

The Enclosures referred to in the Agenda are available for inspection at each of the three Public Libraries in Fairfield, Fairfield Public Schools' website <http://www.fairfieldschools.org/> and the Education Center, 501 Kings Highway East.

THE PUBLIC IS REQUESTED TO TURN OFF CELL PHONES OR PLACE THEM ON VIBRATE PRIOR TO THE START OF THE MEETING

Board of Education
Fairfield Public Schools
Fairfield, CT

Tuesday, June 26, 2012

REGULAR MEETING
7:30 P.M.

501 Kings Highway East
2nd Floor Board Conference Room

AGENDA

- I. Call to Order and Roll Call
- II. Pledge of Allegiance
- III. Approval of Minutes

A. Approval of Minutes of the Regular Meeting of May 22, 2012

Recommended Motion: "that the Board of Education approve the Minutes of the Regular Meeting of May 22, 2012"

(Enclosure No. 1)

IV. Committee/Liaison Reports

Brand, Sue	Board of Health Member
Convertito, John	Special Projects Standing Building Committee Member
Dwyer, Philip	Building Projects Review Committee Member Cooperative Educational Services (CES) Council Member
Fattibene, Paul	Stratfield Building Committee Liaison Transportation Advisory Committee Member
Gerber, Jessica	Fairfield Ludlowe High School Building Committee Liaison Parks & Recreation Commission Member SEPTA Liaison

Iacono, Pamela Representative Town Meeting (RTM) Liaison
Riverfield Building Committee Liaison

Kennelly, Jennifer Fairfield Warde High School Building Committee Liaison
Policy Committee Chair

Kery, Tim Board of Finance Liaison
PTA Council Liaison

Liu, Perry Fairfield Woods Building Committee Liaison

V. Superintendent's Report

VI. Old Business

A. Approval of Board of Education Handbook

Recommended Motion: "that the Board of Education approve the Fairfield Board of Education Handbook"

(Enclosure No. 2)

VII. New Business

A. Financial Report and Approval of Budget Transfers for the 2011-2012 Fiscal Year

Recommended Motion: "that the Board of Education approve line item transfers in the amount of \$255,000 for the 2011-2012 fiscal year as detailed in the Financial Statement-Enclosure No. 3"

(Enclosure No. 3)

VIII. 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.

IX. Open Board Comment

X. Convene to Executive Session

Recommended Motion: "that the Board of Education Convene to Executive Session to Discuss Superintendent Evaluation"

XI. Reconvene to Public Meeting

XII. Approval of the Superintendent of Schools Contract

Recommended Motion: "that the Board of Education approve an employment contract with the Superintendent of Schools from July 1, 2012 to June 30, 2015"

XIII. Adjournment

CALENDAR OF EVENTS

August 21, 2012	Board of Education Regular Board Meeting	7:30 p.m. 501 Kings Highway East 2 nd Floor Conference Room
September 11, 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

FAIRFIELD BOARD OF EDUCATION
MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION
Tuesday, May 22, 2012

JUN 26 2012

Minutes of the Regular Meeting of the Board of Education held Tuesday, May 22, 2012, at 501 Kings Highway East, 2nd Floor Board Conference Room.

1. Chairman Ms. Pamela Iacono called the Regular Meeting of the Board of Education to order at 7:30 p.m. Other Board members present were: Mrs. Sue Brand, Mr. Philip Dwyer, Mr. Paul Fattibene, Mrs. Jessica Gerber, Mr. Tim Kery, Mr. Perry Liu, Mrs. Jennifer Maxon Kennelly and Mr. John Convertito (arrived 7:32 p.m.). Also in attendance were Superintendent Dr. David Title and members of the administrative staff. Approximately 75 people comprised the remainder of the audience.
2. Ms. Iacono led the Board and audience in the Pledge of Allegiance.
3. Student Recognition-
Dr. Title presented the Superintendent's Student Recognition Award and the CABA Student Leadership Award to those students who were unable to attend the May 8th Awards Presentation.
4. Introduction of New Elementary School Principals-
Dr. Title stated that four elementary principals are retiring this year. A search committee was led by Margaret Mary Fitzgerald and Anna Cutaia-Leonard. Parents and teachers were on the committee and focus groups were held at each elementary school. It was a very extensive process. Dr. Title introduced the new elementary school principals: Jason Bluestein, Burr Elementary School; Scott Bannon, Dwight Elementary School; Laura Cretella, Holland Hill Elementary School and Elizabeth McGoey, Stratfield Elementary School. These four individuals will begin their new assignments on July 1.
5. BREAK – 5 Minutes
6. Presentation
 - A. Presentation of Language Arts Curriculum, Grades Preschool-5-
Mr. Mike Rafferty, Preschool-Grade 5 Language Arts Curriculum Leader, acknowledged his fellow educators who helped develop this curriculum. The last curriculum was adopted in 1998 and was very general, merely stating an objective or a skill across an entire year. The new curriculum is more specific and built upon a continuum. By having a tighter alignment and more assurance of rigor and appearance to a continuum we will see greater results and rise above the plateau that we are in. In developing this curriculum there was a process of research and review, the creation of year-long calendars and units, teacher trials, an alignment to the Common Core State Standards, materials were posted on the website in March and there was a parent focus group in April. Also linked to the website was a survey for teachers, parents and community members to provide feedback. The new curriculum teaches handwriting, spelling, grammar, critical reading and rigorous writing. Mr. Rafferty explained how the new curriculum differs from the old.

Board questions and comments followed.

Mrs. Brand commented on differentiation in the classroom and asked how children with special needs and children who need to be challenged with more difficult pieces will be accommodated. Mr. Rafferty stated that the Standards are the expectations for all children, and our teachers will modify the teaching to allow students to reach and exceed it. Every teacher can provide differentiation.

Mrs. Brand asked how flexible grouping will be done in the classroom. Mr. Rafferty replied that students will work on reading and writing projects while the teacher is able to access small group instruction. Mrs. Cutaia-Leonard stated that there has been a lot of professional development on small group instruction.

Mrs. Brand referenced the May 18th memo and expressed concern with professional development because schools don't all have the same number of Smart boards across the district and asked what is going to be done to address that in terms of professional development. Mrs. Cutaia-Leonard stated that our curriculum is not solely dependent on a piece of equipment. The curriculum has been written so that it can be delivered in all of our classrooms and can be enhanced with technology. Mr. Rafferty stated that the lessons do not depend on the use of technology to teach them.

Mr. Fattibene referenced the May 18th memo that indicates this will have a multi-year budgetary impact and asked if it will be spread out evenly over multi-years or will one year have more of a cost than other years. Mr. Rafferty replied that he sees this as spread out over multi-years and not over-burdening one particular year.

