

Board of Education
Darien, Connecticut

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TOWN CLERK'S OFFICE
DARIEN CT.

**TUESDAY, APRIL 26, 2016
SPECIAL MEETING OF THE BOARD OF EDUCATION**

**PLACE:
DARIEN HIGH SCHOOL
ROOM F033
6:30 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, APRIL 26, 2016**

**PLACE:
DARIEN HIGH SCHOOL
AUDITORIUM
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, APRIL 26, 2016**

7. Presentations/Discussions:

- a. Discussion of Capital..... Dr. Brenner 8:00 p.m.
Project Adjustments
- b. Discussion and Possible.....Dr. Brenner/
Acceptance of Contem- Mr. Richard Sadlon
plated Gift from Music for
Youth for Middlesex
Middle School
- c. Presentation, Discussion..... Dr. Brenner/
and Possible Approval of Dr. Debi Boccanfuso
Middlesex Boston Field Trip
- d. Presentation, Discussion.....Dr. Brenner/
and Possible Approval of Dr. Boccanfuso
Middlesex Colebrook/
Ivoryton Field Trip
- e. Update and Discussion on..... Mrs. Shirley Klein
Extended School Year
Program
- f. Update on Elemen-..... Dr. Susie Da Silva
tary, Middle School and
High School Enrollment for
2016-2017
- g. Acceptance of Softball Field... Dr. Brenner
at Darien High School

**REGULAR MEETING OF THE BOARD OF EDUCATION
TUESDAY, APRIL 26, 2016**

7. Presentations/Discussions (cont.)

- h. First Reading and Discus-..... Dr. Brenner
sion of 2017-18 School
Calendar
- i. Presentation and Action on.....Dr. Da Silva
Elementary Parent Conference
Days for 2016-17 School Year
- j. Further Discussion and Ms. Cion
Possible Action on 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
 - iii. Non-Renewal of Certified
Staff Working Under
One-Year Contracts and
Long Term Substitutes

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

10. Adjournment..... Mr. Harman

DB:nv
April 21, 2016

**APPROVED
MINUTES
BOARD OF EDUCATION
March 22, 2016**

PLACE:

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

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Ms. Sullivan.

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 20.

CALL TO ORDER

Mr. Harman called the meeting to order at 7:41 p.m. The next Regular BOE meeting is scheduled for Wednesday, April 6, 2016.

CHAIRPERSON'S REPORT

Mr. Harman thanked everyone for coming out for the Facilities Tour. Mr. Harman said that he was waiting for confirmation on a work session with the BOF on March 31st.

PUBLIC COMMENT

Mr. Scott Overbeck came forward and thanked Dr. Brenner for the new plans for the DHS athletic fields. He said that he lives closest to the field and was supportive of the plan. He said that there should be an acceptable plan for everyone involved. The positives outweigh the negatives.

Ms. Justine Stewart came forward and said that she had lived in Darien for 16 years and has 5 children in the Darien Public Schools. (See attached.)

Ms. Jerre Skeats came forward and said that she had two children that have gone through the schools. She said that she had seen the fields improve and would like to thank Dr. Brenner for his leadership. She thanked him for his thoughtfulness and future vision. Ms. Skeats said that she also would like to thank the Board.

SUPERINTENDENT'S REPORT

Dr. Brenner mentioned this was his first official tour of the District facilities with the community and he was pleased with all those who turned out. He thanked everyone for their efforts.

The high school counseling center has been recognized as the best counseling center in the State. Dr. Brenner reminded everyone that there was no school on Good Friday and there would be Professional Development on Monday, so the students have a long weekend. Dr. Brenner said that the high school play, *Singing in the Rain*, was excellent and gave a shout out to those involved.

APPROVAL OF MINUTES

- ** MS. STEIN MOVED TO APPROVE THE MINUTES OF THE MARCH 9, 2016 SPECIAL MEETING AND EXECUTIVE SESSION.**
- ** MR. DINEEN SECONDED.**
- ** THE MOTION TO APPROVE THE MINUTES OF THE MARCH 9, 2016 SPECIAL MEETING AND EXECUTIVE SESSION AS SUBMITTED PASSED UNANIMOUSLY.**

- ** MR. DINEEN MOVED TO APPROVE THE MINUTES OF THE MARCH 9, 2016 REGULAR MEETING.**
- ** MS. MCNAMARA SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

BOARD COMMITTEE REPORTS

There were no Board Committee reports at this time.

