

**BOARD OF EDUCATION
Darien, Connecticut**

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TUESDAY, SEPTEMBER 26, 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 (2nd Floor Conference Room) for the purpose of discussion and interviewing a candidate to fill a vacancy on the Board of Education
3. Discussion and interviewing a candidate to fill a vacancy on the Board of Education
4. Reconvene in public session.
5. Adjournment.

REGULAR MEETING OF THE BOARD OF EDUCATION

TUESDAY, SEPTEMBER 26, 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. Appointment of Board of..... Mr. Harman
Education Member
3. Chairperson's Report..... Mr. Harman
4. 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, SEPTEMBER 26, 2017**

- 5. Superintendent's Report..... Dr. Dan Brenner
- 6. Approval of Minutes..... Board of Education
- 7. Board Committee Reports..... Mr. Harman
- 8. Presentations/Discussions

- a. Curricula Update:..... Dr. Susie Da Silva/
Library/Media Mr. Marc Marin
- b. Further Discussion and..... Ms. Marjorie Cion
Possible Action on Proposed
FOIA Policy and Processes
and Procedures
- c. Further Discussion and..... Dr. Brenner
Possible Action on Proposed
Ice Hockey Field Trip
- d. Update/Report on SBAC,..... Dr. Da Silva/
CAPT and CMT Results Mr. Marin
- e. Further Discussion and..... Dr. Brenner
Possible Action on
Board Master Agenda for
August 2017 – January 2018

9. Action Items

- a. Personnel Items..... Ms. Cion
 - i. Appointments
- b. Changes to Administrator..... Ms. Cion
Evaluation Instrument

9:30 p.m.

**REGULAR MEETING OF THE BOARD OF EDUCATION
TUESDAY, SEPTEMBER 26, 2017**

10. Public Comment*..... Mr. Harman

11. Adjournment..... Mr. Harman

DB:nv

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APPROVED
REGULAR MEETING OF THE BOARD OF EDUCATION
Tuesday, August 22, 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	
Absent									

ADMINISTRATION PRESENT:

Dr. Brenner, Dr. Da Silva, Ms. Klein, Ms. Cion, and Mr. Feeney, and Mr. Mooney (Board Counsel)

AUDIENCE: *Approximately 40*

- | | |
|---|---|
| 1. Call to Order | Mr. Harman, Chair, at 7:39 p.m.
(0:00) |
| 2. Chairperson's Report | Mr. Harman at 7:39 p.m. (0:00) |
| 3. Public Comment
<i>Mr. John Sini, P&Z Chair, 36 Birch Road</i> | Mr. Harman at 7:40 p.m. (0:01) |
| 4. Superintendent's Report
Update on Staffing | Dr. Brenner at 7:43 p.m. (0:04) |
| 5. Approval of Minutes (attachments) | Board of Education at 7:44 p.m.
(0:05) |

**MOTION TO APPROVE THE MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION HELD ON
JULY 25, 2017:**

1st *Ms. Hagerty-Ross*

2nd *Mr. Dineen*

	<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				
No									
Abstain							X	X	

RESULT -MOTION PASSED UNANIMOUSLY (5-0-2)

MOTION TO APPROVE THE MINUTES OF THE SPECIAL MEETING HELD ON AUGUST 11, 2017:**1st** *Ms. Hagerty-Ross***2nd** *Ms. McCammon*

	<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	
No									
Abstain	X								

RESULT -MOTION PASSED UNANIMOUSLY (6-0-1)

6. Board Committee Reports

Mr. Harman at 7:45 p.m. (0:06)

PRESENTATIONS AND DISCUSSIONS

7. Presentations:

a. Discussion on FOIA Processes and Procedures Dr. Brenner, Ms. Cion, Mr. Mooney at 7:48 p.m. (0:09)

b. Update on Summer Facilities Projects Mr. Lynch at 8:37p.m. (0:58)

c. Presentation, Discussion, and Possible Action on Proposed Revised Facilities Use Fee Schedule Mr. Feeney and Mr. Lynch at 8:42 p.m. (1:03)

MOTION TO APPROVE THE PROPOSED FACILITIES USE FEE SCHEDULE:**1st** *Mr. Dineen***2ND** *Ms. 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	
No									
Abstain									

RESULT -MOTION PASSED UNANIMOUSLY (7-0-0)

d. Acceptance of Completion of Stadium Lights Gift from the Darien Athletic Foundation Dr. Brenner at 8:47p.m. (1:08)

