

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

PLEASE NOTE:
7:00 P.M. START TIME

Board of Education
Fairfield Public Schools
Fairfield, CT

Tuesday, November 22, 2011

REGULAR/ORGANIZATIONAL MEETING

7:00 P.M.

501 Kings Highway East
2nd Floor Board Conference Room

AGENDA

- I. Call to Order and Roll Call
- II. Pledge of Allegiance
- III. Presentation by Commissioner of Education Stefan Pryor
- IV. BREAK – 5 Minutes
- V. Convene to Organizational Meeting of the Board of Education

A. Election of Temporary Chairman/Secretary

Recommended Motion: “that in accordance with the By-Laws, Superintendent Dr. David Title will serve as Temporary Chairman/Secretary during the election of Board Officers”

B. Election of:

1. Board of Education Chairman
2. Board of Education Vice Chairman
3. Board of Education Secretary

(Newly elected officers take office immediately upon election)

C. Review of By-Laws

(Enclosure No. 1)

D. Discussion of Board Assignments

(Enclosure No. 2)

- VI. Reconvene to Regular Meeting of the Board of Education

VII. Presentation

A. Presentation of Music Curriculum, Grades K-5

VIII. Approval of Minutes

A. Approval of Minutes of the Regular Meeting of October 11, 2011

Recommended Motion: "that the Board of Education approve the Minutes of the Regular Meeting of October 11, 2011"

(Enclosure No. 3)

B. Approval of Minutes of the Special Meeting of November 4, 2011

Recommended Motion: "that the Board of Education approve the Minutes of the Special Meeting of November 4, 2011"

(Enclosure No. 4)

IX. Student/Committee/Liaison Reports

Emma Sweet/Sara Wiant	Fairfield Ludlowe High School Student Liaison
Stephanie Teixeira	Fairfield Warde High School Student Liaison
Brand, Sue	Curriculum, Policy and Special Programs Subcommittee* Board of Health Member**** Cooperative Education Services (CES) Representative Council Member Six to Six Magnet School Liaison
Fattibene, Paul	Curriculum, Policy and Special Programs Subcommittee Transportation Advisory Committee
Iacono, Pamela	Finance, Budget & Community Relations Subcommittee Special Projects Standing Building Committee Member*** Representative Town Meeting (RTM) Liaison** Board of Finance Liaison
Kery, Tim	Facilities, Technology and Long Term Planning Subcommittee* PTA Council Liaison
Liu, Perry	Facilities, Technology and Long Term Planning Subcommittee Fairfield Woods Building Committee Liaison***

*	Committee Chairman
**	Liaison Position Indicated per By-Laws
***	Ad Hoc – Established by the First Selectman/Town
****	Per Town Charter and Serving as a Voting Member

X. Superintendent's Report

XI. Old Business

A. Approval of Policy

Recommended Motion: “that the Board of Education approve Policy #4220 – Smoking by School Employees”

(Enclosure No. 5)

B. Approval of Policy

Recommended Motion: “that the Board of Education approve Policy #5314 – Smoking (Students)”

(Enclosure No. 6)

C. Approval of Policy

Recommended Motion: “that the Board of Education approve Policy #5330 – Bullying”

(Enclosure No. 7)

XII. New Business

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

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

(Enclosure No. 8)

B. Presentation of Draft 2012-2013 Student Calendar

(Enclosure No. 9)

XIII. 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.

XIV. Open Board Comment

XV. Adjournment

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

CALENDAR OF EVENTS

December 13, 2011	Board of Education Regular Board Meeting	7:30 p.m. 501 Kings Highway East 2 nd Floor Conference Room
January 10, 2012	Board of Education Regular Board Meeting	7:30 p.m. 501 Kings Highway East 2 nd 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

NOV 22 2011

BOARD OF EDUCATION BY-LAWS**PREAMBLE:**

The purpose of the Board's By-Laws (the "By-Laws") is to provide for the organization of the Board and for an orderly and efficient method of performing its lawful functions; however, nothing in these By-Laws shall be interpreted to limit or modify in any way or to any degree the duties and responsibilities imposed on this Board by State Law.

ARTICLE I - RESPONSIBILITIES AND AUTHORITY (8100)**SECTION 1: RESPONSIBILITIES OF THE BOARD (8110)**

A. The Fairfield Board of Education (the "Board") is the governing body of the Public Schools (the "School District") of the Town of Fairfield (the "Town") and derives its power and exists under the Constitution and General Statutes of the State of Connecticut (collectively, "State Law").

B. The Board shall:

1. Employ an able and qualified Superintendent of Schools (the "Superintendent").
2. Adopt policies to govern the operation of the School District.
3. In collaboration with the administration, communicate the School District's educational program to the community.
4. Keep apprised of, evaluate and attend to the School District's present and future educational needs as recommended by the administration.
5. Propose an annual budget and capital improvement project request and advocate for its passage.
6. Take any further action as may be required by State Law.

SECTION 2: AUTHORITY OF BOARD MEMBERS (8120)

Board members do not have any authority as individuals to take action for the School District. Only the Board, sitting in a legally constituted meeting, through a formal vote, may take action.

ARTICLE II - ORGANIZATION AND OFFICERS (8200)

SECTION 1: ORGANIZATION (8210)

- A. In November each year, the Board of Education shall organize by electing a Chairman, a Vice Chairman and a Secretary and also shall review its By-Laws (the "Organization Meeting"). The By-Laws can also be amended at any Regular or Special Meeting.
- B. Prior to the election of officers at the Organization Meeting, the Board shall select a temporary chairman and a temporary secretary to serve until the election of a Chairman, Vice Chairman and Secretary.

SECTION 2: OFFICERS (8220)

- A. Officers of the Board shall be a Chairman, a Vice Chairman and a Secretary. They shall be elected at the Organization Meeting, but not later than thirty (30) days from the date on which newly-elected members take office, and the officers shall take office immediately upon election; however, no member shall hold more than one Board office concurrently. A record of the votes shall be transmitted to the Town Clerk within forty-eight (48) hours.
- B. If the office of Chairman, Vice Chairman or Secretary is vacated for any cause during the term of the holder, another member of the Board shall be elected at the next meeting of the Board to fill the vacancy.

SECTION 3: DUTIES OF OFFICERS (8230)

A. CHAIRMAN -

- 1. The Chairman shall preside over all meetings of the Board, but the Chairman's status as presiding officer shall not impair the Chairman's right or duty to vote on any matter before the Board.
- 2. The Chairman shall be the official spokesperson for the Board and, unless the Board shall otherwise direct, shall make or authorize all announcements concerning Board policy or action.
- 3. The Chairman shall appoint members of the Board to act as voting members of the following bodies:
 - a. The Board of Health, in accordance with §10.9 of the Charter of the Town (the "Town Charter").
 - b. The Parks & Recreation Commission, in accordance with §10.10 of the Town Charter.

- c. Cooperative Educational Services (“CES”), in accordance with the charter and by-laws of CES.
 - d. Any school building committee established by the Town from time to time, subject to any approval(s) required by the Town.
4. The Chairman shall appoint members of the Board to act as liaisons to the following bodies:
 - a. The Connecticut Association of Boards of Education (“CABE”).
 - b. The Representative Town Meeting (the “RTM”).
 - c. The Fairfield Council of Parent-Teacher Associations (the “PTA Council”).
5. The Chairman may appoint members of the Board to serve as liaisons to any other local, regional or state body as the Chairman deems necessary or prudent.
6. Except whenever a Board member’s term is established by the Town, every appointment by the Chairman shall be for a term of one year or until the discharge of the assigned function of the local, regional or state body, whichever is earlier.
7. Liaisons appointed by the Chairman to local, regional or state bodies shall be expected to attend any meeting of those bodies whenever an educational or related matter appears on the meeting’s agenda.

B. VICE CHAIRMAN -

The Vice Chairman shall function as Chairman in the absence of the Chairman and shall assist the Chairman in the administration of the Chairman’s various responsibilities. If the office of Chairman is vacated, the Vice Chairman shall act as Interim Chairman until the office is filled by a majority vote of the membership of the entire Board.

C. SECRETARY -

The Secretary shall perform all functions prescribed for that office by State Law and such other duties as the Board shall from time to time prescribe. The Secretary shall be responsible for the minutes of Board meetings and shall certify by his or her signature the minutes of each meeting in the official record. Minutes shall be open to public inspection under such regulations for the safeguarding of its records as the Board shall from time to time adopt.

In the absence at any Board meeting of the Chairman and Vice Chairman, the Secretary shall serve as Chairman.

D. CHAIRMANSHIP AT MEETINGS IN THE ABSENCE OF ALL OFFICERS -

In the absence at any Board meeting of all officers, the Chairman shall be appointed by lot.

SECTION 4: COMMITTEES (8240)

A. STANDING COMMITTEES -

At the annual Organization Meeting of the Board, the Chairman shall appoint three (3) members to each of the following Standing Committees for a one-year term: Curriculum, Policy and Special Program; Facilities, Information Technology and Long-Range Planning; and Finance, Budget and Community Relations.

