

FY 23 Questions - Board of Education
January 11, 2022

#	Question	Response
RC 1 DHS		
1	Could we have a job description for the bursar?	<p>Attached is the job description for the Bursar.</p> <p>The schedule for the bursar varies each day. 70% of the day deals with parents, captains, faculty club advisors, the athletic director to post catalog items, record student activity transactions, provide reports, issue parking permits, respond to students about graduation and prom tickets, and work with clubs and organizations to ensure internal controls are enforced. About 5% of the day involves scholarship requests, 25% of the day involves managing all ordering for the high school, processing requisitions, placing orders for teachers and administrators, working with departments to ensure goods are received, fielding phone calls, and working with accounts payable to provide invoices to close out purchase orders.</p>

2

Can you explain the changes to GASB that require additional FTE for the bursar?

GASB 84 establishes specific criteria for identifying fiduciary activities based primarily on whether the school district is controlling the assets of the fiduciary activity and the beneficiaries with which a fiduciary relationship exists. If the activity is not a “fiduciary activity”, then it is a “governmental activity”. The school district must examine the items it accounts for in its current fiduciary funds and determine if they meet the terms and conditions, as set forth by GASB 84 as well as items currently accounted for in its operating funds that must now be accounted for as a fiduciary activity. Key distinguishing factors of each activity include:

- A fiduciary activity greatly limits the amount of control and oversight a school district may exercise.
- A governmental activity considers funds as public school funds and subject to the related laws, regulations, Board policies and administrative regulations.

Since the school district cannot have administrative or direct financial involvement over the assets, all of the commonly used “other fiduciary activities” (student activity accounts, payroll withholdings and certain scholarships) that currently reside in the fiduciary funds (Private Purpose Trust or Agency Funds) would not meet the new definition of fiduciary type activities, as described by GASB 84, and must be reported in a governmental fund.

Special Revenue Fund Reporting – Since revenue sources from student activity funds and scholarships are restricted for specific purposes, they should be reported in a special revenue fund.

These changes are effective for the year ending June 30, 2021.

		<p>The High School Bursar currently processes approximately 2,500 transactions each year within student activities, currently in School Cash Online. The change in reporting will require all revenue items (approximately 1,000 records each year) to be recorded in both School Cash Online and MUNIS while checks will be issued in MUNIS. This creates an additional 1,000 records to be created each year. This change is approximately 0.10 FTE of the 0.30 FTE request. The remaining FTE request comes from existing work, which has been paid on payroll memos throughout the last five years. While the FTE was not reflective, the expense has always been 0.6FTE based on additional hours worked and paid above the 0.5 FTE. This work includes processing all orders for the high school, supporting graduation, and supporting the high school main office. These extra hours over the years have equated a 0.10 FTE. The remaining 0.10 FTE would allow the schedule to be four days a week for 38 weeks to support the high school.</p>
3	<p>What do we use the \$12,000 for handbook printing for?</p>	<p>Printing in RC1 includes the following:</p> <ul style="list-style-type: none"> \$1,400 for Literature Magazine \$4,550 for Graduation \$400 for Science Symposium Book \$1,100 for Awards Ceremony Booklet \$400 for Scholarship Awards Booklet \$1,500 for Lawn Signs \$1,000 for Winter Literature Magazine \$150 for class schedules \$1,000 for Posters \$400 for stationery \$100 for ID Inserts

4	How many PE/Health classes hit the 26/28 class size that the principal is concerned about?	There are a total of 120 sections of PE/Health. 22 of those sections have more than 26 students in the class. Adding a 0.6 FTE would reduce the average class size from 24 to 22.
5	What is the balance of the student activity account at DHS?	The current bank balance is \$452,760.84 however this includes funds collected but not yet spent. The balance as of June 30, 2021 was \$216,797.
6	What fees are being collected from parents/students that go into the student activity account?	<p>Parking Fees (248 spots charged at \$110 spot, unless its late birthday then \$55. \$11,000 to the BOE, the remainder is used to support events for the entire school population).</p> <p>Rental Fees (Boys Hockey \$898, Girls Hockey \$938, Skiing \$292, Squash \$452, Sailing \$375)*</p> <p>Music Uniforms (Band, Orchestra, Chorus)</p> <p>Voluntary Activity Fee for athletics Athletic Voluntary Fees</p> <p>Technology Student Association Due \$25</p> <p>Tri-M Honor Society Dues \$20</p> <p>DECA Dues \$20</p> <p><i>*Collected in Student Activities then credited to BOE account</i></p>
RC 3 Middlesex Middle School		
7	Can we have a job description for the Campus Monitor?	Attached is the job description for the Campus Monitor .

