

3:00pm
RECEIVED

Board of Education
Darien, Connecticut

JUN 21 2019

TOWN CLERK'S OFFICE
DARIEN CT.

**REGULAR MEETING OF THE BOARD OF EDUCATION
TUESDAY, JUNE 25, 2019**

**PLACE:
DARIEN PUBLIC SCHOOLS'
ADMINISTRATIVE OFFICES
MEETING ROOM
7:30 P.M.**

TENTATIVE AGENDA

- | | | |
|---|--|-----------|
| 1. Call to Order..... | Mrs. Tara Ochman | 7:30 p.m. |
| 2. Chairperson's Report..... | Mrs. Tara Ochman | |
| 3. Public Comment*..... | Mrs. Tara Ochman | |
| 4. Superintendent's Report..... | Dr. Elliott Landon | |
| 5. Approval of Minutes..... | Board of Education | |
| 6. Board Committee Reports..... | Mrs. Tara Ochman | |
| 7. Presentations/Discussions | | |
| a. Proposal and Recommenda-...
tion on High School Gate
House | Dr. Elliott Landon | |
| b. Further Discussion and.....
Possible Action on Proposed
Athletic Field Trips for 2019-
2020 School Year | Dr. Elliott Landon/
Mr. Chris Manfredonia | |

*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 25, 2019**

7. Presentations/Discussions (cont.)

- c. Annual Progress Report on....
2018-19 District Goals and
Objectives Dr. Elliott Landon/
Dr. Susie DaSilva/
Mrs. Shirley Klein/
Ms. Marjorie Cion/
Mr. Michael Feeney
- d. Annual Report on Donations..... Dr. Elliott Landon/
Mr. Michael Feeney
- e. Board Action on Proposed..... Mr. Michael Feeney
Amendment to Section 125 Plan
- f. Discussion and Possible Action.... Mrs. Tara Ochman/
on Darien High School Shed Mr. Dennis Maroney
Bonding Authorization
- g. Discussion and Possible Action:.... Dr. Elliott Landon
Shall individual members of
Darien Town Boards and
Commissions be given special
accommodations and privileges
with regard to Informational
Requests different than other
residents of Darien, absent a
Vote by their Public Agency?

8. Action Items

- a. Personnel Items..... Ms. Marjorie Cion
 - i. Appointments
 - ii. Resignations/Retirements
 - iii. Leaves of Absence
 - iv. Contract Agreement between
the Darien Board of Education
and the Darien School
Maintenance Association
 - v. Contract Agreement between
the Darien Board of Education
and the Darien School
Custodians Union

**REGULAR MEETING OF THE BOARD OF EDUCATION
TUESDAY, JUNE 25, 2019**

- 9. Public Comment*..... Mrs. Tara Ochman
- 10. Adjournment..... Mrs. Tara Ochman

EL:nv

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APPROVED
REGULAR MEETING OF THE BOARD OF EDUCATION
Tuesday, May 14, 2019

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

BOARD MEMBERS PRESENT:

	Brown	Burke	Dineen	McCammon	McNamara	Maroney	Ochman	Ritchie	Stein
Present	X	X	X*	X	X	X	X	X	X
Absent									

ADMINISTRATION PRESENT:

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

AUDIENCE: Approximately 20

- | | |
|----------------------------|--|
| 1. Call to Order | Mrs. Tara B. Ochman, Chair,
at 7:30 p.m. (0:00) |
| 2. Chairperson's Report | Mrs. Tara Ochman, Chair,
at 7:30 p.m. (0:00) |
| 3. Public Comment | Mrs. Tara Ochman, Chair,
at 7:30 p.m. (0:00) |
| 4. Superintendent's Report | Dr. Elliott Landon
at 7:31 p.m. (0:01) |
| 5. Approval of Minutes | Board of Education
at 7:31 p.m. (0:01) |

MOTION TO APPROVE THE MINUTES OF THE SPECIAL MEETING AND EXECUTIVE SESSION OF THE BOARD OF EDUCATION HELD ON TUESDAY, APRIL 23, 2019:

1st Ms. Ritchie

2ND Mr. Burke

	Brown	Burke	Dineen	McCammon	McNamara	Maroney	Ochman	Ritchie	Stein
Yes	X	X		X	X	X	X	X	X
No									
Abstain									

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

MOTION TO APPROVE THE MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION HELD ON TUESDAY, APRIL 23, 2019:

1st Mr. Burke

2ND Mr. Maroney

	Brown	Burke	Dineen	McCammon	McNamara	Maroney	Ochman	Ritchie	Stein
Yes	X	X		X	X	X	X	X	X

No									
Abstain									

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

MOTION TO APPROVE THE MINUTES OF THE SPECIAL MEETING AND EXECUTIVE SESSION OF THE BOARD OF EDUCATION HELD ON MONDAY, APRIL 29, 2019:

1st Mr. Brown

2ND Mr. Burke

	Brown	Burke	Dineen	McCammon	McNamara	Maroney	Ochman	Ritchie	Stein
Yes	X	X		X	X	X	X	X	X
No									
Abstain									

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

MOTION TO APPROVE THE MINUTES OF THE SPECIAL MEETING OF THE BOARD OF EDUCATION HELD ON MONDAY, APRIL 29, 2019:

1st Mr. Burke

2ND Ms. McCammon

	Brown	Burke	Dineen	McCammon	McNamara	Maroney	Ochman	Ritchie	Stein
Yes	X	X		X	X	X	X	X	X
No									
Abstain									

RESULT - MOTION PASSED (8-0-0)

6. Board Committee Reports

Mrs. Tara Ochman, Chair,
at 7:32 p.m. (0:02)

PRESENTATIONS AND DISCUSSIONS

7. Presentations/Discussions:

a. Update from Department
Chairpersons on Priorities and
Outcomes

Dr. Susie Da Silva
at 7:33 p.m. (0:03)

*Mr. Dineen arrived at 7:54 p.m.

b. Curricula Update: Health
and Wellness PK-12

Dr. Susie Da Silva
at 8:27 p.m. (0:57)

c. Update and Discussion
on Extended School Year
Program

Mrs. Shirley Klein/
Mrs. Shira Schwartz
at 9:17 p.m. (1:47)

d. Verbal Update on High School
and Middle School Scheduling

Mrs. Ellen Dunn/
Mrs. Shelley Somers
at 9:31 p.m. (2:01)

e. Running Track Update

Ms. Jennifer Montanaro
at 9:40 p.m. (2:10)

f. Further Discussion and
Possible Action on Proposed
2020-21 School Calendar

Dr. Elliott Landon
at 10:05 p.m. (2:35)

MOTION TO APPROVE THE PROPOSED 2020-21 SCHOOL CALENDAR:

1st Mr. Burke

2ND Ms. Ritchie

	Brown	Burke	Dineen	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)

8. Action Items:

a. Personnel Items

- i. Appointments
- ii. Resignations/Retirements

Ms. Marjorie Cion
at 10:11 p.m. (2:41)

MOTION TO APPROVE THE PERSONNEL ITEMS AS OUTLINED IN THE MEMO DATED MAY 14, 2019:

1st Mr. Burke

2nd Mr. Maroney

	Brown	Burke	Dineen	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)

9. Public Comment

Mrs. Tara Ochman, Chair,
at 10:12 p.m. (2:42)

10. Adjournment

Mrs. Tara Ochman, Chair,
at 10:12 p.m. (2:42)

MOTION TO ADJOURN:

1st Mr. Burke

2nd Ms. Ritchie

	Brown	Burke	Dineen	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 10:12 p.m. (2:42)

Respectfully Submitted,

Kathrine Stein,
Secretary

APPROVED
SPECIAL MEETING OF THE BOARD OF EDUCATION
Tuesday, June 4, 2019

PLACE:
DARIEN PUBLIC SCHOOLS
ADMINISTRATIVE OFFICES
BOARD OF EDUCATION CONFERENCE ROOM
4:30 P.M.

