

## BOE/CO Friday Packet September 15, 2023

- Upcoming Meeting Dates
- 9-15-2023 K-5 Enrollment Memo
- 9-18-2023 Policy Committee Agenda
- 9-5-2023 Policy Committee Minutes
- 9-20-2023 Facilities Committee Agenda
- 9-15-2023 FPS Enrollment Mid-September FPS Enrollment Count



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Upcoming Board of Education Meeting Dates 2023

September 18	5:00 PM	Policy Committee Meeting Superintendent Conference Room 501 Kings Hwy East
September 20	2:30 PM	Facilities Committee Meeting Superintendent Conference Room 501 Kings Hwy East
September 26	7:30 PM	Regular Meeting CO Board Room 501 Kings Hwy East
October 3	5:00 PM	Policy Committee Meeting Superintendent Conference Room 501 Kings Hwy East
October 4	5:00 PM	Finance Committee Meeting Superintendent Conference Room 501 Kings Hwy East
October 10	7:30 PM	Regular Meeting CO Board Room 501 Kings Hwy East
October 16	5:00 PM	Policy Committee Meeting Superintendent Conference Room 501 Kings Hwy East



Dr. Zakia Parrish Deputy Superintendent Phone: 203-255-8372 FAX: 203-255-8273

# MEMORANDUM

To:	Mr. Michael J. Testani, Superintendent
	Board of Education Members
From:	Dr. Zakia Parrish, Deputy Superintendent
Date:	September 15, 2023
Re:	2023-24SY Elementary Enrollment Report as of September 14, 2023

The enrollment as of Sept. 14th in grades K-5 reflected 24 fewer students than the projection. During the 2022-2023 school year, kindergarten enrollment increased by 168 students between May and September, which were 465 and 633 students, respectively. This school year, kindergarten enrollment increased by 113 students between May and September, which were 509 and 622 students, respectively.

There are three schools with one grade level that are at the class size threshold:

- Holland Hill: grade two
- North Stratfield: grade four
- Osborn Hill: grade two

There are two elementary schools who needed fewer sections at the time school began than what was budgeted for that school:

- McKinley: one section in grade four
- Sherman: one section in grade three

There are five elementary schools who needed more sections at the time school began than what was budgeted for that school:

- Burr: one section in grade two
- Holland Hill: one section in grade one
- Jennings: one section in kindergarten
- Mill Hill: one section in grade five
- Riverfield: one section in grade three

There were 204 sections needed based on the enrollment as of the first day of school (August 29<sup>th</sup>), which is three sections more than what was included in the budget. McKinley had two students in grade five withdraw and two students in grade four enroll after the start of the school year. This shift resulted in grade five having one section more and grade four having one section less than needed based on the 23-student threshold. No additional sections were added or removed after the first day of school, as we wanted to minimize disruptions to students and classroom communities.

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## Policy Committee Meeting Monday, September 18, 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: 234 399 69126

## Agenda

- I. Call to Order
- II. Approval of September 5, 2023 Policy meeting minutes
- III. Policy
  - a. 3280.1 Grants and Other Revenues
  - b. 6141 Advanced Curriculum
  - c. 6163.33 Service Animals/Therapy Dogs

## IV. Future Items

- a. Grading Policy
- b. Purchasing Policy
- c. Bullying Policy 5131.911
- d. Homework Policy 6154
- e. Student Calendar 6111
- f. School Climate
- g. Admission 5111
- h. Restorative Practices

- i. Suicide Prevention 5141.5
- j. Reading 6142.2
- k. Bylaws Impact (Policy 9000)
- 1. Sustainability Policy
- V. Open Discussion/Public Comment
- VI. Adjournment

Future Meetings: October 3<sup>rd</sup>, October 16<sup>th</sup>, October 30<sup>th</sup>, November 28<sup>th</sup>, December 5<sup>th</sup>.

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



Policy Committee Meeting Minutes Tuesday, September 5, 2023 5:00 PM 501 Kings Highway East Superintendent's Conference Room

## In Attendance:

Ms. Jennifer Jacobsen, Ms. Maxon Kennelly, Ms. Carol Guernsey, Dr. Zakia Parrish, Dr. James Zavodjancik (left at 5:42pm), Ms. Jill Mitchell, Nursing Supervisor, Town of Fairfield Health Department (left at 5:20pm), Ms. Courtney LeBorious (arrived at 5:35pm left at 6:04pm), Ms. Kristen Hardiman

Call to Order: Ms. Maxon Kennelly called the meeting to order at 5:04pm.

