION OF EMERGENCY
MEDICATIONS BY NON-NURSING SCHOOL PERSONNEL (continued)**

5515

- I. If a child with an allergy to a food thinks he ate the food or knowingly ate the food,
 - observe child for at least two (2) hours for any signs of a reaction;
 - notify the parent or guardian and urge the parent or guardian to contact the child's physician; and
 - if any symptoms occur indicating need for epinephrine:
 - a) administer epinephrine;
 - b) transport to hospital via ambulance for further management;
 - c) contact the parent or guardian;
 - d) observe vital signs;
 - e) position to prevent shock; and
 - f) CPR will be performed as indicated.

- II. If a child with a known insect sting allergy is stung,
 - treat the site of the sting (see *Bites-Insect Stings* in the Fairfield School Health Manual);
 - notify the parent or guardian and urge the parent or guardian to contact the child's physician;
 - observe patient for one (1) hour for signs of anaphylaxis; and
 - if any symptoms occur indicating need for epinephrine:
 - a) administer epinephrine;
 - b) transport to hospital via ambulance for further treatment;
 - c) contact the parent or guardian;
 - d) observe vital signs;
 - e) position to prevent shock; and
 - f) CPR will be performed as indicated.

Students

Welfare

**PROTOCOL FOR ADMINISTRATION OF EMERGENCY
MEDICATIONS BY NON-NURSING SCHOOL PERSONNEL (continued)**

5515

Instant Glucose

Diabetic Hypoglycemic Reaction or Insulin Shock

1. Assess the victim for signs of hypoglycemic reaction or insulin shock. Symptoms may include dizziness, nervousness or trembling, incoherent speech, confusion, weakness, moist, pale skin, drowsiness, headache, intense hunger, blurred vision, poor coordination, abdominal pain, or nausea. If no specific order for blood testing, and it is uncertain whether student is having a hypoglycemic reaction, TREAT.

If the reaction is severe (unconsciousness or convulsions), call an ambulance. If able to react and swallow, give sugar, instant glucose, or other fast-acting carbohydrate per Individualized Health Care Plan (e.g., juice or regular soda pop) for the student as long as the student is conscious. The student may need coaxing to eat. If non-responsive, do not administer anything by mouth and administer first aid for victim in an unconscious state.

If fast-acting carbohydrate is needed and the victim does not have his or her own supply, administer Insta-Glucose Glucose Gel. Dosage for Insta-Glucose Glucose Gel: Entire contents of tube by mouth (delivers 24 grams of carbohydrate). Repeat every 10 minutes if needed.

Give complex carbohydrate food (e.g., 4 peanut butter crackers or ½ meat sandwich) per Individualized Health Care Plan when blood sugar stabilized / symptoms dissipated or when blood sugar/symptoms continue deviant after 45 minutes of treatment with fast-acting carbohydrate.

2. Call an ambulance unless prompt recovery.
3. Notify the parent or guardian.

Approved 8/27/2004

Revised and Approved 1/22/2008
by Town of Fairfield Board of Education

Revised and Approved 9/9/2013
by Town of Fairfield Board of Health

Revised and Approved 5/20/2014
By Town of Fairfield Board of Education



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

Centers for Disease Control
and Prevention (CDC)
Atlanta GA 30341-3724

November 13, 2015

Dr. David Title
Fairfield Public Schools
501 Kings Highway East
Fairfield, CT 06825

Dear Superintendent Title:

I am writing to inform you that one school in your district is among the approximately 250 schools randomly selected across the United States to participate in the 2016 National Youth Tobacco Survey (NYTS) sponsored by the U.S. Centers for Disease Control and Prevention (CDC). As witnessed over the past few decades, youth tobacco use can increase or decrease rapidly. More recently, from 2003 to 2013, the CDC reported that while youth smoking has declined, it has occurred at a slower pace. The NYTS has increased our ability to measure changes in tobacco use behaviors and their influences, thereby enabling states, school districts, schools, and community organizations to modify their tobacco prevention and control interventions, if circumstances require.

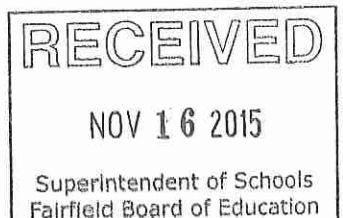
First conducted in 1999, the NYTS is an ongoing survey of students in grades 6 through 12 that gathers information on: (1) prevalence of use (cigarettes, smokeless tobacco, cigars, and other tobacco products); (2) knowledge and attitudes; (3) media and advertising; (4) minors' access and enforcement; (5) school curriculum; (6) secondhand smoke exposure; and (7) cessation. The NYTS was designed in cooperation with federal agencies and numerous state and local departments of education and health, and is conducted annually. Each cycle has produced valuable data regarding students' knowledge of and attitudes toward tobacco; their exposure to secondhand smoke; and their exposure to influences that promote or discourage tobacco use.

The Connecticut Department of Public Health supports and encourages your participation in the 2016 NYTS. Commissioner Jewel Mullen writes in her enclosed letter, "In Connecticut, the YTS is one component of the Connecticut School Health Survey, in which __ Public Schools have participated since 2005." She continues, "Because no substitute can be made if a district or school declines to participate, the Connecticut Department of Public Health urges those districts and schools selected to participate voluntarily in the 2016 NYTS. Your involvement will help ensure that this survey is a nationally representative sample that includes students from Connecticut." Dr. Mullen adds, "As health professionals, we understand that healthier students are better learners; therefore, I encourage your participation in this important national student health initiative."

The selected school in your district is:

School
Fairfield Warde High School

Grade (Number of Classes)
9th (2) 10th (2) 11th (2) 12th (2)



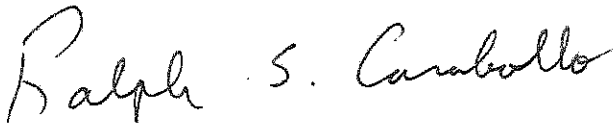
The CDC respects the educational mission of schools. For that reason, only a small number of classes in each school, one or two at each selected grade level, are chosen randomly to participate. Data collection will occur during February through April 2016. Questionnaires will be administered during one normal class period by specially trained field staff. Survey administration procedures are designed to protect student privacy and allow for anonymous participation. States, counties, cities, school districts, schools, and students will not be identified in any published reports.

As a symbol of appreciation for contributing their time and support, the CDC will provide each participating school with a monetary award. One option is to use these funds for prevention curriculum and educational materials. However, no restrictions will be placed on how schools can use these funds.

Your support for this survey will help ensure the voluntary participation of the school selected in your district. The NYTS is the most comprehensive, nationally representative source of data regarding tobacco-related behaviors and the *only* source of such data for middle school students (grades 6-8). In parallel to this national survey, the NYTS questionnaire is used independently by many state and local departments of education and health to conduct their own surveys. Results from the national survey serve as an index against which state- and local-level data can be compared and are used by states to support the design, implementation, and evaluation of effective tobacco use prevention and control programs.

Enclosed are copies of the NYTS questionnaire, sample parental permission forms, a fact sheet, and letters of support from national health and education organizations. Within one week, a representative from ICF International, a nationally recognized survey research firm contracted by CDC to conduct the NYTS, will contact you to confirm your receipt of this information and answer any questions you may have. If you have any immediate questions, please call Kate Flint of ICF International at (800) 675-9727. Your support for this survey, which will help assess and improve efforts to reduce priority health-risk behaviors among adolescents throughout our Nation, is appreciated.

Sincerely yours,



Ralph S. Caraballo, PhD, MPH
Epidemiology Branch Chief
Office on Smoking and Health

Enclosures

cc: René Arrazola, Centers for Disease Control and Prevention
David Ebling, Fairfield Warde High School
Bonnie Edmondson, Connecticut State Department of Education
Kate Flint, ICF International
Amy Hughes, ICF International
Celeste Jorge, Connecticut Department of Public Health

National Youth Tobacco Survey (NYTS) 2016 Questionnaire

This survey is about tobacco. We would like to know about you and things you do that may affect your health. Your answers will be used for programs for young people like yourself.

DO NOT write your name on this survey. The answers you give will be kept private.

NO one will know what you write. Answer the questions based on what you really do and know.

Completing the survey is voluntary. Whether or not you answer the questions will not affect your grade in this class. Try to answer all the questions. If you do not want to answer a question, just leave it blank. There are no wrong answers.

The questions that ask about your background will only be used to describe the types of students completing this survey. The information will not be used to find out your name. No names will ever be reported.

Please read every question. Try to answer all the questions. Fill in the circles in the booklet completely. When you are finished, follow the instructions of the person giving you the survey.

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: CDC Reports Clearance Officer, 1600 Clifton Road, NE, MS D-74, Atlanta, GA 30333, ATTN: PRA (0920-0621).

Thank You Very Much For Your Help.

The first five questions ask for some background information about you.

1. How old are you?

- A. 9 years old
- B. 10 years old
- C. 11 years old
- D. 12 years old
- E. 13 years old
- F. 14 years old
- G. 15 years old
- H. 16 years old
- I. 17 years old
- J. 18 years old
- K. 19 years old or older

2. What is your sex?

- A. Male
- B. Female

3. What grade are you in?

- A. 6th
- B. 7th
- C. 8th
- D. 9th
- E. 10th
- F. 11th
- G. 12th
- H. Ungraded or other grade

4. Are you Hispanic, Latino, Latina, or of Spanish origin? **(One or more categories may be selected)**

- A. No, not of Hispanic, Latino, Latina,, or Spanish origin
- B. Yes, Mexican, Mexican American, Chicano, or Chicana
- C. Yes, Puerto Rican
- D. Yes, Cuban
- E. Yes, Another Hispanic, Latino, Latina, or Spanish origin

5. What race or races do you consider yourself to be? **(You can CHOOSE ONE ANSWER or MORE THAN ONE ANSWER)**

- A. American Indian or Alaska Native
- B. Asian
- C. Black or African American
- D. Native Hawaiian or Other Pacific Islander
- E. White

The next five sections of questions ask about your use of particular kinds of tobacco products.

The first eleven questions are about smoking conventional cigarettes (ones that have to be lit and burned).

