

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 SILENCE DEVICES FOR THE DURATION OF THE MEETING

Board of Education, Fairfield Public Schools
501 Kings Highway East, 2nd Floor Board Conference Room, Fairfield, CT

Tuesday, November 26, 2013

ORGANIZATIONAL/REGULAR MEETING

7:30 P.M.

1. Call to Order of the Organizational/Regular Meeting of the Board of Education and Roll Call
2. Pledge of Allegiance
3. Organizational Meeting of the Board of Education
 - A. Election of Temporary Chairman/Secretary
Recommended Motion: "that in accordance with the By-Laws, Superintendent Dr. David Title will serve as Temporary Chairman/Secretary during the election of Board Officers"
 - B. Election of:
 1. Board of Education Chairman
 2. Board of Education Vice Chairman
 3. Board of Education Secretary} *Newly elected officers take office immediately upon election*
4. Regular Meeting of the Board of Education
5. Presentations
 - A. College Board's Advanced Placement Honor Roll Recognition for Fairfield Public Schools, Ms. Heather Tsonopoulos, College Board Senior Director of Strategic Communications
 - B. Recognition of PTA Delegates, Mrs. Jessica Gerber
(Enclosure No. 1)
6. Approval of Minutes
 - A. Approval of Minutes of October 22, 2013
Recommended Motion: "that the Board of Education approve the Minutes of the Regular Meeting of October 22, 2013"
(Enclosure No. 2)
 - B. Approval of Minutes of November 13, 2013
Recommended Motion: "that the Board of Education approve the Minutes of the Special Meeting of November 13, 2013"
(Enclosure No. 3)
7. Student Reports
Fairfield Ludlowe High School Student Liaison: Mr. Billy Moeder
Fairfield Warde High School Student Liaisons: Ms. Danielle Clarke and Ms. Acacia Longley

- 8. Board Committee/Liaison Reports
- 9. Superintendent's Report
 - A. PTA Council Presentation on Standardized Test Results
(Enclosure No. 4)
 - B. Update on Food Services RFP
- 10. Old Business
 - A. Approval of the Recommendations from the Ad-Hoc Communications Committee Report
Recommended Motion: "that the Board of Education approve the recommendations from the Ad-Hoc Communications Committee Report as enclosed"
 (Enclosure No. 5)
- 11. New Business
 - A. Discussion on Board Goals
(Enclosure No. 6)
 - B. Board Member Input on the 2014-2015 Budget
(Enclosure No. 7)
 - C. Presentation of Draft 2014-2015 Student Calendar
(Enclosure No. 8)
 - D. Review of By-Laws
(Enclosure No. 9)
 - E. Discussion of Board Assignments
(Enclosure No. 10)
- 12. 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.*
- 13. Open Board Comment
- 14. Adjournment
Recommended Motion: "that this Organizational/Regular Meeting of the Board of Education adjourn"

CALENDAR OF EVENTS

December 10, 2013	Board of Education 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

NOV 26 2013

Board of Education Delegates 2013-2014

PTAC	Board of Education Delegate	Julie Gottlieb
		Eric Newman
SEPTA	Board of Education Delegate	Erica Asaro
	Board of Education Delegate	Nancy Haberly
FLHS	Board of Education Delegate	Nancy Schutte
		Open
FWHS	Board of Education Delegate	open
		open
FWMS	Board of Education Delegate	Leann Ratner
		OPEN
RLMS	Board of Education Delegate	Christina Marson
		April Clyne
TMS	Board of Education Delegate	Julie Gottlieb
		open
Burr	Board of Education Delegate	Jamie Kagan
	Board of Education Delegate	Lynda Oshinskie
Dwight	Board of Education Delegate	Annie Crino
		Steve Wagenbach
Holland Hill	Board of Education Delegate	Christina Rescanski
	Board of Education Delegate	Virginie Morin
Jennings	Board of Education Delegate	Seri Pasmeg
	Board of Education Delegate	Vicki Ihlefeld
McKinley	Board of Education Delegates	open
		Gerry McCormack
Mill Hill	Board of Education Delegate	Erica Asaro
		Elizabeth Courtney
NSS	Board of Education Delegate	Leann Ratner
	Board of Education Delegate	OPEN
Osborn Hill	Board of Education Delegate	Kelly Dunn
Riverfield	Board of Education Delegates	Elizabeth Dillabough
		Mandy Barber
Sherman	Board of Education Delegates	Janine Webb
		Jane Corbett
Stratfield	Board of Education Delegates	Melissa Flanary
		Scott Aliberti

NOV 26 2013

Board of Education, Fairfield Public Schools
501 Kings Highway East, 2nd Floor Board Conference Room, Fairfield, CT

Tuesday, October 22, 2013

MINUTES

Voting Summary:

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

Chairman Philip Dwyer called the Regular meeting to order at 7:30PM. Present were members Jennifer Kennelly (arrived 7:36PM), John Convertito, Perry Liu, Jessica Gerber, Philip Dwyer, Pamela Iacono, Paul Fattibene, Tim Kery and Sue Brand. Others present were Dr. Title, members of the Central Office Leadership Team, student representatives Danielle Clark and Bill Moeder and approximately 40 members of the public.

Approval of Minutes

Approval of Minutes of the Regular Meeting of September 24, 2013

Ms. Iacono moved/Mrs. Kennelly seconded the recommended motion "that the Board of Education approve the Minutes of the Regular Meeting of September 24, 2013." Motion passed 5-2-2 (Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Ms. Iacono, Mr. Fattibene in favor; Mr. Liu, Mrs. Brand against; Mrs. Kennelly, Mr. Kery abstained)

Old Business

Naming the Alternative High School in Honor of Mr. Walter Fitzgerald

Ms. Iacono moved/Mr. Kery seconded the recommended motion "that the Board of Education approve Fairfield High Schools Walter Fitzgerald Campus as the name for the Alternative High School, in honor of Mr. Walter Fitzgerald" Motion passed 9-0.

New Business

Approval of Plans and Specifications for the Osborn Hill Project

Ms. Iacono moved/Mrs. Gerber seconded the recommended motion "that the Board of Education approve the plans and specifications for the Osborn Hill Project Numbers 051-0124CV and 051-0126EA/EC" Motion passed 9-0.

Approval of the Changes to the Fairfield Teacher Evaluation Plan

Ms. Iacono moved/Mrs. Kennelly seconded the recommended motion "that the Board of Education accept changes to the Fairfield Teacher Evaluation Plan as recommended by the Teacher Evaluation Committee" Motion passed 6-3 (Mrs. Kennelly, Mrs. Gerber, Mr. Dwyer, Ms. Iacono, Mr. Kery and Mrs. Brand in favor; Mr. Convertito, Mr. Liu and Mr. Fattibene against)

Approval of the Changes to the Fairfield Administrator Evaluation Plan

Ms. Iacono moved/Mrs. Gerber seconded the recommended motion "that the Board of Education accept changes to the Fairfield Administrator Evaluation Plan (SEED Plan) as revised by the CT State Department of Education"

Mr. Fattibene made a friendly amendment (accepted by Ms. Iacono) to change the motion to read, "that the Board of Education accept changes to the Fairfield Administrator Evaluation Plan (SEED Plan) as revised by the CT State Department of Education and as recommended by the Fairfield Evaluation Committee"

Mr. Fattibene moved/Ms. Iacono seconded to divide the motion and separate “changes to the Fairfield Administrator Evaluation Plan (SEED Plan) as revised by the CT State Department of Education” and “changes to the Fairfield Administrator Evaluation Plan (SEED Plan) as recommended by the Fairfield Evaluation Committee.” Motion failed 4-5 (Mr. Liu, Ms. Iacono, Mr. Fattibene, Mrs. Brand in favor; Mrs. Kennelly, Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Mr. Kery against)

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

Adjournment

Mr. Kery moved/Mrs. Brand seconded the recommended motion “that this Regular Meeting of the Board of Education adjourn” Motion passed 9-0. Meeting adjourned 10:40PM.

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 7:30PM. Present were members Jennifer Kennelly (arrived 7:36PM), John Convertito, Perry Liu, Jessica Gerber, Philip Dwyer, Pamela Iacono, Paul Fattibene, Tim Kery and Sue Brand. Others present were Dr. Title, members of the Central Office Leadership Team, student representatives Danielle Clark and Bill Moeder and approximately 40 members of the public.

Mr. Dwyer welcomed new and returning student members and led the Board and audience in the Pledge of Allegiance.

PRESENTATIONS

Karen Parks introduced BP Representatives Neal Geary (General Manager of East Coast Government/Public Affairs), Steve Williams (Head of BP Olympic Programs), and Olympian Julie Chu. BP sponsors Julie Chu as an Olympian, and supports her charity of choice. Ms. Chu stated that she feels fortunate to partner with BP and give back to Fairfield Public Schools. Ms. Julie Chu, Mr. Geary and Mr. Williams then presented a \$10,000 check to the Fairfield Public Schools Physical Education Department, which was accepted by Mr. Dave Abraham.

APPROVAL OF MINUTES

Ms. Iacono moved/Mrs. Kennelly seconded the recommended motion “that the Board of Education approve the Minutes of the Regular Meeting of September 24, 2013.”

In response to Mrs. Brand, Mr. Dwyer stated that a summary of public comment, rather than the entire commentary, is included in the minutes.

Motion passed 5-2-2 (Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Ms. Iacono, Mr. Fattibene in favor; Mr. Liu, Mrs. Brand against; Mrs. Kennelly, Mr. Kery abstained)

BOARD COMMITTEE/LIAISON REPORTS

Danielle Clarke reported for Fairfield Warde High School that senior activities are ongoing; Girls Cross Country won their East Division, and placed 4th at FCIAC's; the Homecoming Dance is coming up; and the school store will be opening this coming Monday.

Billy Moeder reported for Fairfield Ludlowe High School that sports are starting on a high note with football; the Girls Volleyball is tied for first in FCIAC; boys soccer is currently in 4th place in FCIAC; and that November spirit week is coming up as is the Freshman Forum.

Ms. Iacono stated that the Riverfield Building Committee plans to use Woodard and Curran to address issues as outlined in the district-provided Woodard and Curran report.

Mrs. Brand reported on the Board of Health Meeting; that technology enhancements with health forms will save time and eliminate paperwork for school nurses; she recommends adoption of the CES policies regarding student confidentiality.

