

**BOARD OF EDUCATION
Darien, Connecticut**

MONDAY, JULY 29, 2019

SPECIAL MEETING OF THE BOARD OF EDUCATION

**Darien Public Schools'
Administrative Offices**

Meeting Room

7:00 p.m.

AGENDA

1. Call to order
2. Adjourn to Executive Session (2nd Floor Conference Room) for the purpose of discussion regarding personnel pursuant to Connecticut General Statute 1-200(6) (A)
3. Reconvene in public session
4. Adjournment.

SPECIAL MEETING OF THE BOARD OF EDUCATION

MONDAY, JULY 29, 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

*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/special public meeting, given that by law the Board may only discuss matters that are set forth on its agenda.

**SPECIAL MEETING OF THE BOARD OF EDUCATION
MONDAY, JULY 29, 2019**

4. Superintendent's Report..... Dr. Alan Addley
5. Approval of Minutes..... Board of Education
6. Board Committee Reports..... Mrs. Tara Ochman
7. Presentations/Discussions
 - a. First Reading and..... Dr. Alan Addley
Discussion on Proposed
2019-20 District
Goals and Objectives
 - b. Update on Summer Facilities... Mr. Michael Lynch
Projects
 - c. Update on Enrollment..... Dr. Susie Da Silva
for 2019-20 School Year and
Possible Action on Utilization
of Budget Control
 - d. Discussion on Proposed..... Mrs. Tara Ochman
Board Responsibilities
for Review on a Yearly
Basis
 - e. Updated Master Agenda - Dr. Alan Addley
February through August 2019
 - f. Discussion and Possible..... Dr. Alan Addley
Action on Proposed
Schedule of 2019-20 Regular
Board of Education Meetings
8. Action Items
 - a. Personnel Items..... Ms. Marjorie Cion
 - i. Appointments
 - ii. Resignations
 - iii. Leaves of Absence
9. Public Comment* Mrs. Tara Ochman
10. Adjournment..... Mrs. Tara Ochman

AA:nv

*Public Comments are limited to three minutes per individual and are designed to allow community members to inform the Darien Board of Education of their opinions and/or concerns. Where appropriate, community members are also encouraged to reach out to the school administration during regular school hours. There should be no expectation for dialogue on such public comments to take place at a regular/special public meeting, given that by law the Board may only discuss matters that are set forth on its agenda.

To: Members of the Board of Education
From: Dr. Alan Addley, Superintendent of Schools
Subject: Special Meeting Agenda and Executive Session for July 29, 2019
Date: July 26, 2019

This memorandum provides information pertaining to some agenda items on the Special Board of Education Meeting Agenda and the Executive Session.

Executive Session: The Superintendent will provide a status update on some personnel matters.

First Reading on Proposed 2019-20 Goals and Objectives: The Central Office administration collectively reviewed the proposed goals and objectives. Given the arrival of a new Superintendent of Schools and my short time in district, the structure, format and nature of the goals/objectives are similar to previous years. You will note for discussion there is a goal around strategic planning for the district. The administrative staff will speak to the details of the goals from their respective departments.

Enrollment: Dr. DaSilva will provide an update on the district enrollment and class sections. As of July 26, the district does not anticipate the need to add additional elementary class sections.

Schedule of 2019-20 Regular Board Meetings: The Board is being requested to approve the schedule of the Regular Board of Education Meetings for the 2019-2020 school year.

Personnel Appointments: Currently, the district has hired 24 certified staff. We are interviewing to fill 10 additional positions, including the Assistant Principal position at Darien High School. The district is in the process of filling four instructional aide positions at the elementary school and staffing assignments for special education paraprofessionals are being finalized.

APPROVED
SPECIAL MEETING OF THE BOARD OF EDUCATION
Tuesday, June 11, 2019

PLACE:
DARIEN PUBLIC SCHOOLS
ADMINISTRATIVE OFFICES
BOARD OF EDUCATION CONFERENCE ROOM
7:00 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 50

- | | |
|---|--|
| 1. Call to Order | Mrs. Tara B. Ochman, Chair,
at 7:00 p.m. (0:00) |
| 2. Presentation of Superintendent's
Citizenship Awards | Dr. Elliott Landon
at 7:00 p.m. (0:00) |
| 3. Chairperson's Report | Mrs. Tara Ochman, Chair,
at 7:25 p.m. (0:25) |
| 4. Public Comment | Mrs. Tara Ochman, Chair,
at 7:28 p.m. (0:28) |
| 5. Superintendent's Report | Dr. Elliott Landon
at 7:28 p.m. (0:28) |
| 6. Approval of Minutes | Board of Education
at 7:31 p.m. (0:31) |

