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Board of Education  
Darien, Connecticut

**WEDNESDAY, APRIL 6, 2016  
SPECIAL MEETING OF THE BOARD OF EDUCATION**

**PLACE:  
DARIEN PUBLIC SCHOOLS'  
ADMINISTRATIVE OFFICES  
2<sup>nd</sup> 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  
WEDNESDAY, APRIL 6, 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  
WEDNESDAY, APRIL 6, 2016**

**7. Presentations/Discussions:**

- a. Discussion and Possible..... Dr. Brenner/ 8:00 p.m.  
Acceptance of Contem- Mr. Chris Manfredonia  
plated Gift from Boys'  
Lacrosse Booster Group
- b. Update on High School Lab....Dr. Brenner/  
Pilot Courses Mrs. Ellen Dunn
- c. Recommendation and..... Dr. Brenner  
Possible Action on  
Establishing High School  
Graduation Date
- d. Update, Discussion and..... Dr. Brenner  
Possible Action on  
Capital Projects specific  
to High School Cafeteria
- e. First Reading and Discus-..... Dr. Brenner  
sion of 2017-18 School  
Calendar
- f. Update on Feedback from... Mr. Michael Feeney  
Transportation Survey
- g. Further Discussion and ..... Ms. Marjorie Cion  
Possible Action on Proposed  
Recommended Revisions  
to Board of Education  
Policies

**REGULAR MEETING OF THE BOARD OF EDUCATION  
WEDNESDAY, APRIL 6, 2016**

**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**

**April 1, 2016**

**APPROVED  
MINUTES  
BOARD OF EDUCATION  
March 9, 2016**

**PLACE:**

Darien Board of Education  
Meeting Room  
7:30 p.m.

**MEMBERS PRESENT:**

Mr. Harman, Chair; Mesdames McNamara, Stein, Zuro and Sullivan; and Messrs. Burke, Dineen, and Martens.

**MEMBERS ABSENT:**

Ms. Hagerty-Ross.

**ADMINISTRATION PRESENT:**

Dr. Dan Brenner, Superintendent of Schools; Dr. Susie DaSilva, 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; Ms. Marjorie Cion, Director of Human Resources.

**VISITORS:**

Approximately 15.

**CALL TO ORDER.**

Mr. Harman called the meeting to order at 7:45 p.m. The next Regular BOE meeting is scheduled for Tuesday, March 22, 2016 at 7:30 p.m. in the Board Meeting Room.

**CHAIRPERSON'S REPORT.**

Mr. Harman thanked everyone who attended the recent Board of Finance public hearing to speak in favor of the BOE budget requests.

**PUBLIC COMMENT.**

There was no one present who wished to address the Board at this time.

**SUPERINTENDENT'S REPORT.**

Dr. Brenner said that it was very encouraging to see such a level of support for the new administration at the Board of Finance public hearing. He also announced that the concession stand will be open for the spring season.

**APPROVAL OF MINUTES.**

## **March 1, 2016 Special Meeting**

**\*\* MS. STEIN MOVED THE MINUTES OF THE MARCH 1, 2016 SPECIAL MEETING.**

**\*\* MS. MCNAMARA SECONDED.**

**\*\* THE MOTION TO APPROVE THE MINUTES OF THE MARCH 1, 2016 SPECIAL MEETING AS SUBMITTED PASSED SEVEN IN FAVOR (HARMAN, ZURO, STEIN, MCNAMARA, BURKE, MARTENS, SULLIVAN) AND ONE ABSTENTION (DINEEN).**

### **BOARD COMMITTEE REPORTS.**

**Facilities Committee** - Ms. Sullivan said that there had been a meeting on February 23rd. Six different proposals for a Master Plan had been submitted earlier and these were reviewed. The Administration subsequently chose KG&D of Mount Kisco, NY to complete the Master Plan for the District.

**C.E.S.** - Ms. McNamara attended the consortium meeting on March 3rd. She said that C.E.S. is working with Sacred Heart on hiring Speech and Language students who will be available to the various Districts.

**Finance Committee** - Mr. Harman said that the Finance Committee met on March 4th and reviewed the transfers that would be presented later in the meeting.

Mr. Harman went on to say that he had the opportunity to speak to the audience at League of Women Voters CDSP Breakfast about the various events in Darien and also give a brief overview of the Budget.

