



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 26th 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 2nd.

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

APPROVED 4/2/2024

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. 2nd.

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.