Each Standing Committee shall meet from time to time as appropriate to fulfill its respective purposes; however, a Standing Committee must hold a meeting whenever requested by two (2) of its members. The members of a Standing Committee shall elect a chair by majority vote of the committee to manage the committee's meetings in accordance with the Freedom of Information Act and Robert's Rules of Order.

Each Standing Committee's chair shall provide a summary of its work to the Board under "Committee/Liaison Reports," including recommendations for consideration by the Board.

A calendar of anticipated Board of Education Standing Committee Meetings will be approved at each respective January Standing Committee meeting. The calendar will be posted, and meetings can be cancelled if there is no need to hold the meeting.

The purposes of the Standing Committees shall be as follows:

1. Curriculum, Policy and Special Programs

- a. To provide a forum for the Superintendent and the Superintendent's staff to offer and exchange information about and discuss the continuing educational goals of the School District, including curriculum, co-curricular and extracurricular student activities and special education.
- b. To formulate and recommend written policies by which the Board shall exercise its leadership in the operation of the School District.
- c. To study and evaluate administrative regulations and reports concerning the execution of the Board's written policies in accordance with Article IV, Section 2.

2. Facilities, Information Technology and Long-Range Planning

- a. To provide a forum for the Superintendent and the Superintendent's staff to offer and exchange information about and discuss the ongoing maintenance of school facilities.
- b. To review information about and make recommendations to improve technology infrastructure across the School District.

- c. To review information about and recommend a long-range facility plan for the School District.
- d. To review long-range facilities plan prior to budget preparation and inform the Board of upcoming facilities/maintenance projects.
- e. To review educational specifications for new construction or renovation of educational space.

3. Finance, Budget and Community Relations

- a. To provide a forum for the Superintendent and the Superintendent's staff to offer and exchange information about and discuss the finances of the School District and the Annual Budget, and to ensure that the Board participates in the negotiation of labor agreements with each bargaining unit within the School District. Board of Education liaisons to negotiating teams will be selected from this standing committee. In the event that no member of the committee is available, the Board of Education Chairman will appoint an alternate member to serve in this capacity.
- b. To strengthen the relationship between the School District and the community through various initiatives including special programs and events.
- c. To work with central administrative representatives to establish budget timeline, review budget items, and report budget concerns to the full Board for discussion.

B. ADVISORY COMMITTEES -

Advisory Committees consisting of three (3) Board members appointed by the Chairman, may be established by majority vote of the Board from time to time for assignments which the Board deems beyond the purpose and scope of the Standing Committees. The Board shall provide a charge for the Advisory Committee, which shall include the preparation of a written report and recommendations for the Board's consideration within a specified period of time. Upon the Advisory Committee's presentation of a report and recommendations to the Board for consideration, the Advisory Committee shall be deemed dissolved and only the Board make take further action.

The Chairman and the Superintendent, or his or her delegate, shall be ex officio members of the Advisory Committees, and the chairman may appoint ex officio advisors from the community for assistance in gathering information, preparing reports and making recommendations. The Advisory Committee shall follow the provisions of the Freedom of Information Act as required by State law.

C. AUTHORITY OF COMMITTEES -

Unless specifically authorized by the Board, the Standing and Advisory Committees shall have the power only to make recommendations to the Board for further action. Neither the committees nor members of the committees shall be authorized to legally bind the Board or expend funds of the School District.

SECTION 5: REMOVAL OF OFFICERS (8250)

The Chairman, Vice Chairman or Secretary may be removed from office for cause, after reasonable notice and hearing, by a majority vote of those present at any Regular Meeting or at any Special Meeting called for the purpose, and may be removed without cause at any time by a vote of two-thirds (2/3) of the total membership of the Board.

ARTICLE III - MEMBERS (8300)

SECTION 1: QUALIFICATIONS (8310)

Board members must be qualified to serve in accordance with Section 2.1 of the Town Charter.

No member shall be employed for compensation in any position in the School District. If a Board member becomes employed by the School District, his or her position on the Board shall become vacant.

SECTION 2: CODE OF ETHICS (8320)

Board members shall adhere to the most recent edition of CAFE's Connecticut Code of Ethics for Boards of Education (the "Code of Ethics") set forth as Article VII of these By-Laws.

SECTION 3: MEMBERSHIP ON SCHOOL BOARD ASSOCIATIONS (8330)

The Board may hold membership in CAFE and the National School Boards Association and such other organizations or associations which will enhance the Board's ability to govern the School District.

SECTION 4: NEW MEMBER ORIENTATION (8340)

Experienced Board members and the administrative staff shall assist each new member to understand the Board's functions, policies, procedures, and the operation of the School District, as follows:

- A. New members shall be given selected materials on the responsibilities and authorities of the Board and the Superintendent, including a copy of the Board's policies and By-Laws and Code of Ethics, the Superintendent's administrative regulations, and pertinent materials developed by CAFE.

- B. New members shall be invited to meet with the Superintendent and other administrative personnel to discuss their duties and responsibilities, and continuing Board members shall be notified of and invited to such meetings.
- C. New and continuing Board members are encouraged to attend CAFE-sponsored and/or other workshops approved by the Board.

SECTION 5: INDEMNIFICATION AND INSURANCE (8350)

The Board shall protect and hold harmless Board members against financial loss and expense, including attorneys' fees and costs, to the extent provided by State Law, and the Board shall maintain adequate insurance to protect Board members against such loss and expense.

SECTION 6: CONFLICTS OF INTEREST (8360)

Board members shall comply with the following rules pertaining to conflict of interest:

- A. No member of the Board shall have any direct monetary interest in contracts with the School District, nor shall a member furnish any labor, equipment or supplies directly to the School District. The School District, however, may contract with corporations or businesses in which a Board member is an employee, in which case the member must declare his or her association with the firm and refrain from debating or voting on any related items.
- B. The following rules shall govern conflict of interest in the employment of staff and members of the Board:

A spouse, minor child, dependent of a Board member or persons otherwise related to a Board member, may be employed by the School District but only if (1) the Board member fully discloses the relationship at a public meeting of the Board, and (2) the entire Board subsequently votes to approve the employment (excluding the vote of the related Board member).

Furthermore, Board members shall comply with State Law regarding conflict of interest and attempt to avoid any situations which might have even the appearance of a conflict of interest.

SECTION 7: RESIGNATION, TERMINATION AND VACANCIES (8370)

A. RESIGNATION -

Any Board member may resign in accordance with 2.4 of the Town Charter. Prior to resigning, the Board member shall provide advance notice to the Board in order to assist the Chairman in the orderly and efficient administration of the Board.

B. TERMINATION -

Whenever a Board member no longer is qualified as an elector of the Town, his or her membership on the Board shall terminate in accordance with Section 2.1 of the Town Charter.

C. VACANCIES -

Any vacancy of the membership of the Board shall be filled in accordance with Section 2.5 of the Town Charter.

ARTICLE IV - METHODS OF OPERATION (8400)

SECTION 1: FORMULATION OF POLICIES (8410)

- A. The Board recognizes three basic types of written guidance that govern the operation of the School District:
1. The Board formally adopts Policies for implementation by the Superintendent and the Superintendent's staff. The formulation and adoption of written policies shall constitute the basic method by which the Board shall exercise its leadership in the operation of the School District.
 2. The Board delegates to the Superintendent the function of developing Administrative Regulations to implement the Board's policies (recognizing that not every policy requires a regulation).
 3. The Board adopts By-Laws to govern its internal operations.
- 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. All proposed revisions shall be referred to the Curriculum, Policy and Special Programs Committee and any changes to Board policy shall initially be presented by the committee to the Board as a draft at a Regular Meeting or a Special Meeting. The policy will then be carried over for adoption at the next regularly scheduled meeting or at the next Special Meeting.
- C. The formal adoption of policy shall be recorded in the minutes of the Board, and only those written statements so adopted and so recorded shall be regarded as official Board policy.

SECTION 2: REVIEW OF ADMINISTRATIVE REGULATIONS (8420)

The Board shall delegate to the Superintendent the function of developing administrative regulations to implement Board policy. The Board reserves the right to review administrative regulations at its discretion through the Standing Committees to insure that they are consistent with policies adopted by the Board.

Administrative regulations need not be reviewed by the Board in advance of implementation except as required by State Law or in cases where strong community attitudes, or possible student or staff reaction, make it necessary or advisable for the regulation to have the Board's advance approval.

SECTION 3: REIMBURSEMENT OF EXPENSES (8430)

Board members shall be reimbursed for expenses incurred in the discharge of their duties under the same regulations that pertain to the School District's staff.

SECTION 4: BOARD EVALUATION (8440)

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.

