

**BOARD OF EDUCATION
Darien, Connecticut**

**TUESDAY, AUGUST 23, 2016
SPECIAL MEETING OF THE BOARD OF EDUCATION**

**PLACE:
DARIEN PUBLIC SCHOOLS
ADMINISTRATIVE OFFICES
2nd FLOOR CONFERENCE ROOM
6:00 P.M.**

AGENDA

1. Call to order
2. Executive session for the purpose of discussing privileged attorney-client communication and Evaluation of the Performance of Individual Board Members
3. Adjourn to public session

**REGULAR MEETING OF THE BOARD OF EDUCATION
TUESDAY, AUGUST 23, 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
3. Public Comment..... Mr. Harman

**REGULAR BOARD OF EDUCATION MEETING
TUESDAY, AUGUST 23, 2016**

4. Superintendent's Report..... Dr. Brenner
5. Approval of Minutes..... Board of Education
6. Board Committee Reports..... Mr. Harman
7. Presentations/Discussions
 - a. Review and Approval of.....Dr. Brenner
Application for Stadium
Lights to Planning and
Zoning Commission
 - b. Discussion on Student..... .. Mr. Michael Feeney
Activity Fundraising
Guidelines and Audit
Report
 - c. Update on Copy Center..... Dr. Brenner
 - d. Discussion of Extra-Curricular. Dr. Brenner
and Athletic Eligibility and
Participation Contract
 - e. Report on Darien High.....Dr. Susie Da Silva
School SAT Results as part
of the State Testing Program
 - f. Discussion and Adoption..... Dr. Brenner
of District Goals and
Objectives for 2016-2017
 - g. Discussion and Adoption..... Mr. Harman
of Board Goals and
Objectives for 2016-2017
 - h. Further Discussion and..... Mr. Feeney/
Approval of Updated Facilities Mr. Michael Lynch
Use Fee Schedule
 - i. First Reading of Board..... Dr. Brenner
Master Agenda for August
2016-January 2017

**REGULAR BOARD OF EDUCATION MEETING
TUESDAY, AUGUST 23, 2016**

7. Presentations/Discussions (cont.)

- j. Verbal Update on Regular and. Ms. Marjorie Cion
Special Education Staffing for
2016-2017

8. Action Items

- a. Personnel Items..... Ms. Cion
 - i. Appointments
 - ii. Resignations

9:30 p.m.

- b. Contract with the Custodians... Ms. Cion
Union

- c. Contract with the Maintenance. Ms. Cion
Union

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

10. Adjournment..... Mr. Harman

DB:nv

August 18, 2016

**APPROVED
MINUTES
BOARD OF EDUCATION
June 28, 2016**

PLACE:

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

MEMBERS PRESENT:

Mesdames Hagerty-Ross, Zuro, Stein and Sullivan; and Messrs. Burke and Martens.

MEMBERS ABSENT:

Mrs. McNamara; Messrs. Harman and Dineen.

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

Ms. Hagerty-Ross, Vice Chairperson, called the meeting to order at 7:39 p.m. The next Regular BOE meeting is scheduled for Tuesday, July 26, 2016 at 7:30 p.m. in the Darien Board of Education Meeting Room.

Ms. Hagerty-Ross noted Mr. Harman's absence and advised she would be acting as the substitute Chair. She wanted to congratulate the children who are moving up this year in school.

SUPERINTENDENT'S REPORT

Dr. Brenner echoed Ms. Hagerty-Ross' sentiments regarding the moving up students and advised that next year they would be sure to schedule the moving-up ceremonies on different days.

PUBLIC COMMENT

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

APPROVAL OF MINUTES

June 14, 2016 Special Meeting and Executive Session

**** MS. SULLIVAN MOVED TO APPROVE THE MINUTES OF THE JUNE 14, 2016 SPECIAL MEETING AND EXECUTIVE SESSION.**

Town of Darien
Darien Board of Education
Regular Meeting
June 28, 2016

**** MR. MARTENS SECONDED.**

**** THE MOTION TO APPROVE THE MINUTES OF THE JUNE 14, 2016 SPECIAL MEETING AND EXECUTIVE SESSION PASSED UNANIMOUSLY.**

June 14, 2016 Regular Meeting

**** MS. STEIN MOVED TO APPROVE THE MINUTES OF THE JUNE 14, 2016 REGULAR MEETING.**

**** MS. SULLIVAN SECONDED.**

**** THE MOTION TO APPROVE THE MINUTES OF THE JUNE 14, 2016 REGULAR MEETING AS SUBMITTED PASSED UNANIMOUSLY.**

BOARD COMMITTEE REPORTS

There were no Board Committee reports to present at this time.

PRESENTATIONS/DISCUSSIONS

A. PRESENTATION AND DISCUSSION ON PHILOSOPHY OF ELP IN ONE BUILDING (IN THE CONTEXT OF THE MASTER PLAN)

Ms. Shirley Klein and Ms. Laura Straiton were present to speak on the subject.

Ms. Klein went through a PowerPoint presentation (File #2518) on what their Early Learning Program would look like including: district goals, an overview of the optimal environment, and administrative and staff development practice.

Board questions and comments and Administration's responses: a) **The first slide is pertinent to the discussions we've been having on the need for more space.** (Dr. Brenner confirmed that there had been questions about the efficacy of moving spaces and wanted to present the philosophy of why this would be a best practice.) b) **It seems clear from the data here that this is an overpoweringly good thing to do under one roof. Thank you for the presentation and solid work.** c) **The Board has always had agreed with the philosophy to be under one roof. When we outgrew Hindley, there has always been a desire to go back to one place – this should be able to get us back on track.** d) **Is there any dollar and cents benefit from this as well? I would just like that to be kept in mind.**

B. DISCUSSION AND POSSIBLE ACCEPTANCE OF CONTEMPLATED GIFT FROM DHS PARENTS ASSOCIATION (File #2519)

Dr. Brenner described the generous gift given of two filtered bottle fillers. The high school currently has some in place but these would be additional and help move toward a green-conscious environment.

**** MS. STEIN MOVED TO ACCEPT THE GIFT OF TWO FILTERED BOTTLE FILLERS FOR THE HIGH SCHOOL.**

**** MS. ZURO SECONDED.**

**** THE MOTION TO ACCEPT THE GIFT PASSED UNANIMOUSLY.**

C. UPDATE ON STADIUM LIGHTS

Dr. Brenner wanted to revisit the questions that had been asked at the last Board meeting. The first was whether it was feasible to put in place a natural tree barrier on the property line. Dr. Brenner advised wetlands would not come into play if we chose to do this. Measurements were taken based on the site plan and it would be feasible to place respectably sized trees and the cost from the landscape architect came back to roughly \$20,000.00.

Dr. Brenner then moved on to the question of scheduling on the field. A mock schedule had been built and gave the number of games that would be held if the lights were given a 7:00 shut-off time versus an 8:00 shut-off. He also noted that if the football team continued their success, playoff games needed to be taken into consideration.

Board questions and comments and Administration's responses: a) **Regarding the trees, would this mean that we need to ask for more money in addition to what has already been gifted?** (Dr. Brenner said yes, you would have to decide where this money would come from. It can either be assumed in the operating budget or yes, you could ask for more.) b) **I would think that a \$20,000.00 increase for the overall improvement of site and environment is justifiable within the operating budget. We could certainly ask for help but I wouldn't want this to hold up any forward movement.** c) **I agree. If an additional donation is made, that would be great, but we should anticipate that we might have to foot the bill on this and note that it is nominal in comparison to the other improvements.** (Dr. Brenner advised he would be happy to go back and ask for the additional funds, but should we plan on moving ahead with the plan?) d) **We have to reflect on the guidelines, and we can have a discussion at our next meeting, but we don't want to over-ask of the generosity we have already seen.** e) **On the mock schedule, if we apply the 8:00 schedule, that would mean by Thanksgiving – that would be the end of the lights past 7:00?** (Mr. Chris Manfredonia replied that yes, that's accurate. If the team is successful, we could go into mid-December.) f) **As an example, in September at 8:00 do we need lights?** (Dr. Brenner replied it would all depend on the daylight saving impact. Mr. Manfredonia then advised that they would probably be okay for most of September.) g) **Looking at this schedule, it seems it is not as impactful as we may have envisioned before.** (Mr. Manfredonia brought up that this is assuming the youth group uses it as well. Dr. Brenner noted this would have to be part of the conversation as well. Whether youth football or soccer would have usage of the field.) h) **I would like to reiterate the position I took at our last meeting which was the 7:00 shut-off. Maybe in the first one or even two years, there would be a lot of give and take with neighbors and parents getting used to this.** i) **Are there any other sports that would need a late finish?** (Dr. Brenner advised that first the varsity game is held and then junior varsity. If this were flipped and finished under lights would they need beyond 7:00?) j) **We would only need until 7:00?** (Dr. Brenner gave an example using the field hockey as a model stating that the games start at about 4:30 p.m. and 5:30 p.m. If they were to flip, they would start at 4:00 p.m. and would that be enough time? Mr. Manfredonia said this would be cutting it pretty close.) k) **We need to leave time to get safely off of the field and in the parking lot - 7:00 may not be appropriate if you cannot get the varsity team off the field on time.** (Mr. Manfredonia agreed that that would be in a perfect scenario where no busses/teams were late.) l) **Once a time is set, how easy is it to then change it?** m) **I would like to ask that Dr. Brenner and Mr. Manfredonia find out how the applications need to be handed in, including DJFL and what we need to do for the school to not cut JV games short. Maybe at the next meeting we can vote.** (Dr. Brenner advised he and Mr. Manfredonia would go back and research how many games needed to be shortened and they would have a conversation with DJFL about their needs. Dr. Brenner also advised he would come to the next meeting with an application to review and ready it to submit to Planning and Zoning. Edits can be suggested.)

D. PRESENTATION AND POSSIBLE ACTION ON PROPOSED ATHLETIC FIELD TRIPS (File #2520)

Mr. Manfredonia presented the proposed DHS athletic field trips.

**** MS. SULLIVAN MOVED TO APPROVE THE FIELD TRIPS PRESENTED.**

**** MR. MARTENS SECONDED.**

**** THE MOTION TO APPROVE THE FIELD TRIPS PASSED UNANIMOUSLY.**

E. ANNUAL PROGRESS REPORT ON 2015-2016 DISTRICT GOALS AND OBJECTIVES (File #2521)

Dr. Brenner advised they would present what goals and objectives had been set for 2015-2016 and each department would give updates.

Board questions and comments and Administration's responses: a) **I would like to add to the Business section the work we are doing with the town to investigate healthcare savings.** (Mr. Feeney advised they had received proposals back, but has not had a chance to look at them yet. Dr. Brenner stated they would add this item to Community #4.) b) **Regarding Special Education in the High School, most children with an IEP have been co-taught to this point. They then move into a team-taught environment – how are we tracking these children to see what our needs are in regards to Personnel?** (Ms. Klein advised these children would also be receiving other services such as Learning Centers so a Case Manager would be monitoring this. Dr. Brenner advised this is all part of an evolution – we are not setting ourselves up to lose sight of these kids, but the point is well made.)

F. ANNUAL REPORT ON DONATIONS RECEIVED (File #2522)

Mr. Feeney presented on all Donations received this year reaching over \$173,000.00

Board questions and comments and Administration's responses: a) **Does this number include some of the money given for individual teachers such as the Reiss Fund?** (Mr. Feeney replied, no it did not. Dr. Brenner advised there were three notable and significant donations.) b) **Can we develop a cohesive way to thank the donors? I'm interested to know how we have thanked them for their generosity. Can we "bump-up" what we do?** (Yes, we can figure out a better way. All donors are sent a letter of thanks, but we may want to consider a different way.) c) **I'd like to note how nice it was to see how many gifts were musical; it really makes a big difference to the students.**

G. UPDATE ON RFP SCHEMATIC DESIGN FOR HIGH SCHOOL CAFETERIA RENOVATION/EXPANSION PROJECT

Mr. Feeney reported that the district had sent out a request for proposals. They had received three proposals and are going forward with the lowest bid. Construction starts tomorrow.

Board questions and comments and Administration's responses: a) **With past projects, problems arose with bonds that needed to be in place. I want to make sure that even though we chose the lowest bidder, any securities that we need are being covered.** (Dr. Brenner said certainly for any place with risk or liability, we make sure this is in place.) b) **The winning bid was below the money we had allocated for the project?** (Yes.)

H. REPORT ON 2015-2016 BUDGET STATUS AND ACTION ON RECOMMENDED TRANSFERS (File #s2523-2524)

Mr. Feeney reported on the budget, noting that there were still outlying numbers that needed to be considered for the fiscal year. He is asking for a transfer to the Special Ed department for salaries and residual on Health Insurance.

Board questions and comments and Administration's responses: a) **Regarding the field cameras, which fields have them and how many are there?** (Dr. Brenner advised there are none right now, but will be mounted to the score-boards. They will be put in place to monitor people who don't belong on the fields.) b) **There will be something we will see in August that will be more comparable?** (Mr. Feeney said yes, we will have final numbers but I can report now that we are in a comfortable space.)

**** MS. STEIN MOVED TO APPROVE THE TRANSFER.**

**** MS. SULLIVAN SECONDED.**

**** THE MOTION TO APPROVE THE TRANSFER PASSED UNANIMOUSLY.**

I. UPDATE MASTER AGENDA-FEBRUARY THROUGH AUGUST 2016 (File #2525)

Dr. Brenner noted the changes have been highlighted in the packet for approval.

Board comment and Administration's response: a) **We need to add on July 26th for the lights.** (Dr. Brenner confirmed.)

J. PRESENTATION AND POSSIBLE APPROVAL OF UPDATED FACILITIES USE FEE SCHEDULE (File #2526)

Mr. Feeney and Mr. Lynch presented the facilities use schedule noting they are looking at a three-year approval instead of the usual annual approval.

Board questions and comments and Administration's responses: a) **Is there any interest amongst my colleagues to waive the \$100.00 fee for high school team car washes?** b) **I wouldn't have a problem with that, each time we look at the fees overall, we need to be cognizant that we are asking money from the same parents who have put their children into youth programs etcetera and this would come out of their pockets. I think our philosophy should be on an as-needed basis for Darien, rather than in comparison to everyone else.** c) **I agree. I think that is an important stance to take, the only thing missing are actual revenues secured. I would like to see what kind of numbers we are talking about and differentiate that for the for-profit and non-profit. I'm hesitant for this minimal 3-year bump-up.** d) **I don't think the proposed 2% is high enough and regarding the youth groups – there is significant money spent on security and custodians, this needs to be reflected in the \$25.00. We need to figure out how to manage the teams using our facilities that are not Darien taxpayers.**

Ms. Hagerty-Ross advised that in light of these comments, we would need more information from Dr. Brenner. He advised he would prepare and come back with necessary information.

K. PRESENTATION AND DISCUSSION OF SCHEDULE OF 2016-2017 REGULAR BOARD OF EDUCATION MEETINGS (File #2527)

Dr. Brenner presented the schedule.

Board questions and comments and Administration's responses: a) **We need to note that we are only having one meeting in April because of vacation.** b) **Regarding the budget schedule, last year we moved that to a Special Meeting.** (Dr. Brenner will put this on the schedule and advised that the feedback given was that it has worked out well.)

ACTION ITEMS

PERSONNEL ITEMS (File #2528)

Appointments

Resignations

**** MR. BURKE MOVED TO APPROVE THE PERSONNEL ITEMS.**

**** MS. ZURO SECONDED.**

**** THE MOTION TO APPROVE THE PERSONNEL ITEMS PASSED UNANIMOUSLY.**

PUBLIC COMMENT

Ms. Stacey Tie, Clocks Lane, commented that the tagline, "One Site One Community" was a strong one and reflects the community well. She would like to remind the Board that there is a group of parents that believe ELP should be in separate schools and asked when would these parents be involved in this discussion.

Ms. Jill McCammon, Old Kings Highway South, wanted to thank the Board for their time looking into the ELP.

ADJOURNMENT

**** MS. SULLIVAN MOVED TO ADJOURN.**

**** MR. BURKE SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 9:07 p.m.

Respectfully submitted,

Sarah Schneider Zuro
Secretary

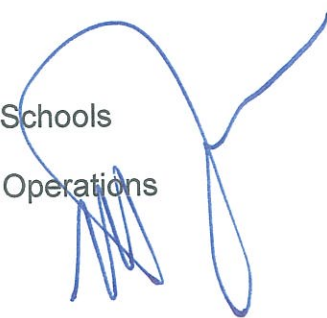
Town of Darien
Darien Board of Education
Regular Meeting
June 28, 2016



DARIEN PUBLIC SCHOOLS
Finance Department

Memorandum

To: Daniel Brenner, Ph.D., Superintendent of Schools
From: Michael E. Feeney, Director of Finance & Operations
Date: August 10, 2016
RE: Student Activity Policy

A handwritten signature in blue ink, likely of Michael E. Feeney, is written over the 'From' and 'Date' lines.