MOTION TO ACCEPT THE GIFT OF STADIUM LIGHTS FROM THE DARIEN ATHLETIC FOUNDATION:*No Motion*

e. Presentation, Discussion, and Possible Acceptance of Contemplated Gift from the Darien Athletic Foundation (attachment) Dr. Brenner at 8:51p.m. (1:10)

MOTION TO ACCEPT THE GIFT FROM THE DARIEN ATHLETIC FOUNDATION:**1st** *Mr. Dineen***2ND** *Mr. 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	
No									
Abstain									

RESULT -MOTION PASSED UNANIMOUSLY (7-0-0)

f. Discussion and Possible Action on Proposed
US-China Exchange Field Trip to
Washington DC (attachment)

Dr. Brenner at 8:55p.m. (1:16)

MOTION TO APPROVE THE PROPOSED FIELD TRIP TO WASHINGTON DC FOR THE US-CHINA EXCHANGE:

1st *Mr. Dineen*

2ND *Ms. McCammon*

	<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	
No									
Abstain									

RESULT -MOTION PASSED UNANIMOUSLY (7-0-0)

g. Further Discussion on High School
Commitment and Possible Action on Revisions
to Board of Education Policies 5220, 5230, and 5250
(attachments)

Dr. Brenner at 8:57p.m. (1:18)

MOTION TO APPROVE THE CHANGES TO BOARD POLICY 5220:

Postponed for future meeting

MOTION TO APPROVE THE CHANGES TO BOARD POLICY 5230:

1st *Mr. Burke*

2ND *Ms. McCammon*

	<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	
No									
Abstain									

RESULT -MOTION PASSED UNANIMOUSLY (7-0-0)

MOTION TO APPROVE THE CHANGES TO BOARD POLICY 5250:

1st *Ms. Ochman*

2ND *Mr. 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	
No									
Abstain									

RESULT -MOTION PASSED UNANIMOUSLY (7-0-0)

h. Further Discussion and Action on the 2017-2018 District Goals and Objectives (attachment)

Dr. Brenner at 9:03p.m. (1:24)

MOTION TO APPROVE THE 2017-2018 DISTRICT GOALS AND OBJECTIVES:

1st Ms. Stein

2ND Ms. Hagerty-Ross

	Burke	Dineen	Hagerty-Ross	Harman	McCammon	McNamara	Ochman	Stein	Zuro
Yes	X	X	X	X	X		X	X	
No									
Abstain									

RESULT -MOTION PASSED UNANIMOUSLY (7-0-0)

i. Further Discussion and Possible Action on Proposed Board of Education Responsibilities and Code of Ethics (attachments)

Mr. Harman at 9:13p.m (1:34)

MOTION TO APPROVE THE PROPOSED BOARD OF EDUCATION RESPONSIBILITIES AND CODE OF ETHICS:

Postponed for future meeting

j. Updated Master Agenda February through August 2017 (attachment)

Dr. Brenner at 9:22p.m (1:43)

ACTION ITEMS

8. Action Items:

a. Personnel Items

Ms. Cion at 9:23p.m. (1:44)

- i. Appointments (attachment)
- ii. Appointment of an Impartial Hearing Officer for Student Disciplinary Matters for the 2017-2018 School Year as they arise

MOTION TO APPROVE PERSONNEL ITEMS AS OUTLINED IN THE MEMO DATED AUGUST 22, 2017:

1st Ms. Hagerty-Ross

2ND Mr. Burke

	Burke	Dineen	Hagerty-Ross	Harman	McCammon	McNamara	Ochman	Stein	Zuro
Yes	X	X	X	X	X		X	X	
No									
Abstain									

RESULT -MOTION PASSED UNANIMOUSLY (7-0-0)

MOTION TO APPROVE THE APPOINTMENT OF AN IMPARTIAL HEARING OFFICER FOR STUDENT DISCIPLINARY MATTERS FOR THE 2017-2018 SCHOOL YEAR AS THEY ARISE:

1st *Ms. McCammon*

2ND *Ms. 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	
No									
Abstain									

RESULT -MOTION PASSED UNANIMOUSLY (7-0-0)

9. Public Comment

Mr. Harman at 9:24p.m. (1:45)

10. Adjournment

Mr. Harman at 9:24p.m. (1:45)

MOTION TO ADJOURN:

1st *Ms. Ochman*

2ND *Ms. McCammon*

	<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	
No									
Abstain									

RESULT -MOTION PASSED UNANIMOUSLY (7-0-0)

Meeting adjourned at 9:24p.m. (1:45)

Respectfully Submitted,

Kathrine Stein,
Acting Secretary

~~DRAFT POLICY~~

SERIES 1000 – COMMUNITY/BOARD OPERATION

**FREEDOM OF INFORMATION AND
FREEDOM OF INFORMATION REQUEST LOG**

Freedom of Information

It ~~shall be~~ is the policy of the Darien Board of Education to comply with all aspects of the Freedom of Information Act (“FOIA”), Conn. Gen. Stat. § 1-200 et seq. In that regard, all records maintained by the Board shall be public records, unless exempt from disclosure by federal or state law, and every person shall have the right to inspect and receive copies of such records, in accordance with federal and state law.