**\*\* MS. STEIN MOVED TO SUSPEND THE AGENDA TO CHANGE THE ORDER OF THE ITEMS.**

**\*\* MR. MARTENS SECONDED.**

**\*\* THE MOTION TO SUSPEND THE AGENDA PASSED UNANIMOUSLY.**

**\*\* MS. SULLIVAN MOVED TO CONSIDER AGENDA ITEM 8A NEXT.**

**\*\* MS. STEIN SECONDED.**

**\*\* THE MOTION TO CONSIDER AGENDA ITEM 8A NEXT PASSED UNANIMOUSLY.**

### **8. ACTION ITEMS.**

#### **a. Personnel Items**

##### **i. Appointments**

##### **ii. Resignations/Retirements**

##### **iii. Leave of Absence**

Dr. Brenner said that he was pleased to present Ms. Shira Schwartz as a candidate for Special Education Program Director. He gave a brief overview of her resume for those present. (File #2469)

**\*\* MS. MCNAMARA MOVED TO APPROVE THE PERSONNEL ACTION REPORT DATED MARCH 9, 2016 AS STATED.**

**\*\* MR. BURKE SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

Ms. Schwartz came forward and said that she was very excited to join the staff in Darien.

The Board then returned to the regular agenda.

## 7. PRESENTATIONS/DISCUSSIONS.

### A. DISCUSSION AND POSSIBLE ACCEPTANCE OF CONTEMPLATED GIFTS FROM BLUE WAVE BOOSTER CLUB AND DARIEN YOUTH LACROSSE (DYLAX) (File #s2470-2472)

Dr. Brenner gave a brief overview of the items noted on the application. He then said that there were two additional gifts of \$5,000 for the girls lacrosse and boys lacrosse teams.

**\*\* MS. SULLIVAN MOVED TO ACCEPT THE CONTEMPLATED GIFTS FROM BLUE WAVE BOOSTER CLUB AND DARIEN YOUTH LACROSSE (DYLAX).**

**\*\* MR. MARTENS SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

### B. DISCUSSION AND POSSIBLE ACCEPTANCE OF CONTEMPLATED GIFT FROM DARIEN HIGH SCHOOL PARENTS ASSOCIATION (File #2473)

Dr. Brenner reviewed the various items that were included in the gift of \$10,500 from the DHSPA.

**\*\* MS. SULLIVAN MOVED TO ACCEPT THE CONTEMPLATED GIFT FROM THE DARIEN HIGH SCHOOL PARENTS ASSOCIATION.**

**\*\* MR. MARTENS SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

### C. DISCUSSION AND POSSIBLE ACTION ON APPOINTMENT OF ARCHITECTURAL FIRM FOR DEVELOPMENT OF MASTER PLAN FOR DARIEN SCHOOL DISTRICT

Mr. Feeney said that there were six responses to the RFP and all six respondents did a tour of the buildings. He said that that Administration was recommending the KG&D as the proposed firm.

Board members' questions and comments and Administration's responses: a) **What is the timeframe of the work that will be done?** (Dr. Brenner said that it was a fairly short timeframe and all six of the firms said that if the District wanted them to deliver they would do so, but it was aggressive from the perspective of their ability to touch base with the constituent groups. Realistically, Dr. Brenner said that the plan could be completed by the end of June.) b) **Do we have a plan that will make sure that the constituents will all know what to do?** (Dr. Brenner said that it would all be laid out for the residents because this is what the particular firm does well.) c) **What is the scope of work?** (Mr. Feeney said that the advertisement included having the firms provide a detailed building survey, which includes having a mechanic engineer looking at each of the buildings as well as including the Early Childhood programs, the adequacy of the instructional space including the classrooms, gyms, the art rooms and the music rooms. They will also be looking at removing the portables from the various locations and the vehicle and pedestrian flows during pick up and drop off times. They will also consider the District's curriculum and how it relates to the various spaces and facilities.) d) **They are also going to be looking at what we may doing with our curriculum in the future.** (Dr. Brenner said that they will be looking at many different aspects such as libraries and media centers.) e) **In other industries, there are firms that are just consultants and then there are firms that are consultants and service providers. Are**

**these folks both?** (Dr. Brenner said that KG&D can do soup to nuts and could build and they could decide if they wanted to, and they could submit a bid.) f) **The relatively short window is because we have a Capital Plan starting in October and the District needs to start working on a budget for 2017-18.** (Dr. Brenner said that KG&D understands this and this is one of the reasons that the Capital Projects list contained projects that needed to get going this year because the Board knew that those projects would not impact the other remaining set of projects that they will be looking at.)