PRESENTATIONS/DISCUSSIONS

A. PRESENTATION AND DISCUSSION ON DARIEN HIGH SCHOOL SECOND SEMESTER ENROLLMENT DISTRIBUTION REPORT (File # 2478)

Dr. Brenner said that Principal Dunn would be presenting the report. She then reviewed the data in the spreadsheets.

B. FURTHER DISCUSSION ON MASTER PLAN – FIELDS (File #2479)

Dr. Brenner then narrated a PowerPoint presentation with the proposed changes for the various projects. Stadium East and the new parking loop are scheduled to begin construction this summer. He cautioned everyone that last summer was a dry summer and that if it rains a great deal this coming summer, the construction could be delayed.

Board questions and comments and Administration's responses: a) **As we add the Stadium East field, there will be more vehicles. Where did people park this weekend?** (Dr. Brenner said that the attendees were directed to parking areas. There was parking by the gymnasium. He pointed out that the ultimate goal was to have people parking where they were supposed to be parking.) b) **Would you speak about the grass tennis field and the turf field at Middlesex?** (Dr. Brenner said that the freshman athletes were already using that

field. However, he pointed out that the field needs work and will be in better shape.) c) **What about the grass field at the high school?** (Dr. Brenner said that it would be used as a small sized practice field.) d) **Is this partnering including the expense of the police and putting out the cones?** (Dr. Brenner said that they were partnering in the expense and that DYLAX was fully committed to this plan. It is a community facility and the District never wants to be in a position where an emergency vehicle could not get through.) e) **What about the dogs?** (Dr. Brenner said that one of the police officers was telling people about the policy for dogs.) f) **Would you review the reasons why the two tennis courts are facing different directions?** (Dr. Brenner said that there have been conversations about the type of surface and where the sun will be. There are rules about where the home plate for baseball could be, along with how the football fields can be located. The courts are situated to fit the space. It is better than it was but it is not optimum.)

Mr. Harman said that if anyone from the public had questions, they should send them to him to pass along.

Dr. Brenner said that the next step would be to come back for approval for the plan in concept. This is part of the District partnering with the DAF. This allows the DAF to continue to fund raise. Ms. Hagerty-Ross expressed concern about what would happen if there were issues that happened which would prevent part of the project from being completed during the advanced design stage. Dr. Brenner explained that the DAF has to fund raise with the acknowledgement that the Board could reject one of the various projects. He said that he wanted to see Stadium East and the turn-around completed before starting any of the other projects. Ms. Hagerty-Ross asked whether there should be a sense of the Board in terms of the overall projects because there were no specific details. Dr. Brenner said that he was trying to do this in a way that would allow the DAF to fund raise without infringing on the Board's authority. He pointed out that there were a number of hurdles for the running track, but if the EPC says "no" to the running track, that would be the DAF's issue.

Board questions and comments and Administration's responses: a) **In thinking about the concept of the Master Plan, the Administration has come to the Board and said that this would be great in a perfect world. There are many things that have to be considered along the way. The projects would be subject to the approvals and eventually approved by the Board.** (Dr. Brenner said that there was no decision to be made tonight. He said that he would speak with the District's Counsel to discuss the concept of raising funds for a plan that may or may not be able to be implemented.) b) **To clarify, is it the funds that the Board will be receiving or the projects?** (Dr. Brenner said that it would be the project and it would be critical to make sure that the project ends up being what the District expects. With the oval, there was a meeting every Tuesday morning with Mr. Lynch, Mr. Feeney and Mr. Manfredonia to update everyone about all the developments. There were no surprises when using this process.)

C. DISCUSSION AND POSSIBLE ACCEPTANCE OF CONTEMPLATED GIFT FROM DARIEN HIGH SCHOOL BOYS LACROSSE PARENT GROUP (File # 2480).

Mr. Manfredonia came forward to present the item to the Board.

Board questions and comments and Administration's responses: a) **Are the coach buses being used in lieu of the school buses?** (Mr. Manfredonia said that for the longer trips, the team has requested a coach bus. The team picks up the difference between what the school bus would cost and the cost of the coach bus.) b) **I know the girls recently had their fundraiser. Have you received any information from them?** (Mr. Manfredonia said that the total amount was not as high as the boys.) c) **Is there a gift coming forward?** (That is something we have to discuss with Dr. Brenner about future gifts. Dr. Brenner said that this was something that was being reviewed very closely and he expected to share some information about the process of accepting gifts in the

next six weeks. However, until then, the gift process will remain as it has in the past. The expectation is that there will be some changes.) d) **There have been struggles with issues of equity and fairness.** (Dr. Brenner said that he wanted to be completely transparent and the District was in the midst of an audit for the process of how the funding is managed. Once that is completed, he will be reporting to the Board on this.) e) **Is there any indication that the boys are getting things that the girls aren't?** (Dr. Brenner replied that all these things are being addressed inside of the process audit.) f) **Should we wait on this for when the girls get their gifts if we are buying gloves for next year?** (Dr. Brenner said that the film editing would be covering both the boys and girls teams. The coach bus is different. Mr. Manfredonia said that the policy remains the same for any team that wants the coach bus as opposed to the school bus. The team picks up the difference.)

