



Upcoming Meeting Dates

CSBE Racial Imbalance Memo dated 7/24/15

Convocation Agenda, August 31, 2015

2015 Celebrations

OHS BC Special Meeting Minutes, July 2, 2015

OHS BC Draft Meeting Minutes, July 16, 2015

Policy Updates:

- Series 4000, Table of Contents
- Policy 4118.5
- Policy 4217
- Policy 4217.5
- Policy 4217.5 AR



UPCOMING MEETING DATES

August 25

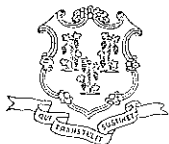
7:30 PM – Board of Education Meeting

Regular Meeting
501 Kings Hwy East
2nd Floor Board Conference Room

August 31

4:15 PM – Board of Education Meeting

Policy Committee
501 Kings Hwy East
Superintendent's Conference Room



STATE OF CONNECTICUT

STATE BOARD OF EDUCATION



July 24, 2015

Dr. David Title
Superintendent of Schools
Fairfield Board of Education
501 Kings Highway East
Fairfield, CT 06825

Dear Dr. Title:

I am writing in response to your request for an extension of time to prepare an amendment to your district's racial imbalance plan for McKinley School. In an e-mail to Attorney Laura Anastasio on June 24, 2015, you indicated that the Fairfield Board of Education would need additional time to engage the community in a discussion regarding a more effective solution for the racial imbalance at the school.

After reviewing your e-mail and discussing the matter with the Connecticut State Board of Education (CSBE) Chairperson and Vice Chairperson, I agree to an extension, which will allow you to present your district's racial imbalance amendment at the regular meeting of the CSBE on April 6, 2016. In order for the CSBE members to review your district's proposal, you will need to submit your proposed amendment and any supporting documentation no later than March 4, 2016.

If you have any questions, please do not hesitate to contact Attorney Laura Anastasio in the Division of Legal and Governmental Affairs at 860-713-6512.

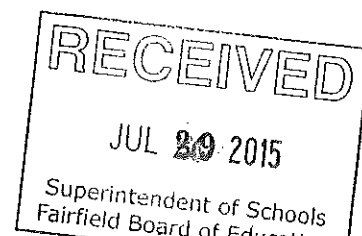
Sincerely,

Dianna R. Wentzell

Dr. Dianna R. Wentzell
Commissioner of Education

DRW:lla

cc: Laura L. Anastasio, Staff Attorney, Division of Legal and Governmental Affairs





**FAIRFIELD
PUBLIC SCHOOLS**

***SCHEDULE FOR MONDAY, AUGUST 31, 2015
AT
FAIRFIELD WARDE HIGH SCHOOL***

A G E N D A

- | | | |
|-----------|---|---|
| 7:30 a.m. | - | Breakfast prepared by Whitsons our food service provider will take place in the lobby in front of the Auditorium at Fairfield Warde High School |
| 8:30 a.m. | - | Convene to the Auditorium |

Welcome

**Dr. David G. Title
Superintendent of Schools**

- | | | |
|--|---|---|
| Pledge of Allegiance | - | Dr. David G. Title |
| National Anthem | - | Performed by the Fairfield Warde High School Choral Group |
| Introductions | - | Dr. David G. Title |
| First Selectman's Remarks | - | Mr. Michael Tetreau |
| Board of Education Chairman's Remarks | - | Mr. Philip Dwyer |
| President, Fairfield Education Association Remarks | - | Mr. Robert Smoler |
| President, Fairfield School Administrators Association Remarks | - | Mr. David Ebling |
| Twenty-Five Year Recognition | - | Mrs. Ann Leffert |
| Musical Interlude | - | Fairfield Warde High School Choral Group |
| Superintendent's Remarks | - | Dr. David G. Title |

-OVER-

Board of Education Members

Mr. Philip Dwyer, Chairman
Mr. John Convertito, Vice Chairman
Mrs. Jessica Gerber, Secretary
Mr. Paul Fattibene
Ms. Donna Karnal
Mrs. Eileen Liu-McCormack
Mr. John Llewellyn
Mrs. Jennifer Maxon-Kennelly
Mr. Marc Patten

PTA Council

Mrs. Suzee Meehan, President

Fairfield Education Association

Mr. Robert Smoler, President

Fairfield School Administrators Association

Mr. David Ebling, President

Fairfield Association of Educational Office Professionals

Mrs. Julie Power, Co-President
Mrs. Susana Rosten, Co-President

Fairfield Educational Paraprofessionals Association

Mrs. Julie Cinnamon, President

**American Federation of State/Local and Municipal Employees, Local 1779
(Custodians and Maintenance)**

Mr. Louis Meszoros, President

**Fairfield Board of Education Information Technology Employees, Local 1303-439
of Council #4, American Federation of State County and Municipal Employees, AFL-CIO**

Mrs. Donna Bender, Co-President
Mr. Bryan Roos, Co-President

**Fairfield Board of Education Special Education Trainers, Local 1303-440
of Council #4, American Federation of State County and Municipal Employees, AFL-CIO**

Ms. Jill Rougeau, President



**FAIRFIELD
PUBLIC SCHOOLS**

2015
Celebrations

August 2015

Dear Colleagues,

I hope you are having a restful summer. It is hard to believe, but it is time to think about the start of the 2015-2016 school year. The opening of school is exciting every year whether you are a first-year or a thirty-five year teacher.

