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**BOARD OF EDUCATION  
Darien, Connecticut**

**TUESDAY, JULY 25, 2017**

**SPECIAL MEETING OF THE BOARD OF EDUCATION**

**Darien Public Schools'  
Administrative Offices  
Meeting Room  
6:30 p.m.**

**AGENDA**

1. Call to order
2. Adjourn to Executive session (2<sup>nd</sup> Floor Conference Room) for the purpose of discussion concerning the appointment of employees
3. Discussion of the appointment of employees (proposed for executive session)
4. Reconvene in public session.
5. Adjournment.

**REGULAR MEETING OF THE BOARD OF EDUCATION  
TUESDAY, JULY 25, 2017**

**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

\*Public Comments are limited to three minutes per individual and are designed to allow community members to inform the Darien Board of Education of their opinions and/or concerns. Where appropriate, community members are also encouraged to reach out to the school administration during regular school hours. There should be no expectation for dialogue on such public comments to take place at a regular public meeting, given that by law the Board may only discuss matters that are set forth on its agenda.

**REGULAR MEETING OF THE BOARD OF EDUCATION  
TUESDAY, JULY 25, 2017**

4. Superintendent's Report..... Dr. Dan Brenner
  - o Update on Summer Facility Projects
5. Approval of Minutes..... Board of Education
6. Board Committee Reports..... Mr. Harman
7. Presentations/Discussions
  - a. Presentation, Discussion..... Dr. Brenner  
and Possible Acceptance  
of Contemplated Gifts:
    - i. Ox Ridge School Dr. Luke Forshaw/
    - ii. Middlesex Parents Ms. Shelley Somers  
Association
  - b. Discussion and Possible..... Dr. Susie Da Silva/  
Action on Proposed Darien Mr. Richard Sadlon  
High School Orchestra Trip
  - c. Update on Middlesex..... Dr. Brenner/  
Middle School Flex Period Ms. Somers
  - d. Update on High School..... Dr. Brenner  
"Commitment" and  
Corresponding Policy  
Revisions
  - e. Update on Fitch Academy,.... Dr. Brenner/  
Mrs. Ellen Dunn
  - f. Update on Facilities..... Dr. Brenner/  
(including DHS Cafeteria Mr. Michael Lynch  
Proposed Schedule)
  - g. First Reading of Proposed..... Dr. Brenner  
2017-18 District Goals and  
Objectives

**REGULAR MEETING OF THE BOARD OF EDUCATION  
TUESDAY, JULY 25, 2017**

**7. Presentations/Discussions (continued)**

- h. Update on Enrollment..... Dr. Da Silva  
and Possible Action on  
Utilization of Budget Control
- i. Discussion on Proposed..... Mr. Harman  
Change from Board Goals  
to Board Responsibilities  
Reviewed on a Yearly  
Basis
- j. Further Discussion and..... Dr. Brenner  
Possible Action on Proposed  
Schedule of 2017-18 Regular  
Board of Education Meetings

**8. Action Items**

- a. Personnel Items..... Ms. Marjorie Cion 9:30 p.m.
  - i. Appointments
  - ii. Superintendent's Contract  
Renewal
- b. Teacher Evaluation Plan..... Ms. Cion

**9. Public Comment\*..... Mr. Harman**

**10. Adjournment..... Mr. Harman**

DB:nv  
July 20, 2017

\*Public Comments are limited to three minutes per individual and are designed to allow community members to inform the Darien Board of Education of their opinions and/or concerns. Where appropriate, community members are also encouraged to reach out to the school administration during regular school hours. There should be no expectation for dialogue on such public comments to take place at a regular public meeting, given that by law the Board may only discuss matters that are set forth on its agenda.

**APPROVED**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
**Tuesday, June 6, 2017**

**PLACE:**  
**DARIEN PUBLIC SCHOOLS**  
**ADMINISTRATIVE OFFICES**  
**BOARD OF EDUCATION CONFERENCE ROOM**  
**7:30 P.M.**

**BOARD MEMBERS PRESENT:**

	<i>Burke</i>	<i>Dineen</i>	<i>Hagerty-Ross</i>	<i>Harman</i>	<i>McCammon</i>	<i>McNamara</i>	<i>Ochman</i>	<i>Stein</i>	<i>Zuro</i>
Present	x	x	x	x	x	x	x	x	x
Absent									

**ADMINISTRATION PRESENT:**

*Dr. Brenner, Dr. Da Silva, Ms. Klein, Ms. Cion, and Mr. Feeney.*

**AUDIENCE:** *Approximately 75*

- |  |  |
|--|--|
| 1. Call to Order                                       | Mr. Harman, Chair, at 7:30 p.m. (0:00) |
| 2. Presentation of Superintendent's Citizenship Awards | Dr. Brenner at 7:31 (0:01)             |
| 3. Chairperson's Report                                | Mr. Harman at 7:53 (0:23)              |
| 4. Public Comment                                      | Mr. Harman at 7:54 (0:24)              |
| 5. Superintendent's Report                             | Dr. Brenner at 7:54 (0:24)             |
| 6. Approval of Minutes (Attachments)                   | Board of Education at 7:55 (0:25)      |

**MOTION TO APPROVE THE MINUTES OF THE SPECIAL MEETING AND EXECUTIVE SESSION HELD ON MAY 23, 2017:**

**1<sup>st</sup> Hagerty-Ross**

**2<sup>nd</sup> Ochman**

	<i>Burke</i>	<i>Dineen</i>	<i>Hagerty-Ross</i>	<i>Harman</i>	<i>McCammon</i>	<i>McNamara</i>	<i>Ochman</i>	<i>Stein</i>	<i>Zuro</i>
Yes	x	x	x	x		x	x	x	x
No									
Abstain					x				

**RESULT -MOTION PASSED UNANIMOUSLY (8-0-1)**

**MOTION TO APPROVE THE MINUTES OF THE REGULAR MEETING HELD ON MAY 23, 2017:****1<sup>st</sup> Hagerty-Ross****2<sup>nd</sup> Zuro**

	<i>Burke</i>	<i>Dineen</i>	<i>Hagerty-Ross</i>	<i>Harman</i>	<i>McCammon</i>	<i>McNamara</i>	<i>Ochman</i>	<i>Stein</i>	<i>Zuro</i>
Yes	x	x	x	x	x	x	x	x	x
No									
Abstain									

**RESULT -MOTION PASSED UNANIMOUSLY (9-0-0)**

7. Board Committee Reports

Mr. Harman at 7:55 (0:25)

**PRESENTATIONS AND DISCUSSIONS**

8. Presentations:

**MOTION TO SUSPEND THE AGENDA:**

7:56 (0:26)

**1<sup>st</sup> Hagerty-Ross****2<sup>nd</sup> McNamara**

	<i>Burke</i>	<i>Dineen</i>	<i>Hagerty-Ross</i>	<i>Harman</i>	<i>McCammon</i>	<i>McNamara</i>	<i>Ochman</i>	<i>Stein</i>	<i>Zuro</i>
Yes	x	x	x	x	x	x	x	x	x
No									
Abstain									

**RESULT -MOTION PASSED UNANIMOUSLY (9-0-0)****MOTION TO MOVE AGENDA ITEM 8F IN FRONT OF 8A:**

7:56 (0:26)

**1<sup>st</sup> Stein****2<sup>nd</sup> Hagerty-Ross**

	<i>Burke</i>	<i>Dineen</i>	<i>Hagerty-Ross</i>	<i>Harman</i>	<i>McCammon</i>	<i>McNamara</i>	<i>Ochman</i>	<i>Stein</i>	<i>Zuro</i>
Yes	x	x	x	x	x	x	x	x	x
No									
Abstain									

**RESULT -MOTION PASSED UNANIMOUSLY (9-0-0)**f. Follow-up Report on Senior Internship Project  
at Darien High School (Attachment)