Attached are the proposed revisions to the Student Activity Policy for the 2016-17 school year. The specific changes have been highlighted in the attached redlined version of the policy.

MEF/kcb

DARIEN PUBLIC SCHOOLS

Student Activities Accounting Manual

2016-2017~~2015-2016~~

Adopted by the Board of Education:
Insert date

GUIDELINES TO STUDENT ACTIVITY FUND ACCOUNTING

INTRODUCTION:

Public school districts in the State of Connecticut have authority to establish and maintain student activity funds under Section 10-237 of the Connecticut General Statutes. Pursuant to this authority, the Darien Board of Education (the "District") has adopted policies and procedures governing the establishment and use of Student Activity Funds and this accounting manual to implement such policies and procedures.

Under state law, student activity funds are considered District accounts and must be audited by the auditor annually in the same manner as all other accounts as required by law.

The following manual is established to govern procedures relating to student activity funds to ensure that efficient procedures are available for the creation, operation, management, supervision and culmination of such funds. These guidelines apply to all school district staff who raise or handle student activity funds or who are involved in fundraisers for or gifts to the school system.

PURPOSE OF STUDENT ACTIVITY FUNDS:

Connecticut General Statute 10-237 provides for Boards of Education to establish and maintain school activity funds that are used for the educational benefit of currently enrolled students. Student activity funds are to be used in ways that complement but do not conflict with instructional programs, that supplement but do not take the place of programs or services which should be funded through the regular district operating/capital budgets. The District is responsible for establishing procedures that define and regulate how and for what purposes expenditures from and donations to student activity funds can be made.

The raising and expending of student activity funds should promote the general welfare, education, and morale of the students and to finance the athletic and extra-curricular activities of the student body organization. The management of student activity funds shall be in accordance with sound financial practices, including sound budgetary and accounting procedures and thorough audits.

The Darien Public Schools appreciates and welcomes the generosity of community members' and groups' financial contributions to benefit student athletics and extra-curricular activities. At the same time, the District has an obligation to ensure proper oversight of student activity funds, including compliance with accounting requirements and equity requirements under Title IX of the Education Amendments of 1972 and its implementing regulations. As a result, aside from funds provided by the Board of Education, all financial support to athletic and extra-curricular activities must be processed through a student activity fund and comply with applicable procedures. This requirement applies to financial support to benefit student athletics or extra-curricular activities made by outside sources, including, but not limited to, individuals, community groups, parent-teacher organizations or associations, and booster clubs.

Regardless of the original source of funds used to finance school activities, the District is ultimately responsible for the funds raised in compliance with the fundraising section as referenced on page 6 and how they are spent. As a result, administrators, coaches, teachers, and student activity advisors are responsible for ensuring these funds are processed and spent appropriately and in accordance with these procedures.

If Principals, coaches or activity advisors have questions regarding these regulations, please contact the District's Director of Finance at 203-656-7405 for clarification.

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I. MANAGEMENT AND SUPERVISION OF STUDENT ACTIVITY FUNDS:

Establishment of Funds

Student activity funds may only be established with the written consent of the Director of Finance. A detailed listing of all approved student activity funds will be maintained by the Director of Finance. This listing will include the a) the name of the fund, b) the location of the fund, c) the authorized signer(s) of the fund, and d) the purpose of the fund. Financial records will be kept at individual schools, except of financial records relating to the General Student Activity Fund, which will be kept at the District's Department of Finance & Operations. ~~Each school will maintain a detailed listing of authorized sub-accounts for each student activity fund. This listing will include a) a description of the sub-account, b) the coach or activity advisor responsible for oversight of the sub-account, and c) the purpose of the sub-account. Coaches and activity advisors must also maintain financial records of receipts, expenses and financial standing of the specific activity.~~ Coaches and activity advisors may not establish separate funds or accounts in their names, parents' names, or the name of the any school for the benefit of their teams or activities.

General Student Activity Fund

The Department of Finance & Operations shall establish a General Student Activity Fund (the "General Activity Fund"). The General Activity Fund shall be established to maintain unrestricted donations made to the District to support general student activities and to maintain surplus funds, as defined herein. In lieu of fundraising or student fees, funds maintained in the General Activity Fund may be requested for use by coaches, activity advisors, or student groups to support student related activities. Use of such funds may only be used upon written request and requires approval of the Director of Finance.

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Surplus Funds

At the end of each school year, surplus funds maintained within a student activity fund or a sub-account of a student activity fund shall be identified and transferred to the General Activity Fund. Surplus funds are funds held within a student activity fund or a sub-account of a student activity fund that is considered to be in excess of the immediate cash needs of the student group. In general, the amount of surplus funds held at the end of each school year should be governed by the needs of the activity for which the funds are being maintained.

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For each of the student activity funds held at the District's elementary schools, surplus funds have been defined as the balance of funds held in excess of \$1,000 at the end of each school year.

For all athletic, club or general sub-accounts, surplus funds have been defined as uncommitted funds held at the end of each school year in excess of the annual recurring disbursements made within the sub-account for the most recently completed school year. Uncommitted funds are defined as funds that have not been restricted or committed. Restricted funds are considered funds that can only be spent for the specific purpose stipulated by donors. Committed funds are considered funds that a) have been committed for a specific purpose that is considered nonrecurring in nature and b) the funds are expected to be disbursed within the subsequent school year. The amount and purpose of any restricted or committed funds held at the end of each school year should be documented by the coaches or activity advisor and shall be submitted for approval to the Director of Finance.

For student class sub-accounts, surplus funds may be carried forward each school year until graduation. Upon a class's graduation, the sub-account must be closed after all class obligations are paid. Any remaining funds shall be transferred to the General Activity Fund, with the exception of funds left by the class for purposes of providing future scholarships. Leaving funds for such scholarships must be approved by the Director of Finance and such funds shall be transferred to a separate account held for such purposes.

Interest earned on student activity funds will be considered surplus funds and shall be transferred to the General Activity Fund.

Use of Funds

Student activity funds may only be used to support authorized athletics, extra-curricular activities, and other school-related activities and are governed by state law and the rules and regulations of the Darien Board of Education.

Student activity money shall, insofar as possible, be expended in such a way as to benefit those pupils currently in school who have contributed to the accumulation of such money. Student activity funds may not be used for any purpose that represents an accommodation, loan, or credit to any person.

~~Darien High School Class Accounts~~

~~A student activities account may be established for each individual class at Darien High School for the purpose of receiving funds and paying class obligations. Upon a class's graduation, the account must be closed after class obligations are paid. The determination of the use of any anticipated balances should be determined by class officers prior to graduation. The only exception to the above regulation is if the class leaves funds for future scholarship purposes. Leaving funds for such scholarships must be approved by the Principal and the Director of Finance.~~

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Oversight by Central Administration

The Darien Board of Education has designated the Director of Finance to serve as the treasurer of all school activity funds within the District, and the Principal, or his/her designee, of each school, and/or the Athletic Director as appropriate, to serve as trustee for the individual funds maintained in each school building. The Director of Finance shall have the responsibility and authority to implement all procedures and rules pertaining to the supervision and administration of student activity funds in schools in accordance with state law and established policies and regulations of the Darien Public Schools and the Darien Board of Education. The Director of Finance will update and distribute these procedures annually. Distribution will include but not be limited to the following: All Principals, Office Secretaries, Bursars at MMS and HS and Athletic Director. The Athletic Director will disburse to all coaches and staff.

Supervision of Student Activity Funds

Each Principal, as trustee for the fund, is responsible for all student activity funds within the school, including the proper handling and use of funds and compliance with District procedures. Each Principal or his/her designee is responsible for ensuring the maintenance of records identifying resources, obligations, and the origination of revenues through written receipts. The Principal or

his/her designee must provide all required approvals for raising and spending student activity funds as provided in these procedures.

The Athletic Director shares responsibility with the Principal or his/her designee for supervising student activity funds for athletic teams, including the proper handling and use of funds and compliance with District procedures. The Athletic Director should maintain copies of records identifying resources, obligations, and the origination of revenues through written receipts. The Athletic Director is responsible for ensuring coaches comply with record keeping and approval requirements as provided in these procedures. In addition to the Principal or his/her designee, the Athletic Director must provide approval for raising and spending student activity funds for athletic teams as provided in these procedures.

Responsibilities for Student Activity Funds at the Team and Activity Level

Coaches, faculty advisors of student activities, or other staff members involved in the handling or spending of student activity funds are responsible for managing such funds in a manner that complies with District procedures, including the requirement that, aside from funds provided by the Board of Education, all financial support to athletic and extra-curricular activities must be processed through a student activity fund and comply with applicable procedures. Coaches and activity advisors must maintain financial records for their respective activity groups in addition to the records kept by the Principal or his/her designee.

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Student Activity Fund Budgeting

The Darien Board of Education provides an amount of money for each athletic team and certain other student activities in its annual operating budget. Additional funds may be raised to augment these Board of Education funds through fundraisers, gifts/donations (refer to the District's gift policy), or direct assessments to student members. Funds raised must be deposited with the appropriate student activity account.

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Athletic Teams

The Athletic Director in coordination with the serves as the Title IX coordinator (Human Resource Director) will assist and is responsible for in managing the District's efforts to comply with its obligations under Title IX. As part of considering compliance, before each athletic season starts, coaches, and possibly parents, of the respective activity will meet with the Athletic Director to establish a budget for the team. At this meeting the Athletic Director will confirm the funds in the Board of Education budget and the team's activity account (if any), and review the team's planned spending for the year, and identify and address any potential Title IX compliance issues with the Director of Human Resources that might arise during the budgeting process.

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If no Title IX compliance issues have been identified and there is a shortfall between funds on hand and anticipated purchases, the coach team will first request funds from the General Activity Account. If funds are not available from the General Activity Account, the team can either hold a fundraiser or the coach can request that the have athletes pay directly. All planned spending and fundraising must be pre-approved by the Athletic Director and Principal and/or designee only after request has been made for funds from the General Activity Account. Approved budgets by the Athletic Director shall be provided to the Director of Finance for review and shall be maintained in the Department of Finance & Operations. Coaches should complete an "Athletics Purchasing Worksheet" with the Athletic Director for budget approval.

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Audits

Student activity records and financial procedures shall be subject to periodic and random audits by internal personnel. In addition, as specified in Conn. Gen. Stat. § 10-237, the Town Auditor shall conduct an annual audit each year in the same manner as all other Town Accounts. Copies of the audit report shall be maintained as a permanent record.

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Reconciliation and Periodic Reporting Monthly Financial Statements

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Each month, ~~the~~ the Department of Finance & Operations Principal or his/her designee will assist the schools in reconciling the bank statement for ~~each~~ the student activity fund. ~~At the end (June 30th) and mid-point (December 31st) of the fiscal year, each school will -and- prepare and provide a report identifyingndicating a) the balance status of of, and b) the detail of the activity within each student activity sub-account. This report shall be provided to the Department of Finance & Operations and to the individual activities accounts and provide the report to the activity-advisor or coach overseeing the activity. -Upon receipt, the -activity- advisor or coach shallwill review -the detail of activity and compare such activity -deposits and expenses made to the accounts- with their records of receipts and disbursementsexpenses. Any discrepancies should be reported immediately to the Department of Finance & Operations. Upon approval of the advisor or coach, this report shall be provided to the Superintendent for review. Any significant reconciliation or financial issues identified during the reconciliation and reporting process shall be communicated to the Board of Education by the Superintendent in a timely manner.~~

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~~A member of the Finance staff will assist schools in reconciling bank statements. A copy of these monthly reports will be sent monthly to the Finance Office. Any discrepancies should be reported to the Finance Office immediately, but no later than two (2) business days. A monthly summary of the district's student activities will be provided to the Superintendent and the Board of Education.~~

Sports and certain activities vary during the school year. Outside the season of a particular sport or activity, a coach or activity advisor may request financial status reports on demand as needed. ~~rather than monthly due to the nature of the activity.~~

II. GENERAL PROCEDURES FOR RECEIVING FUNDS AND GIFTS:

All money collected to benefit an athletic team or student activity must be processed through a student activity fund.

Collection and Deposit of Cash and Checks

All money collected must be substantiated by duplicate-copy receipts, pre-numbered tickets, student lists, lists of items sold, or some other auditable record ("substantiating documentation").

For all money collected, coaches and activity advisors, or other staff must complete the following steps:

1. The coach or activity advisor must count all receipts.
2. The coach or activity advisor must complete and submit an ~~athletic-D~~deposit ~~F~~form indicating the name of the team, student activity, or organization and the amount of receipts and provide the applicable substantiating documentation. ~~-Activity advisors of non-athletic groups and organizations must submit the Deposit Form to the Principal or his/her designee. Coaches must submit the Deposit Form to the Athletic Director.~~
3. The Principal, the Principal's designee, or the Athletic Director, as the case may be, will verify the Deposit Form, receipts, and substantiating documentation.

4. The Principal, the Principal's designee, or the Athletic Director, as the case may be, will deposit the money in the student activity account.
5. The Principal, the Principal's designee, or the Athletic Director, as the case may be, will file the bank receipt with the Deposit Form and substantiating documentation and make the corresponding entry into the books.

All checks to be deposited should be endorsed immediately upon receipt, showing a restrictive endorsement (i.e., "For Deposit Only"). Deposits for field trips and team trips (or other monies to be re-disbursed) must be in the bank before check requests drawn against funds collected will be processed.

All checks should be made out in the name of a specific school with a notation as to the activity, trip, or purpose of the check. This procedure applies to checks from any school-related fundraising efforts. No third party checks may be accepted. At no time should checks be made payable to individual advisors, parents or coaches, nor are advisors, parents or coaches permitted to accept checks made out to themselves or to cash.

Coaches and advisors must turn over cash and checks on a daily basis to the Principal or his or her designee and obtain a receipt.

Required Approvals for Gifts or Donations

All gifts or donations to benefit an athletic team or student activity, whether monetary or in kind, must be pre-approved in the manner set forth below. Potential donors or school officials must complete a Contemplated Gift Form.

- Any gift of \$499.99 or less must be approved by the Principal before being accepted or deposited.
- Any gift of \$500.00 up to \$1,999.99 must be approved by the Superintendent of Schools before being accepted or deposited.
- Any gift of \$2,000.00 or more must be approved by the Darien Board of Education before being accepted or deposited.

Anonymous Gifts or Donations

Anonymous gifts or donations may be accepted by the District subject to the gifts and donation approval procedure listed above. While the District will honor donor requests to not publically acknowledge donors, any record maintained or kept by the District that includes the identity of the donor (e.g., a copy of a check) may be subject to disclosure under the Freedom of Information Act.

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Fundraising

Any fund raising event, activity, or program must be reviewed for approval by the Principal or Athletic Director, as applicable, using a Fundraiser Approval Form. If a fundraising activity will require a withdrawal or disbursement from a student activity fund, then a Purchase/Payment Approval Form must also be submitted to the Principal as described in Section III, below. Accurate records with respect to distribution and receipts of inventories are required. Disbursements of funds

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raised through fundraisers must follow the same approval process as described in Section III, below. All contracts must be reviewed and approved by the Director of Finance/Bursar.

~~_____ Fundraising generally should be for a specific team, club or group based on financial needs. The majority of money raised should be used in the current school year and only minimal carry over from year to year will be allowed. All fundraising proceeds must be deposited in the student activity account. Cash should be deposited as cash and may not be converted into a personal check.~~

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~~, or activity needs. Fundraising should only be performed after a request for funds from the General Activity Fund has been made. Fundraising goals shall be set and clearly communicated to donors in an effort to avoid raising surplus funds. Fundraising material shall clearly indicate the following: "Amounts raised shall be used towards the designated purpose to the extent possible. In the event excess funds are raised, such funds shall be used to benefit the District's student athletics and extra-curricular activities".~~

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~~The majority of money raised should be for used in the current school year. and only minimal carry over from year to year will be allowed. All fundraising proceeds must be deposited in the student activity account. Cash should be deposited as cash and may not be converted into a personal check.~~

~~The majority of money raised should be used in the current school year and only minimal carry over from year to year will be allowed. All fundraising proceeds must be deposited in the student activity account. Cash should be deposited as cash and may not be converted into a personal check.~~

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If a group no longer exists, has no student participation and does not have the intent to re-establish the group within the ensuing twelvemonths, the remaining funds will be considered surplus funds and be transferred to the General Activity Fund at the end of the school year. equally distributed among all existing activity funds as of June 30 of the following school year.

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In many cases, fundraising is a valuable learning experience for the students involved. Where age-appropriate, students should be involved in establishing the purpose for fundraising, developing methods of generating funds, and voting on the disbursements of funds. It is appropriate for coaches and advisors to guide the students in these processes, but it is inappropriate to "pressure" or overrule student decisions. In many cases this is a fine line, and common sense should prevail.