Mrs. Gerber stated that she knows there is a lot of grammar, punctuation and spelling imbedded in the curriculum and asked if there are times when the older grades, 3-5, will focus on teaching the basics so it becomes second nature. Mr. Rafferty replied that there are lessons on that all the way through elementary school. One of the things we are trying to do is slow down the writing process so students can spend the amount of time it takes to revise and then edit. These are two distinct steps and sometimes students rush them into one and something gives which is usually spelling, punctuation or grammar.

Mr. Liu commented on the development of the curriculum and asked if there was a pilot program. Mrs. Cutaia-Leonard replied that it was more of a cyclical process of development as opposed to a pilot. There was a process of writing and developing, testing lessons, gathering feedback from teachers and going back to the revision table.

Mr. Liu commented on re-evaluating how the Board looks at curriculum and possibly having the Board included earlier because if the Board were to postpone approval of this curriculum, we would be doing a disservice to the District. Ms. Iacono stated that there was a policy on approving curriculum and the Board voted to eliminate it. One of the solutions was that a Board member could join any of the curriculum committees at any time.

Mr. Convertito asked if the Preschool Language Arts Curriculum is made available to the preschools in Town. Mrs. Cutaia-Leonard responded that this is the first time a preschool curriculum is being brought forward to the Board for approval. Upon the Board's approval, she will be happy to share it with the preschools.

Mr. Convertito referred to the last page of the May 18th memo that talks about assessments and stated that when the Board receives the CMT results he would also like to see how we measure against the rubric as far as attaining the goals that were set within the curriculum

Mrs. Kennelly stated that she does not see the expectation of mastery in this curriculum. Mr. Rafferty stated that in elementary school as students are exploring language and learning new concepts, it is one thing to demand mastery and another to expect it. We expect our students to have lots of discussion and lots of exposure to reading and writing which will develop their ability to master it. Our teachers work individually with students who aren't meeting mastery to get them to reach mastery on the skills that were taught.

Ms. Iacono stated that if the Board wants to bring back the Curriculum Sub-committee that should be brought up during Board goals.

Mrs. Brand asked what is going to happen to the middle school curriculum to accommodate the changes here. Mr. Rafferty replied that he has worked closely with his secondary counterpart in trying to keep the alignment straight through middle school.

Mrs. Kennelly asked what changed in the curriculum based on parent feedback, focus group feedback and the on-line surveys. Mr. Rafferty responded that the document did not change much because it is largely built around Standards. The parent focus group provided feedback on texts students are exposed to, common spelling lists and the continuum of grammar instruction. While the curriculum did not change significantly as a result of feedback, we anticipate the impact to be on the implementation guide.

Mrs. Kennelly asked if the elementary schools are also following the Data Teams and asked for an example of something that was tried, didn't work and was changed. Mrs. Cutaiia-Leonard commented that Writers Workshop had some major changes. Mr. Rafferty stated that teachers have said that certain things have worked better than others. Dr. Title stated that Data Teams are happening at all levels. A tremendous amount of time has been spent on developing School Improvement Plans. A common format for School Improvement Plans was developed that has assessments built into it. Each school then started looking at their school-wide data using school-wide data teams. He stated that the assessment data is out there. We look at how our kids did, how the district did, how we compare and what we can do where we are not as strong. The principals then go back to their School Improvement Plan and revise their strategies based on that data. This was part of the District Improvement Plan that he presented a year ago. It is ongoing work.

Mrs. Brand commented on the tight timeline for curriculum discussion and approval and suggested if the Board gets the material ahead of time, reads it and submits their comments, it would provide the opportunity to share our thoughts and then when the curriculum ultimately gets to the Board table, there would be less questions and a better appreciation of where you are going.

7. Student/Committee/Liaison Reports

- Mrs. Brand reported that on June 3rd there will be resolution as to what qualifies for curricular and extra-curricular activities and that will help clarify the medical coverage.
- Mrs. Kennelly reminded Board members that the Board Handbook will go to the Policy Committee on June 4th and after that it will be brought back to the full Board for a first read and then a vote.

8. Superintendent's Report – No report.

9. Old Business

- A. Mrs. Kennelly moved, seconded by Mrs. Brand that the Board of Education approve the Technology Education Curriculum, Grades 7-12.

Motion carried: 9:0:0.

- B. Mrs. Gerber moved, seconded by Mr. Kery that the Board of Education approve naming the North Stratfield Elementary School Fifth Grade Wing in honor of Mrs. Nancy Hanlon.

Motion carried: 9:0:0.

- C. Mrs. Kennelly moved, seconded by Mr. Dwyer that the Board of Education approve naming the Stratfield Elementary School Library Media Center in honor of Mr. Thom Pescé.

Motion carried: 9:0:0.

- D. Mrs. Brand moved, seconded by Mr. Kery that the Board of Education approve Policy #3901 – Naming of Facility.

Motion carried: 9:0:0.

- E. Mr. Convertito moved, seconded by Mrs. Gerber that the Board of Education approve the Technology Plan, July 1, 2012 – June 30, 2015.

Mrs. Parks stated that Goal 3 and Goal 5 have been updated based on Board feedback from the May 8th Board meeting. She briefly described the changes that were made. Added to Goal 3 is the development and implementation of a rubric to better assess our teachers' proficiency in the use of technology and to provide feedback of where we can provide professional development to help advance their proficiency. Added to Goal 5 is research and implement distance learning to improve the efficiency of time, the use of staff and the facilitation of student learning.

Board questions followed.

Mr. Fattibene stated that he would not be in favor of the District purchasing data plans for students. Mrs. Parks responded that the intent is not to broad-scale purchase data plans for students. Two teachers and about 40 students will be involved in a pilot to determine which devices work best for teaching and learning. We have purchased data plans because the students will be taking the device home as part of a summer school program where we are piloting them in Language Arts. At the end of the pilot program, if it is determined that the device works well in that application, then students would be expected to use their own device and we would not purchase data plans for students. We are trying to pilot for Bring Your Own Device where students would own their own devices and use their own data plans. We would only support students with devices and data plans who qualify for free and reduced lunch and cannot provide their own devices and data plans.

Ms. Iacono asked if the purchase of the data plan is only for the pilot program. Mrs. Parks responded that it is only for the pilot. There is a start date and an end date for the pilot program. It was never the intent to purchase data plans for all students.

Mrs. Brand commented on distance learning and stated that she would like to see a model that has already been vetted and that we know works. She also commented on Bring Your Own Device and the need to have a policy addressing the parameters of appropriate and acceptable use.

