



FAIRFIELD PUBLIC SCHOOLS

Policy Committee Meeting Minutes
Tuesday, April 2, 2024
5:00 PM
501 Kings Highway East
Superintendent's Conference Room

In Attendance:

Ms. Jennifer Maxon Kennelly, Ms. Jennifer Jacobsen, Mr. Michael Testani (left at 6:14pm), Dr. Zakia Parrish, Ms. Kanicka Ingram (left at 6:42pm), Mr. Robert Mancusi (left at 6:42pm), Dr. James Zavodjancik (left at 7:23pm), Ms. Jennifer Racioppo (FEA Representative), Mr. Mick McGarry (FEA President, left at 6:42pm), Ms. Jodie Shannon (FEA Representative), Ms. Nancy Byrnes (arrived at 6:58pm), Ms. Kristen Hardiman

Call to Order: Ms. Maxon Kennelly called the meeting to order at 5:00pm.

Approval of March 18, 2024 Policy Committee meeting minutes: Approved by a 2-0 vote.

Policy:

4115.3 – Evaluation and Employment of Coaches

Ms. Maxon Kennelly provided sample policies from New Canaan, Westport, and Greenwich. Ms. Jacobsen stated she provided a sample policy from another district and added language which pertains to time frames. Superintendent Testani stated he agrees that language about time frames should be included in this policy.

Superintendent Testani explained the criteria on how coaches will be evaluated is going to be different depending on the sport. Superintendent Testani recommended we develop a simple, one-page, check-off form which should include an area for recommendations as well as reflection and feedback. The committee agreed to clarify the definition of “athletic coach” since volunteer coaches will not be evaluated. Ms. Maxon Kennelly asked if there is any differentiating between an experienced coach and a newer coach. Ms. Jacobsen explained the appeal process applies only to coaches employed for three or more years.

Ms. Maxon Kennelly stated this draft does not include any language about the actual meeting between the coach and the Athletic Director. Ms. Maxon Kennelly recommended adding such language. Mr. McGarry stated many times coaches who coach as a career move onto their next assignment as soon as the season ends; therefore, he recommended making the evaluation process simple.

Ms. Ingram will provide a revised policy to the Athletic Directors to review before this policy is added to the agenda for the policy meeting on April 30th.

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6151 – Class Size

Ms. Maxon Kennelly stated she added language on Page 15 for consideration into our current policy. Superintendent Testani stated he likes the language in the section called “Maxon: to consider” because it gives people an option to consider. Ms. Jacobsen stated she would like to think about the language in that section. Dr. Parrish stated she is concerned about the proposed language in that section. Dr. Parrish stated she is worried that people will purposely not register their child in order to get their choice of school placement.

In reference to the date for expansion or collapsing of classes, Superintendent Testani recommended changing the date to be first day after student orientation.

On Page 15, third bullet point, Superintendent Testani recommended adding another certified teacher for enrollment increases instead of a para educator. Superintendent Testani explained the district would benefit from hiring a certified teacher in place of a para educator since they could be used in different capacities.

On Page 15, Superintendent Testani stated he is not in favor of the language under the section called “Greenwich policy option”. The committee agreed they will not include that language in the revised policy.

4111.1-4211.1 – Nondiscrimination/Affirmative Action

Ms. Ingram stated she spoke with our attorney who recommended we use the language provided for relating to “protected class”.

Ms. Jacobsen asked about combining the two sections on Page 19 which pertain to notifying Human Resources. Ms. Ingram stated they should not be combined since the middle section identifies the Title IX Coordinator.

The committee requested that all forms be removed from the policy and put into the regulations. Dr. Parrish asked if the forms are mandated thus requiring them to be in the policy. Ms. Ingram stated she will check to see if the forms are required to be included in the policy and get back to Ms. Jacobsen and Ms. Maxon Kennelly.

Ms. Jacobsen recommended removing the capital letters from Page 23 under section, “Examples of Sexual Harassment Include”.

