

# Board of Education Regular Meeting 2023

Thursday, December 21, 2023 7:00 PM

BOE Meeting Access: BOE (12/21/23 at 7 p.m.) Web:

<https://zoom.us/j/96936255853> Dial In: (929) 205-6099 Meeting ID: 969 5460  
9118 , 3 Brush Hill Road, New Fairfield, CT 06812

## I. CALL TO ORDER

## II. PLEDGE OF ALLEGIANCE

## III. APPROVAL OF THE MINUTES

### III.A. December 7, 2023 - Regular

## IV. APPROVAL OF THE AGENDA

- V. **PUBLIC PARTICIPATION - *The Board welcomes public participation. Pursuant to our Board Policy, public participation is limited to no more than three (3) minutes per speaker and a total of no more than thirty (30) minutes total for the entire meeting. Individuals who wish to speak longer are encouraged to attend any and all related subcommittee meetings where most of the board's groundwork is done. We value your input, but due to these time limitations, we ask you to be concise and to observe the rules of common courtesy. [9320(a) of Board Bylaws]***

## VI. BOARD AND ADMINISTRATIVE COMMUNICATIONS

### VI.A. Chairman's Report

### VI.B. Superintendent's Report

### VI.C. Student Representatives' Report

### VI.D. Committee Reports

#### VI.D.1. Business Operations/Resource Management

### VI.E. Liaison Reports

#### VI.E.1. Board of Finance (*Ed Sbordone*)

#### VI.E.2. Parks and Recreation Committee (*K. LaTourette, G. Flanagan*)

#### VI.E.3. Calendar Committee (*Ed Sbordone*)

## VII. INFORMATION ITEMS

### VII.A. New Fairfield High School Master Schedule Update

### VII.B. Solar Update

VII.C. New Fairfield High School/Consolidated School Building Project Update

VII.D. Board of Education Policy *(Second Reading)*

VII.D.1. Policy 6172.6 Distance Education

VII.E. New Fairfield Public Schools 2024-25 Draft Calendar

VIII. **ACTION ITEMS**

VIII.A. Request to Board of Finance for FY 2022-23 Surplus Funds

VIII.B. Board of Education Policy

VIII.B.1. Policy 7230.2 – Extensions/Renovations or Replacements

VIII.C. Acceptance of Donation

VIII.C.1. Old Timers Athletic Association of Greater Danbury

VIII.D. Paraprofessional Leave of Absence Request *(To be voted on after Executive Session)*

IX. **PUBLIC PARTICIPATION** – *The Board welcomes public participation. Pursuant to our Board Policy, public participation is limited to no more than three (3) minutes per speaker and a total of no more than thirty (30) minutes total for the entire meeting. Individuals who wish to speak longer are encouraged to attend any and all related subcommittee meetings where most of the board’s groundwork is done. We value your input, but due to these time limitations, we ask you to be concise and to observe the rules of common courtesy. [9320(a) of Board Bylaws]*

X. **FUTURE AGENDA ITEMS**

XI. **BOARD MEMBER COMMENTS**

XII. **EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING PARAPROFESSIONAL LEAVE OF ABSENCE REQUEST**

XIII. **ADJOURNMENT**

**NEW FAIRFIELD BOARD OF EDUCATION  
NEW FAIRFIELD, CT**

The New Fairfield Board of Education held a regular meeting on Thursday December 7, 2023, at 7:00 p.m. in the New Fairfield Community Room, 33 Route 37, New Fairfield, CT.

**MINUTES – December 7, 2023**

**PRESENT:** Dominic Cipollone (Chairman), Kathy Baker, Tim Blair, Greg Flanagan, Sue Huwer, Kimberly LaTourette, Samantha Mannion, and Ed Sbordone

**ABSENT:** Amy Johnson

**ALSO PRESENT:** Superintendent of Schools Dr. Kenneth Craw, Director of Business and Operations Carrie DePuy, Pupil Personnel Director Maria Kennedy, High School Principal James D’Amico, High School Assistant Principal Scott Rohwedder, New Fairfield Middle School Principal Karen Gruetzner, Elementary School Principal Allyson Story, First Selectman Melissa Lindsey, Selectman Tom Perkins, and BOF member Thora Perkins

**I. CALL TO ORDER:** Superintendent of Schools Dr. Ken Craw called the meeting to order at 7:01p.m.

**II. PLEDGE OF ALLEGIANCE**

**III. ELECTION OF NEW BOARD OF EDUCATION OFFICERS**

**MOTION:** Samantha Mannion nominated Dominic Cipollone to serve as Chairman of the Board of Education. **IN FAVOR:** Kathy Baker, Tim Blair, Dominic Cipollone, Greg Flanagan, Sue Huwer, Kimberly LaTourette, Samantha Mannion, and Ed Sbordone

**MOTION:** Greg Flanagan nominated Samantha Mannion to serve as Vice Chairman of the Board of Education. **IN FAVOR:** Kathy Baker, Tim Blair, Dominic Cipollone, Greg Flanagan, Sue Huwer, Kimberly LaTourette, Samantha Mannion, and Ed Sbordone

**MOTION:** Samantha Mannion nominated Kimberly LaTourette to serve as Secretary of the Board of Education. **IN FAVOR:** Kathy Baker, Tim Blair, Dominic Cipollone, Greg Flanagan, Sue Huwer, Kimberly LaTourette, Samantha Mannion, and Ed Sbordone

**IV. APPROVAL OF MINUTES**

A. November 2, 2023 - Regular meeting - approved by consensus

**V. APPROVAL OF AGENDA**

**MOTION:** Kimberly LaTourette made a motion to amend the agenda to move Information Item VIII.C. ahead of Information Item VIII.A. Tim Blair seconded the motion. **IN FAVOR:** Kathy Baker, Tim Blair, Dominic Cipollone, Greg Flanagan, Sue Huwer, Kimberly LaTourette, Samantha Mannion, and Ed Sbordone

**VI. PUBLIC PARTICIPATION - None**

## **VII. BOARD AND ADMINISTRATIVE COMMUNICATIONS**

### **A. Chairman's Report - Dominic Cipollone reported on the following:**

- Congratulated everyone elected to the BOE in the recent election. He welcomed Sue Huwer to the Board.
- Spoke of a recent visit to the high school and encouraged every to visit the school if they haven't yet seen it.

