

Board of Education  
Darien, Connecticut

**TUESDAY, JUNE 26, 2018**

**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: a) discussion and interviewing candidate(s) for Darien High School Assistant Principal position; b) discussion of security
3. Interview and discussion of candidate(s) for Darien High School Assistant Principal position; and discussion of security
4. Reconvene in public session.
5. Adjournment.

**REGULAR MEETING OF THE BOARD OF EDUCATION  
TUESDAY, JUNE 26, 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
3. Public Comment\*..... Mrs. Ochman

\*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, JUNE 26, 2018**

4. Superintendent's Report..... Dr. Dan Brenner
5. Approval of Minutes..... Board of Education
6. Board Committee Reports..... Mrs. Ochman
7. Presentations/Discussions
  - a. Discussion and Possible..... Dr. Brenner  
Acceptance of Contemplated  
Gift from the Darien Athletic  
Foundation
  - b. Discussion and Possible..... Dr. Brenner/  
Action on Proposed Athletic Mr. Chris Manfredonia  
Field Trips for the 2018-19  
School Year
  - c. Department Chair Update..... Dr. Susie Da Silva
  - d. Update on Gifted Education. Dr. Da Silva/  
Mrs. Linda Johnson
  - e. Report on Barbara Harrington. Dr. Da Silva  
Fund Awards
  - f. Annual Progress Report on... Dr. Brenner  
2017-2018 District Goals and  
Objectives
  - g. Annual Report on Donations... Dr. Brenner/  
Mr. Michael Feeney
8. Action Items
  - a. Personnel Items..... Dr. Brenner
    - i. Appointments
    - ii. Resignations/Retirements
    - iii. Leave of Absence
9. Public Comment\*..... Mrs. Ochman
10. Adjournment..... Mrs. Ochman

DB:nv

\*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, May 22, 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	X
Absent									

**ADMINISTRATION PRESENT:**

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

**AUDIENCE:** Approximately 20

- |  |   |
|--|---|
| 1. Call to Order   | Mrs. Tara B. Ochman, Chair,<br>at 7:31pm (0:00) |
| 2. Chairperson's Report  | Mrs. Ochman, Chair, at 7:31pm<br>(0:00)         |
| 3. Public Comment<br><br>Jack Davis, RTM F& B, 197 Hoyt Street | Mrs. Ochman, Chair, at 7:31pm<br>(0:01)         |
| 4. Superintendent's Report                                     | Dr. Dan Brenner at 7:32pm<br>(0:01)             |
| 5. Approval of Minutes (attachment)                            | Board of Education at 7:36pm<br>(0:05)          |

**MOTION TO APPROVE THE MINUTES OF THE SPECIAL MEETING OF THE BOARD OF EDUCATION HELD ON TUESDAY, MAY 8, 2018:**

**1<sup>st</sup> Ms. McNamara**

**2<sup>ND</sup> Mr. Burke**

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

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

**MOTION TO APPROVE THE MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION HELD ON TUESDAY, MAY 8, 2018:**

**1<sup>st</sup> Ms. McNamara**

**2<sup>ND</sup> Mr. Burke**

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

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

6. Board Committee Reports

Mrs. Ochman, Chair, at 7:36pm  
(0:05)

7. Motion to Amend the Agenda

Mrs. Ochman, Chair, at 7:37pm  
(0:06)

**MOTION TO AMEND THE AGENDA TO ADD ITEM "G" APPOINTMENT OF THE BOARD PERSONNEL SEARCH COMMITTEE:**

**1<sup>st</sup> Ms. Ritchie**

**2<sup>ND</sup> Ms. Hagerty-Ross**

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

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

**PRESENTATIONS AND DISCUSSIONS**

8. Presentations/Discussions:

a. Follow-Up Presentation on  
K-12 Health and Wellness  
Curriculum (attachment)

Dr. Susie Da Silva  
at 7:37pm (0:06)

b. Discussion and Possible  
Acceptance of Contemplated  
Gifts from Darien Youth Lacrosse  
(attachments)

Dr. Brenner/ Mr. Chris  
Manfredonia at 8:28pm (0:57)

**MOTION TO ACCEPT THE GIFTS FROM DARIEN YOUTH LACROSSE:**

**1<sup>st</sup> Ms. McNamara**

**2<sup>ND</sup> Mr. Maroney**

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

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

c. Update on Ox Ridge  
School Facility Proposal

Dr. Brenner  
at 8:34pm (1:03)

d. Further Discussion and  
Possible Action on 2019-20  
School Calendar  
(attachments)

Dr. Brenner  
at 8:36pm (1:05)

**MOTION TO APPROVE THE VERSION #1 2019-20 SCHOOL CALENDAR:**

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

**2<sup>ND</sup> Ms. Stein**

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

**RESULT -MOTION PASSED UNANIMOUSLY (6-3-0)**

e. Review and Discuss  
Proposed Board of Education  
Policy Revisions  
(attachments)

Ms. Marjorie Cion/Mrs.  
Kathrine Stein  
at 8:58pm (1:27)

f. Presentation and Discussion  
on 2017-18 Budget Update and  
Action on Budget Transfers  
(attachments)

Mr. Mike Feeney  
at 9:01pm (1:30)

**MOTION TO APPROVE THE BUDGET TRANSFERS DATED MAY 22, 2018:**

**1<sup>st</sup> Ms. Ritchie**

**2<sup>ND</sup> Ms. McCammon**

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

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

g. Appointment of the  
Board Personnel  
Search Committee

Ms. Ochman  
at 9:07pm (1:36)

**MOTION THAT THE BOARD NAMES ITSELF "PERSONNEL SEARCH COMMITTEE" FOR THE PURPOSE OF IDENTIFYING ONE OR MORE CANDIDATES FOR THE BOARD TO CONSIDER FOR THE POSITION OF INTERIM SUPERINTENDENT, AND SUBSEQUENTLY FOR SUPERINTENDENT OF SCHOOLS:**

**1<sup>st</sup> Ms. Ritchie**

**2<sup>ND</sup> Mr. Dineen**

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

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

**ACTION ITEMS**

9. Action Items:

a. Personnel Items

Ms. Cion at 9:08pm (1:37)

- i. Appointments  
(attachment)
- ii. Resignations/Retirements

**MOTION TO APPROVE PERSONNEL ITEMS AS OUTLINED IN THE MEMO DATED MAY 22, 2018:**

**1<sup>st</sup> Ms. Ritchie**

**2<sup>ND</sup> Ms. McCammon**

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

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

10. Public Comment

Ms. Ochman  
at 9:09pm (1:38)

11. Adjournment

Ms. Ochman  
at 9:09pm (1:38)

**MOTION TO ADJOURN:**

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

**2<sup>nd</sup> Ms. Hagerty-Ross**

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

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

Meeting adjourned at 9:09pm (1:38)

Respectfully Submitted,

Kathrine Stein,  
Secretary

## DARIEN PUBLIC SCHOOLS

### Contemplated Gift Form

Gift intended for: **Darien Athletic Foundation Group Offering Gift(s)**  
(Check appropriate responses)

☐ Hindley  
☐ Holmes  
☐ Ox Ridge

☐ Royle

☐ Tokeneke

☐ Middlesex Middle School

☒ **Darien High School**

☒ **District**

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

Name **Mark Maybell**

Address **17 Old Kings Highway South  
Suite 140  
Darien, CT 06820**

Tele **203 219 1180**

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 Athletic Foundation is offering a time clock for the stadium field. The time clock (not a scoreboard) will benefit all athletes playing a game on the stadium field as they will be able to see the time remaining as they run towards the pavilion end of the field. The time clock would be mounted next to the 25 clock, and have the same size digits. The time clock would be in sync with the scoreboard time clock.

The approximate gift value is \$4,500.

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**Please answer the following questions.**

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

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

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

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

Do not write below this line

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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-



			<b><u>Proposed Athletic Field Trips - 2018-19</u></b>						
<b><u>Event</u></b>						<b><u>Date</u></b>		<b><u>Location</u></b>	
Ocean State High School Cross Country Invitational					22-Sep-18		Warwick, RI		
New England High School Cross Country Championships (Girls)					10-Nov-18		Manchester, NH		
New England High School Cross Country Championships (Boys)					10-Nov-18		TBD (Rotating Site)		
Overnight Hockey Scrimmage against competitive Boston teams					8-Dec-18		Middleton, MA		
State Wrestling Tournament					Feb. 15-16 and		Southington, CT		
					Feb. 22-23, 2019				
High School National Championship Squash Tournament					Feb. 2019	(TBD)	Hartford, CT		
New England High School Indoor Track Championships (Girls)					2-Mar-19		Boston, MA		
New England High School Indoor Track Championships (Boys)					2-Mar-19		Boston, MA		
New England Regional Gymnastics Championship					9-Mar-19		New England location TBA		
Herreshoff Trophy - New England Girls Championship (Sailing)					Apr'19 (TBD)		New England location TBA		
O'Day Trophy - New England Fleet Racing Championship					Apr '19 (TBD)		New England location TBA		
Mark/Terk Trophy - New England Team Racing Championship					May'19 (TBD)		NewEngland location TBA		
New England High School Outdoor Track Championships (Girls)					8-Jun-19		Saco, ME		
New England High School Outdoor Track Championships (Boys)					8-Jun-19		TBD (Rotating Site)		

**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  
Steve Norris, Darien High School head girls cross country coach

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: Sept 22, 2018 Time: 10:00AM Destination: Goddard State Park, Warwick, RI  
Affected school time: 1:30PM dismissal, Friday, Sept 21  
The early dismissal allows us to view the course before dark

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.  
This is the Ocean State High School Cross Country Invitational. We have attended every year for the past eight years. This is an opportunity for our girls to compete in a very large and high quality cross country race against teams from four or five states. This is also a team bonding experience.

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.

There will be no pre trip or post trip activities. Participants will be chosen based upon their performances in competitions held prior to the trip. We will pick captains and the next 16 best runners.

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

Coach Steve Norris and coach Jane Ott will drive fourteen girls and six girls respectively in their privately owned vehicles. They both hold state of Conn drivers license activity endorsement which allows them to drive students to and from school sponsored activities. Coach Sophie Long will drive her own car and carry bags. We will leave DHS at 1:30PM Friday, Sept 21. We will arrive at Goddard Park just before dark in time to view the course. We will stay at the Sheraton Providence Hotel, 1850 Post Rd, Warwick, RI. We stayed at the same location last year. We will return to DHS on Saturday, Sept 22 at 7:30PM.

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

Sat, Sept 22 1:35PM girls varsity 5,000 meter race. 7 girls  
Sat, Sept 22 2:35PM girls jv 5,000 meter race, 13 girls

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

F2

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- 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.  
 Providence Sheraton Hotel cost is \$70.00 per student and will be paid for by the student  
 Meals will be paid for by the student.  
 Providence Sheraton will provide night security for \$120, paid for by the student.  
 Meet entry fee is \$90 and will be paid for by DHS  
 Transportation for three vehicles covering 278 miles at \$0.55 per miles = \$458.70 paid for by DHS
- h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.  
 Students pay \$70 for lodging, \$6.00 for security, and approx \$40.00 for meals  
 DHS pays \$90 for meet entry fee and \$458.70 for transportation
- 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"/>	<b>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.</b>

Stephen C. Norris    5/27/2018	Date		
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <input type="checkbox"/> Approved                 </div> <div style="text-align: center;"> <input type="checkbox"/> Not approved                 </div> </div>	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 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  
Tyson Kaczmarek, Darien High School head boy cross country coach

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: 11/10/2018 Time: 11:00AM Destination: TBD, Rotating Site  
Affected school time: none

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.

This is the New England High School cross country championships. We must qualify from the Conn state open championships on Nov 4, 2018. At most eight boys will be going to New England.

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.

No pre meet activities. The best seven runners and one alternate are eligible to attend

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

Depart Friday 2:30PM, Eight boys leave DHS with parents. Arrive at new England Site at 8:00PM and check in to a hotel. Race is Saturday, Nov 10 at 11:00AM.  
Return to DHS at 7:00PM, Nov 10

**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.

Sat, Nov 10 11:00AM boys championship 5,000 meter race.