Dr. Brenner suggested that the gift be accepted and that the Administration hold on to the funds until the Title IX questions are answered.

**** MS. STEIN MOVED TO APPROVE THE CONTEMPLATED GIFT FROM DARIEN HIGH SCHOOL BOYS LACROSSE PARENT GROUP AND THAT THE ADMINISTRATION WILL HOLD ON TO THE FUNDS UNTIL THE TITLE IX QUESTIONS ARE ANSWERED.**

**** MS. MCNAMARA SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

D. PRESENTATION AND DISCUSSION OF PROPOSED RECOMMENDED REVISIONS TO THE BOARD OF EDUCATION POLICIES (Files #2481, 2482 and 2483)

- **Hiring of Certified Staff**
- **Hiring of Non-Certified Staff**
- **Policy Regarding Holds on the Destruction of Electronic Information and Paper Records**

Ms. Cion said that these policies were in process last year. The policies are already being implemented.

Board questions and comments and Administration's responses: a) **Regarding the Darien Public Schools' Hiring Process for District and Building Level Administrative Staff, is that an administrative regulation?** (Ms. Cion said that she had placed them all under one number, but they could be separated out into two different regulations. It was noted that it was actually a regulation.)

ACTION ITEMS

A. PERSONNEL ITEMS (File # 2484)

- i. **Appointments**
- ii. **Resignation/Retirements**

Ms. Cion said that there was a updated version of the action items due to some additional resignations. The administration would like to post those as soon as possible, so updated versions of the list were given to the Board members.

**** MS. HAGERTY-ROSS MOVED TO APPROVE THE UPDATED PERSONNEL ACTION REPORT DATED MARCH 22, 2016 AS PRESENTED.**

**** MS. ZURO SECONDED.
** THE MOTION PASSED UNANIMOUSLY.**

PUBLIC COMMENT

Ms. Jill McCammon of Old Kings Highway South came forward and asked about the first hiring policy. She said that she liked the idea of diversity but wondered why race, geographic location and experience were mentioned, but not gender. Ms. Cion said that the District does not discriminate on that basis but it could be added.

ADJOURNMENT

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

The meeting adjourned at 8:55 p.m.

Respectfully submitted,

Sarah Schneider Zuro
Secretary

Dear Members of the Board of Education,

My name is Justine Stewart, and my husband and I have lived in Darien on and off for 16 years. We have five children, 4 at Darien High school and 1 at Middlesex Middle School. We have children that are highly involved with athletics in Darien, 2 boys that play 3 Varsity sports each year and use the athletic facilities at DHS on a daily basis and have for most of their lives. We have a freshmen daughter who plays 2 sports and a child who participates in youth sports on DHS fields and others around town and we have a child who has a love for the theater. All of our children and our family fully support the changes that have been made around the high school and are excited for proposals that Dr. Brenner has introduced.

I see the schools here as the hub of the community. We spend the majority of our weekends, and have since the children were young at the side of a field somewhere in town or a neighboring town or in an auditorium enjoying our children, our neighbors, our community. It is often that we will spend an entire day at DHS, this week our family was at the play for three nights, we will be here all day this Friday for the charity lacrosse event where one of my daughters will play and 2 of my boys will ref. Saturday four of my children will play or practice here for the majority of the day.

For anyone who knows me, I am all about my family. You will often see all Stewarts at a play or sporting event supporting the others. We spend a lot of time at our towns facilities, largely the schools. We enjoy seeing our kids doing activities with their friends and hanging out with their parents on the sidelines or in a lobby of an auditorium. It is where we bond with our friends, our community.

I am thrilled that this Friday and Saturday, while I am at DHS for hours each day, I can send my children to get a snack at the concession stand, I will walk the track between games and I can now use a bathroom without trying to find an open door to the school or driving to Darien Donut. I think the new facilities proposed around the various schools will just add to our sense of community.

