

**Board of Education
Darien, Connecticut**

**SPECIAL MEETING OF THE BOARD OF EDUCATION
TUESDAY, JULY 13, 2021**

**PLACE:
DARIEN PUBLIC SCHOOLS'
ADMINISTRATIVE OFFICES
MEETING ROOM
9:00 A.M.**

AGENDA

- | | | | |
|------------------------------|---|---|-----------------------|
| 1. | Call to Order..... | Mr. David Dineen | 9:00 a.m. |
| 2. | Public Comment*..... | Mr. David Dineen | 9:00-9:10 a.m. |
| 3. | Board Self Evaluation..... | Mr. David Dineen
Ms. Patrice McCarthy, C.A.B.E. | 9:15-10:45 a.m. |
| 4. | Board Operations/Processes..... | Mr. David Dineen | 10:45-11:00 a.m. |
| 5. | Review of Student Activities.....
Fund and Accounting Manual | Dr. Alan Addley
Mr. Richard Rudl
Mr. David Dineen | 11:00 a.m.-12:00 p.m. |
| 12:00 p.m. – 1:00 p.m. Lunch | | | |
| 6. | Review of Reciprocal Agreement
for use of Facilities with YMCA | Dr. Alan Addley
Mr. Richard Rudl | 1:00-1:30 p.m. |
| 7. | Board Communications Working...
Group – Further Discussion | Mrs. Jill McCammon
Mr. Dennis Maroney
Mr. David Brown | 1:30-2:00 p.m. |
| 8. | Discussion of Town Special.....
Education Reserve Account | Mr. Richard Rudl | 2:00-2:30 p.m. |
| 9. | Discussion and Possible Action on..
Renewal of Superintendent's Contract | Mr. David Dineen | 2:30-2:45 p.m. |

**SPECIAL MEETING OF THE BOARD OF EDUCATION
TUESDAY, JULY 13, 2021**

- | | | |
|-----|---|----------------|
| 10. | Discussion and Possible Action..... Dr. Alan Addley
on Charge to Hindley, Holmes
and Royle Building Committee | 2:45-3:00 p.m. |
| 11. | Discussion of American Rescue..... Dr. Alan Addley
Act | 3:00-3:15 p.m. |
| 12. | Public Comment*..... Mr. David Dineen | 3:15-3:30 p.m. |
| 13. | Adjournment..... Mr. David Dineen | 3:30 p.m. |

AA:nv

*** The Board of Education meeting will be available to the public in person and via Zoom. In-Person attendance at the Board meeting is limited by room capacity and social distancing requirements. Members of the community who are vaccinated are not required to wear masks.**

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

<https://darienps.zoom.us/j/98359590476>

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

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



The Connecticut Association of Boards of Education
81 Wolcott Hill Road, Wethersfield, CT 06109
(860) 571-7446 Fax – (860)571-7452
Website – www.cabe.org
Email – admin@cabe.org



The Connecticut Association of Public School Superintendents
26 Caya Avenue, West Hartford, CT 06110
(860) 236-8640 Fax (860) 236-8628
Website – www.capss.org
Email – capss@crec.org

Assistance provided by LEAD Connecticut and the Connecticut State Department of Education

Success Strategies for Leadership Team Evaluation:

Board of Education and Superintendent of Schools

Approved by CABE and CAPSS - Spring 2016

CABE/CAPSS Evaluation Committee Members

CABE Representatives

Richard Murray, President

Donald Harris, Area 2 Director and Member of the Executive Committee

Robert Rader, Executive Director

Patrice McCarthy, Deputy Director and General Counsel

CAPSS Representatives

Frank Baran, President of CAPSS and Superintendent of Woodstock Public Schools

Alan Addley, CAPSS 1st Vice President and Superintendent Granby Public Schools

Judith Palmer, Superintendent, Region 7 Public Schools

Joseph Cirasuolo, Executive Director, CAPSS

Table of Contents

Preface	1
Legal Considerations: Executive Session and Freedom of Information Act (FOIA)	2
Recommended Evaluation Process.....	2
Recommended Evaluation Process and Timeline Flowchart	4
Superintendent’s Leadership Performance Areas and Specific Areas of Responsibility .	5
Growth in Student Achievement	5
Educational Leadership	5
Organizational Management	6
Community and Board of Education Relations	6
Personal and Professional Qualities and Relationships.....	7
Board of Education Self-Assessment	9

Preface

The Connecticut Association of Boards of Education (CABE) and the Connecticut Association of Public School Superintendents (CAPSS) recognize the critical importance of a strong partnership between every Board of Education and its Superintendent of Schools. This recommended evaluation process collaboratively developed by CABE and CAPSS is an attempt to properly communicate our strong belief that the Board of Education and Superintendent must view themselves and function as the school district's Leadership Team. To that end, we strongly believe that the Leadership Team must share and enthusiastically advocate the same goals and a vision of learning that sets high performance expectations for the entire school community.

It is important to note that the foundational components of the recommended evaluation process are the CABE/CAPSS School Governance Position Statement, adopted March 2004 and revised in 2014, and the CABE Superintendent evaluation instrument and the Board self-assessment. THE Board of Education Chairperson, working with the Superintendent and the rest of the Board of Education, is responsible for carrying out the evaluation of the Leadership Team.

While the Board of Education and Superintendent have different roles and responsibilities, their work must complement each other. Ultimately, all serve to advance the goals and objectives of their community for public education and, most importantly, student learning. As the Board of Education's Chief Executive Officer, Connecticut Education Law (C.G.S. 10-157(a)) requires the Superintendent of Schools' job performance be evaluated annually. Whether written or oral, the annual evaluation of the school district's Chief Executive Officer is one of the most important responsibilities of every Board of Education.

CABE and CAPSS have recommended an evaluation process for the Superintendent of Schools that is collaborative, goal oriented and offers numerous opportunities for focused and targeted feedback from the Board of Education to the Superintendent of Schools regarding his/her job performance. We firmly believe that this collaborative and candid approach to evaluation will improve Board of Education and Superintendent communications and relationships, minimize evaluation surprises and most importantly, enhance the overall success of the school district.

Student achievement across all areas is important and must be assessed in multiple ways. Therefore, growth in student achievement has to be a factor in the assessment of the Superintendent's evaluations. All of the leadership performance areas and specific areas of responsibility outlined in this document should be considered. Indicators related to student academic achievement are necessary, but not sufficient to make final determinations about the Superintendent's job performance.

To increase the effectiveness of the school district's Leadership Team and the overall performance of the Board of Education and its individual members, CABE and CAPSS believe that it is vitally important that every Board of Education conducts a self-assessment each school year.

An annual self-assessment enables the Board of Education to thoughtfully and constructively evaluate its performance as the community's legislative body that develops, evaluates and oversees education policy. CABE and CAPSS strongly recommend Board of Education self-assessment as a necessary and worthwhile activity toward advancing the vision and goals of the school district. It is important that the Board factor the Superintendent's perspective into its self-assessment.

The following is a recommended process and timeline for the annual evaluation of the Superintendent of Schools and the Board of Education self-assessment. It is important to note that the recommended timeline is based upon a traditional evaluation year model (July-June) and can be easily as necessary. The recommended Leadership Team meetings can and should be conducted in Executive Session because they pertain to Board of Education Self-Evaluation and Personnel.

Legal Considerations: Executive Session and Freedom of Information Act (FOIA)

The Connecticut Freedom of Information law allows for the discussion in executive session of "personnel matters," which includes "the appointment, employment, performance, evaluation, health or dismissal of a public official or employee, provided that such individual may require that discussion be held at an open meeting" (Connecticut General Statute Section 1-200(6)). Under this provision the superintendent's evaluation, as well as the performance of one or more Board of Education members, are appropriate topics for executive session. District goals, procedures, policies and data are NOT appropriate subjects for executive session under the FOI law. All votes must be taken in public – only discussion can occur in executive session.

Note: Based on court decisions in Connecticut, written evaluation documents are likely to be deemed public records subject to disclosure. Such written evaluation documents subject to public disclosure would include any draft evaluation that is circulated among Board of Education members.

Recommended Evaluation Process

The formal evaluation should in no way preclude informal discussions between the Superintendent and Board of Education as needed.

Beginning of New Evaluation Year Meeting – July/September

Step 1: The Board conducts its self-evaluation and goal-setting.

Step 2: The district Leadership Team (Board of Education and Superintendent) meets to discuss goals and objectives. Any discussion of district goals must be held in public. This structured conversation is intended to serve as a goal/priority setting session for the district's Leadership Team for the upcoming school year.

Step 3: In Executive Session the Board of Education has an opportunity to candidly discuss with the Superintendent their performance goals for the year. Some of these will have been reflected in the most recent evaluation of the Superintendent's performance. This discussion should also include the process and format by which the Superintendent's performance will be evaluated.

Mid Year Evaluation Meeting – December / January

Step 1: The Board reviews its performance in light of previously established goals.

Step 2: It is recommended that the Leadership Team meets again in Executive Session to informally discuss their progress on goals and objectives established in July/August. This session also provides the Leadership Team with an opportunity to identify and strategize about new and/or unexpected challenges. This level of team collaboration allows all parties to be contributing members of a fluid, responsive and strategic team.

Step 3: During this same discussion, it is recommended that the Board of Education provide targeted informal feedback to the Superintendent about his/her effectiveness vis-à-vis the previously established goals and objectives. The purpose of this informal feedback session is to assess the Superintendent's midyear performance and provide him/her with an opportunity to properly respond to any Board of Education concerns and avoid unnecessary performance evaluation "surprises" at year's end.

End of the Year Evaluation of the Superintendent – May / June

Step 1: The Superintendent shares a verbal "Year in Review" self-assessment with the Board of Education in Executive Session. This self-assessment may be supplemented by submitting documentation as a formal narrative, portfolio or some other mutually agreed upon format that was established during the Beginning of the Year Meeting, with the understanding that any such written documentation would not be confidential. This document serves as evidentiary documentation regarding the Superintendent's job performance and should aid the Board of Education in completing a comprehensive and fair evaluation of the Superintendent.

Step 2: The Board of Education conducts the evaluation of the Superintendent of Schools according to Board of Education Policy in Executive Session unless the Superintendent exercises his/her statutory right to require that such discussion be held in open session. It is recommended that there be no prior sharing of written performance evaluation commentary (hard copy or electronic) among Board of Education members prior to the Executive Session. The result of the Board of Education's Executive Session discussion regarding the Superintendent's performance should be either a written or verbal draft performance evaluation of the Superintendent of Schools.

Step 3: A meeting in Executive Session should be scheduled by the Board of Education between the Superintendent and the Board of Education, according to Board of Education Policy and Superintendent's contract. The purpose of this follow-up meeting is to share and discuss the Board of Education's draft evaluation with the Superintendent. This session serves as a final opportunity for candid discussion between the Board of Education and the Superintendent prior to the completion of the formal performance evaluation. The Connecticut Superintendent Leadership Competency Framework, developed by LEAD Connecticut, also should be examined as it is intended to focus specifically on effective superintendent leadership. It is included at the end of this document.

Step 4: The formal performance evaluation is completed and presented either verbally or in writing to the Superintendent of Schools by a representative(s) of the Board of Education according to Board of Education Policy and Superintendent's contract. It is important to note that if the Board of Education's performance evaluation of the Superintendent of Schools is in writing, it is a public document and subject to FOIA. Any written copy of the Superintendent's performance evaluation must also be placed in the Superintendent's official personnel file.

Recommended Evaluation Process and Timeline Flowchart

<p style="text-align: center;">Beginning of New Evaluation Year Meeting July / September (Meeting to be conducted in executive session)</p> <p>Step 1: Board Self-Evaluation and Goal Setting</p> <p>Step 2: Leadership Team Goal / Priority Setting.</p> <p>Step 3: Superintendent's Professional Goals and Objectives.</p>	
<p style="text-align: center;">Mid-Year Evaluation Meeting December / January (Conducted in executive session)</p> <p>Step 1: Board Reviews Its Performance</p> <p>Step 2: Informal Leadership Team discussion regarding progress on goals and objectives.</p> <p>Step 3: Targeted informal feedback provided to Superintendent regarding his/her performance.</p>	
<p style="text-align: center;">End of Year Evaluation of the Superintendent May / June</p> <p>Step 1: Superintendent presents "year in review" self-assessment to Board of Education regarding his/her performance.</p> <p>Step 2: Board of Education evaluates the Superintendent's job performance. A draft evaluation is developed during this meeting in districts where a written evaluation of the Superintendent is provided.</p> <p>Step 3: Meeting (in executive session) between Board of Education, as per Board of Education policy and the Superintendent, to share and discuss draft evaluation.</p> <p>Step 4: Formal evaluation is completed and presented to the Superintendent of School by a representative(s) of the Board of Education as per policy.</p> <p>Note: Superintendent's Evaluation is a public document subject to FOIA.</p>	

I. Growth in Student Achievement

Definition: The core mission of all school districts is to ensure growth in achievement for all students. While the superintendent does not deliver instruction directly to children, the superintendent has to establish a set of expectations and take other specific actions that produce a culture and a climate that fosters growth in student achievement.

