



**BOE/CO
Friday Packet
November 22, 2024**

Upcoming Meeting Dates

11-26-2024 BoE Regular Agenda, *revised*

Please note: *The following revision was made to the agenda: Jeff Peterson's bylaw amendment was removed and subsequent enclosures have been renumbered.*

11-26-2024 Policy Committee Agenda

10-29-2024 Policy Committee Draft Minutes

11-2024 Town FOI Notice re 2025 Board/Committee Meetings



Upcoming Board of Education Meeting Dates

November /December 2024

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
					1	2
3	4	5 <i>Election Day No School</i>	6	7	8	9
10	11 <i>Veterans Day No School CO Closed</i>	12 5:30 PM <i>Executive Session</i> 7:00 PM <i>BoE Org/Regular</i>	13	14	15	16
17	18 5:00 PM <i>Policy</i>	19	20 9:30 AM <i>Facilities</i>	21	22	23
24	25	26 5:00 PM <i>Policy Special</i> 7:00 PM <i>BoE Regular</i>	27	28 <i>Thanksgiving</i>	29 <i>Thanksgiving Break</i>	30
1	2	3 5:00 PM <i>Policy</i>	4 5:00 PM <i>Finance</i>	5	6	7

- November 26 5:00 PM Policy Committee Special Meeting, Superintendent Conference Room
- 7:00 PM BoE Regular, CO Board Room
- December 3 5:00 PM Policy Committee, Superintendent Conference Room
- December 4 5:00 PM Finance Committee, Superintendent Conference Room

FAIRFIELD PUBLIC SCHOOLS

11-26-2024, 7:00 PM

501 Kings Highway East, CO Board Room

Regular Meeting Agenda, *revised*

MEMBERS OF THE PUBLIC:

This meeting will be conducted in-person only.

There will be no opportunity to call-in with public comment.

The best way to listen or watch the meeting remotely is:

1. [FairTV Education Channel and Livestream](#)
2. Zoom*: Call 1-929-436-2866, use Meeting ID 5012101001, use Password 654321
(*Audio only. All callers will be automatically muted and will not be heard by the BoE.)
3. FairTV's cable channel (78 for Cablevision)

To view all agendas, minutes and enclosures, please click [here](#).

Please Note: Guidance on public comment is per [BoE Bylaws](#), Article V, Section 6.

1. Call to Order of the Regular Meeting of the Board of Education and Roll Call
2. Pledge of Allegiance
3. Student Reports
 - Fairfield Ludlowe High School: Mr. Louis Cazeneuve, Ms. Natalie Panarese
 - Fairfield Warde High School: Mr. Jayri Engram, Ms. Nahindra Massillon
 - Walter Fitzgerald Campus: Ms. Ciara Bledsoe, Mr. Alexander Borst
4. Public Comment
5. Presentations
 - A. Presentation and First Reading of Library/Media Curriculum and Textbooks
(Enclosure No. 1)
 - B. District Improvement Plan
(Enclosure No. 2)
6. Old Business
 - A. Approval of Digital Design for Apparel Course
 - Recommended Motion:** "that the Board of Education approve the Digital Design for Apparel Course"

(Enclosure No. 3)

 - B. Revised 2025 BoE Meeting Dates
(Enclosure No. 4)
7. New Business
 - A. First Reading of World Language Textbooks
(Enclosure No. 5)
 - B. FWHS Roof Fitts House Project Approval as Complete

Recommended Motion: “ that the Board of Education accept the Fairfield Warde High School Roof Fitts House RTU Replacement Project #051-001 HVAC as complete”

C. Review and Re-Adoption of Policies 3450, 6153 and 6000

Recommended Motion: “that the Board of Education readopt the following policies:

- 3450, Monies in School Buildings
- 6153, Field Trips
- 6000, Approach to Instruction”

(Enclosure Nos. 6, 7, 8)

D. Approval of Deletion of Policies 6141.4, 6156, 6162.1, and 6162.2

Recommended Motion: “that the Board of Education approve the following policies for deletion:

- 6141.4, Extended Education – Independent Study
- 6156, Application of Technology
- 6162.1, Audiovisual Material
- 6162.2, Curriculum Program Leaders”

