

APPROVED 9/6/2022

BOARD OF EDUCATION
FAIRFIELD PUBLIC SCHOOLS
FAIRFIELD, CT

Policy Committee Meeting Minutes
Tuesday, August 30, 2022
5:00 PM
501 Kings Highway East

In attendance:

Ms. Jennifer Maxon-Kennelly, Ms. Jennifer Jacobsen, Ms. Carol Guernsey, Dr. James Zavodjancik, Dr. Zakia Parrish, Ms. Kanicka Ingram, Ms. Jill Mitchell (left at 5:18pm), Ms. Courtney LeBorious (joined 5:21pm), Dr. Stephen Tracy (joined 6:15pm, left 6:35pm), Ms. Kristen Hardiman

Call to Order- Ms. Maxon-Kennelly called meeting to order at 5:06 pm.

Approval of June 28, 2022 meeting minutes – Approved with a 3-0 vote.

Policy Calendar adjustment of September 20th and October 18th.

Ms. Maxon-Kennelly requested the following changes to the Policy Committee meeting dates:
September 13, 2022 – add as Special meeting
September 20, 2022 – cancel
October 3, 2022 – cancel
October 11, 2022 – add as Special meeting
October 18, 2022 – cancel

Changes to the Policy meeting calendar were approved with a 3-0 vote.

Policy:

5141.21 – Administration of Medication in the Schools

Ms. Jill Mitchell, Nursing Supervisor for the Town of Fairfield Health Department, discussed the amendment recommended to this policy which will allow coaches to administer nasal glucagon to students with insulin-dependent Type 1 Diabetes. Ms. Mitchell stated the revision to the policy came at the request of a parent of a high school student athletic with Type 1 Diabetes. Ms. Mitchell stated she worked with State health officials on this matter and received notice this summer which now allows coaches to administer nasal glucagon with the proper training.

APPROVED 9/6/2022

The committee asked Ms. Mitchell how quickly the coaches could be trained. Ms. Mitchell stated training could be done within days.

The committee approved the changes to this policy with a 3-0 vote. This policy will be presented to the Board at the next scheduled meeting for a “one and done” vote.

4111.1/4211.1 – Non-Discrimination -Affirmative Action-Equal Employment Opportunity

Approved with a 3-0 vote.

4118.14 – Section 504 and Americans with Disabilities Act

Approved with a 3-0 vote.

4121 – Substitute Teachers

Approved with a 3-0 vote.

3542.43 – Food Service Charging

Ms. LeBorious stated she selected one of the sample policies presented to the committee at the last policy meeting in June. Ms. Jacobsen asked Ms. LeBorious for background information on this policy. Ms. LeBorious stated this policy was developed by the state to address three rules relating to students who have negative lunch account balances. The three rules are: 1. No shaming; 2. All students are provided a meal; and 3. Parents/Guardians must be notified when their child’s lunch account balance goes below a certain threshold.

Ms. LeBorious stated the balance from students owing money for lunch last school year was a few thousand dollars; however, it was covered by parents who donated money to pay off the balance.

Ms. Guernsey stated she liked the idea of putting a dollar amount in the regulations as to when parents will receive a lunch account alert notice. Ms. LeBorious stated parents do currently receive alerts and most parents are responsive to those alerts. Ms. LeBorious stated when a parent is not responsive to the alert message, it is usually an indication of something going on in the home, so they notify school personnel such as the Principal and/or Social Worker.

Ms. Jacobsen asked Ms. LeBorious about the language in the last paragraph of the section titled, “Collecting Unpaid Meal Debt”. Ms. Jacobsen stated she did not believe the last day of school is the appropriate time to be collecting unpaid debts. Ms. Maxon-Kennelly recommended the language be changed to state “All meal accounts must be paid in full by the last day of the school year OR the date designated by the individual schools, whichever date comes earlier.

The committee approved the language change to this policy with a 3-0 vote.

6162.51 – Surveys of Students

Ms. Maxon-Kennelly asked why this policy needs to be changed and why this policy was brought to the committee. Ms. Hardiman explained the request to add this policy to tonight's meeting came from Nancy Byrnes, Director of Information Technology, to Meg Brown, Administrator Assistant to the Superintendent, at the end of June. Dr. Parrish stated she will speak with Nancy Byrnes to inquire why this policy needs to be amended.

Superintendent Update - Grading Regulations:

Ms. Maxon-Kennelly asked Dr. Tracy for an update on the Grading Regulations and the plan for this Fall.

Dr. Tracy stated the FEA filed a Prohibitive Labor Practice regarding the reassessments piece of the Grading Regulations. Dr. Tracy stated he met with the Board's attorney at an informal meeting to resolve the matter and he also spoke with FEA President, Bob Smoler.

Dr. Tracy stated it was agreed upon, for the time being, to remove the section on reassessments as long as the FEA develops language regarding "retakes" which is consistent per course. Dr. Tracy stated they agreed to develop such language between now and Dec. 1st. Dr. Tracy explained to the FEA that the Board reserves the right to issue a policy in this area. Dr. Zavodjancik stated administrators have three meetings scheduled in the month of September to discuss only this topic.

Ms. Guernsey asked how reassessments will be communicated to the students. Dr. Zavodjancik stated students will be informed through their teachers and administrators.

Dr. Tracy will forward the Grading Regulations to Ms. Hardiman to be posted on the Fairfield Public Schools website.

Future Items:

Ms. Maxon-Kennelly asked Ms. LeBoriosis to have draft policies on Gifts, Grants & Bequests, Fund Raising and Booster Clubs ready for the Policy meeting on September 6, 2022.

Dr. Parrish stated Dr. Tracy would like LBGQT guidelines to be drafted to review with staff. Ms. Maxon-Kennelly stated she will speak to Dr. Tracy about adding this item to the agenda to discuss at the September 6, 2022 Policy meeting.

Dr. Zavodjancik stated he would like to add to the Future Items list a discussion on 6161 Textbooks since we now have a Curriculum Policy committee. Dr. Zavodjancik explained the Curriculum Policy committee is currently conducting reviews of resources and textbooks. Ms. Maxon-Kennelly stated this will be added to the Future Items list.

APPROVED 9/6/2022

Open Discussion/Public Comment – none

Adjourned – Ms. Maxon-Kennelly adjourned the meeting at 6:50pm.