

Board of Education
Darien, Connecticut

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**TUESDAY, MARCH 22, 2016
SPECIAL MEETING OF THE BOARD OF EDUCATION**

**PLACE:
DARIEN PUBLIC SCHOOLS'
ADMINISTRATIVE OFFICES
2nd FLOOR CONFERENCE ROOM
7:00 P.M.**

1. Call to order
2. Executive session for the purpose of discussing attorney-client privileged information
3. Adjourn to public session

**REGULAR MEETING OF THE BOARD OF EDUCATION
TUESDAY, MARCH 22, 2016**

**PLACE:
DARIEN PUBLIC SCHOOLS'
ADMINISTRATIVE OFFICES
MEETING ROOM
7:30 P.M.**

TENTATIVE AGENDA

- | | | |
|---------------------------------|-----------------------|-----------|
| 1. Call to Order..... | Mr. Michael A. Harman | 7:30 p.m. |
| 2. Chairperson's Report..... | Mr. Harman | 7:35 p.m. |
| 3. Public Comment..... | Mr. Harman | |
| 4. Superintendent's Report..... | Dr. Dan Brenner | 7:45 p.m. |
| 5. Approval of Minutes..... | Board of Education | |
| 6. Board Committee Reports..... | Mr. Harman | |

**REGULAR MEETING OF THE BOARD OF EDUCATION
TUESDAY, MARCH 22, 2016**

7. Presentations/Discussions:

- a. Presentation and Discus-.... Dr. Brenner/ Mrs. Ellen Dunn 8:00 p.m.
sion on Darien High School
Second Semester Enrollment
Distribution Report
- b. Further Discussion on..... Dr. Brenner
Master Plan - Fields
- c. Discussion and Possible..... Dr. Brenner/
Acceptance of Contemplated Mr. Chris Manfredonia
Gift from Darien High School
Boys Lacrosse Parent
Group
- d. Presentation and Discus-.... Ms. Marjorie Cion
sion of Proposed
Recommended Revisions
to Board of Education
Policies

8. Action Items

- a. Personnel Items..... Ms. Cion 9:30 p.m.
 - i. Appointments
 - ii. Resignations/Retirements

9. Public Comment..... Mr. Harman

10. Adjournment..... Mr. Harman

DB:nv

Revised March 17, 2016

**APPROVED
BOARD OF EDUCATION
Darien, Connecticut**

**MINUTES OF THE SPECIAL MEETING
Tuesday, March 1, 2016**

PLACE:

Darien Public Schools'
Administrative Offices
Board Meeting Room
6:45 p.m.

MEMBERS PRESENT:

Mr. Harman, Chairperson; Mesdames Stein, Hagerty-Ross, McNamara, Sullivan and Zuro;
Messrs. Martens and Burke.

MEMBERS ABSENT:

Mr. Dineen.

ADMINISTRATION PRESENT:

Dr. Dan Brenner, Superintendent of Schools; Dr. Susie Da Silva, Assistant Superintendent of Curriculum and Instruction; Ms. Shirley Klein, Assistant Superintendent of Special Education and Student Services; Mr. Michael Feeney, Director of Finance and Operations; and Ms. Marjorie Cion, Director of Human Resources.

ADMINISTRATION ABSENT:

None.

Mr. Harman called the special meeting to order at 6:45 p.m. and announced that the next regular Board of Education meeting will be held on Wednesday, March 9, 2016 at 7:30 p.m. in the Board Meeting Room.

PRESENTATIONS/DISCUSSIONS.

**DISCUSSION AND POSSIBLE ACCEPTANCE OF CONTEMPLATED GIFT FROM
HINDLEY SCHOOL PTO (File #2468)**

Amanda Smith and Sheila Molloy, Hindley School PTO Co-Chairs, briefly described the playground equipment proposal. Rita Ferri, Hindley School Principal, expressed appreciation for the PTO's generosity.

**** MS. ZURO MOVED TO ACCEPT THE CONTEMPLATED GIFT OF
PLAYGROUND EQUIPMENT FROM THE HINDLEY SCHOOL PTO.**

**** MR. BURKE SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

APPROVAL OF MINUTES.

