

**Board of Education  
Darien, Connecticut**

**REGULAR MEETING OF THE BOARD OF EDUCATION  
TUESDAY, SEPTEMBER 24, 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. Alan Addley
5. Approval of Minutes..... Board of Education
6. Board Committee Reports..... Mrs. Tara Ochman
7. Presentations/Discussions
  - a. Presentation and Discussion .... Dr. Alan Addley  
on Superintendent's Entry  
Plan
  - b. Discussion and Action..... Mr. Richard Rudl  
on 2018-2019 Final Year  
End Financial Report and  
Return of 2018-2019 F/Y  
Unused Funds to the Town

\*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.

**REGULAR MEETING OF THE BOARD OF EDUCATION  
TUESDAY, SEPTEMBER 24, 2019**

7. Presentations/Discussions (cont.)
  - c. Discussion on July/August..... Mr. Richard Rudl  
2019-2020 Financial Report and  
Possible Action on Proposed  
Budget Transfers
  - d. Further Discussion and ..... Dr. Alan Addley  
Possible Action on Board  
Master Agenda for August 2019  
-January 2020
  - e. Discussion on Board of..... Mrs. Tara Ochman  
Education's Contribution  
to the Development of a  
Community Values  
Statement
8. Action Items
  - a. Personnel Items..... Ms. Marjorie Cion
    - i. Appointments
    - ii. Resignations/Retirements
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.

**APPROVED**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
**Tuesday, August 27, 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
Absent						X		X	

**ADMINISTRATION PRESENT:**

Dr. Addley, Dr. Da Silva, Ms. Klein and Ms. Cion

**AUDIENCE:** Approximately 15

- |                            |  |
|----------------------------|--|
| 1. Call to Order           | Mrs. Tara B. Ochman, Chair,<br>at 7:33 p.m. (0:00) |
| 2. Chairperson's Report    | Mrs. Ochman, Chair,<br>at 7:33 p.m. (0:00)         |
| 3. Public Comment          | Mrs. Ochman, Chair,<br>at 7:35 p.m. (0:02)         |
| 4. Superintendent's Report | Dr. Alan Addley<br>at 7:35 p.m. (0:02)             |
| 5. Approval of Minutes     | Board of Education<br>at 7:42 p.m. (0:09)          |

**MOTION TO APPROVE THE MINUTES OF THE SPECIAL MEETING AND EXECUTIVE SESSION HELD ON JULY 29, 2019:**

**1<sup>st</sup> Mr. Burke**  
**2<sup>ND</sup> Mr. Dineen**

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

**RESULT - MOTION PASSED (5-0-2)**

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

**1<sup>st</sup> Mr. Burke**  
**2<sup>ND</sup> Mr. Dineen**

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

No									
Abstain	X				X				

**RESULT - MOTION PASSED (5-0-2)**

**MOTION TO APPROVE THE MINUTES OF THE SPECIAL MEETING HELD ON AUGUST 13, 2019:**

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

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

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

**RESULT - MOTION PASSED (5-0-2)**

**6. Board Committee Reports**

Mrs. Ochman, Chair,  
at 7:43 p.m. (0:10)

**PRESENTATIONS AND DISCUSSIONS**

**7. Presentations/Discussions:**

a. Presentation and Discussion  
on Revised Educational  
Specifications for Ox Ridge  
Elementary School

Dr. Alan Addley  
at 7:44 p.m. (0:11)

b. Presentation, Discussion  
and Possible Action on  
Proposed Revised Facilities  
Use Fee Schedule

Mr. Michael Lynch  
at 8:05 p.m. (0:36)

**MOTION TO APPROVE THE REVISED FACILITIES USE FEE SCHEDULE FOR 2019-2020:**

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

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

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

**RESULT - MOTION PASSED UNANIMOUSLY (7-0-0)**

c. Further Discussion and  
Possible Action on Proposed  
2019-2020 District Goals  
and Objectives

Dr. Alan Addley  
at 8:17 p.m. (0:44)