BOARD MEMBERS PRESENT:

	Brown	Burke	Dineen	McCammon	McNamara	Maroney	Ochman	Ritchie	Stein
Present	X	X	X	X	X	X	X	X	X
Absent									

ADMINISTRATION PRESENT:

Dr. Landon, Dr. Da Silva, Ms. Cion, Ms. Klein

GUEST:

Tom Mooney, Legal Counsel

AUDIENCE: Approximately 5

- | | |
|--|--|
| 1. Call to Order | Mrs. Tara B. Ochman, Chair,
at 4:43 p.m. (0:00) |
| 2. Board of Education Retreat
- Board Operations and Member Performance | Mrs. Tara Ochman, Chair
at 4:43 p.m. (0:00) |
| 3. Adjournment | Mrs. Ochman, Chair,
at 8:06 p.m. (2:23) |

MOTION TO ADJOURN:

1st Mr. Brown

2nd Ms. McCammon

	Brown	Burke	Dineen	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 8:06 p.m. (2:23)

Respectfully Submitted,

Kathrine Stein,
Secretary

Darien Public Schools - Administrative Offices

35 Leroy Avenue - P.O. Box 1167 - Darien, Connecticut 06820-1167
Tel: 203-656-7412 Email: elandon@darienps.org

To: Members of the Board of Education
From: Elliott Landon
Subject: Controlled Access at Darien High School – Capital Project
Date: June 25, 2019

On February 8, as a result of my review of the All Hazards School Security and Safety Plan, I presented to the Board a proposal to close access of the Darien High School campus to unmonitored visitors during the operational hours of the school. As I reported at the time, at the beginning of the 2018-19 school year I initiated discussions with the High School Administration, Darien Police Department and the Planning and Zoning Department regarding possible solutions. These discussions resulted in the exploration of vehicular access controls with a gate/guardhouse.

In the 2019/2020 Capital Plan, the Administration recommended a placeholder of \$150,000 for the creation of a guard house controlling vehicular access to the High School during hours when the student population was present. The location of the guard house was envisioned to be situated off High School Lane, closer to the parking lot and baseball field. This location would block off unrestricted access to the front of the building as well as the parking lot during school hours. It was envisioned that gate/guardhouse would be maintained by an existing campus monitor and the gate would only be in operation during school hours.

At that time, it was thought that Nutmeg Lane and Noroton Ave would continue to allow for open access.

Our first investigatory step was to perform a title search to determine whether access onto School Property could be limited to the public and develop conceptual plans on the feasibility.

Unfortunately, due to the timing of the budget development, conceptual plans for the proposed project had not been finalized and the Board agreed to change this project from a Priority 1 to a Priority 2, thereby allowing the Administration to perform further studies with the Darien Police Department and with Tighe & Bond. The intent was to finalize conceptual plans to maximize security for the DHS campus to enable the Board of Education to make this project a Priority 1 security project within the 2019-20 Capital Plan once again.

Our work has been extensive and we are now prepared to offer the Board a better security plan than originally envisioned, a plan that would control all public access to the DHS campus during school hours. That plan may be found by reviewing the following link: [DHS Gate House Concept Plans 06.19.2019](#)

Darien Public Schools - Administrative Offices

35 Leroy Avenue – P.O. Box 1167 – Darien, Connecticut 06820-1167
Tel: 203-656-7412 Email: elandon@darienps.org

In terms of potential construction, design and permitting costs, approximate ranges may be found below:

Site Roadway Construction	\$370,000 to \$400,000
Architectural Elements	\$40,000 to \$50,000
Security System	\$200,000 to \$250,000
Design & Permitting	\$90,000 to \$100,000
Total	\$700,000 to \$800,000

Craig Yannes, PE, PTOE and Project Manager assigned to this project will be present at the Board of Education meeting of June 25 to discuss the project in greater detail and answer questions that may be forthcoming from the Board.

ADMINISTRATIVE RECOMMENDATION

Be It Resolved, That upon the recommendation of the Superintendent of Schools, the Board of Education agrees to make the Controlled Access Capital Project for Darien High School a Priority One Project in the 2019-20 Capital Plan.





Darien High School Gate House

Darien Public Schools

Darien, CT

MARK	DATE	DESCRIPTION
PROJECT NO:	D0346-004	
DATE:	06/10/2019	
FILE:	D0346-004-CON-01.dwg	
DRAWN BY:	CDY	
CHECKED:	COG	
APPROVED:	DCH	

EXISTING CONDITIONS
AND INDEX PLAN

SCALE: 1" = 60'

FIGURE 1

Darien, CT

[illegible]

ONE ENTERING LANE & TURN-AROUND ROADWAY CONCEPT

SCALE: 1" = 20'

FIGURE 2



Last Saved: 6/10/2019 3:23pm By: CDY
Tighe & Bond, J:\D0346\004 - DHS Gate House\Drawings_Figures\Sheet\0346-004-CON-03.dwg

Tighe&Bond
Engineers | Environmental Specialists
1000 Bridgeport Avenue
Suite 320
Shelton, CT 06484
(203) 712-1100

Darien High School Gate House

Darien Public Schools

Darien, CT

MARK	DATE	DESCRIPTION
PROJECT NO:	D0346-004	
DATE:	06/10/2019	
FILE:	D0346-004-CON-03.dwg	
DRAWN BY:	CDY	
CHECKED:	COG	
APPROVED:	DCH	

NOROTON AVENUE
TURN-AROUND CONCEPT
SCALE: 1" = 20'
FIGURE 3



Last Saved: 6/10/2019 3:27pm By: CDY
 Tighe & Bond, L.P. D:\0346\004 - DHS Gate House\Drawings - Figures\Sheet\0346-004-CON-04.dwg

Darien High School Gate House

Darien Public Schools

Darien, CT

MARK	DATE	DESCRIPTION
PROJECT NO:	D0346-004	
DATE:	06/10/2019	
FILE:	D0346-004-CON-04.dwg	
DRAWN BY:	CDY	
CHECKED:	COG	
APPROVED:	DCH	
NUTMEG LANE TURN-AROUND CONCEPT		
SCALE:	1" = 20'	

FIGURE 4

Darien Public Schools
Guidelines for Overnight Athletic Field Trips

1. Parents will pay for all overnight athletic field trips. The cost to be paid by parents will include:
 - a. Hotels
 - b. Food
 - c. Hotels for Chaperones
 - d. Hotel Security
 - e. Transportation (Coach buses will be used for full team events that are out of state. Transportation for Invitational Tournaments will be at the discretion of the Athletic Director)
2. Hotel rooms should be booked at double occupancy for athletes and single occupancy for coaches.
3. For invitational tournaments a Coach and at least one parent must accompany the team. The need for Hotel Security will be at the discretion of the Athletic Director and will be based on the number of athletes competing.
4. The Board of Education will pay all entry fees.

			<u>Proposed Athletic Field Trips - 2019-20</u>						
<u>Event</u>						<u>Date</u>			<u>Location</u>
Ocean State High School Girls Cross Country Invitational						28-Sep-19			Warwick, RI
Ocean State High School Boys Cross Country Invitational						28-Sep-19			Warwick, RI
New England High School Girls Cross Country Championships						9-Nov-19			Thetford, VT
New England High School Boys Cross Country Championships						9-Nov-19			Thetford, VT
Overnight Hockey Scrimmage against competitive Boston teams						13-Dec-19			Canton, MA
Dartmouth High School Indoor Track Invite						Jan. 10-11,2020			Hanover, NH
Boys Varsity Hockey weekend series against Bishop Hendricken and LaSalle Academy						1-Feb-20			Providence, RI
State Wrestling Tournament						21-Feb-20			Bristol, CT
New England High School Indoor Track Championships (Girls)						29-Feb-20			Boston, MA
New England High School Indoor Track Championships (Boys)						29-Feb-20			Boston, MA
High School Squash Team National Championships						Feb'20 (TBD)			Philadelphia area
Penn Relays (Boys track)						23-Apr-20			Univ. of Penn.
Penn Relays (Girls track)						23-Apr-20			Univ. of Penn.
New England High School Girls Outdoor Track Championship						13-Jun-20			Burlington, VT
New England High School Boys Outdoor Track Championship						13-Jun-20			Burlington, VT

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

F2

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

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

☐ **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

a. Names of the Darien Public School staff initiating the proposal and responsible for the trip
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 28, 2019

Time: 10:00AM

Destination: Goddard State Park,
Warwick, RI

Affected school time:

1:30PM dismissal, Friday, Sept 27

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 27. 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 will return to DHS on Saturday, Sept 28 at 7:30PM.

