

Board of Education
Darien, Connecticut

TUESDAY, JULY 10, 2018

SPECIAL MEETING OF THE BOARD OF EDUCATION

PLACE:
**DARIEN PUBLIC SCHOOLS’
ADMINISTRATIVE OFFICES
MEETING ROOM
8:30 a.m.**

AGENDA

1. Call to order..... Mrs. Tara B. Ochman
2. Adjourn to Executive Session for purpose of discussing Contract Negotiations
3. Reconvene in public session

SPECIAL MEETING OF THE BOARD OF EDUCATION

PLACE:
**DARIEN PUBLIC SCHOOLS’
ADMINISTRATIVE OFFICES
MEETING ROOM
9:15 a.m.**

1. Personnel Items..... Ms. Marjorie Cion
 - a) Appointments
 - b) Resignations
2. Board of Education Retreat..... Dr. Elliott Landon/Mrs. Ochman
 - a) Presentation on Role and..... Mrs. Ochman/Mr. Nick Caruso of C.A.B.E.
Responsibilities of BoE Members

- b) Preliminary Discussion of..... Dr. Landon
District Goals for 2018-2019
- c) Preliminary Discussion of..... Mrs. Ochman/Dr. Landon
Board Goals for 2018-2019**
- d) Board Self-Evaluation..... Mrs. Ochman

3. Adjournment..... Mrs. Ochman

**At the August 2017 regular BoE meeting, the Board changed the wording to “Board Roles and Responsibilities” - this document is on the district website

DARIEN PUBLIC SCHOOLS
BOARD OF EDUCATION

To: Members of the Board of Education
From: Elliott Landon
Subject: Fitch Academy
Date: July 6, 2018

Just to bring you all up-to-date on activity concerning Fitch Academy for the 2018-19 school year, the program will be moving from the Darien Public Library to 6 Thorndale Circle for the start of the upcoming school year. We are in the process of seeking a special use permit with Planning and Zoning and have established a meeting date of July 24, 2018 for the required P&Z action.

Unfortunately, Mike Feeney advises that we were unable to execute a lease with the Darien Public Library at 1540 Post Road for the continuation of the Fitch Academy at that site.

Once approval has been granted, the Owner will be installing the necessary sprinkler system required for occupancy. It is estimated that we will be able to move in on or around the school starting date of August 30th. The Library has agreed to maintain Fitch Academy temporarily at the Library should the space at Thorndale not be ready for the opening day of school.

Please see letter attached to Jeremy Ginsberg from Michael Lynch.

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

Mr. Jeremy Ginsberg
Planning and Zoning Director, Town of Darien
2 Renshaw Road
Darien, CT 06820
RE: 6 Thorndal Circle, Special Use Permit

July 3, 2018

Dear Mr. Ginsberg:

During the 2017-18 school year the Darien Board of Education ran an Alternative Education program, known as the Fitch Academy. The Fitch Academy operates as a program of the Darien High School. The Fitch Academy serves students who have difficulty thriving in a traditional High School environment. The program is being housed temporarily at the Darien Library, and we are looking to permanently move to 6 Thorndal Circle.

There is a 2 story plus a basement addition on the Northside of 6 Thorndal. The space we are looking to lease is located on the second floor of this addition. This space is 3,253 sq. ft., and includes a kitchen, 3 bathrooms, 2 offices, 2 small group classrooms and 1 large group instructional area. The Nielson Company, who are the property owners, will be installing a Fire Sprinkler system in the basement, first floor and second floor of this addition.

There will be the equivalent of 4 full time staff members assigned to the program who will rotate in and out during the day. Parking for 5 would accommodate this. Seniors will be allowed to drive to the academy with parental permission. There would be an additional 6 parking spaces needed for student parking. Most students will be transported by a district provided van or minibus. The Darien Library will allow the students to be dropped off at the rear lot of the library, which is how they currently arrive at the program. There is a sidewalk connection between the Library parking and 6 Thorndal Circle front entrance. Building security for the students, staff and visitors will be provided by card swipe access to the Fitch Academy. This is the type of access we utilize at our schools.

The Special Use Permit we are seeking would allow the referenced space at 6 Thorndal Circle to be used for educational purposes. I look forward to meeting with you on July 24, 2018.