Areas of Responsibility:

- Establishes a system whereby data is collected on a regular basis regarding student achievement in all curricular areas and whereby that data is used to identify areas of instruction in which focus and emphasis needs to occur.
- Establishes a structure whereby plans for growth in student achievement are set and then, regularly revised in accordance with the relevant data regarding student achievement.
- Establishes a structure whereby staff is held accountable for implementing the plans to enhance student achievement and for the intended growth in student achievement.
- Establishes assessable goals for determining whether achievement growth strategies are successful and methods for conducting the relevant assessments.
- In concert with the Board of Education, establishes assessable school system goals for yearly performance in student achievement and methods for conducting the relevant assessments.
- In concert with the Board of Education, establishes reasonable assessable goals within the context of available resources and Board support for the Superintendent's proposals for the superintendent's own performance with respect to:
 - The extent to which the superintendent has provided the leadership required to enhance student achievement by meeting the areas of responsibility listed above.
 - The extent to which the school system has met the established system goals for student achievement.

II. Educational Leadership

Definition: Educational leadership is grounded in relationships: working with the Board of Education, community and staff to define a comprehensive vision for the schools; identifying the values and ethics under which the schools function; creating a culture and climate that nurtures and capitalizes on talents and skills; setting high performance expectations for students and staff; and continuing to sustain and improve quality research-based programs to enhance teaching and learning.

Areas of Responsibility:

- Works with the Board of Education, staff and community to develop and implement a vision for the school system that inspires action and commitment and aligns with the values and ethics under which the district functions.
- Works with the board of education to develop and implement a plan of action and a strategic operating plan that aligns with a theory of action.*
- Promotes a school culture and climate of continuous improvement and accountability.
- Builds capacity by designing and implementing comprehensive professional development plans for staff.
- Establishes structures and processes that sustain a culture and climate of continuous improvement.
- Provides instructional leadership in the areas of curriculum, instruction, assessment, evaluation of staff and data informed decision making to optimize learning for all students.

*A theory of action identifies a specific set of actions that if taken will result in a specified outcome that is grounded in a vision of learning.

III. Organizational Management

Definition: Organizational management concerns the effective facilitation of the day-to-day operations of the school district and its programs.

Areas of Responsibility:

- Develops and manages a comprehensive approach to human capital that aligns to district vision, strategies and goals consistent with Board of Education policy, recruiting, hiring and retaining personnel for the district and includes a system of support, supervision and consistent evaluation.
- Develops and manages a comprehensive approach to fiscal resources that align to district vision, strategies and goals for consideration by the Board of Education (BOE).
- Reports regularly to the BOE on the status of the budget and any other fiscal concerns or issues.
- Develops and executes effective plans, procedures, routines and operational systems that support the day to day operations of the district.
- Assists the BOE in developing policies and establishes regulations to implement the policies.

IV. Community Relations

Definition: Strong community relations are critical to the success of the superintendent and the school system. The superintendent must earn respect and trust from the community and in turn, respect community members.

Areas of Responsibility:

- Continuously communicates and collaborates with families and community, regional and state stakeholders to support student learning and development at home, school and in the community.
- Addresses family and community concerns in an equitable, effective and efficient manner.
- Represents effectively the district to the local community.

V. Board of Education Relations

Definition: A strong relationship with the Board is critical to the success of the superintendent and the school system. The superintendent must earn respect and trust from the Board and in turn, respect Board members.

- Builds trusting, collaborative and respectful relationships with Board members.
- Provides professional advice and keeps the BOE informed and updated on educational issues and the needs and operations of the school system.
- Keeps BOE members informed about significant operational issues in a timely manner.

VI. Personal and Professional Qualities and Relationships

Definition: Personal and professional qualities and relationships are critical to the effectiveness of leaders and managers. Superintendents must continue to refine and develop their skills and contemporary knowledge; lead ethically and make decisions based on sound professional practice; interact in a manner that best represents the interests of the school district; and maintain a healthy balance between professional obligations and personal life.

Areas of Responsibility:

Demonstrates:

- A belief that every student can achieve at high levels.
- An urgency to improve student achievement.
- The ability to manage resistance to change and to engage in difficult conversations to maintain a consistent focus on high levels of achievement.
- The ability to explore how identity and life experiences shape assumptions and unconscious biases.
- The ability to work with diverse people and be sensitive to cultural differences.
- The ability to build trusting, respectful relationships to improve student learning.

- The ability to interact effectively with individuals and groups both within and outside the school district to accomplish the goals of the district.
- The ability to use consensus building and negotiation strategies and conflict resolution skills to lead authentic stakeholder engagement.
- Provides for a safe and orderly work environment.
- Delegates authority appropriately.
- Gives staff sufficient authority and support.
- Establishes an effective professional development system for staff that is aligned with its responsibilities for teaching and learning.
- Communicates effectively with staff regarding district goals, objectives and issues.
- Political savvy and respectful engagement across all stake holder groups.
- Effectively anticipates and responds to challenges and remains focused on the vision of high expectations when faced with adversity.
- Builds trusting, respectful relationships to improve student learning.
- Maintains high standards of ethics, honesty and integrity in all professional matters.
- Maintains poise and exhibits diplomacy in the full range of his/her professional activities.
- Is a strong advocate for public education and demonstrates the courage to support his/her convictions.

Board of Education Self-Evaluation

Check the most appropriate rating box on a scale of 5-1 (5 representing the highest rating, 1 the lowest) for each question. A "NA" rating is also provided if you are unable to rate on an item for any reason. A space for comments is also provided on page 11 and 12.

Vision	5	4	3	2	1	Not sure
1. The Board has a vision/mission for the school district with a primary focus on student achievement.						
2. The vision/mission and goals are developed collaboratively with staff and the community.						
3. The Board institutes a process for long-range and strategic planning that aligns with the vision/mission for the district.						
4. The Board uses the district policy manual to create a culture that supports the vision and goals of the district.						
5. The Board expresses in the vision/mission the belief that high quality instruction in every classroom is the foundation for high achievement for all students.						
6. The Board communicates clearly the goals and expectations for the district, staff, and students with an emphasis on high achievement for all students in the district.						
7. The Board develops goals that align with the vision/mission for the district, foster continuous improvement and remain the highest priorities.						
Total Vision						
Community Leadership						
8. The Board communicates and interprets the school district's vision/mission to the public and listens, and incorporates appropriate community perspectives into board actions.						
9. The Board works to promote the accomplishments of the district within the district and community at large.						
10. The Board advocates at the national, state and local levels for students and the school district and promotes the benefits of public education.						
11. The Board collaborates with other school boards, superintendents, agencies, and other bodies to inform federal, state and local policy makers of concerns and issues related to education.						
12. The Board provides community leadership on educational issues by creating strong linkages with appropriate organizations, agencies, and other groups to provide for healthy development and high achievement for all students.						
Total Community Leadership						

Check the most appropriate rating box on a scale of 5-1 (5 representing the highest rating, 1 the lowest) for each question. A “NA” rating is also provided if you are unable to rate on an item for any reason. A space for comments is also provided on page 11 and 12.

Board Operations	5	4	3	2	1	Not sure
13. The Board ensures the District policy manual is up-to-date and comprehensive.						
14. The Board conducts meetings that are efficient, effective and focus primarily on student achievement and other district priorities.						
15. The Board makes decisions based on analysis of relevant research and data.						
16. The Board adopts a fiscally responsible budget based on the district’s priorities and regularly monitors the fiscal health of the district.						
17. The Board collectively executes its legal responsibilities and ensures the district adheres to all federal and state laws and board policies.						
18. The Board provides appropriate support (including quality professional development) for programs and initiatives consistent with the vision/mission of the district.						
19. The Board conducts a comprehensive orientation to familiarize new board members with their role on the team.						
20. The Board conducts an effective annual self-evaluation.						
21. The Board participates in professional development specifically regarding its roles and responsibilities and on relevant content areas.						
22. The Board belongs to, actively supports and participates in professional organizations.						
Total – Board Operations						
Board Ethics	5	4	3	2	1	Not sure
23. The Board establishes a <i>Code of Ethics</i> and conducts business in accordance with the code.						
24. The Board members maintain confidentiality regarding sensitive communications.						
25. The Board members honors board decisions even when the vote is not unanimous,						
26. The Board does not let politics interfere with district business.						
27. The Board deals with both internal and external conflicts openly, honestly and respectfully.						
Total Board Ethics						

Check the most appropriate rating box on a scale of 5-1 (5 representing the highest rating, 1 the lowest) for each question. A “NA” rating is also provided if you are unable to rate on an item for any reason. A space for comments is also provided on page 11 and 12.

Board Superintendent Team	5	4	3	2	1	Not sure
28. The Board works effectively with the Superintendent as a collaborative leadership team to focus priorities around high achievement for all students in the district.						
29. The Board sets aside time, at least semi-annually, to discuss board/superintendent relations.						
30. The Board demonstrates support and respect for the Superintendent’s role as the chief executive officer of the district.						
31. The Board provides direction to the Superintendent as a whole, not from individual Board members.						
32. The Board follows the chain of command as identified by board policy.						
Total – Board Superintendent Team						
Grand Total						
Average						

Please add any additional comments here (comments will be shared with participants):

Vision:

Community Leadership:

Board Operations:

Board Ethics:

Board/Superintendent Relations:

General Comments:

To: Members of the Board of Education

From: Dr. Alan Addley, Superintendent of Schools

Subject: Student Representatives on the Darien Board of Education

Date: July 9, 2021

During the year, the Board briefly discussed the possibility of having student representatives serve on the Board of Education.

Student representatives on the Board aligns to the District's Mission & Vision. Specifically, it encourages student involvement in district governance; helps the Board gain greater insight into student activities and student concerns; increases communication; informs decision-making; and provides greater awareness and understanding of mutual issues.

There are different models of student representation on the Board. Area districts that have student reps include Monroe, Bridgeport, Trumbull, Shelton, and Milford. Greenwich and Ridgefield have students update the Board at the start of each Board Meeting.

The following outlines a process/model that could be adopted and/or modified:

1. Two student representative seats are available on the Board of Education. The seats will be filled by one student from the junior class and one student from the senior class.
2. After the initial year, the term of office for the two representatives shall be for two years. The student from the senior class serves for one year in the initial year.
3. Students interested in serving as a Board of Education representative must submit a standard application outlined by the high school administration. The application and selection process should be delineated and approved in advance.
4. The student reps serve in a nonvoting capacity.
5. Student reps receive all regular meeting agendas, minutes and other pertinent information, excluding executive session minutes or correspondence.
6. The student reps provide updates to the BOE at the start of each meeting.
7. Student reps will not participate in Board meetings from which the general public is excluded to include executive sessions, negotiation sessions or personnel portions of regular Board meetings.
8. Student reps are not members of sub-committees.
9. The student reps will participate in student government and serve as liaisons between the student body and the Board.
10. Prior to their first meeting, the student reps attend an orientation session given by the Superintendent of Schools and the BOE Chairperson.

11. Standards for student reps and their participation as members of the Board of Education shall be addressed at the student orientation session, but generally include issues of attendance, decorum and performance, both as a student at school and as a representative on the Board. Should these standards not be met, the Superintendent and the Board will reserve the right to remove a student representative from the Board.
12. At least one student representative should be present at each regular meeting of the Board of Education. If this is not possible, the representatives must advise the Principal and the Superintendent's office in advance of the meeting.
13. On accession, student reps may be excused early from meetings.

Should the Board wish to include student representatives, the recommended next steps for consideration include:

- Discuss the preferred model
- Revise the above processes as necessary
- Decide on the high school selection process
- Draft policy and administrative regulations
- Implement the policy

Memorandum

DATE: July 9, 2021
TO: Board of Education
FROM: Dr. Alan Addley, Superintendent of Schools
Richard Rudl, Director of Finance & Operations
SUBJECT: Student Activities

Background:

Connecticut General Statute 10-237 provides for the Board of Education to establish and maintain school activity funds that are used for the educational benefit of currently enrolled students. Student Activity funds are to be used in ways that compliment but do not conflict with instructional programs, that supplement but do not take the place of programs or services which should be funded through the regular district operating or capital budget.