MOTION TO APPROVE THE MINUTES OF THE SPECIAL MEETING AND EXECUTIVE SESSION OF THE BOARD OF EDUCATION HELD ON TUESDAY, MAY 14, 2019:

1st Mr. Dineen

2ND Mr. Burke

	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)

MOTION TO APPROVE THE MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION HELD ON TUESDAY, MAY 14, 2019:

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)

MOTION TO APPROVE THE MINUTES OF THE SPECIAL MEETING OF THE BOARD OF EDUCATION HELD ON TUESDAY, JUNE 4, 2019:

1st Ms. Ritchie

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)

MOTION TO APPROVE THE MINUTES OF THE SPECIAL MEETING AND EXECUTIVE SESSION OF THE BOARD OF EDUCATION HELD ON FRIDAY, JUNE 7, 2019:

1st Ms. McCammon

2ND Mr. Burke

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

RESULT - MOTION PASSED (9-0-0)

7. Board Committee Reports

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

PRESENTATIONS AND DISCUSSIONS

8. Presentations/Discussions:

a. Report on Senior Internship
Project at Darien High School

Mrs. Ellen Dunn
at 7:39 p.m. (0:39)

b. Report on High School
College Acceptances and
Awards; Profile on High School
Class of 2019 and Post High
School Plans

Mrs. Ellen Dunn/
Ms. Meghan Emanuelson
at 7:57 p.m. (0:57)

c. Discussion and Possible Action
on Proposed Middlesex
Boston Field Trip

Dr. Elliott Landon/
Mrs. Shelley Somers
at 8:30 p.m. (1:30)

MOTION TO APPROVE THE PROPOSED MIDDLESEX BOSTON FIELD TRIP:

1st Ms. McCammon

2ND Mr. Burke

	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)

d. Update on DAEG Barbara
Harrington Fund Awards

Dr. Susie Da Silva
at 8:40 p.m. (1:40)

e. Update on District Enrollment

Dr. Susie Da Silva
at 8:43 p.m. (1:43)

f. Discussion and Possible
Acceptance of Contemplated
Gifts from Darien Youth Lacrosse

Dr. Elliott Landon/
Mr. Chris Manfredonia
at 8:46 p.m. (1:46)

MOTION TO APPROVE THE GIFTS FROM DARIEN YOUTH LACROSSE:

1st Mr. Burke

2ND Ms. McNamara

	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)

g. Discussion and Possible
Action on Proposed Athletic
Department Field Trips

Dr. Elliott Landon/
Mr. Chris Manfredonia
at 8:48 p.m. (1:48)

h. Further Discussion and
Possible Action on Darien
Athletic Foundation Contemplated
Gift of Darien High School
Cross Country Running Track

Dr. Elliott Landon/
Ms. Jennifer Montanaro
at 8:57 p.m. (1:57)

MOTION TO APPROVE THE GIFT OF THE DARIEN HIGH SCHOOL CROSS COUNTRY RUNNING TRACK:

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)

i. Discussion on 2018-19
Financial Report and Possible
Action on Proposed Budget
Transfers

Mr. Michael Feeney
at 9:01 p.m. (2:01)

MOTION TO APPROVE THE PROPOSED BUDGET TRANSFERS:

1st Ms. McNamara

2ND Mr. Burke

	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. Action Items:

a. Personnel Items

- i. Appointments
- ii. Resignations/Retirements
- iii. Leaves of Absence

Ms. Marjorie Cion
at 9:25 p.m. (2:25)

MOTION TO APPROVE THE PERSONNEL ITEMS AS OUTLINED IN THE MEMO DATED JUNE 11, 2019:

1st Mr. Dineen

2nd Ms. McNamara

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

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

10. Public Comment

Mrs. Tara Ochman, Chair,
at 9:27 p.m. (2:27)

11. Adjournment

Mrs. Tara Ochman, Chair,
at 9:27 p.m. (2:27)

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 9:27 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
Proposed
District Goals 2019-2020

Board of Education/Superintendent of Schools	Action Steps	Board of Education Presentation Item	Status: Fall, Winter, Spring Update	Continuation for 2020-2021
Engage the district in a process of strategic planning to guide the work of the Board of Education and Darien Public Schools	<ul style="list-style-type: none">• Develop, present and implement Superintendent’s 90 Day Entry Plan to the district• Present Entry Plan’s key findings• Review the district’s current planning documents and procedures• Engage the Board of Education in the strategic planning process• Begin developing guiding documents and short/long term goals that will inform the district’s next level of work	Early Fall/Winter/ Late Spring	x	x
Curriculum & Instruction	Action Steps	Board of Education Presentation Item	Status: Fall, Winter, Spring Update	Continuation for 2020-2021
Study the current “exploratory” model at MMS in relation to best practice and continuous growth and make recommendations as appropriate.	<ul style="list-style-type: none">• School-based leadership will develop a working committee with teachers and curriculum department chairpersons<ul style="list-style-type: none">○ Research and identify best practices in the literature○ Study other school districts and models offered to middle-school aged children• Collect feedback from teachers, parents, and students regarding the current “exploratory” model at MMS, as well as areas for growth• Identify scheduling options available and impact on resources (budget and human)	Late Winter/ Late Spring		x
Assess the current placement structures across all courses and levels and identify appropriate practices based on the vision/philosophy of the Darien Public Schools.	<ul style="list-style-type: none">• Identify current practices across departments/levels (course types: AP, Honors, Accelerated) and gather feedback from department members• Research and identify best practices in and for developing appropriate placement practices• Study placement practices across other school districts• Present findings to department members in order to reflect on ways to improve practices• Develop a calibrated vision/philosophy on course placement practices across departments and identify needs and make changes as appropriate	Early Spring		