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.

Estimated hotel cost is \$65.00 per student and will be paid for by the student

Meals will be paid for by the student.

Meet entry fee is \$30 and will be paid for by DHS

Transportation for one vehicle covering 300-400 miles at \$0.55 per miles = \$150-250 paid for by DHS

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

Students pay \$65 for lodging and approx \$40.00 for meals

DHS pays \$30 for meet entry fee and \$150-250 for transportation


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"/>	<b><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></b>

Tyson Kaczmarek 5/28/2018

Signature of Trip Organizer

Date

  
Signature of Principal

6-15-18  
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>
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**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  
Steve Norris, Darien High School head girls cross country coach

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: 11/10/2018 Time: 11:00AM Destination: Derryfield Park, Manchester, NH  
Affected school time: Requesting dismissal at 10:12AM, Friday, Nov 9, in order to view the course  
before dark

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.

This is the New England High School cross country championships. We must qualify from the Conn state open championships on Nov 3, 2018. At most eight girls will be going to New Hampshire

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.

No pre meet activities. The best seven runners and one alternate are eligible to attend.

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

Depart Friday 10:12AM, Eight girls leave DHS in coach Norris' van. Coach Norris has the State of Conn drivers license activity endorsement which allows him to drive students to and from school activities. Arrive at Manchester, NH at 3:00PM to view the course for the next day. At 8:00PM check in to a hotel. Race is Saturday, Nov 10 at 11:00AM. Return to DHS at 7:00PM, Nov 10

**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.

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

Sat, Nov 10 11:00AM girls championship 5,000 meter race at Derryfield Park

- 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.

Estimated hotel cost is \$65.00 per student and will be paid for by the student

Meals will be paid for by the student.

Meet entry fee is \$30 and will be paid for by DHS

Transportation for one vehicle covering 500 miles at \$0.55 per miles = \$275.00 paid for by DHS

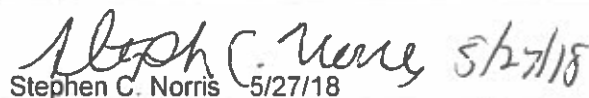
- h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

Students pay \$65 for lodging and approx \$40.00 for meals

DHS pays \$30 for meet entry fee and \$275.00 for transportation


- 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"/>	<b>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.</b>

  
Stephen C. Norris 5/27/18

Signature of Trip Organizer

Date

  
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.

☐

Approved

☐

Not approved

*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**

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**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

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.

Date: Saturday 12/8/18 Time: 10:00am Destination: Essex Tech Ice Rink  
Affected school time: None W. ddleton, MA

- 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 2018-2019 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 a 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 Coach bus to Essex Tech Rink  
12/9 PM Coach bus to hotel in Marlborough MA  
12/9 Stay at Marriott Boston Marlborough (Player-parent in room - all one block with security)  
12/10 Coach bus to New England Sports Center  
12/10 Coach bus to Darien High School

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

12/9 Coach bus to Essex Tech Rink  
Scrimmage vs St John's Prep  
Coach bus to Marlborough after scrimmage  
Team dinner @ restaurant TBD  
Team in room with parent and supervision of room block  
12/10 Team breakfast - team meeting  
Coach bus to New England Sports Center  
Scrimmage vs St John's Shrewsbury  
Coach bus back to Darien High School

# 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.

Approx cost of coach bus 2930.00 plus driver's hotel room  
 hotel accommodations for 4 coaches + bus driver @ Approx \$99  
 hotel security personnel from 10pm-7am - no charge  
 Sandwiches for bus ride up and back \$400  
 Team dinner Approx \$865  
 Team breakfast approx \$25 for 20 players 4 coaches + 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 carwash, online apparel store and game ad  
 book will be utilized to cover cost of trip  
 Players family will cover hotel accommodation

- 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"/>	<b><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></b>

<p style="font-size: 1.2em; font-family: cursive;">Mac All</p> <p>Signature of Trip Organizer</p>	<p style="font-size: 1.2em; font-family: cursive;">6.1.18</p> <p>Date</p>	<p>Signature of Principal</p>	<p style="font-size: 1.2em; font-family: cursive;">6.15.18</p> <p>Date</p>
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<input type="checkbox"/>	<div style="border: 1px solid black; padding: 5px; min-height: 40px;">Approved</div>	<input type="checkbox"/>	<div style="border: 1px solid black; padding: 5px; min-height: 40px;">Not approved</div>
<p>Signature of Superintendent/Designee</p>		<p>Date</p>	

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

**F2**

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**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  
Gregory Lewis

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.**

2/15/-2/16 and 2/22-  
Date: 2/23 Time: Overnight Destination: Doubletree Hilton, Southington, CT  
Affected school time: 2/15(Friday) – Early Release @ 1:15  
2/22 (Friday) – Early Release @ 1:15

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.  
Overnight Hotel accommodations for wrestlers participating in two day tournament.

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.

Varsity Wrestlers participating in State L and State Open CIAC sporting events

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

Parent Chaperones for Friday and Saturday to and from events and to and from DHS

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

Friday – weigh-ins at 2:30pm at event location  
Saturday - 7am start, events lasting all day

**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.

Hotel Rooms – 1 room for every 2 athletes – going rate (~\$129/night)

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

Hotel Room


- 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

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<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"/>	<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>

Gregory M. Lewis  
 Signature of Trip Organizer

5/24/18  
 Date

  
 Signature of Principal

6-18-18  
 Date

<input type="checkbox"/>	Approved	<input type="checkbox"/>	Not approved
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**

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xxx  
☐

**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  
Patrick Wind DHS Squash Coach  
Chris Manfredonia DHS AD
- 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: February, exact dates TBD Time: Thursday afternoon  
from DHS Destination: Hartford area in CT  
Affected school time: All Day Friday
- c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.  
High School National Championship Squash Tournament
- 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.  
Up to 4 teams (up to 36 students) participating: Girls varsity and Girls JV, Boys varsity and Boys JV. This is the final national event for high school competition
- e. The exact modes and times of travel, as well as the exact housing arrangements.  
Coach bus hired through athletic department will drive us to/from school. We will stay in a hotel (TBD) and the bus will take us to our daily matches
- f. Detailed daily time schedules of the agenda of activities.  
TBD by U.S. Squash closer to the event. Typically several matches per day from Friday to Sunday for each team. Friday, matches begin. These are bracket matches so there are usually 2-3 matches per day. In between matches, we will travel to next location or eat meals. There are three teams, all with different schedule. Each team will have parent leaders. We eat dinner as a complete team and parents will help oversee players at the hotel each night. Saturday, same as Friday. Sunday finish event return back to DHS.

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

F2

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- 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.

Each player will be responsible for their share of hotel. Each player will be responsible for their own food. Estimated at \$425 per player (\$75 for hotel and \$50 for food per day). Coach bus to be co-paid by school/parents (\$4,000 total). DHS Athletics to pay for entry fee into tournament \$2000

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

Parents/players and school as described above

- 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"/>	<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*

*Date*

*Signature of Principal*

*Date*

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

**DARIEN PUBLIC SCHOOLS  
SPECIAL FIELD TRIP REQUEST FORM**

**Trips Beyond 500 Miles, or Outside the U.S.**  
(Board of Education Policy 6710)

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**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.

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

Steve Norris, Darien High School head girls indoor track coach

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: 3/2/2019

Time: 10:00AM

Destination: Boston, MA

Affected school time:

none, depart DHS Friday, March 1 at 2:30PM

Arrive in Needham, Mass and check in to the Sheraton Needham Hotel at

7:00PM

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.

This is the New England High School indoor track championship. We must qualify from the Conn state open championships on Feb 16, 2019. At most eight girls would be going to Boston. The meet is held at Reggie Lewis Center, Boston on Saturday, March 2, 2019 at 10:00AM.

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.

No pre meet activities. Runners qualify from the Conn state open meet on Feb 16, 2019.

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

2:30PM, Friday, March 1 leave DHS in coach Norris' van. Arrive at Sheraton Needham Hotel at 7:00PM  
Meet is at 10:00AM, Saturday, March 2. Return to DHS at 8:00PM, March 2



**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.

Sat, March 2, 2019, 10:00AM meet begins at Reggie Lewis Center, Boston

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.

Estimated hotel cost is \$65.00 per student and will be paid for by the student

Meals will be paid for by the student.

Meet entry fee is \$30 and will be paid for by DHS

Transportation for one vehicle covering 360 miles at \$0.55 per miles = \$198.00 paid for by DHS

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

Students pay \$65 for lodging and approx \$40.00 for meals

DHS pays \$30 for meet entry fee and \$198.00 for transportation

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"/>	<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>

## F2

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

Stephen C. Norris  
Signature of Trip Organizer

5/27/18  
Date

  
Signature of Principal

6:15:15

---

Date

<input type="checkbox"/>	Approved	<input type="checkbox"/>	Not approved
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)

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a. Names of the Darien Public School staff initiating the proposal and responsible for the trip  
Tyson Kaczmarek, Darien High School head boys indoor track coach

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: 3/2/2019 Time: 10:00AM Destination: Boston, MA  
Affected school time: none, depart DHS Friday, March 1 at 2:30PM  
Arrive in Needham, Mass and check in to the Sheraton Needham Hotel at  
7:00PM

c. **A description of the rationale for the trip, with special emphasis on the educational value of the experience.**

This is the New England High School indoor track championship. We must qualify from the Conn state open championships on Feb 16, 2019. The meet is held at Reggie Lewis Center, Boston on Saturday, March 2, 2019 at 10:00AM.

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.**

No pre meet activities. Runners qualify from the Conn state open meet on Feb 16, 2018.

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

2:30PM, Friday, March 1: leave DHS in parents' cars. Arrive at a hotel in Boston at 7:00PM  
Meet is at noon, Saturday, March 2. Return to DHS at 8:00PM, March 2

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

**F2**

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

Sat, March 2, 2018, 10:00AM meet begins at Reggie Lewis Center, Boston

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.

Estimated hotel cost is \$65.00 per student and will be paid for by the student

Meals will be paid for by the student.

Meet entry fee is \$30 and will be paid for by DHS

Transportation for one vehicle covering 360 miles at \$0.55 per miles = \$198.00 paid for by DHS

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

Students pay \$65 for lodging and approx \$40.00 for meals

DHS pays \$30 for meet entry fee and \$198.00 for transportation

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.
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<input type="checkbox"/>	No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.
<input 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>

Tyson Kaczmarek 5/28/2018  
Signature of Trip Organizer

Date

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**

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☐

Approved

☐

Not approved

*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**

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- ☐ **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

Judith Zakim - Varsity gymnastic coach

- 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: 3/9/2019 Time: TBA Destination: New England's location TBA

Affected school time:

- c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.

New England Regional gymnastics Championship.

- 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.

Student / team must qualify at the C IAC State Open competition on Saturday March 2, 2019

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

TBA -  
housing in hotel - TBA

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

TBA - Gymnastic Competition

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

**F2**

(Board of Education Policy 6710)

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- 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.

transportation costs/housing for coach and athletes

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

Students pay for lodging, security & meals

DHS pays for entry mech

- 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.

n/a

<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"/>	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.

*[Signature]* 6/14/18  
Signature of Trip Organizer Date

*[Signature]* 6.15.18  
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, Outside the U.S.

(Board of Education Policy 6710)

**F2**

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☒ **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**  
 Sam Jones

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 weekend TBD Time: Destination: New England  
 Affected school time: None

c. **A description of the rationale for the trip, with special emphasis on the educational value of the experience.**  
 Herreshoff Trophy – New England girls championship

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.**  
 Athletic championship

e. **The exact modes and times of travel, as well as the exact housing arrangements.**  
 Bus. Hotel/motel.

f. **Detailed daily time schedules of the agenda of activities.**  
 0900-1700 Sailing



# 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.

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

FBD

APPROX. \$300<sup>00</sup>/STUDENT includes hotel,  
meals + security

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

FBD

STUDENTS

District will pay for entry fee + transportation

- 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"/>	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>Sam H. Jones</i>	6/4/18	<i>[Signature]</i>	6.18.18
Signature of Trip Organizer	Date	Signature of Principal	Date

<input type="checkbox"/>	Approved	<input type="checkbox"/>	Not approved
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 of 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**  
 Sam Jones

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 weekend TBD

Time:

Destination: New England

Affected school time:

None

c. **A description of the rationale for the trip, with special emphasis on the educational value of the experience.**  
 O'Day Trophy – New England fleet racing championship

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.**

Athletic championship

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

Bus. Hotel/motel.