Sincerely,



Michael Lynch

PERSONNEL ACTION REPORT

July 10, 2018

Item	Name	Action	Replacing/Location/Position	Effective Date		Tenure Area	Certification Class/Step
				From	To		
Appointments							
1	Eva Gach	Appointment	K. Siddell/DHS/Social Studies	8/27/2018	6/30/2022	Teacher	Social Studies 7 - 12 BA Step 6
2	Vivian Mosellie	Appointment	New Position/Spanish/Fitch (0.4 FTE)	8/27/2018	6/30/2026	Teacher	Spanish 7-12 MA Step 3
3	Shana McNamee	Appointment	S. Ruegger/DHS/Biology	8/27/2018	6/30/2022	Teacher	Biology 7 - 12 MA Step 5
4	Tanya Kaplan	Appointment	V. Jukic/MMS/Math	8/27/2018	6/30/2020	Teacher	Math 7 - 12 MA +30 Step 12
5	Katherine Behar	Appointment	J. Castiglia/ Tokeneke/Psychologist	8/27/2018	6/30/2022	Teacher	School Psychologist Ph.D Step 2
6	Paul Ribeiro	Appointment	J. Greenwood/DHS/Assistant Principal	NA	NA	Administrator	Intermediate Administrator
Resignations and Retirements (Informational)							
7	Gonzalo Restrepo	Resignation	DHS/ Spanish		6/30/2018		
8	John Gallucci	Resignation	DHS/ Social Studies		6/30/2018		
9	Lisa Raider	Resignation	MMS/ Special Education		6/30/2018		

Darien Public Schools
DRAFT District Goals 2018-2019

Curriculum & Instruction	Action Steps	Board of Education Discussion Item	Status: Fall, Winter, Spring Update	2019-2020
Implement Math in Focus in Grades K-2; Study the implications of the adopted Math in Focus program on MMS with a math research team/Make recommendations for next steps.	Teacher Plan Parent Workshops			
To actualize the vision of the Re-Imagining Libraries Committee by collaboratively working with community and parent organizations; Board of Education members; and school staff and students to finalize planning documents and budgets for all 7 school library spaces.	<p>Action steps:</p> <ul style="list-style-type: none"> ● Library collections to be weeded to within AASL guidelines to create more open spaces. Excess furniture and outdated equipment to be removed. ● Identify and contract with architect to actualize design specifications outlined in Re-Imagining Libraries report for each library space. ● Collaborate with Facilities & Business office to develop costs for re-engineering library spaces ● Work with BOE, PTO, and Darien Technology Fund to identify potential funding sources ● Develop 2019-20 budget proposal to fully fund renovation of library spaces ● Work with principals, school-based committees, architect, Facilities, Business, and IT to finalize plans in anticipation for Summer 2019 start. 			
<p>Continue training/curriculum writing in support of Health and Wellness, PK-12:</p> <ul style="list-style-type: none"> ● Social Emotional Learning ● Health Education Curriculum 	<p>Action steps:</p> <ul style="list-style-type: none"> ● Continue the study of the SEL curriculum and develop a curriculum writing team, PK-12 <ul style="list-style-type: none"> ○ Identify a scope and sequence PK-12 of essential topics of Social Emotional Learning ○ Create DRAFT units and lessons ○ Identify assured practices, PK-8 in support of the school climate/community ○ Develop/identify programs for ongoing school-wide assemblies PK-12 ○ Finalize the SRBI structure for behavior 			

	<p>including a Tier I approach to SEL</p> <ul style="list-style-type: none"> ● Establish a curriculum writing team, PK-12 for health <ul style="list-style-type: none"> ○ Identify a parallel scope and sequence K-12 health topics ○ Create DRAFT units and lessons <p>Extracurricular Commitment Courses:</p> <ul style="list-style-type: none"> ● Implement Courses 1 and 2 as a component of the extracurricular activities ● Create Course 3 as a component of the extracurricular activities <p>Finalize Health Education Scope and Sequence, PK-12:</p> <ul style="list-style-type: none"> ● Implement DRAFT units and collect feedback ● Make shifts in Scope and Sequence as a result of teacher feedback <p>Social/Emotional Learning:</p> <ul style="list-style-type: none"> ● Make revisions on the Elementary progress report based off of SEL standards/expectations ● Implement components of Responsive Classroom (PK-8) and provide professional development across all teachers ● Continue to collect feedback on SRBI Behavior 			
<p>Finalize K-12 Library Media Curriculum to align with new ISTE, AASL, and current curriculum units of study</p> <ul style="list-style-type: none"> ● <u>Curricular focus:</u> Digital and Media Literacy, Research, Educational Technology, Digital Citizenship and Literature appreciation. 	<p>Collaborate with department chairpersons:</p> <ul style="list-style-type: none"> ● Integrate curriculum with content chairpersons (K-12) <p>Provide professional development for LMS staff and general education staff</p> <p>Communicate with families through workshops and/or newsletters</p>			

Business	Action Steps	Board of Education Discussion Item	Status: Fall, W inter, Spring Update	2019-2020
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Create a structure of security and workflow to ensure greater control of operations.	Construct groups with assigned access for workflow procedures.			
Continue the District's efforts toward paperless alternatives.	Implement 'Employee Self Serve' for individual employee information <ul style="list-style-type: none"> ○ Create individual online access for electronic W -2 and payroll check retrieval 			
Ensure compliance with new requirements of Section 10-10c of the Connecticut General Statutes.	Rollout of the State of Connecticut's online Education Financial System (EFS) for financial reporting.			

