



Upcoming Meeting Dates

High School Schedule Memo dated November 7, 2014

November 3, 2014 Enrollment

Policy Meeting Agenda, November 17, 2014



UPCOMING MEETING DATES

- | | |
|-------------|---|
| November 12 | 6:30 PM – Board of Education Meeting Special Meeting 501 Kings Highway East 2 nd Floor Board Conference Room |
| November 17 | 4:15 PM – Board of Education Meeting Policy Committee 501 Kings Highway East Superintendent's Conference Room |
| November 25 | 7:30 PM – Board of Education Meeting Regular Meeting 501 Kings Highway East 2 nd Floor Board Conference Room |



**FAIRFIELD
PUBLIC SCHOOLS**

Margaret Boice, Ed.D.
Director of Secondary Education
Phone: 203-255-8390
FAX: 203-255-8273

TO: Dr. David Title
FROM: Dr. Margaret Boice
DATE: November 7, 2014
RE: High School Schedule for 2015-16

This memo provides an update on the work by the High School Scheduling Steering Committee over the last 12 months. After examining a wide range of options, the committee has reached consensus on implementing a Day 1/Day 2 schedule at both high schools, starting in the fall of 2015.

This schedule allows students to take 4 classes each day, along with a separate 30 minute lunch period, and it will increase the total number of instructional hours to 1019 hours per year, which exceeds our current total of 927 hours per year by 92 hours. Our current schedule is 82 hours below the state average. Over the course of a student's four year high school career, this amounts to 368 additional hours of instructional time.

We are excited about the implementation of this schedule and all that it offers to our students and teachers. We believe we have arrived at a schedule that will meet the needs of all high school students in Fairfield, address the Guiding Principles that we followed in this process, and require a minimal increase in high school staff. A tentative bell schedule for this new schedule is attached to this memo.

The Board is also welcome to attend parent information meetings scheduled on Tuesday, November 18 at 7:30 pm at the Fairfield Ludlowe High School auditorium and on Thursday, November 20 at 9:00 am at the Fairfield Warde High School auditorium. Parents from our high schools are invited to attend either session. An update will be provided to the Board at the November 25, 2014 Regular Meeting.

Process

This work began a year ago in November 2013. The steering committee was composed of teachers and administrators; committee membership is listed on the last page of this memo. The full committee and/or sub-committees met a total of 12 times during that year. Throughout the process, we focused on the Guiding Principles for the scheduling process that were first developed in the 2007 high school schedule work, and re-affirmed by this committee.

- Increase in overall instructional time
- Lunch for all students
- Improved pace of the day
- Longer instructional periods
- More access to electives
- Provides opportunities for increased requirements for graduation
- Opportunities for collaboration by teachers

In addition, we agreed that a schedule had to allow student participation in regional programs and allow for homeroom and Advisory time. Advisory periods are scheduled periodically in response to both NEASC requirements as well as the Connecticut Student Success Plan initiative. Advisory allows small groups of students to meet with a teacher and discuss specific topics related to school life.

Our goal, therefore, was to use information gathered from research, visits, and examination of other schedules to create a schedule that meets the needs of all students in Fairfield's high schools. This new schedule meets all of these considerations.

During the process, the committee narrowed the choices to three schedules for serious consideration: Day 1/Day 2, Trimester and the Eight Drop Two Hybrid.

- The Day 1/Day 2 is an 8 period schedule with 4 class periods each day, 85 minutes in length. Day 1 has periods 1,3,5,7. Day 2 has periods 2,4,6,8. Lunch is a 30 minute module within periods 5 and 6.
- The Trimester divides the year into three parts with either 5 or 6 periods in each of the trimesters. Class periods are 60 – 72 minutes in length. Lunch is a 30 minute module within pre-determined periods.
- The Eight Drop Two Hybrid is a combination of the Eight Drop Two, which was considered by the 2007 committee, and the Day 1/Day 2. The schedule is a 6-day schedule. During the first 4 days, the Eight Drop Two schedule is run, which is an 8 period day with only 6 classes meeting each day. Those class periods are about 55 minutes in length. During the last two days of the

rotation, the schedule follows the Day 1/Day 2 schedule with class periods about 85 minutes in length. Lunch is a 30 minute module within pre-determined periods.