Accounts:

The District has eight student activity bank accounts, which are considered agency accounts on the Town's balance sheet reflected in the annual audit. However, GASB 84 will reclassify these accounts as special revenue accounts going forward. The accounts include the following:

- Darien High School
- Middlesex Middle School
- Hindley Elementary School
- Holmes Elementary School
- Ox Ridge Elementary School
- Royle Elementary School
- Tokeneke Elementary School
- District Wide Student Activity Account

Each account has categories to distinguish different activities within each account.

Elementary Schools:

The elementary schools have the following categories: Interest Income, Scholarships, Library Books, Field Trips, Yearbook, Other Student Centered, Vending Machines, and Enrichment.

Middle School: The Middle School has the following categories: Interest Income, Scholarships, Clubs, which include Drama, Geography Bee, Jazz Ensemble, Math Team, Orchestra and Quiz Bowl, Field Trips, Other Student Centered Activities, Yearbook, and Departments.

High School: The High School has the following categories: Administration, Interest Income, Scholarships, Clubs, Departments, ACT, SAT, High School Athletics (each sport is a sub account), Parking, and Student Affairs.

DARIEN PUBLIC SCHOOLS

District Wide: The district wide account holds the funds that are swept from each account, which typically occurs at the end of August, early September. This fund currently supports scholarships for students approved at each school. Prior to last year, the district only swept funds from Ox Ridge, Royle and Holmes Elementary School in FY18. We intend to sweep accounts for FY21 towards the end of August, beginning of September following the practice outlined in the Student Activity manual.

Balances:

Below are the balances as of June 30th, for each student activity account:

Account	FY2019	FY2020	FY2021
DHS	\$ 312,833.66	\$ 277,007.16	\$ 216,796.61
MMS	\$ 56,693.33	\$ 41,175.74	\$ 21,527.80
Hindley	\$ 5,960.38	\$ 9,717.07	\$ 6,710.45
Holmes	\$ 4,935.37	\$ 5,679.11	\$ 2,933.99
Ox Ridge	\$ 6,821.02	\$ 8,059.75	\$ 2,021.89
Royle	\$ 312.62	\$ 3,363.04	\$ 2,107.67
Tokeneke	\$ 2,043.87	\$ 3,198.23	\$ 1,608.50
District Wide	\$ 26,991.62	\$ 22,559.89	\$ 85,765.39
Total	\$ 416,591.87	\$ 370,759.99	\$ 339,472.30

**Detail balances by category for the last three years are included in the attachments. FY21 does not include swept balances at this point.*

Where/How Do the Funds Flow:

All money collected must be accompanied by a deposit form indicating the name of the team/club/activity the amount collected and from what avenue. Athletic funds must be approved by the Athletic Director, Music funds must be approved by the Director of Music and all other funds approved by the Principal or Assistant Principal of the given school. Funds can be collected online through SchoolCashOnline or deposited via a check. Each month a bank reconciliation is performed to account for all activity within each bank account.

When funds are swept, they are taken from the seven school bank accounts and moved into the district wide bank account. Funds that are earmarked to be swept are any items that are considered not committed and over \$1,000 in a given category. Funds are not swept if they have an intended earmark. Because they are moved into the district wide student activity account the funds are not lost but are not available without approved use. Each School Administrator is given their balances, asked to confirm their commitments and then the amount to be swept.

Prior to last year, the district only swept funds from Ox Ridge, Royle and Holmes Elementary School. We intend to sweep accounts for FY21 towards the end of August, beginning of September following the practice outlined in the Student Activity manual.

DARIEN PUBLIC SCHOOLS

Comparable Districts:

Currently, the district has a part time bursar at the high school who manages the DHS student activity account. The Middle School principal secretary manages the Middle School student activity account with oversight from the Middle School Principal and each Elementary Principal manages their respective elementary student activity account. Only Principals and the District's Director of Finance and Operations are authorized signatures. Bank reconciliations are done in the business office and monthly reviews of all activity are done in the business office. Funds are collected either through School Cash Online or deposited with a check or cash.

Westport currently has a full-time bursar at their High School who manages the High School student activity account and the Middle School and Elementary student accounts are managed by a secretary in each building. Then an individual in the business office does a monthly review and bank reconciliation. Westport currently utilizes QuickBooks.

New Canaan currently has a full-time bursar at their High School who manages the High School student activity accounts, the Middle School is managed by the secretary to the Principal and the elementaries are handled by central office. They currently use MUNIS and MySchoolBucks as a payment collection system.

Weston has a full-time district wide bursar who manages all schools' student activity accounts with central office reviewing each bank reconciliation each month. Weston currently utilizes QuickBooks.

Ridgefield has a part time bursar who manages the High School student activity account and the Middle School and Elementary student accounts are managed by a secretary in each building. Then an individual in the business office does a monthly review and bank reconciliation. Ridgefield currently utilizes QuickBooks.

Reporting Procedures:

The district utilizes a system called School Cash Online, which tracks, manages and reports on all activity within the school student activity accounts. This system allows us to run trial balances on a monthly basis to provide each activity advisor up to date balances in their given area.

Student Activity Manual:

The District's Student Activity Manual is a well-crafted document, which the district continues to follow. In fact, many other districts have requested our manual to use as a basis for improving their own internal guidelines as it relates to student activities. The document serves the district well and continues to ensure there are adequate controls leveled on all eight-district student activity accounts.

Recommended Changes:

One of the intended purposes for the Student Activities manual is to ensure the accounts are not maintaining any unnecessary high balances within the individual accounts, which is why the policy recommends sweeping uncommitted funds. The district student activity account is generally used for scholarships; however given the high balance that currently exists, there is a need to broaden this scope to use these funds otherwise the high balances will remain but just be restricted to the district wide account. Items to consider would be student-centered one time projects. The waiving of fees

DARIEN PUBLIC SCHOOLS

could also be considered, however this would result in one year fees being eliminated only to be restored in a future year.

Currently, the limit on scholarships is \$50. Many scholarships focus on registration fees for AP Exams, Field Trips and athletic rentals. Given most AP exams have \$100 registration fees we are recommending to raise the scholarship threshold from \$50 to \$100. In addition, we would recommend providing scholarships for any item exceeding \$200 at 50% of the cost. This would potentially reduce the need for as much fundraising and allow for additional use of the District Wide Student Activity account.

Currently, the district collects gate receipts for football and basketball. Typically in other districts (such as Ridgefield, Weston, Wilton, and New Canaan), gate receipts are used to offset costs such as Police or Security at a given event. Currently, police/security is budgeted and expensed in RC11-Sports Officials. It would be recommended to create a contra account in RC11 called Gate Receipts so these funds are credited to the BOE operating budget to offset security costs.

**Darien Public Schools
Student Activity Balances**

Account	FY2019	FY2020	FY2021
DHS	\$ 312,833.66	\$ 277,007.16	\$ 216,796.61
MMS	\$ 56,693.33	\$ 41,175.74	\$ 21,527.80
Hindley	\$ 5,960.38	\$ 9,717.07	\$ 6,710.45
Holmes	\$ 4,935.37	\$ 5,679.11	\$ 2,933.99
Ox Ridge	\$ 6,821.02	\$ 8,059.75	\$ 2,021.89
Royle	\$ 312.62	\$ 3,363.04	\$ 2,107.67
Tokeneke	\$ 2,043.87	\$ 3,198.23	\$ 1,608.50
District Wide	\$ 26,991.62	\$ 22,559.89	\$ 85,765.39
Total	\$ 416,591.87	\$ 370,759.99	\$ 339,472.30

Darien High School

Categories	FY2019	FY2020	FY2021
Administration			
Total Administration	\$ 990.61	\$ 3,071.71	\$ 3,038.63
Banking			
Total Banking	\$ 2,518.15	\$ 2,997.49	\$ 28.40
Charitable Donations			
Class Of 1974 Memorial Scholarship - 410510	\$ 49.11	\$ 34.11	\$ 59.11
Ralph Gibbs Award Scholarship - 410530	\$ 817.80	\$ 567.80	\$ 317.80
Geo Nelson Scholarship - 410525	\$ -	\$ -	\$ 200.00
Total Charitable Donations	\$ 866.91	\$ 601.91	\$ 576.91
Club			
Best Buddies - 510100	\$ 1,474.21	\$ 993.06	\$ 643.06
Blue Wave Council - 510200	\$ 769.29	\$ 458.44	\$ 2,001.85
Computer Science Club - 510400	\$ 1,114.34	\$ 1,114.34	\$ 950.71
Dance Club - 510500	\$ 1,656.54	\$ 1,656.54	\$ 906.54
DAWG Club - 510550	\$ 17.85	\$ 17.85	\$ 454.79
Debate Club - 510600	\$ 250.36	\$ 250.36	\$ 250.36
DECA Club - 510650	\$ 383.61	\$ 891.17	\$ 939.84
Diversity - 510700	\$ 831.39	\$ 831.39	\$ 831.39
Eco-Citizens Club - 510800	\$ 908.11	\$ 908.11	\$ 908.11

Darien High School

Categories	FY2019	FY2020	FY2021
Filmmakers Club - 510850	\$ 249.00	\$ 249.00	\$ 249.00
Fuel Cell Project - 510900	\$ 3,505.03	\$ 3,854.10	\$ 3,854.10
Gaming Club - 511000	\$ 619.00	\$ 230.31	\$ 230.31
Garden Club - 511050	\$ 892.49	\$ 1,026.49	\$ 957.37
Gay Straight Alliance - 511100	\$ -	\$ 51.00	\$ 551.00
Health & Humanitarian Club-511150	\$ -	\$ -	\$ 187.73
IGEM Club - 511200	\$ 23.43	\$ 23.43	\$ 273.43
Improv Club - 511250	\$ 109.51	\$ 109.51	\$ -
JETS Club-511300	\$ -	\$ -	\$ 588.25
Model Congress Club - 511500	\$ 3,095.67	\$ 2,642.20	\$ 2,592.20
Model UN Club - 511550	\$ 678.43	\$ 1,467.76	\$ 1,232.76
Mu Alpha Theta - 511600	\$ 414.43	\$ 321.54	\$ 974.55
National Honor Society - 511700	\$ 2,210.55	\$ 561.96	\$ 1,175.83
One Love Club - 511800	\$ 628.85	\$ 795.85	\$ 765.63
Quiz Bowl Club - 511900	\$ 450.09	\$ 683.97	\$ 583.97
Refugee Support Club - 512000	\$ 1,221.73	\$ 1,221.73	\$ -
Science Honor Society - 512100	\$ 1,861.78	\$ 1,279.66	\$ 1,288.66
She's The First Club - 512150	\$ 252.00	\$ 340.00	\$ 136.00
Ski And Snowboard Club - 512200	\$ 185.94	\$ 617.94	\$ 617.94

Darien High School

Categories	FY2019		FY2020		FY2021
National English Honor Society - 512300	\$	58.40	\$	7.90	\$ 572.29
Tech Student Association - 512350	\$	242.67	\$	252.67	\$ 242.67
Tri-M Music Honor Society - 512400	\$	1,448.32	\$	2,040.32	\$ 836.66
Unite For Africa Club - 512500	\$	324.12	\$	1,187.12	\$ 0.12
Weekend Alternatives Club - 512600	\$	1,543.41	\$	1,543.41	\$ -
Total Clubs	\$	27,420.55	\$	27,629.13	\$ 25,797.12
Art Department - 810100	\$	477.09	\$	372.10	\$ 398.57
Band - 810200	\$	671.85	\$	4,613.83	\$ 9,396.84
Choral Groups - 810300	\$	1,071.83	\$	288.99	\$ 288.99
Core Program - 810350	\$	486.47	\$	486.47	\$ 986.47
Instrumental Program-810400	\$	10,048.22	\$	8,915.94	\$ 3,175.00
English Department - 810500	\$	2,709.51	\$	2,470.11	\$ 1,000.00
Excel Program - 810550	\$	165.91	\$	165.91	\$ 877.20
Guidance Department - 810700	\$	8,522.51	\$	15,419.93	\$ 17,088.67
Math Department - 811000	\$	2,138.51	\$	1,520.47	\$ 949.48
Orchestra - 811200	\$	151.18	\$	373.02	\$ -
Science Department - 811500	\$	611.54	\$	2,203.57	\$ 1,000.00
Social Studies Department - 811550	\$	6,528.49	\$	6,450.02	\$ 988.00

