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Board of Education  
Darien, Connecticut

DEC - 9 2016

TOWN CLERK'S OFFICE  
DARIEN CT.

**TUESDAY, DECEMBER 13, 2016  
SPECIAL MEETING OF THE BOARD OF EDUCATION**

**PLACE:  
DARIEN PUBLIC SCHOOLS'  
ADMINISTRATIVE OFFICES  
2<sup>nd</sup> FLOOR CONFERENCE ROOM  
7:00 P.M.**

1. Call to order
2. Executive session for the purpose of discussing attorney/client communication
3. Adjourn to public session

**REGULAR MEETING OF THE BOARD OF EDUCATION  
TUESDAY, DECEMBER 13, 2016**

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

**TENTATIVE AGENDA**

- |                                 |                       |           |
|---------------------------------|-----------------------|-----------|
| 1. Call to Order.....           | Mr. Michael A. Harman | 7:30 p.m. |
| 2. Chairperson's Report.....    | Mr. Harman            | 7:35 p.m. |
| 3. Public Comment.....          | Mr. Harman            |           |
| 4. Superintendent's Report..... | Dr. Dan Brenner       | 7:45 p.m. |
| 5. Approval of Minutes.....     | Board of Education    |           |
| 6. Board Committee Reports..... | Mr. Harman            |           |

**REGULAR MEETING OF THE BOARD OF EDUCATION  
TUESDAY, DECEMBER 13, 2016**

7. Presentations/Discussions:

- a. Presentation on Darien High. Dr. Brenner 8:15 p.m.  
School Cafeteria Expansion  
Proposed by Silver/  
Petrucci Architects
- b. Annual Special Education.... Ms. Shirley Klein  
Update
- c. Discussion and Possible..... Dr. Brenner  
Acceptance of Contemplated  
Gift from Holmes School  
PTO
- d. Further Discussion and..... Mr. Michael Feeney  
Action on Revised Budget  
Transfers
- e. Further Discussion and..... Dr. Brenner  
Action on Updated Five  
Year Capital Plan
- f. Presentation, Discussion... Ms. Marjorie Cion  
and First Reading of  
Proposed Board of  
Education Policy Changes:  
Repeal of Policy 5140:  
Continuity of Attendance;  
Revision of Policy 5130:  
Student Attendance and  
Truancy
- g. Update Master Agenda..... Dr. Brenner

8. Action Items

- a. PreK-Grade 5 Music..... Dr. Susie DaSilva  
Curriculum

**REGULAR MEETING OF THE BOARD OF EDUCATION  
TUESDAY, DECEMBER 13, 2016**

8. Action Items (continued)

- b. Personnel Items..... Ms. Marjorie Cion 9:30 p.m.
  - i. Teacher/Administrator Appointments
  - ii. Resignations

9. Public Comment..... Mr. Harman

10. Adjournment..... Mr. Harman

DB:nv

**APPROVED**  
**ORGANIZATIONAL MEETING OF THE BOARD OF EDUCATION**  
**Wednesday, November 9, 2016**

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

**BOARD MEMBERS PRESENT:**

	Burke	Dineen	Hagerty-Ross	Harman	McCammon	McNamara	Ochman	Stein	Zuro
Present	x	x	x	x	x		x	x	x
Absent						x			

**ADMINISTRATION PRESENT:**

**Dr. Brenner, Dr. DaSilva, Ms. Klein, Mr. Feeney, and Ms. Cion.**

Call to order by Ms. Hagerty-Ross, Senior Member of the Board, at 7:50 p.m. (0:00)

**Motion to Nominate Mr. Michael Harman as Chairperson of the Darien Board of Education. 7:50 p.m. (0:00).**

- 1st Ms. Stein**
- 2nd Mr. Burke**

**Motion to Close Nominations for Chairperson of the Darien Board of Education.**

- 1st Mr. Harman**
- 2nd Mr. Dineen**

	Burke	Dineen	Hagerty-Ross	Harman	McCammon	McNamara	Ochman	Stein	Zuro
Yes	x	x	x	x	x		x	x	x
No									
Abstain									

**Result - Motion Passed Unanimously (8-0-0)**

**Motion to Elect Mr. Michael Harman as Chairperson of the Darien Board of Education.**

- 1st Mr. Dineen**
- 2nd Ms. Stein**

	Burke	Dineen	Hagerty-Ross	Harman	McCammon	McNamara	Ochman	Stein	Zuro
Yes	x	x	x	x	x		x	x	x
No									
Abstain									

**Result - Motion Passed Unanimously (8-0-0)**

**Motion to Nominate Ms. Elizabeth Hagerty-Ross as Vice Chairperson of the Darien Board of Education.** **7:51 p.m. (0:01)**

- 1st Mr. Harman**  
**2nd Mr. Burke**

**Motion to Close Nominations for Vice Chairperson of the Darien Board of Education.**

- 1st Ms. Zuro**  
**2nd Ms. Stein**

	Burke	Dineen	Hagerty-Ross	Harman	McCammon	McNamara	Ochman	Stein	Zuro
Yes	x	x	x	x	x		x	x	x
No									
Abstain									

**Result - Motion Passed Unanimously (8-0-0)**

**Motion to Elect Ms. Elizabeth Hagerty-Ross as Vice Chairperson of the Darien Board of Education.**

- 1st Ms. Stein**  
**2nd Ms. Ochman**

	Burke	Dineen	Hagerty-Ross	Harman	McCammon	McNamara	Ochman	Stein	Zuro
Yes	x	x	x	x	x		x	x	x
No									
Abstain									

**Result - Motion Passed Unanimously (8-0-0)**

**Motion to Nominate Ms. Sarah Schneider Zuro as Secretary of the Darien Board of Education.** **7:52 p.m. (0:02).**

- 1st Mr. Dineen**  
**2nd Mr. Burke**

**Motion to Close Nominations for Secretary of the Darien Board of Education.**

- 1st Mr. Dineen**  
**2nd Mr. Harman**

	Burke	Dineen	Hagerty-Ross	Harman	McCammon	McNamara	Ochman	Stein	Zuro
Yes	x	x	x	x	x		x	x	x
No									
Abstain									

**Result - Motion Passed Unanimously (8-0-0)**

**Motion to Elect Ms. Sarah Schneider Zuro as Secretary of the Darien Board of Education.**

**1st Mr. Dineen**

**2nd Mr. Burke**

	Burke	Dineen	Hagerty-Ross	Harman	McCammon	McNamara	Ochman	Stein	Zuro
Yes	x	x	x	x	x		x	x	x
No									
Abstain									

**Result - Motion Passed Unanimously (8-0-0)**

**Motion to Adjourn**

**7:53 p.m. (0:03)**

**1st Mr. Dineen**

**2nd Ms. McCammon**

	Burke	Dineen	Hagerty-Ross	Harman	McCammon	McNamara	Ochman	Stein	Zuro
Yes	x	x	x	x	x		x	x	x
No									
Abstain									

**Result - Motion Passed Unanimously (8-0-0)**

**Meeting Adjourned at 7:53 p.m.**

**Respectfully Submitted,**

**Sarah Schneider Zuro  
Secretary**

**APPROVED**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
**Wednesday, November 9, 2016**

**PLACE:**  
**DARIEN PUBLIC SCHOOLS**  
**ADMINISTRATIVE OFFICES**  
**BOARD OF EDUCATION MEETING ROOM**  
**7:45 P.M.**

**BOARD MEMBERS PRESENT:**

	<i>Burke</i>	<i>Dineen</i>	<i>Hagerty-Ross</i>	<i>Harman</i>	<i>McCammon</i>	<i>McNamara</i>	<i>Ochman</i>	<i>Stein</i>	<i>Zuro</i>
Present	x	x	x	x	x		x	x	x
Absent						x			

**ADMINISTRATION PRESENT:**

*Dr. Brenner, Dr. DaSilva, Ms. Klein, Mr. Feeney, and Ms. Cion.*

**AUDIENCE:** *Approximately 25*

- |                                      |   |
|--------------------------------------|---|
| 1. Call to Order                     | Mr. Harman, Chair,<br>at 7:54 p.m. (0:00) |
| 2. Chairperson's Report              | Mr. Harman at 7:55 p.m. (0:01)            |
| 3. Public Comment                    | Mr. Harman at 7:55 p.m. (0:01)            |
| 4. Superintendent's Report           | Dr. Brenner at 7:57 p.m. (0:02)           |
| 5. Approval of Minutes (Attachments) | Board of Education at 8:00 p.m.<br>(0:06) |

**MOTION TO APPROVE THE MINUTES OF THE SPECIAL MEETING AND EXECUTIVE SESSION HELD ON  
OCTOBER 18, 2016:**

**1<sup>st</sup> Ms. Hagerty-Ross**  
**2<sup>nd</sup> Ms. Stein**

	<i>Burke</i>	<i>Dineen</i>	<i>Hagerty-Ross</i>	<i>Harman</i>	<i>McCammon</i>	<i>McNamara</i>	<i>Ochman</i>	<i>Stein</i>	<i>Zuro</i>
Yes	x		x	x				x	x
No									
Abstain		x			x		x		

