

Board of Education
Darien, Connecticut

WEDNESDAY, APRIL 6, 2022

SPECIAL MEETING OF THE BOARD OF EDUCATION

**Darien Public Schools'
Administrative Offices
Meeting Room
6:30 p.m.**

AGENDA

1. Call to order
2. Proposed Adjournment to Executive Session for the purpose of: discussion of non-renewal of certified staff working under one-year contracts, long-term substitutes and permanent building substitutes pursuant to Connecticut General Statute 1-200(6)(A); interviewing Tokeneke School Assistant Principal candidate pursuant to Connecticut General Statute 1-200(6)(A); discussion on upcoming negotiations pursuant to Connecticut General Statute 1-200(6)(B)
3. Reconvene in public session.
4. Adjournment.

REGULAR MEETING OF THE BOARD OF EDUCATION

WEDNESDAY, APRIL 6, 2022

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

TENTATIVE AGENDA

- | | | |
|-----------------------|------------------|-----------|
| 1. Call to Order..... | Mr. David Dineen | 7:30 p.m. |
|-----------------------|------------------|-----------|

**REGULAR MEETING OF THE BOARD OF EDUCATION
WEDNESDAY, APRIL 6, 2022**

2. Chairperson's Report..... Mr. David Dineen
3. Public Comment* Mr. David Dineen
4. Superintendent's Report..... Dr. Alan Addley
5. Student Representative Reports... Dr. Alan Addley
6. Approval of Minutes..... Board of Education
7. Board Committee Reports..... Mr. David Dineen
8. Presentations/Discussions
 - a. Further Discussion on..... Mr. David Dineen
High School Stadium Lights Dr. Alan Addley
Mr. Christopher Manfredonia
Attorney Joseph Williams
of Shipman and Goodwin
 - b. Darien Public Schools..... Dr. Alan Addley
Status Update
 - c. Update on Diversity, Equity and... Dr. Christopher Tranberg
Inclusion
 - d. Further Discussion on FY23..... Mr. David Dineen
Budget Dr. Alan Addley
 - e. Discussion of Board of Finance... Dr. Alan Addley
Appropriation Request to Pre- Mr. Richard Rudl
Purchase the Suburban Vehicle
Included in the FY23 Capital
Budget Request

**REGULAR MEETING OF THE BOARD OF EDUCATION
WEDNESDAY, APRIL 6, 2022**

8. Presentations/Discussions (cont.)

- f. First Reading and Discussion.... Mrs. Tara Ochman
on Proposed Revisions to Ms. Marjorie Cion
Board of Education Policies-
Series 2000 Administration:
2100, Goals of Administrative Body;
2210, Duties of the Superintendent;
2220, Recruitment and Appointment
of the Superintendent of Schools;
2230, Superintendent's Contract;
2240, Superintendent of Schools –
Opportunities for Development;
2250, Superintendent of Schools –
Evaluation; 2260, Unavailability of
the Superintendent; 2310, Administrative
Team; 2410, Dissemination and
Implementation of Policies and Administrative
Regulations; 2420, Uniform Treatment of
Recruiters; 2610, Annual Report of
the School District
- g. Action on Non-Renewal of..... Ms. Marjorie Cion
Certified Staff Working
under One-Year Contracts,
Long-Term Substitutes and
Permanent Building
Substitutes

9. Action Items

- a. Personnel Items..... Ms. Marjorie Cion
 - i. Appointments
 - ii. Resignations/Retirements

10. Public Comment*..... Mr. David Dineen

11. Adjournment..... Mr. David Dineen

AA:nv

**** The Board of Education meeting will be available to the public in person and via Zoom. Wearing of masks is optional and seating is limited by room capacity. Doors open at 6:15 p.m. for the 6:30 p.m. meeting. The Board will move to adjourn into executive session and reconvene into public session at 7:30 p.m.**

**REGULAR MEETING OF THE BOARD OF EDUCATION
WEDNESDAY, APRIL 6, 2022**

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

<https://darienps.zoom.us/j/96196057033>

Those members of the community wishing to view only, should do so through the Darien Youtube link:

<https://www.youtube.com/channel/UCUnnvvyKBFbFrTWQRuoB6OZA>

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

APPROVED
REGULAR MEETING OF THE BOARD OF EDUCATION
WEDNESDAY, MARCH 2, 2022

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

Board Members Present:

	Best	Brown	Dineen	McCammon	Maroney	Ochman	Parent	Sini	Wurm
Present	x**	x***	x	x	x****	x	x	x*	x
Absent									

***Arrived at 7:33 p.m.**

****Arrived at 7:36 p.m.**

*****Arrived at 7:41 p.m., Departed at 8:29 p.m., Returned at 8:48 p.m.**

******Arrived at 9:57 p.m.**

Administration Present:

Dr. Addley, Mr. Tranberg, Ms. Klein, Ms. Cion and Mr. Rudl

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

- | | |
|----------------------------|--|
| 1. Call to Order | Mr. David Dineen, Chair
At 7:31 p.m. (0:00) |
| 2. Chairperson's Report | Mr. David Dineen
At 7:31 p.m. (0:00) |
| 3. Public Comment | Mr. David Dineen
At 7:33 p.m. (0:02) |
| 4. Superintendent's Report | Dr. Alan Addley
At 7:33 p.m. (0:02) |
| 5. Approval of Minutes | Mr. David Dineen
At 7:38 p.m. (0:07) |

Motion to Approve Minutes of the Regular Meeting held on February 8, 2022; and the Minutes of the Special Meeting held on February 17, 2022:

1st Ms. McCammon

2ND Mr. Sini

	Best	Brown	Dineen	McCammon	Maroney	Ochman	Parent	Sini	Wurm
Yes	x	x	x	x		x	x	x	x
No									
Abstain									

RESULT - MOTION PASSED (8-0-0)

6. Board Committee Reports

Mr. David Dineen
At 7:39 p.m. (0:08)

PRESENTATIONS AND DISCUSSIONS

7. Presentations/Discussions:

a. Darien Public Schools Status Update

Dr. Alan Addley
At 7:40 p.m. (0:09)

**b. Further Discussion and Possible Action
On Proposed Solar Panel Project**

Mr. Michael Lynch
Attorney Matthew Ranelli
of Shipman and Goodwin
At 7:48 p.m. (0:17)

Motion to Authorize the Superintendent to Submit the PPA to the Board of Selectmen for approval:

