

Board of Education
Darien, Connecticut

WEDNESDAY, APRIL 29, 2020

SPECIAL MEETING OF THE BOARD OF EDUCATION

**Darien Public Schools'
Administrative Offices
Meeting Room
7:00 p.m.**

AGENDA

1. Call to order
2. Adjourn to Executive Session (2nd Floor Conference Room) for the purpose of discussion regarding 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 29, 2020**

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

TENTATIVE AGENDA

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

* MEMBERS OF THE PUBLIC WISHING TO COMMENT ON AN AGENDA ITEM MAY EMAIL ALAN ADDLEY aaddley@darienps.org or TARA OCHMAN tochman@darienps.org BY 3:00 P.M. ON WEDNESDAY, APRIL 29.

**REGULAR MEETING OF THE BOARD OF EDUCATION
WEDNESDAY, APRIL 29, 2020**

- 6. Board Committee Reports..... Mrs. Tara Ochman
- 7. Presentations/Discussions
 - a. COVID-19/eLearning Update.. Dr. Alan Addley
 - b. Special Education eLearning..... Ms. Shirley Klein
 - c. Update on Exploratory Model.... Mr. Christopher Tranberg/
at the Middlesex Middle School Ms. Shelley Somers
 - d. Update on Elementary..... Mr. Richard Rudl
Enrollment for the
2020-2021 School Year
 - e. Discussion and Possible..... Mr. Christopher Tranberg
Action on Elementary
Conference Days for the
2020-2021 School Year
 - f. Update on FY20 and FY21..... Mr. Richard Rudl
Transportation Contracts
 - g. Update on FY2020-2021..... Dr. Alan Addley/
Budget Request from the Mr. Richard Rudl
Board of Finance
- 8. Action Items
 - a. Personnel Items..... Ms. Marjorie Cion
 - i. Appointments
 - ii. Resignations/Retirement
- 9. Public Comment*..... Mrs. Tara Ochman
- 10. Adjournment..... Mrs. Tara Ochman

AA:nv

*** MEMBERS OF THE PUBLIC WISHING TO COMMENT ON AN AGENDA ITEM MAY EMAIL ALAN ADDLEY
aaddley@darienps.org or TARA OCHMAN tochman@darienps.org BY 3:00 P.M. ON WEDNESDAY, APRIL 29.**

APPROVED
REGULAR MEETING OF THE BOARD OF EDUCATION
Wednesday, March 11, 2020

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

BOARD MEMBERS PRESENT:

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

ADMINISTRATION PRESENT:

Dr. Addley, Dr. Da Silva, Ms. Klein, Ms. Cion, Mr. Rudl, Ms. Dunn

AUDIENCE: Approximately 25

- | | |
|----------------------------|--|
| 1. Call to Order | Mrs. Tara B. Ochman, Chair,
at 7:50 p.m. (0:00) |
| 2. Chairperson's Report | Mrs. Ochman, Chair,
at 7:51 p.m. (0:01) |
| 3. Public Comment | Mrs. Ochman, Chair,
at 7:52 p.m. (0:02) |
| 4. Superintendent's Report | Dr. Alan Addley
at 7:52 p.m. (0:02) |
| 5. Approval of Minutes | Board of Education
at 8:00 p.m. (0:10) |

MOTION TO APPROVE THE MINUTES OF THE SPECIAL MEETING OF THE BOARD OF EDUCATION ON FEBRUARY 25, 2020 AND THE REGULAR MEETING OF THE BOARD OF EDUCATION HELD ON FEBRUARY 25, 2020:

1st MR. BURKE

2ND MR. DINEEN

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

RESULT - MOTION PASSED UNANIMOUSLY (8-0-1)

6. Board Committee Reports

Mrs. Ochman, Chair,
at 8:01 p.m. (0:11)

PRESENTATIONS AND DISCUSSIONS

7. Presentations/Discussions:

MOTION TO AMEND AGENDA TO ADD UPDATE AND DISCUSSION ON HB5433 AS ITEM 7 (F):

1st MR. BURKE

2ND MR. MARONEY

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

RESULT - MOTION PASSED UNANIMOUSLY (9-0-0)

- a. Appointment of Royle
Elementary School Principal

Dr. Alan Addley
at 8:01 p.m. (0:11)

MOTION TO APPOINT DR. GARAN MULLIN AS ROYLE ELEMENTARY SCHOOL PRINCIPAL:

1st MR. BURKE

2ND MR. DINEEN

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

RESULT - MOTION PASSED UNANIMOUSLY (9-0-0)

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

Dr. Susie DaSilva
Mrs. Ellen Dunn
at 8:04 p.m. (0:14)

- c. Interim Progress Report on
2019-20 District Goals and
Objectives

Dr. Addley/
Dr. DaSilva/
Mrs. Shirley Klein/
Ms. Marjorie Cion/
Mr. Richard Rudl
at 8:08 p.m. (0:18)

- d. Update on Kindergarten
Enrollment 2020-21

Dr. DaSilva
at 8:20 p.m. (0:30)

- e. Discussion on Board of Education Policies: 1175, Prohibition Against Smoking; 4075, Alcohol, Tobacco and Drug Free Workplace; 1300, Non Discrimination; 5710, Non-Discrimination Of Students; 4250, Employee Checks; 4111, Equal Opportunity for Employment/ Affirmative Action and Non Discrimination (Personnel)

Mr. Michael Burke/
Ms. Cion
at 8:22 p.m. (0:32)

- f. Update and Discussion on HB5433

Ms. Ochman/Dr. Addley
at 8:25 p.m. (0:35)

8. Action Items:

a. Personnel Items

- i. Appointments
ii. Resignations/Retirements

Ms. Marjorie Cion
at 8:33 p.m. (0:43)

MOTION TO APPROVE THE PERSONNEL ITEMS AS OUTLINED IN THE PERSONNEL ACTION REPORT DATED MARCH 11, 2020:

