

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.

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**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, May 6, 2014

**REGULAR MEETING**

**7:30 P.M.**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Presentation
  - A. Presentation of English/Language Arts Curriculum, Grades 6-12  
Mr. John Chiappetta, Dr. Margaret Boice
4. Approval of Minutes
  - A. Approval of Minutes of April 8, 2014 **Special Meeting**  
**Recommended Motion:** "that the Board of Education approve the Minutes of the **Special Meeting** of April 8, 2014"  
*(Enclosure No. 1)*
  - A. Approval of Minutes of April 8, 2014 **Regular Meeting**  
**Recommended Motion:** "that the Board of Education approve the Minutes of the **Regular Meeting** of April 8, 2014"  
*(Enclosure No. 2)*
  - B. Approval of Minutes of April 22, 2014 **Special Meeting**  
**Recommended Motion:** "that the Board of Education approve the Minutes of the **Special Meeting** of April 22, 2014"  
*(Enclosure No. 3)*
5. 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,  
Ms. Acacia Longley
6. Board Committee/Liaison Reports
7. Superintendent's Report
  - A. Update on 2013-2014 Budget Projection, Mrs. Doreen Munsell
  - B. Update on Food Service Vendor Selection
  - C. Update on Teacher Evaluation

8. New Business

- A. Approval of Plans and Specification for Fairfield Ludlowe Project 051-0127 EA/EC/RR (Phase 1 – Roof Replacement), Mr. Sal Morabito

**Recommended Motion:** “that the Fairfield Board of Education approve the plans and specifications for Phase 1 of the Fairfield Ludlowe Project Number 051-0127 EA/EC/RR”

*(Enclosure Nos. 4a, 4b)*

- B. First Reading of Policy #5515 – Students, Protocol for Administration of Emergency Medications by Non-Nursing School Personnel

*(Enclosure No. 5)*

- C. Discussion on Enrollment Projections and Long-Range Facilities Plan, Mr. Thomas Cullen

- D. Presentation of Superintendent’s Recommended Budget Adjustments for 2014-2015

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

May 20, 2014	Board of Education Student Awards <u>7:00 pm</u> Regular Meeting <u>7:30 pm</u>	Fairfield Woods Middle School 1115 Fairfield Woods Road Auditorium
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RELOCATION POLICY NOTICE

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

DRAFT

ENCLOSURE NO. 1

MAY - 6 2014

**Special Meeting Notes  
Fairfield BoE; April 8, 2014**

**Call to order of the Special Meeting of the Board of Education and Roll Call**

Chairman Philip Dwyer called the Regular meeting to order at 6:42PM. Present were members Eileen Liu-McCormack, John Llewellyn, John Convertito, Donna Karnal, Jennifer Maxon-Kennelly, Philip Dwyer, and Paul Fattibene. Jessica Gerber and Marc Patten were not present. Karen Parks, attorney Michelle Laubin and Andrea Leonardi were also present.

**Board Discussion Regarding Board Self-Evaluation**

Motion was made and seconded: "that the Board of Education hereby moves into Executive Session under 1-200(6)(E) for the purpose of discussing confidential student records under 1-210(b)(17) and invites Ms. Andrea Leonardi, Director of Special Education and Michelle Laubin of Berchem, Moses & Devlin, representing SPED matters on behalf of the School District, to participate in the meeting as resource people" Motion passed 7-0.

The Board came out of Executive session at 7:23 PM

**Adjournment**

Motion was made and seconded: "that this Special Meeting of the Board of Education adjourn" Motion passed 7-0. Meeting adjourned at 7:24PM.

MAY - 6 2014

**Voting Summary:****Regular Meeting Notes  
Fairfield BoE; April 8, 2014****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 7:41PM. Present were members Eileen Liu-McCormack, John Convertito, Donna Karnal, Jessica Gerber (arrived 8:30PM), Philip Dwyer, Paul Fattibene, Jennifer Maxon-Kennelly, John Llewellyn and Marc Patten. Others present were Deputy Superintendent Karen Parks, members of the Central Office Leadership Team, student representatives Ethan King and Bill Moeder and approximately 20 members of the public.

Mr. Dwyer asked the Board for unanimous consent to move the approval of minutes to the end of the meeting; the Board agreed.

**Old Business*****Approval of High School Grades 11-12 Math Curriculum***

Mr. Patten moved/Mr. Fattibene seconded the recommended motion, "that the Board of Education approve the High School Grades 11-12 Math Curriculum" Motion passed 9-0.

***Approval of Pre-Calculus Resource***

Mrs. Gerber moved/Mr. Patten seconded the recommended motion, "that the Board of Education approve the Glencoe Pre-Calculus: Common Core Edition text as outlined in the February 14, 2014 memo from Dr. Boice." 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).

***Approval of Policy #5519 Students-Wellness.***

Mrs. Maxon-Kennelly moved/Mr. Convertito seconded the recommended motion, "that the Board of Education approve Policy #5519 Students-Wellness." Motion passed 9-0.

**New Business*****Establish Date and Time of Fairfield Ludlowe High School and Fairfield Warde High School Graduation***

Mr. Convertito moved/Mrs. Gerber seconded the recommended motion "that the Board of Education establish June 18 at 6:00PM as the date and time of graduation for Fairfield Ludlowe High School and Fairfield Warde High School Class of 2014." Motion passed 9-0.