1st Ms. Ochman

2ND Ms. Best

	Best	Brown	Dineen	McCammon	Maroney	Ochman	Parent	Sini	Wurm
Yes	x	x	x	x		x	x	x	x
No									
Abstain									

RESULT - MOTION PASSED (8-0-0)

c. Curriculum Update: Library Reimagined

Mr. Christopher Tranberg
Dr. Joan McGettigan
At 8:02 p.m. (0:31)

d. Update on Strategic Plan

Dr. Alan Addley
Mr. Christopher Tranberg
At 8:26 p.m. (0:55)

- e. Discussion and Possible
Acceptance of Contemplated
Gift from Tokeneke School PTO

Mr. Ryan Betts
At 8:33 p.m. (1:02)

Motion to Accept the Contemplated Gift from the Tokeneke School PTO in the amount of \$2,800 to Repair the Edible Garden at Tokeneke School:

1st Ms. Best

2ND Ms. McCammon

	Best	Brown	Dineen	McCammon	Maroney	Ochman	Parent	Sini	Wurm
Yes	x		x	x		x	x	x	x
No									
Abstain									

RESULT - MOTION PASSED (7-0-0)

- f. Discussion on January
2021-22 Financial Report
and Possible Action on
Proposed Budget Transfers

Mr. Richard Rudl
At 8:35 p.m. (1:04)

Motion to Approve the January 2022 Budget Transfers:

1st Mr. Sini

2ND Ms. Ochman

	Best	Brown	Dineen	McCammon	Maroney	Ochman	Parent	Sini	Wurm
Yes	x		x	x		x	x	x	x
No									
Abstain									

RESULT - MOTION PASSED (7-0-0)

8. Action Items

a. Personnel Items

i. Appointments

ii. Resignations/Retirements

Ms. Marjorie Cion
At 8:39 p.m. (1:08)

Motion to Approve the Personnel Items as Detailed in the Personnel Action Report Dated March 2, 2022:

1st Ms. McCammon

2ND Ms. Ochman

	Best	Brown	Dineen	McCammon	Maroney	Ochman	Parent	Sini	Wurm
Yes	x		x	x		x	x	x	x
No									
Abstain									

RESULT - MOTION PASSED (7-0-0)

9. Public Comment

Mr. David Dineen

At 8:40 p.m. (1:08)

10. Adjournment to Executive Session for the purpose of mid-year discussion regarding the performance of the Superintendent of Schools pursuant to Connecticut General Statute 1-200(6)(A)

Mr. David Dineen
At 8:41 p.m. (1:09)

Motion to Hold Discussion in Executive Session for the purpose of mid-year discussion regarding the performance of the Superintendent of Schools pursuant to Connecticut General Statute 1-200(6)(A):

1st Ms. Best

2ND Ms. McCammon

	Best	Brown	Dineen	McCammon	Maroney	Ochman	Parent	Sini	Wurm
Yes	x		x	x		x	x	x	x
No									
Abstain									

RESULT - MOTION PASSED (7-0-0)

Motion to Reconvene to Public Session:

1st Ms. Best

2ND Ms. Wurm

	Best	Brown	Dineen	McCammon	Maroney	Ochman	Parent	Sini	Wurm
Yes	x	x	x	x	x	x	x	x	x
No									
Abstain									

RESULT - MOTION PASSED (9-0-0)

Motion to Adjourn:

1st Mr. Sini

2ND Mr. Brown

	Best	Brown	Dineen	McCammon	Maroney	Ochman	Parent	Sini	Wurm
Yes	x	x	x	x	x	x	x	x	x
No									
Abstain									

RESULT - MOTION PASSED (9-0-0)

Meeting adjourned at 10:20 p.m. (2:49)

Respectfully Submitted,

Sara Parent
Secretary

DHS Stadium Lights



Chris Manfredonia
April 6, 2022



Darien Athletic Foundation

Stadium Lights 2021-22

- Lights are off by 7:30pm M-Thur and 10pm F during regular season.
- Varsity teams are allowed 2 night home games per season.
 - Night games are defined as after 5:30p weekday, after 7p Friday
- Lights are used for FCIAC or CIAC playoffs at home when required
- DHS is not used as a championship site.
- Youth sports fall practices only until 7:30

Field Hockey	2 night weekday games (incl. playoff)	1 Friday game	Includes playoffs
B Soccer	2 night weekday games (incl. playoff)	1 Friday game	Includes playoffs
G Soccer	0 night weekday games	1 Friday game	Schedule did not work to add 2nd
Football	1 night weekday game (playoff)	2 Friday games	Includes playoffs
G Lax	1 night game (weekday game)	0 Friday games	Not including playoff
B Lax	0 night games	0 Friday games	Not including playoff

Other FCIAC School Night Game Data

School	Restrictions	# Fall Night Games	# Spring Night Games
Greenwich	Yes- 10 total games & 6 total practices year	10 total for year (including spring)	10 total for year (including fall)
New Canaan	No	15-20	Less than 5
Staples	Yes- 8 total events. Unlimited games up until 8p	8 total events (including spring)	8 total events (including fall)
Wilton	No	21 (2 fields)	22 (2 fields)
Ridgefield	No	20-25	6

Guiding Principles for Stadium Lights Usage

Board:

Honor the spirit of the agreement while maintaining decision-making authority

Admin:

Create schedules that allow families to attend more regularly with later start times

Continue opportunities amongst all teams to maximize use of stadium lights

Maintain a reasonable time limit on school nights for DHS students/athletes as well as visiting students/athletes.