1st MS. STEIN

2ND MR. MARONEY

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

RESULT - MOTION PASSED UNANIMOUSLY (9-0-0)

9. Public Comment

Mrs. Ochman, Chair,
at 8:34 p.m. (0:44)

Theresa Vogt, 22 Circle Road
Amy Daniels, 83 Locust Hill Road
Sara Parent, 227 Hollow Tree Ridge Road

10. Adjournment

Mrs. Ochman, Chair,
at 8:39 p.m. (0:49)

MOTION TO ADJOURN:

1st MR. BURKE

2ND MR. MARONEY

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

RESULT - MOTION PASSED UNANIMOUSLY (9-0-0)

Meeting adjourned at 8:39 p.m. (0:49)

Respectfully Submitted,

Debra Ritchie,
Secretary

APPROVED
EMERGENCY MEETING OF THE BOARD OF EDUCATION
Monday, March 16, 2020

PLACE:
DARIEN PUBLIC SCHOOLS
ADMINISTRATIVE OFFICES AND VIA TELEPHONE
BOARD OF EDUCATION CONFERENCE ROOM
6:30 P.M.

BOARD MEMBERS PRESENT(P)/VIA TELEPHONE(T):

	Brown	Burke	Dineen	McCammon	Maroney	Ochman	Ritchie	Sini	Stein
Present	P	P	P	P	P	P	T	P	T
Absent									

ADMINISTRATION PRESENT:

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

AUDIENCE: No audience permitted due to COVID-19

1. Call to Order

Mrs. Tara B. Ochman, Chair,
at 6:30 p.m. (0:00)

2. COVID-19 Waiver: The Board
will consider the submission of a
COVID-19 Waiver Application for the
180-day school year requirement

Mrs. Ochman/
Dr. Alan Addley
at 6:31 p.m. (0:01)

MOTION TO APPROVE SUBMISSION OF WAIVER APPLICATION FOR 180 DAY SCHOOL REQUIREMENT:

1st MR. MARONEY

2ND MR. DINEEN

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

RESULT - MOTION PASSED UNANIMOUSLY (9-0-0)

3. Adjournment

Mrs. Ochman, Chair,
at 7:12 p.m. (0:42)

MOTION TO ADJOURN:

1st MR. BURKE

2ND MR. MARONEY

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

RESULT - MOTION PASSED UNANIMOUSLY (9-0-0)

Meeting adjourned at 7:12 p.m. (0:42)

Respectfully Submitted,

Debra Ritchie,
Secretary

APPROVED
REGULAR MEETING OF THE BOARD OF EDUCATION
Tuesday, March 24, 2020

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

BOARD MEMBERS PRESENT VIA TELECONFERENCE:

	Brown	Burke	Dineen	McCammon	Maroney	Ochman	Ritchie	Sini	Stein
Present	X	X	X	X	X	X	X	X	X
Absent									

ADMINISTRATION PRESENT:

Dr. Addley, Dr. Da Silva, Ms. Klein, Ms. Cion, Mr. Rudl

AUDIENCE: Meeting held via Teleconference

1. Call to Order

Mrs. Tara B. Ochman, Chair,
at 7:32 p.m. (0:00)

PRESENTATIONS AND DISCUSSIONS

2. Presentations/Discussions:

a. Discussion and Possible Action
on April break and establishing
a date for graduation

Dr. Alan Addley
at 7:33 p.m. (0:11)

MOTION TO APPROVE THE AMENDMENT TO DPS CALENDAR 2019-20 TO ADJUST CURRENT PLANNED APRIL BREAK TO ELIMINATE APRIL 6,7,8 AND 9 AND INCLUDE ONLY APRIL 10 AND 13 AS DETAILED IN MEMORANDUM DATED MARCH 23, 2020:

1st MR. MARONEY

2ND MS. STEIN

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

RESULT - MOTION PASSED UNANIMOUSLY (9-0-0)

MOTION TO APPROVE THE DATE FOR GRADUATION FOR DPS CALENDAR YEAR 2019-20 AS JUNE 11, 2020:

1st MR. BURKE

2ND MR. DINEEN

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

RESULT - MOTION PASSED UNANIMOUSLY (9-0-0)

- b. Discuss and possible action on
Temporary powers granted to
Superintendent of Schools

Mrs. Ochman
at 7:44 p.m. (0:13)

MOTION TO APPROVE PURSUANT TO THE MEMORANDUM DATED MARCH 23, 2020 ITEM 1 TEMPORARY SUSPENSION OF POLICY AND TEMPORARY POWERS GRANTED TO SUPERINTENDENT OF SCHOOLS UNTIL SUCH TIME BOE VOTES TO REVOKE SUCH POWERS:

1st MR. MARONEY

2ND MR. DINEEN

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

RESULT - MOTION PASSED UNANIMOUSLY (9-0-0)

MOTION TO APPROVE PURSUANT TO THE MEMORANDUM DATED MARCH 23, 2020 ITEM 2 TEMPORARY SUSPENSION OF POLICY AND TEMPORARY POWERS GRANTED TO SUPERINTENDENT OF SCHOOLS UNTIL SUCH TIME BOE VOTES TO REVOKE SUCH POWERS:

1st MR. MARONEY

2ND MR. DINEEN

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

RESULT - MOTION PASSED UNANIMOUSLY (9-0-0)

MOTION TO APPROVE PURSUANT TO THE MEMORANDUM DATED MARCH 23, 2020 ITEM 3 TEMPORARY SUSPENSION OF POLICY AND TEMPORARY POWERS GRANTED TO SUPERINTENDENT OF SCHOOLS UNTIL SUCH TIME BOE VOTES TO REVOKE SUCH POWERS:

1st MR. MARONEY

2ND MR. DINEEN

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

RESULT - MOTION PASSED UNANIMOUSLY (9-0-0)

MOTION TO APPROVE PURSUANT TO THE MEMORANDUM DATED MARCH 23, 2020 ITEM 4 TEMPORARY SUSPENSION OF POLICY AND TEMPORARY POWERS GRANTED TO SUPERINTENDENT OF SCHOOLS UNTIL SUCH TIME BOE VOTES TO REVOKE SUCH POWERS:

