

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, 2<sup>nd</sup> Floor Board Conference Room, Fairfield, CT

Tuesday, January 14, 2014

**REGULAR MEETING**

**7:30 P.M.**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval of Minutes
  - A. Approval of Minutes of December 10, 2013  
**Recommended Motion:** "that the Board of Education approve the Minutes of the **Special** Meeting of December 10, 2013"  
*(Enclosure No. 1)*
  - B. Approval of Minutes of December 10, 2013  
**Recommended Motion:** "that the Board of Education approve the Minutes of the **Regular** Meeting of December 10, 2013"  
*(Enclosure No. 2, 3)*
4. Student Reports  
Fairfield Ludlowe High School Student Liaison: Mr. Billy Moeder, Mr. Ethan King  
Fairfield Warde High School Student Liaisons: Ms. Danielle Clarke, Ms. Carley Strachan
5. Board Committee/Liaison Reports
6. Superintendent's Report
  - A. Quarterly Financial Report, Ms. Doreen Munsell  
*(Enclosure No. 4)*
  - B. Presentation of the Superintendent's 2014-2015 Operating Budget, Dr. David Title  
*(Hard Copy Distribution to Listed Recipients)*
7. Old Business
  - A. Approval of the Secondary Business Curriculum and Textbook
    - i. **Recommended Motion:** "that the Board of Education approve the Secondary Business Curriculum as recommended"
    - ii. **Recommended Motion:** "that the Board of Education approve the Secondary Business Curriculum Textbook, Becoming Money Smart: A Simulation for Financial Decision Making by Judi Deatherage, as recommended"

B. Approval of the BOE Capital Non-Recurring Projects 2014-2015  
Recommended Motion: "that the Board of Education approve the BOE Capital Non-Recurring Projects 2014-2015 as recommended"

C. Approval of Minutes of November 26, 2013  
Recommended Motion: "that the Board of Education approve the Minutes of the Regular/Organizational Meeting of November 26, 2013"

(Enclosures No. 5, 6)

D. Amendment of Minutes of October 22, 2013  
Recommended Motion: See Enclosure No. 8

(Enclosure No. 7, 8)

8. New Business

A. Approval of Agreement between Bargaining Unit AFSCME Council 4, Information Technology Technicians and the Fairfield BOE for 2011-2016

Recommended Motion: "that the Board of Education approve the Agreement between Bargaining Unit AFSCME Council 4, Information Technology Technicians and the Fairfield Board of Education for the period July 1, 2011 through June 30, 2016"

B. Approval of Agreement between Bargaining Unit AFSCME Council 4, Special Education Trainers and the Fairfield BOE for 2011-2015

Recommended Motion: "that the Board of Education approve the Agreement between Bargaining Unit AFSCME Council 4, Special Education Trainers and the Fairfield Board of Education for the period June 1, 2011 through June 30, 2015"

C. First Reading of Policies 0100, 0110, 0200, Board of Education Mission, Goals, Objectives

(Enclosure No. 9, 10)

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. Adjournment

Recommended Motion: "that this Regular Meeting of the Board of Education adjourn"

CALENDAR OF EVENTS

January 21, 2014	Board of Education Special Meeting	7:30 p.m. 501 Kings Highway East 2 <sup>nd</sup> Floor Conference Room
------------------	---------------------------------------	--

RELOCATION POLICY NOTICE

*The Fairfield Public Schools System provides services to ensure students, parents and other persons have access to meetings, programs and activities. The School System will relocate programs in order to ensure accessibility of programs and activities to disabled persons. To make arrangements please contact Pupil & Special Education Services, 501 Kings Highway East, Fairfield, CT 06825, Telephone: (203) 255-8379*

DRAFT

ENCLOSURE NO. 1

JAN 14 2014

**Executive Session Notes  
Fairfield BoE; December 10, 2013**

**Call to order and Roll Call**

Chairman Philip Dwyer called the meeting to order at 6:35PM. Present were members Eileen Liu-McCormack, John Convertito (arrived 6:40PM), Donna Karnal, Jessica Gerber, Philip Dwyer, Paul Fattibene, John Llewellyn, Jennifer Maxon-Kennelly, (arrived 6:40PM) and Marc Patten. Others present were Dr. David Title, Police Chief Gary McNamara, Deputy Chief Chris Lyddy, Lieutenant James Perez, Sergeant Edward Weihe, Tom Cullen, Sal Morabito and First Selectman Michael Tetreau

**Convene to Executive Session**

Mrs. Gerber moved/Mr. Fattibene seconded the recommended motion, "that the Board of Education convene to Executive Session and invite Police Chief Gary McNamara, Deputy Chief Chris Lyddy, Lieutenant James Perez, Sergeant Edward Weihe, and Central Office staff Tom Cullen and Sal Morabito for discussion related to security matters". Motion passed 7-0 (*Mr. Convertito, and Mrs. Maxon-Kennelly were not present for the vote*).

The Board came out of Executive Session at 7:28PM.

JAN 14 2014

Tuesday, December 10, 2013  
**REGULAR MEETING 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 7:35PM. Present were members Eileen Liu-McCormack, John Convertito, Donna Karnal, Jessica Gerber, Philip Dwyer, Paul Fattibene, Jennifer Maxon-Kennelly, John Llewellyn and Marc Patten. Others present were Dr. Title, members of the Central Office Leadership Team, student representatives Ethan King and Bill Moeder and approximately 25 members of the public.

### **Approval of Minutes**

#### ***Approval of Minutes of the Regular Meeting of November 26, 2013.***

Mr. Convertito moved/Mrs. Maxon-Kennelly seconded the recommended motion "that the Board of Education approve the Minutes of the Organizational/Regular Meeting of November 26, 2013" Mr. Llewellyn stated he wished to amend the minutes, as did Mrs. Liu-McCormack. Mr. Dwyer asked them to submit their amendments in writing to the Secretary in advance so that they could be checked with the tapes. Mr. Convertito moved/Mrs. Maxon-Kennelly seconded to postpone consideration of the minutes until the next Regular Board meeting. Motion passed 9-0.

### **Old Business**

#### ***Approval of the 2014-2015 Student Calendar***

Mr. Convertito moved/Mr. Patten seconded the recommended motion "that the Board of Education approve the 2014-2015 Student Calendar as proposed".

Ms. Karnal moved/Mrs. Liu-McCormack seconded to amend the calendar and change the first day of school to Wednesday, September 3, 2014, and the last day of school to Tuesday, June 16, 2015.

Motion failed 3-6 (Mrs. Liu-McCormack, Ms. Karnal, Mr. Llewellyn in favor; Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Patten against)

Mr. Llewellyn moved/Mrs. Liu-McCormack seconded to extend the meeting to 11:30PM. Motion passed 5-4 (Mrs. Liu-McCormack, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene, Mr. Llewellyn in favor; Mr. Convertito, Ms. Karnal, Mrs. Maxon-Kennelly, Mr. Patten against)

Mr. Convertito moved to call the question. Motion failed 4-5 (Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Mr. Patten in favor; Mrs. Liu-McCormack, Ms. Karnal, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Llewellyn against)

Mrs. Liu-McCormack moved/Ms. Karnal seconded to amend the calendar and extend February break in the following way: move the professional development day for elementary teachers from February 12 to February 13; move the professional development day for all certified staff from February 13 to February 19, and add February 17 and 18 as vacation days; and also to move the last day of school to Monday, June 15.

Motion failed 3-6 (Mrs. Liu-McCormack, Ms. Karnal, Mr. Llewellyn in favor; Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Patten against)

Mrs. Maxon-Kennelly moved/Mr. Llewellyn seconded to amend the calendar and move April break from April 13-17 to March 30-April 6, and move the Conference Day to the 8<sup>th</sup>. Motion passed 5-4 (Mrs. Liu-McCormack, Ms. Karnal, Mrs. Gerber, Mrs. Maxon-Kennelly, Mr. Llewellyn in favor; Mr. Convertito, Mr. Dwyer, Mr. Fattibene, Mr. Patten against)

The main motion to approve the 2014-2015 Student Calendar as amended passed 5-4 (Mrs. Liu-McCormack, Ms. Karnal, Mrs. Gerber, Mrs. Maxon-Kennelly, Mr. Llewellyn in favor; Mr. Convertito, Mr. Dwyer, Mr. Fattibene, Mr. Patten against)

***Discussion and Approval of Board of Education By-Laws***

Mr. Fattibene moved/Mrs. Maxon-Kennelly seconded to postpone this item to a Special Meeting called by the Chair at a date to be determined within 60 days. Motion passed 9-0

**Adjournment**

Ms. Karnal moved/Mrs. Maxon-Kennelly seconded the recommended motion “that this Regular Meeting of the Board of Education adjourn”. Motion passed 9-0. Meeting adjourned 11:28PM.

**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 7:35PM. Present were members Eileen Liu-McCormack, John Convertito, Donna Karnal, Jessica Gerber, Philip Dwyer, Paul Fattibene, Jennifer Maxon-Kennelly, John Llewellyn and Marc Patten. Others present were Dr. Title, members of the Central Office Leadership Team, student representatives Ethan King and Bill Moeder and approximately 25 members of the public.