***Presentation and Submission Approval of the Teacher Evaluation Plan***

Mrs. Gerber moved/Mr. Convertito seconded the recommended motion "that the Board of Education approve the submission of the Fairfield Teacher Evaluation Plan to the CT State Department of Education"

Mr. Llewellyn moved/Ms. Karnal seconded to postpone this item to the next regular BoE meeting. This motion passed 8-1 (Mrs. Liu-McCormack, Mr. Convertito, Ms. Karnal, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Llewellyn in favor; Mr. Patten against).

***Approval of RYASAP 2014 Profiles of Student Life Survey***

Mrs. Gerber moved/Mrs. Maxon-Kennelly seconded the recommended motion "that the Board of Education approve student participation in the RYASAP 2014 Profiles of Student Life Survey."

Mr. Llewellyn moved/Mr. Convertito seconded to amend the main motion and add the wording to the end of the motion – "and that MS students will receive emails through Infinite Campus with the passive opt-out letter, and the letter will also be posted to Infinite Campus." This amendment was approved by unanimous

consent.

Ms. Karnal moved/Mr. Llewellyn seconded to amend the motion to say that, in addition to handing out the survey, there would also be a teacher debriefing with students the following class. Mrs. Liu-McCormack made a friendly amendment to change the wording to “there would be a brief debrief from the teacher to provide closure to the survey.” The proposed amendment 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).

The original motion, as amended – “that the Board of Education approve student participation in the RYASAP 2014 Profiles of Student Life Survey, and that MS students will receive emails through Infinite Campus with the passive opt-out letter, and the letter will also be posted to Infinite Campus” – passed 8-0-1 (Mrs. Liu-McCormack, Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Llewellyn, Mr. Patten in favor; Ms. Karnal abstained).

Mrs. Gerber moved/Ms. Karnal seconded to suspend the rules and extend the meeting to 11:30PM. Mr. Fattibene moved/Mrs. Liu-McCormack seconded to amend the motion to eliminate the end time. The amendment 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). The amended motion to suspend the rules and extend the end time of the meeting indefinitely passed 8-1 (Mrs. Liu-McCormack, Mr. Convertito, Ms. Karnal, Mr. Dwyer, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Llewellyn, Mr. Patten in favor; Mrs. Gerber against).

### **Approval of Minutes**

#### ***Approval of Minutes of March 11, 2014***

Mrs. Gerber moved/Mr. Convertito seconded the recommended motion, “that the Board of Education approve the Minutes of the Regular Meeting of March 11, 2014.”

Mr. Fattibene moved/Mrs. Liu-McCormack seconded to amend the minutes and substitute the word “will” for “may” on page 4, Superintendent’s Report, second paragraph, last line. Motion failed 4-5 (Mrs. Liu-McCormack, Ms. Karnal, Mr. Fattibene, Mr. Llewellyn in favor; Mr. Convertito, Mrs. Gerber, Mr. Dwyer, Mrs. Maxon-Kennelly, Mr. Patten against).

Mr. Fattibene moved/Mr. Llewellyn seconded to amend the minutes and add the following language to page 6, Approval of Minutes of January 14, 2014, second paragraph:

*Mr. Fattibene stated that FAIRTV did not record the votes for the meeting to adjourn, and the Board of Education by-laws, Article V, section 1, require meetings to adjourn at 11:00pm unless there is a 2/3 vote to suspend the rule and do not require a specific time or prevent meetings from being ~~re-~~ further extended.*

*Mr. Fattibene additionally commented that public comment should be taken after any agenda item, as proposed or amended, that the Board has discussed and will be acting upon to vote according to Section 6 of our by-laws, even if an operational motion.*

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

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

#### ***Approval of Minutes of March 18, 2014***

Mr. Convertito moved/Mrs. Gerber seconded the recommended motion, “that the Board of Education approve the Minutes of the Special Meeting of March 18, 2014.” Motion passed 7-0-2 (Mr. Convertito, Ms. Karnal, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Patten in favor; Mrs. Liu-

McCormack and Mr. Llewellyn abstained).

**Adjournment**

Ms. Karnal moved/Mr. Patten seconded the recommended motion “that this Regular Meeting of the Board of Education adjourn”. Motion passed 9-0. Meeting adjourned 11:50PM.

**April 8 2014 BOE - Detailed Minutes:**

*Call to Order and Roll Call*

Chairman Philip Dwyer called the Regular Meeting to order at 7:41PM. Present were members Eileen Liu-McCormack, John Convertito, Donna Karnal, Jessica Gerber (arrived 8:30PM), Philip Dwyer, Paul Fattibene, Jennifer Maxon-Kennelly, John Llewellyn and Marc Patten. Others present were Deputy Superintendent Karen Parks, members of the Central Office Leadership Team, student representatives Ethan King and Bill Moeder and approximately 20 members of the public.

Chairman Dwyer led the Board and audience in the Pledge of Allegiance and asked the Board for unanimous consent to move the approval of minutes to the end of the meeting; the Board agreed.

*Student Reports*

Mr. King and Mr. Moeder reported for Fairfield Ludlowe High School; The Wizard of Oz musical production will take place on April 25 and 26, spring sports begin April 9, the senior awards night took place last week, music students performed in Orlando Florida, the Junior Achievement Business Team (including Mr. Moeder) won First Place in the Titan Game online competition and \$1000 scholarships were awarded to winners, and Liam Farrell won First Place in a state level piano competition.

*Board Committee/Liaison Reports*

Mrs. Liu-McCormack reported on the Board of Selectmen and Board of Finance discussions; the focus was on the healthcare accounts; Town bodies are working together for a resolution.