6. Have you **ever tried** cigarette smoking, even one or two puffs?
- A. Yes
 - B. No
7. Do you think you will smoke a cigarette in the next year?
- A. Definitely yes
 - B. Probably yes
 - C. Probably not
 - D. Definitely not
8. Do you think that you will try a cigarette soon?
- A. Definitely yes
 - B. Probably yes
 - C. Probably not
 - D. Definitely not
9. If one of your best friends were to offer you a cigarette, would you smoke it?
- A. Definitely yes
 - B. Probably yes
 - C. Probably not
 - D. Definitely not
10. How old were you when you **first tried** cigarette smoking, even one or two puffs?
- A. I have never smoked cigarettes, not even one or two puffs
 - B. 8 years old or younger
 - C. 9 years old
 - D. 10 years old
 - E. 11 years old
 - F. 12 years old
 - G. 13 years old
 - H. 14 years old
 - I. 15 years old
 - J. 16 years old
 - K. 17 years old
 - L. 18 years old
 - M. 19 years old or older
11. About how many cigarettes have you smoked in your **entire life**?
- A. I have never smoked cigarettes, not even one or two puffs
 - B. 1 or more puffs but never a whole cigarette
 - C. 1 cigarette
 - D. 2 to 5 cigarettes
 - E. 6 to 15 cigarettes (about 1/2 a pack total)
 - F. 16 to 25 cigarettes (about 1 pack total)
 - G. 26 to 99 cigarettes (more than 1 pack, but less than 5 packs)
 - H. 100 or more cigarettes (5 or more packs)

12. During the **past 30 days**, on how many days did you smoke cigarettes?

- A. 0 days
- B. 1 or 2 days
- C. 3 to 5 days
- D. 6 to 9 days
- E. 10 to 19 days
- F. 20 to 29 days
- G. All 30 days

13. During the past 30 days, **on the days you smoked**, about how many cigarettes did you smoke per day?

- A. I did not smoke cigarettes during the past 30 days
- B. Less than 1 cigarette per day
- C. 1 cigarette per day
- D. 2 to 5 cigarettes per day
- E. 6 to 10 cigarettes per day
- F. 11 to 20 cigarettes per day
- G. More than 20 cigarettes per day

14. When was the last time you smoked a cigarette, even one or two puffs? (**PLEASE CHOOSE THE FIRST ANSWER THAT FITS**)

- A. I have never smoked cigarettes, not even one or two puffs
- B. Earlier today
- C. Not today but sometime during the past 7 days
- D. Not during the past 7 days but sometime during the past 30 days
- E. Not during the past 30 days but sometime during the past 6 months
- F. Not during the past 6 months but sometime during the past year
- G. 1 to 4 years ago
- H. 5 or more years ago

15. During the past 30 days, what brand of cigarettes did you usually smoke? (**CHOOSE ONLY ONE ANSWER**)

- A. I did not smoke cigarettes during the past 30 days
- B. I did not smoke a usual brand
- C. American Spirit
- D. Camel
- E. GPC, Basic, or Doral
- F. Kool
- G. Lucky Strike
- H. Marlboro
- I. Newport
- J. Parliament
- K. Virginia Slims
- L. Some other brand not listed here
- M. Not sure

16. Menthol cigarettes are cigarettes that taste like mint. During the past 30 days, were the cigarettes that you usually smoked menthol?
- A. I did not smoke cigarettes during the past 30 days
 - B. Yes
 - C. No
 - D. Not sure

The next seven questions are about the use of cigars, cigarillos or little cigars such as Black and Mild, Swisher Sweets, Dutch Masters, White Owl, or Phillies Blunts.

17. Have you ever been curious about smoking a cigar, cigarillo, or little cigar such as Black and Mild, Swisher Sweets, Dutch Masters, White Owl, or Phillies Blunts?
- A. Definitely yes
 - B. Probably yes
 - C. Probably not
 - D. Definitely not

18. Have you **ever tried** smoking cigars, cigarillos, or little cigars, such as Black and Mild, Swisher Sweets, Dutch Masters, White Owl, or Phillies Blunts, even one or two puffs?
- A. Yes
 - B. No

19. Do you think that you will try a cigar, cigarillo or little cigar soon?
- A. Definitely yes
 - B. Probably yes
 - C. Probably not
 - D. Definitely not

20. If one of your best friends were to offer you a cigar, cigarillo or little cigar, would you smoke it?
- A. Definitely yes
 - B. Probably yes
 - C. Probably not
 - D. Definitely not

21. How old were you when you **first tried** smoking a cigar, cigarillo, or little cigar, even one or two puffs?
- A. I have never smoked cigars, cigarillos, or little cigars, not even one or two puffs
 - B. 8 years old or younger
 - C. 9 years old
 - D. 10 years old
 - E. 11 years old
 - F. 12 years old
 - G. 13 years old
 - H. 14 years old
 - I. 15 years old
 - J. 16 years old
 - K. 17 years old
 - L. 18 years old
 - M. 19 years old or older

22. During the **past 30 days**, on how many days did you smoke cigars, cigarillos, or little cigars?

- A. 0 days
- B. 1 or 2 days
- C. 3 to 5 days
- D. 6 to 9 days
- E. 10 to 19 days
- F. 20 to 29 days
- G. All 30 days

23. During the past 30 days, **on the days that you smoked**, about how many cigars, cigarillos, or little cigars did you smoke per day?

- A. I did not smoke cigars, cigarillos, or little cigars during the past 30 days
- B. Less than 1 cigar, cigarillo or little cigar per day
- C. 1 per day
- D. 2 to 5 per day
- E. 6 to 10 per day
- F. 11 to 20 per day
- G. More than 20 per day

The next three questions are about the use of chewing tobacco, snuff or dip. Do not think about snus when you answer these questions.

24. Have you **ever used** chewing tobacco, snuff, or dip, such as Redman, Levi Garrett, Beechnut, Skoal, Skoal Bandits, or Copenhagen, even just a small amount?

- A. Yes
- B. No

25. How old were you when you **used** chewing tobacco, snuff, or dip for the first time?

- A. I have never used chewing tobacco, snuff, or dip
- B. 8 years old or younger
- C. 9 years old
- D. 10 years old
- E. 11 years old
- F. 12 years old
- G. 13 years old
- H. 14 years old
- I. 15 years old
- J. 16 years old
- K. 17 years old
- L. 18 years old
- M. 19 years old or older

26. During the **past 30 days**, on how many days did you use chewing tobacco, snuff, or dip?

- A. 0 days
- B. 1 or 2 days
- C. 3 to 5 days
- D. 6 to 9 days
- E. 10 to 19 days
- F. 20 to 29 days
- G. All 30 days

The next twelve questions are about electronic cigarettes or e-cigarettes. E-cigarettes are electronic devices that usually contain a nicotine-based liquid that is vaporized and inhaled. You may also know them as vape-pens, hookah-pens, electronic hookahs (e-hookahs), electronic cigars (e-cigars), electronic pipes (e-pipes), or e-vaporizers. Some look like cigarettes and others look like pens or small pipes. These are battery-powered devices that produce vapor instead of smoke. Some brands examples are NJOY, Blu, VUSE, MarkTen, Finiti, Starbuzz, and Fantasia.

27. Have you ever been curious about using an electronic cigarette or e-cigarette, even once or twice?

- A. Definitely yes
- B. Probably yes
- C. Probably not
- D. Definitely not

28. Have you **ever used** an electronic cigarette or e-cigarette, even once or twice?

- A. Yes
- B. No

29. Do you think that you will try an electronic cigarette or e-cigarette soon?

- A. Definitely yes
- B. Probably yes
- C. Probably not
- D. Definitely not

30. If one of your best friends were to offer you an electronic cigarette or e-cigarette, would you use it?

- A. Definitely yes
- B. Probably yes
- C. Probably not
- D. Definitely not

31. How old were you when you tried using an electronic cigarette or e-cigarette, even once or twice?

- A. I have never used electronic cigarettes or e-cigarettes
- B. 8 years old or younger
- C. 9 years old
- D. 10 years old
- E. 11 years old
- F. 12 years old
- G. 13 years old
- H. 14 years old
- I. 15 years old
- J. 16 years old
- K. 17 years old
- L. 18 years old
- M. 19 years old or older

32. During the **past 30 days**, on how many days did you use electronic cigarettes or e-cigarettes?

- A. 0 days
- B. 1 or 2 days
- C. 3 to 5 days
- D. 6 to 9 days
- E. 10 to 19 days
- F. 20 to 29 days
- G. All 30 days

33. In total, on how many days have you used an electronic cigarette or e-cigarette in your entire life?

- A. 0 days
- B. 1 day
- C. 2 to 10 days
- D. 11 to 20 days
- E. 21 to 50 days
- F. 51 to 100 days
- G. Over 100 days

34. What brands of electronic cigarettes or e-cigarettes have you **ever** tried? (CHOOSE ALL THAT APPLY)

- A. I have never tried electronic cigarettes or e-cigarettes
- B. Blu
- C. NJOY
- D. MarkTen
- E. Logic
- F. VUSE
- G. Finiti
- H. Starbuzz
- I. Fantasia
- J. Some other brand not listed here
- K. I do not know the brand name

35. Thinking about all types of electronic cigarettes or e-cigarettes, have you used the disposable kind or rechargeable/refillable tank kind?

- A. I have never tried an electronic cigarette or e-cigarette
- B. Only the disposable kind
- C. Only the rechargeable/refillable tank kind
- D. Both the disposable kind and rechargeable/refillable tank kind

36. Which of the following statements best applies to your cigarette or electronic cigarette use?

- A. I have never tried cigarettes or electronic cigarettes
- B. I have only tried cigarettes
- C. I have only tried electronic cigarettes
- D. I tried cigarettes before I ever tried electronic cigarettes
- E. I tried electronic cigarettes before I ever tried cigarettes

37. What are the reasons why you have used electronic cigarettes or e-cigarettes? (CHOOSE ALL THAT APPLY)

- A. I have never tried an electronic cigarette
- B. Friend or family member used them
- C. To try to quit using tobacco products, such as cigarettes
- D. They cost less than other tobacco products, such as cigarettes
- E. Famous people on TV or in movies use them
- F. They are less harmful than other forms of tobacco, such as cigarettes
- G. They are available in flavors, such as mint, candy, fruit, or chocolate
- H. They can be used in areas where other tobacco products, such as cigarettes, are not allowed
- I. I used them for some other reason

38. Have you ever used an electronic cigarette device for any other substance other than for nicotine?

- A. Yes
- B. No

The next two questions are about the use of other tobacco products, not described in the previous sections.

39. Which of the following tobacco products have you **ever tried**, even just one time? (CHOOSE ALL THAT APPLY)

- A. Roll-your-own cigarettes
- B. Flavored cigarettes, such as clove, alcohol (wine, cognac), candy, fruit, chocolate, or other sweets (DO NOT include menthol cigarettes)
- C. Bidis (small brown cigarettes wrapped in a leaf)
- D. Flavored cigars, cigarillos, and little cigars (such as mint, clove, alcohol (wine, cognac), candy, fruit, chocolate, or other sweets)
- E. Hookah or a waterpipe used with tobacco
- F. Pipe filled with tobacco (not waterpipe)
- G. Snus, such as Camel or Marlboro Snus
- H. Dissolvable tobacco products, such as Ariva, Stonewall, Camel orbs, Camel sticks, or Camel strips
- I. I have never tried any of the products listed above

40. In the **past 30 days**, which of the following products have you used on **at least one day**? (CHOOSE ALL THAT APPLY)

- A. Roll-your-own cigarettes
- B. Flavored cigarettes, such as clove, alcohol (wine, cognac), candy, fruit, chocolate, or other sweets (DO NOT include menthol cigarettes)
- C. Bidis (small brown cigarettes wrapped in a leaf)
- D. Hookah or a waterpipe used with tobacco
- E. Pipe filled with tobacco (not waterpipe)
- F. Snus, such as Camel or Marlboro Snus
- G. Dissolvable tobacco products, such as Ariva, Stonewall, Camel orbs, Camel sticks, or Camel strips
- H. I did not use any of the products listed above in the past 30 days

The next question asks about flavors in tobacco products.