**Approval of August 10, 2023 Special Policy Committee meeting minutes:** Approved with changes by a 3-0 vote.

## **Policy:**

## 5141.213 - Administering Medication

Ms. Mitchell explained the State of Connecticut Department of Health has made the recommendation to place Narcan in all schools. Ms. Mitchell stated Fairfield currently has Narcan in all middle and high schools; however, she is recommending we expand Narcan to include all elementary schools.

Ms. Jacobsen stated she has no issues with this policy. Ms. Guernsey asked Ms. Mitchell about the storage of Narcan in the schools. Ms. Mitchell explained Narcan is currently stored in the nurses' offices and will be in the cabinets housing the AEDs; however, that will not be advertised. Dr. Parrish noted the AED cabinets are alarmed when opened. Ms. Maxon Kennelly asked Ms. Mitchell about the training of administering Narcan and identifying an overdose. Ms. Mitchell stated staff will be trained on the administering of Narcan. Ms. Maxon Kennelly asked Ms. Mitchell if the "opt-out" language in the policy was required language. Ms. Mitchell responded stating the "opt-out" language is the language the State recommends; however, she will check with the State to see if that language is required to be in the policy. Ms. Mitchell stated she is not aware of anyone in other districts who have chosen to opt-out of the administering of this medication. Later during the meeting, Dr. Parrish found language from the State indicating the "opt out" language was required to be in this policy.

This policy was approved with formatting changes and grammatical corrections by a 3-0 vote. The policy will be presented to the Board for a "first read" at the September 12th meeting.

### Policy Audit

Ms. Maxon Kennelly stated we are required to have a policy audit completed every five years. Dr. Parrish stated the cost for the policy audit will be approximately \$3K and the District has identified the budget line item where this expense will be paid from. Dr. Parrish stated CABE informed her the earliest they could conduct the audit is right before winter break.

#### <u>3280.1 – Grants</u>

Ms. LeBorious stated she developed this policy from Ellington Schools as a template and a starting point. Ms. LeBorious stated she especially liked the language about quarterly reporting. Ms. Jacobsen asked if this language includes capital grants. Ms. LeBorious stated she does not currently report on the capital grants. Ms. Jacobsen stated she is uncomfortable with this "carte blanche" language. Ms. Jacobsen requested some guidelines with either a dollar amount or FTE language be added to this policy. Ms. LeBorious asked the committee if she could add language about seeking Board approval for operating budget expenses above \$100K prior to the grant application. Ms. LeBorious will add an item #4 which pertains to an approval process. Ms. LeBorious agreed to have another draft of this policy to the committee for the next meeting scheduled for September 18, 2023.

### 2023 Legislation Policy Impact

Ms. Maxon Kennelly reviewed this document with the committee and the timeline of the policies. Policy 511-Admission will be moved up as soon as we receive information from the state. These policies will be transferred to future items.

#### **Open Discussion/Public Comment:**

Ms. Maxon Kennelly asked Dr. Parrish if she had an update on the number of students needing to fulfill the art requirement to graduate. Dr. Parrish stated they were still working on the report; however, she believes at this time it is a total of 100 students for all three schools. Dr. Parrish explained they had to rerun the report because some students transferred into Fairfield and had already taken the art requirement in their previous district, however the class was not being picked up in their report since the course number was different than our course number. Dr. Parrish stated they will be meeting with administrators again tomorrow morning to discuss options for the students who need to fulfill the art requirement. Ms. Guernsey asked if there is time to approve a new course which satisfies the art requirement. Dr. Parrish stated they were able to find some Aqua classes which fulfill the art requirement. Ms. Maxon Kennelly asked Dr. Parrish for a memo update pertaining to this to be included in this Friday's packet.

Adjournment: Ms. Maxon Kennelly adjourned the meeting at 6:26pm.



