

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 TURN OFF CELL PHONES OR PLACE THEM ON VIBRATE PRIOR TO THE START OF THE MEETING***

Board of Education  
Fairfield Public Schools  
Fairfield, CT

Tuesday, December 13, 2011

**REGULAR MEETING**  
**7:30 P.M.**

501 Kings Highway East  
2<sup>nd</sup> Floor Board Conference Room

**AGENDA**

I. Call to Order and Roll Call

II. Pledge of Allegiance

III. Presentation

A. Safe School Climate Plan

(Enclosure No. 1)

IV. Approval of Minutes

A. Approval of Minutes of the Special Meeting of November 17, 2011

Recommended Motion: "that the Board of Education approve the Minutes of the Special Meeting of November 17, 2011"

(Enclosure No. 2)

B. Approval of Minutes of the Regular/Organizational Meeting of November 22, 2011

Recommended Motion: "that the Board of Education approve the Minutes of the Regular/Organizational Meeting of November 22, 2011"

(Enclosure No. 3)

C. Approval of Minutes of the Special Meeting of December 1, 2011

Recommended Motion: "that the Board of Education approve the Minutes of the Special Meeting of December 1, 2011"

(Enclosure No. 4)

V. Student/Committee/Liaison Reports

Emma Sweet/Sara Wiant	Fairfield Ludlowe High School Student Liaison
Stephanie Teixeira	Fairfield Warde High School Student Liaison
Brand, Sue	Board of Health Member
Convertito, John	Policy Committee Member Special Projects Standing Building Committee Member
Dwyer, Philip	Cooperative Educational Services (CES) Council Member
Fattibene, Paul	Policy Committee Member Stratfield Building Committee Liaison Transportation Advisory Committee Member
Gerber, Jessica	Parks & Recreation Commission Member
Iacono, Pamela	Representative Town Meeting (RTM) Liaison
Kennelly, Jennifer	Policy Committee Member SEPTA Liaison
Kery, Tim	PTA Council Liaison Board of Finance Liaison
Liu, Perry	Fairfield Woods Building Committee Liaison

VI. Superintendent's Report

A. 2012-2013 Budget Timeline (Enclosure No. 5)

B. Other

VII. Old Business

A. Understanding on Health Insurance

Recommended Motion: "that the Board of Education postpone approval of the Understanding on Health Insurance to the next Board meeting, January 10, 2012"

B. Approval of Music Curriculum, Grades K-5

Recommended Motion: "that the Board of Education approve the Music Curriculum, Grades K-5"

C. Approval of Educational Specifications for Riverfield Elementary School Extension/Alterations

Recommended Motion: "that the Board of Education approve the Educational Specifications for Riverfield Elementary School Extension/Alterations"

(Enclosure No. 6)

D. Approval of 2012-2013 Student Calendar

Recommended Motion: “that the Board of Education approve the 2012-2013 Student Calendar as proposed”

(Enclosure No. 7)

VIII. New Business

A. Endorsement of “A Parent’s Guide for the Prevention of Alcohol, Tobacco and Other Drug Use” Booklet

Recommended Motion: “that the Board of Education endorse ‘A Parents Guide for the Prevention of Alcohol, Tobacco and other Drug Use’ booklet”

(Enclosure No. 8)

B. Discussion of a Board of Education Member Guide

IX. Public Comments and Petitions

During this period the Board will hear comments and receive petitions from any citizen present at the meeting. Any single presentation must be limited to two minutes, and audio-visual equipment cannot be used without the advance authorization of the Chairman. **The Board will not hear comment on individual personnel matters or comments addressed to a specific member(s) of the Board.** Decorum will be enforced. Citizens are asked to comment on any voting item at the time the item is under consideration by the Board.

X. Open Board Comment

XI. Adjournment

Recommended Motion: “that this regular meeting of the Board of Education adjourn”

CALENDAR OF EVENTS

January 10, 2012	Board of Education Regular Board Meeting	7:30 p.m. 501 Kings Highway East 2 <sup>nd</sup> Floor Conference Room
January 24, 2012	Board of Education Regular Board Meeting	7:30 p.m. 501 Kings Highway East 2 <sup>nd</sup> Floor Conference Room

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

DEC 13 2011

# Memo

**To:** Dr. David G. Title  
**From:** Andrea Leonardi  
**CC:**  
**Date:** 12/8/2011  
**Re:** Safe School Climate Plan – Version 1.0 - DRAFT

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Attached please find the proposed Safe School Climate Plan for the Fairfield Public Schools. In accordance with CT General Statute 10-222d, this plan is required to be approved by the Board of Education. As asked, I have underlined any areas where the Fairfield Plan extends beyond the requirements of the statute. All other areas meet the standards of the legislation. This document in its draft form has been reviewed by a team of readers that includes both school employees and community members.

# **Safe School Climate Plan – Building and Sustaining Supportive and Engaging Schools – Version 1.0**

Fairfield Public Schools  
December 13, 2011

Approved by Board of Board of Education Date:  
Submitted to Connecticut State Department of Education Date:  
Posted on District and School Websites Date:

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# **Fairfield Public Schools**

## ***Mission:***

The mission of the Fairfield Public Schools is to inspire students to acquire the knowledge and skills needed to be life-long learners, responsible citizens, and successful participants in an ever changing global society by providing, in partnership with families and community, a comprehensive, rigorous educational program.

## **Beliefs:**

- We believe all individuals can learn.
- We believe high expectations drive high achievement.
- We believe family and community, in partnership, play an essential role in the development and education of a child.
- We believe kindness, respect, and compassion enhance life and improve performance.
- We believe that growth occurs when independent thinking, creativity, and appropriate risk taking are encouraged.
- We believe valuing and nurturing diversity promotes learning.
- We believe everyone has the ability and responsibility to make a positive difference.
- We believe that positive self-image is built through high expectations, honesty and accomplishment.
- We believe that knowledge and skills acquired should be relevant and adaptable for lifelong learning.
- We believe all students should have equitable access to educational opportunities.
- We believe in promoting a healthy life.
- We believe that collaboration and commitment promote the common good.

## District School Climate Plan

On November 22, 2011 the Fairfield Board of Education adopted Policy #5330 which prohibits bullying in any form. The policy states, "The Board of Education promotes a secure and happy school climate, conducive to learning that is free from threat, harassment and any type of bullying behavior. Therefore, it shall be the policy of the Board that bullying of a student by another student is prohibited. The Board further states that, "the Board seeks an environment in which students and adults feel socially, emotionally intellectually and physically safe; an environment free of harassment, intimidation and bullying." The plan outlined below is meant to support the creation and sustainability of such an environment.

## District School Climate Coordinator

Beginning in the 2011-2012 School Year and each year thereafter, the Superintendent of Schools will designate, from existing staff, a District School Climate Coordinator.

The School Climate Coordinator shall:

- Facilitate the District School Climate Team,
- Monitor the implementation of the District School Climate Plan,
- Provide leadership to the School Climate Specialists,
- Plan and implement, along with school climate specialists, annual training for building school climate team members.
- Create, along with school climate team members, annual training modules for school employees,
- Insure that all staff receive annual training,
- Provide timely and accurate data to the Superintendent, district, and CSDE as requested and required by state statute,
- Facilitate annual revisions to the District School Climate Plan based on feedback from building School Climate Teams
- Review all reports of suspected bullying and investigation reports

## District School Climate Team

Beginning in January of 2012 and each school year thereafter, the District School Climate Coordinator shall establish a District School Climate Team. Membership shall include:

- All building school climate specialists
- Community members
- Parents
- Students

This Team shall:

- Meet quarterly (at minimum)
- Review and amend, as necessary, the District School Climate Plan,



- Review all building school climate improvement plans
- Review all district data and measurements of school climate
- Make recommendations to the Superintendent regarding necessary changes to Board of Education Policy
- Perform any other duties as determined by the School Climate Coordinator that are related to improving school climate (including, but not limited to the prevention, intervention, and response to school bullying for the district).
- Gather and disseminate to school climate committees best practice information on the prevention, intervention, and response to bullying and youth suicide

## School Climate Specialist

Beginning in the 2011-2012 school year and each year thereafter each building principal will designate, from existing staff, a School Climate Specialist.

The School Climate Specialist's shall:

- Provide leadership to the school community in the prevention, intervention, and response to reports of bullying, discrimination, and otherwise mean spirited behavior in the school
- Coordinate the provision of annual training to all staff on the prevention, intervention, and response to bullying and on the prevention, intervention and response to suicide in collaboration with the School Climate Committee
- Ensure that all parents are notified annually of process by which they can make reports of bullying
- Chair the School Climate Committee
- Coordinate the school's efforts in gathering multiple measures of school climate data
- Use the above mentioned data to lead the development of the School Climate Improvement Plan in alignment with the district plan
- Serve as their schools' representative on the District School Climate Committee
- Investigate or supervise the investigation of reported acts of bullying in accordance with the District School Climate Plan and Board of Education Policy
- Monitor the implementation of intervention/response plans for all verified acts of bullying
- Collect and maintain records of reports and investigations of bullying in the school

## School Climate Committee

For each school year commencing July 1, 2012 and each school year thereafter, each school principal shall establish a committee or designate at least one existing committee in the school to be responsible for developing and fostering a safe school climate.