~~Further, all meetings of the Board of Education and any committees thereof shall be posted in advance and open to the public, except as otherwise provided by state statute.~~

The Superintendent of Schools, or designee, is authorized to establish procedures for compliance with FOIA requests and to impose reasonable charges for the production of public records in response to any FOIA request.

Freedom of Information Request Log

The Superintendent of Schools, or designee, is authorized to maintain a Freedom of Information Request Log ~~(the “Log”)~~, which Log shall include the following information:

1. Name and address of requester
2. Affiliate organization of requester, if applicable
3. Date of request
4. Description of request
- ~~4-5.~~ The number of pages responsive to the request
- ~~5-6.~~ Date on which the request is closed

The Superintendent of ~~Schools, or designee, is authorized to post the Freedom of Information Request Log on the website of the Darien Public Schools~~ Schools will review the Log with the Board of Education as part of the budget process each year and more frequently if the number or volume of the requests increases significantly. ~~The Log will be made available to members of the public upon request. Such posting~~

The Log shall comply with all applicable federal and state laws, including but not limited to the Family Educational Rights and Privacy Act (“FERPA”), which ensures the confidentiality of personally identifiable student information. For example, requests made by parents of current students in the Darien Public Schools shall not be listed in the FOIA log when such requests are related to the student.

Legal Reference: Freedom of Information Act
C.G.S. §§1-200 through 1-241 inclusive

Approved: _____
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DARIEN PUBLIC SCHOOLS
Darien, CT

SERIES 1000 – COMMUNITY/BOARD OPERATION
POLICY 1275

FREEDOM OF INFORMATION AND
FREEDOM OF INFORMATION REQUEST LOG

Freedom of Information

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Legal Reference: Freedom of Information Act
 C.G.S. §§1-200 through 1-241 inclusive

Approved: _____

[illegible]

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 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:
- a. Names of the Darien Public School staff initiating the proposal and responsible for the trip
Chris Manfredonia, Athletic Director, Darien High School
Mac Budd, Head Coach, Darien High School Boys Varsity Hockey
- 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.
- Ristuccia
- Date: 2017 Saturday, December 9, Time: 11:00am Destination: Memorial Arena,
Wilmington, MA
- Affected school time: None
- c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.
Overnight hockey scrimmage against competitive Boston teams in preparation for the 2017-2018 hockey season.
- 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.
Newly selected varsity team will head to Boston for competitive games while bonding as team. A team dinner of players and coaches will occur on Saturday night followed by a team breakfast on Sunday morning. All varsity players will be eligible for the trip.
- e. The exact modes and times of travel, as well as the exact housing arrangements.
12/9/17 11:00am: Land Jet Coach bus to Ristuccia Arena
12/9/17 6:00pm: Land Jet Coach bus to hotel in Marlborough, MA
12/9-10: Courtyard by Marriott Boston, Marlborough (player and parent in room-all in one block with security)
12/10 10:45am: Land Jet Coach bus to New England Sports Center
12/10 2:00pm: Land Jet Coach bus to Darien High School
- f. Detailed daily time schedules of the agenda of activities.

**DARIEN PUBLIC SCHOOLS
SPECIAL FIELD TRIP REQUEST FORM**
Trips Beyond 500 Miles, or Outside the U.S.

F2

(Board of Education Policy 6710)

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

12/9/17 11:00am Land Jet Coach Bus to Ristuccia Memorial Arena, 190 Main Street in Wilmington, MA

4:00pm Scrimmage versus St. John's Prep

6:00pm Depart Ristuccia Arena and travel towards Courtyard by Marriott Boston, Marlborough, 75 Felton Street in Marlborough, MA

*Note: Team dinner will be held at either or Allora in Marlborough (still TBD) en route from game to hotel
Hotel Accommodations are one room for both player and parent

Entire team will be in same block of hotel

Security will be provided from 10pm on 12/9 until 7am on the morning of 12/10

12/10: 9:00am Team Breakfast at Courtyard Marriott

12/10: 10:30am Land Jet Coach Bus from Courtyard Marriott to New England Sports, 121 Donald Lynch Boulevard in Marlborough, MA

12:00pm Scrimmage versus St. John's High Shrewsbury

2:00pm Depart New England Sports Center en route to Darien High School

- 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.