I am very proud to serve as the Superintendent of Schools. I plan to share this pride with you at our opening Convocation at Fairfield Warde High School on Monday, August 31st. We are pleased that Whitsons, our food service vendor, once again will provide an outstanding continental breakfast for all faculty beginning at 7:30 a.m. Convocation will begin at 8:30 a.m. and will end before 9:30 a.m. Afterward, all teachers will remain for a mandatory one-hour presentation by the CEA.

I look forward to seeing each of you on August 31st. Enjoy what's left of summer.

Very truly yours,

A handwritten signature in dark ink, appearing to read 'David G. Title'. The signature is fluid and cursive, with the first name 'David' being more prominent.

David G. Title



**FAIRFIELD
PUBLIC SCHOOLS**

Opening of Schools for 2015-2016

The following is the schedule for the Opening of Schools for the 2015 – 2016 school year:

Monday, August 31, 2015

- 7:30 a.m. - All staff employed by the Fairfield Public Schools are invited to a "Welcome Back" breakfast prepared by Whitsons, our food service provider. The continental breakfast will be served in the **Fairfield Warde High School** lobby area in front of the auditorium.
- 8:30 a.m. - The staff will convene in the Fairfield Warde High School auditorium to be greeted by Fairfield's First Selectman, Mr. Michael Tetreau; Board of Education Chairman, Mr. Philip Dwyer; and Superintendent of Schools, Dr. David G. Title. We will introduce Board of Education Members and presidents of the employee bargaining units. Musical selections will be provided by the Fairfield Warde High School Choral Group.
- Ann Leffert will recognize staff members who have completed 25 years of service to the Fairfield Public Schools.
- 9:45 a.m. – 10:45 a.m. - CEA Presentation – Mandatory for all teachers.
- 11:00 a.m. – 3:00 p.m. - All staff report to their respective schools and each building administrator will publish an agenda of the day's activities for their specific building.

Tuesday, September 1, 2015 - All teachers will participate in Professional Development Activities. Each building administrator will publish an agenda of the day's activities for their specific building.

Wednesday, September 2, 2015 - Grades 6 and 9 staff are involved in student orientation activities. All other certified staff are involved in building and/or curriculum activities. Please check with your building or department administrators for the exact time and location of your workshop.

...PLEASE NOTE...

MONDAY, AUGUST 24, 2015
All 10 ½ Month Personnel Are To Report

THURSDAY, SEPTEMBER 3, 2015
First Day Of School – FULL DAY – All Students

New Teacher Hires will be featured in the first school year issue of "Celebrations".

New Hires

Through the extensive efforts of screening committees and the Human Resources Office, seven administrative vacancies were recently filled: Mr. Michael Cummings, Director of Elementary Education; Mr. David Ebling, Headmaster at Fairfield Warde High School; Ms. Pamela Khairallah, PK-5 Language Arts Curriculum Leader; Ms. Jodi Kostbar, Housemaster in Webster House at Fairfield Ludlowe High School; Ms. Garan Mullin, Middle School Special Education Coordinator; Miss Nicole Rizzo, High School Special Education Coordinator; and Mr. Kurt Simonsen, Housemaster in Fitts House at Fairfield Warde High School.

Appointed:

Mr. Michael Cummings

Welcome and good wishes are extended to *Mr. Michael Cummings* the new Director of Elementary Education. Mr. Cummings held the position of Assistant Superintendent of the Milford Public Schools since October 2007, serving the Milford Public Schools for 27 years in many capacities as a professional educator.

Mr. Cummings graduated from Fairfield University with a B.A. in history and later received an M.A. in history from the University of Notre Dame. He began his career teaching history at Joseph A. Foran High School and later taught social studies at two elementary schools in Milford. After earning a sixth year certificate in Educational Administration from Southern Connecticut State University, Mr. Cummings was promoted to Principal of Meadowside Elementary School. After serving in that position for 8 years, he was promoted to Principal of Joseph A. Foran High School.

Mr. David Ebling

We are pleased to announce that *Mr. David Ebling* has been appointed the Headmaster at Fairfield Warde High School. Mr. Ebling began his educational career as a High School Social Studies Teacher in Massachusetts. He continued his teaching career at Notre Dame High School, eventually serving as the Social Studies Department Chairperson. He has been an integral part of the leadership team at Fairfield Warde High School since he began his position as Housemaster of Fitts House in 1995. Mr. Ebling also served as Interim Headmaster at Fairfield Ludlowe High school during 2009-2010 school year.

Mrs. Pamela Khairallah

Welcome and good wishes are extended to *Mrs. Pamela Khairallah* who is the new PK-5 Language Arts Curriculum Leader. Pamela began her teaching career in Monroe as a reading teacher and continued there as a first grade teacher. She then continued her career in Weston as a Grade 2 teacher and team leader. She was most recently employed in Madison as a K-8 Language Arts Instructional Specialist.

Mrs. Khairallah earned her Bachelor's degree from the University of New Hampshire in English. She began her working career as a technical writer and trainer at the Associated Press. She then pursued an educational career by earning her Master's degree in Elementary Education and a Master's degree in Reading, both from Lesley University.