ARTICLE V – MEETINGS (8500)

SECTION 1: REGULAR MEETINGS (8510)

Regular meetings of the Board shall be held in accordance with the schedule on file with the Town Clerk, normally scheduled on the second and fourth Tuesday of the month. The second and fourth Tuesday should be reserved for Board meetings. All Board of Education meetings shall adjourn at 11:00 p.m. unless there is a 2/3 vote of the Board to suspend the rule.

SECTION 2: SPECIAL MEETINGS (8520)

Special Meetings of the Board may be held at any time and shall be called in the manner prescribed by law. Reasonable notice of any Special Meeting and of the purpose thereof, shall be given to members of the Board.

SECTION 3: NOTICE OF MEETINGS (8530)

A. NOTICE TO BOARD MEMBERS -

Notice of each meeting of the Board and agenda prepared by the Superintendent, listing all proposed action at such meeting, shall be delivered to each member of the Board at least five (5) days prior to such meeting. Subject to each Board member's consent, the Superintendent may deliver notice and the agenda electronically.

B. NOTICE TO PUBLIC -

In compliance with State Law, the notice of the meeting date, and the agenda for such meeting, shall be made available to the public in writing and electronically on the Board's website. In addition, this information must be on file not less than twenty-four (24) hours before the meeting to which they refer in the Office of the Superintendent.

C. AGENDA -

The agenda is designed for the guidance and information of the Board and to inform the public of items of business to come before the Board. Additional items, not included in the filed agenda, may be considered and acted upon at such meetings upon the affirmative vote of two-thirds (2/3) of the members of the Board present and voting.

SECTION 4: ORDER OF BUSINESS (8540)

A. The agenda at each Regular Meeting shall be:

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Presentations
4. Approval of Minutes
5. Student/Committee/Liaison Reports
6. Superintendent's Report
7. Old Business
8. New Business
9. Public Comment
10. Open Board Comment
11. Adjournment

B. The agenda at each Special Meeting shall be:

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Business Item(s)
4. Adjournment

C. To encourage public interest, the agenda for every meeting shall be posted on the School District's website and released in advance to the following:

1. Local Newspapers
2. RTM Education and Recreation Committee
3. PTA Presidents and PTA Board of Ed Representatives
4. FEA President
5. Principals, Headmasters and Central Office Administrators
6. Board of Finance
7. Board of Selectmen
8. Public Libraries (including all supporting materials)
9. Any citizen who so requests and is willing to assume any additional cost

SECTION 5: EXECUTIVE SESSION (8550)

Meetings of the Board shall be open to the public; provided, however, that the Board may, by a majority vote of those present at any meeting: (1) hold adjudicative hearings in Executive Session when required by State Law and (2) deliberate and discuss, but not vote, in Executive Session on any matter exempt by State Law from public disclosure, including, but not limited to, personnel matters, collective bargaining strategy, pending claims and litigation.

SECTION 6: PUBLIC COMMENT (8560)

A. PUBLIC COMMENT PRIOR TO BOARD ACTION ON AGENDA ITEMS –

As a means of encouraging public participation during Board meetings, the Chairman shall solicit comments from the public with regard to agenda items, as proposed or amended, that the Board has discussed and will be acting upon by vote. The Chairman may limit public comment in any manner appropriate to the orderly and efficient conduct of Board meetings.

B. ADDITIONAL PUBLIC COMMENT AND PETITIONS -

The agenda of Board meetings shall also include an item for public comments and petitions regarding any topic or issue germane to the operation of the School District. The Chairman may limit public comment and petitions in any manner appropriate to the orderly and efficient conduct of Board meetings.

SECTION 7: PROCEDURES DURING MEETINGS (8570)

Except in emergencies, the Board shall not attempt to decide upon any question submitted for consideration by any person or persons until the Board has examined and evaluated all information. The Superintendent shall be given an opportunity to examine and evaluate all such information and to recommend action before the Board attempts to make a decision.

SECTION 8: QUORUM (8580)

Five (5) members of the Board shall constitute a quorum for any Regular or Special Meeting.

SECTION 9: PARLIAMENTARY PROCEDURE (8590)

Unless otherwise provided in the By-Laws, the Board shall conduct all of its business in accordance with Robert's Rules of Order Newly Revised 10th Edition (Perseus Publishing, Cambridge, Massachusetts).

SECTION 10: MEETINGS

Electronic Mail Communications

The Board of Education believes that Board members electronically connected to other Board members is an efficient and convenient way to communicate. The main goal of electronic mail (e-mail) is to expedite the passage of information. E-mail gives Board members quick access to one another. Communication among Board members via e-mail should conform to the same standards as other forms of communication (i.e., committee meetings, etc.) as directed by the Freedom of Information Act. When used properly, e-mail is an effective communications tool and can provide a formal record.

Guidelines for Board E-Mail Usage

The Freedom of Information Act mandates that all meetings of public bodies, such as school Boards, be open to the public. It is the policy of the Board of Education that e-mail shall not be used in such a manner as to deprive the public of the rights given to it under the Freedom of Information Act. For this purpose, this Bylaw sets forth guidelines for the uses intended to be made of e-mail by Board members when communicating with other Board members.

1. E-mail, like other written forms of communication relating to the conduct of the public business, is subject to the Freedom of Information Act and subject to disclosure.
2. Board members shall not use e-mail as a substitute for deliberations at public Board meetings and/or shall not discuss policy matters or vote informally on any issues.
3. E-mail should be used to pass along factual information.
4. Security of e-mail communication cannot be assured. Board members shall not reveal their passwords to others in the network or to anyone outside of it. If any Board member has reason to believe a password has been lost or stolen or that e-mail is being accessed by someone without authorization, he/she shall notify the Superintendent, who will notify the district's technology specialist.
5. Personnel issues and other sensitive subjects should never be discussed on-line. The confidentiality of employee data, student data, and other sensitive subjects must always be maintained.

Any usage contrary to the aforementioned shall be reported immediately to the Superintendent and may result in the suspension and/or revocation of system access.

Accessing E-Mail

In an effort to encourage all Board members to access e-mail while maintaining public fiscal responsibility, the Board of Education will loan to any Board member needing access, a computer (when surplus is available), and other hardware peripherals to be returned to the Board office upon leaving office. It will be the individual Board member's responsibility to provide the

hook-up and pay all consumable expenses associated with e-mail usage. In the event a Board member elects not to access e-mail, a hard copy of all e-mail directed to "Board" will be placed in the Board packet delivered via courier, and will also be accessible in the Board of Education Office.

Legal Reference: Connecticut General Statutes
The Freedom of Information Act
1-200 Definitions
1-210 Access to public records. Exempt records
1-211 Disclosure of computer-stored public records

ARTICLE VI – AMENDMENTS (8600)

The By-Laws may be amended by the affirmative vote of a majority of the entire membership of the Board, at any Regular or Special Meeting of the Board, provided that a copy of the proposed amendment shall have been included in the call for such meeting, except that it shall not be necessary to include proposed amendments in the call for an Organization Meeting when the By-Laws are reviewed.

ARTICLE VII – CODE OF ETHICS (8700)

The Code of Ethics is based upon "Standards of Leadership for Members of Boards of Education" recommended by the CAFE Board of Directors.

1. I will be a staunch advocate of high quality free public education for all Connecticut children. In fulfilling my responsibilities, I will think of "children first."
2. I will, as an agent of the state, uphold and enforce all laws, rules, regulations and court orders pertaining to public schools.
3. I will strive to bring any needed change only through legal and ethical procedures. I will strive to help create public schools which meet the individual educational needs of all children regardless of their ability, race, creed, sex or social standing.
4. I will work unremittingly to help my community understand the importance of proper support for public education, whether it be in providing adequate finance, optimum facilities, staffing and resources, or better educational programs for children.
5. I will join with my Board, staff, community and students in becoming fully informed about the nature, value and direction of contemporary education in our society. I will support needed change in our schools.
6. I will strive to ensure that the community is fully and accurately informed about our schools and will try to interpret community aspirations to the school staff.

7. I will recognize that my responsibility is not to "run the schools" through administration, but together with my fellow Board members, to see that they are well-run through effective policies.
8. I will attempt to confine my Board action to policy-making, planning and appraisal, and will help to frame policies and plans only after my Board has consulted those who will be affected by its actions.
9. I will arrive at conclusions only after discussing all aspects of the issue at hand with my fellow Board members in meeting. I will respect the opinions of others and abide by the principal of majority-rule.
10. I will recognize that authority rests only with the whole Board assembled in meeting and will make no personal promises nor take any private action which may compromise the Board.
11. I will acknowledge that the Board represents the entire school community, and will refuse to surrender my independent judgment to special interest or partisan political groups. I will never use my position on the Board for the gain of myself or my friends.
12. I will hold confidential all matters pertaining to schools which, if disclosed, might needlessly injure individuals or the schools.
13. I will insist that all school business transactions be open and ethical.
14. I will strive to appoint the best professional leader available when a vacancy exists in the chief administrative position.
15. I will strive to appoint the best trained technical and professional personnel available, upon recommendation by the appropriate administrative officer.
16. I will support and protect school personnel in the proper performance of their duties. I will strive to ensure that all personnel have not only the requisite responsibilities, but the necessary authority to perform effectively.
17. I will refer all complaints through the proper "chain of command" within the system, and will act on such complaints at public meetings only when administrative solutions fail.

