

Board of Education
Darien, Connecticut

WEDNESDAY, APRIL 7, 2021

SPECIAL MEETING OF THE BOARD OF EDUCATION

**Darien Public Schools'
Administrative Offices
Meeting Room
6:45 p.m.**

AGENDA

1. Call to order
2. Proposed Adjournment to Executive Session for the purpose of interviewing for the position of Director of Elementary Education and discussion of non-renewal of certified staff working under one-year contracts, long-term substitutes and permanent building substitutes pursuant to Connecticut General Statute 1-200(6)(A)
3. Reconvene in public session.
4. Adjournment.

WEDNESDAY, APRIL 7, 2021

REGULAR MEETING OF THE BOARD OF EDUCATION

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

TENTATIVE AGENDA

- | | | |
|---------------------------------|--------------------|-----------|
| 1. Call to Order..... | Mr. David Dineen | 7:30 p.m. |
| 2. Chairperson's Report..... | Mr. David Dineen | |
| 3. Public Comment*..... | Mr. David Dineen | |
| 4. Superintendent's Report..... | Dr. Alan Addley | |
| 5. Approval of Minutes..... | Board of Education | |

**REGULAR MEETING OF THE BOARD OF EDUCATION
WEDNESDAY, APRIL 7, 2021**

- 6. Board Committee Reports..... Mr. David Dineen
- 7. Presentations/Discussions
 - a. Darien Public Schools..... Dr. Alan Addley
Status Update
 - b. Further Discussion on FY22.. Mr. David Dineen
Budget Dr. Alan Addley
 - c. Update on Elementary,..... Mr. Richard Rudl
Middle School and High
School Enrollment for the
2021-2022 School Year
 - d. First Reading and Discussion... Mrs. Kathrine Stein
of Proposed Board of Education Ms. Marjorie Cion
Policies: 2700 "Retention of
Electronic Records and
Information"; 2800 "Holds on
the Destruction of Electronic
Information and Paper
Records; 3175 "Code of
Conduct Governing
Procurements under a
Federal Award"
 - e. Action on Non-Renewal of..... Ms. Marjorie Cion
Certified Staff Working
under One-Year Contracts,
Long-Term Substitutes and
Permanent Building
Substitutes
- 8. Action Items
 - a. Personnel Items..... Ms. Marjorie Cion
 - i. Appointments
 - ii. Resignations/Retirements
- 9. Public Comment* Mr. David Dineen
- 10. Adjournment..... Mr. David Dineen

AA:nv

*** Due to the current COVID-19 regulations and restrictions pertaining to public indoor gatherings, the Board of Education meeting will be available to the public via Zoom.**

Those members of the community wishing to view only, should do so through the Darien Youtube link: <https://www.youtube.com/channel/UCUnnvYKBfFrTWQRuoB6OZA>

Those members of the community wishing to participate in public comment should join the meeting via Zoom:

<https://darienps.zoom.us/j/94422554805>

In order to reduce audio interference, members of the community are requested not to simultaneously view by Youtube while participating on Zoom

APPROVED
REGULAR MEETING OF THE BOARD OF EDUCATION
WEDNESDAY, MARCH 10, 2021

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

Board Members Present:

	Brown	Dineen	McCammon	Maroney	Ochman	Parent	Ritchie	Sini	Stein
Present	x	x	x	x	x	x	x	x	x
Absent									

Administration Present:

Dr. Addley, Mr. Tranberg, Ms. Klein (via Zoom), Ms. Cion and Mr. Rudl

Audience: Meeting held in Board of Education office and via You Tube / Zoom

- | | |
|----------------------------|--|
| 1. Call to Order | Mr. David Dineen, Chair
at 7:30 p.m. (0:00) |
| 2. Chairperson's Report | Mr. Dineen
at 7:30 p.m. (0:00) |
| 3. Public Comment | Mr. Dineen
at 7:32 p.m. (0:02) |
| Joslyn Delancey | DEA, Stamford, CT |
| 4. Superintendent's Report | Dr. Alan Addley
at 7:33 p.m. (0:03) |

5. Approval of Minutes

Mr. Dineen
at 7:42 p.m. (0:12)

**Motion to Approve Minutes of the Regular Meeting held on February 23, 2021 and
Minutes of the Special Meeting held on February 25, 2021:**

1st Mr. Maroney

2ND Mrs. Ritchie

	Brown	Dineen	McCammon	Maroney	Ochman	Parent	Ritchie	Sini	Stein
Yes	x	x	x	x	x	x	x	x	x
No									
Abstain									

RESULT - MOTION PASSED (9-0-0)

6. Board Committee Reports

Mr. Dineen
at 7:43 p.m. (0:13)

PRESENTATIONS AND DISCUSSIONS

7. Presentations/Discussions:

- a. Darien Public Schools Status Update

Dr. Addley
at 7:44 p.m. (0:14)

- b. Abridged Presentation and Discussion on
Darien High School Second
Semester Enrollment Distribution

Dr. Addley
at 7:58 p.m. (0:28)

- c. Consideration of Contemplated Gifts: The Darien Foundation and Darien High School Boys and Girls Soccer Programs

Dr. Addley
at 8:07 p.m. (0:37)

Motion to Amend Agenda Item 7b to Include Action:

1ST MRS. RITCHIE

2ND MR. MARONEY

	Brown	Dineen	McCammon	Maroney	Ochman	Parent	Ritchie	Sini	Stein
Yes	x	x	x	x	x	x	x	x	x
No									
Abstain									

RESULT - MOTION PASSED (9-0-0)

Motion to Accept the Gift of the Darien Foundation for the Robotics Program of \$213,000:

1ST MR. MARONEY

2ND MRS. OCHMAN

	Brown	Dineen	McCammon	Maroney	Ochman	Parent	Ritchie	Sini	Stein
Yes	x	x	x	x	x	x	x	x	x
No									
Abstain									

RESULT - MOTION PASSED (9-0-0)

Motion to Accept the Gift from the Darien High School Boys and Girls Soccer Programs for the Benches for a Cost Between \$3000 and \$4000:

1ST MRS. OCHMAN

2ND MRS. RITCHIE

	Brown	Dineen	McCammon	Maroney	Ochman	Parent	Ritchie	Sini	Stein
Yes	x	x	x	x	x	x	x	x	x
No									
Abstain									