Darien High School

Categories	FY2019		FY2020		FY2021
China Exchange - 811600	\$	6,201.64	\$	4,232.41	\$ 4,232.41
World Languages Department - 811700	\$	6,181.51	\$	5,471.02	\$ 491.97
Library Department - 812100	\$	1,874.14	\$	6,874.93	\$ 1,000.00
Total Departments	\$	47,840.40	\$	59,858.72	\$ 41,873.60
Due to Board					
ACT Class - 110005	\$	222.79	\$	222.79	\$ 156.86
SAT Class - 110010	\$	230.77	\$	292.38	\$ 132.21
Total Due to Board	\$	453.56	\$	515.17	\$ 289.07
High School Athletics					
Athletics General - 210000	\$	224.00	\$	203.00	\$ 290.00
Baseball-Boys-210010	\$	6,584.60	\$	-	\$ 4,363.99
Basketball - Boys - 210015	\$	144.50	\$	0.94	\$ 0.94
Golf - Boys - 210020	\$	3,152.43	\$	1,074.43	\$ 436.43
Ice Hockey - Boys - 210025	\$	6,240.36	\$	2,667.63	\$ 4,221.92
Lacrosse -Boys - 210030	\$	3,738.33	\$	9,603.93	\$ 17,511.76
Soccer-Boys 210035	\$	999.66	\$	-	\$ 365.06
Swimming - Boys - 210040	\$	1,983.32	\$	4,924.84	\$ 167.65
Track - Boys - 210050	\$	875.84	\$	389.04	\$ 317.59
Volleyball - Boys - 210055	\$	1,316.80	\$	956.80	\$ 387.09
Cheerleaders - 210060	\$	1,251.34	\$	-	\$ -

Darien High School

Categories	FY2019	FY2020	FY2021
Diving Girls - 210062	\$ 82.30	\$ -	\$ -
Field Hockey - 210065	\$ 3,668.06	\$ 1,292.55	\$ 818.79
Football-210070	\$ 16,624.89	\$ -	\$ 11,828.66
Basketball - Girls - 210075	\$ 1,602.05	\$ 4,542.96	\$ 2,196.78
Golf - Girls - 210080	\$ 324.79	\$ 324.79	\$ 2,184.94
Ice Hockey - Girls - 210085	\$ 5,138.84	\$ 483.93	\$ 74.31
Lacrosse -Girls - 210090	\$ 4,883.18	\$ 5,518.07	\$ 89.46
Soccer - Girls - 210095	\$ -	\$ 137.70	\$ -
Swimming - Girls - 210100	\$ 1,983.16	\$ 3,301.21	\$ 221.04
Tennis Girls - 210105	\$ 1,457.00	\$ -	\$ -
Track - Girls - 210110	\$ 5,694.43	\$ 575.90	\$ 53.43
Volleyball - Girls - 210115	\$ 6,485.18	\$ 4,864.56	\$ 3,805.00
Gymnastics - 210120	\$ 124.81	\$ 54.81	\$ 54.81
Quidditch - 210125	\$ 113.74	\$ 113.74	\$ -
Rugby - 210130	\$ 271.43	\$ 352.19	\$ 232.19
Sailing Team - 210135	\$ 39,675.91	\$ 42,068.91	\$ 50,889.49
Ski Team - 210140	\$ 9,959.28	\$ 10,592.83	\$ 12,111.35
Softball - 210145	\$ 1,609.51	\$ 1,705.14	\$ 329.44
Squash - 210150	\$ 942.83	\$ 339.84	\$ 418.89
Ultimate Frisbee - 210155	\$ 365.00	\$ 365.00	\$ -
Unified Sports - 210160	\$ 3,445.01	\$ 2,475.01	\$ 1,150.01

Darien High School

Categories	FY2019	FY2020	FY2021
Wrestling - 210165	\$ -	\$ 385.13	\$ 385.13
Interathletics - 210200	\$ 31,121.36	\$ 27,793.25	\$ 14,602.46
Total Athletics	\$ 162,083.94	\$ 127,108.13	\$ 129,508.61
Misc Income & Expenses			
DHS Parent Association Donations - 710100	\$ 681.55	\$ 421.55	\$ -
Parking - 710200	\$ 1,293.17	\$ 5,425.10	\$ 162.72
Total Misc Income & Expenses	\$ 1,974.72	\$ 5,846.65	\$ 162.72
Student Affairs/School Program			
Cap And Gown - 310005	\$ -	\$ 3.29	\$ 398.90
Class Of 2019 - 310020	\$ 9,479.21	\$ 9,452.88	\$ -
Class Of 2020 - 310025	\$ 10,607.89	\$ 10,754.79	\$ -
Class Of 2021 - 310030	\$ 11,194.25	\$ (13,747.13)	\$ 2,978.99
Class Of 2022 - 310035	\$ 6,500.00	\$ 6,580.90	\$ (13,019.10)
Class of 2023 - 310040	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Class of 2023- 210045	\$ -	\$ -	\$ 2,000.00
Student Government - 310100	\$ 9,117.21	\$ 4,938.85	\$ 880.94
Dariannus - 310200	\$ 12,363.82	\$ 12,115.51	\$ 7,021.95
Neirad - 310250	\$ 1,740.15	\$ 1,568.96	\$ 1,568.96
Theatre 308 - 310300	\$ 2,682.29	\$ 12,710.20	\$ 8,690.91
Total Student Affairs	\$ 68,684.82	\$ 49,378.25	\$ 15,521.55

Darien High School

Categories	FY2019	FY2020	FY2021
Total Balances	\$ 312,833.66	\$ 277,007.16	\$ 216,796.61

Middlesex Middle School

Categories	FY2019	FY2020	FY2021
Administration			
Total Administration	\$387.05	\$398.00	\$0.00
Banking			
Interest Income - 150050	\$177.30	\$295.05	\$ 14.38
	\$177.30	\$295.05	\$14.38
Charitable Donations			
Scholarships - 430100	\$6,804.63	\$4,849.63	\$ 1,000.00
	\$6,804.63	\$4,849.63	\$1,000.00
Club			
Drama - 530700	\$11,152.88	\$16,246.53	\$ 5,000.00
Jazz Ensemble - 531350	\$79.80	\$763.10	\$ 763.10
Math Team Club - 531600	\$150.00	\$150.00	\$ -
Orchestra - 531700	\$297.18	\$297.18	\$ 297.18
Quiz Bowl - 531900	\$4,677.39	\$3,346.56	\$ 2,419.54
	\$16,357.25	\$20,803.37	\$8,479.82
Department			
Grade Six Activities - 830060		\$206.46	\$ 206.46
Grade Seven Activities - 830070	\$466.72	\$466.72	\$ 466.72
Grade Eight Activities - 830080	\$200.00	\$200.00	\$ 109.00
Schoolwide Activities - 830100	\$0.00	\$815.64	\$ 535.64

Middlesex Middle School

Categories	FY2019	FY2020	FY2021
Physical Education Department - 831300	\$126.23	\$3.38	\$ 3.38
Social Studies Department - 831550	\$184.00	\$276.00	\$ 276.00
World Language Department - 831700	\$250.00	\$250.00	\$ 250.00
Music Department - 832200	\$1,487.07	\$800.00	\$ 1,540.00
Music in the Parks - 832210	\$0.00	\$37.07	\$ 437.07
	\$2,714.02	\$3,055.27	\$3,824.27
Field Trips			
Field Trips	\$28,636.23	\$1,951.28	\$69.33
Misc Income & Expenses			
Other Student Centered - 730300	\$0.00	\$7,914.91	\$ 3,740.95
	\$0.00	\$7,914.91	\$3,740.95
Student Affairs/School Program			
Yearbook - 153010	\$0.00	\$224.94	\$ 1,300.00
Grade 8 Promotion - 330010	\$0.00	\$66.44	\$ 1,000.00
Grade 8 Career Day - 330070	\$499.80	\$499.80	\$ 982.00
Student Council - 330100	\$1,117.05	\$1,117.05	\$ 1,117.05
	\$1,616.85	\$1,908.23	\$4,399.05
	\$56,693.33	\$41,175.74	\$21,527.80

Hindley School

Categories	FY2019	FY2020	FY2021
Charitable Donations			
Scholarship: After School Program - 460110	\$ 400.00	\$ 400.00	\$ -
	\$ 400.00	\$ 400.00	\$ -
Department			
Chorus-860300	\$ -	\$ -	\$ -
Band - 860200	\$ 3,037.64	\$ 2,537.64	\$ 2,637.64
Library Books and Subscriptions - 862100	\$ 299.00	\$ 299.00	\$ -
	\$ 3,336.64	\$ 2,836.64	\$ 2,637.64
Field Trips			
Field Trips	\$ 60.00	\$ (67.50)	\$ -
Misc Income & Expenses			
LifeTouch Commission - 760100	\$ -	\$ 1,842.33	\$ 1,575.73
Stop & Shop Fundraiser - 760150	\$ 660.15	\$ 660.15	\$ -
Other Student Centered - 760300	\$ 1,000.00	\$ 1,000.00	\$ 828.20
Vending Machine Income - 760400	\$ 103.59	\$ 265.45	\$ -

Hindley School

Categories	FY2019	FY2020	FY2021
	\$ 1,763.74	\$ 3,767.93	\$ 2,403.93
Student Affairs/School Program			
5th Grade Promotion - 360010	\$ 300.00	\$ 300.00	\$ -
In-School Enrichment - 360050		\$ 2,500.00	\$ 1,668.88
Geography Bee - 360100	\$ 100.00	\$ (20.00)	\$ -
	\$ 400.00	\$ 2,780.00	\$ 1,668.88
	\$ 5,960.38	\$ 9,717.07	\$ 6,710.45

Holmes School

Categories	FY2019	FY2020	FY2021
Charitable Donations			
Scholarship: After School Program - 460110			
	\$ -	\$ -	\$ -
Department			
Chorus-860300	\$ 300.00	\$ 300.00	
Band - 860200			
Music- 860400			\$ 75.00
Library Books and Subscriptions - 862100			
	\$ 300.00	\$ 300.00	\$ 75.00
Field Trips			
Field Trips	\$ -	\$ 465.50	\$ -
Misc Income & Expenses			
Darien School Lunch Program - 760050	\$ 116.50		
LifeTouch Commission - 760100	\$ 3,212.50	\$ 3,538.99	\$ 1,625.37
Stop & Shop Fundraiser - 760150			
Other Student Centered - 760300	\$ 906.37	\$ 906.37	\$ 1,133.62
Vending Machine Income - 760400	\$ -	\$ 68.25	\$ -

Holmes School

Categories	FY2019	FY2020	FY2021
	\$ 4,235.37	\$ 4,513.61	\$ 2,758.99
Student Affairs/School Program			
5th Grade Promotion - 360010	\$ 400.00	\$ 400.00	\$ -
In-School Enrichment - 360050	\$ -		\$ -
Geography Bee - 360100	\$ -		\$ 100.00
	\$ 400.00	\$ 400.00	\$ 100.00
	\$ 4,935.37	\$ 5,679.11	\$ 2,933.99

Ox Ridge School

Categories	FY2019	FY2020	FY2021
Administration			
Total Administration	\$0.25	\$0.25	\$0.00
Department			
Chorus - 860300	\$54.02	\$54.02	(\$75.00)
Music - 860400	\$13.29	\$13.29	\$75.00
Library Books and Subscriptions - 862100	\$0.00	\$426.68	(\$63.58)
	\$67.31	\$493.99	(\$63.58)
Field Trips			
Field Trips	\$5,786.49	\$6,772.24	\$0.00
Misc Income & Expenses			
LifeTouch Commission - 760100	\$218.60	\$1,763.53	\$1,491.92
Stop & Shop Fundraiser - 760150	\$448.37	\$448.37	\$0.00
Veterans Day Fundraiser - 760200	\$100.00	\$539.00	\$0.00
Other Student Centered - 760300	\$0.00	(\$100.01)	\$593.55
	\$766.97	\$2,650.89	\$2,085.47
Student Affairs/School Program			

Ox Ridge School

Categories	FY2019	FY2020	FY2021
In-School Enrichment - 360050	\$0.00	(\$1,825.00)	\$0.00
Geography Bee - 360100	\$200.00	(\$32.62)	\$0.00
	\$200.00	(\$1,857.62)	\$0.00
	\$6,821.02	\$8,059.75	\$2,021.89