Mr. Convertito asked if the pilot program is to make an assessment of whether a Bring Your Own Device program would be feasible. Mrs. Parks replied that we are trying to determine what devices would work best for different applications so that if at some point we ask students to bring their own device, we would be able to recommend what device would work in a particular application.

Mr. Convertito asked if we recommend students use a tablet or a wireless device and they can't afford it, are we backing ourselves into a corner where we have to supply that tablet as well as a data plan. Mrs. Parks replied that will be part of the cost benefit analysis that will be done if we move in the direction of Bring Your Own Device.

Mrs. Kennelly commented on Goal 5 and distance learning. She asked if this is something that will be used with students serving expulsion and how it will reduce the number of students failing. Mrs. Parks replied that in planning for distance learning, we may be looking at on-line courses, video streaming courses and some type of credit recovery software that is individualized learning that teachers would oversee.

Public Comment-

Ken Lee, Rhoda Avenue, commented that he thinks this is great and the idea of filtering is important. However, he cautioned that there may not be great support for this from other Town bodies. He is concerned that a child has to have an electronic device that works while he is downtown.

Motion carried: 9:0:0.

10. New Business

- A. Mr. Dwyer moved, seconded by Mrs. Gerber that the Board of Education approve budget adjustments for 2012-2013 as outlined in Enclosure No. 5.

Dr. Title briefly reviewed Enclosure No. 5. The original budget request was \$149,464,941 and the RTM approved budget was \$148,936,464. In addition to the \$250,000 reduction made by the RTM, the Board must also formally vote to reduce the pension line by \$278,477 as part of a cut made prior to the RTM action. The Board must reduce the budget total by \$528,477, with the understanding that \$278,477 of that amount is in the pension line. Dr. Title stated that he tried to make these adjustments as low impact as possible and feels that he will be able to move forward on all of the initiatives discussed during the budget process.

Board questions followed on the budget adjustments.

Mrs. Brand asked what impact this will have on the District. Dr. Title stated that these were considered to be low impact as opposed to no impact. Last year a very comprehensive and pricey ten year enrollment projection was done, and this year \$5,000 was budgeted to do a one year update. Next year \$15,000 was budgeted to do a comprehensive update to the ten year plan and that will now be reduced to \$5,000 and another one year update will be done.

Mr. Convertito stated that he has an issue with professional development being cut by \$24,000 and asked if there is an alternative. Dr. Rosato replied that this amount basically targets the 13 program areas and includes professional development and curriculum development. In anticipation of this reduction he met with the curriculum leaders to prioritize their needs and look at what the impact of this reduction would be. Dr. Title stated that it looks like a large number, but when it is spread out between professional development and curriculum development and divided by 13 program areas, the impact is small. Some professional development has no direct dollar cost because we have people on staff doing it and we are not paying direct dollars out. There is a lot of PD that goes on that does not show up in the PD line.

Mr. Convertito asked if we get that additional retiree, before June 30 would this be put back. Dr. Title replied that this could be recouped over the course of the year if something went better than expected.

Mrs. Brand asked Dr. Title to very briefly explain what we are giving up; she wants to demonstrate that this is still a sacrifice

Dr. Title responded that pension and enrollment projections were discussed. Technical consulting is for professional services used in advance of projects being presented to the Town bodies and there will not be as much need next year. Recycling pickup will be changed to "call as needed" during the summer and will have substantial savings. Fuel tanks do not have an impact because with the removal of underground tanks the maintenance on above ground tanks is substantially less. Student Information Software came in at \$203,000 instead of the budgeted amount of \$250,000. Other contracted services are very minimal and professional development was discussed. Working with the Town, we think we can get better pricing on direct purchase paper. Assistive technology will be purchased with grant funds. The retirements are what they. Since

there is no reserve fund, any additional retirements will help pay for unanticipated expense for staff that happens in the middle of the summer.

Ms. Iacono asked Dr. Title to keep track of where the money is put should we exceed our retirement number.

Mrs. Kennelly commented on teacher retirements and asked if there is a policy or central office directive that teachers and administrators can only be hired if they are at a certain step. Dr. Title replied that there is a guideline, but if there is no qualified individual at the lower end of the pay scale, we have hired people at the top of the pay scale. This represents an average of the savings from multiple retirements.

Mr. Convertito moved, seconded by Mr. Kery to Call the Question.

Motion to Call the Question carried: 9:0:0.

Vote on the recommended motion that the Board of Education approve budget adjustments for 2012-2013 as outlined in Enclosure No. 5.

Motion carried: 9:0:0.

11. Public Comments and Petitions- None

12. Open Board Comment

Mrs. Brand commented that at the last meeting the Board started the practice of writing liaison reports, and if the Board is going to continue that practice, she suggested that at the end of those reports to have a motion that all written reports that were submitted be included as part of the record and minutes. Mr. Convertito stated that it could be done as a motion or could simply say on the agenda Enclosure No. 1 for SPSBC, Enclosure No. 2 for Board of Health; and they would be attached to the minutes as part of the official record.

Ms. Iacono commented that she was invited to yesterday's Rotary Luncheon to recognize high achieving seniors at our high schools. It was a lovely event and she thanked the Rotary for everything they do for our public schools

Mr. Liu asked if it is true that according to the State McKinley is in racial imbalance. Dr. Title responded that he has not received anything official. In verbal conversations with the State, preliminary figures indicate that McKinley is about where they were this time last year, just a percentage point off. When he gets something in writing he will share it with the Board and the public.

Mr. Liu stated that at the last meeting he was told the Board could get the math pilot results. Dr. Title replied that it is being worked on and the Board will receive it shortly.

13. Mr. Convertito moved, seconded by Mrs. Brand that this meeting of the Board of Education adjourn at 9:58 p.m.

Motion carried: 9:0:0.

Jessica Gerber
Secretary

JUN 26 2012

FAIRFIELD PUBLIC SCHOOLS

Board of Education

Handbook

DRAFT
6/4/2012

This handbook summarizes various policies, protocols and practices of the Board of Education to aid its members and the general public in understanding the operating principles of the Board.

Board of Education Member Handbook - Fairfield, Connecticut

June 4, 2012 - Sixth Draft

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II. Fairfield Public Schools Mission, Beliefs and Goals

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IX. Definitions and Acronyms

Disclaimer Statement

This Board of Education Handbook contains general information drawn from the following source documents: the Town of Fairfield's Charter, BoE By-laws, BoE Policies, Administrative Regulations, and Fairfield Public School's business practices. It also contains information from *Twenty Guidelines for Board Members* written by the Connecticut Association of Boards of Education (CABE) and *A Practical Guide to Connecticut School Law* by Thomas Mooney, 7th edition.