### **B. Superintendent's Report - Dr. Kenneth Crow reported on the following:**

- There has been a lot of interest in the Assistant Superintendent position. They are currently in the interviewing stages, and it is hopeful that the position will be filled by February.
- Spoke of the Strategic Planning Goals.
- Introduced High School Assistant Principal Scott Rohwedder to talk about the attendance issues. Mr. Rohwedder gave a brief presentation showing improvements to attendance records from this time last year. He spoke of measures that the district is doing to mitigate chronic absenteeism.

### **C. Student Representative Reports**

Senior Representative Brennan Hearty noted that:

- The Winter Semi-Formal was held at the high school on December 2<sup>nd</sup>.
- The National Honor Society is holding a Food Drive at the high school.
- Pajama Day will be held at the high school on December 8<sup>th</sup> to raise money for the Connecticut Children's Medical Center.
- Welcomed Emilia Sedlak as the new Junior Representative to the BOE. High School Principal James D'Amico introduced Emilia Sedlak as the Junior Representative to the BOE and gave a brief description of her background. He further congratulated Senior Representative Brennan Hearty on becoming an Eagle Scout.

### **D. Committee Reports**

1. Curriculum - Kathy Baker noted that the Curriculum subcommittee met on November 27<sup>th</sup> and discussed the new cutoff date for Kindergarten students and how it affects the district. Elementary School Principal Allyson Story spoke of the registration process and the waiver process.

2. Policy - Samantha Mannion noted that the Policy subcommittee met on November 29<sup>th</sup> and tabled two policies for a future meeting and moved one meeting for First Reading at tonight's meeting.

3. New Fairfield Start and End Time Ad Hoc - Kathy Baker noted that this subcommittee met on December 7<sup>th</sup> and decided to table the recommendation until more information is received regarding transportation.

### **E. Liaison Reports**

1. Board of Finance - Ed Sbordone noted that the BOF Medical subcommittee met on November 14<sup>th</sup> and had a presentation from the Insurance consultant. Claims are currently approximately \$228,000 below projections. The Finance Director Olga Melnikov projected that the year-end medical fund balance will be approximately \$1.3 million. The Medical Subcommittee will meet again on Tuesday, December 19<sup>th</sup>. Ed Sbordone noted that the full BOF met on November 15<sup>th</sup> and discussed what will be presented to the Planning Commission for the Plan of Conservation and Development and voted to make a transfer to save interest on banking fees.

2. Parks and Recreation - Greg Flanagan noted that Parks and Recreation met on November 13<sup>th</sup> and voted to increase the salaries for office staff and the Camp Director. They discussed their presentation to the Planning Commission for the Plan of Conservation and Development.

### 3. Calendar Committee

Ed Sbordone noted that the Calendar Committee met on December 4<sup>th</sup> and discussed three scenarios for the calendar. This will be discussed more at their meeting on December 20<sup>th</sup>.

## **VIII. INFORMATION ITEMS**

### A. New Fairfield High School/Consolidated School Building Project Update

Director of Business and Operations Carrie DePuy spoke of some repairs needed for the playground that needed to be postponed until the Spring due to weather. The \$6.4 million reimbursement for the high school project was received.

Carrie DePuy spoke of not being able to use the propane in the high school which affects the Science labs and Culinary Arts. Scott Pellman from Colliers explained that there are inconsistencies with the odor in the propane and they have been working with the Fire Marshal to come up with a solution.

There was a discussion of the parking lot and the demolition of the old high school.

### B. New Fairfield High School Start and End Time Update

High School Principal James D'Amico reviewed the results of the Start and End Time survey.

### C. Budget Assumptions

Dr. Crow spoke of guiding principles and assumptions for putting the budget together. He noted that ESSER funds from COVID are no longer available. He spoke of staffing and contracted salaries and discussed unfunded mandates from the State. There was a discussion of the mandate for the State approved literacy program and waivers to maintain the current literacy program. A draft of the capital budget will be presented at the December 21<sup>st</sup> meeting.

### D. Board of Education Policy (*Second Reading*)

1. Policy 7230.2 - Extensions/Renovations or Replacements

### E. Board of Education Policy (*First Reading*)

1. Policy 6172.6 - Distance Education

## **IX. ACTION ITEMS**

### A. Personnel Report

**MOTION:** Kathy Baker motion to recommend to the full Board the approval of the Personnel Report for November 30, 2023, as recommended by the administration. Samantha Mannion seconded the motion.

**IN FAVOR:** Kathy Baker, Tim Blair, Dominic Cipollone, Greg Flanagan, Kimberly LaTourette, Samantha Mannion, Ed Sbordone **ABSTAINED:** Sue Huwer

There was a brief discussion of the turnover of Board Certified Behavior Analysts (BCBA).

**X. PUBLIC PARTICIPATION** - Selectman Tom Perkins encouraged everyone to speak to legislators regarding unfunded mandates.

**XI. FUTURE AGENDA ITEMS** - Greg Flanagan asked for a future discussion of ways to give parents and spectators access to the school buildings for sporting events.

## **XII. BOARD MEMBER COMMENTS**

Dr. Craw noted that there will be a BOE Retreat December 14<sup>th</sup> at 6:00 p.m. regarding the roles and responsibilities of BOE members.