-OVER-

Ms. Jodi Kostbar

Welcome and good wishes are extended to *Ms. Jodi Kostbar* who is the new Housemaster in Webster House at Fairfield Ludlowe High School. Jodi began her teaching career at the Metropolitan Corporate Academy in Brooklyn, teaching English, Global History and Art. She continued her career at the Professional Performing Arts School in New York City. In 2010, Jodi was promoted to Assistant Principal.

Ms. Kostbar holds a Bachelor of Arts degree in Humanities and English Literature from the University of Colorado as well as a Master of Arts degree in English Education (7-12) from New York University. She received her certification in School Leadership from the College of New Rochelle. Jodi brings with her experience, knowledge and a passion for educating students.

Ms. Garan Mullin

Welcome and good wishes are extended to *Ms. Garan Mullin* the new Middle School Special Education Coordinator. Garan comes to Fairfield from her position as a school counselor at the middle school level in the Westport Public Schools. Within that position, she coordinated summer school and did extensive work in the Special Education arena.

Ms. Mullin received her Bachelor of Arts degree in Psychology at the College of the Holy Cross in Massachusetts and then her Master of Science degree in Counseling and her Educational Administration certification at Southern Connecticut State University.

Miss Nicole Rizzo

Welcome and good wishes are extended to *Miss Nicole Rizzo* the new High School Special Education Coordinator. Nicole is relocating to Connecticut from Ohio. Her educational career in Ohio began in the Madison School District where she was a high school intervention specialist/co-teaching coordinator. Nicole then held two administrative positions in the Riverside Local Schools, first as a High School Assistant Principal and then a Special Education Supervisor.

Miss Rizzo received her Bachelor of Science degree in Special Education at the University of Dayton and then her Master of Science degree in Education Administration at Ursuline College in Ohio.

Mr. Kurt Simonsen

Welcome and good wishes are extended to *Mr. Kurt Simonsen* who is the new Housemaster in Fitts House at Fairfield Warde High School. Kurt has been an English teacher at Norwalk High School since beginning his career as a teacher. While at Norwalk High School he has taught many different English courses, was on the District Curriculum Steering Committee and served as an Interim English Department Chair.

Mr. Simonsen received his Bachelor of Science degree in English from the University of Connecticut. He completed his Master of Arts degree in Secondary Education at the University of Bridgeport and most recently completed his Administrative Certification at Sacred Heart University.

Schedule for August 31, September 1 and 2, 2015

High School Schedule:

Monday August 31 8:00 am – 3:00 pm	Tuesday September 1 8:00 am – 3:00 pm	Wednesday September 2 7:30 am – 2:30 pm
8:00 am – 10:45 am	8 – 10 am Faculty meetings	Orientation (morning)
<ul style="list-style-type: none"> Convocation – FWHS CEA Presentation – FWHS <i>All Staff are expected to attend the Convocation and the CEA Session.</i>	10 – 12 noon 2 hour block for teachers	High Schools
11:00 am – 3:00 pm Building (Includes Lunch and 2 hour block for teachers)	12 – 12:30 pm lunch	Lunch: 11:30 am
	1:00 – 3:00 pm department meetings for ALL departments - (with travel time included between lunch and start of meeting)	Professional Learning: 12:00 noon – 2:30 pm Planned by Schools

Middle School Schedule:

Monday August 31 8:00 am – 3:00 pm	Tuesday September 1 8:00 am – 3:00 pm	Wednesday September 2 Middle School: 8:00 am – 3:00 pm
8:00 am – 10:45 am	8:00 am – 10 am - Faculty meetings	Orientation (morning)
<ul style="list-style-type: none"> Convocation – FWHS CEA Presentation – FWHS <i>All Staff are expected to attend the Convocation and the CEA Session.</i>	10:00 am – 12 noon - 2 hour block for teachers	Middle Schools
11:00 am – 3:00 pm Building (Includes Lunch and 2 hour block for teachers)	12 noon – 12:30 pm - lunch	Lunch: 11:30 am
	1:00 pm – 3:00 pm department meetings for ALL departments - - (with travel time included between lunch and start of meeting)	Professional Learning: 12:00 noon – 2:30 pm Planned by schools

Elementary Level Schedule:

Monday August 31 8:00 am – 3:00 pm	Tuesday September 1 8:00 am – 3:00 pm	Wednesday September 2 Elementary: 8:45 am – 3:45 pm
8:00 am – 10:45 am	8:00 am – 10 am - Faculty meetings	8:45am - 12:00 noon
<ul style="list-style-type: none"> Convocation – FWHS CEA Presentation – FWHS <i>All Staff are expected to attend the Convocation and the CEA Session.</i>	10:00 – 12 noon - 2 hour block for teachers	Faculty Meeting
11:00 am – 3:00 pm Building (Includes Lunch and 2 hour block for teachers)	12:00 noon – 12:30 pm - lunch	School Improvement Planning
	1:00 pm – 3:00 pm: (K-5 Classroom teachers)	Articulation of Students
	SBAC Scoring & Reporting Overview	Grade Level & Dept. Mtgs.
	1:00 pm – 3:00 pm department meetings for ALL departments - - (with travel time included between lunch and start of a meeting)	School Visitations
		12:00 noon - 12:30pm - Lunch
		12:30 pm - 3:45pm (All staff)
		Foundations for Feedback: Starting An Exciting, Engaging and Enduring Culture from the Start.

