

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
501 Kings Highway East, 2nd Floor Board Conference Room, Fairfield, CT

Tuesday, June 25, 2013

REGULAR MEETING 7:30 P.M.

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Student Recognition
 - A. Secretary of State: History/Citizenship Award
 - B. Energy Efficiency Award
 - C. Dream Big Award
4. Approval of Minutes of the Regular Meeting of June 11, 2013
Recommended Motion: "that the Board of Education approve the Minutes of the Regular Meeting of June 11, 2013"
(Enclosure No. 1)
5. Board Committee/Liaison Reports
6. Superintendent's Report
 - A. Administrative Regulations for Policy#6200-Instruction, Curriculum, and Policy #6400-Instruction, Instructional Resources Equipment, Books, and Materials, Textbooks and Workbooks
(Enclosure No. 2)
7. Old Business
 - A. Second Reading of Policy #5112-Students-Attendance, Excused Absences and Truancy
Recommended Motion: "that the Board of Education approve Policy #5112 – Students-Attendance, Excused Absences and Truancy"
 - B. Second Reading of Policy # 5115-Students-Attendance, Dismissal of Students
Recommended Motion: "that the Board of Education approve for deletion Policy #5115 – Students-Attendance, Dismissal of Students"
 - C. Second Reading of Policy #5117-Students-Attendance, Excused Absences
Recommended Motion: "that the Board of Education approve for deletion Policy #5117 – Students-Attendance, Excused Absences"
 - D. Second Reading of Policy #5118-Students-Attendance, Truancy
Recommended Motion: "that the Board of Education approve for deletion Policy #5118 – Students-Attendance, Truancy"

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

8. New Business

A. Food Service Program and Financial Summary

(Enclosure No. 3)

B. Approval of Participation in the Healthy Food Certification Program

Recommended Motion: “that the Board of Education approve participation in the Healthy Food Certification Program for the school year 2013-2014 with the exclusion of the sale of food: (1) sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store”

(Enclosure No. 4)

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

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

(Enclosure No. 4)

D. Approval of Public School Lunch Prices

Recommended Motion: “that the Board of Education approve the recommended school lunch prices for the 2013-2014 school year, as contained in Enclosure No. 5”

(Enclosure No. 5)

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

Recommended Motion: “that the Board of Education approve line item transfers for the 2012-2013 fiscal year as detailed in the Financial Statement Enclosure No. 6”

(Enclosure No. 6)

F. First Reading of Communications Committee Report

9. 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.

10. Open Board Comment

11. Convene to Executive Session

Recommended Motion: “that the Board of Education convene to Executive Session to discuss Superintendent Evaluation”

- 12. Reconvene to Public Meeting
- 13. Approval of Superintendent of Schools Contract
Recommended Motion: “that the Fairfield Board of Education enter into a contract of employment with David G. Title as Superintendent of Schools for the period 7/1/13 through 6/30/16 on the same terms as set forth in the 2012-2015 contract, except the base salary for each year shall be as for the 2012-2013 year contract unless otherwise negotiated between the parties”

Recommended Motion: “that the Fairfield Board of Education set the Superintendent’s base salary for 2013-2014 at a __ percent increase over the 2012-2013 base salary”
- 14. Adjournment
Recommended Motion: “that this Regular Meeting of the Board of Education adjourn”

CALENDAR OF EVENTS

August 27, 2013	Regular Board Meeting	7:30 p.m. 501 Kings Highway East 2 nd Floor Conference Room
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RELOCATION POLICY NOTICE

The Fairfield Public Schools System provides services to ensure students, parents and other persons have access to meetings, programs and activities. The School System will relocate programs in order to ensure accessibility of programs and activities to disabled persons. To make arrangements please contact:

Pupil & Special Education Services
501 Kings Highway East, Fairfield, CT 06825
Telephone: (203) 255-8379

Voting Summary:

Call to order of the Regular Meeting of the Board of Education and Roll Call

Chairman Philip Dwyer called the Regular meeting to order at 7:50PM. Present were members Jennifer Kennelly, John Convertito, Perry Liu, Jessica Gerber, Philip Dwyer, Pamela Iacono, Paul Fattibene, Tim Kery, and Sue Brand. Others present were Dr. Title, student representatives from FLHS and FWHS, members of the Central Office Leadership Team and approximately 25 members of the public.

Approval of Minutes

Approval of Minutes of the Regular Meeting of May 21, 2013.

Ms. Iacono moved/Mr. Convertito seconded the recommended motion "that the Board of Education approve the Minutes of the Regular Meeting of May 21, 2013." Motion passed 9-0.

Board Committee/Liaison Reports

Mr. Convertito moved/Ms. Iacono seconded a motion to go into Executive Session to discuss Policy #6200-Instruction-Curriculum: report on Committee Discussion and CSDE Response to 10-4b. After discussion Mr. Convertito and Ms. Iacono withdrew the motion.

Convene to Executive Session

At 10:27PM, Mrs. Kennelly moved/Mr. Convertito seconded the recommended motion "that the Board of Education convene to Executive Session to discuss Superintendent Evaluation". Motion passed 9-0.

The Board came out of Executive Session at 12:34AM

Adjournment

Mrs. Gerber moved/Mr. Kery seconded the recommended motion, "that this Regular Meeting of the Board of Education Adjourn." Motion passed 9-0. Meeting adjourned 12:35AM.

Detailed Minutes:

Call to order of the Regular Meeting of the Board of Education and Roll Call

Chairman Philip Dwyer called the Regular meeting to order at 7:50PM. Present were members Jennifer Kennelly, John Convertito, Perry Liu, Jessica Gerber, Philip Dwyer, Pamela Iacono, Paul Fattibene, Tim Kery, and Sue Brand. Others present were Dr. Title, student representatives from FLHS and FWHS, members of the Central Office Leadership Team and approximately 25 members of the public.

Chairman Dwyer led the Board and audience in the Pledge of Allegiance.

Presentation

Chairman Dwyer and Dr. Title recognized Mr. Glenn Mackno for receiving the CT PTSA Award for Outstanding Middle School Administrator. Mr. Mackno thanked the staff of RLMS and the Board for their support during his 34 years and wished the best for the Board and the district.

Approval of Minutes

Ms. Iacono moved/Mr. Convertito seconded the recommended motion "that the Board of Education approve the Minutes of the Regular Meeting of May 21, 2013." Motion passed 9-0.

Student Reports

Marco Congello and Alice Rocha, Fairfield Ludlowe High School Student Liaisons, reported that senior internships are underway, the Girls Tennis Team won the FCIAC championship, Tennis Coach John Reisert won the FCIAC coach of the year, the National Honor Society inducted 99 new members, graduation rehearsals are on the 19th, former NBA star and author Chris Herren will speak at FLHS on Monday, the Unified Track Meet was held in May, Prom was wonderful; the representatives enjoyed the year and dared the next representatives to top the Prom proposal.

Danielle Clarke, Fairfield Warde High School Student Liaison reported that senior exams are beginning, the music awards were presented last night, a student woodworking exhibit is taking place, there will be a cross country alumni run on June 15, the National Honor Society induction ceremony will be held on Wednesday, and stated that it has been great year and that she will be returning as student representative next year as well.

Board members thanked the student representatives for their service.

Board Committee/Liaison Reports

Communications Committee Presentation

Mrs. Gerber presented her handout which included the following: Final Draft Presentation of Goals, November 2012 Idea List, a sample quarterly memo, and sample biographies. Ms. Gerber addressed the Communications List and requested Board input regarding the 11 items on the list: Keep in contact with PTAs, send memos to PTAs, hold a Town Hall Meeting, Facebook page was not recommended, student recognition, clarify terms, conduct a BOE survey, post BOE member biographies, PR intern, Fall discussion of by-laws, and public comment discussion. Mr. Dwyer summarized that absent comments from the Board, the committee may move forward with items 1-6 and 8, items 10 and 11 will require by-law changes and feedback is requested on items 7 and 9. Mrs. Gerber stated that the Communications Committee will disband after the final meeting in June.

Mrs. Kennelly stated that she would like to see more formal communication regarding student recognition; that the survey might be difficult to do; and that the PR intern idea is a good one. Ms. Iacono stated that students were previously recognized by the Board and she was unsure why that practice was stopped; she suggested looking at when the by-laws were changed around 2007. Mrs. Brand stated that this was done in the past and it was wonderful, and teachers were also recognized which was really nice. Mrs. Brand encouraged the committee to construct the survey carefully to get the kind of information that is needed. Ms. Iacono stated she does not recommend a survey as an outside consultant will have to be hired; Ms. Iacono stated that she encourages the administration to seek out the opportunity for an intern.