41. Which of the following tobacco products that you used in the past 30 days were flavored to taste like menthol (mint), alcohol (wine, cognac), candy, fruit, chocolate or other sweets? **(CHOOSE ALL THAT APPLY)**
- A. Cigars, such as Macanudo, Romeo y Julieta, or Arturo Fuente
 - B. Cigarillos, such as Black and Mild, Swisher Sweets, Dutch Masters, or Phillies Blunts
 - C. Little cigars, such as Prime Time little filtered cigars or Winchester little filtered cigars
 - D. Chewing tobacco, snuff, or dip
 - E. Electronic cigarettes or e-cigarettes
 - F. Hookah or a waterpipe used with tobacco
 - G. Pipe filled with tobacco (not waterpipe)
 - H. Snus, such as Camel or Marlboro Snus
 - I. Dissolvable tobacco products, such as Ariva, Stonewall, Camel orbs, Camel sticks, or Camel strips
 - J. I did not use any of the flavored products listed above in the past 30 days

The next question asks about the first tobacco product you ever tried.

42. Which of the following tobacco products did you try first? **(CHOOSE ONLY ONE ANSWER)**
- A. Cigarettes
 - B. Cigars, cigarillos, or little cigars
 - C. Electronic cigarettes or e-cigarettes
 - D. Chewing tobacco, snuff, or dip
 - E. Hookah or a waterpipe used with tobacco
 - F. Pipe filled with tobacco (not waterpipe)
 - G. Snus, such as Camel or Marlboro snus
 - H. Bidis (small brown cigarettes wrapped in a leaf)
 - I. Dissolvable tobacco products, such as Ariva, Camel orbs, Camel sticks, or Camel strips
 - J. Not sure about the product I tried first
 - K. I have never tried any of the products listed above

The next four questions are about getting tobacco products.

43. During the **past 30 days**, how did you get your own tobacco products? **(CHOOSE ALL THAT APPLY)**
- A. I did not get any of my own tobacco products during the past 30 days
 - B. I bought them myself
 - C. I had someone else buy them for me
 - D. I asked someone to give me some
 - E. Someone offered them to me
 - F. I bought them from another person
 - G. I took them from a store or another person
 - H. I got them some other way

44. During the **past 30 days**, where did you **buy** your own tobacco products? **(CHOOSE ALL THAT APPLY)**
- A. I did not buy my own tobacco products during the past 30 days
 - B. A gas station or convenience store
 - C. A grocery store
 - D. A drugstore
 - E. A vending machine
 - F. Over the Internet
 - G. Through the mail
 - H. Some other place not listed here

45. During the **past 30 days**, where did you get or buy the **electronic cigarettes** that you have used? (**CHOOSE ALL THAT APPLY**)

- A. I have never tried an electronic cigarette
- B. A gas station or convenience store
- C. A grocery store
- D. A drugstore
- E. A mall or shopping center kiosk/stand
- F. Over the Internet
- G. A store that sells electronic cigarettes, such as a "vape shop"
- H. Some other place
- I. From a family member
- J. From a friend
- K. Some other person that is not a family member or a friend

46. During the **past 30 days**, did anyone **refuse** to sell you any tobacco products because of your age?

- A. I did not try to buy any tobacco products during the past 30 days
- B. Yes
- C. No

The next four questions are about issues related to urges or needs to use tobacco products.

47. During the past 30 days, have you had a strong craving or felt like you really needed to use a tobacco product of any kind?

- A. Yes
- B. No

48. How soon after you wake up do you want to use a tobacco product?

- A. I do not want to use tobacco
- B. Within 5 minutes
- C. From 6 to 30 minutes
- D. From more than 30 minutes to 1 hour
- E. After more than 1 hour but less than 24 hours
- F. I rarely want to use tobacco

49. How true is this statement for you? I feel restless and irritable when I don't use tobacco for a while.

- A. I do not use tobacco
- B. Not at all true
- C. Sometimes true
- D. Often true
- E. Always true

50. How true is this statement for you? When I go without using a tobacco product for a few hours, I experience cravings

- A. I do not use tobacco
- B. Not true at all
- C. Sometimes true
- D. Often true
- E. Always true

The next two questions are about quitting conventional cigarettes.

51. Are you seriously thinking about quitting **cigarettes**? (PLEASE CHOOSE THE FIRST ANSWER THAT FITS)
- A. I do not smoke cigarettes
 - B. Yes, within the next 30 days
 - C. Yes, within the next 6 months
 - D. Yes, within the next 12 months
 - E. Yes, but not within the next 12 months
 - F. No, I am not thinking about quitting cigarettes

52. During the **past 12 months**, how many times have you stopped smoking **cigarettes** for one day or longer because you were trying to quit smoking cigarettes for good?
- A. I did not smoke cigarettes during the past 12 months
 - B. I did not try to quit during the past 12 months
 - C. 1 time
 - D. 2 times
 - E. 3 to 5 times
 - F. 6 to 9 times
 - G. 10 or more times

The next three questions are about quitting all types of tobacco products

53. Are you seriously thinking about quitting the use of **all tobacco products**? (PLEASE CHOOSE THE FIRST ANSWER THAT FITS)
- A. I do not use tobacco products
 - B. Yes, within the next 30 days
 - C. Yes, within the next 6 months
 - D. Yes, within the next 12 months
 - E. Yes, but not within the next 12 months
 - F. No, I am not thinking about quitting the use of all tobacco products

54. During the **past 12 months**, how many times have you stopped using **all tobacco products** for one day or longer because you were trying to quit all tobacco products for good?
- A. I did not use tobacco products during the past 12 months
 - B. I did not try to quit all tobacco products during the past 12 months
 - C. 1 time
 - D. 2 times
 - E. 3 to 5 times
 - F. 6 to 9 times
 - G. 10 or more times

55. In the **past 12 months**, did you do any of the following to help you quit using tobacco of any kind for good?
(You can **CHOOSE ONE ANSWER** or **MORE THAN ONE ANSWER**)

- A. I did not use tobacco of any kind during the past 12 months
- B. I did not try to quit during the past 12 months
- C. Attended a program in my school
- D. Attended a program in the community
- E. Called a telephone help line or telephone quit line
- F. Used nicotine gum
- G. Used nicotine patch
- H. Used any medicine to help quit
- I. Visited an Internet quit site
- J. Got help from family or friends
- K. Used another method, such as hypnosis or acupuncture
- L. Tried to quit on my own or quit "cold turkey"

The next questions ask about your thoughts on different types of tobacco products.

56. How much do you think people harm themselves when they smoke cigarettes some days but not every day?

- A. No harm
- B. Little harm
- C. Some harm
- D. A lot of harm

57. How much do you think people harm themselves when they smoke **cigars, cigarillos or little cigars** some days but not every day?

- A. No harm
- B. Little harm
- C. Some harm
- D. A lot of harm

58. How much do you think people harm themselves when they use **chewing tobacco, snuff, dip, or snus**, some days but not every day?

- A. No harm
- B. Little harm
- C. Some harm
- D. A lot of harm

59. How much do you think people harm themselves when they use **e-cigarettes** some days but not every day?

- A. No harm
- B. Little harm
- C. Some harm
- D. A lot of harm

60. How strongly do you agree with the statement 'All tobacco products are dangerous'?

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

61. Do you think that breathing smoke from other people's cigarettes or other tobacco products causes...
- A. No harm
 - B. Little harm
 - C. Some harm
 - D. A lot of harm

62. Do you think the minimum age to buy tobacco products should be 21?
- A. Definitely yes
 - B. Probably yes
 - C. Probably not
 - D. Definitely not

The next two questions are about visits to a doctor, dentist, nurse, or other health professional.

63. Think about each time that you visited a doctor, dentist, or nurse in the past 12 months. During any of these visits were you asked if you used tobacco that is smoked or put in your mouth?
- A. I did not see a doctor, dentist, or nurse during the past 12 months
 - B. Yes
 - C. No

64. During the **past 12 months**, did any doctor, dentist, or nurse give you advice not to use tobacco that is smoked or put in your mouth?
- A. I did not see a doctor, dentist, or nurse during the past 12 months
 - B. Yes
 - C. No

The next four questions ask about issues related to tobacco advertisement. Do not think of electronic cigarettes.

65. When you are using the Internet, how often do you see ads or promotions for cigarettes or other tobacco products?
- A. I do not use the Internet
 - B. Never
 - C. Rarely
 - D. Sometimes
 - E. Most of the time
 - F. Always

66. When you read newspapers or magazines, how often do you see ads or promotions for cigarettes or other tobacco products?
- A. I do not use read newspapers or magazines
 - B. Never
 - C. Rarely
 - D. Sometimes
 - E. Most of the time
 - F. Always

67. When you go to a convenience store, supermarket, or gas station, how often do you see ads or promotions for cigarettes or other tobacco products?

- A. I never go to a convenience store, supermarket, or gas station
- B. Never
- C. Rarely
- D. Sometimes
- E. Most of the time
- F. Always

68. When you watch TV or go to the movies, how often do you see actors and actresses using cigarettes or other tobacco products?

- A. I do not watch TV or go to the movies
- B. Never
- C. Rarely
- D. Sometimes
- E. Most of the time
- F. Always

The next four questions ask about issues related to electronic cigarette advertisement.

69. When you are using the Internet, how often do you see ads or promotions for electronic cigarettes or e-cigarettes?

- A. I do not use the Internet
- B. Never
- C. Rarely
- D. Sometimes
- E. Most of the time
- F. Always

70. When you read newspapers or magazines, how often do you see ads or promotions for electronic cigarettes or e-cigarettes?

- A. I do not use read newspapers or magazines
- B. Never
- C. Rarely
- D. Sometimes
- E. Most of the time
- F. Always

71. When you go to a convenience store, supermarket, or gas station, how often do you see ads or promotions for electronic cigarettes or e-cigarettes?

- A. I never go to a convenience store, supermarket, or gas station
- B. Never
- C. Rarely
- D. Sometimes
- E. Most of the time
- F. Always

72. When you watch TV, how often do you see ads or promotions for electronic cigarettes or e-cigarettes?
- A. I do not watch TV
 - B. Never
 - C. Rarely
 - D. Sometimes
 - E. Most of the time
 - F. Always

The next four questions ask about you being around other people's tobacco smoke or vapor from electronic cigarettes or e-cigarettes.

73. During the **past 7 days**, on how many days did someone smoke tobacco products in your home while you were there?
- A. 0 days
 - B. 1 day
 - C. 2 days
 - D. 3 days
 - E. 4 days
 - F. 5 days
 - G. 6 days
 - H. 7 days

74. During the **past 7 days**, on how many days did you ride in a vehicle where someone was smoking a tobacco product?
- A. 0 days
 - B. 1 day
 - C. 2 days
 - D. 3 days
 - E. 4 days
 - F. 5 days
 - G. 6 days
 - H. 7 days

75. During the **past 30 days**, on how many days did you breathe the smoke from someone who was smoking tobacco products in an indoor or outdoor public place? Examples of indoor public places are school buildings, stores, restaurants, and sports arenas. Examples of outdoor public places are school grounds, parking lots, stadiums and parks.
- A. 0 days
 - B. 1 or 2 days
 - C. 3 to 5 days
 - D. 6 to 9 days
 - E. 10 to 19 days
 - F. 20 to 29 days
 - G. All 30 days

76. During the **past 30 days**, on how many days did you breathe the vapor from someone who was using an electronic cigarette or e-cigarette in an indoor or outdoor public place? Examples of indoor public places are school buildings, stores, restaurants, and sports arenas. Examples of outdoor public places are school grounds, parking lots, stadiums and parks.
- A. 0 days
 - B. 1 or 2 days
 - C. 3 to 5 days
 - D. 6 to 9 days
 - E. 10 to 19 days
 - F. 20 to 29 days
 - G. All 30 days

The next question asks about your experiences at home.