**MOTION TO APPROVE THE PROPOSED 2019-2020 DISTRICT GOALS AND OBJECTIVES AS AMENDED:**

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

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

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

**RESULT - MOTION PASSED UNANIMOUSLY (7-0-0)**

d. Further Discussion and  
Possible Action on Proposed  
Board Responsibilities for  
Review on a Yearly Basis

Mrs. Tara Ochman  
at 8:55 p.m. (1:22)

**MOTION TO APPROVE THE PROPOSED BOARD RESPONSIBILITIES FOR 2019-2020:**

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

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

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

**RESULT - MOTION PASSED UNANIMOUSLY (7-0-0)**

e. Further Discussion and  
Action on Revised Proposed  
Schedule of 2019-20 Regular  
Board of Education Meetings

Dr. Alan Addley  
at 8:56 p.m. (1:23)

**MOTION TO APPROVE THE REVISED PROPOSED SCHEDULE OF 2019-2020 REGULAR BOARD OF EDUCATION MEETINGS:**

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

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

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

**RESULT - MOTION PASSED UNANIMOUSLY (7-0-0)**

f. Verbal Update on Staffing  
for 2019-2020

Ms. Marjorie Cion  
at 8:57 p.m. (1:24)

**8. Action Items:**

**a. Personnel Items**

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

Ms. Cion  
at 8:57 p.m. (1:24)

**MOTION TO APPROVE THE PERSONNEL ITEMS AS OUTLINED IN THE MEMO DATED AUGUST 27, 2019:**

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

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

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

**RESULT -MOTION PASSED UNANIMOUSLY (7-0-0)**

- b. Appointment of an Impartial Hearing Officer for Student Disciplinary Matters for the 2019-2020 School Year, as they Arise

Dr. Alan Addley  
at 8:58 p.m. (1:25)

**MOTION TO APPOINT AN IMPARTIAL HEARING OFFICER FOR STUDENT DISCIPLINARY MATTERS FOR THE 2019-2020 SCHOOL YEAR, AS THEY ARISE:**

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

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

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

**RESULT -MOTION PASSED UNANIMOUSLY (7-0-0)**

- c. Discussion and Possible Action to Delegate to its Appointed Hearing Officer Responsibilities for Hearing Expulsion Expungement Requests and for Hearing School Accommodations Appeals Including Transportation Appeals, as Provided by Statute

Dr. Alan Addley  
at 8:59 p.m. (1:26)

**MOTION TO DELEGATE TO ITS APPOINTED HEARING OFFICER RESPONSIBILITIES FOR HEARING EXPULSION EXPUNGEMENT REQUESTS AND FOR HEARING SCHOOL ACCOMMODATIONS APPEALS INCLUDING TRANSPORTATION APPEALS, AS PROVIDED BY STATUTE:**

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

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

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

**RESULT -MOTION PASSED UNANIMOUSLY (7-0-0)**

9. Public Comment

Mrs. Ochman, Chair,  
at 9:04 p.m. (1:31)

10. Adjournment

Mrs. Ochman, Chair,  
at 9:05 p.m. (1:32)

**MOTION TO ADJOURN:**

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

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

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

No									
Abstain									

**RESULT - MOTION PASSED UNANIMOUSLY (7-0-0)**

Meeting adjourned at 9:05 p.m. (1:32)

Respectfully Submitted,

Kathrine Stein,  
Secretary



# Superintendent's Entry Plan...

## The First 90 Days

### Introduction



I am incredibly honored to be the Superintendent of Darien Public Schools and to partner with such a talented staff, supportive and engaged parent community and terrific student body. I look forward to celebrating the rich traditions and practices of the school district, building on the district's successes and working collaboratively with the community to provide the highest quality education to all our students.

This 90-day entry plan is designed to ensure my successful transition into the Darien Public Schools and to identify the district's next level of work. The entry plan focuses on listening and learning with the Board of Education; staff; parents; students; community and business stakeholders; and, town officials about the strengths, challenges and opportunities for the Darien Public Schools.

The plan will help inform future decision-making and will culminate with the adoption of a Board of Education Strategic Plan. The entry plan has three broad goals:

1. Establish open and honest communication and trusting relationships with all constituents and stakeholders
2. Deeply understand the Darien Public Schools
3. Collaboratively plan for the future

Thank you to the Darien community for your warm welcome to the school district and town. I look forward to listening and learning with you during my first 90 days, and to partnering with everyone in the future to provide exceptional educational experiences to our students.