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Monetary donations above the estimated value of the products or services being provided through a fundraiser (e.g., a donation of \$200.00 for a candy bar fundraiser) are subject to the gifts and donations approval process described above. In addition, regardless of the estimated value of the products or services being provided through a fundraiser, donations in an amount between \$500.00 and \$1,999.00 must be approved by the Superintendent of Schools and donations in an amount over \$2,000.00 must be approved by the Darien Board of Education. As a result, coaches and activity advisors must keep records of individual donations and provide these breakdowns if the total amount raised exceeds the dollar thresholds described in the gifts and donations approval process above.

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Games of chance/raffles are prohibited.

Use of Student Activities Revenues

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From time to time, certain fundraisers/events will generate revenue without a specific purpose for expenditure. Those events may include: school pictures, lost books from the school library, Department Store and/or Supermarket giving campaigns.

Acceptable expenditures and uses of revenue from events listed above are limited to:

- Educational field trips and other activities planned for the benefit of students as recognition for accomplishments
- Student functions such as Open House, Parent Night, and Graduation
- Refreshments and snacks for meetings where the school serves as host for related activities for students. The expenditure from these functions requires an agenda and sign-in sheet
- Awards such as plaques, certificates, and school apparel in recognition of student accomplishments or service to the school or District
- Incentives for student involvement, participation and achievement
- Improvement of school communications such as bulletin boards, newsletters and signs
- School assembly services
- Student body social function costs
- Scholastic magazines for students
- Student organizational activities
- Need-based scholarships for students*
- Anything to support a student in school

*Scholarships may be granted to students at the discretion of the Principal, with approval from the Director of Finance. Scholarships must be documented using the Request for Scholarship Form and may not exceed \$50.00 for each event or the cost of attending a school-sponsored trip, whatever is greater. Eligibility for a scholarship will be determined based on an evaluation of the hardship impacting the student, including such considerations as eligibility for free and reduced lunch, household income and/or predetermined through the free and reduced lunch process. ~~Students from families who are not eligible for free and reduced lunch but who have experienced a substantial "life event" may qualify for such scholarships. A "life event" that presents a hardship may include the loss of job by a parent or guardian, job transition, or divorce.~~ Scholarships may be used for school-related items, events, and activities, including, but not limited to, field trips, yearbooks, school-wide events sponsored by the school and/or PTO (such as the Sound Tigers and picnics), school apparel, and book fairs. Principals should use their own discretion and be guided by the principles addressed in these student activity procedures. Any questions concerning the appropriateness of a disbursement should be directed to the Department of Finance & Operations Office.

Prohibited Expenditures

Student activity funds should not be used to offset normal operating costs/expenses like paper, desks, chairs, etc. It is also inappropriate to use student activity funds for teacher conferences, teacher professional development, teacher coffees, and other lunches that do not specifically involve students.

Rebates

When receiving money for trips, an accurate record of student deposits and destination costs are imperative for a successful trip. A full rebate for students who withdraw at the last minute should be the general rule. However, if a withdrawal by a student would result in a penalty to the entire group because of group size requirements, it is acceptable to determine a reasonable rebate penalty. It is the coach's or activity advisor's obligation to make such penalties clear at the onset of student participation. When in doubt, contact the Principal and/or the Director of Finance. Rebates should be made in a timely manner.

III. GENERAL PROCEDURES FOR DISBURSING FUNDS:

Payments and Disbursements

Aside from funds budgeted by the Board of Education, payments for goods, services, or activities for a team or student activity generally must be paid directly by the District from the student activity fund. All purchases, withdrawals, and disbursements from student activity accounts ultimately must be preapproved by the Principal or his/her designee. In addition, for expenditures from student activity accounts relating to athletic teams, the Athletic Director must preapprove all purchases, withdrawals, and disbursements prior to approval by the Principal or his/her designee. Students are never authorized to make such purchases directly with a vendor. Coaches, activity advisors, and parents are not authorized to make purchases directly with vendors, except as noted in the "Reimbursements" section below. Disbursement checks may not be made out to "cash" and blank checks shall never be signed.

Disbursements for field trips, planned activities, or equipment should not be made or requested until all funds collected have been deposited in the bank. As several activities are generally served by one account, all activities must maintain a positive balance to avoid overdrafts.

Athletic Teams

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All purchases, withdrawals, or disbursements from team activity accounts must be approved by the Athletic Director. With few exceptions, all purchases for the team must be made by coaches through the Athletics Secretary. The Board of Education will not pay for or reimburse any purchases that are made outside of established guidelines. Coaches should be the team's only contact with the Athletic Director and Athletics Secretary regarding purchases and payments.

Coaches requesting a purchase, withdrawal, or disbursement from a student activity account must complete the following steps:

1. The coach must complete and submit to the Athletics Secretary a Purchase/Payment Approval Form with supporting documentation (e.g., catalog information, event registration forms, etc.) that includes the cost and describes the goods, services, or events for which approval is requested.
2. The Athletics Secretary will process the request and forward the request to the Athletic Director who will review the Purchase/Payment Approval Form and supporting documentation for accuracy and will determine whether to approve the request. If the Athletic Director approves the request, he or she will forward the request to the Principal or his/her designee for approval.
3. If the request is approved, a check will be issued and signed by the Principal or his/her designee or, alternatively, the Principal or his/her designee will make or authorize an

electronic payment for the goods, services, and events. If payment is required after receipt of an invoice, the Principal or his/her designee will authorize such payment in the same manner upon receipt of the invoice.

- Both the Athletic Director and the coach will retain a copy of the Purchase/Payment Approval Form, supporting documentation, and any receipts or invoices for record keeping.

Non-Athletic Student Activity Groups

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Activity advisors requesting a purchase, withdrawal, or disbursement from a student activity account must complete the following steps:

- The activity advisor must complete and submit to the Principal or his/her designee a Purchase/Payment Approval Form with supporting documentation (e.g., catalog information, event registration forms, etc.) that includes the cost and describes the goods, services, or events for which approval is requested.
- The Principal or his/her designee will review the Purchase/Payment Approval Form and supporting documentation for accuracy and will determine whether to approve the request.
- If the Principal or his/her designee approves the request for withdrawal/disbursement, he or she will issue a check signed by the Principal or his/her designee or, alternatively, will make or authorize an electronic payment for the goods, services, and events. If payment is required after receipt of an invoice, the Principal or his/her designee will authorize such payment in the same manner upon receipt of the invoice.
- Both the Principal or his/her designee and activity advisor will retain a copy of the Purchase/Payment Approval Form, supporting documentation, and any receipts or invoices for record keeping.

Reimbursements

There are a limited group of purchases which can be made directly by coaches, activity advisors, or parents and then reimbursed through the student activity account (e.g., flowers for awards, gifts for seniors). These purchases must be preapproved by both the Principal or his/her designee and Athletic Director or Club Advisor, as applicable.

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- Requests for reimbursement must be made using the Reimbursable Activity Approval Form and submitted to the Bursar.
- Reimbursements to individuals must be accompanied by original itemized receipts.
- Sales tax will not be reimbursed.
- Contact the Bursar for more information before the purchase is made.

Administrators reimbursing themselves for petty cash activities must have the reimbursement signed off by another administrator. IRS regulations require that payments to employees, no matter how small in amount, will be processed through payroll.

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Blue List

Any team equipment (including uniforms) that is not returned at the end of the season is charged to the athlete on the schools' "Blue List". DHS has converted to an electronic Blue List (no paper forms any longer). Please contact the Athletics Secretary or the Bursar to place an athlete on the Blue List.

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Use of Funds to Hire Supplemental Staff

Student activity funds should not be used to hire supplemental staff.

Banquets

Payments for banquets must be processed through the student activity account in the manner set forth above. Coaches, team members, or parents are not authorized to pay for a banquet in any other manner. Contact the Bursar in advance of the banquet for more information.

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Senior Gifts

Gifts given to departing seniors are not an expectation of the athletics or other extra-curricular programs and are at the discretion of coaches and activity advisors. The value of gifts should not exceed \$25.00 per student. Funds must be on deposit in the student activity account to pay for the gifts (Board of Education funds may not be used). Contact the Bursar for more information.

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Gifts for Coaches or Activity Advisors

Students and parents shall be discouraged from routine presentation of gifts to coaches or activity advisors. When a student or parent feels a spontaneous desire to present a gift to a coach or activity advisor, the gift shall not be elaborate, unduly expensive or cash. The Board shall always consider as welcome, in most cases more appropriate than gifts, the writing of letters to coaches or activity advisors expressing gratitude or appreciation. Any collections for coaches' or advisors' gifts must be made outside of any collections for other activities and should not exceed a value of \$50.00. Funds for coaches' or advisors' gifts must be held by a team or activity member or parent and may not be deposited into a student activity account. Contact the Bursar or Principal for more information.

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Forms W-9 and 1099 MISC

Any vendor engaged to provide a service must complete and return an IRS Form W-9 which can be obtained at www.irs.gov. Payments to vendors reportable on IRS Form 1099-MISC will be paid through the normal student activity fund payment and disbursement process. Each school is responsible for identifying services that are subject to IRS Form 1099-MISC reporting requirements and obtaining a completed IRS Form W-9 from the vendor. All payments and disbursements will be entered into Munis by the Department of Finance & Operations, the Board of Education and then reimbursed from the Student Activity Fund. The Board of Education will apply backup withholding to any payment if necessary with regard to any vendor who does not properly document a taxpayer identification number or where directed by the IRS. On an annual basis, the Department of Finance & Operations - The Board of Education will prepare and file any required IRS Forms 1099-MISC. Any vendor who has any questions on this process or requests clarification should be directed to the Department of Finance & Operations Finance Office.

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Contacts

| | | | |
|----------------------------|-------------------------|-----------|--|
| Superintendent: | Daniel Brenner, Ph.D | 656-7412 | DBrenner@darienps.org |
| Assistant Superintendent: | Susie Da Silva, Ed.D | 656-7414 | SDaSilva@darienps.org |
| Finance Director: | Michael Feeney | 656-7405 | MFeeney@darienps.org |
| Athletic Director: | Christopher Manfredonia | 655-3981 | CManfredonia@darienps.org |
| | | Ext 2263 | |
| Athletics Secretary: | Cindy Fraioli | 655-3981 | |
| | | ext. 2244 | CFraioli@darienps.org |
| Darien High School Bursar: | Meg Ricci | 655-3981 | |
| | | ext. 2318 | MRicci@darienps.org |

~~Contemplated Gift Form~~

| | |
|-------------------------------------|---|
| _____ Hindley _____ | _____ |
| _____ Holmes _____ | _____ |
| _____ Ox Ridge _____ | _____ |
| _____ | Contact person-This may be a gift giver or a building administrator |
| _____ Royle _____ | Name _____ |
| _____ | Address _____ |
| _____ Tokeneke _____ | _____ |
| _____ | _____ |
| _____ Middlesex Middle School _____ | _____ |
| _____ | Tele. _____ |
| _____ Darien High School _____ | _____ |
| _____ | Fax. _____ |
| _____ District _____ | e-mail _____ |

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.

[illegible]

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.

_____ 500-1,000 _____ 5,000-10,000
_____ 1,000-2,000 _____ 10,000-15,000
_____ 2,000-3,000 _____ 15,000-20,000
_____ 3,000-4,000 _____ 20,000+
_____ 4,000-5,000

~~Do not write below this line~~

Status: Date received by Superintendent _____

Notes on actions by Superintendent of Schools-

Actions, if any, by the Board of Education-

Final disposition of the gift offer-

Acknowledgement of Gift _____

**DARIEN PUBLIC SCHOOLS
APPROVED STUDENT ACTIVITY FUNDS**

In accordance with the Darien Public School's Student Activities Accounting Manual, the following student activity funds have been authorized by the Director of Finance of the Darien Public Schools.

| Name of Fund | Fund Location | Authorized Signor(s) | Purpose of Fund |
|--|----------------------------|----------------------|-----------------|
| Darien High School Student Activity Fund | Darien High School | | |
| Middlesex Middle School Student Activity Fund | Middlesex Middle School | | |
| Ox Ridge Elementary School Student Activity Fund | Ox Ridge Elementary School | | |
| Tonkeneke School Student Activity Fund | Tonkeneke School | | |
| Holmes Elementary School Student Activity Fund | Holmes Elementary School | | |
| Hindley Elementary School Student Activity Fund | Hindley Elementary School | | |
| Royle Elementary School Student Activity Fund | Royle Elementary School | | |

DARIEN PUBLIC SCHOOLS
DARIEN HIGH SCHOOL STUDENT ACTIVITY FUND

In accordance with the Darien Public School's Student Activities Accounting Manual, the following sub-accounts have been authorized by the Principal of the Darien High School.

| Activity Fund | Account Advisor | Purpose of Sub-Account |
|----------------------|------------------------|-------------------------------|
| Sub-Account | | |

**DARIEN PUBLIC SCHOOLS
STUDENT ACTIVITY FUND DEPOSIT FORM**

Deposit Information:

| | |
|--------|----------|
| Cash | \$ _____ |
| Checks | \$ _____ |
| Other | \$ _____ |
| Total | \$ _____ |

Description of Source and Purpose of Funds:

Collected by: _____
Deposited by: _____

Date: _____
Date: _____

Substantiating documentation attached: Yes _____ No _____
(i.e. duplicate-copy receipts, pre-numbered tickets, student lists, list of items sold)

Accounting Information:

Activity Fund Location: _____
Activity Fund Sub-account: _____

Does deposit require an approved Contemplated Gift Form? Yes _____ No _____
(if yes, attach copy of form)

Does deposit require an approved Fundraising Request Form? Yes _____ No _____
(if yes, attach copy of form)

Approved by*: _____ Date: _____

* The Deposit Form, receipts, substantiating documentation and required forms shall be approved by the Principal, the Principal's designee, or the Athletic Director, as applicable.

DARIEN PUBLIC SCHOOLS
STUDENT ACTIVITY FUND PURCHASE/PAYMENT APPROVAL FORM

Purchasing Information:

Description of Purchase:

Vendor Name: _____
Address: _____

P.O. Amount: _____

Are sufficient funds available in the Activity Fund Sub-account?

Yes _____ No _____

Requested by: _____

Date: _____

Payment Information:

Payee Name: _____
Address: _____

Check Date: _____
Check Number: _____
Check Amount: _____

Is payment for services subject to IRS Form 1099-MISC reporting requirements?

Yes _____ No _____

If yes, obtain and attach Form W-9 Request for Taxpayer Identification Number and Certification.

Tax ID/SS #: _____

Requested by: _____

Date: _____

Accounting Information:

Activity Fund Location: _____
Activity Fund Sub-account: _____

Substantiating documentation attached:

Yes _____ No _____

(i.e. invoices, itemized receipts, registration forms, Scholarship Request Form)

Approved by**: _____

Date: _____

* Payments to vendors for services subject to IRS 1099 reporting requirements are required to be paid through the General Student Activities Fund. The General Student Activities Fund will then be reimbursed from the requesting activity fund location or sub-account.

** All purchases, withdrawals, and disbursements shall be approved by the Principal, the Principal's designee, or the Athletic Director, as applicable.

DARIEN PUBLIC SCHOOLS
STUDENT ACTIVITY FUND TRANSFER APPROVAL FORM

Transfer Information:

Transfer From

Transfer To

Activity Fund Location: _____
Activity Fund Sub-account: _____

Amount of Transfer: _____

Request for Transfer:

Requested by: _____
Approved by*: _____

Date: _____
Date: _____

* Transfers shall be approved by the Principal, the Principal's designee, or the Athletic Director, as applicable. Approval from the Director of Finance is required for any transfers from the General Student Activity Fund.

**DARIEN PUBLIC SCHOOLS
CONTEMPLATED GIFT FORM**

Gift Information:

Donor(s): _____

Description and Purpose of Proposed Gift:

Is the value of the gift(s) \$500.00 or more? Yes _____ No _____
(donated materials or services should be estimated based on fair value provided)

If value is \$500.00 or more, place a check in one of the following categories of value for the proposed gift.

\$500 - \$1,000 _____
\$1,000 - \$2,000 _____
> \$2,000 _____

Prepared by: _____

Date: _____

Notes on actions taken by Superintendent of Schools, if any:

Notes on actions taken by the Board of Education, if any:

Has gift been accepted? Yes _____ No _____

Approved by*: _____

Date: _____

Accounting Information:

Activity Fund Location: _____
Activity Fund Sub-account: _____

* Any gift of \$499.99 or less must be approved by the Principal before being accepted. Any gift of \$500.00 up to \$1,999.99 must be approved by the Superintendent of Schools before being accepted. Any gift of \$2,000.00 or more must be approved by the Darien Board of Education before being accepted.

**DARIEN PUBLIC SCHOOLS
FUNDRAISING REQUEST FORM
PART 1 OF 2**

Fundraising Information:

Note: Prior to requesting a fundraiser, student activity groups are required to request if funding is available through the General Student Activity Fund. Requests should be made directly to the Director of Finance using the Transfer Request Form.