District Goals 2019-2020

<p>Actualize the vision of the re-imagined library with a physical and digital destination that supports:</p> <ul style="list-style-type: none"> <i>independence and collaboration</i> <i>inquiry, creativity, and reflection</i> <i>an inspirational, dynamic, and well-resourced space.</i> 	<ul style="list-style-type: none"> Library collections to be weeded to within AASL guidelines to create more open spaces Excess furniture and outdated equipment to be removed Identify and contract with architect to actualize design specifications outlined in Re-Imagining Libraries report for each library space Collaborate with Facilities & Business office to develop costs for re-engineering library spaces Work with BOE, PTO, and Darien Community Fund to identify potential funding sources Develop 2020-21 budget proposal to fund renovation of library spaces Work with principals, school-based committees, architect, Facilities, Business, and IT to finalize plans in anticipation for Summer 2020 start 	<p>Winter</p>		
<p>Create a plan for future work that offers students balanced coursework that serves to create a STEM mindset (creator, critical thinker <i>innovator, entrepreneur, changemaker, and communicator</i>).</p>	<ul style="list-style-type: none"> Identify STEM current practices across levels and content areas Collaborate with leadership team and teachers to establish a framework for the Darien Public Schools Finalize the K-12 Library Media Curriculum to align with new International Society of Technology in Education (ISTE), American Association of School Librarians (AASL), and current curriculum units of study 		<p>x</p>	<p>x</p>

Business	Action Steps	Board of Education Presentation Item	Status: Fall, Winter, Spring Update	Continuation for 2020-2021
<p>Review and assess current Darien Public Schools business practices/structures and determine a roadmap/goals for the future.</p>	<ul style="list-style-type: none"> Meet with various stakeholders and discuss current structures (strengths/needs). Review documents, reports, and systems to determine growth areas and make recommendations to the Superintendent of Schools and Finance Committee as appropriate 			

Special Education	Action Steps	Board of Education Presentation Item	Status: Fall, Winter, Spring Update	Continuation for 2020-2021
<p>Conduct an ELP early literacy instruction program review of the provision of language and literacy experiences for preschool students.</p>	<ul style="list-style-type: none"> The Early Learning Program (ELP) has received a grant award from the Connecticut State Department of Education which it will utilize to conduct an early literacy instruction 	<p>Early Winter/Spring</p>		

District Goals 2019-2020

	<ul style="list-style-type: none">program review utilizing experts from Literacy How, Inc.Professional development will be provided by Literacy How Inc., over three days during the 2019-2020 school year.We will develop protocols and procedures for the identification of early learning literacy differences in students and instructional approaches to address their needs.			
<p>Provide professional development targeting extending Dialectical Behavior Therapy (DBT) to elementary schools, PROMPT (Prompts for Restructuring Oral Muscular Phonetic Targets) therapy, Wilson Reading Systems, and assessment instruments.</p> <p>Conduct a self-study of the continuum of specialized instruction at the elementary level.</p>	<ul style="list-style-type: none">Elementary mental health teams will receive training and bi-weekly coaching in DBT.Targeted speech and language pathologists will be trained in PROMPT (Prompts for Restructuring Oral Muscular Phonetic Targets) therapy.Selected teachers and new staff will be provided a 3-day introductory workshop and complete year-long Level 1 Wilson training.Targeted staff will be trained in the administration of the Autism Diagnostic Observation System - 2 (ADOS-2), the Comprehensive Test of Phonological Processing - 2 (CTOPP-2), and the Woodcock Reading Mastery Test-III (WRMT-III).Dr. Marilyn Friend will work with elementary school-based administrators to review current practices of specially designed instruction.	Late Winter/Spring		
<p>Design and implement opportunities for parent education on critical topics in special education and student services.</p>	<ul style="list-style-type: none">Ongoing meetings and collaboration with parent organizations in Darien Public Schools and the community.Conduct parent education programs at the building and district-levels (e.g., understanding assessments and IEPs).			