Note: Teachers are available for 7 hours each day, with a minimum of 30 minutes for lunch each day. For Professional Learning Days on November 3 and February 12, everyone across the district will be scheduled from 8:30 am – 3:30 pm with an hour for lunch.

**OSBORN HILL SCHOOL BUILDING COMMITTEE
SPECIAL MEETING – Minutes**

July 2, 2015

7:00 p.m.

First Floor Conference Room
Independence Hall
725 Old Post Road
Fairfield, CT 06824

Members Present: Kim Marshall (Chair), Brett Bader, Steve White, Susie Cardona, Bill Dunn

Others Present: Sal Morabito, Bill Silver (Architect) Larry Secor (OCR), Liz Giardina (PTA), Joseph Palmer (RTM-Liaison), Jessica Gerber (BOE-Liaison), Twig Holland, Judy Ewing

Call to Order:

Ms. Marshall called the meeting to order at 7:05 p.m. and asked Ms. Holland (who along with Ms. Marshall, Mr. Morabito, Mr. Secor, Mr. Lombardi had been attending weekly status meetings with the general contractor) to address the Committee to provide background and information regarding the recent bidding process of the redesigned enclosed walkway, her assessment and outlook on the construction environment and to briefly address the various options available to the Committee for consideration to address and conclude its work towards the completion of the project.

Ms. Holland reiterated that only one firm had bid on the enclosed walkway, and that the bid was outside the realm of possibility. She maintained the opinion previously shared by Ms. Marshall at the Committee's June meeting (for which there was no quorum) that should the Committee decide to put the project out for bid for a third time, a late fall or early winter time would provide a better opportunity for more competitive bids. Ms. Holland stated that the Committee had a wide variety of options available should they decide to extend their time commitment on the project. Options included: requesting the project to be switched to the Special Projects Standing Building Committee, continue to modify the enclosed walkway re-designing to the Committee's current funding level, wait for a more advantage time to re-bid the current value engineered re-design and seek additional funding if required prior to putting the project out for bid or after the bidding process had concluded. Mr. Morabito and Ms. Holland both discussed, in general, the impact on State reimbursement. Mr. Dunn questioned "If knowing the amount available as contingency could impact the bidding process in the future. Both Ms. Holland and Mr. Morabito felt that would not be the case, as contractors would evaluate the project on its own merits.

Ms. Holland concluded her remarks by expressing her opinion that the Committee had several months before needing to come to a definitive conclusion.

In addition to her remarks about the ADD – Alternative phase of the project, Ms. Holland also recommended to the Committee the hiring of a clerk-of-the-works to supplement the oversight of the daily construction of the project's third phase (windows and doors). She recommended Paul Kusheba for the position, as he has a prior history with the Town and has served in a similar capacity on some recent Town projects.

Mr. Bader asked if reimbursement was possible. Ms. Holland stated that was yet to be determined.

Ms. Marshall asked for a motion to hire Paul Kusheba, as the clerk-of-the works for an amount not to exceed \$10,000. Ms. Cardona made the motion. Mr. White seconded the motion.

The motion passed unanimously, 5:0

Approval of Invoices

1. Gennarini Application and Certification for Payment (ACP) No. 11 \$17,812.50
Gennarini Application and Certification for Payment (ACP) No. 12 \$235,911.60
A motion to approve payment of the above referenced ACP payment No. 11 & 12 was made by Ms. Marshall. Mr. White seconded the motion.
The motion passed unanimously, 5:0
2. Silver Petrucelli & Associates, Inc. Invoice # 15-1196 \$937.50
Mr. White made a motion to approve the invoice. Ms. Cardona seconded the motion.
The motion passed unanimously, 5:0
3. Nafis & Young Engineers, Inc. Invoice # 147-15 \$2,600.00
Nafis & Young Engineers, Inc. Invoice # 188-15 \$3,160.00
Mr. Bader made a motion to approve the invoice. Mr. Dunn seconded the motion.
The motion passed unanimously, 5:0
4. Special Testing Laboratories, Invoice # 299099 \$250.00
Mr. Dunn made a motion to approve the invoice. Mr. Bader seconded the motion.
The motion passed unanimously, 5:0
5. Yankee Electric Construction Co., Inc. Invoice # 018397 \$2,430.00
Mr. Dunn made a motion to approve the invoice. Mr. Bader seconded the motion.
The motion passed unanimously, 5:0
6. AMC Environmental, LLC Invoice # PO61517 \$4,040.00
Ms. Cardona made a motion to approve the invoice. Mr. White seconded the motion.
The motion passed unanimously, 5:0

Update from OCR

Mr. Secor told the Building Committee that window installation was proceeding on schedule with windows installed in 6 classrooms. Abatement had been completed on 7 classrooms with the remaining 10 classrooms expected to start next week. The hardware for the windows and smaller hopper windows, were expected to arrive in the next couple of weeks, however the new doors had arrived. He anticipated substantial progress on this phase of the project by the Committee's next scheduled meeting in two weeks. He also anticipated a number of punch list items to be corrected. The portable gym has been completely disconnected and is awaiting removal by ModSpace.