This Handbook is only intended to summarize, and bring together in a single location, certain information, policies and practices helpful to members of the Board of Education and the general public in understanding the organizing principles, authority and operation of the Board of Education and Fairfield Public Schools.

The information in this Handbook should not be relied upon as an alternative to reviewing the full and complete source documents on the topic.

This Handbook is not intended to, and does not change, modify, or supersede any existing BoE Policy, Administrative Regulation, or practice. This Handbook does not create any new or additional obligation or requirement on the BoE, administration, or Fairfield Public School district, and is to be used solely for information purposes.

I. **Introductory Letter**

II. **Fairfield Public Schools Mission, Beliefs and Goals** The Board of Education has adopted a series of policies outlining the mission, beliefs and goals of the Fairfield Public Schools. The long term goal is to sustain the continuing improvement of the Fairfield Public Schools so that they will continue to rank with the best in the nation. (Policy 0110, Approved 8/27/04)

A. **Mission** The mission of the Fairfield Public Schools is to inspire students to acquire the knowledge and skills needed to be life-long learners, responsible citizens, and successful participants in an ever-changing global society by providing, in partnership with families and community, a comprehensive, rigorous educational program. (Policy 0100, Revised and Approved 9/23/08)

B. **Beliefs** (Policy 0100, Revised and Approved 9/23/08)

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

C. **Student Goals** The ultimate goal of a school system is to promote the positive development of students. The Fairfield Public Schools has adopted five student-focused goals including: 1. Motivation to learn, 2. Mastery of the basic skills, 3. Acquisition of knowledge, 4. Competence in life skills, and 5. Understanding society's values. (Policy 0200, Approved 8/27/04)

III. Board of Education Meetings

A. **Master Calendar** The Board of Education shall hold at least ten (10) regular scheduled meetings a year and shall give annual notice of such meetings. (Town Charter, Article VIII, Section 8.1.B.1) Currently the BoE holds fourteen regular meetings a year and the agenda for each meeting, as described in Section III-C, is established between the Superintendent and the Board Chair. While individual action items on a variety of topics can be scheduled for any meeting, currently the work of the BoE follows a familiar pattern, (subject to change) as described below.

1. January – two regular meetings and two budget review meetings are held, and a proposed budget is adopted at the last regular meeting in January to meet the Town Charter requirement of submitting a budget request by January 31st.
2. February – one regular meeting, which allows for attendance by BoE members at various budget review sessions conducted by the BoS, BoF and RTM.
3. March – one regular meeting, which allows for attendance by BoE members at various budget review sessions by the BoS, BoF and RTM.
4. April – one regular meeting. The Board sets the graduation dates for both high schools in April. In addition, the Board meets to conduct its annual self-evaluation in this month at a special meeting.
5. May – two regular meetings, including one at which budget adjustments are reviewed and approved, if required, based on changes in total funding granted and approved by the RTM. In addition, student awards are presented in May.
6. June – two regular meetings. Budget transfers, if necessary for the current fiscal year, are done. The school lunch program, lunch prices, lunch program employee wage increases, as well as participation in Healthy Foods Certification program are reviewed and approved. The BoE reflects on improvements to the budget presentation documents. Evaluation of the Superintendent of schools and extension of contract is acted upon.
7. July – no regular meetings are scheduled.
8. August – one regular meeting is scheduled the 4th Tuesday of the month. The Board holds a discussion on the initiatives of the Fairfield Public Schools for the next year. It also holds a general discussion regarding next year's capital and operating budgets. The BoE discusses its own goals, including how best to present the needs of students to insure the proposed BoE budget is approved by other town bodies.
9. September – two regular meetings are scheduled. Board gets presentation on Capital Improvements Budget. BoE approves its own goals.
10. October – one regular meeting is held. The Board approves the proposed Capital Improvements budget. The school calendar for the following year is adopted.

11. November – one regular meeting is held with the primary purpose to hold the annual organization meeting at which officers are elected and by-laws are reviewed and other organizational matters which may come before the BoE.

12. December – one regular scheduled meeting is held. The BoE meeting calendar for the following year is issued at this meeting. By-law changes proposed in November, are adopted. The proposed budget calendar for BoE, BoS, BoF and the RTM is reviewed.

B. **Meetings** The Board of Education conducts its meetings under the laws and provisions of the Freedom of Information Act ("FoIA") based on a schedule published in December for the following year. The BoE can cancel regular meetings when there is no business that cannot wait until the next regular meeting. The BoE can also schedule Special Meetings if matters arise requiring action that cannot wait until the next regular meeting. There are three types of meetings under FoIA as follows: (As outlined in *A Practical Guide to Connecticut School Law*, by Thomas B. Mooney, 7th edition, pages 44 – 64)

1. Regular Meeting – which has been included in the listing of regular meetings which has been filed by January 31st of each year. By Fairfield BoE practice the list of scheduled, regular meetings is published at the December regular meeting and submitted to the Town Clerk.

2. Special Meeting – which must be noticed twenty-four hours in advance of the meeting including the time, place and business to be transacted. The most significant difference from a regular meeting is that items cannot be added to the agenda and only such business as is included on the notice of the meeting can be addressed.

3. Emergency Meeting – which is similar to a special meeting but is exempt from the twenty-four hour notice provisions. The minutes shall include a statement of the nature of the emergency and any decisions made, and those minutes must be filed with the town clerk within seventy-two hours.

4. Non-Meeting – Certain meetings are excluded from the definition of "meeting" under the FoIA. Any meetings of a personnel search committee; a chance meeting or social gathering, even if a quorum of the board shows up at the event, provided the board does not discuss business; a caucus of members of a single political party; and strategy or negotiations with respect to collective bargaining are among those topics that can be discussed in a non-meeting.

C. **Agenda** The agenda is established in discussions between the Superintendent of Schools and the Chairperson of the Board of Education. Individual BoE members may ask for items to be placed on the agenda. Requests will be reasonably accepted and placed on the agenda as time allows. (Board practice) The Board shall have the agenda with its materials and enclosures, at least five days prior to the meeting. (By-laws Article V. Section 3, paragraph A). 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 regular meetings upon the affirmative vote of two third (2/3) of the members of the Board present and voting. (By-laws, Article V, Section 3, paragraph C).

