



FAIRFIELD PUBLIC SCHOOLS

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

In Attendance:

Ms. Jennifer Jacobsen, Ms. Jennifer Maxon Kennelly, Ms. Carol Guernsey, Dr. Zakia Parrish, Dr. James Zavodjancik (left at 5:42pm), Ms. Jill Mitchell, Nursing Supervisor, Town of Fairfield Health Department (left at 5:20pm), Ms. Courtney LeBorious (arrived at 5:35pm left at 6:04pm), Ms. Kristen Hardiman

Call to Order: Ms. Maxon Kennelly called the meeting to order at 5:04pm.

Approval of August 10, 2023 Special Policy Committee meeting minutes: Approved with changes by a 3-0 vote.

Policy:

5141.213 – Administering Medication

Ms. Mitchell explained the State of Connecticut Department of Health has made the recommendation to place Narcan in all schools. Ms. Mitchell stated Fairfield currently has Narcan in all middle and high schools; however, she is recommending we expand Narcan to include all elementary schools.

Ms. Jacobsen stated she has no issues with this policy. Ms. Guernsey asked Ms. Mitchell about the storage of Narcan in the schools. Ms. Mitchell explained Narcan is currently stored in the nurses' offices and will be in the cabinets housing the AEDs; however, that will not be advertised. Dr. Parrish noted the AED cabinets are alarmed when opened. Ms. Maxon Kennelly asked Ms. Mitchell about the training of administering Narcan and identifying an overdose. Ms. Mitchell stated staff will be trained on the administering of Narcan. Ms. Maxon Kennelly asked Ms. Mitchell if the "opt-out" language in the policy was required language. Ms. Mitchell responded stating the "opt-out" language is the language the State recommends; however, she will check with the State to see if that language is required to be in the policy. Ms. Mitchell stated she is not aware of anyone in other districts who have chosen to opt-out of the administering of this medication. Later during the meeting, Dr. Parrish found language from the State indicating the "opt out" language was required to be in this policy.

This policy was approved with formatting changes and grammatical corrections by a 3-0 vote. The policy will be presented to the Board for a "first read" at the September 12th meeting.

Policy Audit

APPROVED 9/18/2023

Ms. Maxon Kennelly stated we are required to have a policy audit completed every five years. Dr. Parrish stated the cost for the policy audit will be approximately \$3K and the District has identified the budget line item where this expense will be paid from. Dr. Parrish stated CAFE informed her the earliest they could conduct the audit is right before winter break.

3280.1 – Grants

Ms. LeBoriosis stated she developed this policy from Ellington Schools as a template and a starting point. Ms. LeBoriosis stated she especially liked the language about quarterly reporting. Ms. Jacobsen asked if this language includes capital grants. Ms. LeBoriosis stated she does not currently report on the capital grants. Ms. Jacobsen stated she is uncomfortable with this “carte blanche” language. Ms. Jacobsen requested some guidelines with either a dollar amount or FTE language be added to this policy. Ms. LeBoriosis asked the committee if she could add language about seeking Board approval for operating budget expenses above \$100K prior to the grant application. Ms. LeBoriosis will add an item #4 which pertains to an approval process. Ms. LeBoriosis agreed to have another draft of this policy to the committee for the next meeting scheduled for September 18, 2023.

2023 Legislation Policy Impact

Ms. Maxon Kennelly reviewed this document with the committee and the timeline of the policies. Policy 511-Admission will be moved up as soon as we receive information from the state. These policies will be transferred to future items.

Open Discussion/Public Comment:

Ms. Maxon Kennelly asked Dr. Parrish if she had an update on the number of students needing to fulfill the art requirement to graduate. Dr. Parrish stated they were still working on the report; however, she believes at this time it is a total of 100 students for all three schools. Dr. Parrish explained they had to rerun the report because some students transferred into Fairfield and had already taken the art requirement in their previous district, however the class was not being picked up in their report since the course number was different than our course number. Dr. Parrish stated they will be meeting with administrators again tomorrow morning to discuss options for the students who need to fulfill the art requirement. Ms. Guernsey asked if there is time to approve a new course which satisfies the art requirement. Dr. Parrish stated the course would be a “mini” and it would be available next semester. Dr. Parrish also stated they were able to find some Aqua classes which fulfill the art requirement. Ms. Maxon Kennelly asked Dr. Parrish for a memo update pertaining to this to be included in this Friday’s packet.

Adjournment: Ms. Maxon Kennelly adjourned the meeting at 6:26pm.