RESULT - MOTION PASSED (9-0-0)

- d. Interim Progress Report on 2020-2021 Goals and Objectives

Dr. Addley
at 8:29 p.m. (0:59)

- e. Discussion and Action on District Strategic Plan Dr. Addley
at 8:38 p.m. (1:08)

Motion to Approve the Strategic Plan for the Darien Public School District:

1st Mrs. Parent

2ND Mrs. Stein

	Brown	Dineen	McCammon	Maroney	Ochman	Parent	Ritchie	Sini	Stein
Yes	x	x	x	x	x	x	x	x	x
No									
Abstain									

RESULT - MOTION PASSED (9-0-0)

- f. Update on Kindergarten Enrollment for 2021-2022 Mr. Chris Tranberg
at 8:45 p.m. (1:15)

8. Action Items

a. Personnel Items

- i. Appointments
- ii. Resignations/Retirements

Ms. Marjorie Cion
at 8:47 p.m. (1:17)

Motion to Approve the Personnel Items as Detailed in the Personnel Action Report

Dated March 10, 2021:

1st Mrs. Stein

2ND Mr. Maroney

	Brown	Dineen	McCammon	Maroney	Ochman	Parent	Ritchie	Sini	Stein
Yes	x	x	x	x	x	x	x	x	x
No									
Abstain									

RESULT - MOTION PASSED (9-0-0)

9. Public Comment

Mr. Dineen
at 8:48 p.m. (1:18)

None

10. Adjournment

Mr. Dineen
at 8:49 p.m. (1:19)

MOTION TO ADJOURN:

1st Mr. Sini

2ND Mrs. Ochman

	Brown	Dineen	McCammon	Maroney	Ochman	Parent	Ritchie	Sini	Stein
Yes	x	X	X	X	X	X	X	X	X
No									
Abstain									

RESULT - MOTION PASSED (9-0-0)

Meeting adjourned at 8:49 p.m. (1:19)

Respectfully Submitted,

D. Jill McCammon,
Secretary



Darien Public Schools Status Update

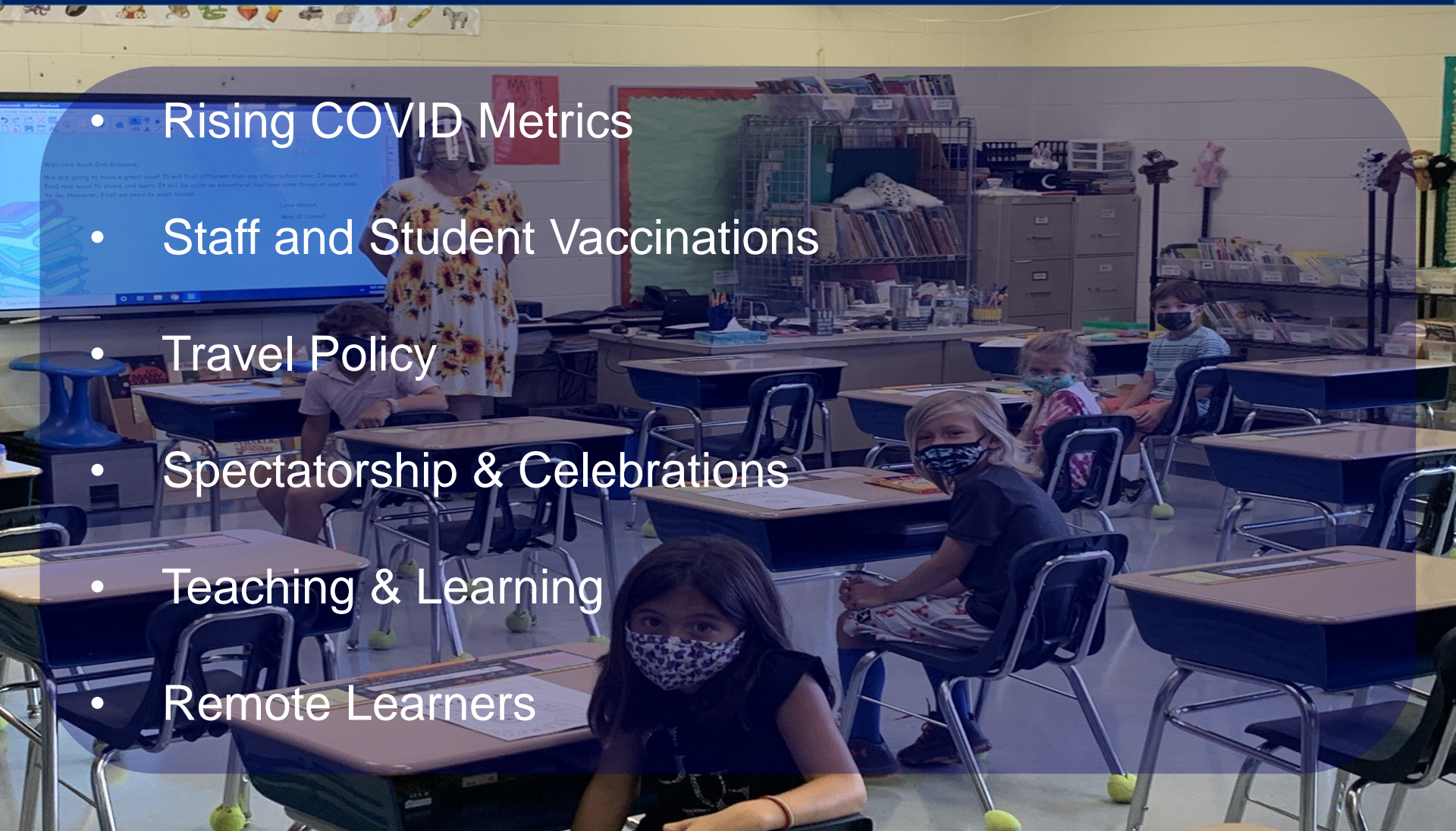
April 7, 2021



Darien Board of Education

Updates

- Rising COVID Metrics
- Staff and Student Vaccinations
- Travel Policy
- Spectatorship & Celebrations
- Teaching & Learning
- Remote Learners