Mrs. Gerber reported on the Fairfield Ludlowe High School Building Committee, Perkins Eastman was approved as the architect, and the committee meets again next Wednesday.

Mr. Liu referenced the Fairfield Woods Building committee, and stated the theater lights don't dim for a production, which should be considered when accepting the project.

SUPERINTENDENT'S REPORT

QUARTERLY FINANCIAL UPDATE

Ms. Munsell reviewed the summary of the quarterly financial report per enclosure No. 2; there is an unencumbered balance of \$20.3 million with 86.5% of the budget expended or encumbered; September claims for health insurance are not yet available, and AON will present claim information at the December 10 meeting.

Board discussion followed regarding specific line items, the new state-mandated general ledger accounting system, and the Food Services budget.

2014-2015 BUDGET CALENDAR

Dr. Title stated that the budget preparation has begun and doesn't conclude until May. Board members offered suggestions including receiving the budget earlier and attempting consensus prior to budget receipt. Dr. Title stated that the new budget system will not be in place until next year; that the biggest budget driver could be the health insurance; the AON presentation is given in December; and the target date for the new high school schedule implementation is the fall of 2015.

OLD BUSINESS

NAMING THE ALTERNATIVE HIGH SCHOOL IN HONOR OF MR. WALTER FITZGERALD

Ms. Donowitz, AHS principal, explained the name selection process; students initially voted on Fairfield High Schools Fitzgerald Campus; the students prefer that 'Walter' be included; and that Fairfield High Schools Walter Fitzgerald Campus would be an appropriate name.

Ms. Iacono moved/Mr. Kery seconded the recommended motion "that the Board of Education approve Fairfield High Schools Walter Fitzgerald Campus as the name for the Alternative High School, in honor of Mr. Walter Fitzgerald"

Mr. Dwyer stated that the minutes will determine if there is an apostrophe after the 's'. Board Members supported this motion whole-heartedly and were happy to act on this as a celebration of a life and a school.

Mrs. Fitzgerald stated that she is humbled and honored that the students and staff of the PAL/Co-op/AHS program have come together in a collaborative way to honor a person who gave his life to the alternative education program; there was no greater advocate or teacher in the Alternative High School than Walter Fitzgerald; all are proud to be moving in this direction; and thanked everyone who made this possible, including the Board members.

Motion passed 9-0

NEW BUSINESS

APPROVAL OF PLANS AND SPECIFICATIONS FOR THE OSBORN HILL PROJECT

Ms. Iacono moved/Mrs. Gerber seconded the recommended motion "that the Board of Education approve the plans and specifications for the Osborn Hill Project Numbers 051-0124CV and 051-0126EA/EC"

Dr. Title explained that PCB's were found during a window replacement project; the project now has 2 parts: (1) remediation so that the school could be occupied and (2) for the project itself, which has expanded to include the gym and the walkway. Mr. Fattibene, as a point of clarification, stated that 051-0124CV is for the remediation that has already been done and the 051-0126EA/EC is for the more permanent gymnasium. Mr. Morabito agreed; the special legislation number is 051-124, and the 126 number is the normal process for OSF.

Mr. Kery was assured by Mr. Silver that due to the additional PCB testing, there is increased confidence that the cost of the project should not expand due to PCBs.

Mr. Liu mentioned security issues regarding the open window design, and Mr. Convertito questioned the gym window design. Mr. Silver stated that staff vigilance will be required, and the state has charged projects to introduce daylight as much as possible into designs.

Motion passed 9-0

APPROVAL OF THE CHANGES TO THE FAIRFIELD TEACHER EVALUATION PLAN

Ms. Iacono moved/Mrs. Kennelly seconded the recommended motion "that the Board of Education accept changes to the Fairfield Teacher Evaluation Plan as recommended by the Teacher Evaluation Committee"

Dr. Title stated that the district has elected to give the SBAC test this year because it is aligned to the common core and will give baseline data; 16 out of 18 Southern Fairfield County districts have chosen SBAC and 2 were undecided; the CMT is a legacy test that is being phased out; for those districts choosing SBAC, the state will require an update to the Teacher Evaluation Plan for the current year to include local, rather than state test data, pending federal approval. Ms. Leffert stated that assessments used will be building and level specific, based on the school improvement plan; Dr. Title stated that there are common standardized assessments by level in reading and math but there may be additional assessments.

Mr. Convertito preferred that existing Science CMT data for grades 5 and 8 and CAPT for grade 10 be included as assessments. Board discussion followed on double-testing students and using available CMT and CAPT Science Data.

Mrs. Kennelly requested samples of teacher and administrator goals once the process is complete.

Public Comment re: Motion:

Suzanne Miska, Ryegate Road, stated parents hadn't heard of SBAC; she prefers a district assessment.

Marc Patten, Valley Road, stated that he would rather use new tests based on common core.

Martha Becker, FWHS teacher, stated that test results were never before used in evaluations.

Mr. Dwyer stated that many parents at a recent PTA meeting knew the shift to SBAC was happening.

Motion passed 6-3 (Mrs. Kennelly, Mrs. Gerber, Mr. Dwyer, Ms. Iacono, Mr. Kery and Mrs. Brand in favor; Mr. Convertito, Mr. Liu and Mr. Fattibene against)

APPROVAL OF THE CHANGES TO THE FAIRFIELD ADMINISTRATOR EVALUATION PLAN

Ms. Iacono moved/Mrs. Gerber seconded the recommended motion "that the Board of Education accept changes to the Fairfield Administrator Evaluation Plan (SEED Plan) as revised by the CT State Department of Education"

Mr. Fattibene stated that the motion should include both state changes and Fairfield Evaluation Committee recommendations.

Mr. Fattibene made a friendly amendment (accepted by Ms. Iacono) to change the motion to read, "that the Board of Education accept changes to the Fairfield Administrator Evaluation Plan (SEED Plan) as revised by the CT State Department of Education and as recommended by the Fairfield Evaluation Committee"

Mr. Fattibene moved/Ms. Iacono seconded to divide the motion and separate "changes to the Fairfield Administrator Evaluation Plan (SEED Plan) as revised by the CT State Department of Education" and "changes to the Fairfield Administrator Evaluation Plan (SEED Plan) as recommended by the Fairfield Evaluation Committee"

Mr. Dwyer clarified that the wording in red on the second to last page is the only thing separated out.

Motion failed 4-5 (Mr. Liu, Ms. Iacono, Mr. Fattibene, Mrs. Brand in favor; Mrs. Kennelly, Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Mr. Kery against)

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

PUBLIC COMMENTS AND PETITIONS

Nancy Haberly, Duck Farm Road, questioned dismissal time at Riverfield, the quick action to broker out Food Services, and voiced concern that her statements are censored in the minutes.

Kelly Crisp, Papermill Lane, asked for transparency and accountability in teacher recruitment, hiring and retention efforts.

Kelly Dunn, Tuckahoe Lane, thanked the outgoing members of the Board and would like to see a better set of Board goals.

Suzanne Miska, Ryegate Road, stated that she is concerned over privacy issues in systems like Infinite Campus.

Marc Patten, Valley Road, echoed Kelly Dunn’s sentiments and wished the outgoing members the best of luck.

OPEN BOARD COMMENT

Mr. Dwyer spoke to the departing Board members and stated that the viewpoint shared by all Board members is that they care deeply about the success of over 10,000 students, and that certainly was true for Mrs. Brand, Ms. Iacono, Mr. Kery and Mr. Liu. Mr. Fattibene and Mrs. Kennelly also shared their best wishes for the outgoing Board Members, and thanked them for their service.

Mrs. Brand thanked all for the kind words and thoughts and said it is an honor to serve as a member of the Board of Education and an elected official in Fairfield; when she ran 6 years ago she made a commitment that she took to heart and tried to maintain; this service is not done alone and her family and friends have been patient and supportive; the Democratic party and the voters supported this opportunity; her recommendation to the Board is to not compromise on principles, the children and voters deserve no less.

Ms. Iacono thanked everyone and said that she started and ended in the same place: at Riverfield. She stated that she has met many amazing people along the way and learned that change takes time; it takes courage to stand your ground and stay the course; she thanked all for their advice and input; she thanked her family and stated that she initially became involved to be a voice for all students and it has been a wonderful experience; her advice for those coming in is something she learned from State Representative Brenda Kupchik – to listen first. She admires the administration and respects all the teachers.

Mr. Kery stated that it has been an honor and a privilege to serve on the Board; thanked the team for dealing with challenges; transformational changes have occurred over the last 3 years; the team morale and desire to work together is a testament to Dr. Title and staff; a solid foundation is needed to build something, and over the last 3 years a foundation based on improving instruction has been occurring; integrating school improvement plans and data is very exciting and revolutionary; and he believes that the foundation will sustain us in the future.

Mr. Liu thanked Mrs. Kennelly for the kind words; he stated that it has been an honor and a privilege; there is a lot of responsibility; Fairfield has wonderful citizens; he wanted to shoot for higher goals as a Board member; with 4 new Board members, remember that your voice doesn’t stop with election day, and important that your voice is part of this process all the time; should always try to push harder and be better.

Mr. Dwyer thanked the audience for staying to hear the outgoing members speak.

ADJOURNMENT

Mr. Kery moved/Mrs. Brand seconded the recommended motion “that this Regular Meeting of the Board of Education adjourn”

Motion passed 9-0. Meeting adjourned 10:40PM.

*Jessica Gerber
Fairfield Board of Education
Secretary*

NOV 26 2013

DRAFT

Fairfield Board of Education
Special Meeting, BOE Conference Room
November 13, 2013
MINUTES

Call to Order and Roll Call

Chairman Philip Dwyer called the meeting to order at 5:08PM. Present were members Jennifer Kennelly, John Convertito, Jessica Gerber, Philip Dwyer, Pamela Iacono, Paul Fattibene, and Sue Brand. Others present were Karen Parks, attorney Don Houston, Tom Cullen, Mike Piatt, Joseph Mobilio, attorney Anthony Bento and Ann Leffert.

Convene to Executive Session

Mr. Convertito moved/Mrs. Kennelly seconded the recommended motion, "that the Board of Education hereby moves to enter into Executive Session to discuss personnel matters and the grievance dated November 5, 2013 related to Joseph Mobilio, and invite Mr. Tom Cullen, Mr. Mike Piatt, Ms. Ann Leffert, Mr. Anthony Bento and Mr. Don Houston as appropriate" Motion passed 7-0.