In specific regard to the lights proposed, I have to admit I was no high school athlete as many were in this community. I was a social teenager though and Friday night football games under the lights were a social highlight for my week! I would meet my friends, always get a sour apple lollipop from the concession stand and mingle with my friends and their parents. I am not sure that I can tell you anything that happened in one of those games but I went to every single one of them and it was good, safe fun for me as a teenager.

When my children were in middle school, we would have night games in Wilton and New Canaan and the crowds would be big and it was an event. Dinner was purchased, hot chocolate sipped and a familial atmosphere among the stands was present as we enjoyed a Friday evening together enjoying our children and our community. I would love to have those experiences in the town I live in.

I was at the high school musical this weekend and the auditorium was full of middle and high school students and members of our community. They were there to support the kids and their work but they were also there for an activity on Friday or Saturday night. It was great to see the other kids supporting their friends and to have a safe event to attend. I would love for that to be an option for sports in this town as well. I don't know if my children will be here to truly benefit

from all the changes that are to come, but I know my husband and I will still be part of this community and will attend DHS events in years to come as we support the Blue Wave. I encourage the support of Dr. Brenner's plans and appreciate the time and thought everyone has put into them.

**APPROVED
BOARD OF EDUCATION
Darien, Connecticut**

**MINUTES OF THE SPECIAL MEETING
Thursday, March 31, 2016**

PLACE:

Darien Town Hall
Room 213
2 Renshaw Road
6:30 p.m.

MEMBERS PRESENT:

Mr. Harman, Chairperson; Mesdames Stein, McNamara, Sullivan, and Zuro; Mr. Burke.

MEMBERS ABSENT:

Ms. Hagerty-Ross; Messrs. Dineen and Martens.

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; and Ms. Marjorie Cion, Director of Human Resources.

ADMINISTRATION ABSENT:

None.

Mr. Harman called the special meeting to order at 6:32 p.m. for the purpose of discussing proposed recommendations to the 2016-2017 Capital Projects specifically the renovation of the High School Cafeteria. Mr. Jon Zagrodzky, Chair of the Board of Finance, expressed to the Board of Education an interest in looking at the Cafeteria to best optimize the project so that it meets district needs for the long term. He indicated a willingness to have flexibility if needed to best examine the nature and scope of the project to arrive at the most appropriate and long-term solution.

The Board of Education expressed interest in looking at alternatives and decided to examine the matter further at the next public meeting to be held on April 9, 2016.

On motion of Ms. McNamara, seconded by Ms. Stein, the Board unanimously voted to adjourn the meeting at 7:18 p.m.

Respectfully submitted,

Sarah Schneider Zuro
Secretary

SSZ:nv

DARIEN PUBLIC SCHOOLS

Contemplated Gift Form

Gift intended for:
(Check appropriate responses)

Hindley
 Holmes
 Ox Ridge

Royle

Tokeneke

Middlesex Middle School

Darien High School

District

Person(s) or Group Offering Gift(s)

Irene Trautmann
Darien Music for Youth
4 Laurel Lane
Darien, CT 06820

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

Name: Richard Sadlon

Address: Director of Music

Tele.: 203-655-3981 ext: 2329

Fax. _____

e-mail RSadlon@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 Darien Music for Youth organization has generously offered to donate funds in the amount of \$2,100.00 to support a cultural enrichment assembly program for the students at Middlesex Middle School. Victoria Christgau, vocalist-Teaching Artist and Founder / Executive Director of the CT Center for Nonviolence, is joined by world-class percussionists in offering a highly interactive program that reflects on the vast musical history and influence of "Negro" Spirituals on American Music and the transition into the stunning Freedom Songs of the Civil Rights Movement. The program brings Dr. Martin Luther King, Jr.'s words to life. The presentation keeps the nonviolent teachings of Dr. King's message relevant today, making connections for students between the struggles of the past and the current challenges in civil rights. The highly participatory presentation is at once thought provoking and uplifting. This program is also in support of the Music Department's annual curricular focus them on African American Spirituals. The in-school assembly, tentatively scheduled for Wednesday, June 8, has been approved by Dr. Boccanfuso, pending approval of this gift proposal.