Mr. Dwyer stated that the Town has at times used excess revenue funds from bond sales to bolster the balance sheet; the Board of Selectmen has recommended that this excess be used towards the BOE healthcare line; the Board of Finance has recommended that the excess be placed in the workman’s comp line; these are both part of the same account. Mr. Dwyer stated that the Board currently will have 2 levels of decisions in May: (1) the \$404,000 reduction and (2) the BOF request for the BOE to designate the \$160,000 currently on hold for security to be placed in the healthcare fund; the tentative reschedule date for the BOE budget presentation to the RTM is April 23<sup>rd</sup>.

Mrs. Liu-McCormack reported that at the 3/27 BOF meeting, Mr. Mayer had recommended that \$2 million dollars be budgeted back to fill the reserve. Mr. Dwyer stated the medical insurance reserve is part of a larger discussion held each December and more details can be obtained if requested.

Mr. Patten reported on the most recent SEPTA meeting; the Chief of Police reported on security issues for a different section of students; he was appreciative of new ideas, and stated there may be future discussions.

Mr. Dwyer, in speaking to the possible movement of the \$160,000 security funding, stated that there are 3 buckets of capital funding options; operating budget, non-recurring, and major projects where bond allocation may be needed; the First Selectman has suggested a fourth option of a ‘combined capital needs’ fund.

*Superintendent's Report*

**Review of Quarterly Financial Update through March 31, 2014, Ms. Munsell**

Ms. Munsell reported on the Financial Update and focused on the handout, columns 5-8; she stated the deficit is currently at \$300,000 which is an improvement, but there are three more months left in the fiscal year; there are some potholes and curbing that are being looked at as well as other maintenance issues.

Mr. Llewellyn requested more information on the Food Services hand-out; Ms. Munsell requested that this be discussed with more complete numbers next month, as February is a short month. Mr. Llewellyn requested the total amount due to medical retention; Ms. Munsell responded that this will be provided.

In response to Mr. Fattibene, Ms. Munsell stated that she could not guarantee a \$0 deficit by year's end. Mr. Dwyer stated that the goal is to get the number as small as possible; Ms. Munsell stated there has been a concerted, cooperative effort to reduce this number, and went through a list of deferrals including classroom libraries, tech equipment, digitizing records, and depleting supplies among others.

Mr. Fattibene stated his concern is that the year must close out without a deficit; he welcomes the Town's help in this effort; but the Board must be prepared to act for its own fiscal responsibility. Mr. Dwyer stated the BOS and BOF wanted to wait to see what the end numbers were in May and all 12 members stated their commitment to covering this deficit; he stated he believes this is the plan to balance the bottom line.

Mr. Llewellyn moved to discuss monthly reporting at the next meeting. Mr. Dwyer ruled the motion out of order; the financial reporting format and timeline is set by Board Policy and asked that this idea be presented to the Policy Committee. More discussion followed on the length of time waiting for a Policy Committee recommendation and the request for more financial updates. Mrs. Liu-McCormack asked Mr. Llewellyn for clarification as to what he was trying to propose, and also stated that the Board should be in support of fiscal responsibility. Mr. Dwyer stated that, per the bylaws, the chair makes the agenda with the superintendent, and he has also consulted with the vice chair and secretary, but until the bylaws are changed in the creation of the agenda things will stay as-is. He asked if anyone wanted to make a motion to challenge the chair. Mr. Dwyer stated that monthly financial reports and projections have been given to the Board since the issue arose, and will continue to be provided. Mr. Llewellyn clarified that he would like his motion to add the item to the agenda with a 2/3 vote, and Mr. Dwyer stated that would apply to tonight's meeting and suggested that the Board move on to the next item.

*Old Business*

**Approval of High School Grades 11-12 Math Curriculum**

Mr. Patten moved/Mr. Fattibene seconded the recommended motion, "that the Board of Education approve the High School Grades 11-12 Math Curriculum"

Board discussion followed on providing college credit for courses such as multivariable calculus and equivalent online courses; Dr. Rasmussen stated this could be explored; Dr. Boice stated that specific rules apply to obtain college credit – Early College Experience (ECE) teachers are adjunct professors at UCONN; caution is needed in the exploration of online courses, as this avenue replaces a physically present teacher with an online option.

Dr. Rasmussen stated that AP Calculus is not required to take AP Physics, although it can be used. Board discussion followed on the math and science tracks and how they are connected; math and science prerequisites were also discussed; Dr. Boice stated she will provide the Board with a chart that shows how math is mapped to the sciences.

*Public Comment*

Suzanne Miska, Ryegate Road, commented on the Financial Algebra course and movement within the math program to accommodate the sciences.

Board Discussion followed; Dr. Boice and Dr. Rasmussen made the following points:

- The Trigonometry 42 course provides more access to trig concepts
- The Board will be given a math course and pacing update after a full year's cycle
- Financial Algebra is a math course and Financial Literacy is a business course
- It is common practice for teachers to apply math concepts to life applications
- For graduation, all students need 3 years of math per Board Policy

Mr. Dwyer stated that the Elementary Math update will be placed on the agenda next year.

Motion passed 9-0.

**Approval of Pre-Calculus Resource**

Mrs. Gerber moved/Mr. Patten seconded the recommended motion, "that the Board of Education approve the Glencoe Pre-Calculus: Common Core Edition text as outlined in the February 14, 2014 memo from Dr. Boice."