February 9, 2016 Special Meeting and Executive Session

- ** MR. BURKE MOVED THE MINUTES OF THE FEBRUARY 9, 2016 SPECIAL MEETING AND EXECUTIVE SESSION.**
- ** MS. STEIN SECONDED.**
- ** THE MOTION TO APPROVE THE MINUTES OF THE FEBRUARY 9, 2016 SPECIAL MEETING AND EXECUTIVE SESSION AS SUBMITTED PASSED WITH SIX IN FAVOR AND TWO ABSTENTIONS (McNAMARA AND SULLIVAN).**

February 9, 2016 Regular Meeting

- ** MS. STEIN MOVED THE MINUTES OF THE FEBRUARY 9, 2016 REGULAR MEETING.**
- ** MS. HAGERTY-ROSS SECONDED.**
- ** THE MOTION TO APPROVE THE MINUTES OF THE FEBRUARY 9, 2016 REGULAR MEETING AS SUBMITTED PASSED WITH SEVEN IN FAVOR AND ONE ABSTENTION (McNAMARA).**

ADJOURNMENT.

- ** MR. BURKE MOVED TO ADJOURN.**
- ** MS. McNAMARA SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 6:51 p.m.

Respectfully submitted,

Sarah Schneider Zuro
Secretary

SSZ:nv

Table #2 -- Mean Class Sizes

(Includes data for special education and academic support programs)															
# Sections	# Enrolled	<10	10-14	15-19	20-24	>24	08-09S	09-10S	10-11S	11-12S	12-13S	13-14S	14-15S	15-16S	S-S
English	83	1427	3	14	45	21	0	18	18	18	17	17	17	17	0
Foreign Language	67	1138	3	14	33	17	0	17	18	17	17	17	18	17	-1
Mathematics	76	1421	2	9	28	35	2	17	18	17	19	19	19	19	0
Science	72	1317	3	7	30	34	0	18	18	18	18	18	19	18	-1
Social Studies	74	1446	2	4	28	40	0	19	19	19	19	19	20	20	0
Average							18	18	18	18	18	18	18	18	
Art	28	477	1	4	15	8	0	17	19	18	18	17	18	17	-1
Music	7	242	1	0	0	0	6	27	26	28	30	24	31	35	4
Health Ed/Video	14	249	0	3	6	4	1	16	17	17	16	15	16	18	2
Comp/Business	8	163	0	1	0	7	0	15	18	20	12	20	17	20	3
Physical Education	58	1349	0	2	8	20	28	22	24	23	23	24	24	23	-1
Special Education**	47	248	46	1	0	0	0	5	6	6	8	8	6	5	-2
Academic Support*	6	80	1	0	5	0	0	8	10	11	15	14	14	13	0
* Includes special ed/adaptive / and IDEA															
* Includes Reading/ESL															

Table #3 - Teacher Average Class Load

(Does not include special education or academic support programs)															
	08-09S	09-10S	10-11S	11-12S	12-13S	13-14S	14-15S	15-16S	S-S						
English	88	91	88	89	85	85	86	86	0						
Foreign Language	84	85	89	90	84	87	90	85	-5						
Mathematics	85	87	87	89	93	94	94	94	0						
Science	69	73	73	72	74	72	75	73	-2						
Social Studies	94	103	96	96	97	94	98	98	0						
Average	83.8	87.9	86.7	87.2	86.6	86.4	88.6	87.2							
Comp/Bus/Tech	82	74	87	90	74	82	82	94	12						
Art/Music	89	100	91	103	92	103	103	106	3						

Table #4 - Distribution of Class Sizes																		
(Does not include special education or academic support)																		
	10-11S		11-12S		12-13S		13-14S		14-15S		15-16S							
	#	%	#	%	#	%	#	%	#	%	#	%						
< 16	101	21	118	24	138	32	119	24	118	24	101	21						
16 - 20	203	43	209	42	162	37	196	40	180	37	210	43						
> 20	171	36	165	34	133	31	176	36	193	39	176	36						
Table #5 - Number of Small Classes (under 10)																		
(Does not include special education or academic support)																		
				07-08S	08-09S	09-10S	10-11S	11-12S	12-13S	13-14S	14-15S	15-16S						
		English		8	1	6	3	1	7	1	4	3						
		Foreign Lang		3	5	1	5	4	7	4	2	3						
		Mathematics		10	8	5	6	6	4	6	2	2						
		Science		3	3	5	2	3	5	2	2	3						
		Social Studies		3	1	1	3	3	2	0	2	2						
		Art/Music		2	0	2	1	3	3	4	2	2						
		Bus/Com/Tech		2	2	4	0	2	4	2	1	0						
		Total		31	20	24	20	22	32	19	15	15						