D. **Minutes** Minutes are maintained in accordance with state law and the Fairfield Town Charter. All meetings are recorded, and the audio-video tape and all records are retained in accordance with the state statutes on records retention. The Administrative Assistant to the Superintendent reviews his/her notes from the meeting and listens to the audio/videotape of the meeting and constructs a draft set of minutes. The draft minutes are reviewed by the elected Secretary of the BoE, and after a draft set of minutes is finalized, they are included in the Board agenda for review and approval by the full Board. (Board practice)

E. **Decision Making Process** 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. (By-laws – Article 5, Section 7) BoE members will do their homework by reading and studying the agenda and all backup information in advance. (CABE Boardsmanship – *Twenty Guidelines for Board Members # 16*)

F. **Public Comment on agenda items** The BoE will accept public comment on all items placed on the agenda for discussion and action, at the time the item appears on the agenda. Public comment is not generally taken on the minutes, election of officers, BoE By-laws, presentations and personnel matters. Public comment will follow discussion of the item by the BoE and prior to any vote. The standard practice has been to allow each speaker two minutes on a specific business item. Where a number of speakers wish to present on a single topic, the Chair may allow one person to represent the group, in which case additional time, at the discretion of the Chair, can be allowed. The Chair may limit public comment in any manner appropriate to the orderly and efficient conduct of Board meetings. (Board practice per By-laws – Article 5, Section 6, Paragraph A)

G. **Public Comment on non-agenda items** The BoE will hear comments and receive petitions from any citizen present at a regular meeting. Any single presentation must be limited to two minutes, and audio-visual equipment cannot be used without advance authorization of the Chairperson. The Board will not hear comment on individual personnel matters or comments addressed to specific member(s) of the Board. Decorum will be maintained. (Board practice per By-laws – Article 5, Section 6, Paragraph B)

H. **Superintendent's Report** At the conclusion of the Superintendent's Report, questions from Board members shall be related only to the topics addressed by the Superintendent. (Board Practice)

I. **Robert's Rules of Order** The Board of Education has adopted Robert's Rules of Order, Newly Revised 10th Edition, Perseus Publishing to encourage full, fair and orderly discussion; to maintain order; to respect each member's right to speak; and to allow for action by the majority within a practical period of time while protecting the rights of the minority to express their viewpoints. (By-laws – Article 5, Section 9 and Robert's Rules of Order defined)

J. **Open Board Comment during meetings** The Open Board comment period should not be used to surprise the Board or the Superintendent. BoE members will make every effort to first talk with the Board Chair or the Superintendent or ask for an item to be placed on the agenda instead of bringing it up unexpectedly at a meeting. (CABE Boardsmanship – *Twenty Guidelines for Board Members # 1* and Chairman's email, Fall, 2011)

K. **Executive Session** The public has a right to be at BoE meetings and to know when, where, and why we are meeting. Thus, all BoE meetings will begin in public, and the reason for a proposed Executive Session, in as much detail as possible, shall be included on the agenda. A 2/3 vote is required to go into Executive Session. The BoE shall state, on the record, for which of the approved reasons it is going into Executive Session:

1. Discussions of personnel appointments, evaluation and dismissals (employee must be notified, and can be present and/or can require meeting to be public).
2. To discuss strategy and/or negotiations on pending claims and litigation.
3. Security matters.
4. Real estate acquisitions, if openness might affect price.
5. Discussions which might disclose records which are exempt from disclosure under state law.

No votes shall be taken in Executive Session.

(The above statements are summarized from Town Clerk, Betsy Browne's, memo of November 18, 2011) A more complete discussion of FoIA can be found in *A Practical Guide to Connecticut School Law* by Thomas Mooney, 7th edition, Pages 55 to 64.)

IV. Board of Education committee and liaison responsibilities

- A. **Board Authority and Responsibility** The Fairfield Board of Education is the governing body of the Fairfield Public Schools and derives its power from, and exists under, the Constitution and General Statutes of the State of Connecticut. (By-laws Article I) Individual Board members have no authority except when they are meeting as a Board of Education. The BoE is a collective body and, by statute, can only act when a quorum is assembled in a legally constituted meeting. The statements and actions of individual Board members do not bind the Board of Education or the Superintendent, except when that statement or action has been authorized by an official act of the Board.
- B. **Election of Board of Education Members** The Fairfield Board of Education is a nine member, bi-partisan Board. Board members serve four year terms, with four members up for election in one election cycle and five members up for election two years later. By example in 2011 five members were up for election, and in 2013 four members are up for election.
- C. **Committee of the Whole** The BoE, at its November, 2011 Organization meeting, decided to maintain a single standing committee to review policy matters. All other business items including, but not limited to, curriculum, special programs, facilities, information technology, long range planning, finance, budget and community relations shall be reviewed by the Board acting as a committee of the whole at regular and special meetings.
- D. **Appointments** The Chairperson shall appoint, or re-appoint, BoE members to the various standing, advisory and ad hoc committees, as well as maintain liaison responsibilities to other town boards and commissions, following the annual organization meeting each November. (By-laws, Article II, Section 3, Paragraphs 3, 4 and 5)
- E. **Reports** Liaison and committee reports should be sent in advance for distribution in the Friday packet. Where additional oral reports are needed, please make your point in as few words as possible. Meeting Reports, if required, should be no longer than two minutes. (CABE Boardmanship – *Twenty Guidelines for Board Members # 1* and Chairman’s email, Fall, 2011)
- F. **Policy Standing Committee** **The purpose of this committee is** to formulate and recommend written policies by which the Board shall exercise its leadership in the operation of the School District and to study and evaluate administrative regulations and reports concerning the execution of the Board’s written policies in accordance with Article IV, Section 2. (By-laws, Article II, Section 4 Paragraph A, sub section 1 & 2)
- G. **Transportation Safety Advisors** The Transportation Safety Advisors are a working group that makes recommendations relative to school transportation safety. The Transportation Safety Advisors are generally comprised of the Transportation Supervisor, a Board of Education member, and a representative from the police department and the bus contractor. The primary function of this Transportation Safety Advisors is to review, upon written referral, a transportation decision made by the Transportation Supervisor on a request for a bus route or stop change made by a parent or citizen. The decision is reviewed for compliance with Board of Education transportation policy and related administrative regulations. (Policies 3600 et seq.)