**\*\* MS. SULLIVAN MOVED TO APPROVE THE APPOINTMENT OF KG&D AS THE ARCHITECTURAL FIRM FOR DEVELOPMENT OF A MASTER PLAN FOR THE DARIEN SCHOOL DISTRICT.**

**\*\* MR. DINEEN SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

Dr. Brenner said that as the Administration receives updates, they will inform the Board and will also post them on the website.

#### **D. INTERIM PROGRESS REPORT ON 2015-2016 DISTRICT GOALS AND OBJECTIVES** (File #2474)

Dr. DaSilva said that the Administration was very proud about the collaboration and accomplishments during this past year. She presented a detailed report of the progress to date.

Board members' questions and comments and Administration's responses: a) **When you are talking about RTI and SRBI K-8 universal screeners, does the staff have more distinct guidelines when a child should be recommended for Tier 1 or Tier 2? And if so, how do you know it is happening?** (Dr. DaSilva said that the staff does have clearer guidelines that will evolve as more data comes in from the universal screeners. When a student is not performing to the various benchmark data, teachers will look at the work and based on the universal screener in language and math, the teacher may recommend the student will have a Tier 1 goal. Then based on the teacher's progress monitoring data, the student could move into a Tier 2 level. We also look to see if the students are receiving the support they need. The criteria was created and the students' progress was reviewed to see if they qualified.) b) **Based on the criteria for math or ELA, does anyone else see this data? The classroom teachers or the Administration?** (Dr. DaSilva said that there is a structure for the SRBI meetings, including who should attend and the staff will review the information with the parents at the various meetings.) c) **But this is predicated on the teacher bringing the information to the staff.** (Dr. DaSilva said that the interventions are driven by the data. We have our collective benchmarks that we look at, so it is not necessarily based on the teacher informing the staff that the student needs help.) d) **Have you been able to make any preliminary observations based on the data?** (Dr. DaSilva said that there had been some observations based on last year's data, for example, on one of the universal screeners on nonsense word probes, we noticed the first graders did not perform as expected on that probe, but they also haven't had foundations. The kindergarten students did perform as expected since they had received foundations work. Next school year, the first graders will have the foundations and the staff will see that the students have an awareness of phonics that will be reflected in the change in data.) e) **What about SRBI behavior training?** (Dr. DaSilva said that the behavior was not included because it was not part of the goals this year. The SRBI is based on having a core curriculum. The District has a core curriculum in reading, writing, mathematics, and ELA. With behavior, it runs under the same assumption, that there is a core curriculum. If the core curriculum isn't working, then the staff moves towards this intervention or that intervention. The staff is working on developing this resource. The work around RTI is based on basic social skills that most students should respond to and a small percentage will

not.) f) **How are grade level leaders awarded their position?** (Dr. DaSilva said that it comes up for renewal each year and the teachers can express their interest. There is a description of the position. In the past, the role of the grade level leaders has varied, due to the fact that there were different people in the Administration and on the Board.)

Mr. Feeney then reviewed the Business District Goals, which include the health insurance benefits and the transitions to zero based budgeting.

Ms. Cion reviewed the Human Resources District Goals with the Board.

Dr. Brenner then reviewed the Community District Goals along with Facilities and Technology District Goals.

Board members' questions and comments and Administration's responses: a) **Parents have questions about placement. Is there a way to get a simple flow chart for the parents to show what their child needs for things like English pre-requisites? What are the paths for a parent to get their child into an advanced course?** (Dr. Brenner said they exist for the high school, but wasn't sure that it exists for the middle school. He made a note of that.) b) **Regarding the platform for devices at the high school, how close are they to making a selection?** (Dr. Brenner said that the staff is working on this. He said that the Committee had chosen iPads with keyboards. He said that he expected that by the end of the school year, the staff will have solidified this and the District will purchase the items over the summer.)