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

0900-1700 Sailing

**DARIEN PUBLIC SCHOOLS**  
**SPECIAL FIELD TRIP REQUEST FORM**  
 Trips Beyond 500 Miles, 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.

FBD ACCOMMODATIONS APPROX. \$400/STUDENT  
 includes hotel, meals + security

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

FBD STUDENTS  
 District will pay for entry fee + transportation

- 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"/>	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.

Signature of Trip Organizer: Sam Hanks Date: 6/4/18
 Signature of Principal: [Signature] Date: 6.19.18

<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, outside the U.S.  
 (Board of Education Policy 6710)

**F2**

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

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: May weekend TBD

Time:

Destination: New England

Affected school time: None

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.  
 Mark/Terk Trophy – New England team racing championship

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.  
 Athletic championship

e. The exact modes and times of travel, as well as the exact housing arrangements.  
 Bus. Hotel/motel.

f. Detailed daily time schedules of the agenda of activities.  
 0900-1700 Sailing

**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.

TSS

APPROX \$200<sup>00</sup>/STUDENT includes hotel,  
 meals + security.

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

TSD

STUDENT  
 District will pay for entry fee + transportation.

- 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.
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<input type="checkbox"/>	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.

Sam H. [Signature] 6/4/18 [Signature] 6.15.18  
 Signature of Trip Organizer Date Signature of Principal Date

<input type="checkbox"/>	Approved	<input type="checkbox"/>	Not approved
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

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a. Names of the Darien Public School staff initiating the proposal and responsible for the trip  
Steve Norris, Darien High School head girls outdoor track coach

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: 6/8/2019

Time: 10:00AM

Destination: Saco, Maine

Affected school time:

none, depart DHS Friday, June 7 at noon

Arrive in Saco, Maine at 8:00PM and check in to a hotel

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.

This is the New England High School outdoor track championship. We must qualify from the Conn state open championships on June 3, 2019. At most eight girls would be going to Saco. The meet is held at Thornton Academy, Saco, ME on Sat, June 8, 2019

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.

No pre meet activities. Runners qualify from the Conn state open meet on June 3, 2019

**DARIEN PUBLIC SCHOOLS**  
**SPECIAL FIELD TRIP REQUEST FORM**  
**Trips Beyond 500 Miles, or Outside the U.S.**  
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F2

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

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

2:30PM, Friday, June 7 leave DHS in coach Norris' van. Arrive at a hotel in Saco at 8:00PM  
Meet is at 10:00AM, Saturday, June 8. Return to DHS at 9:00PM, June 8

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

Sat, June 8 10:00AM meet begins

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.

Estimated hotel cost is \$65.00 per student and will be paid for by the student

Meals will be paid for by the student.

Meet entry fee is \$30 and will be paid for by DHS

Transportation for one vehicle covering 600 miles at \$0.55 per miles = \$330.00 paid for by DHS

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

Students pay \$65 for lodging and approx \$40.00 for meals

DHS pays \$30 for meet entry fee and \$300.00 for transportation

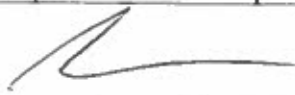
i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.  
none

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<input 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>

**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.

 Stephen C. Norris 5/27/2018 <i>Signature of Trip Organizer</i>	<i>Date</i>	 <i>Signature of Principal</i>	6.10.18 <i>Date</i>
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<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.**  
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a. Names of the Darien Public School staff initiating the proposal and responsible for the trip  
Tyson Kaczmarek, Darien High School head boys outdoor track coach

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: 6/8/2019 Time: 10:00AM Destination: Rotating Site, TBD  
Affected school time: none, depart DHS Friday, June 7 at 2:30PM  
Arrive at Rotating Site at 8:00PM and check in to a hotel

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.

This is the New England High School outdoor track championship. We must qualify from the Conn state open championships on June 3, 2019. The meet is held at a Rotating Site on Sat, June 8, 2019

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.

No pre meet activities. Runners qualify from the Conn state open meet on June 3, 2019

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

2:30PM, Friday, June 7 leave DHS in parents' cars. Arrive at a hotel at Rotating Site at 8:00PM  
Meet is at 10:00AM, Saturday, June 8. Return to DHS at 9:00PM, June 8

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

Sat, June 8 10:00AM meet begins

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.

Estimated hotel cost is \$65.00 per student and will be paid for by the student

Meals will be paid for by the student.

Meet entry fee is \$30 and will be paid for by DHS

Transportation for one vehicle covering 300-400 miles at \$0.55 per miles = \$150-250 paid for by DHS

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

Students pay \$65 for lodging and approx \$40.00 for meals

DHS pays \$30 for meet entry fee and \$150-250 for transportation

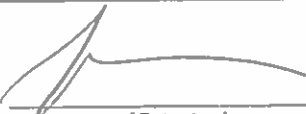
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none

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Tyson Kaczmarek 5/28/18  
Signature of Trip Organizer

Date

  
Signature of Principal

6-15-18  
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.

☐

Approved

☐

Not approved

*Signature of Superintendent/Designee*

*Date*

## Darien Public Schools - Administrative Offices

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

### Memo

June 21, 2018

**To:** Dan Brenner, Ph.D., *Superintendent of Schools*  
**From:** Susie Da Silva, Ed.D., *Assistant Superintendent for Curriculum and Instruction, K-12*  
**Re:** Accomplishments and Priorities: Department Chairpersons

The Darien Public Schools is proud of the thoughtfulness, insight, and engagement of its educators. Through the leadership of the department chairs, in partnership with our teachers, much has been accomplished this past school year.

I have attached a brief narrative from each of our departments highlighting some of the accomplishments from this school year, as well as their priorities moving forward into the next school year. It is important to note that while you may see some similarities across departments, you will notice differences as well. The reason for this is that each department has personalized their work based on their own department's specific needs. Each department has also been strengthened by having an evaluator with content expertise. Teachers can now receive feedback both in teaching methodologies and in content.

A major focus for all of the departments was, and will continue to be, the supervision and evaluation of teachers. One impact of this focus is the collaboration and calibration around best practices in teaching and learning. "Learning Rounds" involved all administrative teams across all levels and contents, observing and reflecting on teaching together. This model includes vertical and horizontal observations, in addition to cross-content area observations. The shift to have a common lens on teaching and learning has now become one of the biggest strengths of our school district, as it allows for a shared K-12 vision.

Another priority of our work this school year was to enhance the curriculum writing and revising process. We now have a clean and clear process for how we approach, write and revise curriculum. The district has begun to memorialize curriculum that is shared and common. In addition, we are now enhancing our communication with parents through accessibility, responsiveness and the creation/availability of resources.

While there is much more to feel proud of, I highlight these specific areas as they have been powerful in moving our school district forward.

The department chairpersons and I look forward to answering any questions at the Board of Education meeting scheduled on June 26, 2018.

<p>In collaboration with District and School-Based Leadership, the Department Chairpersons collectively worked to:</p> <ul style="list-style-type: none"> <li>• <i>Create smooth transition plans for students and families in grades 5-6 and 8-9 to ensure consistency</i></li> <li>• <i>Improve communication between teachers and families</i></li> <li>• <i>Align teaching and learning best practices across classrooms</i></li> <li>• <i>Ensure curriculum is developmentally appropriate: standards-based, innovative and aligned to appropriate assessment practices</i></li> <li>• <i>Supervision and evaluation of teachers</i></li> </ul>			
Department	Highlights	Action Steps	Priorities for 2018-2019
English	Created a new course sequence for Grade 12; drafted associated curriculum	Developed 6-12 vision statement and Grade 12 outcome goals; based on this, created the new course sequence	<ul style="list-style-type: none"> <li>• Review additional course sequence(s) to ensure alignment to 6-12 vision statement and outcome goals</li> <li>• Review and revise honors placement practices and procedures (Grades 7-12)</li> <li>• Execute year-long PD plan for the integration of meaningful grammar instruction (6-12)</li> <li>• Structure PLC time to facilitate reflection on and revision of common assessments and rubrics</li> </ul>
	Developed common midterm and final assessments (9-12)	Professional Development sessions provided to teachers on the purpose of common assessments; Collaborated with teacher teams to create common midterm and final assessments	
	Revised summer reading program for MMS	Committee developed to review and revise summer reading lessons	
	Teachers gained exposure to the different teaching methodologies and philosophies between buildings	MMS teachers observed grade 5 and grade 9 classrooms; DHS teachers participated in professional development day with TC staff developer	
	Improved process for identifying English supports for rising 9th-graders	Through a collaborative process, 8th grade teachers utilized multiple student data points to support their recommendations for DHS lab and team-taught classrooms	
	Revised grade six Scope and Sequence and draft two Units of Study for both English A and English B	In collaboration with TC staff developer—and grade 5 curriculum Director/Teachers—grade 6 teachers examined and revised scope and sequence documents as well as priority reading and writing units	
Mathematics	Developed current placement process for grade 5 to 6 students	In collaboration with the Grade 5 and 6 leadership team: examined influence on scheduling, as well	<ul style="list-style-type: none"> <li>• Review and revise placement practices</li> </ul>

		as teacher recommendation and assessment data	<p>and procedures (Grade 6 - 12)</p> <ul style="list-style-type: none"> <li>● Calibrate grading expectations and practices (Grades 6 - 12)</li> <li>● Study and make recommendations for a primary resource for Grades 6 - 9</li> <li>● Implement observational learning rounds for secondary teachers (6-12) with a common focus</li> </ul>
	Revised and created new common midterm and final assessments (9-12)	Content area teams collaborated to create revised common assessments reflective of course and Common Core State Standards (CCSS) goals	
	Examined course sequence, grades 6 -12, and revised topics for 2018-2019 as appropriate	Professional learning sessions held with teachers of grades 6-12 to: ensure alignment between courses, teaching practices, and assessments	
	Revised benchmark and summer assessments (6-8)	Grade level teams collaborated to prioritize skills needed for next level courses and revised assessments/course guides	
	Created a common understanding for course progressions for students in grades 6-12	Developed a transition process by: updating MMS math department website; facilitating communication with the administrative teams, teachers and parents; providing opportunities for teachers through inter-visitation between all three levels (5-6 and 8-9)	
	Formed a secondary level math research team to look at resources, curriculum and teaching strategies utilized across grade levels	Team attended professional development sessions on high impact teaching strategies in mathematics; implemented inter-visitation between middle school and high school teachers; shared resources and performance tasks	
Science	Developed two new <i>draft</i> units aligned to Next Generation Science Standards (NGSS) in grades 6-8	Grade level teams collaborated to develop and create multidimensional learning objectives and learning sequences for NGSS aligned units modeled after elementary units of study	<ul style="list-style-type: none"> <li>● Study and make recommendations for course sequence Grades 9-12, in conjunction with NGSS developed K-8 units</li> <li>● Revise <i>draft</i> units aligned to NGSS in grades 6-8 after implementation</li> <li>● Execute year-long PD plan to reinforce</li> </ul>
	Revised and created new common midterm and final assessments (9-12)	Content area teams collaborated to create and/or revise common assessments to ensure alignment across content areas	
	Developed K-8 vertical scope and sequence and instructional practices aligned to NGSS	Ongoing and consistent collaboration with the Elementary Science Director; Studied instructional and assessment documents; classroom observations and calibration exercises	
	Calibrated instructional practice through teacher	Conducted collaborative learning rounds with	