Has the student activity group requested funding from the General Student Activity Fund?

Yes _____ No _____

Purpose of Fundraiser (what is the intended use of funds?):

Source of Funds:

| | |
|----------------------------|-------|
| Gift/donations | _____ |
| Solicitation | _____ |
| Sale of goods (specify) | _____ |
| Sale of services (specify) | _____ |

Fundraising goal _____

(amount needed to meet the stated purpose of the fundraiser)

Does the intended use of funds create a threat to compliance with Title IX equity requirements?

Yes _____ No _____

If yes, has the threat of compliance been discussed with the Superintendent of School.

Yes _____ No _____

Describe conclusion reached regarding compliance with Title IX equity requirements:

Requested by: _____
Approved by*: _____

Date: _____
Date: _____

* All fundraising requests shall be approved by the Principal, the Principal's designee, or the Athletic Director, as applicable.

**DARIEN PUBLIC SCHOOLS
FUNDRAISING REQUEST FORM
PART 2 OF 2**

Fundraising Results:

| | |
|-------------------|----------|
| Amount raised | \$ _____ |
| Fundraising goal | \$ _____ |
| Surplus (deficit) | \$ _____ |

Planned use of surplus funds raised:

(money raised should normally be used during the current school year; surplus funds raised are subject to transfer to the General Student Activity Fund to be used for the benefit of the District's student athletics and extra-curricular activities).

Prepared by: _____

Date: _____

Accounting Information:

Primary Activity Fund Location: _____
Primary Activity Fund Sub-account: _____
Amount deposited: _____

Secondary Activity Fund Location: _____
Secondary Activity Fund Sub-account: _____
Amount deposited: _____

Approved by*: _____

Date: _____

* All fundraising results shall be approved by the Principal, the Principal's designee, or the Athletic Director, as applicable.

**DARIEN PUBLIC SCHOOLS
SCHOLARSHIP REQUEST FORM**

Scholarship Information:

Name of Student: _____

Purpose of Scholarship (what is the intended use of scholarship?):

| | |
|---------------------------------------|----------|
| Estimated or actual cost of activity? | \$ _____ |
| Portion to be contributed by student? | \$ _____ |
| Amount of scholarship requested? | \$ _____ |

Describe the hardship impacting the student and what information was obtained to verify the hardship:

Amount of Scholarship authorized? \$ _____ *

Granted by**: _____
Approved by**: _____

Date: _____
Date: _____

* Scholarships may not exceed \$50.00 for each event or the cost of attending a school-sponsored trip, whatever is greater.

** *Scholarships may be granted to students at the discretion of the Principal, with approval from the Director of Finance.

DARIEN PUBLIC SCHOOLS

Student Activities Accounting Manual 2016-17

Adopted by the Board of Education:
(insert date)

GUIDELINES TO STUDENT ACTIVITY FUND ACCOUNTING

INTRODUCTION:

Public school districts in the State of Connecticut have authority to establish and maintain student activity funds under Section 10-237 of the Connecticut General Statutes. Pursuant to this authority, the Darien Board of Education (the "District") has adopted policies and procedures governing the establishment and use of Student Activity Funds and this accounting manual to implement such policies and procedures.

Under state law, student activity funds are considered District accounts and must be audited by the auditor annually in the same manner as all other accounts as required by law.

The following manual is established to govern procedures relating to student activity funds to ensure that efficient procedures are available for the creation, operation, management, supervision and culmination of such funds. These guidelines apply to all school district staff who raise or handle student activity funds or who are involved in fundraisers for or gifts to the school system.

PURPOSE OF STUDENT ACTIVITY FUNDS:

Connecticut General Statute 10-237 provides for Boards of Education to establish and maintain school activity funds that are used for the educational benefit of currently enrolled students. Student activity funds are to be used in ways that complement but do not conflict with instructional programs, that supplement but do not take the place of programs or services which should be funded through the regular district operating/capital budgets. The District is responsible for establishing procedures that define and regulate how and for what purposes expenditures from and donations to student activity funds can be made.

The raising and expending of student activity funds should promote the general welfare, education, and morale of the students and to finance the athletic and extra-curricular activities of the student body organization. The management of student activity funds shall be in accordance with sound financial practices, including sound budgetary and accounting procedures and thorough audits.

The Darien Public Schools appreciates and welcomes the generosity of community members' and groups' financial contributions to benefit student athletics and extra-curricular activities. At the same time, the District has an obligation to ensure proper oversight of student activity funds, including compliance with accounting requirements and equity requirements under Title IX of the Education Amendments of 1972 and its implementing regulations. As a result, aside from funds provided by the Board of Education, all financial support to athletic and extra-curricular activities must be processed through a student activity fund and comply with applicable procedures. This requirement applies to financial support to benefit student athletics or extra-curricular activities made by outside sources, including, but not limited to, individuals, community groups, parent-teacher organizations or associations, and booster clubs.

Regardless of the original source of funds used to finance school activities, the District is ultimately responsible for the funds raised in compliance with the fundraising section and how they are spent. As a result, administrators, coaches, teachers, and student activity advisors are responsible for ensuring these funds are processed and spent appropriately and in accordance with these procedures.

If Principals, coaches or activity advisors have questions regarding these regulations, please contact the District's Director of Finance for clarification.

I. MANAGEMENT AND SUPERVISION OF STUDENT ACTIVITY FUNDS:

Establishment of Funds

Student activity funds may only be established with the written consent of the Director of Finance. A detailed listing of all approved student activity funds will be maintained by the Director of Finance. This listing will include the a) the name of the fund, b) the location of the fund, c) the authorized signer(s) of the fund, and d) the purpose of the fund. Financial records will be kept at individual schools, except of financial records relating to the General Student Activity Fund, which will be kept at the District's Department of Finance & Operations. Each school will maintain a detailed listing of authorized sub-accounts for each student activity fund. This listing will include a) a description of the sub-account, b) the coach or activity advisor responsible for oversight of the sub-account, and c) the purpose of the sub-account. Coaches and activity advisors may not establish separate funds or accounts in their names, parents' names, or the name of the any school for the benefit of their teams or activities.

General Student Activity Fund

The Department of Finance & Operations shall establish a General Student Activity Fund (the "General Activity Fund"). The General Activity Fund shall be established to maintain unrestricted donations made to the District to support general student activities and to maintain surplus funds, as defined herein. In lieu of fundraising or student fees, funds maintained in the General Activity Fund may be requested for use by coaches, activity advisors, or student groups to support student related activities. Use of such funds may only be used upon written request and requires approval of the Director of Finance.

Surplus Funds

At the end of each school year, surplus funds maintained within a student activity fund or a sub-account of a student activity fund shall be identified and transferred to the General Activity Fund. Surplus funds are funds held within a student activity fund or a sub-account of a student activity fund that is considered to be in excess of the immediate cash needs of the student group. In general, the amount of surplus funds held at the end of each school year should be governed by the needs of the activity for which the funds are being maintained.

For each of the student activity funds held at the District's elementary schools, surplus funds have been defined as the balance of funds held in excess of \$1,000 at the end of each school year.

For all athletic, club or general sub-accounts, surplus funds have been defined as uncommitted funds held at the end of each school year in excess of the annual recurring disbursements made within the sub-account for the most recently completed school year. Uncommitted funds are defined as funds that have not been restricted or committed. Restricted funds are considered funds that can only be spent for the specific purpose stipulated by donors. Committed funds are considered funds that a) have been committed for a specific purpose that is considered nonrecurring in nature and b) the funds are expected to be disbursed within the subsequent school year. The amount and purpose of any restricted or committed funds held at the end of each school year should be documented by the coaches or activity advisor and shall be submitted for approval to the Director of Finance.

For student class sub-accounts, surplus funds may be carried forward each school year until graduation. Upon a class's graduation, the sub-account must be closed after all class obligations are paid. Any remaining funds shall be transferred to the General Activity Fund, with the exception of funds left by the class for purposes of providing future scholarships. Leaving funds for such scholarships must be approved by the Director of Finance and such funds shall be transferred to a separate account held for such purposes.

Interest earned on student activity funds will be considered surplus funds and shall be transferred to the General Activity Fund.

Use of Funds

Student activity funds may only be used to support authorized athletics, extra-curricular activities, and other school-related activities and are governed by state law and the rules and regulations of the Darien Board of Education.

Student activity money shall, insofar as possible, be expended in such a way as to benefit those pupils currently in school who have contributed to the accumulation of such money. Student activity funds may not be used for any purpose that represents an accommodation, loan, or credit to any person.

Oversight by Central Administration

The Darien Board of Education has designated the Director of Finance to serve as the treasurer of all school activity funds within the District, and the Principal, or his/her designee, of each school, and/or the Athletic Director as appropriate, to serve as trustee for the individual funds maintained in each school building. The Director of Finance shall have the responsibility and authority to implement all procedures and rules pertaining to the supervision and administration of student activity funds in schools in accordance with state law and established policies and regulations of the Darien Public Schools and the Darien Board of Education. The Director of Finance will update and distribute these procedures annually. Distribution will include but not be limited to the following: All Principals, Office Secretaries, Bursars at MMS and HS and Athletic Director. The Athletic Director will disburse to all coaches and staff.

Supervision of Student Activity Funds

Each Principal, as trustee for the fund, is responsible for all student activity funds within the school, including the proper handling and use of funds and compliance with District procedures. Each Principal or his/her designee is responsible for ensuring the maintenance of records identifying resources, obligations, and the origination of revenues through written receipts. The Principal or his/her designee must provide all required approvals for raising and spending student activity funds as provided in these procedures.

The Athletic Director shares responsibility with the Principal or his/her designee for supervising student activity funds for athletic teams, including the proper handling and use of funds and compliance with District procedures. The Athletic Director should maintain copies of records identifying resources, obligations, and the origination of revenues through written receipts. The Athletic Director is responsible for ensuring coaches comply with record keeping and approval requirements as provided in these procedures. In addition to the Principal or his/her designee, the Athletic Director must provide approval for raising and spending student activity funds for athletic teams as provided in these procedures.

Responsibilities for Student Activity Funds at the Team and Activity Level

Coaches, faculty advisors of student activities, or other staff members involved in the handling or spending of student activity funds are responsible for managing such funds in a manner that complies with District procedures, including the requirement that, aside from funds provided by the Board of Education, all financial support to athletic and extra-curricular activities must be processed through a student activity fund and comply with applicable procedures. Coaches and activity advisors must maintain financial records for their respective activity groups in addition to the records kept by the Principal or his/her designee.

Student Activity Fund Budgeting

The Darien Board of Education provides an amount of money for each athletic team and certain other student activities in its annual operating budget. Additional funds may be raised to augment these Board of Education funds through fundraisers, gifts/donations (refer to the District's gift policy), or direct assessments to student members. Funds raised must be deposited with the appropriate student activity account.

Athletic Teams

The Athletic Director in coordination with the Title IX coordinator (Human Resource Director) will assist in managing the District's efforts to comply with its obligations under Title IX. As part of considering compliance, before each athletic season starts, coaches of the respective activity will meet with the Athletic Director to establish a budget for the team. At this meeting the Athletic Director will confirm the funds in the Board of Education budget and the team's activity account (if any), review the team's planned spending for the year, and identify and address any potential Title IX compliance issues with the Director of Human Resources that might arise during the budgeting process.

If no Title IX compliance issues have been identified and there is a shortfall between funds on hand and anticipated purchases, the coach will first request funds from the General Activity Account. If funds are not available from the General Activity Account, the team can either hold a fundraiser or the coach can request that the athletes pay directly. All planned spending and fundraising must be pre-approved by the Athletic Director and Principal and/or designee only after request has been made for funds from the General Activity Account. Approved budgets by the Athletic Director shall be provided to the Director of Finance for review and shall be maintained in the Department of Finance & Operations.

Audits

Student activity records and financial procedures shall be subject to periodic and random audits by internal personnel. In addition, as specified in Conn. Gen. Stat. § 10-237, the Town Auditor shall conduct an annual audit each year in the same manner as all other Town Accounts. Copies of the audit report shall be maintained as a permanent record.

Reconciliation and Periodic Reporting

Each month, the Department of Finance & Operations will assist the schools in reconciling the bank statement for each student activity fund. At the end (June 30th) and mid-point (December 31st) of the fiscal year, each school will prepare and provide a report identifying a) the balance of, and b) the detail of the activity within each student activity sub-account. This report shall be provided to the Department of Finance & Operations and to the advisor or coach overseeing the activity. Upon receipt, the advisor or coach shall review the detail of activity and compare such activity with their records of receipts and disbursements. Any discrepancies should be reported immediately to the Department of Finance & Operations. Upon approval of the advisor or coach,

this report shall be provided to the Superintendent for review. Any significant reconciliation or financial issues identified during the reconciliation and reporting process shall be communicated to the Board of Education by the Superintendent in a timely manner.

Sports and certain activities vary during the school year. Outside the season of a particular sport or activity, a coach or activity advisor may request financial status reports on demand as needed.

II. GENERAL PROCEDURES FOR RECEIVING FUNDS AND GIFTS:

All money collected to benefit an athletic team or student activity must be processed through a student activity fund.

Collection and Deposit of Cash and Checks

All money collected must be substantiated by duplicate-copy receipts, pre-numbered tickets, student lists, lists of items sold, or some other auditable record ("substantiating documentation").

For all money collected, coaches and activity advisors, or other staff must complete the following steps:

1. The coach or activity advisor must count all receipts.
2. The coach or activity advisor must complete and submit an Deposit Form indicating the name of the team, student activity, or organization and the amount of receipts and provide the applicable substantiating documentation. Activity advisors of non-athletic groups and organizations must submit the Deposit Form to the Principal or his/her designee. Coaches must submit the Deposit Form to the Athletic Director.
3. The Principal, the Principal's designee, or the Athletic Director, as the case may be, will verify the Deposit Form, receipts, and substantiating documentation.
4. The Principal, the Principal's designee, or the Athletic Director, as the case may be, will deposit the money in the student activity account.
5. The Principal, the Principal's designee, or the Athletic Director, as the case may be, will file the bank receipt with the Deposit Form and substantiating documentation and make the corresponding entry into the books.

All checks to be deposited should be endorsed immediately upon receipt, showing a restrictive endorsement (i.e., "For Deposit Only"). Deposits for field trips and team trips (or other monies to be re-disbursed) must be in the bank before check requests drawn against funds collected will be processed.

All checks should be made out in the name of a specific school with a notation as to the activity, trip, or purpose of the check. This procedure applies to checks from any school-related fundraising efforts. No third party checks may be accepted. At no time should checks be made payable to individual advisors, parents or coaches, nor are advisors, parents or coaches permitted to accept checks made out to themselves or to cash.

Coaches and advisors must turn over cash and checks on a daily basis to the Principal or his or her designee and obtain a receipt.

Required Approvals for Gifts or Donations

All gifts or donations to benefit an athletic team or student activity, whether monetary or in kind, must be pre-approved in the manner set forth below. Potential donors or school officials must complete a Contemplated Gift Form.

- Any gift of \$499.99 or less must be approved by the Principal before being accepted or deposited.
- Any gift of \$500.00 up to \$1,999.99 must be approved by the Superintendent of Schools before being accepted or deposited.
- Any gift of \$2,000.00 or more must be approved by the Darien Board of Education before being accepted or deposited.

Anonymous Gifts or Donations

Anonymous gifts or donations may be accepted by the District subject to the gifts and donation approval procedure listed above. While the District will honor donor requests to not publically acknowledge donors, any record maintained or kept by the District that includes the identity of the donor (e.g., a copy of a check) may be subject to disclosure under the Freedom of Information Act.

Fundraising

Any fund raising event, activity, or program must be reviewed for approval by the Principal or Athletic Director, as applicable, using a Fundraiser Approval Form. If a fundraising activity will require a withdrawal or disbursement from a student activity fund, then a Purchase/Payment Approval Form must also be submitted to the Principal as described in Section III, below. Accurate records with respect to distribution and receipts of inventories are required. Disbursements of funds raised through fundraisers must follow the same approval process as described in Section III, below. All contracts must be reviewed and approved by the Director of Finance.

Fundraising generally should be for a specific team, club or group based on financial needs. Fundraising should only be performed after a request for funds from the General Activity Fund has been made. Fundraising goals shall be set and clearly communicated to donors in an effort to avoid raising surplus funds. Fundraising material shall clearly indicate the following: *"Amounts raised shall be used towards the designated purpose to the extent possible. In the event excess funds are raised, such funds shall be used to benefit the District's student athletics and extra-curricular activities"*.

The majority of money raised should be for use in the current school year. All fundraising proceeds must be deposited in the student activity account. Cash should be deposited as cash and may not be converted into a personal check.

If a group no longer exists, has no student participation and does not have the intent to re-establish the group within the ensuing twelvemonths, the remaining funds will be considered surplus funds and be transferred to the General Activity Fund at the end of the school year.

