

**Regular Meeting
Fairfield Board of Education
June 25, 2013**

Minutes

Voting Summary:

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 7:41PM. Present were members Jennifer Kennelly, John Convertito, Perry Liu, Jessica Gerber, Philip Dwyer, Pamela Iacono, Paul Fattibene, Tim Kery, and Sue Brand. Others present were Dr. Title, members of the Central Office leadership team, the honored FPS students and their families and approximately 20 members of the public.

Approval of Minutes

Approval of Minutes of the Regular Meeting of June 11, 2013.

Ms. Iacono moved/Mr. Convertito seconded the recommended motion “that the Board of Education approve the Minutes of the Regular Meeting of June 11, 2013.” Motion passed 9-0.

Old Business

Second Reading of Policy #5112-Students-Attendance, Excused Absences and Truancy

Mr. Convertito moved/Mrs. Brand seconded the recommended motion “that the Board of Education approve Policy #5112 – Students-Attendance, Excused Absences and Truancy”, and then recommended to change the motion to read “that the Board of Education approve Policy #5112 – Students-Attendance, Excused Absences and Truancy *and delete from the Policy Manual Policies 5115, 5117 and 5118.*” (new part in italics). Motion passed 9-0.

New Business

Approval of Participation in the Healthy Food Certification Program

Mrs. Kennelly moved/Mrs. Brand seconded the recommended motion “that the Board of Education approve participation in the Healthy Food Certification Program for the school year 2013-2014 with the exclusion of the sale of food: (1) sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store”. Motion passed 8-1 (Mrs. Kennelly, Mr. Convertito, Mr. Liu, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene, Mr. Kery, Mrs. Brand in favor; Ms. Iacono opposed).

Approval of the Sale of Beverages Not Listed in Section 10-221q of the Connecticut General Statutes

Mrs. Brand moved/Mrs. Kennelly seconded the recommended motion “that the Board of Education allow the sale of beverages not listed in section 10-221q of the Connecticut General Statutes: (1) sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food/beverage is not sold from a vending machine or

school store". Motion passed 8-1 (Mrs. Kennelly, Mr. Convertito, Mr. Liu, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene, Mr. Kery, Mrs. Brand in favor; Ms. Iacono opposed).

Approval of Public School Lunch Prices

Mrs. Brand moved/Mrs. Kennelly seconded the recommended motion "that the Board of Education approve the recommended school lunch prices for the 2013-2014 school year, as contained in Enclosure No. 5". Motion passed 8-1 (Mrs. Kennelly, Mr. Convertito, Mr. Liu, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene, Mr. Kery, Mrs. Brand in favor; Ms. Iacono opposed).

Financial Report and Approval of Budget Transfers for the 2012-2013 Fiscal Year

Mrs. Brand moved/Mr. Kery seconded the recommended motion "that the Board of Education approve line item transfers for the 2012-2013 fiscal year as detailed in the Financial Statement Enclosure No. 6". Motion passed 8-1 (Mrs. Kennelly, Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Ms. Iacono, Mr. Fattibene, Mr. Kery, Mrs. Brand in favor; Mr. Liu opposed).

Convene to Executive Session

Mrs. Brand moved/Mrs. Iacono seconded the recommended motion "that the Board of Education convene to Executive Session to discuss Superintendent Evaluation." Motion passed 9-0 at 9:40PM.

At 10:43PM, the Board came out of Executive Session.