Table #6 - Number of Large Classes (25 or more)												
	2010-11		2011-12		2012-13		2013-14		2014-15		2015-16	
By Size	Fall	SPR	Fall	SPR	Fall	SPR	Fall	SPR	Fall	SPR	Fall	SPR
25 students	10	8	15	12	15	19	19	19	19	13	2	2
26 students	2	0	0	1	0	0	3	2	2	3	0	0
27 students	0	1	0	0	0	0	0	0	0	0	0	0
28 students	0	0	0	0	0	0	0	0	0	0	0	0
Totals	12	9	15	13	15	19	22	21	21	16	2	2
	2010-11		2011-12		2012-13		2013-14		2014-15		2015-16	
By Dept.	Fall	SPR	Fall	SPR	Fall	SPR	Fall	SPR	Fall	SPR	Fall	SPR
English	4	1	4	1	0	1	4	4	6	5	0	0
Foreign Lan	2	2	1	2	3	1	6	4	6	2	0	0
Math	1	1	5	1	7	10	9	12	3	2	2	2
Science	1	1	0	1	0	0	1	0	0	0	0	0
Social Std	4	4	5	4	5	7	2	1	6	7	0	0
Totals	12	9	15	9	15	19	22	21	21	16	2	2
Table #7 -- Guidance Counselor Student Load												
DHS Analysis	2011-2012		2012-2013		2013-2014		2014-2015		2015-2016			
		Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	
Paul Ribeiro, Dir		39	30	31	32	38	37	44	43	37	39	
Meghan Emanuelson								181	181	193	193	
Joan Flaherty		197	196	185	185	190	189	193	195	200	197	
Colleen Mayo		135	140	184	183	192	190	186	186	181	178	
Lisa Messineo		190	187	189	187	186	185	188	188	186	188	
Kaitlin Stanton								192	194	193	193	
Kim Taylor		194	192	183	184	193	192	196	194	187	187	
Deb Webb-Maloney		195	188	192	192	188	190	187	187	182	181	
Total		1332	1311	1328	1325	1355	1345	1367	1368	1359	1356	
Average		185	183	185	185	188	187	189	189	189	188	

DARIEN PUBLIC SCHOOLS

Contemplated Gift Form

Gift intended for:
(Check appropriate responses)

☐ Hindley
☐ Ox Ridge

☐ Royle

☐ Tokeneke

☐ Middlesex Middle School

☒ Darien High School

☐ District

Person(s) or Group Offering Gift(s)

Boys Lacrosse Parent Group

Contact person-This may be a
gift giver or a building administrator

Name Chris Manfredonia

Address Darien High School
80 High School Lane
Darien, CT 06820

Tele. 203-655-3981 x2263

Fax. 203-655-3726

e-mail cmanfredonia@darienps.org

Description of proposed gift(s), including the form in which it (they) will be given (e.g. money, materials, services, etc.) and for what purpose(s). The description has to be sufficiently specific to allow administration to determine whether items 2, 3, or 4 of the guidelines specified in "Administration Regulation JG-Public Gifts to the Schools" apply.

The boys lacrosse team held a fundraiser earlier this month for the purposes of purchasing the following items for the program. The event brought in a total of \$21,425. The money will go towards:

-
- Filming/Editing of games- \$3,405 (to be combined with DYLAx donation)
 - Team Gloves 116 @ \$145/ea- \$16,820
 - Coach bus for longer away games- \$1200
-

Please answer the following questions.

Is the value of the gift(s) \$ 500.00 or more? ☒ Yes ☐ No

Note: If the proposed gift involves donated materials or services, please place an estimated dollar value on them.

If your answer to the previous question is Yes, please check one of the following categories of value for the proposed gift(s):

_____ 500-1,000

_____ 5,000-10,000

_____ 1,000-2,000

_____ 10,000-15,000

_____ 2,000-3,000

_____ 15,000-20,000

_____ 3,000-4,000

_____ x 20,000+

_____ 4,000-5,000

Do not write below this line

Status: Date received by Superintendent_____

Notes on actions by Superintendent of Schools-

Actions, if any, by the Board of Education-

Final disposition of the gift offer-

DARIEN PUBLIC SCHOOLS
Darien, Connecticut

SERIES 4000: PERSONNEL
POLICY 4325

HIRING OF CERTIFIED STAFF

It is the policy of the Board of Education to appoint the most qualified applicants to positions of employment within the Public Schools. The Board of Education shall be responsible for the appointment of all building level and district-wide administrator positions. The Board of Education shall make such appointments in accordance with the procedures set forth in Section 10-151 of the Connecticut General Statutes, and in accordance with any applicable collective bargaining agreement.