	feedback within K-12 science department	building and district level administration and created a focus for feedback	<p>instructional practices aligned with NGSS grades 6-8</p> <ul style="list-style-type: none"> <li>● Develop 2-3 new <i>draft</i> units aligned with NGSS in grades 6-8</li> <li>● Implement classroom observations between-grade 5-6 and 8-9 science teachers</li> </ul>
	Improved process for identifying Science supports for rising 9th and 10th graders	Through a collaborative process, both 8th and 9th grade teachers utilized multiple student data points to support recommendations for DHS Science team taught support classes	
	Created a repository of skill and content expectations for each grade (6-12)	Provide experiences for science teachers grades 6-12 to gain understanding of content taught at each grade level and to align lab report expectations	
Social Studies	Examined course sequence, grades 6-12, and analyzed topics for possible future revision	Provide experiences for teachers grades 6-12 to: gain understanding of content taught at each grade and level and assess areas for possible revision	<ul style="list-style-type: none"> <li>● Calibrate grading expectations and practices (Grades 6-12)</li> <li>● Review high school course sequence: curriculum content/grade-level</li> <li>● Develop scope and sequence of historical thinking skills 6-12</li> <li>● Further align courses to State Frameworks, utilizing the Inquiry Arc (6-12)</li> <li>● Implement observational learning rounds for secondary teachers (6-12) with grades feeding in and grades sending to</li> </ul>
	Developed common midterms and finals in all full-year courses and priority electives c9c	Professional Development sessions provided to teachers on the purpose of common assessments; Collaborated with teacher teams to create common midterm and final assessments; Initiated process of analyzing student results and curriculum impacts	
	Increased grades 6-8 teachers' capacity in methodologies through professional development with Teachers College (TC)	Participated in learning rounds with TC staff developers and /or small group of teachers to observe: cognitive engagement, note-taking, close reading and questioning techniques	
	Improved process for identifying Social Studies supports for rising 9th, 10th, 11th, and 12th grade students	Through a collaborative process, 8th, 9th, 10th, and 11th grade teachers utilized multiple student data points to support their recommendations for DHS lab and team-taught classrooms	
	Improved process for making Honors placement decisions at DHS	Reviewed current practices, refined appeal process, calibrated grading for placement exam	

	Improved 6-12 communication and understanding of teaching methods and expectations in Middle School and High School	Provided experiences for teachers grades 6-12 to have structured conversations about teaching and learning at different levels and expectations of students at each level	
Special Education	Professional Development provided to teachers in grades 6-12 in Co-Teaching	<p>Department-Wide Professional Development provided on: Specially Designed Instruction and Co-Teaching models</p> <p>Feedback and debriefing sessions provided to co-teaching teams</p> <p>Calibration exercises: department chairs and building based administrators</p>	<ul style="list-style-type: none"> <li>● Provide Professional Development in Co-Teaching to increase use of various models</li> <li>● Provide Professional Development DBT practices for School Psychologists, School Social Workers, School Counselors</li> <li>● Revise Comprehensive course scope/sequence in conjunction with department aligned revisions</li> <li>● Study content for ALC Math Courses and make recommendations for programmatic growth</li> <li>● Provide professional development in creating common academic evaluations</li> </ul>
	Created framework for an ongoing SMART goal department repository (6-8 and 9-12)	Provided professional development for staff across areas: SMART goals, alignment of goals to Common Core State Standards (CCSS), increased teacher on general education curriculum	
	Examined and prioritized revision of 9-12 Scope/Sequence of Comprehensive classes (in collaboration with content areas)	Coordinated with departments on content and revision of Comprehensive class curriculum	
	Created transition supports for students, parents and staff during transition periods: 5th to 6th and 8th to 9th	Provided parent sessions, articulation PPTs, inter-visitation, structures, and supporting materials	
	Calibrated instructional practice grades 6-12	Conducted leaderships walkthroughs,	



		collaborative learning rounds, calibration exercises	
	Created a structure and focus for team meetings in grades 6-8	Designated weekly meeting time to each grade level interdisciplinary team: curriculum planning, co-teaching planning time, reviewing accommodations and progress across content areas	
	Increase efficiency of PPT practices and IEP procedures	Through the work of a collaborative committee: created PPT agendas and a 6-12 teacher feedback form, and establish common expectations	
World Languages	Created vertical Scope and Sequence for all languages grades K-12 (in collaboration with K-5 WL Language Coordinator) aligned to ACTFL Proficiency Guidelines, and revised themes/topics for 2018-2019 as appropriate	<p>Provided professional development (K-12) to begin alignment between courses, teaching practices, and assessments</p> <p>Ongoing and consistent collaboration with the K-5 WL teacher leader</p>	<ul style="list-style-type: none"> <li>Study and make recommendations for course sequence Grades 9-12 in conjunction with K-8 Scope &amp; Sequence</li> <li>Calibrate grading expectations and practices (Grades 6-12)</li> <li>Implement observational learning rounds for secondary teachers (6-12) with grades feeding in and grades sending to</li> </ul>
	Revised and created new common midterm and final assessments (9-12)	Content area teams collaborated to create revised common assessments reflective of course and ACTFL Proficiency Guidelines	
	Implemented Integrated Performance Assessments (IPAs) across languages and levels in Grade 4, and 6-12	Professional Development provided for teachers; Teams developed common assessment and IPA writing	
	Use of proficiency assessment data (ex. AAPPL, STAMP) to inform curriculum progress and, along with teacher recommendations, level placement	Revised curriculum to reflect areas of strength and needing improvement	
	Calibrated instructional practice through teacher feedback within 6-12 world language department	Conducted collaborative learning rounds with building and district level administration and created a focus for feedback	

	Improved 6-12 communication and understanding of teaching methods and expectations in Middle School and High School	Provide experiences for teachers grades 6-12 to have structured conversations about teaching and learning at different levels and expectations of students at each level	
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## Darien Public Schools - Administrative Offices

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**TO:** Dan Brenner, Superintendent of Schools  
**FROM:** Susie Da Silva, *Assistant Superintendent for Curriculum and Instruction, K-12*  
**RE:** Report of Barbara Harrington Grant – Summer 2018  
**DATE:** June 26, 2018

Darien Advocates for the Education of the Gifted (DAEG) has announced the award of 18 grants to Darien teachers totaling \$15,127.00 for advanced studies, workshops, conferences and curriculum development. Thanks to the generosity of DAEG members and the Darien community, we are pleased to provide funding to enthusiastic teachers whose applications fit the criteria of further development of their teaching skills and bringing that knowledge back to the classroom, ultimately benefiting Darien students.

The applications for this year reflect both independent study and collaborative efforts of Darien faculty as they pursue their interests and identify areas where they would like to gain more knowledge. Grants have been awarded this year to 6 high school teachers, 5 middle school teachers, and 7 elementary teachers. Details about each of the grants can be found below.

The Barbara Harrington Fund was established in 1984 by DAEG in honor of Barbara Harrington, founder of Darien's IDEA Program for gifted students. Open to all teachers in the Darien Public Schools, the Barbara Harrington Fund offers teachers the opportunity to take courses that enrich their ability to deliver their curriculum. The grants are funded by contributions of members of the Darien Advocates for Education of the Gifted and other donors. Grant applications are processed by a committee of DAEG members along with central office and school administrators.

### Summary of Grants

<u>Last Name</u>	<u>First Name</u>	<u>Dept</u>	<u>Description</u>	<u>Amount Approved</u>
<u><a href="#">Darien High School</a></u>				
<u>Bosler</u>	<u>Dorine</u>	<u>Art</u>	<u>Clay Art Center: 8 wk summer course "Fine Tuned Wheel with Georgia Tenore"</u>	<u>\$530</u>
<u>Stelluti</u>	<u>Lauren</u>	<u>Art</u>	<u>"Crashcourse in Screenmaking" \$295, "Reduction Linoleum Block" \$325</u>	<u>\$620</u>
<u>Cabrera</u>	<u>Dennis</u>	<u>Social Studies</u>	<u>6 day Summer Institute for Secondary Teachers: "Uneasy Neighbors: Legacies &amp; Challenges in 21st Century East Asia"</u>	<u>\$100</u>
<u>Leventhal</u>	<u>Christine</u>	<u>Science/Idea</u>	<u>OSU Master Gardener Series: 4 courses</u>	<u>\$180</u>

<u>Gearty</u>	<u>John</u>	<u>World Languages</u>	<u>"Ancient &amp; Modern Empires: Reactions to Imperial Power from Athens to the Americas" at Brown University</u>	<u>\$340</u>
<u>Gilbert</u>	<u>Kathleen</u>	<u>Special Ed</u>	<u>Cape Cod Symposia: Resilience Across the Lifespan: Strength Based Strategies to Nurture Balance, Self-Discipline and Hope in Ourselves and Others</u>	<u>\$549</u>
<u>Middlesex Middle School</u>				
<u>Polise</u>	<u>Jason</u>	<u>Music</u>	<u>Oboe &amp; English Horn Performance Study with Olav van Hezewijk (New Haven Symphony). 11 hours of instruction.</u>	<u>\$1,000</u>
<u>Osterndorf</u>	<u>Rosemarie</u>	<u>Science</u>	<u>Classroom Application Workshop "Introduction to 3D Learning, Part 1: Argumentation, Explanation, and Modeling the Behavior of Matter"</u>	<u>\$1,500</u>
<u>Giannattasio</u>	<u>Dana</u>	<u>Science</u>	<u>Classroom Application Workshop "Introduction to 3D Learning, Part 1: Argumentation, Explanation, and Modeling the Behavior of Matter"</u>	<u>\$1,500</u>
<u>Beal</u>	<u>Jessica</u>	<u>Science</u>	<u>Classroom Application Workshop "Introduction to 3D Learning, Part 1: Argumentation, Explanation, and Modeling the Behavior of Matter"</u>	<u>\$1,500</u>
<u>Wrin</u>	<u>Lindsay</u>	<u>English</u>	<u>Introduction to Counselling at the University of Edinburgh</u>	<u>\$214</u>
<u>Elementary Schools</u>				
<u>Aaron</u>	<u>Andrea</u>	<u>Idea</u>	<u>Connecticut Invention Convention (CIC): one day creative problem solving/inventive thinking session</u>	<u>\$360</u>
<u>Wigglesworth</u>	<u>Laurie</u>	<u>Special Ed</u>	<u>Ukelele purchase and lessons</u>	<u>\$384</u>
<u>Allen</u>	<u>James</u>	<u>Music</u>	<u>Piano lessons with Dwayne Condon</u>	<u>\$1,000</u>
<u>Takovich</u>	<u>Catherine</u>	<u>General Ed</u>	<u>Introduction to Inquiry science professional development workshop</u>	<u>\$1,500</u>
<u>Marsh</u>	<u>Pamela</u>	<u>General Ed</u>	<u>Columbia Univ Teachers College for Reading</u>	<u>\$850</u>

<u>Carr-Harris</u>	<u>Arley</u>	<u>General Ed</u>	<u>Introduction to Inquiry science professional development workshop</u>	<u>\$1,500</u>
<u>Castagnetti</u>	<u>Jessica</u>	<u>General Ed</u>	<u>Introduction to Inquiry science professional development workshop</u>	<u>\$1,500</u>
			<u>TOTAL</u>	<u>\$15,127</u>

## Curriculum and Instruction

**Goal: 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.**

### November Update

Action Plan SEL (Link Here)

- BOE Meeting 11/14/17, Presentation on district website [www.darienps.org](http://www.darienps.org)
- SEL Committee established
- Health & Wellness Committee established
- Needs assessment based on current practices, approaches and/or programs
- A core group of educators trained in the Responsive Classroom approach
- Morning Meeting scheduled in all classes
- Professional Learning provided to staff in:
  - Morning Meeting
  - Teacher Language/Feedback
  - Responding to Misbehavior
  - Brain Breaks/Energizing Classroom
- Tier I SRBI Behavior Model being developed
- Social Emotional Learning component included in MMS' FLEX period
- Crosswalk between DPS curriculum and CSDE standards
  - In process of identifying strengths and needs of current program
  - Studying needs of student population in relation to standards
- Begin studying best practices and the work of other communities (local and national)
- Health and Wellness Courses have been developed for all students/parents involved in extracurricular or athletics
- Committee of coaches, educators, parents, and a variety of community-based partners (i.e.: hospitals, social service, attorneys, police departments) developed to review commitment practices in Darien
- Collaboration with Thriving Youth-Surveys (students and parents)
- Discussions with other school communities similar to Darien and sharing best practices, resources, approaches

### March Update

- Full presentation to be provided to the Board of Education: May 22, 2018

A Few Highlights:

- Stakeholder feedback received around health education and social emotional learning: parents, students, health teachers, general education teachers, administrators and parents
- Knowledge summary being developed in Health Ed/SEL (interviews, surveys, research) with recommendations, best practices etc..
- Initial Collaboration/PD with Health Education teachers and staff developer/consultant
- Rough draft of DPS Health Standards developed. Health Standards to be embedded into SEL framework
- SRBI Model Drafted
- PD in SEL continues for all staff K-12- Lead teacher model being created

### June Update

- Presentation provided on May 22, 2018

[Find Final Presentation Here: May 22, 2018](#)

**Goal: 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.**

### November Update

- BOE Meeting, 9/26/17 Presentation on district website [www.darienps.org](http://www.darienps.org)
- Create a scope and sequence with Information Technology Skills, PK-12
  - LMS PLC work for 2017-18
    - Focus on curriculum development with a scope and sequence.
    - Fall 2017: LMS reviewed new standards released by American Association of School Librarians (AASL), ISTE standards, and new Social Studies and Science curricula

Study innovative spaces across settings

- Re-imagining Libraries District Committee established with assistance from CDSP, SEPAC, and Principals
  - Membership includes: BOE member; Central Office and building administrators; teachers; parents; and students.
  - Start date: November 28, 2017

Identify the purpose/use of the physical space across settings

Work of the Reimagining Libraries District Committee.