Create opportunities for DHS to be a host site for championship games in which our own teams may compete

Continue to limit noise coming from stadium during DHS contests

Support the use of fields by youth sports groups in town



Proposals for Use of stadium lights

- Teams will be permitted to hold games under lights until 8pm during week, 10pm Friday which allows teams to start weekday games after 6pm in the stadium.
- DHS may host FCIAC or CIAC playoff games that do not involve DHS
- Allow teams to hold an additional regular season game under lights (3) for a cumulative total of 12 fall games and 6 spring games
- DHS practice times would remain unchanged



April 6, 2022

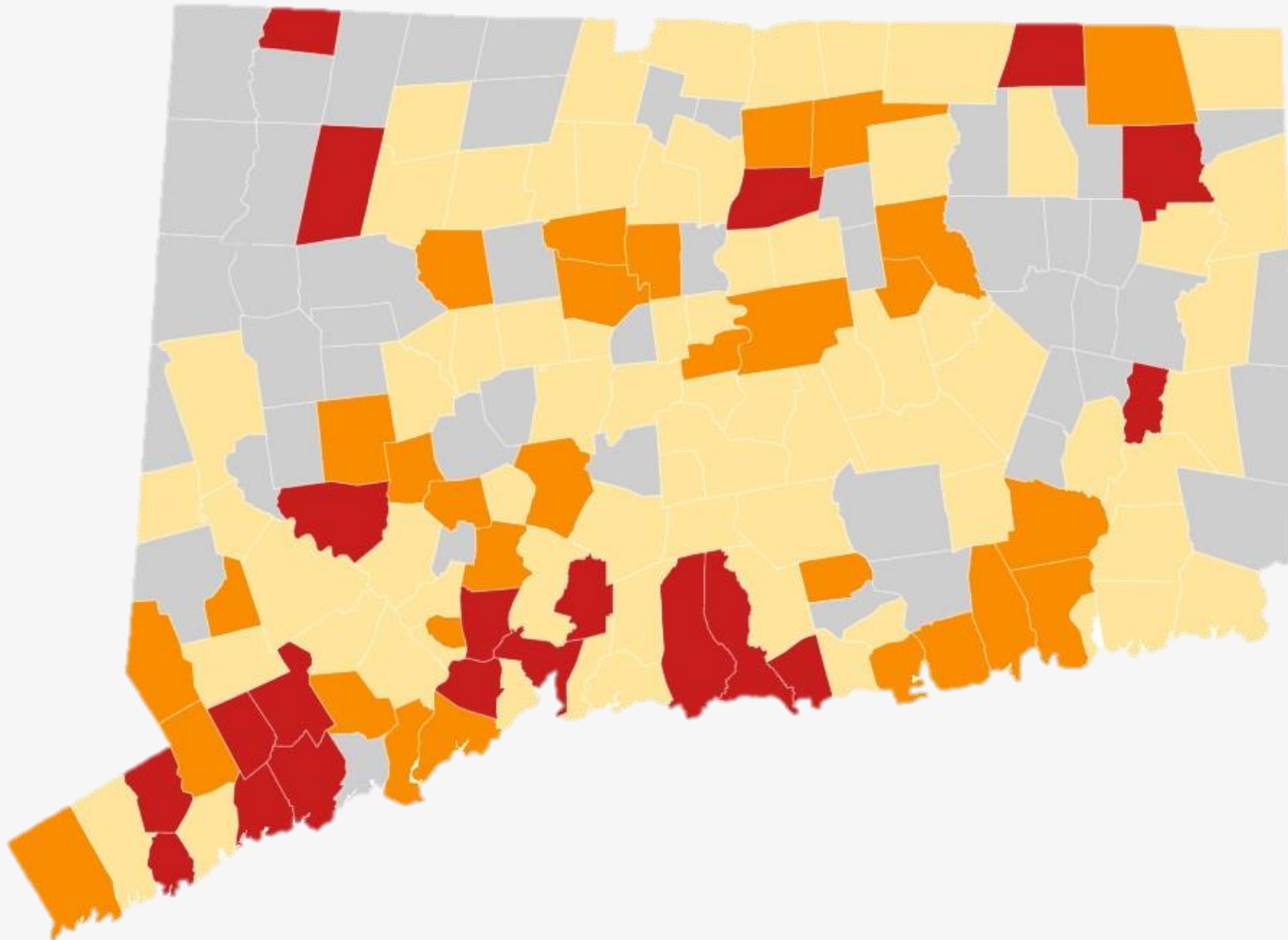
DARIEN PUBLIC SCHOOLS

School Status Update



- COVID Metrics

Covid Metrics - State Information



1

Dates Reported:
03/13/22 – 03/26/22

Updated: 03/31/22

2

Town of Darien:
Cases: 51

Rate / 100,000: 16.8

Covid Metrics - Darien Public Schools

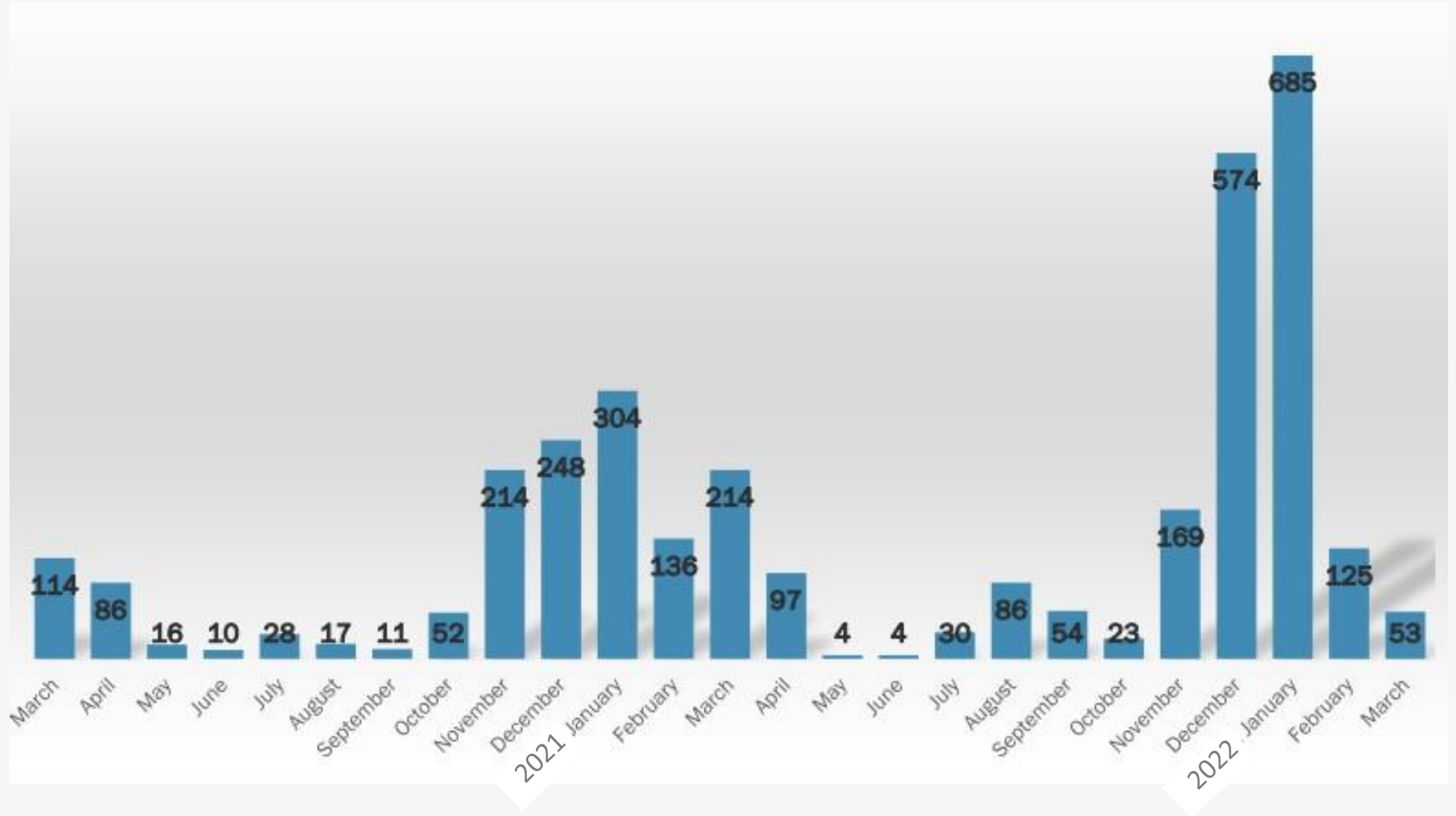
	DHS/Fitch Academy	MMS	Hindley	Holmes	OxRidge	Royle	Tokeneke	Central Services	Total
Cases reported 4/1/2022	0	1	2	0	0	0	0	0	3
