



**BOE/CO  
Friday Packet  
March 28, 2024**

Upcoming Meeting Dates

3-28-2024 Memo re: 2024-2025 Pension Valuation

4-2-2024 BoE Policy Committee Agenda

3-18-2024 BoE Policy Meeting Minutes

4-3-2024 BoE Finance Committee Agenda

Green Team Student Letters



Upcoming Board of Education Meeting Dates **2024**

<b>April 2</b>	<b>5:00 PM</b>	Policy Committee Superintendent Conference Room 501 Kings Hwy East
<b>April 3</b>	<b>5:00 PM</b>	Finance Committee Superintendent Conference Room 501 Kings Hwy East
<b>April 5</b>	<b>11:00 AM</b>	Facilities Committee – <i>Special Meeting</i> Superintendent Conference Room 501 Kings Hwy East
<b>April 23</b>	<b>7:00 PM</b>	BoE Regular Meeting CO Board Room 501 Kings Hwy East
<b>April 29</b>	<b>12:00PM</b>	Facilities Committee – <i>Special Meeting</i> Superintendent Conference Room 501 Kings Hwy East
<b>April 30</b>	<b>5:00 PM</b>	Policy Committee Superintendent Conference Room 501 Kings Hwy East
<b>May 1</b>	<b>5:00 PM</b>	Finance Committee Superintendent Conference Room 501 Kings Hwy East
<b>May 7</b>	<b>7:00 PM</b>	BoE Regular Meeting CO Board Room 501 Kings Hwy East



To: Mike Testani, Superintendent  
From: Courtney LeBorious  
Date: March 28, 2024  
Subject: 2024-2025 Pension Valuation

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Please note that there is an unanticipated liability in the Board of Education pension account. In the past, the town would receive the pension information before our budget was adopted (before the end of January). This year the town received the valuation on March 21, after the board of education budget was adopted. This is due to the conversion to the new pension administration system. The information we received on March 21 is a summary, we await the full details of the forthcoming actuarial valuation report.

The valuation total for the pension fund is \$1,961,543. Our budget assumption was \$1,723,386, for a shortfall of \$238,157.

		<u>Budget</u>	<u>Updated Proj.</u>	<u>Variance</u>
	401a	\$ 497,613	\$ 497,613	\$ -
Town Pension Fund		\$ 1,723,386	\$ 1,961,543	\$ (238,157)
Actuarial Fees		\$ 3,000	\$ 3,000	\$ -
Superintendent Annuity		\$ 15,000	\$ 15,000	\$ -
		<b>\$ 2,238,999</b>	<b>\$ 2,477,156</b>	<b>\$ (238,157)</b>

The Board of Education budget reflected a cost reduction year over year, as the non-certified employees are either enrolled in the town pension plan or the Board of Education 401(a), depending on their hire date. Employees hired before August 2017 are in the town plan, and those after are in the 401(a) plan. The participation in the town pension plan goes down each year, as participation increases in 401(a).

Including both Board and town, the active membership went from 436 members in 2020 to 306 members in 2023, a 42% decrease. In 2022 the total was 342. The Board share of this 342 in 2022 was 220 members (we also had 5 terminated vested members and 44 nonvested members due refunds, also decreasing each year). The BOE makes up about two-thirds of the active non-PD and Fire membership. We await the breakout between the town and the Board of Education for 2023 from Milliman, but as you can see, it is on a downward trend for active, vested, and nonvested membership.

The budget assumption was based on the net trend, the cost had decreased by an average of- 5.2% from FY2020-24. We budgeted \$1.723 million, as described below.

**1. BOE Budget**

	FY20	FY21	FY22	FY23	FY24	FY25	Avg. Change FY20-24
Town (update)	\$ 2,170	\$ 1,904	\$ 1,880	\$ 1,779	\$ 1,747	\$ 1,723	
401(a)	\$ 314	\$ 335	\$ 343	\$ 400	\$ 485	\$ 515	
Total	\$ 2,484	\$ 2,239	\$ 2,223	\$ 2,179	\$ 2,232	\$ 2,238	
% Change Town Pension		-12.3%	-1.3%	-5.4%	-1.8%	-1.4%	-5.2%
% Change 401(a)		6.7%	2.4%	16.6%	21.3%	6.2%	11.7%

However, with the update from the plan administrator, the actual costs are increasing by +12.2%.

**2. Town Update on 3/21**

	FY20	FY21	FY22	FY23	FY24	FY25	Avg. Change FY20-24
Town (update)	\$ 2,170	\$ 1,904	\$ 1,880	\$ 1,779	\$ 1,747	\$ 1,961	
401(a)	\$ 314	\$ 335	\$ 343	\$ 400	\$ 485	\$ 515	
Total	\$ 2,484	\$ 2,239	\$ 2,223	\$ 2,179	\$ 2,232	\$ 2,476	
% Change Town Pension		-12.3%	-1.3%	-5.4%	-1.8%	12.2%	-5.2%
% Change 401(a)		6.7%	2.4%	16.6%	21.3%	6.2%	11.7%

**SHORTFALL \$(238,157)**

I will provide a full accounting to the Board once we have the full report. We don't have the data on the assumptions behind the changes in the valuation. Broadly, I am told that the increase in the paraeducator salaries is what is driving the increase in our costs. As far as I can tell, the accrued liability for active members has increased (in the assumption) by \$6.5 million and the actuarial value of the assets increased by \$3.5 million.