**RESULT -MOTION PASSED UNANIMOUSLY (5-0-3)**

**MOTION TO APPROVE THE MINUTES OF THE REGULAR MEETING HELD ON OCTOBER 18, 2016:**

**1<sup>st</sup> Ms. Stein**

**2<sup>nd</sup> Ms. Hagerty-Ross**

	<i>Burke</i>	<i>Dineen</i>	<i>Hagerty-Ross</i>	<i>Harman</i>	<i>McCammon</i>	<i>McNamara</i>	<i>Ochman</i>	<i>Stein</i>	<i>Zuro</i>
Yes	x		x	x				x	x
No									
Abstain		x			x		X		

**RESULT -MOTION PASSED UNANIMOUSLY (5-0-3)**

6. Board Committee Reports

Mr. Harman at 8:02 p.m. (0:08)

**PRESENTATIONS AND DISCUSSIONS**

7. Presentations

a. Discussion on Proposed Community Fund of Darien Thriving Youth Parent Survey (Attachment)

Dr. Brenner at 8:04 p.m. (0:10)

b. Discussion and Possible Acceptance of Contemplated Gift from the Blue Wave Booster Club (Attachment)

Dr. Brenner and Mr. Manfredonia at 8:20 p.m.(0:26)

**MOTION TO APPROVE GIFT FROM THE BLUE WAVE BOOSTER CLUB.**

**1<sup>st</sup> Ms. Zuro**

**2<sup>nd</sup> Mr. Dineen**

	<i>Burke</i>	<i>Dineen</i>	<i>Hagerty-Ross</i>	<i>Harman</i>	<i>McCammon</i>	<i>McNamara</i>	<i>Ochman</i>	<i>Stein</i>	<i>Zuro</i>
Yes	x	x	x	x	x		X	x	x
No									
Abstain									

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

c. Presentation, Discussion, and Possible Action on Proposed Changes to Board of Education Policy 6510 - Class Size (Attachments)

Dr. Brenner and Ms. Cion at 8:27 p.m. (0:33)

d. Presentation, Discussion and First Reading of Proposed Changes to Board of Education Policies:  
 \* 4250 - Employee Checks  
 \* 4400 - Social Media  
 \* 4425 - Criminal Justice  
 (Attachments)

Ms. Cion and Ms. Stein at 8:33 p.m. (0:39)

e. Report on 2016-2017 District Budget and Action on Budget Transfers (Attachments)

Mr. Feeney at 8:47 p.m. (0:53)



**MOTION TO APPROVE THE REVISED BUDGET TRANSFERS OUTLINED IN THE MEMO DATED NOVEMBER 2, 2016.**

**1<sup>st</sup> Mr. Burke**

**2<sup>nd</sup> Ms. Hagerty-Ross**

	<i>Burke</i>	<i>Dineen</i>	<i>Hagerty-Ross</i>	<i>Harman</i>	<i>McCammon</i>	<i>McNamara</i>	<i>Ochman</i>	<i>Stein</i>	<i>Zuro</i>
Yes	x	x	x	x				x	x
No									
Abstain					x		X		

**RESULT -MOTION PASSED UNANIMOUSLY (6-0-2)**

f. Presentation on Proposed Five Year Budget Projections (Attachment)

Mr. Feeney at 8:59 p.m. (1:05)

**ACTION ITEMS**

8. Action Items

a. Contract Agreement between the Darien Education Association and the Darien Board of Education

Ms.Cion at 9:06 p.m. (1:12)

**MOTION TO APPROVE THE CONTRACT BETWEEN THE DARIEN EDUCATION ASSOCIATION AND THE DARIEN BOARD OF EDUCATION.**

**1<sup>st</sup> Mr. Burke**

**2<sup>nd</sup> Ms. Stein**

	<i>Burke</i>	<i>Dineen</i>	<i>Hagerty-Ross</i>	<i>Harman</i>	<i>McCammon</i>	<i>McNamara</i>	<i>Ochman</i>	<i>Stein</i>	<i>Zuro</i>
Yes	x	x	x	x				x	x
No									
Abstain					x		X		

**RESULT -MOTION PASSED UNANIMOUSLY (6-0-2)**

b. Contract Agreement between the Darien Administrators Association and the Darien Board of Education

Ms.Cion at 9:08 p.m. (1:14)

**MOTION TO APPROVE THE CONTRACT BETWEEN THE DARIEN ADMINISTRATORS ASSOCIATION AND THE DARIEN BOARD OF EDUCATION.**

**1<sup>st</sup> Mr. Burke**

**2<sup>nd</sup> Ms. Stein**

	<i>Burke</i>	<i>Dineen</i>	<i>Hagerty-Ross</i>	<i>Harman</i>	<i>McCammon</i>	<i>McNamara</i>	<i>Ochman</i>	<i>Stein</i>	<i>Zuro</i>
Yes	x	x	x	x				x	x
No									
Abstain					x		X		

**RESULT -MOTION PASSED UNANIMOUSLY (6-0-2)**

c. Personnel Items  
 i. Teacher Appointments  
 ii. Resignations (Attachment)

Ms. Cion at 9:10 p.m. (1:16)

**MOTION TO ADOPT THE REVISED PERSONNEL ITEMS AS OUTLINED IN THE MEMO DATED NOVEMBER 9, 2016:**

**1<sup>st</sup> Ms. Stein**

**2<sup>nd</sup> Mr. Dineen**

	<i>Burke</i>	<i>Dineen</i>	<i>Hagerty-Ross</i>	<i>Harman</i>	<i>McCammon</i>	<i>McNamara</i>	<i>Ochman</i>	<i>Stein</i>	<i>Zuro</i>
Present	x	x	x	x	x		X	x	x
Absent									

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

9. Public Comment

Mr. Harman at 9:11 p.m. (1:17)

10. Adjournment

Mr. Harman at 9:11 p.m. (1:17)

**MOTION TO ADJOURN:**

**1<sup>st</sup> Mr. Dineen**

**2<sup>nd</sup> Mr. Harman**

	<i>Burke</i>	<i>Dineen</i>	<i>Hagerty-Ross</i>	<i>Harman</i>	<i>McCammon</i>	<i>McNamara</i>	<i>Ochman</i>	<i>Stein</i>	<i>Zuro</i>
Present	x	x	x	x	X		X	x	x
Absent									

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

Meeting adjourned at 9:11 p.m. (1:17).

Respectfully submitted,

Sarah Schneider Zuro  
Secretary

# DARIEN PUBLIC SCHOOLS

## Contemplated Gift Form

Gift intended for:  
(Check appropriate responses)

Hindley  
 Holmes  
 Ox Ridge

Royle

Tokeneke

Middlesex Middle School

Darien High School

District

Person(s) or Group Offering Gift(s)

**Holmes School PTO**

Contact person-This may be a  
gift giver or a building administrator

Name **Sara Parent**

Address **227 Hollow Tree Ridge Rd  
Darien CT 06820**

Tele. **917-509-6320**

Fax.

e-mail **saradparent@gmail.com**

Description of proposed gift(s), including the form in which it (they) will be given (e.g. money, materials, services, etc.) and for what purpose(s). The description has to be sufficiently specific to allow administration to determine whether items 2, 3, or 4 of the guidelines specified in "Administration Regulation JG-Public Gifts to the Schools" apply.

**We would like to install two more water fillers at Holmes. We have walked through the building with Mike Lynch and determined that the best places for them to be installed would be opposite the gym on the first floor, and in the 2<sup>nd</sup> and 3<sup>rd</sup> grade hallway on the second floor. There are currently regular water fountains in those locations. We would be upgrading to the Elkay water fillers which are installed in other locations around the school.**

**Please answer the following questions.**

Is the value of the gift(s) \$ 500.00 or more?      X   Yes           No

Note: If the proposed gift involves donated materials or services, please place an estimated dollar value on them.

If your answer to the previous question is Yes, please check one of the following categories of value for the proposed gift(s):

       500-1,000

       5,000-10,000

       1,000-2,000

       10,000-15,000

  X   2,000-3,000

       15,000-20,000

       3,000-4,000

       20,000+

       4,000-5,000

Do not write below this line

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Status: Date received by Superintendent \_\_\_\_\_

Notes on actions by Superintendent of Schools-

Actions, if any, by the Board of Education-

Final disposition of the gift offer-



PRICE QUOTATION

PO Box 2317  
Jacksonville, FL 32203-2317

Ship To:  
DARIEN BOARD OF EDUC  
126 LEDGE ROAD  
DARIEN CT 06820

Quote Date	11/29/16
Quote Number	8860049
Account Number	274004

Quoted To:  
DARIEN BOARD OF EDUC  
126 LEDGE ROAD  
DARIEN CT 06820

For Inquiries Call:  
(800) 431-1872 Fax : (888) 499-0441  
www.jasmro.com FEDERAL ID 22-2232386

Quote Date	Customer PO#	Writer	Salesperson
11/29/16	QUOTE	MARIA D	WAYNE DEIGEL

LN.	Whse	Item No.	Description	Qty	UOM	Price	Ext	Amt	T
1	18	3552382	EZH20 BTTLE FLLNG STATION SS #PARTS FOR HOLMES SCHOOL	2	EA	1035.00	2070.00		Y

Quotation Sub-Total \$2,070.00


Tax \$0.00

Total \$2,070.00

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## Legend

 Highlights Priority 1 Projects

 Highlights the projects identified through the building conditions survey that have been included in the 2017-18 through 2022-2023 Long Term Capital Plan

