



**BOE/CO
Friday Packet
February 2, 2024**

Upcoming Meeting Dates

2-6-2024 Policy Committee Agenda

1-30-2024 Policy Committee Minutes

2-7-2024 Finance Committee Agenda

2-1-2024 Multi-Unit Complex and Student Enrollment Chart *(updated from 10/23)*

2-1-2024 FPS Enrollment Count



Upcoming Board of Education Meeting Dates **2024**

February 6	5:00 PM	Policy Committee Superintendent Conference Room 501 Kings Hwy East
February 7	5:00 PM	BoE Finance Committee Superintendent Conference Room 501 Kings Hwy East
February 13	7:00 PM	BoE Regular Meeting CO Board Room 501 Kings Hwy East
February 14	9:30 AM	Facilities Committee Superintendent Conference Room 501 Kings Hwy East
February 27	7:00 PM	BoE Special Meeting/Executive Session Self-Evaluation Superintendent Conference Room 501 Kings Hwy East
March 5	5:00 PM	Policy Committee Superintendent Conference Room 501 Kings Hwy East
March 6	5:00 PM	BoE Finance Committee Superintendent Conference Room 501 Kings Hwy East
March 12	7:00 PM	BoE Regular Meeting CO Board Room 501 Kings Hwy East



FAIRFIELD PUBLIC SCHOOLS

Policy Committee Meeting
Tuesday, February 6, 2024
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: 2340 026 1928

Agenda

- I. Call to Order
- II. Approval of January 30, 2024 Special Policy Committee meeting minutes
- III. Policy
 - a. 6151 – Class Size
 - b. 6111 – Student Calendar
 - c. 6146.1 - Grading Policy
- IV. Future Items
 - a. Purchasing Policy
 - b. Bullying Policy – 5131.911
 - c. Homework Policy - 6154
 - d. School Climate
 - e. Restorative Practices
 - f. Reading – 6142.2
 - g. Bylaws Impact – (Policy 9000)
 - h. Sustainability Policy

V. Open Discussion/Public Comment

VI. Adjournment

Future Meetings: March 5th, March 18th, April 2nd, April 30th, May 14th, June 4th, June 18th, August 26th, September 3rd, September 16th, October 1st, October 14th, October 29th, November 18th, December 3rd.

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

Tuesday, January 30, 2024

5:00 PM

501 Kings Highway East
Superintendent's Conference Room

In Attendance:

Superintendent Michael Testani, Ms. Jennifer Jacobsen, Ms. Jennifer Maxon Kennelly, Ms. Carol Guernsey, Dr. Zakia Parrish, Ms. Kanicka Ingram (left at 6:11pm), Dr. James Zavodjancik (arrived at 6:11pm), Mr. Mick McGarry, FEA President, Ms. Jennifer Racioppo, FEA Representative, Dr. Jeannette Faber, FEA Representative, Ms. Jodie Shannon, FEA Representative, Ms. Kristen Hardiman

Call to Order: Ms. Maxon Kennelly called the meeting to order at 5:00pm.

Approval of December 5, 2023 Policy Committee meeting minutes: Approved with changes by 3-0 vote.

Policy:

2024 Policy Calendar

The Policy Committee meeting calendar was approved by 3-0 vote.

Audit Update

Dr. Parrish stated the initial policy audit was completed in December; however, it contained several errors. Dr. Parrish requested a second review of the policies to obtain a more accurate audit. Based on the second audit review, Dr. Parrish developed a table of all policies which need to be addressed. Table 1 contains eleven polies which were completely missing and are mandated policies. Table 2 contains thirteen policies which have a 2004 adoption date and need to be reviewed and/or updated as they are also mandatory policies. The remaining policies which have an adoption date of 2004 also need to be reviewed. Some of the 2004 policies need modifications while others just need to be reviewed. Dr. Parrish explained even if there is no revision needed to a policy, it still needs to be reviewed and marked as "reviewed and adopted".

Ms. Guernsey asked if there is someone on staff who can work on editing the policies before they come before the committee. Ms. Maxon Kennelly explained that Dr. Parrish has organized the policies by importance and has already delegated them to the administrator responsible for editing the policy.

4112.4-4212.4 – Health Examination

Ms. Ingram stated she is recommending the deletion of this policy after collaborating with the HR team last November. At the November meeting, the HR team discussed the on-boarding process for new hires. It was noted the health examination form was the last on-boarding form to be provided to HR. Ms. Ingram explained the HR department then reached out to Jill Mitchell, Nursing Supervisor for the Town of Fairfield, to inquire if the health examination form was a required form. Ms. Mitchell stated the health examination form is not required since the Town no longer requires the PPD (tuberculosis) test. Based on the information provided by Ms. Mitchell, Ms. Ingram would like the committee to consider the deletion of this policy. Dr. Parrish added the policy audit did question the legality of this policy.