Mr. Fattibene stated that attending PTA meetings and having a Town Hall Meeting are the 2 most important items; these establish interaction with Board members on a less formal basis.

Mr. Dwyer thanked Mrs. Gerber for leading a very good committee.

Mrs. Brand reported on the Goals Advisory Committee, and thanked Jeff Burt for his service. Mrs. Brand stated that the state is working on a common calendar, and thanked Sands Cleary for addressing the Osborn Hill concerns up front and quickly.

Continued Discussion on Policy #6200-Instruction-Curriculum: Report on Committee Discussion and CSDE Response to 10-4b

Mr. Dwyer gave the background on the pilot which he stated conformed to the spirit and intent of the state law and our policy; he stated that local Boards of Education must have some flexibility with regards to piloting curriculum, resources, textbooks and materials before committing valuable resources. Mr. Dwyer stated that due to the technical interpretation of the State's staff attorney, a sub-committee will conduct an inquiry of count 2 of the complaint; Mr. Dwyer then read a quote from the State Commissioner of Education and stated that the Board recognized this issue back in January, and the Policy Committee is now looking for feedback on Policy #6200 with regards to conducting a pilot.

Mrs. Kennelly thanked all members for the feedback she received, and stated that Policy #6200 remains in committee; that the committee agreed that pilots are a valuable tool that is necessary; that there is a need to define pilot programs, establish parameters, and review the nature of the reporting. Mrs. Kennelly stated that the group was opposed to what happened

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this year, the group does not believe that the policy is flawed, and that the Policy Committee is working on giving guidance to the administration on this issue.

Mr. Fattibene stated that he had requested an executive session on this issue, as the State BOE has ordered an inquiry which is ongoing; that there has been miscommunication, misstatements, and mischaracterizations. Mr. Fattibene stated that this is a serious matter that is not being treated seriously, that he never received a copy of the reply to the state, and there is nothing in the state staff attorney's investigative report indicating that our policies run contrary to statutory provisions.

Mrs. Brand stated that the regulations may need to be improved rather than the policy.

Mr. Liu stated that he agrees with Mr. Fattibene that it is a serious matter, and that after the initial complaint, the Board was not privy to any of this information; the Board should have had some input into how this was handled.

Mrs. Gerber stated that the Board did receive some updates on this issue. Mr. Dwyer stated that each document received from the state was provided to the Board with the exception of some transmittal emails or memos.

Ms. Iacono stated that she feels out of the loop and would welcome an executive session on this, and would like an explanation on where the misrepresentation of facts occurred as stated by Mr. Fattibene. Ms. Iacono stated that Board in essence approved the use of the piloted text by not exercising the right to vote against the book use; there were 2 opportunities to vote on the book and the majority of the Board declined. Ms. Iacono cited previous minutes with quotes from Board members in support of the continued use of the book, and a quote stating the administration was taking the issue seriously; Ms. Iacono also stated the Board took the issue seriously as there were 2 full discussions in December and January; and that this feels like a witch hunt with only one side being played out in the press. Ms. Iacono stated that she is not dismissing this, but the Board has voted on a new book for the fall; by the time the state finishes the inquiry the school year will be over and the process is being reviewed by the Policy Committee.

Mrs. Kennelly invited Ms. Iacono to the attend policy meeting on Monday; she thanked Ms. Iacono for reminder, and stated that the vote to not stop the book use was made because the old book was given back; she stated that she knows what she doesn't want a future pilot to look like; she believes the policy is not flawed.

Mrs. Brand suggested that the Town attorney be invited to speak to the Board on this issue. Mr. Dwyer stated that this is a procedural hearing; there are so few of these that the State BOE is still trying to figure this out and the State will send more information. Mr. Fattibene stated that the process is very clear. Mr. Kery stated that legal review is a good idea but that the Board attorney should be used rather than the Town attorney. Mr. Dwyer stated that Attorney Houston takes the lead on Board matters.

Mr. Fattibene stated that it may be advisable for the Board to seek its own counsel which may not be the traditional Board attorney, and that he has some concerns regarding Dr. Title's reply to the State with regards to how the Board was represented in the response.

In response to Mrs. Gerber, Mrs. Kennelly stated that the wording in the CAFE policy was not particularly helpful and that state statutes might be revisited. Mrs. Parks stated that the CAFE policy is in line with the law and there is a reluctance to reach out to other districts in order to ensure that the policy has been legally tested, which is what CAFE does.

Mr. Liu stated that because of this we are charting new territory; the Board was not put into the loop at all, and he wants to ensure this doesn't happen again.

Mr. Converito stated that, with no disrespect to the public, this conversation should not be in public session; it not a policy failure, it is a Board failure; there is no pilot policy, the State doesn't even have one.

Mr. Converito moved/Ms. Iacono seconded a motion to go into Executive Session to discuss Policy #6200-Instruction-Curriculum: report on Committee Discussion and CSDE Response to 10-4b. After discussion Mr. Converito and Ms. Iacono withdrew the motion, provided this discussion ends.

Mr. Dwyer asked for the Board's forbearance for Dr. Title to end the discussion. Dr. Title stated that he took this issue very seriously; at the January meeting he reported the steps being taken to remedy the situation including what process would be used for final textbook adoption; in April, pilot results were shared showing that in the aggregate students performed as well as or better with this book than previous Algebra students using the other book; this does not mean

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that some students didn't struggle. Dr. Title stated he spent a lot of time with the State and was surprised at the comments from the State's attorney; there were a number of conversations on how to take care of this issue. In consulting with the BOE attorney, Dr. Title stated that we are in compliance with the state statute, and that he has also reached out to the Director of the CT Association of Superintendent's for guidance who stated that every local Board will be in trouble if all pilots must go before local Boards. Dr. Title stated that pilots are criticized for being too short and not providing enough time to gather information, as well as for being too long and taking up too much time.

Superintendent's Report

Update on District Initiatives

Dr. Title Stated that from July 15 to mid-February, the PCB issue, Hurricane Sandy, Sandy Hook, the FLHS roof, and Storm Nemo all occurred; an enormous amount of district leadership time was spent on those issues. Dr. Title stated that in response to Sandy Hook, doorbells were installed, visitor stations implemented at the high schools, the Police Dept. had 2 sessions with our schools on improving school security, front door signage was installed, visitor ropes were put up, communication with the police was upgraded, and additional security measures may be added in the future.

Dr. Title stated that virtually all capital non-recurring projects are either complete or almost complete, and this was done at or under budget. The elementary roof project is done, the TMS façade is almost done, the TMS flooring with asbestos tiles is complete, the TMS traffic project is almost complete, the Jennings bathrooms are done, the Dwight boilers are done, and the 8 oil tanks are replaced.

Dr. Title reviewed the District-wide Initiative List and highlighted a few; moving to Infinite Campus is making good progress; school climate teams have been reviewing the survey and looking for trends, each school now includes a strand on school climate using the data from the survey; Dr. Title stated that he has observed Data Teams at all schools; school improvement plans are ongoing; the health insurance bid resulted in \$843,000 of savings; the Racial Imbalance Plan was approved by the State Board; the Teacher Evaluation Plan was completed; Osborn Hill now has a building committee; and the Riverfield and Fairfield Ludlowe Projects are moving forward to the RTM. Dr. Title stated that he is proud of the work done on these aggressive initiatives.

In response to Mrs. Brand, Dr. Title stated that the PCB presentation will be given by a consultant in the fall, as this is a Town-wide issue. Dr. Title stated that he will provide a sample of student success plans. Dr. Title stated that rolling out Infinite Campus is more like a 2-3 year process, as Infinite Campus is forcing some standardization and consistency as more features are added. Mrs. Brand asked for more information on item 28, World Language.

Mr. Kery stated that he wanted to recognize the efforts of the staff for dealing with all the events throughout the year; the OHS PCB problem; the hurricane; the FLHS roof and Sandy Hook. Mr. Kery stated that he is thankful for all the efforts with security and has the Infinite Campus app on his phone.

In response to Mrs. Gerber, Dr. Cutaia-Leonard stated that curriculum change is not required for the change to full-day Kindergarten, and that contractual planning time will be provided for the teachers. Dr. Cutaia-Leonard stated that teachers have the flexibility to add a second recess if needed.

Mrs. Kennelly asked about #7, if a large number of referrals was received, and whether the staff could handle that. Ms. Leonardi stated it is hard to gage the number of referrals due to it being the first year; the number reported should be looked at for trends; and work with the staff should focus on reporting; all buildings have anonymous reporting; and they are currently looking at anonymous electronic reporting that can be substantiated. Ms. Leonardi stated that an investigation often takes far longer and uses more resources to resolve an issue; a lot is being learned in the investigation process.

