



**BOE/CO
Friday Packet
June 2, 2023**

Upcoming Meeting Dates

6-5-2023 Policy Committee Agenda

5-22-2023 Policy Committee Minutes

6-7-2023 Finance Committee Agenda

5-31-2023 Class Array – Enrollment Projection

6-1-2023 FPS Enrollment

5-18-2023 Superintendent RI Update to Commissioner



Upcoming Board of Education Meeting Dates **2023**

June 5	5:00 PM	Policy Committee Superintendent Conference Room 501 Kings Hwy East
	7:30 PM	Special Meeting: Town Hall CO Board Room 501 Kings Hwy East
June 7	5:00 PM	Finance Committee Superintendent Conference Room 501 Kings Hwy East
June 13	6:00 PM	Special Meeting/Executive Session Superintendent Conference Room 501 Kings Hwy East
	7:30 PM	Regular Meeting CO Board Room 501 Kings Hwy East
June 14	2:30 PM	Facilities Committee Superintendent Conference Room 501 Kings Hwy East
June 27	6:00 PM	Special Meeting/Executive Session Lecture Hall Fairfield Warde High School 755 Melville Avenue
	7:30 PM	Regular Meeting Auditorium Fairfield Warde High School 755 Melville Avenue



FAIRFIELD PUBLIC SCHOOLS

Policy Committee Meeting
Monday, June 5, 2023
5:00 PM
501 Kings Highway East
Superintendent's Conference Room

To listen via your phone, call 408-418-9388,
and use Meeting Access code: 233 521 44056

Agenda

- I. Call to Order
- II. Approval of May 22, 2023 Special Policy meeting minutes
- III. Policy
 - a. Grading Policy
- IV. Future Items
 - a. Purchasing Policy
 - b. Homework Policy
 - c. Student Calendar
 - d. Administering Medication – 5141.213
 - e. Service Animals/Therapy Dogs – 6163.33
 - f. Grant Policy
 - g. Sustainability Policy
- V. Open Discussion/Public Comment
- VI. Adjournment

Future Meetings: June 20th, August 29th, September 5th, September 18th, October 3rd, October 16th, November 28th, December 5th.

All meetings will be held at 501 Kings Highway East, Superintendent's Conference Room unless otherwise noted.



FAIRFIELD PUBLIC SCHOOLS

Special Policy Committee Meeting Minutes

Monday, May 22, 2023

5:00 PM

501 Kings Highway East
Superintendent's Conference Room

In attendance:

Ms. Jennifer Maxon-Kennelly, Ms. Jennifer Jacobsen, Ms. Carol Guernsey, Dr. Zakia Parrish (arrived at 5:10pm), Dr. James Zavodjancik (arrived at 5:12pm), Ms. Wendy Macchia

Call to Order: Ms. Maxon-Kennelly called meeting to order at 5:06 pm.

Approval of May 2, 2023 Policy Committee meeting minutes: Approved by 3 - 0 vote.

Ms. Maxon-Kennelly stated although the minutes indicate Policy 6163.33 – Service Animals/Therapy Dogs would not be implemented, the policy will be on future agendas as there currently are therapy dogs in some schools.

Policy:

Grading/Assessment Regulations

Dr. Zavodjancik reported there have been no issues with any of the regulations. Ms. Maxon-Kennelly asked where there is the biggest adjustment or learning curve. Dr. Zavodjancik stated not many need a learning curve, and most teachers are able to complete assessments and grade reporting on time. Dr. Zavodjancik reported compliance is self-reported by teachers and gradebooks are not pulled. Ms. Guernsey inquired what the process would be to build in oversight of these regulations. Dr. Zavodjancik reported assignments are not standard from class to class, there is not a way to look at a gradebook to determine if feedback is provided on time; there is no data inquiry that can be completed. Ms. Guernsey reported hearing there are issues with students not receiving prompt feedback or grades and is concerned, without some oversight, parents and students are set up for a difficult confrontation. Ms. Maxon-Kennelly suggested it is the house principals' responsibility to follow-up on compliance.

Ms. Guernsey inquired if parents find it helpful to be notified when their student is in the D/F range and if there has been positive feedback. Mr. Robert Smoler stated some parents are appreciative of

the notification. Ms. Maxon-Kennelly was interested in principals providing some anecdotal information. Ms. Guernsey stated it would be helpful for parents to have a line of communication.

Ms. Maxon-Kennelly suggested providing August PD time to familiarize staff with these regulations. Dr. Zavodjancik stated there is a plan in place for the start of the year.