**Student Reports**

Mr. Moeder and Mr. King reported for Fairfield Ludlowe High School; Fairfield Ludlowe High School earned 2<sup>nd</sup> place in the state for the Class LL Michael’s Cup, an award recognizing athletic success as well as player integrity off the field, and coaches were also recognized; the basketball team has a new head coach, John Dailey; the key club had a successful Operation Hope drive; the Shakespeare Project play was a success; and the Candlelight concert will be taking place.

Mr. Dwyer stated that the Board met in Executive Session regarding school security issues; he thanked Chief MacNamara for the work that has been done to safeguard students and staff, and also thanked the First Selectman for his support.

Chief MacNamara thanked Dr. Title, the Board of Education, and the First Selectman for working together to improve school safety; in addition to responding to recent incidents, the police department works daily to improve school safety.

**Presentations**

*Presentation of Secondary Business Curriculum and Textbook, Ms. Stefanie Cole*

Dr. Boice gave an overview of the Business Curriculum and stated the curriculum documents state what the students should be able to know and/or do at course completion; they are based on state and national standards as well as 21<sup>st</sup> century skills; and introduced Ms. Stefanie Cole, Business Teacher and Curriculum Liaison, as the presenter.

Ms. Cole walked the audience through a Powerpoint presentation and stated that the Business Department is very broad; opportunities are available in grades 9-12; Business courses are electives and students must see the value and want to enroll; courses are open to more than one grade level at a time; enrollment in these courses has doubled since 2009; the focus is on real world skills such as remaining within budget, public speaking, and utilizing presentation software. FLHS 2012 graduate and current Marymount Manhattan student, Nina Carter, spoke in support of the curriculum. Focus Group parents Mr. Morton, business owner, and Mr. Downie, Fairfield University Associate Professor, spoke in support of the curriculum.

In response to Mr. Convertito, Mr. Paul Zhitomi, FWHS Business Teacher, explained that game design and robotic programming are included in the Business curriculum as they are both software driven.

Mrs. Liu-McCormack requested enrollment history for each class several years back and a sample of materials used in lieu of a textbook.

Board Questions followed: Ms. Cole stated that the textbook is not a college level text, non-fiction is introduced in the curriculum as book excerpts; business ethics and societal impact are studied; there is no carrying cost year to year, only if books need replacement; there is no special training or extra staffing required; there is an effort to bring in speakers and keep in touch with former students; the list of prerequisites is in the Program of Studies; enrollment is consistent at both high schools; and administrators determine whether a course runs, which depends on multiple factors.

In response to Mr. Fattibene, Mr. Tom Reindel, FLHS Business Teacher, stated that a textbook wasn't necessary for the course 'Introduction to Investing and Finance' as there are free materials online.

Mr. Convertito requested the impact on FTE's; asked if course reductions were needed, which 2 courses would be let go; and requested data regarding whether Business courses were 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> choice for those enrolled.

*AON: Review of Health Insurance Projections and the Affordable Care Act*

Dr. Title introduced the AON health insurance consultants for the Town and the BOE, Mr. Carlton Lindgren and Mr. Erik Fiedler, and stated that AON provides critical projections and also did all the work behind bidding out the health insurance.

Mr. Lindgren reviewed the enclosures for projections and trends; stated the stop-loss amount is \$300,000 per member per 12 month period; currently the experience is better than expected and ahead of budget.

*DRAFT*

Mr. Llewellyn requested a copy of the utilization document.

In response to Board questions, Mr. Lindgren responded that the increase in CVS Caremark is driven by activity; the Affordable Care Act is a new expense and the Transitional Reinsurance fee will go down and then go away; he would never recommend that a group this size be fully insured; that \$300,000 is still the best individual stop-loss amount; there is no limit on the aggregate cost; the BOE has had multiple good high-claim years.

In response to Ms. Karnal, Mr. Dwyer stated that the employee contribution is determined by seven different union contracts.

Mr. Lindgren stated that the premium for the stop-loss insurance goes up every year and depends on the vendor's pool of stop-loss and past experience; the 7.5% trend used is due to prior experience and the Board's reserve position.

Mrs. Liu McCormack requested a history of large claim payouts.

Ms. Munsell reviewed the Medical Retention Fund enclosure and stated there must be enough to cover the IBNR (Incurred but not Recorded); Mr. Dwyer stated the Board of Finance follows this closely in order to keep the AAA Bond Rating for the Town.

In response to Mr. Convertito, Mr. Lindgren explained that 'HAS', is a High Deductible Health Plan with Health Savings Account; in terms of savings it would depend on what the Town/Board would cover. Dr. Title stated that any change would have to be accomplished through negotiations with bargaining units.

In response to Ms. Karnal, Mr. Lindgren stated that 1400 employees have health insurance; Dr. Title stated that teachers are the biggest group, and the premium cost share for the current year is 20% for the PPO, which most people are on. Ms. Karnal asked if there were a way to reduce the 80% share that the Town pays; Dr. Title stated that contract arbitrators look at state counterpart costs during the negotiation process.

Board discussion continued regarding the IBNR fund balance; Mr. Fattibene stated his concern regarding the declining net balance over the last 5 years.

Mr. Fiedler referred to enclosure 4, and spoke to the impact of the Affordable Care Act to the BOE from 2011 through 2018; in addition to multiple employer requirements for coverage and fees, the preliminary estimate of the Excise Tax is \$1.9 million in 2018.

In response to Mrs. Maxon-Kennelly, Mr. Fiedler stated that only the employee must be covered. Dr. Title stated that some employees, such as substitute teachers, might work 30 hours a week and will require coverage; the issue is that beginning in 2015, single coverage must be offered and the look-back period may be the 2014-2015 year. Mr. Fiedler stated that the penalty is \$3000 for each member that receives a subsidy on the exchange; this may be less expensive than providing coverage

for that temporary employee; many employers are struggling to comply with this due to the administrative complexity.

In response to several Board questions, Mr. Fiedler stated that if no coverage is offered, then the district must pay out \$2000 per employee; if health coverage is offered and the contribution exceeds the 9.5% of income, and the employee gets a subsidy from the exchange, then the penalty is \$3000

In response to Mrs. Liu-McCormack, Mr. Lindgren stated that out of the Connecticut school districts he has projected for, Fairfield has the lowest tax implication; one way to reduce this is to shift the cost away from the employee contribution and reduce the plan value; Mr. Fiedler stated that the plan risks being out of compliance if too lean; there must be a balance.

**Approval of Minutes**

Approval of Minutes of the Regular Meeting of November 26, 2013.

Mr. Convertito moved/Mrs. Maxon-Kennelly seconded the recommended motion “that the Board of Education approve the Minutes of the Organizational/Regular Meeting of November 26, 2013.” Mr. Llewellyn said that requests he had made for information in the previous meeting were not recorded in the minutes and stated he wished to amend the minutes, as did Mrs. Liu-McCormack. Mr. Dwyer asked them to submit their amendments in writing to the Secretary in advance so that they could be checked with the tapes.

Mr. Llewellyn requested that all Board requests be noted in the minutes. Mr. Fattibene requested that any amendment to the minutes be submitted to the Chair in advance of the meeting.

Mr. Convertito moved/Mrs. Maxon-Kennelly seconded to postpone consideration of the minutes until the next Regular Board meeting. Motion passed 9-0.

Mrs. Liu-McCormack asked for clarification regarding interpretation of what is said versus an omission; specifically an omission in the October minutes. Mr. Dwyer clarified that the minutes are not intended to be a transcript of the meeting; he reiterated that proposed amendments to the minutes should be submitted in writing in advance; and stated that the request to amend the previously approved October minutes will be on the January agenda.

**Superintendent’s Report**

CSDE Career and Technical Education CTE Assessment Award

Dr. Title congratulated Fairfield Ludlowe High School and Ms. Donna Huber for the CSDE Career and Technical Award, recognizing FLHS for being ranked first in the area of Textiles and Design from the Connecticut Statewide CTW Assessment for 2013. Mr. Fattibene also highlighted the award; it distinguishes the Fairfield district from others.

Pension Update for 2014-2015 Operating Budget

Dr. Title spoke to the projected pension expense as provided to the BOE from the Town; this number may change if an update is received.



Mr. Dwyer congratulated Dr. Title on his nomination to join the Suburban School Superintendents, an elite national association whose purpose is to improve the quality of educational opportunities, programs, and services for children, staff and parents in member districts.

<b>Old Business</b>
---------------------

Approval of the 2014-2015 Student Calendar

Dr. Title noted that one change was made, an elementary early dismissal date was moved to February 12<sup>th</sup>; the April break remains the same in order to coincide with CES; this allows students in half day programs such as RCA to get a spring break and also saves \$3500 on transportation costs.

Mr. Convertito moved/Mr. Patten seconded the recommended motion “that the Board of Education approve the 2014-2015 Student Calendar as proposed”

Ms. Karnal moved/Mrs. Liu-McCormack seconded to amend the calendar and change the first day of school to Wednesday, September 3, 2014, and the last day of school to Tuesday, June 16, 2015.

Motion failed 3-6 (Mrs. Liu-McCormack, Ms. Karnal, Mr. Llewellyn in favor; Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Patten against)

Mr. Llewellyn moved/Mrs. Liu-McCormack seconded to extend the meeting to 11:30PM. Motion passed 5-4 (Mrs. Liu-McCormack, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene, Mr. Llewellyn in favor; Mr. Convertito, Ms. Karnal, Mrs. Maxon-Kennelly, Mr. Patten against)

Mr. Convertito moved to call the question. Motion failed 4-5 (Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Mr. Patten in favor; Mrs. Liu-McCormack, Ms. Karnal, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Llewellyn against)

Mrs. Liu-McCormack moved/Ms. Karnal seconded to amend the calendar and extend February break in the following way: move the professional development day for elementary teachers from February 12 to February 13; move the professional development day for all certified staff from February 13 to February 19, and add February 17 and 18 as vacation days; and also to move the last day of school to Monday, June 15.