We requested that the Board of Finance consider restoring the \$238,157 shortfall to our budget given this new information.



# FAIRFIELD PUBLIC SCHOOLS

**Policy Committee Meeting**  
**Tuesday, April 2, 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: 234 632 09135

## Agenda

- I. Call to Order
- II. Approval of March 18, 2024 Policy Committee meeting minutes
- III. Policy
  - a. 4115.3 – Evaluation and Employment of Coaches
  - b. 6151 – Class Size
  - c. 4111.1-4211.1 – Nondiscrimination/Affirmative Action
  - d. 5144.2 – Use of Exclusionary Time Out Settings
  - e. 6140 – Curriculum
  - f. 1110.2 (current) – Title I Parent Involvement
  - g. 1110.2 (new) – Parent Portal Acceptable Use and Safety
  - h. 6141.322 – Web Site Home Page Development
  - i. 6141.323 – Internet Acceptable Use Filtering
- IV. Future Items
  - a. Homework Policy - 6154
  - b. School Climate/Bullying – 5131.911/5131.911AR

- c. Restorative Practices
- d. Reading – 6142.2
- e. Bylaws Impact – (Policy 9000)
- f. Sustainability Policy
- g. Resident/Non-Resident School Attendance - 5118
- h. Artificial Intelligence
- i. Grievance Procedures (Title IX) – 5145.6
- j. Exploitation: Sexual Harassment – 5145.5

V. Open Discussion/Public Comment

VI. Adjournment

Future Meetings: April 30<sup>th</sup>, May 14<sup>th</sup>, June 4<sup>th</sup>, June 18<sup>th</sup>, August 26<sup>th</sup>, September 3<sup>rd</sup>, September 16<sup>th</sup>, October 1<sup>st</sup>, October 14<sup>th</sup>, October 29<sup>th</sup>, November 18<sup>th</sup>, December 3<sup>rd</sup>.

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



# FAIRFIELD PUBLIC SCHOOLS

**Policy Committee Meeting Minutes**  
**Monday, March 18, 2024**  
5:00 PM  
501 Kings Highway East  
Superintendent's Conference Room

**In Attendance:**

Ms. Jennifer Maxon Kennelly, Ms. Jennifer Jacobsen, Ms. Carol Guernsey, Ms. Kanicka Ingram (left at 7:14pm), Dr. Zakia Parrish, Ms. Jennifer Racioppo (FEA Representative), Dr. Jeannette Faber (FEA Representative; left at 6:19pm), Mr. Mick McGarry (FEA President), Ms. Kristen Hardiman

**Call to Order:** Ms. Maxon Kennelly called the meeting to order at 5:01pm.

**Approval of March 5, 2024 Policy Committee meeting minutes:** Approved by a 3-0 vote.

**Policy:**

4118.112 (CABE 4000.1) – Title IX/Sexual Harassment of Employees

Ms. Ingram explained the audit revealed this policy was missing; however, we did have the policy listed under a different number than CABE's number. Ms. Ingram stated she added the word "Title IX" to the title of this policy and added the appendixes. Ms. Maxon Kennelly stated she would prefer to change the appendixes to regulations. Ms. Jacobsen asked Ms. Ingram if all the red language in the appendixes is required language. Ms. Ingram confirmed the red language is required in order for employees to make a formal complaint.

Ms. Maxon Kennelly stated she approves of the addition of the word "Title IX" and requested that the appendixes be moved into regulations. Ms. Jacobsen and Ms. Guernsey agreed with Ms. Maxon Kennelly.

This policy was approved with changes by a 3-0 vote and will be presented to the Board for a "first read" at the March 26<sup>th</sup> meeting.

4115.3 – Evaluation and Employment of Coaches

Ms. Ingram explained this policy was missing from the policy audit so she used CABE's template as a starting point for this policy. Ms. Jacobsen questioned language under the section "Termination of Employment" which refers to "three or more consecutive school years". Ms. Ingram explained that language in this policy follows the law. Ms. Jacobsen asked about teachers who are also coaches. Ms. Ingram explained those employees sign a separate contract specifically for coaching.

Ms. Jacobsen is interested in seeing alternate language before voting on this policy. Ms. Jacobsen stated she will look at language from other districts to present it to the committee.

#### 4111.1 – 4211.1 (CABE 4118.11) – Nondiscrimination/Affirmative Action

Ms. Ingram stated this was another policy which was missing in the audit; however, we do currently have this policy in place under a different number than CABE's number. Ms. Ingram stated she included some definitions to this policy as well as the "protected class" language.