APPROVED: 11/23/2004

AMENDED: 11/22/2005

REVIEWED: 11/28/2006

REVIEWED: 11/27/2007

AMENDED: 01/08/2008

AMENDED AND APPROVED: 04/28/2009

AMENDED AND APPROVED: 11/24/2009

AMENDED AND APPROVED: 12/14/2010

NOV 22 2011

BOARD OF EDUCATION ASSIGNMENTS

Board of Education Liaison Positions

CT Association of Boards of Education (CABE)
Cooperative Educational Services (CES)
PTA Council Liaison
RTM Liaison
SEPTA

Board of Education Ad Hoc Positions

Fairfield Woods MS Building Committee
Special Projects Standing Building Committee
Stratfield School Building Committee

Board of Education Town Charter Positions

Board of Health
Parks and Recreation Commission

Liaison Position Indicated per By-Laws
Ad Hoc – Established by the First Selectman/Town
Per Town Charter and Serving as a Voting Member

FAIRFIELD BOARD OF EDUCATION
MINUTES OF THE MEETING OF THE BOARD OF EDUCATION
Tuesday, October 11, 2011

ENCLOSURE NO. 3

NOV 22 2011

Minutes of the Executive Session and the Regular Meeting of the Board of Education held Tuesday, October 11, 2011, at 501 Kings Highway East, 2nd Floor Board Conference Room.

1. Chairman Mr. John Mitola called the meeting to order at 6:36 p.m. Other Board members present were: Mrs. Sue Brand, Mrs. Sue Dow, Mr. Paul Fattibene, Ms. Pamela Iacono, Mr. Tim Kery, Mr. Perry Liu and Mrs. Catherine Albin (arrived 6:41 p.m.). Ms. Stacey Zahn was absent. Also in attendance were Superintendent Dr. David Title, Mrs. Margaret Mary Fitzgerald, Attorney Lisa Eagen and Selectman Jim Walsh.
2. Mrs. Brand moved, seconded by Mrs. Dow that the Board of Education go into Executive Session for the purpose of discussing contract negotiations with the Fairfield Education Association (FEA) and the Fairfield School Administrators Association (FSAA).

Motion carried: 7:0:0.

3. Convene to Regular Meeting of the Board of Education.
4. Chairman Mr. John Mitola called the Regular Meeting of the Board of Education to order at 7:35 p.m. Other Board members present were: Mrs. Catherine Albin, Mrs. Sue Brand, Mrs. Sue Dow, Mr. Paul Fattibene, Ms. Pamela Iacono, Mr. Tim Kery and Mr. Perry Liu. Ms. Stacey Zahn was absent. Also in attendance were Superintendent Dr. David Title, Fairfield Ludlowe High School Student Reps Emma Sweet and Sara Wiant and members of the administrative staff. Approximately 50 people comprised the remainder of the audience.
5. Mr. Mitola led the Board and audience in the Pledge of Allegiance.
6. Ms. Iacono moved, seconded by Mrs. Brand that the Board of Education approve the Minutes of the Regular meeting of September 13, 2011.

Motion carried: 7:0:1. Mr. Liu abstained.

7. Student/Committee/Liaison Reports-

- ◆ Emma Sweet and Sara Wiant reported that a 9/11 memorial ceremony was held at Fairfield Ludlowe HS, SATs were last Saturday and this past week the Marine Band gave a performance. Yesterday was the Ludlowe vs. Warde soccer game and tomorrow is the Ludlowe vs. Warde volleyball game. There is a new Spirit Club to get more student participation at sporting events. The Homecoming Dance will take place next week after the homecoming football game. Fundraisers are taking place for the senior prom and other senior events that take place during the year.
- ◆ Mrs. Albin – No report.
- ◆ Mrs. Brand reported that the Board of Health will meet next Monday evening. CES-The Common Core State Standards adopted by the State of Connecticut were rolled out on September 26. This will require all districts in the state to review their curriculum to make sure it is in alignment. You will not see CMTs or the CAPT any longer. The type of testing will be completely different. Testing is supposed to be done on computers, and iPads cannot be used. This will be a huge undertaking, and districts are now forming transition teams to help facilitate this. CES is also looking at how to develop a safe school climate, which is part of the bullying piece; and districts are encouraged to share what they have with them. The Six to Six preschool was accredited with outstanding results. CES has had some behavioral issues, and when they investigated they found that the kids with the behavioral problems were not the ones testing poorly but were the kids who had high test scores. Board members received a copy of the draft minutes from the last policy committee meeting in their Friday Packet.

- ◆ Mrs. Dow reported that CAGE's 2011 taskforces are now underway and will be reporting in January. SEPTA's October meeting will be tomorrow night, and they will be doing a mock IEP. Some highlights from the September meeting: SEPTA is now on Facebook, they are using Volunteer Spot this year, they are conducting a Mabel's Labels fundraiser and teachers and professionals who join SEPTA will be entered into a drawing for an all-expense paid trip to a seminar in New York City presented by author and educator, Michelle Garcia-Winner. A number of programs have started: First Tee Golfing at Fairchild Wheeler, Challenger Sports Soccer, Teen Nights at the Y and a trip to the pumpkin patch will take place on October 18. The U.S. Department of Education Special Ed Program does a rotating five year inspection of the state programs and Connecticut is up this year.
 - ◆ Mr. Fattibene reported that the Transportation Safety Advisory Committee had one referral last month and that has been decided.
 - ◆ Ms. Iacono reported that she was unable to attend the Special Projects Standing Building Committee meeting; however, the committee did recommend awarding the contract for Sherman to THP. The RTM approved the Sherman project unanimously. The Board of Finance approved the roof warranty request and also approved changes to the Purchasing Guidelines.
 - ◆ Mr. Kery reported that PTA Council met last Wednesday. This year PTA Council has a \$58,000 budget to assist with scholarships and enrichment programs that go above and beyond in assisting the local PTAs. He thanked the members of PTA Council and the local PTAs for all of the work they do. PTA Council will hold a Board of Ed Candidates Open Forum on Monday, October 24, at 7:30 p.m.
 - ◆ Mr. Liu – No report.
 - ◆ Mr. Mitola – No report.
8. Mr. Mitola asked to move Old Business Item B, Approval of Understanding on Health Insurance, to this point on the agenda.
9. Ms. Iacono moved, seconded by Mr. Kery that the Board of Education approve the Understanding on Health Insurance.

Mr. Mitola stated that at the last meeting the Board discussed this agreement and changes to the language in it. Over the last month changes were made, the language was tightened and it was discussed with legal counsel. Last week this document was sent to other Town bodies, and the First Selectman and Chairman of the Board of Finance requested that no action be taken on this tonight. They asked that it be tabled to give them time to look over the changes that were made.

First Selectman Tetreau commented that one of the changes made was a timeframe at which point the reserves would be adjusted, and he would like time to go back and look at what the tax impact of that is and what that does overall to the adjustments. These accounts impact the entire Town balance sheet and are the reserve accounts that the rating agencies take a very close look at. The Town currently sits with a AAA credit rating and a negative outlook from Moody's. The concern from Moody's is the internal service fund. That fund is made up of the insurance fund for the Board of Ed, the insurance fund for the Town and the workers comp fund or the overall risk management fund. The biggest driver is the workers comp number. For the last three to four years the Board of Finance has taken a very close look at this fund to make sure that each of the accounts was fully funded. However, the Board of Finance and the administration has not been able to adjust those balances based on the challenging economy and the intent of keeping tax increases to a minimum. The other piece of this has been the very significant growth on the workers comp side. First Selectman Tetreau asked the Board to consider postponing this item to allow time to complete the financial picture in terms of what the impact is on the Town and the other reserve funds.

Board questions, comments and discussion followed regarding the need for a memorandum, concern with the previous agreement between Dr. Clark and Mr. Flatto and putting that agreement on the Board of Selectmen's agenda to make it null and void since there is a stipulation in the agreement that if the Board of Ed nullifies it, the Town takes all of the funds in that account and if the Board of Selectmen takes action and dismisses it entirely there is no penalty.

Mr. Kery withdrew his second to the motion.

Mr. Kery moved to postpone this item to a date certain.

Dr. Title recommended postponing this to a date certain, the December Board meeting.

Mr. Kery moved, seconded by Ms. Iacono that the Board of Education postpone this item to the December 2011 Board meeting.

Board questions, comments and discussion followed regarding workers comp, pursuing a memo of understanding, the importance to have something in writing that defines how we are working together with the Town on this, how we get from A to B, and having something in writing at least in terms of laying out the facts.

Mr. Tetreau stated that the Board of Education, the Board of Selectmen and the Board of Finance need to have all of the facts; the liability is generated fifty percent from the Board of Ed side and fifty percent from the Town side.