Motion failed 3-6 (Mrs. Liu-McCormack, Ms. Karnal, Mr. Llewellyn in favor; Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Patten against).

Mrs. Maxon-Kennelly moved/Mr. Llewellyn seconded to amend the calendar and move April break from April 13-17 to March 30-April 6, and move the Conference Day to the 8<sup>th</sup>.

Mrs. Maxon-Kennelly stated that this addresses the community concerns with athletes, college visits and AP exams. Mr. Patten stated that the March 30-April 6 week overlaps with Passover, possibly restricting travel for anyone who celebrates Passover; he stated he will not support this.

*Public Comment on Amendment:*

Nancy Haberly, Duck Farm Road, stated that SBAC testing is occurring this year during March, April

DRAFT

and May.

Motion passed 5-4 (Mrs. Liu-McCormack, Ms. Karnal, Mrs. Gerber, Mrs. Maxon-Kennelly, Mr. Llewellyn in favor; Mr. Convertito, Mr. Dwyer, Mr. Fattibene, Mr. Patten against).

*Public Comment on Main Motion:*

Christina Marson, North Cedar Road, recommended moving the teacher start date for teachers to remain in the classroom 2 days after the children leave.

The main motion to approve the 2014-2015 Student Calendar as amended passed 5-4 (Mrs. Liu-McCormack, Ms. Karnal, Mrs. Gerber, Mrs. Maxon-Kennelly, Mr. Llewellyn in favor; Mr. Convertito, Mr. Dwyer, Mr. Fattibene, Mr. Patten against).

Discussion and Approval of Board of Education By-Laws

Mr. Fattibene moved/Mrs. Maxon-Kennelly seconded to postpone this item to a Special Meeting called by the Chair at a date to be determined within 60 days. Motion passed 9-0

<b>New Business</b>
---------------------

Presentation of Fairfield BOE Proposed Capital Non-Recurring Projects 2014-2015

Dr. Title stated that the Board of Education has 2 other mechanisms to obtain funding to keep schools upgraded and are separate from the operating budget; a building committee and full-blown project process and Capital Non-Recurring projects; the 2 projects that were originally included to come before the Town this year are the partial roof replacement at Mill Hill and the North Stratfield boiler replacement; the Fairfield Warde High School boiler replacement was moved up to this year due to its failure; if the Board approves the proposed Capital Non-Recurring Projects for 2014-2015 at the next meeting, these can advance to the Town bodies for approval.

Mr. Cullen stated that the booklet is set up to answer all the questions and includes the 14 points justifying projects and photographs. Mr. Dwyer stated that the Town has a waterfall chart to track capital projects; whenever a project has changes, the waterfall is adjusted.

Mrs. Maxon-Kennelly requested the savings amount from the Dwight boiler replacement; Mr. Llewellyn requested a payback period based on the efficiency differential and the average burn.

Mr. Dwyer stated that due to the hour there will be no public comment, and the proposed BOE meeting dates are now final; committee assignments have been made.

<b>Adjournment</b>
--------------------

Ms. Karnal moved/Mrs. Maxon-Kennelly seconded the recommended motion "that this Regular Meeting of the Board of Education adjourn". Motion passed 9-0. Meeting adjourned 11:28PM.

*Jessica Gerber  
Fairfield Board of Education*

JAN 14 2014

December 10 Minutes - Amendments

A. From: Liu-McCormack, Eileen  
Sent: Tuesday, January 07, 2014 2:06 AM  
To: Jessica Gerber; BOE MEMBERS; John Convertito; Paul Fattibene  
Subject: RE: December 10 minutes

Clarification edit to language below.

"In response to Mrs. Liu-McCormack, Mr. Lindgren stated that out of the Connecticut school districts he has projected for, Fairfield has the lowest tax implication; one way to reduce this is to shift the cost away from the employee contribution and reduce the plan value; Mr. Fiedler stated that the plan risks being out of compliance if too lean; there must be a balance."

Please edit " one way to reduce this is to shift the cost away from the employee contribution and reduce the plan value" in the above to clarify...

when Mrs. L-M inquired of Aon, based on their broader client experience, what has proven to be the most effective way he has seen other districts reduce health plan costs, Mr. Lindgren responded the conversion to an HSA plan is a solution, reducing the the value of the plan itself to reduce benefits.

Thanks.

B. From: Llewellyn, John  
Sent: Monday, January 06, 2014 6:35 PM  
To: Jessica Gerber; BOE MEMBERS; John Convertito; Paul Fattibene  
Subject: RE: December 10 minutes

Jessica -

Thank you very much for capturing the various requests for information posed by members of the board.

The only comment I have regarding the minutes would be clarification around the Discussion and Approval of Board of Education By-Laws. Could you please clarify the language to be ".....postpone this item to a Special Meeting at a date within 60 days, to be called by the Chair." As it reads, it could be interpreted as there are 60 days to pick a date, which was not the essence of the discussion or the vote (3:44:14).

Thanks

JAN 14 2014

2013 – 2014

## Quarterly Financial Report as of December 31, 2013

**Summary**

As of December 31, 2013, halfway through the fiscal year, we anticipate total projected expenses for Fairfield Public Schools to exceed budget by \$1.4 million. The attached report outlines the areas which are over and under budget but the main cause for the deficit are Pupil Personnel expenses, specifically professional consultations, outside evaluations and out-of-district tuition. These expenses are volatile to begin with and projecting six months in the future is particularly challenging. This information is the best estimate of our budget status at year end. A budget freeze is in effect for non-essential spending to help mitigate the situation. The freeze does not apply to expenditures for health, safety and instructional needs to maintain programs. Capital expenditures will be deferred wherever possible. Administrators were asked to estimate the potential savings we could realize as a result of the freeze. The numbers aren't currently available but we will closely monitor the situation and update the projection periodically as information develops.

**Personnel Services:**

Contracted salaries, hourly wages, extra-curricular stipends and substitute pay are the single largest budget classification at nearly \$100 million of the \$151 million budget appropriation. The balances in this category are for part-time employment (subs, interns, overtime and hourly support salaries – paid as earned), wage and benefit reserves for unsettled contracts, staff replacement (turnover), degree changes and extra-curricular activities. All other salaries have been encumbered except for spring coaches. A hiring freeze is in effect for non-essential employees and the use of substitutes is limited to coverage for essential personnel in unavoidable situations. Overtime has also been restricted to critical operations and maintenance of programs.

**Fixed Charges:**

15 % of the budget is allocated to employee benefits which have been categorized as fixed charges. Our contribution to the medical retention fund has been made but the pension payment has not. Social security and life insurance are paid as incurred throughout the year.

**Pupil Personnel Expenses:**

This segment of the budget is for special education costs except for salaries, out of district transportation and capital. An unprecedented 17 additional students have been placed in out-of-district placements since the September 30 Quarterly Report. Pupil personnel expenses increased approximately \$1,000,000 in that 3 month period largely due to consultations, outside evaluations and out-of-district placements. As stated repeatedly in previous reports, special education is highly volatile since costs are based on the special needs of individual students and state excess cost reimbursement for qualifying expenses. Expenses are filed with the state on December 1 and our own calculations were done to estimate the amount of excess cost reimbursement. The total we currently expect to receive is \$2,794,038 and that amount has been accounted for in the projection. The initial excess cost reimbursement is received in February and is based on the December filing. The Pupil Personnel Dept. will file updated expenses to the state on March 1 and adjustments will be made accordingly in the final May payment.

## **School Expenses:**

These expenditures support instruction and activities at the building level and include supplies, materials, textbooks, copying, sports and other activities. 60% of the funding in this category has been spent. A number of school expenses are essential to instruction and will be spent, however, this is also where building administrators have been asked to estimate potential savings in discretionary spending i.e., conferences, dues/fees, paper etc.

## **Support Expenses:**

Program implementation, centrally funded instructional programs, non-special education tuition, central support operations, professional development and curriculum development fall within this category. We will continue to incur expenses throughout the year that support and maintain instructional programs. However, professional development and curriculum writing will be curtailed especially where substitutes are required. Professional / Technical, maintenance services (software/network maintenance), security and postage expenses in this classification indirectly support school operations and are expended on a contractual or as needed basis. Cost savings measures will be taken where possible without interruption to core operations.

## **Maintenance/Operation/Transportation:**

Maintenance, operations and transportation account for 10 % of the total budget. Regular and special education estimated transportation costs have been encumbered. The current deficit position is due to special education transportation associated with the additional out-of-district placements. The negative balance will be partially offset by a small portion of the excess cost grant and a magnet school transportation grant; however, overall transportation is projected to stay over budget. In addition, only 3 months of actual fuel use was available as a basis for the estimate, therefore, it may change considerably.

Utilities are not encumbered for the year and are difficult to forecast. The heating season has arrived and will undoubtedly strain the fuel and maintenance budget with frigid temperatures and broken pipes, but costs have not been invoiced and paid. Electricity is expected to be over budget by approximately \$270,000 due to an increase in transmission fees which are not part of the bid process. Electrical generation rates are fixed, however, the forecast is based on uncertain transmission fees and usage for seven months.