Team membership shall be designated by the school principal and shall include at least one parent or guardian of a child enrolled in the school. It is strongly encouraged that the school leadership considers a diverse membership of staff, students, parents, and community members.

The School Climate Committee shall:

- Receive copies of completed reports following investigations of bullying (parents, students, or community members will not receive copies of reports as they will violate confidentiality rights)
- Identify and address patterns of bullying among students in the school,
- Review and amend school policies/practices relating to bullying,
- Review and make recommendations to the District Safe School Climate Coordinator regarding the District Safe School Climate Plan based on issues and experiences specific to the school
- Educate students, school employees and parents and guardians of students on issues relating to school climate and bullying,
- Collaborate with the School Climate Specialist in the collection of data regarding school climate and bullying in accordance with the District Safe School Climate Plan and state statute
- Perform any other duties as determined by the school principal that are related to improving school climate and to the prevention, intervention, and response to school bullying for the school.

Note:

Any parent or guardian, student, or community member serving as a member of any such committee shall NOT participate in the activities described above that may compromise any students' and families' rights to privacy under FERPA.

## **Training and Professional Development**

### **All School Employees**

The Fairfield Public Schools shall require that all school employees receive annual training that will include information addressing the prevention of, identification of and response to bullying and the prevention of and response to youth suicide. This training will be determined by the District School Climate Team and made available to all School Climate Teams. As a part of the building school climate improvement process and based data from assessment, additional training and professional development may be necessary at a building level or at a specific level (elementary, middle, or high school). These professional development plans will be articulated annually as part of each school's school climate improvement plan.

\*\*\* "School employee" means:

- (A) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or

Any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students

## **All School Climate Specialists**

All School Climate Specialists shall receive annual professional development that will assist in the continuous improvement of school climate. Training may include, but is not limited to:

- Conducting bullying investigations
- Intervention and Response to bullying for both victim and perpetrator
- Restorative disciplinary procedures
- School-wide best practices in improving school climate
- School Improvement Committee facilitation

## **All School Climate Committee members**

All School Climate Committee members will receive annual training to assist with the school climate improvement planning process. This training may include, but is not limited to:

- School Climate Improvement Planning
- Intervention and Response to bullying
- School-wide best practice initiatives

## **Assessment**

Beginning in 2012-13 and each school year thereafter, the Fairfield Public schools will conduct a survey of students (minimally in grades 3-12), parents, and school employees. This survey will cover the 5 dimensions of school climate:

- Norms
- Relationships (student to student, adult to student, adult to adult)
- Teaching and Learning
- Student, family, and staff voice and engagement
- Physical environment

Any assessment survey instrument should meet the following criteria:

- Be reliable and valid
- Recognize student, parent/guardian, and school personnel "voice"
- Be aligned between students, parents, and school employees
- Assess the major aspects of school climate
- Result in a detailed report that provides a summary of findings, in-depth profiles that describe how people responded overall and in key subgroups
- Provide data to School Climate Improvement Team and school community within 2-3 weeks of completion
- Provide practical and concrete information to assist each school climate committee as to how it might use the data as a springboard for action planning

## **School Climate Improvement and Bullying Prevention**

As part of the school climate improvement process, each school's school climate team shall annually review current practices meant to address creating and sustaining a positive school climate that is free from harassment and bullying. Beginning November

1, 2012 and each year annually each school will submit as part of its School Improvement Plan, a School Climate Improvement Plan. This Plan shall include annual prevention activities that are aligned with school data and goals for climate improvement. This plan shall be submitted to the District School Climate Team for review and discussion in order to allow for alignment and best practice sharing between and among schools. This plan shall be published on the district website and on each school website by December 1, 2012 and annually thereafter. Activities may include, but are not limited to:

- implementing an evidence-based program utilizing positive behavioral supports,
- implementing evidence-based practices that not only intervene with the perpetrator and the victim, but also with bystanders,
- review, revise, and/or create and implement grade appropriate bullying prevention curricula
- ensure annually that all students know how to report any incident of mean-spirited behavior that might be bullying – including anonymous reports
- ensure that all new staff members receive annual training in their responsibility to report incidents and intervene with students

## Bullying Reports

**Students** may file:

- Written reports - Fairfield Public Schools – Incident Report Form (See appendix #1)
- Anonymous reports
  - Each school shall inform students of the process for anonymous reporting annually
  - District shall investigate electronic means for anonymous reporting

NOTE: There are two kinds of anonymous reports – those when the student wishes to remain anonymous and those that are truly anonymous.

\*\*\*The safe school climate specialist must review anonymous reports, but no disciplinary action may be taken solely on the basis of any anonymous report.

**Parents** may file:

- Written reports

**School employees** who witness acts of bullying (harassment or mean-spirited behavior) or receive reports of bullying **MUST** report bullying.

School employees must:

- Orally notify the school climate specialist or school administrator (if the school climate specialist is unavailable) not later than one (1) school day after such school employee witnesses or receives a report of bullying (school climate specialist shall maintain a list of oral and written report), and;

- File a written report not later than two (2) days after making such an oral report

\*\*\*“School employee” means:

- (B) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or
- (C) Any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.

## **Bullying Investigations**

ALL reports of suspected bullying must be investigated. The school climate specialist must investigate or supervise the investigation of all reports of bullying including anonymous reports (no disciplinary action may be taken solely on the basis of an anonymous report) and ensure that such investigations are completed thoroughly and promptly after receipt of any written report. Upon completion of the investigation the school climate specialist or the investigator shall complete the Bullying Determination Form (see appendix #2).

## **Verified Acts of Bullying**

When an investigation concludes that there has been a verified act of bullying parents of both the victim and the perpetrator will be notified not later than 48 hours after the conclusion of the investigation. The notice must:

- Describe the school’s response and any consequences that may result from further acts of bullying;
- Invite the parents or guardians of both the victim and the perpetrator to communicate to such parent or guardian the measures being taken by the school to ensure the safety of the student against whom such act was directed (See appendix #3 – School Safety and Intervention Plan - Victim) and to prevent acts of retaliation (against the individual who reports, any individual who assists in the investigation and the victim) or further acts of bullying (see Appendix #4 –School Safety and Intervention Plan - Perpetrator).

Note: Each meeting is to be separate. At no time are the parents of the victim and perpetrator to meet together to discuss consequences.

\*\*\*Parents of the victim often demand to know the disciplinary actions taken against the perpetrator. It would be a violation of the student’s rights to confidentiality under the Federal Education Rights to Privacy Act (FERPA) for staff to discuss such actions. The focus of the meeting should remain on both the actions taken by the school to protect the student from further bullying AND an intervention plan designed to teach the skills and dispositions that will decrease the likelihood of further victimization.

## Notification of Law Enforcement

The Principal or his/her designee MUST notify the appropriate law enforcement agency when such principal or his/her designee believes that any act(s) of bullying may constitute criminal activity. When a principal or his/her designee makes such a report the principal or his/her designee shall inform the District School Climate Coordinator within one (1) school day of making such a report.

## Intervention Plans

For each verified act of bullying a written plan must be developed for both the victim and the perpetrator.

For the victim the School Safety and Intervention Plan must:

- Include a school safety plan that describes what school staff will do to ensure safety in the school environment.
- Include an intervention strategy to teach the skills and dispositions necessary to decrease the likelihood of further victimization
- Identify a case manager
- Be provided to the parent and shared with the student
- Be monitored by the School Climate Specialist or his/her designee (to be identified in the plan) to ensure implementation fidelity and adjusted as necessary to provide a safe environment

Note: At no time should the plan for the victim further isolate the victim. If changes to schedule, programs, and activities need to be made to provide safety, they should not negatively impact the victim in any way.

For the perpetrator the School Safety and Intervention Plan must:

- Include any disciplinary action to be taken,
- Next steps should bullying occur again (repeated acts of bullying may lead to suspension and even expulsion from the Fairfield Public Schools)
- Clearly state that retaliation against the victim, the reporter, or any individual participating in the investigation is prohibited;
- Identify a case manager
- Be provided to the parent and shared with the student
- Include an intervention strategy designed to teach the skills and dispositions necessary for participation in a safe school climate
- Include actions to be taken to restore the student into the community (Restorative Discipline)

## **Publication of School Climate Plan**

No later than thirty (30) calendar days after approval by the Board of Education the Safe School Climate Plan shall be made available on:

- The district website
- Each individual school website

At the beginning of the 2012-2013 school year this plan will be published in:

- All district publications of rules, procedures and standards of conduct for schools
- The Family Guide to the Fairfield Public Schools

At the beginning of each school year this plan will be provided to all school employees in either written or electronic form.