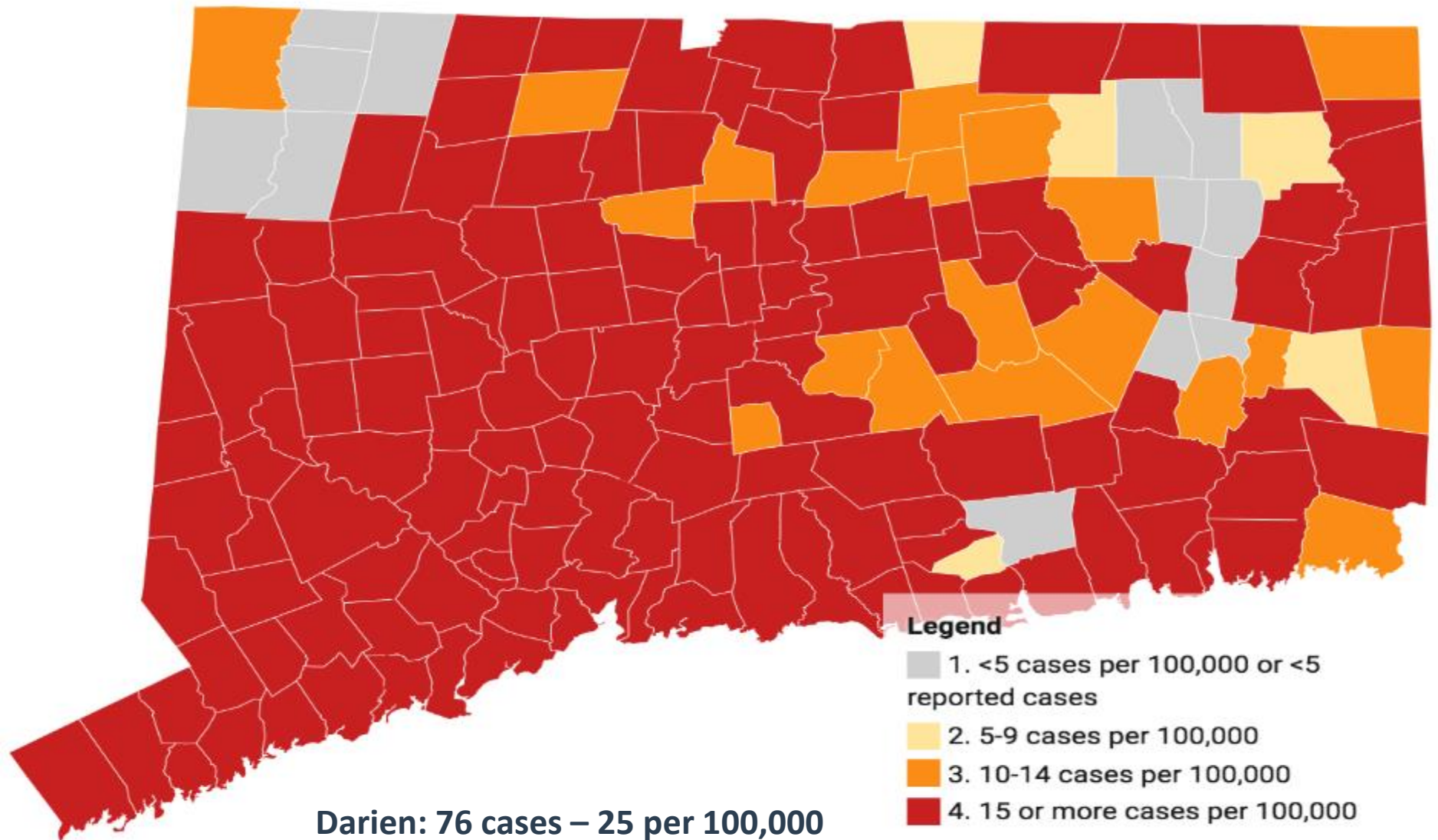


COVID-19 Cases

LOCATION	CURRENT CASES	CURRENT QUARANTINE	CUMULATIVE CASES	CUMULATIVE QUARANTINE
DHS/FITCH	18	160	126	735
MMS	4	53	61	517
HINDLEY	3	24	28	236
HOLMES	1	1	32	306
OX RIDGE	1	23	16	155
ROYLE	0	2	27	257
TOKENEKE	1	26	24	272
CENTRAL SERVICES	0	0	1	9
Total	28	289	315	2487

**current as of March 31, 3:45 pm*

Average Daily Rate of COVID-19 Cases Among Persons Living in Community Settings per 100,000 Population By Town (Data Updated: April 1, 2021)