Maintenance services accounts for preventative maintenance, repairs and major maintenance projects is another unpredictable part of the budget. Most maintenance projects are complete but the maintenance department is also calculating areas of potential savings without jeopardizing health, safety and vital services such as snow plowing, repairs and maintenance of equipment.

## **Capital:**

Capital equipment accounts currently have a balance of \$300,000. Equipment purchases will be deferred where possible but there may be additional purchases if a critical need arises.

Submitted: January 9, 2014

Doreen T. Munsell

**FAIRFIELD PUBLIC SCHOOLS**  
**2013 - 2014**  
**Budget Projection as of December 31, 2013**

418

Quarterly Financial Report as of December 31, 2013							Year End Projection as of December 31, 2013		
Appropriation As Adopted	Spec Approp and Transfers	Appropriation Amended	Total Expenditures	Outstanding Encumbrances	Unencumbered Balance	Appropriation As Adopted	Projected Expenses	Projected Balance	
<b>Personnel Services</b>									
68,309,520	(641,200)	67,668,320	24,302,583	43,370,678	(4,941)	68,309,520	67,878,895	430,625	
6,312,213	(154,197)	6,158,016	2,201,274	3,956,768	(26)	6,312,213	6,179,739	132,474	
5,469,383	(120,346)	5,349,037	2,676,021	2,673,016	0	5,469,383	5,368,361	101,022	
1,031,260	21,003	1,052,263	526,215	526,049	(0)	1,031,260	1,052,263	(21,003)	
694,225	(3,205)	691,020	341,405	349,624	(9)	694,225	691,020	3,205	
3,213,978	(12,423)	3,201,555	1,399,574	1,801,979	2	3,213,978	3,201,555	12,423	
2,881,998	(18,996)	2,863,002	1,099,050	1,763,949	4	2,881,998	2,863,052	28,946	
3,543,646	15,795	3,559,441	1,759,035	1,800,409	(3)	3,543,646	3,559,707	(16,061)	
1,022,435	(42,557)	979,878	501,026	478,845	8	1,022,435	985,262	37,173	
1,115,099	(69,640)	1,045,459	488,648	556,811	0	1,115,099	1,045,459	69,640	
727,369	(53)	727,316	347,593	379,722	1	727,369	727,316	53	
570,547	27,151	597,698	293,305	304,367	25	570,547	597,675	(27,128)	
3,058,487	76,588	3,135,075	1,562,708	520,866	1,051,501	3,058,487	3,340,284	(281,797)	
700,802	(102,673)	598,129	6,800	0	591,329	700,802	199,741	501,061	
(460,000)	1,220,545	760,545	0	0	760,545	(460,000)	(110,000)	(350,000)	
280,720	(195,492)	85,228	0	0	85,228	280,720	0	280,720	
1,317,715	0	1,317,715	405,205	396,960	515,550	1,317,715	1,317,715	0	
<b>99,789,397</b>	<b>300</b>	<b>99,789,697</b>	<b>37,910,441</b>	<b>58,880,043</b>	<b>2,999,213</b>	<b>99,789,397</b>	<b>98,888,044</b>	<b>901,353</b>	
<b>Fixed Charges</b>									
18,556,751	0	18,556,751	18,553,001	0	3,750	18,556,751	18,556,751	0	
256,763	0	256,763	127,430	0	129,333	256,763	256,763	0	
2,109,871	0	2,109,871	925,389	0	1,184,482	2,109,871	2,129,871	(20,000)	
2,123,283	0	2,123,283	22,488	0	2,100,795	2,123,283	2,123,283	0	
<b>23,046,668</b>	<b>0</b>	<b>23,046,668</b>	<b>19,628,308</b>	<b>0</b>	<b>3,418,360</b>	<b>23,046,668</b>	<b>23,066,668</b>	<b>(20,000)</b>	
<b>Pupil Personnel Expense</b>									
110,000	0	110,000	20,643	0	89,357	110,000	110,000	0	
1,285,473	0	1,285,473	588,162	1,120,263	(422,952)	1,285,473	1,562,615	(277,142)	
179,350	0	179,350	342,888	307,901	(471,439)	179,350	450,613	(271,263)	
10,200	0	10,200	13,260	0	(3,060)	10,200	10,200	0	
152,165	0	152,165	148,150	0	4,015	152,165	152,165	0	
14,102	0	14,102	5,212	0	8,890	14,102	14,102	0	
6,800	249	7,049	2,306	4,742	1	6,800	7,049	(249)	
3,518,969	0	3,518,969	3,132,733	3,127,748	(2,741,512)	3,518,969	4,834,549	(1,315,580)	
30,000	0	30,000	34,856	596	(5,453)	30,000	30,000	0	
19,500	0	19,500	6,911	742	11,847	19,500	19,500	0	
2,500	0	2,500	6,255	228	(3,983)	2,500	2,500	0	
1,000	0	1,000	2,103	286	(1,388)	1,000	1,000	0	
935	0	935	214	100	621	935	935	0	
<b>5,330,994</b>	<b>249</b>	<b>5,331,243</b>	<b>4,303,694</b>	<b>4,562,606</b>	<b>(3,535,057)</b>	<b>5,330,994</b>	<b>7,195,228</b>	<b>(1,864,234)</b>	

**FAIRFIELD PUBLIC SCHOOLS**  
**2013 - 2014**  
**Budget Projection as of December 31, 2013**

Quarterly Financial Report as of December 31, 2013							Year End Projection as of December 31, 2013		
Appropriation As Adopted	Spec Approp and Transfers	Appropriation Amended	Total Expenditures	Outstanding Encumbrances	Unencumbered Balance		Appropriation As Adopted	Projected Expenses	Projected Balance
<b>School Expenses</b>									
21,026	0	21,026	1,912	0	19,114		21,026	21,026	0
6,360	0	6,360	1,449	0	4,911		6,360	6,360	0
64,715	0	64,715	8,204	417	56,094		64,715	64,715	0
42,860	0	42,860	2,099	780	39,981		42,860	42,860	0
40,253	1,600	41,853	9,785	20,259	11,809		40,253	41,853	(1,600)
43,611	7,851	51,462	13,602	19,972	17,888		43,611	50,592	(6,981)
305,672	(250)	305,422	102,800	141,145	61,478		305,672	305,422	250
1,361,385	106,536	1,467,921	623,970	262,417	581,535		1,361,385	1,468,791	(107,406)
44,000	(676)	43,324	12,381	11,684	19,259		44,000	38,324	5,676
123,946	(123,946)	0	0	0	0		123,946	0	123,946
571,310	0	571,310	189,301	143,577	238,433		571,310	571,310	0
15,632	564	16,196	6,500	2,497	7,199		15,632	16,196	(564)
25,450	(355)	25,095	20,246	1,327	3,322		25,450	25,095	355
<b>2,666,220</b>	<b>(8,676)</b>	<b>2,657,544</b>	<b>992,246</b>	<b>604,275</b>	<b>1,061,023</b>		<b>2,666,220</b>	<b>2,652,544</b>	<b>13,676</b>
<b>Support Expenses</b>									
52,930	0	52,930	18,907	2,102	31,922		52,930	47,595	5,335
326,786	0	326,786	111,762	380,468	(165,445)		326,786	517,707	(190,921)
2,100	0	2,100	988	0	1,112		2,100	2,100	0
140,000	0	140,000	57,937	70,502	11,561		140,000	140,000	0
567,015	0	567,015	392,825	45,430	128,760		567,015	552,853	14,162
44,900	0	44,900	14,786	0	30,114		44,900	44,900	0
585,332	12,907	598,239	294,056	68,340	235,844		585,332	557,425	27,907
110,968	0	110,968	49,788	12,801	48,379		110,968	110,968	0
26,000	0	26,000	1,209	115	24,676		26,000	26,000	0
72,350	427	72,777	28,861	34,801	9,115		72,350	78,956	(6,606)
384,452	0	384,452	173,009	151,409	60,034		384,452	324,418	60,034
923,516	(5,207)	918,309	644,802	22,994	250,513		923,516	889,806	33,710
28,500	0	28,500	17,284	2,353	8,863		28,500	27,594	906
14,500	0	14,500	5,095	7,223	2,182		14,500	14,500	0
0	0	0	906	0	(906)		0	906	(906)
68,487	0	68,487	841	2,150	65,497		68,487	68,487	0
127,270	0	127,270	51,243	5,212	70,815		127,270	127,270	0
8,000	0	8,000	1,746	2,354	3,900		8,000	8,000	0
52,000	0	52,000	46,916	8,750	(3,666)		52,000	52,000	0
<b>3,535,106</b>	<b>8,127</b>	<b>3,543,233</b>	<b>1,912,961</b>	<b>817,002</b>	<b>813,271</b>		<b>3,535,106</b>	<b>3,591,485</b>	<b>(56,379)</b>