In response to Mrs. Kennelly, Dr. Boice stated that 8th graders could be asked for Gifted program input prior to the end of the year.

In response to Mrs. Kennelly, Mrs. Parks stated that Plato is being used in a blended fashion for homebound students; data is still being collected and the hope is to use it more extensively as an intervention tool in the high school.

Mr. Convertito commended Dr. Title and staff for completing these district initiatives; he requested more information on items 15 and 17. Mr. Dwyer stated that he would put that on a future agenda. Ms. Iacono stated that she was

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privileged to witness an entry plan in progress with Ms. Anziano as she followed all the steps as outlined by Dr. Title; it was fascinating to watch an administrator do all the things that Dr. Title spoke about.

Mrs. Brand asked about #36, and asked what the leasing options are for Central Office and the Alternative High School. Dr. Title stated that the Central Office lease expires June 30 2015; it is not a lease but a condominium arrangement; an alternative has not yet been pursued; the maintenance lease was just done last year; the Alternative High School has an option to purchase which requires Town action. In response to Mrs. Brand, Dr. Title stated that if a purchase was pursued, Board action would be required.

Old Business: None

New Business

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

Mrs. Kennelly stated that this policy is including policies 5115 and 5117 and 5118, and is bringing the policy into compliance with the state.

Mrs. Brand asked if on page 3, the statement "control" of the child" is legal language; Mrs. Kennelly stated that it is.

Discussion on Planning for the 2014-2015 Budget Review Process

Mr. Dwyer provided a handout regarding the Budget Review Goal, and suggested that Board members add to this list and settle on it by August or sooner. Mrs. Kennelly proposed that item 8 provide for a May public meeting to discuss budget cuts. Mrs. Brand stated that she would like to begin the process in August. Mr. Dwyer stated that the Board will probably not do all 9 items in the next fiscal year.

Public Comments and Petitions

Dawn Llewellyn, Sturges Road, stated that no one is on a witch hunt and that parents want transparency; several classes at TMS and Woods are having a difficult time with Chapters 8 and 9 and students are re-taking tests; she is hoping that the Board will get statistical analysis on the website.

Trudi Durell, Woodcrest Road, stated she is concerned and frustrated with overtime and rental fees; she requested written clarification for the charges and urges Central Office and the Board of Education to provide clear direction.

Nancy Haberly, Duck Farm Road, stated that for nearly 3 years our district has taken a turn for the worse; program cuts have happened but our Central Office staff continues to grow; responsible solutions are needed.

Kelly Crisp, Papermill Lane, stated that when reflecting on the use of the CPM textbook, this should have all been avoided as early as last May; her group worked hard to inform administration of their concerns prior to filing the complaint with the state.

Suzanne Miska, Ryegate Road, stated that public education is very important to her family; that her faith in where we are going has been shaken; that she is concerned that rules and requirements and policies have taken a backseat to another agenda and she doesn't know what that is.

Susie Byrnes, Cross Hwy, stated that it was disappointing to hear others being blamed for not resolving the book matter. She also stated that she received an email from her son's teacher that the entire class failed chapters 8 and 9 and the test was re-taken; she stated that she wishes people would take ownership and responsibility.

Open Board Comment

Mr. Dwyer stated that the Riverfield and Fairfield Ludlowe High School projects will be going before the RTM; that both projects are important and fall within the waterfall; and he encouraged Board members to attend the committee meetings.

Mrs. Brand stated that she would like to see school lunch on the agenda with regards to the high school schedule. Mr. Dwyer stated that there has been an interest in this with the Board and the administration.

Mr. Liu stated that regarding Tom Cullen's memo, at a first glance, does not seem to fit the spirit on what was voted on, and understands the confusion from PTAs. Dr. Title stated that the regulations and the memo apply to a host of groups and

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there are all kinds of people impacted by this; groups who previously were exempt from rental and overtime fees, will remain exempt from rental fees and will incur only overtime fees.

Mr. Liu stated that weekends were not discussed at all, and he would like to provide Board input on the regulations.

Convene to Executive Session

At 10:27PM, Mrs. Kennelly moved/Mr. Convertito seconded the recommended motion “that the Board of Education convene to Executive Session to discuss Superintendent Evaluation”. Motion passed 9-0.

The Board came out of Executive Session at 12:34AM

Adjournment

Mrs. Gerber moved/Mr. Kery seconded the recommended motion, “that this Regular Meeting of the Board of Education Adjourn.” Motion passed 9-0. Meeting adjourned 12:35AM.

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ENCLOSURE NO. 2

JUN 25 2013

Board of Education
Policy Guide

Instruction

CURRICULUM

ADMINISTRATIVE REGULATIONS ON CURRICULUM

6200AR

As part of a comprehensive curriculum research and review process, teachers and administrators may wish to “pilot” or “field test” new textbooks or programs prior to recommending Board of Education adoption. “Piloting” or “field testing” a textbook or program is not a required element of the review process. However, if such activities are planned and implemented as part of such a review, then the following regulations must be followed.

Definition of Planned Pilot Program

A “planned pilot program” involves the field testing of a textbook, core instructional program or new course prior to a research-based recommendation of adoption to the Fairfield Board of Education. For all planned pilot programs, the piloted text will be used in addition to the Board approved textbook.

Field testing of new instructional materials that are supplementary, ancillary or to be used for intervention; new software programs or on-line services; or new instructional techniques are **not** considered “planned pilot programs” for the purposes of this policy or these regulations, as they do not require Board of Education approval for implementation.

Examples of a “planned pilot program” would include:

- A textbook used in addition to the Board of Education approved textbook
- A new elective course at the high school
- A core instructional program that replaces an existing adopted textbook

Approval Process

Any certified staff member may propose a planned pilot program. Such a proposal must include:

- Rationale for conducting the pilot (research, student data, for example)
- Description of the textbook, course or program to be piloted
- Number of students and teachers involved
- Duration
- Criteria for determining success (including student data; parent, student, staff feedback as appropriate)
- Schedule of interim progress and final progress reporting
- Costs
- Professional Development needed prior to the pilot

Instruction

CURRICULUM

ADMINISTRATIVE REGULATIONS ON CURRICULUM (continued)

6200AR

Prior to the implementation of such a pilot, all of the following individuals must approve:

- Curriculum leader or department coordinator/liaison
- Principals/Headmasters of affected schools
- Director of Elementary and/or Secondary Education as appropriate

Once these individuals have approved the pilot, then the proposal is submitted to the Curriculum Coordinating Council (CCC) for final approval. Approval is granted for a period not to exceed one school year.

Notification and Participation

Prior to the implementation of such a planned pilot program, parents of affected students and the Board of Education must be notified at least 30 days in advance of implementation. To comply with state statute and Policy 6400, in the event that the pilot of a new textbook or core instructional program involves more than 30 percent of the students in a grade level or course; or if such pilot extends beyond one semester, then the pilot must be brought to the Board of Education for approval. For all planned pilot programs, the piloted text will be used in addition to the Board approved textbook.

In the case of a new elective course, such advance notice can be contained in the Program of Studies. Unless required by law, once a planned pilot is approved, all students must participate in the pilot just like any other instructional program.

Changes in Regulations

These regulations will be changed only after a review of such changes with the Board of Education's Policy Committee.

JUN 25 2013

Fairfield Public SchoolsFood Service Program

2012 – 2013

Overview

The 2012 – 2013 school year was an extremely challenging one for our school lunch program. New meal patterns were implemented, Hurricane Sandy, and record breaking snow falls all affected the school lunch program. For the first time in 15 years, the USDA guidelines that regulate the school lunch program were updated with the passing of the Healthy Hunger Free Kids Act. Rules were put into place that addressed childhood obesity, the number one health issue with our nation's students. While the goal is a laudable one for the health of our children, it's acceptance by students throughout the nation as well within our state was met with some resistance. Two of the factors that students rejected were having to take a fruit and/or vegetable with their meal, along with the smaller portion sizes that were mandated by the new law. School districts were required to complete a detailed analysis of their menus to show they were in compliance with new regulations. We are pleased to report that the Fairfield Public Schools successfully passed this review by the Connecticut State Department of Education and as a result is receiving an additional \$0.06 reimbursement for every reimbursable meal served since October 1, 2012. Our district was the first school district in the state to pass this compliance review. In February 2013 the USDA relaxed the grain and meat/meat alternative daily and weekly requirements. This reflected in a slight positive impact on meals going forward. It is expected that the new relaxed requirements will be in place next school year.