Royle School

Categories	FY2019	FY2020	FY2021
Charitable Donations			
Scholarship: Book Fair - 460115	\$34.08	\$34.08	\$0.00
Scholarship: Field Trips - 460120	\$0.58	\$388.08	\$0.00
	\$34.66	\$422.16	\$0.00
Department			
Library Books and Subscriptions - 862100	\$137.49	\$161.32	\$62.00
	\$137.49	\$161.32	\$62.00
Field Trips			
Field Trips	\$0.00	(\$334.50)	\$0.00
Misc Income & Expenses			
LifeTouch Commission - 760100	\$0.00	\$3,248.54	\$1,045.67
Other Student Centered - 760300	\$139.81	(\$88.19)	\$1,000.00
Vending Machine Income - 760400	\$0.66	\$73.71	\$0.00
	\$140.47	\$3,234.06	\$2,045.67
Student Affairs/School Program			
Geography Bee - 360100	\$0.00	(\$120.00)	\$0.00
	\$0.00	(\$120.00)	\$0.00
	\$312.62	\$3,363.04	\$2,107.67

Tokeneke School

Categories	FY2019	FY2020	FY2021
Banking			
Banking Charges - 150100	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
Charitable Donations			
Scholarship: After School Program - 460110	\$ 500.00	\$ 500.00	\$ -
Scholarship: Book Fair - 460115	\$ 400.00	\$ 132.32	\$ (363.45)
	\$ 900.00	\$ 632.32	\$ (363.45)
Department			
Band - 860200	\$ -	\$ -	\$ 75.00
Library Books and Subscriptions - 862100	\$ 59.05	\$ 59.05	\$ 83.33
	\$ 59.05	\$ 59.05	\$ 158.33
Field Trips			
Field Trips	\$ 37.48	\$ (37.02)	\$ -
Misc Income & Expenses			
LifeTouch Commission - 760100	\$ 529.79	\$ 2,173.83	\$ 1,458.26
Stop & Shop Fundraiser - 760150	\$ 29.04	\$ 29.04	\$ -
Other Student Centered - 760300	\$ 300.00	\$ 152.50	\$ 355.36
	\$ 858.83	\$ 2,355.37	\$ 1,813.62
Student Affairs/School Program			

Tokeneke School

Categories	FY2019	FY2020	FY2021
5th Grade Promotion - 360010	\$ 68.51	\$ 68.51	\$ -
Geography Bee - 360100	\$ 120.00	\$ 120.00	\$ -
Veterans Day Program - 360300	\$ -	\$ -	\$ -
	\$ 188.51	\$ 188.51	\$ -
	\$ 2,043.87	\$ 3,198.23	\$ 1,608.50

Darien Board of Education

Categories	FY2019	FY2020	FY2021
Banking			
General Cash - 150200	\$749.38	\$1,317.65	\$1,633.91
	\$749.38	\$1,317.65	\$1,633.91
Misc Income & Expenses			
Other Student Centered - District Wide - 970000	\$26,242.24	\$21,242.24	\$84,131.48
	\$26,242.24	\$21,242.24	\$84,131.48
	\$26,991.62	\$22,559.89	\$85,765.39

DARIEN PUBLIC SCHOOLS

Student Activities Accounting Manual 2018-19

Adopted by the Board of Education:
January 13, 2015

GUIDELINES TO STUDENT ACTIVITY FUND ACCOUNTING

INTRODUCTION:

Public school districts in the State of Connecticut have authority to establish and maintain student activity funds under Section 10-237 of the Connecticut General Statutes. Pursuant to this authority, the Darien Board of Education (the "District") has adopted policies and procedures governing the establishment and use of Student Activity Funds and this accounting manual to implement such policies and procedures.

Under state law, student activity funds are considered District accounts and must be audited by the auditor annually in the same manner as all other accounts as required by law.

The following manual is established to govern procedures relating to student activity funds to ensure that efficient procedures are available for the creation, operation, management, supervision and culmination of such funds. These guidelines apply to all school district staff who raise or handle student activity funds or who are involved in fundraisers for or gifts to the school system.

PURPOSE OF STUDENT ACTIVITY FUNDS:

Connecticut General Statute 10-237 provides for Boards of Education to establish and maintain school activity funds that are used for the educational benefit of currently enrolled students. Student activity funds are to be used in ways that complement but do not conflict with instructional programs, that supplement but do not take the place of programs or services which should be funded through the regular district operating/capital budgets. The District is responsible for establishing procedures that define and regulate how and for what purposes expenditures from and donations to student activity funds can be made.

The raising and expending of student activity funds should promote the general welfare, education, and morale of the students and to finance the athletic and extra-curricular activities of the student body organization. The management of student activity funds shall be in accordance with sound financial practices, including sound budgetary and accounting procedures and thorough audits.

The Darien Public Schools appreciates and welcomes the generosity of community members' and groups' financial contributions to benefit student athletics and extra-curricular activities. At the same time, the District has an obligation to ensure proper oversight of student activity funds, including compliance with accounting requirements and equity requirements under Title IX of the Education Amendments of 1972 and its implementing regulations. As a result, aside from funds provided by the Board of Education, all financial support to athletic and extra-curricular activities must be processed through a student activity fund and comply with applicable procedures. This requirement applies to financial support to benefit student athletics or extra-curricular activities made by outside sources, including, but not limited to, individuals, community groups, parent-teacher organizations or associations, and booster clubs.

Regardless of the original source of funds used to finance school activities, the District is ultimately responsible for the funds raised in compliance with the fundraising section and how they are spent. As a result, administrators, coaches, teachers, and student activity advisors are responsible for ensuring these funds are processed and spent appropriately and in accordance with these procedures.

If Principals, coaches or activity advisors have questions regarding these regulations, please contact the District's Director of Finance for clarification.

I. MANAGEMENT AND SUPERVISION OF STUDENT ACTIVITY FUNDS:

Establishment of Funds

Student activity funds may only be established with the written consent of the Director of Finance. A detailed listing of all approved student activity funds will be maintained by the Director of Finance. This listing will include the a) the name of the fund, b) the location of the fund, c) the authorized signer(s) of the fund, and d) the purpose of the fund. Financial records will be kept at individual schools, except of financial records relating to the General Student Activity Fund, which will be kept at the District's Department of Finance & Operations. Each school will maintain a detailed listing of authorized sub-accounts for each student activity fund. This listing will include a) a description of the sub-account, b) the coach or activity advisor responsible for oversight of the sub-account, and c) the purpose of the sub-account. Coaches and activity advisors may not establish separate funds or accounts in their names, parents' names, or the name of the any school for the benefit of their teams or activities.

General Student Activity Fund

The Department of Finance & Operations shall establish a General Student Activity Fund (the "General Activity Fund"). The General Activity Fund shall be established to maintain unrestricted donations made to the District to support general student activities and to maintain surplus funds, as defined herein. In lieu of fundraising or student fees, funds maintained in the General Activity Fund may be requested for use by coaches, activity advisors, or student groups to support student related activities. Use of such funds may only be used upon written request and requires approval of the Director of Finance.

Surplus Funds

At the end of each school year, surplus funds maintained within a student activity fund or a sub-account of a student activity fund shall be identified and transferred to the General Activity Fund. Surplus funds are funds held within a student activity fund or a sub-account of a student activity fund that is considered to be in excess of the immediate cash needs of the student group. In general, the amount of surplus funds held at the end of each school year should be governed by the needs of the activity for which the funds are being maintained.

For each of the student activity funds held at the District's elementary schools, surplus funds have been defined as the balance of funds held in excess of \$1,000 at the end of each school year.

For all athletic, club or general sub-accounts, surplus funds have been defined as uncommitted funds held at the end of each school year in excess of the annual recurring disbursements made within the sub-account for the most recently completed school year. Uncommitted funds are defined as funds that have not been restricted or committed. Restricted funds are considered funds that can only be spent for the specific purpose stipulated by donors.

Committed funds are considered funds that a) have been committed for a specific purpose that is considered nonrecurring in nature and b) the funds are expected to be disbursed within the subsequent school year. The amount and purpose of any restricted or committed funds held at the end of each school year should be documented by the coaches or activity advisor and shall be submitted for approval to the Director of Finance.

For student class sub-accounts, surplus funds may be carried forward each school year until graduation. Upon a class's graduation, the sub-account must be closed after all class obligations are paid. Any remaining funds shall be transferred to the General Activity Fund, with the exception of funds left by the class for purposes of providing future scholarships. Leaving funds for such scholarships must be approved by the Director of Finance and such funds shall be transferred to a separate account held for such purposes.

Interest earned on student activity funds will be considered surplus funds and shall be transferred to the General Activity Fund.

Use of Funds

Student activity funds may only be used to support authorized athletics, extra-curricular activities, and other school-related activities and are governed by state law and the rules and regulations of the Darien Board of Education.

Student activity money shall, insofar as possible, be expended in such a way as to benefit those pupils currently in school who have contributed to the accumulation of such money. Student activity funds may not be used for any purpose that represents an accommodation, loan, or credit to any person.

Oversight by Central Administration

The Darien Board of Education has designated the Director of Finance to serve as the treasurer of all school activity funds within the District, and the Principal, or his/her designee, of each school, and/or the Athletic Director as appropriate, to serve as trustee for the individual funds maintained in each school building. The Director of Finance shall have the responsibility and authority to implement all procedures and rules pertaining to the supervision and administration of student activity funds in schools in accordance with state law and established policies and regulations of the Darien Public Schools and the Darien Board of Education. The Director of Finance will update and distribute these procedures annually. Distribution will include but not be limited to the following: All Principals, Office Secretaries, Bursars at MMS and HS and Athletic Director. The Athletic Director will disburse to all coaches and staff.

Supervision of Student Activity Funds

Each Principal, as trustee for the fund, is responsible for all student activity funds within the school, including the proper handling and use of funds and compliance with District procedures. Each Principal or his/her designee is responsible for ensuring the maintenance of records identifying resources, obligations, and the origination of revenues through written receipts. The Principal or his/her designee must provide all required approvals for raising and spending student activity funds as provided in these procedures.

The Athletic Director shares responsibility with the Principal or his/her designee for supervising student activity funds for athletic teams, including the proper handling and use of funds and compliance with District procedures. The Athletic Director should maintain copies of records identifying resources, obligations, and the origination of revenues through written receipts. The Athletic Director is responsible for ensuring coaches comply with record keeping and approval requirements as provided in these procedures. In addition to the Principal or his/her designee, the Athletic Director must provide approval for raising and spending student activity funds for athletic teams as provided in these procedures.

Responsibilities for Student Activity Funds at the Team and Activity Level

Coaches, faculty advisors of student activities, or other staff members involved in the handling or spending of student activity funds are responsible for managing such funds in a manner that complies with District procedures, including the requirement that, aside from funds provided by the Board of Education, all financial support to athletic and extra-curricular activities must be processed through a student activity fund and comply with applicable procedures. Coaches and activity advisors must maintain financial records for their respective activity groups in addition to the records kept by the Principal or his/her designee.

Student Activity Fund Budgeting

The Darien Board of Education provides an amount of money for each athletic team and certain other student activities in its annual operating budget. Additional funds may be raised to augment these Board of Education funds through fundraisers, gifts/donations (refer to the District's gift policy), or direct assessments to student members. Funds raised must be deposited with the appropriate student activity account.

Athletic Teams

The Athletic Director serves as the Title IX coordinator and is responsible for managing the District's efforts to comply with its obligations under Title IX. As part of considering compliance, before each athletic season starts, coaches of the respective activity will meet with the Athletic Director to establish a budget for the team. At this meeting the Athletic Director will confirm the funds in the Board of Education budget and the team's activity account (if any), review the team's planned spending for the year, and identify and address any potential Title IX compliance issues that might arise during the budgeting process.

If no Title IX compliance issues have been identified and there is a shortfall between funds on hand and anticipated purchases, the coach will first request funds from the General Activity Account. If funds are not available from the General Activity Account, the team can either hold a fundraiser or the coach can request that the athletes pay directly. All planned spending and fundraising must be pre-approved by the Athletic Director and Principal and/or designee only after request has been made for funds from the General Activity Account. Approved budgets by the Athletic Director shall be provided to the Director of Finance for review and shall be maintained in the Department of Finance & Operations.

Audits

Student activity records and financial procedures shall be subject to periodic and random audits by internal personnel. In addition, as specified in Conn. Gen. Stat. § 10-237, the Town Auditor shall conduct an annual audit each year in the same manner as all other Town Accounts. Copies of the audit report shall be maintained as a permanent record.

Reconciliation and Periodic Reporting

Each month, the Department of Finance & Operations will assist the schools in reconciling the bank statement for each student activity fund. At the end (June 30th) and mid-point (December 31st) of the fiscal year, each school will prepare and provide a report identifying a) the balance of, and b) the detail of the activity within each student activity sub-account. This report shall be provided to the Department of Finance & Operations and to the advisor or coach overseeing the activity. Upon receipt, the advisor or coach shall review the detail of activity and compare such activity with their records of receipts and disbursements. Any discrepancies should be reported immediately to the Department of Finance & Operations. Upon approval of the advisor or coach, this report shall be provided to the Superintendent for review. Any significant reconciliation or financial issues identified during the reconciliation and reporting process shall be communicated to the Board of Education by the Superintendent in a timely manner.