Human Resources	Action Steps	Board of Education Presentation Item	Status: Fall, Winter, Spring Update	Continuation for 2020-2021
Promote the effective and efficient operation of the school district.	<ul style="list-style-type: none">Conduct Negotiations with the Teachers, Secretaries, Nurses and Paraprofessionals.			
Support the professional capital of the staff.	<ul style="list-style-type: none">Review and revise, as needed, the administrator evaluation plan.Implement the new, in-house, data management system for evaluation of certified staff<ul style="list-style-type: none">Provide training for staff on new systemMonitor use of the system and collect feedbackIdentify areas for professional growth for non-certified staff and provide training			

District Goals 2019-2020

Community	Action Steps	Board of Education Presentation Item	Status: Fall, Winter, Spring Update	Continuation for 2020-2021
Evaluate the Darien Public Schools current communication practices and determine areas for continued growth.	<ul style="list-style-type: none">Collect feedback/usage from stake-holders on the various tools for communication, such as: social media, News of the Week, DPS Magazine, School-Based Newsletters, etc.			

Facilities	Action Steps	Board of Education Presentation Item	Status: Fall, Winter, Spring Update	Continuation for 2020-2021
Ensure the safety and security of the Darien school community.	<p>Review the need for additional entry level security across all schools:</p> <ul style="list-style-type: none">Review traffic usage and patternsDetermine costConsult with other town bodies	Fall	x	
Identify a permanent solution for the school district’s storage needs.	<ul style="list-style-type: none">Meet with Facilities CommitteeCollect input from various groups to ensure equity		x	
Support the Ox Ridge Construction Project to ensure timeliness, efficiencies, and adherence to the educational specifications.	<ul style="list-style-type: none">Continue collaborating Ox Ridge Building Committee as a resource	**Updates provided by committee to BOE as needed		

Technology	Action Steps	Board of Education Presentation Item	Status: Fall, Winter, Spring Update	Continuation for 2020-2021
Finalize the district technology vision and plan, and ensure its direction, alignment and fidelity to the district’s overall strategic academic plan.	<ul style="list-style-type: none">Re-establish <i>technology committee (2018-2019) to review vision and plan to ensure that:</i><ul style="list-style-type: none">it lays the groundwork for learning goals and how technology can best meet those goals;it is aligned to the district’s overall curriculum and instruction goals; and,technology use moves from proficient to transformative.Collect feedback from additional stakeholders outside of the committee and make adjustments as appropriateCreate opportunities to share the plan with the Darien Public Schools communityDevelop a structure to ensure plan implementation		x	

Create a technology professional learning plan for faculty and administrators.	<ul style="list-style-type: none">● Collect feedback from faculty and administrators on individualized learning needs and build a fluid, forward thinking professional learning plan to ensure that teachers and administrators receive:<ul style="list-style-type: none">○ Foundational training that aligns to academic goals <i>including accessibility, digital fluency, design thinking, platform training (Google, OS/IOS, Aspen, Office, etc) and technology integration.</i>○ <i>Opportunities to obtain professional certifications (Google level 1 & 2, Apple Teacher (HS), ISTE, Common Sense and AASL).</i>		x	
--	--	--	---	--

Summer Facilities Projects, 2019

Hindley Elementary School:

Project	Status
Renovate DLC area and move them from old main office	95% complete, finished by July 31
Install new RPZ and Hot box	Completed except for minor electric
Change out lights in serving line	Not started, begin August 6
Change out exhaust fan in Kitchen	Estimating July 10, done by August 22
Replace windows in 1947 and 1976 sections	On schedule for August 18 completion

Holmes Elementary School:

Project	Status
Switch out regulators and run on gas	Will be done week of July 29
Change out RTU in cafeteria	Just received cost estimate, 8-10 weeks out
Close in old Lobby to make an office	Pending approval
Install new RPZ and Hot Box	Completed except for minor electric
Install LED lighting in hallways	Approved by utility, waiting for parts, start August 5
Repair/replace fencing	Estimate pending, neighbor has asked us to wait

Royle Elementary School:

Project	Status
Paint cafeteria	Not scheduled yet
Install new floor in cafeteria	Not scheduled yet, waiting for estimate
Paint Faculty Room	Not scheduled yet
Install new floor in Faculty Room	Not scheduled yet, waiting for estimate
Switch exterior lighting to LED	Waiting for 3 estimates to be returned

Ox Ridge Elementary School:

Project	Status
Electric for air conditioners	Completed electric
Service boilers	Scheduled for July 27
Install air conditioners	Finished by Friday, July 26

Tokeneke Elementary School:

Project	Status
Fix hillside by Baseball field	Not scheduled yet
Service HVAC system	Completed
Trim up trees in courtyard	Waiting for estimate
Find some type of storage unit for snow equipment	Not done yet
Change heads on outdoor lights	Waiting for 3 estimates to be returned