This policy was approved for deletion by a 3 -0 vote and will be presented to the Board for a “one and done” vote at the February 13th Board of Education meeting.

6151 – Class Size

Ms. Ingram explained she would like to leave the Class Size policy “as is” and not as proposed in the packet. The reason for this change is there was a discussion between the HR Department and the Finance Department about the budget book having different class size information which is why HR proposed a revised policy. However, after looking at this policy, the Executive team has decided not to edit the class size policy at this time.

Ms. Jacobsen asked Ms. Ingram who developed the draft language for this policy. Ms. Ingram stated the draft language came from what the District is currently doing. Superintendent Testani requested the asterisk referencing the “Superintendent having discretion to increase class size based on enrollment” be eliminated since the word “shall” is in the first paragraph of the policy.

Ms. Maxon Kennelly stated she is interested in a more accurate policy and appreciates the opportunity to look at this policy again. Ms. Jacobsen agreed with Ms. Maxon Kennelly that there should be edits to this policy to include dates for collapsing classes. Ms. Guernsey stated she is interested in protecting our lower-class sizes.

Ms. Jacobsen will edit this policy to be reviewed at the next Policy meeting on February 6th.

6111 – Student Calendar

Ms. Maxon Kennelly asked Superintendent Testani and Dr. Parrish if they had any reservations about the language recommendations to this policy. Dr. Parrish explained the Head Principals prefer to use Monday through Friday as the definition of “full week”. Ms. Maxon Kennelly is interested in knowing why the Head Principals chose that time period instead of Sunday through Saturday as the definition of “full week” since it will have an impact on the calendar in year 2028.

Ms. Maxon Kennelly asked Dr. Parrish to speak to the Head Principals for feedback on when the graduation date should be set. Ms. Guernsey would like feedback from the Head Principals on the flexibility of 180 school days versus 182 school days.

This policy will be on the agenda for discussion at the February 6th meeting.

Grading Policy

Ms. Maxon Kennelly stated the language on Page 13 of the packet will be the preamble to this policy.

Ms. Guernsey stated she is interested in language on mid-term exams and getting feedback from principals, teachers, and students. Ms. Guernsey is interested in hearing how mid-term exams affect the students' social and emotional well being. Ms. Maxon Kennelly stated she is not interested in eliminating mid-term exams. Ms. Racioppo explained the committee would get different answers from different departments regarding the effectiveness of mid-term exams. Ms. Racioppo stated when the District did not have mid-term exams, students were happy in January but very stressed in June when it came time for final exams, especially with the freshmen. Ms. Racioppo is in support of keeping mid-term exams since it gives the teacher the opportunity to educate the freshman and prep them on test taking skills. Her experience has shown the freshmen do better on final exams when they administer mid-term exams.

Dr. Faber stated her experience has shown mid-term exams cause stress for her students, especially in literature. Dr. Faber explained mid-term exams create a tremendous amount of work for teachers in addition to their work of closing out a semester.

Ms. Shannon stated there are pros and cons to the mid-term exam discussion. Ms. Shannon stated she knows of other districts that have mid-term exams; however, they are not for a two-hour duration like our mid-term exams.

The committee discussed at length the topic of weighted grades especially between College Prep, Elective and AP classes. The committee will continue discussion on this topic at the next Policy meeting when another draft is presented to the committee.

Open Discussion/Public Comment:

Laura Veneman – McKinley Parent, 106 Blue Ridge Road

Ms. Veneman spoke about her concern about the Class Size policy. Ms. Veneman explained what is stated in the policy is not the current practice at school.

Mick McGarry – FEA President

Mr. McGarry spoke about continuing the conversation regarding the Grading policy. Mr. McGarry expressed the importance of getting feedback from staff. Mc Garry emphasized staff are focused on working and collaborating on this policy.

Jennifer Racioppo – FEA Representative

Ms. Racioppo stated she now understands the difference between regulations and policy. Ms. Racioppo explained staff are working together on the Grading regulations, and they have a common vision. She looks forward to the opportunity to work toward a common goal with the committee.

Adjournment: Ms. Maxon Kennelly adjourned the meeting at 7:54pm.