H. **Liaison Responsibilities**

1. Town Charter Positions
 - a. Fairfield Board of Health – In accordance with section 10.9 of the Town Charter, a BoE member is designated annually and serves as a voting member of the Board of Health.
 - b. Fairfield Parks and Recreation Commission – In accordance with section 10.10 of the Town Charter, a BoE member is designated annually and serves as a voting member of the Parks and Recreation Commission.
2. BoE By-laws
 - a. Cooperative Education Services – In accordance with the charter and by-laws of CES, Fairfield has two seats on the CES Board as voting members of this not-for-profit fiduciary board.
 - b. Building Committees – State law requires the establishment of Building Committees to oversee the development of major school construction projects if a district wishes to apply for, and receive, reimbursement of a portion of the costs of such construction. In accordance with BoE By-laws, and subject to any approvals required by the Town, the BoE Chair appoints a member of the board to act as a voting member of any school building committee. (By-law Section A.3.d) The BoE creates Educational Specifications for individual projects and requests the First Selectman to appoint such a committee, subject to the approval of the Representative Town Meeting.
 - c. Representative Town Meeting – In accordance with BoE By-laws, the BoE has maintained a liaison relationship with the RTM and annually appoints a member to attend meetings for the purpose of developing a closer working relationship and to enhance communications.
 - d. Board of Finance – In accordance with BoE By-laws, the BoE has maintained a liaison relationship with the BoF and annually appoints a member to attend meetings for the purpose of developing a closer working relationship and to enhance communications.
 - e. PTA Council – In accordance with BoE By-laws, the BoE has maintained a liaison relationship with the PTA Council and annually appoints a member to attend meetings for the purpose of developing a closer working relationship and to enhance communications.
3. Ad Hoc and Standing Building Committees
 - a. Special Projects Standing Building Committee – This committee was established to oversee selected projects, as may be assigned to them by the First Selectman. A BoE member is appointed as a voting member.

- b. Building Projects Review Committee – This temporary committee has been established by the First Selectman to review the process under which building projects are reviewed, approved and managed. A member of the BoE is appointed and serves on this committee, in addition to the Superintendent, or designee.
- c. SEPTA – By past practice the BoE has maintained a liaison relationship with the Special Education Parent Teacher Association and annually appoints a member to attend meetings for the purpose of developing a closer working relationship and to enhance communications.

I. **Meeting Schedule of other Town bodies**

1. **The Board of Selectmen** The first and third Wednesday of every month in the 1st floor conference room of Sullivan Independence Hall at 4:30pm
2. **The Board of Finance** The first Tuesday of every month in the BoE conference room at 7:30pm
3. **The Representative Town Meeting ("RTM")** The 4th Monday of the month at Board of Education headquarters at 8:00pm. RTM subcommittees meet as follows (subject to change by the RTM):
 - a. **Legislation and Administration**, 3rd Monday of the month in Sullivan Independence Hall at 7:00pm
 - b. **Finance**, 3rd Monday of the month in Sullivan Independence Hall at 7:30pm
 - c. **Public Works and Planning**, 3rd Monday of the month in Sullivan Independence Hall at 8:00pm
 - d. **Education and Recreation**, 3rd Wednesday of the month in Sullivan Independence Hall at 7:00pm
 - e. **Public Health and Safety**, 3rd Wednesday of the month in Sullivan Independence Hall at 7:30pm
4. Citizens interested in attending meetings of any town body should check the town WEB site at www.fairfieldct.org to confirm the meeting schedule and location and to find agendas, minutes and other related documents.
5. All Regular meetings, and some Special Meetings, of the Board of Education are videotaped and broadcast by FairTV, generally on Channel 78, on a real time basis. They can also be viewed on line, on demand and are broadcast at other times. Contact FairTV at www.fairtveducation@gmail.com to determine how to watch archived BoE meetings.

V Standards of Conduct

A. **Discussion among members outside of meetings** BoE members must debate the business and policy of the school district within public view. Thus, group emails, regarding issues before the BoE, or which may reasonably be considered to come before the BoE, may not be discussed via email. Individual members of the BoE may consult with one another on issues, but group emails on such issues are not permitted. (By-laws – Article V, Section 10)

B. **Public Comment by BoE members** BoE members can speak to the media, but only the Chairman can speak on behalf of the Board. BoE members should feel comfortable deferring comment to the Chairman or to the Superintendent. (By-laws, Article II, Section 3, paragraph A.2 and Policy 1100)

C. **Charter of the Town of Fairfield – Standards of Conduct** Elected and appointed Town officers, RTM members, members of boards, commissions, authorities, and committees, and all employees of the Town shall demonstrate by their example the highest standards of ethical conduct, to the end that the public may justifiably have trust and confidence in the integrity of government. As agents of public purpose, they shall hold their offices or positions for the benefit of the public, shall recognize that the public interest is their primary concern, and shall faithfully discharge the duties of their office regardless of personal considerations. (Section 11.1 of Town Charter)

The above statement of policy is further defined in the Town Charter through:

1. Conflicts of interest – Section 11.2
2. Disclosure of self-interest – Section 11.3
3. Fair and equal treatment – Section 11.4
4. Penalties and disciplinary action for violations – Section 11.5

D. **Fairfield Board of Education – Standards of Conduct** Members of the BoE have adopted additional standards of conduct through their by-laws. BoE members must:

1. Adhere to the most recent edition of CABA's Code of Ethics (Art. II, Sec. 2)
2. Comply with the conflicts of interest statements (Art. III, Sec 6)
3. Follow a code of ethics (Art VII, as further defined in Policy 0050, Approved 8/27/04).

VI. Annual Budget Process

- A. **BoE staff and Board Roles and Responsibilities** The annual budget preparation process shall include broad-based participation and careful scrutiny of programs and expenditures to help the Board fulfill its responsibilities to the students, staff, and town. The Board shall review projected costs, finalize requirements, establish a desirable budget amount, and specify parameters for the Superintendent to use in the development of a proposed budget. (Board Policy 3100 Approved 8/27/04)
- B. **Timetable** To facilitate accomplishing this role, an annual operating and capital budget calendar is established to insure the BoE can discuss Fairfield Public School initiatives, reflect on the budget presentation process and have adequate time to review and approve the budget.
- C. **Advocacy of and Support for BoE Initiatives** Board members and Superintendents are staunch advocates of high quality, free education for all Connecticut children. (Policy 0050, Approved 8/27/04)
- D. **Attendance and support at BoS, BoF, RTM town meetings** BoE members will make every effort to attend the BoS, BoF, RTM subcommittee meetings, and RTM meetings pertaining to our education budget request and at other times throughout the year as initiatives are presented for town approval. (Board Practice)