Sports and certain activities vary during the school year. Outside the season of a particular sport or activity, a coach or activity advisor may request financial status reports on demand as needed.

II. GENERAL PROCEDURES FOR RECEIVING FUNDS AND GIFTS:

All money collected to benefit an athletic team or student activity must be processed through a student activity fund.

Collection and Deposit of Cash and Checks

All money collected must be substantiated by duplicate-copy receipts, pre-numbered tickets, student lists, lists of items sold, or some other auditable record ("substantiating documentation").

For all money collected, coaches and activity advisors, or other staff must complete the following steps:

1. The coach or activity advisor must count all receipts.
2. The coach or activity advisor must complete and submit an Deposit Form indicating the name of the team, student activity, or organization and the amount of receipts and provide the applicable substantiating documentation. Activity advisors of non-athletic groups and organizations must submit the Deposit Form to the Principal or his/her designee. Coaches must submit the Deposit Form to the Athletic Director.
3. The Principal, the Principal's designee, or the Athletic Director, as the case may be, will verify the Deposit Form, receipts, and substantiating documentation.
4. The Principal, the Principal's designee, or the Athletic Director, as the case may be, will deposit the money in the student activity account.
5. The Principal, the Principal's designee, or the Athletic Director, as the case may be, will file the bank receipt with the Deposit Form and substantiating documentation and make the corresponding entry into the books.

All checks to be deposited should be endorsed immediately upon receipt, showing a restrictive endorsement (i.e., "For Deposit Only"). Deposits for field trips and team trips (or other monies to be re-disbursed) must be in the bank before check requests drawn against funds collected will be processed.

All checks should be made out in the name of a specific school with a notation as to the activity, trip, or purpose of the check. This procedure applies to checks from any school-related fundraising efforts. No third party checks may be accepted. At no time should checks be made payable to individual advisors, parents or coaches, nor are advisors, parents or coaches permitted to accept checks made out to themselves or to cash.

Coaches and advisors must turn over cash and checks on a daily basis to the Principal or his or her designee and obtain a receipt.

Required Approvals for Gifts or Donations

All gifts or donations to benefit an athletic team or student activity, whether monetary or in kind, must be pre-approved in the manner set forth below. Potential donors or school officials must complete a Contemplated Gift Form.

- Any gift of \$499.99 or less must be approved by the Principal before being accepted or deposited.
- Any gift of \$500.00 up to \$1,999.99 must be approved by the Superintendent of Schools before being accepted or deposited.
- Any gift of \$2,000.00 or more must be approved by the Darien Board of Education before being accepted or deposited.

Anonymous Gifts or Donations

Anonymous gifts or donations may be accepted by the District subject to the gifts and donation approval procedure listed above. While the District will honor donor requests to not publically acknowledge donors, any record maintained or kept by the District that includes the identity of the donor (e.g., a copy of a check) may be subject to disclosure under the Freedom of Information Act.

Fundraising

Any fund raising event, activity, or program must be reviewed for approval by the Principal or Athletic Director, as applicable, using a Fundraiser Approval Form. If a fundraising activity will require a withdrawal or disbursement from a student activity fund, then a Purchase/Payment Approval Form must also be submitted to the Principal as described in Section III, below. Accurate records with respect to distribution and receipts of inventories are required. Disbursements of funds raised through fundraisers must follow the same approval process as described in Section III, below. All contracts must be reviewed and approved by the Director of Finance.

Fundraising generally should be for a specific team, club or group based on financial needs. Fundraising should only be performed after a request for funds from the General Activity Fund has been made. Fundraising goals shall be set and clearly communicated to donors in an effort to avoid raising surplus funds. Fundraising material shall clearly indicate the following: *"Amounts raised shall be used towards the designated purpose to the extent possible. In the event excess funds are raised, such funds shall be used to benefit the District's student athletics and extra-curricular activities"*.

The majority of money raised should be for use in the current school year. All fundraising proceeds must be deposited in the student activity account. Cash should be deposited as cash and may not be converted into a personal check.

If a group no longer exists, has no student participation and does not have the intent to re-establish the group within the ensuing twelvemonths, the remaining funds will be considered surplus funds and be transferred to the General Activity Fund at the end of the school year.

In many cases, fundraising is a valuable learning experience for the students involved. Where age-appropriate, students should be involved in establishing the purpose for fundraising,

developing methods of generating funds, and voting on the disbursements of funds. It is appropriate for coaches and advisors to guide the students in these processes, but it is inappropriate to “pressure” or overrule student decisions. In many cases this is a fine line, and common sense should prevail.

Monetary donations above the estimated value of the products or services being provided through a fundraiser (e.g., a donation of \$200.00 for a candy bar fundraiser) are subject to the gifts and donations approval process described above. In addition, regardless of the estimated value of the products or services being provided through a fundraiser, donations in an amount between \$500.00 and \$1,999.00 must be approved by the Superintendent of Schools and donations in an amount over \$2,000.00 must be approved by the Darien Board of Education. As a result, coaches and activity advisors must keep records of individual donations and provide these breakdowns if the total amount raised exceeds the dollar thresholds described in the gifts and donations approval process above.

Games of chance/raffles are prohibited.

Use of Student Activities Revenues

From time to time, certain fundraisers/events will generate revenue without a specific purpose for expenditure. Those events may include: school pictures, lost books from the school library, Department Store and/or Supermarket giving campaigns.

Acceptable expenditures and uses of revenue from events listed above are limited to:

- Educational field trips and other activities planned for the benefit of students as recognition for accomplishments
- Student functions such as Open House, Parent Night, and Graduation
- Refreshments and snacks for meetings where the school serves as host for related activities for students. The expenditure from these functions requires an agenda and sign-in sheet
- Awards such as plaques, certificates, and school apparel in recognition of student accomplishments or service to the school or District
- Incentives for student involvement, participation and achievement
- Improvement of school communications such as bulletin boards, newsletters and signs
- School assembly services
- Student body social function costs
- Scholastic magazines for students
- Student organizational activities
- Need-based scholarships for students*
- Anything to support a student in school

*Scholarships may be granted to students at the discretion of the Principal, with approval from the Director of Finance. Scholarships must be documented using the Request for Scholarship Form and may not exceed \$50.00 for each event or the cost of attending a school-sponsored trip, whatever is greater. Eligibility for a scholarship will be determined based on an evaluation of the hardship impacting the student, including such considerations as eligibility for free and reduced lunch, household income and/or the loss of job by a parent or guardian. Scholarships may be used for

school-related items, events, and activities, including, but not limited to, field trips, yearbooks, school-wide events sponsored by the school and/or PTO (such as the Sound Tigers and picnics), school apparel, and book fairs. Principals should use their own discretion and be guided by the principles addressed in these student activity procedures. Any questions concerning the appropriateness of a disbursement should be directed to the Department of Finance & Operations.

Prohibited Expenditures

Student activity funds should not be used to offset normal operating costs/expenses like paper, desks, chairs, etc. It is also inappropriate to use student activity funds for teacher conferences, teacher professional development, teacher coffees, and other lunches that do not specifically involve students.

Rebates

When receiving money for trips, an accurate record of student deposits and destination costs are imperative for a successful trip. A full rebate for students who withdraw at the last minute should be the general rule. However, if a withdrawal by a student would result in a penalty to the entire group because of group size requirements, it is acceptable to determine a reasonable rebate penalty. It is the coach's or activity advisor's obligation to make such penalties clear at the onset of student participation. When in doubt, contact the Principal and/or the Director of Finance. Rebates should be made in a timely manner.

III. GENERAL PROCEDURES FOR DISBURSING FUNDS:

Payments and Disbursements

Aside from funds budgeted by the Board of Education, payments for goods, services, or activities for a team or student activity generally must be paid directly by the District from the student activity fund. All purchases, withdrawals, and disbursements from student activity accounts ultimately must be preapproved by the Principal or his/her designee. In addition, for expenditures from student activity accounts relating to athletic teams, the Athletic Director must preapprove all purchases, withdrawals, and disbursements prior to approval by the Principal or his/her designee. Students are never authorized to make such purchases directly with a vendor. Coaches, activity advisors, and parents are not authorized to make purchases directly with vendors, except as noted in the "Reimbursements" section below. Disbursement checks may not be made out to "cash" and blank checks shall never be signed.

Disbursements for field trips, planned activities, or equipment should not be made or requested until all funds collected have been deposited in the bank. As several activities are generally served by one account, all activities must maintain a positive balance to avoid overdrafts.

Athletic Teams

All purchases, withdrawals, or disbursements from team activity accounts must be approved by the Athletic Director. With few exceptions, all purchases for the team must be made by coaches through the Athletics Secretary. The Board of Education will not pay for or reimburse any purchases that are made outside of established guidelines. Coaches should be the team's only contact with the Athletic Director and Athletics Secretary regarding purchases and payments.

Coaches requesting a purchase, withdrawal, or disbursement from a student activity account must complete the following steps:

1. The coach must complete and submit to the Athletics Secretary a Purchase/Payment Approval Form with supporting documentation (e.g., catalog information, event registration forms, etc.) that includes the cost and describes the goods, services, or events for which approval is requested.
2. The Athletics Secretary will process the request and forward the request to the Athletic Director who will review the Purchase/Payment Approval Form and supporting documentation for accuracy and will determine whether to approve the request. If the Athletic Director approves the request, he or she will forward the request to the Principal or his/her designee for approval.
3. If the request is approved, a check will be issued and signed by the Principal or his/her designee or, alternatively, the Principal or his/her designee will make or authorize an electronic payment for the goods, services, and events. If payment is required after receipt of an invoice, the Principal or his/her designee will authorize such payment in the same manner upon receipt of the invoice.
4. Both the Athletic Director and the coach will retain a copy of the Purchase/Payment Approval Form, supporting documentation, and any receipts or invoices for record keeping.

Non-Athletic Student Activity Groups

Activity advisors requesting a purchase, withdrawal, or disbursement from a student activity account must complete the following steps:

1. The activity advisor must complete and submit to the Principal or his/her designee a Purchase/Payment Approval Form with supporting documentation (e.g., catalog information, event registration forms, etc.) that includes the cost and describes the goods, services, or events for which approval is requested.
2. The Principal or his/her designee will review the Purchase/Payment Approval Form and supporting documentation for accuracy and will determine whether to approve the request.
3. If the Principal or his/her designee approves the request for withdrawal/disbursement, he or she will issue a check signed by the Principal or his/her designee or, alternatively, will make or authorize an electronic payment for the goods, services, and events. If payment is required after receipt of an invoice, the Principal or his/her designee will authorize such payment in the same manner upon receipt of the invoice.
4. Both the Principal or his/her designee and activity advisor will retain a copy of the Purchase/Payment Approval Form, supporting documentation, and any receipts or invoices for record keeping.

Reimbursements

There are a limited group of purchases which can be made directly by coaches, activity advisors, or parents and then reimbursed through the student activity account (e.g., flowers for awards, gifts for seniors). These purchases must be preapproved by both the Principal or his/her designee and Athletic Director or Club Advisor, as applicable.

- Requests for reimbursement must be made using the Reimbursable Activity Approval Form and submitted to the Bursar.
- Reimbursements to individuals must be accompanied by original itemized receipts.
- Sales tax will not be reimbursed.
- Contact the Bursar for more information before the purchase is made.

Administrators reimbursing themselves for petty cash activities must have the reimbursement signed off by another administrator. IRS regulations require that payments to employees, no matter how small in amount, will be processed through payroll.

Blue List

Any team equipment (including uniforms) that is not returned at the end of the season is charged to the athlete on the schools' "Blue List". DHS has converted to an electronic Blue List (no paper forms any longer). Please contact the Athletics Secretary or the Bursar to place an athlete on the Blue List.

Use of Funds to Hire Supplemental Staff

Student activity funds should not be used to hire supplemental staff.

Banquets

Payments for banquets must be processed through the student activity account in the manner set forth above. Coaches, team members, or parents are not authorized to pay for a banquet in any other manner. Contact the Bursar in advance of the banquet for more information.

Senior Gifts

Gifts given to departing seniors are not an expectation of the athletics or other extra-curricular programs and are at the discretion of coaches and activity advisors. The value of gifts should not exceed \$25.00 per student. Funds must be on deposit in the student activity account to pay for the gifts (Board of Education funds may not be used). Contact the Bursar for more information.