FAIRFIELD PUBLIC SCHOOLS

Board of Education Finance Committee

Regular Meeting Agenda

Wednesday, February 7, 2024

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): 2344 693 9788

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 the January 3, 2024 Finance Committee meeting
3. Business/discussion items
 - a. Mid-quarter district financial update
 - b. BoE budget adoption post-mortem
 - c. Initial discussions for a financial review of central-office structure
 - d. Review of year-to-date facility rental trends
4. Superintendent's report
5. Open committee and public comment
6. Adjournment

Complex Name	# of Units	Number of Children	kids per unit	El. Dist	EC +Elem.	Middle	High	const. date	Location of complex, 2023 Enrollment
Fairfield Station Lofts (a)	26	4	0.15	Riv.	2	1	1	2022	78 Unquowa Place
Anchorage (i)	90	7	0.08	Riv.	3	2	2	2020	333 Unquowa Rd
Post Rd Lofts (a)	13	0	0.00	Riv.	0	0	0	2020	1675 Post Rd
Alto (i)	160	13	0.08	Mck.	4	3	6	2019	1401 Kings Highway
1645 Black Rock Tpk (a)	29	3	0.10	H.H	2	1	0	2018	
Westway (i)	16	0	0.00	M. Hill	0	0	0	2018	461-493 Westway Rd
50-52 Campfield Ave (a)	12	4	0.33	Mck.	1	1	2	2017	
Pine Tree Lane (a)	50	7	0.14	Mck.	4	3	0	2016 *	1-17 Pine Tree Lane
Trademark I (i)	101	7	0.07	Mck.	3	2	2	2016	665 Commerce Drive
130 Fairchild Ave (a)	54	1	0.02	Mck.	1	0	0	2014	
Stoneridge	70	1	0.01	Mck.	0	1	0	2005	Stone Ridge way
Pequot Landing	27	3	0.11	M. Hill	3	0	0	2003	Aberdeen Way, Southport Place
Stratfield Falls	28	1	0.04	N. Strat	1	0	0	2000	Hillary Cir., Carrie cir.
Somerset	26	3	0.12	N. Strat	2	0	1	1996	Croby St, Federal St.
Greenfield Hunt	100	11	0.11	Burr	1	0	10	1994	*
Fairfield OBH	10	6	0.60	Mck.	2	1	3	1989	187-201 Nordstrand, 80-132 Greenfield
Pine Ridge	25	2	0.08	M. Hill	1	1	0	1988	930-994 South Pine Creek
The Oaks	32	0	0.00	Jennings	0	0	0	1988	104-212 Stillson
Crestwood of Fairfield	18	2	0.11	N. Strat	0	0	2	1987	3845 Park ave
Audubon Village	16	2	0.13	Riv.	2	0	0	1986	375-405 Unquowa Rd
Fairfield Ledgewood	16	1	0.06	H.H	1	0	0	1985	31-67 Dawn st
Southgate	16	1	0.06	M. Hill	0	1	0	1985	450 Center St
College Place	10	0	0.00	Sherm	0	0	0	1985	93-159 College Place
Woodfield Village	134	4	0.03	N. Strat	2	0	2	1985	**
Maplewood	20	8	0.40	H.H	6	1	1	1980	1463 Black Rock tpk
Park North	65	25	0.38	N. Strat	10	7	8	1979	3901-4029 Park Ave
Meadows	46	0	0.00	M. Hill	0	0	0	1978	Field Point rd, Salt Meadows
Melody Lane	33	8	0.24	O. Hill	6	2	0	1974	200-296 Melody In
Quincy Condo	40	3	0.08	M. Hill	1	1	1	1974	2-110 Hulls Hwy
Dogwood Green	90	5	0.06	Strat	3	1	1	1973	1131-1223 Stratfield, 149-191 ffld wood, 1402-1472 Melville, 60-102 Montauk
Evergreen Park	41	14	0.34	Mck.	5	2	7	1973	302-384 Knapps hwy
Ridgewood Condo	36	12	0.33	Mck.	4	5	3	1973	121-197 Knapps Hwy
Sillman	12	6	0.50	H.H	4	1	1	1972	80-100 Silliman
Fairfield Manor	34	9	0.26	Mck.	1	3	5	1970	1000 Knapps hwy
Southport Woods East	25	5	0.20	M. Hill	4	1	0	1969	10-58 Mill Hill Rd
Southport Woods West	152	11	0.07	M. Hill	3	4	4	1969	2-224 Southport Woods rd
Gould Manor	40	20	0.50	H.H	13	4	3	1968	11-130 Rodgers rd, 327-534 Holland Hill
Colonial Gardens	56	19	0.34	H.H	10	3	6	1966	245 Sunnysridge
Sunnysridge	68	25	0.37	H.H	7	9	9	1966	240 Sunnysridge
Strathmoor	69	13	0.19	Strat	6	4	3	1965	160 Fairfield Woods rd
Mosswood	136	7	0.05	Riv.	2	2	3	1964	245 Unquowa Rd
Belvoir	44	4	0.09	O.Hill	3	0	1	1962	100-128, 103-125 katona
Built prior to 2000	1410	226							
% of total before 2000	67.6	82.8							
					EC+ Elem.	Middle	High Sch		
Total:					123	67	87		
					% of Total 44.4	24.2	31.4		
Students per dwelling unit by grade level					0.059	0.032	0.042	Sum = 0.13	