Minutes of the Special Meeting of the Board of Education  
501 Kings Highway East  
2<sup>nd</sup> Floor – Board Conference Room  
Thursday, November 17, 2011

DEC 13 2011

Board of Education Chairman Mr. John Mitola called the meeting to order at 7:31 p.m. for the purpose of discussing contract negotiations with the Fairfield School Administrators Association (FSAA). Other Board members present were: Mrs. Sue Brand, Mrs. Sue Dow, Mr. Paul Fattibene, Ms. Pamela Iacono, and Mr. Tim Kery. Also in attendance were incoming Board of Education members Mr. John Convertito, Mr. Philip Dwyer, Mrs. Jessica Gerber and Mrs. Jennifer Maxon Kennelly, Superintendent of Schools Dr. David Title, Assistant Superintendent for Human Resources Mrs. Margaret Mary Fitzgerald, Attorney Donald Houston and Attorney Lisa Eagen.

1. Mr. Kery moved, seconded by Ms. Iacono that the Board of Education convene into Executive Session for the purpose of discussing contract negotiations with the Fairfield School Administrators Association (FSAA).  
Motion carried: 6:0:0.
2. Return to Public Session
3. Ms. Iacono moved, seconded by Mr. Kery that the Board of Education approve the contract between the Fairfield Board of Education and the Fairfield School Administrators Association dated July 2012 – June 2015.  
Motion carried: 6:0:0.
4. Mr. Kery moved, seconded by Mr. Fattibene that this meeting adjourn at 8:08 p.m.  
Motion carried: 6:0:0.



FAIRFIELD BOARD OF EDUCATION  
MINUTES OF THE MEETING OF THE BOARD OF EDUCATION  
Tuesday, November 22, 2011

DEC 13 2011

Minutes of the Regular/Organizational Meeting of the Board of Education held Tuesday, November 22, 2011, at 501 Kings Highway East, 2<sup>nd</sup> Floor Board Conference Room.

1. Vice Chairman Ms. Pamela Iacono called the Regular Meeting of the Board of Education to order at 7:05 p.m. Other Board members present were: Mrs. Sue Brand, Mr. John Convertito, Mr. Philip Dwyer, Mr. Paul Fattibene, Mrs. Jessica Gerber, Mr. Perry Liu, Mrs. Jennifer Maxon Kennelly and Mr. Tim Kery (arrived 7:10 p.m.). Also in attendance were Superintendent Dr. David Title, Fairfield Ludlowe High School Student Rep Sara Wiant, Fairfield Warde High School Student Rep Stephanie Teixeira and members of the administrative staff. Approximately 70 people comprised the remainder of the audience.
2. Ms. Iacono led the Board and audience in the Pledge of Allegiance.
3. Presentation by Commissioner of Education Stefan Pryor-  
Dr. Title introduced Commissioner of Education Stefan Pryor who is visiting school districts around the state to hear what they think the state is doing well and what it is not doing well. He will give a brief presentation and then there will be an opportunity for Board members to comment on the issues facing Fairfield and to ask questions and comment about education in the state.

Commissioner Pryor stated that it is important to him that high performing districts continue to receive the right kind of attention. His department is interested in hearing about regulatory barriers and anything that serves as a hindrance where the state may be able to clear the way. He commented on the NAEP data that recently came out on the performance of students in 4<sup>th</sup> and 8<sup>th</sup> grade reading and mathematics in all 50 states. Connecticut continues to have the largest achievement gap. In 8<sup>th</sup> grade mathematics Massachusetts, New Jersey, North Dakota, South Dakota and Texas beat Connecticut because they are gaining at a better rate and Connecticut is flat. Fairfield's efforts to date have proven that it is possible to attain high levels of performance; let's take it to another level and aspire to be number one. He asked how he can help the State Department get out of the way and focus their attention on the right things to help Fairfield achieve that goal.

Board comments, questions and suggestions followed regarding a five year plan to help move us forward, evaluating teachers in terms of the strategies they use and an emphasis on professional development to achieve a good teacher, mechanisms to help measure teacher effectiveness, emphasizing a well-rounded education for every child and not just in the tested areas, will the state impede Fairfield in maintaining our high achieving ability going further, recent Race to the Top provisions that the federal government promoted, the NAEP results and what the states that beat Connecticut are doing that we are not, more policy requirements being put on districts and does it really help us move forward when it comes to improving school climate or school performance, state certification regulations that are often barriers to bring in talent from out of state, would like to see healthy foods in schools, concern about the burden of proof and the amount of disparity that needs to be addressed and how we evaluate the end result when looking at our students as graduate.

State Representative Brenda Kupchick commented on the ECS funding. She stated that census data being used is from 2000 and some of the towns had prison populations and university students counted in so they are getting extra money based on numbers that are not accurate. Fairfield puts up a lot of its own money to pay for our school system and gets very little from the state. She thinks the bigger cities like Hartford, New Haven and Bridgeport need to put more in; they get mostly all of their education dollars from the state and need to have a little more accountability.

4. BREAK – 5 Minutes
5. Convene to Organizational Meeting of the Board of Education

A. Election of Temporary Chairman/Secretary

Mr. Kery moved, seconded by Mr. Dwyer that in accordance with the By-Laws, Superintendent Dr. David Title will serve as Temporary Chairman/Secretary during the election of Board Officers.

Motion carried unanimously: 9:0:0.

B. Election of Board Officers

1. Mr. Fattibene nominated Ms. Pamela Iacono as Board of Education Chairman.

Mrs. Maxon Kennelly nominated Mr. Philip Dwyer as the Board of Education Chairman.

Vote for Ms. Iacono as Board of Education Chairman: 5 votes in favor (Mr. Fattibene, Mr. Kery, Mrs. Gerber, Mr. Convertito and Ms. Iacono).

Vote for Mr. Dwyer as Board of Education Chairman: 4 votes in favor (Mr. Liu, Mrs. Brand, Mrs. Maxon Kennelly and Mr. Dwyer).

Ms. Iacono was elected Chairman of the Board of Education.

Mr. Dwyer asked that the Board pass a motion that says that the Board elects Pamela Iacono Chairman by unanimous vote, and he would like to put that motion forward.

Dr. Title stated that according to the agenda the Board has to move to the next item. However, during the regular meeting an item can be added to the agenda by two-thirds vote.

2. Mrs. Gerber nominated Mr. Philip Dwyer as Board of Education Vice Chairman.

Vote for Mr. Dwyer as Board of Education Vice Chairman: 9:0:0.

Mr. Dwyer was elected Vice Chairman of the Board of Education.

3. Mr. Kery nominated Mrs. Jessica Gerber as Board of Education Secretary.

Mrs. Brand nominated Mrs. Jennifer Maxon Kennelly as Board of Education Secretary.

Vote for Mrs. Gerber as Board of Education Secretary: 5 votes in favor (Mr. Kery, Mr. Fattibene, Mrs. Iacono, Mr. Convertito and Mrs. Gerber).

Vote for Mrs. Maxon Kennelly as Board of Education Secretary: 4 votes in favor (Mrs. Brand, Mr. Liu, Mr. Dwyer and Mrs. Maxon Kennelly).

Mrs. Gerber was elected Secretary of the Board of Education.

Ms. Iacono took the Chair.

Ms. Iacono took a Moment of Personal Privilege and thanked the Board members for this honor and stated that she really wants this Board to work together for the 10,000 students that we serve in cooperation with Central Office Administration and the other Town bodies.

C. Review of By-Laws

Ms. Iacono stated that the Board will discuss the By-Laws, make suggested changes and recommendations, and they will be voted on at the Special Meeting scheduled for December 1<sup>st</sup>.

The following proposed By-Law changes were suggested:

Article II – Organization & Officers

Section 4 –Committees

A. Standing Committees

Delete #2 – Facilities, Information Technology & Long-Range Planning

Delete #3 – Finance, Budget & Community Relations

A Board of Finance Liaison and an FEA Liaison be added into the Bylaws

Article IV – Methods of Operation

Section 1 – Formulation of Policies

A. The Board policies shall be reviewed periodically and revised as needed. In order to insure compliance with current legislation and regulations, the Board shall contract with CABE for a full review of all policies and administrative regulations at least once every five years.

Delete words “with CABE”

Article IV – Methods of Operation

Section 4 – Board Evaluation

The Board of Education shall annually undertake a self-evaluation of its policies, practices, and internal operating procedures in order to provide the best possible services to the community and the School District at a Special Meeting in May prior to the Superintendent’s Evaluation.

It was suggested that this date be made more general or another month instead of May since the months leading up to the adoption of the budget may cause the Board to not put as much effort into this as they should.

Suggested wording of “no later than May and no sooner than January”

Mr. Dwyer suggested limiting the Minutes to capturing the final action and some points in summary form of what caused the vote to go the way it did.

Board comments followed on recording of the Board Minutes. Mrs. Brand asked how long the audio or video tapes of the meetings are kept and if the written form ultimately the only record of the meeting. Dr. Title will check on this.

Ms. Iacono commented that she does not know if CABE has liaisons anymore and perhaps there only needs to be a liaison to the CABE Delegate Assembly. She will check on this.

Mrs. Brand suggested having someone report to the Board on a regular basis about what is going on in the legislature and if there are going to be any votes from the State Board of Ed since it has a huge impact on us.

D. Discussion of Board Assignments

Ms. Iacono asked Board members to get back to her with their preferences by December 2<sup>nd</sup>.