Ms. Dunn at 7:57 (0:27)

a. Presentation and Discussion of  
Proposed Attitudes and Behaviors  
Survey (Attachment)Dr. Brenner and Community  
Fund of Darien at 8:16 (0:46)b. Further Discussion on High School  
"Commitment"Dr. Brenner and Committee  
at 8:28 (0:58)c. Report on Barbara Harrington Fund  
Awards (Attachment)

Dr. Da Silva at 9:28 (1:58)

d. Update on Reiss Fund Conference  
(Attachments)Dr. Brenner and Dr. Da Silva  
at 9:29 (1:59)

e. Report on High School College Acceptances and Awards: Profile on High School Class of 2017 and Post High School Plans (Attachments)

Ms. Dunn and Mr. Ribeiro at 9:38 (2:08)

g. Update on High School and Middle School Scheduling

Dr. Da Silva, Ms. Dunn, and Ms. Somers at 9:59 (2:29)

h. Further Discussion and Possible Acceptance of Contemplated Gift from the Darien Athletic Foundation (Attachments)

Dr. Brenner and Darien Athletic Foundation at 10:04 (2:34)

**MOTION TO ACCEPT WITH GRATITUDE THE GIFT FROM THE DARIEN ATHLETIC FOUNDATION OF THE PURCHASE AND INSTALLATION OF A LIGHTING AND SOUND SYSTEM AT DARIEN HIGH SCHOOL AS OUTLINED IN THE PROPOSED AGREEMENT. SUCH ACTION IS SUBJECT TO THE ACCEPTANCE OF THESE GIFTS BY THE TOWN OF DARIEN AS THE OWNER OF THE PROPERTY AND FURTHER SUBJECT TO THE COMPLIANCE OF THE DARIEN ATHLETIC FOUNDATION AND ITS CONTRACTORS AND AGENTS WITH THE CONDITIONS FOR SUCH PROJECT AS SET FORTH IN THE RESOLUTION OF THE DARIEN PLANNING AND ZONING COMMISSION ADOPTED JANUARY 17, 2017. AND FURTHER MOVE THAT THE BOARD OF EDUCATION HEREBY AUTHORIZES THE SUPERINTENDENT TO PROVIDE ACCESS TO THE REPRESENTATIVES OF THE DARIEN ATHLETIC FOUNDATION AND CONTRACTORS AND AGENTS HIRED BY THE DARIEN ATHLETIC FOUNDATION TO UNDERTAKE AND COMPLETE SUCH PROJECT AND RELATED SITE DEVELOPMENT ACTIVITIES. AND THAT THE BOARD OF EDUCATION WILL ASSUME CARE AND CONTROL OF SAID LIGHTS AND SOUND SYSTEM UPON COMPLETION OF THIS PROJECT:**

**1<sup>st</sup> Stein**

**2<sup>nd</sup> Burke**

	<i>Burke</i>	<i>Dineen</i>	<i>Hagerty-Ross</i>	<i>Harman</i>	<i>McCammon</i>	<i>McNamara</i>	<i>Ochman</i>	<i>Stein</i>	<i>Zuro</i>
Yes	x	x	x	x	x	x	x	x	
No									
Abstain									x

**RESULT -MOTION PASSED UNANIMOUSLY (8-0-1)**

i. Update on District Enrollment (Attachment)

Dr. Da Silva at 10:07 (2:37)

### **ACTION ITEMS**

9. Action Items:

a. Personnel Items

Ms. Cion at 10:10 (2:40)

i. Appointments

ii. Resignations/Retirements

iii. Leave of Absence

(Attachment)

**MOTION TO APPROVE PERSONNEL ITEMS AS OUTLINED IN THE MEMO DATED JUNE 6, 2017:**

**1<sup>st</sup> Hagerty-Ross**

**2<sup>nd</sup> Zuro**

	<i>Burke</i>	<i>Dineen</i>	<i>Hagerty-Ross</i>	<i>Harman</i>	<i>McCammon</i>	<i>McNamara</i>	<i>Ochman</i>	<i>Stein</i>	<i>Zuro</i>
Yes	x	x	x	x	x	x	x	x	x
No									
Abstain									

**RESULT -MOTION PASSED UNANIMOUSLY (9-0-0)**

10. Public Comment

Mr. Harman at 10:11 (2:41)

11. Adjournment

Mr. Harman at 10:13 (2:43)

**MOTION TO ADJOURN:**

**1<sup>st</sup> McCammon**

**1<sup>st</sup> Burke**

	<i>Burke</i>	<i>Dineen</i>	<i>Hagerty-Ross</i>	<i>Harman</i>	<i>McCammon</i>	<i>McNamara</i>	<i>Ochman</i>	<i>Stein</i>	<i>Zuro</i>
Yes	x	x	x	x	x	x	x	x	x
No									
Abstain									

**RESULT -MOTION PASSED UNANIMOUSLY (9-0-0)**

Meeting adjourned at 10:13 p.m. (2:43)

Respectfully submitted,

Sarah Schneider Zuro  
Secretary

## DARIEN PUBLIC SCHOOLS

### Contemplated Gift Form

Gift intended for:  
(Check appropriate responses)

**Person(s) or Group Offering Gift(s)**

☐ Hindley  
☐ Holmes  
☒ Ox Ridge

The Neuner Family

☐ Royle

Contact person- Luke Forshaw

☐ Middlesex Middle School

Tele. 203 – 656 - 8392

☐ District

Fax. \_\_\_\_\_  
e-mail lforshaw@darienps.org

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

---

This generous gift is a donation from an Ox Ridge family who are interested in supporting continued school improvements as a form of thanks for the educational experience provided to their children over the years.

The donation will be used to purchase movable shelves for classroom libraries. Movable shelves will allow for classrooms to both expand classroom libraries and to quickly reconfigure classroom configurations throughout the school year to adjust to classroom needs.

---

**Please answer the following questions.**



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

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

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

\_\_\_\_\_ 500-1,000                      **5,000** 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-

## DARIEN PUBLIC SCHOOLS

### Contemplated Gift Form

Gift intended for:  
(Check appropriate responses)

☐ Hindley  
☐ Holmes  
☐ Ox Ridge

☐ Royle

☐ Tokeneke

☒ Middlesex Middle School

☐ Darien High School

☐ District

Person(s) or Group Offering Gift(s)

Middlesex Parent Association

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

Name Lori Olson - Co-chair MPA

Address 1

Tele. 206-919-5989 cell

Fax.

e-mail lori.a.olson@gmail.com

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.

(2) 4.5" Gooseneck pole systems for  
basketball court in bus loop.

(2) Basketball hoops similar to DHS  
basketball hoops near football field.

Questions continued on back of this sheet

**Please answer the following questions.**

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

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

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

☐ 500-1,000

☐ 5,000-10,000

☐ 1,000-2,000

☐ 10,000-15,000

☐ 2,000-3,000

☐ 15,000-20,000

☒ 3,000-4,000

☐ 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-

Lori Olson

203-202-7006  
206-919-5989 cell



325 Rabro Dr.  
Hauppauge, NY 11788  
Phone: (631) 582-5900  
Fax: (631) 582-9520  
[www.YoungEquipmentSales.com](http://www.YoungEquipmentSales.com)

## QUOTATION

Date	Quote #
03/31/17	YESQ61687

**Sold To:** Darien Public Schools  
Michael Lynch  
35 Leroy Ave.  
Darien  
CT 06820  
  
**Phone:** (203)656-7418  
**Fax:** (203)656-3052

**Ship To:** Darien Public Schools  
Michael Lynch  
35 Leroy Ave.  
Darien  
CT 06820  
  
**Phone:** (203)656-7418  
**Fax:** (203)656-3052

Qty	Description	Unit Price	Ext. Price
	Spalding		
2	Supply 4.5" Gooseneck Pole Systems  Includes: - 4' offset - 4" Ground Sleeve - Steel Fan backboard with Roughneck Gorilla goal	\$1,985.00	\$3,970.00

Please send all P.O.'s to Young Equipment Sales, Attn Order Administration

### PO with Signed Order

We look forward to being of service to you.  
Very truly yours,  
James Cipollina

Jaypro: \$ 1,349.00

\$ 2,698.00

BSN: 4' offset pole = 489.99  
Backboard - 529.99  
Net/Hoop - 99.99  
Total \$1,119.97 x 2 = \$2,239.94

Continuously striving to provide the Best in the World products, installations, service, repairs, and safety inspections in your classroom, corridor, library, cafeteria, gymnasium, auditorium, stage and bathroom areas.