In July, the committee focused on the culmination of our research, and discussed the three schedules at length. We held a detailed discussion on the benefits and challenges of each, and constructed charts that captured the relation of each to our Guiding Principles as well as the instructional time available in each option. After detailed review and discussion, the committee narrowed the options to two: Day 1/Day 2 and Eight Drop Two Hybrid.

On August 26, the high school faculties were provided information on these two options and held department-level conversations at each school on the benefits and challenges of each option. Feedback was provided to the Headmasters at each school. The faculty conversations continued into September, with final feedback due after the September 23 department meetings.

While each of the final two schedules under consideration met the Guiding Principles to some degree, we found the greatest discrepancy in the pace of the day and the instructional time provided. The consensus of the committee was that the Day 1/Day 2 schedule met the Guiding Principles most completely.

The Guiding Principles and the Day 1/Day 2 Schedule

Increase in overall instructional time: The increase in instructional time will move us above the average for Connecticut high schools, and provide an increase of 92 hours per year, from the current 927 hours per year to the new 1019 hours per year.

Lunch for all students: All students will have a designated 30 minute lunch period.

Improved pace of the day: With fewer transitions between classes, students and teachers will experience a school day that is less disjointed and more available for in-depth, rigorous academic content.

Longer instructional periods: Most instructional periods will be 85 minutes. In limited cases, a 'half block,' or 41 minute period, will be used to provide additional time in Science, Physical Education/Health classes, Learning Center support, Math Workshop, ELL support and Reading classes.

More access to electives: The schedule will automatically provide more access to electives, because students no longer have to choose between lunch and a class.

This schedule provides lunch plus 8 periods. The current schedule provides 8 periods, one of which is lunch.

Provides opportunities for increased requirements for graduation: If and when graduation requirements increase, this schedule will allow for growth in students' schedules to accommodate the additional requirements.

Opportunities for collaboration by teachers: Teachers will be provided time during the day, in addition to personal planning and duty assignments, to meet together in course-alike groups. We are able to accomplish this through the long 85 minute block, which may be divided into a duty/collaborative time or a collaborative/planning time for teachers.

Instructional Time Comparison

The chart below compares the current schedule to the Day 1/Day 2 schedule. Clearly, the Day 1/Day 2 schedule provides for an increase in instructional time each day as well as a 30 minute lunch for each student. Non-instructional time consists of passing time, lunch and homeroom. While homeroom is seven minutes in each schedule, lunch is 30 minutes instead of 40 minutes in Day 1/Day 2 and passing time is reduced because students take 4 classes each day in that schedule.

| Schedule | Total Time per Year (hours) | Lunch (minutes) | Length of Period (minutes) | Total Passing Time (minutes) | Non-instructional Minutes | Total Instructional Minutes per Day |
|---------------------------|-----------------------------|-----------------|----------------------------|------------------------------|---------------------------|-------------------------------------|
| Current (173 days)* | 927 | 44 | 44 | 40 | 91 | 309 |
| Day 1/Day 2 (173 days) | 1019 | 30 | 85 | 20 | 57 | 343 |

* Note – Not 182 days due to Mid Term and Final Exams.

Facilitation of the Process

In order to ensure that consideration was given to all options and to provide expertise in the field of high school schedules, we hired a nationally known consultant, Elliot Merenbloom, to act as facilitator through the process. Mr. Merenbloom acted as guide through the process by providing a framework that allowed us to consider the benefits and challenges of each schedule. He was not an advocate for any particular schedule; instead, he ensured that our discussion was focused on our own Guiding Principles and that we gave careful consideration to the needs of Fairfield's high school students.