Members of the Board congratulated all Board members that were reelected and welcomed Sue Huwer to the Board.

## **XIII. ADJOURNMENT**

**MOTION:** Dominic Cipollone made a motion to adjourn the meeting at 8:30 p.m. Greg Flanagan seconded the motion. **IN FAVOR:** Kathy Baker, Tim Blair, Dominic Cipollone, Greg Flanagan, Sue Huwer, Kimberly LaTourette, Samantha Mannion, Ed Sbordone

Respectfully submitted,  
Suzanne Kloos

# NFHS Scheduling Committee Update

December 21, 2023



# Committee

**James D'Amico, Principal**

**Scott Rohwedder, Assistant Principal**

**Ernest Fabrizio-Garcia, World Language Chair**

**Jean Gephart, Science Coach/Chair**

**Kim Laughlin, Counseling Chair**

**Andrew Gadwah, Music**

**Cynthia Risch, Science**

**Kim Tobey, Social Studies**

**Kyle Kressu, Special Education**

**Erick Alarcon, Class of 2023**

**Courtney Weir, Class of 2024**

**Tim Blair, Board of Education**

**Natalie Whitters, Parent**

**Bonny Marsicano, English Chair/Interventionist**

**Stephanie Cheung, Counseling Chair**

**Cathy Hall, Math Coach/Chair**

# Committee Work Review

- **Spring 2022**
  - Analysis of current schedule
  - Exploration of schedule models
  - Review of Research and Literature
- **2022-2023**
  - Discussion/processing of analysis
  - Development of information-gathering tools
    - Focus on a few key areas that may impact student learning:
      - Time spent preparing for school/homework
      - Balance with after school activities
      - Length of classes/Use of time
  - Conducted surveys and student focus groups
- **Fall 2023**
  - Development of initial conclusions
  - Implementation of trial schedule
  - Surveys and focus groups following trial schedule



# Trial Schedule

- **Conducted trial schedule based on concepts of:**
  - Increased frequency of meetings from 50% to 75%
  - Combination of shorter and longer block periods
    - 49 minutes/70 minutes
  - REBEL block on a regular or rotating basis
  - Maintaining regular bells each day

10/3 (Tues.)	10/4 (Wed.)	10/5 (Thurs.)	10/6 (Fri.)
"A" Day	"B" Day	"C" Day	"D" Day
Red 1	Red 4	Red 3	Red 2
Red 2	Red 1	Red 4	Red 3
REBEL	REBEL	REBEL	REBEL
Red 3	Red 2	Red 1	Red 4
Blue 1 <small>*Senior Privilege should stay in cafeteria during lunches.</small>	Blue 4 <small>*Senior Privilege should stay in cafeteria during lunches.</small>	Blue 3	Blue 2
Blue 2	Blue 1	Blue 4	Blue 3
Blue 3	Blue 2	Blue 1	Blue 4

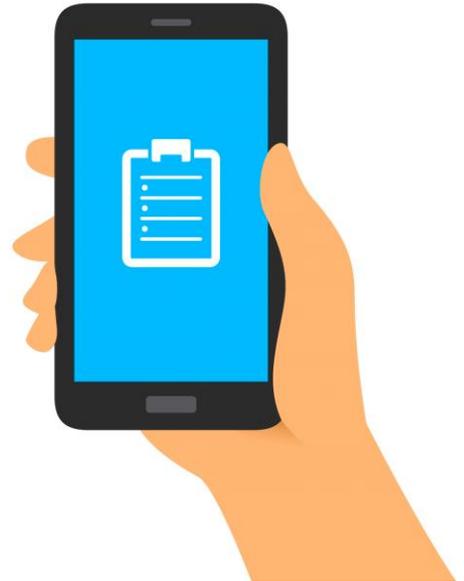
# Feedback

- **Surveyed students and staff**
- **Conducted student focus groups**
- **Committee review of all feedback**



# Student Feedback Summary

- **Rotation was confusing**
  - Frustrating for seniors with late arrival/early release privileges
- **Shorter periods did not help with attention (87%)**
- **Prefer longer study halls over more often (79.6%)**
- **Primary uses of REBEL**
  - Individual studying (46.1%)
  - Extra Help (25.1%)
  - Small Group studying (13.2%)
- **REBEL Length Too Short**
  - 20 minutes during trial
- **Homework for more classes took longer**



# Student Feedback Summary

- **Highly value simplicity, predictability**
- **More transitions made the day feel longer, more tiring**
- **49 minute periods felt rushed, too short in many cases**
  - Discussions, getting help/attention from teachers
- **Worried about times to complete projects, hands-on activities**
  - Construction, culinary, English came up frequently
- **For students with sports and jobs it felt harder to balance**
- **Social challenges of having rotating lunch groups**
- **Potential loss of REBEL would be difficult, particularly for arts students**
- **Many students did see the benefits of seeing teachers more often and having study halls regularly**
- **Overall, resistance and skepticism to change**



# Staff Feedback Summary

- **Some skepticism about change, with caveats**
- **Frequency of meeting is very important to most, as long as class lengths are sufficient**
- **Prefer to not have different length periods in the same day**
- **Mixed review about rotation of periods**
- **Students' attention with shorter periods:**
  - Improved (39.7%)
  - No difference (31%)
  - Negatively impacted (29.3%)



# Committee Process

- **Analysis and discussion:**
  - Survey and focus group input
  - Review of themes from spring surveys
- **“If not this, then what?”**
  - Review of other potential models that fit needs of NFHS
  - Review of challenges to any change to the schedule
  - Review of timeline in which a change needs to be made for 2024-25
- **Formulation of Recommendation**