#### Board of Education Facilities Committee Regular Meeting Agenda, 501 Kings Highway East, Suite 210 -- Superintendent's Conference Room\* and Call-in Wednesday, September 20, 2023 2:30 PM

To listen via your phone, call 408-418-9388, and use Meeting Number (access code): <u>Please Note:</u>

- ✓ 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 recording will also be available (audio only) on the FPS YouTube Channel.
  - 1. Call to Order and Roll Call
  - 2. Pledge of Allegiance
  - 3. Business Items
    - A. Discussion on immediate building modifications that may be needed at Jennings, Holland Hill and North Stratfield to operate ECC classes next year.
    - B. Recap on recent heat wave and facilities constraints that were experienced.
    - C. Discussion on Phase 1 A/C projects and waterfall items in advance of the capital planning summit.
  - 4. Open Committee Comment
  - 5. Public Comment
  - 6. Adjourn

#### 9/15/2023

#### FAIRFIELD PUBLIC SCHOOLS ENROLLMENT - ELEMENTARY

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17       20       15       23       17       22         18       17       18       17       18       22         McKinley       18       19       16       21       24       16         20       19       18       19       23       18         20       19       18       22       24       19         20       19       18       22       24       19         20       19       18       22       24       19         20       19       18       22       24       19         20       19       18       22       24       19         20       19       18       22       24       19         20       20       23       19       20       20         18       21       20       22       19       20         19       22       20       23       25       21         19       22       20       23       25       21         19       22       20       23       23       24       25         19       23       23       23			55	72	69	60	60	63	379
17       20       15       23       17       22         18       17       18       17       18       22         McKinley       18       19       16       21       24       16         20       19       18       19       23       18         20       19       18       22       24       19         20       19       18       22       24       19         20       19       18       22       24       19         20       19       18       22       24       19         20       19       18       22       24       19         20       19       18       22       24       19         20       20       23       19       20       20         18       21       20       22       19       20         19       22       20       23       25       21         19       22       20       23       25       21         19       22       20       23       23       24       25         19       23       23       23	Jennings		17	20	17	22	16	21	
S2       40       49       45       51       43       260         McKinley $             \begin{bmatrix}             18 & 19 & 16 & 21 & 24 & 16 \\             20 & 19 & 18 & 19 & 23 & 18 \\             20 & 19 & 18 & 22 & 24 & 19 \\             20 & 19 & 18 & 22 & 24 & 19 \\             20 & 19 & 18 & 22 & 24 & 19 \\             20 & 19 & 18 & 22 & 24 & 19 \\             20 & 19 & 23 & 20 & 19 & 17 \\             79 & 76 & 70 & 84 & 71 & 90 & 470          Mill Hill       19 & 20 & 20 & 20 & 23 & 19 & 20 & 20 & 23 & 19 & 20 & 19 & 18 & 21 & 20 & 22 & 19 & 20 & 19 & 19 & 20 & 20 & 20 & 22 & 19 & 20 & 19 & 19 & 20 & 20 & 20 & 22 & 19 & 20 & 19 & 19 & 20 & 20 & 19 & 19 & 22 & 20 & 24 & 25 & 21 & 10 & 10 & 10 & 10 & 10 & 10 & 10$			17						
McKinley $             \begin{bmatrix}             8 & 19 & 16 & 21 & 24 & 16 \\             21 & 19 & 18 & 19 & 23 & 18 \\             20 & 19 & 18 & 22 & 24 & 19 \\             20 & 19 & 18 & 22 & 24 & 19 \\             20 & 19 & 18 & 22 & 24 & 19 \\             20 & 19 & 18 & 22 & 20 & 17 \\             79 & 76 & 70 & 84 & 71 & 90 & 470          Mill Hill       19 & 20 & 19 & 23 & 20 & 19 & 20 \\             20 & 23 & 19 & 20 & 20 & 19 & 20 & 20 & 19 & 20 & 20 & 19 & 20 & 20 & 19 & 20 & 20 & 19 & 20 & 20 & 19 & 20 & 20 & 19 & 20 & 20 & 19 & 20 & 20 & 19 & 20 & 20 & 19 & 20 & 20 & 19 & 20 & 20 & 19 & 20 & 20 & 19 & 20 & 20 & 19 & 20 & 20 & 19 & 20 & 21 & 22 & 20 & 23 & 25 & 21 & 24 & 25 & 21 & 24 & 25 & 21 & 24 & 25 & 21 & 22 & 20 & 24 & 25 & 21 & 24 & 25 & 21 & 22 & 20 & 24 & 25 & 21 & 22 & 20 & 24 & 25 & 21 & 22 & 20 & 24 & 25 & 21 & 24 & 25 & 21 & 24 & 25 & 21 & 22 & 20 & 24 & 25 & 21 & 24 & 21 & 22 & 20 & 23 & 24 & 21 & 24 & 21 & 22 & 20 & 23 & 24 & 21 & 24 & 24$			18		17		18		
21       19       18       19       23       18         20       19       18       22       24       19         20       19       18       22       24       19         79       76       70       84       71       90       470         Mill Hill       19       20       19       23       20       19         20       20       20       23       19       20       19         20       20       20       23       19       20       20       23       19       20       20       20       22       19       20       20       22       19       20       20       20       20       20       21       24       25       20       19       401         No. Stratfield       19       22       20       23       25       21       24       25       21       414         Osborn Hill       18       19       23       23       24       22       21       24       21       21       24       21       21       24       21       21       24       21       21       21       23       23			52	40	49	45	51	43	280
2019182224191920191822241920797670847190470Mill Hill1920192320192020202023192019202020231920192020202219201821202219202020232521576179685878Mo. Stratfield192220242520192220232521576683717562414Osborn Hill181923232421171923232421707792697264444Riverfield212220192023	McKinley			19	16	21	24	16	
20       19       18       22       20       17         79       76       70       84       71       90       470         Mill Hill       19       20       19       23       20       19       23       19       20         18       21       20       22       19       20       20       22       19       20         No. Stratfield       19       22       21       24       25       20       19         19       22       20       23       25       21       19       25       20         19       22       20       23       25       21       24       25       20         19       22       20       23       25       21       22       20       23       25       21         19       22       20       23       23       24       25       21         19       23       23       23       24       22       21       24       25       21         19       23       23       23       24       21       23       23       24       21       24       21       23 </td <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>									
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20 $20$ $20$ $23$ $19$ $20$ $18$ $21$ $20$ $22$ $19$ $20$ $20$ $20$ $22$ $19$ $19$ No. Stratfield $19$ $22$ $21$ $24$ $25$ $20$ $19$ $22$ $20$ $23$ $25$ $21$ $19$ $22$ $20$ $23$ $25$ $21$ $19$ $22$ $20$ $24$ $25$ $21$ $19$ $22$ $20$ $24$ $25$ $21$ $57$ $66$ $83$ $71$ $75$ $62$ $414$ Osborn Hill $18$ $19$ $23$ $23$ $24$ $22$ $17$ $19$ $23$ $23$ $24$ $21$ $70$ $77$ $92$ $69$ $72$ $64$ $444$ Riverfield $21$ $22$ $20$ $19$ $20$ $23$			15	10	70	04	71	30	470
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Osborn Hill          18       19       23       23       24       22         18       20       23       23       24       21         17       19       23       23       24       21         17       19       23       23       24       21         70       77       92       69       72       64       444         Riverfield       21       22       20       19       20       23			19	22		24	25	21	
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17       19       23         70       77       92       69       72       64       444         Riverfield       21       22       20       19       20       23			18	20	23	23	24	21	
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64         67         81         56         60         69         397			64	67	81	56	60	69	397