Mr. Secor recommended that the Building Committee approve several change orders:

PCO # 16 for \$3,447.90 - Frosted glass for gymnasium windows. Mr. Dunn made a motion to approve the change order. Ms. Marshall seconded the motion. The motion passed unanimously, 5:0

PCO # 24 for \$4,352.80 – Structural security bracing during construction. Mr. White made a motion to approve the change order. Mr. Dunn seconded the motion. The motion passed unanimously, 5:0

PCO # 25 for \$1,677.74 – Installation of rock wall purchased by OHS PTA. Mr. Dunn made a motion to approve the change order. Ms. Cardona seconded the motion. The motion passed unanimously, 5:0

PCO # 28 for \$4,209.92 – additional column covers. Mr. White made a motion to approve the change order. Mr. Bader seconded the motion. The motion passed unanimously, 5:0

PCO # 30 for \$297.00 – Changes to roller shades on doors. Mr. Dunn made a motion to approve the change order. Mr. Bader seconded the motion. The motion passed unanimously, 5:0

Mr. Secor also informed the Committee that it was discovered that additional work was required on the gymnasium's sports floor. The installer provided a 9mil flooring and not the 12mil, which had been contracted. Mr. Silver told the Committee that industry standards recommended 12mil to 14mil for elementary schools. He recommended that the Committee accept the installer's offer to pour an additional 3mil coating, repaint the floor and extended the floor's warranty. Mr. Bader inquired: 1) If the integrity of the flooring product could be compromised due to a quality difference between the 9mil floor with the additional 3mil flooring added as oppose to 12mil floor poured in a single application? 2) Would it be more favorable for the Town to extend a counter off to the installer instead of accepting the current offer? Mr. Silver stated that there would be no discernible difference in the floor (1). Both Mr. Silver and Ms. Holland agreed that although constructional feasible a counter offer could also involve additional contractual costs, litigation and a less certain time line for completion. They agreed the more prudent approach was to accept the offer as currently presented. Ms. Cardona made a motion to approve the offer from the installer to correct the gymnasium's sports floor. Mr. White seconded the motion. The motion passed unanimously, 5:0

Mr. Secor stated that he expected the project's budget to stay consistent, while the Town ended its fiscal year.

Update from Chair

Ms. Marshall informed the Committee of her update to the RTM, the previous week. She indicated there remains a strong level of interest in an enclosed walkway, and general disappointment that one would not be completed in the near future. Some of this disappointment was directed towards the Committee, which Mr. Palmer regretfully confirmed. Mr. Palmer expressed his uncertainty on whether the Committee had direction on how best to proceed. He also expressed his desire that going forward it would be beneficial to have everyone on the same side. Ms. Holland shared her opinion that the Committee had orders of magnitude available for consideration (Cadillac, Chevy, Moped) and options to get the best deal available (You wouldn't want to overpay for a Chevy?). Mr. Dunn presented for the Committee's consideration the original Scheme 1: Proposed Windows / Door replacement & Renovated Gym cost estimates from the Conceptual Study (December 21, 2012). Mr. Dunn asked the Committee to draw its attention to the last line: Estimates based on 2013 costs – escalating 5% for every year thereafter. Mr. Dunn's contention was that after adjusting to 2015 dollars (with the exception of the as yet to be addressed enclosed walkway) that the Committee had only exceeded the Conceptual Study

funding by \$3,193.00, with funds still available for the project as contingency. Ms. Marshall's concluded her update, which was followed by a further discussion of the merits of potential options regarding the enclosed walkway. No decision was reached, but further discussions were anticipated at future meetings.

Public Comment

Ms. Ewing expressed her feeling that the Committee should take into consideration the potential implications on State reimbursement that could result from any change in authority of the project.

Adjournment

Mr. Bader made a motion to adjourn the meeting at 8:50 p.m.

Mr. Dunn seconded the motion.

The motion passed unanimously, 5:0

Respectfully Submitted,
OHS Building Committee

OSBORN HILL SCHOOL BUILDING COMMITTEE

MEETING – Draft Minutes

July 16, 2015

7:00 p.m.

Osborn Hill School - APR

760 Stillson Road

Fairfield, CT 06824

Members Present: Kim Marshall (Chair), Brett Bader, Bill Dunn

Members absent: Steve White, Susie Cardona

Others Present: Sal Morabito, Bill Silver (Architect) Larry Secor (OCR), Abby Beatty (PTA), Frank Arnone, Jessica Gerber (BOE-Liaison), Phil Ryan, Judy Ewing

Call to Order:

Ms. Marshall called the meeting to order at 7:11 p.m.