# Darien Public Schools • Music Department

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80 High School Lane, Darien, Connecticut 06820-3399 (203) 655-3981 Ext. 2329, Fax (203) 655-7734  
Richard D. Sadlon, Director  
RSadlon@darienps.org

May 24, 2017

Dear Dr. DaSilva and Mrs. Dunn,

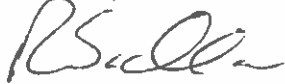
We would like to submit for your perusal, the Special Field Trip Request Form for a Darien High School Orchestra trip to Montreal, Canada which includes opportunities for our students to perform in an adjudicated festival, visit cultural attractions and participate in an exchange with Canadian high school students.

I have reviewed the plans with Ms. Minnis and feel comfortable moving this along in the approval process. As is most often the case with trips such as this, the itinerary is subject to minor changes as plans develop and the final price to students may slightly fluctuate depending on the results of fund raising and air fare.

Since Board approval is also required for a trip of this nature, it would be helpful to present the proposal on a Board agenda early in the summer to allow the orchestra to begin their planning and reserve their place in the festival.

Please let me know if you have any questions or concerns at this time. Thank you.

Sincerely,



Rick

Richard Sadlon  
Director of Music

**DARIEN PUBLIC SCHOOLS  
SPECIAL FIELD TRIP REQUEST FORM**  
**Trips Beyond 500 Miles, or Outside the U.S.**  
(Board of Education Policy 6710)

**F2**

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

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

- ☐ **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15<sup>th</sup>. It must contain detailed written information about arrangements, which at a minimum, must specify the following:
- a. Names of the Darien Public School staff initiating the proposal and responsible for the trip
- Jane Minnis - Orchestra Director, Darien High School
- b. **Exact dates, times, destination(s) of the trip, and what instructional time will be impacted, as well as potential conflicts with major school events or standardized testing.**
- Date: April 7-11, 2018 Time: \_\_\_\_\_ Destination: MONTREAL, Canada  
Affected school time: None
- c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.
- The Darien High School Orchestra will be performing in the 2018 AMERICAN CELEBRATION OF MUSIC IN CANADA concert series, visiting the city of MONTREAL. Students will perform at least 2 concerts, work with a well-known clinician in a masterclass and participate in an exchange with Canadian high school students.
- d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.
- See attached proposed trip activities from Music Celebrations International.
- e. The exact modes and times of travel, as well as the exact housing arrangements.
- Motor coach from Darien to Montreal (Depart Darien: April 7, Depart Montreal: April 11, 2018)  
Hotel accommodations in the city center
- f. Detailed daily time schedules of the agenda of activities.
- See attached proposed schedule.

**DARIEN PUBLIC SCHOOLS**  
**SPECIAL FIELD TRIP REQUEST FORM**  
 Trips Beyond 500 Miles, or Outside the U.S.  
 (Board of Education Policy 6710)

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.

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

Total cost is approximately \$1100 (see attached)

This includes city center hotel accommodation, 2 meals per day, motor coach transportation, and entrance fees, and all gratuities. Not included are tips to long-distance motor coach driver(s), daily lunches, instrument rental (if needed) and concert programs (if needed).

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

We will have many of our annual fundraising activities, which may help to offset the cost for all students. These include the annual Wreath Sale, pashmina sale and American Girl Tea Party.

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

There will be no additional costs to the Darien Public Schools

<input checked="" type="checkbox"/>	Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur.
<input checked="" type="checkbox"/>	The submission of a trip request, does <u>not</u> , in-and-of-itself, constitute any explicit or implied approval.
<input checked="" type="checkbox"/>	No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.
<input checked="" type="checkbox"/>	<b><i>The field trip organizer <u>must</u> notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.</i></b>

 Signature of Trip Organizer	5-23-17 Date	 Signature of Principal	5-23-17 Date
--	-----------------	--	-----------------

<input type="checkbox"/>	Approved	<input type="checkbox"/>	Not approved
Signature of Superintendent/Designee		Date	

# Darien High School Orchestra

## American Celebration of Music in Canada

### Montréal & Quebec City, Quebec

Custom Tour #1 (4 nights / 5 days)

**Day 1**

**Montréal**

**(D)**

Upon arrival into Montréal, meet your MCI Tour Manager, who will assist the group to awaiting chartered motorcoach for a Montreal sightseeing  
Enjoy a guided tour at St. Joseph Oratory, the world's largest sanctuary dedicated to Saint Joseph. Located in the heart of Montreal, in the lush and historic Mount Royal district, this internationally renowned pilgrimage destination is steeped in history and culture. In 2004, on the 100th anniversary of its founding, it was declared a National Historic Site by the Canadian Government  
Check-in to the full service hotel  
Dinner included at the hotel and overnight

*Founded three and a half centuries ago, Montréal is the second largest French speaking city in the world. For visitors, Montréal's greatest attraction is its cosmopolitan, almost European atmosphere. The meeting of French and English cultures and the addition of other ethnic influences have created a unique blend. Its varied and vibrant neighborhoods, such as Old Montréal with its picturesque cobbled streets and historic grey limestone buildings, or the "Latin Quarter" of St. Denis Street with its lively outdoor cafes, provide a refreshing, ever-changing urban panorama.*

**Day 2**

**Montréal**

**(B,D)**

Breakfast at the hotel

Take a guided tour of Montreal including Old Montréal, Mont Royal, Jean-Drapeau Park (Saint-Hélène and Notre-Dame Islands), site of 1967 World Fair, Expo 67. There you will see the beautiful floral park, the Gilles-Villeneuve Racetrack for the Formula 1 Canada Grand Prix, the Montréal Casino and La Ronde Amusement Park

Lunch, on own

*Performance or clinic as part of the American Celebration of Music in Canada*

Afternoon guided tour of Notre-Dame Basilica. The Notre-Dame Basilica is a masterpiece of Gothic revival architecture. Built between 1824 and 1829, the magnificent décor, in sculptured wood, paint and gold leaf captivates hundreds of thousands of visitors each year. Paintings, sculpture and stained-glass windows illustrate biblical passages and parish history of Montreal society

*Exchange performance as part of the American Celebration of Music in Canada*

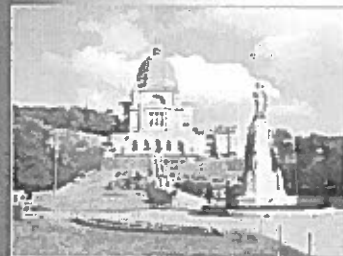
Dinner included at Cabaret du Roy. Enjoy traditional Quebecois meal and musical entertainers dressed in colonial period costumes. Immerse yourself in the lost era of New France and its native culture  
Return to the hotel for overnight

**Day 3**

**Montréal / Quebec City**

**(B,D)**

Breakfast included at the hotel, followed by check-out



**Music Celebrations International**  
*Concert Tours With Integrity*



Depart for Quebec City this morning (150 miles, 3 hours). Drive along the mighty St. Lawrence River to Québec City, the only walled city in North America. Lunch, on own in Quebec City.

Take a guided tour of Québec City's La Citadelle. This national historic site is a walled fortress of the city. The one-hour guided tour will highlight the American attacks, the construction of the fortress and its buildings. The visit of the Royal 22 Régiment Museum located in an old French powder magazine (1750) and a former military prison (1842) is included in the tour.

Then wander Dufferin Terrace and view le Chateau Frontenac on own.

*Performance as part of the American Celebration of Music in Canada.*

Hotel check-in.