**ANTICIPATED LONG-TERM CAPITAL PROJECTS: PER SCHOOL**  
**2017-2018 through 2022-2023**

**DARIEN HIGH SCHOOL**

Ref Line	Priority	Project:	Year of Anticipated Implementation and Estimated Cost					Ref Line	
			2017-2018	2018-2019	2019-2020	2020-2021	2021-2022		2022-2023
1	1	Asphalt repairs to roads/parking	\$ 65,000					1	
2	1	Expand Cafeteria	\$ 1,400,000					2	
3	1	Replace oil burners with Natural Gas Units	\$ 160,000					3	
4	1	Storage Facility	\$ 250,000					4	
5	1	Repair Track, new structural spray	\$ 100,000					5	
6	2	Replace surface in lower gyms		\$ 70,000				6	
7	2	Replace Turf baseball field		\$ 500,000				7	
8	2	Rebuild Tennis Courts				\$ 300,000		8	
9	3	Provide Bollards Around Propane Tank			\$ 31,708			9	
10	3	Install motorized shades in Library		\$ 50,000				10	
11	3	Provide new wireless clock system			\$ 103,051			11	
12	3	Provide sound attention in chiller room			\$ 158,539			12	
13	3	Provide access doors for VAV boxes, valves					\$ 82,440	13	
14	3	Change heads on pole lights				\$ 24,732		14	
15	3	New carpet in library	\$ 40,000					15	
16		<b>Totals:</b>	\$ 2,015,000	\$ 620,000	\$ 293,298	\$ 324,732	\$ 82,440	\$ -	16

**5 Year Building Condition Survey (BCS) by KGD**

Ref Line

19	2	Provide Bollards Around Propane Tank		\$ 29,316	2017	9
20	2	Provide new wireless clock system.		\$ 95,276	2017	11
21	2	Provide Sound Attention in Chiller Room (Allowance)		\$ 146,578	2017	12
22	4	Provide Access Doors for VAV Boxes, Valves, etc. (Allowance)		\$ 82,440	2021	13
23	2	Replace failed site lighting fixtures (pole heads only)		\$ 21,987	2017	14
24	2	Replace Oil Pumps		\$ 43,974	2017	
25	2	Upgrade Cafeteria lighting (exclude ceiling)		\$ 58,631	2017	

**5 Year Building Condition Survey (BCS) by KGD**

**General Maintenance Items Moved to Budget**

28	2	Front stair concrete repair		\$ 7,329	2017	28
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<b>MIDDLESEX MIDDLE SCHOOL</b>		<b>Year of Anticipated Implementation and Estimated Cost</b>					
<b>Priority</b>	<b>Project:</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
1	Resurface Asphalt Parking Lots	\$ 135,000					
1	Provide backflow preventer on domestic water	\$ 43,947					
1	Install gas burner for H/W, gas mains in boiler rm	\$ 40,000					
1	Repair many holes in floor/Replace VCT, 232, 236	\$ 26,384					
1	Install floor expansion joints	\$ 14,658					
2	Re-tube boiler #1		\$ 50,000				
2	Re-tube boiler #2			\$ 50,000			
3	Sand and refinish gym floor	\$ 10,000					
2	Supply & install self closers on classroom doors				\$ 47,321		
2	Install new carpet in Main Office, Library, Music Rooms		\$ 44,000				
3	Provide Cooling for Overheating Electric Rooms (main switchgear room and original building elec room)						\$ 82,440
3	Replace Fire Pump						\$ 107,173
3	Upgrade Corridor and Classroom lighting (exclude ceiling) in 5-10 years						\$ 700,743
3	Install new auditorium lighting, border lights & Flood Lights controlled via dimming system						\$ 494,642
3	Replace broken glass block				\$ 37,098		
3	Provide new emergency lighting at each egress doors		\$ 60,977				
3	New Roof, 1999 addition					\$ 350,000	
3	Overhaul air conditioning units in Library, offices			\$ 120,000			
3	Overhaul Air Conditioning unit, 3rd floor					\$ 150,000	
3	New Asphalt road and sidewalk, Bus Loop				\$ 140,000		
3	Add fire alarm visual strobes - all classrooms				\$ 74,196		
3	Replace Hot Water Heater					\$ 40,000	
<b>Totals:</b>		<b>\$ 269,989</b>	<b>\$ 154,977</b>	<b>\$ 170,000</b>	<b>\$ 298,615</b>	<b>\$ 540,000</b>	<b>\$ 1,384,998</b>

<b>5 Year Building Condition Survey (BCS) by KGD</b>					<b>Ref Line</b>
2	Provide Backflow Preventer on Domestic Water Service		\$ 43,974	2017	37
2	Repair many holes in floor/Replace VCT		\$ 26,384	2017	39
3	Install floor expansion joints		\$ 16,488	2020	40
2	Classrooms no self closures installed on doors		\$ 42,068	2017	44
2	Provide Cooling for Overheating Electric Rooms (main switchgear room and original building elec room)		\$ 73,289	2017	46
2	Replace Fire Pump		\$ 95,276	2017	47
2	Upgrade Corridor and Classroom lighting (exclude ceiling) in 5-10 years		\$ 622,958	2017	48
2	Install new auditorium lighting, border lights & Flood Lights controlled via dimming system		\$ 439,735	2017	49
3	Replace broken glass block		\$ 37,098	2020	50
2	Provide new emergency lighting at each egress doors		\$ 58,631	2017	51
2	Concrete curb/side walks needs replacement		\$ 7,329	2017	55
3	Add fire alarm visual strobes to all classrooms		\$ 74,196	2020	56

Included in larger project



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**5 Year Building Condition Survey (BCS) by KGD**

**General Maintenance Items Moved to Budget**

3	Entry doors to auditorium at corridor 1115 currently does not close properly/repair		\$ 1,237	2020
2	Replace rusted Toilet partitions		\$ 5,130	2017
3	Repair/paint		\$ 1,979	2020
3	Repoint/repair brick		\$ 4,946	2020

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**HINDLEY ELEMENTARY SCHOOL**

Priority	Project:	Year of Anticipated Implementation and Estimated Cost					
		2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
1	Replaces windows 101, 107,108	\$ 32,980					
1	Replace all 1st/2nd floor classroom door & hardware	\$ 67,426					
1	Window replacement program, original bldg	\$ 167,649	\$ 167,649	\$ 167,649	\$ 167,649		
1	Provide backflow preventer for domestic water	\$ 43,974					
2	Curb Sidewalk and blacktop replacement			\$ 150,000			
2	Install ACT ceiling	\$ 28,216					
2	Window/Misc Door Projects		\$ 131,762				
2	Provide new emergency lighting at each egress doors	\$ 43,974					
2	Replace Hot water heater					\$ 40,000	
2	Provide new corridor and classroom PA speakers and PA wiring to Amp at server room.	\$ 95,276					
3	Boiler Upgrades (air system, vacuum pump, shutoff switches	\$ 80,618					
3	Provide new powered ventilation (energy recovery unit) for the main office and classrooms(16 classrooms)						\$ 1,319,046
3	Repoint & repair brick				\$ 13,190		
3	Provide new air handling unit with coils Gym				\$ 577,083		
3	Provide new air handling unit with coils Café				\$ 577,083		
3	Replace ceiling mounted unit ventilators				\$ 65,952		
3	Provide corridor ventilation (Qty.3)				\$ 247,321		
3	Upgrade original building pneumatic control to digital				\$ 247,321		
3	Replace 1940's main distribution board with new; use existing board as splice box. Include temp generator for shutdown			\$ 110,977			
3	Thermal Test existing switchboard and panel boards and Megger Test primary and secondary feeders including existing feeders from MDB to all downstream panel boards.			\$ 28,537			
3	Upgrade Corridor lighting (exclude ceiling)			\$ 79,270			
3	Upgrade Cafeteria lighting (exclude ceiling), install new border lights + dimmers					\$ 164,881	
3	Add occupancy sensors in all classrooms and offices that currently do not have automatic shut off control				\$ 24,732		
3	New Roof on original building						\$ 180,000
3	Replace Boilers, burners, pumps in boiler room					\$ 500,000	\$ -
3	Replace exterior doors		\$ 48,000				
3	Renovate & irrigate playing fields				\$ 80,000		
3	New roof on 1996 addition					\$ 160,000	
3	Replace sump pump					\$ 49,464	
3	Replace plumbing fixtures in the original building (Qty.20)					\$ 164,881	
3	Add 6 convenient and 4 quad receptacles/room in 27 classrooms					\$ 214,345	
3	Provide new wireless clock system.					\$ 49,464	
	<b>Totals:</b>	\$ 560,113	\$ 347,411	\$ 536,433	\$ 2,000,331	\$ 1,343,035	\$ 1,499,046