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

Sat, Sept 28 10:00AM girls jv 5,000 meter race. 13 girls

Sat, Sept 28 11:00AM girls varsity 5,000 meter race, 7 girls

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

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.
 Providence Sheraton Hotel cost is \$80.00 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 students
- h.** Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.
 Students pay \$80 for lodging, \$6.00 for security, and approx \$40.00 for meals and \$458.70 for transportation
 DHS pays \$90 for meet entry fee
- i.** Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.
 none

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

Stephen C. Norris 5/03/2019

Signature of Trip Organizer

Date

 6.18.19

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

☐ **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

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

Tyson Kaczmarek, Darien High School head boys 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 28, 2019

Time: 10:00AM

Destination: Goddard State Park,
Warwick, RI

Affected school time:

1:30PM dismissal, Friday, Sept 27

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.

This is an opportunity for our top runners to compete in a very large and high quality cross country race against teams from four or five states.

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. No more than 7 kids, but likely less.

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

Coaches will drive 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. **We will leave DHS at 1:30PM Friday, Sept 27. 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 will return to DHS on Saturday, Sept 28 at 7:30PM.**

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

Sat, Sept 28 11:00AM

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 \$80.00 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 = \$756.70 paid for by students
- h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.
- Students pay \$80 for lodging, \$6.00 for security, and approx \$40.00 for meals as well as \$756.70 for transportation
DHS pays \$90 for meet entry fee
- i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.
- none

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

Tyson Kaczmarek 5/03/2019

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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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: 11/9/2019 Time: 11:00AM Destination: Thetford Academy, Thetford, Vermont
Affected school time: _____ Requesting dismissal at 10:12AM, Friday, Nov 8, 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 2, 2019. At most eight girls will be going to Vermont.

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 Thetford Academy, Vermont at 3:00PM to view the course for the next day. At 8:00PM check in to a hotel. Race is Saturday, Nov 9 at 11:00AM. Return to DHS at 7:00PM, Nov 9

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

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 9 11:00AM girls championship 5,000 meter race at Thetford Academy

- 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 \$90.00 per student and will be paid for by the student. This includes hotel security.
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 students

- h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.
Students pay \$90 for lodging and hotel security and approx \$40.00 for meals and \$275 for transportation
DHS pays \$30 for meet entry fee


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

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

Stephen C. Norris 5/03/19

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.

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

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

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

☐ **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

a. Names of the Darien Public School staff initiating the proposal and responsible for the trip
Tyson Kaczmarek, Darien High School head boys 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: 11/9/2019 Time: 11:00AM Destination: Thetford Academy,
Affected school time: _____ Requesting dismissal at 10:12AM, Friday, Nov 8, 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 2, 2019. At most eight boys will be going to Vermont.

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 boys leave DHS by car. Coaches have the State of Conn drivers license activity endorsement which allows him to drive students to and from school activities. Arrive at Thetford Academy, Vermont at 3:00PM to view the course for the next day. At 8:00PM check in to a hotel. Race is Saturday, Nov 9 at 11:00AM. Return to DHS at 7:00PM, Nov 9

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

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 9 11:00AM girls championship 5,000 meter race at Thetford Academy

- 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 \$90.00 per student and will be paid for by the student. This includes hotel security.
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 students

- h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.
Students pay \$90 for lodging and hotel security and approx \$40.00 for meals and \$275.00 for transportation
DHS pays \$30 for meet entry fee

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

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

Tyson Kaczmarek 5/03/19

Signature of Trip Organizer

Date


Signature of Principal

6.18.19
Date

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

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 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

a. Names of the Darien Public School staff initiating the proposal and responsible for the trip
Chris Manfredonia, Athletic Director, Darien High School
Mac Budd, Head Coach, Darien High School Boys Varsity Hockey

b. **Exact dates, times, destination(s) of the trip, and what instructional time will be impacted, as well as potential conflicts with major school events or standardized testing.**

Date: 12/13/19 Time: Around 2:30pm Destination: Canton Ice House, Canton, MA
Affected school time: _____

At this point we don't anticipate a request for early dismissal

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 area teams in preparation for the 2019-2020 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 team will head to Boston area 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.

12/13 pm coach bus to Canton Ice House

12/13 after game coach bus to local hotel

12/14 11am coach bus to Essex Sports Center

12/14 5pm coach bus to Darien High School

We will be staying at a hotel in the area (player and parent in room-all in one block with security)

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

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

F2

Note: This is a Type-On form. Click in information cells and type or print and fill in with pen.
For purposes of request form I will provide approximate itinerary. We will provide final itinerary asap.

12/13 2:30pm coach bus to Canton Ice House, Canton, MA
6:30pm Scrimmage vs Xaverian Brothers
8:30pm coach bus to local restaurant for team dinner and then to local hotel.
12/14 10am team breakfast at hotel
11am coach bus to Essex Sports Center, Middleton, MA 01949
3pm scrimmage vs. St John's Prep
5pm coach bus to Darien High School.

Note: Hotel accommodations are one room for both player and parent. Entire team will be in one block of the hotel with security provided from 10pm on 12/13 to 7am on 12/14.


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


Cost of coach bus: Approximately \$3,000 plus cost of driver's room
Hotel accommodations for 3 coaches and driver around \$99 per room
Hotel Security personnel from 10pm-7am no charge
Sandwiches for bus ride up and back \$400
Team dinner \$865
Team breakfast \$25 per player for 25 players, 3 coaches, and bus driver

- h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.
- Fundraising efforts such as the car wash, online apparel store and game ad book will be utilized to cover the expenses mentioned above.
Player's family will pay for the hotel accommodations

- 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.

 6.18.19
Signature of Trip Organizer Date

 6.18.19
Signature of Principal Date

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

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

F2

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

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

☐ **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

a. Names of the Darien Public School staff initiating the proposal and responsible for the trip
Tyson Kaczmarek, Darien High School head 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: Jan. 10, 2020 Time: 4 p.m. Destination: Dartmouth College
Jan. 11, 2020 Time: 10:00 a.m. Hanover, NH
Affected school time: 9:00 a.m. dismissal

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.
This is the Dartmouth HS Indoor Track Invite.
This is an opportunity for our top runners to compete in a very large and high quality field from multiple states

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. No more than 14 kids, but likely less.

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

Coaches will drive 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. Parents will also drive. **We will leave DHS at 9:00 a.m. Friday, Jan. 10. We will arrive in the evening and stay at a hotel in Hanover. We will return to DHS on Saturday, Jan. 11 at 10:30PM.**

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

Fri, Jan 10 4 p.m.
Sat, Jan. 11 10:00AM

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

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.
 Hotel cost is \$80.00 per student and will be paid for by the student
 Meals will be paid for by the student.
 Hotel will provide night security for \$120, paid for by the student.
 Meet entry fee is approx \$150 and will be paid for by DHS
 Transportation for three vehicles covering 222 miles at \$0.55 per miles = \$366.30 paid for by students
- h.** Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.
 Students pay \$80 for lodging, \$6.00 for security, and approx \$40.00 for meals and \$366.30 for transportation
 DHS pays \$90 for meet entry fee
- i.** Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.
 none

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

Tyson Kaczmarek 5/03/2019

Signature of Trip Organizer

Date



Signature of Principal

6.15.19

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

☐ **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

a. Names of the Darien Public School staff initiating the proposal and responsible for the trip
Chris Manfredonia, Athletic Director, Darien High School
Mac Budd, Head Coach, Darien High School Boys Varsity Hockey

b. **Exact dates, times, destination(s) of the trip, and what instructional time will be impacted, as well as potential conflicts with major school events or standardized testing.**

Date: 2/1/20

Affected school time:

Time: Around 9am

Destination: Schneider Arena 549
River Ave.
Providence, RI

We will not be missing any school time

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.
We have been invited to play in a weekend series against Bishop Hendricken and LaSalle Academy, the two top teams in Rhode Island, at Providence College. We intend to spend the night in a Providence area hotel and will try to arrange a tour of the campus while we are there.

d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of which students are eligible for the trip and how students will be selected to participate.

The team will travel to Providence College to play a weekend series against the two top teams in Rhode Island. We will be arranging a team dinner and a team breakfast as well as other team bonding events. All varsity players will travel with the team.