		Darien uses one consistent job description for it's teachers, since we require the same qualifications for all teaching positions. The only qualification that varies from position to position is the certification area required. We require all teachers at the high school to be dually certified in both Physical Education and Health. We do not require dual certification at the lower levels. The job description for a teacher is linked here .
RC 12 Maintenance		
10	Could we have a job description and schedule for the groundskeeper?	Attached is the Weekly Grounds Schedule: Grounds Schedule Attached is the Year Round Duties of a Groundskeeper: Duties and Responsibilities Attached is the Job Description for the Groundskeeper .
RC 13 Music		
11	Should we consider buying the required music attire for students as we do with athletic uniforms?	If the BOE would like to pay for this attire the cost would be \$23,735. Orchestra: \$68 per student at 73 students =\$4,964 Chorus: \$108 per student at 62 students =\$6,696 Band: \$105 per student at 115 students =\$12,075
12	What are the uniforms for orchestra, chorus and band?	Black Suit (Pants, dress shirt, tie and jacket) Black Dress Black Top and pants <i>Students have the option to wear a suit, dress or a top/pants combo.</i>

RC 15 Technology

13

Could we have a job description and schedule for the technician?

Attached is the job description for the [Technician](#).

- 25% of the day typically involves tier 1 hardware and software repairs for students and staff.
- 30% of the day typically involves tier 2 fixes for Chromebooks, laptops and desktops.
- 45% of the day typically involves working with teachers on anything ranging from smartboard issues to wireless connectivity issues to application support.

Currently response time at the schools averages the following:

- DHS: averages 1 hour
- MMS: averages 12 hours
- Elementary: averages 4 hours

By providing this additional technician, the MMS averages should drop greatly. The lengthy response time impacts the time in which a student or staff member could be without technology.

The MMS tech supports the following, but not limited to:

- 95 desktop computers, including hardware repair and application support
- 100 teacher laptops, including hardware repair and application support
- 1300 student Chromebooks, including hardware repair and application support
- 70 interactive display systems
- Auditorium display system
- Network hardware, including all switches, routers, and connectivity to all devices

		<ul style="list-style-type: none"> ● Wireless system with 75 access points ● Digital door entry system ● Digital camera surveillance system ● Cafeteria POS system ● Library Destiny asset management system ● Aspen SIS system, including gradebook support for teachers ● Intruder detection (Alertus) system ● Phone system support <p>The MMS tech spends two hours dedicated to helping students by manning a desk that students can come to directly for issues. During this time, no other tech issues can be addressed.</p>
14	What are the caseloads for the technicians?	A technician typically handles between 6 and 17 help desk tickets a day, projects such as upgrading wireless access, updates on computers, computer patching and break fix items that are considered tier 1 and not logged as a help desk ticket.
15	If we move to BYOD at the high school and only perform level 1 repairs, won't there be excess capacity at the high school that could be transferred to the middle school?	<p>The high school techs mainly handle level 1 support currently for mobile devices. Most hardware issues are sent out for repair. Their level 1 support requirements should remain consistent as the variety of devices they will have to support will increase with BYOD. Their list of responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> ● 400 desktop computers, including hardware repair and application support ● 150 teacher laptops, including hardware repair and application support ● 1300 student ipads, including hardware repair and application support ● 105 interactive display systems with audio systems ● Auditorium and cafeteria display systems

		<ul style="list-style-type: none"> ● Network hardware, including all switches, routers, and connectivity to all devices ● Wireless system with 110 access points ● Digital door entry system ● Digital camera surveillance system ● Cafeteria POS system ● Library Destiny asset management system ● Aspen SIS system, including gradebook support for teachers ● Intruder detection (blue button) system ● Phone system support <p>The removal of one of the techs will result in a severe drop in timely support for the users in the high school.</p>
16	If everything is web-based why do we need to purchase the 25 Mac labs?	<p>This lab supports the global innovators course for eighth grade students. These courses require the use of large screens, video and graphic software, and editing tools that all students need to access in the same way for instructional purposes. This course is group-work oriented and designed for high student usage of the Mac Computers.</p>

