

**BOARD OF EDUCATION
Darien, Connecticut**

**REGULAR MEETING OF THE BOARD OF EDUCATION
TUESDAY, MARCH 27, 2018**

**PLACE:
DARIEN PUBLIC SCHOOLS'
ADMINISTRATIVE OFFICES
MEETING ROOM
7:30 p.m.**

TENTATIVE AGENDA

1. Call to Order..... Mrs. Tara B. Ochman 7:30 p.m.
2. Chairperson's Report..... Mrs. Ochman 7:32 p.m.
3. Public Comment*..... Mrs. Ochman
4. Superintendent's Report..... Dr. Dan Brenner 7:42 p.m.
5. Approval of Minutes..... Board of Education
6. Board Committee Reports..... Mrs. Ochman
7. Presentations/Discussions:
 - a. School Resource Officers... Police Chief Raymond Osborne
 - b. Presentation and Discussion. Mrs. Ellen Dunn
on Darien High School
Second Semester Enrollment
Distribution Report

*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, MARCH 27, 2018**

7. Presentations/Discussions (cont.):

- c. Discussion and Possible..... Dr. Brenner/
Acceptance of Contemplated Mrs. Dunn
Gift from Darien High School
PTO
- d. Presentation, Discussion and. Dr. Brenner/
Possible Approval of Mrs. Shelley Somers
Middlesex Boston Field Trip
- e. Presentation, Discussion and. Dr. Brenner/
Possible Approval of Mrs. Somers
Middlesex Outdoor Overnight
Field Trip
- f. Update on Kindergarten..... Dr. Susie DaSilva
Enrollment for 2018-2019
- g. Discussion and Possible..... Dr. DaSilva
Action on Elementary Parent
Conference Days and January
2019 Professional Development
Day for 2018-19 School Year
- h. Tentative Recommendation... Dr. Brenner
for Establishing 2018 Darien
High School Graduation
Date

8. Action Items

- a. Personnel Items..... Ms. Marjorie Cion
 - i. Appointments
 - ii. Resignations/Retirements

9. Public Comment*..... Mrs. Ochman

10. Adjournment..... Mrs. Ochman

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APPROVED
(as amended on March 14, 2018)
REGULAR MEETING OF THE BOARD OF EDUCATION
Tuesday, February 27, 2018

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

BOARD MEMBERS PRESENT:

	Burke	Dineen	Hagerty-Ross	McCammon	McNamara	Maroney	Ochman	Ritchie	Stein
Present	X	X	X	X	X		X	X	X
Absent						X			

ADMINISTRATION PRESENT:

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

AUDIENCE: Approximately 24

- | | |
|--------------------------------------|---|
| 1. Call to Order | Mrs. Tara B. Ochman, Chair,
at 7:40pm (0:00) |
| 2. Chairperson's Report | Mrs. Ochman, Chair, at 7:40pm
(0:00) |
| 3. Public Comment | Mrs. Ochman, Chair, at 7:41pm
(0:01) |
| 4. Superintendent's Report | Dr. Dan Brenner at 7:41pm
(0:01) |
| 5. Approval of Minutes (attachments) | Board of Education at 7:49pm
(0:09) |

MOTION TO APPROVE THE MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION HELD ON TUESDAY, FEBRUARY 13, 2018:

1st Mr. Dineen

2ND Ms. Hagerty-Ross

	Burke	Dineen	Hagerty-Ross	McCammon	McNamara	Maroney	Ochman	Ritchie	Stein
Yes	X	X	X	X	X		X	X	X
No									
Abstain									

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

- | | |
|----------------------------|------------------------------|
| 6. Board Committee Reports | Mrs. Ochman at 7:50pm (0:10) |
|----------------------------|------------------------------|

PRESENTATIONS AND DISCUSSIONS

7. Presentations/Discussions:

a. Discussion and Possible
Acceptance of Contemplated
Gift from Holmes PTO
(attachment)

Dr. Brenner
at 7:50pm (0:10)

MOTION TO ACCEPT THE GIFT FROM THE HOLMES PTO:

1st Ms. McNamara

2ND Mr. Burke

	Burke	Dineen	Hagerty- Ross	McCammon	McNamara	Maroney	Ochman	Ritchie	Stein
Yes	X	X	X	X	X		X	X	X
No									
Abstain									

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

b. Discussion and Possible
Acceptance of Contemplated
Gift from Music for Youth
(attachment)

Mr. Rick Sadlon/Dr. Brenner
at 7:54pm (0:14)

MOTION TO ACCEPT THE GIFT FROM MUSIC FOR YOUTH:

1st Ms. Ritchie

2ND Mr. Dineen

	Burke	Dineen	Hagerty- Ross	McCammon	McNamara	Maroney	Ochman	Ritchie	Stein
Yes	X	X	X	X	X		X	X	X
No									
Abstain									

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

c. Update on Facilities
Committee Work

Dr. Brenner at 7:56pm (0:16)

9. Public Comment

Ms. Ochman at 8:38pm
(0:58)

10. Adjournment

Ms. Ochman at 8:38pm
(0:58)

MOTION TO ADJOURN:

1st Ms. McCammon

2nd Mr. Burke

	Burke	Dineen	Hagerty-Ross	McCammon	McNamara	Maroney	Ochman	Ritchie	Stein
Yes	X	X	X	X	X		X	X	X
No									
Abstain									

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

Meeting adjourned at 8:38pm (0:58)

Respectfully Submitted,

Kathrine Stein,
Secretary

Table #1 - Class Size Guidelines

As a reminder of the historical decisions the Board has made concerning class size in a variety of areas, the following chart provides the guidelines by which the high school implements course enrollment decisions.

Recommended Class Size Ranges:

<u>Academic Area</u>	<u>Range</u>
300 and 400 level classes in:	
English	18-22
Foreign Languages	18-22
Mathematics	18-22
Science	18-22
Social Studies	18-22
Comprehensive classes in:	
English	12-15
Mathematics	12-15
Social Studies	12-15
Science	10-12
Other classes in:	
Physical Education	18-22
Business and Computers	15-22
Foreign Languages "parts" classes	12-15
Art, Music, & Tech Ed	12-20
<u>Exceptions:</u>	
Woodworking	10-15
Music Ensembles	Room Capacity

Table #2 -- Mean Class Sizes

(Includes data for special education and academic support programs)

	# Sections	# Enrolled	<10	10-14	15-19	20-24	>24	11-12S	12-13S	13-14S	14-15S	15-16S	16-17	17-18	S-S
English	79	1404	6	13	25	34	1	18	17	17	17	17	18	18	0
Foreign Language	66	1143	4	16	19	27	0	17	17	17	18	17	17	17	0
Mathematics	73	1431	4	7	20	41	1	17	19	19	19	19	19	20	1
Science	68	1354	1	7	15	44	1	18	18	18	19	18	20	20	0
Social Studies	82	1553	6	12	21	43	0	19	19	19	20	20	20	19	-1
Average								18	18	18	18	18	19	19	0
Art	27	444	0	7	15	5	0	18	18	17	18	17	19	16	-3
Music	8	272	2	0	0	6	0	28	30	24	31	35	32	34	2
Tech Ed/Video	14	198	2	7	5	0	0	17	16	15	16	18	17	14	-3
Comp/Business	9	193	0	1	1	7	0	20	12	20	17	20	23	21	-2
Physical Education	58	1354	0	0	5	32	21	23	23	24	24	23	23	23	0
Special Education**	62	398	51	10	1	0	0	6	8	8	6	5	6	6	0
Academic Support*	7	54	4	3	0	0	0	11	15	14	14	13	10	8	-2

**Includes special ed/adaptive / and IDEA

* Includes Reading/ESL

Table #3 - Teacher Average Class Load

(Does not include special education or academic support programs)

	11-12S	12-13S	13-14S	14-15S	15-16S	16-17	17-18	S-S
English	89	85	85	86	86	88	89	1
Foreign Language	90	84	87	90	85	85	87	2
Mathematics	89	93	94	94	94	96	98	2
Science	72	74	72	75	73	78	80	2
Social Studies	96	97	94	98	98	98	95	-3
Average	87.2	86.6	86.4	88.6	87.2	89.0	89.8	0
Comp/Bus/Tech	90	74	82	82	94	100	88	-12
Art/Music	103	92	103	103	106	110	102	-8