1st MR. MARONEY

2ND MR. DINEEN

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

RESULT - MOTION PASSED UNANIMOUSLY (9-0-0)

MOTION TO APPROVE PURSUANT TO THE MEMORANDUM DATED MARCH 23, 2020 ITEM 5 TEMPORARY SUSPENSION OF POLICY AND TEMPORARY POWERS GRANTED TO SUPERINTENDENT OF SCHOOLS UNTIL SUCH TIME BOE VOTES TO REVOKE SUCH POWERS:

1st MR. MARONEY

2ND MR. DINEEN

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

RESULT - MOTION PASSED UNANIMOUSLY (9-0-0)

MOTION TO APPROVE PURSUANT TO THE MEMORANDUM DATED MARCH 23, 2020 ITEM 6 TEMPORARY SUSPENSION OF POLICY AND TEMPORARY POWERS GRANTED TO SUPERINTENDENT OF SCHOOLS UNTIL SUCH TIME BOE VOTES TO REVOKE SUCH POWERS:

1st MR. MARONEY

2ND MR. DINEEN

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

RESULT - MOTION PASSED UNANIMOUSLY (9-0-0)

MOTION TO APPROVE PURSUANT TO THE MEMORANDUM DATED MARCH 23, 2020 ITEM 7 TEMPORARY SUSPENSION OF POLICY AND TEMPORARY POWERS GRANTED TO SUPERINTENDENT OF SCHOOLS UNTIL SUCH TIME BOE VOTES TO REVOKE SUCH POWERS:

1st MR. MARONEY

2ND MR. DINEEN

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

RESULT - MOTION PASSED UNANIMOUSLY (9-0-0)

MOTION TO APPROVE PURSUANT TO THE MEMORANDUM DATED MARCH 23, 2020 ITEM 8 TEMPORARY SUSPENSION OF POLICY AND TEMPORARY POWERS GRANTED TO SUPERINTENDENT OF SCHOOLS UNTIL SUCH TIME BOE VOTES TO REVOKE SUCH POWERS:

1st MR. MARONEY

2ND MR. DINEEN

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

RESULT - MOTION PASSED UNANIMOUSLY (9-0-0)

3. Adjournment

Mrs. Ochman, Chair,
at 8:20 p.m. (0:48)

MOTION TO ADJOURN:

1st MR. SINI

2ND MS. STEIN

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

RESULT - MOTION PASSED UNANIMOUSLY (9-0-0)

Meeting adjourned at 8:20 p.m. (0:48)

Respectfully Submitted,

Debra Ritchie,
Secretary



Memorandum

To: Alan Addley, Ed.D., Superintendent of Schools
From: Shirley K. Klein, Assistant Superintendent, SESS
RE: Special Education eLearning Update to the Darien BOE
Date: April 27, 2020

Due to the extension of the Governor's school closure order, the Connecticut State Department of Education's (CSDE) issued further guidance, "Continued Educational Opportunities and Special Education during the COVID-19 Pandemic – Update #1" ["the Guidance"] on April 24, 2020, for Connecticut school districts. The Guidance, in overview, provides school districts updated information regarding (1) Planning and Placement Team (PPT) meetings, (2) initial evaluation processes and procedures, (3) Extended School Year (ESY) planning, and (4) home-school communication.

The Darien Special Education and Student Services Administration has closely monitored the Guidance documents issued by the CSDE's Bureau of Special Education (BSE), and meets weekly with the special education district leadership of a number of Fairfield County towns to monitor local practices. District eLearning practices, policies, and procedures align closely with the Guidance and provide numerous extension opportunities for students and families.

On April 29, 2020, I will provide the Board of Education an update on (1) current eLearning practices in special education in Darien, (2) the status of eLearning paraprofessional support, (3) PPT meeting scheduling and prioritization, (4) ESY planning and scheduling, and (5) Articulation (pre-k to K, grade 5 to 6, and grade 8 to 9) meeting scheduling and planning.

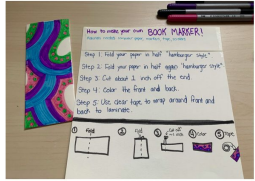
Special Education and Student Services eLearning Update to the Board of Education

— April 29, 2020 —

Shirley K. Klein, Assistant Superintendent, SESS

Laura Straiton, Program Director, ELP
Kristin O'Reilly, Program Director, Elementary SESS
Scott McCarthy, Program Director, Secondary SESS

Posted Slides and “Live” Instruction



How to Make a Book Marker!

BY SAMANTHA HILSE, OTR/L

Above, Ms. Hilse, OT, provides posted slides to support a fine motor activity! Right, Ms. Brown (Tokeneke), provides a live Wilson Reading lesson!

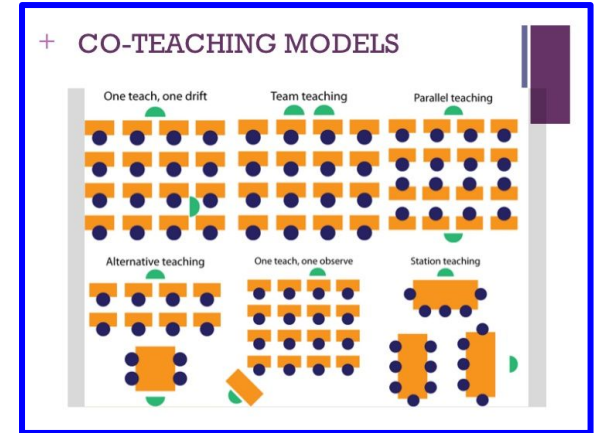


Left, Mr. Conrad projects an 8th grade math problem to his students so they can watch him solve it! Below, Ms. Lauriello develops interactive slides about the weather for her ELP students!