Mr. Convertito moved/Mrs. Kennelly seconded the recommended motion, "that the Board of Education convene to Public Session." Motion passed 7-0.

Mr. Dwyer stated that the two contracts listed on the agenda as items 5, 6, 7, and 8, will not be voted on this evening and will be re-scheduled.

Board Decision regarding the grievance filed by Fairfield Custodians-Maintenance Local 1779 of Council 4, American Federation of State, County and Municipal Employees, AFL-CIO

Mrs. Brand moved/Ms. Iacono seconded the recommended motion "that the Board of Education deny the October 23, 2013 grievance of Joseph Mobilio, advanced to Step 3 by date of November 5, 2013 on the following bases:

- 1) there was just cause for the termination of Mr. Mobilio; and
- 2) the matter is not subject to the terms of the grievance and arbitration process, pursuant to the terms of the March 11, 2013 Last Chance Agreement"

The motion passed 7-0.

In response to Attorney Houston, Attorney Bento stated that he will request the decision in writing and the meeting minutes would suffice for that purpose.

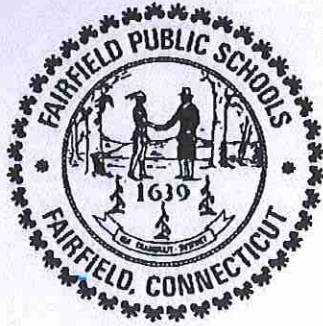
Adjournment

Mr. Convertito moved/Mrs. Kennelly seconded the recommended motion "that this Special Meeting of the Board of Education adjourn"

Motion passed 7-0. Meeting adjourned 6:15PM.

Jessica Gerber
Fairfield Board of Education
Secretary

NOV 26 2013



Fairfield Public Schools

PTA Council Meeting, November 18, 2013

An Excerpt of Standardized Testing
Results, grades 3-10, 2006 – 2013

AP Results 2004-2013

Please see www.fairfieldschools.org for more complete
results

OFFICE OF THE
SUPERINTENDENT
FAIRFIELD PUBLIC SCHOOLS



To: Board of Education
From: David G. Title
Date: October 25, 2013
Re: CMT and CAPT Results

As it appears that 2013 is the last state-wide administration of the Connecticut Mastery Test (CMT) and Connecticut Academic Performance Test (CAPT), we have put together some data summarizing the district's performance on these measures over the life of this "Generation" of the test. The "Fourth Generation" of the CMT began in 2006; the "Third Generation" of the CAPT began in 2007. The exception is CMT Science, which began in 2008.

The enclosed graphs show the district's performance at the two end-points of these tests. For each subject area, we display a graph showing the percentage of students achieving at or above the State Goal for the first administration of the test and the final administration of the test. Please note that, due to the nature of the test, statewide, percentages at Goal for CAPT are always well below those of CMT and are therefore not comparable to one another.

Some of the trends in the data are as follows:

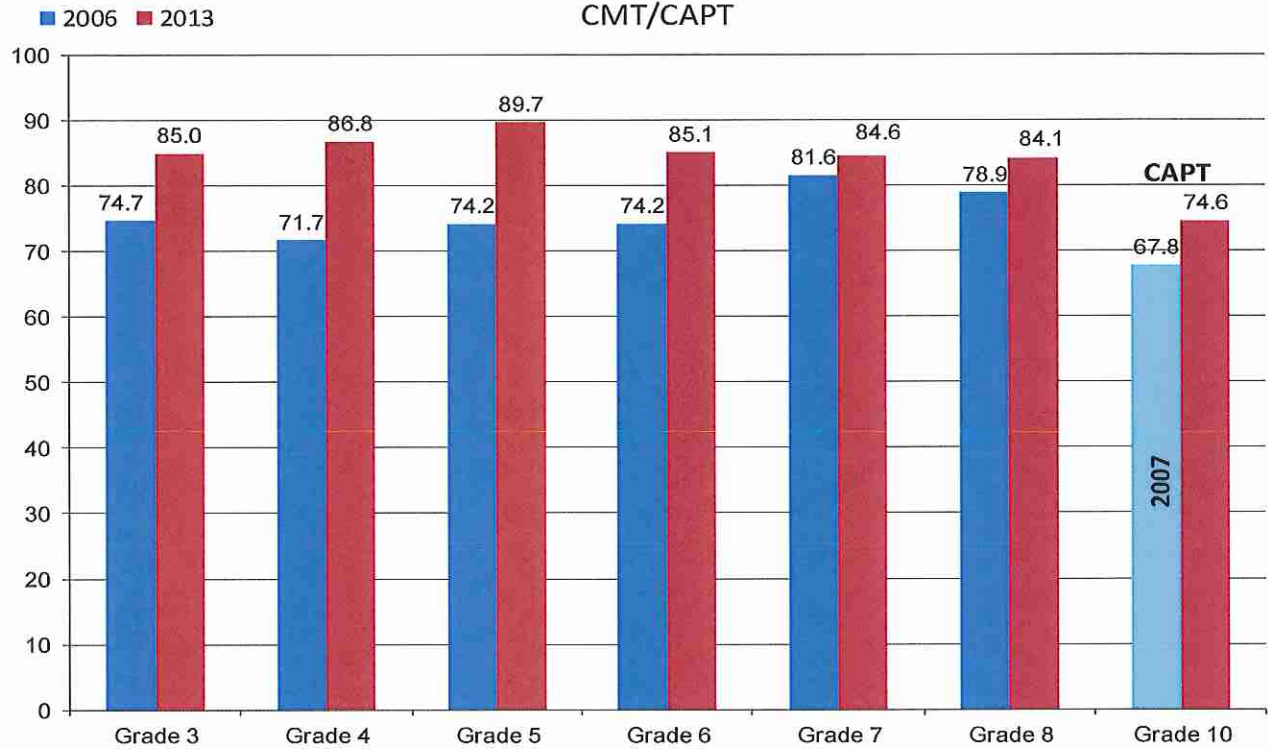
- Of the 24 possible subject/grade combinations, 20 show improvement from start to finish.
- Of all subject areas, Mathematics shows the most growth. In each grade level for the CMT, the percentage of students achieving Goal in Mathematics is in the mid-to-upper 80's, the highest in Grade 5 with 89.7 percent of students at or above Goal.
- Writing scores have been consistently around 80 percent at Goal level through the administration of the test.
- Reading scores are in the high 70's for grades 3 and 4 and then move steadily upward throughout the later years, peaking at 90 percent in 7th and 8th grades.
- Science shows improvement in grades 5 and 10 but a decline in grade 8. However, all prior years in grade 8 are in the low 80's, so it appears that 2013 is an aberration.
- CAPT results show increases over time in all four tested areas, with the largest growth in Mathematics and Writing.

More detailed information, including year-by-year results, average scale scores, DRG B and state averages, is available on the district's website under the Curriculum tab.

We use this information to help us revise our curriculum, instruction and professional development. Individual schools use their results to develop school improvement plans. As part of our continuous improvement, we celebrate our successes and think critically about what steps we can take to improve in all areas, and where we need to focus our resources to improve student achievement across the school system in the future.