Approval of Minutes

Ms. Marshall chose to defer approving May's regular meeting minutes until August. There are no minutes from the Committee's June meeting (no quorum). Ms. Marshall recommended several minor changes to the Committees' July 2nd Special meeting minutes, which were subsequently approved. Mr. Dunn made a motion to approve the revised meeting minutes. Mr. Bader seconded the motion. The motion passed unanimously, 3:0

Approval of Invoices

1. AHC Electronic Systems Invoice # 13060 \$4,327.12
Mr. Bader made a motion to approve the invoice. Mr. Dunn seconded the motion.
The motion passed unanimously, 3:0
2. Paul Kusheba Jr. Invoice \$1,800.00
Mr. Bader made a motion to approve the invoice. Mr. Dunn seconded the motion.
The motion passed unanimously, 3:0
3. AMC Environmental, LLC Invoice # PO17505 \$21,808.50
Mr. Dunn made a motion to approve this invoice in full by increasing (if necessary) the amount, which had previously been approved by the Committee earlier in the year for environmental testing to be done by AMC Environmental. Mr. Bader seconded the motion.
The motion passed unanimously, 3:0

Update from OCR

Mr. Secor told the Building Committee that the majority of the classroom windows had been installed, some still needed caulking, and the smaller hopper windows had yet to arrive. The windows have been removed and masonry work completed on the school offices portion of the building (the school's classrooms were assigned priority for replacement). Some doors have been installed; more are still to be completed. There still remain items on the punch list for completion; however, more items were being removed than were being added. Mr. Secor informed the Committee that the sun guards for the gym's windows were still to be installed, and that a schedule date for the completion of the necessary work to the gym's floor had yet to be established. He did not anticipate a problem with either of these two items. In summary, the third phase of the school's construction continues proceeding as scheduled.

Mr. Morabito stated that ModSpace was to remove the portable gym by the end of the month.

Mr. Secor recommended that the Building Committee approve one change order:

PCO # 26 for \$4,454.23 – To address structural improvements needed to roof step over storage area. Mr. Bader made a motion to approve the change order. Mr. Dunn seconded the motion. The motion passed unanimously, 3:0

The MOST IMPORTANT announcement shared by Mr. Secor during his update was that the final required abatement tests were conducted, and the results were well within acceptable levels. With this achievement, a major objective of the Education Specification has been successfully completed.

Update from Chair

Ms. Marshall reported that she had discussed the issue of completing the walkway with the First Selectman. After some discussion, the committee decided to proceed as planned, by reviewing the budget in September, going out to bid early next year, and pursuing additional funding, if needed for completion of the walkway by the summer of 2016.

Public Comment

The public's comments were incorporated in the previous discussion.

Adjournment

Mr. Bader made a motion to adjourn the meeting at 8:05 p.m.

Mr. Dunn seconded the motion.

The motion passed unanimously, 3:0

Respectfully Submitted,
OHS Building Committee

FAIRFIELD PUBLIC SCHOOLS
Fairfield, Connecticut

INTER-OFFICE CORRESPONDENCE

TO: Board of Education

FROM: Karen Parks, Deputy Superintendent

DATE: July 22, 2015

SUBJECT: **BOARD OF EDUCATION POLICY UPDATES**

Please remove and add the following from your Board Policy Manual –

<u>REMOVE</u>	-	<u>Series 4000 – Table of Contents</u> Remove only the first page
<u>ADD – REVISED</u>	-	<u>Series 4000 – Table of Contents</u> Replace only the first page
<u>REMOVE</u>	-	<u>Policy 4118.5</u> Fairfield Public Schools Acceptable Use Policy (AUP) For School Personnel
<u>ADD – REVISED</u>	-	Fairfield Public Schools Acceptable Use Policy (AUP) For School Personnel
<u>ADD - NEW</u>	-	<u>Policy #4217</u> Certified / Non-Certified Conduct
<u>ADD - NEW</u>	-	<u>Policy #4217.5</u> Certified / Non-Certified Staff / Student Non-Fraternization
<u>ADD – NEW</u>	-	<u>Policy 4217.5AR</u> Certified / Non-Certified Staff / Student Non-Fraternization

....THANK YOU....

Personnel

Series 4000

Permanent Personnel	4100
Recruitment and Selection	4110
Non-Discrimination / Affirmative Action:	
Equal Employment Opportunity	4111
Fairfield Public Schools Acceptable Use Policy (AUP) for School Personnel	4118.5
Appointment and Conditions of Employment	4120-4140
Appointment	4121
Certification / Licensing	4122
Health Examination	4123
Security Check / Fingerprinting	4124
Personnel Records	4125
Assignment of Personnel	4126
Evaluation	4127
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Certified / Non-Certified Staff / Student Non-Fraternization	4217.5AR
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Electronic Mail	4240
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Use of Workplace Facilities, Property, and Resources	4250
Non-School Employment	4251
Drug and Alcohol Testing for School Bus Drivers	4255
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 Employee Safety	 4300
Accidents and Absences	4310
Occupational Exposure to Bloodborne Pathogens	4320
 Reporting of Child Abuse and Neglect	 4400
Administrative Regulations	4400AR

Personnel

FAIRFIELD PUBLIC SCHOOLS ACCEPTABLE USE POLICY (AUP) FOR SCHOOL PERSONNEL

4118.5

Purpose:

The Fairfield Public Schools provide a variety of District Technology Resources in support of our instructional and administrative programs to ensure that our students become digital citizens proficient in information technology competencies essential for success in the 21st century. These District Technology Resources enhance learning and improve communication within our local and global communities. The advantages of having access to these District Technology Resources exceed a potential disadvantage. However, access to them is a privilege and not a right. Therefore, it is incumbent upon all members of the school community to use District Technology Resources responsibly, ethically and with respect for the work of others.