(Enclosure Nos. 9, 10, 11, 12)

E. First Reading of Policy 6172.4, Title I Parent Involvement

(Enclosure No. 13)

F. First Reading of Policy 6163.1, Library Media Centers

(Enclosure No. 14)

G. First Reading of Policy 6180, Curriculum Evaluation

(Enclosure No. 15)

H. First Reading for Deletion of Policy 6999, Distance Learning

(Enclosure No. 16)

8. Consideration and Possible Action on Bylaw Amendment

(Enclosure No. 17)

9. Approval of Minutes

Recommended Motion: “that the Board of Education approve the following minutes:

- 11-12-2024 5:30 PM executive session minutes; and
- 11-12-2024 organizational minutes; and
- 11-12-2024 regular minutes”

(Enclosure Nos. 18,19,20)

10. Superintendent’s Report

- Update on First Selectman’s Proposed Townwide Facilities Working Group

11. Committee/Liaison Reports

12. Open Board Comment

13. Public Comment

14. Adjournment

Recommended Motion: “that this Regular Meeting of the Board of Education adjourn”

CALENDAR OF EVENTS

Tuesday, December 10, 2024	7:00 PM Regular Meeting	CO Board Room 501 Kings Highway East
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RELOCATION POLICY NOTICE

The Fairfield Public Schools System provides services to ensure students, parents and other persons have access to meetings, programs and activities. The School System will relocate programs in order to ensure accessibility of programs and activities to disabled persons. To make arrangements, please contact the office of Special Education, 501 Kings Highway East, Fairfield, CT 06825, Telephone: (203) 255-8379.



FAIRFIELD PUBLIC SCHOOLS

Special Policy Committee Meeting
Tuesday, November 26, 2024
5:00 PM
501 Kings Highway East
Superintendent's Conference Room

To listen via your phone, call 1-929-436-2866,
and use Meeting ID: 5012101002 Access code: 654321

Agenda

- I. Call to Order
- II. Approval of October 29, 2024 Policy Committee meeting minutes
- III. Policy
 - a. 4118.112 – Title IX Prohibition of Sex Discrimination and Sexual Harassment in the Workplace
 - b. 2140 – Superintendent of Schools
 - c. 3220 – State Funds
 - d. 3240 – Tuition Fees
 - e. 3430 – Periodic Financial Reports
 - f. 4111-4211 – Recruitment & Selection
- IV. Future Items
 - a. Purchasing
 - b. Homework Policy – 6154
 - c. Bullying (School Climate) – 5131.911
 - d. Restorative Practices
 - e. Reading – 6142.2
 - f. Bylaws Impact – (Policy 9000)
 - g. Sustainability Policy
 - h. Artificial Intelligence
 - i. Reporting Student Progress -5124
 - j. Grading Regulations
 - k. Transportation – 3541
 - l. Exploitation: Sexual Harassment – 5145.5
 - m. Community Use of School Facilities - 3515
 - n. Risk Management Policy Statement – 3516.13

- o. Controversial Issues – 6144
- p. Instructional Grouping - 6152

V. Open Discussion/Public Comment

VI. Adjournment

Future Meetings: December 3rd.

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, October 29, 2024
5:00 PM
501 Kings Highway East
Superintendent's Conference Room

In Attendance:

Ms. Carol Guernsey, Ms. Jennifer Maxon Kennelly, Dr. Zakia Parrish, Dr. James Zavodjancik, Ms. Kanicka Ingram (left at 5:42pm), Ms. Kristen Hardiman

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

Approval of October 14, 2024 Policy Committee meeting minutes: Approved with changes by a 2-0 vote.

Policy:

6153 – Field Trips

Dr. Parrish stated this policy was flagged from the CABA audit and had no changes; however, the regulations were changed substantially. Ms. Maxon Kennelly questioned the second sentence in the first bullet point on Page 13. Dr. Parrish stated that sentence is incorrect and will be removed. Ms. Guernsey noted on Pages 12 & 13 the title of the regulations is missing the word “Trips”. Dr. Parrish stated she will make those corrections to the regulations. This policy was approved by a 2-0 vote and will be presented to the Board on November 26th for a “one & done to readopt” vote.