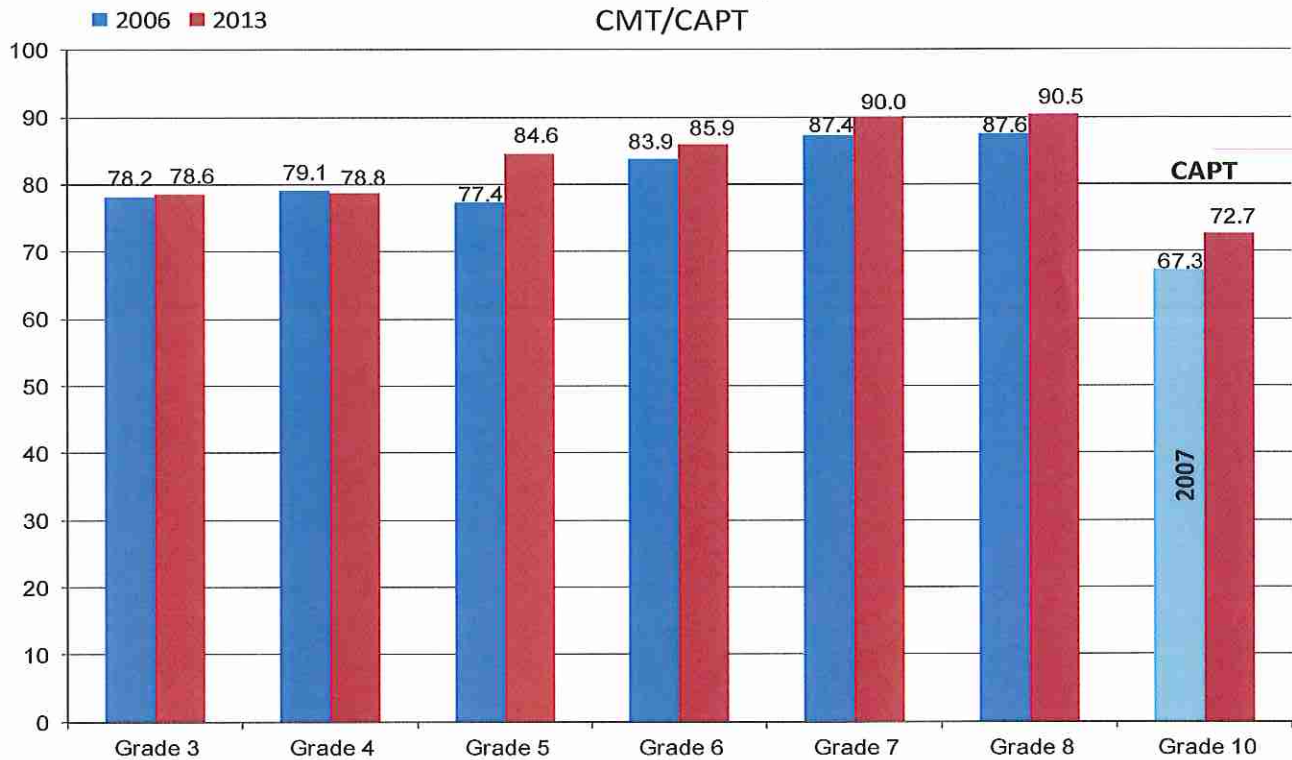
MATHEMATICS

% of Fairfield Students at/above Goal
CMT/CAPT



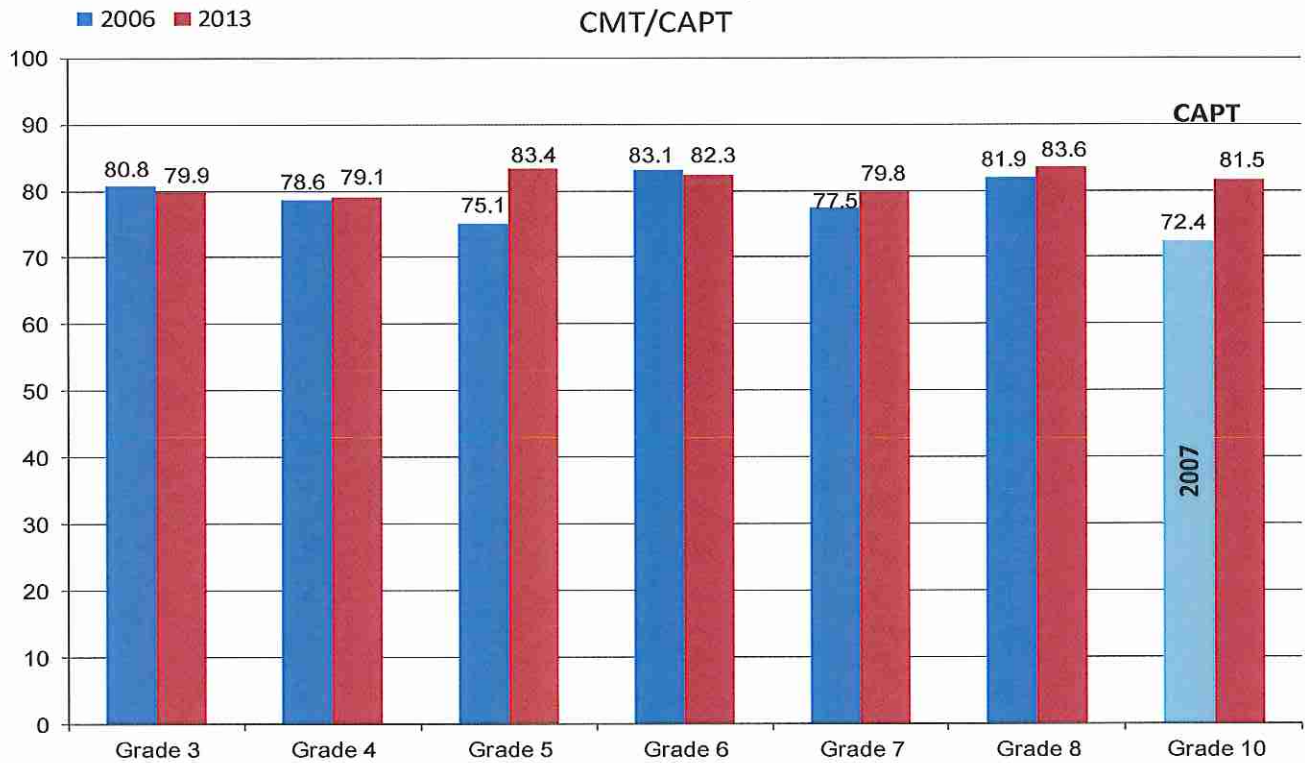
READING

% of Fairfield Students at/above Goal
CMT/CAPT



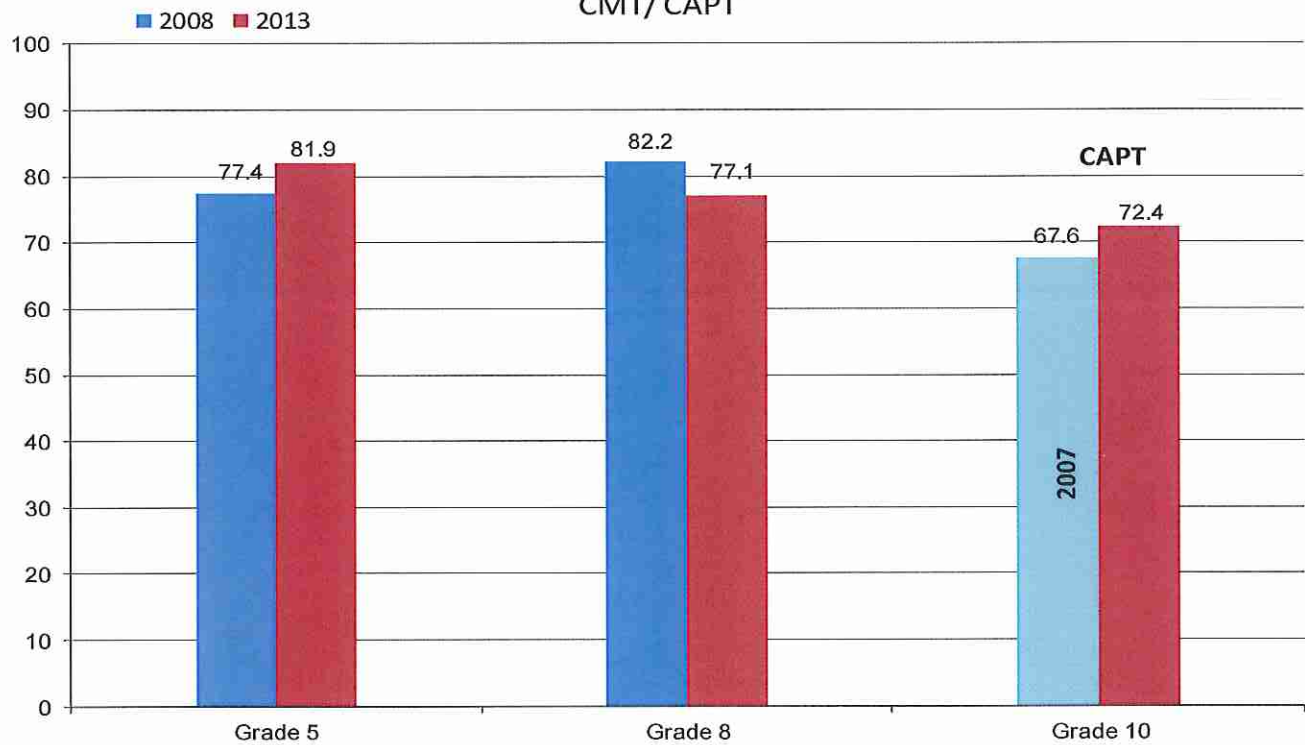
WRITING

% of Fairfield Students at/above Goal
CMT/CAPT



SCIENCE

% of Fairfield Students at/above Goal
CMT/ CAPT



This set of slides gives a detailed look at each grade/subject combination for the CMT (2006-2013) and CAPT (2007-2013).

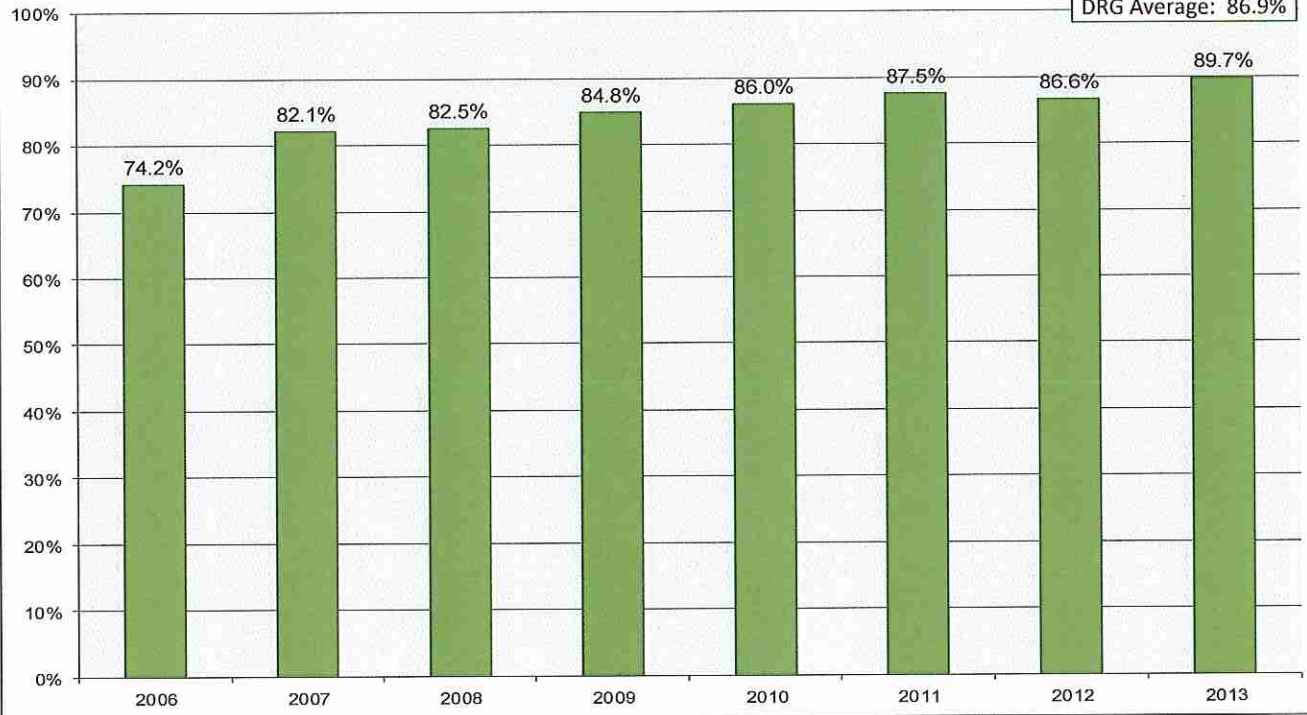
The first set of slides gives the year-by-year percentage of students attaining the Goal level on the CMT and CAPT. It is organized by subject so that one may track student performance in a given subject over the years. This set of slides also contains two reference points – the percentage of students in Connecticut attaining Goal (“State average”) and the percentage of students in our District Reference Group (DRG) attaining Goal (“DRG average”). The State and DRG averages are for 2013 only. DRG is a group of school districts that is demographically similar to Fairfield from across the State.