Ms. Karnal said she wasn't familiar with the book at all, but asked how this particular textbook was chosen. Mrs. Liu-McCormack asked why we didn't look at the Stewart Larson book, since it is the prequel to the Calculus book, and asked if there would have been a cost differential. Dr. Rasmussen stated that he didn't get the cost of the other book because the majority of the selection committee selected the Glencoe and that all pre-calculus teachers wanted the Glencoe. Mrs. Liu-McCormack stated that one Calculus teacher preferred Stewart Larson; Dr. Rasmussen said the majority of teachers chose Glencoe.

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).

**Approval of Policy #5519 Students-Wellness**

Mrs. Maxon-Kennelly moved/Mr. Convertito seconded the recommended motion, "that the Board of Education approve Policy #5519 Students-Wellness."

Board Discussion followed on state averages of instructional time allocated to health and other subjects. Mr. Dwyer stated that the Food Services vendor will be required to abide by our policies; Mrs. Parks stated that this policy does not set schedules or hours, but ensures that a wellness program is provided to students. Mrs. Maxon-Kennelly stated that the policy addresses requirements per state statute, but does not take on more than required. Mr. Fattibene recommended policy approval to ensure state statute compliance, and requested that hours allocated for different academic areas be revisited; Mr. Dwyer agreed that discussing the hours allocated to instruction generated enough Board interest to be placed on a future agenda.

Motion passed 9-0

*New Business*

**Establish Date and Time of Fairfield Ludlowe High School and Fairfield Warde High School Graduation**

Mr. Convertito moved/Mrs. Gerber seconded the recommended motion "that the Board of Education establish June 18 at 6:00PM as the date and time of graduation for Fairfield Ludlowe High School and Fairfield Warde High School Class of 2014."

Motion passed 9-0



**Presentation and Submission Approval of the Teacher Evaluation Plan**

Mrs. Gerber moved/Mr. Convertito seconded the recommended motion “that the Board of Education approve the submission of the Fairfield Teacher Evaluation Plan to the CT State Department of Education”

Board discussion followed and Mrs. Leffert explained the background and gave information on the approval process; she stated that this approval is for the submission of the plan only, the Board will approve the plan itself after the state has reviewed it for adherence to specific guidelines; the parent feedback portion (10%) is to provide a focus for the whole school, the highlighted areas show the plan changes. Several Board members expressed concern that this 70 page document was not received in time for a proper review. Mrs. Leffert stated that the state deadline for submission approval is May 15<sup>th</sup>.

Mr. Llewellyn moved/Ms. Karnal seconded to postpone this item to the next regular BoE meeting.

Mr. Patten stated that he would not support the motion; the May 6 meeting will have a budget adjustment discussion that may require some time; Mrs. Gerber stated the 2<sup>nd</sup> May meeting is the meeting where most of the budget adjustment discussion will take place.

Board Discussion followed and Mrs. Leffert stated that in the event the committee and the Board disagree on the changes, the default is to go to the SEED plan; the state plan; she did not recommended this option as the current plan is more robust; and she requested that any questions be forwarded prior to May 6.

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

**Approval of RYASAP 2014 Profiles of Student Life Survey**

Mrs. Gerber moved/Mrs. Maxon-Kennelly seconded the recommended motion “that the Board of Education approve student participation in the RYASAP 2014 Profiles of Student Life Survey”

Mr. Robert Frances, RYASAP Executive Director, provided background on the RYASAP survey; the Search Institute survey serves to look at a broad range of risky behaviors as well as 40 developmental assets; working off of student strengths can bring solutions; this survey has been done 6 times since 1997; 20% of students in grades 7-12 are surveyed; it is completely anonymous; it is done every 3 years in Fairfield, Bridgeport, Monroe, Stratford and Trumbull; the data drives the RYASAP agenda; the two big concerning findings 3 years ago were (1) mental health issues including suicide and depression were on the rise and (2) there is a broad difference between male and female developmental assets; Fairfield parents can opt-out for their child and less than 1% do so; the passive consent has been used by most Superintendents in the region; the supplemental questionnaire is given at the same time as the survey.

In response to Ms. Karnal, Mr. Frances stated that survey results are presented back to Fairfield Public Schools, Fairfield Cares, and the Board of Selectmen; the data will drive the RYASAP agenda; some Towns use the data for grant applications; over 40 million children have been surveyed and data is very rich.

Ms. Campbell, Director of Pupil & Guidance Services at FWHS, stated that Fairfield Public Schools uses the data at the high schools in various ways including speaking to the students and parents regarding drinking statistics; the data is incorporated into the Health program; the survey gives information on trends.

Board discussion followed on parents and students having the option to opt-out of the survey, and understanding how this option is communicated. Mr. Frances confirmed that this survey does not cost the district anything, and RYASAP offers the district targeted services based on the needs of Fairfield students. Mrs. Maxon-Kennelly stated that the survey data helps in educating a student as a ‘whole person’; this supports the Board’s Mission statement that was recently adopted.

*Public Comment*

Lisa Davey, Wilton Road, commented that the RYASAP survey is not appropriate for all students, and feels this survey should be an active opt-in.

Nancy Haberly, Duck Farm Road, echoes Lisa's statement, and commented that the passive opt-out is unacceptable.

Wendy Bentivegna, Fairfield Cares co-chair, stated that the data is used to help parents in many ways, including the freshman forum and other forums with guest speakers, and other educational programming.

Cristin McCarthy-Vahey, BOS member and co-chair of Fairfield Cares Task Force, stated that the survey helps to show where to build capacity and where the children are at risk.