**FAIRFIELD PUBLIC SCHOOLS**  
**2013 - 2014**  
**Budget Projection as of December 31, 2013**

	Quarterly Financial Report as of December 31, 2013						Year End Projection as of December 31, 2013		
	Appropriation As Adopted	Spec Approp and Transfers	Appropriation Amended	Total Expenditures	Outstanding Encumbrances	Unencumbered Balance	Appropriation As Adopted	Projected Expenses	Projected Balance
<b>Maint/Oper/Trans</b>									
305 Professional/Technical Svcs	75,000	0	75,000	7,090	0	67,910	75,000	75,000	0
311 Utilities	4,005,887	0	4,005,887	1,905,925	140,904	1,959,059	4,005,887	4,295,146	(289,259)
313 Maintenance Services	3,346,674	0	3,346,674	1,341,265	1,115,794	889,615	3,346,674	3,342,550	4,124
317 Student Transportation	7,101,703	0	7,101,703	2,662,683	4,579,314	(140,295)	7,101,703	7,156,733	(55,030)
319 Conference & Travel	35,905	0	35,905	13,942	0	21,963	35,905	35,905	0
321 Professional Development	62,180	0	62,180	19,483	5,666	37,032	62,180	61,180	1,000
424 Other Supplies	335,211	0	335,211	138,313	37,919	158,979	335,211	335,211	0
429 Maintenance/Repair Supplies	456,500	0	456,500	202,757	155,078	98,665	456,500	531,500	(75,000)
<b>Total Maint/Oper/Trans</b>	<b>15,419,060</b>	<b>0</b>	<b>15,419,060</b>	<b>6,291,458</b>	<b>6,034,674</b>	<b>3,092,928</b>	<b>15,419,060</b>	<b>15,833,225</b>	<b>(414,165)</b>
<b>Capital</b>									
501 Capital Outlay	241,700	0	241,700	126,879	10,560	104,261	241,700	241,700	0
503 Technology	1,162,601	0	1,162,601	867,489	91,323	203,589	1,162,601	1,162,601	0
<b>Total Capital</b>	<b>1,404,301</b>	<b>0</b>	<b>1,404,301</b>	<b>994,369</b>	<b>102,083</b>	<b>307,850</b>	<b>1,404,301</b>	<b>1,404,301</b>	<b>0</b>
<b>Grand Total</b>	<b>151,191,746</b>	<b>0</b>	<b>151,191,746</b>	<b>72,033,476</b>	<b>71,000,683</b>	<b>8,157,587</b>	<b>151,191,746</b>	<b>152,631,495</b>	<b>(1,439,749)</b>



Fairfield Public Schools  
Food Service Program  
Financial Report as of November 30, 2013

Revenue

Proceeds and meal counts vary considerably each month based on the number of days school is in session. Exams, snow days and conference schedules also impact meals served but not to the same extent. For these reasons, meals served per day are the best measurement of progress. Meals served per day increased each month through November 2013. Also, November year-to-date meals served per day have increased 9% over the same period in 12-13. Other significant sources of revenue i.e., federal and state reimbursements are not level each month which complicates an evaluation of the programs' financial condition after 3 months of operation.

Expenses

There has been a concerted effort to reduce operating costs where possible without compromising program standards. Positions were reduced through attrition where warranted. Program expenses are relatively consistent throughout the year with the exception of food costs. Inventory and the delivery/use of USDA commodities cause fluctuations in the purchase and cost of food.

Cash

As of November 30, 2013, the program has a cash balance of approximately \$500,000. Food service has two separate cash accounts which consist of a checking account and a STIF account (savings). Periodically, funds are transferred from the STIF account to the checking account as needed. The cash balance mentioned above is the total of both accounts and was acquired exclusively through food service operations. There has been no transfer of funds from the BOE operating budget.

Liabilities

The food service program closed the 12-13 fiscal year with a liability to the BOE of approximately \$200,000. As the 12-13 year developed, it was clearly not feasible for the program to reimburse the BOE in total. Approximately one-half of last year's debt is owed to the BOE and the balance to the medical retention fund. In addition, the program's 13-14 liability to the BOE at November 30, 2013 is approximately \$430,000, of which almost \$170,000 is owed to the medical retention fund.

Fund Balance

Federal guidelines recommend school food programs maintain a fund balance equal to 1 -2 months of operating expense, but no more than 3 months. As of November 30, 2013, the computed operating position is (\$120,000) or (.36) months.

In August 2013 the Board of Education authorized the Superintendent to issue an RFP to contract with a food service management company. The RFP was issued in early December and proposals are due on February 4, 2014. Management companies will be completely aware of the program's financial status and are expected to address the situation in their proposals.

Submitted: January 9, 2014  
Doreen T. Munsell

Fairfield Public Schools Food Service Program Budget 2013-2014							
	Actual 2010-2011	Actual 2011-2012	Actual 2012-2013	Interim Budget 2013-2014 (2012-2013)	Revised Budget 2013-2014	Difference vs Revised Budget 2013-2014	Actual 2013-2014 11/30/2013
Balance On Hand 7/1	\$802,822	\$771,286	\$482,558	\$200,196	\$200,196	(\$282,362)	\$200,196
<b>Revenue</b>							
Receipts							
Federal Aid	\$2,425,444	\$2,422,315	\$2,194,413	\$2,803,053	\$2,363,480	\$169,067	\$787,293
Meal pattern Subsidy	\$442,865	\$452,790	\$422,151	\$471,516	\$434,983	\$12,832	\$147,296
State Reimbursement	\$30,613	\$35,056	\$28,684	\$37,099	\$34,341	\$5,657	\$11,459
Approximate State Reimbursement - Public Act 06-63	\$60,081	\$69,533	\$36,733	\$31,592	\$24,535	(\$12,198)	\$28,748
Special Revenue (Catering)	\$15,770	\$14,545	\$71,387	\$17,081	\$53,296	(\$18,091)	\$0
Rebates	\$15,674	\$14,950	\$5,764	\$12,000	\$16,000	\$470	\$6,917
Interest (Pos Balance & Interest Rate)	\$707	\$564	\$526	\$12,000	\$6,000	\$236	\$585
<b>Total Current Revenue</b>	\$2,991,154	\$3,009,753	\$2,775,188	\$3,434,841	\$2,933,135	\$157,947	\$982,301
<b>Disbursements</b>							
Food	\$1,225,918	\$1,275,120	\$1,205,951	\$1,310,889	\$1,210,591	\$4,640	\$430,983
Supplies	\$106,145	\$139,364	\$115,111	\$160,598	\$115,554	\$443	\$35,439
Delivery & Storage	\$5,083	\$3,447	\$2,339	\$4,000	\$2,650	\$311	\$795
Salaries	\$1,223,169	\$1,220,553	\$1,238,278	\$1,268,560	\$1,188,105	(\$50,173)	\$402,816
Fringe Benefits	\$396,000	\$364,488	\$382,300	\$396,580	\$445,420	\$63,120	\$130,482
Training/Travel/Conferences/Dues/Purchased Service	\$38,715	\$19,357	\$73,744	\$14,200	\$6,700	(\$67,044)	\$1,997
Repairs & Maintenance (Incl. Signage)	\$52,698	\$50,219	\$49,643	\$44,475	\$49,415	(\$228)	\$38,891
Equipment	\$1,618	\$25,136	\$0	\$12,000	\$0	\$0	\$0
Software Maint/License Fee	\$11,453	\$9,658	\$7,965	\$9,658	\$8,132	\$167	\$8,132
Hurricane Sandy			\$5,719		\$0	(\$5,719)	\$0
Custodial / Utility Fees		\$167,454	\$162,751	\$162,751	\$161,436	(\$1,315)	\$48,432
<b>Total Disbursements</b>	\$3,060,799	\$3,274,796	\$3,243,801	\$3,378,711	\$3,188,003	(\$55,798)	\$1,097,967
<b>Change In Fund Balance 6/30</b>	(\$69,645)	(\$265,043)	(\$468,613)	\$56,130	(\$254,868)	\$213,745	(\$115,666)
<b>Accounts Receivable/Payable Adjustment To Convert To Cash*</b>	\$38,109	(\$23,685)	\$186,251	\$186,251	\$81,283	(\$104,968)	\$417,363
<b>Cash Balance On Hand 6/30</b>	\$771,286	\$482,558	\$200,196	\$442,577	\$26,611	(\$173,585)	\$501,893
<b>Accounts Receivable 6/30</b>	\$93,784	\$92,224	\$133,402	\$113,203	\$106,470	(\$26,932)	\$148,182
<b>Value of Inventory on Hand 6/30</b>	\$32,230	\$48,061	\$40,049	\$40,097	\$40,113	\$64	\$74,339
<b>Accounts Payable 6/30</b>	(\$159,954)	(\$156,453)	(\$375,630)	(\$375,630)	(\$375,630)	\$0	(\$844,985)
<b>Computed Operating Position @ 6/30 Using State Calculation</b>	\$737,346	\$466,390	(\$1,983)	\$220,247	(\$202,436)	(\$200,453)	(\$170,572)
<b>Number of Month's Expense on Hand 6/30</b>	2.41	1.42	0.65				

\* This represents the change 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) balances from July 1 to June 30.

Organizational/Regular Meeting Notes  
Fairfield BoE; November 26, 2013

ENCLOSURE NO. 5  
JAN 14 2014

## Voting Summary:

### **Call to order of the Organizational/Regular Meeting of the Board of Education and Roll Call**

Chairman Philip Dwyer called the Organizational/Regular meeting to order at 7:32PM. Present were members Eileen Liu-McCormack, John Convertito, Donna Karnal, Jessica Gerber, Philip Dwyer, Paul Fattibene, Jennifer Maxon-Kennelly, John Llewellyn and Marc Patten. Others present were Dr. Title, members of the Central Office Leadership Team, student representatives Danielle Clark, Carley Strachan, Ethan King and Bill Moeder and approximately 40 members of the public.