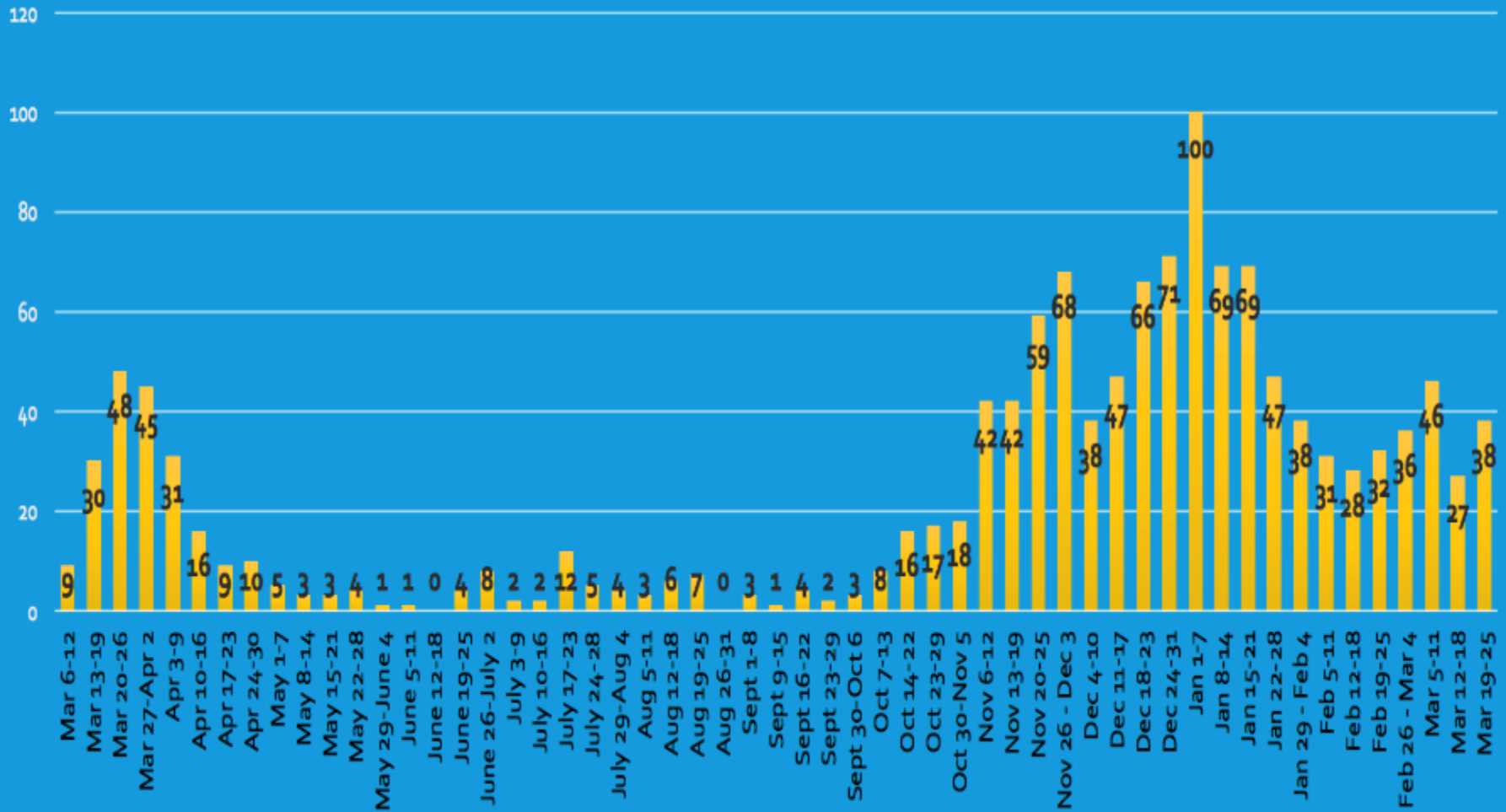


County Metrics Week ending Mar 20

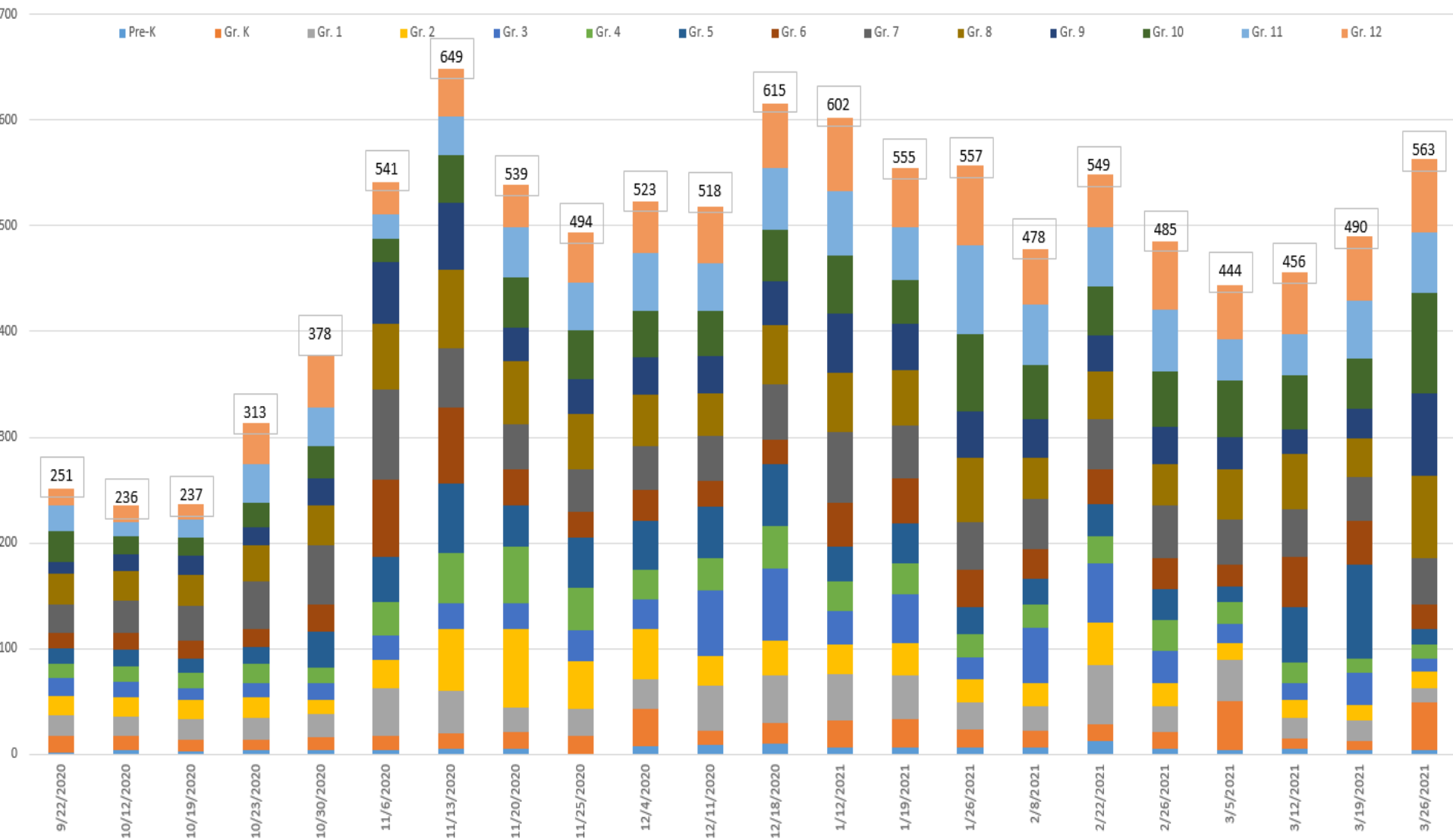
	Leading Indicator	Secondary Indicators		
County	New COVID-19 Cases (14-day avg. per 100K pop)	Percent Test Positivity	New COVID-19 Hospital Admissions (14-day avg. per 100K pop)	Percent COVID-like illness hospital ED visits
Connecticut	25.2	4.0%	2.4	3.1%
Fairfield	29.5	4.8%	2.8	4.8%

Town of Darien: COVID-19 Cases Since School Started 2020-21*

(Data contained may differ slightly from that reported by the State
due to use of different date ranges.)