Middlesex Middle School:

Project	Status
Move copy room	Will begin work July 29
Hook up appliances in 214 A	Will begin work July 30
Install LED lighting in hallways	Approved by utility, waiting for parts
Install 9 additional air conditioners	Starting Monday, July 29

Darien High School:

Project	Status
Replace security cameras outside "B"	Completed
Clean out storage area under small bleachers	Next rainy day
Install walkway bollard lights in courtyard	Completed
Run electric in kitchen for exhaust fans	70% completed
Install new Alerton BMS	Software for upgrade is on order
Continue cleaning storage areas	Ongoing

Central Office:

Project	Status
Set up downstairs room for Rich	Week of July 29
Get small bathroom working again	Week of July 29
Paint downstairs spaces	Postponed due to flooding
Change out parking lot lighting to LED, add new light pole in rear	Waiting for 3 estimates to be returned
Roof replacement project	90% complete, finish by August 23

Darien Public Schools - Administrative Offices

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

July 12, 2019

To: Alan Addley, Ed.D., *Superintendent of Schools*
From: Susie Da Silva, Ed.D., *Assistant Superintendent for Curriculum and Instruction, K-12*
Re: K-12 Enrollment 2019-2020

Below you will find the projected enrollment figures for grades K-12 by school. I look forward to answering any questions at the Board of Education meeting on July 29, 2019.

K-12 Enrollment								
Grade	DHS	MMS	Hindley	Holmes	Ox Ridge	Royle	Tokeneke	
K			65	76	73	50	62	
1			80	64	68	54	65	
2			65	82	63	59	67	
3			85	85	70	55	74	
4			75	59	68	76	73	
5			83	76	53	54	75	
6		389						
7		387						
8		368						
9	350							
10	375							
11	328							
12	365							Grand Total

Darien Public Schools - Administrative Offices

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

Totals	1418	1144	453	442	395	348	416	4616
--------	------	------	-----	-----	-----	-----	-----	------

Kindergarten Enrollment Comparison

School	<u>Registrations as of 7/2018</u>	<u>Registrations as of 6/2019</u>	<u>Registrations as of 7/2019</u>	<u>Budgeted Projected Numbers</u>	<u>Budgeted Sections/Actual as of 7/2019</u>	<u>Class Size Range</u>
Hindley	78	65	65	87	4/3	18 19-21 22
Holmes	64	76	76	82	4/4	
Ox Ridge	58	70	73	74	4/4	
Royle	54	50	50	70	4/3	
Tokeneke	65	62	61	76	4/3	

Darien Public Schools' Board of Education Roles and Responsibilities

- Develop, implement and monitor the district's policies. These policies serve as the road map for the school district, giving direction to the administration and staff and becoming the foundation for accountability.
- Approve and adopt an annual budget that will provide the financial basis for education in the district. This includes but is not limited to curriculum, facilities, furnishings, staff, materials and equipment needed to carry out educational programs.
- Select, retain and evaluate the superintendent of schools, who serves as the district's chief executive officer and implements board policy.
- Establish and maintain solid, respectful working relationships with the superintendent. This includes recognizing the differences in the roles as governed by the State of Connecticut generally refraining from becoming involved in the day-to-day operation of schools and recognizing that decisions are made by the Board as a whole.
- Translate the district's mission into short and long-range goals and then setting up the structure.
- Build public support and understanding of public education by communicating and interpreting the school district's mission and goals to the public and vice versa.
- Serve on subcommittees as established by the Board.

APPROVED BY THE DARIEN BOARD OF EDUCATION

ON AUGUST 28, 2018

(changes are in “Red”, “Italics”,
and highlighted in “Yellow”)

**BOARD OF EDUCATION MASTER AGENDA
FEBRUARY 2019 THROUGH AUGUST 2019
(APPROVED BY THE BOARD OF EDUCATION ON JANUARY 22, 2019)**

February 12th

(rescheduled to Wed., February 13)

- **Further** Discussion and Approval of Proposed Board of Education 2019-2020 Budget
- **Update on Kindergarten Enrollment for 2019-2020 ~~—or February 26th~~**
- Update on Standardized Testing Schedule – including Smarter Balance Assessment (SBAC) and NGSS Field Test (Science); High School SATS ~~and CMT Science—Elementary and Middle School; and High School Schedule for SAT and CAPT Tests~~
- ***Further Discussion and Possible Action on Proposed New Courses for Darien High School for the 2019-2020 School Year – rescheduled from January 22nd***
- ***Discussion on 2018-19 Financial Report and Possible Action on Proposed Budget Transfers***
- ***Update on State Legislature Matters***