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):

- | | |
|---|--|
| <input type="checkbox"/> 500-1,000 | <input type="checkbox"/> 5,000-10,000 |
| <input type="checkbox"/> 1,000-2,000 | <input type="checkbox"/> 10,000-15,000 |
| <input type="checkbox"/> 2,000-3,000 | <input type="checkbox"/> 15,000-20,000 |
| <input checked="" type="checkbox"/> 3,000-4,000 | <input type="checkbox"/> 20,000+ |
| <input type="checkbox"/> 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-

To: Dan Brenner, Superintendent of Schools
From: Debi Boccanfuso, Middlesex School Principal
Re: Request for Approval of Special Field Trip to Boston, MA
Date: March 11, 2016

I am requesting your approval for the 2016-17 school year of our field trip to Boston, Mass. Specific details are listed below:

- This is a Social Studies field trip for the eighth grade students. Its purpose is to reinforce students' understanding of governmental process and to enrich their knowledge of United States History. The curriculum begins with the New England colonies. The English curriculum is also supported through the trip as well.
- The trip length this year will be two days and one night, October 13th through October 14th, 2016. Just like the previous years, we are proposing a 2 day (one night) trip. Following last year's trip, the feedback included: The trip is extremely valuable and should continue. A two day, one night trip was just as effective and as beneficial as it had been in the past. It was packed with appropriate activities, sites, and shows for the students.

The trip is based on our curriculum and the Social Studies and English teachers especially refer to it throughout the 8th grade year. One aspect of the trip now includes a unit study of Transcendentalist Movement in American Literature.

- The cost will be \$450.00 per student. This is consistent with last year's price. Provisions will be made for students needing financial assistance. This approximate price is based on how many students we anticipate will go on the trip and it is also being underwritten to some extent through the student activities account in order to keep the cost as low as possible for our families.
- Student/Staff ratio will be 1-10. I anticipate that approximately 370 students will participate.
- Educational Travel Adventures, based out of Freehold, NJ is our tour agency. Mrs. Lucy Sandor has worked closely with the group to arrange a comparable trip as in previous years. In addition, she has checked their references, met with the representatives, and we feel confident using them as our choice as a tour agency.
- Lodging will be at the Wyndham Andover Hotel (123 Old River Rd. Andover, MA 01810). Night security will be hired.
- An informational meeting for incoming 8th graders will be held this spring and then the expectations for student behavior and activities will be gone over again with the students in September 2016.
- Insurance, medical, and emergency procedures are in compliance with field trip guidelines.

Although this is now a one night trip, care has been given so that the experience will be rich and meaningful for all students. As in the past, the trip will include visiting various sites in historic Boston, Lexington and Concord, the Salem Witch Museum, a visit and lunch at Quincy Market, a dinner buffet and DJ dance cruise aboard the Odyssey, and a performance of Blue Man Group. Food, lodging, admissions and travel expenses are all included in the total price.

I would appreciate your consideration of this request for the upcoming school year.

Special Field Trip Request Form
Trips Beyond 500 Miles, Overnight, or Outside the U.S.
(Board of Education Policy 6710)

Planning Requirements: Written application must be submitted to the School Principal then to the Assistant Superintendent, according to administrative procedures. **This form MUST be submitted to Central Office for approval before final plans or commitments are begun.** All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

Special Trips (beyond 500 mile radius, overnight, or outside Continental U.S.) - the request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

- a. Names of the Darien Public School staff initiating the proposal and responsible for the trip. Lucy Sandor
- b. Exact Dates, and times, destination(s) of the trip, and what instructional time will be impacted, **as well as potential conflicts with major school event or standardized testing.**
Date: Oct 13 and 14, 2016 Time: 5:30am-7:00 pm Destination: Boston, MA
Affected school time: 2 school days – no major conflicts at this time
- c. A description of the rationale for the trip, with special emphasis on the educational value of the experience. The 8th grade Social Studies class focuses on American History. This trip reinforces and extends the classroom learning. Students experience, first hand, the geographic areas which they will refer to throughout the course. The trip includes visitations to several historical sites, the Salem Witch Museum, and a local performance throughout the two days in Boston.
- d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of what students are eligible for the trip and how students will be selected to participate. The 8th grade SS course begins with the settlement of North America and the colonies in and around the Boston area. The English curriculum is also supported through this trip as well. All 8th grade students are eligible to attend the trip. Participation is based on submission of the necessary paperwork which will be finalized by Ms. Lucy Sandor through an 8th grade assembly in September. This Spring the trip will be announced and preliminary paperwork will be distributed to the current 7th graders.

e. The exact modes and times of travel, as well as the exact housing arrangements.
Arrangements for the trip are being made through Educational Travel Adventures. Mode of transportation will be by high quality motorcoach buses. Students and chaperones will depart from Middlesex on the morning of Oct. 13 at approximately 5:30 am and return to Middlesex on Oct. 14 at approximately 7:00 pm. During the stay in Boston, all participants will be staying at a high quality hotel.

f. Detailed daily time schedules of the agenda of activities.
The trip is chartered through Educational Travel Adventures. The tour group has a set itinerary for the duration of the trip that has been worked out through the company and MMS administration.

g. Precise overall financial information with a break down by categories of expenses. Include any staffing, transportation, accommodations or unique modifications for students with disabilities.