Number of Remote Learners



Questions & Comments



DARIEN PUBLIC SCHOOLS

Richard Rudl

Director of Finance and Operations

35 Leroy Avenue, P.O. Box 1167

Darien, CT 06820-1167

TEL: 203-656-7405 FX: 203-656-3502

DATE: March 29, 2021

TO: Dr. Alan Addley, Superintendent of Schools

FROM: Richard Rudl, Director of Finance & Operations

SUBJECT: Enrollment Update

The charts below identify K-12 enrollment as of March 2021. The data reflects lower than projected kindergarten enrollment, an additional class section in 3rd grade at Holmes Elementary School and total variance between the March and projected enrollment of 24 less students.

Kindergarten

	Registrations March	Projection	Budgeted Sections
Hindley	59	76	4
Holmes	56	75	4
Ox Ridge	63	73	4
Royle	49	62	3
Tokeneke	58	65	3
Total Kindergarten	285	351	18

First Grade

	Actual First Grade Enrollment (March)	Projected First Grade Enrollment	Budgeted Sections	Variance to Budget Sections
Hindley	71	67	4	0
Holmes	60	58	3	0
Ox Ridge	80	77	4	0
Royle	62	56	3	0
Tokeneke	54	55	3	0
Total First Grade	327	313	17	0

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Second Grade

	Actual Second Grade Enrollment (March)	Projected Second Grade Enrollment	Budgeted Sections	Variance to Budget Sections
Hindley	65	66	3	0
Holmes	81	79	4	0
Ox Ridge	82	79	4	0
Royle	59	55	3	0
Tokeneke	80	75	4	0
Total Second Grade	367	354	18	0

Third Grade

	Actual Third Grade Enrollment (March)	Projected Third Grade Enrollment	Budgeted Sections	Variance to Budget Sections
Hindley	81	80	4	0
Holmes	70	66	3	+1
Ox Ridge	73	70	4	0
Royle	52	51	3	0
Tokeneke	67	68	3	0
Total Third Grade	343	335	17	+1

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Richard Rudl

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Fourth Grade

	Actual Fourth Grade Enrollment (March)	Projected Fourth Grade Enrollment	Budgeted Sections	Variance to Budget Sections
Hindley	65	65	3	0
Holmes	75	74	4	0
Ox Ridge	69	66	3	0
Royle	55	56	3	0
Tokeneke	74	73	4	0
Total Fourth Grade	338	334	17	0

Fifth Grade

	Actual Fifth Grade Enrollment (March)	Projected Fifth Grade Enrollment	Budgeted Sections	Variance to Budget Sections
Hindley	82	82	4	0
Holmes	83	87	4	0
Ox Ridge	75	74	4	0
Royle	58	56	3	0
Tokeneke	75	74	4	0
Total Fifth Grade	373	373	19	0

Middlesex

Grade	Actual Enrollment (March)	Projected Enrollment	Variance
6	352	355	-3
7	358	360	-2
8	387	386	+1

DARIEN PUBLIC SCHOOLS

Richard Rudl

Director of Finance and Operations

35 Leroy Avenue, P.O. Box 1167

Darien, CT 06820-1167

TEL: 203-656-7405 FX: 203-656-3502

Total	1,097	1,101	-4
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Darien High School

Grade	Actual Enrollment (March)	Projected Enrollment	Variance
9	391	379	+12
10	351	349	+2
11	347	343	+4
12	361	372	-11
Total	1,450	1,443	+7

Total Enrollment

District	Actual Enrollment (March)	Projected Enrollment	Variance
K-5	2,033	2,060	-27
Middle School	1,097	1,101	-4
High School	1,450	1,443	+7
Total	4,580	4,604	-24

Memorandum

To: Board of Education

From: Kathrine Stein
Marjorie Cion

Date: April 7, 2021

Re: Adoption of New Board Policies 2700, 2800 and 3175

The Policy Committee is recommending that the Board of Education adopt several new policies that reflect current legal requirements and District practice. Adoption of these policies serves as notice to our employees about best practices in record keeping and federal procurements.

Board Policy 2700, “Policy Regarding Retention of Electronic Records and Information” codifies Connecticut Statutes regarding the retention and disposal of electronic records, including email. The policy describes the different kinds of emails and the rules regarding storage of each kind of email. The policy also addresses requirements for the digital imaging of paper records. The District complies with all of the requirements contained in this policy.

Policy 2800, “Policy Regarding Holds on the Destruction of Electronic Information and Paper Records” codifies the process the District already uses when it is put on notice of potential litigation. The District works with either CIRMA or counsel to ensure that no relevant records are destroyed.

Policy 3175, “Code of Conduct Governing Procurements under a Federal Award” satisfies the requirement that the District enact a code of conduct for Federal procurements. Federal law requires non-Federal entities, including school districts, that receive Federal funds to develop and implement a written code of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and/or administration of federally funded contracts. This means that, in all applicable cases, property and/or services purchased with Federal awards must be purchased in accordance with a written code of conduct. Federal law also requires that the school district’s code of conduct provide for disciplinary actions to be taken for violating the standards set forth in its code of conduct.

The additional requirements related to procurement procedures contained in Code of Federal Regulations 2 C.F.R. § 200.318, are contained in Board of Education Policy 3125, “Purchasing.” Shipman and Goodwin is currently developing revisions to this Policy, which the administration will review and present to the Policy Committee when the revisions are complete.

DARIEN PUBLIC SCHOOLS
Darien, CT

Series 3000
Business

Policy 3175

CODE OF CONDUCT
GOVERNING PROCUREMENTS UNDER A FEDERAL AWARD

In compliance with Code of Federal Regulations 2 C.F.R. § 200.318

In accordance with Federal and State regulations, the following Code of Conduct applies to the selection, award, and/or administration of a contract procuring property or services under a Federal award, including the expenditure of Connecticut School Nutrition Program ("School Nutrition Program") funds, if applicable, by any Darien Board of Education ("Board") employee or agent.