### **Election of Temporary Chairman/Secretary**

Mrs. Maxon-Kennelly moved/Mrs. Gerber seconded the 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" Motion passed 9-0

### **Election of Officers**

Mr. Patten moved/Mr. Convertito seconded to nominate Philip Dwyer for Board of Education Chairman. Motion passed 7-2 (Mr. Convertito, Ms. Karnal Mrs. Gerber, Mr. Dwyer, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Patten in favor; Mrs. Liu-McCormack, Mr. Llewellyn against)  
Mr. Dwyer is elected Board of Education Chairman.

Mr. Convertito moved/Mrs. Maxon-Kennelly seconded to nominate Paul Fattibene for Board of Education Vice Chairman. Motion passed 9-0.

Mr. Fattibene is elected Board of Education Vice Chairman.

Mrs. Liu-McCormack moved/Mr. Llewellyn seconded to nominate Ms. Karnal for Board of Education Secretary

Mr. Fattibene moved/Mr. Convertito seconded to nominate Ms. Gerber for Board of Education Secretary.

Votes for Mrs. Gerber as Board of Education Secretary – 6 (Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Patten)

Votes for Ms. Karnal as Board of Education Secretary – 3 (Mrs. Liu-McCormack, Ms. Karnal, Mr. Llewellyn)

Mrs. Gerber elected Board of Education Secretary.

### **Review of By-laws**

Mr. Fattibene asked the Board for Unanimous Consent to move the Review of the By-Laws up to the next item on the agenda. The Board agreed.

Mr. Fattibene moved/Mr. Llewellyn seconded to change the wording in the by-laws to read as follows:

Article 1 Section 3 (8230)

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 records. (insert new language): "**The minutes shall accurately record the essence of discussions during the Board meetings without discrimination based on viewpoint.**" 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.

Mr. Convertito offered a friendly amendment to change the language of the motion and take out the word "discrimination" and instead have the change read, "The minutes shall accurately record the essence of discussions during Board meetings without regard to any speaker's viewpoint." Mr. Fattibene declined to accept the friendly amendment.

Motion passed 5-4 (Mrs. Liu-McCormack, Mr. Convertito, Ms. Karnal, Mr. Fattibene, Mr. Llewellyn in favor; Mrs. Gerber, Mr. Dwyer, Mrs. Maxon-Kennelly, Mr. Patten against).

Mr. Fattibene moved/Mr. Llewellyn seconded to change the wording in the by-laws to read as follows:

Article V Section 3

Notice of Meetings (8530)

A. Notice to Board Members

Notice of each meeting of the Board and agenda (remove "***prepared by the Superintendent***"), listing all proposed action at such meeting (insert new language): "**and including all referenced documents**" shall be delivered to each member of the Board at least five (5) days prior to such meeting. Subject to each Board member's consent, (remove "***the Superintendent may deliver notice and the agenda***" and insert new language): "**delivery may be made**" electronically.

B. Notice to the Public

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

Mr. Dwyer made a friendly amendment to combine the two amendments in a single motion; which the board accepted.

Motion passed 8-0-1 (Mrs. Liu-McCormack, Ms. Karnal, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Llewellyn, Mr. Patten in favor; Mr. Convertito abstained).

Mr. Convertito called a Point of Order, saying that the previous two votes regarding the bylaws changes were out of order because they were not on the agenda, and not brought up by a 2/3 vote, so they should therefore be struck from the record. He asked Mr. Dwyer, as Chair, for a ruling.

Mr. Dwyer ruled that Mr. Convertito was correct.

Mr. Fattibene challenged the ruling because: 1) the Board by-laws state in Article VI – Amendments that it is not necessary for the Board to provide proposed amendments in advance in the call for an Organizational Meeting when the By-Laws are reviewed; and 2) the Board gave unanimous consent to address the review of by-laws.

Mrs. Liu-McCormack moved/Mr. Llewellyn seconded to overturn the decision of the Chair and allow the amendments to the By-laws to stand as voted on. Motion passed 5-4 (Mrs. Liu-McCormack, Ms. Karnal, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Llewellyn in favor; Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Mr. Patten against).

**Approval of Minutes**

***Approval of Minutes of the Regular Meeting of October 22, 2013.***

Mrs. Gerber moved/Mr. Dwyer seconded the recommended motion “that the Board of Education approve the Minutes of the Regular Meeting of October 22, 2013.” Motion passed 4-0-4 (Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene in favor; Mrs. Liu-McCormack, Ms. Karnal, Mr. Llewellyn, Mr. Patten abstained; Mrs. Maxon-Kennelly was not in the room at the time)

***Approval of Minutes of the Special Meeting of November 13, 2013.***

Mrs. Gerber moved/Mr. Dwyer seconded the recommended motion “that the Board of Education approve the Minutes of the Special Meeting of November 13, 2013.” Motion passed 4-0-4 (Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene in favor; Mrs. Liu-McCormack, Ms. Karnal, Mr. Llewellyn, Mr. Patten abstained; Mrs. Maxon-Kennelly was not in the room at the time)

**Old Business**

***Approval of the Recommendations from the Ad-Hoc Communications Committee Report***

Mrs. Maxon-Kennelly moved/Mrs. Gerber seconded the recommended motion “that the Board of Education approve the recommendations from the Ad-Hoc Communications Committee Report as enclosed.”

Mr. Fattibene made a friendly amendment to add the words at the end of the motion “to be implemented at the discretion of the Chair” which the board accepted.

Mr. Convertito moved/Mrs. Maxon-Kennelly seconded to divide the question to group items 1, 2, 3, and 6 together to be separated from items 4 and 5 which will be grouped together. Motion passed 9-0.

Mr. Convertito moved/Mrs. Maxon-Kennelly seconded the recommended motion, “that the Board of Education approve the recommendations 1, 2, 3, 6 from the Ad-Hoc Communications Committee Report as enclosed to be implemented at the discretion of the Chair”

Mr. Llewellyn moved/Mrs. Liu-McCormack seconded to, for item number 2, take out the first sentence and replace it with, “Provide a quarterly index referencing BoE meetings and topics” Motion failed 4-5 (Mrs. Liu-McCormack, Ms. Karnal, Mr. Fattibene, Mr. Llewellyn in favor; Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Mrs. Maxon-Kennelly and Mr. Patten against)

The original motion passed 7-2 (Mr. Convertito, Ms. Karnal, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Patten in favor; Mrs. Liu-McCormack, Mr. Llewellyn against)

Mrs. Maxon-Kennelly moved/Mrs. Gerber seconded the recommended motion, “that the Board of Education

approve the recommendations 4 and 5 from the Ad-Hoc Communications Committee Report as enclosed to be implemented at the discretion of the Chair”

Mrs. Maxon-Kennelly made a friendly amendment to change the wording of number 4 to change “each BoE meeting” to read, “BoE meetings”, and also to change the wording of number 5 by adding the words “or more” to the end of the last sentence. After comments from Dr. Title, Mrs. Maxon-Kennelly withdrew the proposed change to number 5.

The original motion failed 4-4-1 (Mrs. Gerber, Mr. Dwyer, Mrs. Maxon-Kennelly, Mr. Patten in favor; Mrs. Liu-McCormack, Ms. Karnal, Mr. Fattibene, Mr. Llewellyn against; Mr. Convertito abstained.

**New Business**

Mr. Llewellyn moved/Ms. Karnal seconded to extend the meeting to 11:15PM.

**Adjournment**

Mrs. Maxon-Kennelly moved/Mr. Patten seconded the recommended motion “that this Organizational/Regular Meeting of the Board of Education adjourn”. Motion passed 9-0. Meeting adjourned 11:15PM.

**Detailed Minutes:**

**Call to order of the Organizational/Regular Meeting of the Board of Education and Roll Call**

Chairman Philip Dwyer called the Organizational/Regular meeting to order at 7:32PM. Present were members Eileen Liu-McCormack, John Convertito, Donna Karnal, Jessica Gerber, Philip Dwyer, Paul Fattibene, Jennifer Maxon-Kennelly, John Llewellyn and Marc Patten. Others present were Dr. Title, members of the Central Office Leadership Team, student representatives Danielle Clark, Carley Strachan, Ethan King and Bill Moeder and approximately 40 members of the public.

**Election of Temporary Chairman/Secretary**

Mrs. Maxon-Kennelly moved/Mrs. Gerber seconded the 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” Motion passed 9-0

**Election of Officers**

Mr. Patten moved/Mr. Convertito seconded to nominate Philip Dwyer for Board of Education Chairman. Motion passed 7-2 (Mr. Convertito, Ms. Karnal Mrs. Gerber, Mr. Dwyer, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Patten in favor; Mrs. Liu-McCormack, Mr. Llewellyn against)  
Mr. Dwyer is elected Board of Education Chairman.

Mr. Convertito moved/Mrs. Maxon-Kennelly seconded to nominate Paul Fattibene for Board of Education Vice Chairman. Motion passed 9-0.

Mr. Fattibene is elected Board of Education Vice Chairman.

Mrs. Liu-McCormack moved/Mr. Llewellyn seconded to nominate Ms. Karnal for Board of Education Secretary

Mr. Fattibene moved/Mr. Convertito seconded to nominate Ms. Gerber for Board of Education Secretary.