6. Convene to Regular Meeting of the Board of Education

7. Presentation

A. Presentation of Music Curriculum, Grades K-5

Mrs. Donna Schmardele, K-12 Music Coordinator, stated that this is a curriculum revision, and she briefly explained the process that was taken. The elementary music staff was asked to review the current curriculum for what they found over the years needs clarification, modification or an overhaul. Those thoughts were then brought to the revision team for review and discussion. There were three separate curriculum committees: band, orchestra and general music. Once the curriculum was revised, the documents were made available to the music staff for review, comments and suggestions; and some adjustments were made. A parent focus group met on October 26, there was a presentation and discussion at the Board's Curriculum, Policy & Special Programs Subcommittee on November 2, and on November 15 a presentation was given to the Curriculum Council of Administrators and Curriculum Leaders. The general music curriculum was made clear by identifying specific strategies, objectives were reworded and assessments continue to be refined. The instrumental curriculum was revised to be more comprehensive by better identifying objectives, developing focus questions, developing and implementing assessments and including resources within the document. She gave a brief power point presentation of the overall music curriculum K-12.

Board comments and questions followed regarding the areas that needed revision and how they are being addressed in the new curriculum, any additional costs associated with the new curriculum, any thoughts on how to change the delivery system or to better it at the elementary schools, and why there can't be more explicit connections made to the history and culture component of the curriculum.

#### 8. Approval of Minutes

- A. Mr. Kery moved seconded by Mrs. Brand that the Board of Education approve the Minutes of the Regular Meeting of October 11, 2011.

Motion carried: 5:0:4. Ms. Iacono, Mr. Liu, Mr. Fattibene, Mr. Kery and Mr. Brand voted in favor. Mr. Convertito, Mrs. Gerber, Mr. Dwyer and Mrs. Maxon Kennelly abstained.

- B. Mr. Kery moved seconded by Mrs. Maxon Kennelly that the Board of Education approve the Minutes of the Special Meeting of November 4, 2011.

Motion carried: 3:0:6. Mr. Kery, Ms. Iacono and Mr. Fattibene voted in favor. Mr. Liu, Mrs. Brand, Mr. Convertito, Mrs. Gerber, Mr. Dwyer and Mrs. Maxon Kennelly abstained.

#### 9 Student/Committee/Liaison Reports

- ◆ Sara Wiant reported that the first marking period just ended. The Homecoming football game and dance were both a huge success. There was recently a cyber-bullying and internet safety program, a freshmen forum was held and World Aids Day will be next week. Tryouts for winter sports are taking place, the fall play, *It's a Wonderful Life*, will be held on December 2<sup>nd</sup>, students are getting ready for the Candlelight Concert, and alumni will be visiting tomorrow.
- ◆ Stephanie Teixeira reported that report cards were distributed on Friday. The Ludlowe vs. Warde Thanksgiving football game will be held at Ludlowe at 10 a.m. The winter sports season begins on December 7 and tryouts start next week. The fall production, *Flowers for Allegron*, was held this past weekend. The music department is preparing for the Carillon Concert on December 15. Former Warde students will also be returning tomorrow to talk to juniors and seniors about their college experience. Two Navy Seals spoke to history classes for Veterans Day. Trends, the boutique run by the fashion merchandising class, will open on December 8 for holiday shopping.
- ◆ Mrs. Brand gave a brief history and explained the services provided by CES (Cooperative Educational Services) which covers all of Fairfield County. CES approved their calendar, the bullying policy was reviewed and they adopted the changes which included the sexual harassment piece. There was a presentation of their audit, which had no recommendations, except a concern with the economy relative to funds, where they are kept and whether they are insured and protected. CES is hosting a Legislative Breakfast for Superintendents and Board Chairs on December 15. The Burden of Proof was postponed by the State Board of Ed. Six to Six gave a

presentation to the Board on the SWIS school-wide information systems) program they developed. They looked at disciplinary reporting, issues and trends and then compared that to their test scores to see if there was a correlation. Students who are performing very well on tests scores were the ones they were seeing with more disciplinary issues. They modified their schedule to decrease the number of transition times and ended up having less disciplinary problems. When reporting CMT scores, they changed to a vertical representation and are getting a better sense of the student progress over time. It showed that math/science needed to be addressed, and they were able to translate that into an action with their school improvement plan. There was a budget report and a facility update. The Board of Health is working on the immunizations and how they will coordinate that within the school district. .

- ◆ Mr. Fattibene reported that the Transportation Safety Advisory Committee had one referral related to the relocation of a bus stop by a parent who had two students attending two different middle schools because of the recent redistricting and grandfathering. Each bus stop was at a different location which made it difficult for the parent. Mr. Fattibene rendered his decision and believes it was disposed of. Mrs. Maxon Kennelly asked what the policy is on this with regard to how the request for a change of bus stop is handled.
- ◆ Ms. Iacono – No report.
- ◆ Mr. Kery – No report.
- ◆ Mr. Liu – No report.

#### 10. Superintendent's Report

Dr. Title commented that the district is beginning to engage in Instructional Rounds. A guided practice training session was held at Warde High School. Forty-eight visitors spread out to 32 different classrooms, took data, came together, and debriefed. There was a lot of outstanding instruction and good dialog with teachers and administrators talking together about what they saw in classrooms in a non-judgmental way. Between now and the end of the school year every school will participate in at least one of these, not with the entire administrative team but with some outside folks from within the district and teachers from within the building. Dr. Title reported that he gave a workshop at the CAFE Convention about the operational audit Fairfield conducted. It was an opportunity to share our experiences with the rest of the state. The session was well attended.

Mrs. Maxon Kennelly asked if there is anything in place for staff to talk with the alumni who will be visiting tomorrow about how they are feeling in terms of their preparation for college? Dr. Title will check with the high school on this.

Mrs. Brand asked if the Board will have a chance to go through the CMT results and what the school improvement plans will be to address them. Dr. Title stated that the school improvement planning process is a major initiative this year. It is being completely revamped from K-12 and part of the process is for each school to analyze its own data, looking at celebrations and challenges, and what their game plan is for the next 18 months to address those. They will be shared with the Board when they are finalized in January/February.

#### 11. Old Business

- A. Mrs. Brand moved, seconded by Mr. Liu that the Board of Education approve Policy #4220 – Smoking by School Employees.

Motion carried: 9:0:0.

- B. Mr. Dwyer moved, seconded by Mrs. Gerber that the Board of Education approve Policy #5314 – Smoking (Students).

Motion carried: 9:0:0.

- C. Mrs. Brand moved, seconded by Mr. Dwyer that the Board of Education approve Policy #5330 – Bullying.

Mrs. Brand encouraged the Board to support this policy.

Board comments and questions followed.

#### Public Comment

J Alfred Dunn asked what happens when a child is accused of bullying, there is proof and the parents refuse to accept that their child did it. What is the Board going to do then, and does the Board have enough capital to confront the guilty parties?

Motion carried: 9:0:0.

## 12. New Business

- A. Mr. Kery moved, seconded by Mrs. Gerber that the Board of Education approve the Educational Specifications for Riverfield Elementary School Extension/Alterations.

Dr. Title stated that this is the number one project in the Board's Facilities Plan, and the Board requested the First Selectman to form a building committee. At the Board of Selectmen's meeting one of the requests made of the administration was to bring back the educational specifications for the project. In an effort to have a better idea on what the project might look like and what the range of cost for the project might be without getting into a lot of detail, an architect was engaged to do some very beginning conceptual design work.

Mr. Cullen stated that the educational specifications are the start of a project. It also is the most important piece needed to send to the State Department of Education Bureau of School Facilities to start the reimbursement process.

Architect Phil Cerrone gave a brief overview of the project. He stated that currently the capacity of the school is 399 students and there are five portable classrooms. One of the objectives is to get rid of the portable classrooms, incorporate those into permanent classroom space and improve the core facilities. The kitchen is undersized, there is only one serving line, and the multi-purpose room, which doubles as the cafeteria, is also undersized. One of the ideas is to take the stage out of the cafeteria, build a new stage in the back of the gym to make that more of the multi-purpose area and it will give more space in the cafeteria without incurring the cost of additional square footage inside the cafeteria space. The objective was not to design the project but to come up with some sort of schematic of the number of square feet need to be added to the foot print, which is believed to be about an additional 10,000 or 11,000 square feet. Once we came up with that schematic, a construction budget was put together on not only the cost of doing the addition but the cost of upgrading the rest of the facility that needs to be upgraded. The two biggest things that were incorporated in addition to the upgrades were the addition of a fire sprinkler system and air conditioning and ventilation to improve all the ventilation in the facility. Lastly parking area was looked at. The options are to expand toward the pod area or expand towards the back of the building. He briefly described the differences between the two schematics. The cost estimates are approximately the same for both scenarios. He encouraged the Board not to focus on the design but on the concept of the need for upgrading the core facility and the need for an additional 11,000 square feet.

Board questions and comments followed regarding the ed specs.

Mrs. Brand moved, seconded by Mrs. Maxon Kennelly to postpone a decision on this until the next Board meeting, December 13.

Board discussion followed on the amendment.

Motion carried: 9:0:0.