4111-4211 – Recruitment & Selection

Ms. Ingram stated she eliminated some language from this policy based on the committee's feedback from the previous meeting. Ms. Maxon Kennelly asked Ms. Ingram why language on cronyism was not included in this policy. Ms. Maxon Kennelly stated she would like language of cronyism added to the policy. Ms. Guernsey stated she would like this policy to have language about the Superintendent's relationship with the candidate. Ms. Guernsey explained she would like to make sure the Superintendent is not hiring candidates they have a close relationship with without the Board being informed. Ms. Ingram asked Ms. Maxon Kennelly if the committee is asking to have this policy revised due to a specific concern. Ms. Maxon Kennelly explained she is recommending language be added in order to be transparent and to protect against any impropriety. Ms. Maxon Kennelly stated some districts have language about nepotism and cronyism in their policy and she believes that it would be beneficial to have that language in our policy.

Ms. Maxon Kennelly requested the last sentence in parentheses on Page 21 be removed. Dr. Parrish questioned the use of the language “.....any prior knowledge” on Page 21. Dr. Parrish stated that is very broad language in the education industry. Dr. Parrish also asked about the word “relationship” and does that mean a family relationship? Ms. Maxon Kennelly stated she does not like that language either; however, she would like to use it in this policy. Ms. Ingram stated she will do more research and revise this policy so that it can be discussed at the next Policy Committee meeting on November 18th.

4118.112 – Title IX/Prohibition of Sex Discrimination and Sexual Harassment in the Workplace

Ms. Ingram explained that policy 5145.4 will be deleted since it will be included in this policy. Ms. Ingram stated one policy relates to students and the other relates to staff; however, legal counsel recommends rolling both policies into one policy. Ms. Maxon Kennelly expressed concern about rolling them into one policy since they pertain to two different groups of people. Ms. Ingram stated she understands the concern; however, she is following the advice of legal counsel. Ms. Ingram suggested putting the one policy in two different places. Ms. Maxon Kennelly explained that is what the District is trying to avoid based on the policy audit. Ms. Maxon Kennelly suggested including a hyperlink in one policy which directs people to the other policy. Ms. Ingram stated she will ask legal counsel for the reason why they are recommending collapsing the two policies into one. After speaking with legal counsel, Ms. Ingram will revise this policy to be discussed at the next Policy Committee meeting on November 18th.

6000 – Approach to Instruction

Dr. Zavodjancik explained he red-lined the whole policy since this is a non-mandatory policy. Ms. Maxon Kennelly asked Dr. Zavodjancik if it should be deleted since it is the start of the 6000 Instruction series of policies. Ms. Guernsey stated she likes some of the language in this policy so she recommends either moving it into another policy or leaving it “as is” even though it is a non-mandatory policy. Dr. Zavodjancik stated it can be left “as is” since he does not have any language changes. Ms. Maxon Kennelly agreed she would like to leave it because she likes having a preamble to this section. The committee voted to keep this policy “as is” by a 2–0 vote. This policy will be presented to the Board for a “one & done to readopt” vote at the November 26th meeting.

6141.4 – Extended Education – Independent Study

Dr. Zavodjancik explained this is also a non-mandatory policy so he is recommending the policy be deleted. The committee approved the deletion of this policy by a 2-0 vote. This policy will be presented to the Board for a “one & done for deletion” vote at the November 26th meeting.

6144 – Controversial Issues

Dr. Zavodjancik explained this is a non-mandated policy; however, he feels it is necessary which is why he made some revisions. Dr. Zavodjancik stated he added definitions to this policy which came from CAFE. Dr. Zavodjancik stated the CAFE policy has guidelines for students; however, he did not include them because he thought the definitions captured it well. The committee asked Dr. Zavodjancik to include the student guidelines for them to review. Ms. Maxon Kennelly stated she would like the administrators to look at this policy to see if they agree or disagree with what we are currently doing.

Ms. Guernsey recommended a language change to the first paragraph on Page 36 by replacing the word “arouse” with the word “provoke”. Ms. Guernsey stated she was not in favor of the last paragraph on Page 37 pertaining to guest speakers. Dr. Zavodjancik will provide a revision to the policy at the next Policy committee meeting on November 18th.