In many cases, fundraising is a valuable learning experience for the students involved. Where age-appropriate, students should be involved in establishing the purpose for fundraising, developing methods of generating funds, and voting on the disbursements of funds. It is appropriate for coaches and advisors to guide the students in these processes, but it is inappropriate to "pressure" or overrule student decisions. In many cases this is a fine line, and common sense should prevail.

Monetary donations above the estimated value of the products or services being provided through a fundraiser (e.g., a donation of \$200.00 for a candy bar fundraiser) are subject to the gifts and donations approval process described above. In addition, regardless of the estimated value of the products or services being provided through a fundraiser, donations in an amount between \$500.00 and \$1,999.00 must be approved by the Superintendent of Schools and donations in an amount over \$2,000.00 must be approved by the Darien Board of Education. As a result, coaches and activity advisors must keep records of individual donations and provide these breakdowns if the total amount raised exceeds the dollar thresholds described in the gifts and donations approval process above.

Games of chance/raffles are prohibited.

Use of Student Activities Revenues

From time to time, certain fundraisers/events will generate revenue without a specific purpose for expenditure. Those events may include: school pictures, lost books from the school library, Department Store and/or Supermarket giving campaigns.

Acceptable expenditures and uses of revenue from events listed above are limited to:

- Educational field trips and other activities planned for the benefit of students as recognition for accomplishments
- Student functions such as Open House, Parent Night, and Graduation
- Refreshments and snacks for meetings where the school serves as host for related activities for students. The expenditure from these functions requires an agenda and sign-in sheet
- Awards such as plaques, certificates, and school apparel in recognition of student accomplishments or service to the school or District
- Incentives for student involvement, participation and achievement
- Improvement of school communications such as bulletin boards, newsletters and signs
- School assembly services
- Student body social function costs
- Scholastic magazines for students
- Student organizational activities
- Need-based scholarships for students*
- Anything to support a student in school

*Scholarships may be granted to students at the discretion of the Principal, with approval from the Director of Finance. Scholarships must be documented using the Request for Scholarship Form and may not exceed \$50.00 for each event or the cost of attending a school-sponsored trip, whatever is greater. Eligibility for a scholarship will be determined based on an evaluation of the hardship impacting the student, including such considerations as eligibility for free and reduced lunch, household income and/or the loss of job by a parent or guardian. Scholarships may be used for school-related items, events, and activities, including, but not limited to, field trips, yearbooks, school-wide events sponsored by the school and/or PTO (such as the Sound Tigers and picnics), school apparel, and book fairs. Principals should use their own discretion and be guided by the principles addressed in these student activity procedures. Any questions concerning the appropriateness of a disbursement should be directed to the Department of Finance & Operations.

Prohibited Expenditures

Student activity funds should not be used to offset normal operating costs/expenses like paper, desks, chairs, etc. It is also inappropriate to use student activity funds for teacher conferences, teacher professional development, teacher coffees, and other lunches that do not specifically involve students.

Rebates

When receiving money for trips, an accurate record of student deposits and destination costs are imperative for a successful trip. A full rebate for students who withdraw at the last minute should be the general rule. However, if a withdrawal by a student would result in a penalty to the entire group because of group size requirements, it is acceptable to determine a reasonable rebate penalty. It is the coach's or activity advisor's obligation to make such penalties clear at the onset of student participation. When in doubt, contact the Principal and/or the Director of Finance. Rebates should be made in a timely manner.

III. GENERAL PROCEDURES FOR DISBURSING FUNDS:

Payments and Disbursements

Aside from funds budgeted by the Board of Education, payments for goods, services, or activities for a team or student activity generally must be paid directly by the District from the student activity fund. All purchases, withdrawals, and disbursements from student activity accounts ultimately must be preapproved by the Principal or his/her designee. In addition, for expenditures from student activity accounts relating to athletic teams, the Athletic Director must preapprove all purchases, withdrawals, and disbursements prior to approval by the Principal or his/her designee. Students are never authorized to make such purchases directly with a vendor. Coaches, activity advisors, and parents are not authorized to make purchases directly with vendors, except as noted in the "Reimbursements" section below. Disbursement checks may not be made out to "cash" and blank checks shall never be signed.

Disbursements for field trips, planned activities, or equipment should not be made or requested until all funds collected have been deposited in the bank. As several activities are generally served by one account, all activities must maintain a positive balance to avoid overdrafts.

Athletic Teams

All purchases, withdrawals, or disbursements from team activity accounts must be approved by the Athletic Director. With few exceptions, all purchases for the team must be made by coaches through the Athletics Secretary. The Board of Education will not pay for or reimburse any purchases that are made outside of established guidelines. Coaches should be the team's only contact with the Athletic Director and Athletics Secretary regarding purchases and payments.

Coaches requesting a purchase, withdrawal, or disbursement from a student activity account must complete the following steps:

1. The coach must complete and submit to the Athletics Secretary a Purchase/Payment Approval Form with supporting documentation (e.g., catalog information, event registration

forms, etc.) that includes the cost and describes the goods, services, or events for which approval is requested.

2. The Athletics Secretary will process the request and forward the request to the Athletic Director who will review the Purchase/Payment Approval Form and supporting documentation for accuracy and will determine whether to approve the request. If the Athletic Director approves the request, he or she will forward the request to the Principal or his/her designee for approval.
3. If the request is approved, a check will be issued and signed by the Principal or his/her designee or, alternatively, the Principal or his/her designee will make or authorize an electronic payment for the goods, services, and events. If payment is required after receipt of an invoice, the Principal or his/her designee will authorize such payment in the same manner upon receipt of the invoice.
4. Both the Athletic Director and the coach will retain a copy of the Purchase/Payment Approval Form, supporting documentation, and any receipts or invoices for record keeping.

Non-Athletic Student Activity Groups

Activity advisors requesting a purchase, withdrawal, or disbursement from a student activity account must complete the following steps:

1. The activity advisor must complete and submit to the Principal or his/her designee a Purchase/Payment Approval Form with supporting documentation (e.g., catalog information, event registration forms, etc.) that includes the cost and describes the goods, services, or events for which approval is requested.
2. The Principal or his/her designee will review the Purchase/Payment Approval Form and supporting documentation for accuracy and will determine whether to approve the request.
3. If the Principal or his/her designee approves the request for withdrawal/disbursement, he or she will issue a check signed by the Principal or his/her designee or, alternatively, will make or authorize an electronic payment for the goods, services, and events. If payment is required after receipt of an invoice, the Principal or his/her designee will authorize such payment in the same manner upon receipt of the invoice.
4. Both the Principal or his/her designee and activity advisor will retain a copy of the Purchase/Payment Approval Form, supporting documentation, and any receipts or invoices for record keeping.

Reimbursements

There are a limited group of purchases which can be made directly by coaches, activity advisors, or parents and then reimbursed through the student activity account (e.g., flowers for awards, gifts for seniors). These purchases must be preapproved by both the Principal or his/her designee and Athletic Director or Club Advisor, as applicable.

- Requests for reimbursement must be made using the Reimbursable Activity Approval Form and submitted to the Bursar.
- Reimbursements to individuals must be accompanied by original itemized receipts.
- Sales tax will not be reimbursed.
- Contact the Bursar for more information before the purchase is made.

Administrators reimbursing themselves for petty cash activities must have the reimbursement signed off by another administrator. IRS regulations require that payments to employees, no matter how small in amount, will be processed through payroll.

Blue List

Any team equipment (including uniforms) that is not returned at the end of the season is charged to the athlete on the schools' "Blue List". DHS has converted to an electronic Blue List (no paper forms any longer). Please contact the Athletics Secretary or the Bursar to place an athlete on the Blue List.

Use of Funds to Hire Supplemental Staff

Student activity funds should not be used to hire supplemental staff.

Banquets

Payments for banquets must be processed through the student activity account in the manner set forth above. Coaches, team members, or parents are not authorized to pay for a banquet in any other manner. Contact the Bursar in advance of the banquet for more information.

Senior Gifts

Gifts given to departing seniors are not an expectation of the athletics or other extra-curricular programs and are at the discretion of coaches and activity advisors. The value of gifts should not exceed \$25.00 per student. Funds must be on deposit in the student activity account to pay for the gifts (Board of Education funds may not be used). Contact the Bursar for more information.

Gifts for Coaches or Activity Advisors

Students and parents shall be discouraged from routine presentation of gifts to coaches or activity advisors. When a student or parent feels a spontaneous desire to present a gift to a coach or activity advisor, the gift shall not be elaborate, unduly expensive or cash. The Board shall always consider as welcome, in most cases more appropriate than gifts, the writing of letters to coaches or activity advisors expressing gratitude or appreciation. Any collections for coaches' or advisors' gifts must be made outside of any collections for other activities and should not exceed a value of \$50.00. Funds for coaches' or advisors' gifts must be held by a team or activity member or parent and may not be deposited into a student activity account. Contact the Bursar or Principal for more information.

Forms W-9 and 1099 MISC

Any vendor engaged to provide a service must complete and return an IRS Form W-9 which can be obtained at www.irs.gov. Payments to vendors reportable on IRS Form 1099-MISC will be paid through the normal student activity fund payment and disbursement process. Each school is responsible for identifying services that are subject to IRS Form 1099-MISC reporting requirements and obtaining a completed IRS Form W-9 from the vendor. All payments and disbursements will be entered into Munis by the Department of Finance & Operations. On an annual basis, the Department of Finance & Operations will prepare and file any required IRS Forms 1099-MISC. Any vendor who has any questions on this process or requests clarification should be directed to the Department of Finance & Operations.

DARIEN PUBLIC SCHOOLS
APPROVED STUDENT ACTIVITY FUNDS

In accordance with the Darien Public School's Student Activities Accounting Manual, the following student activity funds have been authorized by the Director of Finance of the Darien Public Schools.

| <u>Name of Fund</u> | <u>Fund Location</u> | <u>Authorized Signor(s)</u> | <u>Purpose of Fund</u> |
|--|----------------------------|-----------------------------|------------------------|
| Darien High School Student Activity Fund | Darien High School | | |
| Middlesex Middle School Student Activity Fund | Middlesex Middle School | | |
| Ox Ridge Elementary School Student Activity Fund | Ox Ridge Elementary School | | |
| Tokeneke School Student Activity Fund | Tokeneke School | | |
| Holmes Elementary School Student Activity Fund | Holmes Elementary School | | |
| Hindley Elementary School Student Activity Fund | Hindley Elementary School | | |
| Royle Elementary School Student Activity Fund | Royle Elementary School | | |

DARIEN PUBLIC SCHOOLS
DARIEN HIGH SCHOOL STUDENT ACTIVITY FUND

In accordance with the Darien Public School's Student Activities Accounting Manual, the following sub-accounts have been authorized by the Principal of the Darien High School.

| Activity Fund Sub-Account | Account Advisor | Purpose of Sub-Account |
|------------------------------|-----------------|------------------------|
|------------------------------|-----------------|------------------------|

**DARIEN PUBLIC SCHOOLS
STUDENT ACTIVITY FUND DEPOSIT FORM**

Deposit Information:

| | |
|--------|----------|
| Cash | \$ _____ |
| Checks | \$ _____ |
| Other | \$ _____ |
| Total | \$ _____ |

Description of Source and Purpose of Funds:

Collected by: _____
Deposited by: _____

Date: _____
Date: _____

Substantiating documentation attached: Yes _____ No _____
(i.e. duplicate-copy receipts, pre-numbered tickets, student lists, list of items sold)

Accounting Information:

Activity Fund Location: _____
Activity Fund Sub-account: _____

Does deposit require an approved Contemplated Gift Form? Yes _____ No _____
(if yes, attach copy of form)

Does deposit require an approved Fundraising Request Form? Yes _____ No _____
(if yes, attach copy of form)

Approved by*: _____ Date: _____

* The Deposit Form, receipts, substantiating documentation and required forms shall be approved by the Principal, the Principal's designee, or the Athletic Director, as applicable.

DARIEN PUBLIC SCHOOLS
STUDENT ACTIVITY FUND PURCHASE/PAYMENT APPROVAL FORM

Purchasing Information:

Description of Purchase: _____

Vendor Name: _____
Address: _____

P.O. Amount: _____

Are sufficient funds available in the Activity Fund Sub-account?

Yes _____ No _____

Requested by: _____

Date: _____

Payment Information:

Payee Name: _____
Address: _____

Check Date: _____
Check Number: _____
Check Amount: _____

Is payment for services subject to IRS Form 1099-MISC reporting requirements?

Yes _____ No _____

If yes, obtain and attach Form W-9 Request for Taxpayer Identification Number and Certification.

Tax ID/SS #: _____

Requested by: _____

Date: _____

Accounting Information:

Activity Fund Location: _____
Activity Fund Sub-account: _____

Substantiating documentation attached:

(i.e. invoices, itemized receipts, registration forms, Scholarship Request Form)

Yes _____ No _____

Approved by**: _____

Date: _____

* Payments to vendors for services subject to IRS 1099 reporting requirements are required to be paid through the General Student Activities Fund. The General Student Activities Fund will then be reimbursed from the requesting activity fund location or sub-account.

** All purchases, withdrawals, and disbursements shall be approved by the Principal, the Principal's designee, or the Athletic Director, as applicable.

DARIEN PUBLIC SCHOOLS
STUDENT ACTIVITY FUND TRANSFER APPROVAL FORM

Transfer Information:

Transfer From

Transfer To

Activity Fund Location: _____
Activity Fund Sub-account: _____

Amount of Transfer: _____

Request for Transfer:

Requested by: _____
Approved by*: _____

Date: _____
Date: _____

* Transfers shall be approved by the Principal, the Principal's designee, or the Athletic Director, as applicable. Approval from the Director of Finance is required for any transfers from the General Student Activity Fund.

**DARIEN PUBLIC SCHOOLS
CONTEMPLATED GIFT FORM**

Gift Information:

Donor(s): _____

Description and Purpose of Proposed Gift:

Is the value of the gift(s) \$500.00 or more? Yes _____ No _____
(donated materials or services should be estimated based on fair value provided)

If value is \$500.00 or more, place a check in one of the following categories of value for the proposed gift.

\$500 - \$1,000 _____
\$1,000 - \$2,000 _____
> \$2,000 _____

Prepared by: _____ Date: _____

Notes on actions taken by Superintendent of Schools, if any:

Notes on actions taken by the Board of Education, if any:

Has gift been accepted? Yes _____ No _____

Approved by*: _____ Date: _____

Accounting Information:

Activity Fund Location: _____
Activity Fund Sub-account: _____

* Any gift of \$499.99 or less must be approved by the Principal before being accepted. Any gift of \$500.00 up to \$1,999.99 must be approved by the Superintendent of Schools before being accepted. Any gift of \$2,000.00 or more must be approved by the Darien Board of Education before being accepted.

**DARIEN PUBLIC SCHOOLS
FUNDRAISING REQUEST FORM
PART 1 OF 2**

Fundraising Information:

Note: Prior to requesting a fundraiser, student activity groups are required to request if funding is available through the General Student Activity Fund. Requests should be made directly to the Director of Finance using the Transfer Request Form.

Has the student activity group requested funding from the General Student Activity Fund?

Yes _____ No _____

Purpose of Fundraiser (what is the intended use of funds?):

Source of Funds:

Gift/donations _____
Solicitation _____
Sale of goods (specify) _____
Sale of services (specify) _____

Fundraising goal _____
(amount needed to meet the stated purpose of the fundraiser)

Does the intended use of funds create a threat to compliance with Title IX equity requirements?

Yes _____ No _____

If yes, has the threat of compliance been discussed with the Superintendent of School.

Yes _____ No _____

Describe conclusion reached regarding compliance with Title IX equity requirements:

Requested by: _____
Approved by*: _____

Date: _____
Date: _____

* All fundraising requests shall be approved by the Principal, the Principal's designee, or the Athletic Director, as applicable.

**DARIEN PUBLIC SCHOOLS
FUNDRAISING REQUEST FORM
PART 2 OF 2**

Fundraising Results:

| | |
|-------------------|----------|
| Amount raised | \$ _____ |
| Fundraising goal | \$ _____ |
| Surplus (deficit) | \$ _____ |

Planned use of surplus funds raised:

(money raised should normally be used during the current school year; surplus funds raised are subject to transfer to the General Student Activity Fund to be used for the benefit of the District's student athletics and extra-curricular activities).

Prepared by: _____

Date: _____

Accounting Information:

Primary Activity Fund Location: _____
Primary Activity Fund Sub-account: _____
Amount deposited: _____

Secondary Activity Fund Location: _____
Secondary Activity Fund Sub-account: _____
Amount deposited: _____

Approved by*: _____

Date: _____

* All fundraising results shall be approved by the Principal, the Principal's designee, or the Athletic Director, as applicable.