17	Why do we need the 85 middle school office desk tops at the middle school? What are we using them for?	<p>85 replacements are scheduled as follows:</p> <ul style="list-style-type: none"> 10 for Administration 8 for Guidance 3 for Nurses 24 for Special Education 5 for Cafeteria 1 for Auditorium 8 for the Library 26 for Specials (PE, Art, Music, WL) <p>These devices no longer update due to their age.</p>
18	Are the grade 12 iPads usable?	<p>The iPads are usable but the logitech crayons will no longer work with them. The quality of the iPads degrade over time, which usually results in 12th grade iPads being recycled.</p>
RC 17 Health		
19	Are we charging the nurses to this RC because they really do service all students?	Yes, they service all students
20	Should we move the LPN to RC 24?	Yes, we can move the LPN to RC24. If the BOE agrees, we will move all the psychologists to the schools' RC's as well as the school social workers to DHS and MMS.

RC 26 ELP

21

Can we see the tuition from other area preschools?

St John's Pre School: \$6,800 (4 days) and \$9,375 (5 days)

YMCA Holly Pond: \$7,065 (4 days) and \$11,195 (5 days)

St. Thomas Happiness: \$7,825

Methodist: \$8,800 and \$11,715 (pre-k)

Presbyterian: \$11,331 and \$11,700 (pre-k)

1st Congregational: \$8,862 and \$11,247 (pre-k)

22

What programs are these comps for?

The proposed tuition for Darien is \$7,230

The comparisons are 4 year old programs.

RC 24 Special Education

23

Could you please provide a narrative similar to what we provided for the SLP?

As of January 12, 2022 there are approximately 91.58 hours of IEP recommended counseling services provided by school psychologists per 8 day cycle at DHS. The 4 psychologists at DHS provide approximately 2.9 hours of mandated direct service daily.

These related service hours do not include psychoeducational evaluations (approx. 4-hours direct administration time with students). Each psychologist conducts approximately 15-20 initial evaluations and 20-30 triennial evaluations annually.

Psychologists are required to attend Student Assistance Team (SAT) meetings (1 time in an 8 day cycle .67 hours) and Student Intervention Team (SIT) meetings (2 times in an 8 day cycle) designated by their grade level.

Additionally, psychologists are case managers for all new referrals to special education. Psychologists conduct student observations (approx.45 minutes), attend parent meetings (approx.60 minutes), participate in PPT and 504 meetings (approx. 45- 90 minutes), consult with outside agencies and providers (approx. 60 minutes), consult with general and special education teachers (variable), provide support for general education students and families (variable), as well as manage crisis intervention (variable).

The collective bargaining agreement provides a lunch and prep period daily for psychologists.