Approval of Superintendent of Schools Contract

Mr. Kery moved/Ms. Iacono seconded the recommended motion, "that the Fairfield Board of Education enter into a contract of employment with David G. Title as Superintendent of Schools for the period 7/1/13 through 6/30/16 on the same terms as set forth in the 2012-2015 contract, except the base salary for each year shall be as for the 2012-2013 year contract unless otherwise negotiated between the parties." Motion passed 7-0-2 (Mrs. Kennelly, Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Ms. Iacono, Mr. Fattibene, Mr. Kery in favor; Mr. Liu and Mrs. Brand abstained)

Mr. Convertito moved/Mrs. Kennelly seconded the recommended motion "that the Fairfield Board of Education set the Superintendent's base salary for 2013-2014 at a 1.75 percent increase over the 2012-2013 base salary". Motion passed 7-0-2 (Mrs. Kennelly, Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Ms. Iacono, Mr. Fattibene, Mr. Kery in favor; Mr. Liu and Mrs. Brand abstained)

Adjournment

Mr. Kery moved/Ms. Iacono seconded the recommended motion "that this regular Meeting of the Board of Education adjourn." Motion passed 9-0. Meeting adjourned 10:52PM.

Detailed Minutes:

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 7:41PM. Present were members Jennifer Kennelly, John Convertito, Perry Liu, Jessica Gerber, Philip Dwyer, Pamela Iacono, Paul Fattibene, Tim Kery, and Sue Brand. Others present were Dr. Title, members of the Central Office Leadership Team, the honored FPS students and their families and approximately 20 members of the public.

Student Recognition

Chairman Philip Dwyer led the Board and audience in the Pledge of Allegiance and then recognized several students for outstanding awards as follows:

- The “Dream Big” Competition is a statewide competition for students to creatively express their dreams after graduation. Recognized were Miranda Lien and Lauren Ji.
- The Energy Efficiency Award (eesmarts) is a contest for K-12 students to showcase energy efficiency smarts via poems, essays, graphs and artwork. Recognized were Anna Patterson, Conor Jones, Karina McMahan and Michael McMahan.
- The Secretary of State History/Citizenship Award is granted to winning student entries for showcasing Connecticut historical events and good citizenship. Recognized were Brendan McMahan, Owen Kenny, and Anastasia Mardovina.

Approval of Minutes

Ms. Iacono moved/Mr. Convertito seconded the recommended motion “that the Board of Education approve the Minutes of the Regular Meeting of June 11, 2013.” Motion passed 9-0.

Board Committee/Liaison Reports

Mrs. Brand stated that the Goals Advisory Review Committee completed a final report that has been posted to the website and she encouraged the Board to review the final report and the meeting minutes. Mr. Dwyer clarified that this will be presented to the Policy Committee.

Superintendent’s Report

Administrative Regulations for Policy#6200-Instruction, Curriculum, and Policy #6400-Instruction, Instructional Resources Equipment, Books, and Materials, Textbooks and Workbooks

Dr. Title stated that he drafted detailed regulations for Policy #6200 in order to quickly provide guidance and clarity to staff; these regulations have been reviewed by the Policy Committee; he stated that he is looking for feedback and suggestions. Dr. Title stated that the regulations define a planned pilot program, the approval process prior to starting one, the chain of command, and the notification requirements. Dr. Title stated that the regulations also state that the Board will vote on pilots that involve more than 30% of the students in a grade level or a course, or pilots extending beyond a semester; if a new text is piloted the old text will still be made available; any changes to the regulations would go before the Policy Committee.

Mrs. Kenelly stated that she appreciated Dr. Title and the administration providing the regulations containing a stricter definition with checks and balances; that the regulations were drafted without waiting for the Policy Committee or the State and provide immediate guidance; that the Policy Committee was quite pleased with the content; and that she is pleased to see the regulations have incorporated changes from the Policy Committee dialogue. Mrs. Kennelly stated that this does not preclude the Policy Committee from making future changes, but she stated she was quite thrilled with these regulations.

Mrs. Brand asked for clarification on ‘instructional program’ and Dr. Title responded that an example might be a new elementary science program unit; for example there may be a unit of study such as a dinosaur unit, which may not necessarily be a textbook.

Mr. Liu asked for clarification on Board notification for pilot programs. Dr. Title clarified that the Board would be notified of pilot programs, and would vote on pilot programs that meet certain criteria: if it involves more than 30% of students in a grade level regardless of duration, or if it lasts longer than a semester, regardless of the number of students. Mrs. Kennelly stated that the Board will be informed of all pilots but only vote on those that meet criteria; that this is more far reaching than the state statute.