Staff/student ratio will be 1:10. It is likely that approximately 370 students will choose to participate. The expected cost will be \$450.00 per student (this is the same as last year) and will be paid by the families of the participating students. No student will be denied access to the trip due to financial reasons. Accommodations for any student requiring assistance will be made for that child, should the child choose to attend.

h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc. To be paid by the student.

i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.
Generally, the 8th grade teachers serve as chaperones for the trip. The remaining adults that may be needed will be sought by administration and special services to complete the chaperone list. In a few cases, other adults familiar with the trip are included, as needed. 8th grade teachers who do not go on the trip will serve as substitutes or will provide instruction for students who choose not to go on the trip.

Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur.

The submission of a trip request, does not, in-and-of-itself, constitute any explicit or implied approval.

No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.

Luzm Sandoz 3/11/16
Signature of Trip Organizer Date

Boccanfuso 3/11/16
Signature of Principal Date

_____ Approved _____ Not Approved

Signature of Superintendent/Designee Date

TO: Dan Brenner, Superintendent of Schools
FROM: Debi Boccanfuso, Middlesex Middle School Principal
RE: Request for Approval of "The Expo" trip to Colebrook and Ivoryton for Grade 6
DATE: March 11, 2016

I am requesting your approval for the 2016-17 school year of our Nature's Classroom field trip to Colebrook and Ivoryton, CT. Specific details are listed below:

This is a 6th grade class trip. Its purpose is to build community among our 6th graders and have them participate in learning outside of the classroom walls. Lessons are related to outdoor awareness and environmental issues and fall under the general curriculum for all 6th graders here at Middlesex.

The trip length will be three school days and two nights, November 21 through November 23, 2016. These are the three days prior to Thanksgiving break.

The cost will be approximately \$250.00 per student. This is the same price that it was last year. The exact amount will be finalized as soon as possible. Provisions will be made for students needing financial assistance.

Nature's Classroom is the organization we are working through and our experience with them over the years has been excellent.

Student/Staff Ratio will be 1:12. I anticipate that all 6th graders will participate in the trip.

Lodging will be in cabins on the premises of Camp Jewell YWCA Camp in Colebrook, CT and Ivoryton Incarnation Center at Ivoryton, CT. Division of students will be determined by the accommodations of each site.

Expectations and behavior rules will be gone over with all students prior to the trip. There will also be a mandatory meeting for chaperones to clarify their roles and responsibilities while on the trip.

Insurance, medical, and emergency procedures are in compliance with field trip regulations.

This field trip experience has been offered for 34 years to students in the Darien School System. I would appreciate your continued support of this trip for this school year.

Special Field Trip Request Form
Trips Beyond 500 Miles, Overnight, or Outside the U.S.
(Board of Education Policy 6710)

Planning Requirements: Written application must be submitted to the School Principal then to the Assistant Superintendent, according to administrative procedures. **This form MUST be submitted to Central Office for approval before final plans or commitments are begun.** All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

Special Trips (beyond 500 mile radius, overnight, or outside Continental U.S.) - the request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

- a. Names of the Darien Public School staff initiating the proposal and responsible for the trip.

Deborah Boccanfuso (Dan Kensek/Trish Valentine)

- b. Exact Dates, and times, destination(s) of the trip, and what instructional time will be impacted, **as well as potential conflicts with major school event or standardized testing.**

Date: Nov. 21, 22, 23, 2016 Time: 7:30 am-12:00 pm Destination: Colebrook Ivoryton,CT Affected school time: 2 full school days and a half school day prior to Thanksgiving break – no major conflicts at this time