Ms. Klein then spoke about the Special Education District Goals.

Board members' questions and comments and Administration's responses: a) **Is there any update from the State about rolling back the kindergarten enrollment date?** (Ms. Klein said that she had not been aware of any changes yet.) b) **Regarding the workshops with the parents, what is the participation level of the parents at these workshops?** (Ms. Klein said that there had been excellent attendance. She thanked SEPAC for their excellent advertising and said that the workshops were being offered both during the day and at night. She went on to say that she and Dr. DaSilva had been able to provide the same training for the Special Education teachers, the same support and training that the general education teachers have received. This has been very well received.)

#### **E. VERBAL UPDATE ON KINDERGARTEN ENROLLMENT FOR 2016-2017**

Ms. Laura Straiton came forward and announced that there were 305 students enrolled for the fall. It was noted that Tokeneke and Royle were close to capacity.

Board members' questions and comments and Administration's responses: a) **Much of our planning is determined by enrollment. For those parents who haven't registered, it would be good to register soon because it helps so much with the planning and teacher recruitment.** (Dr. Brenner said this is a bit unique to him and he was not used to having the kindergarten numbers with such a wide variable. After he reviews the data again, Dr. Brenner said that he would begin work on being more aggressive earlier for the very reasons that were mentioned. The numbers complicate things because some enrollment numbers are staggeringly low, so the Administration wonders if they have over-estimated. The Administration needs to encourage people to register promptly.) b) **Since Holmes is already at their projection, do we have concerns about space?** (Mr. Feeney said that with the current projection of 74, there should be enough space.) c) **Do we connect with the local brokers? Does something go out to them when there is a closing on a house or a welcome packet?**

(Dr. Brenner said that giving information to the brokers would be fine, but it would be more important to give information to the nursery schools.)

*Ms. Sullivan left the meeting at 9:36 p.m.*

## **F. DISCUSSION OF REVISED MASTER PLAN – FIELDS** (File #2475)

Dr. Brenner then displayed the site plan for the high school including all the athletic fields and potential improvements. He gave the Board a quick background of the Master Field Plan and indicated where the changes were being considered.

Dr. Brenner said that the DAF had not persuaded him to recommend this plan and he was making his decision based on the fact it makes sense for the Darien community. He said that there were people who were upset about the lighting on the athletic fields. It's not just about putting up lights and letting anyone control the key, but about having clear regulations regarding their use. One major factor that Dr. Brenner noted was that DHS is already using lights on the fields. The staff blocks the cafeteria windows so they don't reflect the glare at neighboring homes. If the Administration comes up with sensible rules and regulations about how the lights are used, then the students will be able to utilize their own field. As a high school principal, Dr. Brenner said that he was not a big fan of lights because they can cause discipline issues. However both sides of the issue have to be weighed and that's not a reason not to have lights. It's a reason to have a firm policy about the lighting and its use. It is obviously a Board decision. The recommendation from the Administration is to move forward with this plan. It is time to weigh in on the lights.

Board questions and comments and Administration's responses: a) **This is the recommendation of how we should be considering the Master Plan?** (Yes.) b) **I assumed that KG&B will consider the traffic patterns and this as part of their plan?** (Yes. They should take a look at the traffic patterns as part of the Master Plan. Dr. Brenner said that he was not sure how much more room there would be for fields. Now it appears to be more of a cultural decision rather than an architectural decision. However, the plan should take a look at the traffic patterns and offer suggestions because that is part of the assessment for the Master Plan.) c) **Regardless of the decisions down the road, the proposed Stadium turf replacement and the work on Stadium East will not impact the other projects?** (Stadium East was approved by the Board and that project is going to EPC and Planning and Zoning. When the capital projects are approved, the work will start in the summer, so those projects are independent of anything else.) d) **What about emergency access?** (Dr. Brenner indicated where the access road would be on the site plan. He also mentioned a previous suggestion about tenting the bleachers. It was discovered that there would not be enough room to do this and still maintain emergency access.) e) **I support your recommendation about the lights. In theory and in concept, the time has come to vet this issue and it is obviously time to move forward. There's a lot to think about in terms of sequencing and how things get done. The suggestion about having a field done at the Middle School is intriguing. I applaud the thoughtfulness of this plan.** f) **I accept your recommendation for lights. I think that the turf field at the middle school might be better off at the old senior center. We should look at what is going on there.** (Dr. Brenner said that from a staging perspective, the last thing that would be done would be the turf field at Middlesex. He then indicated on the site plan where the JV baseball field would be and the new grass field, along with the additional 41 parking spaces. He said that the Athletic Department staff was not thrilled with the new proposal but added that the JV field would be one of the best in the county. This is a Master Plan and there are always pros and cons to them.) g) **You talked about people parking on the grass. I would recommend that you reverse your stance about parking all along that area and make it parking on both sides.** ( Dr. Brenner said that the staff did consider that, but the road was not wide enough. He also pointed out