February 26th

- Interim Progress Report on 2018-2019 District Goals and Objectives
- **Curricula Update: Mathematics/Science **K-12****
- ~~Update on Kindergarten Enrollment for 2019-2020 —or February 12th~~
- ~~***Continued Review, Revision and Update of Board of Education Policies***~~
- ***Discussion and Possible Acceptance of Contemplated Gift for Music Department***
- ***Discussion, Repeal of Board of Education Policy 4425 “Administrative Regulations for the Use and Disclosure of Criminal Justice Information” and Discussion and Possible Action on Proposed Policy 4425 “Criminal History Record Information (CHRI) Proper Access, Use and Dissemination Procedures”***

March 13th, Wednesday

- Presentation and Discussion on Darien High School Second Semester Enrollment Distribution Report —*or March 26*
- Presentation and Discussion of 2018-19 Budget Update and Action on Budget Transfers – *rescheduled to February 13*
- Update on Kindergarten Enrollment for 2019-2020

March 26th

- Presentation and Discussion on Darien High School Second Semester Enrollment Distribution Report – *rescheduled to March 13*
- ~~Presentation, Discussion and Possible Approval of Middlesex Outdoor Overnight Field Trip~~
- ~~Presentation, Discussion and Possible Approval of Middlesex Boston Field Trip~~
- Discussion and Possible Action on Elementary Parent Conference Days for 2019-20 School Year
- Tentative Recommendation for Establishing 2019 Darien High School Graduation Date
- *Discussion and Possible Action on Proposed Change of Darien High School Professional Learning Communities from May 10 to May 17, 2019*
- *Discussion and Possible Action on Proposed Capital Project – Storage Facility at Darien High School*
- *Discussion on Approved 2019-2025 Board of Education Capital Plan (6 year) and Possible Action*
- *Approach to Future Legislative Proposals Affecting Schools*
- *Presentation, Discussion and Possible Action on Proposed Middlesex Middle School Field Trips*
- *Proposed Adjustment to and Possible Action on Approved 2019-2020 Board of Education Budget*
- Update on Implementation of 1:1 Initiative with iPads at the High School

April 9th

- Further Discussion and Action on Establishing 2019 Darien High School Graduation Date
- First Reading and Discussion of 2020-21 School Calendar – *rescheduled to April 23*
- Update on Kindergarten, Elementary, Middle School and High School Enrollment for 2019-2020
- Action on Non-Renewal of Certified Staff Working under One-Year Contracts and Long Term Substitutes – *rescheduled to April 23*

April 9th, cont.

- *Presentation and Discussion on State Required 2023 Changes to Graduation Requirements*
- *Curricula Update: Social Studies K-12 – rescheduled to April 23*
- *Presentation on Capstone Project/Digital Portfolio - Middlesex Middle School*
- *Conversation with Jeremy Ginsberg regarding Planning and Zoning Municipal Use Amendment*
- *Discussion and Possible Acceptance of Contemplated Gift from Tokeneke PTO*

April 23rd

- Action on Non-Renewal of Certified Staff Working under One-Year Contracts and Long Term Substitutes – *or April 9*
- First Reading and Discussion on Proposed 2020-21 School Calendar – *or April 9*
- *Curricula Update: Health Education PK-12 – rescheduled to May 14*
- *Further Discussion and Possible Action on State Required 2023 Changes to Graduation Requirements*
- *Curricula Update: Social Studies K-12 – rescheduled from April 9*
- *Discussion and Possible Acceptance of Contemplated Gift from the Blue Wave Booster Club*
- *Discussion and Possible Acceptance of Contemplated Gift from the Darien Soccer Association and the Darien Athletic Foundation*
- *Legislative Matter per CAGE's 4/11/2019 Request*

May 14th

- Update and Discussion on Extended School Year Program
- Verbal Update on High School and Middle School Scheduling
- Presentation, Discussion and Possible Action on Proposed Technology Plan for 2018-2021 – *to be rescheduled*
- *Update from Department Chairpersons on Priorities and Outcomes*
- *Curricula Update: Health and Wellness PK-12 – rescheduled from April 23*
- *Further Discussion and Possible Action on 2020-2021 Darien School Calendar – rescheduled from May 28*
- *Running Track Update*

May 28th (meeting canceled by the Board of Education)

- Presentation and Discussion of 2018-19 Budget Update and Action on Budget Transfers – *rescheduled to June 11*
- *Further Discussion and Possible Action on 2020-2021 Darien School Calendar - rescheduled to May 14*