VII. **Evaluation, public complaints, staff grievances and discipline responsibilities**

- A. **Procedures for Public suggestions and complaints** Board members 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. (By-laws, Article VII, Paragraph 17, Amended and Approved November, 2011) This by-law is further defined by BoE policy: "...If a complaint is made to individual Board members, the person making the complaint shall be referred to the proper administrator and informed that the matter may be referred to the Superintendent if the complainant does not agree with the initial decision. (Policy 1300, approved 8/27/04) The essence of these by-laws and policies is to not be a "ball carrier" for others. Parents and other citizens should present their own issues, problems, or proposals through the chain of command. (CABE Boardsmanship – Twenty Guidelines for Board members # 6)
- B. **Group BoE email address** boemembers@fairfieldschools.org. This is the group email distribution for all board members as well as a member of the administrative staff. If you would like to email the group as a whole rather than typing individual email addresses, you may accomplish this by using the "boemembers" address shown above. Please note that a member of the administrative staff reviews all of the emails that come into this address and will respond accordingly when district requests are made e.g., someone from the public inquiring about a job position. BoE members will use their best judgment on whether they respond as an individual member to such emails or allow the central office staff to address the issue that was raised. (Board Practice based on Policy 1300, Approved 8/27/04)
- C. **Employee grievance and discipline hearings** The Board will act in accordance with the grievance procedures outlined in the appropriate Collective Bargaining Agreement. (Policy 4260, approved 8/27/04)
- D. **Employee contract negotiations** By past practice, a Negotiating Committee is appointed, comprised of a member from the Board of Education, the BoE Director of Human Resources, and the BoE Attorney. The Negotiating Committees for the Teachers and Administrators contracts also include a member of the Board of Finance. Negotiations are conducted in accordance with state law governing school district negotiations.
- E. **Student expulsion hearings** Except in an emergency situation, the Board of Education shall, prior to expelling any student, conduct a hearing to be governed by the procedures outlined in the BoE Policy Manual. The Superintendent is hereby authorized to retain a hearing officer to conduct the hearing. (Policy 5119, revised and adopted May 15, 2012)
- F. **Student residency hearings** Any child, parent or guardian may request a hearing before a hearing officer, as appointed by the Board of Education, if they believe they have been denied accommodations by the Fairfield Public Schools. (Policy 5125)
- G. **Superintendent's evaluation/contract** The Board of Education conducts an annual evaluation in June for the purpose of accountability and for the mutual benefit of the Fairfield Public Schools and the Superintendent. The evaluation is based on performance against job description responsibilities and a review and analysis of approved goals and objectives. Objectives and goals are generally established in September. The BoE reviews the Superintendent's three-year contract and may offer a new three year contract.

VIII. Administrative Matters

- A. **By-laws** The Board of Education has adopted by-laws, last revised on November 22, 2011. At its annual organizational meeting in November of each year, it shall review and revise these by-laws as the BoE deems appropriate and approve changes in December. The by-laws may also be revised at any regular meeting of the BoE, as may be properly noticed. (By-laws, Article VI)
- B. **Board of Education Annual Self-Evaluation** The BoE shall conduct an annual self-evaluation of its policies, practices and internal operating procedures in a special meeting prior to May of each year. By practice this is generally done each April. (By-laws, Article IV, Section 4)
- C. **Attendance at school events** Board of Education members are encouraged to attend school events as their schedule permits. Every effort should be made to notify central office staff or a building principal in advance of a visit, and Board members should wear their official ID.
- D. **Conference attendance** There are limited funds available for attending CABE sponsored conferences. BoE members interested in attending a conference or class should make that interest known through the Chairman to the Superintendent's office. (Board Practice)
- E. **Information Requests from BoE Members** The Superintendent provides study materials and information required to assist the Board of Education in researching and evaluating proposals before the BoE. Members are welcome to seek additional information to aid in their discussion and final action. The BoE by collective action, or the Chair, may request additional information from the Superintendent as may be required. Committee chairs can request information from the Superintendent, or Central Office staff with a copy to the Superintendent, for committee business only. Individual members may seek additional information only from the Superintendent, with a copy of all such requests given to the BoE Chair. If the information sought by either the BoE, the Chair, Committee Chairs or individual members is readily available, every effort will be made to include it in the Friday packets for BoE members, provided it is requested on a timely basis. If the information requested requires staff research time which conflicts with other priorities, the Superintendent will consult with the BoE Chair on the appropriateness and timing of the information requested. The essence of these board practices is three-fold: a. to recognize that individual board members may not give direction to the Superintendent (only the full board can), b. to insure information requested does not put an undue burden on staff and, c. to encourage BoE members to prepare their questions or requests for additional information in advance to allow adequate time for staff to gather the requested information. (Board Practice)

- F. **Fairfield Public Schools WEB site** The Fairfield Public Schools maintains a WEB site, to aid in communicating to parents and citizens, at www.fairfieldschools.org. A wealth of information is available and specifically includes, within the Board of Education pages, a list of all scheduled BoE meetings, agendas and minutes; a list of members, committee work and adopted policies; a citizen's guide; the annual budget and various financial reports; the strategic plan and reports on current topics.
- G. **Friday packets** By practice "Friday packets" containing materials of interest to and for use of Board of Education members, are distributed to a variety of individuals and institutional readers as may be requested.
- H. **Board of Education packets** Board meetings are more effective when members read the materials and information within the packet prior to the meeting so it would not need to be presented orally at a BoE meeting. Board packets should be distributed five days before a meeting. (By-laws, Article V, Section 3, Paragraph A) Packets are distributed electronically on Thursday, and sent to BoE members by hard copy, on Friday prior to each board meeting.
- I. **Recycling of BoE materials** Empty Friday Folder envelopes and empty board meeting folders can be left on the back room table for recycling. (Board Practice)
- J. **Use of ID badge while visiting school facilities** During school hours and office hours, please wear your BoE badge when visiting school buildings and central office. When visiting these locations, you must also sign in at the front office of a school building or at the front desk of central office even though you have a badge. (Board practice based on Policy 3564, Approved 8/27/04)
- K. **Individual BoE email addresses** Each member of the BoE will be assigned a district email address and may make use of that, or their own personal email address. Regardless of which email address that is used, all correspondence, including via email, is subject to the Freedom of Information Act. (Board Practice)
- L. **Parking and other services at BoE headquarters** There is covered parking available under the building at the BoE offices. There is a vending machine in the BoE staff break room outside the Board room. Both may be used by BoE members. (Board Practice)

IX. Definitions and Acronyms (Most definitions were taken from: *"Becoming a Better Board Member, A Guide to Effective School Board Service"* 3rd edition by National School Boards Association or the Berlin, CT BoE Member Handbook, October, 2011)

ADA – Americans with Disabilities Act: A federal law that prohibits discrimination against disabled individuals in all terms and conditions of employment and requires employers to make "reasonable accommodations" for disabled applicants and employees, unless the employer can demonstrate that doing so would create "undue hardship" for the organization.

AYP – Adequate Yearly Progress: An individual state's measure of annual progress toward achieving state academic standards. School districts and schools are required to meet this minimum standard under the No Child Left Behind Act. According to the law, state standards will be met when all students meet the target for proficiency.

AP – Advanced Placement programs: A series of courses administered by the College Board that high school students can take to earn college credit. Students must master a generally high level of course work and pass an accompanying test.