- c. A description of the rationale for the trip, with special emphasis on the educational value of the experience. This has been a traditional 6th grade trip that focuses on team building and learning in the outdoors and environmental issues. The program and lessons are staffed by Nature's Classroom instructors. Students experience, first hand, environmental issues as they relate to the general topics covered in the 6th grade curriculum.
- d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of what students are eligible for the trip and how students will be selected to participate. Students and chaperones will have meetings prior to the trip to discuss expectations, routines, and the general overview of the program while attending "The Expo" at Colebrook and Ivoryton. All 6th grade students are eligible and encouraged to attend the trip. Participation is based on submission of the necessary paperwork which will be distributed and explained by Ms. Trish Valentine and Mr. Dan Kensek (and classroom teachers) through the 6th grade classes in October.

e. The exact modes and times of travel, as well as the exact housing arrangements.
Arrangements for the trip are being made through Nature's Classroom. It is a company that has been used for several years and has a wonderful reputation. Mode of transportation will be by motorcoach buses. Students and chaperones will depart from Middlesex on the morning of Nov. 21st at approximately 7:30 am and return to Darien Nov. 23rd at approximately 12:00 noon. During the stay at Colebrook and Ivoryton, all participants will be staying in cabins. Students are supervised 24 hours per day by school personnel and Nature's Classroom personnel.

f. Detailed daily time schedules of the agenda of activities.

The trip is programmed the entire time students are participating. Daily routines involved breakfast, morning outdoor activities, lunch, afternoon outdoor activities, dinner, and evening activities including skits and night walks. The instructors for Nature's classroom, with the assistance of school personnel, group and regroup the students regularly based on their interests and activities that are being offered.

g. Precise overall financial information with a breakdown by categories of expenses. Include any staffing, transportation, accommodations or unique modifications for students with disabilities.

Staff/student ratio will be 1:12. The entire 6th grade will most likely participate (approx. 408 students). The expected cost will be approximately \$250.00 per student and will be paid by the families of the participating students. No student will be denied access to the trip due to financial reasons. Accommodations for any students with physical needs at the time of the trip will be made for them should they choose to attend.

h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc. Approximately \$250.00 to be paid by the student.

i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.

Generally the 6th grade teachers serve as chaperones for the trip. The remaining adults that may be needed will normally be drawn from administration and special services to complete the chaperone list. In a few cases, other adults familiar with the trip are included, as needed. 6th grade teachers who do not go on the trip will serve as substitutes and will provide instruction for the students who choose not to go on the trip.

Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur.

The submission of a trip request, does not, in-and-of-itself, constitute any explicit or implied approval.

No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.

D. Boccaferri 3/16/16
Signature of Trip Organizer Date

D. Boccaferri 3/16/16
Signature of Principal Date

_____ Approved _____ Not Approved

Signature of Superintendent/Designee Date

2017-18 Proposed Darien School Calendar

July				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August (1)					
	1	2	3	4	
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28*	29*	30	31	

24, 25 New Staff Orientation
 28, 29 Professional Development
 30 Teacher Work Day
 31 Students Return

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

4 Labor Day
 21 Rosh Hashanah
 22 Professional Learning Communities – High School

October (22)					
	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27^
	30	31			

27 Professional Learning Communities – High School

November (19)				
		1	2	3
6	7*	8	9	10
13	14	15	16	17^
20	21	22	23	24
27	28	29	30	

7 Professional Development
 17 Professional Learning Communities – High School
 22 Early Dismissal
 23 & 24 Thanksgiving Recess

December (16)					
			1		
	4	5	6	7	8
	11	12	13	14	15^
	18	19	20	21	22
	25	26	27	28	29

15 Professional Learning Communities – High School
 22 Early Dismissal
 25-29 Holiday Recess

January (20)					
	1	2*	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		

1 Holiday Recess
 2 Professional Development
 15 Martin Luther King Jr. Day

February (16)					
			1	2^	
	5	6	7	8	9
	12	13	14	15*	16
	19	20	21	22	23
	26	27	28		

2 Professional Learning Communities – High School
 15 Professional Development
 16 - 20 February Recess
 19 Presidents' Day

March (21)					
			1	2	
	5	6	7	8	9^
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

9 Professional Learning Communities – High School
 30 Good Friday

April (16)					
	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20^
	23	24	25	26	27
	30				

9-13 Spring Recess
 20 Professional Learning Communities – High School

May (22)					
		1	2	3	4
	7	8	9	10	11^
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

11 Professional Learning Communities – High School
 28 Memorial Day

June (8)					
				1	
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

12 School ends for students
 13 Teacher Work Day

Note #1: If schools are closed due to weather, additional days will be added to the end of the school year. Regarding High School graduation, by State law, after April 1st, Boards of Education are permitted to establish a graduation date. Therefore, the Board of Education will make that determination at its first regular April, 2018 meeting.