B. Presentation of Draft 2012-2013 Student Calendar

Dr. Title stated that this calendar mirrors the CES calendar and there are no substantive changes to it from previous years. There are some slight modifications on the elementary school conferences in October. There is still the same number, they have just been moved around slightly. It is basically the existing calendar carried forward to next year.

Board questions and comments followed regarding considering not having a February and April vacation but having one in March, holding school on November 12 since the actual commemoration of Veterans' Day events will take place on Sunday, November 11, placement of January 18 for professional development and moving it to after mid-term exams, eliminating February break and shortening the school year and starting school on Wednesday rather than Thursday and then the first four cancellation days would extend the school year rather than going into the April break.

13. Public Comments and Petitions

Ellen Kuroghlian, Old Spring Road, commented that space for the music program is an issue. There has not consistently been a dedicated music room in every building. She asked the Board to consider that very carefully when approving the music curriculum. The 2000 curriculum did have a declarative statement giving the specifications needed for space requirements.

Neal Fink, Crest Terrace, commented on the ed specs for Riverfield and that it should be defined in the ed specs whether the stage is in the APR or the gym. He encouraged the Board to work closely with the Town and to put as many specifics as possible in the ed specs about the roof.

Amy Crawford, Riverfield PTA President along with parents standing in support of her statement, asked for the Board's continued support with respect to the building project for Riverfield. She thanked the Board for their support of the Riverfield renovations and has confidence that prioritizing the project is fair, necessary, reasonable and equitable.

14. Open Board Comment

Mr. Liu commented on the advantages of presenting an item at one meeting and voting on it at the next meeting and stated that it is something that he would like to respectfully request.

15. Mr. Kery moved, seconded by Mr. Dwyer that this meeting of the Board of Education adjourn at 10:40 p.m.

Motion carried: 9:0:0.

Jessica Gerber  
Secretary

FAIRFIELD BOARD OF EDUCATION  
MINUTES OF THE SPECIAL MEETING OF THE BOARD OF EDUCATION  
Thursday, December 1, 2011

DEC 13 2011

Minutes of the Special Meeting of the Board of Education held Thursday, December 1, 2011, at 501 Kings Highway East, 2<sup>nd</sup> Floor Board Conference Room.

1. Chairman Ms. Pamela Iacono called the meeting to order at 7:00 p.m. Other Board members present were: Mrs. Sue Brand, Mr. John Convertito, Mr. Philip Dwyer, Mrs. Jessica Gerber, Mr. Tim Kery, Mr. Perry Liu and Mrs. Jennifer Maxon Kennelly. Mr. Paul Fattibene was absent. Also in attendance were Superintendent of Schools Dr. David Title, Assistant Superintendent for Human Resources Mrs. Margaret Mary Fitzgerald and Attorney Donald Houston. Approximately 10 people comprised the remainder of the audience.
2. Mr. Kery moved, seconded by Mrs. Gerber that the Board of Education convene into Executive Session for the purpose of discussing contract negotiations with the Fairfield Education Association (FEA).  
Motion carried: 8:0:0.
3. Reconvene to Public Session at 8:00 p.m.
4. Mrs. Brand moved, seconded by Mr. Dwyer that the Board of Education approve the contract between the Fairfield Board of Education and the Fairfield Education Association dated July 2012 – June 2015.  
Motion carried: 8:0:0.
5. Mrs. Brand moved, seconded by Mr. Liu that the Board of Education By-Laws be approved as amended.

Ms. Iacono stated that Board members received a sheet of suggested By-Law changes that were made by Board members at the last meeting and during this week.

Article II – Organization & Officers

Section 3: Duties of Officers

A-4 – The Chairman shall appoint members of the Board to act as liaisons to the following bodies:

Add:

d. The Board of Finance

Motion carried: 8:0:0.

Add:

e. The FEA

Motion failed: 4:4:0.

Mrs. Kennelly, Mr. Convertito, Mr. Liu and Mrs. Brand voted in favor.

Mrs. Gerber, Ms. Iacono, Mr. Dwyer and Mr. Kery voted in opposition.

Article II – Organization & Officers

Section 3: Duties of Officers

A-4 – The Chairman shall appoint members of the Board to act as liaisons to the following bodies:

Delete:

a. Connecticut Association of Boards of Education (CABE) and renumber

Motion carried: 8:0:0.



Article II – Organization & Officers

Section 3: Duties of Officers

Add:

A-5 – The Chairman shall appoint a member to serve as a delegate at the CABE Convention.

Renumber A-5, 6, 7 to read A-6, 7, 8

Motion carried: 8:0:0.

Article II – Organization & Officers

Section 4: Committees

A. Standing Committees

2. Facilities, Information Technology & Long-Range Planning

Elimination of this Standing Committee

Motion carried: 7:1:0.

Mrs. Kennelly, Mr. Convertito, Mr. Liu, Mrs. Gerber, Ms. Iacono, Mr. Kery and Mrs. Brand voted in favor. Mr. Dwyer voted in opposition.

3. Finance, Budget & Community Relations

Elimination of this Standing Committee

Motion carried: 6:2:0.

Mr. Convertito, Mr. Liu, Mrs. Gerber, Ms. Iacono, Mr. Kery and Mrs. Brand voted in favor. Mrs. Kennelly and Mr. Dwyer voted in opposition.

Article IV – Methods of Operation

Section 1: Formulation of Policies

B. The Board policies shall be reviewed periodically and revised as needed. In order to insure compliance with current legislation and regulations, the Board shall contract with CABE for a full review of all policies and administrative regulations at least once every five years.

Delete words “with CABE”

Motion carried: 8:0:0.

Article IV – Methods of Operation

Section 4: Board Evaluation

The Board of Education shall annually undertake a self-evaluation of its policies, practices, and internal operating procedures in order to provide the best possible services to the community and the School District at a Special Meeting in May prior to the Superintendent’s Evaluation.

Change wording to: “no later than May and no sooner than January”

Change wording to: “the Board of Education shall annually undertake a self-evaluation of its policies, practices and internal operating procedures in order to provide the best possible services to the community and the School District. Each year at the Board’s organizational meeting, the Board shall schedule a special meeting date for self-evaluation to take place no later than May.”

Motion carried: 8:0:0.

Voting Items

All voting items presented to the Board shall not be voted on at the same meeting in which the voting item is first presented. All matters presented to the Board for a vote must first have been on a previous agenda as a matter for discussion/presentation.

Motion failed: 1:6:1.

Mrs. Brand voted in favor. Mrs. Kennelly, Mr. Convertito, Mrs. Gerber, Ms. Iacono, Mr. Dwyer and Mr. Kery voted in opposition. Mr. Liu abstained.

Agenda & Enclosures

The Board shall have the agenda with its materials, enclosures, etc., five business days prior to the meeting.

## Board of Education Meeting Minutes

A suggestion was made to limit the Minutes to capturing the final action and some points in summary form as to what caused the vote to go the way it did.

### Reports

A suggestion was made to have someone reporting to the Board on a regular basis about what is going on in the legislature and if there are going to be any votes from the State Board of Ed since it has a huge impact on us.

Mr. Convertito moved, seconded by Mr. Liu to table the last three items until they can be put into language consistent with the By-Laws with specific sections and reference numbers.

Motion carried: 7:1:0.

Mrs. Kennelly, Mr. Convertito, Mr. Liu, Mrs. Gerber, Mr. Dwyer, Mr. Kery and Mrs. Brand voted in favor. Ms. Iacono voted in opposition.

### Article II – Organization & Officers

#### Section 4: Committees

##### A. Standing Committees

##### 1. Curriculum, Policy and Special Programs

Amend to read Policy Committee and the current text for subsection “a” be eliminated, and “b” and “c” be nomenclatured to “a” and “b”.

Motion carried: 7:1:0.

Mrs. Kennelly, Mr. Convertito, Mr. Liu, Mrs. Gerber, Ms. Iacono, Mr. Kery and Mrs. Brand voted in favor. Mr. Dwyer voted in opposition.

Board comments and discussion took place prior to the vote on each item.

6. Mr. Kery moved, seconded by Mrs. Gerber that this meeting adjourn at 8:49 p.m.

Motion carried: 8:0:0.