Dinner included at a local restaurant and return to the hotel for overnight.

*Québec City is the capital of the Canadian province of Québec. It is the second largest city in the province, after Montréal. Québec's Old Town (Vieux-Québec), the only North American fortified city north of Mexico whose walls still exist, was declared a World Heritage Site by the United Nations Educational, Scientific and Cultural Organization (UNESCO) in 1985 as the "Historic District of Old Quebec". It is also one of the oldest cities in North America.*



#### Day 4

#### Quebec City

(B,D)

Breakfast at the hotel.

Meet your guide for a tour within the walls of the Old City, visit Lower Town, Battlefields Park, Place Royale, see the Museum of Civilization, Chateau Frontenac, Dufferin Terrace, the waterfront and the ornate city gates of Upper Town.

Depart with coach and guide for a journey along the St. Lawrence River to the village of Sainte-Anne and tour one of the country's most beautiful cathedrals, Basilica St. Anne de Beaupre.

Stop at a 150 year old bread oven and enjoy fresh baked bread with maple butter.

Visit the Montmorency Falls and ride the cable car here to get different views of the falls, twice as high as Niagara Falls.

Dinner will be at a typical French Sugar Shack. Your menu here includes French Canadian Pea Soup, pickles and bread, baked beans, meat pie, warm maple ham, boiled potatoes, sausages, sugar pie and fruit punch and of course, taffy on snow (shaved ice in summer). Enjoy live folklorique music during your meal.

Return to the hotel for overnight.

#### Day 5

#### Depart for home

(B)

Breakfast at the hotel, followed by hotel check-out.

Morning free for last-minute sightseeing or shopping.

Depart for home or transfer to Montréal for return flight home.

***This is a very flexible itinerary.** Except for confirmed appointments and performances, the places of interest and the sequence of sightseeing might be changed if necessary or desirable. In the event of an unavoidable conflict in the performance and the sightseeing schedule, the concert schedule will prevail, and it may be necessary to exclude some sightseeing activities.*

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**Music Celebrations International**

*Concert Tours With Integrity*

The Honorable  
**Denis Coderre**

Mayor of Montréal

together with

**Music Celebrations International**

cordially invites the

**Darien High School Orchestra**

to be a representative of

**Connecticut**

in performance at the

**2018**

**American Celebration of Music in Canada**

visiting the city of

**Montréal**



**MUSIC CELEBRATIONS  
INTERNATIONAL**  
*Concert Tours with Integrity*



## Music Celebrations International, L.L.C.

1440 S. Priest Drive, Suite 102, Tempe, AZ 85281-6954

(480) 894.3330 (800) 395.2036 Fax (480) 894.5137

[info@musiccelebrations.com](mailto:info@musiccelebrations.com)

April 7, 2017

Ms. Jane Minnis, Orchestra Director  
**Darien High School**  
80 High School Lane  
Darien, CT 06820-3399

Dear Ms. Minnis

Music Celebrations International extends an official invitation to the **DARIEN HIGH SCHOOL ORCHESTRA** to participate in the **2018 AMERICAN CELEBRATION OF MUSIC IN CANADA** concert series, visiting the city of **MONTREAL**.

By accepting this invitation you are offer your group an opportunity to:

- ★ Experience the excitement of performing in some of French Canada's most impressive spaces
- ★ Experience the thrill of performing to large, appreciative audiences
- ★ Grow and strengthen the reputation of your ensemble at home and abroad
- ★ Experience unparalleled educational opportunities and memories that will last a lifetime

The quality of your performances is of the utmost importance! Performance venues in the concert series range in locations from the standard public venues to auditoriums, exchange concerts, churches and memorials. Schedules permitting, we can arrange workshops with well-known clinicians, and faculty members from the most prestigious music conservatories and universities in the area who specialize in working with groups like yours.

Music Celebrations International personnel have been organizing concert tours of exceptional quality throughout the world for over 25 years. Our professional and experienced staff will handle all of your travel arrangements and accommodations down to the last detail. Rest assured that the prices we offer cover the cost of everything that will enable your group to have a successful and memorable concert tour experience.

I am very excited about the musical stimulation this tour will undoubtedly provide — just the kinds of experiences that raise the level of musicianship and dedication to the performing arts for all participants. This is the life-changing focus of Music Celebrations! Please call on us for any reason. We look forward to associating with you in this special performance opportunity.

Sincerely yours,

  
John F. Wiscombe  
President

**AMERICAN CELEBRATION OF MUSIC IN CANADA**  
**MUSIC CELEBRATIONS INTERNATIONAL**  
**Cost Estimate**  
**DARIEN HIGH SCHOOL ORCHESTRA**

The price is based on the number of paying participants in each 54 seat motorcoach staying in quad occupancy. Please contact Music Celebrations International for more details.

			<i>50-52 Paying</i>	<i>45-49 Paying</i>	<i>40-44 Paying</i>
<b>Tour #1</b> 4 nights / 5 days Montréal & Quebec City <b>One free trip for            every 20 paying</b>	<b>Outside City Hotel</b>	<b>Including Motorcoach:</b>	\$979	\$1,022	\$1,077
		<b>Without Motorcoach:</b>	\$836	\$861	\$892
	<b>City Limit Hotel</b>	<b>Including Motorcoach:</b>	\$1,072	\$1,116	\$1,170
		<b>Without Motorcoach:</b>	\$929	\$955	\$985
<b>Tour #1</b> 4 nights / 5 days Montréal & Quebec City <b>No free trips</b>	<b>Outside City Hotel</b>	<b>Including Motorcoach:</b>	\$940	\$981	\$1,034
		<b>Without Motorcoach:</b>	\$797	\$820	\$849
	<b>City Limit Hotel</b>	<b>Including Motorcoach:</b>	\$1,028	\$1,071	\$1,122
		<b>Without Motorcoach:</b>	\$885	\$909	\$937

*Transportation (chartered bus) is priced as of April 7, 2017, and is subject to change. Fuel surcharges for coaches may apply.*

These costs are based on group payments made by organization check or cash-equivalent to qualify for our lowest discounted prices. If you choose to have MCI handle the accounting and payment processing for each individual on tour, a 5% accounting fee applies.

Please complete the enclosed *Registration Form* and return it with your \$1500 non-refundable deposit to Music Celebrations International so that we can immediately begin work on the logistical and performance arrangements for your concert tour. We'll contact you within a few days to confirm your receipt of this material and address any questions you might have. In the meantime, you are welcome to contact us toll free at 1-800-395-2036. We look forward to associating with you in this special performance opportunity.

**WE WILL MATCH OR BEAT ANY OTHER SIMILAR OFFER YOU MAY BE CONSIDERING!**

These items are subject to negotiation. For instance, we can re-quote based on less centrally located hotels, eliminate some dinners, eliminate entrance fees, adjust the free trip ratio, etc., to reduce the overall cost.



**Music Celebrations International**  
*Concert Tours With Integrity*

**AMERICAN CELEBRATION OF MUSIC IN CANADA**  
**MUSIC CELEBRATIONS INTERNATIONAL**  
**Cost Inclusions & Exclusions**  
**DARIEN HIGH SCHOOL ORCHESTRA**

**COST INCLUSIONS**

- ❖ **CONCERT ARRANGEMENTS:** All performances and workshops, including necessary clearances or permits, and the following as needed: *For Choirs* – sound equipment for outdoor concerts only (amplification, playback, up to five microphones), keyboard or piano, and choral risers or steps. *For Concert Bands* – chairs. *For Orchestras* – sound equipment for outdoor concerts only and chairs.
- ❖ **CONCERT PROMOTION:** Official recognition, quality concert venues and publicity.
- ❖ **COACH TRANSPORTATION:** Round-trip transportation by deluxe motorcoach from **City / Town, State / County / Province**, based on afternoon arrival. Extended hours or overnight driving may incur additional charges for relief drivers.
- ❖ **ACCOMMODATIONS:** Hotel accommodations, based on quad occupancy. City center accommodations are available at a supplement upon request.