Mr. Converito requested the addition of another bullet point to include the cost of the pilot and the projected total cost of the program if approved.

Dr. Title reported that the RTM unanimously approved both the Riverfield and Fairfield Ludlowe High School Projects; that the district is excited and ready to support these projects. Mr. Dwyer thanked the Board and staff leadership for their support of these projects. In response to Mrs. Kennelly, Dr. Title stated that he will impress upon the Fairfield Ludlowe High School building committee that time is of the essence. Mr. Dwyer stated that the ed specs for FLHS are very specific and clear.

Mrs. Brand questioned if a directive can be given for the windows and roof to be done quicker. Dr. Title responded no, that these must still be included in the architectural plans prior to the bid process.

Old Business

Second Reading of Policy #5112-Students-Attendance, Excused Absences and Truancy

Mr. Convertito moved/Mrs. Brand seconded the recommended motion “that the Board of Education approve Policy #5112 – Students-Attendance, Excused Absences and Truancy”, and then recommended to change the motion to read “that the Board of Education approve Policy #5112 – Students-Attendance, Excused Absences and Truancy *and delete from the Policy Manual Policies 5115, 5117 and 5118.*” (new part in italics). Motion passed 9-0.

Public comment on Policies: None

Continued Discussion on Planning for the 2014-2015 Budget Review Process

Mr. Dwyer noted that items 8, 9, and 10 were added to the Budget Goals List, and he requested suggestions and comments. Mr. Kery stated that his thoughts were captured in #2; he stated that the process is challenging for the Board and the Administration; there is a need to consider affordability; that there is a need to try to set a ceiling much like the capital planning process, which should be a Town-wide discussion; and that the team could plan better with a plan. Mr. Dwyer stated that items 1 and 2 would generate Town wide discussion. Mr. Convertito stated that he would like to see a waterfall-type report much like the capital planning waterfall, which could be included in the budget presentation. Mr. Dwyer clarified for Mr. Liu that this list is a Board list that will be given to the Superintendent for his consideration and comment. Mr. Liu would like to be included in the transfer balance portion of the budget process. Mrs. Brand would like a 5 year educational plan; she stated if the current strategic plan had cost estimates and years added, this would help with pacing; she requested consistent categories for budget transfers and the budget book. Mr. Dwyer stated that he will add the suggestions to the list and the Board should not expect all 12 items on the list to be completed within the next budget calendar year.

New Business

Food Service Program and Financial Summary

Mrs. Munsell introduced Mr. John White, interim Food and Nutrition Services Manager, whose services were contracted during Ms. Fitzpatrick’s extended leave. Mrs. Munsell stated that she is proud of all eleven

elementary schools who received the Healthier US School Challenge Award, and she recognized all Food Service Employees who served shelter meals during the aftermath of Hurricane Sandy. Mrs. Munsell stated that the past year had many challenges including Hurricane Sandy and weather closings. Mrs. Munsell stated that the sudden loss of Ms. Joanne Merino, the Roger Ludlowe Middle School Cook Manager, was devastating for all.

Ms. Fitzpatrick spoke to the 12-13 Goals #1 and #2 and stated that the implementation of a new USDA meal pattern was put into place, and a 6 week cycle menu was created; the district receives a six cent reimbursement for each reimbursable meal served. Ms. Fitzpatrick stated that vendors were slow to introduce new products, but more choices should be available this coming year.

Mrs. Munsell stated that for Goal #3, food consultant Mr. John Turrene from Sustainable Foods, introduced new recipes and worked at most schools interacting with staff and students; his work was disrupted by the weather and school closings.

Mrs. Munsell stated that Mr. White addressed food ordering and menu development; he has initiated online purchasing, inventory control, menu variations and staffing recommendations.