# Committee Recommendation

- **A change to the schedule should be made**
  - Greater frequency is valued and desirable by professional staff
  - Moving away from a “pure” A/B block schedule will yield more instructional time
  - Disruptions to continuity have been problematic
- **Feedback from trial and focus groups support the following parameters:**
  - Class lengths the same in a day, not mixed on same day
  - Preservation of REBEL block with student choice/control
  - 60 minute periods seem ideal for most, based on spring surveys, some research
- **Committee looked at a schedule that incorporates feedback, improves on trial**



# Committee Recommendation

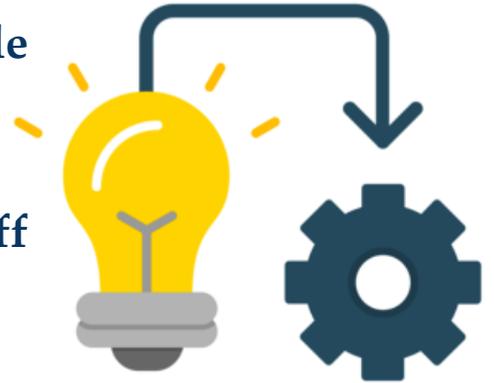
- Plan to move to schedule in 2024-2025 modeled on the Milford, CT high schools
- **6-Day Model**
  - Classes same length on any given day
    - 4 days of classes of ~60 minutes
    - 2 days of current block w/REBEL
  - Increases frequency from current schedule
  - Yields 40+ minutes per class over the 6 days

*\*Note: Image is of schedule at JLHS in Milford.  
NFHS rotation and times TBD*

A	B	C	D	E	F
1	1	1	2	1	2
2	2	3	3	COMMON TIME/ ADVISORY	
3	4	4	4	3	4
5	5	5	6	5	6
6	6	7	7	7	8
7	8	8	8	7	8
4,8	3,7	2,6	1,5	2,4,6,8	1,3,5,7

# Implementation Considerations

- **Potential Impact of later start/end time**
- **Support sharing staff with other schools**
- **Planning for part-time and shared staff within the schedule**
- **Planning for specialized programs such as Child Development, Lifeguard Training**
- **Working with special education, intervention, support staff to structure time with students**
- **Modification of Math Lab model**
- **Strategies and training on maximizing “help” time without daily REBEL block**
- **Deciding to conduct another trial or move forward with planning**
  - Purpose would be focused on troubleshooting, not whether to make change



# Next Steps

## January

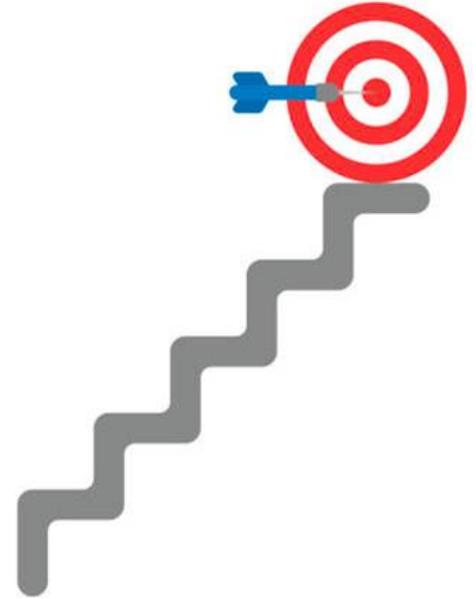
- Administration develops timetable
- Back office entry of schedule into PowerSchool

## February

- Release new schedule to staff for feedback

## March

- Final report to the Board
- Release new schedule to students and families
- Begin scheduling classes for 2024-2025 using new timetable



*Existing policy updated to reflect P.A. 23-150.*

## **Instruction**

### **Distance Education**

#### **Virtual/Online Courses**

The Board of Education believes that distance education through virtual/online courses is an opportunity for enrichment for NFHS students. Online learning has a distinct advantage in that it does not require students to be physically present in the same location as the instructor or other students. Distance education courses are part of New Fairfield's educational program delivery system to increase accessibility and flexibility in the delivery of instruction. In addition to regular classroom-based instruction, students in the district may earn credit through distance education provided by virtual/online courses.

~~Dual instruction is allowed as part of remote learning when it is needed to implement a student's IEP or 504 plan or as part of an intradistrict or interdistrict cooperative learning program for students on school grounds during a regular school day.~~

Dual instruction is allowed as part of remote learning when a Planning and Placement Team (PPT) or a 504 plan determines that remote, interactive engagement constitutes the least restrictive environment (LRE) in which the student's Individualized Education Program (IEP) can be implemented to ensure the student can receive a free appropriate public education (FAPE) or as part of an intradistrict or interdistrict cooperative learning program for students on school grounds during a regular school day.

Any cooperative learning program that provides dual instruction as specified above must be implemented following a MOU between the Board of Education and the applicable bargaining unit.

Virtual schools are educational organizations that offer courses at various grade levels through Internet or Web-based methods. Virtual schools allow students to take courses not currently offered at NFHS and, as such, enrich existing curriculum.

Online courses offered via organizations such as Virtual High School shall not result in a reduction of the current number of electives offered at New Fairfield High School, nor shall it result in the reduction in force of any existing staff.

In order to earn credits in meeting the requirements for high school graduation through the successful completion of on-line coursework, the Board, in compliance with C.G.S. 10-221a (17) shall ensure, at a minimum, that (a) the workload required by the on-line course is equivalent to that of a similar course taught in a traditional District classroom setting, (b) the content is rigorous and aligned with curriculum guidelines approved by the State Board of Education, where appropriate, (c) the course engages students and has interactive components, which may include, but are not limited to, required interactions between students and their teachers, participation in on-line demonstrations, discussion boards or virtual labs, (d) the program of instruction for such on-line coursework is planned, ongoing and systematic, and (e) the courses are (1) taught by teachers who are certified in the state or another state and have received

training on teaching in an on-line environment, or (2) offered by institutions of higher education that are accredited by the Department of Higher Education or regionally accredited; or (3) toward meeting the high school graduation requirement upon the successful completion of the board examination series permitting students in grades 9 through 12 to substitute achievement of a passing score on a series of examinations approved by the State Board of Education for meeting credit requirements for graduation.