Details regarding meal counts and program finances are included in this packet. Meal counts have dropped considerably and consequently, the program is projected to have a loss of approximately \$380,000 for 12-13. At the close of the 11-12 school year the cash balance was \$483,000 or a computed operating position of 1.42 months. The projected cash balance for 12-13 is \$85,000 which is a .22 computed operating position. It is evident the program cannot sustain itself under the current circumstances.

When Hurricane Sandy hit the northeast in late October, Fairfield County was in the heart of the storm. Families lost their homes, power was lost, and schools were closed. Fairfield Ludlowe High School was turned into a temporary shelter and the food service staff rose to the occasion providing meals and beverages to displaced families throughout the ordeal.

Last year all 11 Fairfield public elementary schools enrolled in the Healthier US School Challenge. This is a voluntary national certification program established to recognize schools creating healthier environments through promotion of good nutrition and physical activity. School districts were required to complete a very detailed application that included a nutritional analysis of four weeks of elementary lunch menus, nutrition education worksheets, physical education/activity

worksheets, a competitive food analysis, and a review of school policies and practices. We are pleased to report that the USDA awarded our eleven elementary schools a Bronze Level award of distinction along with a \$5,500 monetary award.

In addition, the program operated for an extended period of time without a food service director. During that initial period we relied on Karen Signes, the FWHS Cook Manager to review food orders and develop menus. Ultimately, we were compelled to contract the services of an interim food service director to oversee the program and submit government commodity orders. John White, a Sodexo General Manager, has served as Interim Director since mid-March. John has several years' experience as a director in Connecticut and he brings a new perspective to the program as well as a wealth of knowledge. Finally, we were deeply saddened by the loss of JoAnn Marino, our Cook Manager at Roger Ludlowe Middle School who passed away suddenly last month.

2012 – 2013 Goals:

1. Implement the new USDA meal pattern at all schools and educate students and parents on the new meal pattern requirements. Promote the benefits of the new meals and encourage them to purchase the most nutritious meal.

Status: Achieved. New USDA meal patterns were put into place in all schools. The new pattern includes offering five food components (meat/meat Alternatives, whole grains, vegetables, fruits, and milk). Additionally over the course of the week the vegetables component must include a variety of dark green, red/orange, legumes, starchy, and other vegetables in order to be compliant. Portion sizes, grain equivalents, and calories were set with both minimum and maximum values for daily and weekly offerings at each grade level. A letter outlining the new meal requirements was mailed home to parents as well as posted on the district web site. Targeted information was posted in each school alerting students what components were needed to have a reimbursable meal. The October menu also included information to parents on the new meal requirements.

2. Constantly monitor changes in products available with improved nutritional value.

Status: Achieved. A draft of procurement specifications was developed with the aid of John Turenne, food consultant from Sustainable Foods. Minimum standards were identified for use in the purchasing of all food and non-food products used within the Food Service Department. Further review and discussion with the food service director is needed before the document can be finalized.

We anticipate a greater variety of nutritious foods in the market as vendors adjust to the new federal regulations. During the first year of implementation options were limited.

3. Engage the services of consultant(s) with expertise in organizational food service programs to address survey results, i.e. made from scratch recipes, and tastier, quality meals, etc.

Status: Achieved. A status report was given to the by our consultant, John Turenne. A complete Food Service Consulting Project Status Report is attached which outlines the four goals developed and executed by Chef John Turenne of Sustainable Foods.

Mr. Turenne's recommendations, training and overall involvement with the program was valuable, however, a limited number of contractual hours were reserved for the 13-14 school year to regroup and finalize initiatives that were difficult to address in the absence of a food service director.

Although it was not planned, the involvement of an interim program director provided an opportunity for additional external expertise. John White has initiated several practices such as on-line purchasing, inventory controls, menu variations and staffing recommendations.

4. Feature whole grains, fruits and vegetables through monthly sample days.

Status: Achieved. See attached copy of Sample Day food items that were featured throughout the school year.

5. Research and implement several forms of communication to improve distribution of program information to parents and students and offer various methods of communication with the food service program.

Status: In Progress. The Food Services page of the Fairfield Public Schools web site includes a wealth of information for both parents and students to utilize. Some examples are:

- The September 2012 Newsletter (copy attached)
- The New Meal Pattern Letter to Parents
- January 2013 Newsletter (copy attached)
- Fresh, Nutritious and Tasty Meals Slideshow
- External links to over 15 different web pages that offer healthy food information.
- Nutritional information is also posted on the back of the monthly elementary menus.

Although this information was widely distributed and is posted on the district web site, we feel we could have done a better job in soliciting feedback from both parents and students regarding food services. See Goal #2 below.

2013 – 2014

Goals:

1. Continue to introduce new fruits and vegetables to students by using the sample day approach. Sample items will be marketed and promoted to students. Acceptance will be tracked and monitored with popular items repeated on future menus.
2. Further improve communication, and gain a better understanding of likes and dislikes of menu offerings by conducting quarterly Food Committee Meetings within each grade level with students and the food service director.
3. Attend Open House at the start of the school year and promote the Food Service Program with food samples and handouts describing our program.
4. Implement on-line food ordering and monthly inventory to control food and supply costs.
5. Establish financial stability for the department by increasing meal participation rates within each school and containing costs without compromising nutritional value.

**Food Service Consulting Project
Status Report
June 2013**

The following represents the strategies, processes and status of Sustainable Food Systems'/John Turenne's (SFS) work with Fairfield Public Schools Food and Nutrition Services (FPS), based upon stated goals.

Goal One: Provide tastier, quality, more nutritious meals

1. Serve three scratch meals per week
 - Incorporated at least three scratch meals per week.
2. Improve nutritional value and meal selections to meet new meal pattern
 - By incorporating more scratch cooking we have met new HHFKA requirements and improved nutritional value
 - Creating a Specifications Document to use as a minimal standard for quality.
3. Move away from processed foods
 - Have made recommendations for eliminating some processed foods.
 - FPS has eliminated many.
 - Have conducted training and supporting the transition away from processed.
4. Recommend foods for sample days
 - New menu choices have been promoted and sampled with the students in order to improve acceptability.
 - See one parent's email quote: *"Today my two youngest sons, students at Holland Hill School where Chef John is working this week, chattered ALL the way home about Chef John's Garlicky Green Beans. Any man who can get my boys more excited about vegetables than about video games gets an A+ from me! Thank you, Chef!"* – Nancy Gardiner, Fairfield Public Schools Parent

Goal Two: Staff training associated with recommended changes

1. Cooking Skills and Recipes
 - Conducted food service staff culinary boot camp.
 - Facilitated two Pilot School staff one-on-one training programs - Ludlowe M.S. and McKinley E.S.
 - Worked in each elementary school side by side with staff focused on new menu items, culinary techniques and service skills as well as communicate w/ students.
2. Customer Service & Food presentation
 - Have facilitated one-on-one training sessions while working in each school.

Goal Three: Improve two-way communication between foodservice program, students and parents

1. Student/Customer Focus group
 - Have established a Lead Team of stakeholders - parents, administrators and food service management.
 - Have met with Student Councils in Ludlow M.S. and McKinley E.S.
 - We included daily chef talks in every elementary school, including invitation for parents, teachers and administrative staff.

2. Other means of communication
 - Created and distributed a formal letter from Joann Fitzpatrick sent home to parents, explaining our project and goals.
 - Created and distributed a newsletter with who we are, what we're doing.
 - Planning two parent and family cooking classes and lectures.
 - Distributed a formal press release to media
 - John & Joann have met with parent group (FFLP)
 - We featured the project's work in several local media outlets.
 - The Fairfield Sun 2/18: <http://www.fairfield-sun.com/9147/healthier-choices-on-school-lunch-menus/>
 - The Fairfield Fair Food Guide 2/8: <http://fairfieldgreenfoodguide.com/2013/02/08/good-healthy-and-cool-school-food/>

Goal Four: Increase participation

1. Financial stability/profit
 - We expect with a successful communication and marketing execution mentioned in the section above, we will increase the interest and participation of families purchasing school lunch.
 - Along with several school cooks, John promoted the project, the recipes and the objectives at the town's Food for Thought conference in March.

2. Develop flagship for other schools to model
 - Expectation is that with the positive PR gained from our communication actions above, the district will continue to grow its reputation as a leader in providing good food to its students.