Zoom/Google Meet Interactive Platform

Co-teaching

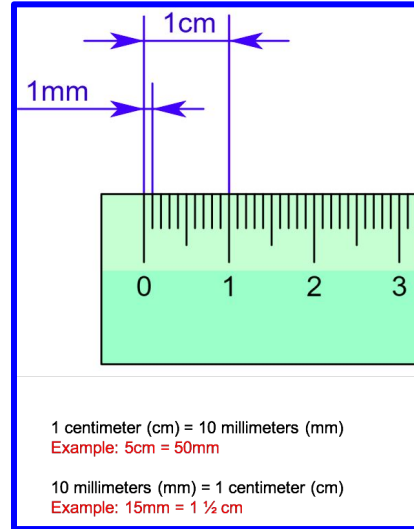


Left, Ms. Kowalski and Ms. Maurer (DHS) co-teaching American Literature on Zoom, using the “Grouping Feature” to implement a Parallel Teaching structure.

Recorded Lessons and Visuals to Support Teaching and Learning



Left, Ms. Wigglesworth (OX Ridge) using visuals in a recorded ELP lesson!



Left, elementary SE teachers use a PowerPoint slide to teach measurement!

Right, SE teachers are using visuals to support syllabication in Wilson Reading lessons!

Do the "Syllable Division and Marking" Activity

Word	First Syllable	Type of Syllable C, o, -le	Vowel Type (long or short)	Second Syllable	Type of Syllable C, o, -le	Vowel Type-long, short, silent
bugle						
sample						
puzzle						
cable						
candle						
able						
staple						
bottle						

Do the "Fill in the Word" Activity

Complete the sentence with words from the chart above (you will not use all of the words).
Read the completed sentences.

- The kids can handle that simple _____.
- Tom will play the _____ in the band.
- Are you _____ to go to the game?
- Do not disrupt the baby with the _____.
- Try a _____ of my chicken salad.

Social and Emotional Learning Activities

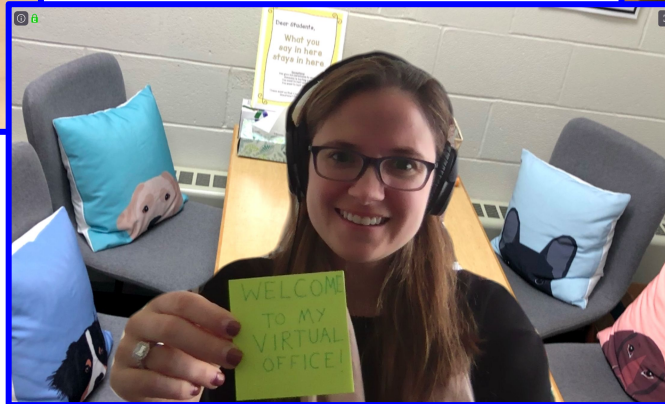


Left, Dr. Kurtz, Fitch school psychologist and below, meets with the entire Fitch student body for Community Meetings!



Above, Ms. Whalen, DHS school psychologist, incorporates her “therapy dog” while meeting with a student!

Right, Ms. Sheehan, MMS school psychologist, meets with a social skills group!



OT/PT and Speech/Language Therapy



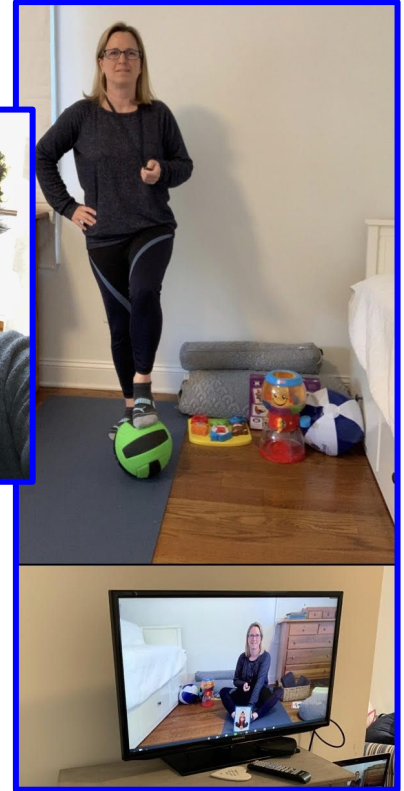
Right, Ms. Atkinson, Tokeneke SLP, works with students on social skills!



Above and right, Ms. Neff, OT, records a fine motor lesson for her ELP students!



Right, Ms. Hilse, OT, shows the materials she's using live with her students in OT.



Above, Dr. Albro, PT, makes home-based PT fun!

Paraprofessionals Supporting Instruction

Paraprofessionals began supporting students the week of April 27, 2020!



Left, Mr. Oost-Lievense supports students at DHS in the CORE program!

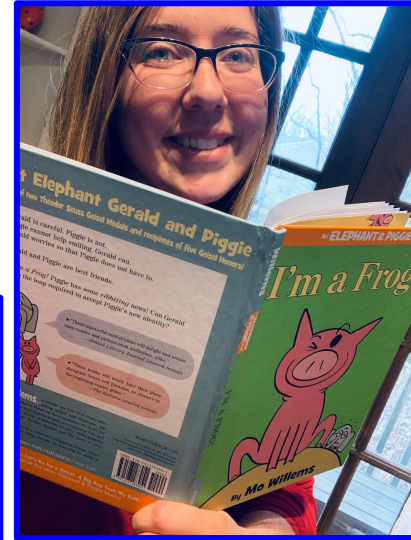


Right, Ms. Ehrlich-Siegel supporting ELP students at Royle!

Special education paraprofessionals will continue to work with general and special education teachers and/or related service providers to support students with learning differences in general education classrooms, resource rooms, and related service therapies

Paraprofessionals Supporting Instruction

Administrators, SESS facilitators, SESS department chairpersons, related service providers, and case managers are collaborating in designing opportunities for paraprofessionals to support students' eLearning.



Left, Ms. Martinez participates in a read aloud!