Cases reported 3/29/22-4/4/2022	0	12	8	1	0	1	1	0	23
Cases reported 3/22/22-3/28/22	5	13	8	1	0	0	0	0	27
Cases reported 3/15/22-3/21/22	7	9	1	0	0	1	1	0	19
Cases reported 3/8/22-3/14/22	5	8	0	4	1	6	8	1	33
Cases reported 3/1/22-3/7/22	0	8	3	2	2	0	6	0	21
Cases reported 2/18/22-2/28/22	0	2	2	2	2	2	0	0	10
Cases reported 2/15/22-2/17/22	3	3	0	3	2	1	0	0	11
Cases reported 2/8/22-2/14/22	4	3	5	3	2	2	3	0	22
Cases reported 2/1/22-2/7/22	13	6	0	0	2	4	5	0	30
Cases reported 1/25/22-1/31/22	11	18	2	4	9	4	10	0	58
Cases reported 1/19/22-1/24/22	11	14	5	5	6	7	5	0	53
Cases reported 1/11/22-1/18/22	18	17	8	9	8	22	13	0	95
Cases reported 1/3/2022-1/10/2022	113	57	23	18	16	25	20	4	276
Cases reported for the 2021-22 School Year	287	269	120	97	128	91	107	7	1106

Covid Metrics - Town of Darien

Monthly

1

Last Update:
March 15, 2022

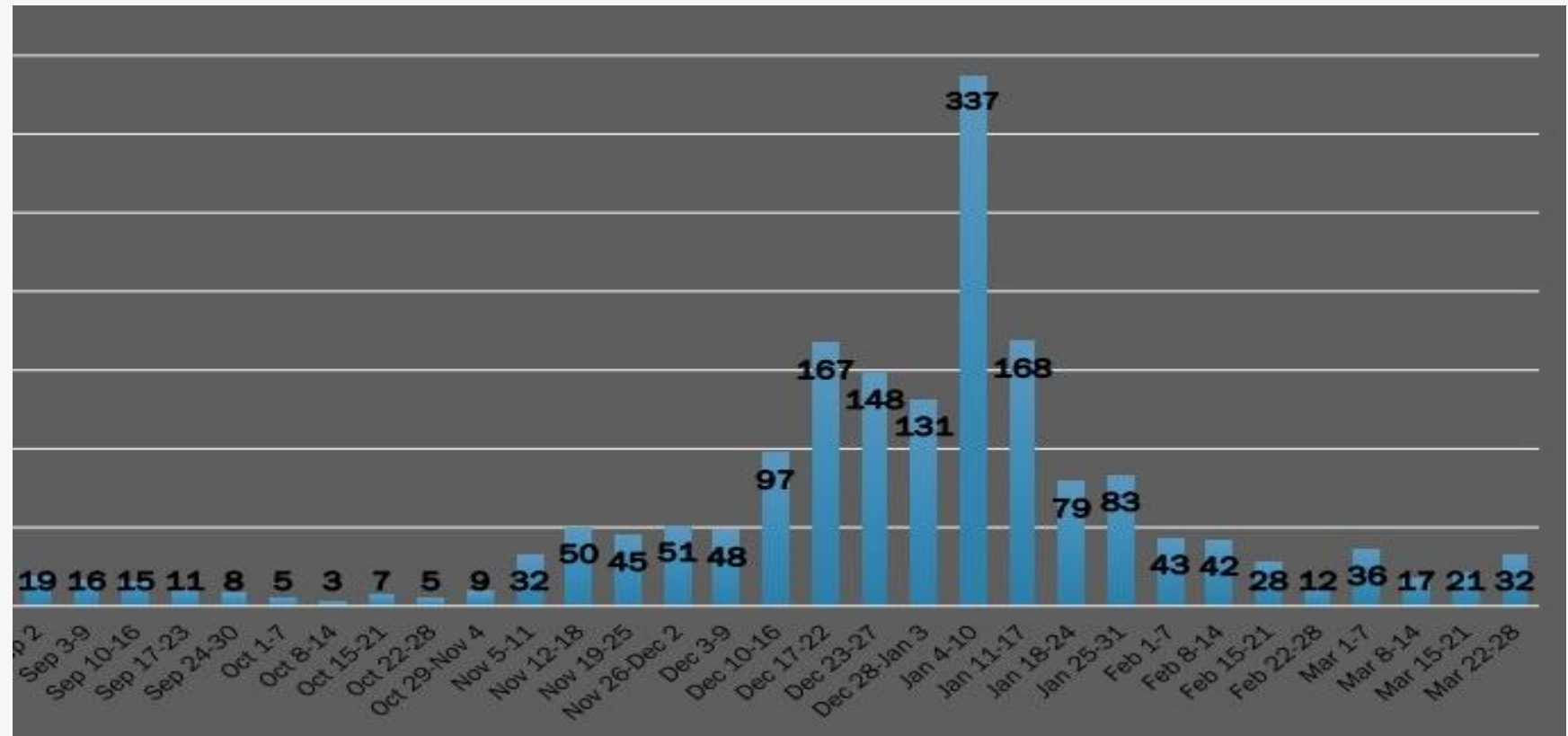


Covid Metrics - Town of Darien

Weekly

1

Updated:
March 29, 2022





Memorandum

To: Darien Board of Education
From: Alan Addley, Ed.D, Superintendent of Schools
Christopher Tranberg, Ph.D., Assistant Superintendent of Curriculum and Instruction
RE: DEI Update
Date: April 5, 2022