It is the policy of the school system to select and assign personnel to any bona fide vacancy irrespective of the employee's race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Darien Public Schools does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. It is the policy of the school system to be in compliance with appropriate Federal Statutes, among them Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Equal Pay Act of 1963 as amended by the Education Amendments of 1972, Executive Order 11246 as amended by 11375, Revised Order #4, and any other applicable legislation.

To help our students develop an awareness of the talents, leadership, and cultures of non-Caucasian groups, the Administration shall make a special effort to recruit and employ representatives of all races.

A variety of academic backgrounds and broad geographical representation are to be sought in the selection of professional staff.

A balance is to be maintained in the employment of beginning and experienced teachers.

Recruitment: Candidates for consideration are to be selected from existing files in the Personnel Office, from area college and university placement offices and from the District's on line application software.

Legal Reference:
Connecticut General Statutes §10-151

ADOPTED BY THE BOARD OF EDUCATION:
Replaces Board Policies GB1, GB2 and GB3

DARIEN PUBLIC SCHOOLS
Darien, Connecticut

Series 4000: PERSONNEL
Policy R- 4375

Darien Public Schools
Hiring Process for Building Level Certified Staff

Each interviewing position will have an Interview Chairperson designated by the Superintendent.

1. The Interview Chairperson will contact HR who will coordinate with the DEA and DAA Presidents for the purpose of screening resumes. HR will communicate with the Interview Chairperson in a timely fashion for the names of those members participating in the resume screening.

Resume Screenings will be conducted (at a minimum) by:

- a. 2 administrators (including the Interview Chairperson);
 - b. 1 -2 members of the DEA; Teachers will have access to Applitrack via the HR Office.
2. An initial screening interview shall be conducted by the Interview Chairperson and at least one other administrator. All internal candidates shall be interviewed at this time.

At the conclusion of the screening interview, the Interview Chairperson will establish a date for the full interview committee and forward the names of successful candidates to HR. HR will contact the DEA and DAA Presidents in a timely fashion in order to gather names for the representatives who will sit on the Full Interview Committee.

- a. The Interview Chairperson and at least one other administrator;
 - b. Two teachers selected by the leadership of the DEA;
 - c. 1-2 parents from the PTO, selected by their leadership.
3. The Full Interview Committee will consist of the following:
4. The Full Interview Committee will recommend appropriate candidates for a demo lesson. At this time, the Interview Chairperson will schedule the demo lesson and the recommendation meeting of the Full Interview Committee that follows. All members of the Full Interview Committee (excluding PTO members) may view the demo lesson. Every effort will be made to have the Assistant Superintendent view the demo lesson.
5. At the recommendation meeting, the Full Interview Committee will select candidate(s) that will be recommended to Central Administration. The candidate(s) names will be forwarded

by the Interview Chairperson to HR, who will schedule the final interview at Central Administration. Prior to the Central Administration Interview, the Interview Chairperson will complete two telephone reference checks and send a summary of those reference checks to HR on the appropriate form.

6. Prior to submission to the BOE, HR will notify the Interview Chairperson of the name of the final candidate to be put on the BOE agenda. The Interview Chairperson will notify all members of the Full Interview Committee.

DRAFT

Darien Public Schools

Hiring Process for District and Building Level Administrative Staff

Each interview position will have an Interview Chairperson designated by the Superintendent. All scheduling will be facilitated by the HR office. Resume screenings will be conducted by the Interview Chairperson and such other administrators and teachers as the Interview Chairman shall deem appropriate.

1. An initial screening interview shall be conducted by the Interview Chairperson and at least one other administrator. All qualified internal candidates shall be interviewed at this time.

At the conclusion of the screening interview, the Interview Chairperson will establish a date for the Full Interview Committee and forward the names of successful candidates to HR. HR will contact the DEA and DAA Presidents in a timely fashion in order to gather names for the representatives who will sit on the Full Interview Committee.