Monthly Menu Samples 2012-2013

September

Edamame

October

Pumpkin Dip

November

Kale Chips

December

Quinoa

January

Clementine

February

Grapefruit

March

Beets

April

NO SAMPLE

May

Strawberries

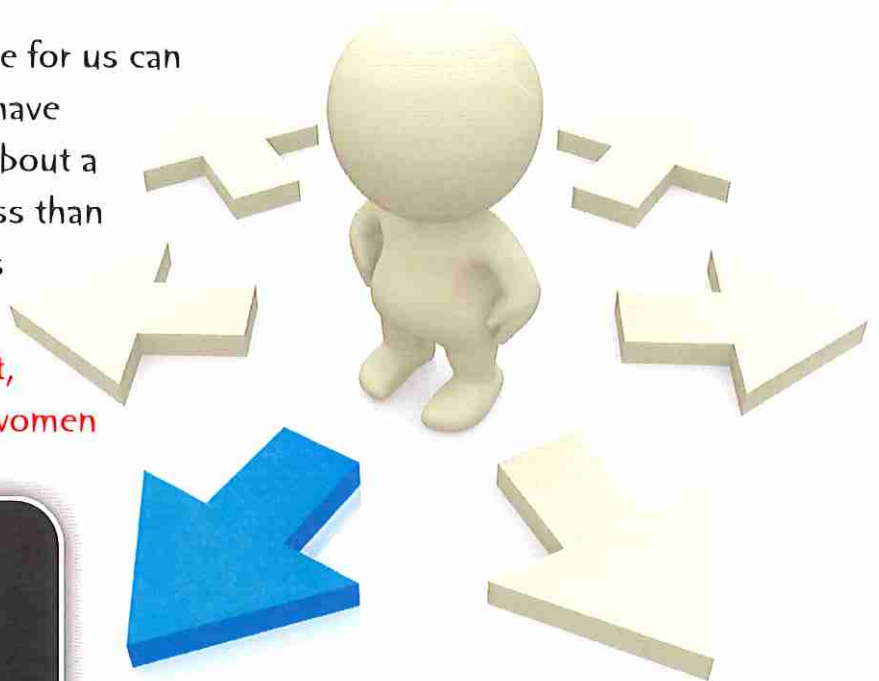
June

NO SAMPLE



HEALTHIER BY DEFAULT.

Sometimes, choices that are made for us can **help make us healthier.** Studies have shown that most of us eat only about a third of the 2 cups of fruit and less than half of the 2.5 cups of vegetables recommended in the Dietary Guidelines for Americans. **In fact, only 2.2% of men and 3.5% of women**



the big number

84

84% of American children ages 6-11 do not eat the recommended amounts of fruits and vegetables.

regularly eat enough fruits and veggies to meet the recommendations. These habits begin when we're children. That's why we've made a subtle change in our school menus this year. Before, we did not require students to take a fruit or vegetable, as long as they took enough other items. **Now, they must choose at least one fruit or veggie, and they can take more if they like.** So now the "default choice" for our kids is even healthier meals at school!

**EAT BETTER. PLAY HARDER.
LIVE HEALTHIER. LEARN EASIER.**

WELLNESS IS A WAY OF LIFE!™

This newsletter is provided as a wellness resource by our school system's School Meals Program

WELLNESS IS A WAY OF LIFE!™

HELPING YOUR WHOLE FAMILY FEEL WELL AND DO WELL!

"HEALTHIER BY DEFAULT"

EAT BETTER

Try lots of different fruits, veggies, and whole grains for a healthy diet. You're bound to find a few you really like!

ZUCCHINI

Zucchini is the familiar green summer squash. The name means "little pumpkin" in Italian. These veggies are 95% water, so they are very low in calories. They're excellent sliced thick and grilled with a little olive oil.

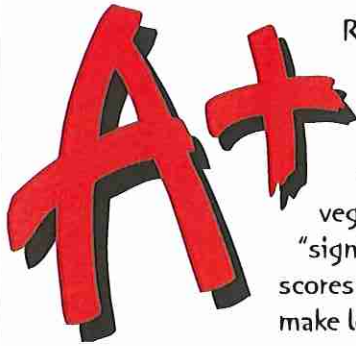


LIVE HEALTHIER

You don't have to eat a TON of fruits and vegetables to get to the recommended 2 cups of fruit and 2.5 cups of vegetables per day. One small apple equals about a cup. Same for a large banana, 8 large strawberries, 12 baby carrots, a large ear of corn, 24 large grapes, 10 broccoli florets, or a medium potato. In the course of a day, we should be able to eat WAY MORE than the recommendation, and that would be WAY HEALTHIER!



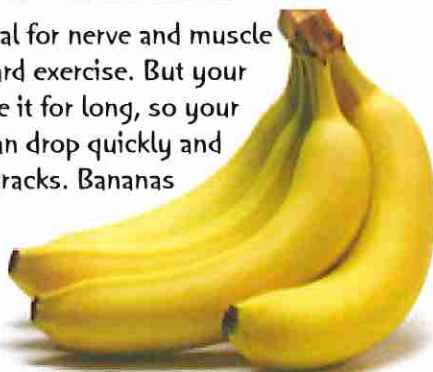
LEARN EASIER



Researchers studied 1200 elementary school kids who were given lunches with more whole grains, fruits, and vegetables and found "significant increases in math scores." Eating healthier helps make learning easier for kids!

PLAY HARDER

Potassium is crucial for nerve and muscle function during hard exercise. But your body doesn't store it for long, so your potassium level can drop quickly and stop you in your tracks. Bananas are loaded with potassium, making them a perfect, portable food for exercise!



The requirement described on the front page that students take at least one fruit or vegetable serving is part of the new USDA regulations for school meals. We'll be telling you more about these new regulations and what we're doing for your kids on the menu and in this newsletter throughout the school year!



DON'T 4 GET!
Take at least **ONE**
FRUIT or
VEGGIE
and at least **THREE**
items total so your meal
counts as a complete lunch!

School Meals
We serve education every day!™

Fairfield Public Schools



Food & Nutrition Services JANUARY 2013 NEWSLETTER



Food Consultant Project Update

Who?

John Turenne – Chef, President and Founder of Sustainable Food Systems, LLC – a school food consulting company who works with schools, hospitals and colleges across the US in bridging the gap between conventional and sustainable food. Food that is better for us and our planet's health. Chef John has worked with First Lady Michele Obama on her Let's Move campaign as well as on the award winning Jamie Oliver's Food Revolution television show.

What are we working on in Fairfield?

John & FPS are working collaboratively to implement a lunch menu that provides healthy, affordable and popular choices. We are developing a kid-friendly menu that utilizes recipes that are mostly cooked from scratch. We have begun training school managers and cooks how to prepare these menus and talk with students and teachers about these exciting changes.

Why are we doing this?

School meals are a great place to positively impact many children regarding healthy lifestyles. The new lunch menus and the new USDA nutritional guidelines focus on serving more fresh fruits, vegetables and grains than in the past. Students will begin to develop new experiences in taste and eating habits.

What can you do?

Support and encourage your children to eat as many of the new school meals as possible. These changes are designed to bring school food into a new and exciting era. Please remember that with new programs, change often includes challenges. We're working hard to further train staff and shop for the best ingredients. Ask your children what they had for lunch, what they liked about it and what they wished was different. Try some of the new lunch items at home – maybe they are variations of family favorites already!

What we have worked on so far:

- Established a Lead Team of stakeholders representing the community
- Established Elementary and Middle School pilot sites for testing, training and roll out
- Held Culinary Training for all 16 Cook Managers
- Utilizing several new scratch cooked recipes

Quotes

"We are very pleased to work with John Turenne. His expertise will help us meet and exceed the new federal guidelines for healthy school lunches by serving high quality, nutritious and tasty meals to our 10,000 students every day."

- Dr. Title, Superintendent of Fairfield Schools

"The Fairfield Public Schools Food and Nutrition Department is pleased to have John Turenne working with the staff to share his culinary skills to enhance our school meals. Students have been excited to see Chef John visit their schools."

- Joann Fitzpatrick, Manager of Food and Nutrition Services

"Fuel For Learning Partnership, the PTA council committee working to bring more healthful options to our children's lunch, believes having John working with our district is an amazing opportunity and we expect to see very positive changes which will benefit all our children."

- Tara Cook-Littman, Chair of Fuel For Learning Partnership

"Having had the opportunity to work with many school districts across the county, I am excited to have the opportunity to collaborate with a district that has chosen to adhere with national standards through a 'scratch cooking' strategy. In addition, Fairfield has such a passionate and organized parent stakeholder group that will be a huge asset to our work. Through a concerted effort, Fairfield Public Schools can be an example of how to go about providing delicious and nutritious meals to our children."