Ms. Jacobsen expressed concern with the language about reducing available points for late work. Dr. Zavodjancik offered to research if points are being reduced to zero. Ms. Guernsey stated she believes this is happening. Ms. Jacobsen inquired if language could be changed to indicate that points cannot be reduced to zero. Dr. Zavodjancik stated there will be instances where this can be difficult based on the variety of rubrics used by teachers, but this is not the spirit in which this was written.

Draft Grading Preamble

The committee agreed the first three paragraphs of the Draft Grading Preamble were acceptable. Ms. Maxon-Kennelly stated the committee can commit to this wording with the option of making changes in future drafts if necessary. The committee recommended striking “at all grade levels, routine” and “at the elementary level” in bullet point #1, as well as replacing “conferences, at all levels” with “meetings”. The committee recommended changing bullet point #7 to read “Ensure staff understanding and review of district grading practices and regulations.” The committee recommended the first sentence of Option Two in the Grading Policy be placed in a new bullet point between bullet points #1 and #2 in the Draft Grading Preamble. The committee recommended striking the second sentence of the last paragraph as well as the word “Infinite” in the last sentence. The committee recommended this revised preamble replace options #1 through #4 in the current Grading Policy draft.

Grading Policy

Ms. Maxon-Kennelly inquired what the psychological impact was of cumulative grading. Dr. Zavodjancik reported hearing from principals at both high schools that students would prefer to stay with the current cumulative grading. Ms. Guernsey asked if students always know where they stand in terms of their grade. Mr. Robert Smoler stated there will be times this information is not available, for example when the portal is closed while teachers enter grades at the end of marking periods.

Weighted Grading

Ms. Jacobsen recommended the topic of weighted grading remain in the grading policy. Dr. Parrish stated there was a sentence missing in the first paragraph of the Weighted Grading section and referred to the sentence “The grade weighting system, developed by the administration, is subject to the approval of the Superintendent who shall then present the grade weighting system to the Board for its approval” in current Policy 6146.11. Dr. Zavodjancik stated the need for a future discussion regarding the grade weighting system. Ms. Jacobsen inquired if the standalone weighted grading policy should be eliminated and inserted in the grading policy. Dr. Zavodjancik reported the preference is to insert it into the grading policy and will follow up with this topic. The committee agreed to move ahead on this topic following Dr. Zavodjancik’s future report.

GPA

Ms. Maxon-Kennelly suggested exempting PE and Health courses from GPA calculation. Ms. Jacobsen inquired if Health should remain in GPA calculation as it is an actual course. Ms. Guernsey

stated Health is as important as financial literacy. Mr. Robert Smoler stated PE is an important factor in a student's development. Dr. Zavodjancik will research a sample of the impact of PE on GPA. Ms. Jacobsen and Ms. Guernsey suggested, over a wide range of students, PE or Health grades could positively impact GPA. Dr. Parrish added both courses are a requirement for graduation. Mr. Robert Smoler suggested a Pass/Fail option. Dr. Zavodjancik will provide a data sample at a future date.

Consistency and Expectations

Ms. Jacobsen suggested the bulk of this section should be in regulations, not policy. Dr. Zavodjancik and Mr. Robert Smoler stated some of this language presents difficulty in implementation as there can be differences between classes in the same course. Dr. Zavodjancik stated there is consistency in curriculum, but likely some differences in implementation from one class to another. Ms. Jacobsen will craft philosophical language and requested suggestions for language for this section.

Zeros

Ms. Jacobsen and Ms. Guernsey recommended addressing this topic to ensure consistency between schools. Ms. Jacobsen requested administration provide direction on the 0/50 topic if this policy is not completed by next year. Mr. Robert Smoler stated there is nuance to this topic due to the subtle differences between students. Mr. Robert Smoler will conduct a survey before the June 5th meeting. Ms. Maxon-Kennelly will provide language for this section.

Middle School Honors

The committee agreed these honors need to be reinstated. Ms. Maxon-Kennelly will provide language for this section.

High School Honors

Ms. Maxon Kennelly will provide language for this section.

Open Discussion/Public Comment:

Mr. Robert Smoler was satisfied with his participation in the preceding dialogue.

Adjournment: Ms. Maxon-Kennelly adjourned the meeting at 7:00 pm

FAIRFIELD PUBLIC SCHOOLS

Board of Education Finance Committee

Regular Meeting Agenda

Wednesday, June 7, 2023

5:00 PM

Superintendent Conference Room, 501 Kings Highway East

To listen via your phone, call 408-418-9388, and use Meeting Number (access code): 2345 224 6447

Please Note:

- ✓ If you call in, you will not be heard by the board members.
- ✓ Public Comment is in-person or via email to publiccomment@fairfieldschools.org; there is no live call-in option for public comment.
- ✓ The meeting will also be streamed (audio only) on the FPS YouTube Channel.