The second set of slides gives the year-by-year Average Scale Score for each subject and grade on the CMT and CAPT. It is also organized by subject. Scale Score represents the performance of every student in Fairfield who takes the test. For each test, the total number of items a student gets correct is converted to a Scale Score so that results may be compared across subjects and years. This is similar to how the SAT converts a student’s scores to a 200 to 800 scale. The Scale Score on the CMT ranges from 100 to 400. For comparison, we have drawn a horizontal line on these graphs to represent where the average Fairfield student performs relative to the Goal or Advanced Scale Scores. In all cases the average Fairfield student performs above the Goal level and in some cases performs above the Advanced level.

In some cases, the trend on Percent at/above Goal and the trend on Average Scale Score are similar. In some cases, however, they tell different stories. For example, in Third Grade Reading, the trend line on Percent at/above Goal is relatively flat. However, the trend line on the Average Scale Score is a steady upward progression. This means that, on average, students in Fairfield did score higher over time on Third Grade Reading; it simply did not impact the Percent at/above Goal. This divergence can occur when students already at Goal level improve their scores or when students below Goal level also improve their scores but not high enough to reach Goal level.

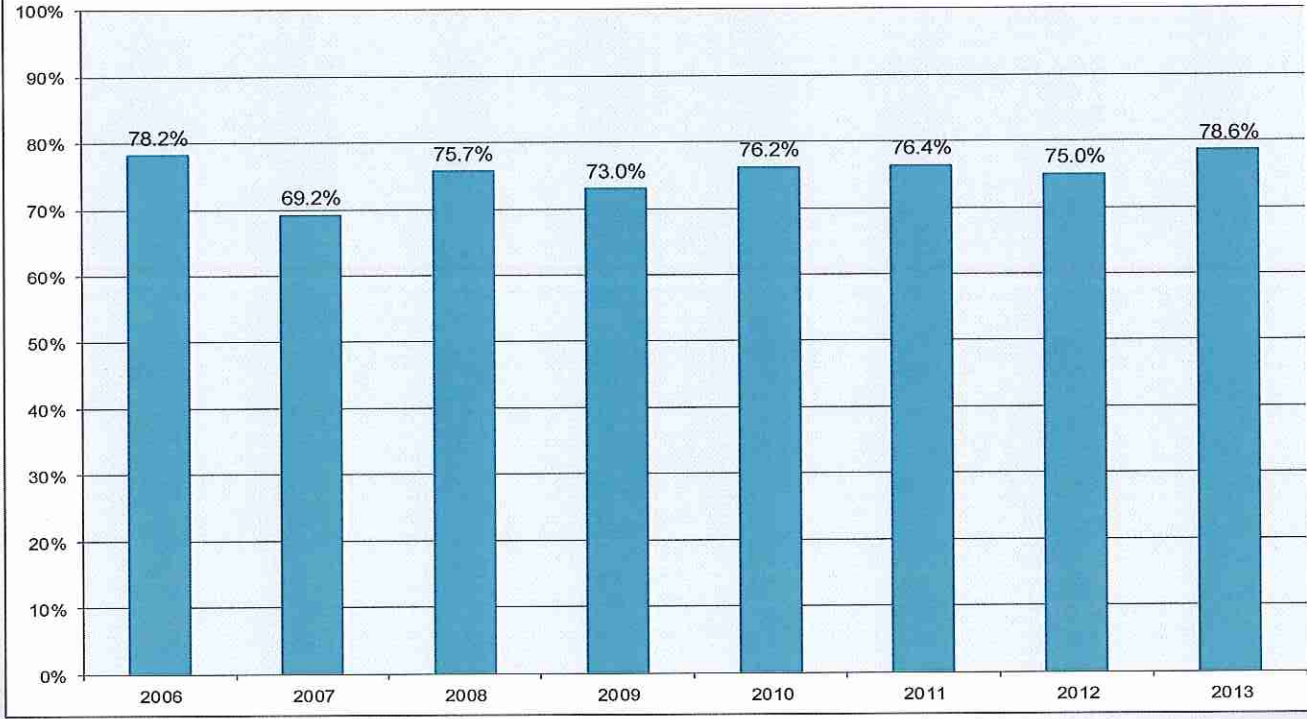
**CMT Grade 5 Mathematics
% of Fairfield Students
at/above Goal**

2013
State Average: 69.4%
DRG Average: 86.9%



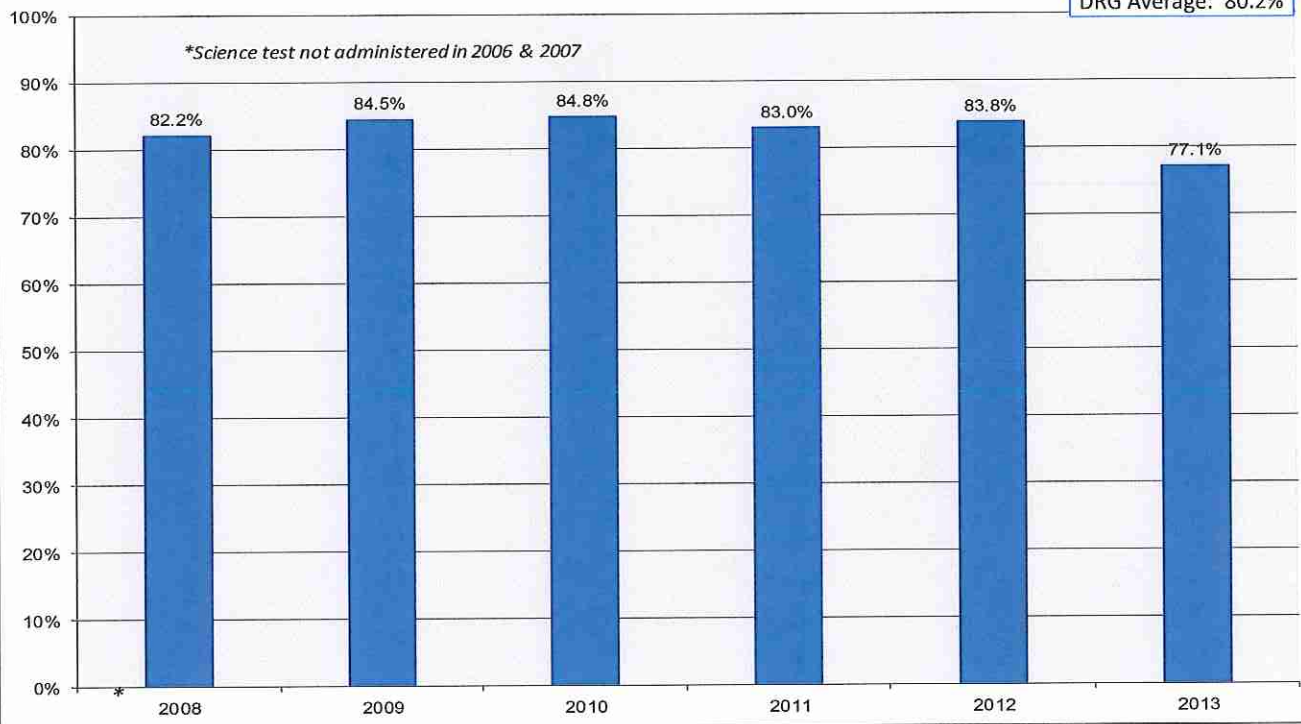
**CMT Grade 3 Reading
% of Fairfield Students
at/above Goal**