Ms. Maxon Kennelly stated she would like to compare this policy to the 4118.112 policy. Ms. Ingram stated that policy 4118.112 will be coming back to the committee for review.

This policy was approved with changes by a 2-0 vote and will be presented to the Board on April 23rd for a “first read”.

5144.2 – Use of Exclusionary Time Out Settings

Ms. Maxon Kennelly asked Mr. Mancusi why this version of the policy looks very different from the previous version he presented to the committee. Mr. Mancusi explained he scaled back the previous version in order to provide a cleaner version of this policy which our attorney recommended. Ms.

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Jacobsen asked Mr. Mancusi if it was okay that most of the language is in the regulations. Mr. Mancusi stated our attorney approved the policy as presented to the committee and the remaining language can be in the regulations. Ms. Jacobsen asked Mr. Mancusi why on Page 25, item “G” does not include pre-kindergarten. Mr. Mancusi stated the law is written beginning with kindergarten.

Ms. Jacobsen questioned the language on Page 43, item “B”, regarding when parents are notified their child has been physically restrained or placed in seclusion. Mr. Mancusi explained most times the parent is notified once safety with the student is restored.

This policy was approved with changes by a 2-0 vote and will be presented to the Board on April 23rd for a “first read”.

6140 – Curriculum

The committee reviewed the regulations to this policy first. Ms. Jacobsen questioned the language on Page 51 pertaining to the minimum 1.5 years prior to the writing of the curriculum. Dr. Zavodjancik stated they would bring it to the Board 1.5 years prior to revising the curriculum. Dr. Zavodjancik explained that is the current practice in the District.

Ms. Jacobsen stated she does not agree with the language in the second bullet point on Page 51. Dr. Zavodjancik agreed to revise that language and combine the first and second bullet points.

Ms. Maxon Kennelly recommended striking the language in the first bullet point on Page 52. Dr. Zavodjancik agreed that bullet point can be removed.

Ms. Jacobsen questioned the language in the second bullet point on Page 52. Dr. Zavodjancik stated he will revise that language to include school year 2024-2025.

Changes to this policy were approved by a 2 -0 vote. The policy and regulations will be presented to the Board on April 23rd for a “first read”.

1110.2 (current) – Title I Parent Involvement

Dr. Parrish explained there was an error in the CABE policy audit due to the incorrect numbering of this policy. Dr. Parrish explained this policy is duplicated verbatim in policy 6172.4; therefore, she is recommending the committee vote to delete this policy.

This policy was approved for deletion by a 2-0 vote and will be presented to the Board at the April 23rd meeting for a “first read for deletion”.

1110.2 (new) – Parent Portal Acceptable Use and Safety

Ms. Byrnes stated this policy was missing from the policy audit. Ms. Byrnes explained this policy specifically refers to the Infinite Campus portal and Parent Square. Ms. Maxon Kennelly recommended avoiding using specific names of programs in case they change over the years. Ms. Byrnes stated she can edit this policy to make it generic and remove the name Infinite Campus.

Ms. Jacobsen recommended removing language from the first paragraph, second sentence, “...the privilege of free...” The committee agreed to move bullet points #5 & #6 under “Purpose” to the section which pertains to the features of the portal.

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Ms. Byrnes will add formatting and revise other language in this policy. A revised policy will be on the agenda for the April 30th policy committee meeting.

6141.322 – Web Site Home Page Development

Ms. Maxon Kennelly asked Ms. Byrnes if teachers have their own websites. Ms. Byrnes confirmed that some staff do have websites through Google classrooms.

After further discussion with the committee, Ms. Byrnes stated she will present a revised policy to the committee at the next policy committee meeting.

6141.323 – Internet Acceptable Use Filtering

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

Open Discussion/Public Comment:

Ms. Jodie Shannon – FEA Representative

Ms. Shannon questioned the use of the word “staff” when discussing the Curriculum. Ms. Maxon Kennelly explained the word “staff” refers to “administrators”. Dr Parrish added that in some instances, the input administrators receive is from teachers.

Adjournment: Ms. Maxon Kennelly adjourned the meeting at 7:40pm.