Gifts for Coaches or Activity Advisors

Students and parents shall be discouraged from routine presentation of gifts to coaches or activity advisors. When a student or parent feels a spontaneous desire to present a gift to a coach or activity advisor, the gift shall not be elaborate, unduly expensive or cash. The Board shall always consider as welcome, in most cases more appropriate than gifts, the writing of letters to coaches or activity advisors expressing gratitude or appreciation. Any collections for coaches' or advisors' gifts must be made outside of any collections for other activities and should not exceed a value of \$50.00. Funds for coaches' or advisors' gifts must be held by a team or activity member or parent and may not be deposited into a student activity account. Contact the Bursar or Principal for more information.

Forms W-9 and 1099 MISC

Any vendor engaged to provide a service must complete and return an IRS Form W-9 which can be obtained at www.irs.gov. Payments to vendors reportable on IRS Form 1099-MISC will be paid through the normal student activity fund payment and disbursement process. Each school is responsible for identifying services that are subject to IRS Form 1099-MISC reporting requirements and obtaining a completed IRS Form W-9 from the vendor. All payments and disbursements will be entered into Munis by the Department of Finance & Operations. On an annual basis, the Department

of Finance & Operations will prepare and file any required IRS Forms 1099-MISC. Any vendor who has any questions on this process or requests clarification should be directed to the Department of Finance & Operations.

**DARIEN PUBLIC SCHOOLS
CONTEMPLATED GIFT FORM**

Gift Information:

Donor(s): _____

Description and Purpose of Proposed Gift:

Is the value of the gift(s) \$500.00 or more? Yes _____ No _____
(donated materials or services should be estimated based on fair value provided)

If value is \$500.00 or more, place a check in one of the following categories of value for the proposed gift.

\$500 - \$1,000 _____
\$1,000 - \$2,000 _____
> \$2,000 _____

Prepared by: _____

Date: _____

Notes on actions taken by Superintendent of Schools, if any:

Notes on actions taken by the Board of Education, if any:

Has gift been accepted? Yes _____ No _____

Approved by*: _____

Date: _____

Accounting Information:

Activity Fund Location: _____
Activity Fund Sub-account: _____

* Any gift of \$499.99 or less must be approved by the Principal before being accepted. Any gift of \$500.00 up to \$1,999.99 must be approved by the Superintendent of Schools before being accepted. Any gift of \$2,000.00 or more must be approved by the Darien Board of Education before being accepted.

**DARIEN PUBLIC SCHOOLS
FUNDRAISING REQUEST FORM
PART 2 OF 2**

Fundraising Results:

Amount raised	\$ _____
Fundraising goal	\$ _____
Surplus (deficit)	\$ _____

Planned use of surplus funds raised:

(money raised should normally be used during the current school year; surplus funds raised are subject to transfer to the General Student Activity Fund to be used for the benefit of the District's student athletics and extra-curricular activities).

Prepared by: _____

Date: _____

Accounting Information:

Primary Activity Fund Location: _____
Primary Activity Fund Sub-account: _____
Amount deposited: _____

Secondary Activity Fund Location: _____
Secondary Activity Fund Sub-account: _____
Amount deposited: _____

Approved by*: _____

Date: _____

* All fundraising results shall be approved by the Principal, the Principal's designee, or the Athletic Director, as applicable.

DARIEN PUBLIC SCHOOLS
STUDENT ACTIVITY FUND PURCHASE/PAYMENT APPROVAL FORM

Purchasing Information:

Description of Purchase: _____

Vendor Name: _____
Address: _____

P.O. Amount: _____

Are sufficient funds available in the Activity Fund Sub-account?

Yes _____ No _____

Requested by: _____

Date: _____

Payment Information:

Payee Name: _____
Address: _____

Check Date: _____
Check Number: _____
Check Amount: _____

Is payment for services subject to IRS Form 1099-MISC reporting requirements?

Yes _____ No _____

If yes, obtain and attach Form W-9 Request for Taxpayer Identification Number and Certification.

Tax ID/SS #: _____

Requested by: _____

Date: _____

Accounting Information:

Activity Fund Location: _____
Activity Fund Sub-account: _____

Substantiating documentation attached:

(i.e. invoices, itemized receipts, registration forms, Scholarship Request Form)

Yes _____ No _____

Approved by**: _____

Date: _____

" Payments to vendors for services subject to IRS 1099 reporting requirements are required to be paid through the General Student Activities Fund. The General Student Activities Fund will then be reimbursed from the requesting activity fund location or sub-account.

** All purchases, withdrawals, and disbursements shall be approved by the Principal, the Principal's designee, or the Athletic Director, as applicable.

**DARIEN PUBLIC SCHOOLS
SCHOLARSHIP REQUEST FORM**

Scholarship Information:

Name of Student: _____

Purpose of Scholarship (what is the intended use of scholarship?):

Estimated or actual cost of activity? \$ _____

Portion to be contributed by student? \$ _____

Amount of scholarship requested? \$ _____

Describe the hardship impacting the student and what information was obtained to verify the hardship:

Amount of Scholarship authorized? \$ _____ *

Granted by**: _____

Date: _____

Approved by**: _____

Date: _____

* Scholarships may not exceed \$50.00 for each event or the cost of attending a school-sponsored trip, whatever is greater.

** *Scholarships may be granted to students at the discretion of the Principal, with approval from the Director of Finance.

**DARIEN PUBLIC SCHOOLS
STUDENT ACTIVITY FUND DEPOSIT FORM**

Deposit Information:

Cash	\$ _____
Checks	\$ _____
Other	\$ _____
Total	\$ _____

Description of Source and Purpose of Funds:

Collected by: _____
Deposited by: _____

Date: _____
Date: _____

Substantiating documentation attached: Yes _____ No _____
(i.e. duplicate-copy receipts, pre-numbered tickets, student lists, list of items sold)

Accounting Information:

Activity Fund Location: _____
Activity Fund Sub-account: _____

Does deposit require an approved Contemplated Gift Form? Yes _____ No _____
(if yes, attach copy of form)

Does deposit require an approved Fundraising Request Form? Yes _____ No _____
(if yes, attach copy of form)

Approved by*: _____ Date: _____

* The Deposit Form, receipts, substantiating documentation and required forms shall be approved by the Principal, the Principal's designee, or the Athletic Director, as applicable.

**DARIEN PUBLIC SCHOOLS
STUDENT ACTIVITY FUND TRANSFER APPROVAL FORM**

Transfer Information:

Transfer From

Transfer To

Activity Fund Location: _____
Activity Fund Sub-account: _____

Amount of Transfer: _____

Request for Transfer:

Requested by: _____
Approved by*: _____

Date: _____
Date: _____

* Transfers shall be approved by the Principal, the Principal's designee, or the Athletic Director, as applicable. Approval from the Director of Finance is required for any transfers from the General Student Activity Fund.

**DARIEN PUBLIC SCHOOLS
APPROVED STUDENT ACTIVITY FUNDS**

In accordance with the Darien Public School's Student Activities Accounting Manual, the following student activity funds have been authorized by the Director of Finance of the Darien Public Schools.

Name of Fund	Fund Location	Authorized Signor(s)	Purpose of Fund
Darien High School Student Activity Fund	Darien High School		
Middlesex Middle School Student Activity Fund	Middlesex Middle School		
Ox Ridge Elementary School Student Activity Fund	Ox Ridge Elementary School		
Tonkeneke School Student Activity Fund	Tonkeneke School		
Holmes Elementary School Student Activity Fund	Holmes Elementary School		
Hindley Elementary School Student Activity Fund	Hindley Elementary School		
Royle Elementary School Student Activity Fund	Royle Elementary School		
District Wide Student Activity Fund	Central Office		

DARIEN PUBLIC SCHOOLS

DATE: July 9, 2021
TO: Board of Education
FROM: Dr. Alan Addley, Superintendent of Schools
Richard Rudl, Director of Finance & Operations
SUBJECT: YMCA

Background:

In 2016, an in-kind agreement between the YMCA and the Darien Public Schools was outlined in a memorandum (attached). The memo indicates that the Board of Education would be able to use the YMCA at no charge for Boys Swimming and Girls Swimming and the YMCA would be given priority time of the Darien Public Schools gymnasiums and not be billed a custodial fee and building use fee.

As a result, RC11 has a line item called Facilities-Custodial, which is the expense the District incurs for custodial overtime to provide gymnasium space to the YMCA. Custodians are needed even though they are in the building as they have other obligations to ensure their daily work is complete.

This agreement has been in place, with the exception of the 2020-2021 school year. Due to COVID, the district restricted all building rentals as part of our school re-opening plan. As a result, the YMCA could no longer use our facilities but the District still needed to utilize the YMCA's facilities for Girls and Boys Swimming, and Gymnastics. We paid \$127,560 this past school year to the YMCA, which was charged to RC28-COVID. The breakdown for this was as follows:

- Girls Swimming: \$67,860
- Boys Swimming: \$43,200
- Gymnastics: \$16,500

Estimated Cost:

The YMCA has provided an estimated cost should the district no longer utilize the in-kind services relationship that existed prior to this past school year. The estimated cost provided by the YMCA is \$176,490 with the following breakdown:

- Girls Swimming: \$65,250
- Boys Swimming: \$88,740
- Gymnastics: \$22,500.

Any additional, lane usage or center rentals above and beyond this estimate would come at an additional cost.

DARIEN PUBLIC SCHOOLS

Estimated Building Rentals:

Going back to FY19 (the last year not impacted by COVID) the district rented out the following to the YMCA:

Facility	Building Usage Rate	Hours Rented	Total Estimated Revenue
DHS	\$110	1,021	\$112,310
MMS	\$82	1,690.50	\$138,621
Elementary	\$57	845.75	\$48,207.75
Total			\$299,138.75
Custodial Overtime			\$32,400
Total			\$331,538.75

Items to Consider:

In considering the history of this informal agreement and the positive relationship between the Darien Public Schools and the YMCA, the Board should consider the following:

1. If the district decides to retain the current In-Kind Service agreement, it could explore establishing a written contract signed by both parties with annual renewals.
2. Notify the YMCA that the district intends to charge its group the current approved building usage rate for hours rented and accept the terms of the YMCA's billable charges for its use of their facilities.
3. Continue under the current arrangement without a written contract in place.

MEMORANDUM

TO: Pat Morrissey

FROM: Dan Brenner

DATE: 7.25.16

RE: In-kind service agreement between the YMCA and the Darien Public Schools

I very much appreciate the collaborative relationship we have enjoyed this year and by extension how our two respective organizations have benefited as a result. This memo represents a summary of our most recent conversations and will serve as a guide to how we will proceed in the upcoming year. If I have somehow misrepresented our discussions, I encourage you to reach back out so we can make changes. Finally, we have agreed to review these terms at the conclusion of the school year and to make mutually agreed upon modifications where appropriate.

- DHS currently swims in the fall at the following times:

Current DHS Swim Schedule at the YMCA

Mon 2:45-4:15pm	1.5
Tue 2:45-4:45pm	2.0
Wed 5:30-7:00am	1.5
Wed 2:45-4:15pm	1.5
Thu 2:45-4:45pm	2.0
Fri 5:30-7:00am	1.5
Fri 2:45-4:15pm	<u>1.5</u>

Total hrs./wk. 11.5 hrs.

- The new schedule would be:
DHS Swimming Schedule at the YMCA - fall, 2016

Mon 2:45 - 4:45pm	2.0
Tue 2:45 - 4:45pm	2.0
Wed 5:30 - 7:00am	1.5
Wed 2:45 - 4:45pm	2.0

Thu 2:45 – 4:45pm 2.0

Fri 5:30 – 7:00am 1.5

Fri 2:45 - 4:45pm 2.0

Total hrs./wk. 13 hrs.

This additional time will provide our girls' swim team to have the option of not using the already allotted time before school, which we will maintain as part of this agreement.

- It is the hope of the Darien Schools that this arrangement would be in effect for the boys' season as well.
- During the winter season the YMCA will be given priority sign-up at no cost for all gymnasium space throughout the district. This is intended to allow the Y to successfully schedule program without the fear of being blocked out of the schedule. This provision is created with the knowledge that the Y does not have the sole right to the gym space and acknowledges that they must sign up for practice space on a regular basis. They may not reserve all spaces at the beginning of the season effectively blocking out all other potential users.
- The YMCA understands that they are not being billed for additional custodial time during the week because custodians are already present in the building doing assigned work. Custodians will be available to open the building for YMCA participants and to address any emerging issues that might arise while they are present in the building (i.e. spills, excessively dirty gym floor). It is the sole responsibility of the visiting groups to monitor their children and to be present when the children arrive as well as keeping them from entering other areas in the school other than the gym and adjoining hallways.
- The YMCA is currently paying a \$41 per student building usage fee during the summer to house their summer camp. As a result of the additional pool time being allotted during the year, the Darien Schools will shift that rate to \$25 per student, the same fee the Town pays to run their camp on our grounds. Last year the YMCA had 205 campers which created a total expense of \$8,405. Additionally, there is a \$692 custodial fee that is assessed yielding a grand total of \$9,097. Under this new plan the final cost to the YMCA given the exact same number of campers would be \$5,817.