Sincerely,  
Alan Addley, Ed.D.





## Transitioning (September/October/November)



*Leaders must  
first seek to  
understand, then  
to be understood.*

*~Stephen Covey*

I will utilize the following three strategies to help realize the goals for the first 90 days:

**1. Listen & Learn:** This strategy involves scheduling a series of events to listen and learn from the stakeholders of Darien Public Schools. The purpose of these events is to give me the opportunity to introduce myself to the Darien constituents and to engage all stakeholders in a discourse about the district's values, strengths, challenges and areas of opportunity. Members of the Central Services' cabinet will accompany me for some of these community events.

**2. Share & Build:** This strategy allows me to get to know the Darien Public Schools community better by sharing my leadership story and my educational philosophies and core values. I will strive to establish a passionate, trusting and positive tone and a sense of urgency about the work through communications and attendance at school and community events.

**3. Analyze, Report & Plan:** This strategy involves analyzing the data from listening and learning. At the end of the 90-day period, this information will be synthesized to reflect the strengths, challenges and opportunities faced by the school district. A summary report will be presented to the Board of Education in December. The entry plan will help inform decision-making and commencement of the Board Education's strategic planning process. The Board of Education's strategic process will result in a district Strategic Plan which may include a Vision, Mission, Values and Goals.

### Events

Some of the 90-day events that will be scheduled in order to implement the three strategies include, but are not limited to the following:

- Ride the school bus on the first day of school;
- Host teacher convocation to meet staff and establish focus and priorities for the year;
- Individual Meetings with Board of Education members, civic leaders; District Directors, Committee Chairs, media;
- Meetings with Central Service departments and every staff member;
- Regular school and classroom visits;
- Visits to all schools and meetings with staff and students;
- Individual and small group meetings with key stakeholders (principals, staff, students, parent groups and business organizations);
- Administration of a survey/focus groups for the staff, student and parents soliciting strengths, challenges, opportunities and hopes for the Darien Public Schools;
- A document review including, but not limited to an analysis of student achievement data, strategic plans, department plans, finances, reports and publications;
- A Board of Education retreat or special meeting to review the findings from the 90-day Entry Plan Report and to commence strategic planning;
- Hosting Superintendent Community Forums; and,
- Meetings with other constituents as needed or as requested.



# Memorandum

**DATE:** September 11, 2019  
**TO:** Dr. Alan Addley, Superintendent of Schools  
**FROM:** Richard Rudl, Director of Finance & Operations  
**SUBJECT:** FY 2019 Year End Financial Report

Enclosed please find the attached:

1. Unaudited financial reports for fiscal year ending June 30, 2019.
2. List of Accounting Adjustments to close or zero out accounts for fiscal year ending June 30, 2019.
3. Year End Financial Report Presentation
4. Year End Balances and Transfer Considerations

The auditing firm of Blum Shapiro will begin the auditing process for both the Town and the Board of Education starting today, September 11, 2019.

## Highlights of Fiscal Year 2019:

- Net expenditures ended the year at \$97,785,889 against an adjusted budget of \$98,122,266 leaving a surplus of \$336,377 or 0.34% of budget.

RC	Fiscal Year Adjusted Budget	Fiscal Year 2019 Expenditures	Fiscal Year 2019 Year-End Balance
RC 1 Darien High School	\$12,869,865	\$12,870,729	\$(865)
RC 2 Fitch Academy	\$453,875	\$446,085	\$7,790
RC 3 Middlesex	\$10,253,839	\$10,231,978	\$21,861
RC 5 Hindley	\$3,610,281	\$3,604,442	\$5,839
RC 7 Holmes	\$3,230,255	\$3,228,891	\$1,364
RC 8 Ox Ridge	\$3,440,558	\$3,436,506	\$4,052
RC 9 Royle	\$3,049,351	\$3,041,202	\$8,149
RC 10 Tokeneke	\$3,418,206	\$3,415,221	\$2,985
RC 11 Athletics	\$1,777,841	\$1,739,324	\$38,518
RC 12 Maintenance	\$3,790,319	\$3,708,897	\$81,423
RC 13 Music	\$278,991	\$269,094	\$9,897
RC 14 Art	\$109,757	\$109,228	\$529