Left, Ms. Maggart works with students at MMS!

Colleagues Supporting Each Other During eLearning

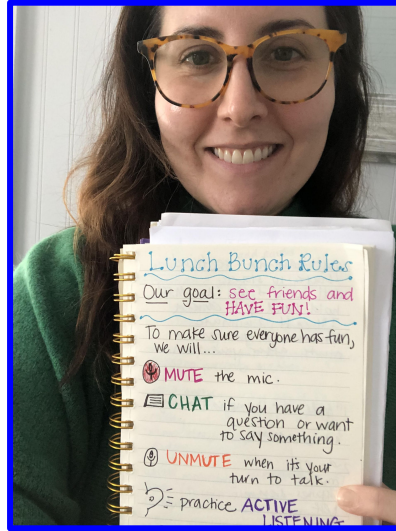


Above, Ms. Hoette, SESS Facilitator at Tokeneke, continues to schedule and facilitate meetings for staff!



Left, Ms. Fox, SESS Dept. Chair at MMS, provides daily eLearning PD for staff!

Right, Ms. Ulreich, Assistant Principal at Ox Ridge, supports a lunch bunch for students working on social skills!



Ms. Sellon, school psychologist at MMS, provides meditation sessions for staff at 6:30AM before they begin their eLearning!

CBC continues to consult with our DBT teams and is providing self-care workshops for all staff!

Planning and Placement Team (PPT) Meetings

- PPT meetings will be held for students in grades PreK-12
- PPT meeting attendees will include the required District staff, the parent, or the student, unless there is excusal of required members by the parents as appropriate. We will prioritize the scheduling of the meetings as follows:
 - Transition from Birth to Three
 - Transition meetings (age 18-21)
 - Meetings for students who are seniors in high school or aging out
 - Meetings for students where placement for the 2020-2021 school year is being considered

Planning for Extended School Year (ESY)

- ESY meetings will commence the week of May, 4, 2020
- ESY meeting attendees will include the parent, building administrator, special education teacher, and other designated personnel as appropriate
- If there is mutual agreement to the proposed ESY program, the District and parent may document the recommended ESY program by updating the student's IEP with an amendment

Transition/Articulation (Pre-k to K, 5 to 6, 8 to 9) Meetings

- Transition/Articulation meetings will commence the week of May, 4, 2020
- Transition/Articulation meeting attendees will include the parent, building administrator, special education teacher, and other designated personnel as appropriate
- If there is mutual agreement about the transition/articulation program, the District and parent may document the recommended program by updating the student's IEP with an amendment

Special Education and Student Services

We look forward to continued parent communication and sharing of exemplary practices in eLearning to support all our students and families!

Thank you,

Shirley, Kristin, Laura, and Scott





Memorandum

To: Alan Addley, Ed.D., Superintendent of Schools
From: Christopher Tranberg, Assistant Superintendent for Curriculum & Instruction
Shelley Somers, Principal, Middlesex Middle School
RE: Middle School Exploratory Model Update
Date: April 29, 2020

As the school year progresses we continue to study the current exploratory elective model at MMS and develop plans for incremental programmatic improvements. Thus far, teacher feedback, research-based best practices, and learning from other schools have all contributed to our short and long-term planning.

During the last BOE update the need for a rotating eight period schedule was identified as a priority following a teacher survey. Additionally, initial steps were taken in suggesting electives for implementation in the 21-22 school year. The pilot elective presented was conversational Spanish for the 20-21 school year.

As we have all adjusted to the school closure caused by the Coronavirus, planning for the next phases of developing the exploratory model are slightly delayed. The structure below provides a general overview and plan moving forward.

Middlesex Middle School: Schedule Study

Overview of Current Schedule

- Students have an eight period schedule with 42 minute classes.
- The schedule includes a 25 minute FLEX period.
- One period is filled with a 21 minute lunch and 21 minute recess/study hall.
- Daily core academics: English, math, science, social studies
- Sixth grade students have one period of reading and one period of writing.
- Students have daily World Language.
- Students participate in the following electives:
 - Grade 6 two periods of PE, two periods of music, one period of art
 - Grades 7/8 three periods of PE, two periods of music
quarterly art, STEM, Healthy Living, computers

Highlights of Scheduling Committee Findings

Areas of Strength

- Team meetings
- PLC schedule
- FLEX
- Recess

Scheduling Constraints

- Classes meet at the same time each day
- Length of classes
- Organization of study hall
- Delivery of support services during World Language
- IDEA schedule
- Assigned electives

Considerations

- Space
- Enrollment numbers
- Lunch
- Course development

Completed Action Steps

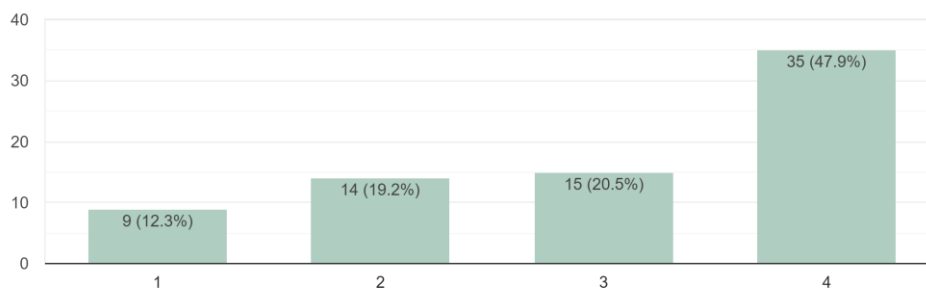
1. Reviewed schedules of other middle schools: Avon, West Hartford, Greenwich, New Canaan, Lexington, MA, and others across the US.
2. Discussed additional electives/courses ideas with Department Chairs.
3. Surveyed teachers regarding changes to the schedule.
4. Developed scheduling committee.
5. Explored a variety of scheduling models.

Proposed Changes

Phase 1: Rotating Schedule

The graph below represents staff responses to how changes should be prioritized. Nearly 50% of participants believe that the rotating class periods should be addressed first.