**DARIEN PUBLIC SCHOOLS
SCHOLARSHIP REQUEST FORM**

Scholarship Information:

Name of Student: _____

Purpose of Scholarship (what is the intended use of scholarship?):

| | |
|---------------------------------------|----------|
| Estimated or actual cost of activity? | \$ _____ |
| Portion to be contributed by student? | \$ _____ |
| Amount of scholarship requested? | \$ _____ |

Describe the hardship impacting the student and what information was obtained to verify the hardship:

Amount of Scholarship authorized? \$ _____ *

Granted by**: _____
Approved by**: _____

Date: _____
Date: _____

* Scholarships may not exceed \$50.00 for each event or the cost of attending a school-sponsored trip, whatever is greater.

** *Scholarships may be granted to students at the discretion of the Principal, with approval from the Director of Finance.

P R O P O S E D (Revised)

Darien Public Schools

District Goals 2016-2017

| Curriculum & Instruction | Special Education | Business | Human Resources | Community | Facilities | Technology |
|---|--|---|--|---|--|---|
| Further develop and ensure consistency of the implementation of SRBI, K-12 and measure its effectiveness. | Design an Alternative Education Program for general and special education students in grades 9-12. | Establish a comprehensive transportation communication plan for the start of each school year. | Oversee and/or coordinate negotiations for seven bargaining units. | Work on communication between parents and the district, including utilizing meetings and digital media. | Update security district wide, including managing parking and traffic flow on all campuses. | Implement the 1:1 Chromebook Initiative (4-7), collect feedback from stakeholders and make recommendations. |
| <p>Review the primary resources/assessments in the World Language Program & make recommendations/ implement as appropriate.</p> <p>Review the impact of the World Language Program at MMS (5 days versus 3 days).</p> | <p>Continue professional development in IEP writing, best practices in instructional strategies and methodologies, data collection, and progress monitoring.</p> <p>Continue professional development in multi-sensory reading programs, and math programs Pre-K-12.</p> <p>Provide professional development in best practices in co-teaching K-12.</p> <p>Provide professional development and curriculum design for highly structured systematic behavioral intervention programs.</p> | Implement revised student activity policies/procedure. Standardize templates across the District. | Investigate and begin the implementation of digitized onboarding of new hires and absence approvals. | Collaboration with town on opportunities for shared services. | Manage construction including, stadium east, cafeteria, and locker pods. and the Hindley front entrance | Rollout pilot of copy center, followed by implementation at each of the elementary schools. |

| | | | | | | |
|---|--|--|--|--|---|--|
| Create a digital standards-based Progress Report for the elementary level to be implemented in 2016-2017 school year. Review and revise the progress report as needed (short-term and /long-term changes). | Continue systematic, ongoing communication mechanisms with the PTOs, SEPAC and CDSP. | Digitalize all Munis financial documents (checks, invoices, purchase orders, 1099's) for electronic storage and retrieval. | Update and revise the district's employee handbook. | Collaborate with youth athletics to effectively manage our school sites. | Coordinate and manage master plan and Five Year Building Conditions Survey. | Implement a PILOT of 1:1 Initiative at DHS with the use of IPADS. Collect feedback from stakeholders and make recommendations for full implementation. |
| Review Darien Public Schools current social skills curriculum/approaches and make recommendations for grades K-8. | Continue to provide professional development for paraprofessionals, pre-K through 12. | | Continue to update and monitor all hiring processes. | | | Increase the opportunities to “go green” with the influx of technology. |
| Investigate primary resources for K-5 mathematics, implications for 6-8 mathematics and make recommendations. Provide systematic professional development K-12 in differentiation, in particular in mathematics. | Continue the development and implementation of a continuum of special education services to address the needs of special education students Pre-K- 12. | | Continue to work with Board liaison to revise and update existing District policies and ensure that they are updated on the website and communicated to staff, parents and students. | | | |

| | | | | | | |
|---|--|--|---|--|--|--|
| <p>Provide professional development for teachers, K-12 in the Next Generation Science Standards and new Social Studies C3 framework.</p> <p>Create new curriculum maps (long-range) plan for implementation of new units of study/revisions of courses to reflect new standards/frameworks.</p> | <p>Continue to review and plan for transitional programs for students 18-21.</p> | | <p>Explore the administrative structure in the secondary schools, particularly as it applies to the impact on staffing and the duty to negotiate.</p> | | | |
| <p>Assess the “Restructure of Support Pilot” for Darien High School and make recommendations for growth.</p> | <p>Assess the “Restructure of Support Pilot” for Darien High School and make recommendations for growth.</p> | | | | | |
| <p>Explore the administrative structure in the secondary schools, particularly as it applies to individual departments to ensure accountability of curriculum and instruction initiatives.</p> | | | | | | |

P R O P O S E D
District Goals, 2016-2017

Curriculum and Instruction

Further develop and ensure consistency of the implementation of SRBI, K-12 and measure its effectiveness:

- Implement and provide professional development to staff in the use of digital database/warehouse for the purposes of tracking performance across a student's K-12 experience
- Implement a universal screener (fall, winter, spring) K-8
- Create an SRBI parent handbook to be available via the DPS website
- Maintain and support a literacy & math team (K-8): programs, instructional strategies and assessments
- Ensure consistency among schools with SRBI protocols and criteria

Provide professional development for teachers, K-12 in the Next Generation Science Standards and new Social Studies C3 framework:

- Continue the K-12 Science Professional Learning Community after-school sessions
- Using a Trainer of Teachers (TOT) model, build capacity of our teachers K-12 on the Next Generation Science Standards and new Social Studies C3 framework
- Provide professional development in the Inquiry model- and support its implementation

Create new curriculum maps (long-range) plan for implementation of new units of study/revisions of courses to reflect new standards/frameworks:

- In collaboration with the curriculum directors/monitors/coordinators, create long-range plans to support the implementation of new science/social studies units
- Create and implement “pilot” units of study in science/social studies: collect feedback and respond
- Study ways in which to integrate units across content areas- and skills
- Further develop a structure to write, revise and review curriculum

Explore the administrative structure in the secondary schools, particularly as it applies to individual departments to ensure accountability of curriculum and instruction initiatives:

- Research other districts within DRG A
- Review best practices to support implementation of curriculum

Review Darien Public Schools current social skills curriculum/approaches and make recommendation for grades K-8:

- Study various social skills programs/approaches and plan for implementation K-5
- Research the implications/transition of an elementary approach on grades 6-8
- Develop a plan to integrate the approach/program into a systematic curriculum
- Create an SRBI (Behavior) model K-8, with corresponding structures and protocols

Investigate primary resources for K-5 mathematics, implications for 6-8 mathematics and make recommendations for the 2017-2018 school year:

- In collaboration with classroom teachers and the math team, review primary mathematics resources
- Research resources used by other districts in our District Reference Group
- Review possible implications on 6-8 mathematics program/curriculum

Provide systematic professional development K-12 in differentiation, in particular in mathematics:

- Utilizing one presenter, provide differentiated instruction professional development
- Professional development will include in-class sessions/coaching (“i do, we do, you do”)
- Support school administrators in the supervision and evaluation of “differentiating techniques”

Assess the “Restructure of Support Pilot” for Darien High School and make recommendations for growth:

- Collect data on student performance by reviewing students’ grades who are in the various levels
- Provide administrative oversight to ensure responsiveness to needs of students/teachers
- Provide opportunities for planning and professional development for staff
- Conduct surveys and focus groups to assess the value of team-taught and lab classes at Darien High School

Create a digital standards-based Progress Report for the elementary level to be implemented in 2016-2017 school year. Review and revise the progress report as needed (short-term and long-term changes):

- Provide support to teachers on how to mark progress for students digitally
- Communicate with families to ensure access
- Revise immediate needs on the digital progress report
- Reconvene Progress Report Committee to review and revise elementary progress report to ensure clarity and alignment

Review the primary resources/assessments in the World Language Program and make recommendations/ implement as appropriate:

- Based on spring assessment pilot (AAPL/SOPA), meet and discuss resources/teaching strategies
- Discuss possible curriculum impact changes

Review the impact of the World Language Program at MMS (5 days versus 3 days):

- Schedule consistent feedback meetings with the World Language Department
- Revise new units of study developed summer 2016/fall 2016
- Meet with department chairs/monitors to support alignment

Special Education

Design an Alternative Education Program for general and special education students in grades 9-12:

- Reconvene AEP Steering Committee to review and analyze elements of effective alternative programs and collaboratively develop a project plan.
- Identify the cohort of participating students for the 2017-2018 school year.
- Identify personnel and resources for program implementation in the 2017-2018 school year.
- Collaborate with architects on classroom and student space allocation and design.

Continue professional development in IEP writing, best practices in instructional strategies and methodologies, data collection, and progress monitoring:

- Provide technical support for IEP Direct users to improve the quality and usability of data reporting.
- Conduct workshops and trainings for special education teachers and service providers in understanding learning standards and instructional methodologies used for all students. Use IEP Direct sample goals to set expectations regarding level of detail, progress/mastery metrics, and alignment to learning standards.
- Conduct workshops and trainings for teachers and service providers in utilizing research and evidence to make IEP service recommendations.
- Design and train staff on systems for data collection and progress monitoring. Build capacity in utilizing data elements to effectively report student functioning and progress to PPT stakeholders.
- Provide models of high quality IEP progress reports using objective and measurable evidence.

Continue professional development in multi-sensory reading programs and math programs Pre- K-12:

- Continue training for special education teachers in multisensory reading programs (e.g., Orton-Gillingham) in alignment with Curriculum & Instruction initiatives.
- Continue training for special education teachers in multisensory math programs (e.g., TouchMath) in alignment with Curriculum & Instruction initiatives.

Provide professional development in best practices in co-teaching K-12:

- Goal setting meeting with Marilyn Friend scheduled for August 17, 2016
- Inaugural meeting with Marilyn Friend and DPS leadership on May 8, 2017 followed by site visits and observation of co-taught classes in elementary, middle, and high school, and review of baseline data.
- Establish timeline with Marilyn Friend to design and present a series of workshops on co-teaching in spring/summer 2017.

Provide professional development and curriculum design for highly structured, systematic behavioral intervention programs:

- Provide intensive training for staff on Applied Behavior Analysis (ABA)-based strategies for academic instruction and behavior intervention.

Continue systematic ongoing communication mechanisms with the PTOs, SEPAC, and CDSP:

- Develop a calendar of workshops responsive to families' inquiries and needs on relevant topics in special education (e.g., PPT process and evaluations and clinical disorders in school-aged children).
- Coordinate efforts with CDSP, PTO, and SEPAC to disseminate timely and relevant information to families about special education timelines and initiatives.

Continue to provide professional development for paraprofessionals, Pre-K through 12:

- Workshops to be developed during the 2016-2017 school year

Continue the development and implementation of a continuum of special education services to address the needs of special education students Pre-K- 12:

- Collect and analyze student data to identify and develop programs and services to address students' needs.

Continue to review and plan for transitional programs for students 18-21:

- Continue exploration and collaboration with neighboring districts for development of transitional program for SY 17-18.

Assess the "Restructure of Support Pilot" for Darien High School and make recommendations for growth:

- Conduct surveys and focus groups to assess value add of team-taught and lab classes at Darien High School.
- Review of student performance data in team-taught and lab classes at Darien High School.

Business

Establish a comprehensive transportation communication plan for the start of each school year:

- Roll grade levels into Aspen first week in July
- Create a synchronization of data into transportation software (versa tran)
- Perform 'dry run' of routes with staff
- Publish communication of routes in newspaper, Aspen and School Messenger
- Pilot an online GPS tracking system of routes for parents through an app

Implement revised student activity policy/procedure. Standardize templates across the District:

- Present to Policy Committee and Board of Education in August.
- Meet w/ individual school staff on expectations.
- Present to Administrators and Staff at beginning of school year.

Digitalize all Munis financial documents (checks, invoices, purchase orders, 1099's) for electronic storage and retrieval:

- Upgrade financial management system to newer platform (October).
 - Commence implementation process for electronic document storage / retrieval (October through February).
 - Train staff
 - Go live (March/April)
-

Human Resources

Oversee and/or coordinate negotiations for seven bargaining units:

- Teacher and Administrator negotiations timeline starts to run on August 9, 2016
- Custodians and Cafeteria Worker negotiations are ongoing
- Paraprofessionals, Nurses and Secretaries all have contracts that expire on June 30, 2017; negotiations will begin in the spring

Investigate and begin the implementation of digitized onboarding of new hires and absence approvals:

- Input all required onboarding forms to Applitrack(M).
- Confirm ability and desirability of Applitrack exporting information to Aesop and/or Munis.
- Set up approval pathways in Aesop for electronic approval of vacation, personal and professional development days.
- Pilot the online approval process with 12 month employees in August.

Update and revise the district's employee handbook:

- Review previous District handbook and revise to reflect new legal requirements.
- Compare to model employee handbook from the Society of Human Resources Management.

Continue to update and monitor all hiring processes:

- Continue to receive and evaluate input from administrators on suggested changes to the hiring process.
- Work with administrators so they are better able to identify outstanding candidates through the application screening process.
- Increase outreach to area teacher preparation programs.

Continue to work with Board liaison to revise and update District policies:

- Work with Katie Stein and Dr. Brenner to prioritize identified policies to bring to the Board for approval.
- Analyze and edit Shipman and Goodwin model policies prior to submission to the Board.
- Identify additional policies needed to address specific District needs.

Explore the administrative structure in the secondary schools, particularly as it applies to the impact on staffing and the duty to negotiate:

- Analyze the effect on staffing of potential givebacks from negotiations as well as the elimination of release time for department coordinators.
- Analyze the effect of any reorganization on the appropriate collective bargaining agreements.
- Create job descriptions for any new positions.

Community

Work on communication between parents and the district, including utilizing meetings and digital media:

- Meet monthly with CDSP leadership
- Meet new building PTO chairs
- Implement early dismissal manager for emergency dismissals
- Create consistent communication model for teachers and parents

Collaborate with Town on opportunities for shared services:

- Explore ways to share services on health insurance
- Explore copy center utilization once it is fully operational

Collaborate with youth athletics to effectively manage our school sites:

- Meet each season with youth sports leaders to effectively communicate expectations as well as enhance communication among all involved.
- Work with groups to get them to share in the responsibility for paying for additional security when needed and when created by their usage of the fields.

Facilities

Update security district wide, including managing parking and traffic flow on all campuses:

- Create buzz in system at high school
- Install guard rails at high school to manage traffic
- Collaborate with neighbors with large parking lots for large high school events to better manage overflow
- Block off the underside of the DHS “bridge” to better secure the courtyard
- Create visitor protocols at all entrances at all schools and ensure they are being enforced

Manage construction including, Stadium East, cafeteria, and locker pods ~~Hindley front entrance~~:

- Update the Board on a regular basis regarding progress of all ongoing construction projects in the district. This includes the timing of projects, project status and likely completion dates.

Coordinate and manage master plan and five year building conditions survey:

- Present to the Board a completed master plan and building conditions report sometime in October.
- Use information to create a true priority list for the upcoming budget.
- Utilize the architect to help guide the district in logical next steps.
- Engage the Facilities Committee as a key partner in moving the work forward.

Technology

Implement Chromebook Initiative (4-7), collect feedback from stakeholders and make recommendations for the future:

- In the first ten weeks of the school year roll out one to one Chromebooks to all students in grades 4-7.
- Poll students, teachers and parents around the device’s usefulness.
- Engage in ongoing professional development for teachers during the school year. All teachers in grades 4-7 should be fully trained in the effective use of the device in their classroom.
- Google classroom used as the standard platform

Rollout pilot of copy center, followed by implementation at each of the elementary schools:

- Build out copy center in Central Office
- Begin pilot at Tokeneke in September. Remove all printers and move to a copier model. Work out any issues that might occur. Should be fully functional within first ten weeks of school.
- Second school to roll out will be Holmes. Follow the same model as Tokeneke. Final three schools to be completed prior to completion of the school year.
- Secondary schools to come on board in year two of the project

Implement 1:1 Pilot at DHS with the use of iPads:

- Train a group of volunteer teachers on the functional use of iPads in their classroom.
- Distribute 100 iPads to students as a test to see how to best utilize the model.
- Teachers train during the first quarter
- Students receive iPads beginning second quarter.
- Data collected during quarter two and three in order to make adjustments as needed
- New group of teachers begin training in quarter 4 with the goal of rolling out a full grade level the following year

Increase the opportunities to “go green” with the influx of technology:

- Information to students and parents will be provided digitally whenever feasible acknowledging the trends in education and the business world.
- First big shift will be in elementary school opening day information
- This corresponds with the 1:1 initiative where the emphasis will be using devices instead of paper except where it is not educationally sound to do so.

PROPOSED

2016-2017 Darien Board of Education Goals and Objectives

ADMINISTRATION

- Work and communicate effectively with the Superintendent and Cabinet to help achieve the 2016-2017 District Goals and Objectives.
- **Update Superintendent Evaluation Process.**

POLICY

- Continue revisions to the existing Board **policies**.
- Review and add new policies where necessary and appropriate.
- Ensure that all policy changes and new policies **are clearly updated on the district website** and communicated to staff, parents, and students.