2. The Full Interview Committee will consist of (at least) the following:
 - a. The Interview Chairperson and at least one other administrator Selected by the DAA Leadership;
 - b. The Assistant Superintendent;
 - c. The Director of Human Resources;
 - d. Two teachers selected by the leadership of the DEA;
 - e. 1-2 parents from the PTO, selected by their leadership (Contacted by HR);
 - f. Secretarial/Custodial representative may also be included at the discretion of the Interview Chairperson.
3. The Full Interview Committee will recommend appropriate candidates for a demo lesson, if appropriate. At this time, the Interview Chairperson will schedule the demo lesson and the recommendation meeting of the Full Interview Committee that follows. All members of the Full Interview Committee (excluding PTO members) may view the demo lesson. The Assistant Superintendent for Curriculum and Instruction should view the demo lesson, if possible.
4. At the recommendation meeting, the Full Interview Committee will select candidate(s) that will be recommended to Central Administration. The candidate(s) names will be forwarded by the Interview Chairperson to HR, who will schedule the final interview at Central Administration. Prior to the Central Administration Interview, the Interview Chairperson will complete two telephone reference checks and send a summary of those reference checks to HR on the appropriate form.

5. Prior to submission to the BOE, HR will notify the Interview Chairperson of the name of the final candidate to be put on the BOE agenda. The Interview Chairperson will notify all members of the Full Interview Committee.

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DARIEN PUBLIC SCHOOLS
Darien, Connecticut

SERIES 4000: PERSONNEL
POLICY 4350

HIRING OF NON-CERTIFIED STAFF

It is the policy of the Board of Education to appoint the most qualified applicants to positions of employment within the Public Schools, subject to the provisions of any applicable collective bargaining agreement. The Board of Education shall be responsible for appointments to all positions of employment within the Darien Public Schools which do not require a certificate issued by the State Board of Education.

It is the policy of the school system to select and assign personnel to any bona fide vacancy irrespective of the employee's race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Darien Public Schools does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. It is the policy of the school system to be in compliance with appropriate Federal Statutes, among them Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Equal Pay Act of 1963 as amended by the Education Amendments of 1972, Executive Order 11246 as amended by 11375, Revised Order #4, and any other applicable legislation.

To help our students develop an awareness of the talents, leadership, and cultures of non-Caucasian groups, the Administration shall make a special effort to recruit and employ representatives of all races.

A variety of academic backgrounds and broad geographical representation are to be sought in the selection of staff.

Recruitment: Candidates for consideration are to be selected from existing files in the Personnel Office and from the District's on line application software.

Legal Reference:

Connecticut General Statutes §10-220

ADOPTED BY THE BOARD OF EDUCATION
Replaces Board GC1 and GC2

DARIEN PUBLIC SCHOOLS
Darien, Connecticut

SERIES 4000: PERSONNEL
POLICY R- 4350

Darien Public Schools
Hiring Process for Non-Certified Staff

Each interviewing position will have an Interview Chairperson, who shall be designated by the Director of Human Resources. The Interview Chairperson will screen resumes.

1. Interviews shall be conducted by the Interview Chairperson and such other staff as the Interview Chairperson may appoint. All internal candidates shall be interviewed.
2. The Interview Committee will select candidates to recommend for a final interview at Central Office.
3. Prior to the Central Administration Interview, the Interview Chairperson will complete two telephone reference checks and send a summary of those reference checks to HR on the appropriate form.
4. Prior to submission to the BOE, the Interview Chairperson will notify all unsuccessful candidates and forward all paperwork from the Committee to HR.

DARIEN PUBLIC SCHOOLS
Darien, Connecticut

SERIES 2000: ADMINISTRATION
POLICY 2700

**POLICY REGARDING HOLDS ON THE
DESTRUCTION OF ELECTRONIC INFORMATION AND PAPER RECORDS**

The Board of Education (the "Board") complies with all state and federal regulations regarding the retention, storage and destruction of electronic information and paper records. The Superintendent or his/her designee shall be responsible for implementing administrative regulations concerning the placing of a "hold" on electronic information and paper records that may reasonably be anticipated to be subject to discovery in the course of litigation.

All school officials and employees have a duty to preserve all paper records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation.

The Superintendent or his/her designee shall be responsible for developing and implementing administrative regulations to preserve records, including e-mails and electronically stored information, that could potentially be related to any matter that is currently in litigation or may be anticipated to result in future litigation. Such regulations shall identify those individuals responsible for identifying those matters for which records must be preserved as well as developing procedures, with the help of technical staff, for the preservation of electronically stored information.

