



**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*



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



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 29th), 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.

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
September 14, 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		# Sections Changes Budget to Budget
Burr																					
	19	18	22	17	20	20					17										
	19	19	22	18	21	21					18	18	17	17	21	19					
	20	19	23	18	21	21					19	19	18	18	21	20					
	20	19	23	18	21	21					19	19	18	18	21	20					
	58	56	67	53	62	62	358	19.9	18		56	56	70	53	63	59	357	18.8	19	1	
Dwight																					
	17	16	19	22	22	20					17	17	18	20	23	19					
	18	17	19	23	23	20					17	17	19	21	24	19					
	35	33	38	45	45	40	236	19.7	12		34	34	37	41	47	38	231	19.3	12	0	
Holland Hill																					
	20	22	20	19	22	19					18										
	20	23	21	19	22	19					18	18	23	20	20	21					
	20	23	21	19	22	20					18	18	23	20	20	21					
	20	23	21	19	22	20					19	18	23	20	21	21					
	60	68	62	57	66	58	371	20.6	18		55	72	69	60	61	63	380	20.0	19	1	
	1 student below class size threshold										At class size threshold								1		
																			20		
Jennings																					
			15		18						17		16		17						
	21	19	16	21	18	21					17	20	16	22	17	21					
	22	20	16	22	18	21					18	20	17	23	17	22					
	43	39	47	43	54	42	268	19.1	14		52	40	49	45	51	43	280	18.7	15	1	
	1 student above class size threshold																				

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2023 - 2024 Projected Enrollment

McKinley	K	1	2	3	4	5	Total	Avg.	Total # Sections
						18			
	17	18	18	21	18	18			
	17	18	18	21	18	19			
	18	19	18	21	18	19			
	18	19	18	22	19	19			
	70	74	72	85	73	93	467	18.7	25
1 student above class size threshold									

2023 - 2024 Actual Enrollment

	K	1	2	3	4	5	Total	Avg.	Total # Sections	# Sections Changes Budget to Budget
						18				
	19	19	17	21		18				
	20	19	17	21	23	18				
	20	19	18	21	24	18				
	20	19	18	21	24	18				
	79	76	70	84	71	90	470	19.6	24	-1
2 students above class size threshold										1
2 students below class size threshold										-1
										24

Mill Hill	K	1	2	3	4	5	Total	Avg.	Total # Sections
			20						
	20	21	20	23	20	24			
	20	21	21	24	20	25			
	20	21	21	24	20	25			
	60	63	82	71	60	74	410	21.6	19
1 student below class size threshold									

	K	1	2	3	4	5	Total	Avg.	Total # Sections	# Sections Changes Budget to Budget
			19			19				
	19	20	20	22	19	19				
	19	21	20	23	19	20				
	19	21	20	23	20	20				
	57	62	79	68	58	78	402	20.1	20	1

North Stratfield	K	1	2	3	4	5	Total	Avg.	Total # Sections
			21						
	21	20	21	23	24	21			
	21	20	21	24	24	21			
	22	21	22	24	24	21			
	64	61	85	71	72	63	416	21.9	19

	K	1	2	3	4	5	Total	Avg.	Total # Sections	# Sections Changes Budget to Budget
			20							
	19	22	21	23	25	20				
	19	22	21	24	25	21				
	19	22	21	24	25	21				
	57	66	83	71	75	62	414	21.8	19	0
At class size threshold										1
										20

Elementary Enrollment Report
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September 14, 2023

2023 - 2024 Projected Enrollment										2023 - 2024 Actual Enrollment										# Sections Changes Budget to Budget
Osborn Hill	K	1	2	3	4	5	Total	Avg.	Total # Sections	K	1	2	3	4	5	Total	Avg.	Total # Sections		
	19																			
	20 19									17	19	23								
	23	20	19	23	23	22				17	19	23	23	24	21					
	23	21	19	23	24	22				18	19	23	23	24	21					
	23	21	19	23	24	22				18	20	23	23	24	22					
	69	82	95	69	71	66	452	21.5	21	70	77	92	69	72	64	444	21.1	21	0	
At class size threshold								1	At class size threshold								1			
								22									22			
Riverfield	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										
	20	21	21		20	22				21	22	20	18	20	23					
	20	22	21	25	20	23				21	22	20	19	20	23					
	21	22	21	25	20	23				22	23	21	19	20	23					
	61	65	83	50	60	68	387	21.5	18	64	67	81	56	60	69	397	20.9	19		1
	At class size threshold								1											
								19												
Sherman	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																			
	21	22	19	19	23	21				17	20	20	23	22	21					
	22	22	20	19	23	21				17	20	20	23	23	21					
	22	22	20	20	23	22				17	21	21	23	23	21					
	65	66	59	77	69	64	400	21.1	19	51	61	61	69	68	63	373	20.7	18		-1