- John Turenne, President, Sustainable Food Systems

Spicy Fat Fries

A favorite recipe among the Fairfield students is included below so that parents and their children are able to enjoy them at home too!

"We perfected this recipe while working on the Food Revolution television project in West Virginia and tested it in our Pilot Schools here in Fairfield.. It seems wherever we go, kids can't stop raving about this version of a better steak fry. You may adjust the seasoning however you see best fits your families taste." - J. Turenne

4 each	Russet (Idaho) potatoes
¼ cup	Vegetable Oil
1 tsp.	Paprika
1 tsp.	Cumin, ground
1 tsp.	Garlic, granulated
½ tsp.	Salt
½ tsp.	White pepper



1. Wash and cut the potatoes the long way into 8 equally sized wedges.
2. Mix spices together.
3. In a large enough bowl, mix potato wedges, oil and spices and toss to coat evenly.
4. Lay seasoned potato wedges in one layer on a baking pan.
5. Roast in 425 degree oven for 15 - 20 minutes (turn the wedges once after 10 minutes) or until lightly browned and crisp on the outside and fluffy on the inside.

Food & Nutrition Services

www.fairfieldschools.org/parent_resources_food_services.htm

FAIRFIELD PUBLIC SCHOOLS
FOOD SERVICE PROGRAM
INCOME STATEMENT
2010-2011 to 2012-2013

	Actual 2010-2011	Actual 2011-2012	Budgeted 2012-2013	Estimated 2012-2013 As of 5/31/13
BALANCE ON HAND 7/1	\$802,822	\$771,286	\$520,430	\$482,558
REVENUE				
RECEIPTS	\$2,425,444	\$2,422,315	\$2,803,053	\$2,187,161
FEDERAL AID (Free & Reduced)	\$442,865	\$452,790	\$471,516	\$419,662
MEAL PATTERN SUBSIDY			\$37,099	\$28,554
STATE REIMBURSEMENT	\$30,613	\$35,056	\$31,592	\$36,249
STATE HEALTHY FOOD CERTIFICATION	\$60,081	\$69,533	\$67,081	\$71,387
SPECIAL REVENUE (Catering)	\$15,770	\$14,545	\$12,000	\$12,265
REBATES	\$15,674	\$14,950	\$12,000	\$6,091
INTEREST (POS Balance & Interest Rate)	\$707	\$564	\$500	\$502
TOTAL CURRENT REVENUE	\$2,991,154	\$3,009,753	\$3,434,841	\$2,761,871
DISBURSEMENTS				
FOOD	\$1,225,918	\$1,275,120	\$1,310,889	\$1,193,719
SUPPLIES	\$106,145	\$139,364	\$160,598	\$116,851
DELIVERY & STORAGE	\$5,083	\$3,447	\$4,000	\$2,386
SALARIES	\$1,223,169	\$1,220,553	\$1,263,560	\$1,154,355
FRINGE BENEFITS	\$396,000	\$364,488	\$396,580	\$377,095
TRAINING/TRAVEL/OTHER PURCHASED SVCS/DUES	\$38,715	\$19,357	\$14,200	\$72,869
REPAIRS & MAINTENANCE	\$52,698	\$50,219	\$44,475	\$48,284
EQUIPMENT	\$1,618	\$25,136	\$12,000	\$0
SOFTWARE MAINT/LICENSE FEE	\$11,453	\$9,658	\$9,658	\$7,965
HURRICANE SANDY				\$5,719
CUSTODIAL FEES / UTILITY FEES (sq ft)	\$0	\$167,454	\$162,751	\$162,751
TOTAL DISBURSEMENTS	\$3,060,799	\$3,274,796	\$3,378,711	\$3,141,994
CHANGE IN FUND BALANCE 6/30	(\$69,645)	(\$265,043)	\$56,130	(\$380,123)
ACCOUNTS RECEIVABLE/PAYABLE ADJUSTMENT TO CONVERT TO CASH *	\$38,109	(\$23,685)	\$12,023	(\$17,765)
CASH BALANCE ON HAND 6/30	\$771,286	\$482,558	\$588,583	\$84,670
Accounts Receivable @6/30	\$93,784	\$92,224	\$93,004	\$92,257
Value of Inventory on Hand @ 6/30	\$32,230	\$48,061	\$40,146	\$48,000
Accounts Payable @ 6/30	(\$159,954)	(\$156,453)	(\$158,204)	(\$156,000)
Computed Operating Position @ 6/30 Using State Calc	\$737,346	\$466,390	\$563,529	\$68,927
NUMBER OF MONTHS' EXPENSE ON HAND AT 6/30	2.41	1.42	1.67	0.22

* This represents the net change from July 1 to June 30 in the Accounts Receivable (Federal Reimbursement, Credit Card Receivables, Bad Checks) Accounts Payable (Student P.O.S. System, Payroll Withholdings, Commodity Fees...) and Inventory (Supplies, Food).

FAIRFIELD PUBLIC SCHOOLS
Food Service Program
Total Meal Counts Comparison thru May
2011-2012 and 2012-2013

	11-12	12-13	11-12	12-13	11-12	12-13	11-12		12-13		% Change
	# of Days Served	# of Days Served	Total Meals	Total Meals	Meals per Day	Meals per Day	Enroll.*	% Part.	Enroll.*	% Part.	
August											
High School	0	2	-	933	-	467					
Middle School	0	2	-	1,863	-	932					
Elementary School	0	2	-	2,610	-	1,305					
Total				6,406		2,703					
September											
High School	18	17	12,067	8,268	670	486	2,905	23%	2,977	16%	-7%
Middle School	18	17	20,792	14,990	1,155	882	2,528	46%	2,536	35%	-11%
Elementary School	18	17	33,971	26,701	1,887	1,571	4,739	40%	4,632	34%	-6%
Total			66,830	49,959	3,713	2,939	10,172		10,145		
October											
High School	20	20	12,742	9,720	637	486	2,891	22%	2,968	16%	-6%
Middle School	17	17	18,492	13,933	1,088	820	2,522	43%	2,535	32%	-11%
Elementary School	20	20	41,694	33,848	2,085	1,692	4,744	44%	4,626	37%	-7%
Total			72,928	57,501	3,810	2,998	10,157		10,129		
November											
High School	17	14	10,501	6,802	618	486	2,891	21%	2,969	16%	-5%
Middle School	17	14	18,600	12,057	1,094	861	2,522	43%	2,539	34%	-9%
Elementary School	18	15	37,874	25,746	2,104	1,716	4,743	44%	4,628	37%	-7%
Total			66,975	44,605	3,816	3,063	10,156		10,136		
December											
High School	17	15	10,572	7,393	622	493	2,895	21%	2,960	17%	-5%
Middle School	17	15	18,546	13,430	1,091	895	2,523	43%	2,540	35%	-8%
Elementary School	17	15	38,216	26,959	2,248	1,797	4,748	47%	4,638	39%	-9%
Total			67,334	47,782	3,961	3,185	10,166		10,138		
January											
High School	19	17	9,419	8,555	496	503	2,895	17%	2,959	17%	0%
Middle School	19	21	20,103	18,523	1,058	882	2,526	42%	2,540	35%	-7%
Elementary School	19	21	42,745	36,329	2,250	1,730	4,750	47%	4,635	37%	-10%
Total			72,267	63,407	3,804	3,115	10,171		10,134		
February											
High School	16	15	9,491	6,610	593	441	2,893	21%	2,952	15%	-6%
Middle School	16	15	16,618	11,544	1,039	770	2,523	41%	2,541	30%	-11%
Elementary School	16	15	33,739	25,581	2,109	1,705	4,752	44%	4,643	37%	-8%
Total			59,848	43,735	3,741	2,916	10,168		10,136		
March											
High School	22	20	13,457	9,137	612	457	2,744	22%	2,952	15%	-7%
Middle School	22	20	22,629	15,843	1,029	792	2,426	42%	2,541	31%	-11%
Elementary School	22	20	47,804	34,160	2,173	1,708	4,754	46%	4,643	37%	-9%
Total			83,890	59,140	3,813	2,957	9,924		10,136		
April											
High School	15	17	9,127	8,266	608	486	2,744	22%	2,874	17%	-5%
Middle School	15	17	14,961	13,757	997	809	2,429	41%	2,522	32%	-9%
Elementary School	15	17	31,026	30,826	2,068	1,813	4,759	43%	4,761	38%	-5%
Total			55,114	52,849	3,674	3,109	9,932		10,157		
May											
High School	21	22	12,819	10,770	610	490	2,744	22%	2,874	17%	-5%
Middle School	21	22	21,451	18,087	1,021	822	2,429	42%	2,522	33%	-9%
Elementary School	21	22	45,295	41,662	2,157	1,894	4,759	45%	4,761	40%	-6%
Total			79,565	70,519	3,789	3,205	9,932		10,157		
Totals YTD											
High School	165	159	100,195	76,454	607	481	2,744	22%	2,874	17%	-5%
Middle School	162	160	172,192	134,027	1,063	838	2,429	42%	2,522	33%	-9%
Elementary School	166	164	352,364	284,422	2,123	1,734	4,759	45%	4,761	40%	-6%
Total			624,751	494,903	3,793	3,053	9,932		10,157		