This memo offers updates regarding District progress and efforts supporting Diversity, Equity and Inclusion (DEI). Previous updates include:

- Presentation on the purpose of the DEI Team ([Memo](#), [Slide Deck](#)) 9/10/21
- DEI Update to BOE ([Memo](#)) 10/26/21
- DEI Update to BOE ([Memo](#)) 12/10/21
- DEI Update to BOE ([Memo](#)) 02/08/22

Elementary

Hindley welcomed author Charles Waters for their third author visit of the year after Grace Lin and Jerry Pallotta. Mr. Waters discussed his book, Dictionary for a Better World, which he co-wrote with Irine Latham. The book contains poems on topics such as kindness, empathy, courage, and hope. Mr. Waters talked about the process of writing and publishing books and took questions from students. In May, Hindley's PTO DEI Committee will host an evening of family traditions. The evening promises to be a night of sharing and celebrating family traditions.

Ox Ridge has a DEI Faculty Network up and running. The Ox Ridge network meets monthly, following the district DEI Committee with the purpose of engaging faculty and staff in follow up conversations connecting to district efforts. Ox Ridge is also planning on a parent network to inform and engage the broader community.

Holmes teachers are reading the Book of the Month and having conversations using Windows, Mirrors, and Sliding Glass doors to help students make connections and engage in meaningful dialogue with their peers.

Royle is expanding their DEI Faculty and PTO Network, meeting following our district meetings to engage in follow up conversations and learn together. We are working to expand this network further to continue to keep our community informed.

Tokeneke is expanding DEI networks across the faculty and community. The building-based team hosts open meetings to engage staff members and expand the reach of the District committee's work. Tokeneke recently hosted the Passport Around The World event that showcased the many cultures within the Tokeneke community. The event provided information on cultures, demonstrations of art, dance, and food from different countries. It was a huge success and a lot of fun for all.

Passports Around the World



Secondary

Middlesex Middle School

- The DEI book club will begin May 2nd and run for three Mondays. The book chosen is “It Ain’t So Awful, Falafel” by Firoozeh Dumas. This club is in partnership with the Darien Public Library.
- In line with International/World Language Month at MMS, the MPA is sponsoring an International Photo Contest for students. Prizes will be awarded for categories including Most Iconic, Most Creative, Best Traditional Outfit, Best Architecture, Most Delicious and Coolest Wildlife. Students had until April 1st to submit their photos.
- On Thursday March 31st, students had the chance to see a performance by a Spanish Flamenco Group thanks to MPA sponsorship.
- On March 2nd a group of students worked with DEI Consultant Ken Shelton. The students engaged in leadership and community-building activities. The primary goal was to affirm students and create a space where they felt safe to share. Following initial discussions recapping previous times together, the students engaged in an activity to build relationships with their peers. This activity provided a conversational structure around getting to know a classmate. Each student selected a classmate that they either knew very little about or didn’t know at all. Once the activity was completed, volunteers shared what they learned.

Darien High School

- On March 1st and 2nd students worked with DEI Consultant Ken Shelton. Similar to MMS, students recapped conversations from previous time spent together and then participated in an activity to learn more about their peers. The common feedback centered on how little you know about a person even when you spend so much class time together. The students felt this activity may be one of several ways to reduce invisibility, bullying, and contribute to a greater sense of belonging on campus.

The Blues and Beyond

The MMS Music and Social Studies Department presented a cross-curricular program called The Blues and Beyond, where students worked with narrators over a series of lessons to gain a better understanding of Black History and the evolution of music in the United States. On March 2nd, all 8th grade students attended a performance from live musicians featuring the music they learned about during the program. (Show attached pictures.)

As a final project, 8th grade music students composed their own blues lyrics. Four pieces were chosen to be professionally recorded by the Blues and Beyond Team. The pieces were premiered during a virtual "Dinner and a Show Night" on March 23rd. Congratulations to Hadley Hazelton, Lucie Smith, William Sapione, and a student who wishes to remain anonymous. ([YouTube Video](#))



DEI Team

The DEI Team convened twice since the last DEI update. The group is making progress working toward an equity statement, engaging in an equity audit and building community networks to discuss DEI related topics. There are nearly 60 team members. There are three remaining meetings this year. If anyone is interested in being more connected to the work, they should contact Dr. Tranberg (ctranberg@darienps.org) so they can be connected to an equity network.

Staff Professional Development

- Members of the MMS and DHS English teachers are currently participating in a course presented by the Harvard Graduate School of Education regarding the instruction of Culturally Responsive Literature.
- Middlesex Team Leaders spent time with Ken Shelton focused on supporting and discussing current concerns and exploring what it means to be a truly empathetic listener. Together teachers examined potential impacts of bias on teaching and learning. Connections were made to SEL and progress with RULER implementation.
- Several administrators had individual coaching sessions with Ken Shelton focusing on unique needs to their roles and providing support to meet the diverse needs of students.
- Ken Shelton met virtually with coaches focusing on the following areas:
 - Developing a deeper understanding of inclusive team structure,
 - Why diversity is important for team success and individual development, and,
 - Strategies for supporting team development in complementary of individual growth and development

TO: Board of Education

FROM: Alan Addley, Superintendent of Schools
Richard Rudl, Director of Finance and Operations

DATE: April 1, 2022

SUBJECT: Discussion of Board of Finance Appropriation Request to Pre-Purchase
the Suburban Vehicle included in the FY23 Capital Budget Request

As discussed at the Board of Finance meeting on March 29, 2022, we are requesting that the Board of Education approve a Special Appropriation request to pre-purchase the Suburban that is currently in the FY23 Capital Budget. This request to pre-purchase the Suburban is due to difficulty in obtaining vehicles that we have experienced this fiscal year due to supply chain constraints that have been seen nationwide. By approving a special appropriation request, it would potentially allow us to purchase this vehicle two months in advance than we would through the normal capital budget cycle. The vehicle that is being requested is the following:

- Add a 4th Suburban for out of district placements: \$62,000

The total special appropriation request would be \$62,000. If approved it would lower the FY23 Board of Education Capital Budget from \$2,821,477 to \$2,759,477.