Article I. Purpose

The purpose of this Code of Conduct is to establish standards of conduct covering real or apparent conflicts of interest and governing the actions of Board employees engaged in the selection, award, and/or administration of contracts procuring property or services under a Federal award, including expending School Nutrition Program funds on goods and/or services, if applicable. This Code of Conduct also sets forth discipline that may result from violating these standards.

Article II. Code of Conduct Provisions

In addition to other applicable policies and regulations promulgated by the Board, the Board expects the following conduct of all persons who are engaged in the award and administration of contracts supported by Federal funds, including School Nutrition Program funds, if applicable:

1. No employee, officer, or agent of the Board shall participate in the selection, award and/or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in, or a tangible personal benefit from, the firm selected for the award:
 - a. The employee, officer, or agent of the Board;
 - b. Any immediate family member of the Board employee, officer, or agent (spouse, sibling, parent, child);
 - c. The partner of the Board employee, officer, or agent; or
 - d. An organization that employs or is about to employ one of the above.

2. The Board's employees, officers, or agents shall neither solicit nor accept gratuities, favors, travel packages, incentives or anything of monetary value from contractors, potential contractors, or parties to sub-agreements related to programs funded by the Federal government, in whole or in part.
3. The Board's employees, officers, or agents shall disclose any actual or potential conflict of interest to the Superintendent of Schools or his/her designee. Thereafter, as required by law, the Board shall disclose in writing any potential conflict of interest to the Connecticut State Department of Education.

Failure of any Board employee to abide by this code of conduct may result in disciplinary action, up to and including termination. The Board reserves the right to pursue legal actions for violations as permitted by law.

Legal References:

Federal Regulations and Guidance

2 C.F.R. § 200.112 Conflict of Interest.

2 C.F.R. § 200.318 General Procurement Standards.

2 C.F.R. § 400.2 Conflict of Interest.

United States Department of Agriculture, Contracting with Food Service Management Companies: Guidance for School Food Authorities, https://fns-prod.azureedge.net/sites/default/files/cn/SP40_CACFP12_SFSP14-2016a2.pdf (May 2016).

United States Department of Agriculture, Contracting with Food Service Management Companies: Guidance for State Agencies, https://fns-prod.azureedge.net/sites/default/files/cn/SP40_CACFP12_SFSP14-2016a1.pdf (May 2016).

United States Department of Agriculture, Written Codes of Conduct and Performance of Employees Engaged in Award and Administration of Contracts, SP 09-2015, CACFP 03-2015, SFSP 02-2015, https://fns-prod.azureedge.net/sites/default/files/cn/SP09_CACFP%2003_SFSP02-2015os.pdf (November 2014).

Connecticut Statutes, Regulations and Guidance

Conn. Gen. Stat. § 1-79 Definitions.

Conn. Gen. Stat. § 10-215 Lunches, breakfasts and other feeding programs for public school children and employees.

Conn. Gen. Stat. § 10-215b Duties of State Board of Education re feeding programs.

Conn. Gen. Stat. § 10-216 Payment of expenses.

Regs. Conn. State. Agencies § 10-215b-1 Competitive foods.

State of Connecticut, Department of Education, Operational Memorandum No. 10-16, Written Code of Conduct and Performance of Employees Engaged in Award and Administration Contracts,
<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Memos/OM2016/OM10-16.pdf>
(August 2016).

7/29/2020

DARIEN PUBLIC SCHOOLS
Darien, CT

Series 2000
Administration

Policy 2700

**POLICY REGARDING RETENTION OF
ELECTRONIC RECORDS AND INFORMATION**

I. POLICY

The Board of Education (the "Board") complies with all state and federal regulations regarding the retention, storage and destruction of electronic information and records. The Superintendent or his/her designee shall be responsible for developing and implementing administrative regulations concerning the retention, storage, and destruction of electronic information and the dissemination of such administrative regulations to all employees.

II. USE OF E-MAIL AND ELECTRONIC COMMUNICATIONS

The Board of Education provides computers, a computer network, including Internet access and an e-mail system, as well as any electronic devices that access the network such as wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. (including but not limited to personal laptops, Smartphones, network access devices, Kindles, Nooks, cellular telephones, radios, walkmen, CD players, I-Pads or other tablet computers, walkie-talkies, Blackberries, personal data assistants, I-Phones, Androids and other electronic signaling devices), (referred to collectively as "the computer systems"), in order to enhance both the educational opportunities for our students and the business operations of the district.

Electronic messages sent by school officials and employees as part of their work and/or by using the district's computer systems and/or network are not private communications and are potentially subject to disclosure. Employees must understand that the Board has reserved the right to conduct monitoring of these computer systems and may do so *despite* the assignment to individual employees of passwords for system security. Any password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user.

The system's security aspects, message delete function and personal passwords may be bypassed for monitoring purposes. Therefore, employees must be aware that they should not have any expectation of personal privacy in the use of these computer systems. This provision applies to any and all uses of the District's computer systems, including any incidental personal use permitted in accordance with the Board's policy and regulations regarding computer use by employees.

Any retained messages may be retrieved as part of routine monitoring by the Board, an employee investigation or a formal discovery process as part of litigation. Employees should bear in mind that e-mail messages may be retained at different locations within the computer network and that these messages are subject to retrieval. Consequently, employees should use discretion when using computers or other electronic technology to send, record or retain electronic communications and information.

III. RETENTION OF ELECTRONICALLY STORED INFORMATION

Electronic communications on District computers or electronic communication systems shall be retained only as long as necessary. The same record retention policy that applies to paper records applies to electronically stored information, including e-mail communications. Therefore, like paper records, the content and function of an electronic record, including e-mail communications, determines the retention period for that document. The District will comply with all of the minimum standards set forth in the Municipal Records Retention Schedules, as issued by the Office of the Public Records Administrator for the State of Connecticut.

In addition to the retention guidelines established by the Board and used by school district officials and employees, all school officials and employees have a duty to preserve all records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation.

Legal References:

Conn. Gen. Stat. §§ 1-200(5); 1-211; 1-213(b)(3)

Conn. Gen. Stat. § 7-109

Conn. Gen. Stat. § 11-8 et seq.