Darien Public Schools/BOE, 35 Leroy Avenue, P.O. Box 1167, Darien, CT 06820

RC 15 Technology	\$2,907,693	\$2,906,888	\$805
RC 16 Administration	\$698,160	\$694,950	\$3,210
RC 17 Health	\$859,225	\$854,727	\$4,498
RC 18 Personnel	\$1,227,931	\$1,227,494	\$436
RC 19 Curriculum	\$2,370,821	\$2,369,939	\$882
RC 20 Finance	\$592,283	\$589,547	\$2,736
RC 21 Library/Media	\$187,288	\$182,616	\$4,672
RC 22 Technology Education	\$42,885	\$40,358	\$2,527
RC 23 Summer School	\$(36,241)	\$(120,235)	\$83,994
RC 24 Special Education	\$23,230,880	\$23,215,246	\$15,635
RC 25 Fixed Expenditures	\$18,549,679	\$18,556,400	\$(6,721)
RC 26 ELP	\$1,208,523	\$1,166,365	\$42,158
<b>Total</b>	<b>\$98,122,266</b>	<b>\$97,785,889</b>	<b>\$336,374</b>

The operating results excluding Special Education and ELP ended the year with an available balance of \$278,581. Special Education and ELP ended the year with a combined available balance of \$57,792.

#### **Changes from June Forecast:**

At the June Board of Education meeting, the projection presented showed a favorable year-end forecast of \$143,802. With the year-end results showing \$336,377 this is an increase of \$192,575 of unexpended budget funds. The difference between the June projection of \$143,802 and the year end results of \$336,377 are primarily in the following areas:

- Tuition Non Public Schools in RC 24 came in approximately \$146,000 less than projection
- Electrical in RC 12 came in approximately \$43,000 less than projection.

#### **Substitutes:**

	<b>Fiscal Year Original Budget</b>	<b>Fiscal Year 2019 Expenditures</b>	<b>Surplus/(Deficit)</b>
Long-Term Substitutes	\$475,000	\$739,867	\$(264,867)
Substitutes	\$424,315	\$498,024	\$(73,709)
<b>Total</b>	<b>\$899,315</b>	<b>\$1,237,891</b>	<b>\$(338,576)</b>

While substitutes did trend higher there were salary savings within the salary accounts, which ultimately offset this deficit.

#### **Special Education Tuition:**

[Darien Public Schools/BOE, 35 Leroy Avenue, P.O. Box 1167, Darien, CT 06820](#)

	<b>Fiscal Year Original Budget</b>	<b>Fiscal Year 2019 Expenditures</b>	<b>Surplus/(Deficit)</b>
Tuition Public Schools	\$165,000	\$135,765	\$29,235
Tuition-Non Public	\$6,895,000	\$7,073,659	\$(178,659)
<b>Total</b>	<b>\$7,060,000</b>	<b>\$7,209,424</b>	<b>\$(149,424)</b>

RR/kcb

## Memorandum

**DATE:** September 11, 2019  
**TO:** Dr. Alan Addley, Superintendent of Schools  
**FROM:** Richard Rudl, Director of Finance & Operations  
**SUBJECT:** Transfers and Year End Balances

In complying with the Board of Education Transfer Policy 3050, the following accounts ended the year over-budget and would require the approval of the Board of Education to zero them out as the offset would be in a separate broad category.

In RC 1 and RC 7 both Police and Fire accounts ended the year over budget, however this was a result of an expenditure that should have been posted to temporary hourly help account as it represents SAT proctor payments and not police/fire expenditures. While this would cause temporary hourly services to also be over budget for transparency purposes I felt it was important to leave these two specific accounts in a deficit as the EFS State Financial Report had been submitted on September 3<sup>rd</sup>.