					Ref Line	
120						120
121	<b>5 Year Building Condition Survey (BCS) by KGD</b>					121
122	2	Replace single glazed windows with new insulated windows		\$ 32,980	2017	86
	2	Replace all First/Second floor classroom entry doors & hardware-similar to room 141		\$ 67,426	2017	
123						87
124	2	Replace all First/Second floor classroom windows with true insulated windows		\$ 670,596	2017	88
125	2	Provide Backflow Preventer for domestic water main( Above Grade)		\$ 43,974	2017	89
126	2	Install ACT ceiling		\$ 28,216	2017	91
127	2	Replace all windows with insulated windows		\$ 76,221	2017	92
128	2	Exterior window frames rusted/paint		\$ 43,974	2017	92
129	3	Replace windows with insulated windows		\$ 11,542	2020	92
130	2	Provide new emergency lighting at each egress doors		\$ 43,974	2017	93
131	2	Provide new corridor and classroom PA speakers and PA wiring to Amp at server room.		\$ 95,276	2017	95
132	3	Provide combustion air system for boilers		\$ 41,220	2020	96
133	3	Replace boiler vacuum pump		\$ 32,976	2020	96
134	2	Provide emergency boilers shutoff switches.		\$ 14,658	2017	96
135	2	Provide new powered ventilation (energy recovery unit) for the main office and classrooms(16 classrooms)		\$ 1,172,627	2017	97
136	3	Repoint & repair brick		\$ 13,190	2020	98
137	3	Provide new air handling unit with coils	Gym	\$ 577,083	2020	99
138	3	Provide new air handling unit with coils	Café	\$ 577,083	2020	100
139	3	Replace ceiling mounted unit ventilators		\$ 65,952	2020	101
140	3	Provide corridor ventilation (Qty.3)		\$ 247,321	2020	102
141	2	Upgrade original building pneumatic control to digital		\$ 219,868	2017	103
142	3	Replace 1940's main distribution board with new; use existing board as splice box. Include temp generator for shutdown		\$ 115,417	2020	104
	3	Thermal Test existing switchboard and panel boards and Megger Test primary and secondary feeders including existing feeders from MDB to all downstream panel boards.		\$ 29,679	2020	
143						105
144	3	Upgrade Corridor lighting (exclude ceiling)		\$ 82,440	2020	106
145	4	Upgrade Cafeteria lighting (exclude ceiling), install new border lights + dimmers		\$ 164,881	2021	107
146	3	Add occupancy sensors in all classrooms and offices that currently do not have automatic shut off control		\$ 24,732	2020	
147						108
147	2	Replace sump pump		\$ 43,974	2017	114
148	4	Replace plumbing fixtures in the original building (Qty.20)		\$ 164,881	2021	115
149	4	Add 6 convenient and 4 quad receptacles/room in 27 classrooms		\$ 214,345	2021	116
150	4	Provide new wireless clock system.		\$ 49,464	2021	117
151	2	Replace roof and parapet flashing		\$ 549,669	2017	109/113
152	3	Provide new powered ventilation (unit ventilators) for the 1940's wing's classrooms (16 classrooms)		\$ 527,619	2020	

} \$ 131,736

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**5 Year Building Condition Survey (BCS) by KGD**

**General Maintenance Items Moved to Budget**

3	Repair ceiling plaster/paint		\$ 3,298	2020
3	Repair plaster wall under roof access door		\$ 1,237	2020
3	Concrete slab/floor tile cracked along window		\$ 3,710	2020
3	Crack in wall CMU		\$ 1,154	2020
2	Change Exit door back stage to insulated glazing-center weather-strip missing		\$ 1,466	2017
3	Exterior window wood sills are rotten		\$ 4,122	2020
2	Exterior brick repair/pointing		\$ 6,596	2017

**HOLMES ELEMENTARY SCHOOL**

Priority	Project:	Year of Anticipated Implementation and Estimated Cost					
		2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
1	New exterior doors, 1933 building	\$ 21,500					
1	Replace fixed windows in second floor hallway	\$ 15,000					
2	Replace skylight	\$ 124,592					
2	Replace roof shingles and EPDM roof	\$ 879,471					
2	Replace 1930's Wing Classroom Unit Ventilators- abatement not included	\$ 351,788					
2	Provide Ventilation for Staff Rooms and Offices in 1930's Wing	\$ 293,157					
2	Provide new emergency lighting at each egress doors	\$ 51,302					
2	Provide new corridor and classroom PA speakers and PA wiring to Amp at server room.	\$ 102,605					
2	New backflow preventer		\$ 45,732				
3	Convert Existing Boilers from Steam to Hot Water					\$ 164,881	
3	Add Hot Water Pumps for 1930's Wing					\$ 65,952	
3	Upgrade Library Ventilation and Interior Computer Room				\$ 412,202		
3	Upgrade Gym Ventilation				\$ 412,202		
3	Change All 1930's Wing to Hot Water - New Piping Mains					\$ 1,236,606	
3	Replace 1930's Wing Toilet Room Fixtures				\$ 288,541		
3	Replace 1970's main distribution board with new; use existing board as splice box. Include temp generator for shutdown				\$ 115,417		
3	Thermal Test existing switchboard and panel boards and Megger Test primary and secondary feeders including existing feeders from MDB to all downstream panel boards.				\$ 29,679		
3	Add 6 convenient and 4 quad receptacles/room in 20 original classrooms					\$ 164,881	
3	Provide new wireless clock system.					\$ 49,464	
3	Build new parking lot on former Curtis property		\$ 85,000				
3	Install new roof on 1996 addition					\$ 150,000	
3	Misc Masonry restoration, sealant original building			\$ 55,000			
3	Install new electrical dist. Panel			\$ 120,000			
3	New roof on original building					\$ 400,000	
	<b>Totals:</b>	\$ 1,839,415	\$ 130,732	\$ 175,000	\$ 1,258,041	\$ 2,231,784	\$ -

194	<b>5 Year Building Condition Survey (BCS) by KGD</b>					Line Ref	194
195	2	Replace skylight		\$ 124,592	2017	170	195
196	2	Replace roof shingles and EPDM roof		\$ 879,471	2017	171	196
197	2	Replace 1930's Wing Classroom Unit Ventilators- abatement not included		\$ 351,788	2017	172	197
198	2	Provide Ventilation for Staff Rooms and Offices in 1930's Wing		\$ 293,157	2017	173	198
199	2	Provide new emergency lighting at each egress doors		\$ 51,302	2017	174	199
200	2	Provide new corridor and classroom PA speakers and PA wiring to Amp at server room.		\$ 102,605	2017	175	200
201	2	Provide Backflow Preventer on Domestic Water Service		\$ 43,974	2017	176	201
202	4	Convert Existing Boilers from Steam to Hot Water		\$ 164,881	2021	177	202
203	4	Add Hot Water Pumps for 1930's Wing		\$ 65,952	2021	178	203
204	3	Upgrade Library Ventilation and Interior Computer Room		\$ 412,202	2020	179	204
205	3	Upgrade Gym Ventilation		\$ 412,202	2020	180	205
206	4	Change All 1930's Wing to Hot Water - New Piping Mains		\$ 1,236,606	2021	181	206
207	3	Replace 1930's Wing Toilet Room Fixtures		\$ 288,541	2020	182	207
208	3	Replace 1970's main distribution board with new; use existing board as splice box. Include temp generator for shutdown		\$ 115,417	2020	183	208
209	3	Thermal Test existing switchboard and panel boards and Megger Test primary and secondary feeders including existing feeders from MDB to all downstream panel boards.		\$ 29,679	2020	184	209
210	4	Add 6 convenient and 4 quad receptacles/room in 20 original classrooms		\$ 164,881	2021	185	210
211	4	Provide new wireless clock system.		\$ 49,464	2021	186	211
212	2	Right side of door brick wall have vertical crack/repair		\$ 1,466	2017	189	212
213	2	Left side of door Drain floods basement		\$ 2,932	2017	189	213
214	2	Exterior Cornice rotten		\$ 3,664	2017	189	214
215	3	Left corner of building/mold behind leader		\$ 1,237	2020	189	215
216	2	Left side of building quoin cracked/repair		\$ 10,554	2017	189	216
217	2	Right side cracked cast stone band		\$ 1,759	2017	189	217
218	2	Exterior brick along base of building needs repair/pointing		\$ 5,863	2017	189	218
219	2	Bay window sill joints need grout		\$ 733	2017	189	219
220	2	Exterior door Repair plaster stucco at both sides of door		\$ 1,026	2017	189	220
221	2	Interior left side of door CMU vertical crack/repair		\$ 1,466	2017	189	221
222	2	Area way grate leaks into basement/needs bulk head and egress ladder		\$ 13,192	2017	189	222
223	2	Interior left side of window second floor CMU vertical crack/repair		\$ 1,466	2017	189	223
224	2	Replace 1930's Wing Classroom Unit Ventilators with Energy Recovery Units in Attic		\$ 615,629	2017		224