Memorandum

To: Board of Education

From: Policy Committee

Date: April 6, 2022

Re: Series 2000 Policies

The Policy Committee has reviewed the Series 2000 policies with Jessica Richman Smith of Shipman and Goodwin. Jessica has identified several of our policies that she recommends that the Board repeal, since they are already covered by law and therefore not required. In addition, she highlighted a concern that maintaining a relatively large number of policies that are not required exposes the Board of Education to claims that the policies are not being followed in practice. However, the Board of Education may, in its discretion, decide to retain these policies. Here are the recommendations from counsel and the Policy Committee:

Board Policy 2100, Goals of Administrative Body: Repeal this Policy. This policy is not legally required and seems unnecessary in that it does not appear to articulate a specific goal or vision of the Darien Public Schools.

Policy 2210, Duties of the Superintendent: Repeal this policy and instead treat this as a “job description” for the Superintendent, which may be amended by the Board as necessary and appropriate. This would afford the Board greater flexibility in crafting the Superintendent’s job description and drafting a related contract. A job description may be amended by the Board as necessary and appropriate and at any time. This could help the Board with its recruitment and retention of Superintendents and could reduce the focus on circumstances in which certain aspects of the description must be amended or “waived”. The Chair of the Policy Committee has reviewed the policy and determined that there is nothing that conflicts with the Superintendent’s contract. The recommendation from counsel is that the Board should repeal this policy and attach a job description to the Superintendent’s contract.

Please note that the legal requirements related to superintendents are as follows (see Conn. Gen. Stat. § 10-157):

- The superintendent shall serve as the chief executive officer of the Board.
- The superintendent shall have executive authority over the school system and the responsibility for its supervision.
- Employment of a superintendent shall be by election of the board of education.
- No person shall assume the duties and responsibilities of the superintendent until the board receives written confirmation from the Commissioner of Education that the person to be employed is properly certified or has had such certification waived by the Commissioner.

Policy 2220, Recruitment and Appointment of the Superintendent of Schools: Repeal this policy. This policy is not legally required and seems unnecessary in that (1) the Board is required to elect the Superintendent by statute and (2) it permits the Board to take appropriate steps to select a Superintendent, which the Board could take with or without a policy. In addition, the policy requires the Board to “announce the vacancy” but does not specify the mechanism by which the Board must make such announcement. At a minimum, this ambiguity should be addressed.

Please note that the legal requirements related to the appointment of superintendents are as follows (see Conn. Gen. Stat. § 10-157):

- A majority vote of all members of the board shall be necessary to an election, and the board shall fix the salary of the superintendent and the term of office, which shall not exceed three years.

Policy 2230, Superintendent’s Contract: Repeal this policy. This policy is not legally required and seems unnecessary in that it tracks the provisions of the statute and signals that it must comply with applicable law. Moreover, given that a Board vote is required to elect a Superintendent, and given further that the Board must agree on the terms of the contract, it is implicit that the Board would review the contract before it is executed.

Please note that the legal requirements related to superintendents’ contracts are as follows (see Conn. Gen. Stat. § 10-157):

- A majority vote of all members of the board shall be necessary to an election, and the board shall fix the salary of the superintendent and the term of office, which shall not exceed three years.
- Upon election and notification of employment or reemployment, the superintendent may request and the board shall provide a written contract of employment which includes, but is not limited to, the salary, employment benefits and term of office of such superintendent.

Policy 2240, Superintendent of Schools – Opportunities for Development: Repeal this policy. These provisions are more appropriate for inclusion in the Superintendent’s contract than in a Board policy.

Policy 2250, Superintendent of Schools – Evaluation: Counsel recommends that the Board repeal this Policy. The Committee recommends that the entire Board discuss this Policy, with special attention to the requirement that the evaluation be in writing, since this has previously been the subject of discussion at the Board level. Counsel feels that this policy is not legally required and seems unnecessary.

Please note that the legal requirements related to superintendents' evaluations are as follows (see Conn. Gen. Stat. § 10-157):

- The board of education shall evaluate the performance of the superintendent annually in accordance with guidelines and criteria mutually determined and agreed to by such board and such superintendent.

Policy 2260 – Unavailability of the Superintendent: Proposed revisions specify that the development of a hierarchy of administrative succession in the event that the Superintendent is temporarily unavailable should be made by the Superintendent in consultation with the Board of Education. The policy has also been revised to include additional reasons when the Board Chair would convene a special meeting to appoint an Acting or Interim Superintendent.

Policy 2310 - Administrative Team: Proposed revisions to confirm that the Board of Education will appoint any administrative personnel that the **Board** determines to be necessary for the efficient **and effective** operation of the schools.

Policy 2410, Dissemination and Implementation of Policies and Administrative Regulations: Repeal this Policy. It is preferable to include the provisions of the Policy as part of the district's internal procedures.

Policy 2420, Uniform Treatment of Recruiters: Proposed revisions to update the legal references and to clarify that these requirements pertain to all secondary school students and not only high school students.

Policy 2610, Annual Report of the School District: Repeal this policy. This policy is not legally required and seems unnecessary in that it alludes to the provisions of the statute (but does not track them). Additionally, this has not been the Board's practice.

Please note that the legal requirements related to the required written report of the Superintendent are as follows (see Conn. Gen. Stat. § 10-157):

- The superintendent shall, at least three weeks before the annual town or regional school district meeting, submit to the board a full written report of the proceedings of such board and of the condition of the several schools during the school year preceding, with plans and suggestions for their improvement.

We have asked counsel to clarify this statutory provision and, at this time, have not received guidance on how to implement these provisions since they are unaware of any other district that adheres to this statutory provision. Counsel is continuing to research this provision but still suggests that the current Policy be repealed since the Board is not implementing the terms of the Policy. With appropriate legal guidance, the Board will be able to comply with the statute.

**Darien Public Schools
Darien, Connecticut**

POLICY

**Series 2000
Administration**

Policy 2100

GOALS OF ADMINISTRATIVE BODY

The general purpose of the administration shall be to coordinate and supervise, under the policies of the Board of Education, the creation and operation of an environment in which students learn most effectively.