that the running path skirts that area.) h) **I would then suggest that barriers be put in place to prevent parking there. Parking on the grass is very sought after and if we think about the traffic flow, people avoid driving through the middle area. Eliminating the parking will force everyone to drive around. Right now, the drivers are only using a 1/3rd of the flow. Eliminating the parking will double the traffic flow because the people who used to park there are now circling the entire route.** (Dr. Brenner asked if this was in reference to a weekend event. He was told this was so.) i) **When you have different events at the high school, people realize you can park there, walk through and then get out quickly.** (Dr. Brenner agreed that it did make great sense. The problem is that how the track lays out. He said that he didn't have a good solution because traffic is obviously a major issue, but one consideration would be how to prevent people from parking their SUVs on the cross country track. He said that there was a gully that is used as a catch basin that funnels the water from the area, under the road and to the wetlands on the site. He said that he had not been aware of the traffic pattern.) j) **Will the track be like the gift from the DAF where the DAF took the project through the Town approval process and then the Board accepts the completed project at the end?** (Dr. Brenner said that the current process is structured so that the donor enters into an agreement with the Board about what they would do, including proof of financing and final approval of the plan. The group would do the work and the end product would be turned over to the District.) k) **So what you have described here, the tennis courts, the turn around, and the track, what has the DAF pledged at the time, versus the District?** (Dr. Brenner said that the only thing that is owned by the District in this project is the Stadium. Everything else on the plan was being donated. The DAF has not raised all the funds for these projects, yet. If the Board gives the DAF conditional approval for the track, Dr. Brenner said that he believed that they would be able to show they had the funding for that project, also.) l) **And the tennis courts also?** (Dr. Brenner said that the tennis courts would be included in the next phase. He said that he had asked them to do the various projects in parts. The track, the stadium lighting and the traffic loop are all part of Phase 1. After that, they would probably do the tennis court, the field and the parking. The last phase would be the Middlesex turf field.) m) **But the review process for the track will be complicated.** (Dr. Brenner said that up until the moment that the Board gives them approval, nothing will have been done. However, the track will have some interesting moments with the EPC because of the wetlands and through P&Z. And the DAF fully understands this. Those are two major hurdles, and the Dillard property is also mixed in. So there's a lot of political navigation that has to take place for the track. There will also be plenty of political navigation for the lights. There's a lot of information here to process but there is a write up and a photo for you to review. Dr. Brenner said that this item would also be included on the next meeting for another round of conversation.) n) **We have the ability to order the priorities.** (Yes.) o) **We could say that the Land Use items related to the perimeter properties and wetlands will take a great amount of time, so we could ask that they put the lights before the track.** (Dr. Brenner said that the Board could prioritize the projects. Both Stadium East and the traffic loop have already been approved. The next question is which one should be handled. That will be driven by how much money they have for each of the projects. Mr. Harman pointed out that there was also a process where the Board must review and approve the projects. The Board has to look at these projects strategically because many of the projects are outside of their area of control. Dr. Brenner said that there were also factors to consider regarding when these projects are done. The track would have virtually no impact on space, but the tennis courts would have a large impact. If the parking is a priority to the Board, then that might be something the Board would tell the DAF is important.) p) **But this is the time when the administration is coming to the Board to present this whole plan and this may be what we have been missing these last few years. It's a wonderful way to talk about things and puts them all in perspective. Now we have it here.** (Dr. Brenner agreed and said that the point of a Master Plan is to tell everyone what the area will look like in the end. There are phases to getting to the end goal and the Board has control over that.) q) **It's a really nice step because we can have these discussions now.** r) **Just to clarify, exactly what is the next step?** (Dr. Brenner said that the next step would be for the Board to digest all the material and for the community to come and weigh in. These are volatile topics and we have to make