(a) = 8-30g affordable development

(i) = inclusionary 10% development

* Includes: Chandlers Lane north and south, Bennington Dr, Barrister Lane, Deane Lane, Eaton Ct, Hammlton CT, Palmers Bridge, Revere Lane, Commonwealth Drive, Getty Cir, Madison Hill, Franklin Lane

** includes: Robertson Crossing, Paisley Lane, Glengarry Rd, Gate Ridge Rd, Balmaha Close, Balmaha Court, Blackmount Lane, Blackmount Ct

From Planning Director Jim Wendt:

This spreadsheet differs from the one I sent on October 27 in that this one is sorted by date of construction and I have also added students by age group. The grand total of students has increased by 4 as I found some alternate address listings. The data indicates that of the 277 students in these developments, 44.4% are in early childhood or Elementary, 24.2% in Middle School and 31.4% in High School. This further age group breakdown stems from discussion at a recent hearing or a new development.

2/1/2024

FAIRFIELD PUBLIC SCHOOLS ENROLLMENT - ELEMENTARY

	PRE-K	KIND	1	2	3	4	5	TOTAL
Burr		18	19	17	18	22	20	
		19	19	17	18	22	19	
		19	18	17	18	19	18	
				18				
		56	56	69	54	63	57	355
Dwight		17	17	18	20	24	19	
		17	17	19	21	23	20	
		34	34	37	41	47	39	232
Holland Hill		19	18	24	21	20	21	
		20	18	24	19	20	20	
		19	18	24	21	20	21	
			18					
		58	72	72	61	60	62	385
Jennings		17	20	17	22	17	21	
		17	20	16	23	18	22	
		18		17		18		
		52	40	50	45	53	43	283
McKinley		19	19	15	22	24	17	
		20	20	17	19	24	18	
		20	20	19	22	23	19	
		20	19	19	21		20	
		79	78	70	84	71	91	473
Mill Hill		20	20	19	23	20	19	
		19	21	20	23	18	21	
		20	21	20	22	18	20	
				20			18	
		59	62	79	68	56	78	402
No. Stratfield		20	22	21	24	25	20	
		19	22	20	23	25	21	
		17	22	20	24	25	20	
				22				
		56	66	83	71	75	61	412
Osborn Hill		18	20	23	23	24	22	
		18	20	23	23	24	21	
		18	19	23	23	25	21	
		18	19	23				
		72	78	92	69	73	64	448
Riverfield		21	23	20	19	20	23	
		22	22	21	19	21	24	
		21	23	20	18	20	22	
				20				
		64	68	81	56	61	69	399

FAIRFIELD PUBLIC SCHOOLS ENROLLMENT - ELEMENTARY

	PRE-K	KIND	1	2	3	4	5	TOTAL
Sherman		17	20	21	21	23	20	
		17	21	20	24	23	21	
		17	20	21	23	23	21	
		51	61	62	68	69	62	373
Stratfield	20	16	18	18	20	22	19	
<i>PK's are am/pm</i>	20	16	19	18	20	22	19	
<i>Combined¹</i>	20	17	19	18	19	22	19	
	8							
	68	49	56	54	59	66	57	409
ECC/Warde	148							148
TOTAL PRE-K-5	216	630	671	749	676	694	683	4,319

FAIRFIELD PUBLIC SCHOOLS ENROLLMENT - SECONDARY

	6	7	8	9	10	11	12	TOTAL
Fairfield Woods	252	234	257					743
Roger Ludlowe	256	252	258					766
Tomlinson	169	210	210					589
TOTAL 6-8	677	696	725					2,098
FWHS				317	353	322	369	1,361
FLHS				347	370	344	410	1,471
Walter Fitzgerald Campus		(22 CPP, Grade 12)		2	12	15	40	69
TOTAL 9-12				666	735	681	819	2,901

SUMMARY	Pre-K - 5	6 - 8	9 - 12	TOTAL
Current:	4,319	2,098	2,901	9,318

Difference: Current - September 29, 2023	52	8	(23)	37
September 29, 2023 (for Oct 1)	4,267	2,090	2,924	9,281

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.