Code: | Early Dismissal (11/22, 12/22, 6/12); * Staff Development Days – No School for Students ; _ Teacher Work Day; No School for students; ^Professional Learning Communities for High School Only – (9/22, 10/27, 11/17, 12/15, 2/2, 3/9, 4/20, 5/11)

REVISED

2016-2017 DARIEN SCHOOL CALENDAR (Approved May 26, 2015) (Amended by the Board of Education on February 9, 2016)

July					
					1
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

August					
	1	2	3	4	5
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29*	30*	31			

*25-26 New Staff Orientation
29-30 Professional Development
31 Teacher Work Day*

September (21)					
				1	2
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23^	
26	27	28	29	30	

*1 Students Return
5 Labor Day
23 Professional Learning
Communities – High School*

October (19)					
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28^	
31					

*3 Rosh Hashanah
12 Yom Kippur
28 Professional Learning
Communities – High School*

November (19)				
	1	2	3	4
7	8*	9	10	11
14	15	16	17	18^
21	22	23 	24	25
28	29	30		

*8 Professional Development
18 Professional Learning
Communities – High School
23 Early Dismissal
24 & 25 Thanksgiving Recess*

December (17)				
			1	2
5	6●	7●	8●	9●
12	13	14	15	16^
19	20	21	22	23
26	27	28	29	30

*6-9 Elementary Parent
Conferences
16 Professional Learning
Communities – High School
23 Early Dismissal
26-30 Holiday Recess*

January (19)					
2	3*	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

*2 Holiday Recess
3 Professional Development
16 Martin Luther King Jr. Day*

February (16)				
		1	2	3^
6	7	8	9	10
13	14	15	16*	17
20	21	22	23	24
27	28			

*3 Professional Learning
Communities – High School
16 Professional Development
17 - 21 February Recess
20 Presidents' Day*

March (23)				
		1	2	3
6	7	8	9	10^
13	14	15●	16●	17●
20	21	22	23	24
27	28	29	30	31

*10 Professional Learning
Communities – High School
15-17 Elementary Parent
Conferences*

April (15)					
	3	4	5	6	7
10	11	12	13	14	
17	18	19	20	21^	
24	25	26	27	28	

*10-14 Spring Recess
14 Good Friday
21 Professional Learning
Communities – High School*

May (22)					
	1	2	3	4	5
8	9	10	11	12^	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

*12 Professional Learning
Communities – High School
29 Memorial Day*

June (9)				
			1	2
5	6	7	8	9
12	13 	14	15	16
19	20	21	22	23
26	27	28	29	30

*13 School ends for students
14 Teacher Work Day*

Note #1: If schools are closed due to weather, additional days will be added to the end of the school year. Regarding High School graduation, by State law, after April 1st, Boards of Education are permitted to establish a graduation date. Therefore, the Board of Education will make that determination at its first regular April, 2017 meeting.

Code: _| Early Dismissal (11/23, 12/23, 6/13); ●Early Dismissal for Elementary Schools Only (12/6, 12/7, 12/8, 12/9, 3/15, 3/16, 3/17) * Staff Development Days – No School for Students; _ Teacher Work Day; No School for students; ^Professional Learning Communities for High School Only – (9/23, 10/28, 11/18, 12/16, 2/3, 3/10, 4/21, 5/12)

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 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 4000: PERSONNEL
Policy R- 4375.25

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.

3. The Full Interview Committee will consist of the following:
 - a. The Interview Chairperson and at least one other administrator;
 - b. Two teachers selected by the leadership of the DEA;
 - c. ~~P1-2~~ parents from the PTO, selected by their leadership, may also be included at the discretion of the Interview Chairperson.
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

Series 4000: PERSONNEL
Policy R- 4375.50

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.

DRAFT

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 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**

**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

April 26, 2016

Item	Name	Action	Replacing/Location/Position	Effective Date		Tenure Area	Certification Class/Step
				From	To		
Certified Staff							
1	Richard Maignan	Appointment	New Position/CO/Student Transportation Driver	4/25/2016	6/30/2016	NA	
2	Maggie Thompson	Appointment	R. Huff/MMS/ Campus Monitor	8/30/2016	6/30/2017	NA	
Resignations/Retirements							
3	Christian Brownrigg	Resignation	DHS/ English Teacher		5/6/2016		
4	Marie Moore	Retirement	Ox Ridge/SESS Facilitator		6/30/2016		
5	Lauren LaRusso	Resignation	DHS/English Teacher		6/30/2016		