Reimbursable Meal Counts

	FY 11-12		FY 12-13		Difference		% of Total Meals Served	
	Meal Counts	Reimbursement	Meal Counts	Reimbursement	Meal Counts	Reimbursement	FY 11-12	FY 12-13
Paid	513,776	\$ 133,611	391,589	\$ 105,729	(122,187)	\$ (27,882)	82.24%	79%
Reduced	30,960	\$ 71,760	24,731	\$ 60,037	(6,229)	\$ (11,723)	4.96%	5%
Free	80,015	\$ 216,756	78,583	\$ 218,706	(1,432)	\$ 1,950	12.81%	16%
Total	624,751	\$ 422,126	494,903	\$ 384,472	(129,848)	\$ (37,654)	100.00%	100%

* Enrollment

11-12 Does not include AHS/ECC/Preschool

12-13 Does not include ECC/Preschool

FAIRFIELD PUBLIC SCHOOLS
Food Service Program
Explanation of Decreased Receipts
As of May 31

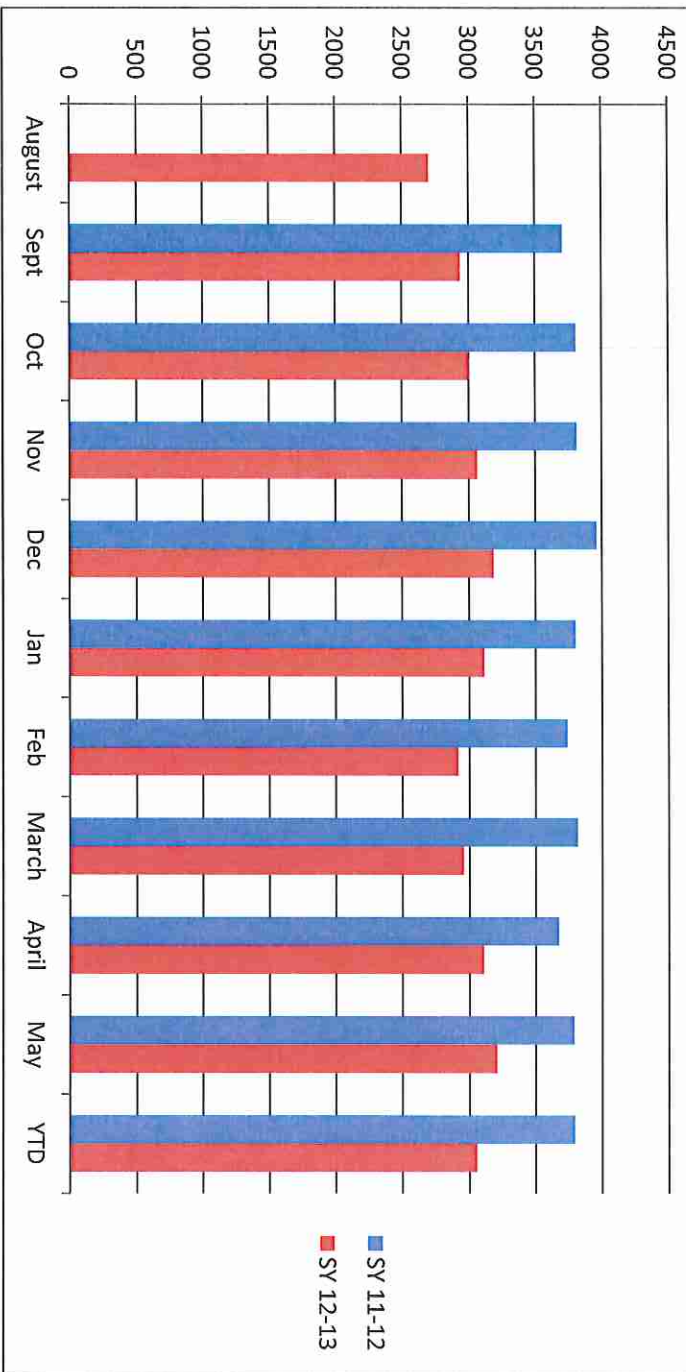
	Actual Meal Counts thru May 31 11-12	Actual Meal Counts thru May 31 12-13	Inc/Dec # of Meals	11-12 Lunch Prices	Difference
Traditional Hot Lunches					
Elementary	292,974	226,584	(66,390)	\$ 2.20	\$(146,058)
Middle	33,049	37,852	4,803	\$ 2.25	\$ 10,807
High	6,974	7,817	843	\$ 2.30	\$ 1,939
Breakfast (Elementary Only)	2,897	4,463	1,566	\$ 1.35	\$ 2,114
	<u>335,894</u>	<u>276,716</u>	<u>(60,744)</u>		<u>\$(131,198)</u>
Deluxe Meals					
Middle	108,948	67,256	(41,692)	\$ 3.60	\$(150,091)
High	68,934	47,617	(21,317)	\$ 3.60	\$ (76,741)
Total Deluxe	<u>177,882</u>	<u>114,873</u>	<u>(63,009)</u>		<u>\$(226,832)</u>
Total Paid Meals	513,776	391,589	(122,187)		\$(358,031)

		Price Increase	
Price Increase			
Lunch (All Meals)	387,126	\$ 0.25	\$ 96,782
Breakfast (Elementary Only)	4,463	\$ 0.15	\$ 669
Total Price Increase	391,589		\$ 97,451

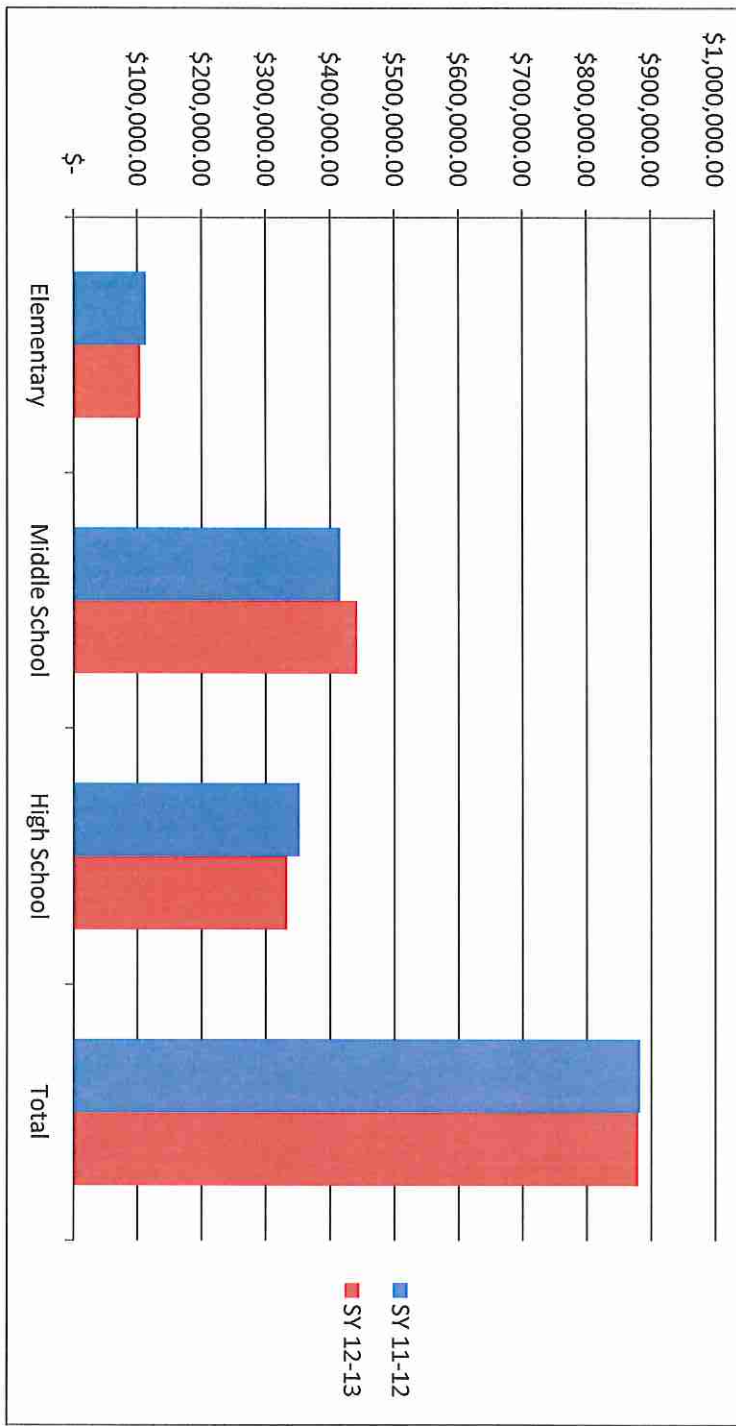
	12-13 Lunch Prices
Elementary - Traditional Hot Lunch	\$ 2.45
Elementary - Breakfast	\$ 1.50
Middle - Traditional Hot Lunch	\$ 2.50
Middle - Deluxe Meal	\$ 3.85
High - Traditional Hot Lunch	\$ 2.55
High - Deluxe Meal	\$ 3.85