COMMUNICATIONS

- Continue to support new opportunities for the community to share information with the Board of Education and communicate their concerns to the Administration as appropriate.
- Improve public knowledge of the plans and programs of the Darien Public School System.
- Continue Board “liaisons” to each school and maintain good communication between the Board and the Council of Darien School Parents and the PTOs.
- Continue to facilitate community access to relevant Board materials via use of the DPS website.
- Review of Board Committee structure.

TOWN HALL

- Work cooperatively with other town boards, commissions, and committees for the benefit of the Town of Darien.

BUDGET

- Conduct a transparent zero based budget process with the goal of approving a budget that balances the needs of the school system with the interests of the Darien taxpayers.
- Formally adopt a long-term budget and capital project plan for submission to the Board of Finance and other Town bodies.

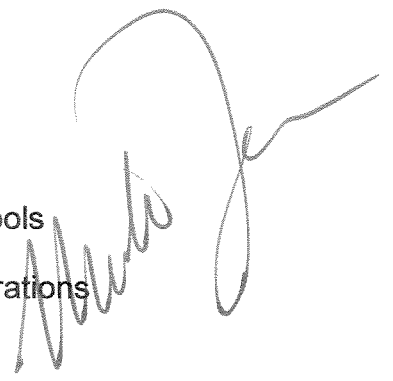
BOARD DEVELOPMENT

- Stay abreast of state and national issues as well as trends in education through C.E.S. and other organizations.
- Reach out to and inform interested volunteers about Board of Education membership.
- Provide an effective orientation to all new Board members.
- **Update Board of Education Evaluation Process.**
- Engage in annual Strategic planning.



Memorandum

To: Daniel Brenner, Ph.D., Superintendent of Schools
From: Michael E. Feeney, Director of Finance & Operations
Date: August 10, 2016
RE: Revised Proposed Facility Fees for 2016-17



Following up from the feedback received from the June 20, 2016 Board of Education meeting, we are proposing to increase fees for one year instead of three years. Revisions have been made to Tables II and III (attached).

Additionally, a question was raised as to how many for profit and nonprofit groups use our facilities. A chart has been attached for your review.

We budget \$70,000 in revenue for building rental fees and \$100,000 in revenue for use of athletic fields.

Attachments (3)

MEF/kcb

TABLE III
PROPOSED FACILITY USAGE FEES: 2016-17

| Facility: | NON-PROFIT RATES | | | Facility: | FOR PROFIT RATES | | |
|---------------------------|--|--------------------|--|---------------------------|------------------|--------------------|--|
| | Current Rental | Proposed Rental 2% | | | Current Rental | Proposed Rental 2% | |
| <i>Darien High School</i> | | | | <i>Darien High School</i> | | | |
| | | | | | | | |
| | | | | | | | |
| Auditorium | \$ 125.00 | \$ 127.50 | | Auditorium | \$ 255.00 | \$ 260.10 | |
| Gymnasium (main) | \$ 100.00 | \$ 102.00 | | Gymnasium (main) | \$ 125.00 | \$ 127.50 | |
| Gymnasium (lower) | \$ 75.00 | \$ 76.50 | | Gymnasium (lower) | \$ 110.00 | \$ 112.20 | |
| Cafeteria | \$ 60.00 | \$ 61.20 | | Cafeteria | \$ 85.00 | \$ 86.70 | |
| Classroom | \$ 50.00 | \$ 51.00 | | Classroom | \$ 75.00 | \$ 76.50 | |
| Middlesex | | | | Middlesex | | | |
| Auditorium | \$ 100.00 | \$ 102.00 | | Auditorium | \$ 125.00 | \$ 127.50 | |
| Gymnasium | \$ 75.00 | \$ 76.50 | | Gymnasium | \$ 100.00 | \$ 102.00 | |
| Cafeteria | \$ 60.00 | \$ 60.00 | | Cafeteria | \$ 85.00 | \$ 86.70 | |
| Classroom | \$ 50.00 | \$ 51.00 | | Classroom | \$ 65.00 | \$ 66.30 | |
| Elementary Schools | | | | Elementary Schools | | | |
| Auditorium (Royle) | \$ 75.00 | \$ 76.50 | | Auditorium (Royle) | \$ 100.00 | \$ 102.00 | |
| Gymnasium | \$ 50.00 | \$ 51.00 | | Gymnasium | \$ 75.00 | \$ 76.50 | |
| Cafeteria | \$ 40.00 | \$ 40.80 | | Cafeteria | \$ 50.00 | \$ 51.00 | |
| Classroom | \$ 25.00 | \$ 25.50 | | Classroom | \$ 50.00 | \$ 51.00 | |
| Camps | | | | | | | |
| Town Youth Comm. | \$25.00 per camper per session | | | | \$ | \$ 25.50 | |
| YMCA | \$41.00 per camper per session | | | | \$ | \$ 41.82 | |
| Fields | | | | | | | |
| Local Youth Sports | \$25.00 per participant per season | | | | \$ | \$ 25.50 | |
| Elementary Grass | For-Profit/Commercial: \$77.00/hour or \$39.00/participant for camps | | | | | \$78.54/39.78 | |
| MMS/DHS Grass | For-Profit/Commercial: \$103/hour or \$52/participant for camps | | | | | \$105.06/53.04 | |
| DHS Turf | For-Profit/Commercial: \$230.00/hour or \$116/participant for camps | | | | | \$234.60/118.32 | |
| Team Car Washes | \$100/usage | | | | | \$102.00 | |

TABLE II

PROPOSED FACILITY USAGE FEES: 2016-17

Darien Public Schools - Darien, Connecticut

CUSTODIAL, MAINTENANCE AND AUDITORIUM PERSONNEL RATES**PROPOSED 2% Increase Custodial Rates**

| Custodial Rates | | Current Rate | | 2016-17 Proposed | |
|----------------------------|--|-------------------|---------------------------|-------------------|---------------------------|
| High School: | | \$ 63.95 per hour | Monday-Saturday Sunday | \$ 65.23 per hour | Monday-Saturday Sunday |
| Middlesex: | | \$ 84.76 per hour | Monday-Saturday Sunday | \$ 86.46 per hour | Monday-Saturday Sunday |
| Elementary Schools: | | \$ 63.95 per hour | Monday-Saturday Sunday | \$ 65.23 per hour | Monday-Saturday Sunday |
| | | \$ 84.76 per hour | Monday-Saturday Sunday | \$ 86.46 per hour | Monday-Saturday Sunday |
| | | \$ 57.73 per hour | Monday-Saturday Sunday | \$ 58.88 per hour | Monday-Saturday Sunday |
| | | \$ 76.45 per hour | Monday-Saturday Sunday | \$ 77.98 per hour | Monday-Saturday Sunday |
| Maintenance Rates | | | | | |
| Skilled: | | \$ 70.23 per hour | Monday-Saturday Sunday | \$ 71.63 per hour | Monday-Saturday Sunday |
| Laborer: | | \$ 93.64 per hour | Monday-Saturday Sunday | \$ 95.51 per hour | Monday-Saturday Sunday |
| | | \$ 55.13 per hour | Monday-Saturday Sunday | \$ 56.23 per hour | Monday-Saturday Sunday |
| | | \$ 71.76 per hour | Monday-Saturday Sunday | \$ 73.20 per hour | Monday-Saturday Sunday |
| Auditorium Personnel Rates | | | | | |
| Sound/Lighting Manager: | | \$ 54.62 per hour | Sunday-Saturday | \$ 55.71 per hour | Sunday-Saturday |
| Sound/Lighting Technician: | | \$ 18.72 per hour | Sunday-Saturday | \$ 19.09 per hour | Sunday-Saturday |

Notes:

- All organizations, including municipal groups, are required to pay for all custodial, maintenance and auditorium personnel costs and any other personnel costs associated with their use of school facilities and fields.
- These fees are in addition to the rental, heating and air conditioning fees.
- The extent of custodial, maintenance or auditorium personnel coverage that is required will be determined by the Darien Public Schools.
- Fire watch coverage and police coverage will be at the rates established by the fire and police departments.

| Event Name | | |
|--------------------------------|--------------------------------|------------------------|
| AAU Basketball-Doug Scott | P&R Pee Wee Soccer | Pro-profit groups |
| Adult Rec Soccer | P&R Boot Camp | Chargers VB Camps |
| Blue Thunder Baseball | Pack 155-Holmes | Chargers LAX Camp |
| Blue Wave Wrestling Club | Pack 55 Cub Scouts | Tip on Trips Camp Fair |
| Coastal Boating Course | Pack 161 Cub Scouts | |
| DAC-Darien Arts Center | Pinewood Derby | |
| Darien School of Dance | Pender Keady | |
| DJFL Cheerleader clinic | Police Dept. Tactical Training | |
| DHS SCIENCE FAIR | Post 53 Testing | |
| Dariens Got Talent | Red Cross blood drive | |
| Darien P.D. | Rockin' Royle | |
| DASL Basketball | Royle Bingo Night | |
| DLL-Softball | Royle Book Fair Nite | |
| DSA Men's Soccer | Royle Literature Night | |
| DSA Soccer Clinic (Chase) | Royle Pancake Breakfast | |
| DSA Youth Soccer | Royle Picnic | |
| DSS Summer School | Royle Round Up | |
| DYLAX Orientation | Special Olympics Tennis | |
| DYLAX Eagle Container | Theater 308 Fall Prod | |
| DeMaio Softball Clinics | Theater 308 Spring Prod | |
| Elite Volleyball | Tokeneke Book Fair Night | |
| Fall Usage Fees | Tokeneke Pancake Breakfast | |
| Feed My Starving children | Tokeneke Bingo Night | |
| Girls on the Run-Hindley | Tokeneke Pumpkin Fair | |
| Girl Scouts-Halloween Dance | TOPS Pumpkin Fair Night | |
| Girl Scout Tall 'n Small Dance | TOPS Hindley Happening | |
| Girls SB Clinics-DeMaio | Town Camp | |
| Hindley Bingo Night | Walter Schalk Dec Recital | |
| Hindley Book Fair Nite | Walter Schalk Spring Recital | |
| Hindley Happening | Youth Comm Summer Camp | |
| Hindley Picnic | YMCA Basketball | |
| Hindley Family Social | YMCA Soccer | |
| Hindley Tall 'N Small Dance | YMCA Spring basketball | |
| Holmes Book Fair | YWCA Nutcracker | |
| Holmes Bingo Night | YMCA Summer Camp | |
| Holmes Holiday Concert | Voting | |
| Holmes Picnic | | |
| Holmes Talent Show | GIRL/BOY SCOUTS | |
| Holmes Share | Troop 50019 | |
| Holmes Walk-A-Thon | Troop 50043 | |
| LAX Strength Training | Den 1 | |
| Little league Try outs | Pack 55 | |
| MMS Quis Bowl | Pack 56 | |
| Ox Ridge Picnic | Pack 161 | |
| Ox Ridge Movie Night | CAR WASH SCHEDULE 2016 | |
| | Softball Team | |
| | Boy's Football Team | |
| | Cheerleader's | |
| | Girls's Field Hockey | |
| | Girl's Soccer Car Wash | |
| | Girl's softball team | |
| | Girl's swim team | |
| | Boy's Soccer (MMS) | |
| | Girl's volleyball (DHS) | |
| | Boy's Swim Team | |
| | ABC Group | |

Michael J. Lynch
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E-mail: MLynch@darienps.org

Darien Public Schools
Administrative Offices
35 Leroy Avenue
P.O. Box 1167
Darien, CT 06820-1167

MEMORANDUM

To: Dr. Daniel Brenner, Superintendent of Schools

From: Michael E. Feeney, Director of Finance and Operations
Michael Lynch, Director of Facilities *Michael Lynch*

Subject: **Facility Usage Fee Schedule (Proposed)**

Date: June 15, 2016

Attached, please find a revised three (3) year rate fee schedule for your review and comment.

In creating the revised rates for fiscal years 2016-17, 2017-18 & 2018-19, Darien was compared to our surrounding communities which included the following: Norwalk, Weston, Westport, New Canaan, and Greenwich. This fee structure can be seen in Table I. It should be noted that although the hourly rental fee for Weston is low, it does require a minimum two-hour rental. As a result, Darien's rental fee is on the lower end of the spectrum. The custodian, maintenance, and auditorium personnel rates have been increased by two (2) percent for each of the three years to offset increased costs. Middlesex Cafeteria (non-profit) rental rate has remained the same for FY 2016-17, 2017-18 & 2018-19.

The proposed rate structure can be seen in Table III. The initial hourly rental rate has increased slightly.

The following guidelines still apply:

1. Minimal Rental: 1 hour on school days, 3 hours on non-school days.
2. Town of Darien Waiver: The hourly rental rates are waived for Town of Darien use of facilities (excluding summer camps).

To be considered a local non-profit or local youth sports group, the following criteria must apply:

- The group must have a 501C-3 certification.
- The group must be based in Darien
- 66% or more of the participants must be Darien residents

Attachments:

- Table I: Surrounding Community Fee Structure
- Table II: Proposed increase in Custodial, Maintenance and Auditorium Personnel
- Table III: Proposed 2016-2017 Fee Structure

Recently, the Administration published two competitive Requests for Proposal (RFP's) for before and after school programs at the elementary and middle school levels as well as ACT/SAT preparations at the high school level. In response, we received a variety of competitive proposals for the usage of our facilities. With that being said, those programs /services do not follow the fee schedule as attached. As we head into the fiscal year 2016/17 (school year), these groups will now be paying for the usage of our facilities based on their business model received in each awarded proposal. In the past, these groups did not pay the District for the utilization of our facilities.

TABLE I

Fee Comparisons To Surrounding Towns

Darien Public Schools - Darien, Connecticut

| Facility: | Rental: | Heat: | Custodian: | Total: |
|--------------------------------|-----------|----------|------------|-----------|
| High School Auditorium | | | | |
| Norwalk | \$ 125.00 | \$ 60.00 | \$ 55.00 | \$ 240.00 |
| Weston | \$ 64.00 | \$ 15.91 | \$ 34.00 | \$ 113.91 |
| Westport | \$ 240.00 | \$ - | \$ 36.00 | \$ 276.00 |
| Greenwich | \$ 405.00 | \$ - | \$ 240.00 | \$ 645.00 |
| Darien | \$ 125.00 | \$ - | \$ 64.00 | \$ 189.00 |
| High School Gymnasium | | | | |
| Norwalk | \$ 100.00 | \$ 50.00 | \$ 55.00 | \$ 205.00 |
| Weston | \$ 74.00 | \$ 15.91 | \$ 34.00 | \$ 123.91 |
| Westport | \$ 180.00 | \$ - | \$ 36.00 | \$ 216.00 |
| Greenwich | \$ 385.00 | \$ - | \$ 240.00 | \$ 625.00 |
| Darien | \$ 100.00 | \$ - | \$ 64.00 | \$ 189.00 |
| Middle School Gymnasium | | | | |
| Norwalk | \$ 75.00 | \$ 50.00 | \$ 55.00 | \$ 180.00 |
| Weston | \$ 74.00 | \$ 15.91 | \$ 34.00 | \$ 133.91 |
| Westport | \$ 180.00 | \$ - | \$ 36.00 | \$ 216.00 |
| Greenwich | \$ 274.00 | \$ - | \$ 240.00 | \$ 514.00 |
| Darien | \$ 75.00 | \$ - | \$ 64.00 | \$ 139.00 |

Notes:

1. Weston has a minimum 2 hour charge, so rates are double.
2. Greenwich charges a flat fee based on 3 hour minimum.
3. Norwalk has a 3 hour minimum custodial fee.