Rotating Class Periods
73 responses



Phase 2: Electives and Additional Options for Teaching Five Classes

Grade 6

- 2x weekly- WL intro course
- Team taught Science
- Team taught SS
- Math lab for course 1(1x Weekly) (no art)

Grade 7

- 2x Weekly- WL intro course (year 2)
- Quarterlies- STEM/Art/Comp/HL
 - More STEM options
- Team taught Science
- Team taught SS
- Math lab course 2 (2x weekly) (no music)

Grade 8

- 2x Weekly- WL intro course (year 3)
- Quarterlies- STEM/Art/Comp/HL
 - More STEM options
- Team taught Science
- Team taught SS
- Math lab course 3 (2x weekly) (no music)
- Sci lab (2 x weekly) (no music)
- English Elective - Literature (Quarterly)

Phase 3: Middlesex Capstone

an inquiry-based, interdisciplinary, culminating experience across three grades

Goal: Empower students to take responsibility for their own learning as they examine real world problems

- Pursue interests
- Build connections and awareness between community and world issues
- Apply knowledge and skills from all academic areas to impact change

Scheduling

- Bi-weekly Capstone period
- Interdisciplinary Block: English/Social Studies

DARIEN PUBLIC SCHOOLS

Richard Rudl

Director of Finance and Operations

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Darien, CT 06820-1167

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

DATE: April 27, 2020

TO: Dr. Alan Addley, Superintendent of Schools

FROM: Richard Rudl, Director of Finance & Operations

SUBJECT: Enrollment Update

The chart below identifies the Kindergarten enrollment based on the number of children who have registered at each of their respective schools.

	Registrations February	Registrations March	Registrations April	Budgeted Sections
Hindley	49	52	50	4
Holmes	42	46	47	4
Ox Ridge	57	57	65	4
Royle	42	47	69	3
Tokeneke	52	52	60	4
Total Kindergarten	242	254	291	19

Currently, Royle Elementary will exceed maximum class size guidelines of 22 by three students. However, all other schools are below their Kindergarten budgeted sections as of April.

First Grade

	Actual First Grade Enrollment (April)	Projected First Grade Enrollment (April)	Budgeted Sections	Variance to Budget Sections
Hindley	69	66	3	+1
Holmes	78	79	4	0
Ox Ridge	77	76	4	0
Royle	60	61	3	0
Tokeneke	68	67	4	0
Total First Grade	352	349	18	+1

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Second Grade

	Actual Second Grade Enrollment (April)	Projected First Grade Enrollment (April)	Budgeted Sections	Variance to Budget Sections
Hindley	81	84	4	0
Holmes	64	63	3	0
Ox Ridge	65	66	3	0
Royle	52	50	3	0
Tokeneke	68	67	3	0
Total Second Grade	330	330	16	0

Third Grade

	Actual Third Grade Enrollment (April)	Projected First Grade Enrollment (April)	Budgeted Sections	Variance to Budget Sections
Hindley	66	68	3	0
Holmes	79	79	4	0
Ox Ridge	68	70	4	-1
Royle	62	61	3	0
Tokeneke	73	68	3	+1
Total Third Grade	348	346	17	0

Fourth Grade

	Actual Fourth Grade Enrollment (April)	Projected First Grade Enrollment (April)	Budgeted Sections	Variance to Budget Sections
Hindley	84	83	4	0
Holmes	88	85	4	0
Ox Ridge	71	70	3	0
Royle	57	55	3	0

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Tokeneke	72	74	4	-1
Total Fourth Grade	372	367	18	-1

Fifth Grade

	Actual Fifth Grade Enrollment (April)	Projected First Grade Enrollment (April)	Budgeted Sections	Variance to Budget Sections
Hindley	71	74	4	-1
Holmes	61	61	3	0
Ox Ridge	67	65	3	0
Royle	78	74	4	0
Tokeneke	76	73	4	0
Total Fifth Grade	353	347	18	-1

Based on the current enrollment grades one through five we are on 1 section under budget.



Memorandum

To: Alan Addley, Ed.D., Superintendent of Schools
From: Christopher Tranberg, Assistant Superintendent for Curriculum & Instruction
RE: Elementary Conference Dates
Date: April 27, 2020

Progress Reports at the elementary level are provided to families at the end of each trimester in December, March, and June. Parent/Teacher conferences are scheduled for all families shortly after the distribution of students' Progress Reports in the first and second trimesters. The purpose of these conferences is to bring students' progress reports to life and share learning goals for subsequent trimesters. Students are released early from school during conference days. An evening conference has been added to the calendar for the second semester.

Based on the 2020-2021 school calendar, the following dates and snow dates are being proposed:

First Trimester: December 1, 2, 3, and 4
Snow date: 12/8/2020

Second Trimester: March 16, 17, and 18. An evening conference is also scheduled for the 18th.
Snow date: 3/23/2021

2020-2021 Darien School District Calendar
(Adopted by the Board of Education on May 14, 2019)
PROPOSED ELEMENTARY PARENT CONFERENCE DAYS[^]

July						
	1	2	3			
6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24		
27	28	29	30	31		

August (1)						
3	4	5	6	7		
10	11	12	13	14		
17	18	19	20	21		
24	25	26*	27*	28		
31						

24, 25 New Staff Orientation
 26, 27 Professional Development
 28 Teacher Work Day
 31 Students Return

September (20)						
	1	2	3	4		
7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25 [^]		
28	29	30				

7 Labor Day
 25 Professional Learning Communities – High School
 28 Yom Kippur

October (22)						
		1	2			
5	6	7	8	9		
12	13	14	15	16		
19	20	21	22	23 [^]		
26	27	28	29	30		

23 Professional Learning Communities – High School

November (18)						
2	3*	4	5	6		
9	10	11	12	13		
16	17	18	19	20 [^]		
23	24	25	26	27		
30						