Table #6 - Number of Large Classes (25 or more)

By Size	2011-12		2012-13		2013-14		2014-15		2015-16		2016-17		2017-18	
	Fall	SPR	Fall	SPR	Fall	SPR	Fall	SPR	Fall	SPR	Fall	SPR	Fall	SPR
25 students	15	12	15	19	19	19	19	13	2	2	0	2	2	3
26 students	0	1	0	0	3	2	2	3	0	0	1	2	1	0
27 students	0	0	0	0	0	0	0	0	0	0	0	0	0	0
28 students	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	15	13	15	19	22	21	21	16	2	2	1	4	3	3

By Dept.	2011-12		2012-13		2013-14		2014-15		2015-16		2016-17		2017-18	
	Fall	SPR	Fall	SPR	Fall	SPR	Fall	SPR	Fall	SPR	Fall	SPR	Fall	SPR
English	4	1	0	1	4	4	6	5	0	0	0	0	0	1
Foreign Lan	1	2	3	1	6	4	6	2	0	0	0	0	1	0
Math	5	1	7	10	9	12	3	2	2	2	1	2	1	1
Science	0	1	0	0	1	0	0	0	0	0	0	1	1	1
Social Std	5	4	5	7	2	1	6	7	0	0	0	1	0	0
Totals	15	9	15	19	22	21	21	16	2	2	1	4	3	3

Table #7 -- Guidance Counselor Student Load

DHS Analysis	2012-2013		2013-2014		2014-2015		2015-2016		2016-2017		2017-2018	
	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
1	31	32	38	37	44	43	37	39	35	36	30	32
2	185	185	190	189	181	181	193	193	195	196	178	175
3	189	187	186	185	188	188	186	188	189	186	180	176
4	192	192	188	190	192	194	193	193	187	182	174	173
5	1328	1325	1355	1345	985	985	984	1356	184	182	168	169
6	185	185	188	187	188	188	182	181	185	185	127	125
7	185	185	188	187	188	189	189	185	185	170	170	170
8	185	185	188	187	188	189	189	188	188	174	174	173
9	185	185	188	187	188	189	189	188	188	182	168	169
Total	1328	1325	1355	1345	985	985	984	1356	1352	1352	1378	1370
Average	185	185	188	187	188	189	189	188	188	188	172	171

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)

DHS Parents Association

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

Name Ellen Dunn

Address DHS

Tele. _____

Fax. _____

e-mail _____

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

The Darien High School Parents Association would like to contribute \$4,250 to support many of the activities that support the DHS Core Values and Beliefs and our Learning Expectations as follows:

LINK /9 th grade orientation	\$ 750
China Exchange	\$1000
Advisory	\$ 500
Field trip scholarships	\$1500
Blue Wave Council	\$ 500
Total	\$4250

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-

**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
Shelley Somers

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: Oct. 10, 11, 12 Time: 5:30am – 7:00pm Destination: Boston, MA
Affected school time: 3 school days

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.
This year, we have endeavored to make the Boston trip an interdisciplinary experience. The 8th grade social studies curriculum focuses on American history. This trip supports and extends the classroom learning as students visit the geographic areas that will be referenced throughout the year. In addition, the English curriculum includes a unit on historical fiction, which is also reinforced by the trip. We have also added a stop at the Boston Museum of Science where students can explore green energy, sustainable resources, and, in the area of mathematics, ratio and proportion.

This year, we are proposing a three-day trip. Having chaperoned last year, I feel that our students were too tired to participate in and reflect upon the significance of many of the venues included in the itinerary.

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.

The 8th grade social studies course begins with a study of the settlement of North America and the colonies in and around the Boston area. The trip will be reviewed with students during FLEX and an assembly will be held to review the itinerary and the expectations for behavior. All 8th grade students are eligible to attend, and participation is based on the submission of the necessary paperwork.

e. The exact modes and times of travel, as well as the exact housing arrangements.

Arrangements for the trip are being coordinated by Educational Travel Adventures. We will travel in motor coach buses, departing from MMMS at 5:30 on October 10 and returning at approximately 7:00pm on October 12. We will be staying at the Doubletree Boston North Shore.