1. Call to Order of the meeting of the Finance Committee and roll call
2. Approval of minutes from May 3, 2023 meeting
3. Business/discussion items
 - a. District financial update along with
 - i. Recap of 23-May BoF quarterly meeting
 - ii. Facilities rental trends ahead of 1-Jul fee changes
 - iii. Annual foodservice rollover commentary
 - b. WatchWire utility-tracking presentation
4. Future items
 - a. Preschool tuition
 - b. Under-enrolled HS classes
5. Superintendent's report
6. Open committee and public comment
7. Adjournment

Elementary Enrollment Report
2023 - 2024 Projected and Actual Enrollment

Class size: K-2 cap 23. McKinley cap 21
3-5 cap 25. McKinley cap 23
May 31, 2023

2023 - 2024 Projected Enrollment

2023 - 2024 Actual Enrollment

	2023 - 2024 Projected Enrollment									2023 - 2024 Actual Enrollment									# Sections Changes Budget to Budget
	K	1	2	3	4	5	Total	Avg.	Total # Sections	K	1	2	3	4	5	Total	Avg.	Total # Sections	
Burr																			
	19	18	22	17	20	20				16	18	23	17	21	19				
	19	19	22	18	21	21				16	18	23	17	22	20				
	20	19	23	18	21	21				17	18	23	18	22	20				
	58	56	67	53	62	62	358	19.9	18	49	54	69	52	65	59	348	19.3	18	0
										At class size threshold									1
																			19
Dwight																			
	17	16	19	22	22	20				17	15	19	21	23	19				
	18	17	19	23	23	20				18	16	19	21	24	20				
	35	33	38	45	45	40	236	19.7	12	35	31	38	42	47	39	232	19.3	12	0
Holland Hill																			
	20	22	20	19	22	19				17									
	20	23	21	19	22	19				16	18	21	20	20	20				
	20	23	21	19	22	20				16	18	21	20	20	20				
	60	68	62	57	66	58	371	20.6	18	16	18	22	20	21	20				
	1 student below class size threshold									48	71	64	60	61	60	364	19.2	19	1
Jennings																			
			15		18							15		17					
	21	19	16	21	18	21				23	19	16	21	17	21				
	22	20	16	22	18	21				23	20	16	22	18	22				
	43	39	47	43	54	42	268	19.1	14	46	39	47	43	52	43	270	19.3	14	0
	1 student above class size threshold									At class size threshold									1
										1 student above class size threshold									15

Elementary Enrollment Report
2023 - 2024 Projected and Actual Enrollment

Class size: K-2 cap 23. McKinley cap 21
3-5 cap 25. McKinley cap 23
May 31, 2023

																				# Sections Changes Budget to Budget					
McKinley	K	1	2	3	4	5	Total	Avg.	Total # Sections	K	1	2	3	4	5	Total	Avg.	Total # Sections							
	18																								
	17	18	18	21	18	18										17	17	21	22						
	17	18	18	21	18	19										17	18	17	21	23	22				
	18	19	18	21	18	19										17	18	18	21	23	23				
	18	19	18	22	19	19										18	18	18	21	23	23				
	70	74	72	85	73	93	467	18.7	25	52	71	70	84	69	90	436	19.8	22	-3						
	1 student above class size threshold									At class size threshold										1					
																				23					
Mill Hill	K	1	2	3	4	5	Total	Avg.	Total # Sections	K	1	2	3	4	5	Total	Avg.	Total # Sections	# Sections Changes Budget to Budget						
	20																								
	20	21	20	23	20	24										16	20	20	23	19	19				
	20	21	21	24	20	25										17	20	20	23	20	19				
	20	21	21	24	20	25										17	21	20	23	20	19				
	60	63	82	71	60	74	410	21.6	19	50	61	79	69	59	76	394	19.7	20	1						
	1 student below class size threshold									1 student above class size threshold															
North Stratfield	K	1	2	3	4	5	Total	Avg.	Total # Sections	K	1	2	3	4	5	Total	Avg.	Total # Sections	# Sections Changes Budget to Budget						
	21																								
	21	20	21	23	24	21										17	21	21	23	23	21				
	21	20	21	24	24	21										17	21	22	23	24	21				
	22	21	22	24	24	21										17	22	22	23	24	22				
	64	61	85	71	72	63	416	21.9	19	51	64	86	69	71	64	405	21.3	19	0						
Osborn Hill	K	1	2	3	4	5	Total	Avg.	Total # Sections	K	1	2	3	4	5	Total	Avg.	Total # Sections	# Sections Changes Budget to Budget						
	19																								
	20 19																								
	23	20	19	23	23	22										23	19	23	22	24	21				
	23	21	19	23	24	22										23	20	23	22	24	21				
	23	21	19	23	24	22										23	20	23	22	25	22				
	69	82	95	69	71	66	452	21.5	21	69	78	92	66	73	64	442	22.1	20	-1						
	At class size threshold									At class size threshold										2					
																				22					