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

2/1 9am coach bus to Schneider Arena

2/1 afternoon game vs Bishop Hendricken or LaSalle Academy

2/1 after game coach bus to Providence area restaurant and then to Providence area hotel

2/2 coach bus to Schneider Arena for second game

2/2 afternoon coach bus to Darien High School.

Team will be staying at a hotel in the area (player and parent in room-all in one block with security)

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

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

F2

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

For purpose of request form I will provide approximate itinerary. We will provide final itinerary asap.

2/1 9am coach bus to Schneider Arena Providence, RI

2/1 afternoon game vs Bishop Hendricken or LaSalle Academy

2/1 early evening coach bus to local restaurant for team dinner and then to local hotel.

2/2 10am team breakfast at hotel

2/2 coach bus to Schneider Arena for second game

2/2 after game coach bus to Darien High School.

Note: Hotel accommodations are one room for both player and parent. Entire team will be in one block of the hotel with security provided from 10pm-7am.

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

Cost of coach bus: approximately \$3,000 plus coast of drivers room

Hotel accommodations for 3 coaches and driver around \$99 per room

Hotel security from 10pm-7am no charge

Sandwiches for bus ride up and back \$400

Team dinner \$865

Team breakfast \$25 per player for 25 players, 3 coaches and driver

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

Fundraising efforts such as the car wash, online apparel store and game ad book will be utilized to cover the expenses mentioned above.

Players family will pay for the 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

<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"/>	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


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

- ☐ **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

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

Date: 2/21/20 Time: Overnight Destination: Bristol Central HS
Affected school time: none

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

Wrestlers will drive up with chaperone, wrestle Friday afternoon, then be driven to the hotel to check in. Athletes will bring money for dinner and breakfast. Saturday morning, wrestlers will be driven to tournament by chaperone, and will be driven back to DHS Saturday afternoon by chaperone.

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

Friday, 2/21 1pm, chaperone's car to Bristol Central HS
Friday, 2/21 8pm – chaperone drives to hotel
Saturday, 7am – chaperone drives to Bristol Central HS
Saturday 4pm, - chaperone drives athletes home

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

Friday, 2/21 – 3pm – arrive at BCHS to wrestle
Saturday, 2/22 – 7am – arrive at BCHS to wrestle

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

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 Room accommodations (est) \$170/ room. Need one room for each coach (3 total), and one room for every two wrestlers attending.

Estimated number of rooms = 7-10

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

Students to pay for hotels, approximately \$170 per room, to be split between 2 students, as well as cover the cost of coaches room. Students also to pay for own meals. Transportation to event to be provided by parents.

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

Greg Lewis
 Signature of Trip Organizer

5/1/19
 Date


 Signature of Principal

6-15-19
 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 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: 2/29/2020

Time: 10:00AM

Destination: Boston, MA

Affected school time:

no school time affected, depart DHS Friday, Feb 28 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 22, 2020. At most eight girls would be going to Boston. The meet is held at Reggie Lewis Center, Boston on Saturday, Feb 29, 2020, 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 22, 2020.

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

2:30PM, Friday, Feb 28: leave DHS in coach Norris' van. Arrive at Sheraton Needham Hotel at 7:00PM
Meet is at 10:00AM, Saturday, Feb 29. Return to DHS at 8:00PM, Feb 29

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

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, Feb 29, 2020, 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 \$90.00 per student and will be paid for by the student. This includes hotel security.
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 students

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

Students pay \$90 for lodging and hotel security and approx \$40.00 for meals and \$198 for transportation
DHS pays \$30 for meet entry fee

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

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

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

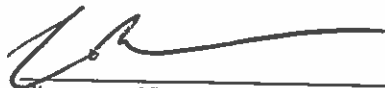
F2

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

Stephen C. Norris 5/3/2019

Signature of Trip Organizer

Date



Signature of Principal

6.15.19

Date

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

Date

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

F2

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

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

☐ **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

a. Names of the Darien Public School staff initiating the proposal and responsible for the trip
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: 2/29/2020

Time: 10:00AM

Destination: Boston, MA

Affected school time:

no school time affected, depart DHS Friday, Feb 28 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 22, 2020. At most eight boys would be going to Boston. The meet is held at Reggie Lewis Center, Boston on Saturday, Feb 29, 2020, 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 22, 2020.

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

2:30PM, Friday, Feb 28: leave DHS by car. Arrive at Sheraton Needham Hotel at 7:00PM
Meet is at 10:00AM, Saturday, Feb 29. Return to DHS at 8:00PM, Feb 29

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

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, Feb 29, 2020, 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 \$90.00 per student and will be paid for by the student. This includes hotel security.

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 students

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

Students pay \$90 for lodging and hotel security and approx \$40.00 for meals and \$198.00 for transportation
DHS pays \$30 for meet entry fee

- 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"/>	<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>

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

F2

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

Tyson Kaczmarek 5/3/2019

Signature of Trip Organizer

Date



Signature of Principal

6.15.15

Date

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

Date

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

F2

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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 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

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

Chris Mitrano- Committee chair- Darien Squash
John Musto- Darien HS coach
Chris Manfredonia- 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 evening(DHS) Destination: Philadelphia area
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 Team National Championships

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 more than 36 students.: boys Varsity/JV , Girls Varsity/JV- students are selected based on a formal roster determined by challenge match play.

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

Coach bus hired through athletic department. The bus will take us from DHS to the locations, we will all be staying in local hotel and the bus will take us back and forth between locations throughout the weekend.

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

Exact match times will be determined by US Squash as we get closer to the event. There are typically several matches all day Friday, Saturday and Sunday. All four teams will have different schedules. Each team will have several parent and/or coach chaperones to each event. Team dinners are mandatory for each player and coaches and will be attended by parents as well. The above refers to both Friday and Saturday. Sunday the event is complete and the bus takes us back to DHS.

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

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.

COST: each player will be responsible for their share of the hotel and food.

Estimated cost will be about \$425(\$75 for hotel and \$50 food per day)

Coach Bus: approximately \$4000, paid by parents

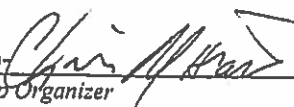

Tournament fees: about \$2000 paid by DHS athletics

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

All fees will be paid by parents/students and school budget.

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. Nothing.

<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.

Chris mitrano		6/4/19		6.15.19
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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Planning Requirements: Written application must be submitted first to the school Principal, then to the Assistant Superintendent, according to administrative procedures. **This form MUST be submitted to Central Office for approval before final plans or commitments are begun.** All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

- ☐ **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

a. Names of the Darien Public School staff initiating the proposal and responsible for the trip
Tyson Kaczmarek, Darien High School head boys track and field 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: April 23 Time: 9:00 a.m. Destination: Univ. of Penn Philadelphia, PA
Affected school time: 9:00 a.m. dismissal

c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.
This is the Penn Relays
This is an opportunity for our top runners to compete in a very large and high quality field from multiple states

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. No more than 8 kids, but likely less.

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

Coaches will drive 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. Parents will also drive. **We will leave DHS at 9:00 a.m. Thursday, Apr. 23. We will arrive in the evening and stay at a hotel in Philadelphia if needed. We will return to DHS on the same night or Friday April 24**

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

Thur. April 24, 1:00

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

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 cost is \$80.00 per student and will be paid for by the student
 Meals will be paid for by the student.
 Hotel will provide night security for \$120, paid for by the student.
 Meet entry fee is approx \$150 and will be paid for by DHS
 Transportation for three vehicles covering 139 miles at \$0.55 per miles = \$229.35 paid for by students
- h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.
 Students pay \$80 for lodging, \$6.00 for security, and approx \$40.00 for meals and \$229.35 for transportation
 DHS pays \$90 for meet entry fee
- i. Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.
 none

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

Tyson Kaczmarek 5/03/2019

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

- ☐ **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) – The request must be submitted at least 60 days in advance of the departure date and no later than October 15th. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

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

Steve Norris
Girls 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: April 22-23, 2020 Time: Depart after school Apr 22, return afternoon Apr 23 Destination: University of Pennsylvania, Philadelphia
Affected school time: Athletes will miss school on Thursday April 23

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

To compete in the 126th Annual Penn Relays, the oldest and largest track meet in the country. This meet includes schools from throughout the US as well as international teams, and is often the highlight of a HS track athlete's career.

- 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.