**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.

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

The daily schedule has been arranged by Educational Travel Adventures and includes:

- Plimoth Plantation
- Boston Museum of Science with IMAX
- Salem Witch Museum
- Salem Witch Trials Memorial
- Tour of Fenway Park
- Visit to the Old North Church
- Visit to Paul Revere's House
- Tour of Harvard
- Ranger led program at Minuteman National Historic Park
- Quincy Market
- DJ/Dinner Dance Party
- Dinner and games at Dave and Busters/Woburn

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

Staff/student ratio will be 1:10. The expected cost to students is \$550.00 for two nights and three days, compared to last year's cost of \$450.00 for one night and two days. No student will be denied access to the trip due to financial reasons. Accommodations will be made for students with any physical needs.

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

\$550 to be paid by student

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

The 8th grade teachers, administrator and special service staff serve as chaperones for the trip. Any 8th grade teachers who do not attend will serve as substitutes, providing instruction for students who choose not to attend.

<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>

Shelley Somers 03/20/2018

**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.

Signature of Trip Organizer

Date

Signature of Principal

Date

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

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.

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
Shelley Somers

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: Oct. 10, 11, 12 Time: 7:00am -1:30pm Destination: Pine Forest Camp, Greeley, PA
Affected school time: 3 school days

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.
This program provides a series of age appropriate team building and SEL activities designed and organized by a senior lead facilitator and facilitated led Mountain Workshop counselors. The goal is to provide opportunities for students to work on empathy, peer relationship building, new student orientation and school climate.

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.
Students and chaperones will have meetings prior to the trip to discuss expectations routines and an overview of the program. All 6th grade students are eligible and encouraged to attend. Participation is based on submission of the necessary paperwork, which will be distributed and explained during FLEX.

e. The exact modes and times of travel, as well as the exact housing arrangements.
Arrangements for the trip are being made through Mountain Workshop, with whom we plan our SEL and team building activities throughout the year. We will travel to the facility by motor coach buses. Students and chaperones will depart Middlesex on the morning of October 10 at approximately 7:00am and return to Darien at approximately 1:30pm on October 12. We will stagger bus arrival times to control traffic and student pick-up.

f. Detailed daily time schedules of the agenda of activities.
The program includes ten main activities, evening activities and organized free time. Upon arrival, students gather for a meet and greet, introduction, and cabin move in. Over the next 3 days, students will take part in 1.5-hour rotations of team building activities and group challenges.

Darien Public Schools - Administrative Offices

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

To: Dan Brenner, Ph.D., *Superintendent of Schools*
From: Susie Da Silva, Ed.D., *Assistant Superintendent for Curriculum and Instruction, K-12*
Re: Update on Kindergarten Enrollment for the 2018-2019 School Year
Date: March 22, 2018

The chart below shows current kindergarten enrollment figures for the 2018-2019 school year. These figures are based off of school registrations as of March 20, 2018. The 2018-2019 budgeted sections for each school were determined as a result of the M&M study, historical data, as well as the class size guidelines identified below.

These figures are currently in line with our section projections, however, you will notice that Hindley continues to trend higher and Royle is trending lower than last year at this time. Kindergarten enrollment can vary and as a result we will continue to monitor enrollment closely and keep the Board of Education updated as we move toward late spring.

I look forward to answering any questions at the Board of Education meeting on March 27th.

Kindergarten Registration, March 2018

School	<u>Registrations as of 2/10/17</u>	<u>Registrations as of 2/9/18</u>	<u>Registrations as of 3/1/17</u>	<u>Registrations as of 3/20/18</u>	<u>Budgeted Numbers</u>	<u>Budgeted Sections 2018-2019</u>	<u>Class Size Range</u>
Hindley	50	70	51	72	75	4	<u>71</u> 18 19-21 <u>22</u> <u>76</u> <u>62</u> <u>61</u> <u>70</u>
Holmes	55	57	62	59	74	4	
Ox Ridge	51	51	51	51	65	3	
Royle	55	42	56	43	66	3	
Tokeneke	54	57	58	59	75	4	
ELP	86	92	87	95			10 12 15