Elementary Enrollment Report
2023 - 2024 Projected and Actual Enrollment

Class size: K-2 cap 23. McKinley cap 21
3-5 cap 25. McKinley cap 23
May 31, 2023

Riverfield	K	1	2	3	4	5	Total	Avg.	Total # Sections									Total # Sections	# Sections Changes Budget to Budget		
	20									K	1	2	3	4	5	Total	Avg.				
	20	21	21		20	22				20	21	20	18	20	23						
	20	22	21	25	20	23				20	22	21	18	20	23						
	21	22	21	25	20	23				20	22	21	18	20	24						
	61	65	83	50	60	68	387	21.5	18	60	65	82	54	60	70	391	20.6	19	1		
	At class size threshold								1												
									19												
Sherman	K	1	2	3	4	5	Total	Avg.	Total # Sections									Total # Sections	# Sections Changes Budget to Budget		
	19									K	1	2	3	4	5	Total	Avg.				
	21	22	19	19	23	21				21	19	24	22	21							
	22	22	20	19	23	21				22	21	20	24	23	21						
	22	22	20	20	23	22				22	22	20	24	23	21						
	65	66	59	77	69	64	400	21.1	19	44	64	59	72	68	63	370	21.8	17	-2		
Stratfield	K	1	2	3	4	5	Total	Avg.	Total # Sections									Total # Sections	# Sections Changes Budget to Budget		
	19									K	1	2	3	4	5	Total	Avg.				
	19	18	18	19	21	19				18	18	20	21	19							
	19	18	19	19	21	19				22	19	18	20	21	19						
	19	18	19	20	21	20				23	19	18	20	22	19						
	57	54	56	58	63	58	346	19.2	18	45	56	54	60	64	57	336	19.8	17	-1		
											1 student below class size threshold										
	642	661	746	679	695	688	4,111			549	654	740	671	689	685	3,988		(123)	Students		
Sections	2023-2024 Projection							2023-2024 Projection													
	K	1	2	3	4	5	Total	K	1	2	3	4	5	Total							
	32	33	38	32	33	33	201		29	34	37	32	32	33	197		(4)	Net Sections			
	1	0	0	1	0	0	2		2	0	2	0	1	0	5						
	33	33	38	33	33	33	203		31	34	39	32	33	33	202		(1)	Net Sections			
	Potential Changes to Budget Sections							Potential Changes to Budget Sections													
	At class size							At class size													

6/01/2023

FAIRFIELD PUBLIC SCHOOLS ENROLLMENT - ELEMENTARY

	PRE-K	KIND	1	2	3	4	5	TOTAL
Burr		17	21	17	22	20	17	
		18	24	18	22	20	19	
		19	23	17	21	19	18	
		54	68	52	65	59	54	352
Dwight		15	19	21	23	21	23	
		16	19	21	24	18	25	
		31	38	42	47	39	48	245
Holland Hill		24	21	19	21	21	18	
		24	21	20	19	20	18	
		24	22	20	20	20	17	
<i>Math Academy</i>							21	
		72	64	59	60	61	74	390
Jennings		20	24	21	17	22	20	
		19	23	21	17	21	20	
				18				
		39	47	42	52	43	40	263
McKinley		19	19	22	15	22	22	
		18	16	20	18	23	21	
		16	17	21	18	21	20	
		18	19	19	18	23		
		71	71	82	69	89	63	445
Mill Hill		21	19	22	20	25	22	
		18	21	23	19	25	22	
		21	20	22	20	25	20	
			20					
		60	80	67	59	75	64	405
No. Stratfield		21	20	23	22	21	23	
		20	21	23	25	21	22	
		20	21	23	24	21	23	
			21					
		61	83	69	71	63	68	415
Osborn Hill		19	18	21	24	20	22	
		19	20	22	24	22	22	
		19	18	23	25	22	22	
		19	18					
		76	93	66	73	64	66	438
Riverfield		21	19	17	20	24	25	
		19	20	19	20	24	24	
		21	21	18	20	22	24	
			21					
		61	81	54	60	70	73	399