2013
State Average: 56.9%
DRG Average: 75.4%

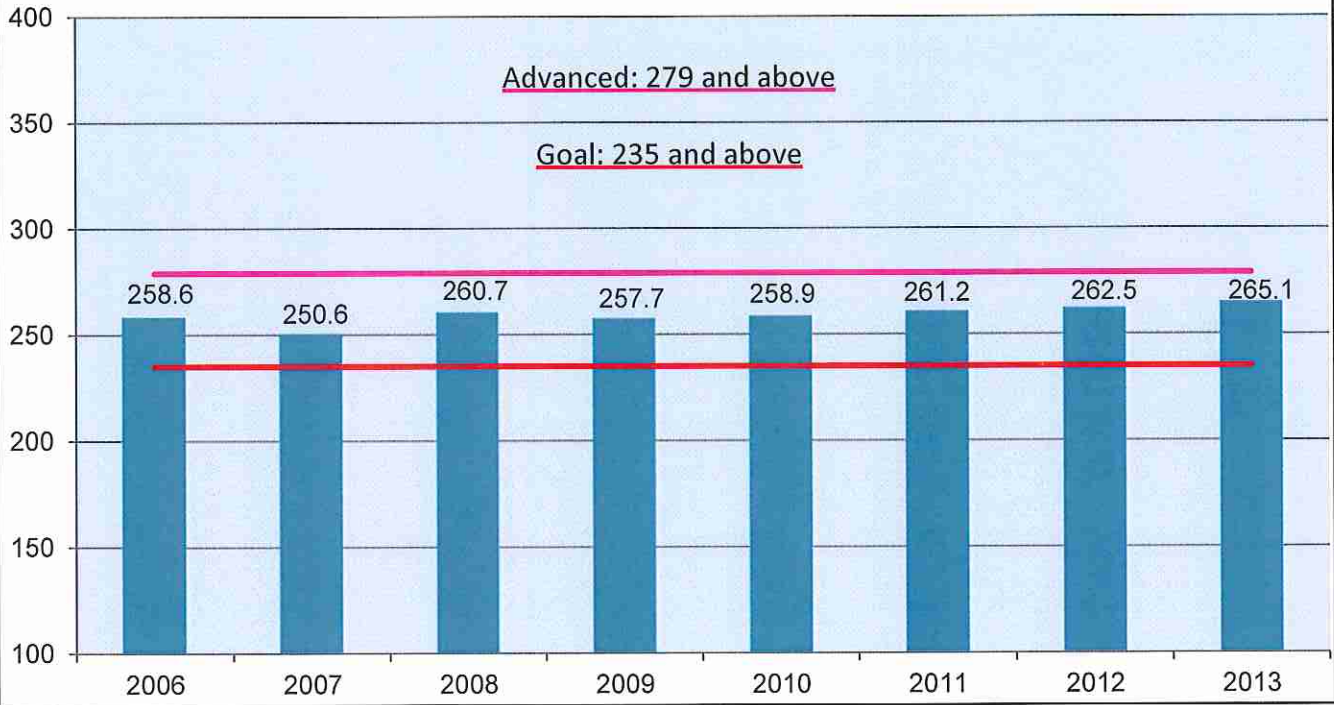


CMT Grade 8 Science % of Fairfield Students at/above Goal

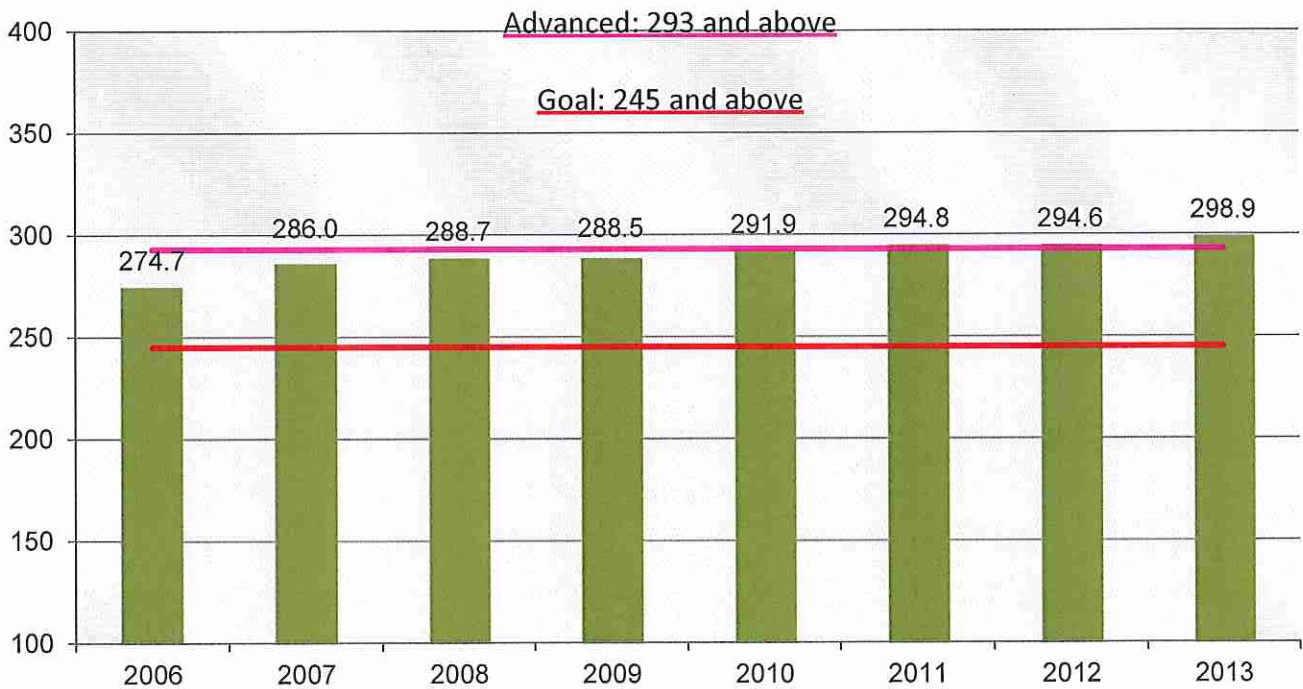
2013
State Average: 60.6%
DRG Average: 80.2%



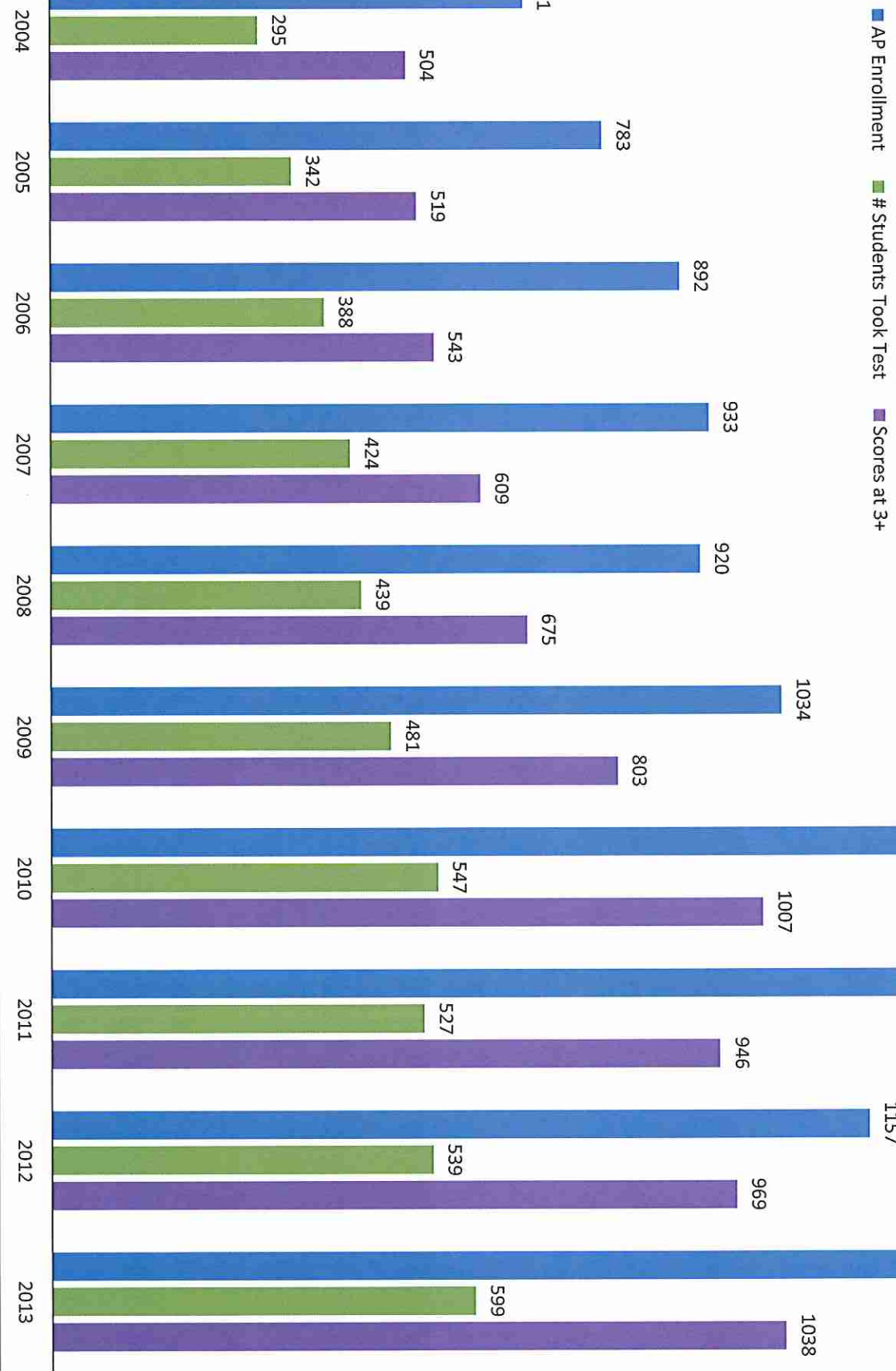
Connecticut Mastery Test Summary Report
Grade 3 Reading
Average Scale Score



Connecticut Mastery Test Summary Report
Grade 5 Mathematics
Average Scale Score



AP Enrollment and Results 2004 - 2013



NOV 26 2013

Fairfield Board of Education

To: Board of Education
From: Philip Dwyer, Chairman and Jessica Gerber, Secretary
Re: BoE Communications Ideas
Date: November 21, 2013

Prior to establishing new goals for the BoE, we should take action on the work of the Ad Hoc Committee on Communications. By consent or by vote, the BoE agreed to three changes which were implemented:

1. **Website changes** – Add more information to the Board of Education front page on the website – Quick Facts, BoE member responsibilities, etc. On the BoE Meetings webpage add "Minutes/Agendas" so that the public knows where to find them. Also provide link to FairTV. Provide link from Town website "Elected Officials" page to the list of BoE members/contact info.
2. **Minutes changes** – add "Voting Summary" to beginning of minutes to offer a quick snapshot of the meeting.
3. **PR Intern** – The Chair will consult with local universities to recruit one intern from Sacred Heart for one semester and one from Fairfield U for the other semester. The Chair will work with the Superintendent to determine the appropriate staff person to supervise the intern, who will also work with the Board Secretary.

Six specific recommendations remained and we would ask the Board to take adopt them, as follows:

Recommended Motion: that the Board of Education approve the recommendations from the Ad Hoc Communications Committee Report, as listed below:

1. **Keep in contact with individual school PTAs** – The board secretary shall annually communicate an offer to have a Board member attend their PTA meeting. Attendance at PTA meetings are at the invitation of PTA Chairs and participation is based on the interest of individual BoE members.
2. **Quarterly Update Memos** - Send memos out to the PTAs and other town bodies regarding BoE meeting topics and a quick recap from the most recent meeting(s). These memos will go out in April, July, October and December. The Board Secretary will author and the Chair and Vice Chair will review prior to distribution.
3. **Town Hall meetings** – The Chair will work with the PTAC in scheduling and publicizing such event(s) for a Saturday morning. The format would be similar to that used by the BoF.
4. **Student Recognition** – Invite students who achieve state, regional or national recognition to each BoE meeting. Other town bodies focus on athletics, thus the BoE will focus on academic and club accomplishments. The Board Secretary will email the school principals/headmasters monthly with a reminder to share achievement information. When the agenda is being formed for the next meeting it will be decided by the Chair who will be recognized, with a limit of three groups per meeting. If there are more than three groups suggested, they will be recognized in the order that the Board Secretary has been notified. Board Secretary will reach out to the principal of the school where the student(s) attend, set up the students' appearance and write up introductory info for the Board Chair.
5. **Adult Recognition** – The BoE will schedule annual recognitions, at Fall meetings, of a). BoE Delegates from the school PTAs and b). employees who have been working in the FPS for 25 years
6. **BoE member bios** – Board members who wish to submit bios for inclusion will be posted on the Web site.

NOV 26 2013

Fairfield Board of Education

Summary of Possible Goals by Major Topics

November 26, 2013

2012-13 BOE Goals

1. To review and revise, if necessary, the Mission statement and Board of Education Educational Goals in the Board Education Policy Manual.

Status: Ad hoc Committee recommended a revised mission statement, long range goal and educational goals. BOE Policy Committee currently reviewing prior to issuing a recommended policy change.