		<u>Triple Supplement</u>	<u>Double Supplement</u>	<u>Single Supplement</u>
Tour #1	Outside City Hotel:	\$60	\$155	\$500
4 nights / 5 days	City Limit Hotel:	\$85	\$230	\$765

- ❖ **MEALS:** Two meals per day (as noted in the Tour itinerary) including breakfast and dinner. Please note that breakfast is not included on day of arrival and dinner is not included on day of departure.
- ❖ **TOUR MANAGEMENT:** One full-time, professionally-licensed Tour Manager on each motorcoach who meets the group upon arrival and remains until departure to guide all excursions, maximize use of time, and enhance the educational value.
- ❖ **ENTRANCE FEES:** Entrances are included to all sights listed on the Tour itinerary.
- ❖ **T-SHIRTS:** One souvenir T-shirt for each participant.
- ❖ **PHOTO VIDEO:** One souvenir photo video for each participant.
- ❖ **FREE TRIPS:** One free trip (based on double occupancy) for each 20 paying participants; i.e., the 21<sup>st</sup>, 42<sup>nd</sup>, etc. participant travels free of charge OR no free trips.
- ❖ **GRATUITIES:** Tips and taxes are paid to Tour Managers and hotel personnel.
- ❖ **LIABILITY INSURANCE:** \$2M MCI Tour Liability Insurance coverage. Only MCI arranged services (motorcoach, flights, guides, hotels. etc.) will be covered under MCI's Tour Liability Insurance.

**COST EXCLUSIONS**

- ❖ Tips to long-distance motorcoach driver(s).
- ❖ Daily lunches.
- ❖ Instrument rental, if needed.
- ❖ Concert programs, if needed.



**Music Celebrations International**  
*Concert Tours With Integrity*

### Darien Public Schools Commitment Practice (Highlights)

*The Darien Public Schools students goal is to provide a health and wellness curriculum that supports students in becoming healthy and productive citizens. The following practices are applied to all students (and parents) who are enrolled in extracurricular activities in grades 9-12. These practices are a part of a coordinated effort with the community as well as the health and social emotional curriculum offered to our students, K-12.*

#### Year 1 Program

Essential Question(s)	Learning Session Topic	Participants	When DHS 7:00-9:00pm	Persons Responsible/Moderator (Resources)
How do illegal drugs and alcohol affect a person physically and mentally?	Learning Session 1: <ul style="list-style-type: none"> <li>Alcohol and Drugs on your body and brain</li> </ul>	Parents and students in grades 9-12 involved in an extracurricular activity	<ul style="list-style-type: none"> <li>Fall, Winter, Spring</li> </ul>	Social Service Agency/Medical
How can illegal drugs impact the user and their family?  What are the unexpected consequences of our actions?	Learning Session 2: <ul style="list-style-type: none"> <li>The Voice (Story) of Drugs and Alcohol</li> </ul>	Parents and students in grades 9-12 involved in an extracurricular activity	<ul style="list-style-type: none"> <li>Fall, Winter, Spring</li> </ul>	Possible Resources: Movie: Dying High (2003), video (Teacher's Guide)
How can illegal drugs affect a person's life?	Learning Session 3: <ul style="list-style-type: none"> <li>Understanding the implications of unhealthy behavior on your life from a legal perspective</li> </ul>	Parents and students in grades 9-12 involved in an extracurricular activity	<ul style="list-style-type: none"> <li>Fall, Winter, Spring</li> </ul>	Attorney/Police Department/Assistant District Attorney

## **Notes:**

*School-Based Commitment (practices continue- refer to discipline policy- DHS Handbook)*

### **Modules to Include:**

- *Pro-Active Strategies/Resources for students*

### **Fall 2017- Tentative Dates:**

- August 23, 2017 (Wednesday) 7-9pm
- August 29, 2017 (Tuesday) 7-9pm
- September 16, 2017 (Saturday), 8:30-10:15am
- September 19, 2017 (Tuesday) 7-9pm

### **Tentative Schedule:**

10 Minute Opening)

30 Minutes (Session 1)

30 Minutes (Session 2)

30 Minutes (Session 3)

### **Expectations:**

- All students involved in an extra-curricular activities must attend one full program
- Required one time per year
- All students must sign-in at each session
- At least one parent must attend the session with their child and sign-in
- Student/Parent attendance is mandatory for participation and must be accomplished by September 19, 2017 for all Fall activities. Failure to do so will result in removal from the activity.

**Request for Proposal for Architectural Services  
Darien High School  
Darien, CT**

The Darien Board of Education requests proposals for Architectural Services from qualified and experienced firms for the Cafeteria Addition/Renovation at Darien High School, 80 High School Lane, Darien, CT.

Sealed proposals will be received by the Darien Board of Education, Michael Feeney, Director of Finance and Operations, Darien Public Schools, Administrative Offices, 35 Leroy Avenue, Darien, Connecticut 06820, up to:

*3:00 p.m. on Wednesday, September 13, 2017*

**Introduction**

On behalf of the Town of Darien, (the owner), The Darien High School Building Committee (DHSBC) is seeking Architectural Services for the construction of an addition to the student cafeteria, and the design and specification of new furniture for the expanded cafeteria.

**Background:**

The site is 54 acres and is located at 80 High School Lane. The current cafeteria is 12 years old. The rated occupancy is 304 people, there is existing furniture to allow for 292 people

The Schematic Design Phase of the Project is complete and town funding approval is in place based upon the Schematic Design Estimate. It is expected that the architect will review and validate the Schematic Design Estimate and adopt it as a starting point for the subsequent Project.

The construction duration has been established as 2 months and must occur while school is not in session. The estimated budget for this project is approximately \$1.5 million.

**Scope of Work**

Scope of architectural services shall include, but not be limited to:

- Working with the adopted Education Specifications and the School Construction Committee to develop a revised Project timeline and budget.
- Provide a detailed Project Schedule, including design and approval milestones and construction implementation.
- Develop a project cost cash flow projection.
- Determine availability of trades and materials.
- Attend all scheduled progress meetings with the Owner to ensure the Project is progressing smoothly and according to plan. Advise the Owner as to any potential delays and/or cost variances. Additionally, provide a two-week forecast to determine if any critical item will cause a problem to the extent that the project will experience a delay or significant cost impact.
- Review the construction documents as they are developed and provide updated estimates of construction cost throughout design development and construction documents.



- Develop a process that ensures total quality control for construction documents and on-site construction, defines roles and responsibilities, suggests methods for resolving disputes and delays, efficiently processes change orders, and ensures that all personnel perform in accordance with all OSHA and other safety standards.
- Conduct pre-bid walk-thru and actively seek and solicit bids from a wide variety of trades contractors to ensure that a large number of competitive bids are obtained.
- Be present at the bid opening and assist in analyzing all bids, determine the validity of such bids, and prepare written analyses, comparisons, and recommendations. Obtain all required bid bonds, payment and performance bonds, and insurance certificates.
- Assist the owner and the architect in all aspects of the plan review process.

#### Construction Phase

- Establish management procedures, including periodic financial disposition of the project, progress reports, contracts, insurance status, invoicing and disbursements.
- Establish site mobilization, security, diversity, and safety plans.
- Assume overall responsibility for managing, supervising, directing, coordinating, and maintaining quality control over all aspects of construction.
- Ensure that the contractor has obtained all required permits.
- Program and schedule the work in advance of actual construction operations to ensure that trade contractors are utilized to their fullest extent in an efficient and cost effective manner.
- Coordinate the activities of utility companies and regulatory agencies. Review, re-evaluate, approve, and submit for Owner's final approval all change orders and other required construction-related information.
- Attend and provide minutes of weekly progress meetings with the Owner, project manager, architects and engineers to ensure all matters of construction are being considered. Also conduct regular meetings with the trade contractors to insure that their activities are being managed in an appropriate manner.
- Receive and process all applications for payment from sub-contractors and suppliers; review and adjust same; issue applications for payment to Owner and architect for approval. On a regular (monthly) basis, complete and submit budget control reports that outline cash flow, actual cost vs. budget, etc.
- Secure and submit to Owner all closeout reports including guarantees, warranties, as-built drawings (electronic and hard copy), maintenance and procedure manuals for new equipment, controls operations training and provide sign-offs by proper authorities.
- Identify and remedy any incomplete or non-conforming work. Obtain required approvals from State and local building officials to expedite the Certificate of Occupancy.
- Receive and maintain partial (on a monthly basis) and final waivers of claims and liens from suppliers, contractors, subcontractors, and any other entity in connection with the project.
- Comply with all federal, state, and local codes and ordinances as to means and methods of construction.
- Maintain required insurance.
- Meet with the Town Insurance Carrier's risk control representative on a regular basis to review and alleviate liability concerns.