77. Does anyone who lives with you now...? (CHECK ALL THAT APPLY).

- A. Smoke cigarettes
- B. Smoke cigars, cigarillos, or little cigars
- C. Use chewing tobacco, snuff, or dip
- D. Use electronic cigarettes or e-cigarettes
- E. Smoke tobacco out of a hookah or waterpipe
- F. Smoke pipes filled with tobacco (not waterpipes)
- G. Use snus
- H. Use dissolvable tobacco products
- I. Smoke bidis (small brown cigarettes wrapped in a leaf)
- J. No one who lives with me now uses any form of tobacco

The last four questions are about your experiences at home and at school.

78. Out of every 10 students in your grade at school, how many do you think use **electronic cigarettes** or **e-cigarettes**?

- A. 0
- B. 1
- C. 2
- D. 3
- E. 4
- F. 5
- G. 6
- H. 7
- I. 8
- J. 9
- K. 10

79. During the past 30 days, how many days did you miss at least one class period because you skipped or "cut" or just did not want to be there?

- A. 0 days
- B. 1 day
- C. 2 to 5 days
- D. 6 to 10 days
- E. 11 or more days

80. Do you speak a language other than English at home?

- A. Yes
- B. No

81. Because of a physical, mental, or emotional condition, do you have serious difficulty concentrating, remembering, or making decisions?

- A. Yes
- B. No

FACT SHEET FOR SCHOOLS

2016 NATIONAL YOUTH TOBACCO SURVEY (NYTS)

Tobacco use is the leading and most preventable cause of disease and death in the United States. The Centers for Disease Control and Prevention (CDC) conducts the survey to document tobacco-related beliefs, attitudes, and behaviors, and exposure to influences that promote or discourage tobacco use among students in grades 6 through 12. This fact sheet answers important questions about the National Youth Tobacco Survey (NYTS).

Q. What is the purpose of the NYTS?

A. The purpose of the NYTS is to gather nationally representative data for students in grades 6 through 12 for the following tobacco related topics: prevalence of use (cigarettes, smokeless tobacco, cigars, and other tobacco products), knowledge and attitudes, media and advertising, minors' access and enforcement, school curriculum, secondhand smoke exposure, and cessation.

Q. How frequently is the NYTS conducted?

A. The baseline NYTS was conducted in 1999, with progress measurements occurring in the spring of 2000, 2002, 2004, 2006, 2009, 2011, 2012, 2013, 2014, and 2015. The 2016 NYTS represents the eleventh progress measurement.

Q. Why is the NYTS conducted?

A. A core priority of CDC's Office on Smoking and Health is to enhance tobacco control surveillance. The NYTS is the most comprehensive, nationally representative source of data regarding tobacco-related behaviors and the *only* source of such data for middle school students (grades 6-8). Results are used by CDC to support the design, implementation, and evaluation of effective tobacco use prevention and control programs. In parallel to this national survey, the YTS questionnaire is used independently by many state and local departments of education and health to conduct their own surveys. Results from the NYTS serve as an index against which state- and local-level data can be compared.

Q. Does the survey have broad national support?

A. Yes. The survey is supported by many major national organizations interested in the health of youth, including: American Academy of Pediatrics, American Association of School Administrators, American Cancer Society, American Heart Association, American Lung Association®, American Medical Association, American School Health Association, Association for Middle Level Education, Association of State and Territorial Health Officials, Council of Chief State School Officers, Legacy, National Association of Independent Schools, National Association of School Nurses, National Association of Secondary School Principals, National Association of State Boards of Education, National Catholic Educational Association, National Education Association Healthy Futures, National Independent Private School Association, National PTA, National School Boards Association, and SHAPE America – Society of Health and Physical Educators.

Q. Are sensitive questions asked?

A. No. All questions on the survey relate to the student's attitudes, behaviors, and knowledge about tobacco use, intent to use tobacco, exposure to tobacco use, and exposure to tobacco marketing/advertising.

Q. Is student participation anonymous? How is student privacy protected?

A. Survey administration procedures are designed to protect student privacy and allow for anonymous participation. The survey is administered by specially trained field staff. Students submit a completed optically scannable questionnaire booklet, containing no personal identifiers, in a sealed envelope which is then placed in a large box or envelope. Similar safeguards are used to complete make-ups. Students not participating in the survey are provided with an alternate activity by their school. Published reports do not include names of participating counties, cities, school districts, schools, or students.

Q. Are students tracked over time to see how their behavior changes?

A. No. Each year a new sample of states, schools, and students is drawn. Students who participated cannot be tracked because no identifying information is collected.

Q. Is this voluntary? What if school districts, schools, or students do not choose to participate?

A. Participation in the NYTS is voluntary. However, to develop accurate national estimates, it is essential that school and student participation rates are high. Selected schools and students cannot be replaced. The goal is to achieve 90 to 95 percent participation by selected schools and students.

Q. What grades are included? What types of schools are included in the sample?

A. The 2016 NYTS will be administered to students in grades 6 through 12. This includes students from public, Catholic, and private schools with one or more grades in this range (e.g., K-6, 6-8, 6-12, 7-12, 9-12, and 10-12).

Q. What is the sample size and how are schools selected?

A. A random sample of approximately 250 schools has been selected to participate in the 2016 NYTS. The probability of a school being selected is based on enrollment in grades 6 through 12. One or two classes (about 25 to 50 students) from each grade 6 through 12 will be selected randomly to take part in each school. Approximately 100 to 200 students are asked to participate in a school containing grades 9 through 12. In a school with grades 6 through 8, approximately 75 to 150 students are asked to participate.

Q. How is the 2016 NYTS coordinated at each school? What role does school staff play?

A. It is preferable to have a single spokesperson in each school. This can be the principal, another administrator, a teacher, or someone else designated by the principal. The spokesperson provides a list of class sections, distributes parental permission forms to teachers of the sampled classes, follows up to ensure permission forms have been distributed to students, helps to promote the survey in the school, and ensures a high student participation rate. Teachers assist with tracking parental permission forms. Teachers generally are not asked to administer the survey except for make-ups with students absent during the initial survey administration.

Q. What is done to maximize student participation?

A. CDC provides information to school administrators explaining the importance of the NYTS that can be shared with teachers, parents, and students. It is helpful if the school's spokesperson for the NYTS is familiar with the survey and is willing to seek support from teachers, parents, and students. The school spokesperson may work through the school's PTA to gain support for the survey. Many schools also notify parents of the survey in the school newsletter.

Q. What is the relationship between this national survey and similar surveys being conducted by state and local education and health agencies?

A. Many states and local education and health agencies use the same or a similar questionnaire to conduct their own state Youth Tobacco Survey (YTS). Nearly all states have conducted their own YTS at least once. Some states will conduct a YTS during spring 2016 in parallel with the 2016 NYTS.

Q. Why can't a youth tobacco survey conducted by a state and/or local education/health agency be used to arrive at national estimates?

A. Many state and/or local education/health agencies regularly conduct their own school-based YTS. However, the sampling procedures and questionnaires vary. Thus, it is not possible to combine results from these surveys, even if every state participated.

Q. What if a school is selected to be in a state or local YTS as well as the NYTS?

A. The CDC works collaboratively with each state to identify schools selected for both state and national surveys and to reduce the burden on these schools when possible.

Q. How long does it take to fill out the questionnaire? Is there some sort of physical test?

A. One class period is needed to complete the self-administered questionnaire. It takes approximately 10 minutes for the survey administrator to distribute survey materials and read directions to the students. It then takes approximately 35 minutes for students to record their responses. The questionnaire contains approximately 81 multiple-choice questions. No physical test or exam is involved.

Q. Can state and local education and health agencies conducting their own YTS obtain a waiver from the NYTS?

A. No. This action would jeopardize the selection of a nationally representative sample of all students in grades 6 through 12. To develop valid national estimates, every state, school district, school, and student in grades 6 through 12 nationwide must have a chance to be selected as a survey participant. Otherwise, survey results will be biased. The burden for a state participating in the NYTS is low because of the small number of schools and students selected to participate in each state.

Q. Do students answer questions truthfully?

A. Research indicates data of this nature may be gathered as reliably from adolescents as from adults. Internal reliability checks help identify the small percentage of students who falsify their answers. To obtain truthful answers, students must perceive the survey as important and know procedures have been developed to protect their privacy and allow for anonymous participation.

Q. When is the survey conducted? When are results available?

A. Data collection is scheduled to start in mid February and continue through April. Results are published the following year. All participating states, school districts, and schools will be notified when the report is available for download.

Q. What do the schools receive for participating in the 2016 NYTS?

A. As a symbol of appreciation for contributing their time and support and for being a significant partner in the 2016 NYTS effort, the CDC will provide each participating school with a monetary award. One option is to use these funds for prevention curriculum and educational materials. However, no restrictions will be placed on how schools may use these funds.

Q. Who is the survey contractor for the 2016 NYTS?

A. ICF International, a nationally recognized survey research company in Rockville, Maryland, is contracted by CDC to work with states, school districts, and schools to help obtain clearance, select a sample of students, schedule data collection, distribute survey materials, and collect student data.

Q. Whom may I call to obtain additional information and/or make arrangements for data collection in my school?

A. To obtain additional information and/or arrange for the NYTS to be conducted in your school, call the 2016 NYTS information line *toll-free*: 1-800-675-9727. Someone will be available to help make arrangements for your school between 8:30 a.m. and 5:00 p.m. Eastern time. If no one is available, please leave a message and someone will return your call promptly.

Inquiries to CDC should be directed to Mr. René Arrazola, Centers for Disease Control and Prevention, Office on Smoking and Health, 4770 Buford Highway NE, MS-F79, Atlanta, GA 30341; email at RArrazola@cdc.gov or telephone at 770-488-2414.

PARENTAL PERMISSION FORM

Our school is taking part in the 2016 National Youth Tobacco Survey (NYTS). This research project is sponsored by the Centers for Disease Control and Prevention (CDC). Students in grades 6 through 12 will be asked to fill out a survey about their tobacco-related beliefs, attitudes and behaviors, intent to use, and exposure to influences that promote or discourage tobacco use.

Students will be asked to fill out a survey that takes about 35 minutes to complete.

Doing this paper and pencil survey will cause little or no risk to your child. The survey has been designed to protect your child's privacy. Students will not put their names on the survey. Also, no school or student will ever be mentioned by name in a report of the results. Your child will get no benefit right away from taking part in the survey. But the results of this survey will help your child and other children in the future. We would like all selected students to take part in the survey, but the survey is voluntary. No action will be taken against the school, you, or your child, if your child does not take part. Students can skip any questions that they do not wish to answer. In addition, students may stop participating in the survey at any point without penalty. If you would like to see the survey, a copy is available in the school office.