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September 14, 2023

2023 - 2024 Projected Enrollment

Stratfield	K	1	2	3	4	5	Total	Avg.	Total # Sections
	19	18	18	19	21	19			
	19	18	19	19	21	19			
	19	18	19	20	21	20			
	57	54	56	58	63	58	346	19.2	18
	642	661	746	679	695	688	4,111		

2023 - 2024 Actual Enrollment

	K	1	2	3	4	5	Total	Avg.	Total # Sections	# Sections Changes Budget to Budget
	16	18	18	19	22	19				
	16	19	18	19	22	19				
	16	19	18	20	22	19				
	48	56	54	58	66	57	339	18.8	18	0
	623	667	745	674	692	686	4,087		(24)	Students

2023-2024 Projection

Sections	K	1	2	3	4	5	Total
	32	33	38	32	33	33	201
	1	0	0	1	0	0	2
	33	33	38	33	33	33	203
Potential Changes to Budget Sections							
At class size threshold							

2023-2024 Projection

	K	1	2	3	4	5	Total
	34	34	38	32	32	34	204
	0	0	2	0	2	-1	3
	34	34	40	32	34	33	207
Potential Changes to Budget Sections							
At class size threshold							
At/above class size threshold							
Below class size threshold							

3 Net Sections

4 Net Sections



FAIRFIELD PUBLIC SCHOOLS

**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)
- l. Sustainability Policy

V. Open Discussion/Public Comment

VI. Adjournment

Future Meetings: October 3rd, October 16th, October 30th, November 28th, December 5th.

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



FAIRFIELD PUBLIC SCHOOLS

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 CAFE informed her the earliest they could conduct the audit is right before winter break.

3280.1 – Grants

Ms. LeBoriosis stated she developed this policy from Ellington Schools as a template and a starting point. Ms. LeBoriosis stated she especially liked the language about quarterly reporting. Ms. Jacobsen asked if this language includes capital grants. Ms. LeBoriosis 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. LeBoriosis asked the committee if she could add language about seeking Board approval for operating budget expenses above \$100K prior to the grant application. Ms. LeBoriosis will add an item #4 which pertains to an approval process. Ms. LeBoriosis 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 the course would be a “mini” and it would be available next semester. Dr. Parrish also 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.

FAIRFIELD PUBLIC SCHOOLS

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):

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 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

	PRE-K	KIND	1	2	3	4	5	TOTAL
Burr		19	19	18	17	22	20	
		18	19	17	18	22	20	
		19	18	17	18	19	19	
				18				
		56	56	70	53	63	59	357
Dwight		17	17	18	20	24	19	
		17	17	19	21	23	19	
		34	34	37	41	47	38	231
Holland Hill		18	18	23	20	20	21	
		18	18	23	20	20	21	
		19	18	23	20	20	21	
			18					
		55	72	69	60	60	63	379
Jennings		17	20	17	22	16	21	
		17	20	15	23	17	22	
		18		17		18		
		52	40	49	45	51	43	280
McKinley		18	19	16	21	24	16	
		21	19	18	19	23	18	
		20	19	18	22	24	19	
		20	19	18	22		20	
		79	76	70	84	71	90	470
Mill Hill		19	20	19	23	20	19	
		20	20	20	23	19	20	
		18	21	20	22	19	20	
				20			19	
		57	61	79	68	58	78	401
No. Stratfield		19	22	21	24	25	20	
		19	22	20	23	25	21	
		19	22	20	24	25	21	
				22				
		57	66	83	71	75	62	414
Osborn Hill		18	19	23	23	24	22	
		18	20	23	23	24	21	
		17	19	23	23	24	21	
		17	19	23				
		70	77	92	69	72	64	444
Riverfield		21	22	20	19	20	23	
		22	22	21	19	20	23	
		21	23	20	18	20	23	
				20				
		64	67	81	56	60	69	397

FAIRFIELD PUBLIC SCHOOLS ENROLLMENT - ELEMENTARY

	PRE-K	KIND	1	2	3	4	5	TOTAL
Sherman		17	20	21	22	23	21	
		17	21	20	24	23	21	
		17	20	20	23	22	21	
		51	61	61	69	68	63	373
Stratfield	14	16	18	18	19	22	19	
PK's are am/pm	16	16	19	18	20	22	19	
Combined ¹	11	16	19	18	19	22	19	
	6							
	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	252	232	258					742
Roger Ludlowe	256	248	256					760
Tomlinson	167	212	209					588
TOTAL 6-8	675	692	723					2,090
FWHS				317	358	322	374	1,371
FLHS				348	375	349	414	1,486
Walter Fitzgerald Campus		(20 CPP, Grade 12)		1	5	16	38	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 - September 30, 2022	65	(45)	(66)	(46)
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.