## **Instruction**

### **Distance Education**

#### **Virtual/Online Courses (continued)**

If the drop-out rate of the District is determined to have been 8% or higher in the previous school year, the Board of Education shall establish an on-line credit recovery program for those students who are identified as being in danger of failing to graduate. These students, once identified by certified personnel, must be allowed to complete on-line District-approved coursework toward meeting high school graduation requirements. Each high school within the District shall designate, from among existing staff, an online learning coordinator to administer and coordinate the online credit recovery program.

New Fairfield High School students may earn a maximum of six (6) units of academic credits by completing online courses: three (3) through Virtual High School and an additional three (3) with prior approval of the high school principal for other online courses. (NOTE: In light of new legislation, District may need to reconsider “cap” on number of courses.)

One or more of the following conditions must exist for students to register for an online or virtual course:

1. Only students registered at New Fairfield High School may enroll in an online or virtual course for credit.
2. The course or its equivalent is not offered at New Fairfield High School. (In the event of an unavoidable scheduling conflict that would have a negative impact on a student’s academic sequence or ability to complete proscribed graduation requirements, the administration may approve the taking of an online course as an equivalent substitute for a course offered at NFHS.)
3. The course could serve as a supplement to extended homebound instruction.
4. The district has expelled the student from the regular school setting, but educational services are to be continued.
5. The Principal, with agreement from the student's teachers and parents/guardians, determines the student requires a differentiated or accelerated learning environment for a portion of his/her academic program.

As determined by Board/school policy, students taking a virtual course will do the following:

- Adhere to the District code of conduct to include rules of behavior and consequences for violations.
- Adhere to attendance requirements of the District.
- Adhere to the District's Internet policy.
- Adhere to New Fairfield High School's policy on withdrawing from a course.

The school must receive an official record of the final grade before awarding credit toward graduation.

The site-coordinator is responsible for monitoring student progress in a virtual course.

## **Instruction**

### **Distance Education** (continued)

(cf. 6141.321 - Computers: Acceptable Use of the Internet)

(cf. 6141.1 - Independent Study)

(cf. 6146 - Graduation Requirements)

Legal Reference: Connecticut General Statutes

10-221 Boards of education to prescribe rules, policies and procedures.

10-221a High school graduation requirements. (as amended by P.A. 00-124, An Act Concerning High School Diplomas and Veterans of World War II, P.A. 00-156, An Act Requiring A Civics Course for High School Graduation and P.A. 08-138, An Act Concerning High School Credit for Private World Language Courses, Other Subject Areas) and P.A. 10-111, An Act Concerning Education Reform in Connecticut.

PA 22-80 An Act Concerning Childhood Mental and Physical Health Services in School.

**P.A. 23-150 An Act Concerning Schools, Section 12**

Policy adopted: January 5, 2006  
Policy revised: December 4, 2008  
Policy revised: November 4, 2010  
Policy revised: November 3, 2022  
Policy revised:

**NEW FAIRFIELD PUBLIC SCHOOLS**  
New Fairfield, Connecticut

# NEW FAIRFIELD PUBLIC SCHOOLS - 2024-2025 Calendar *Draft*

August (2)				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

22 -23 - New Teacher Orientation  
 26 – First Day for Teachers  
 27 – 28 - Professional Development Days  
 29 - First Day for Students

September (20)				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

2 - Labor Day

October (20)				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

3 – Rosh Hashanah  
 4 – Professional Development Day  
 14 - Columbus Day

November (17)				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

5 - Election Day - Professional Development Day  
 11 - Veterans Day (full day of school)  
 27-29 - Thanksgiving Recess

December (15)				
M	T	W	Th	F
2	3	4	5	6
9	10	11*	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

11 – Professional Learning Day - Early Dismissal  
 23 -31 - Holiday Vacation

January (21)				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29*	30	31

1 – New Year’s Day  
 20 - Martin Luther King Day  
 29 – Professional Learning Day - Early Dismissal

February (18)				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

17 - Presidents’ Day  
 18 – Winter Break

March (20)				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

28 – Professional Development Day

April (17)				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

14-17 – Spring Vacation  
 18 – Good Friday

May (21)				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14*	15	16
19	20	21	22	23
26	27	28	29	30

14 – Professional Learning Day - Early Dismissal  
 26 - Memorial Day

June (9)				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	◆13
◆16	◆17	◆18	◆19	◆20
◆*23	24	25	26	27
30				

12 - Last Day for Students/Staff  
 ◆13 - ◆23 - Snow/emergency days  
 ◆\*23 - Last Possible Day for Students/Staff (includes 7 snow/emergency days) \*Early Dismissal

Inclement weather/emergency days will be made up on June 13<sup>th</sup> through June 23<sup>rd</sup> as needed. If more than 7 days are needed, days will be taken from spring vacation beginning with April 14<sup>th</sup>. The last day for students is expected to be no later than June 23<sup>rd</sup>. Students will not be in school more than 180 days. In the event that any of the teacher work days (11/5, 2/14 & 3/28) must be cancelled, it will be rescheduled for the same day of the week, one week later, and a student day will be added to the end of the school year.

Data Days – If the opening of school is delayed on a Data Day, the Data Day is cancelled, and students will be in school until regular dismissal time.