sure this is what we want. There may be more people at the next meeting and the Board may have to discuss this at the following meeting, also. Mr. Harman added that it would be good to clarify the process involved for items like the track. He added that the Board will have to look at the steps involved in getting the lights, but reminded everyone that they had some history there. Dr. Brenner said that this was really just the introduction. He encouraged everyone to write down their questions and send them to Mr. Harman with copies to the other Board members. Mr. Harman would then turn them over to Dr. Brenner and Mr. Lynch. Dr. Brenner reminded everyone that they cannot answer the questions via email. However, this will give the administration a basis to assemble the information for the Board at the next meeting. Mr. Harman said that it would be good to contact Planning and Zoning for more information, also. With the high level of sports participation, our facilities get a lot of use.)

**G. REPORT ON 2015-2016 DISTRICT BUDGET AND ACTION ON BUDGET TRANSFERS** (File #s 2476, 2477)

Mr. Feeney presented his report to the Board. (File # 2476)

Board questions and comments and Administration's responses: a) **Are there warranty claims for the Holmes boiler?** (Dr. Brenner said that the Administration has struggled with this. It is because the fuel has been dirty and this is the second time it has happened. It's a very expensive repair. The claim is still unclear.) b) **Summer school always becomes an interesting budget issue along with the excess costs.** (Mr. Feeney agreed that the number is expected to arrive in early May. The original projection from the State is between 72% and 73% reimbursement.)

Mr. Feeney then presented the transfers as outlined in the Memo dated March 2, 2016 (File #2477)

**\*\* MS. STEIN MOVED TO APPROVE THE BUDGET TRANSFERS AS OUTLINED IN THE MEMO DATED MARCH 2, 2016.**

**\*\* MR. MARTENS SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**H. UPDATE ON PERSONNEL SEARCHES**

Ms. Cion presented her report to the Board on the search process that included a review of applications interviews with the various Executive Boards at both schools and the PTAs for their input.

Board questions and comments and Administration's responses: a) **With the fifteen applications that you are reviewing, what is the ratio of internal candidates?** (Ms. Cion said that there were no internal candidates.) b) **You said you met with the Executive PTO Boards of the two schools and one Board chose to do a Parent Survey while the other one did not? Would it behoove us to do the Parent Survey in both?** (Dr. Brenner said that the point was that the Administration had allowed the groups to make the decision. It is structured now so that the administrators chose the administrators to sit on the committee, the teachers' union chose their representative and the parents chose theirs. Each of the units were at the meeting. While I was surprised, it was what they decided.)

**PUBLIC COMMENT.**

Ms. Susan Vogel of Linda Lane came forward to address the Board. She said that with the Master Plan for the fields at the High School, there has been a strong emphasis on field sports, but it would be nice if the Board looked at the cross country track and the two additional tennis courts as being more of a priority since they address the needs of the athletes that don't happen to play field sports. She pointed out that some of the athletes have not benefited from the upgrades for the field sports and asked the Board to consider this.

Ms. Vogel said that regarding the parking issue, she disagreed with Dr. Brenner about the amount of parking that occurs when the PTO meetings are held. The parents attending the PTO meetings park in the bus loop. They don't park on the grass, illegally or outside the perimeter of the oval. That type of parking happens when there are sporting events or weekend activities at the high school.

Dr. Brenner replied that he did not mean to imply that there was a problem with the PTO parking, but that parking was stretched at those times. When there are 150 people in the auditorium, parking gets tight. He said he was looking to make the parking easier. Ms. Vogel said she understood and that the PTO had only one meeting that drew more than 80 people. During the daytime regular meetings the attendance ranges from 40 to 80 parents.

At the PTO Executive Board Meeting earlier in the day, two things came up when the Board discussed the BOF budget public hearing. One thing was turf fields and the other was the lighting. With respect to the turf fields, there were questions asked by the Executive Board about whether or not the BOE was looking at alternatives to turf fields. Ms. Vogel said that she had sent something to Dr. Brenner and Principal Dunn regarding the fields. New Canaan and Greens Farms Academy are looking at alternatives of organic infill to turf fields. It may be because that NBC decided to cover this recently.