	Ala Carte Revenue 11-12	Ala Carte Revenue 12-13	Difference
Ala Carte Revenue			
Elem	\$ 114,443	\$ 105,414	\$ (9,029)
Middle	\$ 416,119	\$ 441,752	\$ 25,633
High	\$ 352,373	\$ 332,849	\$ (19,524)
Total Ala Carte Revenue	\$ 882,935	\$ 880,015	\$ (2,920)

Total Meals per Day SY 11-12 vs. 12-13



A La Carte Sales



FAIRFIELD PUBLIC SCHOOLS

Food and Nutrition Services Memorandum

ENCLOSURE NO. 4

JUN 25 2013

To: Dr. David Title and Board of Education Members

From: Joann D. Fitzpatrick, Manager of Food and Nutrition Services

Date: June 25, 2013

Re: Healthy Food Certification for School Year 2013-2014

The Connecticut State Healthy Food Certification provides an additional \$.10 per reimbursable school lunch meal. Each year the Board of Education is required to vote on the school district's commitment to the requirements of Healthy Food Certification. School districts have the choice to exclude foods at events after the regular school day as long as the food served on location is not from vending machines and school stores. Two separate Board motions are recommended as food and beverages are under different regulations.

The first recommended motion presented to the Board is "that the Board of Education approve participation in the Healthy Food Certification Program for school year 2013-2014 with the exclusion of the sale of food: (1) sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store"

The second recommended motion presented to the Board is "that the Board of Education allow the sale of beverages not listed in Section 10-221q of the Connecticut General Statutes: (1) sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food/beverage is not sold from a vending machine or school store"

Connecticut State Department of Education
Addendum to Agreement for Child Nutrition Programs (ED-099)
Healthy Food Certification Statement

Section 1 – Background

Section 10-215e of the Connecticut General Statutes directs the Connecticut State Department of Education (CSDE) to develop and publish nutrition standards for food items offered for sale to students at school separately from reimbursable meals sold as part of the National School Lunch Program and School Breakfast Program. Section 10-215f requires that participants in the National School Lunch Program, including each local and regional board of education, regional educational service center, the Connecticut Technical High School System and the governing authority for each state charter school, interdistrict magnet school and endowed academy, must certify each year in its annual application to the CSDE whether all food items made available for sale to students will meet the nutrition standards. Section 10-215b further provides additional funding to National School Lunch Program participants who annually certify compliance with the Connecticut Nutrition Standards.

Section 2 – Certification Statement

▶ *Must be completed by all Connecticut public school districts that participate in the National School Lunch Program.*

On behalf of the Fairfield Board of Education and
(Name of the Board of Education or Governing Authority)

pursuant to section 10-215f of the Connecticut General Statutes, I hereby certify that all food items offered for sale to students in the school(s) under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, *(select appropriate box)*

will *(must complete Sections 3 and 4 on page 2)*

will not *(sign below and return form)*

meet said standards during the period of **July 1, 2013 through June 30, 2014**. Such certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises, whether or not school sponsored.

**Local or Regional Board of Education or
Governing Authority**

Signature: _____

(Signature of the Authorized Representative)

Dr. David Title _____

(Printed Name of the Authorized Representative)

Superintendent of Schools _____

Title (Superintendent of Schools, President or Chairperson of the Board)

_____ *Date of Authorization*

Section 3 – Exemption Statement

► *To be completed only by districts opting for the healthy food certification, i.e., those districts that checked “will” in Section 2.*

Pursuant to section 10-215f of the Connecticut General Statutes, I hereby acknowledge that the board of education or governing authority, *(select appropriate box)*

- will
 will not

exclude from certification food items that do not meet the Connecticut Nutrition Standards, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.

Section 4 – Amendment to Agreement for Child Nutrition Programs (ED-099)

► *To be completed only by districts opting for the healthy food certification, i.e., those districts that checked “will” in Section 2.*

Pursuant to section 10-215f of the Connecticut General Statutes, the Agreement for Child Nutrition Programs (ED-099) with

Fairfield Board of Education

(Name of the Board of Education or Governing Authority)

is hereby amended to include the above certification statement of compliance with the Connecticut Nutrition Standards and application for funding related to those standards. This addendum covers the period from July 1, 2013 through June 30, 2014.

Local or Regional Board of Education or Governing Authority

Signature: _____ **Dr. David Title** _____
(Signature of the Authorized Representative) *(Printed Name of the Authorized Representative)*

Superintendent of Schools _____
Title (Superintendent of Schools, President or Chairperson of the Board) *Date of Authorization*

FOR STATE USE ONLY • DO NOT SIGN BELOW THIS LINE

Connecticut State Department of Education

Signature: _____ **Brian Mahoney** _____
(Signature of State Agency Representative) *(Printed Name of State Agency Representative)*

Chief Financial Officer _____
Title Date

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JUN 25 2013

To: Board of Education Members
From: Doreen Munsell, Director of Finance and Business Services
Date: June 20, 2013
Subject: 2012 – 2013 Budget Transfers

The attached spreadsheet outlines our projected balances and budget transfers for the fiscal year ending June 30, 2013. A total budget transfer of \$1,399,000 is requested for action at the June 25, 2013 Board of Education meeting. This transfer represents .9 % of our total budget allocation of \$148,936,464.

Although it is late in the fiscal year, school is in session and these are estimates. 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 2012-2013 fiscal year when the fiscal year is closed.

Fairfield Public Schools
Board of Education
2012-2013 Budget Transfers

ACCOUNT DESCRIPTION	PROJECTED END OF YEAR BALANCES	TOTAL BALANCES	TRANSFER REQUESTS		Notes:
Personnel Services					
Certified Salaries	\$ 720,517				Turnover/vacancies/LOA/FMLA
Additional Retirees	\$ 680,972				
Substitutes	\$ (1,064,655)				Sub costs for extended absences and daily coverage
Degree Changes	\$ 25,339				
Non-Certified Salaries	\$ 556,584				
Interns	\$ 67,467				
Extra Curricular Salaries	\$ 72,132				
Wage & Benefit	\$ 62,491				
Total		\$ 1,120,847	\$ (1,081,000)		
Fixed Charges					
Health Insurance	\$ (150,000)				
Social Security	\$ 60,000				
Total		\$ (90,000)		\$ 90,000	
Pupil Personnel Expenses					
Total	\$ (278,939)	\$ (278,939)		\$ 280,000	
School Expenses					
Total	\$ 232,570	\$ 232,570	\$ (232,000)		
Support Expenses					
Security Upgrades	\$ (573,023)				
Legal Services	\$ (290,400)				
Instructional Services/Supplies	\$ 67,564				
Total		\$ (795,859)		\$ 796,000	
Maint/Oper/Transp.					
Emergency Maintenance Projects	\$ (62,065)				Hurricane Sandy & OH Roof Drain Emergency
Other Maintenance Accounts	\$ (368,101)				
Maintenance Project	\$ 93,023				
Telephone	\$ 29,000				
Repairs	\$ 4,000				
Transportation	\$ 169,885				
Heat	\$ 182,137				
Water and Gas	\$ 26,987				
Electric	\$ 11,612				
Total		\$ 86,478	\$ (86,000)		
Capital Outlay	\$ (232,773)	\$ (232,773)		\$ 233,000	Wireless project overage & critical replacement of tech equipment
TOTALS	\$ 42,324	\$ 42,324	\$ (1,399,000)	\$ 1,399,000	