Special Education	<u>Action Steps</u>	Board of Education Discussion Item	Status: Fall, Winter, Spring Update	2019-2020
Early Learning Program (ELP) staff will become knowledgeable and proficient on the System and implementation of Connecticut Documentation and Observation for Teaching System (Ct. DOTS)	Targeted Professional Development for Early Learning Program (ELP) special education teachers, psychologists, and speech and language pathologists in the Connecticut Documentation and Observation for Teaching System (Ct. DOTS) Training by CES on site.			
To continue professional development related to the implementation of current exemplary assessment tools, practices, and data collection for special education staff District-wide.	Training provided by the New England Center for Children (NECC) and Autism Curriculum Encyclopedia Training (ACE). Targeted professional development in best practices in current assessments and data collection for progress monitoring Grades Pre-K - 12.			
To continue the implementation of best practices in Co-teaching for Specially Designed Instruction.	Continue training for MMS and DHS special education teachers and administrators.			
To continue the implementation of best practices in IEP goal writing for special education teachers, psychologists, speech and language pathologists, Occupational Therapists, Physical Therapists, Teachers of the Hearing Impaired, and Teachers of the Visually Impaired.	Continue targeted development in writing Specific, Measurable, Achievable, Relevant, and Time Bound Goals (SMART GOALS).			

To be a Community resource in clinical and educational information in child development.	Presentations on Current Topics for Community members.			
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Human Resources	Action Steps	Board of Education Discussion Item	Status: Fall, Winter, Spring Update	2019-2020
To continue the review, revision and updating of district policies.	Prioritize policies to present to the Board for approval.			
To conclude negotiations and arbitration proceedings.	Negotiations with the Custodians, Maintenance and Cafeteria Workers begin this year. Arbitration with the Paraprofessionals continues.			
To expand upon current recruitment strategies.	Investigate the possibility of hosting a recruitment fair in Darien.			
To continue to explore paperless alternatives to District practices.	To study the possibility of integrating the functions of Applitrack and Aesop as well as online onboarding.			

Community	Action Steps	Board of Education Discussion Item	Status: Fall, Winter, Spring Update	2019-2020
To explore mechanisms to gain feedback from stakeholders on school district's climate.	Review, revise and administer the school climate survey.			

Facilities	Action Steps	Board of Education Discussion Item	Status: Fall, Winter, Spring Update	2019-2020
Continue to review/implement security enhancements. Make recommendations for future projects related to the safety and security of school buildings.	Create 'mantraps' at MMS and Holmes and upgrade security cameras district wide.			
Review projects within the 5 year plan.	Update the 5 year master plan beyond the Ox Ridge proposal.			
Review the renovation of Ox Ridge Elementary	Complete the educational specifications for the Ox Ridge			

School.	new building project.			
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Technology	Action Steps	Board of Education Discussion Item	Status: Fall, Winter, Spring Update	2019-2020
<p>To move the digital portfolio initiative at Middlesex Middle School from Pilot (2017-18) to a Capstone experience</p> <p>To explore digital portfolio initiative and potential pilot at Darien High School</p>	<p>MMS:</p> <ul style="list-style-type: none"> Establish MMS Capstone Committee Set-Up Digital Portfolio for Grades 6-8 Identify items to be captured in portfolio by department & grade level Parent presentations in Spring <p><i>*Staff PD to be on-going throughout the year</i></p> <p>DHS</p> <ul style="list-style-type: none"> Initiate ground work for a digital portfolio with the DHS Technology Committee and administration 			
<p>To implement Darien Technology Plan (Year 3) 1:1 Roll-out for Grades 5 & 9</p> <p>In 2018-19, Darien will be 1:1 in the following grades: Grade 4: Chromebook carts in classrooms Grades 5-8: Chromebooks (home-school) Grades 9-11: iPads</p>	<p>ALL:</p> <ul style="list-style-type: none"> Check all digital sign-offs are complete (Loan agreement, AUP) Move inventory of district devices from ASPEN to Destiny <p>Elementary:</p> <ul style="list-style-type: none"> Conduct five building-based parent meetings for Grade 5 as part of elementary roll-out in September. Complete digital citizenship training for all Grade 5 students prior to issuing a Chromebook for home and school use. <p>DHS:</p> <ul style="list-style-type: none"> DHS Technology Committee and iTeam students to support roll-out of iPads to rising 9th grade students. Students will set-up email, review DHS Core applications, and discuss areas of digital citizenship during roll-out. 			