225		<b>OX RIDGE ELEMENTARY SCHOOL</b>						225	
226		Year of Anticipated Implementation and Estimated Cost						226	
227	Priority	Project:	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	227
228	1	Provide backflow preventer of water service	\$ 43,974						228
229	2	Re-surface asphalt, replace light - front	\$ 125,000						229
230	2	Replace main distribution board with new, including new service and primary/secondary feeder work and pad mount transformer.	\$ 293,157						230
231	2	Replace single glazed windows with insulated glass	\$ 884,601						231
232	2	Replace 1996 Steam Boiler Plant with Hot Water	\$ 732,892						232
233	2	Replace 1966 Classroom Unit Ventilators with Energy Recover Units	\$ 659,603						233
234	2	Replace Library Unit Ventilators with Energy Recovery Units	\$ 183,223						234
235	2	Provide Ventilation and AC to Interior Student Occupied Areas in 1966 Wing	\$ 109,934						235
236	2	Replace 1966 Wing Classroom Exhaust Fans	\$ 146,578						236
237	2	Replace 1966 Wing Toilet Exhaust Fans	\$ 73,289						237
238	2	Replace and/or retrofit panels that are original to the building construction.		\$ 38,110					238
239	2	Upgrade Corridor Lighting (original building)		\$ 83,843					239
240	2	Add occupancy sensors in classrooms and offices	\$ 21,987						240
241	2	Provide Fire Damper in Gym Return Duct		\$ 38,110					241
242	2	Replace Cafeteria Ventilation System		\$ 533,545					242
243	3	Replace exterior doors in hallways, original building		\$ 65,000					243
244	3	Replace Gym Ventilation System			\$ 396,348				244
245	3	Upgrade fixtures in 1966 bathrooms		\$ 266,773					245
246	3	Thermal Test existing switchboard and panel boards and Megger Test primary and secondary feeders including existing feeders from MDB to all downstream panel boards.				\$ 29,679			246
247	3	Upgrade Cafeteria lighting (exclude ceiling), install new border lights + dimmers						\$ 164,881	247
248	3	Provide new emergency lighting at each egress doors						\$ 98,928	248
249	3	Add 6 convenient and 4 quad receptacles/room in 22 original classrooms						\$ 181,369	249
250	3	Provide new corridor and classroom PA speakers and PA wiring to Amp at server room.						\$ 107,173	250
251	3	Provide new wireless clock system.						\$ 49,464	251
252	3	Install new Hot Water Heater				\$ 20,000			252
253	3	Remove & re-install solar panels & replace roof on 1996 addition				\$ 280,000			253
254									254
255		<b>Totals</b>	\$ 3,274,238	\$ 1,025,381	\$ 396,348	\$ 329,679	\$ -	\$ 601,815	255

256									256
257	<b>5 Year Building Condition Survey (BCS) by KGD</b>						Line Ref		257
258	2	Provide Backflow Preventer on Domestic Water Service		\$ 43,974	2017		228	258	
259	2	Replace main distribution board with new, including new service and primary/secondary feeder work and pad mount transformer.		\$ 293,157	2017		230	259	
260	2	Replace single glazed windows with insulated glass		\$ 884,601	2017		231	260	
261	2	Replace 1996 Steam Boiler Plant with Hot Water		\$ 732,892	2017		232	261	
262	2	Replace 1966 Classroom Unit Ventilators with Energy Recover Units		\$ 659,603	2017		233	262	
263	2	Replace Library Unit Ventilators with Energy Recovery Units		\$ 183,223	2017		234	263	
264	2	Provide Ventilation and AC to Interior Student Occupied Areas in 1966 Wing		\$ 109,934	2017		235	264	
265	2	Replace 1966 Wing Classroom Exhaust Fans		\$ 146,578	2017		236	265	
266	2	Replace 1966 Wing Toilet Exhaust Fans		\$ 73,289	2017		237	266	
267	2	Replace and/or retrofit panels that are original to the building construction.		\$ 36,645	2017		238	267	
268	2	Upgrade Corridor Lighting (original building)		\$ 80,618	2017		239	268	
269	2	Add occupancy sensors in classrooms and offices		\$ 21,987	2017		240	269	
270	2	Provide Fire Damper in Gym Return Duct		\$ 36,645	2017		241	270	
271	2	Replace Cafeteria Ventilation System		\$ 513,025	2017		242	271	
272	2	Replace Gym Ventilation System		\$ 366,446	2017		244	272	
273	2	Replace 1966 Wing Toilet Fixtures		\$ 256,512	2017		245	273	
274	2	Thermal Test existing switchboard and panel boards and Megger Test primary and secondary feeders including existing feeders from MDB to all downstream panel boards.		\$ 26,384	2017		246	274	
275	2	Upgrade Cafeteria lighting (exclude ceiling), install new border lights + dimmers		\$ 146,578	2017		247	275	
276	2	Provide new emergency lighting at each egress doors		\$ 87,947	2017		248	276	
277	2	Add 6 convenient and 4 quad receptacles/room in 22 original classrooms		\$ 161,236	2017		249	277	
278	2	Provide new wireless clock system.		\$ 43,974	2017		251	278	
279	2	Provide new corridor and classroom PA speakers and PA wiring to Amp at server room.		\$ 95,276	2017		250	279	
280	2	Replace 1966 Classroom Unit Ventilators		\$ 293,157	2017			280	
281								281	
282								282	
283	<b>5 Year Building Condition Survey (BCS) by KGD</b>						<b>General Maintenance Items Moved to Budget</b>		283
284	2	Concrete slab and VAT cracked		\$ 2,199	2017			284	
285	2	Both side lights at this door are cracked/repair		\$ 2,932	2017			285	
286	2	Repair cracked exterior masonry block		\$ 2,932	2017			286	
287	2	Repair roof shingles		\$ 2,199	2017			287	
288	2	Repair concrete curb/patch holes		\$ 4,397	2017			288	
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<b>ROYLE ELEMENTARY SCHOOL</b>		<b>Year of Anticipated Implementation and Estimated Cost</b>					
Priority	Project:	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
1	Upgrade Fire Alarm Panel	\$ 25,000					
1	Digital Heating Controls, Phase 2	\$ 150,000					
1	Replace boiler room sump pump	\$ 51,302					
2	Provide Powered Ventilation to 1950's Classroom with Roof Energy Recovery Units	\$ 879,471					
2	Add Backflow Preventers on Water Mains	\$ 109,934					
2	Replace 1950's Wing Toilet Room Fixtures	\$ 256,512					
2	Provide new corridor and classroom PA speakers and PA wiring to Amp at server room.	\$ 87,947					
2	Provide new wireless clock system.	\$ 49,464					
2	Provide new emergency lighting at each egress doors	\$ 36,645					
2	Window screens for all occupied spaces	\$ 28,000					
2	Replace single glaze window in library		\$ 342,994				
3	Provide Powered Ventilation to 1950's Classroom with Unit Ventilators		\$ 548,790				
3	Upgrade Gym Ventilation (+ Hot Water)		\$ 381,104				
3	Upgrade Cafeteria Ventilation (+ Hot Water)		\$ 381,104				
3	Upgrade Common Room Ventilation (+ Hot Water)		\$ 381,104				
3	Replace 1950's Wing Classroom Exhaust and Toilet Exhaust		\$ 206,101				
3	Thermal Test existing switchboard and panel boards and Megger Test primary and secondary feeders including existing feeders from MDB to all downstream panel boards.		\$ 27,439				
3	Convert Existing Boilers from Steam to Hot Water					\$ 164,881	
3	Add Hot Water Pumps					\$ 65,952	
3	Change All 1950's to Hot Water - New Piping Mains					\$ 1,236,606	
3	Add 6 convenient and 4 quad receptacles/room in 20 original classrooms					\$ 164,881	
3	Digital heat controls, Phase 3			\$ 140,000			
3	Provide rooftop energy recovery units-1950 classrooms				\$ 850,000		
3	Upgrade Corridor lighting					\$ 222,589	
3	New roof on 1996 addition					\$ 140,000	
3	New roof on original building						\$ 340,000
<b>Totals</b>		<b>\$ 1,674,275</b>	<b>\$ 2,268,636</b>	<b>\$ 140,000</b>	<b>\$ 850,000</b>	<b>\$ 1,994,909</b>	<b>\$ 340,000</b>



323	<b>5 Year Building Condition Survey (BCS) by KGD</b>					Line Ref	323
324	3	Replace existing Fire Alarm system in its entirety with new, including demolition work		\$ 230,833	2020	295	324
325	2	Convert 1950's Wing from Pneumatic to Digital Controls		\$ 219,868	2017	296	325
326	2	Replace Boiler Room Sump Pump		\$ 51,302	2017	297	326
327	2	Provide Powered Ventilation to 1950's Classroom with Roof Energy Recovery Units		\$ 879,471	2017	298	327
328	2	Add Backflow Preventers on Water Mains		\$ 109,934	2017	299	328
329	2	Replace 1950's Wing Toilet Room Fixtures		\$ 256,512	2017	300	329
330	2	Provide new corridor and classroom PA speakers and PA wiring to Amp at server room.		\$ 87,947	2017	301	330
331	4	Provide new wireless clock system.		\$ 49,464	2021	302	331
332	2	Provide new emergency lighting at each egress doors		\$ 36,645	2017	303	332
333	2	Replace all single glazed windows with insulated glazed windows		\$ 329,801	2017	305	333
334	3	Provide Powered Ventilation to 1950's Classroom with Unit Ventilators		\$ 593,571	2020	306	334
335	3	Upgrade Gym Ventilation (+ Hot Water)		\$ 412,202	2020	307	335
336	3	Upgrade Cafeteria Ventilation (+ Hot Water)		\$ 412,202	2020	308	336
337	3	Upgrade Common Room Ventilation (+ Hot Water)		\$ 412,202	2020	309	337
338	3	Replace 1950's Wing Classroom Exhaust and Toilet Exhaust		\$ 190,552	2020	310	338
339	3	Thermal Test existing switchboard and panel boards and Megger Test primary and secondary feeders including existing feeders from MDB to all downstream panel boards.		\$ 29,679	2020	311	339
340	4	Convert Existing Boilers from Steam to Hot Water		\$ 164,881	2021	312	340
341	4	Add Hot Water Pumps		\$ 65,952	2021	313	341
342	4	Change All 1950's to Hot Water - New Piping Mains		\$ 1,236,606	2021	314	342
343	4	Add 6 convenient and 4 quad receptacles/room in 20 original classrooms		\$ 164,881	2021	315	343
344	2	Upgrade Corridor lighting in original building (exclude ceiling)		\$ 51,302	2017	318	344
345	2	Upgrade Cafeteria lighting (exclude ceiling)		\$ 43,974	2017	318	345
346	2	Replace parapet wall flashing/replace roof		\$ 329,801	2017	320	346
347	2	South and east upper face brick of building is spalling/repair		\$ 17,589	2017		347
348	2	Entire brick face above window is spalling/repair		\$ 41,042	2017		348