While RC 24 ended the fiscal year with a surplus of \$15,635 a number of accounts ended the year over budget all of which cross broad categories. The accounts over budget are as follows:

Category	RC	Broad Category	Description	Amount
Operating	1	Purchased Services	Police and Fire	\$(12,366)
Operating	7	Purchased Services	Police and Fire	\$(2,458)
Operating	24	Purchased Services	Consulting Services	\$(178,446)
Operating	24	Purchased Services	Legal Services	\$(39,040)
Operating	24	Supplies	Textbooks	\$(18,471)
Operating	24	Supplies	Textbooks-Consumables	\$(896)

Operating	24	Supplies	General Teaching Supplies	\$(10,338)
Operating	24	Purchased Services	Special Education Testing	\$(3,415)
Operating	24	Other	Professional Development	\$(44,357)
Operating	24	Other	Local Travel	\$(558)
Operating	24	Other	Pupil Evaluation	\$(125,986)
Operating	24	Other	Dues and Memberships	\$(460)
Operating	24	Supplies	Computer Software and Supplies	\$(11,758)
Operating	24	Purchased Services	In District Special Education Transportation	\$(41,061)
Operating	24	Tuition Non Public	Tuition Non Public	\$(178,659)
Operating	24	Equipment	New Assistive Technology Equipment	\$(318)
Salaries	24	Salaries	Contracted Occupational Therapy	\$(25,063)
Salaries	24	Salaries	ESY/Summer	\$(102,904)
Total				\$(796,554)

The district did receive additional excess cost reimbursement of \$691,518 over and above budget. Excess cost works as a reimbursement of expenditures of approximately seventy cents on the dollar for students who exceed the districts per pupil expenditure times four and half.

The items over budget due contribute to the fact the district did receive additional revenue. Should the BOE want to zero out these items within RC 24 we would need to make the following transfers, which would require BOE approval:

To/From	RC	Broad Category	Account	To	From
To	24	Purchased Services	Consulting Services	\$178,446	
To	24	Purchased Services	Legal Services	\$39,040	

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To	24	Supplies	Textbooks	\$18,471	
To	24	Supplies	Textbooks-Consumables	\$896	
To	24	Supplies	General Teaching Supplies	\$10,338	
To	24	Purchased Services	Special Education Testing	\$3,415	
To	24	Other	Professional Development	\$44,357	
To	24	Other	Local Travel	\$558	
To	24	Other	Pupil Evaluation	\$125,986	
To	24	Other	Dues and Memberships	\$460	
To	24	Supplies	Computer Software and Supplies	\$11,758	
To	24	Purchased Services	In District Special Education Transportation	\$41,061	
To	24	Tuition Non Public	Tuition Non Public	\$178,659	
To	24	Equipment	New Assistive Technology Equipment	\$318	
To	24	Salaries	Contracted Occupational Therapy	\$25,063	
To	24	Salaries	ESY/Summer	\$102,904	
From	24	Revenue	Excess Cost Reimbursement		\$691,518
From	24	Tuition Public Schools	Tuition Public Schools		\$29,235
From	24	Purchased Services	Out of District Transportation		\$60,977
				\$781,730	\$781,730

Given that the cause for the overage in Police and Fire is due to a mis-coding of expenditures and the State Reports have already been filed I would not recommend a budget transfer be put forward, however when the audit adjustment period opens in November that these expenditures be reclassified to Temporary Hourly Services.

RR/kcb



## Memorandum

**DATE:** September 19, 2019  
**TO:** Dr. Alan Addley, Superintendent of Schools  
**FROM:** Richard Rudl, Director of Finance & Operations  
**SUBJECT:** FY 2020 Financial Report Through August 2019

Enclosed please find the attached:

1. Financial report for fiscal year 2020 through August 2019.
2. List of accounting adjustments through August 2019 within Broad Categories
3. List of Transfers for the Board of Education's consideration and approval.
4. PowerPoint Presentation of the financial report.