ADOPTED: December 9, 2008

REVISED: _____

**Darien Public Schools
Darien, Connecticut**

POLICY

**Series 2000
Administration**

Policy 2210

DUTIES OF THE SUPERINTENDENT OF SCHOOLS

A. Reports to:

Board of Education

B. In General:

Perform the duties of the chief executive officer and educational leader of the Darien School System in accordance with the policies and directives of the Board of Education and state law.

C. Qualifications:

- 1.** Possess and maintain in "current" status all certifications and certificates required by the State of Connecticut.
- 2.** Doctorate or a degree or experience which the Board deems equivalent to a Doctorate.
- 3.** Prior experience as an administrator in a recognized educational environment or the equivalent;
- 4.** Such other qualifications as the Board may require from time to time.

D. Job Goal:

To provide the professional leadership necessary to develop and improve the Board's educational programs and services to attain the highest standards of excellence; to administer and supervise (or cause to be administered and supervised) the budget and all programs, services and activities of the school system; to inspire, lead, guide, direct and supervise the certified and non-certified staffs.

E. Responsibilities:

Perform all functions normally performed by a Superintendent of Schools in the State of Connecticut and the Town of Darien, including, but not limited to, the following:

1. participate in all Board meetings unless expressly requested by the Board not to attend or participate; and serve as an ex-officio member of all Board committees;
2. conduct a systematic evaluation of the total school program, and advise the Board on recommendations for the educational advancement of the schools;
3. formulate annual objectives; oversee the preparation of individual school objectives; formulate plans and programs to carry out Board policy;
4. prepare and present, (or direct the preparation and presentation of) the facts and explanations necessary to assist the Board in discharging its duty to adopt policies;
5. develop and provide to the Board long range plans to implement the goals and objectives of the district in accordance with Board policy;
6. advise the Board as to the most effective use of school property, buildings and facilities and as to the disposition of all such property, buildings and facilities no longer required by the Board, and supervise the proper execution of such disposition;
7. hire, direct, assign, evaluate, transfer, promote, demote, discipline, discharge and otherwise supervise Board employees, both certified and non-certified, subject to applicable legal requirements and limitations;
8. direct the preparation of the annual budget for adoption by the Board, and administer the Board's budget in accordance with legal requirements and Board policies;
9. maintain, directly or through delegation, such personnel records, pupil accounting records, business records and other records required by law and by Board policy;
10. represent the schools before the public, as appropriate
11. delegate responsibilities to the management team to the extent appropriate and coordinate and evaluate the performance of the management team members in their efforts to implement Board policy;
12. supervise the effective implementation of all constitutional or statutory laws, state regulations and Board policies;

13. communicate to all employees, directly or through delegation, all Board actions pertaining to personnel matters; and receive from employees all communications to be made to the Board;
14. establish such regulations as may be necessary to implement Board policy effectively and instruct school employees and students in their effective implementation to the extent required;
15. act as necessary and appropriate in any matter not covered by Board policy, report such action to the Board as soon as practicable, and recommend policy as required in order to provide guidance in the future;
16. keep the Board informed as to the operation of the schools and events that impact such operation, the educational program, the pupils or staff;
17. administer all collective bargaining agreements and employment contracts applicable to Board employees;
18. file or cause to be filed all reports required by the state and federal governments, as well as those appropriate in connection with grants and other government programs;
19. keep current with respect to developments in education and advise the Board with respect to such developments as required;
20. perform such other tasks as may from time to time be assigned by the Board.

F. Miscellaneous

1. This position is a twelve-month position.
2. Performance will be evaluated by the Board periodically in accordance with Board policy and practice.

ADOPTED: December 9, 2008

REAFFIRMED: _____

REVISED: _____

**Darien Public Schools
Darien, Connecticut**

POLICY

**Series 2000
Administration**

Policy 2220

Recruitment and Appointment of the Superintendent of Schools

- A.** The Board of Education shall elect the Superintendent of Schools.
- B.** When a vacancy occurs in the position of Superintendent of Schools, the Board of Education shall announce the vacancy and may advertise for applications for the position in all appropriate newspapers, journals, periodicals, and university placement offices. In order to provide the most capable leadership available for this school district, the Board may engage in a nationwide search for applicants for this position and may use the services of consultants to assist in this process as needed.

Legal Reference:

Connecticut General Statutes

Section 10-157

Superintendents: Relationship to local or regional board of education; verification of certification status; written contract of employment; evaluation of superintendent by board of education.

ADOPTED: December 9, 2008

REVISED: _____

**Darien Public Schools
Darien, Connecticut**

POLICY

**Series 2000
Administration**

Policy 2230

SUPERINTENDENT'S CONTRACT

- A. The Board, upon the selection of a candidate or upon reappointment of the incumbent Superintendent, shall provide the Superintendent with an explicit contractual agreement. The terms of such contract shall include, but not be limited to, the Superintendent's salary, employment benefits and term of office; shall meet all additional requirements of Connecticut law and the regulations of the State Board of Education; and shall protect the rights of both the Board and the Superintendent.
- B. The contract, in its entirety, shall be presented to the Board prior *to* its execution.

ADOPTED: December 9, 2008

REVISED: _____

**Darien Public Schools
Darien, Connecticut**

POLICY

**Series 2000
Administration**

Policy 2240

SUPERINTENDENT OF SCHOOLS – OPPORTUNITIES FOR DEVELOPMENT

- A.** The Board should offer the Superintendent encouragement and assistance for his or her own professional development. So that he or she may keep the Board and professional staff informed of new and promising educational developments, the Board should encourage the Superintendent to attend educational conferences, seminars, workshops, and other professionals meetings and outside activities; visit other school systems; and use other means to keep abreast of modern educational thought and practices.
- B.** The Superintendent shall notify the Chairperson of the Board of any professional meetings that will cause him or her to be absent from the district for more than two days.

ADOPTED: December 9, 2008

REVISED: _____

**Darien Public Schools
Darien, Connecticut**

POLICY

**Series 2000
Administration**

Policy 2250

SUPERINTENDENT OF SCHOOLS - EVALUATION

- A.** Evaluation is an essential and ongoing part of a systematic approach to management and a necessary element in a program of planned improvement. As part of the evaluation procedures for the operation of the school district, the Darien Board of Education shall conduct an annual written evaluation of the Superintendent.
- B.** The objectives of this evaluation are to:
1. clarify for Board members the performance responsibilities of the Superintendent as specified in his/her job description;
 2. evaluate the Superintendent's progress towards achieving district goals and objectives;
 3. further clarify for the Superintendent his/her role in the school system as seen by the Board;
 4. maintain an effective working relationship between the Board and the Superintendent;
 5. identify strengths and opportunities for improvement;
 6. be a guide in determining the Superintendent's compensation and contractual responsibilities.
- C.** Evaluation shall be based on an instrument mutually developed and agreed-to by the Board and the Superintendent.
- D.** The Board and Superintendent shall meet no later than mid June to discuss the Board's evaluation of the Superintendent.