Christine Vitale, Verna Hill Road, stated the PTA has not addressed this survey, but stated there is concern about social media; parents come to PTA looking for programming on how to address these issues; data is powerful.

Nadine Nizet, Mill Hill Terrace, stated that bullying and sexual harassment are important topics that should be addressed in this survey.

Mr. Frances stated that students are learning about survey issues earlier due to social media; Ms. Campbell stated that a critical piece of information is 'age of first use' which in Fairfield is 14. Mr. Frances also stated that there are many positive responses from the survey as well, such as high family and peer support as well as a high level of extra-curricular involvement.

Board discussion continued on parental consent and whether passive consent is meaningful; Mr. Frances passed out copies of sample consent forms; Ms. Campbell stated that in high school, there is no discussion immediately after the survey due to time. Ms. Karnal mentioned her concern that there is no student debrief session after answering such thought-provoking questions.

Mr. Frances stated that there is a lot of press after the survey is done, and he attends at least 40-50 PTA meetings delivering the survey results. Mr. Convertito stated this Board has used the survey data for policy in instituting the Breathalyzer at proms. Ms. Parks stated that this survey has been advertised through the parent survey that was on Infinite Campus, and survey samples are available for viewing in Central Office.

Mr. Llewellyn moved/Mr. Convertito seconded to amend the main motion and add the wording to the end of the motion – "and that MS students will receive emails through Infinite Campus with the passive opt-out letter, and the letter will also be posted to Infinite Campus." This amendment was approved by unanimous consent.

Ms. Karnal moved/Mr. Llewellyn seconded to amend the motion to say that, "in addition to handing out the survey, there would also be a teacher debriefing with students the following class" Mrs. Liu-McCormack made a friendly amendment to change the wording to "there would be a brief debrief from the teacher to provide closure to the survey."

Mrs. Gerber moved/Ms. Karnal seconded to suspend the rules and extend the meeting to 11:30PM.

Mr. Fattibene moved/Mrs. Liu-McCormack seconded to amend the motion to eliminate the end time.

The amendment 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).

The amended motion to suspend the rules and extend the end time of the meeting indefinitely passed 8-1 (Mrs. Liu-McCormack, Mr. Convertito, Ms. Karnal, Mr. Dwyer, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Llewellyn, Mr. Patten in favor; Mrs. Gerber against).

Mr. Convertito stated that a debrief session diminishes the anonymous nature of the survey. Several Board members agreed.

*Public Comment*

Lisa Davy, Wilton Road, commented on the importance of parental notification.

Christina Marsan, North Cedar Road, commented on the importance of parental notification.

Christine Vitale, Verna Hill Road, commented that PTA weekly blasts can be a way to communicate with parents.

Nancy Haberly, Duck Farm Road, commented on the date of the survey and opt-out students.

The proposed amendment 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).

The original motion, as amended – “that the Board of Education approve student participation in the RYASAP 2014 Profiles of Student Life Survey, and that MS students will receive emails through Infinite Campus with the passive opt-out letter, and the letter will also be posted to Infinite Campus”

*Public Comment*

Lisa Davy, Wilton Road, stated that the only notification received on this was coupled with the parent survey, and the RYASAP website posts survey results.

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

*Public Comment and Petitions*

Laura Bernaschina, Mill Plain Road, commented on the late parental notification regarding the Family Life movie, and the high number of high school teacher absences today.

Nancy Haberly, Duck Farm Road, commented on whether hired consultants are held to the same evaluation parameters as staff.

Anthony Abbazia, in a statement read by Nancy Haberly, stated that he benefited from a 5<sup>th</sup> grade teacher’s recommendation to take higher level math.

Christina Marson, North Cedar Road, commented on addressing issues at hand.

*Approval of Minutes*

**Approval of Minutes of March 11, 2014**

Mrs. Gerber moved/Mr. Convertito seconded the recommended motion, “that the Board of Education approve the Minutes of the Regular Meeting of March 11, 2014.”

Mr. Fattibene moved/Mrs. Liu-McCormack seconded to amend the minutes and substitute the word “will” for “may” on page 4, Superintendent’s Report, second paragraph, last line.

Mrs. Gerber stated that the transcript reflected that the word used was “may” and read the transcript statement. Board discussion followed on the essence of the comments, and whether a directive was given.

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

Mr. Fattibene moved/Mr. Llewellyn seconded to amend the minutes and add the following language to page 6, Approval of Minutes of January 14, 2014, second paragraph:

Mr. Fattibene stated that FAIRTV did not record the votes for the meeting to adjourn, and the Board of Education by-laws, Article V, section 1, require meetings to adjourn at 11:00pm unless there is a 2/3 vote to suspend the rule and do not require a specific time or prevent meetings from being re- further extended.

Mr. Fattibene additionally commented that public comment should be taken after any agenda item, as proposed or amended, that the Board has discussed and will be acting upon to vote according to Section 6 of our by-laws, even if an operational motion.

Mrs. Gerber stated that she received and replied to these amendments from Mr. Fattibene via email; the Board should decide on the level of detail; there is confusion regarding the accuracy of the minutes going forward with capturing the essence, as requested in Mr. Fattibene’s first amendment, vs. verbatim quotes, as requested in the second amendment. Mrs. Maxon-Kennelly reiterated that consistency is vital for the minutes; she will not support this amendment until the Board approves a full transcript so that all member quotes are included.