General Letters 96-2 and 2009-2 of the Public Records Administrator

Public Records Policy 01, *Digital Imaging*, of the Public Records Administrator (Aug. 2014)

Record Retention Schedules Towns, Municipalities and Boards of Education

Frequently Asked Questions about E-mail, CT Public Records Administrator, available at <https://ctstatelibrary.org/wp-content/uploads/2015/05/EmailGuidelines.pdf>.

ADOPTED

DARIEN PUBLIC SCHOOLS
Darien, CT

Series 2000
Administration

Policy 2700

**ADMINISTRATIVE REGULATIONS REGARDING THE
RETENTION OF ELECTRONIC RECORDS AND INFORMATION**

I. RECORDS CUSTODIAN

These regulations are designed to assist in implementation of Board Policy 2700 regarding the retention of electronic records and information. These regulations supplement and do not replace District policy relating to education records.

The Superintendent of Schools shall designate a Records Custodian who will be responsible for implementation of District policies and regulations for the retention of records, including e-mails and electronically stored information.

II. DEFINITIONS

- A. E-mail is a means of sending messages between computers using a computer network or over a modem connected to a telephone line. This information consists primarily of messages, but may also include attachments such as calendars, directories, distribution lists, sound recordings, photographs, images, word-processing documents, spreadsheets, and other electronic documents. E-mail is stored in a digital format rather than on paper and is retrievable at a future date.
- B. Electronically stored information is information that is fixed in a tangible form and is stored in a medium from which it can be retrieved and examined. It can consist of writings, drawings, graphs, charts, photographs, sound recordings, images, and other data or data compilations stored in any medium from which information can be obtained into useable form.
- C. Public Records are any recorded data or information relating to the conduct of the public's business prepared, owned, used, or received by a public agency, whether such data or information is handwritten, typed, tape-recorded, printed, photostated, photographed or recorded by any method.
- D. Digital Imaging is the process of converting original records on paper or film into electronic images. The process typically requires a document scanner or digital camera, a computer and software to capture the image, and indexing of the digitized images.

- E. Transitory Correspondence consists of communication that does not relate to an employee's job responsibilities or has a short term administrative value.
- F. Routine Correspondence consists of any communication that is part of or relates to commonplace tasks or duties within an office and is done at regular or specified intervals.

III. E-MAIL CLASSIFICATION

The same record retention policy that applies to paper records applies to electronically stored information, including e-mail communications. Therefore, like paper records, the content and function of an electronic record, including e-mail communications, determines the retention period for that document. The District will comply with all of the minimum standards set forth in the Municipal Records Retention Schedules, as issued by the Office of the Public Records Administrator for the State of Connecticut.

Employees shall use the following steps in determining whether to maintain e-mail messages and, if so, for how long:

Step 1: Determine whether the message is a public record or a non-record.

Step 2: If the message is a non-record, destroy at will (e.g., spam and unsolicited advertisements).

Step 3: If the message is a record, determine which records series the message belongs to, for example:

1. If the message is Transitory Correspondence, delete at will.
2. If the message is Routine Correspondence, retain for 2 years.
3. If the message is All Other Correspondence, retain for the equivalent records series.

Step 4: Maintain the messages for the required retention period under the equivalent records series.

IV. DIGITAL IMAGING OF PAPER/HARD COPY RECORDS

Paper records may be digitized and maintained as electronic records; however, in doing so, the District must ensure the authenticity, reliability, integrity and usability of the

reformatted records. If the District uses a vendor for digital imaging services, the District remains responsible for ensuring compliance with this policy.

In its use of digital imaging, the District shall:

1. Establish and maintain a quality assurance process to ensure the creation of accurate and authentic digital images and accurate indexes and production metadata.
2. Create and maintain accurate and authentic digital images in accordance with accepted standards and best practices.
3. Create and maintain accurate indexes and production metadata to properly identify and retrieve digital images.
4. Store and protect digital images against file corruption, alteration, or deletion throughout the designated retention period.
5. Perform periodic backups of all digital images, associated indexes, and production metadata and maintain a geographically remote offsite backup copy to enable recovery and access in the event of a wide-spread disaster or emergency.
6. Perform and certify annual tests of backup media to ensure all files have been backed up and are readable.
7. Migrate digital images, associated indexes, and production metadata to a newer media platform or file format as needed to ensure the content remains accessible.
8. Define and document the normal operations and use of the imaging technology and electronic content management system to ensure system trustworthiness.

If paper public records have been converted to digital images, the District shall retain and/or dispose of the original paper records pursuant to the following guidelines.

Permanent	If records are to be retained permanently or have been designated as archival, they may be digitally scanned and retained in an electronic format, but security copies of the records must be retained in a “human-readable” format, such as paper or microfilm. The Records Custodian must first verify with the Office of the Public Records Administrator for approval of the security copy storage format.
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Less than Permanent	These records may be transferred to a digital imaging format with disposal of the original, paper records. To dispose of the original records following their digital imaging, the Records Custodian must first obtain prior authorization from the Public Records Administrator and State
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Archivist (using Form RC-075, available from the Office of the Public Records Administrator). Following destruction of the original records, the Records Custodian must document that the paper records were destroyed lawfully.

To dispose of digital images once the minimum retention period has expired, the Records Custodian shall obtain prior authorization from the Public Records Administrator and State Archivist. The District must document that the digital images were destroyed lawfully under the appropriate disposition authority. The District shall follow a destruction process by which content is systematically deleted with an audit trail that is legally admissible in court. Destruction should be documented by recording the date of destruction on the form "Records Disposition Authorization" and attaching any supporting documentation, or by following the District's process for documenting document destruction.

V. RETENTION OF ELECTRONIC RECORDS

E-mail and electronically stored information will be archived by the District for their required retention period using method(s) approved by the Records Custodian, which may include the following:

1. Print message or record and store in appropriate hard copy file.
2. Place in computer folders and save on hard drive.
3. Save to a removable disk which is then stored in an appropriate location.
4. Transfer to an automated records management software application.
5. Manage at the server by an automated classification system.