#### 15-Sep-2023

#### FAIRFIELD PUBLIC SCHOOLS ENROLLMENT - ELEMENTARY

=	PRE-K	KIND	1	2	3	4	5	TOTAL
Sherman		17 17	20 21	21 20	22 24	23 23	21 21	
		17	20	20	23	22	21	
	_	51	61	61	69	68	63	373
Stratfield	14 16	16 16	18 19	18 18	19 20	22 22	19 19	
PK's are am/pm Combined <sup>1</sup>	10 11 6	16	19	18	20 19	22	19 19	
-	47	48	56	54	58	66	57	386
ECC/Warde	124							124
TOTAL PRE-K-5	171	623	666	745	674	691	686	4,256

FAIRFIELD PUBLIC SCHOOLS ENROLLMENT - SECONDARY

	6	7	8	9	10	11	12	TOTAL
Fairfield Woods Roger Ludlowe Tomlinson	252 256 167	232 248 212	258 256 209					742 760 588
TOTAL 6-8	675	692	723					2,090
FWHS FLHS Walter Fitzgerald C	ampus	(20 CPP, Grac	le 12)	317 348 1	358 375 5	322 349 16	374 414 38	1,371 1,486 60
TOTAL 9-12			-	666	738	687	826	2,917
	SUMMARY			Pre-K - 5	6 - 8	9 - 12	TOTAL	
	Current:			4,256	2,090	2,917	9,263	
Difference:	Current - Se	ptember 30, 202	2	65	(45)	(66)	(46)	
	September 3	30, 2022 (for Oct	1)	4,191	2,135	2,983	9,309	

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