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

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

**Approval of Minutes of March 18, 2014**

Mr. Convertito moved/Mrs. Gerber seconded the recommended motion, “that the Board of Education approve the Minutes of the Special Meeting of March 18, 2014.”

Mrs. Liu-McCormack stated that she may be abstaining from voting on future minutes due to her fundamental difference of opinion on the inconsistent approach to the minutes.

Motion passed 7-0-2 (Mr. Convertito, Ms. Karnal, Mrs. Gerber, Mr. Dwyer, Mr. Fattibene, Mrs. Maxon-Kennelly, Mr. Patten in favor; Mrs. Liu-McCormack and Mr. Llewellyn abstained).

*Open Board Comment*

Mr. Dwyer asked that Mr. Llewellyn provide his financial reporting request to the Policy Committee. Mr. Dwyer encouraged the Board to respond to Meg Brown regarding meeting availability to discuss Board goals; this Friday is the deadline for Board members to submit goals. Mr. Dwyer also stated that Dr. Title will be having calling hours at his home; the notice is in the paper.

Mr. Fattibene requested additional dates for a Goals discussion meeting; the December 10, 2013 dated by-laws need to be updated further with the additional amendment that was approved.

Mr. Dwyer stated that he will ensure that updated by-laws will be sent out prior to the next by-laws meeting; the self-evaluation meeting will begin at 6:00pm.

Mrs. Liu-McCormack commented on the self-evaluation; Mr. Dwyer stated the self-evaluation meeting must comply with Executive Session topics; all topic suggestions should be received by April 13.

*Adjournment*

Ms. Karnal moved/Mr. Patten seconded the recommended motion “that this Regular Meeting of the Board of Education adjourn”. Motion passed 9-0. Meeting adjourned 11:50PM.

DRAFT

**Special Meeting Notes  
Fairfield BoE; April 22, 2014**

**ENCLOSURE NO. 3**  
**MAY - 6 2014**

**Call to order of the Special Meeting of the Board of Education and Roll Call**

Chairman Philip Dwyer called the Regular meeting to order at 6:10PM. Present were members Eileen Liu-McCormack, John Llewellyn, John Convertito, Donna Karnal, Jessica Gerber, Jennifer Maxon-Kennelly, Philip Dwyer, Paul Fattibene, and Marc Patten. Also present was Dr. David Title and Mr. Robert Trefry.

**Board Discussion Regarding Board Self-Evaluation**

Jennifer Maxon-Kennelly moved/Jessica Gerber seconded the recommended motion: "that the Board of Education convene to enter Executive Session to discuss the Board self-evaluation and invite Mr. Robert Trefry as Facilitator" Motion passed 9-0.

The Board came out of Executive session at 10:51PM

**Adjournment**

Ms. Karnal moved/Mrs. Gerber seconded the recommended motion: "that this Special Meeting of the Board of Education adjourn" Meeting adjourned at 10:52PM.

ENCLOSURE NO. 4

MAY - 6 2014

May 6, 2014 Agenda Enclosure

**Enclosure No. 4a:**

[http://fairfieldschools.org/downloads/agenda/2014/may/56110.01\\_Fairfield%20Ludlowe%20HS\\_Roof%20Re  
placement\\_Specifications\\_04-18-2014.pdf](http://fairfieldschools.org/downloads/agenda/2014/may/56110.01_Fairfield%20Ludlowe%20HS_Roof%20Replacement_Specifications_04-18-2014.pdf)

**Enclosure No. 4b:**

[http://fairfieldschools.org/downloads/agenda/2014/may/56110.01\\_Fairfield%20Ludlowe%20HS\\_.zip](http://fairfieldschools.org/downloads/agenda/2014/may/56110.01_Fairfield%20Ludlowe%20HS_.zip)

**Students****Welfare****PROTOCOL FOR ADMINISTRATION OF EMERGENCY  
MEDICATIONS EPINEPHRINE BY NON-NURSING SCHOOL PERSONNEL****5515****Anaphylactic Reaction**

Anaphylactic Reaction may occur following:

- the administration of medication;
- ingestion of, inhalation of, or contact with food or other substance;
- insect bite, or sting; or
- exercise.

When an anaphylactic reaction is considered likely, epinephrine should be administered immediately.

Epinephrine will be maintained in each school to be administered for treatment of anaphylaxis by the following school personnel: ~~the nurse, or, in the absence of the nurse,~~ a qualified principal, teacher, occupational therapist or physical therapist. The nurse will review the use of epinephrine at least semiannually in the fall and spring with qualified principals, teachers, occupational therapists and physical therapists. Medicinal preparations administered by injection shall be consistent with provisions of the Needlestick Safety Act and pertinent OSHA regulations.

Common Symptoms of Anaphylaxis: Administer epinephrine immediately if symptoms pertaining to any system marked with an asterisk (\*) occur or if skin symptoms are combined with neurological symptoms.

<u>System</u>	<u>Symptom</u>
* Mouth	Itching and swelling of the lips, tongue, and/or mouth
*Throat	Itching, swelling, or sense of tightness in the throat; hoarseness, repetitive throat clearing, difficulty swallowing
Skin	Itchy rash, hives, and/or swelling about face and extremities
* Gastrointestinal	Nausea, vomiting, abdominal cramps, and/or diarrhea
* Respiratory	Shortness of breath; repetitive cough; wheeze; chest tightness; cyanosis; repetitive sneezing
* Cardiovascular	Increased heart rate, “thready” pulse, low blood pressure, dizziness or faintness
Neurological	Feeling of impending doom; apprehension; weakness

**Students**

**Welfare**

**PROTOCOL FOR ADMINISTRATION OF EMERGENCY MEDICATIONS EPINEPHRINE BY NON-NURSING SCHOOL PERSONNEL** **5515**  
**(continued)**

Epinephrine Dosage

Dosage: Children in third grade and older and adults: 0.3 mg. (supplied as **Epipen epinephrine** auto-injector).