State and local school officials and a review board at CDC have approved the survey. You or your child may have questions about your child's rights as a participant in this research project. If so, please call the CDC Human Research Protections Office at 1-800-584-8814. Please leave a brief message with your name and phone number. Say that you are calling about CDC protocol # 4118. We will return your call as soon as possible.

Please read the section below and check one box. Then, sign the form and **return it to the school within 3 days**. Please see the other side of this form for more facts about the survey. If your child's teacher or principal cannot answer your questions about the survey, please call Kate Flint, Project Director, toll-free at 1-800-675-9727. Thank you.

Child's name: _____ Grade: _____

I have read this form and know what the survey is about.

Please check one box:

- YES, my child may take part in this survey.
- NO, my child may **not** take part in this survey.

Parent or guardian's signature: _____ Date: _____



SURVEY FACT SHEET

Q. Why is the 2016 NYTS being done?

A. The purpose of the NYTS is to gather nationally representative data for students in grades 6 through 12 for the following tobacco related topics: prevalence of use (cigarettes, smokeless tobacco, cigars, and other tobacco products), knowledge and attitudes, media and advertising, minors' access and enforcement, school curriculum, secondhand smoke exposure, and cessation.

Q. Are sensitive questions asked?

A. No. All questions on the survey relate to student's attitudes, behaviors, and knowledge about tobacco use, intent to use, exposure to tobacco use, and exposure to tobacco marketing/advertising.

Q. Will student names be used or linked to the surveys?

A. No. The survey has been designed to protect your child's privacy. Specially trained field staff will administer the survey in each selected school. Students do not put their name on the survey. When students finish the survey, they place the survey in an envelope and seal it shut. The envelopes are then placed in a large box or envelope.

Q. Do students take the survey more than once to see how their behaviors change?

A. No. Each year a new sample of states, schools, and students is selected. Students who take part one year cannot be tracked because their names are not on the survey.

Q. How was my child selected to be in the survey?

A. About 20,000 students from approximately 250 schools across the country were selected to take part. One or two classes (about 25 to 50 students) in each grade 6 through 12 were picked randomly to take part in each school.

Q. How long does it take to fill out the survey? Does the survey include a physical test?

A. One class period is needed to fill out the survey, which has approximately 81 multiple-choice questions. The survey does not include a physical test or exam.

Q. Can I see the questions my child will be asked?

A. Yes, a copy of the survey is at your child's school.

Q. Does the survey have broad national support?

A. Yes. The survey is supported by many major national organizations interested in the health of youth, including: American Academy of Pediatrics, American Association of School Administrators, American Cancer Society, American Heart Association, American Lung Association®, American Medical Association, American School Health Association, Association for Middle Level Education, Association of State and Territorial Health Officials, Council of Chief State School Officers, Legacy, National Association of Independent Schools, National Association of School Nurses, National Association of Secondary School Principals, National Association of State Boards of Education, National Catholic Educational Association, National Education Association Healthy Futures, National Independent Private School Association, National PTA, National School Boards Association, and SHAPE America – Society of Health and Physical Educators.

This form only needs to be signed if you do NOT want your child to participate.

P

PARENTAL PERMISSION FORM

Our school is taking part in the 2016 National Youth Tobacco Survey (NYTS). This research project is sponsored by the Centers for Disease Control and Prevention (CDC). Students in grades 6 through 12 will be asked to fill out a survey about their tobacco-related beliefs, attitudes and behaviors, intent to use, and exposure to influences that promote or discourage tobacco use.

Students will be asked to fill out a survey that takes about 35 minutes to complete.

Doing this paper and pencil survey will cause little or no risk to your child. The survey has been designed to protect your child's privacy. Students will not put their names on the survey. Also, no school or student will ever be mentioned by name in a report of the results. Your child will get no benefit right away from taking part in the survey. But the results of this survey will help your child and other children in the future. We would like all selected students to take part in the survey, but the survey is voluntary. No action will be taken against the school, you, or your child, if your child does not take part. Students can skip any questions that they do not wish to answer. In addition, students may stop participating in the survey at any point without penalty. If you would like to see the survey, a copy is available in the school office.

State and local school officials and a review board at CDC have approved the survey. You or your child may have questions about your child's rights as a participant in this research project. If so, please call the CDC Human Research Protections Office at 1-800-584-8814. Please leave a brief message with your name and phone number. Say that you are calling about CDC protocol # 4118. We will return your call as soon as possible.

Please read the section below and check the box **only if you do not** want your child to take part in the survey. If you check the box "no" then, sign the form and return it to the school within 3 days. Please see the other side of this form for more facts about the survey. If your child's teacher or principal cannot answer your questions about the survey, please call Kate Flint, Project Director, toll-free at 1-800-675-9727. Thank you.

Child's name: _____ Grade: _____

I have read this form and know what the survey is about.

NO, my child may **not** take part in this survey.

Parent or guardian's signature: _____ Date: _____



SURVEY FACT SHEET

Q. Why is the 2016 NYTS being done?

A. The purpose of the NYTS is to gather nationally representative data for students in grades 6 through 12 for the following tobacco related topics: prevalence of use (cigarettes, smokeless tobacco, cigars, and other tobacco products), knowledge and attitudes, media and advertising, minors' access and enforcement, school curriculum, secondhand smoke exposure, and cessation.

Q. Are sensitive questions asked?

A. No. All questions on the survey relate to student's attitudes, behaviors, and knowledge about tobacco use, intent to use, exposure to tobacco use, and exposure to tobacco marketing/advertising.

Q. Will student names be used or linked to the surveys?

A. No. The survey has been designed to protect your child's privacy. Specially trained field staff will administer the survey in each selected school. Students do not put their name on the survey. When students finish the survey, they place the survey in an envelope and seal it shut. The envelopes are then placed in a large box or envelope.

Q. Do students take the survey more than once to see how their behaviors change?

A. No. Each year a new sample of states, schools, and students is selected. Students who take part one year cannot be tracked because their names are not on the survey.

Q. How was my child selected to be in the survey?

A. About 20,000 students from approximately 250 schools across the country were selected to take part. One or two classes (about 25 to 50 students) in each grade 6 through 12 were picked randomly to take part in each school.

Q. How long does it take to fill out the survey? Does the survey include a physical test?

A. One class period is needed to fill out the survey, which has approximately 81 multiple-choice questions. The survey does not include a physical test or exam.

Q. Can I see the questions my child will be asked?

A. Yes, a copy of the survey is at your child's school.

Q. Does the survey have broad national support?

A. Yes. The survey is supported by many major national organizations interested in the health of youth, including: American Academy of Pediatrics, American Association of School Administrators, American Cancer Society, American Heart Association, American Lung Association®, American Medical Association, American School Health Association, Association for Middle Level Education, Association of State and Territorial Health Officials, Council of Chief State School Officers, Legacy, National Association of Independent Schools, National Association of School Nurses, National Association of Secondary School Principals, National Association of State Boards of Education, National Catholic Educational Association, National Education Association Healthy Futures, National Independent Private School Association, National PTA, National School Boards Association, and SHAPE America – Society of Health and Physical Educators.

**Regular Meeting Minutes
Fairfield BoE, January 12, 2016**

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 7:59PM. Present were members Eileen Liu-McCormack, Marc Patten, Donna Karnal, Jessica Gerber (arrived 8:30PM), 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.

Student Reports

Mr. Nene and Ms. Frango reported for Fairfield Ludlowe High School: Seniors are busy with college and internship applications; student surveys are being administered; the Candlelight concert was a success; winter sports are in full swing; badminton and volleyball tournaments took place last Friday; and mid-terms are approaching.

Ms. Shuster and Ms. Agrello reported for Fairfield Warde High School: The Carillon concert performances went very well; mid-terms are approaching; college representatives attended a forum at Warde; a practice lockdown occurred; and a job shadowing experience is being discussed.

Ms. Karnal, Mr. Patten and Mr. Calabrese all mentioned that they enjoyed the amazing concerts at both schools.

Public Comment

Monique Sudikoff, Lockwood Road: Requested a refrain from extensive minutes discussion; supports Holland Hill Ed Specs approval.

Presentations

Presentation of the Superintendent's Proposed 2016-2017 Operating Budget

Dr. Title presented the Superintendent's 2016-2017 Proposed Operating Budget of **\$165,393,561** using a Powerpoint presentation. This is a 2.59 percent increase over 2015-2016. The operating budget allows the offering of a comprehensive and rigorous program of academics, athletics, arts, and extra-curricular activities. Some of the discussion points were:

1. Of the state's 169 cities and towns, Fairfield has moved from 20th to 81st in Per Pupil Expenditures.
2. The average budget increase from 2010-2016 is 2.08%.
3. Budget priorities include: Support Year 2 of the District Improvement Plan, increase the investment in maintenance and technology, adjust account lines to better reflect historical expenditures, and fund all contractual obligations and state/federal mandates.
4. Instructional Program Improvements include a revised Social Studies curriculum and expansion of Spanish to grade 3.
5. Staffing changes result in an overall increase (certified and non-certified) of 5.6 FTE.
6. Additional resource investments and facilities/maintenance include improved internet capacity and grounds maintenance/repair projects.

On July 1, 2016 the district will move to the State of Connecticut Partnership Plan 2.0, allowing for substantial savings for employees and the district. Key features of the Plan include: a mandatory wellness program; all employees will have the same insurance coverage; it functions like a fully insured plan; and rates are adjusted annually based on the experience of 200,000 members.

DRAFT

Dr. Title is proud of the budget and he praised staff for the hard work during budget preparation; in particular - Mrs. Munsell, Mrs. Leffert and Mr. Smoler for their collaborative effort on the health insurance. Both the Powerpoint presentation and the budget will be posted to the district website.

Mr. Dwyer reminded the Board of the budget review process. The budget book is reviewed in order, typically with Revenue first and the Executive Summary of Expenses following. Q&A is posted to the web; he asked the Board to check historical Q&A as posted previously; many questions have already been addressed. The BOE vote must take place on January 28 to allow budget delivery to the First Selectman by February 1, as required by Town Charter. He acknowledged Jan Byrnes for assisting Dr. Title with a creative Powerpoint design.

Mr. Calabrese said he is excited about the savings resulting from health insurance.

Mr. Llewellyn asked about health plan requirements and costs – is the Town is planning to do the same? Dr. Title said the Town is now investigating the plan for its employees; the district is still eligible even if the Town doesn't participate. There are costs with the plan, old claims will have to be paid and the IBNR will be used for this purpose.

Mr. Dwyer said that AON was very helpful throughout this process. Additionally, it proves the district's good relationships with the unions. He acknowledged that Mr. Smoler's assistance helped bring about this change.

Mrs. Maxon-Kennelly asked about submitting budget questions.

Mr. Dwyer asked the Board to limit its questions to the Executive Summary for the next meeting; questions should be submitted in writing by Friday at the latest.

<i>Old Business</i>

Approval of Proposed Capital Non-Recurring Projects

Mrs. Gerber moved, Ms. Pytko seconded that the Board of Education approve the Proposed Capital Non-Recurring Projects for 2016-2017.