June 11th

- Superintendent's Citizenship Awards
- Recognition of DPS Retirees
- Report on High School College Acceptances and Awards; Profile on High School Class of 2019 and Post High School Plans
- *Follow-up* Report on Senior Internship Project at Darien High School
- Update on District Enrollment
- Report on DAEG Barbara Harrington Fund Awards
- Update on Reiss Fund Conference- to be rescheduled date TBD
- Update on High School and Middle School Scheduling – *to be rescheduled*
- ~~*Report to Darien Planning and Zoning Commission re Stadium Lights at DHS- - not required*~~
- Update, Discussion and Possible Action on Recommended Reallocations for *Adopted* 2019-2020 Budget – *to be rescheduled*
- *Discussion and Possible Action on Board of Education Policy on State Required Changes to Graduation Requirements (current policy 6840 – Academic Achievement) – to be rescheduled*
- *Discussion and Possible Action on Proposed Middlesex Middle School Boston Field Trip*
- *Discussion and Possible Acceptance of Contemplated Gifts from Darien Youth Lacrosse*
- *Discussion and Possible Action on Proposed Athletic Department Field Trips – action postponed to June 25th*
- *Further Discussion and Possible Action on Darien Athletic Foundation Contemplated Gift of Darien High School Cross Country Running Track*
- *Discussion on 2018-19 Financial Report and Possible Action on Proposed Budget Transfers*

June 25th

- Annual Progress Report on 2018-2019 District Goals and Objectives
- Presentation and Possible Approval of Revised Facilities Use Fee Schedule – **rescheduled to August 27**
- Annual Report on Donations
- Update Master Agenda – February through August 2019 – **rescheduled to July 29 special meeting**
- Update, Discussion and Possible Action on Recommended Reallocations for Adopted 2019-2020 Budget - **to be rescheduled**
- **Contract Agreement between the Board of Education and the Darien Maintenance Association**
- **Contract Agreement between the Board of Education and the Darien School Custodians Union**
- **Proposal and Recommendation on High School Gate House**
- **Board Action on Proposed Amendment for Section 125 Plan**
- **Further Discussion and Possible Action on Proposed Athletic Field Trips for 2019-2020 School Year**
- **Discussion and Possible Action on Darien High School Shed Bonding Authorization**
- **Discussion and Possible Action: 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?**
- **Board Discussion and Possible Action on the Recommendations to Modify the Ox Ridge Educational Specifications as Recommended by the Town Building Committee**
- **Board Approval of Recommendations to Modify the Ox Ridge Educational Specifications as Recommended by the Town Building Committee on June 25, 2019**

July 23rd (cancelled) – changed to July 29th Special Meeting

- First Reading and Discussion on Proposed District Goals and Objectives for 2019-2020
- Discussion on Proposed Board of Education Responsibilities for Review on a Yearly Basis
- Discussion and Possible Action on Proposed Schedule of 2019-2020 Regular Board of Education Meetings
- Update on Enrollment for the 2019-2020 School Year and Possible Action on Utilization of Budget Control

July 29th Special Meeting (cont.)

- Update on Summer Facilities Projects
- Updated Master Agenda – February through August 2019
- Presentation and Possible Approval of Revised Facilities Use Fee Schedule – **rescheduled to August 27**

August 27th

- Verbal Update on Regular and Special Education Staffing for 2019-2020
- Discussion and Action on 2018-2019 Final Year End Financial Report – or September 10, 2019
- First Reading of Board Master Agenda for August 2019-January 2020 – or September 10, 2019
- Action on District Goals and Objectives 2019-2020
- Update on Summer Facilities Projects – **rescheduled to July 29th**
- Appointment of an Impartial Hearing Officer for Student Disciplinary Matters for the 2019-2020 School Year, as they arise
- Action Item – to Delegate to its Appointed Hearing Officer Responsibility for Hearing Expulsion Expungement Requests and for Hearing School Accommodations Appeals, including Transportation Appeals as provided by Statute
- ***Presentation and Possible Approval of Revised Facilities Use Fee Schedule – rescheduled from July 29th***
- ***Update, Discussion and Possible Action on Recommended Reallocations for Adopted 2019-2020 Budget***

(APPROVED BY THE BOARD OF EDUCATION ON JANUARY 22, 2019)

DARIEN BOARD OF EDUCATION
Darien, Connecticut

PROPOSED

**SCHEDULE OF REGULAR BOARD OF EDUCATION MEETINGS
FOR THE 2019-2020 SCHOOL YEAR**

2019

2020

July	23	(changed to July 29, Special Mtg.)	Jan. 4 or 11 * (Sat.)
			14
Aug.	27		28
Sept.	10	(may need to reschedule to Sept. 11 - possible State Primary)	Feb. 11
	24		25
Oct.	7*(Mon.)		March 11* (Wed.)
	22		24
Nov.	12		April 14
	26		28 (Presidential Primary - need to reschedule to April 29 or 30)
Dec.	10		May 12
			26
			June 9
			23

All meetings listed above are regularly scheduled Board of Education meetings. All meetings will be held in the Darien Board of Education Meeting Room, 35 Leroy Avenue, Darien, Connecticut at 7:30 p.m. (with the exception of January 4 or 11). The Darien Board of Education meets on the second and fourth Tuesday of every month, unless otherwise indicated by an *.