Already included in Capital  
Already included in Capital

349	<b>5 Year Building Condition Survey (BCS) by KGD</b>					<b>General Maintenance Items Moved to Budget</b>		349
350	2	South east exterior corner brick has vertical cracks		\$ 1,246	2017		350	

<b>TOKENEKE ELEMENTARY SCHOOL</b>								
356	Priority	Project:	Year of Anticipated Implementation and Estimated Cost					
			2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
357	1	Re-seal and line parking lots	\$ 7,500					357
358	1	Install expansion joint in great hall	\$ 7,000					358
359	2	Install Light Dimming Controls in hallways		\$ 20,000				359
360	3	Re-surface gym floor			\$ 37,500			360
361		<b>Totals</b>	\$ 14,500	\$ 20,000	\$ 37,500	\$ -	\$ -	\$ -

363	<b>5 Year Building Condition Survey (BCS) by KGD</b>					Line Ref	363
364	3	Install expansion joint		\$ 11,542	2020	358	364
365	3	One long floor crack	Gym	\$ 8,244	2020	360	365

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**CENTRAL OFFICE**

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Priority	Project:	Year of Anticipated Implementation and Estimated Cost					2022-2023
		2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
2	Pave front parking lot and entrance road			\$ 70,000			
	<b>Totals</b>	\$ -	\$ -	\$ 70,000	\$ -	\$ -	\$ -

**DISTRICT-WIDE**

Priority	Project:	Year of Anticipated Implementation and Estimated Cost					2022-2023
		2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
	<b>Vehicle replacement schedule</b>						
1	Replace 100-DAR with 3/4 ton pick up	\$ 48,500					
1	Replace 58-DAR '01 pick up w/ 3/4 ton pick up	\$ 48,500					
2	Replace 93-DAR '03 S-10 pick up with 3/4 ton pick, 4 wheel & 8ft. Plow		\$ 48,500				
2	Replace 55-DAR '01 pick up			\$ 48,500			
3	Replace 42-DAR with a 4WD utility body truck with a plow.				\$ 48,500		
3	Replace 59-DAR, 2004 Trailblazer with a 4wheel drive 3/4 ton pick up					\$ 49,000	
3	Replace 2011 Toro Polar Trac/Plow, blower, mower					\$ -	\$ 50,000
	<b>Totals</b>	\$ 97,000	\$ 48,500	\$ 48,500	\$ 48,500	\$ 49,000	\$ 50,000

TOTAL PER YEAR	Year of Anticipated Implementation and Estimated Cost					2022-2023
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
	\$ 9,744,531	\$ 4,615,637	\$ 1,867,079	\$ 5,109,898	\$ 6,241,168	\$ 3,875,859

<b>ALL PRIORITY 1 PROJECTS 2017-18</b>	\$ 2,965,294
<b>ALL PRIORITY 2 PROJECTS 2017-18</b>	\$ 6,663,618

**Notes:**

- Potential State reimbursement is not reflected for any of the costs listed.
- Financing costs for bonded projects are not included in any of the costs.
- All anticipated costs are in today's dollars.
- Projects proposed for completion in 2017-18 have not yet been approved by the Board of Education, Board of Finance or the RTM.
- All anticipated projects will be evaluated annually and revisions will be made in order to accommodate changes in facility conditions, changes in existing programs, the addition of new programs, enrollment changes and new regulatory/code requirements or overall district needs.

**Darien Public Schools  
Darien, Connecticut**

**POLICY**

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**Series 5100  
Attendance**

**Policy 5140**

**CONTINUITY OF ATTENDANCE**

Status as an enrolled student in the Darien Public Schools carries with it an obligation to attend school continuously on all scheduled school days. If a parent voluntarily chooses to send his/her child to specialized training (skiing, skating, equestrian, ballet, acting, etc.) which then prevents the student from attending the normal instructional sessions of any of the Darien Public Schools for significant periods of time (9 or more of the scheduled school days in a marking period), these absences will be considered unexcused absences, and the academic consequences of unexcused absences will be imposed, as outlined in the school handbook. The school principals will oversee the application of this policy. The only other option is for the parent to withdraw the student from Darien Public School enrollment and to make alternate arrangements for the child's education during these periods of time. In these cases, the parent is solely responsible to make other arrangements for the education of the child. When the parent chooses the option to withdraw his/her child from the Darien Public Schools, in no cases will the Darien Public Schools and its staff be responsible further, either directly or indirectly, for the delivery of educational programs and services at sites away from our school buildings. Any parent who chooses to provide education by other means needs to be aware of school policy regarding the acceptance of transferred academic credits.

APPROVED: August 30, 2005

REVISED: June 9, 2009

# DARIEN PUBLIC SCHOOLS

## Darien, Connecticut

### Series 5000: STUDENTS

#### Policy 5130

#### STUDENT ATTENDANCE ~~AND~~, TRUANCY AND CHRONIC ABSENTEEISM

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. To assist parents and other persons in meeting this responsibility, the Board of Education, through its Superintendent, will adopt and maintain procedures to implement this policy.

In addition, the Board of Education takes seriously the issue of chronic absenteeism. To address this issue, the Board of Education, through its Superintendent, will adopt and maintain procedures regarding chronic absenteeism in accordance with state law.

#### Legal References:

Connecticut General Statutes § 10-220

Connecticut General Statutes § 10-184

Connecticut General Statutes § 10-186

Connecticut General Statutes § 10-198a

Connecticut General Statutes § 10-198b

Connecticut General Statutes § 10-198c

Connecticut General Statutes § 10-198d

Public Act 16-147, “An Act Concerning the Recommendations of the Juvenile Justice Policy and Oversight Committee”

Guidelines for Reporting Student Attendance in the Public School Information System (Connecticut State Department of Education, January 2008)

[Connecticut State Department of Education Circular Letter C-2, Utilizing Local Support Resources Prior to Referral of Students for Family with Service Needs \(August 4, 2009\)](#)

[Connecticut State Board of Education Memorandum, Definitions of Excused and Unexcused Absences \(June 27, 2012\)](#)

[Connecticut State Department of Education, Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention \(April 2013\)](#)

ADOPTED: ~~June 9, 2009~~ \_\_\_\_\_

REVISED: ~~July 17, 2013~~ \_\_\_\_\_

[6/26/16](#)

# Series 5100: Students Policy R -5130.25

## ADMINISTRATIVE REGULATIONS REGARDING ATTENDANCE ~~AND~~, TRUANCY AND CHRONIC ABSENTEEISM

### I. Attendance and Truancy

#### A. Definitions for Section I

1. ~~"Student" — a student enrolled in the Darien Public Schools.~~ "Absence" - any day during which a student is not considered "in attendance" at his/her assigned school, or on a school sponsored activity (e.g. field trip), for at least one half of the school day.
  
2. ~~"Unexcused absence" — any absence from a regularly scheduled school day, which absence is not an excused absence.~~ "Disciplinary absence" - Any absence as a result of school or district disciplinary action. Any student serving an out-of-school suspension or expulsion should be considered absent. Such absence is not considered excused or unexcused for attendance and truancy purposes.
  
3. ~~"Excused absence" — an absence from a regularly scheduled school day which, as determined by the building principal [or his/her designee], is for:~~
  - a. ~~reasons of health, including illness, incapacity, or doctor's visits. The administration reserves the right to require physician or other appropriate certification for health related absences.~~
  - b. ~~"Educational evaluation" - for purposes of this policy, an educational evaluation is an assessment of a student's educational development, which, based upon the student's presenting characteristics, would assess (as appropriate) the following areas: health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status and motor abilities.~~

4. “Excused absence” - a student is considered excused from school if the school has received written documentation describing the reason for the absence within ten (10) school days of the student’s return to school, or if the child has been excluded from school in accordance with section 10-210 of the Connecticut General Statutes (regarding communicable diseases), and the following criteria are met:

a. Any absence before the student’s tenth (10<sup>th</sup>) absence is considered excused when the student’s parent/guardian approves such absence and submits appropriate written documentation in accordance with this regulation.

b. For the student’s tenth (10<sup>th</sup>) absence and all absences thereafter, a student’s absences from school are, with appropriate documentation in accordance with this regulation, considered excused only for the following reasons:

i. student illness (verified by an appropriately licensed medical professional);

ii. religious holidays;

~~e. court appearance;~~

iii. mandated court appearances (documentation required);

iv.