Approved by the Board of Education:



# NEW FAIRFIELD PUBLIC SCHOOLS

3 Brush Hill Road, New Fairfield, CT 06812  
Phone: 203 312-5770 Fax: 203 312-5609 [www.newfairfieldschools.org](http://www.newfairfieldschools.org)

December 21, 2023

To: New Fairfield Board of Education

From: Kenneth G. Craw, Ed. D., Superintendent

Re: 2024-25 Proposed District Calendar (attached)

## **Background**

Attached please find the recommendation for the 2024-25 New Fairfield Public Schools District Calendar drawn from the work of the NFPS Calendar Committee, a representative body of the BOE, administration, faculty, staff and parents (listed below). The Calendar Committee met on December 4, 2023, and December 20, 2023. The Committee's charge is to analyze options for the 2024-25 calendar and advise the Superintendent on recommendations to the BOE.

NFPS Calendar Committee 2024-25 Members in alphabetical order:

Tammy Allen (NFEA)  
Michelle Brown (NFEA)  
Iowa Cipollone (PTO)  
Linda Cove (Secr. Assoc.)  
Kenneth Craw (Superintendent)  
Kate Mattiace (PTO)  
Scott Rohwedder (NFAA)  
Arlene Rollman (Para Assoc.)  
Ed Sbordone (BOE)

## **Recommended 2024-25 Calendar**

The recommended Calendar for 2024-25 is similar to the 2021-22 Calendar with a pre-Labor Day first day of school for students. For ease of review by the BOE, listed below are the essential points for each month of the proposed calendar.

1. August/September 2024 –
  - a. Three days of teacher preparation (August 26, 27 & 28) precede the first day for students.
  - b. First Day for Students– Thursday, August 29
  - c. One School Closure Day
    - i. Labor Day – Monday, September 2

2. October 2024 –
  - a. Rosh Hashanah - Thursday, October 3
  - b. Professional Development – Friday, October 4
  - c. School Closure – Monday, October 14

Comment: Rosh Hashanah begins at sundown on Wednesday, October 2 and runs until the evening of Friday, October 4.
3. November 2024 —
  - a. Election Day/Professional Development – Tuesday, November 5
  - b. Extended Thanksgiving Vacation –
    - i. No Students or Teachers - Wednesday, November 27
    - ii. Standard Thanksgiving Break – Thursday, November 28 and Friday, November 29.
4. December 2024 –
  - a. Professional Learning Day - Early Dismissal – Wednesday, December 11
  - b. Winter Recess – Monday, December 23 through Wednesday, January 1, 2025
5. January 2025 –
  - a. School Closure - Observe New Year’s Day - Wednesday, January 1, 2025
  - b. Students and teachers return from break - Thursday, January 2
  - c. Dr. Martin Luther King, Jr. Day – Monday, January 20
  - d. Professional Learning Day - Early Dismissal - Wednesday, January 29
6. February 2025 —
  - a. February Break – Monday, February 17 and Tuesday, February 18
    - i. School Closure - Monday, February 17 is Presidents’ Day
    - ii. School Closure - Tuesday, February 18 - Winter Break
7. March 2025 —
  - a. Professional Development - Friday, March 28
8. April 2025 —
  - a. Spring Recess – Monday, April 14 – Thursday, April 17
  - b. Good Friday - April 18
9. May 2025 –
  - a. Professional Learning Day - Early Dismissal - Wednesday, May 14
  - b. Memorial Day – Monday, May 26
10. June 2025 —
  - a. Final Day for Students – Thursday, June 12

Comment: This schedule would provide up to seven days for school closures due to inclement weather. New Fairfield typically wants to have students finished before the final week of June; however, the seventh inclement weather day is listed as Monday, June 23.

Please note the statement at the bottom right-hand side of the proposed calendar regarding loss of school days due to inclement weather:

*“Inclement weather emergency days will be made up on June 13-23 as needed. If more than 7 days are needed, days will be taken from spring vacation beginning with April 14th. The last day for students is expected to be no later than June 23th. Students will not be in school more than 180 days.”*

### **ATTACHMENTS**

1. 2024-25 Proposed District Calendar
2. 2023-24 Current Adopted District Calendar

# NEW FAIRFIELD PUBLIC SCHOOLS - 2023-2024 Calendar *Revised*

August (0)				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

28 -29 - New Teacher Orientation  
 28 or 29 – NFHS Certified Staff Only Reports  
 30 - First Day for Teachers  
 31 – Professional Development Day

September (18)				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

1 - Professional Development Day  
 4 - Labor Day  
 5 - First Day for Students  
 25 - Yom Kippur

October (21)				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	*25	26	27
30	31			

9 - Columbus Day  
 25 - Data Day - \*Early Dismissal

November (18)				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

7 - Election Day - Professional Development Day  
 10 - Veterans Day observed (full day of school)  
 22-24 - Thanksgiving Recess

December (16)				
M	T	W	Th	F
				1
4	5	*6	7	8
11	12	13	14	15
18	19	20	21	*22
25	26	27	28	29

6 - Data Day - \*Early Dismissal  
 22 - \*Early Dismissal  
 25-29 - Holiday Vacation

January (21)				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	*24	25	26
29	30	31		

1 – New Year’s Day  
 15 - Martin Luther King Day  
 24 - Data Day - \*Early Dismissal

February (18)				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

16 – Professional Development Day  
 19 - Presidents’ Day  
 20 - Professional Development Day

March (20)				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	*22
25	26	27	28	29

22 - Data Day - \*Early Dismissal  
 29 – Good Friday

April (17)				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

8-12 – Spring Vacation  
 15-19 – Spring Vacation

May (22)				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	*24
27	28	29	30	31

24 - Data Day - \*Early Dismissal  
 27 - Memorial Day

June (9)				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	◆14
◆17	◆18	◆19	◆20	◆21
◆*24	25	26	27	28

13 - Last Day for Students/Staff  
 ◆14 - ◆24 - Snow/emergency days  
 ◆\*24 - Last Possible Day for Students/Staff (includes 7 snow/emergency days) \*Early Dismissal

Inclement weather/emergency days will be made up on June 14<sup>th</sup> through June 24<sup>th</sup> as needed. If more than 7 days are needed, days will be taken from spring vacation beginning with April 12<sup>th</sup>. The last day for students is expected to be no later than June 24<sup>th</sup>. Students will not be in school more than 180 days. In the event that any of the teacher work days (11/7, 2/16 & 2/20) must be cancelled, it will be rescheduled for the same day of the week, one week later, and a student day will be added to the end of the school year.