Ms. Fitzpatrick stated that there were monthly sample days, and posters that provided fun facts about food samples.

Ms. Munsell stated the final goal was to improve distribution of program information which was done via newsletter, signage, and the website. Ms. Munsell spoke to the 13-14 Goals as outlined in Enclosure #3; that some regulations were relaxed in March 2013.

Mr. White thanked Ms. Munsell, Central Office and school staff; he stated that his vision to improve communication is to work with the principals to identify school student ambassadors and have a Food Services presence with sample plates at open house nights. Mr. White stated that his recommendation for next year is to continue with online ordering and to perform monthly inventories.

Ms. Munsell stated that 'meals served per day' have declined through May 2013; in 2010-2011, there was a \$70,000 loss, in \$2011-12, there was a \$265,000 loss, and in 2012-13 there was a \$380,000 loss.

Ms. Iacono asked if there is a tracking method for meals that don't sell. Ms. Munsell stated that this is tracked via dates offered, meal counts, and then sorted by popularity.

Mr. Liu asked for clarification for Food Services pensions and custodial fees. Dr. Title stated that Food Services has always paid its own pensions; the Board preferred the increased pension cost to be covered by increased lunch prices; the electricity and custodial services fees were based on the Prismatic audit.

Mrs. Brand expressed concern over the participation rates and asked whether other districts have the same trend. Mr. White stated other districts are seeing the same trend, the economy and the new food regulations placed limits on the program.

Mr. Fattibene asked about the amount of food waste. Mr. White stated that fruits are ordered weekly; that many students are forced to take a fruit and then just toss it.

Ms. Iacono applauded Food Services for all the effort, and stated the overwhelming reason for the rejection is that students are sick and tired of being told what they are supposed to eat; that it is easier to bring it

from home; the only way to make it profitable is to make it unaffordable; that she won't support any of this tonight as a protest vote against the federal and state government .

Mrs. Brand recommended a financial disclosure on a quarterly basis.

Approval of Participation in the Healthy Food Certification Program

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Approval of Public School Lunch Prices

Mrs. Brand moved/Mrs. Kennelly seconded the recommended motion "that the Board of Education approve the recommended school lunch prices for the 2013-2014 school year, as contained in Enclosure No. 5".

In response to Mr. Convertito, Dr. Title stated that the only way to get out of this financial hole is to increase participation.

Motion passed 8-1 (Mrs. Kennelly, Mr. Convertito, Mr. Liu, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene, Mr. Kery, Mrs. Brand in favor; Ms. Iacono opposed).

Financial Report and Approval of Budget Transfers for the 2012-2013 Fiscal Year

Mrs. Munsell stated that the budget transfer request of \$1,399,000 is still an estimate as school is still in session, and spoke to the list of transfers as outlined in the enclosure.

Mrs. Brand stated that she noticed an ongoing trend for substitute costs and transportation, and perhaps more funds should be allocated to those areas going forward.

In response to Mrs. Kennelly, Mrs. Munsell stated that there was less overage in special education transportation. Dr. Title stated that transportation is a \$7 million dollar account with a number of variables.

Mr. Convertito requested confirmation that subs are paid less than teachers, so when a teacher goes on a leave of absence, a savings may appear on the certified salary line, but there will be a cost for the substitute teacher. Dr. Title confirmed this and stated this can be difficult to forecast; forecasts can sometimes be done based on trends and retirements.

Mrs. Brand moved/Mr. Kery seconded the recommended motion "that the Board of Education approve line item transfers for the 2012-2013 fiscal year as detailed in the Financial Statement Enclosure No. 6".

In response to Mrs. Brand, Dr. Title stated that 16 retirees were forecast, and there are 15.

Mr. Kery thanked the team and the Dr. Title for the detailed accuracy of the budget.

Public Comment on this motion:

Suzanne Miska, Ryegate Road, stated that a million dollars in substitutes is concerning.