- Visitations being planned to examine spaces
- A planned outcome is to inform future budget recommendations related to renovation or improvement of library spaces.

### March Update

- Full Presentation to be provided to the Board of Education: May 22, 2018

A Few Highlights:

- 19-member Committee formed, including a Board member, representatives from CDSP and SEPAC, parents, administrators, teachers, library media specialists, and two Darien High School students
- Since November, the Re-Imagining Libraries Committee has participated in site visits and in-person presentations; reviewed professional articles; and experienced a Maker Fair. On February 14, 2018, the committee visited Google Headquarters in New York City to explore innovative work space and collaborative environments. Meetings were rotated among the schools so all could experience existing facilities.
- A draft report has been written articulating a district-wide common vision, set of core beliefs, and series of recommendations. The report has been submitted to the Superintendent of Schools for review. A meeting is being planned for the Re-Imagining Libraries Committee to meet with the Superintendent this month.
- Running parallel to this work, the Library Media Specialists have been drafting a new, unified K-12 curriculum that uses the AASL standards as a framework in addressing the areas of: research, digital citizenship, digital and media literacy, and instilling a life-long love of reading. Special care has been taken to ensure the work of the Re-Imagining Libraries Committee has been informed by the curriculum work in progress.

### June Update

- Presentation provided on May 22, 2018

[Find Final Presentation Here: May 22, 2018](#)

- Building-based committees developed a priorities list for each library space and submitted on June 8, 2018. These reports are being edited and incorporated into the district-wide report delivered on May 22, 2018 to the Darien BOE.
- Budget projections for each of the school site to be developed over summer 2018.
- A Draft K-12 Library Media Curriculum has been written. Edits and revisions being made over the summer to ensure that new AASL, ISTE, and CCSS standards are reflected. The main focus remains: research, digital and media literacy, digital citizenship, and instilling a love of reading.

**Goal: Review the study/exploration of math programs, K-8 (2017-2018). Make recommendations for implementation.**

### November Update

- BOE Meeting, 10/24/17 Presentation on district website [www.darienps.org](http://www.darienps.org)
- Collect feedback from PILOT study, K-8
  - K-5: 1 unit per grade level from Investigations 3 and Math in Focus is being piloted from September to January. Unit is aligned to current scope and sequence.
  - Linda Johnson is involved with lesson planning and implementation.
  - Feedback is being shared with Linda Johnson and fellow grade level colleagues.
- Recommend program and identify a plan for roll-out, professional development and implementation plan, K-8.
  - Professional Development
    - August- Instructional Content (full day)
    - November and/or January- Implementation Follow-up
    - February- Assessment Techniques
  - 2 or 3 year plan
    - 2018-19-Grades K, 1 or K-2
    - 2019-20-Grades 2, 3 or 3-5
    - 2020-21- Grades 4, 5

### March Update

Second presentation provided to the Board of Education, January 23, 2018 can be found at [www.darienps.org](http://www.darienps.org)

A Few Highlights:

- Math in Focus is expected to be implemented Fall 2018 once final budget is approved in grades K-2
- Scope & Sequence/Program to be revised to align to program
- Parent and Staff professional development plan being developed

### June Update

- Presentation provided on January 23, 2018
  - Math in Focus to be implemented in Fall 2018



- Scope and Sequence/Program to be revised summer 2018
- Staff PD plan developed
- Parent PD plan being developed

**Goal: Implement a collaborative structure for curriculum leaders/special education chairpersons, K-12 that includes calibration of teaching and learning across all content areas.**

### November Update

- Create and implement administrative calibration exercises
  - Learning Rounds have been established and implemented: Department to Department, Department to School-Based Administrators, Central Office to Department, Central Office to School-Based Administrators
- Establish protocols to ensure collaborative curriculum alignment
  - Cross Department Meetings/Discussions
  - Joint 6-12 Professional Learning Communities
  - Cross Level Curriculum Writing and Development
  - Frequent and Consistent Walk-Throughs
- Offer Parent and BOE workshops throughout the school year as an opportunity to collect feedback
  - Meet and Greet Meetings have been offered to the community, K-12, inclusive of special education, October and November 2017, [www.darienps.org](http://www.darienps.org).
  - Curriculum Magazine distributed to school community, November 2017. Magazine on district website [www.darienps.org](http://www.darienps.org) under "Parent Resources", "DPS Magazine".
  - Social Media utilized, K-12 across departments
- Create structures by department to ensure consistency
  - Common Meetings
  - Structures/Goals: common mid-terms/finals
  - PLC's- Review of assessments

### March Update

Full Presentation to be provided to the Board of Education, June 26, 2018

Few Highlights:

#### Establish Protocols to Ensure Curriculum Alignment

- Update and revise scope and sequence for courses/pacing guides taught at MMS/DHS
- Plan to revise specific units and/or revisions
- Vertical articulation
- Develop a formal scope/sequence for comprehensive courses (summer 2018)
- Develop short and long-term curriculum writing/revising plans
- Support K-5 program and adoption of Math in Focus/Create math research team to investigate primary resource for MMS math
- Proposal and/or planning of new courses

#### Create Structures to Ensure Consistency

- Alignment of courses MMS and DHS
- Common Midterm Exam and Final Exam - revision and rewrite
- Examine/Revise Placement Process -Grades 5 - 8
- Continued work with articulation team grade 5 to grade 6
- Classroom Visitations for grade 5 and grade 6 and for grade 8 and grade 9 teachers (MMS, DHS)

- MMS/DHS articulation regarding supports for students (Lab, Team Taught, Co-taught) as students transition into Grade 9
- Collaboration with Elementary Directors
- Coordinate STEM Outreach with DHS and Elementary Schools
- Plan and implement Professional development: Grades 6-8, 9-12, and 6-12

#### Create and Implement Administrative Calibration Exercises

- Coaching, supporting and mentoring new teachers
- Learning Rounds continue-offering teachers specific and targeted feedback
- Frequent informal observations
- Develop informal and formal plans for teachers growth and development
- Inter-visitation for teachers: Sharing best practices from classroom to classroom (level to level)
- Supporting students at Fitch, DHS and MMS (while developing a stronger understanding of the various strengths, needs of each area)

#### Offer Parent and Board Of Education Workshops Throughout the School Year as an Opportunity to Collect Feedback

- Increased communication home - parent conferences, phone conferences, parent presentations (liaison between parent and teacher- for sensitive student issues)
- Coordinate and plan programs with parent groups
- Curriculum Nights for Parents (Grades 6 and 9)
- Begin the process of Updating Curriculum websites

#### June Update

Full Presentation to the Board of Education provided on June 22, 2018

**Goal: Assess the implementation of the Fitch Academy and make recommendations for the 2018-2019 school year.**

#### November Update

BOE Meetings, October 10, 2017 Presentation on district website [www.darienps.org](http://www.darienps.org) and November 14, 2017 Presentation on district website [www.darienps.org](http://www.darienps.org)

- Measure the effectiveness of Fitch in relation to student progress and allocated resources
- Collect feedback from various stakeholders (teachers, parents, staff and the Darien Public Library)
- Identify strengths and needs of Fitch and make recommendations for the 2018-2019 school year

#### March Update

- Space Secured- 1540 Post Road
- Enrollment- Increase up to approximately 24 students
- Staffing: Increase by 2 FTE's
- Feedback collected from various stakeholders (parents, students, teachers), has been positive in the area of meeting students needs
- Ability to take a small amount of out-of district students agreed upon

<b>Business</b>	
<b>Goal: Digitize business practices</b>	
<b>November Update</b>	
<ul style="list-style-type: none"> <li>• Create an online portal for employees: Ongoing</li> <li>• Electronic storage/retrieval of all financial documents within Munis. <ul style="list-style-type: none"> <li>◦ Electronic storage of purchase orders and accounts payable checks is complete.</li> <li>◦ Storage of invoices - ongoing.</li> </ul> </li> <li>• Review procedures of accounts receivable and explore online options</li> <li>• Review process/procedures/controls <ul style="list-style-type: none"> <li>◦ Review of existing procedures/controls is ongoing.</li> </ul> </li> <li>• Explore ways to maximize online payments for all fee based activities. <ul style="list-style-type: none"> <li>◦ Currently in the setup phase. Roll out - First Quarter of 2018.</li> </ul> </li> </ul>	
<b>March Update</b>	
<ul style="list-style-type: none"> <li>• Review procedures of accounts receivable and explore online options <ul style="list-style-type: none"> <li>◦ Accounts receivable for Facilities has transitioned to School Dude.</li> <li>◦ Accounts receivable for ELP Tuition will transition over the summer.</li> </ul> </li> <li>• Explore ways to maximize online payments for all fee based activities. <ul style="list-style-type: none"> <li>◦ Currently in the setup phase. Training will be in May 2018</li> </ul> </li> </ul>	
<b>June Update</b>	
<ul style="list-style-type: none"> <li>• Explore ways to maximize online payments for all fee based activities. <ul style="list-style-type: none"> <li>◦ Go live for August 2018</li> </ul> </li> <li>• Storage of invoices: Ongoing - Role assignments will be reviewed over the summer</li> <li>• Create an online portal for employees: Ongoing</li> </ul>	
<b>Goal: Enhance transportation services to our constituent groups</b>	
<b>November Update</b>	
<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> <li>• Transportation App was live in the end of September.</li> <li>• Participation/ Utilization has increased each month. <ul style="list-style-type: none"> <li>❑ September = 353 subscribers</li> <li>❑ October = 534 subscribers</li> <li>❑ November = 604 subscribers</li> </ul> </li> </ul>	
<b>March Update</b>	
Roll out has been completed. Participation has remained constant at about 600 subscribers.	
<b>June Update</b>	

Parent survey to be administered in June.

## Special Education

**Goal: Align IEP goal writing and data tracking with Common Core State Standards (CCSS; K-12), CT Early Learning and Development Standards (ELDS; Pre-K), and best practices in instructional methodology**

### November Update

- Curriculum review and alignment of the Early Learning Program (ELP) curriculum to the updated CT ELDS.
  - ELP staff participated in two, three-hour workshops led by CES on project-based learning
- Provide professional development in aligning IEP goals and objectives to CCSS (K-12) and ELDS (Pre-K) standards.
  - All elementary school and ELP special education staff participated in a half day training on SMART Goals, aligning IEP goals to CCSS/ELDS, and levels of thinking as part of the November 7 PD Day.
  - Department Chairpersons at the secondary level and SESS Facilitators at the elementary level work directly with school-based staff to develop standards-based IEP goals and objectives.
- Refine and implement progress monitoring systems and structures K-12 (e.g., data entry and tracking system, matrix of recommended tools, etc.).
  - New England Center for Children (NECC) provided 2 full day training on the Autism Curriculum Encyclopedia (ACE) system for ELP and elementary school DLC staff as part of the November 7 PD Day.
  - DLC special education teachers, related service providers, and paraprofessionals were trained on the use of Catalyst for behavior data collection.