Cost of Land Jet coach bus: \$2930.00 plus cost of driver's room

Hotel Accommodations for 3 coaches and bus driver (4 rooms with King bed) \$99 plus tax

Hotel Security Personnel from 10pm-7am No Charge

Sandwiches for bus ride up and back: \$400

Team Dinner: \$ Estimate of \$865 plus tax

Team Breakfast: \$25 per plus tax for 20 players and 3 coaches and 1 bus driver

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

Fundraising efforts such as the car wash (9/23), online apparel store and game ad book will be utilized to cover the abovementioned expenses.

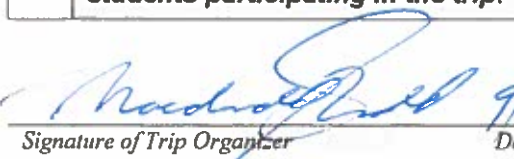
Player's family will cover the hotel accommodations


Meals will be provided for coaches, players and bus driver

- 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.

None

<input 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 type="checkbox"/>	The submission of a trip request, does <u>not</u> , in-and-of-itself, constitute any explicit or implied approval.
<input type="checkbox"/>	No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.
<input type="checkbox"/>	<i>The field trip organizer must notify the school nurse of the field trip date, destination, and a list of the students participating in the trip.</i>

 9/17/17
Signature of Trip Organizer Date

 9.17.17
Signature of Principal Date

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.

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

P R O P O S E D
(Revisions are in “Red, Bold, Italics”)
BOARD OF EDUCATION MASTER AGENDA
AUGUST 2017 – JANUARY 2018

August 22

- Further Discussion and Action on District Goals and Objectives 2017-2018
- Appointments for 2017-2018
- Further Discussion and Possible Action on Proposed Change from Board Goals to Board Responsibilities and Code of Ethics
- Update Master Agenda (2nd Semester 2016-17)
- Presentation, Discussion and Possible Action on Revised Facilities Use Fee Schedule
- Further Discussion on High School Commitment and Possible Action on Revisions to Board of Education Policies 5220, 5230 and 5250
- Update on Summer Facilities Projects
- Discussion on FOIA Processes and Procedures
- Discussion and Possible Action on Proposed US-China Exchange Field Trip to Washington, DC
- Appointment of Impartial Hearing Officer for the 2017-18 School Year, as needed
- Presentation, Discussion and Possible Acceptance of Contemplated Gift from the Darien Athletic Foundation

September 12

- Superintendent’s Opening of School Report
- Presentation and Discussion on Board Master Agenda for August 2017-January 2018
- Report on Summer School and ESY Programs 2017
- Appointments for 2017-2018
- First Reading of Minor Changes to Administrators’ Evaluation Instrument
- Discussion and Possible Action on Proposed Athletic Field Trips
- Further Discussion and Possible Action on Proposed Revisions to Board Policy 5220 – Student Discipline
- Further Discussion on FOIA Processes and Procedures
- Action on Board of Education Responsibilities

September 26

- Update/Report on SBAC, CAPT and CMT Results
- ~~Update on District Enrollment~~
- ***Discussion and Action on 2016-2017 Final Year End Financial Report – rescheduled to October 10***
- Curricula Update: Library/Media
- ***Further Discussion and Possible Action on Proposed FOIA Board Policy and Processes and Procedures***
- ***Further Discussion and Possible Action on Proposed Ice Hockey Field Trip***
- ***Action on Proposed Changes to Administrator Evaluation Instrument***
- ***Further Discussion and Possible Action on Board Master Agenda – August 2017 – January 2018***
- ***Appointment of Board of Education Member***

October 10

- Presentation and Preliminary Discussion of Regular Board of Education Meetings for the 2018 Calendar Year
- Preliminary Discussion of 2018-2019 Budget Meeting Calendar
- Report on Testing – SAT, ACT, AP
- Presentation of October 1st District Enrollment Report and Projections
- ***Update on Fitch Academy***
- Discussion and Action on Return of 2016-17 F/Y Unused Funds to the Town
- Discussion and Possible Action on Proposed Darien High School and Middlesex Middle School Field Trips
- Curricula Update: Mathematics K-8
- ***Discussion and Action on 2016-2017 Final Year End Financial Report – rescheduled from September 26***