We will take our top 4 800 meter runners, as determined next spring. The running event takes place in the morning of April 23. We will tour the Penn campus after the race.

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

April 22 - 6 pm Depart for Philadelphia. We will stay at the Inn at Penn, a hotel on campus.
April 23 - race ~9-10 am
April 23 - afternoon depart for Darien

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

Noted above.

This is the first time in several years that we have a strong enough relay team to meet the qualifying standard for this event at this meet.

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

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.

*Estimated hotel 2 rooms plus security ~\$800
Will be paid by athletes or coaches.*

Transportation to be paid by students Entry fee to paid by school

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

N/A

- 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"/>	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] *5/24/19* *[Signature]* *6.15.19*
 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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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 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: 6/13/2020 Time: 10:00AM Destination: Burlington High School, Burlington, Vermont

Affected school time:

Depart DHS Friday, June 12 at noon

Arrive in Burlington, Vermont 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 8, 2020. At most eight girls would be going to Burlington. The meet is held at Burlington High School, Burlington, Vermont Sat, June 13, 2020

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 8, 2020

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

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.

Noon, Friday, June 12 leave DHS in coach Norris' van. Arrive at a hotel in Burlington, Vermont at 8:00PM
 Meet is at 10:00AM, Saturday, June 13. Return to DHS at 9:00PM, June 13

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

Sat, June 13 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 \$90.00 per student, includes hotel security 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 690 miles at \$0.55 per miles = \$379.50 paid for by students

- 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 security and approx \$40.00 for meals

DHS pays \$30 for meet entry fee and \$379.50 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"/>	<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>

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

F2

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

Stephen C. Norris 5/3/2020

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>
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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)

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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: 6/13/2020

Time: 10:00AM

Destination: Burlington High School, Burlington, Vermont

Affected school time:

Depart DHS Friday, June 12 at noon

Arrive in Burlington, Vermont 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 8, 2020. At most eight boys would be going to Burlington. The meet is held at Burlington High School, Burlington, Vermont Sat, June 13, 2020

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 8, 2020

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

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.

Noon, Friday, June 12 leave DHS by car. Arrive at a hotel in Burlington, Vermont at 8:00PM
Meet is at 10:00AM, Saturday, June 13. Return to DHS at 9:00PM, June 13

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

Sat, June 13 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 \$90.00 per student, includes hotel security 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 690 miles at \$0.55 per miles = \$379.50 paid for by students

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 security and approx \$40.00 for meals and \$379.50 for transportation
DHS pays \$30 for meet entry fee

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

F2

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

Tyson Kaczmarek 5/3/2020

Signature of Trip Organizer

Date

Signature of Principal

Date

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

Date

Curriculum and Instruction

Goal: Improve the vertical alignment of curriculum, implementation and access to innovative, best practices in teaching and learning across content areas (K-12).

February Update

- Learning Rounds implemented:
 - Elementary Directors: Department Chairpersons
 - Elementary Directors/Department Chairpersons: Building-Level Administration
 - Assistant Superintendent(s): Department Chairpersons/Directors
 - Assistant Superintendent(s): Building-Level Administration
- Implementation of the district's *Responsive Curriculum Model*.
- Co-creation/Collaboration of curriculum across Directors/Chairpersons
- Provide the Board of Education and public with a series of Curriculum Updates provided over the course of the 2018-2019 school year:
 - [Example: K-12 ELA Update](#): November 13, 2018

***A series of curriculum updates will continue in the 2019 school year.**

Next update: [Science, February 26, 2019](#) and [Mathematics, February 26, 2019](#)

To come:

Social Studies, April 9, 2019

Health Education, April 23, 2019

Update on Department Chairpersons Priorities, May 14th

June Update

Report to the Board of Education on May 14, 2019. Attached Here: [Memo and Agenda](#)
 Reports on: Science 2/26, Mathematics 2/26, Social Studies 4/23 and Health Education 5/14 Board of Education Meetings [Memo and Agenda](#)

Goal: Provide students with experiences in mathematics that build on students' conceptual understanding, and ability to think and solve problems in multiple ways.

February Update

- Presentation to be shared early 2019
- All teachers of grades K-2 (including special education teachers) will implement Math in Focus
 - Professional development provided to all teachers, including special education teachers and SRBI specialist
 - Co-Teaching lessons with Math Program Director
 - PLC's held at each school
 - Building Based PD: Math Specialists are providing support in the classroom, Unpacking chapters at PLCs, Curriculum Resource Documents, Classroom Visitations
- Grades 6-8 math research team will study the implications of the adopted Math in Focus program on MMS and make recommendations for next steps.
 - Collaborative study sessions: Grade 5 to 6 Articulation Team
 - Members of the team review units of study, (fractions and decimals); and meet

to discuss the placement process and transition to middle school, conduct inter-school visitations of classrooms to gain a perspective on the similarities and differences between elementary and middle school math.

- Secondary Math Research Team

- Members of the team will review and pilot possible resources to be used at the middle school level to align with the Math in Focus program being implemented at the elementary level. Members will be attending awareness workshops (scheduled for Dec. 12 and Jan. 24), will pilot a unit of study at each grade level, and will research what other districts in DRG-A are using.

- Parents will be made aware of how children will be learning mathematics at the elementary level through a variety of mediums.

- [Parent workshops](#)
- “Chat and Chews” at the elementary level
- [Parent newsletters](#)
- DPS magazine
- PTO meetings
- Elementary Math Website-
<https://sites.google.com/darienps.org/elementary-math/home?scrlybrkr>

***Presentation:** [Mathematics, February 26, 2019](#)

June Update

*Presentation: [Mathematics, February 26, 2019](#)/Additional updates in Winter 2020

Goal: Actualize the vision of the re-imagined library with a physical and digital destination that supports:

- independence and collaboration
- inquiry, creativity, and reflection
- an inspirational, dynamic, and well-resourced space.

February Update

- District-based committee developed a vision for LMC
- School-based committees developed individualized visions for LMC for each school
- Plans in the process of being developed in collaboration with Creative Library Concepts
 - Meetings to discuss plans with building-based leaders and LMS
 - Drafts created and revised
- Continued to provide professional development to our Library Media Specialists on best practices in ISTE and AASL standards
- Pursuing ISTE certification for staff
- Shared spring 2018 BOE presentation with the Darien Community Fund

***Presentation planned for late spring 2019**

June Update

*Update late Fall/Winter 2019

*Technology Plan has been revised- to be shared in the Fall of 2019

Goal: Provide students with a digital and media literacy experience through an integrated approach in Library Media and content area learning.

February Update
<ul style="list-style-type: none"> Identified high priority ISTE and AASL standards Elementary Social Studies/Science units revised to reflect integration of the library media specialists where appropriate <p>*Presentation planned for late spring 2019</p>
June Update
*Update late Fall/Winter 2019
<p>Goal: Support students in being productive citizens and practicing healthy behaviors through a <i>Whole School, Whole Community, Whole Child Model</i> for health & wellness.</p>
February Update
<p>Create a Scope and Sequence for PK-12 for a skills-based health education curriculum</p> <ul style="list-style-type: none"> New scope and sequence PK-12 developed- in consideration of new graduation requirements Created DRAFT units and/or lessons Teacher website “digital curriculum” being created <p>Continue the study of the SEL curriculum and develop a curriculum writing team, PK-12:</p> <ul style="list-style-type: none"> Identify a scope and sequence PK-12 of Social Emotional Learning outcomes Train a core group of teachers in RC II and move forward to RC certification Create integrated units and/or lessons where appropriate Identified assured practices, PK-8 in support of the school climate/community Finalize the SRBI structure for behavior Plan for and make revisions on the elementary progress report based to align to SEL outcomes Implement components of Responsive Classroom (PK-8) and provide professional development across all staff <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>*Presentation Planned for April 23,2019</p>
June Update
Report to the Board of Education on May 14, 2019. Attached Here: Memo and Agenda
<p>Goal: Students will engage in a culminating experience that evidences individual growth over time across one or more grade levels and within multiple disciplines.</p>
February Update
<p>Fully implement digital portfolio process at Middlesex Middle School (Pilot completed in 2017-18)</p> <p>Explore digital portfolio initiative and potential pilot at Darien High School</p> <p>MMS:</p>

- [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

*Staff PD to be on-going throughout the year

DHS

- Initiate ground work for a digital portfolio with the DHS Technology Committee and administration in consideration of new graduation requirements (presentation April 9, 2019)

***Presentation Planned for May 14, 2019**

June Update

Report to the Board of Education on April 9, 2019. Attached Here: [Memo and Agenda](#)

Business

Goal: Create a structure of security and workflow to ensure greater control of operations.