### March Update

- Curriculum review and alignment of the Early Learning Program (ELP) curriculum to the updated CT ELDS.
  - ELP staff completed the four, three- hour workshops led by CES on project-based learning.
- Provide professional development in aligning IEP goals and objectives to CCSS (K-12) and ELDS (Pre-K) standards.
  - ELP and elementary special education staff participated in a second half-day training on SMART Goals and aligning IEP goals to ELDS and CCSS (respectively) as part of the January 2, 2018 PD Day.
  - Elementary special education staff engaged in continued practice opportunities for the implementation of SMART Goals on February 16, 2018 PD Day. In addition, elementary special education staff participated in training on general education curriculum initiatives aligned to CCSS.
  - Department Chairpersons have developed committees to align IEP goals to curriculum materials across grades 6-12.
- Refine and implement progress monitoring systems and structures K-12 (e.g., data entry and tracking system, matrix of recommended tools, etc.).
  - Ongoing/monitoring - staff are consistently utilizing progress monitoring systems for behavior and ACE in the ELP and DLC Programs.

### June Update

- Alignment of the Early Learning Program (ELP) curriculum to the updated CT ELDS completed.
- Professional development workshops focused on the alignment of IEP goals and objectives to CCSS (K-12) and ELDS (PK) standards completed.
- Staff utilize progress monitoring systems for behavior and ACE in the ELP and DLC Programs.

### Goal: Targeted development of special education programs to address student needs

### November Update

- Provide targeted professional development on inclusive teaching and related service practices for high functioning students with autism and language/communication disorders Pre-K-12 (e.g., ASD Nest model, Social Development Intervention, etc.).
  - Ongoing consultation from the Communication Clinic of Connecticut (CCC) to students in ELP through grade 5
  - Communication Clinic of Connecticut (CCC) provided full day training to PK-12 speech/language pathologists and half-day training for PK-12 school psychologists.
  - Special education staff at elementary and secondary levels will attend the ASD Nest Conference in January 2018
- Provide professional development in Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP) for psychologists and social workers.
  - Upcoming professional development on this topic will take place on the January 2 PD Day
- Provide targeted year 2 professional development in autism and behavior-specific interventions for specialized programs Pre-K-5 (DLCs, etc.).
  - NECC conducted a full day training for ELP and elementary school DLC staff on the November 7 PD Day.
  - NECC provides 10 on-site follow up consultation days. Two consultation days have taken place in September and October with an additional two on-site consultation days scheduled prior to winter recess.
- Provide targeted year 1 (MMS, initial) and year 2 (DHS, implementation) professional development in co-teaching.
  - Marilyn Friend provided five, full-day professional development workshops on co-teaching for secondary staff (one workshop in August, two workshops in September, and two workshops in November).
- Develop a proposed 18-21 transition program.
  - A meeting with a local town has been set up for November to discuss collaborating on a model.
- Collaborate with DHS administration for the implementation of Fitch Academy for the 17-18 school year.
  - Ongoing collaboration with the DHS administration and Fitch Academy staff for the implementation of IEPs at Fitch Academy.

### March Update

- Provide targeted professional development on inclusive teaching and related service practices for high functioning students with autism and language/communication disorders Pre-K-12 (e.g., ASD Nest model, Social Development Intervention, etc.).
  - Communication Clinic of Connecticut (CCC) provided full day professional development to PK-12 speech/language pathologists and half-day training for PK-12 school

psychologists on February, 16, 2018.

- Representatives from several disciplines (general and special education) attended the ASD Nest Conference on January 18 and 19, 2018. Next steps include an analysis of professional development needs and cohort of students who may benefit from this type of programming.
- Provide professional development in Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP) for psychologists and social workers.
  - Professional development on FBA/BIP will be scheduled to take place during department meetings and/or PLCs.
- Provide targeted Year 2 -professional development in autism and behavior-specific interventions for specialized programs Pre-K-5 (DLCs, etc.).
  - Nine NECC consultation days have taken place this school year.
- Provide targeted year 1 (MMS, initial) and year 2 (DHS, implementation) professional development in co-teaching.
  - Marilyn Friend provided seven, full-day professional development workshops on co-teaching for secondary staff (one workshop in August, two workshops in September, two workshops in November, and two workshops in February.) Marilyn will be returning in April.
- Develop a proposed 18-21 transition program.
  - Worked collaboratively with local towns and schools to provide transition programs for the cohort of students who will be articulating to transition programs in 2018. Students have proposed programs offerings or placements for the 2018-2019 school year.
- Collaborate with DHS administration for the implementation of Fitch Academy for the 17-18 school year.
  - The special education department continues to support students with IEPs at Fitch Academy through the PPT process.

### June Update

- Professional development workshops and training on inclusive teaching and related service practices for high functioning students with autism and language/communication disorders PK-K-12 (e.g., ASD Nest model, Social Development Intervention, etc.) completed for the 2017-2018 school year.
- Professional development in Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP) for psychologists and social workers completed in consultation with District Behavior Analysts.
- Year 2 professional development for specialized programs PK-K-5 (DLCs, etc.) completed.
- Year 1 (MMS, initial) and Year 2 (DHS, implementation) professional development in co-teaching completed.
- Worked collaboratively with local towns to provide transition programs for DHS students. Students have transition program offerings for the 2018-2019 school year.
- The Special Education Department continues to support students with IEPs at Fitch Academy through the PPT process.

### Goal: Maintain positive and effective community partnerships

### November Update

- Continue systematic, ongoing communication mechanisms with CDSP and SEPAC.
  - Monthly meetings with CDSP special education co-chairs and representatives (starting November 2017)

- Assistant Superintendent and Program Directors attend monthly SEPAC steering committee meetings
- Collaborate with CDSP and SEPAC on building-based and District-wide presentations on topics of community interest.
  - Co-sponsored “Student Support Services at MMS” and attended a presentation on ADHD by The Child Mind Institute with SEPAC
  - SESS Facilitators collaborate with building-based special education PTO representatives to host parent coffees on topics of interest
- Provide articulation (i.e., Pre-K-K, 5-6 and 8-9) coffees to increase parent knowledge of process and programs.
  - Parent coffees will take place in the spring of 2018

### March Update

- Continue systematic, ongoing communication mechanisms with CDSP and SEPAC.
  - Ongoing participation in CDSP Special Education Subcommittee meetings and SEPAC meetings
- Collaborate with CDSP and SEPAC on building-based and District-wide presentations on topics of community interest.
  - Elementary schools continue to implement school-based activities to support community-building and family engagement in special education. (e.g., coffees and presentations).
  - Ongoing planning and development for parent workshops in the 2017-18 and 2018-19 school years
- Invited representatives from SEPAC and CDSP to participate in Re-Imagining Libraries Committee work in developing a district-wide vision.
- Provide articulation (i.e., Pre-K-K, 5-6 and 8-9) coffees to increase parent knowledge of process and programs.
  - Parent coffees for families articulating from 8th-9th grade and 5th-6th grade were held in February 2018. A parent coffee for Pre-K-K is scheduled for the spring.

### June Update

- Participation in CDSP Special Education Subcommittee meetings and SEPAC meetings completed for 2017-2018.
- CDSP and SEPAC presentations on topics of community interest completed.
- Representatives from SEPAC and CDSP participated in Re-Imagining Libraries Committee.
- Articulation presentations to increase parent knowledge of process and programs completed.

### Goal: Continue development of special education department systems and structures

### November Update

- Develop formalized PLC and department meeting structures for special education departments at the elementary schools in partnership with SESS facilitators and building administrators.
  - Program Director, building administrators, and SESS Facilitators collaborate on topics and agenda setting for PLCs
- Develop formalized PLC and department meeting structures for special education departments at MMS and DHS in partnership with Dept. Chairs of Special Education.
  - PLC and department meeting structures have been designed and implemented at both



MMS and DHS.

- Conduct monthly SESS facilitator and related service professional department meetings.
  - SESS Facilitators meet monthly (as a group) and individually (once per 6-day cycle) with the Elementary Program Director.
- Continue monthly Program Directors' Advisory meetings with building-level administration.
  - Directors' Advisory is an ongoing structure in the special education department.
- Increase the efficiency of PPT practices
  - Provided guidance and structures to support ensuring efficient PPTs, including guidance on length of meetings, participants, and agendas.

### March Update

- Develop formalized PLC and department meeting structures for special education departments at the elementary schools in partnership with SESS facilitators and building administrators.
  - Program Director, building administrators, and SESS Facilitators continue to collaborate on topics and agenda setting for PLCs
- Develop formalized PLC and department meeting structures for special education departments at MMS and DHS in partnership with Dept. Chairs of Special Education.
  - PLC and department meeting structures have been designed and continue to be implemented at both MMS and DHS.
- Conduct monthly SESS facilitator and related service professional department meetings.
  - SESS Facilitators continue to meet monthly (as a group) and individually (once per 6-day cycle) with the Elementary Program Director.
  - Structure and implement related service provider department meetings.
- Continue monthly Program Directors' Advisory meetings with building-level administration.
  - Restructured Directors' Advisory to be implemented through district-level and building-based meetings.
- Increase the efficiency of PPT practices
  - Developed a Special Education Committee to review existing practices and develop protocols for PPT efficacy.
  - Continue to provide guidance and structures to support ensuring efficient PPTs, including guidance on length of meetings, participants, and agendas.

### June Update

- PLC and department meeting structures have been designed and continue to be implemented PK-12.
- Special Education Facilitators and Department Chairpersons meet as a group and individually with the elementary and secondary Program Directors.
- Related service providers attend school-based special education department meetings PK-12.
- Directors' Advisory implemented through building and district-wide meetings.
- Special Education Committee reviewed existing practices and developed protocols for PPT efficacy. Structures to support efficient PPTs, including best practices in preparation and participation have been implemented.



<b>Human Resources</b>	
<b>Goal: Continue review, revision and update of District policies</b>	
<b>November Update</b>	
<p>Policy audit - Fall 2017: Review and revision of the Commitment Policy. The audit of current policies is ongoing.</p> <ul style="list-style-type: none"> <li>● Prioritization of policy presentations to the Board of Education - Shipman and Goodwin/CABE Model Policy Updates added to list of prioritized policies.</li> <li>● Presentation of revised/new policies to the Board of Education - Ongoing.</li> </ul>	
<b>March Update</b>	
<ul style="list-style-type: none"> <li>● Policies will be presented for a first reading by the Board of Education at the March 27, 2018 meeting.</li> </ul>	
<b>June Update</b>	
<ul style="list-style-type: none"> <li>● Review and presentation of policies is ongoing.</li> </ul>	
<b>Goal: Complete negotiations for the nurses, paraprofessionals and secretaries</b>	
<b>November Update</b>	
<p>Continued negotiating sessions and/or mediation as needed - Contract with nurses ratified at November 14 Board meeting; Paraprofessional negotiations at impasse after mediation; Mediation session scheduled with Secretaries for November 27, 2017</p>	
<b>March Update</b>	
<ul style="list-style-type: none"> <li>● We have signed a tentative agreement with the secretaries and are waiting for them to ratify the agreement prior to bringing it to the Board of Education for approval.</li> <li>● We are preparing for arbitration with the Paraprofessionals after we reached an impasse in our last mediation session.</li> </ul>	
<b>June Update</b>	
<ul style="list-style-type: none"> <li>● We are in arbitration with the paraprofessionals.</li> </ul>	
<b>Goal: Increase recruitment strategies</b>	
<b>November Update</b>	
<p>Continue to develop relationships with preparing institutions - Ongoing.</p> <ul style="list-style-type: none"> <li>● Investigate impact of attending additional job fairs in other geographic areas- After a review of our primary sources for recruiting, we have determined that adding visits to job fairs in other areas would not yield sufficient gains to justify the costs involved.</li> <li>● Continue to work with District administrators to increase the rigor of the hiring process - Ongoing.</li> </ul>	
<b>March Update</b>	

<ul style="list-style-type: none"> <li>We have met with our new administrators for training relating to the District's hiring process, including the use of Applitrack and OLAS. This training will be ongoing.</li> </ul>
<b>June Update</b>
<ul style="list-style-type: none"> <li>Additional training will be provided during the summer.</li> </ul>
<b>Goal: Review mandatory trainings, create consistent presentations and develop a system of accountability for staff</b>
<b>November Update</b>
<p>Conduct audit of all mandated trainings - Completed- August 2017.</p> <ul style="list-style-type: none"> <li>Develop consistent presentations and/or on line training modules for appropriate staff - Appropriate presentations created and shared with building administrators for use with staff.</li> <li>Develop a system to ensure and document that all appropriate staff receive mandated trainings - Completed - August 2017.</li> </ul>
<b>March Update</b>
<ul style="list-style-type: none"> <li>As stated above, this goal was completed in August 2017.</li> </ul>
<b>June Update</b>
<ul style="list-style-type: none"> <li>We will create a more efficient tracking system for this training.</li> </ul>

## Community

*Goal: Increase communication with school community groups utilizing social media and other forms of communication*

### November Update

Implement: District newsletter, News of the Week, Twitter (where appropriate), School Newsletters, and Parent Workshops.