Jessica Gerber  
Secretary

FAIRFIELD PUBLIC SCHOOLS  
TENTATIVE BUDGET CALENDAR  
2012 – 2013

ENCLOSURE NO. 5

DEC 13 2011

<u>Date</u>	<u>Day</u>	<u>Description</u>
1/10/12	Tuesday	Budget distributed to BOE/Budget Presentation/Regular BOE meeting
1/12/12	Thursday	Superintendent's Brown Bag Luncheon with PTA
1/17/12	Tuesday	Special BOE meeting – Budget discussion/ Open working session
1/19/12	Thursday	Special BOE meeting – Budget discussion / Open working session
1/24/12	Tuesday	BOE adopts proposed budget for 2012-2013 7:30 p.m.
2/01/12	Wednesday	BOE proposed budget total required at Town Hall
3/01/12	Thursday	BOE budget review with Board of Selectmen/Board of Finance
3/12/12	Monday	BOE budget review with Board of Selectmen/Board of Finance
3/26/12	Monday	Budget vote by Board of Selectmen
3/29/12	Thursday	Budget vote by Board of Finance
4/09/12	Monday	RTM committee meetings
4/11/12	Wednesday	RTM committee meetings
04/23/12	Monday	RTM budget meeting
05/07/12	Monday	RTM budget vote

EDUCATIONAL SPECIFICATIONS

DEC 13 2011

**Riverfield Elementary School**

**Fairfield Public Schools**

**Fairfield, CT 06824**

**David Title, Ed.D.**

**Superintendent of Schools**

**DRAFT**

## RATIONALE FOR THE PROJECT

### BACKGROUND:

On May 10, 2011, the Fairfield Board of Education adopted the 'Fairfield Public Schools Facilities Plan 2011-2015'. The primary purpose of this plan was to produce a blueprint for meeting the facilities needs of the school district over the next four years. These facilities needs were identified in the 'Fairfield Public Schools Enrollment Projects and Elementary School Capacity Study' by MGT of America dated December 14, 2010. The extension and alteration project for Riverfield Elementary School is a major recommendation for meeting these identified facilities needs by the installation of an addition to eliminate portable classrooms; implementing all building code, life safety code and fire code requirements; upgrading the core facilities; installation of new fire sprinkler system; installation of new HVAC fresh air and air-conditioning system and the installation of new lockers.

### ENROLLMENT:

Between 2001 and 2011, the number of elementary students has increased from approximately 4176 students to over 4874. This represents an increase of over 698 students or 16.7% growth. This growth pattern has been documented in a number of facility reports and student enrollment studies. MGT of America has completed 10 year enrollment projections by school that project an increase in the overall elementary population. The most recent enrollments (October 1, 2011) show a continued increase. Historically, approximately the same number of children enter Fairfield's kindergartens each year as the number of children who were born to Fairfield families five years before. However, over the past ten years in-migration has increased this to about 105% of the children born to Fairfield families entering kindergarten five years later. This is a significant change in the demographic pattern.

### CAPACITY:

The Fairfield Public Schools currently has eleven elementary schools and fourteen relocatable classrooms. The Fairfield Public Schools Facilities Plan indicates that the functional capacity of Fairfield's elementary schools and relocatables is 4912 students. The actual average class size over the past several years has been close to 21 students. The Board's goal to achieve lower class size in grades K through 2, while maintaining reasonable class size in grades 3 through 5, is the driving force behind this class size average.

In developing elementary capacity ratings, full-size classrooms are dedicated to art, music, science and special education, as required. A media center with an integrated or directly adjacent computer lab is allocated as well. Specifically, Riverfield School has a capacity of 399 students without relocatable classrooms. The enrollment for Riverfield Elementary School is 419 students in 2011-12 with a sustained enrollment between 430-500 students through 2021.

**LONG RANGE EDUCATIONAL PLAN:**

On August 27, 2004 the Fairfield Board of Education approved the following policies which explain the long range educational plan of the district.

**MISSION STATEMENT**

**Policy Number 0100\***

The Fairfield Board of Education, in a cooperative partnership with the parent or guardian, staff, and community, will provide the students in our town's public schools with the high-quality instruction, learning opportunities, and positive environment they require to realize their potential as lifelong learners and responsible citizens.

**LONG-TERM GOAL**

**Policy Number 0110**

Sustain the continuing improvement of the Fairfield Public Schools so that they will continue to rank with the best in the nation.

**EDUCATIONAL GOALS**

**Policy Number 0200**

**Preamble:**

The ultimate goal of a school system is to promote the positive development of students so they can be productive members and shapers of a democratic society. Toward this end, the Board of Education and staff of the Fairfield Public Schools are committed to make all reasonable efforts to create an environment that will help each student achieve the goals listed below.

**Goal One: Motivation to Learn**

Students will adopt the high expectations of their parent or guardian, teachers, and society. Fairfield Public School students will:

- develop a personal identity;
- develop self-understanding and a positive self-concept;
- understand and strive to fulfill their own personal aspirations;
- develop positive feelings of self-worth and pride which contribute to self-reliance, responsible behavior, and personal growth, health, and safety;
- demonstrate strong motivational and persistence to learn;
- exhibit an inquisitive attitude, open-mindedness, and curiosity; and
- take responsibility for their own learning.

\*Policy Number 0100 was revised and approved 8/27/2004.

## **Goal Two: Mastery of the Basic Skills**

Proficiency in the basic skills is essential for acquiring knowledge and for lifelong success in our society. Fairfield Public School students will:

- learn to communicate effectively in speech and writing;
- listen, view, and read with understanding;
- acquire knowledge of and ability in mathematics;
- demonstrate skills necessary to locate and use information effectively;
- demonstrate decision-making, reasoning, and problem-solving skills, alone and in groups;
- demonstrate appropriate study skills; and
- acquire skills necessary for lifelong learning.

## **Goal Three: Acquisition of Knowledge**

Acquiring knowledge leads to an educated mind and contributes to responsible citizenship. Fairfield Public School students will:

- acquire the knowledge of science and technology, mathematics, language arts, history, social science, the visual and performing arts, and literature and foreign languages and understand connections among these disciplines;
- acquire the knowledge necessary to use computers and other technologies for learning and problem solving;
- acquire an understanding and appreciation of the values and the intellectual and artistic achievement of their culture and other cultures; and
- take full advantage of opportunities to explore, develop, and express their own uniqueness, creativity, and flexibility in thinking.

## **Goal Four: Competence in Life Skills**

Students will ultimately function successfully in multiple roles - as citizens, family members, parents, workers, and consumers. Fairfield Public School students will:

- demonstrate an ability to make informed career choices;
- understand the responsibilities of family membership and parenthood;
- demonstrate the ability to undertake the responsibilities of citizenship in their communities, in the state, in the nation, and in the world;
- understand human growth and development and the lifelong value of physical fitness;
- understand the concept of wellness, and apply the basic elements of proper nutrition, avoidance of substance abuse, prevention and treatment of illness, and management of stress;
- understand and develop personal goals and aspirations;
- upon completion of a secondary-level program, be qualified to enter post-secondary education and/or demonstrate the skills, knowledge, and competence required for success in meaningful employment; and
- recognize the importance of social and emotional growth as it relates to lifelong happiness.

**Goal Five: Understanding Society's Values**

Students, as responsible citizens, will be aware of how they can enrich the world and how the world can enrich them. Fairfield Public School students will:

- respect diversity;
- understand the inherent strengths and weaknesses of a pluralistic society;
- understand justice, and recognize the necessity for moral and ethical conduct in society;
- understand and respond to the vital need for order under law;
- acquire the knowledge to live in harmony with the environment, and actively practice conservation of natural resources;
- respect the humanity they share with other people, and live in harmony with and demonstrate empathy for others;
- acquire and apply an understanding of and sensitivity for the values and achievements of their own culture and other cultures;
- show understanding of international issues which affect life on our planet, and demonstrate skills needed to participate in a global society;
- contribute to the health of the community through service activities, and look objectively at social institutions and consider how these institutions can best serve society.

DRAFT



## LEARNING/EDUCATIONAL ACTIVITIES

### EDUCATIONAL SPACE REQUIREMENTS SUMMARY:

Art	Special Education
Homeroom Classrooms for grades K-5	Common/Core Spaces
Library/Media	Main Office Area
Music	Support Services
Physical Education	Technology
Science	

### ART:

- Art room with adequate areas for student hands-on activities
- Storage areas for supplies and equipment (directly adjacent and accessible from the Art room and lockable)
- Non-classroom based kiln facility with appropriate ventilation, cooling and shelving
- Work areas (with two sinks, running water and drains)

### HOMEROOM CLASSROOMS FOR GRADES K-5 (24 Classroom Model):

- Twenty homeroom classrooms for grades 1-5
- Four kindergarten classrooms each at 1,000 +/- square feet
- Standard classroom 750 - 800 +/- square feet
- Work area (with sink, running water and drain)
- Water fountains
- Student cubbies (in kindergarten rooms)
- Comfortable small group areas

### LIBRARY/MEDIA:

- General seating for 100 with student worktable seating for 50 to 60 students
- Fully networked and computerized with a variety of print and media storage available as well as Internet access
- Integrated or directly adjacent computer lab with 28 student stations and one teaching station
- Recreational reading area
- Display areas and shelving (line of sight to be maintained for supervision)
- Storage areas for materials and equipment

### MUSIC:

- One general music/vocal room with sufficient space for piano and electronics
- Two smaller rooms for lessons and small groups in band and strings with a divider to be opened for larger rehearsals
- Small practice space and lockable office space for teaching staff
- Instrument storage room (directly adjacent and accessible from the Music room and lockable)

### PHYSICAL EDUCATION:

- Provision for indoor and outdoor activities, which are part of the curriculum (soccer, softball)
- Full size gymnasium with sufficient equipment storage areas
- Small lockable office for teaching staff

### SCIENCE:

- A dedicated science room
- A prep room (directly adjacent and accessible from the science room, and lockable)
- A demonstration table (with a sink, running water, power and data connection)
- Work area (with sink, running water and drain)
- An eye wash station