Mr. Merenbloom has had a twenty-one year career as an educational consultant. Prior to that, he served in the Baltimore County (Maryland) Public Schools as a classroom teacher, school counselor, assistant principal, principal, Director of Middle School Instruction and Area Director. He has conducted workshops for the American Association for School Administrators, Association for Supervision and Curriculum Development, National Association of Secondary School Principals, and Association for Middle Level Education (AMLE). He has served as a consultant for school districts in forty-six states as well as Guam; Vienna, Austria; and Vancouver, British Columbia.

With co-author Barbara A. Kalina, Mr. Merenbloom wrote *Making Creative Schedules Work in Middle and High Schools*, Corwin Press (2007), as well as *Creative Scheduling for Diverse Populations in Middle and High School: Maximizing Opportunities for Learning*, Corwin Press (2012). We were fortunate to have his expertise as part of our process.

Professional Development

We acknowledge that professional development for teachers in providing instruction in a longer block is vital for success of this schedule. We have some internal expertise, as some teachers and administrators have worked in other districts using a longer block schedule. This expertise will be valuable as we plan our professional development process.

- On November 7, small teams of administrators made preliminary visits to schools currently using this schedule: New Fairfield, East Lyme and Waterford. Meetings will be held with teachers, administrators and guidance staff to discuss the transition plans those schools used. We have developed a common list of questions that will be used in all three schools to allow us to compare notes after the visits.

- Teachers have been asked to submit concerns/suggestions for professional development, and the PD will be designed with that feedback in mind.
- Following those visits, a plan will be developed that will include several components, including sending our teachers to visit and/or bringing their teachers to Fairfield for department meetings. This will provide our teachers with the opportunity to see instruction in a longer block in action, ask questions of teachers who are currently teaching in a longer block and proactively plan for obstacles that they encountered.
- Between January – June 2015, PD will occur during Tuesday meeting times to prepare for the new schedule. We will use the full February 13 day for this topic.
- During the summer of 2015, teachers will rewrite pacing guides for courses, if necessary.
- In the fall of 2015, we will continue PD in subject-specific areas including specific PD for newly-hired teachers who do not have experience in teaching in longer blocks. Tuesday meeting time will continue to be available, as well as PD days in August, November and February.

Summary

The committee has worked diligently over the past 12 months to research high school schedules, explore all options, and analyze those options in terms of the needs of high school students in Fairfield. We included teachers, counselors and administrators in the process, and we included their feedback in our work. The consensus decision of the committee is that the Day 1/Day 2 schedule best meets our Guiding Principles and provides students and teachers with opportunities that far exceed the current structure.

Members of the Steering Committee

| | |
|---|---|
| Kristen Chase, Art | John Antonello, Housemaster |
| Lori Mediate, Health | Joanne Giddings, Housemaster |
| Donna Schmardel, Music | Anthony Formato, Housemaster |
| Dave Abraham, Physical Education | Andrea Leonardi, Director, Special Education and Pupil Services |
| Eileen Frankel, World Languages | Gail Donowitz, Special Education |
| Colleen Rodrigues, ELL | Karen Parks, Deputy Superintendent |
| Carolyn Waters, Library Media | Meg Boice, Director of Secondary Education |
| Kris Samuelson, Technical Education | John Chiappetta, Curriculum Leader, English |
| Stefanie Cole, Business | Patrice Faggella, Curriculum Leader, Science |
| Rachel Keleher, Family Consumer Science | Gregg Pugliese, Curriculum Leader, Social Studies |
| Diane Bourque, English | Paul Rasmussen, Curriculum Leader, Mathematics |
| Erin Howell, Counselor | |
| Jill Cutter, Counselor | |
| Nicole Colleran, Counselor | |
| Brian Sutcliffe, Counselor | |
| Joanna Caserta, Counselor | |
| Kim Bauco, Counselor | |
| Mark Caron, Science | |
| Jim Coyne, Headmaster | |
| Caryn Campbell, Director, Pupil Services and Guidance | |
| David Ebling, Housemaster | |
| Steve Fekete, Housemaster | |
| Dee Preis, Housemaster | |
| Greg Hatzis, Headmaster | |
| Bob Esposito, Director, Pupil Services and Guidance | |