6156 – Application of Technology

Dr. Zavodjancik stated this policy was from the policy audit and not a mandated policy; therefore, he is recommending it for deletion. This policy was approved by a 2-0 vote to delete. This policy will go to the Board for a “one & done to delete” vote on November 26th.

6162.1 – Audiovisual Material

Dr. Zavodjancik stated this policy was from the policy audit and not a mandated policy; therefore, he is recommending it for deletion. This policy was approved by a 2-0 vote to delete. This policy will go to the Board for a “one & done to delete” vote on November 26th.

6162.2 – Curriculum Program Leaders

Dr. Zavodjancik stated this is also a non-mandated policy and he is recommending it for deletion. Dr. Parrish explained this is the only staffing policy located in the 6000 Instruction series of policies. Dr. Parrish explained there is strong language in the 2000 Administration series of policies about Curriculum Leaders, so she supports the deletion of this policy. This policy was approved by a 2-0 vote to delete. This policy will go to the Board for a “one & done to delete” vote on November 26th.

6163.1 – Library Media Centers

Dr. Zavodjancik stated this policy is not a mandated policy; however, he is not recommending it for deletion. Dr. Zavodjancik explained he made one revision to the policy. Ms. Guernsey stated she would like to keep this policy and recommends removing the word “multimedia CD-ROMs” from the policy. The policy was approved with changes by a 2-0 vote. The policy will be presented to the Board for a “first read” at the November 26th meeting.

6180 – Curriculum Evaluation

Dr. Zavodjancik stated this is a non-mandated policy; however, he believes it is an important policy, so he made some revisions. The policy was approved with changes by a 2-0 vote. The policy will be presented to the Board for a “first read” at the November 26th meeting.

6999 – Distance Learning

Dr. Zavodjancik explained this policy came up during the audit for a recommended update to language and legal references. Dr. Zavodjancik stated we did not have any recommended language changes so just the legal references were updated. Dr. Zavodjancik explained this is a non-mandated policy, so we can delete this policy if the committee agrees. The committee voted to delete this policy by a 2-0 vote. This policy will be presented to the Board for a “first read for deletion” at the November 26th meeting.

Open Discussion/Public Comment:

Tricia Donovan – Parent Advocate

Ms. Donovan spoke about the need to be in compliance with our Title IX policies as well as our Grievance Procedures policy.

Adjournment: Ms. Maxon Kennelly adjourned the meeting at 6:35pm.



TOWN OF FAIRFIELD
611 OLD POST ROAD
FAIRFIELD, CONNECTICUT 06824-6690
(203) 256-3090
bbrowne@fairfieldct.org

OFFICE OF THE TOWN CLERK

ELIZABETH P. BROWNE, MMC, MCTC
TOWN CLERK

November 13, 2024

Dear Board & Commission Chairs:

Your commission needs to meet during the month of December to set your meeting schedule for 2025 and to elect officers for the next year. **Please send me your meeting schedule (including date, time and place of meetings) and list of officers no later than January 31, 2025 as an attached Word document only.** Any meetings you schedule during the year that are not on the calendar by January 31 are considered Special Meetings and you must meet the FOIA requirements for Special Meetings.

All agendas and minutes must be sent to townclerk@fairfieldct.org for posting to the Town website. If your agenda is not filed, you cannot conduct business. *Please reference minutes or agendas and the meeting date in the subject line.* Agendas and minutes must be sent as Word document files as attachments.

Minutes of regular and special meetings must be available within seven days of the meeting. Votes taken at these meetings must be available within 48 hours, in writing, indicating how each member voted on the issues.

Agenda for "regular" meetings must be available to the public, at a minimum of 24 hours prior to your meeting, either in your agency office or in the Town Clerk's Office. New business may be put on the agenda with a 2/3 vote of the members present.

Special Meetings may be called provided that a notice of meeting is filed with this office no later than 24 hours beforehand (excluding weekends and holidays). The notice must include the date, time and location of the meeting and the business to be transacted. No other business may be conducted at the meeting.

Emergency meetings may be held without filing a notice. However, you must file your minutes within 72 hours and include the reasons why the emergency meeting was necessary.