Dr. Title stated that this is about health insurance. The only discussions the Board of Ed has had have been about health insurance; workers comp is a whole separate issue that has not been part of the discussions and is not in the agreement.

Board discussion continued on rescinding the prior letter of understanding entered into with the prior First Selectman and the prior Superintendent, if there is a need to have something in writing and how the rating agencies will look at our reserve funds if we don't have an agreement.

Mr. Tetreau stated that he does not believe that the rating agencies know about the agreement, all they are looking at is the total dollars in the reserve fund and the total liabilities. He stated that he believes a new agreement is needed.

Motion carried: 7:0:1. Mrs. Albin abstained.

10. Superintendent's Report-

A. Enrollment/Staffing Update-

Dr. Title reported that Enclosure No. 2 shows the actual enrollment changes from October 1, 2010 to October 1, 2011 and contrasts them with the actual staffing changes from 2010 to 2011. This is K-12 enrollment and does not include Pre-k. There are 131 more kids and 29.25 fewer FTE staff.

Enclosure No. 3 shows how our actual FTE count compares to the budgeted FTE count, and we are almost exactly on the number. The FTE count in the budget is 1426.9 and the actual is 1427.65; within one FTE count, which is due to the hiring of a paraprofessional. Everything we said we were going to do we did. The budget the Board agreed to as amended has been enacted.

Board questions followed.

B. Maintenance Projects Update-

Dr. Title stated that he will be reporting quarterly on maintenance projects. These are mostly maintenance projects that are in the operating budget. Enclosure No. 4 shows the location of the project, description of the project, status, amount budgeted and account balance. This will be a way to track the progress of projects and to also track unanticipated projects that come up during the year. Dr. Title stated that there was a delay in the ECC project, which was due to a contractor issue. The project is anticipated to be completed the first week in November.

C. Other-

Dr. Title stated that as Ms. Iacono reported, the roof extension and warranty project was approved by the Board of Finance, and he is working with the Moderator of the RTM to figure out the best way to schedule it so it gets on the RTM calendar this year. A fix for the Tomlinson lower parking lot is going to the Police Commission tomorrow at 4:30 p.m. Dr. Title stated that he does not anticipate it being approved, but hopefully will spark a discussion.

11. Old Business

A. End of Fiscal Year June 30, 2011 Report-

Mrs. Munsell stated that Enclosure No. 5 is an updated report detailing the areas reviewed at the June 14, 2011 Board of Education meeting and is the final update of the end of year budget justification for 2010-11. The final end of year balance for fiscal year 2010-11 was \$31,741, which was returned to the Town. At year end, the total amount of budget transfers was \$597,574 or .42 of one percent of the budget allocation. She briefly reviewed the report and each of the seven major classifications and the balances and shortfalls in the accounts.

Board questions and comments followed. Ms. Iacono stated for the record that the Board of Ed returned \$31,741 to the Town.

12. New Business

A. Quarterly Financial Update-

Mrs. Munsell stated that financial reports for the first quarter of the fiscal year (July, August and September) are preliminary since as of September 30th school was only in session for one month. During the beginning of the school year in September staff assignments are being finalized and salaries and benefits are being confirmed. As of September 30 just over \$17 million has been spent and almost \$95 million has been encumbered, leaving a balance of a little over \$33 million or 23 percent. The financial report distributes our budget of \$145,680,350, over seven major categories: personnel services, fixed charges, pupil personnel expenses, school expenses, support expenses, maintenance/operation/transportation and capital. Mrs. Munsell briefly explained what is included in each of these categories. She also explained the process or cycle of how expenses are incurred throughout the year.

Board questions followed regarding what will happen when the \$450,000 from capital is moved to health insurance, pupil personnel tuition, student transportation line 317, how much might be reimbursed by the excess cost reimbursement from special education, how much of the student transportation cost is in a deficit or has a negative unencumbered balance that is attributable to additional cost of regular busing versus costs expended for special education transportation which is going to be reimbursed by the excess cost, why pupil personnel line 307 has a fairly large unencumbered negative balance of \$92,000, why nothing was budgeted in support expenses line 404 if money is being expended in that line item.

B. First Read of Policies

- #4220 – Smoking by School Employees
- #5314 – Smoking (Students)

- #4220 – Mrs. Parks stated that this policy adds the following language to the first sentence: or any other unauthorized use of tobacco, tobacco products, including chewing tobacco or tobacco paraphernalia. This language came from CAFE and it covers all of the tobacco products which we don't want used in the schools by school employees.

- #5314 – This policy is smoking related to student behavior. It includes not only the use but the possession of tobacco, tobacco products, including chewing tobacco or tobacco paraphernalia. This not only bans the use but also bans possession while in school.

Board comments followed. These policies will be on the November agenda for approval.

- C. Mrs. Brand moved, seconded by Mrs. Dow that the Board of Education revise the authorized signers of the ED-099 Agreement for Child Nutrition Programs to designate David G. Title, Superintendent of Schools, as the person authorized to sign claims for reimbursement, and in his absence Doreen Munsell, Director of Finance and Business Services, as the second person authorized to sign claims for reimbursement.

Motion carried: 8:0:0.

- D. Mrs. Dow moved, seconded Mr. Kery that the Board of Education authorize the Chairman to send a letter to the First Selectman requesting a building committee for the Fairfield Ludlowe High School renovation project as listed in the Long-Range Facilities Plan.

Dr. Title stated that this project is next in the Long-Range Facilities Plan. This is an opportunity for this Board, as the ones who approved the Long Range Facilities Plan, to move this to the next step. This will expand the footprint at Fairfield Ludlowe High School. It will add classrooms, expand the cafeteria and some other upgrades and renovations.

Board comments, questions and discussion followed regarding a place holder amount for this project, the traffic on this site and putting more students at an already larger populated high school, the need for a traffic study before taking this next step, the need for a traffic study that addresses the future enrollment population of Fairfield Ludlowe High School and how it will affect the traffic situation, being asked to vote on something this big without having sufficient time to review and discuss it, and following the process of discussing at one meeting and then voting on the item at the next meeting.

Mr. Liu moved, seconded by Mrs. Brand to amend the motion to postpone this item to a date certain, the December meeting, for the purpose of having a traffic study done at the Ludlowe campus site.

Board discussion followed on the amendment regarding what criteria would be used for a traffic study, who will develop the criteria, having Town Engineer Bill Hurley look at the projected enrollment and what may need to be done to the site for safety reasons, doing a traffic study prior to a establishing a building committee, requesting a building committee before having educational specifications for the project, concern with postponing this to wait for a traffic study to be done, and moving forward on something that has not been completely vetted.

Vote on amendment failed: 3:5:0. Mr. Liu, Mrs. Brand and Mrs. Dow voted in favor. Mr. Fattibene, Mr. Kery, Mrs. Albin, Ms. Iacono and Mr. Mitola voted in opposition.

Back to main motion.

Mr. Liu moved, seconded by Mrs. Brand to postpone this item to the December Board Meeting.

Motion failed: 3:5:0. Mr. Liu, Mrs. Brand and Mrs. Dow voted in favor. Mr. Fattibene, Mr. Kery, Mrs. Albin, Ms. Iacono and Mr. Mitola voted in opposition.

Back to main motion.

Public Comment-

Betty Ann O'Shaughnessy, Queens Grant Road, expressed concern about putting this many students at Ludlowe HS. It is already overcrowded and she is concerned about safety. She asked the Board to think about doing something else, maybe asking students to voluntarily move from Ludlowe to Warde. Warde can handle the students, Ludlowe cannot. This needs to be addressed immediately.

Cathy Coyle, Sherwood Farm Road, asked if the Board considered how much more square footage is at Warde, moving the ECC, that a waiver from the Town will be needed for Ludlowe's expansion and might not be received, that Ludlowe is already overcrowded and enrollment is growing every day, that the proposed solution to this overcrowding will take years to accomplish considering the lengthy approval process through Town boards and subsequent construction of the project, a traffic study for Ludlowe and its surrounding area, the tax burden on this Town, and placing the highest concentration of students on the most over-utilized campus in the busiest area of town while another high school campus of roughly equal size across town will be under-utilized in comparison.

Suzanne Miska, Ryegate Road, stated that something has to be done. The Board ran through the middle school redistricting; please take your time with this. She also commented on the girls and boys "gang" bathrooms and hopes there are other bathrooms for the other students and not just for "gangs."

Ken Lee, Rhoda Avenue, commented that building committees are to study before they build, and he does not see the downside to getting a group of professionals together to study. He also thanked the Board members who are retiring.

Board comments continued.

Motion carried: 5:3:0. Mr. Fattibene, Mr. Kery, Mrs. Albin, Ms. Iacono and Mr. Mitola voted in favor. Mrs. Dow, Mrs. Brand and Mr. Liu voted in opposition.