### SPECIAL EDUCATION:

- Four resource-teaching rooms
- Two rooms for speech and language
- One room for OT/PT

### COMMON/CORE SPACES:

- An area of assembly seating 550+/- and a stage
- Cafeteria with two serving lines and eating facilities for 200 to 250 students
- Modern food service kitchen with sufficient refrigerator and freezer space for bulk food storage
- Two staff workrooms including staff dining area
- Adequate storage space throughout the building for all programs and support activities
- Large dedicated storage area for instructional materials (accessible from exterior and interior of the building)
- Custodial office
- Custodial supply storage and work area plus satellite custodial spaces across the building
- Sufficient and conveniently located staff lavatories
- Sufficient and conveniently located student lavatories

**MAIN OFFICE AREA:**

- Principal’s office
- Three clerical workstations; two secretarial and one for other support
- One small conference room
- One directly adjacent and lockable storage room for student records and supplies
- One coat closet

**SUPPORT SERVICES**

- One - Instructional Improvement Teacher office
- One - School Psychologist office
- One - Social Worker office
- One - Teacher of the Gifted room
- Two - Language Art Specialist room
- One – Spanish room
- Nurse’s facility (with office for staff, separate toilet room and quiet resting (col) area and storage)
- One large conference room

**TECHNOLOGY:**

- Computer lab with 28 student stations and one teaching station (directly adjacent and accessible from the Library Media Center)
- Technology office with storage and counter for repairs (integrated or directly adjacent and accessible from the Library Media Center)
- Technology Network Space – server room, wiring closets, dedicated area for head-end equipment including extended demarcation points to the server room for **all** external connections. (Also see INTERIOR BUILDING ENVIRONMENT – Interior Spaces)
- An essential component of this project is to provide electronic access to every segment of the building. **All** instructional areas, support facilities or areas of assembly should be provided with local and wide-area wired and wireless networks, digitally delivered cable TV connectivity and digitally integrated internal broadcast capability. Each teaching space should be provided with connectivity to multimedia projection systems with amplification and speaker systems to support audio as per current district standards. *The instructional areas to be included at a minimum are Art, Homeroom, Library/Media, Music, Physical Education, Science, Special Education and Support Services.*
- All wiring to be CAT 6 or better and certified. Each patch panel shall be labeled with the room number, and jack and each jack labeled with MDF/IDF closet number, panel and punch down location.

**ENROLLMENT DATA AND PROPOSED PROJECT CAPACITY**

RIVERFIELD SCHOOL	YEAR									
	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21
Enrollment	419	423	428	433	439	453	472	490	501	510
Present Capacity w/o Portables*	399	399	399	399	399	399	399	399	399	399
Proposed Capacity w/o Portables*	504	504	504	504	504	504	504	504	504	504

\*Based on average class size of 21 students per classroom

## SPACE DEFICIENCIES:

This construction project shall address the program/capacity deficiencies identified in the 'Fairfield Public Schools Enrollment Projects and Elementary School Capacity Study' by MGT of America dated December 14, 2010 and the 'Fairfield Public Schools Facilities Plan 2011-2015' dated May 10, 2011.

## DETAILED DESCRIPTION:

The Fairfield Public Schools Facilities Plan provides the following facilities planning principles, which are to be considered in planning renovation and/or additions to school facilities:

- **Core Facilities** - Additional classrooms shall not be added without addressing the core facilities that they will impact. With any new classroom additions at our schools, we must equally incorporate relative additional space to expand core facilities when necessary. More children may bring more space needs in the cafeteria, library, gymnasium, bathrooms, and hallways.
- **Class Size** - Facilities planning, whenever possible, shall have a goal of providing adequate space to enable educational guidelines to be met. Class size should not be viewed as a variable designed to simplify facilities and budgetary problems. Class size should not be used as a means to fit students into the limited space we have, wherever it may be. Instead we should endeavor to provide appropriate facilities that meet educational specifications throughout the district.
- **Specialized Curriculum** - We must provide, whenever possible, appropriate and dedicated spaces for specialized curriculum needs such as special education, art, music, and technology - We should endeavor to provide appropriate and dedicated spaces for specialized curriculum needs, as specified in the Educational Specifications that are generated for our elementary schools. In particular, space must be provided for art, music, technology and special education. These critical components of our curriculum cannot be effectively delivered "on a cart," in a closet, or in similar inappropriate spaces.
- **Enrollment Projections** - A long term plan should account for and accommodate peak enrollment projections - When realistic and feasible we should not ignore the new dynamics that play a role in school population like in-migration, zoning density, regional economy, or being named "The Best Town in Connecticut" by CT Magazine. We should endeavor, whenever possible, to use projected enrollment figures that account for these factors, and that compensate for the fact that recent projections have at times underestimated actual enrollment when determining space needs.
- **Stability** - We should strive to create district plans that provide stability for the district's students. We should endeavor to plan for stability in our educational system. Whenever possible, redistricting should not be revisited every 3-5 years, especially without a major event such as a school opening or closing.
- **Headroom** - To ensure stability we should leave headroom in each school- the maximum number we should PLAN to is 90%/85% of capacity. We should ensure that headroom is built into our calculations for school planning. Because enrollment projections are not an exact science district planning must account for the statistical variance between projected and actual enrollments. As such, whenever possible, schools should be operated at a utilization level that accommodates year-to-year fluctuations in enrollment without resorting to inappropriate measures, such as redistricting, or buying and installing portable classrooms. For elementary schools, this utilization level is 90%. For middle and high schools, this utilization level is 85%.
- **Commitment to Adding Space Where Students Are Located**- At the elementary school level we must have a commitment of maintaining the concept of "neighborhood schools" and/or allowing students to attend the elementary school which is reasonably close to the students' homes whenever educationally

feasible and possible. We should not be busing students past or away from their neighborhood school or a school which is reasonably close to their home because there is an open seat in another school located in different part of town. Therefore, the planning process must evaluate where the population centers are and build or expand in those areas.

- **Phase out Temporary Solutions (Portables)** - Eliminate the Town's reliance on portable classrooms as a permanent substitute for brick and mortar classrooms. Whenever possible phase out the temporary solutions by eliminating the town's reliance on temporary portable classrooms – wood, steel, or otherwise – as a permanent substitute for brick and mortar classrooms.

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## **BUILDING SYSTEMS:**

### **Envelope**

- Roofing systems shall be multi-ply systems (no single membrane systems) 20 year warranty (no dollar limit/edge to edge)
- Exterior envelope materials shall be consistent and compatible with the existing building façade materials in size, shape, color and texture
- Construction details of exterior elements shall be consistent and compatible with the existing building façade details

### **Security/Safety**

- Reliable internal and external communication should be available between/among all areas of the facility to the degree consistent with safety and security plans
- Electronic security shall be provided which will include color video cameras (interior and exterior) and DVR (Dedicated Micros – Sprite model with 16 channels) recording devices with remote viewing capabilities (via secure computer network) and LCD monitor located in Main Office.
- Door hardware – District Standards – Schlage/Von Duprin/LCN
- Exterior doors to have continuous hinges
- Locks – Everest ‘D’ Keyway (interior), Primus Keyway (exterior) – Key into existing building system – Master key facility (new and old locks)
- All spaces to be capable of interior lockdown (without re-entry into the corridor)
- Doors – Narrow vision lites (for restricted line of sight into classroom during lockdowns)
- Primary entrance into the building shall be focused to sign-in location (minimize or eliminate options)
- Primary entrance(s) into the building shall be wired for intercom/camera and remote door release
- Main Office clerical staff to have line of sight to the reception counter
- Exterior doors used by staff and students for exterior functions shall have CO access control locks by Locknetics
- Tactile signage (new and old spaces) for room identification (including room numbers) and directions
- Evacuation signage with directional maps
- Exterior signage (for directions and site identification)
- Provide adequate site lighting
- Protective window covering at locations subject to damage

### **Code**

- ADA review to be part of design for entire building and site
- Code update entire facility – sprinklers/ADA/alarms/emergency lighting (interior & exterior)/MEP (mechanical fresh air circulation and air conditioning)
- Abate any hazardous material – encapsulation is not acceptable
- ILSM – Interim Life Safety Measures for working in an occupied building

(Also see **BSF Filing Requirements**)

## INTERIOR BUILDING ENVIRONMENT:

### Mechanical Systems

- Separate **independent** commissioning of Mechanical Electrical Plumbing (MEP) systems to include air flow balancing contractor hired directly by the building committee (not the construction manager or design team) and reporting directly to the building committee **and** the Board of Education
- Lighting fixtures – standard type(s), ease of maintenance, coordinated with presentation stations (projectors & projection surfaces)
- Boilers shall be capable of dual-fuel operation (oil/gas)
- Update of existing building management controls consistent with newer systems in the district
- Low voltage systems to be designed to district standards
- Proper shutoff and backflow valves located to provide easy and quick access
- Upgrade telephone system to provide the capability of 8 incoming phone lines and 24 extensions
- Master clock system in all spaces