3 Professional Development
 20 Professional Learning Communities – High School
 25 Early Dismissal
 26-27 Thanksgiving Recess

December (17)						
	1 [^]	2 [^]	3 [^]	4 [^]		
7	8	9	10	11 [^]		
14	15	16	17	18		
21	22	23	24	25		
28	29	30	31			

1-4 Elementary Parent Confs.
 11 Professional Learning Communities – High School
 23 Early Dismissal
 24-31 Holiday Recess

January (18)						
				1		
4	5	6	7	8		
11	12	13	14	15*		
18	19	20	21	22		
25	26	27	28	29		

1 Holiday Recess (New Year's Day)
 15 Professional Development
 18 Martin Luther King Jr. Day

February (14)						
1	2	3	4	5		
8	9	10	11	12*		
15	16	17	18	19		
22	23	24	25	26		

12 Professional Development
 15 Presidents' Day
 16-19 February Recess

March (23)						
1	2	3	4	5		
8	9	10	11	12 [^]		
15	16 [^]	17 [^]	18 [^]	19		
22	23	24	25	26		
29	30	31				

12 Professional Learning Communities – High School
 16-18 Elementary Parent Confs.

April (16)						
			1	2		
5	6	7	8	9		
12	13	14	15	16		
19	20	21	22	23 [^]		
26	27	28	29	30		

2 Good Friday
 12-16 Spring Recess
 23 Professional Learning Communities – High School

May (20)						
3	4	5	6	7		
10	11	12	13	14		
17	18	19	20	21 [^]		
24	25	26	27	28		
31						

21 Professional Learning Communities – High School
 31 Memorial Day

June (11)						
	1	2	3	4		
7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25		
28	29	30				

15 School ends for students
 16 Teacher Work Day

Note #1: If schools are closed due to weather, additional days will be added to the end of the school year. Regarding High School graduation, by State law, after April 1st, Boards of Education are permitted to establish a graduation date. Therefore, the Board of Education will make that determination at its first regular April, 2021 meeting.

Code: _ Early Dismissal (11/25, 12/23, 6/15); * Staff Development Days; No School for Students; _ Teacher Work Day;

[^]Professional Learning Communities for High School Only – (9/25, 10/23, 11/20, 12/11, 3/12, 4/23, 5/21)

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DATE: April 27, 2020

TO: Board of Education

FROM: Dr. Alan Addley, Superintendent of Schools

Richard Rudl, Director of Finance & Operations

SUBJECT: First Student Contract

As discussed at the last Board Meeting the Governor issued an Executive Order (7R), which requires districts to continue to pay transportation costs to ensure driver employment is maintained and bus companies can resume services upon the re-opening of schools. Districts are in the process of negotiating the rate in which payment will be made based on direct cost of services. Districts currently are receiving proposals from their transportation providers ranging from 90% to 100% of costs. Currently, First Student has provided us a rate of 95%, with the following breakdown:

- Salary and Benefits: 75%
- Depreciation of New Buses: 6.4%
- Bus Garage: 12.8%
- Other Expenses: 0.8% *

**Other includes safety and maintenance materials.*

Assuming, we are closed for the entire school year we would anticipate the First Student savings from this year for Home to School and Special Education to be \$48,870.

	Normal Bill	95% Bill	Savings
Annual Cost	\$2,041,200	\$2,010,582	\$30,618
Fitch	\$12,591	\$12,374	\$217
Special Education	\$788,430	\$770,395	\$18,035
	\$2,842,221	\$2,793,351	\$48,870

We have approached First Student with following terms, which we believe is in the best interest both short-term and long-term for Darien. This would include the following:

- Payment of 100% of Home to School and Special Education costs for the current school year, thus forgoing the \$48,870 in forecasted savings.
- Elimination of FY21 Rate Increase.
- Extension of current contract by 1 year to reset all future rate increases.

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These terms would allow the district to save \$118,158 in FY21 as our rates would be reduced from \$491.40 per bus per day to \$472.50 per bus per day for home to school and our Special Education rates would be reduced from \$452.58 per bus per day to \$435.17 per bus per day. These savings could be applied to cover the cost of the added bus recommended for service next school year for the Fitch Avenue, Renshaw Road area as discussed earlier in the year. This would also reduce the cost of that bus by \$3,402.

Transportation Type	Current	Proposed	Cost Avoidance
Home to School	\$2,122,848	\$2,041,200	\$81,648
Special Education	\$879,989	\$845,288	\$34,701
Fitch	\$14,400	\$12,591	\$1,809
	\$3,017,237	\$2,899,079	\$118,158

Additionally, by resetting the rates the district would achieve cost avoidance in future years for Home to School Transportation as follows:

Fiscal Year	Current Contract	Proposed Contract	Cost Avoidance
FY 22	\$2,207,779	\$2,122,848	\$84,931
FY 23	\$2,296,080	\$2,207,779	\$88,301
FY 24	\$2,387,923	\$2,296,080	\$91,843
	\$6,891,782	\$6,626,707	\$265,075

**Assumes same quantity of buses*

Additionally, by resetting the rates the district would achieve cost avoidance in future years for Special Education Transportation as follows:

Fiscal Year	Current	Proposed	Cost Avoidance
FY 22	\$900,361	\$879,989	\$20,372
FY 23	\$927,379	\$900,361	\$27,018
FY 24	\$955,474	\$927,379	\$28,095
	\$2,783,214	\$2,707,729	\$75,485

**Assumes same quantity of buses*

Total cost avoidance of \$340,560 over the next three fiscal years.

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Based on the savings we would be able to achieve along with the cost avoidance, the administration believes it is in the best interest of the district to pursue this renegotiated contract if it can be achieved. If approved, we would have Shipman and Goodwin draft the amendment to the contract.

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DATE: April 27, 2020

TO: Board of Education

FROM: Dr. Alan Addley, Superintendent of Schools

Richard Rudl, Director of Finance & Operations

SUBJECT: FY21 Budget Update

As discussed at the April 23, 2020 Board of Finance Meeting, a budget reduction was requested from the Board of Education in the amount of \$971,000 to provide a zero mill rate increase and \$1.633 million in order to keep the budget flat. The Board of Finance is requesting submission of this information by May 6.