#### Submittals

All responses to this RFP must be in sealed envelopes and marked with the Project name (Darien High School Cafeteria Expansion), and due date and time. The Firm's name and address must appear on the envelope.

Proposals should include full, accurate, and complete (but as concise as possible) information as required by this request. The proposal should specifically include:

1. **Title Page (one page maximum):** This should include your company name, address, telephone and fax numbers, email address, and the name of the proposed project principal.
2. **Executive Summary (one page maximum):** Provide a brief history of your firm. Identify key qualities or services provided by your firm that distinguish you from other construction managers.
3. **Related Experience (five pages maximum):** Provide a summary of similar projects completed by your firm. Include local experience with school renovations, municipal experience, work in or near occupied facilities, and other similar projects completed in the last five years. Identify the size of the project, the construction cost (original estimate and final cost), schedule (original and final), and Owner and Architect references (including phone numbers).
4. **Organization and Staffing (five pages maximum):** Discuss your company organization, along with your proposed project team organization. Include a brief resume of each key project team member.
  - a. Provide an organization chart for the staff proposed for this project.
  - b. Include previous assignment information such as title, length of time on job, references and contract information. Provide a brief description of projects similar to this in which the key personnel have worked together as a team. The Owner reserves the right to interview and select key staff members.
  - c. Identify the percent of time each staff member will be assigned to the project.
5. **Include a copy of Standard Form 330 (no limit on number of pages).**
6. **Financial Information:** Provide a copy of your firm's most current annual report. Submission must include at a minimum a current audited balance sheet, income statement, and cash flow statement for the most recent accounting period (three pages maximum). Financial information may be submitted in a separate, sealed envelope.
7. **Insurance:** Identify your insurance company and agent, and insurance limits (with a sample certificate of representative coverage) (two pages maximum).
8. **Bonding:** Submit your bonding company name and contact; bonding capacity and the amount available for this project; The Owner reserves the right to allow bonding of subcontractors (one page maximum).
9. **Fee and General Conditions (four pages maximum)**
10. **The Town of Darien is exempt from payment of excise, transportation, and sales taxes imposed by the Federal Government and/or the State. Such taxes must not be included in prices. No exemption certificates are required and none will be issued. If you typically pay sales tax on consumables, you should include them in your proposal.**

### **Evaluation**

The DHSBC will be responsible for reviewing the proposals received and will select a short-list of firms to interview. The interviews will be held with the finalists in XXXXXXXXXXXXXXX and will consist of 45 minute presentations, followed by 15 minutes of Q&A. A final decision is expected to be made by the DHSBC on XXXX at its regularly scheduled DHSBC meeting.

### **NOTES TO CANDIDATES**

**You must submit twelve (12) sealed copies of your proposal by XXXX to the address below.**

Michael Feeney, Director of Finance and Operations  
Darien Public Schools  
Administrative Offices  
35 Leroy Avenue  
Darien, Connecticut 06820

Questions concerning this Request for Proposal (RFP) should be directed to:

Michael Lynch, Director of Facilities  
(203) 656-7418 phone  
(203) 656-3052 fax  
email: [mlynch@darienps.org](mailto:mlynch@darienps.org)

Any inquiries regarding this RFP must reference the project name. No inquiries will be accepted after 2 PM on XXXXXXXX. By participating in this process, the candidates waive their rights to dispute any part of the RFP specifications, conditions, and process.

**Site visits**

The site can be accessed during normal school hours. However, all such site access must be scheduled and coordinated in advance by contacting Michael Lynch, Director of Facilities, and must take place in a manner that does not interfere with the normal operations of the school or create any safety hazards for students and staff.

**Acceptance Period**

In submitting the proposal, the Candidate agrees that the proposal will remain valid for a period of ninety (90) days after the closing date for submission, and may be extended beyond that time by mutual agreement. Fees quoted must be firm, for acceptance by the Town of Darien, for a period of ninety (90) days.

**Addenda**

In the event it becomes necessary to revise any part of this RFP, addenda will be provided to all prospective firms who have received the RFP documents.

**Acceptance of Site**

The Candidate shall be thoroughly familiar with the requirements of all specifications and the actual physical conditions of the proposed project site. The submission of a proposal shall be construed as evidence that the Candidate has examined the existing conditions, requirements, and specifications.

**Assignment of Contract**

No contract may be assigned or transferred without the consent of the TSBC.

**Insurance**

The successful Candidate will be required to furnish and maintain a comprehensive general liability certificate of insurance naming the Town as additional insured. The insurance is to be suitable liability, worker's compensation, and professional coverage. The Certificates of Insurance will be provided by companies licensed in the State of Connecticut and will be in reasonable amounts satisfactory to the Town.

**Federal, State and Local Laws**

All applicable Federal, State, and local laws, and rules and regulations of all authorities having jurisdiction over the locality of the project shall apply to the contract and are deemed to be included herein.

**Right to Accept or Reject**

AFTER REVIEW OF ALL FACTORS, TERMS AND CONDITIONS, INCLUDING PRICE, THE DHSBC RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS, OR ANY PART THEREOF, OR WAIVE DEFECT IN SAME, OR ACCEPT ANY PROPOSAL DEEMED TO BE IN THE BEST INTEREST OF THE TOWN OF DARIEN.

**Attachments**

The following project documents are attached for your use:

- Schematic Drawings
- Schematic Budget
- Project Schedule
- Education Specification

## Darien High School Cafeteria Construction Timeline

[illegible]

Darien Public Schools  
**DRAFT** District Goals 2017-2018

Curriculum & Instruction	Action Steps	Board of Education Discussion Item	Status: Fall, Winter, Spring Update	2018-2019
Study and Coordinate a Health & Wellness Plan for students in grades PK-12 to enable students to become healthy and productive citizens and practice healthy behaviors.	<a href="#">Action Plan Social Emotional Learning</a>	October	Winter Spring	
Further research innovative library media spaces: create a vision and plan for the digital environment and the role of the library media specialists in a 1:1 environment.	<ul style="list-style-type: none"><li>● Create a scope and sequence with Information Technology Skills, PK-12</li><li>● Study innovative spaces across settings</li><li>● Identify the purpose/use of the physical space across settings</li><li>● Make recommendations for implementation for the 2018-2019/2019-2020 school year</li></ul>	September	Winter Spring	
Review the study/exploration of math programs, K-8 (2017-2018). Make recommendations for implementation.	<ul style="list-style-type: none"><li>● Collect feedback from PILOT study, K-8</li><li>● Recommend primary program and identify a plan for roll-out, professional development and implementation plan, K-8</li></ul>	October January	Winter	
Implement a collaborative structure for curriculum leaders/special education chairpersons, K-12 that includes calibration of teaching and learning across all content areas.	<ul style="list-style-type: none"><li>● Create and implement administrative calibration exercises</li><li>● Establish protocols to ensure collaborative curriculum alignment</li><li>● Offer Parent and BOE workshops throughout the school year as an opportunity to collect feedback</li><li>● Create structures by department to ensure consistency</li></ul>	N/A	Fall, Winter and Spring	
Assess the implementation of the Fitch Academy and make recommendations for the 2018-2019 school year.	<ul style="list-style-type: none"><li>● Measure the effectiveness of Fitch in relation to student progress and allocated resources</li><li>● Collect feedback from various stakeholders (teachers, parents, staff and the Darien Public Library)</li><li>● Identify strengths and needs of Fitch and make recommendations for the 2018-2019 school year</li></ul>	N/A	Fall, Winter and Spring	