Executive Session: The public has the right to be at your meetings and to know when, where and why you are meeting. Your meeting must begin in public, and requires a 2/3 vote of your members to go into Executive Session. You may go into Executive Session for the following reasons: to discuss a specific employee (unless that employee wants a public session); to discuss strategy and negotiations regarding pending claims and litigation; security matters; real estate acquisitions, if the price might increase if it is discussed in public session; or any matter that would result in the disclosure of a public record exempt under state law. You must state on the record before going into Executive Session which of the above reasons you are relying on. The Executive Session and reason for it in as much detail as possible also should be included on your agenda. No votes are to be taken in Executive Session. Voting must be done in public session.

These requirements apply to work groups, work sessions and subcommittee meetings as well.

A couple of reminders: Please be sure to speak up during your meetings, so that members of the public can hear the discussion. Do not conduct business via email. Please do not include the town clerk email on email threads regarding attendance, etc.

Please share this information and Article XI of the Town Charter Standards of Conduct with your entire membership.

We appreciate your cooperation throughout the year in complying with these FOIA requirements.

Sincerely,

A handwritten signature in black ink, appearing to read "Elizabeth P. Browne". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Elizabeth P. Browne, MMC, MCTC
Town Clerk

Attachment

CHARTER OF THE TOWN OF FAIRFIELD, CT
ARTICLE XI
Standards of Conduct

§ 11.1. Declaration of policy.

Elected and appointed Town officers, RTM members, members of boards, commissions, authorities, and committees, and all employees of the Town shall demonstrate by their example the highest standards of ethical conduct, to the end that the public may justifiably have trust and confidence in the integrity of government. As agents of public purpose, they shall hold their offices or positions for the benefit of the public, shall recognize that the public interest is their primary concern, and shall faithfully discharge the duties of their offices regardless of personal considerations.

§ 11.2. Conflicts of interest.

No elected or appointed Town officer or employee or RTM member or any member of any authority, board, commission, or committee shall:

A. Solicit or accept any gift, directly or indirectly, whether in the form of money, loan, gratuity, favor, service, thing or promise, or in any other form, under circumstances in which it can reasonably be inferred that the gift is intended to influence the Town officer, employee, or member in the performance of official duties; (Nothing in this paragraph shall preclude the solicitation or acceptance of lawful contributions for election campaigns.

B. Disclose confidential information gained by reason of the office or position or use such information for the personal gain or benefit of anyone;

C. Knowingly have or acquire any financial interest or any personal beneficial interest, direct or indirect, in any contract or purchase order for any supplies, materials, equipment or contractual services furnished to or used by the Town in connection with any project, matter or thing which comes within the Town officer's, employee's, or member's jurisdiction or the jurisdiction of the board, commission, authority, committee or body of which the person is a member (unless such interest is acquired through being the lowest responsible bidder after public advertisement); or

D. Engage in any business transaction or activity or have a financial interest, direct or indirect, which is incompatible with the proper discharge of the official duties or which may tend to impair the independence of judgment in the performance of the Town officer's, employee's, or member's official duties.

§ 11.3. Disclosure of interest.

Any elected or appointed Town officer or employee, RTM member, or member of any board, commission, authority, or committee who possesses or who acquires such private interest as might reasonably tend to create a conflict with the public interest shall make disclosure thereof to such board, commission, authority, committee, or body and such person shall be disqualified from action on any matter involving the private interest.

§ 11.4. Fair and equal treatment.

No elected or appointed Town officer or employee, RTM member, or member of any board, commission, authority or committee shall use an official position to secure or grant special consideration, treatment, advantage, privilege, or exemption to himself or herself or to any person beyond that which is available to every other person. This provision is not intended to prevent an RTM member from properly representing the people of the member's district.

§ 11.5. Penalties and disciplinary action for violations.

The failure to comply with, or any violation of, the standards of conduct established by this Charter shall be grounds for the removal from office or discharge from employment of the offending Town officer, employee, RTM member, or member of any board, commission, authority, or committee and the Board of Selectmen in its discretion may void any contract entered into or adopted in violation of this Charter. The Board of Selectmen or the Ethics Commission may recommend disciplinary measures for RTM members who fail to comply with, or who violate, these standards, but the RTM retains the final authority to discipline its members.