~~d. funeral or death in the family;~~

~~e. approved school activities, including field trips;~~

~~f. suspension or expulsion;~~

~~g. in limited circumstances, special activities or emergencies with the consent of the parent or other person having control of the child.~~

~~4. “Disciplinary absences”—absences that are the result of school or district disciplinary action are excluded from “unexcused” and “excused” absences, or other emergency beyond the control of the student’s family;~~

v. extraordinary educational opportunities pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this regulation;

vi. lack of transportation that is normally provided by a district other than the one the student attends.

c. A student, age five (5) to eighteen (18), whose parent or legal guardian is an active duty member of the armed forces who has been called for duty, is on leave from or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten (10) days of excused absences in any school year, and, in the discretion of the administration, additional excused absences to visit such student's parent or legal guardian with respect to the parent's leave or deployment. In the case of such excused absences, the student and parent or legal guardian are responsible for obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such assignments are completed by the student prior to his or her return to school.

5. ~~"Truant" - any student five to eighteen years of age, inclusive, who has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year.~~

"In Attendance" - Any day during which a student is present at the student's assigned school, or an activity sponsored by the school, for at least half of the regular school day.

6. "Student" - a student enrolled in the Darien Public Schools.

7. "Truant" - any student **five (5) to eighteen (18)** years of age, inclusive, who has **four (4)** unexcused absences from school in any one month or **ten (10)** unexcused absences from school in any school year.

~~a.~~

8. "Unexcused absence" - any absence from a regularly scheduled



school day for at least one half of the school day, which is not excused or considered a disciplinary absence.

The determination of whether an absence is excused will be made by the building principal or his/her designee. Parents or other persons having control of the child may appeal that decision to the Superintendent or his/her designee, whose decision shall be final.

B. Written Documentation Requirements for Absences

1. Written documentation must be submitted for each incidence of absence within ten (10) school days of the student's return to school. Consecutive days of absence are considered one incidence of absence.
2. The first nine (9) days of absence will be excused upon receipt of a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate.
3. For the student's tenth (10<sup>th</sup>) absence, and all absences thereafter, documentation of the absence must be submitted in accordance with paragraphs 1 and 2 above, and must also include the reason for the absence and the following additional information:
  - a. student illness:
    - i. a signed note from a medical professional, who may be the school nurse, who has evaluated the student confirming the absence and giving an expected return date; or
    - ii. a signed note from school nurse who has spoken with the student's medical professional and confirmed the absence, including the date and location of the consultation.
  - b. religious holidays: none.
  - c. mandated court appearances:
    - i. a police summons;

- ii. a subpoena;
  - iii. a notice to appear;
  - iv. a signed note from a court official; or
  - v. any other official, written documentation of the legal requirement to appear in court.
- d. funeral or death in the family, or other emergency beyond the control of the student's family: a written document explaining the nature of the emergency.
- e. extraordinary educational opportunity pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this policy: written pre-approval from the administration, in accordance with this regulation.
- f. lack of transportation that is normally provided by a district other than the one the student attends: none.
4. Neither e-mail nor text message shall serve to satisfy the requirement of written documentation. In rare and extraordinary circumstances, a building administrator may, in his/her own discretion, accept the delivery of written documentation through a scanned copy sent by e-mail.
5. The Darien Public Schools reserves the right to randomly audit written documentation received, through telephone and other methods of communication, to determine its authenticity.
6. Any absence that is not documented in accordance with this regulation within ten (10) school days after the incidence of absence will be recorded as unexcused. If documentation is provided within ten (10) school days, but is incomplete, the building principal may, at his/her own discretion, grant up to a five (5) school day extension for provision of the completed documentation.

C. Extraordinary Educational Opportunities

1. To qualify as an extraordinary educational opportunity, the opportunity must:

- a. be educational in nature and must have a learning objective related to the student's course work or plan of study;
  - b. be an opportunity not ordinarily available to the student;
  - c. be grade and developmentally appropriate; and
  - d. include content that is highly relevant to the student; while some opportunities will be relevant to all students, others will contain very specific content that would limit their relevance to a smaller group of students.
2. Family vacations do not qualify as extraordinary educational opportunities.
  3. No student enrolled in the Darien Public Schools can be enrolled in another public or private school or program during Darien school hours. Such dual enrollment will not be considered an extraordinary educational opportunity.
  4. All requests for approval of extraordinary educational opportunities must:
    - a. be submitted to the Superintendent in writing prior to the opportunity, but no later than ten (10) school days prior to the opportunity except in exceptional circumstances at the discretion of the building administrator;
    - b. contain the signatures of both the parent/guardian and the student;
    - c. include an outline of the learning objective of the opportunity and include detail as to how the objective is linked to the student's coursework or plan of study; and
    - d. include additional documentation, where available, about the opportunity.
  5. The Superintendent shall provide a response in writing and include the following:
    - a. either approval or denial of the request;
    - b. brief reason for any denial;

- c. any requirements placed upon the student as a condition of approval;
  - d. the specific days approved as excused absences for the opportunity;
  - e. the understanding that the Superintendent may withdraw its approval if the opportunity is canceled or the student fails to meet the agreed-upon requirements of the approval.
- 6. All decisions of the Superintendent relating to extraordinary educational opportunities shall be final.
  - 7. Students who are granted excusal from school to participate in extraordinary educational opportunities are expected to share their experiences with other students and/or school staff when they return.
  - 8. Approval for an extraordinary educational opportunity is determined on a case-by-case basis and the analysis of individualized factors. An opportunity approved for one student may not be approved for another.

D. Truancy Exceptions:

- 1. A student **five (5) or six (6) years of age** shall not be considered truant if the parent or person having control over such student has appeared personally at the school district office and exercised the option of not sending the child to school at five (5) or six (6) years of age.
- ~~b. 2.~~ A student ~~sixteen or~~ **seventeen (17) years of age** shall not be considered truant if the parent or person having control over such student consents to such student's withdrawal from school. Such parent or person shall personally appear at the school district office and sign a withdrawal form indicating such consent. Such withdrawal form must include an attestation from a guidance counselor or school administrator from the school that the district provided the parent (or person having control of the child) with information on the educational options available in the school system and community.
- ~~e. 3.~~ If a parent or guardian of an expelled student chooses not to enroll the student in an alternative program, the student shall not be considered to be "truant."

~~B. Ages of Attendance~~

- ~~a. Kindergarten: Children who will be five years old on or before January 1 will be eligible to enter kindergarten in September of that school year.~~
- ~~b. First Grade: Children reaching the age of six on or before January 1 shall be eligible to enter the first grade in September of that school year. Children younger than age six on January 1 shall be admitted to first grade only upon the recommendation of the Superintendent of Schools. Once eligible, a student's admittance to first grade will be made in accordance with the Board's promotion and retention policy.~~
- ~~c. Other Grades: Admission of children to other grades shall be made in accordance with the Board's promotion and retention policy~~

E. Readmission to School Following Voluntary Withdrawal

- 1. Except as noted in paragraph 2 below, if a student voluntarily withdraws from school (in accordance with Section D.2, above) and subsequently seeks readmission, the Board may deny school accommodations to the student for up to ninety (90) school days from the date of the student's withdrawal from school.
- 2. If a student who has voluntarily withdrawn from school (in accordance with Section D.2, above) seeks readmission within ten (10) school days of his/her withdrawal, the Board shall provide school accommodations to the student not later than three (3) school days after the student requests readmission.

F. Determinations of Whether a Student is "In Attendance":

- 1. A student serving an out of school suspension or expulsion shall be reported as absent unless he or she receives an alternative educational program for at least one half of the regular school day. In any event, the absence is considered a disciplinary absence, and will not be designated as excused or unexcused.
- 2. On early dismissal days and days shortened due to inclement weather, the regular school day for attendance purposes is considered to be the amount of instructional time offered to students on that day. For example, if school is open for four hours on a shortened day scheduled, a student must be present for a minimum of two hours in order to be considered "in attendance."
- 3. Students placed on homebound instruction due to illness or injury in accordance with applicable regulations and requirements are counted as being "in attendance" for every day that they receive

instruction from an appropriately certified teacher for an amount of time deemed adequate in accordance with applicable law.

€G. Procedures for students in grades K-12

1. Notification

~~a.~~ a. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall notify the parent or other person having control of the student enrolled in grades K - 12 in writing of the obligations pursuant to Conn. Gen. Stat. § 10-184 to ~~assure~~ ensure that such a student attends school regularly or to show that the child is elsewhere receiving equivalent instruction in the studies taught in the Darien Public Schools.

~~b.~~ b. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall obtain from the parent or other person having control of the student in grades K-12 a telephone number ~~for~~ or other means of contacting such parent or other person during the school day.

2. Monitoring

Each school shall implement a system of monitoring individual unexcused absences of students in grades K-12. Whenever such a student fails to report to school on a regularly scheduled school day, school personnel under the direction of the building principal, shall make a reasonable effort to notify the parent or other person having control of such student by telephone and by mail of the student's absence, unless school personnel have received an indication that the parent or other person is aware of the student's absence that four unexcused absences from school in a month or 10 unexcused absences in a school year may result in a complaint filed with the Superior Court pursuant to section 46b-149 of the Connecticut General Statutes alleging the belief that the acts or omissions of the child are such that the child's family is a family with service needs. Any person who, in good faith, gives or fails to give such notice shall be immune from liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give notice.

DH. Procedures applicable to students ages five (5) to eighteen (18)

1. Intervention

~~a.~~a. When a student is truant, the building principal ~~{~~or his/her designee~~}~~ shall schedule a meeting with the parent (or other person having control of such student) and appropriate school personnel to review and evaluate the reasons for the student's truancy. This meeting shall be held no later than **ten (10) days** after the student becomes truant. ~~If the~~ The district shall document the meeting, and if parent or other person declines to attend the meeting, or is otherwise is non responsive, that fact shall also be documented and the meeting shall proceed with school personnel in attendance.

b. When a student is truant, the Superintendent or his/her designee shall coordinate services with and referrals of students to community agencies providing child and family services, as appropriate. The district shall document efforts to contact and include families and to provide early intervention in truancy matters.