The Records Custodian will be responsible for working with the District Systems Administrator to implement a schedule and system for reviewing electronically stored information. This review shall occur at least annually. No system wide process for automatic deletion of electronic information will be implemented without notice to any individual who may have such information and each such individual will verify that they have reviewed and archived information that must be retained. Following this review, all e-mails and/or electronically stored information that have not been archived according to District policies and procedures shall be designated for deletion or archiving, and the affected District employees will be notified about the procedures to be followed to implement this process. The Records Custodian or his/her designee shall follow up with notified employees to ensure compliance.

Additionally, the Records Custodian, working with the District Systems Administrator, shall ensure that any process for automatic deletion of electronic information from the system will not delete information stored in folders and/or system locations that have been designated as appropriate for archiving electronically stored information.

Legal References:

Conn. Gen. Stat. §§ 1-200(5); 1-211; 1-213(b)(3)

Conn. Gen. Stat. § 7-109

Conn. Gen. Stat. § 11-8 et seq.

General Letters 96-2 and 2009-2 of the Public Records Administrator

Public Records Policy 01, *Digital Imaging*, of the Public Records Administrator
(Aug. 2014)

Record Retention Schedules Towns, Municipalities and Boards of Education

Frequently Asked Questions about E-mail, CT Public Records Administrator,
available at <https://ctstatelibrary.org/wp-content/uploads/2015/05/EmailGuidelines.pdf>.

ADOPTED: _____

DARIEN PUBLIC SCHOOLS
Darien, CT

Series 2000
Administration

Policy 2800

**POLICY REGARDING HOLDS ON THE
DESTRUCTION OF ELECTRONIC INFORMATION AND PAPER RECORDS**

The Board of Education (the “Board”) complies with all state and federal regulations regarding the retention, storage and destruction of electronic information and paper records. The Superintendent or his/her designee shall be responsible for implementing administrative regulations concerning the placing of a “hold” on electronic information and paper records that may reasonably be anticipated to be subject to discovery in the course of litigation.

All school officials and employees have a duty to preserve all paper records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation.

The Superintendent or his/her designee shall be responsible for developing and implementing administrative regulations to preserve records, including e-mails and electronically stored information, that could potentially be related to any matter that is currently in litigation or may be anticipated to result in future litigation. Such regulations shall identify those individuals responsible for identifying those matters for which records must be preserved as well as developing procedures, with the help of technical staff, for the preservation of electronically stored information.

Legal References:

Rules 34 and 45 of the Federal Rules of Civil Procedure
General Letter 2009-2 of the Public Records Administrator Record Retention
Schedules Towns, Municipalities and Boards of Education

ADOPTED:_____

DARIEN PUBLIC SCHOOLS
Darien, CT

Series 2000
Administration

**ADMINISTRATIVE REGULATIONS REGARDING HOLDS ON THE
DESTRUCTION OF ELECTRONIC INFORMATION AND PAPER RECORDS**

I. RECORDS CUSTODIAN

These regulations are designed to assist in implementation of Board Policy 2800 regarding holds on the destruction of electronic information and paper records. The Superintendent of Schools shall designate a Records Custodian who will be responsible for implementation of District policies and regulations for the preservation of paper records and electronically stored information, including e-mails.

**II. HOLDS ON THE DESTRUCTION OF ELECTRONIC INFORMATION
AND PAPER RECORDS**

Upon receipt of notice that the District is involved in litigation as a party to a lawsuit, the District is issued a subpoena by a party to a lawsuit in which it is not a party, or if the District receives information that would lead a reasonable person to anticipate the possibility of litigation, the Records Custodian is to immediately take steps to ensure that any paper records and electronically stored information that could be related to the litigation or potential litigation are preserved from deletion or destruction. Actions to preserve records and electronically stored information shall include, but are not limited to, the postponing or canceling of any automatic deletion of electronically stored information until relevant information and documents can be identified and stored, notification to employees of a “litigation hold” to prevent the deletion and destruction of documents that might be related to the litigation or potential litigation, and the identification of documents and information that are subject to preservation. This litigation hold triggers the duty to preserve documents, such as transitory messages, that otherwise could be deleted under the district’s record retention policy.

The Records Custodian shall issue a “litigation hold” memorandum that specifically describes the types of documents and information that must be preserved and describes how those materials are to be identified, maintained and stored. The memorandum shall specifically state that the duty of preservation is ongoing and that it is the responsibility of employees to continue to identify and preserve relevant documents until notified via a subsequent memorandum that the litigation hold is no longer in effect. All employees who are sent a “litigation hold” memorandum are to acknowledge receipt and understanding of the memorandum in writing, which may be in the form of an e-mail response. A copy of any “litigation hold” memorandum shall be sent to the District IT department.

The Records Custodian shall be responsible for the collection and coordination of the retention of documents that are subject to the litigation hold, including electronically stored information. He/she shall work with the District's IT personnel to ensure compliance with the litigation hold. Specifically, the Records Custodian shall determine the types of electronically stored information that exist and where that information is maintained, identify where both identified paper documents and electronically stored information will be stored, and implement procedures to ensure that District employees are complying with the litigation hold. No system wide process for automatic deletion of electronic information will be implemented while a litigation hold is in effect without prior notice to the Records Custodian and verification by the Records Custodian that the deletion process will not destroy documents or information that is subject to a litigation hold. The Records Custodian may need to periodically reissue the "litigation hold" memorandum and will ensure that the "litigation hold" memorandum is provided to new employees who may have access to relevant information. Finally, the Records Custodian shall ensure that all steps taken by the District to identify and preserve relevant information are documented.

Legal References:

General Letters 96-2, 2001-1, 2009-2 of the Public Records Administrator
Record Retention Schedules Towns, Municipalities and Boards of Education
Rules 34 and 45 of the Federal Rules of Civil Procedure
Silvestri v. General Motors Corp., 271 F.3d 583 (4th Cir. 2001)

ADOPTED:_____

PERSONNEL ACTION REPORT

April 7, 2021

Item	Name	Action	Replacing/Location/Position	Effective Date		Tenure Area	Certification Class/Step
				From	To		
Appointments							
1	Kevin Munrett	Appointment	J Stamatis/ Facilities/Custodial and Maintenance Supervisor	4/12/2021	6/30/2021	NA	NA
Resignations and Retirements (Informational Only)							
2	Mary Michelson	Retirement	Tokeneke/Principal		6/30/2021		