24	Who do the school psychologists report to? Should they be charged to the buildings?	The school psychologists report to the Principals. If the BOE agrees, we will move the psychologists and social workers to the schools' RC's.																											
25	Could we have more detail for the professional development in this RC?	<table border="1"> <thead> <tr> <th data-bbox="766 367 1365 443">PD</th> <th data-bbox="1365 367 1963 443">Budget</th> </tr> </thead> <tbody> <tr> <td data-bbox="766 443 1365 519">Marilyn Friend, PhD</td> <td data-bbox="1365 443 1963 519">\$40,000</td> </tr> <tr> <td data-bbox="766 519 1365 596">CBC-DBT</td> <td data-bbox="1365 519 1963 596">\$37,590</td> </tr> <tr> <td data-bbox="766 596 1365 672">ACE</td> <td data-bbox="1365 596 1963 672">\$10,000</td> </tr> <tr> <td data-bbox="766 672 1365 748">NECC</td> <td data-bbox="1365 672 1963 748">\$15,000</td> </tr> <tr> <td data-bbox="766 748 1365 824">Wilson Training AIM Academy</td> <td data-bbox="1365 748 1963 824">\$32,300</td> </tr> <tr> <td data-bbox="766 824 1365 901">ADOS</td> <td data-bbox="1365 824 1963 901">\$5,000</td> </tr> <tr> <td data-bbox="766 901 1365 977">PMT Associates</td> <td data-bbox="1365 901 1963 977">\$610</td> </tr> <tr> <td data-bbox="766 977 1365 1053">ConnCase</td> <td data-bbox="1365 977 1963 1053">\$700</td> </tr> <tr> <td data-bbox="766 1053 1365 1130">Wilson Training- Individual</td> <td data-bbox="1365 1053 1963 1130">\$700</td> </tr> <tr> <td data-bbox="766 1130 1365 1206">Staff Member Individual PD</td> <td data-bbox="1365 1130 1963 1206">\$4,000</td> </tr> <tr> <td data-bbox="766 1206 1365 1282">PMT</td> <td data-bbox="1365 1206 1963 1282">\$4,100</td> </tr> <tr> <td data-bbox="766 1282 1365 1359">Total RC 24 PD</td> <td data-bbox="1365 1282 1963 1359">\$150,000</td> </tr> </tbody> </table>		PD	Budget	Marilyn Friend, PhD	\$40,000	CBC-DBT	\$37,590	ACE	\$10,000	NECC	\$15,000	Wilson Training AIM Academy	\$32,300	ADOS	\$5,000	PMT Associates	\$610	ConnCase	\$700	Wilson Training- Individual	\$700	Staff Member Individual PD	\$4,000	PMT	\$4,100	Total RC 24 PD	\$150,000
PD	Budget																												
Marilyn Friend, PhD	\$40,000																												
CBC-DBT	\$37,590																												
ACE	\$10,000																												
NECC	\$15,000																												
Wilson Training AIM Academy	\$32,300																												
ADOS	\$5,000																												
PMT Associates	\$610																												
ConnCase	\$700																												
Wilson Training- Individual	\$700																												
Staff Member Individual PD	\$4,000																												
PMT	\$4,100																												
Total RC 24 PD	\$150,000																												

RC 19 Curriculum

26

Could we have more detail for the professional development in this RC?

English Dept. 6-12 (ASCD Blended Learning, TC Summer Institute, RESC Workshops)	5,700
Teachers College (supplementing Title Grant)	8,000
Equitable Instructional Practices (content specific PD / workshops)	24,000
SEL (RULER, CS, CPS)	27,000
Idea (NAGC Conference)	5,000
Wilson (virtual training for 8)	5,200
NGSS (PBL Design, CT Science Center)	4,500
SRBI (book study)	2,500
Curriculum (PLC, HQI, Admin PD)	19,000
AP	3,500
PLTW (new course training)	4,525
Music (First Steps in Music)	3,000
Technology / Instr. Tech (ISTE)	15,000
Total RC 19 PD	126,925

27	What is the title of the book that we are purchasing for Western Civ?	World History and Geography Publisher: McGraw Hill
28	Line 12001 - Can you explain the charge for the DEI consultant for next year? Is there any overlap from the amount you are requesting to transfer this year and the amount in your budget request for next year?	There is no overlap between the current proposal and the FY 23 request. Next year's proposal of \$45,000 includes seven on site visits, six virtual meetings and collaborative planning for all related events with administration. The scope of work includes continued support of the DEI Team, staff professional development, and working with staff and student leadership in academic and athletic settings.
29	Could we have more information on the TC K - 2 units for next year? What does this include? Where do the new requirements come from?	In June 2021, the State passed the "Right to Read" legislation in response to the Science of Reading. Currently the District utilizes a balanced literacy approach. To align with State requirements and most current research related to the "Science of Reading", we plan to deepen learning opportunities for students with new K-2 units integrating the work students are doing with phonics (Foundations), phonemic awareness (Heggerty), as well as the synchrony between reading and writing. With the purchase of these new units of study, students will be exposed to the most up-to-date practices and methodologies. Teachers College Reading and Writing Project is an international research organization currently revising their curriculum that is used by more than 50% of districts in Connecticut. We will provide additional detail during a presentation to the BOE Curriculum Committee on January 27, 2022.

Personnel Object

30

Can we reconcile the FTE in the personnel object pages 184 to 198 to the FTE throughout the budget book?

Attached is the reconciliation. Guidance FTE on pg 191 reflected 13 FTE where it should have reflected 14 FTE (8 at DHS and 6 at MMS). The dollar amount in the recommended budget was correct. A replacement page will be provided.

[Reconciliation](#)