Votes for Mrs. Gerber as Board of Education Secretary – 6 (Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Patten)

Votes for Ms. Karnal as Board of Education Secretary – 3 (Mrs. Liu-McCormack, Ms. Karnal, Mr. Llewellyn)

Mrs. Gerber elected Board of Education Secretary.

**Review of By-laws**

Mr. Fattibene asked the Board for Unanimous Consent to move the Review of the By-Laws up to the next item on the agenda. The Board agreed.

Mr. Fattibene moved/Mr. Llewellyn seconded to change the wording in the by-laws to read as follows:

Article 1 Section 3 (8230)

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 records. (insert new language): "**The minutes shall accurately record the essence of discussions during the Board meetings without discrimination based on viewpoint.**" 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.

Mr. Convertito offered a friendly amendment to change the language of the motion and take out the word "discrimination" and instead have the change read, "The minutes shall accurately record the essence of discussions during Board meetings without regard to any speaker's viewpoint." Mr. Fattibene declined to accept the friendly amendment.

Motion passed 5-4 (Mrs. Liu-McCormack, Mr. Convertito, Ms. Karnal, Mr. Fattibene, Mr. Llewellyn in favor; Mrs. Gerber, Mr. Dwyer, Mrs. Maxon-Kennelly, Mr. Patten against).

Mr. Fattibene moved/Mr. Llewellyn seconded to change the wording in the by-laws to read as follows:

Article V Section 3

Notice of Meetings (8530)

A. Notice to Board Members

Notice of each meeting of the Board and agenda (remove "***prepared by the Superintendent***"), listing all proposed action at such meeting (insert new language): "**and including all referenced documents**" shall be delivered to each member of the Board at least five (5) days prior to such meeting. Subject to each Board member's consent, (remove "***the Superintendent may deliver notice and the agenda***" and insert new language): "**delivery may be made**" electronically.

B. Notice to the Public

In compliance with State Law, the notice of the meeting date, and the agenda for such meeting, shall be made available to the public in writing and electronically on the Board's website. In addition, this information must

be on file not less than twenty-four (24) hours before the meeting to which they refer in the Office of the Superintendent. (add new language): **The agenda and all referenced documents shall be made available to the public on the Board's website and at such meeting.**

Mr. Dwyer made a friendly amendment to combine the two amendments; the Board accepted.

Motion passed 8-0-1 (Mrs. Liu-McCormack, Ms. Karnal, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Llewellyn, Mr. Patten in favor; Mr. Convertito abstained.

Mr. Dwyer asked if the intent of this motion was to clarify existing practice. Mr. Fattibene agreed.

In response to Mr. Convertito, Mr. Fattibene clarified agenda preparation on page 9 of by-laws, item C: Agenda, to number the first paragraph (1) and insert second paragraph (2) stating "the Chairperson in consultation with the Superintendent and Vice-Chairperson, shall have the responsibility to prepare the agenda for each meeting" Mr. Dwyer stated this statement is a concept and not an official motion at this time.

The by-law discussion was paused at this time in order to proceed with the AP Presentation.

#### Presentations

##### **AP Presentation**

Dr. Boice, Director of Secondary Education, stated that each high school offers 20 AP courses in 7 different content areas; the focus has been on extending the offerings and expanding student participation; receiving the AP Award is proof that the hard work has paid off. Fairfield Ludlowe High School Seniors, Daria Efimov and Corbinian Wanner, spoke in support of the AP program which shapes and prepares students for the future. AP Teachers Stephen O'Brien (FWHS) and Sara Bassett (FLHS) both spoke in support of the AP program; both praised the open enrollment policy and the opportunities this provides to students.

College Board Senior Director of Strategic Communications, Ms. Heather Tsonopoulos, presented the AP Honor Roll Award to Fairfield Public Schools, Dr. Title and Chairman Dwyer; this award recognizes schools that increase access to AP coursework while maintaining strong performance on AP exams; and Fairfield has an incredible achievement with 91% of students scoring a 3 or higher on AP exams.

##### **Recognition of PTA Delegates**

Mr. Dwyer spoke to the importance of the PTA as a focal point of communication. Mrs. Gerber recognized the Board of Education PTA representatives and the invaluable service they provide to communicate meeting information back to their respective school communities.

#### Return to By-Law Discussion

Mr. Convertito called a Point of Order, saying that the previous two votes regarding the bylaws changes were out of order because they were not on the agenda, and not brought up by a 2/3 vote, so they should therefore be struck from the record. He asked Mr. Dwyer, as Chair, for a ruling.

Mr. Dwyer ruled that Mr. Convertito was correct.

Mr. Fattibene challenged the ruling because: 1) the Board by-laws state in Article VI – Amendments that it is



not necessary for the Board to provide proposed amendments in advance in the call for an Organizational Meeting when the By-Laws are reviewed; and 2) the Board gave unanimous consent to address the review of by-laws.

Mrs. Liu-McCormack moved/Mr. Llewellyn seconded to overturn the decision of the Chair and allow the amendments to the By-laws to stand as voted on. Motion passed 5-4 (Mrs. Liu-McCormack, Ms. Karnal, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Llewellyn in favor; Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Mr. Patten against)

Mr. Dwyer stated that additional by-law concepts with official motions will be addressed at a future meeting. Individual Board members stated that by-law amendments will be submitted for agenda construction, measurable goals, and series 8100.

\* \* R e g u l a r M e e t i n g \* \*

Approval of Minutes

**Approval of Minutes of the Regular Meeting of October 22, 2013**

Mrs. Gerber moved/Mr. Dwyer seconded the recommended motion “that the Board of Education approve the Minutes of the Regular Meeting of October 22, 2013.” Motion passed 4-0-4 (Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene in favor; Mrs. Liu-McCormack, Ms. Karnal, Mr. Llewellyn, Mr. Patten abstained; Mrs. Maxon-Kennelly was not in the room at the time)

**Approval of Minutes of the Special Meeting of November 13, 2013**

Mrs. Gerber moved/Mr. Dwyer seconded the recommended motion “that the Board of Education approve the Minutes of the Special Meeting of November 13, 2013.” Motion passed 4-0-4 (Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene in favor; Mrs. Liu-McCormack, Ms. Karnal, Mr. Llewellyn, Mr. Patten abstained; Mrs. Maxon-Kennelly was not in the room at the time)

Student Reports

Mr. Moeder and Mr. King reported for Fairfield Ludlowe High School; both stated they benefitted from AP classes; Richard Blumenthal recently visited in a cross-town debate; Thursday is the Turkey Bowl; Alumni Day is tomorrow; many student athletes received FCIAC honors; school drama club is performing Shakespeare; Key Club is working with Operation Hope to provide gifts to needy families; and college acceptance decisions are coming in.

Ms. Strachan and Ms. Clarke reported for Fairfield Warde High School; Sticks for Soldiers Lacrosse Tournament will be this weekend and donations go to soldiers; the Cheerleaders and Dance Teams are choreographing a new half-time show for the Turkey Bowl; college acceptance letters are coming in; several athletes have committed to schools; alumni will be returning tomorrow; the school store is looking for an food alternatives.

Board Committee/Liaison Reports

Ms. Kennelly stated that the Policy Committee review of the BOE Mission and Goals is ongoing . Mrs. Gerber stated that the FLHS project committee is interviewing construction managers. Mr. Fattibene stated that there are currently 6 referrals to the Transportation Safety Advisors.

Superintendent's Report

**PTA Council Presentation on Standardized Test Results**

Dr. Title presented a few samples on test score data and trends; out of 24 possible subject/grade combinations for the CMT, 20 show improvement from start to finish; of all subject areas in the CMT, Mathematics shows the most growth; CAPT results show increases over time in all four tested areas; AP enrollment increased while maintaining a high percentage of scores at 3 or higher; more detailed reports are available on the website.

**Update on Food Services RFP**

Dr. Title stated that the RFP has been approved at the Town level; the State must now approve the RFP; it is expected that bids will be sent out in March.

Mr. Llewellyn stated he will follow up with Ms. Munsell for Food Services financials.

Old Business

**Approval of the Recommendations from the Ad-Hoc Communications Committee Report**

Mrs. Maxon-Kennelly moved/Mrs. Gerber seconded the recommended motion "that the Board of Education approve the recommendations from the Ad-Hoc Communications Committee Report as enclosed."

Mr. Fattibene made a friendly amendment to add the words at the end of the motion "to be implemented at the discretion of the Chair," which the Board accepted.

Mr. Convertito moved/Mrs. Maxon-Kennelly seconded to divide the question to group items 1, 2, 3, and 6 together to be separated from items 4 and 5, which will be grouped together. Motion passed 9-0

Mr. Convertito moved/Mrs. Maxon-Kennelly seconded the recommended motion, "that the Board of Education approve the recommendations 1, 2, 3, 6 from the Ad-Hoc Communications Committee Report as enclosed to be implemented at the discretion of the Chair"

Mr. Llewellyn moved/Mrs. Liu-McCormack seconded to, for item number 2, take out the first sentence and replace it with, "Provide a quarterly index referencing BoE meetings and topics" Motion failed 4-5 (Mrs. Liu-McCormack, Ms. Karnal, Mr. Fattibene, Mr. Llewellyn in favor; Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Mrs. Maxon-Kennelly and Mr. Patten against)

The original motion passed 7-2 (Mr. Convertito, Ms. Karnal, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Patten in favor; Mrs. Liu-McCormack, Mr. Llewellyn against)

Mrs. Maxon-Kennelly moved/Mrs. Gerber seconded the recommended motion, "that the Board of Education approve the recommendations 4 and 5 from the Ad-Hoc Communications Committee Report as enclosed to be implemented at the discretion of the Chair"

Mrs. Maxon-Kennelly made a friendly amendment to change the wording of number 4 to change "each BoE meeting" to read, "BoE meetings", and also to change the wording of number 5 by adding the words "or more" to the end of the last sentence. After comments from Dr. Title, Mrs. Maxon-Kennelly withdrew the

proposed change to number 5.