Motion passed 8-1 (Mrs. Kennelly, Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Ms. Iacono, Mr. Fattibene, Mr. Kery, Mrs. Brand in favor; Mr. Liu opposed).

First Reading of Communications Committee Report

Mrs. Gerber stated that she wanted to provide all attachments for the report and walked the Board through Attachment H, the Committee report. Mr. Dwyer stated that the Board may vote to accept (not adopt) the report and that not all ideas in the report may come to fruition.

Mrs. Brand suggested the report be read thoroughly to ensure all is consistent with Board Policy.

Mr. Fattibene stated that recognizing students at every meeting might lose its importance and cut into Board meeting time. Mr. Dwyer stated the committee is cognizant of the purpose which is to celebrate students, and Mrs. Gerber stated that there may be some meetings where students are not recognized.

Mr. Dwyer stated that a by-law discussion may be needed for some of the report items.

Public Comments and Petitions

Kelly Crisp, Papermill Road, stated that she appreciates the new regulations but is concerned about the software exclusions; these could have significant expenses; and she stated she is also concerned about the make-up of the Curriculum Coordination Council.

Tricia Donovan, Taintor Drive, stated that in the new pilot regulations she would like to better understand the meaning of research-based recommendation, and would like to see more information on pilot monitoring, data collection stages and reporting.

Brian Haberly, Duck Farm Road, commented on a personnel matter.

Lauren O'Brien, Edison Avenue, stated that the new pilot regulations are too vague and more guidance is needed.

Open Board Comment

Dr. Title stated for the record that he has not worked for an outside organization and has not received payment from an outside organization since he began working here; if he had wanted to do so he would have brought it to the Board for approval.

Mr. Dwyer stated that Dr. Title has been in compliance with his contract since he began here.

Convene to Executive Session

Mrs. Brand moved/Mrs. Iacono seconded the recommended motion "that the Board of Education convene to Executive Session to discuss Superintendent Evaluation." Motion passed 9-0 at 9:40PM.

At 10:43PM, the Board came out of Executive Session.

Approval of Superintendent of Schools Contract

Mr. Kery moved/Ms. Iacono seconded the recommended motion, “that the Fairfield Board of Education enter into a contract of employment with David G. Title as Superintendent of Schools for the period 7/1/13 through 6/30/16 on the same terms as set forth in the 2012-2015 contract, except the base salary for each year shall be as for the 2012-2013 year contract unless otherwise negotiated between the parties.”

Mr. Fattibene stated that in prior Board structure, there was a 6 year term for Board members, and the charter now has a 4 year term, and he stated he does not like this change.

Mr. Liu stated that he is abstaining until he understands the outcome of the hearing.

Mrs. Brand stated she agrees with Mr. Liu and will be abstaining due to the pending litigation.

Mr. Dwyer stated that he supports this contract.

Motion passed 7-0-2 (Mrs. Kennelly, Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Ms. Iacono, Mr. Fattibene, Mr. Kery in favor; Mr. Liu and Mrs. Brand abstained)

Mr. Convertito moved/Mrs. Kennelly seconded the recommended motion “that the Fairfield Board of Education set the Superintendent’s base salary for 2013-2014 at a 1.75 percent increase over the 2012-2013 base salary.” Motion passed 7-0-2 (Mrs. Kennelly, Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Ms. Iacono, Mr. Fattibene, Mr. Kery in favor; Mr. Liu and Mrs. Brand abstained)

Dr. Title stated that he is grateful for the Board’s votes and support; it has been a challenging year; he appreciates the staff for all the positive things that happen from dawn to dusk; that this is a great district; and he stated that he looks forward to working together as a team to making it an ever greater district.

Adjournment

Mr. Kery moved/Ms. Iacono seconded the recommended motion “that this regular Meeting of the Board of Education adjourn.” Motion passed 9-0. Meeting adjourned 10:52PM.

*Jessica Gerber
Secretary
Fairfield Board of Education*