Ms. Maxon Kennelly requested the formatting be changed in this policy. The committee will review the revised policy at the next meeting on April 2<sup>nd</sup>.

#### 5145.6 – Grievance Procedures (Title IX)

Ms. Ingram explained the audit revealed our district was missing this policy. It was agreed that the word "Title IX" will be added to the title of this policy since this will be housed in the Students section. Ms. Jacobsen questioned who the student grievance committee is comprised of. Ms. Guernsey stated the language in this policy is geared toward high school students only and she would like it to include middle school students.

Ms. Maxon Kennelly stated the district already has policy 5145.4 in place in the Students section which discusses Title IX. Ms. Ingram stated this policy and regulations specifically discuss the grievance procedure. Ms. Maxon Kennelly explained the regulations for policy 5145.4 also includes the grievance procedure.

Ms. Jacobsen questioned the time period of ten days listed on Page 34, section "General Conditions", item #2. Ms. Jacobsen stated she believes students should be able to initiate a complaint any time with no time restraint. Ms. Jacobsen also questioned the language on Page 34, section "General Conditions", item #4. She would like clarification on what "next level" means.

After further discussion, Ms. Ingram stated she will come back to the committee with another draft of this policy. Ms. Jacobsen stated she is uncomfortable about reporting grievances to a peer committee. Ms. Maxon Kennelly suggested getting feedback from school administrators on students reporting grievances to their peers.

#### 5145.5 – Exploitation: Sexual Harassment

Ms. Ingram stated she added language which includes the definition of sexual harassment and the procedure for reporting sexual harassment. Ms. Maxon Kennelly questioned the "offensive learning environment" language in the definition of sexual harassment. Ms. Jacobsen stated she assumes this policy does not pertain to course content such as Health. Ms. Ingram stated this is updated language to our current policy as recommended by our attorney.

Ms. Jacobsen questioned the strikeout on Page #38 referring to the forty-day report requirement. She asked why there is no time stamp for completing the report.

Ms. Maxon Kennelly asked how our current policy 5145.4 and this policy differ because she believes it is redundant. Ms. Ingram explained CABE likes to see the two policies separated out. Ms. Maxon Kennelly would like to have an explanation from CABE as to why they need to be separated out so that she can answer questions and advise folks on which policy to look in.



Ms. Ingram stated she will provide a new draft of this policy to present to the committee.

#### 6151 – Class Size

Ms. Maxon Kennelly explained the committee cannot vote on this policy tonight since the policy draft was not included in the packet to be viewed by the public.

Ms. Maxon Kennelly stated she revised this policy to include language on expanding and collapsing of classes. Ms. Guernsey stated she is not comfortable with collapsing classes after the first day of school. Ms. Jacobsen agreed that collapsing classes is not academically feasible; however, the district needs to agree on a date for expanding and collapsing classes.

Ms. Guernsey expressed concern with the third sentence in the first bullet point. Ms. Jacobsen recommended removing the word “collapse” from that sentence. Ms. Maxon Kennelly asked Ms. Ingram and Dr. Parrish if they saw anything problematic with these changes. Dr. Parrish responded saying the only problem would be if they expand a class, then the class would need to use a substitute teacher until a full-time teacher is hired. Ms. Jacobsen explained that if a class is collapsed then that teacher would be available if another section is expanded.

Edits to this policy will be discussed at the policy meeting scheduled for April 2nd.

#### 6140 - Curriculum

Ms. Maxon Kennelly stated the committee had asked to see a revised, cleaned up version of this policy. Ms. Guernsey stated she has been thinking about the subject of scheduling and realized it has never been discussed in this policy even though it is tied to curriculum. Ms. Guernsey stated she is not sure scheduling belongs in this policy; however, she would like to discuss the topic. Ms. Maxon Kennelly explained the language in this policy is state statute; however, she is not saying that the topic of scheduling cannot be discussed.

Ms. Jacobsen questioned the language in the last bullet point which references “community priorities”. Ms. Maxon Kennelly stated she would agree to remove that wording and ending the sentence after “expectations”. Ms. Guernsey recommended moving that bullet point to the first bullet point.

A revised policy will be on the agenda for the policy meeting on April. 2<sup>nd</sup>.

#### 6146.1 - Grading Policy

There was no discussion on this policy due to time restraints.

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

Ms. Jennifer Racioppo – FEA Representative

Ms. Racioppo asked about the red language on Page #45 referring to formative and summative points and a 10% variance. Ms. Maxon Kennelly explained this language was just an idea at one point and was added as a way to give all students opportunities.

**Adjournment:** Ms. Maxon Kennelly adjourned the meeting at 7:31pm.

# FAIRFIELD PUBLIC SCHOOLS

Board of Education Finance Committee

Regular Meeting Agenda

**Wednesday, April 3, 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): 234 485 83930

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](mailto: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 March 13, 2024 Finance Committee special meeting
3. Business/discussion items
  - a. Q1 district financial update and BoF budget hearing post-mortem
  - b. Discussions about possible advertising revenue generation
4. Superintendent's report
5. Open committee and public comment
6. Adjournment