February Update

New workflow rules were implemented assigning access to specific groups of employees. This now streamlines the process during onboarding and offboarding.

June Update

Implemented

Goal: Continue District's efforts toward paperless alternatives.

February Update

Ongoing- Individual online access for electronic W-2 and Payroll check retrieval.

June Update

Ready for first 10 month payroll in 2019-20

Goal: Ensure compliance with new requirements of Section 10-10c of the Connecticut General Statutes.

February Update

The implementation of the State of Connecticut's online Education Finance System (EFS) for financial reporting was successfully completed in September meeting all State requirements.

June Update

Implemented

Special Education

Goal: Early Learning Program (ELP) staff will be trained on the Connecticut Documentation and Observation for Teaching System (CT DOTS) and implement the systematic structure to (a) assess student development, (b) collect data on developmental progress, and (c) create individualized educational experiences based on students' developmental levels.

February Update

- Connecticut Documentation and Observation for Teaching System (CT DOTS) training was held on October 1 and 8, 2018 for ELP special education teachers and paraprofessionals
- Progress monitoring outcomes utilizing CT DOTS were presented to parents at December Parent Conferences
- Professional development for the electronic CT DOTS was held on January 18, 2019
- Implementation of electronic CT DOTS began in February, 2019

June Update

- CT DOTS data collection on Early Learning Development Standards (ELDS) indicators were presented to parents during the March and May parent conferences.
- EASTCONN Technology Solutions will be presenting a bootcamp review of the use and utilization of the online storage system CT DOTS on August 30, 2019 with ELP staff and ELP Program Director.

Goal: Professional development related to the implementation of current exemplary assessment tools, practices, and data collection for special education staff will inform IEP goal development, mastery criteria, and instructional practices.

February Update

Workshops were held on November 6, 2018 on targeted instruments to assess (1) attention and executive functioning, (2) language and communication, (3) sensorimotor functions, (4) visuospatial functions, (5) learning and memory, (6) social perception, and (7) integrated language and literacy.

- TILLS: Test of Integrated Language and Literacy (PK-12 Speech/Language Pathologists)
- D-KEFS: Delis-Kaplan Executive Function System (PK-12 School Psychologists)
- NEPSY-2: A Developmental NEuroPSYchological Assessment (PK-12 School Psychologists)

K-5 special education and general education teachers participated in professional development on November 6, 2018, in the following curriculum areas and instructional practices:

- Math: Math in Focus and Strategies for the Struggling Mathematician
- Literacy: Reading Strategies Book and Guided Reading Programs (Fountas & Pinnell)
- Responsive Classroom
- Supporting English Language Learners

Workshops were held on January 18, 2019 on the following assessments:

- WRMT: Woodcock Reading Mastery Test (Special Education Teachers, K-5)
- Best Practices in Assessment and Intervention for Feeding & Swallowing (Speech/Language Pathologists, PK-12)
- FBA (Part 1): Functional Behavior Assessment (School Psychologists and Behavior Analysts, PK-12)

Workshops were held on February 15, 2019 for continued development on the administration and analysis of targeted instruments to assess (1) reading mastery, (2) language and literacy, and (3) function-based behavioral interventions:

- WRMT: Woodcock Reading Mastery Test (Special Education Teachers, K-5)
- TILLS: Test of Integrated Language and Literacy (Speech/Language Pathologists, PK-12)
- FBA (Part 2): Functional Behavior Assessment (School Psychologists and Behavior Analysts, PK-12)

Dialectical Behavior Therapy (DBT) workshops were held by Cognitive Behavioral Consultants (CBC) to all mental health professionals and targeted special education teachers grades PK-12.

- CBC continues on-going collaboration with MMS and DHS professionals and has been in residence 4.5 days. Bi-weekly meetings with MMS and DHS professionals are held with our CBC consultant.

Ongoing training from the New England Center for Children (NECC) in the use of the Autism Curriculum Encyclopedia (ACE) to assess student baseline and progress (academic and social/behavioral) in DLC and ELP programs.

- ELP and DLC paraprofessionals participated in training on inclusive practices in general education classrooms on December 5, 2018.
- ELP and DLC program staff participated in full day consultation on the implementation of ACE with students on January 14, 2019. Additional professional development and consultation days with NECC will take place in spring 2019.

June Update

Dialectical Behavior Therapy (DBT) workshops were presented by Cognitive Behavioral Consultants (CBC) to all mental health professionals and targeted special education teachers grades PK-12.

- DHS and MMS have met DBT implementation targets for the 2018-2019 school year.
- Parent DBT education workshop is planned for the fall 2019.
- Continuation of DBT workshops and coaching for the 2019-2020 school year.

Goal: The implementation of research-based models of co-teaching (e.g., station teaching).

February Update

- Dr. Marilyn Friend continues to provide coaching and implementation of best practices in specially designed instruction (SDI) to general and special education special teachers in MMS and DHS.
- Dr. Friend was in residence on August 27 and 28, 2018, and January 14 and 15, 2019. Dr.

Friend was in residence on April 8 and 9 and May 7 and 8, 2019.

June Update

- Dr. Marilyn Friend continues to provide coaching and implementation of best practices in specially designed instruction (SDI) to general and special education special teachers in MMS and DHS. Dr. Marilyn Friend will continue SDI coaching and model implementation during the 2019-2020 school year.
- Dr. Marilyn Friend was in residence on April 8 and 9 and May 7 and 8, 2019.

Goal: To continue the implementation of best practices in IEP goal writing for special education teachers, psychologists, speech and language pathologists, behaviorists (i.e., BCBA, BCaBA), occupational therapists, physical therapists, teacher of the hearing impaired, and teacher of the visually impaired.

February Update

- Ongoing Professional Learning Community (PLC, elementary) and Department Meetings (secondary) emphasis on writing and implementing SMART (Specific, Measurable, Achievable, Relevant, and Time-bound) goals.
- January 18 and February 15, 2019 professional development days focused on assessment administration and analysis to support writing data-based SMART goals.

June Update

- Professional Learning Community meetings (PLC, elementary) and Department Meetings (secondary) continued to target writing and implementing SMART (Specific, Measurable, Achievable, Relevant, and Time-bound) goals during the 2018-2019 school year.

Goal: To be a community resource on educational and clinical topics of interest.

February Update

- Co-sponsored CDSP parent coffees on various topics throughout the 2018-2019 school year
- Continued collaboration with SEPAC on shared initiatives
- Dr. Marilyn Friend Parent Presentation - January 14, 2019
- Articulation to DHS Parent Coffee - January 30, 2019
- Articulation to MMS Parent Coffee - February 11, 2019
- Articulation to Kindergarten Parent Coffee - Scheduled to be held on March 28, 2019

June Update

- Co-sponsored CDSP parent coffees on various topics throughout the 2018-2019 school year
- Continued collaboration with CDSP and SEPAC on shared initiatives
- Presentation to SEPAC on DBT Implementation - March 11, 2019
- Participation in Human Services Planning Council (HSPC) meeting on Mental Health - March 27, 2019
- Articulation to Kindergarten Parent Coffee - March 28, 2019
- Colleges with Support Services - April 1, 2019
- Incoming Early Learning Program Parent and Student Welcoming - May 10, 2019