Proposed High School Schedule 2015-16

| | DAY 1 | DAY 2 |
|---|----------|----------|
| 7:30—8:55 | Period 1 | Period 2 |
| 9:00—10:25 | Period 3 | Period 4 |
| 10:30—10:37 | HR | HR |
| 10:42—12:40 (Includes 3 lunch waves) | Period 5 | Period 6 |
| 12:45—2:10 | Period 7 | Period 8 |

3-Nov-2014

FAIRFIELD PUBLIC SCHOOLS ENROLLMENT - ELEMENTARY

| | PRE-K | KIND | 1 | 2 | 3 | 4 | 5 | TOTAL |
|-----------------------|-------|------|----|----|----|----|----|-------|
| Burr | | 17 | 18 | 22 | 23 | 24 | 21 | |
| | | 20 | 18 | 22 | 23 | 23 | 21 | |
| | 17 | 19 | 18 | 22 | 23 | 24 | 21 | |
| | 16 | | 18 | | | | | |
| | 33 | 56 | 72 | 66 | 69 | 71 | 63 | 430 |
| Dwight | | 17 | 21 | 16 | 19 | 24 | 22 | |
| | | 18 | 23 | 16 | 19 | 24 | 24 | |
| | 17 | 17 | | 15 | 19 | | | |
| | 16 | | | | | | | |
| | 33 | 52 | 44 | 47 | 57 | 48 | 46 | 327 |
| Holland Hill | | 22 | 19 | 18 | 21 | 21 | 22 | |
| | | 23 | 21 | 18 | 18 | 21 | 22 | |
| | | 23 | 18 | 17 | 20 | 21 | 21 | |
| | | | | 19 | 21 | | | |
| | | 68 | 58 | 72 | 80 | 63 | 65 | 406 |
| Jennings | | 17 | 18 | 20 | 25 | 17 | 18 | |
| | | 15 | 19 | 20 | 25 | 17 | 19 | |
| | | 16 | 18 | | 24 | 18 | 18 | |
| | | 48 | 55 | 40 | 74 | 52 | 55 | 324 |
| McKinley | | 18 | 18 | 16 | 20 | 20 | 20 | |
| | | 17 | 18 | 16 | 19 | 21 | 19 | |
| | | 18 | 19 | 17 | 19 | 20 | 20 | |
| | | 18 | 18 | 16 | 19 | 19 | 20 | |
| | | 71 | 73 | 65 | 77 | 80 | 79 | 445 |
| Mill Hill | | 21 | 22 | 22 | 21 | 23 | 18 | |
| | | 20 | 19 | 23 | 21 | 23 | 19 | |
| | | 21 | 21 | 18 | 22 | 21 | 19 | |
| | | | | | 22 | | 18 | |
| | | 62 | 62 | 63 | 86 | 67 | 74 | 414 |
| No. Stratfield | | 22 | 23 | 21 | 22 | 22 | 22 | |
| | | 22 | 23 | 21 | 21 | 21 | 22 | |
| | | 23 | 22 | 23 | 21 | 21 | 23 | |
| | | | | | 22 | 21 | | |
| | | 67 | 68 | 65 | 86 | 85 | 67 | 438 |
| Osborn Hill | | 22 | 23 | 19 | 23 | 23 | 22 | |
| | | 23 | 23 | 18 | 23 | 23 | 22 | |
| | | 22 | 22 | 19 | 23 | 21 | 23 | |
| | | | 22 | 20 | 23 | 23 | 22 | |
| | | 67 | 90 | 76 | 92 | 90 | 89 | 504 |
| Riverfield | | 21 | 21 | 21 | 19 | 22 | 21 | |
| | | 22 | 21 | 21 | 20 | 22 | 21 | |
| | | 22 | 21 | 22 | 19 | 20 | 22 | |
| | | | | | 21 | | | |
| | | 65 | 63 | 64 | 79 | 64 | 64 | 399 |