Legal References:

Rules 34 and 45 of the Federal Rules of Civil Procedure
General Letter 2009-2 of the Public Records Administrator Record Retention
Schedules Towns, Municipalities and Boards of Education

APPROVED BY THE BOARD OF EDUCATION:

DARIEN PUBLIC SCHOOLS
Darien, Connecticut

Series 2000: ADMINISTRATION
POLICY R-2700

**ADMINISTRATIVE REGULATIONS REGARDING HOLDS ON THE DESTRUCTION
OF ELECTRONIC INFORMATION AND PAPER RECORDS**

I. RECORDS CUSTODIAN – DIRECTOR OF HUMAN REOURCES

These regulations are designed to assist in implementation of Board Policy 2700 regarding holds on the destruction of electronic information and paper records. The director of Human Resources shall be designated as the Records Custodian for purposes of these regulations. The Records Custodian will be responsible for implementation of District policies and regulations for the preservation of paper records and electronically stored information, including e-mails.

**II. HOLDS ON THE DESTRUCTION OF ELECTRONIC INFORMATION AND
PAPER RECORDS**

Upon receipt of notice that the District is involved in litigation as a party to a lawsuit, the District is issued a subpoena by a party to a lawsuit in which it is not a party, or if the District receives information that would lead a reasonable person to anticipate the possibility of litigation, the Records Custodian is to immediately take steps to ensure that any paper records and electronically stored information that could be related to the litigation or potential litigation are preserved from deletion or destruction. Actions to preserve records and electronically stored information shall include, but are not limited to, the postponing or canceling of any automatic deletion of electronically stored information until relevant information and documents can be identified and stored, notification to employees of a “litigation hold” to prevent the deletion and destruction of documents that might be related to the litigation or potential litigation, and the identification of documents and information that are subject to preservation. This litigation hold triggers the duty to preserve documents, such as transitory messages, that otherwise could be deleted under the district’s record retention policy.

The Records Custodian shall issue a “litigation hold” memorandum that specifically describes the types of documents and information that must be preserved and describes how those materials are to be identified, maintained and stored. The memorandum shall specifically state that the duty of preservation is ongoing and that it is the responsibility of employees to continue to identify and preserve relevant documents until notified via a subsequent memorandum that the litigation hold is no longer in effect. All employees who are sent a “litigation hold” memorandum are to acknowledge receipt and understanding of the memorandum in writing, which may be in the form of an e-mail response. A copy of any “litigation hold” memorandum shall be sent to the District IT department.

The Records Custodian shall be responsible for the collection and coordination of the retention of documents that are subject to the litigation hold, including electronically stored information.

DARIEN PUBLIC SCHOOLS
Darien, Connecticut

He/she shall work with the District's IT personnel to ensure compliance with the litigation hold. Specifically, the Records Custodian shall determine the types of electronically stored information that exist and where that information is maintained, identify where both identified paper documents and electronically stored information will be stored, and implement procedures to ensure that District employees are complying with the litigation hold. No system wide process for automatic deletion of electronic information will be implemented while a litigation hold is in effect without prior notice to the Records Custodian and verification by the Records Custodian that the deletion process will not destroy documents or information that is subject to a litigation hold. The Records Custodian may need to periodically reissue the "litigation hold" memorandum and will ensure that the "litigation hold" memorandum is provided to new employees who may have access to relevant information. Finally, the Records Custodian shall ensure that all steps taken by the District to identify and preserve relevant information are documented.

Legal References:

General Letters 96-2, 2001-1, 2009-2 of the Public Records Administrator
Record Retention Schedules Towns, Municipalities and Boards of Education
Rules 34 and 45 of the Federal Rules of Civil Procedure
Silvestri v. General Motors Corp., 271 F.3d 583 (4th Cir. 2001)

ADOPTED BY THE BOARD OF EDUCATION:

PERSONNEL ACTION REPORT

March 22, 2016

Item	Name	Action	Replacing/Location/Position	Effective Date		Tenure Area	Certification Class/Step
				From	To		
Certified Staff							
1	Megan Sylvester	Appointment	New Position/MMS/Remedial Reading Teacher	8/29/2016	6/30/2017	Teacher	Remedial Reading Teacher MA + 30 Step 9
Resignations/Retirements							
2	Kristin Backus	Resignation	High School/Special Education Teacher		4/11/2016		
3	Katherine Stuart	Resignation	High School/Art Teacher		6/30/2016		
4	Brooke Ketcham-Grau	Resignation	Hindley/Elementary Teacher		6/30/2016		
5	Louise Dobson	Resignation	High School/English Teacher		6/30/2016		
6	Linda Solon	Retirement	Tokeneke/Art Teacher		6/30/2016		
7	Robert Ernst	Retirement	Itinerant/PE Teacher		6/30/2016		
8	William Devlin	Retirement	High School/ Social Studies Teacher		6/30/2016		