Scope:

These guidelines apply to students, employees, contractors, consultants and visitors to BOE buildings, including all personnel affiliated with third party vendors. They apply to all technology equipment that is owned or leased by the BOE as well as any non-BOE owned equipment that may be connected to our network.

The District policies are intended to promote the most effective, safe, productive, and instructionally sound uses of technology resources, information and communication tools. The District also makes a good faith effort to protect its students from exposure to Internet materials that are harmful or explicit. The District employs a system of Internet content filtering controls that meet federal standards established by the Children's Internet Protection Act (CIPA). Ultimately, parents and guardians of minors are responsible for setting and conveying the standard that their children should follow when using electronic media information resources.

To ensure that technology resources remain available and in working order, the Fairfield Public Schools has established **Acceptable Use (AUG) Guidelines** which define the procedures and parameters under which these resources may be used by all staff, students and volunteers. To accommodate future needs and circumstances, the AUG procedures and guidelines will be reviewed at the beginning and end of each school year and updated as needed.

Prior to initiating and maintaining access to technology resources, all users must submit a signed *Acceptable Use Agreement* (detailed below), for which non-adherence may result in loss of non-course related access and/or appropriate disciplinary and/or legal action. Violations of the AUG are deemed as violations of school behavioral expectations and codes.

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Digital Citizen:

Fairfield Public Schools uses information and technology in safe, legal, and responsible ways. A responsible digital citizen is one who:

- *Respects One's Self.* Users will select online names that are appropriate and will carefully consider the information and images that are posted online.
- *Respects Others.* Users will refrain from using technologies to bully, tease or harass other people.
- *Protects One's Self and Others.* Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- *Respects Intellectual Property.* Users will suitably cite any and all use of websites, books, media, etc.
- *Protects Intellectual Property.* Users will request to use the software and media others produce.
- *Publishes Responsibly.* Users will adhere to the District's Publishing Guidelines.

Data Retention- Legal Discovery:

Email has become the universal communication tool for staff, students and parents. It is important to note that communications sent via email are subject to the same security and document retention laws as non-electronic correspondence. Therefore all official communication must be sent from a district email account. Similarly, the use of USB and portable storage devices and cloud storage areas is allowed in the district but care should be taken to properly secure data. Keep in mind that sending files to your personal equipment (data-enabled phone, USB drive, cloud drive or home computer) can make these devices discoverable in the event of a legal issue, so it is best practice to not use your personal equipment to transfer or store files.

Publishing Guidelines:

The premise that all individuals are authors and distributors of content is an underlying basis of 21st Century Learning. District and school use of resources to distribute intellectual property, images, videos and information shall be related to school curriculum and instruction, school-authorized activities, and other information relating to school and district goals. It is the district's intent that such broadcasts and publications be educationally relevant to the goals of the school district while providing for the safety and security of all students and staff.

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- All distributed content shall follow the standards for ethical behavior in regard to information and communication technologies by showing respect for the principles of intellectual freedom, intellectual property rights and the responsible use of technologies. It is understood that all distributed content may be accessible beyond the Fairfield Public Schools Community and viewed by a global audience.
- All content must be age appropriate and will safeguard students by shielding the identification of students' personal information and locations. No student names or explicit identifiable information other than student ID numbers or initials are to be included in electronic communication or electronic postings (e.g. no student names).
- All content should be free of any spelling or grammatical errors. Content shall not contain objectionable material or point to objectionable or privately sponsored material. The determination of what constitutes objectionable material shall be made on a case by case basis, as determined by a Building Administrator. The distribution of content shall follow Copyright Law and Fair Use Guidelines.
- All content representing the school district shall follow district policies and state/federal laws pertaining to content standards, student records, copyright, and technical standards.

Expectations:

Fairfield Public School Technology users are permitted to use the District's Technology Resources for legitimate educational purposes. Use of District Technology Resources and/or a student's Personal Electronic Devices on school property or during a school sponsored or school related activity, is expected to be lawful, ethical, respectful, academically honest, and supportive of the school's mission. Each computer user of District Technology Resources and/or of a student's Personal Electronic Device has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices used for school purposes *whether district or personally owned*, will be treated as extensions of the physical school space. Therefore, all users must be aware that *they should not have any expectation of personal privacy in the use of these resources*. Password systems implemented by the district are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user. This provision applies to all users of the district's resources, including any incidental personal use permitted in accordance with these regulations. Some activities are expressly prohibited by law. Users are expected to abide by the generally accepted rules of network etiquette. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive:

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- District Technology Resources and Personal Electronic Devices may only be used in a manner that is consistent with the District's educational objectives, mission and curriculum.
- Receipt, transmission and/or storage of any material in violation of District or administrative regulations, rules or policies, and/or any local, federal or state law is prohibited. This includes, but is not limited to: copyrighted material, licensed material and threatening, harassing, or obscene material.
- Any use of District Technology Resources to access or process proxy sites, pornographic or other inappropriate material, explicit text or files, or files dangerous to the integrity of the network and/or instructional resources is prohibited.
- Use of District Technology Resources for commercial activities, or for solicitation not approved by the District, is prohibited.
- All technology users will utilize appropriate online behavior, including interactions with others in social media sites or chat rooms, and refrain from cyber-bullying behavior.
- Students and parent/guardian may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
- Files stored on District Technology Resources are the property of the District and, as such, may be inspected at any time and should not be considered private.
- Materials published via electronic publication must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with content standards.