Once again, thanks for helping this arrangement make sense and for being a partner in serving the youth of Darien.

Dan



ESTIMATE

Date: 7/2/21

To

Darien High School
80 High School Lane
Darien, CT 06820

Description	Unit Price	Total
DHS Girls Swim Team Season estimated 9/24-11/19		
DHS Boys Swim Team Season estimated 11/22-3/19		
Pool Time		
5:30-7am Mon., Wed., Fri. (6 lanes) @ \$60 per lane/hour	\$1,620/week	
2:40-4:40pm Monday-Friday (6 lanes) @ \$60 per lane/hour	\$3,600/week	
14.5 hours pool time per week	\$5,220/week	
DHS Girls Team – estimated 12.5 weeks		\$65,250
DHS Boys Team- estimated 17 weeks		\$88,740
DHS Gymnastics Season estimated Dec- March		
Gymnastics Center Rental \$250/hour		
Estimated use from 2019 was 90 hours		\$22,500
Subtotal		
Sales Tax		
Total		\$176,490

Make all checks payable to Darien YMCA

Darien YMCA 2420 Post Road Darien, CT 06820 Phone: 203-655-8228

Memorandum

DATE: July 9, 2021
TO: Board of Education
FROM: Dr. Alan Addley, Superintendent of Schools
Richard Rudl, Director of Finance & Operations
SUBJECT: Special Education Reserve

The Board of Education is scheduled to review the history, purpose and potential access to the funds in the Special Education Reserve Account.

On the Town of Darien's balance sheet, there is a Special Education Reserve account, which holds \$100,000. This account is considered a committed fund balance account and was created through a transfer from the general fund in the adopted FY2010 budget. There has been no activity since FY2011.

The account was designed, according to the Town of Darien to cover shortfalls in the Special Education operating budget or a shortfall in the excess cost reimbursement the district receives each year. In order to access these funds the Board of Education would have to seek approval from both the Board of Finance and RTM, similar to a special appropriation request.

PROPOSED
CHARGE OF RESPONSIBILITIES TO THE
2021 HINDLEY, HOLMES, ROYLE SCHOOL BUILDING COMMITTEE

RESOLVED, that the Darien Board of Education requests that the Darien Board of Selectmen create a building committee to oversee the renovation and construction at Hindley Elementary School, Holmes Elementary School and Royle Elementary School; and that such building committee, known henceforth as the 2021 Hindley, Holmes, Royle School Building Committee, be authorized to renovate in accordance with the Educational Specifications for Hindley Elementary School, Holmes Elementary School and Royle Elementary School, as approved by the Darien Board of Education on May 25, 2021.

FURTHER, to accomplish this charge, the Board of Education requests that the 2021 Hindley, Holmes, Royle School Building Committee be authorized, empowered and instructed for and on behalf of the Town of Darien to:

- a) select from its membership a Chairman, Vice Chairman and Secretary; and include in its membership, one member of the Board of Selectmen, one member of the Board of Finance, and one member of the Board of Education who shall be designated jointly by the Board of Education and the Superintendent of Schools;
- b) select an architect, a construction manager, and other professionals as required and negotiate satisfactory fees;
- c) prepare: schematic drawings; design develop drawings; construction documents and, outline specifications and final specifications;
- d) file for a grant application with the State Department of Education in accordance with state regulations, no later than June 30, 2022 to ensure occupancy by September 2025;
- e) report back to the RTM for approval of any and all of the stipulations in accepting state funding;
- f) make application to proper town authorities for appropriations to carry out the building program;
- g) supervise the construction process and the expenditure of such appropriations;
- h) carry out this charge in accordance with a schedule as expected by the Darien Board of Education that allows for occupancy at the earliest September of 2024 and at the latest, September of 2025;
- i) report on the progress of the project from time to time, upon request, or as needed by State Statutes, to the Board of Selectmen , the Board of Finance , the Board of Education and the RTM;

- j) ensure that the Hindley, Holmes and Royle Elementary Schools have appropriate and as needed new furniture fixtures and equipment, including those related to technology;
- k) notify the Darien Board of Education of any matters that affect the use of school property and thus require the approval of said Board, given said Board's authority under Connecticut General Statutes Section 10-220 for the "care, maintenance and operation of buildings, lands, apparatus and other property used for school purposes" and its authority under Connecticut General Statutes Section 10-240 to "maintain the control of all the public schools" within the Town of Darien;
- l) in planning and construction, consider the implementation of industry best practices regarding security, sustainability and net zero building performance;
- m) consider the implementation of industry best practices regarding school security and sustainability in the planning and execution of the Hindley, Holmes and Royle Elementary Schools' Projects.

DARIEN PUBLIC SCHOOLS

DATE: July 9, 2021
TO: Board of Education
FROM: Dr. Alan Addley, Superintendent of Schools
SUBJECT: American Rescue Act

As outlined at the previous Board of Education meetings on May 25th, June 9th, and June 22nd the below continues to outline the same recommendation for the American Rescue Grant. We are seeking Board of Education input on the proposed spending plan so that the district can file the grant application prior to August 16th and post recommended positions.

The American Rescue Plan Act of 2021 (ARP) awarded Connecticut K-12 schools \$1.2 billion in federal aid from the Federal Government. Darien's anticipated award is \$1,025,185, which is available through September 30, 2024. This grant stipulates that 20% or \$205,037 must be used to address learning loss due to the COVID19 pandemic. It is anticipated that these funds would become available starting in FY22. The administration is considering the best use of these funds. Potential uses include:

Acceleration, Academic Renewal, & Student Enrichment		
Projected Cost	Item	Description
\$219,730	2.5 FTE Elementary Literacy Interventionist	The addition of 2.5 Literacy Interventionists would staff each of our five elementary schools with 2.0 FTE. While we are pleased with student learning progress during the pandemic, increased staff in this area supports District efforts in focusing on grade level standards as we begin the next school year. Through presence in classrooms supporting general and Tier I instruction that directly impacts students, the interventionists will create conditions to accelerate student learning.
\$72,445	1.0 FTE High School Special Education Teacher	The additional special education teacher at DHS will provide Specially Designed Instruction to students consistent with PPT recommendations and recovery services for students in specialized and supplemental programs during the 2021-2022 academic year.
\$65,720	ESY	Given the increase in students planning to attend ESY these funds will be used to cover expenses related to IEP's and recovery services.

DARIEN PUBLIC SCHOOLS

\$150,000	Special Education Recovery Services	As PPT's have occurred this spring there are more students who we now anticipate needing additional recovery services in areas such as speech, behavior, OT, and PT. These services would occur throughout the school year.
\$507,895	Total Learning Loss	

Social, Emotional & Mental Health		
Projected Cost	Item	Description
\$72,445	1.0 FTE HS Psychologist	The additional school psychologist at DHS will support students transitioning from Remote Learning to In-person learning (currently 179 students) and address the increased number of student referrals with appropriate supports and interventions. The additional psychologist will be responsible for supporting all students with social emotional learning both proactive and reactive as we return to school in the fall.
\$26,000	Expand RULER to Secondary Level	Attending to the social and emotional learning (SEL) needs of students is a fundamental responsibility of schools and educators. Disruption to many routines resulting from the pandemic has heightened the need for high-quality SEL instruction in schools. Integration of the RULER program will provide a systematic approach to addressing SEL PK-12. By supporting the training of core teams in all of our schools as well as district administrators, RULER training and program implementation will support students in all areas of learning, especially in the development of their emotional intelligence.
\$98,445	Total Social, Emotional & Mental Health	

DARIEN PUBLIC SCHOOLS

Strategic Use of Technology and Staff Development		
Projected Cost	Item	Description
\$93,600	Kindergarten View Sonics	Similar to the 1 st grade View Sonics set to be replaced this summer as a part of the FY22 budget, the Kindergarten displays have been at or near end of useful life for two years. The administration deferred these in favor of the 1 st grade displays during the budget process. This investment will allow us to upgrade technology in the classroom for Kindergarten students while allowing us to not have to request these in the FY23 budget. This helps further the technology plan and the goal of best in class technology in the classroom.
\$160,000	HS and MS Replacement Access Points	HS and MS access points have become increasingly important due to the need and relevance of technology in the classroom. Having the best infrastructure is a goal of the technology plan. This upgrade in access points will improve connectivity and speed of our internet while helping reduce future years' planned equipment upgrades in RC15.
\$253,600	Total Strategic Use of Technology and Staff Development	

Building Safe & Healthy Schools		
Projected Cost	Item	Description
\$12,000	Storage Boxes	This year the district had to rent storage boxes to allow spacing of students in the classroom. These storage boxes will not be emptied by June 30 th resulting in a need to continue the use of these storage boxes. Given some classrooms will need additional space to allow for student spacing when feasible it is expected that some of the storage boxes will be needed for a longer period of time.

DARIEN PUBLIC SCHOOLS

\$75,000	Ventilation Maintenance	These funds would help provide further maintenance on our ventilation and exhaust systems to ensure open-air flow in the schools. This work occurred this past year in preparation of schools opening due to the pandemic and it is recommended to do this work again this summer in preparation of a full re-opening.																								
\$37,995	1.0 FTE Middle School Campus Monitor	<p>The addition of the 1.0 FTE Middle School Campus Monitor will help support Middlesex during drop off and pick up given the uncertainty of whether students will ride the bus with similar ridership in “normal” times”. Additionally, the second monitor will be utilized to ensure students are spaced as necessary during transition times in the hallways and cafeterias as the schools go back to eating in the cafeteria as normal. Additionally, this campus monitor will help provide a more safe and secure environment for students and staff. This would also improve the MS ratio of campus monitors to students:</p> <table border="1"> <thead> <tr> <th>School</th><th>Current Ratio</th><th>Proposed Ratio</th></tr> </thead> <tbody> <tr> <td>Hindley</td><td>1 to 436 students</td><td>1 to 436 students</td></tr> <tr> <td>Holmes</td><td>1 to 439 students</td><td>1 to 439 students</td></tr> <tr> <td>Ox Ridge</td><td>1 to 463 students</td><td>1 to 463 students</td></tr> <tr> <td>Royle</td><td>1 to 369 students</td><td>1 to 369 students</td></tr> <tr> <td>Tokeneke</td><td>1 to 443 students</td><td>1 to 443 students</td></tr> <tr> <td>MMS</td><td>1 to 1101 students</td><td>1 to 551 students</td></tr> <tr> <td>HS</td><td>1 to 289 students</td><td>1 to 289 students</td></tr> </tbody> </table> <p>Average Ratio: 1 to 427 students</p>	School	Current Ratio	Proposed Ratio	Hindley	1 to 436 students	1 to 436 students	Holmes	1 to 439 students	1 to 439 students	Ox Ridge	1 to 463 students	1 to 463 students	Royle	1 to 369 students	1 to 369 students	Tokeneke	1 to 443 students	1 to 443 students	MMS	1 to 1101 students	1 to 551 students	HS	1 to 289 students	1 to 289 students
School	Current Ratio	Proposed Ratio																								
Hindley	1 to 436 students	1 to 436 students																								
Holmes	1 to 439 students	1 to 439 students																								
Ox Ridge	1 to 463 students	1 to 463 students																								
Royle	1 to 369 students	1 to 369 students																								
Tokeneke	1 to 443 students	1 to 443 students																								
MMS	1 to 1101 students	1 to 551 students																								
HS	1 to 289 students	1 to 289 students																								
\$40,250	Contact Tracing and COVID Compliance Officer	The health department expects that we will continue to have to contact trace throughout next school year though likely on a smaller scale. This provides a continuation of a stipend for the COVID compliance officer of \$20,000 plus an additional \$20,250 for support from nurses to contact trace.																								
\$165,245	Total Building Safe & Healthy Schools																									

\$1,025,185	Total American Rescue Grant
-------------	------------------------------------

DARIEN PUBLIC SCHOOLS

While the grant is available through September of 2024, we are anticipating using the entire grant during FY22. All positions (5.5 FTE's) within the grant would be posted as 1-year only positions. Should the positions be deemed necessary to continue they would have to be requested through the FY23 Budget process. Since the American Rescue Grant allows us to revisit the application and use of funds every six months if necessary to re-allocate those funds, we would do so which could provide carry-over funds into FY23.