CABE – The Connecticut Association of Boards of Education serves local and regional boards of education. It is a membership organization made up of Connecticut boards of education including 151 school districts representing 90% of the state's public school population.

CAPSS – The Connecticut Association of Public School Superintendents is a statewide, non-for-profit, educational administration organization whose membership includes Connecticut public school superintendents, assistant superintendents, central office administrative personnel, state department of education officials, and college and university professors.

CAPT – The Connecticut Achievement Performance Test is the standard assessment administered to students in grade 10 in March. Students are assessed in content areas of reading, mathematics, writing and science.

CAS – Connecticut Association of Schools. The Connecticut Association of Schools is a not-for-profit organization working to strengthen elementary and secondary education in Connecticut. Its mission is to offer exemplary programs and services that promotes excellence in education of all children.

CEA – Connecticut Education Association. CEA's office is headquartered in Hartford, CT with a membership of more than 41,000. CEA lobbies for pro-education legislation at the state and federal level, advances and protects the rights of teachers at the bargaining table, and works with state policymakers to continue to elevate the teaching profession and promote public education.

CES – Cooperative Educational Services is the local RESC serving the Fairfield Public School District. See RESC for a further definition.

CIAC – Connecticut Interscholastic Athletic Conference. See CAS for definition.

CMT – The Connecticut Mastery Test is the standard assessment administered to students in grades 3 through 8. Students are assessed in the content areas of reading, mathematics, writing and science (grades 5 and 8).

DRG – District Reference Groups. To assist in reporting and analyzing school district data, the State Department of Education developed District Reference Groups, which are designed to

compare groups of districts that have similar characteristics. The state's 166 school districts and three academies have been divided into nine groups, based on socioeconomic status, indicators of need and enrollment. The Fairfield School District is in DRG B.

ECS – Education Cost Sharing. The Educational Cost Sharing grant is the largest state funding program for K-12 in Connecticut. The ECS formula -- the tool used to allocate ESC funds across school districts -- equalizes spending by targeting more money to poorer districts and seeks to improve educational equity by adjusting for differences among school districts in terms of student need and district wealth.

ESL – English as a Second Language. This is also referred to as ELL – English Language Learners or ESOL – English for Speakers of Other Languages.

ETS – Educational Testing Service: Nationwide organization that administers various kinds of educational and psychological tests, such as the Scholastic Aptitude Test (SAT).

FERPA – Family Educational Rights and Privacy Act: A federal law that gives parents certain rights with respect to their children's educational records.

FMLA – Family Medical Leave Act: A federal law requiring employers covered by the act to grant eligible employees up to 12 work weeks of unpaid leave a year for an employee's own serious health conditions, or following the birth or adoption of a child; employees returning from such leave are entitled to be restored to their same position or a similar one.

FoIA – Freedom of Information Act. The FoIA Commission publishes rules and regulations to facilitate the informed and efficient exchange of information between governmental bodies and the general public.

HIPAA – Health Insurance Portability and Accountability Act: A federal health insurance-related act that has privacy rule implications for school districts.

IDEA – Individuals with Disabilities Education Act: A federal funding statute requiring schools that receive monies under this law to provide a free and appropriate public education in the least-restrictive environment to all eligible children with disabilities.

NAEP – National Assessment of Educational Progress: A national testing program administered by the National Center for Education Statistics of the U.S. Department of Education that tests representative samples of fourth, eighth, and 12th grade students in reading, math, science, writing, and other subjects. Known as the nation's report card, NAEP provides data on achievement over time (since 1969) and allows for regional, state-by-state, and some district comparisons of student performance.

NEASC – New England Association of Schools and Colleges. NEASC provides accreditation services for more than 2,000 public and private institutions in the six state region – Pre K through University.

RESC – Regional Educational Service Center. RESCs were created more than 30 years ago by legislative action to help school districts communicate and collaborate. Their main purpose is to furnish programs and services.

JUN 26 2012

To: Board of Education Members
From: Doreen Munsell, Director of Finance and Business Services
Date: June 21, 2012
Subject: 2011 – 2012 Budget Transfers

The attached spreadsheet outlines our projected balances and budget transfers for the fiscal year ending June 30, 2012. A total budget transfer of \$255,000 is requested for action at the June 26, 2012 Board of Education meeting. This transfer represents .18% of our total budget allocation of \$145,680,350.

Although it is late in the year, these are estimates and additional adjustments may be necessary when the fiscal year is closed this summer.

As is past practice, we will continue to process transactions for the year and if necessary, additional funds will be transferred and reported to the Board. The Board of Education will be provided with a final update on the 2011-2012 fiscal year when the fiscal year is closed.

Fairfield Public Schools
Board of Education
2011-2012 Budget Transfers

ACCOUNT DESCRIPTION	PROJECTED END OF YEAR BALANCES	TOTAL BALANCES	TRANSFER REQUESTS		Notes:
Personnel Services					
Certified Salaries	\$ 519,783				Turnover/vacancies/LOA/FMLA
Additional Retirees	\$ 434,239				
Substitutes	\$ (725,589)				Sub costs for extended absences and daily coverage
Degree Changes	\$ 21,165				
Non-Certified Salaries	\$ 106,849				Net of custodial overtime
Extra Curricular Salaries	\$ 60,000				
Total		\$ 416,447	\$ (255,000)		
Fixed Charges					
Life/Disability/Pension	\$ 36,810				
Social Security	\$ 36,900				
Total		\$ 73,710			
Pupil Personnel Expenses					
Total		\$ 0			
School Expenses					
Total		\$ 80,000			
Support Expenses					
Tuition (Magnet and Vocational)	\$ 53,038				
Security	\$ 7,000				
Tuition Reimbursement	\$ (25,000)				
Instructional Services/Supplies	\$ (15,000)				
Total		\$ 20,038			
Maint/Oper/Transp.					
Emergency Maintenance Projects	\$ (638,200)				FWHS boilers/RLMS flashing leak/McKinley roof parapet and façade repairs
Additional Project Expenses	\$ (44,130)				JN bathroom, ST storage, FWHS irrigation system
Other Maintenance Accounts	\$ (284,155)				Fire protection/electrical, roofing PM, other contracted services and technical consulting
Transportation	\$ 77,000				
Heat	\$ 64,398				Mild winter
Water and Gas	\$ 18,020				
Electric	\$ 567,000				Favorable bid
Total		\$ (240,067)	\$ 250,000		
Capital Outlay		\$ (5,000)	\$ 5,000		Speech and Language equipment
TOTALS	\$ 270,128	\$ 345,128	\$ (255,000)	\$ 255,000	