Business	Action Steps	Board of Education Discussion Item	Status: Fall, Winter, Spring Update	2018-2019
Digitize business practices	<ul style="list-style-type: none"><li>• Create an online portal for employees</li><li>• Electronic storage/retrieval of all financial documents within Munis</li></ul>	N/A	Fall, Winter and Spring	
Review procedures of accounts receivable and explore online options	<ul style="list-style-type: none"><li>• Review process/procedures/controls</li><li>• Explore ways to maximize online payments for all fee based activities</li></ul>	N/A	Fall, Winter and Spring	
Enhance transportation services to our constituent groups	<ul style="list-style-type: none"><li>• Roll out app for phone that provides estimated pickup/drop off data for all eligible students utilizing public transportation</li></ul>	N/A	Fall, Winter and Spring	

Special Education	Action Steps	Board of Education Discussion Item	Status: Fall, Winter, Spring Update	2018-2019
Align IEP goal writing and data tracking with Common Core (K-12), CT Early Learning and Development Standards (ELDS; Pre-K), and best practices in instructional methodology.	<ul style="list-style-type: none"><li>• Curriculum review and alignment of the Early Learning Program (ELP) curriculum to the updated CT Early Learning and Development Standards (ELDS).</li><li>• Provide professional development in aligning IEP goals and objectives to Common Core (K-12) and ELDS (Pre-K) standards.</li><li>• Refine and implement progress monitoring systems and structures K-12 (e.g., data entry and tracking system, matrix of recommended tools, etc.)</li></ul>	N/A	Fall, Winter and Spring	
Targeted development of special education programs to address student needs.	<ul style="list-style-type: none"><li>• Provide targeted professional development on inclusive teaching and related service practices for high functioning students with autism and</li></ul>	N/A	Fall, Winter and Spring	

	<p>language/communication disorders Pre-K-12 (e.g., ASD Nest model, Social Development Intervention, etc.).</p> <ul style="list-style-type: none"><li>• Provide professional development in Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP) for psychologists and social workers.</li><li>• Provide targeted year 2 professional development in autism and behavior-specific interventions for specialized programs Pre-K-5 (DLCs, etc.).</li><li>• Provide targeted year 1 (MMS, initial) and year 2 (DHS, implementation) professional development in co-teaching.</li><li>• Develop a proposed 18-21 transition program.</li><li>• Collaborate with DHS administration for the implementation of Fitch Academy for the 17-18 school year.</li></ul>			
Maintain positive and effective community partnerships.	<ul style="list-style-type: none"><li>• Continue systematic, ongoing communication mechanisms with CDSP and SEPAC.</li><li>• Collaborate with CDSP and SEPAC on building-based and District-wide presentations on topics of community interest.</li><li>• Provide articulation (i.e., Pre-K-K, 5-6 and 8-9) coffees to increase parent knowledge of process and programs.</li></ul>	N/A	Fall, Winter and Spring	
Continue development of special education department systems and structures.	<ul style="list-style-type: none"><li>• Develop formalized PLC and department meeting structures for special education departments at the elementary schools in partnership with SESS facilitators and building administrators.</li><li>• Develop formalized PLC and department meeting structures for special education departments at MMS and DHS in partnership with Dept. Chairs of Special Education.</li><li>• Conduct monthly SESS facilitator and related service professional department meetings.</li><li>• Continue monthly Program Directors’ Advisory meetings with building-level administration.</li><li>• Increase the efficiency of PPT practices.</li></ul>	January	Fall Spring	



Human Resources	Action Steps	Board of Education Discussion Item	Status: Fall, Winter, Spring Update	2018-2019
Continue review, revision and update of District policies.	<ul style="list-style-type: none"><li>• Policy audit with K. Stein and G. Zittoun</li><li>• Prioritization of policy presentations to the Board of Education</li><li>• Presentation of revised/new policies to the Board of Education</li></ul>	November February	Fall, Winter and Spring	
Complete negotiations for the nurses, paraprofessionals and secretaries.	<ul style="list-style-type: none"><li>• Continued negotiating sessions and/or mediation as needed</li></ul>	N/A	As Completed	
Increase recruitment strategies.	<ul style="list-style-type: none"><li>• Continue to develop relationships with preparing institutions</li><li>• Investigate impact of attending additional job fairs in other geographic areas</li><li>• Continue to work with District administrators to increase the rigor of the hiring process</li></ul>	N/A	Winter Spring	
Review mandatory trainings, create consistent presentations and develop a system of accountability for staff.	<ul style="list-style-type: none"><li>• Conduct audit of all mandated trainings</li><li>• Develop consistent presentations and/or on line training modules for appropriate staff</li><li>• Develop a system to ensure and document that all appropriate staff receive mandated trainings</li></ul>	N/A	Fall	

Community	Action Steps	Board of Education Discussion Item	Status: Fall, Winter, Spring Update	2018-2019
Increase communication with school community groups utilizing social media and other forms of communication.	<ul style="list-style-type: none"><li>• Implement: District newsletter, News of the Week, Twitter (where appropriate), School Newsletters, and Parent Workshops</li></ul>	N/A	Fall, Winter and Spring	
Provide families with a “Transfinder App” to allow opportunities to track the time of arrival for students who are transported to school by bus.	<ul style="list-style-type: none"><li>• Pilot bus app with one elementary school to determine strengths and weaknesses</li><li>• Adjust, communicate and roll out to district</li></ul>	N/A	Fall, Winter and Spring	

Facilities	Action Steps	Board of Education	Status: Fall, Winter,	2018-2019
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		Discussion Item	Spring Update	
Continue to review/implement security enhancements. Make recommendations for future projects related to the safety and security of school buildings.	<ul style="list-style-type: none"><li>Implement district-wide security measures around lock down procedures</li><li>Install barriers under DHS bridge to prevent car access</li></ul>	N/A	Fall Winter	
Collaborate with the DAF regarding the installation of new stadium lights and sound system.	<ul style="list-style-type: none"><li>Monitor usage and convene committee and make adjustments where appropriate</li></ul>	N/A	Fall	
Follow up on the work done on the masterplan doing so in the context of the State’s financial difficulties.	<ul style="list-style-type: none"><li>Collaborate with the Board of Education, Facilities Committee and architects to appropriately plan capital projects for the coming year</li></ul>	N/A	Fall, Winter and Spring	
Continue to monitor the conditions of school buildings to ensure safety, as well as efficiencies in the context of the building conditions survey.	<ul style="list-style-type: none"><li>Collaborate with the Board of Education, Facilities Committee and architects to appropriately plan capital projects for the coming year</li></ul>	N/A	Fall, Winter and Spring	
In consultation with the facilities committee ensure that the cafeteria project is completed on time and at budget.	<ul style="list-style-type: none"><li>Engage the facilities committee as approved by the Town of Darien.</li><li>Create an oversight schedule, that includes ongoing monitoring until completion of project</li></ul>	N/A	Fall, Winter and Spring	

Technology	Action Steps	Board of Education Discussion Item	Status: Fall, Winter, Spring Update	2018-2019
Implement the 1:1 initiative at DHS with iPads.	<ul style="list-style-type: none"><li>Provide staff with district, building-based, blended learning Professional Development to support teacher learning and planning for 1:1 learning environment</li><li>Create a centralized digital space for staff to access resources to support iPad implementation</li><li>Develop partnership with Apple and local Apple stores to support teaching and learning with iPads</li><li>Implement a 9-10 Digital Citizenship curriculum for students as part of the 1:1 roll-out</li><li>Create a DHS Core App list and formal reviewing process for new apps</li><li>Create systems &amp; processes for students to receive support for iPad repair and maintenance</li></ul>	March	Fall, Winter and Spring	