Data Days – If the opening of school is delayed on a Data Day, the Data Day is cancelled, and students will be in school until regular dismissal time.

Approved by the Board of Education:  
 Jan. 19, 2023, rev. 3/16/23

*Existing policy updated to reflect P.A. 23-167.*

## **Construction**

### **Extensions/Renovations or Replacements**

### **Indoor Air Quality**

The Board of Education recognizes that the maintenance of acceptable temperature, relative humidity and adequate fresh air ventilation in school buildings is a primary objective in the creation and maintenance of an optimal learning environment.

### **Indoor Air Quality in Existing Facilities**

The Superintendent or his/her designee shall implement an indoor air quality program that provides for ongoing maintenance and facility reviews, in accordance with all applicable state statutes, necessary for the maintenance and improvement of the indoor air quality of all District facilities.

The District shall report biennially, in a manner as required, to the Commissioner of Administrative Services on the condition of its facilities, its long range facilities program, and on its air quality program, and green cleaning program. **The Board must utilize standard reporting forms to conduct and report on both IAQ and HVAC inspections and must provide The Department of Administrative Services (DAS) the completed forms for each school. The forms and/or reports must be made available at a regularly scheduled Board of Education meeting and on the Board of Education/individual school website.**

~~Prior to January 1, 2008 and every three (3) years thereafter,~~ Starting on January 1, 2025 and annually thereafter, for all ~~for any~~ District facilities ~~that has been constructed, extended, renovated or replaced on or after January 1, 2003,~~ the Board of Education shall provide for a uniform inspection and evaluation program of indoor air quality ~~within such buildings, such as complying with~~ the Environmental Protection Agency's **Tools for Indoor Air Quality for Schools Program.**

The results of the evaluation shall be made available for public inspection at a regularly scheduled Board of Education Meeting and also posted on the District's website.

The inspection and evaluation program shall include, but not be limited to, a review, inspection or evaluation of the following:

1. the heating, ventilating, and air conditioning (HVAC) systems;
2. radon levels in the air and water;
3. potential for exposure to microbiological airborne particles, including fungi, mold, and bacteria;
4. chemical compounds of concern to indoor air quality, including volatile organic compounds;
5. pest infestation, including insects and rodents;
6. pesticide usage;

## **Construction**

### **Extensions/Renovations or Replacements**

### **Indoor Air Quality**

#### **Indoor Air Quality in Existing Facilities** (continued)

7. the presence and plans for removal of certain hazardous substances identified under federal law;
8. ventilation systems (i.e. exhaust fans);
9. plumbing, including water distribution systems, drainage systems, and fixtures;
10. moisture incursion (leaks);
11. the facilities' overall cleanliness;
12. building structural elements, including roofing, basements, and slabs;
13. the use of space, particularly in areas designed to be unoccupied; and
14. the provision of indoor air quality maintenance training for building staff.

Heating, ventilation, and air conditioning systems shall be maintained in accordance with the prevailing maintenance systems, such as Standard 62. The Board direct the Superintendent or his/her designee to ensure that such systems shall be operated continuously during the hours in which students or school personnel occupy school facilities except during periods of scheduled maintenance or emergency repairs or at other times when it can be demonstrated that the air supply system meets the Standards 62 requirements for air changes per hour.

Records shall be maintained on the maintenance of the District's heating, ventilation, and air conditioning systems for a period of not less than five years. Such records shall be available to the public upon request.

Prior to January 1, ~~2024~~ 2025, and every five years thereafter, the local or regional Board of Education shall provide for a uniform inspection and evaluation of the heating, ventilation and air conditioning system within each school building under its jurisdiction. Such inspection and evaluation shall be performed by a certified testing, adjusting and balancing technician, an industrial hygienist certified by the American Board of Industrial Hygiene or the Board for Global EHS Credentialing, or a mechanical engineer. Such heating, ventilation and air conditioning systems inspection and evaluation shall include, but need not be limited to:

1. Testing for maximum filter efficiency
2. Physical measurements of outside air delivery rate
3. Verification of the appropriate condition and operation of ventilation components
4. Measurement of air distribution through all system inlets and outlets
5. Verification of unit operation and that required maintenance has been performed in accordance with the most recent indoor ventilation standards promulgated by the American Society of Heating, Refrigerating and Air-Conditioning Engineers

## **Construction**

### **Extensions/Renovations or Replacements**

#### **Indoor Air Quality**

##### **Indoor Air Quality in Existing Facilities** (continued)

6. Verification of control sequences
7. Verification of carbon dioxide sensors and acceptable carbon dioxide concentrations indoors, and
8. Collection of field data for the installation of mechanical ventilation if none exist.