13. Public Comments and Petitions – None

14. Open Board Comment –

Mrs. Albin stated that the time has come for the future Board to look at new models for how students leave their elementary schools and move on to secondary school. There is only so much space in this town, and we are never going to divide 11 schools comfortably into these spaces. The time has come to look at different ways to populate the secondary schools.

Ms. Iacono acknowledged and thanked the Board members who are retiring: Mrs. Dow, Mr. Mitola, and Mrs. Albin. She also acknowledged and thanked Ms. Zahn and Mr. Fattibene who are up for re-election and hopefully will be rejoining the Board.

Mrs. Brand welcomed the prospective Board of Education candidates and thanked Mrs. Dow, Mr. Mitola, Mrs. Albin for all of the time they put in and all of the work they have done.

Mr. Mitola thanked everyone for the six years he served on the Board; it has been a pleasure.

15. Mrs. Albin moved, seconded by Mr. Kery that this meeting of the Board of Education adjourn at 9:40 p.m.

Motion carried: 8:0:0.

Minutes of the Special Meeting of the Board of Education
501 Kings Highway East
Superintendent's Conference Room
Friday, November 4, 2011

NOV 22 2011

Board of Education Chairman Mr. John Mitola called the meeting to order at 5:10 p.m. for the purpose of discussing contract negotiations with the Fairfield Education Association (FEA) and the Fairfield School Administrators Association (FSAA). Other Board members present were: Mrs. Catherine Albin, Mr. Paul Fattibene, Ms. Pamela Iacono, and Mr. Tim Kery. Also in attendance were Dr. David Title, Superintendent of Schools; Mrs. Margaret Mary Fitzgerald, Assistant Superintendent for Human Resources; Attorney Donald Houston and Selectman Jim Walsh.

1. Mr. Kery moved, seconded by Mrs. Albin that the Board of Education convene into Executive Session for the purpose of discussing contract negotiations with the Fairfield Education Association (FEA) and the Fairfield School Administrators Association (FSAA).
Motion carried: 5:0:0.
2. Return to Public Session
3. Mr. Kery moved, seconded by Mr. Fattibene that this meeting adjourn at 6:10 p.m.
Motion carried: 5:0:0.

NOV 22 2011

Personnel**Rights, Responsibilities, and Duties****SMOKING BY SCHOOL EMPLOYEES**

4220

Smoking or any other unauthorized use of tobacco, tobacco products, including chewing tobacco or tobacco paraphernalia by school employees will not be permitted in any public school building or on school grounds in the Town of Fairfield during the school day. Students and staff in the Continuing Education Program and adults attending meetings in school buildings may smoke in designated outside areas equipped with receptacles for ashes and associated debris.

Legal Reference: Drug Free Workplace Act, 102 Stat. 4305-4308
Drug-Free Schools and Community Act, PL 99-570, as amended by PL 101-226 (199)
21 USC 812, Controlled Substances Act, I through V, 202
21 CFR 1300.11 through 1300.15 regulations
54 Fed. Reg. 4946 (1989)
Connecticut General Statutes
1-21b Smoking prohibited in certain places

Approved 8/27/04

NOV 22 2011

Students

Code of Behavior

SMOKING

5314

In accordance with Connecticut General Statutes, and with Board Policy, smoking or any other unauthorized use or possession of tobacco, tobacco products, including chewing tobacco or tobacco paraphernalia by students will not be permitted in any public school building or on school grounds in the Town of Fairfield. Students in the Continuing Education Program and adults attending meetings in school buildings may smoke in designated outside areas, which are equipped with receptacles for ashes and associated debris.

Approved 8/27/04

Students**Code of Behavior****BULLYING**

5330

The Board of Education (Board) promotes a secure and happy school climate, conducive to teaching and 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 believes that a school environment in which students feel safe, supported, engaged and helpfully challenged is optimal for learning and healthy development. The Board seeks an environment in which students and adults feel socially, emotionally, intellectually and physically safe; an environment that is free of harassment, intimidation and bullying.

Definitions

“**Bullying**” means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

- A. causes physical or emotional harm to such student or damage to such student’s property,
- B. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. creates a hostile environment at school for such student,
- D. infringes on the rights of such student at school, or
- E. substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. *(The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)*

Students

Code of Behavior

BULLYING

5330

Definitions (continued)

“Cyberbullying” means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

“Mobile electronic device” means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

“Electronic communication” means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system.

“Hostile environment” means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;

“Outside of the school setting” means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education.

“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 (b) 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.

“School climate” means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults. (and reflects norms, values, interpersonal relationships, teaching and learning practices and organizational structures.)

Students

Code of Behavior

BULLYING (continued)

5330

Examples of bullying include, but are not limited to:

1. physical violence and attacks
2. verbal taunts, name-calling and put-downs including ethnically-based or gender-based verbal put-downs
3. sexual harassment including unwanted sexual attention or insulting or degrading sexual remarks or conduct
34. threats and intimidation
45. extortion or stealing of money and/or possessions
56. exclusion from peer groups within the school
67. The misuse of electronic communications for the purpose of bullying, harassing, or sexually harassing other students within school or out of school (“cyberbullying”)
78. Targeting of a student based on the student’s actual or perceived “differentiating” characteristics such as race; color; religion; ancestry; national origin; gender; sexual orientation; gender identity or expression; socioeconomic or academic status; physical appearance; or mental, physical, developmental, or sensory disability.

Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district and is prohibited.

Students who engage in any act of bullying, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

1. creates a hostile environment at school for the victim,
2. infringes on the rights of the victim at school, or
3. substantially disrupts the education process or the orderly operation of a school,

are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials.

A comprehensive program, to improve the school climate, involving everyone in the schools and the community, to address bullying at all school levels is essential to reducing incidences of bullying. Such a program must involve interventions at all levels, school wide, classroom and individual.

Students

Code of Behavior

BULLYING (continued)

5330

The District's program: (*Also outlined in 5330AR ~~the section pertaining to the~~ "Safe School Climate Plan."*)

1. Requires the development and implementation of a safe school climate plan by the Board of Education to address the existence of bullying in its schools;
2. Permits anonymous reports of bullying by students to school employees and written reports of suspected bullying by parents or guardians;
3. Requires school employees who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such an oral report;
4. Requires the safe school climate specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written report;
5. Requires the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
6. Requires each school to have a prevention and intervention strategy, as defined by statute, as amended, for school employees to deal with bullying, including language about bullying in student codes of conduct and in all student handbooks;
7. Provides for the inclusion of language in student codes of conduct concerning bullying;
8. Requires each school to notify parents or guardians of all students involved in a verified act of bullying not later than forty-eight hours after the completion of the investigation. The notice shall be simultaneously mailed to the parent/guardian with whom the student primarily resides and to the other parent/guardian if requested. The notice must describe the school's response and any consequences that may result from further acts of bullying;

Students

Code of Behavior

BULLYING (continued)

5330

9. Requires each school to invite the parents or guardians of a student who commits any verified act of bullying and the parents or guardians of the student against whom such act was directed, to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying;
10. Establishes a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and make such list publicly available and report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
11. Requires the development of case-by-case interventions for addressing reported incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
12. Prohibits discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
13. Requires the development of student safety support plans for students against whom an act of bullying was directed that addresses safety measures the school will take to protect such students against further acts of bullying;
14. Requires the principal of a school or the principal's designee, to notify the appropriate local law enforcement agency when such principal or the principal's designee believes that any acts of bullying constitute criminal conduct;
15. Prohibits bullying (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
16. Requires, at the beginning of each school year, for each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan, and

Students

Code of Behavior

BULLYING (continued)

5330

17. Requires all school employees to annually complete the training required by C.G.S. 10-220a, as amended. Such training shall include identifying and responding to bullying and preventing and responding to youth suicide;

~~Note: Certified employees are required to complete annual training on the prevention and identification of bullying and response to bullying and the prevention and response to youth suicide.~~

~~The State Department of Education, within available appropriations, is required to provide annual training to non-certified school employees.~~

18. Requires students and the parents/guardians of students to be notified annually of the process by which they may make reports of bullying;
19. As required, but not later than, January 1, 2012, the Board of Education shall approve the safe school climate plan developed pursuant to statute and submit such plan to the Department of Education for its review, analysis, and cooperative assistance; and
20. Requires that not later than thirty calendar days after approval by the Board, the safe school climate plan shall be made available on the Board's and each individual school in the District's Internet website and such plan is to be included in the District's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

The Board expects prompt and reasonable investigations of alleged acts of bullying. The safe school climate specialist of each school is responsible for handling all complaints of alleged bullying. The safe climate specialist shall investigate or supervise the investigation of all reports of bully promptly.

In addition, the norms that are established by adults through consistent enforcement of all policies pertaining to conduct and modeling appropriate behavior at school and at home will reduce the instances and damage of bullying. It is necessary for students to promote the concept that caring for others is a valued quality, one that is accepted and encouraged.