- Publications & Workshops
  - A Darien Public Schools Magazine has published two editions for the 2017-18 school year with more scheduled during the year.
  - Twitter accounts have been set up and utilized by Central Office Staff members, building principals, and assistant principals.
  - News of the Week, in its third year, started publishing at the beginning of the school with features on various happenings, events, and projects across the district. The News of the Week features are re-posted to the Darienite website for greater community access.
  - Parent workshops have been offered by the special education office and the office of curriculum and instruction.
  - Six parent workshops related to the Grade 5 and Grade 9 roll-out of 1:1 devices were held this Fall. In all, 250 parents attended these school-based sessions that focused on the district's technology initiative.
  - A CDSP workshop is planned related to Google Classroom 101 for parents in December.

### March Update

- Budget magazine published in March
- District Twitter accounts remain active
- November Updates continued
- News of the Week has continued - 23 unique feature articles as of March 8, 2018

### June Update

- News of the Week continued
- Budget magazine will be produced for next year

*Goal: Provide families with a "Transfinder App" to allow opportunities to track the time of arrival for students who are transported to school by bus*

### November Update

Pilot bus app with one elementary school to determine strengths and weaknesses.

- Adjust, communicate and roll out to district. The app has successfully been rolled out throughout the district, K-12, allowing parents to track the movement of their children's bus to better prepare for drop off and pick up times. In several areas our GPS signal is not as strong as we would hope for and that has caused minor problems. We are continuing to look for workarounds to remedy this problem.

March Update
<ul style="list-style-type: none"><li>• Currently being utilized effectively</li><li>• Parent survey to be administered in June for feedback</li></ul>
June Update
<ul style="list-style-type: none"><li>• Participation continues at 600. Results of survey being gathered.</li></ul>

<b>Facilities</b>	
Goal: Continue to review/implement security enhancements. Make recommendations for future projects related to the safety and security of school buildings	
November Update	
<ul style="list-style-type: none"> <li>Implement district-wide security measures around lockdown procedures. Project is in the process of being completed with the expected date of approximately Feb. 1. The police department in conjunction with the facilities department updated all security assessments in each of our buildings</li> <li>Install barriers under DHS bridge to prevent car access. Ballards have been ordered and delivered with installation due to take place during the Christmas Break.</li> </ul>	
March Update	
<ul style="list-style-type: none"> <li>Ballards have been installed at DHS during February break</li> <li>Ongoing meetings are taking place with police department regarding best practices</li> </ul>	
June Update	
<ul style="list-style-type: none"> <li>Significant planning done for continued work to be performed during the summer. This includes upgrade of cameras district wide, a swipe system at the high school for students, reducing the number of access doors at the high school, and “man-traps” being installed at MMS and Holmes</li> </ul>	
Goal: Collaborate with the DAF regarding the installation of new stadium lights and sound system	
November Update	
<ul style="list-style-type: none"> <li>Monitor usage and convene committee and make adjustments where appropriate.</li> <li>The installation is complete and the first meeting to discuss issues with the committee has taken place with all parties satisfied with the implementation.</li> </ul>	
March Update	
<ul style="list-style-type: none"> <li>Continued monitoring during the spring season</li> </ul>	
June Update	
<ul style="list-style-type: none"> <li>complete</li> </ul>	
Goal: Follow up on the work done on the master plan doing so in the context of the State’s financial difficulties	
November Update	
<ul style="list-style-type: none"> <li>Collaborate with the Board of Education, Facilities Committee and architects to appropriately</li> </ul>	

<p>plan capital projects for the coming year. See above</p> <ul style="list-style-type: none"> <li>The preliminary plan is being shared with the BOE at the 11/28 meeting.</li> </ul>
<b>March Update</b>
<ul style="list-style-type: none"> <li>Ox Ridge proposals have been presented to the Board of Education for review and discussion</li> <li>Facilities committee to continue next steps regarding removal of portable classrooms and enrollment as it impacts space</li> </ul>
<b>June Update</b>
<ul style="list-style-type: none"> <li>Significant work has been done at the Board level anticipating the need for a Town building committee and educational specifications for a new Ox Ridge build.</li> </ul>
Goal: <i>Continue to monitor the conditions of school buildings to ensure safety, as well as efficiencies in the context of the building conditions survey</i>
<b>November Update</b>
<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. <a href="#">See above</a></li> </ul>
<b>March Update</b>
<ul style="list-style-type: none"> <li>Priority One Capital Projects have been determined by the Board of Education for review and approval by the Board of Finance and RTM</li> </ul>
<b>June Update</b>
<ul style="list-style-type: none"> <li>Projects were approved by the RTM and work is set to begin over the summer</li> </ul>
Goal: <i>In consultation with the facilities committee ensure that the cafeteria project is completed on time and at budget</i>
<b>November Update</b>
<ul style="list-style-type: none"> <li>Engage the facilities committee as approved by the Town of Darien.</li> <li>The building committee has met, architects and a owner's rep have been chosen and plans for the project are in the process of being developed.</li> <li>Create an oversight schedule, that includes ongoing monitoring until completion of project. This has been completed and presented to the Committee. Oversight of this project belongs to the Committee which is acting on behalf of the Town.</li> </ul>
<b>March Update</b>
<ul style="list-style-type: none"> <li>In progress and currently on schedule and on budget</li> </ul>
<b>June Update</b>
<ul style="list-style-type: none"> <li>The Building Committee work has been well documented with the expectation that it will allow for students to utilize the facility for the first day of school</li> </ul>

## Technology

*Goal: Implement the 1:1 initiative at DHS with iPads*

### November Update

Provide staff with district, building-based, blended learning Professional Development to support teacher learning and planning for 1:1 learning environment.

- DHS trainings (Aug.-Jan.)
  - August/November PD days with Technology focus (small workshops);
  - Apple Store trainers led two on-site trainings, one off-site;
  - Technology Tuesday offerings (weekly) by LMS and staff assigned to Technology Duty;
  - Two Apple certified teachers from NY visited for large and small-group sessions on using the iPad for instruction
  - Jan. PD planned with National speaker Monica Burns.

● Create a centralized digital space for staff to access resources to support iPad implementation.

- iPad Resources
  - Staff website was created to house technology resources - how-to, updates, etc.
  - A self-service app has also been located on the iPads for teachers and staff to access newly added apps for education.
  - Student iTeam is creating a student version of the website, which will include podcasts and short video tutorial.

● Develop partnership with Apple and local Apple stores to support teaching and learning with iPads.

- Apple Store Partnership (Stamford, CT)
  - Apple Store Trainers assisted with the August launch with sessions on iPad Basics and iPad intermediate, iMovie.
  - On-site DHS training in October for iMovie where 20 staff attended
  - Off-site training for members of various departments at the Apple Store related to video and iMovie. DHS staff who attended these sessions/led trainings at November 7 PD at DHS

● Implement a 9-10 Digital Citizenship curriculum for students as part of the 1:1 roll-out.

- Digital Citizenship work
  - LMS access to K-12 Digital Citizenship curriculum
  - As part of roll-out, students had a brief introduction to key components of digital citizenship, including digital footprint and responsible use.
  - DHS admin., Dir. of Instructional Technology, and LMS are drafting a plan for ongoing school-wide work in the area of digital citizenship

● Create a DHS Core App list and formal reviewing process for new apps.

- Apps & Process
  - DHS Core apps list has been created and posted on the DHS website.
  - Working DRAFT of a process created. Free apps requested by teachers are available within 24 hours of request. Staff requesting paid apps will complete an

app study with colleagues and review prior to district purchase.

- Create systems & processes for students to receive support for iPad repair and maintenance.
  - Repair, Maintenance, & Support
    - Library is the hub for all issues related to iPads. Repair tickets are put in by LMS staff to IT for screen repairs. Basic fixes are handled by LMS, LMS paras, or members of the iTeam.
    - LMS & Student iTeam is available in the library space during the day to support staff and students.
    - LMS & Student iTeam are scheduled to co-teach with LMS on apps such as Explain Everything and iMovie. iTeam students also made presentations to staff on Nov. 7.
- Monitor & assess; identify strengths and challenges in collaboration with administration & building-based committee.
  - Assessment
    - On-going work with DHS administration, LMS staff, IT, and Director of Instructional Technology

### March Update

A Full Board Presentation scheduled for May 22, 2018

A Few Highlights:

- A national presenter for iPads and Educational Technology, Monica Burns, worked with DHS staff during the January PD. February PD day also had targeted educational technology offerings.
- Trainers for online subscriptions Newsela and Learning A-Z provided professional development to all levels to support thoughtful integration in the area of literacy
- Darien High School iTeam has continued its works and was invited to present at CECA conference in Hartford, CT. The iTeam support teachers in the classroom and develops resources for students related to iPads and learning. Last month, they presented to staff of the Wilton Public Schools.
- New app review process at DHS has been implemented. One pilot study of a paid app is underway for assessment (Socrative). Free apps requested by staff have been made available consistently within 24 hours for both staff and students.
- iPad Conference at the University of Connecticut to be attended by DHS staff in May.

### June 2018

- The DHS Technology Committee was reconstituted and created a new mission statement
- DHS Staff (7) identified to participate in self-paced Google and Apple certification training over the summer
- Technology PLC and Technology Duty for 2018-19 - under review & development.
- Date for iPad Roll-out for Rising Grade 9 students set; inventory procedures and ASPEN sign-off procedures set. Students to receive iPads during an Advisory period in September.



- IT is procuring a grade-level of iPads with keyboards with our Apple representative
- Exploration of specialized training, Jan. 2019, with certified Apple Trainer.
- Exploration of trainings to be held at Apple Store in Stamford

*Goal: Develop and pilot a new teacher/administrator evaluation platform that supports the inclusiveness of data in a meaningful form*

### November Update

- Identify a small group of administrators and teachers to pilot new T-Eval platform under development; meet with developers of the platform.
  - Software review of new teacher evaluation system
    - Pilot group of administrators and teachers identified.
    - Meetings with the vendor have been ongoing for review and feedback since Spring 2017.
    - October/November: Pilot administrators and teachers are completing goal-setting process in the new system and providing feedback.
    - Observation end of the system should be operational in December.

### March Update

- Regular meetings with vendor continue for review and feedback. Each time, these meetings drive changes in the prototype.
- Pilot administrators have been exploring the test site and functions since November and providing feedback
- A meeting is planned on March 15, 2018 for greater feedback from administrators on the site as it stands.