### **Highlights of the first financial report through August 2019:**

The financial report currently forecasts a year-end surplus of \$404,609 however given how early we are in the fiscal year this forecast is tentative. Items specifically in area's such as RC 24, Fixed Expenses, RC12, and Substitutes will be adjusted for the September report. The highlights of that surplus include:

- Middlesex Middle School salary savings due to FMLA leave of absences of \$41,885. It is likely these funds will be recommended for an accounting adjustment to Long-Term Substitutes.
- Turnover Savings of \$400,000 were met with an additional \$4,808 of available funds.
- Certified Column changes has an available balance of \$57,250.
- Budget Control remains untouched at \$263,360
- Salary savings within Special Education Classroom teachers of \$106,000. This will likely be recommended to be re-allocated to Special Education Paraprofessionals.
- Budget overage in Special Education Paraprofessionals by 1.0 FTE however there is savings in ELP Paraprofessionals, which can be recommended to be re-allocated in the September Financial report.
- Heating Fuel is tentatively projected to be over budget by \$71,352 however it is too early in the year to recommended a transfer at this point.

- Water is tentatively projected to be over budget by \$2,300 however it is too early in the year to recommended a transfer at this point.
- We have received revenue of \$1,174 which is Medicaid Reimbursement.

RC	Fiscal Year Adjusted Budget	Fiscal Year 2020 Forecast	Forecasted Balance
RC 1 Darien High School	\$13,470,096	\$13,470,096	\$0
RC 2 Fitch Academy	\$469,677	\$469,677	\$0
RC 3 Middlesex	\$10,569,008	\$10,527,123	\$41,885
RC 5 Hindley	\$3,649,698	\$3,649,698	\$0
RC 7 Holmes	\$3,464,873	\$3,464,873	\$0
RC 8 Ox Ridge	\$3,604,365	\$3,604,365	\$0
RC 9 Royle	\$3,172,050	\$3,172,050	\$0
RC 10 Tokeneke	\$3,489,922	\$3,489,922	\$0
RC 11 Athletics	\$1,825,775	\$1,825,775	\$0
RC 12 Maintenance	\$3,266,016	\$3,266,016	\$0
RC 13 Music	\$276,778	\$276,778	\$0
RC 14 Art	\$113,002	\$113,002	\$0
RC 15 Technology	\$2,822,377	\$2,822,377	\$0
RC 16 Administration	\$882,178	\$882,178	\$0
RC 17 Health	\$850,509	\$850,509	\$0
RC 18 Personnel	\$1,327,064	\$1,001,646	\$325,418
RC 19 Curriculum	\$2,343,406	\$2,343,406	\$0
RC 20 Finance	\$592,950	\$592,942	\$8
RC 21 Library/Media	\$183,345	\$183,394	\$(49)
RC 22 Technology Education	\$49,977	\$49,977	\$0
RC 23 Summer School	\$(60,471)	\$(60,471)	\$0
RC 24 Special Education*	\$23,109,671	\$23,036,428	\$73,243
RC 25 Fixed Expenditures	\$19,388,161	\$19,461,126	\$(72,965)
RC 26 ELP	\$1,257,981	\$1,220,913	\$37,068
<b>Total</b>	<b>\$100,118,409</b>	<b>\$99,713,800</b>	<b>\$404,609</b>

### **Transfers for Board of Education Consideration:**

There are three transfers for BOE consideration and approval. Those transfers are as follows:

[Darien Public Schools/BOE, 35 Leroy Avenue, P.O. Box 1167, Darien, CT 06820](#)

Transfer 1:

Broad Category	Description	RC	To	From	Reason
Other	Dues and Memberships	13	\$4		National Association for Music Membership was \$4 more than anticipated.
Supplies	Supplies	13		\$4	National Association for Music Membership was \$4 more than anticipated.

Transfer 2:

Broad Category	Description	RC	To	From	Reason
Purchased Services	Repairs and Service Contracts	21	\$48.50		Annual Support and Maintenance Contract for Bibliotheca was \$48.50 more than anticipated.
Supplies	Professional Library Purchases	21		\$48.50	Annual Support and Maintenance Contract for Bibliotheca was \$48.50 more than anticipated.

Transfer 3:

Broad Category	Description	RC	To	From	Reason
Supplies	ESL Resources	19	\$19,428.09		Budget Book indicated this account was primarily for Professional Development and Materials. This transfer would reclassify that portion of the budget into an operating account rather than a salary account.
Salaries	ESL Instruction	19		\$19,428.09	Budget Book indicated this account was primarily for Professional Development and Materials. This transfer would reclassify that portion of the budget into an operating account rather than a salary account.