~~b.~~c. If the parent or other person having control of a student who is truant fails to attend the meeting held pursuant to subsection H.1.a., above, or otherwise fails to cooperate with the school in attempting to solve the truancy problem, the Superintendent shall file, within fifteen (15) calendar days of such failure to attend the meeting or other failure to cooperate with the school in attempting to solve the truancy problem, for such truant a written complaint with the Superior Court pursuant to Conn. Gen. Stat. § 46b - 149 alleging the belief that the acts or omissions of the truant are such that his/her family is a family with service needs.

~~e.~~ ~~The Superintendent or his/her designee shall coordinate services with and referrals of students to community agencies providing child and family services, as appropriate.~~

~~d.~~d. In addition to the procedures specified in subsections a through c above, a regular education student who is experiencing attendance problems ~~shall~~should be referred to the building Child Study Team ~~for program review~~ [or other appropriate school based team] to consider the need for additional interventions and/or assistance. The Team will ~~review~~also consider whether the student's ~~need for referral for~~ should be referred to a planning and placement team ("PPT") meeting

to review the student's need and eligibility for special education. A special education student who is experiencing attendance problems ~~shall~~should be referred ~~for~~to a PPT meeting for program review.

e. If a family with service needs petition is filed and the court orders an educational evaluation of the student, the district shall conduct an appropriate educational evaluation if no such evaluation has been performed within the preceding year.

i. For a regular education student, the educational evaluation will be conducted or arranged for by appropriate school personnel and coordinated through the Child Study Team [or other appropriate school based team]. Upon completion of the evaluation of a regular education student, the Child Study Team [or other appropriate school based team] shall review the evaluations and make appropriate recommendations for alternative procedures, programs or interventions. Such recommendations may include a referral of the student for further evaluation and/or consideration for special education eligibility.

ii. In the case of a student who requires or may require special education and related services, the district shall convene a PPT to determine what evaluations may be appropriate to assess any specific areas of concern. The PPT shall reconvene to review the evaluations and make appropriate recommendations regarding the student's need for special education services and the need, if any, to write and/or revise the student's individualized education program ("IEP").

## I. Attendance Records

All attendance records developed by the Board shall include the individual student's state-assigned student identifier (SASID).

## II. Chronic Absenteeism

### A. Definitions for Section II

1. "Chronically absent child" - a child who is enrolled in a school under the jurisdiction of the Darien Board of Education and whose total number of absences at any time during a school year is equal to or greater than ten percent (10%) of the total number of days



that such student has been enrolled at such school during such school year;

2. “Absence” - (a) an excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education pursuant to section 10-198b of the general statutes and these administrative regulations, or (b) an in-school suspension, as defined in section 10-233a of the general statutes, that is greater than or equal to one-half of a school day;
3. “District chronic absenteeism rate” - the total number of chronically absent children under the jurisdiction of the Darien Board of Education in the previous school year divided by the total number of children under the jurisdiction of the Board of Education for such school year; and
4. “School chronic absenteeism rate” - the total number of chronically absent children for a school in the previous school year divided by the total number of children enrolled in such school for such school year.

#### B. Establishment of Attendance Review Teams

If the Darien Board of Education has a district chronic absenteeism rate of ten percent (10%) or higher, it shall establish an attendance review team for the school district.

If a school under the jurisdiction of the Darien Board of Education has a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for that school.

If the Darien Board of Education has more than one school with a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for the school district or at each such school.

If the Darien Board of Education has a district chronic absenteeism rate of ten percent (10%) or higher and one or more schools with a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for the school district or at each such school.

#### C. Composition and Role of Attendance Review Teams

Any attendance review team established under these regulations may include school administrators, guidance counselors, school social workers, teachers, representatives from community-based programs who address

issues related to student attendance by providing programs and services to truants, as defined under I.A.7, and chronically absent children and their parents or guardians.

Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent children, discussing school interventions and community referrals for such truants and chronically absent children and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each attendance review team shall meet at least monthly.

D. State Chronic Absenteeism Prevention and Intervention Plan

The Darien Board of Education and its attendance review teams, if any, will consider any chronic absenteeism prevention and intervention plan developed by the State Department of Education.

**III. Reports to the State Regarding Truancy Data**

Annually, each local and regional board of education shall include information regarding the number of truants and chronically absent children in the strategic school profile report for each school under its jurisdiction and for the school district as a whole submitted to the Commissioner of Education. Measures of truancy include the type of data that is required to be collected by the Department of Education regarding attendance and unexcused absences in order for the department to comply with federal reporting requirements and the actions taken by the board of education to reduce truancy in the school district.

Legal References:

Connecticut General Statutes § 10-220

Connecticut General Statutes § 10-184

Connecticut General Statutes § 10-186

Connecticut General Statutes § 10-198a

Connecticut General Statutes § 10-198b

Connecticut General Statutes § 10-198c

Connecticut General Statutes § 10-198d

Public Act 16-147, “An Act Concerning the Recommendations of the Juvenile Justice Policy and Oversight Committee”

[Guidelines for Reporting Student Attendance in the Public School Information System \(Connecticut State Department of Education, January 2008\)](#)

[Connecticut State Department of Education Circular Letter C-2, Utilizing Local Support Resources Prior to Referral of Students for Family with Service Needs \(August 4, 2009\)](#)

[Connecticut State Board of Education Memorandum, Definitions of Excused and Unexcused Absences \(June 27, 2012\)](#)

[Connecticut State Department of Education, Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention \(April 2013\)](#)

APPROVED: ~~June 9, 2009~~ \_\_\_\_\_

REVISED: ~~July 17, 2013~~ \_\_\_\_\_

[6/26/16](#)

**SAMPLE NOTIFICATION REGARDING STUDENT ATTENDANCE\***

Regular and punctual student attendance is essential to the educational process. Connecticut General Statutes Section 10-184 provides that “[e]ach parent or other person having control of a child five years of age and over and under eighteen years of age shall cause such child to attend a public day school regularly during the hours and terms the public school in the district wherein such child resides is in session, unless such child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools. . . . The parent or person having control of a child seventeen years of age may consent, as provided in this section, to such child’s withdrawal from school. Such parent or person shall personally appear at the school district office and sign a withdrawal form. Such withdrawal form shall include an attestation from a guidance counselor or school administrator of the school that such school district has provided such parent or person with information on the educational options available in the school system and community. The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age and the parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age. The parent or person shall exercise such option by personally appearing at the school district office and signing an option form. The school district shall provide the parent or person with information on the educational opportunities available in the school system.”

In order to assist parents and other persons in meeting this responsibility, the Board of Education monitors unexcused student absences and makes reasonable efforts to notify parents or other persons by contacting them when a student fails to report to school. State law provides that any person who, in good faith, gives or fails to give such notice shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give such notice. The Board, therefore, must obtain a telephone number or other means of contacting parents or other persons during the school day.

Please provide the following information and return the completed form, signed and dated to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

Student's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

School/grade: \_\_\_\_\_ / \_\_\_\_\_

Parent/Guardian's Daytime Telephone Number\*: \_\_\_\_\_

Parent/Guardian's Daytime Telephone Number\*: \_\_\_\_\_

Daytime Telephone Number\* of  
Other Person Having Control  
of Student: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

\*If no daytime telephone number is available, please specify other means by  
which school personnel may contact you during the school day.

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Darien Board of Education**

**Extraordinary Educational Experience Request Form**

Pursuant to guidelines from the Connecticut Department of Education, the Darien Public Schools will consider certain extraordinary educational experiences to be excused absences. In order for an experience to qualify as an extraordinary educational experience, the opportunity must be educational in nature and must have a learning objective specifically related to the student’s coursework or plan of study. It is important to note that not all memorable and/or life experiences are considered extraordinary educational experiences for the purpose of an excused absence. In order to qualify, the experience must be an opportunity not ordinarily available to the student. The experience must be grade and developmentally appropriate and the content of the experience must be highly relevant to the individual student. Whether an experience fits the requirements of an extraordinary educational experience for the purpose of an excused absence is a determination within the discretion of the building principal or his/her designee.

To request consideration of an experience as an extraordinary educational experience, the following form must be filled out, signed by the parent and student, and returned at least five (5) school days in advance of the date of the opportunity. Please note that approval is not assured. Approvals are awarded on a case-by- case basis and are based on a number of factors. An experience approved for one student does not guarantee that it will be approved for others.

Name of Student \_\_\_\_\_ Today’s Date

\_\_\_\_\_

Title of Educational Opportunity

\_\_\_\_\_

Please describe the learning objective of the educational opportunity and how the objective is linked to the student’s coursework or plan of study (you may attach additional sheets):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date(s) of educational opportunity

\_\_\_\_\_

Dates and total number of days of planned absence

\_\_\_\_\_

Signature of Parent

\_\_\_\_\_

Signature of Student

\_\_\_\_\_

\*\*\*\*\*

For Office Use Only. Received by \_\_\_\_\_ on \_\_\_\_\_ . Approved? Yes/No By \_\_\_\_\_.