### June 2018

- Presented new platform in June 2018 to all Darien administrators for feedback. Consensus was to move forward with full implementation and officially leave Protraxx
- Vendor received changes and will have a live system by July 15, 2018
- Roll-out plan to be finalized in July; Administrator training to start in August prior to school
- DRAFT TEPL Training plan

**Prior to Start of School:** Administrator Training (August)

**Part 1:** Log-In, Understanding the TEPL Dashboard, Developing a Goal with District Data, Submitting a Goal Plan (August PD days)

**Part 2:** Teacher Evaluation - Pre-observation form, Signing off (Early September)

**Part 3:** Mid-Year (December)

**Part 4:** End of Year (April-May)

*Goal: Continue to develop the Chromebook initiative in grades 4-8*

### November Update

- Clarify curriculum goals in relation to the Chromebook initiative (related to C & I goal).

- PLC work for 2017-18
  - Focused on developing curriculum that incorporates new AALS and ISTE standards and new district-developed curricula.
- Implement district, building-based, & blended learning Professional Development to further support teacher learning and integration of technology in instructional practice; creating personalized learning environments for students.
- Elementary & MS Technology PD
  - August Professional Development with Alice Keeler, guru of Google Apps for Education, was held at the middle school and included an open, afternoon session with staff involved in technology committees from around the district
  - School-wide digital portfolio pilot started at middle school as an assessment tool
  - Elementary/MS on-site trainings related to Newsela to support TC Units of Study, and new SS and Science curriculum with non-fiction text with ability to change lexile levels
  - Trainings related to Dreambox & Raz Kids PD planned to support Math & Literacy work

### March Update

- Professional Development Days in January and February allowed for trainers to work with teachers in Newsela (Nonfiction resource) and Learning A-Z (elementary literacy). These are fully integrated digital tools on the Chromebooks
- Professional Development Days in November and January for training on EquatIO for all MMS Math teachers. This is a digital equation writing tool for Chromebooks. In November, the teachers went through a self-paced online course as a group and applied in December. In January, there was a follow-up live webinar with the staff.
- Small pilots have started with WeVideo, which is the Chromebook version of iMovie. At MMS, the sixth grade completed short videos connected to a social issue unit of study. This effort was led by MMS Library Media Specialist in collaboration with English teachers. Other pilots in the works are related FlipGrid (quick video assessment tool incorporated with the Chromebook) and Glogster (digital posters for presentations).
- At the February PD day, the MMS digital portfolio took another step forward with training by Marc Marin, Director of Instructional Technology. Teachers solidified what will be in the student portfolios by content area and discussed ways to support student curation. A parent presentation event is being planned for May/June.
- All MMS students are using their Chromebooks to build a digital portfolio using Google Sites. Parent portfolio presentations are planned for May/June.

### June 2018

- DRAFT K-12 Library Media Curriculum written with focus on digital and media literacy, digital citizenship, research skills, and promoting a love of reading. New AASL, ISTE, and CCSS standards used. Summer work planned to revise and edit.
- MMS Parent Portfolio Presentations (Grade 6) were completed successfully in June - well received. Summer work to review the portfolio container and establish it as a capstone experience

- WeVideo -video editing software for the Chromebook - was expanded at MMS and connected to curricular projects in Social Studies and English.
- Planning for a *Digital Storytelling* initiative (i.e. using video to tell the story of student learning) in 2018-19 started. Core applications were identified K-12 (WeVideo, Adobe Spark, DoInk, iMovie, and Flip Grid. LMS training planned in August. LMS training of staff throughout Fall 2018. Opportunities for integration in the curriculum will be identified.
- Planning for *Is It Real?* initiative to launch during Digital Citizenship week in October started. The goal is to support K-12 work in digital literacy in helping students determine the credibility, accuracy and authenticity of information presented in digital formats.
- 1:1 Roll-out for Grade 8 planned for September (replacing older model with new touch screen, ruggedized ones)
- Digital resources accessible on the Chromebooks for new elementary Social Studies and Science units completed

Goal: Adopt new Darien Public Schools Technology Plan for 2018-2021

### November Update

Identify steering committee made up of school, board, and community stakeholders.

- Committee membership to be determined in January 2018 in collaboration with BOE, CDSP, SEPAC, Central Office, and building administration
- Start date in February 2018.
- Review current three-year plan document and progress to date; revise as needed.
  - Start planned for February 2018.
- Seek board review and adoption; submit to State Department of Education- May.
  - Plan to submit updated Technology Plan for board review in May 2018

### March Update

- Self-assessment started relative to the Darien Public Schools Technology Plan 2015-18
- Confirmed that requirement to submit a district technology plan to the state has been discontinued. Next steps to be discussed relative to this goal and timeline for completion.

### June 2018

- Technology plan work placed on hold
- Work with Interim Superintendent of Schools to set up a process for creating a new plan during 2018-19

Goal: Finalize the rollout of copy center with the transition to DHS and MMS

### November Update

Provide staff with on-site professional development.

- Offer continued support to staff during transition.

### March Update

Continued professional development to Copy Center and Teaching Staff
June 2018

**2017-18**  
**Gifts Received**

<u>Date</u>	<u>Category</u>	<u>Donor</u>	<u>Item(s)</u>						<u>Total</u>
25-Jul	<b>Ox Ridge</b>	Neuner Family	Movable shelves for classroom libraries						5,000
25-Jul	<b>Middlesex</b>	Middlesex Parents Association	(2) 4.5" Gooseneck Pole Systems for basketball court in bus loop; (2) basketball hoops similar to Darien High School basketball hoops near football field						3,970
22-Aug	<b>High School/ Athletics</b>	Darien Athletic Foundation	Repainting of Stadium Goal Posts						2,200
24-Oct	<b>High School</b>	YMCA/YWCA/ Community Fund/ DHS Parent Assoc./ Silver Hill Hospital	Chris Herren Speaking Engagment to further educational opportunities around student wellness and decision making (YMCA \$5,000/Community Fund \$3,500/ DHSPA \$1,000/Darien YWCA \$500/ Silver Hill Hospital \$500)						10,500
3-Nov	<b>Music</b>	Sarah W. Papsun	Englehardt Cello						1,000
3-Nov	<b>Music</b>	Cathy Butcher	Selmer USA Model CL301 Bb Clarinet						350
28-Nov	<b>High School/ Athletics</b>	Blue Wave Booster Club	Boys Ice Hockey - 30 equipment bags (\$3,270); Girls Ice Hockey - 30 reversible practice jerseys (\$1,198.50); Boys Swimming - pull buoys and swim belts (\$243.44); Boys Baseball - 10' x 10' field screen for protection (\$399); Girls Golf - 7 GPS range finders for distance to hole, etc. (\$970); Girls Softball - 4' x 12' backstop padding (\$539); Boys/Girls Track: field training course (\$195); Tennis: table, benches and shade canopy (\$1,650)						8,464.94

**2017-18**  
**Gifts Received**

19-Dec	Music		Nancy Powell	Henkin Bb Wooden Clarinet and case					200
20-Dec	Music		Stamford Town	Darien Music Ensembles performing at the Stamford Town Center					1,500
			Center	during the week of December 11-15, 2017 to be applied equally					
				among the performing groups and applied toward the expense of					
				planned trips and activities: DHS Band to Philadelphia; DHS					
				Strings to Montreal; MMS Strings to Music in the Parks Festival;					
				Holmes Chorus - Elementary Honors Chorus trip to Music in the					
				Parks Festival or end of the year activities for the chorus students					
9-Jan	Tokeneke		Tokeneke PTO	Inclusive Orbit Spinner for Tokeneke School playground					20,000
									(approx.)
5-Feb	Royle		Exxon-Mobil	Education Alliance for maintenance and support of instruction					500
			(via Noroton Service	Station) in Math and Science					
7-Feb	Music		Fairfield County	DHS Orchestra - to defray the cost of the trip to Music Festival					1,000
			Bank	in Montreal					
27-Feb	Holmes		Holmes PTO	New playground equipment (5 pieces) from Landscape Structures					38,091.20
				for both kindergarten and larger playground					
27-Feb	Music		Darien Music for	Cultural enrichment assembly programs for all elementary					12,000
			Youth	schools and evening performance for the public by					
				Russian Music and Dance Ensemble, Barynya in April 2018					
28-Feb	Music		Craig Chase and	DHS Orchestra - to defray the cost of the trip to Music Festival					1,200
			Sherry Marcus	in Montreal					
28-Feb	High School/ Athletics		Blue Wave Booster	Filming of Girls Varsity Basketball games					1,900
			Club						
19-Mar	High School		DHS Parents Assoc.	Enrichment initiative for English Department - author visit					1,500
				(Robert Cocuzzo, author of Tracking the Wild Coomba: The					

**2017-18**  
**Gifts Received**

				Life of Legendary Skier Doug Coombs)						
23-Mar	Hindley		Hindley PTO	Maker Space items for Hindley Library for use by all K-5 students						1,398.69
27-Mar	High School		DHS Parents Assoc.	LINK/9th grade orientation (\$750); China Exchange (\$1,000); Advisory (\$500); Field trip scholarships (\$1,500); Blue Wave Council (\$500)						4,250
11-Apr	Elementary Band Program		Sofia Bender	Defray some expenses for the Elementary Band Program						500
24-Apr	Music		Tracy Wind	Korg SP-100 Digital Keyboard with bench and stand (\$475); Behringer Eurolive B205D monitor (\$150)						625
30-Apr	High School		Baird Foundation (G. Demopoulos)	Fuel Cell Program						1,500
22-May	Athletics		Darien Youth Lacrosse	Used golf cart for Darien High School Athletic Department to be used to transport equipment						3,000-4,00
22-May	Athletics		Darien Youth Lacrosse	Boys' lacrosse program at Darien High School towards offsetting the cost of filming and editing						5,000
22-May	Athletics		Darien Youth Lacrosse	Girls' lacrosse program at Darien High School towards offsetting the cost of filming and editing						5,000
5-Jun	Athletics		Blue Wave Booster Club	A-Frame Drinking Tree Hydration system (Football) \$675; Fence Sign (Girls/Boys Swimming) \$250						925
14-Jun	Music		Lily Knight	Yamaha YSL200AD Trombone and hard case to be used in the district as a loaner instrument to any student in need						475
14-Jun	Music		Margaret Lane	Vic Firth Percussion Kit to be used in the district as a						150

**2017-18**  
**Gifts Received**

					loaner instrument to any student in need							
15-Jun	<b>Hindley</b>		Hindley PTO		Sennheiser Wireless Microphone Kit and Receiver							1,100
					<b>TOTAL.....</b>				<b>\$134,299.83</b>			



# PERSONNEL ACTION REPORT

June 26, 2018

Item	Name	Action	Replacing/Location/Position	Effective Date		Tenure Area	Certification Class/Step
				From	To		
Appointments							
1	Lauren Golden	Appointment	R Gethner/DHS/Biology	8/27/2018	6/30/2022	Teacher	Biology 7 - 12 MA Step 5
2	Stephanie Ard	Appointment	E Salov/Art/DHS	8/27/2018	6/30/2022	Teacher	Art PK - 12 MA Step 3
3	Melissa Marsden	Appointment	New Position/Fitch/Math and Special Education	8/27/2018	6/30/2022	Teacher	Special Education PK - 12 Math 7 - 12 MA Step 3
4	Kelly Baker	Appointment	Jessica Beal/Science/MMS	8/27/2018	6/30/2022	Teacher	Science MA Step 13
5	Colleen Roemer	Appointment	Katie McDavid/Math/DHS	8/27/2018	6/30/2019	Teacher	Math MA Step 3
Resignations and Retirements (Informational)							
1	Phillip Youker	Resignation	DHS/Physics Teacher		6/30/2018		
2	Elissa Johnson	Resignation	DHS/Environmental Science Teacher		6/30/2018		
3	Amber Pietrefaso	Resignation	MMS/English Teacher		6/30/2018		
4	Victoria Jukic	Resignation	MMS/ Math Teacher		6/30/2018		
5	Jessica Beal	Resignation	MMS/Science Teacher		6/30/2018		