2. Conduct Board training that clearly defines Board roles and responsibilities as a governing body.

Status: This training was conducted in April, 2013 with CES providing outside facilitation resource.

3. Conduct Board training on Robert's Rules.

Status: This training was conducted in April, 2013 with a Parliamentarian from Housatonic Community College providing outside facilitation resource.

4. Board shall work with the Superintendent as t Board input into the Annual Budget. We should also examine and update the roll out and schedule of review time of our annual budget.

Status: The BoE, acting as a committee of the whole, discussed their ideas at three meetings and accepted on consent a series of budget development ideas in September, 2013.

5. The BOE shall establish an ad hoc committee to develop a communications plan (social media, blog, news media, etc.) to be reported to the Board. The goal of such plan is to enhance communications with parents, staff, community leaders and the general public, engage in two-way dialogue, and build support for district goals

Status: The Ad Hoc Communications Committee provided a report in August, 2013 and the BoE took no action on a 4-4 vote.

Summary of Goals suggested in 2012, but not adopted

Program Quality Improvements Goals

1. To set the framework for a Program Audit – John Convertito
 - a. A Program Audit will provide the Board of Education, the Superintendent of Schools, and the general public of Fairfield with an objective assessment of:
 1. the priorities set by the Board of Education
 2. the programmatic responses of the Superintendent and Administration to those priorities;
 3. the implementation and evolution of these programmatic responses and their integration into the educational program by school district staff; and
 4. the status of the overall educational program compared to other public school districts.
 - b. The Educational Program Audit should examine a large number of individual program-focused activities. As an evaluation tool of educational programs, it should review common themes, outcomes, and problems.
 - c. Additionally the Audit will assist the Board and Superintendent with
 - i. Control of resources, programs, and personnel
 - ii. Establishment of clear and valid objectives for students
 - iii. Internal consistency and rational equity in program development and implementation
 - iv. Use of the results from district-designed or adopted assessments to adjust, improve, or terminate ineffective practices of programs
 - v. Improved productivity and efficiencies
2. Program Review:
 - a. Review the program for the elementary, middle school, and high school levels;
 - b. Identify cost and benefits for each major subject area – e.g. Language Arts, Math, Science, Music, Art, etc.;
 - c. Are we investing enough time for “core” activities? Do we need a longer school day to be able to offer the breadth of opportunities we offer? Are there new things we should be doing? Are there things that are no longer relevant that we should eliminate?;
 - d. This may require separate years to achieve for each level. If so, I would like to look at the High School program first. – Tim Kery

3. Study the CT curriculum reform proposals, that were delayed by state budget concerns, and determine if any components can be implemented in Fairfield by reallocating existing resources. – Phil Dwyer

Policy Review Goals

4. Revise all BOE policies impacted by the 2012 Legislative Session by June 20, 2013. – Chair memo of 9/7/12
5. Review and update Policies as necessary with a general goal over reducing overall policy total by 25%. – Tim Kery
6. The BOE shall monitor the implementation of the recently adopted Safe Schools Climate and Bullying Policy. – Phil Dwyer
7. To review and replace, revamp District policies as they relate to: - John Convertito
 - a. Use of School facilities. More specifically, who can use the facilities for what purpose and at what cost to the individuals or the District.
 - b. Advertisement in Schools – With the growing pressures on the District's Budget a policy review of Advertisement on School Property policies may yield another avenue of income to our programs, such as music, athletics, clubs and organizations.
8. Give final review of any outstanding operational audit recommendations, not with an eye to absolute cost savings, but if those funds can be reallocated to achieving other priority goals. – Phil Dwyer

Community Engagement Goals

9. The Board shall engage the community in a dialog to build support for district goals.
10. Board shall work with Superintendent to establish and define new procedures on the creation of creating and/or updating curriculum so that the full Board has a voice at the beginning of the development process. Board shall also be given regular curriculum progress update reports and finding and pilot testing results, etc. at Board meetings. – Perry Liu

11. Board shall continue to develop a process of community input so that the community can have actual input into such process (i.e. Curriculum) at the beginning of development. Having input at the end of the process does not allow for input to be heard and/or acted upon. – Perry Liu
12. The Board shall develop a process for community input, possibly including surveys, focus groups, or community conversations. – Chair memo of 9/7/12
13. Review, and revise as needed, the process for public comment at BOE meetings. – Communications Committee of 2012-13

Budget Development and Advocacy Goals

14. The Board shall advocate to acquire the means necessary to meet the district goals while allocating available resources to the highest priority items. – Chair memo of 9/7/12
15. Give additional consideration to the following ideas generated in the budget development discussion of 2012-13:
 - a. Aligning budget presentation to district goals and priorities, with metrics and benchmarks against which to measure progress.
 - b. Creating a target for annual budget growth related to the rise in inflation.
 - c. Understanding the impact of the State mandated new accounting format for 2015-16 budget presentation.
 - d. Process to be used to implement public act 13-60 related to consolidation of non-educational services.

NOV 26 2013

Fairfield Board of Education, revised September 10, 2013

2012-13 Goals – Review Budget Development Process

At our October 9, 2012 meeting the Board of Education adopted five goals, including:

"Work with the Superintendent as to Board input into the annual budget. We will also examine and update the roll-out and schedule of review time no later than for our annual budget in time for planning the Fiscal Year 15 budget."

Discussions were held by individual board members over three board meetings with feedback from the Superintendent at the August meeting. The following ideas were discussed:

1. **Creating a multi-year budget forecast that would align with our goals, objectives strategic plan.** Comment: Multi year forecasts can be unreliable more than three years out due to large swings in costs such as health insurance, special education tuitions, etc. However, the BoE could create a range of forecasts based on certain agreed upon assumptions. It is probably prudent to wait until after 2014, or when the FEA and FSAA contracts are settled for teachers and administrators so our largest salary costs are known for a three year period. No action is currently planned on this suggestion.
2. **Creating a target for annual budget growth related to the rise of inflation.** Comment: Concurrent with the BoE giving up front input into the budget development the BoE could debate and agree upon a budget target such as percentage of total increase should be no more than X percent, or more nuanced, such as keep all costs, other than salaries and insurance to no more than X percent.
3. **Adjusting the budget calendar to have more time to review and consider the budget.** Comment: The 2014-15 budget calendar will be adjusted to allow more time between individual meetings for study and research, as follows:
 - December – Present and discussion on Health Insurance and Pension costs
 - January 14 – Release budget and discuss costs of any major program changes
 - January 21 – Review Executive Summary with comments, questions focused on major costs
 - January 28 – Review by individual department and line item costs
 - January 30 – Final discussion and adoption
4. **Aligning budget presentation to district goals and priorities with metrics and benchmarks against which to measure progress.** Comment: Efforts will be made to revise the budget presentation book to show how the budget supports the districts improvement initiatives and priorities. When the Superintendent issues the budget workbook on January 14th, he will also make a Power Point presentation similar to that presented to the Board of Finance and RTM, which discusses program descriptions, goals and accomplishments, selected benchmarks and a financial overview. The power point will be revised after the BoE approves the budget. Discussion on metrics and benchmarks will be deferred to the annual Board Goal setting discussions.
5. **Discussing the format and timing for advance board thoughts on budget development ideas.** Comment: As in the past, individual BoE members may provide thoughts to the Superintendents. In addition, the October BoE meeting will include an agenda item to allow for individual board members to make their input about the budget known in public.
6. **Creating a full budget development calendar starting from staff work through RTM vote.** Comment: At the October 22, 2013 regular meeting of the BoE, a complete budget development calendar, together with the budget preparation manual will be distributed to allow the BoE and the public to understand the guidelines used in developing the budget before it gets to the BoE. The calendar will show the steps, but many of the exact budget review dates and times will not be known at that time, as they are set by other town bodies.

7. **Creating a budget development calendar and review process that places focus on strategic issues, not line item review.** Comment: See response to item number three.
8. **Having a special "work session" meeting in May to discuss budget adjustments (if needed) between the presentation and final vote.** Comment: Yes, depending on the issues presented this can occur.
9. **If there is a better presentation format for the annual Budget Transfers report and year end resolution has been placed on the June agenda for review and approval.** Comment: The current process is more detailed than in the past and conforms to state law and current board policy.
10. **The Year End Budget Reconciliation schedule for the prior year's budget has been placed on the Board of Education agenda for discussion in either August or September.** Comment: Actually the BoE approves the reconciliation schedule at its June meeting and the final schedule (with only minor adjustments) is sent to the BoE each July when it is submitted to the town. The format conforms to state law and board policy.
11. **Understanding the impact of the State mandated new accounting format on the 2014-15 and 2015-16 budget presentation.** Comment: The state is still developing the general ledger accounting system and it will not be ready for use in developing the 2014-15 budget. Determining how this will impact the financial presentation formats will have to wait for guidance from the state.
12. **Having a page in future Budget Workbooks that highlight the current costs of initiatives, legal mandates, etc. and the anticipated future costs if the initiative were to become a standard practice.** Comment: For the 2014-15 budget presentation we will focus on summary page descriptions of costs, located in a section of the book, for any new initiatives, any new state-federal mandates such as Common Core, Teacher and Administrator Evaluations, School Safety and Bullying mandates.
13. **Recommendations on Consolidation of non educational services.** Comment: PA 13-60 requires the Fairfield Board of Finance (or other authority that makes appropriations for the school district) to make spending recommendations and suggestions to the board of education regarding consolidation of non-educational services and cost savings within ten (10) days after the school board submits its annual budget. The board of education may accept or reject such suggestions and must provide a written explanation of any rejections. The BoE will be proactive on this new law and ask the Board of Finance and Board of Selectman how they wish to proceed.

Absent any further discussion and formal decisions by the BoE, the above represents final thoughts on changing the budget development and presentation process.