The ventilation systems inspection and evaluation shall identify to what extent each school's current ventilation system components, including any existing central or non-central mechanical ventilation system, are operating in such a manner as to provide appropriate ventilation to the school building in accordance with most recent indoor ventilation standards promulgated by the American Society of Heating, Refrigerating and Air-Conditioning Engineers. The inspection and evaluation shall result in a written report, and such report shall include any corrective actions necessary to be performed to the mechanical ventilation system or the heating, ventilation and air conditioning infrastructure, including installation of filters meeting the most optimal level of filtration available for a given heating, ventilation and air conditioning system, installation of carbon dioxide sensors and additional maintenance, repairs, upgrades or replacement. Any such corrective actions shall be performed, where appropriate, by a contractor, who is licensed in accordance with chapter 393. The local or regional Board of Education conducting an inspection and evaluations pursuant to this subsection shall make available for public inspection the results of such inspection and evaluation at a regularly scheduled meeting of such Board and on the Internet website of such Board and on the Internet website, if any, of each individual school. The local or regional Board of Education shall not be required to provide for a uniform inspection and evaluation under this subdivision for any school building that will cease to be used as a school building within the three years from when such inspection and evaluation is to be performed.

##### **Indoor Air Quality in New or Renovated Facilities**

In order to secure appropriate indoor air quality in District schools, the Board of Education believes that when new facilities are constructed and when existing facilities are renovated, the following requirements shall be specified to the architect or design professional responsible for the construction project:

1. Adhere to the requirements defining minimum air circulation contained in the State Building Code which apply only when constructing new space.
2. The building/space meets or exceeds the ASHRAE (American Society of Heating, Ventilating and Air Conditioning Engineers) 62-1999 standard, "Ventilation for Acceptable Indoor Air Quality," which considers chemical, physical and biological contaminants that can affect air quality as referenced by the State Code adopted pursuant to C.G.S. 29-252.

## **Construction**

### **Extensions/Renovations or Replacements**

#### **Indoor Air Quality**

##### **Indoor Air Quality in New or Renovated Facilities** (continued)

3. Utilizing the ASHRAE 62-1999 standard, achieve a minimum ventilation rate per occupant of 15 cubic feet per minute (cfm) of outdoor air.
4. Design and placement of air handling equipment needs to be done in a manner where it is accessible to inspect and maintain the equipment; therefore, mechanical rooms are desirable versus exposed rooftop units or units hung above suspended ceilings.
5. With increased air flow requirements, attention must be given to the potential of air velocity noise within ductwork.
6. Fresh air intakes must be located, whenever possible, away from all types of vents and exhausts on roofs in addition to any ground level vegetation and any accumulation of water.
7. Air intakes and ventilation windows must be sufficiently distant from bus loops and loading docks.
8. Radon mitigation systems to provide a vapor barrier and protection from under-slab humidity should be a part of new school construction.
9. Attention must be given to the selection of all building materials and finished products which may emit odorous and irritating volatile organic vapors degrading indoor air quality.
10. Reduce the potential of moisture intrusion through appropriately designed pitched roofs wherever possible.
11. Consider the economic feasibility of achieving dehumidification through air conditioning.
12. Install temperature control systems along with energy management systems which monitor temperature and other factors helpful in monitoring and diagnosing heating, ventilating and air conditioning (HVAC) systems.
13. When renovating an occupied building provide for the mechanical control of airborne pollutants associated with the construction process.

## **Construction**

### **Extensions/Renovations or Replacements**

#### **Indoor Air Quality** (continued)

Legal Reference: Connecticut General Statutes  
10-220(d) Duties of boards of education.  
10-231(f) Indoor air quality committees  
10-282(19) Definitions  
10-283 Applications for grants for school building projects  
10-286 (a)(9) Computation of school building project grants  
10-291 Approval of plans and site. Expense limit.  
10-292 Review of final plans by Commissioner of Administrative Services. Exceptions; role of local officials.  
P.A. 09-81 An Act Concerning Cleaning Products in Schools.  
New Fairfield Code of Ordinances  
Section 8: Building Committees, Sec. 2-171  
10-231g Green Cleaning Program at schools: Definitions, Implementation, Notice.  
P.A. 22-118 An Act Concerning the State Budget for the Biennium Ending June 30, 2023.  
**PA 23-167 An Act Concerning Transparency in Education**

Policy adopted: May 1, 2003  
Policy revised: November 6, 2003  
Policy reviewed: June 21, 2007  
Policy revised: December 4, 2008  
Policy revised: December 17, 2009  
Policy revised: June 16, 2016  
Policy revised: June 6, 2019  
Policy revised: December 1, 2022  
Policy revised:

NEW FAIRFIELD PUBLIC SCHOOLS  
New Fairfield, Connecticut

**NEW FAIRFIELD PUBLIC SCHOOLS  
NEW FAIRFIELD, CT**

**GIFTS AND DONATIONS**

This form must be completed and submitted for all in-kind and monetary donations to a school or the district. Donations valued at \$1,000 or more require BOE approval before acceptance of the donation or depositing of funds. A letter of acceptance will be sent by the appropriate staff member with a copy to the superintendent's office.

**DATE:** December 14, 2023

**SCHOOL:** New Fairfield High School

**TYPE OF DONATION AND QUANTITY:** Monetary

**CONDITION/AGE OF ITEM DONATED:** N/A

**DONOR:** Old Timers Athletic Association of Greater Danbury

**SCHOOL'S PLAN FOR USE OF ITEM(S):** For purchase of athletic equipment as needed

**APPROXIMATE VALUE:** \$3,500

The approximate value denoted above has been supplied by the donor. The New Fairfield Public Schools does not attest to the accuracy of this value. It is the donor's responsibility for documentation to support this valuation for tax or any other purposes.

**OLD TIMERS ATHLETIC ASSOCIATION OF  
GREATER DANBURY**

PO BOX 1113  
DANBURY, CT 06813-1113

158

51-7224/2211  
3

12-06-23

Date

CHECK ARMOR

Pay to the Order of New Fairfield High School athletic Dept \$ 3500.00

Three Thousand & Five Hundred & 00/100 -Dollars

Photo Safe Deposit Details on back

**Union**  
Savings Bank

For Athletic Dept/Equip

Theodore L. Lucas

⑆ 221172241⑆ 752 071 1270 0158

Walter J. Offery