### Interior Spaces

- Ceiling systems – standard sizes 2x2 or 2x4, standard tiles, wide grids 9/16", no strange patterns, consistent choices
- Millwork – solid surface countertops/plastic laminate cabinets/wire pull handles/euro-hinges
- Flooring – carpet in Library Media Center only, VCT or other easily mopped finish in classrooms, corridors, office areas, etc.
- Review the need for magnetic hold-open devices throughout the building
- Storage/Maintenance requirements need to be reviewed for the entire facility
  - Storage for grounds – gasoline storage, snow blower, lawn mower, etc.
  - Storage for office and curriculum – office supplies, art supplies, gym equipment, music equipment, PTA, etc.
  - Custodian – office space with desk and computer, breakroom, appropriately sized space in each area (floor) for daily maintenance equipment and supplies
- Accessory and gang toilet rooms meeting district standards to be located at convenient locations for students and staff
- MDF/IDF room with temperature control and alarms
- Kitchen update – Review equipment (size, condition, etc.), storage space, serving lines, etc including but not limited to:
  - Storage for dry goods
  - Walk-in Refrigerator
  - Walk-in Freezer
  - Washer & Dryer
  - Two Serving lines with power and network access
  - Food Service Manager – lockable office space with desk and computer
- Drinking fountains – update to ADA throughout
- Built in shelving, cabinets and countertops sufficient for instructional material storage
- Built in shelving, cabinets and countertops sufficient for office material storage (lockable)
- FF&E – New Spaces – Appropriate furniture and equipment to accommodate the intended use of the room/space inclusive of student desks and/or tables, chairs bookcases, storage, teacher desk & chairs, learning centers for individual and/or group instruction, computer tables & chairs, area carpets, room darkening shades, appropriate projection surface for use with multimedia projector, wall pads, basketball hoops, fire resistant file cabinets, tackboards, tackstrips, whiteboards, flags, clocks, pencil sharpeners, paper towel dispensers, soap dispensers, etc.

- FF&E – Existing Spaces – Replace any furniture in fair or poor condition based on a detailed survey of existing FF&E in all spaces. Replacement FF&E shall be aligned with current standards and 21<sup>st</sup> century teaching techniques
- Stage Area – Provide curtains, light and sound system consistent with newer systems in the district
- Library Media Center, Gym and Cafeteria – Provide a sound system consistent with newer systems in the district
- Lockers are to be replaced throughout the building. Quantity shall be one locker per student (1<sup>st</sup> through 5<sup>th</sup> grades) based on the maximum class sizes

#### **SITE DEVELOPMENT:**

- Exterior traffic patterns – bus drop off large enough for a six bus queue, parent drop off reconfiguration to provide separation from the bus traffic and queue, additional parking (total parking on site to be 90 to 100 spaces)
- Site drainage review and upgrade (including the field drainage)
- Review condition of all site constructions (retaining walls, curbs and sidewalks, pavement, soccer field, etc.)
- Provide hard surfaced (asphalt) play areas adequate for program needs (match or increase pre-project square footage)

#### **COMMUNITY USES:**

Riverfield Elementary School does not contain or host space(s) for other town departments or outside firms. The building is used exclusively as an elementary school. The building facilities are available to the public on a reservation basis when the building is not in use (nights and weekends). Some of these uses include among others:

- Parent Teacher Association (PTA) meetings and events
- Cub Scouts
- Girl Scouts
- Various school clubs
- Civic group meetings

Riverfield Elementary School is not used as a polling place.



**CSDE BSF FILING REQUIREMENTS (for Reimbursement):**

This project shall be designed so that it can be filed with the Connecticut State Department of Education - Bureau of School Facilities under at least the following project types:

- Extension of Facility
- Alteration of Existing Facility
- Code Violation

Full consideration shall be given to the benefit of filing the project as a Renovation as defined by C.G.S. 10-282 (18).

As required by C.G.S. 10-291 a Phase I environmental site assessment in accordance with ASTM Standard #1527 shall be conducted prior to the approval of architectural plans.

Riverfield Elementary School hosts Open Choice students. Given participation in the program the district will pursue a construction grant bonus in accordance with Connecticut General Statute 10-285a(g).

The following codes shall be addressed by this project:

- Fire
  - Sprinkler
  - Fire alarm
  - Emergency lighting
  - HVAC
  - Electrical
- Health
  - Asbestos
  - Kitchen
  - Toilet rooms
  - Environment
- Access for persons with disabilities
  - Accessibility to all programs
- Building
  - Building area limits
  - Mixed uses
- OSHA

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STUDENT CALENDAR  
FAIRFIELD PUBLIC SCHOOLS  
2012 - 2013

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July							August (2)							September (17)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	5	6	7	8	9	10	11	2	3	4	5	6	7	8
8	9	10	11	12	13	14	12	13	14	15	16	17	18	9	10	11	12	13	14	15
15	16	17	18	19	20	21	19	20	21	22	23	24	25	16	17	18	19	20	21	22
22	23	24	25	26	27	28	26	27	28	29	30	31	23	24	25	26	27	28	29	
28	30	31											30							
2 Summer School Begins 4 Independence Day 27 Summer School Ends							27 All Teachers Report 28 Prof. Development Day - District-Wide 29 Orientation for Grade 6 and Grade 9 30 First Day of School - Full Day							3 Labor Day 17 Rosh Hashanah 25 No After School or Evening Activities 26 Yom Kippur						
October (23)							November (18)							December (15)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6	4	5	6	7	8	9	10	2	3	4	5	6	7	8
7	8	9	10	11	12	13	11	12	13	14	15	16	17	9	10	11	12	13	14	15
14	15	16	17	18	19	20	18	19	20	21	22	23	24	16	17	18	19	20	21	22
21	22	23	24	25	26	27	25	26	27	28	29	30	23	24	25	26	27	28	29	
28	29	30	31										30	31						
△ Prof. Dev. Day (Elem.) Early Dismissal <○> Conf. Days (Elem. & Middle) Early Dismissal							6 Election Day - Prof. Dev. Day for Staff 12 Veterans' Day 21 Early Dismissal 22,23 Thanksgiving Recess							24 Holiday Week Begins 31 Holiday Week Ends						
January (20)							February (16)							March (20)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	3	4	5	6	7	8	9					1	2	
6	7	8	9	10	11	12	10	11	12	13	14	15	16	3	4	5	6	7	8	9
13	14	15	16	17	18	19	17	18	19	20	21	22	23	10	11	12	13	14	15	16
20	21	22	23	24	25	26	24	25	26	27	28	29	17	18	19	20	21	22	23	
27	28	29	30	31									24	25	26	27	28	29	30	
1 New Year's Day 2 Schools Reopen 18 Prof. Dev. Day - All-Certified Staff 21 Martin Luther King Day							△ Prof. Dev. Day (Elem.) Early Dismissal- 18 Winter Recess Begins 22 Winter Recess Ends							○ Conf. Day (Elem. ONLY) Early Dismissal 29 Good Friday						
April (17)							May (22)							June (12)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6			1	2	3	4					1	2		
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	
○ Conf. Days (Elem. ONLY) Early Dismissal 15 Spring Recess Begins 19 Spring Recess Ends							27 Memorial Day							18 Last Day for Students & Teachers (The first three school cancellation days will extend the length of the school year and the date of H.S. Graduation. Additional cancellations will reduce the April vacation beginning with the first day, April 15.)						

- ☐ Schools Not In Session
- <○> Conference Days (Elem. & Middle) Early Dismissal
- Conference Days (Elem. ONLY) Early Dismissal
- △ Early Dismissal (Elementary ONLY)
- ( ) State Required Holidays

CONNECTICUT MASTERY TEST 2013 DATES  
AND  
CAPT 2013 DATES  
March 1 - March 28, 2013

CMT WRITING  
March 5, 2013  
CAPT WRITING  
March 5, 6, 7 2013

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## Fairfield Cares Town Task Force

An effort against Underage Drinking and Substance Abuse

\*\*\*\*An Endorsement Proposal\*\*\*\*

In the Winter and Spring of 2012 the Fairfield Cares Town Task Force, **in conjunction with the 9th Grade Forum** on Underage Drinking Committee (PTA subcommittees at FLHS and FWHS), will distribute 1000 copies of the 32 page Community of Concern: A Parent's Guide for the Prevention of Alcohol, Tobacco, and other Drug Use booklet, to parents of 9<sup>th</sup> grade students, administrators and staff of the Fairfield Public High Schools.

The booklet will provide a valuable resource to parents/families on key areas including:

- pertinent information regarding parent communication strategies
- up to date research regarding substance use and abuse and its affect on the teenage brain
- important town and state resources for parents with questions and concerns

The 9th Grade Forum on Underage Drinking Committee and the Town Task Force share a mission and commitment to educate our parents and keep our teens safe and healthy. It is our belief that by working together our efforts are stronger and we are united as a community.

We are seeking your endorsement of this effort **to show the continued commitment of organizations** in partnering to keep our youth safe and exhibit a shared mission to improve and sustain the quality of life for the Fairfield community. The booklets will feature the Town seal and the Task Force logo. Your acceptance of being an "endorser" will permit your organization's name to be printed on the cover of the Community of Concern Booklet.

We hope we can count on your support!