The district is establishing a "Bring Your Own Technology" program ("BYOT"). Based on curricular and/or communication needs, users may be given authorization to use their own equipment and allowed restricted access to the district network. The district is not responsible for the maintenance, repair, or replacement of any user owned equipment. Antivirus software/applications must be current. Wireless Internet use for curricular and/or school district communication activities on user owned equipment must be via the district's filtered Internet portal.

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Policy Violations:

Fairfield Public Schools reserves the right to refuse access to District Technology Resources to any student. Violating this policy, District and/or administrative policies, rules or regulations, or state or federal laws may result in disciplinary action, including temporary or permanent ban on student use of District Technology Resources and/or use of Personal Electronic Devices on school property or during school sponsored or school related activities, suspension or dismissal from school and/or legal action. The District will cooperate with law enforcement officers in investigations related to illegal activities conducted through its network. Law Reference: RSA 194:3-d, 47U.S.C. Section 254, Children's Internet Protection Act.

District Technology Resources include, but are not limited to: District owned, operated, managed or offered electronic media information, devices, resources, systems; software, hardware and programs; networks and access to the Internet; cell phones, smart phones, tablets (Kindles, Nooks, iPads etc.), personal laptop and desktop computers, memory sticks, or any device or item that can or may be capable of receiving, transmitting and/or storing digital information or digital media.

Personal Electronic Devices include, but are not limited to: cell phones, smart phones, tablets (Kindles, Nooks, iPads etc.), personal laptop computers, memory sticks, or any device or item that can or may be capable of receiving, transmitting and/or storing digital information or digital media.

Approved 2/24/2009

Revised and Approved 5/19/2015

Personnel – Certified/Non-Certified

Conduct

4217

The Board of Education recognizes that school children are often influenced by the conduct displayed by teachers and other members of a school's staff. The staff will strive to set the kind of example for students that will serve them well in their own conduct and behavior and contribute toward an appropriate school atmosphere.

Employees are to report for work appropriately dressed, on time and fully prepared to perform their duties. They are to perform their duties in a timely and efficient manner, and to refrain from inappropriate conduct. Every employee is expected to deal effectively and respectfully with students, parents and other staff members, both superior and subordinate.

The personal life of an employee will be the concern and warrant the attention of the District/Board only as it may directly affect:

- The employee's fitness to perform the job;
- The employee's fitness to be placed in a position of influence or trust with children or the property of the district; or
- Constitute a conflict of interest.

Disciplinary action, when necessary, will be applied in accord with applicable laws, policies, and collective bargaining agreements.

This policy will be distributed to **all** current personnel, certified/non-certified, new certified/non-certified hires, and to volunteers and resource persons. Volunteers and resource persons as defined in Policy 1212 will be held to these same standards of conduct.

Approved 6/9/2015

Personnel – Certified/Non-Certified

Staff/Student Non-Fraternization

4217.5

Personnel who have contact with children and adolescents through school activities have the responsibility not to betray or misuse their privileged position. Students develop a special trust in school staff by virtue of the school system's authority and the important role the schools play in their lives. Adults must never take advantage of students' vulnerability or of their confidence that adults in school will behave appropriately in relationships with them.

It is the policy of the Board of Education to prohibit any sexual relationship, contact or sexually nuanced behavior or communication (verbal or non-verbal) between a staff member and a student, while the student is enrolled in the school system. The prohibition extends to all students, and applies regardless of whether the student or the staff member is the initiator of the behavior and whether or not the student welcomes or reciprocates the attention.

It is the responsibility of the administration of each school to emphasize the requirements of this policy and to provide follow-up on any complaint or evidence of failure to follow the policy and related regulations. As mandated reporters under CT General Statutes, all school staff members have the responsibility to report any suspicion or knowledge of inappropriate conduct between a student and staff member. (CGS 17a-101)

Legal Reference: Connecticut General Statutes
 10-53a-71 Sexual assault in the second degree: Class C or B felony.
 10-151 Employment of teachers. Definitions. Notice and hearing on
 failure to renew or termination of contract. Appeal
 17a-101 Protection of children

Approved 7/9/2015

Personnel – Certified/Non-Certified

Staff/Student Non-Fraternization

4217.5AR

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines:

1. Staff members shall not make derogatory comments to students regarding the school and/or staff.
2. The exchange of purchased gifts between staff members and students is discouraged.
3. Staff-sponsored parties, at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Staff members shall not associate with students at any time in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
6. Dating between staff members and students is prohibited.
7. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
8. Staff members shall maintain a reasonable standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities.
9. Staff members shall not send students on personal errands.
10. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
11. Staff members shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but instead, should refer the student to the appropriate individual or agency for assistance.
12. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.
13. Sexual relations with students, regardless of age and/or consent, is prohibited and will result in dismissal.

Approved 7/9/2015