Human Resources	
Goal: To continue the review, revision and updating of district policies.	
February Update	
<ul style="list-style-type: none"> Four policies were submitted to the Board of Education on November 13, 2018 and were approved on November 27, 2018. Changes to Board Policy 4425 will be discussed at this meeting. Additional policies will be presented to the Board in the spring. 	
June Update	
<ul style="list-style-type: none"> Policy 4425 has been updated to comply with changes to FBI regulations. An inventory of existing policies that are not posted on the DPS web site is being conducted. 	
Goal: To conclude negotiations and arbitration proceedings.	
February Update	
<ul style="list-style-type: none"> Negotiations with the paraprofessionals were concluded in the fall without the need for arbitration. Negotiations with the Custodians, Maintenance and Cafeteria Workers will begin shortly. We will solicit input from the Board of Education prior to negotiations. 	
June Update	
<ul style="list-style-type: none"> Negotiations with the Custodians and Maintenance Workers have been concluded. The terms of the Tentative Agreements for both units will be presented to the Board of Education at its June 25 meeting. Negotiations with the Cafeteria Workers will begin shortly. Negotiations have been delayed due to the illness of the unit's UPSEU representative. 	
Goal: To expand upon current recruitment strategies.	
February Update	
<ul style="list-style-type: none"> We have contacted local teacher preparation institutions with requests to assist us in promoting an in-district recruitment fair. We have received mixed feedback and are continuing to explore the option of scheduling our in-district recruitment fair so that it does not conflict with fairs sponsored by these institutions. Calendar may be an issue. Teacherjobfairs.com offers a web platform to promote in-district job fairs. At this time, we are not comfortable with using this site as the sole means of promoting our in-district fair. 	
June Update	
<ul style="list-style-type: none"> We did not conduct an in-district recruitment fair this year. The administration did not feel that conducting such a fair was appropriate in light of the potential layoff of elementary teachers. Also, attendance at all recruitment fairs has been low this year, The DRG's Human Resources personnel are investigating the reasons for the drop in attendance. 	
Goal: To study the possibility of integrating the functions of Applitrack and Aesop as well as online onboarding.	

February Update
<ul style="list-style-type: none"> • We have implemented the interface between Applitrack and Aesop. Demographic information from Applitrack is now automatically populating our Aesop system when a candidate is hired.. • We have met with Frontline Solutions (our absence and recruitment software provider) and are awaiting a proposal for implementing online onboarding.
June Update
<ul style="list-style-type: none"> • On-line onboarding should be implemented by the end of the summer.

Community
Goal: <i>Understand the school district's climate through the collection of meaningful feedback.</i>
February Update
<ul style="list-style-type: none"> • Review, revise and administer a school climate survey. • Analyze/Process Feedback • Determine next steps
June Update
<ul style="list-style-type: none"> • We have contacted the National School Climate Institute. A school climate survey should be implemented in the fall.
Goal: <i>Ensure that families are updated on key issues/topics in the district.</i>
February Update
<p>Implement the following strategies:</p> <ul style="list-style-type: none"> • Parent workshops • Newsletters: curriculum letter, budget letter to come in January 2019 • News of the Week • Website(s)
June Update
Complete

Facilities
Goal: <i>Continue to review/implement security enhancements. Make recommendations for future projects related to the safety and security of school buildings.</i>
February Update

We have added a panic alarm/lockdown system at all the schools. We have added more secure vestibules at 2 locations and have expanded the camera system. We are exploring options for reducing vehicle and pedestrian traffic at the High School, and have engaged the services of a civil engineering firm to assist us.

June Update

Goal: Review projects within the 5 year plan.

February Update

Update on existing Capital Projects was sent to the Business Office last week to be distributed to the BOE. Presentation of updated 5 year plan was made at the November 27th BOE meeting. The Capital Plan has been presented to the RTM and the Board of Finance, the building tour is scheduled for March 16.

June Update

Goal: Review the renovation of Ox Ridge Elementary School.

February Update

Educational Specifications were developed by a team from the school district. The Educational Specifications were turned over to the BOE, who approved them earlier this year. The recommendation was made from the BOE to the Board of Selectmen (BOS) that a Citizen's Building Committee be formed to address this project. The BOS has appointed a Building Committee which has met twice and is in the process of developing an RFP for an architect.

June Update

Architect selected. Continue to be a resource to the Ox Ridge Building Committee.

Technology

Goal: Ensure that students have access to digital learning through the implementation of the Darien Technology Plan (Year 3) 1:1 Roll-out for Grades 5 & 9

February Update

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

****Roll-Out Complete****

June Update

Roll-Out Complete

Attached Here: [Memo and Agenda](#)

New “DRAFT” Technology Plan has been created this school year-will be shared with new director of Instructional Technology summer of 2019.

Gifts - 2018-19 School Year

<u>Date</u>	<u>Category</u>	<u>Donor</u>	<u>Item(s)</u>	<u>Total</u>
16-Aug	Music @ Tokeneke School	Karen Hansen	Roland HP230 Digital Piano and Bench for general and instrumental music programs	\$650
1-Oct	Music	Sarah Winters Papsun	Glaesel 4/4 size cello and bow	1,000
	Music	Lea Roberson	King 610 USA Trumpet with case and mouthpiece	350
	Music	Carolina McGoey	3/4 and 4/4 sized cellos, bows and soft cases (\$500 and \$275)	775
13-Nov	High School	DHS Parents Assoc.	Presentation System for the DHS Cafeteria (\$14,446); Sound System for the DHS Cafeteria (\$16,770)	31,216
13-Nov	High School	DHS Parents Assoc.	LINK/9th grade orientation (\$750); Advisory (\$500); Field Trip Scholarships (\$1,500); Club/Activities (\$500); Blue Wave ID holders (\$1,684); China Exchange (\$1,000)	5,934
27-Nov	Athletics	HSS Stamford (Shawn Morrissey)	Multi function Power Rack with solid oak platform - York Barbell (two @ \$3,700)	7,400
27-Nov	Athletics	Blue Wave Booster Club	Girls DHS Varsity Basketball: Practice Pinny's (\$225); Boys DHS Varsity Hockey: 34 Varsity Practice Jerseys (\$1,020); DHS Cross Country Track: Sign at Oval (\$158.50); DHS Squash: Referee Clinic and Sign at Oval (\$675); DHS Boys Varsity Baseball: Big Bubba Pro Batting Cage (\$4,028)	6,106.50
15-Jan	High School	Exxon Mobil	Exxon Mobil Educational Alliance Program grant from Exxon Mobil (211 Boston Post Road) for Fuel Cell Project in Technology Education	500

Gifts - 2018-19 School Year

15-Jan	High School	Exxon Mobil	Exxon Mobil Educational Alliance Program grant	500
			from Exxon Mobil (1358 Boston Post Road) for Fuel	
			Cell Project in Technology Education	
11-Feb	Music	Julie Tudor	Applause Ovation Acoustic Electric Guitar	300
			for use by guitar students at Middlesex and/or	
			assist students in the Adaptive Music program @ DHS	
26-Feb	Music	Nancy D. Grune	Vic Firth Percussion Kit which includes a practice pad,	300
			stand, sticks, mallets, orchestra bells and case to be	
			used as a loaner instrument or to a student who may	
			need financial assistance in order to participate in	
			the Band Program	
26-Feb	Music	Virginia Ferrante-	Gliga Italian made viola - \$3,000; case - \$212; bow -	3,488
		Iqbal	\$216; stands - \$60 as a loaner instrument to a High School	
			student whose instrument is being repaired or to a	
			High School student who may have demonstrated a	
			financial need	
9-Apr	Tokeneke	Tokeneke PTO	Presentation System (Epson Pro L1300 Laser WUXGA	16,595
			Projector 8,000 Lumens)	
10-Apr	DHS Athletics	John Slonieski and	Offset the cost of filming and gloves for DHS Boys'	550
		Kim Healey	Lacrosse (from approved Silent Auction fundraiser)	
10-Apr	DHS Athletics	Alexis Mead	Offset the cost of filming and gloves for DHS Boys'	700
			Lacrosse (from approved Silent Auction fundraiser)	
10-Apr	DHS Athletics	Gregory and	Offset the cost of filming and gloves for DHS Boys'	1,000
		Victoria Smith	Lacrosse (from approved Silent Auction fundraiser)	