Regarding the lights, one of the parents asked if when the cafeteria expansion happens, the new windows would be anti-glare, so that regardless of what kind of lights are used, the glare problem will be handled.

Dr. Brenner said that the turf fields technology was evolving. The infill used at the time had been tested and proven not to be unsafe for use. Now an impact rating has been added to decrease the number of concussions. Since then, the cork infill originally was not as good as the regular infill. Now that has changed. Dr. Brenner said that he had spoken with the DAF and that it would cost an additional \$50,000 for the cork infill.

Ms. Jill McCammon of Old Kings Highway South came forward and said that she had received questions from parents about SRBI and what they were supposed to do. She asked if there were new guidelines about the interventionists and how to have the conversation with them. Dr. DaSilva said that she would encourage any parent to ask the teachers what the outcomes were and whether or not there were any concerns about receiving extra help.

Ms. McCammon said there had been questions about how long a student should be in any given Tier. Dr. DaSilva said that she had addressed this earlier in the school year. Part of the challenge is that there are recommended time frames, but the reality is that it depends on the student's progress and whether the intervention has been executed with fidelity. There may be variables as to why the student may not have attained the goals that should have been achieved. If a student in RTI for 12 weeks has made very little progress, the conversation would be different than if a student had been in RTI for 14 weeks, but is making major strides. The rate of progress is one indicator, but the assessments have to be done on a student by student basis. The conversation has to be held by the school principal, the student's teacher and the SRBI specialist.

That is part of their role to help the parents understand whether the intervention is working, not working and whether to change the Tier. Children are complex and there are many different variables.

Ms. McCammon said that she had seen significant coverage in the Times about social/emotional learning and wanted to know if this was the same as the behavior curriculum. Dr. DaSilva said that this was so and it would have implications on RTI for behavioral aspects.

Ms. McCammon asked if the parents are aware of the names of the administrative designees for Special Education, particularly at the secondary level. Ms. Klein said that it was Michael O'Neill at the middle school level and added that she would make sure that everyone was aware of it.

### **ADJOURNMENT**

**\*\* MR. DINEEN MOVED TO ADJOURN.**

**\*\* MR. BURKE SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 10:35 p.m.

Respectfully submitted,

Sarah Schneider Zuro  
Secretary

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS  
DARIEN PUBLIC SCHOOLS  
Darien, Connecticut**

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**DATE:** March 29, 2016

**TO:** Board of Education

**FROM:** Dan Brenner, Superintendent of Schools

**RE:** Recommendation for Establishing a Firm Graduation Date

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Connecticut General Statute 10-161 specifically provides that a Board of Education may, after April 1<sup>st</sup>, establish a firm graduation date and stick to it, even if school days are cancelled later. As long as the school calendar shows 180 days of school at the time the firm date is set, school districts may hold graduation on that date, even if school is cancelled due to weather or other emergencies. Naturally, school days for non-graduating students would still need to be held to meet the 180 day minimum. Also, even if graduated, seniors are expected to be “invited” back to complete any school days missed due to unforeseen emergencies.

In keeping with the intent and spirit of the foregoing, it is my recommendation that the Darien Board of Education formally vote to establish Thursday, June 16, 2016 as the firm graduation date for Darien High School seniors. That date is the 180<sup>th</sup> school day following the start of school, which this year was Monday, August 31, 2015.

DB:nv

**DARIEN PUBLIC SCHOOLS**  
**Darien, Connecticut**

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**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**

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**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 Darien 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 and gender diversity 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**

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**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 Darien 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 and gender diversity 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 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 (4<sup>th</sup> Cir. 2001)

ADOPTED BY THE BOARD OF EDUCATION:

**PERSONNEL ACTION REPORT**

**April 6, 2016**

Item	Name	Action	Replacing/Location/Position	Effective Date		Tenure Area	Certification Class/Step
				From	To		
<b>Non-Certified Staff</b>							
1	Kayla Coker	Appointment	New Position/CO/Student Transportation Driver	3/28/2016	6/30/2016		
<b>Resignations/Retirements</b>							
2	Kim Taylor	Retirement	High School/Guidance Counselor		6/30/2016		