Motion Passed: 9-0

Dr. Title thanked the Board and said this item will now move to the Board of Selectman for review.

Approval of Holland Hill Educational Specifications

Mrs. Gerber moved, Mr. Patten seconded that the Board of Education approve the Holland Hill Educational Specifications as enclosed. Motion passed 9-0

Dr. Title highlighted 2 changes as recommended by the Board; the mention of sinks in new classrooms on page 4, and a notation regarding PCBs on page 5. He added that the Holland Hill enrollment projections, as identified by Milone & MacBroom, were prepared and a copy provided at the Board table.

Mr. Patten mentioned the spike in enrollment in 22/23. Dr. Title and several Board members said the explanation for the spike is included on page 2; it is due to a rise in birth rates among other factors. It was clarified that sinks will be installed in new classrooms and the principal will determine how the new classrooms will be used.

Mr. Llewellyn asked if technology, per page 7, will apply to the whole school. Dr. Title said it would. Mr. Llewellyn also asked about ADA compliance. Mr. Morabito said the school will be compliant for all programs and the new bathrooms will be accessible. Mr. Llewellyn asked if the new classrooms at Riverfield have sinks and was told yes.

Public Comment:

Trudi Durell, Woodcrest Road: Asked the Board to approve the Ed Specs as presented.

Motion Passed: 9-0

Approval of Proposed Capital Projects

Mrs. Gerber moved, Mr. Calabrese seconded that the Board of Education approve the Proposed Capital Projects for 2016-2017.

Motion Passed: 9-0

Dr. Title said this item will proceed to the BOS. If approved, it advances to the BOF, followed by the RTM in February. The public is welcome to attend all meetings, even the RTM committee meetings.

Approval of Board of Education By-Law Amendments

Item 6Di

Ms. Karnal moved/Mr. Llewellyn seconded that the Board of Education approve the By-Law amendment to Article V, Section 3.

Ms. Karnal said this amendment is helpful; time can become an issue at meetings and things get continuously pushed back.

Mr. Llewellyn said this is an important and good addition. If three Board members request an item on the agenda they should be able to. IT's not inconsistent with the state statute that three Board members can call a special meeting. Other Boards do this.

Mr. Calabrese was not sure this was necessary; it is common courtesy to have a discussion with the Chair; if something needs to be on the night of a meeting, that's why a 2/3 vote is required.

Mr. Dwyer added that agendas are hard to manage and there is difficulty when adding to an already-full agenda. He felt the agenda topics the Board requested were in fact added with the exception being those topics not under the jurisdiction of the Board, such as management initiatives and instructional methodology. He felt a reasonable process is already in place.

Mrs. Liu-McCormack said a regular practice is needed that all can rely on; a By-Law makes it firm and clear. This will ensure the minority voice is heard on topics. Often minority concerns are something the majority is not aware of.

Ms. Karnal added that since she has been on the Board, having Board members be able to add something to an agenda is something that has not happened.

Mrs. Maxon-Kennelly said the question revolves around appropriate topics and use of staff time. This By-Law would circumvent the process already in place. The officers of the Board discern appropriate topics; voices have been heard and decisions have been made. Just because someone is unhappy with a decision doesn't make it a well-founded one.

Ms. Karnal felt there shouldn't be unreasonable requests on staff time. Some items have not always made it to the agenda even when little staff time is required.

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

Item 6D ii

Mr. Llewellyn moved, Mrs. Liu-McCormack seconded that the Board of Education approve the By-Law amendment to Article 1, Section 2.

Mr. Llewellyn read his amendment as stated in the enclosure. He felt it was a good mechanism to effectuate how that information will get there.

Mrs. Liu-McCormack agreed with Mr. Llewellyn and said this will improve transparency. Is flexible on the details but thinks the mechanism is important.

Ms. Pytko asked for clarification on “significant time.”

Mr. Llewellyn said that phrase was used before when the bylaw was revised and he would like to quantify it. He cited 2 examples – one, regarding his request to view school checkbook registers; and two, regarding his request for Iready test reports -- where he felt his requests were not responded to in a timely manner. Requests should not be ignored or delayed. It appears that members of the public have more ability, through FOI requests, to get information.

Mr. Dwyer said individual members may not direct staff and this amendment would facilitate that. He disagreed with Mr. Llewellyn’s examples and clarified that his request regarding reviewing all of the checkbook registers at all 17 schools in the district required significant staff time and had to be revised. He was prepared to put Mr. Llewellyn’s request on the agenda for the Board to vote on, but Mr. Llewellyn changed his response and his revised request was addressed. The Board received detailed information regarding the Iready report done in-district, and was also told that using a different report would not be helpful. He imagined that the amount of time that staff were investing in the changes to the healthcare plan took precedence over addressing the Iready request.

Mr. Calabrese felt that the additional language was not necessary; the By-Law as stated is sufficient. The request for the checkbook registers was addressed.

Mr. Llewellyn countered that his revised request regarding the checkbook registers was submitted in April, and he did not receive a response until September. He has yet to receive a response regarding his other request that concerns iReady, and he submitted that one before Thanksgiving. The Iready report is generated through just a few mouse clicks. Some Board members are interested in seeing how our schools are doing on a national level.

Mr. Dwyer responded that Mr. Llewellyn did receive an emailed response, but it was not to his liking and he still has the right under the current By-Law to request that it be placed on a Board agenda; the mechanism that exists does work.

Dr. Title added that the history of this goes beyond the most recent requests. The reason for the By-Law as it is currently written is that some Board members made multiple requests that redirected staff time for hundreds of hours. The implication that the district doesn’t take these requests seriously is flawed. Regarding the IReady request; this is one of many assessments - results of which are planned for Board review once per year, and this was approved by the full Board in July 2015, as outlined in the District Improvement Plan. Dr. Title said he is always reluctant to say no to any request for information, and he doesn’t want anyone having the impression that the district is not responsive.

Mr. Patten said that in his past experience serving on By-Law committees, attorneys have advised to not create restrictions that would affect future Boards. He is not in favor of this amendment.

Mr. Llewellyn disagreed with Dr. Title’s assessment of his request and added that asking for simple requests shouldn’t be an issue. As a Board we have a fiduciary responsibility. He has gotten a lot of questions from parents regarding Iready.

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-Kelly

Item 6D iii

Mrs. Maxon-Kennelly moved, Mrs. Gerber seconded that the Board of Education approve the By-Law amendment to Article 2, Section 3.

Mrs. Maxon-Kennelly explained this amendment as being more technically accurate. A BOE member may act as a liaison, not a voting member, of a school building committee; the Board may appoint a voting member to the CAC2.

Mrs. Liu-McCormack asked if a Board member was ever a voting member for a school building committee and was told no.

Mr. Patten asked if the Board votes on the member for the CAC2 and Mr. Dwyer said yes; it is his intention, as there is no interested BOE member, to ask the FairTV commission to recommend a member of the public to serve in this capacity.

Motion Passed: 9-0

Item 6D iv

Mrs. Maxon-Kennelly moved, Ms. Karnal seconded that the Board of Education approve the By-Law amendment to Article VII.

Motion Passed: 9-0

<i>New Business</i>

Acceptance of the Stratfield Elementary School Project

Mrs. Gerber moved, Mr. Calabrese seconded that the Board of Education accept the Stratfield Elementary School Project #051-0121EA as complete.

Dr. Title said the district is pleased with the project. This vote will allow the project to be closed so that the Town can receive any remaining reimbursement.

Motion Passed: 9-0

First Reading of By-Law Amendment Article V, Section 6

Mrs. Maxon-Kennelly thanked Mr. Calabrese and Mrs. Gerber for their help in crafting this new language. The three of them met to discuss new language; she clarified that while this was done in public and was noticed to the Town, it was not an actual meeting. She was dismayed that a member of the public did not extend common courtesy and secretly recorded the discussion without consent, unbeknownst to all present.

Mr. Dwyer clarified that there is no legal requirement for permission to record; Mrs. Maxon-Kennelly re-stated that she would have appreciated being told.

Mrs. Maxon-Kennelly said the overriding interest was to provide clarity to the public; Public Comment is still at the beginning of the meeting for agenda items; speakers are also invited to comment on Old Business and New Business items, later in the meeting and as they occur. She made a special note that the sentence "A member of the public can only speak to a topic once at a meeting." - was struck in error and should remain.

Mr. Patten thanked the members for their efforts and asked if the public had offered any suggestions.

Mrs. Maxon-Kennelly said that Mr. Convertito had reminded the group that a Board meeting is a meeting in public and is not a public meeting. The suggestions made by the public wouldn't go against this By-Law change.

Mrs. Liu-McCormack felt that, as public servants, the Board should understand what the public's concerns are and not just our own concerns, and that we should allow Public Comment for items not on the agenda.

Mrs. Maxon-Kennelly said a Town-Hall style meeting could address this; Mr. Dwyer agreed and said the idea was to have 3 Town-Hall style meetings per year.

Mrs. Liu-McCormack asked if the forums are recorded and was told yes. She said it was helpful for the public to hear one another as well, and expressed concern that speakers may have an immediate issue and may not want to wait potentially months for a Town-Hall forum; it would be easier to work this in to the agenda to provide timely opportunities.

Mrs. Gerber said it is important to remember that the public has multiple opportunities to contact BOE members at any time via email, mail, phone and in person, so no one would have to wait for months without sharing a concern.

Mr. Calabrese agreed. There are other avenues that people have to make themselves heard. At the meeting, he did bring up that other districts do allow public comment on any topic, but his understanding was that some members of the public were abusive when this Board allowed that.

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

Mrs. Maxon-Kennelly invited questions on the policy. Jill Mitchell from the Board of Health also attended the meeting and provided input. Per CABE, the proper verbiage is ‘adopted’, rather than ‘approved’, and this is reflected on the last page. Any substantive changes will require Board of Health review. This policy is paired with #5515, and the committee is looking to strike that policy due to redundancy.

Mr. Dwyer said he will plan to have policy #5515 on the next regular agenda to avoid having conflicting policies in place.

Mrs. Gerber asked if the policy had already been approved by the Board of Health and Mrs. Maxon-Kennelly said she would check.

Mr. Patten said, speaking as the liaison to the Board of Health (BOH), the BOH wanted the policy to be vetted first by the BOE. Mr. Dwyer asked him to clarify the sequence of the approval process.

Approval of Minutes

Mrs. Gerber moved, Mrs. Maxon-Kennelly seconded that the Board of Education approve the Minutes of the Regular Meeting of December 8, 2015.

Motion Passed: 7-2

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

Oppose: Mrs. Liu-McCormack, Mr. Llewellyn

<i>Committee/Liaison Reports</i>

Ms. Pytko said SEPTA has announced a new teen dance program and an event at Taco Loco.

Mr. Patten said the Board of Health reported on a well-being survey with the state of CT; it is available and there are some good statistics. The Nursing Supervisor for the Town, Joanne Ryan, is retiring and the new Supervisor is Jill Mitchell. The district looks forward to working with her.

Mrs. Maxon-Kennelly said comments on the Social Studies curriculum should be submitted as soon as possible; the window for that is closing soon. The PTA is always looking for new members;

<i>Open Board Comment</i>

Mrs. Maxon-Kennelly said she enjoyed the Carillon concert; it was amazing.