RR/kcb

**Darien Public Schools  
FY 20  
Transfers**

<u>Category</u>	<u>Broad Category</u>	<u>Description</u>	<u>RC</u>	<u>ORG</u>	<u>OBJECT</u>	<u>TO</u>	<u>FROM</u>	<u>Description</u>
Operating	Other	Dues and Memberships	13	01320109	025026	\$ 4.00		National Association for Music
Operating	Supplies	Supplies	13	01320109	024005		\$ 4.00	Music Supplies
Operating	Purchased Services	Repairs and Service Contracts	21	02122009	072044	\$ 48.50		Annual Support and Maintenance Contract
Operating	Supplies	Professional Library Purchases	21	02122009	025002		\$ 48.50	Annual Support and Maintenance Contract
								Budget Book indicated resources were for Professional Development and Materials. This reclassifies expenditure to an operating category
Operating	Supplies	ESL Resources	19	01912009	023006	\$ 19,428.09		
								Budget Book indicated resources were for Professional Development and Materials. This reclassifies expenditure to an operating category
Operating	Salaries	ESL Instruction	19	01912009	021405		\$ 19,428.09	
<b>Total</b>						<b>\$ 19,480.59</b>	<b>\$ 19,480.59</b>	

**PROPOSED/REVISED – 9/20/19**  
**(Revisions are in “Red”, “Bold”, “Italics”)**  
**BOARD OF EDUCATION MASTER AGENDA**  
**AUGUST 2019 – FEBRUARY 2020**

**August 27**

- Further Discussion and Action on District Goals and Objectives 2019-2020
- Further Discussion and Action on Proposed Board Responsibilities for Review on a Yearly Basis
- Presentation, Discussion and Action on Revised Facilities Use Fee Schedule
- 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 Discussion on Revised Educational Specifications for Ox Ridge School
- Further Discussion and Action on Revised Proposed Schedule of 2019-20 Regular Board of Education Meetings
- Verbal Update on Staffing for 2019-2020

**September 10**

- Superintendent's Opening of School Report
- Further Discussion and Action on Revised Educational Specifications for New Ox Ridge School
- Report on Summer School and ESY Programs 2019
- Discussion and Possible Action on Requests from Darien High School: a Delayed Opening on October 16, 2019 for the Purpose of Administering PSAT Exams; Delayed Opening on April 14, 2020 for the Purpose of Administering SAT Exams; Change May 8, 2020 Professional Learning Communities (PLCs) to May 15, 2020 Early Dismissal
- Presentation and Discussion on Board Master Agenda for August 2019-January 2020

**September 24**

- Presentation and Discussion on Superintendent's Entry Plan
- Discussion and Action on 2018-2019 Final Year End Financial Report and Return of 2018-2019 F/Y Unused Funds to the Town
- Further Discussion and Possible Action on Board Master Agenda – August 2019 – January 2020

## September 24 cont.

- Discussion on **July/August 2019-20 Financial Report** and Possible Action on Proposed Budget Transfers
- **Discussion on Board of Education's Contribution to the Development of a Community Values Statement**

## October 7 (Monday)

- Presentation and Preliminary Discussion of Regular Board of Education Meetings for the 2020 Calendar Year
- Preliminary Discussion of 2020-2021 Budget Meeting Calendar
- Report on Testing – SAT, ACT, AP, SBAC (or November 12<sup>th</sup>)
- Discussion and Possible Action on Proposed Darien High School and Middlesex Middle School Field Trips

## October 22

- Presentation of October 1st District Enrollment Report and Projections
- Presentation of Student Distribution (Class Size) Reports for the High School and Middlesex
- Discussion and Possible Action of 2020-2021 Consolidated Grant (includes Title 1)
- **Discussion on September 2019-20 Financial Report and Possible Action on Proposed Budget Transfers**

## November 12

- Reorganization of Board of Education (Election of Officers)
- Presentation, Discussion and Possible Vote on Financial Report as Requested by the Board of Finance for State of Town
- Further Review and Possible Action on Proposed 2020-2021 Budget Calendar
- Curricula Update: World Language
- Report on Testing – SAT, ACT, AP, SBAC (or October 7<sup>th</sup>)
- **Discussion on October 2019-20 Financial Report and Possible Action on Proposed Budget Transfers (~~or December 10<sup>th</sup>~~) – rescheduled to November 26**