Tara B. Ochman, Chairman
Darien Board of Education

Kathrine G. Stein, Secretary
Darien Board of Education

For the Purpose of Community Planning

DRAFT

PERSONNEL ACTION REPORT

July 29, 2019

Item	Name	Action	Replacing/Location/Position	Effective Date		Tenure Area	Certification Class/Step
				From	To		
Appointments							
1	Dennis Cabrera	Change of Position	L Sorensen/Fitch/Lead Teacher	NA	NA	Teacher	
2	Theresa Fox	Change of Position	M Distefano/MMS/Special Education Department Chair	NA	NA	Administrator	Intermediate Administrator
3	Samantha Galasso	Appointment	E Bechtold/DHS/English	8/26/2019	6/30/2020	Teacher	English 7 - 12 MA Step 3
4	Kathryn Garfield	Appointment	J Perkins/DHS/Special Education	8/26/2019	6/30/2023	Teacher	Special Education K - 12 MA + 30 Step 9
5	Rebecca Hendrickson	Appointment	D Miller (.4) and New (.6)Position/Fitch/Special	8/26/2019	6/30/2021	Teacher	Special Education K - 12 MA + 30 Step 10
6	Kimberly Sheehan	Appointment	H Kaminsky/MMS/School Psychologist	8/26/2019	6/30/2023	Teacher	School Psychologist MA + 30 Step 3
7	Kristina Remy	Appointment	T Fox/MMS/Special Education	8/26/2019	6/30/2023	Teacher	Special Education K - 12 MA + 30 Step 14
8	Chelsea Sabia	Appointment	B Reade/MMS/Special Education	8/26/2019	6/30/2020	Teacher	Special Education K - 12 MA + 15 Step 4
9	Coranna Brokaw	Appointment	N Heitz/Hindley/Special Education	8/26/2019	6/30/2023	Teacher	Special Education K - 12 MA Step 7
10	Elizabeth Tiani	Appointment	C Cygan/MMS/Health	8/26/2019	6/30/2020	Teacher	Health PK - 12 MA Step 3
11	Sara Parille	Appointment	W Williams/DHS/Special Education	8/26/2019	6/30/2023	Teacher	Special Education K - 12 MA + 30 Step 3
Resignations, Leaves of Absence and Retirements (Informational)							
12	Michael Distefano	Resignation	MMS/Special Education Department Chair		6/30/2019		
13	Elizabeth Bechtold	Leave of Absence	DHS/English	8/26/2019	6/30/2020		

Darien Public Schools - Administrative Offices

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

July 26, 2019

To: Alan Addley, Ed.D., *Superintendent of Schools*
From: Susie Da Silva, Ed.D., *Assistant Superintendent for Curriculum and Instruction, K-12*
Re: K-12 Enrollment 2019-2020`

Below you will find the projected enrollment figures for grades K-12 by school. I look forward to answering any questions at the Board of Education meeting on July 29, 2019.

K-12 Enrollment								
Grade Budgeted Sections vs. Actual	DHS	MMS	Hindley	Holmes	Ox Ridge	Royle	Tokeneke	Net Decrease From Budgeted
K			65 4/3	76 4/4	73 4/4	50 4/3	62 4/3	-3
1			80 4/4	64 3/3	68 3/3	54 3/3	65 3/3	0
2			65 3/3	82 4/4	63 3/3	59 3/3	68 4/3	-1
3			85 4/4	85 4/4	70 4/4	55 3/3	74 4/4	0
4			75 3/4	59 3/3	68 3/3	76 4/4	73 4/4	+1
5			83 4/4	76 4/4	53 3/3	54 3/3	75 4/4	0
								Budgeted: 107 Current: 104
6		389						
7		387						
8		368						
9	350							
10	375							
11	328							
12	365							Grand Total

Darien Public Schools - Administrative Offices

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

Totals	1418	1144	453	442	395	348	417	4617
--------	------	------	-----	-----	-----	-----	-----	------

Kindergarten Enrollment Comparison

School	<u>Registrations as of 7/2018</u>	<u>Registrations as of 6/2019</u>	<u>Registrations as of 7/2019</u>	<u>Budgeted Projected Numbers</u>	<u>Budgeted Sections/Actual as of 7/2019</u>	<u>Class Size Range</u>
Hindley	78	69	65	87	4/3	18 19-21 22
Holmes	64	76	76	82	4/4	
Ox Ridge	58	70	73	74	4/4	
Royle	54	50	50	70	4/3	
Tokeneke	65	62	62	76	4/3	