~~Children in second grade and younger: 0.15 mg. Children two (2) years to **second grade**: 0.15 mg. (supplied as **Epipen, Jr.** epinephrine auto-injector).~~

~~Children under two (2) years: 0.05 to 0.1 mg. (0.01 mg. per Kg of body weight). (Supplied as ampoules of epinephrine 1:1000) Refer to dosage chart below:~~

<del>Child's Weight</del>	<del>Dose</del>	<del>Amount (ml) To Draw Up</del>
<del>Kgs lbs.</del>	<del>0.01 mg / kg</del>	<del>Using Tuberculin Syringe</del>
<del>5.5 Kg 12 lbs.</del>		
<del>&amp; under &amp; under</del>	<del>0.05mg</del>	<del>0.05 ml</del>
<del>5.9 Kg 13 lbs.</del>	<del>0.06 mg</del>	<del>0.06 ml</del>
<del>6.4 Kg 14 lbs.</del>	<del>0.06 mg</del>	<del>0.06 ml</del>
<del>6.8 Kg 15 lbs.</del>	<del>0.07 mg</del>	<del>0.07 ml</del>
<del>7.3 Kg 16 lbs.</del>	<del>0.07 mg</del>	<del>0.07 ml</del>
<del>7.7 Kg 17 lbs.</del>	<del>0.08 mg</del>	<del>0.08 ml</del>
<del>8.2 Kg 18 lbs.</del>	<del>0.08 mg</del>	<del>0.08 ml</del>
<del>8.6 Kg 19 lbs.</del>	<del>0.09 mg</del>	<del>0.09 ml</del>
<del>9.1 Kg 20 lbs.</del>	<del>0.09 mg</del>	<del>0.09 ml</del>
<del>9.5 Kg 21 lbs.</del>	<del>0.1 mg</del>	<del>0.1 ml</del>

Epinephrine dosage may be repeated in ~~(15-20)~~ **10** minutes if no improvement or if further deterioration has occurred.

Route of Administration: Intramuscular or Subcutaneous (IM or SC)

Preferred Site: Anterolateral thigh. If anterolateral thigh cannot be used, use deltoid. Avoid use of buttocks.



**Students**

**Welfare**

**PROTOCOL FOR ADMINISTRATION OF EMERGENCY MEDICATIONS EPINEPHRINE BY NON-NURSING SCHOOL PERSONNEL 5515  
(continued)**

Contraindications to use of epinephrine: There are no absolute contraindications to the use of epinephrine in a life-threatening situation. Hyperthyroid individuals, individuals with cardiovascular disease, hypertension, or diabetes, elderly individuals, pregnant women, and children under 30 kg (66 lbs.) may be theoretically at greater risk of developing adverse reactions after epinephrine administration. Despite these concerns, epinephrine is essential for the treatment of anaphylaxis.

After administration of epinephrine, call an ambulance and notify the parent or guardian. Anaphylactic reactions can subside then reoccur up to several hours later after epinephrine is given. Victim must receive medical attention even if initial symptoms subside. When calling the ambulance, state that anaphylaxis is suspected and request ALS personnel.

The nurse or person qualified to administer epinephrine should accompany the victim in the ambulance unless ambulance personnel are qualified to administer epinephrine.

If the victim has an apparent allergic reaction which does not indicate the need for epinephrine, (i.e., a reaction involving only the skin, or involving only a feeling of apprehension, impending doom, or weakness) observe, contact the parent or guardian, and refer to private physician for follow-up care.

For a student with a known allergy to food or insect bites/stings, refer to medical orders from student's private physician and student's Individualized Health Care Plan. If orders from private physician are not available, proceed as follows:

- I. If a child with an allergy to a food thinks he ate the food or knowingly ate the food,
  - observe child for at least two (2) hours for any signs of a reaction;
  - notify the parent or guardian and urge the parent or guardian to contact the child's physician; and
  - if any symptoms occur indicating need for epinephrine:
    - a) administer epinephrine;
    - b) transport to hospital via ambulance for further management;
    - c) contact the parent or guardian;
    - d) observe vital signs;
    - e) position to prevent shock; and
    - f) CPR will be performed as indicated.

**Students**

**Welfare**

**PROTOCOL FOR ADMINISTRATION OF EMERGENCY MEDICATIONS EPINEPHRINE BY NON-NURSING SCHOOL PERSONNEL** 5515  
**(continued)**

- II. If a child with a known insect sting allergy (~~either being treated with immunotherapy or not being treated~~) is stung,
- treat the site of the sting (see *Bites-Insect Stings* in the Fairfield School Health Manual);
  - notify the parent or guardian and urge the parent or guardian to contact the child's physician;
  - observe patient for one (1) hour for signs of anaphylaxis; and
  - if any symptoms occur indicating need for epinephrine:
    - a) administer epinephrine;
    - b) transport to hospital via ambulance for further treatment;
    - c) contact the parent or guardian;
    - d) observe vital signs;
    - e) position to prevent shock; and
    - f) CPR will be performed as indicated.