October 24

- ***~~Presentation of October 1st District Enrollment Report and Projections (or October 10)~~***
- Presentation of Student Distribution (Class Size) Reports for the High School and Middlesex
- Discussion on Proposed Health and Wellness Plan for Students PK-Grade 12
- Discussion and Possible Approval of 2018-2019 Consolidated Grant ***(includes Title 1)***
- Further Review and Possible Action on Proposed 2018-2019 Budget Calendar

November 14

- Reorganization of Board of Education (Election of Officers)
- Report on 2017-2018 District Budget and Possible Action on Budget Transfers
- Presentation on Proposed Five Year Budget Projections
- Discussion on Proposed Changes and Possible Action on the Schedule of Regular Board of Education Meetings for the 2018 Calendar Year

November 28

- Presentation of Updated Five Year Capital Plan/Building Condition Survey
- Further Discussion and Possible Action on Five Year Budget Projections
- Presentation and Discussion of Preliminary Major Budget Proposals for 2018-2019
- Update on Fitch Academy
- Continued Review, Proposed Revisions and Update of Board of Education Policies
- Update on 2017-18 District Goals

December 12

- Update Master Agenda

January 4, Thursday (Special Meeting)

- Review of 2018-2019 Budget Book Structure and Format
- Presentation of Superintendent's Proposed Budget for 2018-2019

January 6, Saturday (*January 20, Snow Date*)

- Discussion of Superintendent's Proposed 2018-19 Personnel, Operating and Equipment Budgets (All RCs)

January 9

- Discussion with Board of Finance re 2018-19 Proposed Board of Education Budget
- Presentation of Proposed New Courses for Darien High School for the 2018-2019 School Year
- Follow Up Discussion on January 6th Board Meeting Questions on 2018-2019 Proposed Board of Education Budget
- Presentation of Board Master Agenda for February – August 2018
- Curricula Update: Mathematics K-8 (and recommendations for implementation)
- Annual Special Education Update including Continued Development of Special Education Department Systems and Structures

January 23

- Meeting with RTM Finance and Budget and Education Committees re 2018-2019 Proposed Board of Education Budget
- Further Discussion and Possible Action on Proposed New Courses for Darien High School for the 2018-2019 School Year
- Discussion and Possible Action on Board Master Agenda – February through August 2018
- Follow Up Discussion on Unfinished Business and Possible Modifications to 2018-2019 Proposed Board of Education Budget

DB:nv
9/22/17

PERSONNEL ACTION REPORT

September 26, 2017

Item	Name	Action	Replacing/Location/Position	Effective Date		Tenure Area	Certification Class/Step
				From	To		
Appointments							
1	Hannah Geriak	Appointment	L. Dimeglio/Hindley/Instructional Aide	9/14/2017	6/30/2018	NA	NA
Resignations/Retirements (Informational Only)							
2	Michline Fiordelisi	Resignation	Ox Ridge/Special Education Teacher	10/13/2017			

Memorandum

To: Board of Education

From: Marge Cion, Director of Human Resources

Date: September 22, 2017

Re: Proposed Revisions to the Administrator Evaluation and Professional Learning Plan

The Administration and the Leadership of the Darien Administrators' Association (the "DAA") have agreed on the following revisions to the DAA's Evaluation and Professional Learning Plan (the "DAA Plan"):

1. Administrators will now create one Student Learning Objective ("SLO") instead of the three SLO's that were previously required. This will allow administrators to delve more deeply into a particular area of student achievement each year. Each SLO will be assessed in equal weight by performance and progress on the State's accountability for school systems (if available and required) and performance on locally-determined measures.
2. Administrators will now create one focus area of growth to support the achievement of their SLO, instead of the two that were previously required. This will allow administrators to work on a particular area of the Connecticut School Leadership Standards in a more targeted and meaningful way.
3. Tenured administrators will be observed one time formally through a school site visit, although it is expected that administrators will be observed more frequently by both building level administrators (if appropriate) and Central Office administrators. This requirement tracks the evaluation requirements in the teacher evaluation plan.
4. Non-tenured administrators will be observed three times formally through a school site visit, although the expectation is that they will be observed more frequently in the same manner as tenured administrators. One of the formal observations will be done by a Central Office administrator. This requirement also tracks the requirements in the teacher evaluation plan.

Both the DAA and the Central Administration are confident that these changes will make the administrator evaluation more meaningful, by encouraging detailed conversations in a more manageable number of practice areas. Additionally, administrators are observed by multiple administrators in a variety of ways throughout the school year. By reducing the number of formal school site visits the conversation relating to administrator practice will also be more meaningful and robust.