Existing Budget Shortfalls:

In addition to these budget reduction considerations, we will have to address the following items, which are likely to create a budget shortfall in FY21 largely due to school closures:

RC	Location	Line	Object	Account Description	BOE Operating Budget	BOE Capital Budget	Proposed Change	Revised Budget	Comments
11	Athletics		102006	Summer School-Use of Fields	\$ (35,000)		\$ 35,000	\$ -	Assumes cancelation of DSS
12	Maintenance		102009	Use of Fields	\$ (140,000)		\$ 35,310	\$ (104,690)	Loss of Field Rental revenue due to closure in summer
13	Music		21201	Director	\$ 129,124		\$ 55,352	\$ 184,476	Change of Music Director to 1.0 FTE
3	MMS		21301	Music Teachers	\$ 613,211		\$ (33,908)	\$ 579,303	0.3FTE Reduction due to change in Music Director
23	DSS		2410	Adult Education	\$ 20,000		\$ (5,500)	\$ 14,500	Less Adult Education Students in Stamford Cooperative
23	DSS		12001	Consultant Services	\$ 435,000		\$ (435,000)	\$ -	Cancellation of DSS
23	DSS		24003	Summer School Teaching Supplies	\$ 51,800		\$ (51,800)	\$ -	Cancellation of DSS
23	DSS		13012	Office Supplies	\$ 6,000		\$ (6,000)	\$ -	Cancellation of DSS
23	DSS		31005	Revenue-Summer School	\$ (630,120)		\$ 630,120	\$ -	Cancellation of DSS
25	Fixed		52001	Regular Pupil Transportation	\$ 2,349,436		\$ 88,452	\$ 2,437,888	Addition of Bus to Fitch Avenue/Renshaw Road Area
16	District Administration		12001	Consultant Services	\$ 43,500		\$ (25,000)	\$ 18,500	Removal of Bus Study
Total							\$ 287,026		

These shortfalls total \$287,026 from the existing \$103,521,534 budget approved by the Board of Education.

Unknown Budget Implications:

In addition to these items, we have potential costs for unknown items including:

- Compensatory Education costs for Special Education
- Excess Cost Entitlement Cap Adjustments. (FY 20 Entitlement cap was changed from 74.8% to 70.89%). FY 21 entitlement cap was budgeted at 75%.
- Year-End excess cost adjustment which will affect Educational Cost Sharing (ECS) revenue.
- Re-opening of school costs including, but not limited to, cleaning and sanitizing buildings, additional teaching staff should schools re-open, but still need to social distance which would potentially require smaller class sizes.
- Repairs to any Chromebooks that were used during the closure period.

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- Migration of employees onto the district health insurance plan who previously waived insurance.

Board of Finance Scenario 1:

Under scenario one given by the Board of Finance, the district would have to reduce its combined operating/capital budget by \$971,000. Adding in the known budget shortfalls of \$287,026, this would mean the district would have to **eliminate/defer \$1,258,026**.

With the average cost of a teacher for next year at \$89,000, this would be the equivalent of the salaries of 14 teachers or all the district guidance counselors or all maintenance and grounds employees as an example.

Board of Finance Scenario 2:

Under scenario two given by the Board of Finance, the district would have to reduce its combined operating/capital budget by \$1,633,000. Adding in the known budget shortfalls of \$287,026, this would mean the district would have to **eliminate/defer \$1,920,026**.

With the average cost of a teacher for next year at \$89,000, this would be the equivalent of the salaries of 22 teachers district wide. This would be more than all the budgeted sections of Kindergarten or all of RC11 (Athletics and PE) as an example.

Non-Lapsing Account:

One item for consideration for both the Board of Education and the Board of Finance is to consider establishing for this year only a non-lapsing account pursuant to CGS 10-248a.

Sec. 10-248a. Unexpended education funds account. For the fiscal year ending June 30, 2011, and each fiscal year thereafter, notwithstanding any provision of the general statutes or any special act, municipal charter, home rule ordinance or other ordinance, the board of finance in each town having a board of finance, the board of selectman in each town having no board of finance or the authority making appropriations for the school district for each town may deposit into a nonlapsing account any unexpended funds from the prior fiscal year from the budgeted appropriation for education for the town, provided such amount does not exceed one per cent of the total budgeted appropriation for education for such prior fiscal year.

Currently the following districts annually utilize a non-lapsing account in Fairfield County include Westport, Brookfield, Norwalk, Newtown and Stamford.

A non-lapsing account could be considered to help offset lost revenue associated with the known budget shortfalls for FY 21, potential compensatory special education costs or capital projects. This would allow the Board of Education to reach the Board of Finance guidance while mitigating any

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significant reductions, which could alter the educational landscape of the Darien Public Schools or crucial support functions of the Darien Public Schools. Based on the current budget of \$100,118,408, the maximum amount that could be placed in a non-lapsing account to help offset budget reduction guidance would be \$1,001,184, should the district have this amount available at the end of the fiscal year.

Alternatively, consideration might be given to use the end-of-year balance against the requested reduction.

Deferrals

In recognition that the BOE budget originally submitted was lean, it was recommended by the BOF that the BOE explore expenditures that can be deferred without harming services. Deferrals of equipment or technology often result in a budgetary bubble in the following fiscal years, as these items are pushed off creating a large need of equipment or capital in one year as opposed to a smoothing out of expenses or a replacement cycle in technology. It will not be possible to make deferrals in the amounts needed without harming services.

Summary

The district administration is reviewing all aspects of the budget to best identify the least detrimental reductions including items such as capital, technology, staffing, programs, athletics and extracurricular and clubs.

The Darien community has proudly made a significant investment in its children over many years. Reductions in the budget by the amounts requested do not protect that investment and will fundamentally change the educational experience for students.