**Severe Asthma**

~~For severe asthma that is not relived by positioning, pursed lip breathing, relaxation, prescribed medication, or by emergency interventions specified in the student's Individualized Health Care Plan (e.g., nebulizer treatment), observe the following protocol:~~

- ~~• Call an ambulance and notify the parent or guardian;~~
- ~~• If student exhibits signs of severe respiratory distress, the nurse shall administer epinephrine.~~

Indicators of severe respiratory distress include:

- ~~-Victim is unable to speak in complete sentences without taking a breath~~
- ~~-Lips, nails, mucous membranes are gray or blue~~
- ~~-Severe retractions and/or nasal flaring~~
- ~~-Absent or minimal breath sounds~~
- ~~-Reduction in wheezing not accompanied by improvement in general condition~~
- ~~-Deterioration in energy and level of consciousness~~
- ~~-Severe restlessness~~
- ~~-Tachypnea-respiration greater than 30/minute~~
- ~~-Tachycardia-pulse greater than 120/minute~~

- ~~• Administer CPR if indicated.~~

**Students**

**Welfare**

**PROTOCOL FOR ADMINISTRATION OF EMERGENCY MEDICATIONS EPINEPHRINE BY NON-NURSING SCHOOL PERSONNEL** **5515**  
**(continued)**

**Severe Asthma (continued)**

Epinephrine Dosage

~~Dosage: Children in third grade and older and adults: 0.3 mg. (supplied as Epipen auto-injector).~~

~~Children two (2) years to second grade: 0.15 mg. (supplied as Epipen, Jr., auto-injector).~~

~~Children under two (2) years: 0.05 to 0.1 mg. (0.01 mg. per Kg of body weight). (Supplied as ampoules of epinephrine 1:1000.) Refer to dosage chart below:~~

<u>Child's Weight</u>	<u>Dose</u>	<u>Amount (ml) To Draw Up</u>
<u>Kgs.</u> <u>lbs.</u>	<u>0.01 mg/kg</u>	<u>Using Tuberculin Syringe</u>
5.5 Kg      12 lbs.		
& under      & under	0.05 mg	0.05 ml
5.9 Kg      13 lbs.	0.06 mg	0.06 ml
6.4 Kg      14 lbs.	0.06 mg	0.06 ml
6.8 Kg      15 lbs.	0.07 mg	0.07 ml
7.3 Kg      16 lbs.	0.07 mg	0.07 ml
7.7 Kg      17 lbs.	0.08 mg	0.08 ml
8.2 Kg      18 lbs.	0.08 mg	0.08 ml
8.6 Kg      19 lbs.	0.09 mg	0.09 ml
9.1 Kg      20 lbs.	0.09 mg	0.09 ml
9.5 Kg      21 lbs.	0.1 mg	0.1 ml

~~Epinephrine dosage may be repeated in (15-20) 10 minutes if no improvement or if further deterioration has occurred.~~

~~Route of Administration: IM or SC~~

~~Preferred Site: Anterolateral thigh. If anterolateral thigh cannot be used, use deltoid. Avoid use of buttocks.~~

## Students

## Welfare

### PROTOCOL FOR ADMINISTRATION OF EMERGENCY 5515 MEDICATIONS EPINEPHRINE BY NON-NURSING SCHOOL PERSONNEL (continued)

#### **Severe Asthma (continued)**

~~Contraindications to use of epinephrine: There are no absolute contraindications to the use of epinephrine in a life-threatening situation. Hyperthyroid individuals, individuals with cardiovascular disease, hypertension, or diabetes, elderly individuals, pregnant women, and children under 30 kg (66 lbs.) may be theoretically at greater risk of developing adverse reactions after epinephrine administration.~~

## INSTANT GLUCOSE

### Diabetic Hypoglycemic Reaction or Insulin Shock

1. Assess the victim for signs of hypoglycemic reaction or insulin shock. Symptoms may include dizziness, nervousness or trembling, incoherent speech, confusion, weakness, moist, pale skin, drowsiness, headache, intense hunger, blurred vision, poor coordination, abdominal pain, or nausea. If no specific order for blood testing, and it is uncertain whether student is having a hypoglycemic reaction, TREAT.

If the reaction is severe (unconsciousness or convulsions), call an ambulance. If able to react and swallow, give sugar, instant glucose, or other fast-acting carbohydrate per Individualized Health Care Plan (e.g., juice or regular soda pop) for the student as long as the student is conscious. The student may need coaxing to eat. If non-responsive, do not administer anything by mouth and administer first aid for victim in an unconscious state.

If fast-acting carbohydrate is needed and the victim does not have his or her own supply, administer Insta-Glucose Glucose Gel. Dosage for Insta-Glucose Glucose Gel: Entire contents of tube by mouth (delivers 24 grams of carbohydrate). Repeat every 10 minutes if needed.

Give complex carbohydrate food (e.g., 4 peanut butter crackers or ½ meat sandwich) per Individualized Health Care Plan when blood sugar stabilized / symptoms dissipated or when blood sugar/symptoms continue deviant after 45 minutes of treatment with fast-acting carbohydrate.

2. Call an ambulance unless prompt recovery.
3. Notify the parent or guardian.

**Students**

**Welfare**

**PROTOCOL FOR ADMINISTRATION OF EMERGENCY  
MEDICATIONS EPINEPHRINE BY NON-NURSING SCHOOL PERSONNEL** 5515  
**(continued)**

Approved 8/27/04

Revised and Approved 1/22/08  
by Town of Fairfield Board of Education

Revised and Approved 9/9/13  
by Town of Fairfield Board of Health