TABLE III

PROPOSED FACILITY USAGE FEES: 2016-17

| Facility: | NON-PROFIT RATES | | | | | | FOR PROFIT RATES | | | | | |
|---------------------------|--|--------------------|--------------------|----------------|--------------------|--------------------|---------------------------|--------------------|--------------------|-----------------|--------------------|--------------------|
| | 2016-17 | | | 2017-18 | | | 2016-17 | | | 2017-18 | | |
| | Current Rental | Proposed Rental 2% | Proposed Rental 2% | Current Rental | Proposed Rental 2% | Proposed Rental 2% | Current Rental | Proposed Rental 2% | Proposed Rental 2% | Current Rental | Proposed Rental 2% | Proposed Rental 2% |
| Darien High School | | | | | | | Darien High School | | | | | |
| Auditorium | \$ 125.00 | \$ 127.50 | \$ 130.05 | | | \$ 132.65 | Auditorium | \$ 255.00 | \$ 260.10 | \$ 265.30 | | \$ 270.61 |
| Gymnasium (main) | \$ 100.00 | \$ 102.00 | \$ 104.04 | | | \$ 106.12 | Gymnasium (main) | \$ 125.00 | \$ 127.50 | \$ 130.05 | | \$ 132.65 |
| Gymnasium (lower) | \$ 75.00 | \$ 76.50 | \$ 78.03 | | | \$ 79.59 | Gymnasium (lower) | \$ 110.00 | \$ 112.20 | \$ 114.44 | | \$ 116.73 |
| Cafeteria | \$ 60.00 | \$ 61.20 | \$ 62.42 | | | \$ 63.67 | Cafeteria | \$ 85.00 | \$ 86.70 | \$ 88.43 | | \$ 90.20 |
| Classroom | \$ 50.00 | \$ 51.00 | \$ 52.02 | | | \$ 53.06 | Classroom | \$ 75.00 | \$ 76.50 | \$ 78.03 | | \$ 79.59 |
| Middlesex | | | | | | | Middlesex | | | | | |
| Auditorium | \$ 100.00 | \$ 102.00 | \$ 104.04 | | | \$ 106.12 | Auditorium | \$ 125.00 | \$ 127.50 | \$ 130.05 | | \$ 132.65 |
| Gymnasium | \$ 75.00 | \$ 76.50 | \$ 78.03 | | | \$ 79.59 | Gymnasium | \$ 100.00 | \$ 102.00 | \$ 104.04 | | \$ 106.12 |
| Cafeteria | \$ 60.00 | \$ 60.00 | \$ 60.00 | | | \$ 60.00 | Cafeteria | \$ 85.00 | \$ 86.70 | \$ 88.43 | | \$ 90.20 |
| Classroom | \$ 50.00 | \$ 51.00 | \$ 52.02 | | | \$ 53.06 | Classroom | \$ 65.00 | \$ 66.30 | \$ 67.63 | | \$ 68.98 |
| Elementary Schools | | | | | | | Elementary Schools | | | | | |
| Auditorium (Royle) | \$ 75.00 | \$ 76.50 | \$ 78.03 | | | \$ 79.59 | Auditorium (Royle) | \$ 100.00 | \$ 102.00 | \$ 104.04 | | \$ 106.12 |
| Gymnasium | \$ 50.00 | \$ 51.00 | \$ 52.02 | | | \$ 53.06 | Gymnasium | \$ 75.00 | \$ 76.50 | \$ 78.03 | | \$ 79.59 |
| Cafeteria | \$ 40.00 | \$ 40.80 | \$ 41.62 | | | \$ 42.45 | Cafeteria | \$ 50.00 | \$ 51.00 | \$ 52.02 | | \$ 53.06 |
| Classroom | \$ 25.00 | \$ 25.50 | \$ 26.01 | | | \$ 26.53 | Classroom | \$ 50.00 | \$ 51.00 | \$ 52.02 | | \$ 53.06 |
| Camps | | | | | | | | | | | | |
| Town Youth Comm. | \$25.00 per camper per session | | | | | | | \$ 25.50 | \$ 26.01 | \$ 26.53 | | \$ 26.53 |
| YMCA | \$41.00 per camper per session | | | | | | | \$ 41.82 | \$ 42.66 | \$ 43.51 | | \$ 43.51 |
| Fields | | | | | | | | | | | | |
| Local Youth Sports | \$25.00 per participant per season | | | | | | | \$ 25.50 | \$ 26.01 | \$ 26.53 | | \$ 26.53 |
| Elementary Grass | For-Profit/Commercial: \$77.00/hour or \$39.00/participant for camps | | | | | | | \$78.54/39.78 | \$80.11/40.58 | \$81.71/41.39 | | \$81.71/41.39 |
| MMS/DHS Grass | For-Profit/Commercial: \$103/hour or \$52/participant for camps | | | | | | | \$105.06/53.04 | \$107.16/54.10 | \$109.30/55.18 | | \$109.30/55.18 |
| DHS Turf | For-Profit/Commercial: \$230.00/hour or \$116/participant for camps | | | | | | | \$234.60/118.32 | \$239.29/120.69 | \$244.08/123.10 | | \$244.08/123.10 |
| Team Car Washes | \$100/usage | | | | | | | \$102.00 | \$ 104.04 | \$ 106.12 | | \$ 106.12 |

TABLE II

PROPOSED FACILITY USAGE FEES: 2016-17

Darien Public Schools - Darien, Connecticut

CUSTODIAL, MAINTENANCE AND AUDITORIUM PERSONNEL RATES

| Current Rate | | 2016-17 Proposed | | 2017-18 Proposed | | 2018-19 Proposed | |
|----------------------------|-----------------|------------------|----------|--------------------------------------|----------|------------------|----------|
| Custodial Rates | | | | PROPOSED 2% Increase Custodial Rates | | | |
| High School: | Monday-Saturday | \$ 63.95 | per hour | High School: | \$ 65.23 | \$ 66.53 | \$ 67.86 |
| | Sunday | \$ 84.76 | per hour | | \$ 86.46 | \$ 88.18 | \$ 89.95 |
| | Monday-Saturday | \$ 63.95 | per hour | Middlesex: | \$ 65.23 | \$ 66.53 | \$ 67.86 |
| | Sunday | \$ 84.76 | per hour | | \$ 86.46 | \$ 88.18 | \$ 89.95 |
| Elementary Schools: | Monday-Saturday | \$ 57.73 | per hour | Elementary Schools: | \$ 58.88 | \$ 60.06 | \$ 61.26 |
| | Sunday | \$ 76.45 | per hour | | \$ 77.98 | \$ 79.54 | \$ 81.13 |
| Maintenance Rates | | | | Maintenance Rates | | | |
| Skilled: | Monday-Saturday | \$ 70.23 | per hour | Skilled: | \$ 71.63 | \$ 73.07 | \$ 74.53 |
| | Sunday | \$ 93.64 | per hour | | \$ 95.51 | \$ 97.42 | \$ 99.37 |
| Laborer: | Monday-Saturday | \$ 55.13 | per hour | Laborer: | \$ 56.23 | \$ 57.36 | \$ 58.50 |
| | Sunday | \$ 71.76 | per hour | | \$ 73.20 | \$ 74.66 | \$ 76.15 |
| Auditorium Personnel Rates | | | | Auditorium Personnel Rates | | | |
| Sound/Lighting Manager: | Sunday-Saturday | \$ 54.62 | per hour | Sound/Lighting Manager: | \$ 55.71 | \$ 56.83 | \$ 57.96 |
| Sound/Lighting Technician: | Sunday-Saturday | \$ 18.72 | per hour | Sound/Lighting Technician: | \$ 19.09 | \$ 19.48 | \$ 19.87 |

Notes:

- All organizations, including municipal groups, are required to pay for all custodial, maintenance and auditorium personnel costs and any other personnel costs associated with their use of school facilities and fields.
- These fees are in addition to the rental, heating and air conditioning fees.
- The extent of custodial, maintenance or auditorium personnel coverage that is required will be determined by the Darien Public Schools.
- Fire watch coverage and police coverage will be at the rates established by the fire and police departments.

P R O P O S E D
BOARD OF EDUCATION MASTER AGENDA
AUGUST 2016 – JANUARY 2017

August 23rd

- Further Discussion and Possible Action on District Goals and Objectives 2016-2017
- Teaching Appointments for 2016-2017
- Further Discussion and Possible Action on 2016-2017 Board Objectives
- First Reading of Board Master Agenda for August 2016-January 2017
- Discussion of Extra-Curricular and Athletic Eligibility and Participation Contract
- Further Discussion and Approval of Updated Facilities Use Fee Schedule
- Discussion and Action on 2015-2016 Final Year End Financial Report – rescheduled for September 6th
- Discussion on Student Activity Fundraising Guidelines and Audit Report
- Update on Copy Center
- Verbal Update on Regular and Special Education Staffing for 2016-2017
- Report on Darien High School SAT Results as part of the State Testing Program

September 6th

- Superintendent's Opening of School Report
- Further Discussion and Possible Action on Board Master Agenda for August 2016-January 2017
- Report on Summer School and ESY Programs 2016
- Teaching Appointments for 2016-2017
- Discussion and Possible Action on 2015-2016 Final Year End Financial Report
- Comparative Review of 2015-2016 and 2016-2017 Budgets
- Discussion and Action on 2015-2016 Final Year End Financial Report – rescheduled from August 23rd
- Update on Summer Facility Work

September 20th

- Update/Report on SBAC, CAPT and CMT Results
- Update on School Facilities
- Discussion on Class Size Guidelines and Policy

October 4th

- Update Master Agenda and Preliminary Discussion of 2017-2018 Budget Meeting Calendar
- Report on 2016-2017 District Budget and Possible Action on Budget Transfers
- Discussion and Possible Approval of 2017-2018 Consolidated Grant
- Report on Testing – SAT, ACT, AP
- Presentation of Student Distribution (Class Size) Reports for the High School and Middlesex – or October 18th
- Presentation of October 1st District Enrollment Report and Projections and Space Utilization including Special Education – or October 18th
- Presentation by Reiss Fund Scholarship Recipients

October 18th

- Curriculum Update - SRBI
- Presentation of October 1st District Enrollment Report and Projections and Space Utilization including Special Education - or October 4th
- Presentation of Student Distribution (Class Size) Reports for the High School and Middlesex – or October 4th
- Further Review of Proposed 2017-2018 Budget Calendar
- Discussion and Action on Title 1 Grant Application- or November 9th
- Update on Chromebook 1:1 Initiative
- Action on Any Additional Special School District Field Trips
- Update on Facilities Study

November 9th

- Reorganization of Board of Education (Election of Officers)
- Presentation and Discussion of Preliminary Major Budget Proposals for 2017-2018 – or November 22nd
- Discussion on Athletic Costs by Teams
- Report on 2016-2017 District Budget and Approval of Budget Transfers – or December 13th
- Presentation of Updated Six Year Capital Plan – or November 22nd
- Report on Condition of all School District Fields
- Review, Discussion and Possible Action on Five Year Budget Projections – or November 22nd
- Discussion and Action on Title 1 Grant Application- or October 18th
- Discussion on Common Core State Standards and Math Practices at the Elementary Schools
- Update on 2016-17 Capital Work
- Further Review of 2017-2018 Budget Calendar
- Update on Master Plan Proposal

November 22nd

- Presentation of Updated Six Year Capital Plan – or November 9th
- Adoption of Proposed Meeting Schedule for the 2017-2018 Budget
- Review, Discussion and Possible Action on Five Year Budget Projections - or November 9th
- Discussion and Possible Action on Changes to the Schedule of Regular Board of Education Meetings for the 2017 Calendar Year
- Presentation and Discussion of Preliminary Major Budget Proposals for 2017-2018 – or November 9th

December 13th

- Report on 2016-2017 District Budget and Action on Budget Transfers – or November 9th
- Update Master Agenda
- Presentation of Board Master Agenda for February – August 2017 – or January 10th
- Approval of Updated Six Year Capital Plan
- Presentation of Proposed Changes to Darien High School Catalog for 2017-2018 – or January 10th
- Update on Safe School Climate Plans
- Annual Special Education Update
- Discussion and Possible Action on Changes to the Schedule of Regular Board of Education Meetings for the 2017 Calendar Year

January 5th (Special Meeting)

- Review of 2017-2018 Budget Book Structure and Format
- Presentation of Superintendent's Proposed Budget for 2017-2018

January 10th

- Report on 2016-2017 District Budget and Approval of Budget Transfers
- Presentation of Board Master Agenda for February – August 2017 – or December 13th
- Presentation of Proposed Changes to Darien High School Catalog for 2017-2018 – or December 13th
- Presentation and Discussion on Revised High School Schedule for SAT and CAPT Tests

January 10th, cont.

- Meeting with Board of Finance re 2017-18 Proposed Budget
- Approval of Proposed Changes to Darien High School Catalog for 2017-2018 – or January 24th

January 14th, Saturday

- Discussion of Superintendent's Proposed 2017-18 Personnel, Operating and Equipment Budgets (All RCs)

January 24th

- Presentation of Recommended Sabbatical Leave(s) for 2017-2018
- Meeting with Board of Finance and RTM Education, and Finance & Budget Committees regarding Superintendent's Proposed Budget for 2017-2018
- Discussion of Unfinished Business on 2017-2018 Superintendent's Proposed Budget
- Discussion of 2017-2018 Budget Modifications under Consideration
- Review and Discussion of Stadium Lights Report to Planning and Zoning Commission
- Approval of Board Master Agenda for February – August 2017
- Approval of Proposed Changes to Darien High School Catalog for 2017-2018 – or January 10th

PERSONNEL ACTION REPORT

August 23, 2016

| Item | Name | Action | Replacing/Location/Position | Effective Date | | Tenure Area | Certification Class/Step |
|---------------------------------|--------------------|-------------|---|----------------|-----------|-------------|---|
| | | | | From | To | | |
| 1 | Barbara Hearn | Appointment | M. Tucker/Holmes/Elementary | 8/29/2016 | 6/30/2020 | Teacher | Elementary MA Step 4 |
| 2 | Caitlin Hoffer | Appointment | New Position/Ox Ridge/Elementary | 8/29/2016 | 6/30/2020 | Teacher | Elementary BA Step 4 |
| 3 | Caitlin Kennedy | Appointment | J. Stolfi/MMS/Special Education | 8/29/2016 | 6/30/2020 | Teacher | Special Education K - 12 MA Step 3 |
| 4 | Carolynn Becker | Appointment | New Position/DHS/ Special Education | 8/29/2016 | 6/30/2020 | Teacher | Special Education K - 12 MA Step 10 |
| 5 | Chloe Williams | Appointment | R. Caruso/Middlesex/Math | 8/29/2016 | 6/30/2020 | Teacher | Math 7 - 12 MA Step 3 |
| 6 | Dana Giannattasio | Appointment | A. Klein/MMS/Science | 8/29/2016 | 6/30/2020 | Teacher | Science 7 - 12 MA + 15 Step 9 |
| 7 | Daniel Sheldon | Appointment | R. Ernst/Itinerant/Physical Education (0.7 FTE) | 8/29/2016 | 6/30/2020 | Teacher | Physical Education K - 12 MA Step 3 |
| 8 | Elizabeth Carstens | Appointment | J Fischer/S. Murphy/Ox Ridge and Tokeneke/Elementary (Leave Replacements) | 8/29/2016 | 6/30/2017 | Teacher | Elementary MA Step 3 |
| 9 | Elizabeth Miller | Appointment | N. Hovan/Royle/Special Education | 8/29/2016 | 6/30/2020 | Teacher | Special Education K - 12 BA Step 4 |
| 10 | Hilary Graham | Appointment | E. Bechtold/DHS/English | 8/29/2016 | 6/30/2017 | Teacher | English 7 - 12 MA Step 3 |
| 11 | Katie Rafferty | Appointment | M. Pagliaro/Reading Interventionist/Ox Ridge | 8/29/2016 | 6/30/2020 | Teacher | Remedial Reading and Remedial Language Arts 1- 12 MA Step 8 |
| 12 | Mallory Consonery | Appointment | L. Yoffe-Solon/Tokeneke/Art (FTE change to full Time) | 8/29/2016 | 6/30/2020 | Teacher | Art K - 12 BA Step 4 |
| 13 | Matthew Buchta | Appointment | L. Dominick/DHS/Math | 8/29/2016 | 6/30/2020 | Teacher | Math 7 - 12 BA Step 11 |
| 14 | Michael Fedak | Appointment | K. Ascone/Middlesex/Math | 8/29/2016 | 6/30/2020 | Teacher | Math 7 - 12 MA Step 8 |
| 15 | Nancy Mason | Appointment | K. Cerabino/Royle/Elementary | 8/29/2016 | 6/30/2017 | Teacher | Elementary MA Step 4 |
| 16 | Nicholas Kuell | Appointment | L. LaRusso/DHS/English | 8/29/2016 | 6/30/2020 | Teacher | English 7 - 12 MA Step 3 |
| 17 | Nicole Vega | Appointment | K. Steen/DHS/Spanish | 8/29/2016 | 6/30/2018 | Teacher | Spanish 7 - 12 BA Step 8 |
| 18 | Roisin O'Rourke | Appointment | D. Jones/Hindley and Tokeneke/ Reading Interventionist | 8/29/2016 | 6/30/2020 | Teacher | Remedial Reading and Remedial Language Arts 1- 12 MA + 15 Step 13 |
| 19 | Tracy Hintz | Appointment | P. Blake/Ox Ridge/Library Media | 8/29/2016 | 6/30/2020 | Teacher | Library Media Specialist MA + 15 Step 8 |
| Resignations/Retirements | | | | | | | |
| 20 | Beverly Nemeth | Retirement | Instructional Aide/Tokeneke | | 6/30/2016 | | |
| 21 | Jennifer Coyne | Resignation | Teacher of the Hearing Impaired/District | | 6/30/2016 | | |
| 22 | Nicole Hovan | Resignation | Special Education Teacher/ Royle | | 6/30/2016 | | |
| 23 | Tamberlyn Johnson | Resignation | Special Education Paraprofessional/Holmes | | 6/30/2016 | | |
| | | | | | | | |