## November 26

- Presentation of Updated Five Year Capital Plan

## November 26, cont.

- Presentation, Discussion and Possible Action on Five Year Budget Projections
- Presentation and Discussion of Preliminary Major Budget Proposals for 2020-2021
- Update on 2019-20 District Goals (or December 10) or Curricula Update: Gifted Education
- Annual Special Education Update
- ***Discussion on October 2019-20 Financial Report and Possible Action on Proposed Budget Transfers (or December 10<sup>th</sup>) – rescheduled from November 12***
- ***Presentation and Discussion of Projected Enrollment Report (in 2018 Milone and MacBroom enrollment projections) – or December 10***

## December 10

- Updated Board of Education Master Agenda
- ~~***Report on 2019-2020 District Budget and Possible Action on Budget Transfers (or a November meeting)***~~
- Further Discussion and Action on Regular Board of Education Meetings for the 2020 Calendar Year
- Further Discussion and Action on Updated Five Year Capital Plan
- Update on 2019-20 District Goals (including Exploratory Model at Middlesex)(or November 26)
- ***Presentation and Discussion of Projected Enrollment Report (in 2018 Milone and MacBroom enrollment projections) –or November 26***
- Superintendent's Proposed Budget Initiatives for 2020-2021
- ***Discussion on November 2019-20 Financial Report and Possible Action on Proposed Budget Transfers***

## January 2, Thursday (Special Meeting)

- Review of 2020-2021 Budget Book Structure and Format
- Presentation of Superintendent's Proposed Budget for 2020-2021

## January 4 or 11 \*, Saturday (\*JANUARY 11 IN CASE OF SNOW)^

- Discussion of Superintendent's Proposed 2020-2021 Personnel, Operating and Equipment Budgets (All RCs)

## January 14

- Follow Up Discussion on January **4 or 11** Board Meeting Questions on 2020-2021 Proposed Board of Education Budget
- Presentation and Discussion of Proposed Board Master Agenda for February – August 2020
- Meeting with Board of Finance; RTM Finance and Budget and Education Committees re 2020-2021 Proposed Board of Education Budget

## **January (Special Board Meeting) – Date TBD**

*In the event of snow on Saturday, January 4, the Board of Education will meet for the purpose of: 1) follow up discussion on January 14 Board Meeting Questions on 2020-2021 Proposed Board of Education Budget; and 2) meeting with Board of Finance; RTM Finance and Budget and Education Committees re 2020-2021 Proposed Board of Education Budget.*

## January 28

- Meeting with Board of Finance; RTM Finance and Budget and Education Committees re 2020-2021 Proposed Board of Education Budget – or alternate meeting date TBD
- Further Discussion and Possible Action on Board Master Agenda – February through August 2020
- Follow Up Discussion on Unfinished Business and Possible Modifications to 2020-2021 Proposed Board of Education Budget
- Presentation of Proposed New Courses for Darien High School for the 2020-2021 School Year
- Update on Re-Imagined Library Initiative (2019-20 District Goal)
- Update on Review of Early Learning Program Early Literacy Instruction Program (2019-20 District Goal)
- ***Discussion on December 2019-20 Financial Report and Possible Action on Proposed Budget Transfers***

## February 4 (Special Meeting)

- Public Hearing on Proposed 2020-2021 Board of Education Budget

## February 11

- Adoption of 2020-2021 Board of Education Budget



**PERSONNEL ACTION REPORT**

**September 24, 2019**

Item	Name	Action	Replacing/Location/Position	Effective Date		Tenure Area	Certification Class/Step
				From	To		
Appointments							
1	David Levine	Appointment	M Faloon/Holmes/Elementary Teacher	9/16/2019	6/30/2020	Teacher	Elementary MA + 30   Step 19
Resignations, Leaves of Absence and Retirements (Informational)							
2	Rachel Davis	Resignation	Hindley/SESS Facilitator		10/8/2019		