FAIRFIELD PUBLIC SCHOOLS ENROLLMENT - ELEMENTARY

| | PRE-K | KIND | 1 | 2 | 3 | 4 | 5 | TOTAL |
|---------------|-------|------|-----|-----|-----|-----|-----|-------|
| Sherman | | 21 | 22 | 20 | 21 | 22 | 20 | |
| | | 21 | 22 | 21 | 22 | 24 | 23 | |
| | | 22 | 23 | 20 | 23 | 24 | 20 | |
| | | | 23 | 20 | 21 | | 20 | |
| | | 64 | 90 | 81 | 87 | 70 | 83 | 475 |
| Stratfield | | 17 | 18 | 18 | 20 | 24 | 24 | |
| | | 17 | 18 | 18 | 20 | 23 | 24 | |
| | | 17 | 19 | 18 | 21 | 23 | 23 | |
| | | 17 | 19 | 18 | 20 | 24 | | |
| | | 68 | 74 | 72 | 81 | 94 | 71 | 460 |
| ECC | 99 | | | | | | | 99 |
| TOTAL PRE-K-5 | 165 | 688 | 749 | 711 | 868 | 784 | 756 | 4,721 |

FAIRFIELD PUBLIC SCHOOLS ENROLLMENT - SECONDARY

| | 6 | 7 | 8 | 9 | 10 | 11 | 12 | TOTAL |
|--------------------------|-----|-----|-----|-----|-----|-----|-----|-------|
| Fairfield Woods | 300 | 293 | 321 | | | | | 914 |
| Ludlowe | 254 | 271 | 282 | | | | | 807 |
| Tomlinson | 253 | 224 | 244 | | | | | 721 |
| TOTAL 6-8 | 807 | 788 | 847 | | | | | 2,442 |
| | | | | | | | | |
| FWHS | | | | 388 | 362 | 386 | 313 | 1,449 |
| Walter Fitzgerald Campus | | | | 3 | 5 | 8 | 8 | 24 |
| | | | | | | | | |
| FLHS | | | | 403 | 367 | 375 | 393 | 1,538 |
| Walter Fitzgerald Campus | | | | 1 | 2 | 6 | 6 | 15 |
| TOTAL 9-12 | | | | 795 | 736 | 775 | 720 | 3,026 |

| SUMMARY | Pre-K - 5 | 6 - 8 | 9 - 12 | TOTAL |
|---------------------------------------|-----------|-------|--------|--------|
| Current: | 4,721 | 2,442 | 3,026 | 10,189 |
| | | | | |
| Difference: Current - October 1, 2014 | 11 | 1 | 17 | 29 |
| October 1, 2014 | 4,710 | 2,441 | 3,009 | 10,160 |

** Please inform the Supt. Office of any discrepancies at 255-8371.

BOARD OF EDUCATION
FAIRFIELD PUBLIC SCHOOLS
FAIRFIELD, CT

Policy Committee Meeting

Monday, November 17, 2014
Education Center
501 Kings Highway East
Superintendent's Conference Room
4:15 p.m.

Agenda

- I. Call to Order
- II. Approval of October 13, 2014, Minutes
- III. Policy
 - Policy #5516 Students – Life Threatening Allergies and Glycogen Storage Disease Management Policy
- IV. Open Discussion/Public Comment
- V. Adjournment
- VI. Future Items:
 - Policy #5225 Students – Requirements for Graduation
 - Policy #4240 Personnel – Electronic Mail
 - New policy request for Monthly Financial Reporting to BOE

Future Mtg. Dates and Times: **Monday, December 1, 2014.**

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