1-Jun-2023

FAIRFIELD PUBLIC SCHOOLS ENROLLMENT - ELEMENTARY

	PRE-K	KIND	1	2	3	4	5	TOTAL
Sherman		20	19	19	23	21	20	
		21	21	19	22	21	20	
		22	19	18	23	21	19	
				17				
		63	59	73	68	63	59	385
Stratfield	20	17	18	20	21	19	24	
<i>PK's are am/pm</i>	19	18	18	19	21	20	25	
<i>Combined¹</i>	20	19	18	20	22	18		
	11							
	70	54	54	59	64	57	49	407
ECC/Warde	166							166
TOTAL PRE-K-5	236	642	738	665	688	683	658	4,310

FAIRFIELD PUBLIC SCHOOLS ENROLLMENT - SECONDARY

	6	7	8	9	10	11	12	TOTAL
Fairfield Woods	232	259	260					751
Roger Ludlowe	245	258	273					776
Tomlinson	212	205	205					622
TOTAL 6-8	689	722	738					2,149
FWHS				366	320	380	355	1,421
FLHS				378	362	419	344	1,503
Walter Fitzgerald Campus		(18 CPP, Grade 12)		3	6	13	41	63
TOTAL 9-12				747	688	812	740	2,987

SUMMARY	Pre-K - 5	6 - 8	9 - 12	TOTAL
Current:	4,310	2,149	2,987	9,446

Difference: Current - September 30, 2022	119	14	4	137
September 30, 2022 (for Oct 1)	4,191	2,135	2,983	9,309

¹ PK has AM and PM slots. Full-Day PK Students are counted once.
Please inform the Supt. Office of any discrepancies at 255-8371.

May 18, 2023

Commissioner Charlene Russell-Tucker
CT State Department of Education
450 Columbus Boulevard
Hartford, CT 06103

Dear Commissioner Charlene Russell-Tucker,

This is to provide an update on Fairfield Public Schools' Racial Imbalance Plan, as requested at the November 2, 2022, State Board of Education meeting. We continue to make progress on the components of our plan as outlined below. There has been little to update on the plan, but we anticipate a more significant update heading into the summer months because of the SLAM recommendations which will be presented to the Fairfield Board of education on June 13, 2023.

There are many factors that contribute to the current demographic enrollment at McKinley Elementary School. These include current housing and development, affordability, and the positive climate and culture that students and families experience at McKinley School. I cannot stress enough how much I have heard from families about how the school's culture has contributed to them seeking to move into the district specifically to enroll their children at McKinley. Families do not see a racially imbalanced school but rather an inclusive school community where their children are learning and growing.

The timeline below is a chronological account of the actions taken to date by the Fairfield Board of Education to begin the process of redistricting:

November 2, 2022: Fairfield Board Finance Committee: Costs/savings estimates from closing an elementary school, as discussed in September

November 15, 2022: Fairfield Board Discussion of Updated Facilities Planning Principles from 2010

November 29, 2022: Fairfield Board First Reading of Revised Facilities Planning Document

December 13, 2022: Fairfield Board adopts revised Facilities Planning Document. Review of 2019 Charge to Milone and MacBroom (SLAM) and Discussion of Updates, Timeline and Associated Budget

December 15, 2022: Fairfield Board holds Community Conversation regarding racial balance, academic excellence, and facility utilization in person.

December 21, 2022: Board Facilities Committee follow up on seating needs capacity for special programming and ECC, review of November enrollment and capacity data report from SLAM.

January 4, 2023: Fairfield Board held a Facility Planning Workshop. Review of Specialized Programming Request, First Reading of 2023 Board of Education Charge to Consultant, Timeline related to Facilities.

January 5, 2023: Fairfield Board holds Community Conversation regarding racial balance, academic excellence, and facility utilization virtually.

January 10, 2023: Fairfield Board meeting discussion on facilities capital planning, board follow up questions and amendments on the draft charge from January 4th the board voted to postpone the vote on the charge to the consultant to the January 24, 2023, Board meeting.

January 24, 2023: Fairfield Board Meeting: Board adopts charge to the consultant to assist in identifying redistricting scenarios to balance elementary school utilization and resolve racial imbalance.

Looking ahead, the district and Board of Education will be receiving the recommended scenarios from the SLAM consultants on June 13, 2023. The district will hold a public meeting as well as provide an online option to solicit input from the entire school community. The Board will participate in the first of a series of training opportunities around our district's equity work on May 24, 2023. I have made a significant investment in increasing our school climate initiatives, and ongoing community engagement efforts beginning this summer.

Our next update to you will be provided in November. Please feel free to contact with me questions on our progress or any of the details above.

Sincerely,



Michael J. Testani
Superintendent of Schools