STUDENT CALENDAR
 FAIRFIELD PUBLIC SCHOOLS NOV 26 2013
 2014 - 2015

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

- Schools Not In Session
- Conference Days (Elem. & Middle) Early Dismissal
- Conference Days (Elementary ONLY) Early Dismissal
- Early Dismissal (Elementary ONLY)
- () State Required Holidays
- * May Vary By Level

**COOPERATIVE EDUCATIONAL SERVICES
2014-2015 SPECIAL EDUCATION SCHOOL CALENDAR**

<p align="center">July</p> <table border="1"> <tr><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table> <p>30 Summer Session Begins 4 Fourth of July Holiday -closed</p>	30	1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		<p align="center">August (5)</p> <table border="1"> <tr><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </table> <p>1 Summer Session Ends 18 & 19 New Certified Staff Orientation 20 Welcome Back Convocation 25 Students Return</p>					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	<p align="center">September (20)</p> <table border="1"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table> <p>1 Labor Day - closed 23 Parent Night 25 Rosh Hashanah - closed</p>	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				<p align="center">October (22)</p> <table border="1"> <tr><td></td><td>1</td><td>2</td><td>3</td><td></td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table> <p>13 Columbus Day - closed (offices open)</p>		1	2	3		6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
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Note: State law requires that public schools operate 180 days for students. Any unusual circumstances, snow days or other emergency closing days will extend the scheduled last day for school students. June 18th will be the absolute last day for students and June 19th will be the absolute last day for academic year staff which would include seven (7) make-up days if needed. Any additional days beyond seven (7) required for make-up will occur during the April recess starting at the beginning of the week.

Key:

/ No School

+ Staff only - no students

* Early dismissal for students

Approved by the Representative Council : 11/7/13

NOV 26 2013

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

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

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

- A. The Fairfield Board of Education (the "Board") is the governing body of the Public Schools (the "School District") of the Town of Fairfield (the "Town") and derives its power and exists under the Constitution and General Statutes of the State of Connecticut (collectively, "State Law").
- B. The Board shall:
1. Employ an able and qualified Superintendent of Schools (the "Superintendent").
 2. Adopt policies to govern the operation of the School District.
 3. In collaboration with the administration, communicate the School District's educational program to the community.
 4. Keep apprised of, evaluate and attend to the School District's present and future educational needs as recommended by the administration.
 5. Propose an annual budget and capital improvement project request and advocate for its passage.
 6. Take any further action as may be required by State Law.

SECTION 2: AUTHORITY OF BOARD MEMBERS (8120)

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

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

B. VICE CHAIRMAN -

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

C. SECRETARY -

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

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

recommendations. The Advisory Committee shall follow the provisions of the Freedom of Information Act as required by State law.

C. AUTHORITY OF COMMITTEES -

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

SECTION 5: REMOVAL OF OFFICERS (8250)

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

ARTICLE III - MEMBERS (8300)

SECTION 1: QUALIFICATIONS (8310)

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

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

SECTION 2: CODE OF ETHICS (8320)

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

SECTION 3: MEMBERSHIP ON SCHOOL BOARD ASSOCIATIONS (8330)

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

SECTION 4: NEW MEMBER ORIENTATION (8340)

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

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

B. TERMINATION -

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

C. VACANCIES -

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

ARTICLE IV - METHODS OF OPERATION (8400)

SECTION 1: FORMULATION OF POLICIES (8410)

A. The Board recognizes three basic types of written guidance that govern the operation of the School District:

1. The Board formally adopts Policies for implementation by the Superintendent and the Superintendent's staff. The formulation and adoption of written policies shall constitute the basic method by which the Board shall exercise its leadership in the operation of the School District.
2. The Board delegates to the Superintendent the function of developing Administrative Regulations to implement the Board's policies (recognizing that not every policy requires a regulation).
3. The Board adopts By-Laws to govern its internal operations.

B. The Board policies shall be reviewed periodically and revised as needed. In order to insure compliance with current legislation and regulations, the Board shall contract for a full review of all policies and administrative regulations at least once every five years. All proposed revisions shall be referred to the Policy Committee and any changes to Board policy shall initially be presented by the committee to the Board as a draft at a Regular Meeting or a Special Meeting. The policy will then be carried over for adoption at the next regularly scheduled meeting or at the next Special Meeting.

C. The formal adoption of policy shall be recorded in the minutes of the Board, and only those written statements so adopted and so recorded shall be regarded as official Board policy.

SECTION 2: REVIEW OF ADMINISTRATIVE REGULATIONS (8420)

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

C. AGENDA -

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

SECTION 4: ORDER OF BUSINESS (8540)

A. The agenda at each Regular Meeting shall be:

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

B. The agenda at each Special Meeting shall be:

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

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

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

SECTION 5: EXECUTIVE SESSION (8550)

Meetings of the Board shall be open to the public; provided, however, that the Board may, by a majority vote of those present at any meeting: (1) hold adjudicative hearings in Executive Session when required by State Law and (2) deliberate and discuss, but not vote, in Executive

Guidelines for Board E-Mail Usage

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

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

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

Accessing E-Mail

In an effort to encourage all Board members to access e-mail while maintaining public fiscal responsibility, the Board of Education will loan to any Board member needing access, a computer (when surplus is available), and other hardware peripherals to be returned to the Board office upon leaving office. It will be the individual Board member's responsibility to provide the hook-up and pay all consumable expenses associated with e-mail usage. In the event a Board member elects not to access e-mail, a hard copy of all e-mail directed to "Board" will be placed in the Board packet delivered via courier, and will also be accessible in the Board of Education Office.

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

11. I will acknowledge that the Board represents the entire school community, and will refuse to surrender my independent judgment to special interest or partisan political groups. I will never use my position on the Board for the gain of myself or my friends.
12. I will hold confidential all matters pertaining to schools which, if disclosed, might needlessly injure individuals or the schools.
13. I will insist that all school business transactions be open and ethical.
14. I will strive to appoint the best professional leader available when a vacancy exists in the chief administrative position.
15. I will strive to appoint the best trained technical and professional personnel available, upon recommendation by the appropriate administrative officer.
16. I will support and protect school personnel in the proper performance of their duties. I will strive to ensure that all personnel have not only the requisite responsibilities, but the necessary authority to perform effectively.
17. I will refer all complaints through the proper "chain of command" within the system, and will act on such complaints at public meetings only when administrative solutions fail.

APPROVED: 11/23/2004

AMENDED: 11/22/2005

REVIEWED: 11/28/2006

REVIEWED: 11/27/2007

AMENDED: 01/08/2008

AMENDED AND APPROVED: 04/28/2009

AMENDED AND APPROVED: 11/24/2009

AMENDED AND APPROVED: 12/14/2010

AMENDED AND APPROVED: 12/01/2011

NOV 26 2013

2013-14 Committee Member & Liaison Assignments for Fairfield BOE

Committee	Primary Task(s)	Normal meeting schedule
Policy Committee	Review policies and recommend them for adoption to the full BoE.	1st or 2nd Mondays at 4:15pm in Supt's Conference Room
Board of Health Member	Serve as an official member of the BoH per the Town Charter	2nd Monday @ 7:30pm @ Sullivan Hall
Parks & Recreations Member	Serve as an official member of the BoH per the Town Charter	3rd Wednesday @ 7:00pm @ Postal Recreation center
Board of Finance Liaison	Attend BoF meetings and serve as the liaison between the BoE and BoF	1st Tuesday @ 7:30pm @ BOE HQ
RTM Liaison	Attend RTM meetings and serve as the liaison between the BoE and RTM	4th Monday @ 8:00pm @ BOE HQ
C.E.S. Member	Serve as an member of the CES Board, which allows for two Fairfield members	1st Thursday @ 3:00pm @ CES Adm. Building, Trumbull, CT
Mission and Goals Ad Hoc Advisory Committee	Provide guidance on revision to Mission, Long Range Goal & Education Goals	Work completed & received by Policy Comm. Pending recommendation to BOE
PTA Council Liaison	Attend PTAC meetings and serve as the liaison between the BoE and PTAC	2nd Monday @ 7:30pm @ BOE HQ
Barginning Units Liaison	The Board Chair serves as the liaison with all bargaining units as may be required	Scheduled as required
SEPTA Liaison	Attend SEPTA meetings and serve as the liaison between the BoE and SEPTA	2nd Wednesday @ 7:30pm @ McKinley School
Fair TV Board member	Serve as official member of the Fair TV Operating Council, as per their by-laws.	This group meets in various towns on their own schedule, set by their board.
Special Projects Standing Building Committee	The SPSBC is assigned projects by the 1st Selectman an oversees their construction.	Last Monday of the month @ 5:00pm @ Sullivan Hall
Building Projects Review Committee	Reviews the process by which capital projects are approved thorough town bodies	As scheiduled by the First Selectman
Fairfield Ludlowe H.S. Building Committee Liaison	Oversees the \$ 11,630,000 project RTM approved on 6/24/13.	2nd and 4th Wednesday @ 7:30pm @ Sullivan Hall
Fairfield Woods M.S. Building Committee Liaison	Oversees the \$ 24,453,000 project. RTM approved on 3/22/10, incl seed money.	The building is completed and no meetings are currently scheduled, pending final action.
Fairfield Warde H.S. Building Committee	Oversees the \$ 11,000,000 project. RTM approved 2/27/12.	1st Wednesday @ 7:30pm @ Sullivan Hall
Riverfield Building Committee Liaison	Oversees the \$ 14,735,766 project. RTM approved on 6/24/13, incl seed money.	1st Tuesday @ 7:30pm @ Riverfield School
Stratfield Building Committee Liaison	Oversees the \$ 17,565,000 project. RTM approved on 2/7/09.	No meetings in 2013, but project still needs to be accepted
Osborn Hill Building Committee Liaison	Oversees the \$ 4,195,013 project. RTM approved on 6.23.13.	TBD
Transportation Advisory Committee Member	This group reviews all requests for a change of bus stops and decides on any changes	Ad hoc basis, scheduled as required

BOE Bargaining Unit Negotiations Committee Liaison		
Committee	Primary Task(s)	Normal meeting schedule
FEA	Attends all bargaining unit negotiations as a representative of the BoE	Generally scheduled during business hours on an as needed basis.
FSAA	Attends all bargaining unit negotiations as a representative of the BoE	Generally scheduled during business hours on an as needed basis.
Custodians	Attends all bargaining unit negotiations as a representative of the BoE	Generally scheduled during business hours on an as needed basis.
Secretaries	Attends all bargaining unit negotiations as a representative of the BoE	Generally scheduled during business hours on an as needed basis.
Para professionals	Attends all bargaining unit negotiations as a representative of the BoE	Generally scheduled during business hours on an as needed basis.
Special Education Trainers	Attends all bargaining unit negotiations as a representative of the BoE	This contract is settled, awaiting union and board action
IT staff	Attends all bargaining unit negotiations as a representative of the BoE	This contract is settled, awaiting union and board action