Mr. Dwyer acknowledged and thanked the administration; they went above and beyond in their work with health insurance; this will take pressure off of programs. The Board owes a debt of gratitude to the staff for this work.

<i>Adjournment</i>

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

Motion Passed: 9-0

Meeting adjourned at 10:05PM.

Respectfully Submitted by
Jessica Gerber
Fairfield BOE
Secretary

Fairfield Public Schools

2015 – 2016

Quarterly Financial Report as of December 31, 2015

Summary

As of December 31, 2015, midway through the fiscal year, Fairfield Public Schools total expenses at June 30, 2016 are projected to be within budget. This statement is always qualified because special education (tuition, professional services, consultations and transportation), and operation and maintenance of facilities are driven by the individual needs of students and unforeseen building repairs/maintenance over the next six months. Year-to-date we have benefited from the lack of snow, warm weather and introduction of therapeutic services for psychiatric and behavioral issues at the high schools to avoid outplacements.

Maintenance projects planned for late spring and early summer will be released later in the year when special education and maintenance expenditures can be more accurately projected.

Personnel Services

Contracted salaries, hourly wages, extra-curricular stipends and substitute pay are the single largest budget classification at approximately \$102.7 million of the \$161.2 million total budget. The largest balances in the category are in part-time employment as these salaries, primarily for substitutes and overtime, are paid as incurred (not encumbered). The other balances are spent as hours are worked.

There are no significant changes in staff turnover or FTE count since the last report and there will not be any significant balance in this category at year end.

Fixed Charges

Fixed charges, or benefits, account for approximately 17 % of the budget. Health insurance and contributions to the town pension fund are made in a lump sum and other benefits such as life and disability insurance, social security and 401(a) contributions are paid as incurred. As previously reported, town pension costs will be over budget by \$78,000. Board of Education 401(a) contributions will be slightly over budget since all non-certified new hires now participate in a 401(a) plan as opposed to the town pension.

Pupil Personnel Expenses

Special education costs, with the exception of salaries, transportation and capital are included in this category. This segment is the most volatile as expenses are determined by the needs of individual students. Whether the expenses qualify for excess cost reimbursement is also a variable. Projected annual costs per student that exceed 4 ½ times the PPE for district-placed students, or one-time the PPE for DCF placed students, qualify for reimbursement. As of the December 1, 2016 filing, the initial excess cost reimbursement is projected to be approximately \$3.5 million. The first payment is received in February; however, the May payment is adjusted based on an updated March 1st filing and our share of the available funding based on state-wide filings. Currently, the financial report reflects a negative \$3.3 million in this category, but the excess cost reimbursement is not included until the spring when the final amount is received.

School Expenses

These expenditures support instruction and activities at the building level and include supplies, materials, textbooks, copying, sports and other activities. As expected, approximately 62% of the funding has been expended year-to-date.

Support Expenses

Program implementation, centrally funded instructional programs, non-special education tuition and central support operations are included here. Program implementation and instructional supplies/materials expenses are incurred in the same manner as school expenses. Professional/Technical, maintenance services (software/network maintenance), security and postage indirectly support school operations and are expended on a contractual or as-needed basis.

Maintenance/Operation/Transportation

Maintenance, operations and transportation account for approximately 10 % of the total budget. Preliminary encumbrances for transportation are included in this report but special education transportation is subject to change. Although transportation appears to have a deficit, costs will be offset with excess cost, magnet school transportation and Pre-K tuition revenue and is projected to be within budget.

Over 27 % of the budget in this category is designated for utilities, which are not encumbered and are paid as incurred. Electric and heating rates were budgeted at the contracted amount for the entire fiscal year; however, transmission/distribution and transportation rates are variable. In addition to the fluctuation in delivery costs, usage is difficult to forecast.

The budget of \$3.7 million for maintenance services is for preventative maintenance, repairs and major maintenance projects. There was an emergency hot water replacement project done at FWHS but costs were offset by other projects. Approximately \$200,000 in HVAC maintenance projects will be scheduled for completion later in the year if there are no other unexpected repairs. Other contractual services have been encumbered but general repair and maintenance accounts are expended as needed.

Capital

The capital budget totals approximately \$1.8 million and approximately 87% of the funding has been expended or encumbered. The remaining balance will be expended as needed.

Submitted: January 21, 2016

Doreen T. Munsell

Statement of Account - Summary by Major Classification

1/4/2016 3:01:52 PM

Fairfield Public Schools Fiscal Year 2015-2016

Major Classification	Appropriation As Adopted	Spec Approp and Transfers	Appropriation Amended	Total Expenditures	Outstanding Encumbrance	Outstanding Requisitions	Unencumbered Balance	% Used
Personnel Services	102,677,214.00	\$0.00	102,677,214.00	\$39,555,961.91	\$60,052,667.18	\$0.00	\$3,068,584.91	97.01%
Fixed Charges	\$26,642,402.00	\$0.00	\$26,642,402.00	\$25,321,150.57	\$0.00	\$0.00	\$1,321,251.43	95.04%
Pupil Personnel Expense	\$6,644,775.00	\$0.00	\$6,644,775.00	\$5,359,643.27	\$4,549,933.01	\$0.00	(\$3,264,801.28)	149.13%
School Expenses	\$2,775,591.00	(\$2,800.00)	\$2,772,791.00	\$1,001,521.91	\$691,011.14	\$22,647.21	\$1,057,610.74	61.86%
Support Expenses	\$3,782,237.00	\$2,800.00	\$3,785,037.00	\$2,225,283.36	\$804,411.01	\$6,889.05	\$748,453.58	80.23%
Maint/Oper/Trans	\$16,914,492.00	\$0.00	\$16,914,492.00	\$6,652,758.29	\$6,762,619.21	\$23,500.00	\$3,475,614.50	79.45%
Capital	\$1,778,929.00	\$0.00	\$1,778,929.00	\$1,368,193.26	\$172,862.57	\$213.52	\$237,659.65	86.64%
Grand Total	\$161,215,640.00	\$0.00	161,215,640.00	\$81,484,512.57	\$73,033,504.12	\$53,249.78	\$6,644,373.53	95.88%

**Statement of Account - Summary by
Major Classification and Summary Object**

1/4/2016 3:01:23 PM

Fairfield Public Schools
Fiscal Year 2015-2016

Major Classification Summary Object	Appropriation As Adopted	Spec Approp and Transfers	Appropriation Amended	Total Expenditures	Outstanding Encumbrance	Outstanding Requisitions	Unencumbered Balance	% Used
Personnel Services								
101 TEACHING STAFF	\$69,459,207.00	(\$877,391.00)	\$68,581,816.00	\$24,564,937.53	\$44,016,857.82	\$0.00	\$20.65	100.00%
103 CERTIFIED SUPPORT STAFF	\$6,581,621.00	(\$61,097.00)	\$6,520,524.00	\$2,326,820.54	\$4,193,718.11	\$0.00	(\$14.65)	100.00%
105 SCHOOL ADMIN STAFF	\$5,901,372.00	(\$38,837.66)	\$5,862,534.34	\$3,037,179.87	\$2,825,356.25	\$0.00	(\$1.78)	100.00%
107 CENTRAL ADMINISTRATION STAFF	\$1,071,295.00	\$27,017.00	\$1,098,312.00	\$570,277.46	\$528,034.50	\$0.00	\$0.04	100.00%
109 DIRECTOR/SUPERVISOR/MGR	\$627,475.00	\$22,483.83	\$649,958.83	\$337,514.79	\$312,444.12	\$0.00	(\$0.08)	100.00%
111 SECRETARIAL/CLERCL STAFF	\$3,501,632.00	(\$96,244.00)	\$3,405,388.00	\$1,566,486.68	\$1,838,846.14	\$0.00	\$55.18	100.00%
113 PARAPROFESSIONAL STAFF	\$3,332,583.00	(\$54,096.00)	\$3,278,487.00	\$1,281,411.94	\$1,997,087.17	\$0.00	(\$12.11)	100.00%
115 CUSTODIAN STAFF	\$4,050,300.00	(\$244,826.00)	\$3,805,474.00	\$2,005,232.34	\$1,800,243.75	\$0.00	(\$2.09)	100.00%
117 MAINTENANCE STAFF	\$1,044,121.00	\$42,386.00	\$1,086,507.00	\$541,290.22	\$545,216.53	\$0.00	\$0.25	100.00%
121 SUPPORT STAFF	\$1,357,512.00	(\$14,941.29)	\$1,342,570.71	\$654,661.59	\$687,908.61	\$0.00	\$0.51	100.00%
123 INFO TECH SUPPORT STAFF	\$853,729.00	(\$34,964.24)	\$818,764.76	\$419,116.87	\$399,647.41	\$0.00	\$0.48	100.00%
125 SE TRAINER STAFF	\$768,828.00	\$28,666.00	\$797,494.00	\$407,456.90	\$390,036.75	\$0.00	\$0.35	100.00%
129 PART-TIME EMPLOYMENT	\$2,623,937.00	\$58,203.00	\$2,682,140.00	\$1,401,211.62	\$223,400.37	\$0.00	\$1,057,528.01	60.57%
131 WAGE/BENEFIT RESERVE	\$496,356.00	(\$103,533.76)	\$392,822.24	\$6,600.00	\$0.00	\$0.00	\$386,222.24	1.68%
133 STAFF REPLACEMENT	(\$460,000.00)	\$1,449,730.56	\$989,730.56	\$0.00	\$0.00	\$0.00	\$989,730.56	0.00%
135 DEGREE CHANGES	\$137,522.00	(\$102,555.44)	\$34,966.56	\$0.00	\$0.00	\$0.00	\$34,966.56	0.00%
307 OTHER SERVICES	\$1,329,724.00	\$0.00	\$1,329,724.00	\$435,763.56	\$293,869.65	\$0.00	\$600,090.79	54.87%
Total for Personnel Services	102,677,214.00	\$0.00	102,677,214.00	\$39,555,961.91	\$60,052,667.18	\$0.00	\$3,068,584.91	97.01%
Fixed Charges								
201 HEALTH INSURANCE	\$22,336,918.00	\$0.00	\$22,336,918.00	\$22,336,918.00	\$0.00	\$0.00	\$0.00	100.00%
203 LIFE/DISABILITY INSURANCE	\$262,025.00	\$0.00	\$262,025.00	\$123,318.02	\$0.00	\$0.00	\$138,706.98	47.06%
205 SOCIAL SECURITY	\$2,241,459.00	\$0.00	\$2,241,459.00	\$999,131.32	\$0.00	\$0.00	\$1,242,327.68	44.58%
207 PENSION/RETIREMENT	\$1,802,000.00	\$0.00	\$1,802,000.00	\$1,861,783.23	\$0.00	\$0.00	(\$59,783.23)	103.32%
Total for Fixed Charges	\$26,642,402.00	\$0.00	\$26,642,402.00	\$25,321,150.57	\$0.00	\$0.00	\$1,321,251.43	95.04%
Pupil Personnel Expense								
301 INSTRUCTIONAL SERVICES	\$40,500.00	\$0.00	\$40,500.00	\$10,754.30	\$0.00	\$0.00	\$29,745.70	26.55%
303 PUPIL PERSONNEL SERVICES	\$968,571.00	\$595,000.00	\$1,563,571.00	\$1,280,583.83	\$1,400,421.78	\$0.00	(\$1,117,434.61)	171.47%
307 OTHER SERVICES	\$234,100.00	\$0.00	\$234,100.00	\$287,278.85	\$328,861.70	\$0.00	(\$382,040.55)	263.20%
315 RENTALS	\$14,350.00	\$0.00	\$14,350.00	\$14,070.00	\$0.00	\$0.00	\$280.00	98.05%
317 STUDENT TRANSPORTATION	\$163,401.00	\$0.00	\$163,401.00	\$200,814.84	\$0.00	\$0.00	(\$37,413.84)	122.90%
319 CONFERENCE & TRAVEL	\$95,770.00	\$0.00	\$95,770.00	\$43,839.50	\$33,902.80	\$0.00	\$18,027.70	81.18%
327 PRINTING/COPYING	\$6,800.00	\$0.00	\$6,800.00	\$3,487.81	\$3,177.83	\$0.00	\$134.36	98.02%
329 TUITION	\$4,986,583.00	(\$595,000.00)	\$4,391,583.00	\$3,451,087.22	\$2,777,585.91	\$0.00	(\$1,837,090.13)	141.83%
401 INSTRUCTIONAL SUPLS/MATLS	\$110,000.00	\$0.00	\$110,000.00	\$44,352.99	\$3,581.11	\$0.00	\$62,065.90	43.58%
404 SPLS, BKS, MATLS-DIST SUPPORT	\$15,500.00	\$0.00	\$15,500.00	\$13,554.66	\$202.88	\$0.00	\$1,742.46	88.76%
411 TEXTBOOKS	\$7,000.00	\$0.00	\$7,000.00	\$8,412.02	\$2,199.00	\$0.00	(\$3,611.02)	151.59%
415 OTHER SUPPLIES/MATERIALS	\$1,000.00	\$0.00	\$1,000.00	\$803.20	\$0.00	\$0.00	\$196.80	80.32%
601 DUES AND FEES	\$1,200.00	\$0.00	\$1,200.00	\$604.05	\$0.00	\$0.00	\$595.95	50.34%
Total for Pupil Personnel Expense	\$6,644,775.00	\$0.00	\$6,644,775.00	\$5,359,643.27	\$4,549,933.01	\$0.00	(\$3,264,801.28)	149.13%