Legal Reference:

Connecticut General Statutes

Section 10-157

Superintendents: Relationship to local or regional board of education; verification of certification status; written contract of employment; evaluation of superintendent by board of education.

ADOPTED: December 9, 2008

REVISED: _____

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**Darien Public Schools
Darien, Connecticut**

POLICY

**Series 2000
Administration**

Policy 2260

UNAVAILABILITY OF THE SUPERINTENDENT

- A. The Superintendent, [in consultation with the Board](#), shall develop a hierarchy of administrative succession that delineates the individuals with decision-making authority in the event that the Superintendent is temporarily unavailable. The Superintendent shall provide this hierarchy to the Board.
- B. In the event of [the incapacity \(including, but not limited to serious illness\) unavailability](#) or death of the Superintendent, the Chairperson of the Board shall convene a special or emergency meeting of the Board to appoint an Acting Superintendent [or Interim Superintendent, as appropriate](#).

ADOPTED: December 9, 2008

REVISED: _____

**Darien Public Schools
Darien, Connecticut**

POLICY

**Series 2000
Administration**

Policy 2310

ADMINISTRATIVE TEAM

The Board of Education, upon the recommendation of the Superintendent, shall appoint ~~the any~~ assistant superintendents and/or other administrative personnel that the Board determines to be necessary for the efficient and or effective operation of the Darien Public Schools.

ADOPTED: December 9, 2008

REVISED: _____

**Darien Public Schools
Darien, Connecticut**

POLICY

**Series 2000
Administration**

Policy 2410

**DISSEMINATION AND IMPLEMENTATION OF POLICIES AND
ADMINISTRATIVE REGULATIONS**

- A.** Those in supervisory positions are responsible for informing all personnel within their responsibility of existing policies and regulations and for seeing that they are implemented in the spirit intended.
- B.** The Superintendent or his/her designee shall develop a handbook for personnel detailing the operating procedures for the Darien Public Schools, which handbook shall include relevant policies and procedures of the district.
- C.** The Superintendent or his/her designee shall approve all publications within the school district that concern the policies and procedures of the district, including curriculum guides, manuals, handbooks, and pamphlets.

ADOPTED: December 9, 2008

REVISED: _____

DARIEN PUBLIC SCHOOLS

Darien, CT

Series 2000
Administration

Policy 2420

UNIFORM TREATMENT OF RECRUITERS

Subject to the provisions of law, all bona fide recruiters, including commercial, military and nonmilitary concerns, recruiters representing institutions of higher education, and prospective employers shall be provided equal opportunities of access to students enrolled in the district's [high-secondary schools](#). Access may be granted through programs conducted by the Guidance Department. Such programs may consist of career days, college fairs, individual school visitations and in-school recruiting.

The recruiter must assure the ~~High School~~ Guidance Department that the purpose of the recruitment activity does not have a direct, profit-making motive. For example, a recruitment activity designed to encourage a student to apply to a business for employment of the military as an alternative to employment will not be deemed to be an activity with a direct, profit-making motive. A commercial or business recruitment with the purpose of selling goods or services to students will be considered to have a direct, profit-making motive.

Recruiters who are engaged in activities that do not have a direct profit making motive may be allowed to meet with students, provided that ample notice (generally considered to be at least one week) of a recruiter's visit is provided so that interested students may sign up to meet with the recruiter in a place and at a time designated by the school. Recruiters who wish to confer with school guidance counselors as opposed to meeting with students must call in advance to set up appointments for such conferences.

Except as provided below, military recruiters and institutions of higher education shall, upon request, be given access to the names, addresses and telephone numbers of secondary school students.

On an annual basis, the school district will notify parents of [high-secondary](#) school students of their right to object to the disclosure of the student's name, address and telephone number to military recruiters or to an institution of higher education. If a [high-secondary](#) school student or the parent of a [high-secondary](#) school student objects in writing to the disclosure of a student's name, address or telephone number to a military recruiter or an institution of higher education, then the district shall not disclose the student's name, address or telephone number to a military recruiter or an institution of higher education. The objection shall remain in force until the district re-issues the annual notification referenced above, after which time the parents and/or secondary school student must inform the school district in writing again of their objection to the disclosure of the information described above.

DARIEN PUBLIC SCHOOLS

Darien, CT

Legal References:

Conn. Gen. Stat. §10-221b Boards of Education to establish written uniform policy re
treatment of recruiters

~~No Child Left Behind~~ Every Student Succeeds Act, Sec 8025, 20 U.S.C. § 7908
Armed Forces recruiter access to students and student recruiting information.
National Defense Authorization Act for Fiscal Year 2002, ~~Pub. L. No. 107-107, 115 Stat.~~
~~1012~~, Sec 544, 10U.S.C. Sec 503 enlistments: recruiting campaigns; compilation of
directory information

ADOPTED: December 9, 2008

REVISED: _____

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DARIEN PUBLIC SCHOOLS

Darien, CT

Darien Public Schools
Darien, Connecticut

POLICY

Series 2000
Administration

Policy 2610

ANNUAL REPORT OF THE SCHOOL DISTRICT

An annual report covering the diversified activities of the school system shall be prepared by the Superintendent and presented to the Board by December 1st following the close of each school year. The report shall be made available to the public and used as one means for informing parents and citizens, the state education agency, and other school districts in the area of the programs and condition of the Darien Schools.

Legal Reference:

Connecticut General Statutes
Section 10-157

Superintendents: Relationship to local or regional board of education; verification of certification status; written contract of employment; evaluation of superintendent by board of education.

ADOPTED: December 9, 2008

REVISED: _____

PERSONNEL ACTION REPORT

April 6, 2022

Item	Name	Action	Replacing/Location/Position	Effective Date		Tenure Area	Certification Class/Step
				From	To		
Appointments							
1	Tiara Fountain	Appointment	F Boujdid/Suburban Driver	3/7/2022	6/30/2022	NA	NA