



# FAIRFIELD PUBLIC SCHOOLS

**Policy Committee Meeting Minutes**  
**Tuesday, March 7, 2023**  
5:00 PM  
501 Kings Highway East  
Superintendent's Conference Room

**In attendance:**

Ms. Jennifer Maxon-Kennelly, Ms. Carol Guernsey, Mr. Jonathan Goodison (left at 5:24pm), Dr. Zakia Parrish, Ms. Courtney LeBorious (arrived at 5:14pm), Dr. James Zavodjancik (arrived 5:19pm), Ms. Kristen Hardiman

**Absent:** Ms. Jennifer Jacobsen

Call to Order – Ms. Jennifer Maxon-Kennelly called meeting to order at 5:00pm.

Approval of February 7, 2023 Policy Committee meeting minutes – Approved by 2-0 vote.

**Policy:**

6142.101 School Wellness

Mr. Goodison introduced himself as Chair of the Wellness Committee. Mr. Goodison stated the recommended changes to this policy are the result of our triennial assessment. Mr. Goodison explained the assessment revealed some federal requirements that needed to be added to our current policy in order to be in compliance with the law.

After discussion and grammatical edits, this policy was approved with changes by 2-0 vote. This policy will be presented to the Board on March 14<sup>th</sup> for a “first read”.

6161 Textbooks

Ms. Maxon-Kennelly asked Dr. Zavodjancik to clarify the title of this policy since it is misleading. Ms. Maxon-Kennelly suggested adding punctuation to the title. Dr. Zavodjancik stated he will look into the wording of the title of the policy.

Ms. Guernsey questioned the language of “primary learning materials” in this policy. After discussion, the committee agreed to leave this language in the policy.

APPROVED 3/28/2023

Ms. Guernsey recommended adding the language “hardcopy or” before the word “paperback books” in the sentence on the first page of the policy, third paragraph from the bottom of the page.

Ms. Maxon-Kennelly recommended adding “independent reading” to the supplemental resources list on the bottom of the first page of the policy.

Ms. Maxon-Kennelly asked Dr. Zavodjancik for the definition of “ancillary” in this policy. Dr. Zavodjancik explained the word “ancillary” means “in addition to” and gave the example of a book which supplements the approved curriculum.

In Appendix B of the administrative regulations, Ms. Guernsey questioned the language “Library Program” in the first question. Ms. Guernsey recommended that language be removed from the regulations.

Policy was approved with changes by 2-0 vote. This policy will be presented to the Board on March 14<sup>th</sup> for a “first read”.

### 3280 Gifts, Grants, And Bequests

Ms. Guernsey and Ms. Maxon-Kennelly recommended the second sentence of the second to last paragraph be stricken. The committee recommended adding a sentence to this paragraph to read “The appropriate administrator will notify the donor of the intended use of the gift.”

Policy was approved with changes by 2-0 vote.

### 1324 School-Sponsored Fundraising

Ms. Guernsey questioned item “e”, under Section I, regarding the requirement of an administrator’s approval. Dr. Parrish stated this item is necessary for the policy so that the principal is aware of the school-sponsored fundraising. Dr. Parrish also explained in her previous role as a school administrator she was always aware of the school-sponsored fundraising involving her school. Ms. Guernsey stated she was concerned about slowing down the fundraising process by needing an administrator’s approval. Ms. LeBorious agreed with Dr. Parrish that requiring an administrator’s approval is necessary since the funds received will funnel through the school’s student activity account.

Ms. Jacobsen reviewed this policy beforehand and sent her comments to the Chair. Ms. Jacobsen expressed concern with the last two sentences under Section II. Ms. Jacobsen recommended striking those sentences. Ms. Maxon-Kennelly and Ms. Guernsey agreed with Ms. Jacobsen to strike the last two sentences in Section II. Ms. Maxon-Kennelly and Ms. Guernsey recommended the last sentence in Section II should read, “Proper cash management procedures must be followed as outlined in the administrative regulations.”

Policy was approved with changes by 2-0 vote.

Open Discussion/Public Comment – There was no public comment.

APPROVED 3/28/2023

Ms. Guernsey asked Dr. Zavodjancik for an update on the Grading policy for the next meeting. Ms. Guernsey requested concrete examples of what the district is doing, what is working or not working, etc.

Adjournment – Ms. Maxon-Kennelly adjourned the meeting at 7:19pm.