**Statement of Account - Summary by
Major Classification and Summary Object**

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Fairfield Public Schools
Fiscal Year 2015-2016

Major Classification Summary Object	Appropriation As Adopted	Spec Approp and Transfers	Appropriation Amended	Total Expenditures	Outstanding Encumbrance	Outstanding Requisitions	Unencumbered Balance	% Used
School Expenses								
129 PART-TIME EMPLOYMENT	\$15,000.00	\$0.00	\$15,000.00	\$1,225.77	\$0.00	\$0.00	\$13,774.23	8.17%
301 INSTRUCTIONAL SERVICES	\$21,745.00	\$0.00	\$21,745.00	\$1,963.84	\$0.00	\$0.00	\$19,781.16	9.03%
307 OTHER SERVICES	\$67,275.00	\$0.00	\$67,275.00	\$5,882.71	\$144.90	\$0.00	\$61,247.39	8.96%
315 RENTALS	\$132,558.00	\$0.00	\$132,558.00	\$780.00	\$71,600.00	\$0.00	\$60,178.00	54.60%
317 STUDENT TRANSPORTATION	\$42,840.00	\$0.00	\$42,840.00	\$10,277.52	\$15,780.55	\$2,000.00	\$14,781.93	65.50%
319 CONFERENCE & TRAVEL	\$75,130.00	(\$225.00)	\$74,905.00	\$12,725.70	\$5,895.66	\$0.00	\$56,283.64	24.86%
327 PRINTING/COPYING	\$259,877.00	\$0.00	\$259,877.00	\$95,109.59	\$108,139.74	\$0.00	\$56,627.67	78.21%
400 SUPPLIES, BOOKS & MATERIALS	\$1,476,959.00	(\$4,099.00)	\$1,472,860.00	\$647,485.92	\$297,890.46	\$12,928.41	\$514,555.21	65.06%
402 INSTRUCTIONAL SPLS-DIST SUPPRT	\$41,000.00	\$0.00	\$41,000.00	\$7,606.14	\$16,078.22	\$0.00	\$17,315.64	57.77%
409 STUDENT ACTIVITY EXPENSES	\$596,940.00	\$0.00	\$596,940.00	\$186,820.38	\$170,258.66	\$7,262.20	\$232,598.76	61.03%
415 OTHER SUPPLIES/MATERIALS	\$20,002.00	\$1,524.00	\$21,526.00	\$7,658.32	\$5,222.95	\$456.60	\$8,188.13	61.96%
601 DUES AND FEES	\$26,265.00	\$0.00	\$26,265.00	\$23,986.02	\$0.00	\$0.00	\$2,278.98	91.32%
Total for School Expenses	\$2,775,591.00	(\$2,800.00)	\$2,772,791.00	\$1,001,521.91	\$691,011.14	\$22,647.21	\$1,057,610.74	61.86%
Support Expenses								
301 INSTRUCTIONAL SERVICES	\$70,074.00	(\$6,537.00)	\$63,537.00	\$21,735.97	\$19,267.05	\$65.00	\$22,468.98	64.64%
305 PROFESSIONAL/TECHNICAL SVCS	\$648,966.00	\$0.00	\$648,966.00	\$161,511.44	\$331,357.67	\$0.00	\$156,096.89	75.95%
307 OTHER SERVICES	\$19,776.00	\$0.00	\$19,776.00	\$18,794.00	\$0.00	\$0.00	\$982.00	95.03%
309 SECURITY SVCS/EXPENSES	\$160,000.00	\$0.00	\$160,000.00	\$77,809.92	\$102,502.54	\$0.00	(\$20,312.46)	112.70%
313 MAINTENANCE SERVICES	\$599,367.00	\$0.00	\$599,367.00	\$447,533.83	\$43,796.69	\$0.00	\$108,036.48	81.97%
319 CONFERENCE & TRAVEL	\$48,900.00	\$0.00	\$48,900.00	\$14,130.45	\$22,483.64	\$0.00	\$12,285.91	74.88%
321 PROFESSIONAL DEVELOPMENT	\$567,501.00	(\$921.00)	\$566,580.00	\$310,009.77	\$28,063.62	\$4,549.05	\$223,957.56	60.47%
323 POSTAGE	\$74,738.00	\$0.00	\$74,738.00	\$51,777.32	\$8,922.68	\$0.00	\$14,038.00	81.22%
325 PERSONNEL/RECRUITMENT EXP	\$26,000.00	\$0.00	\$26,000.00	\$24,050.00	\$7,080.00	\$0.00	(\$5,130.00)	119.73%
327 PRINTING/COPYING	\$72,600.00	\$0.00	\$72,600.00	\$25,038.21	\$26,463.67	\$0.00	\$21,098.12	70.94%
329 TUITION	\$344,541.00	\$0.00	\$344,541.00	\$153,299.00	\$119,184.00	\$0.00	\$72,058.00	79.09%
401 INSTRUCTIONAL SUPLS/MATLS	\$908,564.00	\$10,258.00	\$918,822.00	\$788,222.05	\$40,657.73	\$2,275.00	\$87,667.22	90.46%
403 OFFICE/GENERAL SUPPLIES	\$15,250.00	\$0.00	\$15,250.00	\$5,358.37	\$5,432.73	\$0.00	\$4,458.90	70.76%
404 SPLS, BKS, MATLS-DIST SUPPORT	\$9,000.00	\$0.00	\$9,000.00	\$5,596.47	\$3,403.27	\$0.00	\$0.26	100.00%
411 TEXTBOOKS	\$5,330.00	\$0.00	\$5,330.00	\$0.00	\$0.00	\$0.00	\$5,330.00	0.00%
415 OTHER SUPPLIES/MATERIALS	\$148,465.00	\$0.00	\$148,465.00	\$75,827.56	\$33,282.72	\$0.00	\$39,354.72	73.49%
424 OTHER SUPPLIES	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$3,363.00	\$0.00	\$4,637.00	42.04%
601 DUES AND FEES	\$55,165.00	\$0.00	\$55,165.00	\$44,589.00	\$9,150.00	\$0.00	\$1,426.00	97.42%
Total for Support Expenses	\$3,782,237.00	\$2,800.00	\$3,785,037.00	\$2,225,283.36	\$804,411.01	\$6,889.05	\$748,453.58	80.23%
Maint/Oper/Trans								
305 PROFESSIONAL/TECHNICAL SVCS	\$70,000.00	\$0.00	\$70,000.00	\$47,802.72	\$55,633.28	\$0.00	(\$33,436.00)	147.77%
311 UTILITY SERVICES	\$4,623,881.00	\$0.00	\$4,623,881.00	\$1,866,729.93	\$150,875.90	\$0.00	\$2,606,275.17	43.63%
313 MAINTENANCE SERVICES	\$3,712,948.00	\$0.00	\$3,712,948.00	\$1,304,884.31	\$1,432,755.71	\$23,500.00	\$951,807.98	74.37%
317 STUDENT TRANSPORTATION	\$7,641,957.00	\$0.00	\$7,641,957.00	\$3,061,746.25	\$4,852,429.86	\$0.00	(\$272,219.11)	103.56%
319 CONFERENCE & TRAVEL	\$34,100.00	\$0.00	\$34,100.00	\$11,190.75	\$19,956.02	\$0.00	\$2,953.23	91.34%
321 PROFESSIONAL DEVELOPMENT	\$55,395.00	\$0.00	\$55,395.00	\$19,765.44	\$2,424.40	\$0.00	\$33,205.16	40.06%
424 OTHER SUPPLIES	\$315,211.00	\$0.00	\$315,211.00	\$143,509.96	\$72,441.42	\$0.00	\$99,259.62	68.51%
429 MAINTENANCE/REPAIR SUPPLIES	\$461,000.00	\$0.00	\$461,000.00	\$197,128.93	\$176,102.62	\$0.00	\$87,768.45	80.96%
Total for Maint/Oper/Trans	\$16,914,492.00	\$0.00	\$16,914,492.00	\$6,652,758.29	\$6,762,619.21	\$23,500.00	\$3,475,614.50	79.45%
Capital								
501 CAPITAL OUTLAY	\$366,500.00	\$0.00	\$366,500.00	\$89,271.15	\$89,719.50	\$213.52	\$187,295.83	48.90%
503 TECHNOLOGY	\$1,412,429.00	\$0.00	\$1,412,429.00	\$1,278,922.11	\$83,143.07	\$0.00	\$50,363.82	96.43%
Total for Capital	\$1,778,929.00	\$0.00	\$1,778,929.00	\$1,368,193.26	\$172,862.57	\$213.52	\$237,659.65	86.64%
Grand Total	161,215,640.00	\$0.00	161,215,640.00	\$81,484,512.57	\$73,033,504.12	\$53,249.78	\$6,644,373.53	95.88%