The original motion failed 4-4-1 (Mrs. Gerber, Mr. Dwyer, Mrs. Maxon-Kennelly, Mr. Patten in favor; Mrs. Liu-McCormack, Ms. Karnal, Mr. Fattibene, Mr. Llewellyn against; Mr. Convertito abstained.

New Business
--------------

**Discussion on Board Goals**

Mr. Dwyer reviewed the enclosure and explained the Board Goals process from the previous year; Board members should forward goals to the Chairman to be included for Board review; this item will be addressed at the January meeting, if submissions of goals and ranking is completed by that time.

**Board Member Input on the 2014-2015 Budget**

Mr. Fattibene spoke to #3, the January 14 meeting, in support of discussing any detail required.

Mr. Llewellyn requested actuals and latest estimates as added columns, and spoke in support of voting on individual line items. At the request of new board members, the September 2013 quarterly financial report will be sent to them.

**Presentation of Draft 2014-2015 Student Calendar**

Dr. Title presented the draft calendar and explained this may be the last year to vote on the calendar; legislation may require a regional calendar for the 15-16 school year; this calendar aligns with the CES calendar and mirrors our current calendar.

Board members discussed starting school after labor day; changing the April break to March; moving the February 3<sup>rd</sup> Elementary PD Day; moving PD days to the beginning of the school year, and extending the February long weekend. Dr. Title stated that the SBAC test dates are unknown; students have to be cycled through the computers, which requires a longer window; it is not preferable to have students in school on Election day due to security issues.

Mr. Llewellyn moved/Ms. Karnal seconded to extend the meeting to 11:15PM.

Mrs. Kennelly requested the budget implications of moving the April break to March. Dr. Title stated he will research the CMT and CAPT Science Test schedule for March, 2015.

**Board Assignments**

Mr. Dwyer asked Board members to submit any committee assignment requests to him prior to the next meeting.

Public Comments and Petitions
-------------------------------

Nancy Haberly, Duck Farm Road, commented on the timeframe of the Teacher Evaluation Process and the availability of the School Improvement Plans.

Kelly Jacobsen, Acorn Lane, commented on standardized test data, and her understanding that strand level data is lacking.

Tricia Donovan, Taintor Drive, commented on standardized test data, and spoke in support of ctreports.com which provides complete test results.

Christine Vitale, Verna Hill Road, commented in support of the Communication Committee.

Mr. Dwyer clarified that the standardized test handout was a summary of the data; that more detailed reports are provided on the website; Dr. Title stated that the Board does receive a school by school reports, the District Data Team reviews these reports in detail; the deadline for teacher evaluations has not changed from June 30<sup>th</sup>; evaluations are not subject to disclosure; School Improvement Plans can be shared and schools are encouraged to put them on the website.

Open Board Comment

Mr. Dwyer stated the Board of Education Handbook must be updated; the Proposed BOE Meeting Dates must be provided to the Town in December; the Business Curriculum will be presented at the December 10 meeting.

Ms. Karnal spoke to when discussion takes place on standardized tests results. Mr. Dwyer indicated it occurs at various times in the year in conjunction with related business items.

Dr. Title clarified that the district delves into data analysis in great detail; individual school results vary due to the number of students.

Mr. Patten spoke to the possibility of a Roberts Rules review; and he attended a Westport State representative meeting on state mandates where districts expressed frustration at the manner of implementation.

Adjournment

Mrs. Maxon-Kennelly moved/Mr. Patten seconded the recommended motion "that this Organizational/Regular Meeting of the Board of Education adjourn." Motion passed 9-0. Meeting adjourned 11:15PM.

JAN 14 2014

November 26 Minutes – Amendment

**From:** Llewellyn, John  
**Sent:** Sunday, January 05, 2014 3:03 PM  
**To:** Philip Dwyer; BOE MEMBERS; John Convertito  
**Cc:** Brown, Margaret  
**Subject:** RE: RE: Minutes

Phil -

I would like the minutes to reflect that "John Llewellyn requested a copy of the most recent set of financials, as well as the 2013/2014 budget related to the Food Services Fund". I had placed words in bold in my prior email to denote the words I would like added. Next time I will use quotation marks as I realize that the bold may not be viewable on all devices. The request would be reflected in the Update on Food Service section.

Jessica is copied herein.

jsl

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

JAN 14 2014

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 4<sup>th</sup> 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 4<sup>th</sup> 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)

<b>PUBLIC COMMENTS AND PETITIONS</b>
--------------------------------------

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*

JAN 14 2014

October Minutes - Amendment

From: Liu-McCormack, Eileen  
Sent: Wednesday, January 08, 2014 12:04 PM  
To: Jessica Gerber; BOE MEMBERS; John Convertito; Paul Fattibene  
Subject: RE: October minutes

Here are the omitted Statements to be included in the proposed amendment to the October minutes to reflect what transpired:

When asked about who paid for health insurance for food service employees Ms. Mussel responded, "They haven't paid us for last year. They owe the Health Insurance account from last year."

Sue Brand comments

"I was concerned about the status of the food service budget because we went out to RFP because we were running out of money. How are we managing to operate? We don't have the food service budget in front of us. I would feel more confident if it was before us. This leaves me with more questions than answers and questioning management given the fact we had some serious problems."

Thank you. Let me know if anything further needs to be provided. Thx.

## \* CURRENT POLICIES

Board of Education  
Policy Guide

ENCLOSURE NO. 9

JAN 14 2014



### Missions, Goals, Objectives

0100

#### Fairfield Public Schools' Mission

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

#### BELIEFS

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

Approved 8/27/04

Revised and Approved 9/23/2008

**Missions, Goals, Objectives**

**LONG-TERM GOAL**

**0110**

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

Approved 8/27/04

## **Mission, Goals, Objectives**

### **EDUCATIONAL GOALS**

0200

#### **Preamble**

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

#### **Goal One: Motivation to Learn**

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

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

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

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

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

## **Mission, Goals, Objectives**

### **EDUCATIONAL GOALS (continued)**

0200

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

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

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

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

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

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



**Mission, Goals, Objectives**

**EDUCATIONAL GOALS (continued)**

**0200**

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

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

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

Approved 8/27/04

JAN 14 2014

## MISSION STATEMENT

**0100**

*Proposed Revision 01/6/14*

The mission of the Fairfield Public Schools, in partnership with families and community, is to ensure that every student acquires the knowledge and skills needed to be a lifelong learner, responsible citizen, and successful participant in an ever changing global society through a comprehensive educational program.

## LONG-TERM GOAL

**0110**

*Proposed Revision 01/6/14*

Fairfield Public Schools will ensure that every student is engaged in a rigorous learning experience that recognizes and values the individual and challenges each student to achieve academic progress including expressive, personal, physical, civic, and social development. Students will be respectful, ethical, and responsible citizens with an appreciation and understanding of global issues. Student achievement and performance shall rank among the best in the state and the nation.

## EDUCATIONAL GOALS

**0200**

*Proposed Revision 01/6/14*

Fairfield Public School students will:

- develop into responsible citizens who exhibit ethical behavior;
- acknowledge, explore, and value the importance of diversity;
- develop a healthy personal identity and self reliance;
- demonstrate strong motivational persistence to learn;
- exhibit an inquisitive attitude, open-mind, and curiosity;
- acquire an understanding and appreciation of other cultures;
- understand international issues and demonstrate the skills needed to participate in a global society; and
- acquire knowledge of the following areas of study: science; technology; mathematics; language arts; social studies; literary, visual, and performing arts; world language; unified arts; health and physical education.

## **ACHIEVEMENT OF EDUCATIONAL GOALS**

**In order to achieve the above Educational Goals, Fairfield Public School students shall acquire knowledge and mastery of skills by:**

- engaging in critical thinking through
  - collaboration
  - problem solving
  - analyzing data and complex systems
  - acquiring, evaluating, and applying information to build greater understanding
  - transforming existing ideas, knowledge, and solutions into new ideas, products, and processes
  - innovative, creative, and artistic expression;
- communicating effectively by
  - asking questions, listening, and thinking adaptively while making connections and creating innovative solutions
  - conducting research and demonstrating the skills necessary to locate and use information effectively
  - expressing ideas clearly and effectively;
- achieving an understanding of themselves and others by
  - utilizing effective study skills and articulating their own learning style
  - self-advocacy
  - taking advantage of opportunities to explore, develop, and express their own uniqueness and creativity
  - recognizing the importance of healthy social, emotional, and physical growth
  - exhibiting ethical conduct
  - demonstrating empathy for others;
- mastering literacy and numeracy;
- gaining understanding of the interactions among various areas of study;
- recognizing one's individual civic responsibility by
  - developing an understanding of local, state, national, and international governments
  - exhibiting civic mindedness through participation in local, state, national, and international communities.