Students

Code of Behavior

BULLYING (continued)

5330

Prevention and Intervention Strategy

The District shall implement, as required by C.G.S. 10-222d, as amended, a prevention and intervention strategy which may include, but is not limited to:

1. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education.
2. School rules prohibiting bullying, harassment, and intimidation and establishing appropriate consequences for those who engage in such acts.
3. Adequate adult supervision of outdoor areas, hallways, the lunchroom, and other specific areas where bullying is likely to occur.
4. Inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school.
5. Individual interventions with the bully, parents and school employees and interventions with the bullied child, parents, and school employees.
6. School wide training related to safe school climate.
7. Student peer training, education and support.
8. Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings, and individual interventions.

District Safe School Climate Coordinator

For the school year commencing July 1, 2012, and each school year thereafter, the Superintendent of Schools shall appoint, from among existing District staff, a District Safe School Climate Coordinator.

The Coordinator shall:

1. Implement the District's safe school climate plan;
2. Collaborate with safe school climate specialists, the Board, and the Superintendent to prevent, identify, and respond to bullying in District schools;
3. Provide data and information derived from the safe school climate assessments, in collaboration with the Superintendent, to the Department of Education; and
4. Meet with the safe school climate specialists at least twice during the school year to discuss bullying issues in the District and make recommended changes to the District's safe school climate plan.

Students

Code of Behavior

BULLYING (continued)

5330

Safe School Climate Specialist

For the school year commencing July 1, 2012, and each school year thereafter, each school Principal shall serve, or designate someone to serve, as the Safe School Climate Specialist for the school.

The Specialist in each school shall:

1. Investigate or supervise the investigation of reported acts of bullying in the school in accordance with the District's Safe School Climate Plan;
2. Collect and maintain records of reports and investigations of bullying in the school; and
3. Act as the primary school official responsible for preventing, identifying and responding to bullying reports in the school.

Safe School Climate Committee

For the school year commencing July 1, 2012, and each school year thereafter, the Principal of each District school shall establish a new committee or designate at least one existing committee that is responsible for developing and fostering a safe school climate and addressing issues related to bullying in the school. The committee must include at least one parent/guardian of a student enrolled in the school, appointed by the Principal.

The Safe School Climate Committee shall:

1. Receive copies of completed reports following investigations of bullying;
2. Identify and address patterns of bullying among students in the school;
3. Review and amend school policies relating to bullying;
4. Review and make recommendation to the District Safe School Climate Coordinator regarding the District's Safe Climate Plan based on issues and experiences specific to the school;
5. Educate students, school employees and parents and guardians of students on issues relating to bullying;
6. Collaborate with the District Safe School Climate Coordinator in the collection of data regarding bullying; and

Students

Code of Behavior

BULLYING

5330

Safe School Climate Specialist (continued)

7. Perform any other duties as determined by the School Principal that are related to the prevention, identification and response to school bullying for the school.

Parent members of the Safe School Climate Committee are excluded from activities #1 and #2 above and from any other committee activities that may compromise student confidentiality.

Safe School Climate Plan

The Board of Education shall develop and implement a Safe School Climate Plan to address the existence of bullying in its schools. Such plan shall:

1. Enable students to anonymously report acts of bullying to school employees and require students and the parents or guardians of students to be notified annually of the process by which they may make such reports;
2. Enable the parents or guardians of students to file written reports of suspected bullying;
3. Require school employees who witness acts of bullying or receive reports of bullying to orally notify the Safe School Climate Specialist, or another school administrator if the Safe School Climate Specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report;
4. Require the Safe School Climate Specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made under this section;
5. Require the Safe School Climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
6. Include a prevention and intervention strategy for school employees to deal with bullying;
7. Provide for the inclusion of language in student codes of conduct concerning bullying;
8. Require each school to notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation. The required notification and invitation shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying;

Students

Code of Behavior

BULLYING

5330

Safe School Climate Plan (continued)

9. Require each school to invite the parents or guardians of a student who commits any verified act of bullying and the parents or guardians of the student against whom such act was directed, to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the student's safety and to prevent further acts of bullying;
10. Establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education, and in such manner as prescribed by the Commissioner of Education;
11. Direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
12. Prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
13. Direct the development of student safety support plans for students against whom an act of bullying was directed that addresses safety measures the school will take to protect such student against further acts of bullying;
14. Require the Principal of a school, or the Principal's designee, to notify the appropriate local law enforcement agency when such Principal, or the Principal's designee, believes that any acts of bullying constitute criminal conduct;
15. Prohibit bullying (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
16. Require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's Safe School Climate Plan; and
17. Require that all school employees annually complete the training described in C.G.S. 10-220a, as amended.

Students

Code of Behavior

BULLYING (continued)

5330

Safe School Climate Assessment

The Board requires each school in the District, on and after July 1, 2012, and biennially thereafter, to complete an assessment using school climate assessment instruments, including surveys, approved and disseminated by the Department of Education pursuant to C.G.S. 10-222h, as amended by PA 11-232. The Board will collect the school climate assessments of each District school and submit them to the Department of Education.

~~Note: The Department of Education, within available appropriations, is required by the amended C.G.S. 10-222h, to approve in collaboration with the Connecticut Association of Schools (CAS), and disseminate to all public schools grade-level appropriate school climate assessment instruments, including surveys, to be used by Boards of Education for the purpose of collecting information pertaining to a district's "prevention and intervention strategy" in order to enable the Department to monitor bullying efforts over time and to compare each district's progress to state trends.~~

~~A safe school climate resource network is to be established by the Department of Education, in consultation with the State Education Resource Center, the Governor's Prevention Partnership and the Commission on Children, within available appropriations, for the identification, prevention, and education of school bullying in the state. This network will make available to all schools information, training opportunities and resource materials to improve school climate to diminish bullying.~~

The Superintendent shall develop rules and procedures, which carry out the provisions of this policy. ~~[In designing administrative regulations (School Climate Plan), the Superintendent will should consult with the greater school community, including parents and students.]~~ In addition, the Superintendent shall provide that students and parents of students are notified of this prohibition against bullying and the penalties for violating the prohibition by ensuring the posting of such information at each school and by ensuring inclusion of such information in student and parent handbooks. ~~[Alternate language: this policy shall be included in all student and faculty handbooks and shall be disseminated to the public in a manner to be determined by the Superintendent.]~~

Students

Code of Behavior

BULLYING (continued)

5330

This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions, or debate that is protected by state or federal law.

- (cf. 0521 – Nondiscrimination)
- (cf. 4131 – Staff Development)
- (cf. 5114 – Suspension and Expulsion/Due Process)
- (cf. 5131 – Conduct)
- (cf. 5131.21 – Violent and Aggressive Behavior)
- (cf. 5131.8 – Out-of-School Misconduct)
- (cf. 5131.912 – Aggressive Behavior)
- (cf. 5131.913 – Cyberbullying)
- (cf. 5131.91 – Hazing)
- (cf. 5144 – Discipline/Punishment)
- (cf. 5145.4 – Nondiscrimination)
- (cf. 5145.5 – Sexual Harassment)
- (cf. 5145.51 – Peer Sexual Harassment)
- (cf. 6121 – Nondiscrimination)
- (cf. 6121.1 – Equal Educational Opportunity)

Legal Reference: Connecticut General Statutes
 10-15b Access of parent or guardian to student’s records. Inspection and subpoena of school or student records.
 10-222d Policy on bullying behavior as amended by PA 08-160 and PA 11-232.
 PA 06-115 An Act Concerning Bullying Policies in Schools and Notices Sent to Parents or Legal Guardians.
 PA 11-232 An Act Concerning the Strengthening of School Bullying Laws.

Policy adopted:
revised 6/06
revised 7/08
revised 11/10
revised 7/11

NOV 22 2011

EDUCATIONAL SPECIFICATIONS

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.