Gifts - 2018-19 School Year

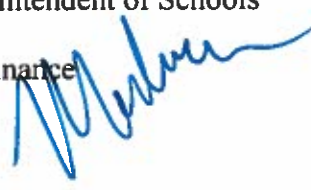
10-Apr	DHS Athletics	Catherine McNear	Offset the cost of filming and gloves for DHS Boys' Lacrosse (from approved Silent Auction fundraiser)	1,100						
10-Apr	DHS Athletics	John and Michelle Sini	Offset the cost of filming and gloves for DHS Boys' Lacrosse (from approved Silent Auction fundraiser)	1,000						
10-Apr	DHS Athletics	Kimberly and Kevin Frisch	Offset the cost of filming and gloves for DHS Boys' Lacrosse (from approved Silent Auction fundraiser)	1,200						
10-Apr	DHS Athletics	John and Heather Pfeifle	Offset the cost of filming and gloves for DHS Boys' Lacrosse (from approved Silent Auction fundraiser)	500						
10-Apr	DHS Athletics	Stephen Alliegro	Offset the cost of filming and gloves for DHS Boys' Lacrosse (from approved Silent Auction fundraiser)	825						
10-Apr	DHS Athletics	Bruce and Pam Ferguson	Offset the cost of filming and gloves for DHS Boys' Lacrosse (from approved Silent Auction fundraiser)	900						
10-Apr	DHS Athletics	William and Bridget Deriso	Offset the cost of filming and gloves for DHS Boys' Lacrosse (from approved Silent Auction fundraiser)	1,000						
23-Apr	DHS Athletics	Blue Wave Booster Club	DHS Cross Country: sign at oval (\$363.19); DHS Football: weight lifting plates (\$784); DHS Girls Ice Hockey: team jackets with logo (\$3,213); DHS Girls Swimming: stretch cords and 20 medicine balls (\$1,635)	5,995.19						
23-Apr	Athletics	Darien Soccer Assoc. and Darien Athletic Foundation	Replace the Back Stop Netting at the Middlesex lower field (across from old Senior Center)	29,000						
20-May	Music	Cynthia Converse	Pearl Export Series Drum set, cymbals and hardware	500						

Gifts - 2018-19 School Year

11-Jun	DHS Athletics		Darien Youth Lacrosse		Off-setting the cost of filming and editing Boys					5,000
			(DYLAX)		lacrosse games					
11-Jun	DHS Athletics		Darien Youth Lacrosse		Off-setting the cost of filming and editing Girls					5,000
			(DYLAX)		lacrosse games					
11-Jun	DHS		Darien Athletic		Construction of Cross Country Running Path					up to \$300,000
			Foundation							
19-Jun	Music		Alison Brush		Slingerland 37 Key Wooden Xylophone with mallets					400
					and case to be used throughout the school district					
					in the percussion sections of the Band program					
					TOTAL.....					\$429,784.69

Memorandum

To: Dr. Elliott Landon, Interim Superintendent of Schools

From: Michael E. Feeney, Director of Finance 

Date: June 19, 2019

RE: Amendment to Darien Public Schools Section 125 Cafeteria Plan
Early Retirement Incentive Plan

We are seeking your approval in the following attached resolutions amending our existing Section 125 Cafeteria Plan.

This amendment will allow certified teachers who took the early retirement incentive plan the option to choose between the taxable cash incentive payment or reducing the incentive via a compensation reduction agreement in order to pay for on a pre-tax basis the retiree health coverage without having the constructive receipt tax doctrine apply to the retiree.

Resolutions of the Darien Board of Education

The Darien Board of Education (the "Board"), hereby votes to approve the following resolutions presented at a duly noticed meeting of the Board:

RESOLVED: That the Board hereby amends the Darien Public Schools Section 125 Cafeteria Plan ("Section 125 Plan"), **effective June 1, 2019**, to make the following changes to the Section 125 Plan:

- To provide that an eligible retiree from the Darien Public Schools who has elected retirement, effective June 30, 2019, from the Darien Public Schools pursuant to the terms of the Board's 2019 District Retirement Incentive Program, dated April 5, 2019 that was offered to eligible certified teachers in the Darien Public Schools ("VRIP"), shall be eligible under the Section 125 Plan to elect to receive his or her selected retiree health benefit or the cash option he or she chooses pursuant to the VRIP, or a combination of both, in order to allow the eligible retiree to choose between the taxable cash incentive payment or reducing such cash incentive payment via a compensation reduction agreement in order to pay for on a pre-tax basis the retiree health coverage without having the constructive receipt tax doctrine apply to such retiree.

RESOLVED: That the Section 125 Plan, as amended, shall continue to qualify as a cafeteria plan within the meaning of Section 125 of the Internal Revenue Code and shall be administered in a manner consistent with the requirements of such Section of the Internal Revenue Code.

RESOLVED: That the purpose of the Section 125 Plan shall continue to be to enable eligible employees and eligible retirees who retire under the VRIP to receive the qualified benefits that are offered to them under the Section 125 Plan on a pre-tax basis.

RESOLVED: That the Chairperson of the Board, or any employee of the Board the Chairperson designates, is authorized to execute whatever written plan amendment or restated plan document is necessary to amend the Section 125 Plan in accordance with the above resolutions.

PERSONNEL ACTION REPORT

June 25, 2019

Item	Name	Action	Replacing/Location/Position	Effective Date		Tenure Area	Certification Class/Step
				From	To		
Appointments							
1	Mara Souther	Change of Position	Robin Rosic/Tokeneke/Math Interventionist	NA	NA	Teacher	
2	Megan Giron	Appointment	P Watt/MMS/English	8/26/2019	6/30/2023	Teacher	English 7 - 12 MA + 30 Step 4
3	Kathryn Pennington	Appointment	A Superfin/DHS/Special Education	8/26/2019	6/30/2023	Teacher	Special Education K - 12 MA Step 12
4	Mathew Curley	Appointment	C Walters/Itinerant/Music	8/26/2019	6/30/2020	Teacher	Music PK - 12 MA Step 5
Resignations, Leaves of Absence and Retirements (Informational)							
5	Fatima Almeida	Resignation	Hindley/Elementary Teacher		6/30/2019		
6	Aaron Superfin	Resignation	DHS/Special Education		6/30/2019		
7	Wynter Williams	Resignation	DHS/Special Education		6/30/2019		
8	Katherine Gacek	Leave of Absence	DHS/Guidance Counselor	8/26/2019	6/30/2020		
9	Katherine Griffith	Leave of Absence	MMS/ Nurse	8/26/2019	6/30/2020		

Memorandum

To: Board of Education

From: Marge Cion

Date: June 25, 2019

Re: Summary of the 2019 – 2022 Maintenance and Custodian Contract Settlements

The Board of Education has reached tentative agreements with the Darien School Maintenance Association and the Darien School Custodians' Union, both of whom are represented by Council #4, AFSCME AFL-CIO. The units have ratified their respective contracts. We are asking the Board of Education to do the same this evening

The terms of the agreement with the custodians are:

I. Duration

The new contract is for three years, July 1, 2019 through June 30, 2022.

II. Salary

The GWI in each of the three years of the contract is as follows:

2019 – 2020	2%
2020 – 2021	2%
2021 – 2022	2%

There are no steps in this contract.

III. Insurance

The HDHP will continue with the following changes to the deductible amounts:

2019 – 2020	\$2,250/\$4,500
2020 – 2021	\$2,500/\$5,000
2021– 2022	\$2,500/\$5,000

The employee premium share will remain at 21% for the length of the contract,

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IV. Personal and Sick Days

The number of personal days has been reduced from 5 to 3 in this contract. Employees now have up to 5 bereavement days for a death in the immediate family. Employees who use a sick day on a day when schools are closed due to snow must provide the District with documentation from a physician.

V. Tax Sheltered Annuity

The Board's contribution to an employee's tax sheltered annuity is increased from 1% to 1.2% of the employee's base pay.

VI. Electronic Time Documentation System

The Board has the right to implement a time documentation system.

The terms of the agreement with the maintenance workers are:

I. Duration

The new contract is for three years, July 1, 2019 through June 30, 2022.

II. Salary

The GWI in each of the three years of the contract is as follows:

2019 – 2020	2%
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There are no steps in this contract.

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The employee premium share will remain at 21% for the length of the contract,

.

IV. Sick Days

Employees who use a sick day on a day when schools are closed due to snow must provide the District with documentation from a physician.

V. Tax Sheltered Annuity

The Board's contribution to an employee's tax sheltered annuity is increased from 1.2% to 1.5% of the employee's base pay.

VI. Electronic Time Documentation System

The Board has the right to implement a time documentation system.

As a result of these negotiations we have reorganized the supervisory positions of both groups. The maintenance and custodial supervisor positions have been removed from the bargaining units and a new position, the Custodial and Maintenance Supervisor, has been created. This is a non-union position that will report directly to the Director of Facilities.