	<ul style="list-style-type: none"><li>● Monitor &amp; assess; identify strengths and challenges in collaboration with administration &amp; building-based committee</li></ul>			
Develop and pilot a new teacher/administrator evaluation platform that supports the inclusiveness of data in a meaningful form.	<ul style="list-style-type: none"><li>● Identify a small group of administrators and teachers to pilot new T-Eval platform under development; meet with developers of the platform</li></ul>	N/A	Winter	
Continue to develop the Chromebook initiative in grades 4-8.	<ul style="list-style-type: none"><li>● Clarify curriculum goals in relation to the chromebooks initiative (related to C &amp; I goal)</li><li>● Implement district, building-based, &amp; blended learning Professional Development to further support teacher learning and integration of technology in instructional practice; creating personalized learning environments for students</li></ul>	N/A	Spring	
Adopt new Darien Public Schools Technology Plan for 2018-2021	<ul style="list-style-type: none"><li>● Identify steering committee made up of school, board, and community stakeholders</li><li>● Review current three-year plan document and progress to date; revise as needed</li><li>● Seek board review and adoption; submit to state Department of Education</li></ul>	May	Fall Winter	
Finalize the rollout of copy center with the transition to DHS and MMS.	<ul style="list-style-type: none"><li>● Provide staff with on-site professional development</li><li>● Offer continued support to staff during transition</li></ul>	N/A	Fall Winter	

## Darien Public Schools - Administrative Offices

35 Leroy Avenue – P.O. Box 1167 – Darien, Connecticut 06820-1167  
Tel: 203-656-7414 Email: [sdasilva@darienps.org](mailto:sdasilva@darienps.org)

### Memo

July 21, 2017

To: Dan Brenner, Ph.D., *Superintendent of Schools*  
From: Susie Da Silva, Ed.D., *Assistant Superintendent for Curriculum and Instruction, K-12*  
Re: K-12 Enrollment 2017-2018 School Year

Below you will find current enrollment figures for grades PK-12 by school. Please note that the enrollment figures for ELP have not been finalized. We expect that this will take place mid-August after PPT meetings and final registration takes place.

I look forward to answering any questions at the Board of Education meeting on July 25, 2017.

#### PK-12 Enrollment 2017-2018 as of 7-15-17

Hindley	ELP	KDG	GR 1	GR 2	GR 3	GR 4	GR 5	MALE	FEMALE	TOTAL
Number of Sections		3	4	4	4	4	4			23
Male		34	43	38	47	41	41	244		244
Female		33	39	32	43	36	47		230	230
Total		67*	82	70	90	77	88			474

Holmes	ELP	KDG	GR 1	GR 2	GR 3	GR 4	GR 5	MALE	FEMALE	TOTAL
Number of Sections		4	4	3	4 (-1)	4	4			23
Male		32	48	35	44	42	34	235		235
Female		43	37	31	45	39	42		237	237
Total		75	85	66	89	81	76			472

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Ox Ridge	ELP	KDG	GR 1	GR 2	GR 3	GR 4	GR 5	MALE	FEMALE	TOTAL
Number of Sections	2	3	4	4	3	4	4			24
Male		25	34	35	30	44	39	207		207
Female		39	39	39	24	43	41		225	225
Total		64*	73	74	54	87	80			432

Royle	ELP	KDG	GR 1	GR 2	GR 3	GR 4	GR 5	MALE	FEMALE	TOTAL
Number of Sections	4	3	3	4	3	3	3			23
Male		31	35	47	33	37	33	216		216
Female		32	30	32	28	25	25		172	172
Total		63	65	79	61	62	58			388

Tokeneke	ELP	KDG	GR 1	GR 2	GR 3	GR 4	GR 5	MALE	FEMALE	TOTAL
Number of Sections	2	<u>3 (4)</u> <i>*watch</i>	4 (+1)	4	4	4	4			25
Male		34	39	32	40	42	37	224		224
Female		33	29	43	41	45	42		233	233
Total		67	68	75	81	87	79			457

TOTAL	336	373	364	375	394	381	1126	1097	2223
Elementary									

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## Projected Kindergarten Enrollment 2017-2018

School	Registrations as of 7/15/17	Registrations as of 6/15/17	Registrations as of 4/18/17	Registrations as of 3/1/17	Class Size Guidelines Recommended Range
Hindley	67	61	58	51	18 19-21 (Optimal) 22
Holmes	75	75	71	62	
Ox Ridge	64	62	53	51	
Royle	63	60	62	56	
Tokeneke	67	65	67	58	

Middlesex					<u>GR 6</u>	<u>GR 7</u>	<u>GR 8</u>	<u>MALE</u>	<u>FEMALE</u>	<u>TOTAL</u>
					373	353	399	576	549	1125

[illegible]

DARIEN BOARD OF EDUCATION  
Darien, Connecticut

**P R O P O S E D**

**SCHEDULE OF REGULAR BOARD OF EDUCATION MEETINGS  
FOR THE 2017-2018 SCHOOL YEAR**

<b><u>2017</u></b>		<b><u>2018</u></b>	
July	25	Jan.	<b>6* (Sat.)</b>
			9
Aug.	22		23
<b>Sept.</b>	<b>12 (If there is an Election Primary, the meeting will be held in the Darien High School Auditorium.)</b>	Feb.	13
	26		27
Oct.	10	March	<b>14* (Wed.)</b>
	24		27
Nov.	14	<b>April</b>	<b>17 **</b>
	28		
Dec.	12	May	8
			22
		June	12
			26

All meetings listed above are regularly scheduled Board of Education meetings. All meetings will be held in the Darien Board of Education Meeting Room, 35 Leroy Avenue, Darien, Connecticut at 7:30 p.m. The Darien Board of Education meets on the second and fourth Tuesday of every month, unless otherwise indicated by \*.

\*\*one meeting in April due to April Spring Recess (4/9-4/13)

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Michael A. Harman, Chairman  
Darien Board of Education

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Sarah S. Zuro, Secretary  
Darien Board of Education

**For the Purpose of Community Planning**

# PERSONNEL ACTION REPORT

July 25, 2017

Item	Name	Action	Replacing/Location/Position	Effective Date		Tenure Area	Certification Class/Step
				From	To		
Appointments							
1	Hannah Zoeller	Appointment	R.Satter/Holmes/ Elementary	8/24/2017	6/30/2021	Teacher	Elementary Teacher MA Step 6
2	Sandra Castillo	Appointment	L. Pournaras/MMS Spanish Teacher	8/24/2017	6/30/2021	Teacher	Spanish 7 - 12 MA Step 3
3	Katie Griffith	Appointment	K. Malecki/Ox Ridge/Nurse	8/24/2017	6/30/2018	NA	NA
4	Kathy Alpeter	Appointment	C. Rogers/DHS/Nurse (Reorganization of Nursing Staff)	8/24/2017	6/30/2018	NA	NA
Contract Extension							
17	Dan Brenner Ph.D	Contract Extension	Superintendent of Schools	7/1/2017	6/30/2020		



# Memorandum

To: Board of Education

From: Susie Da Silva, Assistant Superintendent for Curriculum and Instruction  
Marge Cion, Director of Human Resources

Date: July 25, 2017

Re: Teacher and Administrator Evaluation and Professional Learning Plans

Connecticut statutes require that the Board of Education approve both the teacher and administrator evaluation plans each year.

In our presentation to the Board of Education on June 20, 2017, we noted that the proposed changes to this year's teacher evaluation plan are minor. The mini observation pilot will be expanded to include more teachers and administrators. The observation cycle for the pilot will no longer be limited to a single "unit" but will instead be conducted throughout the school year so that the observations and resulting feedback will be more authentic. The plan will also give the administration greater discretion in planning meaningful professional development relating to the calibration of our administrative team.

At this time we are not recommending any changes to the administrators' evaluation plan.