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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 (cot) 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 21st 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 (1st through 5th 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

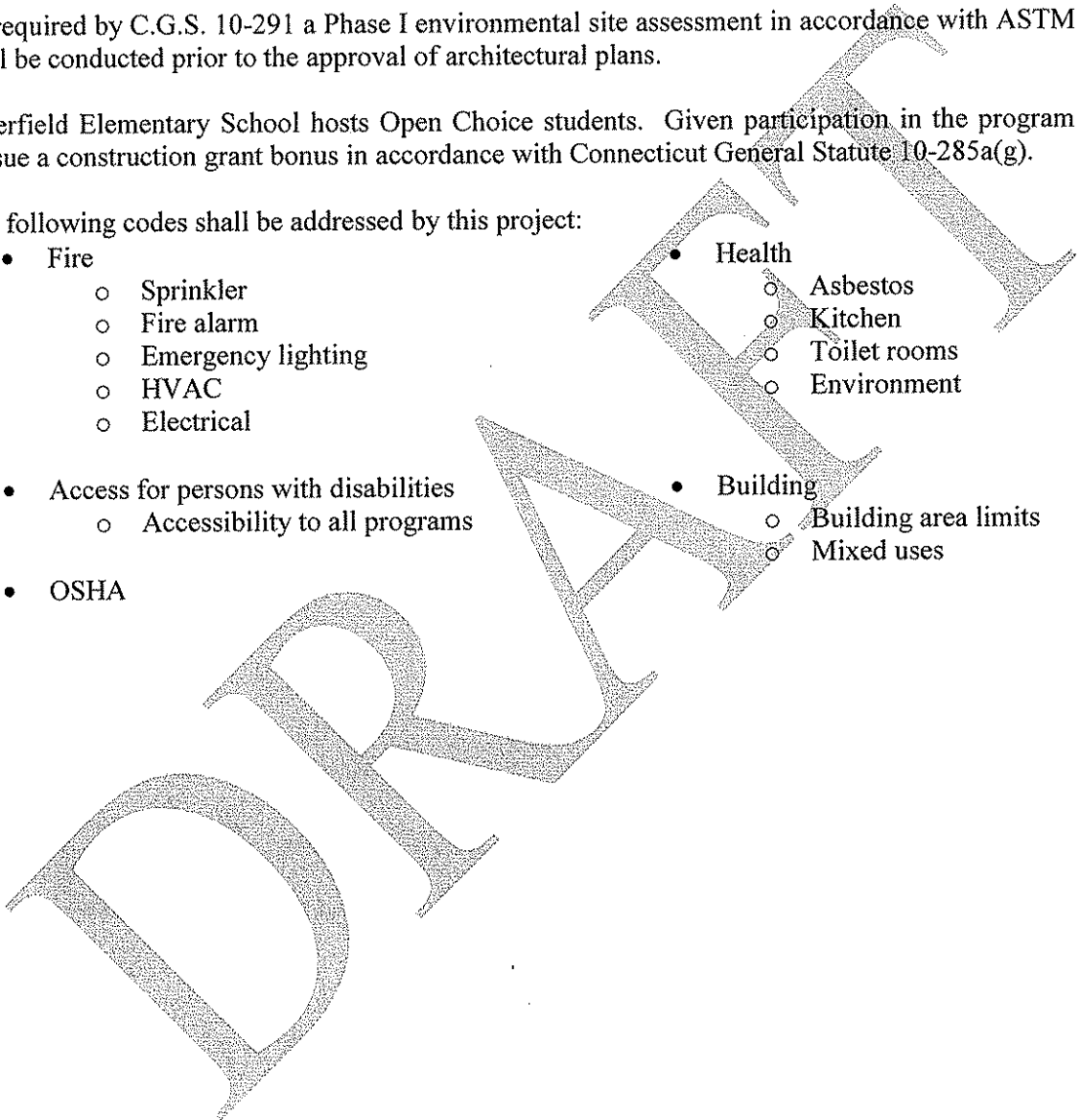
Full consideration shall be given to the benefit of filing the project as a Renovation as defined by C.G.S. 10-282 (18).

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
- OSHA
- Building
 - Building area limits
 - Mixed uses



NOV 22 2011
DRAFT

STUDENT CALENDAR
FAIRFIELD PUBLIC SCHOOLS
2012 - 2013

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	
29	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	7	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	3	4	5	6	7	8	9
6	7	8	9	10	11	12	10	11	12	13	14	15	16	10	11	12	13	14	15	16
13	14	15	16	17	18	19	17	18	19	20	21	22	23	17	18	19	20	21	22	23
20	21	22	23	24	25	26	24	25	26	27	28	29	24	25	26	27	28	29	30	
27	28	29	30	31									31							
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	5	6	7	8	9	10	11	2	3	4	5	6	7	8
7	8	9	10	11	12	13	12	13	14	15	16	17	18	9	10	11	12	13	14	15
14	15	16	17	18	19	20	19	20	21	22	23	24	25	16	17	18	19	20	21	22
21	22	23	24	25	26	27	26	27	28	29	30	31	23	24	25	26	27	28	29	
28	29	30											30							
○ 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

**Cooperative Educational Services
2012-2013
SCHOOL CALENDAR**

July				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

2 Summer Session Begins
4 Fourth of July Holiday -closed

August (5)				
	1	2	3	
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

3 Summer Session Ends
20&21 New Certified Staff Orientation
22 Welcome Back Convocation
27 Students Return

September (17)				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

3 Labor Day - closed
17 Rosh Hashanah - closed
20 Parent Night
26 Yom Kippur - closed

October (22)				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

8 Columbus Day - closed

November (18)				
		1	2	
5	6+	7	8	9
12	13	14	15	16
19	20	21*	22	23
26	27	28	29	30

6 Staff Only - PD Day
12 Veterans' Day Observed-closed
21 Early Dismissal
22&23 Thanksgiving Holiday-closed

December (15)				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

24-31 Holiday Recess (includes New Year's Day Holiday - classes resume on 1/2/13)

January (21)				
1	2	3	4	
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29*	30*	31	

1 New Year's Day-closed
21 Martin Luther King Day-closed
29 & 30 Early Dismissal Parent Conferences

February (14)				
				1
4	5	6	7	8+
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

8 Staff Only - PD Day
18 Presidents' Day - closed
19-22 Winter Recess

March (19)				
				1
4	5	6*	7*	8
11	12	13	14	15
18	19	20	21	22+
25	26	27	28	29

6 & 7 - Early Dismissal - PPT Prep
22 Staff Only - PD Day
29 Good Friday - closed

April (17)				
1	2*	3*	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

2 & 3 - Early Dismissal - PPT Prep
15-19 Spring Recess -closed

May (22)				
	1	2	3	
6	7*	8*	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

7 & 8 Early Dismissal - PPT Prep
27 Memorial Day -closed

June (18)				
3	4	5	6	7
10	11	12	13	14*
17	18	19	20	21
24	25	26	27	28

14 Tent. Last Day for Students - Early Dismissal
17 Tent. Last Day for Staff

Note: State law requires that public schools operate 180 days for students. Any unusual circumstances, snow days or other emergency closing days will extend the scheduled last day for school students. June 20th will be the absolute last day for students and June 21st will be the absolute last day for academic year staff which would include four (4) make-up days if needed. Any additional days beyond four (4) required for make-up will occur during the April recess starting at the beginning of the week.

Key:

/ No School

+ Staff only - no students

* Early dismissal for students

Approved by the Representative Council : 11/3/11

Instruction

SCHEDULES

6100

STUDENT CALENDAR

6110

The Superintendent of Schools or designee shall recommend school calendars meeting all statutory requirements to the Board of Education for its review, modification, as it believes appropriate, and approval.

The calendars recommended to the Board may include the operation of schools on State holidays providing a suitable nonsectarian educational program is held to observe the holiday, except for those holidays that occur in December and January (Christmas Day, New Year's Day, and Martin Luther King Day).

The school calendar shall show school days in each school month, the number of school days in each month, legal and local holidays, staff development days, early closing days, academic breaks, report card periods, contingency make-up dates for possible emergency closings, and other pertinent dates, including the date of graduation for students in grade twelve (12).

The Board may establish a graduation date on or after the one hundred eightieth day in the adopted school calendar. The graduation date may be modified after April 1st, in any school year by the Board establishing a firm graduation date, which at the time of such establishment provides for at least one hundred eighty (180) days of school.

To benefit children, families, and school staff in their planning, multiple-year school calendars are preferable to single-year calendars.

Legal Reference: Connecticut General Statutes
1-4 Days designated as legal holidays
10-15 Towns to maintain schools
10-29a Certain days to be proclaimed by governor. Distribution and number of proclamations
10-261 Definitions
PA 95-182 An Act Concerning Reduction of Education Mandates
PA 96-108 An Act Concerning Student Use of Telecommunication Devices and the Establishment of Graduation Dates

Approved 8/27/04

Instruction

Schedules

**ADMINISTRATIVE REGULATIONS ON
STUDENT CALENDAR**

6110AR

In developing a student calendar for submission to the Board of Education, the Superintendent shall consider the following objectives:

- Begin school during the last week of August;
- Provide for staff and student orientation days before the start of school;
- Review calendars of the regional program providers and coordinate the Fairfield calendar to the degree practical to facilitate student participation in regional programs;
- Avoid holding school on the optional State holidays (Columbus Day, Veterans' Day, and Presidents' Day) in addition to Election Day and the first full day of Rosh Hashanah and Yom Kippur;
- On the eve of Rosh Hashanah and Yom Kippur there will be no after school or evening activities;
- Avoid holding school on Christmas Eve and schedule a half day of instruction on the Wednesday before Thanksgiving;
- Reopen schools after the December recess as close to January 1st as legally and practically permitted;
- Provide an academic break in February and April that avoids State test administration periods;
- Provide early release days for parent/ teacher conferences in the fall and spring;
- In setting the February and April break maintain comparable periods of instruction between the break periods; and
- Provide make-up dates for a minimum of three (3) school-closing days before make-up days are removed from the April academic break. If a day must be removed from the April academic break to make-up for school closings, the day will be removed from the beginning of the break week.

8/27/04

Revised 10/27/09